

PRINCIPLES GOVERNING IPCC WORK

Approved at the Fourteenth Session (Vienna, 1-3 October 1998) on 1 October 1998, amended at the 21st Session (Vienna, 3 and 6-7 November 2003) and at the 25th Session (Mauritius, 26-28 April 2006)

INTRODUCTION

1. The Intergovernmental Panel on Climate Change (hereinafter referred to as the IPCC or, synonymously, the Panel) shall concentrate its activities on the tasks allotted to it by the relevant WMO Executive Council and UNEP Governing Council resolutions and decisions as well as on actions in support of the UN Framework Convention on Climate Change process.

ROLE

2. The role of the IPCC 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.
3. Review is an essential part of the IPCC process. Since the IPCC is an intergovernmental body, review of IPCC documents should involve both peer review by experts and review by governments.

ORGANIZATION

4. Major decisions of the IPCC will be taken by the Panel in plenary meetings.
5. The IPCC Bureau, the IPCC Working Group Bureaux and the Bureaux of any Task Forces of the IPCC shall reflect balanced geographic representation with due consideration for scientific and technical requirements.
6. IPCC Working Groups and any Task Forces constituted by the IPCC shall have clearly defined and approved mandates and work plans as established by the Panel, and shall be open-ended.

PARTICIPATION

7. Participation in the work of the IPCC is open to all UNEP and WMO Member countries.
8. Invitations to participate in the sessions of the Panel and its Working Groups, Task Forces and IPCC workshops shall be extended to Governments and other bodies by the Chairman of the IPCC.
9. Experts from WMO/UNEP Member countries or international, intergovernmental or non-governmental organisations may be invited in their own right to contribute to the work of the IPCC Working Groups and Task Forces. Governments should be informed in advance of invitations extended to experts from their countries and they may nominate additional experts.

PROCEDURES

10. In taking decisions, and approving, adopting and accepting reports, the Panel, its Working Groups and any Task Forces shall use all best endeavours to reach consensus. If consensus is judged by the relevant body not possible: (a) for decisions on procedural issues, these shall be decided according to the General Regulations of the WMO; (b) for approval, adoption and acceptance of reports, differing views shall be explained and, upon request, recorded. Differing views on matters of a scientific, technical or socio-economic nature shall, as appropriate in the context, be represented in the scientific, technical or socio-economic document concerned. Differences of views on matters of policy or procedure shall, as appropriate in the context, be recorded in the Report of the Session.
11. Conclusions drawn by IPCC Working Groups and any Task Forces are not official IPCC views until they have been accepted by the Panel in a plenary meeting.
12. Invitations to participate in the sessions of the Panel and its Working Groups, Task Forces and IPCC workshops should be extended at least six weeks in advance of the opening of the session.
13. Major reports, including Assessment Reports, Special Reports and Methodology Reports, basic documentation and other available reports for consideration at the sessions of the Panel and its Working Groups shall normally be made available by the IPCC Secretariat at least four weeks in advance of the session and, to the extent possible, in all official UN languages.
14. Interpretation into all official UN languages shall be provided for all sessions of the IPCC meeting in plenary, of its Bureau and its Working Groups.
15. The scheduling of the sessions of the Panel and its Working Groups and Task Forces shall be co-ordinated, to the extent possible, with other related international meetings.
16. These Principles shall be reviewed at least every five years and amended as appropriate.
17. Procedures for the preparation, review, acceptance, approval, adoption and publication of IPCC reports are given in Appendix A.
18. Financial procedures for the IPCC are given in Appendix B.
19. Rules of Procedures for the Election of the IPCC Bureau and Any Task Force Bureau are given in Appendix C.

**PROCEDURES FOR THE PREPARATION, REVIEW, ACCEPTANCE, ADOPTION,
APPROVAL AND PUBLICATION OF IPCC REPORTS**

Adopted at the Fifteenth Session (San Jose, 15-18 April 1999) amended at the Twentieth Session (Paris, 19-21 February 2003), Twenty-First Session (Vienna, 3 and 6-7 November 2003), Twenty-Ninth Session (Geneva, 31 August-4 September 2008), Thirty-Third Session (Abu Dhabi, 10-13 May 2011) and Thirty-Fourth Session (Kampala, 18-19 November 2011)

CONTENTS

1. INTRODUCTION
2. DEFINITIONS
3. IPCC MATERIAL
4. ASSESSMENT REPORTS, SYNTHESIS REPORTS, SPECIAL REPORTS AND METHODOLOGY REPORTS
 - 4.1 Convening a Scoping Meeting to Prepare Report Outline
 - 4.2 General Procedures for Preparing IPCC Reports
 - 4.3 Preparation of Reports by the Working Groups and the Task Force on National Greenhouse Gas Inventories
 - 4.3.1 *Compilation of Lists of Potential Coordinating Lead Authors, Lead Authors, Contributing Authors, Review Editors and of Government Focal Points*
 - 4.3.2 *Selection of Lead Authors*
 - 4.3.3 *Preparation of Draft Report*
 - 4.3.4 *Review*
 - 4.3.4.1 *First Review (by Experts)*
 - 4.3.4.2 *Second Review (by Governments and Experts)*
 - 4.3.5 *Preparation of Final Draft Report*
 - 4.4 Preparation, Approval and Acceptance of Summaries for Policymakers and Adoption of Overview Chapters of Methodology Reports
 - 4.5 Acceptance of Reports
 - 4.6 Reports Approved and/or Adopted by the Panel
 - 4.6.1 *The Synthesis Report*
 - 4.7 Addressing Possible Errors in Assessment Reports, Synthesis Reports, Special Reports and Methodology Reports
5. TECHNICAL PAPERS
6. IPCC SUPPORTING MATERIAL
 - 6.1 Workshops and Expert Meetings
 - 6.2 Co-sponsored Workshops and Expert Meetings
 - 6.3 Guidance material

ANNEX 1 TASKS AND RESPONSIBILITIES FOR LEAD AUTHORS, COORDINATING LEAD AUTHORS, CONTRIBUTING AUTHORS, EXPERT REVIEWERS AND REVIEW EDITORS OF IPCC REPORTS AND GOVERNMENT FOCAL POINTS

ANNEX 2 PROCEDURE ON THE USE OF LITERATURE IN IPCC REPORTS

ANNEX 3 IPCC PROTOCOL FOR ADDRESSING POSSIBLE ERRORS IN IPCC ASSESSMENT REPORTS, SYNTHESIS REPORTS, SPECIAL REPORTS AND METHODOLOGY REPORTS

1. INTRODUCTION

This revised Appendix to the Principles Governing IPCC Work contains the procedures for the preparation, review, acceptance, adoption, approval and publication of IPCC reports and other materials relevant to methodologies. These Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of IPCC Reports were adopted at the Fifteenth Session of the IPCC (San Jose, 15-18 April 1999) and amended at the Twentieth Session (Paris, 19-21 February 2003), Twenty-First Session (Vienna, 3 and 6-7 November 2003), Twenty-Ninth Session (Geneva, 31 August-4 September 2008), Thirty-Third Session (Abu Dhabi, 10-13 May 2011) and Thirty-Fourth Session (Kampala, 18-19 November 2011).

2. DEFINITIONS

The definitions of terms used in this document are as follows:

“acceptance” of IPCC Reports at a Session of the Working Group or Panel signifies that the material has not been subject to line by line discussion and agreement, but nevertheless presents a comprehensive, objective and balanced view of the subject matter.

“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 4.4 and for Overview Chapters of Methodology Reports.

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

“Assessment Reports” are published materials composed of the full scientific and technical assessment of climate change, generally in three volumes, one for each of the Working Groups of the IPCC. Each of the volumes may be composed of two or more sections including: (a) a Summary for Policymakers (b) an optional technical summary and (c) individual chapters and their executive summaries.

“Members of the IPCC” are countries who are Members of WMO and/or UNEP.

“Methodology Reports” are published materials, which provide practical guidelines for the preparation of greenhouse gas inventories. Such reports may be composed of two or more sections including: (a) an Overview Chapter, which broadly describes the background, structure and major features of the report, (b) individual chapters and (c) technical Annexes.

“Reports” refer to the main IPCC materials (including Assessment, Synthesis, Methodology and Special Reports and their Summaries for Policy Makers and Overview Chapters).

“Session of a Working Group” refers to a series of meetings at the plenary level of the governmental representatives to a Working Group of the IPCC.

“Session of the Bureau” refers to a series of meetings of the elected members of the IPCC Bureau who may be accompanied by a representative of their government.

“Task Force Bureau” refers to the elected members of the Bureau of the Task Force on National Greenhouse Gas Inventories. It is chaired by two Co-chairs, referred to in the following as Task Force Bureau Co-chairs.

“Session of the Panel” refers to a series of meetings at the plenary level of the governmental representatives to the IPCC.

“Special Report” is an assessment of a specific issue and generally follows the same structure as a volume of an Assessment Report.

“Summary for Policymakers” is a component of a Report, such as an Assessment, Special or Synthesis Report, which provides a policy-relevant but policy-neutral summary of that Report.

“Supporting Material” consists of three categories: (1) Workshop proceedings and material from Expert Meetings which are either commissioned or supported by the IPCC, (2) software or databases to facilitate the use of the IPCC Methodology Reports, and (3) guidance material (guidance notes and guidance documents) to guide and assist in the preparation of comprehensive and scientifically sound IPCC Reports and Technical Papers.

“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.

“Technical Papers” are based on the material already in the Assessment Reports and Special Reports and are prepared on topics for which an objective international scientific/technical perspective is deemed essential.

“Working Group Bureau” refers to the elected members of the Bureau of a Working Group. It is chaired by Co-chairs, referred to as “Working Group Bureau Co-chairs”.

3. IPCC MATERIAL

There are three main classes of IPCC material, each of which is defined in Section 2.

- A. IPCC Reports (which include Assessment, Synthesis and Special Reports and their Summaries for Policymakers and Methodology Reports)
- B. Technical Papers
- C. Supporting Material

The different classes of material are subject as appropriate to different levels of formal endorsement. These levels are described in terms of acceptance, adoption and approval as defined in Section 2.

The different levels of endorsement for the different classes of IPCC material are as follows:

- A. In general, IPCC Reports are accepted by the appropriate Working Group. Reports prepared by the Task Force on National Greenhouse Gas Inventories are accepted by the Panel. Summaries for Policymakers are approved by the appropriate Working Groups (Section 4.2) and subsequently accepted by the Panel (Section 4.4). Overview chapters of Methodology Reports are adopted, section by section, by the appropriate Working Group or in case of reports prepared by the Task Force on National Greenhouse Gas Inventories by the Panel (Section 4.4). In the case of the Synthesis Report the Panel adopts the underlying Report, section by section, and approves the Summary for Policymakers. The definition of the terms “acceptance”, “adoption” and “approval” will be included in the IPCC published Reports (Section 4.6).

- B. Technical Papers are not accepted, approved or adopted by the Working Groups or the Panel but are finalised in consultation with the Bureau (Section 5).
- C. Supporting Materials are not accepted, approved or adopted (Section 6).

4. ASSESSMENT REPORTS, SYNTHESIS REPORTS, SPECIAL REPORTS AND METHODOLOGY REPORTS

4.1 Convening a Scoping Meeting to Prepare Report Outline

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/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.

Based on the report of the scoping meeting the Panel will decide whether to prepare a report and agree on its scope, outline, and the work plan including schedule and budget.

4.2 General Procedures for Preparing IPCC Reports

In Assessment Reports, Synthesis Reports, and Special Reports, Coordinating Lead Authors (CLAs), Lead Authors (LAs), and Review Editors (REs) of chapter teams 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. The IPCC guidance notes on addressing uncertainties are available on the IPCC website¹ and should be considered as an Addendum to this document.

The review process generally takes place in three stages: expert review of IPCC Reports, government/expert review of IPCC Reports, government review of the Summaries for Policymakers, Overview Chapters and/or the Synthesis Report. Working Group/Task Force Bureau Co-Chairs should aim to avoid (or at least minimise) the overlap of government review periods for different IPCC Reports and with Sessions of the Conference of Parties of the United Nations Framework Convention of Climate Change and its subsidiary bodies.

Expert review should normally be eight weeks, but not less than six weeks, except to the extent decided by the Panel. Government and government/expert reviews should not be less than eight weeks, except to the extent decided by the Panel.

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 finalisation of the report. The 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.

¹ <http://www.ipcc.ch/pdf/supporting-material/uncertainty-guidance-note.pdf>

4.3 Preparation of Reports by the Working Groups and the Task Force on National Greenhouse Gas Inventories

It is essential that Working Group and Task Force on National Greenhouse Gas Inventories work programmes allow enough time in their schedules, according to procedures, for a full review by experts and governments and for the acceptance of the report. The Working Group/Task Force Bureau Co-Chairs are responsible for implementing the work programme and ensuring that proper review of the material occurs in a timely manner.

To ensure proper preparation and review, the following steps should be undertaken:

1. Compilation of lists of Potential Coordinating Lead Authors, Lead Authors, Contributing Authors, Review Editors and of Government Focal Points.
2. Selection of Coordinating Lead Authors, Lead Authors and Review Editors.
3. Preparation of draft Report.
4. Review.
 - a. First review (by experts).
 - b. Second review (by governments and experts).
5. Preparation of final draft Report.
6. Acceptance of Report at a Session of the Working Group(s) or the Panel respectively.

4.3.1 Compilation of Lists of Potential Coordinating Lead Authors, Lead Authors, Contributing Authors, Review Editors and of Government Focal Points

At the request of Working Group/Task Force Bureau Co-Chairs through their respective Working Group/Task Force Bureau, and the IPCC Secretariat, governments, and participating organisations and the Working Group/Task Force Bureaux should identify appropriate experts for each area in the Report who can act as potential Coordinating Lead Authors, Lead Authors, Contributing Authors or Review Editors. To facilitate the identification of experts and later review by governments, governments should also designate their respective Focal Points. IPCC Bureau Members and Members of the Task Force Bureau should contribute where necessary to identifying appropriate Coordinating Lead Authors, Lead Authors, Contributing Authors, and Review Editors in cooperation with the Government Focal Points within their region to ensure an appropriate representation of experts from developing and developed countries and countries with economies in transition.

These should be assembled into lists available to all IPCC Members and maintained by the IPCC Secretariat. The tasks and responsibilities of Coordinating Lead Authors, Lead Authors, Contributing Authors, Review Editors and government Focal Points are outlined in Annex 1.

4.3.2 Selection of Coordinating Lead Authors, Lead Authors and Review Editors

Coordinating Lead Authors, Lead Authors and Review Editors are selected by the relevant Working Group/Task Force Bureau, under general guidance and review 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 organisations, 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:

- the 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/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.

At the earliest opportunity, the IPCC Secretariat should inform all governments and participating organisations who the Coordinating Lead Authors, Lead Authors and Review Editors are for different chapters and indicate the general content area that the person will contribute to the chapter.

4.3.3 Preparation of Draft Report

Preparation of the first draft of a Report should be undertaken by Coordinating Lead Authors and Lead Authors. Experts who wish to contribute material for consideration in the first draft should submit it directly to the Lead Authors. Contributions should be supported as far as possible with references from the peer-reviewed and internationally available literature, and with copies of any unpublished material cited. Clear indications of how to access the latter should be included in the contributions. For material available in electronic format only, a hard copy should be archived and the location where such material may be accessed should be cited.

Lead Authors will work on the basis of these contributions, the peer-reviewed and internationally-available literature, including manuscripts that can be made available for IPCC review and selected non-peer review literature according to Annex 2 and IPCC Supporting Material (see section 6). Material which is not published but which is available to experts and reviewers may be included provided that its inclusion is fully justified in the context of the IPCC assessment process (see Annex 2).

In preparing the first draft, and at subsequent stages of revision after review, Lead Authors should clearly identify disparate views for which there is significant scientific or technical support, together with the relevant arguments. Technical summaries provided will be prepared under the leadership of the Working Group/Task Force Bureaux.

4.3.4 Review

Three principles governing the review should be borne in mind. First, the best possible scientific and technical advice should be included so that the IPCC Reports represent the latest scientific, technical and socio-economic findings and are as comprehensive as possible. Secondly, a wide circulation process, ensuring representation of independent experts (i.e. experts not involved in the preparation of that particular chapter) from developing and developed countries and countries with economies in transition should aim to involve as many experts as possible in the IPCC process. Thirdly, the review process should be objective, open and transparent.

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.

To help ensure that Reports provide a balanced and complete assessment of current information, each Working Group/Task Force Bureau should normally select two to four Review Editors per chapter (including the executive summaries) and per technical summary of each Report.

To help ensure that Reports provide a balanced and complete assessment of current information, each Working Group/Task Force Bureau should normally select two Review Editors per chapter (including the executive summaries) and per technical summary of each Report.

Review Editors should normally consist of a member of the Working Group/Task Force Bureau, and an independent expert based on the lists provided by governments and participating organisations. Review Editors should not be involved in the preparation or review of material for which they are an editor. In selecting Review Editors, the Bureaux should select from developed and developing countries and from countries with economies in transition, and should aim for a balanced representation of scientific, technical, and socio-economic views.

4.3.4.1 First Review (by Experts)

First order draft Reports should be circulated by Working Group/Task Force Bureau Co-Chairs for review. The Working Group/Task Force Bureaux shall seek the participation of reviewers encompassing the range of scientific, technical and socio-economic views, expertise, and geographical representation and shall actively undertake to promote and invite as wide a group of experts as possible. This includes experts nominated as Coordinating Lead Authors, Lead Authors, Review Editors or Contributing Authors as included in lists maintained by the IPCC. Government Focal Points should be notified of the commencement of this process.

The first draft Reports should be sent to Government Focal Points, for information, along with a list of those to whom the Report has been sent for review in that country.

The Working Group/Task Force Bureau Co-Chairs should make available to reviewers on request during the review process specific material referenced in the document being reviewed, which is not available in the international published literature.

Expert reviewers should provide the comments to the appropriate Lead Authors through the relevant Working Group/Task Force Bureau Co-Chairs with a copy, if required, to their Government Focal Point.

Coordinating Lead Authors, in consultation with the Review Editors and in coordination with the respective Working Group/Task Force Bureau Co-Chairs and the IPCC Secretariat, are encouraged to supplement the draft revision process by organising a wider meeting with principal Contributing Authors and expert reviewers, if time and funding permit, in order to pay special attention to particular points of assessment or areas of major differences.

4.3.4.2 Second Review (by Governments and Experts)

A revised draft should be distributed by the appropriate Working Group/Task Force Bureau Co-chairs or through the IPCC Secretariat to governments through the designated Government Focal Points, and to all the coordinating lead authors, lead authors and contributing authors and expert reviewers. The Working Group/Task Force Bureaux shall seek the participation of reviewers encompassing the range of scientific, technical and socio-economic views, expertise, and geographical representation and shall actively undertake to promote and invite as wide a group of experts as possible. This includes experts nominated as Coordinating Lead Authors, Lead Authors, Review Editors or Contributing Authors as included in lists maintained by the IPCC. Government Focal Points should be notified of the commencement of this process.

Governments should send one integrated set of comments for each Report to the appropriate Working Group/Task Force Bureau Co-chairs through their Government Focal Points.

Non-government reviewers should send their further comments to the appropriate Working Group/Task Force Bureau Co-Chairs with a copy to their appropriate Government Focal Point.

4.3.5 Preparation of Final Draft Report

Preparation of a final draft Report taking into account government and expert comments for submission to a Session of a Working Group or, in case of a report prepared by the Task Force on National Greenhouse Gas Inventories, of the Panel for acceptance should be undertaken by Coordinating Lead Authors and Lead Authors in consultation with the Review Editors. If necessary, and timing and funding permitting, a wider meeting with principal Contributing Authors and expert and government reviewers is encouraged in order to pay special attention to particular points of assessment or areas of major differences. It is important that Reports describe different (possibly controversial) scientific, technical, and socio-economic views on a subject, particularly if they are relevant to the policy debate. The final draft should credit all Coordinating Lead Authors, Lead Authors, Contributing Authors, reviewers and Review Editors by name and affiliation (at the end of the Report).

4.4 Preparation, Approval and Acceptance of Summaries for Policymakers and Adoption of Overview Chapters of Methodology Reports Related to National Greenhouse Gas Inventories

Summary sections of Reports approved by the Working Groups and accepted by the Panel will principally be the Summaries for Policymakers, prepared by the respective Working Groups of their full scientific, technical and socio-economic assessments, and Summaries for Policymakers of Special Reports prepared by the Working Groups. The Summaries for Policymakers should be subject to simultaneous review by both experts and governments, a government round of written comments of the revised draft before the approval Session and to a final line by line approval by a Session of the Working Group. Responsibility for preparing first drafts and revised drafts of Summaries for Policymakers, lies with the respective Working Group Co-Chairs. The Summaries for Policymakers should be prepared concurrently with the preparation of the main Reports.

The first review of the Summaries for Policymakers will take place during the same time period as the Expert Government Review of the Second Order Draft of the full report. The final draft of the Summaries for Policymakers prepared by the respective Working Groups and Overview Chapters of Methodology Report related to National Greenhouse Gas Inventories will be circulated for a final government round of written comments in preparation of the Session of the Working Group(s) that approves it or Session of the Panel that adopts it.

Approval of the Summary for Policymakers at the Session of the Working Group, signifies that it is consistent with the factual material contained in the full scientific, technical and socioeconomic assessment or Special Report accepted by the Working Group. 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. These Summaries for Policymakers should be formally and prominently described as:

"A Report of (Working Group X of) the Intergovernmental Panel on Climate Change."

For a Summary for Policymakers approved by a Working Group to be endorsed as an IPCC Report, it must be accepted at a Session of the Panel. Because the Working Group approval process is open to all governments, Working Group approval of a Summary for Policymakers means that the Panel cannot change it. However, it is necessary for the Panel to review the Report at a Session, note any substantial disagreements, (in accordance with Principle 10 of the Principles Governing IPCC Work) and formally accept it.

Overview Chapters of Methodology Reports related to National Greenhouse Gas Inventories will be adopted section by section by the Panel. The Overview Chapters should be subject to simultaneous review by both experts and governments. Responsibility for preparing first drafts and revised drafts lies with the respective Task Force Bureau Co-Chairs. The Overview Chapters should be prepared concurrently with the preparation of the main Reports.

4.5 Acceptance of Reports

Reports presented for acceptance at Sessions of the Working Groups, or in case of reports prepared by the Task Force on National Greenhouse Gas Inventories reports presented for acceptance by the Panel, are the full scientific, technical and socio-economic Assessment Reports of the Working Groups, Special Reports and Methodology Reports, that is, the IPCC Guidelines for National Greenhouse Gas Inventories or the IPCC Technical Guidelines for Assessing Climate Change Impacts and Adaptations.

The subject matter of these Reports shall conform to the terms of reference of the relevant Working Groups, or the Task Force on National Greenhouse Gas Inventories and to the work plan approved by the Panel.

Reports to be accepted by the Working Groups, and reports prepared by the Task Force on National Greenhouse Gas Inventories will undergo expert and government/expert reviews. The purpose of these reviews is to ensure that the Reports present a comprehensive, objective, and balanced view of the areas they cover. While the large volume and technical detail of this material places practical limitations upon the extent to which changes to these Reports will normally be made at Sessions of Working Groups or the Panel, "acceptance" signifies the view of the Working Group or the Panel that this purpose has been achieved. The

content of the authored chapters is the responsibility of the Lead Authors, subject to Working Group or Panel acceptance. Changes (other than grammatical or minor editorial changes) made after acceptance by the Working Group or the Panel shall be those necessary to ensure consistency with the Summary for Policymakers or the Overview Chapter. These changes shall be identified by the Lead Authors in writing and made available to the Panel at the time it is asked to accept the Summary for Policymakers, in case of reports prepared by the Task Force on National Greenhouse Gas Inventories by the end of the session of the Panel which adopts/accepts the report.

Reports accepted by Working Groups, or prepared by the Task Force on National Greenhouse Gas Inventories should be formally and prominently described on the front and other introductory covers as:

"A report accepted by Working Group X of the IPCC (OR, a report prepared by the Task Force on National Greenhouse Gas Inventories of the IPCC and accepted by the Panel) but not approved in detail."

4.6 Reports Approved and Adopted by the Panel

Reports approved and adopted by the Panel will be the Synthesis Report of the Assessment Reports and other Reports as decided by the Panel whereby Section 4.4 applies *mutatis mutandis*.

4.6.1 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 the range of scientific, technical and socio-economic 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."

4.7 Addressing Possible Errors in Assessments Reports, Synthesis Reports, Special Reports and Methodology Reports

The procedures to be followed for investigating possible errors in an Assessment Report, Synthesis Report, Special Report or Methodology Report and, if appropriate, implementing its correction are defined in the IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology reports (see Annex 3).

5. TECHNICAL PAPERS

IPCC Technical Papers are prepared on topics for which an objective, international scientific/technical perspective is deemed essential. They:

- a. are based on the material already in the IPCC Assessment Reports, Special Reports or Methodology Reports;
- b. are initiated: (i) in response to a formal request from the Conference of the Parties to the UN Framework Convention on Climate Change or its subsidiary bodies and agreed by the IPCC Bureau; or (ii) as decided by the Panel;
- c. are prepared by a team of Lead Authors, including a Coordinating Lead Author, selected by the Working Group/Task Force Bureaux in accordance with the provisions of Sections 4.3.1 and 4.3.2 for the selection of Lead Authors and Coordinating Lead Authors;
- d. are submitted in draft form for simultaneous expert and government review with circulation to expert reviewers and Government Focal Points in accordance with Section 4.3.4.1 at least four weeks before the comments are due;
- e. are revised by the Lead Authors based upon the comments received in the step above, and with assistance from at least two Review Editors per entire technical paper who are selected as per the procedures for selecting Review Editors for Assessment Reports, Synthesis Reports, Special Reports and Methodology Reports in section 4.3.2 of this Appendix and carry out the roles listed in section 5 of Annex 1;
- f. are submitted for final government review at least four weeks before the comments are due;
- g. are finalised by the Lead Authors, in consultation with the IPCC Bureau which functions in the role of an Editorial Board, based on the comments received; and,

- h. if necessary, as determined by the IPCC Bureau, would include in a footnote differing views, based on comments made during final government review, not otherwise adequately reflected in the paper.

The following Guidelines should be used in interpreting requirement (a) above: The scientific, technical and socio-economic information in Technical Papers must be derived from:

(a) The text of IPCC Assessment Reports and Special Reports and the portions of material in cited studies that were relied upon in these Reports.

(b) Relevant models with their assumptions, and scenarios based on socio-economic assumptions, as they were used to provide information in those IPCC Reports, as well as emission profiles for sensitivity studies, if the basis of their construction and use is fully explained in the Technical Paper.

The Technical Papers must reflect the balance and objectivity of those Reports and support and/or explain the conclusions contained in those Reports.

Information in the Technical Papers should be referenced as far as possible to the subsection of the relevant IPCC Reports and related material.

Such Technical Papers are then made available to the Conference of the Parties or its subsidiary bodies, in response to its request, and thereafter publicly. If initiated by the Panel, Technical Papers are made available publicly. In either case, IPCC Technical Papers prominently should state in the beginning:

"This is a Technical Paper of the Intergovernmental Panel on Climate Change prepared in response to a request from (the Conference of the Parties to) / (a subsidiary body of) the United Nations Framework Convention on Climate Change / (decision of the Panel). The material herein has undergone expert and government review but has not been considered by the Panel for formal acceptance or approval."

6. IPCC SUPPORTING MATERIAL

Supporting material consists of three categories:

- (i) published reports and proceedings from Workshops and Expert Meetings within the scope of the IPCC work programme that have IPCC recognition,
- (ii) material, including databases and software, commissioned by Working Groups, or by the Bureau of the Task Force on National Greenhouse Gas Inventories in support of the assessment or methodology development process which IPCC decides should have wide dissemination, and
- (iii) guidance material (guidance notes and guidance documents) that guides and assists in the preparation of comprehensive and scientifically sound IPCC Reports and Technical Papers.

Procedures for the recognition of Workshops and Expert Meetings are given in Sections 6.1 and 6.2; procedures for guidance material are given in Section 6.3. Arrangements for publication of supporting material should be agreed as part of the process of IPCC recognition or commissioned by Working Groups/the Task Force Bureau to prepare specific supporting material. All supporting material of categories (i) and (ii) should be formally and prominently described on the front and other introductory covers as:

"Supporting material prepared for consideration by the Intergovernmental Panel on Climate Change. This supporting material has not been subject to formal IPCC review processes."

6.1 Workshops and Expert Meetings

IPCC Workshops and Expert Meetings are those that have been agreed upon in advance by an IPCC Working Group, or by the Panel as useful or necessary for the completion of the work plan of a Working Group, the Task Force on National Greenhouse Gas Inventories or a task of the IPCC. Only such activities may be designated as "IPCC" Workshops or Expert Meetings. Their funding should include full and

complete provision for participation of experts from developing countries and countries with economies in transition.

An *IPCC Expert Meeting* focuses on a specific topic bringing together a limited number of relevant experts. The relevant Working Group/Task Force Bureaux, or the IPCC Chair, will identify and select participants to Expert Meetings.

An *IPCC Workshop* considers cross-cutting or complex topics requiring input from a broad community of experts. It requires nominations by Government Focal Points and, as appropriate, participating organizations. The relevant Working Group/Task Force Bureaux, or the IPCC Chair, may also nominate experts and will select the participants to the Workshop.

Proposals for IPCC Workshops or Expert Meetings will be submitted to the Panel for its decision through the relevant Working Group/Task Force Bureaux, or the IPCC Chair. The proposals will include descriptions of the topic or topics, and clarify the choice for an Expert meeting or a Workshop.

The composition of participants to Expert Meetings and Workshops shall aim to reflect:

- The relevant range of scientific, technical and socio-economic views and expertise,
- Geographical representation as appropriate,
- A mixture of experts with and without previous experience in IPCC,
- Gender balance.

The relevant Working Group/Task Force Bureaux, or the IPCC Chair, may install a Scientific Steering Committee to assist them in organizing these meetings, taking into account the criteria mentioned above.

Government Focal Points should be notified of the list of invited participants to an Expert Meeting or Workshop at the earliest opportunity after the selection has taken place.

The relevant Working Group/Task Force Bureaux, or the IPCC Chair, will convene the Expert Meeting or Workshop and report to the IPCC Bureau and Panel on the selection process, including a description of how the selection criteria and any other considerations for participation have been applied.

The proceedings of IPCC Workshops and Expert Meetings should normally be published summarising the range of views presented at the meeting. Such proceedings should:

- include a full list of participants;
- indicate when and by whom they were prepared;
- indicate whether and by whom they were reviewed prior to publication;
- acknowledge all sources of funding and other support;
- indicate prominently at the beginning of the document that the activity was held pursuant to a decision of the relevant Working Group or the Panel but that such decision does not imply Working Group or Panel endorsement or approval of the proceedings or any recommendations or conclusions contained therein.

6.2 Co-sponsored Workshops and Expert Meetings

IPCC co-sponsorship may be extended to other Workshops or Expert Meetings if the IPCC Chair, as well as the Co-Chairs of the relevant Working Group/Task Force Bureau determine in advance that the activity will be useful to the work of the IPCC. IPCC co-sponsorship of such an activity does not convey any obligation by the IPCC to provide financial or other support. In considering whether to extend IPCC co-sponsorship, the following factors should be taken into account:

- whether full funding for the activity will be available from sources other than the IPCC;
- whether the activity will be open to government experts as well as experts from nongovernmental organisations participating in the work of the IPCC;
- whether provision will be made for participation of experts from developing countries and countries with economies in transition;

- whether the proceedings will be published and made available to the IPCC in a time frame relevant to its work;
- whether the proceedings will:
 - include a full list of participants;
 - indicate when and by whom they were prepared;
 - indicate whether and by whom they were reviewed prior to publication;
 - specify all sources of funding and other support;
 - prominently display the following disclaimer at the beginning of the document:

"IPCC co-sponsorship does not imply IPCC endorsement or approval of these proceedings or any recommendations or conclusions contained herein. Neither the papers presented at the Workshop/Expert Meeting nor the report of its proceedings have been subjected to IPCC review."

6.3 Guidance material

Guidance material (guidance notes and guidance documents) is material to guide and assist authors in the preparation of comprehensive and scientifically sound IPCC Reports and Technical Papers. Guidance notes and documents are usually the responsibility of Working Group Bureaux, TF Bureau or IPCC Chair as appropriate, but may also be commissioned by the Panel, the IPCC Executive Committee or the IPCC Bureau. Guidance notes and documents are developed and finalized by the relevant Working Group Bureaux, Task Force Bureau or the IPCC Chair. The Executive Committee will oversee the consistency of these materials. Guidance notes and documents should be accessible together with the principles and procedures and published.

ANNEX 1

TASKS AND RESPONSIBILITIES FOR LEAD AUTHORS, COORDINATING LEAD AUTHORS, CONTRIBUTING AUTHORS, EXPERT REVIEWERS AND REVIEW EDITORS OF IPCC REPORTS AND GOVERNMENT FOCAL POINTS

1. LEAD AUTHORS

Function:

To be responsible for the production of designated sections addressing items of the work programme on the basis of the best scientific, technical and socio-economic information available.

Comment:

Lead Authors will typically work as small groups which have responsibility for ensuring that the various components of their sections are brought together on time, are of uniformly high quality and conform to any overall standards of style set for the document as a whole.

The task of Lead Authors is a demanding one and in recognition of this the names of Lead Authors will appear prominently in the final Report. During the final stages of Report preparation, when the workload is often particularly heavy and when Lead Authors are heavily dependent upon each other to read and edit material, and to agree to changes promptly, it is essential that the work should be accorded the highest priority.

The essence of the Lead Authors' task is synthesis of material drawn from available literature as defined in Section 4.2. Lead Authors, in conjunction with Review Editors, are also required to take account of expert and government review comments when revising text. Lead Authors may not necessarily write original text themselves, but they must have the proven ability to develop text that is scientifically, technically and socio-economically sound and that faithfully represents, to the extent that this is possible, contributions by a wide variety of experts. The ability to work to deadlines is also a necessary practical requirement. Lead Authors are required to record in the Report views which cannot be reconciled with a consensus view but which are nonetheless scientifically or technically valid.

Lead Authors may convene meetings with Contributing Authors, as appropriate, in the preparations of their sections or to discuss expert or government review comments and to suggest any Workshops or Expert Meetings in their relevant areas to the Working Group/Task Force Bureau Co-Chairs. The names of all Lead Authors will be acknowledged in the Reports.

2. COORDINATING LEAD AUTHORS

Function:

To take overall responsibility for coordinating major sections of a Report.

Comment:

Coordinating Lead Authors will be Lead Authors with the added responsibility of ensuring that major sections of the Report are completed to a high standard, are collated and delivered to the Working Group/Task Force Bureau Co-Chairs in a timely manner and conform to any overall standards of style set for the document.

Coordinating Lead Authors will play a leading role in ensuring that any crosscutting scientific or technical issues which may involve several sections of a Report are addressed in a complete and coherent manner and reflect the latest information available.

The skills and resources required of Coordinating Lead Authors are those required of Lead Authors with the additional organisational skills needed to coordinate a section of a Report. The names of all Coordinating Lead Authors will be acknowledged in the Reports.

3. CONTRIBUTING AUTHORS

Function:

To prepare technical information in the form of text, graphs or data for assimilation by the Lead Authors into the draft section.

Comment:

Input from a wide range of contributors is a key element in the success of IPCC assessments, and the names of all contributors will be acknowledged in the Reports. Contributions are sometimes solicited by Lead Authors but unprompted contributions are encouraged.

Contributions should be supported as far as possible with references from the peer reviewed and internationally available literature, and with copies of any unpublished material cited; clear indications of how to access the latter should be included in the contributions. For material available in electronic format only, the location where such material may be accessed should be cited.

Contributed material may be edited, merged and if necessary, amended, in the course of developing the overall draft text.

4. EXPERT REVIEWERS

Function:

To comment on the accuracy and completeness of the scientific/technical/socio-economic content and the overall scientific/technical/socio-economic balance of the drafts.

Comment:

Expert reviewers will comment on the text according to their own knowledge and experience.

5. REVIEW EDITORS

Function:

Review Editors will assist the Working Group/Task Force Bureaux in identifying reviewers for the expert review process, ensure that all substantive expert and government review comments are afforded appropriate consideration, advise lead authors on how to handle contentious/controversial issues and ensure genuine controversies are reflected adequately in the text of the Report.

Comment:

There will be two to four Review Editors per chapter (including their executive summaries) and per technical summary. In order to carry out these tasks, Review Editors will need to have a broad understanding of the wider scientific and technical issues being addressed. The workload will be particularly heavy during the final stages of the Report preparation. This includes attending those meetings where writing teams are considering the results of the two review rounds. Review Editors are not actively engaged in drafting Reports and cannot serve as reviewers of those chapters of which they are Authors. Review Editors can be members of a Working Group/Task Force Bureau or outside experts agreed by the Working Group/Task Force Bureau.

Although responsibility for the final text remains with the Lead Authors, Review Editors will need to ensure that where significant differences of opinion on scientific issues remain, such differences are described in an annex to the Report. Review Editors must submit a written report to the Working Group Sessions or the Panel and where appropriate, will be requested to attend Sessions of the Working Group and of the IPCC to communicate their findings from the review process and to assist in finalising the Summary for Policymakers, Overview Chapters of Methodology Reports and Synthesis Reports. The names of all Review Editors will be acknowledged in the Reports.

6. GOVERNMENT FOCAL POINTS

Function:

To prepare and update the list of national experts as required to help implement the IPCC work programme, and to arrange the provision of integrated comments on the accuracy and completeness of the scientific and/or technical content and the overall scientific and/or technical balance of the drafts.

Comment:

Government review will typically be carried out within and between a number of Departments and Ministries. For administrative convenience, each government and participating organisation should designate one Focal Point for all IPCC activities, provide full information on this Focal Point to the IPCC Secretariat and notify the Secretariat of any changes in this information. The Focal Point should liaise with the IPCC Secretariat regarding the logistics of the review process(es) of particular importance is the full exchange of information.

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 information². 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.

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”.

² 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.

ANNEX 3

IPCC PROTOCOL FOR ADDRESSING POSSIBLE ERRORS IN IPCC ASSESSMENT REPORTS, SYNTHESIS REPORTS, SPECIAL REPORTS AND METHODOLOGY REPORTS

For the text, the reader is referred to http://www.ipcc.ch/pdf/ipcc-principles/ipcc_error_protocol.pdf.
[In subsequent formatting of this appendix, the text can also be included here.]

FINANCIAL PROCEDURES FOR THE INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE (IPCC)

Adopted at the Twelfth Session of the IPCC (Mexico City, 11-13 September 1996)

Revised at the Thirty Fourth Session of the IPCC (Kampala, 18-19 November 2011)

Scope

1. These procedures shall govern the financial administration of the Intergovernmental Panel on Climate Change (IPCC). In so far as not specifically provided under these procedures, the Financial Regulations and Rules of the World Meteorological Organization (WMO) shall apply.

Financial Period and Financial Year

2. The financial period shall be the calendar year and shall be subject to the International Public Sector Accounting Standards (IPSAS).

IPCC Trust Fund

3. Following up on a proposal of the IPCC first session in November 1988, the IPCC Trust Fund was established in 1989 by the Executive Director of United Nations Environment Programme (UNEP) and the Secretary-General of World Meteorological Organization (WMO). The IPCC Trust Fund finances the Panel and its activities. Adoption of the budget of the IPCC Trust Fund is the responsibility of the Panel (see paragraphs 9-14 below).

4. The IPCC Trust Fund is administered, by mutual agreement between the World Meteorological Organization (WMO) and the United Nations Environment Programme (UNEP), the two sponsoring Organizations, under the Financial Regulations of the WMO¹, Consistent with the International Public Sector Accounting Standards (IPSAS) the responsibility and accountability for financial reporting on the IPCC Trust Fund resides with the IPCC itself.

5. In accordance with Article 1 of the Memorandum of Agreement with UNEP and WMO "... no administrative support charges shall be imposed by WMO on any expenditure incurred by the trust fund." As a principle, WMO shall not charge IPCC for the total indirect costs, but rather for incremental costs only. The incremental costs of administrative services provided by WMO to IPCC are to be agreed upon between WMO and UNEP in the form of a separate Memorandum of Agreement (ref paragraph 5 of the 1989 MOU).

Financial Task Team

6. The Panel should establish for every assessment cycle a Financial Task Team (FiTT) to undertake tasks including reviewing income and expenditures, assisting in preparing the budget proposals and developing other recommendations related to finance for consideration by the Panel.

¹ See MOU dated May 1989

7. The Financial Task Team should be co-chaired by two government representatives represented on the IPCC Bureau: one from a developed country and one from either a developing country or a country with economy in transition. While being open-ended, the Financial Task Team would have a core membership of four government representatives from countries represented on the Bureau. The co-chairs and core members of the Financial Task Team would be selected by the Bureau.

Currency

8. The currency for budgeting and reporting receipts and expenditures shall be the Swiss Franc.

Budget

9. The Secretary of the IPCC shall prepare the budget and transmit it to governments at least 60 days before the session of the Panel at which the budget is to be adopted.

10. The budget shall consist of:

- (a) the proposed budget for the next year;
- (b) a forecast budget for the second year; and
- (c) an indicative budget for the third year.

11. The Panel shall consider the proposed budget, and shall adopt a budget by consensus prior to the commencement of the financial year that it covers. The Panel shall note the forecast and indicative budget for subsequent years.

12. The Secretary is authorized to reallocate funds, if necessary, up to 20 per cent of a budget appropriation line. This limit may be revisited from time to time by the Panel. A budget appropriation line constitutes a major budget category for activities or products.

13. In the event that the level of the available balance in the IPCC Trust Fund is less than the approved budget, the Secretary, following consultation with the Executive Committee, is authorized to adjust the allocations, to bring it in line with the fluctuations in income as compared to the approved level of budget lines. The Secretary will report on actions taken to the Panel at the earliest plenary session.

14. Adoption of the budget by the Panel shall constitute authority to the Secretary to incur obligations and make payments for the purposes for which the appropriations were approved and up to the amounts so approved, provided that the commitments are covered by related income.

Contributions

15. The resources of the IPCC shall comprise:

- (a) the person-year costs of the Secretary of the IPCC and costs of housing the IPCC Secretariat, provided by WMO;
- (b) the person-year costs of the Deputy Secretary provided by UNEP;
- (c) annual cash contributions provided by WMO and UNEP to the IPCC Trust Fund;
- (d) annual cash contributions provided by the UN Framework Convention on Climate Change to the IPCC Trust Fund in support of the work of the IPCC;
- (e)² annual cash contributions provided by IPCC Members to the IPCC Trust Fund;

² The Panel deferred decision on this sub-paragraph. The sub-paragraph is to be treated as if it is in square brackets.

- (e)-bis³ annual cash contributions provided by IPCC Members to the IPCC Trust Fund on the basis of an indicative scale, adopted by consensus by the Panel, and based on such a scale of assessments of the United Nations as may be adopted from time to time by the General Assembly, adjusted so as to ensure that no Party contributes less than 0.01 per cent of the total; that no one contribution exceeds 25 per cent of the total; and that no contribution from a least developed country exceeds 0.01 per cent of the total;
- (f) contributions provided in kind by IPCC Members, such as support for Technical Support Units, publications, translation, meetings, workshops, etc.;
- (g) other cash and in kind contributions to the IPCC Trust Fund;
- (h) the uncommitted balance of appropriations from previous financial periods;
- (i) miscellaneous income.

16. Contributions from IPCC Members are due on 1 January of each calendar year.

17. All cash contributions shall be paid in convertible currencies into the bank account designated by the WMO.

18. The Secretary shall acknowledge promptly all pledges and contributions and shall inform the Panel at each session on the status of pledges, payments of contributions and of expenditures. The report of the Secretary shall include specific reference to contributions in-kind and shall quantify such in-kind contribution, to the extent that they can be reliably measured.

Working Capital Reserve⁴

19. Within the IPCC Trust Fund there shall be maintained a working capital reserve at a level to be determined from time to time by the Panel by consensus. The purpose of the working capital reserve shall be to ensure continuity of operations in the event of a temporary shortfall of cash. Drawdowns from the working capital reserve shall be restored from contributions as soon as possible.

Accounts and Audit

20. The financial statements of the IPCC Trust Fund shall be subject to internal and external audit. The financial statement of the IPCC Trust Fund will be prepared in accordance with the International Public Sector Accounting Standards (IPSAS) as specified in the WMO Financial Regulations. Responsibility and accountability for financial reporting resides with the IPCC itself.

21. In accordance with the WMO Financial Regulations and Rules, WMO provides the External Auditors of the IPCC Trust Fund with a complete draft of the financial statements in line with the timetable agreed with the Secretariat each year. From financial periods ending on or after 31 December 2011 the audited Financial Statement shall be provided to the Panel within six months of the end of the financial period.

³ The Panel deferred decision on this sub-paragraph. The sub-paragraph is to be treated as if it is in square brackets.

⁴ The Panel deferred decision on this sub-paragraph. The sub-paragraph is to be treated as if it is in square brackets.

Appointment

The provisions outlined below in paragraphs 22.1 to 22.11 are subject to the WMO Financial Regulations and Rules.

22.1 The IPCC Secretariat will make arrangements with WMO for appropriate internal audit coverage on an annual basis. An External Auditor, who shall be the Auditor-General (or officer holding the equivalent title) of a Member State, shall be appointed in the manner and for the period decided by the WMO Executive Council, as stipulated by WMO audit arrangements. The appointment of an External Auditor will be submitted to the IPCC Panel for acceptance.

Tenure of Office

22.2. If the External Auditor ceases to hold that office in his or her own country, his or her tenure of office as External Auditor shall thereupon be terminated and he or she shall be succeeded as External Auditor by his or her successor as Auditor-General. The External Auditor may not otherwise be removed during his or her tenure of office except by the WMO Executive Council.

Scope of audit

22.3 The audit shall be conducted in conformity with generally accepted common auditing standards, and, subject to any special directions of the Panel, in accordance with the additional terms of reference set out in the annex to these Regulations.

22.4 The External Auditor may make observations with respect to the efficiency of the financial procedures, the accounting system, the internal financial controls and, in general, the administration and management of the Organization.

22.5 The External Auditor shall be completely independent and solely responsible for the conduct of the audit.

22.6 The Panel may request the External Auditor to perform certain specific examinations and issue separate reports on the results, to be agreed with the External Auditor on an individual basis as required.

Facilities

22.7 The Secretary General of WMO shall provide the External Auditor with the facilities he or she may require in the performance of the audit.

22.8 For the purpose of making a local or special examination or of effecting economies of audit cost, the External Auditor may engage the services of any national Auditor-General (or equivalent title) or commercial public auditors of known repute or any other person or firm who, in the opinion of the External Auditor, is technically qualified.

Reporting

22.9 The External Auditor shall issue reports on the audit of the financial statements and relevant schedules, which shall include such information as he or she deems necessary with regard to matters referred to in Regulation 22.4 and in the additional terms of reference.

22.10 The External Auditor's reports shall be transmitted, together with the relevant audited financial statements, to the Panel, which shall examine them in accordance with any directions given by the Panel.

22.11 The financial statements, together with the External Auditor's certificates and reports, shall be transmitted to the Panel by the Secretary.

General Provisions

23. In the event that WMO and UNEP decide to terminate the IPCC Trust Fund, they shall so advise governments at least six months before the date of termination so decided. The Panel shall decide, in consultation with WMO and UNEP, on the distribution of any uncommitted balance after all liquidation expenses have been met.

24. Any amendments to these procedures shall be subject to the WMO Financial Regulations and Rules and be adopted by the Panel by consensus.

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

Adopted by the Panel at its 25th Session, 26-28 April 2006

I. Scope

Rule 1

These rules of procedures shall apply to any elections of the Intergovernmental Panel on Climate Change Bureau and any Task Force Bureau constituted by the Panel.

II. Definitions

Rule 2

For the purposes of these rules:

1. "Bureau Member" or "Member of Bureau" refers to any person that holds one of the posts in the IPCC Bureau.
2. "Delegate" means a member of a delegation of a Member of the IPCC.
3. "IPCC Bureau" refers to the body of elected members of the Bureau of the IPCC Bureau as given in Annex B Section I.
4. "Meeting" means a single sitting at a Session of the IPCC.
5. "Members of the IPCC" are countries, which are Members of the World Meteorological Organization and/or the United Nations Environment Programme.
6. "Principal delegate" means Head of the delegation of a Member of the IPCC.
7. "Region" means the geographical limits of the six WMO regions as indicated in Annex A.
8. "Rules of Procedures" means these Rules of Procedures for the Election of the IPCC Bureau and any Task Force Bureau, including any annexes.
9. "Secretariat" means the permanent IPCC Secretariat established by WMO and UNEP.
10. "Session" refers to a series of meetings at the plenary level of the governmental representatives to the IPCC.
11. "Task Force" means an open-ended subsidiary body constituted by the Panel with a clearly defined and approved mandate and work plan as established by the Panel.
12. "Task Force Bureau" refers to the elected members of the Bureau of a Task Force.
13. "Term of the IPCC Bureau" means the fixed period of time during which Bureau members serve in their appropriate capacities. This term will be decided by the Panel as described in Rule 8.
14. "Votes" and "Votes for and against" means affirmative and negative votes only and shall not include abstentions or blank or invalid voting slips.

III. Representation and Credentials

Rule 3

Each Member of the IPCC participating in a Session of the Panel shall be represented by a delegation consisting of a principal delegate and such other delegates as it may require.

Rule 4

The credentials of delegates shall be submitted to the Secretariat prior to a Session at which elections will take place. Any later change in the composition of the delegation shall also be submitted to the Secretariat. The credentials shall be signed by, or on behalf of, an appropriate government authority of the Member of the IPCC and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activity of the Session.

Rule 5

The Panel will establish a Credentials Committee immediately after the completion of the opening formalities and for the duration of the Session in which elections are being held. A representative of the Secretariat at the Session shall attend the Credentials Committee with a consultative status. This Committee shall examine the credentials of delegates, which are to be submitted to it by the Secretariat, of delegates. It shall report thereon as soon as possible to the Panel, starting with the first meeting after the opening. Final decisions regarding credentials shall rest with the Panel.

Rule 6

Delegates shall be entitled to participate provisionally in a Session, pending a decision by the Panel to accept their credentials. Delegates admitted on a provisional basis are not entitled to vote.

IV. Composition

Rule 7

The size, structure and composition of the IPCC Bureau and any Task Force Bureau will be reviewed and amended, as necessary, by the Panel at least one IPCC Session prior to the Session, at which the IPCC Bureau or any Task Force Bureau are elected. The overall composition of the IPCC Bureau, the IPCC Working Group Bureaux and the Bureaux of any Task Forces of the IPCC shall reflect balanced geographic representation with due consideration for scientific and technical requirements, as provided for in paragraph 5 of the IPCC Principles. The IPCC Bureau and Task Force Bureau are described in Annex B, Sections I and II, respectively, of these Rules of Procedure. Annex B will be amended in line with decisions taken by the Panel.

V. Terms of Appointment

Rule 8

The IPCC Bureau shall be elected for the Term of the IPCC Bureau. The Term of the Bureau shall be sufficient for the preparation of an Assessment Report and shall extend approximately one year after the Session at which the Assessment Report has been accepted and shall end at the Session at which the succeeding IPCC Bureau is elected. The Term of the IPCC Bureau shall be defined at least one Session prior to the one at which the IPCC Bureau is elected. The Term of any Task Force Bureau shall normally be the same as the Term of the IPCC Bureau, and elections for any Task Force Bureau shall take place at the same Session at which the IPCC Bureau is elected, unless decided otherwise by the Panel.

Rule 9

The term of office of each Bureau or Task Force Bureau member shall normally be equal to the Term of the IPCC Bureau or the Term of any Task Force Bureau to which the member has been elected, and shall start at the end of the Session at which he/she is elected and shall end at the close of the Session at which their successors are elected.

Rule 10

Members of the IPCC Bureau and of any Task Force Bureau shall be eligible for re-election for a second consecutive term in the same office. Only those members that have served in an office under the provisions of Rules 11 and 12 for less than 2 years, shall be eligible for re-election for further two consecutive terms in the same office.

Rule 11

If the IPCC Chair resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, a new IPCC Chair shall be elected at the next IPCC Session to serve the remainder of the term of office of the departing IPCC Chair. Until a new IPCC Chair is elected an IPCC Vice-Chair, as agreed by the IPCC Bureau, shall serve as the Acting IPCC Chair

Rule 12

If a member of the IPCC Bureau or any Task Force Bureau, other than the IPCC Chair, resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, a representative of the same Member of the IPCC, with relevant expertise, is to be nominated by that Member of the IPCC. This person shall replace the Bureau member as acting member until the next Session of the Panel. An acting member is to be elected by the Plenary by simple majority as member of the Bureau for the remainder of the Term of the Bureau. If the relevant Member of the IPCC is unable to or fails to nominate a replacement within six months of notification by the IPCC Secretariat, or if an acting member is not elected by the Panel a new member from the same Region shall be elected by simple majority at the next IPCC session to serve the remainder of the term of office of the departing member. Rule 18 shall apply.

VI. Elections – general principles

Rule 13

Elections for all positions shall be held at a single Session of the Panel. If the person chairing the meeting is a candidate for a position for which elections are to be conducted, he/she shall recuse himself/herself from chairing that portion of the meeting during which the election is considered and conducted, in which case the IPCC Bureau will select a temporary Chair, who will be the Presiding Officer for the election.

Rule 14

The IPCC Chair and other IPCC Bureau members will be elected by the Panel in the following order:

- a) the IPCC Chair;
- b) the Co-Chairs of the Working Groups and of any Task Force Bureau ;
- c) the IPCC Vice-Chairs;
- d) remaining IPCC Bureau positions.

Rule 15

Election of any Task Force Bureau shall normally be undertaken at the same Session as elections for the IPCC Bureau unless the Panel has decided otherwise. Task Force Bureau members shall be elected after all members of the IPCC Bureau are elected.

Rule 16

All elections shall be held by secret ballot, unless otherwise decided by the Panel at the Session. Candidates may be declared elected without a ballot if the Panel so decides.

Rule 17

Each delegation of a Member of the IPCC represented in the Panel Session shall have one vote. The Principal Delegate of a Member of the IPCC shall have the right to vote or to designate any other member of the same delegation to vote on his/her behalf.

VII. Nominations

Rule 18

Nominations for the position of the IPCC Chair, the IPCC Bureau and any Task Force Bureau are to be made by the government of a Member of the IPCC.

Rule 19

All nominees for election to the IPCC Bureau or any Task Force Bureau shall have relevant scientific, technological or socio-economic expertise. Curriculum vitae of all nominees shall be submitted to the Secretariat and made available to Members of the IPCC before the elections.

Rule 20

(a) The Secretary of the IPCC shall invite Members of the IPCC to submit to the IPCC Secretariat written nominations and accompanying curriculum vitae of nominees for the IPCC Chair six months or more before the scheduled election of the IPCC Chair, unless Rule 11 applies.

(b) The Secretary of the IPCC shall invite Members of the IPCC to submit to the IPCC Secretariat written proposals and accompanying curriculum vitae of nominees for relevant IPCC Bureau (other than the IPCC Chair) or any Task Force Bureau positions six months or more before the scheduled election of the IPCC Bureau (other than the IPCC Chair) or a Task Force Bureau.

(c) Members of the IPCC wishing to make a nomination shall submit in writing to the IPCC Secretariat between the date of the invitation from the Secretary of the IPCC up until one month before a scheduled election, the names of the nominees that it is nominating or proposing pursuant to paragraphs (a) or (b), above. The IPCC Secretariat shall make a reasonable effort to post the names of persons so nominated or proposed, as well as the identity of the Members making the nomination or proposal, on the IPCC's web site in a time frame that will facilitate consideration of such persons by Members of the IPCC.

(d) Members of the IPCC may also nominate a person for the IPCC Chair, the IPCC Bureau or the Task Force Bureau by making oral representations to the Panel at the IPCC Session at which an election is to be held. Individuals so nominated must provide a curriculum vitae for distribution to the Panel at the time of nomination

Rule 21

If the Panel decides at a Session when an election is being held to establish a Nominations Committee for the duration of the Session, each Region shall nominate two representatives to serve on the Committee. The Committee members shall choose a developed and developing country co-chair from among their members. The Nomination Committee shall prepare and submit to the Session a list of Nominees for each office for which an election is to be held. Any nominee that has the support of a Member of the IPCC shall be included on the list of nominees. A representative of the Secretariat may be invited to attend the Nominations Committee with consultative status.

Rule 22

Prior to each election for a position, or group of positions, a list of the candidates to be voted upon, shall be compiled by the Presiding Officer of the meeting. The list will comprise the nominations contained in the list of the Nominations Committee, if it was established. If not the list will comprise nominations received by the IPCC Secretariat from IPCC Members. The list shall include only the names of those persons who have stated that they are willing to be included among the candidates for election.

Rule 23

Other nominees may be added to the list following any oral representations to the Panel made by any IPCC Member at the Session while the list of nominations remains open. The list of nominations shall remain open until the Presiding Officer formally announces that the election procedure has started.

Rule 24

Where there is consensus support from a Region for the nominees proposed by that Region for Bureau positions, those nominees may be elected without ballots. If a regional consensus cannot be obtained, elections for these positions shall be held.

VIII. Elections – voting procedures

Rule 25

In all voting by secret ballot, two tellers selected from among the Delegates present shall be appointed by the Presiding Officer to count the votes. Before voting begins, the presiding officer of the meeting shall hand to the two tellers the list of Members of the IPCC present at the Session and the list of candidates, prepared in accordance with the provisions of Rule 22.

Rule 26

The Secretariat shall distribute a voting slip to each delegation. Each voting slip shall be of the same size and colour without distinguishing marks.

Rule 27

The tellers shall satisfy themselves and the delegations that the ballot box is empty and lock it.

Rule 28

Members of the IPCC shall be called in turn to vote in alphabetical order. At the conclusion of the calling of the Members of the IPCC, the presiding officer of the meeting shall ensure that all the Members of the IPCC present have been called.

Rule 29

After the ballot box has been opened the tellers shall immediately count the voting slips in the presence of the meeting. The voting slips shall be destroyed after the announcement of the results by the presiding officer and its acceptance by the meeting.

Rule 30

A voting slip shall be invalid if it contains more names than the number of positions to be filled, or if it includes the name of any other person not appearing in the list of candidates as established by the Session in accordance with the provisions Rule 22.

Rule 31

After completion of the elections, the number of votes for each candidate and the number of abstentions shall be recorded in the report of the Session.

Rule 32

Candidates shall be elected by a simple majority of the votes cast. The simple majority shall be the next integer immediately above the half of the voting slips received, excluding abstentions and blank or invalid voting slips.

Rule 33

The candidate who obtains a simple majority as described in Rule 32 shall be declared elected. If, in the first ballot, no candidate obtains a simple majority, a second ballot, which shall be restricted to the two candidates who obtained the highest numbers of votes in the first ballot, shall be held. However, if any other candidate has obtained the same number of votes in the first ballot as the second candidate, he/she shall also be included in the second ballot.

Rule 34

If the number of candidates securing a simple majority exceeds the number of positions to be filled, those candidates who obtained the highest number of votes (to the extent of the number of positions to be filled) shall be declared elected.

Rule 35

If the number of candidates who obtained a simple majority during the first ballot is less than the number of positions to be elected, those who obtained the simple majority shall be declared elected and a further ballot shall be held to fill the remaining positions.

Rule 36

In the subsequent ballot, the list of candidates shall comprise those not previously elected who secured the highest number of votes in the previous ballot, but the number of candidates in the list shall not be greater than twice the number of positions to be filled. However, if in the previous ballot, any candidate has obtained the same number of votes as the last candidate in the list, he/she shall also be included in the list. The procedures applicable to the results of the first ballot shall be applied to those of the second ballot.

Rule 37

Similar ballots shall be held as necessary until all positions on the IPCC Bureau and any Task Force Bureau have been filled.

Rule 38

Whenever more than one ballot is necessary in the elections described in Rules 32,33, and 34 and where any of the ballots results in the attainment of a number of positions for a Region which is equal to the maximum under the provisions of the regional balance determined by the Panel, the names of all the remaining candidates from that Region shall be deleted from the list of candidates for the next ballot.

Rule 39

If, in a ballot, a decision is not reached between two or more candidates because they have obtained the same number of votes, another ballot shall be held and, if no decision is reached in this new ballot, the decision between those candidates shall be made by drawing lots.

IX. Amendments and suspension

Rule 40

These Rules of Procedures or Annexes may be amended only by the Panel.

Rule 41

Any amendments proposed to these Rules of Procedures submitted by Members of the IPCC or by the IPCC Bureau should be communicated to all Members of the IPCC at least eight weeks before they are submitted to the IPCC Session.

IPCC MEMBERS GROUPED ACCORDING TO WMO REGIONS

- Region I - Africa
 Region II - Asia
 Region III - South America
 Region IV - North America, Central America and the Caribbean
 Region V - South-West Pacific
 Region VI - Europe

Members in a Region shall be deemed to be those having their seat of government (capital) within the Region.

AFRICA (Region I)
 (53 Members)

Algeria	Libyan Arab Jamahiriya
Angola	Madagascar
Benin	Malawi
Botswana	Mali
Burkina Faso	Mauritania
Burundi	Mauritius
Cameroon	Morocco
Cape Verde	Mozambique
Central African Republic	Namibia
Chad	Niger
Comoros	Nigeria
Congo	Rwanda
Côte d'Ivoire	Sao Tome and Principe
Democratic Republic of the Congo	Senegal
Djibouti	Seychelles
Egypt	Sierra Leone
Equatorial Guinea	Somalia
Eritrea	South Africa
Ethiopia	Sudan
Gabon	Swaziland
Gambia	Togo
Ghana	Tunisia
Guinea	Uganda
Guinea Bissau	United Republic of Tanzania
Kenya	Zambia
Lesotho	Zimbabwe
Liberia	

ASIA (Region II)
(32 Members)

Afghanistan	Mongolia
Bahrain	Myanmar
Bangladesh	Nepal
Bhutan	Oman
Cambodia	Pakistan
China	Qatar
Democratic People's Republic of Korea	Republic of Korea
India	Saudi Arabia
Iran, Islamic Republic of	Sri Lanka
Iraq	Tajikistan
Japan	Thailand
Kazakhstan	Turkmenistan
Kuwait	United Arab Emirates
Kyrgyzstan	Uzbekistan
Lao People's Democratic Republic	Vietnam
Maldives	Yemen

SOUTH AMERICA (Region III)
(12 Members)

Argentina	Guyana
Bolivia	Paraguay
Brazil	Peru
Chile	Suriname
Colombia	Uruguay
Ecuador	Venezuela

NORTH AMERICA, CENTRAL AMERICA AND THE CARIBBEAN (Region IV)
(23 Members)

Antigua and Barbuda	Haiti
Bahamas	Honduras
Barbados	Jamaica
Belize	Mexico
Canada	Nicaragua
Costa Rica	Panama
Cuba	Saint Kitts and Nevis
Dominica	Saint Lucia
Dominican Republic	Saint Vincent and the Grenadines
El Salvador	Trinidad and Tobago
Grenada	United States of America
Guatemala	

SOUTH-WEST PACIFIC (Region V)

(22 Members)

Australia	Niue
Brunei Darussalam	Palau
Cook Islands	Papua New Guinea
Fiji	Philippines
Indonesia	Singapore
Kiribati	Samoa
Malaysia	Solomon Islands
Marshall Islands	Timor-Leste
Micronesia, Federated States of	Tonga
Nauru	Tuvalu
New Zealand	Vanuatu

EUROPE (Region VI)

(52 Members)

Albania	Lebanon
Andorra	Liechtenstein
Armenia	Lithuania
Austria	Luxembourg
Azerbaijan	The former Yugoslav Republic of Macedonia
Belarus	Malta
Belgium	Monaco
Bosnia and Herzegovina	Montenegro
Bulgaria	Netherlands
Croatia	Norway
Cyprus	Poland
Czech Republic	Portugal
Denmark	Republic of Moldova
Estonia	Romania
Finland	Russian Federation
France	San Marino
Georgia	Serbia
Germany	Slovakia
Greece	Slovenia
Hungary	Spain
Iceland	Sweden
Ireland	Switzerland
Israel	Syrian Arab Republic
Italy	Turkey
Jordan	Ukraine
Latvia	United Kingdom of Great Britain & Northern Ireland

Composition of the IPCC Bureau and Task Force Bureau (as agreed April 2002)

This annex will be amended in line with relevant decisions of the Panel.

I. IPCC Bureau

The IPCC Bureau is composed of 30 members.

It consists of:

1. the IPCC-Chair,
2. three Vice-Chairs with specific responsibilities,
3. two Co-chairs of the Task Force Bureau on National Greenhouse Gas Inventories,
4. three Working Group Bureaux, each with two Working Group Co-chairs and six Working Group Vice-chairs.

The current regional balance of the IPCC Bureau is as follows:

Region I: 5
Region II: 5
Region III: 4
Region IV: 4
Region V: 3
Region VI: 8

The IPCC Chair does not represent a region.

II. Task Force Bureau

The Task Force Bureau on National Greenhouse Gas Inventories is composed of 2 Co-chairs and 12 members, 2 each of which should be drawn from each WMO Region.