

Our ref.: 5234-18/IPCC/P48

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

Geneva, 13 June 2018

Dear Sir/Madam,

On behalf of the Chair of the Intergovernmental Panel on Climate Change (IPCC) I am addressing you on the subject of the First Joint Session of Working Groups I, II and III of the IPCC and the Forty-eighth Session of the IPCC (IPCC-48). These sessions will take place from 1 to 5 October 2018 at the Songdo Convensia, Incheon, Republic of Korea, at the kind invitation of the Government of the Republic of Korea. It is with great pleasure that I extend the invitation to participate in these sessions, through you, to your Government.

The opening of IPCC-48 will be at 10:00 hours on Monday 1 October 2018. After the official opening and the address of other agenda items, the First Joint Session of Working Groups I, II and III will convene. The main agenda item of the First Joint Session of Working Groups I, II and III, will be the approval of the Summary for Policymakers (SPM) of the IPCC Special Report on Global Warming of 1.5°C - an IPCC special report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty - and the acceptance of the underlying report. After its conclusion, IPCC-48 will reconvene to accept the actions taken at the First Joint Session of Working Groups I, II and III in accordance with Section 4.4 of Appendix A to the Principles Governing IPCC Work.

Further information about the sessions, including the provisional agenda, meeting documents and the information note for participants will be made available on the IPCC website [www.ipcc.ch](http://www.ipcc.ch). Confidential pre-session documents will be provided under the "documents" menu in the registration portal: <https://www.ipcc.ch/register/>.

Simultaneous interpretation in the official UN languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided during the session. Meeting documents will be in English only.

You are hereby cordially requested to nominate representative(s) of your Government to the sessions. Please submit your nominations, with the name and affiliation of the participant **no later than Monday 30 July 2018**. All submissions should be sent to the Secretary of the IPCC, c/o World Meteorological Organization, P.O. Box 2300, 7bis Avenue de la Paix, CH-1211 Geneva 2, Switzerland, or attached to an email message addressed to [ipcc-sec@wmo.int](mailto:ipcc-sec@wmo.int). Nominations should be made on official letterhead and submissions by simple e-mail will not be accepted.

Please pre-register each designated participant, no later than Friday 28 September 2018, at the following website: <https://www.ipcc.ch/register/>, using the unique credentials sent to all focal points in advance of the previous session. Please inform the Secretariat if there have been changes to the name of the focal point.

Pre-registered participants will be required to also register at the conference venue, at which point they will receive access to the IPCC PaperSmart system containing the session documents in electronic format. Documents will not be distributed on paper. Participants are therefore encouraged to bring their own devices to the meeting in order to access the PaperSmart system.

Some funding for meeting participation is available from the IPCC Trust Fund to representatives from developing countries and countries with economies in transition. The support is limited to one participant per country and representatives are invited to contact the IPCC in case such a need is identified. Requests for financial support should reach the IPCC Secretariat no later than **Monday 16 July 2018**. It should be noted that due to major financial constraints of the IPCC, governments are strongly urged to cover the cost of meeting participation, if at all possible.

**Also of note, it will be important for those delegates that need to secure a visa to do so as soon as possible.**

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 and to the United Nations Environment Programme.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'A. Mokssit', with a checkmark-like flourish at the end.

(Abdalah Mokssit)  
Secretary of the IPCC