

Ref.: SCBD/I&amp;O/CHM/MS/51570

10 November 2005

**NOTIFICATION**

Dear Madam/Sir,

**Subject: CBD Clearing-House Mechanism and EC Clearing-House Mechanism Joint  
Regional Meeting for Central and Eastern Europe**

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 paragraph 4 of decision VII/23 The Conference of the Parties also 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 Executive Secretary and the European Environment Agency (EEA), with the generous support of the Government of Belgium, organized the CBD Clearing-House Mechanism and EC Clearing-House Mechanism Joint Regional Meeting for Central and Eastern Europe to provide countries of the region with an opportunity to become acquainted with new information and web-based technologies, namely the second version of the European Commission clearing-house mechanism portal toolkit. The meeting will also offer Parties the opportunity to express their needs and expectations with regard to efforts by the Convention on Biological Diversity Clearing-House Mechanism and the European Community Clearing-House Mechanism to promote and facilitate technical and scientific cooperation, particularly with regard to the 2010 target, the transfer of technology, the communication, education and public awareness programme and other programme areas and cross-cutting issues of the Convention.

This joint regional meeting will be held from **13 to 15 December 2005** in Tallin, Estonia. 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 substantial experience with the clearing-house mechanism of the Convention. The provisional and annotated agendas for the meeting are attached. Please note that the meeting will be held in English.

To: CBD National Focal Points – Central and Eastern Europe

cc: CHM National Focal Points – Central and Eastern Europe

International thematic focal points

Informal Advisory Committee

Relevant international organizations

The Secretariat will support the participation of **one** representative from each Central and Eastern European 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 meeting. 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 **Monday, 21 November 2005**. Please also note that Parties receiving assistance from the European Environment Agency to attend the meeting are not eligible to receive additional support from the Secretariat.

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 CBD Clearing-House Mechanism and EC  
Clearing-House Mechanism Joint Regional Meeting for Central and  
Eastern Europe, Tallin, Estonia, 13-15 December 2005**

**This form must be returned to the CBD Secretariat before Monday, 21 November 2005  
Please return by fax to +1 (514) 288-6588 or 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:
Areas of expertise (please indicate any that apply):  Clearing-House Mechanism / Information-sharing / technical and scientific cooperation / website development / databases / 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 by fax or email before Monday 21 November 2005 to:**

Secretariat of the Convention on Biological Diversity  
World Trade Center  
413 Saint-Jacques Street, Suite 800  
Montreal, Quebec, H2Y 1N9, Canada

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

**E-mail: [secretariat@biodiv.org](mailto:secretariat@biodiv.org)**

**Telephone: + 1 (514) 288-2220**