

Our ref.: 5245-21/IPCC/P54bis

To Delegates from Member Countries
and IPCC Observer Organizations

Seoul, 14 December 2021

Subject: Fifty-fourth (bis) Session of the IPCC, 14-16 December 2021
Opening of the Session

Distinguished Delegates,

Welcome to this 54th (bis) Session of the IPCC.

Despite the continued challenging circumstances of the COVID-19 pandemic, we are making every effort to ensure the continuity of IPCC's work. Lessons learned from the past two years helped us to cope with challenges of working effectively in this difficult period.

I would like to express my gratitude and appreciation to you, our Member Governments, for showing the flexibility to convene the 54th (bis) Session of the Panel in the written format in order to address essential and urgent business.

This session has only one single substantive agenda item: IPCC Trust Fund Programme and Budget. The Panel is invited to consider and adopt the revised 2021 budget and proposed 2022 budget and note the forecast for 2023 and 2024 budgets.

This letter serves to open the Session and submit the provisional agenda for adoption using silence procedure applying a 72-hour window for adoption which will be used for all decisions of the Panel at this Session. During this window we will proceed to operate on the basis of the provisional agenda. Further details on the silence procedure and organization of the session may be found in the [Explanatory Note](#) and the [Explanatory Video](#).

With this letter opening the Session, I invite the Co-Chairs of the FiTT, Amjad Abdulla (Maldives) and Helen Plume (New Zealand), to convene the FiTT in writing during 14-16 December and to report back to Plenary in writing with a draft decision as soon as deliberations are complete on 16 December. The FiTT will operate according to its Terms of Reference, which are paragraphs 6 and 7 of [Appendix B](#) to the Principles Governing IPCC Work.

I strongly urge all of you to take part in the FiTT for deliberation on the IPCC Trust Fund Programme and Budget 14-16 December. To facilitate your participation the Secretariat has prepared a pre-recorded [video presentation on the IPCC Trust Fund Program and Budget](#) (password: FiTT-54bis).

PLEASE REPLY TO:

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In addition to the above, delegations can also access the comments to the IPCC Trust Fund Programme and Budget which the Secretariat has received before the 3rd December deadline as well as the respective responses from the Secretariat to those comments, all available in the PaperSmart under “Secure Docs”, folder “Responses to comments”.

The Plenary Session will reconvene on 17 December in written format to consider the Draft Decision of the FiTT. The Final Draft Decision will be shared with you through the Heads of Delegations as a letter by email, and also posted in the PaperSmart system, for your approval by silence procedure of 72 hours.

Preparing the IPCC Trust Fund Programme and Budget is a teamwork engaging the Secretariat and the IPCC’s constituent bodies. We appreciate their hard work and excellent contributions to the IPCC.

Allow me to take this opportunity to express our gratitude to those Member Governments that have contributed to the IPCC’s Trust Fund, in some cases with significant increases in contribution. This too is an essential way of putting the work of the IPCC on a sound footing. I would like to urge all our Member Governments to participate in the financial contribution to the IPCC Trust Fund.

I thank you again for your flexibility and collegial spirit, and wish you positive, constructive and fruitful deliberations at this Session of the IPCC.

Yours faithfully,



Hoesung Lee
Chair of the IPCC