*Reference Record[[1]](#footnote-1):* Capacity Development Initiative[[2]](#footnote-2)

*Fields marked with an asterisk (\*) are mandatory.*

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| 1. **General information**
 |
| 1. Is this a new record or a modification to an existing record:\*
 | [ ]  New recordOR[ ]  Update of an existing record └ <BCH record number>*Please enter the BCH number of the record being updated.* |
| 1. Title of the initiative:\*
 | <Text entry> |
| 1. Project number or identifier:[[3]](#footnote-3)
 | <Text entry> |
| 1. Website address(es):[[4]](#footnote-4)
 | <URL and website name>└ available language(s): <Language>\* |
| 1. Contact person:\*
 | *<Registered e-mail address>**Please enter the e-mail address that is registered in the BCH or, if not registered, attach a “Contact” common format[[5]](#footnote-5).* |
| 1. Geographic scope:\*
 | [ ]  Global└ <Geographical or political/economic group(s)> and/or<Country name>[ ]  Regional or sub-regional └ <Geographical or political/economic group(s)> and/or <Country name> [ ]  National/Federal└ <Country name>[ ]  Sub-national└ <Country name> and Name of the sub-national jurisdiction: <Text entry>[ ]  Community└ <Country name> and Name of the community: <Text entry> |
| 1. Status:\*
 | [ ]  Proposed (not yet approved)[[6]](#footnote-6)[ ]  Approved[[7]](#footnote-7)[ ]  Ongoing [ ]  Completed |
| 1. Timeframe:\*
 | Start date: <YYYY-MM> \*End date: <YYYY-MM>ORDuration: <Text entry>\* |
| 1. Type of capacity development initiative

*(Please select only one)* | [ ]  Programme[[8]](#footnote-8) [ ]  Project[[9]](#footnote-9) |
| 1. Is this part of a larger project or programme?:\*
 | [ ]  Yes └ Please specify: <Text entry> and/or <BCH record number>[ ]  No  |
| 1. Agency(ies) or organization(s) implementing and/or executing the initiative:[[10]](#footnote-10)\*
 | [ ]  Implementing agency(ies) or organization(s):[[11]](#footnote-11) <BCH record number>*Please enter the BCH record number containing information about the entity(ies) responsible for overseeing and administering the development and implementation of the initiative. If it is not registered, complete and attach a “Biosafety Organization” common format.*[[12]](#footnote-12)AND/OR[ ]  Executing agency(ies) or organization(s):[[13]](#footnote-13) <BCH record number>*Please enter the BCH record number containing information about the entity(ies) directly carrying out activities of the initiative, managing its resources and reporting on the progress. If it is not registered, complete and attach a “Biosafety Organization” common format.*[[14]](#footnote-14)AND/OR[ ]  Collaborating partner(s):[[15]](#footnote-15) <BCH record number>*Please enter the BCH record number containing information about the entity(ies) contributing, or providing direct support, to the implementation of the initiative. If it is not registered, complete and attach a “Biosafety Organization” common format.*[[16]](#footnote-16) |
| 1. **Detailed information**
 |
| 1. Short description of the initiative, including its goals and objectives *(max 150 words*):\*
 | <Text entry> |
| 1. Category(ies) of capacity development activities:\*
 | [ ]  Experiential learning[[17]](#footnote-17) (e.g. on-job training, field/study trip, staff exchange, etc.)[ ]  Online forums and networks [ ]  Online learning (e-learning modules, webinars, etc.)[ ]  Provision of capacity development tools, resources and knowledge products [ ]  Institutional capacity development[ ]  Matchmaking support[ ]  Fundraising support[ ]  Provision of legal/technical support[ ]  Research/analysis[ ]  Trainings[[18]](#footnote-18)[ ]  Workshops[[19]](#footnote-19)**[ ]** Other (please specify): <Text entry> |
| 1. Main target group(s) / beneficiary(ies):
 | [ ]  Civil society organizations[ ]  General public [ ]  Government officials [ ]  Indigenous peoples and local communities[ ]  Inter-governmental organizations [ ]  Media[ ]  Private sector[ ]  Research/Academia[ ]  Students[ ]  Other (specify): <Text entry> |
| 1. **Information on thematic coverage of the initiative**
 |
| 1. Related CBD subject areas:
 | Please select the applicable options:<CBD subject areas>*(see the list in the annex to this common format)* |
| 1. Biosafety thematic areas:\*
 | Please list applicable option(s) here from:<Option List – Biosafety Thematic Areas>*(see the list in the annex to this common format)* |
| 1. **Information on funding**
 |
| 1. Type(s) of funding source(s):
 | [ ]  Bilateral [ ]  Government budget[ ]  Multilateral └ [ ]  Global Environment Facility└ [ ]  Other multilateral (*please specify:* <Text entry>)[ ]  Non-governmental organization/Foundation[ ]  Private sector [ ]  Self-funding[[20]](#footnote-20) (*please specify:* <Text entry>) |
| 1. Primary funding source(s):
 | <BCH record number>*Please enter the BCH record number containing this information or, if not registered, attach a “Biosafety Organization” common format.*[[21]](#footnote-21) |
| 1. Co-funding source(s):
 | <BCH record number>*Please enter the BCH record number containing this information or, if not registered, attach a “Biosafety Organization” common format.*[[22]](#footnote-22) |
| 1. Total budget (amount, US dollars):[[23]](#footnote-23)
 | <Text entry> |

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| 1. **Capacity development outcomes**[[24]](#footnote-24)
 |
| 1. Results:
 | Main achievements**:** *Please provide a short summary of the main achievements of the initiative, including those related to advancing gender equality in achieving the objectives of the Convention and its Protocols, if applicable (max 200 words):* <Text entry>ANDMain outputs:  *Please provide a web link to, or attach a copy of, the relevant products (e.g. tools and materials) developed by the initiative and/or reports.* <URL and website name>*and/or* <Attachment>*and/or* <BCH record number>. *Please enter the virtual library record number containing relevant information*, *or, if not registered, attach a “VLR” common format[[25]](#footnote-25).* |
| 1. Good practices and lessons learned:
 | Good practices and lessons learned*: Please provide a short summary of the best practices and lessons learned (max 500 words:)* <Text entry> |

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| 1. **Additional information**
 |
| 1. Any other relevant information:[[26]](#footnote-26)
 | <Text entry>*and/or* <URL and website name>*and/or* <Attachment> |
| 1. Notes:[[27]](#footnote-27)
 | <Text entry> |

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| **Record Validation** |
| Information should be submitted online to the BCH through the Submit page. This offline common format is made available to assist BCH users to gather and organize their records prior to submission to the BCH. In case of difficulties in submitting this information online, the completed documents should be sent in MS Word format by e-mail to bch@cbd.int. Alternatively, they can be sent by fax to **+1 514 288 6588**.or postal mail to:**Secretariat of the Convention on Biological Diversity****413 rue Saint-Jacques, suite 800****Montreal, Québec, H2Y 1N9****Canada****Important Notice:** Please note that if this form is going to be sent via fax, postal mail or from an e-mail address that is not registered in the BCH, a copy/scan of this signed page should be attached. A completed “Contact” common format should also be attached if the user is not registered in the BCH. |
| Date:\* | <YYYY-MM-DD> |
| Name of the person submitting the request:\* | <Text entry> |
| Contact details of the person submitting the request: | *<registered e-mail address>**Please enter the e-mail address that is registered in the BCH or, if not registered, attach a “Contact” common format[[28]](#footnote-28).* |
| *I hereby confirm that the above information is correct and request its inclusion in the Biosafety Clearing-House.* |
| Signature of the person submitting the information:\* |  |

**ANNEX**

**OPTIONS FOR COMPLETING THE FORMAT**

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| **OPTIONS LIST – CBD subject areas*****(choose as many options as needed in order to best describe the initiative)*** |
| Biomes:* Agricultural biodiversity
* Dry and sub-humid lands
* Forest biodiversity
* Inland waters biodiversity
* Island biodiversity
* Marine and coastal biodiversity
* Mountain biodiversity
* Polar biodiversity
 | Cross-cutting issues:* Scientific and technical cooperation
* Access to genetic resources and benefit-sharing
* Biodiversity for development
* Chemicals and pollution
* Climate change and biodiversity
* Economics, trade and incentive measures
* Ecosystem approach and restoration
* Ex-situ conservation
* Gender and biodiversity
* Handling of biotechnology
* Health and biodiversity
* Protected areas
* Intellectual property rights
* Invasive alien species
* Traditional knowledge, innovations & practices
* Taxonomy
* Tourism
* Genetic use restriction technologies
* Sustainable use of biodiversity
* Transfer of technology and cooperation
* Biosafety and biotechnology
* Endangered species
* Exchange of information
* South-South cooperation
* New and emerging issues
* In-situ conservation
 |

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| **OPTIONS LIST – Biosafety Thematic Areas*****(choose as many options as needed in order to best describe the initiative)*** |
| [ ]  **Biosafety policy and regulation**  [ ]  Advance informed agreement (AIA) [ ]  Compliance and Enforcement [ ]  Import / Export [ ]  Liability and redress [ ]  Multilateral agreements [ ]  National administrative frameworks [ ]  National decision-making system [ ]  National policies [ ]  National/Domestic regulatory frameworks or guidelines [ ]  Precautionary approach (Principle 15 of Rio Declaration) [ ]  Transit**[ ]  Capacity-building and financial resources** [ ]  Cooperation and coordination mechanism [ ]  Financial mechanisms and resources [ ]  Institutional capacity development [ ]  Project design, monitoring and evaluation [ ]  Technology transfer [ ]  Training**[ ]  Information-sharing and management** [ ]  BCH Central Portal [ ]  BCH National nodes [ ]  Biosafety databases [ ]  Additional sources of biosafety information**[ ]  LMO use and transboundary movement** [ ]  Contained use [ ]  Emergency measures [ ]  Field trials [ ]  Handling, transport, packaging and identification [ ]  Illegal transboundary movement [ ]  LMOs for introduction into the environment (Environmental releases) [ ]  LMOs for pharmaceuticals [ ]  LMOs for use as food or feed or for processing [ ]  LMOs or specific traits that may have adverse effects [ ]  LMOs or specific traits that are not likely to have adverse effects [ ]  Unintentional transboundary movement**[ ]  Public awareness, education and participation** [ ]  Access to information [ ]  Biosafety education [ ]  Communication [ ]  Public participation [ ]  Public awareness**[ ]  Scientific and technical issues** [ ]  Food and feed safety [ ]  Human health [ ]  Detection [ ]  Environmental monitoring  [ ]  Sampling [ ]  Risk assessment [ ]  Risk management**[ ]  Socio-economic and trade issues** [ ]  Bioethics [ ]  Coexistence [ ]  Intellectual property rights [ ]  Social and/or economic assessments [ ]  Trade rules and standards**[ ]  Other (please specify):** <Text entry> |

1. Reference records contain information that may be submitted by any registered user. The information will be published in the clearing-house only after its completeness and accuracy have been validated by the Secretariat. The common formats for reference records can be accessed through the Submit page of the BCH. [↑](#footnote-ref-1)
2. Please note that to complete this form you may also need to download the following common format(s): “Contact”, “Biosafety Organization” and “Biosafety Virtual Library Resource (VLR)”. [↑](#footnote-ref-2)
3. Please provide any project number, identifier or reference number, if applicable. [↑](#footnote-ref-3)
4. Please provide the URL of the website (e.g. http://www.cbd.int) and the name of the website (e.g. ‘Convention on Biological Diversity’). [↑](#footnote-ref-4)
5. All BCH common formats are available through the Submit page of the BCH. [↑](#footnote-ref-5)
6. “Proposed” refers to initiatives for which concepts have been developed but not yet submitted to donors or are submitted but not yet accepted/approved by donors. [↑](#footnote-ref-6)
7. “Approved” refers to initiatives whose project concepts have been accepted/approved by donors in principle and are being developed/elaborated into full proposals/project documents. [↑](#footnote-ref-7)
8. A programme is a set of inter-related interventions or projects aiming to achieve higher level global, regional, country or sector results or mandates. [↑](#footnote-ref-8)
9. A project  is a planned activity or a set of planned, inter-related activities designed to achieve certain specific objectives within a given budget, organizational structure and a specified period time. [↑](#footnote-ref-9)
10. In some instances, an agency could play both the implementing and executing roles. In those cases, please select both boxes. [↑](#footnote-ref-10)
11. Implementing agency refers to the organization or legal entity responsible for developing the initiative and overseeing its implementation, monitoring and evaluation, including making funding available, ensuring that fiduciary standards and quality assurance are applied, and preparation of the project completion reports. The implementing agency is ultimately the entity responsible for the completion of the initiative and is accountable to the donor. [↑](#footnote-ref-11)
12. All BCH common formats can be accessed through the Submit page of the BCH. [↑](#footnote-ref-12)
13. Executing agency refers to the organization/institution directly managing the initiative, including the day-to-day planning, coordination and execution of its activities, monitoring and reporting on the progress made, procuring and managing resources (staff, funds, equipment, etc.), and carrying out other project management functions. [↑](#footnote-ref-13)
14. All BCH common formats can be accessed through the Submit page of the BCH. [↑](#footnote-ref-14)
15. Collaborating partners refer to entities or organizations making significant financial or other contribution to the initiative and/or actively supporting or collaborating in the implementation of the initiative. [↑](#footnote-ref-15)
16. All BCH common formats can be accessed through the Submit page of the BCH. [↑](#footnote-ref-16)
17. Experiential learning involves action learning through hands-on experience, observation, interaction and reflection. This can be achieved through on-the-job training (e.g. apprenticeships/internships, job-shadowing, mentoring, etc.), study tours, and staff exchange or twinning programmes. [↑](#footnote-ref-17)
18. This may include formal classroom-based, instructor-led training courses. [↑](#footnote-ref-18)
19. This may include general peer-to-peer exchange workshops, multi-stakeholder workshops or workshops for exchange of experiences, good practices and lessons learned. [↑](#footnote-ref-19)
20. This may include funds obtained through crowd funding, membership fees, etc. [↑](#footnote-ref-20)
21. All BCH common formats can be accessed through the Submit page of the BCH. [↑](#footnote-ref-21)
22. All BCH common formats can be accessed through the Submit page of the BCH. [↑](#footnote-ref-22)
23. This may include in-kind contributions expressed in monetary terms. [↑](#footnote-ref-23)
24. This information can be provided once there are some results (outputs, outcomes or impacts) or best practices and lessons learned from the ongoing or completed initiative. [↑](#footnote-ref-24)
25. All BCH common format can be accessed through the Submit page of the BCH. [↑](#footnote-ref-25)
26. Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record. [↑](#footnote-ref-26)
27. The “Notes” field is for personal use. It can only be seen when the record is being edited but is not visible when the record is published. This field is not meant to be used for confidential information. [↑](#footnote-ref-27)
28. All BCH common formats can be accessed through the Submit page of the BCH. [↑](#footnote-ref-28)