

**REPORT OF THE 29TH SESSION OF THE IPCC BUREAU
Paris, 18 February 2003**

1 OPENING OF THE SESSION

1.1 Opening

1.1.1 The Chair of the IPCC, Mr R. K. Pachauri called the Session to order at 10.00 hrs on Tuesday February the 18th.

1.1.2 The Session was attended by 54 persons; elected Bureau members (30), government representatives (12) and invited observers and secretariat (12) (Attachment A).

1.2 Working arrangements

1.2.1 The Secretary of the IPCC, Mr Love, outlined the working arrangements for the Session.

1.3 Approval of the agenda

1.3.1 The following modifications were made to the Draft Agenda (Attachment B):

- (a) Prof. Izrael asked that a discussion of “Dangerous levels” be included under Item 3. The Chair noted that this would be taken up under Item 2.
- (b) Mr Metz asked that the proposals for Special Reports on “Carbon Dioxide Capture and Storage” and “Safeguarding the ozone layer and the global climate system: issues related to hydrofluorocarbons and perfluorocarbons” be considered under Item 3. This was agreed.
- (c) It was noted that there was no item for approval of the report of the last meeting. The Chair indicated that there had been agreement at the last meeting that this would be done by correspondence. Mr van Ypersele asked that the word “provide” in paragraph 4.1.1 (d) of the 28th Bureau report not be underlined. This was agreed. Mr Zillman suggested that the Bureau should always formally approve the report of its last Session. The report of the 28th Session of the Bureau was adopted with the changes described in this paragraph.
- (d) Mr van Ypersele noted that the Item; “Interaction with the media”, had not been taken up at the last Bureau Session and so should be on this Agenda. It was agreed that this would be covered under Item 5.
- (e) Mr Gillet asked when financial matters would be dealt with. The Secretary advised that these matters would be held over until the Financial Task Team (FiTT), which is an organ of the Panel, was formed on the 19th of February.

2 PREPARATIONS FOR THE 4TH ASSESSMENT (AR4)

2.1 Suggested approach for scoping the AR4

2.1.1 The Chair noted that the IPCC assessment process is guided by the IPCC mandate and the Principles Governing IPCC works. In addition he reviewed a number of decisions taken at recent Sessions that guide the development of the AR4.

2.1.2 He noted that two scoping meetings are planned with the task of preparing detailed outlines of the chapters and subchapters for each working group contribution and identifying key issues that would be addressed under each chapter or sub-chapter. He proposed that the first scoping meeting be in Marrakech, Morocco, in mid-April and the second in Berlin, Germany, in early September.

2.1.3 The Chair said that cross-cutting themes would be identified as well as a mechanism developed to facilitate consistent treatment of them and to enhance cross working group cooperation throughout the assessment process. The Chair indicated that each cross-cutting theme would have a

number of “anchor” persons to oversight their integration into the assessment report, and that each theme would fall under the operational management responsibility of a single Working Group.

2.1.4 The Chair’s paper on the subject of cross-cutting themes indicated that the role of the anchor persons would be:

- (a) drafting out an initial concept paper outlining how the particular CCT should be incorporated across the relevant WGs to which it applies.
- (b) disseminating the concept paper to a group of carefully selected experts with known expertise in the areas related to the relevant WGs and seeking feedback and views for the purpose, particularly in the 1st scoping meeting in Marrakech.
- (c) acting as a resource in the discussion of a particular CCT during the second scoping meeting in Berlin later this year.
- (d) preparing a final document on the basis of expert consultation in the second scoping meeting, which would provide guidance to the CLAs and LAs etc in structuring specific parts of AR4.
- (e) continuing to interact with the writing teams at various stages of the writing process till such time as the draft reports for AR4 have been written.

2.1.5 The discussion of cross-cutting themes covered many issues including:

- (a) Mr M. Munasinghe would be overall co-ordinator of the cross-cutting themes; he would chair a group consisting of all the Working Group Co-Chairs, they would jointly oversee work related to cross cutting themes;
- (b) There is a need to define clearly what the role of the anchor persons would be;
- (c) There should be focal points in writing teams who will be responsible for cross-cutting themes;
- (d) The Synthesis Report is the ultimate cross-cut of the Fourth Assessment;
- (e) Anchors may change through the assessment, but it would be important to ensure continuity to the extent possible;
- (f) The anchors are to prepare concept papers that would be made available on the IPCC web site; and,
- (g) There is scope for adding new or dropping old cross-cutting themes during the course of the assessment.

2.1.6 The Chair noted that a number of expert meetings are proposed to support the scoping process, in particular on cross cutting themes. Initial expert meetings on topic such as uncertainties, climate sensitivity, integration of mitigation and adaptation and regional issues could possibly be held between the first AR4 scoping meeting and the first Lead Authors meetings (period between May 2003 and May 2004). Further workshops, expert and joint drafting meetings in particular on cross cutting themes will be convened throughout the assessment process as required. A scoping meeting on climate change and sustainable development is scheduled to be held in Colombo during March 5 to 7.

2.1.7 The Chair advised that dialogue with governments and consultations with participating organisations are planned throughout the scoping process. Governments and participating organisations are asked to provide feedback on the TAR and information about scientific technical questions that they may want to see addressed in the AR4. These contributions will be considered at the first scoping meeting. Relevant submissions by Parties to the UNFCCC on the TAR and future information needs, as well as the result of the SBSTA-17 considerations on research needs will also be made available to the experts participating in the scoping meetings. After the first scoping meeting a draft scoping paper would be circulated to governments and participating organisations for comments.

2.1.8 The Chair noted that to enhance engagement with business, industry and environmental NGOs two consultative meetings, one with business and industry and one with environmental NGOs are planned between the scoping meetings. SBSTA-18 in June 2003 may be used for further consultations with Parties and organisations.

2.1.9 The Chair expects submissions, by Parties to the UNFCCC, on the use of the TAR, will provide guidance on policy relevant topics for the AR 4. In addition the proposed consultations with the user community would provide additional insight into information needs. It is suggested that structure and scope of the possible AR4 synthesis report would be developed in conjunction with the overall scope and outline of the AR4.

2.2 Proposed schedule for commencing preparation of the AR 4

2.2.1 The Session noted the Secretary's proposed timetable for preparation of the AR 4:

14 – 16 April 2003 Marrakech
1st AR4 Scoping meeting

1-3 September, Berlin
2nd AR4 Scoping meeting

Late October/early November 2003, date to be decided
Plenary sessions of the three Working Groups followed by IPCC-21:
The three IPCC Working Groups will meet in plenary sessions and approve the outline and workprogramme for their respective contributions to the AR4. They will also provide general guidance on the selection of Lead Authors. IPCC-21 will approve the AR4 outline, including scope, nature and general structure of the Synthesis Report, the overall workprogramme and budget.

November 2003
The IPCC Secretariat will send a call for nominations for Coordinating Lead Authors, Lead Authors, Contributing Authors, Expert Reviewers and Review Editors to governments and participating organisations.

April 2004
Sessions of the Bureaus of the three Working Groups and the IPCC Bureau:
The Working Group Bureaus and the IPCC Bureau will select Coordinating Lead Authors, Lead Authors and Review Editors. Special attention will be given to full geographical coverage, inclusion of all skills and disciplines, and to involve a new generation of experts. In accordance with the IPCC procedures the IPCC Secretariat will inform governments and participating organisations that the Coordinating Lead Authors and Lead Authors are for different chapters and indicate the general content area that the person will contribute to the chapter.

May 2003 to May 2004 – Expert Meetings
Consistent with the approved IPCC workprogramme and budget for 2003 and 2004 a number of expert meetings will be held to support the scoping process and to prepare guidance material required for the assessment process.

From June 2004 onwards
First Lead Authors meetings will be held.

3 PROGRESS REPORTS AND PROPOSALS FOR FUTURE ACTIVITIES

3.1 Land use, land use change and forestry (LULUCF) Task 3

3.1.5 There was an extensive debate on the issue of how to proceed with LULUCF Task 3. The Chair, in his summary, noted:

- (a) the IPCC should endeavour to meet the needs of the UN FCCC;

- (b) but more importantly the IPCC must remain a scientifically credible body if it is to meet the needs of the Convention.

3.1.6 The Session endorsed the Chair's proposal that a high level scientific meeting be conducted to survey the current scientific understanding of the processes affecting terrestrial carbon stocks and human influences upon them. The IPCC Bureau would then make recommendations for further actions on this topic, to be available for consideration by the 21st Session of the Panel. The Chair further noted that the proposal could, for example, recommend one of the following:

- (a) the IPCC proceed to prepare a Special Report on the topic;
- (b) the IPCC might note that in some areas the science is clear and some methodologies could be developed, in other areas the science is not sufficiently robust for the development of methodologies; or,
- (c) the IPCC finds that the science is, generally speaking inadequate and that it can do no further work on the matter at this time.

3.2 Task Group on Scenarios for Climate and Impacts Assessment (TGCIA)

3.2.1 The Secretary briefed the Session on the discussions at the Amsterdam Scenario Experts Meeting concerning criticisms of the SRES Report being made by Ian Castles and David Henderson (Castles and Henderson).

3.2.2 The ensuing discussion concerned two issues:

- (a) How best to respond to the Castles and Henderson criticism; and,
- (b) How to ensure that the AR 4 is not subject to similar criticisms, in particular, that it should further consider the use of purchasing price parity, rather than monetary exchange rates, in any scenarios based on economic projections.

3.2.3 In response to (a) the Chair noted that Dr Nakicenovic would shortly publish, in a leading international journal, an article that responds to the substance of the criticism. In response to (b) the Chair asked that a small expert meeting be convened by the co-chairs of WG III to consider the full implications of the technical issues raised by the criticisms.

3.2.4 Dr Parry introduced discussion of the TGCIA as Mr Moss, the interim Chair of the TGCIA, was delayed by weather in Washington. He briefed the Session on the role and proposed work program of the TGCIA, noting that the group does not develop scenarios and urging that it not play a role in the SRES issues discussed earlier. In the discussion that followed there was consideration of:

- (a) reviewing the membership of the TGCIA;
- (b) reviewing the role and mandate of the TGCIA.

3.2.5 In his summary the Chair noted that the Panel in its coming 20th Session would review the role and mandate of the TGCIA.

3.3 Expert meeting on levels of greenhouse gases in the atmosphere preventing dangerous anthropogenic interference with the climate system

3.3.1 Prof. Izrael introduced the report of the recent Expert Meeting on "Levels of Greenhouse Gases in the Atmosphere Preventing Dangerous Anthropogenic Interference with the Climate System", (Geneva, 21 – 22 January 2003). He noted that the meeting had concluded that the Panel should choose between the following options:

- (1) Consider the scientific, technical and socio-economic issues associated with Article 2 of the UN Framework Convention on Climate Change in the context of developing the Fourth Assessment Report, including avoidance of dangerous anthropogenic interference with the climate system.

- (2) In conjunction with Option (1) conduct an IPCC Workshop of acknowledged experts in relevant fields to consider issues relating to the scientific, technical and socio-economic aspects of Article 2 of the UN Framework Convention on Climate Change and distribute widely the Workshop proceedings.
- (3) Based on the existing scoping paper prepare a Technical Paper on scientific, technical and socio-economic issues relating to levels of greenhouse gases in the atmosphere preventing dangerous anthropogenic interference with climate system as assessed in the TAR and other IPCC Reports.
- (4) Prepare a Special Report on the scientific, technical and socio-economic aspects relating to Article 2 of the UN Framework Convention on Climate Change.

3.3.2 In his summary the Chair noted that there was a clear preference towards considering the scientific, technical and socio-economic issues associated with Article 2 of the UN Framework Convention on Climate Change as a cross-cutting issue in the Fourth Assessment Report (Option (1)). He noted that this could be incorporated into an existing cross-cutting theme. Finally, he noted that there were mixed views on whether a Workshop should be held. Hence, for the present specific plans for a workshop did not need discussion.

3.4 Carbon dioxide capture and storage

3.4.1 Mr Metz reviewed the proposal for a Special Report on carbon dioxide capture and storage.

3.5 Safeguarding the ozone layer and the global climate system: issues related to hydrofluorocarbons and perfluorocarbons

3.5.1 Mr Metz reviewed the proposal for a Special Report on safeguarding the ozone layer and the global climate system: issues related to hydrofluorocarbons and perfluorocarbons.

4 ISSUES RELATED TO UNFCCC COP AND SBSTA

4.1 Revision of the Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories

4.1.1 Mr Taka Hiraishi reviewed the history of the UN FCCC request for a Revision of the *Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories*.

4.2 IPCC Role in relation to the Brazilian proposal

4.2.1 Ms Thelma Krug reviewed the history of the Brazilian proposal. She noted that it is concerned with encouraging the scientific community to develop a model for the attribution of causes of climate change and informed the meeting that another expert meeting on the topic is planned for April/May 2003.

4.3 Preparations for SBSTA 18

4.3.1 Mr Dennis Tirpak briefed the Session that he hopes that WCRP and IGBP will work together to prepare a research proposal for consideration at SBSTA 18. He noted that SBSTA would prepare a synthesis of research needs identified from the TAR and forward these to the IPCC.

5 OUTREACH

5.1 Reports of the co-chairs of the Outreach Task Group (OTG) and secretariat

5.1.1 Mr Stone, as one of the co-chairs of the OTG, outlined their vision for IPCC outreach and suggested to hire a permanent but not necessarily full-time communication officer in the Secretariat. The Secretary gave a progress report of the outreach related activities of the secretariat.

5.2 Interaction with the media

5.2.1 The Chair noted that when Bureau members are to be interviewed in their IPCC capacity, or it seems clear that their links with the IPCC will be stressed in a media report arising because of their non-IPCC responsibilities, they should advise him, through the secretariat, prior to the interview taking place.

6 PROCEDURAL MATTERS

6.1 Election procedures

6.1.1 The Chair noted that a revision of the draft document on election procedures was available as an Information Document, and that the small team comprised of:

- (a) Prof. R Odingo (Chair)
- (b) Mr R Pichs-Madruga
- (c) Mr A Reisinger
- (d) Mr D Warrilow

was revising the document and that it was hoped that an acceptable version would be available for distribution prior to the 21st Session of the Panel.

6.2 Review of the IPCC Principles

6.2.1 The Chair noted that the IPCC principles, adopted by IPCC 14 (October 1998) require that they be reviewed every five years. He considered that the Principles, as they stand are robust and have served the IPCC well. He advised the Session that he would ask a small group of Bureau members to review these and report back to the 30th Session of the Bureau. Bureau members with an interest in participating in the task should contact the Chair.

7 OTHER BUSINESS

7.1 Information relating to the 22nd Session of the UNEP Governing Council

7.1.1 The Secretary reported that the UNEP Governing Council had agreed on a Decision, submitted by Kenya, that, in essence, re-affirmed its support for the IPCC. He also reported that a Decision relating to a proposed Intergovernmental Panel on Global Environmental Change had called for interested governments and organisations to provide advice to the UNEP Executive-Director of their views on the proposal. Due to lack of time the issue was not discussed.

8 TIME AND PLACE OF THE NEXT SESSION

8.1 The next Session will be in Berlin, Germany of the 4th of September 2003.

9 CLOSURE OF THE SESSION

9.1 The Session closed at 18.00 hours on Tuesday the 18th of February 2003.

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IPCC BUREAU
 TWENTY-NINTH SESSION
 Paris, 18 February 2003

BUR-XXIX/Doc. 1, Rev. 1
 (31.I.2003)
 Agenda item: 1
 ENGLISH ONLY

PROVISIONAL ANNOTATED AGENDA

1. OPENING OF THE SESSION

(10 minutes)

- 1.1 The Chair, Dr R.K. Pachauri will call the session to order at 10.00 hrs on Tuesday, 18 February 2003 and make his opening remarks.
- 1.2 The Chair will confirm the working arrangements which are suggested to include meeting hours of 10.00 to 13.00 for the morning session and 15.00 to 18.00 for the afternoon session.
- 1.3 Approval of the Agenda

2. PREPARATIONS FOR THE FOURTH ASSESSMENT REPORT (AR4)

(2-3 hours)

2.1 Suggested approach for scoping the AR4

The IPCC Chair will introduce his revised proposal for scoping the AR4, including a proposed approach for handling cross cutting themes. The WG Co-chairs will be invited to provide additional information about the advancement of their planning.

2.2 Planning for the scoping meetings

The Secretary will inform the Bureau about arrangements and planning for the scoping meetings.

3. PROGRESS REPORTS AND PROPOSALS FOR FUTURE ACTIVITIES

(1 hour)

3.1 Land use, land use change and forestry (LULUCF) Task 3 (IPCC-XX/Doc. 20)

The Bureau will be informed of proposed future activities in relation to Task 3.

3.2 Task Group on Scenarios for Climate and Impacts Assessment (TGCIA) (IPCC-XX/Doc. 11, Rev. 1)

The Bureau will be informed about the outcome of the 7th meeting of the TGCIA and the TGCIA expert meeting on scenario application held in Amsterdam 6-10 January 2003. In particular the draft TGCIA work programme and the outcome of the discussion on scenario application will be brought to the attention of the Bureau.

3.3 Expert meeting on levels of greenhouse gases in the atmosphere preventing dangerous anthropogenic interference with the climate system (IPCC-XX/Doc. 14)

The outcome of the expert meeting held in Geneva, 21-22 January 2003, including options identified on how best to progress on this issue, will be brought to the attention of the Bureau.

4. ISSUES RELATED TO UNFCCC COP AND SBSTA

(20 minutes)

Under this agenda item issues arising from COP-8 will be considered which, due to time constraints, have not been discussed at the previous Bureau Session. Time permitting the Bureau may also wish

to address the consideration of the TAR in SBSTA, in particular consideration of submissions from Parties on the TAR and possible IPCC activities at SBSTA-18 (Doc. IPCC-XX/INF.1).

- 4.1 Revision of the *Revised 1996 IPCC Guidelines for National GHG Inventories* (IPCC-XX/Doc. 9)
- 4.2 IPCC role in relation to the Brazilian proposal
- 4.3 Preparations for SBSTA-18.

5. OUTREACH (IPCC-XX/Doc. 13 Rev. 1, IPCC-XX/Doc. 16)
(20 minutes)

The Co-chairs of the Outreach Task Group will inform the Bureau about the further development of the outreach strategy. The Secretary will inform the Bureau about ongoing work and about steps taken towards hiring a staff member in Secretariat to support communication and outreach activities.

6. PROCEDURAL MATTERS
(15 minutes)

6.1 Election procedures

The Bureau will be informed of work underway to advance the issue.

6.2 Review of IPCC principles

The IPCC principles adopted by IPCC-14 on 1 October 1998 require that they be reviewed at least every five years. The Bureau will be invited to consider how to best approach this matter.

7. OTHER BUSINESS

- 7.1 Information relating to the 22nd session of the UNEP Governing Council

8. TIME AND PLACE OF THE NEXT SESSION

9. CLOSING OF THE SESSION