



INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE



No. 5364-08/IPCC/P29

Attachments: 2

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

Geneva, 23 June 2008

Sir/Madam,

I am writing on behalf of the Chairman of the Intergovernmental Panel on Climate Change (IPCC) to advise that the Twenty-Ninth Session of the IPCC is scheduled to take place in Geneva, Switzerland from **31 August 2008 (p.m. only) to 4 September 2008**.

You may recall that the IPCC was established by WMO and UNEP in 1988 and therefore the 29th Session marks the 20th Anniversary of the IPCC. To celebrate this occasion we are organizing a special session which will start at 15:00 hours on Sunday, 31 August 2008. The special session will take place at the "Batiment des Forces Motrices", 2, place des Volontaires, 1204 Genève. The UN Secretary-General Mr Ban Ki-moon has kindly agreed to address the Panel at that occasion. We are also inviting a number of special guests who have been instrumental for the success of the IPCC in the past 20 years to present their views and memories. A detailed programme will be provided later on the IPCC website. As the presence of the UN Secretary-General requires special security procedures I kindly ask delegations to study instructions about time, venue and registration hours carefully.

On Monday 1 September 2008 the Twenty-Ninth Session of the IPCC is scheduled to continue at 10:00 hours at the "Centre International de Conférences de Genève" (CICG), Rue de Varembé 9-11, 1211 Genève 20. The Session is expected to close on Thursday 4 September 2008 at 13:00 hours. The focus of the Session will be the election of the IPCC Chairman, members of the IPCC Bureau and the Task Force Bureau, as well as other items as indicated in the attached provisional agenda.

For information about the nominations for the elections and the election procedures, please refer to our letters No. 5321-08/IPCC/BUR dated 5 February 2008 and No. 5351-08/IPCC/BUR dated 17 April 2008 and to the Rules of Procedure for the Election of the IPCC Bureau and any Task Force Bureau as contained in Appendix C to the Principles Governing IPCC work, which can be found on the **ipcc-website** at <http://www.ipcc.ch/about/how-the-ipcc-is-organized.htm>. As decided in Budapest the composition of the IPCC Bureau and Task Force Bureau will remain the same as the previous one. Consistent with Rule 20 of above mentioned Rules of Procedures, the IPCC Secretariat will post names of nominees and the identity of the Members making the nomination, on the IPCC website, approximately one month before 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 **31 July 2008**. 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. Due to the fact that elections will be held at that Session I want to draw your attention to Rules 3 and 4 of the Rules of Procedures for the Election 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 and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activities of the Session. In addition, to facilitate pre-registration and visa arrangements, each participant is kindly requested to complete the attached registration form.

Limited financial support is available from the IPCC Trust Fund to representatives from the developing countries and countries with economies in transition, restricted to one per country. Nominations for financial support should reach me no later than **18 July 2008**. I request that this deadline be strictly adhered to, in view of the time required for processing the requests.

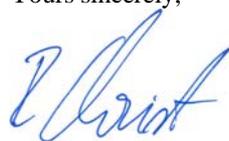
Simultaneous interpretation in the official UN languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided during the session. All documentation will be in English only. Copies of the following documents are attached to this letter:

- The provisional agenda of the Twenty-Ninth Session of the IPCC (IPCC-XXIX/Doc.1);
- A pre-registration form.

Other documentation and information 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. If you need a visa to Switzerland, please contact the nearest Swiss Embassy in your country as early as possible.

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