



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

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Reference: LA/Elections

## INFORMATION NOTE TO PARTIES

### **Nomination of candidates for appointment or election during the United Nations Climate Change Conference to be held in Sharm el-Sheikh, Egypt**

This is to inform Parties to the United Nations Framework Convention on Climate Change, the Kyoto Protocol and the Paris Agreement that nominations of candidates are invited for positions on the following bodies that are open for appointment or election during the United Nations Climate Change Conference to be held in Sharm el-Sheikh, Egypt, from 7 to 18 November 2022:

- Bureau of the Conference of the Parties, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement;
- Bureau of the Subsidiary Body for Implementation;
- Bureau of the Subsidiary Body for Scientific and Technological Advice;
- Adaptation Committee;
- Adaptation Fund Board;
- Advisory Board of the Climate Technology Centre and Network;
- Consultative Group of Experts;
- Executive Board of the clean development mechanism;
- Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts;
- Joint Implementation Supervisory Committee;
- Paris Agreement Implementation and Compliance Committee;
- Paris Committee on Capacity-building;
- Technology Executive Committee.

The list of positions open for nomination and background information are available at <https://unfccc.int/process-and-meetings/bodies/election-and-membership>.

**Distribution:** To Parties through their national focal points for climate change, Permanent Representatives to the United Nations in New York and diplomatic missions accredited to the Federal Republic of Germany



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With reference to the notifications dated [17 January 2022](#) and [21 February 2022](#), Parties are urged to transmit the nominations and information on terms of office that are outstanding from the elections held at COP 26. Information on the nominations and information outstanding are available at [https://unfccc.int/sites/default/files/resource/2022\\_Outstanding\\_nominations.pdf](https://unfccc.int/sites/default/files/resource/2022_Outstanding_nominations.pdf).

Parties are invited to recall decisions 23/CP.18, 3/CP.23 and 3/CP.25 and to make additional efforts to improve the participation of women and achieve the goal of gender balance in bodies established under the Convention, the Kyoto Protocol and the Paris Agreement. A gender composition of 39 per cent female and 61 per cent male has been reached for membership in relation to these bodies as at 17 February in 2022. Information on the gender composition of UNFCCC bodies is available at [https://unfccc.int/sites/default/files/resource/Gender%20composition\\_1.pdf](https://unfccc.int/sites/default/files/resource/Gender%20composition_1.pdf).

Information on the UNFCCC electoral process, nominations to be transmitted and gender balance is available at <https://unfccc.int/process-and-meetings/bodies/election-and-membership>.

Chairs and coordinators of regional groups and constituencies are encouraged to transmit nominations via the UNFCCC submission portal at <https://www4.unfccc.int/sites/submissionsstaging/Pages/Home.aspx>. They are strongly encouraged to transmit the nominations as early as possible, at the latest by **Saturday, 12 November 2022, at 8 p.m. Central European Time**.

For any questions or further information on elections and the transmission of nominations via the UNFCCC submission portal, please contact the secretariat at [elections@unfccc.int](mailto:elections@unfccc.int).

Yours sincerely,

*(Signed by)*

Patricia Espinosa