

Our ref.: 5325-15/IPCC/P-42

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

## COPY

Geneva, 20 August 2015

Sir/Madam,

I am following up, with respect to procedural matters, on the invitation letter No. 5269-15/IPCC/P-42 dated 3 July 2015 from the Acting Chair of the IPCC regarding the Forty-Second Session of the IPCC which will be held in Dubrovnik, Croatia, from 5 to 8 October 2015, and where elections for the IPCC Bureau and Task Force Bureau will take place.

In this regard, I would like to inform you that we have not yet received sufficient nominations to fill all positions for members of the IPCC Bureau and Task Force Bureau and would appreciate receiving additional nominations by the deadline of **5 September 2015**. The nominations received to date can be viewed at: <http://www.ipcc.ch/nominations/index.shtml>

Although it is possible to nominate candidates from the floor, I would like to draw your attention to *Rule 22* of the Election Procedures, which stipulates that *"The Nominations Committee shall prepare and submit through its Chair to the members of the Panel represented at the Session a list of Nominees for each office for which an election is to be held. The list(s) will be submitted at least 24 hours before the actual election will take place"*. Therefore please note that nominations from the floor, while allowable, could cause delays in the voting schedule.

I encourage you to pay particular attention to the proposed voting procedures and practices for the elections (IPCC-XLII/INF. 1) available on the IPCC website at:  
[http://www.ipcc.ch/apps/eventmanager/documents/31/070720150919-p42\\_inf1\\_evoting\\_procedures\\_and\\_practices.pdf](http://www.ipcc.ch/apps/eventmanager/documents/31/070720150919-p42_inf1_evoting_procedures_and_practices.pdf)

Kindly be reminded that as elections will be held at this Session, credentials shall be required. I would like to draw your attention to Rules 3 and 4 of the *Procedures for the Election of the IPCC Bureau and any Task Force Bureau*, which state that each Member shall be represented by a delegation consisting of a Principal Delegate and such other delegates as it may require and **that credentials shall be submitted to the Secretariat prior to the session**. The credentials shall be signed by, or on behalf of, an appropriate government authority of the Member of the IPCC.

I would also like to remind those who have not yet pre-registered the representative(s) of their government to the online system (<http://www.ipcc.ch/register/>) **to do so as soon as possible**. It is essential that you complete the pre-registration well before the Session, in order to enable the host country to assist with the visa requests. It will also avoid delays in registering at the meeting venue and ensure that your designated representatives receive the credentials to access the papersmart system at the start of the Session.

Please note that the deadline for requests for financial support has been extended until **5 September 2015**.

Please also note that the deadline for obtaining **hotel reservations** at the preferential rate is **15 September 2015**. The online reservation site is available from the IPCC website at:  
<http://penta-pco.com/congress/content.php?id=59&pageID=310&lang=EN>

Please be aware that, to assist with Regional coordination, rooms will be available for Regional Group discussions from Sunday afternoon 4 October and throughout the Session.

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 the United Nations Environment Programme (UNEP).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'B. Stewart', with a small flourish at the end.

(Bruce Stewart)  
Acting Secretary of the IPCC