



Ref.: SCBD/TSI/RS/ML/GD/84346

2 April 2015

## NOTIFICATION

### **Deadline extension for the nominations for the Sub-regional Capacity-building Workshop on Resource Mobilization for CARICOM Member States 18 - 21 May 2015 – St. John's, Antigua and Barbuda**

Dear Madam/Sir,

I would like to refer to notification 2015-028, dated 10 March 2015, calling for nominations for the sub-regional capacity-building workshop on resource mobilization for Caribbean Community (CARICOM) Members Parties, to be held from 18 to 21 May 2015 in St. John's, Antigua and Barbuda, which can be found at: <http://www.cbd.int/doc/notifications/>.

I was made aware that several Governments are still in the process of nominating experts and therefore decided to extend the deadline for submission of these nominations to **17 April 2015**.

Member Parties that have not yet done so are kindly invited to nominate two officials who will participate in this workshop, as follows:

1. One from the Ministry of the Environment (or equivalent); and
2. The other, preferably from the finance, economic, development planning or similar Ministry.

Both nominees should be in a position to share the national experiences in mainstreaming biodiversity into national development plans, and to translate the capacity gained into concrete actions in support of national implementation. The nominations should preferably include the official in charge of resource mobilization under the Convention and/or the development of national resource mobilization strategies for the implementation of revised national biodiversity strategy and action plans.

Nominations should be submitted in the form of an official letter signed by the CBD Focal Point or a senior government official, clearly indicating the full contact information of the two representatives, and must include duly completed forms (attached) for each nominee and other additional information requested. The nominations should be sent either by e-mail as a scanned attachment or by fax to both the CBD Secretariat ([secretariat@cbd.int](mailto:secretariat@cbd.int); +1 514 2886588) and the CARICOM Secretariat ([shunae.samuels@caricom.org](mailto:shunae.samuels@caricom.org); +592 2220168).

Please be informed that the participation of two nominated representatives from each eligible country Party will be supported with direct, economy-class round-trip ticket and a Daily Subsistence Allowance (DSA) for the duration of the workshop, to be provided in accordance with relevant United Nations rules. Documents for this workshop will be made available in due course.

I thank you for your usual cooperation and for your continued support for the work of the Convention.

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

Braulio Ferreira de Souza Dias  
Executive Secretary

Attachment

To : CBD National Focal Points of : Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Saint Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago, United Kingdom of Great Britain and Northern Ireland



Convention on  
Biological Diversity

Secretariat of the Convention on Biological Diversity  
United Nations Environment Programme  
413 Saint-Jacques Street, Suite 800, Montreal, QC, H2Y 1N9, Canada  
Tel : +1 514 288 2220 Fax : +1 514 288 6588  
[secretariat@cbd.int](mailto:secretariat@cbd.int) [www.cbd.int](http://www.cbd.int)





**NOMINATION FORM**

**Sub-regional Capacity-building Workshop on Resource Mobilization for  
CARICOM Members**

**18 - 21 May 2015**

**St. John's, Antigua and Barbuda**

**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:***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Convention on  
Biological Diversity**

Secretariat of the Convention on Biological Diversity  
 United Nations Environment Programme  
 413 Saint-Jacques Street, Suite 800, Montreal, QC, H2Y 1N9, Canada  
 Tel : +1 514 288 2220 Fax : +1 514 288 6588  
[secretariat@cbd.int](mailto:secretariat@cbd.int) [www.cbd.int](http://www.cbd.int)



---

---

---

---

**4. Indicate what relevant information and experience you can contribute to the workshop:**

---

---

---

---

---

**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 Convention on Biological Diversity:**

---

---

---

---

---

---

---

**III. ADDITIONAL INFORMATION**

**6. Indicate if you have participated in other meetings/workshops 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

\_\_\_\_\_  
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](mailto:secretariat@cbd.int)



## PASSPORT INFORMATION FORM

*The following information is required for processing your travel arrangements.*

### **Participant Bio Data**

FIRST NAME	
MIDDLE NAME	
LAST NAME	
TITLE	
SEX	
MOBILE PHONE	
E-MAIL ADDRESS	

### **Passport Details**

PASSPORT #	
COUNTRY OF ISSUE	
NATIONALITY	
DATE OF ISSUE	
DATE OF EXPIRY	
DATE OF BIRTH	