

Our ref.: 5035-09/IPCC/P-31

Annexes: 3

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

Geneva, 8 September 2009

Sir/Madam,

I am writing on behalf of the Chairman of the Intergovernmental Panel on Climate Change (IPCC) to advise that the following Sessions will take place on 26-29 October 09 in the Bali International Convention Center, Nusa Dua, Bali, Indonesia, at the kind invitation of the Government of Indonesia:

- (a) the Thirty-first Session of the IPCC
- (b) the Eleventh Session of Working Group I of the IPCC
- (c) the Ninth Session of Working Group II of the IPCC
- (d) the Tenth Session of Working Group III of the IPCC

The focus of the Sessions of the three IPCC Working Groups will be to agree on the chapter outlines and schedules for their respective contributions to the IPCC Fifth Assessment Report (AR5) paying special attention to cross cutting matter.

The focus of the Thirty-first Session of the IPCC will be on:

- (i) accepting the chapter outlines and schedules of the respective contributions of its Working Groups to the AR5, agreeing on cross cutting matters and modalities for addressing them, and considering a proposal for the preparation of a Synthesis Report, its scope and nature,
- (ii) approving the IPCC programme and budget for 2010 and beyond.

The Thirty-first Session of the Panel will be opened on 26 October 2009 at 10.00 a.m. Depending on progress on planned agenda items, the Sessions of the Working Groups will convene on 26 October (p.m.) and on 27-28 October. It should be noted that only two Working Groups will meet in parallel. The detailed schedule will be announced at the Session.

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 **28 September 2009**. Unfortunately nominations by e-mail cannot be accepted. As an intergovernmental organization we must have your nomination(s) 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, two per country. Nominations for financial support should reach me no later than **28 September 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 sessions. All documentation will be in English only. Copies of the following documents are attached to this letter:

- The provisional agenda of the Thirty-first Session of the IPCC (IPCC-XXXI/Doc. 1);
- The provisional agenda of Working Groups (WG-I:11th, WG-II:9th, WG-III:10th/Doc. 1)
- A pre-registration form.

Other documentation will be posted on the IPCC website www.ipcc.ch on a page established for the session. Posting of new documents will be notified on 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