



# CONVENTION ON BIOLOGICAL DIVERSITY

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CONFERENCE OF THE PARTIES TO THE  
CONVENTION ON BIOLOGICAL DIVERSITY  
Fourth meeting  
Bratislava, 4-15 May 1998  
Items 2.2 and 2.3 of the provisional agenda

## PROVISIONAL AGENDA, ANNOTATIONS, AND ORGANIZATION OF WORK

### Note by the Executive Secretary

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## II. ANNOTATIONS

### ITEM 1: OPENING OF THE MEETING

#### A. General information

##### Venue

1. In its decision III/25 on the date and venue of its fourth meeting, the Conference of the Parties welcomed and accepted the offer of the Government of the Slovak Republic to host the fourth meeting of the Conference of the Parties from 4 to 15 May 1998 in Bratislava.

2. The meeting will be held at the following venue:

Incheba a.s.  
Viedenská cesta 5  
852 51 Bratislava  
Slovakia

3. The meeting will open at 10 a.m. on Monday, 4 May 1998. Registration of participants will commence at the venue of the meeting at 3 p.m. on Saturday, 2 May 1998.

##### Logistical arrangements

4. The Secretariat will distribute an information note containing details of registration and logistical arrangements for the meeting, including information on travel, visa requirements, accommodation and other matters.

##### Participants

5. In accordance with Article 36, paragraph 3 of the Convention, for each Contracting Party which ratifies, accepts or approves the Convention or accedes thereto after the deposit of the thirtieth instrument of ratification, acceptance, approval or accession, the Convention shall enter into force on the ninetieth day after the date of deposit by such Contracting Party of its instrument of ratification, acceptance, approval or accession. Consequently, the Parties to the Convention at the opening of the fourth meeting of the Conference of the Parties on 4 May 1998 will be those States and regional economic integration organizations that have deposited their instruments by 3 February 1998. Those which deposit their instruments after 3 February but before 14 February 1998 will become Parties during the fourth meeting. Those that do so after 14 February 1998 will not become Parties during the fourth meeting but may participate in the meeting as observers.

##### Observers

6. In accordance with Rule 6 of the rules of procedure for meetings of the Conference of the Parties, the Secretariat will notify the United Nations, its specialized agencies and the International Atomic Energy Agency as well as any State not Party to the Convention of this meeting so that they may be represented as observers.

7. In accordance with rule 7 of the rules of procedure, the Secretariat will also notify any body or agency, whether governmental or non-governmental, qualified in fields relating to the conservation and sustainable use of biological diversity, which has informed the Secretariat of its wish to be represented at this meeting, so that they may be

represented as observers. Such bodies or agencies who wish to be represented at the meeting, and who have not already informed the Secretariat of this, are requested to do so.

#### Documentation

8. A list of documents is provided in Annex 2. In addition to normal distribution, documents will be made available on the Secretariat's world-wide web site at the following address on the Internet: [www.biodiv.org](http://www.biodiv.org).

9. The Bureau of the third meeting of the Conference of the Parties has recommended that the Executive Secretary take the necessary measures to ensure that the documentation to be prepared and distributed by the Secretariat at the expense of the Trust Fund for the Convention be confined to essential relevant documentation. Parties and observers who wish to make documentation available to the meeting are requested to bring sufficient copies to the meeting for distribution to participants or to make their own arrangements for the reproduction of such documents in Bratislava.

#### Exhibition and other events

10. A biotechnology exhibition is planned to be held at the venue during the meeting. Organizations interested in exhibiting are requested to contact the representative of the convention centre:

Ing. Stefan Petkanic  
Incheba a.s.  
Viedenská cesta 5  
852 51 Bratislava  
Slovakia  
tel: (+427) 802 210 or 802 051  
fax: (+427) 847 982 or 581 1665  
telex: 092 255

11. Delegations and organizations interested in arranging events at the fourth meeting, such as workshops, seminars, presentations, or receptions, are asked to contact the Secretariat before 17 April 1998, in order to make the necessary arrangements.

#### B. Ministerial Roundtable

12. The Government of Slovakia will convene a Ministerial Roundtable on Biological Diversity in Bratislava from 4 to 5 May 1998 in conjunction with the fourth meeting of the Conference of the Parties. The aim of the Roundtable is to provide an open and free exchange of views on how to facilitate the implementation of the Convention on Biological Diversity.

13. The Roundtable will address three issues: the integration of biological diversity into sectoral activities; the role of the private sector in the implementation of the Convention; and the role of tourism in the conservation and sustainable use of biological diversity.

14. Further information is available from:

H.E. Mr. Jozef Zlocha	812 35 Bratislava
Minister of Environment	Slovak Republic
Ministry of the Environment	Tel: +421-7- 516-2455 / 2460
Namestie L. Stura 1	Fax: +421-7-516-2557

Ms. Zuzana Guziová  
National Secretariat for the  
Convention on Biological  
Diversity  
Ministry of the Environment  
Hanulova 5/d  
841 02 Bratislava  
Slovak Republic  
Tel: +421-7-786-581  
Fax: +421-7-786-568  
Email: zuzana\_g@ba.gef.sanet.sk

15. Countries intending to participate in the Ministerial Roundtable are asked to provide relevant information to the Government of the Slovak Republic, with a copy to the Secretariat. A list of participants will be maintained at the seat of the Secretariat. Delegations that wish to make documentation available to the Roundtable are requested to bring sufficient copies for distribution to participants or to make their own arrangements for the reproduction of such documents in Bratislava.

C. Opening of the meeting by the President of the third meeting of the Conference of the Parties

16. The President of the third meeting of the Conference of the Parties, H.E. Maria Julia Alsogaray (Argentina), will open the meeting.

D. Addresses of welcome

17. There may be one or more addresses of welcome by the authorities of the Slovak Republic.

E. Opening statements

18. Opening statements will be made by the representative of the Secretary-General and by the Executive Director of the United Nations Environment Programme. The Executive Secretary of the Convention on Biological Diversity will make a statement.

ITEM 2: ORGANIZATIONAL MATTERS

2.1 Election of officers

2.1.1 Election of the President of the fourth meeting of the Conference of the Parties

19. In accordance with established practice, the hosting of a meeting of the Conference of the Parties away from the seat of the secretariat confers the Presidency upon the head of the delegation of the host country. The President of the third meeting of the Conference of the Parties will call for the election of a representative of the Slovak Republic as President.

2.1.2 Election of officers other than the President

20. In accordance with rule 21 of the rules of procedure for meetings of the Conference of the Parties, in addition to the President, eight Vice-Presidents and a Rapporteur are to be elected from among the representatives of the Parties present at the meeting. They will serve as the Bureau of the meeting.

21. Meeting rooms will be made available on the afternoon of Sunday, 3 May 1998 for informal consultations among the five regional groups for the designation of their respective candidates to the Bureau of the meeting.

## 2.2 Adoption of the agenda

22. The draft provisional agenda contained in section I of the present document has been prepared by the Executive Secretary in the light of the provisions of rule 8 of the rules of procedure for meetings of the Conference of the Parties, and taking into account the medium-term programme of work and other relevant decisions adopted by the third meeting of the Conference of the Parties. In preparing the draft provisional agenda, the Executive Secretary has benefited from guidance of the Bureau of the third meeting of the Conference of the Parties.

## 2.3 Organization of work

23. Suggestions for the organization of work are contained in Annex 1 of the present document. In preparing these suggestions, the Executive Secretary has been guided by the Bureau of the third meeting of the Conference of the Parties.

24. The Government of the Slovak Republic will convene a Ministerial Roundtable on Biological Diversity on 4 and 5 May 1998. It is suggested that plenary sessions could take place simultaneously.

25. In light of the number and complexity of the matters to be addressed at the fourth meeting, the Conference of the Parties may wish to establish two working groups. A timetable and division of responsibilities between two working groups is proposed.

26. Interpretation will be available for two working groups at normal morning and afternoon sessions. Interpretation will not, however, be available for evening sessions, should these be necessary.

### ITEM 3: REPORTS OF THE REGIONAL PREPARATORY MEETINGS

27. In its decision III/26 on regional and subregional meetings, the Conference of the Parties requested the Executive Secretary to seek voluntary contributions to meet the administrative costs of regional and sub-regional meetings of Parties and to facilitate the participation of developing country Parties, in particular the least-developed countries and small-island developing States.

28. Regional meetings will have been held in Lima, Peru (4 to 6 March 1998), Nairobi, Kenya (9 to 11 March 1998), Almaty, Kazakhstan (23 to 26 March 1998), and Hainan, China (26 to 29 March 1998). The reports of these meetings, which will be available for information, will be introduced by the Chairperson of each meeting.

29. The Conference of the Parties will be invited to take note of and to incorporate, as appropriate, the conclusions of the regional meetings into its consideration of the corresponding items on the agenda of the fourth meeting.

ITEM 4: REPORT AND RECOMMENDATIONS OF THE THIRD MEETING OF THE  
SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL AND TECHNOLOGICAL  
ADVICE, AND INSTRUCTIONS BY THE CONFERENCE OF THE  
PARTIES TO THE SUBSIDIARY BODY ON SCIENTIFIC,  
TECHNICAL AND TECHNOLOGICAL ADVICE

30. Article 23, paragraph 4 (b) of the Convention provides that the Conference of the Parties shall keep under review the implementation of the Convention and shall review scientific, technical and technological advice on biological diversity provided in accordance with Article 25.

31. The Conference of the Parties has decided that a report from, instructions to and consideration of recommendations from the the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA) will be a standing item on the agenda of meetings of the Conference of the Parties (decisions I/9 and II/18).

32. The report of the third meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA), held in Montreal from 1 to 5 September 1997, is contained in document UNEP/CBD/COP/4/2 and will be introduced by the Chairman of SBSTTA, Mr. A. H. Zakri (Malaysia).

33. The report of the SBSTTA contains seven recommendations to the Conference of the Parties and two additional annexes.

4.1 Recommendations on matters to be considered under other items of the agenda

34. Five of the seven recommendations - III/1 (inland water ecosystems), III/2 (marine and coastal biological diversity), III/3 (forest biological diversity), III/4 (agricultural biological diversity) and III/6 (clearing-house mechanism) - contain advice on matters that will be considered under items 6, 7 and 8 of the agenda of the present meeting. The Conference of the Parties should therefore consider these recommendations of the SBSTTA under the relevant agenda items below. Accordingly, the meeting may wish to invite the Chairman of the SBSTTA to present these recommendations when the relevant items of the agenda are considered.

4.2 Recommendation on indicators

35. Under the present agenda item, the meeting will need to consider SBSTTA recommendation III/5, concerning further work on the development of a core set of indicators of biological diversity.

36. In decision III/10, on identification, monitoring and assessment, the Conference of the Parties endorsed recommendation II/1 of the SBSTTA concerning indicators, monitoring and assessment of biological diversity. Work was undertaken in the period between the third meeting of the Conference of the Parties and the third meeting of the SBSTTA and a report on this work was considered by the SBSTTA. The Conference of the Parties is therefore invited to take note of the recommendations contained in paragraph 7 of recommendation III/5 and of the outline of work to be undertaken contained in the annex to the recommendation, which will form part of the longer-term programme of work referred to in decision III/22 and which will be considered under item 13 of the agenda.

#### 4.3 Matters relating to the operations of the SBSTTA

37. In its decision III/2, on the report of the second meeting of SBSTTA, the Conference of the Parties decided to consider recommendation II/11 of the SBSTTA on the proposed revised elements of the modus operandi of the SBSTTA at its fourth meeting.

38. Annex 3 of the report of the third meeting of the SBSTTA contains a report on an informal meeting on issues dealing with the operation of the SBSTTA.

39. Under item 13 of the agenda of the present meeting, the Conference of the Parties will review the operations of the Convention. The meeting may wish to consider the operations of the SBSTTA under the present item of the agenda, with a view to contributing to the overall review to be conducted under item 13. Decisions to be reached concerning the operations and modus operandi of the SBSTTA will thus form part of a wider decision to be adopted by the Conference of the Parties in light of its consideration of agenda item 13.

#### 4.4 Matters relating to the participation of Parties in the Convention process

40. In its recommendation III/7, the SBSTTA recommended that the Conference of the Parties give urgent consideration to the issues that the SBSTTA has identified concerning the participation of Parties in the Convention process. As these issues are relevant to the consideration by the Conference of the Parties of the operations of the Convention (item 13 of the agenda) and of the budget of the Trust Fund (item 17.2 of the agenda), the Conference of the Parties may wish to consider this recommendation under these agenda items.

#### 4.5 Date, venue and provisional agenda of the fourth meeting of the SBSTTA

41. In annex 2 of the report of its third meeting, the SBSTTA has proposed a draft provisional agenda for its fourth meeting. Since this matter is related to the review of the operations of the Convention and to the future programme of work of the Conference of the Parties, the Conference of the Parties may wish to consider the agenda of the next meeting of the SBSTTA under item 13 of the agenda.

42. Under items 13 and 19 (date and venue of the fifth meeting of the Conference of the Parties), the Conference of the Parties will consider the frequency of its meetings and determine the dates of its fifth meeting. A decision by the Conference of the Parties to hold its fifth meeting in early 1999 would suggest that the fourth meeting of the SBSTTA should be held no later than October 1998.

43. At the third meeting of the SBSTTA, the representative of Germany stated that, if a decision were taken to hold the fourth meeting of the SBSTTA in early 1999, his Government would be pleased to offer to host the meeting.

44. The Conference of the Parties should therefore decide upon the date and venue of the fourth meeting of the SBSTTA.

4.6 Election of the chairperson of the SBSTTA

45. In accordance with Rule 26 of the rules of procedure for meetings of the Conference of the Parties, the meeting should elect the chairperson of the SBSTTA.

ITEM 5: PENDING ISSUES ARISING FROM THE WORK OF THE THIRD MEETING  
OF THE CONFERENCE OF THE PARTIES

46. Paragraph 1 of rule 40 of the rules of procedure for meetings of the Conference of the Parties (decision I/1) was transmitted from the first meeting to the third meeting for further consideration. At the third meeting, consensus was reached concerning some, but not all, of the text in brackets. The third meeting of the Conference of the Parties decided to transmit the paragraph to the fourth meeting for further consideration (decision III/1).

47. Paragraphs 4 and 16 of the Financial Rules for the Administration of the Trust Fund for the Convention on Biological Diversity (decision I/6) contain bracketed text. The paragraphs were transmitted from the first meeting to the third meeting for further consideration. The third meeting decided to transmit these paragraphs to the fourth meeting for further consideration (decision III/1).

48. The Executive Secretary has prepared a note containing the paragraphs in question (document UNEP/CBD/COP/4/3). The Conference of the Parties is invited to examine these paragraphs with a view to reaching agreement on the final wording.

ITEM 6: STATUS AND TRENDS OF THE BIOLOGICAL DIVERSITY OF INLAND WATER  
ECOSYSTEMS AND OPTIONS FOR CONSERVATION AND SUSTAINABLE USE

49. In its decision III/13, on the future programme of work for terrestrial biological diversity, the Conference of the Parties requested the SBSTTA to provide the fourth meeting of the Conference of the Parties with scientific, technical and technological advice on the status and trends of biological diversity in inland water ecosystems and the identification of options for conservation and sustainable use. The Executive Secretary prepared a background note for the third meeting of the SBSTTA on this issue, contained in document UNEP/CBD/SBSTTA/3/2, which provided an assessment of status and trends, as well as options for action.

50. In addition, in decision III/10 on identification, monitoring and assessment, the Conference of the Parties instructed the SBSTTA to provide scientific advice and further guidance to the fourth meeting, to assist in the national elaboration of Annex I of the Convention, using as guidance the elaboration of the terms as set out in paragraphs 12-29 of document UNEP/CBD/COP/3/12. In accordance with its adoption of a thematic approach to its work, the SBSTTA considered this issue in relation to biological diversity in inland water ecosystems. To assist the SBSTTA, the Executive Secretary prepared a background note (document UNEP/CBD/SBSTTA/3/7).

51. Furthermore, the same decision instructed the SBSTTA to further review methodologies for assessment of biological diversity, through its thematic work on ecosystems, and to make recommendations to the fourth meeting of the Conference of the Parties for their application. A note by the Executive Secretary (document UNEP/CBD/SBSTTA/3/8) was prepared for this purpose.

52. At its third meeting, the SBSTTA considered these issues and adopted recommendation III/1 (contained in document UNEP/CBD/COP/4/2, as noted under item 4 above). The recommendation contains advice on four areas: assessment of the status and trends of the biological diversity of inland water ecosystems; guidance to assist in the national elaboration of Annex 1 of the Convention, as pertaining to inland water ecosystems; review of methodologies for assessment of the biological diversity of inland water ecosystems; and the urgency of needed action on taxonomy.

53. The meeting will have before it a note prepared by the Executive Secretary (contained in document UNEP/CBD/COP/4/4), which synthesizes the three documents considered by the SBSTTA and transmits its recommendation III/1.

54. The recommendation of the SBSTTA constitutes a programme of work on the biological diversity of inland waters, which the Conference of the Parties is invited to consider and to include in the longer-term programme of work to be considered under item 13 of the agenda. The Conference of the Parties will note that, in addition to identifying information gaps that need to be addressed in order to obtain a global assessment of the biological diversity of inland waters and to developing regional guidelines for assessments, the programme of work includes elements relating to the application of the ecosystem approach, integration of considerations of the biological diversity of inland waters into sectoral planning, restoration and rehabilitation of ecosystems, valuation and incentives, environmental impact assessments, education and public awareness, traditional knowledge, and the development of indicators.

55. These matters will be addressed under other items of the agenda of the meeting. The recommendation of the SBSTTA also addresses the roles of the financial mechanism and of the clearing-house mechanism of the Convention in the implementation of the programme of work. The Conference of the Parties will thus wish to recall these specific elements of the proposed programme of work on the conservation and sustainable use of the biological diversity of inland water ecosystems when considering these other items on the agenda and developing its longer-term programme of work.

#### ITEM 7: REPORTS ON PROGRAMMES OF WORK

##### 7.1 Jakarta Mandate on marine and coastal biological diversity

56. In its decision II/10, on conservation and sustainable use of marine and coastal biological diversity, the Conference of the Parties requested the Executive Secretary to produce annual reports to the SBSTTA and also requested that the first annual report include a three-year work plan.

57. The Executive Secretary submitted a report containing a three-year work plan to the SBSTTA at its third meeting to assist its consideration of scientific, technical and technological aspects of marine and coastal biological diversity. Recommendation III/2, on scientific, technical and technological aspects of the conservation and sustainable use of marine and coastal biological diversity, is contained in the report of the third meeting of the SBSTTA (document UNEP/CBD/COP/4/2, see agenda item 4 above).

58. The report of the Executive Secretary on the implementation of the programme of work on marine and coastal biological diversity is contained in document UNEP/CBD/COP/4/5. Following recommendation III/2 of the SBSTTA, the report contains a revised three-year programme of work. The report also provides information on the activities undertaken during the period between the second and fourth meetings of the Conference of the Parties.

59. The Conference of the Parties is invited to adopt the proposed three-year work plan, which will form part of the longer-term programme of work to be considered under item 13 of the agenda.

60. The meeting will note that operational objectives 1.2 (evaluation and assessment) and 5.3 (monitoring introductions of alien species through national reports) of the work plan will need to be cross-referred to its consideration of the recommendation of the SBSTTA on indicators (section (b) of agenda item 4) and to its consideration of the intervals and form of future national reports (agenda item 11).

## 7.2 Agricultural biological diversity

61. In its decision III/11, the Conference of the Parties established a multi-year programme of activities on agricultural biological diversity and decided on the components of the initial phase of the work programme.

62. In paragraph 2 of the decision, the Conference of the Parties requested the Executive Secretary to invite the Food and Agriculture Organization of the United Nations (FAO), in close collaboration with other relevant organizations, to identify and assess relevant ongoing activities and existing instruments at the international level, choosing among the thematic areas in Annex 2 of the decision, and to report back on a phased basis to the Conference of the Parties.

63. In paragraphs 4 and 5, it requested Parties, when considering the thematic areas in Annex 2, to identify and assess relevant ongoing activities and existing instruments at the national level, and to further identify issues and priorities that need to be addressed at the national level, and to report back to the Conference of the Parties.

64. Paragraph 7 of the decision further requested the Executive Secretary, in close collaboration with FAO, as appropriate, to report the results of the above initiatives, together with advice from the SBSTTA, as a basis for setting priorities by the Conference of the Parties for further work.

65. Accordingly, the Executive Secretary has prepared document UNEP/CBD/COP/4/6, which contains a report on progress in implementing the work programme on agricultural biological diversity.

66. The report has been prepared on the basis of contributions by Parties, Governments, and relevant international and regional organizations regarding their assessment of ongoing activities and existing instruments on agricultural biodiversity at national and international levels. With regard to Annex 2 of decision III/11, the document describes ongoing work to identify areas of relevance to the objectives of the Convention and further identifies priority thematic areas and issues that need to be addressed. Reference is made to SBSTTA recommendation III/4 on its review of ongoing activities on agricultural biological diversity, contained in document UNEP/CBD/COP/4/2 (see agenda item 4 above).

67. The Conference of the Parties is requested to note progress made in the initial review of activities and instruments, and to consider mechanisms for the further development, implementation and review of the multi-year work programme. This will thus form part of the longer-term programme of work to be considered under item 13 of the agenda.

68. In particular, the Conference of the Parties is invited to identify intersessional activities necessary to advance the first phase of the work programme, and to request the SBSTTA to provide further advice in light of its consideration of the initial review of ongoing activities and existing instruments.

69. The Conference of the Parties is also requested to consider the need for a global assessment of agricultural biological diversity, building upon ongoing activities in international organizations, as well as on contributions by Parties and Governments, and to request the SBSTTA to provide appropriate advice.

### 7.3 Forest biological diversity

70. In its decision III/12, the Conference of the Parties requested the Executive Secretary to develop a focused work programme for forest biological diversity. Optional elements for such a work programme should initially focus on research, cooperation and the development of technologies necessary for the conservation and sustainable use of forest biological diversity.

71. At its third meeting, the SBSTTA considered scientific, technical and technological advice on forest biological diversity, taking account of research and technical priorities previously identified. Its recommendation III/3 is contained in document UNEP/CBD/COP/4/2 (see agenda item 4 above).

72. The meeting will have before it the report of the Executive Secretary on the draft programme of work on forest biological diversity. The report is contained in document UNEP/CBD/COP/4/7.

73. In developing this work programme, the Executive Secretary has drawn upon the assistance of Parties and countries, intergovernmental organizations and processes, major groups and other relevant stakeholders. The report recalls the mandate for the work, including

the relevant objectives of the Convention, the decisions of the Conference of the Parties and the SBSTTA recommendations. The report also provides information on the activities undertaken in the development of the work programme, and refers to the ongoing work of relevant forums.

74. In light of the above, and taking account of views expressed by Parties and countries, the report proposes the structure, elements and gives preliminary cost estimates for a rolling three-year work programme for forest biological diversity, within the framework of the longer term work programme for the Conference of the Parties.

75. The Conference of the Parties is invited to endorse the work programme as proposed and to urge Parties and countries, international organizations and other relevant bodies to implement it.

76. The Conference of the Parties is also invited to consider the need for a global assessment of forest biological diversity, building upon ongoing work in international organizations and upon contributions by Parties and Governments, and complementing the work of the Intergovernmental Forum on Forests.

#### ITEM 8: ASSESSMENT AND REVIEW OF THE OPERATION OF THE CLEARING-HOUSE MECHANISM

77. In its decision I/3, the Conference of the Parties established a clearing-house mechanism to promote and facilitate technical and scientific cooperation in accordance with Article 18, paragraph 3, of the Convention. At its second meeting, the Conference of the Parties agreed upon a pilot phase for the period 1996-1997 (decision II/3). At its third meeting, the Conference of the Parties decided to extend the pilot phase until December 1998 (decision III/4).

78. Decision III/4 also requested the Global Environment Facility to support the activities specified in the decision and to implement its revised operational criteria for enabling activities accordingly. The report on the activities of the Global Environment Facility is contained in document UNEP/CBD/COP/4/15.

79. The third meeting of the SBSTTA considered a report by the Executive Secretary on the activities of the pilot phase of the clearing-house mechanism and adopted its recommendation III/6 (see document UNEP/CBD/COP/4/2, Annex 1, under item 4 above).

80. The Executive Secretary has prepared a report on the implementation of the pilot phase of the clearing-house mechanism (document UNEP/CBD/COP/4/8). The report recalls the guidance given by the Conference of the Parties concerning the pilot phase, provides information on the operational framework and a summary of current status, reports on the conclusions of the regional workshops held in 1997 and on the assistance provided through the biodiversity enabling activities of the Global Environment Facility.

81. The final section of the report of the Executive Secretary contains recommendations for the next phase of operations of the clearing-house mechanism.

82. The Conference of the Parties is invited to approve the programme of work for the next phase, which will form part of the longer-term programme of work which will be considered under item 13 of the agenda.

ITEM 9: ISSUES RELATED TO BIOSAFETY

83. In its decision II/5, the Conference of the Parties established an Open-ended Ad Hoc Working Group on Biosafety. By the fourth meeting of the Conference of the Parties, the Working Group will have met four times (Aarhus, Denmark, in July 1996 and Montreal, Canada, in May 1997, October 1997, and February 1998). The reports of the second, third and fourth meetings of the Working Group will be available at the meeting for information.

84. The meeting will have before it a note by the Executive Secretary, contained in document UNEP/CBD/COP/4/9, informing the Conference of the Parties of progress made by the Working Group and identifying two matters on which decisions of the Conference of the Parties are required at the fourth meeting.

85. In its decision III/20, the Conference of the Parties decided that the Bureau of the Working Group should remain in office, under the chairmanship of Mr. Veit Koester (Denmark), until the fourth meeting of the Conference of the Parties. The meeting will therefore need to decide upon the Bureau for the remaining meetings of the Working Group.

86. Decision II/5 states that the Working Group should endeavour to complete its work in 1998. At its third meeting, the Working Group identified the need for three meetings in 1998 in order to do this and decided to hold its fifth meeting in July 1998 and its sixth meeting in December 1998. It also recommended that its sixth meeting be followed by a two-day extraordinary meeting of the Conference of the Parties, in order that the Conference of the Parties adopt the Protocol on Biosafety in accordance with Article 28 of the Convention.

87. Under items 13 (review of the operations of the Convention) and 19 (date and venue of the fifth meeting) of the agenda, the Conference of the Parties will consider the frequency of its ordinary meetings.

88. The Conference of the Parties may therefore wish to consider holding an extraordinary meeting at the end of 1998 for the purpose of adopting the Protocol, in accordance with paragraphs 3 and 4 of Rule 4 of the rules of procedure for meetings and extraordinary meetings of the Conference of the Parties.

ITEM 10: IMPLEMENTATION OF ARTICLE 8 AND RELATED PROVISIONS

89. In its decision III/14 on the implementation of Article 8(j) on traditional knowledge, the Conference of the Parties decided that an intersessional process be established to advance further work on the implementation of Article 8(j) and related provisions with a view to producing a report for consideration at the fourth meeting of the Conference of the Parties.

90. In that decision, the Conference of the Parties also requested the Executive Secretary to arrange, as part of the intersessional process, a five-day workshop before the fourth meeting of the Conference of the Parties, according to the terms of reference in the Annex to the decision.

91. The decision also invited Governments and other bodies to submit case studies to the Executive Secretary in time for consideration by the workshop, on measures taken to develop and implement those provisions of the Convention relating to traditional knowledge.

92. Accordingly, a Workshop on Traditional Knowledge and Biological Diversity was held in Madrid from 24 to 28 November 1997. To assist the Workshop, the Executive Secretary prepared a background document (UNEP/CBD/TKBD/1/2) and a compilation of the case studies (UNEP/CBD/TKBD/1/Inf.1).

93. The meeting will have before it a report by the Executive Secretary on the implementation of Article 8(j) and related provisions (contained in document UNEP/CBD/COP/4/10), and the report of the Workshop on Traditional Knowledge and Biological Diversity (document UNEP/CBD/TKBD/1/3). Annex II of the report of the Workshop contains advice to the Conference of the Parties regarding:

(a) Priorities for future work by Parties and by the Conference of the Parties;

(b) The development of a work plan;

(c) Actions at the national and international levels;

(d) How the various organizations could provide guidance to Governments on implementation and identification of any gaps in order to set future priorities; and

(e) The establishment of an open-ended intersessional working group or a subsidiary body to address the role of traditional knowledge, innovations and practices of indigenous and local communities.

94. The Conference of the Parties is invited to consider a programme of work on the implementation of Article 8(j) and related provisions, and to determine how such a programme of work should be undertaken. This programme of work will thus form part of the longer-term programme of work to be considered under item 13 of the agenda.

ITEM 11: SYNTHESIS OF INFORMATION CONTAINED IN NATIONAL REPORTS  
ON THE IMPLEMENTATION OF THE CONVENTION

95. In its decision II/17, on forms and intervals of national reports by Parties, the Conference of the Parties decided that the first reports by Parties on measures taken for the implementation of the Convention, as called for in Article 26, should focus on the

measures taken for the implementation of Article 6. In its decision III/9, on the implementation of Articles 6 and 8 of the Convention, the Conference of the Parties decided that the first national reports should be submitted no later than 1 January 1998.

96. Decision II/17 also urged the financial mechanism to make available financial resources to developing country Parties to assist in the preparation of their national reports. The report of the interim financial mechanism is contained in document UNEP/CBD/COP/4/15. As at January 1998, 93 developing country Parties had received assistance through the biodiversity-enabling activities of the Global Environment Facility.

97. As at 31 January 1998, the Secretariat had received 51 reports (final, interim and/or summary reports). A further 46 Parties, not in a position to submit their national reports within the deadline, had provided information to the Secretariat on the status of preparation and/or expected date of completion of the report.

98. Decision II/17 requested the Executive Secretary to prepare a report based on the synthesis of information contained in the national reports and other relevant information, and also containing suggested next steps. This report is contained in document UNEP/CBD/COP/4/11.

99. The report notes that the development of national biodiversity strategies and action plans has begun or is about to begin in the majority of countries; that many countries have identified constraints in the development of their strategies and action plans; and it identifies needs to be addressed and ways in which further assistance can be provided to such countries.

100. The report also notes that, as the majority of the reports were submitted after the deadline, it has not been possible to undertake more than a summary analysis of the information they contain and therefore a more detailed analysis should be prepared for the fourth meeting of the SBSTTA.

101. The Conference of the Parties is invited to request the Executive Secretary to provide a report, based on the synthesis of information contained in the national reports received and other relevant information, and containing suggested next steps, to the SBSTTA at its fourth meeting; to request the SBSTTA to provide advice to the fifth meeting of the Conference of the Parties on guidelines for the preparation of future national reports in light of its analysis of the first national reports and of its ongoing work on the development of a core set of indicators, in order that the fifth meeting may determine the intervals and form of subsequent national reports.

102. The Conference of the Parties is also invited to urge Parties and countries to further share information on their experiences of developing and implementing biodiversity strategies and action plans, and to call upon all Parties and countries and, as appropriate, the financial mechanism, its implementing agencies and other relevant organizations, to provide all necessary support for the completion of the strategy and planning cycle by all Parties.

ITEM 12: THE RELATIONSHIP OF THE CONVENTION WITH THE COMMISSION ON SUSTAINABLE DEVELOPMENT AND BIODIVERSITY-RELATED CONVENTIONS, OTHER INTERNATIONAL AGREEMENTS, INSTITUTIONS AND PROCESSES OF RELEVANCE

103. The Conference of the Parties has determined that consideration of the relationship of the Convention with the Commission on Sustainable Development and biodiversity-related conventions, other international agreements, institutions and processes of relevance will be a standing item at its ordinary meetings.

12.1 Results of the special session of the General Assembly for the purpose of an overall review and appraisal of the implementation of Agenda 21

104. The third meeting of the Conference of the Parties transmitted a statement to the special session of the General Assembly to review the implementation of Agenda 21 (decision III/19, Annex).

105. The meeting will have before it a note by the Executive Secretary, contained in document UNEP/CBD/COP/4/12, which provides a summary of the conclusions of the special session relevant to those issues identified by the Conference of the Parties as future challenges (section "G" of the statement), indicates the references made to biological diversity and to the Convention in the report of the special session, and suggests possibilities for synergies between the Convention and the Commission on Sustainable Development (CSD). The note provides details of the multi-year programme of work of the CSD for the period 1998-2002.

106. The Conference of the Parties is invited to consider options for synergies between its longer-term programme of work, to be considered under item 13 of the agenda, and the programme of work of the CSD for the period 1998-2002.

107. In this respect, the Conference of the Parties will wish to note, when considering items 6 (inland water ecosystems) and 15.2 (public education and awareness) of the agenda, that the sixth session of the CSD (13 April - 1 May 1998) will have considered, as its sectoral theme, "Strategic approaches to freshwater management" and, under its cross-sectoral theme, "Education and awareness-raising".

108. The Conference of the Parties will also need to consider the recommendation of the special session that the CSD develop an action-oriented international programme of work on sustainable tourism, to be defined, *inter alia*, with the Conference of the Parties. This element of the Commission's programme of work will be considered at its seventh session in 1999 and the Conference of the Parties may wish to decide whether to contribute to the work of the CSD at its seventh session, for example by adopting a statement to be transmitted to the Commission, or to await the outcome of the seventh session.

109. The Conference of the Parties is invited to take note of the recommendations of the special session concerning synergies between the Convention and the United Nations Framework Convention on Climate Change (UNFCCC) and the United Nations Convention to Combat

Desertification under agenda items 11 (national reporting), 13 (review of the operations of the Convention) and 17 (administrative and budgetary matters).

110. The Conference of the Parties is also invited to note the recommendation by the special session that arrangements for the election of the Bureau of the CSD be changed in order to allow the same Bureau to provide guidance for and lead work during the annual sessions of the Commission, and to consider whether similar arrangements would be appropriate for the election of its Bureau.

111. The Conference of the Parties is invited to request the SBSTTA to further elaborate the principles underlying the ecosystem approach into guidelines that would assist Parties to integrate the conservation and sustainable use of biological diversity into sectoral activities.

12.2 Cooperation with other agreements, institutions and processes relevant to *insitu* conservation (Article 8)

112. In its decision III/9, on the implementation of Articles 6 and 8 of the Convention, the Conference of the Parties requested the Executive Secretary to prepare a paper for consideration by the next meeting of the SBSTTA, identifying existing conventions and other international agreements relevant to the implementation of the various paragraphs of Article 8. The Bureau of the SBSTTA, seeking to focus the agenda of the third meeting of the SBSTTA, decided to defer consideration of this item. The Bureau of the third meeting of the Conference of the Parties, in its guidance to the Executive Secretary concerning the agenda for the present meeting, was of the view that the paper called for under decision III/9 could be considered by the fourth meeting of the Conference of the Parties under the standing item on cooperation.

113. Accordingly, the Executive Secretary has prepared a note on cooperation with other agreements, institutions and processes relevant to *insitu* conservation. The note, which is contained in document UNEP/CBD/COP/4/13, reports on relevant cooperation since the third meeting of the Conference of the Parties, describes the key instruments relevant to the implementation of Article 8, notes that some provisions of Article 8 (for example, traditional knowledge (Article 8(j)) and alien species (Article 8(h)) are the subject of specific processes, considers the overall institutional requirements of the Convention for further promoting effective cooperation, and identifies priorities for the longer-term programme of work.

114. The Conference of the Parties is invited to request Parties, Governments and relevant international organizations to submit case studies to the Secretariat with the aim of sharing information, inter alia through the clearing-house mechanism, and to request the SBSTTA to prepare guidelines on the basis of such submissions for the implementation of Article 8, with particular emphasis on protected areas and the rehabilitation of degraded ecosystems.

ITEM 13: REVIEW OF THE OPERATIONS OF THE CONVENTION

115. In its decision III/22, on the medium-term programme of work for 1996-1997, the Conference of the Parties requested Parties, participants and other relevant institutions to submit their views on (a) the operations of the Conference of the Parties; (b) the overall review of the medium-term programme of work for 1995-1997; and (c) a longer-term programme of work.

116. The decision further requested the Executive Secretary to submit a synthesis of these views to the fourth meeting. This synthesis is contained in document UNEP/CBD/COP/4/14, together with a proposal for a rolling ten-year programme of work which takes account of (a) ongoing activities arising from previous decisions of the Conference of the Parties and (b) programmes of work or other activities recommended for approval under other items of the agenda of this meeting.

117. The synthesis notes that issues addressed by submissions received included the need to focus on the integration of biological diversity into sectoral activities using the ecosystem approach and a thematic focus; the importance of mobilizing the best available scientific and technical knowledge and of building scientific consensus on key thematic areas, *inter alia*, through carrying out assessments; the need to enhance the effectiveness of the existing organs of the Convention, whilst keeping under review the need for new organs to strengthen its functioning; the need for the Conference of the Parties to increase its ability to keep under review the implementation of the Convention through effective national reporting; and the need to strengthen the linkages between the organs of the Convention and international organizations and major groups, particularly with a view to increasing public education and awareness.

118. The Conference of the Parties is invited to review the operations of the Convention and its medium-term programme of work for 1995-1997, consider ways and means to enhance the effectiveness of the Conference of the Parties and its subsidiary organs, and to approve a longer-term programme of work.

119. As noted under item 4 of the agenda (paragraphs 37-39 above), the Conference of the Parties is invited to approve the modus operandi of the SBSTTA.

ITEM 14: FINANCIAL RESOURCES AND MECHANISM

14.1 Memorandum of Understanding between the Conference of the Parties and the Council of the Global Environment Facility

120. At its third meeting, the Conference of the Parties adopted the Memorandum of Understanding between the Conference of the Parties and the Council of the Global Environment Facility (contained in the Annex to decision III/8) and requested the Executive Secretary to transmit this to the Council of the Global Environment Facility.

121. The Council of the Global Environment Facility, at its ninth meeting in May 1997, approved the Memorandum of Understanding, thereby bringing it into effect, in accordance with its paragraph 10.1.

122. The Conference of the Parties is invited to take note of the entry into effect of the Memorandum of Understanding.

#### 14.2 Activities of the Global Environment Facility

123. The Conference of the Parties has determined that matters relating to the financial mechanism, including a report from the institutional structure entrusted with its operation, will be a standing item at its ordinary meetings. Paragraph 3.1 of the Memorandum of Understanding states that the Council of the Global Environment Facility will prepare and submit a report for each ordinary meeting of the Conference of the Parties.

124. The report of the Council is transmitted by the Executive Secretary to the Conference of the Parties in document UNEP/CBD/COP/4/15. The report of the Council is made available in the languages of submission.

125. The Conference of the Parties is invited to take note of the report of the Council and to consider the information contained therein when deciding upon the need for further guidance to the financial mechanism under item 14.5 below.

#### 14.3 Review of the effectiveness of the financial mechanism

126. Article 21 of the Convention states that the Conference of the Parties shall review the effectiveness of the financial mechanism and, based on such review, take appropriate action to improve the effectiveness of the mechanism, if necessary.

127. In its decision III/7, the Conference of Parties decided the objectives and criteria for the first review of the effectiveness of the financial mechanism to be conducted in time for its fourth meeting. It further decided that the review should be conducted under its authority and established a methodology and procedures for the first review.

128. In accordance with these procedures, the Executive Secretary has prepared the synthesis report referred to in paragraph 8 of the Annex to decision III/7. This synthesis report is contained in document UNEP/CBD/COP/4/16.

129. On the basis of its review of the synthesis report, the Conference of the Parties should decide whether action is required to improve the effectiveness of the financial mechanism and should consider methodologies for future reviews.

#### 14.4 Additional financial resources

130. In its decision III/6, on additional financial resources, the Conference of the Parties requested the Executive Secretary to explore ways of collaborating with funding institutions in order to facilitate making their activities more supportive of the Convention

and to invite all funding institutions to provide information on ways in which their activities support the Convention. It further requested the Secretariat to submit a report, on the basis of this information, to the fourth meeting of the Conference of the Parties.

131. The decision also requested the Executive Secretary to explore further possibilities for encouraging the involvement of the private sector in supporting the Convention's objectives, and urged developed country Parties to cooperate in the development of standardized information on their financial support for the objectives of the Convention, and to include this information in their national reports.

132. The meeting will have before it a note by the Executive Secretary outlining the steps undertaken by the Secretariat in response to decision III/6. This note reviews progress made in the implementation of these decisions of the Conference of the Parties and proposes further work. Emphasis is placed on continuing existing initiatives, developing innovative mechanisms and generating new sources of finance from the private sector to assist countries in implementing their commitments under the Convention.

133. Further work is required to compile the information relating to all categories of funding institutions identified in the decision and to explore possibilities for encouraging the involvement of the private sector. The Conference of the Parties may, therefore, wish to request the Executive Secretary to continue the process of identifying and compiling relevant information, to include private foundations among the categories of funding institutions to be contacted, and to give priority to the compilation of information on additional financial resources to support specific elements of the longer-term programme of work to be adopted under item 13 of the agenda.

#### 14.5 Further guidance to the financial mechanism

134. The Memorandum of Understanding between the Conference of the Parties and the Council of the Global Environment Facility states that, in accordance with Article 21 of the Convention, the Conference of the Parties will determine the policy, strategy, programme priorities and eligibility criteria for access to and utilization of financial resources available through the financial mechanism, including monitoring and evaluation on a regular basis of such utilization. The Global Environment Facility, in operating the financial mechanism under the Convention, will finance activities that are in full conformity with the guidance provided to it by the Conference of the Parties. For this purpose, the Conference of the Parties will communicate its guidance, and any revisions to such guidance as it may adopt, on the following matters: (a) policy and strategy; (b) programme priorities; (c) eligibility criteria; (d) an indicative list of incremental costs; (e) a list of developed country Parties and other Parties which voluntarily assume the obligations of developed country Parties; (f) any other matter relating to Article 21, including periodic determination of the amount of resources needed as detailed in paragraph 5 of the Memorandum.

135. On the basis of its consideration of the report of the Council on the activities of the Global Environment Facility (item 14.2 above), its review of the effectiveness of the financial mechanism (item 14.3), and its consideration of matters relating to indicators (item 4), inland water ecosystems (item 6), marine and coastal biological diversity (item 7.1), agricultural biological diversity (item 7.2), forest biological diversity (item 7.3), clearing-house mechanism (item 8), traditional knowledge (item 10), biodiversity strategies and action plans and national reports (item 11), incentive measures (item 15.1) and benefit-sharing (item 16), the Conference of the Parties will need to consider whether it wishes to provide further guidance to the Global Environment Facility in accordance with Article 21 and the Memorandum of Understanding.

136. The Conference of the Parties is invited to consolidate its guidance to the Global Environment Facility.

#### ITEM 15: MEASURES FOR IMPLEMENTING THE CONVENTION

##### 15.1 Incentive measures: consideration of measures for the implementation of Article 11

137. In its decision III/18 on incentive measures, the Conference of the Parties invited Parties to share their experiences and exchange information through the Secretariat in order to foster understanding of incentive measures and enhance their implementation. The decision also requested the Secretariat to provide a background document, providing guidance to the Parties on design and implementation of incentive measures.

138. Accordingly, several Parties have provided information and case studies on incentive measures. The Executive Secretary has prepared a note on the design and implementation of incentive measures, contained in document UNEP/CBD/COP/4/18. The note presents several case studies, following a structure developed by the Secretariat. From the analysis of these, as well as from other studies that are available, several factors are identified as important for design and implementation of incentive measures. First, the importance of assessment of the status of biological diversity and the causes of threats is noted. Second, it is observed there are three major categories of incentive measures (economic, social and institutional) and that incentive measures are normally a combination of all three categories. Third, the importance of assessing the requirements for implementation of incentive measures during the design stage is pointed out. Fourth, the effectiveness of participatory process of implementation is highlighted. Lastly, economic benefits resulting of incentive measures are identified as one of the factors for success.

139. The Conference of the Parties is invited to recommend that the exchange of information be continued and to further encourage Parties to provide case studies, using the outline developed by the Secretariat.

15.2 Public education and awareness: consideration of measures for the implementation of Article 13

140. In its medium-term programme of work, the Conference of the Parties decided to consider at its fourth meeting measures to provide information and share experiences on the implementation of Article 13 on public education and awareness.

141. Article 13 contains obligations concerning promoting understanding of the importance of, and the measures required for, the conservation of biological diversity, its propagation through media, and the inclusion of these topics in educational programmes. It also requires Parties to cooperate with other States and international organizations in developing relevant educational and public awareness programmes.

142. The Executive Secretary has prepared a background note, contained in document UNEP/CBD/COP/4/19, to assist the Conference of the Parties in its consideration of this item. This notes the importance of public education and awareness for the implementation of the provisions of the Convention, provides information on the review by the CSD of the implementation of chapter 36 (Promoting education, public awareness and training) of Agenda 21, and notes similar obligations in Article 6 of the UNFCCC and Article 19 of the United Nations Convention to Combat Desertification. The note proposes that action to be initiated by the Conference of the Parties on public education and awareness should be undertaken in collaboration with the Commission and the other conventions. Such work should draw upon the experience and expertise of relevant specialist institutions and networks.

143. The Conference of the Parties may wish to urge Parties to promote biological diversity education through relevant national institutions, including educational bodies, botanical gardens, museums of natural history, herbaria, aquaria, and arboreta. It may wish to call upon major groups to promote public education on biological diversity. It may also wish to invite relevant international and national bodies to promote the integration of biological diversity education into educational curricula at all levels.

15.3 Impact assessment and minimizing adverse effects: Consideration of measures for the implementation of Article 14

144. In its medium-term programme of work, the Conference of the Parties decided to consider, at its fourth meeting measures to provide information and share experiences on the implementation of Article 14. Article 14 contains obligations concerning impact assessment and minimizing adverse effects.

145. The meeting will have before it a note prepared by the Executive Secretary, contained in document UNEP/CBD/COP/4/20, which provides a general overview of (a) environmental impact assessment (EIA) and its application to the Convention on Biological Diversity and (b) the issue of liability and redress for damage to biological diversity.

146. The Conference of the Parties may wish to request the SBSTTA to provide advice on ways and means to assist Parties with the implementation of Article 14, including examining existing EIA guidelines and advising on the need for guidelines specific to the provisions of the Convention.

147. In order to assist the preparation of this advice from SBSTTA and to facilitate the sharing of experiences on the implementation of Article 14, the Conference of the Parties may wish to request the Executive Secretary to prepare a questionnaire to be distributed to Parties, countries and relevant international organizations requesting information on legislative and regulatory frameworks for EIA and liability. The Conference of the Parties is also requested to urge Parties, countries and relevant international organizations to make such information available to the Secretariat in a timely fashion.

148. The Conference of the Parties is also invited to request Parties, countries and relevant international organizations to submit case studies to the Secretariat, with the aim of sharing information, inter alia, through the clearing-house mechanism.

#### ITEM 16: MATTERS RELATED TO BENEFIT-SHARING

##### 16.1 Measures to promote and advance the distribution of benefits from biotechnology in accordance with Article 19 ("Handling of Biotechnology and Distribution of Benefits")

149. In its decision II/18 on the medium-term programme of work for 1996-1997, the Conference of the Parties decided that the issue of benefit-sharing would be considered at its fourth meeting.

150. To assist the discussions under this item of the agenda, the Executive Secretary has prepared a background document (UNEP/CBD/COP/4/21) which considers measures to promote and advance the distribution of benefits from biotechnology, in accordance with Article 19. The note recalls that the first two paragraphs of Article 19 address the issue of biotechnology and benefit-sharing. The note identifies a wide range of biotechnologies and the benefits deriving from genetic resources. Possible mechanisms for sharing benefits are considered, including the role of the private sector. Some examples of bioprospecting arrangements are presented. The importance of capacity-building and industrial policies targeted at biotechnology is also highlighted. A synthesis of case studies on benefit-sharing received by the Secretariat is contained in document UNEP/CBD/COP/4/Inf.7.

151. The Conference of the Parties is invited to recommend that Parties enact the necessary legislation. Pending the implementation of such measures, the Conference of the Parties should recommend the adoption of interim mechanisms to promote benefit-sharing arrangements and the continued exchange of information regarding benefit-sharing arrangements.

152. The Conference of the Parties may wish to consider convening an open-ended intersessional workshop to promote the involvement of the private sector in promoting benefit-sharing arrangements.

16.2 Means to address the fair and equitable sharing of benefits arising out of genetic resources

153. In its decision III/5, on additional guidance to the financial mechanism, the Conference of the Parties requested the Secretariat of the Convention and the Global Environment Facility to collaborate in preparing, for the fourth meeting of the Conference of the Parties, a proposal on the means to address the fair and equitable sharing of the benefits arising out of genetic resources, including assistance to developing countries.

154. Accordingly, a note has been jointly prepared by the Secretariat and the secretariat of the Global Environment Facility. This note is contained in document UNEP/CBD/COP/4/22.

155. The note seeks to assist the Conference of the Parties to identify steps that Parties could take in order to implement the objectives of the Convention in respect of the fair and equitable sharing of the benefits arising out of genetic resources. The note defines the terminology and scope of matters related to benefit-sharing to be considered under the Convention. Several measures most commonly adopted to enhance benefit-sharing arrangements are considered: access legislation, incentive measures, partnerships, and contracts. Options for assistance to developing countries in order to facilitate benefit-sharing are elaborated. In addition to stock-taking activities, access legislation and incentive measures, the importance of specific initiatives, such as capacity-building, entrepreneurial development, institutional capacity-building and targeted research, is highlighted.

156. The Conference of the Parties is invited to recommend that programme priorities for assistance to developing country Parties through the financial mechanism be directed towards: (a) stock-taking activities; (b) formulation of access legislation and incentive measures; and (c) implementation of specific project initiatives.

16.3 Compilation of views of the Parties on possible options for developing national legislative, administrative or policy measures, as appropriate, to implement Article 15 ("Access to Genetic Resources")

157. In its decision III/15, on access to genetic resources, the Conference of the Parties urged Governments and other organizations to send to the secretariat information on legislative, administrative and policy measures and guidelines for activities covered by Article 15, on national participatory processes, and on research programmes on genetic resources. The decision requested the Executive Secretary to prepare a note for the fourth meeting of the Conference of the Parties, based on the information provided.

158. Accordingly, the Executive Secretary has prepared a review of national, regional and sectoral measures and guidelines for the implementation of Article 15. This note is contained in document UNEP/CBD/COP/4/23. It draws upon the information available to the Secretariat and highlights aspects that could be relevant to countries seeking to establish access legislation, regulations and

policy and to indicate preliminary standards to be adopted by users in cases where the country providing the resources has no provisions on access.

159. The note concludes that development of an access and benefit-sharing regime under the Convention is at an early stage and that the Conference of the Parties should review the implementation of Article 15 on a regular basis.

160. The Conference of the Parties is invited to urge Governments and other organizations to continue to provide the information requested in decision III/15 and to include information on legislation and policy in respect of access to genetic resources in future national reports. It should request the Executive Secretary to seek information from Governments, the private sector and relevant scientific bodies on bioprospecting arrangements, material transfer agreements and other relevant arrangements, with a view to making this information available to the Conference of the Parties in the form of guidelines based on practices.

#### ITEM 17: ADMINISTRATIVE AND BUDGETARY MATTERS

##### 17.1 Administration of the Convention

161. The Conference of the Parties has decided that consideration of a report from the Executive Secretary on the administration of the Convention will be a standing item at its meetings.

162. Accordingly, the Executive Secretary has prepared a report on the administration of the Convention for the period January 1997 to January 1998, which is contained in document UNEP/CBD/COP/4/24.

163. The Conference of the Parties is invited to take note of this report.

##### 17.2 Budget of the Trust Fund for the Convention on Biological Diversity

164. The meeting will have before it, for consideration and approval, a proposed budget of the Trust Fund for the Convention on Biological Diversity for 1999-2000. The proposed budget is contained in document UNEP/CBD/COP/4/25.

165. In accordance with paragraph 11 of decision III/24 on the budget of the Trust Fund, the documents prepared for consideration by the meeting under relevant agenda items above contain estimates of likely costs of the recommendations they contain, where these have significant implications for the budget of the Convention. These estimates are reflected in the proposed budget contained in document UNEP/CBD/COP/4/25.

ITEM 18: REPORT ON THE CREDENTIALS OF REPRESENTATIVES TO  
THE FOURTH MEETING OF THE CONFERENCE OF THE PARTIES

166. Rule 18 of the rules of procedure for meetings of the Conference of the Parties states that "the credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Secretary of the Conference of the Parties or the representative of the Executive Secretary not later than twenty four hours after the opening of the meeting. Any later change in the composition of the delegation shall also be submitted to the Executive Secretary or the representative of the Executive Secretary. The credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs or, in the case of a regional economic integration organization, by the competent authority of that organization". Rule 19 provides that "the Bureau of any meeting shall examine the credentials and submit its report to the Conference of the Parties for decision".

167. In accordance with the recommendation of the Bureau of the third meeting of the Conference of the Parties, the Executive Secretary has prepared a sample format of appropriate credentials which has been distributed to national focal points as an annex to the letter of invitation to the fourth meeting, in order to assist Parties in fulfilling the requirements of rule 18 of the rules of procedure.

168. The Conference of the Parties will consider and adopt the report on credentials submitted to it by the Bureau.

ITEM 19: VENUE AND DATE OF THE FIFTH MEETING  
OF THE CONFERENCE OF THE PARTIES

169. In accordance with paragraph 2 of rule 4 of the rules of procedure for meetings of the Conference of the Parties, the Conference of the Parties shall decide on the date and duration of the next ordinary meeting.

170. Paragraph 1 of rule 4 states that ordinary meetings of the Conference of the Parties shall be held on an annual basis and that the Conference of the Parties shall review the periodicity of its ordinary meetings in the light of the progress achieved in the implementation of the Convention, no later than at the fourth meeting of the Conference of the Parties.

171. The meeting is therefore required to decide upon the periodicity of future ordinary meetings and upon the date and duration of the fifth meeting. These issues will also be considered under item 13 of the agenda on the review of the operations of the Convention.

172. Rule 3 of the rules of procedure for meetings of the Conference of the Parties states that meetings of the Conference of the Parties shall take place at the seat of the Secretariat, unless the Conference of the Parties decides otherwise or other appropriate arrangements are made by the Secretariat in consultation with the Parties.

173. The Conference of the Parties may wish to consider the possible benefits of holding its meetings before the annual sessions of the CSD, in order to facilitate the early consideration by the Commission of the outcome of meetings of the Conference of the Parties. The Conference of the Parties may therefore wish to consider holding its fifth meeting in early 1999.

ITEM 20: OTHER MATTERS

174. At its fourth meeting, the Conference of the Parties will consider other items raised and accepted for discussion in accordance with rule 12 of the rules of procedure for meetings of the Conference of the Parties.

ITEM 21: ADOPTION OF THE REPORT

175. The Conference of the Parties, at its fourth meeting, will consider and adopt its report.

ITEM 22: CLOSURE OF THE MEETING

176. The fourth meeting will close on Friday, 15 May 1998 at 6 p.m.

ANNEX 1: SUGGESTIONS FOR THE ORGANIZATION OF WORK

	PLENARY	MINISTERIAL ROUNDTABLE	
<b>Monday, 4 May 1998</b> 10:00 - 13:00	1 Opening of the meeting. 2 Organizational matters.		
15:00 - 18:00	3 Reports of the regional preparatory meetings. 4 Report and recommendations of the third meeting of SBSTTA. 5 Pending issues.	Ministerial Roundtable	
<b>Tuesday, 5 May 1998</b> 10:00 - 13:00	8 Assessment and review of the operation of the clearing-house mechanism. 9 Issues related to biosafety. 17 Administrative and budgetary matters.	Ministerial Roundtable	
		WORKING GROUP 1	WORKING GROUP 2
15:00 - 18:00		6 Status and trends of the biological diversity of inland water ecosystems and options for conservation and sustainable use.	11 Synthesis of information contained in national reports on the implementation of the Convention.
<b>Wednesday, 6 May 1998</b> 10:00 - 13:00		6 (cont.)	12.1 Results of the special session of the General Assembly to review the implementation of Agenda 21.
15:00 - 18:00		7.1 Jakarta Mandate on marine and coastal biological diversity.	12.2 Cooperation with other agreements, institutions and processes relevant to <i>insitu</i> conservation (Article 8).
<b>Thursday, 7 May 1998</b> 10:00 - 13:00		7.2 Agricultural biological diversity.	13 Review of the operations of the Convention.
15:00 - 18:00		7.3 Forest biological diversity.	13 (cont.)
<b>Friday, 8 May 1998</b> 10:00 - 13:00		10 Implementation of Article 8(j) and related provisions.	14.1 Memorandum of Understanding between the COP and the Council of the GEF. 14.2 Activities of the GEF. 14.3 Review of the effectiveness of the financial mechanism.
15:00 - 18:00		10 (cont.)	14.3 (cont.)

	PLENARY	WORKING GROUP 1	WORKING GROUP 2
<b>Monday, 11 May 1998</b> 10:00 - 13:00	Review of progress		
15:00 - 18:00		16.1 Measure to promote and advance the distribution of benefits from biotechnology.	14.4 Additional financial resources. 14.5 Further guidance to the financial mechanism.
<b>Tuesday, 12 May 1998</b> 10:00 - 13:00		16.2 Fair and equitable sharing of benefits arising out of genetic resources.	15.1 Incentive measures.
15:00 - 18:00		16.3 Options for measures to implement Article 15 ('Access to genetic resources').	15.2 Public education and awareness.
<b>Wednesday, 13 May 1998</b> 10:00 - 13:00		(Matters outstanding)	15.3 Impact assessment and minimizing adverse impacts
15:00 - 18:00		(Matters outstanding)	(Matters outstanding)
<b>Thursday, 14 May 1998</b> 10:00 - 13:00		(Preparation of report)	(Preparation of report)
15:00 - 18:00		(Approval of report)	(Approval of report)
<b>Friday, 15 May 1998</b> 10:00 - 13:00	18 Report on the credentials of representatives to the fourth meeting of the Conference of the Parties. 19 Venue and date of the fifth meeting of the Conference of the Parties. 20 Other matters.		
15:00 - 18:00	21 Adoption of the report. 22 Closure of the meeting.		

ANNEX 2: LIST OF DOCUMENTS

UNEP/CBD/COP/4/1	Provisional agenda and annotations, including suggestions for the organization of work.
UNEP/CBD/COP/4/2	Report of the third meeting of the Subsidiary Body on Scientific, Technical and Technological Advice.
UNEP/CBD/COP/4/3	Pending issues arising from the work of the third meeting of the Conference of the Parties.
UNEP/CBD/COP/4/4	Status and trends of the biological diversity of inland water ecosystems and options for conservation and sustainable use.
UNEP/CBD/COP/4/5	Implementation of the programme of work on marine and coastal biological diversity.
UNEP/CBD/COP/4/6	Ongoing instruments and activities on agricultural biodiversity.
UNEP/CBD/COP/4/7	Draft programme of work on forest biological diversity.
UNEP/CBD/COP/4/8	Implementation of the pilot phase of the clearing-house mechanism.
UNEP/CBD/COP/4/9	Issues related to biosafety.
UNEP/CBD/COP/4/10	Implementation of Article 8(j) and related provisions.
UNEP/CBD/COP/4/11	Synthesis of information contained in national reports on the implementation of the Convention.
UNEP/CBD/COP/4/12	Implications of the outcome of the special session of the General Assembly.
UNEP/CBD/COP/4/13	Cooperation with other agreements, institutions and processes relevant to <i>in-situ</i> conservation.
UNEP/CBD/COP/4/14	Synthesis of views on the operations of the Convention.
UNEP/CBD/COP/4/15	Report on the activities of the Global Environment Facility.
UNEP/CBD/COP/4/16	Synthesis of the information collected for the review of the effectiveness of the financial mechanism.
UNEP/CBD/COP/4/17	Additional financial resources.

UNEP/CBD/COP/4/18	Design and implementation of incentive measures: implementation of Article 11.
UNEP/CBD/COP/4/19	Public education and awareness: implementation of Article 13.
UNEP/CBD/COP/4/20	Impact assessment and minimizing adverse effects: implementation of Article 14.
UNEP/CBD/COP/4/21	Measures to promote and advance the distribution of benefits from biotechnology in accordance with Article 19.
UNEP/CBD/COP/4/22	Means to address the fair and equitable sharing of benefits.
UNEP/CBDCOP/4/23	Review of national, regional and sectoral measures and guidelines on access to genetic resources.
UNEP/CBD/COP/4/24	Administration of Convention.
UNEP/CBD/COP/4/25	Proposed budget for the Trust Fund of the Convention.
UNEP/CBD/COP/4/Inf.1	Information for participants.
UNEP/CBD/COP/4/Inf.2	Review of the operations of the Convention: submission by the Government of the United Kingdom.
UNEP/CBD/COP/4/Inf.3	Ratification of the Convention on Biological Diversity.
UNEP/CBD/COP/4/Inf.4	Report of the regional preparatory meetings.
UNEP/CBD/COP/4/Inf.5	List of national focal points and clearing-house mechanism focal points.
UNEP/CBD/COP/4/Inf.6	Reports of the regional workshops on the clearing-house mechanism.
UNEP/CBD/COP/4/Inf.7	Synthesis of case studies on benefit-sharing.

ANNEX 3: DRAFT DECISIONS RECOMMENDED FOR ADOPTION

Agenda item Decision

- 4: Approve date, venue and provisional agenda of the fourth meeting of the SBSTTA.
- 4: Elect the chairperson of the SBSTTA.
- 5: Agree upon final wording of paragraph 1 of rule 40 of the rules of procedure and of paragraphs 4 and 16 of the Financial Rules.
- 6: Endorse proposed programme of work on inland water ecosystems.
- 7.1: Endorse proposed programme of work on marine and coastal biological diversity.
- 7.2: Request the SBSTTA to provide advice on the further development, implementation and review of the programme of work on agricultural biological diversity, including the need for a global assessment.
- 7.3: Endorse proposed programme of work on forest biological diversity and consider the need for a global assessment.
- 8: Approve programme of work for next phase of development of the clearing-house mechanism.
- 9: Elect the Bureau of the Working Group on Biosafety for its remaining meetings; approve budget for the sixth meeting of the Working Group in December 1998; approve extraordinary meeting of Conference of the Parties to adopt Protocol.
- 10: Adopt programme of work on traditional knowledge.
- 11: Request the SBSTTA to propose revised guidelines for the preparation of national reports and to provide advice on the intervals and forms of future national reports; recommend measures to further assist countries complete the strategy and action plan process.
- 12.1: Determine whether to provide input to CSD-7 on development of its programme of work on sustainable tourism; request the SBSTTA to develop guidelines on the ecosystem approach.
- 12.2: Request the SBSTTA to develop further guidelines on the implementation of Article 8 on insitu conservation.
- 13: Approve measures to improve operations of existing Convention structures; approve a longer-term rolling programme of work; approve the modus operandi of the SBSTTA.

- 14.3: Decide whether action is required to improve the effectiveness of the financial mechanism and/or the effectiveness of the review procedure.
- 14.4: Endorse proposed further work on additional financial resources.
- 14.5: Transmit further guidance to the Global Environment Facility.
- 15.1: Recommend further exchange of information on incentive measures and submission of case studies.
- 15.2: Urge Parties, major groups, and international and national bodies to promote public education and awareness on biological diversity.
- 15.3: Request the SBSTTA to provide advice on impact assessment and minimizing adverse effects on the basis of information and case studies to be provided to the Secretariat.
- 16.1: Recommend that Parties enact legislation to promote the distribution of benefits from biotechnology and adopt appropriate interim measures.
- 16.2: Approve programme priorities for assistance to developing country Parties through the financial mechanism in respect of benefit-sharing.
- 16.3: Urge Governments and others to continue to provide information on matters relating to access; request the Executive Secretary to prepare guidelines on best practices.
- 17.2: Approve budget of Trust Fund for 1999-2000.
- 18: Adopt its report on credentials.
- 19: Approve the date and venue of the fifth meeting.
- 21: Adopt its report of the fourth meeting.

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