

EXPLANATORY NOTE

Methods and organization of work for conducting written sessions for the 54th (bis) Session of the IPCC

The 54th (bis) Session of the IPCC will take place from **14 – 16 December 2021** in writing with a single agenda item “IPCC Trust Fund Programme and Budget”.

1. Organization of the Session

- 1.1 The Chair will open the session on the morning of the 14 December in writing by sending a written communication to all registered participants informing delegates that a revised version of the IPCC Trust Fund Programme and Budget as well as a Draft Decision have been posted on PaperSmart for consideration by delegates.
- 1.2 Due to the reduced number of [agenda](#) items and the format of the session, no opening ceremony is expected at the 54th (bis) Session of the IPCC.
- 1.3 In the written communication, the Chair will request the Co-Chairs of the Financial Task Team (FiTT) to facilitate in writing the exchange of views and feedback from the delegates on the IPCC Trust Fund Programme and Budget Document and the Draft Decision and report back in writing after deliberations with a Final Draft Decision by 17 December 2021. The TOR for the FiTT is included in Annex I.
- 1.4 The Final Draft Decision will be submitted in writing by the Chair to the Heads of Delegation for adoption.
- 1.6 The session will be closed by the Chair through a written communication informing the delegates on the closure of the Session. The adopted Final Decision will be posted on the website as per past practice.

2. Registration

- 2.1. Governments and Observer Organizations are 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 is invited to be pre-registered by the 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 was open for registering participants until **6 of December**.
- 2.5. While registering participants, the Heads of Delegations are invited to indicate an alternate, if needed.

3. Legal Provisions

- 3.1 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 session.
- 3.2 For proper consideration and adoption of the decisions, and towards seeking agreement on all decisions by consensus, decisions will be taken using a “no objection procedure” (i.e. silence procedure). In accordance with this procedure and in alignment with UN best practices and procedures where an in-person meeting is not practicable, a Draft Decision is circulated in writing by the Secretariat on behalf of the presiding officer to all members of the inter-governmental body under silence procedure. This will last for a period of 72 hours. If the silence is not broken, the decision is formally adopted. Such procedure takes note of the impact of the COVID-19 pandemic on physical participation in the meetings due to the prevailing travel restrictions and quarantine requirements.

4. Documents

- 4.1. Public documents for the session which contain the IPCC Trust Fund Programme and Budget and support documents speaking of the budget figures are available on the [IPCC website](#) for the **54th (bis) Session of the IPCC**.
- 4.2. Documents for the session will also be made available on the PaperSmart portal, which is accessible only to registered delegates.
- 4.3. Heads of delegations are given the opportunity to provide written comments and feedback on the PaperSmart portal to the posted documents before **3 December 2021**.
- 4.4. A revised version of the IPCC Trust Fund Programme and Budget addressing the comments from the Governments, if any, along with compilation of the responses to the comments will be made available in PaperSmart ahead of the session.
- 4.5. A video presentation of the IPCC Trust Fund Programme and Budget will be shared with delegates through PaperSmart.

5. Sessions of the Financial Task Team (FiTT)

- 5.1. **Day 1** (14 December 2021) - A revised version of the IPCC Trust Fund Programme and Budget including comments received before the deadline of 3 December 2021, an annex providing responses to comments as well as a Draft Decision will be made available in PaperSmart for review by Member countries. Heads of Delegations will be invited to submit their comments in PaperSmart by 18:00 (CET) on the same day.
- 5.2. **Day 2** (15 December 2021) – If there are comments on the Draft Decision of 14 December, the Secretariat will post at 9:00 (CET) a revised version of the Draft Decision on the IPCC Trust Fund Programme and Budget for review by Member countries. Heads of Delegations will be invited to submit their comments in PaperSmart by 18:00 (CET) on the same day.
- 5.3. **Day 3** (16 December 2021) – If there are further comments on the Draft Decision of 15 December, the Secretariat will post at 9:00 (CET) a revised version of the Draft Decision on the IPCC Trust Fund Programme and Budget for review by Member countries. Heads of Delegations will be invited to submit their comments in PaperSmart by 18:00 (CET) on the same day.
- 5.4. **Day 4** (17 December 2021) – If there are no further comments by Member Countries, the Co-Chairs of the FiTT will send the Final Decision to the Chair of the IPCC. The Chair of the IPCC will then inform Heads of Delegations through a letter of the 72 hours silence procedure.
- 5.5. Following the 72 hours silence procedure, a communication by the Chair will be sent to delegates informing them of the adoption of the Final Decision on the IPCC Trust Fund Programme and Budget. In the case of silence being broken, the Chair will immediately inform the delegates in writing and proceed to consult with delegates for a solution.

6. Languages

As per past practice, written communication will be in English only.

7. Timeline

The timeline for the session is attached as Annex II.

ANNEX I

Terms of Reference of the Financial Task Team

Financial Task Team

6. The Panel should establish for every assessment cycle a Financial Task Team (FiTT) to undertake tasks including reviewing income and expenditures, assisting in preparing the budget proposals and developing other recommendations related to finance for consideration by the Panel.

7. The Financial Task Team should be co-chaired by two government representatives represented on the IPCC Bureau: one from a developed country and one from either a developing country or a country with economy in transition. While being open-ended, the Financial Task Team would have a core membership of four government representatives from countries represented on the Bureau. The co-chairs and core members of the Financial Task Team would be selected by the Bureau.

The core members of the FiTT for the sixth assessment cycle are Germany, Pakistan, Saudi Arabia and USA. The Co-chairs are Maldives and New Zealand.

ANNEX II

Timeline - 54th (bis) Session of the IPCC

