



## Circular 17 / 2022

**From:** Executive Secretary

**Date:** 14 November 2022

**To:** Antarctic Treaty Consultative Parties

**Subject:** Nomination of Rapporteur Candidates for ATCM XLV

**Attachment:** None.

### *Background*

Over the past several years, the Secretariat, together with the ATCM and Host Countries of past ATCMs, has developed a rapporteur system that supports the prompt and accurate preparation and adoption of ATCM reports.

During ATCM XXXVIII, Parties emphasised the importance of making provisions for the ongoing introduction of new rapporteurs to ensure the rapporteur team's sustainability and effectiveness. The Meeting requested that the Secretariat communicate with the Parties in advance of future ATCMs to seek their recommendations for potential candidates.

### *Purpose*

The Secretariat invites Parties to recommend rapporteur candidates for ATCM XLV. This call for recommendations provides the opportunity to:

- a) increase the pool of rapporteurs from which the Secretariat and the Host Country of ATCM XLV are able to select; and
- b) ensure that there is an ongoing and transparent avenue for the introduction of possible new rapporteurs.

### *Job description*

Rapporteurs take notes during designated ATCM sessions and produce summaries of those notes immediately afterwards. They also provide support during the adoption of the report.

Rapporteurs can be categorised as:

- 1) expert rapporteurs, who have experience rapporteuring at previous ATCMs; and
- 2) new/local rapporteurs, who may be proposed by the ATCM Host Country.

The current team comprises eight rapporteurs (including at least five expert rapporteurs) working under the supervision of a chief rapporteur. At times, a trainee rapporteur is also selected to join the team. This team structure is based on the current system of simultaneous sessions at in-person meetings.

#### *Selection criteria*

An ideal rapporteur candidate possesses the following experience and attributes:

- Experience as rapporteur of an ATCM or other relevant intergovernmental meeting (preferred);
- Excellent written English communication skills;
- Good knowledge of the Antarctic Treaty System;
- Experience working with Antarctic-related issues and/or intergovernmental agreements;
- The ability to work under tight deadlines and remain confident under pressure;
- The ability to work effectively in a team;
- A willingness to be flexible, supportive and impartial; and
- A commitment to continuous improvement, and to offering and accepting constructive feedback.

Rapporteur candidates must be available to attend ATCM XLV in Helsinki, Finland (28 May - 8 June 2023) and for pre-Meeting training and preparation work. Candidates will be expected to arrive in Helsinki two days before the meeting to facilitate this training and be available for at least one day of preparation work from home.

The rapporteur role is a paid position. Transport to Helsinki, accommodation and a daily subsistence allowance are also provided.

#### *Recruitment process*

Interested Parties are invited to submit applications for their candidates including a CV, a cover letter addressing the selection criteria above, and short, professional writing sample (e.g. article or essay).

Nominated candidates will be short-listed based on their suitability for the role. Short-listed candidates will be invited to complete a writing assessment and attend a remote interview with a panel led by the chief rapporteur. Selected candidates will be notified in early 2023 to confirm their availability for the meeting.

Diversity, gender balance and inclusion are valued and considered for this selection process. Therefore, applications from candidates with relevant attributes from different backgrounds are welcomed.

Applications should be submitted to [ats@ats.aq](mailto:ats@ats.aq) by **30 December 2022**.

Albert Lluberias Bonaba  
Executive Secretary  
Secretariat of the Antarctic Treaty