

Our ref.: 5266-13/IPCC/AR5

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

COPY

Geneva, 28 October 2013

Sir/Madam,

I have the honor of addressing you on behalf of the Co-Chairs of Working Group II on the matter of the Government Review of the Final Draft of the Summary for Policymakers (SPM) of the Working Group II contribution to the IPCC Fifth Assessment Report, *Climate Change 2014: Impacts, Adaptation, and Vulnerability (WGII-AR5)*. This is the third stage of IPCC-mandated reviews prior to the formal approval that will take place at the 10th Session of Working Group II (WGII-10) to be held in Yokohama, Japan, from 25-29 March 2014.

Two previous drafts of the WGII contribution to AR5 have been subject to scientific and technical review by experts (11 June – 6 August 2012) and by Governments and experts (28 March – 24 May 2013), 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”). After both reviews, the WGII AR5 writing teams revised the draft chapters in response to comments received, the availability of the most recent literature, and concerted effort to adhere to page targets. This process has resulted in the WGII AR5 Final Draft Report. The first review of the SPM took place during the Government and Expert Review.

In accordance with the IPCC Procedures, the Final Draft of the WGII AR5 SPM will be submitted for line-by-line approval by WGII-10 and the full Final Draft Report will be submitted for acceptance. The IPCC Procedures stipulate that the 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. The SPM writing team members and most chapter Coordinating Lead Authors will be present at the session to assist in ensuring consistency with the underlying assessment. The approved SPM and accepted underlying report will be submitted to the IPCC for formal acceptance at the 38th Session of IPCC, immediately following the Working Group II Session.

To facilitate the efficient approval of the SPM at the 10th Session of Working Group II and in accordance with IPCC Procedures, your Government is now invited to submit written comments on the Final Draft SPM in the period **28 October – 20 December 2013**.

The aim of this final round of written comments by the Governments is to help ensure that the SPM is accurate and well-balanced, presents the findings of the underlying report clearly, and is consistent with the scope of the report as approved by the Panel. To this end, your comments will be most helpful if they:

- Address specific text, tables, or figures in the Final Draft SPM, providing clear suggestions for changes in wording or content where appropriate.
- Recognize the specific mandate of Working Group II, and understand that suggested changes outside that mandate cannot be implemented.

- Ensure that suggested changes to the Final Draft 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 accessible as possible to the entire array of IPCC stakeholders.
- Acknowledge that the underlying chapters are provided as information, facilitating the generation of specific comments on the SPM.
- Recognize that the entire final draft undergoes a copy edit to correct typographical and grammatical errors, and to ensure consistency across the volume.

Access to the WGII AR5 Final Draft Report:

In parallel to this letter, **IPCC Focal Points** will receive an e-mail from the Working Group II Technical Support Unit (WGII TSU) with unique credentials to grant access to the WGII AR5 Final Draft Web Site:

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Upon accepting posted terms and conditions, users are immediately redirected to the Final Draft SPM (for comment) and underlying final draft chapters (for information). The password-protected drafts repository also contains detailed instructions, the comments template, and other resources generated by the WGII TSU to facilitate the review of the Final Draft SPM, as well a file upload mechanism. **Bookmark the page** so you can revisit it to upload comments collations and lists of reviewers.

Recipients of credentials are requested not to disseminate them. Be advised that password pairs will be monitored for potential abuse, and revoked if suspect activity detected. Should you wish to use the site for your government internal review mechanism and engagement with your network of experts, please send an e-mail to the WGII TSU (<tsu@ipcc-wg2.gov>) of your intent to use the WGII-maintained site as coordination and dissemination vehicle; otherwise, access will be disabled.

Please note that the WGII 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. The posted materials must not be cited or quoted, or distributed other than as part of a managed Government comments submission process.

Submission of comments

The IPCC procedures stipulate 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.”

IPCC Focal Points, Ministries of Foreign Affairs representatives, and/or their designees must use the posted Excel spreadsheet (<WGII-AR5-FGDreview.xls> [530KB]) to submit consolidated comments, following the provided instructions. **All comments must be provided in English.** If either of these requirements is not met, the submission will be returned and a request made to adhere to the posted instructions. Due to the anticipated volume of comments, submissions can only be accepted via the WGII-maintained review web site and using the form provided.

Comments Disposition

Please note that, in accordance with Article 4.1 of the IPCC Procedures, all comments collected as part of the Government Review of the Final Draft SPM will be posted on the WGII web site following the final approval and publication of the assessment. Comments collations will identify submitting Government.

Every effort has been made to ensure that the above electronic preparation and submission procedures are robust and user-friendly, and that the review web site is both easy to navigate and secure; however, if you have any difficulty with access or questions about process, please contact the WGII TSU for assistance at [<tsu@ipcc-wg2.gov>](mailto:tsu@ipcc-wg2.gov).

As a reminder, the Government Review of the Final Draft SPM starts today (Monday), 28 October 2013, and ends on **Friday, 20 December 2013, 5:00 p.m. PST**.

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,



(Renate Christ)
Secretary of the IPCC