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**PROGRESS REPORTS**

**Report by the IPCC Secretariat**

(Submitted by the Secretary of the IPCC)

## **PROGRESS REPORTS**

### **Report by the IPCC Secretariat**

#### **1. Introduction**

This report covers the work of the IPCC Secretariat since February 2025, following its report to the Panel at its 62<sup>nd</sup> Session (IPCC-62). Like previous reports, it is structured around the [functions](#) of the Secretariat and provides information on its work in performing its key functions. The report outlines the Secretariat's efforts to deliver its functions, rather than focusing on the specific outputs or products of its work. Additionally, the report provides information on some of the challenges faced during the reporting period.

#### **2. IPCC sessions and meetings**

This section provides information on the IPCC meetings supported by the IPCC Secretariat during the reporting period (February 2025 - September 2025).

##### **2.1 IPCC sessions**

During the reporting period, the Secretariat organized the 62<sup>nd</sup> Session of the IPCC ([IPCC-62](#)). IPCC-62 was held in Hangzhou, China, from 24 to 28 February 2025, following the generous invitation from the Government of China. The Session, during which the Panel agreed upon the outlines of the three Working Group contributions to the Seventh Assessment Report was attended by 420 participants with 104 receiving financial support from the IPCC Trust Fund, including Secretariat staff and translators, 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 31 session documents in collaboration with the IPCC Chair, Vice-Chairs, Working Group / Task Force on National Greenhouse Gas Inventories (TFI) Co-Chairs, 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 organization of the 63<sup>rd</sup> Session of the IPCC ([IPCC-63](#)). As it is still a work in progress, detailed information on its proceedings will be provided at the next IPCC session. Work is also ongoing on the selection of the venue and planning for the 64<sup>th</sup> Session of the IPCC which will take place in the 1<sup>st</sup> quarter of 2026.

##### **2.2 IPCC Bureau sessions**

During the reporting period, the Secretariat organized the 69<sup>th</sup> Session of the IPCC Bureau (BUR-69) which was held on 02 July 2025 in Geneva, Switzerland. BUR-69 focused on preparations for IPCC-63 and the selection of Coordinating Lead Authors, Lead Authors and Review Editors for the Seventh Assessment Report (AR7). The Bureau session had 85 participants. Among them, 25 participants eligible for IPCC Trust Fund support received travel assistance from the Secretariat. The Secretariat's support included registration, logistical arrangements, invitation letters, meeting report, and the preparation and processing of 19 session documents in collaboration with 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 supported the organization of eight ExCom meetings, which took place virtually. In preparation for the ExCom meeting, the Secretariat coordinated with and supported the Chair and ensured that the teleconferences were running smoothly, as well as that the agenda, invitations, and meeting documentation were prepared and sent to the ExCom members ahead of the meeting. The Secretariat prepared the summary of the decisions and conclusions of the meetings and ensured they are available on the [IPCC website](#).

## **2.4 Gender action team meetings**

Since January 2025, the Secretariat has supported two Gender Action Team (GAT) team meetings held in April and May 2025. The work of the GAT mainly focussed on the Expert Meeting on Gender, Diversity, Equity and Inclusivity that was held from 23 to 25 September 2025 at the WMO headquarters in Geneva, Switzerland. In that regard the Secretariat has supported twelve meetings of the Scientific Steering Committee. The Secretariat further provided support to the subcommittees as needed including in the selection of the participants, general administrative and logistical support for the meeting. The Expert meeting had 114 participants. Among them, 30 participants eligible for IPCC Trust Fund support received travel assistance from the Secretariat.

At the time of preparing this report, the Secretariat together with the World Meteorological Organization (WMO) Procurement team are finalizing the procurement of GDEI trainers.

## **2.5 Technical support unit liaison group meetings**

Since February, the Technical Support Unit Liaison Group (TSU LG) met four times. The Secretariat organised and ran the virtual meetings of the Group and prepared its agendas, minutes, and documents as necessary. These meetings, which are chaired by the Deputy Secretary, continued to serve as a platform for coordination and sharing information with the view to implement the strategic decisions of the ExCom or address issues that require attention from the Secretariat.

## **2.6 Other meetings**

In addition to the above, during the reporting period, the Secretariat provided support to the organization of the following meetings:

- First Lead Author Meeting on Special Report on Climate Change and Cities, Osaka, Japan from 10 to 14 March 2025.
- Second Lead Author Meeting on Special Report on Climate Change and Cities, Mombasa, Kenya from 21 to 25 July 2025.
- Pan-African Regional Outreach Event in Support of the IPCC Process in Africa, Mombasa, Kenya 25 to 26 July 2025.
- First Lead Author Meeting of the Short-Lived Climate Forcers, Bilbao, Spain from 24 to 26 March 2025.

The support provided includes various elements, such as negotiation of the Host Country Agreements, providing input for and issuing the call for nominations of meeting participants, including through the online nomination forms developed by the Secretariat, as well as preparing and sending out invitations to the selected participants. The Secretariat's support for Mombasa outreach event included developing content of the sessions, assisting in the development of outreach materials, and arrange travel support for participants. The Secretariat provided travel support to a total of 165 participants for the meetings listed above.

## **2.7 Logistics support and conference management**

During the reporting period, the Secretariat has been actively preparing for IPCC-63 and IPCC-64. Site visits and preparatory meetings were held with the host country involving representatives from the Ministry of Foreign Affairs to discuss potential venue, hotels and other technical experts essential to organizing the conference. In parallel, preparations are also underway for IPCC-64 and IPCC-66.

The Secretariat has also been closely engaged in the planning of the Joint IPCC-WMO-MERI Pavilion at COP30 under the UNFCCC, focusing on the design and implementation of logistics, with particular attention to enabling online participation and live streaming options.

The Secretariat has also been supporting the preparation for the two co-located Workshops on Engaging Diverse Knowledge Systems and on Methods of Assessment scheduled to take place in

the first quarter of 2026. It also supported logistically the Expert Meeting on Gender, Diversity, Equity, and Inclusivity (23-25 September 2025).

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

At IPCC-60, IPCC-61, and IPCC-62 the Panel made various decisions, some of which outlined a set of implementation actions that required input of and support from the Secretariat. The sub-sections below summarize the actions taken by the Secretariat towards the implementation of these decisions.

#### **3.1 Planning for the seventh assessment cycle**

At IPCC-62, by [Decision IPCC-LXII-8](#), the Panel agreed on the outlines for the three Working Groups contributions to the Seventh Assessment Report. By the same decision, the Panel invited the Working Groups to start their work by initiating the call for nominations for the authors and convene the LAM1 in 2025. Further consideration of the workplan was deferred to IPCC-63.

The Secretariat's support included, but was not limited to, processing calls for nominations, finalizing the online platform for author nominations, and negotiating the host agreement of the joint first Lead Author Meeting (LAM1).

#### **3.2 Human resources strategic planning**

Following the approval of the budget by the Panel at the IPCC-62, through [Decision IPCC-LXII-7](#), the Secretariat launched a tender in May 2025. The Technical Evaluation Board has completed the technical assessment, which will be followed by a financial evaluation prior to the selection of the final candidate.

#### **3.3 Data Distribution Centre (DDC) funding**

By [Decision IPCC-LXII-3](#), the Panel at IPCC-62 approved the AR7 TG-Data work plan for 2025 and requested the Financial Task Team (FiTT) to consider the budget for DDC activities for the year 2025. Following this approval, CHF 270,236 was allocated for the DDC activities in 2025. The Secretariat has processed the disbursement of resources to the respective centres following the signing of Letters of Agreements.

### **4. IPCC Trust Fund**

During the reporting period, the Secretariat undertook the following financial management activities:

- Provided the required session documents ([IPCC-LXIII/Doc.2](#)) to facilitate the work of the Financial Task Team (FiTT) during IPCC-63.
- Provided input to the IPCC financial statements in preparation for the annual external audit.
- Responded to external auditors' queries and distributed the 2024 unqualified audit report to IPCC Focal Points and Ministries of Foreign Affairs.
- Drafted and finalized contribution agreements with donors.
- Requested the issuance of invoices based on donors' needs.
- Recorded and acknowledged receipt of contributions from donors to the IPCC Trust Fund.
- Monitored contribution levels and issued a call for voluntary contributions in support of the IPCC Trust Fund.
- Prepared donor reports in line with donor requirements.
- Prepared Letters of Agreement for transferring funds to support IPCC activities.
- Submitted requests for fund transfers to WMO Finance.
- Reviewed and cleared income and expenditure statements.

As of 1 January 2025, the opening balance of the Trust Fund stood at CHF 17,847,343. The current level of contributions received for the period January 2025 to September 2025, totals CHF 2,150,150.

## **5. Information management and IT support**

Following the approval of the outline of the Working Group Reports for AR7 during IPCC-62, the Secretariat, in collaboration with all three Working Groups, developed and launched a new platform for the nomination of authors for the three Working Group Reports. Following the nominations, the Secretariat prepared a dedicated portal for the Bureau members to review the nominations and statistics. During the same period, the Secretariat administered the nominations for TG-Data Co-Chairs and its members.

Throughout the nomination period, the Secretariat provided support to the Focal Points, addressing both technical as well as non-technical queries related to the system. Following the selection of the AR7 authors, the Secretariat quickly updated the contact database and dashboard, along with key AR7 and historical statistics.

The Secretariat built an on-line platform for the nomination of the participants to two co-located Workshops on Engaging Diverse Knowledge Systems and on Methods of Assessment. The Secretariat provided support for the organization of two webinars for the respective workshops.

The Secretariat developed and launched a new platform to facilitate the review process of IPCC reports by the experts, authors and review editors. The platform was launched for the Zero Order Draft (ZOD) of the Special Report on Climate Change and Cities report, with preparations underway to launch the platform for the First Order Draft (FOD) of the same report.

The Secretariat is currently engaged in several ongoing IT projects which support the core work of the Secretariat as well as the Working Groups and authors:

1. Updated the Dashboard to facilitate the onboarding of the new Focal Points.
2. Set up the IPCC Glossary and delivered training for glossary team for the SR Cities Report.
3. Developed a portal for authors to submit their COI forms and follow up, following the request from the Co-Chairs of Working Group III.
4. Adapted the online author nomination tool for the Methodology Report on CDR/CCUS, following its approval at IPCC-63.
5. Developed the Author Dashboard.

In addition, the IT team has continued to provide support to WMO, including assisting the Global Climate Observing System (GCOS) to set up a public review platform for Essential Climate Variables (ECVs); participating as a member of Tender Evaluation Board for procurement of IT infrastructure; supporting conference services during the WMO extraordinary congress; and maintaining in-house applications for the linguistic service and publishing, including hosting the application on IPCC server in the absence of dedicated staff since November 2024.

## **6. IPCC error protocol**

The Secretariat continued to provide support to the management of the Error Protocol of the IPCC and providing regular updates to the ExCom. Since February 2025, the Secretariat received four error claims. Two cases were resolved during the pre-registration consultation process. The other two cases were registered, and of these, one was assigned to Working Group I (WGI) and the other one was assigned to the Task Force on National Greenhouse Gas Inventories (TFI). One older case that was registered in November 2024 was resolved and closed in May 2025. At the time of reporting, only two registered cases have not been resolved.

Whenever there is at least one open case, the Secretariat presents a status report on the implementation of the IPCC Error Protocol to the ExCom during their monthly meetings.

## **7. IPCC communication strategy**

During the reporting period, the Secretariat's communications, media and outreach work focused on IPCC-62, the mobilisation of nominations for AR7 authors, and engagements in key international fora's. The communications team continued to facilitate interview requests for the Chair, Vice-Chairs, and Bureau members as well as assisted in identifying and supporting IPCC speakers at relevant events and conferences.

On the margins of IPCC-21 in Hangzhou, the communication team supported the Chair and Bureau Members in delivering a series of interviews with key national media outlets as well as coordinated outreach efforts to amplify the Panel's agreed outlines for the three Working Group contributions to AR7.

The team also supported coordination, facilitation, and input for speaking engagements by IPCC leadership at various events during 62<sup>nd</sup> session of the UNFCCC's Subsidiary Bodies (SB-62), ministerial and high-level events during the 20<sup>th</sup> Ordinary Session of the African Ministerial Conference on the Environment (AMCEN-20) and the Sixth Forum of Ministers and Environment Authorities of Asia Pacific.

During the reporting period, the Secretariat organised 3 meetings of the Communications and Outreach Action Team (COAT), which focused on various activities tasked by the Executing Committee.

For more information, please refer to the report [IPCC-LXIII/INF. 2](#) on Communication and outreach activities.

## **8. Conflict of interest policy**

In support of the Conflict of Interest Committee (COI), the Secretariat continued to support and facilitate the required annual COI reporting both of IPCC Bureau and TFI Bureau members as well as COI reporting of the Working Group and Task Force Bureaux including with reference to TSU professional staff, taking into account the updated COI disclosure form. The Secretariat further supported the 24<sup>th</sup> (24 February 2025) and 25<sup>th</sup> (02 July 2025) COI Committee meetings in their evaluation of submitted COI forms, providing advice regarding scope of COI policy applicability and restrictions on COI form disclosures.

## **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 its regular communications with member government-designated Focal Points and Ministries of Foreign Affairs (if no Focal Point has been designated) and Observer Organizations. Key communications included but were not limited to matters related to BUR-69, IPCC-62, IPCC-63, contributions to the IPCC Trust Fund, and calls for the nominations of Authors for the Seventh Assessment Report, nominations of Experts for the Task-Group on Data Support and of Experts for the two co-located workshops on Engaging Diverse Knowledge Systems and the Workshop on Methods of Assessment. Communications also covered the call for experts to review the first draft of the Special Report on Climate Change and Cities.

Other communications with IPCC Focal Points and government representatives were related to the hosting and conducting of IPCC Sessions and other meetings, as well as responses to meeting invitations and various letters. Approximately more than 120 letters were sent to Governments, Observer Organizations, and IPCC Focal Points, with over 50 bilateral meetings coordinated including in the margins of other events such as SB-62, AMCEN-20 etc. The IPCC Secretariat continued to update the IPCC Focal Points through the quarterly electronic Newsletter. Since February, the Secretariat has shared the 24<sup>th</sup> (January to March 2025) and 25<sup>th</sup> (April to mid-July 2025) issues.

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".

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-LXII/Doc. 3, Rev. 3](#). Based on the information in this document, the IPCC decided to grant 17 new organizations IPCC observer status ([Decision IPCC-LXII- 6](#)). 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](#).

For more information about the new observer organizations requests submitted to the Panel for its consideration at IPCC-63, see document [IPCC-LXIII/Doc. 5](#).

## **9.2 United Nations Framework Convention on Climate Change (UNFCCC)**

Joint Working Group (JWG) meetings continued to provide an informal platform for scientific and technical collaboration between the IPCC and UNFCCC, and they usually take place ahead of the SBs or COPs.

The most recent JWG meeting took place on 4 June, in the lead up to SB-62. Co-chaired by the respective IPCC and SBSTA Chairs, the meeting provided updates for both IPCC and UNFCCC participants on their respective activities, including those relevant to SB62 and COP30. A written update was developed by the IPCC Secretariat for the meeting.

## **9.3 Other UN bodies and organizations**

On 07 April 2025, the Deputy Secretary of the IPCC gave an update on the collaboration between IPCC and IPBES at the [23<sup>rd</sup> meeting of the Multidisciplinary Expert Panel \(MEP\) and Bureau](#).

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

At the SB-62 and 6<sup>th</sup> Asia Pacific Forum, the Secretariat supported the Chair and the Vice-Chairs in their engagements with different constituencies, including but not limited to Business and industry non-governmental organizations (BINGO), Environmental non-governmental organizations (ENGO), The Indigenous Peoples Organizations (IPO), Local government and municipal authorities (LGMA), Research and independent non-governmental organizations (RINGO), Youth non-governmental organizations (YOUNGO), Research and independent non-governmental Organizations (RINGO), Women and Gender Constituency (WGC), the Farmers and the Trade Unions non-governmental organizations (TUNGO).

## **10. Staffing**

As of 30 November 2024, the Secretariat counts 17 staff members. During the reporting period, a new staff member was hired to replace the Finance Officer who retired in April 2025. The Secretariat is also supported on a temporary basis by two Junior Professional Officers.

By [Decision IPCC-LXII-7](#) made at IPCC-62, the Panel decided to convert the temporary P3 position to a fixed term P3 position, the post was advertised on 27 May 2025 for a period of one month. Following the closing deadline for applications of 26 June 2025, the selection process has started and is underway.



## 11. Scholarship programme

The Secretariat continued to coordinate the IPCC Scholarship Programme including liaising with its funding partners. During the reporting period, the Secretariat supported the Board of Trustees in their work, including by hosting four teleconferences and preparing the minutes, and supporting the Science Board. A comprehensive progress report for the Scholarship Programme is presented in document [IPCC-LXIII/INF. 7](#).

## 12. Legal documents

During the reporting period, the Secretariat prepared, negotiated, or concluded 27 legal agreements, encompassing various arrangements:

- Host Country Agreements: hosting Agreement with China for IPCC-62; hosting Agreement and Inter-Institutional Agreement with Peru for IPCC-63; ESCAP Bangkok hosting of IPCC-64.
- Trust Fund Data Distribution Center (DDC) partner funding LoA: CIESIN (Center for Integrated Earth System Information); MDW (MetaDataWorks); DKRZ (Deutsches Klimarechenzentrum);
- Letter of Agreement (LoAs) Hungary extra-budgetary support; IPCC Emission Factor Database management and support; Development of the TFI website; IPCC Inventory Software maintenance and development; TFI Software and EFDB user feedback meeting in Valdivia Chile; WGII support of WGIII author portal; UKM (Universiti Kebangsaan Malaysia) WGIII TSU support; LAM2 SR Cities Mombasa; WG II Co-Chair support; WGIII Co-Chair support; Amendment LoA with Columbia University;
- Letter of Appointment for Scholarship Fund Board of Trustee member;
- UN to UN Agreement (UNEP) on Research4Life publication access for TFI authors;
- Memoranda of Agreement: joint LAM1 in Paris, France; SR Cities Digital Case Study Gallery Agreement with UCCRN; France contribution Agreement for benefit joint LAM; Denmark contribution agreement; Agreement on publication access for developing country scientists; Canada contribution amendment EM GDI.

## 13. Challenges faced during the reporting period

*Timelines for the AR7 Assessment Report:* As the Panel has not yet agreed on a timeline for the upcoming Seventh Assessment Report, this has continued to complicate the scheduling of essential activities, including arrangements for related meetings.

*Funding:* The IPCC's financial situation has come under strain in light of current geopolitical challenges. In 2024, expenditures from the IPCC Trust Fund exceeded income and continue to do so at a growing rate in 2025. Furthermore, the projections indicate that this trend is expected to persist up to 2029, resulting in potential annual deficits. To address this challenge, the Secretariat has initiated a resource mobilization process to enhance the sustainability of the IPCC Trust Fund. A letter soliciting increased contributions from member governments has been sent on 11 July 2025. At the same time, the Secretariat has identified areas to reduce or save costs and has started implementing in response to this challenge and in line with the ongoing UN80 reform.

*WMO Enterprise Resource Planning (ERP) System Migration:* Following the transition of the WMO ERP system to a new system called Quantum, several administrative processes, particularly those related to travel management have been affected. This transition has resulted in an increased administrative workload for the Secretariat team responsible for arranging travel for the meeting participants. It required the creation of numerous participant and vendor profiles, which resulted in an increased workload on top of the travel arrangements for eleven meetings supported during the reporting period. This includes the upcoming Joint LAM1, which will bring together around 700 participants, a scale larger than that of a typical Panel session.