



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**

Decision adopted by the Conference of the Parties to the Convention on Biological Diversity on 27 February 2025

16/30. Matters related to the appointment of executive secretaries of the Convention on Biological Diversity

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 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

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.

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 paragraph 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 process for the appointment 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, within one month, considers 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 informs the Bureau in writing of the final terms of reference and justifies 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 reports to the Secretary-General of the United Nations on the discussions in the Bureau of the Conference of the Parties, be they consensual or expressing different views, and the Bureau is given one month to consider the information provided to it, in a manner that is consistent with the rules that apply to recruitment processes;
 - (e) If the consultation by the Executive Director with the Bureau relates to the reappointment of the Executive Secretary, the Bureau formulates 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 is communicated by the President to the Executive Director, for inclusion in the recommendation that is 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 additional term, on the basis on performance.