



Convention on Biological Diversity

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Conference of the Parties to the Convention on Biological Diversity Sixteenth meeting, second resumed session

Rome, 25–27 February 2025

Agenda item 7

Administration of the Convention and budget for the trust funds

Matters related to the appointment of executive secretaries of the Convention on Biological Diversity*

Draft decision submitted by the President

The Conference of the Parties,

Recalling decisions [IV/17](#) of 15 May 1998, [VII/33](#) and [VII/34](#) of 20 February 2004, [VIII/10](#) of 31 March 2006 and [X/45](#) of 29 October 2010, including the revised administrative arrangements between the United Nations Environment Programme and the Secretariat of the Convention on Biological Diversity¹ contained in annex I to decision [X/45](#),

Noting that the recruitment process for the position of Executive Secretary of the Convention is also subject to the Staff Regulations and Staff Rules, including provisional Staff Rules, of the United Nations² and the Financial Regulations and Rules of the United Nations,³ including those that relate to human resources,

Emphasizing the need for inclusive, transparent and objective processes in the appointment of future executive secretaries, in line with section II of the revised administrative arrangements between the United Nations Environment Programme and the Secretariat, and the need to clarify the procedure and relevant guidelines to ensure that the Parties, through the Bureau of the Conference of the Parties, are able to fulfil their consultative role, in particular concerning the terms of reference for the position and the review of the recommended candidate,

Recalling that, in the revised administrative arrangements between the United Nations Environment Programme and the Secretariat, it is stipulated that the Executive Secretary is appointed by the Secretary-General of the United Nations as recommended by the Executive Director of the

* The present document has been prepared on the basis of the second draft decision contained in document CBD/COP/16/L.35, which was issued without formal editing and which it supersedes, for consideration by the Conference of the Parties at the second resumed session of its sixteenth meeting. The first draft decision contained in document CBD/COP/16/L.35 was superseded by document CBD/COP/16/L.35/Part.A and adopted by the Conference of the Parties under silence procedure on 6 December 2024, as decision 16/28.

¹ United Nations, *Treaty Series*, vol. 1760, No. 30619.

² ST/SGB/2023/1/Rev.1.

³ ST/SGB/2013/4 and ST/SGB/2013/4/Amend.1.

United Nations Environment Programme in consultation with the Conference of the Parties through its Bureau,

Recalling also the call in its decision [VIII/10](#) for a transparent and objective process for the appointment of the Executive Secretary and its endorsement in its decision [X/45](#) of the revised administrative arrangements between the United Nations Environment Programme and the Secretariat, in which it was stipulated that the process for the appointment of the Executive Secretary would be transparent and objective,

1. *Welcomes* the appointment of Astrid Schomaker effective from 1 July 2024;
2. *Clarifies* that, for the purposes of interpreting article 2 of the revised administrative arrangements between the United Nations Environment Programme and the Secretariat of the Convention on Biological Diversity, the Conference of the Parties will consider itself properly consulted in the appointment process of the Executive Secretary of the Convention, through its Bureau, if all the following actions have been undertaken:
 - (a) The Executive Director of the United Nations Environment Programme submits to the Bureau the proposed terms of reference for the selection of a new executive secretary, containing the criteria to guide the recruitment process;
 - (b) The Bureau will, within one month, consider the proposed terms of reference and convey its views to the Executive Director through the President of the Conference of the Parties;
 - (c) The Executive Director will inform the Bureau in writing of the final terms of reference and justify the reasons for the acceptance, or otherwise, of the views of the Bureau;
 - (d) Following the establishment of a transparent process for recruitment, open to nominations by all Parties, and a selection process resulting in the selection of a potential candidate, the Executive Director will inform the Bureau of a potential nominee before submitting a recommendation to the Secretary-General of the United Nations and indicate why the candidate is believed to best meet the criteria;
 - (e) The Bureau will, within one month, consider the proposed nomination, with the Bureau members engaging with their constituencies, and formulate its opinion, by consensus or expressing different views, which will be communicated by the President to the Executive Director, for inclusion in the recommendation that will be sent by the Executive Director to the Secretary-General;
 - (f) If the consultation by the Executive Director with the Bureau relates to the reappointment of the Executive Secretary, the Bureau will formulate its opinion, by consensus or expressing different views, with the Bureau members engaging with their constituencies, within one month, in relation to the performance of the Executive Secretary with regard to programme delivery and policy-related issues, having taken into consideration the allocation of financial and human resources that was placed at the disposal of the Executive Secretary to facilitate the successful implementation of the programme of work, which will be communicated by the President to the Executive Director, for inclusion in the recommendation that will be sent by the Executive Director to the Secretary-General;
3. *Decides* that the term of office for all executive secretaries shall be two years [with the possibility of reappointment for [one or two] additional terms, on the basis on performance.]