

Our ref.: 5269-15/IPCC/P-42

Annex(es): 1

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

Geneva, 3 July 2015

Sir/Madam,

I am pleased to announce that the Forty-Second Session of the IPCC is scheduled to take place at the Valamar Lacroma Hotel in Dubrovnik, Croatia, from **5 to 8 October 2015**. It is both an honor and pleasure for me to extend the invitation to participate in the session, through you, to your Government.

The session will be opened on Monday 5 October 2015 at 10:00 hours and is expected to close on Thursday 8 October 2015 at 18:00 hours. The main agenda item of the Forty-second Session of the IPCC will be the election of the IPCC Chair, members of the IPCC Bureau and the Task Force Bureau (TFB). 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-42 (IPCC-XLII/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. 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. 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 **31 July 2015** at the latest. Please note that nominations have to be made by letter on official letterhead. Nominations by simple e-mail cannot be accepted.

Due to the fact that elections will be held at the session, I draw your attention to Rules 3 and 4 of the *Procedures for the Election of the IPCC Bureau and any Task Force Bureau* (hereafter referred to as the Election Procedures), which state that each Member shall be represented by a delegation consisting of a Principal Delegate and such other delegates as it may require and that **credentials shall be submitted to the Secretariat prior to the session**. The credentials shall be signed by, or on behalf of, an appropriate government authority of the Member of the IPCC and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activities of the session.

For more information on the nominations for the elections, please refer to our letter No. 5181-15/IPCC/BUR dated 13 March 2015. Consistent with Rule 21 (c) of the Election Procedures, the curricula vitae and other information of the nominees is being posted on the IPCC website at: <http://ipcc.ch/nominations/>.

Detailed information regarding the actual conduct of the elections can be found in the above-mentioned Election Procedures, which are posted on the IPCC website at: <http://ipcc.ch/pdf/ipcc-principles/ipcc-principles-elections-rules.pdf>.

In order to facilitate the election process, provisions have been made to conduct the voting through electronic means. An Information Note explaining the electronic voting procedure will be posted on the IPCC website.

You are invited to pre-register each designated participant at the following website: <http://www.ipcc.ch/register/>. 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 passwords to access the papersmart system at the conference venue at the start of the session. For the pre-registration please use the password you have already received for the previous session to access the password-protected site. Should there be a change of the Focal Point, you are invited to inform the Secretariat as soon as possible. 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 papersmart system will allow registered participants to access session documents in electronic format during the meeting. We strongly encourage participants to bring their computers to the meetings in order to access the papersmart system.

Limited financial support is available from the IPCC Trust Fund for representatives from developing countries and countries with economies in transition, one per country. Nominations for financial support should reach the IPCC Secretariat no later than **14 August 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 the United Nations Environment Programme (UNEP).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Ismail El Gizouli', written over a horizontal line.

(Ismail El Gizouli)
Acting Chair of the IPCC