

Our ref.: 5244-11/IPCC/SREX

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

Geneva, 22 August 2011

Sir/Madam,

I have the honor of addressing you on the matter of the Final Government Distribution (FGD) of the IPCC Special Report on "Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation" (SREX).

The Panel decided at its 30th Session (Antalya, Turkey, 21-23 April 2009) to prepare SREX – with the involvement of the UN International Strategy for Disaster Reduction (ISDR) – following IPCC rules and procedures (see <[www.ipcc.ch](http://www.ipcc.ch)>). This collaborative effort of IPCC Working Groups I and II has undergone Expert Review (26 July - 20 September 2010) and Government / Expert Review (7 February - 1 April 2011), and this transmittal announces the initiation of the Final Government Distribution, which runs on 22 August 2011. Comments on the second-order draft Summary for Policymakers (SPM) are requested by 14 October 2011. They will serve as the basis for deliberations at the joint session of Working Groups I and II (Kampala, Uganda, 14-17 November 2011), where the SPM gets approved line-by-line and the underlying report accepted.

The IPCC Working Group II Technical Support Unit (TSU) oversees preparation of the assessment. The full development schedule, the report outline, the listing of writing team members, and other general information can be found on the IPCC Working Group II web site (<<http://ipcc-wg2.gov/AR5/extremes-sr/index.html>>) and also via the FGD mechanism described below.

For review by governments, the IPCC procedures stipulate "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." Non-government reviewers are also invited to participate, via processes initiated by national Focal Points. IPCC Observer Organizations are also invited to submit comments. Unsolicited expert reviews are not accepted at this stage of assessment preparation.

Within 24 hours of receipt of this letter via e-mail, IPCC Focal Points, Ministry of Foreign Affairs representatives (if no Focal Point designated), and Observer Organization points-of-contact will receive tailored e-mails from the IPCC Working Group II TSU with a URL and unique credentials to grant access. Upon accepting the posted terms and conditions, users are immediately redirected to the second-order draft SPM (for comment) and underlying final draft chapters (for information). The password-protected FGD drafts repository also contains supporting materials, the comments spreadsheet, and instructions as well the comments file upload mechanism. For ease of reference, the certification page is located at:

**URL: <<https://ipcc-wg2.gov/extremes-sr/review/FGD/certification.php>>**

Again, within 24 hours, usernames and passwords will be disseminated via e-mail to the IPCC Focal Points, MFA officials (as appropriate), and Observer Organization representatives on file with the IPCC Secretariat. Once certified, these credentials grant direct access to the FGD drafts site itself, so **bookmark that page** so you can revisit it to upload comments collations.

As a matter of course, hardcopy of this letter is sent via regular mail. Upon receipt, if you realize that you did not receive the scripted correspondence with unique credentials from the Working Group II TSU (e.g., due to spam filters), send mail immediately to <tsu@ipcc-wg2.gov>. Once the point-of-contact is verified, you will immediately be re-sent user-specific credentials to access the password-protected FGD site.

The Final Government Distribution and government review of the second order draft, SPM is a key aspect of the IPCC assessment process. The aim is to ensure that the SPM is accurate and 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, comments will be most helpful if they:

- Address specific text, tables, or figures in the second-order draft SPM, providing clear suggestions for changes in wording or content where appropriate.
- Recognize the specific mandate of the IPCC and of Working Groups I and II, together with the SREX plenary-approved outline, and understand that suggested changes outside that mandate cannot be implemented.
- Ensure that suggested changes to the second-order draft SPM are fully consistent with material in the underlying report and provide specific references to that material.
- Advise on ways to ensure brevity and simplicity of SPM messages and to make them as comprehensible as possible.
- Acknowledge that the underlying chapters are provided as information, facilitating the generation of specific comments on the SPM, and understand that Review Editors have ensured that substantive comments emanating from previous formal IPCC reviews received appropriate consideration.
- Recognize that the FGD drafts are undergoing a concurrent copyedit (production and pre-press initiated by the Working Group II TSU once final draft chapters reformatted and posted on the FGD site) to correct remaining typographical and grammatical errors.

IPCC Focal Points, Observer Organization representatives, and/or their designees must use the posted Microsoft Excel spreadsheet (<srex-FGDreview.xls> [555KB]) to submit consolidated comments, following the provided instructions. All comments must be 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.

The certification process ensures that all IPCC Focal Points and Observer Organization representatives are aware that the posted material is provided solely to support the Final Government Distribution process. The drafts have not undergone quality-checking or copyediting and are pre-decisional materials. FGD drafts and the second-order draft of the SPM are confidential and must not be cited or quoted until after the SPM has been approved and the underlying report accepted at the joint Working Groups I and II session (14-17 November 2011). It is your responsibility to carefully manage the review process via in-house procedures to preserve confidentiality.

Government and Observer Organization representatives engage their own networks of experts when preparing consolidated comments submissions. As such, the Working Group II TSU requests that IPCC Focal Points and Observer Organization representatives submit expert listings, providing names and affiliations of all individuals participating, so that due credit can be given in an annex to the published Special Report. The web site supports concurrent file uploads.

Please note that, in accordance with Article 4.1 of Appendix A to the Principles Governing IPCC Work, all comments collected as part of the Final Government Distribution will be posted on the Working Group II web site following the final approval and publication of the Special Report. Comments collations will identify submitting Government or Observer Organization.

The IPCC Working Group II TSU has gone to great lengths to ensure the confidentiality of the draft materials by developing this system of unique usernames and passwords for pre-authorized users. Governments and Observer Organization representatives are requested to take like measures to safeguard the second-order draft SPM and final draft chapters, to avoid premature release of draft findings. Do **not** re-distribute the credentials that you will receive within the next 24 hours. The Working Group II TSU will monitor access to the password-protected site; if anomalous activity is detected (i.e., sustained hits), offending password pairs will be disabled. Even so, there is no foolproof method to ensure that the materials posted at <ipcc-wg2.gov> are used solely to support the Final Government

Distribution. The IPCC depends on your care and attention to detail to ensure that the drafts remain confidential until approved/accepted by the Panel in November.

Every effort has been made to ensure that the password-protected SREX Final Government Distribution web site and electronic preparation/submission procedures are robust and user-friendly; however, if you have any difficulty with access or questions about process, please contact the IPCC Working Group II TSU at <[tsu@ipcc-wg2.gov](mailto:tsu@ipcc-wg2.gov)>.

As a reminder, the deadline for submission of comments on the second order draft SPM, ends on **Friday, 14 October 2011, 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