



Convention on Biological Diversity

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REGIONAL WORKSHOP FOR LATIN AMERICA
ON THE CLEARING-HOUSE MECHANISM
Villa de Leyva, Colombia, 6-10 May 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. At its eleventh meeting, the Conference of the Parties (COP-11), requested Parties and other Governments that had not yet done so, to develop and to revise/update their national biodiversity strategies and action plans (NBSAPs) in line with the framework of the Strategic Plan for Biodiversity 2011-2020.
3. To support these processes, the Executive Secretary has decided to convene the following workshops thanks to the generous financial support from the Government of Japan and in collaboration with the Government of Colombia:
 - (a) Regional Workshop for Latin America on Updating National Biodiversity Strategies and Action Plans (NBSAPs);
 - (b) Regional Workshop for Latin America on the Clearing-house Mechanism (CHM).
4. As announced through notification SCBD/ITS/NS/GT/81333 (2013-016) issued on 15 February 2013, both workshops will take place in parallel in Villa de Leyva, Colombia, from 6 to 10 May 2013. This will allow synergies through the organization of joint sessions to discuss topics of common interest.
5. The present annotations refer to the CHM workshop. Annex I contains the list of documents which are available online at www.cbd.int/doc/?meeting=CHM-RW-2013-LA. The proposed organization of work is provided in annex II.

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In order to minimize the environmental impacts of the Secretariat's processes, and to contribute to the Secretary-General's initiative for a carbon-neutral UN, this document is printed in limited numbers. Participants are kindly requested to bring their own copy to the meeting.

ITEM 1. OPENING OF THE WORKSHOP

6. The opening session will be held in conjunction with the Regional Workshop for Latin America on Updating National Biodiversity Strategies and Action Plans (NBSAPs). The joint opening ceremony will be held at 9 a.m. on Monday 6 May 2013. Registration will take place just before the opening.

7. A representative of the host Government will open the meeting. Representatives of the host institution (Alexander von Humboldt Institute) and the Secretariat are expected to make opening statements. Participants will also be given the opportunity to introduce themselves.

ITEM 2. GLOBAL AND REGIONAL OVERVIEW

8. The purpose of this joint session is to ensure that the participants in the two parallel workshops are aware of the global and regional context beyond the national level. The Secretariat will present the linkages between the Strategic Plan for Biodiversity 2011-2020 and the two workshops. This session will include a plenary discussion that includes a question and answer component.

ITEM 3. ORGANIZATION AND OBJECTIVES OF THE WORKSHOP

9. Following matters related to the organization of work, the Secretariat will give an overview of the objectives and expected results of the workshop. The overall objective 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 sound roadmap for the establishment or further development of its national clearing-house mechanisms;

(b) 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;

10. Another expected result is the identification of cooperation opportunities which can support the development of national clearing-house mechanisms in the region.

ITEM 4. WORK PROGRAMME OF THE CLEARING-HOUSE MECHANISM

11. 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).

12. 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 any question and provide further clarifications if needed.

ITEM 5. NATIONAL EXPERIENCES

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

14. 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.
15. Each presentation has an expected duration of 10-15 minutes and will be followed by a brief discussion to answer any questions.

ITEM 6. WORKING SESSIONS

16. The working sessions represent the most substantive part of the workshop. Each session focuses on a topic of particular relevance to the development of effective national clearing-house mechanisms.
17. Unless specified otherwise, each working session will start with an introductory presentation from the Secretariat to provide the necessary background information and to explain what is expected from the working groups. The work will typically begin with a brainstorming discussion in plenary and then continue in each working group.

6.1. Identification of the working groups

18. From the previous sharing of national experiences, it should be possible to identify countries with similar situations in terms of status, capacity, and challenges for their national clearing-house mechanisms. Geographical similarities should also be taken into account.
19. These similarities will form the basis for grouping countries by common needs and interests. The objective is to identify groups that are likely to end up with similar roadmaps and strategic visions for further development of their national clearing-house mechanism(s).
20. Once the groups are established, each will begin a working document summarizing their commonalities. This working document will evolve throughout the various working sessions in order to gradually include the expected results of the group.

6.2. National coordination

21. The purpose of this session is to discuss how to coordinate activities related to the development of a national clearing-house mechanism with a view to ensuring effectiveness and sustainability. The session will start with an introductory presentation by the Secretariat. This will be followed by a general discussion during which participants will be invited to provide comments and suggestions. Participants will then break into their working groups to identify steps which could be taken to enhance national coordination in their respective countries.

6.3. Technical aspects

22. This session will be dedicated to technical aspects common to the implementation of most modern national clearing-house mechanisms, such as web hosting, domain names, content management systems, web design and development, search engines, databases and interoperability. The purpose of the session is to ensure that the participants have a broad general overview of relevant existing

technology in order to make sound decisions when planning the establishment or further development of their national clearing-house mechanisms. The session will start with a general presentation by the Secretariat. Participants with technical expertise will be invited to make further contribution by sharing their knowledge and experience, or even by offering technical support to those who may need it. A general discussion will follow.

6.4. Strategic management of web content

23. The purpose of the session is to ensure that the participants understand the impact of content management on the effectiveness of a website, and that they are aware of general guidelines on how to strategically plan and manage web content. The session will commence with a general presentation by the Secretariat to introduce some key concepts and guidelines. Further contributions from experienced participants will be welcomed. A general discussion will follow.

6.5. Information services of the clearing-house mechanism

24. This session will start with a presentation by the Secretariat to describe some typical information services that can be provided to achieve the general objectives of the clearing-house mechanism, and more specifically those related to national clearing-house mechanisms. The presentation will be followed by a brainstorming discussion in a plenary setting. The participants will then be invited to split into their working groups in order to determine which information services should be provided by their national clearing-house mechanisms. Each working group is expected to update its roadmap and strategic vision accordingly.

25. The end of the session will be dedicated to the preparation of the joint session with the NBSAP workshop participants.

6.6. National biodiversity strategies and action plans and the clearing-house mechanism

26. The purpose of this session 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.

27. This session will consist of three parts. The first part will be a plenary discussion with the NBSAP workshop participants. Participants in each workshop will be invited to raise any issue that requires the attention of those of the other workshop.

28. In the second part of the session, each NBSAP participant will be invited to join the working group corresponding to his/her country in order to discuss more specific issues. At this stage, each working group should start identifying elements related to the strategic vision of the national clearing-house mechanism which could be integrated in a revised national biodiversity strategy and action plan.

29. The third part of the session will be without the NBSAP workshop participants. Each working group will elaborate its strategic vision and roadmap based on the outcome of the previous discussion. The result is expected to consist of a common basis with some variants to adapt to each country.

6.7. Cooperation opportunities

30. The objective of this session is to identify and compile a list of potential cooperation opportunities which can contribute to the development of national clearing-house mechanism in Latin America. The discussion will begin with a focus on match-making between those countries which have certain needs and those which have the capacity to fulfil them, with a view to facilitating South-South cooperation. The focus will then gradually shift to the kind of support that could be provided at the regional or global level. During this session, it is recommended to remain realistic in order to avoid creating false expectations. A follow-up will be needed after the workshop to determine the feasibility of each opportunity.

6.8. Pending matters

31. This session will be reserved to discuss any pending matters arising from previous sessions.

6.9. Results of the working groups

32. In this session, each group will present the results of its work which should consist of their roadmap, strategic vision, as well as any other items. Each group may also wish to indicate variants to adapt to specific country situations. A discussion is expected to follow each working group presentation.

ITEM 7. REPORT OF THE WORKSHOP

33. The purpose of this item is to recap what was achieved during the workshop and to identify which items will require a follow-up. 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.

ITEM 8. SYNTHESIS AND CONCLUSION

34. This joint session will include two synthesis presentations, one from each workshop. A general discussion will follow.

35. 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 9. CLOSURE OF THE WORKSHOP

36. The two parallel workshops are expected to close on Friday 10 May 2013 at approximately 4 p.m., after a brief closing ceremony.

Annex I

LIST OF DOCUMENTS

<i>Document symbol</i>	<i>Title</i>
UNEP/CBD/CHM/RW/2013/LA/1	Provisional agenda
UNEP/CBD/CHM/RW/2013/LA/1/Add.1	Annotations to the provisional agenda
UNEP/CBD/CHM/RW/2013/LA/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
	Information note for participants

Annex II

PROPOSED ORGANIZATION OF WORK

Regional Workshop for Latin America on the Clearing-house Mechanism (CHM)

Villa de Leyva, Colombia, 6-10 May 2013

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 10:40	[Arrival] Opening of the workshop	[Recap] National experiences	[Recap] Technical aspects	[Recap] NBSAPs and CHM	[Recap] Results of the working groups
11:00 12:30	Global and regional overview	National experiences	Strategic management of web content	NBSAP and CHM	Report of the workshop
13:30 15:15	Organization and objectives of the workshop CHM work programme	Identification of working groups	Information Services of the CHM	Cooperation opportunities	Synthesis and conclusion Closure of the workshop
15:35 17:00	National experiences	National coordination	Information Services of the CHM	Pending matters	[Departure]

 Joint session with the Regional Workshop for Latin America on Updating National Biodiversity Strategies and Action Plans (NBSAPs)
