

Our ref.: 5126-17/IPCC/TGICA

Annex(es): 1

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

COPY

Geneva, 7 February 2017

Sir/Madam,

At the 44th Session of the IPCC (Bangkok, Thailand, 17-20 October 2016), the Panel discussed the future of TGICA¹. The Panel, *inter alia*, decided ([Decision IPCC/XLIV-8](#), paragraph 1) to establish an Ad Hoc Task Force to design a strategic plan and revised mandate and terms of reference for the transformation of TGICA functions to serve the needs of the IPCC during and beyond the Sixth Assessment. The Terms of Reference (TORs) of the Task Force are contained in Annex 1 to [Decision IPCC/XLIV-8](#).

The Ad Hoc Task Force on the Future of TGICA (ATF-TGICA) viewed the third task in its mandate as requiring a considerable amount of work and a critical basis for its mandate and was therefore given the highest priority. The task is:

Scope, implement and oversee a mapping exercise of activities undertaken by external organizations that are similar or related to TGICA or the DDC, including but not limited to what is presented in [IPCC-XLIV/Doc. 8](#), and the version of this document which was presented to the 52nd Session of the IPCC Bureau. The objective of this exercise is to evaluate the potential overlap, sustainability, and relevance of other products and services compared to TGICA and DDC functions, so as to identify remaining gaps and help refine priorities, and to explore potential partnerships.

As a first step towards the mapping exercise, a questionnaire has been designed to solicit relevant information through IPCC Focal Points as well as selected interviewees². Focal Points are kindly requested to identify appropriate respondents in their country of responsibility who have the expertise and experience to meaningfully answer. Please forward the attached questionnaire to potential relevant respondents. Filled questionnaires should be submitted by the respondents directly to tgica-questionnaire@wmo.int by **21 February 2017** to enable the ATF-TGICA to incorporate the responses in the progress report for the 45th Session of the IPCC.

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 (WMO) and to the United Nations Environment Programme (UNEP).

Yours sincerely,



(Abdalah Mokssit)
Secretary of the IPCC

¹ Task Group on Data and Scenario Support for Impact and Climate Analysis

² Please note that ATF-TGICA has identified and approached following interviewees: Former and current IPCC Co-chairs, Science Directors and Heads of former and current TSUs, and a few selected authors from AR5 who have been particularly involved in the core activities of TGICA and/or DDC.

QUESTIONNAIRE FOR GATHERING INFORMATION FOR THE MAPPING EXERCISE

The following questionnaire is being circulated to IPCC focal points to gather information on past and future activities of the IPCC Data Distribution Center ([DDC](#)) and the IPCC Task Group on Data and Scenario Support for Impact and Climate Analysis ([TGICA](#)). The inquiry is conducted by the Ad Hoc Task Force (ATF-TGICA) entrusted by the IPCC panel to conduct a mapping exercise according to following task:

“Scope, implement and oversee a mapping exercise of activities undertaken by external organizations that are similar or related to TGICA or the DDC The objective of this exercise is to evaluate the potential overlap, sustainability, and relevance of other products and services compared to TGICA and DDC functions, so as to identify remaining gaps and help refine priorities, and to explore potential partnerships;”

As background, TGICA is described here: <https://www.ipcc.ch/activities/tgica.shtml>, and the DDC is described here: <http://www.ipcc-data.org/>.

This mapping exercise and this questionnaire focuses on the needs of the IPCC during and after the preparation of a report. In accordance with the limited scope of the task given to the ATF-TGICA, it does not focus on the needs of external users such as the broader research community in developed or developing countries, nor any capacity building needs such as those of decision makers, e.g. in the context of adaptation.

The Ad Hoc Task Group on the TGICA has identified three key thematic areas that require climate information and data that are of relevance in this context:

- CMIP¹ model output (as assessed by WGI but also used by all WG)
- Risk analysis data base (WGII)
- Integrated Assessment Model (IAM) data base (WGIII)

When considering the questions below, please focus on the above themes.

Please note that the IPCC is operating under a very limited budget, see the flyer [IPCC RESOURCE MOBILIZATION](#).² Therefore, it is important that you help with your answers to assess priorities for the services or activities you mention, and that you provide estimates of associated resource needs whenever possible.

¹ Coupled Model Intercomparison Project, URL for phases 5 (CMIP5) and 6 (CMIP6): <http://cmip-pcmdi.llnl.gov/cmip5/> and <https://www.wcrp-climate.org/wgcm-cmip/wgcm-cmip6>

² http://www.ipcc.ch/pdf/brochure_resource_mobilization_en.pdf

Questions for respondents who have been involved in the preparation of IPCC products (AR, SR, TP)³

Q1a: What *data*⁴ did you need during the preparation of the IPCC product?

Q1b: From where did you obtain those *data*? If not from DDC⁵, why not?

Q1c: Were there *data*, which you would like to have obtained, but encountered difficulties in obtaining, where the DDC has helped or might potentially help?

Q2a: What *data*⁶ you worked with do you consider worth-archiving/retaining?

Q2b: If you listed some under Q2a, to what extent is a proper long-term curation already taken care of?

Q2c: If you responded positively to Q2b, by whom is this curation done?

Q2d: If you responded positively to Q2b, are the arrangements satisfactory?

Q2e: If you listed some under Q2a and if curation is missing or current arrangements are not satisfactory, could the DDC potentially help (if not involved) or help more (if already involved)?

Q3a: Did any of the following help you in your work for the IPCC (multiple answers possible)?

- (i) Guidance material on issues related to the use of the data available at the DDC
- (ii) Guidance material providing more general information on data (available or not available from the DDC)⁷ in support of the work of the IPCC
- (iii) Information on the scenario building process
- (iv) Remote data analysis tools (making large downloads or shipments obsolete)
- (v) Data visualization tools

³ AR - Assessment Report; SR – Special Report; TP – Technical Paper

⁴ In the following *data* (italic) is a generic term for any data listed under the three aforementioned thematic areas

⁵ Please list your source by name and home page URL

⁶ In the following *data* is a generic term for any data including *data* (with meaning as defined above)

⁷ Please indicate if data are available from DDC

Q3b: If so, which support/help did you get from the DDC, which from elsewhere?

Q4: Should TGICA provide guidance material for authors? What kind of guidance (if any, please assign priorities)? Are there alternatives?

Q5: Should TGICA provide recommendations to enhance cooperation and coordination among working groups (if any, please assign priorities)? How should TGICA make such recommendations? Are there alternatives?

Questions for all respondents who are aware of the existence of TGICA and DDC

Q6a: Of what significant activities or data services are you aware that are conducted/provided by TGICA?

Q6b: Of what significant activities or data services are you aware that are conducted/provided by DDC?

Q7: Please classify the items you listed under Q6a/b as serving to any of the following purposes mentioned in the mandate of the TGICA or the DDC (for each item multiple answers possible):

- (i) IPCC internal or
- (ii) IPCC external use,
- (iii) cooperation/coordination among working groups,
- (iv) curation,
- (v) transparency of the assessment,
- (vi) capacity building,
- (vii) decision making and planning

Q8: What priority do you assign to the items you listed under Q6a/b? Could you clearly single out some items that could be abandoned without significant loss?

Q9: If you have been involved in any of the items you listed under Q6a/b, what fraction of a FTE⁸ does in your experience each of those items require?⁹

Q10a: Do you see an urgent need for additional activities or data services by TGICA than the ones you listed under any of the questions above?

Q10b: Do you see an urgent need for additional activities or data services by DDC than the ones you listed under any of the questions above?

Q11: If you listed any items under Q10a/b, what fraction of a FTE do you expect would each of these items require?

⁸ Full Time Equivalent

⁹ please include in your assessment all items that you possibly listed under Q4, in particular also those that could possibly be abandoned

Q12a: Do you see a need for specific activities or data services by TGICA after the completion of a particular IPCC product to support transparency and traceability of IPCC assessments?

Q12b: Do you see a need for specific activities or data services by DDC after the completion of a particular IPCC product to support transparency and traceability of IPCC assessments?

Q13a: Given the limited resources available, do you see an urgent need for additional new activities or data services after the completion of an assessment cycle to be provided by TGICA, perhaps in partnerships with other organizations¹⁰, or elsewhere (if any, please assign priorities, list potential partners)?

Q13b: Given the limited resources available, do you see an urgent need for additional new activities or data services after the completion of an assessment cycle to be provided by DDC, perhaps in partnerships with other organizations⁹, or elsewhere (if any, please assign priorities, list potential partners)?

¹⁰ Please list the institution by title and home page URL

Questions to all respondents:

- Q14: Should TGICA disseminate information in support of IPCC work? What kind of information? Do you see possibilities for alternative institutions to disseminate such information? Please assign priorities for each you mention and give your preference as to which institution best disseminates such information.
- Q15: Should TGICA support the transparency and traceability of the IPCC assessments? How should this support be done? Are there alternatives? If you mention specific activities, please assign priorities.
- Q16: Should TGICA facilitate research on climate impacts, adaptation, and mitigation in support of the IPCC? Which research and how should TGICA facilitate such research (if any, please assign priorities for each you mention)? Are there alternatives?
- Q17: Should TGICA contribute to building capacity, notably to developing country authors in the use of data and scenarios for climate-related research in cooperation with organizations and activities that have training as their core mandate? Which teaching/instructional role do you see for TGICA and how should TGICA contribute to capacity building (if any, please assign priorities for each you mention)? Are there alternatives?
- Q18: Can you offer any views on what kind of guidance, monitoring, coordination, and governance TGICA should provide to the DDC (if any, please assign priorities for each you mention)? Are there alternatives?
- Q19: If possible please estimate the technical needs (e.g. hardware, software, perhaps even costs) for any of the activities and data services you have emphasized previously during this interview and you consider to be indispensable?
- Q20: Can you offer any ideas on how to possibly improve the resource situation and the sustainability of the DDC that is currently based on voluntary in-kind funding by only three countries?

Q21: Are you aware of an organization or entity in your country or region that performs similar activities as TGICA and/or DDC and that you have not already mentioned above?¹¹ If yes, which institution¹², what are these activities and how are they performed, are there opportunities for partnerships between TGICA and/or DDC?

¹¹ e.g. in your response to Q13a/b

¹² Please list the institution by title and home page URL