

Our ref.: 5223-21/IPCC/P54bis

To the Executive Heads
of International and other Organizations

Geneva, 15 October 2021

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-fourth (bis) Session of the IPCC (IPCC-54 bis) proposed to be held by written means from **14 December to 16 December 2021** followed by 72 hours of silence procedure.

At the Fifty-fourth Session of the IPCC the Secretariat informed Member countries that the Panel will be invited to consider the agenda item on the IPCC Trust Fund Programme and Budget at the Fifty-fourth (bis) Session of the IPCC, which will be held in writing.

The IPCC Trust Fund Programme and Budget document (IPCC-LIV(bis)/Doc. 2) is available on the IPCC website and can be accessed in PaperSmart for registered participants. Other supporting documents informing the provisional budget figures will follow shortly.

Further information about the Fifty-fourth (bis) Session of the IPCC, including an explanatory note regarding the process for the discussion of the budget document will be made available on the IPCC website www.ipcc.ch as soon as possible. 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 delegation and an alternate if needed). Please transmit your nominations, with the name and affiliation of the participant **no later than Monday 8 November 2021**. 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.

To facilitate the process during the written session we kindly invite you to consider having one representative per delegation, with an alternate if needed. Should there be more than one delegate nominated per delegation, please indicate who will be the head of delegation. The head of delegation will have access to provide comments on documents in PaperSmart. Please register as soon as possible in order to get access to PaperSmart.

Please pre-register each designated participant, no later than **Monday 6 December 2021**, 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.

Please note that WMO/IPCC shall not be held responsible for any health problems or accidents that the participants may have for the meeting duration. 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 to the top of the letter 'i'.

(Abdalah Mokssit)
Secretary of the IPCC