

## **Appendix C to the Principles Governing IPCC Work**

### **PROCEDURES FOR THE ELECTION OF THE IPCC BUREAU AND ANY TASK FORCE BUREAU**

**Adopted by the Panel at the Twenty-Fifth Session (Mauritius, 26-28 April 2006),  
amended at the Thirty-Fifth Session (Geneva, 6-9 June 2012)**

#### **I. Scope**

##### **Rule 1**

These Procedures shall apply to any elections of the Intergovernmental Panel on Climate Change Bureau and any Task Force Bureau constituted by the Panel.

#### **II. Definitions**

##### **Rule 2**

For the purposes of these rules:

1. "Bureau member" or "member of Bureau" refers to any person that holds one of the posts in the IPCC Bureau.
2. The "Credentials Committee" shall examine the credentials of delegates, to determine if such delegates are the only valid representation of an IPCC Member for the purpose of elections of the IPCC Bureau and any Task Force Bureau.
3. "Delegate" means a member of a delegation of a Member of the IPCC.
4. "IPCC Bureau" refers to the body of elected members of the IPCC Bureau as given in Annex B Section I.
5. "Meeting" means a single sitting at a Session of the IPCC.
6. "Members of the IPCC" are States, which are Members of the World Meteorological Organization and/or the United Nations. An overview is provided in Annex A.
7. A "Plenary" is a Session of the IPCC that is open to all Members and Observer Organizations of the IPCC.
8. "Principal delegate" means head of the delegation of a Member of the IPCC.
9. "Presiding Officer" is the chair of the Session at which an election is being held. If a temporary chair is appointed, that person temporarily becomes the Presiding Officer.
10. "Region(s)" are determined by the geographical limits of the six WMO Regions as provided for in regulation 162 of the WMO General Regulations. The IPCC Members within each WMO Region are listed in Annex A.
11. "Procedures for IPCC Elections" mean these Procedures for the Election of the IPCC Bureau and any Task Force Bureau, including any annexes.

12. "Secretariat" means the IPCC Secretariat established by the Memorandum of Understanding between WMO and UNEP (1989).

13. "Session" refers to a series of Meetings of the Plenary of the governmental representatives to the IPCC.

14. "Task Force" means an open-ended subsidiary body constituted by the Panel with a clearly defined and approved mandate and work plan as established by the Panel.

15. "Task Force Bureau" refers to the elected members of the Bureau of a Task Force.

16. "Term of the IPCC Bureau" means the fixed period of time during which Bureau members serve in their appropriate capacities. This term will be decided by the Panel as described in Rule 8.

17. "Votes", for the purpose of calculating the applicable majority, means votes cast for a candidate and shall not include blank and invalid voting slips.

18. "Voting slip" means a ballot containing the list of nominees put together in accordance with Rule 22.

### **III. Representation and Credentials**

#### **Rule 3**

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.

#### **Rule 4**

The credentials of delegates shall be submitted to the Secretariat prior to or during a Session at which elections will take place. Any later change in the composition of the delegation shall also be submitted to the Secretariat. The credentials shall be signed by, or on behalf of, an appropriate government authority of the Member of the IPCC and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activity of the Session.

#### **Rule 5**

The Panel will establish a Credentials Committee immediately after the completion of the opening formalities and for the duration of the Session in which elections are being held. The Credentials Committee shall comprise one member appointed by each Region. The members shall then appoint a chairperson from amongst themselves. A representative of the Secretariat at the Session shall attend the Credentials Committee with a consultative status. This Committee shall examine the credentials of delegates, which are to be submitted to it by the Secretariat. It shall report as soon as possible to the Panel and thereafter as required. Final decisions regarding credentials shall rest with the Panel. Valid credentials are defined in Rule 4.

#### **Rule 6**

Delegates whose credentials have not yet been accepted are not entitled to vote.

## **IV. Composition of the IPCC Bureau and Task Force Bureau**

### **Rule 7**

The size, structure and composition of the IPCC Bureau and any Task Force Bureau will be reviewed and amended, as necessary, by the Panel at least one Session prior to the Session at which the IPCC Bureau and/or any Task Force Bureau are elected. In accordance with paragraph 5 of the IPCC Principles, the overall composition of the IPCC Bureau, the IPCC Working Group Bureaux and the Bureaux of any Task Forces of the IPCC shall reflect balanced geographical representation with due consideration for scientific and technical requirements.

The composition and geographical balance of the IPCC Bureau and Task Force Bureau are described in Annex B, Section I and II respectively, of these Procedures.

## **V. Terms of Appointment**

### **Rule 8**

The IPCC Bureau shall be elected for the Term of the IPCC Bureau. The Term of the Bureau shall be sufficient for the preparation of an Assessment Report and shall extend approximately one year after the Session at which the Assessment Report has been accepted and shall end at the Session at which the succeeding IPCC Bureau is elected. The Term of the IPCC Bureau shall be defined at least one Session prior to the one at which the IPCC Bureau is elected. The Term of any Task Force Bureau shall normally be the same as the Term of the IPCC Bureau, and elections for any Task Force Bureau shall take place at the same Session at which the IPCC Bureau is elected, unless decided otherwise by the Panel.

### **Rule 9**

The term of office of each member of the IPCC Bureau or Task Force Bureau shall normally be equal to the Term of the IPCC Bureau or the Term of any Task Force Bureau to which the member has been elected. Subject to the provisions in Rules 11 and 12, the term of office of members of the IPCC Bureau or Task Force Bureau shall start at the end of the Session at which they are elected and shall end at the close of the Session at which their successors are elected.

### **Rule 10**

The term of office of the IPCC Chair, the IPCC Vice-Chairs and the Working Groups and Task Force Bureau Co-Chairs will be limited to one term in a particular office, with the provision of a possible nomination for election for one further term in the same office for individual cases if the Panel so decides. The other members of the IPCC Bureau and of any Task Force Bureau shall be eligible for nomination for re-election for a second consecutive term in the same office. Only those members that have served in an office under the provisions of Rules 11 and 12 for less than 2 years, shall be eligible for nomination for re-election for a further term (IPCC Chair, Vice-Chairs and Working Group and Task Force Bureau Co-Chairs) or a further two consecutive terms (other positions on the IPCC Bureau or any Task Force Bureau) in the same office.

### **Rule 11**

If the IPCC Chair resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, a new IPCC Chair shall be elected at the next Session to serve the remainder of the term of office of the departing IPCC Chair. Until a new IPCC Chair

is elected, an IPCC Vice-Chair as agreed by the IPCC Bureau shall serve as the Acting IPCC Chair.

## **Rule 12**

If a member of the IPCC Bureau or any Task Force Bureau, other than the IPCC Chair, resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Region from which the member originated shall be asked to nominate a replacement with relevant expertise.

## **VI. Elections – general principles**

### **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.

### **Rule 14**

Subject to Rules 11 and 12 and unless otherwise decided by the Panel, elections for all positions shall be held at one and the same single Session. If the person chairing the meeting is a candidate for a position for which elections are to be conducted, he/she shall recuse himself/herself from chairing that portion of the meeting during which the election is considered and conducted, in which case the IPCC Bureau will select a temporary Chair, who will be the Presiding Officer for the meeting for that election.

### **Rule 15**

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.

### **Rule 16**

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.

### **Rule 17**

All elections shall be held by secret ballot, unless otherwise decided by the Panel at the Session.

### **Rule 18**

Each delegation of a Member of the IPCC represented in the Panel Session shall have one vote.

## **VII. Nominations**

### **Rule 19**

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. Governments of Members of the IPCC should

refrain from nominating non-nationals without the consent of the nominee's national government.

## **Rule 20**

Every nominee shall have the qualifications as described in the Terms of Reference of the Bureau as decided by the Panel.<sup>1</sup>

## **Rule 21**

(a) The Secretary of the IPCC shall invite Members of the IPCC to submit to the Secretariat written nominations for the IPCC Chair six months or more before the scheduled election of the IPCC Chair, unless Rule 11 applies.

(b) The Secretary of the IPCC shall invite Members of the IPCC to submit to the Secretariat written nominations for all other IPCC Bureau and Task Force Bureau positions six months or more before the scheduled election of the IPCC Bureau or a Task Force Bureau.

(c) Nominations should 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 Disclosure Form in accordance with the IPCC Policy on Conflict of Interest. Upon its receipt the Secretariat shall post the curriculum vitae on the IPCC website.

(d) Members of the IPCC may also nominate a person for the IPCC Chair, the 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 curriculum vitae for distribution to the Panel at the time of nomination, as well as submit a Disclosure Form to the Secretariat in accordance with the IPCC Policy on Conflict of Interest.

## **Rule 22**

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. Each Region shall nominate two representatives to serve on the Committee. The Committee shall by consensus choose a Chair from among its members. A representative of the Secretariat may be invited to attend the Nominations Committee with consultative status. The Nominations Committee shall prepare and submit through its Chair to the members of the Panel represented at the Session 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.

## **Rule 23**

All Regions are encouraged to meet before and/or as early as possible during the Panel Session with a view to, inter alia:

- (a) designate the representative of the Region to the Credentials Committee;
- (b) designate the two representatives of the Region to the Nominations Committee;
- (c) consider the nominations to the IPCC Bureau and any Task Force Bureau positions from the Region.

## **Rule 24**

Nominees should make every effort to be present during the election for the position for which they are nominated. Financial support for the participation in the election Session for nominees by and from developing countries or economies in transition can be provided by the Secretariat at the request of the Member of the IPCC making the nomination.

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<sup>1</sup> Decision of the Panel at its 33rd Session (Abu Dhabi, 2011)

## **VIII. Elections – voting procedures**

### **Rule 25**

In all voting by secret ballot, two tellers selected from among the delegates present shall be appointed by the Presiding Officer to count the votes. Before voting begins, the Secretariat shall hand to the two tellers the list of Members of the IPCC present at the Session whose credentials have been accepted in accordance with Rules 5 and 6 above and the list of candidates nominees, prepared in accordance with the provisions of Rule 22.

### **Rule 26**

For the election of each single position, the Secretariat shall distribute a voting slip to each delegation. Each voting slip shall be of the same size and color without distinguishing marks.

### **Rule 27**

The tellers shall demonstrate to the delegations that the ballot box is empty and lock it.

### **Rule 28**

Members of the IPCC present at the Session whose credentials have been accepted shall be called in turn to vote in the English alphabetical order.

### **Rule 29**

After the ballot box has been opened the tellers shall immediately count the votes in the presence of the Panel.

### **Rule 30**

A 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.

### **Rule 31**

The Presiding Officer 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 voting slips shall be destroyed after the announcement of the results by the Presiding Officer and its acceptance by the Panel.

### **Rule 32**

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.

### **Rule 33**

The candidate who obtains a simple majority as described in Rule 32 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, he/she shall also be included in the second ballot.

**Rule 34**

Similar ballots shall be held as necessary until all positions on the IPCC Bureau and any Task Force Bureau have been filled.

**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 (Annex B), 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 36**

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.

**IX. Amendments and suspension****Rule 37**

These Procedures or Annexes may be amended only by the Panel.

**Rule 38**

Any amendments proposed to these Procedures submitted by Members of the IPCC or by the IPCC Bureau should be communicated to all Members of the IPCC at least eight weeks before they are submitted to the Session.

## **Annex A**

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



**ASIA (Region II)**

(32 Members)

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

**SOUTH AMERICA (Region III)**

(12 Members)

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

**NORTH AMERICA, CENTRAL AMERICA AND THE CARIBBEAN (Region IV)**

(23 Members)

Antigua and Barbuda	Grenada
Bahamas	Guatemala
Barbados	Haiti
Belize	Honduras
Canada	Jamaica
Costa Rica	Mexico
Cuba	Nicaragua
Dominica	Panama
Dominican Republic	Saint Kitts and Nevis
El Salvador	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  
Turkey  
Ukraine  
United Kingdom of Great Britain &  
Northern Ireland

## **Annex B**

### **Composition of the IPCC Bureau and Task Force Bureau**

This Annex will be amended in line with relevant decisions of the Panel.

#### **I. IPCC Bureau**

The IPCC Bureau is composed of 31 members.

It consists of:

1. the IPCC-Chair,
2. three IPCC Vice-Chairs with specific responsibilities,
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 six Working Group Vice-Chairs.
5. The Working Group II Bureau, with two Working Group Co-Chairs and seven Working Group Vice-Chairs
6. The Working Group III Bureau, with two Working Group Co-Chairs and six Working Group Vice-Chairs

Subject to the following overall regional balance within the IPCC Bureau:

Region I:	5 positions
Region II:	5 positions
Region III:	4 positions
Region IV:	4 positions
Region V:	4 positions
Region VI:	8 positions

In filling elective positions, account should be taken of the need to ensure that:

- the three IPCC Vice-Chairpersons 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;
- one Co-Chair in each Working Group and in the 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.

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 2 Co-chairs and 12 members, 2 each of which should be drawn from each Region.