
COMMON FORMAT FOR Capacity Building Project

General guidelines for completing the form

For a project to be included in this database, it should be aimed at building capacity for biosafety (i.e. minimize the environmental and health risks of living modified organisms), or at least have a component on promoting biosafety, rather than capacity building for biotechnology per se. The project should be implemented over a period of time (preferably over six months) and should include several activities over a period of time. Detailed description of the project and other relevant information (e.g. project progress reports), where available, should be provided as a separate attachments (either in Word or PDF formats) and/or a web-link should be provided. One-off activities (e.g. organization of a workshop or a study tour) should be included in the capacity-building opportunities database.

General information

- | | |
|--|--|
| 1. Title of capacity-building activity: | <Text entry - Provide the specific title of the project or programme > |
| 2. URL or website: | <Web address (URL and website name or description) or attachment> |
| 3. Government or agency implementing the activity or providing support | <Text entry, if applicable – Provide details of the agency involved, if the project is associated with a national government initiative, or competent national authority> |
| 4. Lead organization implementing the activity or providing support: | <Text entry - Specify the name of the organization(s) leading the management and implementation of the project. Other collaboration may be indicated later. |
| 5. Type of implementing agency: | <Controlled vocabulary - Indicate the type of organization(s) which initiated and is/was mainly responsible for implementation of the project (i.e. "owners" of the project). Options - Bilateral donor agency / Industry / International Organization / National Government / Non-Governmental Organization / Private foundation / Regional organization / Research or Academic / UN Agency, > and <text entry for other> |
| 6. Other collaborating organizations, if applicable | <Text entry - List of all the collaborating agencies i.e. international/regional organizations, local participating government institutions, NGOs and private organizations.> |

Contact information

- | | |
|---------------------|---|
| 7. Contact details* | <Standard contact address details: Title; First name; Last name; Job title; Department; Organisation; Street address; City; State or province; Country; Postal or zip code; International phone number; International fax number; Email address; Web address (URL and website name or description)> |
|---------------------|---|

Project description

8. Brief description of the activity*:	<Text entry>
9. Status:	<Controlled vocabulary: please select option: completed / on-going / planned >
10. Full project document or original proposal:	<Web address (URL and website name or description) or attachment>
Period of availability	
11. Start date:	<Text entry – Please provide in the format YYYY-MM-DD>
12. End date:	<Text entry – Please provide in the format YYYY-MM-DD>
Beneficiaries	
13. Main target group(s)/beneficiaries:	<Text entry - Specify the main target group/audience and beneficiaries of the project.>
14. Regions where implemented:	<Controlled vocabulary - Indicate the region(s) where the project is implemented, in accordance with the regional groupings defined under the CBD: Global / Africa / Asia and the Pacific / Central and Eastern Europe / Latin America and the Caribbean / Western Europe and Others >
15. Countries where implemented:	<Controlled vocabulary from CBD: country list>
Project goals	
16. Goals:	<Text entry - State the overall goal of the project>
17. Objectives:	<Text entry - Outline the main objectives of the project>
Activities	
18. Main Capacity Building Areas/Elements*:	<Controlled vocabulary – A. Institutional capacity building (including national regulatory frameworks) / B. Human-resources development and training / C. Risk assessment and other scientific and technical expertise / D. Risk management / E. Public awareness, education and participation / F. Information exchange and data management (including the Biosafety Clearing-House) / G. Scientific, technical and institutional collaboration / H. Technology transfer / I. Identification of LMOs / J. Socioeconomic considerations > <i>and</i> <text entry for other>
19. National level activities*:	<Text entry - State the specific activities undertaken at the national levels.>
20. Regional and sub-regional level activities*:	<Text entry - State the specific activities undertaken at the regional and sub-regional levels.>

21. International level activities*:	<Text entry - State the specific activities undertaken at the international level.>
Funding:	
22. Source of funding:	<Controlled vocabulary – Please indicate the type of funding: Bilateral / GEF / Government budget / Multilateral / Non-governmental organisation / Private sector> and <text entry for other>
23. Budget:	<Text entry - Provide the name of the specific agency / donor providing funding for the project. If possible, indicate the total project funding and the amount from each funding agency in US\$>
Outcomes and lessons learned	
24. Main outcomes:	<Text entry - Specify, in an outline form, the main specific outcomes/results/achievements of the project as well as the lessons learned. Provide any available details (e.g. project reports) as separate files or provide a web-link.>
25. Lessons learned:	<Text entry>
26. Progress reports, workshop reports, case study reports and final project reports:	<Web address (URL and website name or description) or attachment>
Outcomes and lessons learned	
27. Any other relevant information:	< Text entry - Provide any relevant information, e.g. context or unique circumstances under which the projects operates.>
28. Notes:	<Text entry – this information is for your personal use only, it will not be visible through search pages>

*** Notes to aid in filling the common format**

Field 7: Contact details

Title - Mr, Ms Dr, Professor, etc

International phone and fax number – Please use the following format + [country code] [city code] [telephone number, broken into groups of four by a dash] [extension, if necessary]

Example: +1 514 288-2220 ext 221

(where 1 = North America, 514 = Montreal, 288-2220 = CBD Secretariat number, ext 221 = direct extension to the receptionist).

Field 8: Brief description of the project

Provide a brief background about the project, including for example: how and why the project was initiated, previous phases of the project, identified capacity needs being addressed by the project, the approaches used, and the level and nature of collaboration with other initiatives (up to 300 words).>

Field 18: Main capacity-building areas/elements

Indicate the main biosafety capacity building areas (based on the Action Plan adopted by the Intergovernmental Committee for the Cartagena Protocol on Biosafety) to which the project is contributing. State the specific activities undertaken under each of the broad capacity building areas, as concisely as possible. For activities with specific detailed information and outputs (e.g.

workshop reports, publications, etc), provide a specific web page or other contact, against the activity, where further details could be accessed; e.g. “A workshop on risk assessment for key government research scientists” was held from 11-12 October 2000 in Lima, Peru (see the workshop report at: <http://www.biodiv.org/workshop2>).

This information is provided to aid in keyword searching of the record, and is not intended to provide legally binding descriptions. Please select as many as appropriate. A full description is provided later in the record.

Field 19: National level activities

May include the following: Development of national biosafety frameworks, Institutional strengthening, Human resources development, Risk assessment, Risk management, Public awareness, education and participation, Scientific, technical and institutional collaboration, Technology transfer and transfer of know-how, Identification of LMOs and LMO-FFPs and Information exchange & data management

Field 20: Regional and sub-regional level activities

May include the following: Regional collaborative initiatives, Advisory mechanisms, Centres of excellence and training, Regional websites and databases, Coordination and harmonization of regulatory frameworks

Field 21: International level activities

May include the following: International guidance, Strengthening of North-South and South-South Cooperation and Publications

Secretariat of the Convention on Biological Diversity

413 rue Saint-Jacques, suite 800
Montreal, Quebec, Canada
H2Y 1N9
SCBD: <http://www.biodiv.org>

Tel.: 1 514 288-2220
Fax: 1 514 288-6588
Email: bch@biodiv.org
BCH: <http://bch.biodiv.org>