Ref.: SCBD/SSSF/AS/JS/TMC/VA/88336 17 September 2019

**N O T I F I C A T I O N**

**Call for the nomination of participants for the regional training workshop to build understanding and capacity on gender-biodiversity issues in South East Asia**

**9-13 December 2019 – Manila, Philippines**

Dear Madam/Sir,

 I am pleased to inform you that the Secretariat of the Convention on Biological Diversity and the ASEAN Centre for Biodiversity (ACB) are co-organizing a five-day regional training workshop for representatives from the South East Asia region, to be held from 9 to 13 December 2019, in Manila, Philippines. The workshop is being convened with financial support from the Government of Sweden, and the ACB through support provided from the European Union through the Biodiversity Conservation and Management of Protected Areas in ASEAN Project.

The workshop aims to build a cadre of qualified trainers on gender and biodiversity issues, who can contribute to strengthen capacity on gender mainstreaming of government officials and associated actors responsible for biodiversity policy and planning in the region. The workshop will include a training of trainer’s exercise and delivery of training to staff members of the ACB and associated host country organizations, to enhance institutional capacity on gender mainstreaming and contribute to stronger regional action on gender-responsive biodiversity policy and programming. This training workshop thereby aims to serve as a pilot exercise to promote regional capacity-building and action on gender and biodiversity issues.

Topics to be covered in the training exercise include gender and biodiversity concepts, gender analysis and gender mainstreaming, relevant international policy commitments, and programming practicalities, including gender-responsive planning and budgeting.

By this notification, I am pleased to invite Parties and relevant organizations to nominate up to two officials involved in the implementation of the Convention, with relevant expertise on gender and biodiversity and the delivery of training, to participate in this workshop. Nominees must have demonstrated knowledge, expertise and experience related to gender and biodiversity issues and experience in providing training, in order to be considered eligible to participate. The selection of experts will be carried out using the following criteria, taking into account gender balance:

1. Working knowledge of the Convention on Biological Diversity;
2. Experience and knowledge on national and regional environmental policy and networks;
3. Experience and knowledge on gender and biodiversity and/or gender and environment linkages and approaches to mainstreaming;
4. Experience in delivering training on or related to gender and biodiversity or environment activities;
5. A clear responsibility within a national or regional-level institution/agency, or a relevant entity including non-governmental organizations, related to biodiversity conservation or environmental management; and
6. Ability and availability to serve as a trainer and resource person on gender and biodiversity issues, at the regional, national or organizational level.

Selected nominees will be expected to commit to delivering training on gender and biodiversity issues for government officials and associated actors within their countries and/or organizations.

 Nominations must include an official letteraddressed to the Executive Secretary, signed by the National Focal Point or the Head of the organization, indicating the name and full contact details of the nominees. Nominations must also be accompanied by a curriculum vitae of the nominee, demonstrating expertise in the topics for the workshop (training, gender, biodiversity and/or environment), and by the attached nomination form duly completed and signed by the nominee. Incomplete applications will not be considered.

 Nominations should be sent to secretariat@cbd.int, or faxed to +1 (514) 288-6588, as soon as possible, but no later than **8 October 2019**. The workshop will be conducted in English.

 The Secretariat will be in a position to cover the costs of travel tickets (economy class airfare or alternative transit fare) and accommodation and subsistence (up to a maximum of six nights) for a limited number of representatives from each country Party in the South East Asia region eligible for financial support, according to the Organization for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC) guidelines. As funding is subject to OECD DAC eligibility, countries that are not eligible for OECD DAC assistance may still wish to nominate a participant, however, participation would be at their own expense.

 Thank you in advance for your cooperation and for your continued support for the work of the Convention.

Please accept, Madam/Sir, the assurances of my highest consideration.

Cristiana Paşca Palmer, Ph D

 Executive Secretary

Attachment

**NOMINATION FORM**

**Regional training workshop to build understanding and capacity on gender-biodiversity issues in South East Asia**

**9-13 December, 2019, Manila, Philippines**

**I. INFORMATION ON THE NOMINEE**

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Ministry/Agency/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. QUALIFICATIONS AND EXPERIENCE OF THE NOMINEE**

***2. Current employment***

(a) Official title (current position): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***3. Description of your relevant activities within your organization:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***4. Description of your relevant gender experience:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***5. Description of your relevant biodiversity or environmental management experience:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***6. Have you delivered or facilitated training on gender equality? \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_ No***

***If yes, please provide details below – requested details include your role, number of trainings, audience(s), size of groups, length of training, topics covered:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***7. What relevant networks (gender/environment/biodiversity are you a part of in your home country? In the South East Asia region? What role do you play in these networks?***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***8. How will this training be relevant to your ongoing and future work related to gender and biodiversity or environmental issues?***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***9. Are you willing to be listed on a roster as a trainer or technical assistance provider on gender and biodiversity for your country and/or within the South East Asia region?***

***\_\_\_\_\_\_\_\_\_\_\_\_ Yes within home country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes within South East Asia region \_\_\_\_\_\_\_\_\_\_\_\_ No within home country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No within South East Asia region***

**III. ADDITIONAL INFORMATION**

***10.*** ***I agree that, if selected, I will contribute to all pre- and post-meeting requests for input and attend all the workshop sessions. I also agree that, upon return to my work place, I will*** ***commit to support and follow-up on the outcomes of the workshop, including advancing and delivering training exercises on gender and biodiversity within my organization or with partner organizations.***

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of the applicant Date

**OFFICIAL ENDORSEMENT**

Name of Head of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Endorses the application of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the regional training workshop to build understanding and capacity on gender-biodiversity issues in South East Asia, to be held from 9 to 13 December 2019 in Manila, Philippines.

The institution confirmsthat on his/her return, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will retain his/her current responsibilities related to subject matter of the workshop.

Signature and Stamp Date:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (Please Print) (Signature)**