



Convention on Biological Diversity

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MEETING OF THE INFORMAL ADVISORY
COMMITTEE TO THE CLEARING-HOUSE
MECHANISM OF THE CONVENTION ON
BIOLOGICAL DIVERSITY
Montreal, 30-31 October 2015

COMMON FORMATS AND METADATA

I. INTRODUCTION

1. In accordance with decision XII/2, the central clearing-house mechanism (CHM) should continue developing the information services of the central clearing-house mechanism, taking into account user feedback as well as recommendations from the informal advisory committee to the clearing-house mechanism. The purpose of this document is to provide some details on the underlying common formats and metadata elements used by these information services. 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 refers to elements used to describe information.

3. The document is structured as follows:

- (a) Section I is the introduction;
- (b) Section II introduces the metadata elements used to describe the common formats;
- (c) Section III describes the current common formats.

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. The controlled vocabulary for CBD subjects is available in the annex to the present document.

Table 2. Controlled vocabularies

Controlled vocabularies and values	
Countries	
<i>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)</i>	
Languages	
<i>The six United Nations languages</i>	
	Arabic
	Chinese
	English
	French
	Russian
	Spanish

<i>Controlled vocabularies and values</i>	
<i>Relevant libraries</i>	
<i>When applicable, this vocabulary indicates the information service(s) under which the submitted resource should be searchable.</i>	
	CBD Clearing-House
	ABS Clearing-House
	EBSA
<i>Type of resource</i>	
<i>This vocabulary is used to distinguish between the various kinds of information resources available in the online library. This list is undergoing revision.</i>	
	Book / Book chapter
	Report / Review / Factsheet / Notes
	Conference paper / Proceedings
	Audio / Video
	Image / Photo / Map / Poster
	Software application (i.e. computer programme)
	Manual / Tutorial / FAQ / Dictionary
	News service (including email listservs)
	- Article (journal / magazine / newspaper)
	- List server
	Website, online reference or search tool
	- Website
	- Online database / Archive / Catalogue
	Academic course / Lecture
	Case study / Good practice / Lessons learned
	Dictionary / Glossary / Bibliography
	Learning aid and support (e.g. presentation, lecture notes, worksheet, quiz, video, images, audio clips)
<i>Type of organization</i>	
<i>This vocabulary is used to group organizations.</i>	
	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

<i>Controlled vocabularies and values</i>	
<i>Type of CBD national document/report</i>	
<i>This vocabulary contains the list of major national documents/reports requested under the CBD.</i>	
	NBSAP
	Fifth national report (2009-2014)
	Fourth national report (2005-2009)
	Third national report (2001-2005)
	Second national report (1997-2001)
	First 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)
<i>Level of application</i>	
<i>This vocabulary could perhaps be merged with the next list</i>	
	Regional / Multilateral
	National / Federal
	Subnational
<i>Scale</i>	
<i>This vocabulary could perhaps be merged with the previous list</i>	
	Global
	Regional
	National
	Subnational
<i>Status of activity</i>	
<i>This vocabulary typically applied to projects.</i>	
	Completed
	Ongoing
	Planned
	Proposed

<i>Controlled vocabularies and values</i>	
<i>Status of assessment of progress toward a target</i>	
<i>This vocabulary is based on the methodology used for GBO 4.</i>	
	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
<i>Level of confidence</i>	
<i>This vocabulary is used to express the level of confidence of measured progress toward a target</i>	
	Based on comprehensive indicator information
	Based on partial indicator information and expert opinion
	Based on expert opinion
<i>Status of guidance and support tool</i>	
<i>This vocabulary could perhaps be replaced by a yes/no flag indicating whether the guidance is mandatory.</i>	
	Required / Endorsed
	Voluntary / Other
<i>CBD subjects</i>	
<i>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, especially with a view to enhancing consolidation with the Biosafety and ABS terminologies. See the annex.</i>	

III. COMMON FORMATS

6. Common formats exist for the CBD and its Protocols. Due to the fact that each Protocol has specific information collection and sharing needs, Protocol-specific common formats have been created, and they are described at the following locations:

(a) For the Nagoya Protocol: <https://absch.cbd.int/help/faq> (click on “What are common formats?”) and document UNEP/CBD/ABS/CH-IAC/2015/1/INF/1; Recent formats on capacity-building resources and initiative are described in document UNEP/CBD/ABS/CB-IAC/2015/1/3;

(b) For the Cartagena Protocol: <https://bch.cbd.int/resources/common-formats/>.

7. Common formats have been evolving over the years and some of them are under revision. One of the objectives of this process is to consolidate and unify similar formats whenever feasible and appropriate. Table 3 below gives an overview of the various existing formats for each treaty.

Table 3. Overview of common formats per treaty (as of 19 October 2015)

Common Format	CBD	CP	NP	Comments
Planning				
NBSAP	X			
National Target	X			
National Indicator	X			
Strategic Plan Indicator	X			
Reporting				
National Report	X			
Assessment of Progress	X			
Financial Reporting Framework	X			See decision XII/3
Second Regular National Report on the Implementation of the Cartagena Protocol on Biosafety (2011)		X		See decision BS-V/14
Third Regular National Report on the Implementation of the Cartagena Protocol on Biosafety (2015)		X		See decision BS-VII/14 and UNEP/CBD/BS/COP-MOP/7/12, annex I
Interim national report on the implementation of the Nagoya Protocol			X	See Annex II to decision NP-1/3
Documents				
Library Resource	X		X	Commonalities and extensions to be discussed
Biosafety Information Resource		X		For the Biosafety Information Resource Centre (BIRC)
Capacity-Building Resource			X	Draft complete, to be implemented
Model Contractual Clauses, Codes of Conduct, Guidelines, Best Practices and Standards			X	

<i>Common Format</i>	<i>CBD</i>	<i>CP</i>	<i>NP</i>	<i>Comments</i>
Case Study	X			
Submissions from Parties & other Governments		X		
Submissions from relevant organizations		X		
Report on the assignment undertaken by the Biosafety Expert		X		
<i>News & communications</i>				
BCH News		X		
Country's Decision or any other Communication		X		
Checkpoint Communique			X	
<i>Laws & measures</i>				
Biosafety Law, Regulation, Guidelines & Regional and International Agreements		X		
Legislative, Administrative or Policy Measures			X	
Community protocols and procedures and customary laws			X	
<i>Needs Assessments</i>				
Capacity-Building Needs Assessment		X		
<i>Risks Assessments</i>				
Risk Assessment Generated by a Regulatory Process		X		
Risk assessment generated by an independent or non-regulatory process		X		
<i>People</i>				
National Focal Point	X	X	X	
Contact Details		X	X	Commonalities to be discussed
Publishing Authority/National Authorized User			X	Commonalities to be discussed
Biosafety Expert		X		Commonalities to be discussed
<i>Organizations</i>				
Competent National Authority		X	X	Commonalities to be discussed
Biodiversity Related Organization	X		X	Commonalities to be discussed
Biosafety Organization, including Laboratory for detection and identification of LMOs		X		
<i>Websites</i>				
Related websites	X			Commonalities to be discussed
National Biosafety Website or Database		X	X	
<i>Projects/Initiatives</i>				
Capacity-Building Initiative			X	To be implemented

Common Format	CBD	CP	NP	Comments
Capacity-Building Activities, Projects and Opportunities		X		Commonalities to be discussed
Biodiversity elements				
Organism		X		
Living Modified Organism (LMO)		X		
Genetic element		X		
EBSA	X			
Subject-specific information				
Internationally Recognized Certificate of Compliance			X	
Checkpoint			X	

8. This rest of this section describes the common formats for information types that have been made available for online submission at <http://chm.cbd.int>, as listed in Table 5. These formats are grouped based on the validation workflow followed when records are submitted, as described in Table 4:

- (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 4. 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 5. Information types available for submission at <http://chm.cbd.int> (as of 19 October 2015)

Information type	Table	Comments
National records	6-12	
NBSAPs	6	To allow Parties to upload their national biodiversity strategies and action plans (NBSAPs) See https://chm.cbd.int/submit/nationalReport/new?type=nbsap

Information type	Table	Comments
National Reports	7	To allow Parties to upload their national reports, including thematic reports. See https://chm.cbd.int/submit/nationalReport/new?type=nr
Other National Reports	8	To allow Parties to submit other reports related to the implementation of the Convention and its Protocols. See https://chm.cbd.int/submit/nationalReport/new?type=other
Financial Reporting Framework	9	To allow Parties to provide data on the mobilization of financial resources based on the reporting framework described in decision XII/3, annex II. https://chm.cbd.int/submit/resourceMobilisation/new
National Targets	10	To allow Parties to specify their national targets and link them to Aichi Targets. See https://chm.cbd.int/submit/online-reporting/nationalTarget/new
National Indicators	11	To allow Parties to specify their national indicators and link them to global indicators. See https://chm.cbd.int/submit/online-reporting/nationalIndicator/new
Assessments of Progress	12	To allow Parties to submit assessment of progress against national targets or Aichi Targets. See https://chm.cbd.int/submit/online-reporting/nationalAssessment/new
Reference records	13 - 15	
Library resources	13	To submit on library resources, including online references and multimedia resources. See https://chm.cbd.int/submit/resource/new This table also includes additional fields as recommended by the capacity-building informal advisory committee.
Organizations	14	To submit organizations that can referred to from other records See https://chm.cbd.int/submit/organization/new
Case Studies	15	To enter case studies related to the convention and its implementation See https://chm.cbd.int/submit/caseStudy/new
Secretariat records	16 - 17	
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/submit/strategicPlanIndicator
EBSA	17	Ecologically or biologically significant marine area (EBSA) See https://chm.cbd.int/submit/marineEbsa/

Table 6. 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>	
Implementation 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 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>	
Implementation 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 8. Format of an Other 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 9. 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
Authority *	<Yes/No>	I have the authority to submit the information provided in this framework for publication.
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		
1.1 Please indicate the amount of resources provided by your country in support of biodiversity in developing countries, in particular least developed countries and small island developing States, as well as countries with economies in transition.		
1.1.1 Baseline information		
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)

Information item	Type	Comments
- Amount	<Currency amount>	Amount in above-specified currency
- Confidence	<Selection>	High / Medium / Low
1.1.2 Monitoring progress in mobilizing international financial flows For the purposes of monitoring progress, please provide data for years after 2010		The items below represent columns of a table. Each entry creates a new line
- Year	<Selection>	Range 2010 – 2020
- Type of financial flow	<Selection>	<ul style="list-style-type: none"> - ODA – Bilateral - ODA – Multilateral - Other public funds - Private / Market - Not-for-profit organizations
- Amount	<Currency amount>	Amount in above-specified currency
- Confidence	<Selection>	High / Medium / Low
1.2 Has your country taken measures to encourage the private sector as well as non-governmental organizations, foundations and academia to provide international support for the implementation of the Strategic Plan for Biodiversity 2011-2020?	<Selection>	<ul style="list-style-type: none"> - No - Some measures taken - Comprehensive measures taken
2. Inclusion of biodiversity in priorities and plans		
Has your country included biodiversity in national priorities or development plans?	<Selection>	<ul style="list-style-type: none"> - Not yet started - Some inclusion achieved - Comprehensive inclusion
3. Assessment and/or evaluation of values		
Has your country assessed and/or evaluated the intrinsic, ecological, genetic, socioeconomic, scientific, educational, cultural, recreational and aesthetic values of biological diversity and its components?	<Selection>	<ul style="list-style-type: none"> - No such assessment necessary - Not yet started - Some assessments undertaken - Comprehensive assessments undertaken
4. Reporting current domestic biodiversity expenditures		
<i>4.1. Please indicate the annual financial support provided to domestic biodiversity-related activities in your country.</i>		
Currency	<Selection>	
Information on the amount of financial resources in each country		The items below represent columns of a table. Each entry creates a new line
- Year	<Selection>	Range 2006 – 2015
- Domestic expenditures	<Currency amount>	Amount in above-specified currency
- Confidence	<Selection>	High / Medium / Low

Information item	Type	Comments
4.2. Information on sources and categories		
- Source	<Selection>	- Gov. budget – Central - Gov. budget – State / Provincial - Gov. budget – Local / Municipal - Extra-budgetary - Private / Market - Other (NGO, foundation, and academia) - Collective action of indigenous and local communities
Additional methodological information, including sources of data	<Text box>	
4.3 Role of collective action and non-market approaches		
4.3.1 Has your country assessed the role of collective action, including by indigenous and local communities, and non-market approaches for mobilizing resources for achieving the objectives of the Convention?	<Yes/No>	
5. Reporting funding needs, gaps, and priorities		
Currency	<Selection>	
Do you want to extrapolate the average value from question 4.1 and apply annual percentage increase to the table below?	<Yes/No>	If yes is selected, information from question 4.1 is replaced in a new table.
Please indicate your annual estimated funding need (for instance, based on your revised NBSAP) and calculate the estimated funding gap by subtracting estimated available resources. Indicate actions for priority funding.		The items below represent the columns of a table. Each entry creates a new line
6. National finance plans		
Currency	<Selection>	
7. Has your country taken measures to encourage the private sector as well as non-governmental organizations, foundations and academia to provide domestic support for the implementation of the Strategic Plan for Biodiversity 2011-2020?	<Selection>	

<i>Information item</i>	<i>Type</i>	<i>Comments</i>
8. Availability of financial resources for achieving targets		
Did your country have adequate financial resources?		
(1) to report domestic biodiversity expenditures?	<Yes/No>	
(2) to report funding needs, gaps and priorities?	<Yes/No>	
(3) to prepare national finance plans for biodiversity?	<Yes/No>	

Table 10. Format of a National Target record

Information item	Type	Comments
General information		
Country *	<Selection>	Automatic based on user status
National Target Type		
Target Type *	<Selection>	“Create a new National Target” OR “Use an Aichi Biodiversity Target as your National Target”
National Target *	<Text line>	
Rationale for National Target *	<Text area>	
Level of application *	<Selection>	Please specify if the target refers to the national or subnational level
Relevance of National Targets to Aichi Targets		
Main related Aichi Targets *	<Selections>	
Other related Aichi Targets	<Selections>	
Relevant document(s) and information		
Relevant information	<Text area>	
Relevant websites, links, and files	<URLs> & <Files>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

Table 11. Format of a National Indicator record

Information item	Type	Comments
Overview		
Country *	<Selection>	Automatic based on user status
National Indicator Name *	<Text line>	
Description *	<Text area>	
Link to relevant Strategic Plan Indicators	<Selections>	
Documents and relevant information		
Relevant website address or documents	<URLs> & <Files>	
Additional information	<Text area>	

Table 12. Format of an Assessment of Progress record

Information item	Type	Comments
General information		
Country *	<Selection>	Automatic based on user status
Object of the Assessment		
Target *	<Selection>	
Assessment		
Rate of progress toward the implementation of the selected target *	<Selection>	
Date the assessment was done *	<Date>	
Assessment Summary *	<Text area>	
Indicators and other tools used in this assessment		
Indicator(s) used in this assessment	<References>	
Please describe any other tools or means used for assessing progress	<Text area>	
Please provide relevant web links and/or files where additional information can be found to support the assessment	<URLs & Files>	
Level of confidence		
Level of confidence of the above assessment *	<Selection>	
Please provide an explanation of the level of confidence indicated *	<Text area>	
Notes		
Notes	<Text area>	Seen only when the record is being edited.

Table 13. Format of a General Library 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
How to obtain the resource	<Text area>	Please provide details on how hard copies of the resource(s) can be ordered or otherwise obtained.

Information item	Type	Comments
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.
Capacity-Building Resources		Seen only when CB resources are entered. (Proposed)
Please identify the main purpose of the resource:	<Selections>	<ul style="list-style-type: none"> - Assessing capacity-building needs - Designing capacity-building initiatives - Raising awareness - Providing technical guidance - Training/learning - Monitoring and evaluation of capacity-building - initiatives and products.
Main target group(s)/beneficiaries: *	<Selection>	<ul style="list-style-type: none"> - Civil society organizations - General public - Governments <ul style="list-style-type: none"> - National/federal - Subnational - Indigenous peoples and local communities - Intergovernmental organizations - Media - Researchers/academia - Private sector
Level of the content or level of knowledge/expertise of the audience for which the resource is intended:	<Selection>	<ul style="list-style-type: none"> - Beginner - Intermediate - Advanced

Table 14. Format of a Capacity-Building Initiative

Information item	Type	Comments
General information		
Title *	<Text>	
Project number or identifier *	<Text>	
Geographic Scope	<Selection>	
Status *	<Selection>	
Timeframe *	<Year> or <Duration>	
Agency(ies) or organization(s) implementing and/or executing the initiative *	<Selection>	
Contact Person(s)	<Link>	Link to clearing-house-record number
Type of capacity-building initiative *	<Selection>	<ul style="list-style-type: none"> - Project/programme - Component as part of a broader project/programme/initiative - Stand-alone activity
Project document or document describing the initiative *	<URL> and/or <File>	
Detailed information		
Short description of the initiative, including its goals and objectives*	<Text area>	Maximum 150 words
Target group(s)/beneficiary(ies)	<Selection>	<ul style="list-style-type: none"> - Civil society organizations - General public - Governments <ul style="list-style-type: none"> - National/federal - Subnational - Indigenous peoples and local communities - Intergovernmental organizations - Media - Researchers/academia - Private sector
Category(ies) of capacity-building activities	<Selection>	<ul style="list-style-type: none"> -Experiential learning (e.g. on-job training, field/study trip, staff exchange, etc.) -Online forums and networks -Online learning (e-learning modules, webinars, etc.) -Development of capacity-building tools and resources -Provision of legal/technical support -Research/analysis -Trainings -Workshops

<i>Information item</i>	<i>Type</i>	<i>Comments</i>
Information on funding		
Type(s) of funding source*	<Selections>	-Bilateral -Global Environment Facility -Government budget -Multilateral -Non-government organization/foundation -Private sector -Self-funding (please specify)
Core funding source	<Link>	Link to clearing-house-record number
Co-financing source	<Link>	Link to clearing-house-record number
Total budget	<Text entry>	Amount in US dollars
Capacity-building outcomes		
Results	<Text area>	<p>Main achievements : Please provide a short summary of the main achievements of the initiative, including those related to advancing gender equality in achieving the objectives of the Convention and its Protocols, if applicable (max 200 words): <Text entry></p> <p>AND</p> <p>Main outputs: Please attach/upload a copy of, or provide web link to, the relevant products (e.g. tools and materials) developed by the initiative and/or reports.</p> <p>Please enter the clearing-house record number containing relevant information <clearing-house record number></p> <p>and/or <URL and website name></p> <p>and/or <Attachment></p>
Best practices and lessons learned	<Text area>	Please provide a short summary of the best practices and lessons learned (max 500 words)
Subject area(s) and the Aichi Biodiversity Target(s) to which the Initiative is contributing		
Subject/topic/issue	<Selection>	See the annex: Thematic Areas
Relevant Aichi Biodiversity Targets or Operational Objectives of the Strategic Plan for the Cartagena Protocol on Biosafety (SPfCBP):	<Selection>	List of Aichi Biodiversity Targets
Information on the Specific Thematic Coverage by the Initiative		
Access to Genetic Resources and Benefit-Sharing (ABS)		
Key areas and strategic measures for capacity-building and development *	<Selection>	List of ABS capacity-building key areas
Biosafety		
Biosafety thematic areas *	<Selection>	List of biosafety thematic areas
Additional information		

<i>Information item</i>	<i>Type</i>	<i>Comments</i>
Any other relevant information	<Text area>	
Any other relevant documents	<URLs> & <Files>	
<i>Notes</i>		
Notes	<Text area>	Seen only when the record is being edited.

Table 14. Format of a Biodiversity Related Organization record

Information item	Type	Comments
General information		
Name of the organization*	<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		
Notes	<Text area>	Seen only when the record is being edited.

Table 15. 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 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>	
Operational 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		
Additional 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 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 area 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>	
c) Areas meeting EBSA criteria for consideration by SBSTTA	<Option>	
- Prepared by CBD regional workshops	<Sub-Option>	

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

*Annex***CBD SUBJECTS**

This annex complements the list of controlled vocabularies presented in the metadata section (section II) by presenting the list of CBD subjects. This list is undergoing revision and may eventually be split into several independent lists.

Table A.1. CBD Subjects

<i>CBD subjects</i>
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 for Biodiversity 2011-2020
- NBSAPs
- Multi-Year Programme of Work (MYPOW)
- 2010 Biodiversity Target
Implementation, monitoring and reporting
- National reports
- Indicators
- Global Biodiversity Outlook
- Intergovernmental Science-Policy 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 subnational authorities
- Clearing-house mechanisms
- Consortium of Scientific Partners

<i>CBD subjects</i>
- 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
- 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

<i>CBD subjects</i>
Outreach and education
- International Day for Biodiversity
- International Year of Biodiversity
- United Nations Decade on Biodiversity
- Youth
