

Ref.: SCBD/I&O/CHM/MS/49827

25 August 2005

NOTIFICATION**Subject: Technical workshop on the introduction of new information and web-based technologies**

Dear Madam/Sir,

I am writing in connection with paragraph 4 of decision VII/23 which invited developed country Parties to assist developing countries Parties, through the clearing-house mechanism, in their efforts to implement and use new information technologies, including the establishment of websites.

In support of the above, the Government of Belgium has generously provided financial resources for the organization of an introductory technical workshop to assist small island developing countries and least developed countries with the use of new information and web-based technologies. Accordingly, the Executive Secretary, in collaboration with the Government of Belgium, is convening a technical workshop on the use of new information and web-based technologies, to be held in Montreal, Canada, from 21 to 25 November 2005. Please note that the technical workshop is introductory and geared to novices having little experience in the use of such technologies. Participation is limited to **20 persons** from small island developing states and least developing countries.

You are hereby invited to submit the name of an expert from your country, together with a description of his/her relevant expertise and full coordinates. Availability of nominees should be verified by their national focal points prior to the submission of their names. Please note that the Workshop will be held in English.

The Secretariat will support the participation of **20 technical representatives** (10 from small island developing states and 10 from least developed countries). 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 meeting. In view of budget constraints, and in order to allow the maximum number of countries to participate in the meeting, the Secretariat will be using special air fare tickets for participants, which impose restrictions with respect to the changing of passenger's name, travel dates and itinerary.

To: CBD National Focal Points of Least Developed Countries
CBD National Focal Points of Small Island Developing States
CHM Informal Advisory Committee members

Nominees should have novice level expertise with regard to the use and implementation of new information and web-based technologies. The selection of participants will be based on this level of knowledge, taking into account gender balance and geographic distribution, and will be carried out using the following criteria:

- Participation in activities implemented by their national clearing-house mechanism
- Novice level expertise with regard to new information and web-based technologies
- Desire to upgrade the technological infrastructure of their national clearing-house mechanism

In light of the above, nominations should be accompanied by a curriculum vitae that clearly indicates nominee's technical knowledge. The nomination of participants should be sent to the Secretariat by electronic mail or fax, no later than **7 October 2005**.

I wish to thank you in advance for your cooperation in this matter and for your continued support of the work of the Convention and its clearing-house mechanism.

Yours sincerely,

Hamdallah Zedan
Executive Secretary

Nomination form for the Technical Workshop on the Introduction of New Information and Web-based Technologies, 21-25 November 2005, Montreal, Canada

****Please attach Curriculum Vitae**

This form must be returned to the CBD Secretariat before Monday, 7 October 2005
Please return by fax to +1 514 288-6588 or by email: secretariat@biodiv.org

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:
Level of expertise (please indicate any that apply): Clearing-House Mechanism (expert, novice) / Information-sharing (expert, novice) / technical and scientific cooperation (expert, novice) / databases (expert, novice) / web-based technologies (expert, novice) / Hyper-text Markup Language (expert, novice) / eXtensible Markup Language (XML) (expert, novice)	

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 7 October by fax or email to (please attach curriculum vitae):

Secretariat of the Convention on Biological Diversity
World Trade Center
393 Saint-Jacques Street, Suite 300
Montreal, Quebec, H2Y-1N9, Canada
Facsimile: +1 (514) 288-6588
Telephone: +1 (514) 288-2220
E-mail: secretariat@biodiv.org