



WMO

INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE



UNEP

No: 7803-06/IPCC/AR4

To the Executive Heads of
International and other Organizations

~~Attachment: CD-ROM~~

COPY

Geneva, 22 December 2006

Sir/Madam,

I have the honour of forwarding to your Organization the final draft of "Climate Change 2007: Impacts, Adaptation and Vulnerability", which is the contribution of Working Group II of the IPCC to the IPCC Fourth Assessment Report (AR4). This is now the final distribution to governments and organizations prior to the formal approval process as noted below.

It may be recalled that the IPCC, which has been established jointly by the World Meteorological Organization (WMO) and the United Nations Environment Programme (UNEP), agreed that its Fourth Assessment Report would be completed in 2007 and consist of three working group contributions and a Synthesis Report. The contribution of Working Group II to the AR4 will be considered at the 8th Session of Working Group II of the IPCC, which will be held in Brussels, Belgium, 2-5 April 2007.

Two previous drafts of this Report have been subject to scientific and technical reviews by experts and governments, as called for in the IPCC Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of the IPCC Reports (hereinafter referred to as the IPCC Procedures; see the website www.ipcc.ch for a copy). The drafts have been revised after each of these two reviews, taking into account the comments received, and this process has produced the enclosed final draft.

In accordance with IPCC procedures, the final draft Summary for Policymakers (SPM) will be submitted for line-by-line approval by Working Group II of the IPCC at its 8th Session and the full final draft Report will be submitted for acceptance by the Working Group at that time. The IPCC Procedures stipulate that approval of the draft SPM by the Working Group signifies that the SPM is consistent with the factual material contained in the underlying full Report. Coordinating Lead Authors and other selected Lead Authors will be present at the Session to assist in ensuring consistency with the underlying assessment. The approved SPM and the accepted underlying full Report will be submitted to the IPCC at its Twenty-sixth Session (Bangkok, 4 May 2007) for acceptance.

Approval and acceptance of IPCC reports are at the level of government representatives. However, if your Organization wishes to provide scientific technical comments on the final draft Summary for Policymakers you are encouraged to do so by **16 February 2007** in order that these may be compiled and made available to delegates for consideration during the Session, as addendum to the compilation of comments received from governments.

Access to the draft report:

The Final Draft Report, associated material and detailed instructions for submitting your comments can be found on the enclosed CD-ROM and accessed via the following closed web site:

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From this website you can download the separate chapters, Technical Summary and SPM of the Report in portable document format (pdf). In addition, the above web site provides access to supplementary material where appropriate.

All of this material is also available on the enclosed CD-ROM which has been set up to allow access in as similar a manner as possible to that of the web site. To do this, please start by opening the file named "Start Here.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 II Technical Support Unit (WGII TSU) as soon as possible, providing a full courier address. You can send such requests by email to: gov-rev@metoffice.gov.uk.

It should be emphasized that the Report and its SPM are still drafts, and as yet not accepted or approved. They must not be cited or quoted and you are further requested not to distribute the documents or the passwords for the closed website except for the purpose of your Organization's consideration of the final drafts.

Submission of comments

Please note that, in accordance with IPCC Procedures, only the SPM is open to further comments at this stage.

Please prepare your 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 may be received and the limited time available to collate these in a form that can be used in the WG II Session, I must ask that you use this format as far as possible.

Please send your spreadsheet of consolidated comments by e-mail to the WGII TSU at: gov-rev@metoffice.gov.uk

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 WGII TSU at: gov-rev@metoffice.gov.uk.

Finally, please note that all comments should be submitted by **16 February 2007**.

Yours sincerely,



Renate Christ
Secretary of the IPCC