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

Gros Islet, Saint Lucia, 16-20 September 2013

## REPORT OF THE WORKSHOP

### I. INTRODUCTION

1. In paragraph 2 (a) of decision X/15 on the clearing-house mechanism (CHM), the Conference of the Parties 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 in the annex to 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 the least developed countries and small island 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 financial support from the Government of Japan and the collaboration of the Government of Saint Lucia, organized the two following workshops, held in parallel from 16 to 20 September 2013 in Gros Islet, Saint Lucia, as announced in notification SCBD/SAM/RH/LC/GT/82022 (2013-051) issued on 25 June 2013:<sup>1</sup>

(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.

<sup>1</sup> See document [www.cbd.int/doc/notifications/2013/ntf-2013-051-nr5-chm-en.pdf](http://www.cbd.int/doc/notifications/2013/ntf-2013-051-nr5-chm-en.pdf) at [www.cbd.int/notifications](http://www.cbd.int/notifications).

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5. The purpose of these workshops was to strengthen capacities of the countries in the region for preparing their fifth national reports and developing their national clearing-house mechanisms. Joint sessions were scheduled for topics of interest to both workshops. Both workshops were held in English.

6. Henceforth in this document, the word “workshop” is used to refer to the Regional Workshop for the Caribbean Countries on the Clearing-House Mechanism. This workshop was attended by 17 participants representing 11 countries in the Caribbean region: Antigua and Barbuda, Bahamas, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, and Trinidad and Tobago. The list of participants is available in annex I below.

7. The next section (section II) describes the workshop according to its provisional agenda (UNEP/CBD/CHM/RW/2013/CAR/1). Additional information on the workshop is provided in the following annexes:

- (a) Annex I: List of participants;
- (b) Annex II: Overview of the workshop organization;
- (c) Annex III: List of national clearing-house mechanisms in the Caribbean;
- (d) Annex IV: Follow-up recommendations;
- (e) Annex V: Results of the workshop assessment questionnaire.

8. The documentation of the workshop is available online at [www.cbd.int/doc/?meeting=chm-rw-2013-car](http://www.cbd.int/doc/?meeting=chm-rw-2013-car). This documentation includes the presentations made during the workshop as well as the information provided by participating countries.

## **II. DESCRIPTION OF THE WORKSHOP**

### **ITEM 1. OPENING OF THE WORKSHOP**

9. The joint opening ceremony for the two workshops started at 9 a.m. on Monday 16 September 2013. Registration took place before the opening.

10. The workshops were opened by Mr. James Fletcher, Senator and Minister for Public Service, Sustainable Development, Energy, Science and Technology of the Government of Saint Lucia. He began by welcoming all participants and thanking the Government of Japan and the Secretariat of the Convention on Biological Diversity. He said that the region had rich endemic biodiversity, and he elaborated on the values of biodiversity for economic development and human well-being. He explained that the conservation of the natural wealth of the region must be viewed not as a cost or a limitation, but as the region’s main competitive advantage because conservation efforts had the potential for creating a new development paradigm based on environmental integrity, human health and social equality. He mentioned a number of regional initiatives and treaties related to biodiversity. He stressed the importance of national reporting for reviewing progress in the implementation of the Strategic Plan for Biodiversity 2011-2020 and its Aichi Biodiversity Targets. He also emphasized the importance of knowledge and information sharing through the clearing-house mechanism and its role in facilitating the preparation and dissemination of national reports.

11. Ms. Valerie Leon, Deputy Permanent Secretary of the same Ministry, also made welcoming remarks and presented a vote of thanks. She thanked the Secretariat of the Convention, the Government of Japan, the Honourable Minister, all participants as well as all relevant organizations, institutions and individuals who contributed to the organization of these workshops.

12. During the opening ceremony, Major Jonathan Kellman chaired a prayer for biodiversity and human beings, calling upon people to cherish natural assets. A team of young people from Youth on Fire made a cultural presentation on biodiversity to show that plants and animals were essential for human health and well being, and that people must recognize this and protect biodiversity.

13. Mr. Olivier de Munck, Programme Officer for the clearing-house mechanism at the Secretariat of the Convention, delivered an opening statement on behalf of the Executive Secretary of the Convention, Mr. Braulio Ferreira de Souza Dias. In his remarks, he noted that the workshop on national reporting complemented and built upon the series of capacity-building workshops on national biodiversity strategies and actions plans (NBSAPs), on indicators for the Strategic Plan for Biodiversity 2011-2020 and on synergies between conventions. He mentioned that the mid-term review of the Strategic Plan and progress towards the achievement of the Aichi Biodiversity Targets would be undertaken at the twelfth meeting of the Conference of the Parties in October 2014 in Pyeongchang, Republic of Korea. He stressed the importance of having a meaningful number of fifth national reports by the submission deadline because the fourth edition of the Global Biodiversity Outlook (GBO-4) would draw on information from the fifth national reports and other sources. Then he emphasized the linkages between the clearing-house mechanism (CHM) and national reporting, and he explained the benefits of holding the two present workshops in parallel. He noted that the Caribbean region was a biodiversity-rich area and that this biodiversity was essential for the well-being of the region. He highlighted that many Parties in the region had limited resources with which to address the biodiversity challenges they were facing, and encouraged participants to seek ways of learning from each other, to share experiences and to collaborate to tackle to joint challenges. He also noted the availability of many tools and initiatives, in particular the Caribbean Challenge Initiative (CCI), to assist Parties in fulfilling the objectives of the Convention and to implement the Strategic Plan for Biodiversity 2011-2020. He concluded by looking forward to receiving the fifth national reports in time and to seeing improved national clearing-house mechanisms, and by reiterating the Secretariat's readiness to assist Parties.

14. Following the introductory remarks and a quick round of introductions, participants were asked to consider three questions:

- (a) How directly involved are you in the preparation of your country's fifth national report?
- (b) At what stage is your country in the process of NBSAP development/revision and the preparation of the fifth national report?
- (c) At what stage of development is your national clearing-house mechanism?

15. The above exercise and the subsequent discussion showed that most participants were directly involved in the preparation of their countries' fifth national report, although one or two participants were relatively new to the process. With regards to NBSAPs, most countries had processes under way to revise and/or update them, with a few exceptions. With regards to the fifth national report, most countries had not initiated their preparation process, but two had done so. As for the CHM, most countries did not have an operational national CHM, but a few countries were considering establishing one.

## **ITEM 2. OBJECTIVES AND PROGRAMME OF THE WORKSHOP**

16. This item was held jointly by the two workshops. Mr. Lijie Cai, the Programme Officer for national reports at the Secretariat of the Convention, provided an overview of the workshop on the preparation of the fifth national report, its anticipated outcomes and the working methods that would be used. In his remarks, he indicated that the national reporting process was closely linked to the process of developing and revising NBSAPs. He also emphasized the importance of the fifth national reports for the mid-term review of progress towards the Strategic Plan for Biodiversity 2011-2020 and for the preparation of the fourth edition of the Global Biodiversity Outlook (GBO-4).

17. Mr. Olivier de Munck then gave an introductory presentation on the clearing-house mechanism and on its links with the national planning and reporting processes. He referred to paragraph 22 of the Strategic Plan envisioning the establishment of a biodiversity knowledge network in which the central clearing-house mechanism was complemented in each country by national clearing-house mechanisms. He described the supporting role of the CHM as an information exchange platform contributing to planning, implementation and reporting. He stressed that the strategic vision of the national CHM should be defined at the level of the NBSAP, and explained that an operational national CHM could support the reporting process by facilitating the exchange of views, by disseminating the report and its key findings, and by providing relevant up-to-date information after the publication of the report.

18. The last part of the presentation focused on the objectives and programme of the CHM workshop. The overall objective of the workshop was 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 participating country, the main results expected at the end of the workshop were as follows:

(a) A strategic vision for the future of the country's national clearing-house mechanism which could be integrated into the revised national biodiversity strategy and action plan; and

(b) A realistic roadmap for the establishment or further development of the country's national clearing-house mechanism.

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

19. This item was held jointly by the two workshops and was split into several sessions, scheduled as shown in annex II. The presentations given under item 2 above provided the participants with a general overview. This overview was complemented by the specific sessions on the following topics:

- (a) Overview of the updating of national biodiversity strategies and action plans;
- (b) Experiences and lessons learned from the preparation of the fourth national report;
- (c) Preparation of the fourth edition of the Global Biodiversity Outlook;
- (d) Preparation of the fifth national report;
- (e) Use of indicators for monitoring and reporting.

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

20. Mr. Lijie Cai presented an update of the status of revision and development of NBSAPs. He also highlighted a number of tools and resources to help Parties prepare their national reports and to revise their national biodiversity strategies and action plans, such as the NBSAP Forum.

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

21. Mr. Lijie Cai provided an overview of the experiences and lessons learned from the fourth round of national reporting under the Convention, focusing on the factors that contributed to the high rate of submissions. Among the factors that contributed to this high were strong political will, changes in the reporting format, the development of supporting materials and tools, capacity development workshops, more frequent communication with Parties and the greater availability of biodiversity monitoring programmes and assessments.

22. However, he also noted that challenges still remained, particularly related to the timely submission of the reports. For the fourth national reports, only 26 reports had been received by the deadline. If a similar situation were to occur with the fifth national reports, this would create challenges for the preparation of the fourth edition of the Global Biodiversity Outlook as well as for the mid-term assessment of progress towards the Strategic Plan for Biodiversity 2011-2020 to be undertaken by the Conference of the Parties at its twelfth meeting in October 2014.

23. Lessons learned from the previous round of reporting were also discussed, including the need to start the preparation well before the deadline, the need for more stakeholder involvement, and the need to use different sources of data and information. The following comments were made after the main presentation:

(a) Ms. Anita James from Saint Lucia noted that the low use of indicators in the preparation of the fourth national report was related to limited capacities in development and use of indicators;

(b) Mr. Jerome Smith from Jamaica informed that in his country, use of some data and information had to be obtained on a commercial basis from relevant organizations and institutions. Financial support to the preparation of the fifth national report should therefore take this into account.

24. Two participants then gave presentations on their countries' experiences in preparing their fourth national reports:

(a) Ms. Candace Lockhart from the Bahamas introduced her country's experiences and lessons learned from the preparation of the fourth national report. She said that Bahamas involved various stakeholders and used various means such as interviews, questionnaires and national workshops to solicit inputs. She also mentioned key challenges encountered in the preparatory process (e.g., lack of a monitoring system for biodiversity, assessments primarily based on experts' and practitioners' information, lack of comprehensive databases and information networks, inadequate technical resources and capacities, and lack of inter-agency communication). However she noted that the implementation of the Convention in her country did generate some positive impacts, such as promoting institutional arrangements (e.g., a Biodiversity Committee), attracting international funding, improving national policies and legislations, and raising public awareness on biodiversity issues.

(b) Mr. Darshanjit Narang from Trinidad and Tobago also shared the lessons learned from the preparation of the fourth national report. He highlighted the challenges that were encountered, such as inadequate funding and delays in receiving the funds, limited capacities of consultants and government institutions, coordination issues between consultants and project management teams, and difficulties in understanding the reporting requirements and in synergizing reporting to different conventions.

25. After the national presentations, Ms. Therese Yarde from the Caribbean Community (CARICOM) Secretariat gave a presentation on the Caribbean Harmonised Reporting Template (CHaRT) which aims to enhance capacities of Caribbean countries to implement and comply with reporting requirements arising from multilateral environmental agreements (MEAs). She encouraged the Caribbean countries to use/pilot test the CHaRT in the preparation of the fifth national report and to provide feedback and comments to the CARICOM Secretariat.

26. Mr. Lijie Cai provided additional information concerning harmonization of national reporting at global level, highlighting that progress in this regard had been slow due to the differences in focuses and priorities, information needs and governance of each convention. He noted that the Caribbean countries could use CHaRT to collect information for preparing CBD national reports because the CHaRT questions covered information needed for the fifth national report. He also indicated that providing countries with more support to establish monitoring systems at various levels would improve reporting.

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

27. Mr. Lijie Cai provided an overview of the production plan for the fourth edition of the Global Biodiversity Outlook (GBO-4). He noted that the GBO was the flagship publication of the Convention and that its fourth edition would provide a mid-term assessment of progress towards the implementation of the Strategic Plan for Biodiversity 2011-2020 and its Aichi Biodiversity Targets. He reiterated that it was important that the fifth national reports be submitted by the deadline because they should be the main information source for GBO-4. He reminded participants that one of the main weaknesses of GBO-3 was its limited amount of national information. He also emphasized that there were a number of ways for Parties to participate in the preparation of GBO-4, including by providing advance drafts of their fifth national reports and other assessments, by providing case studies, and by participating in the peer-review process of the GBO-4 drafts. He therefore urged participants to provide such advance drafts, case studies and other related information as early as possible.

(d) *Preparation of the fifth national report*

28. This topic was split into four joint sessions which allowed the participants to attend the presentations that Mr. Lijie Cai gave on the following important sections 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);

(d) Executive summary.

29. The presentation given during the first joint session provided suggestions for Part I of the fifth national report. The content of this part should focus on why biodiversity was important for the country, what major changes to the status and trends of biodiversity had taken place since the last national report, the main threats to biodiversity, the impacts of any changes to human well-being, and possible future changes. The use of a variety of information sources was encouraged (e.g., indicators, expert assessments, graphs and maps). This part should also provide an analysis of the changing conditions of biodiversity and its implications for human well-being rather than only describing its status.

30. The presentation given during the second joint session provided suggestions for Part II of the fifth national report. The content of this part should report on all the actions taken to implement the Strategic Plan and not only on the implementation of the NBSAP. It was also suggested to report on the implementation of the current NBSAP as well as on progress in developing a new one. As with Part I, it was recommended to include more analysis than description, particularly on the effectiveness of the actions which had been taken. It was also suggested to include information on any national biodiversity targets which had been set, and on the effectiveness of biodiversity mainstreaming. Case studies should also be incorporated where possible.

31. The presentation given during the third joint session provided suggestions for Part III of the fifth national report. The content of this part should focus on assessing progress towards the Aichi Biodiversity Targets and the relevant Millennium Development Goals (MDGs). This assessment should draw on, and build from, the information contained in the previous two parts of the report.

32. The presentation given during the fourth joint session provided suggestions for the executive summary. It was emphasized that this summary was often the most frequently read section of the report. As such, it should contain the main messages, the necessary background and the major conclusions of the report. While the executive summary should remain concise, it should provide the reader with an overall sense of the complete report. It should not be an outline of or an introduction to the report. The executive summary could serve as a basis for additional communication or outreach materials.

*(e) Use of indicators for monitoring and reporting*

33. Mr. Lijie Cai provided an overview of indicators related to monitoring, assessments and reporting. He noted that indicators were useful for tracking and monitoring progress, guiding policy development, highlighting those areas where action was needed and communicating with stakeholders. He however pointed out that while an indicator may provide information on a number of issues, a single indicator would never provide a complete picture. Therefore, additional explanations and interpretations of the information were important to avoid misconceptions. He also pointed out that indicators could be divided into two categories: quantitative (numerical) and qualitative (based on expert opinion), and that both types of indicators could be used in the national reports.

34. Following this overview, the relevant decisions of the Conference of the Parties on indicators were presented. In particular, the indicator framework contained in decision XI/3 and the indicators database developed by the Secretariat were highlighted. When concluding his presentation, Mr. Lijie Cai provided information on the Biodiversity Indicators Partnership (BIP). He indicated that this partnership had developed a range of tools and information on national indicator development and that it had been running a series of indicators workshops in support of the Strategic Plan for Biodiversity 2011-2020. He also encouraged participants to use indicators whenever possible even if these indicators were not perfect.

#### **ITEM 4. WORK PROGRAMME OF THE CLEARING-HOUSE MECHANISM**

35. Under this item, Mr. Olivier de Munck presented the relevant elements of the proposed work programme for the clearing-house mechanism in support of the Strategic Plan for Biodiversity 2011-2020 (UNEP/CBD/COP/11/31).

36. Special attention was devoted to CHM goal 2 (see annex to decision X/15), which states that national clearing-house mechanisms should provide effective information services to facilitate the implementation of national biodiversity strategies and action plans. Details were provided on the activities which should be carried out in order to meet the five objectives related to the aforementioned goal. The presentation was followed by a brief discussion to answer any questions.

#### **ITEM 5. EXPERIENCES OF NATIONAL CLEARING-HOUSE MECHANISMS**

37. Each participating country gave a presentation to share its experience on the development and status of its national clearing-house mechanism and/or related initiatives. The suggested format for these presentations covered three areas: an overview of the current situation; the strategic vision for the future; and the type of cooperation or support that would be beneficial. The following participants made a presentation:

- (a) Ms. Delamine Claris Andrew presented the experience of Antigua and Barbuda;
- (b) Ms. Stacy Lubin-Gray presented the experience of Bahamas;
- (c) Ms. Leandra Cho-Ricketts presented the experience of Belize;
- (d) Mr. Terry Raymond presented the experience of Dominica;
- (e) Mr. Sean Francis presented the experience of Grenada;
- (f) Mr. Sean Mendonca presented the experience of Guyana;
- (g) Ms. Suzanne Davis presented the experience of Jamaica;
- (h) Mr. Derionne Edmeade presented the experience of Saint Kitts and Nevis;
- (i) Mr. Chad Hunte presented the experience of Saint Lucia;
- (j) Ms. Yasa Belmar presented the experience of Saint Vincent and the Grenadines;
- (k) Mr. David Persaud presented the experience of Trinidad and Tobago.

38. After each presentation, participants were given the opportunity to ask questions. The presentations are available on line at [www.cbd.int/doc/?meeting=chm-rw-2013-car&tab=2](http://www.cbd.int/doc/?meeting=chm-rw-2013-car&tab=2), and annex III contains a summary of the situation of each country.

#### **ITEM 6. GUIDANCE FOR NATIONAL CLEARING-HOUSE MECHANISMS**

39. Under this item, two presentations were given by Mr. Olivier de Munck. The first was an introduction to knowledge management in the context of the Convention on Biological Diversity and the second was about guidance for developing national clearing-house mechanisms.

40. The presentation on knowledge management referred to Aichi Biodiversity Target 19, to the mission of the clearing-house mechanism as adopted by decision X/15, and to related activities of the work programme for the clearing-house mechanism. It gave specific examples of knowledge items and explained the various elements and processes that should be in place to successfully manage knowledge in order to make it accessible for Parties to achieve of the Aichi Biodiversity Targets.

41. The presentation on guidance for developing national clearing-house mechanisms was a step-by-step roadmap highlighting the major actions that should be undertaken to establish and further develop a national clearing-house mechanism, as summarized in the table below.

Level	Situation	Action
0	No CHM national focal point	Convince Party to nominate CHM national focal point
1	CHM national focal point not equipped	Find solutions to provide basic infrastructure and communication facilities
2	No national CHM website	Get tools and support to establish web presence
3	National CHM web presence	Enhance web content Improve user experience
4	Good national CHM website	Expand information services Establish interoperability mechanisms Support other national CHMs

42. In terms of substantive content, the guidance covered 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**

43. Under this item, participants were requested to apply the guidance received so far to prepare a strategic vision and roadmap for developing their national clearing-house mechanism. Participants belonging to the same country worked as a single team. During this exercise, Mr. Olivier de Munck remained available to provide guidance and assistance as needed. Participants also interacted with each other to brainstorm and provide mutual support.

44. The result of the work was captured in the country information forms which are available online at [www.cbd.int/doc/?meeting=chm-rw-2013-car&tab=2](http://www.cbd.int/doc/?meeting=chm-rw-2013-car&tab=2). Participants were encouraged to maintain this information up-to-date after the workshop by providing revised versions whenever applicable.

#### **ITEM 8. PENDING MATTERS**

45. Under this item, participants were invited to raise any pending matter for further discussion, or ask any question that would require clarification. No particular pending matters were raised.

#### **ITEM 9. SYNTHESIS AND REPORT OF THE WORKSHOP**

46. Under this item, Mr. Olivier de Munck recapped what was achieved during the workshop and reiterated the key points of the guidance to assist Parties in establishing or further developing their national clearing-house mechanisms. He indicated that participants should not hesitate to contact him for further guidance after this workshop. He also encouraged them to remain in contact with each other for further collaboration or exchange of experiences. He then invited participants to make suggestions for the report of this workshop. Follow-up recommendations are summarized in annex IV.

47. Prior to the closure of the workshop, participants were kindly requested to complete a feedback form. The compiled feedback is available as annex V and will be taken into account to improve the planning and organization of subsequent workshops.

#### **ITEM 10. CLOSURE OF THE WORKSHOP**

48. The closure was held jointly for the two workshops. Mr. Olivier de Munck, on behalf of the Secretariat of the Convention on Biological Diversity, thanked the Governments of Saint Lucia and Japan for their support to these events. He also thanked the participants for their hard work and said that he was pleased to see that these workshops had increased their capacity to prepare their fifth national reports and develop their national clearing-house mechanisms.

49. Mr. Sylvester Clauzel, Permanent Secretary, delivered closing remarks on the behalf of the Ministry of Public Services, Sustainable Development, Energy, Science and Technology of Saint Lucia. In his remarks, he thanked the participants for their active participation, the Secretariat of the Convention on Biological Diversity for its support, and the Government of Japan for its financial contribution. He concluded by noting the importance of the national reports to the Convention process, to the next edition of the Global Biodiversity Outlook and to the region. In this context, he emphasized the need for the timely submissions of the fifth national reports.

50. Following further exchange of thanks, the workshop closed at 1 p.m. on 20 September 2013.

*Annex I*

**LIST OF PARTICIPANTS**

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## Annex II

## OVERVIEW OF THE WORKSKOP ORGANIZATION

## 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.	<b>1. Opening</b> <b>2. Objectives and programme</b>	<b>3 (d) Preparation of the fifth national report</b> 4. Work programme of the CHM	<b>3 (d) Preparation of the fifth national report</b> 6. Guidance for national CHMs	<b>3 (e) Use of indicators for reporting and monitoring</b> 7. Strategic vision and roadmap for national CHMs	8. Pending matters
11 a.m. - 12.30 p.m.	<b>3. Links between the national planning and reporting processes and the CHM</b> <b>3 (a) Updating NBSAPs</b>	5. Experiences of national CHMs	6. Guidance for national CHMs	7. Strategic vision and roadmap for national CHMs	9. Synthesis and report of the workshop
2 p.m. - 3.30 p.m.	<b>3 (b) Experiences from the fourth national report</b>	<b>3 (d) Preparation of the fifth national report</b> 5. Experiences of national CHMs	<b>3 (d) Preparation of the fifth national report</b> 7. Strategic vision and roadmap for national CHMs	<i>Field trip</i>	<b>10. Closure of the workshop</b>
4 p.m. - 5.30 p.m.	<b>3 (c) Preparation of the fourth edition of the Global Biodiversity Outlook (GBO-4)</b>	5. Experiences of national CHMs	7. Strategic vision and roadmap for national CHMs	<i>Field trip</i>	

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

*Annex III***NATIONAL CLEARING-HOUSE MECHANISMS IN THE CARIBBEAN**

(Updated on 26 September 2013)

Note: This table does not include Spanish-speaking Caribbean countries as their status was already included in the report of the CHM workshop for Latin America held in May 2013.

	<b>Country and website (technology and language)</b>	<b>CHM website</b>	<b>CHM NFP</b>	<b>Current situation</b>	<b>Potential for development</b>
	Antigua and Barbuda	No	Yes	<ul style="list-style-type: none"> <li>- No national CHM website in place.</li> <li>- Lacks budget and human capacity.</li> </ul>	<ul style="list-style-type: none"> <li>- Needs assistance to establish a national CHM.</li> </ul>
	Bahamas	No	Yes	<ul style="list-style-type: none"> <li>- Old national CHM website no longer operational. (<a href="http://www.bahamaschm.org">http://www.bahamaschm.org</a>)</li> <li>- Biodiversity Information is available but scattered through various projects and research initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>- Needs to combine and compile existing data for the CHM.</li> <li>- Potential partnership with the provider of the Click 242 Nature application for mobile devices.</li> <li>- Will need a webmaster at least 4 h per week.</li> </ul>
	Barbados	No	Yes	<ul style="list-style-type: none"> <li>- No national CHM website in place.</li> </ul>	<ul style="list-style-type: none"> <li>- Unknown.</li> </ul>
	Belize	No	Yes	<ul style="list-style-type: none"> <li>- Old national CHM website no longer operational. (<a href="http://www.chm.org.bz">http://www.chm.org.bz</a>)</li> <li>- The University of Belize through the Environmental Research Institute (ERI) has 1 database administrator and 2 database assistants to develop and maintain the national CHM.</li> </ul>	<ul style="list-style-type: none"> <li>- Currently in the process of reviving the national CHM and working towards establishing a fully functional one.</li> </ul>
	Dominica	No	Yes	<ul style="list-style-type: none"> <li>- No national CHM website in place.</li> <li>- Lacks budget and human capacity.</li> </ul>	<ul style="list-style-type: none"> <li>- Preparatory work needed to identify trained personnel and resources to implement a national CHM.</li> <li>- Needs technical and financial support as well as equipment.</li> </ul>

	Country and website (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Grenada <a href="http://gd.chm-cbd.net">http://gd.chm-cbd.net</a> (European Portal Toolkit, EN)	Yes	Yes	<ul style="list-style-type: none"> <li>- National CHM website established in cooperation with the Netherlands.</li> <li>- Website currently hosted by the European Environment Agency (temporary agreement).</li> <li>- Lacks adequate technical and financial capacity.</li> <li>- Lacks integration in national development.</li> </ul>	<ul style="list-style-type: none"> <li>- Needs to agree on a repatriation process for national hosting.</li> <li>- Needs to develop the corresponding capacity and timetable.</li> </ul>
	Guyana <a href="http://gy.chm-cbd.net">http://gy.chm-cbd.net</a> (European Portal Toolkit, EN)	Yes	Yes	<ul style="list-style-type: none"> <li>- National CHM website established in March 2010.</li> <li>- Operational but currently not up-to-date.</li> <li>- Basic human capacity available (3 staff).</li> </ul>	<ul style="list-style-type: none"> <li>- Some human resources challenges.</li> <li>- Plans to improve content and user-friendliness.</li> <li>- Needs for greater communication between Environmental Protection Agency (EPA) and other stakeholders to increase the flow of information.</li> </ul>
	Haiti	No	No	<ul style="list-style-type: none"> <li>- No national CHM website in place.</li> <li>- Lacks budget and human capacity.</li> </ul>	<ul style="list-style-type: none"> <li>- Unknown.</li> </ul>
	Jamaica <a href="http://www.jamaicachm.org.jm">http://www.jamaicachm.org.jm</a> (WordPress, EN)	Yes	Yes	<ul style="list-style-type: none"> <li>- Good fully operational national CHM website hosted by the Natural History Museum of the Institute of Jamaica.</li> <li>- Existence of a national network collecting, exchanging and distributing biodiversity and conservation data and information.</li> </ul>	<ul style="list-style-type: none"> <li>- Future expansion limited by understaffing (a second full-time Information Officer is needed).</li> <li>- Limited funding availability due to budget-sharing with 4 other departments and dependence on project grants.</li> <li>- Current priority on the invasive alien species (IAS) database project.</li> </ul>
	Saint Kitts and Nevis	No	No	<ul style="list-style-type: none"> <li>- No national CHM website in place.</li> <li>- Servers and technical support available to move forward with the development and hosting of the national CHM website.</li> </ul>	<ul style="list-style-type: none"> <li>- In the process of establishing the national CHM website.</li> <li>- Would benefit from more human resources and collaboration with other government agencies.</li> </ul>

	Country and website (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Saint Lucia <a href="http://www.biodivslu.org">http://www.biodivslu.org</a>	Yes	Yes	<ul style="list-style-type: none"> <li>- Operational national CHM website.</li> <li>- Limited capacity but webmaster available on a part-time basis.</li> </ul>	<ul style="list-style-type: none"> <li>- Needs more human resources.</li> <li>- Interested in the WordPress content management system (CMS).</li> </ul>
	Saint Vincent and the Grenadines	No	No	<ul style="list-style-type: none"> <li>- No CHM national focal point and no national CHM website in place.</li> </ul>	<ul style="list-style-type: none"> <li>- Establishment of a national CHM was identified as a priority and is a component of the NBSAP revision project.</li> <li>- Interested in the WordPress CMS.</li> </ul>
	Suriname	No	Yes	<ul style="list-style-type: none"> <li>- No national CHM website in place.</li> </ul>	<ul style="list-style-type: none"> <li>- Unknown.</li> </ul>
	Trinidad and Tobago <a href="http://www.ema.co.tt">http://www.ema.co.tt</a>	Yes	Yes	<ul style="list-style-type: none"> <li>- Operational national CHM website.</li> <li>- Providing a wide range of information (country's biodiversity, protected areas, species, organizations involved in biodiversity management, legislation, policy, national plans and reports, information for school children related to biodiversity on the school curriculum).</li> <li>- 2 technical staff, including IT personnel.</li> </ul>	<ul style="list-style-type: none"> <li>- Needs to upgrade the national CHM platform to expand its capacity to manage biodiversity information and to link with other national institutions that use or collect biodiversity information.</li> <li>- CONABIO (from Mexico) indicated its interest in sharing its expertise to help Trinidad and Tobago develop its National Biodiversity Information System.</li> </ul>

*Annex IV*

**FOLLOW-UP RECOMMENDATIONS**

***Follow-up by the CBD Secretariat***

- Share the presentations and other relevant workshop documents.
- Prepare the draft report of the workshop and circulate it for comments.
- Finalize the report based on comments received.
- Provide further guidance and support to Parties for the development of their national CHMs.

***Follow-up by Parties***

- Strengthen coordination at the national level, particularly between the CHM and CBD national focal points.
- Agree on the strategic vision and roadmap for the national CHM, and include this strategic vision in the revised NBSAP.
- Make use of the CHM to support the reporting process by facilitating the exchange of views, by disseminating the report and its key findings, and by providing relevant up-to-date information after the publication of the report.
- Maintain contact with the CBD Secretariat for further guidance and for providing updates on the development of the national CHM.
- Maintain contacts at the regional level to collaborate or exchange experiences on the development of the national CHM.

*Annex V*

**RESULTS OF THE WORKSHOP ASSESSMENT QUESTIONNAIRE**

This annex contains the results of the workshop assessment questionnaire, and is based on the 10 forms completed by participants.

*Note:* When the horizontal sum of the quantitative assessments is lower than 10, this means that at least one reply was missing.

1. What were your expectations before attending this workshop?
<ul style="list-style-type: none"><li>- Learning about the challenges faced by other Caribbean countries in the development and maintenance of their national CHMs.</li><li>- Learning how to move forward with Guyana's present stage of its developed CHM.</li><li>- To share ideas and strategies for improved information management.</li><li>- To learn about the components of a CHM and how to set it up; to learn from experiences of other countries in the development and management of their CHMs.</li><li>- To gain a better understanding of CHM and how to better implement it in my country.</li><li>- To learn more about the CHM; to be able to assist in developing my country CHM; to have a better understanding from other countries' CHM process.</li><li>- Maintaining and updating the national CHM site.</li><li>- To receive as much information as possible on the implementation of the CHM; to receive steps on how to set up my country's CHM.</li><li>- Exchange of information on mechanisms that worked in other countries of the region in development of a national CHM; technical advice and assistance in improving the national CHM.</li><li>- To learn about where countries in the region are with the development of their CHM, to learn about best practices and successes from the Caribbean, to learn about what is expected from a national CHM, and to get advice about how to develop and improve a national CHM.</li><li>- Have a better understanding on what the CHM should entail and the process to have a successful and sustained CHM.</li></ul>

2. Please evaluate the extent to which the workshop has met your expectations.				
1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
		3	5	2
<ul style="list-style-type: none"> <li>- I was not directly involved in the CHM as much as I am now. To that extend, the workshop permitted me to “catch up” on the entire “process”: from nomination of national focal point to establishment of CHM and the primary objectives of a Clearing House Mechanism.</li> <li>- Several countries had dormant or no active CHM. As a result there were only a few good ideas, tips and strategies from country representatives.</li> <li>- I especially appreciated learning from my colleagues from other countries in the region which face similar challenges.</li> <li>- Very good for my expectations were met.</li> <li>- Very good.</li> <li>- Excellent, I have the presenter a grade 5 as he was very knowledgeable about the topic and provided good recommendations on the way forward.</li> </ul>				

3. Please evaluate the usefulness of the sessions.						
		Poor	Average	Good	Very Good	Excellent
2.	Objectives and programme			4	6	
3.	Links between the national planning and reporting processes and the CHM			5	5	
(a)	Updating NBSAPs		2	6	2	
(b)	Experiences from the fourth national report		2	6	2	
(c)	Preparation of GBO-4		4	5	1	
(d)	Preparation of the fifth national report		2	5	3	
(e)	Use of indicators		3	5	2	
4.	Work programme of the CHM		1	1	6	1
5.	Experiences of national CHM			1	4	5
6.	Guidance for national CHM				5	5
7.	Strategic vision and roadmap for national CHM			3	5	2
8.	Pending matters		4	3	2	
9.	Synthesis and report of the workshop		1	6	2	

#### 4. What do you think was missing in terms of content or substance?

- If a majority of countries used “Naaya software” or “WordPress” it may have been useful to have “refresher sessions” on how to use each content management software. This would have been beneficial to participants who don’t already have an established CHM.
- More of a visioning exercise for national CHMs. How to use indicators somewhat clear.
- There should have been more opportunity for collaborating and group work. Speaking with colleagues from the region taught me most, so facilitating more of that type of interaction would have been beneficial.
- The session adequately informed.
- The interactivity; the guidelines provided.
- I think the workshop covered the necessary areas needed to develop or maintain the CHM in a country.
- No suggestions.
- Some more guidance on how to begin, maintain and develop a website given capacity constraints; i.e., some targeted advice on what kind of information could/should be on a basic CHM website, and how to improve/expand this as capacity grows. Also more information/guidance on making a CHM useful or interesting to various types of audiences, so as to actually increase the use of the national CHM websites.
- I needed some more guidance on GBO-4 (as my personal experience is limited).

#### 5. What did you particularly like during this workshop?

- The participant interaction. This is where most useful points were taken. Challenges show common ground and therefore efforts to solve these challenges with our CHMs can be tackled together.
- Interaction and exchange of experience with colleagues. Identification of Caribbean networking opportunities. Also boat tour of field trip – Les Pitons!
- The feedback and experience from other countries.
- The fact that everyone shared their country concerns and the strengths and weaknesses of their CHM.
- The presentation on the requirements for developing the CHM.
- Presentations on national CHMs and the discussions and exchanges on each experience in developing CHMs.
- The sharing of national experiences and the discussion about those. The opportunity for countries to obtain textbook/handbooks to support their CHM development.
- The less formal setting provided a better atmosphere for free dialogue between countries and facilitators.

6. What did you particularly dislike during this workshop?
<ul style="list-style-type: none"> <li>- Not sure how much how much I was able to benefit and link to the session that the CHM participants were exposed to in the coinciding workshop. There was some “disconnect”.</li> <li>- Duration – could have been 4-1/2 instead of scheduled 5 days.</li> <li>- The timing was a bit rushed as sharing time with the group from the fifth national report reduced presentation time.</li> <li>- Did not have any particular dislikes.</li> </ul>

7. Please evaluate the extent to which the workshop has helped you understand the role of the CHM, particularly in the context of the Strategic Plan and the NBSAP process.				
1 Poor	2 Average	3 Good	4 Very good	5 Excellent
	0.5	2.5	5	1
<ul style="list-style-type: none"> <li>- 2.5 Between average and good - Not sure how much how much I was able to benefit and link to the session that the CHM participants were exposed to in the coinciding workshop. There was some “disconnect”.</li> <li>- 4 - Very good - better understanding.</li> </ul>				

8. Please indicate at least one thing that has enhanced your ability to develop your national CHM.
<ul style="list-style-type: none"> <li>- Common trial for Caribbean, e.g., human resources. However, it is good to realize “where we stand” and “where we want to be”. The “roadmap” planning session was good.</li> <li>- Information on WordPress. Information sharing strategy for protected areas in Belize.</li> <li>- How to get more contributors and funding from different agencies.</li> <li>- Knowledge of the CHM and better approaches to the CHM.</li> <li>- The guidelines and the experiences of other countries.</li> <li>- The requirements and the expectations for developing the CHM.</li> <li>- The reference materials suggested for improving the national CHM.</li> <li>- The better understanding of how to incorporate the NBSAP into the CHM.</li> </ul>

9. Please evaluate the facilitation of the workshop sessions.				
1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
	1		6	2
<ul style="list-style-type: none"> <li>- 4. Very good. Facilitator was clear in his presentations and open to questions and discussions, being able to give answers to all questions arising.</li> <li>- 4. Very good – very clear.</li> <li>- 5. The facilitator showed his brilliant knowledge of the subject matter.</li> </ul>				

10. Please evaluate the organization of the workshop (logistics, administration, etc.).				
1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
	1	1	7	1
<ul style="list-style-type: none"> <li>- 5. Excellent – Job well done!</li> <li>- 4. Very good – strongly encourage arranging late check-outs for delegates whose flights are long after 12 p.m.</li> <li>- 4. Very good – Some of the joint session were not as relevant for CHM meeting participants. But overall, the idea of a parallel workshop was good.</li> <li>- 4. Very good – Workshop was well organized. Commendations must be given to the CBD Secretariat.</li> </ul>				

11. Please provide below any other comments or suggestions for improvement.
<ul style="list-style-type: none"> <li>- See point #4: If a majority of countries used the “Naaya” software or “WordPress”, it may have been useful to have “refresher sessions” on how to use each content management system. This would have been beneficial to participants who don’t already have an established CHM.</li> <li>- Interact more with the online portal at some stage of the workshop. Example: Maybe in groups participants are asked to visit selected CHM websites to “surf” it and evaluate the pros and cons.</li> <li>- Provide complete agenda before workshop.</li> <li>- Need workshop on CHM principles on building websites.</li> <li>- For the CHM, this is a very interesting area and I think there should be more practical information that would help the delegates understand how to effectively manage the CHM.</li> <li>- The workshop needed to devote additional time/sessions for the interaction of country delegates on sharing experiences on developing national CHMs.</li> <li>- Perhaps a bit less detail about the logistics of website development (web hosting, CMS, etc), and more about environmental communication and reaching audiences effectively with information they would find useful.</li> <li>- Given the nature of the field trip, it should have been started earlier in the day.</li> </ul>

12. Do you have any comments on or suggestions about this questionnaire?
<ul style="list-style-type: none"> <li>- Evaluation is always important! Please use the comments to improve future workshops!</li> <li>- Looking forward to receiving the literature and texts which will be valuable resources for assisting in setting up the CHM website.</li> </ul>