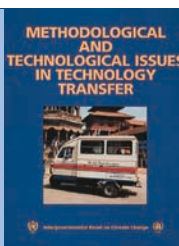
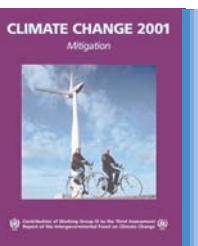
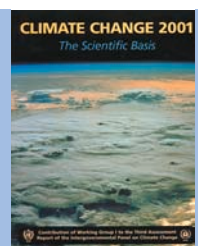
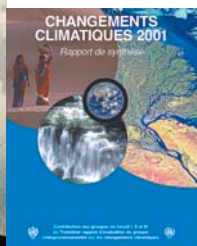
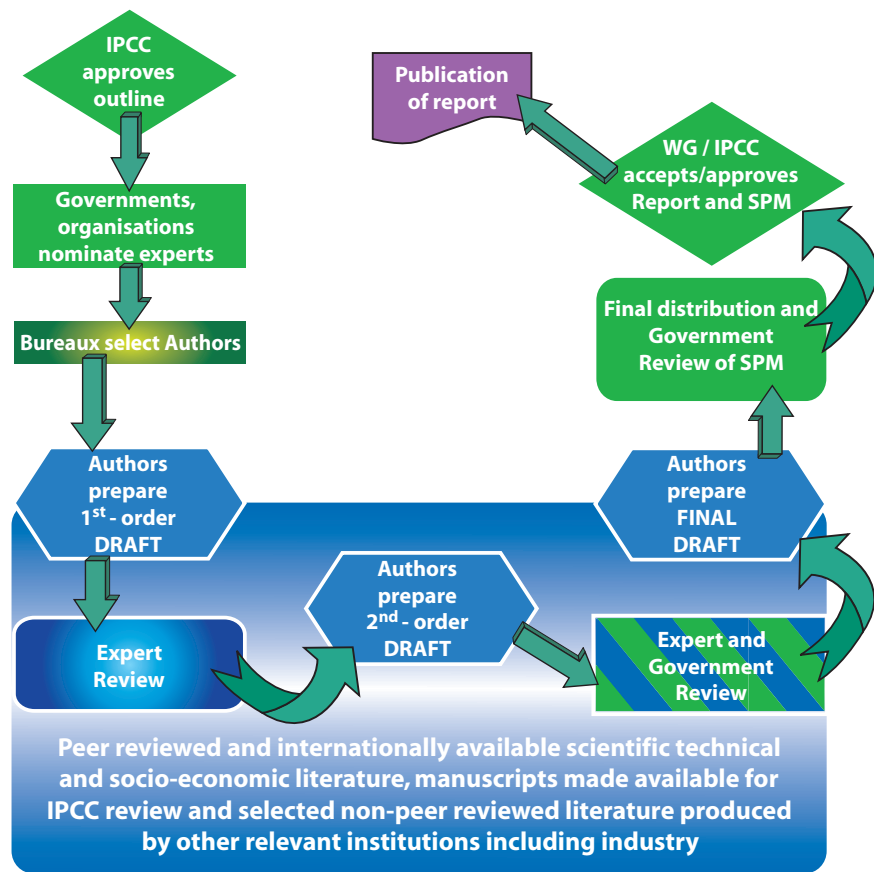


Procedures

The Preparation of IPCC Reports

The preparation of IPCC publications follows detailed procedures, which have been agreed by the Panel and are contained in Appendix A to the Principles Governing IPCC Work. The different classes of IPCC material are subject to different levels of endorsement. In the following the main steps for preparing IPCC reports, which include **Assessment Reports**, **Special Reports** and **Methodology Reports**, are described. Special procedures are applicable for the preparation of a Synthesis Report, of an Assessment Report. Simplified procedures exist for the preparation of Technical Papers, which have to be based on material already in IPCC reports, and for Supporting Material such as proceedings from expert meetings and workshops.



Structure of IPCC reports and levels of endorsement

In general IPCC reports consist of individual chapters containing the underlying scientific, technical and methodological assessment, a Summary for Policymakers (SPM) or overview chapter and an optional technical summary. Underlying reports are accepted by the Working Group responsible for preparing it. Acceptance means that the text has not been subject to line-by-line discussions and agreement, but nevertheless represents a comprehensive, objective and balanced view of the subject matter. Summaries for Policymakers are discussed in detail and approved line-by-line at a session of the Working Group. This process signifies that the Summary for Policymakers is consistent with the factual material contained in the underlying report. Methodology Reports, Synthesis Reports and Special Reports prepared by all IPCC Working Groups are accepted, approved or adopted by the Panel. Adoption is a process of endorsement section-by-section, which is used for overview chapters of Methodology Reports and the long version of a Synthesis Report.

Initial steps

Decisions on whether to prepare an IPCC report, its scope, outline and the workplan for preparing it are taken by the IPCC and the respective Working Group in plenary session. Methodology Reports and Special Reports are often prepared following a request or invitation from the United Nations Framework Convention on Climate Change (UNFCCC). Frequently a “scoping” meeting or expert workshop is held to develop scope and outline of a report. Policymakers and other users of IPCC reports may be consulted in order to identify key policy-relevant issues.

Governments and participating organisations are then invited to nominate experts that can serve as authors, expert reviewers and review editors for that report. Coordinating Lead Authors (CLA) and Lead Authors (LA) are selected by the relevant Working Group Bureaux from the nominations received and other experts known through their publications and works.

The writing and review process

The Co-chairs of the Working Group/Task Force in charge of preparing a report are responsible for implementing the work programme and ensuring proper review in a timely manner. The preparation of IPCC reports is undertaken by [Coordinating Lead Authors](#) and [Lead Authors](#), which are responsible for the content of the authored chapters, subject to Working Group/Panel acceptance. They typically work in teams to ensure that all components of a section or chapter are brought together in a uniform high quality style. Lead Authors may enlist [Contributing Authors](#) to assist in the work and provide specific scientific technical information. The authors work on the basis of peer reviewed and internationally available literature, including manuscripts that can be made available for IPCC review and selected non-peer reviewed literature. Source, quality and validity of non-peer reviewed literature, such as private sector information need to be critically assessed by the authors and copies have to be made available to reviewers who request them. Disparate views for which there is significant scientific or technical support should be clearly identified in IPCC reports, together with relevant arguments. Expert meetings and workshops may be used to support the preparation of a report.

[Review](#) is an essential element of preparing IPCC reports and is governed by three princi-

ples. First, IPCC reports should represent the latest scientific, technical and socio-economic findings and be as comprehensive as possible. Secondly, a wide circulation process should aim to involve as many experts as possible from all regions of the world. Thirdly, the review process should be objective, open and transparent.

Review generally takes place in three stages:

1. Expert review of the first draft of the report
2. Government/expert review of the second draft of the report and the draft Summary for Policymakers
3. Government review of the revised draft Summary for Policymakers.

Review periods are normally eight weeks. Review Editors ensure that all substantive expert and government comments are afforded appropriate consideration and advise authors how to handle contentious/controversial issues.

Preparation of the first draft

The writing process is normally initiated by a meeting of all Coordinating Lead Authors and Lead Authors (CLA/LA meeting). Then Coordinating Lead Authors and Lead Authors prepare the first order drafts. They may share the so-called zero-order drafts amongst themselves and circulate them to selected experts for informal review. A second CLA/LA meeting is held to consider comments from the informal review and prepare the first order drafts.

First review by experts

The first order drafts are circulated to experts that have significant expertise and/or publications in particular areas of the report, and experts nominated earlier by governments and participating organizations. Expert reviewers are asked to comment on the accuracy and completeness of the scientific/technical/socio-economic content and the overall balance of

the drafts. Review comments are collated by the Technical Support Unit and considered by the Coordinating Lead Authors and Lead Authors at a third CLA/LA meeting and in chapter meetings. Based on the comments received Coordinating Lead Authors and Lead Authors, with the assistance of Review Editors prepare revised drafts.

Second review by government and experts

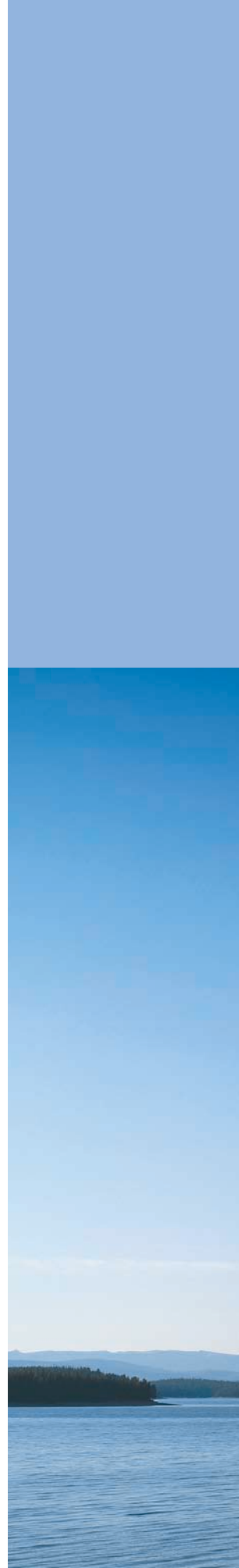
The second order drafts and a first draft of the Summary for Policymakers are distributed through the government focal points to all governments, all authors and to the reviewers involved in the expert review. The comments are again collated and considered at a fourth CLA/LA meeting and chapter meetings as required.

Preparation of the final draft

Coordinating Lead Authors and Lead Authors, with the assistance of Review Editors, prepare the final draft report for submission to a session of the Working Group, taking into account government and expert comments. Different, possibly controversial scientific, technical, and socio-economic views on a subject need to be described, particularly if they are relevant to the policy debate. The final draft report should give credit to all authors, contributors, reviewers and review editors. A revised draft of the Summary for Policymakers is circulated for final government review.

Approval and acceptance

The final draft report containing the full scientific, technical and socio-economic assessment is submitted for acceptance at a session of the Working Group responsible for preparing it. The Summary for Policymakers is subject to line-by-line approval at that session of the Working Group. Coordinating Lead Authors



may be asked to provide technical assistance to ensure that consistency between the underlying report and the Summary for Policymakers is achieved. The approval process is open to all governments. To be endorsed as IPCC Report a Summary for Policymaker approved by a Working Group must be subsequently accepted by the Panel. While the Panel cannot change the text it is necessary for it to review it and note any substantial disagreement.

Publication of IPCC reports

Most IPCC reports are published commercially. A limited number of free copies can be provided to experts from developing countries and countries with economies in transition. Summary sections of reports are normally translated into the six official languages of the United Nations and published by the IPCC. The full reports in English and all translations are also made available on CD-ROM and on the IPCC website www.ipcc.ch.

