

Our ref.: 5128-18/IPCC/P47

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

Geneva, 22 January 2018

Dear Sir/Madam,

On behalf of the Chair of the Intergovernmental Panel on Climate Change (IPCC), I have the honour to invite you to the forty-seventh session of the IPCC (IPCC-47). The session will be held in Paris from 13 to 16 March 2018, at the kind invitation of the Government of France.

The forty-seventh session of the IPCC will open as from 9 a.m. on Tuesday, 13 March 2018.

The meeting venue is at the United Nations Educational, Scientific and Cultural Organization (UNESCO) headquarters, 125 avenue de Suffren, 75007 Paris, France.

Further information about the meeting, including the provisional agenda, meeting documents and the information note for participants will be made available on the IPCC website www.ipcc.ch in the coming weeks.

Simultaneous interpretation in the official UN languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided during the session. Meeting documents will be in English only.

As the host country agreement for the session is being finalized and in order to optimize time, I would like to encourage you to start to nominate representative(s) of your Government to the session. Please transmit your nominations, with the name and affiliation of the participant **no later than Friday 16 February 2018**. These nominations should be sent to the Secretary of the IPCC, c/o World Meteorological Organization, P.O. Box 2300, 7bis Avenue de la Paix, CH-1211 Geneva 2, Switzerland, or attached to an email message addressed to ipcc-sec@wmo.int.

Nominations should be made on official letterhead; as nominations by simple e-mail will not be accepted.

In order to facilitate the logistical preparation, please pre-register each designated participant as early as possible, and no later than Thursday 8 March 2018, at the following website: <http://www.ipcc.ch/register/>, using the unique credentials sent to all focal points in advance of the previous session. Please inform the Secretariat if there have been changes to the focal point.

Also of note, it will be important for delegates who need to secure a visa to do so as soon as possible. To this end when pre-registering each designated participant using the IPCC online registration system, please include all the mandatory information below:

(For member of a National Delegation): Name of the Country

(For member of an Observer-Organization): Name of the Observer-Organization

Country of residence

Nationality

Surname

First name

Date of birth

Passport number

Expiration date of the passport

Email-address

Phone number

Based on this information, the Secretariat will send to the designated participant a personal invitation letter to be used only for visa purpose. Once the personal invitation letter is received, the designated participant should process for applying the visa as per the current visa process in your country and should provide the invitation letter along with all requested documents.

Pre-registered participants will be required to also register at the conference venue, at which point they will receive access to the IPCC PaperSmart system containing the session documents in electronic format. Documents will not be distributed on paper. Participants are therefore encouraged to bring their own devices to the meeting in order to access the PaperSmart system.

Some funding for meeting participation is available from the IPCC Trust Fund to representatives from developing countries and countries with economies in transition. The support is limited to one participant per country and representatives are invited to contact the IPCC in case such a need is identified. Requests for financial support should reach the IPCC Secretariat no later than **Friday 9 February 2018**. It should be noted that due to major financial constraints of the IPCC, governments are strongly urged to cover the cost of meeting participation, if at all possible.

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 and to the United Nations Environment Programme.

Yours sincerely,



(Abdalah Mokssit)
Secretary of the IPCC