

Our ref.: 5175-13/IPCC/P-36

To the Executive Heads
of International and other Organizations

Annex(es): 2

Geneva, 22 May 2013

Sir/Madam,

I am writing on behalf of the Chairman of the Intergovernmental Panel on Climate Change (IPCC) on the subject of the Twelfth Session of the IPCC Working Group I (WGI-12) and of the Thirty-Sixth Session of the IPCC (IPCC-36). These meetings will take place at the Münchenbryggeriet (Brewery Conference Centre), Torkel Knutssonsgatan 2, Stockholm, Sweden, from 23 to 26 September 2013. It is with great pleasure that I extend the invitation to participate as observers in these sessions, through you, to your Organization.

You may recall that the IPCC decided at its 28th Session in Budapest, Hungary, in April 2008 to prepare a Fifth Assessment Report (AR5), consisting of the three Working Group (WG) contributions and a Synthesis Report. The main agenda items of WGI-12 will be the approval of the Summary for Policymakers (SPM) of the WG I contribution to the AR5 and acceptance of the underlying scientific technical assessment. The session will begin at 10:00 hours on Monday, 23 September 2013. After its conclusion, IPCC-36 will meet to accept the actions taken at the Twelfth Session of Working Group I.

Simultaneous interpretation in the official UN languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided during the sessions. All documentation will be in English only. A copy of the provisional agenda of WGI-12 (WG-I:12th/Doc.1) and of IPCC-36 (IPCC-XXXVI/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. Information about hotel booking, deadlines and visa requirements is already available on the IPCC website.

I will be grateful if you would designate the representative(s) of your Organization 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 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 **10 July 2013**. 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/apps/eventmanager/register/>. Later today, you will receive an e-mail providing your unique credentials to access the password-protected site.

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 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.

Yours sincerely,

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

Renate Christ
Secretary of the IPCC