

**THIRTY-THIRD SESSION OF THE IPCC
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Agenda Item: 3
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IPCC TRUST FUND PROGRAMME AND BUDGET

**Establishment of a post of Legal and Outreach Officer (P. level)
in the IPCC Secretariat**

(Submitted by the IPCC Secretariat)

IPCC TRUST FUND PROGRAMME AND BUDGET

Establishment of a post of Legal and Outreach Officer (P. level) in the IPCC Secretariat

Background Information and Justification

1. Over the past few years, the pressure on the IPCC Secretariat to deal with legal issues of growing difficulty has steadily augmented. This is due to the ever-increasing complexity of the work of IPCC; its relationship with partners at the governmental, inter-governmental, and non-governmental levels; the rigor in the development and application of its procedures; and the scrutiny that is required to maintain the integrity of, and public confidence in the results and products of IPCC work.
2. Legal work has been undertaken so far by the Secretariat with the support of consultants. This has been a less-than-optimal solution, given the fact that consultancies are by their own nature temporary, and usually present issues of continuity and accountability.
3. In addition to consultant support, the IPCC has in the past relied on the valuable advice of the Legal Counsel of WMO. The office of the Counsel, however, may not have the capacity to meet all the emerging, growing demands for legal advice. Furthermore, legal question arising in the IPCC activities are often very specific and need to be addressed in the overall context of IPCC processes. Seeking and obtaining legal advice from the parent bodies will become more difficult and in some cases undesirable.
4. It is the opinion of the IPCC Secretary that a P-level post of Legal and Outreach Officer should be established to ensure that adequate capacity in the legal field is available in a stable and consistent manner within the IPCC Secretariat. This capacity would also include expertise on an increasing number of legal issues concerning matters within the IPCC itself or between the IPCC and its parent organizations, on legal aspects of IPCC's information, communications, and outreach/liaison work (including support to the Secretary in dealing with other UN bodies).
5. Finally, recent developments including the recommendations from the IAC report and the IPCC Conflict of Interest Policy Task Group pointed to the need for the IPCC to develop and apply a conflict of interest policy for all individuals directly involved in the preparation of IPCC reports. This policy is under development and once adopted its application will require the oversight, interpretation and advice in individual cases of a legal expert. In particular, it is expected that the Secretariat will have a central role in the implementation of the Conflict of Interest Policy, including receiving, reviewing, archiving, and making recommendations on individual disclosure forms.

Legal and Outreach 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:

Legal:

- Handling complex legal and procedural matters related to the IPCC and its activities.
- Providing legal advice on diverse substantive and procedural questions of considerable complexity, including on the interpretation and application of the IPCC Rules and Procedures, and other constitutive, legislative and other instruments governing IPCC activities and operations.
- Conducting legal research and analysis and preparing comparative studies, briefs, reports and correspondence in support to IPCC work and application of procedures.
- Undertaking review of legal documents, instruments, or other material, and identifying important issues, similarities, and inconsistencies and advice on follow up actions.
- Preparing legal opinions/advice and briefings.
- Clearing permission/copyright requests to reproduce IPCC material.
- *[Functions related to the implementation of the IPCC Conflict of Interest Policy, to be defined after approval of the Policy by the IPCC Plenary]*

Outreach/Liaison:

- Implementing activities and projects in order to develop, maintain, and support partnerships with Governments, UN bodies and initiatives, other IGOs, and NGOs.
- Setting up and maintaining a network of continuous working contacts and facilitate regular exchange of information with IPCC partners.
- Providing inputs, support, and review from the legal standpoint to drafting of MOUs and other legal contracts between the IPCC and governments, NGOs and other public and private partners.
- Preparing or assisting with the preparation of relevant outreach events such as seminars and lectures.
- Reviewing application requests by IGOs and NGOs for observer status with the IPCC.

Others:

- Preparing and servicing sessions of the IPCC Panel and Bureau.
- Performing other duties as assigned.