PROCEDURAL MATTERS

INFORMATION NOTE ON PROCEDURES AND PRACTICES FOR ELECTION OF THE IPCC BUREAU AND ANY TASK FORCE BUREAU AT THE 59TH SESSION OF THE IPCC

(Submitted by the Secretary 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 59th 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 59th 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 59th 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
Angola
Benin
Botswana
Burkina Faso
Burundi
Cameroon
Cape Verde
Central African Republic
Chad
Comoros
Congo, Republic of the
Côte d'Ivoire
Democratic Republic of the Congo
Djibouti
Egypt
Equatorial Guinea
Eritrea
Etiopía
Gabon
Gambia
Ghana
Guinea
Guinea Bissau
Kenya
Lesotho
Liberia
Libya
Madagascar
Malawi
Mali
Mauritania
Mauritius
Morocco
Mozambique
Namibia
Niger
Nigeria
Rwanda
Sao Tome and Principe
Senegal
Seychelles
Sierra Leone
Somalia
South Africa
South Sudan
Sudan
Swaziland
Togo
Tunisia
Uganda
United Republic of Tanzania
Zambia
Zimbabwe
ASIA (Region II)
(32 Members)

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

SOUTH AMERICA (Region III)
(12 Members)

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

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

Antigua and Barbuda
Bahamas
Barbados
Belize
Canada
Costa Rica
Cuba
Dominica
Dominican Republic
El Salvador
Grenada
Guatemala
Haiti
Honduras
Jamaica
Mexico
Nicaragua
Panama
Saint Kitts and Nevis
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
Andorra
Armenia
Austria
Azerbaijan
Belarus
Belgium
Bosnia and Herzegovina
Bulgaria
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Georgia
Germany
Greece
Hungary
Iceland
Ireland
Israel
Italy
Jordan
Latvia
Lebanon
Luxembourg

Lithuania
Liechtenstein
Malta
Moldova
Monaco
Montenegro
Netherlands
Norway
Poland
Portugal
Romania
Russian Federation
San Marino
Serbia
Slovakia
Slovenia
Spain
Sweden
Switzerland
Syrian Arab Republic
The former Yugoslav Republic of Macedonia
Türkiye
Ukraine
United Kingdom of Great Britain &
Northern Ireland
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 57th 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:

<table>
<thead>
<tr>
<th>Region</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region I (Africa)</td>
<td>7</td>
</tr>
<tr>
<td>Region II (Asia)</td>
<td>6</td>
</tr>
<tr>
<td>Region III (South America)</td>
<td>4</td>
</tr>
<tr>
<td>Region IV (North America, Central America, the Caribbean)</td>
<td>4</td>
</tr>
<tr>
<td>Region V (South-West Pacific)</td>
<td>4</td>
</tr>
<tr>
<td>Region VI (Europe)</td>
<td>8</td>
</tr>
</tbody>
</table>

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

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1 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

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Session</th>
<th>References</th>
</tr>
</thead>
</table>
| Delegates participation and credentials     | - 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;  
- 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.  
- Delegates whose credentials have not yet been accepted are not entitled to vote.  
- 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. | 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                     | 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. | Rule 23 |
| Credentials Committee                       | 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.  
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.  
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. | Rule 5 |
| Nominations                                 | 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;  
Nominations should be submitted to the Secretariat one month before a scheduled election, and include a nomination letter, COI disclosure form and curriculum vitae;  
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. | Rule 19, 21 (c), (d) |
| Nominations Committee | • 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.  
• 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.  
| Rule 22 |
| Type of vote, order of elections | • All elections shall be held by secret ballot, unless otherwise decided by the Panel at the Session.  
• Elections are carried out for each single position with a separate voting slip.  
• 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.  
• 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.  
| 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 | • 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.  
| Rule 25 |
| Counting of votes, invalid votes | • 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.  
| Rules 30, 31 |
| Simple majority for election, additional balloting | • 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.  
| 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 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. | 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 |