

MEMORANDUM OF CO-OPERATION

BETWEEN

THE SECRETARIAT OF THE CONVENTION ON BIOLOGICAL DIVERSITY (CBD)

AND

THE SECRETARIAT OF THE UNITED NATIONS CONVENTION TO COMBAT DESERTIFICATION (CCD)

RECALLING Article 8 of the United Nations Convention to Combat Desertification (CCD), Decision 13 of the first Conference of the Parties held in Rome, October 1997, as well as the request made by the Programme for the further implementation of Agenda 21 adopted by the nineteenth special session of the United Nations General Assembly (XIXth UNGASS, New York, June 1997),

RECALLING that Paragraph 1(d) of Article 24 of the Convention on Biological Diversity provides that a function of the Secretariat of the Convention is to co-ordinate with other relevant international bodies and, in particular, to enter into such administrative and contractual arrangements as may be required for the effective discharge of its functions,

RECALLING further decision IV/15 of the Conference of the Parties to the Convention (COP) which reaffirmed the importance of developing mutually supportive activities under the Convention and those undertaken by other international institutions,

RECALLING further decisions II/13, III/21 and IV/15 of the COP which request the Executive Secretary to continue to co-ordinate with relevant institutions, with a view to, *inter alia*: facilitating the exchange of information and experience; exploring the possibility of co-ordinating their respective programmes of work; and consulting on how such bodies can contribute to the implementation of the provisions of the CBD,

The Executive Secretary of the Convention on Biological Diversity (CBD) and the Executive Secretary on the Convention to Combat Desertification (CCD) have agreed on the following:

Article 1. Institutional Co-operation

1. The secretariats of the each Convention will invite representatives of the other to participate as observers at key meetings of the other, including sessions of the COPs, their subsidiary bodies as well as regional and sub-regional meetings.
2. The secretariats will inform their respective Parties' national focal points of their cooperative activities and will seek to promote consultation and co-operation between focal

points in those Parties where the focal points for the two Conventions are different, including the preparation of national reports or communications for the respective Conference of the Parties.

3. The secretariats will provide each other with details of their respective work programmes of their scientific bodies and, where appropriate, invite observer participation of the chairs of these bodies in respective sessions of the scientific bodies.

4. For the purposes of this memorandum, and to further develop co-operation between the CBD and CCD Secretariats, the principal points of contact between the two institutions shall be the Executive Secretaries.

Article 2. Exchange of Information and Experience

1. The secretariats will establish procedures on regular exchanges of information on their respective activities.

2. The secretariats will transmit all relevant documentation to each other.

3. The secretariats will establish methods to exchange relevant information in their databases and in the clearing-house mechanisms.

4. The secretariats will co-operate in preparing documentation where relevant and feasible.

Article 3. Coordination of programmes at work

1. The secretariats will exchange their annual work programmes, identify those areas where collaboration and coordination would be advantageous, and develop a joint work programme for these activities.

2. The staff within the secretariats that are charged with regional liaison and coordinating implementation will exchange information on their respective priorities and projects, and, where possible, develop joint projects and co-operate in their implementation.

3. The secretariats will, in particular, develop a harmonized approach to assist Parties in their reporting requirements under both Conventions in close collaboration with relevant secretariats and agencies providing similar assistance, including: FCCC, UN/DESA, UNDP, UNITAR, Ramsar, CITES, CMS and WHC.

4. Specific activities will be detailed in annexes to this memorandum.

Article 4. Joint Actions

1. The secretariats will consult their Parties with a view to encouraging integration and consistency between national policies, strategies, plans and programmes under the two Conventions as well as with other relevant Conventions, in particular FCCC and Ramsar.

2. The secretariats will, in particular, develop a harmonized approach to assist Parties in their programmes for scientific research, education, training and public awareness with a view to approach them with long-term capacity building objectives.

Article 5. Liaison Arrangements

1. The Executive Secretaries will further explore and implement, as requested by the Conference of the Parties and the XIXth UNGASS, modalities for suitable liaison arrangements in New York for the purpose of enhancing linkages with relevant processes, in order to achieve greater coherence in these intergovernmental organizations and processes, as well as to maintain closer links with delegations and organizations at the Headquarters of the United Nations. In due course, further consideration will be given to the need to expand these arrangements to include other relevant centres of the United Nations.
2. The secretariats will enhance their capacities to represent each other, upon request, at meetings or other activities and provide assistance to each other at their respective headquarters in Bonn and Montreal.
3. The secretariats will institute measures to ensure consultation on the implementation of this memorandum. To this end, the Executive Secretaries will endeavour to ensure regular contact between the staff of their respective organizations, including the possibility of exchanges of staff on a temporary basis.

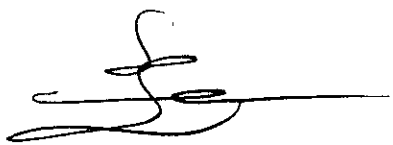
Article 6. Consultation, Reporting and Further Guidance

1. The secretariats will institute measures for consultation on the implementation of this Memorandum of Co-operation and will report accordingly to their respective governing bodies and seek further guidance on new areas of co-operation.
2. Annexes to this memorandum shall form an integral part of this memorandum and, unless expressly provided for otherwise, a reference to this memorandum constitutes, at the same time, a reference to any annexes thereto.

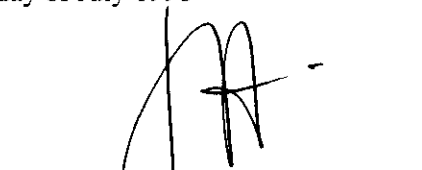
Article 7. Review and Termination

This agreement may be reviewed at the request of either party and will be terminated by either party giving a one-year written notice.

Done at Montreal, Quebec, Canada, on the 31st day of July 1998



Calestous Juma
Executive Secretary
Convention on Biological Diversity (CBD)



Hama Arba Diallo
Executive Secretary
Convention to Combat Desertification
in those Countries Experiencing
Serious Drought and/or Desertification,
particularly in Africa (CCD)

Joint Activities to Support the Implementation of the Conventions

Referring to Article 3 of the Memorandum of Co-operation between the Secretariats of the Convention on Biological Diversity and the Convention to Combat Desertification, the Executive Secretaries agree to work together to convene five workshops to consider how countries might address issues of awareness raising, public education, information requirements, training and implementation mechanisms jointly for the two conventions and other relevant instruments.

To this end, it is agreed that:

The Executive Secretaries will explore the feasibility of hosting these five initial workshops in Bolivia, Mauritania, Uzbekistan, Mongolia and Mozambique as soon as possible.

To develop draft agendas for these meetings by 30 August 1998.

To jointly prepare the necessary documentation for these workshops. To this end, the Secretariat of the CCD will produce a draft document addressing in a generic manner for the five workshops issues related to awareness raising, public education, information requirements, training and implementation mechanisms, particularly the role of national focal points, in time for the second meeting of the COP of the CCD. The Secretariat of the CBD agrees to provide, if necessary, technical support for the consideration of this document at the second meeting of the COP of the CCD.

The Executive Secretaries will jointly identify partners to be involved in these workshops including their preparation and organization.

On the basis of the experience of these initial workshops, the Executive Secretaries will consider convening further workshops.

Development of Joint Scientific Assessment

Referring to Article 3 of the Memorandum of Co-operation between the Secretariats of the Convention on Biological Diversity and the Convention to Combat Desertification, the Executive Secretaries agree to co-operate in the development of the necessary scientific assessments required by both processes on issues of relevance, in particular, the scientific assessments arising from the consideration by the SBSTTA of drylands, mediterranean, arid, semi-arid, grassland and savannah ecosystems and the work of the CST.

To this end, it is agreed:

That the preliminary assessment of the relevant thematic issues by the Secretariat of the CBD will to the extent possible consider the relevant terms of reference of the CST.

That the Secretariat of the CBD will forward to the Secretariat of the CCD any background material collected or prepared for this assessment

To organize a joint workshop at the second and third meeting of the COP of the CCD to discuss the preparations being undertaken by the CBD for the fifth meeting of the COP of the CBD on the above thematic issue and consider modalities for co-operation and implementation.

To organize a joint workshop on the relevant activities of the CCD process, in particular the CST, at relevant meetings of the SBSTTA, in particular the meeting of the SBSTTA which considers the assessment of drylands, mediterranean, arid, semi-arid, grassland and savannah ecosystems.

To include the issue of co-operation and implementation at the regional level between the CCD and CBD processes on the agenda of the Regional Implementation Meetings to be organised by the Secretariat of the CBD, pursuant to paragraph 5 of decision IV/16 of the COP of the CBD.



Synergies in Information Management

Referring to Article 3 of the Memorandum of Co-operation between the Secretariats of the Convention on Biological Diversity and the Convention to Combat Desertification, the Executive Secretaries agree that following activities represent overall strategic aims of the secretariats to strengthen their own information management and policy-making capacities: increased global networking; increased synergies for information management; elaboration of comment information requirements; and work on further harmonization including development of meta-databases on common Web sites; standard information on Web sites in consistent formats; and the development of capacity building "starter kits" for Parties (base information, methods, standards).

To this end, it is agreed:

That a closed list serve (electronic forum) called 'Synergy Forum' should be developed to improve interaction and exchange of information among the Secretariats. In principle, the forum should include a few representatives of each Secretariat. This 'Synergy Forum' could evolve into a larger forum bringing together an increasing number of people from the Secretariats as well as other organisations.

To develop a common Web page of the Conventions mirrored on the two Web sites describing a joint synergy identity and/or hosted as a standalone web site (e.g., www.rioagreements.org).

To further consider the modalities to implement the following recommendations arising from previous consultations on these issues between the secretariats and the Secretariat of FCCC:

1. Synergy to be sought in a wide area: by providing information on the Conventions (i.e. on ratification, focal points, meetings and bibliography), followed by synergy in areas such as science, public awareness/ information, education, capacity building, national reporting/ national communications, projects, participation of civil society (NGOs, private sector, academia), and trade. Information on these initiatives should be presented on the joint web page.
2. Pilot initiatives in the field of harmonised national information exchange of biodiversity, climate change and desertification issues in selected countries (Bolivia, Mozambique, Uzbekistan, Mongolia, Mauritania and others).
3. Joint development of a database of projects with the purpose of identifying relevant projects which have objectives that are common to the three Conventions and to develop and promote project models that would aim at synergies among the Conventions and other sustainable development instruments. This activity could be developed directly on the Web in order to facilitate its formation, access and utilisation.
4. Consideration of a possible integrated and harmonised information system (exchange centre) between the three Conventions, based for example, at the location of the Climate Change and Desertification Secretariats in Bonn.



5. Contracting of a consultant to assist in determining potential joint technical norms, keywords, attribute lists, formats and standards to be used by the three Secretariats.

6. Linking the information systems to the capacity building efforts of each Convention, in collaboration with UNITAR, CBD clearing-house mechanism; and the CD:TRAIN/SUPPORT, in order to facilitate the greater goal of capacity building of national focal points.

To develop joint funding proposals to implement the activities arising from the work undertaken pursuant to paragraph 3 of this annex.



Liaison Arrangements in New York

Referring to Article 3 of the Memorandum of Cooperation between the secretariats of the Convention on Biological Diversity and the Convention to Combat Desertification, the Executive Secretaries agree to further develop the current arrangements for representing the Convention at the United Nations Headquarters in New York.

To this end it is agreed that:

The liaison arrangements will consist of two professional staff (one at the P-4 level and the other at the P-3 Level) and one general service staff (G-4 level). These staff will be employed by the Secretariat of the CCD, but will report to both Executive Secretaries.

These staff will be supported by the services identified in Table 1 to this Annex.

The secretariats will share the costs of these liaison arrangements equally, up to the level indicated in Table 1 and in the event that the costs exceed this limit will revisit the allocation of any cost over this limit.

That the Executive Secretaries will agree on the terms of reference for the arrangements and the staff by 15 August 1998.

The Executive Secretaries will advise each other of the details of the necessary administrative measures needed to establish these liaison arrangements by 1 September 1998.

To include in their respective budget proposals to their respective COPs the costs of these liaison arrangements in their core budgets

To endeavor to identify other partners to participate in, and support, these liaison arrangements.



Table 1

**Estimated Cost for a Liaison Arrangements in UNHO – New York
(in US dollars)**

	Monthly Cost	Total Cost for 1 year (rounded to nearest \$100)
A. Salary and Related Costs		
■ One professional staff P-4 level	10,600	127,200
■ One professional staff P-3 level	8,800	105,600
■ One general service (GS) staff (other level)	4,800	57,600
Sub-total salary and related costs 1/:	24,200	290,400
B. Office Requirements		
■ Rental of 1 photocopier machine 2/	150	1,800
■ Rental of 1 fax machine 2/	80	1,000
■ Acquisition of 3 computers and 1 printer 2/ (including software and toner cartridges)	n/a	10,000
■ Communication cost (rental of 3 telephones, local and long distance calls, fax, cable and postage costs) 3/	540	6,500
■ Office supplies 3/	80	1,000
Sub-total liaison arrangements requirements:	850	20,300
Total (A + B) =	25,050	310,700
C. UN Programme Support Costs (13% of total A + B)	3,300	40,400
TOTAL ESTIMATED COST FOR LIAISON ARRANGEMENTS (A + B + C) =	\$ 28,350	\$ 351,100

1/ Based on 1999 standard salary costs for duty station New York - version 06
(Total Salary Cost = net base salary + post adjustment + common staff costs)

2/ Based on Geneva - UNCCD Secretariat's experience

3/ Estimated Cost