

Our ref.: 5320-18/IPCC/SROCC

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

COPY

Geneva, 9 November 2018

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

Sir/Madam,

I have the honour of addressing you on the matter of the Government and Expert Review 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.

The SROCC First Order Draft (FOD) was available for expert review from 4 May to 29 June 2018. The report has now been revised by the authors in response to comments received and the Second Order Draft (SOD) will undergo simultaneous review by governments and experts.

The Government and Expert Review of the SROCC SOD is a key element of the IPCC assessment process. The purpose of this review is to help ensure that the report provides a balanced and comprehensive assessment of the latest scientific findings. The IPCC Procedures state that the review process shall be objective, open and transparent, with a wide circulation that aims to involve as many independent experts as possible in the IPCC process, seeking a range of views, expertise, and geographical representation. 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. Please provide full references for any additional literature cited in a review comment.
- Recognize the specific mandates of IPCC and of Working Group 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 Summary for Policymakers (SPM) of the report are fully consistent with material in the chapters of the report and provide cross references to that material.

- Recognize 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.
- Give attention to ways of shortening the chapters and the SPM of the report where possible.

The review process will follow standard IPCC procedures¹. These procedures advise that governments should send one integrated set of comments for each report to the appropriate Working Group Bureau Co-Chairs through their Government Focal Points. For your information, all experts who contributed comments on the FOD will be notified directly about the review of the SOD and invited to submit a review. An expert reviewer may also be asked to participate in the government review organized within his or her own country. In such a case, he/she should submit comments either as an individual or as part of the government review, but not both.

The Government and Expert Review of the SROCC SOD will take place from 16 November 2018 to 11 January 2019, 23:59 (GMT+1).

Expert Review

An online registration process is open for prospective expert reviewers via the SOD Review webpage:

<https://apps.ipcc.ch/comments/srocc/sod/register.php>

Please note that IPCC Focal Points do not need to register. Registration starts today **9 November 2018** and will close on **4 January 2019, 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 **11 January 2019, 23:59 (GMT+1)**. Given the tight timeline for the preparation of the SROCC, 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 16 November 2018 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, supporting materials, the comments spreadsheet, and instructions. You will be asked to upload the completed government review onto this system using the comments spreadsheet.

Please use your unique credentials that you have already received for previous government review. Please contact the IPCC Working Group II TSU at [<tsu@ipcc-wg2.awi.de>](mailto:tsu@ipcc-wg2.awi.de) if you don't have the credentials, or if you have any questions about the process.

¹ <http://www.ipcc-ch/>

The Lead Authors will consider the review comments on their chapters at a meeting to be held on 3–9 March 2019 and Review Editors for each chapter will ensure that all substantive comments receive appropriate consideration. A final draft of the report will be sent to Governments in June 2019 and a Joint Working Group Session to approve the SPM and accept the underlying report will take place in September 2019.

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 SOD review site by **Friday, 11 January 2019, 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 checkmark-like flourish.

(Abdalah Mokssit)
Secretary of the IPCC