

Annex 1

Terms of Reference and Mandate of the IPCC Task Group on Data Support for Climate Change Assessments (TG-Data)

1 PURPOSE

The purpose of the TG-Data is to:

- 1.1 Provide guidance to the IPCC's Data Distribution Centre (DDC) in order to provide curation, transparency, traceability and stability of data and scenarios related to the reports of the IPCC.
- 1.2 Facilitate, in cooperation with the DDC, the availability and consistent use of climate change related data and scenarios in support of the implementation of the work programme of the IPCC.
- 1.3 Facilitate in cooperation with the DDC the availability and use of climate change related data resulting from the activities of the IPCC in accordance with the mandate of the IPCC.

2 ROLES AND RESPONSIBILITIES

With respect to IPCC's Data Distribution Centre (DDC) the TG-DATA will:

- 2.1 Provide oversight of the DDC's activities, in close liaison with the three IPCC Working Group Bureaus (WGBs).
- 2.2 Identify in close liaison with the Co-Chairs or their representatives of the three Working Groups (WGs) relevant external sources of data, scenario information, and external data partnerships.
- 2.3 Provide in close liaison with the Co-Chairs or their representatives of three WGs guidance to incorporate consistently and efficiently relevant regional data and scenario information into the IPCC assessment work by developing and proposing policies and structures that will help to link and curate data as needed and used by the Co-Chairs or their representatives of the three WGs.
- 2.4 Recommend partnerships with external organisations to ensure the stability of the IPCC data sets they hold.

With respect to the use of data and scenarios the TG-DATA will:

- 2.5 Provide expert information on data and scenarios in support of the implementation of the work programme of the IPCC.
- 2.6 In cooperation with the Co-Chairs or their representatives of the three WGs, develop and update good practice guidance materials related to data and scenarios, targeting IPCC authors who lack familiarity with the IPCC process and/or the relevant data and scenarios.
- 2.7 Contribute to building capacity in the use of data and scenarios for climate-related research, particularly in developing and transition-economy regions and countries. e.g. through encouraging activities such as expert meetings and liaison with relevant academic institutions to address the requirements of developing countries. To achieve this, TG-DATA may work with organizations and activities that have training as their core mandate but would not develop training programmes on their own.

Furthermore, the TG-DATA will:

- 2.8 Explore in close consultation with the Co-Chairs or their representatives of the three WGs options for a sustainable structure, functioning, and resourcing for the DDC building upon the material contained in Annex 9 to the present report.

3 MEMBERSHIP

3.1 Members including the TG-DATA co-chairs will be selected by the IPCC Bureau.

3.2 Members will be selected from nominations of experts solicited by the IPCC Secretariat from governments and observer organisations.

3.3 TG-DATA will be composed of approximately 12 members, but not more than 15. The composition of the TG-DATA shall aim to reflect to the extent possible:

- a) the range of scientific, technical and socio-economic views and expertise as needed to fulfil its role and responsibilities;
- b) geographical representation, experts from developed and developing countries and from countries with economies in transition,
- c) a mixture of experts with and without previous experience in IPCC;
- d) gender balance;
- e) experts with a background from relevant stakeholder and user groups.

3.4 The TG-DATA shall have two Co-Chairs with suitable experience, one from a developed country and another from a developing country/EIT. At least one of the Co-Chairs should preferably be female.

3.5 The DDC managers and relevant TSU staff are ex-officio members of the TG-DATA invited to share their views and experiences.

4 TERM

4.1 The term of membership on the TG-DATA is to be linked to the assessment cycle of the IPCC and be refreshed at latest with the author selection process of a new comprehensive assessment, though with contingency for members to serve shorter terms.

5 MODUS OPERANDI

5.1 Within the framework of the purpose and the roles and responsibilities, the TG-DATA, in consultation with the WG Co-Chairs, will prepare its draft workplan for duration of its term, including a list of activities and meetings, associated deliverables and respective timelines. The workplan is subject to review by the IPCC Bureau and presented to the Panel for approval, contingent on the availability of funds.

5.2 TG-DATA should have one face to face meeting in a year. Additional meetings will be preferably held through teleconferencing and/or in combination with existing IPCC meetings where TG-DATA members will be present. The TG-DATA may convene expert meetings on an as needed basis. Teleconferencing arrangements will be provided from the IPCC Secretariat.

5.3 The TG-DATA Co-Chairs are responsible for preparing meeting agendas and minutes, with support from the IPCC Secretariat.

6 REPORTING

6.1 TG-DATA is accountable to the Bureau and reports through the IPCC Bureau to the Panel.