

Our ref.: 5160-21/IPCC/AR6

Annex(es): 1

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

COPY

Geneva, 12 May 2021

Dear Sir/Madam,

On behalf of the Chair of the Intergovernmental Panel on Climate Change (IPCC) I am addressing you on the subject of the Fifty-fourth Session of the IPCC (IPCC-54) and of the Fourteenth Session of Working Group I (WGI-14).

At the 53rd (bis) Session of the IPCC (22 – 26 March 2021), the Panel invited the Secretariat to solicit views from IPCC Focal Points and Bureau members regarding challenges and opportunities for participation in IPCC and Working Group Sessions during the COVID-19 pandemic, and how these challenges may be resolved to promote transparency, inclusiveness and equal participation in virtual sessions ([Decision IPCC-LIII\(bis\) 2.2](#)).

At the 60th (bis) Session of the Bureau (6 – 7 April 2021) which considered solely the preparations for the IPCC-54 and WGI-14, the Secretariat presented a Discussion Paper developed in collaboration with Working Group I which outlined the roadmap to IPCC-54 and WGI-14, as well as challenges and opportunities for participation in Working Group I sessions during the COVID-19 pandemic with the view to inform the discussions at the 60th (bis) Session of the Bureau for guidance on successfully conducting these sessions.

At its 60th (bis) Session, the Bureau invited the Secretariat to work with Working Group I to revise the Discussion Paper to reflect all the comments and suggestions expressed during the two days of the Bureau Session and to develop a document to be shared with the Panel for soliciting views from the Panel by correspondence.

The Secretariat took note of the comments and feedback from the Bureau, revised the Discussion Paper on the basis of such comments and prepared the attached Consultation Paper soliciting views from the Panel on the challenges and opportunities as per the Decision IPCC-LIII(bis)-2.2.

This Consultation Paper will be revised again based on the feedback from the Panel to outline the elements for the preparation of the IPCC-54/WGI-14 which will be shared ahead of the IPCC-54/WGI-14 with the Panel by correspondence.

You are kindly invited to submit your views on official letterhead to the IPCC Secretariat by **Friday 21 May 2021**. The Secretariat will upload all the submissions from the Governments in the IPCC Focal Point Portal: <https://apps.ipcc.ch/fp/>.

Thank you in advance for your consideration of this matter and your support in these challenging times.

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, consisting of a large, stylized 'C' followed by a small 'M' and a checkmark-like flourish.

(Abdalah Mokssit)
Secretary of the IPCC

Consultation paper

Roadmap to 54th Session of the IPCC/ 14th Session of Working Group I

1. Background

COVID-19 continues to affect the work of the Intergovernmental Panel on Climate Change (IPCC) and its authors, Bureau members, Technical Support Units (TSUs) and Secretariat. Following an unavoidable shift to virtual working arrangements, IPCC Working Groups (WG) have adjusted their milestones by 4-5 months and are making significant efforts in advancing their work on the finalization of the Sixth Assessment Report (AR6) without further delays and disruption.

At the 53rd (bis) Session of IPCC (IPCC-53 bis), the Secretariat presented the changes to the AR6 Strategic Planning Schedule since the start of the COVID-19 pandemic, as described in Document [IPCC-LIII\(bis\)/Doc.4, Rev.1](#), and information on options for conducting virtual approval sessions as described in [IPCC-LIII\(bis\)/INF.10, Rev.1](#).

At the same session, the Panel adopted **Decision IPCC-LIII(bis)-2.2** (see Annex 1) through which it invited the Secretariat to solicit views from IPCC Focal Points and the Bureau for consideration at the 60th (bis) Session of the IPCC Bureau regarding challenges and opportunities for participation in IPCC and WG sessions during the COVID-19 pandemic and how these challenges may be resolved to promote transparency, inclusiveness and equal participation in virtual sessions. As per the same decision, the Panel requested the Working Group I (WGI) Co-Chairs/WGI Bureau within IPCC rules and procedures to make appropriate arrangements, with the assistance of the IPCC Secretariat, for holding the 14th WGI approval session (WGI-14) from 26 July 2021 as stipulated in IPCC-LIII(bis)/Doc. 4, Rev.1, considering all options contained in IPCC-LIII(bis)/INF. 10, Rev.1 and the guidance and direction from the solicitation mentioned in paragraph 7 therein, reporting back to the Panel intersessionally by correspondence, prior to the 54th Session of the IPCC.

At the 60th (bis) Session of the IPCC Bureau from 6 to 7 April 2021, solely to discuss the preparations for the 54th Session of the IPCC (IPCC-54) and the 14th Session of Working Group I (WGI-14), the Secretariat presented a Discussion Paper on the Roadmap to IPCC-54/ WGI-14 developed in collaboration with WGI Co Chairs and TSU. The purpose of the Discussion Paper was to share with the Bureau a draft roadmap to IPCC-54 and WGI-14 as well as challenges and opportunities for participation in IPCC and WG sessions during the COVID-19 pandemic, with the view to inform the discussions at the BUR-60 bis for guidance on successfully conducting these sessions.

At its 60th (bis) Session, the Bureau invited the Secretariat to work with WG I TSU to revise the Discussion Paper to reflect all the comments and suggestions expressed during the two days of the Bureau session and to develop a document to be shared with the Panel for consultation by correspondence.

The Secretariat took note of the comments and feedback from the Bureau, summarized in Annex IV of this document and revised the Discussion Paper on the basis of such comments with the view to developing this Consultation Paper for soliciting views from the Panel on the challenges and opportunities as per the Decision IPCC-LIII(bis)-2.2.

2. Draft Roadmap to IPCC-54 / WGI-14

Since the start of the COVID-19 pandemic, the WGI team has had to shift to online working arrangements for all aspects of the preparation of the WGI contribution to the AR6. As reported by the WGI Co-Chairs at the IPCC-53 bis, the WGI contribution to AR6 is on track for government approval in July-August 2021. WGI Co-Chairs reported that the team was in the final run to deliver the Summary for Policymakers (SPM) and the underlying report for the Final Government Distribution review, which will run from 3 May 2021 to 20 June 2021.

The Secretariat, in collaboration with WGI TSU, has developed a road map to IPCC-54 / WGI-14 with key milestones as presented in Figure 1. A more [detailed list of activities](#) with shared roles and responsibilities between WGI TSU and the Secretariat has been developed to ensure an effective and successful completion of the IPCC-54 / WGI-14. A screenshot of the information available online is shown in Figure 2 noting that the information is a work in progress and is being updated regularly. A detailed list of milestones related to communication and outreach activities specific to IPCC-54 / WGI-14 is provided in Annex III with key activities.

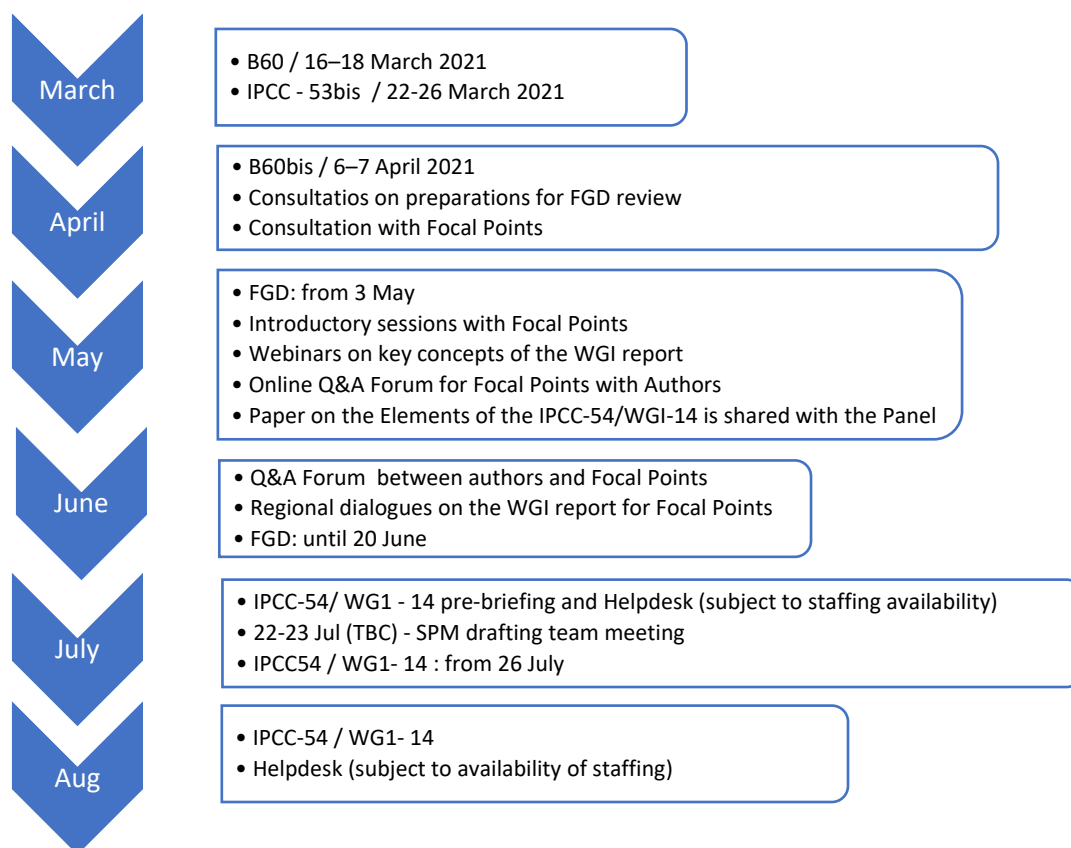


Figure 1 Roadmap to IPCC-54 / WGI-14

☐ A Task	From Date	To Date	Responsibility	Status
FROM MONTH ▼ 5-2021 Count 4				
7 WGI FGD	3/5/2021	20/6/2021	WGI and Secretariat	In progress
8 Webinars on key concepts of the WGI report	3/5/2021	31/5/2021	WGI	Todo
9 Q&A Forum between authors and FPs (online)	3/5/2021	30/6/2021	WGI	In progress
10 Introductory Session (FGD)	3/5/2021	4/5/2021	Secretariat	Done
FROM MONTH ▼ 6-2021 Count 2				
11 Regional dialogues on the WGI report for Focal Points	1/6/2021	30/6/2021	WGI	Todo
12 Webinar/Q&A between author and delegates	15/6/2021	16/7/2021	WGI	Todo
FROM MONTH ▼ 7-2021 Count 4				
13 P54 and WGI-14 Pre-briefing	12/7/2021	24/7/2021	Secretariat	Todo
14 Setup of the Helpdesk	21/7/2021	7/8/2021	WGI and Secretariat	Todo
15 IPCC-54 / WGI- 14	26/7/2021	6/8/2021	WGI and Secretariat	Todo
☐ Opening Ceremony	26/7/2021	26/7/2021	Secretariat	Todo
FROM MONTH ▼ 8-2021 Count 1				
17 Press Conference	9/8/2021	9/8/2021	WGI and Secretariat	Todo

Figure 2: Detailed breakdown of the activities leading to IPCC-54 / WGI-14

3. Challenges, barriers and opportunities for participation in virtual IPCC sessions

Since March 2020, organizations around the world have moved from physical to virtual meeting arrangements. With the view to advance the work on the finalization of AR6, the IPCC Bureau and Panel succeeded to conduct three Bureau sessions (58th, 59th and 60th) and a Panel session held in two parts (IPCC-53 and IPCC-53 bis) and take important decisions including related to the conduct of the IPCC approval sessions and transition to the seventh cycle.

At BUR-60 bis participants noted that while the virtual format is not the preferred choice for conducting IPCC-54 / WGI-14 under the COVID-19 pandemic circumstances, there is a need to find a solution to hold the session as planned, noting that this should not set a precedent.

WGI Co-Chairs and TSU work closely with the Secretariat in a solution-orientated process to provide any support possible in this challenging context. This builds on the many lessons learned from approximately 100 virtual meetings that have been held since the Fourth Lead Author Meeting (LAM-4), Technical Summary and SPM drafting meetings could not take place in person. An inclusive and equitable assessment process has been implemented. WGI wishes to convene the WGI-14 session in the context of the following principles to improve the clarity and quality of the report: inclusive practices, equitable participation, transparency of the process, respect of participants' time and well-being.

The shift from physical to virtual has brought challenges, barriers and opportunities for participation in virtual meetings, summarized below.

3.1 Challenges and barriers to participation in virtual meetings

Following the experience within the IPCC with virtual meetings and debriefing surveys with participants, the following are some key issues that have been identified as challenges and barriers to participation that require attention for transparent, inclusive and equitable participation in IPCC meetings.

1. *Internet connection* – The internet connection may be unstable and/or the bandwidth may be limited in some developing countries. Developing countries have raised concerns regarding the availability and quality of internet connection, which may result in a “digital divide” between developed and developing countries and may put the latter category at a disadvantage.
2. *Restrictions on travel* – Despite the availability of vaccines, access to vaccines and vaccination programs are unevenly distributed throughout the world, with an imbalance between developed and developing countries. Furthermore, even though travel may be possible, there are uncertainties related to national quarantine and government regulations that may affect the feasibility of travel for different delegations.
3. *Competing responsibilities* – Authors and delegates may face challenges to dedicate the full-time participation required for the approval session given the competing responsibilities they need to address whilst being located in their home country.
4. *Blackouts* – Many developing countries experience frequent blackouts, which are both unpredictable and beyond the control of the participants. This situation can be exacerbated by extreme weather conditions, such as thunderstorms, which may interrupt regional power supplies.
5. *Time zones* – Finding a time zone that suits all member countries is a major challenge, given there is no timing that suits all time zones. Careful consideration needs to be given to ensure that the burden does not always fall on delegates from a single region. Further, use of time within each session must be effectively managed to ensure the best use possible of the allocated time, respecting participants' time and availability.
6. *Confidentiality* – As all IPCC sessions are closed to non-registered participants, careful planning is required to ensure that session confidentiality is respected in a virtual format. This is a challenge that is not limited to virtual meetings but also extends to physical sessions.
7. *Access to participant information* – A virtual meeting includes additional documentation and novel logistical arrangements. Participants need clear information and scheduling to ensure that everyone knows what is happening, how to attend, and the expected outcomes.
8. *Health and well-being* – A growing scientific literature highlights cognitive health issues linked to virtual meetings during many hours per day, related to concentration, unnatural social interaction, multi-tasking, and limited mobility during calls. The feedback from the IPCC community indicated increased levels of exhaustion, fatigue, cognitive overload, burnout, and intrusion into personal lives that affect health and well-being.

9. *Participant engagement during the meeting* – During physical sessions, delegates engage outside the Plenary sessions to facilitate discussions, including in the corridors, contact groups, breakout sessions, huddles etc. Organizing contact groups and breakout rooms with a large number of participants in a virtual setup presents both technical and organizational challenges considering that participants chairing the breakout groups will be based in different time zones. The challenges are proportional to the number of parallel breakout groups. Challenges concerning huddles are similar to those identified above.

3.2 Measures to enhance participation in virtual meetings

Measures to address challenges and barriers to participation in virtual meetings include, but are not limited to, the following:

1. *Internet connection* – During IPCC-53, the Panel requested the Secretariat to provide in the budget document detailed information on expenditures for activities held virtually due to the COVID-19 pandemic, including those related to internet connectivity. The Secretariat will continue to offer support to the delegates who experience challenges related to internet connection or bandwidth. Access to the meeting has been negotiated for those participants whose countries cannot normally use Zoom platform.
2. *Restrictions on travel* – This depends on the continuously evolving international context in relation to the COVID-19 pandemic. The Secretariat should keep monitoring the situation and adjust the plans for the sessions accordingly. Possible measures to enhance participation:
 - a. *Regional hubs / Travel bubbles* – Provided that some form of travel is possible (and there is a willingness to travel) within a given region, the Secretariat can explore if the regional UN hubs and WMO offices could host delegates from the region in a single location¹. The meeting could alleviate some or all technical challenges faced by some delegates when participating in virtual sessions.

However, based on the current situation, many UN regional offices are currently only accessible to a limited number of critical staff working at the duty station and therefore unavailable and inaccessible to external participants. The Secretariat can continue to monitor the availability of this option and the possibility of using government buildings will be explored.
 - b. *Authors, Bureau, TSU and Secretariat in one location* – having the authors, Bureau members, TSU and the Secretariat in a single location can facilitate the management of logistics and coordination required for the approval session. Not all authors may be able to travel, and some authors have also raised concerns with having to quarantine before and after travelling, which also has financial implications.
3. *Competing responsibilities* – The Secretariat invitation should request that authors and delegates are issued with an official mission to enable their full participation, equivalent to travelling and attending the meeting in person so that they are able to dedicate 100% of their attention to the

¹ "Earlier this month, UN chief António Guterres urged negotiators to adapt, arguing the climate crisis was too urgent to delay talks any further. He instructed officials to make UN regional hubs available for negotiators to access stable internet connection." – [Climate Home News](#)

approval tasks. This may require the use of the IPCC Trust Fund for DSA to cover the costs that may be incurred to participate (for example, a hotel location, enhanced internet access).

4. *Blackouts* – Using the telephone network to connect online or to call into the meeting is one possible measure to mitigate being disconnected due to a blackout. The main limitation here that the current Zoom platform used by IPCC supports interpretation only when connected using the “Zoom client” application, that requires an internet connection. When connected via telephone, the translation option is not available. A new feature request has been submitted to the vendor (Zoom Inc). However, the timeframe for its implementation is beyond the control of IPCC. Other possible solutions include:
 - a. Booking hotels for participants where backup generators and good internet is available.
 - b. Contracting UNDP Country Offices or UN Country Team office for the use of their facilities available at the venue. This also alleviates the issues associated with travel restrictions. Difficulties posed by the time zone may be incurred when IPCC meetings take place out of office hours, rendering access to these venues difficult.
5. *Time zones* – To minimize the impacts of different time zones, care is needed to avoid setting the times in a way that systematically affects a region more than others. Some of the possible options include:
 - a. Staggered start times for the session, rather than consistently hosting the session at the same time. This has been repeatedly requested in responses to the surveys that were carried out by the Secretariat. The latest poll conducted during IPCC-53 bis, an overwhelming majority (93%) were in favor of conducting the session in a staggered manner.
 - b. Spreading the session (particularly the approval session) over two weeks rather than one week to ease the burden on participants and reduce fatigue normally associated with long online meetings. There should also be clear guidance on the organization of the session, taking into consideration breaks after every 1:30 hours, a longer break after every 3 hours, and limiting the session to no more than 9 hours per day. There are significant health and stamina considerations in view of the strain this puts on the Chair, Co-Chairs and the TSU/Secretariat in coordinating, facilitating and managing the meeting.
 - c. Including asynchronous participation to facilitate the participation of those who could not attend the synchronous segment. This can include allocating time for participants to access the recording of the session, providing the written transcript of the session, a summary of key discussion points, information on what input or feedback is being solicited and information on what happens next, providing time for delegates to submit contributions. Clear guidance is needed on how and when decisions will be taken and how participants' views will be sought and accounted for.
 - d. Daily summary of the highlights and key outcomes provided to all participants.
 - e. Posting all relevant documentation in Paper Smart on a regular and consistent basis, potentially at pre-defined times, with clear guidance on where information is.
 - f. Some activities can be repeated twice to suit the full range of time zones. Repeat activities are effective and appropriate when running 'information activities' such as webinars, Q&A and guidance sessions. Though more work and effort are needed to manage and consolidate the comments from the two plenaries, it does address the difficulties associated with time zones.

6. *Confidentiality* – Ensuring the attendance is restricted to registered participants and that materials (and discussions) from the ongoing session are not leaked to media or various online platforms could help address the challenge.
7. *Access to participant information* – This could be addressed by the following high-level preparatory work and support during the session. An event management approach and resources would be required to provide logistical support to delegates (as also needed for an in-person meeting) and technical support to guide participants to all relevant information, documents and schedule:
 - a. *Helpdesk* – A centralized helpdesk will provide support to delegates, analogous to in-person sessions. The Helpdesk will be a central point of contact between the hosts and the delegates on technical and logistics.
 - b. *Pre-session briefings* – Pre-session briefings have previously been useful and beneficial to all delegates. Multiple pre-session briefings could be organized ahead of the session to clarify the modalities and arrangement for the virtual session. The pre-session briefings can also be used to test connectivity and navigation to breakout rooms.
 - c. *Document management system* – A carefully structured portal (based on Paper Smart) to find latest documents.
 - d. *Schedule support* – Provide clear guidance on what is happening when, information on the approval process progress, strict timekeeping allowing all participants to know what is happening, respecting the time participants are engaging in the approval session. Establish a daily schedule ahead of the session with information available in advance to allow participants to plan their participation. Efforts to align the pace of approval with the duration of the session so an extension of the session is not required, give a fixed time when the session will end. Consideration of religious festivals/holidays that will take place between May and July.
 - e. *Conference Requirement Checklist (CRC)* – The checklist guides the preparation of the session. The requirements in the CRC need to be carefully analyzed and mapped to a virtual or a hybrid session to ensure that all the requirements have been captured. In case of a hybrid session, additional safety measures need to be put in place to ensure the safety of the participants.
8. *Health and well-being* – Designing the approval session with the view to *giving a human community face to an approval session* may help reducing the impact on health and well-being. It may include brief opening moments with art pieces from various world's regions; opportunities for informal discussions could be provided during session breaks ("virtual lounges"); opportunities to help relax the mind and body ("music, guidance for relaxation movements").
9. *Participant engagement during the meeting* – Technically, Zoom breakout rooms can be used for all breakout sessions as well as impromptu huddles. Breakout sessions are relatively easy to schedule, but the volume of participants willing to participate in parallel breakout meetings might not be manageable. Huddles, on the other hand, involve a different set of difficulties due to its quick turnaround times that require a rapid response.
10. *Cross-cutting* – Some measures to enhance participation in virtual meetings cut across two or more barriers identified in section 3.1. They include the following:

- a. The IPCC Secretariat has and will continue to consider the legal aspects of holding virtual plenary and working group approval sessions. These include the principle of participation and equitable representation in the expert and governmental review process, in particular given the identified barrier of a possible digital divide between developed and developing countries as leading to disadvantaged participation. The current virtual session scenario does not currently replicate the conditions as needed for the option of full participation and equitable representation, due to limitations imposed by the digital divide including technical connectivity. The application of IPCC principles and values may be understood that solutions implementing virtual meetings must provide for fair, inclusive and transparent processes so that all Members are offered the ability to meaningfully participate in review and approval, such as offered for in-person meetings.
- b. Developing a set of norms to guide the line-by-line SPM approval process with the view to ensure that government views will be considered on each line of the text and explanation of how the decision making will be taken, including how text and figures will be approved during the approval session. Such norms will include explanation how the process will be undertaken, including how legitimate concerns from governments will be addressed, the possibility of having 'silence' periods when delegates can check text to be approved and the need for a code of conduct for delegations.
- c. Considering the organization of a dry run/rehearsal for the approval session over the coming weeks, including participation of some Focal Point selected to ensure regional balance.
- d. Providing for agility and flexibility into the planning with regards to time keeping and scheduling to allow for issues that may come up.

3.3 Opportunities arising from virtual IPCC meetings

While virtual meetings present some challenges as discussed above, they also present some opportunities that physical meetings do not allow for:

1. *Larger delegation size and more accessibility* – Developing country delegations whose travel expenses are covered by the IPCC Trust Fund were limited in terms of their delegations' sizes, meaning that their participation in meetings may be disadvantaged compared to delegations that could afford to travel in larger numbers. This is no longer a limiting factor in virtual meetings (subject to limitations imposed by the current license). While virtual meetings favor larger delegations there needs to be encouragement to governments to coordinate with the view to ensure that only one delegate speaks on behalf of the country, i.e., the head of delegation or alternate, the role of IPCC Observer Organizations should also be clarified particularly with respect to their participation in Contact Groups and how their interventions will be made possible.
2. *Avoided GHG emissions* – Virtual meetings reduce GHG emissions released from travel.
3. *Reduced costs of meetings* – Virtual meetings reduce significantly the cost of conducting meetings related to the cost of travel, venue expenses, catering, etc.
4. *No travel logistics and restrictions* – Visa challenges are avoided, as well as restrictive travel arrangements that have caused participants to arrive late or leave early.

4. Moving forward

To promote transparency, inclusiveness, and equitable participation in virtual sessions, the Secretariat is soliciting views from the Panel through this Consultation Paper regarding the roadmap as well as challenges, barriers and opportunities for participation in IPCC and WG sessions during the COVID-19 pandemic, as mandated by the Panel at IPCC-53 bis.

This Consultation Paper aims to initiate the process of soliciting Panel views by correspondence. An iterative process is envisaged, with consultations run by correspondence and surveys with delegations, WG Bureau members, and authors, to inform the preparation for IPCC-54 / WGI-14, including the activities envisaged during the Final Government Distribution review, and preparation of the session schedules.

The Consultation Paper will be revised again based on the feedback from the Panel to outline the elements for the preparation of the IPCC-54 / WGI-14 which will be shared ahead of the IPCC-54/ WGI-14 with the Panel by correspondence. Figure 3 provides a roadmap of the consultation process with the Bureau and Panel in response to the IPCC-53 bis Decision IPCC-LIII(bis)-2.2.



Figure 3: Roadmap of consultations with the IPCC Bureau and Panel on IPCC-54/WGI-14

Annex I

Decision IPCC-LIII(bis)-2.2 AR6 Strategic Planning Schedule

Documents: IPCC-LIII(bis)/Doc.4, Rev.1; IPCC-LIII(Bis)/INF. 10, Rev.1 ; IPCC-LIII(Bis)/INF. 16, Rev.1

The Intergovernmental Panel on Climate Change at its 53rd (bis) Session:

1. Takes note of the urgent decisions made by the IPCC Executive Committee (ExCom) regarding the IPCC Sixth Assessment Report (AR6) work programme as described in Document [IPCC-LIII\(bis\)/Doc.4, Rev.1](#) since the start of the COVID-19 pandemic, noting that any changes remain tentative, depending on the evolving COVID-19 pandemic and the necessity of consideration by the Panel;
2. Recognizes the current exceptional circumstances related to the COVID-19 pandemic under which preparation of the AR6 is taking place;
3. Recognizes with appreciation the tremendous efforts that are currently being taken by the IPCC authors, ExCom, Bureau Members, Technical Support Units and the IPCC Secretariat for the completion of IPCC AR6 under exceptionally challenging circumstances due to COVID-19 pandemic;
4. Highlights the need to ensure scientific quality and integrity of the IPCC AR6;
5. Takes note of the concerns raised by Member countries regarding participation in meetings in view of the pandemic situation in respect for adherence to IPCC values and principles, including observation of IPCC rules and procedures while approving IPCC reports, as set out in Appendix A, section 2 and section 4.6;
6. Notes the information presented in [IPCC-LIII\(bis\)/INF.10, Rev.1](#) and the views expressed by IPCC Members and Bureau Members during the 53rd –(bis) session of the IPCC;
7. Invites the Secretariat to solicit views from IPCC Focal Points, and Bureau for consideration at the 60th(bis) session of the Bureau regarding challenges and opportunities for participation in IPCC and Working Group sessions during the COVID-19 pandemic and how these challenges may be resolved to promote transparency, inclusiveness and equal opportunity in the session;
8. Requests the Working Group I Co-Chairs/Working Group I Bureau within approved rules and procedures to make appropriate arrangements, with the assistance of the IPCC Secretariat, for holding Working Group I approval session from 26 July 2021 as stipulated in IPCC-LIII(bis)/Doc. 4, Rev.1, considering all options contained in IPCC-LIII(bis)/INF. 10, Rev.1 and the guidance and direction from the solicitation mentioned in paragraph 7 above, with the view to report back to the Panel intersessionally by correspondence, prior to the 54th Session of the IPCC;
9. Recognizes that any arrangements taken for the 54th session of the IPCC in response to the current exceptional circumstances highlighted in paragraph 2 will not set a precedent for future sessions of the IPCC.

Annex II

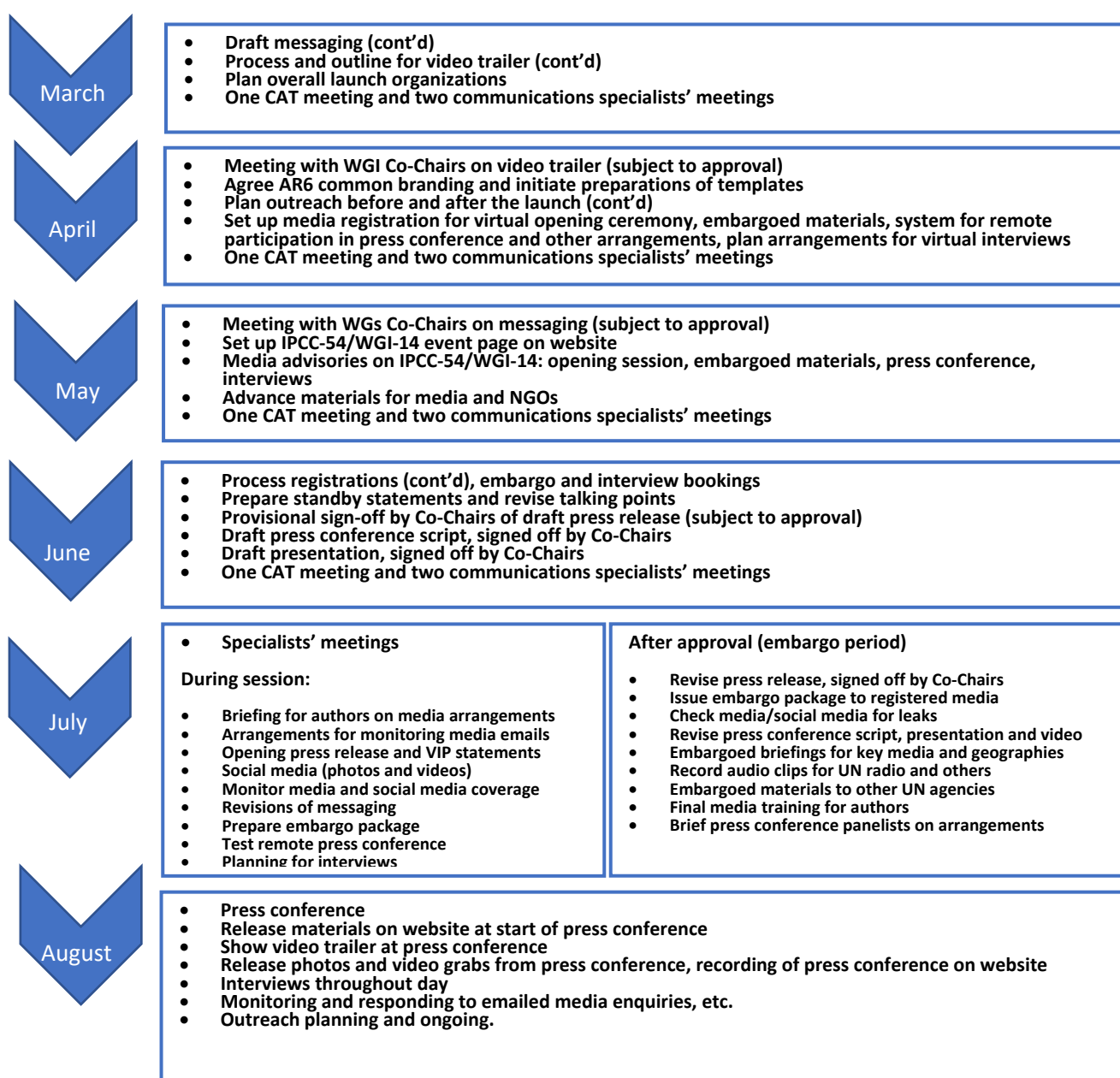
Mapping of the key processes for physical and virtual sessions.

Procedure	Physical session	Virtual session
Meeting Dates	Fixed time per day (2 sessions per day)	Staggered times for each day (considering the time zones)
Agenda	Agenda	Same as physical
Pre-Registration	Early pre-registration by Focal Points (to make necessary travel arrangement)	Pre-registration. Identification of the Head of Delegation
	Letter of nomination	Letter of nomination
Pre-briefing session	Not applicable	Pre-briefing/testing sessions for interested delegates
Member Countries and Observer Organizations Registration	Registration in person at the venue, at which point delegates will receive credentials for Paper Smart	Heads of Delegation registered early to coordinate the submission of comments. Other delegates registered once the comments are closed
Session format	Physical	Virtual / Online (will start at least 1 hour in advance)
Seating Plan	Delegates are seated based on the seating plan	No seating plan
Interpretation	Interpretation in 6 UN languages	Interpretation in 6 UN languages - Zoom
Intervention	Request the floor using the intervention system available in the room	Using "Raise Hand" in Zoom Anyone registered for the session can take the floor to make an intervention on behalf of the country or organization they are representing. However, coordination across members of a delegation is sought.
Opening Ceremony	Opening address by dignitaries	Opening address by dignitaries
Breakout Rooms/sessions	Breakout rooms / sessions	Virtual breakout Room / session in Zoom
Conference Room Papers (CRP)	CRP in Paper Smart	CRP in Paper Smart

Help and Support	Help desk	Chat – for Technical support Helpdesk Email (ipcc-help@ipcc.ch)
Decision making	All decisions of the session are taken by consensus	All decisions are taken by consensus and in real time during live sessions
Recording	Audio recording of plenary are retained for record keeping purposes	Same as physical
List of Participants (LOP)	All registered participants will be included in the list of participants	All pre-registered delegates will be included in the list of participants
Meeting	Meeting report will be drafted and circulated for comments	Same as physical

Annex III. IPCC Communications Roadmap – AR6 WGI Launch

This Annex includes the communications roadmap towards the AR6 WGI launch with the objective to provide a snapshot of the scope and workload. The list provided in this roadmap is not exhaustive and the full scope of communications activities before, during and after the approval session can be found in the WGI AR6 Communications Strategy which was submitted to the 58th Session of the IPCC Bureau (BUR-58) and on which this Annex is based.



Summary of the comments from BUR-60 bis participants on the Discussion Paper

- Many BUR-60 bis participants noted that while the **virtual format** is not the preferred choice for conducting the IPCC-54 / WGI-14 under the COVID-19 pandemic circumstances, there is need to find a solution to hold the session as planned, noting that this should not set a precedent. They supported the urgent start of consultations on IPCC-54/ WGI with IPCC Focal Points and to orient these consultations towards solutions to potential challenges and barriers to their participation.

BUR-60 bis participants **supported** the following elements from the Discussion Paper:

- Support to the organization of **Question and Answer (Q&A)** session and **presentation of key concepts** during the WGI FGD review;
- **Delegation size** – support larger delegations and the need to find the way to encourage Governments to **coordinate** with the view to ensure that only one delegate speaks on behalf of the country, i.e., the head of delegation or alternate, and the need for a **code of conduct** for delegations; the role of IPCC Observer Organizations should also be clarified particularly with respect to their participation in Contact Groups and how their interventions will be made possible.
- **Time zone / Scheduling:**
 - o A need to spread the approval session over the course of **2 weeks**;
 - o Establish a **daily schedule** ahead of the session to help participants plan their day;
 - o Consider holding plenary sessions with appropriate **intervals between the days** that can accommodate contact groups and huddles.
- Use of a **Helpdesk** before, during and even for other Plenary sessions taking place after the IPCC-54 / WGI-14.
- Engagement **virtually** during the meeting – virtual contact groups, breakout sessions, huddles, and support to hold side meetings, the availability of participants' list ahead of the session, and such tools to support discussion.

BUR 60bis participants **suggested new elements / measures** which were not explicitly reflected in the Discussion Paper:

- Develop a **set of norms** to guide the approval process and Q/A with the view to ensure that government views will be considered on each line of the text.
 - o Explanation of **how the decision making will be taken**, including how text and figures will be approved, during the approval session;
 - o **How the process will be undertaken**, including how legitimate concerns from governments will be addressed, the possibility of having 'silence' periods when delegates can check text to be approved.

- Use the same approach for approval of the text; i.e showing the screen with the paragraph under discussion in large font and discussing it, editing and line-by-line approving it by the delegates.
- Consider the **well-being** of all participants involved in the session preparation, for planning the meeting schedule and in terms of adhering to schedule.
- Make efforts to align the **pace of approval** with the **duration of the session** so that it does not require for **extension** of the session, with a fixed time when the session will end.
- Monitor in real-time progress in the approval and quality control that a transparent, equitable and participatory process is being held, including reporting in real-time on progress and what is happening.
- Use of the IPCC Trust Fund for addressing barriers related to participation, in line with WMO rules and regulations.
- **Regional hubs** – in addition to UNDP Country offices, need to check if there could be access to WMO regional offices and other government buildings, such as Universities to host participants.
- Consider **socio-economic challenges** of participation in virtual sessions (for example COVID-19 regulations, safety related to needing to travel to a place of work out at late or early morning hours), impacting participation from developing countries.
- Consideration of **religious festivals / holidays** that will take place during May to July.
- Consider the **lack of capacity and expertise in developing countries** for participation in the review and approval session.
- Consider how to enhance preparation and support of **networks of delegates within their regions**.
- Consider a **dry run / rehearsal** for the approval session over the coming weeks, including participation of some Focal Point selected to ensure regional balance.
- **Connectivity** – Consider using **more than one device** and more than **2 ways of connecting** – e.g. through WiFi, satellite phones and data packages for phones.
- Providing for **agility and flexibility** into the planning with regards to time keeping and scheduling to allow for issues that may come up.

BUR-60 bis participants posed a few **questions** which the Secretariat and WGI have answered as follows:

Question:1: Q/A forum – clarity on how does this relate to the government reviews? Are they going to merge together?

Response to Q1: Only comments submitted through formal review will be considered in the preparation of the SPM. Questions submitted should be brief and focused clarification questions, rather than review or discussion topics. Questions and answers will be clustered by topic and made available as a resource for other participants' information Responses to questions will be prepared by WGI Bureau members and Authors will respond with the support of WGI TSU.

Question 2: How will the Panel feedback be received?

Response to Q2: The Secretariat is implementing an iterative process, with consultations run by correspondence and surveys with delegations, to solicit such views and inform the preparation for IPCC-54/WGI-14, including the activities envisaged during the Final Government Distribution review, and preparation of the session schedules.

Question 3 What is the quorum required for the approval session?

Response to Q3: Quorum does not apply to approval sessions.

Question 4: - What is the outcome of the BUR-60 bis on the Discussion Paper and whether there would be a Panel decision?

Response to Q4: The outcome will be the preparation of a Consultation Paper based on the input from the Bureau at its BUR-60 bis Session. The Secretariat and WGI TSU are working on the details of the IPCC-54 and WGI-14 Sessions using a road map approach. No decision is expected from the Panel. As per paragraph 8, the IPCC-53 bis Decision 2.2 gives the mandate to the WGI Co-Chairs/WGI Bureau with the support from the Secretariat to make the arrangements and consider all options and report back to the Panel by correspondence.