

**IPCC Working Group I
Schedule for Fourth Assessment Report**

2004	
Apr	Selection of author teams by the Working Group I Bureau
May	Confirmation of author teams
Sep	First Lead Author meeting , September 26 to 29, Trieste, Italy
Oct	Writing of “zero order draft” begins
2005	
Jan	Zero order draft submitted to Technical Support Unit (TSU) by January 14
Feb	Informal review of zero order draft by invited experts (began Jan 31)
Apr	Informal review comments submitted to TSU by April 8
May	Second Lead Author meeting , May 10 to 12 , Beijing, China. <i>Note. Literature being cited needed to be published or available in draft form by this time. Copies of unpublished literature were sent to the TSU to be made available to reviewers.</i>
Aug	First order draft submitted to TSU by August 12
Sep	First order draft made available to external reviewers for 8-week review period from September 9
Nov	Deadline for comments on first draft – November 4 Comments distributed to CLAs – November 16
Dec	Third Lead Author meeting , December 13 to 15 , Christchurch, New Zealand. This meeting considers comments on the first order draft and writing of the second order draft starts immediately afterwards. Meeting of the TS/SPM writing team December 16 , Christchurch, New Zealand <i>Note. Literature to be cited will need to be published or in press by this time.</i>
2006	
Jan	Preparation of the second draft
Feb	Preparation of the second draft Annotated responses to all comments on the first draft need to be completed and sent to the TSU by CLAs by February 3 Material from second draft Chapters to be used in the Technical Summary to be sent to the TSU by February 10
Mar	Second order draft of chapters to be submitted by CLAs to TSU by March 3 <i>Copies of literature not available through normal library sources should be sent to the TSU so they can be made available to reviewers if requested. to TSU by March 3.</i> (TS/SPM writing team) Send full draft for Technical Summary and Summary for Policymakers to TSU by March 24
Apr	Second order draft – including draft TS and SPM - made available to external reviewers and Government reviewers for an 8-week review period by April 7

Jun	<p>Deadline for expert and Government comments on second draft: June 2</p> <p>Comments distributed to CLAs by June 16</p> <p>Fourth Lead Author meeting, June 26 – 28, Bergen, Norway. This meeting considers comments on the second order draft and revisions to produce the final draft start immediately afterwards.</p> <p>June 25 chapter meetings June 26-28 LA4 meeting June 29-30 Meeting of the TS/SPM writing team</p>
Jul	Preparation of final draft
Aug	Annotated responses to all comments on the second draft need to be completed and sent to the TSU by CLAs by August 4
Sep	<p>Material from final draft chapters (executive summary, text and figures) to be used in the Technical Summary to be sent to the TSU by September 1</p> <p>Input on glossary due to TSU by September 1</p> <p>FAQs to be provided to Susan Hassol by September 1</p> <p>Final draft to be submitted to TSU by September 15</p>
Oct	<p>FAQs in final form are due to TSU by October 13</p> <p>TS/SPM team finalize these components of the report by October 20</p> <p>Final draft made available to Governments by October 27</p> <p>Only the SPM is available for comment at this stage (October 27)</p>
Nov	Authors' signatures on copyright release are due November 27
Dec	<p>Deadline for written Government comments on SPM: December 8</p> <p>Comments distributed to TS/SPM team and CLAs by December 20</p>
2007	
Jan	<p>CLA meeting to consider responses to Government comments on Summary for Policymakers, January 27 – 28, Paris, France.</p> <p>IPCC Working Group I Plenary Session of Government representatives to approve Summary for Policymakers line by line and accept the underlying report - January 29 – February 1, Paris, France At least one CLA from each chapter should be present.</p> <p>Press conference February 2. Participation by CLAs to be discussed.</p>

Notes.

1. There are 4 “writing periods” of at least 10 weeks following each of the Lead Author meetings. Individual chapter meetings may be convened between Lead Author meetings if necessary, and opportunities to synchronize those with other science meetings should not be overlooked.
2. There is one informal review period and two formal review periods of 8 weeks. Comments from all reviews will be collated by the TSU and passed to the chapter CLAs. Comments received in the two formal reviews and the responses by the author teams to them need to be recorded and archived by the TSU.