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PROGRESS REPORTS

Report by the Secretariat

(Submitted by the Secretary of the IPCC)

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1. Introduction

As this is the first report by the IPCC Secretariat for the seventh assessment cycle, it covers the work of the IPCC Secretariat for the period from 1 August 2023 to 30 June 2024. The document consolidates the information provided so far through other means, including the IPCC Newsletter and other reports to the Panel, Bureau, and Executive Committee (ExCom) on areas such as Budget, Communications, Error Protocol, Strategic Planning Schedule, etc.

This report is structured around the [functions](#) of the Secretariat. However, it does not provide exhaustive details and information on its day-to-day activities and the efforts to ensure the quality management and preparation of the IPCC meetings and the respective session documents. Additionally, the report provides information on some of the challenges faced during the reporting period.

2. IPCC sessions and meetings

The Secretariat organizes various sessions and meetings, including IPCC sessions, Bureau sessions, and ExCom meetings, as well as scoping and expert meetings, workshops, and outreach events. In addition to those, it extends logistical support to the pavilion setup during the Conference of the Parties (CoPs) to the United Nations Framework Convention on Climate Change (UNFCCC) and supports the IPCC participation at the UNFCCC CoPs and Subsidiary Bodies meetings.

Organizing international gatherings with the participation of Member countries and Observer Organizations delegates demands meticulous planning spanning three to five months. This includes but is not limited to, session document preparation, venue selection, website creation, registration management, travel arrangements, visa support and liaison with host countries. In preparation for IPCC sessions, Bureau sessions and ExCom meetings, the Secretariat has been working closely and engaging with the IPCC Chair and Vice-Chairs.

This section provides information on the IPCC meetings supported by the IPCC Secretariat during the reporting period.

2.1 IPCC Sessions

During the reporting period, the Secretariat organized the 60th Session of the IPCC ([IPCC-60](#)), which marked the inaugural session of the seventh assessment cycle. IPCC-60 was held in Istanbul, Türkiye, from 16 to 19 January 2024, following the generous invitation from the Government of Türkiye. The Session, which was focused on developing a work programme for the seventh assessment cycle, including establishing the products of the cycle and respective timelines, was attended by 367 participants, with 159 receiving financial support from the IPCC Trust Fund, whose travel was arranged by the Secretariat. The work of the Secretariat in organizing the session included, but was not limited to, registration, logistical support, conference management, invitation letters, report of the session, managing of the PaperSmart and the preparation and processing of 26 session documents in collaboration with the IPCC Chair, Vice-Chairs, Working Group (WG) / Task Force on National Greenhouse Gas Inventory (TFI) Co-Chairs, the Task Group on Data Support for Climate Change Assessments (TG-Data) Co-Chairs, Technical Support Units (TSUs) and other stakeholders. At the time of writing this report, the Secretariat is working on the organisation of the 61st Session of the IPCC ([IPCC-61](#)). As it is still a work in progress, a detailed information will be provided at the next IPCC session.

2.2 IPCC Bureau Sessions

During the reporting period, the Secretariat organized two Bureau meetings, the 66th Session of the IPCC Bureau (BUR-66) and the 67th Session of the IPCC Bureau (BUR-67).

BUR -66, which marked the inaugural Bureau meeting of the seventh assessment cycle was held from 15 to 16 November 2023 at the World Meteorological Organization (WMO) headquarters in Geneva, Switzerland. BUR-66 which focused on preparations for IPCC-60 with an emphasis on lessons learned from the sixth assessment cycle and potential planning options for the next cycle, had 70 participants. Among them, 36 were eligible for IPCC Trust Fund support and received travel assistance from the Secretariat. An induction video for the newly elected Bureau members was prepared by the Secretariat and displayed on screen during the breaks of BUR-66. The Secretariat arranged for the possibility of virtual attendance in the meeting.

BUR-67 took place from 30 to 31 May 2024 at WMO headquarters in Geneva, Switzerland. The Bureau session which focused mainly the schedule of the seventh assessment cycle, as mandated by the IPCC-60, was attended by 68 Bureau members and government representatives, with 34 receiving financial support by the Trust Fund and travel assistance from the Secretariat. The Secretariat arranged for the possibility of virtual attendance in the meeting.

BUR-66 session was preceded by an informal joint meeting of the outgoing and incoming Bureaus of the sixth and seventh assessment cycles, respectively. This joint meeting was organized by the Secretariat on 29 July 2023 in Nairobi, Kenya, following the election of the new Bureau for the seventh assessment cycle. The objective of the informal meeting was to provide an induction to the newly elected members of the Bureau and a knowledge and experience exchange between outgoing and incoming Bureau members.

The Secretariat's support to the Bureau sessions included but was not limited to registration, logistical arrangements, invitation letters, meeting reports, and the preparation and processing of an average of 20 documents per session in collaboration with and input from the IPCC Chair, Vice-Chairs, Working Group/TFI Co-Chairs, TG-Data Co-Chairs, TSUs, and other stakeholders.

2.3 Executive Committee Meetings

During the reporting period, the Secretariat organized nine ExCom meetings, which took place remotely monthly. The meetings focused on the preparations for BUR-66, BUR-67, IPCC-60, and the 61st Session of the IPCC (IPCC-61), as well as the Scoping Meeting for the IPCC Special Report on Climate Change and Cities, the Strategic Planning Schedule for the seventh assessment cycle, engagement with the UNFCCC, as well as the error protocol and communication-related aspects.

At the inaugural ExCom meeting of the cycle, (the 116th Meeting of the ExCom, ExCom-116), which took place in September 2023, the Secretariat provided an induction briefing to the ExCom members and TSU heads on the IPCC, the Bureau, the ExCom and other relevant bodies, committees, and action teams. The ExCom received regular updates on communications, outreach, implementation of the IPCC error protocol, and preparation of the Bureau and Panel sessions.

In preparation for every ExCom meeting, the Secretariat ensured the running of the teleconferences, as well as that the agenda, meeting invitations and support documentation were sent to the ExCom members. The Secretariat prepared the decisions and conclusions of the meetings, coordinated their approval with the Chair and the ExCom and ensured that these were available on the [IPCC website](#).

2.4 Gender Action Team Meetings

Since August 2023, the Secretariat has supported four Gender Action Team (GAT) meetings. The GAT meetings focused on the preparations for the Expert Meeting on Gender, Diversity and Inclusivity, tentatively scheduled for October 2024, as well as on the process for handling complaints

and organizing training for Bureau members on ethics, sexual harassment, gender, inclusivity, and diversity.

The Secretariat's support includes, but is not limited to, issuing Zoom invitations, running virtual meetings, preparing documentation, and taking meeting minutes. During the reporting period, the Secretariat has supported the GAT to transition between cycles, drafted the process for dealing with complaints, coordinated input and feedback from GAT members, drafted the Concept Note and is negotiating the legal agreement with the host country for the Expert Meeting on Gender, Diversity, and Inclusivity, and is working on the Terms of Reference for procuring services for the training on Gender Diversity and Inclusivity.

2.5 Technical Support Unit Liaison Group Meetings

In the early stages of the sixth assessment cycle, the IPCC Secretariat, in agreement with the Working Group (WG)/Task Force on National Greenhouse Gas Inventory (TFI) Technical Support Unit (TSU) Heads, established the Operations Action Team (OAT) as an informal body to ensure operational coordination across the WGs, the TFI, and Secretariat. Its responsibilities included assisting the Secretariat in developing and maintaining the Strategic Planning Schedule (SPS), facilitating the smooth execution of IPCC-wide operational tasks, and ensuring adherence to correct procedures across IPCC activities. The Deputy Secretary organizes and chairs the meetings, which take place remotely, one week prior to the ExCom meetings. At the onset of the seventh assessment cycle, the Group resumed its activities in October 2024 under a new name, the TSU Liaison Group (TSU LG), reflecting the expanded scope beyond operational matters. Since then, the Group has met eight times. It has served as a platform for coordination and sharing information to address issues requiring urgent attention or support from the Secretariat. The Secretariat organises and runs the virtual meetings of the Group and prepares its agendas and minutes.

2.6 Other Meetings

The Secretariat supported the organization of the Scoping meeting of the Special Report on Climate Change and Cities, which took place from 16 to 19 April 2024. The support provided includes various elements, such as providing input for and issuing the call for nominations of meeting participants, including through the online form developed by the Secretariat, as well as preparing and sending out invitations to the selected participants. It also involved assistance in preparing three outreach events and organizing two webinars for non-invited nominees, along with logistical support for the scoping meeting, including travel arrangements for 67 participants and necessary visa support.

Similarly, the Secretariat provided travel support to the 42 participants of the Scoping Meeting of the Methodology Report on Short-Lived Climate Forcers (SLCFs), which took place in Brisbane, Australia, from 26 to 28 February 2024.

3. Update on the implementation of the decisions from the Panel and Bureau.

At IPCC-60 the Panel made various decisions, some of which outlined a set of implementation actions. The sub-sections below summarize the actions taken by the Secretariat towards the implementation of these decisions.

3.1. Informal Group on Publications and Translations

By [Decision IPCC-LX- 6](#), the Panel requested the Bureau to prepare Terms of Reference for an IPCC Publications Committee (IGPubs), for consideration at IPCC-61. The Panel's decision was in response to the request made by IGPubs and agreed upon by BUR-66.

Draft Terms of Reference have been developed by the Secretariat under the guidance of the Chair in his capacity as former Co-Chair of the IGPubs, considered, amended and agreed by the Bureau at

BUR-67 ([BUR-LXVII/Doc. 5](#)), and now prepared for presentation to the Panel for its consideration and approval at IPCC-61.

3.2. Conflict of Interest Committee Disclosure Form

By [Decision IPCC-LX- 8](#), the Panel established a Conflict of Interest (COI) subcommittee of the COI Committee with the mandate to review the COI disclosure form, taking into consideration the recommendations provided by the COI Committee Chair during the 59th Session of the IPCC (IPCC-59), to report back to the Panel at IPCC-61 for consideration of proposed revisions. These recommendations consisted to inclusion of detail and instruction with examples of possible COI. With support from the Secretariat, the COI Subcommittee has worked intersessionally to undertake a comparative analysis of the experiences from other UN organizations, review and consolidate proposed changes to the COI disclosure form and prepare a final report on the proposed changes for consideration of the Panel at the IPCC-61.

3.3. Lessons Learned from the Sixth Assessment Cycle

By [Decision IPCC-LX-7](#), the Panel at IPCC-60, established the Ad-hoc Group on Lessons Learned (AGLL) with the mandate to advise governments on the way forward in considering the lessons learned from the sixth assessment cycle. The AGLL works intersessionally and is scheduled to report to the Panel at IPCC-61. By 30 June 2024, the AGLL had held five meetings under the leadership of the Co-Chairs (South Africa and United States of America), where they discussed the lessons learned about scientific, organizational, communications and cross-cutting matters as well as the outcome to be presented to the Panel. The Secretariat has supported the Co-Chairs, Rapporteurs and the AGLL work, including coordinating the call for nominations of AGLL members, facilitating communication with AGLL members, collecting written feedback from members, organizing and running the AGLL teleconferences and meeting invitations, supporting the coordination calls of the AGLL Co-Chairs and Rapporteurs, providing backup support to the Rapporteurs, assisting in the drafting and preparations of documents and communications, running and updating an online tool (e-Board) where relevant information is uploaded as well as providing input to the final outcome document which will be presented to the Panel at IPCC-61.

3.4. Planning for the Seventh Assessment Cycle

By [Decision IPCC-LX- 9](#), the Panel agreed on the products of the seventh assessment cycle. By the same decision, the Panel requested the Bureau to prepare a document outlining the month and year of delivery on the basis of an AR7 strategic plan, taking into account the different views expressed at the IPCC-60 and paragraph 3 of this decision, for the delivery of these reports in a timely and policy-relevant manner and present it to the Panel at its next meeting for consideration and decision. The proposed strategic planning schedule (SPS), prepared for consideration by the Panel at IPCC-61, has been reviewed by the Secretariat, with the view to ensure compliance with the IPCC rules and procedures.

3.5. Human Resources Strategic Planning

By [Decision IPCC-LX-10](#), paragraph 27, the Panel requested "the Secretariat to produce a strategic human resources plan, with support from an independent consultant, that considers the critical workforce needs and gaps and adequacy of the structure of the Secretariat in light of the seventh assessment cycle work programme and, in accordance with the Secretariat's Terms of Reference, to be presented to the Panel, as soon as possible". The Secretariat has started the process of procuring the services of a vendor to assist with the drafting of the Human Resources (HR) strategic planning and will launch the call for proposals shortly.

4. IPCC Trust Fund

During the reporting period, the Secretariat has provided substantial support to the Financial Task Team (FiTT), which consists of setting up the new FiTT for the seventh assessment cycle ahead of its first meeting during IPCC-60 as well as providing the required session documents ([IPCC-LX/Doc.2](#)), to facilitate the FiTT's work during the session.

Other activities undertaken by the Secretariat include providing input to the 2023 IPCC financial statements in preparation for the annual external audit, developing Letters of Agreements for the transfer of funds for financial support to IPCC activities, preparing donor reports based on donor requirements, completing donor grant applications for voluntary contributions to the IPCC Trust Fund, participating in entrance and exit meetings with External Auditors to respond to queries and provide clarifications, reviewing and clearing statements of income and expenditure received for financial support provided in 2023, recording and maintaining of voluntary contributions from Member countries to the IPCC Trust Fund and providing invoices, when needed, with the current level of contributions received for the period January to June 2024, amounting to CHF 1,773,365 and the opening balance in the Trust Fund, as at 1 January 2024, standing at CHF 25,354,000.

5. Information Management

During the reporting period, which coincides with the start of the new cycle, the Secretariat has developed various new applications and tools or/and upgraded existing ones to support the core activities, as outlined in the IPCC Secretariat functions, such as upgraded Paper Smart, registration systems, a Bureau Portal, travel facilitation application, and platforms for COI form submissions. Additionally, the Secretariat has supported WGs, the TFI, and other ad-hoc groups established by the Panel by providing virtual meeting platforms.

The Secretariat has upgraded the "Focal Point Portal" to the "IPCC Dashboard" as the single point of entry for all IPCC applications and products. IPCC activities, including their deadlines, are listed there. In the Dashboard, Focal Points can find all relevant IPCC applications, allowing them to register delegates attending IPCC sessions, access meeting documents, and nominate authors to IPCC reports, as well as experts for scoping meetings and workshops. The Dashboard is available to all Focal Points from Member Countries and Observer Organizations, as well as Members of the IPCC Bureau.

Additionally, IPCC reports preparation tools for expert nominations, author nominations, review comments, and author collaboration have been developed and/or upgraded. The Secretariat also continued to maintain the IPCC website, consolidating materials related to IPCC reports for centralized access and archival.

The development of new tools and applications, as well as the upgrade of existing ones, was guided by the Information Technology (IT) Strategy and an IT Strategic Plan for the seventh assessment cycle. These plans were based on lessons learned from the sixth assessment cycle collated by the IT team in collaboration with the respective WGs and TFI TSUs.

6. IPCC Error Protocol

Since August 2023, the Secretariat received twelve error claims. Two cases were resolved during the pre-registration consultation process. The other ten cases were registered, and of these, four were assigned to Working Group I, three were assigned to Working Group II, two were assigned to Working Group III, and one was assigned to the TFI. All registered cases were resolved.

The Sixth Assessment Report (AR6) Synthesis Report error claim that was reported in March 2023 was closed in April 2024, after a consultative process with the IPCC Bureau and approval of the errata by IPCC Member countries.

Status reports on the implementation of the IPCC Error Protocol are always presented to the ExCom during their monthly meetings.

7. IPCC Communication Strategy

During the reporting period, notable highlights include the strong media engagement following the election of the new IPCC Bureau. The new Chair and the Bureau received support from the Secretariat in delivering scores of high-profile media interviews given to media outlets worldwide. Communications and outreach efforts also included the organization of and participation at over a dozen public events at the “Science for Climate Action” pavilion at 28th session of the Conference of the Parties (COP28) to the UNFCCC in Dubai and participation in numerous other COP28 events, 6th session of the UN Environment Assembly (UNEA6) as well as 60th session of the Subsidiary Bodies (SB60).

The IPCC-60 opening session attracted significant media and public attention, particularly from the host country's national media. The session's outcomes, which pertained to the IPCC's programme of work for the seventh cycle and the related IPCC communications generated strong global interest and coverage of the mainstream media, resulting in further IPCC visibility and demands for media and outreach engagement. The Secretariat also supported outreach activities related to the scoping meeting for the Special Report on Climate Change and Cities during April in Riga, Latvia.

Throughout this period, the Communications team maintained a visual record (video and photo) of IPCC's plenaries, meetings and overall public engagement, and ensured the IPCC website was up to date. The team continuously monitored and posted on social media and provided support to all IPCC activities, including support for the new WGs vacancies, calls for nominations, outreach activities and the activities of the Bureau members.

Additionally, the Secretariat collaborated with the World Meteorological Organization (WMO) to provide media relations and public speaking training for the Bureau and authors involved in the seventh assessment cycle. They also updated the IPCC's visual identity with the view to reflect the new logos from WMO and the United Nations Environment Programme (UNEP).

More details on the implementation of the communications strategy are provided in the progress report on Communications and outreach activities.

8. Conflict of Interest Policy

In support of the COI Committee, following the elections of the Bureau for the seventh assessment cycle, the Secretariat has supported and facilitated the engagement of the COI Committee in relation to Panel mandates regarding the COI disclosure form.

9. Engaging with IPCC Focal Points, UN system with UNFCCC, other relevant UN bodies and other stakeholders

9.1 IPCC Focal Points.

During the reporting period, the Secretariat continued regular communications with the 195-Member Government-designated Focal Points and Ministries of Foreign Affairs (if no Focal Point has been designated) and 214 Observer Organizations. Key communications included matters related to the BUR-66, BUR-67, PCC-60 and IPCC-61, contributions to the IPCC Trust Fund, calls for the nomination of experts for the Scoping Meetings of the Special Report on Climate Change and Cities, the three Working Groups reports, the Methodology Report on Carbon Dioxide Removal Technologies and Carbon Capture and Utilization and Storage, the Workshop on the IPCC Inventory Software as well as matters related to the products of the seventh assessment cycle and lessons learned from the sixth assessment cycle. Other communications with IPCC Focal Points and government representatives are related to the hosting and conducting of IPCC Sessions and other meetings, the

IPCC Trust Fund, as well as responses to meeting invitations and congratulatory letters. Approximately 100 letters were sent to Governments, Observer Organizations, and IPCC Focal Points and over 50 bilateral meetings were coordinated. The IPCC Secretariat has been issuing a regular electronic Newsletter sent by e-mail to the IPCC Government and Observer Organization Focal Points informing them about past and upcoming activities and relevant details and updates. Issues 18, 19 and 20 have been produced in the reporting period covering the periods June - September 2023, October - December 2023 and January - March 2024.

To facilitate the work of newly designated Government and Observer Organizations Focal Points, the Secretariat has prepared an induction brochure, which was made available to the Focal Points in the "IPCC Dashboard" ahead of the IPCC-60 and further updated ahead of IPCC-61.

The Secretariat also received numerous requests for admission of new Observer Organizations, reviewed these in alignment with the policy for admitting Observer Organizations, and submitted these to the IPCC Bureau for their review. These were subsequently submitted to the Panel through document [IPCC-LX/Doc. 3, Rev. 1](#). Based on the information in this document, the IPCC decided to grant 24 new Organizations IPCC observer status ([Decision IPCC-LX- 4](#)). Also, following a request of the Bureau at BUR-66, the Secretariat has undertaken a review of the Observer Organizations, per Rule II.11 of and in alignment with the [IPCC Policy and Process for Admitting Observer Organizations](#). New requests received by the Secretariat since IPCC-60 have been processed, presented to BUR-67 and included in document [IPCC-LXI/Doc. 3](#) for consideration of the Panel at IPCC-61.

9.2 United Nations Framework Convention on Climate Change (UNFCCC)

On 20 October 2023, the IPCC and UNFCCC Secretariats coordinated the Joint Working Group (JWG) meeting of the UNFCCC's Subsidiary Body for Scientific and Technological Advice (SBSTA) and the IPCC, which took place remotely. JWG meetings continue to provide an informal platform for scientific and technical collaboration between the IPCC and UNFCCC. The meeting updated participants on the IPCC Chair's vision for the seventh cycle, plans for the 59th sessions of the Subsidiary Bodies (SB59), COP28 in Dubai, Earth Information Day, and IPCC events and pavilion at the COP28.

At the UNFCCC COP28 and SB60, the Secretariat supported the organization and delivery of over a dozen public events at the "Science for Climate Action" pavilion, as reported in the section on the IPCC Communications Strategy above, two IPCC side events, as well as the participation and speaking engagements of the IPCC Bureau members in numerous other COP28 events, including the IPCC Chair's address to the COP and the IPCC Secretary's opening of the Subsidiary Bodies. Additionally, the Secretariat facilitated meetings between the Chair and various ministers, heads of delegations, agencies, organizations, including the COP28, COP 29 and COP30 presidencies, etc.

9.3 Other UN Bodies and Organizations

The Secretariat coordinated and supported several events where the Chair of the IPCC was invited as a keynote speaker or panellist during the 6th Session of the [UN Environment Assembly \(UNEA6\)](#), which took place in Nairobi, Kenya, from 26 February to 1 March 2024. Bilateral engagements about potential ways for collaboration, including meetings with the Chairs of the [Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services \(IPBES\)](#) and the [International Resource Panel \(IRP\)](#). Media interviews were also facilitated during UNEA6.

On 13 December 2023, the Deputy Secretary of the IPCC gave an update on the collaboration between IPCC and IPBES at the [21st meeting of the Multidisciplinary Expert Panel \(MEP\) and Bureau](#).

The Secretary of the IPCC serves as the Chair, of the [World Adaptation Science Programme \(WASP\)](#), following chairmanship tenures held by representatives from the UNEP and the UNFCCC. WASP, one of the four core programmes of the World Climate Programme (WCP), supports climate change adaptation by providing essential knowledge and solutions. It contributes to UNFCCC processes,

IPCC assessments, and projects by the Green Climate Fund (GCF) and the Global Environment Facilities (GEF). Co-led by eight international agencies, including UNEP, WMO, and the United Nations Educational, Scientific and Cultural Organization (UNESCO), WASP oversees the Adaptation Futures conference series and produces policy briefs on adaptation for UNFCCC events. Recently, WASP co-hosted the Adaptation Futures 2023 conference in Montreal launched a policy brief on climate adaptation effectiveness, and facilitated side events at COP28, collaborating with IPCC and WMO.

The Secretariat has contributed to [Open Ended Working Group on the Science Policy Platform for Chemicals, Wastes and Pollution](#) (OEWG SPP). The input was provided through the review of session documents, webinars, online meetings and active involvement in the contact group discussions at the OEWG-2 meeting, 11-15 December 2023, Nairobi, Kenya and OEWG-3 meeting, 17-21 June 2024, Geneva, Switzerland.

The Secretariat has facilitated IPCC's participation at the [Ad-hoc Global Assessment Dialogue](#) (AGAD), which is an informal process that brings together the Heads of Secretariats and the Co-chairs of major global environmental assessments supported by the United Nations (UN) and its Member States, leveraging inputs from thousands of scientific authors and stakeholders, with the main objective of finding synergies and opportunities for coordination across major assessments. With support from the IPCC Secretariat, UNEP has developed a glossary tool that is now being used by [GEO-7](#) and widely at UNEP.

9.4 Engagement with other stakeholders (Youth, Indigenous, Business Organizations, etc)

During the reporting period, the Secretariat has been working on strengthening collaboration with UNFCCC constituencies and other UN bodies in accordance with the IPCC Chair's vision of enhancing diversity and inclusivity. In this regard, the Secretariat has supported the Chair and the Vice-Chairs in their engagements with the Business and industry non-governmental organizations (BINGO), Environmental non-governmental organizations (ENGO), Local government and municipal authorities (LGMA), Research and independent non-governmental organizations (RINGO) and the Youth non-governmental organizations (YOUNGO), as well as the participation in Local Communities and Indigenous Peoples Platform (LCIPP) meetings, the Children and Youth Pavilion meetings, High-level ministerial and presidency events during UNFCCC's COP28, the roundtable dialogue on Indigenous Curricula, the SB In-session workshop on progress, challenges, gaps and priorities in implementing the future work on gender and climate change and one-to-one meeting between the IPCC leadership and the LCIPP Facilitative Working Group Co-Chairs; the Climate Mobility Youth Delegates, the YOUNGOs representatives and members of the United Nations Secretary-General's Youth Advisory Group on Climate Change. This work has been conducted in the lead-up to and during COP28 and the 60th Sessions of the Subsidiary Bodies (SB60) and will continue in the preparations for and during the 29th session of the Conference of the Parties (COP29) to the UNFCCC with a view to enhance existing collaboration and initiate or continue engagement with other constituencies.

10. Staffing

As of 30 April 2024, the Secretariat has 15 staff members. During the reporting period, a new staff member was hired for the P3 post as Programme Officer for Communication, Outreach, and Social Media, vacated in July 2023. The Secretariat is also supported on a temporary basis by two Junior Professional Officers and one intern.

Following the decision of the Panel at IPCC-60 to approve a temporary P3 Programme Officer and a P2 Logistics and Conference Management Officer, both P3 and P2 posts are currently under recruitment.

Performance Assessment Reviews (PARs) discussions for 2023 were completed in March 2024 with all Secretariat staff.

11. Scholarship Programme

The Secretariat coordinates the IPCC Scholarship Programme. This entails supporting the Science Board and the Board of Trustees in their work, liaising with the funding partners consistent with the signed contracts, monitoring scholarship recipients, preparing reports for the consideration of the IPCC Bureau and the Panel, and liaising with WMO regarding the administration and management of the Scholarship Programme Trust Fund. A detailed progress report is available in Document [IPCC-LXI/Doc. 8](#).

12. Legal documents

During the reporting period, the Secretariat prepared and/or processed 52 legal agreements, encompassing various arrangements:

- Two Host Country Agreements: IPCC-60 agreement with Türkiye and IPCC-61 agreement with Bulgaria.
- 27 IPCC Scholarship Agreements: These include separate tri-party agreements with the Cuomo Foundation and the Prince Albert Foundation, along with agreements with scholarship recipients.
- Three Trust Fund contribution agreements for Data Distribution Center (DDC): These agreements involve the Trottier Foundation, the Government of Australia, and the University Paris-Saclay.
- 15 Letters of Agreement: These involve separate support agreements for three Working Group Co-Chairs for 2023 and 2024; Expert meetings in Chile, Canada, Italy, Austria, and Azerbaijan; Metéo International Weather and Climate Forum; DDC UK partner support MetadataWorks; negotiations for the LAM1 in Japan, and the Scoping Meeting in Malaysia.
- Five Memoranda of Agreement: these cover photo attribution for the AR6 Synthesis Report, UNF communications support, a framework collaboration agreement, logo usage negotiations for DDC data licensing, and ongoing discussions on a co-sponsorship with the FAO.

13. Challenges faced during the reporting period

The section below outlines the specific challenges currently facing the Secretariat and the step taken to mitigate their impact.

Human capacity: As the Secretariat works towards filling two vacant posts approved by the Panel at IPCC-60, it continues to face capacity constraints that impact the efficiency. The development of the IPCC HR strategy offers promise in providing a comprehensive assessment of the IPCC Secretariat staffing needs, aiming to present the Panel with clear and actionable insights for prioritizing and filling critical roles. By addressing immediate vacancies, including through interns and secondments, the Secretariat aims to navigate current constraints while strategically positioning the Secretariat to meet future demands with resilience and expertise.

WMO/UN rules and regulations: WMO/UN rules and regulations and policies applying to the IPCC, particularly in areas such as IPCC Trust Fund management, travel for IPCC delegates/ meeting participants, IPCC Secretariat recruitment, and IPCC procurement, could sometimes require clarification. This would avoid complications and misunderstandings within the IPCC framework, which can affect its operational efficiency. Providing updates and thorough explanations from the Secretariat on how these policies are applied and their implications could greatly enhance understanding and cooperation among the Panel and Bureau members.

Host country agreements for organizing IPCC meetings: in alignment with applicable WMO rules, regulations and standing instructions, all IPCC meetings require Host Country Agreements (HCAs) as well as discussions with prospective hosts to allow for due diligence. Such discussions allow for addressing issues including a) inclusivity, which may be affected by constraints on the part of host countries towards some other countries and which is outside of IPCC Secretariat's control; b) privileges and immunities to ensure fulfilment of organizational mandates; and c) anticipation of host country internal processes for approval of the HCA, d) WMO internal processes of approval of these

agreements, which all together may cause delays or withdrawal of the hosting offers. Recent host country practices regarding invited participants have highlighted the need to bring this into alignment with applicable rules. The Secretariat has undertaken steps to ensure that appropriate agreements for pending scheduled expert meetings were negotiated and finalized to ensure alignment with applicable WMO legal requirements. Discussions have been held with prospective hosts for additional forthcoming and tentative meetings to advise as to applicable requirements for hosting away from WMO headquarters. Timely engagement with the IPCC Secretariat on the potential hosting of the IPCC meetings is crucial for the effective finalization of the agreements.