



CONVENTION ON BIOLOGICAL DIVERSITY

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CONFERENCE OF THE PARTIES TO THE
CONVENTION ON BIOLOGICAL DIVERSITY

Fifth meeting

Nairobi, 15-26 May 2000

Item 20 of the provisional agenda*

PROPOSED BUDGET FOR THE PROGRAMME OF WORK FOR THE BIENNIUM 2001 -2002:

Note by the Executive Secretary

Addendum

PROGRAMME AND SUBPROGRAMME ACTIVITIES AND RESOURCES REQUIRED

INTRODUCTION

1. This document describes the resource needs for the Secretariat to undertake the programme of work for the biennium 2001 - 2002. It provides further details on the proposed budget in document UNEP/CBD/COP/5/18. The information it contains represents the Secretariat's best estimates as regards work priorities in the coming biennium; it remains a "work in progress", and will continue to evolve in the light of future developments in the Convention process.
2. The document is organized into sections that correspond to the programmes and subprogrammes contained in figure 1 of document UNEP/CBD/COP/5/18. The information on programme activities is presented using a standard template. The table below provides an explanation of the template. An explanation of the abbreviations used in this document is contained in the annex.
3. The activities carried out will respond to demands and priorities. Further information concerning the components of the table can be provided, upon request. Detailed descriptions will be made available in due time to Parties or Governments that express interest in such activities and in providing supplementary funding for them.
4. The overall management section of each programme includes the resources, other than staffing, allocated from the core budget for the programme as whole. This includes items such as consultants, travel, expert meetings and equipment. This reflects the fact that the responsibility for these decisions resides with the coordinator of the programme and the Management Committee of the Secretariat. The Secretariat has been organized along these lines in order to retain the necessary degree of flexibility to respond effectively to the needs of the process. The overall management section also includes a description of the key external links that the programme will have substantial contact with in order to carry out the described activities. As the mandate for all of these management activities is Article 24 of the Convention, in the interests of brevity the section on "mandate" has not been included in the overall management section of each programme.

* UNEP/CBD/COP/5/1.

EXPLANATION OF THE TEMPLATE USED IN THE PROPOSED PROGRAMME BUDGET

Overview of responsibilities	A brief description of the main responsibilities assigned to the programme/subprogramme.
Expected results	Goals which will have been achieved by the end of the biennium. <i>Mandate:</i> Articles of the Convention, and decisions of the Conference of the Parties, that provide the mandate for each goal. <i>Means:</i> The activities that will be undertaken to achieve the goal. <i>Results:</i> Products and other deliverables that the activities will generate.
Approved posts New posts required	Posts already approved by the Conference of the Parties and new posts required in the core budget to ensure delivery of the expected results.
Resources from outside the core budget	Resources which will be sought from supplementary funding sources to support activities and projects related to the work of the programme/subprogramme.

SUMMARY TABLES BY PROGRAMMES OF WORK

A. Executive direction and management (EDM)

Overview of responsibilities	Overall responsibility for the implementation of the tasks assigned to the Secretariat under the Convention; the management and smooth operation of the Secretariat; and the promotion and maintenance of appropriate linkages and partnerships with relevant international organizations and processes
Expected results	<p>1. <i>COP, SBSTTA, other subsidiary bodies and their bureaux receive timely advice and guidance.</i></p> <p>Means: Oversight of the preparation of all documentation, including in-session, to be submitted to COP and other bodies of the Convention; coordination of inputs from other programmes; organization; servicing meetings of the Bureau of the COP; provision of advice and briefs; guidance to programmes of the Secretariat and staff.</p> <p>Results: Decisions, documentation, calendars and schedules of work; advisory notes and opinions; and reports.</p> <p>2. <i>The Convention bodies are provided with the services and support necessary for the convening of official sessions and meetings.</i></p> <p>Means: Oversight of the preparation of conference facilities; oversight of the reproduction and distribution of documentation for Convention bodies; mobilization of teams of temporary assistance.</p> <p>Results: Well organized meetings; and required documents submitted to the Convention bodies.</p> <p>3. <i>Participation of Governments and observers in the sessions of the Convention bodies is effectively managed.</i></p> <p>Means: Oversight of accreditation and registration of representatives; maintenance of contact databases; oversight of issuance of invitations to nominate funded participants.</p> <p>Results: Accredited, registered and, as appropriate, funded delegates; contact database.</p> <p>4. <i>The views of the Parties are effectively communicated to relevant international organizations, conferences and other events and information from these processes is integrated into the Convention process.</i></p> <p>Means: Correspondence; convening of meetings and consultations with the heads of other Convention secretariats, programmes and organizations; attendance and delivery of statements at relevant meetings; preparation of written inputs.</p> <p>Results: Improved information base for Convention bodies and related processes; exchange of relevant information between the Convention bodies, the secretariat and relevant international organizations.</p>

	<p>5. <i>The Secretariat is managed efficiently and effectively, and in a way, which maximises its ability to respond to the needs of the Convention bodies.</i></p> <p>Means: Recruitment of programme coordinators; organizing, chairing and secretary of the Management Committee of Secretariat; ensuring coordination among programmes; oversight of Secretariat's financial and personnel policies and procedures, within the framework of the United Nations rules and regulations, and overseeing their application; promotion of information flow throughout the Secretariat, <i>inter alia</i>, by convening staff meetings.</p> <p>Results: Well managed Secretariat resources; motivated and capable staff.</p> <p>6. <i>Information flowing into and out of the Secretariat is effectively managed and tracked.</i></p> <p>Means: Recording, tracking and following up on correspondence; maintenance of correspondence filing system; maintenance of the records management system.</p> <p>Results: Timely replies to correspondence; retrieval-based electronic archive of correspondence; archive of Secretariat-wide correspondence files.</p> <p>7. <i>The work of the Secretariat is adequately funded, in particular securing voluntary funding for approved activities of the Convention</i></p> <p>Means: Preparing a programme budget that anticipates the needs of the Convention bodies; seeking contributions to the trust funds of the Convention for additional approved activities (BE) and participation of developing country Parties (BZ); overseeing the preparation of projects for supplementary activities.</p> <p>Results: Adequate contributions to the trust funds of the Convention.</p> <p>8. <i>Development of the strategic plan for the Convention and SBSTTA</i></p> <p>Means: Soliciting and synthesizing contributions from Parties; preparing draft strategic plan in accordance with guidance from Parties and the COP; liaising with bureaux of the COP and SBSTTA.</p> <p>Results: Submission of a draft strategic plan for the Convention to COP/6.</p> <p>9. <i>Mobilizing resources to address emerging issues as required</i></p> <p>Means: Identifying tasks and assigning responsibilities for action and follow-up within the Secretariat to issues that emerge during the inter sessional period from subsidiary bodies.</p> <p>Results: Interim guidance from subsidiary bodies is implemented with a view to enhancing preparations for meetings of the COP.</p>
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External linkages	Executive Director of the United Nations Environment Programme and senior United Nations officials; ministers and other heads of delegations; government representatives; other convention secretariats; key academic and key non-governmental actors.
Approved posts	Executive Secretary (D-2), Special Assistant to the Executive Secretary (P-3); GS Secretary; GS Information Assistant.
New posts required	GS Programme Assistant
Resources required	<p>1. Staff costs:</p> <p>2001: \$344,500 2002: \$362,100</p> <p>2. COP Bureau meetings (2x2):</p> <p>2001: \$ 80,000 2002: \$ 84,000</p> <p>1. Consultants:</p> <p>2001: \$ 76,800 2002: \$ 80,700</p> <p>4. Travel on official business:</p> <p>2001: \$135,500 2002: \$135,500</p> <p>5. Temporary assistance and overtime:</p> <p>2001: \$ 5,800 2002: \$ 6,100</p>
Resources from outside the core budget	<p>Junior Professional Office – operations</p> <p>BZ Trust Fund</p> <p>Regional meetings for COP6 – developing country participation</p> <p>2002: \$329,380</p>

B. Scientific technical and technological matters (STTM)

(a) Overall management

Overview of responsibilities	Managing the STTM programme: coordinating support to the SBSTTA, and to COP on relevant matters; representing the secretariat externally, especially with respect to scientific and technical matters; facilitating the flow of scientific information in the Convention process and working with scientific organizations so as to ensure that information is conveyed to Parties in a timely and effective fashion.
Expected results	<p>1. <i>The human and financial resources of the STTM programme are coordinated effectively.</i></p> <p>Means: Coordination among programme officers within the programme through meetings and documentation; liaison and coordination with other programmes and staff of the Secretariat; liaison and coordination with relevant scientific and technical bodies, networks and processes.</p> <p>Results:</p> <ol style="list-style-type: none"> Priorities identified and work of different subprogrammes coordinated with a view to ensuring integrated and multidisciplinary strategies and approaches at national and international levels; Enhanced use of existing knowledge and experiences among different thematic areas and sectors; Complementarities between thematic programme areas and their components identified and developed; and Programmes of work developed for new and emerging issues as identified by COP.

	<p>2. <i>Assistance in providing SBSTTA and its Bureau with the support and documentation necessary for their smooth functioning.</i></p> <p>Means: Preparation of relevant technical papers and inputs for submission to SBSTTA; coordination of inputs from other programmes in the Secretariat; organizing and servicing SBSTTA Bureau meetings; providing information to Chair and mobilizing Secretariat resources to the Chair and Parties as requested.</p> <p>Results: Timely and high quality documentation for meetings of the SBSTTA and its Bureau.</p> <p>3. <i>Activities with other organizations competent in science technology and technical matters related to the Convention.</i></p> <p>Means: Maintaining links with other convention scientific bodies and other organizations, participating in other scientific and technical meetings, as appropriate; providing scientific and technical contributions to conferences, seminars and workshops.</p> <p>Results: Enhanced scientific and technical support between the Secretariat and relevant processes and events.</p> <p>4. <i>Organization of liaison groups as required</i></p> <p>Means: Consulting with Executive Secretary on the need for liaison groups, identifying participants and relevant organizations; preparing documentation and undertaking necessary logistical arrangements.</p> <p>Results: Peer review and enhanced quality of documents for meetings of the SBSTTA.</p> <p>5. <i>Effective participation on behalf of programme in the Management Committee of the Secretariat</i></p> <p>Means: Preparing as required internal documentation for effective decision-making; participating in meetings of the Committee, or organizing representation; conveying decisions of the Committee to staff of the STTM programme.</p> <p>Results: Effective coordination of the staff mostly for servicing meetings and on other substantive matters.</p>
External linkages	Bureau of SBSTTA; Parties; UNEP; STAP; STRP of the Ramsar Convention; United Nations bodies, other intergovernmental organizations, and other organizations competent in science and technology.
Approved posts	Principal Office -D-1; GS Secretary

Resources required	1. Staff costs: 2001: \$901,700 2002: \$947,200 2. Ad hoc technical expert meetings (2x3): 2001: \$210,000 2002: \$210,000 1. SBSTTA Bureau meetings (2 x 2): 2001: \$ 80,000 2002: \$ 84,000 2. Consultants 2001: \$ 71,700 2002: \$ 75,300 5. Travel on official business: 2001: \$ 92,000 2002: \$100,000 6. Temporary assistance and overtime 2001: \$ 5,800 2002: \$ 6,100
Resources from outside the core budget	BZ Trust Fund SBSTTA 6 and SBSTTA 7 – developing country participation 2001: \$483,630 2002: \$483,630

(b) Thematic areas programme

Overview of responsibilities	Implementation and development where necessary, of the thematic programmes of work
Expected results	<p><i>1. Inland water biological diversity.</i></p> <p>Mandate: Decision IV/4; decision III/11, para. 15(h); decision III/21, para. 7; decision IV/5, para. 4; and decision IV/15, para. 2.</p> <p>Means: Request submissions from Parties, Governments and relevant organizations for compilation and assessment; implement CBD -Ramsar Joint Work Plan; cooperation with Parties, Governments and other relevant organizations, such as CSD, the ACC Subcommittee, Global Inland Water Assessment (GIWA) and ICLARM.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Roster of experts; 2. Identification of areas where the lack of information severely limits the quality of assessment of inland water biological diversity; 3. Improved knowledge and experiences and best practices on the conservation and sustainable use of inland water biological diversity; 4. Methods and techniques for the valuation of goods and services provided by inland water ecosystems, incentives and policy reform and the understanding of ecosystem function; 5. Development of annex I to the Convention (as pertaining to inland water biodiversity); 6. Regional guidelines for rapid assessment of inland water biodiversity for different types of inland water ecosystems, with particular attention to the needs of small island developing States and States with inland water ecosystems affected by ecological disaster. <p><i>2. Marine and coastal biological diversity</i></p> <p>Mandate: Decisions II/10 and IV/5 on the conservation and sustainable use of marine and coastal biological diversity; decision I/2, annex I, para. 4(k); decision III/10; decision III/11, para. 15(h); decision III/18 (SBSTTA recomm. II/9, para. 2); decision III/19, annex, para. 8(b); decision IV/15, para. 10. See also Jakarta Ministerial Statement on the Implementation of the Convention on Biological Diversity, para. 14, and SBSTTA recommendation I/8.</p>

	<p>Means: Compile case-studies and information, carry out studies, organize and service expert meetings as appropriate, maintain and foster further collaboration with relevant organizations, improve and maintain databases and Internet services, develop different kind of products (e.g. technical guidelines, gap analyses).</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Enhanced capabilities of Parties to implement measures for the conservation and sustainable use of marine and coastal biological diversity (<i>overall objective of the work programme</i>); 2. Guidelines for implementing the provisions of the Convention in the area of integrated marine and coastal area management (<i>operational objectives (op. objs.) 1.1 and 1.2</i>); 3. Indicators of marine and coastal biological diversity and guidelines for ecosystem evaluation and assessment (<i>op. obj. 1.3</i>); 4. Ecosystem approaches to the sustainable use of marine and coastal living resources (<i>op. obj. 2.1</i>); 5. Options for conservation and sustainable use of marine and coastal genetic resources, including bioprospecting (<i>op. Obj. 2.2 and paragraph 12 of decision II/10</i>); 6. Understanding of the value and effects of marine and coastal protected areas or similarly restricted management areas on sustainable use of marine and coastal living resources (<i>op. obj. 3.1</i>); 7. Criteria for the establishment and management of marine and coastal protected areas (<i>op. obj. 3.2</i>); 8. Assessment of the consequences of mariculture for marine and coastal biological diversity and application of techniques to minimize adverse impacts (<i>op. obj. 4</i>); 9. Better understanding of the causes and impacts of introductions of alien species and genotypes (<i>op. obj. 5.1</i>); 10. Identification of gaps in existing or proposed initiatives and collected information on actions, on marine and coastal alien species and genotypes (<i>op. obj. 5.2</i>); 11. Incident list of introductions of alien species (<i>op. obj. 5.3</i>); 12. Database of initiatives on programme elements, particularly integrated marine and coastal area management (<i>op. obj. 6.1</i>); 13. Roster database (<i>op. obj. 6.2</i>). <p>3. <i>Agricultural biological diversity.</i></p> <p>Mandate Decision III/11 and decision IV/6 (also SBSTTA recomm. III/4); decision II/15; decision II/16; decision III/5 para. 2(c); and decision III/19, Annex, para 8(c).</p> <p>Means: Compile case studies and information, carry out studies, organize and service expert meetings as appropriate, maintain and foster further collaboration with relevant organizations, improve and maintain databases and Internet services. Support studies and service meetings to assist in: the review of ongoing activities and existing instruments relevant to agricultural biological diversity; promotion of in situ conservation and sustainable approaches; and facilitate exchange of information through collaboration with FAO and other relevant organizations and bodies.</p>
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	<p>Results:</p> <ol style="list-style-type: none"> 1. Guidelines and best practices on soil biota, pollinators and integrated land management practices and farming systems; 2. Guidelines for incorporating agricultural biodiversity issues into specific sectors; 3. Roster of lead and support institutions and of experts; 4. Developing a formal link with a revised International Undertaking on Plant Genetic Resources; 5. Support the Global Plan of Action for the Conservation and Sustainable Utilization of Plant Genetic Resources for Food and Agriculture and the Global System for the Management of Farm Animal Genetic Resources; 6. Further activities identified and ongoing for continuation of the review and assessment and compilation and synthesis of findings, including, for instance: development of methodologies; rapid assessments at ecosystem level; scientific assessments of key components/priority thematic areas; development of criteria and indicators for the monitoring and assessment, development of methodology and instruments to support Parties in the design and implementation of agrobiodiversity strategies, programmes and action plans.
	<p>4. <i>Forest biological diversity.</i></p> <p>Mandate: Decision II/9; decision III/12; decision IV/7 and IV/16, annex II; and SBSTTA recommendations II/8 and III/3. Also decision I/8, annex, para. 15; decision III/11, para. 15(h); decision III/19, annex, para. 8(c); and decision IV/13, para. 4.</p> <p>Means: Carry out studies, compile case-studies and information, develop databases, organize and service scientific and technical meetings as appropriate; national mechanisms and pilot projects; peer-review mechanisms; use of national and international data bases; cooperation with Parties, governments and other relevant organizations eg. UNEP, FAO, CIFO UNFCCC, UNCCD, UNESCO, IUFRO and SCOPE.</p> <p>Results</p> <ol style="list-style-type: none"> 1. Criteria and indicators for forest biological diversity; 2. Research and technology priorities; 3. Measures for enhancing integration of conservation and sustainable use of biological diversity in forest-management systems; 4. Identification of traditional forest systems and promotion of the wide application in sustainable forest management; 5. Identification of mechanisms that facilitate the financing of activities for maintenance of forest biological diversity; 6. Contribution to ongoing work in other international and regional organizations and processes, in particular to the implementation of the proposals for action of the Intergovernmental Forum on Forests; and 7. Identification of the contribution of networks of protected areas. 8. Analysis of human impact on forests

	<p><i>5. Biological diversity of drylands</i></p> <p>Mandate: Article 24 of the Convention; decision III/13; and anticipated COP 5 decision based on SBSTTA recommendation IV/3.</p> <p>Means: Carry out studies, compile case studies and information, develop databases, organize and service scientific and technical meetings as appropriate; cooperation with Parties, governments and other relevant organizations, in particular the Secretariat of UNCCD and FAO.</p> <p>Results: To be determined, but based on the recommendation of the liaison group on drylands the following are likely types of activities:</p> <ol style="list-style-type: none"> 1. Identification of benefits derived from dryland biodiversity, and assessment of the socio-economic impact of its loss; 2. Identification of focus areas; 3. Further development of indicators; 4. Building knowledge on processes that affect dryland biodiversity; 5. Identification of best management practices; 6. Identify options for conservation and sustainable use of drylands biological diversity; and 7. Capacity building for Parties.
	<p><i>6. Preparations for COP/7 consideration of the biological diversity of mountain ecosystems</i></p> <p>Mandate: Article 24 of the Convention; and decision IV/16, annex II.</p> <p>Means: Carry out studies, compile case-studies and information, develop databases, organize and service scientific and technical meetings as appropriate, foster collaboration, in particular, with the FAO and UN/DESA.</p> <p>Results</p> <ol style="list-style-type: none"> 1. Case-studies on mountain biological diversity; and 2. Preliminary assessment of status and trends of mountain biological diversity and causes of changes, and identify options for conservation and sustainable use of mountain biological diversity for SBSTTA/8.
<p>Approved posts</p>	<p>P-4 Inland Waters; P-4 Terrestrial Ecosystems; P-4 Marine Ecosystems (UNESCO); P-4 Agrobiodiversity (FAO); P-3 Jakarta Mandate; GS Programme Assistants (2)</p>
<p>New posts required</p>	<p>P-4 Drylands Ecologist;</p>
<p>Resources from outside the core budget</p>	<p>BE Trust Fund: Regional meetings on the biodiversity of inland waters Informal task force on: IMCAM guidelines; ecosystem evaluation and assessment guidelines; and MCPA guidelines. Senior Programme Officer (Netherlands) Junior Professional Officer (JPO) (Forest)</p>

(c) Cross-cutting issues

<p>Overview of responsibilities</p>	<p>Implementation and development where necessary, of cross-cutting issues: alien species; scientific assessments; ecosystem approach; indicators; Global Taxonomy Initiative; and protected areas..</p>
<p>Expected results</p>	<p><i>1. Alien species</i></p> <p>Mandate: Decision IV/1C; SBSTTA recommendation IV/4; paras. 9 and 10 of decision III/9; decision IV/4, annex, paras 8(c)(vi), 9(e)(iv) and 9(h); decision IV/5, annex, programme area 5; and decision IV/7, annex, paras. 32, 35, 52.</p> <p>Means: Compile case-studies, organize and service meetings as appropriate, maintain and foster further collaboration with GISP and other relevant organizations.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Effective preparations for SBSTTA and COP/6 (where alien species is a priority issue); 2. Guiding principles for the prevention of impact of alien species; 3. Inventory of initiatives; 4. Roster of experts; and 5. Cooperation with relevant organizations and programmes, particularly GISP. <hr/> <p><i>2. Scientific assessments.</i></p> <p>Mandate: Articles 7 and 25, para. 2, of the Convention; decision III/10; recommendation 1 of ISOC; recommendation IV/1 of SBSTTA and expected decision of COP 5.</p> <p>Means: Establishing and updating of rosters of experts, organize assessment expert panels/groups, coordination with other assessment initiatives, conducting research and studies in assigned substantive areas, producing technical and scientific reports, peer review.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Advice to Parties on scientific and technical assessments; 2. Disseminate information compiled and analysed as well as the results of experts activities to Parties and other Governments; and 3. Programme for scientific and technical assessment. <hr/> <p><i>3. Ecosystem Approach</i></p> <p>Mandate: Decision IV/1 B; decision II/8, para. 1; decision II/9; decision III/12, para. 6(b); decision III/19, annex, para 3; decision IV/1 B; and decision IV/1 A, para. 4.</p> <p>Means: Liaison group, regional meetings to be organized, to distribute questionnaire, to compile case-studies, peer review, mechanism, pilot projects, national experiences.</p>

	<p>Results</p> <ol style="list-style-type: none"> 1. Develop principles and other guidance on the ecosystem approach; 2. Advice to Parties on the use of the ecosystem approach in implementing the Convention; 3. Disseminate information compiled and analysed as well as the results of experts activities to Parties and other Governments; 4. Integrate the ecosystem approach into thematic programmes. <hr/> <p>4. <i>Indicators</i></p> <p>Mandate: Articles 7 and 14; of the Convention, decisions II/8, III/10; and decision IV/1 A, paras. 3 and 4; decision II/9, annex para. 15; decision III/11, para. 15(m) (agriculture); decision III/12, para. 10(a), annex, first para. (c), second para. (a) (forests); decision IV/4, annex para. 15(c) (inland waters); decision IV/5, annex, op. obj. 1.3 (marine); decision IV/6, para. 6 (agriculture); decision IV/7, annex II, part 3 (paras. 40-49) (forests); decision II/8, para. 2 (SBSTTA recommendation I/3, paras. 2,4,5); decision II/17, annex, para. (j) (guidelines for national reports)</p> <p>Means: Development of roster of experts; liaison group and case studies in thematic areas; distribute questionnaire to countries based on the agreed indicator framework; development of methodology sheets, guidelines and public information; and promotion of pilot programmes.</p> <p>Results</p> <ol style="list-style-type: none"> 1. Advance the work of SBSTTA to provide further advice to Parties on indicators; 2. Make available the information compiled and analysed as well as the results of experts activities to Parties and other Governments; 3. Develop research proposal; and 4. Establishment of programmes to develop and test indicators. <hr/> <p>5. <i>Global Taxonomy Initiative</i></p> <p>Mandate: Article 7 and annex I; decision IV/1 D; decision IV/4, annex, paras. 16 and 21 (inland waters); decision IV/5, annex para. 6 and op. obj. 6.2 (marine and coastal); decision IV/7, annex, paras. 42 and 44 (forest); decision II/8, para. 7 (components of biodiversity particularly under threat); decision III/5, para. 2(b) (guidance to the financial mechanism); decision III/10, paras. 3 and 10 (guidance to the financial mechanism); and decision IV/13, para. 2 (guidance to the financial mechanism)</p> <p>Means: Promoting of country-driven projects; developing cooperation of between <u>ex situ</u> institutions in developing and developed country Parties; facilitating investments in building relevant capacities; developing the clearing-house mechanism;</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Identification of priority information requirements; 2. Assessment of national taxonomic capacity and needs; 3. Development of internationally agreed protocols for housing collections; 4. Coordination of efforts to establish and maintain effective mechanisms for the stable naming of taxa; and 5. Support for the OECD Megascience Forum's Biodiversity Informatics Facility.
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	<p><i>6. Protected areas</i></p> <p>Mandate: Article 8 of the Convention, decision IV/15, para. 6; decision IV/16; decision II/9, annex, para. 13, decision III/12; annex; paras. (a) and para. (f), decision IV/4, annex I, para. 8(c); decision IV/5, annex, para. 1 and part C, programme element 3; and decision IV/7, annex, paras. 3(h), 17 and 52.</p> <p>Means: Carry out studies, compile case studies and information, develop databases, organize and service scientific and technical meetings as appropriate. Foster collaboration, in particular with protected area programmes and the fifth World Congress on National Parks and Protected Areas in 2002.</p> <p>Results</p> <ol style="list-style-type: none"> 1. Developing the scientific basis for international coordination by Parties of protected areas required in order to facilitate the conservation of global and nationally optimum levels of natural ecosystems; 2. Fostering the development and adoption of best management principles, tools and practices; and 3. Providing a framework for the management of transboundary natural ecosystems protected areas.
Approved posts	P-4 Scientific Assessment; P-4 Taxonomy (Australia/Sweden);
New posts required	P-4 Indicators; GS Programme Assistant (Scientific Assessments)
Resources from outside the core budget	BE Trust Fund Advisory group meetings on scientific assessments Regional workshops on ecosystem approach Meetings of experts during the fifth World Parks Congress Regional workshops on taxonom Consultants on ecosystem evaluation and assessment guidelines

C. Social, economic and legal matters

(a) Overall management

Overview of responsibilities	Management of the SEL programme, coordinate support for relevant Convention bodies; external representation; cooperate with relevant UN and other international organizations; identify emerging issues within the remit of the programme.
Expected results	<p>1. <i>Staff, financial resources, and activities of the programme are effectively managed.</i></p> <p>Means: Identification of priorities for allocation of resources and raising of supplementary funds, as needed; recruitment and motivation of competent staff, appraisal of their performance and promotion of their career development; coordination and guidance of work by the units; contribution, through the Secretariat's Management Committee, to overall Secretariat management, and to the establishment and application of Secretariat policies and procedures.</p>

	<p>Results: Budgets and detailed work plans for each unit and the programme; programme fully staffed with competent individuals.</p> <p>2. <i>Meetings of the Ad Hoc Working Group on Article 8(j) and the Panel of Experts on Access and Benefit-sharing are provided the support and documentation necessary for their smooth functioning.</i></p> <p>Means: Preparation of documentation; participation in sessional planning; coordination of inputs from other programmes; assisting with the servicing of meetings; provision of advice on specific topics to the chairs and mobilization of teams to provide the chairs and other elected officers with substantive support and secretarial assistance particularly during sessions and consultations.</p> <p>Results: Required documents submitted to relevant meetings and ultimately to the COP.</p> <p>3. <i>The units of the programme cooperate with other relevant organizations.</i></p> <p>Means: Preparation of correspondence; convening of meetings and other gatherings, as appropriate; promotion and coordination of contact by units; participation in relevant conferences, seminars and workshops.</p> <p>Results: Exchange of relevant information between Convention bodies and competent international organisations and other conventions.</p> <p>4. <i>Legal matters relating to the host country arrangements and other matters as required.</i></p> <p>Means: Implementation of the Host Government Agreement between the Convention and the Government of Canada; managing day-to-day relations with the Government of Quebec; and undertaking reviews of pertinent legal issues, preparing legal briefs and opinions, and providing legal advice and support as required.</p> <p>Results: Effective arrangements with host country, and legal advice for the Executive Secretary.</p> <p>5. <i>Effective participation on behalf of programme in the Management Committee of the Secretariat</i></p> <p>Means: Preparing as required internal documentation for effective decision-making; participating in meetings of the Committee, or organizing representation; conveying decisions of the Committee to staff of the SEL programme.</p> <p>Results: Effective coordination of the staff mostly for servicing meetings and on other substantive matters.</p>
<p>External linkages</p>	<p>Parties and Governments, CSD, UNGA, WTO, OECD, WIPO, UNCTAD, organizations representing local and indigenous groups, other relevant non-governmental organizations, academic and research institutes, press and media, other convention secretariats.</p>

Approved posts	Principal Officer (D-1); GS-Secretary;
Resources required	<p>1. Staff Costs: 2001: \$841,300 2002: \$883,600</p> <p>2. Consultants: 2001: \$ 25,600 2002: \$ 25,600</p> <p>3.. Expert Panel Meeting on ABS 2001: \$230,000 2002: \$230,000</p> <p>4. Advisory Group Meetings 2001: \$ 50,000 2002: \$ 50,000</p> <p>5. Travel on official business: 2001: \$ 92,000 2002: \$100,000</p> <p>6. Temporary assistance and overtime 2001: \$ 5,800 2002: \$ 6,100</p>
Resources from outside the core budget	None

(b) Access and benefit-sharing

Overview of responsibilities	Development and implementation of the programme of work on access and benefit-sharing.
Expected results	<p>1. <i>Assist in the implementation of COP decisions on access and benefit-sharing.</i></p> <p>Mandate: Articles 1, 15, 16 and 19 of the Convention; decisions II/4, II/11, III/15, III/16, III/17, IV/8 and anticipated decision from COP-5</p> <p>Means: Collection of information on access and benefit-sharing legislation, incentive measures for access and benefit-sharing arrangements, and impacts of intellectual property rights on the achievement of the Convention's objectives; preparing for the development of guidelines and codes of best practices; maintaining the roster of experts; dissemination of information through the clearing-house mechanism.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Roster of experts; 2. Meetings of the Panel of Experts on Access and Benefit-sharing 3. Guidelines and codes of best practices on benefit-sharing arrangements; 4. Support for Parties in designing access and benefit-sharing arrangements; and 5. Dissemination of relevant information through the clearing-house mechanism. <p>2. <i>Intellectual property rights.</i></p> <p>Mandate: Articles 16, 19 and 15 of the Convention, decisions III/15, III/17, III/21, IV/8, IV/9, IV/15 and anticipated decision of COP-5.</p>

	<p>Means: : Gather information, compile case studies, develop databases, organize and service scientific and technical meetings as appropriate; monitoring the TRIPS Council; liaise with secretariats of WTO and WIPO; review national reports for relevant information; preparation of further submissions as required.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Options for the development of <i>sui generis</i> or other protection of traditional knowledge; 2. Pilot projects on aspects of IPRs and the Convention; 3. Decisions of the TRIPs Council take account of the requirements of the Convention; and 4. WIPO training programmes incorporate Convention principles. <p>3. <i>To assist with making UNCTAD's Biotrade Initiative operational</i></p> <p>Mandate: Articles 15 and 10, decisions III/17, III/21, IV/10, IV/9 and IV/15</p> <p>Means: Liaise with UNCTAD secretariat and appropriate consultants; implement Memorandum of Cooperation; liaise with the CHM and participate in relevant workshops.</p> <p>Results: Development of market research and policy analysis; relevant Internet services and Biotrade country programmes.</p> <p>4. <i>Ex situ collections</i></p> <p>Mandate: Article 9 of the Convention, decision IV/8 of COP and recommendation 3 of ISOC</p> <p>Means: Distribution of questionnaire as requested; compile information provided by Parties and Governments; liaise with the FAO and relevant organizations; prepare proposal for the COP.</p> <p>Results: Report on the holding of <u>ex situ</u> collections; and cooperation with <u>ex situ</u> collections.</p>
Approved Posts:	P-3 Programme Officer (Access and Benefit-Sharing); P-4 Programme Officer (Economics); GS Programme Assistant
Resources from outside the core budget	None

(c) Economics, trade and incentive measures

Overview of responsibilities	Development and implementation of the programme of work on the economic aspects of biological diversity, trade and incentive measures to attract participation of private sector.
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<p>Expected results</p>	<p>1. <i>Assist Parties in their efforts to integrate economic considerations into biodiversity programmes and policies.</i></p> <p>Mandate: Articles 7, 10 and 15 of the Convention; decision III/18, (recommendation II/9); decision III/11, para. 15 (agriculture); decision IV/6, para. 6 (agriculture); decision III/14, paras. 2, 3 and 10 (article 8(j)); decision IV/8, annex, para. 6 (access and benefit-sharing); decision IV/10, part C, para. 1(f) (environmental impact assessment).</p> <p>Means: Develop and implement, as appropriate, programmes for integrating economic considerations into biodiversity programmes and policies; establish linkages with relevant international organizations and public sector.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Studies on economic valuation of biological diversity; 2. Establishment of network of experts; and 3. Development of methodologies for economic valuation of biological diversity. <p>2. <i>Implementation of COP decisions on trade measures.</i></p> <p>Mandate: Articles 6, 10, 11, 15, 16 and 19 of the Convention. Paras 7-11 and 17 of decision IV/15; decision III/11; decision III/16; decision III/18; decision IV/8; and decision IV/9.</p> <p>Means: Carry out studies, compile case-studies and information, develop databases, organize and service technical meetings as appropriate. Undertaking studies on relationship of trade liberalization and biological diversity as well as relationship between the provisions of the multilateral trading system and incentive measures encouraged for conservation and sustainable use of biological diversity.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Studies on relationship of trade liberalization and biological diversity; 2. Advice for the thematic programmes on the relationship of trade measures; and 3. Guidelines on improved access to and transfer of technology. <p>3. <i>Cooperation with the World Trade Organization (WTO).</i></p> <p>Mandate: Articles 10 and 11 of the Convention; decisions III/11, III/17, III/21, IV/10, IV/9 and IV/15.</p> <p>Means: Monitoring of activities of the WTO; liaise with the secretariat of WTO; participation in relevant meetings, such as meetings of the CTE; preparation of relevant submissions, such as the annual submissions to the CTE.</p> <p>Results: Decisions and actions of the WTO take into account the objectives of the Convention</p>
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	<p><i>4. Incentive measures</i></p> <p>Mandate: Articles 10 and 11 of the Convention; decision III/18 (SBSTTA recomm. II/9) and decision IV/10, Part A.. Also decision IV/4, annex I, section A, paras. 8(d) and 9(f) and (m) (inland water); decision II/10, annex I, para. (vii) (marine and coastal); decision IV/5, annex, prog. element 3, op. obj. 3.2, activity (c) (marine and coastal); decision III/11, para. 15 (agriculture); decision IV/6, para. 6 (agriculture); decision IV/7, annex, para. 56 (forests); decision I/2, annex I (financial mechanism and resources); decision III/5, para. 3 (guidance to the financial mechanism); decision IV/13, para. 7 (guidance to the financial mechanism); decision III/9, para. 9 (Articles 6 and 8); decision III/14, paras. 2, 3 and 10 (Article 8(j)); decision IV/8, annex, para.6 (access and benefit-sharing); and decision IV/10, C, para. 1(f) (environmental impact assessment).</p> <p>Means: Carry out studies, compile case-studies and information, develop databases, organize and service technical meetings as appropriate; development of guidelines for incentive measures and private sector participation.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Section in national reports on incentives; 2. Further compilation and synthesis of case studies; and 3. Guidelines for incentive measures and private sector participation in Convention.
<p>Approved Posts:</p> <p>New Posts required:</p>	<p>P-4 Programme Officer (Economist); GS- Programme Assistant;</p> <p>P-4 Programme Officer (Trade and Environment)</p>
<p>Resources from outside the core budget</p>	<p>None</p>

(d) Sustainable use, including tourism

<p>Overview of responsibilities</p>	<p>Sustainable use, including tourism, taking into account relevant developments in other forums.</p>
<p>Expected results</p>	<p><i>1. To represent the COP in the CSD and General Assembly with regard to implementation of the CSD decisions on sustainable tourism.</i></p> <p>Mandate: Articles 10 and 11 of the Convention, decisions IV/15, IV/16 and anticipated decision of COP-5.</p> <p>Means: Participate in the implementation mechanism (to be coordinated through IACSD); prepare inputs for 10-year review of UNCED; inputs on topic for IACSD; liaise with DESA; support representation at relevant meetings of the implementation mechanism</p> <p>Results: To ensure that implementation and follow-up to CSD/7 decision on tourism fully incorporates the principals of the Convention and relevant decisions of the COP. To submit relevant guidelines and products to the COP for approval.</p>

	<p>2. <i>Disseminate studies on best practices and lessons learned through the CHM.</i></p> <p>Mandate: Articles 10, and 11 of the Convention and anticipated decision of COP-5.</p> <p>Means: Gather and compile case-studies on best practices and lessons learned under each thematic area of the Convention</p> <p>Results: Availability of case studies and best practices to all Parties</p> <p>3. <i>To contribute to the development of practical descriptions of sustainability and international guidelines for activities related to sustainable tourism development in vulnerable habitats</i></p> <p>Mandate: Articles 10 and 11, of the Convention; decision IV/16 and anticipated decision of COP-5.</p> <p>Means: Organize submissions from Parties, review national reports, liaise with CSD and DESA; cooperate with IACSD; prepare submissions to SBSTTA and other bodies as necessary.</p> <p>Results: Submission of international guidelines for endorsement to the Conference of the Parties.</p>
New posts required:	P-4 Programme Officer (Sustainable Use and Tourism)
Resources from outside the core budget	BE Trust Fund Meeting of experts to assist with the development of international guidelines for activities related to sustainable tourism development in vulnerable habitats.

(e) Traditional knowledge (Article 8(j) and related provisions)

Overview of responsibilities	Implementation of the programme of work on traditional knowledge.
Expected results	<p>1. <i>Assist in the development and implementation of a programme of work on traditional knowledge.</i></p> <p>Mandate: Articles 8(j), 10(c), 17.2 and 18.4 of the Convention; decisions III/14 and IV/9.</p> <p>Means: Development of a programme of work on traditional knowledge in accordance with recommendations of the ad hoc working group on Article 8(j) and related provisions and decision of the COP; liaison with Parties, relevant organizations; relevant indigenous peoples and community-based organizations, relevant scientific, research and/or advocacy organizations; collection and analysis of case-studies; analysis and development of legal options for implementing relevant provisions of the Convention and harmonization with other international legal instruments.</p>

	<p>Results:</p> <ol style="list-style-type: none"> 1. Documentation for meetings of the Ad Hoc Working Group on Article 8(j) and Related Provisions; 2. Liaison with WIPO as appropriate 3. Guidelines on legal options for implementing relevant provisions of the Convention and harmonization with other international legal instruments and other relevant matters; and 4. Increased understanding by other organizations and instruments of the provisions of the Convention regarding traditional knowledge.
Approved Posts:	P-4 Programme Officer (Traditional knowledge); GS-Programme Assistant
Resources from outside the core budget	BZ Trust Fund Working Group on Article 8(j)- developing country participation 2002: \$483,630

(f) Impact assessment, liability and redress

Overview of responsibilities	Development of a programme of work on impact assessment, liability and redress.
Expected results	<p>Mandate: Article 14 of the Convention and decision IV/10 C.</p> <p>Means: Submissions by Parties, Governments, relevant organizations; continue the analysis and synthesis of information on the basis of additional submissions by Parties, Governments, relevant organizations; draft guidelines on the incorporation of biological diversity-related issues into environmental impact assessments (EIA) in collaboration with relevant stakeholders.</p> <p>Results</p> <ol style="list-style-type: none"> 1. Guidelines on the incorporation of biological diversity-related issues into EIA; 2. Representative and reliable evaluation on impact assessment and biological diversity; 3. Information on experiences disseminated through the CHM; and 4. Programme of work concerning liability and redress. <p>Means: Submission by Parties, Governments, relevant organizations of information on national, international and regional measures and agreements on liability and redress applicable to damage to biological diversity, including the nature, scope and coverage of such provisions, and information on experiences in their implementation, as well as information regarding access by foreign citizens to national courts potentially applicable to or in cases involving transboundary environmental harm.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Synthesis report on liability & redress for consideration by COP6. 2. Development of draft questionnaire on liability and redress for consideration by COP6.
Approved posts:	P4 – Programme Officer (Impact assessment, liability and redress)
Resources from outside the core budget	None

D. Implementation and Outreach (I & O)(a) Overall management

Overview of responsibilities	Management of the programme, coordinate support for ISOC facilitating the implementation of the Convention, external representation, identify emerging issues within the remit of the division.
Expected results	<p>1. <i>The programme's staff, financial resources, and activities are effectively managed.</i></p> <p>Means: Identification of priorities for allocation of resources and raising of supplementary funds, as needed; recruitment and motivation of competent staff, appraisal of their performance and promotion of their career development; coordination and guidance of work by the units; contribution, through the Secretariat's Management Committee, to overall Secretariat management, and to the establishment and application of Secretariat policies and procedures.</p> <p>Results: Budgets and detailed work plans for each unit; programme full staffed with competent individuals.</p> <p>2. <i>Meetings of the ISOC, or its successor, are provided with the support and documentation necessary for their smooth functioning.</i></p> <p>Means: Preparation of procedural documentation; coordination of inputs from other programmes; provision of advice to the presiding officer as required and mobilization of teams to provide the presiding officer and other elected officers with substantive support and secretarial assistance during sessions and consultations.</p> <p>Results: Required documents submitted to ISOC; well organized meetings as required.</p> <p>3. <i>The various components of the programme cooperate with organizations, bodies, processes and persons competent in matters within the remit of the division.</i></p> <p>Means: Maintenance of correspondence; convening of meetings and other gatherings, as appropriate; promotion and coordination of contact by units; participation in conferences, seminars and workshops.</p> <p>Results: Exchange of relevant information between Convention bodies and external processes.</p> <p>4. <i>Effective participation on behalf of the programme in the Management Committee of the Secretariat</i></p> <p>Means: Preparing as required internal documentation for effective decision-making; participating in meetings of the Committee, or organizing representation; conveying decisions of the Committee to staff of the implementation and outreach programme.</p> <p>Results: Effective coordination of the staff mostly for servicing meetings and on other substantive matters.</p>

External linkages	Parties and Governments, UN bodies, other intergovernmental organizations, bilateral and multilateral funding institutions, GEF and its implementing agencies, relevant non-governmental organizations, academic and research institutes, press and media, other convention secretariats, educational and curriculum development institutions, electronic communications networks, major groups, including the private sector, and the general public.
Approved posts:	D-1 –Principal Officer; GS-Secretary.
Resources required	<p>1. Staff Costs: 2001: \$1,341,300 2002: \$1,409,100</p> <p>2. Consultants: 2001: \$ 25,600 2002: \$ 26,900</p> <p>3. Clearing House Mechanism (CHM): 2001: \$ 112,500 2002: \$ 67,400</p> <p>4. Advisory Group Meetings 2001: \$ 50,000 2002: \$ 50,000</p> <p>5. Travel on official business: 2001: \$ 132,000 2002: \$ 138,600</p> <p>6. Global Biodiversity Outlook (GBO) 2001: \$ 100,000 2002 \$ 100,000</p> <p>7. Information materials/Handbook 2001: \$ 119,600 2002 \$ 218,700</p> <p>8. Temporary assistance and overtime 2001: \$ 5,800 2002: \$ 6,100</p>
Resources from outside the core budget	<p>BZ Trust Fund Inter-Sessional Meeting on the Operations of the Convention (ISOC) - Developing Country participation 2001: \$483,630</p>

(b) Financial resources and instruments

Overview of responsibilities	Management of the financial mechanism of the Convention; monitoring and identification of financial resources in support of the elements of the programme of work of the Convention.
Expected results	<p>1. <i>Management of the relationship with the financial mechanism of the Convention</i></p> <p>Mandate: Articles 20.2, 21 and 39; decisions I/2, II/6, III/5, III/8, IV/11, and IV/13</p> <p>Means: Monitoring of activities of the financial mechanism in relation to the COP guidance; liaison with the financial mechanism and Parties with respects to matters relating to the financial mechanism; consultation with the financial mechanism on its biodiversity proposals, funding strategy, operational programmes, policy and criteria, project cycle management, and funding portfolio; participation in relevant technical and policy-making meetings; assessment of the amount of amount of funding required to assist developing country Parties to implement the Convention.</p> <p>Results: GEF Council decisions, GEF policy documents, biodiversity projects, reports to COP.</p>

2. *Advice on further guidance to the financial mechanism*

Mandate: Decision IV/11.

Means: Study on development of further guidance in relation to previous guidance; monitoring of implementation of COP guidance; compilation of recommendations for further guidance for consideration by the COP; consultation with the financial mechanism on recommendations for further guidance; liaison with Parties with respect to matters relating to further guidance

Results: Advice to the Parties; reports to COP; exchange of views with GEF

3. *Implementation of COP decisions on the review of the effectiveness of the financial mechanism*

Mandate: Article 21 of the Convention, and decisions I/2, II/6, III/7 and IV/11

Means: Development and implementation of terms of reference for the review of the effectiveness of the financial mechanism; liaison with GEF and Parties on matters relating to the effectiveness of the financial mechanism; invitation for submission of information and views from Parties, relevant intergovernmental and non-governmental organizations; site visits; country and thematic case-studies; participation in relevant workshops.

Results: Communications with Parties, country case-studies, field visits, workshops, reports to COP

4. *Monitoring of financial resources in support of the Convention*

Mandate: Article 20 of the Convention and decisions I/2, II/6, III/6 and IV/12

Means: Monitoring of financial resources provided other than through the financial mechanism; exploration of ways and means for mobilizing and channelling financial resources; assistance to developed country Parties in compiling standardized information on their financial support for the objectives of the Convention; assistance to funding institutions to compile financial information relating to the Convention; assistance to funding institutions in providing information on ways in which their activities support the Convention; identification of where and how developing country Parties might gain access to financial resources

Results: Database on financial resources in support of the Convention; system of information exchange for Parties; publications; reports to COP.

5. *Collaboration with relevant international organizations and funding institutions*

Mandate: Articles 20 and 21, para. 4, of the Convention and decisions II/6, III/6 and IV/12

	<p>Means: Exploration of possible ways of collaborating with funding institutions to facilitate their efforts to achieve greater support for the Convention; facilitation of consideration of strengthening existing financial institutions to provide financial resources for the Convention; promotion of efforts of funding institutions to make their activities more supportive of the Convention; convening of a workshop on biodiversity finance to facilitate the sharing of information, experience and knowledge; study on characteristics specific to biodiversity activities and their implications to funding decisions.</p> <p>Results: System of information sharing between funding institutions; reports to COP.</p> <p>6. <i>Identification of financial resources in support of the elements of the programme of work of the Convention</i></p> <p>Mandate: Article 20 of the Convention and decision IV/12.</p> <p>Means: Monitoring of specific funding programmes of various funding institutions that are related to the elements of the programme of work of the Convention; assistance, where appropriate, in country dialogues of interested funding institutions; awareness-raising on the need to provide resources to support the elements of the programme of work.</p> <p>Results: Focused database on financial resources relating to specific elements of the programme of work; reports to COP.</p> <p>7. <i>Promotion of the involvement of private sector in the implementation of the Convention</i></p> <p>Mandate: Article 20 of the Convention and decisions III/6 and IV/12.</p> <p>Means: Promotion of biodiversity consideration by private funding institutions in collaboration with UNEP financial-sector initiatives; promotion of sustainable use and benefit-sharing in collaboration with UNCTAD BioTrade Initiative; promotion of biodiversity efforts of charitable institutions; studies and workshops on the relationship between biodiversity and private financial flows, the role of private sector in conservation and sustainable use and transfer of technology.</p> <p>Results: Database on private financial resources in support of the Convention; information-sharing with Parties and private sector; reports to COP.</p>
Approved posts:	P-4 Financial Resources and Instruments Officer; P-3 Financial Mechanisms Officer; GS-Programme Assistant;
Resources from outside the core budget	BE Trust Fund Meeting on private sector involvement in the implementation of the Convention: US\$50,000 Database and commissioned studies: US\$33,000

(c) Clearing-house mechanism (CHM)

Overview of responsibilities	Assist Parties in promoting and facilitating scientific and technical cooperation and the exchange and dissemination of information.
Expected results	<p>1. <i>Scientific and technical cooperation.</i></p> <p>Mandate: Article 18, para. 3, of the Convention; decisions I/3, II/3, III/4 IV/2 and anticipated decision from COP-5.</p> <p>Means: Incorporation of results of the independent review, strategic plan and long-term work programme for the CHM. Identification of priorities and active work with CHM national focal points, Informal Advisory Committee; CHM partners, GEF and its implementing agencies, scientific, technical and cooperation institutions, scientists, private sector.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Parties post and prioritize information on scientific and technical cooperation; 2. Information on scientific and technical cooperation is promoted to local users (via web, etc.); 3. Additional methods of information-sharing are promoted via global and regional workshops, conference users' groups, best practices, coordination with related initiatives; 4. Country involvement and partnering in priority areas, including financial partnerships is promoted; 5. A collaboration-promotion mechanism for institutions and experts and service and technology providers is provided. An inventory of initiatives and roster of experts is developed. <p>2. <i>Information exchange</i></p> <p>Mandate: Article 17 and 18, para. 3, of the Convention; decisions I/3, II/3, III/4, IV/2 and anticipated decision from COP-5.</p> <p>Means: Compliance of a wide range of COP decisions. Analysis of CHM priorities, identification of gaps and needs. Incorporate the results of the independent review, strategic plan and long-term work programme for the CHM. Liaison with CHM national focal points, CHM partners, GEF and its implementing agencies.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Open, world-wide access to available biodiversity information is provided. 2. Information needs, priorities and best practices are tracked to ensure the development and use of multiple vehicles for users. 3. Information compatibility is ensured through standardization (Z39.50 compliant, tools are upgraded). 4. Information gaps are adequately addressed. An assessment database on new technologies is developed and maintained. <p>3. <i>Network development and organizational efficiency</i></p> <p>Mandate: Article 17 and 18, para. 3, of the Convention, decisions I/3, II/3, III/4, IV/2 and anticipated decision from COP-5.</p>

	<p>Means: Compliance of COP decisions, analysis of priorities, identification of gaps and needs. Liaison with CHM national focal points, CHM partners, GEF and its implementing agencies. Incorporate the results of the independent review, strategic plan and long-term work programme of the CHM.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Provide start-up assistance and ongoing capacity building (develop, publish and support materials, workshops), provide operation model for regional, subregional and thematic implementation. 2. Provide and promote partnering support (guidelines, etc.) 3. Local ownership of information is promoted and maintained. 4. New CHM partners are identified and integrated. 5. Funding strategies by all focal points are developed.
Approved posts:	P5 CHM Programme Officer (upgraded form P-4); P-3 Internet and Electronic Communications Officer; P-3 Information Officer; P-2 Associate Computer Systems Officer; GS-Programme Assistant; GS-Computer Operations Assistant;
Resources from outside the core budget	BE Trust Fund Four (4) regional workshops \$100,000 (2001) \$100,00 (2002) Consultants \$15,000 Sub-contracts \$50,000

(d) National reports

Overview of responsibilities	Support implementation of the Convention by undertaking tasks assigned to the Secretariat in respect of national reports, including analysis of measures taken by Parties and their effectiveness, and of the preparation of reviews of the state of implementation.
Expected results	<p>1. <i>Assist Parties with the preparation of national reports and provide COP with analysis of information contained therein</i></p> <p>Mandate: Article 26 of the Convention; decisions II/1(4), II/17, IV/14 and anticipated decision from COP-5</p> <p>Means: Liaison with national focal points, GEF and implementing agencies, relevant specialist institutions and experts. Analysis of information in national reports through in-house resources and, as necessary, outside consultants.</p> <p>Results: Support to Parties for the preparation of national reports; provision to COP of timely and well-founded analysis on state of implementation of the Convention, the nature of the information needed from Parties and recommendations for improving the reporting process.</p>

2. *Preparation and publication of the Global Biodiversity Outlook (GBO)*

Mandate: Decision II/1, para. 4.

Means: Analysis of national reports and other relevant information, including through collaboration with specialist institutions and with the assistance of expert consultants, for preparation of the GBO. Supervise design and production; liaison with publishers.

Results: High-quality publication that assists implementation of Convention by Parties and contributes to public education and awareness.

3. *Further development of methodologies for assessing the state of implementation of the support of implementation of the Convention, and with Convention and identification of ways and means to further facilitate national implementation.*

Mandate: Article 26 of the Convention; decision IV/14(4) and anticipated decision from COP-5.

Means: Liaison with specialist institutions and experts, with implementing agencies and other organizations supporting national and regional capacity development in national focal points and biodiversity managers.

Results:

1. Development of recommendations to the COP on improved assessment of implementation;
 2. Increased synergies among mechanisms for implementation at national, regional and global levels; and
 3. Improved identification of priority needs for capacity development and financial support.
4. *Contribute to the identification of synergies and opportunities for streamlining reporting requirements by Parties.*

Mandate: Decisions IV/15, III/21 and II/16

Means: Collaboration with other convention secretariats, UN/DESA, UNEP and other relevant bodies.

Results: Identification of means to harmonize reporting that maximize availability of information contained in reports and reduce demands on Parties, leading to greater availability of relevant information and increased support to decision-making and policy formulation.

5. *Dissemination of reports and other material relevant to assessment of implementation of the Convention*

Mandate: Decisions II/17 and IV/14.

Means: Further development of resources, through the clearing-house mechanism, for the dissemination of national reports, national biodiversity strategies and action plans, biodiversity country studies and other national, regional and global information on the status and trends of biodiversity and the state of implementation of the Convention.

Results: Facilitation of access by Parties and other users to information on implementation of the Convention.

Approved posts	P-5 Programme Officer (Reports/Reviews) (upgraded from P-4); P-3 Environmental Affairs Officer (Government of Quebec); GS- Programme Assistant;
New posts required	P-3 Programme Officer (National Reports)
Resources from outside the core budget	BE Trust Fund Junior Professional Office (P-2)

(e) Library and documentation services

Overview of responsibilities	Provide the Secretariat and the interested public with comprehensive and relevant information on biological diversity.
Expected results	<p>1. <i>The bibliographic database on biological diversity is efficiently managed and, the library collection is managed efficiently.</i></p> <p>Mandate: Articles 24, 13 and 17 of the Convention.</p> <p>Means: Acquisition of relevant documents (journals, monographs, etc.); cataloguing, indexing, labelling and shelving of documents; monitoring of library use. Processing of documents; data entry; maintenance of the database.</p> <p>Results: Database on pertinent documents on biological diversity; access of users to relevant documents published on biological diversity; availability of the bibliographic database on SCBD intranet. Maintenance of computerized files. Storage and preservation of library materials.</p> <p>2. <i>Users can access information on library collection through Internet and through other information products.</i></p> <p>Mandate: Articles 13 and 24 of the Convention.</p> <p>Means: Maintaining an Internet window for the library through SCBD web site. Publication of bibliographies, list of acquisitions and other information products are made available on request.</p> <p>Results: Updated information on library materials for external users. Promotion of the Convention and the exchange of information.</p> <p>3. <i>The database on specialized information sources on biological diversity is maintained.</i></p> <p>Mandate: Articles 24 and 13 of the Convention.</p> <p>Means: Collection, data entry of information.</p> <p>Results: Maintenance of a list of specialized information sources on biological diversity.</p> <p>4. <i>Production in collaboration with CHM of a CD-ROM of documents issued within the framework of the Convention.</i></p> <p>Means: Compilation of reports of meetings (COP 1,2,3,4 and 5, etc.) in the six official languages of the Convention; compilation of other documents on biological diversity.</p>

	<p>Results: Availability of a use -friendly product containing documents of CBD; promotion of the Convention.</p> <p><i>5. The SCBD archives are well organized</i></p> <p>Mandate: Article 24 of the Convention.</p> <p>Means: Designation of a central location. Assignment of staff for archives management. Acquisition of supplies and equipment. Provision of premises for SCBD archives. Computerization of the archives.</p> <p>Results: Archives system is fully functional, staff trained to maintain the system. Continuous services and maintenance of the systems; timely response in case of needs. Staff access to archives. Smooth unning of the archives system.</p>
Approved posts:	P-3 Librarian
Resources from outside the core budget	None

(f) Public education and awareness

Overview of responsibilities	Promote public education and awareness on biological diversity, the Convention and its objectives, as well as activities in the framework of CBD.
Expected results	<p><i>1. Development and implementation of a global initiative on education, training and public awareness jointly with UNESCO, and in partnership with UNEP, IUCN, UNCTAD, etc.</i></p> <p>Mandate: Article 13 of the Convention and decision IV/10 B, para.6.</p> <p>Means: Participation in meetings, communication and exchange of information on evaluation and public awareness with partners such UNESCO, other conventions, the UNEP Information Unit on Conventions, IUCN, etc. Expert and donor consultation jointly with partners.</p> <p>Results: Strategy for the implementation of a global initiative on biological diversity education and public awareness.</p> <p><i>2. Dissemination of information to targeted groups.</i></p> <p>Means: Production of promotional tools including a simplified guide to the Convention (in collaboration with UNEP's Information Unit on Conventions); a brochure, a newsletter and a poster on the International Day for Biological Diversity; dissemination of relevant information material to targeted groups.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Up-to-date promotional tools; 2. Regular newsletter; 3. Guide to the Convention; 4. Posters and other material on the Convention.

	<p>3. <i>An Internet window is maintained on SCBD website in collaboration with CHM.</i></p> <p>Means: Using hypertext mark-up language (HTML) and other programmes and software to implement web pages on evaluation and public awareness (in collaboration with CHM).</p> <p>Results: A webpage maintained to inform online users on resources available on EPA.</p>
New posts required:	P-4 Outreach Officer; GS- Programme Assistant
Resources from outside the core budget	None

E. Biosafety (BS)

Note This programme of work has been developed on the assumption that the Protocol on Biosafety will have been adopted before the beginning of the 2001 -2002 biennium. The articles of the Protocol mentioned in this document correspond to the articles of the current text of the draft Protocol as set out in annex VI of document UNEP/CBD/ExCOP/1/L.2/Rev.1 of 23 February 1999.

(a) Overall management

Overview of responsibilities	Management of the programme, coordination of support to COP on relevant matters; servicing of the meetings of the ICBP; external representation; to identify and guide development of work on emerging issues within the remit of the programme.
Expected results	<p>1. <i>Management of staff, financial resources, and activities in a way that maximizes fulfilment of needs identified by the Convention bodies, and contributes to the overall management and effective operation of the Secretariat.</i></p> <p>Means: Identification of priorities for allocation of resources and raising of supplementary funds, as needed; recruitment and motivation of competent staff, appraisal of their performance and promotion of their career development; coordination and guidance of work by the programmes and subprogrammes; contribution, through the Secretariat's Management Committee, to overall Secretariat management, and to the establishment and application of Secretariat policies and procedures.</p> <p>Results: Budgets and detailed work plans for each programme and subprogramme; unit fully staffed with competent individuals.</p> <p>2. <i>COP, the ICBP, and their bureaux are provided with the support and documentation necessary for their smooth functioning.</i></p> <p>Means: Preparation of procedural documentation; sessional planning; oversight of the preparation of necessary documentation, including in-session, to be submitted to COP and the ICBP; coordination of inputs from other programmes; organization and servicing of ICBP Bureau meetings; provision of advice to the Chair of the ICBP and mobilization of teams to provide the Chair of the ICBP and other elected officers with substantive support and secretarial assistance during sessions and consultations.</p> <p>Results: An annotated agenda for, and report of, each session of ICBP; required documents submitted to COP and other subsidiary bodies; well organized Bureau meetings as required.</p>

	<p>3. <i>Effective participation on behalf of programme in the Management Committee of the Secretariat</i></p> <p>Means: Preparing as required internal documentation for effective decision-making; participating in meetings of the Committee, or organizing representation; conveying decisions of the Committee to staff of the biosafet programme.</p> <p>Results: Effective coordination of the staff mostly for servicing meetings and on other substantive matters.</p>
External linkages	Parties and Governments, United Nations bodies, other intergovernmental organizations, bilateral and multilateral funding institutions, GEF and its implementing agencies, relevant NGOs, academic and research institutes, press and media, other convention secretariats, electronic communications networks, major groups, including the private sector and general public.
Approved posts	P-5- Senior Programme Officer; GS- Programme Assistant; GS Secretary (G-6)
Resources required	<p>1. Staff costs:</p> <p>2001: \$687,100 2002: \$721,800</p> <p>2. Bureau meetings (2):</p> <p>2001: \$ 46,000 2002: \$ 48,300</p> <p>3. Advisory group meetings</p> <p>2001: \$ 50,000 2002: \$ 50,000</p> <p>4. Consultants</p> <p>2001: \$ 30,700 2002: \$ 32,300</p> <p>5. Travel on official business:</p> <p>2001: \$ 72,000 2002: \$ 75,700</p> <p>6. Temporary assistance and overtime</p> <p>2001: \$ 5,800 2002: \$ 6,100</p>
Resources from outside the core budget	<p>P-4 Regulatory scientist – (Quebec)</p> <p>BZ Trust Fund</p> <p>Meeting of the ICBP – developing country participation</p> <p>2001: \$483,630 2002: \$483,630</p>

(b) Enabling Programme

Overview of responsibilities	Preparations for the first meeting of the Parties to the Protocol
Expected results	<p>1. <i>Procedures and mechanisms to reach decisions</i></p> <p>Mandate: Article 8 of the Protocol.</p> <p>Means: Parties to identify through a questionnaire their capacity needs in order to make decisions in the time frames required by the protocol. Lists of competent institutions and organizations developed for consideration by the Parties and made available as resources for assisting in decision making through risk assessment and risk management. Develop a mechanism for assisting Parties in decision-making.</p>

	<p>Results:</p> <ol style="list-style-type: none"> 1. Database on capability and capacity of Parties in risk assessment risk management; 2. Database of centres of excellence in risk assessment and risk management and their availability to assist parties; and 3. Recommendations on regional risk assessment and risk management strategies. <p>2. <i>Biosafety clearing house (BCH), focal point(s) and competent national authorities.</i></p> <p>Mandate: Articles 19 and 20 of the Protocol.</p> <p>Means: Determination of the needs of Parties, through a questionnaire, in hardware, training and human resources to implement the BCH; meeting of experts on design of data input systems from the international community, on information systems for biosafety, to develop a common format for data reporting for the legal aspects of the protocol reporting requirements; compile and make available the nominations received for designated focal point(s) and competent national authorities; establish memoranda of understanding with other United Nations agencies, UNEP and UNIDO, and international organizations, ICGEB and OECD in particular, for developing the required databases and systems for managing and exchanging information; develop operational systems, information management policies and procedures for receiving and making information available; establish a mechanism to ensure confidentiality of information; provision of technical advice to assist Parties or regional groups in promoting the use and establishment of the BCH.</p> <p>Results:</p> <p>Identification of the country needs for, and meeting those needs to establish, an operational biosafety clearing-house.</p> <p>3. <i>Procedures for exemption from the Protocol or AIA.</i></p> <p>Mandate: Articles 4 and 5 of the Protocol.</p> <p>Means: Submissions from Parties to identify LMOs or classes of LMOs which could be exempt from either the protocol or AIA, and the basis for the exemption; development of draft criteria for exemptions; ad hoc technical expert group in 2001 and 2002, to assess criteria by which exemptions could be evaluated; review of exemption procedures used in other international instruments.</p> <p>Results:</p> <p>Criteria and procedures for exemptions for consideration by the first MOP.</p> <p>4. <i>Liability and redress.</i></p> <p>Mandate: Article 25 of the Protocol.</p> <p>Means:</p> <p>Meetings of an ad hoc group of legal and technical experts on liability and redress in 2001 and 2002.</p>
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	<p>Results:</p> <ol style="list-style-type: none"> 1. Identification of elements, which could be included in a liability and redress regime; 2. Recommendations on liability and redress for the First Meeting of the Parties. <p>5. <i>Compliance.</i></p> <p>Mandate: Article 36 of the Protocol.</p> <p>Means: Identify, through of a questionnaire, views of the Parties on the establishment of procedures and institutional mechanisms to promote compliance; review of selected non-compliance procedures, dispute resolution and implementation review procedures; Solicitation of country submissions relating to Article 36; establishment of a regionally balanced ad hoc technical expert group on compliance mechanisms to meet in 2001 and in 2002.</p> <p>Results: Recommendations on proposed text for the First Meeting of the Parties.</p>
Approved posts:	P-3- Scientific/Technical Programme Officer; P-2 –Associate Environmental Affairs Officer;
New posts required:	P-4 Programme Officer; GS Programme Assistant.
Resources from outside the core budget	<p>BZ Trust Fund 4 x Regional Meetings - Developing Country participation 2001: \$329,380 2002: \$329,380</p> <p>BE Trust Fund Meeting of ad hoc technical experts on compliance mechanisms Meeting of ad hoc group of legal and technical experts</p>

(c) Promotion of Ratification

Overview of responsibilities	To facilitate and promote the ratification of the Protocol on Biosafety through the establishment of mechanisms to address issues that may be impediments to ratification.
Expected results	<p>1. <i>Mechanism to promote capacity-building and participation of the private sector.</i></p> <p>Mandate: Article 22 of the Protocol and decisions II/4 and III/6 of the Conference of the Parties.</p> <p>Means: Identification of the availability of resources provided other than through the financial mechanism and on ways and means for mobilizing and channeling these resources; identification of where and how developing country Parties might gain access to these resources; exploration of means to encouraging the involvement of the private sector in implementing the Protocol.</p> <p>Results: Database on financial support for the implementation of the Protocol; increased involvement of the private sector in implementation of the protocol.</p>

	<p>2. <i>Promote signature and ratification of the Protocol</i></p> <p>Means: Prepare materials on procedures; liaise with the United Nations Office of Legal Affairs; convene workshops; liaise with Parties; visit regions to promote awareness.</p> <p>Results: Ratification of Protocol by Parties</p>
Approved posts:	P-3 Programme Officer (upgraded from P-2).
New posts required:	P-3 Programme Officer.
Resources from outside the core budget	BE Trust Fund Meeting of ad hoc technical experts

F. Resource Management and Conference Services (RMCS)

(a) Overall management

Overview of responsibilities	Management of the programme, facilitating the administration of the Secretariat, ensuring that conference facilities, personnel and financial resources are in place to enable the smooth functioning of the secretariat.
Expected results	<p>1. <i>The programme's staff and activities are managed in an efficient manner that supports the operations of the Secretariat.</i></p> <p>Means: Supervision, coordination and guidance of the work of the staff within the programme; appraisal of the performance of staff; consultation with the executive direction and management programme regarding the allocation of human and financial resources within the Secretariat; participation in the Management Committee of the Secretariat; collaboration with the different divisions of the Secretariat regarding the schedule for conferences/meetings. Consultation with UNEP/UNON regarding administration financial resources and conference services as necessary.</p> <p>Results: Detailed work plans for staff members within the unit; up to date meeting plans for the Secretariat; availability of funds for the operations of the Secretariat; documentation prepared for the COP/COP Bureau as required.</p> <p>2. <i>Effective participation on behalf of programme in the Management Committee of the Secretariat</i></p> <p>Means: Preparing as required internal documentation for effective decision-making; participating in meetings of the Committee, or organizing representation; conveying decisions of the Committee to staff of the RMCS programme.</p> <p>Results: Effective coordination of the staff mostly for servicing meetings and on other substantive matters.</p>
External linkages	UNEP, UNON other United Nations agencies at the duty station; the host Government; diplomatic missions and delegations; other convention secretariats

Approved Posts:	P-5-Chief, Fund Management /Administration (UNEP)(upgrade from P-4);
Resources required	<p>1. Staff costs: 2001: \$678,100 2002: \$712,900</p> <p>2. COP meetings: 2001: \$ 0 2002: \$984,900</p> <p>3. Travel of participants to COP: 2001: \$ 0 2002: \$761,800</p> <p>4. SBSTTA Meetings (2): 2001: \$550,000 2002: \$577,500</p> <p>6. Inter-sessional review meetings (2) 2001: \$400,000 2002: \$ 0</p> <p>6. ICBP meetings (2) 2001: \$480,000 2002: \$200,000</p> <p>7. Article 8(j) meeting 2001: \$ 0 2002: \$400,000</p> <p>8. Travel on official business : 2001: \$ 60,000 2002: \$ 65,500</p> <p>9. General operating expenses: 2001: \$564,800 2002: \$593,500</p> <p>10. Communications: 2001: \$440,000 2002: \$462,000</p> <p>11. Supplies and materials: 2001: \$115,000 2002: \$120,800</p> <p>12. Furniture and equipment: 2001: \$ 90,000 2002: \$56,800</p> <p>13. External printing: 2001: \$ 99,000 2002: \$104,000</p> <p>14. Training/fellowships: 2001: \$ 60,000 2002: \$60,000</p> <p>15. Temporary assistance and overtime 2001: \$ 5,800 2002: 6,100</p> <p>16. Hospitality: 2001: \$ 20,000 2002: \$ 21,000</p>
Resources from outside the core budget	None

(b) Financial resource management

Overview of responsibilities	In cooperation with UNEP and UNON, RMCS provides the Secretariat with fund management and financial accounting.
Expected results	<p>1. <i>Convention finances are efficiently managed.</i></p> <p>Mandate: Article 24 of the Convention.</p> <p>Means: Preparation of budgets and related reports; monitoring and certification of expenditures; management of trust funds and interest accounts; efficient procurement of goods and services and timely payment of bills; reports of payments of indicative contributions and voluntary fund-raising; securing of cost-effective travel arrangements; management of common-ervice arrangements in Montreal.</p>

<p>Approved posts:</p>	<p>Results: Proposed biennial programme budgets; financial reports to COP; records for audit; notice of indicative contributions sent to each Part annually, payments recorded accurately.</p> <p>P-2-Finance Officer (UNEP); GS Finance Assistant (UNEP); GS Contributions Assistant (UNEP); GS Fund Management Assistant (UNEP);</p>
<p>Resources from outside the core budget</p>	<p>All staff funded by UNEP</p>

(c) Conference planning and management

<p>Overview of responsibilities</p>	<p>In cooperation with UNEP and UNON, RMCS provides the Secretariat with conference services for all meetings convened by SCBD</p>
<p>Expected results</p>	<p><i>1. Meetings of COP and its subsidiary bodies and workshops are successfully organized.</i></p> <p>Mandate: Article 24 of the Convention.</p> <p>Means: Liaison with commercial conference facilities; creation of necessary temporary infrastructure at conference facilities (including rental and installation of furniture and equipment); hiring and training of temporary staff.</p> <p>Results: Suitable conference facilities for each session; teams of temporary staff to perform various functions before and during each session.</p> <p><i>2. Conference services are provided at all sessions.</i></p> <p>Mandate: Article 24 of the Convention.</p> <p>Means: Coordination with conference service providers (UNON and others).</p> <p>Results: Simultaneous conference room interpretation in all six languages of the CBD at all official meetings of the COP and its subsidiary bodies; conference rooms staffed with conference officers and technicians and equipped with sound systems. Security presence at all sessions.</p> <p><i>3. Maximum participation of Parties and other invited participants in the meetings of the Secretariat</i></p> <p>Mandate: Article 24 of the Convention.</p> <p>Means: Close coordination and liaison with support services and the responsible programme units with regard to nomination of delegates, travel arrangements and meeting documentation.</p> <p>Results: Conference participants receive documentation on time and travel arrangements to attend the meetings are facilitated.</p>

	<p>4. <i>Documentation is produced on time and distributed before, during and after sessions of the Convention bodies.</i></p> <p>Mandate: Article 24</p> <p>Means: Editing of documents; liaison with translators and documents service providers (UNON and others); maintenance of a document collection facility as the Secretariat.</p> <p>Results: Edited and, as appropriate, translated original documents; printed copies of documents; distribution of documents at the time specified before sessions of the Convention bodies.</p>
Approved Posts:	P4- Editor; P-3 Conference Officer;
New Posts required:	P-4-Conference Services Coordinator; P-3 Conference Services Office (Documents); GS-Conference Services Assistant; GS- Documents Control Clerk;
Resources from outside the core budget	None

(d) Administrative and personnel services

Overview of responsibilities	In cooperation with UNEP and UNON, RMCS provides the Secretariat with personnel and administrative services.
Expected results	<p>1. <i>Efficient management of the human resources of the Secretariat for the Convention.</i></p> <p>Mandate: Article 24 of the Convention.</p> <p>Means: Personnel actions all initiated and followed up with UNEP/UNON on recruitment, appointment and promotion processes; hiring of consultants and temporary staff; maintenance of personnel records and candidate rosters; implementation of performance appraisal system; liaison with the Staff Association; oversight of payroll and entitlements/benefits for GS staff; leave monitoring.</p> <p>Results: Recruitment, appointment, contract extensions of personnel are being initiated and followed up promptly with UNEP/UNON, performance appraisal system is fully functional, staff training needs are being investigated and responded to, leave records are being maintained, Secretariat staff is kept informed of staff rules and regulations.</p> <p>2. <i>Management of the fellowships programme including Junior Professional Officers (JPOs).</i></p> <p>Mandate: Article 24 of the Convention.</p> <p>Means: Administrative actions initiated and followed up for the placement of JPOs within the Secretariat and the issuance of fellowships to as appropriate.</p> <p>Results: Recruitment of JPOs in a timely manner; granting of fellowships and acceptance and successful undertaking of fellowships by approved applicants.</p>

	<p>3. <i>Travel services are provided for staff members as well as meeting participants.</i></p> <p>Mandate: Article 24 of the Convention.</p> <p>Means: Liaison with staff members/participants regarding travel arrangements; booking of most economic flights; checking of visa requirements; hotel bookings as required; preparation of travel authorisations including calculation of entitlements; calculation of travel claims;</p> <p>Results: Travellers are booked via the most economical and direct routes and arrive at their destinations in a timely manner.</p> <p>4. <i>The computer and network systems of the Secretariat are well maintained.</i></p> <p>Mandate: Article 24 of the Convention.</p> <p>Means: Continuous services and maintenance of the systems; timely response in case of needs; adequate and timely upgrade of software and hardware.</p> <p>Results: Smooth running of the computer and network systems which respond to the needs of the secretariat work programme.</p>
Approved posts:	P-3 Administrative Officer (UNEP); GS- Personnel Assistant; GS Administrative Assistant; GS- Travel Assistant; GS- Receptionist; GS-Messenger;
New posts required:	GS- Travel Assistant (Meetings)
Resources from outside the core budget	P-3 Administrative Officer funded by UNEP

Annex**ABBREVIATIONS**

CGRFA	Commission on Genetic Resources for Food and Agriculture
CHM	Clearing-house mechanism
CIFOR	Centre for International Forestry Research
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flor
CMS	Convention on the Conservation of Migratory Species of Wild Animals
COP	Conference of the Parties to the Convention
COP 1	first meeting of the COP, Nassau, 28 November to 9 December 1994
COP 2	second meeting of the COP, Jakarta, 4 to 17 November 1995
COP 3	third meeting of the COP, Buenos Aires, 3 to 14 November 1996
COP 4	fourth meeting of the COP, Bratislava, 4 to 15 May 1998
COP 5	fifth meeting of the COP, Nairobi, 15 to 26 May 2000
CSD	Commission on Sustainable Development
CTE	WTO Committee on Trade and Environment
ExCOP	first extraordinary meeting of the Conference of the Parties to the Convention
FAO	Food and Agriculture Organization of the United Nations
GEF	Global Environment Facility
GISP	Global Invasive Species Programme
GIWA	Global Inland Waters Assessment
GTI	Global Taxonomy Initiative
IACSD	Inter-Agency Committee on Sustainable Development
ICB	Intergovernmental Committee on the Biosafety Protocol
ICGEB	International Centre for Genetic Engineering and Biotechnolog
ICLAR	International Center for Living Aquatic Resources Management
ICR	International Coral Reef Initiative
IFF	Intergovernmental Forum on Forests
IMCAM	integrated marine and coastal area management
IMO	International Maritime Organization
IOC	Intergovernmental Oceanographic Commission
IPF	Intergovernmental Panel on Forests
IPR	intellectual property rights
IUCN	World Conservation U ion
IUFRO	International Union of Forestry Research Organizations
MTPW	medium-term programme of work
OECD	Organisation for Economic Co-operation and Development
Ramsar	Convention on Wetlands of International Importance, especially as Waterfowl Habitat at
SBSTTA	Subsidiary Body on Scientific, Technical and Technological Advice
SBSTTA 1	First meeting of SBSTTA, Paris, 4 to 8 September, 1995
SBSTTA 2	Second meeting of SBSTTA, Montreal, 2 to 6 September, 1996
SBSTTA 3	Third meeting of SBSTTA, Montreal, 1 to 5 September, 1997
SBSTTA 4	Fourth meeting of SBSTTA, Montreal, 21 to 25 June, 1999
SBSTTA 5	Fifth meeting of SBSTTA, Montreal, 31 January to 4 February, 2000
SCOPE	Scientific Committee on Problems of the Environment
STAP	Scientific and Technical Advisory Panel (of GEF)

TRIPs	Agreement on Trade-related Aspects of Intellectual Property Rights
UN/DESA	United Nations Department of Economic and Social Affairs
UNCCD	United Nations Convention to Combat Desertification in those Countries Experiencing Serious Drought and/or Desertification, particularly in Africa
UNCED	United Nations Conference on Environment and Development
UNCLOS	United Nations Convention on the Law of the Sea
UNCTAD	United Nations Conference on Trade and Development
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFCCC	United Nations Framework Convention on Climate Change
UNGA	United Nations General Assembl
WIPO	World Intellectual Property Organization
WTO	World Trade Organization