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Annexes: 2

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

COPY

Geneva, 28 March 2023

Sir/Madam,

I have the honour of addressing you on the matter of nominations for the position of the IPCC Chair, as well as members of the IPCC Bureau and any Task Force Bureau (TFB). A new Bureau of the IPCC and the Task Force on National Greenhouse Gas Inventories is to be elected at the 59th Session of the Panel. The 59th Session is scheduled to take place in Nairobi, Kenya during the week of 24 to 28 July 2023.

For detailed information regarding the conduct of the elections please consult Appendix C to the Principles Governing IPCC Work, *Procedures for the Election of the IPCC Bureau and any Task Force Bureau*, including Annex B as amended at the 57th Session, in the following referred to as Procedures for IPCC Elections. The most important provisions and next steps are highlighted below.

The Panel in its Decision IPCC-LVII-6 noted the extraordinary circumstances of the AR6 cycle due to the Covid-19 global pandemic and the need to ensure a smooth transition between the AR6 cycle and the AR7 cycle and decided that two weeks following the conclusion of the 58th Session of the IPCC, the Secretary of the IPCC shall invite Members of the IPCC to submit to the Secretariat written nominations for the IPCC Chair and for all other IPCC Bureau and Task Force Bureau positions six months or more before the scheduled elections.

Nominations should be submitted in writing to the Secretariat via the Focal Points portal at: <https://apps.ipcc.ch/fp/> at least one month before a scheduled election. Nominations should be made on official letterhead, as nominations by simple e-mail will not be accepted, and uploaded to the Focal Point Portal by the respective IPCC Focal Point. A nomination should include the curriculum vitae of the person nominated, as well as a Disclosure Form in accordance with the IPCC Policy on Conflict of Interest: https://www.ipcc.ch/site/assets/uploads/2019/01/coi_form.pdf.

Relevant information regarding the election can be found on the webpage: <https://www.ipcc.ch/ar7-elections/>. All nomination letters and curriculum vitae that are submitted will be available online at: <https://apps.ipcc.ch/fp/elections.php>.

Rule 7 of the Election Procedures requires that “size, structure and composition of the IPCC Bureau and any Task Force Bureau will be reviewed and amended, as necessary, by the Panel at least one Session prior to the Session at which the IPCC Bureau and/or any Task Force Bureau are elected.” It further stipulates that “(I)in accordance with paragraph 5 of the IPCC Principles, the overall composition of the IPCC Bureau, the IPCC Working Group Bureaux and the Bureaux of any Task Force of the IPCC shall reflect balanced geographical representation with due consideration for

scientific and technical requirements.” The Panel has considered this item at its 57th Session, 27-30 September 2022, in Geneva, Switzerland and noted the need to accommodate any possible

regional imbalances at the time of elections, and decided regarding the size, structure and composition of the Bureau and Task Force Bureau for the seventh assessment cycle to amend Annex B of Appendix C to the Principles Governing IPCC Work by including with respect to regional representation, that when a Region is not represented in a Working Group, an additional position in that Working Group will be added for that Region, with a note that in such a case, the overall size of the IPCC Bureau will increase accordingly. [The revised Annex B for the IPCC Bureau](#) can be found in Addendum 1 to this letter. The size and composition of the TFB remain unchanged.

According to *Rule 8* the IPCC Bureau shall be elected for the Term of the IPCC Bureau which shall be defined at least one Session prior to the one at which the IPCC Bureau is elected. At the 57th Session the Panel decided that the term of office of the AR6 IPCC Bureau and Task Force Bureau shall end with the election of the succeeding AR7 IPCC Bureau and Task Force Bureau, with the length of the seventh assessment cycle to be between 5 and 7 years.

Rule 10 stipulates that the term of office of the IPCC Chair, the IPCC Vice-Chairs and the Working Groups and Task Force Bureau Co-Chairs will be limited to one term in a particular office, with the provision of a possible nomination for election for one further term in the same office for individual cases if the Panel so decides. The other members of the IPCC Bureau and of any Task Force Bureau shall be eligible for nomination for re-election for a second consecutive term in the same office.

Your Government may wish to be represented in the next IPCC Bureau or the Bureau of the Task Force on National Greenhouse Gas inventories. To this end, it may wish to nominate an expert or experts from the country for a position or positions on the Bureau. Please note that per *Rule 19*, nominations for positions on the IPCC Bureau and any Task Force Bureau are to be made by the government of a Member of the IPCC. Governments of Members of the IPCC should refrain from nominating non-nationals without the consent of the nominee’s national government. Countries can nominate more than one candidate to the Bureau.

Consistent with *Rule 21*, I invite your Government’s nomination(s), with curriculum vitae and Conflict of Interest Disclosure Form, no later than **23 June 2023**. Please indicate in your nomination whether a nomination is for the position of the IPCC Chair or for a position in the IPCC Bureau or Task Force Bureau. In the latter case, you may wish to indicate any specific position. The curriculum vitae should clearly indicate the relevance of the nominee’s expertise to the position sought. In case the nomination is for the position of a Co-Chair of a Working Group or the TFB you may indicate whether your country is ready to host or co-host a Technical Support Unit, as indicated in Annex B, which specifies that at least one Co-Chair of a Working Group or TFB should be from a country that is ready to host a Technical Support Unit.

Members of the IPCC may also nominate a person for the IPCC Chair, the IPCC Bureau or the Task Force Bureau by making oral representations to the Panel at the Session at which an election is to be held. Individuals so nominated must provide curriculum vitae for distribution to the Panel at the time of nomination, as well as submit a Disclosure Form to the Secretariat in accordance with the IPCC Policy on Conflict of Interest. Every nominee shall have the qualifications as described in the [Terms of Reference of the Bureau](#), which can be found in Addendum 2 to this letter.

According to *Rule 24*, nominees should make every effort to be present during the election for the position for which they are nominated. Financial support for the participation in the election Session for nominees by and from developing countries or economies in transition can be provided by the Secretariat at the request of the Member of the IPCC making the nomination.

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 (WMO) and to the United Nations Environment Programme (UNEP).

Yours sincerely,

A handwritten signature in black ink, appearing to be 'A. Mokssit', with a small upward-pointing arrow above the 'i'.

(Abdalah Mokssit)
Secretary of the IPCC

Appendix C to the Principles Governing IPCC Work

PROCEDURES FOR THE ELECTION OF THE IPCC BUREAU AND ANY TASK FORCE BUREAU

Adopted by the Panel at the Twenty-Fifth Session (Mauritius, 26-28 April 2006),
amended at the Thirty-Fifth Session (Geneva, 6-9 June 2012), Forty-First Session
(Nairobi, 24-27 February 2015), Fifty-Seventh Session (Geneva, 27-30 September 2022)

I. Scope

Rule 1

These Procedures shall apply to any elections of the Intergovernmental Panel on Climate Change Bureau and any Task Force Bureau constituted by the Panel.

II. Definitions

Rule 2

For the purposes of these rules:

1. "Bureau member" or "member of Bureau" refers to any person that holds one of the posts in the IPCC Bureau.
2. The "Credentials Committee" shall examine the credentials of delegates, to determine if such delegates are the only valid representation of an IPCC Member for the purpose of elections of the IPCC Bureau and any Task Force Bureau.
3. "Delegate" means a member of a delegation of a Member of the IPCC.
4. "IPCC Bureau" refers to the body of elected members of the IPCC Bureau as given in Annex B Section I.
5. "Meeting" means a single sitting at a Session of the IPCC.
6. "Members of the IPCC" are States, which are Members of the World Meteorological Organization and/or the United Nations. An overview is provided in Annex A.
7. A "Plenary" is a Session of the IPCC that is open to all Members and Observer Organizations of the IPCC.
8. "Principal delegate" means head of the delegation of a Member of the IPCC.
9. "Presiding Officer" is the chair of the Session at which an election is being held. If a temporary chair is appointed, that person temporarily becomes the Presiding Officer.
10. "Region(s)" are determined by the geographical limits of the six WMO Regions as provided for in regulation 162 of the WMO General Regulations. The IPCC Members within each WMO Region are listed in Annex A.
11. "Procedures for IPCC Elections" mean these Procedures for the Election of the IPCC Bureau and any Task Force Bureau, including any annexes.

12. "Secretariat" means the IPCC Secretariat established by the Memorandum of Understanding between WMO and UNEP (1989).

13. "Session" refers to a series of Meetings of the Plenary of the governmental representatives to the IPCC.

14. "Task Force" means an open-ended subsidiary body constituted by the Panel with a clearly defined and approved mandate and work plan as established by the Panel.

15. "Task Force Bureau" refers to the elected members of the Bureau of a Task Force.

16. "Term of the IPCC Bureau" means the fixed period of time during which Bureau members serve in their appropriate capacities. This term will be decided by the Panel as described in Rule 8.

17. "Votes", for the purpose of calculating the applicable majority, means votes cast for a candidate and shall not include blank and invalid voting slips.

18. "Voting slip" means a ballot containing the list of nominees put together in accordance with Rule 22.

III. Representation and Credentials

Rule 3

Each Member of the IPCC participating in a Session shall be represented by a delegation consisting of a Principal Delegate and such other delegates as it may require.

Rule 4

The credentials of delegates shall be submitted to the Secretariat prior to or during a Session at which elections will take place. Any later change in the composition of the delegation shall also be submitted to the Secretariat. The credentials shall be signed by, or on behalf of, an appropriate government authority of the Member of the IPCC and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activity of the Session.

Rule 5

The Panel will establish a Credentials Committee immediately after the completion of the opening formalities and for the duration of the Session in which elections are being held. The Credentials Committee shall comprise one member appointed by each Region. The members shall then appoint a chairperson from amongst themselves. A representative of the Secretariat at the Session shall attend the Credentials Committee with a consultative status. This Committee shall examine the credentials of delegates, which are to be submitted to it by the Secretariat. It shall report as soon as possible to the Panel and thereafter as required. Final decisions regarding credentials shall rest with the Panel. Valid credentials are defined in Rule 4.

Rule 6

Delegates whose credentials have not yet been accepted are not entitled to vote.

IV. Composition of the IPCC Bureau and Task Force Bureau

Rule 7

The size, structure and composition of the IPCC Bureau and any Task Force Bureau will be reviewed and amended, as necessary, by the Panel at least one Session prior to the Session at which the IPCC Bureau and/or any Task Force Bureau are elected. In accordance with paragraph 5 of the IPCC Principles, the overall composition of the IPCC Bureau, the IPCC Working Group Bureaux and the Bureaux of any Task Forces of the IPCC shall reflect balanced geographical representation with due consideration for scientific and technical requirements.

The composition and geographical balance of the IPCC Bureau and Task Force Bureau are described in Annex B, Section I and II respectively, of these Procedures.

V. Terms of Appointment

Rule 8

The IPCC Bureau shall be elected for the Term of the IPCC Bureau. The Term of the Bureau shall be sufficient for the preparation of an Assessment Report and shall extend approximately one year after the Session at which the Assessment Report has been accepted and shall end at the Session at which the succeeding IPCC Bureau is elected. The Term of the IPCC Bureau shall be defined at least one Session prior to the one at which the IPCC Bureau is elected. The Term of any Task Force Bureau shall normally be the same as the Term of the IPCC Bureau, and elections for any Task Force Bureau shall take place at the same Session at which the IPCC Bureau is elected, unless decided otherwise by the Panel.

Rule 9

The term of office of each member of the IPCC Bureau or Task Force Bureau shall normally be equal to the Term of the IPCC Bureau or the Term of any Task Force Bureau to which the member has been elected. Subject to the provisions in Rules 11 and 12, the term of office of members of the IPCC Bureau or Task Force Bureau shall start at the end of the Session at which they are elected and shall end at the close of the Session at which their successors are elected.

Rule 10

The term of office of the IPCC Chair, the IPCC Vice-Chairs and the Working Groups and Task Force Bureau Co-Chairs will be limited to one term in a particular office, with the provision of a possible nomination for election for one further term in the same office for individual cases if the Panel so decides. The other members of the IPCC Bureau and of any Task Force Bureau shall be eligible for nomination for re-election for a second consecutive term in the same office. Only those members that have served in an office under the provisions of Rules 11 and 12 for less than 2 years, shall be eligible for nomination for re-election for a further term (IPCC Chair, Vice-Chairs and Working Group and Task Force Bureau Co-Chairs) or a further two consecutive terms (other positions on the IPCC Bureau or any Task Force Bureau) in the same office.

Rule 11

If the IPCC Chair resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, a new IPCC Chair shall be elected at the next Session to serve the remainder of the term of office of the departing IPCC Chair. Until a new IPCC Chair is elected, an IPCC Vice-Chair as agreed by the IPCC Bureau shall serve as the Acting IPCC Chair.

Rule 12

If a member of the IPCC Bureau or any Task Force Bureau, other than the IPCC Chair, resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Region from which the member originated shall be asked to nominate a replacement with relevant expertise.

VI. Elections – general principles

Rule 13

For decisions on elections to be valid a majority of the Members of the IPCC with accepted credentials must be present at the Session.

Rule 14

Subject to Rules 11 and 12 and unless otherwise decided by the Panel, elections for all positions shall be held at one and the same single Session. If the person chairing the meeting is a candidate for a position for which elections are to be conducted, he/she shall recuse himself/herself from chairing that portion of the meeting during which the election is considered and conducted, in which case the IPCC Bureau will select a temporary Chair, who will be the Presiding Officer for the meeting for that election.

Rule 15

The IPCC Chair and other IPCC Bureau members will be elected by the Panel in the following order:

- a) the IPCC Chair;
- b) the IPCC Vice-Chairs;
- c) the Co-Chairs of the Working Groups and of any Task Force Bureau;
- d) the Vice-Chairs of the Working Groups.

Rule 16

Election of any Task Force Bureau shall normally be undertaken at the same Session as elections for the IPCC Bureau unless the Panel has decided otherwise. Task Force Bureau members shall be elected after all the members of the IPCC Bureau have been elected.

Rule 17

All elections shall be held by secret ballot, unless otherwise decided by the Panel at the Session.

Rule 18

Each delegation of a Member of the IPCC represented in the Panel Session shall have one vote.

VII. Nominations

Rule 19

Nominations for positions on the IPCC Bureau and any Task Force Bureau are to be made by the government of a Member of the IPCC. Governments of Members of the IPCC should refrain from nominating non-nationals without the consent of the nominee's national government.

Rule 20

Every nominee shall have the qualifications as described in the Terms of Reference of the Bureau as decided by the Panel.¹

Rule 21

(a) The Secretary of the IPCC shall invite Members of the IPCC to submit to the Secretariat written nominations for the IPCC Chair six months or more before the scheduled election of the IPCC Chair, unless Rule 11 applies.

(b) The Secretary of the IPCC shall invite Members of the IPCC to submit to the Secretariat written nominations for all other IPCC Bureau and Task Force Bureau positions six months or more before the scheduled election of the IPCC Bureau or a Task Force Bureau.

(c) Nominations should be submitted in writing to the Secretariat at least one month before a scheduled election. A nomination should include the curriculum vitae of the person nominated, as well as a Disclosure Form in accordance with the IPCC Policy on Conflict of Interest. Upon its receipt the Secretariat shall post the curriculum vitae on the IPCC website.

(d) Members of the IPCC may also nominate a person for the IPCC Chair, the IPCC Bureau or the Task Force Bureau by making oral representations to the Panel at the Session at which an election is to be held. Individuals so nominated must provide curriculum vitae for distribution to the Panel at the time of nomination, as well as submit a Disclosure Form to the Secretariat in accordance with the IPCC Policy on Conflict of Interest.

Rule 22

At Sessions where an election is being held the Panel will at its opening day establish a Nominations Committee for the duration of the Session. Each Region shall nominate two representatives to serve on the Committee. The Committee shall by consensus choose a Chair from among its members. A representative of the Secretariat may be invited to attend the Nominations Committee with consultative status. The Nominations Committee shall prepare and submit through its Chair to the members of the Panel represented at the Session a list of Nominees for each office for which an election is to be held. The list(s) will be submitted at least 24 hours before the actual election will take place.

Rule 23

All Regions are encouraged to meet before and/or as early as possible during the Panel Session with a view to, inter alia:

- (a) designate the representative of the Region to the Credentials Committee;
- (b) designate the two representatives of the Region to the Nominations Committee;
- (c) consider the nominations to the IPCC Bureau and any Task Force Bureau positions from the Region.

Rule 24

Nominees should make every effort to be present during the election for the position for which they are nominated. Financial support for the participation in the election Session for nominees by and from developing countries or economies in transition can be provided by the Secretariat at the request of the Member of the IPCC making the nomination.

¹ Decision of the Panel at its 33rd Session (Abu Dhabi, 2011)

VIII. Elections – voting procedures

Rule 25

In all voting by secret ballot, two tellers selected from among the delegates present shall be appointed by the Presiding Officer to count the votes. Before voting begins, the Secretariat shall hand to the two tellers the list of Members of the IPCC present at the Session whose credentials have been accepted in accordance with Rules 5 and 6 above and the list of candidates nominees, prepared in accordance with the provisions of Rule 22.

Rule 26

For the election of each single position, the Secretariat shall distribute a voting slip to each delegation. Each voting slip shall be of the same size and color without distinguishing marks.

Rule 27

The tellers shall demonstrate to the delegations that the ballot box is empty and lock it.

Rule 28

Members of the IPCC present at the Session whose credentials have been accepted shall be called in turn to vote in the English alphabetical order.

Rule 29

After the ballot box has been opened the tellers shall immediately count the votes in the presence of the Panel.

Rule 30

A vote shall be invalid if on the voting slip more names have been marked than positions to be elected; names have been added; the slip is defaced or has comments on it.

Rule 31

The Presiding Officer shall announce to the Session the counting of the votes as reported by the tellers. After completion of the elections, the number of votes for each candidate, as well as the number of abstentions and invalid votes shall be recorded in the report of the Session. The voting slips shall be destroyed after the announcement of the results by the Presiding Officer and its acceptance by the Panel.

Rule 32

Candidates shall be elected by a simple majority of valid votes cast. The simple majority shall be the next integer immediately above the half of the valid votes cast.

Rule 33

The candidate who obtains a simple majority as described in Rule 32 shall be declared elected. If, in the first ballot, no candidate obtains a simple majority, a second ballot, which shall be restricted to the two candidates who obtained the highest numbers of votes in the first ballot, shall be held. However, if any other candidate has obtained the same number of votes in the first ballot as the second candidate, he/she shall also be included in the second ballot.

Rule 34

Similar ballots shall be held as necessary until all positions on the IPCC Bureau and any Task Force Bureau have been filled.

Rule 35

Once a Region has obtained a number of positions which is equal to the maximum under the provisions of the regional balance determined by the Panel (Annex B), the names of all the remaining candidates from that Region shall be deleted from the list of candidates for any of the next ballots.

Rule 36

If, in a ballot, a decision is not reached between two or more candidates because they have obtained the same number of votes, another ballot shall be held and, if no decision is reached in this new ballot, the decision between those candidates shall be made by drawing lots.

IX. Amendments and suspension**Rule 37**

These Procedures or Annexes may be amended only by the Panel.

Rule 38

Any amendments proposed to these Procedures submitted by Members of the IPCC or by the IPCC Bureau should be communicated to all Members of the IPCC at least eight weeks before they are submitted to the Session.

Annex A

IPCC MEMBERS GROUPED ACCORDING TO WMO REGIONS

This Annex will be reviewed by the Secretariat as required to reflect any change in the membership.

- Region I - Africa
- Region II - Asia
- Region III - South America
- Region IV - North America, Central America and the Caribbean
- Region V - South-West Pacific
- Region VI - Europe

For the purpose of the elections to the IPCC Bureau and any Task Force Bureau, a Member can only belong to one region. Members in a Region shall be deemed to be those having their seat of government (capital) within the Region.

AFRICA (Region I)

(54 Members)

Algeria	Liberia
Angola	Libya
Benin	Madagascar
Botswana	Malawi
Burkina Faso	Mali
Burundi	Mauritania
Cameroon	Mauritius
Cape Verde	Morocco
Central African Republic	Mozambique
Chad	Namibia
Comoros	Niger
Congo, Republic of the	Nigeria
Côte d'Ivoire	Rwanda
Democratic Republic of the Congo	Sao Tome and Principe
Djibouti	Senegal
Egypt	Seychelles
Equatorial Guinea	Sierra Leone
Eritrea	Somalia
Ethiopia	South Africa
Eswatini (the Kingdom of)	South Sudan
Gabon	Sudan
Gambia	Togo
Ghana	Tunisia
Guinea	Uganda
Guinea Bissau	United Republic of Tanzania
Kenya	Zambia
Lesotho	Zimbabwe

ASIA (Region II)

(32 Members)

Afghanistan	Mongolia
Bahrain	Myanmar
Bangladesh	Nepal
Bhutan	Oman
Cambodia	Pakistan
China	Qatar
Democratic People's Republic of Korea	Republic of Korea
India	Saudi Arabia
Iran, Islamic Republic of	Sri Lanka
Iraq	Tajikistan
Japan	Thailand
Kazakhstan	Turkmenistan
Kuwait	United Arab Emirates
Kyrgyzstan	Uzbekistan
Lao People's Democratic Republic	Vietnam
Maldives	Yemen

SOUTH AMERICA (Region III)

(12 Members)

Argentina	Guyana
Bolivia	Paraguay
Brazil	Peru
Chile	Suriname
Colombia	Uruguay
Ecuador	Venezuela, Bolivarian Republic of

NORTH AMERICA, CENTRAL AMERICA AND THE CARIBBEAN (Region IV)

(23 Members)

Antigua and Barbuda	Haiti
Bahamas	Honduras
Barbados	Jamaica
Belize	Mexico
Canada	Nicaragua
Costa Rica	Panama
Cuba	Saint Kitts and Nevis
Dominica	Saint Lucia
Dominican Republic	Saint Vincent and the Grenadines
El Salvador	Trinidad and Tobago
Grenada	United States of America
Guatemala	

SOUTH-WEST PACIFIC (Region V)

(22 Members)

Australia	Niue
Brunei Darussalam	Palau
Cook Islands	Papua New Guinea
Fiji	Philippines
Indonesia	Samoa
Kiribati	Singapore
Malaysia	Solomon Islands
Marshall Islands	Timor-Leste
Micronesia, Federated States of	Tonga
Nauru	Tuvalu
New Zealand	Vanuatu

EUROPE (Region VI)

(52 Members)

Albania	Lithuania
Andorra	Liechtenstein
Armenia	Malta
Austria	Moldova
Azerbaijan	Monaco
Belarus	Montenegro
Belgium	Netherlands
Bosnia and Herzegovina	North Macedonia
Bulgaria	Norway
Croatia	Poland
Cyprus	Portugal
Czech Republic	Romania
Denmark	Russian Federation
Estonia	San Marino
Finland	Serbia
France	Slovakia
Georgia	Slovenia
Germany	Spain
Greece	Sweden
Hungary	Switzerland
Iceland	Syrian Arab Republic
Ireland	Türkiye
Israel	Ukraine
Italy	United Kingdom of Great Britain &
Jordan	Northern Ireland
Latvia	
Lebanon	
Luxembourg	

Annex B

Composition of the IPCC Bureau and Task Force Bureau

This Annex will be amended in line with relevant decisions of the Panel.

I. IPCC Bureau

The IPCC Bureau is composed of 34 members.

It consists of:

1. the IPCC-Chair.
2. three IPCC Vice-Chairs with specific responsibilities.
3. two Co-Chairs of the Task Force Bureau on National Greenhouse Gas Inventories.
4. The Working Group I Bureau, with two Working Group Co-Chairs and seven Working Group Vice-Chairs.
5. The Working Group II Bureau, with two Working Group Co-Chairs and eight Working Group Vice-Chairs.
6. The Working Group III Bureau, with two Working Group Co-Chairs and seven Working Group Vice-Chairs.

Subject to the following overall regional balance within the IPCC Bureau:

Region I: 7 positions
Region II: 6 positions
Region III: 4 positions
Region IV: 4 positions
Region V: 4 positions
Region VI: 8 positions

In filling elective positions, account should be taken of the need to ensure that:

- the three IPCC Vice-Chairpersons are from different regions including at least one from a developing country and one from a developed country;
- one Co-Chair in each Working Group and any Task Force Bureau is from a developing country;
- at least one Co-Chair in each Working Group and in the Task Force Bureau is from a country which is ready to host the Technical Support Unit;
- Each Region is represented in each of the following four formations within the Bureau: the Executive Committee, Working Group I, Working Group II, Working Group III. When a Region is not represented in a Working Group, an additional position in that Working Group will be added for that Region.¹

Consideration should also be given to promoting gender balance.

The IPCC Chair does not represent a region.

II. Task Force Bureau

The Task Force Bureau on National Greenhouse Gas Inventories is composed of 2 Co-Chairs and 12 members, 2 each of which should be drawn from each Region.

¹ In this case, the overall size of the IPCC Bureau will increase accordingly.

Terms of Reference of the Bureau

1. The purpose of the Bureau is to provide guidance to the Panel on the scientific and technical aspects of its work, to advise on related management and strategic issues, and to take decisions on specific issues within its mandate, in accordance with the Principles governing IPCC Work.
2. The IPCC Bureau consists of the IPCC Chair, three IPCC Vice Chairs, Co-Chairs of the three Working Groups and the Task Force on National Greenhouse Gas Inventories and the members of the Working Group Bureaus. The composition of, rules governing election to and membership of the Bureau and Working Group Bureaus are defined in Appendix C to the Principles Governing IPCC Work. The Bureau is chaired by the IPCC Chair. Its work is supported by the IPCC Secretariat.
3. The Bureau will advise the Panel and the Chair of the IPCC, including with respect to:
 - a. scientific and technical aspects of the IPCC's Programme of Work;
 - b. the conduct of the Sessions of the Panel;
 - c. progress in and coordination of the work of the IPCC;
 - d. the application of the Principles and Procedures of the IPCC;
 - e. technical or scientific communications matters.
4. With respect to IPCC Assessment Reports and other IPCC Products the Bureau and the individual Working Group and Task Force Bureaus will:
 - a. advise the Panel on the Work Programme of the IPCC and the coordination of work between the Working Groups;
 - b. develop and agree the list of authors, review editors and expert reviewers, taking into account the balance of expertise, geographical coverage and gender;
 - c. engage with the wider scientific community, both globally and regionally;
 - d. oversee scientific quality; and
 - e. participate in the response to possible errors, as described in the "IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports.
5. The Bureau will also:
 - a. function in the role of an Editorial Board in finalizing Technical Papers as defined in Section 5 of Appendix A to the Principles Governing IPCC Work;
 - b. oversee the work of any technical task groups (e.g. TGICA);
 - c. provide guidance on cross-cutting scientific issues related to the drafting of reports;
 - d. oversee implementation of the communication strategy in respect of the activities of IPCC Bureau members;
 - e. review requests for admission as observer organizations; and
 - f. perform other duties as may be assigned to it by the Panel.
6. The Working Group and Task Force Bureaus will assist and advise the Working Group and Task Force on National Greenhouse Gas Inventories (TFI) Co-Chairs with respect to:
 - a. preparation of working group and TFI assessment reports and methodology guidelines;
 - b. identification and selection of authors, review editors and expert reviewers;
 - c. management of working group and TFI activities, including workshops and expert meetings, and scoping meetings;
 - d. selection of participants for workshops, expert meetings, and scoping meetings; and
 - e. communication of working group and TFI report outcomes.

Roles, responsibilities and qualifications of IPCC Bureau Members

7. Roles

Members of the Bureau provide scientific and technical support to the Chair of the IPCC and the Co-Chairs of the Working Groups and TFI in accordance with the Terms of Reference of the Bureau.

8. Responsibilities

Members of the Bureau have responsibility to:

- a. uphold and implement the principles and procedures of the IPCC;
- b. advise the Panel and its Chair on scientific and technical matters;
- c. maintain the reputation of the IPCC and promote its products;
- d. maintain the highest standards of scientific and technical excellence;
- e. advise IPCC Coordinating Lead Authors, Lead Authors and Review Editors;
- f. act in accordance with communications guidelines and oversee the implementation of the Communications Strategy in respect of the activities of IPCC Bureau members;
- g. declare interests in accordance with the IPCC policy on Conflict of Interest; and
- h. encourage nominations and participation of scientists from their regions in IPCC activities.

9. Qualifications

Members of the Bureau should have appropriate scientific and technical qualifications and experience relevant to the work of the Bureau, as defined by the Panel.