

Our ref.: 5166-23/IPCC/P59

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

Geneva, 26 May 2023

Dear Sir/Madam,

On behalf of the Chair of the Intergovernmental Panel on Climate Change (IPCC), I am pleased to announce that the Fifty-ninth Session of the IPCC is scheduled to take place at the headquarters of the United Nations Environment Programme (UNEP), United Nations Avenue, Gigiri, Nairobi, Kenya, from 25 to 28 July 2023 at the kind invitation of UNEP and the Government of Kenya. It is with great pleasure that I extend the invitation to participate in the session, through you, to your Government.

We would like to inform you that for the newly elected Bureau members and the outgoing Bureau members, there will be a retreat scheduled to take place in the same venue on the morning of 29 July from 9 am to 12 pm. The aim of the retreat is to building bridges of communication between the outgoing and incoming Bureau members for a smooth transition to the seventh assessment cycle.

The main agenda item of the Fifty-ninth Session of the IPCC will be the election of the IPCC Chair, members of the IPCC Bureau and the Task Force Bureau (TFB) of the seventh assessment cycle.

Further information about the Session, including the provisional agenda, meeting documents and an information for participants, will be made available on the IPCC website [www.ipcc.ch](http://www.ipcc.ch).

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 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 Government to the Session. **Please also note, it is of utmost importance for those delegates that need to secure a [visa](#) to do so as soon as possible.** For more information about the visa please refer to the visa section in the information for participants.

Please transmit your nominations, with the name and affiliation of the participant **no later than Friday 23 June 2023**. 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.

Due to the fact that elections will be held at the session, I draw your attention to Rules 3 and 4 of the Procedures for the Election of the IPCC Bureau and any Task Force Bureau (hereafter referred to as the Election Procedures), which state that each Member shall be represented by a delegation consisting of a Principal Delegate and such other delegates as it may require and that credentials shall be submitted to the Secretariat prior to the session. The credentials shall be signed by, or on

behalf of, an appropriate government authority of the Member of the IPCC and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activities of the session.

Detailed information regarding the actual conduct of the elections can be found in the above-mentioned Election Procedures, which are posted on the IPCC website at: [Amend 4 Appendix C](#).

Please pre-register each designated participant, no later than **Monday 17 July 2023**, 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.

Funding for meeting participation is available from the IPCC Trust Fund for representatives from developing countries and countries with economies in transition (EITs). The support is limited to one participant per country and participants are invited to contact the IPCC in case such a need is identified. Also, Rule 24, Appendix C referring to the participation in the election Session for nominees by and from developing countries or EITs, applies. Requests for financial support should reach the IPCC Secretariat no later than **Friday 12 June 2023**.

**Finally, please note** that non-staff members of WMO/IPCC who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. They are, therefore, fully responsible for arranging life, health, accident, as well as any other forms of insurance with an adequate level of coverage for the duration of such meetings and events. WMO/IPCC liability is limited to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides a limited coverage for medical, emergency and supplementary official travel expenses.

For all other non-staff members, please note that WMO/IPCC shall not be held responsible for any health problems or accidents that the participants may have. Participants are responsible for making all necessary arrangements for life, health and other forms of insurance as they consider appropriate.

All participants, when 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