

Ref.: SCBD/TSI/RS/ODM/83213

13 March 2014

Dear Mr. Kante,

I would like to refer to the Internal Cooperation Agreement (ICA) on InforMEA which you submitted for my consideration through your letter dated 3 February 2014.

After reviewing the objectives and activities foreseen by this agreement, I am pleased to confirm that they are in line with decisions on cooperation adopted by the Conference of the Parties (COP) to the Convention on Biological Diversity, and more specifically with paragraph 14(b) of decision XI/2 which requests the Executive Secretary, subject to the availability of resources, to collaborate with the other biodiversity-related conventions to ensure mutual compatibility and to avoid duplication of work.

Therefore, please find attached herewith the signed Internal Cooperation Agreement on the next phase of the InforMEA development in the context the MEA Information and Knowledge Management Initiative.

Let me take this opportunity to thank UNEP/DELIC for this initiative and reiterate our commitment to contribute to its success.

Yours sincerely,

  
for Braulio Ferreira de Souza Dias  
Executive Secretary

Enclosure

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## UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement

Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде

برنامج الأمم المتحدة للبيئة

联合国环境规划署



DEL/C/IKM/BK/ed/ICA 2014/5

3 February 2014

Dear Mr. Dias,

It gives me a great pleasure to invite you to consider the attached Internal Cooperation Agreement with regard to the next phase of InforMEA development. We are excited to initiate this process with the Secretariat of the Convention on Biological Diversity (CBD) together with the other members of the MEA IKM Initiative.

The activities under this Agreement were agreed by IKM Steering Committee members at the 4<sup>th</sup> MEA IKM Steering Committee and will contribute towards the implementation of the InforMEA ENRTP project. Specific activities under the project will include the enhancement of the technical platform and services hosting InforMEA, development of an e-learning facility, development of a search mechanism to mine information from national reports and plans, including NBSAPs, establishment of a Single Window for MEA regulatory information, and development of an authoritative thesaurus on environmental law.

I look forward to continued collaboration on this very innovative and collaborative project, in particular to achieving the above results as a concerted effort over the next two years.

Yours Sincerely,

Bakary Kante  
Director

Division of Environmental Law and Conventions

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Executive Secretary  
Convention on Biological Diversity  
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Encl. ICA, ENRTP project

## **Internal Cooperation Agreement (ICA)**

### **A. Introduction and Background**

This Internal Cooperation Agreement is executed between [Requesting/Funding Division] and [Implementing Division] (hereinafter collectively referred to as "Parties") on (date).

1. Requesting/Funding Division: Division of Environmental Law and Conventions (UNEP DELC), represented by its Director, Mr. Bakary Kante;
2. Implementing Division: Secretariat to the Convention on Biological Diversity (CBD), represented by its Executive Secretary Braulio Dias.

This agreement is concluded between the CBD Secretariat and UNEP as part of a set of individual agreements between MEAs and UNEP to implement the InforMEA project funded through the ENRTP process (Project Document Appendix 1). The following generic **Items for inclusion in Agreement between UNEP and MEA Secretariats** have been developed by the MEA IKM Working Group and endorsed by the 4<sup>th</sup> MEA IKM Steering Committee Meeting held in Montreux, Switzerland on 4-6 June 2013

The CBD Secretariat has been pioneering the development and initial implementation of the Application Programming Interface (API) and been instrumental in the development of the voluntary formats and standards now shared by MEAs. Currently, the CBD Secretariat is in the process of strengthening its information exchange platform to better serve its Parties and partners. In this context, the CBD Secretariat and the MEA-IKM initiative share common goals, and the MEA ENRTP will contribute to their achievements.

### **B. Project Overview**

#### **Objectives**

Data preparation and management, technical implementation, participation in the development of common terminology and outreach activities in order to contribute to the implementation of the ENRTP InforMEA project.

#### **Data preparation and management**

- Overall adherence to format and schemas as negotiated by the MEA IKM Initiative
- Core MEA information (Treaty articles, Parties, National Focal Points, Decisions & Recommendations, Meetings, Reports & Plans, Announcements) through the implementation and maintenance of the InforMEA API at the CBD Secretariat.
- Presentation of historical data on national reports and plans dating back to the first National Report.
- E-learning, guidance and capacity building materials (webinars, courses, etc)

### **Technical implementation**

Cooperation between CBD technical staff and the technical service providers of the MEA IKM Initiative for the duration of this project.

### **Participation in the development of the Thesaurus/Controlled vocabulary**

Participation through a designated focal point in the development/refinement of the Thesaurus and the mapping of the MEA-specific terminology to the same.

### **Outreach**

Participation in joint outreach efforts including the placement of the InforMEA Applet in the homepage and/or the decisions search page and other categories of information, as appropriate.

## **C. Activities under this Agreement**

The elements below constitute the main activities related to this agreement:

### **1. Data preparation and management**

- Comprehensively maintain the InforMEA API as developed through the MEA IKM Initiative with strong contribution by CBD and already implemented by CBD for COP decisions, national focal points, meetings and events. Regularly test and review the full functionality of the service. Fully implement the identified new categories of information, in particular NBSAPs and national reports.
- Identify and collate a set of training and capacity materials suitable for translation into e-learning modules for inclusion in the InforMEA e-learning facility. Participate in the development of an InforMEA standard on document libraries related to e-learning applications.

### **2. Participation in the development of the Thesaurus/Controlled vocabulary**

Participate through a designated focal point in the development/refinement of the Thesaurus and the mapping of CBD-specific terminology in collaboration with the UNEP and MEA information specialists.

### **3. Outreach**

Participation in joint outreach efforts including the placement of the InforMEA link or applet on relevant pages of the CBD website.

<b>Activities</b>	<b>Outputs</b>	<b>Results/Impact</b>
1	Continued and sustained availability of CBD information in the InforMEA website through the maintenance of the InforMEA APIs implemented at the CBD Secretariat.	CBD information is fully integrated with the InforMEA portal
2	Further implementation of the InforMEA API to provide support for NBSAPs and national reports	NBSAPs and national reports can be searched along with national plans and reports of other MEAs in InforMEA
3	Terms relevant to the CBD have been	CBD terminology has been

	integrated within an InforMEA vocabulary in close collaboration with the InforMEA information specialist and the InforMEA team	integrated with the thesaurus of the ENRTP InforMEA project
4	A list of key training and learning documents has been provided and is ready for integration with the e-learning facility of InforMEA	CBD components are reflected in the Overall E-learning facility of InforMEA

## D. Project Modalities

1. Duration of the Project: February 2014 – December 2015

2. Schedule of Reports:

Description	Date
Mid-term Progress Report	By 30 <sup>th</sup> November 2014
Final Report	By 30 <sup>th</sup> November 2015

3. [CBD] agrees to :

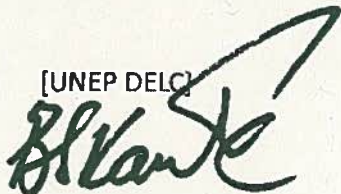
- i) Deliver the outputs and demonstrate its best efforts in achieving the results/impacts stipulated under Clause 3.
- ii) Notify [UNEP DELC] in writing the need for any deviations/modifications to the agreed Implementation Plan, for approval.
- iii) Implement the Project in accordance with standard UNEP Rules and established business processes.
- iv) Produce Results-Based reports to [UNEP DELC] under Clause 2.

4. This Internal Cooperation Agreement may be terminated by either Party by giving two months prior notice in writing.

5. Any part of this Agreement can be changed and be effective only through an agreed modification in writing by the Parties.

6. The Parties shall carry out their respective responsibilities in accordance with the provisions of the Agreement. The Parties shall determine and communicate to each other their respective focal points, having the responsibility for the Project implementation on its behalf.

For: [UNEP DELC]



By: Bakary Kante  
UNEP/DELC Director

Date:

For: [CBD]



By: Bráulio Ferreira da Souza Dias  
CBD Executive Secretary

Date: