



CONVENTION ON BIOLOGICAL DIVERSITY

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COORDINATION MEETING FOR GOVERNMENTS AND ORGANIZATIONS IMPLEMENTING OR FUNDING BIOSAFETY CAPACITY-BUILDING ACTIVITIES

First meeting

Montreal, Canada, 26 to 27 January 2005

Annotations to the Provisional Agenda

INTRODUCTION

1. At its first meeting held 23-27 February 2004 in Kuala Lumpur, Malaysia, the Conference of the Parties serving as the meeting of Parties to the Protocol (COP-MOP), in its decision *BS-1/5*, adopted an Action Plan for Building Capacities for the Effective Implementation of the Cartagena Protocol on Biosafety. In the same decision, COP-MOP, emphasizing the need for a coordinated approach towards capacity-building at all levels, adopted a Coordination Mechanism to facilitate exchange of information with a view to promoting partnerships and maximizing complementarities and synergies between various capacity building initiatives.

2. The Coordination Mechanism comprises five main elements, including coordination meetings and workshops. The coordination meetings provide a forum where representatives of governments and organizations involved in biosafety capacity-building meet face-to-face and share information about their activities, including their geographical and sectoral coverage, work plans, experience and lessons learned, in order to foster synergies and partnerships. Coordination meetings would also provide a mechanism for participants to compare notes, identify overlaps among their activities and to discuss possible solutions for minimizing duplication of efforts and resources. Furthermore, such meetings would enable participants to learn from each other's experience, exchange of views and ideas on how to improve the delivery of capacity-building assistance to countries, and promote coordinated efforts to address country-defined needs and priorities.

3. This first coordination meeting for government agencies, organizations and donors implementing or funding biosafety-related capacity building projects, programmes and other initiatives will provide an initial opportunity for them to know each other, to share information on their on-going capacity-building activities and to explore options for enhancing their collaboration and networking in the implementation of the Action Plan. The meeting will also discuss briefly measures for enhancing the adequacy and effectiveness of funding for capacity-building in biosafety.

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ITEM 1. OPENING OF THE MEETING

4. The meeting will be opened by the Executive Secretary of the Convention on Biological Diversity, Mr. Hamdallah Zedan, at 9 a.m. on 26 January 2005. He will outline the objectives of the meeting and highlight the main issues proposed for discussion.

ITEM 2. ORGANIZATIONAL MATTERS

2.1 Election of Officers

5. The Meeting will be invited to elect its Chair and Rapporteur from among the participants.

2.2 Adoption of the agenda

6. The meeting will be invited to adopt its agenda on the basis of the provisional agenda presented in document UNEP/CBD/BS/CM-CB/1/1.

2.3 Organization of work

7. The meeting will be invited to consider the proposed organization of work as contained in Annex I below. The proposal is intended to provide for an opportunity to consider, in-depth, the main agenda items within the time frame available. The meeting will take up all the substantive agenda items in the plenary on the first day and may establish working groups, if necessary, to consider those that would require focused discussion.

8. The proposed organization of work provides for an opportunity for participants to raise any other relevant issues and suggestions to improve capacity-building efforts for the effective implementation of the Protocol.

ITEM 3. ISSUES FOR IN-DEPTH CONSIDERATION

9. The main issues to be considered in-depth are the following: draft progress report on implementation of the Coordination Mechanism; the capacity-building needs of countries and gaps in implementation of the Action Plan and possible measures for addressing them; and mechanisms for promoting networking and collaboration between different biosafety capacity-building initiatives.

3.1 Interim Report on Implementation of the Coordination Mechanism

10. Under this agenda item, the Secretariat will give an overview of the decisions of the Conference of the Parties serving as the meeting of the Parties to the Protocol regarding capacity-building and outline the activities undertaken by the Secretariat to facilitate implementation of the Coordination Mechanism. A brief interim progress report on implementation of the Coordination Mechanism will be made available as document UNEP/CBD/BS/CM-CB/1/2. The meeting will also hear a report by the Government of Switzerland on the outcomes of the Coordination Meeting of institutions offering biosafety-related training and education programs, which was held 4-6 October 2004 in Geneva, Switzerland. The meeting will be then invited to consider the two reports and provide comments.

3.2. *Draft Report on the Biosafety Capacity-Building Needs and Priorities of Countries, the Coverage and Gaps in Existing Biosafety Capacity-Building Initiatives and Measures to address the Needs and Gaps, including Options for Enhancing the Adequacy and Effectiveness of Financial Assistance*

11. Under this agenda item participants will consider the interim report on the capacity-building needs and priorities of developing countries and countries with economies in transition, the coverage of existing capacity-building initiatives and the gaps in the implementation of the Action Plan. The report will be contained in document UNEP/CBD/BS/CM-CB/1/3 prepared by the Executive Secretary on the basis of submissions by countries and relevant organizations to the Secretariat and the Biosafety Clearing-House as well as information obtained from relevant documents such as the draft National Biosafety Frameworks and workshop reports.

12. The meeting will be invited to consider the priority needs of countries and the gaps in implementation of the Action Plan and discuss possible measures for addressing them, including preliminary views on ways and means of enhancing the adequacy and effectiveness of financial assistance to developing countries and countries with economies in transition. The capacity-building Action Plan (section 3, paragraph 4(e)) stipulates the following as one of the processes/steps to be undertaken to facilitate its implementation: “Enhancing the effectiveness and adequacy of financial resources provided by multilateral, bilateral and other donors to provided to developing country Parties and Parties with economies in transition”.

13. Under this item, the meeting will also consider the experience and lessons learned through different capacity-building initiatives and make recommendations for improving the effectiveness of existing and future initiatives. Prior to the meeting participants would be invited to make brief submissions to the Secretariat regarding their ongoing and planned activities and potential opportunities for collaboration with other initiatives. A compilation of the information submitted by participants and a summary of the records already in the Biosafety Clearing-House projects database will be made available as an information document (UNEP/CBD/BS/CM-CB/1/INF/2).

3.3 *Mechanisms for promoting networking and collaboration between different biosafety capacity-building initiatives*

14. Under this item, the meeting will be invited to discuss possible mechanisms for facilitating ongoing collaboration, networking and coordination between Governments and organizations involved in biosafety capacity-building initiatives. The meeting will consider major areas of overlap and potential opportunities for collaboration between existing initiatives and propose strategies for minimising unnecessary duplication, optimising use of available information and lessons learned and for fostering ongoing collaboration. The meeting will also endeavour to identify organizations that are working on common thematic areas or elements of the Action Plan with the view to exploring the possibility of establishing ad hoc working groups on specific thematic areas (e.g. risk assessment or LMO identification), taking into account comparative advantages of the different institutions. The ad hoc working groups would enable relevant organizations to consult with each other on their activities, work plans or approaches and discuss ways of promoting common guiding principles and coherent methods and approaches, improving the delivery of activities under specific technical areas, and fostering effective collaboration.

15. Under this agenda item, the meeting will also discuss the operational modalities and issues related to the future coordination meetings, including: timing and duration of the meetings, the structure/organization of work during the meetings, mechanisms for setting the agenda, criteria for selection of participants, and other organization issues.

16. The meeting will also consider ways and means of operationalizing the Biosafety Capacity-Building Network, which was established in decision BS-I/5 as part of the Coordination Mechanism. The Network was established to provide a platform to facilitate regular interaction, communication and sharing of experience between governments, relevant organizations and donors involved in biosafety capacity-building. It is envisaged that the network would have a restricted website to allow exchange of views and information among members of the network through electronic means.

17. To facilitate discussions under this item, the meeting will have before it a note (UNEP/CBD/BS/CM-CB/1/4) prepared by the Executive Secretary.

ITEM 4. OTHER MATTERS

18. Under this item, the meeting may wish to consider any other matter of relevance raised by participants.

ITEM 5. CONCLUSION AND RECOMMENDATIONS

19. The meeting will be invited to formulate and adopt its conclusions and recommendations, which may be used by the Executive Secretary in preparing the necessary documentation for consideration by the COP/MOP.2.

ITEM 6. CLOSURE OF THE MEETING

20. It is expected that the meeting will be closed on 27 January 2005, at 1 p.m.

ANNEX I

PROVISIONAL ORGANIZATION OF WORK

	<i>Plenary</i>
<i>Wednesday</i> 26 January 2005 9.00 a.m. to 9.30 a.m.	<i>Agenda item:</i> 1. Opening of the meeting.
9.30 a.m. to 10.00 a.m.	<i>Agenda items:</i> 2. Organizational matters: 2.1. Election of Officers 2.2. Adoption of the agenda; 2.3. Organization of work.
10.30 a.m. to 1.00 p.m.	<i>Agenda items:</i> 3. Issues for in-depth consideration: 3.1 Interim report on Implementation of the Coordination Mechanism 3.2 Draft report on the priority needs of countries, the coverage and gaps in existing biosafety capacity-building initiatives and possible measures for addressing the needs and gaps, including options for enhancing the adequacy and effectiveness of financial assistance 3.3 Mechanisms for promoting networking and collaboration between different biosafety capacity-building initiatives
2.00 pm – 3.30 pm	<i>Agenda item 3 (Cont'd)</i>
3.4500 pm – 5.00 pm	<i>Agenda item 3 (Cont'd)</i> Group Discussions
<i>Thursday</i> 27 January 2005 9.00 a.m. to 10.30 a.m.	<i>Agenda item 3 (Cont'd)</i> Group Discussions
11.00 a.m. to 1.00 p.m.	<i>Agenda items:</i> 4. Other matters 5. Conclusions and recommendations 6. Closure of the meeting

Annex II

DOCUMENTS FOR THE COORDINATION MEETING FOR GOVERNMENTS AND ORGANIZATIONS IMPLEMENTING OR FUNDING BIOSAFETY CAPACITY-BUILDING ACTIVITIES

A. Working documents

<i>Symbol</i>	<i>Title</i>
UNEP/CBD/BS/CM-CB/1/1	Provisional agenda
UNEP/CBD/BS/CM-CB/1/1/Add.1	Annotations to the provisional agenda
UNEP/CBD/BS/CM-CB/1/2	Interim progress report on implementation of the Coordination Mechanis
UNEP/CBD/BS/CM-CB/1/3	Draft report on the priority needs of countries, the coverage and gaps in existing biosafety capacity-building initiatives and possible measures for addressing the needs and gaps, including options for enhancing the adequacy and effectiveness of financial assistance to developing countries and countries with economies in transition m
UNEP/CBD/BS/CM-CB/1/4	Mechanisms for facilitating ongoing collaboration and networking between existing capacity-building initiatives, including modalities for operationalization of the Biosafety Capacity-Building Network

B. Information documents

UNEP/CBD/BS/CM-CB/1/INF/1	COP/MOP decision BS-I/5 on capacity-building
UNEP/CBD/BS/CM-CB/1/INF/2	A compilation of existing biosafety capacity-building projects and other initiatives
UNEP/CBD/BS/CM-CB/1/INF/3	Report of the Coordination Meeting of institutions offering biosafety-related training and education programs, held 4-6 October 2004, Geneva, Switzerland
UNEP/CBD/BS/CM-CB/1/INF/4	Questionnaire (Common Format) prepared by the Secretariat to assist countries to submit information on their capacity-building needs and priorities
