

UNFCCC INTERNSHIP

Terms of Reference (TOR)

Legal Affairs (LA) Programme Intergovernmental and General Legal Counsel Affairs Reporting, review and compliance workstream

Application deadline	Duty Station	Duration of Internship
17/06/2016	Bonn, Germany	3-6 months

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The Legal Affairs Programme, inter alia, provides legal advice and opinions to Parties and secretariat staff with respect to the implementation of the Convention and its Kyoto Protocol (including decisions of the Conference of the Parties to the Convention (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)), the associated intergovernmental process, the operations of the secretariat in accordance with legal, procedural and institutional requirements and the compliance mechanism of the Kyoto Protocol and its effective operation.

LA's overriding objectives and responsibilities are to protect the integrity of the treaty regime and secure and protect the interests of the secretariat through sound legal advice to Parties, Convention and Protocol Bodies and the management of UNFCCC secretariat.

Objective of the internship and responsibilities

Interns are normally requested to undertake tasks in connection with the ongoing projects under the supervision of a legal officer in LA. In determining the intern's assignment, due consideration is given to the nature of the projects currently being undertaken in the Programme and specific interests of the intern.

Specific tasks may include the following:

- Undertake short-term research projects in aid of the work of the Legal Affairs programme, including literature search, preparation of summaries, draft briefing notes and papers on different topics such as procedural or substantive issues relating to the preparation for the entry into force of the Paris Agreement, the work of the COP, the CMP, subsidiary and constituted bodies (in particular in view of the COP/CMP session that will take place in

November 2016), and possible elements of the modalities and procedures under which the Committee facilitating implementation and compliance with the provisions of the Paris Agreement will operate;

- Assist the legal officers in the work of the Intergovernmental and General Legal Counsel Affairs, gaining an understanding of the day-to-day legal issues arising from the functioning of the intergovernmental process and the operations of the secretariat;
- Assist the legal officers in developing standard operating procedures for the engagement of non-Party stakeholders in secretariat activities, through partnership arrangements or other modalities;
- Contribute to preparations for meetings of the bodies of the Compliance Committee of the Kyoto Protocol (the plenary, facilitative and enforcement branches), including deliberations and hearings of either branch that may be held during the internship period and other related events by assisting in the preparation of meeting documents and speaking notes.

Requirement

- Candidates must be enrolled in a Graduate or Master's programme at a recognized university at the time of application and for the duration of the internship;
- If the Graduate or Master's programme will not confer a degree in law, candidates must have completed a first level university degree in law;
- Candidates must have a strong working knowledge of English (both oral and written) and strong writing and analytical skills;
- Previous professional legal experience (in a law firm, as a legal clerk, in the legal office of another international organization) is a strong asset;
- Proficiency in using Microsoft Office and good research skills.

Timeframe

The internship is for a period of minimum three to maximum six months within the period starting 01 May 2016 through 31 December 2016. The exact period of the internship will be determined based on the availability of the intern and the needs of the programme. The maximum duration of the internship is 6 months, subject to the intern's on-going university enrolment and performance.

Conditions of Internship at the UNCCC secretariat

UNFCCC secretariat internships are not remunerated and the selected intern will be responsible for all costs before, during and after the internship assignment. Interns of the UNFCCC secretariat are not considered to be staff members. The selected intern will work on a full-time basis (i.e. 40 hours per week) at the UNFCCC premises in Bonn, Germany.

Application procedure:

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their curriculum vitae and a cover letter to internship@unfccc.int with the subject line: “**Application: Internship Legal Affairs Programme**”. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview. Closing date for application: 17 June 2016.

Approved by:

Date:

Human Resources Officer
Human Resources Unit
