

BASEL, ROTTERDAM AND STOCKHOLM CONVENTIONS

Secretariats of the Basel, Rotterdam and Stockholm Conventions
United Nations Environment Programme**Office Address:** International Environment House 1

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10 August 2026

Subject: Invitation to nominate candidates for the training of potential chairs for meetings of the Basel, Rotterdam and Stockholm conventions, Geneva, Switzerland, 25-27 November 2026

Dear Madam/Sir,

We are pleased to invite you to nominate one or more candidates to participate in the training of potential chairs for meetings of the Basel, Rotterdam and Stockholm conventions. The training will be composed of two sequential components: the chairs' online training course, followed by a three-day face-to-face workshop. The face-to-face workshop will be held from 25 to 27 November 2026 at the International Environment House II, Chemin de Balexert 7-9, 1219 Châtelaine, Geneva, Switzerland, back to back with the joint meeting of the bureaux of the conferences of the Parties (Geneva, 23-24 November 2026).

The training aims to enhance the skills and knowledge of representatives of Parties to effectively chair various types of meetings across the three conventions. It addresses practical and procedural issues encountered by chairs of international meetings, including preparations, effective conduct of meetings, rules of procedure, administrative matters related to the operation of various meetings under the three conventions, as well as gender equality considerations and awareness of cultural differences.

The training will include presentations, case studies and simulation exercises. Senior negotiators who have previously served as chairs will share their experiences, lessons learned, and best practices. Further information about the training is contained in the attached outline. The Secretariat gratefully acknowledges the generous financial support of the European Union and the Government of Germany for organizing this training.

In light of the above, you are invited to nominate one or more candidates to participate in the training and, in so doing, to nominate candidates who fulfil the criteria below:

- A leading role in the negotiations under the Basel, Rotterdam and/or Stockholm conventions at the international level, including participation in at least one meeting of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions and/or in their subsidiary bodies in recent years;
- Expected to participate in the meetings of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions and/or in the meetings of their subsidiary bodies in forthcoming years;
- Fluent in English (level C1/C2 of the Common European Framework of Reference or equivalent);
- Desire to participate in upcoming meetings under the three conventions in the role of chair.

Parties are invited to consider nominating candidates that exercise functions as officers of the meetings of the conferences of the Parties or members of subsidiary bodies to the three conventions. Involvement of the candidates in the Minamata Convention on Mercury, the Montreal Protocol on Substances that Deplete the Ozone Layer, the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment and the Global Framework on Chemicals at the international level would be an advantage.

To: Basel Convention Focal Points
Rotterdam Convention Official Contact Points
Stockholm Convention Official Contact Points

cc: Permanent Missions to the United Nations Office at Geneva
Basel Convention Competent Authorities
Rotterdam Convention Designated National Authorities
Stockholm Convention National Focal Points

The nominated candidates are kindly requested to submit their curriculum vitae and the attached completed application form **by email as soon as possible, and no later than 10 September 2026** to emilie.raynaud@un.org. Applications need to be accompanied by **an official letter from the Ministry of Foreign Affairs or a note verbale from the Permanent Mission to the United Nations Office at Geneva confirming the nomination for the participation in the training**. Please note that applications will only be processed by the Secretariat if they are accompanied by an official letter from the Ministry of Foreign Affairs or a note verbale from the Permanent Mission of your country in Geneva.

Participants will be selected following a review of the nominations by the Secretariat, taking into account the quality and strength of their application materials based on the above-mentioned criteria, as well as geographical and gender considerations. The selected participants will be informed of their selection in early October 2026. Please note that limited places are available for this training, thus nominations received after the deadline will not be considered.

Subject to the availability of resources and in accordance with applicable United Nations (UN) rules, financial assistance will be provided to support the participation of selected participants from developing-country Parties and Parties with economies in transition in the above-mentioned workshop. This would include a return economy class air ticket at the most economical rate via the most direct route and daily subsistence allowance (DSA) at the applicable UN rate for Geneva. Requests for financial assistance must be processed by the Secretariat with sufficient time in advance of the training workshop to ensure the timely issuance of air tickets and to allow time for candidates to apply for visas. For this reason, it will not be possible for the Secretariat to consider requests for financial assistance after the 10 September 2026 deadline.

Please note that pursuant to decisions BC-17/28, RC-12/15, and SC-12/29 on programmes of work and budgets for the biennium 2026-2027, in particular concerning arrears, the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions respectively decided that no representative of any Party whose contributions are in arrears for 4 (four) years or more, and that has not agreed on or is not respecting a schedule of payments, shall be eligible to receive financial support to attend “intersessional workshops or other informal meetings”.

Thus, we take this opportunity to invite you to check the status of the Party that you represent and find some guidance on how to settle arrears under the relevant Convention, by clicking on the following link(s):

<https://www.basel.int/tabid/10484/> (BC);

<https://www.pic.int/tabid/10486/> (RC);

<https://www.pops.int/tabid/10485/> (SC).

If in arrears, we encourage all relevant national authorities to settle all outstanding arrears or to agree on a payment plan before the deadline for nomination of candidates.

Given the cross-cutting nature of the training and its relevance beyond the Basel, Rotterdam and Stockholm conventions to the chemicals and waste cluster in general and in line with decisions BC-16/22, RC-11/9 and SC-11/21 on international cooperation and coordination with other organizations, a limited number of participants involved in the work of the Global Framework on Chemicals, the Minamata Convention on Mercury, the Montreal Protocol on Substances that Deplete the Ozone Layer and the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment, will also be invited by the relevant organization to participate in the training.

More detailed information on the training programme and relevant training materials as well as travel arrangements will be communicated to the participants once the review process of the nominations has been completed by the Secretariat.

If you have any further questions, please kindly contact Yunfang Hu (email: yunfang.hu@un.org).

We look forward to your response.

Yours sincerely,


For: Rolph Payet

Executive Secretary of the Basel, Rotterdam and
Stockholm Conventions



Yurdi Yasmi
Executive Secretary
of the Rotterdam Convention

Encl.

- Outline of the training
- Application form