



Convention on Biological Diversity

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REGIONAL WORKSHOP FOR THE CARIBBEAN COUNTRIES ON THE CLEARING-HOUSE MECHANISM

Gros Islet, Saint Lucia, 16-20 September 2013

ANNOTATIONS TO THE PROVISIONAL AGENDA

BACKGROUND

1. In paragraph 2(a) of decision X/15 on the clearing-house mechanism (CHM), the Conference of the Parties (COP) encourages Parties to continue to take the necessary steps to establish, strengthen, and ensure the sustainability of, national clearing-house mechanisms in order for them provide effective information services to facilitate the implementation of the national biodiversity strategies and action plans (NBSAPs), as specified in goal 2 of that decision.
2. In its decision X/10, The Conference of the Parties requested Parties to submit their fifth national report by 31 March 2014 and also requested the Executive Secretary to facilitate the provision of support to developing countries, in particular least developed countries and small islands developing states, for the preparation of the fifth national reports.
3. Furthermore, in paragraph 11(c) of decision XI/2, Parties were called on to share, through national clearing-house mechanisms or other relevant mechanisms, information on results from the monitoring of progress towards the Aichi Biodiversity Targets and on projects funded under Articles 20 and 21 of the Convention.
4. In response to these decisions, the Secretariat of the Convention on Biological Diversity, with the generous support of the Governments of Japan and Saint Lucia, is organizing the two following workshops to be held in parallel from 16 to 20 September 2013 in Gros Islet, St. Lucia, as announced in notification SCBD/SAM/RH/LC/GT/82022 (2013-051) issued on 25 June 2013:¹
 - (a) Regional Workshop for the Caribbean Countries on the Preparation of the Fifth National Report;
 - (b) Regional Workshop for the Caribbean Countries on the Clearing-House Mechanism.

¹ See document www.cbd.int/doc/notifications/2013/ntf-2013-051-nr5-chm-en.pdf at www.cbd.int/notifications.

5. The purpose of these workshops is to strengthen capacities of the countries in the region for preparing their fifth national reports and developing their national clearing-house mechanisms. Joint sessions will be organized for topics of interest to both workshops. Both workshops will be held in English.
6. The present annotations refer to the workshop on the clearing-house mechanism. Annex I contains the list of documents which are available at www.cbd.int/doc/?meeting=CHM-RW-2013-CAR. The proposed organization of work is provided in annex II with an indication of the joint sessions.
7. The Secretariat has issued an information note for participants containing details of logistical arrangements including information on travel, visa requirements, accommodation and other matters for the Workshop.
8. Registration of participants will be done on arrival of each participant at the venue of the Workshop.

ITEM 1. OPENING OF THE WORKSHOP

9. The opening session will be held in conjunction with the Regional Workshop for the Caribbean Countries on the Preparation of the Fifth National Report. The joint opening ceremony will be held at 9 a.m. on Monday 16 September 2013. Representatives of the host government and of the Secretariat of Convention on Biological Diversity are expected to make opening statements.

ITEM 2. OBJECTIVES AND PROGRAMME OF THE WORKSHOP

10. This item will be held jointly by the two workshops. The Secretariat of the Convention on Biological Diversity 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 (NBSAPs). For each active participating country, the main expected results at the end of the workshop are:
 - (a) A strategic vision for the future of its national clearing-house mechanism which could be integrated into the revised national biodiversity strategies and action plans;
 - (b) A sound roadmap for the establishment or further development of its national clearing-house mechanisms;
12. The workshop will also be an opportunity to discuss the links between between the national planning and reporting processes and the clearing-house mechanism, and to share national experiences on these topics with a view to learning how to improve national implementation.

ITEM 3. LINKS BETWEEN THE NATIONAL PLANNING AND REPORTING PROCESSES AND THE CLEARING-HOUSE MECHANISM

13. This item encompasses the substantive topics from the workshop on national reporting which are relevant to the workshop on the clearing-house mechanism. Joint sessions will be scheduled for these topics of interest to both workshops. For topics that will be covered in depth by the workshop on national reporting, such as the preparation of the fifth national report, the joint sessions will be limited to the introductory elements.

14. The joint sessions will be scheduled as shown in annex II. To attend them, the participants in the workshop on the clearing-house mechanism will temporarily move to the main meeting room used by the participants of the workshop on national reporting. The final schedule of the joint sessions will depend on any adjustment made for the workshop on national report.

15. The next sections provide a brief description of the topics of the joint sessions. Further details can be found in the documents of the workshop on national reporting which are available online at www.cbd.int/doc/?meeting=RW5NR-CAR-01.

(a) Overview of the updating of national biodiversity strategies and action plans

16. During this session, countries will be invited to share the status of updating their national biodiversity strategies and action plans (NBSAPs), and show the links with the preparation process of the fifth national report considering that both processes are mutually supportive. Participants will also have chances to share the extent to which they are involved in the development or updating of national biodiversity strategies and action plans and the preparation of national reports.

(b) Experiences and lessons learned from the preparation of the fourth national report

17. During this session, the Secretariat will provide an overview of the experiences and lessons learned from the fourth round of national reporting under the Convention, focusing on factors that contribute to a high rate of submissions as well as lessons learned in terms of the process and the content of the fourth national reports received.

18. Participating countries will be invited to share their experiences and lessons learned in the preparation of the fourth national reporting.

(c) Preparation of the fourth edition of the Global Biodiversity Outlook

19. During this session, the Secretariat will highlight information needed for the fourth edition of the Global Biodiversity Outlook (GBO 4) and opportunities to contribute relevant information through the fifth national reports and other means, recalling decision XI/3 that encourages countries to submit information and/or cases that could be used in GBO 4.

(d) Preparation of the fifth national report

20. This topic will be split into several short joint sessions in order to allow the participants to attend the introductory presentations on each of the following major parts of the fifth national report:

(a) Part I: Assessing the status and trends of, and threats to, biodiversity and implications for human well-being;

(b) Part II: Implementation of national biodiversity strategies and action plans and mainstreaming of biodiversity;

(c) Part III: Assessing progress towards the 2020 biodiversity targets and relevant targets of the Millennium Development Goals (MDGs).

(e) Use of indicators for monitoring and reporting

21. During this session, the Secretariat will introduce decision XI/3 on “Monitoring progress in implementation of the Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets” and report on developments taking place through the work of the Biodiversity Indicators Partnership.

22. This will be followed by a discussion on the use of indicators for assessment of the status and trends of biodiversity, and measuring progress in the implementation of NBSAPs and the Strategic Plan for Biodiversity 2011-2020 as well as on the role of national clearing-house mechanisms in providing a repository of relevant data and information.

ITEM 4. WORK PROGRAMME OF THE CLEARING-HOUSE MECHANISM

23. Under this item, the Secretariat will present relevant elements of the proposed work programme of the clearing-house mechanism in support of the Strategic Plan for Biodiversity 2011-2020 (UNEP/CBD/COP/11/31).

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

ITEM 5. EXPERIENCES OF NATIONAL CLEARING-HOUSE MECHANISMS

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

26. The following structure is being suggested for the national presentations:

- (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.

27. Each presentation has an expected duration of 10-15 minutes and will be followed by a brief discussion to answer any questions.

ITEM 6. GUIDANCE FOR NATIONAL CLEARING-HOUSE MECHANISMS

28. The purpose of this item is to provide the participants with guidance for further developing their national clearing-house mechanisms. This item will start with a presentation by the Secretariat, followed by a discussion to exchange views and collect feedback.

29. The focus will be on the following topics 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 describe the typical information services that a national clearing-house mechanism can provide to support the NBSAP implementation process;

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

ITEM 7 STRATEGIC VISION AND ROADMAP FOR NATIONAL CLEARING-HOUSE MECHANISMS

30. Under this item, each participant will draft a strategic vision and roadmap for developing their national clearing-house mechanism.

31. The purpose of the strategic vision is to strengthen the two-way relationship between national biodiversity strategies and action plans and the 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 plans (CHM goal 2);

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

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

33. The roadmap 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 development of its national clearing-house mechanisms.

34. To get further background, participants are invited to read the information document entitled “Extracts from the national strategy and action plan for the clearing-house mechanism of Burundi” (UNEP/CBD/CHM/RW/2013/CAR/INF/1) which provides some relevant information on how a developing country has strategically planned the development of its national clearing-house mechanism. They may also wish to consult the national information provided by the participants of the recent Regional workshop for Latin America on the Clearing-house Mechanism which is available online at www.cbd.int/doc/?meeting=CHM-RW-2013-LA.

ITEM 8 PENDING MATTERS

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

ITEM 9. SYNTHESIS AND REPORT OF THE WORKSHOP

36. The purpose of this item is to recap what was achieved during the workshop and to identify which items will require some follow-up. The participants will briefly present the results of their work which is expected to include their strategic vision and roadmap 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.

37. 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

38. This joint session is expected to include concluding presentations from each workshop. Both workshops are expected to close at 5 p.m. on Friday, 20 September 2013, with closing remarks by representatives of the host Government and the Secretariat.

Annex I

LIST OF DOCUMENTS

<i>Document symbol</i>	<i>Title</i>
UNEP/CBD/CHM/RW/2013/CAR/1	Provisional agenda
UNEP/CBD/CHM/RW/2013/CAR/1/Add.1	Annotations to the provisional agenda
UNEP/CBD/CHM/RW/2013/CAR/2	Report of the workshop
UNEP/CBD/COP/11/31	Proposed work programme for the clearing-house mechanism in support of the Strategic Plan for Biodiversity 2011-2020
UNEP/CBD/CHM/RW/2013/CAR/INF/1	Extracts from the national strategy and action plan for the clearing-house mechanism of Burundi
	Information note for participants

*Annex II***PROPOSED ORGANIZATION OF WORK****Regional Workshop for the Caribbean Countries on the Clearing-house Mechanism (CHM)**

Gros Islet, Saint Lucia, 16-20 September 2013

	Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m. 10.30 a.m.	1. Opening 2. Objectives and programme	3(d) Preparation of the 5th NR 4. Work programme of the CHM	3(d) Preparation of the 5th NR 6. Guidance for National CHM	7. Strategic vision and roadmap for national CHM 3(e) Use of indicators	8. Pending matters
11 a.m. 12.30 p.m.	3. Links between the national planning and reporting processes and the CHM 3(a) Updating NBSAP	5. Experiences of national CHM	6. Guidance for National CHM	7. Strategic vision and roadmap for national CHM	9. Synthesis and report of the workshop
2 p.m. 3.30 p.m.	3(b) Experiences from the 4th NR	3(d) Preparation of the 5th NR 5. Experiences of national CHM	<i>Field Trip</i>	7. Strategic vision and roadmap for national CHM	10. Closure
4 p.m. 5.30 p.m.	3(c) Preparation of GBO 4	5. Experiences of national CHM	<i>Field Trip</i>	7. Strategic vision and roadmap for national CHM	

Note: Agenda items in **bold** are held jointly with the Regional Workshop for the Caribbean Countries on the Preparation of the Fifth National Report
