**TEAP: Nomination Form**

This form is to be completed by:

Parties nominating experts to the TEAP, Technical Options Committees (TOCs), or Temporary Subsidiary Bodies (TSBs)

Please provide a CV detailing the candidate’s previous, relevant employment beginning with the most current one. Experience and expertise relevant to the Montreal Protocol are particularly important and a list of relevant publications is useful (do not provide copies of publications)

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| --- | --- |
| Position Nominated for: |  |

**Expert Information**

Please provide full names rather than only acronyms or initials

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Ms.  Professor | Mr.  Dr | Other: \_\_\_\_\_\_\_\_\_ |
| Name (underline family name): |  | | |
| Employer / Organisation: |  | | |
| Job Title: |  | | |
| Skype: |  | | |
| Email: |  | | |
| Web Site: |  | | |
| Nationality/ies: |  | | |

|  |  |
| --- | --- |
| Please provide a short summary of the applicants’ expertise and skills, as they relate to the position for which he/she is being nominated. |  |

**Applicant profile**

**Employment History and/or Relevant Experience**

|  |  |
| --- | --- |
| Main Countries or Regions Worked or Experience in (with relevance to Montreal Protocol) |  |
|  |  |

**Publications**

|  |  |
| --- | --- |
| Please give a list of relevant publications (do not attach) | (No need to fill this section if already provided with CV) |

**English Proficiency and computer skills**

All meetings, correspondence and report writing are conducted in English so good command of English is essential. If English is not your mother tongue [native language] please describe briefly your proficiency to speak, read, and write in English. Basic computer literacy (Word, Excel, Power Point) for drafting and editing products is required and advanced computer skills are an asset.

**References**

Please provide names of two persons who have worked with you on issues relevant to the Montreal Protocol

**Confirmation and Agreement**

To be filled by the nominated expert:

I hereby confirm that the above information is correct and agree for review by the TEAP. I have no objection to this information being made publicly available. I also confirm that, if appointed, I will review and agree to abide by TEAP’s terms of reference, its code of conduct, operational procedures, and relevant decisions of the Parties as per Decision XXIV/8: <https://ozone.unep.org/node/1953>

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Confirmation by Nominating Government**

This section must be completed by the national focal point of the relevant party.

Government:

Name of Government Representative:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

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| --- |
| **To be completed by the national focal point in the case of nomination by the party:**  *Has the matrix of needed expertise of TEAP been consulted?* <https://ozone.unep.org/science/assessment/teap/teap-expertise-required>  **Yes No**  *Has TEAP been consulted on this nomination?*  **Yes No** |

**PLEASE RETURN COMPLETED FORM TO: THE OZONE SECRETARIAT**

**ADDITIONAL INFORMATION - Expectations for members of TEAP, TOCs and TSBs**

Work done for TEAP, its TOCs and TSBs is on a voluntary basis and does not receive any remuneration [funding for their time]. Members from A 5 countries may be funded for their travel (flight) and per diem (UN DSA) only to relevant meetings, based on needed participation and availability of funding. Members are expected to attend meetings, engage in discussions, and devote time to the preparation of reports including finding and reviewing information to respond to the tasks set out by the Parties, drafting and formatting reports or sections of reports, reviewing reports and preparing presentations. TOC members attend at least annual meetings of that TOC. TOC co-chairs also attend the annual TEAP meeting, and typically two meetings per year of the Montreal Protocol. TSB members attend meetings of the TSB and may be asked to attend up to two meetings of the Montreal Protocol, based on needed participation and availability of funding.

All meetings, correspondence and report writing are conducted in English so good ability to read English plus good command of spoken and written English are essential.

Basic computer literacy (Word, Excel, Power Point) for drafting and editing products is required. Advanced computer/ document formatting skills are an asset.

All appointed members of TEAP, TOCs or TSBs should provide a “Declaration of Interest” prior to a meeting and at least once a year. The DOIs are posted at the Ozone Secretariat website.

In submitting a CV to support a nomination, Parties may wish to provide a short summary of the applicants’ expertise and skills, as they relate to the position for which he/she is being nominated, including the main countries or regions worked or experience in (with relevance to Montreal Protocol). Also please indicate if the nomination is in response to a specific category listed in the Matrix of Expertise published by TEAP <https://ozone.unep.org/science/assessment/teap/teap-expertise-required>

Once appointed, members of TEAP, TOCs or TSBs provide a “Declaration of Interest” (DOI) at least once a year and prior to the group’s first meeting. Members provide updated DOIs within 30 days of any changes. The DOIs are posted on the Ozone Secretariat website.

Members review and agree to abide by TEAP’s terms of reference, its code of conduct, operational procedures, and relevant decisions of the Parties as per Decision XXIV/8: <https://ozone.unep.org/node/1953>