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13 April 2015

## NOTIFICATION

### **Sustainable Ocean Initiative (SOI) Training of Trainers Workshop 13 - 17 July 2015, Yeosu, Republic of Korea**

Dear Madam/Sir,

I am pleased to inform you that, with financial support from the Government of the Republic of Korea, through the EXPO 2012 Yeosu Korea Foundation, the Secretariat of the Convention on Biological Diversity (CBD) is convening the Sustainable Ocean Initiative Training of Trainers Workshop from 13 to 17 July 2015, in Yeosu, Republic of Korea.

The workshop is being convened in collaboration with the Ministry of Oceans and Fisheries of the Republic of Korea, the Korea Maritime Institute and various other partners of the Sustainable Ocean Initiative (SOI). The workshop aims to support experts from national-level agencies of developing country Parties to contribute to enhanced national implementation towards achieving the Aichi Biodiversity Targets in marine and coastal areas, in particular by strengthening national scientific and technical capacity on: (1) the description of ecologically or biologically significant marine areas (EBSAs); (2) the application of the ecosystem approach and area-based management tools, such as integrated marine and coastal area management and marine spatial planning; and (3) the application of biodiversity-inclusive environmental impact assessments. The workshop will focus on providing experts with the tools, guidelines and information needed to develop and implement successful training programmes on a range of issues in their respective countries at national and/or sub-national levels.

The Sustainable Ocean Initiative is a global platform that aims to build partnerships and enhance capacity to achieve the Aichi Biodiversity Targets most relevant to marine and coastal biodiversity (in particular Targets 6, 10 and 11). Its implementation is being coordinated by the CBD Secretariat in collaboration with various SOI partners. SOI was created on the margins of the tenth meeting of the Conference of the Parties (COP) to the Convention on Biological Diversity to respond to the need for training and capacity-building of developing country Parties with regard to marine conservation and management, as emphasized by the COP in decision X/29.

Furthermore, in its decision XII/23, paragraph 22, the COP requested the Executive Secretary to organize, in collaboration with Parties and relevant organizations, additional capacity-building workshops and partnership activities within the framework of SOI to address priority issues identified for respective regions concerning the achievement of the Aichi Biodiversity Targets in marine and coastal areas. In addition, at the twelfth meeting of the COP, the CBD Secretariat convened the Sustainable Ocean Initiative High-level Meeting, as a parallel session to the COP 12 High-level Segment, in collaboration with the Korea Maritime Institute and with the support of the Ministry of Oceans and Fisheries of the

To: CBD National Focal Points and SBSTTA Focal Points



**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)



Republic of Korea. This meeting welcomed a new SOI Action Plan for 2015-2020 (available at: <http://www.cbd.int/doc/meetings/mar/soiom-2014-02/official/soiom-2014-02-actionplan-en.pdf>), which outlines a set of activities to enhance the implementation of SOI and address the needs of Parties to implement the Aichi Biodiversity Targets most relevant to marine and coastal biodiversity. The SOI Training of Trainers Workshop is a key component of the SOI Action Plan 2015-2020.

CBD Parties are therefore invited to nominate an expert to participate in this workshop. Experts who take part in this workshop will be expected to develop a subsequent training programme at the national and/or sub-national level, with the support of their respective government and/or institution. Participants should be individuals from national agencies tasked with ocean and coastal management who are in a position to develop and implement training programmes at the national and/or sub-national level.

The Secretariat will be in a position to finance the participation of one selected expert from each eligible Party who meets the following criteria, taking into account regional and gender balance:

- Long-term experience, knowledge and expertise, and a clear responsibility within a national-level institution/agency, related to conservation and management of marine and coastal biodiversity;
- Indication of ability to develop and implement training programmes on achieving the Aichi Biodiversity Targets in marine and coastal areas at the national and/or sub-national level;
- Ability to facilitate cross-sectoral collaboration in the implementation of training programmes on achieving the Aichi Biodiversity Targets in marine and coastal areas; and
- Indication of support from a national institution/agency to develop and implement a training programme on achieving the Aichi Biodiversity Targets in marine and coastal areas.

Preference will be given to nominations that are sent with a formal letter from a national institution/agency expressing its commitment to support the expert in developing and implementing a training programme.

Parties should provide the name and contact details of their nominees via a letter addressed to the Executive Secretary and signed by the National Focal Point. Nominations must include full contact details and be accompanied by a curriculum vitae clearly indicating the areas of expertise and experience of the nominees. The extent to which the nominee meets the above-mentioned criteria should be clearly explained in the curriculum vitae and nomination letter. All nominations must be accompanied by the nomination form attached.

Nominations should be forwarded immediately but no later than **11 May 2015** (scanned and attached to an e-mail addressed to [secretariat@cbd.int](mailto:secretariat@cbd.int), or faxed to +1 (514) 288-6588). Workshop materials will be forwarded to the selected experts and posted on the CBD website in due course. The workshop will be conducted in English.

Thank you for your cooperation in this matter and 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



## NOMINATION FORM

### Capacity-building Events

#### Sustainable Ocean Initiative Training of Trainers Workshop

13 to 17 July 2015, Yeosu, Republic of Korea

#### 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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\_\_\_\_\_  
\_\_\_\_\_



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

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**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:**

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**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 signed by the National Focal Point or 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./Ms. \_\_\_\_\_ for the Sustainable Ocean Initiative Training of Trainers Workshop to be held from 13 to 17 July 2015 in Yeosu, Republic of Korea.

The institution confirms that on his/her return, Mr./Ms. \_\_\_\_\_ 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 MUST BE SIGNED, DATED AND ACCOMPANIED BY AN OFFICIAL LETTER OF NOMINATION AND THE CV OF THE NOMINEE AND SENT TO 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)

**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 will 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, a potential candidate 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.

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