

Our ref.: 5248-15/IPCC/BUR

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

## COPY

Geneva, 30 June 2015

Sir/Madam,

Allow me to refer to the letter of the former Secretary of the IPCC, Ms Renate Christ, ref: 5181-15/IPCC/BUR, dated 13 March 2015, concerning the nominations for positions on the IPCC Bureau and Task Force Bureau. In that letter nominees were requested to provide their curriculum vitae and fill out and submit a Disclosure Form in accordance with the IPCC Policy on Conflict of Interest (COI Form).

In considering the matter at the ninth meeting of the COI Committee, held on 25 June 2015, the Committee members found the need to remind the IPCC Focal Points that the Panel at its 40<sup>th</sup> Session in Copenhagen, Denmark (27-31 October 2014), revised the COI Disclosure Form in order to make the COI process more effective and increase the information provided in the COI Disclosure Form.

In support of the spirit of the Panel's decision on the revision, you may wish to encourage current or future nominees to provide details and explanations to the three questions in the COI Disclosure Form regardless of their choice of answer with either "Yes" or "No".

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,



Hoesung Lee  
Chairman of the IPCC COI Committee



Carlos Martin-Novella  
Deputy Secretary of the IPCC  
Officer-in-Charge