



**REPORT OF THE 22ND SESSION OF THE IPCC
New Delhi, 9-11 November 2004**

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1. OPENING OF THE SESSION

The session opened on Tuesday, November 9, 2004 after a lighting of lamp ceremony by H.E. Mr Thiru A. Raja, Minister of Environment and Forests, India and other dignitaries. Following this Mr Prodipto Ghosh, Secretary, Indian Ministry of Environment and Forests made introductory remarks and Mr Rajendra Pachauri, Chairman of IPCC addressed the session. Other opening addresses were delivered by Mr Michel Jarraud, WMO Secretary-General, Mr Klaus Töpfer, UNEP Executive Director, Mr Halldor Thorgeirson, UNFCCC SBSTA Coordinator, on behalf of Ms Joke Waller-Hunter, Executive Secretary of the UNFCCC, and Mr Thiru A. Raja. Mr Raja noted the significance of ensuring that the findings of the Fourth Assessment Report (AR4) reach the public at large, and the need for AR4 to highlight research in developing countries. UNEP Executive Director Klaus Töpfer highlighted the significance of the work of the IPCC for related policy processes, and commended the increased involvement by women and developing country authors in the AR4. Mr Halldor Thorgeirsson highlighted the importance placed by the UNFCCC on climate monitoring, the ongoing revision of the greenhouse gas (GHG) reporting guidelines, and good practice guidance on land use, land-use change and forestry.

Before the start of the 22nd session, delegates were informed that a team of the Earth Negotiations Bulletin (ENB) was present and ready to report. It was decided to allow ENB to report on the IPCC Plenary in the same manner as they report other international meetings and attribute statements to countries in their reporting.

The agenda as approved is attached as Annex 1, the list of attendees is in Annex 2.

2. APPROVAL OF THE DRAFT REPORT OF THE 21ST SESSION

The draft report of the 21st session was approved with an amendment by Switzerland clarifying an intervention on the outcomes of the meeting on processes affecting terrestrial carbon stocks and human influences upon them.

3. PROGRESS REPORTS

3.1 WORKING GROUP CONTRIBUTIONS TO THE AR4

3.1.1 WORKING GROUP I PROGRESS ON AR4

Mr Dahe Qin (China), Working Group I Co-Chair, highlighted progress towards the completion of the Working Group I contribution to AR4 (IPCC-XXII/Doc. 9). He noted that a draft report will be considered in May 2005 at the Second Lead Authors meeting in Beijing.

3.1.2 WORKING GROUP II PROGRESS ON AR4

Mr Martin Parry (UK), Working Group II Co-Chair, introduced the Working Group II report (IPCC-XXII/Doc. 10). He said the group is on course to produce its report in a timely manner, stating that it has selected authors, emphasizing the need for balanced geographic representation and involving scientists new to the IPCC.

3.1.3 WORKING GROUP III PROGRESS ON AR4

Mr Ogunlade Davidson (Sierra Leone), Working Group III Co-Chair referred to Working Group III report (IPCC-XXXII/Doc. 11) on progress related to the AR4, and noted that the group has attempted to increase regional representation on its AR4 team and introduce new authors into the writing process. He called attention

to upcoming meetings on integrating adaptation and mitigation and sustainable development, and on emissions scenarios.

The Panel decided that the second meeting on the development of new scenarios planned for June 2005 should take place as a workshop, and involve wider participation.

3.2 SPECIAL REPORT ON SAFEGUARDING THE OZONE LAYER AND GLOBAL CLIMATE SYSTEM: ISSUES RELATED TO HYDROFLUOROCARBONS AND PERFLUOROCARBONS

Mr Bert Metz (the Netherlands), Working Group III Co-Chair, introduced document IPCC-XXII/Doc. 13/Rev.1, reviewed changes in the report's scope and said it would be completed by April 2005.

3.3 SPECIAL REPORT ON CARBON DIOXIDE CAPTURE AND STORAGE

Working Group III Co-Chair Mr Metz introduced document IPCC-XXII/Doc. 14 and said completion of this report has been delayed until September 2005 to take full account of new literature in the field. He also noted the positive experience with anonymous expert review.

The question of financial implications of the shift in schedule including panel acceptance of the two Special Reports was raised and it was agreed to address the matter under items 7. and 10.

3.4 2006 IPCC GUIDELINES FOR NATIONAL GREENHOUSE GAS INVENTORIES

Ms Thelma Krug (Brazil), Co-Chair of the Task Force Bureau on National GHG Inventories, reported that five lead authors meetings have been held covering all five volumes of the guidelines (IPCC-XXII/Doc.12). She said methodologies for estimating harvested wood products may be included, and noted that the guidelines would aim to provide further guidance on improving consistency of reporting for carbon dioxide emissions. Noting the complexity and uncertainties regarding the aerosols issue, Mr Taka Hiraishi (Japan), Co-Chair of the Task Force Bureau on National GHG Inventories introduced document IPCC-XXII/Doc.16, which contains a proposal for an expert meeting.

3.5 TASK GROUP ON DATA AND SCENARIO SUPPORT FOR IMPACT AND CLIMATE ANALYSIS (TGICA)

The IPCC Secretary, Ms Renate Christ, introduced the progress report on the TGICA (IPCC-XXII/Doc.15), highlighting outcomes of the first meeting under its new mandate, held in September 2004. She noted that participants considered several issues, including facilitating access to new General Circulation Model archives, capacity building, and socioeconomic data.

4. SCOPE, CONTENT AND PROCESS FOR AN AR4 SYNTHESIS REPORT

The proposal for a Synthesis Report (SYR) of the IPCC Fourth Assessment Report (IPCC-XXII/Doc. 5) was presented by the Chair. On Wednesday, November 10, delegates expressed divergent as well as convergent views. Most agreed the AR4 Synthesis Report should be produced and published in time for submission to the 13th Conference of the Parties to the UNFCCC (COP-13) . Some issues raised were:

- Quality of the report
- Basis being Working Group reports
- Content and outline. For example, inclusion of issues like uncertainty, mitigation measures, risk assessment in extreme events and future climate change, as well as cross cutting themes placement – whether integrated in text or confined to one section.
- Sustainable development context

- Length of the report and the Summary for Policymakers
- Geographical balance and representation of developing regions in the drafting teams
- Procedures for the production of the Synthesis Report
- Timing
- Human resource availability
- Need for flexibility in picking best authors
- Views regarding whether to follow a parallel process vs. sequential process in the drafting process
- Avoidance of potential inconsistencies in the process

A contact group on the SYR was formed and led by co-chairs Mr Ismail A. El-Gizouli (Sudan) and Mr Geoff Love (Australia). The group met several times and produced a progress report including guidance to the plenary on document content, document length, and matters related to the timing of the Synthesis Report. The report of the contact group and a revised proposal for the AR4 SYR contained in document IPCC-XXII/Doc. 5, Rev.1 were presented to the plenary. The Chair also noted that a schedule had been developed in co-operation with the Working Group Co-Chairs, that would allow delivery of the AR4 SYR to COP-13, while ensuring a high quality report that is based on the approved working group contributions to the AR4.

The revised document was reviewed and approved by the Plenary. It was agreed to produce the AR4 Synthesis Report (up to 30 pages including maps and figures) and its SPM (up to 5 pages of text) which would be adopted and approved in the week of 22 October, 2007 to allow delivery of an unedited version of the AR4 SYR to UNFCCC COP-13, scheduled to take place during 5-16 November 2007. The structure of the AR4 SYR would follow the agreed topic headings and the cross cutting themes would be addressed throughout the report. Yuri Izrael of the Russian Federation expressed in this context his reservation about the fact that stabilization is not explicitly mentioned in the topic headings.

The document also lays out the process regarding composition of the writing team, time schedule, and management of the Synthesis Report. The IPCC Chair indicated that he would ask the UNFCCC Secretariat to consider postponing COP-13 by about four weeks to facilitate the IPCC being able to meet the proposed schedule.

The final approved document on scope, content and process for the preparation of the AR4 SYR is contained in Annex 3 to this report.

5. AR4 PRODUCTS

The IPCC Secretary presented document IPCC-XXII/Doc. 6 on AR4 products. She noted that it reflected points raised by a contact group convened at the 31st Session of the IPCC Bureau in April 2004. Delegates discussed: 1) the preparation of graphics for the reports of the working groups as well as the cost, 2) the importance of providing regionally relevant information and datasets, and 3) whether to address regional issues in the Working Group reports. The need to urgently agree how to incorporate a regional index into the working group reports was noted. The Secretariat was asked to follow up with the Co-Chairs and TSUs. Working Group II Co-Chair Mr Martin Parry described two approaches for indexing regional information. He explained that the first is based on a content analysis of the final text, while the second involves the authors making note of the topic and region concerned by each reference in the report. For the latter approach, he noted the need to first discuss such an approach with authors. Delegates also discussed: 1) whether datasets or models should be labelled as “IPCC approved”, 2) making the simple models used to produce graphics in reports available with its source code and parameters, and 3) the need to determine user requirements for technical papers.

6. OUTREACH

The IPCC Secretary presented document IPCC-XXII/Doc. 7 on IPCC Outreach. Delegates supported further work on outreach for the AR4, but had different views regarding how such outreach would be performed, what

set of people could be appropriate spokespeople for the IPCC, and what type of outreach products were appropriate. Some delegations supported hiring a full-time person to oversee outreach, while others supported proceeding on a contract basis for required skills. Various other differences of opinion were expressed in plenary. It was decided that the IPCC would continue to hire individuals when needed on a contract-basis to provide the skills necessary for various outreach activities, to develop a full outreach strategy, and to work with the TSUs of Working Groups I and III on outreach with regard to the two upcoming special reports as a first priority, and build on this experience for AR4 outreach activities in the coming years. The Secretariat was asked to elaborate a longer-term outreach strategy.

The Outreach Task Group met twice under chairman Mr John Stone (Canada). He presented an interim report which noted that the four fact sheets on the IPCC process prepared by the Secretariat were extremely useful and should be translated, and supported the proposed information brochure about the IPCC history. Several participants suggested that any process for preparation of information material of substantive nature might be based on the procedures for the preparation of Technical Papers. The final report presented to Plenary on the last day was not discussed further. It is attached as Annex 4.

7. IPCC PROGRAMME AND BUDGET FOR 2005 TO 2008

The IPCC Secretary presented document IPCC-XXII/Doc. 4, Rev.1 regarding the IPCC Budget for 2005-2008. She mentioned 1) the efforts to level annual expenditures, 2) good contributions from members, and 3) reasons for increased requirements for 2005 such as separate plenary sessions for the approval of the two Special Reports. The Financial Task Force, co-chaired by Mr Marc Gillet Mr Chen Zhenlin met several times and presented a revised budget and a draft decision contained in document IPCC-XXII/Doc. 17. Participants debated also the necessity of an increased budget for outreach. The Panel agreed with the proposal for timing, scope and duration of the Working Group Plenary sessions to approve the two Special Reports and for IPCC-23 and IPCC-24, encouraged the Working Group Bureaus, the Task Force Bureau and the Co-Chair of the TGICA to continue providing the Secretariat with early notice of planned meetings and other activities proposed to be funded by the IPCC Trust Fund. It also recommended that the Secretariat continue regularly updating and presenting the annual rate of voluntary cash contributions to the IPCC Trust Fund, and communicating this information to governments and other contributors when seeking voluntary contributions to the Trust Fund. The Panel also expressed gratitude to governments, the WMO, UNEP, UNFCCC and The Energy and Resources Institute (TERI) for their contributions and thanked the IPCC Chair and Secretary for their efforts to widen the basis of financial contributors to the IPCC. It invited governments to contribute to the IPCC Trust Fund and requested the Chair to formally write to governments and other possible contributors requesting such contributions.

The Panel adopted the Budget for the year 2005, took note of the forecast budget for 2006 and the indicative budget for 2007 and 2008 and adopted the decision, as contained in Annex 5.

8. ELECTION PROCEDURES

The IPCC Secretary introduced document IPCC-XXII/Doc. 8 in plenary on Thursday morning. Open-ended Task Group on Election Procedures Co-Chair David Warrilow (UK) highlighted the need for discussions on the replacement of Bureau members, the nominations committee, size of the Bureau, and using UNFCCC rules as a model. Issues discussed included: implications of using provisions taken from UNFCCC rules of procedure that have not yet been agreed by that body; consistency among provisions; and nomination procedures; the need for a definition of the assessment cycle or for an end date for each Bureau term. It was recommended by some delegations that in general the WMO rules should be used as a model, others urged fair regional representation on the Bureau, or noted the need for further discussions on the nominations committee. Delegates also discussed the size of the Bureau and the replacement of Bureau members in midstream. The Panel agreed to ask members to forward comments to the Co-Chairs of the Election Procedures Group and to the Secretariat by 15 January 2005, and agreed that the contact group would prepare a revised draft for consideration by IPCC-24.

9. OTHER BUSINESS

In response to the suggestion that the Chair would contact the UNFCCC Executive Secretary to determine if COP-13 could be postponed by one month, the UNFCCC representative stated that he would also inform the UNFCCC Executive Secretary, but noted that this would be a decision of the Parties.

10. TIME AND PLACE OF THE NEXT SESSION

The Chair and IPCC Secretary proposed that the next official session of the plenary (IPCC-XXIII) be held on the 8th of April immediately following the Second Joint Session of the IPCC Working Groups I and III to be held in Addis Ababa, Ethiopia from 6-8 April 2005. The only substantive item on the agenda of IPCC-23 would be the acceptance of the IPCC/TEAP SR Safeguarding the Ozone Layer and the Global Climate System. IPCC-24 is planned for late September 2005.

11. CLOSING OF THE SESSION

The Chair thanked India for hosting the session, and closed the meeting at 6:26 pm on Thursday, November 11, 2004.



INTERGOVERNMENTAL PANEL
ON CLIMATE CHANGE
TWENTY-SECOND SESSION
New Delhi, 9-11 November 2004

Annex 1
IPCC-XXII/Doc. 1
(05.VIII.2004)
Agenda item: 1
ENGLISH ONLY

PROVISIONAL AGENDA

- 1. OPENING OF THE SESSION**
- 2. APPROVAL OF THE DRAFT REPORT OF THE 21st SESSION (Doc. 3)**
- 3. PROGRESS REPORTS**
 - 3.1 Working Group contributions to the AR4
 - 3.2 Special Report on Safeguarding the Ozone Layer and the Global Climate System: Issues Related to Hydrofluorocarbons and Perfluorocarbons
 - 3.3 Special Report on Carbon Dioxide Capture and Storage
 - 3.4 2006 IPCC Guidelines for National Greenhouse Gas Inventories
 - 3.5 Task Group on Data and Scenario Support for Impact and Climate Analysis (TGICA)
 - 3.6 Other relevant activities
- 4. SCOPE, CONTENT AND PROCESS FOR AN AR4 SYNTHESIS REPORT (Doc. 5)**
- 5. AR4 PRODUCTS (Doc. 6)**
- 6. OUTREACH (Doc. 7)**
- 7. IPCC PROGRAMME AND BUDGET FOR 2005 TO 2008 (Doc. 4)**
- 8. ELECTION PROCEDURES (Doc. 8)**
- 9. OTHER BUSINESS**
- 10. TIME AND PLACE OF THE NEXT SESSION**
- 11. CLOSING OF THE SESSION**



LIST OF PARTICIPANTS

**Intergovernmental Panel on Climate Change
Twenty-Second Session
New Delhi, 9-11 November 2004**

| | |
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| N.B. | (H) - Head of Delegation (B) - IPCC Bureau member |
|------|--|

1. Rajendra K. PACHAURI (B)
Chairman of the IPCC
 TERI, Darbari Seth Block
 Habitat Place, Lodhi Road
 New Delhi 110 003
 INDIA
 Tel: +91 11 2468 2121/2
 Fax: +91 11 2468 2144/5
 E-mail: pachauri@teri.res.in
2. Sadeequllah AHMADZAI (H)
 Ministry of Irrigation, Water Resources
 & Environment
 Sanatarium
 Kabul
AFGHANISTAN
 Tel: +70 284214
 Fax: +
 E-mail: sadeequllah_ahmadzai@yahoo.com
3. Ermira FIDA (H)
 Ministry of Environment
 Climate Change Unit
 Rr."Duresit", 27
 Tirana
ALBANIA
 Tel: +355 42 25101/ 355 68 2029754
 Fax: +355 32 270627 / 355 42 25101
 E-mail: mirafida@icc.al.eu.org
4. Adolfo P. ROSELLINI (H)
 Asuntos Medio Ambientales Internacionales
 Esmeralda 1212, piso 14
 1007 Buenos Aires
ARGENTINA
 Tel: +54 11 4819 7406
 Fax: +54 11 4819 7413/7622
 E-mail: par@mrecic.gov.ar
5. Martiros TSARUKYAN (H)
 Ministry of Nature Protection
 Dept. of Atmosphere Protection
 Government Bldg 3
 35 Moscovian Str.
 Yerevan 375010
ARMENIA
 Tel: +3741 583 934
 Fax: +3741 583 933
 E-mail: martiros@nature.am
6. Ian CARRUTHERS (H)
 Australian Greenhouse Office
 Department of the Environment and Heritage
 GPO Box 621
 Canberra ACT 2601
AUSTRALIA
 Tel: +61 2 6274 1405
 Fax: +61 2 6274 1478
 E-mail: ian.carruthers@deh.gov.au
7. Geoff B. LOVE (B)
 Bureau of Meteorology
 GPO Box 1289K
 Melbourne, VIC 3001
AUSTRALIA
 Tel: +613 9669 4558
 Fax: +613 9669 4548
 E-mail: g.love@bom.gov.au
8. Peta MILLS
 Australian Greenhouse Office
 Department of the Environment & Heritage
 GPO Box 621
 Canberra ACT 2601
AUSTRALIA
 Tel: +61 2 6274 1838
 Fax: +61 2 6274 1439
 E-mail: peta.mills@deh.gov.au
9. Penny WHETTON
 CSIRO Atmospheric Research
 Private Bag No. 1, Aspendale
 Victoria 3195
AUSTRALIA
 Tel: + 61 3 9239 4535
 Fax: +61 3 9239 4444
 E-mail: penny.whetton@csiro.au
10. Klaus RADUNSKY (H)
 Federal Environment Agency
 Spittelauer Lände 5
 A-1090 Vienna
AUSTRIA
 Tel: +43 1 31304 5534
 Fax: +43 1 31304 5959
 E-mail: Klaus.Radunsky@umweltbundesamt.at
11. Umayra TAGHIYEVA (H)
 Ministry of Ecology & Natural Resources
 100 A, B. Aghayev Street
 Baku 370073
AZERBAIJAN
 Tel: +994 12 492 7143 / 441 7416
 Fax: +994 12 492 5907
 E-mail: utagiyeva@yahoo.com

12. Jeffrey W. SIMMONS (H)
National Climate Change Committee
Bahamas Environment, Science & Technology
(BEST) Commission
c/o Department of Meteorology
Seaban House, Crawford Street
P.O. Box N-8330
Nassau
BAHAMAS
Tel: +1 242 356 3736
Fax: +1 242 356 3739
E-mail: jws.met@batelnet.bs
13. Shawkat Ali MIRZA (H)
Dept. of Environment
Paribesh Bhaban, E-16 Agargaon
Sher-E-Bangla Nagar
Dhaka-1207
BANGLADESH
Tel: +880 2 9111 379 Ext, 123
Fax: +880 2 9118 682
E-mail: mirza@doe-bd.org
14. Karen Nicole SMITH (H)
Ministry of Housing, Lands & the Environment
1st Floor, S.P. Musson Building
Hincks Street
Bridgetown
BARBADOS
Tel: +1 246 467 5709
Fax: +1 246 437 8859
E-mail: smithka@gob.bb
15. Natalia GOLOVKO (H)
Ministry of Natural Resources & Environmental
Protection
10, Kollektornaja Street
220048 Minsk
BELARUS
Tel: +375 17 220 7454
Fax: +375 17 2207454
E-mail: nagolovko@tut.by
16. Martine VANDERSTRAETEN (H)
Belgian Federal Public Planning Service
Science Policy
Rue de la Science 8
B-1000 Brussels
BELGIUM
Tel: +32 22383 411
Fax: +32 2 230 5912
E-mail: vdst@belspo.be
17. Philippe TULKENS
(BELGIUM)
TERI School of Advanced Studies
Darbari Seth Block
Habitat Place
Lodhi road
110 003 New Delhi
India
Tel: +26 11 6 0 39
Fax:
E-mail: ph.tulkens@mac.com
18. Jean-Pascal van YPERSELE (B)
Institut d'Astronomie et de Géophysique
G. Lemaître
Université catholique de Louvain
2, chemin du Cyclotron
B-1348 Louvain-la-Neuve
BELGIUM
Tel: +32 10 473296 or 97
Fax: +32 10 474722
E-mail: vanypersele@astr.ucl.ac.be
19. Dennis GONGUEZ (H)
National Meteorological Service
Philip Goldson International Airport
P.O. Box 717
Belize City
BELIZE
Tel: +501 225 2011
Fax: +501 225 2101
E-mail: meteo@hydromet.gov.bz
20. Marilyn APARICIO EFFEN (H)
Bolivian Nat. Climate Change Programme
Calle Mercado No. 1328
Edificio Mariscal Ballivian Mezzanine
La Paz
BOLIVIA
Tel: +591 2 220 0206
Fax: same
E-mail: maparicio@mds.gov.bo
or marilynaefen@yahoo.com.bo
21. Dorcas N. MASISI (H)
Botswana Meteorological Services
P.O. Box 10100
Gabarone
BOTSWANA
Tel: +267 395 6281
Fax: +267 395 6282
E-mail: dmasisi@gov.bw

22. Mauro MEIRELLES de OLIVEIRA SANTOS (H)
 Ministerio da Ciencia e Tecnologia
 Praia do Flamengo 200 - 24° And.
 22210-901 Rio de Janeiro - RJ
BRAZIL
 Tel: +55 21 2555 0306
 Fax: +55 21 2555 0202
 E-mail: mauromei@finep.gov.br
23. Thelma KRUG (B)
 Interamerican Institute for Global
 Change Studies
 National Institute for Space Research
 C.P. 515
 12227-010 Sao Jose dos Campos
BRAZIL
 Tel: +55 12 3945 6895
 Fax: +55 12 3941 4410
 E-mail: thelma@dir.iai.int
24. Teodor IVANOV (H)
 Ministry of Environment & Water
 22, Maria Luiza Street
 1000 Sofia
BULGARIA
 Tel: +359 2 981 4112
 Fax: +359 2 980 3926/3936/9641
 E-mail: ivanovt@moew.government.bg
25. Frederic N. OUATTARA (H)
 Direction de la Météorologie
 01 B.P. 576
 Ouagadougou 01
BURKINA FASO
 Tel: +226 50 35 6032
 Fax: +226 50 35 6039
 E-mail: fouattara@hotmail.com
26. Maurice SHIRAMANGA (H)
 IGEBU (Institut Géographique du Burundi)
 B.P. 331
 Bujumbura
BURUNDI
 Tel: +257 40 2318
 Fax: +257 40 2625
 E-mail: igebu@cbinf.com
27. Thy SUM (H)
 Ministry of Environment, Climate Change Office
 No. 48 Samdech Preah Sihanouk
 Chamkarmon
 Phnom Penh
CAMBODIA
 Tel: +855 23 21 83 70
 Fax: +855 23 21 83 70
 E-mail: cceap@online.com.kh
28. Michel BELAND (H)
 Meteorological Service of Canada
 Environment Canada
 2121 TransCanada Highway
 Dorval, QC H9P 1J3
CANADA
 Tel: +1 514 421 4771
 Fax: +1 514 421 2106
 E-mail: michel.beland@ec.gc.ca
29. Paul EGGINTON
 Climate Change Impacts and
 Adaptation Directorate
 Earth Sciences Sector
 Natural Resources Canada
 601 Booth Street
 Ottawa, Ontario
CANADA
 Tel: +1 613 947 4880
 Fax: +1 613 992 0190
 E-mail: paul.egginton@nrcan.gc.ca
30. Tana LOWEN STRATTON
 Climate Change and Energy Division
 Foreign Affairs Canada
 111 Sussex Drive
 Ottawa, Ontario K1A 0G2
CANADA
 Tel: +1 613 944 6134
 Fax: +1 613 944 0064
 E-mail: tana.stratton@international.gc.ca
31. Christian MARTIN
 Natural Resources Canada
 580 Booth Street, 19th floor
 Ottawa, Ontario K1A OE4
CANADA
 Tel: +1 613 996 4225
 Fax: +1 613 947 6799
 E-mail: christian.martin@nrcan.gc.ca
32. John M.R. STONE (B)
 Meteorological Service of Canada
 Environment Canada, 4th floor, North Tower,
 Les Terrasses de la Chaudière
 10 Wellington Street
 Hull, Quebec
CANADA K1A 0H3
 Tel: +1 819 997 3805
 Fax: +1 819 994 8854
 E-mail: john.stone@ec.gc.ca

33. Joel-Urbain TETEYA (H)
 Direction de la Météorologie nationale
 B.P. 941
 Bangui
CENTRAL AFRICAN REPUBLIC
 Tel: +236 61 4362
 Fax: +236 61 4918
 E-mail: juteteya@hotmail.com
34. Moussa TCHITCHAOU (H)
 Ministère de l'Environnement et de l'Eau
 Direction des Ressources en Eau et
 de la Météorologie
 B.P. 429
 N'Djamena 429
CHAD
 Tel: +235 52 30 81/ 52 60 01
 Fax: +235 52 38 39/ 52 20 31
 E-mail: moussatchit@yahoo.fr
35. Dahe QIN (H, B)
 China Meteorological Administration
 46, Zhongguancun Nandajie
 Beijing 100081
CHINA PEOPLE'S REPUBLIC OF
 Tel: +8610 6840 6662
 Fax: +8610 6217 4797
 E-mail: qdh@cma.gov.cn
36. Zhenlin CHEN
 China Meteorological Administration
 Dept. of International Cooperation
 46 Zhongguancun Nandajie
 Beijing 100081
CHINA, PEOPLE'S REP. OF
 Tel: +86 10 6840 6662
 Fax: +8610 6217 4797
 E-mail: cdccc@cma.gov.cn
37. Xiaosu DAI
 China Meteorological Administration
 Dept. of Forecasting Services & Disaster Mitigation
 46, Zhongguancun Nandajie
 Beijing 100081
CHINA PEOPLE'S REPUBLIC OF
 Tel: +8610 6840 6732
 Fax: +8610 6217 6290
 E-mail: daixs@cma.gov.cn
38. Xiangwen KONG
 Ministry of Foreign Affairs
 Dept. of Treaty & Law
 No. 2 Chao Yang Men Nandajie
 Beijing 100701
CHINA, PEOPLE'S REPUBLIC OF
 Tel: +8610 6596 3254
 Fax: +8610 6596 3257
 E-mail: kongxiangwen@hotmail.com
39. Erda LIN
 Agrometeorology Institute
 Chinese Academy of Agricultural Sciences
 12, Zhonghuan Cun South Street
 Beijing 100081
CHINA, PEOPLE'S REPUBLIC OF
 Tel: +8610 6211 9688
 Fax: +8610 6211 9688
 E-mail: lined@ns.ami.ac.cn
40. Jian LIU
 Chinese Academy of Sciences
 52 Sanlike Road
 Beijing 100864
CHINA, PEOPLE'S REPUBLIC OF
 Tel: +8610 6859 7530
 Fax: +8610 6851 2458
 E-mail: jliu@cashq.ac.cn
41. Yong LUO
 China Meteorological Administration
 National Climate Centre
 Zhongguancun Nandajie Haidian
 Beijing 100081
CHINA, PEOPLE'S REPUBLIC OF
 Tel: +8610 6840 6488
 Fax: +8610 6840 6488
 E-mail: yluo@cma.gov.cn
42. Hongkui PANG
 China Meteorological Administration
 Office of General Affairs
 46 Zhongguancun Nandajie
 Beijing 100081
CHINA, PEOPLE'S REP. OF
 Tel: +86 10 6840 6662
 Fax: +8610 6217 4797
 E-mail: guoji@cma.gov.cn

43. Qingxian GAO
Chinese Research Academy of
Environmental Sciences
No 8, Daryoungfang Anwai
Beijing
CHINA, PEOPLE'S REPUBLIC OF
Tel: +8610 84915154
Fax: +8610 8491 5252
E-mail: gaoqx@craes.org.cn
44. Cuihua SUN
National Development and Reform Commission
No. 38 Yue Tan Nan Jie
Beijing
CHINA, PEOPLE'S REPUBLIC OF
Tel: +8610 6850 2963
Fax: +8610 6850 2358
E-mail: suncuihua@yahoo.com.cn
45. Baoguo TIAN
Ministry of Science and Technology
15-B Fuxing Road
Beijing 100862
CHINA, PEOPLE'S REPUBLIC OF
Tel: +86 10 5888 1436
Fax: +86 10 5888 1441
E-mail: tianbg@mail.most.gov.cn
46. Qingli WANG
Ministry of Agriculture
11, Nongzhanguan Nanbi
Beijing 100026
CHINA, PEOPLE'S REPUBLIC OF
Tel: +8610 6419 3031
Fax: +8610 6419 3031
E-mail: shthjch@agri.gov.cn
47. Xiaoquan ZHANG
Chinese Academy of Forestry
Beijing
CHINA PEOPLE'S REPUBLIC OF
Tel: +8610 6288 9512
Fax: +8610 6288 8840
E-mail: xiaoquan@forestry.ac.cn
48. Guoguang ZHENG
China Meteorological Administration
46, Zhongguancun Nandajie
Beijing 100081
CHINA PEOPLE'S REPUBLIC OF
Tel: +8610 6840 7140
Fax: +8610 6217 4239
E-mail: zgg@cma.gov.cn
49. César Augusto BUITRAGO GOMEZ (H)
Instituto de Hidrologia, Meteorologia
y Estudios Ambientales
Carrera 7 No. 32-16
Bogota
COLOMBIA
Tel: +57 1 3500111
Fax: +57 1 3500111
E-mail: cbuitrago@ideam.gov.co
50. Jean-Marcellin MEGOT (H)
Mission Permanente du **CONGO**
11, Rue des Paquis
1201 Geneva
Switzerland
Tel: +41 22 731 8821
Fax: +41 22 731 8817
E-mail: mission.congo-brazza@deckpoint.ch
51. Paulo MANSO SALGADO (H)
National Meteorological Institute
P.O. Box 5583-1000
San Jose
COSTA RICA
Tel: +506 222 5616 x 106/108
Fax: +506 223 1837
E-mail: pmanso@imn.ac.cr
52. Zvonimir KATUSIN (H)
Meteorological & Hydrometeorological Service
Griec 3
HR-10000 Zagreb
CROATIA
Tel: +385 1 4565 706
Fax: +385 1 4851 903
E-mail: katusin@cirus.dhz.hr
53. Tomas GUTIERREZ PEREZ (H)
CITMA/INST. Meteorologia
Av. Roma de Casablanca
Apartado 170 32
CP 11700
Habana 17
CUBA
Tel: +537 867 0711
Fax: +537 33 8010/8670710
E-mail: tomasg@met.inf.cu or
meteoro@ceniai.inf.cu

54. Ramon PICHES MADRUGA (B)
 Centro de Investigaciones de Economía Mundial
 (CIEM)
 Calle 22 No. 309, entre 3ra y 5a Avenida
 Miramar, Habana 13, CP 11300
CUBA
 Tel: +537 202 2958/209 2969
 Fax: +537 204 2507
 E-mail: rpichs@ciem.cu or
 ciem@ceniai.inf.cu
55. Jan PRETEL (H)
 Czech Hydrometeorological Institute
 Na Sabatce 17
 14306 Praha 4 Komorany
CZECH REPUBLIC
 Tel: +420 2 4403 2414
 Fax: +420 2 4403 2415
 E-mail: pretel@chmi.cz
56. Anne Mette K. JØRGENSEN (H)
 Danish Meteorological Institute
 Lyngbyvej 100
 DK-2100 Copenhagen
DENMARK
 Tel: +45 39 15 7450
 Fax: +45 39 15 7460
 E-mail: amj@dmi.dk
57. Jes FENGER
 National Environmental Research Institute
 Frederiksborgvej 399
 DK-4000 Roskilde
DENMARK
 Tel: +45 4630 1105
 Fax: +45 4630 1112
 E-mail: jfe@dmu.dk
58. Jesper GUNDERMANN
 Danish Environmental Protection Agency
 Ministry of Environment
 Strandgade 29
 DK-1401 Copenhagen
DENMARK
 Tel: +45 32 66 0266
 Fax: +45 32 66 0131
 E-mail: jgu@mst.dk
59. Hans LARSEN (B)
 Risoe National Laboratory
 P.O. Box 49
 DK-4000 Roskilde
DENMARK
 Tel: +45 46 77 5101
 Fax: +45 46 77 5199
 E-mail: hans.larsen@risoe.dk
60. Juan MANCEBO (H)
 Secretaria de Estado de Medio Ambiente
 y Recursos Naturales
 Oficinas Gubernamentales, Bloque B
 Piso 1, Av. Mexico esq. Dr Delgado
 Santo Domingo
DOMINICAN REPUBLIC
 Tel: +809 563 4461/472 0626
 Fax: +809 472 0631
 E-mail: jmancebo16@yahoo.com
61. Mohamed A. EL-SHAHAWY (H)
 Egyptian Environmental Affairs Agency (EEAA)
 30 Misr Helwan El-Zyrae Rd
 Maadi
 Cairo 11728
EGYPT
 Tel: +202 525 81 64
 Fax: +202 525 81 54
 E-mail: mshahawy2000@yahoo.com
62. Antonio C.J. ARENAS ROMERO (H)
 Servicio Nacional de Estudios Territoriales (SNET)
 Ministerio de Ambiente
 Km. 5½ Carretera a Nueva San Salvador
 Avenida Las Mercedes, Frente al Circulo
 Militar y continuo al Parque de Pelota
 San Salvador
EL SALVADOR
 Tel: +503 223 7792/283 2241
 Fax: +503 223 7791
 E-mail: aarenas@snet.gob.sv
63. Jaan SAAR (H)
 Estonian Meteorological and Hydrological Institute
 Rävåla 8
 Tallinn 10143
ESTONIA
 Tel: +273 5090 390
 Fax: +372 645 4277
 E-mail: jaan.saar@emhi.ee
64. Dula SHANKO (H)
 National Meteorological Services Agency
 PO Box 1090
 Addis Ababa
ETHIOPIA
 Tel: +251 1 236 286
 Fax: +251 1 51 66 70
 E-mail: du_shanko@yahoo.com

65. Raino HEINO (H)
 Finnish Meteorological Institute
 P.O Box 503
 FIN-00101 Helsinki
FINLAND
 Tel: +358 9 1929 4120
 Fax: +358 9 1929 4129
 E-mail: raino.heino@fmi.fi
66. Marc GILLET (H)
 Observatoire National sur les
 Effets du Réchauffement Climatique
 39, rue Saint Dominique
 75007 Paris
FRANCE
 Tel: +33 1 42 75 87 17
 Fax: +33 1 42 75 55 05
 E-mail: marc.gillet@onerc.pm.gouv.fr
67. Jean JOUZEL (B)
 Institut Pierre Simon Laplace
 Université Versailles Saint Quentin
 23, rue du Refuge
 78035 Versailles CEDEX
FRANCE
 Tel: +33 1 39255816
 Fax: +33 1 39255822
 E-mail: jouzel@lsce.saclay cea.fr
68. Michel PETIT (H)
 CGTI
 20, avenue de Ségur
 75353 Paris 07 SP
FRANCE
 Tel: +33 1 4319 5315
 Fax: +33 1 4319 6809
 E-mail: michel.petit@m4x.org
69. Bernard E. GOMEZ (H)
 Dept. of Water Resources
 7 Marina Parade
 Banjul
GAMBIA
 Tel: +220 422 4122 / 422 8216
 Fax: +220 422 009
 E-mail: be63gomez@yahoo.co.uk
70. Bubu P. JALLOW (B)
 Meteorology Division
 Department of Water Resources
 Marina Parade
 Banjul
GAMBIA
 Tel: +220 422 8216 / 991 1323
 Fax: +220 422 5009 / 422 5344
 E-mail: bubujallow@hotmail.com
 or bubupateh@yahoo.com
 or dwr@gamtel.gm
71. Ramaz-Beglarovic CHITANAVA (H)
 State Dept. of Hydrometeorology
 150 Davida Agmashenebeli Ave.
 Tbilisi 380012
GEORGIA
 Tel: +995 32 953 682
 Fax: +995 32 955 006
 E-mail: ramazchitanava@rambler.ru
72. Ursula FUENTES (H)
 Federal Ministry for the Environment
 Alexanderplatz 6
 D-11055 Berlin
GERMANY
 Tel: +49 18 88 305 2312
 Fax: +49 18 88 10 305 2312
 E-mail: ursula.fuentes@bmu.bund.de
73. Helmut KÜHR (H)
 German IPCC Coordination Office
 Königswintererstraße 522
 D-53227 Bonn
GERMANY
 Tel: +49 228 4492 411
 Fax: +49 228 4492 400
 E-mail: helmut.kuehr@dlr.de
74. Olav HOHMEYER (H)
 International Institute for Management
 University of Flensburg
 Auf dem Campus 1
 D-24943 Flensburg
GERMANY
 Tel: +49 461 805 2533
 Fax: +49 461 805 2538
 E-mail: hohmeyer@uni-flensburg.de

75. Mohamed Fonikiry MARA (H)
 Direction de la Météorologie
 BP 566
 Conakry
GUINEA
 Tel: +224 45 48 15/452106
 Fax: +224 41 35 77
 E-mail: meteogui@Leland-gn.org
76. Manuel CARVALHO DE ALVARENGA (H)
 Direccao Geral do Servico Meteorologico Nacional
 Caixa Postal 75
 1001 Bissau
GUINEA-BISSAU
 Tel: +245 20 6906
 Fax: +245 20 1753 c/o UNDP
 E-mail: dgmteobissau@yahoo.fr
77. Wilfrid SAINT JEAN (H)
 Secrétaire d'Etat à l'Environnement
 181, Haut de Turgeau
 Port-Au-Prince
HAITI
 Tel: +509 246 2249 / 2459
 Fax: +509 246 2248 / 245 7360
 E-mail: wstjean@haitelonline.com
78. Sandor KOCSIS (H)
 Embassy of the Republic of **HUNGARY**
 2/50-M, Niti Marg, Chanakyapuri
 New Delhi 110021
INDIA
 Tel: +91 11 2611 4737
 Fax: +
 E-mail: butradedel@vsnl.in
79. Chandrashekhar DASGUPTA
 TERI, Indian Habitat Centre
 Lodhi Road
 New Delhi
INDIA
 Tel:+
 Fax:+
 E-mail: dasgupta@teri.res.in
80. G. SRINIVASAN
 Climate Change Analysis Group
 India Meteorological Dept. Mausam Bhawan
 Lodi Road
 New-Delhi 110003
INDIA
 Tel:+91 11 246 11 710
 Fax:+91 11 246 11 710
 E-mail: Srini@indmail.gov.in
81. R.K. SETHI
 Ministry of Environment & Forests
 Paryavaran Bhavan, CGO Complex
 Lodi Road
 New Delhi 110003
INDIA
 Tel: +91 11 2436
 Fax: +91 11 2436
 E-mail: rksethi@menf.delhi.nic.in
82. Anand PATWARDHAN
 Indian Institute of Technology
 School of Management
 Powai, Mumbai
INDIA
 Tel: +91 11 265 31299
 Fax: +91 22 2572 3480
 E-mail: anand@iitb.ac.in
83. Shambhu SINGH
 Department of Science & Technology
 Bhanwan, New Mehrauli Road
 New Delhi 110016
INDIA
 Tel: +91 11 268 645 70
 Fax: +91 11 266 117 72
 E-mail: Shambhuin@yahoo.com
84. R.T.M. SUTAMIHARDJA (H, B)
 Ministry of Environment
 Jalan D.I. Panjaitan Kav. 24
 Kebon Nanas Jatinegara
 Jakarta 13410
INDONESIA
 Tel: +62 251 325811 / 324820
 Fax: +62 251 325 811 / 324820
 E-mail: suta-ipb@indo.net.id
85. Mostafa JAFARI (H)
 Islamic Republic of Iran
 Meteorological Organization
 P.O. Box 13185-461
 Tehran
IRAN, ISLAMIC REPUBLIC OF
 Tel: +98 21 204 2720
 Fax: +98 21 204 4887
 E-mail: mostafajafari@libero.it
 jafarimostafa@yahoo.com

86. Hedayat FAHMI
Ministry of Energy
No. 51 Falastin Avenue
Tehran
IRAN, ISLAMIC REPUBLIC OF
Tel: +98 21 896 3582
Fax: +
E-mail: hedayat_fahmi@yahoo.com
87. Ahmad Reza ASGHARI
Embassy of the **ISLAMIC REPUBLIC OF IRAN**
New Delhi
INDIA
Tel: +987 1466 269
Fax: +987 233 25 493
E-mail: AsghariAsadi@yahoo.com
88. Mohammad RAHIMI
Islamic Republic of Iran
Meteorological Organization
P.O. Box 13185-461
Tehran
IRAN, ISLAMIC REPUBLIC OF
Tel: +98 21 600 0834
Fax: +98 21 600 0834
E-mail: mrahimi@irimet.net
mrahimi_2001@yahoo.com
89. Nastaran RAHIMI
Ministry of Energy
Energy Affairs Building, 5th floor
Shahrak-E-Gharb, end of Poonak Bakhtari
Tehran
IRAN, ISLAMIC REPUBLIC OF
Tel: +98 21 808 6948
Fax: +98 21 808 4682
E-mail: rahimi@iranenergy.org.ir
r_nastaran@yahoo.com
90. Saeed MOTESADDI ZARANDI
Department of the Environment
No. 187, Ostad Nejatolahi Street
Tehran
IRAN, ISLAMIC REPUBLIC OF
Tel: +98 21 826 7996
Fax: +98 21 826 9920
E-mail: motesaddi@yahoo.com
91. Firooz SATTARI
Ministry of Petroleum
Taleghani Avenue
N.I.O.C. Main building, 8th floor
P.O. Box 1863
Tehran
IRAN, ISLAMIC REPUBLIC OF
Tel: +98 21 646 7035
Fax: +98 21 695 1563
E-mail: Sattari_Firooz@yahoo.com
or F.Sattari@NIOC.org
92. Forood SHARIFI
Ministry of Jihad-E-Agriculture
F.R.W.M. Organization next to Ministry
P.O. Box 19575 567
Tehran
IRAN, ISLAMIC REPUBLIC OF
Tel: +98 21 244 6514
Fax: +98 21 245 6505
E-mail: FS1338@yahoo.com
Sharifi_Forood@hotmail.com
93. Abdollah TARAZ
Management and Planning Organization
Baharestan Square
P.O. Box 11494 31 41
Tehran
IRAN, ISLAMIC REPUBLIC OF
Tel: +98 21 311 53 37
Fax: +98 21 311 46 46
E-mail: taraz@mporg.ir
94. Maria Michela MORESE (H)
Ministry for the Environment and Territory
Department for Environmental Research and
Development
Via Cristoforo Colombo, 44
00147 Roma
ITALY
Tel: +39 06 57228157
Fax: +39 06 57228177
E-mail: morese.michela@minambiente.it
95. Sergio CASTELLARI
National Institute of Geophysics and Vulcanology
Via Donato Creti, 12
40128 Bologna
ITALY
Tel: +39 51 4151445
Fax: +39 51 4151499
E-mail: castellari@bo.ingv.it

96. Filippo GIORGI (B)
 Physics of Weather and Climate Section
 The Abdus Salam Int. Centre for Theoretical
 Physics
 P.O. Box 586
 (Strada Costiera 11 for courier mail)
 34100 Trieste
ITALY
 Tel: +39 040 2240 425
 Fax: +39 040 2240 449 / 224 163
 E-mail: giorgi@ictp.trieste.it
97. Dale RANKINE (H)
 Meteorological Services
 65 3/4 Half way Tree Road
 Kingston 10
JAMAICA
 Tel: +1 876 929 3702 / 929 3706
 Fax: +1 876 960 8990
 E-mail: metservice.cbh@jamweb.net
98. Harumi AKIBA
 Promotion Office
 FRCGC
 3173-25 Showa-machi, Kanazawa-ku
 Yokohama, Kanagawa 236-0001
JAPAN
 Tel: +81 45 778 5684
 Fax: +81 45 778 5497
 E-mail: harumi@jamstec.go.jp
99. Tokunosuke FUJITANI
 Meteorological Research Institute
 Japan Meteorological Agency
 1-1 Nagamine
 Tsukuba, Ibaraki 305-0052
JAPAN
 Tel: +81 29 853 8530
 Fax: +81 29 853 8549
 E-mail: tfujitani@met.kishou.go.jp
100. Taka HIRAISHI (B)
 c/o Institute for Global Environmental Strategies
 2108-11, Kamiyamaguchi, Hayama
 Kanagawa 240-0115
JAPAN
 Tel: +81 468 55 3750
 Fax: +81 468 55 3808
 E-mail: hiraishi@iges.or.jp
101. Ibuki HIRUTA
 GISPRI
 3F, Shousen-Mitsui Bldg.
 2-1-1 Toranomom, Minato-ku
 Tokyo 105-0001
JAPAN
 Tel: +81 3 5563 8800
 Fax: +81 3 5563 8810
 E-mail: hiruta@gispri.or.jp
102. Koji KADONO
 GISPRI
 3rd Floor, Shousen-Mitsui Building,
 2-1-1 Toranomom, Minato-ku
 Tokyo 105-0001
JAPAN
 Tel: +81 3 5563 8800
 Fax: +81 3 5563 8810
 E-mail: kadono@gispri.or.jp
103. Hiroki KONDO
 Integrated Modeling Research Program
 FRCGC
 3173-25 Showa-machi, Kanazawa-ku
 Yokohama, Kanagawa 236-0001
JAPAN
 Tel: +81 45 778 5583
 Fax: +81 45 778 5496
 E-mail: hkondo@jamstec.go.jp
104. Anne McDONALD
 Global Environmental Forum
 Toranomom 10 Mori building, 5th floor
 1-18-1 Toranomom, Minato-ku
 Tokyo 105-0001
JAPAN
 Tel: +81 3 3592 9735
 Fax: +81 3 3592 9737
 E-mail: annemcd@attglobal.net
105. Masahiro NISHIO
 Environmental Policy Division
 Ministry of Economy, Trade and Industry
 (METI)
 1-3-1 Kasumigaseki, Chiyoda-ku
 Tokyo 100-8901
JAPAN
 Tel: +81 3 3501 7830
 Fax: +81 3 3501 7697
 E-mail: nishio-masahiro@meti.go.jp

106. Yasuo TAKAHASHI
 Research and Information Office
 Ministry of the Environment
 1-2-2 Kasumigaseki, Chiyoda-Ku
 Tokyo 100-8975
JAPAN
 Tel: +81 3 5521 8247
 Fax: +81 3 3581 4815
 E-mail: yasuo_takahashi@env.go.jp
107. Takayuki TOKUHIRO
 Office of Research and Information
 Ministry of the Environment
 1-2-2 Kasumigaseki, Chiyoda-Ku
 Tokyo 100-8975
JAPAN
 Tel: +81 3 5521 8247
 Fax: +81 3 3581 4815
 E-mail: takayuki_tokuhiro@env.go.jp
108. Hiroshi YAMAGATA
 Director for Environmental Affairs
 Ministry of Economy, Trade and Industry
 (METI), 6th floor
 1-3-1 Kasumigaseki, Chiyoda-ku
 Tokyo 100-8901
JAPAN
 Tel: +81 3 3501 1679
 Fax: +81 3 3501 7697
 E-mail: yamagata-hiroshi@meti.go.jp
109. Noriko YAMAGISHI
 Planning and Survey
 Global Environmental Forum
 Toranomom 10 Mori building, 5th floor
 1-18-1 Toranomom, Minato-ku
 Tokyo 105-0001
JAPAN
 Tel: +81 3 3592 9735
 Fax: +81 3 3592 9737
 E-mail: jdv04746@nifty.com
110. Joshua WAIROTO (H)
 Kenya Meteorological Department
 P.O. Box 30259
 00100 GPO
 Nairobi
KENYA
 Tel: +254 020 576957/60
 Fax: +254 020 576955/ 577373
 E-mail: joshua-wairote@yahoo.co.uk
 or joshua.wairote@meteo.go.ke
111. Richard S. ODINGO (B)
 Department of Geography
 University of Nairobi
 P.O. Box 30197
 Nairobi
KENYA
 Tel: +254 2 4627 651
 Fax: +254 2 336 885
 E-mail: odingo01@yahoo.com
 or r.odingo@meteo.go.ke
112. Emilbek UMARALIEV (H)
 Ministry of Ecology & Emergencies
 of the Kyrgyz Republic
 Toktonalieva street, 2/1
 Bishkek
KYRGYZSTAN
 Tel: +996 312 54 1177
 Fax: +996 312 54 1177
 E-mail: ovs@mecd.bishkek.gov.kg
113. Syamphone SENGCHANDALA (H)
 Science Technology and Environment Agency
 (STEA)
 P.O. Box 2279
 Ban: Sisavad
 Vientiane
LAO, PEOPLE'S DEMOCRATIC REPUBLIC
 Tel: +856 21 218712/218712
 Fax: +856 21 218712/218712
 E-mail: syamphone_sengchandala@yahoo.com
114. Andris LEITASS (H)
 Latvian Hydrometeorological Agency
 165 Maskavas Street
 Riga, LV-1019
LATVIA
 Tel: +371 7032 600
 Fax: +371 7145 154
 E-mail: lhma@meteo.lv
115. Valdis BISTERS
 Climate and Renewable Energy Department
 Ministry of the Environment
 Peldu 25
 Riga, LV-1019
LATVIA
 Tel: +371 7026 417
 Fax: +371 7026 553
 E-mail: valdis.bisters@vidm.gov.lv

116. Joalane MARUNYE MPHETHI (H)
 Lesotho Meteorological Services
 P.O. Box 14515
 Maseru 100
LESOTHO
 Tel: +266 22 324374
 Fax: +266 22 325057
 E-mail: joalane@lesmet.org.ls
 or rethabile55@hotmail.com
117. Arthur GAR-GLAHN (H)
 Division of Meteorology
 Ministry of Transport
 P.O. Box 9041
 Monrovia
LIBERIA
 Tel: +2316 565 885
 Fax: +231 22 78 38
 E-mail: meteoliberia@yahoo.com
118. Romualdas BRAZAUSKAS (H)
 Environmental Quality Department
 Ministry of Environment
 A. Jaksto Street 4/9
 LT-2600 Vilnius
LITHUANIA
 Tel: +3705 2663 498
 Fax: +3705 2663 663
 E-mail: r.brazauskas@am.lt
119. Nirivololona RAHOLIJAO (H)
 Direction Générale de la Météorologie
 BP 1254
 Ampandrianomby
 Antananarivo 101
MADAGASCAR
 Tel: +261 20 22 40832
 Fax: +261 20 22 40581
 E-mail: meteo@dts.mg
120. Gray K. MUNTHALI (H)
 Meteorological Services
 P.O. Box 2
 Chileka
 Blantyre
MALAWI
 Tel: +265 1 692 333
 Fax: +265 1 692 329
 E-mail: gmunthali@metmalawi.com
121. Wan Azli WAN HASSAN (H)
 Malaysian Meteorological Service
 Jalan Sultan
 Petaling Jaya
 Selangor
MALAYSIA
 Tel: +603 7967 8226
 Fax: +603 7955 0964
 E-mail: wanazli@kjc.gov.my
122. Abdullahi MAJEED (H)
 Ministry of Environment & Construction
 Huravee Building, 20-05
 Ameer Ahmed Magu
 Male
MALDIVES
 Tel: +960 323825
 Fax: +960 322286
 E-mail: abdullahi.majeed@environment.org
123. Birama DIARRA (H)
 Direction Nationale de la Météorologie
 B.P. 237
 Bamako
MALI
 Tel: +223 229 6203
 Fax: +223 229 2101/6203
 E-mail: biramadia@yahoo.fr
 dnm@afribone.net.ml
124. Mohamed El Hadi OULD TALEB (H)
 Direction de l'Agriculture
 P.O. Box 4307
 Nouakchott
MAURITANIA
 Tel: +22 2 654 3582
 Fax: +22 2 529 2757
 E-mail: oudtalebme@yahoo.fr
125. Poorundeo RAMGOLAM (H)
 Ministry of Environment
 Ken Lee Tower 6th floor
 Barracks Street
 Port Louis
MAURITIUS
 Tel: +230 212 4385
 Fax: +230 212 6671
 E-mail: poramgolam@mail.gov.mu

126. Adrian FERNANDEZ-BREMAUNTZ (H)
 Instituto Nacional de Ecología
 SEMARNAT
 D.G. Investigación sobre la Contaminación Urbana
 Regional y Global
 Periferico Sur 5000, 4° piso
 Col. Insurgentes Cuicuilco, Coyoacan
 04530 Mexico, D.F.
MEXICO
 Tel: +52 55 5424 6421
 Fax: +52 55 5424 5404
 E-mail: afermand@ine.gob.mx
127. Edmundo de ALBA ALCARAZ (B)
 Secretaria de Investigación y Desarrollo
 Universidad Nacional Autónoma de México
 (UNAM)
 Edificio de Coordin. de Investig. Científica
 Circuito Exterior, Ciudad Universitaria
 04510 Mexico D.F.
MEXICO
 Tel: +52 55 5622 4278
 Fax: +52 55 5606 1043
 E-mail: edeaa@servidor.unam.mx
128. Valentina D. BELITSKAYA
 Unidad del Servicio Meteorológico Nacional.
 Av. Observatorio N° 192, Col. Observatorio
 Del. Miguel Hidalgo
 C.P. 11860 México, D.F.
MEXICO
 Tel: +52 55 2636 46 57
 Fax: +52 55 2636 46 67
 E-mail: valentina.davydova@cna.gob.mx
129. Abdelkader ALLALI (H, B)
 Ministry of Agriculture, Rural Development
 DPV B.P. 1387
 Rabat
MOROCCO
 Tel: +212 656 01170
 Fax: +212 377 61557
 E-mail: allali@mailcity.com
130. HTAY OO KYI (H)
 Ministry of Transport
 Department of Meteorology and Hydrology
 Kaba-aye Pagoda Road, Mayangon 11061
 Yangon
MYANMAR
 Tel: +95 1 665 669
 Fax: +95 1 665 944/665 704
 E-mail: dg.dmh@mptmail.net.mm
131. Emmanuel KAMBUEZA (H)
 Ministry of Works, Transport and Communication
 Meteorological Service
 Private bag 13224
 Windhoek
NAMIBIA
 Tel: +264 61 287 70 01
 Fax: +264 61 208 70 09
 E-mail: gvl@mawrd.gov.na
132. Bijaya K. VAIDYA (H)
 Dept. of Hydrology and Meteorology
 P.O. Box 406
 Babar Mahal
 Kathmandu
NEPAL
 Tel: +977 1 447 3382
 Fax: +977 1 473 268 / 254 890
 E-mail: metfordi@mos.com.np
133. Gerbrand J. KOMEN (H)
 Royal Netherlands Meteorological Institute
 KNMI
 P.O. Box 201
 3730 AE De Bilt
THE NETHERLANDS
 Tel: +31 30 2206 575
 Fax: +31 30 2210 407
 E-mail: komen@knmi.nl
134. Ronald FLIPPHI
 Directorate Climate Change & Industry
 Ministry of Housing, Spatial Planning & the
 Environment
 P.O. Box 30945
 2500 GX Den Haag
THE NETHERLANDS
 Tel: +31 70 339 4003
 Fax: +31 70 339 1313
 E-mail: ronald.flipphi@minvrom.nl
135. Bert METZ (B)
 RIVM
 P.O. Box 1
 3720 BA Bilthoven
THE NETHERLANDS
 Tel: +31 30 274 3990
 Fax: +31 30 274 4464
 E-mail: bert.metz@rivm.nl

136. Rob van DORLAND
Royal Netherlands Meteorological Institute
KNMI
P.O. Box 201
3730 AE De Bilt
THE NETHERLANDS
Tel: +31 30 2206 775
Fax: +31 30 2210 407
E-mail: dorland@knmi.nl
137. Koos VERBEEK
Royal Netherlands Meteorological Institute
KNMI
P.O. Box 201
3730 AE De Bilt
THE NETHERLANDS
Tel: +31 30 2206 759
Fax: +31 30 2210 407
E-mail: verbeek@knmi.nl
138. Andy REISINGER (H)
Climate Change Office
Ministry for the Environment
P.O. Box 10362
6001 Wellington
NEW ZEALAND
Tel: +64 4 916 7629
Fax: +64 4 916 7615
E-mail: andy.reisinger@mfe.govt.nz
139. David WRATT (B)
National Institute of Water & Atmospheric
Research (NIWA)
P.O. Box 14-901
Wellington
NEW ZEALAND
Tel: +64 4 386 0588
Fax: +64 4 386 0574
E-mail: d.wratt@niwa.cri.nz
140. Traore ABDOUL-KARIM (H)
Direction de la Météorologie Nationale
BP 218
Niamey
NIGER
Tel: +227 732 160 / 734 992
Fax: +227 733 837
E-mail: traore.karim@caramail.com
141. Lihnu E. AKEH
Nigerian Meteorological Agency
No. 507 Pope John Paul II
Maitama
Abuja
NIGERIA
Tel: +234 9 413 0709
Fax: +234 9 413 0910
E-mail: elinweh@yahoo.com
142. Samuel Ojo GBUYIRO
Nigerian Meteorological Agency
Strachan Street
P.M.B. 12542
Lagos
NIGERIA
Tel: +234 1452 2836
Fax: +234 1452 6904
E-mail: samuel_gbuyiro@yahoo.com
143. Patience U. OGODO
National Assembly Complex
Abuja
NIGERIA
Tel: +234 803 716 7505
Fax: +234
E-mail:
144. Øyvind CHRISTOPHERSEN (H)
Norwegian Pollution Control Authority
Post Box 8100 Dep
0032 Oslo
NORWAY
Tel: +4722 57 37 24
Fax: +4722 67 67 06
E-mail: oyvind.christophersen@sft.no
145. Marit V. PETTERSEN
Norwegian Pollution Control Authority
P.O. Box 8100 Dep.
N-0032 Oslo
NORWAY
Tel: +47 22 573 725
Fax: +47 22 676706
E-mail: marit-viktoria.petersen@sft.no
146. Zahir SHAH MOHMAND (H)
Ministry of Environment
CDA Block 4, Old Naval Headquarters, G-6
Islamabad
PAKISTAN
Tel: + 92 51 920 5871
Fax: +92 51 920 2211
E-mail: zahirshahmohmand@hotmail.com

147. Anjum BARI FAROOQI (H)
Pakistan Meteorological Department
National Agromet Centre
P.O. Box 1214
Sector H-8/2
Islamabad 44000
PAKISTAN
Tel: +92 51 925 7313/9251 9257317
Fax: +92 51 443 2588
E-mail: pmd@pakmet.com.pk
or tsupmd@yahoo.com
148. Andrew BAUMAN (H)
Office of Environmental Response & Coordination
Office of the President
P.O. Box 7086
Koror 96940
PALAU
Tel: +680 488 6850 ext. 241
Fax: +680 488 8638
E-mail: abauman@palau-oerc.net
149. Maria Rossana SCRIBANO (H)
National Climate Change Programme
Secretaria del Ambiente
Av. Madame Lynch No 3500
Asuncion
PARAGUAY
Tel: +595 21
Fax: +595 21 615 806
E-mail: rscribano@seam.gov.py
or pncc@seam.gov.py
150. Gonzalo PAREDES (H)
Ministry of Foreign Affairs of Peru
Jr. Lampa 545
Lima 1
PERU
Tel: +511 311 2629
Fax: +511 311 2628
E-mail: gparedes@rree.gob.pe
151. Eduardo CALVO (B)
Jr. Nicanor Arteaga 549
San Borja
Lima 41
PERU
Tel: +511 224 3298
Fax: +511 346 2299
E-mail: ecalvo@terra.com.pe
or e13calvo@hotmail.com
152. Edna JUANILLO (H)
Philippine Atmospheric Geophysical &
Astronomical Services Administration (PAGASA)
Science Garden Complex
Agham Road, Diliman
Quezon City
PHILIPPINES
Tel: +632 434 0955
Fax: +632 434 0955
E-mail: ejuanillo@yahoo.com
153. Anna OLECKA (H)
Institute of Meteorology and Water Management
Meteorology Center
Podlesna 61
Warszawa 01673
POLAND
Tel: +48 22 5694 167
Fax: +48 22 5694 169
E-mail: anna.olecka@imgw.pl
154. Won-tae KWON (H)
Meteorological Research Institute
Korea Meteorological Administration
460-18 Sindaebang-dong
Dongjak-gu
Seoul 156 720
REPUBLIC OF KOREA
Tel: +82 2 846 2852
Fax: +82 2 846 2853
E-mail: wontk@metri.re.kr
155. Wha-Jin HAN
Korean Environment Institute (KEI)
613-2 Eunpyong-Gu Bulgwang-Dong
Seoul 122-706
REPUBLIC OF KOREA
Tel: +82 2 380 7610
Fax: +82 2 380 7644
E-mail: wjhan@kei.re.kr
156. Jong-choon KIM
National Institute of Environmental Research
REPUBLIC OF KOREA
Tel: +82 32 560 7373
Fax: +82 32 568 2040
E-mail: kjc55@me.go.kr

157. Seong-kyoun KIM
Korea Meteorological Administration
460-98, Dongjak Gu
Seoul
REPUBLIC OF KOREA
Tel: +82 2 841 9157
Fax: +82 2 841 9158
E-mail: skkim@kma.go.kr
158. Mihail DARADUR (H)
The State Hydrometeorological Service
193, Grenoble Str.
MD 2043 Chisinau
REPUBLIC OF MOLDOVA
Tel: +373 22 773633
Fax: +373 22 773629
E-mail: daradur@moldovacc.md
159. Aristita BUSUIOC
National Meteorological Administration
Sos. Bucuresti – Ploiesti 97
013 686 Bucharest
ROMANIA
Tel: +40 21 230 3143
Fax: +40 21 230 3117
E-mail: busuioc@meteo.inmh.ro
160. Ion POIANA
National Meteorological Administration
Sos. Bucuresti – Ploiesti 97
013 686 Bucharest
ROMANIA
Tel: +40 21 230 3116
Fax: +40 21 230 3143
E-mail: poiana@meteo.inmh.ro
161. Yuri A. IZRAEL (H, B)
Director
Inst. of Global Climate & Ecology
Glebovskaya Street 20B
107258 Moscow
RUSSIAN FEDERATION
Tel: +7095 169 2430
Fax: +7095 160 0831
E-mail: yu.izrael@g23.relcom.ru
or izrael@di.igce.msk.ru
162. Didace MUSONI (H)
Rwanda Meteorological Services
B.P. 898
Kigali
RWANDA
Tel: +250 575 813/852 1127
Fax: +250 72971
E-mail: meteo@rwanda1.com
163. June HUGHES (H)
Ministry of Health and Environment
Pelican Mail
P.O. Box 1472
Basseterre
SAINT KITTS AND NEVIS
Tel: +1 869 465 497
Fax: +1 869 466 391
E-mail: ccodoe@caribsurf.com
or doeskn@caribsurf.com
164. Dean L. SOLOFA (H)
Meteorology Division
P.O. Box 3020
Apia
SAMOA
Tel: +685 20855
Fax: +685 23141
E-mail: dsolofa@meteorology.gov.ws
165. Joao V.DOMINGOS VAZ LIMA (H)
National Institute of Meteorology
P.O. Box 30
SAO TOME AND PRINCIPE
Tel: +239 22 1975
Fax: +239 22 1975/21154
E-mail: inmeteo@cstome.net
or jvicente57@hotmail.com
166. Khalid M. ABU-ALEIF (H)
Ministry of Petroleum and Mineral Resources
P.O. Box 8710
Dhahran 31311
SAUDI ARABIA
Tel: +966 3 874 7003
Fax: +966 3 873 6693
E-mail: khalid.abuleif@aramco.com
167. Ziad H. ABU-GHARARAH (B)
Presidency of Meteorology & Environment (PME)
P.O. Box 1358
Jeddah 21431
SAUDI ARABIA
Tel: +966 2 6526435 or 5 5673848 (mob)
Fax: +966 2 6530053 / 5626435
E-mail: mozziad@hotmail.com
168. Faysal bin Kaed ABU-KHESHAIM
Ministry of Finance and National Economy
P.O. Box 15530
Riyadh 11454
SAUDI ARABIA
Tel: +966
Fax: +966
E-mail: abukheshaim2002@yahoo.com

169. Alharthi AWWAD (H)
 Box 9871
 Dhahran
SAUDI ARABIA 31311
 Tel: +966 387 47091
 Fax: +966 387 31209
 E-mail: awwad.harti@aramco.com
170. N. Aboulaziz ALJUMAAH
SAUDI ARABIA
 Tel: +966 2574 7186
 Fax: +
 E-mail:
171. Mohammed AL-ZAYER
 Ministry of Petroleum & Mineral Resources
 Box 1796
 Dhahran 31311
SAUDI ARABIA
 Tel.: +966 3 874 6506
 Fax: +966 3 873 9963
 E-mail: zayermh@yahoo.com
172. Aysar A.TAYEB
 Ministry of Petroleum & Mineral Resources
 P.O.Box 757, Airport Rd.,
 Riyadh 11189
SAUDI ARABIA
 Tel: +966
 Fax: +966 479-3596
 E-mail:
173. Taha M. ZA'ATARI
 Presidency of Meteorology & Environment (PME)
 P.O. Box 1358
 Jeddah 21431
SAUDI ARABIA
 Tel: +966
 Fax: +966
 E-mail:
174. Salem BASHEHAB
 Embassy of **SAUDI ARABIA**

 New Delhi
 INDIA
 Tel.: +91 11
 Fax: +91 11
 E-mail:
175. Cherif DIOP (H)
 Senegal Meteorological Service
 Ministère du Tourisme et des Transports Aériens
 & Transport
 Aéroport Leopold Sedar Sanghor
 BP 8257
 Dakar-Yoff
SENEGAL
 Tel: +221 820 4887/635 4065
 Fax: +221 820 1327
 E-mail: cherifdiop@yahoo.fr
176. Francis BIJOUX (H)
 National Climate Committee
 Ministry of Environment
 P.O. Box 1145
 Victoria
SEYCHELLES
 Tel: +248 722 878 / 670 429
 Fax: +248 610 647
 E-mail: f.bijoux@pps.gov.sc
177. Dennis LANSANA (H)
 Meteorological Department
 F-18 Charlotte Street
 Freetown
SIERRA LEONE
 Tel: +232 22 226 692
 Fax: +232 22 224 439
 E-mail: dennislansana@yahoo.com
178. Ogunlade DAVIDSON (B)
 Faculty of Engineering
 University of Sierra Leone
 Private Mail Bag
 Freetown
SIERRA LEONE
 Tel: +232 22 226325
 Cell: +232 76 670933
 Fax: +232 22 224260
 E-mail: ogunlade@sierratel.sl
 or ogunladedavidson@hotmail.com
179. Lucy KAMARA
 Meteorological Department
 F-18 Charlotte Street
 Freetown
SIERRA LEONE
 Tel: +232 22 226 692
 Fax: +232 22 224 439
 E-mail:

180. Andrej KRANJC (H)
 Ministry of the Environment,
 Spatial Planning & Energy
 Dunajska c. 48
 1000 Ljubljana
SLOVENIA
 Tel: +386 1 478 7434
 Fax: +386 1 478 7425
 E-mail: andrej.kranjc@gov.si
181. Lucka KAJFEZ-BOGATAJ (B)
 University of Ljubljana
 Biotechnical Faculty
 Jamnikarjeva 101
 SI-1000 Ljubljana
SLOVENIA
 Tel: +386 1 4231161
 Fax: +386 1 4231088
 E-mail: lucka.kajfez.bogataj@bf.uni-lj.si
182. Bhawoodien A. PARKER (H)
 South African Weather Service
 Jan Cilliers Street
 Stellenbosch
SOUTH AFRICA
 Tel: +2721 888 2624
 Fax: +27 21 888 2688
 E-mail: baparker@weathersa.co.za
183. Concepcion MARTINEZ-LOPE (H)
 Spanish Bureau for Climate Change
 Ministry of Environment
 Plaza San Juan de la Cruz, s/n
 E-28071 Madrid
SPAIN
 Tel: +34 91 597 6781
 Fax: +34 91 597 5950/5982
 E-mail: conchita.martinez@oecc.mma.es
184. Antonio YEVES-RUIZ
 Instituto Nacional de Meteorología
 Ministerio de Medio Ambiente
 C/ Leonardo Prieto Castro, 8
 28040 Madrid
SPAIN
 Tel: +34 91 581 9871
 Fax: +34 91 581 9767
 E-mail: ayeves@inm.es
185. Jorge MARTINEZ-CHAMORRO
 Oficina Española de Cambio Climático
 Ministerio de Medio Ambiente
 Plaza San Juan de la Cruz, s/n
 E-28071 Madrid
SPAIN
 Tel: +34 91 597 6957
 Fax: +34 91 597 5950/5982
 E-mail: jmchamorro@oecc.mma.es
186. Mohan MUNASINGHE (B)
 10, De Fonseka Place
 Colombo 5
SRI LANKA
 Tel: +94 11 2500289
 Fax: +94 11 255 1608
 E-mail: munasinghe@eureka.lk
187. Gardi H.P. DHARMARATNA (H)
 Department of Meteorology
 No. 383 Baudhaloka Mawatha
 Colombo 7
SRI LANKA
 Tel: +94 11 2694104
 Fax: +94 11 2698311
 E-mail: gdharmaratna@yahoo.com
188. Nadir Mohamed AWAD (H)
 Higher Council for Environment & Natural
 Resources (HCENR)
 P.O. Box 10488
 Khartoum
SUDAN
 Tel: +249 183 784 279
 Fax: +249 183 787 617
 E-mail: nadirawad@yahoo.com
189. Ismail A. ELGIZOULI (B)
 Higher Council for Environment &
 Natural Resources
 P.O. Box 10488
 Khartoum
SUDAN
 Tel: +249 183 787616 /249 912 252612 (mob)
 Fax: +249 183 787617 /777 017
 E-mail: elgizouli@yahoo.com
 or hcenr@sudanmail.net
190. Duduzile NHLENGETHWA
 National Meteorological Service
 P.O. Box 58
 Mbabane
SWAZILAND
 Tel: +268 404 6274 / 0031
 Fax: +268 404 1530
 E-mail: dudu@swazimet.gov.sz

191. Marianne LILLIESKÖLD (H)
Swedish Environmental Protection Agency
Research Secretariat
S-106 48 Stockholm
SWEDEN
Tel: +46 8 698 1269
Fax: +46 8 698 1664
E-mail: marianne.lillieskold@naturvardsverket.se
192. José ROMERO (H)
Office Féd. de l'Environnement,
des Forêts et du Paysage
Division des Affaires internationales
Papiermühlestrasse 172, Ittigen
CH-3003 Bern
SWITZERLAND
Tel: +41 31 322 6862
Fax: +41 31 323 0349 or + 322 9981
E-mail: jose.romero@buwal.admin.ch
193. Khaled JBOUR (H)
Ministry of Local Administration & Environment
Mazraa St.
P.O. Box 3773
Damascus
SYRIAN ARAB REPUBLIC
Tel: +963 446 1079
Fax: +963 446 1079
E-mail: syro3u@mail.sy
194. Ilhom RAJABOV (H)
Main Administration of Hydrometeorology
& Environmental Monitoring
Shevchenko Street 47
Dushanbe
TAJIKISTAN
Tel: +992 372 276 181
Fax: +992 372 276 181
E-mail: ilhomrajabov@mail.ru
195. Aree Wattana TUMMAKIRD (H)
Ministry of Natural Resources & Environment
Office of Natural Resources & Environmental
Policy & Planning
60/1 Soi Phibun Wattana 7
Rama VI Road, Phayatai District
Bangkok 10400
THAILAND
Tel: +662 279 7180 9 x 192
Fax: +662 298 6060
E-mail: areewat@onep.go.th
196. Chamnong KAEOCHADA
Meteorological Department
4353 Sukumvit Road, Bang-Na
Bangkok 10260
THAILAND
Tel: +662 399 2937
Fax: +662 383 8827
E-mail: chamnongk@hotmail.com
197. Jesada LUANGJAME
National Park, Wildlife and Plant Conservation
Department
61, Phaholyothin Road
Bangkok 10900
THAILAND
Tel: +662 940 6586
Fax: +662 579 9576
E-mail: jesada@Mozart.inet.co.th
198. Natasa MARKOVSKA (H)
Research Centre for Energy, Informatics
and Materials
Macedonian Academy of Sciences and Arts
St. K. Misirkov 2
P.O. Box 428
1000 Skopje
**THE FORMER YUGOSLAV REPUBLIC
OF MACEDONIA**
Tel: +389 2 3235 427
Fax: +389 2 3235 423
E-mail: natasa@manu.edu.mk
199. Awadi Abi EGBARE (H)
Météorologie nationale
B.P. 1505
Lome
TOGO
Tel: +228 221 4806
Fax: +228 222 4838
E-mail: egbare@hotmail.com
200. Ezekiel SAMPSON (H)
Meteorological Services Division
P.O. Box 2141
National Mail Centre
Piarco
TRINIDAD AND TOBAGO
Tel: +868 669 5465
Fax: +868 669 4009
E-mail: dirmet@tsstt.net.tt

201. Mohamed HASSAIRI (H)
Ecoles nationale d'Ingénieurs de Tunis
BP 37
Tunis Belvédère
TUNISIA
Tel: +216 71 874 700
Fax: +216 71 872 729
E-mail: mohamed.hassairi@enit.rnu.tn
202. Burak SEN (H)
State Meteorological Service
Sanatoryum Caddesi
06120 Kalaba
Ankara
TURKEY
Tel: +90 312 302 2682
Fax: +90 312 361 2040
E-mail: bsen@meteor.gov.tr
203. Amanmurad DURDIYEV (H)
Ministry of Nature Protection of Turkmenistan
15, Bitarap Turkmenistan str.
Ashgabad 744000
TURKMENISTAN
Tel: +993 12 398587 / 395427
Fax: +993 12 392039
E-mail: repcem@online.tm
204. Bwango APUULI (H)
Department of Meteorology
P.O. Box 7025
Kampala
UGANDA
Tel: +256 341 875
Fax: +256 251 797
E-mail: bwango.apuuli@meteo-uganda.net
205. Viacheslav LIPINSKY (H)
State Hydrometeorological Service
6 Zolotovorotskaya Street
01034 Kiev 34
UKRAINE
Tel: +380 44 239 9333
Fax: +380 44 228 1375
E-mail: lipins@ukrweather.kiev.ua
206. Ahmed M.S.M. ALNAQBI (H)
Ministry of Petroleum and Mineral Resources
P.O. Box 59
Abu Dabi
UNITED ARAB EMIRATES
Tel: + 97 12 667 1999
Fax: +97 12 666 4573/665 5717
E-mail: amajid.mopmr@uae.gov.ae
207. Saad Al Dein M. AL-NUMALRY
Federal Environmental Agency
P.O. Box 5951
Abu Dabi
UNITED ARAB EMIRATES
Tel: + 97 12 777 363
Fax: +97 12 770 501
E-mail: uaefea@emirates.net.ae
208. Al Waleed M. AL-MALIK
Ministry of Petroleum and Mineral Resources
P.O. Box 59
Abu Dabi
UNITED ARAB EMIRATES
Tel: + 97 12 608 3227
Fax: +97 12 665 5717
E-mail: wmalik.mopmr@uae.gov.ae
209. Ali A. AL-JAFRI
Ministry of Communication
P.O. Box 900
Abu Dabi
UNITED ARAB EMIRATES
Tel: + 97 12 6651900
Fax: +97 12 6651691
E-mail:
210. David WARRILOW (H)
Dept. for Environment, Food & Rural Affairs
Global Atmosphere Division
Zone 3/B3 - Ashdown House
123 Victoria Street
London SW1E 6DE
UNITED KINGDOM
Tel: +44 20 7082 8149
Fax: +44 20 7082 8151
E-mail: david.warrillow@defra.gsi.gov.uk
211. Sophia OLIVER
Dept. for Environment, Food & Rural Affairs
Global Atmosphere Division
Ashdown House
123 Victoria Street
London SW1E 6DE
UNITED KINGDOM
Tel: +4420 7082 8153
Fax: +4420 7082 8151
E-mail: sophia.oliver@defra.gsi.gov.uk

212. Martin PARRY (B)
 Hadley Centre for Climate Prediction & Research
 Met Office, London Road
 Bracknell, Berkshire RG12 2SY
UNITED KINGDOM
 Tel: +44 1986 781437
 Fax: +44 1986 781437
 E-mail: parryml@aol.com
213. Jim PENMAN
 Dept. for Environment, Food & Rural Affairs
 Global Atmosphere Division
 3/C1, Ashdown House
 123 Victoria Street
 London SW1E 6DE
UNITED KINGDOM
 Tel: +44 20 7082 8152
 Fax: +44 20 7082 8151
 E-mail: jim.penman@defra.gsi.gov.uk
214. Deodatus A. KASHASHA (H)
 Tanzania Meteorological Agency
 P.O. Box 3056
 Dar Es Salaam
UNITED REPUBLIC OF TANZANIA
 Tel: +255 222 460112
 Fax: +255 222 460112
 E-mail: dkashasha@meteo.go.tz
215. Harlan WATSON (H)
 Bureau of Oceans and International
 Environmental and Scientific Affairs
 US Department of State
 Washington D.C. 20520-7818
USA
 Tel: +1 202 647 3489
 Fax: +1 202 647 3970
 E-mail: watsonhl@state.gov
216. Mitchell BAER
 PI-44, Office of Policy and International Affairs
 US Department of Energy
 1000 Independence Avenue SW
 Washington DC 20585
USA
 Tel: +1 202 586 5167
 Fax: +1 202 586 5391
 E-mail: mitchell.baer@hq.doe.gov
217. Ko BARRETT
 Climate Change Program
 US Agency for International Development
 1300 Pennsylvania Ave. NW
 Washington D.C. 20523 -3800
USA
 Tel: +1 202 712 1672
 Fax: +1 202 216 3174
 E-mail: kbarrett@usaid.gov
218. William FARNETH
 Office of Global Change
 OES/EGC
 Department of State
 Washington, D.C. 20520-7818
USA
 Tel: +1 202 736 7444
 Fax: +1 202 647-3970
 E-mail: farnethwe@state.gov
219. Indur M. GOKLANY
 Science and Technology Policy
 Department of the Interior
 1849 C. Street, N.W.
 Washington D.C. 20240
USA
 Tel: +1 202 208 4951
 Fax: +1 202 208 4867
 E-mail: indur_goklany@ios.doi.gov
220. William IRVING
 US Environmental Protection Agency
 1200 Pennsylvania Ave. N.W.
 Washington D.C. 20460
USA
 Tel: +1 202 343 9065
 Fax: +1 202
 E-mail: irving.bill@epa.gov
221. Richard H. MOSS
 Co-Chair, TG CIA
 Climate Change Science Program
 (Incorporating the USGCRP and
 the Climate Change Research Initiative)
 1717 Pennsylvania Avenue NW, Suite 250
 Washington, D.C 20006
USA
 Tel: +1 202 419 3476
 Fax: +1 202 223 3908
 E-mail: rmoss@usgcrp.gov

222. Daniel REIFSNYDER
 Director, Office of Global Change
 OES/EGC - Room 4330
 Department of State
 Washington, D.C. 20520-7818
USA
 Tel: +202 647 3935
 Fax: +202 647 0191
 E-mail: reifsnnyderda@state.gov
223. Trigg TALLEY
 Office of Global Change, Room 4330
 US Department of State
 2201 C Street N.W.
 Washington DC 20520
USA
 Tel: +1 202 647 3984
 Fax: +1 202 647 0191
 E-mail: talleyt@state.gov
224. Tatyana OSOSKOVA (H)
 Main Administration of Hydrometeorology
 72 K Makhsumov Street
 Tashkent 700052
UZBEKISTAN
 Tel: +998 71 133 6117 / 136 0758
 Fax: +998 71 133 2025
 E-mail: ososkova@meteo.uz
225. Brian PHILLIPS (H)
 Vanuatu National Meteorological Services
 PMB 9054
 Port Vila
VANUATU
 Tel: +678 25745 / 246 86
 Fax: +678 25745 22310
 E-mail: piccap@vanuatu.com.vu
226. Juan Carlos SANCHEZ (H)
 Ministry of Environment
 Calle Los Huertos, Edificio Marifina Penthouse
 La Campina
 Caracas 1050
VENEZUELA
 Tel: +58 412 728 5917
 Fax: +58 212 284 4052
 E-mail: sanchezjc@cantv.net
227. HOANG MANH HOA (H)
 National Office for Climate Change
 and Ozone Protection
 Ministry of Natural Resources and Environment
 No.57 Nguyen Du Street
 Hanoi
VIETNAM
 Tel: +84 4 822 8974
 Fax: +84 4 826 3847
 E-mail: vnccoffice@fpt.vn
228. Julius P. DAKA
 Environment Council of Zambia
 P.O.Box 35131
 Lusaka
ZAMBIA
 Tel: +260 1 254023/59
 Fax: +260 1 254164/260-1-250230
 E-mail: jdaka@necz.org.zm:
229. Kenneth NKOWANI
 Ministry of Tourism, Environment
 & Natural Resources
 Cairo Road
 P.O. Box 30575
 10101 Lusaka
ZAMBIA
 Tel: +260 1 229 417
 Fax: +260 1 229 417
 E-mail: kapalakonje@yahoo.com
230. Washington ZHAKATA (H)
 Bindura University
 P.O. Box BE 535
 Belvedere
 Harare
ZIMBABWE
 Tel: +263 71 76214 / 47 46640
 Fax: +263 71 7534
 E-mail: washingtonzhakata@hotmail.com

ORGANIZATIONS

231. Klaus TÖPFER
Executive Director
United Nations Environment Programme
P.O. Box 30552
Nairobi
KENYA
Tel: +254 20 624 001/2
Fax: +254 20 624 006
E-mail: klaus.toepfer@unep.org
232. Arkadiy LEVINTANUS
United Nations Environment Programme
P.O. Box 30552
Nairobi
KENYA
Tel: +2542 062
Fax: +2542 062
E-mail: arkadiy.levintanus@unep.org
233. Surendra SHRESTA
United Nations Environment Programme
Regional Director ROAP
United Nations Building
Rajadamnern Avenue
Bangkok 10200
THAILAND
Tel.: +66 2 288 12 34
Fax: +66 2 280 38 29
E-mail: surendra@ait.ac.th
234. Michel JARRAUD
Secretary-General
World Meteorological Organization
P.O. Box 2300
1211 Geneva 2
SWITZERLAND
Tel: +41 22 730 8111
Fax: +41 22 730 8
235. Halldor THORGEIRSSON
UNFCCC
Climate Change Secretariat
P.O. Box 260 124
D-53153 Bonn
GERMANY
Tel: +49 228 815 1424
Fax: +49 228 815 1999
E-mail: hthorgeirsson@unfccc.int
236. Alexander von HILDEBRAND
World Health Organization
South-East Asia Regional Office
World Health House, I.P. Estate
New Delhi 110002
INDIA
Tel: +91 11 2337 0804
Fax: +91 11 2337 0197/9395
E-mail: hildebranda@whosea.org
237. Hartmut BEHREND
European Commission
Unit "Climate, Ozone and Energy"
DG Environment
BU-9 6/134
B-1049 Brussels
BELGIUM
Tel: +32 2 29 86431
Fax: +32 2 29 69970
E-mail: hartmut.behrend@cec.eu.int
238. Robert Mc FADDEN
(The Climate Council)
5902 Mt. Eagle Drive, Suite 1415
Alexandria, VA 2303
USA
Tel: +1 703 329 0780
Fax: +1 703 329 9630
E-mail: mcfadden-ghg@att.net
239. William HARE
Greenpeace International
Otto Heldringstraat 5
Amsterdam
THE NETHERLANDS
Tel: +31 20 514 8150
Fax: +31 20 514 8151
E-mail: bill.hare@diala.greenpeace.org
240. Stephanie TUNMORE
Greenpeace
Canonbury Villas
N1 2PN London
UNITED KINGDOM
Tel: +44 20 7865 8211
Fax: +44 20 7865 8200/8202
E-mail: stephanie.tunmore@uk.greenpeace.org

241. Haroon KHESHGI
(IPIECA)
Exxon Mobil
Route 22 East
Annandale, NJ 08801
USA
Tel: +1 908 730 2531
Fax: +1 908 730 3301
E-mail: haroon.s.kheshgi@exxonmobil.com
242. Leonard S. BERNSTEIN
IPIECA
488, Kimberly Avenue
Asheville, NC 28804
USA
Tel: +1 828 250 0245
Fax: +1 828 250 0244
E-mail: lsberns@worldnet.att.net
243. Prakash RAO
Climate Change & Energy Programme
World Wide Fund for Nature – India (WWF)
172 B Lodi Estate,
New Delhi 110003
INDIA
Tel: 91-11-51504794
Fax: 91-11-51504795, 24691226
E-mail: Prao@wwfindia.net
244. Samrat SENGUPTA
Climate Change & Energy Programme
World Wide Fund for Nature – India (WWF)
Pirojsha Godrej National Conservation Centre
172-B, Lodi Estate, New Delhi - 110 003
INDIA
Tel: +91-11-51504794
Fax:
Email: ssengupta@wwfindia.net
or samratsengupta@hotmail.com
245. Sandeep Chamling RAI
WWF Nepal Program
P O Box 7660
Kathmandu
NEPAL
Tel: +977 1 4434820/4434970/4410942
Fax: +977 1 4438458
Email: sandeep.rai@wwfnepal.org

IPCC TECHNICAL SUPPORT UNITS

246. Martin MANNING
Head, IPCC WG I Technical Support Unit
NOAA Aeronomy Laboratory
325 Broadway, R/AL8
Boulder, CO 80305
USA
Tel: +1 303 497 4479 (direct)
Tel: +1 303 497 3935
Fax: +1 303 497 5686
E-mail: martin.manning@noaa.gov
247. Melinda TIGNOR
IPCC WG I Technical Support Unit
NOAA Aeronomy Laboratory
325 Broadway, R/AL8
Boulder, CO 80305
USA
Tel: +1 303 497 7072(direct)
Tel: +1 303 497 3935
Fax: +1 303 497 5628
E-mail: tignor@ucar.edu
248. Tahl KESTIN
IPCC WG I Technical Support Unit
NOAA Aeronomy Laboratory
325 Broadway, R/AL8
Boulder, CO 80305
USA
Tel: +1 303 497 4487
Fax: +1 303 497 5628
E-mail: tahl@ucar.edu
249. Jean PALUTIKOF
Head, IPCC WG II Technical Support Unit
Hadley Centre for Climate Prediction and Research
Met Office, Fitzroy Road
Exeter EX1 3PB
UNITED KINGDOM
Tel: +44 1344 856 212
Fax: +44 1344 856 912
E-mail: jean.palutikof@metoffice.com
250. Paul VAN DER LINDEN
IPCC WG II Technical Support Unit
Hadley Centre for Climate Prediction & Research
Met Office, Fitzroy Road
Exeter EX1 3PB
UK
Tel: +44 1392 884665
Fax: +44 1392 885681
E-mail: paul.vanderlinden@metoffice.com

251. Leo A. MEYER
 Head, IPCC WG III Technical Support Unit
 RIVM
 P.O. Box 1
 3720 BA Bilthoven
 THE NETHERLANDS
 Tel: +31 30 274 4090
 Fax: +31 30 274 4464
 E-mail: leo.meyer@rivm.nl
252. Monique HOOGWJK
 IPCC WG III Technical Support Unit
 P.O. Box 1
 3720 BA Bilthoven
 THE NETHERLANDS
 Tel: +31 30 274
 Fax: +31 30 274 4464
 E-mail: monique.hoogwijk@rivm.nl
253. Simon EGGLESTON
 Head, Technical Support Unit TFI
 National Greenhouse Gas Inventories Programme
 (NGGIP)
 2108-11, Kamiyamaguchi, Hayama
 Kanagawa 240-0115
 JAPAN
 Tel: +81 468 55 3750
 Fax: +81 468 55 3808
 E-mail: eggleston@iges.or.jp
254. Kyoko MIWA
 Technical Support Unit TFI
 National Greenhouse Gas Inventories Programme
 (NGGIP)
 2108-11, Kamiyamaguchi, Hayama
 Kanagawa 240-0115
 JAPAN
 Tel: +81 468 55 3750
 Fax: +81 468 55 3808
 E-mail: miwa@iges.or.jp

IISD REPORTING SERVICES

Hugh WILKINS
 Lisa SCHIPPER

Pia KOHLER
 Leila MEAD
 Daniel BIRCHALL
 Ivy MARVIN

c/o IISD Reporting Services
 212E 47th Street 21F
 10017 New York, NY
 USA
 Tel: +1 212 644 0204
 Fax: +1 212 644 0206
 E-mail:

WMO CONFERENCE OFFICER

Marc PEETERS
 World Meteorological Organization
 P.O. Box 2300
 1211 Geneva 2
 SWITZERLAND
 Tel: +41 22 730 8111
 Fax: +41 22 730
 E-mail: MPeeters@wmo.int

IPCC SECRETARIAT

Renate CHRIST
 Secretary of the IPCC
 E-mail: RChrist@wmo.int

Mary-Jean BÜRER
 Consultant
 E-mail: MJBurer@wmo.int

Rudie BOURGEOIS
 E-mail: RBourgeois@wmo.int

Chantal ETTORI
 E-mail: CEttori@wmo.int

Annie COURTIN
 E-mail: ACourtin@wmo.int

SCOPE, CONTENT AND PROCESS FOR THE PREPARATION OF THE SYNTHESIS REPORT OF THE IPCC FOURTH ASSESSMENT REPORT (AR4 SYR)

I. SCOPE

As defined in the IPCC Procedures the SYR would “synthesize and integrate material contained within IPCC Assessment Reports and Special Reports”. Its scope would include material contained in the three Working Group contributions to the AR4, and it would draw on information contained in other IPCC Reports as required. It would be written in an accessible, “non technical style suitable for policymakers and address a broad range of policy-relevant, but policy-neutral questions”. The SYR should be largely self-contained, but guide readers to the underlying material if they wish to look further.

The primary audience for the SYR would be policymakers, in particular from governments, advisors to policymakers, and experts. However, it is recognized that others will also make use of the report.

The proposed SYR would consist of two parts:

1. SPM: up to 5 pages of text
2. Longer Report: up to 30 pages of text including maps and figures

The SYR publication would also contain annexes such as glossary, and index.

The AR4 SYR would be self contained and published as a stand-alone publication in the six official UN languages. It would be accompanied by a CD ROM, which contains the SYR (SPM and longer report), the contributions of the three IPCC Working Groups to the AR4 in English, and the summaries of these reports (SPM and Technical Summary) in all official UN languages.

II. CONTENT

The following structure for the AR4 SYR is proposed. It contains agreed topic headings and a list of bullets that are intended as guidance to the authors. Cross Cutting Themes need to be given careful attention throughout the report.

Foreword

The Chairman’s foreword will describe the history of the report, its structure, the relationship to the other AR4 reports, how detailed information on topics and regions can be accessed and how it has been cross-referenced. It will describe who the intended users are. It will also state how the cross cutting themes used in the AR4 are addressed in the SYR.

Introduction

The introduction will set the context in terms of issues of relevance to policy, taking into account robust new findings and mentioning major gaps in existing knowledge. It will highlight new findings since the TAR and uncertainties.

Outline of Topics

1. Observed changes in climate and its effects (WG 1, 2)
 - Past climate change including palaeoclimate aspects
 - Effects of past climate change on natural systems and society
2. Causes of change (WG 1, 2, 3)
 - Natural and human-related factors
 - Feedbacks, via the carbon cycle and otherwise
3. Climate change and its impacts in the near and long term under different scenarios (WG 1, 2, 3)
 - Future climate change
 - Vulnerabilities
 - Hazards, risks and opportunities
 - Water, agriculture, ecosystems, human well-being and development
 - Regional implications
 - Implications of timescales, inertia, and lags
 - Risks of abrupt or irreversible changes
4. Adaptation and mitigation options and responses, the inter-relationship with sustainable development, at global and regional levels (WG 2, 3)
 - Past experience and options and policies (including costs/benefits, co-benefits, and spillover effects); extent, limits, effectiveness and enhancement, sectoral and regional considerations, current, medium-, and long-term, for:
 1. Adaptation
 2. Mitigation
 - Relationship between adaptation and mitigation options
 - Technology: timing, development, transfer, environment and integration issues
 - International cooperation
5. The long-term perspective: scientific and socio-economic aspects relevant to adaptation and mitigation, consistent with the objectives and provisions of the Convention, and in the context of sustainable development
 - Costs, benefits and avoided damage and risks at global and regional levels and under different scenarios
 - Timing of mitigation and equity implications
 - Relationship between adaptation and mitigation
 - Technology flows and development
 - Broader environment and integration issues
6. Robust findings, key uncertainties

Annexes

- *User guide (how to access detailed information on inter alia regions and sectors in the SYR and the underlying Working Group reports)*
- *Glossary*
- *Index*
- *List of acronyms*
- *List of authors and reviewers*

III. PROCESS

Writing Team

The IPCC Chair would lead the Core Writing Team (CWT). In accordance with the IPCC Procedures the members of the CWT would be nominated by the IPCC Chair in consultation with the Co-Chairs. The composition of the writing team would be agreed by the Bureau. The CWT should include the Co-Chairs of the three Working Groups, and a minimum of 4-6 members of the author teams from each Working Group report. The members of the CWT should be chosen to ensure that the CWT has the scientific and technical expertise needed to carry out its task, noting the need to aim for a range of views and geographical representation.

As was the case during the writing of the TAR SYR it is suggested that the Core Writing Team be assisted by an extended writing team. It should include up to one member of the author team from each chapter of the working group contributions to the AR4. The function of the extended writing team would be comparable to that of contributing authors.

Review Editors would assist the writing team. They would carry out their task as described in IPCC procedures.

Time schedule

- The members of the writing team would be chosen in late 2005, after the second Lead Authors meetings of the Working Groups have been held and the scientific technical issues addressed in AR4 Working Group contributions are more clearly defined.
- Stock taking by the CWT would begin in the first half of 2006
- Writing of the SYR would begin in the second half of 2006 after the second order drafts of all three working group reports have been sent out for government/expert review.
- After an informal review by lead authors of the three working group reports the CWT will start drafting of the First order draft of the SYR
- The First order draft of the SYR will be sent for an 8 weeks simultaneous government/expert review after all working group contributions have been approved/accepted.
- The final draft would be submitted to governments and participating organizations 9 weeks before the Session of the Panel that adopts/approves the AR4 SYR to allow for 8 weeks government consideration.
- Adoption and approval of the SYR and its SPM is foreseen from 22-26 October, 2007 to allow delivery of an unedited version of the AR4 SYR to the next UNFCCC COP which is scheduled to take place during 5-16 November 2007.

Management of the SYR

The IPCC Chair will chair the writing team and provide overall guidance to the development of the SYR. The organization of writing team meetings, the review and publication process will be managed and coordinated by the IPCC Secretariat.

The preparation of the AR4 SYR will require considerable technical support, including for management of the writing and review process, editing and layout of the report. The present TSUs have indicated that they would not, or only to a very limited extent, be available for the SYR. Therefore it will be necessary to mobilize additional staff and expertise. Present TSUs will however be asked to provide support to the development of the SYR in particular as far as their Working Group contributions are concerned, e.g. facilitating file and data transfer for adjusting graphics, ensuring consistency with final WG contributions and development of index, search facility and glossary. It is suggested that a SYR support team be established that will be coordinated by the Secretary of the IPCC under the overall guidance of the IPCC Chair. The offer of the IPCC Chair to seek support as in kind contribution from the Government of India is envisaged as a resource to assist the Chair.

Based on previous experience the following expertise and staff support would be required:

1 full-time professional staff member for two years with experience in climate change science:

This staff member would be in charge of liaison with the writing team, compilation of draft reports, management of the review process and liaison with other members of the technical support team. Secondment of a Junior Programme Officer from WMO/UNEP will be explored.

1 administrative assistant with expertise in electronic publishing:

This person would assist in the preparation of the draft reports, in the compilation of the review comments and in finalizing the report. The same person should remain involved for a period of two years, but depending on other technical expertise available, would not necessarily be required full time during the first year. Arrangements with WMO for allocation of a qualified staff member will be explored.

IT expertise for indexing, website and CD RoM development, including intelligent search facility:

It is planned that an intelligent indexing and search facility would be developed and applied to all WG contributions to the AR4. The costs for application of the system to the SYR are expected to be in the order of 30.000 SFR

Graphics work

The graphics in the SYR should be in the same style as those for the WG summaries. The costs for additional graphics, specifically designed for the SYR are expected to be in the order of 50.000 SFR.

Layout, translation and printing in 6 UN languages

The estimated costs are 300.000 SFR, but final costs will depend on number of pages

Staff of present TSUs will provide support as far as inputs from their respective WGs and their contributions are concerned.

Regular staff of the IPCC Secretariat will arrange writing team meetings and the plenary session for adopting/accepting the SYR and provide administrative support to the process. Hence, based on the assumption that staff support as indicated above can be mobilized from WMO/UNEP, the cost of IT inputs, graphics, layout, translation and printing of the SYR in 6 UN languages is estimated at 380,000 SFR.

REPORT OF THE OUTREACH TASK GROUP

New Delhi, November 9-11, 2004

First Session

The first meeting of the Outreach Task Group (OTG) met during lunch on the first day of the IPCC-22. It was well attended by delegates from many regions and by staff of the Working Group TSUs. This meeting focussed on IPCC Fact Sheets.

Participants found the four fact sheets that had been prepared by the Secretariat at the request of the meeting of the OTG and Plenary in Vienna to be very useful. These fact sheets focus on:

- Why was the IPCC created?
- Who is who in the IPCC?
- The preparation of IPCC Reports, and
- On-going IPCC activities.

The participants wished to record their thanks to the Secretariat for their work in preparing these fact sheets. It was noted that the fact sheets need to be translated into the six official UN languages and proposed that sets of these fact sheets be sent to IPCC member governments. A suggestion was made that a facility be made for providing reader comments on these fact sheets on the IPCC website.

Participants agreed that it would be useful to produce a fact sheet for the UN/FCCC COP-10, which will be celebrating the 10th anniversary of the Framework Convention on Climate Change, on the 16-year history of the IPCC.

The OTG discussed the procedures for producing fact sheets. While everyone was satisfied with the preparation of the current four fact sheets that dealt essentially with process matters, it was agreed that it was desirable to have a transparent process that would ensure they preserved the integrity of the IPCC. It was proposed that future facts sheets, or revisions to the current ones, note clearly that the information in the fact sheets is based on material in approved IPCC Reports. One suggestion that was made was that requests for any new fact sheet that deal with technical matters be well defined and the process for their production might be based on the established IPCC procedures for Technical Papers. One topic for such technical fact sheet, which was proposed at a previous meeting of the OTG, was: "What is Climate Change?".

The OTG had another productive meeting during lunch on November 11th. The group focused primarily on Outreach activities for 2005. It was agreed that the first priority should be to develop and implement a communications strategy for the two Special Reports that will be finalized next year. This should be done in collaboration with the relevant TSU's and with the co-Chairs of the OTG. The OTG urges the Plenary to allocate sufficient resources to accomplish these tasks properly. Because of the constraints on the IPCC's budget it was suggested that the communications strategy contain some options. There was strong consensus that the Secretariat should proceed without delay to hire appropriate expertise noting that it would be wiser at this stage to acquire this expertise through contracts rather than hiring a full time employee. The second priority would be to begin elaborating a communications strategy for the longer term, that is for the AR4. This would benefit from the experience gained with the Special Reports.

Work on the communications strategy for next year needs to start immediately. It was suggested that, when drafted, it would be discussed with the IPCC Bureau and presented to the next Plenary. The minimum elements of the communications strategy would include: having the SPM's of the Special Reports translated into the 6 UN languages and posted on the IPCC web-site; preparing a press release; organizing media and other briefings (such as to industry associations); preparing a set of Powerpoint slides and a CD ROM; and soliciting feedback from stakeholders. Some of this clearly has to be started before the Plenary since they will be needed as soon as the Special Report is accepted. It was noted that the communications strategy for the HFC/PFC Special Report will need to be coordinated with the appropriate bodies in the Montreal Protocol.

It was suggested that work on the "portals" that was discussed elsewhere in the Plenary also be considered in elaborating the longer-term communications strategy. To begin this work it was suggested that the views of governments be solicited on what information might be contained. It was recognized that there was some urgency in beginning this work as it will involve the tasking the WG authors.

Decision taken during the IPCC-XXII session on the Programme and Budget for 2005 to 2008

Based on the recommendations of the Financial Task Team, the Panel, in Plenary:

1. Thanked the Secretary of the IPCC for the presentation of the IPCC Trust Fund programme and budget for 2005 and preliminary budgets for 2006-2008, contained in documents IPCC-XXII/Doc. 4, Rev.1, and expressed its satisfaction for the improvements in the presentation.
2. Thanked the WMO Secretariat for the information provided and encouraged the WMO Secretariat to continue providing to the governments annual financial reports at the beginning of each year.
3. Thanked the Chairman of IPCC and the Secretary for their efforts to widen the basis of financial contributors to IPCC, and expressed its appreciation for their success in this endeavour.
4. Took note of the revenues and expenditures for 2003 as presented in IPCC-XXII/Doc. 4, Rev.1
5. Took note of the proposal of the planned expenditure presented in IPCC-XXII/Doc. 4, Rev.1 and thanked the Secretary for presenting a clear integrated forecast of expenses over the period of the Fourth Assessment.
6. Noted that the carry over at the beginning of the Fourth Assessment report cycle in 2002 was of approximately 4 million CHF.
7. Noted that for the forthcoming four-year period of the Fourth Assessment, the overall expenses are expected to be around 24 million CHF.
8. Adopted the revised budget for the year 2005 as attached.
9. Took note of the forecast budget for 2006 and of the indicative budgets for 2007 and 2008 as attached.
10. Encouraged the Working Group Bureaux, the Task Force Bureau and the Co-chair of TGICA to continue providing the IPCC Secretariat with early notice of planned meetings and other activities proposed to be funded by the IPCC Trust Fund.
11. Recommended that the Secretariat to continue updating and presenting regularly the annual rate of voluntary cash contributions to the IPCC Trust Fund since its inception and communicating this information to governments and other contributors when seeking voluntary contributions to the Trust Fund.
12. Expressed its profound gratitude to the WMO for financing two positions and hosting the secretariat, to the UNEP for financing one position and continuing support to disseminating the IPCC findings and to the UNFCCC for its generous contribution and spirit of cooperation.
13. Expressed its deep gratitude to governments, including from developing countries, for their generous contributions to the IPCC Trust Fund, the hosting of TSUs and data distribution centres, and numerous in-kind contributions, including that of TERI for the web-site support, and the hosting of IPCC meetings.
14. Invited governments that may be in a position to do so to contribute to the IPCC Trust Fund taking into account the work programme and financial requirements for the full assessment period, and requested the Chairman formally writes to governments and other possible contributors requesting such contributions.

Table 6

BUDGET FOR 2005 AS ADOPTED BY IPCC-XXII

| Activity | Purpose | DC/EIT support | Other Expenditure | Sub-total |
|---|--|--------------------------|-------------------|------------------|
| Governing bodies | | | | |
| IPCC-23 & WG III+I 3 days | To approve/accept SR HFC/PFC | 540,000 120 journeys | 156,000 | 696,000 |
| IPCC-24 3 days | approve work programme, accept SPM SR Carbon | 540,000 120 journeys | 156,000 | 696,000 |
| WG III 3 days before IPCC-24 | To approve/accept SR Carbon Storage | 270,000 60 journeys | 156,000 | 426,000 |
| Bureau | 2 sessions | 162,000 2x18 journeys | 208,000 | 370,000 |
| TFB | 3 sessions | 94,500 21 journeys | 12,285 | 106,785 |
| SBSTA/COP/JWG and other meetings | | 67,500 15 journeys | | 67,500 |
| SUB-TOTAL | | | | 2,362,285 |
| LA meetings | | | | |
| Carbon Storage | 2 LA meetings before WG III Session | 157,500 35 journeys | 20,475 | 177,975 |
| HFC/PFC | final CLA meeting before WG III+I Session | 22,500 5 journeys | 2,925 | 25,425 |
| Guidelines Revision | 3 CLA/LA meetings for major sectors | 450,000 100 journeys | 58,500 | 508,500 |
| WG I AR4 | 2 CLA/LA meetings and chapter meetings | 450,000 100 journeys | 58,500 | 508,500 |
| WG II AR4 | 2 CLA/LA meetings and chapter meetings | 832,500 185 journeys | 108,225 | 940,725 |
| | Chapter meetings | 112,500 25 journeys | 14,625 | 127,125 |
| WG III AR4 | 1 CLA/LA meeting | 337,500 75 journeys | 43,875 | 381,375 |
| SUB-TOTAL | | | | 2,669,625 |
| Scoping meetings, expert meetings and workshops | | | | |
| Exp. Meeting on Simple Climate Models | To review use of SCMs and EMICs | 45,000 10 journeys | 5,850 | 50,850 |
| Exp. Mtg. on LT Mitigation and Stabilization Scenarios | Preparation for AR4 and for workshop on scenarios | 76,500 17 journeys | 9,945 | 86,445 |
| Workshop on Scenarios | Preparation AR5 | 180,000 40 journeys | 23,400 | 203,400 |
| Expert Meeting | Treatment of aerosols | 45,000 10 journeys | 5,850 | 50,850 |
| Expert Mtg on Adaptation & Mitigation & Sustainable Dev. | Address inter-linkages in chapters/sections | 117,000 26 journeys | 15,210 | 132,210 |
| TGICA | 2 meetings + 1 expert meeting | 157,500 35 journeys | 20,475 | 177,975 |
| EFDB Board | | 94,500 21 journeys | 12,285 | 106,785 |
| SUB-TOTAL | | | | 808,515 |
| Other Expenditures | | | | |
| Publications | HFC/PFC | Pub/transl (SPM) | | 200,000 |
| | Carbon Storage | Pub/transl (SPM) | | 200,000 |
| | EFDB update/management | | | 9,000 |
| | Repr. draft 2006 Guidelines | Copying | | 8,000 |
| Outreach | | | | 250,000 |
| Secretariat | | | | 770,000 |
| Co-Chairs | | | | 200,000 |
| SUB-TOTAL | | | | 1,637,000 |
| TOTAL | | | | 7,477,425 |

Table 7

FORECAST BUDGET FOR 2006 NOTED BY IPCC-XXII

| Activity | Purpose | DC/EIT support | Other Expenditure | Sub-total |
|--|--|---|-------------------|------------------|
| Governing bodies | | | | |
| IPCC-25 3 days | Adopt/accept 2006 Guidelines Discussion BUR size and regional distribution | 585,000 130 journeys incl. 10 LAs | 156,000 | 741,000 |
| Bureau | 2 sessions | 162,000 2x18 journeys | 208,000 | 370,000 |
| TFB | 2 sessions | 63,000 14 journeys | 8,190 | 71,190 |
| SBSTA/COP/JWG and other meetings | | 67,500 15 journeys | | 67,500 |
| SUB-TOTAL | | | | 1,249,690 |
| LA meetings | | | | |
| WG I AR4 | 1 CLA/LA meeting and technical summary meeting | 270,000 60 journeys | 35,100 | 305,100 |
| WG II AR4 | 1 CLA/LA meeting | 598,500 133 journeys incl. 10 RE | 77,805 | 676,305 |
| | Chapter meetings | 90,000 20 journeys | 11,700 | 101,700 |
| WGIII AR4 | LA/ER meeting | 45,000 10 journeys | 5,850 | 50,850 |
| WGIII AR4 | 2 chapter meetings | 67,500 15 journeys | 8,775 | 76,275 |
| WG III AR4 | 2 CLA/LA meetings | 765,000 170 journeys | 99,450 | 864,450 |
| AR4 SYR | 2 writing team meetings | 135,000 30 journeys | 17,550 | 152,550 |
| LA Mtg Climate Change and Water | Preparation TP | 67,500 15 journeys | 8,775 | 76,275 |
| SUB-TOTAL | | | | 2,303,505 |
| Scoping meetings, expert meetings and workshops | | | | |
| TGICA | 2 meetings | 90,000 20 journeys | 11,700 | 101,700 |
| EFDB Board | | 94,500 21 journeys | 12,285 | 106,785 |
| SUB-TOTAL | | | | 208,485 |
| Other expenditures | | | | |
| Publications | EFDB update/management | | | 40,000 |
| | Revised guidelines | Pub/transl(overv) | | 300,000 |
| Outreach | | | | 300,000 |
| Secretariat | | | | 770,000 |
| Co-chairs | | | | 200,000 |
| SUB-TOTAL | | | | 1,610,000 |
| TOTAL | | | | 5,371,680 |

Table 8

INDICATIVE BUDGET FOR 2007 NOTED BY IPCC-XXII

| Activity | Purpose | DC/EIT support | Other Expenditure | Sub-total |
|---------------------------------------|--|--------------------------|-------------------|------------------|
| Governing bodies | | | | |
| IPCC-26 3 days | Accept WG contributions to AR4 Future of IPCC; Various | 540,000 120 journeys | 156,000 | 696,000 |
| IPCC-27 5 days | Adopt AR4 SyR Programme & budget; Various | 540,000 120 journeys | 260,000 | 800,000 |
| WG I session 3 days | Approve WG I contribution to AR4 | 540,000 120 journeys | 156,000 | 696,000 |
| WG II session 3 days | Approve WG II contribution to AR4 | 540,000 120 journeys | 156,000 | 696,000 |
| WG III session 3 days | Approve WG III contribution to AR4 | 540,000 120 journeys | 156,000 | 696,000 |
| Bureau | 2 sessions | 162,000 2x18 journeys | 208,000 | 370,000 |
| TFB | 1 session | 31,500 7 journeys | 4,095 | 35,595 |
| SBSTA/COP/JWG and other meetings | | 67,500 15 journeys | | 67,500 |
| SUB-TOTAL | | | | 4,057,095 |
| LA meetings | | | | |
| WG I AR4 | Final CLA/LA meeting before WG session | 45,000 10 journeys | 5,850 | 50,850 |
| WG II AR4 | Final CLA/LA meeting before WG session | 45,000 10 journeys | 5,850 | 50,850 |
| WG III AR4 | Final CLA/LA meeting before WG session | 45,000 10 journeys | 5,850 | 50,850 |
| AR4 SYR | Writing team meeting incl. REs and final meeting before IPCC-27 | 157,500 35 journeys | 20,475 | 177,975 |
| LA Mtg Climate Change & Water | Preparation TP | 67,500 15 journeys | 8,775 | 76,275 |
| SUB-TOTAL | | | | 406,800 |
| Scoping meetings and Workshops | | | | |
| TGCIA | 2 meetings | 90,000 20 journeys | 11,700 | 101,700 |
| EFDB Board | | 94,500 21 journeys | 12,285 | 106,785 |
| SUB-TOTAL | | | | 208,485 |
| Other Expenditures | | | | |
| Publications | EFDB update/management | | | 9,000 |
| | Publication AR4 | | | 1,000,000 |
| | Publication AR4 SYR | | | 300,000 |
| Outreach | | | | 300,000 |
| Secretariat | | | | 770,000 |
| Co-chairs | | | | 200,000 |
| SUB-TOTAL | | | | 2,579,000 |
| TOTAL | | | | 7,251,380 |

Table 9

INDICATIVE BUDGET FOR 2008 NOTED BY IPCC-XXII

| Activity | Purpose | DC/EIT support | Other Expenditure | Sub-total |
|--|--|--------------------------|-------------------|------------------|
| Governing bodies | | | | |
| IPCC-28 3 days | Bureau election Outreach; Progr. & budget | 540,000 120 journeys | 156,000 | 696,000 |
| Bureau | 2 sessions | 162,000 2x18 journeys | 208,000 | 370,000 |
| TFB | 1 session | 31,500 7 journeys | 4,095 | 35,595 |
| SBSTA/COP/JWG and other meetings | | 67,500 15 journeys | | 67,500 |
| SUB-TOTAL | | | | 1,169,095 |
| LA meetings | | | | |
| LA Meeting Climate Change and Water | Preparation TP | 67,500 15 journeys | 8,775 | 76,275 |
| SUB-TOTAL | | | | 76,275 |
| Scoping meetings, expert meetings and workshops | | | | |
| TGICA | 2 meetings | 63,000 14 journeys | 8,190 | 71,190 |
| EFDB Board | | 94,500 21 journeys | 12,285 | 106,785 |
| SUB-TOTAL | | | | 177,975 |
| Other Expenditures | | | | |
| Publications | EFDB update/management | | | 9,000 |
| | Publication AR4 | | | 1,000,000 |
| | Publication AR4 SYR | | | 250,000 |
| Outreach | | | | 300,000 |
| Secretariat | | | | 770,000 |
| Co-Chairs | | | | 200,000 |
| SUB-TOTAL | | | | 2,529,000 |
| TOTAL | | | | 3,952,345 |