

**REPORT OF THE 33<sup>rd</sup> SESSION OF THE IPCC**  
Abu Dhabi, United Arab Emirates, 10 - 13 May 2011

**1. OPENING OF THE SESSION**

*Document: IPCC-XXXIII/Doc. 1; IPCC-XXXIII/Doc. 1, Add. 1*

The Chair opened the 33<sup>rd</sup> Session of the Intergovernmental Panel on Climate Change (IPCC-33) at 10:00 a.m. on 10 May 2011. In his opening statement, he highlighted the achievement of the release of the Special Report on Renewable Energy Sources and Climate Change Mitigation (SRREN), as well as the importance of moving forward the implementation of the recommendations resulting from the review by the InterAcademy Council (IAC).

The representatives of WMO, UNEP, and UNFCCC delivered their statements. The WMO representative reported on the development of the Global Framework on Climate Services (GFCS) and on the upcoming XVI WMO Congress. He also stressed the fact that the IPCC would be strengthened by the implementation of the IAC recommendations. The UNEP representative referred to the important decisions that were in front of the meeting, and offered UNEP's support in their implementation. Finally, the UNFCCC representative reiterated the importance of IPCC assessment work for the UNFCCC, including the upcoming Special Reports, namely the Special Report on Renewable Energy Sources and Climate Change Mitigation (SRREN) and the Special Report on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation (SREX).

The Secretary introduced the provisional agenda as contained in the above-mentioned documents.

One delegation referred to the upcoming Congress of WMO and its agenda, which included an item (5.3) on IPCC. The delegation asked that the WMO document prepared for that agenda item be distributed to the meeting. The Chair requested the Secretariat to obtain the document from WMO and ensure its distribution and inclusion in the meeting agenda.

The provisional agenda was then adopted (attached as **Annex 1**).

**2. APPROVAL OF THE DRAFT REPORT OF THE 32<sup>nd</sup> SESSION**

*Document: IPCC-XXXIII/Doc.8*

The Secretary introduced the relevant document, which, she explained, reflected comments received from Governments and the decisions taken at IPCC-32. One delegation asked for a correction in paragraph 4.1, page 4, last sentence, which should refer to Annex 4. Another delegation asked that the relevant documents be mentioned at the start of each agenda item.

With these changes, the draft report was approved.

**3. IPCC PROGRAMME AND BUDGET FOR 2011-2015**

*Documents: IPCC-XXXIII/Doc.2; IPCC-XXXIII/Doc.2, Add.1; IPCC-XXXIII/Doc.2, Add.2; IPCC-XXXIII/Doc.2, Add.3; IPCC-XXXIII/Doc.2, Add.3, Rev.1; IPCC-XXXIII/Doc.2, Add.4; IPCC-XXXIII/INF.2*

The Secretary introduced the relevant documents. She explained that the 2010 Statement of Expenditures had not been finalized yet at WMO.

The Secretary expressed appreciation to the countries which had hosted IPCC events, and in particular to the Republic of Korea for hosting IPCC-32. She also urged delegations that were in receipt of IPCC Trust Fund support to carefully read and abide to the guidance contained in document IPCC-XXXIII/INF.2.

The Secretary reminded delegations that the Financial Task Team (FiTT) was an open-ended body. Its core members were Spain and Sudan (Co-Chairs), Maldives, New Zealand, Republic of Korea, and USA. She announced the decision of Ms C. Martinez, Focal Point of Spain, not to continue as FiTT Co-Chair. Mr N. Beriot, Focal Point of France, had kindly agreed to replace her in that function.

One delegation asked about the impact that recent managerial and administrative changes related to budgetary and IT matters among others at WMO would have on the work of IPCC. The WMO representative referred to the wider UN reform in which the WMO changes were inscribed, and in particular to the International Public Sector Accounting Standards (IPSAS), recently introduced in WMO, and to the Oracle system. He recognized the unusual situation of the IPCC Trust Fund and its status as a separate entity within WMO.

The FiTT held 4 meetings and developed draft decisions for the Panel on IPCC Trust Fund Programme and Budget. Upon recommendation of the FiTT, the Panel: approved the revised 2011 budget and approved that the proposed 2012 budget, include provisions for the establishment of two positions, of Legal and Outreach Officer and Press Officer ; and took note of the forecast budget for 2013 and the indicative budget for 2014 and 2015; approved the revised Terms of Reference for an external audit of the IPCC Trust Fund by the UK National Audit Office; invited Governments to contribute to the IPCC Trust Fund in order to ensure adequate resources for the needs of the IPCC especially in the preparatory process of the Fifth Assessment Report (AR5); and expressed its concern on the WMO proposal to change the nature of WMO contribution to the IPCC Trust Fund (refer also to section 9 and Annex 2). The Chair expressed gratitude to the Governments which had made contributions to the IPCC, and exhorted Member States to be as generous as possible with their support to the Panel.

**4. ACCEPTANCE OF THE ACTIONS TAKEN AT THE 11<sup>th</sup> SESSION OF WORKING GROUP III ON THE SPECIAL REPORT ON RENEWABLE ENERGY SOURCES AND CLIMATE CHANGE MITIGATION (SRREN)**

*Documents: IPCC-XXXIII/Doc. 20*

The Secretary referred to section 4.3 of the IPCC Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of IPCC Reports and reported that the Plenary meeting of Working Group (WG) III held on 5-8 May 2011 in Abu Dhabi had approved the Summary for Policymakers (SPM) of the Special Report on Renewable Energy Sources and Climate Change Mitigation (SRREN) and accepted the underlying report. In accordance with the IPCC procedures, the Report had to be accepted by the IPCC Plenary.

Upon invitation by the Chair, the meeting accepted the Report.

The WG III Co-Chairs highlighted some of the main findings of the SRREN, and voiced their gratitude to authors, reviewers and Governments.

Delegations took the floor to express their strong appreciation to the WG III Co-Chairs and Authors and to all the others who had made possible this important achievement.

## 5. REVIEW OF THE IPCC PROCESSES AND PROCEDURES

*Documents: IPCC-XXXIII/Doc.9; IPCC-XXXIII/INF. 1; IPCC-XXXIII/INF.4*

*5.1. Procedures: IPCC-XXXIII/Doc.12; IPCC-XXXIII/Doc.12, Add.1; IPCC-XXXIII/Doc.12, Add.2; IPCC-XXXIII/Doc.12, Add.3*

*5.2. Governance and Management: IPCC-XXXIII/Doc.10, IPCC XXXIII/Doc.10, Add.1*

*5.3. Conflict of Interest Policy: IPCC-XXXIII/Doc.11, IPCC-XXXIII/Doc.11, Add.1*

*5.4. Communications Strategy: IPCC-XXXIII/Doc.13*

The Secretary recalled the establishment of Task Groups (TGs) process as described in document IPCC-XXXIII/Doc.9. She thanked the Government of Germany for the support it had provided to meet some of the travel costs related to the work of the TGs. She also referred the Panel to document IPCC-XXXII/Doc.18 (see Item 7 below), which was not considered at the time of IPCC-32 and would be revised subject to relevant decisions at this session.

The Co-Chairs of the TGs delivered brief presentations to the Panel on the work accomplished by the TGs to date. Upon the Chair's recommendation, the Panel then established Contact Groups (CGs) to further develop the recommendations of the TGs. The CGs were open-ended and chaired by the same countries as that co-chaired the TGs. The Panel agreed that a maximum of 2 CGs would meet at any time to ensure the highest possible participation of all delegations. The CGs reported to Plenary regularly during the session on their progress.

During the general discussion on this agenda item, one delegation expressed the view that the meeting had the following 3 priorities: (1) to accept the SRREN; (2) to move forward the reform process of IPCC. For this purpose, the delegation recommended that the mandate of the TGs be extended as necessary; and (3) to ensure that the preparatory process of AR5 and its Synthesis Report (SYR) was developing in time for the mandated review, and in coordination with the UNFCCC process.

The IPCC decisions on this agenda item are contained in **Annex 2**. The following paragraphs summarize the salient points of the final decisions.

**Procedures:** The Panel decided on the revisions to be made to several sections of Appendix A of the "Principles Governing IPCC Work". It also decided that the mandate of the Task Group on Procedures, as established at IPCC-32, would be extended to IPCC-34 in order to develop revised procedures reflecting the decisions taken at IPCC-33. This revision should also take into account language consistency, editorial improvement, and legal consistency. This work should be carried out in consultation with the IPCC Secretariat. The Panel agreed to consider the resource implications of its procedural decisions.

It was decided that the TG may also consider, taking note of the deliberations during IPCC-33, the following matters: (i) proposals to address relevant inconsistencies in current procedures; (ii) selection of participants to IPCC workshops and expert meetings; (iii) matters relating to the transparency, quality and efficiency of the review process; (iv) anonymous expert review; and (v) Summary for Policymaker approval sessions.

**Governance and Management:** The Panel decided to establish an Executive Committee and agreed on its purpose, terms of reference, composition, and operation modalities; defined the length of term of the IPCC Chair, Vice-Chairs, and WGs and TFI Co-Chairs; decided that the Head of the IPCC Secretariat should continue to be an appointed position, and not elected, in keeping with UN practice; decided that the functions of the Head of Secretariat remain largely as presently defined and approved the Terms of Reference of the Bureau.

The Panel also decided that the mandate of the TG on Governance and Management , as established at IPCC-32, would be extended to IPCC-34 in order to finalize the following pending issues: (i) how the IPCC might participate in decisions on contract renewal, employment term limit, staff appraisal, and recruitment for senior staff; (ii) the Panel decided to elaborate Terms of Reference of the Secretariat and TSUs for consideration at the 34<sup>th</sup> Session of the IPCC; while noting that the functions of the Secretariat were reviewed in 2008.

**Conflict of Interest (COI) Policy:** The Panel decided to adopt the COI Policy and to work towards early implementation of the Policy with a view to bringing all those covered by the Policy within its remit as early as possible during the Fifth Assessment cycle and no later than IPCC-35. In its decision, the Panel also addressed the transition of all three Working Groups and the TFI from the interim COI Policies to the approved COI Policy.

The Panel extended the mandate of the Task Group on Conflict of Interest Policy in order to develop proposals for Annexes to the Policy covering Implementation and the Disclosure Form with a view to adopting a decision at the IPCC 34<sup>th</sup> Session.

The delegation of Peru requested that the Panel report reflect their opposition to the sentence “no later than IPCC-35” in the 3<sup>rd</sup> operative paragraph of the decision. However, they would not block the approval of the decision.

The delegation of the USA requested that the report of the Panel reflect the fact that parties raised the issue of which structure within the IPCC would be responsible for overseeing the implementation of the COI Policy. One delegation requested that this matter be addressed at the next session to provide appropriate oversight of the policy.

**Communication Strategy:** The Panel accepted the “Guidance on IPCC Communications Strategy” and requested the Secretariat to elaborate an IPCC Communication Strategy in line with this Guidance for approval by the Panel at its 34<sup>th</sup> Session.

During the first meeting, one delegation alerted the participants of the increased media attention to be expected after IPCC-33 and requested information on the status of the recruitment of the IPCC Information and Communication Manager. The Secretary reported that there had been tremendous response to the vacancy announcement, and that submissions had been reviewed in order to complete shortlist of suitable candidate and proceed with interviews, in accordance with WMO practice and rules. The Secretary expressed gratitude to UNEP for providing support in the field of information and communications in the absence of the senior expert in the Secretariat.

Delegations stressed the importance of all 6 UN languages for the work of IPCC.

The proposed initiative to open the up-coming Expert Meeting on Geoengineering to selected accredited media representatives, under Chatham House rules and with specific guidelines was discussed. While several delegations expressed their support for ensuring the transparency of IPCC work, they also called for a cautious approach and for clear procedural guidance. The Chair noted that he and the WG Co-Chairs would reflect on the Panel's views and act on them accordingly.

In concluding the agenda item, the Chair made it clear that the three TGs might involve the participation of other countries, in addition to those that had participated in their work after IPCC-32.

## 6. ADMISSION OF OBSERVER ORGANIZATIONS

*Documents: IPCC-XXXIII/Doc.5 ; IPCC-XXXIII/Doc.5, Rev.1*

The Chair introduced and welcomed the newly appointed Deputy Secretary. The latter introduced the relevant document. The revised list of Observer Organizations was approved without comments from delegations. The following seven organizations were admitted:

No.	Name of organization	Relevance to IPCC	Observer of UNFCCC	Date of Application	Secretariat's Proposal
<b>Observer entity - new application (1)</b>					
1	Environmental Quality Authority (EQA) of the Palestinian National Authority (PNA)	Y	Y	L 01/02/11	Y
<b>IGOs - new application (1)</b>					
1	African Union Commission (AUC)	Y	Y	E 21/01/11	Y
<b>NGOs - new applications (5)</b>					
1	International Centre for Trade and Sustainable Development (ICTSD)	Y	Y	L 09/08/10	Y
2	Many Strong Voices (MSV)	Y	N	E 12/01/11 L 15/02/11	Y
3	The Nature Conservancy (TNC)	Y	Y	E 02/03/11 L 10/03/11	Y
4	Organisation of Development and Human Rights of Cameroon (GICAR-CAM)	Y	N	L 15/09/09	Y
5	Institute of Energy Policy and Research, Universiti Tenaga Nasional (UNITEN), Malaysia	Y	N	L 03/09/09	Y

## 7. RULES OF PROCEDURES FOR THE ELECTION OF THE IPCC BUREAU AND ANY TASK FORCE BUREAU

*Document: IPCC-XXXII/Doc. 18*

The Panel agreed to take up the discussion on this matter in the relevant CG and to consider revisions to Appendix A of the Principles Governing IPCC Work at a future session.

## 8. ACTIVITIES OF THE TASK FORCE ON NATIONAL GREENHOUSE GAS INVENTORIES

*Documents: IPCC-XXXIII/Doc.7*

The Task Force on National Greenhouse Gas Inventories (TFI) Co-Chair introduced a proposal for a "2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands" for the Panel's approval.

In the ensuing discussion, delegations supported this initiative and expressed appreciation for the proposal. One delegation recommended that subjects be streamlined and methodology be consistent across the categories addressed. Another delegation requested that the outline for the Supplement more clearly focus on estimating the impact of

anthropogenic disturbances to wetlands. The TFI Co-Chairs emphasized that the work would aim at filling gaps existing in methodologies and that it would develop in close collaboration with UNFCCC. They also confirmed that the work would be followed by updated emission factors as provided by new scientific findings.

With these comments the Panel approved the proposal.

## 9. MATTERS RELATED TO THE UNFCCC AND OTHER INTERNATIONAL BODIES

*Documents: IPCC-XXXIII/Doc.18; IPCC-XXXIII/INF. 3; IPCC-XXXIII/INF. 5*

The Secretary of the IPCC introduced the document IPCC-XXXIII/Doc.18. The UNFCCC representative referred to the fact that UNFCCC Secretariat had received a mandate in Cancun to conduct a periodical review of the adequacy of the long-term global goal to maintain the global warming under 2°C. He explained that the initial discussion among UNFCCC Parties showed the importance that they attached to AR5 as basis for this review. Cooperative action with IPCC was therefore of great importance. The UNFCCC representative voiced concern about the short time available between the approval of AR5 and the Conference of the Parties (COP) at the end of 2015. Thus, the UNFCCC representative expressed his hope that AR5 be finalized by June 2014. In response, it was clarified that the three WGs' main findings will indeed be ready at that time.

Delegations that took the floor stressed that UNFCCC is a crucial "client" of IPCC and that efforts should be made to find the best solution to match the schedule of work of the two partners. The Chair stressed that it was impossible at this stage to change the timetable of AR5. However, it was agreed that IPCC would make all possible efforts to meet the needs of the UNFCCC as described in document IPCC-XXXIII/Doc.18. One delegation referred to the existing ad hoc Working Groups and to the need for IPCC to participate meaningfully in their work.

It was agreed that the Secretary would undertake discussions with the UNFCCC Secretariat on this matter in the upcoming Subsidiary Body for Scientific and Technological Advice (SBSTA) and Subsidiary Body for Implementation (SBI) meetings in Bonn. The Chair indicated he would issue a communiqué to the UNFCCC to share the Panel's views on the UNFCCC's request and to initiate a dialogue on how the two bodies can coordinate their work. Delegations also recommended to look into the possibility of holding a joint UNFCCC/IPCC expert workshop in mid-2014 – on that occasion, the 3 WGs would present the main findings of their work. In this regard, one delegation recommended that the AR5-related communication and outreach strategy be shaped together with UNFCCC in order to ensure that the UNFCCC process was fully informed of the results of the work of the 3 WGs.

The Secretary reported on her participation in the 26th session of the UNEP Governing Council/Global Ministerial Environment Forum (GC/GMEF) held in Nairobi from 21-24 February 2011. The UNEP representative described how the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) process was now looking at IPCC as a model to organize its own work. He invited delegates to liaise with their colleagues dealing with IPBES in order to share lessons learnt from the IPCC experience.

In response to a delegation's request, document IPCC-XXXIII/INF.5 had been distributed to the Panel. The Secretary introduced the document and its main components. Delegations expressed their strong concern at WMO proposal that its cash contribution to the IPCC Trust Fund be converted in the provision of an additional professional position in the IPCC Secretariat. One delegation highlighted that the cash contribution would be insufficient to fully cover the costs of such a position, and therefore additional Trust Fund resources would need to be shifted for that purpose. In addition, it was felt that IPCC's flexibility in

dealing with resources would be severely hampered if WMO decided to go ahead with its proposal.

Most delegations that took the floor referred to the mutually beneficial relationship between WMO and IPCC, but did not support the proposal of changing the nature of WMO's contribution to the IPCC Trust Fund. One delegation invited the Chair to express to WMO the need for reassurance that the good working conditions allowed by WMO to the IPCC and its Secretariat would continue unimpaired. It was also mentioned that strengthening the Secretariat's scientific capacity was not recognized as a priority by the IAC review or by the Panel itself. This was also the opinion of the Co-Chair of WG I who took the floor, noting that this was intended to be a position for a physical scientist.

Delegations also expressed their views that the proposed preparation of a Special Report to assess the available scientific literature on sector-oriented climate services as a contribution to the Global Framework of Climate Services (GFCS) was outside the remit of IPCC, and in any case difficult to develop with the current heavy programme of work.

The WMO representative reiterated the justification for the proposals contained in document IPCC-XXXIII/INF. 5.

Finally, the Chair said that he would report to the WMO Congress the positions expressed by the Panel on the proposals in front of them.

## **10. PROGRESS REPORTS**

### *Documents:*

10.1. IPCC-XXXIII/Doc.3; IPCC-XXXIII/Doc.15; IPCC-XXXIII/Doc.16

10.2. IPCC-XXXIII/Doc.17

10.3. IPCC-XXXIII/Doc.19

10.4. IPCC-XXXIII/Doc.4

10.5. IPCC-XXXIII/Doc.14

10.6. IPCC-XXXIII/Doc.6, *Corr. 1*

Progress reports as described in the above-mentioned documents were summarized by the Co-Chairs of the relevant WGs and TFI.

On the Task Group on Data and Scenario Support for Impact and Climate Analysis (TGICA), delegations were informed that the Co-Chairs had stepped down, and that a process to identify interim Co-Chair-Elects was underway

The Secretary reported on the IPCC Scholarship Programme (SP). Several delegations expressed appreciation at the work done so far, and acknowledged the complexity of managing the Programme. The Chair informed the meeting that various options for the future management of the Programme were being explored, and that encouraging discussions were taking place with the UN Foundation. The Chair indicated he would continue this dialogue. One delegation requested information about the legal nature of the SP Trust Fund.

With regard to the progress report on outreach and communications, one delegation requested that IPCC national Focal Points (FPs) be provided with IPCC outreach material. The Secretary stated that the Secretariat will inform FPs when new materials are available and that delegations can send a request to the Secretariat to receive copies.

## 11. OTHER BUSINESS

There was no other business discussed.

## 12. TIME AND PLACE OF THE NEXT SESSION

The Secretary informed the meeting that the 1<sup>st</sup> joint Session of IPCC Working Groups I and II to approve and accept the IPCC Special Report on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation was scheduled to be held from 14-17 November 2011. The 34<sup>th</sup> Session of the IPCC would be held immediately after, on 18-19 November 2011. Unforeseen circumstances had made it impossible to confirm the venue of these meetings, which would be in any case in a country in East Africa. The Secretariat would inform FPs as soon as possible.

## 13. CLOSING OF THE SESSION

The Chair expressed his appreciation to the Government and people of the United Arab Emirates for their generous hospitality, to the event management company (REED Exhibitions), to the venue management company (ADNEC), and to all the individuals who had so efficiently supported the meeting. He thanked delegations for their commitment and achievements during the previous days, and the Secretariat for its hard work in organizing and servicing the meeting.

The 33<sup>rd</sup> Session of the IPCC closed at 06:30 p.m. on 13 May 2011.

## 14. PARTICIPANTS

The meeting was attended by more than 350 participants, 117 national delegations, 6 UN observer organizations, and 5 other observer organizations (the list of participants is attached as **Annex 3**).

**ANNEX 1**

**THIRTY-THIRD SESSION OF THE IPCC  
Abu Dhabi, 10-13 May 2011**

IPCC-XXXIII/Doc. 1  
(23.II.2011)  
Agenda Item: 1  
ENGLISH ONLY

**PROVISIONAL AGENDA**

- 1. OPENING OF THE SESSION**
- 2. APPROVAL OF THE DRAFT REPORT OF THE 32<sup>nd</sup> SESSION**
- 3. IPCC PROGRAMME AND BUDGET FOR 2011-2015**
- 4. ACCEPTANCE OF THE ACTIONS TAKEN AT THE 11<sup>th</sup> SESSION OF WORKING GROUP III ON THE SPECIAL REPORT ON RENEWABLE ENERGY SOURCES AND CLIMATE CHANGE MITIGATION (SRREN)**
- 5. REVIEW OF THE IPCC PROCESSES AND PROCEDURES:**
  - 5.1. Procedures
  - 5.2. Governance and Management
  - 5.3. Conflict of Interest Policy
  - 5.4. Communications Strategy
- 6. ADMISSION OF OBSERVER ORGANIZATIONS**
- 7. RULES OF PROCEDURES FOR THE ELECTION OF THE IPCC BUREAU AND ANY TASK FORCE BUREAU**
- 8. ACTIVITIES OF THE TASK FORCE ON NATIONAL GREENHOUSE GAS INVENTORIES**
- 9. MATTERS RELATED TO UNFCCC AND OTHER INTERNATIONAL BODIES**
- 10. PROGRESS REPORTS**
  - 10.1 IPCC Fifth Assessment Report, progress reports to be presented by Co-chairs of Working Groups I, II and III.
  - 10.2 Special Report on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation
  - 10.3 Task Group on Data and Scenario Support for Impact and Climate Analysis (TGICA)
  - 10.4 Development of new scenarios
  - 10.5 IPCC Scholarship Programme
  - 10.6 Any other progress reports
- 11. OTHER BUSINESS**
- 12. TIME AND PLACE OF THE NEXT SESSION**
- 13. CLOSING OF THE SESSION**

**DECISIONS ADOPTED BY THE IPCC AT ITS 33<sup>rd</sup> SESSION  
Abu Dhabi, United Arab Emirates, 10-13 May 2011**

- Decisions Taken with Respect to the Review of IPCC Processes and Procedures:  
Procedures
- Decisions Taken with Respect to the Review of IPCC Processes and Procedures:  
Governance and Management
- Decisions Taken with Respect to the Review of IPCC Processes and Procedures:  
Conflict of Interest Policy
- Decisions Taken with Respect to the Review of IPCC Processes and Procedures:  
Communications Strategy
- IPCC Trust Fund Programme and Budget

## IPCC 33<sup>rd</sup> SESSION, 10-13 May 2011, ABU DHABI

### DECISIONS TAKEN WITH RESPECT TO THE REVIEW OF IPCC PROCESSES AND PROCEDURES

#### PROCEDURES

##### 1. Introduction

The document presented here contains the decisions by the Panel based on consideration of the report of the IPCC Task Group on Procedures to the IPCC 33<sup>rd</sup> Session and building on the decisions of IPCC 32<sup>nd</sup> Session. The Task Group addressed the InterAcademy Council (IAC) recommendations as presented in the IAC report, chapter 2, "Evaluation of IPCC assessment process".

Each recommendation of the IAC is quoted, followed by the decision of the IPCC 32<sup>nd</sup> Session. Subsequently, the considerations by the Panel at its 33<sup>rd</sup> Session are briefly represented, followed by a decision of the IPCC 33<sup>rd</sup> Session.

##### 2. Selection of participants to scoping meetings

The Panel noted that in its report the IAC has recommended:

"The IPCC should make the process and criteria for selecting participants for scoping meetings more transparent".

At its 32<sup>nd</sup> Session the Panel agreed with this recommendation and asked the Task Group on Procedures to determine an implementation plan with the view to make a decision at its next Session (IPCC 33<sup>rd</sup> Session).

The Panel noted that the current procedures do not describe the procedures for scoping meetings. Therefore amendments to the Procedures should be made, reflecting the purpose of scoping meetings and criteria for selecting its participants.

At its 33<sup>rd</sup> Session, the Panel decided to add to the list in Appendix A to the Principles Governing IPCC Work under the chapeau "To ensure proper preparation and review, the following steps should be taken" above current paragraph 4.2.1, as a first item:

1. Convening a scoping meeting to prepare an outline of the Report.

In addition, the Panel decided to insert a new paragraph preceding current paragraph 4.2.1:

Each IPCC Assessment Report, Special Report, Methodology Report and Synthesis Report as defined in section 2 of Appendix A to the Principles Governing IPCC work, should be preceded by a scoping meeting that develops its draft outline (and explanatory notes as appropriate). Nominations for participation will be solicited from governments Focal Points, participating organizations, and Bureau members. Participants should be selected by the relevant respective Working Group Bureau / Task Force Bureau and, in case of the Synthesis Report, by the IPCC Chair in consultation with the Working Group Co-Chairs. In selecting Scoping Meeting participants, consideration should be given to the following criteria: scientific, technical and socio-economic expertise, including the range of views; geographical representation; a mixture of experts with and without previous experience in IPCC; gender balance; experts with a background from relevant stakeholder and user groups, including governments. The Working Group Bureau / Task Force Bureau and in the case of the Synthesis Report, the IPCC Chair, will report to the Panel on the selection process including a description of how the selection criteria for participation and any other considerations have been applied, and including a list of participants.

### 3. Selection of Coordinating Lead Authors (CLAs) and Lead Authors (LAs)

3.1 The Panel noted that in its report the IAC has recommended:

“The IPCC should establish a formal set of criteria and processes for selecting Coordinating Lead Authors and Lead Authors”.

At its 32<sup>nd</sup> Session the Panel agreed with this recommendation. Formal criteria are included in the existing procedures. The Panel asked the Task Group on Procedures to consider enhancing implementation and transparency as well as potential additional criteria and procedures with the view to taking a decision at its next session (IPCC 33<sup>rd</sup> Session).

The Panel noted that paragraph 4.2.2 of Appendix A to the Principles Governing IPCC Work should be amended by including the notion that gender balance, and a balance in the mixture of scientific experts with and without experience in the IPCC process should be taken into account. Procedures should be amended to require a report on the selection process.

3.2 The Panel noted that in its report the IAC has recommended:

“The IPCC should make every effort to engage local experts on the author teams of the regional chapters of the Working Group II report, but should also engage experts from countries outside of the region when they can provide an essential contribution to the assessment”.

At its 32<sup>nd</sup> Session the Panel agreed with this recommendation. This is already implemented for the Fifth Assessment Report (AR5). The Panel asked the Task Group on Procedures to consider further implementation of this recommendation.

The Panel noted that the current composition of the regional writing teams of the Working Group II report has already taken this recommendation into account. The IAC recommendation should be reflected in paragraph 4.2.2.

At its 33<sup>rd</sup> Session, the Panel decided to amend the existing text of paragraph 4.2.2 of Appendix A of the Principles Governing IPCC Work, Selection of Lead Authors as follows:

Coordinating Lead Authors and Lead Authors are selected by the relevant Working Group/Task Force Bureau, under general guidance provided by the Session of the Working Group or, in case of reports prepared by the Task Force on National Greenhouse Gas Inventories, the Panel, from those experts cited in the lists provided by governments and participating organizations, and other experts as appropriate, known through their publications and works. The composition of the group of Coordinating Lead Authors and Lead Authors for a chapter, a report or its summary shall aim to reflect:

- A range of scientific, technical and socio-economic views and expertise;
- Geographical representation (ensuring appropriate representation of experts from developing and developed countries and countries with economies in transition); there should be at least one and normally two or more from developing countries;
- A mixture of experts with and without previous experience in IPCC;
- Gender balance.

The Working Group Bureau / Task Force Bureau will report to the Panel on the selection process and the extent to which the aims were achieved.

The IPCC should make every effort to engage experts from the region on the author teams of chapters addressing specific regions, but should also engage experts from countries outside of the region when they can provide an essential contribution to the assessment.

The Coordinating Lead Authors and Lead Authors selected by the Working Group/Task Force Bureau may enlist other experts as Contributing Authors to assist with the work.

#### 4. Sources of Data and Literature

The Panel noted that in its report the IAC has recommended:

“The IPCC should strengthen and enforce its procedure for the use of unpublished and non-peer-reviewed literature, including providing more specific guidance on how to evaluate such information, adding guidelines on what types of literature are unacceptable, and ensuring that unpublished and non-peer-reviewed literature is appropriately flagged in the report”.

At its 32<sup>nd</sup> Session the Panel agreed with this recommendation. The Panel decided to strengthen the application of its procedures on the use of unpublished and non-peer reviewed literature. It decided to implement this recommendation and further key elements through its procedures and guidance notes. The Panel noted the General Guidance on the Use of Literature in IPCC Reports (contained in IPCC-XXXII/INF.4) as revised in General Guidance on the Use of Literature in IPCC Reports (Appendix 1 of the decision of IPCC-32) which addresses the related aspects in the IAC recommendations and decided to endorse them as a Guidance Note. The Panel urged the Co-Chairs of Working Group I, II, III and Task Force on National Greenhouse Gas Inventories (TFI) to take any necessary steps to ensure that this guidance note is applied in the development of IPCC reports.

The Panel noted that changes to the procedures are warranted to respond to this IAC recommendation.

At its 33<sup>rd</sup> Session, the Panel decided to replace the current Annex 2 of the Appendix A to the Principles Governing IPCC Work (“Procedure for using non-published/non-peer-reviewed sources in IPCC reports”) by a new Annex 2 as described below:

##### ANNEX 2: PROCEDURE ON THE USE OF LITERATURE IN IPCC REPORTS

This annex is provided to ensure that the IPCC process for the use of literature is open and transparent. In the assessment process, emphasis is to be placed on the assurance of the quality of all cited literature. Priority should be given to peer-reviewed scientific, technical and socio-economic literature if available.

It is recognized that other sources provide crucial information for IPCC Reports. These sources may include reports from governments, industry, and research institutions, international and other organizations, or conference proceedings. Use of this literature brings with it an extra responsibility for the author teams to ensure the quality and validity of cited sources and information<sup>1</sup>. In general, newspapers and magazines are not valid sources of scientific information. Blogs, social networking sites, and broadcast media are not acceptable sources of information for IPCC Reports. Personal communications of scientific results are also not acceptable sources.

The following additional procedures are specified:

##### **1. Responsibilities of Coordinating, Lead and Contributing Authors**

The Coordinating Lead Authors will ensure that all sources are selected and used in accordance with the procedures in this Annex.

The author team is required to critically assess information they would like to include from any source. Each chapter team should review the quality and validity of each source before incorporating information into an IPCC Report. Authors who wish to include information that is not publicly or commercially available are required to send the full reference and a copy, preferably electronically, to the relevant Technical Support Unit. For any source written in a language other than English, an executive summary or abstract in English is required.

<sup>1</sup> see IPCC-XXII/INF.4, Notes on the Informal Task Group on Procedures, containing general guidance on the use of literature in IPCC, page 7, section 2.

These procedures also apply to papers undergoing the publication process in peer-reviewed journals at the time of the government or expert review.

All sources will be integrated into the reference section of the IPCC Report.

## **2. Responsibilities of the Review Editors**

The Review Editors will support and provide guidance to the author team in ensuring the consistent application of the procedures in this Annex.

## **3. Responsibilities of the Working Group /Task Force Bureau Co-Chairs**

For sources that are not publicly or commercially available, the Working Group/Task Force Bureau Co-Chairs coordinating the Report will make these sources available to reviewers who request them during the review process.

## **4. Responsibilities of the IPCC Secretariat**

For sources that are not publicly or commercially available, the IPCC Secretariat will store these sources after publication of an IPCC report, in order to support the “IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports”.

## **5. Handling the full range of views**

The Panel noted that in its report the IAC has recommended:

“Lead Authors should explicitly document that a range of scientific viewpoints has been considered, and Coordinating Lead Authors and Review Editors should satisfy themselves that due consideration was given to properly documented alternative views”.

At its 32<sup>nd</sup> Session the Panel agreed with this recommendation. The Panel emphasized that handling the full range of scientific views is a core principle of the IPCC. Its procedures clearly require the representation of differing scientific viewpoints and encourages rigorous adherence by the CLAs, LAs, and REs. The Panel asked the Task Group on Procedures to consider further implementation with the view to make a decision at its next Session (IPCC 33<sup>rd</sup> Session).

The Panel noted that the current language concerning the range of views in the procedures should be more precise. Instead of “aiming for a range of views”, the authors and experts should make every effort to take in to account, or represent, the full range of views available in scientific literature, even if these views are contradicting.

At its 33<sup>rd</sup> Session, the Panel decided to amend sections 4.2.2 Selection of Lead Authors, 4.2.4.1 First Review (by Experts), and 4.4.1 The Synthesis Report, and decided to create a new sub-section handling the diversity of views under section 4 of Appendix A as follows:

### **4.2.2: Selection of Lead Authors**

...The composition of the group of Coordinating Lead Authors and Lead Authors for a section or chapter of a Report shall reflect the need to consider the range of scientific, technical and socio-economic views, expertise and geographical representation...

#### 4.2.4.1 First Review (by Experts)

... First draft Reports should be circulated by Working Group/Task Force Bureau Co-Chairs for review. The review shall be undertaken by experts nominated by governments and participating organizations. In addition, the Working Group/Task Force Bureaus shall seek the participation of the range of scientific, technical and socio-economic views, expertise, and geographical representation....

#### 4.4.1 The Synthesis report

...The IPCC Chair will lead a writing team whose composition is agreed by the Bureau, noting the need to consider the range of scientific, technical and socio-economic views, expertise, gender and geographical representation.

#### Handling the diversity of views

In Assessment Reports, Synthesis Reports, and Special Reports, chapter teams Coordinating Lead Authors (CLAs), Lead Authors (LAs), and Review Editors (REs) are required to consider the range of scientific, technical and socio-economic views, expressed in balanced assessments. Authors should use calibrated uncertainty language that expresses the diversity of the scientifically and technically valid evidence, based mainly on the strength of the evidence and the level of agreement in the scientific, technical, and socio-economic literature.

## 6. Report review

6.1 The Panel noted that in its report the IAC has recommended:

“The IPCC should adopt a more targeted and effective process for responding to reviewer comments. In such a process, Review Editors would prepare a written summary of the most significant issues raised by reviewers shortly after review comments have been received. Authors would be required to provide detailed written responses to the most significant review issues identified by the Review Editors, abbreviated responses to all non-editorial comments, and no written responses to editorial comments”.

At its 32<sup>nd</sup> Session the Panel agreed with this recommendation in principle and asked the Task Group on Procedures to consider implementation options with the view to make a decision at its next Session (IPCC 33<sup>rd</sup> Session).

6.2 The Panel noted that in its report the IAC has recommended:

“The IPCC should encourage Review Editors to fully exercise their authority to ensure that reviewers’ comments are adequately considered by the authors and that genuine controversies are adequately reflected in the report”.

At its 32<sup>nd</sup> Session the Panel agreed with this recommendation. The Panel decided to strengthen its application of procedures, and amend them where necessary, to enable Review Editors to fully exercise their role. The Panel noted the new Guidance Note on the Role of Review Editors (Appendix 2 of the decision of IPCC 32<sup>nd</sup> Session) which addresses the related aspects in the IAC recommendations. The Panel urges the Co-Chairs of Working Group I, II, III and TFI to take steps to ensure that this guidance note is implemented in the development of its work.

The Panel considered that a staged response to the above mentioned two recommendations is needed, first through the development of additional guidance, and then through subsequent consideration of the relevant section of the Procedures (Section 4.2.4).

At its 33<sup>rd</sup> Session, the Panel decided to request the Bureaus of Working Group I, II and III and TFI to develop and agree an additional guidance document that fully responds to these recommendations in time for implementation in the AR5 assessment process. The Working Group /TFI Bureaus should consider the guidance document “Role of Review Editors”<sup>2</sup> The Panel may subsequently revise the Procedures as required at a future session.

## **7. Further assuring quality of the review**

The Panel noted that during the Fourth Assessment Report (AR4), some parts of the Working Group II reports have not been sufficiently reviewed by experts. The review process should be organized in a way to ensure complete coverage of the report. The expert reviews should also include cross checking by lead authors of other Working groups where relevant.

At its 33<sup>rd</sup> Session, the Panel decided that the Working Group/TFI Co-Chairs should arrange a comprehensive review of reports in each review phase, seeking to ensure complete coverage of all content. Those parts of a Working Group report that are crosscutting with other Working Group reports should be crosschecked through the relevant Authors and Co-Chairs of that other Working Group.

## **8. Confidentiality of draft reports**

The Panel noted that issues related to confidentiality of draft reports is important and that clear guidance is needed on what the rules for the confidentiality of draft reports during drafting and review.

At its 33<sup>rd</sup> Session, the Panel decided that the drafts of IPCC Reports and Technical Papers which have been submitted for formal expert and/or government review, the expert and government review comments, and the author responses to those comments will be made available on the IPCC website as soon as possible after the acceptance by the Panel and the finalization of the report.  
IPCC considers its draft reports, prior to acceptance, to be pre-decisional, provided in confidence to reviewers, and not for public distribution, quotation or citation.

## **9. Summary for Policymakers (SPM)**

The Panel noted that in its report the IAC has recommended:

“The IPCC should revise its process for the approval of the Summary for Policymakers so that governments provide written comments prior to the Plenary”.

At its 32<sup>nd</sup> Session the Panel acknowledged the importance of both written comments and inputs from the floor, which are current practice.

The Panel noted that current IPCC practice already allows for governments to provide written comments on the Summary for Policymakers prior to the plenary approval session.

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<sup>2</sup> General Guidance on the Role of Review Editors, Decisions taken at 32<sup>nd</sup> Session of the IPCC, appendix 3.

At its 33<sup>rd</sup> Session, the Panel decided that the existing Procedures (section 4.3 of the Procedures) should be amended to clarify the current practices related to submitting written comments prior to the plenary approval session.

The Panel further noted that the procedures should be further amended to reflect the important role of Coordinating Lead Authors at the SPM approval session.

At its 33<sup>rd</sup> Session, the Panel decided that the existing Procedures should be amended to clarify the current practices related to the role of the Coordinating Lead Authors during the approval session. The existing text: “Coordinating lead authors may be asked to provide technical assistance in ensuring that consistency has been achieved” (section 4.3, second paragraph) should be replaced by: “Coordinating Lead Authors should be consulted in order to ensure that the Summary for Policymakers is fully consistent with the findings in the main report”.

## **10. Procedure for handling possible errors identified after approval of IPCC reports**

At its 32<sup>nd</sup> Session, the Panel agreed on the need to establish a process for evaluating, addressing and correcting, if necessary, possible errors and further developing errata as appropriate.

At its 33<sup>rd</sup> Session, the Panel decided to adopt the IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports. The agreed protocol is adopted as an Annex to the Procedures. The IPCC should prominently display the procedure for submitting possible errors by the public at its website. The Executive Committee will oversee the implementation of the procedures regarding possible errors including a report to the plenary on errors that were corrected.

## **11. IPCC Evaluation of Evidence and Treatment of Uncertainty**

The Panel noted that in its report the IAC has recommended:

1. All Working Groups should use the qualitative level-of-understanding scale in their Summary for Policymakers and Technical Summary, as suggested in IPCC uncertainty guidance for the Fourth Assessment Report. This scale may be supplemented by a quantitative probability scale, if appropriate.
2. Chapter Lead Authors should provide a traceable account of how they arrived at their ratings for level of scientific understanding and likelihood that an outcome will occur.
3. Quantitative probabilities (as in the likelihood scale) should be used to describe the probability of well-defined outcomes only when there is sufficient evidence. Authors should indicate the basis for assigning a probability to an outcome or event (e.g. based on measurement, expert judgment, and/or model runs).
4. The confidence scale should not be used to assign subjective probabilities to ill-defined outcomes. The likelihood scale should be stated in terms of probabilities (numbers) in addition to words to improve understanding of uncertainty.
5. Where practical, formal expert elicitation procedures should be used to obtain subjective probabilities for key results.

The Panel noted that these recommendations have been addressed by the 32<sup>nd</sup> Session in a draft guidance note by Working Group Co-chairs, see Appendix 4 to the 32<sup>nd</sup> Panel decisions. This guidance provides a common approach to the treatment of uncertainty in the Working Groups; it applies to Assessment Reports, Special Reports, Synthesis Reports and Technical Papers. The Panel noted that the final guidance paper is available on the IPCC website and should be considered as an Addendum to this document. The Panel noted that the guidance paper may be updated in future.

At its 33<sup>rd</sup> Session, the Panel endorsed the common approach to the treatment of uncertainty in the Working Groups as described in the Guidance Note for Lead Authors of the IPCC Fifth Assessment Report on Consistent Treatment of Uncertainties. The Panel affirmed that the guidance applies to assessment reports, special reports, synthesis reports and technical papers.

## **12. IPCC guidance material**

The Panel noted that some IPCC guidance material now plays a significant role in the processes of IPCC and that there is a need for transparency related to the development of such material. The IAC Review has elevated the importance of such guidance.

The Panel noted that some of this material has until this point not been classified or has been classified as supporting material.

At its 33<sup>rd</sup> Session, the Panel decided that the procedure for developing, revising, and classifying guidance materials need to be further considered with the aim of improving appropriate procedures. The Panel will decide about the appropriate connection between the guidance material and the Procedures.

## **13. Extension of mandate of the Task Group on Procedures**

1. The Panel decided that the mandate of the Task Group on Procedures, as established at IPCC 32<sup>nd</sup> Session, will be extended to IPCC 34<sup>th</sup> Session in order to develop revised procedures reflecting the decisions on the procedures taken at IPCC 33<sup>rd</sup> Session. This revision should also take into account internal consistency, editorial improvement, and legal consistency. This work should be carried out in consultation with the IPCC Secretariat. The Task Group will produce draft decisions for IPCC 34<sup>th</sup> Session. The Panel agreed to consider the resource implications of its procedural decisions.
2. The Task Group may also consider, taking note of the deliberations during IPCC 33<sup>rd</sup> Session:
  - o Proposals to address relevant inconsistencies in current procedures
  - o Selection of participants to IPCC workshops and expert meetings
  - o Matters relating to the transparency, quality and efficiency of the review process
  - o Anonymous expert review
  - o Summary for Policymakers Approval Sessions

## IPCC 33<sup>rd</sup> SESSION, 10-13 May 2011, ABU DHABI

### DECISIONS TAKEN WITH RESPECT TO THE REVIEW OF IPCC PROCESSES AND PROCEDURES

#### GOVERNANCE AND MANAGEMENT

#### 1. Introduction

This document reflects the Panel's consideration of the InterAcademy Council (IAC) proposals as discussed at the IPCC 32<sup>nd</sup> Session with respect to governance and management of the IPCC. It covers formation of an Executive Committee, the Term of Office of the Chair and the Working Group and Task Force Co-Chairs, and IPCC Vice Chairs, and the proposal concerning an Executive Director, as well as Terms of Reference of the IPCC Bureau. A proposal is made regarding elaboration of the Terms of Reference of the IPCC Secretariat.

#### 2. Establishment of an Executive Committee

##### 2.1 Noting the IAC recommendation:

- *The IPCC should establish an Executive Committee to act on its behalf between Plenary sessions. The membership of the Committee should include the IPCC Chair, the Working Group Co-Chairs, the senior member of the Secretariat, and 3 independent members, including some from outside of the climate community. Members would be elected by the Plenary and serve until their successors are in place.*

##### 2.2 Recalling the decision of IPCC at its 32<sup>nd</sup> Session:

- *The Panel agreed to work toward establishing a formal body to provide governance functions that are necessary between sessions of the panel, strengthen coordination activities, and have oversight of the organisation's administration and communications; according to the mandate to be agreed in the 33<sup>rd</sup> Session.*
- *The Task Group should consider options for the implementation of the decision concerning the recommendation mentioning the establishment of an Executive Committee. These options include those for the **mandate, size, composition, functions and reporting** of the body referred to in this recommendation.*
- *The Task Group shall make recommendations on the options mentioned in decision II to the 33<sup>rd</sup> Session of the Panel, with a view to taking a decision.*

##### 2.3 The Panel at its 33<sup>rd</sup> Session decided to establish an Executive Committee as defined in paragraphs 2.3.1 to 2.3.4.

2.3.1 The purpose of the Executive Committee is to strengthen and facilitate timely and effective implementation of the IPCC Programme of Work in accordance with the IPCC Principles and Procedures, and the decisions of the Panel and advice of the Bureau, as described in paragraph 2.3.2.

2.3.2 The Terms of Reference of the Executive Committee are as follows:

- a. Address urgent issues related to IPCC Products and Programme of Work that require prompt attention by the IPCC between Panel sessions;

- b. Undertake communication and outreach activities, in accordance with the IPCC Communication Strategy;
- c. Oversee the response to possible errors in completed assessments and other IPCC products, in accordance with the “IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports”;
- d. Strengthen coordination between Working Groups and Task Forces on activities and issues pertaining to the production of assessments and other relevant IPCC products; and
- e. Undertake other activities at the request of the Panel.

2.3.3 The Composition of the Executive Committee will be as follows:

- a. Members:  
IPCC Chair (who will chair the Executive Committee)  
IPCC Co-Chairs of Working Groups I, II and III and of the Task Force on Inventories  
IPCC Vice Chairs
- b. Advisory Members:  
Head of Secretariat  
The four Heads of the Technical Support Units

2.3.4 The mode of operation of the Executive Committee will be in accordance with the following rules:

- a. The authority provided to the Executive Committee is vested in the body as a whole, and any Member of the Executive Committee who acts/speaks on its behalf must reflect and be consistent with the views of the Executive Committee and act in accordance with the Principles Governing IPCC Work, Communication Strategy and Policy on Conflict of Interest;
- b. The Members of the Executive Committee are expected to reach decisions by consensus. If, exceptionally on matters of particular urgency, consensus is not possible, the IPCC Chair may take the final decision, having regard to the weight of opinion in the Executive Committee. Any such decisions should be reported to the Panel;
- c. A quorum consists of two thirds of the Members as in paragraph 2.3.3 a;
- d. If the Chair cannot be present at a meeting of the Executive Committee he/she may nominate as chair an IPCC Vice Chair or another Member, if there are no Vice Chairs present;
- e. The Executive Committee may invite additional individuals to participate in a meeting of the Executive Committee;
- f. The Secretariat will provide administrative support to the Executive Committee. It will prepare a draft agenda in consultation with the Chair of the Executive Committee and normally make it available for information to the Panel and Bureau members in advance of those meetings;
- g. The Secretariat will prepare and make available the conclusions and decisions of the Executive Committee to the Panel and Bureau members as soon as possible, but not later than four weeks after the meeting;

- h. The Executive Committee is expected to meet regularly. Meetings should be planned to minimize travel and cost. Additional meetings may be convened at the request of the Chair or at least three Members of the Committee, as in paragraph 2.3.3 a. Meetings may be conducted in person or by electronic means;
- i. The Executive Committee is accountable to the Panel, and the Chair of the IPCC should report on the activities of the Executive Committee to the Panel and the Bureau.

**2.4 The Panel at its 33<sup>rd</sup> Session decided to review the terms of reference, the composition and the mode of operation of the Executive Committee before formation of the next Bureau.**

**3. Term of Office of the IPCC Chair, Working Group and Task Force on National Greenhouse Gas Inventories Co-Chairs, and the IPCC Vice Chairs**

**3.1 Noting the IAC recommendation:**

- a. *The term of the IPCC Chair should be limited to the timeframe of one assessment.*
- b. *The terms of the Working Group Co-Chairs should be limited to the timeframe of one assessment.*

**3.2 Recalling the decision of IPCC at its 32<sup>nd</sup> Session:**

- *Requested the Task Group to consider issues related to the IAC recommendations on the term of the IPCC Chair and Working Group Co-Chairs, including continuity issues.*
- *Noted that any amendments to the existing IPCC Rules of Procedure for Elections could be applied only to subsequent elections.*
- *Requested the Task Group to report their recommendations to the 33<sup>rd</sup> Session for decision.*

**3.3. The Panel at its 33<sup>rd</sup> Session decided to restrict the term of office for the IPCC Chair, Working Group and Task Force on National Greenhouse Gas Inventories Co-Chairs, and the IPCC Vice Chairs as follows:**

3.3.1. The term of office for the IPCC Chair and Working Group and Task Force on National Greenhouse Gas Inventories Co-Chairs and IPCC Vice Chairs will be limited to one term in a particular office as defined by the Panel<sup>3</sup> (or another time period as defined by the Panel) with the provision, of a possible nomination for election for one further term in the same office for individual cases if the Panel so decides.

3.3.2. The limitation of the term of office for the IPCC Chair, Working Group and Task Force on National Greenhouse Gas Inventories Co-Chairs and the IPCC Vice Chairs mentioned in paragraph 3.3.1. shall be applied for the next and subsequent terms.

**3.4 The Panel at its 33<sup>rd</sup> Session decided to consider the issue of continuity from one IPCC Chair to the next as part of its review of election procedures.**

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<sup>3</sup> Currently the term of office is defined in the procedures of the IPCC as an assessment cycle for the preparation of a major IPCC assessment report.

#### **4. Issues associated with the potential creation of an “Executive Director”**

##### **4.1 Noting the IAC recommendation:**

*The IPCC should elect an Executive Director to lead the Secretariat and handle day-to-day operations of an organization. The term of this senior scientist should be limited to the time frame of a single assessment.*

##### **4.2 Recalling the decision of IPCC at its 32<sup>nd</sup> Session:**

*(The Task Group) is requested to consider issues associated with the potential creation of a new post of an “Executive Director” to lead the Secretariat.*

##### **4.3 The Panel at its 33<sup>rd</sup> Session decided that:**

4.3.1 The IPCC Head of Secretariat should continue to be an appointed position, and not elected, in keeping with UN practice.

4.3.2 The functions of the IPCC Head of Secretariat should remain largely as presently defined, but taking into account decisions on governance and management, communication, processes and procedures, and conflict of interest taken by IPCC at its 33<sup>rd</sup> Session.

4.3.3 The titles of the two senior posts of the Secretariat will be reviewed with a view to accurately reflecting their positions and responsibilities.

**4.4 The Panel at its 33<sup>rd</sup> Session decided to review how the IPCC may participate in decisions on contract renewal, employment term limit, staff appraisal, and recruitment for senior staff, and initiates such a review at the 34<sup>th</sup> Session of the IPCC.**

#### **5. Terms of Reference of the Bureau**

**5.1 Noting that the functions of the Bureau evolved over several decisions of the Panel and did not exist in one set of terms of reference;**

**5.2 The Panel at its 33<sup>rd</sup> Session decided that the Terms of Reference of the Bureau are as contained in Annex A.**

#### **6. Terms of Reference of the Secretariat**

**6.1 Noting that the functions of the Secretariat were reviewed in 2008;**

**6.2 The Panel at its 33<sup>rd</sup> Session decided to elaborate Terms of Reference of the Secretariat and Technical Support Units (TSUs) for consideration at the 34<sup>th</sup> Session of the IPCC.**

#### **7. Extension of mandate of Task Group on Governance and Management**

**The Panel at its 33<sup>rd</sup> Session decided to extend the mandate of the Task Group on Governance and Management and requested it to deal with issues pending, including those mentioned in 6.2. The Task Group may involve the participation of countries over and above those that took on that responsibility at the IPCC 32<sup>nd</sup> Session.**

## Terms of Reference of the Bureau

1. The purpose of the Bureau is to provide guidance to the Panel on the scientific and technical aspects of its work, to advise on related management and strategic issues, and to take decisions on specific issues within its mandate, in accordance with the Principles governing IPCC Work.
2. The IPCC Bureau consists of the IPCC Chair, three IPCC Vice Chairs, Co-Chairs of the three Working Groups and the Task Force on National Greenhouse Gas Inventories and the members of the Working Group Bureaus. The composition of, rules governing election to and membership of the Bureau and Working Group Bureaus are defined in Appendix C to the Principles Governing IPCC Work. The Bureau is chaired by the IPCC Chair. Its work is supported by the IPCC Secretariat.
3. The Bureau will advise the Panel and the Chair of the IPCC, including with respect to:
  - a. scientific and technical aspects of the IPCC's Programme of Work;
  - b. the conduct of the Sessions of the Panel;
  - c. progress in and coordination of the work of the IPCC;
  - d. the application of the Principles and Procedures of the IPCC;
  - e. technical or scientific communications matters.
4. With respect to IPCC Assessment Reports and other IPCC Products the Bureau and the individual Working Group and Task Force Bureaus will:
  - a. advise the Panel on the Work Programme of the IPCC and the coordination of work between the Working Groups;
  - b. develop and agree the list of authors, review editors and expert reviewers, taking into account the balance of expertise, geographical coverage and gender;
  - c. engage with the wider scientific community, both globally and regionally;
  - d. oversee scientific quality; and
  - e. participate in the response to possible errors, as described in the "IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports.
5. The Bureau will also:
  - a. function in the role of an Editorial Board in finalizing Technical Papers as defined in Section 5 of Appendix A to the Principles Governing IPCC Work;
  - b. oversee the work of any technical task groups (e.g. TGICA);
  - c. provide guidance on cross-cutting scientific issues related to the drafting of reports;
  - d. oversee implementation of the communication strategy in respect of the activities of IPCC Bureau members;
  - e. review requests for admission as observer organizations; and
  - f. perform other duties as may be assigned to it by the Panel.

6. The Working Group and Task Force Bureaus will assist and advise the Working Group and Task Force on National Greenhouse Gas Inventories (TFI) Co-Chairs with respect to:
  - a. preparation of working group and TFI assessment reports and methodology guidelines;
  - b. identification and selection of authors, review editors and expert reviewers;
  - c. management of working group and TFI activities, including workshops and expert meetings, and scoping meetings;
  - d. selection of participants for workshops, expert meetings, and scoping meetings;  
and
  - e. communication of working group and TFI report outcomes.

### **Roles, responsibilities and qualifications of IPCC Bureau Members**

#### 7. Roles

Members of the Bureau provide scientific and technical support to the Chair of the IPCC and the Co-Chairs of the Working Groups and TFI in accordance with the Terms of Reference of the Bureau.

#### 8. Responsibilities

Members of the Bureau have responsibility to:

- a. uphold and implement the principles and procedures of the IPCC;
- b. advise the Panel and its Chair on scientific and technical matters;
- c. maintain the reputation of the IPCC and promote its products;
- d. maintain the highest standards of scientific and technical excellence;
- e. advise IPCC Coordinating Lead Authors, Lead Authors and Review Editors;
- f. act in accordance with communications guidelines and oversee the implementation of the Communications Strategy in respect of the activities of IPCC Bureau members;
- g. declare interests in accordance with the IPCC policy on Conflict of Interest;  
and
- h. encourage nominations and participation of scientists from their regions in IPCC activities.

#### 9. Qualifications

Members of the Bureau should have appropriate scientific and technical qualifications and experience relevant to the work of the Bureau, as defined by the Panel.

**IPCC 33<sup>rd</sup> SESSION, 10-13 May 2011, ABU DHABI**

**DECISIONS TAKEN WITH RESPECT TO THE REVIEW  
OF IPCC PROCESSES AND PROCEDURES**

**CONFLICT OF INTEREST POLICY**

**Decision**

**Recalling** the recommendation of the InterAcademy Council (IAC) on IPCC Conflict of Interest Policy that the IPCC should “develop and adopt a rigorous conflict of interest policy that applies to all individuals directly involved in the preparation of IPCC reports, including senior IPCC leadership (IPCC Chair and Vice Chairs), authors with responsibilities for report content (i.e., Working Group Co-Chairs, Coordinating Lead Authors, and Lead Authors), Review Editors, and technical staff directly involved in report preparation (e.g., staff of the Technical Support Units and the IPCC Secretariat)” and recalling the decisions taken at the 32<sup>nd</sup> Session.

**At its 33<sup>rd</sup> Session, the Panel:**

*Adopted* the “*IPCC Conflict of Interest Policy*” as provided in Appendix 1 to this decision;

*Extended* the mandate of the Task Group on Conflict of Interest Policy in order to develop proposals for Annexes to the Policy covering Implementation and the Disclosure Form with a view to adopting a decision at the IPCC 34<sup>th</sup> Session;

*Decided to work towards* early implementation of the Policy with a view to bringing all those covered by the Policy within its remit as early as possible during the Fifth Assessment cycle and no later than the IPCC 35<sup>th</sup> Session.

*Noting* that Working Groups I and II, and the Task Force on National Greenhouse Gas Inventories (TFI), have implemented, and Working Group III is in the process of designing, interim Conflict of Interest Policies that are broadly consistent with the IPCC Conflict of Interest Policy at Appendix 1, the Panel:

*invited* the Task Group to consult the Working Groups and the TFI in developing proposals for Annexes on Implementation and the Disclosure Form;

*invited* the Task Group to develop proposals for Implementation and smooth transition of all three Working Groups and the TFI to the approved IPCC conflict of interest policy designing the details to the needs of each.

The Panel *invited* the Working Groups and the TFI, in taking forward their activities under the Fifth Assessment cycle, to take note of the Conflict of Interest Policy at Appendix 1 and ensure, as far as possible, that their actions are consistent with the Conflict of Interest Policy at Appendix 1.

## IPCC CONFLICT OF INTEREST POLICY

### Purpose of the Policy

1. The role of the IPCC as stated in paragraph 2 of the Principles Governing IPCC Work is to assess on a comprehensive, objective, open and transparent basis the scientific, technical and socio-economic information relevant to understanding the scientific basis of risk of human-induced climate change, its potential impacts and options for adaptation and mitigation. IPCC reports should be neutral with respect to policy, although they may need to deal objectively with scientific, technical and socio-economic factors relevant to the application of particular policies.
2. The role of the IPCC demands that it pay special attention to issues of independence and bias in order to maintain the integrity of, and public confidence in, its products and processes. It is essential that the work of IPCC is not compromised by any conflict of interest for those who execute it.
3. The overall purpose of this policy is to protect the legitimacy, integrity, trust, and credibility of the IPCC and of those directly involved in the preparation of reports, and its activities. This policy is principles-based and does not provide an exhaustive list of criteria for the identification of such conflicts. The Panel recognizes the commitment and dedication of those who participate in IPCC activities. The policy should maintain the balance between the need to minimise the reporting burden, and to ensure the integrity of the IPCC process. In this way, it seeks to encourage participation and to ensure that the representativeness and geographic balance of the Panel is not impaired whilst continuing to build and maintain public trust.
4. The IPCC Conflict of Interest Policy is designed to ensure that conflicts of interest are identified, communicated to the relevant parties, and managed to avoid any adverse impact on IPCC balance, products and processes, thereby protecting the individual, the IPCC, and the public interest. The individual and the IPCC should not be placed in a situation that could lead a reasonable person to question, and perhaps discount or dismiss, the work of the IPCC simply because of the existence of a conflict of interest.
5. Identifying a potential conflict of interest does not automatically mean that a conflict of interest exists – the purpose of the policy is to enable individuals to provide the relevant information necessary for each particular situation to be evaluated.

### Scope of the Policy

6. This policy applies to senior IPCC leadership (the IPCC Chair, Vice Chairs, Working Group and Task Force Co-Chairs), other members of the IPCC Bureau and members of the Task Force Bureau, authors with responsibilities for report content (Coordinating Lead Authors, Lead Authors), Review Editors and the professional staff of the Technical Support Units (TSUs).
7. The policy applies to the development of all IPCC products including but not limited to: assessment reports; special reports; methodology reports and technical papers.
8. The professional staff members of the IPCC Secretariat are employees of WMO and/or UNEP and are subject to their disclosure and ethics policies, which include conflict of interest.
9. The policy will be executed to reflect the various roles, responsibilities and levels of authority, of participants in the IPCC process. In particular, consideration should be given to whether responsibility is held at an individual level or shared within a team; to the level of influence held over the content of IPCC products.

10. The application of the conflict of interest policy to those elected to positions within the IPCC should reflect their specific responsibilities.

### Conflict of Interest

11. A “conflict of interest” refers to any current professional, financial or other interest which could: i) significantly impair the individual’s objectivity in carrying out his or her duties and responsibilities for the IPCC, or ii) create an unfair advantage for any person or organization. For the purposes of this policy, circumstances that could lead a reasonable person to question an individual’s objectivity, or whether an unfair advantage has been created, constitute a potential conflict of interest. These potential conflicts are subject to disclosure.

12. Conflict of interest policies in scientific assessment bodies typically make a distinction between “conflict of interest” and “bias,” which refers to a point of view or perspective that is strongly held regarding a particular issue or set of issues. In the case of author and review teams, bias can and should be managed through the selection of a balance of perspectives. For example, it is expected that IPCC author teams will include individuals with different perspectives and affiliations. Those involved in selecting authors will need to strive for an author team composition that reflects a balance of expertise and perspectives, such that IPCC products are comprehensive, objective, and neutral with respect to policy. In selecting these individuals, care must be taken to ensure that biases can be balanced where they exist. In contrast, conflict of interest exists where an individual could secure a direct and material gain through outcomes in an IPCC product. Holding a view that one believes to be correct, but that one does not stand to gain from personally is not a conflict of interest.

13. The conflict of interest requirements in this policy are not designed to include an assessment of one’s behaviour or character or one’s ability to act objectively despite the conflict of interest.

14. This policy applies only to current conflicts of interest. It does not apply to past interests that have expired, no longer exist, and cannot reasonably affect current behaviour. Nor does it apply to possible interests that may arise in the future but that do not currently exist, as such interests are inherently speculative and uncertain. For example, a pending application for a particular job is a current interest, but the mere possibility that one might apply for such a job in the future is not a current interest.

15. Professional and other non-financial interests need to be disclosed only if they are significant and relevant. If in doubt about whether an interest should be disclosed, individuals are encouraged to seek advice from the appropriate IPCC body as defined in Annex A. Significant and relevant interests may include, but are not limited to, senior editorial roles, advisory committees associated with private sector organizations, and memberships on boards of non-profit or advocacy groups. However, not all such associations necessarily constitute a conflict of interest.

16. Financial interests need to be disclosed only if they are significant and relevant. These may include, but are not limited to, the following kinds of financial interests: employment relationships; consulting relationships; financial investments; intellectual property interests; and commercial interests and sources of private-sector research support. Individuals should also disclose significant and relevant financial interests of any person with whom the individual has a substantial business or relevant shared interest. If in doubt about whether an interest should be disclosed, individuals are encouraged to seek advice from the appropriate IPCC body as defined in Annex A “Implementation”.

17. To prevent situations in which a conflict of interest may arise, individuals directly involved in or leading the preparation of IPCC reports should avoid being in a position to approve, adopt, or accept on behalf of any government the text in which he/she was directly involved.

**Annex A: Implementation**

*To be developed under the extended mandate of the Conflict of Interest Policy Task Group*

**Annex B: Conflict of Interest Disclosure Form**

*To be developed under the extended mandate of the Conflict of Interest Policy Task Group*

**IPCC 33<sup>rd</sup> SESSION, 10-13 May 2011, ABU DHABI**

**DECISIONS TAKEN WITH RESPECT TO THE REVIEW  
OF IPCC PROCESSES AND PROCEDURES**

**COMMUNICATIONS STRATEGY**

**Decision**

**Recalling** the recommendation of the InterAcademy Council (IAC) on IPCC communications that the IPCC “should complete and implement a communications strategy that emphasizes transparency, rapid and thoughtful responses, and relevance to stakeholders, and which includes guidelines about who can speak on behalf of IPCC and how to represent the organization appropriately”.

**At its 33<sup>rd</sup> Session the Panel decided:**

*To accept* the “*Guidance on IPCC Communications Strategy*” as provided in Annex A to this decision;

*To request* the Secretariat to elaborate an IPCC Communication Strategy in line with this *Guidance*, and to deliver the Strategy, accompanied by an analysis of financial implications, for approval by the Panel at its 34<sup>th</sup> Session;

*To request* the Secretariat include in this Strategy a proposal for a formal set of procedures, including the role, tasks and responsibilities of the involved individuals, to allow the IPCC to make timely and effective responses to urgent inquiries. These procedures should include a contingency plan for managing rapidly-escalating communications needs, such as when individual queries gather momentum and risk causing serious reputational damage; and

*To request* the Secretariat report back to the Panel with regard to planned evaluation metrics for assessing the effectiveness of the IPCC communications, as well as the results of any evaluation exercises that have already taken place.

**The Panel further decided:**

That the “*Guidance on IPCC Communications Strategy*” should guide the communications work of the Secretariat, Bureau, and the Executive Committee while the IPCC Communication Strategy is in development.

## REVIEW OF THE IPCC PROCESSES AND PROCEDURES

### Guidance on IPCC Communications Strategy

#### Preamble

This document was produced to address the IAC recommendation on communications:

*The IPCC should complete and implement a communications strategy that emphasizes transparency, rapid and thoughtful responses, and relevance to stakeholders, and which includes guidelines about who can speak on behalf of IPCC and how to represent the organization appropriately.*

Communication is a key issue in IPCC activities and has been subject to discussions during several IPCC Plenary Sessions. As the recognition of the IPCC and the profile of its work have grown over time, so, too, have the requirements placed on the organization to communicate effectively, particularly with the media.

In 2005, a consulting firm developed a Framework Communications Strategy for Release and Dissemination of the IPCC Fourth Assessment Report (AR4)<sup>4</sup>. In 2008, the Panel established a working group on “the future of IPCC”, in anticipation of the Fifth Assessment Report (AR5). The working group presented its findings<sup>5</sup>, including recommendations on communications, during the 28<sup>th</sup> Session of the Panel.

Starting in 2006, the IPCC has addressed some of the recommendations made in these reports, such as recruiting a communications officer, and discussed how to strengthen internal communication and enhance transparent dissemination of IPCC products.

At the time of drafting this document, the IPCC is in the process of recruiting a Senior Communications Manager who will report directly to the head of the Secretariat. This document provides guidance to the Secretariat, who is expected to develop and deliver a comprehensive communications strategy that reflects the expectations of the Panel in respect of outreach and media communications.

The Plenary is ultimately responsible for ensuring that IPCC Communications are appropriate and that the Strategy meets the requirements of the Panel and is being delivered suitably although between Plenary sessions the Bureau and the Executive Committee will act on the Plenary's behalf. The IPCC leadership will rely on the Senior Communications Manager, who reports to the Secretary, for expert advice as necessary and the coordination and coherence of IPCC communication. Decisions regarding fundamental communications issues, according to their importance, should be debated and approved within the framework of the Bureau and/or the Plenary.

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<sup>4</sup> <http://www.ipcc.ch/pdf/session24/inf3.pdf>: This report was intended to be a framework proposal for an AR4 communications strategy but not the final communications strategy for the IPCC. With this report, the Secretariat invited the Panel to consider the observations and recommendations contained in the report and provide guidance to the IPCC Secretariat on next steps. Then, at the next Panel Session (25<sup>th</sup> Session) in 2006 the Secretariat submitted a strategy (Document entitled: "IPCC Communications Strategy and Outreach") <http://www.ipcc.ch/meetings/session25/doc6.pdf>

<sup>5</sup> At the 29<sup>th</sup> Session (August – Sept 2008) the Task Group that was set up at P-28 presented its findings: <http://www.ipcc.ch/meetings/session29/inf5.pdf>

## 1. Principles

Communications are an important aspect of the work of the IPCC, essential to its mission of providing rigorous and balanced scientific information on climate change and its impacts to decision makers. The following set of principles should guide the IPCC approach:

- **Objective and transparent.** The Panel's communications approach and activities should, at all times, be consistent with the IPCC overarching principles of objectivity, openness and transparency.
- **Policy-relevant but not policy-prescriptive.** It is an essential quality of the IPCC work that it is policy-relevant but not policy-prescriptive. The presentation of its assessments and reports should remain policy-neutral and maintain scientific balance. The IPCC communications approach and activities should be consistent with these qualities.
- **Drawn from IPCC Reports.** While the IPCC work and process of preparing reports aim to reflect a range of views and expertise, its communications should reflect the language that has been subject to the IPCC review process and has been accepted, adopted or approved by the members of the Panel.
- **Recognizing IPCC as a unique organization.** IPCC unique process of international assessment by scientists and review by the scientific community, governments and stakeholders, is central to the authority and quality of IPCC reports. The IPCC should always seek to be clear in its communications about what the organization is and what it does – providing up to date assessments of the latest authoritative science. The objective is to ensure that the IPCC provides a context to guide the interpretation of its reports and to ensure that the public has unbiased information about the IPCC.
- **Timely and audience-appropriate.** In order to be effective, the IPCC communications approach and activities should be aimed at ensuring that timely and appropriate information enters the public domain – both proactively to communicate reports, and reactively in response to questions or criticism.

## 2. Defining the scope of IPCC communications (overall IPCC and report-specific)

The scope of IPCC expertise is diverse and multi-disciplinary, spanning physical science, impacts, adaptation, and mitigation. The overall picture of IPCC communication should fully represent this range of knowledge.

The IPCC primary communication outputs are its assessment reports, special reports, technical papers, and methodology reports, which authors should strive to make as comprehensible as possible without sacrificing scientific accuracy.

The scope of wider communications activities is to support good understanding of these reports, and the processes that generated them, among IPCC primary audience of governments and policymakers. Specifically, the communications activities of the IPCC should include:

- Raising awareness of new reports, and the major conclusions thereof, among IPCC primary audiences.
- Ensuring that the content of IPCC reports is readily available to interested parties – including those who will use these reports as a basis for their own communications with wider audiences.
- Clearly communicating how IPCC functions, how IPCC is governed, and how IPCC reports are produced. Working Groups are encouraged to continue their ongoing efforts to explore engagement with wider audiences as they develop their reports. These efforts are an important way of communicating the work of the IPCC and increasing transparency.

- Proactively providing information and responding to media queries – including at short notice – about IPCC activities and processes, and the content of published IPCC reports.
- Responding effectively to incorrect representations of the IPCC and its processes, where these could be damaging to the IPCC reputation.

### **Global engagement**

To ensure that information produced by the IPCC is widely distributed, the IPCC Secretariat should engage Bureau members and government Focal Points and – while recognizing budgetary restrictions – consider capacity-building relating to the role of Focal Points in communications and outreach activities.

Bureau members and Focal Points should be sent all relevant information and reference materials around the release of reports. Equally, when the IPCC Secretariat issues a statement, press release or other materials intended for a wide audience, this should be shared with Bureau members and Focal Points so that they are informed of the IPCC central conclusions and messaging for public statements.

By engaging Bureau members and Focal Points, important relationships will be built, which deepen reciprocal understanding and ultimately help the IPCC achieve its wider communication objectives.

The IPCC plenary should consider whether there should be enhanced media access to its meetings. To facilitate this consideration the Senior Communications Manager should consult with other United Nations (UN) organizations, such as WMO, UNEP and UNFCCC and the Secretariat should bring forward a proposal at the appropriate time.

### **Web presence**

The IPCC website should serve its target audiences as well as government Focal Points. It should effectively communicate the organization's nature and mandate. For the purposes of outreach efforts, it is important that a strong web presence be maintained.

Special attention should be dedicated to up-to-date information and reports, a well designed search function, content in the six official UN languages (engaging member governments when necessary), user-friendly navigation and accessibility features.

Up-to-date leaflets and Frequently Asked Questions (FAQs) from IPCC assessment and special reports should be prominent. In addition, consideration should be given to archiving on website communication products dating back to the beginning of the last assessment cycle.

The Senior Communications Manager of the Secretariat should work to ensure consistency across all the official websites of the IPCC, including those of its Working Groups and Task Force.

The Secretariat and its Communications Team should recommend to the Bureau the use of appropriate technologies to implement the agreed communications strategy.

## **3. Target audiences**

The primary target audiences of the communications efforts of the IPCC are governments and policymakers (including the UNFCCC). Engaging and building relationships with the media is an important way in which the IPCC can communicate the information contained in its reports, as well as its processes and procedures.

Broader audiences, such as the UN, IPCC observer organizations, the scientific community, the education sector, Non Governmental Organizations (NGOs), the business sector and the wider public, also have an interest in the work and assessments of the IPCC. While these are not

primary audiences of the IPCC communications efforts, the IPCC should look for ways to ensure that information is available and accessible for these audiences. While the IPCC itself does not produce derivative products aimed at specific audiences, it may engage with organizations that take elements of IPCC assessments and communicate them in more audience-specific formats. However, such products must not be considered joint productions or in any way products of the IPCC.

#### **4. Languages of communication**

Consistent with its status as a UN institution, its reports should be made available in the six UN languages (Arabic, Chinese, English, French, Russian, and Spanish) to the extent possible according to the IPCC Principle #13<sup>6</sup>. IPCC communication practices should follow this model, and IPCC communications products, including brochures and press releases, should be translated and made available. The standards for quality control of all translations need to be enhanced and maintained at high levels.

A number of countries have undertaken translation of IPCC reports into languages, which are not UN languages. The IPCC will continue to welcome these initiatives and provide IPCC documents as appropriate, while noting that the translations have been prepared under the responsibility of the respective country or institutions. The Secretariat can support national focal point efforts to translate IPCC documents into non-UN languages by providing guidance on good practice for their translation. Countries that undertake to translate reports into non-UN languages could be assisted by IPCC to translate the key graphics (diagrams, etc.) into their languages, thus guaranteeing the accessibility of IPCC products.

#### **5. Guidelines**

##### **How authorized spokespersons should represent the IPCC**

The ability of IPCC spokespersons to provide neutral and objective statements that are grounded in the assessments reports and other products adopted by the Panel will be essential to preserving the trust and confidence placed in the IPCC by decision-makers and other key audiences. Authorized spokespersons should act in accordance with the guiding principles that have been set out for IPCC communications, most notably maintaining policy neutrality, scientific balance, and refraining from, or being perceived as advocating or communicating personal views on climate policy while speaking in their official IPCC capacity.

##### **Selecting authorized spokespersons for the organization as a whole, and for individual reports**

The objective of these guidelines is to identify a group of authorized spokespersons allowing the IPCC to speak credibly to its products and processes. The primary spokespersons have a mandate from and accountability to the Panel by virtue of the election process.

- The Chair, IPCC Vice-Chairs, or their appropriate designate, are the lead spokespersons for the organization as a whole. This applies to topics including but not limited to IPCC operations, proceedings of IPCC Panel Sessions and Bureau Sessions, Synthesis Reports, principles governing IPCC work, IPCC rules of procedures, etc.
- Co-Chairs are the lead spokespersons for the activities and content of their Working Group or Task Force on National Greenhouse Gas Inventories (TFI). The Co-Chairs may also engage spokespersons from among the Working Group Vice-Chairs, the authors and contributors to the reports with the best knowledge of the subject matter and the best media/presentation skills. Other factors could include meeting language requirements, adequate regional representation and timing/availability.

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<sup>6</sup> As defined in the Principles Governing IPCC Work

- In the case of media contacting a Coordinating Lead Author (CLA) or Lead Author (LA) to make inquiries concerning IPCC matters, the CLA or LA should clarify that he or she is not representing IPCC but answering as a research scientist involved in writing of the IPCC assessment report.
- Effective communications can only be assured if there is centralized coordination of the message. Consistent with the common practice of other organizations, the Senior Communications Manager should be the initial point of contact for the media, and to provide on request background and technical information based on approved reports and materials. The Senior Communications Manager should ensure the relevant and appropriate coordination of messages within the leadership and spokespersons of the Panel, and keep the Bureau, the Executive Committee, the Secretariat and government Focal Points informed of communications activities.

### **Rapid response**

The IPCC sometimes needs to respond rapidly to media enquiries or breaking stories. This is important in order to maintain the reputation and credibility of the IPCC. This guidance is principles-based and does not provide an exhaustive list of situations justifying pro-active engagement with the media. These responses will often require inputs of both scientific and communications expertise and the organization needs to find a balance between the need to ensure approved language and the need to respond to the media cycle.

As an urgent and immediate priority, the Senior Communications Manager should make proposals to the Executive Committee for a set of procedures, including the role, tasks and responsibilities of the involved individuals, to allow the IPCC to make timely and effective responses to urgent inquiries. The Executive Committee should inform the Plenary about these procedures, as well as future revisions. These procedures would allow a response to be developed using appropriate subject knowledge (including the expertise of the most relevant working group), but incorporate redundancy to prevent individual absences from stalling a response. A critical analysis of the media occurrences involving the IPCC over the last two years would be helpful in developing these procedures.

It is the responsibility of the Executive Committee to ensure such circumstances are handled appropriately and in a way that protects the reputation of the IPCC. If the enquiry concerns a Working Group or Task Force product, at least one of the Co-Chairs from the relevant Working Groups or Task Force must be involved. Before and after the response, the Senior Communications Manager should maintain open channels of communication with the Executive Committee and provide updates as appropriate.

The procedures must ensure that real-time demands of the media are taken into consideration while remaining robust enough to guarantee accuracy and consistency with IPCC reports.

### **Errors**

The IPCC is in the process of developing a formal procedure for acknowledging potential errors of fact that might change the scientific content of assessments. In the case of addressing such a potential error of fact, the Executive Committee, which has the responsibility of overseeing the process of handling errors, as identified by the IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports, should work closely with the Senior Communications Manager on a timely and cogent response. If an error is identified, it should be addressed in a forthright manner, corrected, and formally acknowledged.

Though a full response is likely to take more time than allowed by the media cycle, it is however important to quickly communicate to the Media, as well as government Focal Points, that the issue is being examined according to the forthcoming IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports.

### **Planned communications materials**

An overall strategy for planned communications materials (i.e., those associated with a planned report release) should be prepared by the Secretariat and approved by the Chair together with the Co-Chairs of the applicable Working Group and/or Task Force well in advance of the planned release date. Specific products (i.e. press releases, media lines, key messages and slides for presentations prepared by the Working Groups and Technical Support Units (TSUs)) will be approved by the Co-Chairs of the applicable Working Group and/or Task Force.

Spokespersons will play a key role in the communication of IPCC reports. For the release of each report, the Senior Communications Manager will engage with the Working Groups and/or the Task Force, as appropriate, to identify content-specific spokespersons to work on outreach. For the release of a report, the Bureau and identified spokespersons should be kept well informed about the planned communications materials.

Press-releases prepared for IPCC communications should be disseminated to all relevant people, including the government Focal Points, the IPCC Bureau, Task Force Bureau, the Secretariat and the TSUs.

### **Media and presentation training**

The Secretariat in conjunction with the Working Groups and/or the Task Force, as appropriate, should strongly consider media and presentation training to enhance the ability and effectiveness of spokespersons in communicating the messages of the IPCC to the media and presenting the findings of the IPCC as part of general outreach activities.

## **6. Limits of IPCC Communication**

It is an essential quality of the IPCC that its reports are policy-relevant but not policy-prescriptive. When speaking on behalf of the IPCC, individuals should take care to stay within this mandate – and not to express views beyond the scope of the IPCC reports, or to advocate specific policies. IPCC communications should be drawn from IPCC Reports; the IPCC does not issue statements updating scientific conclusions unless these come from formal IPCC assessment documents.

All those associated with the IPCC should be clear to distinguish in which instances they are speaking in an official IPCC capacity and in which instances they are speaking personally or on behalf of other organizations. Similarly, those associated with the IPCC should use their appropriate professional affiliation in activities unrelated to the IPCC. For example, an individual should not be listed by an IPCC title in a non-IPCC report, as this might inadvertently link the report to the IPCC or be misinterpreted as an IPCC endorsement. Honors accorded to the IPCC should be attributed to the organization and not to any individual.

The Panel recognizes that a large number of individuals participate in IPCC activities without compensation from the IPCC. These guidelines are not intended to restrict these volunteers from referring to their past or present IPCC roles, nor to their own professional activities. However, it is vital to retain clear boundaries around those activities and conclusions that were subject to IPCC process of review and adoption, recognizing that this distinction is not always clear to the public.

Those holding the most senior positions within the IPCC are most readily associated with it and should be aware that the public and the media often do not differentiate among the various functions a person might have. It is expected that persons working at the highest levels take the most care in avoiding confusion or misinterpretation in their public statements. The senior leadership should be mindful that publicly advocating or expressing personal opinions about climate policies may jeopardize the reputation of the IPCC, even if unintended. It is important that the IPCC leadership is not perceived as taking positions or making statements that would have the appearance of reflecting bias in the work of the IPCC.

While recognizing that the scientific content of reports remains private until they are released, contributors to IPCC reports are encouraged to respond to interest in emerging reports or emerging science, as an opportunity to communicate how the IPCC works and to emphasize the need for careful assessments of emerging science. The IPCC encourages the science community, including those involved in producing its reports, to engage with wide audiences on an ongoing basis. When doing so, those involved with the IPCC should be mindful to make clear the distinction between their roles inside and outside the IPCC.

The IPCC Bureau will keep the implementation of these aspects of the strategy under review in respect of the activities of IPCC Bureau Members.

## **7. Implementing the new strategy**

Executing external communications effectively will require coordination of an extensive network within the IPCC, including government Focal Points. Successful internal coordination is central to the success of external communication, and should be considered a priority by IPCC leaders.

There are significant resource implications in communicating IPCC work effectively, and the Panel will require regular updates on the financial implications of implementing the strategy.

IPCC communication load varies greatly – depending both on the cycle of its Reports, and the level of external interest in the IPCC. The Secretariat will need to have the flexibility to respond to this changing cycle of activity, including by engaging additional temporary staff, including consultants, when necessary. All contractors, temporary staff and occasional contributors to the external communications of the IPCC must have a clearly defined and centrally coordinated mandate – in line with the communications strategy to be developed by the Secretariat – and respect that the external communications activities of the IPCC are under the authority and coordination of the Senior Communications Manager. In addition, the outreach and communications activities of the TSUs should be carried out in cooperation with the Senior Communications Manager.

## **8. Evaluation of IPCC Communications**

The objectives set out in the Communications Strategy to be drafted by the Secretariat before the 34<sup>th</sup> Session of the Panel should be used as a guide to evaluating the IPCC communications.

The Secretariat should facilitate appropriate evaluation of the IPCC communications and report to Plenary Sessions, including the type and extent of outreach and media coverage. Evaluation reports should also be made to the Bureau and to the Executive Committee at regular intervals. These reports should be informed by feedback from the government Focal Points where possible.

Specific metrics for evaluation might be used so that the Panel is clear about the overall effectiveness and impact of communication efforts.

## IPCC TRUST FUND PROGRAMME AND BUDGET

Decisions taken by the Panel at its 33<sup>rd</sup> Session

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

1. Thanked the Secretariat of IPCC for the Statement of contributions and expenditure as of 31 December 2010, as contained in documents IPCC-XXXIII/Doc.2, IPCC-XXXIII/Doc.2/Add.3 and IPCC-XXXIII/Doc.2/Add.3.Rev.1.

2. Approved the modifications proposed by the Secretariat to the 2011 budget in **Table 1**, as follows:

- Conversion of the planned expert meeting (Wetlands) to a lead authors meeting to do a methodology report on Wetlands Guidance
- transfer of provision for the SYR Technical Support Unit to the 2012 budget
- adjustment of DC/EIT journeys to correspond to the number of authors selected by the three Working Group contributions to the AR5
- use of budget line “AR5 Cross-cutting issues and SYR” for 26 journeys for the participation of WG III Authors in WG II African Regional Expert meeting
- reclassification of the Senior Communications Officer post from P3 to P5
- transfer of the post of Senior Communications Officer and cost of temporary position for Press Officer from Outreach to the Secretariat budget line
- reallocation of the budget for the distribution of IPCC publications from the Outreach budget line to a new budget line and increased to reflect the distribution of SRREN

3. Approved the revised draft Terms of Reference for the United Kingdom National Audit Office, as attached in **Annex 1** to these decisions.

4. Recognised the need to align the budget with any matters arising from plenary decisions in relation to the IAC report at the 33<sup>rd</sup> Session and subsequent sessions of the IPCC and requested the Secretariat to provide an analysis of additional needs to the 34<sup>th</sup> Session of the IPCC, based on the Terms of Reference to be proposed by the Contact Group on Governance and Management as well as considerations from the other Contact Groups.

5. Approved that the 2012 budget proposal should include the following modifications in **Table 2** as compared to the budget noted in the 32<sup>nd</sup> Session of the IPCC:

- reflect two posts in the Secretariat for services which are currently delivered by two temporary staff:
  - provision for the creation of a Legal/Outreach Officer post, with Terms of Reference, depending on the outcome of the review process
  - provision for the creation of a Press Officer post, with Terms of Reference, depending on the outcome of the review process

The increase in the proposed 2012 budget over the 2011 budget of approximately CHF 300,000 is largely a consequence of the two above-mentioned changes.

Further changes include:

- reallocation of the budget for the Senior Communications Officer post from Outreach to the Secretariat budget line
- reallocation of the budget for the distribution of IPCC publications from the Outreach budget line to a new budget line and increased to reflect the distribution of SREX

- addition of two lead author meetings on Wetlands Guidance, as decided by the 33<sup>rd</sup> Session if the IPCC
- adjustment of the number of DC/EIT journeys to match the number of authors selected for the three Working Group contributions to the AR5 and provisions for a Working Group III expert meeting to support, consistent with paragraph 4.2.4.1 of Appendix A to the Principles Governing IPCC Work, the review of the 1<sup>st</sup> order draft of the AR5
- reduction in the number of TGICA meetings and a decrease in the number of journeys to 12 journeys
- TFI: the three expert meetings noted as contingency by IPCC-32 translate to one expert meeting on 2006 Guidelines related issues, one expert meeting on AFOLU accounting issues and contingency for one additional expert meeting to respond to further requests from the UNFCCC
- provision for the SYR TSU of CHF 130,000 to be provided to the Office of the IPCC Chair in the same manner as support for developing country Co-chairs, transferred from the 2011 budget.

6. Noted the forecast budget for 2013 (**Table 3**) and the indicative budget for the 2014 (**Table 4**) - the end of the Fifth Assessment cycle and 2015 (**Table 5**), as proposed in IPCC-XXXIII/Doc.2. The forecast budgets for 2013-2015 will require further discussion at future meetings of the FiTT.

7. Requested the Secretariat to maintain a list of underlying costing assumptions, including a list of staffing and salaries in the Secretariat as an appendix to future budget documents, so as to improve transparency and completeness.

8. Expressed its gratitude to the WMO and UNEP for their contributions to IPCC Trust Fund and for financing one Secretariat position each, and to WMO for hosting the Secretariat. Expressed its gratitude to UNEP for its contribution to the Independent Review of the IPCC.

9. Expressed its concern over the intention of WMO to convert its cash contribution to the IPCC Trust Fund to an in-kind contribution of one post, and in particular, its implications for the budget.

10. Expressed its gratitude to governments, including those from developing countries, for their generous contributions to the IPCC Trust Fund, with special thanks to governments which support the TSUs and a number of IPCC activities, including data centres, meetings and outreach actions.

11. Expressed its gratitude to governments for supporting the participation of experts in the IPCC process and urged, in particular, governments from developed countries to continue to provide financial support for travel of experts to IPCC meetings.

12. The Panel noted the importance of ensuring alignment of the programmes with the budget across the Fifth Assessment cycle. The budget of 2011 has increased over the previous year and will exceed CHF 10,000,000. The Panel noted the pressures of resource needs on the budget will increase along the course of the Fifth Assessment cycle and any financial implications that may arise from the IAC report. The Panel requests that countries maintain their generous contribution in 2011 and 2012 and invites governments, which may be in a position to do so, to increase their level of contributions to the IPCC Trust Fund or to contribute in case they have not yet done so.

13. Recalled the request of the 32<sup>nd</sup> Session of the IPCC, regarding management of travel by experts from developing countries and economies-in-transition, and the actions taken by the Chair to the Secretary General of WMO, but still there are issues with travel. Request the Secretariat to investigate ways to respond to the travel needs of participants with more flexibility.

**Revised Text to the Draft Terms of Reference for the External Audit**

Para 9

Whenever there is cause for criticism, the External Auditor will first afford the Secretary of the IPCC an adequate opportunity of explanation on the matter of observance before including it in the report.

2011 REVISED BUDGET ADOPTED BY IPCC-XXXIII

TABLE 1

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
<b>Governing bodies</b>				
WG III, 11th Session; 4 days	approval and acceptance of SRREN	540,000 120 journeys	280,000	820,000
IPCC-33 4 days, back-to-back with WG III	programme and budget various	270,000 60 journeys	280,000	550,000
Joint WG I/II 4 days	approval and acceptance of SR on extreme events	540,000 120 journeys	280,000	820,000
IPCC-34 2 days, back-to-back with WG I/II Session	programme and budget various	270,000 60 journeys	140,000	410,000
Bureau 4 days	2 sessions	351,000 78 journeys	125,400	476,400
Executive Committee 4 days	2 sessions and consultations	72,000 16 journeys	125,400	197,400
TFB	1 session	40,500 9 journeys	6,075	46,575
Task Groups (4)	Implementation of IAC recommendations	112,500 25 journeys	16,875	129,375
SBSTA/COP/JWG and other UN meetings		67,500 15 journeys		67,500
<b>SUB-TOTAL</b>				<b>3,517,250</b>
<b>Lead Authors, scoping and expert meetings for reports agreed by Panel</b>				
WG I AR5 LA 2	CLA/LA meetings	261,000 58 journeys	39,150	300,150
WG II AR5 LA 1* and 2	CLA/LA meetings	936,000 208 journeys	140,400	1,076,400
WG II AR5 regional expert meetings	to support part B of WG II	450,000 100 journeys	67,500	517,500
WG III AR5 LA 1	CLA/LA meeting	486,000 108 journeys	72,900	558,900
Expert meeting on economics, costing	WG II & III	135,000 30 journeys	20,250	155,250
AR5 cross cutting issues and SYR	Expert and SYR CWT meetings	180,000 40 journeys	27,000	207,000
LA 4 SREX	1 CLA/LA meeting and prep CLA mtg before Session	202,500 45 journeys	30,375	232,875
SREX Approval Session	Preparatory Meeting CLAs, REs, Bureau members	45,000 10 journeys	6,750	51,750
SRREN	CLA meeting (consistency)	58,500 13 journeys	8,775	67,275
SRREN Approval Session	Preparatory Meeting CLAs, REs, WG Bureau	99,000 22 journeys	14,850	113,850
Expert Meeting on Ocean Acidification *	Expert Meeting (WG II/I)	135,000 30 journeys	20,250	155,250
Expert Meeting on Human Settlements and Infrastruc.*	Expert Meeting (WG II/III)	135,000 30 journeys	20,250	155,250
Expert Meeting on Geoengineering	Expert Meeting (WG I/II/III)	112,500 25 journeys	16,875	129,375
Wetlands Guidance LA 1	LA/CLA meetings	108,000 24 journeys	16,200	124,200
<b>SUB-TOTAL</b>				<b>3,845,025</b>
<b>Other scoping meetings, expert meetings and workshops</b>				
New Scenarios	1 expert meeting	180,000 40 journeys	27,000	207,000
TGICA	2 meetings	63,000 14 journeys	8,820	71,820
EFDB Board	1 meeting	94,500 21 journeys	14,175	108,675
EFDB Expert meeting	2 meetings	90,000 20 journeys	13,500	103,500
TFI Expert meeting Wetlands	1 scoping meeting	108,000 24 journeys	16,200	124,200
TFI Expert meeting Bottom-up Inventory Compilation	1 meeting	108,000 24 journeys	16,200	124,200
TFI Expert meeting Software	1 meeting	108,000 24 journeys	16,200	124,200
2006 GL Related Issues Japan	1 meeting	45,000 10 journeys	0	45,000
<b>SUB-TOTAL</b>				<b>908,595</b>
<b>Other Expenditures</b>				
EFDB maintenance	update/management			7,000
2006 GL software	software development			30,000
Publication	SRREN publication/translation			200,000
Outreach	materials/travel/events			140,000
Distribution	IPCC publications			220,000
Webconferences	licences & communication costs			50,000
Secretariat	staff/misc expenses			1,660,000
External audit				20,000
Co-Chairs				250,000
<b>SUB-TOTAL</b>				<b>2,577,000</b>
<b>TOTAL</b>				<b>10,847,870</b>

\* Approved in 2010 but postponed to 2011

TABLE 2

## PROPOSED BUDGET FOR 2012 ADOPTED BY IPCC-XXXIII

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
<b>Governing bodies</b>				
IPCC-35 3 days	programme and budget various	540,000 120 journeys	210,000	750,000
Bureau 4 days	2 sessions	324,000 72 journeys	125,400	449,400
Executive Committee 4 days	2 sessions and consultations	72,000 16 journeys	125,400	197,400
TFB	1 session	40,500 9 journeys	6,075	46,575
SBSTA/COP/JWG and other meetings		67,500 15 journeys		67,500
<b>SUB-TOTAL</b>				<b>1,510,875</b>
<b>Lead Authors, scoping and expert meetings for reports agreed by Panel</b>				
WG I AR5 LA 3	CLA/LA meeting	292,500 65 journeys	43,875	336,375
WG II LA 3	CLA/LA meetings	576,000 128 journeys	86,400	662,400
WG III LA 2 and 3	CLA/LA meetings and expert meeting to support review	1,192,500 265 journeys	178,875	1,371,375
AR5 cross cutting issues and SYR	experts and SYR CWT meetings	180,000 40 journeys	27,000	207,000
Wetlands Guidance LA 2 and 3	2 CLA/LA meetings	216,000 48 journeys	32,400	248,400
<b>SUB-TOTAL</b>				<b>2,825,550</b>
<b>Other scoping meetings, expert meetings and workshops</b>				
New Scenarios	1 expert meeting	180,000 40 journeys	27,000	207,000
TGICA	1 meeting	54,000 12 journeys	8,100	62,100
EFDB Board	1 meeting	94,500 21 journeys	14,175	108,675
EFDB Expert meeting	2 meetings	90,000 20 journeys	13,500	103,500
2006 GL Related Issues Japan	1 meeting	45,000 10 journeys	0	45,000
TFI Expert Meeting AFOLU Accounting issues	1 expert meeting	108,000 24 journeys	16,200	124,200
TFI Expert meetings UNFCCC Needs	contingency for 1 expert meetings	108,000 24 journeys	16,200	124,200
<b>SUB-TOTAL</b>				<b>774,675</b>
<b>Other Expenditures</b>				
EFDB maintenance	update/management			7,000
2006 GL software	software maintenance			6,000
Publication(contingency)	possible SR on extreme events			200,000
Outreach	materials/travel			140,000
Distribution	IPCC publications			200,000
Webconferences	licences & communication costs			50,000
Secretariat	staff/misc expenses			1,800,000
External audit				20,000
IPCC Chair	Support for SYR TSU			130,000
Co-Chairs				250,000
<b>SUB-TOTAL</b>				<b>2,803,000</b>
<b>TOTAL</b>				<b>7,914,100</b>

TABLE 3

## FORECAST BUDGET FOR 2013 NOTED BY IPCC-XXXIII

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
<b>Governing bodies</b>				
IPCC-36 4 days	programme and budget Approval - Wetlands Guidance	540,000 120 journeys	280,000	820,000
WG I Session 4 days	approval AR5 WG I Report	540,000 120 journeys	280,000	820,000
Bureau 4 days	2 sessions	324,000 72 journeys	125,400	449,400
Executive Committee 4 days	2 sessions and consultations	72,000 16 journeys	125,400	197,400
TFB	1 session	40,500 9 journeys	6,075	46,575
SBSTA/COP/JWG and other meetings		67,500 15 journeys		67,500
<b>SUB-TOTAL</b>				<b>2,400,875</b>
<b>Lead Authors, scoping and expert meetings for reports agreed by Panel</b>				
WG I AR5 LA 4	CLA/LA meeting	288,000 64 journeys	43,200	331,200
WG I Session	preparatory meeting before Plenary	45,000 10 journeys	6,750	51,750
WG II LA 4	CLA/LA meeting	576,000 128 journeys	86,400	662,400
WG III LA 4	CLA/LA meeting	553,500 123 journeys	83,025	636,525
AR5 SYR	SYR CWT meetings	180,000 40 journeys	27,000	207,000
Wetlands Guidance LA 4	CLA/LA meetings	108,000 24 journeys	16,200	124,200
Wetlands Guidance Panel Approval	CLA/LA to attend panel & preparatory meeting	54,000 12 journeys	8,100	62,100
<b>SUB-TOTAL</b>				<b>2,075,175</b>
<b>Other scoping meetings, expert meetings and workshops</b>				
TGICA	1 meeting	54,000 12 journeys	8,100	62,100
EFDB Board	1 meeting	94,500 21 journeys	14,175	108,675
EFDB Expert meeting	2 meetings	90,000 20 journeys	13,500	103,500
2006 GL Related Issues Japan	1 meeting	45,000 10 journeys	0	45,000
TFI Expert Meeting CCS	1 expert meeting	108,000 24 journeys	16,200	124,200
TFI Expert meetings UNFCCC Needs	contingency for 1 expert meeting	108,000 24 journeys	16,200	124,200
<b>SUB-TOTAL</b>				<b>567,675</b>
<b>Other Expenditures</b>				
EFDB maintenance	update/management			7,000
2006 GL software	software maintenance			6,000
Publications	WG I publication/translation			300,000
Publication	Wetlands Guidance			300,000
Outreach	material/travel			140,000
Distribution	IPCC publications			200,000
Webconferences	licences & communication costs			50,000
Secretariat	staff/misc expenses			1,800,000
External audit				20,000
IPCC Chair	Support for SYR TSU			130,000
Co-Chairs				250,000
<b>SUB-TOTAL</b>				<b>3,203,000</b>
<b>TOTAL</b>				<b>8,246,725</b>

TABLE 4

## INDICATIVE BUDGET FOR 2014 NOTED BY IPCC-XXXIII

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
<b>Governing bodies</b>				
IPCC-37 (or 38) 6 days	Approval/adoption AR5 SYR various	540,000 120 journeys	420,000	960,000
WG II Session 4 days	Approval AR5 WG II Report	540,000 120 journeys	280,000	820,000
WG III Session 4 days	Approval AR 5 WG III Report	540,000 120 journeys	280,000	820,000
Bureau 4 days	2 sessions	324,000 72 journeys	125,400	449,400
Executive Committee 4 days	2 sessions and consultations	72,000 16 journeys	125,400	197,400
TFB	1 session	40,500 9 journeys	6,075	46,575
SBSTA/COP/JWG and other meetings		67,500 15 journeys		67,500
<b>SUB-TOTAL</b>				<b>3,360,875</b>
<b>Lead Authors, scoping and expert meetings for reports agreed by Panel</b>				
WG II Session	preparatory meeting before Plenary	67,500 15 journeys	10,125	77,625
WG III Session	preparatory meeting before Plenary	157,500 35 journeys	23,625	181,125
AR5 SYR	CWT meeting and preparatory CWT meeting before Panel	135,000 30 journeys	20,250	155,250
<b>SUB-TOTAL</b>				<b>414,000</b>
<b>Other scoping meetings, expert meetings and workshops</b>				
TGICA	1 meeting	54,000 12 journeys	8,100	62,100
EFDB Board	1 meeting	67,500 21 journeys	10,125	77,625
EFDB Expert meeting	2 meetings	90,000 20 journeys	13,500	103,500
2006 GL Related Issues Japan	1 meeting	45,000 10 journeys	0	45,000
TFI Expert Meeting Sector & National Estimates	1 expert meeting	108,000 24 journeys	16,200	124,200
TFI Expert meetings UNFCCC Needs	contingency for 1 expert meeting	108,000 24 journeys	16,200	124,200
<b>SUB-TOTAL</b>				<b>536,625</b>
<b>Other Expenditures</b>				
2006 GL software	software maintenance			6,000
EFDB maintenance	update/management			7,000
Publications	WG II/III			600,000
Outreach	material/travel			140,000
Distribution	IPCC publications			200,000
Webconferences	licences & communication costs			30,000
Secretariat	staff/misc expenses			1,800,000
External audit				20,000
IPCC Chair	Support for SYR TSU			130,000
Co-Chairs				250,000
<b>SUB-TOTAL</b>				<b>3,183,000</b>
<b>TOTAL</b>				<b>7,494,500</b>

TABLE 5

## INDICATIVE BUDGET FOR 2015 NOTED BY IPCC-XXXIII

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
<b>Governing bodies</b>				
IPCC-38 (or 39) 4 days	Programme and budget various	540,000 120 journeys	280,000	820,000
Bureau 4 days	2 sessions	324,000 72 journeys	125,400	449,400
Executive Committee 4 days	2 sessions and consultations	72,000 16 journeys	125,400	197,400
TFB	1 session	40,500 9 journeys	6,075	46,575
SBSTA/COP/JWG and other meetings		67,500 15 journeys		67,500
<b>SUB-TOTAL</b>				<b>1,580,875</b>
<b>Scoping, expert meetings and workshops</b>				
WG I meetings	contingency	67,500 15 journeys	10,125	77,625
WG II meetings	contingency	67,500 15 journeys	10,125	77,625
WG III meetings	contingency	67,500 15 journeys	10,125	77,625
TGICA	1 meeting	54,000 12 journeys	8,100	62,100
EFDB Board	1 meeting	67,500 21 journeys	10,125	77,625
EFDB Expert meeting	2 meetings	90,000 20 journeys	13,500	103,500
TFI Expert meetings	2 contingency and 1 Japan Meeting	261,000 58 journeys	39,150	300,150
<b>SUB-TOTAL</b>				<b>776,250</b>
<b>Other Expenditures</b>				
2006 GL software	software maintenance			6,000
EFDB maintenance	update/management			7,000
Publications				200,000
Outreach	material/travel			140,000
Distribution	IPCC publications			200,000
Webconferences	licences & communication costs			30,000
Secretariat	staff/misc expenses			1,800,000
External audit				20,000
Co-Chairs				250,000
<b>SUB-TOTAL</b>				<b>2,653,000</b>
<b>TOTAL</b>				<b>5,010,125</b>



INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE

**ELEVENTH SESSION OF IPCC WORKING GROUP III  
Abu Dhabi, 5-8 May 2011**

**THIRTY-THIRD SESSION  
OF THE INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE  
Abu Dhabi, 10-13 May 2011**

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	B	- IPCC Bureau member
	W3	- Participants 11 <sup>th</sup> Session WGIII
	P33	- Participants 33 <sup>rd</sup> Session IPCC

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