



Ref.: SCBD/IMS/JMF/SM/87106

13 August 2018

NOTIFICATION

Extension of deadline for the Clearing-House Mechanism Award

Madam/Sir,

I refer to [Notification 2018-010](#), issued on 15 January 2018, in response to paragraph 15 of decision XII/2 B in which 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), 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 this notification, Parties were invited to complete a questionnaire about the status of their national clearing-house mechanisms as well as the plans to improve them. I would like to take this opportunity to thank all the Parties that have submitted this valuable information.

In light of the number of enquiries the Secretariat has received requesting an extension to complete the questionnaire, I wish to advise that the deadline is extended to **31 August 2018**. I kindly invite Parties to complete and return the questionnaire, attached herewith, by e-mail to secretariat@cbd.int under the subject "CHM Award". Alternatively, the questionnaire can be filled online at <https://www.chm-cbd.net/award/cop14/questionnaire>.

Should you need any further information on this matter, please do not hesitate to contact the CHM team by e-mail at chm@cbd.int.

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

Cristiana Paşca Palmer, PhD
Executive Secretary

Attachment

To: CBD and CHM National Focal Points

Annex

Questionnaire on the National Clearing-House Mechanism

Notes:

- This questionnaire can be completed online at <https://www.chm-cbd.net/award/cop14/questionnaire>. It is highly recommended that Parties use the online version, as one of its advantages is that it can be completed on an ongoing basis between now and 31 August 2018.
- Questionnaires completed offline using the template below should be e-mailed to secretariat@cbd.int by the CBD or CHM NFP by 31 August 2018.
- This questionnaire should be filled even if your country has not yet established its national CHM.
- If your country has participated in the CHM Award at COP 13, you may skip any question marked with an asterisk (*) if the answer in the previous questionnaire is still valid. Otherwise please answer by providing an update.
- 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:	
National CHM URL:	

History

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).

Current Situation

2. * 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.
3. * 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.

Strategic Vision and Planning

4. * 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.
5. Please describe the expected progress in the establishment or further development of your national CHM by 30 June 2018. If possible, please include a roadmap of actions with their corresponding objectives.

Progress between 1 January 2017 and 30 June 2018

6. Please summarize the evolution of your national CHM between 1 January 2017 and 30 June 2018.
7. Please provide a list of links to new content or online services that were created on your national CHM between 1 January 2017 and 30 June 2018.
8. 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 2017 and the first half of 2018.
9. If you have means to monitor the content updates of your national CHM, please provide statistical reports on these updates in 2017 and the first half of 2018.

Knowledge Sharing

10. * What lessons have you learned so far in the process of developing your national CHM?
11. * What “good practices” would you recommend to other Parties in the process of establishing or further developing their national CHM?
12. Please provide any additional relevant information related to the progress in the recent development of your national CHM.
13. Do you authorize the CBD Secretariat to publicly share the information submitted in this questionnaire?
 - Yes
 - No
 - Partially. If so, please indicate which information CANNOT be shared.