

Our ref.: 6059-12/IPCC/AR5

To Ministries of Foreign Affairs  
(if no IPCC Focal Point has been  
designated)

Geneva, 05 October 2012

Sir/Madam,

I have the honour of addressing you on the matter of the Government and Expert Review of the Working Group I (WGI) Contribution to the IPCC Fifth Assessment Report, *Climate Change 2013: The Physical Science Basis*.

The IPCC decided at its 28th Session in Budapest, Hungary, in April 2008 to prepare a Fifth Assessment Report (AR5) according to IPCC Principles and Procedures. Following a Scoping Meeting in Venice, Italy, in July 2009, the outline of the WGI contribution to AR5 was approved at the 11th Session of Working Group I and accepted by the 31st Session of the IPCC, both meeting in Bali, Indonesia, in October 2009. The Panel also decided that the WGI contribution would be completed in September 2013, with the completion of the WGII and WGIII contributions to AR5 and the Synthesis Report following in the course of 2014.

Following an IPCC call for nominations in January 2010 to member governments and observer organizations for experts to participate in the WGI AR5, Coordinating Lead Authors, Lead Authors and Review Editors were selected by the WGI Bureau in May 2010 from the large number of nominations received. The First Order Draft (FOD) of the WGI contribution to AR5 was available for expert review from 16 December 2011 to 10 February 2012. The report has now been revised by the authors in response to comments received and the Second Order Draft (SOD) will undergo simultaneous review by governments and experts from **05 October to 30 November 2012**.

The multi-stage review of draft reports is a key element of the IPCC assessment process.

Participation in the review of the WGI AR5 SOD provides governments and experts with the opportunity to comment on the Chapters of the report, the Technical Summary and the Summary for Policymakers. The WGI AR5 Lead Authors will consider all expert and government review comments at a meeting to be held in January 2013. Review Editors will ensure that all substantive comments receive appropriate consideration. The WGI AR5 Final Draft will be distributed to governments in June 2013 and a Working Group I Session to approve the SPM and accept the underlying report will take place in Stockholm, Sweden, in September 2013.

The purpose of the Government and Expert Review is to help ensure that the report represents the latest scientific and technical findings, provides a balanced and comprehensive assessment of the current information and is consistent with the WGI mandate and the outline of WGI AR5 that was approved in October 2009. To this end, your review comments will be most helpful if they:

- Consider the structure, coverage and balance, including appropriate use of available peer-reviewed literature;
- Wherever possible, provide clear suggestions for revisions to text, figures and tables with specific wording;
- Provide supporting evidence from the published, peer-reviewed literature as appropriate;

- Include full citations for any suggested relevant papers; please note that, in order to be included in the next and Final Draft of the WGI AR5, papers must be accepted for publication by 15 March 2013;
- Ensure that any suggested changes to the Summary for Policymakers and Technical Summary of the report are fully consistent with material in the chapters of the report and provide cross references to that material;
- Avoid suggesting revisions that would go beyond the Panel-approved outline for the Chapter or Report;
- Recognise that the authors are required to work within strict length constraints and must present a concise assessment of current knowledge, not a scientific review of how that knowledge was derived;
- Consider ways of shortening the text without loss of relevant information;
- Consider ways of improving the presentation of material graphically or through tables;
- Note that the final draft will undergo a professional copyedit prior to publication. Errors in spelling, grammar, units, etc., will be corrected at that time and do not need to be called out in your review.

Access to the draft report:

A secure online process has been developed and can be accessed by Governments via a dedicated WGI website. I am addressing you because there is no designated IPCC Focal Point for your country.

**To obtain a username and password** for the Government Review of the WGI AR5 SOD, a single individual must be named as the person of contact. Please provide the Working Group I Technical Support Unit <wg1@ipcc.unibe.ch> as soon as possible with the **name and contact details** (including email address) of the person who will be responsible for the government review of this draft IPCC report in your country and they will be sent individual access credentials.

The username and password pair is personal and **not transferrable**.

**Please note that this draft report is made available solely for the purposes of the IPCC review process. It must not be cited, quoted or distributed other than as part of a managed government review process.**

As well as the 14 Chapters, Technical Summary and Summary for Policymakers of the WGI AR5 for review, three Annexes are also provided as a resource to reviewers - Annex I: Atlas of Global and Regional Climate Projections, Annex II: Climate System Scenario Tables, and Annex III: Glossary. As Supporting Material to the WGI AR5 SOD, these Annexes are not formally reviewed. However, they are an important component of the WGI AR5 and need to be considered when reviewing the Chapters.

In support of the Government and Expert Review of the SOD, copies of any non-published or non-publicly available literature that is cited in the draft chapters will be provided to reviewers by the Working Group I Technical Support Unit (WGI TSU) upon request during the review period. In accordance with the IPCC Procedures, expert review comments made on the WGI AR5 FOD will also be made available to reviewers upon request. Online request forms for these purposes can be accessed via the SOD Government Review website.

Submission of review comments:

The IPCC Procedures advise that “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”. Governments may wish to organize their own mechanisms for consulting experts in preparing their responses. In this connection, a spreadsheet is available from the review website for the submission of the names and affiliations of the experts contributing to your government review. Once complete, the spreadsheet with the names and affiliations of the experts

contributing to your government review should be submitted by email to the WGI TSU at <wg1@ipcc.unibe.ch>.

Your government review comments must be submitted using the IPCC WGI Government Review Form that is available to download from the Government Review website. This site is also where you will upload the Excel form once you have entered your comments. All comments must be provided in English and submitted via the review website using the form provided. Only one set of comments may be entered by a user. Please be aware that any subsequent uploads with the same credentials will replace earlier entries.

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 contact the WGI TSU immediately for assistance.

For your information, this draft of the WGI AR5 is also being distributed directly to those experts who contributed review comments on the first draft (FOD). An online registration process for the expert review has been set up and can be accessed via the WGI web site. In accordance with the decision of the 35th Session of the IPCC in June 2012, IPCC observer organisations are also invited to encourage experts to participate in the review.

Additional information about the Government and Expert Review is available in Appendix A to the Principles Governing IPCC Work. If you have any questions, please contact the WGI TSU at <wg1@ipcc.unibe.ch>.

As a reminder, the Government and Expert Review of the WGI AR5 SOD ends and the Review site closes for input on **30 November 2012**. Please be advised that late comments cannot be accepted.

A copy of this letter is being sent to the Permanent Representative with the World Meteorological Organization (WMO), and the United Nations Environment Programme (UNEP) Focal Point(s) of your country for information.

Yours sincerely,



(Renate Christ)  
Secretary of the IPCC