

Our ref.: 5220-24/IPCC/P62

To the Executive Heads  
of International and other Organizations

Geneva, 9 December 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-second Session of the IPCC is scheduled to take place in Hangzhou, China, from **24 to 28 February 2025** at the kind invitation of the Government of China. It is with great pleasure that I extend the invitation to participate in the Session, through you, to your Organization.

At this Session the Panel will consider, among other matters, the outline of the IPCC Seventh Assessment Report, the outline of the Methodology Report on the Carbon Dioxide Removal Technologies and Carbon Capture Utilization and Storage, as well as the IPCC Trust Fund Programme and Budget.

Further information about the Session, including the provisional agenda, meeting documents and an information note for participants with details of the venue, 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 inform the Secretariat as to who will be the representative(s) of your Organization to the Session at your earliest convenience. Please transmit your nominations, with the name, city and affiliation of the participant **no later than Monday 20 January 2025**. 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.

Please pre-register each designated participant, no later than **Tuesday 11 February 2025**, 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.

**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.

**Finally**, please note that WMO/IPCC shall not be held responsible for any health problems or accidents that 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.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'A. Mokssit', with a small arrow pointing upwards from the top of the 'M'.

(Abdalah Mokssit)  
Secretary of the IPCC