

Our ref.: 5107-19/IPCC/P49

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

Geneva, 15 January 2019

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 Forty-ninth Session of the IPCC (IPCC-49) scheduled to take place from 8 to 12 May 2019 at the Kyoto International Conference Center, Takaragaike, Sakyō-ku, Kyoto, Japan. It is with great pleasure that I extend the invitation to participate in this session, through you, to your Government. The opening of IPCC-49 will be at 10:00 hours on Wednesday 8 May 2019.

The main agenda items of the Forty-ninth Session of the IPCC will be the adoption and acceptance of the Methodology Report titled “2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories” (2019 Refinement). The Panel will also address other items that require consideration and decision by the Panel.

Further information about the session, including the provisional agenda, meeting documents and the information note for participants 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 session. Meeting documents will be in English only.

You are hereby cordially requested to nominate representative(s) of your Government to the session. Please submit your nominations, with the name and affiliation of the participant **no later than Friday 29 March 2019**. All submissions 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 e-mail message addressed to ipcc-sec@wmo.int. Nominations should be made on official letterhead and submissions by simple e-mail will not be accepted.

Please pre-register each designated participant, no later than Monday 6 May 2019, 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.

Some funding for meeting participation is available from the IPCC Trust Fund to representatives from developing countries and countries with economies in transition. The support is limited to one participant per country and representatives are invited to contact the IPCC in case such a need is identified. Requests for financial support should reach the IPCC Secretariat no later than **Monday 11 February 2019**. It should be noted that due to major financial constraints of the IPCC, governments are strongly urged to cover the cost of meeting participation, if at all possible.

Also of note, it will be important for those delegates that need to secure a visa to do so as soon as possible.

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,

A handwritten signature in black ink, appearing to be 'Abdalah Mokssit', written in a cursive style.

(Abdalah Mokssit)
Secretary of the IPCC