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CONFERENCE OF THE PARTIES TO THE  
CONVENTION ON BIOLOGICAL DIVERSITY  
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The Hague, 7-19 April 2002  
Item 20 of the provisional agenda\*

**PROPOSED BUDGET FOR THE PROGRAMME OF WORK OF THE CONVENTION FOR  
THE BIENNIUM 2003-2004***Note by the Executive Secretary**Addendum***PROGRAMME AND SUBPROGRAMME ACTIVITIES AND RESOURCES REQUIRED****INTRODUCTION**

1. The present document describes the resource needs for the Secretariat to undertake the programme of work for the biennium 2003 - 2004. It provides further details on the proposed budget that is being submitted to the Conference of the Parties at its sixth meeting (UNEP/CBD/COP/6/16). The information it contains represents the Secretariat's best estimates as regards work priorities in the coming biennium; it remains a "work in progress", and will continue to evolve in the light of future developments in the Convention process.
2. The document is organized into sections that correspond to the programmes and subprogrammes contained in figure 1 of document UNEP/CBD/COP/6/16. The information on programme activities is presented using a standard template. The table below provides an explanation of the template. An explanation of the abbreviations used in this document is contained in the annex.
3. The activities carried out will respond to demands and priorities. Further information concerning the components of the table can be provided, upon request. Detailed descriptions will be made available in due time to Parties or Governments that express interest in such activities and in providing supplementary funding for them.
4. The overall management section of each programme includes the resources, other than staffing, allocated from the core budget for the programme as whole. This includes items such as consultants, travel, expert meetings and equipment. This reflects the fact that the responsibility for these decisions resides with the director of the programme and the Management Committee of the Secretariat. The

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\* UNEP/CBD/COP/6/1 and Corr./Rev.1.

Secretariat has been organized along these lines in order to retain the necessary degree of flexibility to respond effectively to the needs of the process. The overall management section also includes a description of the key external links that the programme will have substantial contact with in order to carry out the described activities. As the mandate for all of these management activities is Article 24 of the Convention, in the interests of brevity the section on “mandate” has not been included in the overall management section of each programme.

## I. EXPLANATION OF THE TEMPLATE USED IN THE PROPOSED PROGRAMME BUDGET

<b>Overview of responsibilities</b>	A brief description of the main responsibilities assigned to the programme/subprogramme.
<b>Expected results</b>	Goals which will have been achieved by the end of the biennium. <i>Mandate</i> : Articles of the Convention, and decisions of the Conference of the Parties, that provide the mandate for each goal. <i>Means</i> : The activities that will be undertaken to achieve the goal. <i>Results</i> : Products and other deliverables that the activities will generate.
<b>Approved posts</b> <b>New posts required</b>	Posts already approved by the Conference of the Parties and new posts required in the core budget to ensure delivery of the expected results.
<b>Resources from outside the core budget</b>	Resources which will be sought from supplementary funding sources to support activities and projects related to the work of the programme/subprogramme.

## II. SUMMARY TABLES BY PROGRAMMES OF WORK

### A. *Executive Direction and Management (EDM)*

<b>Overview of responsibilities</b>	Overall responsibility for the implementation of the tasks assigned to the Secretariat under the Convention and the Biosafety Protocol; responsiveness to the needs of the Convention and Protocol subsidiary bodies; analysis of emerging policy issues; coordination of the Secretariat's representation in international fora; promotion and maintenance of appropriate linkages and partnerships with relevant international organizations and processes; effective and collegial management and smooth operation of the Secretariat; and provision of registry and mail functions for the whole Secretariat.
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<p><b>Expected results</b></p>	<p>1. <i>COP, SBSTTA, other subsidiary bodies and their bureaux receive timely advice and guidance.</i></p> <p><b>Means:</b> Oversight of the preparation of all documentation, including in-session, to be submitted to COP and other bodies of the Convention and the Biosafety Protocol; coordination of inputs from other programmes; organization; servicing meetings of the Bureaux of the Convention and the Protocol; provision of advice and briefs; guidance to programmes of the Secretariat and staff.</p> <p><b>Results:</b> Decisions, documentation, calendars and schedules of work; advisory notes and opinions; and reports.</p>
	<p>2. <i>The Convention and Protocol bodies are provided with the services and support necessary for the convening of official sessions and meetings.</i></p> <p><b>Means:</b> Oversight of the preparation of conference facilities; oversight of the reproduction and distribution of documentation for Convention and Protocol bodies; mobilization of teams of temporary assistance. Conclusion of Host Government Agreements in a timely fashion to ensure the adequate provision of logistics and administrative requirements. Secure the necessary financial resources necessary to conduct meetings.</p> <p><b>Results:</b> Well-organized meetings, and required documents submitted to the Convention and Protocol bodies in a timely fashion.</p>
	<p>3. <i>Participation of Governments and observers in the sessions of the Convention and Protocol bodies is effectively managed.</i></p> <p><b>Means:</b> Oversight of accreditation and registration of representatives; maintenance of contact databases; oversight of issuance of invitations to nominate funded participants.</p> <p><b>Results:</b> Accredited, registered and, as appropriate, funded delegates; contact database.</p>
	<p>4. <i>Overview of the Secretariat's programme areas and effective coordination with, and representation at other relevant UN bodies and organizations.</i></p> <p><b>Means:</b> Development of the Secretariat's long-term programme of work with emphasis on issues requiring cross-programme coordination and cooperative arrangements within the Secretariat and with relevant bodies and organizations.</p> <p><b>Results:</b> Development of policy for strategic planning, ensuring programme linkages and implementation within the Secretariat, the effective integration of the CBD programme of work in that of relevant international bodies and agencies, as appropriate, and the effectual cooperation with these agencies and bodies to promote complementarities, inter-linkages and synergies.</p>

	<p>5. <i>The views of the Parties are effectively communicated to relevant international organizations, conferences and other events and information from these processes is integrated into the Convention and Protocol processes, as appropriate.</i></p>
	<p><b>Means:</b> Correspondence; convening of meetings and consultations with the heads of other Convention secretariats, programmes and organizations; attendance and delivery of statements at relevant meetings; preparation of written coherent inputs.</p> <p><b>Results:</b> Improved information base for Convention bodies and Protocol and related processes; enhanced exchange of relevant information between the Convention and Protocol bodies, the secretariat and relevant international organizations.</p>
	<p>6. <i>The Secretariat is managed efficiently and effectively, and in a way, which maximizes its ability to respond to the needs of the Convention bodies.</i></p>
	<p><b>Means:</b> Recruitment of programme directors and staff; organizing, chairing and secretary of the Management Committee of Secretariat; ensuring coordination among programmes; oversight of Secretariat's financial and personnel policies and procedures, within the framework of the United Nations rules and regulations, and overseeing their application; promotion of information flow throughout the Secretariat, <i>inter alia</i>, by convening staff meetings; human and financial resources redeployment to meet evolving needs and priorities.</p> <p><b>Results:</b> Well-managed Secretariat resources; motivated and capable staff.</p>
	<p>7. <i>Information flowing into and out of the Secretariat is effectively managed and tracked.</i></p>
	<p><b>Means:</b> Recording, tracking and following up on correspondence; maintenance of correspondence filing system; maintenance of the records management system.</p> <p><b>Results:</b> Timely replies to correspondence; retrieval-based electronic archive of correspondence; archive of Secretariat-wide correspondence files.</p>
	<p>8. <i>The work of the Secretariat is adequately funded, in particular securing voluntary funding for approved activities of the Convention and Protocol.</i></p>
	<p><b>Means:</b> Preparing a programme budget that anticipates the needs of the Convention and Protocol bodies; seeking contributions to the trust funds of the Convention for additional approved activities (BE) and participation of developing country Parties (BZ); overseeing the preparation of projects for supplementary activities.</p> <p><b>Results:</b> Adequate contributions to the trust funds of the Convention.</p>

	<p>9. <i>Development of the Strategic Plan for the Convention and SBSTTA</i></p> <p><b>Means:</b> Soliciting and synthesizing contributions from Parties; preparing draft Strategic Plan in accordance with guidance from Parties and the COP; liaising with bureaux of the COP and SBSTTA.</p> <p><b>Results:</b> Submission of a draft Strategic Plan for the Convention to COP 6.</p>
	<p>10. <i>Mobilizing resources to address emerging issues as required</i></p> <p><b>Means:</b> Identifying tasks and assigning responsibilities for action and follow-up within the Secretariat to issues that emerge during the inter sessional period from subsidiary bodies.</p> <p><b>Results:</b> Interim guidance from subsidiary bodies is implemented with a view to enhancing preparations for meetings of the COP.</p>
<b>External linkages</b>	Executive Director of the United Nations Environment Programme and senior United Nations officials; ministers and other heads of delegations; government representatives; other convention secretariats; key academic and key non-governmental actors.
<b>Approved posts</b>	Executive Secretary (ASG) (upgraded from D2); Programme Officer, Inter-agency and Programme Coordination Affairs (P-5); Special Assistant to the Executive Secretary (P-3)(to be upgraded to P4); GS Secretary; GS Information Assistant; GS Research Assistant; GS EDM Assistant.
<b>Resources required</b>	<p>1. Staff costs: 2003: \$601,200      2004: \$625,000</p> <p>2. COP Bureau meetings: 2003: \$ 54,000      2004: \$ 56,700</p> <p>3. Consultants: 2003: \$ 20,000      2004: \$ 21,000</p> <p>4. Travel on official business: 2003: \$125,000      2004: \$131,300</p> <p>5. Temporary assistance and overtime: 2003: \$ 7,700      2004: \$ 8,100</p>
<b>Resources from outside the core budget</b>	BZ Trust Fund Regional meetings for COP 7 – developing country participation 2004: \$300,000

**B. Scientific Technical and Technological Matters (STTM)**

(a) Overall management

<b>Overview of responsibilities</b>	Managing the STTM programme: coordinating support to the SBSTTA, and to COP on relevant matters; representing the secretariat externally, especially with respect to scientific and technical matters; facilitating the flow of scientific information in the Convention process and working with scientific organizations so as to ensure that information is conveyed to Parties in a timely and effective fashion.
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<p><b>Expected results</b></p>	<p>1. <i>The human and financial resources of the STTM programme are coordinated effectively.</i></p> <p><b>Means:</b> Coordination among programme officers within the programme through meetings and documentation; liaison and coordination with other programmes and staff of the Secretariat; liaison and coordination with relevant scientific and technical bodies, networks and processes.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Priorities identified and work of different subprogrammes coordinated with a view to ensuring integrated and multidisciplinary strategies and approaches at national and international levels;</li> <li>2. Enhanced use of existing knowledge and experiences among different thematic areas and sectors;</li> <li>3. Complementarities between thematic and cross-sectoral programme areas and their components identified and developed; and</li> <li>4. Programmes of work developed for new and emerging issues as identified by COP.</li> </ol>
	<p>2. <i>Assistance in providing SBSTTA and its Bureau with the support and documentation necessary for their smooth functioning.</i></p> <p><b>Means:</b> Preparation of relevant technical papers and inputs for submission to SBSTTA; coordination of inputs from other programmes in the Secretariat; organizing and servicing SBSTTA Bureau meetings; providing information to Chair and mobilizing Secretariat resources to the Chair and Parties as requested.</p> <p><b>Results:</b> Timely and high quality documentation for meetings of the SBSTTA and its Bureau.</p>
	<p>3. <i>Activities with other organizations competent in science technology and technical matters related to the Convention</i></p> <p><b>Means:</b> Maintaining links with other convention scientific bodies and other organizations, participating in other scientific and technical meetings, as appropriate; providing scientific and technical contributions to conferences, seminars and workshops.</p> <p><b>Results:</b> Enhanced scientific and technical support between the Secretariat and relevant processes and events.</p>
	<p>4. <i>Organization of liaison groups as required</i></p> <p><b>Means:</b> Consulting with Executive Secretary on the need for liaison groups, identifying participants and relevant organizations; preparing documentation and undertaking necessary logistical arrangements.</p> <p><b>Results:</b> Peer review and enhanced quality of documents for meetings of the SBSTTA.</p>

	<p>5 <i>Organization of ad hoc technical expert group meetings and inter- sessional work</i></p> <p><b>Means:</b> Selecting experts from those nominated by Parties; identifying experts from international organizations; preparing documentation and undertaking necessary logistical arrangements; organizing peer-review.</p> <p><b>Results:</b> Document prepared by experts, reviewed and finalized possibly as a Technical Publication.</p>
	<p>6. <i>Effective participation on behalf of programme in the Management Committee of the Secretariat</i></p> <p><b>Means:</b> Preparing as required internal documentation for effective decision-making; participating in meetings of the Committee, or organizing representation; conveying decisions of the Committee to staff of the STTM programme.</p> <p><b>Results:</b> Effective coordination of the staff mostly for servicing meetings and on other substantive matters.</p>
<b>External linkages</b>	Bureau of SBSTTA; Parties; UNEP; STAP; STRP of the Ramsar Convention; UNFCCC SBSTA, CCD, other United Nations bodies, other intergovernmental organizations, and other organizations competent in science and technology.
<b>Approved posts</b>	Principal Officer -D-1; GS Secretary
<b>Resources required</b>	<p>1. Staff costs: 2003: \$1,420,400      2004: \$1,616,800</p> <p>2. Ad hoc technical expert meetings (2x5) †: 2003: \$400,000      2004: \$400,000</p> <p>3. SBSTTA Bureau meetings: 2003: \$ 20,000      2004: \$ 21,000</p> <p>4. Consultants 2003: \$ 100,000      2004: \$ 100,000</p> <p>5. Travel on official business: 2003: \$ 70,000      2004: \$ 70,000</p> <p>6. Temporary assistance and overtime 2003: \$ 7,700      2004: \$ 8,100</p>
<b>Resources from outside the core budget</b>	BZ Trust Fund SBSTTA 8 and SBSTTA 9 – developing country participation 2003: \$540,000      2004: \$540,000

† (i) Non-timber forest resources; (ii) forest fires; (iii) assessments and restoration of degraded ecosystems and threatened species; (iv) mountains biological diversity; (v) protected areas.

(b) *Thematic areas programme*

<b>Overview of responsibilities</b>	Implementation and development where necessary, of the thematic programmes of work
<b>Expected results</b>	<p data-bbox="561 327 1008 359"><i>1. Inland water biological diversity.</i></p> <p data-bbox="561 369 1419 506"><b>Mandate:</b> Decisions V/2 and V/21; decision IV/4; decision III/11, para. 15(h); decision III/21, para. 7; decision IV/5, para. 4; and decision IV/15, para. 2; and SBSTTA recommendations VI/3 and VI/5; and expected decisions of COP 6.</p> <p data-bbox="561 516 1419 747"><b>Means:</b> Request submissions from Parties, Governments and relevant organizations for compilation and assessment; implement and report on CBD-Ramsar Joint Work Plan and draft the third work plan; further elaboration and refinement of the programme of work; cooperation with Parties (particularly small island developing States), Governments and other relevant organizations, such as CSD, the ACC Subcommittee, Global Inland Water Assessment (GIWA) and FAO.</p> <p data-bbox="561 758 667 789"><b>Results:</b></p> <ol data-bbox="561 800 1419 1913" style="list-style-type: none"> <li>1. Roster of experts;</li> <li>2. Identification of areas where the lack of information severely limits the quality of assessment of inland water biological diversity;</li> <li>3. Improved knowledge and experiences and best practices on the conservation and sustainable use of inland water biological diversity;</li> <li>4. Methods and techniques for the valuation of goods and services provided by inland water ecosystems, incentives and policy reform and the understanding of ecosystem function;</li> <li>5. Development of annex I to the Convention (as pertaining to inland water biodiversity);</li> <li>6. Methods and regional guidelines for rapid assessment of inland water biodiversity for different types of inland water ecosystems, with particular attention to the needs of small island developing States and States with inland water ecosystems affected by ecological disaster.</li> <li>7. Revised and elaborated programme of work, incorporating the following issues: <ol data-bbox="610 1419 1419 1913" style="list-style-type: none"> <li>(i) Land and water use planning</li> <li>(ii) Integrated river basin management (River basin planning)</li> <li>(iii) EIA of water projects</li> <li>(iv) Water allocation (environmental flow)</li> <li>(v) Water supply (need and source assessment)</li> <li>(vi) Pollution (surface and ground water)</li> <li>(vii) Invasive species (address threat from dams and aquaculture)</li> <li>(viii) Disasters related to water (climate change, flooding)</li> <li>(ix) Fresh water protected areas (Biosphere Reserves, the World Heritage, Ramsar)</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>(x) Site management plans</li> <li>(xi) Restoration and rehabilitation</li> <li>(xii) Sustainable fisheries</li> <li>(xiii) Traditional knowledge and sustainable fisheries</li> <li>(xiv) Sustainable aquaculture</li> </ul>
	<p>2. <i>Marine and coastal biological diversity</i></p> <p><b>Mandate:</b> Decision V/3 including the annex on coral bleaching; decisions II/10 and IV/5 on the conservation and sustainable use of marine and coastal biological diversity; decision I/2, annex I, para. 4(k); decision III/10; decision III/11, para. 15(h); decision III/18 (SBSTTA recommendation II/9, para. 2); decision III/19, annex, para. 8(b); decision IV/15, para. 10. See also Jakarta Ministerial Statement on the Implementation of the Convention on Biological Diversity, para. 14; SBSTTA recommendations I/8 and VI/2 and VI/5, and expected decisions of COP 6.</p> <p><b>Means:</b> Review and refine programme of work including work plans on coral bleaching and physical degradation and destruction of coral reefs; compile case-studies and information, carry out studies, organize and service expert meetings as appropriate, maintain and foster further collaboration with relevant organizations, improve and maintain databases and Internet services, develop different kind of products (e.g. technical guidelines, gap analyses).</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Enhanced capabilities of Parties to implement measures for the conservation and sustainable use of marine and coastal biological diversity (<i>overall objective of the work programme</i>);</li> <li>2. Guidelines for implementing the provisions of the Convention in the area of integrated marine and coastal area management (<i>operational objectives (op. objs.) 1.1 and 1.2</i>);</li> <li>3. Guidelines for ecosystem evaluation and assessment, including indicators (<i>op. obj. 1.3</i>);</li> <li>4. Ecosystem approaches to the sustainable use of marine and coastal living resources (<i>op. obj. 2.1</i>);</li> <li>5. Options for conservation and sustainable use of marine and coastal genetic resources, including bioprospecting (<i>op. obj. 2.2 and paragraph 12 of decision II/10</i>);</li> <li>6. Compiled information on, and increased capacity to assess and mitigate, biological and socio-economic consequences of coral bleaching and physical degradation and destruction of coral reefs (<i>op. obj. 2.3</i>);</li> <li>7. Understanding of the value and effects of marine and coastal protected areas or similarly restricted management areas on sustainable use of marine and coastal living resources (<i>op. obj. 3.1</i>);</li> <li>8. Criteria for the establishment and management of marine and coastal protected areas (<i>op. obj. 3.2</i>);</li> </ol>

	<ol style="list-style-type: none"> <li>9. Assessment of the consequences of mariculture for marine and coastal biological diversity and application of techniques to minimize adverse impacts (<i>op. obj. 4</i>);</li> <li>10. Better understanding of the causes and impacts of introductions of alien species and genotypes (<i>op. obj. 5.1</i>);</li> <li>11. Identification of gaps in existing or proposed initiatives and collected information on actions, on marine and coastal alien species and genotypes (<i>op. obj. 5.2</i>) ;</li> <li>12. Incident list of introductions of alien species (<i>op. obj. 5.3</i>) ;</li> <li>13. Database of initiatives on programme elements, particularly integrated marine and coastal area management (<i>op. obj. 6.1</i>);</li> <li>14. Roster database (<i>op. obj. 6.2</i>).</li> </ol>
	<p>3. <i>Agricultural biological diversity.</i></p> <p><b>Mandate:</b> Decision III/11 and decision IV/6 (also SBSTTA recommendation III/4); decision II/15; decision II/16; decision III/5 para. 2(c); and decision III/19, Annex, para 8(c); V/5 para. 6; V/5 para.8; V/5 para. 12; V/5 para. 16; V/5 para. 18; V/5 para. 20 and 21; V/5 para. 22; V/5 para. 25; V/5 para. 28; V/5 para. 29; SBSTTA recommendation VII/7, and expected decision by COP 6.</p> <p><b>Means:</b> Compile case-studies and information, carry out studies, organize and service expert meetings as appropriate, maintain and foster further collaboration with relevant organizations, improve and maintain databases and Internet services. Support studies and service meetings to assist in: the review of ongoing activities and existing instruments relevant to agricultural biological diversity; promotion of in situ conservation and sustainable approaches; and facilitate exchange of information through collaboration with FAO and other relevant organizations and bodies. Assist in the establishment and implementation of the International Pollinators Initiative.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Guidelines and best practices on soil biota, pollinators and integrated land management practices and farming systems;</li> <li>2. Guidelines for incorporating agricultural biodiversity issues into specific sectors;</li> <li>3. Roster of lead and support institutions and of experts;</li> <li>4. Developing a formal link with the International Treaty on Plant Genetic Resources.</li> <li>5. Support the Global Plan of Action for the Conservation and Sustainable Utilization of Plant Genetic Resources for Food and Agriculture and the Global System for the Management of Farm Animal Genetic Resources;</li> <li>6. 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 methodology and instruments to support Parties in the design and implementation of agrobiodiversity strategies, programmes and action plans.</li> </ol>

	<ol style="list-style-type: none"> <li>7. Extended collaboration with FAO and other relevant organizations.</li> <li>8. Progress report and proposal of work programme;</li> <li>9. International Treaty on Genetic Resources for Food and Agriculture</li> <li>10. Proposal for a plan of action for the International Initiative on Pollinators</li> <li>11. Case-studies compiled and pilot projects implemented in support to Pollinators Initiative;</li> <li>12. Study on the potential implications of GURTs;</li> <li>13. Study on the impact of technologies on the protection of intellectual property in the agricultural sector; assessments of the technologies concerned.</li> <li>14. Procedures established and maintained for regulating, managing or controlling risks associated with the use and release of living modified organisms resulting from biotechnology; carry out and disseminate the results</li> <li>15. Scientific assessments on, inter alia, ecological, social and economic effects of GURTs.</li> <li>16. Report on the status of development of GURTs and related initiatives.</li> <li>17. Report on the potential impacts of the application of GURT on indigenous and local communities on the communities and on Farmer's Rights (based on discussion with relevant expertise and representatives of indigenous and local communities).</li> </ol>
	<p>4. <i>Forest biological diversity.</i></p> <p><b>Mandate:</b> Decision V/4, decision II/9; decision III/12; decision IV/7, IV/16, annex II; and decision V/4: and SBSTTA recommendations II/8 and III/3. Also decision I/8, annex, para. 15; decision III/11, para. 15(h); decision III/19, annex, para. 8(c); decision IV/13, para. 4; SBSTTA recommendation VII/6; and expected decision by COP 6.</p> <p><b>Means:</b> Carry out studies, compile case-studies and information, develop databases, organize and service scientific and technical meetings as appropriate; national mechanisms and pilot projects; peer-review mechanisms; use of national and international data bases; cooperation with Parties, governments and other relevant organizations e.g. CITES, UNESCO, IUFRO, IUCN, SCOPE and the Collaborative Partnership on Forests (CPF) including through joint activities. Liaison group on non-timber forest resources</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Criteria and indicators for forest biological diversity;</li> <li>2. Research and technology priorities;</li> <li>3. Characterization and analysis from forest ecosystems to global scale and development of general classification of forests on various scales in order to improve the assessment of status and trends of forest biological diversity;</li> <li>4. Improvement of knowledge on and methods for the assessment of the status and trends of forest biological diversity;</li> <li>5. Measures for enhancing integration of conservation and sustainable use of biological diversity in forest-management systems and mechanisms;</li> </ol>

	<ol style="list-style-type: none"> <li>6. Identification of traditional forest systems and promotion of the wider application in sustainable forest management;</li> <li>7. Reduction of the threats and mitigation of the impacts of threatening processes on forest biological diversity</li> <li>8. Protection, recovery and restoration of forest biological diversity</li> <li>9. Identification of mechanisms that facilitate the financing of activities for maintenance of forest biological diversity;</li> <li>10. Contribution to ongoing work in other international and regional organizations and processes, in particular to the implementation of the proposals for action of the Intergovernmental Forum on Forests/UNFF;</li> <li>11. Identification of the contribution of networks of protected areas.</li> <li>12. Analysis of human impact on forests</li> <li>13. Methods and techniques for the valuation of forest biodiversity goods and services;</li> <li>14. Guidelines for the implementation of ecosystem approach in forest-management systems and mechanisms, and application of the ecosystem approach to the management of all types of forests;</li> <li>15. Improvement of understanding of the role of forest biodiversity and ecosystem functioning, and of the infrastructure for data and information management for accurate assessment and monitoring of global forest biological diversity</li> </ol>
	<p>5. <i>Biological diversity of dry and sub-humid lands</i></p> <p><b>Mandate:</b> Article 24 of the Convention; decision V/23; decision III/13; and anticipated COP 6 decision.</p> <p><b>Means:</b> Carry out studies, compile case studies and information, develop databases, organize and service scientific and technical meetings as appropriate; cooperation with Parties, governments and other relevant organizations, in particular the Secretariat of UNCCD, FAO, CGIAR and regional organizations such as CILSS/IGAD.</p> <p><b>Results:</b> To be determined, but based on the recommendation of the liaison group on drylands the following are likely types of activities:</p> <ol style="list-style-type: none"> <li>1. Identification of benefits derived from dryland biodiversity, and assessment of the socio-economic impact of its loss;</li> <li>2. Identification of focus areas;</li> <li>3. Further development of indicators;</li> <li>4. Building knowledge on processes that affect dryland biodiversity;</li> <li>5. Identification of best management practices, including applying ecosystem approach;</li> <li>6. Assessment of status and trends of, and major threats to, biodiversity</li> <li>7. Identify options for conservation and sustainable use of drylands biological diversity; and</li> <li>8. Capacity building for Parties.</li> </ol>

	<p>6. <i>Biological diversity of mountain ecosystems</i></p> <p><b>Mandate:</b> Article 24 of the Convention; and decision IV/16, annex II and expected COP 6 decisions on other thematic areas.</p> <p><b>Means:</b> Preparation and implementation of the programme of work on mountain biodiversity, including by carrying out studies, compiling case-studies and information, developing databases, organizing and servicing scientific and technical meetings as appropriate: fostering collaboration, in particular, with the FAO and UN/DESA.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Case-studies on mountain biological diversity; and</li> <li>2. Assessments of status and trends of mountain biological diversity and description of causes of changes, and identification of options for conservation and sustainable use of mountain biological diversity.</li> </ol>
<b>Approved posts</b>	P-4 Inland Waters; P-4 Terrestrial Ecosystems; P-4 Dry and sub-humid lands Ecologist; P-3 Jakarta Mandate (to be upgraded to P-4); GS Programme Assistants (2)
<b>Resources from outside the core budget</b>	BE Trust Fund: P-4 Agrobiodiversity (FAO); Consultant – mountain ecosystems JPO Trust Fund To be requested: Senior Programme Officer/forest biodiversity (Finland) and JPOs (3) for IMCAM/marine and coastal biodiversity; forest biodiversity issues; pollinators initiative/agro-biodiversity.

(c) *Cross-cutting issues*

<b>Overview of responsibilities</b>	Implementation and development where necessary, of cross-cutting issues: alien species; ecosystem approach; scientific assessments; impact assessments; targets, baselines and indicators; Global Taxonomy Initiative; protected areas; climate change; migratory species; and restoration and rehabilitation of degraded ecosystem and recovery of threatened species..
<b>Expected results</b>	<p>1. <i>Invasive alien species (IAS)</i></p> <p><b>Mandate:</b> Decisions V/8 and V/14; decision IV/1C; SBSTTA recommendation IV/4; paras. 9 and 10 of decision III/9; decision IV/4, annex, paras 8(c)(vi), 9(e)(iv) and 9(h); decision IV/5, annex, programme area 5; and decision IV/7, annex, paras. 32, 35 and 52; SBSTTA recommendation VI/4 and VI/5 and expected decisions of COP 6.</p>

	<p><b>Means :</b> Compile information and case-studies, organize and service meetings as appropriate, maintain and foster further collaboration with GISP, IPPC and the Interim Commission on Phytosanitary Measures, IMO and other relevant organizations; development and implementation of strategy/plan for enhanced use of CHM for technical and scientific cooperation using invasive alien species as primary focus.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Enhanced knowledge of IAS characteristics and pathways;</li> <li>2. Assessment of biological and socioeconomic impacts of IAS;</li> <li>3. Socio-economic aspects of IAS management including cost-benefits analysis of prevention and restoration measures;</li> <li>4. Guidelines and information on restoration of ecosystems;</li> <li>5. Cooperation with relevant organizations and programmes, particularly GISP, IPPC, IMO, OIE, WHO and FAO;</li> <li>6. Technical and scientific cooperation on IAS through the CBD clearing house mechanism;</li> <li>7. International standards for risk analysis incorporating IAS aspects</li> <li>8. Identification of gaps in the international regulatory framework from a technical perspective of threats of IAS to biodiversity, including consideration of pathways for IAS transmission;</li> <li>9. Information on methods to control and eradicate IAS; to enhance capacity of ecosystems to resist or recover from IAS; and</li> <li>10. Information on prevention, early detection, monitoring; on terminology; expertise; means to facilitate capacity enhancement for eradication work on continents and islands.</li> </ol>
	<p>2. <i>Ecosystem approach</i></p> <p><b>Mandate:</b> Decision IV/1 B; decision II/8, para. 1; decision II/9; decision III/12, para. 6(b); decision III/19, annex, para 3; decision IV/1 B; and decision IV/1 A, para. 4, and anticipated decisions of COP 6.</p> <p><b>Means :</b> Compile case studies and national experiences; promote the approach.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Advice to Parties on the use of the ecosystem approach in implementing the Convention;</li> <li>2. Disseminate information compiled and analysed;</li> <li>3. Integrate the ecosystem approach into thematic programmes.</li> </ol>

	<p><i>3. Sustainable use of the components of biodiversity</i></p> <p><b>Mandate:</b> Articles 1 and 10 of the Convention; decision V724; decision V/6; and anticipated decisions of COP 6.</p> <p><b>Means:</b> Convene a workshop to consolidate results of regional workshops held in previous biennium; further compile case studies and elaborate guidelines and practical principles; develop ways and means to further integrate sustainable use in NBSAPs and into sectoral and cross-sectoral plans, programmes and policies taking into account the need to alleviate poverty and linkages with programmes of work on indicators and incentives; disseminate practical principles, operational guidelines and associated instruments on the thematic areas of the Convention; identify sectors where priority action is required; and collect and disseminate information on appropriate technologies for sustainable use from experience; and collaborate with relevant organizations.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Set of agreed principles and operational guidelines for sustainable use;</li> <li>2. Integration of practical principles and operational guidelines into all CBD programmes of work, in NBSAPs and various sectors of national policies and economies; and</li> <li>3. Dissemination of and transfer of appropriate technologies.</li> </ol>
	<p><i>4. Scientific assessments.</i></p> <p><b>Mandate:</b> Articles 7 and 25, para. 2, of the Convention; all decisions on programmes of work; decision III/10; recommendation 1 of ISOC; SBSTTA recommendations IV/1 and VI/5; and anticipated decisions of COP 6.</p> <p><b>Means:</b> Establishing and updating of rosters of experts, organize assessment expert panels/groups, coordination with other assessment initiatives, conducting research and studies in assigned substantive areas, in particular pilot assessment projects; producing technical and scientific reports, peer review; carry out pilot assessment projects; cooperation with relevant regional and global assessments.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Advice to Parties on scientific and technical assessments;</li> <li>2. Disseminate information compiled and analysed as well as the results of experts activities to Parties and other Governments;</li> <li>3. Results of pilot assessment projects; and</li> <li>4. Programme for scientific and technical assessment in all programmes on thematic areas;</li> <li>5. Enhanced cooperation with MA, GIWA, FRA and other relevant assessments</li> </ol>

	<p><i>5. Impact assessment</i></p> <p><b>Mandate:</b> Article 14.1, and articles 3 and 4 of the Convention; decision IV/10 C; decision V/13 and decision V/6; SBSTTA recommendation VII/10; and anticipated COP 6 decisions.</p> <p><b>Means:</b> Compile and disseminate current experiences in environmental impact assessment (EIA) and strategic environment assessment (SEA) procedures that incorporate biodiversity-related issues, as well as experiences of Parties and other governments in applying guidelines; further develop and refine the guidelines; strengthening of capacities in areas relevant to EIA and SEA as well as other accompanying measures such as incentives, participation, legislative authority, and monitoring and auditing. Cooperation with IAIA, Ramsar Convention and other relevant organizations.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Case studies on EIA and SEA and experiences integrating biodiversity-related issues;</li> <li>2. Guidelines for the incorporation of biodiversity considerations in EIA and SEA;</li> <li>3. Human and institutional capacity building for EIA and SEA integrating biodiversity</li> </ol>
	<p><i>6. Indicators, targets and baselines</i></p> <p><b>Mandate:</b> Articles 7 and 14 of the Convention, decisions II/8, III/10; and decision IV/1 A, paras. 3 and 4; decision II/9, annex para. 15; decision III/11, para. 15(m) (agriculture); decision III/12, para. 10(a), annex, first para. (c), second para. (a) (forests); decision IV/4, annex para. 15(c) (inland waters); decision IV/5, annex, op. obj. 1.3 (marine); decision IV/6, para. 6 (agriculture); decision IV/7, annex II, part 3 (paras. 40-49) (forests); decision II/17, annex, para. (j) (guidelines for national reports); SBSTTA recommendation VII/11, and anticipated decisions of COP 6.</p> <p><b>Means:</b> Development of roster of experts; liaison group/expert meeting and case studies in thematic areas; distribute questionnaire to countries based on the agreed indicator framework; development of methodology sheets, guidelines and public information; and promotion of pilot programmes; expert meetings on time-bound and quantifiable targets for the implementation of the CBD; discuss possible types of baselines for the targets and ways and means to integrate them in NBSAPs.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Advance the work of SBSTTA to provide further advice to Parties on indicators;</li> <li>2. Make available the information compiled and analysed as well as the results of experts activities to Parties and other Governments;</li> <li>3. Develop research proposal; and</li> <li>4. Establishment of programmes to develop and test indicators.</li> <li>5. Agreed types of baselines and global targets.</li> </ol>

	<p>7. <i>Global Taxonomy Initiative</i></p> <p><b>Mandate:</b> Article 7 and annex I; decision III/10, paras. 3 (endorsement of SBSTTA Recommendation II/2) and 10 (guidance to the financial mechanism); decision IV/1 D; decision V/9; decision IV/4, annex, paras. 16 and 21 (inland waters); decision IV/5, annex para. 6 and op. obj. 6.2 (marine and coastal); decision IV/7, annex, paras. 42 and 44 (forest); decision II/8, para. 7 (components of biodiversity particularly under threat); decision III/5, para. 2(b) (guidance to the financial mechanism); decision IV/13, para. 2 (guidance to the financial mechanism); decision V/3, para 6 (e), Annex A (a), Annex B (marine and coastal); decision V/5, para 15 (b), Annex A, para 3 (c) (agriculture); decision V/8, para 14 (g), Annex II para 1(e) (alien species); SBSTTA recommendation VI/6 including the Programme of work for the Global Taxonomy Initiative (GTI).</p> <p><b>Means:</b> Promoting country-driven projects; encouraging national and regional assessments of taxonomic capabilities in respect of CBD requirements in thematic areas and cross-cutting issues; developing cooperation between <i>ex situ</i> institutions in developing and developed country Parties; facilitating investments in building relevant capacities; developing the clearing-house mechanism; encouraging information availability; promotion of Pilot Projects; implementation of the programme of work.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Identification of priority information requirements;</li> <li>2. Assessment of national taxonomic capacity and needs;</li> <li>3. Development of internationally agreed protocols for housing collections;</li> <li>4. Coordination of efforts to establish and maintain effective mechanisms for the stable naming of taxa;</li> <li>5. Support for the OECD Megascience Forum's Biodiversity Informatics Facility;</li> <li>6. Support for the implementation of the work relating to thematic areas and cross-cutting issues of the Convention through the outputs of the GTI programme of work</li> <li>7. Increased capacity in taxonomy in developing countries</li> </ol>
	<p>8. <i>Protected areas</i></p> <p><b>Mandate:</b> Article 8 of the Convention, decision IV/15, para. 6; decision IV/16; decision II/9, annex, para. 13, decision III/12; annex, paras. (a) and para. (f), decision IV/4, annex I, para. 8(c); decision IV/5, annex, para. 1 and part C, programme element 3; and decision IV/7, annex, paras. 3(h), 17 and 52.</p> <p><b>Means:</b> Carry out studies, compile case studies and information, develop databases, organize and service scientific and technical meetings as appropriate. Foster collaboration, in particular with protected area programmes and the fifth World Congress on National Parks and Protected Areas in 2002.</p>

	<p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Developing the scientific basis for international coordination by Parties of protected areas required in order to facilitate the conservation of globally and nationally optimum levels of natural ecosystems;</li> <li>2. Fostering the development and adoption of best management principles, tools and practices; and</li> <li>3. Providing a framework for the management of transboundary natural ecosystems protected areas.</li> </ol>
	<p>9. <i>Climate change and biodiversity</i></p> <p><b>Mandate:</b> Articles 6, 7 and 14 of the Convention, COP decisions V/ 4, including all COP decisions referring to threats posed to biodiversity, in particular decision V/3, 6, 8; 21: SBSTTA recommendations VI/7 and VI/5; and expected decisions from COP 6.</p> <p><b>Means:</b> Based on the results of the work of the AHTEG on biodiversity and climate change, identify and implement ways and means that can (i) control or prevent advise impact of measures taken under UNFCCC and the Kyoto Protocol; (ii) enhance biodiversity's capacity to integrated climate change and contribute to adaptation and the likely effects of climate change on that capacity; and continue identifying options for work on climate change that also contribute to the conservation and sustainable use of biodiversity.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Implementation of approaches and wide use of tools integrating biodiversity considerations into the implementation of UNFCCC and the Kyoto Protocol;</li> <li>2. Fostering the development and adaptation of management principles, tools and practices that enhance biodiversity's capacity to mitigate climate change;</li> <li>3. Consideration of climate change aspects that contribute to the conservation and sustainable use of biodiversity in all CBD programmes of work.</li> </ol>
	<p>10. <i>Migratory species</i></p> <p><b>Mandate:</b> Articles 7, 8, 10 and 18.3 of the Convention; COP decision V/21; SBSTTA recommendation VI/8; and expected COP decisions on the joint programme of work being prepared between CBD and the Convention on Migratory Species (CMS).</p> <p><b>Means:</b> Compile and disseminate through the CBD clearing house mechanism case studies on migratory species and their habitats taking into account the regional agreements and cooperation developed and to be developed under the CMS; develop and implement a capacity building programme and specific projects aimed at incorporating the conservation and sustainable use of migratory species and their habitats, particularly in accordance with the programmes of work on inland water ecosystems and marine and coastal biodiversity; and implementation of the joint programme of work.</p>

	<p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Integration of migratory species considerations in NBSAPs and CBD programmes of work</li> <li>2. Implementation of Joint programme of work with CMS</li> <li>3. Enhanced capacity and cooperation for migratory species programmes/projects</li> </ol>
	<p><i>11. Technology transfer and cooperation</i></p> <p><b>Mandate:</b> Articles 16 and 18, decisions IV/3 and IV/16, and anticipated COP 6 decisions</p> <p><b>Means:</b> Compile and assess existing technologies for conservation and sustainable use of biodiversity, including from local and indigenous communities; identify needs for new environmentally appropriate technologies; assess opportunities and obstacles for the use of existing technologies and on-going cooperation, with emphasis on scientific and technical aspects, taking into account legal and other socio-economic considerations; cooperation with organizations dealing with environmentally appropriate technologies, and with capacity building and awareness raising.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Compendium of technologies and their assessments (uses; their role in conservation and sustainable use of biodiversity; opportunities; requirements in terms of capacity; resources; legal aspects etc.);</li> <li>2. Enhanced cooperation with organizations dealing with technology development and transfer;</li> <li>3. New technologies that can contribute to the conservation and sustainable use of biodiversity;</li> <li>4. Development of databases and dissemination through inter alia the clearing-house mechanism;</li> <li>5. Analysis of the issues and constraints that facilitate or inhibit the transfer of technologies and cooperation; and guidelines on how stakeholders should interact to facilitate technology transfer and cooperation.</li> </ol>
	<p><i>12. Restoration and rehabilitation of ecosystems and recovery of threatened species</i></p> <p><b>Mandate:</b> Articles 8 (f), 9 (c) and 10 (d) of the Convention; decision III/9 para 6; decision III/11 paras 15 and 17; decision IV/4 Annex and IV/5 Annex, and anticipated COP 6 decisions.</p> <p><b>Means:</b> Assess and inventory through national reports and other existing information on status of degraded ecosystems and habitats, and threatened species and genetic resources in collaboration with relevant organizations; compile information, including traditional knowledge on causes of ecosystem degradation and threatened species, and on methods for restoration, rehabilitation, reclamation and recovery, and on practices to arrest degradation; draw lessons learnt and guidelines, and disseminate information through the CBD clearing house mechanism; enhance awareness.; establishment of an ad hoc technical expert group</p>

	<p><b>Results</b></p> <ol style="list-style-type: none"> <li>1. Working reports on degraded ecosystems and habitats, and threatened species and genetic resources;</li> <li>2. Methods and technologies for restoration and rehabilitation of ecosystems and recovery of species and genetic resources</li> <li>3. Assessment of technical and socioeconomic feasibility of restoration, rehabilitation and recovery strategies</li> <li>4. Ways and means for integrating strategies for restoration and rehabilitation of ecosystems and habitats and recovery of species and genetic resources in NBSAPs</li> </ol>
<p><b>Approved posts</b></p>	P-4 Scientific Assessment;
<p><b>New posts required</b></p>	P- 4 Taxonomy; P-4 Protected Areas P-3 Invasive Alien Species specialist; GS Programme Assistant (Scientific Assessments and Invasive alien Species)
<p><b>Resources from outside the core budget</b></p>	<p>BE Trust Fund</p> <ul style="list-style-type: none"> <li>-Ad hoc expert groups on (i) scientific assessments; (ii) targets, baselines and indicators; (iii) protected areas; (iv) restoration/rehabilitation of ecosystems and recovery of species and genetic resources</li> <li>- Regional workshops on Global Taxonomy Initiative</li> <li>- Liaison Group meeting on Species/Genetic Resources Recovery</li> <li>- Consultants – Protected Areas; Technology transfer; Ecosystem recovery.</li> </ul> <p>JPO Trust Fund</p> <ul style="list-style-type: none"> <li>-JPOs or short-term staff for targets, baselines and indicators; protected areas; restoration and rehabilitation of ecosystems and recovery of species</li> </ul>

**C. Social, Economic and Legal Matters (SEL)**

*(a) Overall management*

<p><b>Overview of responsibilities</b></p>	<p>Management of the SEL work programmes, coordinate support for relevant Convention bodies; external representation; cooperate with relevant UN and other international organizations; identify emerging issues within the remit of the programme; Deputize for the Executive Secretary in the latter's absence.</p>
<p><b>Expected results</b></p>	<p>1. <i>Staff, financial resources, and activities of the programmes are effectively managed.</i></p> <p><b>Means:</b> 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 programme officers; contribution, through the Secretariat's Management Committee, to overall Secretariat management, and to the establishment and application of Secretariat policies and procedures..</p>

	<p><b>Results:</b> Budgets and detailed work plans for each work programme and for the unit as a whole; unit fully staffed with competent staff/members.</p>
	<p>2. <i>Meetings of the Ad Hoc Working Group on Article 8(j), the Ad Hoc Working Group on Access and Benefit-sharing, as well as workshops and expert meetings on incentives, tourism, as well as liability and redress, are provided the support and documentation necessary for their effective and smooth functioning.</i></p> <p><b>Means:</b> Preparation of documentation; participation in sessional planning; coordination of inputs from other programmes; assisting with the servicing of meetings; provision of advice on specific topics to the chairs and mobilization of teams to provide the chairs and other elected officers with substantive support and secretarial assistance particularly during sessions and consultations.</p> <p><b>Results:</b> Required documents submitted to relevant meetings and ultimately to the COP.</p>
	<p>3. <i>Cooperation with other relevant organizations on SEL work programmes.</i></p> <p><b>Means:</b> Preparation of correspondence; convening of meetings and other gatherings, as appropriate; promotion and coordination of contact by units; participation in relevant conferences, seminars and workshops.</p> <p><b>Results:</b> Exchange of relevant information between Convention bodies and competent international organisations and other conventions.</p>
	<p>4. <i>Legal matters relating to the host country arrangements and other matters as required.</i></p> <p><b>Means:</b> Implementation of the Host Government Agreement between the Convention and the Government of Canada; managing day-to-day relations with the Government of Quebec; and undertaking reviews of pertinent legal issues, preparing legal briefs and opinions, and providing legal advice and support as required.</p> <p><b>Results:</b> Effective arrangements with host country, and legal advice for the Executive Secretary.</p>
	<p>5. <i>Effective participation on behalf of the unit in the Management Committee of the Secretariat</i></p> <p><b>Means:</b> Preparing as required internal documentation for effective decision-making; participating in meetings of the Committee, or organizing representation; conveying decisions of the Committee to staff of the SEL programmes; assume interim duties in absence of the Executive Secretary.</p> <p><b>Results:</b> Effective coordination of the staff mostly for servicing meetings and on other substantive matters.</p>
<b>External linkages</b>	<p>Parties and Governments, CSD, UNGA, WTO, OECD, WIPO, UNCTAD, organizations representing local and indigenous groups, other relevant non-governmental organizations, academic and research institutes, press and media, other convention secretariats.</p>

<b>Approved posts</b>	Principal Officer (D-1); GS-Secretary
<b>Resources required</b>	<p>1. Staff Costs: 2003: \$980,800      2004: \$1,013.7</p> <p>2. Consultants: 2003: \$ 50,000      2004: \$ 52,500</p> <p>3. Ad Hoc Working Group on ABS 2003: \$450,000      2004: \$0</p> <p>4. Technical Working Group on Liability and Redress 2003: 80,000</p> <p>5. Liaison Group Meetings 2003: \$80,000      2004: \$ 80,000</p> <p>6. Travel on official business: 2003: \$ 70,000      2004: \$73,500</p> <p>7. Temporary assistance and overtime 2003: \$ 7,700      2004: \$ 8,100</p>
<b>Resources from outside the core budget</b>	<p>BE Trust Fund Open-ended workshop on capacity-building for ABS in 2003 Workshop on incentive measures in 2003:</p>

*(b) Access and benefit-sharing*

<b>Overview of responsibilities</b>	Development and implementation of the programme of work on access and benefit-sharing.
<b>Expected results</b>	<p>1. <i>Assist in the implementation of COP decisions on access and benefit-sharing.</i></p> <p><b>Mandate:</b> Articles 1, 15, 16 and 19 of the Convention; decisions II/4, II/11, III/15, III/16, III/17, IV/8, V/26 and anticipated decision from COP-6</p> <p><b>Means:</b> Collecting information on access and benefit-sharing arrangements and other issues related to access and benefit-sharing, such as the role of intellectual property rights in the implementation of access and benefit-sharing arrangements; providing support in the development of guidelines and other approaches for ABS; organising and servicing meetings as appropriate; maintaining the roster of experts; disseminating relevant information through the clearing-house mechanism.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Roster of experts;</li> <li>2. Meetings of the Ad Hoc Open-ended Working Group on Access and Benefit-sharing;</li> <li>3. Open-ended workshop on Capacity-building for ABS</li> <li>4. Guidelines and other approaches for access and benefit-sharing;</li> <li>5. Support to Parties and stakeholders in the design and implementation of access and benefit-sharing arrangements through a capacity-building action plan; and</li> <li>6. Dissemination of relevant information through the clearing-house mechanism.</li> </ol>

	<p>2. <i>Intellectual property rights.</i></p> <p><b>Mandate:</b> Articles 16, 19 and 15 of the Convention, decisions III/15, III/17, III/21, IV/8, IV/9, IV/15, V/26 and anticipated decision of COP-6.</p> <p><b>Means:</b> To gather relevant information/documentation, organize and service scientific and technical meetings as appropriate; monitor developments in the WTO TRIPs Council and discussions in the WTO Committee on Trade and Environment; monitor developments in the WIPO Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore; liaise with Secretariats of WTO and WIPO; review national and thematic reports for relevant information; prepare submissions as required.</p>
	<p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Observer status in the TRIPs Council;</li> <li>2. Close collaboration with the WIPO and WTO Secretariats;</li> <li>3. Appropriate information on intellectual property issues, particularly on WIPOs work, made available to WG on ABS;</li> <li>4. Decisions of the TRIPs Council to take into account relevant provisions under the Convention and relevant developments in the implementation of its concepts; and</li> <li>5. WIPO training programmes to incorporate Convention principles.</li> </ol>
	<p>3. <i>Ex situ collections</i></p> <p><b>Mandate:</b> Article 9 of the Convention, decision IV/8 of COP and recommendation 3 of ISOC, decision V/26 and anticipated decision from COP 6</p> <p><b>Means:</b> To compile information provided by Parties and Governments; to liaise with the FAO and other relevant organizations.</p> <p><b>Results:</b> Information gathered on <i>ex situ</i> collections acquired prior to the entry into force of the Convention; and cooperation with <i>ex situ</i> collection holders.</p>
<b>Approved posts:</b>	P-3 Programme Officer (Access and Benefit-Sharing);
<b>Resources from outside the core budget</b>	BZ Trust Fund Ad Hoc Open-ended Working Group on ABS, March 2003 \$540,000

(c) *Economics, trade and incentive measures*

<b>Overview of responsibilities</b>	Development and implementation of the programme of work on economics, trade and incentive measures.
<b>Expected results</b>	<ol style="list-style-type: none"> <li>1. <i>Assist in the implementation of COP decisions pertaining to economic valuation as well as other economic aspects of biological diversity .</i></li> </ol> <p><b>Mandate:</b> Articles 7, 10 and 14 of the Convention; decision III/18, para. 4, 6 and recommendation II/9; decision IV/10, decision V/15., para. 2 (c); anticipated decision from COP 6.</p>

	<p><b>Means:</b> liaise with relevant organizations and experts; collect information on the economic valuation of biodiversity both at substantial and methodological levels; develop an assessment methodology with respect to the applicability of different valuation tools in specific thematic and/or cross-cutting areas, taking the peculiarities of developing countries into consideration; give advice to and provide relevant input for thematic programmes as well as for programmes on other cross-cutting issues, as appropriate; disseminate information through the clearing-house mechanism and other appropriate means.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Collected valuation case studies and toolkits made available to Parties, through the Clearing-House Mechanism and other means;</li> <li>2. An assessment methodology pertaining to valuation tools developed and made available;</li> <li>3. Advice given and relevant input delivered to thematic work programmes and to work programmes on other cross-cutting issues.</li> </ol>
	<p>2. <i>Assist Parties in exploring the linkages and promoting synergies with international organizations/agreements focused on macro-economic policies, in particular trade policies.</i></p> <p><b>Mandate:</b> Articles 8(j), 11, 15, 22 and 24 of the Convention. decisions III/17 , paras 4-6; decision IV/15, paras 7-9, 17; anticipated decision of COP 6.</p> <p><b>Means:</b> Compile information on the relationship of trade liberalization, biological diversity and biosafety as well as on the relationship between the provisions of the multilateral trading system and the objectives of and the mechanisms envisaged under the Convention; explore possible synergies and mutual supportiveness between the objectives of the Convention and trade policies; liaise with relevant international organizations, especially with relevant bodies of the WTO; promote possible synergies, when appropriate and feasible, in relevant international meetings and workshops; provide relevant expertise to other work programmes; disseminate relevant information through the clearing-house mechanism.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Relevant studies and other information collected, analysed and made available through the CHM;</li> <li>2. Relevant meetings attended, possible synergies of the Convention and the multilateral trading system explored and, where appropriate and feasible, promoted;</li> <li>3. Relevant input to other work programmes provided.</li> </ol>
	<p>3. <i>Assist in the implementation of COP decisions pertaining to incentive measures.</i></p> <p><b>Mandate:</b> Article 11 of the Convention; decision III/18, para. 2 (SBSTTA recomm. II/9), decision IV/10 A, decision V/15, anticipated decision of COP 6.</p>

	<p><b>Means:</b> Coordinate relevant work with relevant organizations and experts, especially with the inter-agency coordination committee; compile country-driven case studies and best practices on the utilization of incentive measures as well as further information on perverse incentives; further explore the applicability of different incentive measures in specific thematic and/or cross-cutting areas, taking the specific situation of developing countries into account; explore the interaction of incentive measures with other policy measures and their relationship with international incentives of other MEAs; organize and service meetings as appropriate; integrate work on incentives into thematic programmes as well as to programmes on other cross-cutting issues, as appropriate; disseminate relevant information through the clearing-house mechanism and other appropriate means.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Collected information made available to Parties, through the Clearing-House Mechanism and other means;</li> <li>2. Guidelines for the applicability of specific incentive measures further developed and made available, including practical guidance to the financial mechanism for effective support and prioritization;</li> <li>3. Relevant input to thematic programmes as well as to programmes on other cross-cutting issues delivered.</li> </ol>
<p><b>Approved posts</b></p> <p><b>Resources from outside the core budget</b></p>	<p>P-4 Programme Officer (Economist); GS Programme Assistant;</p> <p>BE Trust Fund - establishment and strengthening of biodiversity incentive information systems.</p> <p>Convening the inter-agency coordination committee.</p>

(d) Sustainable use, including tourism

<p><b>Overview of responsibilities</b></p>	<p>Sustainable use, including tourism, taking into account relevant developments in other forums.</p>
<p><b>Expected results</b></p>	<p>1. <i>To represent the SCBD in the CSD with regard to implementation of the CSD decisions on tourism, and in other relevant forums, such as the World Summit on Ecotourism, WTO, as appropriate..</i></p> <p><b>Mandate:</b> Articles 10 and 11 of the Convention, decisions IV/15, IV/16, and V/25.</p> <p><b>Means:</b> Participate in the implementation mechanism (to be coordinated through IACSD); inputs on topic for IACSD; liaise with DESA; support representation at relevant meetings of the implementation mechanism; promote the work under the CBD in the preparatory work for the World Summit on Ecotourism.</p> <p><b>Results:</b> To ensure that implementation and follow-up to CSD/7 decision on sustainable use and tourism fully incorporates the principles of the Convention and relevant decisions of the COP and that the CBD guidelines are integrated by other relevant processes, such as WTO and the World Summit on Ecotourism.</p>

	<p>2. <i>Disseminate guidelines, studies on best practices and lessons learned through the CHM.</i></p> <p><b>Mandate:</b> Articles 10, and 11 of the Convention and decision V/25 and anticipated decision of COP-6.</p> <p><b>Means:</b> Gather and compile case-studies on best practices and lessons learned on sustainable tourism development.</p> <p><b>Results:</b> Availability of guidelines, case studies and best practices to all Parties</p>
	<p>3. <i>To contribute to the development of practical indicators on tourism for sectors relevant to the conservation and sustainable use of biodiversity.</i></p> <p><b>Mandate:</b> Articles 7, 10 and 14, of the Convention; decision V/25 and anticipated decision of COP-6.</p> <p><b>Means:</b> Analysis and synthesis of submissions from Parties and expert meetings, review national reports, liaise with CSD and DESA; cooperate with IACSD; prepare submissions to SBSTTA and other bodies as necessary.</p> <p><b>Results:</b> Submission of international practical indicators for endorsement to the Conference of the Parties.</p>
<b>Approved posts:</b>	P-3 Programme Officer (Sustainable Use and Tourism)
<b>New posts required:</b>	GS – Programme Assistant Sustainable Use and Tourism (50%)
<b>Resources from outside the core budget</b>	<p>BE Trust Fund</p> <p>Workshop on the development of international indicators to monitor the impact of activities related to sustainable tourism development in vulnerable habitats</p>

(e) *Traditional knowledge (Article 8(j) and related provisions)*

<b>Overview of responsibilities</b>	Implementation of the programme of work on traditional knowledge.
<b>Expected results</b>	<p>1. <i>Assist in the completion of the development and implementation of the first phase of the programme of work.</i></p> <p><b>Mandate:</b> Articles 8(j), 10(c), 17.2 and 18.4 of the Convention; decisions III/14, IV/9, and tasks 7 and 12 of V/16.</p>

	<p><b>Means:</b> Collection of information on existing contractual arrangements and draft agreements concerning access and use of TK and equitable sharing of benefits between Indigenous and local communities and Governments, the private sector and research institutions; compile and synthesize relevant information and case studies; liaise with the Access and Benefit Sharing Programme Officer; preparation of guidelines for the development of mechanisms, legislation or appropriate initiatives; liaison with Parties, other Governments, relevant organizations, and relevant indigenous and local community based organizations, and consult with liaison group on Article 8(j) and related provisions; collection and analysis of case studies, analysis of development of legal options for implementing relevant provision of the Convention and harmonization with other international legal instruments</p>
	<p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Documentation for meetings of the Ad Hoc Working Group on Article 8(j) and related provisions;</li> <li>2. Liaison with WIPO, ABS and liaison group on Article 8(j) as appropriate.</li> <li>3. Guidelines for the fair and equitable sharing of benefits.</li> <li>4. Guidelines to assist Parties and Governments in the development of legislation or other mechanisms as appropriate to implement Article 8(j) and related provisions;</li> <li>5. Development of definitions of relevant key terms and concepts in Article 8(j) and related provisions.</li> </ol>
	<p>2. <i>Assist in the development and implementation of the second phase of the programme of work.</i></p> <p><b>Mandate:</b> Articles 8 (j), 10(c), 17.2 and 18.4 of the Convention, decisions III/14, IV/9 and second phase of the programme of work of decision V/16. Collection of information relevant to the tasks.</p> <p><b>Means:</b> Development and collection of information relevant to the task and implementation of the second phase of the programme of work; solicit information from Parties, Governments, indigenous and local communities (I/LCs) and other relevant organizations, consult with the liaison group on Article 8(j) and related provisions; establish and maintain a roster of I/LC experts.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Documentation for meeting of the Ad Hoc Working Group on Article 8(j) and Related Provisions.</li> <li>2. Liaison and consultation with Parties and liaison group on Article 8(j), CHM and STTM;</li> <li>3. Roster of experts.</li> </ol>

	<p>3. <i>Compilation of composite report on status and trends in relation to Article 8(j) and related provision.</i></p> <p><b>Mandate:</b> Article 8(j), 10 (c), 17.2, and 18.4 of the Convention; task 5 of the programme of work of Decision V/16; relevant decision of COP 6.</p> <p><b>Means:</b> Compile and synthesize information and studies from existing sources, including national reports, submitted by Parties, I/LC, and relevant organizations.</p> <p><b>Results:</b> Composite report and recommendations on status and trends in relation to Article 8(j) and related provisions.</p>
<b>Approved posts:</b>	P-4 Programme Officer (Traditional knowledge); GS-Programme Assistant
<b>Resources from outside the core budget</b>	BZ Trust Fund Ad Hoc Open-ended Working Group on Article 8(j) and related provisions meeting February 5 days.-developing country participation 2004: \$540,000

(f) *Impact assessment, liability and redress*

<b>Overview of responsibilities</b>	Development of a programme of work on impact assessment, liability and redress.
<b>Expected results</b>	<b>Mandate:</b> Article 14 of the Convention; decision IV/10 C; decision V/18; and COP 6 decisions.
	<p>1. <i>Impact assessment</i></p> <p><b>Means:</b> Gather information; compile case-studies; undertake analyses; review national reports for relevant information; request, compile and synthesize information from Parties, Governments, relevant international and regional organizations; and draft guidelines on the incorporation of biological diversity-related issues into legislation and/or processes on environmental impact assessments (EIA), in collaboration with relevant stakeholders;</p> <p><b>Results</b></p> <ol style="list-style-type: none"> <li>1. Guidelines on the incorporation of biological diversity-related issues into legislation and/or processes on EIA;</li> <li>2. Information on experiences disseminated through the CHM.</li> </ol>
	<p>2. <i>Liability and redress</i></p> <p><b>Means:</b></p> <ol style="list-style-type: none"> <li>(a) Support to the work of the legal and technical experts group, if established by the Conference of the Parties at its sixth meeting, through: information gathering; compilation of case-studies; reviewing national reports for relevant information; requesting, and compiling and synthesizing information from Parties, Governments, relevant international and regional organizations;</li> <li>(b) Research and analyses on issues and topics identified by COP 6;</li> </ol>

	<p>(c) Guidelines on the establishment and implementation of national legislative regimes, policy and administrative measures on liability and redress for damage to biological diversity;</p> <p>(d) Organization of meetings of the legal and technical experts group on liability and redress; and</p> <p>(e) Information dissemination on liability and redress and on experiences through, <i>inter alia</i>, the clearing-house mechanism.</p>
	<p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Synthesis reports and analyses on issues relating to liability and redress;</li> <li>2. Guidelines on the establishment and implementation of national legislative regimes, policy and administrative measures on liability and redress for damage to biological diversity;</li> <li>3. Information on regimes, measures and experiences disseminated through, <i>inter alia</i>, the clearing-house mechanism;</li> <li>4. Meetings of the legal and technical experts group on liability and redress organized; and</li> <li>5. Programme of work concerning liability and redress.</li> </ol>
<b>Approved posts:</b>	P4 – Programme Officer (Legal Advice and Support)
<b>New posts required:</b>	GS- Programme Assistant Liability and redress (50%)
<b>Resources from outside the core budget</b>	None

**D. Implementation and Outreach (I & O)**

*(a) Overall management*

<b>Overview of responsibilities</b>	Management of the programme, coordinate support for inter-sessional review meetings facilitating the implementation of the Convention, external representation, identify emerging issues within the remit of the division.
<b>Expected results</b>	<p>1. <i>The programme's staff, financial resources, and activities are effectively managed.</i></p> <p><b>Means:</b> 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 units; contribution, through the Secretariat's Management Committee, to overall Secretariat management, and to the establishment and application of Secretariat policies and procedures.</p> <p><b>Results:</b> Budgets and detailed work plans for each unit; programme fully staffed with competent individuals.</p>
	<p>2. <i>Inter-sessional review meetings, such as ISOC and MSP, are provided with the support and documentation necessary for their smooth functioning.</i></p> <p><b>Means:</b> Preparation of procedural documentation; coordination of inputs from other programmes; provision of advice to the presiding officer as required and mobilization of teams to provide the presiding officer and other elected officers with substantive support and secretarial assistance during sessions and consultations.</p> <p><b>Results:</b> Required documents submitted to inter-sessional review meetings; well organized meetings as required.</p>
	<p>3. <i>The various components of the programme cooperate with organizations, bodies, processes and persons competent in matters within the remit of the division.</i></p> <p><b>Means:</b> Maintenance of correspondence; convening of meetings and other gatherings, as appropriate; promotion and coordination of contact by units; participation in conferences, seminars and workshops.</p> <p><b>Results:</b> Exchange of relevant information between Convention bodies and external processes.</p>

	<p>4. <i>Effective participation on behalf of the programme in the Management Committee of the Secretariat</i></p> <p><b>Means:</b> Preparing as required internal documentation for effective decision-making; participating in meetings of the Committee, or organizing representation; conveying decisions of the Committee to staff of the implementation and outreach programme.</p> <p><b>Results:</b> Effective coordination of the staff mostly for servicing meetings and on other substantive matters.</p>
<b>External linkages</b>	<p>Parties and Governments, UN bodies, other intergovernmental organizations, bilateral and multilateral funding institutions, GEF and its implementing agencies, relevant non-governmental organizations, 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 the general public.</p>
<b>Approved posts:</b>	<p>D-1 –Principal Officer; GS-Secretary.</p>
<b>Resources required</b>	<p>1. Staff Costs: 2003: \$1,876,800      2004: \$1,928,600</p> <p>2. Consultants: 2003: \$ 50,000      2004: \$ 52,500</p> <p>3. Clearing House Mechanism (CHM): 2003: \$ 75,000      2004: \$ 65,000</p> <p>4. Advisory Group Meetings 2003: \$ 80,000      2004: \$ 80,000</p> <p>5. Travel on official business: 2003: \$ 70,000      2004: \$ 73,500</p> <p>6. Global Biodiversity Outlook (GBO) 2003: \$ 0      2004 \$ 100,000</p> <p>7. Information materials/Handbook 2003: \$ 77,500      2004 \$ 81,400</p> <p>8. Temporary assistance and overtime 2003: \$ 7,700      2004: \$ 8,100</p>

<p><b>Resources from outside the core budget</b></p>	<p>BZ Trust Fund Meeting on the Strategic Plan and Operations of the Convention (MSP) Developing Country participation 2004: \$163,000 BE Trust Fund 3 CHM Regional Workshops (LAC; Africa; EEC) 2003 \$240,000 1 CHM Regional Workshop (Asia) 2004 \$80,000</p>
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*(b) Financial resources and instruments*

<p><b>Overview of responsibilities</b></p>	<p>Support implementation of the provisions of the Convention on financial resources, including exploration of national financial measures, increased collaboration with bilateral, regional and multilateral funding channels, and promotion of the involvement of private sector</p>
<p><b>Expected results</b></p>	<p>1. <i>Identification and monitoring of financial resources in support of the Convention</i></p> <p><b>Mandate:</b> Article 20 of the Convention and decisions I/2, II/6, III/6, IV/12 and V/11</p> <p><b>Means:</b> Monitoring of financial resources provided other than through the financial mechanism; exploration of ways and means for mobilizing and channeling financial resources; assistance to developed country Parties in compiling standardized information on their financial support for the objectives of the Convention; assistance to funding institutions to compile financial information relating to the Convention; assistance to funding institutions in providing information on ways in which their activities support the Convention; identification of where and how developing country Parties might gain access to financial resources; monitoring of specific funding programmes of various funding institutions that are related to the elements of the programme of work of the Convention; assistance, where appropriate, in country dialogues of interested funding institutions; awareness-raising on the need to provide resources to support the elements of the programme of work</p> <p><b>Results:</b> Updated database on financial resources in support of the Convention; system of information exchange for Parties; workshops on resources identification, mobilization and management; publications; reports to COP.</p>

	<p>2. <i>Collaboration with relevant international organizations and funding institutions</i></p> <p><b>Mandate:</b> Articles 20 and 21, para. 4, of the Convention and decisions II/6, III/6, IV/12 and V/11</p> <p><b>Means:</b> Exploration of possible ways of collaborating with funding institutions to facilitate their efforts to achieve greater support for the Convention; coordination of the establishment of focal points system for financial resources; facilitation of consideration of strengthening existing financial institutions to provide financial resources for the Convention; promotion of efforts of funding institutions to make their activities more supportive of the Convention; convening of a workshop on biodiversity finance to facilitate the sharing of information, experience and knowledge; study on characteristics specific to biodiversity activities and their implications to funding decisions; establishment of reporting relationship between the Convention and funding institutions and relevant international organizations.</p> <p><b>Results:</b> System of information sharing between funding institutions; workshops on financing for biological diversity; reports to COP.</p>
	<p>3. <i>Exploration of financial measures in support of national implementation of the Convention</i></p> <p><b>Means:</b> Promotion of sharing of experience and knowledge on financial measures between Parties; development and promotion of guidelines on financial measures in support of the national implementation of the Convention; convening capacity building workshops on financial measures and project formulation and implementation; synthesis and dissemination of national experience on financing for biological diversity; development of new financial instruments for implementation of the Convention; assistance in the review of national budgets and monetary policies to promote conservation and sustainable use of biological diversity.</p> <p><b>Results:</b> Focused database on financial measures in support of national implementation of the Convention; information sharing on national funding measures; workshops to promote capacity building on project development and implementation; reports to COP.</p>
	<p>4. <i>Promotion of the involvement of private sector in the implementation of the Convention</i></p> <p><b>Mandate:</b> Articles 20 and 21 of the Convention and decisions III/6, IV/12 and V/11.</p> <p><b>Means:</b> Promotion of biodiversity consideration by private funding institutions in collaboration with UNEP financial-sector initiatives; promotion of biodiversity efforts of charitable institutions; monitoring of national measures to promote the involvement of private sector; international workshops on private sector financing to support the Convention.</p>

	<b>Results:</b> Database on private financial resources in support of the Convention; information-sharing with Parties and private sector; international workshops on private sector financing; reports to COP.
<b>Approved posts</b>	P-4 Programme Officer (Financial resources and instruments); G-7 Programme Assistant
<b>New post required</b>	None
<b>Resources from outside the core budget</b>	None

(c) *Financial mechanism*

<b>Overview of responsibilities</b>	Support implementation of the Convention by undertaking tasks assigned to the Secretariat in respect of financial mechanism, including development and promotion of implementation of guidance for the financial mechanism, elaboration of further guidance, and review of the effectiveness of the financial mechanism
<b>Expected results</b>	<i>1. Management of the relationship with the financial mechanism of the Convention</i>
	<b>Mandate:</b> Articles 20.2, 21 and 39; decisions I/2, II/6, III/5, III/8, IV/11, IV/13, V/12 and V/13 <b>Means:</b> Monitoring of activities of the financial mechanism in relation to the COP guidance; liaison with the financial mechanism and Parties with respects to matters relating to the financial mechanism; consultation with the financial mechanism on its biodiversity proposals, funding strategy, operational programmes, policy and criteria, project cycle management, and funding portfolio; participation in relevant technical and policy-making meetings; assessment of the amount of amount of funding required to assist developing country Parties to implement the Convention as maybe requested by the Conference of the Parties, and participation in the GEF replenishment process. <b>Results:</b> GEF Council decisions, GEF policy documents, biodiversity projects, reports to COP.
	<i>2. Elaboration of guidance to the financial mechanism</i>
	<b>Mandate:</b> Decisions IV/11 and V/13 <b>Means:</b> Study on development of further guidance in relation to previous guidance; monitoring of implementation of COP guidance; compilation of recommendations for further guidance for consideration by the COP; consultation with the financial mechanism on recommendations for further guidance; liaison with Parties with respect to matters relating to further guidance <b>Results:</b> Advice to the Parties; reports to COP; exchange of views with GEF

	<p>3. <i>Implementation of COP decisions on the review of the effectiveness of the financial mechanism</i></p> <p><b>Mandate:</b> Article 21 of the Convention, and decisions I/2, II/6, III/7, IV/11 and V/12.</p> <p><b>Means:</b> Development and implementation of terms of reference for the review of the effectiveness of the financial mechanism; liaison with GEF and Parties on matters relating to the effectiveness of the financial mechanism; invitation for submission of information and views from Parties, relevant intergovernmental and non-governmental organizations; selection of evaluators; assistance to development of questionnaire, desk reviews, interviews and site visits; country and thematic case-studies; collaboration with the GEF monitoring and evaluation programme; participation in relevant workshops.</p> <p><b>Results:</b> Communications with Parties, country case-studies, support to evaluation processes, workshops, reports to COP</p>
<b>Approved post:</b>	P-3 Programme Officer (Financial Mechanism)
<b>New post required:</b>	G-7 Programme Assistant
<b>Resources from outside the core budget</b>	None

(d) *Clearing-house mechanism (CHM)*

<b>Overview of responsibilities</b>	<ul style="list-style-type: none"> <li>• Promote and facilitate technical and scientific cooperation, within and between countries and regions.</li> <li>• Develop a global mechanism for exchanging and integrating information on biodiversity.</li> <li>• Develop the necessary human and technological network</li> <li>• Assist in the development of the Biosafety Clearing-House</li> </ul>
<b>Expected results</b>	<p>1. <i>Governments and other interested parties have access to required expertise and information to assist decision and policy making, and initiate new projects based on technical and scientific cooperation</i></p> <p><b>Mandate:</b> Articles 18.3, 17 of the Convention, the CHM Strategic Plan; informal advisory committee recommendations, COP V/14 decisions.</p> <p><b>Means:</b> Creation of new information and database systems to share and exchange information; creation of interoperable systems of information for data mining and less duplication of work; development of new communication channels to search, locate and retrieve expertise.</p> <p><b>Results:</b> An updated, dynamic, database-driven and interactive web site with relevant information on CBD thematic areas of work, experts, and Convention and Protocol information and other relevant areas (national reports, financial resources, etc.).</p>

	<p>2. <i>The CHM synergizes existing expertise and initiatives to foster greater cooperative work</i></p> <p><b>Mandate:</b> Articles 18.3, 17 of the Convention, the CHM Strategic Plan; Informal Advisory Committee recommendations, COP V/14 decisions.</p> <p><b>Means:</b> Participate in existing and new bioinformatics initiatives; Share CHM expertise and experience; Organize CHM workshops and meetings to foster sharing of expertise and synergize new initiatives.</p> <p><b>Results:</b> Development of new systems and networks to foster and promote technical and scientific cooperation; Greater developing countries participation in new initiatives and projects; CHM input in new projects and initiatives..</p>
	<p>3. <i>The CHM makes available information interoperability guidelines for greater information sharing and integration.</i></p> <p><b>Mandate:</b> Articles 18.3, 17 of the Convention, the CHM Strategic Plan; informal advisory committee recommendations, COP V/14 decisions.</p> <p><b>Means:</b> Dissemination of interoperability guidelines and toolkit.</p> <p><b>Results:</b> Governments share and make interoperable national systems; Creation of central portals to access distributed data and information; Technical knowledge transferred to the developed world.</p>
	<p>4. <i>The CHM assists in the development of the Biosafety Clearing-House</i></p> <p><b>Mandate:</b> Article 20.1 of the Cartagena Protocol.</p> <p><b>Means:</b> Development and implement an interactive web-based and non-web, non-electronic mechanism to assist countries to register information as required under the Cartagena Protocol.</p> <p><b>Results:</b> A fully functioning and accessible Biosafety Clearing-House.</p>
	<p>5. <i>The CHM organizes capacity building regional workshops</i></p> <p><b>Mandate:</b> Articles 18.3, 17 of the Convention, the CHM Strategic Plan; informal advisory committee recommendations, COP V/14 decisions.</p> <p><b>Means:</b> Organization of regional workshops to introduce CHM initiatives and technologies.</p> <p><b>Results:</b> Developing countries can more effectively implement the CBD and participate fully in the work of the Secretariat and the CHM.</p>

	<p>6. <i>The CHM develops pilot initiatives to assist work on the thematic issues within the work programme of the SBSTTA</i></p> <p><b>Mandate:</b> Articles 18.3, 17 of the Convention, the CHM Strategic Plan; informal advisory committee recommendations, COP V/14 decisions.</p> <p><b>Means:</b> Development of pilot initiatives within the 5 thematic areas and the 14 cross-cutting issues of the CBD.</p> <p><b>Results:</b> Initiatives assist SBSTTA in the development and implementation of initiatives within their work programme.</p>
<b>Approved posts:</b>	<p>P-4 Programme Officer, Clearing-house Mechanism P-3 Programme Officer, Internet &amp; Electronic Communications P-2 Programme Officer, Computer Systems Officer G-7 Computer Operations Assistant G-7 Programme Assistant, Clearing-house Mechanism</p>
<b>New post required:</b>	P-2 Internet & Electronic Communications Assistant
<b>Resources from outside the core budget</b>	JPO Trust Fund: JPO clearing-house mechanism

(e) *National reports*

<b>Overview of responsibilities</b>	Support implementation of the Convention by undertaking tasks assigned to the Secretariat in respect of national reports, including analysis of measures taken by Parties and their effectiveness, and of the preparation of reviews of the state of implementation.
<b>Expected results</b>	<p>1. <i>Assist Parties with the preparation of thematic reports on issues for in-depth consideration at COP-7 and provide SBSTTA and COP with analysis of information contained therein</i></p> <p><b>Mandate:</b> Article 26 of the Convention; decision V/19 and expected decision from COP-6</p> <p><b>Means:</b> Preparation of reporting formats for thematic reports on mountain ecosystems, protected areas and transfer of technology; liaison with national focal points, GEF and implementing agencies, relevant specialist institutions and experts; assist STTM with analysis of information in thematic reports.</p> <p><b>Results:</b> Support to Parties for the preparation of thematic reports; provision to SBSTTA and COP of timely and well-founded advice.</p>
	<p>2. <i>Prepare format for third national report and, as required, further advice to COP on revision of the reporting procedure and format.</i></p> <p><b>Mandate:</b> Article 26 of the Convention; decision V/19 and expected decision from COP-6.</p> <p><b>Means:</b> Analysis of experience of first and second rounds of national reporting; incorporation of new obligations for national action established by decisions of COP-6 and the status of implementation of the Strategic Plan; liaison with specialist institutions and experts, with implementing agencies and other organizations, and with national focal points and biodiversity managers.</p> <p><b>Results:</b> Timely and appropriate advice prepared for COP-7.</p>

	<p>3. <i>Contribute to the identification of synergies and opportunities for streamlining reporting requirements by Parties.</i></p> <p><b>Mandate:</b> Decision V/19 and expected decision from COP-6.</p> <p><b>Means:</b> Continued collaboration with other convention secretariats, UN/DESA, UNEP and other relevant bodies; analysis of outcome of pilot projects; incorporation of recommendations of the World Summit on Sustainable Development regarding harmonization of reporting.</p> <p><b>Results:</b> Identification of means to harmonize reporting under related treaties that maximize availability of information contained in reports and reduce demands on Parties, leading to greater availability of relevant information and increased support to decision-making and policy formulation.</p>
	<p>4. <i>Dissemination of reports and other material relevant to assessment of implementation of the Convention</i></p> <p><b>Mandate:</b> Decisions II/17, IV/14, V/19 and expected decision from COP-6.</p> <p><b>Means:</b> Continued dissemination through the clearing-house mechanism of national reports, national biodiversity strategies and action plans, biodiversity country studies and other national, regional and global information on the status and trends of biodiversity and the state of implementation of the Convention.</p> <p><b>Results:</b> Facilitation of access by Parties and other users to information on implementation of the Convention.</p>
	<p>5. <i>Further development of methodologies for assessing the state of implementation of the Convention, and identification of ways and means to further facilitate national implementation.</i></p> <p><b>Mandate:</b> Article 26 of the Convention; decisions IV/14(4), V/19, V/20 and expected decision from COP-6.</p> <p><b>Means:</b> In the context of monitoring implementation of the Strategic Plan, liaison with specialist institutions and experts, with implementing agencies and other organizations supporting national and regional capacity development in biodiversity planning, and with national focal points and biodiversity managers.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Provision of timely and relevant advice to the COP on the status of implementation of the Convention;</li> <li>2. Increased synergies among mechanisms for implementation at national, regional and global levels; and</li> <li>3. Improved identification of priority needs for capacity development and financial support.</li> </ol>

	<p>6. <i>Preparation and publication of the Global Biodiversity Outlook (GBO)</i></p> <p><b>Mandate:</b> Decision II/1 and expected decision from COP-6</p> <p><b>Means:</b> Analysis of national reports and other relevant information, including through collaboration with specialist institutions and with the assistance of expert consultants, for preparation of the second edition of the GBO. Supervise design and production; liaison with publishers.</p> <p><b>Results:</b> High-quality publication that assists implementation of Convention by Parties and contributes to public education and awareness.</p>
<b>Approved posts</b>	<p>P-5 Programme Officer</p> <p>P-3 Environmental Affairs Officer</p> <p>G-6 Programme Assistant</p>
<b>New posts required</b>	None
<b>Resources from outside the core budget</b>	JPO Trust Fund: Junior Professional Officer (P-2)

(f) *Library and publications*

<b>Overview of responsibilities</b>	Provide the Secretariat and the interested public with comprehensive and relevant information on biological diversity.
<b>Expected results</b>	<p>1. <i>The Library collection and the bibliographic database on biological diversity are efficiently managed.</i></p> <p><b>Mandate:</b> Articles 24, 13 and 17 of the Convention.</p> <p><b>Means:</b> Acquisition of relevant documents (journals, monographs, etc.); cataloguing, indexing, labeling and shelving of documents; monitoring of library use. Processing of documents; data entry; maintenance of the database.</p> <p><b>Results:</b> Database on pertinent documents on biological diversity; access of users to relevant documents published on biological diversity; availability of the bibliographic database on SCBD intranet. Maintenance of computerized files. Storage and preservation of library materials.</p>
	<p>2. <i>Users can access information on library collection through Intranet and through other information products.</i></p> <p><b>Mandate:</b> Articles 13, 17 and 24 of the Convention.</p> <p><b>Means:</b> Maintaining an Intranet window for the library through SCBD web site. Publication of list of acquisitions and other information products are made available on request.</p> <p><b>Results:</b> Updated information on library materials for internal and external users. Promotion of the Convention and the exchange of information.</p>

	<p>3. <i>The online collection on specialized information sources on biological diversity is updated and maintained.</i></p> <p><b>Mandate:</b> Articles 17 and 24 of the Convention.</p> <p><b>Means:</b> Collection, data entry of information.</p> <p><b>Results:</b> Maintenance of a list of specialized information sources on biological diversity.</p>
	<p>4. <i>The publications are well produced and managed efficiently.</i></p> <p><b>Mandate:</b> Articles 13, 17 and 24 of the Convention.</p> <p><b>Means:</b> Coordination of the design, printing and distribution of SCBD publications. Management of stock of publications. Maintenance of SCBD website on publications. Production of promotional tools. Dissemination of relevant information material to targeted groups.</p> <p><b>Results:</b> Increasing availability of well-produced and relevant publications.</p>
<b>Approved post:</b>	P-4 Librarian (upgraded from P-3)
<b>New post required:</b>	G-7 Programme Assistant
<b>Resources from outside the core budget</b>	None

(g) *Public education and awareness*

<b>Overview of responsibilities</b>	Promote public education and awareness on biological diversity, the Convention and its objectives, as well as activities in the framework of the CBD.
<b>Expected results</b>	<p>1. <i>Further development and implementation of activities on public awareness and education.</i></p> <p><b>Mandate:</b> Article 13 of the Convention and decision IV/10 B, para.6.</p> <p><b>Means:</b> Participation in meetings, communication and exchange of information on evaluation and public awareness with partners such as UNESCO, other conventions, UNEP, IUCN, UNICEF, etc. Establishing contacts with local universities and other institutions.</p> <p><b>Results:</b> increase public awareness on biodiversity issues, specific activities for students and children, recommendations to parties on ways of implementation.</p>
	<p>2. <i>Dissemination of information to targeted groups.</i></p> <p><b>Means:</b> Promotional items, CBD News newsletter, interviews and press conferences, press releases, replying to requests for information via email, etc.</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Newsletter 3 times a year</li> <li>2. Increased press coverage and media contacts</li> <li>3. Posters and other educational materials</li> <li>4. Calendar</li> <li>5. Video</li> <li>6. T-shirts, bags, etc.</li> </ol>

	3. <i>Maintenance of a up-to-date web site</i>
	<b>Means:</b> Programs and software for web management (in collaboration with CHM, interns or/and consultants). <b>Results:</b> <i>CBD News</i> newsletter on the Internet, a PEA web page with relevant links, a dedicated children's website, and relevant press area.
<b>Approved posts:</b>	P-3 Information Officer G-6 Programme Assistant
<b>New posts required:</b>	P-2 Education and Public Awareness
<b>Resources from outside the core budget</b>	None

**E. Biosafety (BS)\***

(a) *Overall management*

<b>Overview of responsibilities</b>	Management of the programme; coordination of support to COP on relevant matters; external representation; identify and guide development of work on emerging issues within the remit of the programme.
<b>Expected results</b>	<p>1. <i>Management of staff, financial resources, and activities 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.</i></p> <p><b>Means:</b> 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 Committee, to overall Secretariat management, and to the establishment and application of Secretariat policies and procedures.</p> <p><b>Results:</b> Budgets and detailed work plans for each programme and subprogramme; unit fully staffed with competent individuals.</p>
	<p>2. <i>COP/MOP and its Bureau are provided with the support and documentation necessary for their smooth functioning.</i></p> <p><b>Means:</b> Preparation of documentation; sessional planning; oversight of the preparation of necessary documentation, including in-session, to be submitted to COP/MOP; coordination of inputs from other programmes as necessary; support the organization and servicing of COP/MOP Bureau meetings; provision of advice to the Chair of the COP/MOP and mobilization of teams to provide the Chair of the COP/MOP and other elected officers with substantive support and secretarial assistance during sessions and consultations.</p> <p><b>Results:</b> An annotated agenda for, and report of, each session of COP/MOP; required documents submitted to COP/MOP and its subsidiary bodies; well organized Bureau meetings as required.</p>

\* This programme of work has been developed on the assumption that the Biosafety Protocol will enter into force sometime in 2002.

	<p>3. <i>Effective participation on behalf of programme in the Management Committee of the Secretariat</i></p> <p><b>Means:</b> Preparing as required internal documentation for effective decision-making; participating in meetings of the Committee, or organizing representation; conveying decisions of the Committee to staff of the biosafety programme.</p> <p><b>Results:</b> Effective coordination of the staff mostly for servicing meetings and on other substantive matters.</p>
<b>External linkages</b>	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, electronic communications networks, major groups, including the private sector and general public.
<b>Approved posts</b>	P-5- Senior Programme Officer; GS- Programme Assistant (G-7); GS Secretary (G-6)
<b>Resources required</b>	<p>1. Staff costs: 2003: \$848,820      2004: \$891,261</p> <p>2. Bureau meetings (2): 2003: \$ 45,000      2004: \$ 47,250</p> <p>3. Consultants/Sub-contracts 2003: \$ 14,500      2004: \$ 15,225</p> <p>4. Travel on official business: 2003: \$ 70,000      2004: \$ 73,500</p> <p>5. MOP-2 and MOP-3 2003: \$525,000      2004: \$250,000</p> <p>6. Biosafety Clearing house 2003: \$26,500      2004: \$ 27,825</p> <p>1. Ad Hoc Liability &amp; redress Meeting 2003: \$439,385      2004: \$ 0</p> <p>2. Expert/Liaison Group meetings 2003 ; \$43,000      2004: \$45,150</p> <p>3. Common services costs 2003: \$148,500      2004: \$155,925</p>
<b>Resources from outside the core budget</b>	<p>BZ Trust Fund</p> <p>Meetings of MOP – developing country participation 2003: \$540,000      2004: \$540,000</p> <p>Open-Ended Ad Hoc Meeting on Liability and redress 2003: \$270,000</p> <p>Regional Meetings for Biosafety Protocol (8) 2003: \$300,000      2004: \$300,000</p>

(b) *Enabling programme*

<b>Overview of responsibilities</b>	Promoting and facilitating the effective implementation of the Protocol
<b>Expected results</b>	<p><i>1. Procedures and mechanisms to facilitate decision-making by Parties of import.</i></p> <p><b>Mandate:</b> Article 10, paragraph 7 of the Protocol.</p>

	<p><b>Means:</b> Parties to identify their capacity needs in order to make decisions in the time frames required by the Protocol; demand-driven procedures and mechanisms to facilitate decision-making to be developed; the roster of experts and the Biosafety Clearing-House to be developed as some of the main mechanisms to provide the necessary support, upon request, for facilitating decision-making by Parties of import.</p>
	<p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Database on needs of Parties in risk assessment and risk management;</li> <li>2. Roster of experts developed to assist Parties with decision-making;</li> <li>3. Relevant information to assist Parties in decision-making available on the Biosafety Clearing-House.</li> </ol>
	<p>2. <i>Information-sharing and the Biosafety Clearing-House (BCH)</i></p> <p><b>Mandate:</b> Article 20 of the Protocol.</p> <p><b>Means:</b> Determination of the needs of Parties to implement the BCH; development of a fully functional BCH on the basis of the experience gained with the pilot phase of the BCH; cooperation with other relevant organizations and national biosafety clearing-houses for developing the required databases and systems for managing and exchanging information; development of operational systems, information management policies and procedures for receiving and making information available; provision of technical advice to assist Parties or regional groups in promoting the use and establishment of the BCH.</p> <p><b>Results:</b> Identification of the country needs for, and meeting those needs to establish, an operational Biosafety Clearing-House.</p>

	<p>3. <i>Mechanisms to promote capacity-building for the effective implementation of the Protocol</i></p> <p><b>Mandate:</b> Article 22 and Article 28, paragraph 3 of the Protocol and decisions II/4, III/6 and EM-I/3, paragraph 14, of the Conference of the Parties.</p> <p><b>Means:</b> Strengthening of the biosafety roster of experts as a mechanism to provide advice and support as appropriate for the development of human resources and the promotion of institutional strengthening for the effective implementation of the Protocol; identification of the availability of resources and on ways and means for mobilizing and channeling these resources for the implementation of the action plan for building capacities for the effective implementation of the Protocol; identification of how and where developing countries might gain access to these resources; exploration of means to encouraging the involvement of relevant organizations, including the private sector, to support the implementation of the Protocol.</p> <p><b>Results:</b> Effective use of the roster of experts; development of a coordination mechanism for the implementation of the action plan with a view to promoting partnerships and to maximize complementarities and synergies between various capacity building initiatives.</p>
	<p>4. <i>Handling, transport, packaging and identification</i></p> <p><b>Mandate:</b> Article 18 of the Protocol.</p> <p><b>Means:</b> Meetings of technical experts in handling, transport, packaging and identification to consider the needs and modalities for developing measures for Parties to meet their obligations under Article 18 of the Protocol.</p> <p><b>Results:</b> Recommendations on the appropriate implementation of the requirements contained in Article 18.</p>
	<p>5. <i>Liability and redress</i></p> <p><b>Mandate:</b> Article 27 of the Protocol.</p> <p><b>Means:</b> Meetings of an ad hoc group of legal and technical experts on liability and redress in 2003 and 2004</p> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Identification of elements, which could be included in a liability and redress regime;</li> <li>2. Recommendations on rules and procedures regarding liability and redress for the COP/MOP.</li> </ol>
	<p>6. <i>Compliance</i></p> <p><b>Mandate:</b> Article 34 of the Protocol.</p> <p><b>Means:</b> Elaboration of procedures and mechanisms for compliance, on the basis of views submitted by Parties.</p> <p><b>Results:</b></p> <p>Adoption of procedures and mechanisms to promote compliance and address cases of non-compliance by the COP/MOP.</p>

<b>Approved posts:</b>	P-4-Legal and Policy Affairs Officer; P-3- Programme Officer/Scientific and Technical Information (to be upgraded to P4) P-3 Environmental Affairs Officer/Capacity Building and Outreach; P-3- Programme Officer/Scientific Assessment; P-2 –Associate Legal Affairs Officer (to be upgraded to P-3); GS- Programme Assistant (G-7)
<b>New posts required:</b>	P-3- Electronic Data Processing Officer.
<b>Resources from outside the core budget</b>	BE Trust Fund i) Regional Meetings for the Biosafety Protocol (8) 2003: \$80 000            2004: \$80 000 ii) Technical experts meetings (4) 2003: \$160 000.....2004: \$160 000 iii) Regional workshops for the Biosafety Clearing-House (4) 2003: \$160 000            2004: \$160 000 iv) Consultants/Sub-contracts: Biosafety Clearing-House 2003: \$20 000.....2004: \$20 000

**F. Resource Management and Conference Services (RMCS)**

*(a) Overall management*

<b>Overview of responsibilities</b>	Management of the programme, facilitating the administration of the Secretariat, ensuring that conference facilities, personnel and financial resources are in place to enable the smooth functioning of the Secretariat.
<b>Expected results</b>	<p><i>1. The programme's staff and activities are managed in an efficient manner that supports the operations of the Secretariat.</i></p> <p><b>Means:</b> Supervision, coordination and guidance of the work of the staff within the programme; appraisal of the performance of staff; consultation with the executive direction and management programme regarding the allocation of human and financial resources within the Secretariat; participation in the Management Committee of the Secretariat; collaboration with the different divisions of the Secretariat regarding the schedule for conferences/meetings. Consultation with UNEP/UNON regarding administration financial resources and conference services as necessary.</p> <p><b>Results:</b> Detailed work plans for staff members within the unit; up to date meeting plans for the Secretariat; availability of funds for the operations of the Secretariat; documentation prepared for the COP/COP Bureau as required.</p>

	<p>2. <i>Effective participation on behalf of programme in the Management Committee of the Secretariat</i></p> <p><b>Means:</b> Preparing as required internal documentation for effective decision-making; participating in meetings of the Committee, or organizing representation; conveying decisions of the Committee to staff of the RMCS programme.</p> <p><b>Results:</b> Effective coordination of the staff mostly for servicing meetings and on other substantive matters.</p>
<b>External linkages</b>	UNEP, UNON other United Nations agencies at the duty station; the host Government; diplomatic missions and delegations; other convention secretariats
<b>Approved Posts:</b>	P-4-Chief, Fund Management /Administration (UNEP) (to be upgraded to P-5);
<b>Resources required</b>	<p>1. Staff costs: 2003: \$490,200      2004: \$505,500</p> <p>2. COP meetings: 2003: \$ 0      2004: \$900,000</p> <p>3. Travel of participants to COP: 2003: \$ 0      2004: \$705,000</p> <p>4. SBSTTA Meetings (2): 2003: \$525,000      2004: \$551,300</p> <p>5. Inter-sessional review meetings (2) 2003: \$250,000      2004: \$ 262,500</p> <p>6. MOP meetings (2) 2003: \$0      2004: \$0</p> <p>7. Article 8(j) meeting 2003: \$ 0      2004: \$282,000</p> <p>8. Travel on official business : 2003: \$ 70,000      2004: \$ 73,500</p> <p>9. General operating expenses: 2003: \$505,000      2004: \$530,300</p> <p>10. Communications: 2003: \$170,000      2004: \$178,500</p> <p>11. Supplies and materials: 2003: \$35,000      2004: \$ 36,800</p> <p>12. Furniture and equipment: 2003: \$ 35,000      2004: \$36,800</p> <p>13. External printing: 2003: \$ 55,000      2004: \$ 57,800</p> <p>14. Training/fellowships: 2003: \$25,000      2004: \$26,300</p> <p>15. Temporary assistance and overtime 2003: \$ 7,700      2004: 8,100</p> <p>16. Hospitality: 2003: \$ 25,000      2004: \$ 26,000</p>
<b>Resources from outside the core budget</b>	None

(b) *Financial resource management*

<b>Overview of responsibilities</b>	In cooperation with UNEP and UNON, RMCS provides the Secretariat with fund management and financial accounting.
<b>Expected results</b>	<p>1. <i>Convention finances are efficiently managed.</i></p> <p><b>Mandate:</b> Article 24 of the Convention.</p> <p><b>Means:</b> 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; 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><b>Results:</b> Proposed biennial programme budgets; financial reports to COP; records for audit; notice of indicative contributions sent to each Party annually, payments recorded accurately.</p>
<b>Approved posts:</b>	P-2-Finance Officer (UNEP); GS Finance Assistant (UNEP) (G-8); GS Contributions Assistant (UNEP) (G-5); GS Fund Management Assistant (UNEP) (G-5);
<b>Resources from outside the core budget</b>	All staff funded by UNEP

(c) *Conference planning and management*

<b>Overview of responsibilities</b>	In cooperation with UNEP and UNON, RMCS provides the Secretariat with conference services for all meetings convened by SCBD
<b>Expected results</b>	<p>1. <i>Meetings of COP and its subsidiary bodies and workshops are successfully organized.</i></p> <p><b>Mandate:</b> Article 24 of the Convention.</p> <p><b>Means:</b> 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><b>Results:</b> Suitable conference facilities for each session; teams of temporary staff to perform various functions before and during each session.</p>
	<p>2. <i>Conference services are provided at all sessions.</i></p> <p><b>Mandate:</b> Article 24 of the Convention.</p> <p><b>Means:</b> Coordination with conference service providers (UNON and others).</p> <p><b>Results:</b> 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>3. <i>Maximum participation of Parties and other invited participants in the meetings of the Secretariat</i></p> <p><b>Mandate:</b> Article 24 of the Convention.</p> <p><b>Means:</b> Close coordination and liaison with support services and the responsible programme units with regard to nomination of delegates, travel arrangements and meeting documentation.</p> <p><b>Results:</b> Conference participants receive documentation on time and travel arrangements to attend the meetings are facilitated.</p>
	<p>4. <i>Documentation is produced on time and distributed before, during and after sessions of the Convention bodies.</i></p> <p><b>Mandate:</b> Article 24</p> <p><b>Means:</b> Editing of documents; liaison with translators and documents service providers (UNON and others); maintenance of a document collection facility as the Secretariat.</p> <p><b>Results:</b> Edited and, as appropriate, translated original documents; printed copies of documents; distribution of documents at the time specified before sessions of the Convention bodies.</p>
<b>Approved posts:</b>	P4- Editor (to be upgraded to P-5); P-3 Conference Officer; GS-Conference Services Assistant (G-5)
<b>New Posts required:</b>	Editorial Assistant (G-7)
<b>Resources from outside the core budget</b>	GS-Conference Services Assistant funded by UNEP

(d) *Administrative and personnel services*

<b>Overview of responsibilities</b>	In cooperation with UNEP and UNON, RMCS provides the Secretariat with personnel and administrative services.
<b>Expected results</b>	<p>1. <i>Efficient management of the human resources of the Secretariat for the Convention</i></p> <p><b>Mandate:</b> Article 24 of the Convention.</p> <p><b>Means:</b> Personnel actions all initiated and followed up with UNEP/UNON 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><b>Results:</b> Recruitment, appointment, contract extensions of personnel are being initiated and followed up promptly with UNEP/UNON, performance appraisal system is fully functional, staff training needs are being investigated and responded to, leave records are being maintained, Secretariat staff is kept informed of staff rules and regulations.</p>

	<p>2. <i>Management of the fellowships programme including Junior Professional Officers (JPOs).</i></p> <p><b>Mandate:</b> Article 24 of the Convention.</p> <p><b>Means:</b> Administrative actions initiated and followed up for the placement of JPOs within the Secretariat and the issuance of fellowships to as appropriate.</p> <p><b>Results:</b> Recruitment of JPOs in a timely manner; granting of fellowships and acceptance and successful undertaking of fellowships by approved applicants.</p>
	<p>3. <i>Travel services are provided for staff members as well as meeting participants.</i></p> <p><b>Mandate:</b> Article 24 of the Convention.</p> <p><b>Means:</b> Liaison with staff members/participants regarding travel arrangements; booking of most economic flights; checking of visa requirements; hotel bookings as required; preparation of travel authorisations including calculation of entitlements; calculation of travel claims;</p> <p><b>Results:</b> Travellers are booked via the most economical and direct routes and arrive at their destinations in a timely manner.</p>
	<p>4. <i>The computer and network systems of the Secretariat are well maintained.</i></p> <p><b>Mandate:</b> Article 24 of the Convention.</p> <p><b>Means:</b> Continuous services and maintenance of the systems; timely response in case of needs; adequate and timely upgrade of software and hardware.</p> <p><b>Results:</b> Smooth running of the computer and network systems which respond to the needs of the secretariat work programme.</p>
<p><b>Approved posts:</b></p> <p><b>New posts required:</b></p>	<p>P-3 Administrative Officer (UNEP); GS- Personnel Assistant (G-6); GS Administrative Assistant (G-6) (to be upgraded to G-7); GS- Travel Assistant (G-7); GS- Receptionist (G-5); GS- Messenger (G-4); Travel Assistant (G-6)</p>
<p><b>Resources from outside the core budget</b></p>	<p>P-3 Administrative Officer and GS- Personnel Assistant funded by UNEP</p>

*Annex***ABBREVIATIONS**

CGRFA	Commission on Genetic Resources for Food and Agriculture
CHM	clearing-house mechanism
CIFOR	Centre for International Forestry Research
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
CMS	Convention on the Conservation of Migratory Species of Wild Animals
COP	Conference of the Parties to the Convention
COP 1	first meeting of the COP, Nassau, 28 November to 9 December 1994
COP 2	second meeting of the COP, Jakarta, 4 to 17 November 1995
COP 3	third meeting of the COP, Buenos Aires, 3 to 14 November 1996
COP 4	fourth meeting of the COP, Bratislava, 4 to 15 May 1998
COP 5	fifth meeting of the COP, Nairobi, 15 to 26 May 2000
COP 6	sixth meeting of the COP, The Hague, 7 to 19 April 2002
CSD	Commission on Sustainable Development
CTE	WTO Committee on Trade and Environment
ExCOP	first extraordinary meeting of the Conference of the Parties to the Convention
FAO	Food and Agriculture Organization of the United Nations
GEF	Global Environment Facility
GISP	Global Invasive Species Programme
GIWA	Global Inland Waters Assessment
GTI	Global Taxonomy Initiative
IACSD	Inter-Agency Committee on Sustainable Development
IAS	invasive alien species
ICCP	Intergovernmental Committee on the Cartagena Protocol on Biosafety
ICGEB	International Centre for Genetic Engineering and Biotechnology
ICLARM	International Center for Living Aquatic Resources Management
ICRI	International Coral Reef Initiative
IFF	Intergovernmental Forum on Forests
IMCAM	integrated marine and coastal area management
IMO	International Maritime Organization
IOC	Intergovernmental Oceanographic Commission
IPF	Intergovernmental Panel on Forests
IPR	intellectual property rights
ISOC	Inter-Sessional Meeting on the Operations of the Convention on Biological Diversity
IUCN	World Conservation Union
IUFRO	International Union of Forestry Research Organizations
MSP	Meeting on the Strategic Plan, National Reports and Implementation of the Convention on Biological Diversity
MTPW	medium-term programme of work
OECD	Organisation for Economic Co-operation and Development
Ramsar	Convention on Wetlands of International Importance, especially as Waterfowl Habitat

SBSTTA	Subsidiary Body on Scientific, Technical and Technological Advice
SBSTTA 1	First meeting of SBSTTA, Paris, 4 to 8 September, 1995
SBSTTA 2	Second meeting of SBSTTA, Montreal, 2 to 6 September, 1996
SBSTTA 3	Third meeting of SBSTTA, Montreal, 1 to 5 September, 1997
SBSTTA 4	Fourth meeting of SBSTTA, Montreal, 21 to 25 June, 1999
SBSTTA 5	Fifth meeting of SBSTTA, Montreal, 31 January to 4 February, 2000
SBSTTA 6	Sixth meeting of SBSTTA, Montreal, 12 to 16 March, 2001
SBSTTA 7	Seventh meeting of SBSTTA, Montreal, 12 to 16 November 2001
SCOPE	Scientific Committee on Problems of the Environment
STAP	Scientific and Technical Advisory Panel (of GEF)
TRIPs	Agreement on Trade-related Aspects of Intellectual Property Rights
UN/DESA	United Nations Department of Economic and Social Affairs
UNCCD	United Nations Convention to Combat Desertification in those Countries Experiencing Serious Drought and/or Desertification, particularly in Africa
UNCED	United Nations Conference on Environment and Development
UNCLOS	United Nations Convention on the Law of the Sea
UNCTAD	United Nations Conference on Trade and Development
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFCCC	United Nations Framework Convention on Climate Change
UNFF	United Nations Forum on Forests
UNGA	United Nations General Assembly
WIPO	World Intellectual Property Organization
WTO	World Trade Organization

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