



WMO

INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE



UNEP

No.: 9509-03/M/IPCC/AR4

Geneva, 5 February 2003

Dear Sir/Madam,

Scoping of the Intergovernmental Panel on Climate Change's (IPCC's) Fourth Assessment Report

It may be recalled that the Intergovernmental Panel on Climate Change (IPCC) has been established jointly by the World Meteorological Organization (WMO) and the United Nations Environment Programme (UNEP) to:

- (a) make periodic assessments of the science, the impacts and the socio-economic aspects of climate change and of adaptation and mitigation options to address climate change;
- (b) assess, and develop as necessary, methodologies such as the IPCC Guidelines for National Greenhouse Gas Inventories;
- (c) provide, on request, scientific/technical/socio-economic advice to the Conference of the Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC) and its subsidiary bodies.

The IPCC at its 18th Session (Wembley, UK, 23-29 September 2001) decided to proceed with a Fourth Assessment Report, to be completed in 2007. At the 19th Session, Geneva, 17-20 April 2002, the Panel undertook further planning for this assessment. At its 20th Session (Paris, 19-21 February 2003) the Panel is expected to approve a workplan that will include two "scoping meetings" of experts to define the scope and structure of the Fourth Assessment Report. These scoping meetings would most likely be held 14-17 April in Marrakech, Morocco and 1-3 September in Berlin, Germany (though both these locations and dates are subject to final confirmation).

The focus of the first scoping meeting would be to agree on the general scope and approach, and to identify key scientific issues to be addressed in the Working Group contributions to the Fourth Assessment. It would also consider user feedback and user needs. Issues related to scenarios would be addressed and cross cutting themes would be identified. Matters related to a possible Synthesis Report would be introduced.

The second scoping meeting would focus on cross cutting themes and on the mechanism for addressing them. It would further address scope, nature and possible structure of the Synthesis Report, agree on an overall timetable and finalize the chapter outlines of the Working Group contributions.

It is expected that while some experts may attend both meetings there would also be a significant number of experts only invited to one of the two meetings.

For these scoping meetings to be effective it is necessary to limit the number of experts participating in each of the meetings to around 100 persons. Furthermore, to ensure the highest possible quality of the Report, there is a need to identify the team of experts that has a deep understanding of the broad range of issues to be considered and is geographically balanced.

To Ministers of Foreign Affairs of the Members of the UN and of WMO
To Executive Heads of International and other Organizations

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Recognising that participation in the scoping meetings is, by necessity, limited, the Chairman of the IPCC, Dr Rajendra Pachauri, would like to invite Governments and interested organisations and individuals to submit their views on the scope and structure of the Fourth Assessment Report to him, through this secretariat. These contributions should be available at the IPCC secretariat by Friday, March 28, 2003, and will then be made available to the participants at the scoping meetings.

Copies of this letter are being sent to the IPCC Focal Point and Contact Point(s), if any, of your country/organisation for information.

Yours sincerely

(Dr G. Love)
Secretary of the IPCC