



# INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE



No. 5365-08/IPCC/P29

To the Executive Heads of  
International and other Organizations

Attachments: 2

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 29<sup>th</sup> Session marks the 20<sup>th</sup> 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 Varembe 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.

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 **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. To facilitate pre-registration and visa arrangements, each participant is kindly requested to complete the attached registration form.

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](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. If you need a visa to Switzerland, please contact the nearest Swiss Embassy in your country as early as possible.

Yours sincerely,

Renate Christ  
Secretary of the IPCC