



Convention on Biological Diversity

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INFORMAL ADVISORY COMMITTEE ON CAPACITY-BUILDING FOR THE IMPLEMENTATION OF THE NAGOYA PROTOCOL

First meeting
Montreal, 15-17 September 2015

DRAFT COMMON FORMAT FOR CAPACITY-BUILDING AND DEVELOPMENT TOOLS AND RESOURCES

Note by the Executive Secretary

1. In its decision NP-1/8, the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol (COP-MOP) invited Parties, other Governments, indigenous and local communities, relevant organizations, and the private sector, as appropriate, to provide to the Access and Benefit-sharing (ABS) Clearing-House information regarding their capacity-building and development initiatives, including emerging best practices and lessons learned, and opportunities relevant to the implementation of the strategic framework (paragraph 5).
2. In paragraph 10(c) of the same decision, the COP-MOP also requested the Executive Secretary to compile information on existing tools that assist Parties and indigenous and local communities, in particular women within those communities, to assess their capacity-building and development needs and priorities and to make the resulting information available through the Access and Benefit-sharing Clearing-House, and to report to the second meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on the need for the development of new tools.
3. Furthermore, the COP-MOP established an informal advisory committee (IAC) and tasked it, among other things, to provide “advice regarding the need for the development of new tools, guidelines and training materials, including e-learning modules, to facilitate the capacity-building and development initiatives of Parties, other Governments, indigenous and local communities and other stakeholders” (decision NP-1/8, annex II).
4. In this regard, the Secretariat has developed a draft standardized form (common format), which is presented in the annex below, to enable Parties and relevant organizations to submit information regarding existing ABS capacity-building and development tools and resources to the ABS Clearing-House in a structured and harmonized manner. The draft format has been developed on the basis of the existing

common format for registering information in the “Virtual Library” of the Clearing-House Mechanism (CHM)¹, which is also accessible through ABS Clearing-House and the Biosafety Clearing-House.

5. The common format will be used to collect and register basic descriptive information (metadata) about the capacity-building and development tools and resources.

6. Furthermore, the common formats will make use of predefined text (controlled vocabularies) to facilitate the registration of information in a consistent manner and also allow for customized searching and retrieval of the information in all the six United Nations languages.

7. The informal advisory committee on capacity-building is invited to provide advice to the Executive Secretary on the proposed format, in particular fields 4, 5 and 6 which are more specific and relevant to capacity-building and development tools and resources. The informal advisory committee may wish to provide general comments from the perspective of capacity-building and development tools and resources, including whether the draft common format would allow for the provision of key relevant information that meet the needs of users of capacity-building and development tools and resources.

¹ The CHM has been developed as a single unified platform also supporting Biosafety Clearing-House (BCH) of the Cartagena Protocol on Biosafety and the ABS Clearing-House of the Nagoya Protocol. This single platform is designed to allow users to submit information and do global searches and retrieval of information across all the clearing-houses within the CHM and to also search for information in a specific clearing-house. In order to do so, effort has been made to ensure that the tools for the submission and search of information, as well as modalities of operation, are compatible and, wherever possible, harmonized across the three platforms.

Annex

DRAFT COMMON FORMAT FOR CAPACITY-BUILDING AND DEVELOPMENT TOOLS AND RESOURCES

Reference Record Type:² #ABSCH-VLR

ABS virtual library resource

Mandatory information fields are marked with an asterisk. Failure to provide information for these fields may result in the record not being made available to the ABS Clearing-House.

(To enter any text or to check the box, please double click the shaded area)

General information	
1. *Type of resource:	☐ Academic course/lecture ☐ Article (journal/magazine/ newspaper) ☐ Book/ Book chapter ☐ Case study³/good practice⁴/lessons learned ☐ Factsheet/notes/brief ☐ FAQ/dictionary/glossary/bibliography ☐ Learning aid and support (e.g. presentation, lecture notes, worksheet, quiz, video, images, audio clips) ☐ Manual/tutorial/handbook/toolkit/guide/checklist ☐ Online database/archive/catalogue ☐ Online network/discussion forum/collaborative portal ☐ Report/review/conference paper/proceedings ☐ Software application (desktop or mobile)

² Reference records contain information relevant to the Protocol (but not reported as part of a Party's obligations under the Protocol). This information can be made available to the Virtual Library of the ABS Clearing-House by any registered user (including representatives of Governments, indigenous and local communities, academia, nongovernmental organizations, research institutions, business representatives, etc.). It has to be validated by the Secretariat prior to being made available in the ABS Clearing-House. The information submitted through this common format will be made available at <http://absch.cbd.int/search/VLR>.

³ A case study in this regard refers to a specific study/description or analysis of a project, policy or activity which documents experiences and lessons learned that are likely to help inform or improve future activities or activities of others.

⁴ This refers to processes, procedures, techniques or working methods that have been adopted successfully and have consistently and empirically shown to produce superior results or recognized as improving performance and efficiency in specific areas and is used as a benchmark or standard within an organization.

2. *Format/File type:	☐ Audio ☐ Image/photo/graphic/map/poster ☐ Online (e.g. e-learning module/online course, e-book) ☐ PowerPoint ☐ Text document (e.g. adobe acrobat reader or Word) ☐ Video ☐ Website or database
3. Format details: ⁵	<Text entry>
4. *Is it the primary intent of this resource to teach new knowledge and skills, to facilitate structured learning and/or guide the target audience on how to perform specific tasks?	☐ No OR ☐ Yes <i>If selected please fill questions 4 and 5 and provide more information on the objective and intended use of this resource:</i> ☐ Assessing capacity-building needs and designing capacity-building initiatives and products ⁶ ☐ Raising awareness ☐ Providing guidance ⁷ ☐ Training/learning ☐ Monitoring and evaluation of capacity-building initiatives and products
5. *Main target group(s)/beneficiaries :	☐ Civil society ☐ General public ☐ Governments ☐ Indigenous peoples and local communities ☐ Media ☐ Researchers/academia ☐ Private sector

⁵ Format details may be used to provide further information relating to the format of the resource, including its dimensions (e.g. size, number of pages or duration) or the software, hardware, or other equipment needed to display or operate it (e.g. "Requires Acrobat Reader for viewing")

⁶ For example capacity needs assessment tools, methodological guidance, surveys, etc.

⁷ Guidance materials provide practical advice and support, including explanations/illustrations, instructions and advice for performing certain types of tasks and/or implementing specific approaches.

6. *Level of the content or level of knowledge/expertise of the audience for which the resource is intended:	☐ Basic ☐ Beginner ☐ Intermediate ☐ Advanced
7. *Title:	<Text entry>
8. *Author(s): ⁸	<Text entry> <i>and/or</i> <i>Reference to the authoring organisation(s) <clearing-house record number></i>
9. *Publication year:	<YYYY>
10. Rights: ⁹	<Text entry>
11. Source: ¹⁰	<Text entry>
Access to the resource	
12. Link to the resource(s): ¹¹	<Text entry> <i>and/or <URL and website name></i> <i>and/or <Attachment></i>
13. *Language(s):	☐ Arabic ☐ Chinese ☐ English ☐ French ☐ Russian ☐ Spanish ☐ Other <Text entry>
14. Cover image(s)	<Attachment>

⁸ Name of the person or organization who has authored the publication or information resource.

⁹ Information about rights held in and over the resource, such as copyright holder, and availability for reproduction for educational or non-profit purposes.

¹⁰ A reference to a resource from which the present resource is derived (e.g. an article from a journal). For original documents you may wish to specify “original document”.

¹¹ Please always attach the relevant document(s) that will be stored in the database for users to download. When resources are available on the Internet, please also provide a link to them.

Information on the content of resource

15. Summary, abstract or table of contents:

<Text entry>

16. *Country(ies), Regional or Economic group(s) covered by the resource:

<Text entry>

Keywords for facilitating online searches describing the content of the resource

17. *Thematic area(s):

- ☐ **Access to genetic resources (Article 15 of the CBD)**
- ☐ **Nagoya Protocol**
 - ☐ Scope
 - ☐ Competent national authority/ies
 - ☐ Access
 - ☐ Access to genetic resources, including prior informed consent
 - ☐ For commercial purposes
 - ☐ For non-commercial purposes
 - ☐ Access to traditional knowledge associated with genetic resources, including prior informed consent or approval or involvement
 - ☐ For commercial purposes
 - ☐ For non-commercial purposes
 - ☐ Community protocols
 - ☐ Customary laws and procedures
 - ☐ Benefit-sharing
 - ☐ Mutually agreed terms
 - ☐ Monetary benefits
 - ☐ Non-monetary benefits
 - ☐ Compliance
 - ☐ Compliance with domestic legislation or regulatory requirements
 - ☐ On access to genetic resources and benefit-sharing
 - ☐ On access to traditional knowledge associated with genetic resources and benefit-sharing
 - ☐ Non-compliance with domestic legislation or regulatory requirements

	☐ Monitoring the utilization of genetic resources ☐ Checkpoints ☐ Permits or their equivalent constituting an internationally recognized certificate of compliance ☐ Compliance with mutually agreed terms ☐ Global Multilateral Benefit-sharing Mechanism ☐ Access and Benefit-sharing Clearing-House ☐ Model contractual clauses ☐ Codes of conduct, guidelines, and best practices and or/standards ☐ Awareness-raising ☐ Transboundary cooperation ☐ Capacity-building ☐ Technology transfer, collaboration and cooperation ☐ Financial mechanism and resource mobilization ☐ Compliance with the Protocol ☐ National reports
☐	ABS legislative, administrative or policy measures
☐	ABS agreements
☐	Types of organisms
	☐ Plants ☐ Animals ☐ Microorganism ☐ Fungi ☐ Wild species ☐ Domestic species
☐	Area of access of the genetic resource
	☐ Agricultural areas ☐ Forest ☐ Inland waters ☐ Dry and sub-humid areas ☐ Marine and coastal areas ☐ Mountains ☐ Protected areas ☐ Islands ☐ Ex-situ collections ☐ Soil and/or water samples

	☐ Users of genetic resources ☐ Commercial purpose ☐ Agricultural sector ☐ Botanical and horticultural sector ☐ Food and beverage ☐ Industrial biotechnology, ☐ Personal care and cosmetics ☐ Pharmaceutical sector ☐ Non-commercial purposes ☐ Academic research ☐ Identification and taxonomy ☐ Intellectual property rights ☐ Relevant international agreements, instruments and organizations ☐ Relationship with other international instruments ☐ Antarctic Treaty System ☐ Food and Agriculture Organization ☐ Commission of Genetic Resources for Food and Agriculture ☐ International Treaty on Plant Genetic Resources for Food and Agriculture ☐ World Health Organization ☐ World Intellectual Property Organization ☐ World Trade Organization ☐ United Nations Convention on the Law of the Sea
Additional information	
18. Any other relevant information: ¹²	<Text entry> and/or <URL and website name> and/or <Attachment>
19. Notes: ¹³	<Text entry>

For offline submissions only:

¹² Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

¹³ The field “Notes” is for personal reference and can be seen only when the record is being edited.

This form should be should be completed and sent ***by e-mail*** to secretariat@cbd.int

or alternatively by

- Fax at +1 514 288-6588; or
- Postal mail to:

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