

SIXTY-FIRST SESSION OF THE IPCC
Sofia, Bulgaria, 27 July – 2 August 2024

IPCC-LXI/Doc. 4
(27.VI.2024)
Agenda Item: 9.1
ENGLISH ONLY

MATTERS RELATED TO OTHER IPCC ACTIVITIES

Terms of Reference of the IPCC Publication Committee

(Submitted by the Secretary of the IPCC)

MATTERS RELATED TO OTHER IPCC ACTIVITIES

Terms of Reference of the IPCC Publication Committee

Background

1. The Panel at its Sixtieth Session (Istanbul, Türkiye, 16-19 January 2024) requested the Bureau to prepare Terms of Reference of the “IPCC Publication Committee” and to submit them for consideration at the 61st Session of the IPCC ([Decision IPCC-LX- 6](#)). The Panel decision was in response to the request to approve the implementation of the recommendation to establish an IPCC Publications Committee, set forth in [IPCC-LX/Doc.10](#) and as made by the Informal Group of Publications to and agreed by the Bureau at its 66th Session (BUR-66).
2. These Terms of Reference, as prepared and agreed by the Bureau at its 67th Session (Bur-67), aims to serve as the basis for an IPCC Panel decision during its Sixty-first Session (26 July – 2 August, Sofia, Bulgaria) under item 9.1 Terms of Reference of the IPCC Publications Committee, of the Provisional Agenda.

Expected Outcome

3. Following the preparation by the IPCC Bureau at its 67th Session (30-31 May 2024) of the Terms of Reference of the “IPCC Publication Committee”, in furtherance of the aforementioned Panel [Decision IPCC-LX- 6](#), the Panel is invited to consider these, as set forth below in Annex I to this document.

DRAFT TERMS OF REFERENCE OF THE IPCC PUBLICATIONS COMMITTEE

Terms of Reference

1. The IPCC Publications and Translations Committee (hereafter known as the “Committee”) Terms of Reference are intended to enhance and not conflict with the IPCC principles and procedures.

Purpose and Scope

2. The Committee is established for the duration of the respective assessment cycle, to oversee the implementation of the recommendations of the Panel and Bureau with regards to publications, translations and access to literature and advise the IPCC Secretariat on:
 - a. Technical specifications and Terms of Reference for procurement of WMO translation services;
 - b. Technical specifications and Terms of Reference for procurement processes for printing and publishing services for IPCC products;
 - c. Management of citation data for past and future IPCC reports and their main components;
 - d. Timely establishment of editorial sub-committees for translation into each official UN language;
 - e. Proposals for enhancing quality and review of translations of scientific and technical IPCC products;
 - f. Options for enhancing access to literature for IPCC authors.

Appointment of Members

3. The Committee shall be composed of nine members:
 - two from each Working Group and Task Force for Inventories Bureaux;
 - one IPCC Vice Chair to be the Chair of the Committee.

Additionally, the Head of the IPCC Secretariat and Co-Chairs of TG-Data, or their delegates, will serve in an advisory role to the Committee.

4. The members will be nominated by their respective Working Group and Task Force Co-Chairs taking into account overall gender and regional representation, with a view to collective UN language expertise. The Chair to the Committee will be nominated by the IPCC Chair from amongst the IPCC Vice-Chairs.
5. Working Group and TFI members will be supported by their respective TSUs, as needed.

Modus operandi

6. The Committee:
 - a. Will meet as necessary at a time and location to be established by the Chair of the Committee. Such meetings may take place by electronic means unless they are organized in the margins of other IPCC meetings which will take place in person;
 - b. Will reach decisions by consensus; where consensus is deemed not possible, the matter will be referred back to the Bureau;
 - c. Five members of the Committee including the IPCC Vice-Chair shall constitute a quorum;

- d. Will liaise with the WMO Publication Board to ensure coordination, planning and scheduling related to establishment of a WMO Tender Evaluation Board (“TEB”) and in the bidding/evaluation process for IPCC publications and any related products;
- e. Have at least two members of the Committee offer to serve on the TEB for an IPCC publication/procurement process overseen by the WMO. Such Committee members will serve on the TEB in their personal capacity and will need to be able to meet the neutrality and conflict of interest test for membership;
may seek advice from qualified experts, such as librarians, publishing organizations and international scientific bodies;
- f. Will undertake to explore expanding access to literature for IPCC authors;
- g. Will undertake to prepare best practices for producing translations of IPCC products;
- h. Will agree annually on an implementation plan;
- i. Will report regularly to the Bureau.