

REPORT OF THE 44th SESSION OF THE IPCC BUREAU
Geneva, Switzerland, 23 September 2011

1. OPENING OF THE SESSION

Documents: BUR-XLIV/Doc.1, Rev.2

Mr Rajendra K. Pachauri, Chair of the IPCC, opened the Session at 10:00 a.m. He welcomed Mr Jerry Lengoasa, Deputy Secretary-General (DSG) of the World Meteorological Organization (WMO), who delivered his introductory remarks.

Mr Jean-Pascal van Ypersele, Vice-Chair of the IPCC, asked the DSG for help in expediting the recruitment of the Senior Communications and Information Manager at the IPCC Secretariat. The DSG confirmed WMO's support and willingness to conclude the recruitment process as soon as possible, and announced that the date for interviews of short-listed candidates was being fixed.

The provisional agenda (BUR-XLIV/Doc.1, Rev.2) was approved without change and is attached as **Annex 1**. The list of participants is attached as **Annex 3**.

2. APPROVAL OF THE DRAFT REPORT OF THE 43rd SESSION

Documents: BUR-XLIV/Doc.10

The draft report of the 43rd Bureau Session (BUR-XLIV/Doc. 10) was approved without change. One delegation recalled that at that session it had been recommended that the IPCC Media Review prepared daily by the Secretariat would be disseminated among the national Focal Points. Ms Renate Christ, Secretary of the IPCC, confirmed that this would be done based on the expression of interest of the individual Focal Points.

3. PREPARATION FOR THE 34TH SESSION OF THE IPCC

Documents: BUR-XLIV/Doc.4; BUR-XLIV/Doc.5; BUR-XLIV/Doc.8; BUR-XLIV/Doc.9; BUR-XLIV/INF.1

3.1 Review of IPCC processes and procedures

The Secretary of the IPCC introduced the item and its related documents.

a. Task Group on Conflict of Interest

The IPCC Chair invited the Co-Chairs of the Task Group (TG) on Conflict of Interest (COI) to give a briefing on the ongoing work of the TG. Mr Andrej Kranjc, Co-Chair of the TG, gave a short introduction on document BUR-XLIV/Doc.9 and thanked Mr Samuel Duffett, the new Rapporteur of the TG. The Co-Chair recalled that the Panel at its 33rd Session in Abu Dhabi (10-13 May 2011) decided to extend the mandate of the TG in order to develop proposals for annexes to the adopted "IPCC Conflict of Interest Policy" covering Implementation and Disclosure Form. The TG developed and discussed the draft text during two teleconferences in August and September 2011. Comments were also received from the Executive Committee (ExCom), as reflected in Doc. BUR-XLIV/INF.1.

Mr Kranjc noted that the COI TG would need another teleconference to further discuss the following issues and finalize the draft Annex A:

- Possibility of appeal mechanism in case of identification of a conflict of interest;
- Registrar of disclosure forms at the Secretariat or Technical Support Units (TSUs); and
- Transitional arrangements.

The Rapporteur added the following points for discussion, also with reference to the ExCom guidance provided to the TG:

- The inter-governmental nature of the IPCC will be reflected in the final draft.
- There is no enforcement regime in the current draft. If compliance to the IPCC COI Policy is mandatory, explicit enforcement/sanctions for those who do not comply need to be identified.
- When a waiver has been granted to tolerate a conflict of interest, transparency is essential. Any exception made to the application of the COI Policy must be publicly disclosed.
- Composition of proposed COI Committee and selection of its members need to be clarified.
- The “self-policing” function of the IPCC is being considered.

Concerning the selection of the COI Committee, some Bureau members disagreed with the proposal of the TG that members of the COI Committee be appointed by the parent organizations UNEP and WMO and recalled that this was also the view of the Executive Committee. The latter was in favour of a self-policing component in the structure, which could be achieved by appointing a current or former Bureau member on the COI Committee. Other members however, strongly disagreed with the idea of Bureau members serving on the COI Committee.

Some Bureau members were of the opinion that the Panel should be involved in the selection of the COI Committee, and that the Panel should also take the final decision in an appeal procedure. The need for clearer Terms of reference (TOR) for the COI Committee was stressed. Concern was expressed by several members on the issue of waivers in exceptional cases; extreme care would be required to avoid wrong perceptions.

The Secretary noted that the Panel at its 33rd Session had “decided to work towards early implementation of the Policy with a view of bringing all those covered by the Policy within its remit as early as possible during the Fifth Assessment cycle and no later than the IPCC 35th Session.” The Chair and the TG Co-Chair agreed that it was essential to move as quickly as possible in order to agree upon the implementation of the COI Policy at the 34th Session of the IPCC.

Following a short meeting during the lunch break, the TG Co-Chair and Rapporteur reported that a small delegation of the TG had met to discuss the concerns expressed by some Bureau members regarding the absence of the Panel in the decision-making process. A suggestion was made to replace the proposed COI Committee by a COI Expert Advisory Group consisting of 2 to 3 people with expertise in COI issues, who could be selected by the Executive Director of UNEP, the Secretary-General of WMO and possibly another entity such as the InterAcademy Council. A larger Sub-Group of the Panel could then oversee the evaluation process and take final decisions when the Expert Advisory Group could not reach consensus. These proposals will be further discussed during a teleconference with members of the COI TG on 28 September 2011.

b. Task Group on Procedures

Mr Oyvind Christophersen, Co-Chair of the TG on Procedures, presented document BUR-XLIV/Doc. 5 featuring the remaining actions needed to finalize the necessary changes to the procedures based on what was agreed by the Panel in Abu Dhabi. The document also featured a first draft of the new text proposals in the appendix. He noted that more inputs were needed from the TSUs with regard to Review Editors.

Mr Thomas Stocker, Co-Chair, Working Group (WG) I, thanked the TG Co-Chairs for their good interaction. He also provided some comments on pages 5 and 6 of the document presented to the Bureau. As per page 5, in relation to the selection of participants to IPCC workshops and expert meetings, he said he preferred option 3, which reads “An IPCC workshop considers broader or more complex topics requiring input from a larger community of experts”. On page 6, in relation to anonymous expert review, he requested more uniform procedures as it would better reflect on the IPCC. He noted that a small group across all three WGs had developed a common approach to propose named expert reviewers, which built on the current practice and added to transparency.

The proposal that he presented on behalf of the Co-Chairs of WGI/WGII/WGIII on the subject of named versus anonymous expert review is attached as **Annex 2**. The Chair stressed that a uniform approach to this matter is essential.

On the selection of experts for the review process, it was noted by one Bureau member that the door should be kept open to experts that are not well known to governments in the review process. One member said that Workshops and Expert Meetings play an important role also in terms of capacity building, and wished for stronger and wider participation of experts from developing countries. Another Bureau member called for a stronger involvement of Focal Points in the preparation and review of experts' lists.

c. Task Group on Governance and Management

Mr David Warrilow, Co-Chair of the TG on Governance and Management, introduced document BUR-XLIV/Doc.8 and provided an overview of the work that had been done since IPCC-33. He said that the next step was for the TG Co-Chairs to meet with the Secretariat and the TSUs to see if they were satisfied with the proposed draft TOR and for the Executive Committee to endorse them. He expected little discussion in Kampala. Mr Abdullah Tawlah of Saudi Arabia, on behalf of the other Co-Chair of the Task Group, also expressed his expectation that the work of the TG could be finalized at IPCC-34 without much difficulty. A brief discussion ensued on this matter.

The Secretary pointed out that the original TOR of the Secretariat were defined in the Memorandum of Understanding (MOU) signed by UNEP and WMO at the time of the establishment of IPCC. Therefore, she advised that it may be necessary to consult with those organizations in revising the TOR. The Chair agreed that the relevant MOU should be looked into. The Secretary also reminded the session that the Secretariat is the only UN entity within IPCC, and that this was an important element to be kept in mind when revising its TOR.

The Co-Chair of the Task Group on Governance and Management agreed that some issues required more consideration in order to make proposals to IPCC-34. He also agreed that the Task Group should consult WMO and UNEP in the course of its work.

3.2 Any other matter related to IPCC-34

The Secretary introduced document BUR-XLIV/Doc.4 containing the provisional agenda of the 34th Session of the IPCC. The Bureau took note of the proposed agenda without change.

4. PREPARATION OF THE FIFTH ASSESSMENT REPORT (AR5)

Documents: BUR-XLIV/Doc. 2

Bureau Members congratulated Mr Leo Meyer on his appointment as Synthesis Report (SYR) TSU Head. Mr Meyer went on to present Document BUR-XLIV/Doc.2. He explained the changes in the AR5 schedule that were proposed in order to avoid as much overlap as possible. He confirmed that the action plan was in line with the decisions taken at IPCC-32. Mr Meyer also noted that the decision about the SYR TSU location was still pending.

During the discussion that followed, Norway announced that it would provide additional funding to those given by the Netherlands in support for the SYR TSU.

The following points were raised:

- Management of the SYR warrants a deeper involvement of WGs.
- The possible involvement of external authors in the process of preparing the SYR is an issue not yet ready for agreement;
- The participation of Review Editors in the SYR CWT is also to be considered;

- The option of involving authors (or an author) from either one or both Special Reports (SREX and the SRREN) released in 2011 was also tabled;
- The importance of the role of the Bureau, more than of the Executive Committee, in the composition of the writing team was stressed;
- Some concern was expressed about the limited time allowed for writing and reviewing the SYR;
- The issue of subject matter versus policy-relevant questions, as discussed during the AR-5 scoping process, needs to be still on the table.
- The SYR is to be totally neutral;
- The need was mentioned for the IPCC to be responsive to the needs of the UNFCCC process and to give the UNFCCC COP sufficient time to consider the SYR.

Mr Thomas Stocker, WG I Co-Chair, stressed that the time to be dedicated to the SYR preparation at Lead Authors Meetings is limited, and suggested instead four dedicated meetings of the Core Writing Team (CWT). He recognized that Coordinating Lead Authors (CLAs) are unique assets in the SYR process and should participate in the CWT. The participation of Review Editors should also be considered. Contributing Authors are too far removed from the WG production to provide the necessary overview and are not appropriate for the CWT. Finally, he highlighted the difficulty of holding the 2nd SYR CWT meeting as proposed, i.e., at the same time as the submission of the final WG I draft.

The Chair concluded the discussion on this item by expressing agreement on the role of CLAs, and on the urgency for the SYR TSU to coordinate with the WGs on the calendar of preparation of the SYR.

Mr Ismail El Gizouli, Vice-Chair, IPCC, spoke on behalf of the three Vice-Chairs about the work being done on cross-cutting issues. He informed the session that consultations had already started with the IPCC Chair and the WGs Co-Chairs in order to ensure full coordination, and that the Vice-Chairs would report on progress at IPCC-34.

5. COMMUNICATIONS STRATEGY AND OTHER OUTREACH ACTIVITIES

The Secretary presented an oral report about progress made so far on the Communications Strategy. She explained that a communications consultant was hired to develop a draft in line with the “Guidance on IPCC Communications Strategy” approved at IPCC-33 for Plenary consideration. She said that she encouraged him to consult with IPCC officials and that work was on track.

In the discussion on the Communications Strategy, the following points were made:

- There was disappointment with the management of the press release for the SRREN. The Chair raised the problem of lack of internal capacity at the Secretariat at the time and regretted the delay in the recruitment of the Senior Information and Communications Manager. The Secretary informed the session that the selection of the Information and Communications Specialist (P-3) had started, and that the relevant vacancy notice would be issued in the near future;
- One Bureau Member referred to the highly-publicized issue of potential conflict of interest due to the involvement of a Greenpeace expert in the SRREN author team. It was suggested that in the future the Secretariat communicates with the IPCC Focal Points on how to deal with similar cases that may arise;
- Another Member reported on the high interest in the SREX in the South Pacific region, and especially from the part of the South Pacific Commission and the South Pacific Regional Environment Programme;
- A possible solution to the problem of occasional inaccurate translations in IPCC press releases in the 6 UN languages was proposed by Mr Jean-Pascal van Ypersele, Vice Chair of the IPCC. He suggested that Bureau members could be asked to check translations in the future. The Chair asked that the Bureau report take note of this suggestion.

A presentation on SRREN-related outreach activities was made by Mr Youba Sokona, Co-Chair of WG III.

The Chair expressed gratitude to the Government of Norway for its support to the SREX outreach plans and activities.

One Member indicated that the webpage of the Data Distribution Centre needed updating. This matter would be brought to the attention of TGICA and WG II.

6. ADMISSION OF OBSERVER ORGANIZATIONS

Documents: BUR-XLIV/Doc. 7

Mr Gaetano Leone, Deputy Secretary of the IPCC, introduced document BUR-XLIV/Doc.7 and informed the Bureau that since the 33rd Session of the IPCC, no new requests had been submitted by organizations to be admitted as observer organization.

Following the request of the Bureau at its 43rd Session to review the observer status of organizations periodically, to ensure that the organizations are still relevant to the mandate of the IPCC, which is also in accordance with Rule II.11 of the IPCC Policy and Process for Admitting Observer Organizations, the Secretariat undertook a web-based review of the observer organizations. It also consulted with TSUs to ascertain whether they had received expert nominations and/or other contributions to the preparation of IPCC reports. Furthermore, the Secretariat sent a short survey to the Executive Heads of International and other Organizations on 16 August 2011 and a reminder on 5 September 2011 requesting them to give feedback, inter alia, if they had nominated Lead Authors for any ongoing and/or completed IPCC report and if their organization has submitted review comments on any ongoing and/or completed IPCC report.

The Secretariat received responses from 27 observer organizations, which all replied that they are still active in the area of climate change. A number have nominated Lead Authors for IPCC reports, and have submitted review comments on ongoing and completed reports. Representatives of the organizations have attended Sessions of the IPCC and its WGs. All showed interest in and many are active in disseminating IPCC knowledge on climate science and information on climate change. Most expressed the desire and intention to strengthen their involvement and support to the IPCC. The Secretariat will continue to send reminders to observer organizations in order to ensure that they are still active with the IPCC.

7. OTHER PROGRESS REPORTS

Documents: BUR-XLIV/Doc.3 ; BUR-XLIV/Doc.6, Rev.1

- Progress on the Special Report on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation (SREX)

The key elements were presented by Mr Vicente Barros, WG II Co-Chair including a summary of the outreach activities and materials planned by the WG I and II Co-Chairs and TSUs. He mentioned five events planned for outreach purposes in developing countries, and one in Norway, after the release of the SREX. He mentioned materials, a video presentation that is planned and would be based on the Summary for Policymakers, a webpage for the report integrated into the IPCC website, and training of authors.

- Progress on the Special Report on Renewable Energy Sources and Climate Change Mitigation (SRREN)

Mr Youba Sokona, Co-Chair of WG III, explained that after P-33 in Abu Dhabi SRREN has been finalized and published on the internet. He said the report has been well received. The press release and conflict of interest issues related to SRREN were already discussed - responses in the Economist and Nature Climate Change resolved these discussions. He mentioned that WG III was working on the production of the print version of SRREN with the IPCC Secretariat and Cambridge University Press.

- Progress on the AR5

The WG III progress report regarding the AR5 progress to date was also presented by Mr Youba Sokona. He provided the Bureau with an overview of activities regarding expert meetings held together with the other WGs on Geoengineering and on Economic Analysis, Costing Methods and Ethics – both expert meetings were held in Lima, Peru in June 2011. He noted that the report on the Geoengineering joint expert meeting would be finalized at the end of October.

The WG III Co-Chairs reported on other events, such as the meeting on scenarios in Changwon City, South Korea, 10-11 July 2011 and the African Regional Expert Meeting jointly organized with WG II in Accra, Ghana, 9-11 August 2011. He explained that the first Lead Author Meeting (LAM) was held in Changwon City from 12-15 July 2011. The second LAM will be held in Wellington, New Zealand, 19-23 March 2012. Zero-order draft (ZOD) interim versions were expected from the chapter teams by the 23rd of October this year. Then on 2nd December 2011 the first draft will be reviewed. The Co-Chair also said that they will remove Lead Authors and CLAs that have not contributed to the ZOD and replace them with authors from the same region. He noted that the outline had changed slightly, and that changes would be submitted to IPCC-34 for approval. He concluded by saying that the WG III started with a CoI policy and discussed this in the presence of the Bureau of WG III and all have provided forms. They intend to collect all forms by the 2nd Lead Author meeting. The Co-Chair also introduced Mr Jan Minx, the new WGIII TSU Head, to the Bureau.

The WG II progress report regarding AR5 progress to date was presented by Mr Vicente Barros, WGII Co-Chair. He mentioned the San Francisco Lead Author meeting in December 2011. A few additional points were raised by Ms Kristie Ebi, WG II TSU Head regarding the AR5 planning and on reporting of expert meetings. She noted that it was difficult to find people to review the ZOD. She noted that other authors had been asked to review the draft, which was working well. The expert review period for the first order draft (FOD) will be 11 June to 6 August 2012. The third LAM will be held in Buenos Aires, Argentina next year. There was a successful discussion on cross-cutting themes, where authors were able to work in small WGs via the setting up of email lists. She noted that many authors were recommended across WGs I and II, and across WGs II and III. This broadening of the scientific community will facilitate dealing with cross-cutting themes."

WG I progress on the AR5 was presented by Mr Thomas Stocker, WGI Co-Chair. He explained that there was an informal review of the ZOD in June 2011. He mentioned 138 reviewers and 4,205 comments. Good suggestions had been developed, including an Atlas preparation group of WG I. He spoke about the successful 2nd Lead Author meeting in Brest, France. He mentioned a media briefing and a press conference that was held on the 1st day of the meeting. He also mentioned that the WG I launched the registration process for expert reviewers. The FOD of the report is due soon and will be available for expert review from 16 December 2011 to 10 February 2012.

- Task Force on National Greenhouse Gas Inventories (TFI)

The TFI report (Document BUR-XLIV/Doc.6, Rev. 1) was presented by Ms Thelma Krug, TFI Co-Chair. She informed the Bureau that 143 authors were nominated for the 2013 supplement and that the revised procedures from IPCC-33 were used to select authors from the nominations.

- Task Group on Data and Scenario Support for Impact and Climate Analysis (TGICA)

Ms Kristie Ebi, Head of the WG II TSU, reported on TGICA as per document BUR-XLIV/Doc.3. She mentioned that TGICA Co-Chair elect was Ms Rachel Warren and announced that there will be a meeting of TGICA in February 2012. She also said that the Netherlands is happy to host a large scientific meeting early next year to finalize concepts.

8. OTHER BUSINESS

One Bureau member who spent 36 hours traveling to Geneva asked the Secretariat to look into options for holding Bureau meetings by teleconference or to alternate the location and meet in different regions in order to share the travel burden for Bureau members.

Another Bureau member asked whether there were facilities installed by the Government of Uganda to obtain visas upon arrival in Kampala, Uganda, for the 34th Session of the IPCC. Mr Gaetano Leone informed the meeting that the arrangements for visas and hotel accommodation would be posted on the IPCC website as soon as possible.

The Government representative of the UK announced that the UK would like to host an extra meeting of the TG on COI on 13 and 14 October 2011. The venue would be confirmed shortly.

9. TIME AND PLACE OF THE NEXT SESSION

The Secretary informed the meeting that the next Bureau Session was expected to take place in March 2012, when the SYR Writing Team will be selected by the Bureau. The location and venue of the Session are not yet known.

10. CLOSING OF THE SESSION

The 44th Session of the IPCC Bureau was closed by the IPCC Chair at 5:00 p.m.

ANNEX 1

**IPCC BUREAU – FORTY-FOURTH SESSION
Geneva, 23 September 2011**

BUR-XLIV/Doc. 1, Rev.2
(14.IX.2011)
Agenda Item: 1
ENGLISH ONLY

PROVISIONAL AGENDA

(Submitted by the IPCC Secretariat)

PROVISIONAL AGENDA

1. OPENING OF THE SESSION AND APPROVAL OF THE AGENDA

2. APPROVAL OF THE DRAFT REPORT OF THE 43rd SESSION

3. PREPARATIONS FOR THE 34th SESSION OF THE IPCC

3.1 Review of IPCC processes and procedures

Representatives of the Task Groups on Governance and Management, Conflict of Interest Policy, and Procedures are invited to provide an update and Bureau members are invited to express their views.

3.2 Any other matters related to IPCC-34

4. PREPARATION OF THE AR5

The IPCC Chair, Working Group Co-chairs and IPCC Vice Chairs responsible for cross cutting issues (CCT and CCM) will provide progress reports and invite Bureau members to express their views in particular on the following matters:

- Overall schedule of the AR5
- Planning for the AR5 Synthesis Report
- Organization of the AR5 review process taking into consideration recent decisions by the Panel
- Cross cutting issues
- Other matters of coordination

5. COMMUNICATIONS STRATEGY AND OTHER OUTREACH ACTIVITIES

5.1 Communication and outreach activities for the two Special Reports

The Co-chairs of Working Groups I and II will present the communications and outreach plan for the release of the SREX and invite comments from Bureau members.

The Co-chairs of Working Group III will inform the Bureau about completed and planned outreach activities for the SRREN and Bureau members are invited to submit comments and suggestions.

5.2 Development of the IPCC communications strategy

The IPCC Secretariat will present a progress report on the development of the IPCC communications strategy requested by IPCC-33 and invite Bureau members to provide inputs and comments.

6. ADMISSION OF OBSERVER ORGANIZATIONS

The IPCC Secretariat will provide an update on the review of current Observer Organizations.

7. OTHER PROGRESS REPORTS

Progress reports may be presented by the TFB Co-Chairs as well as about the activities of the TGICA.

8. OTHER BUSINESS

9. TIME AND PLACE OF THE NEXT SESSION

10. CLOSING OF THE SESSION

Proposal for a Joint WG Approach of Named Expert Review for the Fifth Assessment Report

Recent work by the Task Group on Procedures has highlighted the issue of “named versus anonymous expert review”. The task group is currently developing a text proposal for IPCC decision at P-34 in Kampala. However, the issue of anonymous expert review has neither been included in the recommendations of the InterAcademy Council, nor has it been highlighted by the Panel as a priority.

Currently, the IPCC Principles and Procedures do not specify whether IPCC expert reviews should be named or anonymous. Therefore, the current practice is for the WGs/TFI to decide on this component of the expert review. Unless the Panel decides otherwise, the IPCC Principles and Procedures should remain unchanged (BUR-XLIV/Doc.5 - Review of IPCC Processes and procedures, Final work plan by the Task Group on Procedures).

However, for the Fifth Assessment Report it is important that there is a consistent approach across WGs. The review process is one of the core elements that gives the IPCC its unique credibility. Changing the approach to require anonymous review comments would imply that there is a problem with the named reviewer approach, something we feel is not the case. We see named expert reviews as the approach most consistent with the strong transparency requirements for IPCC work anchored in the IPCC Principles and Procedures. This need for transparency is reinforced by the growing public scrutiny of IPCC processes and products. In addition, from an operational point of view, named expert review is more efficient as it allows writing teams to liaise with reviewers when there is a need for clarification. This enables writing teams to respond more adequately to comments and contributes to more balanced assessments by providing additional communication channels. Based on the WGs recent experiences with SRREN and SREX, we believe that these points outweigh any concerns about potential for biased responses to reviewer comments in named expert review processes.

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Geneva, 23 September 2011**

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