

Our ref.: 5243-19/IPCC/P51

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

Geneva, 11 July 2019

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 Second Joint Session of IPCC Working Groups I and II, and the Fifty-first Session of the IPCC (IPCC-51) scheduled to take place from **20 to 23 September 2019** at the Grimaldi Forum – Congress Center, 10 Avenue Princesse Grace, 98000 Monaco. It is with great pleasure that I extend the invitation to participate in these sessions, through you, to your Government.

The opening of IPCC-51 will be at 10:00 hours on Friday 20 September 2019. After the official opening and the address of other agenda items, the Second Joint Session of IPCC Working Groups I and II, will convene. The main agenda item of the Second Joint Session of IPCC Working Groups I and II, will be the approval of the Summary for Policymakers (SPM) of the IPCC Special Report on the Ocean and Cryosphere in a Changing Climate, and the acceptance of the underlying report. After its conclusion, IPCC-51 will reconvene to accept the actions taken at the Second Joint Session of IPCC Working Groups I and II, 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://apps.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 **Friday 23 August 2019**. 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 note that, as recommended by the IPCC Conflict of Interest Committee, in order to prevent situations in which a conflict of interest may arise, individuals directly involved in or leading the preparation of IPCC reports should avoid being in a position to approve, adopt, or accept on behalf of any government the text in which he/she was directly involved.

Please pre-register each designated participant, no later than Thursday 19 September 2019, at the following website: <https://apps.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 **Friday 9 August 2019**. 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.

**Please note that WMO/IPCC shall not be held responsible for any health problems/accidents that the participants may have. Participants shall make their own arrangements for health insurance and any other necessary insurance, and should ensure to have their insurance card/certificate (with international coverage) with them when travelling.**

**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 'Abdalah Mokssit', with a stylized flourish at the end.

(Abdalah Mokssit)  
Secretary of the IPCC