

Our ref.: 5117-13/IPCC/AR5

To Ministries of Foreign Affairs  
(if no IPCC Focal Point has been  
designated)

## COPY

Geneva, 21 February 2013

Sir/Madam,

I have the honour of addressing you on the matter of the Government and Expert Review of the Working Group III (WGIII) Contribution to the IPCC Fifth Assessment Report, *Climate Change 2014: Mitigation of Climate Change*.

The IPCC decided at its 28<sup>th</sup> Session in Budapest, Hungary, in April 2008 to prepare a Fifth Assessment Report (AR5) according to IPCC Principles and Procedures. Following a Scoping Meeting in Venice, Italy, in July 2009, the outline of the WGIII contribution to AR5 was approved at the 10<sup>th</sup> Session of Working Group III and accepted by the 31<sup>st</sup> Session of the IPCC, both meetings in Bali, Indonesia, in October 2009. The Panel also decided that the WGIII contribution would be completed in April 2014. The WGI and WGII contributions to AR5 and the Synthesis Report will be completed between September 2013 and October 2014.

Following an IPCC call for nominations on 15 January 2010 to member governments and observer organizations for experts to participate in the WGIII AR5, Coordinating Lead Authors, Lead Authors and Review Editors were selected from the large number of nominations received by the WGIII Bureau and approved at the 41<sup>st</sup> Session of the IPCC Bureau in May 2010. The First Order Draft (FOD) of the WGIII contribution to AR5 was available for expert review from 20 July 2012 to 14 September 2012. The report has now been revised by the authors in response to comments received and the Second Order Draft (SOD) will undergo simultaneous review by governments and experts from **25 February to 22 April 2013**.

The multi-stage review of draft reports is a key element of the IPCC assessment process.

Participation in the review of the WGIII AR5 SOD provides governments and experts with the opportunity to comment on the Chapters of the report, the Technical Summary and the Summary for Policymakers (SPM). The WGIII AR5 Lead Authors will consider all expert and government review comments at a meeting to be held in Addis Ababa, Ethiopia, in July 2013. Review Editors will ensure that all substantive comments receive appropriate consideration. The WGIII AR5 Final Draft will be distributed to governments in December 2013 and a Working Group III Session to approve the SPM and accept the underlying report will take place in Berlin, Germany, in April 2014.

The purpose of the Government and Expert Review is to help ensure that the report represents the latest scientific and technical findings, provides a balanced and comprehensive assessment of the current information and is consistent with the WGIII mandate and the outline of WGIII AR5 that was approved in October 2009. To this end, your review comments will be most helpful if they:

- Consider the structure, coverage and balance, including appropriate use of available peer-reviewed literature;
- Wherever possible, provide clear suggestions for revisions to text, figures and tables with specific wording;

- Provide supporting evidence from the published, peer-reviewed literature as appropriate;
- Include full citations for any suggested relevant papers; please note that, in order to be included in the Final Draft of the WGIII AR5, papers must be accepted for publication by 3 October 2013;
- Ensure that any suggested changes to the Summary for Policymakers and Technical Summary of the report are fully consistent with material in the chapters of the report and provide cross references to that material;
- Avoid suggesting revisions that would go beyond the Panel-approved outline for the Chapter or Report;
- Recognise that the authors are required to work within strict length constraints and must present a concise assessment of current knowledge, not a scientific review of how that knowledge was derived;
- Consider ways of shortening the text without loss of relevant information;
- Consider ways of improving the presentation of material graphically or through tables;
- Note that the final draft will undergo a professional copyedit prior to publication. Errors in spelling, grammar, units, etc., will be corrected at that time and do not need to be called out in your review.

#### Access to the draft report:

A secure online process has been developed and can be accessed by Governments via a dedicated WGIII website. I am addressing you because there is no designated IPCC Focal Point for your country.

**To obtain a username and password** for the Government Review of the WGIII AR5 SOD, a single individual must be named as the person of contact. Please provide the Working Group III Technical Support Unit [*Part of the text removed here*] as soon as possible with the **name and contact details** (including email address) of the person who will be responsible for the government review of this draft IPCC report in your country and they will be sent individual access credentials.

The username and password pair is personal and **not transferrable**.

**Please note that this draft report is made available solely for the purposes of the IPCC review process. It must not be cited, quoted or distributed other than as part of a managed government review process.**

16 Chapters of the WGIII AR5 as well as Summary for Policymakers, Technical Summary, and Metrics and Methodology Annex are available online for review. Also Glossary Annex is provided as Supporting Material to the WGIII AR5 SOD. This Annex is not formally reviewed; however, it is an important component of the WGIII AR5 and needs to be considered when reviewing the Chapters.

In support of the Government and Expert Review of the SOD, copies of any non-published or non-publicly available literature that is cited in the draft chapters will be provided to reviewers by the Working Group III Technical Support Unit (WGIII TSU) upon request during the review period. In accordance with the IPCC Procedures, expert review comments made on the WGIII AR5 FOD will also be made available to reviewers upon request. Online request forms for these purposes can be accessed via the SOD Government Review website.

#### Submission of review comments:

The IPCC Procedures advise that “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”. Governments may wish to organize their own mechanisms for consulting experts in preparing their responses. A spreadsheet is available from the review website for the submission of the names and affiliations of the experts contributing to your government review. Once

complete, the spreadsheet with the names and affiliations of the experts contributing to your government review should be uploaded on the same address [*Part of the text removed here*].

Your government review comments must be submitted using the IPCC WGIII Government Review Form that is available to download from the Government Review website. This site is also where you will upload the Excel form once you have entered your comments. All comments must be provided in English and submitted via the review website using the form provided. Only one set of comments may be entered by a user. Please be aware that any subsequent uploads with the same credentials will replace earlier entries.

Every effort has been made to ensure that the above electronic preparation and submission procedures are robust and user-friendly, however, if you have difficulty in using them, please contact the WGIII TSU immediately for assistance.

For your information, expert reviewers who have already registered for the WGIII FOD will be encouraged to review the SOD and can access the draft via the website using their credentials. Also an online registration process for the expert review has been set up and can be accessed via the WGIII web site. In accordance with the decision of the 35th Session of the IPCC in June 2012, IPCC observer organisations are also invited to encourage experts to participate in the review.

Additional information about the Government and Expert Review is available in Appendix A to the Principles Governing IPCC Work. If you have any questions, please contact the WGIII TSU at <contact@ipcc-wg3.de>.

As a reminder, the Government and Expert Review of the WGIII AR5 SOD ends and the Review site closes for input on **22 April 2013**. Please be advised that late comments cannot be accepted.

A copy of this letter is being sent to the Permanent Representative with the World Meteorological Organization (WMO), and the United Nations Environment Programme (UNEP) Focal Point(s) of your country for information.

Yours sincerely,



(Renate Christ)  
Secretary of the IPCC