

Our ref.: 5159-24/IPCC/P61

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

Geneva, 15 May 2024

Dear Sir/Madam,

On behalf of the Chair of the Intergovernmental Panel on Climate Change (IPCC), I am pleased to announce that the Sixty-first Session of the IPCC is scheduled to take place at the Grand Hotel Millenium Sofia, 89B, Vitosha Blvd, in Sofia, Bulgaria, from **27 July to 2 August 2024** at the kind invitation of the Government of Bulgaria. It is with great pleasure that I extend the invitation to participate in the Session, through you, to your Government.

The Session will be dedicated, among other matters, to the outline of the IPCC Special Report on Climate Change and Cities, the outline of the Methodology Report on Short-Lived Climate Forcers (SLCF) as well as the Strategic Planning Schedule for the seventh assessment cycle.

Given the substantial number of agenda items for the Session, the Secretariat has arranged for an extended Session that will run longer than usual.

Additionally, to ensure the optimal participation of registered delegates in the Plenary, the Secretariat will organize a pre-plenary briefing session on 26 July 2024.

Further information about the Sessions, including the respective provisional agendas, meeting documents and an information note for participants with details of the venue, will be made available on the IPCC website, 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.

You are hereby cordially invited to nominate representative(s) of your Government to the Session. Please transmit your nominations, with the name and affiliation of the participant **no later than Friday 14 June 2024**. 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.

Thank you to indicate in the nomination letter if the nominated delegates will attend the pre-plenary briefing session on 26 July 2024.

Please pre-register each designated participant, no later than **Friday 12 July 2024**, 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.

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. Requests for financial support should reach the IPCC Secretariat no later than **Monday 27 May 2024**. Please pre-register by the same deadline at: <https://apps.ipcc.ch/register> representatives requiring financial assistance so their applications can be processed.

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.

Please note, it is of utmost importance for those delegates that need to secure a visa to do so as soon as possible and no later than 26 June 2024. For more information about the visa please refer to the visa section in the information for participants.

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 participating at the meeting and not financially supported by WMO/IPCC, 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 for international coverage.

Yours sincerely,



(Abdalah Mokssit)
Secretary of the IPCC