

Our ref.: 5389-20/IPCC/P53

To the Executive Heads  
of International and other Organizations

Geneva, 26 October 2020

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-Third Session of the IPCC (IPCC-53) proposed to be held from 7-14 December 2020 in a hybrid format (electronic and written).

In view of meeting consensus on the proposed format and agenda of IPCC-53 Session, the Panel at IPCC-53 will be invited to consider the agenda item on the IPCC Trust Fund Programme and Budget (IPCC-LIII/Doc. 2) in a hybrid format.

Document IPCC-LIII/Doc. 2 and other information deemed necessary to inform the discussions on the budget such as the provisional AR6 Strategic Planning Schedule and the Progress Reports submitted to the 59<sup>th</sup> Session of the IPCC Bureau which took place from 13-14 October 2020 can be accessed in the IPCC Focal Point Portal, under tools/documents/background documents for IPCC-53 at: <https://apps.ipcc.ch/fp/>

Please be informed that all other agenda items that were to be considered at IPCC-53 will be deferred to the next IPCC Session. In view of addressing the rest of agenda items and addressing the concerns raised by Focal Points on the deferred agenda items, the Secretariat, in fulfilling its mandate of supporting and organizing sessions for the IPCC Panel is considering a plenary session to take place in the first quarter of 2021 in form of a second instance of the plenary, i.e. IPCC-53 part two (bis). The provisional agenda and other details for this session will be adjusted after IPCC-53.

Further information about the IPCC-53 Session, including an explanatory note regarding the process for the discussion of the budget document and the provisional agenda will be made available on PaperSmart as soon as possible. As for previous sessions of the Panel, the meeting of the Financial Task Team (FiTT) where the discussion on the budget document will take place, as well as the meeting documents will be in English only.

You are hereby cordially invited to nominate representative(s) of your Organization to the Session (preferably one per Organization and an alternate if needed). Please transmit your nominations, with the name and affiliation of the participant **no later than Friday 20 November 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](mailto:ipcc-sec@wmo.int). Nominations should be made on official letterhead, as nominations by simple e-mail will not be accepted.

To facilitate the process during the hybrid session we kindly invite you to consider having one representative per Organization, with an alternate if needed. Should there be more than one representative nominated per Organization, please indicate who will be the main representative. The

main representative will have access to provide comments on the budget document in PaperSmart. Please register as soon as possible in order to get access to PaperSmart.

Please pre-register each designated participant, no later than Friday 27 November 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.

Furthermore, please be informed that test sessions will be possible for registered participants and will be scheduled ahead of IPCC-53.

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.

Yours sincerely,

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

(Abdalah Mokssit)  
Secretary of the IPCC