



# INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE



No. 4968-09/IPCC/P30

Annexes: 2

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

Geneva, 27 January 2009

Sir/Madam,

I am writing on behalf of the Chairman of the Intergovernmental Panel on Climate Change (IPCC) to advise that the Thirtieth Session of the IPCC is scheduled to take place at the Miracle Resort Hotel, Kopakçayı Mevkii, 07230 Lara-Antalya, Turkey, on 21-23 April 2009.

The Thirtieth Session of the IPCC is scheduled to begin at 10:00 hours on Tuesday, 21 April 2009. The focus of this meeting will be on the future of the IPCC, in particular the scoping of the 5<sup>th</sup> Assessment Report. The Panel is also invited to consider the outcome of the Scoping Meeting for a possible Special Report on "Extreme events and disasters: managing the risks", and of the Expert Meeting on "Alternative common metrics to calculate the CO<sup>2</sup> equivalence of anthropogenic emissions by sources and removals by sinks of greenhouse gases".

It is with great pleasure that I extend the invitation to participate in the Session, through you, to your Government. I should be grateful if you designate the representative(s) of your Government to the Session and communicate the name(s), affiliation(s), address(es) and phone/fax/e-mail address to me at the IPCC Secretariat, World Meteorological Organization, P.O. Box 2300, 7bis Avenue de la Paix, CH-1211 Geneva 2, Switzerland (fax: +41 22 730 8025/8013) by **6 March 2009**. Unfortunately nominations by e-mail cannot be accepted. As an intergovernmental organization we must have your nomination(s) sent by letter or fax on official letterhead. In addition, to facilitate pre-registration and visa arrangements, each participant is kindly requested to complete the attached registration form. As you may have noted, the participation of delegates with appropriate expertise is vital for the success of the Session.

Limited financial support is available from the IPCC Trust Fund to representatives from the developing countries and countries with economies in transition, one per country. Nominations for financial support should reach me no later than **28 February 2009**. I request that this deadline be strictly adhered to because of the time required for the logistics of delivering the support.

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. Copies of the following documents are attached to this letter:

- The provisional agenda of the Thirtieth Session of the IPCC (IPCC-XXX/Doc. 1);
- A pre-registration form.

Other documentation will be posted on the IPCC website [www.ipcc.ch](http://www.ipcc.ch) on a page established for the session. Posting of new documents will be notified on [www.ipcc.ch](http://www.ipcc.ch). If you wish to receive hard copies of documents by mail, please inform us in advance. Information about hotels and visa requirements will also be made available on the IPCC website.

Copies of this letter are being sent to the Ministries for Foreign Affairs, IPCC Contact Point(s), the Permanent Representative with WMO and Focal Point(s) of UNEP of your country for information.

Yours sincerely,

(Renate Christ)  
Secretary of the IPCC