

NGO/DPI EXECUTIVE COMMITTEE CALL FOR NOMINATIONS 2017 UNITED NATIONS DPI/NGO CONFERENCE CHAIR

Position: [CO-]CHAIR OF THE UNITED NATIONS DPI/NGO CONFERENCE, 2017

The Co-Chairs will consist of a Youth Chair (Youth age: 18-32) and a Senior Adult Chair (Age 50+)

The NGO/DPI Executive Committee is responsible for identifying a [Co-]Chair of the upcoming DPI/NGO Conference in August and presenting a short list for discussion with the United Nations Department of Public Information. Therefore, the Committee is seeking nominations for the positions of Co-Chair of the United Nations DPI/NGO Conference, which is tentatively scheduled to be held August 28 -30, 2017, in New York City. These individuals will co-chair the Conference Planning Committee together with the Chief of NGO Relations and Advocacy of DPI.

The Conference is expected to focus on Intergenerational Dialogues on People and Planet. We expect that that conference will emphasize communication between youth and seniors, and juxtapose their experiences, as a way to tackle major UN topic areas to include International Peace and Security; Human Rights and Humanitarian Assistance; Climate Change; Sustainable Forms of Energy; and other Strategic Development goals.

For information on past Conferences, visit: <http://ngodpiexecom.org/>

Overview

A candidate may be nominated by a representative of any DPI associated NGO (his/her own included.) The candidate's NGO must be in good standing with DPI and have submitted an Annual Review in 2015. Eligible nominees will be interviewed by the Nominations Subcommittee.

Major Functions and Responsibilities

- Work in close collaboration with the NGO/DPI Executive Committee and the United Nations Department of Public Information;
- Draft with the other co-chair, and in consultation with DPI and the NGO DPI Executive Committee, a Concept Note for the conference.
- Co-chair the Conference Planning Committee in cooperation with the Department of Public Information, for the purpose of managing all the preparations for the Conference, including the agenda, background documentation and the organization of and roundtables, workshops and exhibits;
- Oversee the work of the subcommittees of the Conference Planning Committee, including risk management relating to fundraising;
- Lead strategy development and implementation of advocacy among NGOs, governments, academic institutions, corporations, and foundations regarding the issues to be addressed at the Conference,
- Promote the conference itself
- Be a leader in efforts to promote the outcome of the conference.

Volunteer Commitment

- The position would be purely on a voluntary basis. There is no salary for the work to be undertaken.

Required Qualifications/Experiences

- Strong demonstrated knowledge and experience of issues addressed by the United Nations - Specifically, the individual selected should be familiar with activities related to Peace and Security, Human Rights and the Sustainable Development Goals, the specific conference foci of youth and ageing and the important role of NGOs in achieving the SDG;s
- Prior experience in managing planning and execution of a large scale international event, managing committee and sub-committee deliverables.
- Experience developing and implementing international multi-stakeholder consultative processes and activating international networks.
- Strong public speaking skills, diplomacy, demonstrated commitment to diversity and inclusion.

Expectations

- Ability to commit to weekly meetings (approximately 2 hours per week. beginning immediately after the nomination is approved, until the date of the conference and 15-20 hours of conference related work outside of these team meetings.) NEED NOT BE BASED IN NEW YORK.

If you wish to nominate an individual for this position, complete the attached nominations form and send by email to:
nominationsec.ngo@gmail.com

The deadline for the submission of nominations is

11 p.m. eastern daylight time on:

[SATURDAY, DECEMBER 31th, 2016](#)

**2017 UNITED NATIONS NGO/DPI
CONFERENCE CHAIR NOMINATION FORM**

The nominee may email the completed form with a CV/resume to: nominationsec.ngo@gmail.com
The deadline for the submission of nominations is 11 p.m. eastern daylight time on:
SATURDAY, DECEMBER 31th, 2016

1. **CONFERENCE CHAIR**(select one): Youth Senior Adult

2. **Name of Nominee** (Surname, Given Name)

Mr./ Mrs./ Ms. _____

Name of the nominee's NGO associated with DPI:

Email address of the nominee: _____

Mailing address of nominee:

Telephone number of the nominee: + _____

Skype (if any) of the nominee: _____

Has the nominee's NGO submitted its report to the DPI/NGO 2016 Annual Review?

Please select one: ___ Yes ___ No

3. **Name of the Nominator** (Surname, Given Name)

Mr./ Mrs./ Ms. _____

Nominator's email address: _____

Name of the nominator's NGO associated with DPI/ECOSOC:

If the nominee and the nominator are members of different NGO's then has the nominee received an endorsement from his/her NGO?

Please select one: ___ Yes ___ No

Nominator's position in NGO associated with DPI:

4. **Nominator's Signature:** _____

Terms of electronic signature: This warrant the truthfulness of the information provided in this application. I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

5. **Essay by the nominee** on his/her work for the DPI-associated organization and on how and why he/she expects to serve as Chair of the Conference, if appointed. Information on his/her professional qualifications and area of expertise should also be provided.

*Candidate should address this question. (Maximum 300-word limit)