

Our ref.: 5270-15/IPCC/P-42

To the Executive Heads
of International and other Organizations

Annex(es): 1

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 Organization.

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 Organization to the session. Please communicate the name and affiliation of the representative(s) of your Organization 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.

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.6051-12/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.

We strongly encourage participants to bring their computers to the meetings in order to facilitate access to the papersmart system.

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