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CONFERENCE OF THE PARTIES TO THE  
CONVENTION ON BIOLOGICAL DIVERSITY  
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Item 17.2 of the provisional agenda\*

BUDGET OF THE TRUST FUND FOR THE CONVENTION ON BIOLOGICAL DIVERSITY  
FOR THE BIENNIUM 1999-2000: PROGRAMMES OF WORK

Note by the Executive Secretary

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\*UNEP/CBD/COP/4/1.

PROGRAMME BUDGET OF THE CONVENTION FOR THE BIENNIUM 1999-2000:  
PROGRAMMES OF WORK

I. SUMMARY TABLES BY PROGRAMMES OF WORK

A. Executive Direction, Management and Inter-governmental Affairs (EDMIA)

Overview of responsibilities	Overall responsibility for the implementation of the Convention. The management and smooth operation of the Secretariat=s responsibilities; the provision of policy advice to the Convention bodies and their officers; and maintenance of high-level linkages with other international organizations.
Expected results	<p><i>Mandate for all of the below:</i> Article 24</p> <p>1. COP, SBSTTA, the Open-ended Ad Hoc Working Group on Biosafety (and/or the future Meeting of Parties), other subsidiary bodies and their bureaux receive timely, coherent and appropriate policy advice and guidance.</p> <p><i>Means:</i> Preparation of procedural documentation; sessional planning; oversight of the preparation of all documentation, including in-session, to be submitted to Conference of the Parties and SBSTTA; coordination of inputs from other programmes; organization and servicing of Bureau meetings; provision of advice and briefs; development of new concepts and ideas; provision of guidance to staff.</p> <p><i>Results:</i> Recommendations, decisions, documentation, calendars and schedules of work; notes and reports.</p> <p>2. The Convention bodies are provided with the services and support necessary for the convening of official sessions.</p> <p><i>Means:</i> Sessional planning; oversight of the</p>

preparation of conference facilities; oversight of the preparation of documentation to be submitted to the Convention bodies on relevant issues, as requested; mobilization of teams of temporary assistance.

*Results:* Well-organized sessions; required documents submitted to the Convention bodies.

3. Participation in the sessions of the Convention bodies is effectively managed.

*Means:* Pre-session liaison with participants; accreditation and registration of representatives; maintenance of contact databases; issuance of invitations to nominate funded participants.

*Results:* Accredited, registered and, as appropriate, funded delegates; contact data base.

4. The views of the Convention, and its secretariat, as appropriate, are communicated effectively to partner agencies and in conferences and other events.

*Means:* Maintenance of ad hoc correspondence; convening of meetings and consultations with the heads of other secretariats, programmes and organizations; attendance and delivery of statements at meetings of partner agencies' supervisory bodies; preparation of written inputs.

*Results:* Exchange of relevant information between the Convention bodies, the secretariat and partner agencies.

5. The secretariat is managed efficiently and effectively, and in a way which maximizes its ability to respond to the needs of the Convention bodies.

*Means:* Recruitment of programme coordinators; in consultation with a management group of

	<p>programme coordinators and other senior staff, setting of programme priorities, including for supplementary funds; ensuring coordination among programmes; establishment of the secretariat's financial and personnel policies and procedures, in the framework of United Nations regulations and rules, and overseeing their application; promotion of information flow throughout the secretariat, <u>inter alia</u>, by convening staff meetings.</p> <p><i>Results:</i> Well-managed secretariat resources; motivated and capable staff.</p> <p>6. Information flowing into and out of the secretariat is effectively managed and tracked.</p> <p><i>Means:</i> Recording, tracking and following up on high volumes of correspondence and incoming paper, fax, and e-mail communications; maintenance of correspondence filing system.</p> <p><i>Results:</i> Timely replies to correspondence; searchable electronic archive of correspondence; archive of secretariat-wide correspondence files.</p> <p>7. Legal advice and documentation necessary for their smooth functioning of the Convention process and the secretariat.</p> <p><i>Means:</i> Preparation and review of the Headquarters Agreement; and provision of advice and briefs on legal issues, including contractual arrangements.</p> <p><i>Results:</i> legal advice.</p>
<p>Limits</p>	<p>The Executive Secretary is directly accountable to the Conference of the Parties regarding the implementation of its policies and programmes of work and the use of its monies. S/he is accountable to the Executive Director of the United Nations Environment Programme concerning the observance of</p>

	financial and staff rules and regulations within the context of a delegated authority.																								
External linkages	Executive Director of the United Nations Environment Programme and senior United Nations officials; ministers and other heads of delegations; government representatives; heads of partner agencies, departments and programmes; key academic, private sector and non-governmental actors.																								
Posts required	Executive Secretary (D-2), Deputy Executive Secretary and Principal Officer for Inter-governmental Affairs (D-1), Legal Officer (P-4), Special Assistant to the Executive Secretary (P-3); Associate Computer System Officer (P-2); 2 GS Secretary; GS Registry Assistant; GS Registry Clerk.																								
Other resources required	<p>1. Meetings of COP and its regional meetings:</p> <table border="0"> <tr> <td>1999:</td> <td>\$1,150,000</td> <td>2000:</td> <td>\$1,207,000</td> </tr> </table> <p>2. COP Bureau meetings:</p> <table border="0"> <tr> <td>1999:</td> <td>\$80,000</td> <td>2000:</td> <td>\$84,000</td> </tr> </table> <p>3. Travel:</p> <p>(a) the participants to COP meetings:</p> <table border="0"> <tr> <td>1999:</td> <td>\$368,500</td> <td>2000:</td> <td>\$386,900</td> </tr> </table> <p>(b) the participants to COP regional meetings:</p> <table border="0"> <tr> <td>1999:</td> <td>\$242,900</td> <td>2000:</td> <td>\$255,000</td> </tr> </table> <p>(c) official business of the SCBD:</p> <table border="0"> <tr> <td>1999:</td> <td>\$132,000</td> <td>2000:</td> <td>\$138,600</td> </tr> </table> <p>4. Temporary assistance and overtime:</p> <table border="0"> <tr> <td>1999:</td> <td>\$10,000</td> <td>2000:</td> <td>\$10,000</td> </tr> </table>	1999:	\$1,150,000	2000:	\$1,207,000	1999:	\$80,000	2000:	\$84,000	1999:	\$368,500	2000:	\$386,900	1999:	\$242,900	2000:	\$255,000	1999:	\$132,000	2000:	\$138,600	1999:	\$10,000	2000:	\$10,000
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1999:	\$10,000	2000:	\$10,000																						
Resources from outside the core budget	None																								

B. Scientific, Technical and Technological Matters (STTM)1. Thematic areas programme (STTM/T)(a) Marine and coastal biological diversity subprogramme (STTM/T/MC)

Overview of responsibilities	Support to the implementation of the Convention by undertaking tasks assigned to the Secretariat for the development and implementation of the programme of work on marine and coastal biological diversity.
Expected results	<p><i>Mandate:</i> decision II/10 and anticipated decision from COP4 on the basis of SBSTTA recommendation III/2</p> <p><i>Means:</i></p> <ol style="list-style-type: none"> <li>1. Utilization of the roster of experts;</li> <li>2. Review of the existing instruments and guidelines relevant to integrated marine and coastal area management (IMCAM) and development of guidelines for ecosystem evaluation and assessment;</li> <li>3. Promotion of ecosystem approaches to sustainable use of marine living resources;</li> <li>4. Facilitating research and monitoring of the value and the effects of marine and coastal protected areas and developing guidance on criteria and operational aspects of HPA;</li> <li>5. Provision of guidance on criteria, methods and techniques to avoid the adverse effects of mariculture and dissemination of relevant information;</li> <li>6. To better understand the impact on biological diversity of the introduction of alien species and genotypes and assess related legal instruments and guidelines;</li> <li>7. To facilitate exchange of information through collaboration with relevant organizations.</li> </ol> <p><i>Results:</i> Reports and advice that enable COP and SBSTTA to review progress in the implementation of the programme of work on marine and coastal biological diversity.</p>

Limits	Anticipated decision from COP4 endorsing programme of work. Active collaboration in programme of work by partner organizations and hosting of meetings by organizations and/or Governments.
External linkages	United Nations bodies, other intergovernmental organizations, relevant Conventions, programmes and organizations, NGOs.
Posts required	Programme Officer (P-3), support from GS Programme Assistant within STTM/T programme
Other resources required	scientific/technical meetings: 1999: 2 x \$100.000 = \$200,000 2000: 2 x \$100.000 = \$200,000
Resources from outside the core budget	Programme Officer (P-4) (UNESCO); Junior Programme Officer (Italy)

(b) Agricultural biological diversity subprogramme (STTM/T/AG)

Overview of responsibilities	Support to the implementation of the Convention by undertaking tasks assigned to the Secretariat for the development and implementation of the programme of work on agricultural biological diversity.
Expected results	<p><i>Mandate:</i> decision III/11 and anticipated decision from COP-5 on the basis of the anticipated recommendation of SBSTTA-4</p> <p><i>Means:</i> Support studies and service meetings to assist in:</p> <p>(a) The review of ongoing activities and existing instruments relevant to agricultural biological diversity;</p> <p>(b) Promotion of <i>in-situ</i> conservation and sustainable approaches;</p> <p>(c) Facilitate exchange of information through collaboration with FAO and other relevant organizations and bodies.</p> <p><i>Results:</i></p> <ol style="list-style-type: none"> <li>1. Priority issues/themes identified for work in the first phase of the work programme;</li> <li>2. Programme structure designed for Phase I of</li> </ol>

	<p>the programme of work;</p> <p>3. Establishment of mechanisms to support implementation at country, regional and global levels (guidelines, methods and tools, information, best practices, etc.);</p> <p>4. Further activities identified and ongoing for continuation of the review and assessment and compilation and synthesis of findings, including, for instance: development of methodologies; rapid assessments at ecosystem level; scientific assessments of key components/priority thematic areas; development of criteria and indicators for the monitoring and assessment; development of methodologies and instruments to support Parties in the design and implementation of agro-biodiversity strategies, programmes and action plans.</p>
Limits	Activities will be further defined by SBSTTA-4 and COP-5 in light of the findings of the ongoing review and the assessment of work on the two topics in Annex 3 of decision III/11.
External linkages	FAO, other United Nations bodies, other intergovernmental organizations, relevant conventions, scientific bodies, GEF and implementing agencies, NGOs.
Posts required	Agricultural Biological Diversity Programme Officer (P-3), GS Programme Assistant
Other resources required	<p>1. Technical workshops/expert consultations/ad hoc working groups as necessary to assist SBSTTA and SCBD to:</p> <p>(a) Identify priority issues/themes for further work, with reference to the assessment of lessons learnt from work on the two topics in Annex 3, decision III/11;</p> <p>(b) Identify further activities for the continuation of the review and assessment;</p> <p>(c) Identify required mechanisms to support implementation at country, regional and global levels;</p> <p>(d) Develop further guidance to the financial mechanism;</p> <p>(e) Design a programme structure and budget for Phase I of the programme of work.</p> <p>Scientific meetings:</p>



	1999: \$120.000      2000: \$120.000
Resources from outside the core budget	Agricultural Biological Diversity Programme Officer (P-4) (FAO)

(c) Forest biological diversity subprogramme (STTM/T/FB)

Overview of responsibilities	Support to the implementation of the Convention by undertaking tasks assigned to the Secretariat for the development and implementation of the programme of work on forest biological diversity, including liaison and collaboration with the Intergovernmental Forum on Forests (IFF) and the Interagency Task Force on Forests (ITFF).
Expected results	<p><i>Mandate:</i> decisions II/9 and III/12 and anticipated decision from COP-4 on the basis of SBSTTA recommendation III/3</p> <p><i>Means:</i> Undertaking studies and servicing scientific and technical meetings to assist Parties and SBSTTA implement the programme of work.</p> <p><i>Results:</i></p> <ol style="list-style-type: none"> <li>1. A better understanding of: <ol style="list-style-type: none"> <li>(a) The ecosystem approach as it relates to forest biological diversity; and</li> <li>(b) the complexity and inter-dependencies within biological communities and with abiotic site-specific factors.</li> </ol> </li> <li>2. Development of methodologies to enhance understanding of the social values of forest and the views of stakeholders in forest plans and practices.</li> <li>3. Expansion of research capacity to: <ol style="list-style-type: none"> <li>(a) Analyze human impacts on forest ecosystems; and</li> <li>(b) Prioritize research needs and apply results.</li> </ol> </li> </ol>

	<p>4. Development of methodologies to advance the elaboration and implementation of criteria and indicator frameworks, contribution to regional initiatives in the development of suitable indicators for forest biological diversity and improved country capacity to apply the methodologies and indicators.</p> <p><i>Means:</i> Collaboration with IFF process, especially as a lead agency for traditional forest related knowledge in ITFF.</p> <p><i>Results:</i> Closer collaboration with IFF process.</p>
Limits	The nature of the activities to be undertaken will be determined by COP-4 and SBSTTA-4, particularly in respect of the need for a global assessment on forest biological diversity.
External linkages	Secretariat of the IFF, forest-related criteria and indicator processes, other members of ITFF; other relevant agencies, organizations, processes, mechanisms and major groups, GEF and implementing agencies.
Posts required	Programme Officer (P-4), support from GS Programme Assistant within STTM/T programme
Other resources required	Scientific/technical meetings: 1999: \$100,000                      2000: \$100,000
Resources from outside the core budget	None

(d) Inland water biological diversity subprogramme (STTM/T/IW)

Overview of responsibilities	Support to the implementation of the Convention by undertaking tasks assigned to the Secretariat for the development and implementation of the programme of work on inland water biological diversity.
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<p>Expected results</p> <p>progress</p>	<p><i>Mandate:</i> decision anticipated from COP-4 on the basis of SBSTTA recommendation III/1</p> <p><i>Means:</i> to be developed in accordance with decision of COP-4.</p> <p><i>Results:</i></p> <ol style="list-style-type: none"> <li>1. Progress in the implementation of the Convention with respect to inland water biological diversity;</li> <li>2. Development, elaboration and implementation of the work programme;</li> <li>3. Reports and advice to SBSTTA and COP on</li> </ol>
<p>Limits</p>	<p>The work programme will be considered by COP-4. The outcome of CSD should be incorporated into the work programme.</p>
<p>External linkages</p>	<p>CSD, ACC Subcommittee on Water Resources, Convention on Wetlands, other relevant agencies, organizations, processes, mechanisms and major groups, GEF and implementing agencies.</p>
<p>Posts required</p>	<p>Programme Officer (P-4), support from GS Programme Assistant within STTM/T programme</p>
<p>Other resources required</p>	<p>None</p>
<p>Resources from outside the core budget</p>	<p>None</p>

(e) Direction and management subprogramme (STTM/T/DM): Thematic areas programme

<p>Overview of responsibilities</p>	<p>Coordination of the thematic subprogrammes in order to provide scientific and technical support to SBSTTA and to COP with a focus on environmental and natural resources management perspectives; Liaison with Cross-cutting issues programme and the I&amp;C Division with a view to ensuring complementary and multidisciplinary approaches.</p>
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Expected results	<p><i>Mandate:</i> Articles 6, 8, 9, 10 and 18</p> <p>1. The STTM/T subprogrammes and human financial resources are coordinated in a way that maximizes fulfillment of needs identified by the Convention bodies, and assist SBSTTA in its consideration of scientific and technical issues with particular attention to the conservation and sustainable use of biological diversity.</p> <p><i>Means:</i></p> <p>(i) Coordination among programme officers with regard to the implementation of the thematic work plans and programmes;</p> <p>(ii) Liaison and coordination with Cross-cutting subprogrammes and with the I&amp;C Division, especially with regard to financial mechanism, CHM and national reports, and with the Biosafety Unit;</p> <p>(iii) Liaison and coordination with relevant scientific and technical bodies, networks and processes.</p> <p><i>Results:</i></p> <p>(i) Priorities identified and work of different thematic subprogrammes coordinated with a view to ensuring integrated and multidisciplinary strategies and approaches at national and international levels;</p> <p>(ii) Enhanced use of existing knowledge and experiences among different thematic areas and sectors;</p> <p>(iii) Complementarities between thematic programme areas and their components identified and developed;</p> <p>(iv) Programmes of work developed for new and emerging issues as identified by COP;</p> <p>(v) SBSTTA provided with scientific and technical assistance in its guidance to Parties and countries in the development and implementation of national strategies, programmes and plans;</p> <p>(vi) Coherence maintained in the approaches and measures for the <i>in-situ</i> and <i>ex-situ</i> conservation and sustainable use within and</p>
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between thematic programmes.

2. assistance to the Principal Officer in providing SBSTTA and its Bureau and any subsidiary bodies with the support and documentation necessary for their smooth functioning.

*Means:* Preparation of relevant technical papers and inputs for submission to SBSTTA by thematic subprogrammes and substantive support provided for meetings and intersessional activities.

*Results:* Inputs of high technical quality prepared and made available as appropriate.

3. The various components of the STTM/T programme cooperate with organizations, bodies, processes and persons competent in science and technology.

*Means:* Maintaining communication between Convention bodies and external processes, convening of scientific and technical meetings and other gatherings, as appropriate; providing scientific and technical contributions to conferences, seminars and workshops.

*Results:* Enhanced scientific and technical support and two-way feedback between Secretariat and relevant processes and events.

*Mandate:* Article 24

The STTM/T programme staff, financial resources, and activities are managed in a way that maximizes fulfillment of needs, identified by the Convention bodies, and contributes to the overall management and effective operation of the Secretariat.

*Means:* Identification of priorities for and coordination and guidance of work by subprogrammes; motivation of staff, appraisal of their performance and promotion of their

	<p>career development; contribution through the divisional management group, to overall Secretariat management, and to the establishment and application of Secretariat policies and procedures.</p> <p><i>Results:</i> Detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent individuals.</p>
Limits	Guidance from COP, SBSTTA, and their bureaux; guidance from the Executive Secretary and the Principal Officer (STTM) including on overall Secretariat priorities and responsibilities.
External linkages	Bureau of SBSTTA; United Nations bodies, other intergovernmental organizations, GEF, and other organizations competent in science and technology; NGOs, including business and scientific institutions.
Posts required	Senior Programme Officer (P-5), 2 GS Programme Assistants (to assist 4 subprogrammes above), GS Secretary
Other resources required	<p>Travel on official business of SCBD for the STTM/T programme:</p> <p>1999: \$120,000                      2000: \$126,000</p> <p>Consultants:</p> <p>1999: \$165,000                      2000: \$200,000</p>
Resources from outside the core budget	None

2. Cross-cutting issues programme (STTM/C)(a) Indicators, monitoring and assessments subprogramme (STTM/C/IMA)

Overview of responsibilities	Support to the implementation of the Convention by undertaking tasks assigned to the Secretariat for the development and implementation of the programme of work on indicators, methodologies for assessment and the ecosystem approach.
Expected results	<p><i>Mandate:</i> Articles 7 and 14; decisions II/8, III/10 and the anticipated decision from COP-4 based on SBSTTA recommendation III/5</p> <p><i>Means:</i></p> <ol style="list-style-type: none"> <li>1. The work programme on the development of a core set of indicators will be undertaken under the authority of SBSTTA.</li> <li>2. The Global Taxonomy Initiative can be promoted through regional workshops.</li> <li>3. Future work on impact assessment will be based upon receipt of case studies and the development of synthesis reports for consideration by SBSTTA.</li> </ol> <p><i>Results:</i></p> <ol style="list-style-type: none"> <li>1. Implementation of the work programme on indicators;</li> <li>2. Development of menu of indicators in thematic areas;</li> <li>3. Development of pilot programme.</li> <li>4. Promotion of Global Taxonomy Initiative.</li> <li>5. Carrying out research on impact assessment.</li> <li>6. Assisting work of the ecosystems programme by providing the results of the work of this programme area.</li> </ol>
Limits	Anticipated decision from COP-4
External linkages	Parties, United Nations bodies, other intergovernmental organizations, international, regional and national scientific bodies, academic institutions, relevant NGOs
Posts required	Programme Officer (P-4), Programme Officer (P-3), support from GS Programme Assistant

	within STTM/C programme
Other resources required	Liaison group meetings: 1999: \$50,000                      2000: \$50,000
Resources from outside the core budget	None

(b) Access to genetic resources subprogramme (STTM/C/AGR)

Overview of responsibilities	Support to the implementation of the Convention by undertaking tasks assigned to the Secretariat for the development and implementation of the programme of work on access to genetic resources.
Expected results	<i>Mandate:</i> Articles 1 and 15; decisions II/11, III/15, III/17 and decisions anticipated from COP-4  <i>Means:</i> Working group/expert panel on guidelines/best practices on access to genetic resources; collection of information on access and benefit-sharing legislation; undertaking studies and assisting scientific and technical meetings on the issues.  <i>Results:</i> Guidelines and best practices on access; provision of information through the CHM; improved understanding of options and prerequisites for access arrangements; support for Parties in designing access arrangements.
Limits	Submission of information by Parties, Governments and relevant organizations; active collaboration of partner institutions.
External linkages	Parties, United Nations bodies, other intergovernmental organizations, GEF and implementing agencies, private sector organizations, environmental law institutions, scientific and research bodies, NGOs, relevant major groups.
Posts required	Programme Officer (P-4), support from GS Programme Assistant within STTM/C programme



Other resources required	None
Resources from outside the core budget	None

(c) Economics of biological diversity subprogramme (STTM/C/IM)

Overview of responsibilities	Support to the implementation of the Convention by undertaking tasks assigned to the Secretariat for the development and implementation of the programme of work on the economic aspects of biological diversity, including incentive measures.
Expected results	<p><i>Mandate:</i> Articles 1, 6, 10, 11, 14, 16, 18, 19; decisions III/16, III/18 and decision anticipated from COP-4</p> <p><i>Means:</i></p> <ol style="list-style-type: none"> <li>1. Compilation of information and case studies; development of guidelines for incentive measures;</li> <li>2. Development of methodology for economic valuation of biological diversity by undertaking studies and establishing network of experts;</li> <li>3. Undertaking studies on relationship of trade liberalization and biological diversity as well as relationship between the provisions of the multilateral trading system and incentive measures encouraged for conservation and sustainable use of biological diversity.</li> <li>4. Undertaking studies to improve access to and transfer of technology and development of guidelines.</li> </ol> <p><i>Results:</i></p> <ol style="list-style-type: none"> <li>1. Analytical reports to COP and SBSTTA on options for guidelines on incentive measures and other issues related to incentive measures; dissemination of case studies and other information, including results of studies.</li> <li>2. Analytical reports on economic valuation, trade and biological diversity and technology transfer; dissemination of information.</li> <li>3. Advice on economic issues and coordination with work of other related issues within the Secretariat.</li> </ol>
Limits	Decision to be adopted by COP-4 on future activities.

External linkages	Parties and Governments, United Nations bodies, other intergovernmental organizations, private sector organizations, research and scientific bodies, relevant major groups.
Posts required	Programme Officer (P-4), support from GS Programme Assistant within STTM/C programme
Other resources required	None
Resources from outside the core budget	None

(d) Traditional knowledge subprogramme (STTM/C/TK)

Overview of responsibilities	Support to the implementation of the Convention by undertaking tasks assigned to the Secretariat for the development and implementation of the programme of work on traditional knowledge and biological diversity.
Expected results	<p><i>Mandate:</i> Articles 8 (j), 10 (c), 17.2 and 18.4; decision III/14 and anticipated decision from COP-4 on the basis of the recommendations from the Workshop on Traditional Knowledge and Biological Diversity.</p> <p><i>Means:</i> (indicative - to be identified by COP-4) further case studies, workshops and working group or subsidiary body.</p> <p><i>Results:</i> (indicative - to be identified by COP-4) draft guidelines for the implementation of Article 8 (j) and relevant provisions.</p>
Limits	Programme of work for biennium to be established by COP-4
External linkages	United Nations bodies, other intergovernmental organizations, scientific bodies, indigenous and community organizations, other major groups.
Posts required	Programme Officer (P-4), GS Programme Assistant

Other resources required	None
Resources from outside the core budget	None

(e) Benefit-sharing subprogramme (STTM/C/BS)

Overview of responsibilities	Support to the implementation of the Convention by undertaking tasks assigned to the Secretariat for the development and implementation of the programme of work on benefit-sharing.
Expected results	<i>Mandate:</i> Articles 1 and 19; decisions II/4, III/16, III/17 and anticipated decision from COP-4
	<p><i>Means:</i></p> <ol style="list-style-type: none"> <li>1. interact with the private sector; preparation of the workshop on the role of the private sector to increase the involvement of that sector in the Convention process;</li> <li>2. prepare synthesis of research on effects and impacts of biotechnology on biological diversity; facilitate exchange of information on benefits of biotechnology;</li> <li>3. development of guidelines on benefit-sharing, coordinating with Access subprogramme; collection of information on access and benefit-sharing arrangements; analysis of best practices for benefit-sharing arrangements; undertake studies and assist scientific and technical meetings on benefit-sharing;</li> <li>4. undertake studies on impacts of intellectual property rights on the achievement of the Convention's objectives; follow-up with development related to the Agreement on Trade-related Aspects of Intellectual Property Rights.</li> </ol> <p><i>Results:</i></p> <ol style="list-style-type: none"> <li>1. Provision of accurate and timely advice to SBSTTA and COP on guidelines and best practices on benefit-sharing arrangements;</li> <li>2. Dissemination of information;</li> <li>3. Better understanding of options and</li> </ol>

	<p>prerequisites for effective benefit-sharing arrangements, resulting in future decisions from COP that assist Parties in this regard;</p> <p>4. Study on intellectual property rights and dissemination of relevant information;</p> <p>5. Improved involvement of the private sector in the Convention process.</p>
Limits	Future decisions by COP on the work programme.
External linkages	Parties and Governments, United Nations bodies, other intergovernmental organizations, GEF, private sector organizations, scientific and research bodies, NGOs.
Posts required	Programme Officer (P-4), support from GS Programme Assistant within STTM/C programme
Other resources required	<p>Workshop on the role of the private sector: 2000:</p> <p style="padding-left: 40px;">Servicing of the meeting: \$605,000</p> <p style="padding-left: 40px;">Travel of the participants from LDCs and SIDS: \$316,600</p>
Resources from outside the core budget	None

(f) Direction and management subprogramme (STTM/C/DM): Cross-cutting issues programme

Overview of responsibilities	<p>Coordination of cross-cutting issues subprogrammes in order to provide scientific and technical support to SBSTTA and to the COP with a focus on human dimensions and socio-economic perspectives: Liaison with Thematic subprogramme and the I&amp;C Division with a view to ensuring complementary and multidisciplinary approaches.</p>
Expected results	<p>Mandate: Articles 7,11,14,15,16,18 and 19</p> <p>1. The STTM/C subprogrammes and human and</p>

financial resources are coordinated in a way that maximizes fulfillment of needs identified by the Convention bodies, and assist SBSTTA in its consideration of scientific and technical issues, with particular attention to the fair and equitable sharing of benefits.

*Means:*

- (i) Coordination among programme officers with regard to the implementation of the cross-cutting issues, work plans and programmes;
- (ii) Liaison and coordination with Thematic subprogrammes and with the I&C Division, especially with regard to financial mechanism, CHM and national reports, and with the Biosafety Unit;
- (iii) Liaison and coordination with relevant scientific and technical bodies, networks and processes.
- (iv) Coordination, as appropriate, with regard to identification, monitoring and assessment, including the development of indicators.

*Results:*

- (i) Priorities identified and work of different cross-cutting subprogramme coordinated with a view to ensuring integrated and multidisciplinary strategies and approaches at national and international levels;
- (ii) Enhanced use of existing knowledge and experiences among different cross-cutting areas and sectors;
- (iii) Complementarities between cross-cutting programme areas and their components identified and developed;
- (iv) Programmes of work developed for new and emerging issues as identified by the COP;
- (v) SBSTTA provided with scientific and technical assistance in its guidance to Parties and countries in the development and implementation of national strategies, programmes and plans.

2. Assistance to the Principal Officer in providing SBSTTA and its Bureau and any subsidiary bodies with the support and

	<p>documentation necessary for their smooth functioning.</p> <p><i>Means:</i> Preparation of relevant technical papers and inputs for submission to SBSTTA by cross-cutting subprogrammes and substantive support provided for meetings and intersessional activities.</p> <p><i>Results:</i> Inputs of high technical quality prepared and made available as appropriate.</p> <p>3. The various components of the STTM/C programme cooperate with organizations, bodies, processes and persons competent in science and technology.</p> <p><i>Means:</i> Maintaining communication between Convention bodies and external process; convening of scientific and technical meetings and other gatherings, as appropriate; providing scientific and technical contributions to conferences, seminars and workshops.</p> <p><i>Results:</i> Enhanced scientific and technical support and two-way feedback between Secretariat and relevant processes and events.</p> <p><i>Mandate:</i> Article 24</p> <p>The STTM/C programme staff, financial resources and activities are managed in a way that maximizes fulfillment of needs, identified by the Convention bodies, and contributes to the overall management and effective operation of the Secretariat.</p> <p><i>Means:</i> Identification of priorities for and coordination and guidance of work by subprogrammes; motivation of staff, appraisal of their performance and promotion of their career development; contribution, through the divisional management group, to overall secretariat management, and to the establishment and application of secretariat policies and procedures.</p>
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	<i>Results:</i> Detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent individuals.
Limits	Guidance from the COP, SBSTTA and their bureaux; guidance from the Executive Secretary and the Principal Officer (STTM), including on overall secretariat priorities and responsibilities.
External linkages	Bureau of SBSTTA, United Nations bodies, other inter-governmental organizations; GEF and other organizations competent in science and technology; non-governmental organizations, including business and scientific institutions.
Posts required	Senior Programme Officer (P-5), 2 GS Programme Assistants (to assist 5 subprogrammes above), GS Secretary
Other resources required	Travel on official business of the SCBD for the STTM/C programme: 1999: \$105,000                      2000: \$110,250  Consultants: 1999: \$165,000                      2000: \$197,500
Resources from outside the core budget	None

B. Division of Scientific, Technical and Technological Matters (STTM)

1. Direction and Management (STTM/DM)

Overview of responsibilities	Management of the STTM division, coordination of support to SBSTTA and to COP on relevant matters; participation in Secretariat management group, external representation; development of programme of work on the ecosystem approach.
Expected results	<i>Mandate:</i> Article 24, decision II/8  1. The STTM division's staff, financial resources, and activities are managed in a way that maximizes fulfilment of needs, identified

	<p>by the Convention bodies, and contributes to the overall management and effective operation of the Secretariat.</p> <p><i>Means:</i> Identification of priorities for allocation of resources and raising of supplementary funds, as needed; recruitment and motivation of competent staff, appraisal of their performance and promotion of their career development; coordination and guidance of work by the programmes and subprogrammes; contribution, through the Secretariat's management group, to overall Secretariat management, and to the establishment and application of Secretariat policies and procedures.</p> <p><i>Results:</i> Budgets and detailed work plans for each programme and subprogramme; division fully staffed with competent individuals.</p> <p>2. SBSTTA and its Bureau are provided with the support and documentation necessary for their smooth functioning.</p> <p><i>Means:</i> Preparation of procedural documentation; sessional planning; oversight of the preparation of all documentation, including in-session, to be submitted to SBSTTA; coordination of inputs from other programmes; organization and servicing of Bureau meetings; provision of advice to the Chair and mobilization of teams to provide the Chair and other elected officers with substantive support and secretarial assistance during sessions and consultations.</p> <p><i>Results:</i> An annotated agenda for, and report of, each session; required documents submitted to the SBSTTA; well-organized Bureau meetings as required.</p> <p>3. The various components of the STTM division cooperate with organizations, bodies, processes and persons competent in science and technology.</p>
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	<p><i>Means:</i> Maintenance of correspondence; convening of meetings and other gatherings, as appropriate; promotion and coordination of contact by programmes and subprogrammes; participation in conferences, seminars and workshops.</p> <p><i>Results:</i> Exchange of relevant information between Convention bodies and external processes.</p> <p>4. Development of the ecosystem approach as the framework for scientific analysis to be used in respect of all thematic areas and cross-cutting issues, underpinning the work of the division.</p> <p><i>Means:</i> Further develop the principles of the ecosystem approach under the Convention. Development of a common understanding of the principles of the ecosystem approach through a technical panel or working group of SBSTTA considering the ecosystem approach. Coordination of programmes and subprogrammes to apply the ecosystem approach in a harmonious way.</p> <p><i>Results:</i> Application of the ecosystem approach throughout all thematic areas and cross-cutting issues.</p>
Limits	Guidance from COP, SBSTTA, and their Bureaux; guidance from the Executive Secretary on managerial issues, including on overall Secretariat priorities and criteria for recruitment of staff.
External linkages	Bureau of SBSTTA; UN/DESA, UNEP, UNDP, OECD, UNESCO, WTO, World Tourism Organization, WIPO, WMO, WHO, UNCTAD, UNIDO, World Bank, GEF, UNCHR, and other organizations competent in science and technology; non-governmental organizations, including business and scientific institutions.

Posts required	Principal Officer (D-1), Programme Officer (P-4), Associate Programme Officer (P-2), GS Secretary
Other resources required	<p>1. Meetings of SBSTTA: 1999: \$550,000                      2000: \$577,500</p> <p>2. SBSTTA Bureau meetings: 1999: \$80,000                              2000: \$84,000</p> <p>3. Travel: a) the participants to SBSTTA meetings: 1999: \$301,500                              2000: \$316,600</p> <p>b) official business of SCBD: 1999: \$45,000                              2000: \$47,250</p> <p>4. Temporary assistance and overtime: 1999: \$10,000                              2000: \$10,000</p>
Resources from outside the core budget	None

C. Division of Implementation and Communication2. Implementation mechanism programme (I&C/IM)(a) Clearing-house mechanism subprogramme (I&C/IM/CHM)

Overview of responsibilities	To assist Parties to promote scientific and technical cooperation
Expected results	<p><i>Mandate:</i> Article 18 (3); decisions II/3, III/4 and anticipated decision from COP-4</p> <p><i>Means:</i></p> <ol style="list-style-type: none"> <li>1. Sharing and dissemination of information <ul style="list-style-type: none"> <li>(a) the work of the clearing-house mechanism at the international level should focus on identifying thematic focal points to be linked to the activities at the national and regional levels;</li> <li>(b) the principal role of the Secretariat be that of providing a gateway and facilitating access to the clearing-house mechanism network, and of making available information arising from the Secretariat's own functions as outlined in Article 24 of the Convention;</li> <li>(c) produce an informative and widely disseminated CHM brochure and newsletter to increase awareness of the activities of the clearing-house mechanism;</li> </ul> </li> <li>2. Scientific and technical cooperation <ul style="list-style-type: none"> <li>(a) Implementation of Articles 16 (transfer of and access to technology), 17 (information exchange) and 18 (scientific and technical cooperation) is facilitated by the clearing-house mechanism;</li> <li>(b) Involving the private sector in CHM activities to ensure that the facilitation and promotion of the access to and transfer of technology meet the needs of Contracting Parties;</li> <li>(c) Provision of support to those Parties</li> </ul> </li> </ol>

without full Internet access, preparing and disseminating to them updated information on CD-ROM or diskettes, either periodically (e.g. quarterly) or as required, and facilitating the dissemination of appropriate information by those Parties; as well as a AStart-up Kit@ for National Focal Points to build their National CHM Focal Point;

### 3. Collaboration and Synergy

(a) improve synergy in regard to information exchange with other biodiversity-related conventions and ongoing international or supranational information initiatives, in order to encourage and optimize co-operation and collaboration with other conventions and agreements;

(b) identify those activities and organizations which could support the clearing-house mechanism, and to provide appropriate advice to the SBSTTA at its fourth meeting;

(c) continue to discuss the possibilities of joint and harmonized approaches with the United Nations Framework Convention on Climate Change (UNFCCC) and the United Nations Convention to Combat Desertification (UNCCD);

### 4. Operational guidance

(a) undertake an independent review of the pilot phase of the clearing-house mechanism, starting in the end of 1998, to be presented to the fifth COP;

(b) that the clearing-house mechanism should be continuously assisted in its functioning by the informal advisory committee, to provide guidance, to ensure that all Parties participate in the clearing-house mechanism after its pilot phase, and to play a full role in the further development of the CHM.

*Results:* successful completion and review of

	the pilot phase.
Limits	Conclusion of review of pilot phase; decision by COP on next phase of implementation.
External linkages	Parties, CHM focal points, thematic focal points, partner institutions, GEF and implementing agencies.
Posts required	Programme Officer (P-4), Technical Cooperation Officer (P-3), Electronic Communications Officer (P-3), Programme Officer CHM Information (P-3), GS Programme Assistant, GS Secretary.
Other resources required	1. development of electronic tools 1999: \$50,000                                      2000: \$30,000  2. meetings of Advisory Committee 1999: \$15,000                                      2000: \$15,000  3. independent review of the CHM pilot phase 1999: \$40,000  4. CHM brochure and newsletter 1999: \$10,000                                      2000: \$10,000
Resources from outside the core budget	None

(b) Financial resources and mechanism subprogramme (I&C/IM/FRM)

Overview of responsibilities	Relations with the financial mechanisms of the Convention and implementation of COP guidance; Monitoring of financial resources provided through bilateral and multilateral channels; Supporting national activities relevant to the implementation of the Convention in the areas of financial and technical support; support for the consideration of strengthening existing financial institutions efforts to provide financial resources for the Convention; development of sources of private international resources for the implementation of the Convention.
Expected results	<p>1. Relations with the financial mechanisms of the Convention and implementation of COP guidance.</p> <p><i>Mandate:</i> Articles 20.2, 21 and 39; decisions I/2, II/6, III/5, III/6, III/7 and III/8.</p> <p><i>Means:</i> Monitoring of activities of the financial mechanisms to implement the guidance of COP; liaison with the financial mechanism and Parties with respect to matters on the financial mechanism; participation in other relevant technical and policy making meetings; coordination in developing recommendations for consideration of guidance to the financial mechanism; preparation of documentation for assessment of the amount of funding required to assist developing countries to implement the Convention.</p> <p><i>Results:</i> GEF Council decisions on biodiversity projects, GEF policy documents to implement COP guidance, reports to COP.</p> <p>2. Monitoring of financial support for the Convention</p> <p><i>Mandate:</i> Article 20 and decisions I/2, II/6 and III/6.</p>



*Means:* Consider the availability of financial resources provided other than through the financial mechanism and on ways and means for mobilising and channelling these resources; assistance to developed country Parties in developing standardised information on their financial support for the objectives of the Convention through national reporting mechanism; assistance to funding institutions to compile information on their financial support for the Convention; assistance to all funding institutions in providing information on ways in which their activities support the Convention.

*Results:* Data base on financial support for the Convention; system of information exchange for Parties; Report to COP.

### 3. Cooperation with funding institutions

*Mandate:* Articles 20 and 21.4 and decisions II/6 and III/6.

*Means:* exploration of possible ways of collaborating with funding institutions to facilitate their efforts to achieve greater support for the Convention; urge all funding institutions to strive to make their activities more supportive of the Convention; facilitation of consideration of strengthening existing financial institutions to provide financial resources for the Convention; consultation to facilitate the effectiveness of the financial mechanism in assistance to developing country Parties.

*Results:* report to COP and development of guidelines for other funding institutions.

### 4. Facilitation of financial support for the Convention

*Mandate:* decisions II/6 and III/6.

*Means:* identification of where and how



(c) Direction and management subprogramme (I&C/IM/DM): Implementation mechanisms programme

Overview of responsibilities	Management of the I&C/IM programme; coordination of support to SBSTTA and to COP on relevant matters; external representation.
Expected results	<p><i>Mandate:</i> Article 18.</p> <p>Development of technical and scientific cooperation with appropriate international and national institutions, in particular, to develop and promote the capacity of the clearing-house mechanism to transfer technologies for the conservation and sustainable use of biological diversity.</p> <p><i>Means:</i> Development and implementation of networks and platforms for scientific and technical cooperation; identification of resources to promote scientific and technical cooperation, identification of technologies for stocktaking activities for genetic resources (i.e., assessment technologies of current regulatory frameworks for access to genetic resources; intellectual property right frameworks and traditional knowledge frameworks); identification and implementation of technologies to develop capacities to promote transfer of technologies.</p> <p><i>Results:</i> Identification of strategic development priorities for the clearing-house mechanism.</p> <p><i>Mandate:</i> Articles 20 and 21.</p> <p>Identification and development of new mechanisms to promote the provision of financial and technological resources for the implementation of the Convention.</p> <p><i>Means:</i> Coordination of Secretariat involvement with emerging topics such as the use of trust</p>

	<p>funds, debt restructuring negotiations and the application of labeling or market transformation initiatives.</p> <p><i>Results:</i> Identification of strategic development priorities for the financial mechanism.</p> <p><i>Mandate:</i> Article 24.</p> <p>1. The I&amp;C/IM programme staff, financial resources, and activities are managed in a way that maximizes fulfillment of needs, identified by the Convention bodies, and contributes to the overall management and effective operation of the Secretariat.</p> <p><i>Means:</i> Identification of priorities for and coordination and guidance of work by subprogrammes; motivation of staff, appraisal of their performance and promotion of their career development; contribution, through the divisional management group, to overall secretariat management, and to the establishment and application of secretariat policies and procedures.</p> <p><i>Results:</i> Detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent individuals.</p> <p>2. COP, SBSTTA and their Bureaux are provided with the support and documentation necessary for their smooth functioning.</p> <p><i>Means:</i> Preparation of all documentation, including in-session, to be submitted to COP and SBSTTA by subprogrammes; provision of advice to the Chair and mobilization of teams to provide the Chair and other elected officers with substantive support and secretarial assistance during sessions and consultations.</p> <p><i>Results:</i> Documents of high technical quality submitted to COP and SBSTTA.</p>
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2. Information and reports programme (I&C/IR)(a) Reports and reviews subprogramme (I&C/IR/RR)

Overview of responsibilities	Support to the implementation of the Convention by undertaking tasks assigned to the Secretariat for the development and implementation of a programme of work on national reports and reviews.
Expected results	<p><i>Mandate:</i> Article 26; decisions II/1.4, II/17 and anticipated decision from COP-4.</p> <p>1. Assist Parties with the preparation of national reports and provide COP with analysis of information contained therein.</p> <p><i>Means:</i> Liaison with national focal points, GEF and implementing agencies, relevant specialist institutions and experts.</p> <p><i>Results:</i> Support to Parties for the preparation of national reports; provision of timely and well-founded analysis to COP.</p> <p>2. Preparation and publication of the Global Biodiversity Outlook (GBO).</p> <p><i>Means:</i> Analysis of national reports and other relevant information, including through collaboration with specialist institutions and with the assistance of expert consultants, for preparation of GBO. Supervise design and production; liaison with publishers.</p> <p><i>Results:</i> High quality publication that assists implementation of the Convention by Parties and contributes to public education and awareness.</p> <p>3. Contribute to the identification of synergies and opportunities for streamlining reporting requirements by Parties.</p> <p><i>Means:</i> Collaboration with other convention secretariats, UN/DESA, UNEP.</p>

	<i>Results:</i> Identification of means to harmonize reporting that maximize availability of information contained in reports and reduces demands on Parties, leading to greater availability of relevant information and increased support to decision-making and policy formulation.
Limits	Decision to be taken by COP on intervals and forms of national reports.
External linkages	Parties and Governments, United Nations bodies, other convention secretariats, GEF and implementing agencies, specialist research and planning institutions and experts, press and media, publishers, major groups and general public.
Posts required	Programme Officer (P-4), Associate Programme Officer (P-2), GS Programme Assistant
Other resources required	Preparation and publication of GBO-2 1999: \$250,000                      2000: \$250,000  Compilation of national reports 1999: \$10,000  Consultants: 1999: \$45,000                      2000: \$51,500
Resources from outside the core budget	Programme Officer (P-3) (Quebec)

(b) Public education and information subprogramme (I&C/IR/PI)

Overview of responsibilities	Support to the implementation of the Convention by undertaking tasks assigned to the Secretariat for the development and implementation of a programme of work on public education and information.
Expected results	<p><i>Mandate:</i> Article 13; decision anticipated from COP-4.</p> <p><i>Means:</i></p> <ol style="list-style-type: none"> <li>1. development of a Biodiversity Awareness Campaign with UNESCO joint initiative and major groups;</li> <li>2. to provide Parties, Secretariat and CBD community with accessible and searchable archive of CBD documents in all languages in hard copy, on CD-ROM and on the Internet, including preparation of CBD compendium containing reference texts and decisions;</li> <li>3. development of materials for media, press releases, video, stands for conferences, presentations at relevant conference such as briefing books and manuals for science teachers; wall charts, videos, CD-ROMs for schools at different age levels and for universities; information materials for the broader public, such as: television programmes produced by specialist communications groups; news items and briefing kits for journalists; slide packages of public-domain photographs; questions and answers primers for the general public; data and information exchange on Internet;</li> <li>4. catalogue of materials for educational institutions;</li> <li>5. guidance on implementing Article 13 within the framework of NBSAPs, in cooperation with the GEF Secretariat and the implementing agencies;</li> <li>6. cooperation with UN/DESA and UNESCO on CSD programme on implementation of chapter 36 of Agenda 21;</li> <li>7. follow-up with UNDP-SEED and UNFCCC, UNCCD and IFF Secretariats synergies at the national</li> </ol>



	<p>level.</p> <p><i>Results:</i> Increased public and media understanding of the importance of, and the measures required for, the conservation of biological diversity; contribution to the organization of the International Biodiversity Observation Year; increased accessibility of Convention documentation to Parties and others.</p>
Limits	Decision on implementation of Article 13 to be adopted by COP-4 and development of programme of work; active collaboration and involvement of a wide range of partners.
External linkages	Parties and Governments, United Nations bodies, other intergovernmental organizations, academic and research institutes, press and media, other convention secretariats, educational and curriculum development institutions, electronic communications networks, major groups and general public.
Posts required	Programme Officer (P-4), Information Officer (P-3), GS Library Assistant, GS Information Assistant
Other resources required	<p>1. Library purchases and subscriptions 1999: \$20,000                                  2000: \$21,000</p> <p>2. Preparation and publication of materials 1999: \$50,000                                    2000: \$25,000</p> <p>3. Publication of CBD Compendium 1999: \$15,000</p> <p>4. Other publications 1999: \$15,000                                    2000: \$15,000</p>
Resources from outside the core budget	None

(c) Direction and management subprogramme (I&C/IR/DM): Information and reports programme

Overview of responsibilities	Management of the I&C/IR programme; coordination of support to SBSTTA and to COP on relevant matters; external representation.
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Expected results	<p><i>Mandate:</i> Articles 23.4 and 26</p> <p>Monitor and review the mechanisms for the use of the national reports by the Convention process.</p> <p><i>Means:</i> Identify mechanisms for the review of national reports by the Parties and other bodies as appropriate; coordinate, develop and implement the periodic review of the national reports by the COP.</p> <p><i>Results:</i> mechanisms of review of national reports and the use of the information contained therein for other activities of the Convention.</p> <p><i>Mandate:</i> Article 6</p> <p>Support for national biodiversity strategies and action plans.</p> <p><i>Means:</i> Identify, develop and coordinate mechanisms for providing further support for national strategies and action plans to implement the Convention.</p> <p><i>Results:</i> more effective implementation of national strategies and action plans.</p> <p><i>Mandate:</i> Article 13</p> <p>Cooperation with institutions to further promote public awareness and education of the aims of the Convention.</p> <p><i>Means:</i> Identification of strategic partnerships with foundations, education institutions and private organizations to further the work of the Convention in raising awareness.</p> <p><i>Results:</i> Mobilization of further additional resources; communicate the aims of the Convention to the general public.</p>

*Mandate:* Article 24

1. The I&C/IR programme staff, financial resources, and activities are managed in a way that maximizes fulfillment of needs, identified by the Convention bodies, and contributes to the overall management and effective operation of the Secretariat.

*Means:* identification of priorities for and coordination and guidance of work by subprogrammes; motivation of staff, appraisal of their performance and promotion of their career development; contribution, through the divisional management group, to overall secretariat management, and to the establishment and application of secretariat policies and procedures.

*Results:* Detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent individuals.

2. COP, SBSTTA and their bureaux are provided with the support and documentation necessary for their smooth functioning.

*Means:* Preparation of all documentation, including in-session, to be submitted to COP and SBSTTA by subprogrammes; provision of advice to the Chair and mobilization of teams to provide the Chair and other elected officers with substantive support and secretarial assistance during sessions and consultations.

*Results:* Documents of high technical quality submitted to SBSTTA.

3. The various components of the I&C/IR programme cooperate with organizations, bodies, processes and persons competent in science and technology.



Expected results	<p><i>Mandate:</i> Article 24</p> <p>1. I&amp;C division's staff, financial resources, and activities are managed in a way that maximizes fulfilment of needs, identified by the Convention bodies, and contributes to the overall management and effective operation of the Secretariat.</p> <p><i>Means:</i> Identification of priorities for allocation of resources and raising of supplementary funds, as needed; recruitment and motivation of competent staff, appraisal of their performance and promotion of their career development; coordination and guidance of work by the programmes and subprogrammes; contribution, through the Secretariat's management group, to overall Secretariat management, and to the establishment and application of Secretariat policies and procedures.</p> <p><i>Results:</i> Budgets and detailed work plans for each programme and subprogramme; division fully staffed with competent individuals.</p> <p>2. COP, SBSTTA and their bureaux are provided with the support and documentation necessary for their smooth functioning.</p> <p><i>Means:</i> Preparation of procedural documentation; sessional planning; oversight of the preparation of all documentation, including in-session, to be submitted to COP and SBSTTA; coordination of inputs from other programmes; organization and servicing of Bureau meetings; provision of advice to the Chair and mobilization of teams to provide the Chair and other elected officers with substantive support and secretarial assistance during sessions and consultations.</p> <p><i>Results:</i> An annotated agenda for, and report of, each session; required documents submitted to COP and SBSTTA; well-organized Bureau</p>
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	<p>meetings as required.</p> <p>3. The various components of the I&amp;C division cooperate with organizations, bodies, processes and persons competent in matters within the remit of the division.</p> <p><i>Means:</i> Maintenance of correspondence; convening of meetings and other gatherings, as appropriate; promotion and coordination of contact by programmes and subprogrammes; participation in conferences, seminars and workshops.</p> <p><i>Results:</i> Exchange of relevant information between Convention bodies and external processes.</p>
Limits	Guidance from COP, SBSTTA and their bureaux; guidance from the Executive Secretary on managerial issues, including on overall Secretariat priorities and criteria for recruitment of staff.
External linkages	Parties and Governments, United Nations bodies, other intergovernmental organizations, bilateral and multilateral funding institutions, GEF and its implementing agencies, relevant NGOs, academic and research institutes, press and media, other convention secretariats, educational and curriculum development institutions, electronic communications networks, major groups, including the private sector and general public.
Posts required	Principal Officer (D-1), GS Secretary
Other resources required	<p>1. Official business of the SCBD: 1999: \$15,000                      2000: \$15,750</p> <p>2. Temporary assistance and overtime: 1999: \$10,000                      2000: \$10,000</p>
Resources from outside the core	None

budget	
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D. Biosafety1. Biosafety programme (BS)

Overview of responsibilities	To support the negotiation of a protocol on biosafety, specifically focusing on establishing the modalities on the transboundary movement of any living modified organism resulting from modern biotechnology that may have an adverse effect on the conservation and sustainable use of biological diversity. Furthermore, to ensure the management and smooth operation of the Biosafety programme and the provision of policy advice to the Protocol bodies and their officers in the interim period between adoption and the first meeting of the Parties.
Expected results	<p><i>Mandate:</i> Article 19(3); Decisions II/5 and III/20, para. 1 (b).</p> <p><i>Means:</i> Convening of meetings of the working group.</p> <p><i>Results:</i> negotiation, adoption and entry into force of a protocol to the Convention for the safe handling and use of living modified organisms. Organizing and supporting the sixth meeting of the Open-ended Ad hoc Working Group on Biosafety. Organizing and supporting the meeting of COP to adopt the protocol. Organizing and supporting the first meeting of the Inter-governmental Committee for the Protocol.</p>
Limits	This proposed budget is prepared on the assumption that the Open-ended Ad Hoc Working Group will need to meet twice more in order to complete its work, and that penultimate meeting will occur in between 17 to 28 August 1998 and a final meeting of 9 days duration will take place before March 1999. It is also assumed that the final meeting of the Working Group will be immediately followed by a meeting of COP to adopt the Protocol.



	It is also assumed that, following adoption, COP may decide to establish an interim body or an ad hoc inter-governmental process to implement the outcome of the Working Group's work to prepare for the first Meeting of the Parties to the Protocol.
External linkages	Parties and Governments, United Nations bodies, other intergovernmental organizations, GEF, other conventions, NGOs, major groups, including the private sector.
Posts required	Deputy Executive Secretary and Principal Officer for Inter-governmental Affairs (D-1, to be shared by EDMIA), Senior Programme Officer (P-5); Scientific Affairs Officer (P-3); Associate Legal Officer (P-2); GS Programme Assistant; GS Secretary
Other resources required	<p>1. 6th Meeting of the Open-ended Ad Hoc Working Group on Biosafety (BSWG-6) and Extraordinary COP 1999: \$705,000</p> <p>2. First meeting of the Intergovernmental Committee on Biosafety Protocol (ICBP): 2000: \$385,000</p> <p>3. Bureau meetings: 1999: \$80,000                                      2000: \$84,000</p> <p>4. Travel:</p> <p>(a) the participants to BSWG-6 / Extraordinary COP: 1999: \$335,000</p> <p>(b) the participants to ICBP 2000: \$331,700</p> <p>(c) official business of SCBD: 1999: \$45,000                                      2000: \$47,300</p> <p>4. Temporary assistance and overtime: 1999: \$10,000                                      2000: \$10,000</p>
Resources from	Regulatory Scientist (P-4) (Quebec)

outside the core budget	
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E. Support Service (SUS)1. Support Service (SUS)

Overview of responsibilities	In cooperation with UNEP, SUS provides the Secretariat with fund management, administrative and general services as well as computer network and conference services.
Expected results	<p><i>Mandate:</i> Article 24</p> <p>1. Convention finances are efficiently managed.</p> <p><i>Means:</i> Preparation of budgets and related reports; monitoring and certification of expenditures; management of trust funds and interest accounts; efficient procurement of goods and services and timely payment of bills; and reports of payments of, indicative contributions and voluntary fund-raising; securing of cost-effective travel arrangements; management of common service arrangements in Montreal.</p> <p><i>Results:</i> Proposed biennial programme budgets; financial reports to COP; records for audit; notice of indicative contribution sent to each Party annually, payments made accurately.</p> <p>2. Convention human resources are efficiently managed.</p> <p><i>Means:</i> Personnel actions all initiated and followed up with UNEP on recruitment, appointment and promotion processes; hiring of consultants and temporary staff; maintenance of personnel records and candidate rosters; implementation of performance appraisal system; liaison with the Staff Association; oversight of payroll and entitlements/benefits for GS staff; leave monitoring.</p> <p><i>Results:</i> Recruitment, appointment, contract extensions of personnel are being initiated and followed up with UNEP promptly, Performance Appraisal System is fully functional, staff</p>

	<p>training needs are being investigated and responded to, leave records are being maintained, Secretariat staff is being kept informed of staff rules and regulations.</p> <p>3. Harmonious relations are maintained with the host Government.</p> <p><i>Means:</i> For accordance with the headquarter agreements notification of arrivals and departures of staff members, consultants, experts and of delegates to meetings of the Convention bodies; fulfillment of ongoing administrative requirements.</p> <p><i>Results:</i> Reports to COP and the host Government.</p> <p>4. Meetings of COP and its subsidiary bodies and workshops are successfully organized.</p> <p><i>Means:</i> Liaison with commercial conference facilities; creation of necessary temporary infrastructure at conference facilities (including rental and installation of furniture and equipment); hiring and training of temporary staff.</p> <p><i>Results:</i> Suitable conference facilities for each session; teams of temporary staff to perform various functions before and during each session.</p> <p>5. Documentation is produced on time and distributed before, during, and after sessions of the Convention bodies.</p> <p><i>Means:</i> Editing of documents; liaison with translation and document service providers (UNON and other); maintenance of a document collection facility at the secretariat.</p> <p><i>Results:</i> Edited and, as appropriate, translated original documents; printed copies of documents; distribution of documents at the time specified before the sessions of the</p>
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	<p>Convention bodies.</p> <p>6. Conference services are provided at all sessions.</p> <p><i>Means:</i> Coordination with conference service providers (UNON and other).</p> <p><i>Results:</i> Simultaneous conference room interpretation in all six languages of the CBD at all official meetings of the COP and its subsidiary bodies; conference rooms staffed with conference officers and technicians and equipped with sound systems; security presence at all sessions.</p> <p>7. The computer and network systems of the secretariat are well maintained.</p> <p><i>Means:</i> Continuous services and maintenance of the systems; timely response in case of needs; adequate and timely upgrade of softwares and hardwares.</p> <p><i>Results:</i> Smooth running of the computer and network systems which respond to the needs of the secretariat work programme.</p>
Limits	<p>Given the Convention's institutional linkage with UNEP, the activities of this subprogramme will be undertaken in accordance with the financial rules and regulations of the United Nations, in the context of the delegation of authority to the Executive Secretary.</p>
External linkages	<p>UNEP, UNON, other United Nations agencies at the duty station; the host Government, diplomatic missions and delegations.</p>
Posts required	<p>Editorial Control Officer (P-4), Meeting Service Officer (P-3), Associate Computer Systems Officer (P-2), GS Editorial Assistant, GS Computer Operation Assistant, GS Finance Assistant, GS Administrative Assistant, GS Travel Assistant, GS Receptionist, GS Messenger.</p>
Other resources	<p>1. Travel on official business for SUS</p>

required	1999: \$90,000                      2000: \$94,500  2. Temporary assistance and overtime 1999: \$10,000                      2000: 10,000
Resources from outside the core budget	Chief, Support Service (P-4) (UNEP), Finance and Contributions Officer (P-3) (UNEP), Administrative Officer (P-3) (UNEP), GS Contributions Assistant (UNEP), GS Personnel Assistant (UNEP), GS Finance Assistant (UNEP), GS Fund Management Assistant (UNEP), GS Secretary (UNEP)

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