

Our ref.: 5153-11/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, 7 March 2011

Sir/Madam,

I have the honour of addressing you on the matter of the Final Government Distribution of the IPCC Special Report on "Renewable Energy Sources and Climate Change Mitigation (SRREN)".

The IPCC, which was established jointly by the World Meteorological Organization (WMO) and the United Nations Environment Programme (UNEP) decided at its 28<sup>th</sup> 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 was prepared under the responsibility of Working Group III (Mitigation of Climate Change). The Approval Plenary is scheduled from 5-8 May, 2011.

As mandated by IPCC rules and procedures, the first order draft (FOD) of the SRREN underwent expert review from 22 December 2009 to 8 February 2010 and was revised by the authors to produce the second order draft (SOD). The SOD underwent Government and Expert Review from 18 June to 16 August, 2010. Since that time authors have incorporated government and expert comments on the SOD to produce the final draft. I have the pleasure to submit to you the final draft for your consideration and review of the revised draft Summary for Policymakers. The final draft report will be submitted for acceptance and approval of its Summary for Policymaker to the 11<sup>th</sup> Session of IPCC Working Group III. To facilitate the consideration for the Summary for Policymakers at the Session I kindly invite you to submit your government comments on the Summary for Policy Makers (SPM) by **April 18<sup>th</sup>, 2011**. Details of how to access the draft report and submit comments are provided below.

The review of the draft Summary for Policymakers will follow IPCC procedures<sup>1</sup>. 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.

The final Government distribution of the final draft of the SRREN is a key aspect of the IPCC assessment process. The aim of the review is to ensure that the SPM is accurate, well-balanced, presents the findings of the report clearly, and is consistent with the scope of the report as approved by the Panel. To this end your review comments will be most helpful if they:

- Address specific text, tables or figures in the SPM of the draft and provide clear suggestions for changes in wording or content where appropriate.

---

<sup>1</sup> <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) of the report are fully consistent with material in the chapters of the report and provide cross references to that material.
- Give special attention to ways of shortening the SPM of the report.
- 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.
- 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 Coordinating Lead Authors will consider the comments on the SPM at a meeting to be held in Abu Dhabi, UAE, 3-4 May, 2011 immediately preceding the 11<sup>th</sup> Session of Working Group III. At the start of the Session that will consider approval and acceptance of the report, independent Review Editors for each chapter will have ensured that all substantive comments to both the FOD and the SOD of the SRREN have received appropriate consideration.

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:

*[Part of the text removed here]*

From this website you can download the entire final 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 into which we ask that you insert your comments. Please note that during this final review we only invite comments on the SPM.

All of the material mentioned above is also available on a CD-ROM attached to this letter. The CD-ROM has been set up to allow access as similar as possible to that of the full web site. To do this start by opening the file named "Start.html" using a standard web browser. 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: *[Part of the text removed here]*

**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 section of the SPM.

Please submit your consolidated government review comments on the SPM by email to [comments@ipcc-wg3.de](mailto: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](mailto:comments@ipcc-wg3.de)

We invite you to submit your governments review comments by **April 18<sup>th</sup>, 2011, Noon CET**.

A copy of this letter is being sent to the Ministry for Foreign Affairs, IPCC Contact Point(s), the Permanent Representative with WMO and Focal Point(s) of UNEP of your country for information.

Yours sincerely,



Renate Christ  
Secretary of the IPCC