

## *Annex*

### **DRAFT CRITERIA FOR THE OPERATION OF THE VOLUNTARY FUNDING MECHANISM**

#### **A. *Administrative context, structure and processes of the fund***

The following administrative context, structure and processes are based on precedents adapted to the context of the Convention on Biological Diversity and are consistent with the Financial Regulations and Rules of the United Nations.

##### **(a) Title of trust fund**

The title of the trust fund is the Voluntary Trust Fund to Facilitate the Participation of Indigenous and Local Communities in the Work of the Convention on Biological Diversity.

##### **(b) Fund management**

The Trust Fund will be administered by United Nations Environment Programme (UNEP), as Trustee with a 13 per cent charge for administrative costs and expenditures, and shall operate in accordance with the Financial Regulations and Rules of the United Nations.

##### **(c) Title of programme manager**

The Executive Secretary of the Convention on Biological Diversity is the programme manager of the Fund.

##### **(d) Advisory Selection Committee**

In the selection of beneficiaries in accordance with the criteria for selection provided in section B below, the Executive Secretary will consult, through electronic means and long-distance communication, with an Advisory Selection Committee consisting of seven representatives of indigenous and local communities nominated by indigenous and local communities from the seven geo-cultural regions applied under the United Nations Permanent Forum on Indigenous Issues, as well as with the Bureau of the Conference of the Parties.

##### **(e) Legislative mandate**

The legislative mandate derives from paragraph 10 of decision VII/16 G, on participatory mechanisms for indigenous and local communities adopted at the seventh meeting of the Conference of the Parties.

##### **(f) Possible donor(s)**

Voluntary contributions are anticipated from various Parties and Governments, financial institutions and foundations, intergovernmental and non-governmental organizations and private entities.

##### **(g) Fund-raising and sources of funding**

The Executive Secretary may undertake appropriate activities and initiatives to encourage contributions, as required.

##### **(h) Focus/purpose of the Fund**

The primary focus of the Fund is to facilitate the participation of indigenous and local communities, in meetings under the Convention, including meetings of the indigenous and local community advisory group/steering committee to the programme of work of Article 8(j) and Related Provisions, (hereafter referred to as the "Advisory Group") established by decision VI/10, annex I, paragraph 28 and VII/16 E, paragraph 4 (d), and relevant meetings of ad hoc technical

expert groups, and in particular but not exclusively those that are related to the objectives of Article 8(j) and Related Provisions.

**(i) Relationship to other approved or proposed trust funds**

In supporting participants from indigenous and local communities, in the work of the Convention on Biological Diversity (CBD), the Fund remains the only United Nations fund specifically for indigenous and local community participation in meetings related to the Convention.

**(j) Collaboration with other Trust Funds**

The Secretariat will remain in contact with other relevant funds to ensure complementarity, to achieve gender, age and geographic equity and to avoid overlap or duplication regarding funding arrangements and to ascertain that the level of expertise and qualifications of individual applicants is ensured and by doing so that funding is effectively allocated and used.

***B. Proposed recommendations for selection criteria for beneficiaries of the fund***

The following selection criteria for beneficiaries of the Fund are applied, in accordance with the Financial Regulations and Rules of the United Nations, to ensure an objective and transparent selection process:

***(i) Main criteria***

(a) Special priority is given to participants from indigenous and local communities from developing countries and countries with economies in transition and small island developing States but not excluding applicants from indigenous and local communities in developed countries;

(b) Gender balance should be applied, recognizing the special role of indigenous and local community women (in knowledge, innovations and practices) from indigenous and local communities;

(c) Broad geographical representation and geographic, demographic and ethnic balance should be applied according to the seven geo-cultural regions applied under the United Nations Permanent Forum on Indigenous Issues, while recognizing that issues under discussion at specific meetings may require the representation of particular indigenous and local communities.

***(ii) Other criteria***

(a) Age balance should be applied recognizing the important role of Elders, in the intergenerational transfer of knowledge, innovations and practices of indigenous and local communities and the role of youth;

(b) The Secretariat will give priority, as appropriate, to applicants living in their own community and territory and/or country (vis-à-vis applicants living abroad).

***(iii) Requirements***

(a) The only beneficiaries of assistance from the Fund shall be participants from indigenous and local communities and their organizations:

- (i) Who are so considered by the Executive Secretary in consultation with the Advisory Selection Committee and the Bureau of the Conference of the Parties, and in accordance with established practice under the Convention, or through official accreditation under other bodies;

- (ii) Who would not, in the opinion of the Executive Secretary in consultation with the Advisory Committee, be able to attend the meetings without such assistance provided;

(b) Travel costs (economy air ticket and daily subsistence allowance, *not including health, accident or travel insurance – these costs should be met by the individual and/or the organization being represented*) approved by the Secretariat are given on an individual basis. An organization or beneficiary cannot request that a beneficiary be replaced by another one, except under exceptional circumstances, time permitting and upon approval by the Secretariat. Nominating bodies are strongly encouraged to ascertain the availability of individuals before they are nominated and to nominate a number of candidates in priority order taking into account geographic, age and gender equity;

(c) The participants nominated should be those nominated by the indigenous or local communities and the organizations applying for financial assistance should be indigenous or local community organizations. Indigenous and local community individuals from non-governmental organizations may also be considered where necessary and appropriate. The Secretariat will also consider indigenous and local community individuals who have the authority to speak on behalf of their communities as political representatives;

(d) The Secretariat will only consider applications, which provide a letter of recommendation signed by an executive of their organization or by indigenous and local community representatives. The Secretariat will not take into account a letter of recommendations signed by the applicant herself/himself;

(e) For participants from indigenous and local communities from developing countries, including small island developing States, as well as countries with economies in transition, participating on the official delegations of Parties, the Secretariat will only consider applications which provide a letter of recommendation from the organization or community being represented and confirmation from their government that the participant will be included on their official delegation;

(f) The Secretariat only considers a maximum of two (2) applicants per organization or community and organizations or communities submitting two names are requested to consider gender balance (and where possible, to submit both a male and a female applicant);

(g) Applicants must submit application forms and recommendation letters in one of the six official languages of the United Nations (English, French, Spanish, Russian, Chinese or Arabic). Applications in other languages will not be considered by the Secretariat;

(h) Applicants must indicate their role and/or responsibilities in their organization or community;

(i) The Secretariat's selection of an applicant to attend a specific meeting of the Convention on Biological Diversity does not exclude another recommendation to attend other relevant meetings and vice versa.

The criteria for selection are reflected in the application forms, which are available on the webpage of the Secretariat at <http://www.biodiv.org/default.shtml>. The Secretariat will advise of meetings through official communications, where possible, five months in advance to facilitate early applications. Applications must be received by the Secretariat of the Convention on Biological Diversity within 45 days of the official communication by the Secretariat of the call for applications. An application form is provided in the appendix hereto.