

## Opening 14: Office of the Co-ordinator of OSCE Economic and Environmental Activities/Environmental Activities (OCCEA/Energy Security)

The Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA) deals with economic and environmental issues, operating under the premise that promoting economic prosperity and co-operation on environmental problems can contribute to international security and stability. The OSCE's role is twofold: a) to monitor economic and environmental developments among participating States, and alert them to any threat of conflict, and b) to facilitate the formulation of economic and environmental policies and initiatives among participating States, to promote security. The Office currently comprises 22 staff members.

The principle objective of the Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA) is to strengthen security and stability in the OSCE region by promoting international co-operation on economic and environmental issues. The activities of the OCEEA are guided particularly by the OSCE Strategy Document for the Economic and Environmental Dimension, approved by the OSCE Ministerial Council in Maastricht in December 2003.

### Tasks and responsibilities:

The JPO is expected to assist in the implementation of the following UB activity:

- *3rd Vienna Energy Strategy Dialogue*. The event will gather energy experts from academia, business, government and international organizations to debate key challenges associated with energy, technologies and security sector;

The JPO is also expected to assist the Unit in the implementation of the following ExB projects:

- *“Promoting Green Ports and Connectivity in the Caspian Sea Region”*; The aim of the project is to improve regional sustainable connectivity and facilitate trade flows in the Caspian Sea region through supporting major seaports of Azerbaijan, Kazakhstan and Turkmenistan in establishing a common digital infrastructure and promoting energy efficiency in the port operations;
- *“Virtual Competency and Training Centre on the Protection of Critical Energy Networks”*; The aim of the project is to improve the resilience of critical energy infrastructure from natural and man-made disasters in the OSCE participating States through employing innovative e-learning tools and technologies;

1. Performs thematic or geographical research and draft background papers, briefing papers, and other documents focusing on energy security (energy governance, energy efficiency and transition to sustainable energy, critical energy networks, sustainable connectivity) and other relevant environmental areas outlined in OCEEA's mandate;

2. Drafts initial versions of oral and written inputs and speeches;
3. Assists with the organization of project-related capacity-building activities and events by maintaining lists of participants, updating agendas, preparing distribution materials and performing any other duties as requested;
4. Attends relevant meetings, and any other (internal or external) meetings and conferences on request, and take notes;
5. Prepares relevant presentations and materials to advance visibility of the activities;
6. Assists in co-ordinating and providing relevant inputs;
7. Performs other related duties as assigned.