

Appendix A

IPCC Principles and Procedures

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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 and 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) and Twenty-first Session (Vienna, 3 and 6-7 November 2003)

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1. INTRODUCTION

This provisionally 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. This Appendix complements the Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of IPCC Reports, which was adopted at the Fifteenth Session of the IPCC (San Jose, 15-18 April 1999).

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 4.3 and for Overview Chapters of Methodology Reports

“approval” of IPCC Summaries for Policymakers signifies that the material has been subjected 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 Assessments, 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 published material, workshop proceedings and material from expert meetings which are either commissioned or supported by the IPCC. Supporting material may include software or databases to facilitate the use of the IPCC Methodology Reports.

“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.

3. IPCC MATERIAL

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

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

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 4.3). 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. 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 4.4).
- 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 Introduction to Review Process

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.

All written expert, and government review comments will be made available to reviewers on request during the review process and will be retained in an open archive in a location determined by the IPCC Secretariat on completion of the Report for a period of at least five years.

4.2 Reports Accepted by Working Groups and Reports prepared by the Task Force on National Greenhouse Gas Inventories

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."

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 Coordinating Lead Authors, Lead Authors, Contributing Authors, Expert Reviewers, Review Editors and Government Focal Points.
2. Selection of Lead Authors.
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.

4.2.1 Compilation of Lists of Coordinating Lead Authors, Lead Authors, Contributing Authors, Expert Reviewers, Review Editors and 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, expert reviewers 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, expert reviewers, 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, expert reviewers, Review Editors and government Focal Points are outlined in Annex 1.

4.2.2 Selection of Lead Authors

Coordinating Lead Authors and Lead Authors 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 section or chapter of a Report shall reflect the need to aim for a range of views, expertise and 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. 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 and Lead Authors are for different chapters and indicate the general content area that the person will contribute to the chapter.

4.2.3 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.

4.2.4 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.

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.

4.2.4.1 First Review (by Experts)

First draft Reports should be circulated by Working Group/Task Force Bureau Co-Chairs for review by experts selected by the Working Group/Task Force Bureaux and, in addition, those on the lists provided by governments and participating organisations, noting the need to aim for a range of views, expertise, and geographical representation. The review circulation should include:

- Experts who have significant expertise and/or publications in particular areas covered by the Report.
- Experts nominated by governments as Coordinating Lead Authors, Lead Authors, contributing authors or expert reviewers as included in lists maintained by the IPCC Secretariat.
- Expert reviewers nominated by appropriate organisations.

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.

4.2.4.2 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.

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.

4.2.5 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).

4.3 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 Policy Makers should be subject to simultaneous review by both experts and governments 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.

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 may be asked to provide technical assistance in ensuring that consistency has been achieved. 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.

4.4 Reports Approved and/or Adopted by the Panel

Reports approved and/or adopted by the Panel will be the Synthesis Report of the Assessment Reports and other Reports as decided by the Panel whereby Section 4.3 applies *mutatis mutandis*.

4.4.1 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 a range of 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."

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 4.2.1 and 4.2.2 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 4.2.4.1 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;
- 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 (i) published reports and proceedings from workshops and expert meetings within the scope of the IPCC work programme that have IPCC recognition, and (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