

REPORT OF THE EIGHTEENTH SESSION OF THE IPCC BUREAU

Geneva, 25 - 26 February 1999

The following abbreviations have been used in this report:

COP	Conference of the Parties to the UN FCCC
FAO	Framework Convention on Climate Change (UN)
HFCs	Hydrofluorocarbons
GCOS	Global Climate Observing System
GHG	Greenhouse Gas
OECD	Organization for Economic Co-operation and Development
SBSTA	Subsidiary Body for Scientific and Technological Advice of the COP
SPM	Summary for Policymakers
TAR	Third Assessment Report of the IPCC
UN	United Nations
WG	Working Group of the IPCC.

1. OPENING OF THE SESSION AND APPROVAL OF THE AGENDA

1.1 The Session was opened by the Chairman, Dr Robert T. Watson at 1400 hours on Thursday, 25 February 1999 at the Geneva International Conference Centre (CICG). The Secretary of the IPCC informed the Bureau of the passing away of Mr Zou Jingmeng of China. Mr Zou had been very active in IPCC. Prof. Yuri Izrael summarized the important role Mr Zou played in WMO and the IPCC. The Chairman requested that a minute's silence be observed honouring the memory of Mr Zou.

1.2 The Secretary introduced Ms. Renate Christ, the new Deputy Secretary of the IPCC.

1.3 The agenda as adopted is attached in Appendix A.

2. ADOPTION OF THE DRAFT REPORT OF THE SEVENTEENTH SESSION

2.1 The Bureau requested the Secretary to amend the report as follows:

- * Add at the end of paragraph 26 the following sentence:
"It was decided to continue the discussion at the next session."
- * Add "Prof. Odingo" after "Dr Pachauri" in the second and third lines in paragraph 4 under crosscutting issues, paragraph 3 l.
- * Add at the end of paragraph 20 the sentence:
"The Review Editors will be listed along with the Co-ordinating Lead/Lead Authors in the beginning of a chapter."

The draft report was adopted with these amendments.

3. POLICY RELEVANT SCIENTIFIC/TECHNICAL QUESTIONS

3.1 The Chairman introduced the draft, which was sent out on 3 February 1999 to the members. By IPCC decision, the Panel would agree on the questions ¹. This was expected at the Fifteenth IPCC Session

¹ The Panel agreed on the questions at its Fifteenth Session (San José, Costa Rica, 5-18 April 1999)

(San Jose, Costa Rica, 15-18 April 1999). These questions would provide guidance for the Working Groups in preparing their contributions to the TAR.

3.2 The Bureau emphasized that the questions should be well-worded, concise, avoid the use of politically sensitive wording, and phrased in a manner that would not raise the expectation of more precise answers than could be provided. They could also be grouped according to certain themes. The report should make it clear that the questions were obtained from governments through SBSTA. One possibility would be to annex the original SBSTA questions to the report.

3.3 The Chairman would redraft the questions based on comments made by the Bureau at the session and before 2 March 1999. The revised list of questions would be circulated to governments prior to the Fifteenth IPCC Session.

3.4 Regarding the composition of the writing team, the Bureau re-emphasized that those of its members who serve on the team should not be reviewers of the report. It was requested that this principle be explicitly stated. The Bureau agreed with the Chairman's view that the writing team should be composed of one Co-Chairman from each Working Group and four experts (Co-ordinating Lead/Lead Authors) to be nominated by each Working Group. One IPCC Vice-Chairman dealing with crosscutting issues could also be included in the team. The IPCC Secretariat will support the writing team and needed activities.

3.5 The Bureau expressed a strong preference for a short interval between the approval/acceptance of the reports of the Working Groups and the completion of the Synthesis Report. This would favour mid-2001 for the completion of the Synthesis Report.

4. IPCC SPECIAL REPORT ON LAND USE, LAND USE CHANGE AND FORESTRY INCLUDING APPROVAL OF THE LIST OF LEAD AUTHORS ETC. AND THE DURATION OF THE PEER REVIEW

4.1 The Bureau reviewed the list of Co-ordinating Lead Authors and Lead Authors selected by the Steering Committee and endorsed it. It noted, however, that the list should be augmented by experts from Latin America and Africa, particularly Francophone Africa, to achieve better geographical balance. The Review Editors had to be selected also. The Chairman requested the members to forward to him their suggestions in this regard within four weeks. He would, in consultation with the CLAs and the Steering Committee, finalize the list before the Fifteenth Session of the IPCC.

4.2 The Bureau agreed with the Chairman's proposal that the IPCC be requested to agree² to a duration of four weeks for the expert review for this Special Report. The government technical review would, however, remain unchanged at six weeks. This would facilitate completion of the report in time for SBSTA consideration before COP-6.

5. BUDGET ISSUES

5.1 The Secretary introduced document IPCC-XV/Doc. 4 and explained the revisions proposed to the 1999 budget which included savings through a proposed postponement of a session of WG III and IPCC XVI and new expenditures on outreach. He informed the Bureau that the US had informed that its contribution to the IPCC Trust Fund for 1999 was \$ 2.7 million.

5.2 The Co-Chairman of the Financial Task Team, Mr D. Reifsnyder, reminded the Bureau that the timing of a contribution was as important as the contribution itself.

5.3 The Chairman referred to the letter to governments requesting additional funds, which was co-signed by himself and the Executive Heads of WMO and UNEP. He urged the IPCC focal points to play a more active role in raising funds from their respective governments. He urged them to remind governments the scope of the IPCC work had expanded because of *their* requests. Any shortfall in the contributions would

² The Panel agreed on a four-week expert review at its Fifteenth Session (San José, Costa Rica, 15-18 April 1999)

most likely result in a non-adequate support for the participation of developing countries and countries with economies in transition. He appealed to the developed countries to double or triple their contributions, echoing the US contribution.

5.4 A suggestion was made that additional information and data regarding past contributions and comparison of actual vs. budgeted expenditures would be helpful for national focal points to perform their task.

5.5 The Chairman informed the Bureau about informal consultations with the GEF and the possibility to receive funds for specific regional workshops. The question whether the planned IPCC outreach programme would be eligible for GEF funding was raised. It was also suggested to approach regional organizations and regional development banks regarding funding for the IPCC.

6. TASK FORCE FOR NATIONAL GREENHOUSE GAS INVENTORIES

6.1 Mr Hideyuki Mori reported on the progress in setting up the TSU for the Task Force for National Greenhouse Gas Inventories (TFI) at the Institute for Global Environmental Strategies (IGES), near Tokyo in Japan. The TSU staff would consist of Japanese and international experts and would be recruited through open advertisement. A team of leading Japanese scientists would be established to provide scientific inputs to the TSU; experts from developing countries would be invited to participate in this team. Short-term expert consultants would be employed as necessary, giving flexibility to the conduct of the programme. The TSU was expected to be operational in June/July 1999.

6.2 The Bureau discussed the nominations received for the membership of the Interim Bureau of the Task Force. It added its nominations for better geographical balance and approved the following membership of the Interim Bureau of the TFI:

Ian Carruthers (Australia)
Jose Domingos Gonzalez Miguez (Brazil)
John Stone (Canada)
Wang Mingxin (People's Republic of China)
Carlos M. Lopez Cabrera (Cuba)
Marc Gillet (France)
R.K. Pachauri (India)
Richard Odingo (Kenya)
To be communicated (Japan)
Leo A. Meyer (The Netherlands)
Audun Rosland (Norway)
Igor M. Nazarov (Russian Federation)
Buruhani Nyenzi (Tanzania)
J.M. Penman (U.K)
Dina Kruger (USA).

7. CROSSCUTTING ISSUES

7.1 Mr Taniguchi reported on the progress in preparing the four guidance papers on the four crosscutting issues: uncertainties, costing methodologies, decision-making frameworks, and development, sustainability and equity. The intention was to provide for the TAR Lead Authors short, targeted guidance papers. Details could be added after the expert meetings on some of the issues planned to be held later in the year and these could be presented as IPCC supporting material.

7.2 Dr Pachauri reported that an interactive, closed website at the Tata Energy Research Institute (TERI), New Delhi had been established to provide a link between the authors of the guidance papers and the TAR Lead Authors.

7.3 The Bureau expressed its appreciation for the quality of the guidance papers. These should provide for consistency in treating cross cutting issues in the relevant chapters of the TAR, but must not impose constraints or value judgements on the TAR Lead Authors. A note covering these points to be prepared by the Vice-Chairmen responsible for the cross cutting issues would accompany the redrafts of the papers.

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

8.1 Mr David Warrilow (UK), the Chairman of the Ad Hoc Group on Principles and Procedures, informed the Bureau that after the Fourteenth IPCC Session in Vienna a document showing all proposed amendments since the IPCC initiated its consideration of the issue was dispatched to governments for comments by 22 February 1999. Comments from 22 countries had been received. The Bureau requested the Chairman and Mr Warrilow to prepare a document separating the purely editorial comments, whose adoption should be non-controversial, from the substantive comments in the interests of saving time at the Fifteenth Session of the IPCC.

8.2 The Bureau supported the proposal of including a section on definitions and the need for clear guidance to the Lead Author in case changes are to be made subsequent to the approval of a document. Regarding the procedures on the Synthesis Report, the decision of the IPCC made at its Fourteenth IPCC Session shall be copied verbatim and incorporated into the amended procedures.

8.3 The Bureau raised concern about achieving the right balance between an expert review process that was fully (100%) open versus a limited one. Dr Pachauri would convene an e-mail task group composed of interested Bureau Members, TSUs and the IPCC Secretariat on the matter. The task group would also address the issue of making available to the public the approved/accepted/adopted IPCC material. The task group would report to the Fifteenth Session of the IPCC.

9. PROGRESS REPORTS

These reports had been made at various times during the session under different agenda items. There was also a written report from the Co-Chairs of Working Group III.

10. OTHER BUSINESS

There was none.

11. TIME AND PLACE OF NEXT SESSION

The Bureau agreed to meet in its Nineteenth Session in December 1999. The Secretary would inform the Bureau of the time and place as and when the decision was made.

12. CLOSING OF THE SESSION

The session closed at 1820 on Friday, 26 February 1999. The list of attendees is attached in Appendix B.

IPCC BUREAU
Eighteenth Session
Geneva, 25 (p.m.) - 26 February 1999

BUR-XVIII/Doc.1, Rev. 1
(4.II.1999)
ENGLISH ONLY

PROVISIONAL ANNOTATED AGENDA

Registration will take place from 11.00 hours onwards on
Thursday, 25 February 1999.

The session will begin at 14.00 hours.

1. OPENING OF THE SESSION AND APPROVAL OF THE AGENDA (Doc. 1)

The Chairman will open the session at 1400 hours on Thursday, 25 February 1999 in Salle IV of the Geneva International Conference Centre (CICG), 15, rue de Varembé, 1202 Geneva. Simultaneous interpretation in English, French, Russian and Spanish and whispered interpretation in Chinese will be available during the plenary meetings of the session. The agenda may be amended at any time during the session.

2. ADOPTION OF THE DRAFT REPORT OF THE SEVENTEENTH SESSION (Doc. 2)

3. POLICY-RELEVANT SCIENTIFIC/TECHNICAL QUESTIONS (Doc. 3)

4. IPCC SPECIAL REPORT ON LAND USE, LAND USE CHANGE AND FORESTRY INCLUDING APPROVAL OF THE LIST OF LEAD AUTHORS ETC. AND THE DURATION FOR PEER REVIEW (Doc. 4)

The Chairman will submit the list. He will seek the advice of the Bureau on proposing to IPCC four weeks for the expert review instead of six weeks, with the duration for the government review remaining unchanged at six weeks.

5. BUDGET ISSUES

The Chairman will report on the circular letter to governments requesting contributions to the IPCC Trust Fund. He will seek the advice of the Bureau on what to do if adequate contributions either do not come in or are not timely.

6. TASK FORCE FOR NATIONAL GREENHOUSE GAS INVENTORIES (Doc. 5)

7. CROSS-CUTTING ISSUES

8. PROCEDURES FOR PREPARATION, REVIEW, APPROVAL, ADOPTION, ACCEPTANCE AND PUBLICATION OF THE IPCC REPORTS (Doc. 6)

9. PROGRESS REPORTS

10. OTHER BUSINESS

11. TIME AND PLACE OF THE NEXT SESSION

12. CLOSING OF THE SESSION

The session is expected to close at 1800 hours on Friday, 26 February 1999.

APPENDIX B
(not attached here)

The list of participants can be obtained from the IPCC Secretariat.