

Our ref.: 5121-15/IPCC/P-41

Annex(es): 1

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

Geneva, 12 January 2015

Sir/Madam,

I am writing on behalf of the Chair of the Intergovernmental Panel on Climate Change (IPCC) on the subject of the Forty-first Session of the IPCC (IPCC-41) scheduled to take place at the headquarters of the United Nations Environment Programme, United Nations Avenue, Gigiri, Nairobi, Kenya, from 24 to 27 February 2015. It is with great pleasure that I extend the invitation to participate in this session, through you, to your Government. The opening of IPCC-41 will be at 10:00 hours on Tuesday, 24 February 2015.

The main agenda item of the Forty-first Session of the IPCC will be the longer term development of the IPCC, including structure and mandate of IPCC Working Groups and any Task Forces created by the IPCC. According to Appendix C to the Principles Governing IPCC Work the Panel will have to take a decision at this session on the size, structure and composition of the IPCC Bureau and any Task Force Bureau. The Panel will have before it a report by the Task Group on the future work of the IPCC, which was established at the 37<sup>th</sup> Session of the IPCC (Batumi, October 2013), presenting its options and/or recommendations. The Panel will also address other items that require consideration and decision by the Panel.

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-41 (IPCC-XLI/Doc.1) is attached to this letter. Other documentation will be posted on the IPCC website [www.ipcc.ch](http://www.ipcc.ch) on a page established for the session. Information about hotel booking, deadlines and visa requirements will be made 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 meeting. 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](mailto:ipcc-sec@wmo.int) by **23 January 2015**. 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 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 **20 January 2015**. 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 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