

Our ref.: 5271-14/IPCC/AR5

To the Executive Heads of
International and other Organizations

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 Synthesis Report Technical Support Unit providing you with a link to the final draft of the Synthesis Report, a draft Glossary, and a review Excel file. In case you do not receive that email please contact syr.review@pbl.nl.

This final draft has been produced in line with the decision taken by the Panel at its 32nd Session (Bussan, 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 40th 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 40th 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.

Acceptance, Adoption and Approval of IPCC reports are at the level of government representatives. However, if your Organization wishes to provide written scientific and technical comments on the final draft SYR you are invited to use the Excel file mentioned above. Comments received by **10 October 2014**, will be compiled and made available to delegates at the 40th Session in an Information Document.

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

Yours sincerely,

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

(C. Martin-Novella)
Deputy Secretary of the IPCC