

Our ref.: 5289-13/IPCC/AR5

To designated IPCC Focal Points and
Ministries of Foreign Affairs (MFAs)
(if no focal point has been designated)

COPY

Geneva, 13 December 2013

Sir/Madam,

I have the honour of addressing you on behalf of the Co-Chairs of Working Group III on the matter of the government review of the Final Draft of the Summary for Policymakers (SPM) of the Working Group III Contribution to the IPCC Fifth Assessment Report, *Climate Change 2014: Mitigation of Climate Change*. This is the third stage of IPCC mandated reviews prior to the formal approval that will take place at the 12th Session of Working Group III (WGIII-12) to be held in Berlin, Germany, from 7 to 11 April 2014.

Two previous drafts of the WGIII contribution to AR5 have been subject to scientific and technical review by experts (from 20 July to 14 September 2012) and by Governments and experts (from 25 February to 22 April 2013) respectively, as called for in the IPCC Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of IPCC Reports (Appendix A to the Principles Governing IPCC Work, the "IPCC Procedures"). The drafts have been revised by the authors after both of these reviews in response to comments received from Governments and experts, and this process has produced the WGIII AR5 Final Draft Report. The first review of the SPM took place at the time of the Government and Expert Review.

In accordance with the IPCC Procedures, the Final Draft SPM will be submitted for line-by-line approval to WGIII-12 and the full Final Draft Report will be submitted for acceptance by the Working Group. The IPCC Procedures stipulate that approval of the SPM by the Working Group signifies that the SPM is consistent with the factual material contained in the full scientific and technical assessment accepted by the Working Group. Coordinating Lead Authors and other selected Lead Authors will be present at WGIII-12 to support Co-Chairs in ensuring consistency with the underlying assessment. The approved SPM and the accepted underlying Report will be submitted to the IPCC for formal acceptance at its 39th Session immediately following the 12th Session of Working Group III on 12 April 2014.

Following the IPCC Procedures and in order to facilitate the approval of the SPM and to ensure an efficient conduct of the Working Group Session, your Government is now invited to submit written comments on the Final Draft SPM in the period **17 December 2013 to 11 February 2014**. Due to unforeseen circumstances, the original starting date of 13 December 2013 has been postponed as the Final Draft SPM will be available on 17 December 2013. In accordance with IPCC Procedures, the review period will last eight weeks until 11 February 2014.

The purpose of this final round of review by Governments on the Final Draft SPM is to help ensure that the SPM is accurate, well-balanced and presents the scientific and technical findings of the underlying Report clearly. To this end, your review comments will be most helpful if they:

- Address specific text, tables and/or figures in the draft SPM, providing clear suggestions for revisions, with wording or content where appropriate;

- Ensure that any suggested changes to the SPM are fully consistent with material in the underlying Report and provide cross references to that material;
- Advise on ways to ensure brevity and simplicity of SPM messages and to make them as comprehensible as possible to the target audience;
- Recognise that the underlying chapters are provided for your information to facilitate the generation of specific comments on the SPM.

Access to the WGIII AR5 Final Draft Report:

In parallel to this letter, you, as **IPCC Focal Point** will receive an email from the Working Group III Technical Support Unit (WGIII TSU) providing you with your individual Focal Point access information to the WGIII AR5 Final Draft Report website. From this website you will be able to download the Final Draft SPM (for comment), along with the underlying Chapters, Technical Summary, Annexes and Supplementary Material of the Final Draft Report (for information). Associated materials and detailed instructions for submitting your comments will also be provided.

For **Ministries of Foreign Affairs**, where no IPCC Focal Point has been designated, a single individual must be named as the contact person to obtain a username and password for the WGIII AR5 Final Draft Report website. Please provide the Working Group III Technical Support Unit <comments@ipcc-wg3.de> as soon as possible with the name and contact details (including email address) of the person who will be responsible for the government comments on the Final Draft SPM of this draft IPCC report in your country, and they will be sent individual access credentials.

The WGIII AR5 Final Draft SPM and the full underlying Final Draft Report are made available solely for the purpose of providing government comments on the Final Draft SPM. They must not be cited, quoted or distributed other than as part of a managed government comment process.

Please note that the Final Draft of the Summary for Policymakers will be available online for review starting on Tuesday 17 December 2013. In addition, sixteen Chapters of the WGIII AR5 Final Draft Report, Technical Summary, Metrics and Methodology, Technology-specific Cost and Performance Parameters, and Glossary Annexes will be provided. As mentioned above, the underlying chapters, annexes and Technical Summary will be provided for your information to facilitate the generation of specific comments on the SPM, but are no longer open for comment.

In support of the government review of the SPM, copies of any non-published or non-publicly available literature that is cited in the draft chapters will be provided to reviewers by the WGIII TSU upon request during the review period. In accordance with the IPCC Procedures, review comments made on the WGIII AR5 First Order Draft and/or Second Order Draft of WGIII will also be made available to reviewers upon request. Online request forms for these purposes can be accessed via the Government Review of the SPM website.

Submission of review comments:

The IPCC Procedures advise that “Governments should send one integrated set of comments for each Report to the appropriate Working Group/Task Force Bureau Co-chairs through their Government Focal Points”. Governments may wish to organize their own mechanisms for consulting experts in preparing their responses. A contact spreadsheet is available from the review website for the submission of the names and affiliations of the experts contributing to your Government review. Once complete, the spreadsheet with the names and affiliations of the experts contributing to your Government review of the SPM should be uploaded together with the comments on the same address.

Your Government review comments must be submitted using the IPCC WGIII Government Review Form that is available to download from the government review website. This site is also where you will upload the Excel form once you have entered your comments. **All comments must be provided in English and submitted via the review website using the form provided.** Only one set of comments may be entered by a user. Please be aware that any subsequent uploads with the same credentials will replace earlier entries.

Every effort has been made to ensure that the above electronic preparation and submission procedures are robust and user-friendly, however, if you have difficulty in using them, please contact the WGIII TSU <comments@ipcc-wg3.de> for assistance.

Please note that all comments collected as part of the government comments on the Final Draft SPM will be compiled and distributed in advance of the Working Group III Session. Comments will be attributed to the submitting Government. Additional information about the Government Review of the Final Draft SPM is available in Appendix A to the Principles Governing IPCC Work. If you have any questions, please contact the WGIII TSU at <contact@ipcc-wg3.de>.

As a reminder, the Government Review of WGIII SPM opens on 17 December 2013 and ends on **11 February 2014**. Please be advised that late comments cannot be accepted, as the Review site will be closed for inputs on that date

A copy of this letter is being sent to the Ministry for Foreign Affairs, the Permanent Representative with the World Meteorological Organization (WMO), and the United Nations Environment Program (UNEP) Focal Point(s) of your country for information.

Yours sincerely,



(Gaetano Leone)
Deputy Secretary of the IPCC