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REGIONAL WORKSHOP FOR AFRICAN COUNTRIES
ON THE CLEARING-HOUSE MECHANISM
Buea, Cameroon, 5-9 May 2014

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 to the Convention on Biological Diversity encouraged Parties to continue to take the necessary steps to establish, strengthen, and ensure the sustainability of, national clearing-house mechanisms, in order for them to provide effective information services to facilitate the implementation of the national biodiversity strategies and action plans (NBSAPs), and thus achieve CHM goal 2 as defined in the annex to that decision.

2. In paragraph 11 of decision XI/2, the Conference of the Parties welcomed the work programme for the clearing-house mechanism in support of the Strategic Plan for Biodiversity 2011-2020 (UNEP/CBD/COP/11/31). In paragraph 11 (b) of the same decision, the Conference of the Parties agreed to strengthen communication with, and build the capacity of, national focal points for the clearing-house mechanism.

3. Pursuant to these decisions, the Secretariat of the Convention on Biological Diversity, with the generous support of the Governments of Japan and Cameroon, organized a regional workshop for African countries on the clearing-house mechanism. This workshop was held from 5 to 9 May 2014 in Buea, Cameroon, as announced in notification 2014-032 (Ref. no. SCBD/TSI/RS/ODM/83268) issued on 6 March 2014.¹ This workshop was intended for African countries that had not yet benefited from a capacity-building initiative on the CHM, either from the Secretariat or from its partners.

4. The overall objective of the workshop was 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).

5. Governments were invited to nominate one representative to participate in this workshop. The nominee had to meet the following criteria:

(a) Direct involvement in the development of the national CHM in his/her country, as is expected from the CHM national focal point;

(b) Familiarity with the national biodiversity strategy and action plan (NBSAP);

¹ See document www.cbd.int/doc/notifications/2014/ntf-2014-032-chm-ws-en.pdf at www.cbd.int/notifications.

(c) Ability to present the current situation of the national CHM as well as any existing plan to develop it; and

(d) Occupying a position enabling him/her to apply the knowledge and capacity gained during the workshop for further developing the national CHM.

6. The workshop was attended by representatives of 22 African countries: Botswana, Cameroon, Egypt, Equatorial Guinea, Ethiopia, Gambia, Ghana, Guinea-Bissau, Kenya, Liberia, Malawi, Mozambique, Namibia, Nigeria, Somalia, South Africa, Sudan, Swaziland, Uganda, United Republic of Tanzania, Zambia and Zimbabwe. The list of participants is provided in annex I below.

7. The workshop was held in parallel with the Coordination Meeting of the Belgian Partnership for the Clearing-House Mechanism which brought together 14 participants from 10 French-speaking countries (Benin, Burkina Faso, Burundi, Cameroon, Côte d'Ivoire, Democratic Republic of the Congo, Gabon, Madagascar, Morocco and Niger). The documentation of this parallel meeting is available at www.biodiv.be/cooperation/chm_coop/chm-partnering/workshops/regworkshop-Buea-Cameroun-mai2014. Holding these two meetings in parallel allowed the organization of joint sessions for sharing experiences. Translation was provided when necessary to overcome language barriers.

8. Henceforth in this document, the term “workshop” is used to refer to the Regional Workshop for African Countries on the Clearing-House Mechanism. The next section (section II) describes the workshop according to its provisional agenda (UNEP/CBD/CHM/WS/2014/1/1). Additional information is provided in the following annexes:

- (a) Annex I: List of participants;
- (b) Annex II: Overview of the proposed organization work for the workshop;
- (c) Annex III: List and status of national clearing-house mechanisms in participating African countries;
- (d) Annex IV: Recommendations;
- (e) Annex V: Results of the workshop assessment questionnaire.

9. The documentation of the workshop is available online at www.cbd.int/doc/?meeting=CHM-WS-2014-01. 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

10. The formal opening of the workshop took place on Tuesday 6 May 2014 to accommodate the agenda of the officials of the host country. Registration took place on the morning of Monday 5 May 2014 and was followed by an informal opening session chaired by Ms. Prudence Tangham Galega, Cameroon's CBD national focal point. Ms. Galega welcomed all participants to this biodiversity-rich region of Cameroon, introduced the two meetings in the context of the Convention, stressed the importance of the clearing-house mechanism for collecting and sharing information, and wished a fruitful meeting to all participants. She also thanked the Belgian cooperation and the CBD Secretariat. Her intervention was

followed by brief welcoming statements from Mr. Olivier de Munck, CHM Programme Officer at the CBD Secretariat, and Mr. Han de Koeijer, Belgium's CHM national focal point.

11. The following statements were made during the joint opening ceremony on Tuesday, 6 May 2014:
 - (a) Welcoming words from the Deputy Mayor of Buea;
 - (b) Statement from the CBD Executive Secretary, Mr. Braulio Ferreira de Souza Dias, represented by Mr. Olivier de Munck;²
 - (c) Statement from the representative of the Government of Belgium, Mr. Han de Koeijer;
 - (d) Speech from the Minister of Environment, Protection of Nature and Sustainable Development, Mr. Pierre Hele.
12. The Deputy Mayor welcomed the Minister and the participants in Buea. He congratulated the organizers and wished everyone a nice stay in this area with abundant biodiversity, specific ecosystems and a special climate making it an excellent venue for these meetings on biodiversity.
13. The CBD Executive Secretary first thanked the Government of Cameroon for hosting these two events and making all the necessary arrangements. He then thanked the Government of Japan for its generous financial support which allowed the Secretariat to convene this regional capacity-building workshop. He also thanked the Government of Belgium for its partnership for the clearing-house mechanism which had been providing long-standing support to many African countries. He said that national clearing-house mechanisms had a supporting role to play in identifying relevant information and knowledge, and in making it accessible to those who need it to implement the national biodiversity strategies and action plans. He added that the starting point for each country was to understand the benefits that it could gain from a national clearing-house mechanism and to adopt a sound approach for its governance, development and maintenance. He congratulated the 26 African countries that already had their national clearing-house mechanisms, and all those in the process of establishing or further developing them. He said that holding these two meetings in parallel was a great opportunity because it allowed participants to share experiences, learn from each other, and seek ways to collaborate. He concluded by wishing them very productive discussions and by looking forward to seeing further developments of their national clearing-house mechanisms.
14. The representative of the Government of Belgium, after welcoming all participants and thanking the Government of Cameroon, indicated that the efforts made by partner countries in the development of their national clearing-house mechanisms had paid off. Some partner countries are now considered leaders in this area and they can be proud of being represented in the informal advisory committee to the clearing-house mechanism (CHM-IAC) or to the ABS Clearing-House (ABS-CH-IAC). He added that Belgium stood ready to assist partner countries through bilateral, South-South and triangular cooperation. He announced that in Belgium, the Minister for Development Cooperation and the Minister of Sciences recently signed a framework agreement to extend the capacity-building programme on biodiversity until 2023. He concluded by advising countries starting the development of their national CHM to benefit from the experience of more advanced countries which use their national CHM for following up the implementation of their NBSAP.

² The statement is available at www.cbd.int/doc/speech/2014/sp-2014-05-06-chm-en.pdf.

15. The Minister of Environment, Protection of Nature and Sustainable Development welcomed all participants to the biodiversity-rich area of Buea. He thanked the Governments of Belgium and Japan, as well as the CBD Secretariat, for their support and for having chosen Cameroon to host the two meetings. The Minister summarized the history of North-South cooperation with Belgium not only on the development of the clearing-house mechanism, but also in other areas such as communication, education and public awareness. He described the evolution of the national CHM of Cameroon and the institutional arrangements made to sustain its operations. He also mentioned that 2013 was for Cameroon a milestone year marked by the revision and validation of its NBSAP. The Minister underlined that the two current meetings were a major opportunity for participants to share their experiences on the CHM and NBSAPs. Finally, he acknowledged that the tasks facing CHM national focal points were challenging, and he encouraged experienced national focal points to share their knowledge to support their peers.

16. The opening ceremony ended with a group photo followed by a cocktail offered by the host country. The local press and media were also present during the opening ceremony.

ITEM 2. OBJECTIVES AND PROGRAMME OF THE WORKSHOP

17. This session was held jointly by the two meetings. It started with an introductory presentation by Mr. de Munck on the objectives and programme of the Regional Workshop for African Countries on the Clearing-House Mechanism.³ 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.

18. The learning objectives of the CBD Secretariat were also presented. They were to learn more about the experiences and challenges of African countries, and to better understand their needs. The presentation of the CBD Secretariat ended with a description of the programme and background document.

19. Mr. de Koeijer then introduced the Coordination Meeting of the Belgian Partnership for the Clearing-House Mechanism and its agenda items:

(a) Exchange of experiences on the evolution of national CHMs since the last meeting, held in Marrakech, Morocco, in March 2013;⁴

(b) The Belgian Development Cooperation project and the recent development of the Belgian partnership;

(c) Testing of the Target Cross-linking Tool (TCT);

(d) Latest developments of the central CHM and of the ABS Clearing-House;

³ See <http://www.cbd.int/doc/meetings/chm/chm-ws-2014-01/other/chm-ws-2014-01-item-02-objectives-en.pdf>.

⁴ See www.biodiv.be/cooperation/chm_coop/chm-partnering/workshops/atelier-marrakech-2013.

- (e) Preparation of the forthcoming CHM-IAC and WGRI 5 meetings.

20. After these introductory presentations, participants were invited to introduce themselves and briefly express their expectations from the meeting. These expectations can be summarized as follows:

- (a) Learn more about the CHM and its supporting role;
- (b) Learn how to make use of the CHM as a tool to implement the NBSAP;
- (c) Share experiences and learn from others to improve the national CHM;
- (d) Establish a CHM network with other countries;
- (e) Recommendations on how national CHMs should evolve;
- (f) Prepare for the forthcoming CHM-IAC meeting;
- (g) Learn how to increase the number of visitors to the national CHM website;
- (h) Know the steps that follow the revision of the NBSAP and the elaboration of the fifth national report.

ITEM 3. WORK PROGRAMME OF THE CLEARING-HOUSE MECHANISM

21. This agenda item consisted of two presentations from the CBD Secretariat. The first was given during on the first day as a joint session.⁵ Its purpose was to provide general background on the clearing-house mechanism. It referred to paragraph 22 of the Strategic Plan for Biodiversity 2011-2020, 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. It described the supporting role of the CHM as an information exchange platform contributing to planning, implementation and reporting. It stressed that the strategic vision of the national CHM should be defined at the level of the NBSAP.

22. The second presentation was given during the second day.⁶ It described the proposed work programme of the clearing-house mechanism in support of the Strategic Plan for Biodiversity 2011-2020 (UNEP/CBD/COP/11/31). 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 under this second goal.

23. The two presentations were followed by brief sessions to answer questions.

ITEM 4. EXPERIENCES OF NATIONAL CLEARING-HOUSE MECHANISMS

24. Under this item, participating countries were given the opportunity to share their experiences on the development and status of their national clearing-house mechanisms and/or related initiatives. This item

⁵ See www.cbd.int/doc/meetings/chm/chm-ws-2014-01/other/chm-ws-2014-01-item-03-chm-background-en.pdf.

⁶ See www.cbd.int/doc/meetings/chm/chm-ws-2014-01/other/chm-ws-2014-01-item-03-chm-work-programme-en.pdf.

started with a presentation given by Mr. de Koeijer who shared the experience of the Belgian CHM partnership and described the cooperation programme to support partner countries.

25. His presentation was followed by presentations from African countries. 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. Due to the high number of participating countries, the presentations were spread over several sessions as follows:

(a) Madagascar, Niger, Côte d'Ivoire, Benin, Egypt, Gambia, and Ghana shared their experiences during the joint session of the first day;

(b) Zimbabwe, South Africa, Nigeria, Swaziland, Mozambique, Botswana, Somalia, Liberia, Malawi, Zambia, Sudan, Tanzania, Guinea-Bissau, Ethiopia, Kenya, Equatorial Guinea and Namibia shared their experiences during the second day with the participants of the Regional Workshop for African Countries on the Clearing-House Mechanism;

(c) Burkina Faso, Burundi, Cameroon, Democratic Republic of the Congo, Gabon, and Morocco shared their experiences during the second day with the participants of the Coordination Meeting of the Belgian Partnership for the Clearing-House Mechanism.

26. After each presentation, participants were given the opportunity to ask questions. These national presentations are available online at www.cbd.int/doc/?meeting=CHM-WS-2014-01 or www.biodiv.be/cooperation/chm_coop/chm-partnering/workshops/regworkshop-Buea-Cameroun-mai2014 and annex III below contains a summary of the situation of national clearing-house mechanisms in participating countries.

ITEM 5. GUIDANCE FOR NATIONAL CLEARING-HOUSE MECHANISMS

27. The guidance presented for developing national clearing-house mechanisms followed 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.⁷

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

⁷ See www.cbd.int/doc/meetings/chm/chm-ws-2014-01/other/chm-ws-2014-01-item-05-chm-guidance-en.pdf.

28. 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.

29. This agenda item required several sessions to be covered. The first one took place on the second day and explained how to cope with the challenge of establishing a new CHM when starting from scratch (levels 0 to 2 in the above table). The second session took place on the fourth day and covered more technical aspects of website development and content management (levels 3 and 4). A third session was held on the last day (during the time slot reserved for pending items) to further demonstrate how to build web page wireframes.

ITEM 6. TRAINING SESSION ON INFORMATION SERVICES OF THE CLEARING-HOUSE MECHANISM

30. The purpose of this session was to train participants on the use of recent CHM information services being developed by the CBD Secretariat. The training actually started at the end of the first day when participants were requested to create their user accounts at <http://accounts.cbd.int>. These user accounts were a prerequisite to use the new online submission system. Some participants experienced difficulties in creating their accounts, and technical issues were reported to the IT team of the CBD Secretariat. Whenever needed, user accounts were created by system administrators.

31. The main training session took place on the fourth day. It started with a presentation from the CBD Secretariat which described the steps to follow to submit information through the new CHM online services available at <http://chm.cbd.int>.⁸ Participants were then invited to practice with the assistance of the CBD Secretariat as needed. Some Internet connectivity issues were experienced. They were addressed by having one volunteer (Mr. El Bialy Hatab from Egypt) demonstrating the features of the system to all participants. Mr. Hatab performed a full submission process and successfully entered a new database record. Later on, a few other participants managed to successfully enter records.

32. Under this item, participants were also made aware of some relevant tools and services, namely:

(a) The NBSAP Forum website (<http://nbsapforum.net>), which is a networking and collaboration platform for experts and practitioners involved in the preparation and implementation of national biodiversity strategies and action plans;

⁸ See <http://www.cbd.int/doc/meetings/chm/chm-ws-2014-01/other/chm-ws-2014-01-item-06-chm-training-en.pdf>.

(b) The InforMEA website (www.inforMEA.org) which provides a central search of information from multilateral environmental agreements (MEAs), such as treaty articles, Parties, decisions, news, events, national focal points, national reports and plans;

(c) The Aichi Targets Passport (www.bipindicators.net/resource/aichipassport), which provides updates for the global biodiversity indicators to monitor progress towards the Aichi Biodiversity Targets, including through an application available for iPhone and Android smartphones.⁹

33. This main training session was also given in French to the participants of the Coordination Meeting of the Belgian Partnership for the Clearing-House Mechanism during the morning of the last day of the workshop.

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

34. 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. During this exercise, Mr. Olivier de Munck and Ms. Sandra Meehan remained available to provide guidance and assistance as needed. Participants could also interact with each other.

35. The result of the work was captured in the country information forms which are available online at <http://www.cbd.int/doc/?meeting=chm-ws-2014-01&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

36. Under this item, participants were invited to raise any pending matter for further discussion or ask any question that would require clarification. This available time was also used to provide further relevant information to the participants, as follows:

(a) The participants of the Regional Workshop for African Countries on the Clearing-House Mechanism were given a presentation in the Target Cross-linking Tool (TCT) allowing countries to specify their national targets and provide information on their implementation;

(b) The participants of the Coordination Meeting of the Belgian Partnership on the Clearing-House Mechanism were given the training session as described under the previous agenda item.

ITEM 9. SYNTHESIS AND REPORT OF THE WORKSHOP

37. Under this item, Mr. Olivier de Munck briefly recapped what was done during the workshop. He indicated that participants should not hesitate to contact him or his colleague Ms. Sandra Meehan for further guidance after this workshop. He encouraged participants to remain in contact with each other for further collaboration or exchange of experiences. He also presented a proposed structure for the report and invited participants to make any comments or suggestions.

⁹ The iPhone App is available at: <http://d.pr/3dKU> and the Android App at <http://d.pr/3z1W>.

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

ITEM 10. CLOSURE OF THE WORKSHOP

39. The closure was held jointly for the two meetings. Through their representatives, participants from each meeting expressed their thanks to the host country as well as to the organizers and facilitators. They indicated that they would use the knowledge gained to further develop their national clearing-house mechanisms.

40. The organizers expressed their satisfaction and congratulated the participants for their active participation and motivation. It was a pleasure for them to see that these workshops had enabled the exchange of experiences and increased the capacity to develop national clearing-house mechanisms.

41. Following further exchange of thanks, the workshop was officially declared closed at 3.30 p.m. on Friday, 9 May 2014 by the representative of Cameroon.

FIELD TRIP

42. An interesting field trip was organized by the host country on Wednesday, 7 May 2014. Participants were brought to the Limbe Botanical Garden where they saw that many plants had valuable medical properties, and to the Limbe Wildlife Centre which, among other things, works on reintroducing some endangered species of primates in their natural habitats.

Annex I

LIST OF PARTICIPANTS

<i>Participant and contact</i>	<i>Organization and address</i>
Botswana	
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*Annex II***PROPOSED ORGANIZATION OF WORK****Regional Workshop for African Countries on the Clearing-house Mechanism (CHM)**

Buea, Cameroon, 5-9 May 2014



	Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m. - 10.30 a.m.	1. Opening 2. Objectives and programme	5. Guidance for national CHMs	<i>Field trip</i>	5. Guidance for national CHMs	8. Pending matters
11 a.m. - 12.30 p.m.	3. Work programme of the CHM	4. Experiences of national CHMs	<i>Field trip</i>	6. Training session on information services of the CHM	9. Synthesis and report of the workshop
2 p.m. - 3.30 p.m.	4. Experiences of national CHMs	4. Experiences of national CHMs	<i>Field trip</i>	7. Strategic vision and roadmap for national CHMs	10. Closure
4 p.m. - 5.30 p.m.	4. Experiences of national CHMs	4. Experiences of national CHMs	<i>Field trip</i>	7. Strategic vision and roadmap for national CHMs	



Note: Agenda items in **bold** are being held jointly with the coordination meeting of the Belgian partnership on the clearing-house mechanism.



*Annex III***NATIONAL CLEARING-HOUSE MECHANISMS IN PARTICIPATING AFRICAN COUNTRIES**


(Updated on 30 May 2014)




Note: This table summarizes the status of the national clearing-house mechanism websites of the 22 countries that were represented in the Regional Workshop for African Countries on the Clearing-House Mechanism held in Buea, Cameroon from 5 to 9 May 2014.



	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Benin http://bj.chm-cbd.net (European Portal Toolkit, FR)	Yes	Yes	<ul style="list-style-type: none"> - Active CHM with recent creation of new sections and up-to-date content. - Aligned CHM Strategy to NBSAP - 100+ scientific publications and 70+ funding opportunities (e.g. scholarships & activities). - Many awareness raising activities (“12 actions for biodiversity and water”; 1000 posters with some displayed in public areas; 7000+ SMS; 10000+ pupils). - Supported CHM NFP of Burkina Faso through a capacity-building workshop (South-South cooperation). 	<ul style="list-style-type: none"> - Member of the Belgian Partnership for the CHM. - Good prospects for maintenance and further developments.
	Botswana www.mewt.gov.bw/DEA (PHP, EN)	Yes	Yes	<ul style="list-style-type: none"> - Government website of the Department of Environmental Affairs of the Ministry of Environment, Wildlife and Tourism. - Country in the process of upgrading its Environmental Information System (EIS). 	<ul style="list-style-type: none"> - Proposal to integrate the CHM within the Environmental Information Systems. - This will allow the country to make all its biodiversity information on a single portal, to maintain consistency and to share maintenance/development costs.



	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Burkina Faso http://bf.chm-cbd.net (European Portal Toolkit, FR)	Yes	Yes	<ul style="list-style-type: none"> - Created in 2006 with the national network on environmental information and documentation (RIDEB). - Idle period but became active again in 2012 with the designation of a new website manager - Received support from Benin in 2012 for training contributors. 	<ul style="list-style-type: none"> - Member of the Belgian Partnership for the CHM - New cooperation agreement 2014-2019 with Belgium to further biodiversity-related activities, including CHM development.
	Burundi http://bi.chm-cbd.net (European Portal Toolkit, FR)	Yes	Yes	<ul style="list-style-type: none"> - National CHM first launched in 2002. - Site migrated to European Portal Toolkit in 2006 and relaunched in 2007. - Committee of inter-institutional focal points to update the national CHM. - Official strategy for the CHM with 3 axis: <ol style="list-style-type: none"> 1. Disseminate information, knowledge, data and tools to implement the CBD. 2. Strengthen the capacity of the national CHM. 3. Facilitate and strengthen scientific and technical cooperation. - Active CHM with various ongoing initiatives, including a strategy for raising awareness on ecosystem services. 	<ul style="list-style-type: none"> - Member of the Belgian Partnership for the CHM with ongoing cooperation projects. - Cooperation agreement 2014-2016 with Belgium. - Good prospects for maintenance and further developments.



	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Cameroon http://cm.chm-cbd.net (European Portal Toolkit, FR)	Yes	Yes	<ul style="list-style-type: none"> - Active CHM, especially since 2014 which has seen a significant increase in visitors. - Involved in various education and public awareness projects, including production of brochures on the national CHM, and promotion of the national CHM in various regions. - CHM NFP involved in the NBSAP revision process and preparation of the 5th NR. - Difficulties in operationalizing the inter-ministerial CHM Steering Committee (barriers to information sharing). 	<ul style="list-style-type: none"> - Member of the Belgian Partnership for the CHM - Annual budget for core operations, but further resources are still needed for other activities (e.g. research and compilation of content).
	Côte d'Ivoire http://ci.chm-cbd.net (European Portal Toolkit, FR)	Yes	Yes	<ul style="list-style-type: none"> - National CHM not well-known and under-used until end of 2012. - In 2013, operational strategy to exchange biodiversity information and promote the national CHM: <ol style="list-style-type: none"> 1. Training of CHM NFP in Belgium. 2. Training of 16 national contributors. 3. Involvement of media in CHM activities. 4. Establishment of a national cell (5 members) to improve the CHM website by liaising with stakeholders and contributors. 5. Establishment of CHM Tuesdays where contributors have to make an 	<ul style="list-style-type: none"> - Member of the Belgian Partnership for the CHM - Active national network - Plans for further actions, including links with ABS and Biosafety, and with other MEAs, as well as further awareness raising. - Good prospects for maintenance and further developments.



	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
				<p>entry and report any issue.</p> <p>6. Quantitative system of evaluation of contributors.</p> <p>7. Workshop to retrain contributors.</p> <p>8. Conference at a university under the theme: “The CHM, which contribution to students in biological sciences?”</p> <p>- National CHM now up-to-date with increased scientific content.</p>	
	<p>Democratic Republic of the Congo http://cd.chm-cbd.net (European Portal Toolkit, FR)</p>	<p>Yes</p>	<p>Yes</p>	<ul style="list-style-type: none"> - Site created many years ago but then gradually lost its audience. - New CHM manager in 2013. - Reactivated 6 months ago through training, awareness raising and preparation of new content. - NBSAP being revised with due consideration for national CHM and awareness-raising activities. - The main goal is to strengthen the role of the national CHM in the implementation of the NBSAP. - Done with cooperation from Belgium. 	<ul style="list-style-type: none"> - Member of the Belgian Partnership for the CHM - Several difficulties, including difficulties to collect information for the whole country, lack of contributors’ involvement, lack of funding, and Internet connectivity issues.




	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Egypt www.egyptchm.org (Moving to Joomla, EN)	Yes	Yes	<ul style="list-style-type: none"> - CHM supervised by Biodiversity Division, Nature Conservation Sector (NCS), Egyptian Environmental Affairs Agency (EEAA). - Difficulties to operate and sustain a national CHM (Only 1 or 2 IT specialists and limited resources). - Lack of coordination between stakeholders. - NBSAP already revised and new one under preparation. 	<ul style="list-style-type: none"> - Plan to migrate to the Joomla! CMS. - New NSBAP will contain an evaluation plan. - Would need organizational changes and support to be able to operate and sustain a national CHM (resources, new staff, ...).
	Equatorial Guinea	No	Yes	<ul style="list-style-type: none"> - 5th National Reports is done and NBSAP is under revision. - Lacks capacity and poor Internet connectivity. 	<ul style="list-style-type: none"> - Limited resources. - Would need support to establish a national CHM.
	Ethiopia et.chm-cbd.net (European Portal Toolkit, EN)	Yes	Yes	<ul style="list-style-type: none"> - Ethiopian Institute of Biodiversity (EBI) re-established in 2013 with a stronger mandate. - EBI website (www.ibc.gov.et) contains CBD information (NBSAP, NR), and other biodiversity-related documents, including scientific papers. - However, national CHM website is not well-known by stakeholders. - Existing collaboration initiatives with various stakeholders (relevant ministries, universities, research institutes, NGOs). 	<ul style="list-style-type: none"> - Some capacity available at the EBI (human resources, hardware, Internet broadband), but still needs capacity-building and technical support. - Challenges in gathering and disseminating information. - Intends to prepare a strategy and action plan for the national CHM.




	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Gabon http://ga.chm-cbd.net (European Portal Toolkit, FR)	Yes	Yes	- [Information not yet available]	- Member of the Belgian Partnership for the CHM.
	Gambia www.nea.gm (EN)	No	Yes	<ul style="list-style-type: none"> - No official national CHM but existence of national websites with biodiversity information: http://www.nea.gm from the National Environment Authority (NEA) and www.thegambiawildlife.com from the Department of Parks and Wildlife Management (DPWM) of Ministry of Environment Parks and Wildlife. - Lack of awareness about the CHM. - Some institutions lack budget for adequate human and material resources. 	<ul style="list-style-type: none"> - The NBSAP project is in the process of hiring a consultant for developing a national CHM. - Sustainability and operations of the national CHM will be affected if adequate trainings and materials are not put in place. - Wishes to establish a national CHM through cooperation with Belgium to ensure sustainability in terms of hosting and capacity development.



	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Ghana gh.chm-cbd.net (European Portal Toolkit, EN)	Yes	Yes	<ul style="list-style-type: none"> - Available capacity within the Ministry includes a qualified CHM NFP, one IT expert, and some trained contributors in the country. - National CHM contains information on national biodiversity (ecosystems, economic analysis, legal & policy framework, documents, actors) and technical and scientific cooperation (national and international). - Issues include lack of budget, staff shortages, low activity of contributors, and lack of content (including photos). - Need to retrain and strengthen the network of national contributors for uploading content on the national CHM. 	<ul style="list-style-type: none"> - Member of the Belgian partnership on the CHM and plans to strengthen cooperation through this partnership. - Plans to develop an MOU with government and private institutions to access biodiversity information and have it uploaded in the national CHM.
	Guinea-Bissau	No	Yes	<ul style="list-style-type: none"> - Biodiversity information managed by the Institute for Biodiversity and Protected Areas (IBAP). - Ongoing project for NBSAP and 5th national report with component to establish national CHM. - Lack of human and professional resources. 	<ul style="list-style-type: none"> - Willingness to establish partnerships for developing and hosting the national CHM (e.g. with Belgium and national partners). - Plans to create a national steering committee for NBSAP and 5th national report, and integrate CHM in its work.





	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Kenya www.nema.go.ke (Joomla!, EN)	No	Yes	<ul style="list-style-type: none"> - Website from the National Environment Management Authority (NEMA). - 3 people to manage the website but more are needed (lack of expertise). - Inadequate and poorly maintained ICT infrastructure in national institutions. - Lack of policies and standards on information management and exchange. - Lack of information on marine biodiversity. - CHM not well known. - Same steering committee for NBSAP revision and CHM development. 	<ul style="list-style-type: none"> - Ongoing UNEP-GEF project to assist NEMA in establishing an environmental information system for integrated implementation of MEAs. - This project will be used to enhance the national CHM website, raise awareness about it and promote information exchange. - Would need support from Belgium for collecting data from partner institutions, for digitizing, and for conducting workshops to raise awareness among CHM stakeholders.
	Liberia	No	Yes	<ul style="list-style-type: none"> - Enabling project to create CHM in 2010 did not complete as anticipated. - National CHM not operational. - Various challenges to overcome (capacity, equipment). - No national budget for CBD operations. - CBD National Coordination Office run by volunteers with most equipment funded by donors. 	<ul style="list-style-type: none"> - Willingness to take steps to reactivate the national CHM: - Retrain national contributors - Retain services of 2 staff to work full-time on CHM (IT expert and data entry clerk) in addition to CHM NFP as administrator - Formal request to Belgium for assistance


	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Madagascar http://mg.chm-cbd.net (European Portal Toolkit, FR)	Yes	Yes	<ul style="list-style-type: none"> - Active CHM with information on CBD implementation. - Managed by the National Office of Environment (ONE). - Official national CHM strategy produced in 2011 with 3 strategic areas: <ol style="list-style-type: none"> 1. CHM operationalization and sustainability. 2. Content organization and prioritization. 3. Capacity-building and communication. - Challenges in getting information from biodiversity stakeholders. - Collaboration with CBD NFP to track progress toward national targets. - Provided support to Comoros (South-South cooperation). 	<ul style="list-style-type: none"> - Member of the Belgian Partnership for the CHM. - In contact with major cooperation partners in the country. - Increased interest at the national level.
	Malawi www.chmmw.org/ (ASP, EN)	No	No	<ul style="list-style-type: none"> - CHM developed between 2006 and 2008 through a UNEP/GEF project coordinated by the National Commission for Science and Technology. - 13 people trained but most left. - CHM currently coordinated by the Environmental Affairs Department of the Ministry of Environment and Climate Change. - No access to update the website. 	<ul style="list-style-type: none"> - Plans to develop a CHM strategy and integrate it in the revised NBSAP. - The CHM strategy will be the basis for the reorganization of the CHM website. - Would need training of website contributors and administrators.

	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Morocco http://ma.chm-cbd.net (European Portal Toolkit, FR)	Yes	Yes	<ul style="list-style-type: none"> - Official strategy for the national CHM. - Active CHM with inputs from various ministries. - Translator hired to translate web pages into Arabic. - CHM complemented by a national biodiversity information system (SIB) containing scientific information: www.biodiversite-maroc.com. - Provided CHM support to Arab countries (Iraq and Sudan, Yemen) as well as support to Niger on SIB (South-South cooperation). 	<ul style="list-style-type: none"> - Member of the Belgian Partnership for the CHM - Further developments of the biodiversity information system (SIB) - Good prospects for further development and maintenance.
	Mozambique www.convambientais.gov.mz (PHP, PT)	No	Yes	<ul style="list-style-type: none"> - NBSAP approved in 2003. - Rio Conventions website established in 2006. - UNEP/GEF project in 2011 on CHM and ABS, but delays due to slow funding and project still ongoing. 	<ul style="list-style-type: none"> - NBSAP revision underway and will define the role of the national CHM in supporting NBSAP implementation. - Work on the establishment of the national CHM has not yet started. - Would need collaboration and training of human resources.
	Namibia www.met.gov.na (ASPX, EN)	Yes	Yes	<ul style="list-style-type: none"> - 2nd NBSAP finalized (2012-2020) - CHM managed by Ministry of Environment and Tourism. - Environmental Information System (EIS) developed in 2008 (www.the-eis.com) which provides integrated environmental information. 	<ul style="list-style-type: none"> - Ongoing maintenance and further development.

	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Niger http://ne.chm-cbd.net (European Portal Toolkit, FR)	Yes	Yes	<ul style="list-style-type: none"> - Active CHM with awareness raising initiatives targeting major stakeholder groups and senior government officials. - Strategically coordinated by the Cabinet of the Prime Minister and good collaboration between the NFPs of the Rio Conventions. 	<ul style="list-style-type: none"> - Member of the Belgian Partnership for the CHM. - Ongoing South-South cooperation initiative with Morocco to set up a biodiversity information system (SIB) http://www.biodiversite-niger.ne.
	Nigeria	No	Yes	<ul style="list-style-type: none"> - No CHM in place, but CHM under the responsibility of the Department of Forestry of the Federal Ministry of Environment. - Available Human Resources: CHM NFP and CHM Desk Officer. - Challenges to establish national CHM (lack of awareness of the CBD, inactive national contributor). 	<ul style="list-style-type: none"> - CHM being planned. - Support needed for establishment and maintenance.
	Somalia	No	Yes	<ul style="list-style-type: none"> - NBSAP under review but there will be challenges to implement it. - Currently unsure if national CHM will be part of NBSAP. 	<ul style="list-style-type: none"> - Ministry of Fisheries, Marine Resource and Environment has a plan to establish a CHM. - Would need political endorsement and support to proceed on the CHM.

	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	South Africa www.environment.gov.za	Yes	Yes	<ul style="list-style-type: none"> - Official CHM managed by the Department of Environmental Affairs and Tourism. - SANBI is mandated to “collect, generate, process, coordinate and disseminate information about biodiversity ...” - In 2010, SANBI launched the Biodiversity Advisor website (http://biodiversityadvisor.sanbi.org) which connects to other biodiversity information websites. 	<ul style="list-style-type: none"> - SANBI currently working on a blueprint for biodiversity information architecture in order to create a single website that incorporates elements of existing systems. - This website will act as the national CHM and it will have to be integrated in the NBSAP process.
	Sudan	No	Yes	<ul style="list-style-type: none"> - Establishment of national CHM is priority and component of NBSAP revision. - Higher Council for Environment and Natural (NFP) will coordinate the work on CHM (NFP). 	<ul style="list-style-type: none"> - Potential South-South cooperation with Morocco on the establishment of a national CHM. - Technical assistance needed to establish a national CHM and to host it.

	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Swaziland	No	Yes	<ul style="list-style-type: none"> - NBSAP revision and 5th NR under preparation. - The Swaziland Environment Authority (SEA) has a website (www.sea.org.sz) containing biodiversity information (NSBAP, projects, documents, ...). - Challenges: Lack of capacity and resources, no centralization of biodiversity information among stakeholders). - Existing partnerships with other institutions that work on biodiversity in the country. 	<ul style="list-style-type: none"> - Existing website can be arranged to operate as national CHM. - Assistance on building capacity to update and sustain the CHM would be needed.
	Uganda chm.nema-ug.org (Joomla, EN)	Yes	Yes	- [Information not yet available]	- [Information not yet available]
	United Republic of Tanzania	No	No	<ul style="list-style-type: none"> - Many national biodiversity websites - National CHM not in place but biodiversity websites exists, such as the National Environment Management Council's website (www.nemc.org.tz). - 	<ul style="list-style-type: none"> - Efforts to develop CHM are under way. - Plans to raise awareness raising of CHM contributors and users.
	Zambia zm.chm-cbd.net (European Portal Toolkit, EN)	Yes P C	Yes	<ul style="list-style-type: none"> - National CHM was established in 2006. - Dormant since 2011 due to portfolio changes which took place to streamline operations. 	<ul style="list-style-type: none"> - Plans to update content. - Seeking training on the European Portal Toolkit.

	Country and site (technology and language)	CHM website	CHM NFP	Current situation	Potential for development
	Zimbabwe	No	Yes	<ul style="list-style-type: none"> - Managed by Biodiversity Office, Ministry of Environment, Water and Climate. - National CHM under development (Consultant). - Not yet launched, but available for demonstration and currently populated with data. 	<ul style="list-style-type: none"> - National CHM almost complete, and should be launched by 30 June 2014. - Work to raise awareness of the CHM need to be done.

*Annex IV***RECOMMENDATIONS**

This annex contains the recommendations prepared by the participants of the Coordination Meeting of the Belgian Partnership for the Clearing-House Mechanism. These recommendations were shared in plenary on 9 May 2014 during the last joint session between the two parallel meetings.

To CHM national focal points

- Strengthen South-South cooperation on outreach projects between partner countries of the Belgian CHM.
- Help neighboring countries in the same region, which are not partners of the Belgian cooperation, to create their national CHM.
- Leverage best practices to facilitate greater involvement of national contributors to update national CHM websites.
- Increase the involvement of embassies and national services in charge of cooperation in monitoring CBD and CHM activities and in resource mobilization.

About the Target Cross-linking Tool (TCT), the ABS Clearing-House and NBSAP

- Inform CBD national focal points of the existence of the TCT tool so that they take ownership of it for better reporting.

To the CBD Secretariat

- Facilitate synergies between the various initiatives on the exchange of biodiversity information at the international level.
- Ensure interoperability between the central CHM and the national CHMs, especially those using the European Portal Toolkit (PTK).

To African representatives of the CHM IAC

- Forward the workshop recommendations on the functionalities of the central CHM and ABS Clearing-House.

*Annex V***RESULTS OF THE WORKSHOP ASSESSMENT QUESTIONNAIRE**

This annex contains the results of the workshop assessment questionnaire, and is based on the 21 forms completed by participants.

Note: When the horizontal sum of the quantitative assessments is lower than 21, this means that at least one reply was missing.

1. What were your expectations before attending this workshop?
<ul style="list-style-type: none"> - To learn new ideas of how to operate the CHM and establish links with colleagues from other countries. - To learn from the experiences from other countries on how to establish a CHM. - It was my first time attending this kind of workshop but I thought that it was to be capacitated on information management of contents of website of CBD. - Sharing best practices, getting solid knowledge about CHM, developing capacity. - My expectations of the workshop were to learn as much as possible and return home with a strategy or action plan. - It was good to expect the national presentations. - To be informed about the CHM; to know the experiences of the countries that are ahead; to be guided on the next step in establishing our own national CHM. - Detailed management of the CHM websites and information gathering and authentication methodologies. - Planning and seeing what is happening in the CHM space; learning how to improve our CHM. - My expectation was information exchange for African CHM; to get experience on how to establish an effective CHM after this regional workshop - Improve knowledge and experience on development and use of CHM. - To obtain more understanding on CHM and exchange of experience on CHM. - To listen to other NFPs and learn from their experiences; to learn new features of the CHM; to refresh my skills in the use of the PTK. - Since it was my first time I expected to gain information that was going to help my country start up the CHM site. - To learn from other countries experience; to understand what is required from each country in developing national CHM; to go home with knowledge that will help develop/improve the national CHM. - To learn more about CHM and country experiences; to shape our country experience - To get more knowledge about CHM from national experiences and to network. - To learn how to improve the effectiveness of our website. - Building capacity; making friends; funding opportunities.

1. What were your expectations before attending this workshop?
<ul style="list-style-type: none"> - To learn how to create and sustain a CHM. - To learn from other countries with established national CHM. To learn about CHM and its operations.

2. Please evaluate the extent to which the workshop has met your expectations.				
1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
		8	8	4
<ul style="list-style-type: none"> - The workshop was very good and my expectations were largely achieved. - Prior to the workshop I knew next to nothing about “CHM”. I learned a lot during the workshop and can definitely bring back core recommendations to my organization. - It was good – my expectation was for exchange of national information. - The technical deliveries were excellent. However, I was disappointed that there were no hands-on training. What was done at the workshop was on a very low scale. - The workshop came at an opportune time when the country is updating the environmental information system. So the guidance provided was immense. - Actually will be rated good though I have some concerns with regards to the extent to which some topics were dealt with. It would be provident if enough time is allocated for practical demonstrations. - Good considering the not so well outcome because of logistic and hotel arrangement. 				

3. Please evaluate the usefulness of the sessions.						
		Poor	Average	Good	Very Good	Excellent
2.	Objectives and programme			8	8	5
3.	Work programme of the CHM			6	10	5
4.	Experiences of national CHMs			4	13	4
5.	Guidance for national CHMs			4	10	7
6	Training session			5	12	4
7.	Strategic vision and roadmap for national CHMs		1	4	11	5
8.	Pending matters		1	13	6	1
9.	Synthesis and report of the workshop		1	12	8	

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

- There were not many practical exercises, maybe due to the slowness of the Internet.
- According to my knowledge about the contents I think that all the issues were covered.
- Because the content was not detailed it doesn't give me complete information. It was somewhat fragmented.
- Action plans for CHM implementation & follow up strategy.
- How do you interoperate with the CBD sites?
- It was good, concise, clear and understandable.
- There was less hands-on practice.
- I think that the content of substance is well done. And only 5 days – it is good.
- Hands-on training.
- There are many Conventions – my feeling is that the UN system must try by all means to integrate these systems. The integration part was not coming out clearly.
- Some issues were adequately dealt with while others require further training but overall is rated good.
- Detailed case studies on CHM.
- Presentations on CMS.
- Bigger room.

5. What did you particularly like during this workshop?

- The national experience – especially those who have advanced programmes.
- Learning the different functionalities of certain programmes and websites.
- Training sessions of information services using different tools that are available.
- Experience of the other parties in implementing their national CHM.
- Sharing experiences with different African countries; training session on information services of the CHM.
- Roadmap & strategic visions. I am generally only involved in the maintenance of websites. Loved seeing what goes into the planning of the site. Loved hearing about wireframes.
- The beautiful visits of the field trip to the mountains, etc.
- Exhaustive explanations.
- The facilitators were very patient with all participants.
- Guidance for national CHM.
- National CHM sharing; guidance for national CHM.
- The presentations provided by CBD organizer on different issues.

5. What did you particularly like during this workshop?

- The presentation on the guidelines and related issues was helpful to me.
- The guidance for the national CHM.
- The guidance for national CHM.
- The operations of the PTK.
- Guidance for developing national CHM.
- The presentations and training were wonderful.
- Good info by CBD Secretariat in the CHM and decisions.
- Making friends & sharing experiences.
- How to develop a website; guidelines on how to use a CHM website; interaction between trainer and audience.

6. What did you particularly dislike during this workshop?

- Bathing in cold water, slow Internet and heavy visa fees.
- Hotel services.
- Lack of transparency in DSA payment.
- High cost of visa.
- Accommodation.
- The hotel had a lot of mishaps which made our stay a bit uncomfortable.
- Lack of Internet in my room.
- Guidance for national CHM sharing not CHM experiences.
- The services of the hotel.
- The DSA was bad. It did not match up with the expenditures incurred.
- The trip was too long with less information from host.
- The issue of facilitation was not good to me.
- Payment of DSA in arrears & differential treatment for accommodation.
- Confined in a small room; not enough DSA.
- Hotel accommodation.
- The services provided by the hotel management.

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
	1	6	10	4
<ul style="list-style-type: none"> - I think I need to reach through the strategic plan again just to get a better idea of the role of the CHM. - Understanding the role of the CHM has helped me. - The workshop was helpful. - To a bigger extent I got more understanding of the CHM development in regard to national CHM. 				

8. Please indicate at least one thing that has enhanced your ability to develop your national CHM.				
<ul style="list-style-type: none"> - The new method of matching the Aichi Targets with that of national ones. - The programmes and experiences of the Belgium partnership. - The experiences of the other Parties. - The good experiences from different countries will help develop our national CHM; the presentations. - The workshop has made me realize that we do not need to create a new website for the CHM. We simply need to adapt our current website to better meet the needs of the CBD. - The quality of the good national CHM websites. - The CHM guidance. - Experiences & challenges faced by countries with CHM; practical exposure to CHM. - The objective of national CHMs & presentations from francophone participants. - Content of Belgium CHM. - Understand how other national CHM countries share their experiences. - Experience from other countries on how to organize development of CHM and partnership. - CHM has many benefits and the steps are very clear. - The content and use of pencil tool will help in guiding the developer. - The guidance on CHM services and experiences from other countries. - The sharing of experiences has really inspired me to catch up. - Content management for website. - I got to know that there are free facilities in terms of website development software and hosting. - The structure of the home page and the links. - Awareness of the role of the CHM at national and international level and its importance. - The experiences from other developed national CHMs. 				

9. Please evaluate the facilitation of the workshop sessions.				
1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
1	1	6	12	1
<ul style="list-style-type: none"> - Facilitators made sure that there was enough time for questions. - The communication aspect is mostly lacking from the organizers. - It is poor because the DSA is not enough for me. 				

10. Please evaluate the organization of the workshop (logistics, administration, etc.).				
1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
1	5	13	3	
<ul style="list-style-type: none"> - Logistics – average, because I expected good arrangements by the hotel; administration – average, I found it very expensive the amount of entry visa and exit tax and the DSA didn't cover it. - The facilities at the Parliamentarian Hotel are substandard. - The workshop logistics were good, administration was good. The services offered by the hotel were of the lowest standard. - This is rated average as a result food provided mostly breakfast and DSA to cover expenses is not adequate. 				

11. Please provide below any other comments or suggestions for improvement.				
<ul style="list-style-type: none"> - The issue of the visa fees and the poor services in the hotel. - The practical exercises need to have a better Internet connection to be beneficial. - The next workshop organizers must provide the same conditions such as the rooms, DSA. The services of the hotel were not good, the rooms also were not clean. - For the future when you organize workshops please compare the hospitality services of different African countries for better services and trainee comfort. - The importance of the partners and the Secretariat coming together contributes to the development of the national CHM. - There should be no different treatment of participants (accommodations). - Communication on administrative costs like visa fees and clear indication of DSA for personal expenses. - The workshop schedule was not well specified. - Next time collect and share proper information about the country and visas and visa fees. - Find venue with good Internet connection to have enough time for hands-on practice; Transparency on the costs to be incurred by participants. 				

11. Please provide below any other comments or suggestions for improvement.

- It will be good to sustain the convening of the workshop. I proposed that resources are mobilized to hold it annually. This will enhance the CHM.
- The hotel services were very poor; organizers somehow discriminated against facilitators and participants as facilitators were given high standard rooms as opposed to participants; paying for participants directly is not good as they don't have choice if they don't like what the hotel is offering.
- The meeting/workshop venues require consideration in the upcoming workshops.
- Need to consider venue for workshop prior to booking.
- I suggest that next time you improve your facilitation because when we are leaving our countries we leave cars at the airports at a cost, or transport to the airport at a cost plus other costs we incur during the stay.
- Need to consider priorities in terms of funding to ensure uniform implementation.
- Improve on the bandwidth.

12. Do you have any comments on or suggestions about this questionnaire?

- I think it should be shorter.
 - It is good.
 - Great!
 - Just to add more about the contents of the workshop.
 - It is straightforward.
 - Please provide further support to the development of CHM processes.
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