



## Global Environment Facility

**Leonard Good**

Chief Executive Officer  
and Chairman

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March 30, 2005

Dear Council Member:

I am writing to notify you that UNEP, the Implementing Agency for the project entitled, *Global: Building Capacity for Effective Participation in the Biosafety Clearing House (BCH) -- (add-on to include 89 additional countries)*, has submitted the proposed project document for CEO endorsement prior to final approval of the project in accordance with UNEP procedures.

Over the next four weeks, the Secretariat will be reviewing the project document to ascertain that it is consistent with the proposal included in the work program approved by the Council in November 2004, and with GEF policies and procedures. The Secretariat will also ascertain whether the proposed level of GEF financing is appropriate in light of the project's objectives.

If by April 27, 2005, I have not received requests from at least four Council Members to have the proposed project reviewed at a Council meeting because in the Member's view the project is not consistent with the Instrument or GEF policies and procedures, I will complete the Secretariat's assessment with a view to endorsing the proposed project document.

We have today posted the proposed project document on the GEF website at [www.theGEF.org](http://www.theGEF.org). If you do not have access to the Web, you may request the local field office of UNDP or the World Bank to download the document for you. Alternatively, you may request a copy of the document from the Secretariat. If you make such a request, please confirm for us your current mailing address.

Sincerely,

A handwritten signature in black ink, appearing to be 'L. Good', written over the word 'Sincerely,'.

cc: Alternates, Implementing Agencies, STAP



# United Nations Environment Programme

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PROGRAMME DES NATIONS UNIES POUR L'ENVIRONNEMENT • PROGRAMA DE LAS NACIONES UNIDAS PARA EL MEDIO AMBIENTE  
ПРОГРАММА ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ ПО ОКРУЖАЮЩЕЙ СРЕДЕ

DIVISION OF GEF COORDINATION

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## TELEFAX TRANSMISSION

**To:** Patricia Bliss-Guest  
Deputy CEO  
GEF Secretariat

**Date:** 18 March 2005

**Attn:** Programme Coordination

**From:** Ahmed Djoghla  
Director  
Division of GEF Coordination

**Subject:** Biosafety: Add-on Project for 'Building Capacity for Effective Participation in the Biosafety Clearing House (BCH)'

Page 1 of 1

Please find attached for final CEO approval the add-on project for 'Building Capacity for Effective Participation in the Biosafety Clearing House (BCH)' submitted to the November 2004 Council Meeting.

A note explaining how Council member comments have been incorporated in the revised project document is also attached.

Regards.



# United Nations Environment Programme

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## BUILDING CAPACITY FOR EFFECTIVE PARTICIPATION IN THE BIOSAFETY CLEARING HOUSE OF THE CARTAGENA PROTOCOL

### Response to Comments from Council Members November 2004

Country	Comments	Action Taken
<b>Germany:</b>	The BCH project focuses on establishing national BCHs, which is not required under the protocol, article 20. Against this background, we think that it is crucial to take into account first evaluations and positive results before an add-on project should be supported.	<p>Although Article 20 of the Protocol does not focus on establishing national BCHs, a joint meeting of the COP and the ICCP Bureaux, held in December 2002, identified national BCH components as essential for enabling CPB Parties to provide information to the BCH in accordance with their obligations under the Protocol and to access the information available through the BCH for decision-making. Additionally, they noted that, while the central portal of the BCH has been developed to a point where it is functional, less progress has been made with regard to the development of national components.</p> <p>In this regard, a Liaison Group Meeting of Technical Experts on the BCH, held in April 2003 in Montreal, considered the issue of national participation in the BCH. One of the recommendations of the Liaison Group was to prepare guidelines on the options available to Parties to participate in the BCH.</p> <p>Following this recommendation of the Liaison Group, the Secretariat of the Convention on Biological Diversity</p>

		<p>issued a notification <i>SCBD/BS/RH/jh/38460</i> <b>Guidelines for National Participation in the Biosafety Clearing-House (BCH)</b> on 23 September 2003. This is attached as Annex 7 and includes the options available to countries and the respective technical, human and equipment requirements.</p> <p>The BCH project is mandated to assist countries to establish an appropriate national BCH infrastructure based on the options available to them as outlined by the SCBD notification of 23 September 2003 and referred to above. Annex 8 also lists the potential minimum and maximum equipment requirements for each of the options recommended by the SCBD for national participation in the BCH, as referred to in the above notification.</p> <p>In the revised project document, Paragraph 3 in the section on “Additional information” reflects the above comments.</p>
	<p>Before almost tripling the GEF support for biosafety capacity building projects that mainly cover activities not required by the Cartagena Protocol the existing BCH project has to demonstrate that its approach is able to trigger the commitment and skills of participating countries as well to participate in the BCH as to establish and sustain a national BCH.</p>	<p>The project was first submitted to GEF Council for approval in the July 2003 inter-sessional meeting of the Council. However, upon the request of one country it was re-submitted to the November 2003 GEF Council. At this meeting, the GEF Council, approved the project in principle. However, final approval by the GEF Secretariat was only received at the end of March 2004.</p> <p>The project was internalized through UNEP administration to have a start date of 1 May 2004. Therefore, it could be considered rather early for lessons and practices to be emerging from the project within less than one year of its operation.</p> <p>On the other hand, the initial project was approved for only 50 countries and all 50 countries are now participating. There has already been a strong interest and</p>

		<p>commitment by these countries to their involvement in the process and the other countries are waiting for the opening up of the project to participate fully.</p> <p>An additional 11 countries are already technically eligible for assistance under this project as they fall within the initial criteria and these countries have indicated their interest in participation. As of 7 March 2005, 21 additional countries are also eligible for funding since they are already Parties.</p> <p>In addition, the guidance from COP-MOP-1 requested GEF as its financial mechanism, to extend the project to include all countries that are Parties to the CBD, which, as of 5 March 2005, is a further 57 additional countries. This is a very strong measure of interest of countries to participate fully in the BCH but</p> <p>It is considered essential by the COP, therefore, to start projects in these countries as soon as possible since they have to build their capacities to enable them to effectively participate in the BCH as they are now obliged to do so.</p> <p>An evaluation of the GEF Initial Strategy on Biosafety by the GEF Monitoring and Reporting Unit is currently underway and will also focus, with reduced attention, on the existing BCH project. Results are likely to be ready by late 2005, but countries need to start using the BCH as soon as humanly possible.</p>
	<p><u>Methodology:</u> The add-on project would increase the budget significantly. According to the COP Guidance, financial resources shall only be provided for country-driven activities and programmes consistent with their national priorities and objectives. Referring to the Geneva workshop, this workshop concept cannot be regarded as country- and needs-driven but still rely on a technology-driven approach and the dominance of experts from industrialized countries. With view to the limited number of representatives from developing countries (2 out of 25), the needs of the regions and countries participating in the BCH project could not</p>	<p>To ensure that the needs of developing countries are addressed in the development of training packages targeted towards them, the BCH project has, so far conducted two consultations, first in Geneva in May 2004 to develop terms of reference for the training package for the BCH and the second, in December 2004, upon the request of the German GEF Council member during the May 2004 GEF Council.</p>



		<p>working. This will ensure that regional specificities are incorporated into the work of the BCH project team and that countries receive high quality, local and country specific services from the start of the BCH project and all through its implementation and monitoring. A list of the 25 advisors may be found on <a href="http://www.unep.ch/biosafety/bch.htm">www.unep.ch/biosafety/bch.htm</a></p> <p>A revised logical framework to incorporate this change is attached to the project as Annex 9.</p>
	<p><u>Support for Computer Hardware:</u> We need detailed information regarding the purchase of computer hardware in NBF and BCH projects. Although financial support has been given to participating countries in the context of the NBF project, an additional support of 25.000 US \$ shall be provided for each country participating in the BCH project. According to the project proposal, this is necessary because the first payment (NBF project) was provided for the development of national biosafety frameworks. Within the questionnaire on resources and expertise available in countries for the exchange of information with the BCH, 76.1% of the respondents reported that the creation of a national biosafety database was part of the project on the development of national biosafety frameworks.</p> <p>Since we see a contradiction between both statements, we need further information before additional 2,225 million US \$ are spent for the purchase of computer hard- and software.</p>	<p>The limited equipment and software, provided under the NBF Development Project (<i>average = 9,032 US\$ for 100 countries</i>) has been used to provide a maximum of 2 computers per country <i>inter alia</i>. These computers are not necessarily available to the BCH Focal point and most countries will need to connect up a larger number of computers and organizations under any design of national BCH.</p> <p>The CBD Sec estimated that approximately \$25,000 per country would be a minimum required for equipment needs for setting up their national BCH components, taking into account the scope of a national BCH and the NBF project. Choice of national BCH components, however, depends on the policy decisions regarding the implementation of the CPB.</p> <p>In most cases, a national BCH component is far more than only a national database. Depending on the option chosen by a country, based on the notification sent to them by the SCBD and attached as Annex 7, a national BCH system may include a computer and an internet connection or it may include a firewall server, database server, web server, intranet connections to several National Competent Authorities.</p> <p>Annex 8 is a list of minimum and potentially maximum</p>

		<p>equipment requirements that countries may choose, based on the recommendation made by the SCBD in the notification attached as Annex 7.</p> <p>The national BCH components could involve complicated systems of decision-making and could involve many different national authorities, whereby increasing the number of computer connections, intranet and internet, security and other requirements. Three developed countries that have so far operationalised their BCH, have each 1- 3 national authorities participating in the decision-making process or making decisions separately and being responsible for reporting these on the BCH. This makes it necessary for each of these agencies to be connected to each other and to be able to interact with the central portal of the BCH,.</p> <p>Such a scenario is not improbable for many other countries and so a sum larger than \$25,000 may well be necessary, but the funds from GEF will be limited to 25,000 US \$, in any case.</p>
	<p><u>Non-internet based BCH:</u> Although all relevant documents on the development of the BCH draft proposal refer to the need to develop a non-internet based BCH, we do not see an appropriate response to this need in the BCH project. Against this background, we would like to have first results from the implementation of the on-going BCH project, for being sure that the GEF project refers to the need to develop a non-Internet based system to access the BCH in a sufficient manner as well.</p>	<p>The training package that has been developed under this project will be made available to all countries through CD-ROMs as well as being available through the website.</p> <p>It might be useful to note here that 5 of the 6 modules of the training package that has been developed focus on obligations relating to the BCH, introduction to the BCH, finding information and using the central portal. All these modules are accessible in paper format and will be provided to all the countries through the CD-ROMS. The project, therefore, is not focusing solely on internet options, but is also going to provide support to countries that are unable to have internet connections.</p> <p>It is also intended to provide equipment support to</p>

		<p>countries taking into account the non-internet option, if a country so chooses.</p> <p>However, it is also important to note, of the 50 countries currently participating in the project, no country has, as yet, indicated that it would opt for a non-internet option.</p>
<b>USA:</b>	<p>The US can support the proposal provided UNEP submits a new log frame. Even if a log frame was submitted with the original proposal, we believe this proposal should have a revised log frame based on the findings from the May 2004 workshop on training which would provide more specific targets and indicators. A log frame would also help clarify the project's proposed outcomes. The text was vague about the number of trainings and total number of people trained.</p>	<p>A revised log frame is attached as Annex 9.</p>
	<p>Cost-effectiveness: Why is \$890,000 (in the budget) required with the add-on project to develop training materials? Shouldn't the training materials already be developed by the original project and this proposal should only cover the incremental costs of the additional participation?</p>	<p>Please note, since this is an add-on project, costs of the project have been calculated from the base of the original project costs for 50 countries and have been adjusted on a pro rata basis for 89 countries. This is standard practice for add-on projects.</p> <p>The basic training material will have been developed under the original project budget. However there is a continued need to further develop the material based on additions, changes and new developments to the BCH, changes to the central portal of the BCH and also within a limited period of time, technology updates.</p> <p>Each change also has translation costs associated with them. All material has to be made available and therefore translated into the six UN official languages. This is an extremely costly enterprise.</p>
	<p>How is the CBD Secretariat going to participate in this project? The CBD is responsible for the BCH and they clearly have the most experience and knowledge in this regard, but they are barely mentioned in the proposal.</p>	<p>The SCBD has been involved with this project from the very beginning. In fact, the initial project was developed as a direct response to the needs of the countries for access and use the Biosafety Clearing House and in close collaboration with the SCBD. Regular contact and frequent meetings keep the relationship mutually supportive and in tune with the changes each side experiences in the project process.</p>

		<p>The SCBD has always been intensely involved in the development of the training material that has been developed under this project, from initially reviewing the terms of reference for the training package to actually peer reviewing the training packages themselves.</p> <p>It is also recognized that the toolkit currently available on the central portal of the BCH is outdated, and in the new version of the central portal it will be replaced by the text of the training modules that have been developed under this project.</p> <p>The SCBD has been involved, to the extent possible, in peer reviewing the terms of reference of the regional advisors to be used by the BCH project, in selecting the advisors and in training the advisors as well.</p> <p>SCBD has participated in every workshop and consultation that has been organized by the BCH team in UNEP-GEF and a staff member of the BCH Team is also a member of the Informal Advisory Committee of the BCH hosted by the SCBD.</p>
	<p>Costs: This seems like a lot of money for a simple add-on to a project for example, \$682,000 seems high for activities to "enhance the expertise of existing IT experts"? If one has to "enhance" their expertise, are they "experts" to begin with?</p>	<p>The BCH is a comparatively new mechanism and as of now its development has been mostly limited to the central portal, managed by SCBD. Because of the newness of the field, there are relatively few experts worldwide that can be called upon to assist developing countries to decide on options for national access to the BCH, help them set up the national BCH structure or help train people who are most likely to be using and accessing the BCH in countries.</p> <p>UNEP has, therefore, carried out an international peer reviewed process to find the best available experts in relevant fields from developing countries and then screened them. A training workshop has been carried out to explain to IT experts all that they need to know about</p>

		<p>the CP and about the BCH and how to assist countries and explain all the tools and options available. Follow up and monitoring of the quality of the advice given and the feedback from countries will allow us to correct problems and keep up the quality of support provided. Another training session will be carried out next year to update on new developments, equilibrate the knowledge in the pool of advisors, facilitate knowledge sharing and assist them to do their job better.</p> <p>The costs also include the cost of holding the regional consultations as requested by GEF Council</p> <p>Reference to this has been made in bullet point 2 under point 3. <i>Costs and Financing (Million US \$)</i>.</p>
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**PROJECT EXECUTIVE SUMMARY  
GEF COUNCIL WORK PROGRAM SUBMISSION**

**AGENCY'S PROJECT ID:** GFL/2328-2716-4771  
**COUNTRY:** Global (List of Countries attached in Annexes)  
**PROJECT TITLE:** "Capacity Building for Effective Participation in Biosafety Clearing House (BCH)" : Add-on for 89 countries  
**GEF AGENCY:** UNEP  
**OTHER EXECUTING AGENCY(IES):**  
**DURATION:** 3 years  
**GEF FOCAL AREA:** Biodiversity  
**GEF OPERATIONAL PROGRAM:** Enabling Activity  
**GEF STRATEGIC PRIORITY:** # 3 CAPACITY BUILDING FOR THE IMPLEMENTATION OF THE CARTAGENA PROTOCOL  
**ESTIMATED STARTING DATE:** December 2004  
**IA FEE:** \$801,513 US\$

<b>FINANCING PLAN (US\$)</b>	
<b>GEF PROJECT/COMPONENT</b>	
Project	8,905,700
PDF A	
PDF B	
PDF C	
<b><i>Sub-Total GEF</i></b>	<b>8,905,700</b>
<b><i>Co-FINANCING* 1,053,399</i></b>	
GEF Agency	
Others	
<b><i>Sub-Total Co-financing:</i></b>	<b>1,053,399</b>
<b><i>Total Project Financing:</i></b>	<b>9,959,099</b>
<b>FINANCING FOR ASSOCIATED ACTIVITIES IF ANY:</b>	
<b>LEVERAGED RESOURCES IF ANY:</b>	

\*Details provided under the Financial Modality and Cost Effectiveness section

**CONTRIBUTION TO KEY INDICATORS OF THE BUSINESS PLAN:**

**RECORD OF ENDORSEMENT ON BEHALF OF THE GOVERNMENT(S):**

Date:

Approved on behalf of the *UNEP*. This proposal has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for work program inclusion

Ahmed Djoghlafl  
 IA/ExA Coordinator  
 Date: March 18, 2005

Christopher Briggs  
 Project Contact Person  
 Tel. and email: Tel. +41 22 917 8411  
 Email: chris.briggs@unep.ch

**PROJECT SUMMARY**

- a) Project rationale, objectives, outputs, and activities.
- b) Key indicators, assumptions, and risks (from Logframe)

**2. COUNTRY OWNERSHIP**

a) COUNTRY ELIGIBILITY

b) COUNTRY DRIVENNESS

**3. PROGRAM AND POLICY CONFORMITY**

- a) PROJECT DESIGN
- b) SUSTAINABILITY (INCLUDING FINANCIAL SUSTAINABILITY)
- c) REPLICABILITY
- d) STAKEHOLDER INVOLVEMENT
- e) MONITORING AND EVALUATION

**4. FINANCIAL MODALITY AND COST EFFECTIVENESS**

<b>Co-financing Sources</b>			
<b>Name of Co-financier (source)</b>	<b>Classification</b>	<b>Type</b>	<b>Amount (US\$)</b>
<b>Sub-Total Co-financing</b>			

**5. INSTITUTIONAL COORDINATION AND SUPPORT**

- a) CORE COMMITMENTS AND LINKAGES
- b) CONSULTATION, COORDINATION AND COLLABORATION BETWEEN IAS, AND IAS AND EXAS, IF APPROPRIATE.
- c) PROJECT IMPLEMENTATION ARRANGEMENT

## **ANNEX A: INCREMENTAL COST ANALYSIS**

## **ANNEX B: PROJECT LOGICAL FRAMEWORK**

## **ANNEX C: RESPONSE TO EXTERNAL REVIEWS**

- a) Convention Secretariat
- b) Review by expert from STAP Roster
- c) Council (at CEO endorsement)

## **1. Project Identifiers**

<b>Project Number:</b>	GFL/2328-2716-4771
<b>Project Title:</b>	Add-on Project for “Building Capacity for Effective Participation in the Biosafety Clearing House (BCH)” (to include 89 additional countries)
<b>Duration:</b>	36 months
<b>Implementing Agency:</b>	United Nations Environment Programme (UNEP)
<b>Executing Agency:</b>	United Nations Environment Programme (UNEP)
<b>Eligibility:</b>	<p>The original project was intended to support 50 countries that were Parties to the Protocol at the time of the first meeting of the Parties (COP7/MOP1). However, at the time of the first MOP, 61 countries had already become Parties.</p> <p>COP 7 gave guidance to expand the eligibility of the project to include all developing countries and countries with economies in transition that are Parties to the Protocol or who:</p> <ul style="list-style-type: none"><li>• Are Parties to the Convention on Biological Diversity;</li><li>• Provide clear political commitment towards becoming Parties to the Protocol through a written assurance to the Executive Secretary that the country will become a Party on completion of activities to be funded; and</li><li>• Are not beneficiaries of GEF project to support implementation of their National Biosafety Frameworks (NBFs).</li></ul> <p>This leads to a further 89 countries becoming eligible for support.</p>

**GEF Focal Areas:** Biodiversity/Biosafety

**GEF Programming Framework:** The project, which is an extension of the original project on “Building Capacity for Effective Participation in the Biosafety Clearing House (BCH)”, falls within the activities contained in the GEF Initial Strategy on Biosafety adopted by GEF Council in November 2000. The project also addresses the emerging priorities outlined by the GEF for Phase III under the pillar on “Capacity Building for the Implementation of the UN Convention on Biological Diversity Cartagena Protocol on Biosafety”. Biosafety is a crosscutting issue to OPs1-4 and OP13. As an enabling activity, this project is eligible for full

financing. This further request for additional funds for 89 additional countries is an extension of the original project design with the same norms and standards.

## **2. Summary:**

The goal of this project falls under the global aim to support the implementation of the Cartagena Protocol on Biosafety. The GEF Initial Strategy set out the need for support within the list of its proposed activities “to enable countries to participate in the biosafety clearing-house, once the clearing-house terms of reference are agreed upon by the Parties”. The project is proposed as an add-on project to the current UNEP-GEF Project on Development of National Biosafety Frameworks. The objective is complementary to that project’s aims, but more specifically will develop core human resources and establish an appropriate national BCH infrastructure so as to enable eligible countries to fully participate and benefit from the Biosafety Clearing House (BCH), as established under Article 20 of the Biosafety Protocol, and assist them to comply with their obligations under the Biosafety Protocol. This targeted intervention will facilitate the ability of the eligible countries to readily access scientific, technical, environmental and legal information on LMOs, and thereby assist with implementation of the Protocol in ensuring an adequate level of protection for biodiversity in the field of safe transfer, handling and use of LMOs. This activity will also complement the other past and existing projects aiming at the implementation of National Biosafety Frameworks.

## **3. Costs and Financing (Million US \$)**

This is an Enabling Activity project and is therefore considered fully incremental in the context of GEF funding. The add-on project budget summary for 89 countries is provided in Annex 1. The costs of the project have been calculated from the base of the original project costs for 50 countries and have been adjusted on a pro rata basis for 89 countries. The original budget covered the costs of all activities at the national level to be agreed individually with each country, as well as some costs associated with use of a limited number of experts. All the original costs, as well as the global level activities and support have been calculated back to a country basis and multiplied for 89 additional countries. However, an additional sum of 682,000 US \$ has been added to the total for the following reasons:

- A consultation of experts to assist in developing the TORs for a training package was held in May 2004 (Report from this meeting can be found at <http://www.unep.ch/biosafety/BCH/files/BCHwksshrptMay.pdf>). The meeting participants (List of Participants attached as Annex 5) decided that the training and use of regional advisors at a country level was the most effective way of supporting countries to set up and use their biosafety clearing-houses. The original intention had been to train, at a sub-regional level, three national experts and a few regional experts. Professional experience has shown that trained regional experts are better able to provide better long-term and tailored service to assist countries to participate in the BCH. Only BCH Regional Advisors, as the ‘Regional Experts’ are to be known will henceforth be used for giving assistance to countries.
- The BCH is a comparatively new mechanism and as of now its development has been mostly limited to the central portal. Approximately 12-15 countries are actively developing their national BCHs and other countries that need to use it,

are not yet doing so as they do not have sufficient capacity to carry out the actions or lack the necessary equipment. Therefore, there are relatively few experts worldwide that can be called upon to assist developing countries and countries with economies in transition to decide on options for national access to the BCH, help them set up the national BCH structure or help train people who are most likely to be using and accessing the BCH in countries. It is, therefore, necessary to enhance the expertise of existing IT experts and Cartagena Protocol experts from the four regions in which this project is working. All regional experts will go through a rigorous recruitment procedure before qualification and this recruitment and quality control imposes additional costs to the management system. All chosen regional experts will be given intensive and extensive training on the BCH using a curriculum and a pedagogical methodology developed in collaboration with InWEnt and with a training package developed in collaboration with UNITAR. This imposes additional costs above the original design in terms of training trainers and keeping up high standards of service delivery by additional training, more monitoring and annual meetings of experts to maintain and update the quality and content of advice and delivery of training.

- In addition, the Joint Summary from the May 2004 GEF Council, it is cited that “The GEFSEC and UNEP were requested to organize consultations of regional scientists and technical experts to advise on the project for building capacity for participation in the biosafety clearing house of the Cartagena Protocol...”. This consultation took place in Geneva on 13-14 December and a list of participants from the consultation is attached as Annex 6. The report from this consultation can be found at [http://www.unep.ch/biosafety/BCH/files/BCH\\_regcons13-14Dec2004rep.pdf](http://www.unep.ch/biosafety/BCH/files/BCH_regcons13-14Dec2004rep.pdf).

Additional funding of 682,000 US \$ is, therefore, requested for holding this proposed consultation of regional experts and scientists and for supporting additional costs of recruitment, training, updating and annual review of regional experts as per the above-mentioned recommendations.

A list of potentially eligible countries is appended as Annex 3.

With respect to co-financing, all participating countries will be asked to contribute in-kind by assigning staff to work at a country level with the project and the value of this will be monetized. In addition, Canada is contributing US\$420,000 to help set up a regional BCH for the 14 Pacific Island Countries to be hosted and managed by the regional organization, SPREP in Samoa. Germany will also be contributing up to US\$10,000 to help in developing the curriculum and methodology for the training of the regional experts. This co-financing is at a greater ratio than the original project and shows the great interest in training for the BCH.

<b>GEF:</b>	Project	:	\$	8,905,700
	Subtotal GEF	:	\$	8,905,700
	Governments in kind Contribution:			
	Participating Country Governments :		\$	623,399
	Canada	:	\$	420,000
	Germany	:	US\$	10,000
	<b>Subtotal Co-financing</b>	:	<b>US\$</b>	<b>1,053,399</b>
<hr/>				
	<b>Total Project Cost</b>	:	<b>US\$</b>	<b>9,959,099</b>
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**4. IA Contact:** Mr. Ahmed Djoghlaflaf, Director Division Global Environment Facility, UNEP/GEF Co-ordination Office, UNEP, Nairobi.  
 Tel: 254-2-624166; Fax: 254-2-624041;  
 Email: Ahmed.Djoghlaflaf@unep.org

**Additional Information on Add-on Project (89 countries) to the UNEP-GEF Project on Building Capacity for Effective Participation in the Biosafety Clearing House (BCH)**

**A. BACKGROUND**

1. More than 100 countries signed the Cartagena Protocol on Biosafety (CPB) while it was open for signing, and as of 15 July 2004, 102 countries have already ratified or acceded. **The Protocol entered into force on 11 September 2003, on the 90th day after the date of deposit of the fiftieth instrument of ratification or accession.** Entry into force of the Protocol means that all Parties to the Protocol must be able to use the Biosafety Clearing-House to fulfill various obligations under the Protocol. In this context, many Parties during the meetings of the Intergovernmental Committee for the Cartagena Protocol (ICCP) have expressed concern over the urgent need to build national capacities to use and provide information to the Biosafety Clearing-House (BCH). A questionnaire was launched by UNEP -GEF in February 2003, in close collaboration with the CBD Secretariat, in order to determine the state of current access and use of the Biosafety Clearing House in each country, and to further understand their urgent needs. The results of this survey indicated a series of needs and specific requests for training and were used in designing a project that could meet their urgent needs.
2. The CBD Secretariat, following the recommendations of the ICCP, has developed the BCH. The pilot phase was first launched in March 2001, and a revised version was made available in February 2003 and the fully operational phase was launched in April 2004. The BCH is comprised of a central portal and a distributed network of external components. The focus of the work at the CBD Secretariat has been on development of the central portal. Now the focus is to develop the national BCH components and the capacities of countries to access and use the BCH.
3. Although Article 20 of the Protocol does not focus on establishing national BCH components, a joint meeting of the Bureaux of the COP and the ICCP, held in December 2002, identified national BCH components as essential for enabling Parties to provide information to the BCH in accordance with their obligations under the Protocol and to access the information available through the BCH for decision-making. Additionally, they noted that, while the central portal of the BCH has been developed to a point where it is functional, less progress has been made with regard to the development of national components. In this regard, a Liaison Group Meeting of Technical Experts on the BCH, held in April 2003 in Montreal, considered the issue of national participation in the BCH. One of the recommendations of the Liaison Group was to prepare guidelines on the options available to Parties to participate in the BCH. Following this recommendation of the Liaison Group, the Secretariat of the Convention on Biological Diversity issued a notification *SCBD/BS/RH/jh/38460* **Guidelines for National Participation in the Biosafety Clearing-House (BCH)** on 23 September 2003. The notification in attached as Annex 7 and Annex 8 provides a list of minimum and maximum equipments requirements for each of the options recommended in the notification.

4. The CBD-COP-6 has also specifically requested the GEF to provide for national capacity-building in biosafety, in particular for enabling effective participation in the Biosafety Clearing-House (Decision VI/17.10b). The Intergovernmental Committee for Cartagena Protocol on Biosafety (ICCP) has recognized the interconnection between national capacities, effective use of the Biosafety Clearing-House and successful implementation of the Biosafety Protocol, and urged donors to provide financial support and technical assistance to enable developing countries to access and use the pilot phase of the Biosafety Clearing-House (see recommendations 1/4.1, 2/8 and 3/3).
5. It is therefore imperative that all countries have the necessary capacity to access and use the BCH effectively. With the entry into force of the Protocol on the 11 September 2003, countries are required to enter and manage their own data in the Biosafety Clearing-House. They, therefore, require essential equipment, tools and training, to be able to fulfill these obligations and to take advantage of the benefits provided by the BCH. The 12 demonstration projects on Implementation of National Biosafety Frameworks, presently being run by UNEP, UNDP and the World Bank, already have specific budget provisions on setting up national components of the BCH and will therefore not be eligible to directly receive funds under this project.
6. It is also intended that this project will synergize with the larger global effort at capacity building in support of implementation of the Protocol. For example, the BCH will assist in making legislative and regulatory frameworks more widely accessible to the world. This is important for learning lessons and information sharing as a number of such frameworks are being developed through the UNEP-GEF global biosafety frameworks project. In addition, infrastructure and expertise gained through this project may be applied to other areas of information-exchange, such as upgrading and maintaining an online biodiversity presence through the Clearing-House Mechanism of the Convention.
7. The overall objective of this project is to assist eligible countries in building and strengthening the national capacity needed to enable access and use of the BCH in order to implement their obligations under the Protocol now that it has entered into force. The overall objective will be achieved through the following specific objectives:
  - (a) To strengthen capacity in eligible Parties through support for capacity building including training activities for key stakeholders. The training programmes will cover (i) data management; (ii) identification and access to information required for decision-making under the Cartagena Protocol on Biosafety and (iii) access to, and registration of information in the BCH.
  - (b) To create an enabling environment for Parties to meet the obligations for implementation of the Protocol by providing participating countries with appropriate computer hardware and software, as well as appropriate software for the storage and exchange of data with the BCH through Internet connectivity or other means.

- (c) To support further capacity building activities through the development and dissemination of an interactive computer-based training package including the BCH toolkit. This training package will be developed at the global level and used for training as well distributed in participating countries.

## **B. ELIGIBILITY**

8. The original project was intended to support 50 countries that were Parties to the Protocol at the time of the first meeting of the Parties (MOP1) and were not beneficiaries of the GEF demonstration projects for implementation. However, at the time of the first MOP (13 February 2003) 61 countries had become Parties, 11 more than the project had been designed to support (See Annex 3). There is a consequent need to respond to the needs for support for these 11 countries.
9. Additionally, as of 7 March 2005, 21 countries have ratified or acceded to the Protocol after the first meeting of the Parties (See Annex 3). These could be considered to be eligible for funding through this project based on COP7/MOP1 guidance that “All developing countries, in particular the least developed and small developing states among them, and countries with economies in transition, including countries amongst these that are centres of origin and centres of genetic diversity, which are Parties to the Protocol, are eligible for funding by the Global Environment Facility in accordance with its mandate.”
10. Finally, based on the recommendations from COP7-MOP/1, an additional 57 countries could be eligible to seek funding from this project (See Annex 3). The COP 7 guidance expanded the eligibility of the project to include all developing countries and countries with economies in transition that are Parties to the Protocol or which:
- Are Parties to the Convention on Biological Diversity; and
  - Provide clear political commitment towards becoming Parties to the Protocol through a written assurance to the Executive Secretary that the country will become a Party on completion of activities to be funded.
11. Attached, as Annex 4, is a letter forwarded to the above -mentioned 62 countries by the Executive Secretary of the Convention on Biological Diversity and the Chief Executive Officer/Chairman of the Global Environment Facility informing them of Decision VII/20 of the Conference of the Parties to the Convention on Biological Diversity. A sample written confirmation to become a Party to the Protocol is also attached to this letter. Upon receiving notification from the SCBD of the written assurance from a country to become a Party, UNEP will proceed with the project in that country.
12. A list of the 89 countries that are considered eligible under these three sets of criteria, as of 10 March 2005, can be found in Annex 3.
13. Countries that are beneficiaries of the 12 GEF demonstration projects to support implementation of their National Biosafety Frameworks (NBFs) are not considered eligible for funding through this project.

### **C. CURRENT STATUS OF THE ORIGINAL 50 COUNTRY PROJECT**

14. In November 2003 the GEF Council approved, in principal, the project entitled “Building Capacity for Effective Participation in the Biosafety Clearing House (BCH) of the Cartagena Protocol”. In March 2004, final approval was given to UNEP–GEF by the GEF Secretariat and UNEP determined a start date of 1 May 2004 for the project to begin its activities. In anticipation of the approval of the project by the GEF Council at its November 2003 session, the UNEP-GEF Biosafety Unit in November 2003 recruited a task manager for the project. In addition, an information-technology specialist has started work from mid-June 2004.
15. This project was developed as a direct response to the needs of the countries for access and use the Biosafety Clearing House and in close collaboration with the SCBD. It was first presented to the GEF Council in the July 2003 inter-sessional meeting but, at the request of one GEF Council member, it was postponed and finally included in the work programme presented to the GEF Council meeting of November 2003.
16. Between January and February 2004, letters were sent to the 61 countries informing them of their potential eligibility to participate in the new BCH project. As of 1<sup>st</sup> October 2004, 51 countries had sent letters from their GEF Focal Points indicating their interest in participating in this project.
17. Upon the start of the project, in May 2004, a meeting of experts was convened to investigate various ways in which the development of the training programme for the BCH could be moved forward in an expeditious and efficient manner. The two-day deliberations by these experts raised a number of important issues in the methodology to be used by the BCH project in delivering training programmes to assist countries to set up, maintain and use BCHs, whether through the central portal or by setting up their own national BCHs. In accordance with the discussions in the workshop, the project design has been adjusted to reflect the concerns of the participants. The minutes from this meeting can be found at <http://www.unep.ch/biosafety/BCH/files/BCHwkshprptMay.pdf> and a revised logical framework is attached as Annex 9. In addition, a list of participants is attached as Annex 5.
18. At the above meeting of the experts, it was recognised that the most efficient and expeditious way to deliver high quality, tailored services to participating countries, was to recruit and train a team of regional advisors who could directly deliver services to countries to assist them in their choice, selection and set-up of national BCHs. The original intention had only been to train, at a sub-regional level, three national experts and some regional experts. Professional experience has shown that trained regional advisors are better able to provide better long-term and tailored service to assist countries to participate in the BCH. Therefore, a set of regional advisors will be selected from the four regions in which UNEP is working (Africa, Asia and the Pacific, Latin America and the Caribbean and Central and Eastern Europe). However, since expertise on the BCH is currently very limited, it is necessary to enhance the expertise of existing IT experts and Cartagena Protocol experts from all four regions.

19. A full open, public advertisement through regional newspapers was made, and a call for regional advisors was circulated to a network of over 5000 contacts for the services of the regional experts throughout the four regions. A shortlisting of suitable candidates was carried out according to a competency-based analysis. Papers of short listed candidates were submitted to an international peer review process involving experts, scientists and a sample of the participating countries to ensure that they meet the needs of the countries. An selection panel consisting of representatives from STAP, ITU, UNEP-GEF Biosafety Unit and SCBD via e-mail, made the final selection of the candidates and these chosen candidates were invited to attend a training workshop in January 2005 where they had to pass tests before qualification. This increased recruitment and quality control process imposes additional costs to the management and monitoring system. All chosen regional advisors will be given intensive and extensive training on the BCH using a curriculum and a pedagogical methodology developed in collaboration with InWent and with a training package developed in collaboration with UNITAR.
20. This revised procedure also imposes additional costs above the original design in terms of training the trainers and keeping up high standards of service delivery by additional training, additional monitoring of outputs and holding of annual meetings of experts to maintain and update the quality and content of advice and delivery of training.
21. The selection of the advisors will continue to be done transparently, based on terms of reference prepared by the Biosafety Unit and peer reviewed by experts, scientists and a sample of the participating countries to ensure that they meet the needs of the countries.
22. The role of the regional advisors will include direct support to countries by:
  - Assisting in making the choice for type and style of national participation in the BCH;
  - Delivering training activities including a training workshop, where required, with national counterparts to train up to 20 participants in the use and access of the BCH; and
  - Assisting in making the choice of national BCH access operational
23. There will be two types of regional advisors selected. A larger number of advisors who are skilled in information technology (IT) and other technology-related expertise, and a smaller number of advisors with knowledge of the Cartagena Protocol on Biosafety.
24. During the GEF Council meeting in May 2004, the extension of the project to include countries based on the guidance of COP 7 was discussed. Para 61 of the Joint Summary of the Chairs states that “The GEFSEC and UNEP were requested to organize consultations of regional scientists and technical experts to advise on the project for building capacity for participation in the biosafety clearing house of the Cartagena Protocol before expanding the project pursuant to the guidance of the COP. The concerns expressed by Council Members about the GEF-financed biosafety projects should also be taken into consideration in developing proposals to expand the project.”

25. On 13-14 December 2004 a consultation of regional scientists and technical experts was held in Geneva with the specific objective to seek advice on:
- The modular training package that has been developed by technical experts and in collaboration with UNITAR; and
  - The pedagogical curriculum and methodology developed in collaboration with InWEnt, for training of regional advisors, who will assist countries to participate in the BCH.
26. A list of participants from the consultation is attached as Annex 6. The report from this consultation can be found at [http://www.unep.ch/biosafety/BCH/files/BCH\\_regcons13-14Dec2004rep.pdf](http://www.unep.ch/biosafety/BCH/files/BCH_regcons13-14Dec2004rep.pdf).
27. During the months of June through November 2004, project staff worked on developing a training package, which includes many interactive elements, primers and workbooks, with international experts, UNITAR and other partners. In addition, work was done to develop terms of reference for BCH Regional Advisors and then a world-wide call for these advisors was set up.
28. In May 2004, the Development project as part of its last round of workshops, held a workshop for the Small Island Developing States in Trinidad and Tobago. At that meeting, the Pacific Island countries identified a strong need and support for a regional BCH node that would help the Pacific Island countries to quickly and effectively start using the BCH.
29. Since helping set up a regional node is beyond the scope of the current project, the UNEP-GEF Biosafety Unit contacted other partners to see if they would be interested in helping set up a regional node for the Pacific countries, while the BCH project would focus its activities on training and equipment requirements at a national level, to meet the objectives of the project.
30. Environment Canada, in response, was interested in assisting the Pacific countries set-up a regional node. Therefore, a workshop for the Pacific Region was held 2-5 November for the 14 Pacific Island countries with the dual purpose to identify and discuss the issues related to their regional BCH; and to conduct training on the obligations of the Cartagena Protocol relating to the BCH and an introduction and training on the central portal of the BCH. The report can be found on [www.unep.ch/biosafety/bch.htm](http://www.unep.ch/biosafety/bch.htm).
31. In addition, based on the recommendations of COP-MOP1, UNEP-GEF Biosafety Unit submitted to the GEF Council, for its November work programme, an add-on project to the current BCH project, which will expand eligibility for 89 additional countries. The GEF Council, has, in principal, approved the add-on to the current BCH project, however, four countries have requested UNEP-GEF to re-circulate the project to the GEF Council members via the website after updating the project document to take into account concerns raised by these Council members. This process is currently under way.

32. An “Operational Handbook” for countries to participate in the BCH project has been developed and forwarded to the 50 countries that are participating in the project. In addition, a sample Memorandum of Understanding (MOU) has been prepared by the UNEP-GEF Biosafety Unit and has also been forwarded to these 50 countries.
33. Finally, a training workshop for 28 potential BCH Regional Advisors, as the ‘Regional Experts’ are to be known was held in Kuala Lumpur in January-February 2005. 25 of the 28 participants that attended the workshop have been invited by the Biosafety Team to become advisors on the BCH project and assist countries to effectively participate in the BCH.
34. Quarterly Reports from the project can be found on [www.unep.ch/biosafety](http://www.unep.ch/biosafety).

## Annex 1

Budget for add-on Project for 89 Additional Countries within UNEP-GEF project for  
 “Building Capacity for Effective Participation in the  
 Biosafety Clearing House (BCH)”

UNEP BUDGET LINE/OBJECT OF EXPENDITURE	US\$ (TOTAL GEF FUNDING) 50 Countries Project	Budget per Country	Budget for 89 Countries
<b>10 PROJECT PERSONNEL COMPONENT</b>			
<b>1100 Project Personnel</b>			
1101 Project Manager	438,000	8,760	779,640
<b>1199 Subtotal</b>	<b>438,000</b>		<b>779,640</b>
<b>1300 Administrative Support</b>			
1301 Administrative Assistant	263,000	5,260	468,140
<b>1399 Subtotal</b>	<b>263,000</b>		<b>468,140</b>
<b>1999 Component Sub-Total</b>	<b>701,000</b>		<b>1,247,780</b>
<b>20 SUB -CONTRACT COMPONENT</b>			
<b>2300 Sub-contracts for commercial purposes</b>			
2301 Subcontract to private firms for development of supporting training materials	500,000	10,000	890,000
<b>2399 Subtotal</b>	<b>500,000</b>		<b>890,000</b>
<b>2999 Component Sub-Total</b>	<b>500,000</b>		<b>890,000</b>
<b>30 TRAINING COMPONENT</b>			
<b>3200 Group training</b>			
3201 Training / Orientation Sessions (average 20 participants x 50 countries x \$29,000 per country +20 regional experts) plus trainers and programme support	2,047,000	40,940	3,643,660
3202 Consultation of regional experts and scientists and workshops for training regional experts			691,000
<b>3299 Subtotal</b>	<b>2,047,000</b>		<b>4,334,660</b>
<b>3300 Technical Meetings</b>			
3302 Project Steering Committee			
<b>3399 Subtotal</b>	-		-
<b>3999 Component Sub-Total</b>	<b>2,047,000</b>		<b>4,334,660</b>
<b>40 EQUIPMENT COMPONENT</b>			
<b>4100 Expendable equipment</b>			
4101 Office supplies	10,000	200	17,800

<b>4199 Subtotal</b>	<b>10,000</b>		<b>17,800</b>
<b>4200 Non- Expendable equipment</b>			
4201 Computer hardware and software for 50 countries x 25,000 US \$ each	1,250,000	25,000	2,225,000
4202 Office equipment / furniture	15,000	300	26,700
4203 Office rental and maintenance	45,000	900	80,100
<b>4299 Subtotal</b>	<b>1,310,000</b>		<b>2,331,800</b>
<b>4999 Component Sub- Total</b>	<b>1,320,000</b>		<b>2,349,600</b>
<b>50 MISCELLANEOUS COMPONENT</b>			
<b>5200 Reporting costs</b>			
5201 Publication of relevant documents and reports	10,000	200	17,800
<b>5299 Subtotal</b>	<b>10,000</b>		<b>17,800</b>
<b>5300 Sundry</b>			
5301 Communication and mailing costs	37,000	740	65,860
<b>5399 Subtotal</b>	<b>37,000</b>		<b>65,860</b>
<b>5999 Component Sub-Total</b>	<b>47,000</b>		<b>83,660</b>
<b>GRAND TOTAL GEF FINANCING</b>	<b>4,615,000</b>	<b>92,300</b>	<b>8,905,700</b>

**Annex 2**  
**List of Participating Countries in the Current Project**

1	Antigua and Barbuda	26	Madagascar
2	Bahamas	27	Maldives
3	Bangladesh	28	Mali
4	Barbados	29	Marshall Islands
5	Belarus	30	Mauritius
6	Belize	31	Mongolia
7	Bolivia	32	Mozambique
8	Brazil	33	Nicaragua
9	Burkina Faso	34	Nigeria
10	Cambodia	35	Palau
11	Croatia	36	Panama
12	Czech Republic	37	Moldova, Republic of
13	Korea, Democratic People's Republic of	38	Romania
14	Djibouti	39	Samoa
15	Ecuador	40	Slovenia
16	Egypt	41	South Africa
17	El Salvador	42	Tajikistan
18	Ethiopia	43	Tonga
19	Ghana	44	Trinidad and Tobago
20	Grenada	45	Tunisia
21	Iran, Islamic Republic of	46	Turkey
22	Jordan	47	Ukraine
23	Latvia	48	Tanzania, United Republic of
24	Lesotho	49	Venezuela
25	Liberia	50	Viet Nam

**Annex 3**  
**List of Potentially Eligible Countries under the Expanded Project**

<b>Parties Before MOP1</b>	<b>Parties After MOP1</b>
1 Bhutan	1 Albania
2 Botswana	2 Algeria
3 Fiji	3 Armenia
4 Hungary	4 Dominica
5 Lithuania	5 Estonia
6 Nauru	6 Gambia
7 Niue (Not UN country)	7 Guatemala
8 Saint Kitts and Nevis	8 Indonesia
9 Saint Vincent and the Grenadines	9 Kiribati
10 Senegal	10 Lao People's Democratic Republic
11 Slovakia	11 Niger
	12 Paraguay
	13 Peru
	14 Rwanda
	15 Seychelles
	16 Solomon Islands
	17 Sri Lanka
	18 Syrian Arab Republic
	19 Togo
	20 Zambia
	21 Zimbabwe

<b>Not CP Party but Eligible as per MOP1 Guidance to GEF</b>	
1	Angola
2	Argentina
3	Azerbaijan
4	Benin
5	Bosnia and Herzegovina
6	Burundi
7	Cape Verde
8	Central African Republic
9	Chad
10	Chile
11	Comoros
12	Congo
13	Cook Islands (Not UN country)
14	Costa Rica
15	Côte d'Ivoire
16	Congo, Democratic Republic of the
17	Dominican Republic
18	Equatorial Guinea
19	Eritrea
20	Gabon
21	Georgia
22	Guinea
23	Guinea-Bissau
24	Guyana
25	Haiti
26	Honduras
27	Jamaica
28	Kazakhstan
29	Kyrgyzstan
30	Lebanon
31	Libyan Arab Jamahiriya
32	Malawi
33	Malta
34	Mauritania
35	Micronesia, Federated States of
36	Morocco
37	Myanmar
38	Nepal
39	Pakistan
40	Papua New Guinea
41	Philippines
42	Russian Federation
43	Saint Lucia
44	Sao Tome and Principe
45	Sierra Leone
46	Sudan
47	Suriname
48	Swaziland
49	Thailand
50	Macedonia, The Former Yugoslav Republic of
51	Turkmenistan
52	Tuvalu
53	Uruguay
54	Uzbekistan
55	Vanuatu
56	Yemen
57	Serbia and Montenegro

## Annex 4

Global  
Environmental  
Facility

Convention on  
Biological  
Diversity

September 13, 2004

Dear Madam/Sir:

Re: Requests for Financial Assistance from the GEF in Accordance with  
**Paragraph 21(b) of Decision VII/20 of the Conference of the Parties**  
**to the Convention on Biological Diversity**

Reference is made to paragraph 21(b) of decision VII/20 of the Conference of the Parties to the Convention on Biological Diversity which provides the following eligibility criteria for funding by the Global Environment Facility of certain activities related to the Cartagena Protocol:

“All developing countries, in particular the least developed and small island developing States amongst them, and countries with economies in transition, including countries amongst these that are centres of origin and centres of genetic diversity, which are Parties to the Convention and provide a clear political commitment towards becoming Parties to the Protocol, shall also be eligible for funding by the Global Environment Facility for the development of national biosafety frameworks and the development of national biosafety clearing-houses and other necessary institutional capabilities to enable a non-Party to become a Party. Evidence of such political commitment shall take the form of a written assurance of the Executive Secretary that the country intends to become a Party to the Protocol on completion of the activities to be funded.”

In order to facilitate the implementation of this decision, the Secretariats of the Convention on Biological Diversity and the Global Environment Facility have agreed that the following process should be followed by Parties to the Convention that are not yet Parties to the Cartagena Protocol and that wish to request funding from the GEF for the activities described in paragraph 21(b) of decision VII/20:

1. In order for a developing country or a country with an economy in transition that is a Party to the convention but not to the Cartagena Protocol to be eligible for financing from the financial mechanism for activities described in paragraph 21 (b) of decision VII/20, the Party must confirm in writing its political commitment to become a Party to the Protocol upon completion of the activities to be funded.
2. Such written confirmation should be in the form of a letter from the Minister responsible for biosafety issues within the Government addressed to the Executive Secretary of the Convention on Biological Diversity. A copy of the letter should also be sent to the CEO/Chairman of the GEF.
3. A copy of the letter submitted to the Executive Secretary should be attached to the project proposal submitted to an Implementing Agency of the GEF for funding.
4. The project proposal should be endorsed by both the national focal point for the Cartagena Protocol on Biosafety and the national operational focal point of the Global Environment Facility. If a country has not yet designated a national focal

point for the Cartagena Protocol on Biosafety, the project proposal should be endorsed by the national focal point for the Convention on Biological Diversity.

5. Countries that have received funding from the Global Environment Facility for activities referred to in paragraph 21 (b) of decision VII/20 will, on an annual basis, inform the Executive Secretary of the Convention of actions being taken towards becoming Parties to the Protocol.
6. The Executive Secretary will annually compile the national information that he receives and will distribute the compiled information to the Parties to the CBD and to the GEF Council.

A sample written confirmation of political commitment to become a Party to the Protocol is attached to the present letter.

Please accept, Madam/Sir, the assurance of our highest consideration.

Sincerely,

Leonard Good  
Chief Executive Officer/Chairman  
Global Environment Facility

Hamdallah Zedan  
Executive Secretary  
Convention on Biological Diversity

Attachment: Sample letter

cc: National Focal Points for the Convention on Biological Diversity and the Cartagena Protocol on Biodiversity  
GEF Focal Points, Implementing Agencies, STAP and Trustees

## SAMPLE LETTER

Date:

Mr Hamdallah Zedan  
Executive Secretary  
Secretariat of the Convention on Biological Diversity  
393 St. Jacques, Suite 300  
Montreal, Quebec  
Canada H2Y 1N9

Dear Executive Secretary,

### **Re: Political Commitment to become a Party to the Cartagena Protocol on Biosafety**

I wish to refer to decision VII/20, adopted by the Conference of the Parties to the Convention on Biological Diversity at its seventh meeting, which requires that any developing country or country with an economy in transition that is a Party to the Convention but not yet a Party to the Cartagena Protocol provide written assurance of political commitment to become a Party to the Protocol in order to access funding from the Global Environment Facility for biosafety project activities referred to in paragraph 21(b) of the decision.

In this regard, I have the honour, on behalf of the Government of (country name) to confirm that (country name) intends to become a Party to the Cartagena Protocol on Biosafety by the time of completion of such activities that are financed by the GEF.

The Government of (country name) will inform annually the Executive Secretary of the Convention on Biological Diversity of the actions it has taken towards becoming a Party to the Cartagena Protocol on Biosafety. Such information will be submitted to the Executive Secretary before the end of each calendar year.

Signed by Minister  
(Minister responsible for biosafety issues)

cc: Leonard Good, CEO/Chairman, GEF

**Annex 5**  
**List of Participants**  
**Workshop on Development of Training Materials for the**  
**UNEP-GEF Project for Capacity-Building for the Biosafety Clearing House**  
**Geneva, 3-4 May 2004**

- |    |   |    |   |
|----|---|----|---|
| 1  | Mr. Marc Auer<br>Bundesministerium fuer Umwelt, Naturschutz<br>und Reaktorsicherheit<br>Federal Ministry for the Environment,<br>Division/Referat N II 4,<br>Biotechnologie/Genetechnik | 2  | Ms. Steffi Baum<br>Science Policy Adviser<br>US State Department  |
| 3  | Mr. Erik Blokpoel<br>Founder and Co-Director<br>Van Olst Web Solutions  | 4  | Ms. Cynthia Brzak<br>Training Assistant<br>UNHCR Staff Development<br>Section   |
| 5  | Mr. Jose Luis Gerhartz Muro<br>SIDSNet Information Officer for the<br>Caribbean<br>Centro Nacional de Areas Protegidas  | 6  | Ms. Perla Godoy<br>Technical Coordinator in Biosafety<br>Biotechnology Office.<br>Secretariat of Agriculture, Livestock,<br>Fisheries and Foods |
| 7  | Mr. Matthias Guldenpfennig<br>Project Leader<br>Gruner AG Basel Ingenieure und Planer   | 8  | Prof. Julian Kinderlerer<br>Professor of Biotechnology Law<br>Sheffield Institute of Biotechnology<br>Law and Ethics<br>University of Sheffield |
| 9  | Mr. Han De Koeijer<br>Assistant, Developing Countries<br>Partnership  | 10 | Mr. Alain Le Duc<br>Information Architecture and Systems<br>Analyst   |
| 11 | Ms. Julijana Lebez-Lozej<br>Counsellor to the Minister<br>Ministry of Environment, Spatial<br>Planning and Energy   | 12 | Ms. Inez Slamet Loedin<br>Head of Molecular Biology Division<br>RC Biotechnology - Indonesian Institute of<br>Sciences (LIPI)                   |
| 13 | Ms. Kirsty Galloway McLean<br>Scientific and Technical Officer/BCH<br>Secretariat to the Convention on Biological<br>Diversity  | 14 | Ms. Nichole McNeely<br>NBII Technical Project Coordinator<br>NBII Program Office<br>US Geological Survey  |
| 15 | Mr. Alex Owusu-Biney<br>National Project Coordinator<br>UNEP-GEF Project on "Development<br>of National Biosafety Framework"<br>Ghana Atomic Energy Commission                          | 16 | Ms. Darja Stanic Racman<br>Researcher/NPC Slovenia<br>National Institute of Biology   |
| 17 | Ms. Donna Roy<br>IT/GIS Project Manager<br>USGS - BRD   | 18 | Ms. Sheila Schuette<br>Director<br>Regulatory Affairs, Monsanto Company   |

19 Ms. Christiane Speiss  
Associate Programme Officer  
UNITAR

20 Mr. Albert Spielmann  
Scientific Adviser  
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**Annex 6**  
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**Capacity Building for the Biosafety Clearing-House (BCH)**

**December 13 -14, 2004,**  
**Geneva, Switzerland**

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**Annex 7**  
**SCBD Notification SCBD/BS/RH/jh/38460**



Convention on  
Biological Diversity

Secretariat

Ref.: SCBD/BS/RH/jh/38460

23 September 2003

**Re: Guidelines for National Participation in the Biosafety Clearing-House (BCH)**

Madam/Sir,

As you are aware, the Cartagena Protocol on Biosafety entered into force on 11 September 2003. One of the obligations of Parties to the Protocol is provision of required information to the Biosafety Clearing-House established under Article 20 of the Protocol to facilitate the sharing of information on, and experience with, living modified organisms, and to assist Parties to implement the Protocol.

The pilot phase of the BCH established pursuant to the recommendation of the ICCP has two main components, namely, a central portal and a distributed network of national components. The joint meeting of the Bureaux of the COP and the ICCP, held in December 2002, noted that, while the central portal of the BCH has been developed to a point where it is functional, less progress has been made with regard to the development of national components. The Bureaux emphasized that there is a need for all Parties to the Protocol to be able to use the BCH by the time of entry into force of the Biosafety Protocol, and that national components are essential to enable Parties to provide information to the BCH in accordance with the obligations under the Protocol and to access the information available through the BCH for decision-making.

In this regard, a Liaison Group Meeting of Technical Experts on the BCH, held in April 2003 in Montreal, considered the issue of national participation in the BCH. One of the recommendations of the Liaison Group was to prepare guidelines on the options available to Parties to participate in the BCH. Following this recommendation of the Liaison Group, I am pleased to convey to you Guidelines for National Participation in the Biosafety Clearing-House, attached herewith.

Accept, Madam/Sir, the assurances of my highest consideration.

[signed]

Hamdallah Zedan  
Executive Secretary

To: National Focal Points of Parties to the Cartagena Protocol on Biosafety and other Governments



United Nations  
Environment  
Programme

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World Trade Centre  
393 St. Jacques Street, Office 309  
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## **Guidelines for National Participation in the Biosafety Clearing -House**

Prepared the Secretariat of the Convention on Biological Diversity  
September 2003

### **Introduction**

The Biosafety Clearing-House (BCH) was established in accordance with Article 20, paragraph 1, of the Cartagena Protocol on Biosafety, in order to facilitate the exchange of information and experience pertaining to living modified organisms and to assist Parties to implement the Protocol. As part of their obligations in implementing the Protocol, Parties are required to make several types of information available through the BCH.

The BCH comprises a central portal, and a distributed network of national components to assist Parties to fulfill obligations under the Protocol. Parties are able to make national information required under the Protocol available through the central portal of the BCH. This document provides guidelines to Parties and other Governments on the options available related to national participation in the BCH. The intent of the guidelines is to assist Parties and other Governments in selecting one or more options that are appropriate to their needs and capacities.

The following four options are summarized in this document:

1. Register data in the central portal using the Management Centre
2. Register data locally using database templates and send data to the central portal
3. Make data available through a local website and allow the central portal to crawl to retrieve metadata
4. Store data on national BCH databases, and actively make those data available through the central portal using BCH interoperability protocols

It should be noted that these options are not mutually exclusive. For example, a Party or other Government may choose to register some types of information directly in the central portal using the Management Centre (Option 1), while choosing another option for other types of information. Alternatively, the same type of information may be registered using different options. In addition, the use of any of these options does not preclude the right of Parties or other Governments to submit information for the BCH to the Secretariat by fax, email or other offline mechanisms.

The following sections describe the details of each option with a focus on technical requirements. Annex A summarizes the specifications for each option, associated Internet connectivity requirements, and the minimum requirements and responsibilities with respect to technical capacity and resources. Annex B provides a decision tree to assist Parties and other Governments in selecting appropriate options based on Internet connectivity and other considerations.

**Option 1: Register data in the central portal using the Management Centre**

The first option available to a Party or other Government is to have its BCH national focal points and/or other authorized national users use the Management Centre of the central portal to register data through the online forms. The Management Centre is a secure mechanism which allows a government to register, delete, or edit its records directly in the BCH.

Parties or other Governments using this option may or may not have national websites acting as a national BCH. However, they would register data through the central portal of the BCH in order to fulfill obligations under the Protocol.

*Technical Requirements*

This first option does not have requirements for a high level of technical capacity; it does require, however, basic computer skills and a computer with an Internet connection. A modem connection speed of 33Kbps is the bare minimum, while 56Kbps or higher is preferable.

**Option 2: Register data locally using database templates and send data to the central portal**

Option 2 is based on storing data locally in a national database, and exporting or sending those data to the central portal. Ideally the database template developed by the Secretariat would be used, as it is designed to be compatible with the BCH databases of the central portal. However it is also possible for a Party or other Government to develop its own database, or adapt an existing database, provided that it meets the same specifications with regard to the structure of each record type (preferably based on a relational database management system such as MS SQL, Oracle or MySQL).

Data stored locally must then be sent periodically to the central portal. The database template developed by the Secretariat contains a function to export records to the central BCH databases. Alternatively, in cases of poor Internet connectivity, information could be sent by, for example, CD-ROM, in which case the Secretariat would transfer the data to the BCH upon receipt.

*Technical Requirements*

This option requires only a basic computer infrastructure. More advanced computer skills will be needed if a Party or other government decides to develop its own national database as opposed to using the template developed by the Secretariat. An Internet connection is not required if the data are sent to the Secretariat via formats such as CD-ROMs. If the data are sent via the Internet, the records can be exported regularly assuming the availability of a stable Internet. Data can also be sent less frequently, after a number of new or revised records have accumulated. For Parties and other Governments using an Internet connection, a modem connection speed of 33Kbps is the bare minimum, while 56Kbps or higher is preferable.

**Option 3: Make data available through a website and allow the central portal to crawl to retrieve metadata**

In this option, a Party or other Government hosts a website that is available through a server with a fast and permanent Internet connection. The central BCH would, on a regular basis, search or "crawl" the website and extract metadata descriptors of the records for storage on the central BCH. To facilitate this retrieval, metadata must be formatted in XML, using the Dublin Core as the document description standard, and using Resource Description Framework (RDF) to specify semantic schemas (since it is the central BCH that initiates retrieval of the information, this approach is sometimes referred to as "pull technology") (see below under technical details for a more comprehensive discussion on the Dublin Core and RDF).

*Technical Requirements*

This option requires technical skills to design and maintain a website that is able to make data accessible to the central BCH databases. Resources for maintenance of hardware, software and Internet connectivity are essential. A permanent and fast Internet connection is required, ideally 1.5 Mbps or better. Less than 256 Kbps is not recommended for a web server.

*Technical Details*

This section provides summary guidance for users wishing to make website metadata under their custodianship available to the Pilot Phase of the Biosafety Clearing-House. Using these procedures, the BCH will be able to harvest information hosted on national or regional databases. A basic level of knowledge of XML (Extensible Mark-up Language, extensible because, unlike HTML, new markups can be created to suit particular information needs) is a prerequisite.

The BCH does not store the full-text of the documents (a document refers to any relevant information in a variety of data formats, such as databases, electronic files, Internet resources or scientific information. Only some information (called **metadata**) about the document is registered.

There are 2 levels of document description: **Semantics:** This refers to agreements about content description standards. The Dublin Core is the description standard adopted by the BCH. Since some information required by the Cartagena Protocol cannot be described by the Dublin Core, the BCH uses extensions to the Dublin Core to define new elements related specifically to biosafety. **Structure:** BCH uses the Resource Description Framework (RDF) model to specify semantic schemas so they can be shared.

RDF specifications describe a procedure to use the RDF syntax to encode metadata within HTML documents. By encoding metadata in the HTML document, information relevant to the document can be made available to the BCH. That is, the BCH will be able to retrieve metadata (or descriptive document information) by "crawling" through hypertext links to documents on the web site that are encoded with the RDF syntax.

Detailed examples and information on how to allow the BCH to harvest data is available in Module 4 of the BCH Toolkit (<http://bch.biodiv.org/mod4/overview.html>).

**Option 4: Store data on national BCH databases, and actively make those data available through the central portal using BCH interoperability protocols**

In this option, a Party or other government maintains national BCH databases with a fast and permanent connection to the Internet through one or more servers. The databases must be designed to actively make metadata available to the central BCH and to allow access to full records through the central portal using BCH interoperability protocols (since it is the national database that actively provides the central BCH with the necessary information, this approach is sometimes referred to as “push technology”).

*Technical Requirements*

This option requires technical skills to design and maintain national BCH databases (preferably in a relational database management system such as MS SQL, Oracle, or MySQL), and to maintain a server that is interoperable with the central BCH databases. Resources for maintenance of hardware, software and Internet connectivity are essential. A permanent and fast Internet connection is required, ideally 1.5 Mbps or better. Less than 256 Kbps is not recommended for a web server.

*Technical Details*

This section provides summary guidance for users wishing to make national BCH databases interoperable with the central BCH databases. The technical requirements include:

- National database – A national database would preferably be based on a relational database management system such as MS SQL, Oracle, or MySQL.
- Internet connectivity – It is preferable that Internet connection be permanent and meet the speed of a T1 (1.5 Mbps) or better. Less than 256Kbps is not recommended for a “web” server.
- Dynamic website – The website must support dynamic web pages that will query the national database. A typical configuration may require an IP address range and a domain name; a router; a firewall; and a dynamic web server such as Microsoft IIS (ASP/ASP.NET), Apache Tomcat (JSP), or IBM Websphere (JSP).
- Internet security – On-line updates should use HTTPS (Http over Secure Socket Layer) with 128 bit encryption.
- Technical expertise – Technical knowledge in the following fields is highly recommended:
  - Relational Database Management Systems (SQL)
  - Internet Networking including security (TCP/IP).
  - Server Administration.
  - Web Page Design (HTML + related technologies).

- Dynamic Web Page Programming (ASP, ASP.NET or other depending on the environment/platform: PHP, JSP, etc.).
- XML (eXtensible Markup Language), SOAP (Simple Object Access Protocol) and RDF (Resource Description Framework) for interoperability.

Detailed information on making a national biosafety-clearing-house database interoperable with the BCH is available in Module 4 of the BCH Toolkit. Specifically, guidelines are available on how the BCH Web Service is accessed via the Simple Object Access Protocol 1.1 (SOAP). SOAP is a lightweight, XML-based protocol for the exchange of information in a decentralized, distributed environment.

With regard to security and authentication, the BCH Web Service provides only basic password-based submitter authentication. Additional security, including privacy and submitter authentication, are provided through another independent system.

The BCH Web Service **must** be accessed via SOAP 1.1 using HTTP over Secure Socket Layer (SSL). SSL provides privacy services to reduce the risk of inadvertent disclosure of registry-sensitive information, such as the submitter's user identifier and password.

## Annex A – Summary of Options for National Participation in the Biosafety Clearing-House

### Option 1 – Register data in the central portal using the Management Centre

<u>Summary</u>	<u>Required Internet Connection</u>	<u>Minimum Requirements &amp; Responsibilities</u>
The BCH national focal point and other authorized national users log on to the Management Centre of the central portal and register all data using the online forms.	Modem connection/dial-up 33Kbps is the absolute bare minimum (56Kbps or higher (/128/256Kbps+) preferable)	- Regular use of the central portal

### Option 2 – Register data locally using database templates and send data to the central portal

<u>Summary</u>	<u>Required Internet Connection</u>	<u>Minimum Requirements &amp; Responsibilities</u>
(1) Government stores data in a national database, using the database template developed by the Secretariat, or alternatively constructing its own database that meets the same specifications (preferably based on a relational database management system (e.g., MS SQL, Oracle, MySQL)) (2) Government periodically exports that data to the central portal, using the export function developed by the Secretariat or its own export function that provides data in a useable format. Alternatively, the data can be sent to the Secretariat by CD-ROM.	- If exporting by internet, modem connection/dial-up 33Kbps is the absolute bare minimum (56Kbps or higher (/128/256Kbps+) preferable) - No Internet connection needed if sending data by CD-ROM	- Regular use of the database template provided by the Secretariat

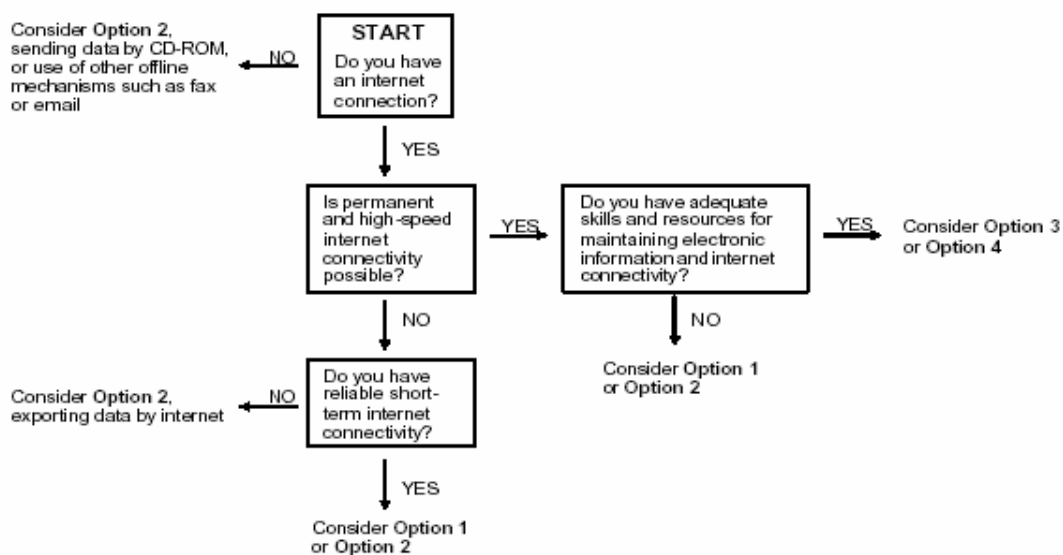
### Option 3 – Make data available through a local website and allow the central portal to crawl to retrieve metadata

<u>Summary</u>	<u>Required Internet Connection</u>	<u>Minimum Requirements &amp; Responsibilities</u>
(1) Government makes data available through a national website, and makes those data available through a server with a fast and permanent Internet connection. (2) Allows the BCH to harvest information on its website by formatting the data in XML, using the Dublin Core as the document description standard, and using Resource Description Framework to specify semantic schemas so they can be shared	- 24 hours a day, 7 days a week - Speed ideally 1.5 Mbps or better; less than 256Kbps is not recommended for a "web" server	- Technical skills to design a website, and to maintain a server (see text for details) - Resources to maintain hardware, software and Internet connectivity

### Option 4 – Maintain national BCH databases that actively make data available through the central portal using BCH interoperability protocols

<u>Summary</u>	<u>Required Internet Connection</u>	<u>Minimum Requirements &amp; Responsibilities</u>
(1) Government stores data in national databases, and makes those data available through a server with a fast and permanent Internet connection. (2) Uses BCH interoperability protocols to actively make data available through the central portal (see module 4 of the BCH Toolkit)	- 24 hours a day, 7 days a week - Speed ideally 1.5 Mbps or better; less than 256Kbps is not recommended for a "web" server	- Technical skills to design dynamic webpages, databases, and to maintain a server with a high level of security (see text for details) - Resources to maintain hardware, software and Internet connectivity

**Annex B – Flowchart of general considerations for determining the appropriate option for establishment of national components for participation in the Biosafety Clearing-House<sup>1</sup>**



<sup>1</sup> This diagram is intended only as one of many possible tools to assist national governments in making decisions about national participation in the Biosafety Clearing-House. The questions asked are general in nature and cannot take into account the many detailed factors that must be considered in reaching a decision.

**Annex 8**

**List of Potential Minimum and Maximum Technical Requirements for the 4 Options Offered by SCBD**

<b>Options</b>	<b>Clients</b>	<b>Server(s)</b>	<b>Network</b>	<b>Software</b>	<b>Other</b>
<b>1</b>	Computer(s) with access to Internet		Modem 56Kbps or LAN (recommended)	Personal Firewall for client computer (s)	
	Min specs: > 128MB RAM, 56 Kbps modem V.90 or 92 or network card, 1024*768 display, 17" screen		Contract with Internet Service Provider for a LAN or a Modem connection	Antivirus for client computer (s)	
<b>Options</b>					
<b>Options</b>	<b>Clients</b>	<b>Server(s)</b>	<b>Network</b>	<b>Software</b>	<b>Other</b>
<b>2 (no internet)</b>	Computer		No	Microsoft Access	CD writer or printer & fax
<b>2 (internet)</b>	Computer with access to Internet		Modem 56Kbps or LAN	Microsoft Access	
	Min specs: > 128MB RAM, modem or network card, 1024*768 display, 17" screen		Contract with Internet Service Provider for a LAN or a Modem connection	Personal Firewall and antivirus for client computer	

<b>Options 3 &amp; 4 mini</b>	<b>Clients</b>	<b>Server(s)</b>	<b>Network</b>	<b>Software</b>	<b>Other</b>
	Computer(s) with access to the nBCH (Intranet, Internet)	1 Simple Web Server (with or without database).	LAN with a least 256Kbps bandwidth to the Internet for the webserver, 7/7, 24/24 (to be serviced by an ISP or the local institutional system administration)	Personal Firewall and antivirus for each client computer	
	Requirements defined by nBCH application used and location on the network (Intranet, Internet)		Firewall (dedicated machine or installed on webserver)		
			Switch 100 Mbps for in-house connections		
			RJ45 Cabling to connect local computers		

<b>Options 3 &amp; 4 maxi</b>	<b>Clients</b> Computer(s) with access to the nBCH (Intranet, Internet)	<b>Server(s)</b> 1 Web Server: >2Ghz CPU, >2GB RAM, 2X120GB HDD RAID1 recommended	<b>Network</b> LAN with a least 256Kbps bandwidth to the Internet for the webserver, 7/7, 24/24 (to be serviced by an ISP or the local institutional system administration)	<b>Software</b> Personal Firewall and antivirus for each client computer	<b>Other</b> Rack to host servers
	Requirements defined by nBCH application used and location on the network (Intranet, Internet)	1 Database Server (specs idem webserver)	Firewall (dedicated machine)		UPS Uninterruptible Power Supply
		Backup System (Backup Server and/or Tape)	Switch min 100 Mbps 12 ports for in house connections		Backup Software
			RJ45 Cabling to connect local computers		



ANNEX 9

REVISED LOGICAL FRAMEWORK MATRIX FOR THE 89 COUNTRY PROJECT

Narrative Summary (Intervention Logic)	<u>Objectively Verifiable Indicators</u>	Means of Verification	Important Assumptions & Risks
<i>Overall Development Objective</i>			
<p><b>Assist eligible countries in building and strengthening the national capacity needed to enable access and use of the Biosafety Clearing House with respect to Article 20 of the Cartagena Protocol</b></p>	<ul style="list-style-type: none"> <li>• All participating countries accessing the BCH for information after training</li> <li>• All participating countries posting essential information into the BCH after training</li> <li>• BCH-derived information used in legal and technical operations in participating countries</li> <li>• 75% of participating countries are in compliance with obligations on the BCH for CP parties within 12 months</li> <li>• National BCH Website established in 50% countries within 18 months</li> <li>• National Databases established in 70% participant countries within 24 months</li> <li>• Database software set up in all relevant countries and used for data transfer, where needed by month</li> </ul>	<ul style="list-style-type: none"> <li>• Logs of use &amp; access to the BCH</li> <li>• Decision documents displayed on BCH</li> <li>• Changes from Baseline that has been established from National baseline studies and global BCH questionnaire results.</li> </ul>	<ul style="list-style-type: none"> <li>• Parties maintain interest in utilizing the BCH</li> <li>• Political/economic stability in the countries involved</li> <li>• Continuing financial commitment of national organizations responsible for BCH operations</li> <li>• CBD software allows for recording and monitoring of style and frequency of data entry and use</li> </ul>

Narrative Summary (Intervention Logic)	Objectively Verifiable Indicators	Means of Verification	Important Assumptions & Risks
	24		
<b>Immediate Objectives</b>			
<b>Outcome 1.</b> Strengthened capacities of potential users of BCH in relevant ministries and other institutions in order to fulfill requirements of CPB with reference to BCH	<ul style="list-style-type: none"> <li>• 50 % increase in number of entries to BCH from baseline data by month 24</li> <li>• 75 % Increase in number of hits on BCH conducted per country from baseline by month 18</li> <li>• National decisions entered on BCH</li> </ul>	<ul style="list-style-type: none"> <li>• Logs of use &amp; access to the BCH</li> <li>• Frequency of user searches compared to baseline</li> <li>• Workshop evaluations from trainees of training material</li> <li>• Reports at national level and by UNEP</li> <li>• Solicited feedback from BCH users</li> </ul>	<ul style="list-style-type: none"> <li>• Trainees continue in same work</li> <li>• Suitably qualified personnel available to develop, test and use the system</li> </ul>
<b>Outcome 2.</b> Support provided for the improvement of the physical infrastructure of national BCH components	<ul style="list-style-type: none"> <li>• National data accessible in all relevant government agencies</li> <li>• 75% of countries endorsed programme of planned purchases for national BCH by 24 months</li> </ul>	<ul style="list-style-type: none"> <li>• Reports of BCH Task Force</li> <li>• Logs of use &amp; access to the BCH</li> <li>• UNEP project reports</li> </ul>	<ul style="list-style-type: none"> <li>• BCH task force active in getting appropriate solutions to needs</li> </ul>
<b>Outcome 3</b> Sustained capacity to use and access the BCH established in country	<ul style="list-style-type: none"> <li>• Documentation available to all countries to allow continued training by month 12</li> <li>• Core group of Regional Advisors set up and trained by month 12</li> <li>• Peer network set up to allow mutual support over long term by month 36</li> <li>• Regional advisors available to assist countries by month 9</li> </ul>	<ul style="list-style-type: none"> <li>• UNEP and Workshop Reports</li> <li>• Peer network logs (list server)</li> </ul>	<ul style="list-style-type: none"> <li>• List server set up by responsible agency</li> <li>• Continued interest in sharing information and networking</li> <li>• Number of BCH users stable or increasing despite natural leakage into different sectors</li> <li>• Support provided by project team to assist in training and replacement of BCH users</li> </ul>

<b>Narrative Summary (Intervention Logic)</b>	<u>Objectively Verifiable Indicators</u>	<b>Means of Verification</b>	<b>Important Assumptions &amp; Risks</b>
<b>COMPONENTS/ RESULTS</b>			
1. Negotiation with eligible countries for participation	<ul style="list-style-type: none"> <li>• 50 countries with signed agreements with UNEP for BCH</li> </ul>	<ul style="list-style-type: none"> <li>• UNEP reports</li> </ul>	<ul style="list-style-type: none"> <li>• Identification of relevant agency</li> <li>• Commitment of country to continued servicing of BCH</li> </ul>
2. Formation of training team to develop software and training material	<ul style="list-style-type: none"> <li>• Relevant professionals hired and in place by month 3</li> </ul>	<ul style="list-style-type: none"> <li>• UNEP reports to UNEP, GEF, Steering Committee, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Professionals available at right time</li> </ul>
3. Interactive computer-based training package based on BCH toolkit produced, and made available to countries	<ul style="list-style-type: none"> <li>• Training package endorsed by peer review</li> <li>• 75% countries receive package by month 12</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly reports of UNEP</li> <li>• Questionnaires on software usefulness from national teams</li> </ul>	<ul style="list-style-type: none"> <li>• Changes in BCH from Bureau of MOP/COP do not affect product</li> <li>• Continuing commitment in countries to build up national BCH components</li> </ul>
4. Model database format, capable of fulfilling minimum requirements of CP and sending data to BCH securely produced, and made available to countries	<ul style="list-style-type: none"> <li>• Training package endorsed by peer review</li> <li>• 75% countries receive package by month 12</li> </ul>	<ul style="list-style-type: none"> <li>• Peer review of product by various stakeholder groups</li> <li>• Questionnaires on software usefulness from national teams</li> </ul>	<ul style="list-style-type: none"> <li>• Changes in BCH from Bureau of MOP/COP do not affect product</li> <li>• Continuing commitment in countries to build up national BCH components</li> </ul>

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5. Regional advisors trained at global level and capable to provide training at national level on the BCH.	<ul style="list-style-type: none"> <li>• At least 25 regional advisors trained in provision of courses and able to train others in use and access of BCH</li> <li>• At least 75% of trained regional advisors carry out training programmes in their regions</li> <li>• Positive comments made on materials from the global training</li> <li>• Positive comments made on materials from the national training</li> </ul>	<ul style="list-style-type: none"> <li>• Details of global workshop training reports and self-evaluation sheets</li> <li>• Reports to UNEP</li> <li>• Pattern and nature of queries to support group after training</li> <li>• BCH logs to check on trainee usage</li> <li>• Surveys of trainers on user friendliness and utility of training materials carried out after national workshops</li> <li>• Follow up questionnaires sent out to trainees prior to project end</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of loss of qualified personnel as a result of training</li> <li>• Commitment to broadening access for stakeholders at national level</li> <li>• Trainers able to use package for national BCH training workshops</li> <li>• Quality of the project workshops</li> <li>• Quality of personnel acting as future trainers</li> </ul>
6. Decision makers are trained in local workshops on identification and access to information required for decision-making under CPB and its publication on BCH	<ul style="list-style-type: none"> <li>• 50% of countries using BCH data for national decisions using BCH within 12 months</li> <li>• 75% of countries using BCH data and logging national decisions using BCH within 24 months</li> </ul>	<ul style="list-style-type: none"> <li>• Details of workshop training reports and self evaluation</li> <li>• Reports to UNEP</li> <li>• Pattern and nature of queries to support trainees after training</li> <li>• BCH logs on information</li> <li>• Solicited feedback from key decision makers</li> <li>• Surveys of trainees on user friendliness and utility of training materials after national workshops</li> <li>• Specific country survey of users on ease of use of BCH</li> </ul>	<ul style="list-style-type: none"> <li>• A group of trained trainers and regional expert available to undertake training at national level</li> <li>• Regional Advisors available to support country initiatives</li> </ul>

<b>Narrative Summary (Intervention Logic)</b>	<u>Objectively Verifiable Indicators</u>	<b>Means of Verification</b>	<b>Important Assumptions &amp; Risks</b>
7. Personnel with obligations to use and administer the BCH, are trained in local workshops on storage of data, access to, and registration of information in the BCH	<ul style="list-style-type: none"> <li>• 50% of countries using BCH data for national decisions using BCH within 12 months</li> <li>• 75% of countries using BCH data and logging national decisions using BCH within 24 months</li> </ul>	<ul style="list-style-type: none"> <li>• Details of workshop training reports and self- evaluation</li> <li>• Reports to UNEP</li> <li>• Pattern and nature of queries to support trainees after training</li> <li>• BCH logs on information</li> <li>• Solicited feedback from key decision makers</li> <li>• Surveys of trainees on user friendliness and utility of training materials after national workshops</li> <li>• Specific country survey of users on ease of use of BCH</li> </ul>	<ul style="list-style-type: none"> <li>• A group of trained trainers and regional advisor available to undertake training at national level</li> <li>• Regional Advisors available to support country initiatives</li> <li>• Necessary data available on BCH with regular updates</li> </ul>
8. Participating countries equipped with appropriate computer hardware to improve access to BCH	<ul style="list-style-type: none"> <li>• National data accessible in all relevant government agencies</li> <li>• 75% of countries endorsed programme of planned purchases for national BCH by 24 months</li> </ul>	<ul style="list-style-type: none"> <li>• Comparison with baseline established in initial statement from countries</li> <li>• Inventories of appropriate hardware purchased and installed in each country involved</li> <li>• Records of country problems and solutions in project support team</li> <li>• Written agreement from BCH Task Force and UNEP Biosafety team on equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance on appropriate systems for use of BCH provided by CBD Secretariat</li> <li>• Access to the BCH fast enough to ensure that costs and time spent are at an acceptable level for national use of the BCH.</li> <li>• Alternative systems set up for Parties without adequate Internet access</li> </ul>

<b>Narrative Summary (Intervention Logic)</b>	<u>Objectively Verifiable Indicators</u>	<b>Means of Verification</b>	<b>Important Assumptions &amp; Risks</b>
9. Capability established for continuing support on access and use and information storage and management of BCH for participating countries	<ul style="list-style-type: none"> <li>• Continuity of essential data being lodged on BCH</li> <li>• Continuity of people carrying out obligations of Parties to CPB</li> <li>• Sustainability of the project and participation increased by the broadening of the user base for the BCH to at least twenty organizations in each country</li> <li>• Tutorial material developed for project being downloaded for use beyond participating countries from website</li> </ul>	<ul style="list-style-type: none"> <li>• Country reports to team during project life</li> <li>• Review of data available on BCH at 6 monthly intervals for participating countries</li> <li>• Nominations of key country positions up to date on BCH</li> <li>• Biosafety website records</li> </ul>	<ul style="list-style-type: none"> <li>• A group of advisor trainers available for continuing support</li> <li>• Regional Advisors available to support country initiatives</li> <li>• Funds available to countries to use for securing advisors after project ends</li> <li>• Follow up from project team to trainees for up to 36 months</li> <li>• Quality of manual and training material to be used by trainers to train new personnel in isolation</li> </ul>
10. Trainees at national level actively linked to their equivalents in other countries and freely exchanging data and information	<ul style="list-style-type: none"> <li>• Active peer-to-peer experience, lessons learned and best practices occurring in 50% of countries within 18months</li> <li>• Dedicated list-server run by the CBD Secretariat on 24/7 basis</li> <li>• Active exchange of relevant information and decision-making regarding LMOs in place among participating countries.</li> <li>• Increased exchange of experience and knowledge between personnel involved in Biosafety in different countries</li> </ul>	<ul style="list-style-type: none"> <li>• Internet records of network of information flow among countries on list servers</li> <li>• Quarterly UNEP reports</li> <li>• Reports from countries of experiences on peer group support</li> </ul>	<ul style="list-style-type: none"> <li>• Support continues to be provided by Biosafety team until full confidence from country users</li> <li>• Supportive systems set up and physical meetings scheduled to energize networks</li> </ul>