

Our ref.: 5113-16/IPCC/P-43

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

COPY

Geneva, 16 February 2016

Sir/Madam,

I am writing on behalf of the Chair of the Intergovernmental Panel on Climate Change (IPCC) on the subject of the Forty-third Session of the IPCC (IPCC-43) scheduled to take place at the headquarters of the United Nations Environment Programme, United Nations Avenue, Gigiri, Nairobi, Kenya, from 11 to 13 April 2016. It is both an honour and pleasure for me to extend the invitation to participate in this session, through you, to your Government. The opening of IPCC-43 will be at 10:00 hours on Monday, 11 April 2016.

The main agenda items of the Forty-third Session of the IPCC will be the follow-up to the 21st Conference of the Parties to the UNFCCC (COP-21) and the themes for Special Reports during the Sixth Assessment Report (AR6) cycle. Proposals will be presented to the Panel for consideration. The Panel will also address other items that require consideration and decision by the Panel.

Simultaneous interpretation in the official UN languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided during the session. All documentation will be in English only. The provisional agenda of IPCC-43 (IPCC-XLIII/Doc.1) as well as other documentation will be posted on the IPCC website www.ipcc.ch on a page established for the session as soon as available. Information about hotel booking, deadlines and visa requirements will be made available on the IPCC website.

I will be grateful if you would designate the representative(s) of your Government to the session. Allow me to recall that the participation of delegates with appropriate expertise is vital for the success of the meeting. Please communicate the name and affiliation of the representative(s) of your Government to me at the IPCC Secretariat, World Meteorological Organization, P.O. Box 2300, 7bis Avenue de la Paix, CH-1211 Geneva 2, Switzerland by mail, or attachment to an e-mail addressed to ipcc-sec@wmo.int by **11 March 2016**. Nominations by simple e-mail cannot be accepted; as an intergovernmental organization we must receive your nomination(s) under an official letterhead.

Please be informed that, due to security procedures at the United Nations Office in Nairobi (UNON), delegates who are not pre-registered will not be able enter the meeting venue. Please pre-register each designated participant, no later than Wednesday 6 April 2016, at the following website: <http://www.ipcc.ch/register/>. Please use your unique credentials that you have already received for the previous session to access the password-protected site. Should there be a change of the Focal Point, please inform the Secretariat.

IPCC Secretariat

c/o WMO, 7bis, Avenue de la Paix · C.P. N° 2300 · 1211 Geneva 2 · Switzerland
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Please note that, as per common practice, participants will be required to register at the conference venue, and at that point they will receive access to the IPCC papersmart system. Pre-session documentation will not be distributed on paper. The system will allow registered participants to access session documents in electronic format during the meeting on a dedicated web portal via individual credentials linked to their registration. Specific guidance on the use of the papersmart system will be made available in advance of the session.

We strongly encourage participants to bring their computers to the meeting in order to access the papersmart system.

Limited financial support is available from the IPCC Trust Fund to representatives from the developing countries and countries with economies in transition, one per country. Nominations for financial support should reach the IPCC Secretariat no later than **4 March 2016**. I request that this deadline be strictly adhered to because of the time required for the logistics of delivering the support.

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 to the United Nations Environment Programme (UNEP).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mannava Sivakumar', with a long horizontal line extending to the left.

(Mannava Sivakumar)
Acting Secretary of the IPCC