

Our ref.: 5210-13/IPCC/P-37

Annex(es): 1

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

Geneva, 12 July 2013

Sir/Madam,

I am writing on behalf of the Chairman of the Intergovernmental Panel on Climate Change (IPCC) on the subject of the Thirty-Seventh Session of the IPCC (IPCC-37) scheduled to take place at the Sheraton Batumi Hotel, 28 Rustaveli Street, 6000 Batumi, Georgia from 14 to 18 October 2013. It is with great pleasure that I extend the invitation to participate in this session, through you, to your Government. The session will begin at 10:00 hours on Monday, 14 October 2013.

You may recall that the IPCC approved at its 33rd Session in Abu Dhabi, 10 – 13 May 2011, the proposal for the “2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands”; and at its 35th Session in Geneva, 6 – 9 June 2012, the Panel decided to produce the 2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol (KP Supplement).

The main agenda items of the Thirty-Seventh Session will be the adoption and acceptance of the “2013 Supplement of the IPCC Guidelines on National Greenhouse Gas Inventories: Wetlands” and of the “2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol”. The Panel will also be invited to consider aspects of the future of the IPCC.

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. A copy of the provisional agenda of IPCC-37 (IPCC-XXXVII/Doc.1) is attached to this letter. Other documentation will be posted on the IPCC website www.ipcc.ch on a page established for the session. Confidential pre-session draft materials can be downloaded from the pre-registration site. Information about hotel booking and visa requirements is also available on the IPCC website.

I will be grateful if you would designate the representative(s) of your Government to the session. Allow me to recall that the participation of delegates with appropriate expertise is vital for the success of the session. Please communicate the name and affiliation of the representative(s) of your Government to me at the IPCC Secretariat, World Meteorological Organization, P.O. Box 2300, 7bis Avenue de la Paix, CH-1211 Geneva 2, Switzerland by mail, fax (+41 22 730 8025/8013) or attachment to an e-mail addressed to ipcc-sec@wmo.int by **12 August 2013**. Nominations by simple e-mail cannot be accepted; as an intergovernmental organization we must receive your nomination(s) under an official letterhead.

In addition, please pre-register each designated participant at the following website: <http://www.ipcc.ch/apps/eventmanager/register/>. Please use your unique credentials that you have already received for the previous session to access the password-protected site. Should there be a change of the Focal Point, please inform the Secretariat.

It is essential that you complete the pre-registration well before the session, in order to avoid delays in registering at the meeting venue and ensure that your designated representatives receive the credentials to access the papersmart system at the start of the session. Please note that, as per common practice, participants will be required to register at the conference venue, and at that point they will receive access to the IPCC papersmart system. As explained in the letter of 11 September 2012 (ref. No.6050-12/IPCC/GEN), pre-session documentation will not be distributed on paper. The system will allow registered participants to access session documents in electronic format during the meeting on a dedicated web portal via individual credentials linked to their registration. Specific guidance on the use of the papersmart system will be made available in advance of the session.

We strongly encourage participants to bring their computers to the meetings in order to facilitate access to the papersmart system. A small number of computers will be offered for lease at the conference venue to participants who require them at the time of pre-registration, under their full responsibility. Details can be found on the pre-registration website.

Limited financial support is available from the IPCC Trust Fund to representatives from the developing countries and countries with economies in transition, one per country. Nominations for financial support should reach me no later than **5 August 2013**. I request that this deadline be strictly adhered to because of the time required for the logistics of delivering the support.

A copy of this letter is being sent to the Ministry 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