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~~Annex(es): 1~~

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

Geneva, 18 January 2017

COPY

Sir/Madam,

At the 44th Session of the IPCC (Bangkok, Thailand, 17-20 October 2016), during the discussion on enhancing the participation of Developing Countries (DCs) in the IPCC, the Secretariat presented an action plan designed to enhance the involvement of experts from DCs in the work of the IPCC. The complete set of actions and some background information are contained in the information document [IPCC-XLIV/INF. 4](#).

Amongst the actions, the Secretariat intends to prepare appropriate regional and/or national plans of action aimed at enhancing DCs' participation in IPCC activities, with associated implementation, follow-up and monitoring mechanisms. These will be prepared in coordination with members of the Bureau, and in consultation with National Focal Points and Observer Organizations (i.e. Action 1).

To initiate this process, the Secretariat in consultation with Bureau members from each of the developing regions [i.e. Region I (Africa), Region II (Asia), Region III (South America), Region IV (North America, Central America and the Caribbean), and Region V (South-West Pacific)] will conduct a survey using the questionnaire attached to this letter as Annex 1. The aim of the survey is to assess current shortcomings and barriers to the adequate involvement of DCs in IPCC activities.

You are kindly invited to fill in the questionnaire and submit it to ipcc-dcs@wmo.int by **24 February 2017**.

The Secretariat's contact person for this task is Mr Mxolisi Shongwe, Programme Officer. Please liaise with him (Email: mshongwe@wmo.int) if you need more information and/or clarifications.

I thank you in advance for your consideration of this matter.

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,



(Abdalah Mokssit)
Secretary of the IPCC