

Our ref.: 5115-14/IPCC/P-39

Annex(es): 2

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

Geneva, 14 January 2014

Sir/Madam,

I am writing on behalf of the Chairman of the Intergovernmental Panel on Climate Change (IPCC) on the subject of the Thirty-ninth Session of the IPCC (IPCC-39) and the Twelfth Session of the IPCC Working Group III (WGIII-12). These meetings will take place at the Estrel Convention Centre, Sonnenallee 225, Berlin, Germany, from 7 to 12 April 2014. It is with great pleasure that I extend the invitation to participate in these sessions, through you, to your Government. The opening of IPCC-39 will be at 10:00 hours on Monday, 7 April 2014. After the official opening, WGIII-12 will convene.

The main agenda items of WGIII-12 will be the approval of the Summary for Policymakers (SPM) of the WGIII contribution to the AR5 and acceptance of the underlying scientific technical assessment. After its conclusion, IPCC-39 will reconvene on 12 April 2014 to accept the actions taken at the Twelfth Session of Working Group III and address other agenda items.

A copy of the provisional agenda of IPCC-39 (IPCC-XXXIX/Doc.1) and of WGIII-12 (WG-III:12th/Doc.1) are attached to this letter. Other documentation will be posted on the IPCC website www.ipcc.ch on a page established for the session. You will be notified by e-mail about the posting of confidential pre-session draft materials and a link will be provided to a password-protected page for downloading. All documentation will be in English only. Simultaneous interpretation in the official UN languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided during the sessions. Information about hotel booking, deadlines and visa requirements will be made available on the IPCC website.

You may also recall that the IPCC decided at its 37th Session (October 2013) to set up a Task Group on the future work of the IPCC and agreed on its Terms of Reference ([link to decision](#)). The Task Group is composed of representatives of members of the Panel with a core membership as listed in Annex 1 to the decision and it is open-ended. Consistent with the Panel decision a meeting of the Task Group will be held in conjunction with the upcoming sessions on 6 April 2014. Further information about venue and agenda for the Task Group meeting will be communicated in due course by e-mail.

I will be grateful if you would designate the representative(s) of your Government to the sessions. Allow me to recall that the participation of delegates with appropriate expertise is vital for the success of these meetings. 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 **24 February 2014**. 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/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 sessions.

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 **14 February 2014**. 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