

Our ref.: 5201-22/IPCC/AR6

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

COPY

Geneva, 3 January 2022

Subject: Synthesis Report of the IPCC Sixth Assessment Report

Sir/Madam,

I have the honour of addressing you on the matter of the Government and Expert Review of the First Order Draft (FOD) of the Synthesis Report (SYR) of the IPCC Sixth Assessment Report (AR6).

At the 41st Session of the IPCC (Nairobi, Kenya, 24-27 February 2015), the Panel agreed to prepare a Sixth Assessment Report (AR6). Following a Scoping meeting in Singapore, in October 2019, the [outline](#) of the Synthesis Report of the Sixth Assessment Report was agreed at the 52nd Session of the IPCC (Paris, France, 24-28 February 2020).

The Core Writing Team (CWT) members of the Sixth Assessment report Synthesis Report are now working on a first draft report [First Order Draft] of the Synthesis Report which will undergo simultaneous review by Governments and Experts from 10 January 2022 to 20 March 2022, 23:59 (GMT +1).

As per [Appendix A](#) of the Principles Governing IPCC Work, the Synthesis Report will synthesize and integrate materials contained within the Assessment Reports and Special Reports in a non-technical style. The Synthesis Report is composed of two parts as follows: (a) a Summary for Policymakers (SPM) and (b) a longer report. In accordance with IPCC procedures following the Government and Expert review, the SPM and the longer report of the Synthesis Report will then be revised by the authors with the assistance of the Review Editors. The revised drafts of the SPM and longer report of the SYR will then be submitted to Governments and observer organizations eight weeks before the Approval Session of the Panel planned for September 2022.

The Synthesis Report is exclusively based on the Working Group contributions to the AR6 as well as on the three Special Reports on Global Warming of 1.5°C, on Climate Change and Land, and on the Ocean and the Cryosphere in a Changing Climate. The Synthesis Report, therefore, cannot make reference to any literature or findings that are not published in the AR6 reports or relevant IPCC Special Reports. Through this review you are invited to specifically address:

- consistency with the underlying Working Group contributions to the AR6 and IPCC Special Reports;
- policy relevance of the Synthesis Report, its balance and objectivity;
- clarity of texts, tables and graphs and use of non-technical language;
- page length – IPCC-52 agreed that the Synthesis Report Summary for Policymakers (SPM) should be up to 10 pages and the longer report up to 30 pages. Please keep this in mind when making your comments in order to keep within these limits.

IPCC Secretariat

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The IPCC Procedures indicate that Governments should submit one integrated set of comments through their Government Focal Points. Government review comments must be submitted using the online platform starting on 10 January 2022.

The Government and Expert Review of the Synthesis Report of the Sixth Assessment Report will take place from 10 January to 20 March 2022, 23:59 (GMT+1).

Expert Review:

An online registration process is open for prospective Expert reviewers via the online FOD Review portal at:

<https://apps.ipcc.ch/comments/ar6syf/fod/register.php>

Additional information on the role of Expert Reviewer is available in Annex 1 of Appendix A to the Principles Governing IPCC Work. Please also see here an information note explaining the Expert Review process:

https://apps.ipcc.ch/comments/ar6syf/fod/help/AR6_SYR_FOD_explanatory_note.pdf

Please note that IPCC Focal Points do not need to register and login to the portal using their IPCC credentials. Registration for Expert reviewers will close on **13 March 2022, 23:59 (GMT+1)**, one week before the end of the review period.

Government Review:

I kindly invite you to submit your Government comments by **20 March 2022, 23:59 (GMT+1)**. Given the tight timeline for the preparation of Synthesis Report of the AR6, we regret that delays to the schedule cannot be accommodated. The review comments will be compiled immediately and thus it will not be possible to submit comments after the deadline.

The draft report is accessible to Governments from 10 January 2022 via the link:

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Please note that this is a confidential document which must not be distributed, cited or quoted. We therefore kindly request you not to share the access details to the draft report.

This review webpage contains the drafts themselves, the comments spreadsheet, and instructions. You will be asked to upload the completed Government review onto this system using only the comments spreadsheet available on the website.

Please use your unique credentials that you have already received for previous Government review. Please contact the IPCC Synthesis Report Technical Support Unit at [<syr.tsu@ipcc-syr.org>](mailto:syr.tsu@ipcc-syr.org) if you do not have the credentials, or if you have any questions about the process.

The Core Writing Team will consider the review comments at its third meeting to be held in April 2022. Review Editors will ensure that all substantive comments receive appropriate consideration. A final draft of the report is expected to be sent to Governments in June 2022 and an approval Session of the Synthesis Report is expected to take place in September 2022.

Please note that **all Government comments will be attributable by country and made publicly available from the IPCC website** following the final approval and publication of the report.

All review comments must be submitted by means of the FOD review site by **Sunday, 20 March 2022, 23:59 (GMT+1)**.

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