

Our ref.: 6983-10/IPCC/SRREN

Attachment: ~~1 CD Rom~~

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

COPY

Geneva, 18 June 2010

Sir/Madam,

I have the honour of addressing you on the matter of the Government scientific/technical review of the IPCC Special Report on “Renewable Energy Sources and Climate Change Mitigation (SRREN)”. It has already undergone the first of the IPCC-mandated reviews, namely, the expert (peer) review.

The IPCC, which has been established jointly by the World Meteorological Organization (WMO) and the United Nations Environment Programme (UNEP) decided at its 28th Session in Budapest, April 2008, to prepare a Special Report on Renewable Energy Sources and Climate Change Mitigation (SRREN) and approved scope and outline. The Special Report which is prepared under the responsibility of Working Group III (Mitigation of Climate Change) will be completed in early 2011.

The first order draft of the SRREN underwent an expert review, as mandated in IPCC rules and procedures, in December 2009 and has now been revised by the authors. The second order draft is available for simultaneous Government and Expert Review from **June 18, 2010 to August 16, 2010** and I kindly invite you to submit your government comments within this time. Details of how to access the draft report and submit comments are provided below.

The review process will follow standard IPCC procedures¹. These procedures advise that “governments should send one integrated set of comments for each Working Group report to the appropriate Working Group through their Government Focal Points”. Governments may wish to organize their own mechanisms for consulting experts in preparing their responses. In this connection, I request that the name(s) of the person(s) organising the government review and the names of the individual experts involved be submitted along with your comments. For your information, this draft is also being distributed directly to the experts who contributed comments on the first draft. An expert reviewer may also be asked to participate in the government review organized within his or her own country. In such a case, he/she should submit comments either as an individual or as part of the government review, but not both.

The Government and Expert Review of the second order draft of the SRREN is a key aspect of the IPCC assessment process. The aim of the review is to ensure that the report is accurate, well-balanced, presents its findings clearly, and is consistent with the Working Group III mandate. To this end your review comments will be most helpful if they:

- Address specific text, tables or figures in the draft and provide clear suggestions for changes in wording or content where appropriate. Please provide full references for any additional literature cited in a review comment.

¹ <http://www.ipcc-ch/>

- Recognize the specific mandates of IPCC and of Working Group III together with the approved outline of the report and do not require the authors to go beyond that scope.
- Ensure that any suggested changes to the Summary for Policymakers (SPM) and Technical Summary (TS) of the report are fully consistent with material in the chapters of the report and provide cross references to that material.
- Recognize that the authors are required to work within strict length constraints and must present a concise assessment of current knowledge, not a scientific review of how that knowledge was derived. The report focuses on policy-relevant aspects of renewable energy and climate change mitigation rather than all science in these domains.
- Give attention to ways of shortening the chapters, the TS and the SPM of the report where noted.
- Note that text styles including standardized spelling, use of units, etc., will be corrected as necessary in subsequent proof reading steps. Detailed comments on typographical errors are not generally of use at this stage.

The Lead Authors will consider the review comments on their chapters at a meeting to be held in Mexico City, Mexico September 20-24th, 2010 and independent Review Editors for each chapter will ensure that all substantive comments receive appropriate consideration. A final draft of the report will be sent to Governments in late November, 2010 and a Working Group III Session to approve the SPM and accept the underlying report will take place in Abu Dhabi, United Arab Emirates, in February, 2011.

Please note that **all comments will be published attributable by country** following the final approval and publication of the report.

Access to the draft report:

The draft report, associated material and detailed instructions for submitting your review comments are available from the following closed web site:

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From this website you can download the entire second order draft in one file as well as the separate chapters, TS and SPM of the report in portable document format (pdf). In addition the above web site provides a Microsoft Excel comments sheet and a full list of the expert reviewers who will also be asked to provide individual review comments.

All of the material mentioned above is also available on a CD-ROM attached to this letter. If you require that the draft report be sent to you as a hardcopy document, please contact the Working Group III Technical Support Unit (TSU) as soon as possible, indicating your full postal address. You can send such requests by email to: comments@ipcc-wg3.de

Please note that this draft report is made available solely for the purposes of the IPCC review process. It must not be cited, quoted or distributed other than as part of a managed government review process.

Preparation and submission of review comments:

Please prepare your review comments using the Microsoft Excel spreadsheet that can be downloaded from the web site given above and which is also on the attached CD-Rom. Given the large number of comments that are received on IPCC draft reports and the limited time available to collate these in a form that can be used by the authors, I must ask that you use this exact format **and no other** (e.g. Word, PDF, self-generated excel, etc). Each spreadsheet can accommodate up to 1000 comments. For those Governments that anticipate submitting more than 1000 comments I ask that you prepare separate spreadsheets for each chapter, the TS and SPM.

Please submit your consolidated government review comments by email to comments@ipcc-wg3.de, to which you will receive an automated acknowledgment. A separate spreadsheet is provided for submission of the names and affiliations of the reviewers who have contributed to your government review and we would be grateful if you would submit that together with the email submission of your comments.

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 immediately contact the WGIII TSU at comments@ipcc-wg3.de

Please note that all review comments must be submitted by **August 16th, 2010, Noon CEST**. Unfortunately due to the large number of comments expected, it is not possible to guarantee that comments received after that date will be available to the authors when they start preparing the final draft.

Yours sincerely,



Renate Christ
Secretary of the IPCC