

Our ref.: 5264-11/IPCC/P-34

To the Executive Heads
of International and other Organizations

Annexes: 3

Geneva, 13 September 2011

Sir/Madam,

I am writing on behalf of the Chairman of the Intergovernmental Panel on Climate Change (IPCC) to advise that (a) the First Joint Session of Working Groups I and II of the Intergovernmental Panel on Climate Change (IPCC) from 14-17 November 2011 and (b) the Thirty-fourth Session of the IPCC from 18-19 November 2011 will both take place at the Speke Resort and Conference Centre, Munyonyo, Kampala, Uganda.

Main agenda item of the First Joint Session of Working Groups I and II will be acceptance and approval of the IPCC Special Report on "Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation" and its Summary for Policymakers (SPM). The Session will begin at 10:00 hours on Monday, 14 November 2011. After action by the First Joint Session of Working Groups I and II the SPM of the Special Report and the underlying assessment will be forwarded to the IPCC for its action.

The Thirty-fourth Session of the IPCC is scheduled to begin at 10:00 hours on Friday, 18 November 2011. The focus of this meeting will be on: a) the acceptance of the actions of the First Joint Session of Working Groups I and II; b) Preparation of the Fifth Assessment Report; c) Review of IPCC processes and procedures.

Simultaneous interpretation in the official UN languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided during the plenary meetings. All documentation will be in English only. Copies of the following documents are attached to this letter:

1. The provisional agenda of the First Joint Session of Working Groups I and II (1st WGI&WGII/Doc.1)
2. The provisional agenda of the IPCC Thirty-fourth Session (IPCC-XXXIV/Doc.1);
3. A registration form.

Other documentation will be posted on the IPCC website www.ipcc.ch on a page established for that session. You will also find information about visa requirements and hotels there. 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.

It is with great pleasure that I extend this invitation, through you, to your Organization, to participate in the two sessions. I should be grateful if you designate the representative(s) of your Organization to the sessions 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 **10 October 2011**. 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, 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.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'R. Christ', is written in a cursive style.

Renate Christ
Secretary of the IPCC