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15 June 2015

NOTIFICATION
Clearing-House Mechanism Award

Madam/Sir,

In decision XII/2 B, paragraph 15, the Conference of the Parties to the Convention on Biological Diversity requests the Executive Secretary to propose, in collaboration with the informal advisory committee to the clearing-house mechanism (CHM-IAC), a process to grant, at the thirteenth, fourteenth and fifteenth meetings of the Conference of the Parties, subject to the availability of resources, an award to the Parties that have made the most significant progress in the establishment or further development of their national clearing-house mechanisms. Through the same paragraph, Parties are also strongly encouraged to accelerate the establishment and development of their national clearing-house mechanisms where they have not done so.

In response to this decision, and further to consultations with the CHM-IAC, please find in annex I the modalities for granting such an award at the thirteenth meeting of the Conference of the Parties. Please also find in annex II, an overview of the expected role of a national clearing-house mechanism and in annex III, a questionnaire to collect information about the status of your national clearing-house mechanism as well as your plans to improve it. You are kindly requested to return this questionnaire by email to secretariat@cbd.int by **31 July 2015** under the subject "CHM Award".

Kindly note that this will be followed by another questionnaire in a year's time to assess the progress made in the development of their national clearing-house mechanisms between 1 July 2015 and 30 June 2016. This will allow the jury to complete the evaluation process in time before the thirteenth meeting of the Conference of the Parties.

Pursuant to paragraph 17 of decision XII/2 B in which the Conference of the Parties invites Parties and donors to continue to provide financial support to establish and strengthen their national clearing-house mechanisms, I would like to take this opportunity to invite interested Parties to sponsor this initiative for instance by financially rewarding the winners, with the understanding that this sponsoring will have no influence on the jury's decisions.

Should you need any further information on this initiative, please do not hesitate to contact the CHM team by email at chm@cbd.int, especially if your country has not yet established its national clearing-house mechanism and wishes to do so in a near future. I look forward to a stimulating competition and wish good luck to all Parties.

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

Braulio Ferreira de Souza Dias
Executive Secretary

Attachments

To: CBD and CHM National Focal Points



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Modalities for the Clearing-House Mechanism (CHM) Award at COP 13

Purpose

The purpose of the CHM Award is to formally recognize the Parties that have made the most significant progress in the establishment or further development of their national clearing-house mechanisms. This award will be granted through a certificate signed by the Executive Secretary of the Convention on Biological Diversity.

Participation

Each existing national CHM will be assessed provided that the requested relevant information is submitted to the CBD Secretariat through the corresponding questionnaire.

Categories of awards

There will be two categories of awards:

- One for Parties that already had established their national CHM by COP 12.
- One for Parties that have established their national CHM after COP 12, and prior to COP 13.

In each category, three awards will be granted:

1. The gold award for the winner.
2. The silver award for the second position.
3. The bronze award for the third position.

Consideration of progress prior to COP 12

As it will be the first time a CHM award is granted, all the progress made to date by a Party toward the establishment or further development of its national CHM will be taken into consideration.

Jury

- A jury will be established by the Executive Secretary and will include some CHM-IAC members to ensure regional representation.
- Jury members who are Party representatives will not be allowed to assess their own national CHM.

Criteria

The criteria in the table below will be used to assess each national CHM.

Criteria to assess national clearing-house mechanisms

<i>Aspects</i>	<i>Criteria</i>
Content	Information on: <ul style="list-style-type: none"> - Biodiversity in the country - National strategy and action plan (NBSAP) - Progress towards national and/or Aichi Biodiversity Targets - Biodiversity thematic areas and cross-cutting issues as well as on biosafety and access and benefit-sharing at the national level - Corresponding implementation activities in the country - National and applicable regional legislation - Regional or international cooperation, collaboration, and networking - Scientific and technical references - Case studies, assessments, reports, ... - News and events - Links to other national websites - Other relevant resources

<i>Aspects</i>	<i>Criteria</i>
Online services	<ul style="list-style-type: none"> - Search engine - Online databases (species, protected areas, document, experts, ...) or links to these databases - Online submission services - Collaboration tools (forums, blogs) - Other modern services (e.g. maps)
Layout	<ul style="list-style-type: none"> - Home page - Design and attractiveness of the site - Menu and navigation - Overall user-friendliness - Appearance on mobile devices - Appearance of printed pages
Visibility and usage	<ul style="list-style-type: none"> - Ranking after a Google search of “Biodiversity [Country]” in the language of the site - Web statistics (page views) - Availability in several languages (if applicable) - Activities undertaken to promote awareness of the national CHM (meetings, brochures, ...) - Use of the national CHM by thematic groups and other stakeholders
Content management	<ul style="list-style-type: none"> - Use of a content management system (CMS) - Number of updates in the current year and the previous year - Frequency of locally-generated updates - Number of active contributors - Use of terminology/metadata - System(s) in place to gather and analyze statistics (based on reports provided) - Content translation (if site is available in several languages)
Governance	<ul style="list-style-type: none"> - Strategy and roadmap to maintain and improve the national CHM - Coordination committee - National collaboration - History and evolution (document, presentation, or case study) - Level of adherence to guidance for developing national CHMs (http://www.cbd.int/chm/guidance) - Information provided to the CBD Secretariat (questionnaires, web statistics, reports, ...)

Overview of the Role of a National Clearing-House Mechanism

The clearing-house mechanism (CHM) is a two-way information exchange platform which can contribute to planning, implementation and reporting in the context of the Convention on Biological Diversity (CBD). It was established in accordance with Article 18.3 of the Convention to promote scientific and technical cooperation, and its evolution has been guided by COP decisions, the most recent being decisions X/15, XI/2 B and XII/2 B. The CHM is a global network, with the CBD website as a central hub, linked to national CHMs at country level, and partner institutions at thematic or regional levels.

In this context, a national CHM should provide specific information services to facilitate the implementation of the NBSAP at country level. Consequently, an NBSAP should include a strategic vision for the national CHM and, where appropriate, a realistic roadmap for its operationalization and further development based on anticipated resources. The information services provided by the national CHM will thus effectively respond to national needs identified by the NBSAP.

Even with limited resources, a national CHM can be effective by:

- Being available in the national language(s).
- Providing a brief online version of the latest NBSAP and national report for easy reference (e.g. executive summary).
- Providing news on major national events related to biodiversity.
- Providing links to information on national biodiversity, especially if these links are in the NBSAP or national report.
- Providing a directory of institutions and expertise related to NBSAP implementation.
- Providing a space where national stakeholders can express their views and announce their biodiversity related events and activities.
- Providing, whenever possible, additional content or links that respond to other identified national information needs.

More details on what is expected from a national CHM can be found on pages 7-11 of the CHM work programme (UNEP/CBD/COP/11/31) available at: <http://www.cbd.int/doc/meetings/cop/cop-11/official/cop-11-31-en.pdf>.

Annex III

Questionnaire on the National Clearing-House Mechanism

Notes:

- **This questionnaire should be emailed to secretariat@cbd.int by the CBD or CHM NFP by 31 July 2015.**
- **This questionnaire should be filled even if your country has not yet established its national CHM.**
- **If your country has a national CHM which is not listed under www.cbd.int/chm/network, please formally notify the CBD Secretariat of the existence of this website through an email to secretariat@cbd.int sent by the CBD or CHM NFP.**
- **This questionnaire will be taken into account for assessing the progress made in the development of your national CHM. Your national CHM will not be assessed if this questionnaire is not completed and returned.**

Submission date:	
Name:	
E-mail:	
Job title:	
Organization:	
Government:	
Website URL:	

1. Please summarize the evolution of your national CHM to date. Please focus on key actions and achievements, and indicate milestone dates (e.g. website launch or revamp).
2. Please summarize the current strategic vision to establish or further develop your national CHM, and how it is expected to contribute to the implementation of your NBSAP.
3. Please describe the expected progress in the establishment or further development of your national CHM by 30 June 2016. If possible, please include a roadmap of actions with their corresponding objectives.
4. Please provide some technical information about your national CHM, in particular:
 - a. its content management system (CMS) or toolkit
 - b. its backend database
 - c. its method to collect web statistics
 - d. the name and email of the webmaster in order to get further details.
5. Please provide a list of links to the main online services or web pages of your national CHM in order to show that it meets some of the criteria described in annex I.
6. If you have means to monitor the use of your national CHM (e.g. Google Analytics), please provide the web statistics for the visits in 2013 and 2014.
7. If you have means to monitor the content updates of your national CHM, please provide statistical reports on these updates in 2013 and 2014.
8. Please indicate or attach other information related to the establishment or further development of your national CHM, including for instance a strategy, a progress report or any other relevant document. Please note that such additional information can be submitted at any time.