

Our ref.: 5270-14/IPCC/AR5

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

Geneva, 21 August 2014

Sir/Madam,

I have the honor of notifying you on the submission of the final draft of the Synthesis Report of the IPCC Fifth Assessment Report (AR5 SYR) and the process leading to its adoption and approval.

**On 25 August 2014**, you will receive an email from the IPCC's Technical Support Unit for the Synthesis Report providing you with the login credentials for the password-protected SYR review website where you will be able to access all necessary documentation. If you do not receive the email with your unique username and password by 25 August, or have any questions or difficulties in accessing the SYR final draft, please contact directly the IPCC's Technical Support Unit for the Synthesis Report at [syr.review@pbl.nl](mailto:syr.review@pbl.nl).

This final draft has been produced in line with the decision taken by the Panel at its 32<sup>nd</sup> Session (Busan, Republic of Korea, in October 2010) on scope, content and process for the preparation of the AR5 SYR. It has been subject to scientific and technical review by experts and Governments, as called for in the Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of IPCC Reports (Appendix A to the Principles Governing IPCC Work, the "IPCC Procedures").

In accordance with IPCC procedures, the final draft of the SYR will be submitted for adoption and approval by the Panel at its 40<sup>th</sup> Session. The IPCC Procedures stipulate that the Summary for Policymakers (SPM) would first be provisionally approved line-by-line, followed by review and adoption of the longer report section-by-section. At the conclusion of this work, the final text of the longer report will be adopted and the SPM approved.

This process is scheduled to be concluded within 5 days, from 27 to 31 October 2014 during the 40<sup>th</sup> Session of the IPCC, in Copenhagen, Denmark.

The Core Writing Team will be present at the session to assist in ensuring consistency between the SYR SPM and longer report, and of the SYR as a whole with the underlying assessments of the three Working Groups contributions to the Fifth Assessment Report and IPCC Special Reports. The SYR is exclusively based on the Working Groups (WGs) contributions to the AR5 and IPCC Special Reports. The SYR, therefore, cannot make reference to any literature or findings that are not cited or published in the AR5 reports or relevant IPCC Special Reports.

To facilitate the adoption and approval of the SYR and ensure efficient conduct of the Panel Session, your Government is encouraged to submit comments on the final draft SYR, including any changes that you intend to propose at the Session, using the Excel form available at the SYR review website, **by 10 October 2014**, in order that these may be compiled and made available to delegates at the 40<sup>th</sup> Session in an Information Document.

The IPCC Procedures indicate that Governments should submit one integrated set of comments through their respective Government Focal Points. The Panel agreed at its 32<sup>nd</sup> Session that the SPM should have a length of up to eight pages of text, excluding tables, maps, boxes and figures, and the longer report to up to 30 pages of text, excluding tables, maps, boxes, and figures. The final draft SYR meets those page constraints, based on a standard printed IPCC page containing 900 words of text per page. In preparing your comments, please take into consideration those tight page constraints.

**Please note that the final draft SYR is made available solely for the purposes of the IPCC adoption and approval process. The IPCC considers its draft reports to be pre-decisional and not for public distribution, quotation or citation.**

A copy of this letter is being sent for information to the Ministry of Foreign Affairs and to the Permanent Representatives from your country to the World Meteorological Organization (WMO) and to the United Nations Environment Programme (UNEP).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Carlos Martin-Novella', written over a horizontal line.

(Carlos Martin-Novella)  
Deputy Secretary of the IPCC