



INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE
IPCC Working Group III — Mitigation



Date : 28 November 2005
Our Ref. : 320 /05 IPCC BM OD/LM
Subject : IPCC Fourth Assessment First-Order Draft Report of Working Group 3: Expert Review

Dear Sir, Madam,

We have the pleasure to invite you to review the First-Order Draft of the Working Group 3 contribution to the Fourth Assessment Report (AR4) of the Intergovernmental Panel on Climate Change.

We have received your name through nominations from different sources: government nominations, international organisations, individual scientists, IPCC Bureau members and Technical Support Units, and requests from volunteers.

Please find all necessary information in Annex I to this letter. Your (voluntary) contributions will be most welcome – please note that we do not wish to impose any obligation to you to deliver. In case you cannot accept this invitation, please just ignore this letter. However, if you are willing to submit comments, it should be done by 20 January 2006 at the latest.

We will highly appreciate your comments on this draft and we are looking forward to receiving your contributions that will help improve the quality of the IPCC work.

Sincerely,

Dr. Bert Metz

Prof. Ogunlade Davidson

Co-chairs IPCC Working Group 3



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Annex I. Background, instructions & guidelines, and follow-up

Background

The IPCC (Intergovernmental Panel on Climate Change¹) at its 19th Session (Geneva, April 2002) decided that the AR4 will be comprehensive, but more focused and shorter than the Third Assessment Report, emphasizing recent information and that it would be completed in 2007. At its 21st Session (Vienna, November 2003) the Panel agreed on the outlines of the three Working Group contributions to the AR4².

This Expert Review is the first of the IPCC mandated reviews. There will be a second review, by both experts and governments, on the Second Order Draft (SOD) from 24 July to 15 September 2006. Finally, there will be a government review of the Summary for Policy makers of this report from 12 February to 2 April 2007 (dates to be confirmed).

More details on the IPCC process can be found in the IPCC Procedures³.

An IPCC WG3 report assesses, on a comprehensive, objective, open and transparent basis, the scientific, technical and socio-economic information relevant to understanding the scientific basis of climate change mitigation. IPCC reports should be policy relevant, but not be policy prescriptive in any way. IPCC does not give recommendations.

The Expert Review and the Government and Expert Review constitute essential steps in the preparation of IPCC Assessment Reports. The Expert Reviews are key to obtain the necessary comprehensiveness and neutrality that gives the IPCC reports its authoritative status.

Instructions and guidelines for Expert Reviewers

The Expert Review period will start 28 November 2005; the deadline for submission of Expert Review comments is 20 January 2006. We cannot guarantee consideration of any comment received later than 20 January 2006.

Please note the link to the closed website, including its username and password, where you find the complete texts of the First-Order Draft (FOD), and a template for your comments.

URL: <http://www.ipcc-wg3.org/AR4FOD>

Username: **AR4review**

Password: **RevAR4** (case sensitive)

Your review comments should be submitted to the TSU by e-mail no later than 20 January 2006, using the Microsoft Excel template file which can be found on the closed web site given above. Please use this format only. If you encounter any difficulty in using the MS Excel template⁴

¹ For general information on IPCC, please consult <http://www.ipcc.ch>

² The approved outline of the WG 3 AR4 can be found on <http://www.ipcc.ch/activity/wg3outlines.pdf>

³ See <http://www.ipcc.ch/about/app-a.pdf>.

⁴ The MS Excel document contains so-called Macros. Your MS Excel macro security settings should be set to 'medium' in order to run macro's (e.g. Tools, Options, Security, Macro Security, Medium).

If you can not access the MS Excel document that should be used for your review comments, please contact us and we will provide you with an alternative procedure for your comments (e.g. MS Word). You can send your request to: ipcc3tsu@mp.nl.

or if MS Excel is not available to you, or in case you don't have access to Internet⁵, please contact the TSU for assistance (ipcc3tsu@mnps.nl).

Please follow the guidelines below when providing comments on the report.

- You are free to comment on one or more chapters, sections or issues as you wish.
- Comments should focus on matters of a scientific and technical nature. Extensive copy-editing including spelling, grammatical issues, punctuation and text lay-out will be dealt with after completion of the final draft.
- If you have suggestions for improvement, please refer to relevant literature sources (peer – reviewed or non –peer reviewed) as appropriate. All referenced literature sources should be publicly available.
- If you wish to provide ancillary material such as figures or several pages of text, refer to this and please provide those as separate attachments and reference clearly in your comment where you would like to insert this new material.
- Please identify all specific comments by: chapter number, page number and line number. Each comment should be identifiable by these numbers - when you want to refer to one of your other comments, please also indicate its page and line number.
- For comments on tables and figures please cite the page where the item is placed as well as the figure/table number (not the page/ line in the text where it is referred to). Please be as specific as possible, e.g. giving the table-row and table-column in question. Comments on figure and table layout and design are welcome.
- We need to emphasize that this First-Order Draft is made available only for the purposes of the Expert Review. The FOD must not be cited or quoted and we request that you do not distribute the document or the passwords for the closed Expert Review web site.

Follow-up information: what will happen with the received Expert Review comments?

The lead authors of the WG3 AR4 will consider all comments during their 3rd Lead Author meeting in Beijing, 14-17 February 2006. Review Editors assigned to each chapter will ensure that all substantive comments will receive appropriate consideration. The Review Editors will also give advice to the authors on how to handle controversial issues, and ensure genuine differences in view are reflected adequately in the text of the report.

The comments will not be treated anonymously: the authors will work from a document specifying each comment including the names of the expert.

Those of you who submit comments will be recognized by incorporating your name in an Annex to the AR4 WG3 report.

The final version of the AR4 will become a public document following its acceptance by the Panel in May 2007 and will be published by Cambridge University Press a few months later. From that moment on the full report will also be freely available on the IPCC web site.

⁵ If Internet is not available to you or you are unable to download the documents from the closed web site, and would need the draft report sent to you on a CD-ROM or as a hardcopy document, please respond ipccwg3tsu@mnps.nl, indicating in which form you would like to receive the report, including your full postal address details.