INTERGOVERNMENTAL PANEL ON climate change

Our ref.: IPCC-45

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

COPY

Geneva, 31 January 2017

Sir/Madam,

I am writing on behalf of the Chair of the Intergovernmental Panel on Climate Change (IPCC) on the subject of the Forty-Fifth Session of the IPCC (IPCC-45) scheduled to take place at Hotel Fiesta Americana, Av. Aurelio Aceves No. 225, Glorieta Minerva Col. Vallarta Poniente, Guadalajara, Jalisco, Mexico, from 28 to 31 March 2017. The session will be preceded by a pre-plenary briefing on Monday 27 March (p.m). It is both an honour and pleasure for me to extend the invitation to participate in this session, through you, to your Government. The opening of IPCC-45 will be at 10:00 hours on Tuesday, 28 March 2017.

The main agenda items of the Forty-Fifth Session of the IPCC will be to consider the outline for the IPCC Special Report on Climate Change, oceans and the cryosphere, and the outline for the Special Report on climate change, desertification, land degradation, sustainable land management, food security, and greenhouse gas fluxes in terrestrial ecosystems. The Panel will also address other items that require consideration and decision by the Panel.

Simultaneous interpretation in the official UN languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided during the session. All documentation will be in English only. The provisional agenda of IPCC-45 (IPCC-XLV/Doc.1) as well as other documentation will be posted on the IPCC website www.ipcc.ch as soon as available on a page established for the session. Information about hotel booking, deadlines and visa requirements will also be made available on the IPCC website.

I will be grateful if you would designate the representative(s) of your Government to the session. Allow me to recall that the participation of delegates with appropriate expertise is vital for the success of the meeting. Please communicate the name and affiliation of the representative(s) of your Government in a letter to me at the IPCC Secretariat, c/o World Meteorological Organization, P.O. Box 2300, 7bis Avenue de la Paix, CH-1211 Geneva 2, Switzerland by mail, or attached to an e-mail addressed to ipcc-sec@wmo.int by **Friday 17 February 2017**. Nominations by simple e-mail cannot be accepted; as an intergovernmental organization we must receive your nomination(s) under an official letterhead.

Please pre-register each designated participant, no later than Thursday 23 March 2017**,** at the following website: http://www.ipcc.ch/register/. Please use your unique credentials that you have already received for the previous session to access the password-protected site. Should there be a change of the Focal Point, please inform the Secretariat.

IPCC Secretariat
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WMO UNEP

Please note that, as per common practice, pre-registered participants will be required to register at the conference venue, and at that point they will receive access to the IPCC papersmart system. Pre-session documentation will not be distributed on paper. The system will allow registered participants to access session documents in electronic format during the meeting on a dedicated web portal via individual credentials linked to their registration.
We strongly encourage participants to bring their computers to the meeting in order to access the papersmart system.

Limited financial support is available from the IPCC Trust Fund to representatives from developing countries and countries with economies in transition, one per country. However, due to the difficult financial situation of the IPCC Trust Fund, they are invited to contact the IPCC Secretariat only if their government cannot cover their travelling costs. Nominations for financial support should reach the IPCC Secretariat no later than **Friday 24 February 2017**. I request that this deadline be strictly adhered to because of the time required for the logistics of delivering the support.

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