

## Confidentiality

### Guidance Note for Coordinating Lead Authors, Lead Authors and Review Editors of IPCC Reports during the AR6 Assessment Cycle

This Guidance Note provides individuals, who serve as Coordinating Lead Authors (CLAs), Lead Authors (LAs) and Review Editors (REs) of IPCC Reports during the AR6 assessment cycle, with a set of recommendations on the issue of confidentiality to facilitate their work for IPCC, to ensure transparency and to avoid situations which could endanger the integrity of the work.

It is the IPCC practice that all drafts are confidential and should not be cited, quoted or distributed (refer to Section 4.2 of Appendix A to the Principles Governing IPCC Work at <http://ipcc.ch/pdf/ipcc-principles/ipcc-principles-appendix-a-final.pdf>). This principle, which must be adhered to, is clearly stated when report drafts are sent out for expert and government review and also applies to the review comments and author team responses. However, upon completion of the Report, the drafts provided for formal review, the review comments submitted on those drafts, and the chapter team responses are made publicly available and are retained in an open archive.

Lead Author Meetings (LAMs) are important steps towards the preparation and finalization of the assessment documents. They are therefore considered to be closed fora for discussions amongst the LAM invited participants only. As such, these discussions remain confidential and related documents including emails and preliminary versions of text or figures are not public; they should not be cited, quoted or distributed.

The TSU will provide chapter emailing lists and teleconferencing options to facilitate communication. We recommend that for IPCC-related email traffic you add to the signature of your email a note that declares the content of the mail to be confidential and intended only for the addressee. One example is:

This e-mail including any attachments is confidential and may be privileged. It is intended solely for the addressee. If you have received it by mistake, please notify the sender by e-mail and delete this message from your system. Any unauthorized use or dissemination of this e-mail in whole or in part is strictly prohibited.

You are encouraged to consult with the legal advisors of your institution as to whether this is compatible with prior and local regulations.