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IPCC TRUST FUND PROGRAMME AND BUDGET

**Establishment of a post of External Relations and Liaison Support Officer (P.4 level)
in the IPCC Secretariat**

(Submitted by the Secretary of the IPCC)

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Background Information and Justification

The Sixth Assessment Cycle, known as the most intensive and ambitious cycle in the IPCC's history has been challenged by the COVID-19 pandemic. This has all resulted in a significant increase in the workload of the IPCC Secretariat, while the number of staff has remained the same or at times been even smaller.

Given the heightened and unparalleled visibility of the IPCC and the global relevance of its reports, there is an increasing, and increased demand for engagement across different stakeholders – government, observer organizations, private sector, academia, experts, media and the general public.

The Secretariat is managing and supporting an ever-growing number of regular and extraordinary meetings, including regular support to the Panel, national Focal Points and Bureau members. In addition, the Secretariat is also servicing and supporting other bodies and task groups such as the newly established Gender Action Team (GAT), in addition to Operational Action Team (OAT), Communications Action Team (CAT), Scholarship Board, Conflict of Interest Committee (COI), Informal Group on Publications and Translations (IGPT).

Externally, there is unprecedented interest in the IPCC and climate change science from the media, private sector, civil society and general public as well as prominent IPCC exposure at Subsidiary Bodies' meetings and at COPs of the UNFCCC and the Secretariat is also a point of contact for the UN system, governments, the media and the public. The Secretariat remains the only permanent body to provide institutional continuity between assessment cycles and managing relations with national focal points and other internal and external stakeholders.

All above-described layers of existing and new work and engagements, many of which include aspects of managing relations with governments, require the preparation of extensive and elaborate documentation and supporting materials in all stages of these processes, servicing both external relations as well as internal IPCC coordination. Such functions are currently performed by the existing Secretariat staff which has resulted in its spreading very thin.

In light of the above, a post of the External Relations and Liaison Support Officer at P4 level who will facilitate the communication between the Secretariat and the Panel and its bodies, as well as other organizations with the view to ensure uncompromised performance of its functions is proposed to the Panel for its consideration and approval.

External Relations and Liaison Support Officer, IPCC Secretariat

Draft Terms of Reference

Under the supervision of the Secretary of the Intergovernmental Panel on Climate Change (IPCC), the incumbent will perform the following duties:

- Contribute to the preparation of internal and external communications products including briefing notes, speeches, talking points for the IPCC Secretariat's leadership and the Chair, in support of their engagement in external events, workshops, meetings or conferences.
- Assist the IPCC Secretariat leadership in the development of a strategy for engagement with IPCC Focal Points and other stakeholders and identify of most effective modalities for engaging with them with the view to ensure their feedback is taken into account.
- Liaise with different stakeholders in planning and coordination of IPCC activities, meetings and other events and development of the related documentation.
- Contribute to the preparation of various draft concept notes, briefing notes, background papers, minutes and conclusions for the ExCom.
- Provides substantive support to Secretariat's government liaison function, for consultative and other meetings, conferences, including proposing agenda topics, identifying participants, preparation of documents and presentations.
- Provides substantive support to communications with member governments and observer organizations overseeing the flow of correspondence addressed to and originating from the Secretary, and ensures the necessary follow-up.
- Organizes briefing and familiarization sessions and ensures the briefing documents are kept up to date.
- Assists with coordination of bilateral meetings by preparing briefings, arranging and participating in meetings as required.
- Assist with procurement activities related to publications and translations as well as similar activities.
- Performs other duties as required.