

**IPCC EXECUTIVE COMMITTEE – ONE HUNDRED AND EIGHTEENTH MEETING**  
**Teleconference, 8 November 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 [WGI] Co-Chair), Xiaoye Zhang (WGI Co-Chair), Bart Van den Hurk (WGII Co-Chair), Katherine Calvin (WGIII Co-Chair), Joy Jacqueline Pereira (WGIII 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), Melinda Tignor (WGII TSU Head); Dave Dokken (WGIII TSU Head)*

*IPCC Secretariat:*

*Ermira 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)*

*Absent:*

*Géninha Lisboa (Executive Assistant to IPCC Chair)*

*Apologies:*

*Winston Chow (WGII Co-Chair), Mazhar Hayat (TFI Co-Chair) and Sandro Federici (TFI TSU Head)*

**1. ADOPTION OF THE AGENDA**

The ExCom adopted the provisional agenda (EXCOM-CXVIII/Doc.1) as attached in Annex 1.

**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 Secretary updated the IPCC Executive Committee (ExCom) on the progress of preparations for the Special Report on Climate Change and Cities. At the 116<sup>th</sup> meeting of ExCom, it agreed to start the process with Working Group II as the lead for the Special Report. At the 117<sup>th</sup> meeting of ExCom (ExCom-117), the ExCom took note of the progress made on the development of the areas of expertise for participants in the scoping meeting and agreed to issue the call for nominations on 20 October with the view to organize the scoping meeting in late March/ early April 2024. At ExCom-117, the Chair proposed IPCC Vice-Chair Diana Ürge-Vorsatz to lead the Special Report on Climate Change and Cities, and it was agreed that

she would finalize the Terms of Reference (ToR) and the composition of the Scientific Steering Committee (SSC).

The Secretariat and Working Group II (WGII) have prepared a letter inviting Focal Points, Observer Organizations and Bureau members to nominate experts to participate in the Scoping Meeting for the IPCC Special Report on Climate Change and Cities. The letter was sent on 20 October 2023, with a deadline to submit nominations by 17 November. The IPCC Communications Team sent an announcement of the call for nominations to all IPCC Observer Organizations, including the United Nations Framework Convention on Climate Changes (UNFCCC) and the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES), and amplified it on IPCC social media channels.

A Working Group II Co-Chair updated the ExCom that Working Group II has appointed the SSC, and the ToR has been developed. The first meeting will occur on 9 November, and the appointed IPCC Vice-Chair will chair the meeting. The Task Force on National Greenhouse Gas Inventories (TFI) have indicated they do not need to be part of the SSC due to their own TFI Scoping Meeting but will attend the Scoping Meeting for the Special Report as an Observer. WGII noted that there is still yet to be a confirmed venue and date for the Scoping Meeting, tentatively to be held in Singapore in late March / early April.

The ExCom took note of the report.

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

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

The Head of Communications and Media Relations informed the ExCom on communications activities since the 117<sup>th</sup> Meeting of ExCom.

Communications efforts have been focused on finalizing the upcoming mandated and joint WMO/MERI/IPCC “Science for Climate Action” pavilion events at the 28<sup>th</sup> Session of the Conference of the Parties (COP28) to the UNFCCC to be held in Dubai, United Arab Emirates from 1 to 13 December 2023. He noted that there are 13 IPCC pavilion events slotted in the overall joint pavilion program and work is ongoing in identifying speakers and organizing the respective events. The side events include one cross-WG event on the Sixth Assessment Report findings and two events jointly organized with TFI and UNFCCC Secretariat. There is a mandated event, Earth Information Day on 3 December and the Chair is invited to give a keynote at the opening ceremony, the IPCC Secretary will address the opening ceremony of the Subsidiary Body for Scientific and Technological Advice (SBSTA).

He reminded the ExCom to update the templates for COP28 to ensure they are reflected on the IPCC outreach web pages.

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 since the last reporting to ExCom-117 one case has been registered and assigned to Working Group I and has now been closed. There is one case still pending on the Sixth Assessment Report, Synthesis Report, which has been assigned to the Chair. There are still some cases that will be assigned to the TFI.

The Chair updated the ExCom on the process of resolving the error on the Synthesis Report (SYR) of the Sixth Assessment Report (AR6). He noted that after discussions with the relevant SYR Section Facilitators (SFs) he proposed to provide a draft erratum statement with the scientific solution that had been drafted with the help for the SFs. He requested for the Scientific Programme Officer to deal with the correspondence to clear with the former Chair and former Working Group Co-Chairs. He opened the floor for comments.

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. Update on forthcoming meetings:**

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

The Secretary updated the ExCom on the preparations of the 66<sup>th</sup> Session of the IPCC Bureau (BUR-66) to be held on 15 – 16 November 2023 at the World Meteorological Organization in Geneva, Switzerland in a hybrid format. He informed the ExCom that documents have been posted on the Bureau Portal but there are still some documents under preparation by the Secretariat including the Provisional Annotated Agenda and a Synthesis of views on the products of the seventh assessment cycle Programme of Work, which should be available the beginning of the following week.

The Chair and the ExCom agreed the bulk of the discussions at BUR-66 should focus on the agenda item “Options for the Programme of Work in the seventh cycle” including the white paper. The Chair further noted that on the agenda item “Options for the Programme of Work in the seventh cycle”, he would like an outcome of a mandate for the Working Group Co-Chairs to work with the Chair and Vice-Chairs to produce a document that could help discussions at the 60<sup>th</sup> Session of the IPCC (IPCC-60). He also noted that discussions on the agenda item: “Lessons learnt in the sixth assessment cycle” should be focused on relevant lessons that influence the way IPCC conducts its assessments. He also noted that on the agenda item: “Informal Group on Publications and Translations”, he is looking for a decision to enable timely production of IPCC reports, Digital Object Identifier (DOI’s) are identified and that translations are managed in a timely manner.

The Chair noted the comments from the ExCom on reflecting the discussions at BUR-66 on the white paper when preparing the plan of work with the Secretariat.

- **Update on the preparations for the 60<sup>th</sup> Session of the IPCC**

The Secretary updated the ExCom on the preparations of the 60<sup>th</sup> Session of the IPCC to be held from 16 to 19 January 2024 in Istanbul, Türkiye. A letter to invitation to IPCC Focal Points, Ministries of Foreign Affairs, Bureau Members and to international and other organizations has been sent on 25 October 2023 with the deadline to submit nominations by 15 November 2023.

A site visit took place in October and the conference requirements checklist has been finalized. The information note for participants has been posted on the website. Travel plans and registration of participants and the Secretariat is ongoing.

The ExCom requested for clarification on the procedure to hold a Bureau Session on the Monday before IPCC starts.

The Secretary responded that they would provide a response on the exact procedure by the following week.

- **Update on the IPCC participation at the 28th session of the Conference of the Parties (COP28) to the United Nations Framework Convention on Climate Change (UNFCCC).**

The Secretary updated the ExCom on the logistics of COP28. Audio and visual requirements for the COP28 Science for Climate Action pavilion have been finalized. The pavilion's design has been agreed upon with the partners.

There are 37 participants registered. The participants are solely speakers with contributions to the IPCC-related events at COP28. The Secretariat is arranging support from the Trust Fund for eligible speakers and only for the event (s) they are contributing to.

ExCom noted the update on the preparations for the forthcoming meetings.

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

The Chair invited the ExCom to give their views on document circulated to ExCom (IPCC-LVII/INF.12) on IPCC Expert Meetings in the seventh assessment cycle. He outlined the Expert Meetings that have been agreed so far by the Panel, which include one on Gender, inclusivity and diversity, another on science of communicating science and also TFI Expert Meetings. He also noted other Expert Meetings that have been suggested informally: i; Reconciling land-use emission estimates, ii; WGII data needs from WGI scenarios, iii; WGIII scenarios meeting, iv; new approaches to literature assessment and v; enhanced use of digital products.

The ExCom welcomed and supported the discussion on Expert Meetings. They requested clarification on the procedure and process on choosing the topic of the Expert Meeting and if there will be time to discuss this after the next plenary session. It was suggested to have more in depth discussions on the topic especially with their Bureau members and suggested to reach out to the Working Groups and TFI for a list of suggested topics.

The Chair clarified that a way forward would be to send a short questionnaire to Working Group Co-Chairs and TFI to suggest candidate topics to present at IPCC-60. The topics should take into consideration what is achievable under current IPCC policies and procedures.

The ExCom took note on the update.

## **6. ANY OTHER MATTERS**

No other matters were discussed.

The meeting concluded at 15:30.

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EXCOM-CXVIII/Doc. 1  
(2.XI.2023)  
Agenda Item: 1  
ENGLISH ONLY

**PROVISIONAL AGENDA**

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- Update on the preparations for the 60<sup>th</sup> Session of the IPCC.
- Update on the IPCC participation at the 28<sup>th</sup> session of the Conference of the Parties (COP28) to the United Nations Framework Convention on Climate Change (UNFCCC).

5.2. Expert meetings in the seventh assessment cycle

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