

No. 4969-09/IPCC/P30

To the Executive Heads of
International and other Organizations

Annexes: 2

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 5th 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 CO₂ 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 Organization. I should be grateful if you designate the representative(s) of your Organization 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.

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 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.

Yours sincerely,



(Renate Christ)
Secretary of the IPCC