

EXPLANATORY NOTE
Methods and organization of work for conducting online sessions
for the 53rd (bis) Session of the IPCC

The 53rd (bis) Session of the IPCC will take place from **22 to 26 March 2021** using the online format. It will be the second part of the 53rd Session¹, which took place from 7-14 December 2020.

1. Organization of the Session

- 1.1 The Chair will open the Session on Monday 22 March at 11:00, *Central European Time (CET)*.
- 1.2 The Chair will invite dignitaries to deliver their opening statements
- 1.3 The 53rd bis session of IPCC will take place virtually on the days and times outlined in the table below which were found as the best timing to accommodate the availability of interpretation and different time zone consideration for the meeting participants.

Date	Time (CET) ²	Other selected time zones ³
Mon, 22 Mar	11:00 – 14:15	19:00 - 22:15 (KST); 05:00 - 08:15 (EST); 07:00 - 10:15 (BRT); 23:00 -02:15 (NZDT)
Tues, 23 Mar ⁴	05:00 – 08:15	13 :00 - 16:15 (KST); 23 - 02:15 (EST); 01 :00 - 04:15 (BRT); 17 :00 -20:15 (NZDT)
Wed, 24 Mar	17:00 – 20:15	01 :00 - 04:15 (KST); 11 :00 - 14:15 (EST); 13 :00 - 16:15 (BRT); 05 :00 - 08:15 (NZDT)
Thurs, 25 Mar	11:00 – 14:15	19:00 - 22:15 (KST); 05:00 - 08:15 (EST); 07:00 - 10:15 (BRT); 23:00 -02:15 (NZDT)
Fri, 26 Mar	21:00 – 00:15	05:00 - 08:15 (KST); 15:00 - 18:15 (EST); 17:00 - 20:15 (BRT); 09:00 - 12:15 (NZDT)

2. Registration

- 2.1 Governments and Observer Organizations are kindly invited to transmit nominations of their representatives, with the name and affiliation of the participant to the Secretary of the IPCC, c/o World Meteorological Organization, P.O. Box 2300, 7bis Avenue de la Paix, CH-1211 Geneva 2, Switzerland, or attached to an email message addressed to ipcc-sec@wmo.int.
- 2.2 All nominations should be made on official letterhead, as nominations by simple e-mail will not be accepted.
- 2.3 Each designated participant has to be pre-registered by IPCC Focal Points at the following website: <https://apps.ipcc.ch/register>, using the unique credentials sent to all Focal Points in advance of the previous session.
- 2.4 The pre-registration portal will remain open for pre-registering participants until the **15th of March**.
- 2.5 While registering participants, please indicate the Head of Delegation with an alternate if needed.

¹ More information about the 53rd Session and the adopted decisions can be found in the Session page (<https://www.ipcc.ch/meeting-doc/ipcc-53/>)

² All sessions will be for 3 hours, with a 15-minute break in between

³ KST: Korean Standard Time; EST – Eastern Standard Time; BRT – Brasilia Time; NZDT – New Zealand Daylight Time.

⁴ The secretariat is still exploring the possibility of changing the timing for Tuesday, 23 March 2021 to allow for a more convenient time for the Secretariat staff to provide the necessary support during the meeting and translation to be provided as well.

3. Attendance

- 3.1 The Session will take place using the online videoconferencing tool Zoom.
- 3.2 The Session will be open to all registered delegates. However, the number of participants from Member Countries and Observer Organizations may be limited, depending on the total number of registered delegates.
- 3.3 Online attendance will be checked against the registered delegates and access will only be possible for participants who have been registered.

4. Legal Provisions

- 4.1 The IPCC Principles and Procedures, along with all relevant and applicable appendices and annexes shall continue to apply in full, subject to consideration of any online practice that would be exceptionally required to conduct the online session. For purposes of clarity with respect to decision-making, decisions will be taken in alignment with IPCC principles and procedures as to consensus.
- 4.2 For proper consideration and adoption of the decisions, and towards seeking agreement on all decisions by consensus, decisions are taken in real time during live sessions.

5. Documents

- 5.1 Public documents for the Session are available on the [IPCC website](#) for the Session.
- 5.2 Documents for the Session will also be made available on the PaperSmart portal, which is accessible only to registered delegates.
- 5.3 Any document generated during the Session will only be available in the PaperSmart portal and accessible only to registered delegates.
- 5.4 To optimize discussions of documents during online sessions, Member Countries and Observer Organizations are encouraged to submit comments on documents in advance of the Session using the PaperSmart portal. Comments can only be submitted by the Head of Delegation or an alternate, if designated (<https://vimeo.com/476223958/fb95777b99>).
- 5.5 Comments that are submitted in PaperSmart are visible to all registered delegates.
- 5.6 If clarification responses are provided, they too will be available and visible to all registered delegates in PaperSmart.
- 5.7 The deadline for submitting comments is **17 March (23:59 CET)**. After this deadline, it will no longer be possible to submit comments using the PaperSmart portal.

6. Ground Rules for attending the Online Session

- 6.1 Join the meeting using **Zoom Client**, which can be downloaded from [here](#) (interpretation is only available in Zoom client or Zoom mobile app). Please make sure your Zoom client is up to date.
- 6.2 Participants will be able to connect to the Zoom sessions 30 minutes ahead of the scheduled start time.
- 6.3 Meeting details will be sent to registered delegates ahead of the meeting. Please do not share the connection information.

6.4 Connect to the Meeting using the following format:

For delegates:

<country name> - Full name of participant

For participants from Observer Organizations:

<Observer Organization Name / abbreviation> - Full name of participant

For Bureau members:

Full name of the Bureau members

TSU:

<TSU> - Full name

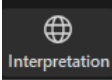
- 6.6 All connection will be checked against the registered list of participants. Please note that you will not be able to attend the online meeting if we cannot identify you.
- 6.5 Please mute your microphone when not speaking; avoid noise activities like typing while your mic is on.
- 6.6 Please join the Session at least 5-10 minutes in advance to make sure your connection is stable, and your speaker and microphone are working.

7. Interventions during the Session

- 7.1 Participants attending the Session can request to make an intervention using the “raise your hand” features in Zoom (for more information, please consult the Help menu in Paper Smart)
- 7.2 The Chair will give the floor to the delegate seeking to make an intervention, based on the order in which the hand was raised.
- 7.3 All remarks concerning substantive matters must be made via a formal intervention, in alignment with IPCC Principles and Procedures which provide for transparency, cooperation and equal access.
- 7.4 Chat will be available during the Session to request technical assistance and for private communication between delegates.
- 7.5 When making an intervention it is preferable, but optional, to turn on your video.
- 7.6 Pre-registered delegates can take the floor on behalf on the Head of delegation (Member countries are invited to take the floor only once in a row) and limit their intervention to not more than **2 minutes**.

8. Languages

- 8.1 The Session will be in all 6 UN languages, as per IPCC procedures⁵.
- 8.2 Language option is available only for Participants using Zoom client or Zoom mobile applications. All other applicant can only listen to the floor audio.

8.3 Participants can switch the language by clicking the  button in Zoom client toolbar. More information is available [here](#).

⁵ Interpretation is only available with Zoom client (it is not available when a browser is used).

9. Important Dates

Deadline for Pre-registration	15 March 2021 (23:59 CET)
Deadline for submitting comments via PaperSmart portal	17 March 2021 (23:59 CET)
Opening of the Session	22 nd March 2021
Dates of the Session	22-26 March 2021 ⁶
Closing of the Session	26 th March 2021

⁶ Exact times for each day is listed in Section 1