

Our ref.: 5104-22/IPCC/P55

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

Geneva, 12 January 2022

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-fifth Session of the IPCC (IPCC-55) and Twelfth Session of the Working Group II (WGII-12). Due to the worsening COVID19 situation and in fulfilment of the Secretariat mandate of supporting and organizing IPCC Sessions, as stated in the letter 5242-21/IPCC/AR6 of 7 December 2021, these Sessions will be held in a virtual format from **14 to 25 February 2022** and supported by Germany. It is with great pleasure that I extend the invitation to participate in these Sessions, through you, to your Government.

The main agenda items of WGII-12 will be the approval of the Summary for Policymakers (SPM) of the Working Group II contribution to the Sixth Assessment Report (AR6) and acceptance of the underlying scientific technical assessment. After its conclusion, IPCC-55 will meet to accept the actions taken at the WGII-12 Session.

Further information about the organization of IPCC-55 and WGII-12 Sessions, including the provisional agendas and meeting documents, will be made available on the IPCC website 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 Plenary Sessions. All documentation will be in English only.

As the legal arrangements for the Sessions are being finalized and in order to optimize time, I would like to encourage you to start to nominate representative(s) of your Government to the Sessions. Allow me to recall that the participation of delegates with appropriate expertise is vital for the success of these meetings.

Please transmit your nominations, with the name and affiliation of the participant **no later than Monday 24 January 2022**. 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 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 **Monday 7 February 2022**, at the following website: <https://apps.ipcc.ch/register>, using the unique credentials sent to all Focal Points in advance of the previous Session. Thank you to indicate the Head of the delegation and the Alternate Head of the delegation during pre-registration. Please inform the Secretariat if there have been changes to the name of the Focal Point. The details for the Zoom meeting will be sent after the registration deadline.

Delegates to the IPCC-55 and WGII-12 are considered to be on mission and fully dedicated to the work of the Sessions. Their institutions or departments are requested not to expect them to undertake other work during the Sessions, even if they are working from home or the office. Please note that some of the meetings are scheduled to occur outside normal working hours, and institutional arrangements to facilitate the participation of delegates during these specific hours can be envisaged (e.g. access to offices outside normal work hours, etc.). We urge that delegates be supported to face any potential participation challenges (e.g. access to a venue with back up electricity and internet access).

Please ensure your connectivity arrangements enable you to participate in the entire meeting. For representatives from developing countries and countries with economies in transition, if this is not the case, please get in touch with the IPCC Secretariat at ipcc-sec@wmo.int no later than **Monday 17 January 2022**.

Additionally, if needed and travel restrictions arising from COVID-19 allow¹, facilities will be made available in Germany for a limited number of government representatives (maximum 2 per delegation) solely to follow the Sessions in a virtual mode. This arrangement is conditional on strict compliance with vaccination and quarantine requirements, which are subject to change as the COVID-19 situation evolves. Please also inform the Secretariat **by 17 January** at the latest if this arrangement is being considered.

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, if travelling, should ensure to have their insurance card or certificate with them as to international coverage.

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,



(Abdalah Mokssit)
Secretary of the IPCC

¹ [Entry regulations for Germany: https://www.bundesgesundheitsministerium.de/en/service/gesetze-und-verordnungen/guv-19-lp/coronavirus-einreiseverordnung.html](https://www.bundesgesundheitsministerium.de/en/service/gesetze-und-verordnungen/guv-19-lp/coronavirus-einreiseverordnung.html)