



INTERGOVERNMENTAL PANEL ON
climate change



**55th Session of the IPCC, and
12th Session of Working Group II
Electronic Sessions
from 14 – 25 February 2022**

GUIDANCE DOCUMENT

Guidance Document for IPCC-55 / WGII-12

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1. Introduction

1.1 Context and purpose

This Guidance Document is prepared to guide the participants of the IPCC-55 / WGII-12 Session. It sets out the modalities of the IPCC-55 / WGII-12 Session in light of the necessity to convene these sessions in a virtual setting, recognizing the worrying health situation caused by the ongoing COVID-19 pandemic. It provides information on how decisions will be made, how sessions (plenary, contact group, huddles) will be organized, and how discussion input and outcomes will be documented and addressed by the SPM Drafting Authors.

This Guidance Document reflects the feedback and views from the IPCC Focal Points solicited through the Consultation Paper 5221-21/IPCC/AR6 dated 14 October 2021 on the format of IPCC-55 / WGII-12 and IPCC-56 / WGIII-14, and given the proximity of the two Sessions subsequently the benefits of harmonising meeting arrangements as closely as possible. With this in mind, the WGII and WGIII Co-Chairs, in consultation with the IPCC Executive Committee, convened a Task Team for the planning of both IPCC-55 / WGII-12 and IPCC-56 / WGIII-14. The Task Team's purpose is to advise on the overall preparations for the Working Group Sessions, addressing approach, governance and process; and to prepare the Guidance Document for the sessions.

The Guidance Document seeks to build upon lessons learned from WGI-14, in particular the feedback provided by the IPCC Panel through members' participation in a survey issued by the IPCC Secretariat in September 2021.

Participant information to join the Working Group Sessions is provided in Appendix 1.

1.2 Essential considerations

The Guidance Document for IPCC-55 / WGII-12 sets out a number of considerations for its preparation and planning:

1. An extension of the duration of the Session, from one week to two, is needed to conduct the work of the approval amidst the needs and constraints of a virtual meeting, while continuing to adhere to IPCC Principles and procedures, and values of openness, transparency, inclusiveness and equitable participation.
2. Approval will be in alignment with [Appendix A of the Principles Governing IPCC Work](#), including with regard to consensus, and where "approval" of IPCC Summaries for Policymakers (SPM) signifies that the material has been subject to detailed, line-by-line discussion and agreement.
3. Modalities for participation follow the practices and principles of in-person meetings with specific measures implemented to support participation in virtual meetings.
4. Organization and scheduling of meetings will be based on the best effort to ensure that no region benefits or is affected disproportionately.
5. IPCC meetings and events are professional, respectful and harassment-free environments for all participants.

2. Arrangements for the WGII-12 SPM Approval Session

IPCC-55 / WGII-12 will take place in virtual format from Monday 14 February to Friday 25 February 2022. The draft schedule is provided in [Appendix 2](#).

The schedules for the Working Group Sessions have been developed with the following considerations:

1. **The daily schedule is established ahead of the session** to support participants making arrangements to attend the session.
2. **Scheduling is arranged to take time zones into account** considering that participants are located in most countries of the world.
3. **Strict timekeeping** will be employed to provide clarity on what is happening when, and to respect the time participants plan to engage in the approval session. Each session will start from the section on the schedule regardless of where work stopped in the previous session.
4. **Contingency plans** for the scheduling of additional sessions are being developed and, if absolutely necessary, will be announced during the meeting by the Co-Chairs.

2.1 Best practices for virtual meetings

1. Delegates will remain muted and off video unless chairing the session or making an intervention. Participants are encouraged to switch on their videos when making interventions. Noting the importance of good sound quality for reliable interpretation of interventions, participants are encouraged to use good quality audio headsets with microphone in the session.
2. Delegates will request the floor by using the raise hand function and will be invited to intervene in turn by those chairing the meeting. Delegations from Observer Organisations can be given the floor in accordance with IPCC procedures.
3. The chat function will solely be used by the Technical Support Unit or Secretariat to provide logistical information, or in case participants need to flag technical difficulties. Written remarks in the chat function will not be included as formal interventions.

2.2 Addressing connectivity issues

In case of a connectivity problem during a Plenary Session/Contact Group/Huddle, the participant can flag the issue to the Secretariat and the following protocol is used to log the issue and submit the participant's intervention in writing. The participant immediately reports the cause and time (session) of the connectivity issues by sending an email to ipcc-help@ipcc.ch.

1. If an oral intervention was planned, the delegate also submits the intervention in writing to the same email address (ipcc-help@ipcc.ch).
2. The helpdesk will log the issue and acknowledge receipt.
3. Helpdesk will forward the written intervention to the Chair(s) for the Session
4. (In case there is disruption of the internet services contact the Secretariat on the phone (+41 79 429 6516).
5. The intervention is read out loud (maximum 3 minutes) by the Chair(s) of the Session to inform all participants.

2.3 Decision making

The [Principles Governing IPCC Work](#), along with all relevant and applicable appendices and annexes shall continue to apply in full, subject to consideration of any virtual practice that would be exceptionally required to conduct the virtual session.

For purposes of clarity, decisions will be taken in alignment with IPCC Principles and Procedures as to consensus, with reference to Principle 10, that in taking decisions, the Panel, its Working Groups and any Task Forces shall use all best endeavours to reach consensus. If consensus is judged by the relevant body not possible: (a) for decisions on procedural issues, these shall be decided according to the General Regulations of the WMO; (b) for approval, adoption and acceptance of reports, differing views shall be explained and, upon request, recorded. Differing views on matters of a scientific, technical or socio-economic nature shall, as appropriate in the context, be represented in the scientific, technical or socio-economic document concerned. Differences of views on matters of policy or procedure shall, as appropriate in the context, be recorded in the Report of the Session.

This process will apply fully in the virtual setting.

2.4 Communications

Following approval of the SPM and acceptance of the report, the SPM, press release and other communications materials will be made available to registered media under embargo.

The public release of and virtual press conference for the WGII report is scheduled for 10:00am CET on Monday 28 February 2022. The embargo on WGII materials will be lifted at the same time.

Participants are requested not to publish or discuss details of the SPM or report before the start of the press conference. Member Governments preparing their own media activities at the same time as the IPCC press conference may also register (<https://www.ipcc.ch/2022/01/17/media-registration-ar6-wgii/>) for the embargoed materials provided they agree to respect the IPCC embargo time.

The report will be presented by the Co-Chairs at the press conference. Accredited media will be able to follow the conference and ask questions. Following the press conference, the Chair, Co-Chairs, other Bureau members and report authors will be available for media interviews.

Focal points are encouraged to organize media briefings and outreach activities following the release of the report. They are invited to contact the IPCC communications team for assistance in organizing such activities.

2.5 Organisation of work

The [Principles Governing IPCC Work](#), states that "approval of the SPM at the Session of the Working Group, signifies that it is consistent with the factual material contained in the full scientific, technical and socio-economic Assessment or Special Report accepted by the Working Group. Coordinating Lead Authors should be consulted in order to ensure that the SPM is fully consistent with the findings in the main report."

2.5.1 Modalities

The modalities of the approval session replicate those used in in-person approval plenaries. Additional guidance material related to informal group meetings is provided in [Appendix 3](#).

1. **The draft of the SPM** (both a clean draft, and a draft showing tracked changes since the Government Review of the Final Draft) will be made available to participants at least 48 hours ahead of the start of the Session.
2. **All sessions will be held as pre-scheduled virtual meetings.** No more than two scheduled sessions (Plenary and Contact Group) will be run in parallel.
3. **Simultaneous interpretation** will be available in all UN languages solely in the Plenary Sessions, in keeping with the usual practice.
4. **At the start of the approval Plenary sessions, the Co-Chairs will introduce the draft of the SPM for approval** with opening explanatory remarks, including how the draft has been revised since the Government Review of the Final Draft SPM. Approval will be sought for each headline statement, approving first the supporting statements, then the respective headline statement.
5. **The text, figure or table under discussion will be shown on the screen** during Plenary Sessions and Contact Groups. Colour coding (see 13 below) will be used to indicate the status of text, figures and tables.
6. **Oral interventions** will be invited by the Co-Chairs of the session, participants will 'raise their flag' (using the raise hand function) to intervene. For equitable participation, interventions should be limited to a maximum of 3 minutes to provide the context for any requested revision. Co-Chairs will urge participants to keep to time.
7. **Written interventions** can be submitted via Paper Smart in case a connectivity problem is recorded (see [Section 2.3](#)) or to ensure that all requests to make interventions are addressed during step 1 of the approval process (see [Section 2.6](#)).
8. **The SPM authors will consider all comments and suggestions** made by Member Governments and provide proposed revisions on Paper Smart in advance of its next consideration by the Panel in Plenary Session, at the time indicated in the schedule.
9. **Contact Groups** will address text, figures, tables, as mandated by the Co-Chairs from the Plenary. Contact Groups will be scheduled at predetermined times to clarify concepts and advance consensus. Contact Group times are notional and may be adapted if necessary to make maximum use of available time. Contact groups will be chaired by Member Government representatives and/or Bureau members. As past practice, text assigned to a Contact Group will be highlighted in pink in the Plenary. During a Contact Group, text will be edited using track-changes and considered on-screen using the colour-coding approach (see 13 below).
10. **When a Contact Group reaches a consensus**, the Panel members who participated in this Contact Group are expected to adhere to past practice to accept the outcomes of this Contact Group when they are reported in Plenary
11. **Huddles** may be held as informal break out groups of the Plenary Session to reach agreement on wording for specific text, as called for by the Plenary Session Co-Chairs. Huddles will be chaired by Bureau members.
12. **Informal discussions** amongst Member Government representatives are facilitated through the provision of contact information of all participants in the Sessions on Paper Smart.

13. The approval status of text shared on-screen using a colour-coding approach.

Within the Plenary Session:

- Unhighlighted text has not yet been considered for comment or approval
- **Yellow** highlighted text is under consideration
- **Green** highlighted text has been approved
- **Pink** highlighted text is to be considered in a Contact Group or Huddle
- **Cyan** highlighted text has been the subject of consensus in a Contact Group but has not been approved

Within a Contact Group or Huddle:

- **Yellow** highlighted text is under consideration
- **Cyan** highlighted text is where the Contact Group has reached consensus and the text will be returned to Plenary for approval, and
- **Pink** highlighted text is, at the start of the Contact Group, text yet to be considered, and, at the end of the Contact Group, where the Contact Group has not achieved consensus and the text is to be returned to Plenary for further consideration.

14. Plenary Sessions will be scheduled as virtual meetings with meeting-specific connection details. Contact Groups and Huddles may be convened during a Plenary Session, or as a separate meeting with dedicated connection details. Information on access to each meeting will be kept up-to-date, together with information on what part of the SPM is under discussion, on the landing page of Paper Smart.

2.5.2 Information on progress and session documents

The Paper Smart dashboard will include all key information related to the Session:

1. **A brief daily summary** of the topics discussed on the previous day, including information on which documents are available, and information on the day's schedule (which topics will be discussed in Plenary/Contact Group/Huddle) will be provided by the Working Group TSU on Paper Smart.
2. **Progress will be monitored** of the SPM approved content and the remaining time available in the Session.
3. **Revised text/content will be available** at predefined times set in the Session schedule on Paper Smart ahead of the next Plenary session.
4. **Document management.** All relevant documentation will be available to meeting participants on Paper Smart. A summary of which documents are available will be provided on the Paper Smart session landing page.

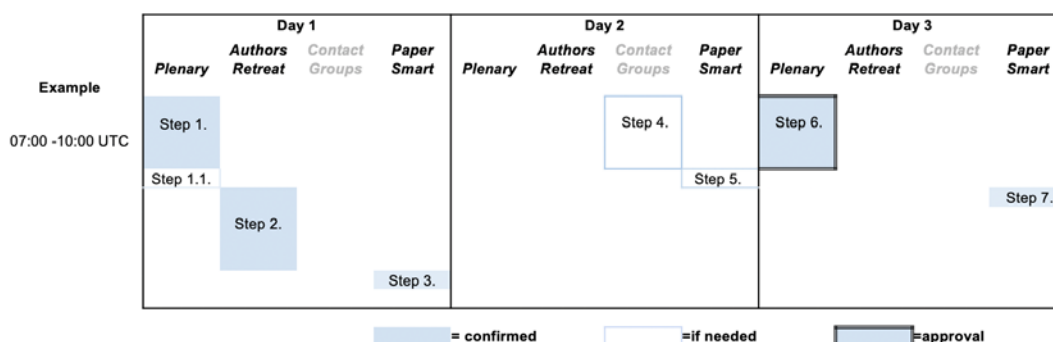
2.6 Approval process

The schedules for the Working Group Sessions are based around the consideration and approval of Headline Statement (HS) packages. A HS package can include Headline Statements, their supporting bullets, and Tables and Figures. Each HS package then moves through a process of up to seven possible steps as outlined below. Please note, the specificities related to the approval of figures are provided in Appendix 3.

For each package the following scheduled steps are taken over the course of set days, as illustrated in Figure 1.

1. The HS package is presented to Plenary Session (3hrs). Member Governments are invited to provide comments on each supporting statement, Figure, and Table, then finally the Headline Statement. If the Co-Chairs at their discretion decide that an HS package, or elements of that package, could be readily approved they may proceed directly to Step 6. If more focused discussions with Member Government representatives are needed to facilitate reaching consensus, a Contact Group can be scheduled [in Step 4].
 - 1.1. To ensure that the session does not over-run, written submissions will be accepted should time run out to hear all oral interventions (raised hands on Zoom). Delegations can submit their interventions to Paper Smart immediately following the end of the Plenary Session (during the 1-hour interval before the authors meet). Interventions should be submitted through the Head of delegation/Alternate Head of delegation directly on Paper Smart. The TSU will assemble all submissions and provide them to authors for their consideration. The submissions will be visible to all participants on Paper Smart for transparency.
2. After the first Plenary, authors retreat with Bureau and TSU representatives to work (3hrs) on responding to all comments.
3. A document explaining the outcome of the author discussions is posted on Paper Smart.
4. If further focused discussions are needed, Co-Chairs will decide that a Contact Group will be held, (maximum of 3hrs) at the provisionally allocated time in the schedule.
5. A document explaining the outcome of the Contact Group is then posted on Paper Smart.
6. The HS package is presented in Plenary Session for approval. At the Co-Chair's discretion, a Huddle may be launched in parallel with the Plenary Session to resolve issues that cannot be dealt with in Plenary in a timely manner.
7. The HS package is approved.
8. The approved text, figure and / or table is uploaded to Paper Smart.

Figure 1: Schematic of approval steps for a HS package. The package is colour coded so it is clearly visible in the schedule. Each step described above is illustrated. Scheduled steps are coloured, tentative (or possible) steps are just outlined to indicate when they would occur.



2.7 Close of the WGII-12 Session

Following approval of the final Headline Statement, there will be a pause for the WGII Technical Support Unit to prepare and post the final SPM on Paper Smart.

There will then be a further pause for Member Governments to review the final SPM.

The WGII-12 Session will then meet in Plenary and Member Governments will be invited to approve the SPM and accept the underlying report.

The WGII Co-Chairs will then close the WGII-12 Session.

3. IPCC-55 Session

The IPCC-55 Session will be opened by the Chair of IPCC on 14 February 2022, followed by short opening ceremony, the adoption of the agenda of the session and consideration of the standing agenda items. The session will then be adjourned. The WGII-12 Session will commence immediately after the adjournment of the IPCC-55 Session.

The Chair of IPCC will reconvene the IPCC-55 Session at the end of the Working Group Session to review the report of the Working Group II Session in accordance with Principle 10 of the Principles Governing IPCC Work and formally accept the action taken at the WGII-12 Session. The Panel will be invited to consider any pending items, if any, before the closing of the session.

Appendix 1 - General Information for Participants

A1.1 Registration

1. Member 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 by 24 January 2022.
2. All nominations should be made on official letterhead, as nominations by simple email will not be accepted.
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.
4. The pre-registration portal will remain open for pre-registering participants until 7 February 2022.
5. While registering participants, Member Governments and Observer Organizations will be asked to indicate the Head of Delegation, Alternate Head of Delegation and normal delegation. Access to certain features in Paper Smart will be restricted to Heads of Delegation and their alternates.

A1.2 Attendance

1. The Session will take place using the online video conferencing tool Zoom.
2. The Session will be open to all registered delegates. However, the number of participants from Member Governments and Observer Organizations may be limited, depending on the total number of registered delegates.
3. Virtual attendance will be checked against the registered delegates and access will only be possible for participants who have been registered.

A1.3 Ground rules for attending the virtual session

1. The participants will be invited to join the meeting using the **updated Zoom Client**, which can be downloaded from [here](#) or via the Paper Smart portal.
2. Participants will be able to connect to the Zoom sessions 30 minutes ahead of the scheduled start time.
3. Meeting details will be sent to registered meeting participants ahead of the meeting and participants will be asked not to share the connection information.
4. Connection details will be sent using the following format:

Participants from Member Governments: <country name> - Full name of participant

Participants from Observer Organizations: <Observer Organization Name / abbreviation> - Full name of participant

Bureau members: BM – Full name of the Bureau members

TSU: <TSU> - Full name

5. All connections will be checked against the registered list of participants. Please note that you will not be able to attend the virtual session if we cannot identify you.
6. Participants are invited to join the Session at least 5-10 minutes in advance to make sure your connection is stable, and your speaker and microphone are working.

Appendix 2 – Draft Working Group II Schedule

The draft schedule is shown in UTC times in Figure A2.1.

The draft schedule is designed to support comprehensive and efficient approval of the SPM, based on the analysis of the Government review comments received. An updated schedule will be provided, if needed.

This schedule has been based on a detailed time zone analysis of all countries in the world, and with consideration of the location of the drafting author teams. This is the reason why the SPM is not addressed in a strictly sequential manner in the schedule. The schedule also takes into account the working hours of the WGII Co-Chairs, WGII TSU and Secretariat that will be located in Germany.

Scheduled times to hold Contact Groups are available for each HS package should these be needed (shown with coloured outline). Contingency plans for additional Plenary Sessions and Contact Groups are also included (shown with black dotted outlines).

The colour coding in the schedule refers to Headline Statement (HS) package(s) being considered, together with the related supporting bullets, figures and tables, as shown by the following legend:

SPM HS Package(s)	Figures and Tables
B1	Figure SPM.2 & Figure SPM.3
D1 & D2	Figure SPM.7
C2	Figure SPM.6
B2 & B3	Figure SPM.4
D3 & D4 & D5	
B4 & B5	
C4 & C5	Figure SPM.5
B6 + C1 + C3	
Box SPM.1	Figure SPM.1
A	

Figure A2.2 shows the start time for each day and the time this corresponds to in all regions of the world.

Figure A2.1 – Draft schedule for P55 and WGII-12

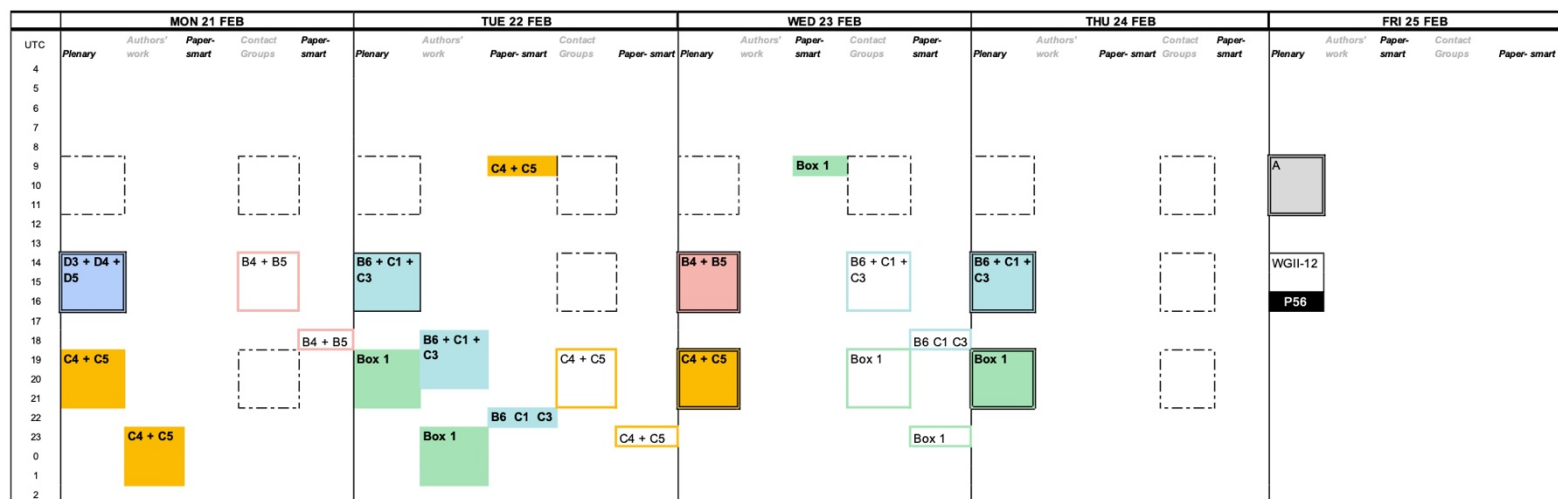
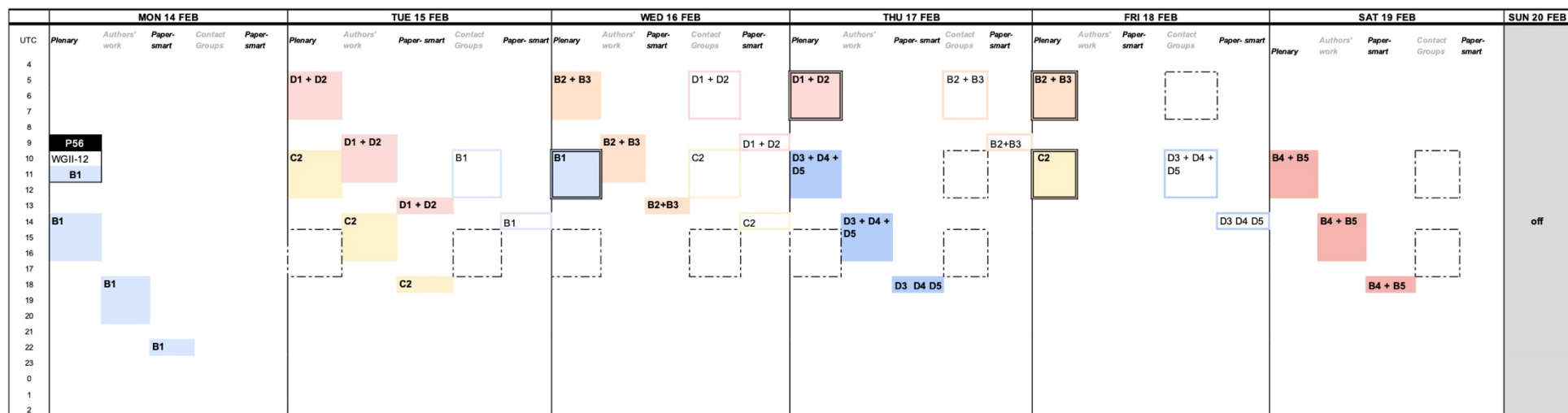
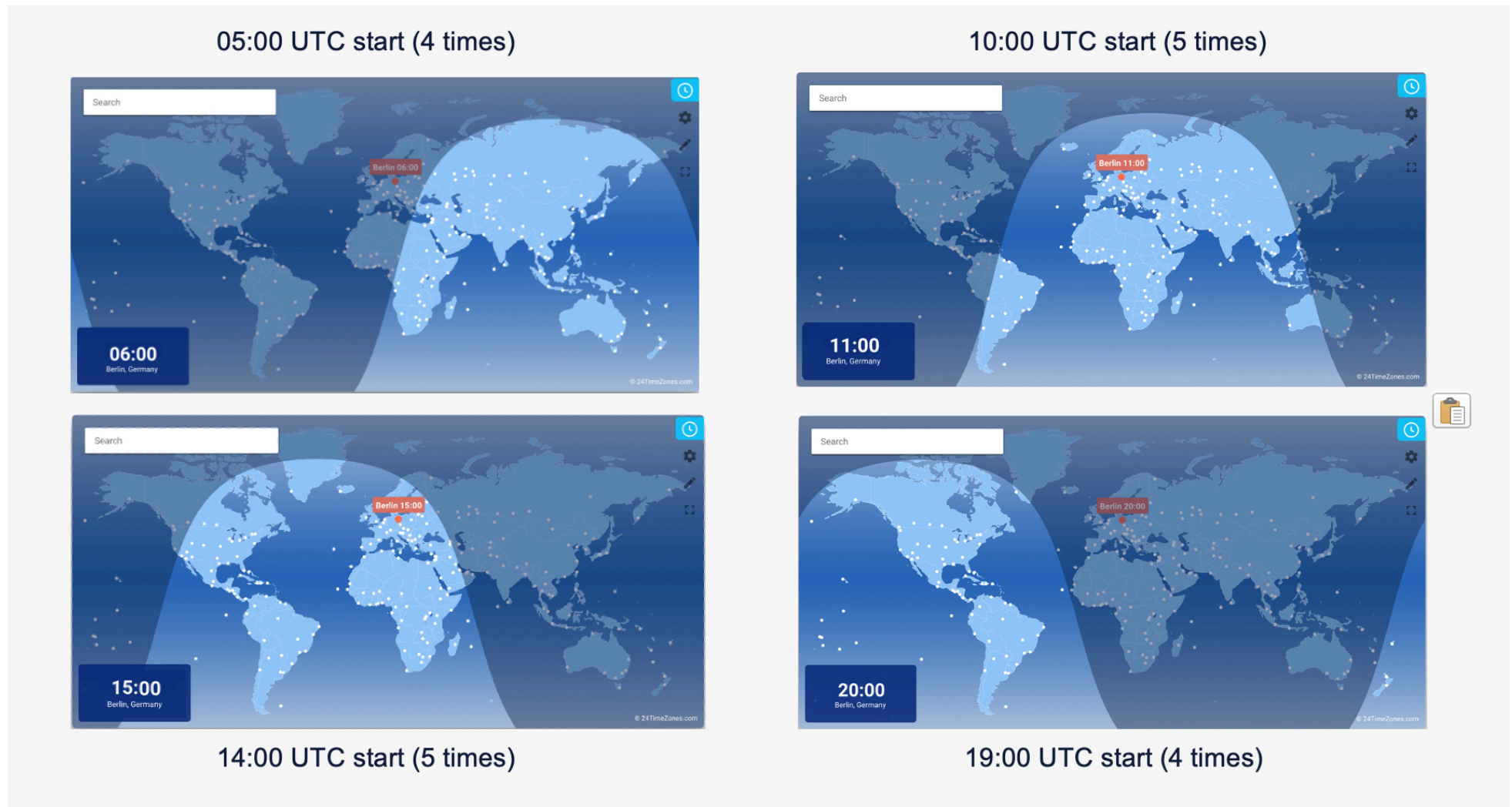


Figure A2.2 – Daily start times around the world (produced with <https://24timezones.com/#/map>)



Appendix 3 – Facilitating Parallel Discussions During Approval/Adoption Sessions

This Appendix is designed to serve as a source of information and guidance for facilitators on the conduct of informal group settings during sessions of the IPCC, its Working Groups or Task Forces for the approval of Summaries for Policy Makers or the adoption of Methodologies Reports or of Synthesis Reports.

This note is based on [Appendix A to the Principles Governing IPCC Work](#), past practice and lessons learnt.

A3.1 Forums during IPCC approval and adoption sessions

Deliberations during approval or adoption of IPCC reports mainly take place in plenary meetings of Working Group and IPCC Sessions. Plenary meetings are the forums for discussion and decision-making by IPCC Member Governments. They are open to participation by all IPCC Member Governments, admitted observer organizations, members of the IPCC Bureau, IPCC Secretariat and the TSUs. Members of the press and media may attend the opening plenary. Plenary meetings are conducted with interpretation into the six UN languages, or in English if agreed by the IPCC Member Governments.

It is common practice in the IPCC to defer in-depth discussions on parts of texts of the report that may be challenging to reach consensus on in the larger plenary session, to smaller, group setting as decided by the Chair(s) of a plenary session. The discussions in these settings are conducted in English, and may include:

- “Contact Groups” to consider specific sections, paragraphs, tables or figures. Contact Groups are usually chaired by two country representatives, or a country representative and Bureau member. Their date, time and venue are announced in the plenary room and on the paper smart system.
- “Huddles” are smaller and more informal than contact groups and address more specific issues. Usually, they take place at the margins of the venue and are facilitated by an IPCC Vice-Chair or Working Group Vice-Chair.

The conclusions of the Contact Groups and Huddles are endorsed by the participants of those meetings when reported back to plenary.

The formats of smaller groups are implemented as appropriate and transitions between them are fluid. The establishment of such groups strives to strike an acceptable balance between the need for efficiency and the imperative of procedural equity and transparency.

Huddles and Contact groups are generally open to participation by representatives of Member Governments, Bureau members, TSUs and the Secretariat, and to authors of the report under consideration.

Representatives of admitted observer organizations, other than the European Union which has a special observer status, may attend contact groups as an observer unless a Member Government objects. Facilitators are invited to ascertain, at the outset, if there are any objections to the

attendance of observers other than the EU. The facilitator may determine at any time that the Contact Group should be closed to observers other than the EU. Observers other than the EU may intervene in the discussions of Contact Groups only after all Member Governments.

Observers other than the EU are usually not admitted to any smaller group settings, such as Huddles, and they do not intervene.

A3.2 Purpose and settings of small group discussions

Small group discussions support the plenary discussions within their specific mandate as determined by the Chair(s), seeking the resolution of the issue under discussion within the time allocated by the Chair(s). Such groups do not take decisions or adopt/approve text; they make proposals which the plenary is invited to consider and adopt/approve, though accepted practice is that participating delegations do not raise objections to consensus results from that Contact Group.

Consultations in smaller group settings, sometimes held in parallel to a plenary, are often more efficient to produce agreeable text or options of text than the plenary. They provide an opportunity for Member Government representatives to bring their concerns and suggestions to the attention of the authors of a report and often make specific text proposals. The authors consider these and may amend the text if the amendment is consistent with the scientific assessment contained in the underlying chapters.

A3.3 Facilitators

Facilitator(s) of Contact Groups are usually invited by the Chair(s) of the plenary session. Where two facilitators are proposed to co-chair a group, efforts are made to achieve regional and gender balance. Facilitators may include:

- IPCC Vice-Chairs
- IPCC Working Group Vice-Chairs
- Representatives of IPCC member countries

A facilitator is obliged to be impartial. He or she participates in the capacity of the chair(s) and does not simultaneously act in the interest of an IPCC Member Government or an author team. He or she may request the assistance of the plenary Chair(s) with resolving any difficulties that may have arisen during the deliberations. The mandate of facilitator(s) ends with completion of the group's work or the expiry of scheduled time.

The facilitator(s) should take particular care to ensure that the requirements of transparency, legitimacy and inclusiveness are met. In particular, the facilitator should clearly define the mandate of the group and facilitate the participation of a broad representation of Member Governments to support the consensus-building process. It is also important for the legitimacy of the process that the results of any smaller group meeting be reported to the plenary so that Member Governments who were not in the smaller group have an opportunity to consider the outcomes. The facilitator has the following tasks:

- Preside at the meetings, declare its opening and closing, keeping it to the time allocated by the plenary Chair(s).
- Remind participants of the mandate of the group as given by the Working Group or IPCC plenary session chair.
- Control the proceedings and maintain order thereat

- Set the context and ground rules.
- Keep the meeting focused on one item at a time.
- Regulate the flow of discussion, accord the right to speak.
- Maintain the highest standards of professionalism and collegiality and ensure an ambience of mutual respect and understanding.
- Intervene decisively and provide direction to the meeting if needed.
- Protect the integrity of the IPCC process
 - Ensure that IPCC meetings and events are professional, respectful and harassment-free environments for all participants.
 - Ensure that the debate is fact-based.
 - Recognising the scientific expertise of the authors and avoiding undue questioning of the scientific content of the report and undue pressure on authors.
- Check for agreement in order to present a clear outcome to the Chair of the plenary meeting.

To enable an efficient and effective discussion, the facilitator may propose to the group:

- A structure of the discussion.
- The closure of the list of speakers.
- A limitation of the time to be allowed to speakers.
- The suspension or adjournment of a meeting to refer the issue back to the plenary Chair(s) within the time window allocated to the group.

Appendix 4 – Specificities on the Approval of SPM Figures

As opposed to approving text, approving a figure requires an additional step that can take a significant amount of time: the design work or, in other words, the implementation of agreed changes. For the sake of quality and reducing the risk of errors, it will not be possible to change the figure drastically or explore new visual solutions during the Session. The objective is for the delegates and the authors to resolve any major issues that would be a barrier in conveying the intent of the figure clearly and, with the help of WGII TSU graphics team, identify reasonable design refinements to address those issues. This guidance describes the framework and tools for approving SPM figures in this context.

Figure captions will be considered alongside the Figures and will be approved line-by-line once the Figure has been approved.

A4.1 Approval of figures during WGII-12

Figures are addressed in four steps during the approval process:

1. Presentation in Plenary Session

Figures will be addressed alongside the headline statement in which they are being called out. They will be briefly presented via the template described [below](#). Delegates will then be invited to provide comments.

2. Addressing Plenary Session comments

WGII Co-Chairs will decide one of the two following options based on the comments received.

- Option 1: figures that received minor comments or for which common views were reflected will go to the authors and the WGII TSU graphics team. The proposed changes as well as the rationale for comments that could not be integrated will be reported in the figure approval template and submitted to Papersmart right after the authors' background session.
- Option 2: figures for which different views have been voiced during the Plenary Session will be placed in a Contact Group. Member Government representatives will be invited to discuss the figure together, with authors and the WGII TSU graphics team providing further clarifications. Delegates are encouraged to join the discussion to co-design and improve the figure. The figure approval template will be shared on screen during the discussion and agreed changes will be reported simultaneously on the document. The Contact Group will end by summarising the agreed changes listed on the figure approval template and the document will be subsequently uploaded to Paper Smart.

3. Design work

The WGII TSU graphics team will implement the changes as stated in the figure approval template. The updated figure will be uploaded on Paper Smart. Since some changes will require more design work than others (see section 'type of changes'), a more detailed estimation of time will be provided by the graphics team after the Contact Group.

4. Approval

The updated figure will be made available on Paper Smart and presented for approval on the next corresponding Plenary Session.

A4.2 Type of revisions to figures

The time required to update the figure (i.e., the design work) will vary depending on the type of changes resulting from the plenary/contact group discussions and comments. Any change should be agreed with this workload in mind as it will have an impact on when the updated figure will be uploaded on Paper Smart. Changes can therefore be categorised as:

- **Minor change** - Those changes are expected to be **implemented relatively quickly**. For example:
 - Updating annotations and labels (as long as within the word limit and space available, and as long as this does not impact overall design/layout)
 - Tweaks in colour (as long as this does not impact changes in all the other figures)
 - Space adjustments (for instance adjusting the position of elements)
- **Major change** - Those changes are expected to **take time to implement**. Not all major changes are possible or feasible due to time constraints, availability of correctly formatted data, limitations of the graphical software, etc. Major changes include:
 - Updating data or adding a variable (in most of the figures a change in the data set or a change in one data point requires re-design/re-plotting of the panel)
 - Layout (changing the placement of design assets on the page impacts the overall figure)
 - Length of annotations (if space available is exceeded)
 - Design of pictograms and icons
 - Additional elements on the diagrams

A4.3 The figure approval template

In order to have an on-screen editable document and report all agreed changes, each figure will be laid out into a *Figure approval template*. The document will be organised as a table, showing each individual panel or figure section in the left column and agreed design changes in the right column in track change mode. Any text element in the figure will be reported in the document to allow live editing in track change mode. This document acts as the official reference for reporting figure updates on Paper Smart and for the design work.

Below is an example of the figure approval template:

Figure SPM.X	
Session: [Author Meeting] [Contact Group]	
Figure X [Panel y]	List of changes
	<ul style="list-style-type: none">• [change]• [change]• [change]• [change]• [change]• [change]
Figure X [Panel z]	List of changes
	<ul style="list-style-type: none">• [change]• [change]• [change]• [change]• [change]• [change]