

Our ref.: 5188-13/IPCC/AR5

To designated IPCC Focal Points and
Ministries of Foreign Affairs (MFAs)
(if no focal point has been designated)

COPY

Geneva, 7 June 2013

Sir/Madam,

I have the honour of addressing you on behalf of the Co-Chairs of Working Group I on the matter of the government review of the Final Draft of the Summary for Policymakers (SPM) of the Working Group I Contribution to the IPCC Fifth Assessment Report, *Climate Change 2013: The Physical Science Basis* (WGI AR5). This is the third stage of IPCC mandated reviews prior to the formal approval that will take place at the 12th Session of Working Group I (WGI-12) to be held in Stockholm, Sweden, from 23 to 26 September 2013.

Two previous drafts of the WGI contribution to AR5 have been subject to scientific and technical review by experts (from 16 December 2011 to 10 February 2012) and by Governments and experts (from 05 October to 30 November 2012), as called for in the IPCC Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of IPCC Reports (Appendix A to the Principles Governing IPCC Work, the "IPCC Procedures"). The drafts have been revised by the authors after both of these reviews in response to comments received, and this process has produced the WGI AR5 Final Draft Report. The first review of the SPM took place at the time of the Government and Expert Review.

In accordance with the IPCC Procedures, the Final Draft of the SPM will be submitted for line-by-line approval by WGI-12 and the full Final Draft Report will be submitted for acceptance by the Working Group. The IPCC Procedures stipulate that approval of the SPM by the Working Group signifies that the SPM is consistent with the factual material contained in the full scientific and technical assessment accepted by the Working Group. Coordinating Lead Authors and other selected Lead Authors will be present at the Session to assist in ensuring consistency with the underlying assessment. The approved SPM and the accepted underlying Report will be submitted to the IPCC for formal acceptance at its Thirty-sixth Session immediately following the Working Group I Session.

Following the IPCC Procedures and in order to facilitate the approval of the SPM and to ensure an efficient conduct of the Working Group Session, your Government is now invited to submit written comments on the Final Draft SPM in the period **07 June to 02 August 2013**.

The aim of this final round of written comments by the Governments is to help ensure that the SPM is accurate, well-balanced and presents the findings of the underlying Report clearly. To this end, your comments will be most helpful if they:

- Address specific text, tables or figures in the draft SPM, providing clear suggestions for revisions in wording or content where appropriate;
- Ensure that any suggested changes to the SPM are fully consistent with material in the underlying Report and provide cross-references to that material;

- Advise on ways to ensure brevity and simplicity of SPM messages and to make them as comprehensible as possible to the target audience;
- Recognise that the underlying chapters are provided for your information to facilitate the generation of specific comments on the SPM, but are no longer open for comment.

Access to the WGI AR5 Final Draft Report:

In parallel to this letter, **IPCC Focal Points** will receive an email from the Working Group I Technical Support Unit (WGI TSU) providing you with your individual Focal Point access information to the WGI AR5 Final Draft Report website. From this website you will be able to download the Final Draft SPM (for comment), along with the underlying Chapters, Technical Summary, Annexes and Supplementary Material of the Final Draft Report (for information). Associated materials and detailed instructions for submitting your comments will also be provided.

For **Ministries of Foreign Affairs**, where no IPCC Focal Point has been designated, a single individual must be named as the contact person to obtain a username and password for the WGI AR5 Final Draft Report website. Please provide the Working Group I Technical Support Unit <wg1@ipcc.unibe.ch> as soon as possible with the name and contact details (including email address) of the person who will be responsible for the government comments on the Final Draft SPM of this draft IPCC report in your country, and they will be sent individual access credentials.

Please note that the WGI AR5 Final Draft SPM and the full underlying Final Draft Report are made available solely for the purpose of providing government comments on the Final Draft SPM. They must not be cited, quoted or distributed other than as part of a managed government comment process.

Submission of 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 engage their own networks of experts in preparing their comment submissions.

Your government’s comments on the Final Draft SPM must be submitted using the **Comment Form** that is available to download from the Final Draft Report 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 website using the Excel form provided.** Due to the anticipated volume of comments, submissions can only be accepted via the website and using the form provided. Please be aware that only one set of comments may be entered by a user and any subsequent uploads with the same credentials will overwrite earlier submissions.

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 WGI TSU immediately for assistance at <wg1@ipcc.unibe.ch>.

Please note that all comments collected as part of the Government comment period on the Final Draft SPM will be compiled and distributed in advance of the Working Group I Session. Comments will be attributed to the submitting Government. Additional information about the preparation, review, approval and acceptance process for IPCC Reports is available in Appendix A to the Principles Governing IPCC Work. If you have any questions, please contact the WGI TSU at <wg1@ipcc.unibe.ch>.

As a reminder, the review period for the Final Draft SPM ends on **02 August 2013**. All comments must be submitted by this date. Please be advised that late comments cannot be accepted.

A copy of this letter is being sent to the Ministry for Foreign Affairs, 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,

A handwritten signature in blue ink, appearing to read 'R Christ', is positioned below the closing 'Yours sincerely,'.

(Renate Christ)
Secretary of the IPCC