Our ref.: 5171-18/IPCC/GEN

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

GENEVA, 28 March 2018

Dear Sir/Madam,

The Intergovernmental Panel on Climate Change at its forty-seventh session decided to establish a task group with the aim of developing a framework of goals and actions to improve gender balance and address gender-related issues within the IPCC.

According to the decision, the task group will:

- Prepare a report on gender balance and gender related issues within the IPCC.
- Solicit, from the members and observers organizations of the IPCC, submissions on relevant national and international gender policies and strategies.
- Consult other relevant organizations.
- Propose recommendations for further action.

The task group's mode of working will be through various electronic means and face-to-face meetings during IPCC plenaries.

The task group will present a report with recommendations to the forty-ninth session of the IPCC.

The task group is open to IPCC members, Bureau members and Technical Support Unit staff and will select two Co-chairs and a rapporteur from its members at its first meeting. One of the Co-chairs should be from a developed country and another from a developing country/country with an economy in transition (EIT). One of the Co-chairs should be female.

A dedicated web space for the IPCC gender task group can be found here www.ipcc.ch/organization/gender.shtml

The Secretariat of the IPCC hereby calls for nominations for the IPCC Gender task group. The deadline for submitting a nomination is **Monday 16 April 2018.** Please submit your nominations via email to ipcc.gender@wmo.int .

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