



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat  
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

**Bonn, 12 March 2010**

Ref: CAS/MTP/MAR/10

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## MESSAGE TO PARTIES

The secretariat has been requested by the Executive Office of the Secretary-General of the United Nations to bring to the attention of National Focal Points for Climate Change the attached communication (Ref.: EOSG/SA/2010/04), concerning the nominations for the post of UNFCCC Executive Secretary.

The communication was sent to the Permanent Missions to the United Nations in New York on 11 March 2010.

Yours sincerely,

*(signed by)*

Richard Kinley  
Deputy Executive Secretary

**Distribution:** To Parties and observer States through national focal points for climate change and to diplomatic missions accredited to Germany.

**Reference:** EOSG/SA/2010/04

The Secretariat of the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honour to request the nomination of candidates for the position of Executive Secretary of the United Nations Framework Convention on Climate Change (UNFCCC).

The position is currently at the Assistant Secretary-General level. The level may be upgraded to that of Under-Secretary-General depending on the outcome of a review to be undertaken by the Secretary-General of the structure of the UNFCCC secretariat, including of the level of the Executive Secretary.

In consultation with the Bureau of the UNFCCC COP, the Secretary-General has identified the following criteria that will be used in the selection of the candidates:

- Commitment to a global strategy to address climate change and its consequences through the Convention and its Kyoto Protocol;
- Capacity to work with the President, the Bureau and the delegates of the Conference of the Parties, and the willingness to provide objective leadership when required;
- Proven skills in management and the capacity to provide leadership to an autonomous secretariat of approximately 450 staff and a total expenditure of up to USD 100 million per year;
- Vision, high professional standing and knowledge of the issues involved in the climate change and sustainable development spheres;
- Ability to, and experience in collaborating actively with the United Nations Secretary-General, with heads and senior staff of UN system agencies, funds and programmes as well as of other international entities, the private sector, and civil society organizations;
- Excellent communication and representational skills;
- Highest possible standards of integrity in professional and personal matters.

In order to ensure a sufficiently diverse pool of candidates for the position of Executive Secretary of the UNFCCC, the Secretary-General would supplement any nominations received from member states with additional inputs and consultations.

On the basis of nominations received, the Secretary-General will identify a shortlist of candidates from which he will, on the basis of a rigorous interview procedure, select the candidate that best meets the criteria indicated above. Before making the formal appointment, the Secretary-General will consult with the Bureau of the Conference of the Parties (COP) of the UNFCCC.

All nominations should be received by 31 March 2010.

\_\_\_ March 2010