



## CONVENTION ON BIOLOGICAL DIVERSITY

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### AD HOC OPEN-ENDED INTER-SESSIONAL WORKING GROUP ON ARTICLE 8(j) AND RELATED PROVISIONS OF THE CONVENTION ON BIOLOGICAL DIVERSITY

Fourth meeting

Granada, Spain, 23-27 January 2006

Item 7 (a) of the provisional agenda\*

### **MECHANISMS TO PROMOTE THE EFFECTIVE PARTICIPATION OF INDIGENOUS AND LOCAL COMMUNITIES IN MATTERS RELATED TO THE OBJECTIVES OF ARTICLE 8(j) AND RELATED PROVISIONS**

#### **CRITERIA FOR THE OPERATION OF THE VOLUNTARY FUNDING MECHANISM**

*Note by the Executive Secretary*

#### **I. INTRODUCTION**

1. In paragraph 10 of decision VII/16 G, the Conference of the Parties decided to establish a voluntary funding mechanism under the Convention to facilitate the participation of indigenous and local communities, giving special priority to those from developing countries and countries with economies in transition and small island developing States in meetings under the Convention, including meetings of the indigenous and local community liaison group and relevant meetings of ad hoc expert groups.

2. The Conference of the Parties also decided that the funding mechanism, herein after referred to as “the Fund”, shall operate according to criteria to be developed by the Conference of the Parties in consultation with indigenous and local communities and taking into account any United Nations practice in this field. The present document was prepared to assist the Working Group in its consideration of this issue. Section II, provides an overview of existing United Nations funds of relevance. Section III provides the administrative context, structure and processes of the Fund. Section IV proposes possible criteria for the operationalization of the Fund and the selection of participants from indigenous and local communities and provides a basis for a recommendation by the Working Group for the consideration of the Conference of the Parties. The adoption of selection criteria by the latter will allow the Fund to become fully operational.

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## II. OVERVIEW OF EXISTING UNITED NATIONS FUNDS AND THEIR CHARACTERISTICS

3. Other United Nations trust funds of relevance to indigenous and local communities include:

(a) The trust fund of the United Nations Permanent Forum on Indigenous Issues, the focus of which includes the implementation of recommendations arising from the Forum;

(b) The Voluntary Fund for the second International Decade of the World's Indigenous People, which funds projects and programmes during the Second Decade (2005-2014) (both administered by the Department of Economic and Social Affairs);

(c) The Voluntary Fund for Indigenous Populations, which funds indigenous participation in the annual meetings of the United Nations Permanent Forum on Indigenous Issues, the Working Group on Indigenous Populations and meetings of the Ad Hoc Open-ended the Working Group (on the draft Declaration on the Rights of Indigenous Peoples) of the Commission on Human Rights (administered by the Office of the High Commissioner for Human Rights);

(d) And the recently established voluntary fund for indigenous and local community participation in the World Intellectual Property Organization Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore.

4. The characteristics of these funds were discussed at length in a note by the Executive Secretary submitted to the third meeting of the Working Group (UNEP/CBD/WG8J/3/6). It was noted in that document that constitutions, administration and operating experience of these other special purpose funds established by United Nations agencies would be most useful as relevant precedents in establishing a fund to facilitate the participation of indigenous and local community participants in meetings of the Convention on Biological Diversity. The regulations stipulated in these existing funds have been derived through long standing practice and as a result of specific issues and administrative matters that have arisen in the administration and operationalization of these funds.

## III. ADMINISTRATIVE CONTEXT STRUCTURE AND PROCESSES OF THE FUND

5. The following administrative structure and processes is based on appropriate before mentioned precedents adapted to the context of the Convention on Biological Diversity and is consistent with the Financial Regulations and Rules of the United Nations.

### (a) Fund management

The Trust Fund will be administered by United Nations Environment Programme (UNEP), as Trustee with a 13 per cent charge for administrative costs and expenditures, and shall operate in accordance with the Financial Regulations and Rules of the United Nations.

### (b) Title of programme manager

The Executive Secretary, of the United Nations Convention on Biological Diversity is the programme manager of the Fund.

### (c) Title of trust fund

The title of the trust fund is the Voluntary Funding Mechanism to Facilitate the Participation of Indigenous and Local Communities in the Work of the Convention on Biological Diversity.

**(d) Legislative mandate**

The legislative mandate derives from paragraph 10 of decision VII/16 G, on participatory mechanisms for indigenous and local communities adopted at the seventh meeting of the Conference of the Parties (see annex I below).

**(e) Possible donor(s)**

Voluntary contributions are anticipated from various Parties and Governments, financial institutions and foundations, intergovernmental and non-governmental organizations and private entities.

**(f) Fund-raising and sources of funding**

The Executive Secretary may undertake appropriate activities and initiatives to encourage contributions, as required.

**(g) Focus/purpose of the Fund**

The primary focus of the Fund is to facilitate the participation of indigenous and local communities, in meetings under the Convention, including meetings of the indigenous and local community liaison group/advisory group/steering committee to the programme of work of Article 8(j) and related provisions, (hereafter referred to as the “Advisory Group”) established by decision VI/10, annex I, paragraph 28 and VII/16 E, paragraph 4 (d), and relevant meetings of ad hoc technical expert groups, and in particular but not exclusively, the programme of work for Article 8(j) and related provisions.

**(h) Relationship to other approved or proposed trust funds**

In supporting participants from indigenous and local communities, in the work of the Convention on Biological Diversity (CBD), the Fund remains the only United Nations fund specifically for indigenous participation in meetings related to the Convention.

**(i) Collaboration with other Trust Funds**

The Secretariat will remain in contact with other relevant funds to ensure complementarity, to achieve gender, age and geographic equity and to avoid overlap or duplication regarding funding arrangements and to ascertain that the level of expertise and qualifications of individual applicants is ensured and by doing so that funding is effectively allocated and used.

#### **IV. PROPOSED RECOMMENDATIONS FOR SELECTION CRITERIA FOR BENEFICIARIES OF THE FUND**

6. The Ad Hoc Working Group on Article 8(j) and Related Provisions may wish to recommend to the Conference of the Parties at its eighth meeting, the adoption of the following selection criteria for beneficiaries of the Fund, in accordance with the Financial Regulations and Rules of the United Nations:

(a) Special priority to participants from indigenous and local communities from developing countries and countries with economies in transition and small island developing States but not excluding applicants from indigenous and local communities in developed countries;

(b) Gender balance, should be applied, recognizing the special role of indigenous women (in knowledge, innovations and practices) from indigenous and local communities;

(c) Age balance, should be applied recognizing the important role of Elders, in the intergenerational transfer of knowledge, innovations and practices of indigenous and local communities and the role of youth;

(d) Broad geographical representation and geographic balance should be applied according to the seven socio-cultural regions established by the United Nations Permanent Forum on Indigenous Issues, those being: Asia; Africa; Eastern, Central Europe and the Caucasus; Europe and the Arctic; Latin America, the Caribbean and Central America; North America; and the Pacific (including Hawaii).

(e) In the selection of participants from indigenous and local communities, attention should be given to include experienced individuals and new participants as appropriate, to provide both a core of experience/expertise and continuity and an opportunity for capacity-building. The Secretariat may select both, applicants who have never participated in meetings and processes, and individuals who have previously participated and could develop further specialized capacity and expertise and strengthen the core group of indigenous and local community participants;

(f) The only beneficiaries of assistance from the Fund shall be participants of indigenous and local communities and their organizations:

- (i) Who are so considered by the Secretariat;
- (ii) Who would not, in the opinion of the Secretariat, be able to attend the meetings without such assistance provided;
- (iii) Who would be able to contribute to the work of the various meetings, recognizing knowledge, innovations and practices of indigenous and local communities embodying traditional lifestyles relevant for the conservation and sustainable use of biological diversity, as a cross-cutting issue and with a view to advancing the implementation of Article 8(j) and related provisions of the Convention;

(g) Travel costs (economy air ticket and daily subsistence allowance) approved by the Secretariat are given on an individual basis. An organization or beneficiary cannot request that a beneficiary be replaced by another one, except under exceptional circumstances, time permitting and upon approval by the Secretariat. Nominating bodies are strongly encouraged to ascertain the availability of individuals before they are nominated and to nominate a number of candidates in priority order taking into account geographic, age and gender equity;

(h) The participants nominated should be indigenous or local community individuals and the organizations applying for financial assistance should be indigenous or local community organizations. Indigenous individuals from non-governmental organizations may also be considered where necessary and appropriate. The Secretariat will give priority to elected representatives of and participants, specialists and experts from large international, regional, national or sub-national representative organizations of indigenous and local communities, to encourage the participation of organizations speaking on behalf of large representative bases. The Secretariat will also consider indigenous and community individuals who have the authority to speak on behalf of their communities as political representatives;

(i) The Secretariat will give priority, as appropriate, to applicants living in their own community and territory and/or country (*vis a vis* applicants living abroad);

(j) The Secretariat will only consider applications, which provide a letter of recommendation signed by an executive of their organization. The Secretariat will not take into account a letter of recommendations signed by the applicant herself/himself;

(k) The Secretariat only considers a maximum of two (2) applicants per organization and organizations submitting two names are requested to consider gender balance (and where possible, to submit both a male and a female applicant);

(l) Applicants must submit application forms and recommendation letters in one of the six official languages of the United Nations (English, French, Spanish, Russian, Chinese or Arabic). Applications in other languages will not be considered by the Secretariat;

(m) Applicants must indicate their role and/or responsibilities in their organization or community;

(n) The Secretariat's selection of an applicant to attend a specific meeting of the Convention on Biological Diversity does not exclude another recommendation to attend other relevant meetings and vice versa;

(o) The Secretariat will prioritize applications from individuals supported by their organizations and/or community, especially those supported by partial funding noting that the financial assistance *does not include health, accident or travel insurance, and that these costs should be met by the individual and/or the organization being represented.*

7. The criteria for selection are reflected in the application forms, which are available on the webpage of the Secretariat at <http://www.biodiv.org/default.shtml> . Application forms must be received by the Secretariat at least three months prior to the meeting for which participation is requested. A draft application form is attached in annex II.

*Annex I*

**LEGISLATIVE MANDATE**

Decision VII/16 G. Participatory mechanisms for indigenous and local communities, the Conference of the Parties:

*Decides* to establish a voluntary funding mechanism under the Convention to facilitate the participation of indigenous and local communities, giving special priority to those from developing countries and countries with economies in transition and small island developing States in meetings under the Convention, including meetings of the indigenous and local community liaison group and relevant meetings of ad hoc technical expert groups. The funding mechanism for the participation of indigenous and local communities established herein shall operate according to criteria to be developed by the Conference of the Parties in consultation with indigenous and local communities and taking into account any United Nations practice in this field”.

*Annex II***UNITED NATIONS CONVENTION ON BIOLOGICAL DIVERSITY VOLUNTARY FUNDING  
MECHANISM FOR INDIGENOUS AND LOCAL COMMUNITIES (THE FUND)****APPLICATION FORM FOR APPLICANTS FROM INDIGENOUS AND LOCAL  
COMMUNITIES OR ORGANIZATIONS  
TO PARTICIPATE IN THE DELIBERATIONS OF:**

Photo

\_\_\_\_\_

\_\_\_\_\_

Please identify the meeting that you wish to participate in and quote the notification reference number. In the case you apply for more than one meeting, please indicate your preference/priority using the numbers 1 to 3 ( 1 being your first priority )

YEAR: \_\_\_\_\_

The application form must be completed in one of the United Nations official languages (e.g. English, French, Spanish, Russian, Chinese, and Arabic) and all questions must be answered. Please use additional pages if needed to properly answer all questions.

Please mark this box if your organization/s has consultative status with the Economic and Social Council of the United Nations.

**I. INFORMATION ON THE APPLICANT**

1. Name of the indigenous and/or local community applicant proposed for a grant. (If the organization and/or community wishes to nominate two applicants, a separate application form must be filled out for each applicant; a maximum two applicants per organization/community will be considered. The Secretariat encourages indigenous and local community organizations to propose, if possible, one woman and one man). Individuals must hold a National passport that permits them to travel internationally.

Family name (as it appears on your passport): \_\_\_\_\_

First name: \_\_\_\_\_

Gender: \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of birth (day/month/year): \_\_\_\_\_

Role and/or Responsibility of applicant in the organization/community: \_\_\_\_\_

Profession and occupation of applicant:

\_\_\_\_\_  
(Please attach a recent curriculum vitae/biography)

Indicate the name of the indigenous and local community or affiliation that you belong to (**The applicant must be an indigenous or local community person**):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of applicant: \_\_\_\_\_

\_\_\_\_\_

Telephone (with country and city codes): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Languages Spoken AND Working languages:

\_\_\_\_\_  
**Please note that the official languages of the United Nations (simultaneous interpretation) are Arabic, Chinese, English, French, Russian and Spanish. The applicant must understand and speak one of these languages. Where workshops or meetings are held without translation services, the Secretariat reserves the right to select candidates with appropriate language skills.**

2. Please provide relevant information on your experience regarding the subject matter of the meeting/s for which you have applied:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **II. Information on the indigenous and/or local community organization**

3. Name of the indigenous and/or local community organization submitting an application for its participant:

\_\_\_\_\_

Mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone (with country and city codes): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_



4. Description of the activities of the indigenous and/or local community organization:

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5. Annual budget of the indigenous and/or local community organization: (in United States dollars):

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6. Indicate which indigenous and/or local community you will represent and what relevant information you will provide to the meeting/s for which you have applied:

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7. **A letter of nomination and recommendation signed by an executive official or body of the applicant's indigenous organization or community must be attached to this form. Without this signed letter, applications will not be complete and the Secretariat will not be able to consider them.**

**III. Additional Information**

8. Indicate if you have already participated in other relevant United Nations meetings:

Name of meeting/s: \_\_\_\_\_ Year: \_\_\_\_\_

**Attach any statement/s made at these sessions.**

9. Indicate if you have already benefited from a travel grant from the Fund or any other United Nations fund to attend relevant United Nations meetings:

Name of meeting: \_\_\_\_\_ Year: \_\_\_\_\_

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10. Please indicate the reason why you are requesting financial assistance from the Fund:

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11. Level of grant requested. Please note the Secretariat may prioritise applications from individuals supported by their organizations and/or community, especially those supported by partial funding noting that the Fund's grants **do not include health, accident or travel insurance, and that these costs should be met by the individual and/or the organization being represented.**

**Full** (Includes air travel in economy class and a daily stipend. **Grants do not include health, accident or travel insurance:**)

**Partial:** Indicate which part and amount of expenses will be covered by you/your organization:

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12. Proposed travel itinerary from your home town/city to the venue of the meeting (cities of transport, modes of transportation plane/train/bus including dates). Please note that beneficiaries are expected to take the cheapest and most direct route from their home to the meeting they are attending unless authorize by the Secretariat under exceptional circumstances:

From (town/city) \_\_\_\_\_ through (city) \_\_\_\_\_ to

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13. Please indicate your closest airport of departure.

Airport: \_\_\_\_\_ Location: \_\_\_\_\_

**Would you authorize the Secretariat of the Fund to use this information for a data-base of indigenous and local community organizations and/or individuals with expertise in the various areas of the CBD and also allow other organizations, such as UNPFII (United Nations Permanent Forum on Indigenous Issues), UNITAR (United Nations Institute for Training and Research) or OHCHR (Office of the High Commissioner for Human Rights), to have access to this application form so that they may contact you to invite you to attend other events?**

Yes  No

\_\_\_\_\_  
Signature of the applicant

\_\_\_\_\_  
Date

/...

**THIS APPLICATION HAS TO BE SIGNED, DATED AND ACCOMPANIED BY A LETTER OF NOMINATION/RECOMMENDATION AND RECEIVED BY THE SECRETARIAT OF THE CONVENTION ON BIOLOGICAL DIVERSITY AT LEAST THREE (3) MONTHS PRIOR TO THE MEETING TO BE CONSIDERED FOR FUNDING :**

The Executive Secretary  
Secretariat of the Convention on Biological Diversity  
Ph. 1 514 2882220  
Fax 1 514 288 6588

**UNEP - SCBD**

*United Nations Environment Programme  
Secretariat for the Convention on Biological Diversity  
413 St. Jacques Street, Suite 800,  
Montreal. Qc. Canada. H2Y 1N1  
URL: <http://www.biodiv.org>  
Email: [secretariat@biodiv.org](mailto:secretariat@biodiv.org)*

For more information on traditional knowledge issues, please consult the website of the Convention on Biological Diversity at <http://www.biodiv.org/default.shtml>

**Due to the large number of applications received, only beneficiaries of a grant will be notified.**

You are invited to consult the list of beneficiaries, which will be available on the CBD's Website shortly after the decisions are taken before the meeting/s in question.

( <http://www.biodiv.org/default.shtml> )

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