

Our ref.: 5377-19/IPCC/P52

To the Executive Heads
of International and other Organizations

Geneva, 20 December 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 Fifty-second Session of the IPCC (IPCC-52) scheduled to take place from **24 to 28 February 2020** at the United Nations Educational, Scientific and Cultural Organization (UNESCO) headquarters, 125 avenue de Suffren, 75007 Paris, France. It is with great pleasure that I extend the invitation to participate in this session, through you, to your Organization.

The main agenda items of the Fifty-second Session of the IPCC will be to consider the outline for the IPCC Sixth Assessment Report Synthesis Report, the replacement of a member of the Task Force Bureau as well as the review of principles governing IPCC work. The Panel will also address other items that require consideration and decision by the Panel.

Further information about the session including the provisional agenda, meeting documents and the information note for participants will be made available on the IPCC website www.ipcc.ch in the coming weeks.

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.

As the host country agreement for the session is being finalized and in order to optimize time, I would like to encourage you to start to nominate representative(s) of your Organization to the session. Please transmit your nominations, with the name and affiliation of the participant **no later than Friday 24 January 2020**. These nominations 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. Nominations should be made on official letterhead; as nominations by simple e-mail will not be accepted.

Please pre-register each designated participant, no later than Friday 21 February 2020, 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.

Also, please note that WMO/IPCC shall not be held responsible for any health problems or accidents that the participants may have. Participants shall make their own arrangements for life, health and other forms of insurance as they consider appropriate. Participants should ensure to have their insurance card or 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.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'A. Mokssit', with a small arrow pointing to the top of the letter 'i'.

(Abdalah Mokssit)
Secretary of the IPCC