

**Representative Task Order**  
Support for the Intergovernmental Panel on Climate Change Working Group II  
Technical Support Unit

**I. Background:**

USGCRP delivers a variety of publications that highlight scientific advances pertaining to global change. In addition to its reports detailing scientific progress, USGCRP produces assessments of climate and related global change that improve the Nation's ability to understand, anticipate, and respond to global change impacts and vulnerabilities. The common thread among these assessments is that they assess climate change impacts and responses as well as scientific progress, and their target audience is stakeholders: policy makers, resource managers, the media, and the general public.

In the national context, USGCRP is required by law to produce quadrennial National Climate Assessment (NCA) reports as described in the Statement of Work. In addition to the NCA, USGCRP produces specialized topical assessments as the nation's needs dictate (e.g. the USGCRP Special Report on Climate and Health, currently under development - <http://www.globalchange.gov/health-special-report>).

Recognizing the international context of climate trends and the mutual connections between risks and vulnerabilities to the United States that are generated by climate impacts and adaptation and mitigation decisions here and elsewhere, USGCRP also coordinates and supports U.S. participation in relevant international assessments, including those produced by the Intergovernmental Panel on Climate Change (IPCC), the Arctic Council, and other international organizations.

As part of its support for the IPCC 5<sup>th</sup> Assessment, USGCRP hosted the Working Group II Technical Support Unit (WGII TSU). Since USGCRP may choose to provide similar or analogous support to future national and international assessments, this RTO utilizes the WGII TSU as its representative task.

In general, IPCC Technical Support Units (TSUs) provide scientific, technical and organizational support to their respective IPCC Working Groups (WGs). A TSU may be formed to support the preparation of a Synthesis Report or any other Task Force constituted by the IPCC.

The IPCC TSUs:

- Support the Co-chairs and Bureaux of their respective WG or TF, or the IPCC Chair in the case of the Synthesis Report, in the preparation and production of all relevant IPCC products;
- Contribute to the implementation of the IPCC Protocol for addressing errors, the IPCC Communication Strategy and the Conflict of Interest Policy;
- Participate, through their TSU heads, in the IPCC Executive Committee as Advisory Members;
- Undertake any other task as required by the Co-Chairs or WG/TF Bureaux, or the IPCC Chair in the case of the Synthesis Report, to assist them in fulfilling their IPCC roles.

([http://www.ipcc.ch/organization/organization\\_secretariat.shtml](http://www.ipcc.ch/organization/organization_secretariat.shtml))

Specific IPCC WGII TSU subtasks may vary in scope and length, ranging from focused support activities of a few months' duration and involving a few people, to sustained, multi-year support for major international products, involving management of substantial international travel and production of major international reports.

- II. Statement of Work:** The Contractor shall organize and manage the first phase of work toward production of, and outreach associated with, the Working Group II (WG-II) contribution to the Intergovernmental Panel on Climate Change (IPCC) Assessment Report.
- a. The Contractor shall organize and manage the first year of the process of authoring, reviewing, editing and production of a 30-chapter, 2500-page report which will have up to 800 lead and contributing authors and 70 review editors, from 90 countries, and which will eventually cite over 12,000 scientific references.
    - i. The contractor shall support and coordinate the US Government's identification and selection of US expert authors.
    - ii. The Contractor shall support and manage two author meetings of up to 50 authors and review editors within the first year of work, to be held in Geneva, Switzerland, including participant travel and logistics, meeting organization, note-taking, recording of actions and decisions, and follow-up management to track completion of action items and implementation of decisions made.
    - iii. The contractor shall support the authors' and review editors' development of the initial outline and first draft of the report. The TSU serves the climate impacts, adaptation, and vulnerability (IAV) community by coordinating all aspects of assessment development cycles – from scoping processes, to the call for author nominations, to selection of writing teams, to the identification/implementation of supporting activities, to organization of large lead authors meetings, to expert and Government reviews, and ultimately to production and launch of deliverables. The TSU provides scientific and technical leadership and direction to writing teams, facilitating the work of the hundreds of volunteer authors from the U.S. and international scientific communities who draft and review the assessments.
    - iv. The contractor shall manage the initial expert review of the 30-chapter, 2,500-page, internationally-authored technical report, including supporting and coordinating the US Government's identification and engagement of US expert reviewers across the field of climate change impacts; the development and management of an online system to receive comments; tracking and disposition of comments received; production of detailed change logs; and tracking and submission of revised text.
    - v. The contractor shall manage the production of the first draft of the 30-chapter, 2500-page report, including compilation of input text, images and figures, management of technical editing, reference management, and copy-editing.
  - b. The contractor shall have responsibility for providing complete and accurate content and content management for the IPCC WGII website.
- III. Travel:** The contractor shall also provide travel support, as necessary, to facilitate participation of non-Federal scientists in Lead Author Meetings, expert meetings and

workshops of the IPCC, and panel and select chapter meetings of the assessment. For purposes of bidding, assume that the Contractor shall provide travel support for two author meetings in Geneva, Switzerland, for a duration of 10 business days per person per trip, and involving up to 50 US authors in each meeting.

**IV. Period of Performance:** One year beginning October 1, 2015.

**V. Reporting Requirements and Deliverables:**

- Monthly status reports
- WGII Assessment Report Drafts
  - o Outline – due January 31, 2016
  - o First draft – due September 30, 2016
- Derivative Products
  - o FAQ 1<sup>st</sup> draft
  - o 1<sup>st</sup> Draft Fact Sheets
  - o Press Releases
  - o Presentations

**VI. Government Responsibilities:**

- Office space, office furnishings (cubicles, desks, chairs) and installed fixtures shall be provided by the Government.