

Ref.: SCBD/I&amp;O/CHM/MS/46963

11 February 2005

**NOTIFICATION**

Dear Madam/Sir,

**Subject: Latin America and the Caribbean regional meeting on the clearing-house mechanism,  
Brasilia, Brazil, 9-11 March 2005**

I am writing in connection with paragraph 7(b), of decision VII/23 of the seventh meeting of the Conference of the Parties which requested the Executive Secretary to convene, subject to the availability of financial resources, regional workshops as a catalysing mechanism to allow for the interaction of international thematic focal points with the national focal points to further enhance the scientific and technical cooperation goal of the clearing-house mechanism and to build capacities at the national level with regard to use of and access to new information technologies.

In support of this decision, I am pleased to inform you that the Executive Secretary, in collaboration with the Government of Brazil, is in the process of organizing a clearing-house mechanism regional meeting for the Latin American and Caribbean region, with the generous support of the Government of Belgium, to provide countries of the region with the opportunity to identify activities in support of the 2010 target, technology transfer and other activities related to the Convention's programme areas and cross-cutting issues. The meeting will also offer countries of the region the opportunity to discuss the use of new information technologies and to discuss possible collaboration with established international thematic focal points and other international organizations and initiatives.

This regional meeting will be held on **9 to 11 March 2005** in Brasilia, Brazil subject to confirmation by the Government. I would like to invite Parties and Governments to nominate one participant for this meeting, preferably qualified in one of the following fields: information management; information-sharing systems and database-management; and/or experience with the clearing-house mechanism of the CBD. The provisional and annotated agendas for the meeting will be made available in due course. Please note that the meeting will be held in English and Spanish.

To: CBD National Focal Points – Latin America and the Caribbean  
Cc: CHM National Focal Points – Latin America and the Caribbean  
International thematic focal points  
Informal Advisory Committee  
Relevant international organizations

The Secretariat will support the participation of **one** representative from each Latin America and Caribbean country Party to the Convention. This includes a round-trip air ticket on the most economical and direct route and a Daily Subsistence Allowance (DSA) for the duration of the meetings. Countries that wish to solicit such assistance are requested to provide the required information on the enclosed nomination form and forward it to the Secretariat before **24 February 2005**.

Thank you for your cooperation and continued support to the work of the Convention and the clearing-house mechanism.

Accept, Madam/Sir, the assurances of my highest consideration.

Yours sincerely,

Hamdallah Zedan  
Executive Secretary

Nomination form for the Latin America and Caribbean regional meeting on the clearing-house mechanism, 9-11 March 2005, Brasilia, Brazil

**This form must be returned to the CBD Secretariat before Thursday, 24 February 2005**  
**Please return by fax to +1 514 288-6588**

Participant details:

Family Name:	First Name:
Title (Mr / Ms / Dr / etc.):	Sex:
Job title:	Employer:
Address for correspondence:	
Telephone number (business hours):	Telephone number (after hours):
Facsimile number:	E-mail address:
Areas of expertise (please indicate any that apply):  Clearing-House Mechanism / Information-sharing / technical and scientific cooperation / bioinformatics / Other (please specify):	

To be completed by the CBD National Focal Point making the nomination:

Nominated by Government of: \_\_\_\_\_

Name of CBD National Focal Point: \_\_\_\_\_

Signature of Focal Point: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed form before 24 February 2005 by fax to:**

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World Trade Center  
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Montreal, Quebec, H2Y-1N9, Canada

**Facsimile: + 1 (514) 288-6588**

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