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Item 18 of the provisional agenda**

MEDIUM-TERM OPERATIONAL RESULTS FRAMEWORK OF THE SECRETARIAT OF THE CONVENTION ON BIOLOGICAL DIVERSITY

Note by the Executive Secretary

INTRODUCTION

1. In its decision XII/32, paragraph 4, the Conference of the Parties requested the Executive Secretary to notify the Parties when each of steps 1, 2 and 3 as set out in the annex to document [UNEP/CBD/COP/12/28](#), was completed and to consult the Bureau on the progress of the functional review. The steps are aimed at putting in place within the Secretariat new managerial tools and an updated organizational structure through an iterative process and to sharpen the results focus of the Secretariat to ensure the optimization of the use of the human and financial resources allocated by the Parties.

2. The three steps outlined actions in fulfilment of the functional review of the Secretariat are as follows: Step 1: Planning of the biennial work of the Secretariat based on the Strategic Plan of the Convention and its Aichi Targets, the Strategic Plan of the Biosafety Protocol and decisions from COP 12 of the Convention, COP-MOP 7 of the Cartagena Protocol and COP-MOP 1 of the Nagoya Protocol; Step 2: Organizational design based on the Medium-term Operational Results Framework (MTORF) and Article 24 of the Convention, design of work plans (results-based framework), development of internal operating policies, operationalization of the results-based frameworks and policies and new Secretariat-wide approaches; and Step 3: Reorientation and/or design of functions (posts) to address new approaches, which involves post descriptions for all positions, regularization of functions according to United Nations rules and regulations in collaboration with the UNEP/United Nations Office at Nairobi (UNON), preparation of a report on lessons learned on progressive evolution and post-by-post organizational design based on a proactive design targeted towards strengthening the capacity of the Secretariat for the balance of the decade, presentation of a budget based on the renewed Secretariat and a report to COP and COP-MOPs.

3. As a result of the activities formulated by staff in response to mandates by the Parties, a Secretariat-wide Medium-term Operational Results Framework (MTORF) of its functions leading up to the year 2020 was developed by the management. The framework is composed of a vision, a mission statement for the remainder of the United Nations Decade on Biodiversity and six operational goals of Secretariat functions. Each operational goal has its operational objectives and indicative activities.

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** UNEP/CBD/COP/13/1.

**Medium Term Operational Results Framework of the
Secretariat of the Convention on Biological Diversity (SCBD)**

Vision To be the leading body that supports Parties and stakeholders in their efforts to achieve the objectives of the Convention on Biological Diversity and its Protocols
Mission 2015-2020 To provide support to Parties, in their policy development, coordination, implementation and review of the Convention and its Protocols in an integrated and efficient manner.

Operational Goals	Functional Objectives	Indicative Activities
1. Support COP and COP-MOPs including preparatory processes in an integrated and coherent manner	1.1 Facilitate the convening of the meetings of the Convention and the Protocols for review of implementation and decision-making	1.1.1 Organize the meetings of the subsidiary bodies, and concurrent meetings of the COP and COP-MOPs 1.1.2 Provide effective conference services to enable successful meetings of the Parties to the Convention and the Protocols 1.1.3 Provide support to the bureaux and chairs of meetings 1.1.4 Develop and implement an online-decision tracking tool to facilitate the review of existing decisions and improve the development of draft decisions

Operational Goals	Functional Objectives	Indicative Activities
	<p>1.2 Improve the efficiency and effectiveness of processes and structures under the Convention and the Protocols</p>	<p>1.2.1 Prepare a plan for the organization of concurrent meetings of the COP and COP-MOP within a two-week period</p> <p>1.2.2 Streamline the agendas of the concurrent meetings of the COP and COP-MOPs, as well as the subsidiary bodies</p> <p>1.2.3 Identify agenda items that may benefit from discussions of issues in close-proximity by the meetings of the COP and the COP-MOPs and the subsidiary bodies</p> <p>1.2.4 Facilitate appropriate, effective and timely participation and engagement of indigenous peoples and local communities and stakeholders in meetings and processes</p>
	<p>1.3 Provide neutral, balanced and evidence-based reports and technical and scientific analysis to facilitate decision making</p>	<p>1.3.1 Prepare pre-sessional working, technical and information documents</p> <p>1.3.2 Prepare draft decisions and recommendations in an integrated manner to support Parties in reaching a coherent set of outcomes</p> <p>1.3.3 Facilitate the development of relevant scientific and technical as well as cultural, social and gender-sensitive input into policy development</p> <p>1.3.4 Facilitate the identification of new and emerging issues of particular significance for the work of the Convention and its Protocols</p> <p>1.3.5. Liaise with Parties, partners and relevant networks to harness the best available scientific and technical knowledge, traditional knowledge and analysis in support of the Convention and its Protocols</p>

Operational Goals	Functional Objectives	Indicative Activities
2. Enhance the integration of biodiversity into the development agenda and relevant international processes	2.1 Facilitate the integration of the biodiversity agenda into all relevant international intergovernmental processes, under the United Nations and others	<p>2.1.1 Engage with relevant UN-wide processes on major policy agendas to ensure the integration of biodiversity</p> <p>2.1.2 Enhance the integration of biodiversity into key sector-specific processes</p> <p>2.1.3 Promote integration of biodiversity more effectively into the policies and activities of regional bodies</p>
	2.2 Support efforts to include biodiversity in other relevant global initiatives of non-governmental stakeholders	<p>2.2.1 Engage and collaborate with stakeholders and cooperate and coordinate with other international bodies and organizations to support implementation of the Convention and its Protocols</p> <p>2.1.2 Engage with indigenous peoples and local communities; youth, women and other civil society stakeholders to strengthen integration of biodiversity in relevant international efforts</p> <p>2.2.3 Engage with international private sector initiatives for the integration of biodiversity for sustainable use and the sharing of benefits arising from the utilization of genetic resources and associated traditional knowledge into business practices</p>
3. Support Parties, in meeting their obligations under the Convention and the Protocols, including integration of biodiversity, biosafety and access and benefit sharing into national development planning, implementation and other relevant processes	3.1 Facilitate capacity building, and promote technical and scientific cooperation among Parties, to collectively achieve the goals of the Strategic Plans for Biodiversity and Biosafety; and the Aichi Targets	<p>3.1.1 Facilitate capacity-building among Parties in their implementation of their NBSAPs and the Protocols</p> <p>3.1.2 Facilitate technical and scientific cooperation to assist Parties in the implementation of their NBSAPs and the Protocols</p> <p>3.1.3 Promote integration of knowledge, innovations and practices of indigenous peoples and local communities into planning, policy and implementation processes</p> <p>3.1.4 Provide information and a platform for supporting the delivery of capacity building and technical and scientific cooperation</p> <p>3.1.5 Promote integration of gender considerations into planning, policy and implementation processes</p>

Operational Goals	Functional Objectives	Indicative Activities
	3.2 Manage and facilitate access to, and sharing of knowledge and information relevant to biodiversity, biosafety and access and benefit sharing	<p>3.2.1 Provide innovative and effective knowledge sharing and information services to facilitate the implementation of the Convention and its Protocols</p> <p>3.2.2 Develop and maintain the central portal, its clearing houses and databases to facilitate access to, and sharing of biodiversity, biosafety and access and benefit sharing related information in user-friendly, searchable, and understandable manner</p> <p>3.2.3 Develop and maintain platforms through the CHM for online fora and realtime/virtual conferences on topics relevant to the implementation of the Convention and its Protocol.</p>
	3.3 Facilitate resource mobilisation for the implementation of the Convention and its Protocols	3.3.1 Provide technical guidelines on financial reporting, the identification of funding needs, gaps, and priorities, and the development of national resource mobilization strategies
	3.4 Provide information, tools and technical guidelines in support of national implementation of the Conventions and Protocols.	<p>3.4.1 Facilitate development of technical guidelines on specific issues requested by the COP and COP/MOPs in support of national implementation of the Conventions and Protocols</p> <p>3.4.2 Facilitate, promote and disseminate scientific information, and tools on matters requested by the COP and COP/MOPs in support of national implementation of the Conventions and Protocols</p>

Operational Goals	Functional Objectives	Indicative Activities
4. Enhance the political profile of the Convention and its Protocols by raising general awareness of the value of biodiversity, biosafety and access and benefit sharing related issues	4.1 Increase awareness and understanding of the importance of biodiversity, biosafety and access and benefit sharing related issues among decision-makers, civil society, business, sectoral actors and the public at large	<p>4.1.1 Develop and implement a communications strategy to guide Secretariat corporate communications, as well as a develop a global communications strategy for the United Nations Decade on Biodiversity</p> <p>4.1.2 Foster increased recognition of the importance of biodiversity, biosafety and access and benefit sharing related issues; and provide mechanisms for their integration into national policy instruments and practices of relevant stakeholders</p> <p>4.1.3 Prepare, promote and disseminate communications products to raise awareness among target audiences</p> <p>4.1.4 Network with partners and mobilize them to disseminate biodiversity, biosafety and access and benefit sharing related information, tools and raise awareness</p>
	4.2 Facilitate and enhance political support for implementation of the Convention and its Protocols	<p>4.2.1 Facilitate organisation of broad-based high-level segments of the COP and COP-MOPs as well as high-level events in other international fora, involving Heads of State, Ministers, parliamentarians, indigenous peoples and local communities; and stakeholders</p> <p>4.2.2 Engage in relevant summits of regional bodies and regional ministerial meetings</p> <p>4.2.3 Foster awareness and coverage of biodiversity in the media</p> <p>4.2.4 Engage with subnational governments</p>
	4.3 Promote universal membership of the Convention and its Protocols	<p>4.3.1 Encourage and provide support to Parties to the Convention to expedite their internal processes for ratification of the Protocols and the Supplementary Protocol</p> <p>4.3.2 Provide information to states and regional economic organizations that encourage and facilitate their consideration to accede to the Convention and its Protocols</p>

Operational Goals	Functional Objectives	Indicative Activities
5. Support the review and evaluation of the implementation of the Convention and its Protocols	5.1 Facilitate the review and evaluation of national, regional and other actions, in particular targets and indicators established in accordance with the Strategic Plans, in achieving the Aichi Biodiversity Targets and compliance with its Protocols	<p>5.1.1 Develop, maintain and facilitate the use of on-line reporting</p> <p>5.1.2 Facilitate the preparation of the Global Biodiversity Outlook, and other periodical assessments of progress towards the Aichi Biodiversity Targets on the basis of the analysis / synthesis of national reports, NBSAPs and other relevant information</p> <p>5.1.2 Analyze national reports and other sources of information and provide guidelines on key actions for effective implementation of the Convention and its Protocols</p> <p>5.1.3 Facilitate and support the compliance mechanisms under the Protocols</p> <p>5.1.4 Facilitate the evaluation of the effectiveness of the Protocols</p> <p>5.1.5 Develop methodology for voluntary peer-review process for the national biodiversity strategies and action plans among Parties</p> <p>5.1.6 Facilitate assessments of the effectiveness of measures taken to implement the Convention and its Protocols</p> <p>5.1.7 Provide global monitoring report on resource mobilization</p>

Operational Goals	Functional Objectives	Indicative Activities
	5.2 Monitoring and assessment of biodiversity	<p>5.2.1 Promote and facilitate the participation of countries in international processes on collecting and managing biodiversity observations, data, and monitoring efforts and resulting knowledge products and assessments</p> <p>5.2.2 Develop tools and guidelines on indicators</p> <p>5.2.3 Support countries in their use of biodiversity relevant data, indicators and assessments</p> <p>5.2.4 Liaise with organizations, processes and initiatives with a view to drawing on, and contributing to, efforts to access data and information relevant to biodiversity-related decision making, and support partnerships to this effect</p> <p>5.2.5 Prepare reports on the state of data, information, and knowledge products, including gaps in information and ways to fill them</p>

Operational Goals	Functional Objectives	Indicative Activities
6. Ensure that the Secretariat, its managers and staff, function efficiently to provide support to Parties, COP and COP MOPs	6.1 Provide management and strategic planning to maximise the effectiveness of the Secretariat	<p>6.1.1 Review the coherence of work programmes by the different units and staff of the Secretariat</p> <p>6.1.2 Follow up the provision of timely and effective secretariat support to the Parties to the Convention and the Protocols</p> <p>6.1.3 Verify the responsiveness of the work and the support of the Secretariat to the requirements of the Convention and its Protocols and the needs and decisions of the respective governing and subsidiary bodies</p> <p>6.1.4 Oversee the extent and effectiveness of coordination with other relevant international bodies and interagency processes</p> <p>6.1.5 Provide direction in the availability and management of human and financial resources and other facilities that meet the evolving needs of the processes under the Convention and the Protocols</p> <p>6.1.6 Ensure the inclusion of gender considerations in the work of the Secretariat</p> <p>6.1.7 Coordinate the identification of the funding needs and priorities for the Secretariat's activities</p> <p>6.1.8 Coordinate the effective use of funding/resources provided to the secretariat</p> <p>6.1.9 Research and provide information and advice to SCBD Management Team to enhance good decision making</p>

Operational Goals	Functional Objectives	Indicative Activities
	<p>6.2 Provide fund management and logistics support under the guidance of the Parties and within the rules and regulations of the United Nations</p>	<p>6.2.1 Provide advice and guidance on the application of the Financial Regulations and Rules of the United Nations</p> <p>6.2.2 Develop and formulate the Secretariat biennium budgets for the Parties' approval</p> <p>6.2.3 Compile financial information and report to Parties on the use of the Secretariat's financial resources</p> <p>6.2.4 Analysis and preparation of the Secretariat financial accounts</p> <p>6.2.5 Provide effective logistic arrangements in support of the meetings of the Parties to the Convention and its Protocols</p>
	<p>6.3 Provide efficient administrative and human resources support to staff of the Convention and its Protocols</p>	<p>6.3.1 Provide personnel management services (recruitment, staff training, advice on UN staff regulations and rules, etc.)</p> <p>6.3.2 Provide procurement, travel and other support services (host country protocol and related matters; telecommunication /IT facilities</p> <p>6.3.3 Manage Secretariat equipment, buildings and office space</p>

4. The MTORF was not only designed to strengthen the management and delivery capacity of the Secretariat but also to indicate for the Parties the comparative strengths of the Secretariat so that they could take these strengths into account in making their decisions as to how best to utilize these existing strengths. The MTORF, with its complementary biennium results-based management framework, also facilitates an organizational redesign that enhances the effectiveness of the Secretariat.

5. The text of the Medium-term Operational Results Framework follows