



Convention on Biological Diversity

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ENGLISH ONLY

REGIONAL WORKSHOP FOR ASIA
ON THE CLEARING-HOUSE MECHANISM
Bangkok, 29 January – 2 February 2018

ANNOTATED PROVISIONAL AGENDA

BACKGROUND

1. In [decision X/15](#), paragraph 2 (a), the Conference of the Parties encouraged Parties to continue to take the necessary steps to establish, strengthen, and ensure the sustainability of, national clearing-house mechanisms, in order for them to provide effective information services to facilitate the implementation of the national biodiversity strategies and action plans (NBSAPs) as specified in goal 2 in the annex to that decision.
2. In [decision XI/2](#), paragraph 11, the Conference of the Parties welcomed the work programme for the clearing-house mechanism in support of the Strategic Plan for Biodiversity 2011-2020 ([UNEP/CBD/COP/11/31](#)), which contains recommended activities to achieve this goal. In paragraph 11 (b) of the same decision, the Conference of the Parties agreed to strengthen communication with, and build the capacity of, national focal points for the clearing-house mechanism.
3. In addition, in [decision XII/2 B](#), paragraph 15, the Conference of the Parties strongly encouraged Parties to accelerate the establishment and development of their national clearing-house mechanisms where they had not done so, and, in paragraph 16 of the same decision, invited Parties and partners to provide support to developing country Parties that were developing their national clearing-house mechanisms.
4. More recently, in [decision XIII/23](#), paragraph 12, the Conference of the Parties encouraged Parties to continue their efforts to establish, sustain and further develop effective national clearing-house mechanisms in support of the implementation of their national biodiversity strategies and action plans.
5. Pursuant to the above decisions, the Secretariat of the Convention on Biological Diversity, in collaboration with the [ASEAN Centre for Biodiversity](#) and with the generous support of Japan through the Japan Biodiversity Fund, is organizing a regional workshop for Asia on the clearing-house mechanism to be held in Bangkok from 29 January to 2 February 2018. The workshop is intended for developing countries, but other countries in the region are invited to attend at their own cost.
6. The ASEAN Centre for Biodiversity is an important partner in the region, providing support to [ASEAN member States](#). The Secretariat welcomes their partnership in support of this workshop to ensure that the highest level of support is available to members during the training sessions.
7. In notification 2017-027 Ref. No. SCBD/IMS/ET/ODM/SM/87005 issued on 24 November 2017,¹ Governments were invited to nominate one representative to participate in this workshop. The nominee should meet the following criteria:
 - (a) Involvement in the planning and development of the national clearing house mechanism in his/her country, as is expected from the clearing house mechanism national focal point;

¹ See <https://www.cbd.int/meetings/CHMWS-2018-01> for a link to the notification.

- (b) Familiarity with the national biodiversity strategy and action plan;
 - (c) Ability to present the current situation of the national clearing house mechanism as well as any existing plan to develop it;
 - (d) Occupy a position enabling him/her to apply the knowledge and capacity gained during the workshop for further developing the national clearing house mechanism.
8. The working language of the workshop will be English. Annex I below contains the list of documents which are available on the CBD website at <https://www.cbd.int/meetings/CHMWS-2018-01>. The proposed organization of work is provided in annex II.

ITEM 1. OPENING OF THE WORKSHOP

9. The meeting will be opened by a representative of the Executive Secretary of the Convention on Biological Diversity at 8:30 a.m. on Monday, 29 January 2018. Representatives of the Secretariat and the ASEAN Centre for Biodiversity will make opening statements.

ITEM 2. OBJECTIVES AND PROGRAMME OF THE WORKSHOP

10. The Secretariat of the Convention will give an overview of the objectives, the programme and the expected outcomes of each workshop. Participants will be invited to briefly express their expectations.

11. The overall objective of the workshop is to strengthen the capacity to establish and sustain effective national clearing-house mechanisms in support of the national biodiversity strategies and action plans. The main expected results are that at the end of the workshop each active participating country would have developed:

- (a) A strategic vision for the future of its national clearing-house mechanism that supports the revised national biodiversity strategy and action plan;
- (b) A sound road map for the establishment or further development of its national clearing-house mechanism.

12. The workshop will also be an opportunity to share national experiences on the clearing-house mechanism and promote regional networking with a view to learning how to improve national implementation.

ITEM 3. WORK PROGRAMME OF THE CLEARING-HOUSE MECHANISM

13. Under this item, the Secretariat of the Convention will present relevant elements of the proposed work programme of the clearing-house mechanism in support of the Strategic Plan for Biodiversity 2011-2020.

14. Special attention will be devoted to CHM goal 2, which states that national clearing-house mechanisms should provide effective information services to facilitate the implementation of national biodiversity strategies and action plans. A general discussion will follow to answer questions and provide further clarifications if needed.

ITEM 4. NATIONAL AND REGIONAL EXPERIENCES

15. Under this item, countries will share experiences in the development of their national clearing-house mechanisms. This will provide an opportunity for participating countries to learn from each other.

16. Each country will make a presentation of up to 10 minutes and which will be followed by a brief discussion and responses to any questions. The following structure is suggested for each national presentation:

- (a) An overview of the current situation;
- (b) The strategic vision for the future;
- (c) The type of cooperation or support that would be beneficial.

17. Any relevant regional experience could also be shared under this item. More specifically, the ASEAN Centre for Biodiversity (ACB) will be invited to present its biodiversity-related activities in the region.

ITEM 5. GUIDANCE FOR NATIONAL CLEARING-HOUSE MECHANISMS

18. Under this item the participants will be provided with guidance for further development of their national clearing-house mechanisms. This item will start with a presentation by the CBD Secretariat, followed by a discussion to exchange views and collect feedback.

19. The focus will be on the following learning objectives of particular relevance to the development of effective national clearing-house mechanisms:

(a) National coordination: to understand the benefits of coordinating activities related to the development of a national clearing-house mechanism with a view to ensuring effectiveness and sustainability;

(b) Strategic management of web content: to understand the impact of content management on the effectiveness of a website, and to provide general guidelines on how to strategically plan and manage web content;

(c) Information services: to understand the typical information services that a national clearing-house mechanism can provide to support the NBSAP implementation process;

(d) Technical aspects: to gain a general overview of existing technologies relevant to the establishment or further development of national clearing-house mechanisms.

ITEM 6. TRAINING SESSION

20. The main purpose of this session is to train the participants in the use of a new tool, known as Bioland, which has been developed to assist Parties in the establishment of their national clearing-house mechanisms with the support of the Japan Biodiversity Fund. This tool is a basic generic national clearing-house mechanism that can be made available to interested Parties. The current version of this tool can be visualized at <http://demo.chm-cbd.net>.

21. The main features of the tool will be presented to the participants. The participants will then have the opportunity to practice the use of these features with the assistance of the CBD Secretariat staff.

22. This session will also be used to collect feedback on the tool in order to plan future improvements to better respond to the needs of Parties, particularly in terms of effectiveness and user experience.

ITEM 7. STRATEGIC VISION AND ROAD MAP FOR NATIONAL CLEARING-HOUSE MECHANISMS

23. Under this item, each participant will draft a strategic vision and road map for developing his/her national clearing-house mechanism.

24. The purpose of the strategic vision is to strengthen the two-way relationship between the national biodiversity strategy and action plan and the national clearing-house mechanism, as described below:

(a) A national clearing-house mechanism should provide effective information services to facilitate the implementation of the national biodiversity strategy and action plan (CHM goal 2);

(b) To maximize the chances of achieving the above goal, the national biodiversity strategies and action plans should include a strategic vision for the national clearing-house mechanism with sustainability and effectiveness in mind.

25. It is expected that each country will eventually review and further elaborate this draft strategic vision in order to integrate it into its revised national biodiversity strategy and action plan.

26. The road map logically complements the strategic vision by identifying the list of steps or tasks that need to be carried out by a country in order to further develop its national clearing-house mechanism.

ITEM 8. PENDING MATTERS

27. This session will be reserved to discuss any pending matters arising from previous work and discussions.

ITEM 9. SYNTHESIS AND REPORT OF THE WORKSHOP

28. The purpose of this item is to recap what will have been achieved during the workshop and to identify which items will require follow-up. The participants will briefly present the results of their work, expected to include their strategic vision and road map for developing their national clearing-house mechanisms. The structure and content of the final report will be discussed. A draft report will be circulated to all participants after the workshop for their review and comments.

29. Prior to the closure of the meeting, participants will be invited to complete a feedback form. Any feedback provided will be used to improve the planning and organization of subsequent workshops.

ITEM 10. CLOSURE OF THE WORKSHOP

30. The workshop is expected to close at 3 p.m. on Friday, 2 February 2018, with closing remarks by the representatives of the Secretariat of the Convention and of the ASEAN Centre for Biodiversity.

*Annex I***LIST OF DOCUMENTS**

| <i>Document symbol</i> | <i>Title</i> |
|------------------------------------|--|
| CBD/CHM/WS/2018/1/1 | Provisional agenda |
| CBD/CHM/WS/2018/1/1/Add.1 | Annotated provisional agenda |
| UNEP/CBD/COP/11/31 | Proposed work programme for the clearing-house mechanism in support of the Strategic Plan for Biodiversity 2011-2020 |
| | Information note for participants |

*Annex II***PROPOSED ORGANIZATION OF WORK**

| | Monday 29 January 2018 | Tuesday 30 January 2018 | Wednesday 31 January 2018 | Thursday 1 February 2018 | Friday 2 February 2018 |
|----------------------------|---|--|--------------------------------------|---|---|
| 8 a.m. – 8:30 a.m. | Onsite registration | | | | |
| 8:30 a.m. - 10:15 a.m. | 1. Opening of the workshop 2. Objectives and programme of the workshop | 4. National and regional experiences | 6. Training session | 7. Strategic vision and road map for national CHMs | 8. Pending matters |
| 10:30 a.m. - 12:30 p.m. | 3. Work programme of the CHM | 4. National and regional experiences | 6. Training session | 7. Strategic vision and road map for national CHMs | 9. Synthesis and report of the workshop |
| 1:30 p.m. - 2:45 p.m. | 4. Presentation by the ASEAN Centre for Biodiversity on Regional CHM experiences | 5. Guidance for national CHMs | 6. Training session | 8. Pending matters | 10. Closure of the Workshop |
| 3 p.m. - 4:45 p.m. | 4. National and regional experiences | 5. Guidance for national CHMs | 6. Training session | 8. Pending matters | |