

Our ref.: 5376-19/IPCC/P52

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

COPY

Geneva, 20 December 2019

Dear Sir/Madam,

On behalf of the Chair of the Intergovernmental Panel on Climate Change (IPCC) I am addressing you on the subject of the Fifty-second Session of the IPCC (IPCC-52) scheduled to take place from **24 to 28 February 2020** at the United Nations Educational, Scientific and Cultural Organization (UNESCO) headquarters, 125 avenue de Suffren, 75007 Paris, France. It is with great pleasure that I extend the invitation to participate in this session, through you, to your Government.

The main agenda items of the Fifty-second Session of the IPCC will be to consider the outline for the IPCC Sixth Assessment Report Synthesis Report, the replacement of a member of the Task Force Bureau as well as the review of principles governing IPCC work. The Panel will also address other items that require consideration and decision by the Panel.

Further information about the session including the provisional agenda, meeting documents and the information note for participants will be made available on the IPCC website 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.

As the host country agreement for the session is being finalized and in order to optimize time, I would like to encourage you to start to nominate representative(s) of your Government to the session. Please transmit your nominations, with the name and affiliation of the participant **no later than Friday 24 January 2020**. These nominations 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. Nominations should be made on official letterhead; as nominations by simple e-mail will not be accepted.

Please note that, as recommended by the IPCC Conflict of Interest Committee, in order to prevent situations in which a conflict of interest may arise, individuals directly involved in or leading the preparation of IPCC reports should avoid being in a position to approve, adopt, or accept on behalf of any government the text in which he/she was directly involved.

Please pre-register each designated participant, no later than Friday 21 February 2020, at the following website: <https://apps.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 name of the focal point.

IPCC Secretariat

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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.

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 **Friday 17 January 2020**. 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, please note that WMO/IPCC shall not be held responsible for any health problems or accidents that the participants may have. Participants shall make their own arrangements for life, health and other forms of insurance as they consider appropriate. Participants should ensure to have their insurance card or certificate, with international coverage, with them when travelling.

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, appearing to be 'Abdalah Mokssit', with a stylized flourish at the end.

(Abdalah Mokssit)
Secretary of the IPCC