

**IPCC EXECUTIVE COMMITTEE – ONE HUNDRED AND SEVENTEENTH MEETING**  
**Teleconference, 11 October 2023**

**CONCLUSIONS & DECISIONS**

Participants

*Chair:*

*Jim Skea*

*Members:*

*Ladislav Chang'a (IPCC Vice-Chair), Ramón Pichs-Madruga (IPCC Vice-Chair), Diana Ürge-Vorsatz (IPCC Vice-Chair), Robert Vautard (Working Group [WG] I Co-Chair), Xiaoye Zhang (WG I Co-Chair), Winston Chow (WG II Co-Chair), Bart Van den Hurk (WG II Co-Chair), Katherine Calvin (WG III Co-Chair), Joy Jacqueline Pereira (WG III Co-Chair), Takeshi Enoki (Task Force on National Greenhouse Gas Inventories [TFI] Co-Chair), Ines Camilloni (representing Region III)*

*Advisory members:*

*Abdalah Mokssit (IPCC Secretary), Clotilde Péan (WGI Technical Support Unit [TSU] Head), Dave Dokken (WGIII TSU Head), Sandro Federici (TFI TSU Head)*

*IPCC Secretariat:*

*Erмира Fida (IPCC Deputy Secretary), Andrej Mahecic (Head of Communications and Media Relations), Mxolisi Shongwe (Programme Officer), Jennifer Lew Schneider (Legal Officer), Jesbin Baidya (Information Technology and Logistics Officer), Nina Peeva (External Relations Officer), Werani Zabula (Information and Communications Specialist), Joëlle Fernandez (Administrative Assistant and Assistant to the Secretary), Laura Biagioni (Office Assistant – Web Information and Publications)*

*Invited:*

*Géninha Lisboa (Executive Assistant to the IPCC Chair), Melinda Tignor (presumptive WGII TSU Head)*

*Apologies: Mazhar Hayat (TFI Co-Chair)*

**1. ADOPTION OF THE AGENDA**

The provisional agenda (EXCOM-CXVII/Doc.1) as attached in Annex 1 was adopted.

**2. URGENT ISSUES RELATED TO IPCC PRODUCTS AND PROGRAMME OF WORK THAT REQUIRE PROMPT ATTENTION BY THE IPCC BETWEEN PANEL SESSIONS**

**2.1. Update on the Special Report on Climate Change and Cities**

The IPCC Secretary updated the ExCom on the status of the letter soliciting the nominations of participants (call for nominations) to a scoping meeting of the Special Report on Climate Change and Cities.

The Secretary stated that the TSU Liaison Group (TSULG), at its last meeting (6 October 2023) discussed the draft letter of nominations with the view to launch the call in October 2023. With this the invitation letter for the scoping meeting could be sent in January 2024.

The Secretariat has developed an electronic nomination form which was shared with the WGs' TSUs for comments and testing.

A Working Group II (WGII) Co-Chair gave an update on the draft call for nominations outlining the following six categories of expertise that the three Working Groups (WGs) Bureaux agreed to be included in the letter and the nomination: biophysical; impacts and risks, including economic and non-economic losses and damages and compounding and cascading aspects; sectoral development, adaptation, mitigation and responses to losses and damages; energy and emissions and the fifth on governance, policy, institutions, planning and finance; civil society. Each of the six categories includes numerous examples of sub-areas of expertise. He indicated that Singapore has expressed interest in hosting the scoping meeting, but this was still pending confirmation. Considering upcoming holiday season in some parts of the world the scoping meeting could take place in late March or early April 2024, requiring the finalization of the list of experts to be invited to the scoping meeting around mid to late January 2024.

Following a request from a Vice Chair, it was agreed that the IPCC Vice-Chairs would be given the opportunity to provide feedback on the expertise.

The Secretary committed to sending out the call for nominations once the areas of expertise are finalised noting that the information about the location and the dates of the scoping meeting could be shared when confirmed.

A WGII Co-Chair indicated that this way forward was feasible, and it was agreed that the call for nominations could be sent out on 20 October 2023.

A WGII Co-Chair further indicated that the draft Terms of Reference (ToR) for a Scientific Steering Committee (SSC) for the scoping of the Special Report had been prepared. The SSC would be comprised of the six WGs Co-Chairs and two Vice-Chairs per each WG taking into consideration regional representation and gender balance. The SSC would be chaired by an IPCC Vice-Chair.

Following a discussion with the IPCC Vice-Chairs, the Chair proposed IPCC Vice-Chair, Diana Ürge-Vorsatz to take lead in the Special Report on Climate Change and Cities.

It was agreed that once finalised the ToR for the SSC would be circulated to the ExCom.

In concluding, the Chair expressed gratitude to the WGs, especially WGII, the TSUs and the Secretariat for the excellent collaboration and for taking this up going forward.

ExCom took note of the information provided and agreed on the process and timeline for the call for nominations and the arrangements for the SSC for the scoping of the IPCC Special Report on Climate Change and Cities.

### **3. COMMUNICATIONS AND OUTREACH ACTIVITIES**

#### **3.1. Ongoing and planned activities**

The Head of Communications and Media Relations informed the ExCom on communications activities. He flagged that the most pressing issue that requires attention was the upcoming Twenty-eight Conference of the Parties (COP28) to the United Nations Framework Convention on Climate Change (UNFCCC). He indicated that as a result of the meetings with ExCom members, there was a solid list of proposed events for the IPCC joint pavilion at COP28.

The Head of Communications and Media Relations reported that the IPCC side event at the COP28 was scheduled for 4 December 2023. There were ongoing discussions on the title, description and other elements.

The Chair highlighted that the matter of defining the final list of events in the pavilion had to happen expeditiously given the need to invite speakers as soon as possible.

The ExCom took note of the report on communications and outreach activities.

#### **4. RESPONSE TO POSSIBLE ERRORS IN COMPLETED ASSESSMENTS AND OTHER IPCC PRODUCTS**

##### **4.1. Update on the implementation of the Error Protocol and follow-up**

The Science programme officer informed the ExCom that as per the last reporting to ExCom-116 there was one case that remains pending.

The Secretariat has also received three claims that have not yet been registered as they were pending additional information. It was likely that one of these claims concerning the WGI report would be registered in a due course.

The ExCom took note of the Error Protocol report.

#### **5. COORDINATION BETWEEN WORKING GROUPS AND TASK FORCES ON ACTIVITIES AND ISSUES PERTAINING TO THE PRODUCTION OF ASSESSMENTS AND OTHER RELEVANT IPCC PRODUCTS**

##### **5.1. Possible invitations from the United Nations Framework Convention on Climate Change (UNFCCC)**

In light of informing the planning for the seventh assessment cycle, the Deputy Secretary gave an update on existing and potential invitations from the UNFCCC coming from some pertinent decisions and documents, such as the [Decision 3CMA/4](#) on the Glasgow–Sharm el-Sheikh work programme on the global goal on adaptation, as well as the recently released synthesis report on the [views on the elements for the consideration of outputs component of the first global stocktake](#), and information gaps identified by the [Synthesis report by the co-facilitators on the technical dialogue on the global stocktake](#).

The Chair invited the ExCom to take note of the information provided for its consideration during the planning for the seventh assessment cycle and recalled that it was for the Panel to decide on whether potential invitations are to be considered.

The ExCom took note of the update on the existing and potential invitations from the UNFCCC.

##### **5.2. Update on forthcoming meetings:**

- **Update on the preparations for the 66<sup>th</sup> Session of the IPCC Bureau**

The Secretary provided an update on the preparations for the 66<sup>th</sup> Session of the IPCC Bureau (BUR-66) to take place from 15 to 16 November 2023 in the World Meteorological Organisation (WMO) headquarters in Geneva, Switzerland. He presented the provisional agenda highlighting that BUR-66 would provide an opportunity to discuss the planning for the seventh assessment cycle in addition to standing items. The documents were under preparation and the Secretariat had received requests from Working Groups for their progress reports to be delivered verbally. There were also requests for travel support for Bureau

members who were not from developing countries or countries with economies in transition. The Secretariat was looking into whether such derogations could be made on exceptional basis.

Points made by ExCom members included a request to the Secretariat to solicit submissions from IPCC Member Countries on their views regarding the products for the seventh assessment cycle to be collected prior to BUR-66. There were queries regarding the templates, deadlines and content of the progress reports.

Information was also provided that the WGs Co-Chairs were preparing a white paper outlining options for the seventh assessment cycle to be submitted prior to BUR-66. The drafts would be shared with the Chair for consultation and this process could be extended to the IPCC Vice-Chairs.

Regarding the progress reports, the Chair highlighted the benefits of keeping the practice of written documents.

Clarification was sought on the way the document with views from governments would be prepared by the Secretariat. A query was made for ExCom to see the draft letter on the seventh assessment cycle products prior to being sent to the Focal Points. A question was raised if the number and topics of potential special reports and the possible invitations from UNFCCC would be considered.

As to the special reports, the Chair confirmed that this was the plan, and added that the letter soliciting views from IPCC Member Countries could include relevant information about potential and existing invitations noted under item 5.1.

The Secretary confirmed that the draft letter could be shared with ExCom. He indicated that due to the time constraints, the questionnaire to be attached to the letter would have to be as short and as simple as possible. He added that the Secretariat could then synthesise the proposals in a document to allow sufficient information for the discussions in BUR-66.

The Chair added that the discussion could resume after the Bureau session in preparation for IPCC-60 with the view to align the options outlined in the white paper with the Member Countries' views, which cannot be done prior to the BUR-66 due to time constraints. The Chair mentioned that in the sixth assessment cycle the WGs Co-Chairs collectively wrote and submitted to the Panel a paper ([IPCC-XLIII/INF. 8, Add.1](#)) with their views on governments' proposals of topics for special reports against a set of criteria. He said any progress in this process including defining the relevant criteria would be welcomed.

The Chair concluded by stating that there was an agreement on the two main inputs for BUR-66, namely the white paper prepared by the WGs Co-Chairs in consultation with the Chair and the IPCC Vice-Chairs and the synthesis of views from Member Countries by the Secretariat.

ExCom took note of the process for preparation for BUR-66.

- **Update on the preparations for the 60th Session of the IPCC**

The Chair introduced the item on preparations for the 60<sup>th</sup> Session of the IPCC (IPCC-60) to take place from 16 to 19 January 2023 in Türkiye. He stressed that it would be important to come out of BUR-66 with a structured set of options for the cycle to be consideration by the Panel at IPCC-60.

The Secretary informed the ExCom that a letter has been sent to the IPCC Focal Points informing them of the new dates and the use of the provisional budget for 2024. The Secretariat was working with the host country on the checklist requirements and the host country agreement.

A TFI Co-Chair raised a question as to whether there were specific dates set for IPCC plenaries taking place after January 2024.

The Secretary said that the Secretariat is already exploring with potential hosts for the 61<sup>st</sup> Session of the Panel (IPCC-61) to possibly take place after May 2024. During the previous cycle there were two-year long strategic planning periods, which were disrupted by the Covid-19 pandemic. The IPCC could resume this long-term planning practice and IPCC-60 would provide the needed input for this.

The Chair stressed the importance of having extended planning of meetings including dates and places for a couple of years into the future.

An IPCC Vice-Chair recalled that during the sixth assessment cycle there were arrangements in place aiming to strengthen the participation of developing countries in the IPCC process, including dedicated briefings for Focal Points taking place back-to-back to the IPCC Sessions. He added that it would be useful if this was considered by the Secretariat.

The Secretary highlighted that the improvement of participation of developing countries was a priority in the sixth cycle and this would continue to be the case in this cycle. The briefings for Focal Points from developing countries could continue taking place possibly once per year. He stressed the need to plan for the briefings in advance as these had to be coordinated with the potential host countries of IPCC sessions.

The Chair invited the Secretariat to consider the possibility of holding briefing for developing countries' Focal Points back-to-back or during IPCC-61.

The ExCom took note of the information provided on the preparations for IPCC-60.

- **Update on the IPCC-SBSTA Joint Working Group meeting**

The Deputy Secretary gave a general introduction on the UNFCCC Subsidiary Body for Scientific and Technological Advice (SBSTA) - IPCC Joint Working Group (JWG), including history, background, composition and conduct of the meetings. She stressed that JWG is intended to facilitate coordination between the IPCC and SBSTA, as well as the UNFCCC Subsidiary Body for Implementation (SBI).

The Deputy Secretary informed the ExCom on the plans for holding the next SBSTA-IPCC JWG meeting in a virtual format during the week of 16 October 2023. She also presented key items that would be included in the agenda of the meeting and the expected input from IPCC with focus on providing an update on the plans for the cycle and the preparations for the COP28.

The Chair informed the ExCom that at previous JWG meetings there were commitments made regarding strengthening the engagement between IPCC and the UNFCCC constituted bodies. He had discussions with the IPCC Vice-Chairs to ensure that for each constituted body there was an IPCC Vice-Chair working with the IPCC Secretariat on the relevant liaison functions. The specific Vice-Chairs roles would be shared with the ExCom as soon as finalised.

The ExCom took note of the information provided.

### **5.3. Expert meetings in the seventh assessment cycle**

The Secretary updated the ExCom on the upcoming IPCC expert meetings. He recalled that an Expert Meeting on Diversify, Equity and Inclusion with an allocated budget was approved by the Panel ([Decision IPCC-LVII- 4.](#)) at its 57<sup>th</sup> Session (27 – 30 September 2022, Geneva, Switzerland). The meeting was planned for the end of 2023 but the Gender Action Team (GAT) at its 17<sup>th</sup> meeting (GAT-17) (25 July 2023) noted the challenge in timing and considered the possibility of moving it to 2024. A Scientific Steering Committee (SSC) for this Expert Meeting has not been established as GAT-17 recognized that this work would be carried out by the GAT of the seventh assessment cycle. He said that some members of and invitees to the GAT of the sixth assessment cycle volunteered to participate in the SSC for the expert meeting. The Secretary reported that the Former GAT Chair approached Canada who was interested in hosting the meeting. He added that the expected number of participants was 40 to 50 and that the invitees would be defined by the SSC.

The Chair pointed out that an expert meeting on communications was also approved by the Panel ([Decision IPCC/XLIII-10., IPCC's 43<sup>rd</sup> Session](#)). He said there were other suggestions from the WGs and the TFI. He further proposed that the next ExCom meeting has dedicated discussions on what expert meetings could take place in the seventh assessment cycle.

The ExCom took note of the information provided and the proposed steps forward.

## **6. ANY OTHER MATTERS**

### **6.1. Arrangements for the first meeting of the Gender Action Team (GAT)**

The Secretary briefed the ExCom on the arrangements for the GAT. He recalled the GAT should be established urgently to continue work on the Expert Meeting on Diversity, Equity and Inclusion; to prepare for BUR-66 and to develop the process and protocol for dealing with formal and informal complaints. As set out in [the Gender Policy and Implementation Plan](#), “the GAT is comprised of elected members of the Executive Committee, a representative from the IPCC Secretariat, and two additional members with appropriate expertise appointed by the United Nations Environment Programme (UNEP) and the World Meteorological Organization (WMO).” The Secretary encouraged the GAT to meet to elect its Chair and Vice-Chair and to start its work as soon as possible.

The Chair pointed out that in the previous cycle the GAT was not consisting of all elected members of the ExCom and that the WGs Co-Chairs proposed representatives to the GAT. Similar arrangement could be followed in this cycle with up to two representatives per WG and TFI. He indicated that while TSU representatives could be in attendance, they were not GAT members.

The Chair invited the ExCom elected members to express their interest in participating in the GAT and to put forward their suggestions. He also invited the Secretary to communicate the names of Secretariat representatives as well as of the representatives of UNEP and WMO to the GAT. In concluding, the Chair encouraged gender balance in the composition of the GAT.

An IPCC Vice-Chair took the floor seeking clarification on the participation of former members of the GAT.

The Chair noted that there were offers from previous GAT members to take an active role in the SSC for the Expert Meeting on Diversity, Equity and Inclusion. The GAT could also invite others to attend its meetings without being members.

The ExCom took note of the information regarding the establishment of the GAT and the proposed way forward with the view of advancing this matter as quickly as possible.

The meeting concluded at 15:00.

**IPCC EXECUTIVE COMMITTEE – ONE HUNDRED AND SEVENTEENTH MEETING**  
**Teleconference, 11 October 2023**

EXCOM-CXVII/Doc. 1  
(9.X.2023)  
Agenda Item: 1  
ENGLISH ONLY

**PROVISIONAL AGENDA**

**1. ADOPTION OF THE AGENDA**

**2. URGENT ISSUES RELATED TO IPCC PRODUCTS AND PROGRAMME OF WORK THAT REQUIRE PROMPT ATTENTION BY THE IPCC BETWEEN PANEL SESSIONS**

2.1. Update on the Special Report on Climate Change and Cities

**3. COMMUNICATIONS AND OUTREACH ACTIVITIES**

3.1. Ongoing and planned activities

**4. RESPONSE TO POSSIBLE ERRORS IN COMPLETED ASSESSMENTS AND OTHER IPCC PRODUCTS**

4.1. Update on the implementation of the Error Protocol and follow-up

**5. COORDINATION BETWEEN WORKING GROUPS AND TASK FORCES ON ACTIVITIES AND ISSUES PERTAINING TO THE PRODUCTION OF ASSESSMENTS AND OTHER RELEVANT IPCC PRODUCTS**

5.1. Possible invitations from the United Nations Framework Convention on Climate Change (UNFCCC)

5.2. Update on forthcoming meetings:

- Update on the preparations for the 66<sup>th</sup> Session of the IPCC Bureau
- Update on the preparations for the 60<sup>th</sup> Session of the IPCC
- Update on the IPCC-SBSTA Joint Working Group meeting

5.3. Expert meetings in the seventh assessment cycle

**6. ANY OTHER MATTERS**

6.1 Arrangements for the first meeting of the Gender Action Team (GAT)