

Ref.: SCBD/I&O/CHM/MS/36239

8 July 2003

Dear Madam/Sir,

**NOTIFICATION**

**Communication, education and public awareness: Project to assist two or more countries to develop their clearing-house mechanism web site**

The Conference of the Parties, in paragraph 3 of Decision VI/19, requested Parties to the Convention to support the national and international activities prioritised by the Global Initiative on Education and Public Awareness and to develop adequate capacity to deliver initiatives on communication, education and public awareness, taking into account special needs of developing countries, in particular, the least developed countries and small island developing states.

In support of the above and in response to activities specified in the Annex to Decision VI/19, the Government of the Netherlands has generously agreed to provide both financial and technical resources to assist one or two countries to develop their clearing-house mechanism national focal point websites based on the Dutch model, where applicable.

In light of the above, I am pleased to convey herewith a questionnaire inquiring on the state of development of clearing-house mechanism national focal points to assist in the selection of two Parties from among least developed countries and/or small island developing states to participate in this project. It would be appreciated if the questionnaire could be submitted to the Secretariat as soon as possible, but preferably no later than **25 August 2003**.

Thank you for your cooperation and continued support of the work of the Convention.

Yours sincerely,

Hamdallah Zedan  
Executive Secretary

To: CBD national focal points – least developed countries and  
small island developing states



## QUESTIONNAIRE

*The Conference of the Parties, in paragraph 3 of Decision VI/19, requested Parties to the Convention to support the national and international activities prioritised by the Global Initiative on Education and Public Awareness and to develop adequate capacity to deliver initiatives on communication, education and public awareness, taking into account special needs of developing countries, in particular, the least developed countries and small island developing states.*

*In support of the above, The Government of the Netherlands has agreed to provide funds to assist two or more countries in developing their clearing-house mechanism web site based on the Dutch model where applicable. In addition, the Government of the Netherlands will make its expertise available in the framework of bilateral cooperation.*

*To assist in the selection of Parties to participate in this project, the Secretariat of the Convention on Biological Diversity invites least developed countries and small island developing states to complete the attached questionnaire and to submit it no later than **25 August 2003**.*

*There is an opportunity at the end of the document to communicate any issues relevant to the establishment of a national clearing-house mechanism web site. Any comments on the adequacy of the questions, and difficulties in completing the questions, and any further recommendations on how this questionnaire could be improved, are also welcomed.*

*Thank you for your collaboration.*

**Part 1- Identification**

**Contracting Party**

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National Focal Point (Full name of the institution):

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**and**

**Clearing-house mechanism national focal point (CHM) (where applicable)**

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**Coordinates (CBD national focal point)**

Name and title of contact officer/person:

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Mailing address, telephone, fax and email:

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**Coordinates (CHM)**

Name and title of contact officer/person:

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Mailing address, telephone, fax and email:

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**Contact officer/person for the questionnaire (if different)**

Full name of the institution:

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Name and title of contact officer/person:

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Mailing address, telephone, fax and email:

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**Submission**

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Signature of the officer responsible for submitting the questionnaire/ Date of submission

**Part 2 – Current status of CHM**

1. Has your country designated a CHM?

- Yes
- No

2. If your country has not designated a CHM, are there plans to designate one in the near future?

- Yes (if yes, please specify target date for the designation of a CHM)
- No

3. If your country has designated a CHM, please list its main activities (information dissemination, network development, facilitating communication, technical and scientific collaboration, etc.):

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4. Has your country's CHM established cooperative projects with another country's CHM?

- Yes (with which country?)
- No

5. If yes, please describe the project:

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6. If your country has designated a CHM, does it have a website?

- Yes
- No

7. If your country has established a CHM website, please briefly describe the:

- a. Website technical infrastructure, including: hardware, operating system software, Internet bandwidth (connection speed) and database (if applicable);
- b. technical human resources devoted to its operation;
- c. Procedures for the management of information (is there someone responsible, how is information updated, how is quality of information ascertained, etc.)

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8. If assistance is made available to your country to establish a CHM web site, how would your CHM ensure sustainability of the project over the long-term?

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**Part 3 – Please add any other relevant information and/or comments**

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