



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

Mr. David Newman  
President  
World Biogas Association  
United Kingdom

Date: 14 August 2018  
Reference: MEN EC-2018-00315

Dear Mr. Newman,

I have the pleasure of writing to you today regarding the United Nations Climate Change Conference, which will be held in Katowice, Poland from 3 to 14 December 2018 (COP 24).

Mr. Michał Kurtyka, Secretary of State in the Ministry of Environment of the Republic of Poland, Government Plenipotentiary for COP 24 Presidency, will preside over the conference, which aims to deliver the guidelines for operationalization of the Paris Agreement (Paris Agreement Work Programme) and also address central issues of support such as climate finance, technology and capacity building.

The conference is expected to foster political momentum through leaders' engagement in the first week, as well as through the ministerial high-level segment in the second week. Mandated events under the intergovernmental process include high-level dialogues on climate finance, pre-2020 ambition and action, Global Climate Action, as well as, the Talanoa Dialogue.

Furthermore, as you may be aware, climate action under the Marrakech Partnership for Global Climate Action and other initiatives have become a very important part of our annual conferences. COP 24 will therefore also host, in the climate action space, a series of high-level events to highlight and share information on commitments and progress being made by various stakeholders in all regions of the world.

Your leadership and unwavering commitment to forging a more sustainable and inclusive future is well known and highly respected. Therefore, I firmly believe that your presence at COP 24 and participation in some of these events would be a real inspiration for the global community to spur innovative solutions, build new alliances and scale-up their on-going efforts to raise ambition on climate change. This communication is intended to serve as a Save the Date. I hope to receive confirmation of your participation by 4 September 2018 so that we can follow up on your engagement at COP 24. I would be honoured if you could join us.



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Mr. Martin Frick (MFrick@unfccc.int), leading the coordination of high level events, and Ms. Kay Mercé (KMerce@unfccc.int) are at the disposal of your office to answer any questions. Please advise us on the person in your team that we can contact to coordinate your participation.

I look forward to welcoming you to Katowice in December.

Yours sincerely,

A handwritten signature in blue ink that reads "Patricia Espinosa C".

Patricia Espinosa