

**IPCC EXECUTIVE COMMITTEE – ONE HUNDRED AND TWENTY-SIXTH MEETING**  
**Teleconference, 9 October 2024**

**CONCLUSIONS & DECISIONS**

Participants

Chair:

*Jim Skea*

Members:

*Ramón Pichs-Madruga (IPCC Vice-Chair), Diana Ürge-Vorsatz (IPCC Vice-Chair), Robert Vautard (Working Group [WGI] Co-Chair), Xiaoye Zhang (WGI Co-Chair), Bart van den Hurk (WGII Co-Chair), Winston Chow (WGII Co-Chair), Joy Jacqueline Pereira (WGIII Co-Chair), Katharine Calvin (WGIII Co-Chair), Takeshi Enoki (Task Force on National Greenhouse Gas Inventories [TFI] Co-Chair), Laura Gallardo (representing Region III).*

Advisory members:

*Abdalah Mokssit (IPCC Secretary), Clotilde Péan (WGI Technical Support Unit [TSU] Head), Melinda Tignor (WGII TSU Head), Dave Dokken (WGIII TSU Head), Rob Sturgiss (TFI TSU Head).*

IPCC Secretariat:

*Ermira Fida (IPCC Deputy Secretary), Andrej Mahecic (Head of Communications and Media Relations), Mxolisi Shongwe (Programme Officer), Jennifer Lew Schneider (Legal Officer), Jesbin Baidya (Information Technology and Logistics Officer), Nina Peeva (External Relations Officer), Werani Zabula (Communications and Information Specialist), Melisa Walsh (Communications Officer), Joelle Fernandez (Administrative Assistant and Assistant to the Secretary).*

Invited:

*Géninha Lisboa (Executive Assistant to the IPCC Chair), Emilie Vanvyve (Science Adviser to the IPCC Chair)*

## **1. ADOPTION OF THE AGENDA**

The Chair opened the One Hundred and Twenty-Sixth Meeting of the Executive Committee (ExCom-126), reminding the ExCom of its strategic role, including in providing direction to the Communications and Outreach Action Team (COAT), the Technical Support Units (TSUs) Liaison Group, etc. The Chair would be working with the Secretariat to align future meeting agendas and relevant needed outcomes with the key role ExCom plays.

The Secretary introduced the provisional agenda, indicating that the Chair had requested an additional item related to an invitation from the International Court of Justice (ICJ), which has been included as agenda item 6.3.

ExCom adopted the agenda (EXCOM-CXXVI/Doc. 1), as contained in Annex 1.

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

### **2.1. Update on the Special Report on Climate Change and Cities**

A Working Group II (WGII) Co-Chair provided updates on the Special Report on Climate Change and Cities. A total of 13135 author nominations were received across the five

chapters. As some potential authors were being nominated for more than one chapter, the consolidated list by the TSUs accounted for a total of 12101. Regarding gender, it was about 55% male to 44% female split. Regarding the regions, about 35% were from Europe, 26% from Asia, 13% from Africa, 11% from North America, Central America and the Caribbean, 8 % from South America and 7% from South-West Pacific. 46 % of the nominees were from developed countries and 54% from developing countries and countries with economies in transition. The selection by the Bureau is ongoing, with the view that the process be finalized in early December 2024.

A WGII Co-Chair requested information regarding the status of the host country agreement for the first Special Report on Climate Change and Cities Lead Author Meeting (LAM), which was scheduled to take place in Japan.

The Legal Officer indicated that progress was made in the discussions with the host country and that the agreement was expected to be concluded soon.

A WGII Co-Chair and the SSC Chair took the floor with questions on a template for host country agreements and the advisability of backup location options for meetings.

The Legal Officer clarified that there was a template that required negotiation on different provisions. For instance, on provisions related to liability and visas, there are some threshold requirements as indicated by the parent organization WMO.

The Chair expressed hope that the precedents that had been established could facilitate future agreements with host countries.

ExCom took note of the update on the Special Report on Climate Change and Cities.

## **2.2. Update on the Methodology Report and Expert Meeting on Carbon Dioxide Removal Technologies and Carbon Dioxide Capture, Use and Storage**

A Task Force on National Greenhouse Gas Inventories (TFI) Co-Chair provided an update on the Methodology Report (MR) on Carbon Dioxide Removal Technologies and Carbon Dioxide Capture, Use and Storage (CDR&CCUS).

The scoping meeting was to take place from 14 to 16 October 2024 in Copenhagen, Denmark and the preparations were on track.

ExCom took note of the update on the CDR&CCUS Methodology Report.

## **2.3. Update on the Methodology Report on the Short-Lived Climate Forcers**

A TFI Co-Chair provided updates on the Methodology Report (MR) on Short-Lived Climate Forcers (SLCF). The call for nominations for authors closed on 13 September 2024. Around 340 were nominated. Since there were some gaps in expertise, communication has been sent to IPCC Focal Points, Observer Organizations, the Task Force Bureau (TFB) and Bureau members to submit nominations of further experts with relevant expertise by 11 October 2024. The TFB would be meeting back-to-back at the scoping meeting in Copenhagen on 17 and 18 October 2024 and would consider the full list.

A country expressed interest in hosting the first SLCF LAM. The TFI would contact the Secretariat about this.

ExCom took note of the update on the SLCF MR.

## **2.4. Update on the Working Group reports, Synthesis Report**

The Working Group I (WGI) Co-Chairs indicated that the WGI was working on the arrangements for the Seventh Assessment Report (AR7) joint Scoping Meeting (9-3 December 2024, Kuala Lumpur, Malaysia). A survey has been sent to the non-selected participants. WGI Bureau meeting was planned. WGI was working closely with the other WGs (WGs) on cross-cutting issues.

The WGII Co-Chairs also highlighted the preparations for the joint scoping meeting. Pre-scoping webinars were being planned. A survey was sent to a large group, including the Focal Points (FPs), on which WGII would consult better with the other WGs Co-Chairs in the future. An informal Bureau meeting was scheduled to discuss potential cross-cutting themes. The vision paper shared by the Chair was in circulation. WGII was also working on the preparations for the Twenty-ninth session of the Conference of the Parties (COP29) to the United Nations Framework Convention on Climate Change (UNFCCC) (11-22 November 2024, Baku, Azerbaijan). A proposal for an expert meeting on the technical guidance update would be prepared on time for the next Panel session.

The Working Group III (WGIII) Co-Chairs were working with the WGIII Bureau on both the programme and the efficient organisation of the scoping meeting. Work with the other WGs was ongoing on the pre-scoping activities, calls with Coordinating Lead Authors (CLAs) from the Sixth Assessment Report and engagement activities at COP29. Their contribution to the vision paper would be shared with the other WGs by the end of October. A site visit of the venue in Kuala Lumpur was completed with the participation of the Secretariat, the WGIII TSU Head, and a WGII TSU representative to ensure the necessary requirements were met for the Bureau session, the scoping meeting and the science symposium. The only remaining concern was the possibility of hybrid participation in the Bureau session.

The Chair provided updates on the Synthesis Report (SYR), indicating that the aim was not to deliver a proposed SYR outline but rather to have a SYR stream with three sessions relating to a possible structure. He expressed gratitude to all the Co-Chairs for helping him select the experts for this stream. He introduced Emilie Vanvyve, who joined as the Chair's Science Adviser. He clarified that the vision paper should be a product of collective effort and encouraged the Co-Chairs to provide their feedback.

A WGI and a WGII Co-Chairs took the floor. The vision paper was in good progress, but the WGs needed to agree on the cross-cutting issues.

The Chair recalled that the IPCC had the final word when agreeing to the outline in the Plenary. He asked for the IPCC Vice-Chairs to be given access to the vision paper. He expressed thanks to all the Co-Chairs and particularly to the WGIII Co-Chair for ensuring smooth venue arrangements for the AR7 Scoping Meeting.

ExCom took note of the updates provided.

## **3. COMMUNICATIONS AND OUTREACH ACTIVITIES**

### **3.1 Ongoing and planned activities**

The Head of Communications and Media Relations updated ExCom on the ongoing and planned communication and outreach activities covering the period from the last ExCom (ExCom-125). The Secretariat was working on the preparations of communication training for the Bureau and would circulate a doodle pool with the idea of holding it virtually prior to the COP29. More than one training could take place if needed.

The communications report included a section on strategic forward planning with a non-exhaustive list of proposals where the IPCC's participation would have strategic value.

An IPCC Vice-Chair and a Representative of Region III took the floor. It was noted that many of the activities were carried out in the northern hemisphere, and it would be good to look for opportunities in the southern hemisphere as well. There was a query as to how the ExCom members could highlight important events. A question about communications guidelines was raised.

The Head of Communications indicated that the Communications Outreach Activities (COAT) would be getting guidance from the ExCom on strategic engagements. Some communications guidelines would be delivered prior to the training, and a messaging document would also be shared prior to COP29.

ExCom took note of the update provided.

#### **4. RESPONSE TO POSSIBLE ERRORS IN COMPLETED ASSESSMENTS AND OTHER IPCC PRODUCTS**

##### **4.1. Update on the implementation of the Error Protocol and follow-up**

The Programme Officer informed that one case had been registered since the last report to ExCom-125.

A Representative of Region III requested information on how potential errors could be submitted.

The Programme Officer indicated that the e-mail address was [ipccerrorprotocol@wmo.int](mailto:ipccerrorprotocol@wmo.int).

ExCom took note of the update on the implementation of the Error Protocol.

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

##### **5.1. Update on forthcoming meetings:**

- **Provisional plans for subsequent Bureau/Plenary meetings**

The Secretary informed the ExCom about forthcoming meetings, which the Secretariat has been supporting, including the TFI CDR & CCUS Scoping Meeting (14-16 October 2024, Copenhagen, Denmark), the TFB meeting (17-18 October 2024, Copenhagen, Denmark), and the preparations in the TG-Data meeting (21-25 October 2024, Singapore). Early coordination with the Secretariat for all meetings was essential. The Secretariat agreed to support also the pre-scoping webinars (virtual, 30 October 2024), and distributed efforts amongst the IT TSU and Secretariat specialists were encouraged. The Secretariat has shared the WGII survey with the Focal Points. It would be welcomed that similar requests be made collectively involving all WGs.

With appreciation for the excellent collaboration, the Secretariat has been working with the WGIII TSU and Co-Chair on the preparations for the AR7 Scoping Meeting (9-13 December 2024, Kuala Lumpur, Malaysia).

Preparations for the next 68<sup>th</sup> Session of the Bureau (BUR-68) (8 December 2024, Kuala Lumpur, Malaysia) were also ongoing. The provisional agenda would focus on the following

items: preparations of the IPCC seventh assessment cycle products; proposals for expert meetings; admissions of observer organizations; and the various progress reports.

The Secretariat was following up with the potential hosts of the 62<sup>nd</sup> Session of the IPCC (IPCC-62), which is scheduled to take place possibly at the end of February 2025. This plenary would focus, amongst other matters, on agreeing to the outlines of the WGs' reports and the MR on CDRC&CUS, as well as other standing items. Arrangements with the potential hosts of the 63<sup>rd</sup> and 64<sup>th</sup> Sessions of the IPCC (IPCC-63 and IPCC-64) were also explored, with IPCC-63 being expected to take place in the second half of 2025. The focus of these sessions would be on the standing items.

The Chair added that as the rhythm of the seventh cycle was beginning to establish itself, by mid-2025, the Bureau would be focused on the assessment, and the governments would turn their attention much more to the business aspects of the IPCC, including the review of the principles and procedures. There was a potential option for the Financial Task Team (FiTT) to work intersessionally.

The Secretary indicated that this idea could be explored after IPCC-62.

A WGI Co-Chair took the floor, indicating that there would be discussions with the World Climate Research Programme (WCRP) about the expert meeting on tipping points with a view to present a consolidated vision to BUR-68. A query was raised about the next steps in case there was no agreement on the timeline at IPCC-62.

The Chair clarified that looking at the Bureau and the previous plenaries, there seemed to be a consensus, at least for the early stages of the reports' development. An informal in-person meeting of the Bureau took place in the margins of the 61<sup>st</sup> Session of the IPCC (IPCC-61) (27 July - 2 August 2024, Sofia, Bulgaria) and options could be explored for future informal Bureau meetings. It was important to have a common understanding of what an informal Bureau meeting meant, including in terms of format.

Two IPCC Vice-Chairs and a WGII and a WGIII Co-Chairs took the floor. To ensure full participation and inclusivity, it would be better if informal Bureau meetings took place in-person. Virtual informal meetings should be short and focused, and measures should be taken so that Bureau members who couldn't take part are kept informed. Informal Bureau meetings were more useful before plenaries. The BUR-68 venue was already booked and didn't allow an informal physical meeting to be organised at this stage. The WGs held informal meetings to work on the joint scoping preparations. Recalling the limited resources, all IPCC meetings and activities should focus on the core mandate and tasks.

The Secretary explained that having the informal Bureau meetings in person required an advance venue and financial consideration. For instance, arrangements for BUR-68 and IPCC-62 have already been ongoing. Clarity on whether government representatives were invited to these meetings was also needed.

The Chair noted that there was no space for an informal Bureau meeting in the margins of BUR-68. Such a meeting might be possible in the margins of the upcoming plenary. He clarified that the informal Bureau meetings could not make decisions; these were only possible at the formal Bureau sessions.

ExCom took note of the information provided.

## **6. ANY OTHER MATTERS**

### **6.1. Matters related to the UNFCCC**

- **Plans for IPCC activities at COP29**

The Head of Communications and Media Relations highlighted that the Secretariat has shared several documents and templates that could help in the preparations for the COP29 pavilion events. The IPCC side event was confirmed for 14 November 2024.

Two Vice-Chairs and a WGII Co-Chair took the floor. The IPCC Vice-Chairs didn't receive information about COP29, highlighting the importance of engaging them in the preparations in the same way as the Co-Chairs. A query was made regarding who is coordinating the pavilion programme and which events.

The Head of Communications explained that for the side event, each section would be assigned. For the pavilion events, the WGs would have to take the lead.

The Chair highlighted the importance of each pavilion event being clearly assigned to the relevant responsible/s for it.

The Deputy Secretary presented an overview of the mandated and other events and engagements. UNFCCC has sent out invitations to the ExCom members for the SBSTA-IPCC Joint Working Group meeting (virtual, 31 October 2024). The COP29 World Leader Summit High-Level Segment opening ceremony would be addressed by the Chair (12 November 2024, Baku) and the SBSTA Opening ceremony by the Secretary (11 November 2024, Baku). A meeting was being coordinated between the United Nations Secretary-General, the IPCC Chair, and a group of climate scientists. Some of the other events with IPCC participation included Earth Information Day and the Nairobi Work Programme Mandated Event on Monitoring, Evaluation and Learning systems for all adaptation actions and support, including transformational adaptation.

The Chair highlighted the importance of the IPCC Vice-Chairs participating in COP29 and serving as IPCC ambassadors. He requested the Secretariat to work with them to ensure travel plans and a coordinated register of their COP29 engagements were in place.

ExCom took note of the information provided on plans for activities at COP29.

### **6.2. Collaborative Tools for IPCC Working Groups**

The Deputy Secretary recalled that before ExCom-125, WGII raised a concern on behalf of the WGII and WGI Co-Chairs regarding the collaborative tools within the IPCC framework. This matter has also been previously an item on the agenda of the TSU Liaison Group, where the Secretariat provided research on potential tools. ExCom-125 requested that the TSU Liaison Group explore viable options. Subsequently, a meeting was held between the Secretariat and the concerned TSUs on 27 September 2024. Various tools were considered, including DocuWare, Office 365 SharePoint and Collabora. The Secretariat organised a tool demo session with the United Nations Environment Programme (UNEP) Global Environment Outlook (GEO-7) for further evaluation on 3 October. TFI has not provided input or attended recent meetings. In summary, there is no decision on the preferred tool, with Office 365 emerging as a potential option. Some TSUs have expressed the need for further testing, but the exact time frame was not clear. Without identifying a tool, it was not possible to know the cost or handle procurement. The Secretariat has prepared a background document for ExCom outlining the challenges and the options.

A WGII Co-Chair updated that the WGII had internal discussions and had agreed that Office 365 SharePoint has emerged as the preferred option given the financial and capacity considerations. The TSU IT Officer has also been in touch with the Secretariat regarding technical considerations regarding the use of the GEO7 tool. DocuWare was not under consideration anymore.

The WGI TSU Head clarified that WGI was still considering Office 365 SharePoint and Collabora.

The Information Technology and Logistics Officer clarified that for the author collaboration tool, there seemed to be a convergence to Office 365, while for the author portal, Office 365 addressed most of the TSUs' concerns but probably not all.

The Chair concluded that the Office 365 solution might be the easiest, especially if all WGs use the same option, as it would facilitate collaboration across the cycle. It was important to understand whether this solution had implications for the IPCC Trust Fund.

ExCom welcomed the progress made by the TSU Liaison Group and the potential convergence toward Office 365. However, as some technical details still needed clarification, ExCom referred the TSU Liaison Group to consider these, particularly the cost considerations.

Items up to 6.2. of the agenda adopted by the ExCom (EXCOM-CXXVI/Doc. 1), attached in Annex 1, were considered during ExCom-126. Due to the lack of quorum, the Chair invited the ExCom members to continue discussing agenda item 6.3. informally.

The meeting concluded at 15:58.

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**Teleconference, 9 October 2024**

EXCOM-CXXVI/Doc. 1  
(8.X.2024)  
Agenda Item: 1  
ENGLISH ONLY

**PROVISIONAL AGENDA**

- 1. ADOPTION OF THE AGENDA**
- 2. URGENT ISSUES RELATED TO IPCC PRODUCTS AND PROGRAMME OF WORK THAT REQUIRE PROMPT ATTENTION BY THE IPCC BETWEEN PANEL SESSIONS**
  - 2.1. Update on the Special Report on Climate Change and Cities
  - 2.2. Update on the Methodology Report and Expert Meeting on Carbon Dioxide Removal Technologies and Carbon Dioxide Capture, Use and Storage (CDRT and CDCUS)
  - 2.3. Update on the Methodology Report on Short-Lived Climate Forcers (SLCF)
  - 2.4. Update on the Working Group Reports, Synthesis Report
- 3. COMMUNICATIONS AND OUTREACH ACTIVITIES**
  - 3.1. Ongoing and planned activities
- 4. RESPONSE TO POSSIBLE ERRORS IN COMPLETED ASSESSMENTS AND OTHER IPCC PRODUCTS**
  - 4.1. Update on the implementation of the Error Protocol and follow-up
- 5. COORDINATION BETWEEN WORKING GROUPS AND TASK FORCES ON ACTIVITIES AND ISSUES PERTAINING TO THE PRODUCTION OF ASSESSMENTS AND OTHER RELEVANT IPCC PRODUCTS**
  - 5.1. Update on forthcoming meetings:
    - Provisional plans for subsequent Bureau/Plenary meetings
- 6. ANY OTHER MATTERS**
  - 6.1. Matters related to the UNFCCC
    - Update on IPCC activities at COP29



6.2. Collaborative tools for IPCC Working Groups

6.3. Other invitations and requests