

Our ref.: 5223-17/IPCC/P46

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

## COPY

Geneva, 26 June 2017

Dear Sir/Madam,

On behalf of the Chair of the Intergovernmental Panel on Climate Change (IPCC), I have the honour to invite you to the forty-sixth session of the IPCC (IPCC-46). The session will be held in Montreal from 6 to 10 September 2017, at the kind invitation of the Government of Canada.

The forty-sixth session of the IPCC will open at 9 a.m. on Wednesday, 6 September 2017.

The meeting venue is at the International Civil Aviation Organization (ICAO) headquarters, 999 Boulevard Robert-Bourassa, Montréal, QC H3C 5H7, Canada.

Further information about the meeting, including the provisional agenda, meeting documents and the information note for participants will be made available on the IPCC website [www.ipcc.ch](http://www.ipcc.ch) in the coming weeks.

Simultaneous interpretation in the official UN languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided during the session. Meeting documents will be in English only.

You are hereby cordially requested to nominate representative(s) of your Government to the session. Please submit your nominations, with the name and affiliation of the participant **no later than Monday 17 July 2017**. All submissions should be sent to the Secretary of the IPCC, c/o World Meteorological Organization, P.O. Box 2300, 7bis Avenue de la Paix, CH-1211 Geneva 2, Switzerland, or attached to an email message addressed to [ipcc-sec@wmo.int](mailto:ipcc-sec@wmo.int).

Nominations should be made on official letterhead and submissions by simple e-mail will not be accepted.

Please pre-register each designated participant, no later than Friday 1 September 2017, at the following website: <http://www.ipcc.ch/register/>, using the unique credentials sent to all focal points in advance of the previous session. Please inform the Secretariat if there have been changes to the focal point.

Pre-registered participants will be required to also register at the conference venue, at which point they will receive access to the IPCC PaperSmart system containing the session documents in electronic format. Documents will not be distributed on paper. Participants are therefore encouraged to bring their own devices to the meeting in order to access the PaperSmart system.

**IPCC Secretariat**

c/o WMO, 7bis, Avenue de la Paix · C.P. N° 2300 · 1211 Geneva 2 · Switzerland

telephone +41 22 730 8208/8254/8284 · fax +41 22 730 8025/8013 · email [IPCC-Sec@wmo.int](mailto:IPCC-Sec@wmo.int) · [www.ipcc.ch](http://www.ipcc.ch)



Some funding for meeting participation is available from the IPCC Trust Fund to representatives from developing countries and countries with economies in transition. The support is limited to one participant per country and representatives are invited to contact the IPCC in case such a need is identified. Requests for financial support should reach the IPCC Secretariat no later than **Wednesday 12 July 2017**. It should be noted that due to major financial constraints of the IPCC, governments are strongly urged to cover the cost of meeting participation, if at all possible.

**Also of note, it will be important for those delegates that need to secure a visa to do so as soon as possible.**

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, consisting of a large, stylized 'A' followed by a checkmark-like flourish.

(Abdalah Mokssit)  
Secretary of the IPCC