ENERGY CHARTER SECRETARIAT

CCDEC 2025

05 APP

Brussels, 27 May 2025

Related documents:
CC 834, CC 834 Corr, Message 2216/25, Message 2218/25

DECISION OF THE ENERGY CHARTER CONFERENCE

Subject: Adoption by correspondence – Timeline, Procedural Modalities, and Derogations for the Selection Process for the Post of Deputy Secretary-General

By document CC 834, dated 7 May 2025, the Management Committee recommended that the Energy Charter Conference (Conference) approve the timeline, procedural modalities, and derogations from the Rules of Procedure of the Conference for the selection process for the post of Deputy Secretary-General in 2025.

In accordance with Rule 20(c) of the Conference's Rules of Procedure concerning the adoption of decisions by correspondence, any Member of the Conference not in a position to approve the recommended decision was requested to notify the Secretariat of its position in writing by no later than 27 May 2025.

No notifications were received within the specified time limit. As a result, the recommended decision, as attached hereto, was approved on 27 May 2025.

Keywords: Deputy Secretary-General, Selection, Timeline, Procedural Modalities, Derogations

TIMELINE, PROCEDURAL MODALITIES, AND DEROGATIONS FOR THE SELECTION PROCESS FOR THE POST OF DEPUTY SECRETARY-GENERAL

Article 1

The following timeline, procedural modalities, and derogations from the Rules of Procedure of the Conference shall apply to the selection process for the post of Deputy Secretary-General in 2025:

Date	Step
7 May 2025	Initiation of the decision-by-correspondence procedure for the approval of the timeline, procedural modalities, and derogations from the Rules of Procedure of the Conference for the selection process for the post of Deputy Secretary-General in accordance with Rule 20 of the Rules of Procedure of the Conference.
27 May 2025	The Conference approves the timeline, procedural modalities, and derogations from the Rules of Procedure of the Conference in accordance with Rule 20 of the Rules of Procedure of the Conference.
28 May 2025	The Secretariat publishes a vacancy notice on the delegates' section of the International Energy Charter website in accordance with Rule 22.2(a) of the Rules of Procedure of the Conference. The vacancy notice shall be based on the template developed by the Working Group on Governance Issues (GOV 18 Rev), subject to any modifications as may be approved by the Management Committee, where considered appropriate. Applicants shall be required to submit a curriculum vitae and a cover letter. They may additionally include any other documentation or information they consider pertinent to their candidacy.
7 July 2025	Deadline for applications. Applications shall be sent to the Management Committee's email address: managementcommittee@encharter.org
not later than **21 July 2025**	The Management Committee shall compile and transmit to Contracting Parties a list of candidates applied.

	In the event that the number of applications received exceeds four, the Management Committee shall shortlist the candidates. The Management Committee shall compile and transmit to Contracting Parties (i) a list of shortlisted candidates, selected on as broad a geographical basis as possible and (ii) a list of applicants not selected for further consideration. Each list shall be accompanied by full applications of the respective candidates. This procedure is adopted as an exceptional derogation from Rule 22.2(c) of the Rules of Procedure of the Conference, necessitated by the current vacancy in the post of Secretary-General.[1]
not later than **4 August 2025**	The candidates, or where applicable, the shortlisted candidates, are interviewed in a single meeting. The meeting shall be chaired by the Conference Chairmanship, provided it has been designated for 2025. In the absence of such designation, the meeting shall be chaired by the outgoing Chairmanship or another member of the Management Committee, as may be decided by the Management Committee. The meeting shall be open to all Contracting Parties. In the event that one of the candidates holds the nationality of the Conference Chairmanship, the outgoing Chairmanship or another member of the Management Committee, the Conference Chairmanship, the outgoing Chairmanship or such another member of the Management Committee may not chair the meeting. This procedure is adopted as an exceptional derogation from Rule 22.3(a) of the Rules of Procedure of the Conference, necessitated by the current vacancy in the post of Secretary-General.[2]
not later than **18 August 2025**	The Conference Chairmanship, provided it has been designated for 2025, and the Management Committee coordinate the informal sounding of preferences among Contracting Parties in order to reach

[1] See Rule 22.2(c) of the Rules of Procedure of the Conference (CCDEC 2023 08 GEN): "*The Secretary-General may draw up a short-list of candidates of up to four candidates if the number of applications warrants it. Within one month from the application deadline, the Secretariat shall upload to the delegates website the list of candidates and, if relevant, the short list prepared on as wide a geographical basis as possible*".

[2] See ibid, Rule 22.3(a): "*All the shortlisted candidates will be interviewed by the Contracting Parties and Signatories at a single meeting within a maximum of one month period after the expiry of the contract of the serving Deputy Secretary General or her/his early departure. Such interviews shall be chaired by the Secretary-General and shall be open to Contracting Parties and Signatories. All candidacies shall be reviewed on an equal and non - discriminatory basis*".

	a consensus on a single preferred candidate, submit the results of the informal sounding in a summary report to Contracting Parties, and recommend a single preferred candidate to the Conference. This procedure is adopted as an exceptional derogation from Rule 22.3(b) and Rule 22.4(a) of the Rules of Procedure of the Conference, necessitated by the current vacancy in the post of Secretary-General and the absence of a designated Conference Chairmanship for 2025.[3] The following rules shall apply to the informal sounding procedure: (i) Contracting Parties notify the Conference Chairmanship and the Management Committee of their preferred candidate by means of a formal letter transmitted to the following email address: managementcommittee@encharter.org. The letters must be duly signed by an authorised representative of the respective Contracting Party. Only letters satisfying these criteria shall be considered valid submissions. All submissions received in accordance with this procedure shall be presumed authentic and issued by a person duly empowered to act on behalf of the respective Contracting Party, unless otherwise demonstrated. The Conference Chairmanship, its representatives, and all members of the Management Committee, whether main or alternate, shall treat all such submissions as strictly confidential. (ii) In the event that one of the candidates holds the nationality of the Conference Chairmanship or a member of the Management Committee, the Conference Chairmanship or the member of the Management Committee shall recuse themselves from participation in the informal sounding procedure.

[3] See Rule 22.3(b) of the Rules of Procedure of the Conference (CCDEC 2023 08 GEN): "*Within one month following the last interview, the Conference Chairmanship will coordinate an informal sounding of preferences with all Contracting Parties and Signatories in order to reach a consensus on a list of maximum three candidacies. The Conference Chairmanship shall make the results of the informal sounding available to the Conference through a summary report*"; and Rule 22.4(a): "*Within one month from the reception of the informal sounding result, the Secretary- General, considering the preferences of the Contracting Parties and Signatories, shall propose a candidate for her/his appointment by the Conference. In case of a negative decision by the Conference, the Conference Chairmanship will propose to the Conference how to proceed*".

	(iii) The Conference Chairmanship and the Management Committee submit a report to Contracting Parties on the results of the first round of the informal sounding of preferences. The report shall be limited to the list of Contracting Parties that have transmitted a formal letter referred to in paragraph (i) above and the numerical ranking of the candidates. The report shall not disclose the individual preferences of specific Contracting Parties. In case one of the candidates is supported by three-quarters of the Contracting Parties, the Conference Chairmanship and the Management Committee invite the Conference to appoint such a candidate, by consensus, as the Deputy Secretary-General. (iv) In the event that, after the first round of informal sounding, no candidate has achieved a three-quarter majority, the informal sounding proceeds to the second round. (v) The second round is conducted between the two best-placed candidates of the first round. As a result of the second round, the Conference Chairmanship and the Management Committee invite the Conference to appoint the better-placed candidate, by consensus, as the Deputy Secretary-General. (vi) In the event that the second round of informal sounding indicates the same level of support for the two candidates, the Conference Chairmanship and the Management Committee call for reflection by the Contracting Parties and may hold a discussion session. Thereafter, an additional round(s) of informal sounding is conducted between the same two candidates in order to identify a single preferred candidate to be recommended to the Conference. (vii) In the exceptional circumstance that the procedure outlined above does not result in identifying a single preferred candidate, the Contracting Parties convene an extraordinary meeting of the Conference on 19 August 2025, pursuant to Article 34(2) of the Energy

	Charter Treaty. This provision shall be deemed to satisfy the requirements of Article 34(2) of the Energy Charter Treaty regarding the minimum six weeks' advance notice and the support of at least one-third of the Contracting Parties for such an extraordinary meeting.
not later than **19 August 2025**	Initiation of the decision-by-correspondence procedure for the appointment of the single preferred candidate in accordance with Rule 20 of the Rules of Procedure of the Conference. Attached to the draft Conference decision is the appointment letter recommended by the Management Committee. The appointment letter shall be based on the template developed by the Working Group on Governance Issues (GOV 25), subject to any modifications as may be approved by the Management Committee, where considered appropriate.
not later than **8 September 2025**	The Conference approves the appointment of the single preferred candidate in accordance with Rule 20 of the Rules of Procedure of the Conference.
9 September 2025	In the exceptional circumstance that the decision-by-correspondence procedure does not result in appointing the single preferred candidate, the Contracting Parties convene an extraordinary meeting of the Conference, pursuant to Article 34(2) of the Energy Charter Treaty. This provision shall be deemed to satisfy the requirements of Article 34(2) of the Energy Charter Treaty regarding the minimum six weeks' advance notice and the support of at least one-third of the Contracting Parties for such an extraordinary meeting.
not later than **15 September 2025**	The Conference Chairmanship, provided it has been designated for 2025, or the outgoing Chairmanship, in its capacity as a Vice-Chair, and the incoming Deputy Secretary-General sign the appointment letter.
16 September 2025	Commencement of the appointment of the Deputy Secretary-General.

Article 2

(1) The derogations from the Rules of Procedure of the Conference set forth herein are of an exceptional nature. They shall apply exclusively to the selection process for the post of Deputy Secretary-General in 2025.

(2) These temporary measures are adopted without prejudice to any future selection processes and shall not be construed as an interpretation, amendment, or precedent for the Rules of Procedure of the Conference currently in force.

(3) Nothing in this decision shall preclude the Conference, at its sole discretion and in accordance with the Rules of Procedure currently in force, from undertaking a revision of the Rules of Procedure, in whole or in part, at any time it deems appropriate.