



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

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Bonn, 18 November 2005

MESSAGE TO PARTIES

This message is being sent to Parties to the Convention and its Kyoto Protocol. It is addressed to their national focal points for Climate Change. For those Parties that have not yet identified national focal points, the message is being sent to their Diplomatic Missions accredited to the Federal Republic of Germany; for those Parties not accredited to the Federal Republic of Germany, it is being sent to the Permanent Missions in New York or Ministries of Foreign Affairs as appropriate. In all cases, the communication is copied to all national focal points of Parties to the Convention and diplomatic missions in Bonn, accredited to the Federal Republic of Germany.

The Chef de Cabinet of the Secretary-General of the United Nations has asked me to forward to national focal points the attached letter.

In his letter, Mr. Malloch Brown invites governments to nominate well qualified candidates for the post of Executive Secretary. He also elaborates the selection criteria for the position.

Nominations should be forwarded to Mr. Malloch Brown by the end of December 2005.

**Original Signed
Richard J. Kinley
a signé l'original**

Richard Kinley
Officer-in-Charge

UNITED NATIONS



NATIONS UNIES

POSTAL ADDRESS - ADRESSE POSTALE : UNITED NATIONS, N.Y. 10017
CABLE ADDRESS - ADRESSE TELEGRAPHIQUE : UNATIONS NEWYORK

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

16 November 2005

REFERENCE

Excellency,

Following the untimely death of Ms. Waller-Hunter it is now the responsibility of the Secretary-General of the United Nations to begin the search for the next Executive Secretary of the United Nations Framework Convention on Climate Change (UNFCCC). It is the intention of the Secretary-General that the process is one whereby the best qualified candidates in the world come forward for consideration and that they are judged against transparent and objective selection criteria. At the request of the Secretary-General, I am therefore writing to you in your capacity as President of the Conference of the Parties (COP) at its tenth session to seek your help in inviting governments and others to nominate candidates for the post of UNFCCC Executive Secretary.

I would be grateful if you would inform members of the COP Bureau and the Parties to the Convention that the Secretary-General would welcome nominations to supplement his own consultations. In so doing, you may wish to highlight the criteria which the Secretary-General will be using to select a leader for the secretariat:

- Commitment to a global strategy to address climate change and its consequences through the Convention and its Kyoto Protocol;
- The capacity to work with the President, the Bureau and COP delegates, and the willingness to provide objective leadership when required;

His Excellency
Mr. Ginés González García
President of the Conference of the Parties at its tenth session
Buenos Aires

- Proven skills in management and the capacity to provide leadership to an autonomous secretariat of more than 200 staff and with an annual budget of USD 40 million;
- Vision, high professional standing and knowledge of the issues involved in the climate change and sustainable development spheres;
- The ability to collaborate actively with the United Nations and other international entities, Non-Governmental Organizations, the private sector, and the members of civil society;
- Excellent communication and representational skills and the highest possible standards of integrity in professional and personal matters.

I would be grateful if nominations for this pivotal post could be forwarded to me by the end of December as the Secretary-General would like to proceed as expeditiously as possible.

Following the identification of a shortlist of candidates and a rigorous interview procedure, the Secretary-General will consult the COP through its Bureau on the individual he proposes to appoint as Executive Secretary.

Please accept, Excellency, the assurances of my highest consideration.

Mark Malloch Brown

Mark Malloch Brown
Chef de Cabinet