

CHM Knowledge Fair

A peer-learning and recognition initiative

Contents

1. Introduction	3
2. Strategic rationale and value proposition	3
3. Modality	4
3.1 Participation stream details	4
4. Poster themes, categories and submission requirements	5
4.1 Purpose of the poster	5
4.2 Suggested thematic areas for poster submissions	5
4.3 Suggested thematic areas for organization posters	6
4.4 Minimum submission package	6
5. Poster design, printing and digital specifications	6
5.1 Practical design guidance for participants	7
6. Voting, appreciation and recognition model	7
6.1 Party stream voting	7
6.2 Organization stream voting	8
6.3 Recognition outputs	8
7. Assessment and selection	8
8. COP 17 implementation format	9
9. Draft poster guidance for participants	10
9.1 Suggested poster structure	10
9.2 Design tips	10

1. Introduction

The CHM Knowledge Fair is a peer-learning and recognition initiative to be organized in connection with the seventeenth meeting of the Conference of the Parties to the Convention on Biological Diversity.

The Knowledge Fair will provide an opportunity for Parties and eligible observers and organizations to showcase practical examples of work related to clearing-house mechanisms, knowledge management, information exchange, technical and scientific cooperation, interoperability, capacity-building and support for implementation of the Kunming-Montreal Global Biodiversity Framework.

The CHM Knowledge Fair builds on previous CHM recognition efforts while placing stronger emphasis on practical exchange, visibility, peer learning and the sharing of lessons that other Parties and partners may be able to adapt.

2. Strategic rationale and value proposition

Knowledge management and the clearing-house mechanism are central to the Convention's mandate to promote technical and scientific cooperation, knowledge sharing and information exchange. COP 17 provides a timely opportunity to demonstrate that the CHM is not only a website or repository, but a network of information services, institutions, people, data, tools and communities that support implementation of the Kunming-Montreal Global Biodiversity Framework.

The initiative is positioned around five principles:

1. Universal access: participation is voluntary and open to eligible Parties and organizations that meet the basic submission requirements.
2. Recognition rather than ranking: the process acknowledges contributions and highlights examples; it should not imply that non-recognized submissions are inferior. The underlying premise is that every Party or organization participating in the Knowledge Fair has something useful to share with others.
3. Practicality: submissions should focus on real tools, processes, services and lessons that others can learn from.
4. Regional balance and inclusivity: participation should be encouraged across all regions and accepted in any of the six United Nations languages.
5. Sustainability: outputs should remain useful after COP 17 through an online catalogue and follow-up knowledge exchange.

3. Modality

Parties and observers are invited to submit a digital poster highlighting their work in strengthening their national clearing-house mechanism and related information services. Posters may focus on one or more of the areas described in the annex to this notification, including CHM governance and management, CHM portal and website management, content and knowledge assets, interoperability, stakeholder engagement, and results or lessons that may be useful to other Parties.

The Knowledge Fair consists of two streams:

- a. Party stream: CBD Parties submit posters highlighting progress and impact, good practices or innovations in national CHMs, information services, knowledge management, interoperability, stakeholder engagement or technical and scientific cooperation. Party posters are printed by the Secretariat, subject to technical requirements and deadlines.
- b. Organization stream: partner organizations and observers submit posters highlighting their contributions to the implementation of the CHM programme of work, including capacity-building, data exchange, knowledge platforms, communities of practice and support to Parties. Organizations print their own posters according to a common specification.

3.1 Participation stream details

Stream	Eligible participants	Purpose	Printing responsibility	Recognition model
Party stream	CBD Parties, normally through CHM or CBD national focal points or authorized national institutions.	Showcase national CHM progress, governance, information services, content, interoperability and technical/scientific cooperation.	Secretariat prints eligible Party posters that are submitted by the final deadline and pass technical checks.	Peer appreciation by Parties/focal points, with one recognized poster and one runner-up per CBD geographic region, subject to participation levels.
Organization stream	Observer organizations, partner institutions, regional networks, UN entities, technical partners and other eligible actors.	Showcase support to Parties and contributions to CHM programme of work, knowledge platforms, capacity-building, data exchange and partnerships.	Organizations print and bring their own posters, using common specifications.	On-site appreciation vote at COP 17, with top three organization posters recognized.

4. Poster themes, categories and submission requirements

4.1 Purpose of the poster

The poster should present a clear and practical example of how the Party is strengthening its national clearing-house mechanism, knowledge management, information exchange and/or technical and scientific cooperation. The poster does not need to cover all aspects of the national CHM. Parties are encouraged to focus on one strong story, practice, tool, service, governance arrangement or lesson that may be useful to other Parties.

4.2 Suggested thematic areas for poster submissions

Participants may focus on one or more of the following areas. These areas are inspired by the criteria used in previous CHM recognition processes, but they are provided here only as guidance for preparing the poster.

Theme (recommended)	Illustrative content to be highlighted
Results, lessons and replication potential	What changed because of the CHM? What was learned? What could other Parties adapt? What support or partnerships are needed next?
Themes (optional)	Illustrative content that can be highlighted
CHM governance and management	Strategy or roadmap; institutional roles; dedicated staffing or funding; coordination committee; national collaboration; facilitation of technical and scientific cooperation; systems to mobilize/gather information from multiple sources.
CHM portal and website management	Portal functionality; contributor model; use of biodiversity taxonomies, terminology and metadata; analytics and usage statistics; interoperability with national or global databases; content approval workflows.
Content and knowledge assets	Information on national biodiversity; progress towards national and global targets; implementation activities; legislation; regional/international cooperation; scientific and technical references; case studies, assessments, reports, news, events and links to national websites.
Interoperability and data exchange	APIs, metadata standards, controlled vocabularies, data harvesting, links between national CHM and the central CHM, ABSCH, BCH or other relevant systems.
Whole-of-government and whole-of-society engagement	Use of the CHM to connect ministries, scientific institutions, Indigenous peoples and local communities, civil society, academia, youth, business and other stakeholders, as appropriate.
Innovation and future readiness	Use of dashboards, maps, visualization, artificial intelligence, machine learning, natural language processing, multilingual services or other digital methods to improve discoverability and use.

--	--

4.3 Suggested thematic areas for organization posters

- Tools, platforms or services that help Parties exchange information or strengthen national CHMs.
- Capacity-building, guidance, training, communities of practice or technical assistance.
- Data-sharing, interoperability, taxonomies, metadata, visualization or integration with biodiversity information systems.
- Regional or thematic networks that support technical and scientific cooperation.
- Lessons learned from supporting national knowledge management and information exchange.

4.4 Minimum submission package

Requirement	Recommended rule
Submission language	Any of the six United Nations languages. Participants should be encouraged to include a short title and summary in English if feasible.
File format	Print-ready PDF for final submission. Editable PowerPoint may be requested only for technical corrections with the participant's consent.
Poster abstract	100-150 words summarizing the practice, tool, result or lesson highlighted, in English.
Contact details	Name, organization, email and role of the designated contact person.
Permissions	Confirmation that the submitter has the right to use images, maps, logos and data contained in the poster.
Accessibility	Clear fonts, readable contrast, limited text density and alt-text/metadata in the digital submission where possible.
Deadline	Final poster deadline: 30 July 2026. Late submissions should be accepted only if printing and venue planning remain feasible.

5. Poster design, printing and digital specifications

The specifications below are designed to minimize printing failures, ensure readability in a meeting venue, and allow QR codes and poster numbers to be added consistently.

Item	Recommended specification
Physical size	A1 portrait: 594 mm x 841 mm (23.4 in x 33.1 in). This is the recommended standard for a COP venue poster gallery.
Orientation	Portrait orientation is strongly recommended for consistent gallery display and video reel conversion. Landscape should be discouraged unless the venue confirms compatible boards.
Digital file	Print-ready PDF.
Bleed and margins	3 mm bleed if required by printer. Keep all important text and logos at least 20 mm from edges.

Reserved space for poster number	Top-right protected area of 90 mm x 90 mm on A1, left blank or low-detail, so that the Secretariat can overlay a poster number.
Reserved space for QR code	Bottom-right protected area of at least 80 mm x 80 mm on A1. Minimum QR size: 50 mm x 50 mm; recommended size: 60-70 mm x 60-70 mm, with a clear white background and quiet zone.
Font size	Title: 72-100 pt for A1; headings: 36-48 pt; body text: minimum 24-28 pt; captions/references: minimum 18-20 pt.
Paper quality for Secretariat-printed Party posters	170-200 gsm matte or satin coated paper. Prefer matte/satin over glossy to reduce glare under venue lighting. Use 200 gsm if posters will be displayed without backing; 170 gsm is adequate if mounted on boards.
Optional mounting	If the venue uses rigid display stands, paper posters are sufficient. If posters are freestanding or handled frequently, mount on 3-5 mm foam board, but confirm transport and disposal implications.
Organization posters	Organizations should print their own posters using the same A1 portrait specification and matte/satin 170-200 gsm paper or a professionally mounted equivalent.
Digital gallery/video	A second export in 16:9 slide format may be required only if resources allow. Otherwise, posters may be converted to slides centrally using image crops with the title, entity name and poster number.

5.1 Practical design guidance for participants

The poster should tell one story. The strongest posters will show the problem, the solution, the CHM/knowledge management approach, evidence of use, lessons learned and what other Parties can adapt.

6. Voting, appreciation and recognition model

6.1 Party stream voting

Feature	Recommended approach
Eligible voters	CBD national focal points, CHM national focal points or officially designated Party representatives. One voting authority should be designated per Party to avoid duplication, for example through unique email IDs.
Voting method	Microsoft Form sent through an official email. The form should include voter identity validation, country selection, confirmation that the voter is authorized, and up to three poster selections.
Voting rule	Each voter may select up to three Party posters. Each selection receives one point. No self-voting by the submitting Party.

6.2 Organization stream voting

Feature	Recommended approach
Eligible voters	COP 17 venue participants who visit the poster display.
Voting method	QR code linking to Microsoft Form. The form should allow selection of up to three organization posters.
Voting rule	Each selection receives one point. The top three organization posters are recognized.
Voting integrity	Use Microsoft Forms settings to limit duplicate submissions if sign-in is feasible. If open access is necessary, present this as “on-site appreciation” rather than a formal award.

6.3 Recognition outputs

- a. Certificates for participating Parties and organizations
- b. Additional certificates or plaques for recognized Party posters and organization posters.
- c. A short recognition ceremony or announcement during an appropriate COP 17 event.
- d. A digital “recognized good practices” page after COP 17.

7. Assessment and selection

A peer appreciation process will be organized by the Secretariat to identify submissions that are especially useful, practical or inspiring. Each submission will be broadly assessed based on the following criteria:

Aspects	Criteria
CHM governance and management	<ul style="list-style-type: none"> Strategy and roadmap to maintain and improve the national CHM Clear institutional roles and responsibilities for the national CHM Dedicated resources (staff, funding, etc.) for the national CHM Coordination committee Level of national collaboration Degree to which technical and scientific cooperation is facilitated System(s) in place to mobilize/gather information from various sources
CHM portal/website management	<ul style="list-style-type: none"> Features and functionality of the portal Number of active contributors Use of biodiversity-related taxonomies, terminology and metadata

Aspects	Criteria
	<p>System(s) in place to gather and analyse statistics (based on reports provided)</p> <p>Interoperability with other national and global websites and databases</p> <p>Content approval workflow</p>
Content	<p>Type and amount of information on:</p> <p>Biodiversity in the country</p> <p>Progress towards national and/or Global Biodiversity Framework targets</p> <p>Corresponding implementation activities in the country</p> <p>National and applicable regional legislation</p> <p>Regional or international cooperation, collaboration and networking</p> <p>Scientific and technical references</p> <p>Case studies, assessments and reports</p> <p>News and events</p> <p>Links to other national websites</p>

8. COP 17 implementation format

Element	Recommended implementation
Physical poster gallery	Display Party and organization posters in clearly separated but adjacent sections. Use regional labels for Party posters and thematic labels where helpful.
Digital gallery	Publish poster thumbnails, PDFs, abstracts and contact details on the CBD website. Include poster numbers that match the physical gallery.
Video reel	Create a two- to four-minute looping reel showing poster title, country/organization, one key visual and one key message. Use it on screens near the venue or before relevant side events.
Guided knowledge walks	Offer one or two short guided walks through the poster gallery, with focal points or partners available at designated times.
CHM help desk	Set up a small desk or scheduled availability for questions on CHM, Bioland, interoperability, submissions and capacity-building.
Post-COP package	Publish a catalogue of posters, lessons learned, a summary of comments, recognized examples and potential follow-up actions.

9. Draft poster guidance for participants

9.1 Suggested poster structure

- a. Title and entity name: country/organization, contact person and logo if appropriate.
- b. Problem or opportunity: what CHM or knowledge-management challenge was addressed?
- c. Approach: what tool, process, governance model, platform, partnership or service was developed?
- d. Evidence of use or result: who uses it, what changed, what data/content became more accessible, what cooperation was facilitated?
- e. Lessons learned: what worked, what did not, and what should others know before adapting the approach?
- f. Replication potential: what can other Parties or partners adapt?
- g. Next steps or support needs: what is planned next and what partnerships are sought?

9.2 Design tips

- a. Use a clear title and three to five main messages, not long report text.
- b. Use charts, screenshots, workflow diagrams, maps or icons where possible.
- c. Keep body text readable from one to two metres.
- d. Avoid dense paragraphs and small footnotes.
- e. Keep the top-right and bottom-right protected areas free for poster number and QR code.
- f. Confirm that all images, maps and data can be used publicly.