

Our ref.: 7018-10/IPCC/P-32

To the Executive Heads  
of International and other Organizations

Annexes: 2

Geneva, 4 August 2010

Sir/Madam,

I am writing on behalf of the Chairman of the Intergovernmental Panel on Climate Change (IPCC) to advise that the Thirty-second Session of the IPCC is scheduled to take place at the Busan Exhibition and Convention Center (BEXCO), Busan, Republic of Korea, on 11-14 October 2010.

The Thirty-second Session of the IPCC is scheduled to begin at 10:00 hours on Monday 11 October 2010. The focus of this meeting will be on the Scope and content of the AR5 Synthesis Report and other activities related to the Fifth Assessment Report (AR5). The Panel is also invited to consider the review of the IPCC processes and Procedures and the Report of the Inter Academy Council on that subject, as well as the replacement of members of the IPCC Bureau.

It is with great pleasure that I extend the invitation to participate in the Session, through you, to your Organization. I should be grateful if you designate the representative(s) of your Organization to the Session and communicate the name(s), affiliation(s), address(es) and phone/fax/e-mail address to me at the IPCC Secretariat, World Meteorological Organization, P.O. Box 2300, 7bis Avenue de la Paix, CH-1211 Geneva 2, Switzerland (fax: +41 22 730 8025/8013) by **10 September 2010**. Unfortunately nominations by e-mail cannot be accepted. As an intergovernmental organization we must have your nomination(s) sent by letter or fax on official letterhead. To facilitate pre-registration and visa arrangements, each participant is kindly requested to complete the attached registration form.

Simultaneous interpretation in the official UN languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided during the session. All documentation will be in English only. Copies of the following documents are attached to this letter:

- The provisional agenda of the Thirty-second Session of the IPCC (IPCC-XXXII/Doc.1);
- A pre-registration form.

Other documentation will be posted on the IPCC website [www.ipcc.ch](http://www.ipcc.ch) on a page established for the session. Posting of new documents will be notified on [www.ipcc.ch](http://www.ipcc.ch). If you wish to receive hard copies of documents by mail, please inform us in advance. Information about hotels and visa requirements will also be made available on the IPCC website.

Yours sincerely,



(Renate Christ)  
Secretary of the IPCC