



Ref.: SCBD/TSI/RS/ODM/SM/84725

4 December 2015

## NOTIFICATION

### Regional Workshop for the Pacific on the Clearing-House Mechanism 15-19 February 2016 – Fiji

Dear Madam/Sir,

In paragraph 2(a) of decision X/15 on the clearing-house mechanism (CHM), the Conference of the Parties (COP) to the Convention on Biological Diversity (CBD) has encouraged Parties to continue to take the necessary steps to establish, strengthen, and ensure the sustainability of, national clearing-house mechanisms (CHM Goal 2). More recently, in paragraph 15 of decision XII/2 B, the Conference of the Parties has strongly encouraged Parties to accelerate the establishment and development of their national clearing-house mechanisms where they have not done so, and in paragraph 16 of the same decision, it has also encouraged Parties and partners to provide support to developing country Parties that are developing their national clearing-house mechanisms.

Pursuant to these decisions and thanks to the generous financial support of the Government of Japan, the Secretariat, in collaboration with the Government of Fiji and the Secretariat of the Pacific Regional Environment Programme (SPREP), is organizing a regional workshop for the Pacific on the clearing-house mechanism to be held from 15 to 19 February 2016 in Fiji, at a venue to be determined. This workshop is intended for small island developing states in this region, but other SPREP members are also invited to attend provided that they cover their own costs. The working language of the workshop will be English.

The objective of the workshop is to build capacity and provide guidance on how to establish and sustain effective national clearing-house mechanisms, in line with decision X/15 and in support of the National Biodiversity Strategies and Action Plans (NBSAPs). The provisional agenda and other relevant documents will be available online in due course at [www.cbd.int/doc/?meeting=chmws-2016-01](http://www.cbd.int/doc/?meeting=chmws-2016-01).

In this regard, I am pleased to invite your Government to nominate one representative to participate in this workshop. The nominee should meet the following criteria:

- (a) Involvement in the planning and development of the national CHM in your country, as expected from the CHM National Focal Point;
- (b) Familiarity with the national biodiversity strategy and action plan (NBSAP);
- (c) Ability to present the current situation of the national CHM as well as any existing plan to develop it; and
- (d) Occupy a position enabling him/her to apply the knowledge and capacity gained during the workshop for further developing the national CHM.

To: CBD National Focal Points with copy to the CHM National Focal Points of the following countries:

Australia, Cook Islands, Federated States of Micronesia, Fiji, France, Kiribati, Marshall Islands, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, United Kingdom of Great Britain and Northern Ireland, United States of America, Vanuatu



Convention on  
Biological Diversity

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The nomination should be in the form of an official letter addressed to the CBD Executive Secretary and signed by the CBD National Focal Point or a senior government official, together with the attached nomination and endorsement forms. This letter can either be scanned and e-mailed to [secretariat@cbd.int](mailto:secretariat@cbd.int) or faxed to +1 514 288 6588, no later than **31 December 2015**.

The letter should contain the nominee's name and full contact details with an active e-mail address. If the nominee is not a National Focal Point, a curriculum vitae indicating the nominee's areas of expertise should be included.

As funding is limited, financial support to attend the workshop will be granted to Parties on a first-come, first-served basis taking into account the above-mentioned criteria. Upon receipt of the nomination letter, necessary arrangements will be made and detailed information concerning the workshop will be communicated.

I look forward to receiving your early nomination.

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

Braulio Ferreira de Souza Dias  
Executive Secretary

**NOMINATION FORM**

**Capacity-Building Events**

**Name and date of the meeting/training:**

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**I. INFORMATION ON THE NOMINEE**

Family name: \_\_\_\_\_

First name: \_\_\_\_\_

Gender: \_\_\_\_\_ Nationality: \_\_\_\_\_

Name of the Ministry/Agency: \_\_\_\_\_

Name of the Department/Unit: \_\_\_\_\_

Address: \_\_\_\_\_

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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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**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 and recommendation signed by 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./Mrs./Miss \_\_\_\_\_ for the \_\_\_\_\_  
\_\_\_\_\_ (name of meeting/training) to be held from \_\_\_\_ to \_\_\_\_  
in \_\_\_\_\_ (name of city and country).

The institution confirms that on his/her return, Mr./Mrs./Miss \_\_\_\_\_ 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 HAS TO BE SIGNED, DATED AND ACCOMPANIED BY AN OFFICIAL LETTER OF NOMINATION AND RECEIVED BY 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.org](mailto:secretariat@cbd.int.org)

**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 would 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, at least three potential candidates 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 any pre-meeting/training assignment before arrival. This will be sent to the selected participants before the meeting.
  
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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