



CONVENTION ON BIOLOGICAL DIVERSITY

Distr.
GENERAL

UNEP/CBD/SBSTTA/5/INF/3*
6 December 1999

ENGLISH ONLY

SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL
AND TECHNOLOGICAL ADVICE

Fifth meeting

Montreal, 31 January - 4 February 2000

Item 3.2 of the provisional agenda**

CLEARING-HOUSE MECHANISM'S LONGER-TERM PROGRAMME OF WORK

Note by the Executive Secretary

The Executive Secretary is circulating herewith, for the information of participants in the fifth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA), the longer-term programme of work of clearing-house mechanism for the period 1999-2004, which is intended to accompany the strategic plan that is being circulated under the symbol UNEP/CBD/SBSTTA/5/INF/2.

* Reissued for technical reasons.

** UNEP/CBD/SBSTTA/5/1.

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Clearing-House Mechanism

Programme of Work 1999-2004

13 October 1999

The CHM Programme of work is intended to accompany the 1999-2004 Strategic Plan. The left hand column provides the section number corresponding to the Strategic Plan.

Programme of Work, Schedule, Roles and Responsibilities

I. Scientific and Technical Cooperation:

Section in Plan	Strategy	Tactics	Time Frame (for Bulk of Work)							Roles and Responsibilities	Costs
			99	00	01	02	03	04	to 09		
									Legend: NFP = National Focal Point, TFP = Thematic Focal Point		
5.2.1	Track best practices, needs & priorities for collaboration	<ul style="list-style-type: none"> all parties post and prioritize the information 							Secretariat / IAC: facilitate and promote participation, Regions, NFPs: add to on-line National Reports, assist countries unable to do so themselves	All FP': Staff time	
		<ul style="list-style-type: none"> develop vehicle for automatically collecting, synthesizing and reporting the information feature this information on CHM website, promote to users 							Secretariat / IAC : development a section of its websites to automatically collect, synthesize and report the information; promote its availability to global partners Regions, NFPs: promote to local users	Secretariat: development of the mechanism	
		<ul style="list-style-type: none"> additional methods of information sharing 							Secretariat / IAC: facilitate the organization of global and regional workshops, users' conferences, users' groups, and best practice challenges, coordinate with related global initiatives, coordinate the development, updating and promotion of related documentation and training resources, provide a global mechanism for sending, and send targeted e-mails with short abstracts of best practices Regions: coordinate and help organize regional / thematic workshops and users' groups, coordinate with related regional / thematic initiatives, send targeted e-mails with short abstracts of best practices NFPs: host / participate in workshops, users' conferences users' groups, and best practice challenges, coordinate with related national / local initiatives	Secretariat: Staff time, regional workshops, various communication materials such as CD ROMs and newsletters	

Section in Plan	Strategy	Tactics	Time Frame (for Bulk of Work)							Roles and Responsibilities	Costs
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5.2.2	Use Funding to Promote Country Involvement, Partnering and Progress in Priority Areas	<ul style="list-style-type: none"> proactively work with GEF and other funders to support priority projects (see also 5.2.1) 								<p>IAC: initiate and manage partnerships with international funders (such as GEF), develop proposed funding criteria, seek reserved funding, publish and promote call for proposals.</p> <p>Secretariat: Provide mechanisms for sharing best practices resulting from the pilots (see 5.2.1.)</p> <p>GEF, Regions, Thematic Focal Points and NFPs: help in setting up financial partnerships and obtaining reserved funding. Approve funding criteria and promote calls for proposals. Carry out / help fund strategic pilot projects, evaluations and sharing of results.</p>	<p>Secretariat: Staff travel costs</p> <p>GEF and other funders, Regions & countries: project funding</p>
5.2.3	Provide a collaboration promotion mechanism for institutions and experts, and service and technology providers	<ul style="list-style-type: none"> background research and guidelines 								<p>Secretariat / IAC: facilitate development of the mechanism, coordinate development of minimum requirements and /or evaluation criteria</p> <p>Regions, TFPs: develop minimum requirements and /or evaluation criteria</p>	Secretariat: Staff time
		<ul style="list-style-type: none"> pilots 								<p>IAC: initiate, help reserve GEF (and other) funding for pilots, attract and coordinate pilots.</p> <p>Secretariat: build corresponding section / capabilities on its website, promote use of the mechanism among global actors; develop an inventory of initiatives and roster of experts.</p> <p>Regions, NFPs: initiate/ fund / carry out the pilots, promote use of the mechanism among regional / thematic actors, or by national / local actors</p>	<p>Secretariat: Staff time.</p> <p>GEF/Region/NFP funds: project funding</p>

II. Information Exchange

Section in Plan	Strategy	Tactics	Time Frame (for Bulk of Work)							Roles and Responsibilities	Costs
			99	00	01	02	03	04	to 09		
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6.2.1	Ensure Compatibility Through Standardization	<ul style="list-style-type: none"> coordinate with standards organizations, identify best standards for CHM 							Secretariat / IAC: coordinate with related initiatives and standards organizations	Staff time + travel	
		<ul style="list-style-type: none"> document best standards and make accessible 							Secretariat / IAC: facilitate the setting of mutually agreed upon standards Regions, NFPs: contribute to the development of standards	Staff time	
		<ul style="list-style-type: none"> update and improve tools/documents 							Secretariat / IAC: coordinate the development, updating and promotion of related documentation and training resources, follow the standards Regions, NFPs: help coordinate the communication of and training in these standards, within their networks, follow the standards	Staff time	
		<ul style="list-style-type: none"> Ensure that all CBD / CHM databases are Z39.50 protocol compliant 							Secretariat / IAC: ensure that Secretariat databases are compliant, facilitate other Focal Points in doing the same Regions, NFPs: ensure that their databases are compliant,	Secretariat time + consulting assistance (2001, 2002)	
6.2.2	Track Information Needs, Priorities and Best Practices	<ul style="list-style-type: none"> Develop and use multiple vehicles for enabling users to articulate individual and collective information needs and priorities (see also 5.2.1) 							see 5.2.1	Staff time	

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6.2.3	Prioritize and Promote Expansion	<ul style="list-style-type: none"> determine information gaps and priorities, and ensure that these are addressed develop and maintain an assessments database of new technologies 							<p>Secretariat / IAC: facilitate international prioritization process. Coordinate with related initiatives.</p> <p>Regions, NFPs: support and participate, identify and articulate needs</p>	Secretariat: time + assessments database	
6.2.4	Provide open, world-wide access to existing biodiversity information	<ul style="list-style-type: none"> make existing information available through CHM nodes 							<p>Secretariat / IAC: facilitate world-wide access, make global information available through the SCBD node</p> <p>Regions, TFPs, NFPs: make relevant information available through their nodes.</p>	All FP'S: staff time	

III. Network Development and Organizational Efficiency

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			99	00	01	02	03	04	to 09		
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7.2.1	Provide Start-Up Assistance and Ongoing Capacity Building	<ul style="list-style-type: none"> develop support materials and capacity building 								<p>Secretariat / IAC: develop, publish & support startup materials; facilitate the development of regional workshop sessions; provide an operational model for implementation of CHM National, Regional, Sub-regional and Thematic Focal Points; monitor global capacity building needs and facilitate the development of required support.</p> <p>Regions, TFPs, NFPs: install CHMs, follow startup guidelines; identify capacity building needs and make use of support offered; share best practices</p>	<p>Secretariat: support materials</p> <p>Regions, NFPs: project funding (through GEF), costs to develop and maintain their focal points</p>
		<ul style="list-style-type: none"> organize a meeting of CHM National Focal Points once a year. 								<p>Secretariat / IAC: organize the meetings</p> <p>NFPs: attend the sessions (to be scheduled in conjunction with meetings they are already attending)</p>	<p>Secretariat: staff time, insignificant incremental expenses</p>

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		<ul style="list-style-type: none"> Facilitate access to funding 							IAC: enhance accessibility to GEF and other funders		
		<ul style="list-style-type: none"> provide partnering support 							Secretariat / IAC: publish partnering guidelines, initiate/support partnerships Regions, TFPs: help initiate / support partnerships NFPs: partner cooperatively,	Secretariat: staff time	
7.2.2	Address Obstacles to Growth	<ul style="list-style-type: none"> focus on developing countries, identify and remove obstacles 							Secretariat / IAC: coordinate international efforts to identify and eliminate barriers (including Independent Reviews and User Surveys). IAC: liaise with GEF Secretariat and Implementing Agencies to “remove” barriers to access to GEF and other funding.	Secretariat / IAC Funds: independent reviews (2004) and additional user surveys (2001)	
		<ul style="list-style-type: none"> do the same at regional, subregional, and national levels 							Secretariat / IAC: capture learning, extrapolate to regional and subregional context IAC: arrange for GEF and others to fund pilots Regions, TFPs, NFPs: identify national / local barriers, seek solutions, pursue fuller CHM development	Secretariat: staff time	
7.2.3	Continue to Maintain Local Ownership of Information.	<ul style="list-style-type: none"> each level to post/make available and maintain its own information 							Secretariat / IAC: post UN meeting and other global information, post and maintain generic guidelines, engines and program metrics Regions, NFPs: encourage local posting and maintenance of appropriate information	Secretariat: staff time	

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7.2.4	Rely on Partnerships, and Focus on Facilitation	<ul style="list-style-type: none"> identify and integrate new partners into CHM at every level, and build relationships document agreements 								<p>Secretariat / IAC: identify and attract CHM affiliates, request regions/NFPs to do the same, provide templates/guidelines for documenting agreements</p> <p>Regions, NFPs: identify and attract CHM affiliates, interconnect them with the CHM, document agreements, post on CHM</p>	Secretariat: staff time + travel
7.2.5	Concentrate on Value-Added	<ul style="list-style-type: none"> identify unique strengths and competencies of focal points, flesh out roles and identify value-added 								<p>Secretariat / IAC: develop and promote concept and model, document and publish</p> <p>Regions, NFPs: identify local value-added, post on local CHM</p>	Secretariat / IAC: study value-added of all focal points (2002)
		<ul style="list-style-type: none"> grow competence and promote value-added 								<p>Secretariat / IAC: actively grow own core competence, promote CHM value-added</p> <p>Regions, NFPs: promote CHM value-added locally</p>	Secretariat: staff time
7.2.6	Promote Use of the CHM	<ul style="list-style-type: none"> encourage development of country CHM promotion strategies, record and share learning, and expand to CHM Focal Points at all levels 								<p>Secretariat / IAC: develop global CHM communication strategy and focus, develop planning template, facilitate development of national CHM strategies; provide promotional information to international partners, develop templates; develop a 'plain language' brochure that describes, demonstrates and communicates the role and value of the CHM</p> <p>Regions, TFPs, NFPs: propose / carry out / help fund national / local CHM communication plans, share learning, provide promotional information to partners; develop templates</p>	Secretariat: staff time, promotional materials

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7.2.7	Develop Funding Strategies for all Focal Points	<ul style="list-style-type: none"> encourage development of funding strategies, record and share learning, and expand to CHM Focal Points at all levels 								<p>IAC: develop long-term global funding strategy and facilitate development of national CHM funding strategies;</p> <p>Secretariat: develop planning template, develop 'plain language' materials that describe, demonstrate and communicate the role and value of the CHM</p> <p>Regions, TFPs, NFPs: develop national / regional / thematic funding strategies; share learning.</p>	Secretariat: staff time