

# ipcc

INTERGOVERNMENTAL PANEL ON climate change

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## **PROCEDURAL MATTERS**

### **INFORMATION NOTE ON PROCEDURES AND PRACTICES FOR ELECTION OF THE IPCC BUREAU AND ANY TASK FORCE BUREAU AT THE 59<sup>TH</sup> SESSION OF THE IPCC**

(Submitted by the Secretary of the IPCC)

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## PROCEDURAL MATTERS

### INFORMATION NOTE ON PROCEDURES AND PRACTICES FOR ELECTION OF THE IPCC BUREAU AND ANY TASK FOR BUREAU AT THE 59<sup>th</sup> SESSION OF THE IPCC

#### INTRODUCTION

This Information Note presents an overview of IPCC procedures and practices to assist in the conduct of business for the Election of the IPCC Bureau and any Task Force Bureau during the 59<sup>th</sup> Session of the IPCC. For ease of reference, a table summarizing the information is provided in **Appendix III**.

Procedural overview

#### 1. Quorum (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.

The IPCC has 195 Member countries; thus, for elections, a minimum of 98 Members with accepted credentials must be present.

#### 2. Representation and voting rights (Rules 3, 18)

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. Each delegation of a Member of the IPCC participating in the Session with accepted credentials shall have one vote.

The IPCC procedures for elections do not have a provision for proxy voting. Per IPCC practice, a delegation may choose to nominate an honorary consul or similar who will constitute part of the delegation for that nominating Member state. The credentials naming the individual nominated shall be signed by or on behalf of the appropriate government authority of the Member of the IPCC.

#### 3. Conflicts of Interest

As set out in Annex A of the IPCC Conflict of Interest Policy, the Conflict of Interest (COI) Committee will meet to review the COI forms of each nominee for election to the IPCC Bureau or Task Force Bureau. These meetings will take place the day prior to and in the margins of the Session. The COI Committee, as required, will hold further meetings during the 59<sup>th</sup> Session of the IPCC to resolve pending issues and review potential conflicts of interest of candidates nominated by oral representations of IPCC Members from the floor. Oral reports will be made to the Panel with regard to COI forms of the candidates presented to the Panel for inclusion on the nominations list for election at each stage of the election process.

#### 4. Regional group meetings (Rule 23)

Regional groups are encouraged to meet before and/or as early as possible during the Panel Session on Elections with a view to, amongst others:

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

Information on IPCC Members grouped according to WMO Regions is provided in Annex A of the Election Procedures and **Appendix I** to this document.

5. Credentials (Rule 5)

The Panel shall establish on the opening day a Credentials Committee for the duration of the Session, composed of one representative from each of the six WMO regions.

The Committee shall appoint a Chairperson from amongst themselves. A representative of the Secretariat at the Session shall attend the Credentials Committee with a consultative status.

6. Nominations (Rule 21 (c), (d))

Nominations are to 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 Conflict-of-Interest disclosure form. Upon receipt, the Secretariat posts the nomination letter as well as the curriculum vitae on the IPCC website. All nominations received to date may be found in this link [here](#).

Members of the IPCC may also nominate a person for the IPCC Chair, 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 a curriculum vitae for distribution to the Panel at the time of nomination, as well as submit a Conflict-of-Interest disclosure form in accordance with the IPCC Policy on Conflict of Interest to the Secretariat.

6.1 Nominations Committee (Rules 22, 23)

On the opening day of the Session where an election is being held, the Panel will establish a Nominations Committee for the duration of the Session. Each Region shall nominate two representatives to serve on the Committee for a total of twelve members. The Committee shall by consensus choose a Chair from among its members. A representative from the Secretariat may be invited to attend the Committee with consultative status.

The Nominations Committee will scrutinize the nominations letters and corresponding Curriculum Vitae received by the Secretariat up to the time of the constitution of the Nominations Committee, and agree on the list of Nominees for each office of the Bureau and members of the Task Force Bureau for which an election is to be held, without prejudging any additional nominations made after the time of the constitution of the Committee or from the floor in the course of the 59<sup>th</sup> Session of the IPCC.

The Committee shall prepare and submit through its Chair to the Members of the Panel 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.

7. Elections order and consensus (Rules 15, 16, 23)

Elections for the IPCC Bureau and any Task Force Bureau will be elected by the Panel in the following order: the IPCC Chair; the three IPCC Vice Chairs; the Co-Chairs of the Working Groups and of any Task Force Bureau; and the Vice Chairs of the Working Groups. The twelve members of the Task Force Bureau shall be elected after all the members of the IPCC Bureau have been elected.

To promote consensus on the final lists of candidates, meetings are to be held by and amongst the Regional groups.

Information on the composition of the IPCC Bureau and Task Force Bureau is provided in Annex B of the Election Procedures and **Appendix II** to this document.

#### 7.1 Tellers (Rule 25)

The Chair is to appoint two tellers from among the delegates present for the counting of the votes. Before voting begins, the Secretariat shall hand the two tellers the list of Members of the IPCC present at the Session whose credentials have been accepted, as approved by the Credentials Committee, and the list of candidate Nominees, prepared by the Nominations Committee.

#### 7.2 Type of vote (Rule 17)

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

#### 7.3 Voting slips and voting order (Rules 26, 27, 28, 29)

For the election of each single position, the Secretariat shall distribute a voting slip to each delegation. Each voting slip shall be the same size and color without distinguishing marks. The tellers shall demonstrate to the delegations that the ballot box is empty and lock it. Members of the IPCC present at the Session whose credentials have been accepted shall be called in turn to vote in alphabetical order. After the ballot box has been opened, the tellers shall immediately count the votes in the presence of the Panel.

#### 7.4 Counting of the votes, invalid votes (Rule 30, 31)

The Chair 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 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. The voting slips shall be destroyed after the announcement of the results by the Chair and its acceptance by the Panel.

#### 7.5 Simple majority for election, additional balloting (Rules 32, 33, 34)

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. The candidate who obtains a simple majority 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, they shall also be included in the second ballot.

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

#### 7.6 Regional balance obtained (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, as set out in Annex B of the Elections Procedures and **Appendix II** to this document, the names of all the remaining candidates from that Region shall be deleted from the list of candidates for any of the next ballots.

7.7 Ballot outcome of candidates having same number of votes

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.

## APPENDIX I

### Annex A of the Election Procedures (Appendix C to the Principles Governing IPCC Work)

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

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

(23 Members)

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

**SOUTH-WEST PACIFIC (Region V)**  
(22 Members)

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



**EUROPE (Region VI)**  
(52 Members)

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

## APPENDIX II

### Annex B of the Election Procedures (Appendix C to the Principles Governing IPCC Work)

#### Composition of the IPCC Bureau and Task Force Bureau

As indicated in Annex B to the Election Rules and as amended by the Panel at its 57<sup>th</sup> session through the Decision IPCC-LVII-5, the IPCC Bureau is composed of 34 members.

It consists of:

1. The IPCC Chair;
2. Three IPCC Vice-Chairs;
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 (Africa):	7 positions
Region II (Asia):	6 positions
Region III (South America):	4 positions
Region IV (North America, Central America, the Caribbean):	4 positions
Region V (South-West Pacific):	4 positions
Region VI (Europe):	8 positions

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

- The three IPCC Vice-Chairs 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 any 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.<sup>1</sup>

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 two Co-Chairs and 12 members, two each of which should be drawn from each Region.

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<sup>1</sup> In this case, the overall size of the IPCC Bureau will increase accordingly.

## APPENDIX III

### Summary of procedures and practices for conducting elections at the Fifty-ninth session of the IPCC

Procedure	Session	References
Delegates participation and credentials	<ul style="list-style-type: none"> <li>• Prior to a Plenary session, each Member concerned shall communicate to the Secretariat the names of the persons composing its delegation to the Plenary, indicating which of these shall be regarded as its principal delegate;</li> <li>• Besides this communication, a letter giving these particulars and indicating that the delegation is empowered to act, vote and take decisions, and that signed by, or on behalf of, an appropriate governmental authority of the Member shall be sent to the Secretariat prior to or submitted at the Session and shall be regarded as appropriate credentials for the participation of the individuals named therein in the session.</li> <li>• Delegates whose credentials have not yet been accepted are not entitled to vote.</li> <li>• Per IPCC practice, a delegation may choose to nominate an honorary consul or similar who will constitute part of the delegation for that nominating Member state. The credentials naming the individual nominated shall be signed by the appropriate government authority of the Member of the IPCC.</li> </ul>	Rules 3, 4, 6
Quorum	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 13
Regional group meetings	<p>Regional groups are encouraged to meet before and/or as early as possible during the Panel Session on Elections with a view to, amongst others:</p> <ol style="list-style-type: none"> <li>a. Designate the representative of the Region to a Credentials Committee;</li> <li>b. Designate the two representatives of the Region to a Nominations Committee;</li> <li>c. Consider the nominations to the IPCC Bureau and any Task Force Bureau positions from the Region.</li> </ol>	Rule 23
Credentials Committee	<ul style="list-style-type: none"> <li>• The Panel will establish a Credentials Committee immediately after completion of the opening formalities and for the duration of the Session in which elections are being held.</li> <li>• The Committee shall comprise one member appointed by each Region. The members shall then appoint a Chairperson from amongst themselves. A representative of the Secretariat shall attend the Committee with consultative status.</li> <li>• The Committee shall examine credentials of delegates submitted to it by the Secretariat, and shall report as soon as possible to the Panel and thereafter as required. Final decisions regarding credentials shall rest with the Panel.</li> </ul>	Rule 5
Nominations	<ul style="list-style-type: none"> <li>• 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;</li> <li>• Nominations should be submitted to the Secretariat one month before a scheduled election, and include a nomination letter, COI disclosure form and curriculum vitae;</li> <li>• Members of the IPCC may also nominate a person for the IPCC Chair, IPCC Bureau or TFB by making oral representations to the Panel at the Session at which an election is to be held. A COI form must be submitted to the Secretariat and a curriculum vitae provided to the Panel at the time of nomination.</li> </ul>	Rule 19, 21 (c), (d)

Nominations Committee	<ul style="list-style-type: none"> <li>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. The Committee shall by consensus choose a Chairperson from among its members. A representative from the Secretariat may be invited to attend with consultative status.</li> <li>The Nominations Committee shall prepare and submit through the Chairperson to the members of the Panel a list of nominees for each office for which an election is to be held. This list(s) will be submitted at least 24 hours before the actual election will take place.</li> </ul>	Rule 22
Type of vote, order of elections	<ul style="list-style-type: none"> <li>All elections shall be held by secret ballot, unless otherwise decided by the Panel at the Session.</li> <li>Elections are carried out for each single position with a separate voting slip.</li> <li>The IPCC Chair and other IPCC Bureau members will be elected by the Panel in the following order: <ul style="list-style-type: none"> <li>a) the IPCC Chair;</li> <li>b) the IPCC Vice-Chairs;</li> <li>c) the Co-Chairs of the Working Groups and of any Task Force Bureau;</li> <li>d) the Vice-Chairs of the Working Groups.</li> </ul> </li> <li>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.</li> </ul>	Rules 15, 16, 17, 26
Voting rights	Each delegation of a Member of the IPCC represented at the Panel Session shall have one vote.	Rule 18
Tellers	<ul style="list-style-type: none"> <li>The Chair is to appoint two tellers from among the delegates present for the counting of the votes.</li> <li>Before voting begins, the Secretariat shall hand the two tellers the list of Members of the IPCC present at the Session whose credentials have been accepted, as approved by the Credentials Committee, and the list of candidate Nominees, prepared by the Nominations Committee.</li> </ul>	Rule 25
Counting of votes, invalid votes	<ul style="list-style-type: none"> <li>The Chair 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.</li> <li>The 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.</li> <li>The voting slips shall be destroyed after the announcement of the results by the Chair and its acceptance by the Panel.</li> </ul>	Rules 30, 31
Simple majority for election, additional balloting	<ul style="list-style-type: none"> <li>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. The candidate who obtains a simple majority shall be declared elected.</li> <li>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, they shall also be included in the second ballot.</li> <li>Similar ballots shall be held as necessary until all positions on the IPCC Bureau and any Task Force Bureau have been filled.</li> </ul>	Rules 32, 33, 34

Regional balance obtained	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, as set out in Annex B of the Elections Procedures and <b>Appendix II</b> to this document, 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 35
Ballot outcome of candidates having same number of votes	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.	Rule 36