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10 February 2020

NOTIFICATION
Clearing-House Mechanism Awards

Dear Madam/Sir,

In decision XII/2 B, paragraph 15, the Conference of the Parties to the Convention on Biological Diversity requested 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 made the most significant progress in the establishment or further development of their national clearing-house mechanisms.

In response to this decision, awards were granted at the thirteenth and fourteenth meetings of the Conference of the Parties. Further to consultations with the CHM-IAC, please find in annex I the modalities for granting the award at the fifteenth meeting of the Conference of the Parties. You are invited to submit your application to be considered for the award by completing an online questionnaire that will be available online at <https://www.chm-cbd.net/form/cop-15-award> by **30 June 2020**. The questionnaire may be completed on an ongoing basis between now and the questionnaire deadline. However, it is recommended that you review your submission and submit it only between 1 – 30 June 2020 to ensure that all activity is captured in your submission.

Should you need any further information on the above, or encounter any difficulty in completing the questionnaire, please do not hesitate to contact the CHM team by email at chm@cbd.int. I look forward to your participation in the competition and wish you good luck.

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

Elizabeth Maruma Mrema
Acting Executive Secretary

To: CBD and CHM National Focal Points



Modalities for the Clearing-House Mechanism (CHM) Award at COP 15

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, and it is a way to encourage Parties to make further efforts to do so. 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:

- Best “Existing” national CHM for Parties that had already established their national CHMs by COP 14.
- Best “New” national CHM for Parties that have established or updated and relaunched their national CHMs after COP 14 and prior to COP 15.

Please refer to annex V to see the current status of national Clearing-House Mechanisms.

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.

Certificates of Achievement

Upon recommendations of the Jury, the Executive Secretary may also grant a Certificate of Achievement to Parties that have made significant progress in the development of their national CHM between COP 14 and COP 15.

Jury

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

Criteria

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

Criteria to assess national clearing-house mechanisms

Aspects	Criteria
Content	<p>Does national CHM platform provide information on:</p> <ul style="list-style-type: none"> - Biodiversity in the country (including status and trends, species and ecosystems, etc.) - National strategy and action plan (NBSAP) - Progress towards achieving the national and/or Aichi Biodiversity Targets - National reporting and NBSAP processes - Biodiversity thematic areas and cross-cutting issues as well as on biosafety and access and benefit-sharing - Implementation activities in the country - National and applicable regional policies and legislation - Regional or international cooperation, collaboration, and networking - Scientific and technical references - Case studies, assessments, reports, and other key documents - News and events - Links to other national websites - Other relevant resources
Online services	<ul style="list-style-type: none"> - Search engine - Online databases (e.g. on species, protected areas, experts, ...) or links to these databases - Online submission services, in particular on information related to national implementation - Collaboration tools (forums, blogs, social network services) - Social media tools - Other modern tools and resources (e.g. maps)
Layout and functionality	<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 an Internet search of “Biodiversity [Country]” in the language of the site - Web statistics (page views, number of unique visits) - Availability in more than one language (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 - Interaction with visitors (feedback) - 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"> - Clear institutional roles and responsibilities for the national CHM - Strategy and roadmap to maintain and improve the national CHM - Coordination committee - Dedicated resources (staff, funding, etc.) for the national CHM

<i>Aspects</i>	<i>Criteria</i>
	<ul style="list-style-type: none"> <li data-bbox="459 216 1443 243">– National collaboration, and synergies with the national planning and reporting processes <li data-bbox="459 249 1159 277">– History and evolution (document, presentation, or case study) <li data-bbox="459 283 1170 344">– Level of adherence to guidance for developing national CHMs (http://www.cbd.int/chm/guidance) <li data-bbox="459 350 1435 411">– Information provided to the CBD Secretariat (questionnaires, web statistics, reports, ...) (http://www.cbd.int/chm/guidance) <li data-bbox="459 417 1435 445">– Information provided to the CBD Secretariat (questionnaires, web statistics, reports, ...)