

REPORT OF THE
TWENTY-FOURTH SESSION OF THE IPCC BUREAU
GENEVA, 17-18 DECEMBER 2001

1. OPENING OF THE SESSION (agenda item 1)

1.1 The session was opened at 0933 hours in Salle A of the headquarters building of the World Meteorological Organization by the Chairman, Dr Robert T. Watson. The agenda, as approved, is attached in appendix A.

1.2 The Bureau observed one minute's silence in honour of Prof. Budyko who had passed away a week earlier.

2. APPROVAL OF THE DRAFT REPORT OF THE TWENTY-THIRD SESSION OF THE BUREAU (agenda item 2)

2.1 The draft was approved without amendments. The Report of the Session is available on request from the IPCC Secretariat.

3. MATTERS ARISING FROM COP-7 AND SBSTA-15 (agenda item 2)

3.1 The Seventh Session of the Conference of the Parties to the United Nations Framework Convention on Climate Change made a number of requests, in the Marrakech Accords, to the IPCC. There were no requests, however, on biome-specific definitions and on CDM issues under Article 12 of the Kyoto Protocol.

3.2 Technical Paper on geological carbon storage technologies: The Bureau decided that a 1-3 page Scoping Paper be prepared by the Co-Chairmen and the TSU of Working Group III, with consultations as needed with the Co-Chairmen of Working Groups I and II, for consideration at IPCC-XIX. It should provide the following decision options:

- (a) whether a Technical Paper is useful at this stage, after the TAR, and, if it is, the proposed authorship and schedule for the Paper;
- (b) whether a Special Report is possible which would include carbon separation, carbon capture and carbon storage technologies and, if it is, suggested schedule for the Report;
- (c) the above should consider carbon separation, carbon capture and carbon storage both on land and in the oceans; the technologies and their economics and legal and environmental implications. Technologies considered should include geo-engineering technologies such as iron fertilization of the ocean surface.

The Bureau, at its Twenty-fifth Session, could preview the Scoping Paper, if its agenda would allow time for it.

3.3 Methods and tools to evaluate impacts and adaptation: The Bureau decided that the issue be re-examined by the Panel when the outcome of the workshop(s) proposed by the SBSTA (reference: decision of COP-7 on implementation of Article 4, Paragraphs 8 and 9, of the Convention (Decision 3/CP.3) and Article 2, Paragraph 3 and Article 3, Paragraph 14, of the Kyoto Protocol) is available.

3.4 Further information on available and potential ways and means of limiting emissions of hydrofluorocarbons and perfluorocarbons, including their use as replacements for ozone-depleting substances: The Bureau decided that the topic should be brought to the attention of the Panel for possible inclusion in the Fourth Assessment Report.

4. REPORT ON LULUCF-RELATED ACTIVITIES (agenda item 4)

4.1 Report on Good Practice Guidance and Uncertainty Management in LULUCF sectors (hereinafter referred to as the Good Practice Report)

4.1.1 The Bureau agreed that the list of Co-ordinating Lead/Lead Authors be augmented with the addition of 7 authors (2 from Africa, 4 from Central and South America and 1 from the Former Soviet Union other than the Russian Federation) by the TFI Co-Chairman, in consultation with the appropriate members of the IPCC Bureau. The choice as to the number of CLAs was left to the Co-Chairman and the TFB. There were comments

that the inadequacy of representation from forestry industry in the preparation of the Report could be rectified by engaging their experts in the review process.

4.1.2 The Bureau recognized that the list of authors was larger than had been budgeted for in the approved 2002 budget (see appendix 4 of the Report of the Eighteenth Session of the IPCC, Wembley, UK, 24-29 September 2001). A supplementary budget request should therefore be made to the IPCC at the Nineteenth Session (Geneva, 17-20 (a.m. only) April 2002). Possible cost savings should be considered in the preparation of the supplementary request. The first meeting of the Lead Authors could, however, take place as planned (March 2002). But the details of further activities on the Good Practice Report should await the Panel's action on the supplementary budget request.

4.2 Definitions and Methodological Options to Inventory Emissions to Human-Induced Degradation of Forests and Devegetation of other Vegetation Types

4.2.1 A suggestion was made that some of the authors described in paragraphs 4.1 above could work on this issue. Any budgetary implication should be brought to the attention of the Panel for its decision. The Bureau noted the TFB recommendations (see appendix B) to further elaborate the TOR, TOC, work-plan and the slate of authors for this task.

4.3 Methodologies to Factor out Direct Human-Induced Changes in Carbon Stocks and Greenhouse Gas Emissions by Sources and Removals by Sinks

4.3.1 The Bureau endorsed the Co-Chairman/TFB proposal for an Expert Group Meeting in July 2002, possibly co-sponsored with the IGBP. A planning group for this purpose could be established from among the TFB members and, as appropriate, the Co-Chairmen of Working Groups I and II. It was suggested that the objectives of the Meeting include, inter alia, consideration of practicable technologies, identifying gaps in the science and recommendations to the IPCC on further work needed. The output of the Meeting would be used by the TFB to plan the details under the task for completion by COP-10. The details should be proposed by the TFB, reviewed by the Bureau and submitted for agreement by the IPCC. The Co-Chairman, in consultation with the TFB, was requested to submit a revised Work Plan to IPCC-XIX for decision.

4.3.2 The letter of invitation to governments on the Expert Group Meeting could include a request for additional nominations of experts for consideration as authors for the task (Task 2) described in paragraph 4.2.1 above.

5. **TECHNICAL PAPER ON CLIMATE CHANGE AND SUSTAINABLE DEVELOPMENT** (agenda item 5)

5.1 The Scoping Paper which was circulated at the Eighteenth Session of the IPCC (Wembley, UK, 24-29 September 2002) had been revised and circulated to governments for comments. A request for nominations of experts for consideration as Lead Authors etc. had concurrently been made. The Scoping Paper was further revised based on the comments received and distributed at the session.

5.2 The Bureau confirmed the view that the subject matter was an important issue to many governments. It expressed its appreciation to the drafting team that had written and revised the Scoping Paper after much intense effort.

5.3 After a lengthy debate, the Bureau decided not to endorse the Technical Paper and report to the Panel as such, for further consideration, if any, by the Panel.

6. **REFLECTIONS ON THE SYNTHESIS REPORT** (agenda item 6)

6.1 The Bureau had a useful preliminary discussion on the Synthesis Report. There were positive comments and suggestions for further improvement. These suggestions were with regard to the need for the Synthesis Report, timing of the identification of the policy-relevant questions and the start of the Synthesis Report, better integration of the Synthesis Report questions into the Working Group Reports, canvassing feedback from the user/client community,. The Bureau requested the Secretariat to prepare an informal note on the points to be considered by the Panel when it would be designing the Fourth Assessment Report.

7. **PROGRESS REPORTS** (agenda item 7)

Technical Paper on Climate Change and Biodiversity

7.1 The Bureau agreed with the replacement of Dr Leonard Nurse (Barbados) with Dr Avelino Suarez (Cuba) as a Co-CLA of the Paper.

Task Group on Climate Scenarios for Impact Assessments (TGCIA)

7.2 Dr Martin Parry, the TGCIA Chairman, presented a set of viewgraphs and a work-plan to the Bureau. The viewgraphs are attached in appendix C.

7.3 It was suggested that two TGCIA meetings be added to the 2002 budget, in a supplemental request, at a cost of SFR 130,000. The TGCIA has generally met twice a year.

Workshop on Extreme Events

7.6 The Bureau expressed its gratitude to the Government of Venezuela for hosting the workshop in May/June 2002. The workshop would be an IPCC Workshop. It would focus on extreme weather and climate events on a number of time and space scales but would not include non-linear surprise events. A Scoping Paper would be prepared by a Steering Committee consisting of 20 members (13, 6 and 1 respectively from the industrialized, developing and the transitional economy worlds), which had been established in consultation with the Bureaux of Working Groups I and II. The workshop, while primarily focussing on the physical science aspects (observations and their adequacy, modelling and their adequacy, process studies including complex events such as storm surges and ice storms) would have user community (e.g., impact analysts, adaptation experts) participation both in the Steering Committee and at the workshop. The report of the workshop could be distributed to such programmes/organizations as the COP, WMO, WCRP, IGBP, START, and CLIPS and particularly ISDR.

IPCC Communication Strategy

7.7 Vice-Chairman Dr R.K. Pachauri, the Chairman of the Ad-Hoc Group on Communication Strategy (AGCS) introduced the agenda item. He said that the current outreach activities should be continued and monitored for effectiveness and that IPCC messages should be tailored to regional needs in different regions. He re-emphasized the need for an officer in the IPCC Secretariat dedicated to outreach activities. He agreed with a suggestion that the AGCS plans be ready in March 2002.

7.8 It was suggested that the IPCC website be in all the UN languages. It was also suggested that the outreach activities should target specific groups such as technology producers, banking community, insurers.

7.9 Brazil, Germany and Japan announced their intention to translate and disseminate the Summaries for Policymakers in the TAR into Portuguese, German and Japanese respectively. The German translation would be done in collaboration with Switzerland.

Interagency Steering Group

7.10 The Deputy Secretary, Dr Renate Christ, briefed the Bureau on the meeting of the Interagency Steering Group consisting of UNEP, UNDP, UNITAR, UNFCCC Secretariat and WMO to undertake efforts to “popularize” IPCC findings. The group would expect IPCC technical oversight.

7.11 The Secretary had in this connection suggested that in the popular publications a disclaimer (something like “The IPCC is an intergovernmental scientific/technical assessment body jointly established by the WMO and UNEP in 1988. It is policy-neutral with respect to climate change and neither endorses nor opposes any policy decision by any government on climate change.”) be included.

7.12 It was suggested that the Steering Group analyze all options for IPCC involvement and that the group be co-chaired by UNEP and WMO at a senior level. There was a view expressed that the Steering Group be chaired by the IPCC Secretary; there was another view that the IPCC should keep its distance from the Steering Group and confine itself to advice in scientific/technical matters.

Scoping Paper for a Proposed Technical Paper, Levels of Greenhouse Gases in the Atmosphere Preventing Dangerous Anthropogenic Interference with the Climate System

7.13 Vice-Chairman Prof. Yuri Izrael presented a Scoping Paper for the proposed Technical Paper.

7.14 The Bureau requested that the Scoping Paper be circulated to governments for comments and that a revised Scoping Paper be submitted to IPCC-XIX for consideration. The Bureau further requested that a parallel document on a possible IPCC Workshop on the subject be also prepared for consideration by the Panel. A suggestion was made that the word “Preventing” in the title of the Paper be replaced by “and”.

Financial Matters

7.15 The Secretary submitted the statement of accounts of the IPCC Trust Fund (attached in appendix D). He announced that contributions from Germany and Italy in the amounts of SFr 488,299 and SFr 150,000 respectively had been received and credited to the Fund after the date of the statement of accounts.

7.16 Dr Leo Meyer, the Co-Chairman of the IPCC Financial Task Team, requested that Document 11 (attached in appendix E) be circulated to governments for comments and action at IPCC-XIX.

8. OTHER BUSINESS (agenda item 8)

Status of the nomination process for positions on the new Bureau

8.1 The Secretary informed the Bureau that letters inviting nominations of experts for the positions on the Bureau had been sent out on 14 December 2001. Relevant decisions of the IPCC had been appended to the letter. The deadline for the receipt of the nominations was 15 March 2002, with the elections taking place at the Nineteenth Session of the IPCC (Geneva, 17-20(a.m. only) April 2002). The Secretary also informed the Bureau that, in the past, the member governments in various IPCC Regions had tended to caucus to agree slates of candidates. One member requested that all Permanent Missions be notified of potential caucuses to allow governments to decide on the level of participation in them.

8.2 Election to all positions would be under the rules of the WMO General Regulations.

8.3 In response to queries,

- a. the Secretary stated that the question of re-nomination from governments for the current members of the IPCC Bureau was unclear;
- b. the Chairman stated that he was willing to serve another term if chosen.

Status of the search for the new Secretary

8.3 Dr Michael Coughlan, the WMO representative, and the Chairman informed the Bureau that the candidates on the short list would be interviewed around mid-January 2002. It was hoped that the successful candidate could join without much delay.

8.4 The Secretary informed the Bureau that the Secretary-General of the WMO had decided that he – the Secretary – would continue in office until the new Secretary would come on board.

8.5 Prof. Yuri Izrael proposed that Dr Sundararaman should continue in office through the Nineteenth Session of the IPCC (Geneva, 17-20 (a.m. only) April 2002). The Chairman responded that the sentiment of the Bureau would be conveyed to the Secretary-General of the WMO, that any action on this matter was the Secretary-General's responsibility.

Priorities for future IPCC work and new tasks

8.6 The item was deferred to another session.

Possible joint work with the Global Climate Observing System (GCOS) on a report on the adequacy of observations

8.7 Dr John Stone introduced the agenda item. The Bureau requested the Chairman to discuss with the Chairman of GCOS Scientific Steering Committee on the matter.

Collaboration with the World Climate Research Programme, the International Geosphere-Biosphere Programme and the International Human Dimensions Programme

8.8 The item was deferred to another session.

9. TIME AND PLACE OF THE NEXT SESSION (agenda item 9)

9.1 The Bureau agreed to meet in its Twenty-fifth Session on 15-16 April 2002 in order to finalize the Technical Paper on Climate Change and Biodiversity. The (incoming) Bureau would meet for the first time at the Twenty-sixth Session, which would take place on the afternoon of 20 April 2002. The venue for both sessions would be the International Conference Centre of Geneva (CICG) in Geneva.

10. CLOSING OF THE SESSION (agenda item 10)

10.1 The session closed at 1755 hours on 18 December 2001.

10.2 The list of participants is attached in appendix F.

ANNOTATED AGENDA

Registration will begin at 0900 hours on Monday, 17 December 2001 in front of the meeting room on the ground floor of the WMO Headquarters building at 7 bis, Avenue de la Paix, Geneva.

There will be a cocktail reception for all attendees at 1800 hours in the WMO Cafeteria on the top floor (floor A for Attique) on 17 December 2001.

1. OPENING OF THE SESSION

The Chairman of the IPCC, Dr Robert T. Watson, will open the session at 0930 hours. The provisional agenda will be submitted for approval. It may be amended at any time during the session.

Simultaneous interpretation in Arabic, Chinese, English, French, Russian and Spanish will be provided during the plenary meetings of the session.

It is suggested that the working hours be from 0930 to 1230 hours for the morning meetings and from 1430 to 1730 hours for the afternoon meetings with coffee/tea breaks at 1100 and 1600 hours respectively.

2. APPROVAL OF THE DRAFT REPORT OF THE TWENTY-THIRD SESSION OF THE BUREAU

3. MATTERS ARISING FROM COP-7 AND SBSTA-15

4. REPORT ON LULUCF-RELATED ACTIVITIES:

4(a) Good Practice Guidance and Uncertainty Management

4(b) Degradation/Devegetation and Factoring out Human-Induced Changes

The Chairman will invite Mr T. Hiraishi, the Co-Chairman of the Task Force on Inventories, to present the conclusions of the Seventh Session of the Task Force Bureau (Geneva, 13-14 December 2001), in particular (i) the proposed list of authors on agenda item 3a for review and approval and (ii) a status report on proposed scoping activities required to address COP-7 and SBSTA-15 requests.

5. TECHNICAL PAPER ON CLIMATE CHANGE AND SUSTAINABLE DEVELOPMENT

It may be recalled that the IPCC, at its Eighteenth Session (Wembley, UK, 24-29 September 2001) requested a circulation of the revised draft scoping paper for comments and for nominations of Lead Authors etc. It may also be recalled that the Bureau is to review any further revisions to the draft and decide whether or not to proceed with the preparation of the Technical Paper; if the decision is in the affirmative, the Bureau would need to review and approve the proposed author list.

The Chairman will invite Prof. Mohan Munasinghe and the Co-Chairmen of Working Group III, Dr B. Metz and Prof. O. Davidson, to report on the progress of the task.

6. REFLECTIONS ON THE SYNTHESIS REPORT

The Chairman will invite the views of the Bureau on the experience of preparing the Synthesis Report in the TAR on such themes as the usefulness of the idea, the degree of success in meeting the objective, suggestions for improvement.

7. PROGRESS REPORTS

- 7.1 Technical Paper on Climate Change and Biodiversity (the Chairman)
- 7.2 Task Group on Climate Scenarios for Impact Assessments (Dr M. Parry)
- 7.3 Workshop on Extreme Events (Sir John Houghton)
- 7.4 Communication Strategy (Dr R.K. Pachauri)
- 7.5 Scoping Paper for a Proposed Technical Paper, Levels of Greenhouse Gases in the Atmosphere Preventing Dangerous Anthropogenic Interference with the Climate System (Prof. Y. Izrael) (Doc. 3)
- 7.6 Financial Matters (Dr N. Sundararaman and Dr Leo Meyer)

OTHER BUSINESS

- 8.1 Status of the nomination process for positions on the new Bureau
- 8.2 Status of the search for the new Secretary
- 8.3 Priorities for future IPCC work and new tasks
- 8.4 Possible joint work with the Global Climate Observing System on a report on the adequacy of observations
- 8.5 Collaboration with the World Climate Research Programme, International Geosphere-Biosphere Programme and the International Human Dimensions Programme.

9. TIME AND PLACE OF THE NEXT SESSION

A new Bureau is expected to be elected at the Nineteenth Session of the IPCC (Geneva, 17-20 (a.m. only) April 2002). It is suggested that the Bureau meet in its Twenty-fifth Session on 15-16 April 2002 to finalize the Technical Paper on Climate Change and Biodiversity and in its Twenty-sixth Session on the afternoon of Saturday, 20 April 2002 for organizing its business. The venue of the Nineteenth Session and the Bureau Sessions will be the International Conference Centre of Geneva.

10. CLOSING OF THE SESSION

The session is expected to close at 1730 hours on Tuesday, 18 December 2001.

APPENDIX B IS NOT ATTACHED HERE.
A hard copy can be obtained from the IPCC Secretariat.

TGCIA: 5TH MEETING, BARBADOS 26-29TH NOVEMBER 2001.**DRAFT ACTIONS AGREED**

[These outline actions will be backed up by more detailed minutes]

1 and 2. SRES pop and income data: website and guidelines.

The Group agreed that:

1) Version 1 would include: a) a draft website containing gridded information and national data on current pop and income; (ungridded) linear projections for SRES regions in annual increments to 2100, with highlighted timeslices for 2025, 2055 and 2085; b) draft guidelines explaining the derivation and illustrative application of these data. The draft will be pre-circulated to the Group for comment and revisions subsequently tabled for approval in (June) 2002. Action: S. Gaffin, liaising with U. Cubasch and M. Hulme.

2) Version 2 would initially constitute a draft journal paper giving a) the above plus: b) gridded pop and income projections (linear and annual increments to 2100) for comment by the Group in (June) 2002, leading to submission by the authors and, once accepted via peer review, to a revised website and guidelines. Action: S. Gaffin.

3. More detailed SRES data.

See 11, below.

4. Data on sea-level rise derived from SRES on the DDC.

Global fields had been requested and will be placed on the DDC. Progress to be reported in (June) 2002. Action: M. Hulme and U. Cubasch.

5. Progress report on incorporation into the DDC of GCM experiments for the 6 SRES illustrative scenarios.

The Group noted the completed, current and likely future experiments (see description in minutes attached), and agreed: a) continuation of the collection and processing. Further progress to be reported (June) 2002. Action: U. Cubasch and M. Hulme; b) to re-confirm its recommendation to the modelling community (re 6 SRES illustrative scenarios, with a minimum of A2 and B2). Action: letter from Chair of IPCC and TGCIA, M. Noguer to draft.

6. Draft set of recommendations of selected SRES scenarios for impact assessment, including recommended stabilisation levels.

The Group:

a) agreed to recommend that the research community conduct a range of impact assessments for varying stabilisation levels under 'post- SRES' scenarios, viz : 450, 550, 650 and 750 ppm stabilisations either using climate results from stabilisation experiments or their equivalents identified by the Group (see table and description in attached minutes). Action: briefing to IPCC Bureau, followed by letter from Chairman of IPCC and TGCIA to impacts research groups [M. Noguer to draft] and (to be agreed) viewpoint/editorial/commentary in journal(s) with offprints distributed widely;

b) re-confirmed its agreement to encourage the modelling community to analyse all 6 SRES illustrative scenarios (letter previously sent following TGCIA4 Amsterdam) and, noting that 3 of these provide climate outputs that are similar to the effects of stabilisations at 550, 650 and 750 ppm concentrations (see minutes), agreed to recommend that modellers include a 450 ppm stabilisation experiment (see minutes for its characterisation). Action: letter from Chairs of IPCC and TGCIA, M. Noguer to draft.

c) agreed to recommend further elaboration of the SRES baseline scenarios in order to support further impact and adaptation assessment (for details see minutes), and to organise a series of expert meetings to facilitate this. Action: R. Swart, H. Pitcher, T. Morita, J. Mitchell and T. Carter; to submit an outline proposal by December 10 which will be presented to IPCC Bureau on Dec 18, followed by a workplan for consideration by the TGCIA in January 2002.

7. CD-ROM of DDC and CIESIN data on climate and socio-economic futures.

The Group agreed to re-consider the values of this at a later date, when more climate and SRES data have been accessed, and following evaluation of its need by the user community. Action: M. Hulme, U. Cubasch, S. Gaffin and B. Lim.

8. To consider additional variables for the DDC.

This is in hand. Subsequent progress will be reported. Action: M. Hulme, U. Cubasch.

Consideration will be given to the collation of data on (eg) sea-surface temperatures, salinity, and sea ice. Action: E. Barrow, U. Cubasch and M. Hulme (to report in (June) 2002).

9. Mirror sites of the DDC.

The CSIRO site is now functioning. Consideration is being given to sites in Canada and Brazil. For the latter, the Group approved in principle a Portuguese version, providing integrity is maintained. Action: M. Hulme, U. Cubasch.

10. Guidance material on the DDC website.

The Group agreed that:

- a) the revised generic Guidelines on the DDC would cross-refer to the RCMs and SRES Guidelines;
- b) the SRES Guidelines would be on a CIESIN website, and would cross-refer to the DDC;
- c) RCMs Guidelines would be on the DDC;
- d) the additional environmental data and accompanying guidelines would be on the DDC; and
- e) the generic guidelines would refer to the Group's current consideration of developing further guidance on statistical downscaling (see Item 11, below). Action: T. Carter. Revised generic Guidelines on DDC December 2001; outline draft of proposed revisions to create Version 2 Guidelines, for discussion in June 2002.

11. Provision of environmental data on the DDC. (all actions by [June] 2002).

The Group agreed that:

- a) tropospheric and near-surface ozone data should be placed on the DDC. Action: M. Prather, with M. Hulme;
- b) deposition data should be placed on the DDC. Action: J. Penner, with M. Hulme;
- c) the DDC Guidelines will provide user direction to data on transboundary air pollution. Action: M. Amann and T. Carter.
- d) the CIESIN SRES Guidelines will provide user direction to SRES land use data on other CIESIN archives. Action: S. Gaffin.
- e) the DDC Guidelines will provide information on using global sea-level rise data. Action: T. Carter and R. Nicholls; and that consideration will be given to incorporation of regional sea-level rise information on the DDC. Action: T. Carter, M. Hulme, R. Nicholls.
- f) the DDC Guidelines provide user direction to existing current data sets, e.g. on elevation, soils. Action: T. Carter.

12. Progress report on pattern scaling.

Sufficient funds are now available. To start when more results are available. Action: T. Carter.

13. Guidelines on RCMs.

The Group:

- a) approved the first draft and requested it be completed. Action: L. Mearns, et al., with the aim of distributing before (June) 2002;
- b) agreed the implicit recommendation that the impacts community consider using RCMs;

- c) agreed to develop a set of criteria for 'approving' RCMs similar to those it had adopted for GCMs. Action: L. Mearns, M. Hulme et al. (June) 2002;
- d) agreed to consider development of a separate document on statistical downscaling. Action: P. Whetton; to propose outline content and authorship, June 2002.

14. Inventory of regional models.

This would be an appendix to the RCM Guidelines, with a distinction added regarding those modellers willing to be contacted by potential users. Action: M. Noguer.

15. Demonstration of the UK regional model.

16. Training.

The Group agreed to conduct a poll of members to better ascertain what training (specifically in scenario development for climate impacts and adaptation assessment) is currently being offered (where and by whom). Action: B. Lim, L. Mata, M. Ratag; survey results to Group in c. March 2002, followed by e-conference, then development of appropriate for consideration in June 2002.

17. Membership of TGCIA.

This will be reviewed after June 2002. Areas needing better representation include: Africa, adaptation, water, human health.

18. Any other Business.

- a) Costs. The Group agreed to compile a note on costs to date and on future costs of planned activities, and to present these to IPC Bureau on December 17-18 2001, followed by a proposed budget presented to IPCC Plenary in April 2002 (which needs to be submitted February).
- b) Communication. The Group agreed: 1) to communicate its products (DDC and Guidelines, etc) and recommendations in newsletters and journals commentaries; 2) propose a side event on research to address key policy questions, at SUBSTA June 2002 and at the next CoP.
- c) The Group identified that other key issues needing attention include, inter alia: scenarios for adaptation; scenarios of uncertainty/risk/probability, etc; scenarios for research on early impacts and early indicators.

19. Next meeting TGCIA-6: 5-7 June 2002 in Finland (unless this conflicts with SUBSTA) or a May date is preferable. TGCIA-7 in late November/early December 2002 (Cairo/Alexandria (Egypt); and Boulder (USA) had previously offered to host; Australia also now has offered; these to be considered).

APPENDIX D IS NOT ATTACHED HERE.
A hard copy can be obtained from the IPCC Secretariat.

OPTIONS FOR THE IPCC BUDGET MANAGEMENT

Discussion note for IPCC Bureau 24

Geneva 17-18 December 2001

Leo Meyer, Co-chair Financial Task Team

1. Introduction

The IPCC Trust Fund is vital to the existence of IPCC. Its Secretariat, participation of developing countries and economies in transition in IPCC activities, communication, and many other activities are fully dependent of availability of the Funds resources. The Fund, at its turn, is entirely dependent on voluntary contributions by governments. The financial situation of the fund is an area of concern to the Panel for several reasons. First, the incoming cash flow, based on voluntary contributions by governments, is irregular and unpredictable. Second, the financial reporting is not sufficiently transparent to all Panel members. There have been several situations in the past where IPCC was at risk to run out of money.

The flow of income has been subject to many debates within the Financial Task Team. In addition, the IPCC Panel has been requesting for more transparent financial reporting on expenditures. In response to these discussions and requests, there have been considerable improvements in the meantime. The income flow has been analysed and some improvement has been made in financial reporting. However, the job is not yet finished. This paper gives an outline of issues to be resolved and indicates options for solution. At IPCC 19, the Panel may adopt further decisions on the financial management of IPCC.

Bureau members and TSUs are invited to submit their comments to this note before February 15 2002 to Leo Meyer (email leo.meyer@minvrom.nl). Based upon these comments, a draft decision document will be prepared for IPCC 19 in collaboration with the IPCC secretariat and the WMO financial experts.

2. Issues to be addressed

2.1. Objectives and criteria for use of the IPCC Trust Fund. The Trust Fund needs some ruling: which activities are eligible for financing from the Fund and which are excluded.

2.2. How could the “chain of command” for financial decisions on the Trust Fund be arranged. Which decisions by Panel, the Bureau, the Secretary, the WG/NGGIP co-chairs and TSUs. How much flexibility is allowed for each?

2.3. What are the appropriate cost categories. The IPCC Budget proposals could be further improved by defining cost categories and its breakdowns in sub categories. These categories can be derived from the WMO financial system on several levels of detail. See BOX 1 and Box 2 for examples.

2.4. How can budget plans be represented in decision documents. Currently, the budget plan for IPCC secretariat and WG's at one hand and the NGGIP are separately presented. It has been decided at IPCC 18 that the formats of IPCC secretariat and WGs and the NGGIP need to be merged. The financial tables of the NGGIP may serve as a good example to accomplish this task; These consist of a master table with all costs of activities in the coming 3 years, and attached are detailed descriptions of each activity (cost category) including mandate, objectives, contents, and planning.

2.5. How could the Trust Fund planning and control cycle be managed. What are the consecutive steps in decision making: budget planning, budget decision, interim budget revisions and consideration of expenditures, approval of expenditures by the end of the year, reporting back to the contributors to the Trust Fund: See BOX 3 for an example of elaboration.

2.6. How to better ensure the income of the Trust Fund. There is no straightforward answer. The following options could be elaborated, each with its pros and cons, for decision making by the Panel:

Option 1: maintain existing practices (leave it to the Governments, publish contributions, and call regularly upon Governments to give generously).

Option 2: Send a periodic letter to the governments to contribute conform a standard indicative scale (UN scales, UNFCCC scales)

Option 3: Send a periodic letter to governments, tailor-made to its circumstances, after some informal communication with the responsible financial people in the governments to explore the feasibility.

Option 4. Direct approach by the IPCC Chair of rich OECD Governments that do not or hardly contribute.

Option 5. Conditional response to requests of UNFCCC or other bodies; only Yes if Parties guarantee full sponsorship of the requested report or advice.

Of course, also combinations of options are possible.

BOX 1. Example of IPCC Main Cost Categories.

I. General cost categories

1. Secretariat of IPCC
2. Support for all TSU's (co-chairs DC money)
3. General meetings: IPCC Panel, IPCC Bureau ,
4. General Communication and outreach activities

II. Regular cost categories

This part contains the main stream of IPCC activities.

5. WG I meetings and reports /papers
6. WG II meetings and reports /papers
7. WG III meetings and reports/papers
8. NGGIP meetings and reports/papers
9. Synthesis meetings and reports/papers
10. Other (cross-cutting meetings and reports)

III. Special Projects

11. TGCIA
12. (other projects or temporary tasks).

BOX 2. Example of IPCC Sub cost Categories

1. Steering committee meetings and Task force meetings
2. IPCC Expert meetings, scoping meetings and workshops
3. Lead Author meetings
4. Panel meetings
5. Printing, shipping and reproduction costs
6. Translations
7. Tools, outreach activities

BOX 3. Planning and Control Cycle

1. **Planning:** Some contributing governments would like to see more transparency in the decision process in preparing the budget. In fact, it is not a "budget" but a budget proposal to governments). The following "rules" or "codes of conduct" may be needed: All TSU's, Project leaders, Task Force Chairs should submit their budget proposals for the next year and requests for revisions of the current budget to the Secretary, who prepares with the TSU's and project leaders a comprehensive budget proposal for consideration by the Panel. All requests should be fully underpinned by a paper containing: the mandate, the objectives, the content, the production planning and timing,

communication of the product, and the financial support requested from the Trust Fund. The budget proposals (with its underpinnings) should be submitted to the Panel well in advance to a Panel meeting – panel members should have enough time to prepare their views on the proposals.

2. Budget decision for the next year (= budget proposal to governments)

- The panel can approve the proposed budget for the next year after preparation of a draft decision paper by the Financial Task team, as usual.
- For the future years are needed:
 - Estimate of budgets year X+2 and X+3;
 - Estimate of carry-overs;
 - Best prediction of future contributions in year X+2 and X+3.
- The Secretary of the Panel should be mandated to procure the approved budget proposal and balance it with incoming contributions.

3. Interim budget revisions

The Secretariat of IPCC, in conjunction with the WMO financial department, should produce financial information on the state-of-the art well in advance before Panel meeting. The panel may ask more detailed questions on sub-items as appropriate.

Interim financial reporting tables should contain:

Main Category	Sub cat.	Budget for sub-cat.	Expenditure to date ...	Balance; over/under budget	Explanation (if needed)	Expected expenditures to end of year	Expected balance end of year
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BOX 4. Approval of expenditures by the end of the year.

The panel should adopt a financial report from its Fund expenditures over the previous year. A financial yearly report should have 3 tables, containing:

Table I: expenditures previous year

Category	Sub cat.	Budget for subcat.	Expenditure by 31 December	Balance; over/under budget	Explanation (if needed)
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Table II: contributions previous year country by country / organisation (available from WMO)

Table III:

1. Balance at beginning of year	CHF...
2. Contributions received + interest	CHF...
3. Expenditures	CHF...
4. Balance at end of year	CHF...
5. Less reserved for commitments made in previous year against the budget for current year	CHF...
6. Still Available for current year	CHF...