



United Nations
Climate Change Secretariat

Naciones Unidas
Secretaría de Cambio Climático

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MESSAGE TO PARTIES

Nominations for the post of Executive Secretary of the United Nations Framework Convention on Climate Change

The secretariat wishes to inform Parties to the Convention and its Kyoto Protocol through National Focal Points for Climate Change, that the secretariat of the United Nations has issued the attached communication (Reference: EOSG/SA/2016/1) concerning the request for nominations for the position of Executive Secretary of the United Nations Framework Convention on Climate Change.

The Secretary-General of the United Nations will consider the nominations and appoint the next Executive Secretary following consultations with the Conference of the Parties through its Bureau in accordance with decision 14/CP.1.

The communication was sent to all Permanent Missions of Member States to the United Nations on 17 February 2016.

UNFCCC secretariat



Distribution: To Parties and observer State through National Focal Points for climate change and diplomatic missions accredited to the Federal Republic of Germany.

REFERENCE: EOSG/SA/2016/1

The Secretariat of the United Nations presents its compliments to the Permanent Missions of Member States 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), at the level of Under-Secretary-General.

In accordance with Decision 14/CP.1 of 7 April 1995, the Secretary-General appoints the Executive Secretary after consultation with the Conference of the Parties through its Bureau. The Executive Secretary leads the programme of work of the UNFCCC and the Climate Change Secretariat, whose functions include the following:

- Make arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies established under the Convention and to provide them with services as required;
- Compile and transmit reports submitted to it;
- Facilitate assistance to the Parties, particularly developing country Parties, on request, in the compilation and communication of information required in accordance with the provisions of the Convention;
- Prepare reports on its activities and present them to the Conference of the Parties;
- Ensure the necessary coordination with the secretariats of other relevant international bodies;
- Enter, under the overall guidance of the Conference of the Parties, into such administrative and contractual arrangements as may be required for the effective discharge of its functions; and
- Perform the other secretariat functions specified in the Convention and in any of its protocols and such other functions as may be determined by the Conference of the Parties.

Further information on UNFCCC is available on the following website: unfccc.int

In order to ensure a wide pool of candidates for this position, the United Nations Secretariat would welcome any nominations to supplement the Secretary General's own search and consultations. The United Nations Secretariat would especially welcome nominations of women candidates.

The Executive Secretary is expected to possess the following attributes and undertake the following roles:

- Provide deep, comprehensive knowledge of the Convention, its Kyoto Protocol, the Paris Agreement and the various related decisions, and demonstrate a commitment to a global strategy to address climate change and its consequences;
- Provide leadership of the intergovernmental process by offering support and expert guidance to the President of the COP, the Bureau, other Convention and Protocol bodies, and participants in sessions of the COP and its subsidiary bodies;

- Demonstrate proven management skills and the capacity to provide leadership to an innovative, dynamic, diverse, and high-performing organization;
- Demonstrate vision, high professional standing and an intimate knowledge of the issues involved in the climate change and sustainable development spheres;
- Demonstrate commitment to working closely with the United Nations Secretary-General to mobilize the political support of Member States and to advance the integration of climate change into the 2030 Agenda for Sustainable Development;
- Demonstrate experience working with senior leaders at the highest level of the United Nations system and other international entities, as well as with senior leaders in the private sector and civil society organizations;
- Demonstrate excellent communication and representation skills, proven ability to persuade, motivate and influence stakeholders to accelerate transformational approaches and implement commitments; and
- Demonstrate the ability to build coalitions and partnerships in support of the work of UNFCCC.

In accordance with the policy for the nomination of candidates, the United Nations Secretariat wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

Individuals who are either nominated by Member States or who seek to serve with the United Nations in any individual capacity will be required, if short-listed, to complete a self-attestation stating that they have not committed, been convicted of, nor prosecuted for, any criminal offence and have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

All nominations should include the curriculum vitae of the candidates and must be sent to the United Nations Secretariat by Monday 28 March 2016. Nominations may also be sent to eosgapplications20161@un.org

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Missions of Member States to the United Nations the assurances of its highest consideration.

17 February 2016

T. C. H.