

No: 6927-07/IPCC/AR4-SYR

Attachment: 1 CD-Rom

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

Geneva, 21 May 2007

Sir/Madam,

I have the honour of presenting to your Government the draft of the *Synthesis Report of the IPCC Fourth Assessment Report (AR4 SYR)*.

You may recall that the Panel at its 22<sup>nd</sup> Session (New Delhi, November 2004) agreed the scope, content and process for preparation of the AR4 SYR.

The draft of the AR4 SYR is submitted for simultaneous Government and Expert Review **from 21 May to 15 July 2007**. The review process will follow the IPCC Procedures Section 4.4.1, which can be viewed online at <http://www.ipcc.ch>. I invite you to kindly provide your government comments within this time. Details of how to access the draft report and submit comments are provided below.

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 distributed directly for simultaneous expert review to all individuals who have submitted expert comments on either of the drafts of the three IPCC Working Group reports of the AR4, and to the Lead Authors and Review Editors of the three IPCC Working Group reports. An expert reviewer may be asked to participate in a government review. In such a case, he/she should submit comments either as an individual expert or as part of the government review, but not both.

The Expert and Government Review of the draft is an important step for preparation of the AR4 SYR. The Panel will approve the Summary for Policymakers (SPM) of the AR4 SYR line by line and adopt the longer report section by section from 12 to 16 November 2007 during the 27<sup>th</sup> Session of the Panel.

Access to the draft AR4 SYR:

The draft AR4 SYR and a spreadsheet for submitting your review comments are available from the following closed web site:

[Part of the text removed here]

The draft and all other material mentioned above is also available on a CD-Rom attached to this letter. If you require that the draft be sent to you as a hardcopy document, please contact the Technical Support Unit (TSU) for the Synthesis Report as soon as possible, indicating your full postal address, via email: [syr.review@teri.res.in](mailto:syr.review@teri.res.in), or fax: +91 11 2468 2144 (attention: Synthesis Report TSU).

**Please note that this draft report is made available solely for the purpose of the IPCC review process, and will undergo changes in response to comments received. The draft SYR must not be cited or quoted, and must not be distributed other than as part of a managed government and expert review process.**

Preparation and submission of review comments:

Please note that the AR4 SYR cannot cite or assess primary literature, but must be fully based on, and be consistent with, the underlying assessments of the three Working Groups of the IPCC Fourth Assessment Report and other IPCC Reports. Your review comments will therefore be most helpful if they:

- Address specific text, tables or figures in the draft and provide clear suggestions for changes in wording or content, with references to relevant chapters and sections of IPCC Assessment and Special Reports to support your comments.
- Recognize the scope, content and page limits of the AR4 SYR as agreed by the Panel at its 22<sup>nd</sup> Session. The tight page constraints imply that any additional material could only be inserted at the expense of removing existing material from the current draft. The current draft is at or slightly above the page limits agreed by the Panel.

Comments on typographical errors, text styles, units etc are not required at this stage. Figures derived from Summaries for Policymakers and the underlying reports of recently accepted Working Group contributions to the AR4 will be updated in the next draft where relevant in accordance with any editorial changes to those figures in the underlying Working Group reports.

Review comments should be entered into the Microsoft Excel spreadsheet, which can be accessed through the above web site and the attached CD-Rom. Given the large number of comments and the limited time available to collate them, please avoid sending your comments through any other means.

Please submit your consolidated government review comments by emailing them as attachment to [syr.review@teri.res.in](mailto:syr.review@teri.res.in). You will receive an acknowledgement of receipt. A separate spreadsheet is provided on the CD 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 also submit this additional information as an email attachment to the SYR TSU.

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 SYR TSU at [syr.review@teri.res.in](mailto:syr.review@teri.res.in), fax +91 11 2468 2144 (attention: Synthesis Report TSU).

Please note that in view of the tight time constraints for the preparation of the SYR and the next meeting of the Core Writing Team, it is essential that all comments be received by **15 July 2007**.

Yours sincerely,



Renate Christ  
Secretary of the IPCC