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IPCC TRUST FUND PROGRAMME AND BUDGET

Any other matters

IPCC Secretariat staffing needs in the seventh assessment cycle

(Submitted by the Secretary of the IPCC)

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1. Background

At its 57th Session (Geneva, 27-30 September, 2022), the Panel requested the IPCC Secretariat to develop a report outlining the core functions of the IPCC Secretariat and highlighting its needs, going into the next cycle, to better inform the overall staffing requirements within the IPCC Secretariat, to be presented at the 60th Session of the IPCC (IPCC-60).

This document provides an assessment of staffing needs of the IPCC Secretariat against the staffing functions as outlined in the [Functions of the IPCC Secretariat](#) and a set of recommendations to the Panel for its consideration and approval at its 60th Session.

2. Approach

In preparing this document the IPCC Secretariat undertook an assessment of its roles and activities with the view to identifying the new tasks and activities emerging from the seventh assessment cycle, mapping them against its functions and job descriptions. Moreover, insights, gathered from the lessons learned from the sixth assessment cycle (IPCC-LX/INF.9), outcome of the IPCC Secretariat retreat (Divonne, 17 November 2023), IPCC Chair's vision (IPCC-LX/Doc.6) were considered.

3. The IPCC secretariat functions and structure

The IPCC Secretariat, housed within the World Meteorological Organization's Geneva, Switzerland headquarters, currently comprises of 15 staff members and one consultant. The IPCC Secretariat remains one of the smaller teams in the United Nations (UN) System yet supporting some of the most high-profile products.

The IPCC Secretariat is led by Abdalah Mokssit, serving as the Secretary of the IPCC at D2 level, with Ermira Fida as the Deputy Secretary at D1 level. The team comprises Andrej Mahecic, a Senior Communication and Media Relations Officer at P5 level overseeing the Communications and Media Relations team, which includes Werani Zabula, an Information and Communications Specialist at P3 level, a vacant Outreach Specialist at P3 level, and Melissa Walsh, a Communications Consultant. Jesbin Baidya manages Information Technology and Logistics at P4 level, overseeing Mudathir Abdallah, an Assistant Information Technology Officer at P1 level. Other team members encompass Judith Ewa, a Finance Officer at P4 level; Mxolisi Shongwe, a Science Officer at P4 level; Jennifer Lew Schneider, a Legal Officer at P4 level; and Nina Peeva, an External Relations and Liaison Officer at P4 level. Supporting roles are filled by Joelle Fernandez, an Administrative Assistant & Assistant to the Secretary at G6 level; Laura Biagioni, an Office Assistant specializing in Web Information and Publications at G5 level; and Oksana Ekzarkho and Emelie Larrode, both Office Assistants specializing in Travel and Meetings at G5 level. Interns have intermittently supported the team. Currently, an intern is supporting the Legal Officer with focus on the matters related to copyright.

Following a compact signed in March 2023 between the Secretary and Deputy Secretary of the IPCC with the Secretary-General of the World Meteorological Organization (WMO) and Executive Director of the United Nations Environment Programme (UNEP), roles and responsibilities are shared between the Secretary and Deputy Secretary.

As per the compact, the Secretary of the IPCC holds critical oversight across multiple key areas within the IPCC Secretariat. This includes handling political and strategic matters, acting as the primary liaison with the Chair, the IPCC Executive Committee (ExCom), and Member countries' Focal Points. The Secretary is responsible for managing the organization and logistics of IPCC formal sessions, directing resource mobilization efforts, overseeing the programme and budget of the IPCC Secretariat, managing staff and the IPCC Trust Funds, and serving as the main interface with WMO Members.

As per the compact, the Deputy Secretary holds oversight across communications and outreach, legal matters, and gender issues. She acts as the main liaison with the United Nations Framework Convention on Climate Change (UNFCCC), other pertinent United Nations (UN) conventions, and Multilateral Environmental Agreements (MEAs), serves as the primary interface with UNEP, and acts as the key liaison with Technical Support Units (TSUs), Working Groups, and Task Forces of the IPCC for matters of a technical or scientific nature.

Throughout the sixth assessment cycle, two new positions were introduced: a P1 post for Assistant Information and Technology Officer, and a P4 post for External Relations and Liaison Support Officer. Additionally, the P4 post for Information Technology and Logistics Officer was upgraded from its previous P3 level. A P3 position on Communication and Outreach, left vacant due to the incumbent's promotion, is currently in the recruitment phase. Moreover, a short-term consultancy for social media and multimedia services, extended multiple times due to high demand of the services provided, is nearing its completion and a more sustainable way of retaining such services is needed.

4. Analysis of the IPCC Secretariat role during the sixth assessment cycle

As per its functions, the IPCC Secretariat supports the Panel, Bureau, ExCom and the IPCC Chair in the delivery of their mandate. Its primary functions include: managing the IPCC Trust Fund, overseeing budgeting and expenditure, preparing documentation for IPCC sessions and meetings, supporting Working Groups and Task Forces in organizing their meetings, facilitating travel support for eligible delegates and experts, and ensuring proper information management and archiving of IPCC reports.

Additionally, the IPCC Secretariat serves as the principal point of contact for IPCC Members Countries and Observer Organizations, fostering cooperation with UN bodies like the UNFCCC and relevant entities within the UN System. It contributes to implementing key protocols, communication strategies, conflict of interest policies, and engages through the IPCC Secretary in his role as Advisory Member in the IPCC Executive Committee. Overall, the IPCC Secretariat remains flexible, ready to undertake any other necessary tasks to effectively support the IPCC in fulfilling its mandate as directed by the Panel, Bureau, or Executive Committee.

The sixth assessment cycle which was completed in July 2023, is known as the most challenging, intense and productive cycle in the history of the IPCC, with the largest number of the special reports¹ produced in addition to the three assessment reports and a methodology report², despite of the challenging working conditions and approval process imposed by the COVID19 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. This has posed challenges to the IPCC Secretariat's ability to deliver the work programme effectively, exacerbated at times when some positions were vacant, risking staff burnout.

¹ Special Report on Global Warming of 1.5 °C; Special Report on Climate Change and Land and Special Report on the Ocean and Cryosphere in a Changing Climate.

² 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories.

During the sixth assessment cycle, the IPCC Secretariat organized and serviced a growing number of meetings, including virtual approval session of the three Working Group assessment reports. It also supported an increasing number of Task Groups and similar bodies. The work of the IPCC has increasingly attracted the attention of the public, and the work of the IPCC Secretariat – the only permanent institution to provide continuity between assessment cycles – has come under increased scrutiny from national focal points and other stakeholders.

During the sixth assessment cycle, the IPCC Secretariat has organized 166 meetings of which 16 Panel Sessions, 18 Bureau Sessions, 27 Lead Author Meetings (LAMs), 37 Expert meetings and 55³ Outreach events. The IPCC Secretariat has supported and processed 5968 journeys for meeting participants. The support provided to the UNFCCC Conference of the Parties (COPs), Subsidiary Bodies, and other events where the IPCC has participated is not reflected in these figures.

Besides supporting the IPCC Chair, three Vice Chairs, and the rest of the Bureau, the IPCC Secretariat supports Focal Points from 195 Member countries and 215 Observer Organizations, Task Group on Data and Scenario Support for Impact and Climate Analysis (TG-Data) and other subsidiary bodies such as the Communications Action Team (CAT), Gender Action Team (GAT), Conflict of Interest Committee (COI), Informal Group on Publications and Translations (IGPubs) and Scholarship Board, and provides a point of contact for the UN System, governments, the media and the public.

During the sixth assessment cycle, the IPCC Secretariat extended its support to several Task Groups mandated by the Panel on various matters such as gender strategy and action plan, aligning the IPCC and UNFCCC cycles, composition of the IPCC Bureau, lessons learned from the sixth assessment cycle etc.

During the sixth assessment cycle, engagement with the UNFCCC has strengthened and intensified, with the IPCC increasing its visibility and timely informing the decisions of the UNFCCC. Since 2019, the IPCC has assisted UNFCCC delegates through pavilion events, mandated events, as well as side events organized during COPs. The Synthesis Report of the Sixth Assessment Report was presented to the UNFCCC delegates in the joint Subsidiary Body for Scientific and Technological Advice (SBSTA) - IPCC special event held at the 58th session of the Subsidiary Bodies of the UNFCCC in June 2023. The three Working Group assessment reports were presented to the UNFCCC delegates at the subsequent Subsidiary Bodies or COP following the approval of each report.

The year 2023 closed with the intense activities at the 28th session of the Conference of the Parties (COP28) to the UNFCCC coordinated by the IPCC Secretariat including the construction of a pavilion and the organization of around 13 pavilion events, 3 side events outside the pavilion.

5. Assessment of the IPCC Secretariat staffing needs in the seventh assessment cycle

While the programme of work for the seventh assessment cycle is pending agreement by the Panel at IPCC-60, it is anticipated that the workload of the IPCC Secretariat during this cycle will not decrease. Instead, as most of the Task Groups established in the sixth assessment cycle will continue their work in the seventh assessment cycle, new mandates are expected to emerge from the implementation of the new Chair's vision and the recommendations from the lessons learned report. These emerging mandates will require continued support from the IPCC Secretariat. At its inaugural meeting of the seventh assessment cycle the newly elected Bureau established an Informal Group on the Programme of Work with the mandate to examine options for the Programme of Work of the seventh assessment cycle.

³ This figure reflects the number of outreach events organized by the IPCC and does not reflect the events at which the IPCC participated.

A mapping of the additional tasks and their increased scope compared to the functions outlined in the IPCC Secretariat functions, reveals that the IPCC Secretariat staff are currently handling responsibilities that either exceed their job descriptions or have expanded in size. This summary of the assessment is provided below while more details can be found in Annex I to this document:

- Support to the implementation of the mandates emerging from Panel / Bureau decisions through various groups (GAT, publication / translation, code of conduct, complaint resolution, programme of work, review of the Principles Governing IPCC Work). New mandates are likely to emerge concerning matters related to lessons learned, carbon footprint, sustainability, and the review of Principles Governing IPCC Work necessary to facilitate the operations of the seventh assessment cycle.
- Support to the Chair in implementing his vision and handling a growing number of speaking engagements.
- Support to the IPCC Vice Chairs including in their liaising with IPCC bodies, external entities (UNFCCC, the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) etc.), and key stakeholder groups.
- Input to the documentation regarding new agenda items introduced in the ExCom, Bureau, Panel Sessions.
- Comprehensive notetaking, report writing and copy editing for diverse IPCC meetings, sessions.
- Full event management services including the IPCC Pavilion at the UNFCCC COPs and support to virtual/hybrid meetings.
- Complete video and photo production, content creation, social media support for the Chair, branding, and innovative communication development for the TSU Communications team.
- Managing an increased number of yearly reviewed Observer Organizations.
- Handling a surge in copyright/digital rights requests, meeting enhanced reporting needs from the COI, and supporting a growing donor base for the Scholarship programme and relevant partnerships.
- Need for a backup for workstreams with only one staff member.

The abovementioned tasks have been categorized in clusters to envision potential positions with their respective job descriptions. For more detail see Annex II. This analysis underscores the requirement for at least two full time positions requiring immediate attention: A Mandate and Policy Implementation Coordinator at the P4 level, and a Multimedia and Meeting Documentation Specialist at the P3 level. The P3 post is a combination of two clusters of tasks identified through the assessment, multimedia and meeting documentation. The respective key responsibilities for these job descriptions are outlined in Annex III.

Furthermore, the analysis underscores the requirement to fill additional roles, specifically part-time meeting management support and a part – time Legal Officer. Exploring options such as consultancy, internships, or UN Volunteers (UNV) could address these needs temporarily. However, a more sustainable, long-term solution is imperative for these clusters.

6. Draft proposal in response to IPCC-LII Decision

The Panel is invited to:

- Take note of the findings from the assessment of the staffing needs of the IPCC Secretariat.
- Consider and approve the request for creating and filling the following positions with the view to fill the requirements for staffing needs for the IPCC Secretariat to perform the following functions during the seventh assessment cycle, as outlined in Annex III to this document:
 - Mandate Implementation Coordinator at the P4 level, and
 - Multimedia and Meeting Documentation Specialist at the P3 level.
- Seek the assistance of the WMO in processing the filling of these posts, in line with the WMO rules for staff recruitment, at their earliest convenience.

Annex I: Additional tasks against IPCC Secretariat functions

IPCC Secretariat functions	Tasks performed that are not in the Job description of the IPCC Secretariat staff	Existing tasks that have grown or are expected to grow in scope or size	Comments
<p>a. Supports the Panel, the IPCC Chair and other Members of the Executive Committee and the IPCC Bureau both individually and corporately in the delivery of their mandate; including by ensuring that the IPCC work programme is implemented consistently with the Principles Governing IPCC Work and its Appendices, Decisions of the Panel and relevant UN and WMO regulations and rules;</p>	<ul style="list-style-type: none"> • Support to the implementation of new mandates emerging from the Panel or Bureau decisions: Gender Action Team (GAT); Informal Groups / Task Group on: publication/translation, lessons learned, programme of work; carbon footprint and sustainability; code of conduct; committee for addressing complains; review of Principles Governing IPCC Work; review of Observer Organizations. • Supporting the Chair in implementing his vision and handling a growing number of speaking engagements. • Supporting the IPCC Vice Chairs in their role as liaisons with IPCC Working Groups, subsidiary bodies, external entities such as UNFCCC, IPBES, etc., and major stakeholder groups (such as youth, business, and indigenous peoples). • New items have been introduced to the agendas 	<ul style="list-style-type: none"> • Enhanced legal support to GAT and diversity matters in furthering IPCC application of code of conduct, gender and related diversity, transparency, inclusivity mandates etc. 	<ul style="list-style-type: none"> • While some mandates are short-term, some are permanent such as GAT, Informal Group on publications and translations; Committee for addressing complaints, etc. Additionally, other new mandates are likely to emerge as the Panel moves forward with the implementation of recommendations from lessons learned and the seventh assessment cycle Programme of Work. • The Gender Implementation Plan has a full compendium of action points and activities for the GAT that need support in addition to organising the meetings and preparation of the related meeting documents, note-taking and related report to the Bureau and Panel. • The liaison functions of the IPCC Vice Chairs are already generating intense activity which

	of the Excom, Bureau, Panel, and GAT meetings, necessitating additional documentation and support activities from the IPCC Secretariat.		requires support from the IPCC Secretariat.
b. Manages the IPCC Trust Fund and any other Funds agreed by the Panel, including budgeting, contributions to the IPCC Trust Fund, management of expenditure, auditing and reporting, consistent with WMO regulations and rules, and manages contractual and legal matters related to the IPCC;	<ul style="list-style-type: none"> • There is a growing demand to further strengthen the IPCC Scholarship Programme to support other activities (e.g. Funding Chapter Scientists, establishing more partnerships, etc). This will further increase the demand for support. 	<ul style="list-style-type: none"> • Increased number of Observer Organizations which are subject to yearly review. • Review, processing and clearance of increased number of IPCC copyright/digital rights requests. • Support to the increased donor base to the Scholarship Programme and relevant partnerships. 	<ul style="list-style-type: none"> • As at December 2023 the number of accredited Observer Organizations is 215. • To date, solely for 2023, the number of logged requests is +891.
c. Organises and prepares documentation for Sessions of the IPCC and the IPCC Bureau; meetings of the Executive Committee; Sessions of IPCC Working Groups in cooperation with the IPCC Chair, relevant Co-Chairs; and other meetings and Task Groups as decided by the Panel, the Bureau or the Executive Committee;	<ul style="list-style-type: none"> • Note-taking and report writing for various sessions / meetings of the IPCC, beyond the ExCom; copy editing of the reports. • Complete event management services and solutions. • Support to and organization of virtual and hybrid meetings. • Service Desk for different applications. • A larger event management role at the UNFCCC COPs. • Adapting to technological advancements, particularly 	<ul style="list-style-type: none"> • Managing the increased number of users; ratio of staff versus active users greater than any other UN Agencies. • Managing the increased number of outreach events. • IT support for much larger user base (i.e. authors, various Task Groups, delegates). • Maintaining several lists of events and various calendars. 	<ul style="list-style-type: none"> • Half of the IPCC Secretariat staff provide support to event management during the sessions, a task which is not necessarily reflected in their respective job descriptions. • Except for the ExCom-specific notes, which are detailed in the job description of a staff member, all professional staff within the IPCC Secretariat are engaged in note-taking and report writing for the sessions of the Panel and Bureau.

	<p>Artificial Intelligence, and engaging in discussions about embracing such opportunities within the IPCC.</p>		<p>This task, not explicitly outlined in their job descriptions, is placing an additional burden on them, especially considering the increased workload.</p> <ul style="list-style-type: none"> • Already more than 27k users with 4500+ active users. Thi is much greater than any other UN Agencies.
<p>d. Supports, as required, the Working Groups, the Task Force on National Greenhouse Gas Inventories, any other Task Force constituted by the Panel and any other Task Group or committee established by the IPCC in the organization of their meetings;</p>	<ul style="list-style-type: none"> • Coordination of and support to the TSU Liaison Group. 	<ul style="list-style-type: none"> • Maintenance and upgrade of approx. 40 applications. • Matters related to application security, vulnerability and prevention. 	<ul style="list-style-type: none"> • Meetings of the TSU Liaison Group take place monthly and are coordinated by the Deputy Secretary as the principle contract point with TSUs.
<p>e. Manages the support for and assists with travel of delegates and experts eligible for support from the IPCC Trust Fund;</p>		<ul style="list-style-type: none"> • Handle travel for delegates and the Secretariat in the face of the increased number of events including outreach events. • Support office operations by managing scheduling, inventory, equipment requests, and providing updates in the face of the increased workload. 	

<p>f. Provides information management for the IPCC, including the archiving of IPCC reports and material used for their preparation, in accordance with the Principles and Procedures of the IPCC and in co-operation with the Technical Support Units;</p>			
<p>g. Contributes to the implementation of the IPCC Protocol for addressing possible errors, the IPCC Communication Strategy and the Conflict of Interest Policy; in accordance with its responsibilities contained in these documents;</p>	<ul style="list-style-type: none"> • Full video production (videographer, video editor, graphics, producing), writing; photographer; content creation (Trello board and graphics); support to the Chair’s social media; branding on social media; Support to the TSU Communications team by developing novel communications products. 	<ul style="list-style-type: none"> • Increased demand for communication activities (e.g media relations) due to increased interest in the IPCC, the communications demands (e.g media relations) have increased. • Significant and steady increase in the scope and frequency of public speaking and outreach engagement of the IPCC leadership, resulting in increased demand for support in drafting, media relations and communications expertise. • Enhanced reporting requirements from the COI. 	
<p>h. Provides the principal point of contact for members of the IPCC and Observer Organizations;</p>			

<p>i. Promotes and maintains cooperation, as principal IPCC contact point, with the UN System, in particular with UNFCCC and other relevant UN bodies; and liaises with the two parent organizations, WMO and UNEP;</p>	<ul style="list-style-type: none"> • Monitoring the implementation of the decisions of the UNFCCC COP and regular engagement with UNFCCC constituted bodies. • Liaison with UNEP and WMO, including their respective governing bodies (UNEA, WMO Congress), and assessment Panels. And/or global assessment processes 	<ul style="list-style-type: none"> • Increased coordination/collaboration with many other UN Agencies. • Enhanced collaboration with UNFCCC constituted bodies. 	<ul style="list-style-type: none"> • There is an increased expression of interest by other UN assessment Panels, conventions, Multilateral Environment Agreements (MEAs) etc.
<p>j. Participates, through the Secretary of the IPCC, in the IPCC Executive Committee as an Advisory Member;</p>			
<p>k. Undertakes any other tasks as required to support the IPCC in fulfilling its mandate as assigned by the Panel, the IPCC Bureau or the Executive Committee.</p>	<ul style="list-style-type: none"> • Backup function for most of the staff. 		<ul style="list-style-type: none"> • As a small team without a backup function, except for IT and Communications team, the rest of the Secretariat staff must remain engaged even during leave to ensure business continuity.

Annex II: Clustering of additional tasks

Tasks	Post title	Proposed approach
Cluster 1	Coordinator for mandates implementation	Seek Panel approval for a new position, as outlined in Cluster 1 at the P4 level.
Support to the implementation of new mandates emerging from the Panel or Bureau decisions: Gender Action Team (GAT); Informal Groups / Task Group on: publication /translation, lessons learned; programme of work; carbon footprint and sustainability;		
Support to the Chair in implementing his vision and handling a growing number of speaking engagements;		
Support to the IPCC Vice Chairs in their role as liaisons with IPCC Working Groups, subsidiary bodies, external entities such as UNFCCC, IPBES, etc., and major stakeholder groups (such as youth, business, and indigenous peoples);		
Support to the new items introduced to the agendas of the Excom, Bureau, Panel, and GAT meetings, necessitating additional documentation and support activities from the Secretariat;		
Monitoring the implementation of the decisions of the UNFCCC COP and regular engagement with UNFCCC constituted bodies.		
Cluster 2	IPCC meeting documentation coordinator	Tasks within Cluster 2 do not constitute a full-time position. Seek Panel approval for a P3 post that combines Cluster 2 with Cluster 3.
Note-taking and report writing for various sessions / meetings of the IPCC, beyond the ExCom;		
Copy editing of the meeting reports.		
Cluster 3	Multimedia: Social media and content creation specialist	Tasks within Cluster 3 do not constitute a full-time position. Seek Panel approval for a P3 post that combines Cluster 2 with Cluster 3.
Full video production (videographer, video editor, graphics, producing), writing; photographer;		
Content creation (Trello board and graphics);		
Branding on social media;		
Support to the Chair's social media;		
Support to the TSU Communications team by developing novel communications products.	Meeting management support	Tasks within Cluster 4 do not constitute a full time post. Given its part-time nature, the IPCC Secretariat will explore the possibility of filling it through consultancy, internships, or UNV placements for the time being.
Cluster 4		
Complete event management services and solutions ;		
Support to and organization of virtual and hybrid meetings ;		
Adapting to technological advancements, particularly artificial Intelligence , and engaging in discussions about embracing such opportunities within the IPCC;		
Service Desk for different applications;	A larger role and greater visibility at the UNFCCC COPs .	

Cluster 5	Legal Programme Officer	Tasks within Cluster 5 do not constitute a full time post. Given its part-time nature, the IPCC Secretariat will explore the possibility of filling it through consultancy, internships, or UNV placements for the time being.
Support to the implementation of code of conduct;		
Set up and support to the Committee for addressing complains;		
Review of Principles Governing IPCC Work;		
Enhanced legal support to GAT and diversity matters in furthering IPCC application of code of conduct, gender and related diversity, transparency, inclusivity mandates etc.;		
Review of the Observer Organizations which are increasing in number;		
Review, processing and clearance of increased number of IPCC copyright/digital rights requests;		
Enhanced reporting requirements from the COI;		
Support to the increased donor base to the Scholarship Programme and relevant partnerships.		

Annex III: Key elements of the Job descriptions

Job Title: P4, Mandate Implementation Coordinator

The Mandate Implementation Coordinator will be responsible for supporting the implementation of new mandates arising from Panel or Bureau decisions across various domains. This role will primarily focus on supporting the Gender Action Team (GAT), managing Informal Groups/Task Groups on publications and translations, lessons learned, programme of work, carbon footprint, and sustainability initiatives and any new mandate emerging from the Panel and Bureau decisions in the seventh assessment cycle.

Key responsibilities:

Mandate Implementation Support: Assist in the execution of existing and new mandates resulting from Panel or Bureau decisions. This includes but not limited to, supporting tasks related to Gender Action Plan through the GAT, publication and translation efforts, implementation of lessons learned, carbon footprint and sustainability programs, etc.)

IPCC Chair support: Provide input and support for the growing number of speaking engagements by the Chair, ensuring alignment with Chair's vision.

IPCC Vice Chair liaison and engagement: Support the IPCC Vice Chairs in their role as liaisons with IPCC Working Groups, subsidiary bodies, and external entities such as UNFCCC, IPBES, etc. Manage engagement with major stakeholder groups like youth, business, and indigenous peoples.

Documentation and Secretariat support: Coordinate the preparation of the documentation and support activities for the newly introduced agenda items of the Bureau and Panel, as needed.

UNFCCC decisions monitoring: Monitor the implementation of UNFCCC COP decisions and engage regularly with UNFCCC constituted bodies. Maintain ongoing involvement to ensure alignment and compliance.

Key requirements;

This role requires strong coordination and policy formulation skills, the ability to multitask, exceptional communication skills, and a deep understanding of stakeholder engagement within the context of climate-related initiatives and international organizations.

Title: P3, Multimedia and Meeting Documentation Specialist

The Multimedia and Meeting Documentation Specialist will play a pivotal role in supporting the IPCC beyond the ExCom meetings by undertaking various tasks, including notetaking, report writing, copy editing, multimedia production, content creation, social media branding, and assisting the Chair's social media presence. This role also involves collaborating with the TSU Communications team to develop innovative communication products.

Key Responsibilities:

Multimedia production: Oversee full video production, including videography, video editing, graphic design, and content production. Photography to capture essential moments and events. Crafting engaging and informative content using Trello boards and graphics.

Branding and social media: Develop and maintain branding strategies across various social media platforms. Support the Chair's social media presence through content creation and engagement strategies. Collaborate with the TSU Communications team to innovate and develop novel communication products.

Note-taking and report writing: Accurate notetaking and compiling comprehensive reports for IPCC Panel and Bureau sessions. Lead and coordinate the comments from the Panel and Bureau until the reports are approved by the respective bodies.

Report and documentation copy editing: Review and refining meeting reports for clarity, coherence, and accuracy.

Key requirements:

This role requires a dynamic individual with a blend of communication, multimedia, and technical skills, coupled with a proactive approach towards supporting the IPCC's communication objectives.