

REPORT OF THE SIXTY-SEVENTH SESSION OF THE IPCC BUREAU

Geneva, 30 – 31 May 2024

1. OPENING OF THE SESSION

Mr Jim Skea, Chair of the Intergovernmental Panel on Climate Change (IPCC), called the 67th Session of the IPCC Bureau (BUR-67) to order. The Chair welcomed participants and invited Mr Abdalah Mokssit, Secretary of the IPCC, to moderate the opening ceremony.

Ms Ko Barrett, Deputy-Secretary General of the World Meteorological Organization (WMO), addressed the meeting. She congratulated the Chair and the Bureau on a great start to the seventh cycle with a scientifically robust work plan agreed upon at the first plenary, the 60th Session of the IPCC (IPCC-60) (16 - 19 January 2024, Istanbul, Türkiye). This was expeditiously followed up with two scoping meetings, for the Special Report on Climate Change and Cities and for the Methodology Report (MR) on Short-Lived Climate Forcers (SLFC). She highlighted the critical role of the Bureau's discussions for shaping and guiding the IPCC's work in the seventh cycle. She further noted the role of the Sixth Assessment Report (AR6) cycle reports in shaping the outcome of the decisions of the latest 28th session of the Conference of the Parties (COP28) to the United Nations Convention on Climate Change (UNFCCC) (30 November to 13 December 2023, Dubai, United Arab Emirates). The Strategic Planning Schedule (SPS) for the Seventh Assessment Report (AR7) cycle would have direct implications for the Panel in its ability to deliver its core function and ensure the relevant science could guide and shape the decision-making and the negotiations in the coming years. She stressed the importance of the lessons learned process in providing an opportunity for improvement and advancing the work on diversity and inclusion. The Deputy Secretary-General noted that although, 40 per cent of the new IPCC Bureau members were women, more is needed to be done in addressing gender and regional balance. There was a potential in bringing the IPCC scholarship recipients into the IPCC processes representing the least developed and developing countries. The work done on the IPCC Code of Conduct needed to be embraced further in this cycle. The reaffirmed the WMO continuous support to the IPCC.

Mr Jian Liu, Director of the Early Warning and Assessment Division of the United Nations Environment Programme (UNEP) addressed the Bureau on behalf of UNEP's Executive Director, Ms Inger Andersen. UNEP was looking forward to working with Ms Ko Barrett in her new role as WMO Deputy Secretary-General. He noted the important decisions made at IPCC-60, including the one tasking the Bureau to develop the AR7 cycle SPS for the upcoming 61st Session of the IPCC (IPCC-61). The decision made at this Bureau meeting would be instrumental in the success of IPCC-61. UNEP was looking forward to a timely and comprehensive IPCC AR7 cycle reports providing the scientific basis to support global climate action. These products would be vital for the UNFCCC parties as they prepare for the second Global Stocktake. He further noted the IPCC's enhanced integrated approaches across the three Working Groups (WGs) were commended. The progress reports from the Chair, Vice-Chairs, the Technical Support Units (TSUs), and others were welcomed as these were critical tools for measuring the IPCC's progress. Solutions offered by IPCC would be critical for achieving the objectives of the Paris Agreement. He reiterated UNEP's continued support to the IPCC.

Before moving to the first agenda item, the Chair clarified the running of the Session, noting that the meeting was taking place in a hybrid format. He would first give the floor to the participants in the room and then to those attending remotely.

The Bureau adopted the BUR-67 Agenda (BUR-LXVII/Doc 1) contained in Annex 1 to this report.

2. REPORT OF THE SIXTY-SIXTH SESSION OF THE BUREAU

The Bureau approved the Report of the 66th Session (BUR-66) as contained in the document (BUR-LXVII/Doc. 3).

3. ADMISSION OF OBSERVER ORGANIZATIONS

Ms Jennifer Lew Schneider, the Legal Officer of the IPCC Secretariat, presented the document on Admission of Observer Organizations (BUR-LXVII/Doc. 2, Rev.1), and noted that since the 66th Session of the IPCC Bureau (BUR-66) the following twelve organizations have requested IPCC observer status.

- 1) Bureau international des poids et mesures (BIPM).
- 2) Children and Youth International (CYI).
- 3) Save the Climate.
- 4) Central American Commission on Environment and Development (CCAD).
- 5) International Society of City and Regional Planners (ISOCARP).
- 6) International Organization for Standardization (ISO).
- 7) Woodwell Climate Research Center (Woodwell).
- 8) Wellcome Trust (Wellcome).
- 9) West African Science Service Centre on Climate Change and Adapted Land Use (WASCAL).
- 10) Human Rights and Environment Improvement Centre (HREIC).
- 11) The Degrees Initiative (Degrees).
- 12) Coalition Climat pour la Biodiversité et le Développement (CCBD).

These requests were submitted in accordance with Rules II.5 and II.6 of the [IPCC Policy and Process for Admitting Observer Organizations](#), for review by the IPCC Bureau.

Noting no objections from the Bureau on the new applications, the Chair concluded that the requests from the twelve organizations that applied for IPCC Observer Status would be forwarded to the Panel for consideration and decision at the next available IPCC Session.

Furthermore, the Bureau took note of the ongoing review of the IPCC Observer Organizations.

4. STRATEGIC PLANNING SCHEDULE FOR THE SEVENTH ASSESSMENT CYCLE

Mr Winston Chow, Working Group II (WGII) Co-Chair, presented the SPS for the AR7 cycle (BUR-LXVII/Doc. 4) on behalf of the Working Group (WGI), WGII, Working Group III (WGIII) and the Task Force on Greenhouse Gas Inventories (TFI) Co-Chairs in response to the IPCC-60 [Decision IPCC-LX-9](#). The core principles considered in the draft SPS included ensuring sufficient duration of each stage in the reports' production and inclusivity of the process. The primary considerations included holding a joint Working Group AR7 Scoping Meeting in December 2024, releasing the reports in the order WGI, WGII, WGIII as per [Decision IPCC-LX-9](#) and securing a feasible workload by minimising activities overlaps. Some of the essential characteristics included having fewer overlaps in review periods than in the sixth cycle, maintaining the length of the report production consistent with past practices and ensuring sufficient time allocated to pre-First Lead Author Meeting (LAM1) activities. A comparison was also shared between the Fifth Assessment Report (AR5), the AR6 and the AR7 cycles. To ensure inclusivity in the process and cross-WG integration, several activities were included in the planning, such as networking opportunities to broaden the author pool; dedicated Expert Meetings (EMs) to inform the author teams; incorporating outcomes from the upcoming Gender, Diversity and Inclusivity Expert Meeting; as well as authors' trainings and enhanced engagement.

Mr Ladislaus Chang'a, IPCC Vice Chair; Mr Ramón Pichs-Madruga, IPCC Vice-Chair; Ms Diana Ürge-Vorsatz, IPCC Vice-Chair; Mr Edwin Aldrian, WGI Vice-Chair; Ms Aïda Dionge-Niang, WGI Vice-Chair; Ms Sherilee Harper, WGI Vice-Chair; Ms Sonia Seneviratne, WGI Vice-Chair; Ms Fatima Denton, WGII Vice-Chair; Mr Mark Howden, WGII Vice-Chair; Mr Carlos Mendéz, WGII Vice-Chair; Mr Raman Sukumar, WGII Vice-Chair; Ms Zinta Zommers, WGII Vice-Chair; Ms Malak AlNory, WGIII Vice-Chair;

Mr Eduardo Calvo Buendía, WGIII Vice-Chair; Ms Siir Kilkis, WGIII Vice-Chair; Mr Jan Sigurd Fuglestad, WGIII Vice-Chair; Mr Nouredine Yassaa, WGIII Vice-Chair as well as Canada, China, France, Germany, India, Japan, Kenya, Norway, Saudi Arabia, Senegal, Switzerland, Tanzania (United Republic of), Türkiye, United Kingdom of Great Britain and Northern Ireland (UK) and the United States of America (USA) took the floor.

Appreciation was expressed to the Co-Chairs for preparing the SPS document, as well as to Switzerland for the hospitality and to WMO for the meeting premises. There were various views regarding the proposed SPS and its length. Some appreciated the proposal, others called for a shortened schedule, and some were concerned the schedule was too tight with no room for flexibility. The comparison made to previous cycles was appreciated. Some noted that the schedule was tighter than before and that the implications were different for developing and developed countries. Addressing inclusivity is critical, but the document lacked details on its implementation. Key issues raised included allowing enough time for authors and governments to fulfill tasks and ensuring all authors had access to literature, a challenge persisting since the previous cycle. Changing the reports delivery order was also proposed. The timeliness of the reports was also crucial. For instance, an inability to deliver the products in time to meet the Global Stocktake would result in a reputational risk. The schedule should not be extended given the large amount of scientific literature involved, which would increase the burden on the authors. Questions were raised regarding the release dates of the Coupled Model Intercomparison Project (CMIP)7 models and the impact on the AR7. A request was made for focus on the Himalayan region in this cycle. Clarification was sought on how the three approval plenaries would be handled back-to-back in three months ensuring robust products. The IPCC-61 pre-plenary briefing session should target the Focal Points. Considering a provision in the IPCC Trust Fund to cover for two delegates from developing countries and economies in transition to attend approval sessions was suggested.

In response to comments, Mr Robert Vautard, WGI Co-Chair; Mr Xiaoye Zhang, WGI Co-Chair; Mr Bart van den Hurk, WGII Co-Chair; Ms Katherine Calvin, WGIII Co-Chair; Ms Joy Jacqueline Pereira, WGIII Co-Chair and Mr Takeshi Enoki, TFI Co-Chair took the floor. The Co-Chairs have taken the matter of inclusivity very seriously have been considering it in dedicated virtual discussions. Work on this has already started based on the lessons learned from the previous cycle. Some innovative ways were tested with the Special Report on Climate Change and Cities. These elements have not been incorporated into the document as the intention was to focus on the mandate provided by the Panel “to prepare a document outlining the month and year of delivery on the basis of an AR7 strategic plan” ([Decision IPCC-LX-9](#)). Comparing this cycle with the previous was challenging. AR6 contained three special reports, while AR7 has only one providing for more time. AR6 scheduling faced significant challenges due to the COVID-19 pandemic.

As for the CMIP7, WGI was cooperating with the World Climate Research Programme (WCRP), and the release was scheduled for early 2027. Regarding, the TFI, the MR on SLCF was advancing and the scoping already took place, while the MR on Carbon Dioxide Removal Technologies, Carbon Capture Utilization and Storage (CDR&CCUS) scoping meeting would be preceded by an expert meeting, and then would need to advance so that both MRs could be delivered in 2027. The Co-Chairs had ideas on potential ways for resolving the issue of access to literature. Certain queries, such as the request for financial support for two delegates from developing countries and countries with economies in transition, were going beyond the Co-Chairs’ mandate. Finally, reducing the workload would depend not only on the time allocated, but also on the activities scheduled, the scope of the reports and the constantly growing amount of literature. Careful consideration should be given to the robustness, comprehensiveness, and policy relevance of the reports.

Mr Ladislaus Chang’a, IPCC Vice Chair; Mr Ramón Pichs-Madruga, IPCC Vice-Chair; Ms Diana Ürge-Vorsatz, IPCC Vice-Chair; Ms Sherilee Harper, WGI Vice-Chair; Ms Sonia Seneviratne, WGI Vice-Chair; Mr Mark Howden, WGII Vice-Chair; Ms Malak AlNory, WGIII Vice-Chair; Ms Siir Kilkis, WGIII Vice-Chair; Mr Jan Sigurd Fuglestad, WGIII Vice-Chair; Mr Nouredine Yassaa, WGIII Vice-Chair as well as the USA took the floor.

Views were expressed about the advantages and disadvantages of both shorter and longer schedules. These had to be weighed against the robustness of the report, the workload for the authors and governments, the process's inclusivity and the products' timeliness. Measures and initiatives undertaken already to enhance inclusivity were appreciated, including activities for young scientists. Adding information on how inclusivity would be enhanced in the SPS document, including as an annex to it, could be useful. Other views expressed included the necessity to include the details on inclusivity in the SPS document itself, which had to focus on the schedule. Some suggested to extend the time allocated to the various stages in the production of the report. to ensure the participation of developing countries. Overlapping review periods should be avoided. The authors needed sufficient time to assess the science and analyse the review comments. Flexible timelines were suggested, as hard stops wouldn't be helpful. Others cautioned that adding time alone wouldn't address inclusivity; it was about the approach and other enabling conditions. It was important to include work on the glossary early in the cycle. While some suggested the SPS could provide several schedule options, others preferred a single timeline calling for convergence instead of divergence. Also, while some proposed to clarify in the document that the schedule was indicative, others said any planning was provisional and subject to circumstances by default, and this didn't need to be explicitly mentioned in the SPS. As per the IPCC Principles, the Panel would decide, based on the scoping meeting outcome, whether to prepare a report and agree on its scope, outline, and work plan, including schedule. Therefore, the scope and timeline were going hand in hand.

The Chair proposed that the WGs and TFI Co-Chairs to revise the document based on the comments received and invited them to present their broad approach about this.

Speaking on behalf of the WGs and TFI Co-Chairs Ms Kate Calvin, WGIII Co-Chair, indicated they would work on revising the document to further elaborate on inclusivity. They would include text relevant to flexibility and potential risks, noting that this was an initial plan that would continue being evaluated and updated as the cycle progresses.

The Chair invited the Bureau to accept this proposal and receiving no further requests for the floor, he invited the Co-Chairs to work on the document.

Ms Kate Calvin and Ms Joy Jacqueline Pereira, WGIII Co-Chairs, presented the revised document, which was shared on the Bureau Portal, on behalf of the WGs and TFI Co-Chairs. They presented the text reflecting the flexibility, extended review periods, and minimised overlaps. They presented the inclusivity related activities added in the schedule. A dedicated annex on this was also added to support authors, governments and enhance knowledge sources, including measures to monitor the progress.

Mr Ladislaus Chang'a, IPCC Vice Chair; Ms Diana Ürge-Vorsatz, IPCC Vice-Chair; Mr Edvin Aldrian, WGI Vice-Chair; Ms Nana Ama Browne Klutse, WGI Vice-Chair; Ms Sherilee Harper, WGI Vice-Chair; Ms Sonia Seneviratne, WGI Vice-Chair; Mr Raman Sukumar, WGII Vice-Chair; Ms Zinta Zommers, WGII Vice-Chair; Ms Malak AlNory, WGIII Vice-Chair; Mr Eduardo Calvo Buendía, WGIII Vice-Chair; Ms Siir Kilis, WGIII Vice-Chair; Mr Jan Sigurd Fuglestad, WGIII Vice-Chair; Mr Gervais Itsoua Madzous, WGIII Vice-Chair; Mr Nouredine Yassaa, WGIII Vice-Chair as well as Kenya, Norway, Saudi Arabia, Tanzania (United Republic of), the UK and the USA took the floor.

They expressed appreciation for the revised document. While some supported the revision proposal, there were also concerns that the revisions didn't address the need for flexibility, and the schedule remained too tight hindering the possibility for developing countries to participate in the process. The SPS should allow for comprehensive reports and adherence to the Principles and Procedures. It was recalled that the proposal was coming from the Co-Chairs, who represented a developed and a developing country and, as such, was balanced. During IPCC-60, there were developing countries calling for the reports to come in time to meet the policy need, including the Global Stocktake. A letter from former IPCC authors from developing countries to the WGI Bureau was also mentioned. The proposed schedule was focused only on the production of reports and did not cover the entire cycle and when it would end, as this would require other activities, such as the timing of the elections.

Achievability of the schedule depends on the content of the reports and their focus. Sufficient time was needed to be ensured for the review process, especially for the government review, with the possible solution of having a hard limit in the overlapping. Some suggested removing the annex from this document as inclusivity was a broader topic to be covered under several other items as well. Reference to the potential role of the Publication Committee on assessing ways for accessing literature could also be included. Monitoring the progress on inclusivity was appreciated and it was suggested to establish clear indicators.

In response to the comments, the WGs Co-Chairs, indicated that in the current proposal, the overlapping review was only four weeks compared to 14 weeks previously, but they could revisit this further, especially toward the latest stages of development of the reports. While inclusivity was not only related to the SPS, if the annex was removed there was a need to address the topic elsewhere. The timeline, even for WGI, which has shorter time than the rest, was optimal point between feasibility and author motivation. The scheduling took into account the decision from IPCC-60 that the Synthesis Report was to be delivered in 2029; therefore, the WGs have to be finalised by 2028. The Co-Chairs committed to enhancing inclusivity.

The Chair called for a huddle, led by Mr Ladislaus Chang'a, IPCC Vice Chair, with the aim of reaching a consensus.

Mr Ladislaus Chang'a reported back that there was a constructive huddle leading to a suggestion to give room to the Co-Chairs to work on a revised document reflecting a review overlap, which should not exceed two weeks.

The Chair thanked Mr Chang'a and the huddle for the productive discussions and clarified that the work on updating the document would need to take place intersessionally as the Technical Support Units (TSUs) needed sufficient time to adjust the document accordingly.

The Bureau at its 67th Session took note of the document on the Strategic Planning Schedule for the Seventh Assessment Cycle as contained in document (BUR-LXVII/Doc. 4) and requested the WG/TFI Co-Chairs to revise the document to reflect the changes proposed in the huddle and described in the revised document with the view to seek agreement from the Bureau intersessionally, by correspondence, before presenting it to the Panel for its consideration at its 61st Session (IPCC-61).

5. OPTIONS FOR EXPERT MEETINGS AND WORKSHOPS FOR THE SEVENTH ASSESSMENT CYCLE

Mr Robert Vautard, WGI Co-Chair, presented options for Expert Meetings (EMs) and workshops for the seventh assessment cycle (BUR-LXVII/Doc. 6) on behalf of the WG and TFI Co-Chairs. He stated that EMs and workshops could be held during the various stages of an IPCC cycle; before scoping meetings to inform the scoping process; after scoping and before author nominations to prepare the range of views and the potential consensus; after author selections, and at the beginning of reports production to address key issues within the framework of the approved outline; as well as at the end of the cycle to inform the next cycle. Several EMs and workshops were already scheduled during the seventh cycle, including an EM on reconciling land use emissions led by the TFI; an EM on carbon dioxide removal technologies and carbon dioxide capture, utilization, and storage led by the TFI, a workshop on the IPCC Inventory Software, led by the TFI; an EM on gender diversity and inclusivity led by the GAT; all of which were scheduled by the end of 2024. There wouldn't be a possibility for more EMs and workshops prior to the AR7 joint scoping meeting planned for December 2024. Further EMs that could take place after the AR7 scoping meeting and before author selection included EMs on high-impact events, abrupt changes and, tipping points to be led by WGI, with the participation of all WGs, potentially co-organized with WCRP; on adaptation guidelines to be led by WGII; an EM on novel approaches to assessing knowledge on climate change and climate action to be led by the IPCC Chair. Following the authors' selections, the following topics for EMs were included in the proposal: regional climate information and the Atlas to be co-led by WGI and WGII, and science communication, which had previously been agreed upon by the Panel, but not held yet, which could

re-focus on communication with policymakers, to be led by the IPCC Chair. Other proposals were made for themes of potential EMs, which included scenarios, equity, and sustainable development; overshoot including exceeding and returning from a warming level; health and climate change. The proposal made by the Co-Chairs aimed to start a discussion with the Bureau on the overall vision for EMs and workshops for the cycle.

Mr Sebastian Vicuna, TG-Data Co-Chair, indicated that TG-Data ideas for EMs included probabilistic assessment of climate scenarios, which could be included in the proposed EM on adaptation guidelines. Another idea focused on the use of earth observation data for regions with sparse data coverage and how could developing countries access such data. This topic could also be considered for an EM or be included in the EM on regional climate information. TG-Data didn't have the capacity to lead on these ideas but expressed interest to contribute to the discussions in line with its role.

The Chair highlighted that as per the IPCC Procedures, EMs and Workshops were proposed by the WGs, the TFI, the Chair, and TG-Data. These proposals should be submitted to the Panel. The Bureau's role was to provide advice.

Mr Ladislaus Chang'a, IPCC Vice-Chair; Mr Ramón Pichs-Madruga, IPCC Vice-Chair; Ms Diana Ürge-Vorsatz, IPCC Vice-Chair; Mr Edvin Aldrian, WGI Vice-Chair; Ms Aïda Diongue-Niang, WGI Vice-Chair; Ms Sherilee Harper, WGI Vice-Chair; Ms Sonia Seneviratne, WGI Vice-Chair; Ms Fatima Denton, WGII Vice-Chair; Mr Mark Howden, WGII Vice-Chair; Ms Malak AlNory, WGIII Vice-Chair; Mr Eduardo Calvo Buendía, WGIII Vice-Chair; Mr Oliver Geden, WGIII Vice-Chair; Ms Siir Kilikis, WGIII Vice-Chair; Mr Jan Sigurd Fuglestad, WGIII Vice-Chair; as well as, France, Germany, India, Norway, Senegal, Switzerland, Türkiye, and the USA took the floor.

Appreciation was expressed to the Co-Chairs for the proposed EMs and workshops options. There were various views expressed, as well as questions and suggestions relevant to the process. All topics were supported and considered important by some. It was noted that some of the topics would be covered in the assessment reports.

On gender, the IPCC should build on the progress made in the previous cycle and a clarification was sought on whether the Gender, Diversity and Inclusivity EM, would look at this in terms of content of the assessment report or in terms of the IPCC processes.

With the high-impact events, abrupt changes and tipping points proposal, it would be useful to consider the impact on biodiversity and food shortage. There was very limited research on social tipping points, but there was available literature on tipping points in mitigation. High-impact events were experienced in many countries. Attribution was key at the policy-level discussions and, therefore, particularly important in communications.

The EM on adaptation guidance would be useful. It was concerning that the document indicated that could potentially be coordinated with the UNFCCC Conference of the Parties (COP) Presidencies noting that IPCC was independent, and coordination should happen only within the joint SBSTA-IPCC WG.

The proposed EM on novel approaches to assessing knowledge on climate change and climate action had the potential to address the IPCC-60 [Decision IPCC-LX-9](#) that in adopting its programme of work, the AR7 cycle would be inclusive and use diverse literature and knowledge sources. While Artificial Intelligence (AI) could not replace human expertise, utilising machine learning could improve the IPCC's review and writing processes efficiency. Work on uncertainty could be built on the progress made during the sixth cycle, where training sessions for authors backed up by an informal guidance document were provided. Indigenous and Local knowledge should be part of an IPCC guidance note on grey literature.

The regional climate information and Atlas were valuable information since the previous assessment cycle. The importance of considering high-population areas and potential disasters in these regions was highlighted.

A question was raised about what was meant by communication with policymakers, as the SPM was meant to serve this purpose.

The EM on scenarios, equity, and sustainable development could cover scenarios in the content, but not include scenarios in the title. Other suggestions were for scenarios to be kept in the title and for the topic of just transition to be added as well. A proposal was made to start the work within the Bureau by establishing a cross-WG team.

As for Overshoot, it was essential to integrate the impacts, especially those that are irreversible.

Health and climate change was also considered important. Furthermore, the document should expand its coverage to better incorporate social science perspectives and insights from disciplines like psychology, sociology, and anthropology.

While it was valued that the topics were based on the suggestions for special reports collected through the survey sent to member countries, Bureau members could have been asked to provide input in advance to ensure a more inclusive and participatory process.

There were queries on the nomination and selection process of participants, the budget, the outcomes and how these were to feedback to the Plenary. It was recommended that the complexity and crosscutting nature of some topics be considered early when deciding between EMs and Workshops. The list of topics was long and could lead to an overloaded schedule. There were both financial and logistical constraints. It might be helpful if the Secretariat and the IPCC Executive Committee (ExCom) considered the overall budgetary picture of the cycle and the core activities central to producing the assessment reports. The criteria for EMs and workshops selection should follow the IPCC procedures, which clearly differentiate between EMs and Workshops. These should be useful and necessary for the completion of the work plan. The need for involvement in some of the topics from other organizations was also highlighted. There were other opportunities to address some of these scientific questions, including internal meetings, breakout sessions in the lead author meetings, co-sponsored workshops within the IPCC procedures, as well as special issues of journals or scientific meetings, etc.

The Chair clarified the differences between EMs and Workshop, noting that EMs are more focused, and the respective Bureau selects participants in question, while workshops are more ambitious, and participation is based on nominations by governments and observers and then selection is done by the relevant Bureau. When proposals are brought to the Plenary, there would be a justification for whether it is an EM, or a Workshop proposed and where it would fit in the overall cycle. Proposals needed to go through the Financial Task Team (FiTT) for the budgetary implications to be assessed. On proposals that were meant to be led by the Chair, he added that for the novel approaches to assessing knowledge (EM6), the intention was to include a wider source of knowledge, such as Indigenous knowledge, and this would be emphasized. The EM on communications (EM8) had been already budgeted since the previous cycle and has never been exercised. The idea was to focus it on how to improve communications for policymakers.

Ms Diana Ürge-Vorsatz, IPCC-Vice Chair, clarified that one of the objectives of the Gender, Diversity and Inclusivity EM (EM3) would be to discuss how these issues could be further enhanced in the AR7 Cycle, which, in her view, also including relevant knowledge.

Mr Robert Vautard, WGI Co-Chair, Mr Bart van den Hurk, WGII Co-Chair and Ms Joy Jacqueline Pereira, WGIII Co-Chair, expressed appreciation for the useful feedback on behalf of all the Co-Chairs. The discussions would help simplify the titles, prioritise the list and classify meetings as EMs and workshops. It would also help to institute processes across the WGs, with the involvement of all

Vice-Chairs, ensuring comprehensive participation and enhancing inclusivity as the plans move forward.

The Chair added that the entire portfolio of EMs and Workshops would unlikely be proposed at a single Plenary but instead spread over time throughout the cycle, requiring forward planning to ensure the timely execution of EMs. The item was brought to a close with an acknowledgement of the helpful advice from Bureau members and government representatives.

The Bureau took note of the information provided.

6. TERMS OF REFERENCE OF THE IPCC PUBLICATIONS COMMITTEE

The IPCC Legal Officer presented the Terms of Reference (ToRs) of the IPCC Publications Committee (BUR-LXVII/Doc. 5). The various elements included the Publications Committee's constitution, modus operandi, and process of reporting. The Committee would be established for a cycle and would be composed of eight members – two from each WG and the TFI. It would be chaired by one IPCC Vice-Chair nominated by the IPCC Chair. The IPCC Secretary would have an advisory role. The TSUs would support their WG Vice-Chairs or the Task Force Bureau (TFB) members. The TORs were intended not to conflict with IPCC's Principles and Procedures and should there be a conflict, the IPCC Principles and Procedures would take precedence.

The IPCC Chair recalled the IPCC-60 [Decision IPCC-LX- 6](#), where the Panel requested the IPCC Bureau to prepare the Publications Committee ToRs and submit them for consideration to IPCC-61.

Mr Ladislaus Chang'a, IPCC Vice-Chair; Ms Diana Ürge-Vorsatz, IPCC Vice-Chair; Ms Katherine Calvin, WGIII Co-Chair; Ms Malak AlNory, WGIII Vice-Chair; Mr Eduardo Calvo Buendía, WGIII Vice-Chair; Mr Nouredine Yassaa, WGIII Vice-Chair, as well as Germany, Saudi Arabia, and the USA took the floor.

Reference was made to detailed written comments which were already sent to the Secretariat on the document, including editorial suggestions, ensuring no conflicting information in the ToRs with the IPCC Principles and Procedures. Spelling out the broad details for the Scientific Editor's role was necessary as it had cost implication. TG-Data should be in advisory role. The Committee should also address past and future citation data. Subcommittees should be established by the time the Second Order Draft was available to help moving the translations process forward in a timely manner. The Committee could be also responsible for capturing best practices in the translation on non-UN languages in order to offer guidance to countries who would like to undertake this for the IPCC reports. The Committee should report to the Bureau.

The Chair requested the Secretariat to revise the ToRs incorporating the comments and subsequently presented the revised version.

The IPCC Bureau, at its Sixty-seventh Session, agreed on the Terms of Reference of the IPCC Publications Committee, as contained in Annex 2.

7. MEETING PARTICIPATION

7.1. Participation of the Working Group Vice-Chairs in Meetings

The Chair indicated that for some of the smaller IPCC meetings, such as EMs and scoping meetings, there were balance challenges related to the participation of external experts and Bureau members. For instance, for the Gender, Diversity and Inclusivity EM, there were Trust Fund allocated places for 20 participants in total, which was almost the same as the number of Bureau members eligible for Trust Fund support. As the outcome of some of the meetings was meant to come from external experts and in the spirit of inclusivity, a practice could be established, where two thirds of the participants come from outside the Bureau. This was already discussed within the ExCom. There were no

constraints for the AR7 scoping meeting, where the entire Bureau could take part. For smaller meetings the selection could be made by the WGs, noting that every WG Vice-Chair should have the opportunity to participate in the IPCC activities, but these need to be part of a portfolio spread across the cycle, where the overall balance would matter.

Mr Ramón Pichs-Madruga, IPCC Vice-Chair; Ms Diana Ürge-Vorsatz, IPCC Vice-Chair; Ms Aïda Diongue-Niang, WGI Vice-Chair; Ms Sonia Seneviratne, WGI Vice-Chair; Ms Fatima Denton, WGII Vice-Chair; Ms Adelle Thomas, WGII Vice-Chair; Ms Zinta Zommers, WGII Vice-Chair; Mr Eduardo Calvo Buendía, WGIII Vice-Chair; Ms Siir Kilkis, WGIII Vice-Chair; Mr Gervais Itsoua Madzous, WGIII Vice-Chair took the floor.

In principle there was support expressed with the proposed approach of two thirds of external participation, however it was noted that it would be important to have a clarity and transparency on who takes the decision on attendance and based on what criteria. For this, further discussions would be needed and developing guidelines would be useful. A question was raised as to whether this applied to virtual participation as well. While the restrictions were understandable, the most optimal option would be if the WG Vice-Chairs could participate in the meetings run by their WGs. They could be asked first where they would be most useful and which meetings they could attend or not. If there was a selection, this should be done in a transparent way keeping the balance between developed and developing countries, as well as the regional and gender balance. The IPCC Vice-Chairs needed to be well informed on the issues relevant to the WGs. The Chair or one of the three VCs should attend each meeting. Collecting information on which WGs Vice-Chairs attend the meetings could ensure transparency, equity, inclusivity and balance. Furthermore, there was a need for a clarification on the broader role of the WGs Vice-Chair to utilise the full expertise within the Bureau efficiently.

The Chair proposed that the individual WGs Bureaux could continue further this conversation and the Secretariat could be monitoring the overall attendance in meetings to have an overview of the balance achieved. There was also a need to establish a process on developing guidelines and this could be initiated in the ExCom and through a wider consultation with the respective WGs Bureaux.

The Bureau took note of the information provided on the participation of the WGs Vice-Chairs in meetings.

7.2. Meeting Format (Physical, virtual, hybrid, by correspondence)

The Chair presented an approach for the format of Bureau meetings, allowing for physical, virtual, hybrid, or correspondence sessions, inviting the Bureau to reach an agreement on establishing a practice based on a common understanding. Various aspects of adjusting the meeting formats were considered, with a focus on primary objectives such as reducing the carbon footprint and addressing challenges posed by different time zones and lack of internet access for virtual participation. He noted that the proposed changes are intended to serve as a practical solution and not as a formal decision.

Mr Ladislaus Chang'a, IPCC Vice-Chair; Ms Diana Ürge-Vorsatz, IPCC Vice-Chair; Mr Robert Vautard, WGI Co-Chair; Ms Joy Jacqueline Pereira, WGIII Co-Chair; Ms Sonia Seneviratne, WGI Vice-Chair; Mr Carlos Mendez, WGII Vice-Chair; Mr Mark Howden, WGII Vice-Chair; Ms Malek AlNory, WGIII Vice-Chair; Mr Eduardo Calvo Buendía, WGIII Vice-Chair; Ms Siir Kilkis WGIII Vice-Chair; Mr Nouredine Yassaa, WGIII Vice-Chair; as well as Canada, Germany, Norway, Switzerland and the USA took the floor.

Discussions involved the potential challenges and benefits of virtual participation. Although virtual meetings were successful in terms of participation, challenges and experiences were related to family matters, internet access, multitasking and time zones impacting the participants' time. The hybrid option was more sustainable and offered ways for the IPCC to reduce its carbon footprint and increase inclusivity. Considering carbon footprint and efficiency would be crucial in determining the best approach for each meeting, with a preference for virtual participation when feasible.

There were concerns about the impact of virtual participation. Some countries may not have the infrastructure to support virtual meetings. The efficiency of different meeting formats was questioned. The importance of formalizing decisions regarding virtual participation as this impacts author nominations, was highlighted. Consideration of the implications for EMs was emphasized. The Secretariat could undertake work on classifying meetings and put together best practices for hosting meetings. There could be an informal group on sustainability practices.

The Chair concluded that Bureau Members expressed interest in adopting a hybrid practice. Bureau meetings would default to physical format with the option for virtual participation, as necessary, noting there would be some ad-hoc Bureau Meetings on specific topics which would be convened virtually. As EMs were more complex, virtual participation should be implemented on a case-by-case basis. The Secretariat would undertake work on classifying meetings and undertake surveys to understand the degree of participation.

The Bureau took note of the information provided on meeting formats.

8. PROGRESS REPORTS

8.1 Update from Chair and Vice-Chairs

The Chair presented the IPCC Chair and IPCC Vice-Chairs' Progress Report (BUR-LXVII/INF. 8) focusing on activities carried out in two areas – IPCC business, as well as outreach and engagement. On the business side, the Chair highlighted his role in chairing the ExCom. He had been visiting the Secretariat in Geneva, as well as one of the WGs TSUs and planned to visit the others. He noted that Mr Ladislaus Chang'a, IPCC Vice-Chair had been chairing the Conflict of Interest Committee (COI); Ms Diana Ürge-Vorsatz, IPCC Vice-Chair, the Scientific Steering Committee (SSC) for the Special Report on Climate Change and Cities and the Gender Action Team (GAT) and Mr Ramón Pichs-Madruga, IPCC Vice-Chair, has been taking part in these activities too. A significant part of the outreach engagements efforts was related to COP28, with a strong demand on the Chair and Vice-Chairs in communications. There was large emphasis on bilateral engagements, including with youth and indigenous peoples.

Mr Ramón Pichs-Madruga highlighted his participation in the WGII Bureau meetings and other WGII activities. Mr Ladislaus Chang'a highlighted his involvement with WGI. Other activities highlighted were the Scholarship programme, an event held in Trieste in May 2024 for young scientists, as well as related engagement with external entities such as the Geneva University. There was a need for mechanism to facilitate participation in the IPCC process for early career scientists, students and the youth. Ms Diana Ürge-Vorsatz stressed the high-level of outreach undertaken and stressed the importance of active participation of the Vice-Chairs in the work of the WGS.

Ms Fatima Denton, WGI Vice-Chair and the USA took the floor.

It was highlighted to shift the focus of the report towards the future rather than solely on the past. There was a request for clarification regarding the roles of the WGs Vice-Chairs. This could be a topic of an ongoing conversation either in IPCC Bureau Sessions or the individual WGs Bureau meetings.

The Chair noted that one of the findings from the previous cycle was the need for more defined roles for WG Vice-Chairs and noted this should be put as an agenda item for the next Bureau meeting.

The Bureau took note of the IPCC Chair and Vice-Chairs Progress Report (BUR-LXVII/INF. 8).

8.2 Update from Secretariat

The Secretary presented the Secretariat Progress Report (BUR-LXVII/INF. 9), which covered the main activities between 1 August 2023 and 30 April 2024. The Secretariat organised all IPCC Sessions and meetings including IPCC-60, BUR-67, monthly ExCom meetings, GAT meetings, TSU Liaison

Group meetings and provided support to the scoping meetings support, and the logistics for the COP pavilion. The Secretariat ensured the implementation of the Panel and Bureau decisions, supported the Financial Task Team (FiTT) and prepared financial statements. Other activities of the Secretariat included information technology management, the Error Protocol and the Communications Strategy implementation noting the high numbers on IPCC social media channels. The Secretariat was also responsible for engagement with IPCC Focal Points, the UN system and other stakeholders including maintaining communication with the 195 member countries, 214 Observer Organizations and supporting IPCC meetings and engagements at UNFCCC COP28 and the United Nations Environment Assembly (UNEA-6), etc. These efforts were undertaken by a dedicated team of 15 people who very often exceed their Terms of Reference and working hours.

Switzerland and the USA took the floor.

The dedication of Secretariat was recognised. The Secretariat was encouraged to deliver core services such as the Bureau documents promptly. To alleviate the burden on the Secretariat, it was suggested to prioritize future planning and rationalize meeting schedules.

The Bureau took note of the Secretariat Progress Report (BUR-LXVII/INF. 9).

8.3 Update from Working Group I

Mr Robert Vautard, WGI Co-Chair presented the WGI Progress Report (BUR-LXVII/INF.5). The recruitment of the TSU Science Team in France was to be completed with the Senior Science Officer starting in September while the recruitment of the second Science Officer was ongoing. The WGI TSU team in China was complete. The Head has already commenced work, a Project Assistant was selected, and the TSU was in the process of filling three key positions. Other positions were to be opened in January 2024 after the seventh cycle work programme was determined. There were discussions with WGII on having a potential common position on the topic of Artificial Intelligence (AI).

WGI contributed to the selection of experts for the Special Report on Climate Change and Cities Scoping Meeting under the lead of the WGII Co-Chairs with the WGI TSU providing operations support to the WGII TSU. WGI has also contributed to the organization of two events held in the IPCC Pavilion at COP28 and to the IPCC side event on 4 December 2023.

Collaboration between WGs continued with bi-weekly Co-Chairs' and Heads of TSUs meetings and when needed weekly meetings as necessary focusing amongst other matters on the AR7 joint scoping meeting. The WGs worked closely also with the TFI especially in the preparation of the SPS document, the EMs and workshop document, and the possibility of some joint activities in this cycle.

The Bureau took note of the WGI Progress Report (BUR-LXVII/INF.5).

8.4 Update from Working Group II

Mr Bart van den Hurk, WGII Co-Chair, presented the WGII Progress Report (BUR-LXVII/INF. 7) gratefully acknowledging that the IPCC Chair visited the WGII Technical Support Unit (TSU) in Delft, the Netherlands. WGII had already recruited seven TSU staff members based in the Netherlands and five in Singapore. The recruitments included innovational positions such as Graphics and Storyline Design Officer, Science Network Officer, and Artificial Intelligence Officer.

WGII plays a leading role in the preparation of the Special Report on Climate Change and Cities. The Scoping Meeting was held in Riga, Latvia from 16 to 19 April 2024, with special thanks to the Government of Latvia, Ms Zinta Zommers, WGII Vice-Chair, and the IPCC Secretariat. A total of 99 experts were invited from the 1293 who were nominated. The nominated experts were invited to participate in a series of pre-scoping activities, including pre-scoping webinars and a questionnaire used to solicit the views of experts who were not selected to attend the Scoping Meeting. About 660 responses to the questionnaire were received and formed part of the Scoping Meeting documents.

The proposed outline of the Special Report and related scoping documents would be presented to the Panel at IPCC-61.

WGII participated in a range of activities at COP28, including events held at the IPCC/WMO/MERI Climate Science for Action Pavilion. WGII was preparing to make contributions to the 60th Session of the UNFCCC Subsidiary Bodies (SBSTA60) in June 2024 by participating in several mandated events and other activities, including on the Global Goal on Adaptation, the Global Stocktake modalities, and the Research Dialogue. The collaboration with the other WGs and the TFI was acknowledged.

The Bureau took note of WGII progress report (BUR-LXVII/INF. 7).

8.5 Update from Working Group III

Ms Joy Jacqueline Pereira, WGIII Co-Chair, presented the WGIII Progress Report (BUR-LXVII/INF. 6). The WGIII TSU has nodes at the United States (US) Global Change Research Program (USGCRP) in Washington DC; at a partner entity in Asheville, North Carolina; at the Universiti Kebangsaan Malaysia (UKM); and elsewhere within WMO Region II (Asia). The TSU-Washington node hosts the TSU Head, the Head of Science and several scientific and operational staff. The TSU-Asheville node consists of technical services professionals who support the US National Climate Assessment (NCA) process. The TSU-Malaysia node is funded primarily via a Memorandum of Understanding with multiple donor countries. It hosts an Administrator while a Senior Scientific Officer position was under consideration.

WGIII in collaboration with other WGs and the TFI organized four events at the IPCC/WMO/MERI Climate Science for Action Pavilion at COP28. WGIII also participated in the UNFCCC side event that presented key findings of the IPCC's Synthesis Report and other AR6 products, in the context of recent extreme events and developments in emissions, adaptation, and finance.

WGIII is fully engaged in the preparation of the Special Report on Climate Change and Cities. Both Co-Chairs serve in the SSC.

In collaboration with other WGs, WGII helped to prepare the Options for the Programme of Work in the seventh assessment cycle ([IPCC-LX/Doc. 4, Rev. 1](#)) that resulted in [Decision IPCC-LX-9](#). As a follow up to this decision, the WGs and the TFI Co-Chairs had held about ten meetings to discuss the preparation of the SPS document presented to the Bureau. In general, the collaboration with the other WGs and the TFI was acknowledged.

Norway took the floor to inform the Bureau that they would be providing financial support to the TSU-Malaysia node on an annual basis.

The Bureau took note of the WGIII Progress Report (BUR-LXVII/INF. 6).

8.6 Update from the Task Force on National Greenhouse Gas Inventories

Mr Takeshi Enoki, TFI Co-Chair presented the TFI Progress Report (BUR-LXVII/INF. 3). The SLCF Scoping Meeting was held in Brisbane, Australia, on 26-28 February 2024. The MR outline and other associated documents would be presented to the Panel at IPCC-61. The MR would be a Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories but is not meant to be a revision of the Guidelines. The first Lead Author Meeting was scheduled for early in 2025.

An Expert Meeting would be held in July 2024 as part of preparatory work towards the development of the CDR&CCUS MR. The Scoping Meeting was scheduled for late in 2024 and its outcome would be presented to the Panel at the 62nd Session of the IPCC (IPCC-62). Staging of the Lead Author meetings for the two MRs would be aligned from the second Lead Author Meeting in late 2025 until their approval and acceptance by the Panel towards the end of 2027.

An EM on Reconciling land emission estimates with IPCC Methodologies would be held in Italy, also in July 2024. This meeting would consider the interpretation of anthropogenic net emissions from the land by climate modelers assessed in IPCC reports and compare these with Inventories reported by country parties to the UNFCCC processes based on previous IPCC TFI Methodologies.

An updated version of the [IPCC Inventory Software](#) would be launched in June 2024 and linked to the UNFCCC Emissions Reporting Tool under the Enhanced Transparency Framework (ETF), that are used by Parties to the Paris Agreement in the preparation of their biennial transparency reports (BTRs) due in 2024. The latest version of the Inventory Software and its interoperability function with the UNFCCC Reporting Tool would be presented in a Workshop in Baku, Azerbaijani around August/September 2024.

The review of the governance and functioning of the Emission Factor Database (EFDB) by an EFDB Management Group comprising of the TFI Co-Chairs, EFDB Chairs/users and two TSU staff members was ongoing. A report would be submitted to the TFI Task Force Bureau (TFB) at the end of 2024.

The TFB agreed that all existing Guidance that are used by GHG inventory compilers should be consolidated into a document that would not have the status of an IPCC Methodology Report.

To manage the increased workload associated with the simultaneous production of two MRs and high number of meetings, a new TFI TSU structure was set up comprising of a Head of Operations, a Head of Science, a Deputy Head and up to six Programme and Administrative Officers.

Special thanks were expressed to the Governments of Australia, Austria, Azerbaijan, Norway, United States of America, and the European Commission for supporting the work of the TFI in 2024 through voluntary and in-kind contributions.

The Bureau took note of the TFI Progress Report (BUR-LXVII/INF. 3)

8.7 Task Group on Data Support for Climate Change Assessments

Mr Sebastian Vicuña, Task Group on Data Support for Climate Change Assessments (TG-Data) Co-Chair presented the TG-Data Progress Report (BUR-LXVII/INF. 4). TG-Data organized several activities including the annual face-to-face meeting (Santiago, Chile, on 22 – 24 November 2023), two teleconferences and monthly Data Distribution Centre (DDC) Managers' meetings. TG-Data participated in the European Geophysical Union (EGU) General Assembly 2024 (Vienna, Austria on 14 – 19 April 2024). A webinar on the role of AI in the IPCC process was held on 1 March 2024.

A new version of the TG-Data [web page](#) was released in January 2024. The status of data curation by the DDC showed that about 324 AR6 datasets across the three WG reports and the SYR were already archived. Efforts were underway to obtain all the outstanding data underpinning figures included in all AR6 Summary for Policy Makers and Technical Summaries. The DDC catalogue had a total of about 2,466 input and intermediate datasets, including data used in previous reports.

TG-Data produced a workplan up to 2026 and an associated estimated budget. The estimates would be revised after the conclusion of the call for DDC participation and the identification of institutions that would provide DDC services in the AR7. The IPCC Bureau would be invited to establish a Committee to evaluate the submissions by institutions interested in providing DDC services.

Mr Eduardo Calvo Buendía, WGIII Vice-Chair of WGIII, Canada, Germany, Senegal and the USA took the floor.

The report presented by TG-Data was appreciated. The IPCC Focal Points could be invited to participate in future AI webinars. There was a question regarding the striking difference between the number of datasets archived in the DDC between WGI and the other two WGs. A query was raised on the existence of a risk management plan associated with transitioning from existing DDC nodes to

new ones. Regarding the call for participation, there was a question whether the existing DDC should also respond, or they were automatically qualifying to continue. There was a need to evaluate the potential conflict of interests for institutions who would express interest to join the DDC. Procedures for eligibility of non-governmental donors to provide financial support for DDC activities were necessary. A clarification was sought on whether the increase in the budget was determined by new activities. There should be an explicit mention on the website that the scenarios are not developed by the IPCC. Online tutorials and guidelines on how to navigate the DDC catalogue.

Mr Sebastian Vicuña, TG-Data Co-Chair responded that the DDC website guided the users on how to access data. The differences in the amounts of archived data across the AR6 WGs were due to the type of underlying data and that the WGI TSU Head played a prominent role in ensuring that the FAIR¹ data principles were adhered to in AR6. The existing DDCs have the required tools and a rich experience. While there might be a risk that new members would not easily adapt, starting the work of curating the data early during the assessment process could potentially avert the risks. The budget associated with the work plan would be revised as more information became available. The call for participation would be revised accordingly. Efforts would be made to invite a broader participation in future AI webinars.

The Bureau took note of the TG-Data Progress Report (BUR-LXVII/INF. 4)

8.8 Communications and outreach activities

Mr Andrej Mahecic, Programme Manager, Communications and Media Relations of the IPCC Secretariat, presented the Progress Report on Communications and Outreach Activities (BUR-LXVII/INF. 1). There were peaks in the media coverage around COP28 and IPCC-60. The IPCC had an updated visual identity with the new logos of both UNEP and WMO. The Communications and Outreach Action Team (COAT) had not yet started meeting as it awaits recruitment of relevant officers from the WGs. On the digital front there were the two million visits since the last report to the Bureau and a continued growth across the IPCC social media channels.

Ms Diana Ürge-Vorsatz, IPCC Vice-Chair; Mr Robert Vautard, WGI Co-Chair; Ms Aïda Diongue-Niang, WGI Vice-Chair; Ms Sonia Seneviratne, WGI Vice-Chair; Mr Cromwell Lukorito, WGII Vice-Chair; Ms Malak AlNory, WGIII Vice-Chair; Ms Siir Kilgis, WGIII Vice-Chair, as well as Germany, Saudi Arabia, Switzerland, Türkiye, and the USA took the floor.

The importance of communications work was recognised as well as its growth and reach. While appreciating the intention for the progress report to show a reflection of issues where the media sought IPCC's input, some of the topics being reflected were sensitive nature. The progress report should remain within the communications mandate of the IPCC.

Clarification was sought on the implementation of the Communications Strategy and plans to update it. The WGs Vice-Chairs could do more in communications including in filtering some communications pieces before publication. The TFI website should be part of the main IPCC website.

Internal communications aspects specifically for Focal Points could be enhanced. Outreach should be targeted to policymakers at all levels. The translation of IPCC findings into local languages played a key role in communicating to local level policymakers. The role of WG Vice-Chairs in communicating to local level policymakers could be enhanced. The Secretariat was asked to provide information that can be translated to local languages. It was further suggested to facilitate the translation of figures into other languages noting the success of similar initiatives in AR6.

The outreach efforts along the sidelines of the Special Report on Climate Change and Cities in Latvia were appreciated. There was interest in scaling such activities to other meetings including Plenaries. Information on how outreach efforts could be supported was requested. A media training session

¹ Findable, Accessible, Interoperable, and Reusable

could be helpful. More needed to be done on helping IPCC target audiences understand the IPCC processes.

In response, the Programme Manager, Communications and Media Relations, stressed that the progress report was not a scientific document and only sought to paint a picture of the topics being discussed in the public sphere. The current tools available on how the IPCC works included factsheets, slide decks, videos. The plans were to further develop and improve these. Guidance documents on media engagement have been provided and a training session could be arranged for Bureau Members when the agenda permitted. Currently the Secretariat was in the process of procuring media training service providers for this cycle who would also work with Bureau Members on these subjects.

The Bureau took note of the Progress Report on Communications (BUR-LXVII/INF. 1).

8.9 Gender Action Team

Ms Diana Ürge-Vorsatz, Chair of the Gender Task Team (GAT) presented the GAT Progress Report (BUR-LXVII/INF. 2, Rev.1) thanking the GAT members for their contributions in the three-meeting held since BUR-66. The Bureau was encouraged to attend the planned training against sexual harassment and briefing session on UN ethics that had been arranged on the margins of IPCC-61. The work done on the process of dealing with complaints would be presented to ExCom for their feedback and later submitted to the Bureau. The preparations for the planned Gender, Diversity and Inclusivity EM were ongoing. The meeting was likely taking place in 2024 and the offer of Canada to host it was appreciated. The membership composition of both the GAT and the Gender, Diversity and Inclusivity SSC were revised, following feedback respectively at IPCC-60 and at the first Gender, Diversity and Inclusivity SSC meeting.

Ms Aïda Diongue-Niang, WGI Vice-Chair, Mr Nourredine Yassa, WGIII Vice-Chair, as well as Canada took the floor.

The GAT was thanked for its excellent work. Clarification was sought on its membership specifically if there was a rule that does not allow WGs Vice-Chairs to be members. An update on the complaints from the previous cycle was sought. Canada confirmed its commitment to hosting the Gender, Diversity and Inclusivity EM noting that discussions were ongoing with the WMO and IPCC Legal Officers on the host country agreement.

In response, the GAT Chair appreciated the enthusiasm expressed and explained that the GAT membership was revised following guidance from the IPCC Legal Officer. According to the GAT ToRs membership rests with ExCom members, who could delegate if they were not able to attend while membership remains with them. The TORs allow the GAT to invite additional expertise to its meetings. The revised membership in the SSC was to reflect the diversity while keeping the necessary balance between Bureau Members and external experts.

On the previous complaints, the IPCC Legal Officer noted that the former GAT Chair had written to the complainants in July 2023 to inform them of the status and ongoing process to addressing complains.

The Bureau took note of the GAT Progress Report (BUR-LXVII/INF. 2, Rev. 1).

9. UPDATE ON FORTHCOMING MEETINGS

The Secretary informed the Bureau that IPCC-61 would take place in Sofia, Bulgaria, from 26 July to 3 August 2024. The plenary would be extended with two additional days, in order to accommodate the extensive workload. 26 July 2024 would be used for the Bureau's training and the pre-plenary briefing session, while 27 July 2024 would be reserved for the opening ceremony as well as the business agenda deliberations.

Ms Diana Ürge-Vorsatz, IPCC Vice-Chair; Ms Nana Ama Browne Klutse, WGI Vice-Chair; Mr Nouredine Yassaa, WGIII Vice-Chair as well as Canada, and the USA took the floor.

There were queries on the planning and the possibility of having an initial reading of the outlines on 27 July 2024, Saturday and subsequent contact groups on 28 July 2024, Sunday to enable the collection and compilation of feedback. It would be useful if the Secretariat could prepare a paper on the requirements of a host country agreement to create transparency on the obligations. Since it was not planned to have a discussion within the Financial Task Team (FiTT), it was suggested that the Secretariat prepare a provisional budget, allowing for a conversation on the topic. A request was made to facilitate the attendance of a second delegate from a developing country.

The Secretary noted that the arrangements could be made to enable working on Sunday, 28 July 2024. The agenda could include an item on the financial discussion around the budget.

The Bureau took note of the update on forthcoming meetings.

10. MATTERS RELATED TO UNFCCC AND OTHER INTERNATIONAL BODIES

Ms Annett Moehner, Representative of the UNFCCC Secretariat, presented the progress report on matters related to the UNCCC (BUR-LXVII/INF.10), providing a brief update since IPCC-60. The SBSTA-IPCC Joint Working Group (JWG) met virtually on 13 May 2024, enhancing technical cooperation and hearing updates on the AR7 cycle products and how these could inform the UNFCCC work. The UNFCCC also informed the IPCC on research needs and topics that could be potentially addressed in the cycle. The meeting also focused on the preparations for the upcoming SB60 and the events with IPCC participation such as the eleventh meeting of the Facilitative Working Group of the Local Communities and Indigenous Peoples Platform; the Dialogue on Just Transition Pathways; a Workshop to review the Gender Action; the Research Dialogue; and the Dialogues on Children and on Mountains. UNFCCC was keen to hear a statement from the IPCC Secretary at the opening plenary of SBSTA and expressed eagerness for continued collaboration.

Switzerland took the floor, noting that the agenda item was dedicated to matters related to UNFCCC, but also to other organisations, including the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES). From the discussions at IPCC-60 it was understood that it was for the Bureau to handle future collaboration and asked for clarification on how this was envisaged.

The Chair indicated that there have been interactions. For instance, the Chair and other WGI and II Bureau members have met the IPBES Chair. The topics discussed were within the mandates, including author selection, the role of Indigenous knowledge, and the glossaries development. As this agenda item was dedicated to matters related to UNFCCC and other international bodies, reporting should be covering the full spectrum of activities.

The Bureau took note of the progress report on matters related to the UNFCCC (BUR-LXVII/INF.10).

11. ANY OTHER BUSINESS

No other matters were raised under this agenda item.

12. PLACE AND DATE FOR THE SIXTY-EIGHT SESSION OF THE IPCC BUREAU

The Secretary reported that the 68th Session of the IPCC Bureau (BUR-68), was preliminarily planned to be held in the WMO headquarters in Geneva, Switzerland, on 23 and 24 January 2025.

13. CLOSING OF THE SESSION

The Chair noted that the meeting was brought to a conclusion ahead of the scheduled closure time and thanked the Bureau members and the government representatives for the spirit of cooperation and collaboration witnessed in this Bureau meeting, which was a good sign for the rest of the cycle. He also thanked the Secretariat for the support and declared the BUR-67 closed.



IPCC BUREAU – SIXTY-SEVENTH SESSION
Geneva, 30 – 31 May 2024

BUR-LXVII/Doc. 1
(3.IV.2024)
Agenda Item: 1
ENGLISH ONLY

PROVISIONAL AGENDA

- 1. OPENING OF THE SESSION**
- 2. REPORT OF THE SIXTY-SIXTH SESSION OF THE BUREAU**
- 3. ADMISSION OF OBSERVER ORGANIZATIONS**
- 4. STRATEGIC PLANNING SCHEDULE FOR THE SEVENTH ASSESSMENT CYCLE**
- 5. OPTIONS FOR EXPERT MEETINGS AND WORKSHOPS FOR THE SEVENTH ASSESSMENT CYCLE**
- 6. TERMS OF REFERENCE OF THE IPCC PUBLICATIONS COMMITTEE**
- 7. MEETING PARTICIPATION**
 - 7.1 Participation of the Working Group Vice-Chairs in Meetings
 - 7.2 Meeting Format (Physical, virtual, hybrid, by correspondence)
- 8. PROGRESS REPORTS**
 - 8.1 Update from Chair and Vice-Chairs
 - 8.2 Update from Secretariat
 - 8.3 Update from Working Group I
 - 8.4 Update from Working Group II
 - 8.5 Update from Working Group III
 - 8.6 Update from the Task Force on National Greenhouse Gas Inventories
 - 8.7 Task Group on Data Support for Climate Change Assessments
 - 8.8 Communications and outreach activities
 - 8.9 Gender Action Team
- 9. UPDATE ON FORTHCOMING MEETINGS**

- 10. MATTERS RELATED TO UNFCCC AND OTHER INTERNATIONAL BODIES**
- 11. ANY OTHER BUSINESS**
- 12. PLACE AND DATE FOR THE SIXTY-EIGHTH SESSION OF THE IPCC BUREAU**
- 13. CLOSING OF THE SESSION**

Decision BUR-LXVII- 4. Terms of reference of the IPCC Publications Committee

Document: BUR-LXVII/Doc. 5

The IPCC Bureau, at its Sixty-seventh Session, agrees on the Terms of Reference of the IPCC Publications Committee, as contained in Annex A.

TERMS OF REFERENCE OF THE IPCC PUBLICATIONS COMMITTEE

Terms of Reference

1. The IPCC Publications and Translations Committee (hereafter known as the “Committee”) Terms of Reference are intended to enhance and not conflict with the IPCC principles and procedures.

Purpose and Scope

2. The Committee is established for the duration of the respective assessment cycle, to oversee the implementation of the recommendations of the Panel and Bureau with regards to publications, translations and access to literature and advise the IPCC Secretariat on:
 - a. Technical specifications and Terms of Reference for procurement of WMO translation services;
 - b. Technical specifications and Terms of Reference for procurement processes for printing and publishing services for IPCC products;
 - c. Management of citation data for past and future IPCC reports and their main components;
 - d. Timely establishment of editorial sub-committees for translation into each official UN language;
 - e. Proposals for enhancing quality and review of translations of scientific and technical IPCC products;
 - f. Options for enhancing access to literature for IPCC authors.

Appointment of Members

3. The Committee shall be composed of nine members:
 - two from each Working Group and Task Force for Inventories Bureaux;
 - one IPCC Vice Chair to be the Chair of the Committee.

Additionally, the Head of the IPCC Secretariat and Co-Chairs of TG-Data, or their delegates, will serve in an advisory role to the Committee.

4. The members will be nominated by their respective Working Group and Task Force Co-Chairs taking into account overall gender and regional representation, with a view to collective UN language expertise. The Chair to the Committee will be nominated by the IPCC Chair from amongst the IPCC Vice-Chairs.
5. Working Group and TFI members will be supported by their respective TSUs, as needed.

Modus operandi

6. The Committee:
 - a. Will meet as necessary at a time and location to be established by the Chair of the Committee. Such meetings may take place by electronic means unless they are organized in the margins of other IPCC meetings which will take place in person;
 - b. Will reach decisions by consensus; where consensus is deemed not possible, the matter will be referred back to the Bureau;
 - c. Five members of the Committee including the IPCC Vice-Chair shall constitute a quorum;

- d. Will liaise with the WMO Publication Board to ensure coordination, planning and scheduling related to establishment of a WMO Tender Evaluation Board (“TEB”) and in the bidding/evaluation process for IPCC publications and any related products;
- e. Have at least two members of the Committee offer to serve on the TEB for an IPCC publication/procurement process overseen by the WMO. Such Committee members will serve on the TEB in their personal capacity and will need to be able to meet the neutrality and conflict of interest test for membership;
may seek advice from qualified experts, such as librarians, publishing organizations and international scientific bodies;
- f. Will undertake to explore expanding access to literature for IPCC authors;
- g. Will undertake to prepare best practices for producing translations of IPCC products;
- h. Will agree annually on an implementation plan;
- i. Will report regularly to the Bureau.

Background

7. These Terms of Reference are proposed for the establishment of an IPCC Publications and Translations Committee, for consideration by the IPCC Panel at its Sixty-first Session, in furtherance of [Decision IPCC-LX- 6](#) taken at the Sixtieth Session of the Panel (Istanbul, Türkiye, 16-19 January 2024). The Panel decision was in response to the request to approve the implementation of the recommendation to establish an IPCC Publications Committee, as made by the Informal Group of Publications to and agreed by the Bureau at its 66th Session (BUR-66).
8. The Informal Group on Publications (IGPubs) was established by the Bureau at its [57th Session](#) to develop advice for managing publications of IPCC reports, including the timing, preparation and conduct of procurement processes and the management of citation data. In its progress report to the Sixtieth Session of the Bureau, and as noted in its [progress report to the Fifty-third \(bis\) Session of the Panel](#), IGPubs identified, addressed and made recommendations in three primary areas of focus: forms of IPCC products, use of DOIs to build scientific status of IPCC products, and specifications for scientific publishing and scientific publishing standards.
9. After IGPubs fulfilled its original mandate, the IPCC Bureau at its 60th Session, (BUR-60) extended the IGPubs mandate to cover the translation of IPCC products. Reporting to the Sixty-fourth Session of the Bureau (BUR-64), IGPubs recommendations addressed, amongst others, the importance of relevant expertise support for high-quality and timely translations of IPCC products; the need for flexibility as to differences between IPCC products and specificities regarding different official UN languages; compatibility with the IPCC Error Protocol and translation of errata statements; and recognition of all contributors to the translation process.

LIST OF PARTICIPANTS 67th SESSION OF THE IPCC BUREAU

Geneva, 30-31 May 2024

BUREAU MEMBERS

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International Institute for Environment and
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ALDRIAN Edvin
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