

Our ref.: 5215-19/IPCC/SROCC

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

COPY

Geneva, 14 June 2019

Subject: *IPCC Special Report on the Ocean and Cryosphere in a Changing Climate*

Madam/Sir,

I have the honour of addressing you on the matter of the government review of the Final Draft of the Summary for Policymakers (SPM) of the *IPCC Special Report on the Ocean and Cryosphere in a Changing Climate*.

You may recall that at the 43rd Session of the IPCC (Nairobi, Kenya, 11-13 April 2016), the Panel agreed to prepare a Special Report on the Ocean and Cryosphere in a Changing Climate (SROCC). Following a Scoping Meeting (Monaco, 6-9 December 2016), the outline of the Special Report on the Ocean and Cryosphere in a Changing Climate was approved at the 45th Session of the IPCC (Guadalajara, Mexico, 28-31 March 2017). Following an IPCC call for nominations in April 2017 to member governments and observer organizations for experts to participate in the production of SROCC, Coordinating Lead Authors, Lead Authors and Review Editors were selected by the Working Group I and II Bureaux in July 2017 from the large number of nominations received.

As mandated by IPCC rules and procedures, the First Order Draft (FOD) of the Special Report on the Ocean and Cryosphere in a Changing Climate underwent Expert Review from 4 May to 29 June 2018 and was revised by the authors to produce the Second Order Draft (SOD). The SOD underwent Government and Expert Review from 16 November 2018 to 11 January 2019. Subsequently authors have incorporated government and expert comments in the SOD to produce the Final Draft.

I have the pleasure to inform you that the Final Draft of the Summary for Policymakers (SPM) is available for your consideration and review **from 14 June to 9 August 2019, 23:59 (GMT +2)**. The aim of the review is to ensure that the SPM is accurate, well-balanced and presents the findings of the underlying report clearly, and is consistent with the scope of the full report as approved by the Panel. To this end your review comments will be most helpful if they:

- Address specific text, tables or figures in the draft and provide clear suggestions for changes in wording or content where appropriate.
- Take account of the specific mandates of IPCC and of Working Groups I and II together with the approved outline of the report and do not require the authors to go beyond that scope.
- Ensure that any suggested changes to the SPM are fully consistent with material in the chapters of the full report and provide cross references to that material.

- Take into account that the authors are required to work within strict length constraints and must present a concise assessment of current knowledge, not a scientific review of how that knowledge was derived.
- Are substantive rather than editorial, as the text styles including standardized spelling, use of units, etc., will be corrected as necessary in subsequent proof reading steps. Detailed comments providing copyedits are not generally of use at this stage.

The SPM drafting authors will consider the comments on the SPM at a meeting to be held in Monaco, on 17-18 September 2019, preceding the 2nd Joint Session of Working Groups I and II. The draft SPM will then be submitted to the 2nd Joint Session of the Working Groups, starting on 20 September 2019 at the same venue, for line-by-line approval. The full Final Draft Report will be submitted for acceptance by the 2nd Joint Session of Working Groups I and II. Subsequently, in accordance with IPCC procedures, the approved SPM and the accepted underlying Report will be submitted to the IPCC for formal acceptance at its Fifty-first Session, to be held at the same venue from 20 to 23 September 2019.

To facilitate the consideration of the Summary for Policymakers at the approval Session I kindly invite you to submit your government comments by **9 August 2019, 23:59 (GMT +2)**. Details on how to access the draft report and submit your comments are provided below.

Please note that **all comments will be published attributable by country** following the final approval and publication of the report.

Access to the draft report:

The Final Draft SPM, associated material and detailed instructions for submitting your review comments on the draft SPM are available from the following closed web site:

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To access the Final Draft SPM please use your unique credentials that you have previously used for the review of the SOD. Please contact Working Group II, Technical Support Unit <tsu@ipcc-wg2.awi.de> if you don't have the credentials.

From this website you can download the separate chapters, Technical Summary (TS) and SPM of the report in portable document format (pdf). In addition, the above web site provides a Microsoft Excel comments sheet into which we ask you to insert your comments.

Please note that these are confidential documents which must not be distributed, cited or quoted. We therefore kindly request you not to share the access code to the draft report.

Preparation and submission of review comments:

Please prepare your review comments using the Microsoft Excel spreadsheet that can be downloaded from the web site given above. Given the large number of comments that are received on IPCC draft reports and the limited time available to collate these in a form that can be used by the authors, I must ask that you use this exact format **and no other** (e.g. Word, PDF, self-generated excel, etc). Each spreadsheet can accommodate up to 1000 comments. For those Governments that anticipate submitting more than 1000 comments I ask that you prepare separate spreadsheets for each section of the SPM.

If you have any questions about the process, please contact the IPCC Working Group II Technical Support Unit at <tsu@ipcc-wg2.awi.de>.

Please note that all review comments must be submitted via the online portal by **9 August 2019, 23:59 (GMT + 2)**.

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 checkmark-like flourish.

(Abdalah Mokssit)
Secretary of the IPCC