Convention on Biological Diversity

UNEP

MEETING OF THE INFORMAL ADVISORY
  COMMITTEE TO THE CLEARING-HOUSE
  MECHANISM OF THE CONVENTION ON
  BIOLOGICAL DIVERSITY
Montreal, 13-14 June 2014

COMMON FORMATS AND METADATA

I.   INTRODUCTION

1.   In accordance with decision X/15, the central clearing-house mechanism (CHM) should provide effective global information services to facilitate the implementation of the Strategic Plan for Biodiversity 2011-2020. Since the last meeting of the Conference of the Parties (COP), the Secretariat of the Convention on Biological Diversity has been developing new online services to exchange information. The purpose of this document is to describe the structure of this information through common formats and metadata elements. It can serve as a basis for providing feedback and advice on how to further develop the global information services of the clearing-house mechanism.

2.   The central clearing-house mechanism includes a database of records representing various types of information (i.e. Meeting, Decision, National Focal Point, Organization, etc.). The structure of a database record can be described through a common format which is essentially a collection of fields (i.e. Title, Description, Date, Subject(s), etc.). Each field is characterized by a content type (i.e., text, number, date, email, etc.) and the content itself is sometimes set through controlled vocabularies allowing only pre-defined values. Generally speaking, metadata refer to elements used to describe information.

3.   The document is structured as follows:

(a)   Section I is this introduction;

(b)   Section II introduces the metadata elements used to describe the common formats;

(c)   Section III describes the recently developed common formats;

(d)   Section IV describes the common formats proposed to track the implementation of the clearing-house mechanism;

II.   METADATA

4.   Table 1 below lists the various types of content that are used to describe the common formats presented in this document. A content type expressed in plural means that it can accept multiple values.

/...

For instance "<Selection>" means that a single value can be selected while "<Selections>" means that multiple values can be selected. Also, this document makes a logical distinction between a "<Selection>" and a "<Reference>" even if both involve a selection process. The former is a selection from a controlled vocabulary (e.g. a stable list of countries) while the latter is a reference to a submitted record (e.g. a growing list of organizations).

Table 1. Content types used to describe the common formats

Content type	Description
<Text box>	Short text
<Text line>	Single line of text
<Text area>	Multi-line text description
<Date>	Date
<Number>	Numeric value
<Currency amount>	Amount expressed in a particular currency (e.g. USD)
<Yes/No>	Yes/No flag or checkbox
<Email>	Valid email address
<File(s)>	Uploaded file(s), including documents, images or other attachments
<URL(s)>	Insertion of one or more links (URLs)
<Selection(s)>	Single or multiple selection from a controlled vocabulary
<Reference(s)>	Single or multiple references to other submitted records
<Option>	Single option selection through radio buttons (typically used in questionnaires)

5.   Table 2 below lists the controlled vocabularies currently used at http://chm.cbd.int. Each vocabulary heading is followed by a brief note (*in italics*) providing some additional information, including how the vocabulary may evolve based on review and user feedback.

Table 2. Controlled vocabularies

Controlled vocabularies and values
Countries
Based on ISO 3166-1 standard, and more specifically on ISO 3166-1 alpha 2 for country codes. *(See http://en.wikipedia.org/wiki/ISO_3166-1)*
Languages
The six United Nations languages
Arabic
Chinese
English
French
Russian
Spanish

Controlled vocabularies and values

Relevant libraries

When applicable, this vocabulary indicates the information service(s) under which the submitted resource should be searchable.

	CBD Clearing-House
	ABS Clearing-House
	EBSA

Type of resource

This vocabulary is used to distinguish between the various kinds of information resources available in the online library. This list may need to be streamlined.

	Book / Book chapter
	Report / Review / Factsheet /Notes
	Conference paper / Proceedings
	Audio / Video
	Image / Photo / Map / Poster
	Software application (i.e. computer program)
	Manual / Tutorial / FAQ / Dictionary
	News service (including email listservs)
	- Article (journal / magazine / newspaper)
	- List server
	Website, online reference or search tool
	- Website
	- Online data base / archive / catalogue

Type of organization

This vocabulary is used to group organizations.

	Academic or research institute
	Government agency
	Intergovernmental organization (IGO)
	Non-Governmental organization (NGO)
	Private sector (business and industry)
	Regional economic integration organization
	UN and other specialized agency of the UN Common System

Controlled vocabularies and values
Type of CBD document / report
This vocabulary contains the list of major national documents/reports requested under the CBD

	NBSAP
	5th National Report (2009-2014)
	4th National Report (2005-2009)
	3rd National Report (2001-2005)
	2nd National Report (1997-2001)
	1st National Report (1992-1998)
	Status of the programme of work for the Global Taxonomy Initiative (2004)
	Voluntary report on the implementation of the expanded work programme for forests (2003)
	Thematic report on the transfer of technology and technology cooperation (2003)
	Thematic report on protected areas (2003)
	Thematic report on mountain ecosystems (2002)
	Thematic report on forest ecosystems (2001)
	Thematic report on access and benefit-sharing (2000)
	Thematic report on alien species (2000)

Level of application
This vocabulary could perhaps be merged with the next list

	Regional / Multilateral
	National / Federal
	Sub-national

Scale
This vocabulary could perhaps be merged with the previous list

	Global
	Regional
	National
	Sub-national

Status of activity
"Cancelled" or "Idle" could perhaps be added to this vocabulary.

	Completed
	Ongoing
	Planned

Controlled vocabularies and values

Status of assessment of progress toward a target	
This vocabulary should perhaps be streamlined to 3 entries (On track, no significant change, moving away)	
	On track to exceed target
	On track to achieve target
	Progress towards target but at an insufficient rate
	No significant change
	Moving away from target

Level of confidence	
This vocabulary is used to express the level of confidence of measured progress toward a target	
	Based on comprehensive indicator information
	Based on partial indicator information and expert opinion
	Based on expert opinion

Status of guidance and support tool	
This vocabulary could perhaps be replaced by a yes/no flag indicating whether the guidance is mandatory.	
	Required / Endorsed
	Voluntary / Other

CBD thematic areas	
This vocabulary is a revised version of the CBD vocabulary of subjects / programme areas. It results from an attempt to group topics by higher-level categories. This vocabulary is subject to further review.	
	Legal and institutional structure
	- Secretariat of the Convention on Biological Diversity
	- Conference of the Parties
	- Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA)
	- Cartagena Protocol on Biosafety
	- Nagoya Protocol on Access and Benefit-sharing
	- Compliance
	Strategy and planning
	- Strategic Plan 2011-2020
	- NBSAPs
	- Multi-Year Programme of Work (MYPOW)
	- 2010 Biodiversity Target

Controlled vocabularies and values
Implementation, monitoring and reporting
- National Reports
- Indicators
- Global Biodiversity Outlook
- Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES)
Partnerships and initiatives to enhance cooperation
- Aichi targets Task Force
- Biodiversity Indicators Partnership
- Biodiversity Liaison Group
- Business
- Capacity-building for effective national action
- Cities and Sub national Authorities
- Clearing-House Mechanisms
- Consortium of Scientific Partners
- Financial Mechanism and Resources Mobilization
- Global Taxonomy Initiative
- Impact Assessment and Minimizing Adverse Impacts
- Indigenous and local communities
- Joint Liaison Group
- Memorandum of Cooperation
- Scientific and Technical Research and Training
- Support mechanisms for research, monitoring and assessment
Biomes
- Agricultural Biodiversity
- Dry and Sub-Humid Lands Biodiversity
- Forest Biodiversity
- Inland Waters Biodiversity
- Island Biodiversity
- Marine and Coastal Biodiversity
- Mountain Biodiversity
- Polar Biodiversity
Cross-Cutting Issues
- Access to Genetic Resources and Benefit-sharing

Controlled vocabularies and values
- Biodiversity for Development
- Chemicals and pollution
- Climate Change and Biodiversity
- Economics, Trade and Incentive Measures
- Ecosystem Approach and Restoration
- Ex-Situ Conservation
- Gender and Biodiversity
- Handling of Biotechnology
- Health and Biodiversity
- In-Situ Conservation and Protected Areas
- Intellectual Property Rights
- Invasive Alien Species
- Knowledge innovation and Practices
- Taxonomy
- Tourism and Biodiversity
Outreach and education
- International Day for Biodiversity
- International Year of Biodiversity
- United Nations Decade on Biodiversity
- Youth

III.   RECENTLY DEVELOPED COMMON FORMATS

6.   This section describes the common formats for information types that have recently been made available for online submission at http://chm.cbd.int, as listed in table 4. These formats are grouped based on the validation workflow followed when new records are submitted, as described in table 3:

(a)   National records submitted by national authorized users and validated by Parties;

(b)   Reference records submitted by any registered users and subject to review and validation by the Secretariat;

(c)   Secretariat records managed exclusively by Secretariat staff.

Table 3. Submission and validation processes

National records	**Submitted and validated by countries**: The submission of records in this category is restricted to national focal points (NFPs), identified for their responsibilities such as ABS, BCH, CBD etc., and national authorized users (NAUs) appointed by the NFPs. All records submitted by NAUs will be forwarded to the relevant NFP for review and validation prior to publication.

Reference records	**Submitted by any registered user and validated by the CBD Secretariat**: Records in this category may be submitted by all registered users. These records will be subject to review and validation by the Secretariat prior to publication.
Secretariat records	**Submitted and validated entirely by the CBD Secretariat**

Table 4. Information types available for submission at http://chm.cbd.int (as of 26 May 2014)

Information type	*Table*	*Comments*
National records	*5 - 12*	
NBSAPs	5	To allow Parties to upload their national biodiversity strategies and action plans (NBSAPs) See https://chm.cbd.int/management/edit/nationalReport?type=nbsap.
National Reports	6	To allow Parties to upload their national reports, including thematic reports. See https://chm.cbd.int/management/edit/nationalReport.
National Targets	7	To allow Parties to specify their national targets and link them to Aichi targets. See https://chm.cbd.int/management/edit/nationalTarget.
National Indicators	8	To allow Parties to specify their national indicators and link them to global indicators. See https://chm.cbd.int/management/edit/nationalIndicator.
Assessments of Progress	9	To allow Parties to submit assessment of progress against national targets or Aichi Targets. See https://chm.cbd.int/management/edit/progressAssessment. (The above link is not yet present on the main submission page.)
Implementation Activities	10	To allow Parties to submit information on the activities undertaken to implement their NBSAPs. See https://chm.cbd.int/management/edit/implementationActivity.
Guidance & Support Tools	11	To allow Parties to submit guidance and support tools related to certain areas. See https://chm.cbd.int/management/edit/nationalSupportTool.
Resource Mobilization	12	To allow Parties to provide data on the mobilization of financial resources based on the preliminary reporting framework described in document UNEP/CBD/COP/11/14/Add.1 and in accordance with decision XI/4. See https://chm.cbd.int/management/edit/resourceMobilisation
Reference records	*13 - 15*	
Library resources	13	To submit on library resources, including online references and multimedia resources. See https://chm.cbd.int/management/edit/resource
Organizations	14	To submit organizations that can referred to from other records See https://chm.cbd.int/management/edit/organization
Contact	15	To submit contacts who can be referred to from other records. See https://chm.cbd.int/management/edit/contact (The above link is not yet present on the main submission page.)

Information type	Table	Comments
Secretariat records	**16 - 18**	
Strategic Plan Indicators	16	To maintain the list of indicators to keep track of progress towards the implementation of the Strategic Plan for Biodiversity 2011-2020 See https://chm.cbd.int/management/edit/strategicPlanIndicator
Case Studies	17	To enter case studies related to the convention and its implementation See https://chm.cbd.int/management/edit/caseStudy
EBSA	18	Ecologically or biologically significant marine area (EBSA) See https://chm.cbd.int/management/edit/marineEbsa

Table 5. Format of an NBSAP record

Information item	Type	Comments
General information		
Country *	<Selection>	Automatic based on user status
Title *	<Text line>	
Type of document *	<Selection>	Pre-filled with NBSAP
Summary	<Text area>	
Level of application	<Selection>	
Additional information	<Text area>	
Time period		
From *	<Date>	
To	<Date>	
Status		
Status of the document	<Selection>	
Main relevant document(s)		
Relevant information	<Text area>	
Relevant websites links and files	<URLs> & <Files>	
Other relevant information		
Additional information	<Text area>	
Other relevant websites or documents	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

Table 6. Format of a National Report record

Information item	Type	Comments
General information		
Country *	<Selection>	Automatic based on user status
Title *	<Text line>	
Type of document *	<Selection>	Report type
Summary	<Text area>	
Level of application	<Selection>	
Additional information	<Text area>	
Time period		
From *	<Date>	
To	<Date>	
Status		
Status of the document	<Selection>	
Main relevant document(s)		
Relevant information	<Text area>	
Relevant websites links and files	<URLs> & <Files>	
Other relevant information		
Additional information	<Text area>	
Other relevant websites or documents	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

Table 7. Format of a National Target record

Information item	Type	Comments
General information		
Country *	<Selection>	Automatic based on user status
Title *	<Text line>	
Description *	<Text area>	
Level of application *	<Selection>	Please specify if the target refers to the national or subnational level
Targets and indicators		
Main related Aichi Targets *	<Selections>	
Other related Aichi Targets	<Selections>	
Means to assess progress *	<Text area>	
Higher level national target	<Reference>	If this National Target is a sub-target, please indicate the higher level National Target.
Link to national indicators	<References>	
Partners		
Link to relevant partners	<References>	References to previously entered organizations
Main relevant document(s) and information		
Relevant information	<Text area>	
Relevant websites, links, and files	<URLs> & <Files>	
Other relevant information		
Additional information	<Text area>	
Other relevant websites or documents	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

Table 8. Format of a National Indicator record

Information item	Type	Comments
Overview		
Country *	<Selection>	Automatic based on user status
Title *	<Text line>	
Description *	<Text area>	
Link to relevant Strategic Plan Indicators	<Selections>	
Main relevant document(s)	<URLs> & <Files>	
Other relevant information		
Additional information	<Text area>	
Other relevant websites or documents	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

Table 9. Format of an Assessment of Progress record

Information item	Type	Comments
General information		
Country *	<Selection>	Automatic based on user status
Title *	<Text line>	
Object of the assessment		
Aichi Target *	<Selection>	Or national target
National Target	<Reference>	
Assessment		
From *	<Date>	
To *	<Date>	
Level of assessment	<Selection>	To specify if the assessment was carried out for the national or subnational level
Assessment *	<Text area>	In case of assessment of progress toward a National Target, this refers to the "Means to assess progress" described in the National Target record.
Status of the assessment of progress toward the implementation of the selected target *	<Selection>	
Level of confidence of the above measure *	<Selection>	
Level of application *	<Selection>	To specify if the target refers to the national or subnational level
Explanation of the level of confidence indicated in the field *	<Text area>	
Indicators and activities		
Link to national indicator(s) used in this assessment	<References>	
Link to indicator(s) used in this assessment	<References>	
Link to national activity(ies) related to this assessment	<References>	
Main relevant documents and information		
Relevant information	<Text area>	
Relevant websites, links, and files	<URLs> & <Files>	
Other relevant information		
Additional information	<Text area>	
Other relevant websites or documents	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

Table 10. Format of an Implementation Activity record

Information item	Type	Comments
General information		
Country *	<Selection>	Automatic based on user status
Title *	<Text line>	
Description *	<Text area>	
Status *	<Selection>	
Level of application *	<Selection>	To specify if the target refers to the national or subnational level
Targets and indicators		
Link to national indicators	<References>	
Link to national targets	<References>	
Link to Aichi Target	<References>	
Partners		
Link to relevant partners	<References>	References to previously entered organizations
Main relevant documents and information		
Relevant information	<Text area>	
Relevant websites, links, and files	<URLs> & <Files>	
Other relevant information		
Additional information	<Text area>	
Other relevant websites or documents	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

Table 11. Format of a Guidance & Support Tool record

Information item	Type	Comments
General information		
Country *	<Selection>	Automatic based on user status
Title *	<Text line>	
Description *	<Text area>	
Status *	<Selection>	Status of the Guidance
Level of application *	<Selection>	
Link to relevant national targets *	<References>	
Link to relevant Aichi Target *	<Selections>	
Link to other relevant Aichi Target	<Selections>	
Link to CBD Thematic Areas	<Selections>	
Link to CBD Support Tools	<Selections>	
Partners		
Link to relevant partners	<References>	References to previously-entered organizations
Main relevant documents	<Text area>	
Main Relevant websites, links, and files	<URLs> & <Files>	
Other relevant information		
Additional information	<Text area>	
Other relevant websites or documents	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

Table 12. Format of a Financial Resource Mobilization record

Information item	Type	Comments
Identification of respondent		
Country *	<Selection>	Automatic based on user status
Please indicate on whose behalf this information is being completed *	<Selection>	- National Focal Point - Focal Point for Resource Mobilization
Name of the Strategy		
Contact details of the respondent		
Name		
Title		
Organization		
Department		
Phone numbers		
Emails		
Date of completion and submission of completed framework		
Additional information	<Text area>	
Other relevant websites or documents	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.
1. Information on international flows of financial resources		
Currency	<Selection>	
Information on international flows of financial resources		The items below represent columns of a table. Each entry creates a new line
- Year	<Selection>	Range 2010 – 2020
- Type of financial flow	<Selection>	- ODA – Bilateral - ODA – Multilateral - Other public funds - Private / Market - Not-for-profit organizations
- Category	<Selection>	- Directly related - Indirectly related - Total (directly + indirectly related)
- Amount	<Currency amount>	Amount in above-specified currency
- Confidence	<Selection>	High / Medium / Low
Comment	<Text area>	
2. Information on the availability of financial resources in each country		
Currency	<Selection>	

Information item	Type	Comments
Information on the availability of financial resources in each country		The items below represent columns of a table. Each entry creates a new line
- Year	<Selection>	Range 2000 – 2020
- Source	<Selection>	- Gov. budget – Central - Gov. budget – State / Provincial - Gov. budget – Local / Municipal - Private / Market - Other (NGO, foundation, and academia)
- Category	<Selection>	- Directly related - Indirectly related - Total (directly + indirectly related)
- Amount	<Currency amount>	Amount in above-specified currency
- Confidence	<Selection>	High / Medium / Low
Comment	<Text area>	
3. Information on the steps being taken to implement the strategy for resource mobilization		
3.1 Assessment of values of biodiversity	<Text area>	Assessments of the values of biodiversity and ecosystem services comprise assessments at the national, local and/or project levels, which may be undertaken by national or international experts, to estimate the value of biodiversity.
3.2 Identification and reporting funding needs, funding gaps and funding priorities	<Text area>	Funding needs, gaps and priorities are identified and reported at the national level, on the basis of the Convention and is often part of a national biodiversity strategy and action plan process.
3.3 Development of national financial plans for biodiversity	<Text area>	National financial plans for biodiversity refer to financial plans developed as part of national biodiversity strategies and action plans.
3.4 Integrated consideration of biodiversity and ecosystem services in development plans and strategies	<Text area>	Development plans and strategies may take various forms in different countries, such as national poverty reduction strategies or national sustainability strategies.
3.5 Country integrated consideration of biodiversity and ecosystem services in national budgets	<Text area>	A national budget which integrates biodiversity considerations would normally contain a section or paragraph dealing with biodiversity.
Comment	<Text area>	
4. Information on specific issues related to resource availability		
4.1. Technical cooperation, capacity⁻building and South-South cooperation		
4.1.1 North-South technical cooperation and capacity building provided	<Text area>	For developed countries
4.1.2 Support to South-South technical cooperation & capacity building through triangular cooperation	<Text area>	For developed countries
Comment	<Text area>	For developed countries

Information item	*Type*	*Comments*
4.1.3 North-South technical cooperation and capacity building received	<Text area>	For developing countries
4.1.4 South-South technical cooperation & capacity building received from other developing countries	<Text area>	For developing countries
4.1.5 South-South technical cooperation and capacity building - Provided	<Text area>	For developing countries
Comment	<Text area>	For developing countries
4.2. .Resources raised through reform of incentives and subsidies		
4.2.1 Removed, reformed or phased-out	<Text area>	
4.2.2 Positive incentives introduced	<Text area>	
Comment	<Text area>	
4.3 New and innovative financial mechanism		
New and innovative financial mechanisms that have been implemented by your country or in which your country has participated		The items below represent columns of a table. Each entry creates a new line
- Type of initiative	<Text box>	
- Resource generated	<Text box>	
- Description	<Text box>	
Comment	<Text area>	
4.4 Access and benefit sharing of genetic resources initiatives and mechanisms consistent with the Convention		
Information on access and benefit-sharing of genetic resources initiatives and mechanisms your country has undertaken that enhance resource mobilization		The items below represent columns of a table. Each entry creates a new line
- Initiative	<Text box>	
- Description	<Text box>	
Comment	<Text area>	
5. Activity classification		
Activities directly related to biodiversity	<Text area>	Activities directly related to biodiversity broadly correspond to the activity categories A and B used in UNEP/CBD/WG-RI/4/6/Add.1
Activities indirectly related to biodiversity	<Text area>	Actions which indirectly relate to biodiversity broadly correspond to the activity categories C and D used in UNEP/CBD/WG-RI/4/6/Add.1.

Table 13. Format of a Library Resource record

Information item	Type	Comments
Clearing-houses		
Relevant CBD Libraries *	<Selection>	
General information		
Title *	<Text>	Title of the library item
Author(s) *	<Text>	Name(s) of author(s)
Author(s) contact information	<Text>	
Language(s) *	<Selection>	Language(s) of item
Publication Year *	Year	Date of publication
Organization(s) involved in the publication of this resource	<Reference>	
Cover image(s)	<File>	Only JPEG and PNG formats are supported
Resource information		
Summary, abstract or table of contents	<Text area>	
Type of resource	<Selection>	
Publisher and its location	<Text area>	
Rights	<Text line>	Information about rights held in and over the resource, such as copyright holder, and availability for reproduction for educational or non-profit purposes.
Format	<Text line>	Format may be used to identify the resource dimensions (e.g. size, number of pages or duration) or the software, hardware, or other equipment needed to display or operate it (e.g. "Requires Acrobat Reader for viewing").
Source	<Text line>	A reference to a resource from which the present resource is derived (e.g. an article from a journal). For original documents you may wish to specify "original document".
Resource references		
Country(ies), Regional or Economic group(s) related to the resource	<Selections>	Combined list of countries and country groups
Keywords and any other relevant information	<Text area>	to provide additional keywords or any other relevant information not contained elsewhere in the record.
Access to the resource		
Link to the resource(s)	<URLs> & <Files>	Please always attach the relevant document(s) that will be stored in the database for users to download. When resources are available on the Internet, please also provide a link to them

Information item	Type	Comments
How to obtain the resource	<Text area>	Please provide details on how hard copies of the resource(s) can be ordered or otherwise obtained.
Additional information		
Any other relevant information	<Text area>	
Any other relevant documents	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

Table 14. Format of an Organization record

Information item	Type	Comments
General information		
Name *	<Text line>	
Acronym *	<Text line>	
Contact person in the organization	<Reference>	
Organization coordinates		
Address	<Text area>	
City	<Text>	
State or province	<Text>	
Postal code or zip	<Text.	
Country	<Selection>	
Phone numbers *		Format: +[country code] [city code] [telephone number] [extension, if necessary].
Fax numbers		
Emails		
Website	<URLs>	
Detailed information		
Relevant libraries *	<Selections>	
Type of organization *	<Selection>	
Organization's profile	<URLs> & <Files>	
Linked organizations	<Reference>	
Additional information		
Any other relevant information	<Text area>	
Other relevant websites or documents	<URLs> & <Files>	
Notes		

Information item	*Type*	*Comments*
Notes	<Text area>	Seen only when the record is being edited.

Table 15. Format of a Contact record

Information item	Type	Comments
Personal Information		
Title	<Text box>	
First name *	<Text box>	
Middle name	<Text box>	
Last name *	<Text box>	
Job title	<Text line>	
Employer / Organization *	<Text line>	
Acronym	<Text line>	
Department / Division / Unit	<Text line>	
Type of organization	<Selection>	
Address	<Text area>	
City	<Text line>	
State or Province	<Text line>	
Postal code or Zip	<Text line>	
Country		
Contact information		
Phone numbers	<Text line>	
Fax numbers *	<Text line>	
Emails	<Emails >	
Additional information		
Additional information	<Text area>	
Other relevant websites or documents	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

Table 16. Format of a Strategic Plan Indicator record

Information item	Type	Comments
Indicator operational text	<Text>	Pre-filled as the national CHM of the current country
Indicator headline text	<Selection>	Automatic based on user status
Indicator icon	<File>	Pre-filled with national CHM URL
Sub-topic text	<Text area>	
Communication question	<Text area>	
Operation classification	<Text area>	
Status of development	<Text area>	
Sensitivity (can it be used to make assessment by 2015?)	<Selection>	High / Medium / Low
Scale	<Selection>	
Scientific validity	<Selection>	High / Medium / Low
How easy can it be communicated	<Selection>	High / Medium / Low
Data sources	<Text area>	
Data requirements	<Text area>	
Who's responsible for measuring	<Reference>	Reference to an organization
Status of progress	<Text area>	
Link to resources	<URLs> & <Files>	
Additional information		
Any other relevant information	<Text area>	
Other relevant websites or documents	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

Table 17. Format of a Case Study record

Information item	Type	Comments
General information		
Title *	<Text line>	
Related CBD subject area(s) *	<Selections>	
Main related Aichi target(s) *	<Selections>	
Related region(s) / Economic group(s)	<Selections>	Or country selection
Related country(ies)	<Selections>	
Language(s)	<Selection>	
From	<Date>	
To	<Date>	
Source	<Text area>	
Organization(s) involved	<Selections>	
Contact person	<Selection>	
Case study details		
Summary, abstract or table of contents*	<Text Area>	
Case study description	<Text Area>	
Scale	<Selection>	
Status	<Selection>	
Resources	<Selection>	
Images for showcase	<Images>	
Additional information		
Any other relevant information	<Text area>	
Other relevant websites or documents	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

Table 18. Format of an Ecologically or Biologically Significant Marine Area (EBSA) record

Information item	Type	Comments
General information		
Title/Name of the area *	<Text line>	
Summary	<Text area>	
Introduction of the area	<Text area>	
Location		
Location *	<Text area>	
Geo-location	<File>	GeoJSON files only (www.geojson.org)
Area details		
Feature description of the area	<Text area>	
Feature conditions and future outlook of the proposed area	<Text area>	
Related countries *	<Selections>	
Is this marine areas beyond national jurisdiction?	<Yes/No>	
References		
References	<Text area>	
CBD resources	<References>	
Other relevant websites or documents	<URLs> & <Files>	
Status of submission		
a) Areas meeting EBSA criteria approved for inclusion in the EBSA Repository	<Option>	
- COP decision	<Reference>	To select a decision
- Approved by a Party or other Government through national process (national jurisdiction only)	<Selection>	To select a country
- Date	<Date>	
b) Areas meeting EBSA criteria for consideration by COP or by a Party / other Government through national process	<Option>	
- Recommended by SBSTTA to COP for consideration and possible inclusion in the EBSA Repository	<Selection>	To select a decision or recommendation
- Ongoing official national process (within national jurisdiction only)	<Selection>	To select a country
- Date	<Date>	

Information item	*Type*	*Comments*
c) Areas meeting EBSA criteria for consideration by SBSTTA	<Option>	
- Prepared by CBD regional workshops	<Sub-Option>	
- Prepared by Competent Organizations through regional processes	<Sub-Option>	
CBD workshop	<Selection>	To select a CBD workshop
d) Areas meeting EBSA criteria for consideration by CBD regional workshop	<Option>	
- Government(s)	<Sub-Option>	
- Competent Organization(s)	<Sub-Option>	
- Other(s)	<Sub-Option>	
- Country(ies)	<Selections>	To select a list of countries
e) Other relevant areas meeting EBSA criteria	<Option>	
- Government(s)	<Sub-Option>	
- Competent Organization(s)	<Sub-Option>	
- Other(s)	<Sub-Option>	
Assessment of area against the CBD EBSA criteria		
C1: Uniqueness or rarity	<Yes/No> <Selection> <Text area>	Checkbox High / Medium / Low / No information To provide a description
C2: Special importance for life-history stages of species	<Yes/No> <Selection> <Text area>	Checkbox High / Medium / Low / No information To provide a description
C3: Importance for threatened, endangered or declining species and/or habitats	<Yes/No> <Selection> <Text area>	Checkbox High / Medium / Low / No information To provide a description
C4: Vulnerability, fragility, sensitivity, or slow recovery	<Yes/No> <Selection> <Text area>	Checkbox High / Medium / Low / No information To provide a description
C5: Biological productivity	<Yes/No> <Selection> <Text area>	Checkbox High / Medium / Low / No information To provide a description
C6: Biological diversity	<Yes/No> <Selection> <Text area>	Checkbox High / Medium / Low / No information To provide a description
C7: Naturalness	<Yes/No> <Selection> <Text area>	Checkbox High / Medium / Low / No information To provide a description
Additional information		
Any other relevant information	<Text area>	To provide any other relevant information

Information item	Type	Comments
Other relevant websites or documents	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

IV. PROPOSED COMMON FORMATS TO KEEP TRACK OF THE IMPLEMENTATION OF THE CLEARING-HOUSE MECHANISM

7.   Keeping track of the progress made by Parties in the implementation of their national clearing-house mechanisms is not something that can be realistically envisaged if it is done manually. To be able to keep track of such progress in an efficient manner, it is recommended to establish a user-friendly online system that a CHM national focal point can use to easily report progress as it happens. Moreover, the system can be designed in a generic way in order to benefit all programmes under the Convention on Biological Diversity. Annex III of document UNEP/CBD/WGRI/5/3/Add.2 contains a concept note describing the features of such an information service.

8.   This information service should allow CHM NFPs to easily:

(a)   Describe the current status of their national CHM;

(b)   Describe the main activities or projects related to their national CHM;

(c)   Provide quick updates whenever some progress is made on any of these activities.

9.   The core system relies on the three information types described in table 19 below. These proposed formats are described in tables 20, 21 and 22 and they are expected to be fine-tuned as needed.

Table 19. Information types to keep track of the implementation of the clearing-house mechanism

Type	Created by	Description
National CHM Status	CHM NFP	Description of the current status of a national CHM in a country. When editing this record, the user has the option to update the list of activities related the national CHM.
Activity	CHM NFP, CBD Secretariat, Partner	Brief general description of an activity or project related to the CHM. Among other things, this activity can be tagged with one of more elements of the CHM work programme. When editing this record, the user has the option to update the progress made on this activity.
Progress Update	CHM NFP, CBD Secretariat, Partner	Record describing some progress at a given time. The format of this record is similar to a blog post.

10.   While the National CHM Status information type is specific to the CHM programme, Activities and Progress Updates are generic types that apply to any programme under the Convention. This is because an Activity can be tagged by elements coming from any decision or work programme. The selection of tags should be presented hierarchically (from decisions and programmes to specific elements)

Table 20. Format of a National CHM Status record.

Information item	Type	Comments
Overview		
Title	<Text line>	Pre-filled as the national CHM of the current country
Country	<Selection>	Automatic based on user status
Website address	<URL>	Pre-filled with National CHM URL
Thumbnail	<File>	Snapshot image of the home page
Organization	<Reference>	Reference to the government entity managing the national CHM
Description	<Text area>	Brief description of the national CHM
Technical information		
Webmaster	<Reference>	Reference to the webmaster's expert record with name and email (pre-filled with the CHM NFP)
CMS	<Text line>	Content management system used by the national CHM
Database system	<Text line>	Database system used by the national CHM
Search engine	<Text line>	Search engine used by the national CHM
Other technical details	<Text area>	Additional technical details
Development		
Strategic vision	<Text area>	Description of the strategic vision of the national CHM
Capacity & expertise	<Text area>	Description of the capacity and expertise available for developing the national CHM
Challenges & needs	<Text area>	Description of the challenges and needs for further developing the national CHM
Related information		
Activities	<References>	Ordered list of activities with buttons to manage them (add, edit, move up/down, delete)
Links	<URL(s)>	Links to related information
Attachments	<File(s)>	Attached documents, images or videos

Table 21. Format of an Activity record

Information item	Type	Comments
Overview		
Title	<Text line>	Title of the activity or project
Thumbnail	<File>	Thumbnail image to visually represent the activity
Start Date	<Date>	Starting date (does not need to be an exact date)
End Date	<Date>	Ending date (does not need to be an exact date)
Status	<Selection>	Planned, ongoing, completed, or cancelled
Description	<Text area>	Brief description of the activity
Location	<Text area>	Can be broken down into country, city, and additional information for geo-location.
Responsible expert	<Reference>	Reference to the main expert in charge of this activity (pre-filled with the CHM NFP)
Responsible organization	<Reference>	Reference to the organization in charge of this activity (pre-filled with the organization in charge of the national CHM)
National references		*(Section for national users)*
National Targets	<Reference>	Reference to one or more National Targets
NBSAP Reference	<Text area>	Reference to NBSAP content
CBD references		*(Section for all users)*
Aichi Biodiversity Targets	<Selections>	Selection of one or more Aichi Biodiversity Targets
CBD subjects	<Selections>	CBD subject or thematic area (pre-filled with CHM)
Decisions	<References>	To select one or more COP decisions.
Elements	<References>	To select decision or programme elements (e.g. CHM elements in UNEP/CBD/COP/11/31)
Allow CBD review	<Yes/No>	Checkbox to grant permission to the Secretariat (when applicable) "*Allow the CBD Secretariat to review and enhance the above CBD references*"
Related information		
Progress updates	<References>	Ordered list of progress updates with buttons to manage them (add, edit, move up/down, delete)
Links	<URL(s)>	Links to related information
Attachments	<File(s)>	Attached documents, images or videos

Table 22. Format of a Progress Update record

Information item	Type	Comments
Overview		
Title	<Text line>	Brief title of the progress update
Date	<Date>	Date of the progress update
Description	<Text area>	Description of the progress update
Related information		
Links	<URL(s)>	Links to related information
Attachments	<File(s)>	Attached documents, images or videos