

Our ref.: 5132-22/IPCC/AR6

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

COPY

Geneva, 15 February 2022

Dear Sir/Madam,

I am addressing you on the changes to the schedule of the Synthesis Report (SYR) of the Sixth Assessment Report.

The Executive Committee at its 101st meeting, held on 2 February, agreed on the following changes to the SYR schedule and invited the Secretariat to take the necessary steps for the Panel's approval after consultation with the IPCC Bureau.

Further to the consultation with the IPCC Bureau, we are now seeking your approval for the following changes to the schedule of the SYR by **Monday 21 February 2022**:

- Core Writing Team 3 (CWT-3) to be postponed from 4-8 April 2022 to 25-29 April 2022.
Rationale: Working Group II and III approvals will be virtual over the course of 2 weeks each, with Working Group III approval now ending on 1 April, and a press conference on 4 April. It will therefore no longer be feasible to hold CWT-3 in the week 4-8 April as originally planned. It is unreasonable to expect WGIII authors to go from their approval to CWT-3 right after the 2 weeks of intense online approval sessions. In addition, we can expect an immediate and intense media interest after WGIII approval which will require a great deal of participation from the WGIII Bureau members and authors. In light of these circumstances and noting that the week of 18 April is Easter Holidays week for many, the best option to hold CWT-3 is in the week 25-29 April 2022.
- SYR Final Government Draft (FGD) review shortened from eight weeks to six weeks, (27 June to 7 August 2022).
Rationale: With the shifting of CWT-3 to 25-29 April, the time available for the authors to develop the Final Draft is shortened. The authors expect that they need eight weeks to prepare the Final Draft without jeopardizing the quality of the SYR. The SYR FGD review starting on 27 June and ending, as planned on 7 August, would give the SYR authors eight weeks to develop the Final Draft, without compromising the SYR approval dates, currently scheduled for the last week of September 2022.

IPCC Secretariat

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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 'A' followed by a checkmark-like flourish.

(Abdalah Mokssit)
Secretary of the IPCC