

RULES OF PROCEDURES FOR THE ELECTION OF THE IPCC BUREAU AND ANY TASK FORCE BUREAU

Adopted by the Panel at its 25th Session, 26-28 April 2006

I. Scope

Rule 1

These rules of 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. "Delegate" means a member of a delegation of a Member of the IPCC.
3. "IPCC Bureau" refers to the body of elected members of the Bureau of the IPCC Bureau as given in Annex B Section I.
4. "Meeting" means a single sitting at a Session of the IPCC.
5. "Members of the IPCC" are countries, which are Members of the World Meteorological Organization and/or the United Nations Environment Programme.
6. "Principal delegate" means Head of the delegation of a Member of the IPCC.
7. "Region" means the geographical limits of the six WMO regions as indicated in Annex A.
8. "Rules of Procedures" means these Rules of Procedures for the Election of the IPCC Bureau and any Task Force Bureau, including any annexes.
9. "Secretariat" means the permanent IPCC Secretariat established by WMO and UNEP.
10. "Session" refers to a series of meetings at the plenary level of the governmental representatives to the IPCC.
11. "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.
12. "Task Force Bureau" refers to the elected members of the Bureau of a Task Force.
13. "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.
14. "Votes" and "Votes for and against" means affirmative and negative votes only and shall not include abstentions or blank or invalid voting slips.

III. Representation and Credentials

Rule 3

Each Member of the IPCC participating in a Session of the Panel 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 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. 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, of delegates. It shall report thereon as soon as possible to the Panel, starting with the first meeting after the opening. Final decisions regarding credentials shall rest with the Panel.

Rule 6

Delegates shall be entitled to participate provisionally in a Session, pending a decision by the Panel to accept their credentials. Delegates admitted on a provisional basis are not entitled to vote.

IV. Composition

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 IPCC Session prior to the Session, at which the IPCC Bureau or any Task Force Bureau are elected. 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 geographic representation with due consideration for scientific and technical requirements, as provided for in paragraph 5 of the IPCC Principles. The IPCC Bureau and Task Force Bureau are described in Annex B, Sections I and II, respectively, of these Rules of Procedure. Annex B will be amended in line with decisions taken by the Panel.

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 Bureau or Task Force Bureau member 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, and shall start at the end of the Session at which he/she is elected and shall end at the close of the Session at which their successors are elected.

Rule 10

Members of the IPCC Bureau and of any Task Force Bureau shall be eligible 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 re-election for further two consecutive terms 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 IPCC 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, a representative of the same Member of the IPCC, with relevant expertise, is to be nominated by that Member of the IPCC. This person shall replace the Bureau member as acting member until the next Session of the Panel. An acting member is to be elected by the Plenary by simple majority as member of the Bureau for the remainder of the Term of the Bureau. If the relevant Member of the IPCC is unable to or fails to nominate a replacement within six months of notification by the IPCC Secretariat, or if an acting member is not elected by the Panel a new member from the same Region shall be elected by simple majority at the next IPCC session to serve the remainder of the term of office of the departing member. Rule 18 shall apply.

VI. Elections – general principles

Rule 13

Elections for all positions shall be held at a single Session of the Panel. 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 election.

Rule 14

The IPCC Chair and other IPCC Bureau members will be elected by the Panel in the following order:

- a) the IPCC Chair;
- b) the Co-Chairs of the Working Groups and of any Task Force Bureau ;
- c) the IPCC Vice-Chairs;
- d) remaining IPCC Bureau positions.

Rule 15

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 members of the IPCC Bureau are elected.

Rule 16

All elections shall be held by secret ballot, unless otherwise decided by the Panel at the Session. Candidates may be declared elected without a ballot if the Panel so decides.

Rule 17

Each delegation of a Member of the IPCC represented in the Panel Session shall have one vote. The Principal Delegate of a Member of the IPCC shall have the right to vote or to designate any other member of the same delegation to vote on his/her behalf.

VII. Nominations

Rule 18

Nominations for the position of the IPCC Chair, the IPCC Bureau and any Task Force Bureau are to be made by the government of a Member of the IPCC.

Rule 19

All nominees for election to the IPCC Bureau or any Task Force Bureau shall have relevant scientific, technological or socio-economic expertise. Curriculum vitae of all nominees shall be submitted to the Secretariat and made available to Members of the IPCC before the elections.

Rule 20

(a) The Secretary of the IPCC shall invite Members of the IPCC to submit to the IPCC Secretariat written nominations and accompanying curriculum vitae of nominees 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 IPCC Secretariat written proposals and accompanying curriculum vitae of nominees for relevant IPCC Bureau (other than the IPCC Chair) or any Task Force Bureau positions six months or more before the scheduled election of the IPCC Bureau (other than the IPCC Chair) or a Task Force Bureau.

(c) Members of the IPCC wishing to make a nomination shall submit in writing to the IPCC Secretariat between the date of the invitation from the Secretary of the IPCC up until one month before a scheduled election, the names of the nominees that it is nominating or proposing pursuant to paragraphs (a) or (b), above. The IPCC Secretariat shall make a reasonable effort to post the names of persons so nominated or proposed, as well as the identity of the Members making the nomination or proposal, on the IPCC's web site in a time frame that will facilitate consideration of such persons by Members of the IPCC.

(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 IPCC Session at which an election is to be held. Individuals so nominated must provide a curriculum vitae for distribution to the Panel at the time of nomination

Rule 21

If the Panel decides at a Session when an election is being held to establish a Nominations Committee for the duration of the Session, each Region shall nominate two representatives to serve on the Committee. The Committee members shall choose a developed and developing country co-chair from among their members. The Nomination Committee shall prepare and submit to the Session a list of Nominees for each office for which an election is to be held. Any nominee that has the support of a Member of the IPCC shall be included on the list of nominees. A representative of the Secretariat may be invited to attend the Nominations Committee with consultative status.

Rule 22

Prior to each election for a position, or group of positions, a list of the candidates to be voted upon, shall be compiled by the Presiding Officer of the meeting. The list will comprise the nominations contained in the list of the Nominations Committee, if it was established. If not the list will comprise nominations received by the IPCC Secretariat from IPCC Members. The list shall include only the names of those persons who have stated that they are willing to be included among the candidates for election.

Rule 23

Other nominees may be added to the list following any oral representations to the Panel made by any IPCC Member at the Session while the list of nominations remains open. The list of nominations shall remain open until the Presiding Officer formally announces that the election procedure has started.

Rule 24

Where there is consensus support from a Region for the nominees proposed by that Region for Bureau positions, those nominees may be elected without ballots. If a regional consensus cannot be obtained, elections for these positions shall be held.

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 presiding officer of the meeting shall hand to the two tellers the list of Members of the IPCC present at the Session and the list of candidates, prepared in accordance with the provisions of Rule 22.

Rule 26

The Secretariat shall distribute a voting slip to each delegation. Each voting slip shall be of the same size and colour without distinguishing marks.

Rule 27

The tellers shall satisfy themselves and the delegations that the ballot box is empty and lock it.

Rule 28

Members of the IPCC shall be called in turn to vote in alphabetical order. At the conclusion of the calling of the Members of the IPCC, the presiding officer of the meeting shall ensure that all the Members of the IPCC present have been called.

Rule 29

After the ballot box has been opened the tellers shall immediately count the voting slips in the presence of the meeting. The voting slips shall be destroyed after the announcement of the results by the presiding officer and its acceptance by the meeting.

Rule 30

A voting slip shall be invalid if it contains more names than the number of positions to be filled, or if it includes the name of any other person not appearing in the list of candidates as established by the Session in accordance with the provisions Rule 22.

Rule 31

After completion of the elections, the number of votes for each candidate and the number of abstentions shall be recorded in the report of the Session.

Rule 32

Candidates shall be elected by a simple majority of the votes cast. The simple majority shall be the next integer immediately above the half of the voting slips received, excluding abstentions and blank or invalid voting slips.

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

If the number of candidates securing a simple majority exceeds the number of positions to be filled, those candidates who obtained the highest number of votes (to the extent of the number of positions to be filled) shall be declared elected.

Rule 35

If the number of candidates who obtained a simple majority during the first ballot is less than the number of positions to be elected, those who obtained the simple majority shall be declared elected and a further ballot shall be held to fill the remaining positions.

Rule 36

In the subsequent ballot, the list of candidates shall comprise those not previously elected who secured the highest number of votes in the previous ballot, but the number of candidates in the list shall not be greater than twice the number of positions to be filled. However, if in the previous ballot, any candidate has obtained the same number of votes as the last candidate in the list, he/she shall also be included in the list. The procedures applicable to the results of the first ballot shall be applied to those of the second ballot.

Rule 37

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

Rule 38

Whenever more than one ballot is necessary in the elections described in Rules 32,33, and 34 and where any of the ballots results in the attainment of a number of positions for a Region which is equal to the maximum under the provisions of the regional balance determined by the Panel, the names of all the remaining candidates from that Region shall be deleted from the list of candidates for the next ballot.

Rule 39

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 40

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

Rule 41

Any amendments proposed to these Rules of 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 IPCC Session.

IPCC MEMBERS GROUPED ACCORDING TO WMO REGIONS

- 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

Members in a Region shall be deemed to be those having their seat of government (capital) within the Region.

AFRICA (Region I)
 (53 Members)

Algeria	Libyan Arab Jamahiriya
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	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
Ethiopia	Sudan
Gabon	Swaziland
Gambia	Togo
Ghana	Tunisia
Guinea	Uganda
Guinea Bissau	United Republic of Tanzania
Kenya	Zambia
Lesotho	Zimbabwe
Liberia	

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

NORTH AMERICA, CENTRAL AMERICA AND THE CARIBBEAN (Region IV)
(23 Members)

Antigua and Barbuda	Haiti
Bahamas	Honduras
Barbados	Jamaica
Belize	Mexico
Canada	Nicaragua
Costa Rica	Panama
Cuba	Saint Kitts and Nevis
Dominica	Saint Lucia
Dominican Republic	Saint Vincent and the Grenadines
El Salvador	Trinidad and Tobago
Grenada	United States of America
Guatemala	

SOUTH-WEST PACIFIC (Region V)

(22 Members)

Australia	Niue
Brunei Darussalam	Palau
Cook Islands	Papua New Guinea
Fiji	Philippines
Indonesia	Singapore
Kiribati	Samoa
Malaysia	Solomon Islands
Marshall Islands	Timor-Leste
Micronesia, Federated States of	Tonga
Nauru	Tuvalu
New Zealand	Vanuatu

EUROPE (Region VI)

(52 Members)

Albania	Lebanon
Andorra	Liechtenstein
Armenia	Lithuania
Austria	Luxembourg
Azerbaijan	The former Yugoslav Republic of Macedonia
Belarus	Malta
Belgium	Monaco
Bosnia and Herzegovina	Montenegro
Bulgaria	Netherlands
Croatia	Norway
Cyprus	Poland
Czech Republic	Portugal
Denmark	Republic of Moldova
Estonia	Romania
Finland	Russian Federation
France	San Marino
Georgia	Serbia
Germany	Slovakia
Greece	Slovenia
Hungary	Spain
Iceland	Sweden
Ireland	Switzerland
Israel	Syrian Arab Republic
Italy	Turkey
Jordan	Ukraine
Latvia	United Kingdom of Great Britain & Northern Ireland

Composition of the IPCC Bureau and Task Force Bureau (as agreed April 2002)

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

I. IPCC Bureau

The IPCC Bureau is composed of 30 members.

It consists of:

1. the IPCC-Chair,
2. three Vice-Chairs with specific responsibilities,
3. two Co-chairs of the Task Force Bureau on National Greenhouse Gas Inventories,
4. three Working Group Bureaux, each with two Working Group Co-chairs and six Working Group Vice-chairs.

The current regional balance of the IPCC Bureau is as follows:

- Region I: 5
- Region II: 5
- Region III: 4
- Region IV: 4
- Region V: 3
- Region VI: 8

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 WMO Region.