

Our ref.: 5222-19/IPCC/GEN

Annex: 1

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

COPY

Geneva, 20 June 2019

Madam, Sir,

By this letter I have the honour to invite you to nominate experts to serve as members of the IPCC Task Group on Gender (TG-Gender).

At the 49th Session of the IPCC (Kyoto, Japan, 8-12 May 2019), the Panel decided to:

1. Welcome the report of the IPCC Task Group on Gender and Gender-related issues within the IPCC and note the recommendations of the group as consideration for future work.
2. Express its gratitude for the work of the members, the co-chairs and the rapporteur of the IPCC Task Group on Gender as well as for the support of the IPCC secretariat.
3. Establish a Task Group on Gender Policy and Gender Implementation Plan (TG-Gender) with the aim of developing a draft Gender Policy and a Gender Implementation plan to improve gender balance and address gender-related issues within the IPCC, for consideration by the Panel at its 52nd Session.
4. Adopt the terms of reference of the Task Group on Gender Policy and Gender Implementation Plan as contained in Annex 1 to this document.

According to Annex 1 to the decision;

1. The Task Group is open to IPCC members, Bureau members and Technical Support Unit staff and will be chaired by Ko Barrett, IPCC Vice-Chair.
2. The work of the Task Group is supported by the Secretariat.
3. The Task Group can call upon external experts, as appropriate.
4. The purpose of the Task Group is to develop a draft IPCC Gender Policy and Gender Implementation Plan considering the Report of the IPCC Task Group on Gender and Gender-related issues. The implementation plan will identify specific actions, tasks, roles and responsibilities, as well as modalities for monitoring, reporting progress on the execution, review, and possible future updates of the implementation plan, including budgetary implications.
5. The Task Group's mode of working will be through various electronic means and face to face meetings during IPCC plenaries. Teleconferencing arrangements will be provided from the IPCC Secretariat.
6. The Task Group will present the draft Gender Policy and Gender Implementation Plan for consideration by the 52nd Session of the IPCC.

We would now kindly request you to submit a nomination for a member of the IPCC Task Group on Gender, using the attached nomination form accompanied by a Curriculum Vitae. Nominations should be sent not later than **Friday 19 July 2019, midnight (CEST)** by e-mail directly to: *[Part of the text removed here]*.

It should be noted that only nominations received from IPCC Focal Points of member governments, Bureau members and the heads of the technical support units of Working Group I, II and III as well as that of the TFI will be accepted.

On behalf of the Chair of the Task Group on Gender, I would like to convey the wish that the membership of the group be of such size that its teleconferences will be manageable, efficient and inclusive.

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 and to the United Nations Environment Programme.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'A. Mokssit' with a stylized flourish at the end.

(Abdalah Mokssit)
Secretary of the IPCC