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Committee on Sustainable Energy

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Item 6 (b) of the provisional agenda

Looking ahead: Future work of the Committee on Sustainable Energy:

Approval of documents

Summary of practices for representation of and the use of titles within the Committee on Sustainable Energy and its Subsidiary Bodies

Prepared by the secretariat

Summary

This document further summarizes working practices for the Committee on Sustainable Energy and its subsidiary bodies. It comes in addition to document titled “Rules of Procedure of the UNECE Committee on Sustainable Energy” endorsed by the Committee on Sustainable Energy at its twenty-ninth session, 25-27 November 2020, as contained in Annex I to the report of the meeting, ECE/ENERGY/133.

The Committee is invited to approve this document.

I. Representation and liaison

1. The secretariat generally represents the United Nations Economic Commission for Europe (ECE) Committee on Sustainable Energy (“the Committee”) and its subsidiary bodies when disseminating the findings from the analytical work of the Committee and its subsidiary bodies at international events.
2. The Bureau members of the Committee and its subsidiary bodies’ members may be authorized to speak at international events and represent the position of the Committee and subsidiary bodies. The secretariat will send an email to the expert to communicate this authorization and any limitations. The authorization may be amended or revoked at any time.
3. The Bureau member delivering the presentation informs the secretariat one week in advance or as soon as the decision is taken of their participation in a specific event and provides details of the event (date, organizer, name of the event, subject of the Bureau member’s intervention). Any presentations (e.g., PowerPoint slides) or other materials must be submitted to the secretariat one week in advance of the event and requires clearance to be conveyed by the secretariat prior to the event at which the presentation will be made. Information concerning participation in outside events will be compiled and stored by the secretariat.
4. The Committee and subsidiary bodies’ experts who are not officers (i.e., who are not Chairs or Vice-Chairs) must request permission from the secretariat to represent the Committee and/or a subsidiary body at a single event at least two weeks prior to the event. Project leaders and coordinators are not considered officers and therefore must request such permission.
5. The use of the United Nations name, including any abbreviation thereof, and of its emblem, is strictly reserved for the official purposes of the Organization in accordance with General Assembly resolution 92(I) of 7 December 1946, which prohibits the use of the United Nations name and emblem for any other purposes without the express authorization of the Secretary-General.

II. Use of titles

6. Titles such as Chair and Vice-Chair can only be used by officers elected by member States to those positions within the Committee or its subsidiary bodies Bureaux. In addition to elected officers, the Committee and subsidiary bodies may appoint technical lead experts on an ad hoc basis for specific tasks or issues. However, these experts do not hold formal titles like Chair or Vice-Chair.
7. The use of a Chair or Vice-Chair title is only authorized while the individual is fulfilling the prescribed function. All use of the title must terminate when the mandates are completed. This includes the destruction of any physical supports (e.g., business cards) at the end of the mandate.
8. Authorized titles noted above can be used on presentations, emails, business cards or other physical supports. However, the individual’s principal employment must appear first and must not be visually smaller or visually less significant than the Committee or subsidiary body title. The titles must not give the appearance that the individual is employed by the United Nations. Designated expert should consult with the Secretariat about the format and content of the presentation in preparation for the respective event.
9. Example of correct use of a title (at the time of preparation of this document):
 - (a) “Name Surname, Occupation, Entity, Country, Role in the UNECE Body”.
10. Examples of incorrect use of a title:
 - (a) “Name Surname, Role in the UNECE Body, Country, Occupation, Entity”.
11. No UN logo can be used in conjunction with a title. Authorized users of the Committee and the subsidiary bodies titles who wish to create business cards are highly advised to have these cleared by the secretariat before printing. The secretariat can request that business cards

or other material using titles be removed from circulation and cannot be held liable for any costs incurred.
