

IPCC EXECUTIVE COMMITTEE – ONE HUNDRED AND SIXTEENTH MEETING
Teleconference, 13 September 2023

CONCLUSIONS & DECISIONS

Participants

Chair:

Jim Skea

Members:

Ladislaus Chang'a (IPCC Vice-Chair), Ramón Pichs-Madruga (IPCC Vice-Chair), Diana Ürge-Vorsatz (IPCC Vice-Chair), Robert Vautard (Working Group [WG] I Co-Chair), Xiaoye Zhang (WGI Co-Chair), Bart Van den Hurk (WGII Co-Chair), Katherine Calvin (WGIII Co-Chair), Joy Jacqueline Pereira (WGIII Co-Chair), Takeshi Enoki (Task Force on National Greenhouse Gas Inventories [TFI] Co-Chair), Mazhar Hayat (TFI Co-Chair), Ines Camilloni (representing Region III)

Advisory members:

Abdalah Mokssit (IPCC Secretary), Clotilde Péan (WGI Technical Support Unit [TSU] Head), Dave Dokken (WGIII TSU Head), Sandro Federici (TFI TSU Head)

IPCC Secretariat:

Ermira Fida (IPCC Deputy Secretary), Andrej Mahecic (Head of Communications and Media Relations), Judith Ewa (Programme Officer), Mxolisi Shongwe (Programme Officer), Jennifer Lew Schneider (Legal Officer), Jesbin Baidya (Information Technology and Logistics Officer), Nina Peeva (External Relations Officer), Werani Zabula (Information and Communications Specialist), Melissa Walsh (Communications Specialist), Mudathir Abdallah (Assistant Information Technology Officer), Joëlle Fernandez (Administrative Assistant and Assistant to the Secretary), Laura Biagioni (Office Assistant – Web Information and Publications), Oksana Ekzarkho (Office Assistant – Travel and Meetings), Emelie Larrode (Office Assistant – Travel and Meetings)

Invited:

Géninha Lisboa (Executive Assistant to IPCC Chair), Melinda Tignor (presumptive WGII TSU Head)

Apologies:

Winston Chow (WGII Co-Chair)

1. ADOPTION OF THE AGENDA

The provisional agenda (EXCOM-CXVI/Doc.1) as attached in Annex 1 was adopted with a few additional items following the requests by the Chair and Executive Committee (ExCom) members to have an introduction session on the role of ExCom and other bodies (item 2); Roles of the IPCC Vice Chairs (item 7.1); Update from Working Group Co-Chairs including on the status of the respective Technical Support Units (item 7.2); Regional webinars prior to authors nominations (item 7.3); and the Document Management System (DMS) (item 7.4).

An IPCC Vice-Chair and a Working Group II (WGII) Co-Chair took the floor. Points made included clarification on the term “urgent” issues under item 3 and on the usage of “task forces” (in plural) under item 6, as well as a suggestion to include in the discussions ongoing collaboration between the Co-Chairs.

The Chair clarified that some of the titles of the agenda items were based on the Terms of Reference (ToR) of the ExCom and on previous practice.

2. INTRODUCTION TO THE EXCOM

2.1. Introduction to the ExCom including its role, attendance and its remit alongside Bureau and the Plenary

The IPCC Secretary presented to the ExCom a general introduction to the IPCC including its structure, rationale behind the creation of the ExCom and the role of the Secretariat.

The IPCC Deputy Secretary introduced the role, attendance and remit of the ExCom alongside the Bureau and the Plenary.

A WGII Co-Chair took the floor seeking clarification on whether the date of ExCom meetings would be fixed or was subject to change. The Chair indicated that having a regular pattern and setting a specific date would be helpful for the planning purposes.

The ExCom took note of this information and agreed that the regular meeting, as established per previous practice, would take place every second Wednesday of the month.

2.2. Introduction to and role of other bodies – Communications Action Team (CAT), Informal Group on Publications (IGP), Gender Action Team (GAT) and Operations Action Team (OAT)

The Secretariat introduced the role, background and membership of the Communications Action Team (CAT), the Informal Group on Publications (IGP) with extended mandate on translations, the Gender Action Team (GAT), and the Operations Action Team (OAT), as well as the process related to the IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports (Error Protocol).

WGII and Working Group III (WGIII) Co-Chairs and two IPCC Vice-Chairs took the floor. Points raised were regarding the membership of the GAT and whether it could go beyond the ExCom; the need for guidance materials on communications and on conflict of interest; the status of the digital object identifiers (DOIs) for reports prior to the sixth assessment cycle; and the way forward to ensure access of authors, particularly from developing countries, to journal articles.

The Secretariat clarified that the GAT membership composes of elected ExCom members, IPCC Secretary and representatives from the parent organisations. During the previous cycle, the GAT Chair invited volunteers from ExCom to participate in the meetings and the Co-Chairs could designate Working Group (WG) Vice-Chairs to represent them. As for the guidance materials, the Secretariat would be ready to share a package with important information. Regarding the DOIs, the Secretariat explained that for the reports of the sixth assessment cycle the process was on track whereas for previous cycles work was still ongoing, noting some financial and other implications.

The Chair suggested the preparation of comprehensive induction materials for ExCom and Bureau members. He proposed that the topics regarding the GAT membership and the access to literature could be discussed further at a subsequent ExCom meeting. As for the publications and translations, the Chair clarified that the IGP was established by the Bureau, and it would be important to invite the Bureau to consider and agree on the recommendations made by the Group.

The ExCom took note of this information.

3. URGENT ISSUES RELATED TO IPCC PRODUCTS AND PROGRAMME OF WORK THAT REQUIRE PROMPT ATTENTION BY THE IPCC BETWEEN PANEL SESSIONS

3.1. Special Report on Climate Change and Cities

The Secretary recalled the Panel decision¹ on the development of a Special Report on Climate Change and Cities. To move forward with the preparations, the Secretariat suggested sending a letter soliciting the nominations of participants to a scoping meeting of the report (call for nominations). The relevant WG/s Bureau/x will then select from the nominated participants those who will attend the meeting. The Secretariat will ideally send the invitations to the selected participants if possible three months ahead of the scoping meeting to allow for prompt planning and travel arrangements. By following this plan, a scoping meeting could take place in early 2024.

Working Group I (WGI) and WGII Co-Chairs and two IPCC Vice-Chairs took the floor. Points raised included a smooth and speedy process, need to discuss the required expertise of the nominated participants, a timeline for the call for nominations, a request for the call for nomination to be shared for feedback with the ExCom, and if possible, advanced information on the date and place for the scoping meeting.

A WGII Co-Chair indicated that WGII could lead on the management of the Special Report on Climate Change and Cities and that this has already been discussed with the WGI and WGIII Co-Chairs, and that consensus had been reached. Scientific leadership would be shared between the three WGs. Furthermore, this proposal had been endorsed by the WGII Bureau. Several countries have indicated their interest in hosting the scoping meeting.

The Chair remarked that for the special reports in the sixth assessment cycle the practice was for the call for nomination to simply indicate that the IPCC is willing to invite participants to help scope the reports. Accordingly, the scope was determined by those selected by the relevant WG/s Bureau/x and the expertise derived from there.

The Secretary offered the Secretariat support to the process of drafting the letter of invitation for nominations of experts in consultation and coordination with the relevant WGs.

The ExCom agreed to start the process by which the WGs concerned with this report would develop a set of specifications for the expected profiles (academics, stakeholders and other users of the report,...) of participants to the scoping meeting that would be added to the call for nomination. The WGs would engage in a dialogue with the Secretariat, with a view to sending out a call for nominations.

4. COMMUNICATIONS AND OUTREACH ACTIVITIES

4.1 Ongoing and planned activities

The Head of Communications and Media Relations informed the ExCom on communications activities related to the results of the elections of the new Bureau, stating that global media interest had led to a possible reach of about 2.5 billion people in the first 24 hours and a high number of impressions on social media. He also informed the ExCom about the Spanish speaking regional outreach event held in Bogota, Colombia organised in collaboration with the Colombian Ministry of Environment and Sustainable Development on 12-14 July 2023, which

¹ [Decision IPCC/XLIII-6](#), 43rd Session of the IPCC, 11-13 April 2016, Nairobi, Kenya, Decisions adopted by the Panel, page 11, para 6.

was well attended from countries in the region, including experts and civil society and had a good media impact.

The Head of Communications and Media Relations added two other elements, which were not included in the written report to the ExCom, confirming that the IPCC will co-host a pavilion during the 28th Session of the Conference of the Parties (COP28) to the UN Framework Convention on Climate Change (UNFCCC) and indicating that upon a request from the United Nations Environment Programme (UNEP) and World Meteorological Organization (WMO), IPCC will start a process of updating its visual identity.

WGI and WGII Co-Chairs and an IPCC Vice-Chair took the floor. Points raised included a request for information of Bureau members attending the upcoming COP28, the way forward to coordinate the programme and messaging, possibilities to collect insights and information regarding the scoping of various reports, and duration for which the IPCC will co-host the pavilion.

The Head of Communications and Media Relations indicated that there wasn't yet a list of IPCC participants to COP28 available and that the pavilion will be running through the entire COP28 duration.

The Secretary clarified that based on previous practice those who have a specific IPCC related role during COPs could be registered under the IPCC delegation and that there could be a possibility for support to IPCC spokespeople from developing countries.

The Chair suggested for the CAT to initiate the discussions regarding the IPCC programme at the COP28 pavilion.

As it regards communications in general, an IPCC Vice-Chair proposed to issue a call on the website encouraging developing countries' participation in the work of the IPCC. He also encouraged establishing a global day dedicated to the IPCC, as an opportunity to raise awareness about climate science and the IPCC around the world.

The Chair suggested this proposal to be taken in consideration by the Secretariat.

The ExCom took note of the report on communications and outreach activities.

5. RESPONSE TO POSSIBLE ERRORS IN COMPLETED ASSESSMENTS AND OTHER IPCC PRODUCTS

5.1. Introduction to the error protocol

The introduction was made under agenda item 2.2.

5.2. Update on the implementation of the Error Protocol and follow-up

The Secretariat informed the ExCom that since the last reporting to ExCom-115, no new error claims had been registered, 28 cases had been closed and one case remains pending.

The Secretariat has received two claims that have not yet been registered as they are pending additional information.

The ExCom took note of the Error Protocol report.

6. COORDINATION BETWEEN WORKING GROUPS AND TASK FORCES ON ACTIVITIES AND ISSUES PERTAINING TO THE PRODUCTION OF ASSESSMENTS AND OTHER RELEVANT IPCC PRODUCTS

6.1. Update on forthcoming meetings

- **Update on the preparations for the 66th Session of the IPCC Bureau**

The IPCC Secretary updated the ExCom on the preparations of the 66th Session of the IPCC Bureau.

The meeting is scheduled to take place in-person on 15-16 November 2023 in the WMO headquarters, Geneva, Switzerland.

The ExCom took note of this information.

- **Update on the preparations for the 60th Session of the IPCC**

The IPCC Secretary updated the ExCom on the preparation for the 60th Session of the IPCC.

The Session, which was initially scheduled for November 2023, could be rescheduled in the third week January 2024. Negotiations on the dates and venue are ongoing with the host country, Türkiye. Rescheduling the session would allow for the Bureau meeting to take place in advance to the IPCC Session as per previous advice and discussions.

WGI and WGII Co-Chairs and an IPCC Vice-Chair took the floor. Points raised included the agenda topics for the upcoming Bureau and Plenary sessions, such as preparations for the next meetings, future of the IPCC, potential special reports and current and ongoing collaboration amongst the Working Groups.

The Chair clarified that the sequence of the Bureau meeting and the plenary in this case was highly important as it could provide an opportunity for a more structured approach on determining the work programme, including the special reports to be presented for consideration to the Panel. There was also a value in preparing written reports by the Co-Chairs to present updates. Such reports are to be shared with the Secretariat for distribution.

The ExCom took note of the update.

6.2. Communication to members of the IPCC Bureau and IPCC Focal Points on the upcoming work program

The Secretary informed that the invitation letter for the upcoming the 66th Session of the IPCC Bureau will be sent out shortly by the Secretariat. He indicated that as the 60th Session of the IPCC was budgeted for this year and was supposed to consider the budget for the next year, the ExCom is invited to agree that the Secretariat could send a letter to the Focal Points informing them of the new plan for the 60th session of the Panel and seeking their agreement on the use of the provisional budget for 2024 between the start of 2024 through the adoption of the 2024 by the Panel in its 60th session.

The ExCom agreed to this approach.

7. ANY OTHER MATTERS

7.1. Responsibilities of the IPCC Vice-Chairs

The Chair indicated that some preliminary discussions with the IPCC Vice-Chairs have taken place regarding the distribution of roles in several areas of the IPCC work including conflict of interest, work with developing country scientists, IPCC scholarship programme, gender, sustainability, publications and translations, outreach and other. The Chair will circulate this information to the ExCom.

The ExCom took note of the update.

7.2. Update from Working Group Co-Chairs including on the status of the respective Technical Support Units

The WGI Co-Chairs informed that the WGI Technical Support Unit (TSU) will be located only in France and will be operating in strong collaboration with China and with the participation of Chinese scientists. Ms Clotilde Pean is appointed as the WGI TSU Head. Other positions and the facilities are almost finalised.

A WGII Co-Chair provided updates regarding the status of the WGII TSU which will be located in the Netherlands and in Singapore. Recruitment of TSU staff is to start soon.

The WGIII Co-Chairs indicated that the WGIII TSU will also have two locations, in Malaysia and in the United States of America. Some staff, including Mr Dave Dokken, were already on board and recruitment of others was expected to start soon. There are strong linkages being developed between the WGs.

The ExCom took note of the update.

7.3. Regional Webinars prior to the nominations of Authors

A Co-Chair of WGI proposed that regional webinars are organised prior to the nominations of authors. They were requesting whether these could be organised in the framework of the IPCC and whether other WGs would like to be involved.

The Chair indicated that this suggestion was noted and encouraged the Co-Chairs to continue discussions on this matter with the Secretariat.

7.4. Documents Management system (DMS)

A Co-Chair of WGI proposed to update or replace the tools for document sharing and common writing.

The Chair indicated that this is a matter that could be discussed by the OAT.

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EXCOM-CXVI/Doc. 1
(11.IX.2023)
Agenda Item: 1
ENGLISH ONLY

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- 4.1. Ongoing and planned activities

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 - Update on the preparations for the 60th Session of the IPCC
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- 7.4. Documents Management system (DMS)