

**AR5 Synthesis Report Scoping Meeting
Liege, Belgium, 25-27 August 2010**

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**IPCC PROCEDURES FOR THE PREPARATION, REVIEW, ADOPTION AND APPROVAL OF
THE SYNTHESIS REPORT**

Relevant provisions from the IPCC Procedures

(Submitted by the IPCC Secretariat)

Relevant Provisions from the IPCC Procedures

Background

1. IPCC work is guided by the "Principles Governing IPCC Work". They were approved at the 14th Session of the IPCC (Vienna, October 1998). A few editorial changes were approved at the 21st Session of the Panel (Vienna, November 2003), and at the 25th Session (Mauritius, April 2006).
2. Paragraph 17 of the Principles refers to Appendix A "Procedures for the Preparation, Review, Acceptance, Adoption, approval and Publication of IPCC Reports". These procedures have been adopted at the 15th Session of the IPCC (San Jose, April 1999). They were amended at the 20th Session of the IPCC (Paris, February 2003), the 21st Session (Vienna, November 2003) and the 29th Session (Geneva, August-September 2008).
3. In the following definitions and procedures relevant for the preparation of Synthesis Reports are provided. The full text of the IPCC Principles and its Appendices can be found on the IPCC website page http://www.ipcc.ch/organization/organization_procedures.htm

Definitions and level of endorsement

4. Appendix A to the Principles Governing IPCC Work, gives in part 2 the following definitions relevant for Synthesis Reports:

"Synthesis Reports" synthesise and integrate materials contained within the Assessment Reports and Special Reports and are written in a non-technical style suitable for policymakers and address a broad-range of policy-relevant but policy-neutral questions. They are composed of two sections as follows: (a) a Summary for Policymakers and (b) a longer report.

"adoption" of IPCC Reports is a process of endorsement section by section (and not line by line) used for the longer report of the Synthesis Report as described in section 4.3 and for Overview Chapters of Methodology Reports.

"approval" of IPCC Summaries for Policymakers signifies that the material has been subjected to detailed, line by line discussion and agreement.

5. In part 3 "IPCC Material" the different levels of formal endorsement for the main classes of IPCC material are explained. Concerning Synthesis Reports the following is stated:

"In the case of **Synthesis Reports** the Panel adopts the underlying report, section by section, and approves the Summary for Policymakers."

Procedures for the preparation of Synthesis Reports

6. Part 4 describes the writing, review and adoption/approval/acceptance process for IPCC Reports. In section 4.4.1 the Procedures contain the following provisions for the Synthesis Report:

"The Synthesis Report will synthesise and integrate materials contained within the Assessment Reports and Special Reports and should be written in a non-technical style suitable for policymakers and address a broad range of policy-relevant but policy-neutral questions approved by the Panel. The Synthesis Report is composed of two sections as follows: (a) a Summary for Policymakers and (b) a longer report. The IPCC Chair will lead a writing team whose composition is agreed by the Bureau, noting the need to aim for a range of views,

expertise and geographical representation. An approval and adoption procedure will allow Sessions of the Panel to approve the SPM line by line and to ensure that the SPM and the longer report of the Synthesis Report are consistent, and the Synthesis Report is consistent with the underlying Assessment Reports and Special Reports from which the information has been synthesised and integrated. This approach will take 5-7 working days of a Session of the Panel.

Step 1: The longer report (30-50 pages) and the SPM (5-10 pages) of the Synthesis Report are prepared by the writing team.

Step 2: The longer report and the SPM of the Synthesis Report undergo simultaneous expert/government review.

Step 3: The longer report and the SPM of the Synthesis Report are then revised by Lead Authors, with the assistance of the Review Editors.

Step 4: The revised drafts of the longer report and the SPM of the Synthesis Report are submitted to Governments and participating organisations eight weeks before the Session of the Panel.

Step 5: The longer report and the SPM of the Synthesis Report are both tabled for discussion in the Session of the Panel:

- The Session of the Panel will first provisionally approve the SPM line by line.
- The Session of the Panel will review and adopt the longer report of the Synthesis Report, section by section, i.e. roughly one page or less at a time. The review and adoption process for the longer report of the Synthesis Report should be accomplished in the following manner:
 - When changes in the longer report of the Synthesis Report are required either to conform it to the SPM or to ensure consistency with the underlying Assessment Reports, the Panel and Authors will note where changes are required in the longer report of the Synthesis Report to ensure consistency in tone and content. The authors of the longer report of the Synthesis Report will then make changes in the longer report of the Synthesis Report. Those Bureau members who are not authors will act as Review Editors to ensure that these documents are consistent and follow the directions of the Session of the Panel
 - The longer report of the Synthesis Report is then brought back to the Session of the Panel for the review and adoption of the revised sections, section by section. If inconsistencies are still identified by the Panel, the longer report of the Synthesis Report is further refined by the Authors with the assistance of the Review Editors for review and adoption by the Panel. This process is conducted section by section, not line by line.
- The final text of the longer report of the Synthesis Report will be adopted and the SPM approved by the Session of the Panel.

The Report consisting of the longer report and the SPM of the Synthesis Report is an IPCC Report and should be formally and prominently described as:

"A Report of the Intergovernmental Panel on Climate Change."