

**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 to be submitted to Technical Support Unit (TSU) by mid-January
Feb	Informal review of zero order draft by invited experts begins
Apr	Informal review comments to be submitted to TSU by early April
May	Second Lead Author meeting , probably May 10 to 13, Beijing, China. This meeting considers comments on the zero order draft and writing the first order draft starts immediately afterwards. <i>Note. Literature to be cited will need to be published or available in draft form by this time. Copies of unpublished literature should be sent to the TSU so they can be made available to reviewers if requested.</i>
Aug	First order draft to be submitted to TSU by mid-August
Sep	First order draft made available to external reviewers for 8-week review period
Dec	Third Lead Author meeting , probably December 13 to 16, in New Zealand. This meeting considers comments on the first order draft and writing of the second order draft starts immediately afterwards. <i>Note. Literature to be cited will need to be published or in press by this time. 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.</i>
2006	
Feb	Second order draft to be submitted to TSU by late-February
Apr	Second order draft made available to external reviewers and Government reviewers for an 8-week review period
Jun	Fourth Lead Author meeting , mid June, venue to be decided. This meeting considers comments on the second order draft and revisions to produce the final draft start immediately afterwards.
Sep	Final draft to be submitted to TSU
Oct	Final draft made available to Governments
2007	
Jan	IPCC Working Group I Plenary Session of Government representatives to approve Summary for Policymakers line by line and accept the underlying report. The session will probably be held in late January, venue to be decided. At least one CLA from each chapter should be present.

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 at least 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.