

Our ref.: 5280-15/IPCC/P-42

To designated IPCC Focal Points and  
Ministries of Foreign Affairs  
(if no focal point has been designated)

## COPY

Geneva, 7 July 2015

Sir/Madam,

I am pleased to announce that, following the Forty-Second Session of the IPCC, the Fiftieth Session of the IPCC Bureau will take place at the Valamar Lacroma Hotel in Dubrovnik, Croatia, on Friday 9 October 2015, where newly elected members of the IPCC Bureau will meet.

Newly elected Bureau members at the Forty-Second Session of the IPCC will receive an invitation letter to attend the Fiftieth Session of the Bureau, which will be opened on Friday 9 October 2015 at 10:00 am and is expected to close at 06:00 pm. This implies that nominees, who will be elected as members of the IPCC Bureau, might wish to stay an additional day in Dubrovnik.

Rule 21 (c) of the Procedures for the Election of the IPCC Bureau and any Task for Bureau stipulate that nominations should be submitted in writing to the Secretariat at least one month before a scheduled election.

Although Rule 21 (d) allows the possibility to nominate candidates from the floor, Rule 22 should be taken into consideration, which states that the Nominations Committee shall prepare and submit through its Chair to the members of the Panel a list of nominees for each office for which an election is to be held, and that the list(s) will be submitted at least 24 hours before the actual election will take place. Taking also into account the necessary involvement of the Conflict of Interest Committee prior to the Nominations Committee in the election procedures, we encourage you to submit nominations of candidates to the Secretariat no later than 5 September 2015 in order to facilitate the organization of the Session.

Furthermore, please note that limited financial support is available from the IPCC Trust Fund for Bureau Members from developing countries and countries with economies in transition (EITs). Requests for financial support should reach the Secretariat by e-mail: [ipcc-Sec@wmo.int](mailto:ipcc-Sec@wmo.int) no later than **5 September 2015**. I request that this deadline be strictly adhered to because of the time required for the logistics of delivering the support.

According to the Panel Decision at its Thirty-first Session in Bali (26-29 October 2009) additional travel support has been approved for one Government Representative for each IPCC Bureau Member from developing countries and countries with economies in transition. Therefore an invitation letter will also be sent to the Government Representative designated by the newly elected Bureau member to accompany him/her to the Bureau Session.

A copy of this letter is being sent for information to the Ministry of Foreign Affairs and to the Permanent Representatives from your country to the World Meteorological Organization (WMO) and the United Nations Environment Programme (UNEP).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Ismail El Gizouli', written over a horizontal line.

(Ismail El Gizouli)  
Acting Chair of the IPCC