



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

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## **INFORMATION TO PARTIES**

### **Submission of outstanding nominations for bodies under the United Nations Framework Convention on Climate Change and its Kyoto Protocol, submission of new nominations for election during the Climate Change Conference to be held in Doha, Qatar**

This is to inform Parties to the United Nations Framework Convention on Climate Change and to its Kyoto Protocol, that further to the Information Notes to Parties dated 17 January 2012 and 22 February 2012, Chairs and Coordinators of regional groups and constituencies are urged to reach agreement and submit the outstanding nominations for the following bodies:

- the Bureau of COP 17 and CMP 7 (Vice Chairs to represent Asia-Pacific);
- the Subsidiary Body for Scientific and Technological Advice (SBSTA) (Vice Chair and Rapporteur);
- the Subsidiary Body for Implementation (SBI) (Vice Chair);
- the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) (Bureau);
- the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG-KP) (Rapporteur);
- the Adaptation Committee (members from Africa, Asia-Pacific, Latin America and the Caribbean (GRULAC), Western Europe and Others, Eastern Europe, Least Developed Countries, Non-Annex I Parties and Annex I Parties), and their term of office;
- the Standing Committee (members from Africa, Asia-Pacific, GRULAC, Least Developed Countries, Non-Annex I Parties and Annex I Parties);
- the Adaptation Fund Board (member and alternate member from Asia-Pacific, and alternate member from Non-Annex I Parties);
- Executive Board of the Clean Development Mechanism (alternate members from Non-Annex I Parties); and,
- the Joint Implementation Supervisory Committee (member and alternate member from Non-Annex I Parties).

The Chair of GRULAC is invited to inform the secretariat of the terms of office of the members of the Technology Executive Committee who were nominated by GRULAC. Chairs and Coordinators of the regional groups and constituencies represented on the Technology Executive Committee are urged to consult and reach agreement on the two and three year division of the terms of office of all members of the Committee in accordance with decision 1/CP.16.

**Distribution:** To Parties through 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. It is also available on the UNFCCC website at the following link: <http://unfccc.int/6558.php>.



Parties are further informed that the first meetings of the Adaptation Committee and Standing Committee will be scheduled as soon as the pending nominations are received. Chairs and Coordinators of regional groups and constituencies are urged to submit the pending nominations as soon as possible in order to allow for sufficient time for both Committees to convene twice during the remainder of 2012, as mandated by decision 2/CP.17. The secretariat will inform Parties of the dates of these meetings.

Parties should note that during the Climate Change Conference to be held in Doha, Qatar, from 27 November to 7 December 2012, officers, members and/or alternate members will be elected or appointed, as appropriate, to the following bodies:

- The Bureau of COP 18 and the CMP 8;
- The Bureau of the Subsidiary Body for Scientific and Technological Advice (SBSTA);
- The Bureau of the Subsidiary Body for Implementation (SBI);
- The Bureau of the ADP;
- The Adaptation Fund Board (AFB).
- The Compliance Committee;
- The Executive Board of the clean development mechanism (CDM EB); and
- The Joint Implementation Supervisory Committee (JISC).

Information on the criteria for membership for these bodies is contained in the annex. Further information on the membership of Convention and Kyoto Protocol bodies, as well as the contact information of the Chairs and Coordinators of the regional groups and constituencies, are available on the UNFCCC website at the following link: <http://unfccc.int/6558.php>.

It is recommended that Parties consult within their respective regional groups or constituencies concerning these nominations. Parties are also invited to recall decision 36/CP.7 and give active consideration to the nomination of women. Following completion of the consultations, the nominations for election or appointment during the Climate Change Conference in Doha will be forwarded to the COP, CMP or subsidiary body for further action, in accordance with the relevant rules of procedure and decisions of the COP and the CMP.

Should you have any questions or require further information, please contact the secretariat at [secretariat@unfccc.int](mailto:secretariat@unfccc.int).

Yours sincerely,

*(signed by Richard Kinley for)*

Christiana Figueres



Annex

**CRITERIA FOR MEMBERSHIP OF BODIES ESTABLISHED UNDER  
THE CONVENTION AND ITS KYOTO PROTOCOL**

**A. The Bureau of the COP and the CMP**

1. The draft rules of procedure of the COP, being applied, state that: “At the commencement of the first meeting of each ordinary session, a President, seven Vice-Presidents, the Chairmen of the subsidiary bodies established by Articles 9 and 10 of the Convention, and a Rapporteur shall be elected from among the representatives of the Parties present at the session. They will serve as the Bureau of the session. Each of the five regional groups shall be represented by two Bureau members and one Bureau member shall represent the small island developing states. The offices of President and Rapporteur shall normally be subject to rotation among the five regional groups.” No officer may serve on the Bureau for more than two consecutive terms of one year.<sup>1</sup>

2. The Kyoto Protocol provides that: “When the Conference of the Parties serves as the meeting of the Parties to this Protocol, any member of the Bureau of the Conference of the Parties representing a Party to the Convention but, at that time, not a Party to this Protocol, shall be replaced by an additional member to be elected by and from amongst the Parties to this Protocol”.<sup>2</sup>

3. At COP 18, the COP will be invited to elect, for a term of one year, 11 members of the COP and CMP Bureau as follows:

- 2 members from the African States (Africa);
- 2 members from the Asia-Pacific States (Asia-Pacific);
- 2 members from the Eastern European States (Eastern Europe);
- 2 members from the Latin American and Caribbean States (GRULAC);
- 2 members from the Western European and Other States (WEOG); and,
- 1 member from the Small Island Developing States (SIDS).

4. Groups/constituencies are invited to submit nominations to the COP and CMP Bureau. At the opening of COP 18, the COP will be invited to elect the President of COP 18 and CMP 8, who will serve as the President of both bodies. The COP, and the CMP as appropriate, will be invited to elect the other members of the Bureau of COP 18 and CMP 8 following completion of the consultations.

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<sup>1</sup> See rule 22, paragraphs 1 and 2, of the draft rules of procedure of the COP (document FCCC/CP/1996/2).

<sup>2</sup> See Article 13, paragraph 3, of the Kyoto Protocol.



**B. The officers of the subsidiary bodies established under Articles 9 and 10 of the Convention: the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Subsidiary Body for Implementation (SBI)**

5. The draft rules of procedure of the COP provide that each subsidiary body shall elect its own Vice-Chair and Rapporteur.<sup>3</sup>

6. The Kyoto Protocol provides that: “When the subsidiary bodies established by Articles 9 and 10 of the Convention exercise their functions with regard to matters concerning this Protocol, any member of the Bureaux of those subsidiary bodies representing a Party to the Convention but, at that time, not a party to this Protocol, shall be replaced by an additional member to be elected by and from amongst the Parties to this Protocol”.<sup>4</sup>

7. Groups are invited to submit nominations for the positions of Vice-Chair and Rapporteur of the SBSTA and SBI. Following completion of consultations, the SBSTA and SBI, at their thirty-seventh sessions, will be invited to elect for a term of one year their Vice-Chair and Rapporteur, respectively.

**C. The officers of the subsidiary bodies established pursuant to Article 7(2)(i): the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP)**

8. The draft rules of procedure of the COP provide that unless the COP decides otherwise, the Chair of any subsidiary body other than those established by Articles 9 and 10 of the Convention, shall be elected by that subsidiary body from among the representatives of the Parties present at the session. The Chairs, Vice-Chairs and Rapporteurs of such subsidiary bodies shall be elected with due regard to the principle of equitable geographical representation and shall not serve for more than two consecutive terms of one year.<sup>5</sup>

9. At its first session to be held in May 2012, the ADP will elect its bureau. During COP 18, consultations will be convened on the election of the officers of the ADP. Once elected, the officers will take office at the first session of the ADP in 2013.

**D. The Executive Board of the Clean Development Mechanism**

10. The Executive Board comprises 10 members and their alternates. Members and alternate members of the Executive Board are nominated by the relevant groups/constituencies and elected by the CMP. Each year, the CMP elects five members and their alternate members for a term of two years. Members and their alternates are eligible to serve a maximum of two consecutive terms. Terms as alternate members do not count.<sup>6</sup>

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<sup>3</sup> See rule 27, paragraphs 1 and 6, of the draft rules of procedure of the COP.

<sup>4</sup> See Article 15, paragraph 3, of the Kyoto Protocol.

<sup>5</sup> See rule 27, paragraph 5, of the draft rules of procedure of the COP.

<sup>6</sup> See paragraph 8(a) and (b) of the annex to decision 3/CMP.1.



11. At CMP 8, the CMP will be invited to elect for a term of two years five members and five alternate members to the Executive Board as follows:

- 1 member and 1 alternate member from Africa;
- 1 member and 1 alternate member from Asia-Pacific;
- 1 member and 1 alternate member from GRULAC;
- 1 member and 1 alternate member from WEOG; and,
- 1 member and 1 alternate member from Parties included in Annex I to the Convention (Annex I Parties).

12. Groups/constituencies are invited to submit nominations, bearing in mind the skills and expertise required of members and alternates sitting on the Executive Board, in particular that all members and alternate members should:

- (a) Have experience and competence in developing policy and strategy frameworks within regulatory processes, preferably but not necessarily in an international environment;
- (b) Have an understanding of business perspectives regarding investment in the environmental field;
- (c) Have knowledge on and an understanding of the intergovernmental process in relation to climate change or other environmental agreements, and an appreciation of the nexus of actions to combat climate change and promote sustainable development;
- (d) Be prepared to obtain further knowledge on and understanding of decisions of the CMP relevant to the CDM and guidance previously established by the Board;
- (e) Exhibit the highest levels of professionalism and competence and a commitment to act in their individual capacities and in a manner consistent with the Board's code of conduct;
- (f) Show commitment to the effective management of the CDM and to working as a team with other members and alternate members, including in relation to reaching consensus;
- (g) Have competence in English (written and oral).<sup>7</sup>

13. Parties may also wish to review the annual report of the Executive Board to CMP 4, in which the Executive Board reiterated that “its members must collectively provide the professional and regulatory competence needed to supervise the CDM, which is a mechanism of substantial size, global spread and sectoral diversity” and that members and alternate members “need to invest a considerable amount of time to provide their professional services”.<sup>8</sup>

#### **E. The Joint Implementation Supervisory Committee (JISC)**

14. The JISC comprises 10 members and their alternates. Members and alternate members of the JISC are nominated by the relevant groups/constituencies and elected by the CMP. Each year, the CMP elects five members and their alternate members for a term of two years. Members of the JISC may be eligible to serve a maximum of two consecutive terms. Terms as alternate members do not count.<sup>9</sup>

<sup>7</sup> See annex I to decision 3/CMP.6.

<sup>8</sup> See paragraph 95 of FCCC/KP/CMP/2008/4.

<sup>9</sup> See paragraphs 5 and 6 of the annex to decision 9/CMP.1.



15. At CMP 8, the CMP will be invited to elect for a term of two years five members and five alternate members to the JISC as follows:

- 2 members and 2 alternate members from Annex I Parties;
- 2 members and 2 alternate members from Annex I Parties that are undergoing the process of transition to a market economy (Annex I EIT Parties); and,
- 1 member and 1 alternate member from Parties not included in Annex I to the Convention (Non-Annex I Parties).

16. Groups/constituencies are invited to submit nominations, bearing in mind that members and alternate members of the JISC shall have recognized competence relating to climate change issues and in relevant technical and policy fields,<sup>10</sup> and the expected time commitments required of members and alternates sitting on the JISC.<sup>11</sup>

#### **F. The Adaptation Fund Board**

17. The Adaptation Fund Board comprises 16 members and their alternates. The members and alternate members are identified by their respective governments, nominated by the relevant groups/constituencies and elected by the CMP. The members and alternate members serve for a term of two years and are eligible to serve a maximum of two consecutive terms.<sup>12</sup> Terms as members do not count towards the terms as alternate members, and terms as alternate members do not count towards the terms as members.<sup>13</sup> Members and alternate members of the Adaptation Fund Board shall have the appropriate technical, adaptation and/or policy expertise.<sup>14</sup>

18. At CMP 8, the CMP will be invited to elect for a term of two years eight members and eight alternate members to the AFB as follows:

- 1 member and 1 alternate member from Africa;
- 1 member and 1 alternate member from Asia-Pacific;
- 1 member and 1 alternate member from Eastern Europe;
- 1 member and 1 alternate member from GRULAC;
- 1 member and 1 alternate member from WEOG;
- 1 member and 1 alternate member from Annex I Parties;
- 1 member and 1 alternate member from Non-Annex I Parties; and,
- 1 member and 1 alternate member from SIDS.

#### **G. The Compliance Committee**

19. When a member or alternate member resigns or is otherwise unable to complete the assigned term or to perform the functions, the Compliance Committee is to request the CMP to elect a new member or alternate member for the remainder of that member's term at its next session.<sup>15</sup> During

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<sup>10</sup> See paragraph 11(a) of the annex to decision 9/CMP.1

<sup>11</sup> See section VII of the annual report of the JISC to CMP 4, FCCC/KP/CMP/2008/3 (Part II).

<sup>12</sup> See paragraph 8, decision 1/CMP.3.

<sup>13</sup> See paragraph 16, decision 1/CMP.4.

<sup>14</sup> See paragraph 8, decision 1/CMP.3.

<sup>15</sup> See rule 3, paragraph 5, of the rules of procedure of the Compliance Committee of the Kyoto Protocol, annexed to decision 4/CMP.2, as amended by the annex to decision 4/CMP.4.



2012, the secretariat received the resignation of the alternate member nominated by the Annex I Parties and elected to serve in the facilitative branch of the Compliance Committee until CMP 9.

20. Annex I Parties are invited to nominate a candidate to be elected at CMP 8 to replace the alternate member of the facilitative branch of the Compliance Committee. Annex I Parties are invited to include a brief curriculum vitae of the individual nominated, bearing in mind the agreed competencies of the members of the respective branches of the Compliance Committee, in particular:

- (a) That the members and alternate members of the facilitative branch shall have recognized competencies relating to climate change and in relevant fields such as the scientific, technical, socio-economic or legal fields;<sup>16</sup>
- (b) That the members and alternate members of the enforcement branch shall have legal experience.<sup>17</sup>

21. Parties are reminded that the nature of the Compliance Committee and the particular design and function of the procedures and mechanisms require, for their effective functioning and for the quorum to be met, the availability of members and alternate members for meetings at very short notice (one to two weeks).

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<sup>16</sup> See section II, paragraph 6, and section IV, paragraph 3, annex to decision 27/CMP.1.

<sup>17</sup> See section V, paragraph 3, annex to decision 27/CMP.1.