



Ref.: SCBD/BS/CG/ET/ps/84000

2 February 2015

NOTIFICATION

**Nominations for the Caribbean Sub-regional Capacity-Building Workshop on
Mainstreaming Biosafety into National Biodiversity Strategies and Action Plans and
Resource Mobilization
St. John's, Antigua and Barbuda, 9-13 March 2015**

Dear Madam/Sir,

Reference is made to Notification 2014-126 of 30 October 2014 inviting nominations for the Caribbean Sub-regional Capacity-Building Workshop on Mainstreaming Biosafety into National Biodiversity Strategies and Action Plans and Resource Mobilization, which was to be held in Bridgetown, Barbados from 1 to 5 December 2014 but had to be postponed because of unforeseen circumstances.

I have the pleasure to inform you that the workshop will now be held from 9 to 13 March 2015 at the Heritage Hotel in St. John's, Antigua and Barbuda, back-to-back with the fifth meeting of the Regional Steering Committee for the United Nations Environment Programme/Global Environment Facility (UNEP/GEF) Regional Project for Implementing National Biosafety Frameworks in the Caribbean.

Accordingly, I wish to invite Parties from the Caribbean sub-region that had not yet done so, to nominate one official who is involved in the review/update of the National Biodiversity Strategy and Action Plan (NBSAP), preferably the NBSAP Coordinator or the CBD National Focal Point, to take part in the workshop. The Secretariat will cover the cost of participation of the official nominee from each Party to the Protocol. This will include an economy class ticket to travel to and from St. John's, and daily subsistence for the duration of the workshop. The UNEP/GEF project already invited the National Project Coordinators (NPC) and the Cartagena Protocol National Focal Points from each of the countries participating in the project to attend the Steering Committee meeting and will be supporting their participation in the workshop as well.

In order to enable the Secretariat to finalize arrangements for the workshop, the attached nomination form together with an official letter addressed to the Executive Secretary should be submitted by fax to +1 514 288 6588, or by e-mail at secretariat@cbd.int as soon as possible but no later than **11 February 2015**.

To: CBD National Focal Points for: Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, and Trinidad and Tobago

cc: National Focal Points for the Cartagena Protocol on Biosafety



Convention on
Biological Diversity

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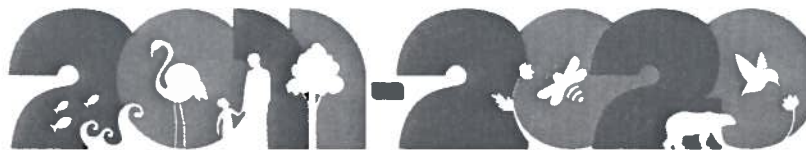
Please note that the workshop will be conducted in English only. Details on the workshop will be made available soon on the Secretariat's website at <http://www.cbd.int/doc/?meeting=BSMBWS-2015-02>.

I would like to thank you for your cooperation and continued support for the work of the Convention on Biological Diversity and its Cartagena Protocol on Biosafety.

Please accept, Madam/Sir, the assurances of my highest consideration.

Braulio Ferreira de Souza Dias
Executive Secretary

Enclosure



United Nations Decade on Biodiversity

NOMINATION FORM

Capacity-Building Events

Name and date of the meeting/training:

Attach a recent photo

I. INFORMATION ON THE NOMINEE

Family name: _____

First name: _____

Gender: _____ Nationality: _____

Name of the Ministry/Agency: _____

Name of the Department/Unit: _____

Address: _____

Telephone (country and city codes): + _____ Fax: + _____

E-mail: _____

II. QUALIFICATIONS AND EXPERIENCE OF THE NOMINEE

(To be completed by the nominee)

2. Current employment

(a) Official title (current position): _____

(b) Date of appointment to current position: _____

(c) Expected duration of current position: _____

3. Description of the relevant activities of your organization:



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4. Indicate what relevant information and experience you can contribute to the meeting/training:

5. Please provide a brief statement indicating how you and your organization would benefit from participation in this meeting/training and how you plan to utilize the experience in your work in the context of the implementation of the NBSAP:

III. ADDITIONAL INFORMATION

6. Indicate if you have participated in other meetings/trainings on a similar topic:

Name of meeting/training:	Date/Venue:

7. I agree that, if selected, I will complete all the pre- and post-meeting/training assignments requested and attend all the meeting/training sessions. I also agree that, upon return to my work place, I will apply and share with others the knowledge and skills acquired from the meeting/training and will report back to the CBD Secretariat within the prescribed period for this event.

Signature of the applicant

Date

OFFICIAL ENDORSEMENT

A letter of nomination and recommendation signed by the administrative head of the nominee's organization and the nominee's CV must be attached to this form. Without this signed letter and CV, the application will not be complete and the Secretariat will not be able to consider them.

(This statement in support for the candidate is required. It must be completed, signed, and stamped by the head of the national institution from which the candidate comes.)

Name of Head of Institution: _____

Title: _____

Name of Institution: _____

Country: _____

endorses the application of Mr./Mrs./Miss _____ for the _____
_____ (name of meeting/training) to be held from _____ to _____
in _____ (name of city and country).

The institution confirms that on his/her return, Mr./Mrs./Miss _____ will retain his/her current responsibilities related to subject matter of the meeting/training and will be supported to apply and share the knowledge and skills gained from the meeting/training.

Signature and Stamp

Date:

Name (Please Print)

(Signature)

THIS APPLICATION HAS TO BE SIGNED, DATED AND ACCOMPANIED BY AN OFFICIAL LETTER OF NOMINATION AND RECEIVED BY THE SECRETARIAT:

The Executive Secretary
Secretariat of the Convention on Biological Diversity
413 St.-Jacques Street, Suite 800
Montreal, Quebec, Canada. H2Y 1N9
Tel.: 1 514 288 2220
Fax: 1 514 288 6588
Web: <http://www.cbd.int>
E-mail: secretariat@cbd.int.org

Due to the large number of applications received, only selected participants will be notified.

CRITERIA AND GUIDELINES FOR SELECTION OF PARTICIPANTS FOR CAPACITY-BUILDING ACTIVITIES ORGANIZED BY THE CBD SECRETARIAT

The success of training activities in part depends on the background of the participants selected to attend and their ability and motivation to subsequently apply and share the knowledge, skills and experience acquired at their work place. It is thus crucial to ensure that participants are selected carefully.

Criteria for nomination of participants

The following criteria will be used to guide Parties and other Governments in nominating candidates for training and capacity-building activities organized by the Secretariat:

1. *Relevant academic and professional background*
The nominated candidates should have requisite academic/professional background and experience related to the subject matter to be covered by the meeting/training.
2. *Institutional affiliation*
The nominated candidates should be working with relevant national institutions that are responsible for or dealing with issues related to the subject matter to be covered by the meeting/training in the context of implementation of the NBSAP.
3. *Relevance to the participant's current roles and responsibilities*
The nominated candidates should be handling or coordinating issues/work related to the subject matter to be covered by the meeting/training or show proof that they are being prepared/ mentored to work in that field. In other words, the candidates' job descriptions should include tasks related to the subject matter to be covered by the meeting/training. The participants should be in a position to start applying the knowledge and skills acquired within a year after the meeting/training.
4. *Continued job tenure after the meeting/training*
Preference would be given to candidates likely to remain in service with institutions dealing with issues related to the subject matter to be covered by the meeting/training for a significant period. Candidates should not have less than one year of service left.
5. *Related previous meeting/training*
Preference would be given to candidates that have not attended a similar meeting/training organized by the Secretariat or partner organizations that covered exactly the same topics as those to be covered by the meeting/training in the last two years.

In the case of indigenous peoples and local communities (ILCs), the selection criteria agreed in Decision VIII/5D, Annex, will be used. (<http://www.cbd.int/doc/decisions/cop-08/cop-08-dec-05-en.pdf>)

Selection process

1. Parties and other Governments will be invited to nominate, in accordance with the above criteria and guidelines, at least three potential candidates to be considered for selection to attend the meeting/training organized by the Secretariat.
2. The evaluation and final selection of participants for any meeting/training will be done by the Secretariat, taking into account the need to ensure equitable geographical representation, gender balance and appropriate mix of participants with different backgrounds and expertise. The Secretariat will give due regard to the special needs and conditions of developing countries, in particular the least developed and small island developing States, and countries with economies in transition. The Secretariat will also take into account the commitment and potential of the nominated participants to apply and share with others the knowledge and skills acquired within a year after the meeting/training and to share their post-meeting/training experience through the Clearing-House Mechanism.

Conditions for selected participants

The nominated candidates should be willing to accept the following conditions upon selection to participate in the meeting/training:

1. Agree to complete and submit a pre-meeting/training assignment before arrival. This will be sent to the selected participants in the coming weeks.
2. Agree to participate in all the meeting/training sessions.
3. Agree to apply and share with others the knowledge and skills acquired from the meeting/training within a year and submit to the Secretariat a post-meeting/training report on how the knowledge and skills acquired have been applied in his/her work.
