



DMUN Foundation

Office of the Executive Director

Secretariat of the Foundation

4th Floor, 12 Gangnamdaero 156-gil, Gangnam, Seoul, Republic of Korea

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Senior Appointments of the Executive Director OFFICIAL CORRESPONDENCE - C/OED/2025/80

8 November 2025

Addressee

Ms. Daniela Saffie Budnik

Observer of the DMUN Foundation to the United Nations Office at Geneva and Other Intergovernmental Organizations at Geneva

Office of the Observer of the DMUN Foundation to the United Nations Office at Geneva and Other Intergovernmental Organizations at Geneva

Sender

Mr. Jaewon Choi

Deputy Executive Director for Administrative Management, *ad interim*

Office of the Executive Director

Secretariat of the DMUN Foundation

Dear Madam,

The Office of the Executive Director presents its compliments and has the honour to circulate the following information from the Deputy Executive Director for Administrative Management, issued in accordance with the Administrative Instruction on Senior Appointments and Appointments to the Office of the Executive Director.

On 8 November 2025, the Executive Director, Mr. Jaewon Choi, acting pursuant to decision AM/2/6 on the Authority of the Executive Director and Members of the Executive Directorate, approved the following appointment:

Effective 10 September 2025:

Ms. Daniela Saffie Budnik, Observer of the DMUN Foundation to the United Nations Office at Geneva and Other Intergovernmental Organizations at Geneva



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For a term of: 10 November 2025 - 10 November 2026, renewable.

The Deputy Executive Director for Administrative Management, on behalf of the Executive Director, extends congratulations to the appointee on this nomination and welcomes her service to the Foundation.

The Office of the Executive Director avails itself of this opportunity to renew the assurances of its highest consideration.

Jaewon Choi

Deputy Executive Director, Administrative Management, *ad interim*

On behalf of the Executive Director





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Attachment I: Original Copy of the Letter of Appointment



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Certificate of Appointment

The Executive Director of the DMUN Foundation,

*By virtue of the authority vested in me under the Constitution of the Foundation
and the mandate of its Members,*

Pursuant to decision AM/2/6 of the Governing Body of the Foundation,

*Hereby appoints the following individual to serve in the Secretariat of the
Foundation:*

Daniela Saffie Budnik

Observer of the DMUN Foundation to the United Nations Office at Geneva and
Other Intergovernmental Organizations at Geneva

*Given under my hand, on this 10th day of November 2025, in the Seat of the
Secretariat of the DMUN Foundation.*

Jaewon Choi
Executive Director



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Contract of Appointment

Name: Daniela Saffie Budnik

Title: Observer of the DMUN Foundation to the United Nations Office at Geneva and Other Intergovernmental Organizations at Geneva

1. Appointment and Role

The DMUN Foundation hereby appoints **Ms. Daniela Saffie Budnik** as its **Observer to the United Nations Office at Geneva (UNOG)** and other intergovernmental organizations (IGOs) based in Geneva.

Ms. Saffie Budnik shall represent the Foundation in accordance with its mandate, mission, and principles, ensuring the active participation and visibility of the organization in all relevant intergovernmental processes.

2. Duties and Responsibilities

The Observer shall:

- Ensure the **delivery of DMUN Foundation statements** under all relevant agenda items, exercising full **plenipotentiary rights** to determine the content of such statements.
- **Facilitate engagement** with local IGOs, UN System and Secretariat bodies, and Member States through **bilateral meetings, memoranda of understanding (MOUs), and partnerships.**
- **Coordinate and accredit** Foundation representatives by drafting and transmitting **Note Verbales** and other formal diplomatic correspondence.
- **Coordinate the participation and activities of other representatives** nominated directly by the Foundation to conferences and intergovernmental processes held in Geneva.



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- **Record and collect media materials** suitable for public communication and outreach, including **photos and videos of statements** and other relevant proceedings, for potential use on the Foundation's social media and outreach platforms.
- Provide timely **summaries** of relevant sessions and engagements to the Foundation Secretariat.
- Undertake any additional functions that may reasonably arise from the position in coordination with the Executive Office.

3. Payment Structure

For services rendered in an official capacity as Observer:

- For all **conferences physically attended and delegations coordinated: USD 50 per day**
- For all **conferences virtually coordinated: USD 25 per day**

Payment shall be made upon submission of an attendance and coordination report verified by the Executive Office.

4. Duration of Appointment

This appointment shall take effect on **10 November 2025** and shall remain valid until **10 November 2026** unless terminated by either party with written notice.

5. Confidentiality and Conduct

The Observer shall uphold the highest standards of professionalism, impartiality, and confidentiality in all activities conducted on behalf of the Foundation and in all interactions with Member States, the UN System, and other stakeholders.