

Our ref.: 5104-21/IPCC/AR6

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

COPY

Geneva, 18 January 2021

Dear Sir/Madam,

I am addressing you on the changes to the schedule of Working Group I contribution to the Sixth Assessment Report.

The Executive Committee at its 87th meeting agreed on the following changes to the Working Group I schedule and took note of the process to be taken as summarized by the IPCC Chair who noted that Working Group I schedule needs to change beyond the first quarter of 2021 and invited the Secretariat to take the necessary steps including seeking Panel's approval by correspondence after consultation with the Bureau.

Further to the consultation with the IPCC Bureau, we are now seeking your approval for the following changes to the schedule of Working Group I contribution to the Sixth Assessment Report by **Thursday 28 January 2021**:

- Final Government draft review postponed to 3 May to 20 June 2021 instead of 7 December 2020 to 31 January 2021. A one-week reduction in length of the FGD review has been requested by Working Group I Co-Chairs during the 59th Session of the Bureau (starting the review on 3 May instead of 26 April) to relieve pressure on the drafting process. This would allow for 5 weeks drafting time after the completion of the FGD chapters, and 4 weeks between the FGD review period and the approval session.
- Approval plenary session postponed to 26-30 July 2021 instead of 12-18 April 2021.

We take this opportunity to inform you that Working Group I is planning to organize webinars with Focal Points on the review process that are of similar format as the informal presentations that are given in the margins of the approval sessions to explain key concepts, methods and visual representations. Part of the time would be allocated for a question and answer session for further clarifications.

These webinars would take place at the beginning / during the FGD review and would explain:

- the report and its structure
- the key concepts used in the SPM, linking to the Glossary
- the SPM visuals

IPCC Secretariat

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A copy of this letter is being sent for information to the Ministry of Foreign Affairs and to the Permanent Representatives from your country to the World Meteorological Organization and to the United Nations Environment Programme.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Am' with a flourish at the end.

(Abdalah Mokssit)
Secretary of the IPCC