

# ipcc

INTERGOVERNMENTAL PANEL ON climate change

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## **ROLES OF MEMBERS OF THE BUREAU**

### **Participation of Members of the Bureau in intersessional activities**

(Submitted by the Secretary of the IPCC)

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## **ROLES OF MEMBERS OF THE BUREAU**

### **Participation of Members of the Bureau in intersessional activities**

The Terms of Reference of the IPCC Bureau (See Annex 1) were agreed at the 33<sup>rd</sup> Session of the IPCC (Abu Dhabi, United Arab Emirates, 10 - 13 May 2011).

- Paragraphs 1-6 of these Terms of Reference address the Bureau as a collegiate body while paragraphs 7-9 address the “roles, responsibilities and qualifications of the IPCC Bureau Members”.
- Paragraph 7 defines the roles of the Members of the Bureau as to “provide scientific and technical support to the Chair of the IPCC and the Co-Chairs of the Working Groups and the Task Force on National Greenhouse Gas Inventories in accordance with the Terms of Reference of the Bureau”.
- Paragraph 8 includes, among the responsibilities of the Members of the Bureau to “b. advise the Panel and its Chair on scientific and technical matters;” and “e. advise IPCC Coordinating Lead Authors, Lead Authors and Review Editors”.

During the last few years a practice has evolved of accepting the participation of Members of the Bureau in different intersessional activities of the IPCC (Expert Meetings, Workshops, Lead Author meetings, etc.), if they notify their interests in advance to the Secretariat, in addition to those experts formally selected in line with the relevant IPCC rules and procedures. In such cases the costs of participation of Members of the Bureau has been covered by themselves but not by the IPCC Trust Fund. There are three exceptions to these funding arrangements:

- a. Whenever the intersessional activity was organized back-to-back to a session of the Bureau, the Daily Subsistence Allowance (DSA) has been extended as appropriate to support the participation of eligible Members of the Bureau that manifested in advance their wish to participate in the activity.
- b. Whenever a Member of the Bureau participates in the steering committee of an intersessional activity.
- c. In the case of IPCC Co-chairs from developing countries, when applying paragraph b) above, costs have been covered by the budget allocated by the IPCC to support their general activities.

The IPCC Bureau considered this policy at its 52<sup>nd</sup> Session, held in Geneva, Switzerland on 18-19 August 2016 and the feedback received supported its continuation.

## Terms of Reference of the Bureau

1. The purpose of the Bureau is to provide guidance to the Panel on the scientific and technical aspects of its work, to advise on related management and strategic issues, and to take decisions on specific issues within its mandate, in accordance with the Principles governing IPCC Work.
2. The IPCC Bureau consists of the IPCC Chair, three IPCC Vice Chairs, Co-Chairs of the three Working Groups and the Task Force on National Greenhouse Gas Inventories and the members of the Working Group Bureaus. The composition of, rules governing election to and membership of the Bureau and Working Group Bureaus are defined in Appendix C to the Principles Governing IPCC Work. The Bureau is chaired by the IPCC Chair. Its work is supported by the IPCC Secretariat.
3. The Bureau will advise the Panel and the Chair of the IPCC, including with respect to:
  - a. scientific and technical aspects of the IPCC's Programme of Work;
  - b. the conduct of the Sessions of the Panel;
  - c. progress in and coordination of the work of the IPCC;
  - d. the application of the Principles and Procedures of the IPCC;
  - e. technical or scientific communications matters.
4. With respect to IPCC Assessment Reports and other IPCC Products the Bureau and the individual Working Group and Task Force Bureaus will:
  - a. advise the Panel on the Work Programme of the IPCC and the coordination of work between the Working Groups;
  - b. develop and agree the list of authors, review editors and expert reviewers, taking into account the balance of expertise, geographical coverage and gender;
  - c. engage with the wider scientific community, both globally and regionally;
  - d. oversee scientific quality; and
  - e. participate in the response to possible errors, as described in the "IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports.
5. The Bureau will also:
  - a. function in the role of an Editorial Board in finalizing Technical Papers as defined in Section 5 of Appendix A to the Principles Governing IPCC Work;
  - b. oversee the work of any technical task groups (e.g. TGICA);
  - c. provide guidance on cross-cutting scientific issues related to the drafting of reports;
  - d. oversee implementation of the communication strategy in respect of the activities of IPCC Bureau members;
  - e. review requests for admission as observer organizations; and
  - f. perform other duties as may be assigned to it by the Panel.
6. The Working Group and Task Force Bureaus will assist and advise the Working Group and Task Force on National Greenhouse Gas Inventories (TFI) Co-Chairs with respect to:
  - a. preparation of working group and TFI assessment reports and methodology guidelines;
  - b. identification and selection of authors, review editors and expert reviewers;

- c. management of working group and TFI activities, including workshops and expert meetings, and scoping meetings;
- d. selection of participants for workshops, expert meetings, and scoping meetings; and
- e. communication of working group and TFI report outcomes.

## **Roles, responsibilities and qualifications of IPCC Bureau Members**

### **7. Roles**

Members of the Bureau provide scientific and technical support to the Chair of the IPCC and the Co-Chairs of the Working Groups and TFI in accordance with the Terms of Reference of the Bureau.

### **8. Responsibilities**

Members of the Bureau have responsibility to:

- a. uphold and implement the principles and procedures of the IPCC;
- b. advise the Panel and its Chair on scientific and technical matters;
- c. maintain the reputation of the IPCC and promote its products;
- d. maintain the highest standards of scientific and technical excellence;
- e. advise IPCC Coordinating Lead Authors, Lead Authors and Review Editors;
- f. act in accordance with communications guidelines and oversee the implementation of the Communications Strategy in respect of the activities of IPCC Bureau members;
- g. declare interests in accordance with the IPCC policy on Conflict of Interest; and
- h. encourage nominations and participation of scientists from their regions in IPCC activities.

### **9. Qualifications**

Members of the Bureau should have appropriate scientific and technical qualifications and experience relevant to the work of the Bureau, as defined by the Panel.