

Our ref.: 5252-21/IPCC/GEN

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

COPY

Geneva, 20 December 2021

Dear Sir/Madam,

The Intergovernmental Panel on Climate Change at its 53rd (bis) Session (IPCC-53bis) per Decision IPCC-LIII(bis)-2.1 established an Ad-hoc Group on Elections (AHGE) to identify proposals to recommend to the Panel on the size, structure and composition of the IPCC Bureau and any other Task Force Bureau for the Seventh Assessment cycle, referring to Rule 7 of Appendix C of the Principles Governing IPCC Work.

At IPCC-53bis, upon constitution of the AHGE, noting Decision [IPCC-LIII\(bis\)-2.1](#), it was agreed that the United States and Saudi Arabia would serve as Co-Chairs and Venezuela and Germany as Rapporteurs. As stated in the Decision, the final outcome of AHGE work will be presented to the Panel at the 57th (bis) Session of the IPCC for its decision, during the week following Synthesis Report (SYR) approval at the 57th Session of IPCC.

In undertaking its work, the AHGE is to seek to ensure transparency, inclusiveness and equal opportunity for participation of all its members, noting the importance of the inclusion of the perspectives of developing countries.

The work of the AHGE should start as agreed, following modes of working specified in the Terms of Reference: electronic, remote communication and virtual means, both in conjunction with plenary sessions and intersessionally.

The administrative support will be provided by the Secretariat as indicated in the Decision and Terms of Reference annexed to the Decision. A dedicated web page for supporting the work of the AHGE can be found here: <https://www.ipcc.ch/about/task-groups/>.

According to these Terms of Reference, the AHGE will consist of:

- Two Co-Chairs, with balanced representation from developed and developing countries and taking into account gender balance;
- Two Rapporteurs, with balanced representation from developed and developing countries and taking into account gender balance;
- A minimum of two representatives from each WMO Region; and
- Open-ended membership as to participation of all Members of the IPCC.

Taking into account the composition listed above, the Secretariat kindly requests that you appoint a representative by **17 January 2022** and to inform the IPCC Secretariat of his/her name and contact details (email address, telephone).

Please address your responses to the email address: **ipcc-sec@wmo.int**.

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.

Thank you for your kind consideration of this matter.

Yours sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a small 'M' and a flourish.

(Abdalah Mokssit)
Secretary of the IPCC