



Convention on Biological Diversity

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SUBREGIONAL CAPACITY-BUILDING
WORKSHOP FOR SOUTH ASIA ON THE
CLEARING-HOUSE MECHANISM
Dehradun, India, 12-16 December 2011

ANNOTATIONS TO THE PROVISIONAL AGENDA

INTRODUCTION

1. The Conference of the Parties, in paragraph 2 (a) of decision X/15 on the clearing-house mechanism (CHM), encouraged Parties to continue to take the necessary steps to establish, strengthen, and ensure the sustainability of, national clearing-house mechanisms (CHM goal 2).
2. To contribute to this goal, the Executive Secretary, with the generous support of the Governments of Japan and Belgium, is organizing this subregional capacity-building workshop for South Asia on the clearing-house mechanism from 12 to 16 December 2011 in Dehradun, India, in collaboration with the Government of India and the South Asia Co-operative Environment Programme (SACEP).
3. The proposed organization of the workshop is provided in annex I and the list of documents in annex II. The meeting documents are available at www.cbd.int/doc/?meeting=CHM-CBW-2011-SA.

ITEM 1. OPENING OF THE WORKSHOP

4. The opening session will be held in conjunction with the Expert Group on Biodiversity for Poverty Eradication and Development, which is meeting in Dehradun from 12 to 14 December 2011. The joint opening ceremony will be held at 9 a.m. on Monday, 12 December 2011, at the venue of the meeting of the Expert Group on Biodiversity for Poverty Eradication and Development, where registration will start at 8.30 a.m. on the same day.
5. A representative of the host Government will open the meeting. Representatives of the host institution and the Secretariat of the Convention on Biological Diversity will make some opening statements.

ITEM 2. INTRODUCTION AND OBJECTIVES

6. Following self-introductions of participants and matters related to the organization of work, the provisional agenda will be submitted for adoption. The Secretariat will then give an overview of the

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objectives and expected outcomes of the workshop. The overall objective is to build capacity and provide guidance on how to establish and sustain effective national clearing-house mechanisms, in line with decision X/15 and in support of the national biodiversity strategies and action plans (NBSAPs). The workshop is also expected to contribute to the establishment of a regional clearing-house mechanism for SACEP member countries and to facilitate cooperation among them.

ITEM 3. THE CLEARING-HOUSE MECHANISM IN THE CONTEXT OF THE STRATEGIC PLAN FOR BIODIVERSITY 2011-2020 AND THE NATIONAL BIODIVERSITY STRATEGIES AND ACTION PLANS

7. Under this item, the Secretariat will present the vision of the clearing-house mechanism as envisaged in the Strategic Plan for Biodiversity 2011-2020. Links will be made between this vision and the corresponding mission, goals and objectives of the clearing-house mechanism for the period 2011-2020 as adopted in decision X/15.

8. Special attention will be devoted to CHM goal 2, which indicates that national clearing-house mechanisms are expected to provide effective information services to facilitate the implementation of the national biodiversity strategies and action plans. This part will, quite sensibly, introduce the next agenda item, on the outcomes of the workshop on national biodiversity strategies and action plans being held in Dehradun shortly before the present meeting.

ITEM 4. OUTCOMES FROM THE WORKSHOP ON NATIONAL BIODIVERSITY STRATEGIES AND ACTION PLANS (DEHRADUN, INDIA, 6-10 DECEMBER 2011)

9. The purpose of this item is to ensure that the participants are made aware of any major outcome arising from the workshop on national biodiversity strategies and action plans (NBSAPs) being held in Dehradun back-to-back with this workshop on the clearing-house mechanism. A representative of the Secretariat who will have attended the workshop on national biodiversity strategies and action plans will synthesize these outcomes and express his views on how national clearing-house mechanisms should be strengthened to support the implementation of national biodiversity strategies and action plans.

ITEM 5. SHARING INTERNATIONAL EXPERIENCES

10. The purpose of this item is to share two relevant international experiences that can contribute to the development of the clearing-house mechanism in South Asia:

(a) The experience of the Belgian CHM Partnership, which has been providing long-standing support to the development of national clearing-house mechanisms in Africa (to be presented by the Belgian CHM national focal point);

(b) The recent experience of the South Asia Co-operative Environment Programme (SACEP), which has plans to establish a regional clearing-house mechanism to support the South Asia region (to be presented by the representative of SACEP). (See UNEP/CBD/CHM/CBW/2011/SA/3.)

ITEM 6. SHARING NATIONAL EXPERIENCES

11. Under this item, each country will be given the opportunity to share its experience related to the development of a national clearing-house mechanism. The main purpose of this session is to enable other participants to have a good understanding of the situation and challenges in a particular national context.

12. The following structure has been suggested for the national presentations:
- (a) Some background about the national clearing-house mechanism;
 - (b) Summary of the main priorities in the national biodiversity strategy and action plan (NBSAP);
 - (c) Current vision of how the national clearing-house mechanism could be developed to support the implementation of the national biodiversity strategy and action plan (with existing resources, and with additional resources);
 - (d) An indication of the kind of support that would be desirable (from SACEP to enable regional cooperation, from the Secretariat of the Convention on Biological Diversity, and from other potential partners).
13. These presentations will be followed by an open group discussion to express further views and synthesize the information shared.

**ITEM 7. CLEARING-HOUSE MECHANISM GUIDANCE AND
WORK PROGRAMME**

14. The purpose of this item is to provide the participants with general guidance on the clearing-house mechanism and key elements of its work programme. The session will start with a presentation by the clearing-house mechanism programme officer of the Secretariat, followed by a group discussion to exchange views and collect feedback. (See UNEP/CBD/CHM/CBW/2011/SA/2.)

**ITEM 8. PRESENTATION OF NATIONAL CLEARING-HOUSE
MECHANISM STRATEGIES**

15. Some countries have taken steps towards the preparation of national clearing-house mechanism strategies. Under this item, the Belgian CHM national focal point will present some of these strategies to the participants who may find them useful for the preparation of their own national clearing-house mechanism strategy.

**ITEM 9. BEST PRACTICES AND TOOLS FOR NATIONAL
CLEARING-HOUSE MECHANISM WEBSITES**

16. Over the years, establishing and maintaining websites has evolved into a multidisciplinary process covering many aspects such as information and communication technology (ICT), graphical design, project management and content management. In parallel, numerous guides and tools have emerged to facilitate this process. Under this item, the CBD website officer will present an overview of some best practices and tools commonly used to establish and maintain websites.

ITEM 10. THE EUROPEAN CLEARING-HOUSE MECHANISM TOOLKIT

17. The European Clearing-House Mechanism has developed a toolkit to facilitate the establishment of national clearing-house mechanism websites. This toolkit is being used by most European and African clearing-house mechanism websites. Under this item, the Belgian CHM national focal point will introduce this toolkit and its features to the workshop participants.

ITEM 11. THE CLEARING-HOUSE MECHANISM AND THE IMPLEMENTATION OF NATIONAL BIODIVERSITY STRATEGIES AND ACTION PLANS

18. The purpose of this item is to analyse which information services could potentially facilitate the implementation of national biodiversity strategies and action plans. The first half of this item is likely to take the form of a brainstorming session during which ideas and suggestions are welcome. The second half would then attempt to group these by effectiveness and feasibility taking into account available capacity and resources.

ITEM 12. RECOMMENDATIONS FOR NATIONAL CLEARING-HOUSE MECHANISMS

19. This item will consist of a general group discussion to compile potential recommendations that may have arisen from previous agenda items. These recommendations are expected to focus primarily on the process of establishing effective and sustainable clearing-house mechanisms in South Asia.

20. The compilation process should consider the specificity of each country, for instance by using a table indicating which potential recommendation applies to which country.

ITEM 13. HANDS-ON TRAINING

21. The hands-on training is a major component of this capacity-building workshop. Its purpose is to enable the participants of the workshop to make use of the European Clearing-House Mechanism toolkit for establishing their national clearing-house mechanism websites. This toolkit is being used by most European and African clearing-house mechanism websites, and support for its maintenance and enhancement is provided by the European Clearing-House Mechanism. This training session will be conducted by the Belgian CHM national focal point.

22. The training is computer-based and it is expected that each participating country will have at least one laptop. The training will include the following modules:

- (a) Introduction;
- (b) The training website;
- (c) Configuration of the content management system (CMS);
- (d) User account management;
- (e) File management;
- (f) Content management;
- (g) General review.

23. While this session is technical, it also has a strategic importance because it allows the participant to have a deep understanding of the features and potential of the toolkit, so as to assess its suitability for a particular country.

ITEM 14. STRATEGIC AND TECHNICAL WORKING GROUP SESSIONS

24. This agenda item consists of two break-out group sessions, as follows:

(a) A strategic break-out group (Group 1) - This group will deal with strategic aspects of a national clearing-house mechanism, particularly its effectiveness as a supporting mechanism for implementing a national biodiversity strategy and action plan;

(b) A technical break-out group (Group 2) - This group will deal with issues related to the technical implementation of a clearing-house mechanism website, such as those typically addressed by a webmaster.

25. Each group is expected to draft its set of recommendations. These recommendations will then be shared in a plenary working group discussion to form the basis of the draft recommendations to be finalized and adopted during the next agenda item.

ITEM 15. FINALIZATION AND ADOPTION OF RECOMMENDATIONS

26. Under this item, participants will look at key points that have emerged from the various working sessions of the workshop and synthesize them into a list of recommendations. These recommendations will be taken into account in the elaboration of the work programme for the clearing-house mechanism.

27. Prior to the closure, participants will be invited to discuss the results of the workshop in relation to their expectations. Any feedback provided will be used to improve the planning and organization of subsequent workshops.

ITEM 16. CLOSURE OF THE MEETING

28. There will be a closing ceremony starting at 4.30 p.m. on Friday, 16 December 2011, and the workshop is expected to close at approximately 5 p.m.

*Annex I***PROPOSED ORGANIZATION OF WORK FOR THE WORKSHOP**

Note: this annex will be updated when information is made available on items to be confirmed.

<i>Monday 12 December</i>	
8.30 a.m. - 9 a.m.	<i>Welcome and registration</i>
9 a.m. – 10 a.m.	1. Opening of the meeting Joint opening with the Expert Group on Biodiversity for Poverty Eradication and Development
10 a.m. - 10.15 a.m.	<i>Coffee break</i>
10.15 a.m. - 10.30 a.m.	2. Introduction and objectives
10.30 a.m. – 11 a.m.	3. The clearing-house mechanism in the context of the Strategic Plan for Biodiversity 2011-2020 and the national biodiversity strategies and action plans
11 a.m. - 11.30 a.m.	4. Outcomes from the workshop on national biodiversity strategies and action plans (Dehradun, India, 6-10 December 2011)
11.30 a.m. – 12 noon	5. Sharing international experiences - The Belgian CHM Partnership
12 noon – 1.30 p.m.	<i>Lunch break</i>
1.30 p.m. – 2 p.m.	- Role of the South Asia Co-operative Environment Programme (SACEP) as a regional clearing-house mechanism
2 p.m. – 3 p.m.	6. Sharing national experiences - National presentations
3 p.m. – 3.15 p.m.	<i>Coffee break</i>
3.15 p.m. – 4.30 p.m.	- National presentations (<i>continued</i>)
4.30 p.m. – 5 p.m.	- Discussion and synthesis (<i>group discussion</i>)
(To be confirmed)	<i>Reception</i>
<i>Tuesday 13 December</i>	
8 a.m. – 9 a.m.	7. Clearing-house mechanism guidance and work programme
9 a.m. – 10 a.m.	8. Presentation of national clearing-house mechanism strategies
10 a.m. - 10.15 a.m.	<i>Coffee break</i>
10.15 a.m. – 11 a.m.	9. Best practices and tools for national clearing-house mechanism websites
11 a.m. – 12 noon	10. The European Clearing-House Mechanism toolkit

12 noon - 1.30 p.m.	<i>Lunch break</i>
1.30 p.m. – 3 p.m.	11. The clearing-house mechanism and the implementation of national biodiversity strategies and action plans
3 p.m. – 3.15 p.m.	<i>Coffee break</i>
3.15 p.m. – 5 p.m.	12. Recommendations for national clearing-house mechanisms (<i>group discussion</i>)
<i>Wednesday 14 December</i>	
8 a.m. – 9 a.m.	13. Hands-on training - Introduction to the training
9 a.m. – 9.30 a.m.	- The training website
9.30 a.m. – 10 a.m.	- Configuration of the content management system
10 a.m. - 10.15 a.m.	<i>Coffee break</i>
10.15 a.m. – 11 a.m.	- User account management
11 a.m. – 12 noon	- File management
12 noon - 1.30 p.m.	<i>Lunch break</i>
1.30 p.m. – 3 p.m.	- Content management
3 p.m. – 3.15 p.m.	<i>Coffee break</i>
3.15 p.m. – 5 p.m.	- Content management (<i>continued</i>)
<i>Thursday 15 December</i>	
(To be confirmed)	Field Trip
<i>Friday 16 December</i>	
8 a.m. – 10 a.m.	13. Hands-on training (<i>continued</i>) - General review
10 a.m. - 10.15 a.m.	<i>Coffee break</i>
10.15 a.m. – 12 noon	14. Strategic and technical working group sessions - Break-out group 1 - Strategic group - Break-out group 2 - Technical group
12 noon. – 1.30 p.m.	<i>Lunch break</i>
1.30 p.m. – 3 p.m.	- Working group synthesis
3 p.m. – 3.15 p.m.	<i>Coffee break</i>
3.15 p.m. – 4.30 p.m.	15. Finalization and adoption of recommendations
4.30 p.m. – 5 p.m.	16. Closure
(To be confirmed)	<i>Cocktail</i>

Annex II

DOCUMENTATION

<i>Document symbol</i>	<i>Title</i>
UNEP/CBD/CHM/CBW/2011/SA/1	Provisional agenda
UNEP/CBD/CHM/CBW/2011/SA/1/Add.1	Annotations to the provisional agenda
UNEP/CBD/CHM/CBW/2011/SA/2	Elements for the programme of work on the clearing-house mechanism
UNEP/CBD/CHM/CBW/2011/SA/3	Background note on the proposal by the South Asia Co-operative Environment Programme to establish a regional clearing-house mechanism in South Asia
	Information note for participants
