

Our ref.: 5348-14/IPCC/GEN

Annex(es): 1

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

Geneva, 27 November 2014

Sir/Madam,

Allow me to recall that at the second meeting of the Task Group on the Future Work of the IPCC (Geneva, Switzerland, 16-17 September 2014) the Secretariat was requested to solicit the views of the Member countries on how to improve and further facilitate the selection of authors and the management of the review process for IPCC reports. Please find annexed to this letter a questionnaire developed for that purpose which we kindly ask you to fill and return to [ipccfuture@wmo.int](mailto:ipccfuture@wmo.int) by **12 January 2015**.

The Secretariat will compile and synthesize the contributions for consideration by the Co-Chairs of the Task Group on the Future Work of the IPCC who will prepare a Recommendations Paper, which will be submitted to the Panel for its consideration and decision at its 41<sup>st</sup> Session (Nairobi, Kenya, 24-27 February 2015).

A copy of this letter is being sent for information to the Ministry of Foreign Affairs and to the Permanent Representatives from your country to the World Meteorological Organization (WMO) and to the United Nations Environment Programme (UNEP).

Yours sincerely,



(Renate Christ)  
Secretary of the IPCC