

Our ref.: 5220-26/IPCC/P65

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

COPY

Geneva, 7 August 2026

Dear Sir/Madam,

On behalf of the Chair of the Intergovernmental Panel on Climate Change (IPCC), I am pleased to announce that the Sixty-fifth Session of the IPCC is scheduled to take place at the United Nations Conference Centre, at the headquarters of the Economic Commission for Africa (UNECA), Menelik II Avenue, Addis Ababa, Ethiopia, from **12 to 16 October 2026**. It is with great pleasure that I extend the invitation to participate in the session, through you, to your government.

Further information about the session, including the provisional agenda, meeting documents and an information note for participants with details of the venue, will be made available on the IPCC website, www.ipcc.ch.

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.

In order to expedite planning for the session, I encourage you to inform the Secretariat as to who will be the representative(s) of your government to the session at your earliest convenience, but **no later than Friday 28 August 2026**. Please transmit your nominations, with the name, city and affiliation of the participant 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. It is also possible to submit your **nominations by email on official letterhead** addressed to ipcc-sec@wmo.int. Nominations by simple e-mail will not be accepted.

Please pre-register each designated participant, no later than **Thursday 1 October 2026**, at the following website: <https://apps.ipcc.ch/register>, using your focal point credentials. Please inform the Secretariat if there have been changes to the name of the focal point.

Funding for meeting participation is available from the IPCC Trust Fund for representatives from developing countries and countries with economies in transition (EITs). The support is limited to one participant per country and participants are invited to contact the IPCC at: ipcc-sec@wmo.int, in case such a need is identified. Requests for financial support should reach the IPCC Secretariat no later than **Friday 28 August 2026**. **Please note that the regulations under which IPCC operates impose a strict requirement that participant travel be finalized 21 days prior to the date of travel. Support to attend the Sixty-fifth Session of the Panel cannot be guaranteed for funding requests received after this deadline.** Please ensure that representatives requiring financial assistance are pre-registered by the same deadline at: <https://apps.ipcc.ch/register>, to facilitate the timely processing of their applications.

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 so they may access the PaperSmart system.

Please note, it is of utmost importance for those delegates that need to secure a visa to do so as soon as possible. For more information about the visa process, please refer to the visa section in the information for participants.

Participants whose travel is funded by WMO/IPCC and/or whom receive a Daily Subsistence Allowance (DSA) from WMO/IPCC are responsible for arranging adequate life, health, accident, travel, and any other insurance they consider necessary for the duration of their travel and participation in the meeting.

WMO/IPCC provides limited injury and illness benefit coverage in connection with official travel and attendance at meetings. This coverage is limited in scope and should not be considered a substitute for personal insurance arrangements. Participants remain responsible for any expenses not covered by that benefit.

Participants attending the meeting without financial support from WMO/IPCC are solely responsible for arranging their own insurance coverage. WMO/IPCC does not accept responsibility for any illness, injury, accident, loss, or other costs incurred in connection with their participation in the meeting.

All participants, when travelling, should ensure to have their insurance card or certificate with them for international coverage.

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 dark ink, appearing to read 'Ko Barrett', with a stylized flourish extending to the right.

Ms Ko Barrett
Interim Secretary of the IPCC