

Our ref.: 5222-23/IPCC/GEN

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

COPY

Geneva, 3 October 2023

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 Sixtieth Session of the IPCC.

Please be informed that the Sixtieth Session of the IPCC (IPCC-60), which was initially planned for mid-November 2023, has been rescheduled by two months, to take place from 16 to 19 January 2024 (TBC) in Türkiye with the view to allow the Panel to effectively use information from the 28th session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) to inform its planning for the seventh assessment cycle. Negotiations are underway with the host country on the venue of the meeting. To guide the preparations for IPCC-60 the new Bureau will be meeting in Geneva, Switzerland from 15 to 16 November 2023.

As the first session of the cycle it will be mainly dedicated to the Future of the IPCC. Other items include, but are not limited to, the IPCC Trust Fund Programme and Budget, Admission of Observer Organizations, Progress Reports from the Working Groups, the Task Force on National Greenhouse Gas Inventories (TFI), the Task Group on Data Support for Climate Change Assessments (TG-Data), UNFCCC, etc. For the preparation of the meeting and other operational needs, the secretariat will use the provisional budget for the year 2024 as contained in [Decision IPCC-LVII-4](#) adopted by the Panel, until the Panel meets at IPCC-60.

The invitation letter for the Sixtieth Session of the IPCC will be sent out at the beginning of October. I would like to take this opportunity to note the importance of your nominating representatives of your Government as soon as possible upon receipt of the invitation letter, and no later than the set deadline, in particular **for representatives from developing countries and countries with economies in transition** requiring financial support from the IPCC Trust Fund. This will enable the Secretariat to proceed with travel arrangements in a timely manner before Friday 15 December, noting that WMO, and thus the IPCC Secretariat, will be closed for the end-of-year holiday from Monday 25 December 2023 until Monday 1st January 2024.

Thank you in advance for your consideration of this matter and your 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 and to the United Nations Environment Programme.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'A. Mokssit', with a small flourish at the end.

(Abdalah Mokssit)
Secretary of the IPCC