

Our ref.: 5958-12/IPCC/P-35

Annexes: 2

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

Geneva, 16 April 2012

Sir/Madam,

I am writing on behalf of the Chairman of the Intergovernmental Panel on Climate Change (IPCC) to advise that Thirty-fifth Session of the IPCC is scheduled to take place in Geneva, Switzerland, on 6-9 June 2012. The venue will be either the Centre International de Conférences Genève (CICG) or WMO headquarter. The decision will be communicated to you in due course.

The Thirty-fifth Session of the IPCC is scheduled to begin at 10:00 hours on Wednesday, 6 June 2012. The focus of this meeting will be on: a) outcome of the IPCC scoping meeting held regarding the review of and possible update of, inter alia, chapter 4 of the Good Practice Guidance for Land Use, Land Use Change and Forestry; b) Review of IPCC processes and procedures; c) Approval of the IPCC Communications Strategy.

Simultaneous interpretation in the official UN languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided during the plenary meetings. All documentation will be in English only. Copies of the following documents are attached to this letter:

1. The provisional agenda of the IPCC Thirty-fifth Session (IPCC-XXXV/Doc.1);
2. A registration form.

Other documentation will be posted on the IPCC website www.ipcc.ch on a page established for that session. You will also find information about visa requirements and hotels there. Posting of new documents will be notified on www.ipcc.ch. If you wish to receive hard copies of documents by mail please inform us in advance.

It is with great pleasure that I extend this invitation, through you, to your Government, to participate in the session. I should be grateful if you designate the representative(s) of your Government to the session and communicate the name(s), affiliation(s), address(es) and phone/fax/e-mail address to me at the IPCC Secretariat, World Meteorological Organization, P.O. Box 2300, 7bis Avenue de la Paix, CH-1211 Geneva 2, Switzerland (fax: +41 22 730 8025/8013) by **7 May 2012**. Unfortunately nominations by e-mail cannot be accepted. As an intergovernmental organization we must have your nomination(s) sent by letter or fax on official letterhead. In addition, to facilitate pre-registration, each participant is kindly requested to complete the attached registration form. As you may have noted, the participation of delegates with appropriate expertise is vital for the success of the session.

Limited financial support is available from the IPCC Trust Fund to representatives from the developing countries and countries with economies in transition. Nominations for financial support should reach me no later than **2 May 2012**. 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,

A handwritten signature in blue ink, appearing to read 'R. Christ', is positioned above the printed name.

Renate Christ
Secretary of the IPCC