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Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services
Fifth session
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Item 6 (a) of the provisional agenda*
Work programme of the Platform: capacity-building

Update on the work of the task force on capacity-building (deliverables 1 (a) and 1 (b))

Note by the secretariat

In section I of decision IPBES-2/5, the Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services established a task force on capacity-building for the first work programme. Terms of reference for the task force are set out in annex II to the decision. The primary purpose of the task force is to support the achievement of deliverables 1 (a) and 1 (b) of the work programme in a manner that supports the implementation of the whole work programme. Information on the activities of the task force, together with material prepared for the consideration of the Plenary at its request, is set out in the note by the secretariat on work on capacity-building (IPBES/5/3). The annex to the present note provides further information on a number of activities being carried out by the task force in addressing its mandate. It is presented without formal editing.

* IPBES/5/1/Rev.1.

Annex

Update on the work of the task force on capacity-building

I. Update on membership of the task force

1. At the fourth session of the IPBES Plenary, Mr. Zakri Abdul Hamid (Malaysia) stepped down as Chair of IPBES and resigned as co-chair of the task force on capacity-building.

2. At the seventh session of the IPBES Multidisciplinary Expert Panel (MEP) and Bureau meeting, the vice-chair of the Bureau Mr. Spencer Linus Thomas (Grenada) was appointed as new co-chair of the task force on capacity-building, serving together with existing co-chair Mr. Ivar Baste (Norway)

3. The task force on capacity-building consists of the following members:

Name	*Country*	*Function*
Ivar Baste	Norway	Bureau member and co-chair of the task force
Spencer Linus Thomas	Grenada	Bureau vice-chair and co-chair of the task force
Rashad Allahverdiyev	Azerbaijan	Bureau member
Sebsebe Demissew	Ethiopia	Member of the Multidisciplinary Expert Panel
Floyd Homer	Trinidad and Tobago	Member of the Multidisciplinary Expert Panel
Carlos Joly	Brazil	Member of the Multidisciplinary Expert Panel
Leng Guan Saw	Malaysia	Member of the Multidisciplinary Expert Panel
Vinod Mathur	India	Member of the Multidisciplinary Expert Panel
György Pataki	Hungary	Member of the Multidisciplinary Expert Panel*
Rob J.J. Hendriks	The Netherlands	Expert
Prudence Galega	Cameroon	Expert
Nelio Bizzo	Brazil	Expert
Györgyi Bela	Hungary	Expert
Tesfaye Awas Feye	Ethiopia	Expert
Clarissa Arida	Philippines	Expert
Gladys Hernández	Cuba	Expert
Robert Kasisi	Canada	Expert
Zane Libiete	Latvia	Expert
Selim Louafi	France	Expert
Carmel Mbizvo	South Africa	Expert
Wendy Nelson	New Zealand	Expert
Ana Travizi	Croatia	Expert
Natalia Zamora	Costa Rica	Expert
Yousef Al-Hafedh	Saudi Arabia	Expert
Jin-Han Kim	Republic of Korea	Expert
Marie-Lucie Susini	Belgium	Expert**

*György Pataki has resigned as Multidisciplinary Expert Panel member as of November 2016.

** Marie-Lucie Susini will step in as task force member as of 1 January 2017.

4. In accordance with the terms of reference for the task force, the co-chairs also invited resource persons to participate in the meetings of the task force, following consultation with the Bureau. Representatives of a number of organizations and initiatives have been invited to participate in task force meetings as resource persons for addressing particular areas of work. These include the United Nations Development Programme, the United Nations Convention to Combat Desertification,

the United Nations University Global Regional Centres of Expertise on Education for Sustainable Development Network, Global Biodiversity Information Facility, Sub-Global Assessment Network, Deutsche Gesellschaft für Internationale Zusammenarbeit, the Bio-Bridge Initiative under the Convention on Biological Diversity and IPBES task force on indigenous and local knowledge systems.

5. The work of the task force has been supported by the technical support unit of three staff members located at the Norwegian Environment Agency. The unit was established on 1 January 2015 and is provided fully as in-kind support by the Government of Norway. The task force on capacity-building has also been supported in its work by the United Nations Environment Programme World Conservation Monitoring Centre under a contract arrangement with the Norwegian Environment Agency.

II. Fourth meeting of the task force

6. The fourth meeting of the task force on capacity-building took place in Budapest, Hungary, from 19 to 22 April 2016.

7. Objectives of the meeting were to review the progress of work as well as examine different approaches for implementing the relevant decisions from the fourth session of the IPBES Plenary (decision IPBES-4/1).

8. The task force focused on how to continue taking its work forward and ensure that the priority capacity-building needs are addressed while implementing the deliverables agreed in the IPBES first work programme. The task force members addressed the following topics through plenary discussions and breakout groups:

(a) Further prioritization of the capacity-building needs;

(b) Further development of the programme on fellowships, exchange and training;

(c) Strategies for working with partners in matching identified priority needs with financial and technical resources; and

(d) How to convene the second meeting of the IPBES capacity-building forum.

III. Progress in addressing the terms of reference of the task force

9. The appendices to this annex provide additional information to complement document IPBES/5/3, on work in progress, as follows:

Appendix I The IPBES capacity-building rolling plan

Appendix II Report from the second IPBES capacity-building forum in New York, USA

Appendix III Report on the IPBES Fellowship Programme

Appendix I – The IPBES capacity-building rolling plan

IPBES Capacity-building Rolling Plan

Version of December 2016

The Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) promotes knowledge concerning the diversity of life on earth (biodiversity) and its contribution to humanity (ecosystem services). This concern is reflected in the United Nations *2030 Agenda for Sustainable Development* and its Sustainable Development Goals together with other key societal aspirations, many of which are also driving the human impacts on biodiversity and ecosystem services. Efforts to conserve and sustainably use biodiversity involve balancing different sector interests, which may benefit from an effective science policy interface. Established in 2012, essentially as an independent parallel to the Intergovernmental Panel on Climate Change (IPCC), IPBES aims at strengthening this interface. It does so by undertaking international *assessments* and promoting national ones; by catalyzing *knowledge generation*; by promoting the development of *policy support tools;* and by undertaking and facilitating *capacity building*.

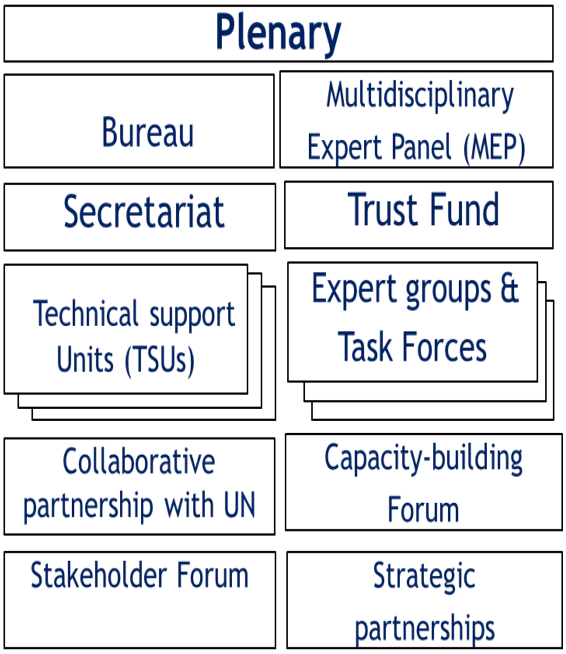
IPBES, which is summarized in the box below, draws heavily on existing capacities of experts and institutions from all over the world in all its endeavours – be it when it critically assesses the state of knowledge on the interactions between human societies and the natural world, or when it catalyses knowledge generation or develops policy support tools and methodologies. The rationale for IPBES deliverables often relate to international initiatives, examples of which are the Strategic Plan for Biodiversity 2011-2020 and its Aichi Targets under the Convention on Biological Diversity and the 10-year strategic plan and framework (2008-2018) of the United Nations Convention to Combat Desertification. In undertaking these endeavours IPBES is faced with striking world-wide asymmetries in individual and institutional capacity. To deliver on its mandate, IPBES seeks to undertake and promote capacity-building, with the aim of addressing these asymmetries.

The objective of the capacity-building rolling plan is to identify the principles, strategic directions and modalities for building and further developing capacities of individuals and institutions based on the priority needs established by the IPBES Plenary. In addition, the plan will contain a regularly updated list of activities that IPBES plans to undertake alone and in collaboration with partners. The approach is meant as a vehicle for identifying and acting upon ***opportunities for aligned investments in ecological knowledge for sustainable development***.

This document aims to:

(a) Inform those directly involved with IPBES of the approach being taken to capacity-building, and how this approach is being implemented; and

(b) Inform other organizations of opportunities, priorities and needs for capacity-building identified by IPBES, so that they can identify what support might be most useful, and how to offer it.

<table>
<tr><th colspan="4">IPBES AT A GLANCE</th></tr>
<tr><td colspan="4">Objective: To strengthen the science-policy interface for biodiversity and ecosystem services for the conservation and sustainable use of biodiversity, long-term human well-being and sustainable development.</td></tr>
<tr><td colspan="4">Operating principles: IPBES addresses terrestrial, marine and inland water biodiversity and ecosystem services and their interactions, ensuring the Platform’s credibility, relevance and legitimacy, and promoting its independence. The principles further include: facilitating an interdisciplinary and multidisciplinary approach; engaging with different knowledge systems, including indigenous and local knowledge; recognizing the need for gender equity in its work; ensuring full and effective participation of developing countries; ensuring the full use of national, sub-regional and regional knowledge; integrating capacity-building into all relevant aspects of its work; and promoting a collaborative approach which builds on existing initiatives and experience.</td></tr>
<tr><th colspan="4">Functions</th></tr>
<tr><td>Identify knowledge needs of policymakers, facilitate access to information, and catalyze generation of new knowledge where necessary</td><td>Deliver global, regional, sub-regional and thematic assessments, and at the same time promote and facilitate assessments at the national level</td><td>Promote development and use of policy support tools and methodologies so that assessment results can be more effectively applied</td><td>Identify and prioritize capacity building needs for improving the science-policy interface at appropriate levels, and provide, call for and facilitate access to the necessary resources for addressing the highest priority needs directly relating to its activities</td></tr>
<tr><th colspan="2">Institutional arrangements</th><th colspan="2">Procedures, programmes and other resources</th></tr>
<tr><td colspan="2">
</td><td colspan="2">
Rules of procedure for the Plenary
Financial procedures
Procedure for receiving and prioritizing requests put to the Platform
IPBES first work programme
Conceptual framework
Procedures for the preparation of Platform deliverables
Guidelines on how to carry out work in the context of IPBES
Catalogues (of assessments and policy support tools)
Information and data management plan
Guidance for developing strategic partnerships
Strategies for stakeholder engagement and outreach
</td></tr>
</table>

Contents

Context

1. The role of capacity-building in IPBES is embedded in both the agreed functions of the Platform and in its operating principles.[1] The capacity-building role of IPBES is operationalised through the following two deliverables in the work programme for the period 2014-2018:[2] deliverable 1(a): "*priority capacity-building needs to implement the Platform's work programme matched with resources through catalysing financial and in-kind support"*; and deliverable 1(b): *"capacities needed to implement the Platform's work programme developed"*. Capacity-building in the context of IPBES concerns both building new capacity in individuals and institutions, and further development of existing skills and capacities.

2. The IPBES Plenary also agreed institutional arrangements and procedures for implementation of the work programme,[3] and established a task force on capacity-building for the period 2014-2018 to support achievement of deliverables 1(a) and 1(b).[4] The task force and its technical support unit are described below. Reports and recommendations from the task force on capacity-building have been considered by the IPBES Plenary at each session since adoption of the work programme. Consequently, the Plenary has given directions on both programming and piloting of capacity-building activities, as well as on how to go about the matching of needs with resources. In addition to this, the Plenary has allocated resources from the IPBES trust fund for the work on capacity-building in the approved budget.

3. The IPBES Plenary has also identified priority capacity-building needs,[5] indicating which needs should be resourced through the IPBES trust fund and in-kind contributions, and which needs should be supported by the Platform through the capacity-building forum and the piloting of matchmaking activities. The task force has since been asked to further prioritize needs.[6] The Plenary has also requested the Bureau, with the support of the secretariat and the task force on capacity-building, to convene meetings of an IPBES capacity-building forum.[7]

4. The IPBES capacity-building rolling plan sets out an approach to implementation of deliverables 1(a) and 1(b) in cooperation with partners and in response to requests received. The approach builds on the earlier draft programme on fellowship, exchange and training,8 and draws on experience gained from piloting both this draft programme and the matchmaking activities. The plan is intended as a living document that introduces and "frames" the work on capacity-building within IPBES in the form of current and planned activities, including those undertaken by partners that are aligned with the priority capacity-building needs.

Objective

5. The objective of the IPBES capacity-building rolling plan is to identify the principles, strategic directions and modalities for building and further developing capacities of individuals and institutions based on the priority needs[9] established by the IPBES Plenary. The approach outlined aims to achieve the capacity-building deliverables under the IPBES first work programme and is financed through the

[1] The capacity-building function is: *"to prioritize key capacity-building needs to improve the science-policy interface at appropriate levels and then provide and call for financial and other support for the highest-priority needs related directly to its activities, as decided by the Plenary, and to catalyse financing for such capacity-building activities by providing a forum with conventional and potential sources of funding"*. The operating principles set out that IPBES in this context should: *"integrate capacity-building into all relevant aspects of its work"* and *"ensure the full and effective participation of developing countries"*. Both are set out in the 2012 resolution establishing IPBES.

[2] The work programme was adopted by the IPBES Plenary through decision IPBES-2/5 and is set out in annex I to that decision.

[3] Institutional arrangements are described in the final section of the work programme (see previous note), while the relevant procedures for preparation of IPBES deliverables are set out in annex I to decision IPBES-3/3.

[4] The task force on capacity-building was established by the IPBES Plenary through decision IPBES-2/5, with terms of reference set out in annex II to that decision.

[5] Priority capacity-building needs were established by the IPBES Plenary through decision IPBES-3/1 based on advice from its task force on capacity-building, and are set out in annex I to that decision.

[6] The request to further prioritise capacity-building needs was made by the Plenary in decision IPBES-4/1.

[7] The mandated functions of IPBES include providing a *forum with conventional and potential sources of funding*.

[8] The draft programme on fellowship, exchange and training is presented in document IPBES/3/3

[9] See decision IPBES-3/1, where the IPBES Plenary adopted priority capacity-building needs based on advice from its task force on capacity-building.

IPBES trust fund, with in-kind support from partners. The intention is that over time the activities described will also leverage additional financial and technical resources.

6. In addressing agreed priority capacity-building needs, the IPBES capacity-building rolling plan seeks to identify opportunities for investing in "socio-ecological know-how" which can ultimately impact on how people use knowledge on biodiversity and ecosystem services to help achieve an improved quality of life, recognizing that biodiversity and ecosystem-services underpin society's goals and aspirations. As a result, addressing asymmetries in capacity is about more than training, it is about investing in ecological knowledge and application of that knowledge.

7. The approach set out in this document is based on four principles and aims to deliver three strategies which encompass a number of programmes and initiatives. These reflect the dual mandate of IPBES, which is to undertake capacity-building as an integral part of the work programme and also to facilitate capacity-building through activities aimed at matching needs with financial and technical resources. The document also outlines the modalities for collaboration among partners in addressing these needs, including modalities for matching needs with technical and financial resources that will be piloted under the matchmaking activities.

8. This approach to capacity-building is implemented through the IPBES capacity-building rolling plan , which will include details of activities that are being carried out in current years, together with indications of what activities will be undertaken in subsequent years both by IPBES and by other organizations working in collaboration with IPBES. The task force will oversee the development of the rolling plan and contribute to its implementation. Institutions that fund, undertake or otherwise support relevant capacity-building activities will regularly be invited to register their interest in partnering with IPBES, including through the IPBES capacity-building forum. Cooperation will focus on the development and pilot implementation of the IPBES capacity-building rolling plan through online communication, regular joint face-to-face meetings and bilateral follow-up arrangements.

9. The Bureau, the Multidisciplinary Expert Panel and the Plenary will regularly consider the rolling plan and give directions for its further development and implementation. Meanwhile the description of the approach and the rolling plan itself will give impetus and direction to the work of the task force on capacity-building, and encouragement to others to contribute, and will also facilitate tracking progress.

Principles

10. ***Principle 1 – identifying needs:*** Activities under the rolling plan will be developed in cooperation with IPBES subsidiary bodies, expert groups and their technical supporting units, so as to benefit from their understanding of capacity-building needs and opportunities gained during implementation of the IPBES work programme. Activities will also be delivered in close cooperation with these bodies where appropriate, in order to ensure effective focus on support for delivery of the IPBES work programme and increasing impact of work programme deliverables. Activities will necessarily be consistent with priority capacity-building needs adopted by the Plenary, as discussed below on in the section on "priorities and criteria", and when they take place at the national level this will be in the context of needs identified by appropriate authorities.

11. ***Principle 2 – building for the future:*** Activities under the rolling plan will encourage the sharing of new understanding and experience, and seek to build new individual and institutional relationships, so that there is a greater pool to draw from in the future. This includes encouraging and supporting individuals who benefit from capacity-building activities to communicate their experience and share their skills with their own peer groups and within their home institutions. The aim is to strengthen the pool of skilled and well connected professionals and institutions in support of the development and uptake of IPBES deliverables in knowledge generation and decision-making at national and regional levels.

12. ***Principle 3 – leveraging impact:*** In order to maximise use of available resources and build on existing experience and opportunities, the rolling plan will promote and facilitate the support of other organizations, including through: inviting in-kind support for capacity-building activities being organized by or in cooperation with the task force on capacity-building; building strategic partnerships in order to support delivery of capacity-building activities; and endorsing activities of other organizations where they support delivery of the IPBES Capacity-building Rolling Plan.

13. ***Principle 4 – learning lessons and ensuring quality:*** The task force on capacity-building supported by its technical support unit will work closely with the secretariat, Bureau, Multidisciplinary Expert Panel, expert groups as well as partners to develop and implement the plan in a phased manner with appropriate coordination, quality control, and reporting of activities and impacts. In doing so the

task force will seek to ensure that lessons learnt by IPBES and those with whom it is collaborating are built upon in future development and implementation of capacity-building in the context of IPBES.

Strategy 1: Learning and engagement

14. This strategic approach draws on experience to date in supporting capacity-building for the implementation of the IPBES work programme. The level of support needed for the different programmes and initiatives varies substantively, with more time and effort being focused on the fellowship programme and the training and familiarisation programme. The primary focus is on support for implementation of the IPBES work programme itself, and for learning associated with that implementation. The strategy will contribute to the investment in IPBES deliverables, which are credible and relevant to all regions of the world. It focuses on building and developing capacity across disciplines and knowledge systems.

IPBES Fellowship Programme

15. The fellowship programme will allow early career researchers and other professionals to engage with the Platform’s activities, working alongside more experienced colleagues.[10] This is an non-sponsored fellowship scheme, and selected fellows are expected to work *pro bono* (as do the other experts), although expenses for attending working meetings and training workshops is provided for selected fellows from developing countries and countries with economies in transition.

16. Intended outcome: A significant number of early career researchers and other professionals will have gained experience through working alongside experts involved in the implementation of IPBES, while at the same time contributing to the achievement of IPBES. This will lead to a new generation of researchers trained to work at the science-policy interface, and at the same time increase understanding of the value of IPBES.

17. Approach: The programme is administered by the technical support unit with support from task force members. Activities are mainly supported from the IPBES trust fund and include support for travel by the fellows, but earmarked support from partners can also be solicited. This programme will be implemented through the following:

(a) Managing a nomination and selection process for each IPBES assessment, working in cooperation with the management committees for the assessments;

(b) Periodically identifying other areas where fellows could contribute to the work of IPBES, and managing a nomination and selection process working in cooperation with appropriate bodies;

(c) Ensuring that each fellow has one or more assigned mentors working on the same topic, and that both mentors and fellows understand what is expected of the relationship;

(d) Continuing to engage with fellows to ensure that they are contributing to their assigned topic and learning from their fellowship, and that they transfer knowledge gained within home institutions;

(e) Periodically reporting on fellowships, including feedback on the contribution that fellows have made, what they have gained, and how well the mentoring programme has worked; and

(f) Periodically following up with fellows in future years to see how they have benefited from their fellowship, and the extent to which they are still involved in related work and organizations

18. How partners can contribute: The programme is already underway, supported by the IPBES trust fund. However with additional support the IPBES Fellowship Programme could be extended in a variety of ways. Opportunities for collaboration include:

- contributing to developing the fellowship further through financial support
- providing direct support to one or more fellows
- providing additional support to fellows (e.g. through mentoring, or involvement in other activities)

[10] IPBES has 49 fellows selected to work on IPBES assessments through a process developed by the task force, and implemented by the task force and its technical support unit working with assessment management committees. Fellows are assigned to specific assessments and assessment chapters, each has one or more assigned mentors, and each remains a fellow until completion of the assessment.

– promoting IPBES fellowship opportunities

IPBES Training and Familiarisation Programme

19. The training and familiarisation programme is tailored to IPBES needs, and will enhance individual and institutional capacities for supporting development and use of IPBES deliverables. It is based on existing guiding material produced by IPBES, in particular the guide on assessments (work programme deliverable 2 a). It will be delivered through: training workshops; hands on capacity-building integrated into workshops and consultations for production of IPBES deliverables; and through webinars, e-learning tools and other online approaches.[11]

20. Intended outcome: Through a variety of approaches tailored to specific purposes, individuals will learn about IPBES and its deliverables, and be able to increasingly make use of this learning in their day-to-day work in science and/or policy making.

21. Approach: The programme is administered by the technical support unit with support from task force members, IPBES experts, and partners. Activities are mainly funded from the capacity-building component of the IPBES budget under the trust fund and include support for travel to workshops and development of training material. Activities also benefit from in-kind contributions and further support from partners can be solicited. This programme will be implemented through the following:

(a) Periodically reviewing training and mentoring needs and opportunities with all other bodies involved in delivering the IPBES work programme, including *inter alia* management committees for work programme deliverables, secretariat, Multidisciplinary Expert Panel and Bureau;

(b) Planning and implementing the following types of activities to address identified needs and opportunities, working in collaboration with relevant IPBES bodies and structures:

- training workshops and opportunities for sharing experience
- hands on experience working with necessary support
- familiarization sessions (for example for newly selected experts)
- webinars and other online presentations, and e-learning tools;

(c) As necessary seeking additional resources to support implementation of training through calls for in-kind support, collaboration with partner organizations, and sourcing additional funding;

(d) Establishing and periodically reviewing guidelines and criteria for recognising training opportunities provided by other organizations on behalf of IPBES or using the IPBES “branding”;

(e) Providing ready access to webinars, e-learning tools and training materials online, and regularly communicating information on both training opportunities and the available resources;

(f) Encouraging those trained to pass on their experiences to others so as to broaden the potential impact of training activities; and

(g) Periodically monitoring, evaluation and reporting on implementation of the training programme, including drawing on feedback solicited on training activities.

22. How partners can contribute: A number of activities are under way, supported by the IPBES trust fund. However, there is potential for the programme to be significantly expanded. Opportunities for collaboration include:

- contributing financially to training and familiarisation activities planned and implemented by IPBES
- contributing technically to training and familiarisation activities planned and implemented by IPBES
- offering to host and run IPBES-related training and familiarization activities

[11] Experience has been gained through one week-long training course for fellows organized by the technical support unit, one three day training event on scenario analysis and modelling for assessment authors jointly planned with the technical support unit of the methodological assessment and delivered by them, and training and familiarisation session planned with the secretariat for first author meetings. Additionally, e-learning tools are being developed on the conceptual framework and the guide for assessments, and a webinar series has been initiated

– offering to include familiarization of IPBES deliverables and activities within the collaborators own training and familiarization activities

– developing e-learning tools and other resources on IPBES-related topics, in collaboration with appropriate IPBES experts

Promoting secondments and internships

23. The aim of this initiative is to encourage and, as appropriate, support secondments and internships within the secretariat (including the technical support units) to foster shared knowledge and understanding and build experience, while contributing to the work of the secretariat.[12] This will involve individuals working for the secretariat for a period of time, whether based with the secretariat, or remaining in their home institution.

24. Intended outcome: The secretariat including its technical support units will benefit from increased support through secondments and internships, which provides further help in delivering the work programme. Those placed with the secretariat gain through increased knowledge and experience. Additionally, IPBES gains through having an increased number of professionals familiar with IPBES and its work.

25. Approach: While the initiative is promoted and overseen by the technical support unit with support from task force members, it is administered by the receiving and/or providing institutions. It is foreseen that activities will mainly be undertaken through contributions by partners. This initiative will be implemented through the following:

(a) Periodically reviewing with the secretariat and others providing technical support for IPBES deliverables whether there are opportunities for secondments and/or internships

(b) Working with the secretariat and interested organizations to develop terms of reference and legal agreements for secondments and/or internships, including approaches to mentoring and ways of promoting transfer of knowledge/experience to home institutions of secondees and interns;

(c) As necessary working with the secretariat (including interested technical support units) to identify any procedural and legal issues which may pertain to receiving secondments and interns;

(d) Working with the secretariat and relevant organizations to advertise and to send out calls for secondments and interns, including on the web-based matchmaking activities;

(e) Periodically monitoring, evaluating and reporting on secondments and internships; and

(f) Periodic follow up with interns in future years to see how they have benefited from their internship, and the extent to which they are still involved in related work and organizations.

26. How partners can contribute: Supporting this initiative will contribute to the implementation of the IPBES work programme, while at the same time building the experience of those involved. Opportunities for collaboration include:

– seconding staff to the IPBES secretariat (including technical support units), or to other organizations supporting IPBES

– hosting secondees/interns working on IPBES related activities, and supporting their learning

– promoting IPBES secondment and internship opportunities in-house and to relevant communities

Promoting exchange visits and study tours

27. The aim of this initiative is to encourage and, as appropriate, support exchange visits and study tours among individuals and institutions relevant to the work of IPBES, which will promote peer-based learning and at the same time strengthen cooperation among institutions working on IPBES-related activities.

[12] The secretariat has benefited from secondment of three staff, one from United Nations Environment, one from the Government of China and one member from of the IPBES Asia Pacific technical supporting unit. In addition, a secondee from the capacity-building task force and University of Montreal is currently supporting the IPBES Africa technical support unit of the Africa regional assessment on biodiversity and ecosystem services. Moreover, the secretariat has benefited from the contribution of interns. These secondments and internships have been achieved to date without significant advertising. Generally, secondees are supported by their own organization and interns are self-supported.

28. Intended outcome: Staff of technical support units and others responsible for supporting implementation of the IPBES work programme, including national focal points and relevant national organizations, will have visited other relevant organizations, building understanding and developing relationships that will help them in their work. Where appropriate reciprocal visits will also have been made.

29. Approach: While the initiative is promoted and overseen by the task force, it would be administered by the receiving and/or providing institutions. It is foreseen that activities will mainly be undertaken through contributions by partners This initiative will be implemented through the following:

(a) Promoting the concept of exchange visits and study tours amongst those responsible for implementing IPBES, periodically identifying opportunities and level of interest;

(b) Promoting development of a programme of exchange visits and study tours, and where necessary seeking additional resources (financial or in-kind) for its implementation;

(c) Ensuring that there is effective follow up to exchange visits and study tours where this is necessary and appropriate, which may include further visits, mentoring etc.; and

(d) Periodically monitoring, evaluating and reporting on secondments and internships.

30. How partners can contribute: Unlike secondments and internships this does not involve individuals moving to work with another organization, however there are still opportunities for mutual learning. Opportunities for collaboration include:

- hosting and participating in study tours and exchange visits so as to increase understanding and experience of those working on IPBES-related activities
- providing financial support to assist those undertaking study tours and exchange visits

Strategy 2: Facilitating access to expertise and information

31. This strategic approach will be drawn from other capacity-building activities, and the work of the other IPBES task forces, in order to access expertise and information for both supporting implementation of the IPBES work programme and increasing the reach and impact of work programme deliverables.

Building and supporting communities of practice

32. The aim of this initiative is to encourage and, as appropriate, support the development of communities of practice among experts, policymakers and practitioners based on IPBES work programme deliverables.[13]

33. Intended outcome: Increased use of IPBES products and the further development and sharing of associated information and experience by individuals and institutions taking part in the communities of practice. This will contribute to expanding stakeholder involvement in efforts to strengthen the science-policy interface.

34. Approach: Under this initiative, partners will be invited to help develop communities of practice based on IPBES deliverables such as the guidance on scenarios and models, the guidance on the conceptualisation of values, the catalogue of policy support tools, and completed assessments. It is foreseen that activities will mainly be undertaken through contributions by partners This initiative will be implemented through the following:

(a) Working with other technical support units to identify where communities of practice can be used to help increase the reach and impact of IPBES deliverables;

(b) Identifying whether to engage with existing communities of practice or to develop new ones, so as to effectively build on what already exists;

(c) Developing and implementing plans for training and familiarisation, mentoring and linking alumni around identified communities of practice; and

[13] The Biodiversity and Ecosystem Services Network of the United Nations Development Programme has indicated an interest in promoting “trialogues” between knowledge holders, policy makers and practitioners on the use of IPBES products. In addition, the task force is working with the Sub-Global Assessment (SGA) Network, which is an existing community of practice amongst ecosystem assessment practitioners.

(d) As necessary and appropriate supporting the development of proposals for seeking technical and financial support for initiation and facilitation of communities of practice.

35. How partners can contribute: This is likely to work through training and/or familiarisation in key areas, and then facilitating interaction amongst those trained and those involved in the training/familiarisation activities. Opportunities for collaboration include:

- providing financial and/or technical support for building a community (or communities) of practice around IPBES guides and methodological approaches
- providing financial and/or technical support for building a community (or communities) of practice around other IPBES deliverables where appropriate
- sharing information on existing communities of practice so that IPBES can learn from the experience, and also build on what already exists
- offering to host and facilitate communities of practice on behalf of IPBES, or to ensure that existing communities of practice deliver on IPBES needs

Bridging with indigenous and local knowledge systems

36. The aim of this initiative is to provide capacity-building support for the effective use of indigenous and local knowledge in assessments and other relevant deliverables, and for dialogue among different knowledge systems. This would be carried out in support of the work of the task force on indigenous and local knowledge systems, responding directly to priority needs identified by the Plenary acknowledging *"the special capacity-building needs related to the development and strengthenin of indigenous and local knowledge approaches and procedures"*.

37. Intended outcome: Indigenous and local knowledge systems are more effectively used in developing IPBES deliverables, and at the same time recognition is increased of the potential value of such knowledge systems to national decision-making processes relating to biodiversity and ecosystem services.

38. Approach: The initiative will be developed jointly by the task force on capacity-building, and by the task force on indigenous knowledge systems, with responsibilities for implementation mutually agreed. Activities may be administered by interested partner institutions with support from the matchmaking activities, and it is foreseen that activities will mainly be undertaken through contributions by partners. This initiative will be implemented through the following:

(a) Dialogue among the two task forces to identify and scope out necessary activities relevant to the mandates and priorities of each, working as appropriate with other deliverables;

(b) Developing joint proposals for capacity-building activities, including identification of any relevant partner organizations who will support implementation;

(c) Where appropriate implementing agreed activities through other areas of work within the rolling plan on capacity-building; and

(d) Seeking resources for implementation through the matchmaking activities, and where necessary supporting subsequent implementation.

39. How partners can contribute: IPBES would welcome support in building on and applying IPBES guidance relating to indigenous and local knowledge. Working with the technical support unit of the task force on indigenous and local knowledge systems in planning such activities would be essential. Opportunities for collaboration include:

- supporting participation of knowledge holders from indigenous peoples and local communities
- supporting activities that mobilize indigenous and local knowledge, helping to bring it into IPBES process
- supporting initiatives facilitating dialogue and understanding across knowledge systems
- supporting and facilitating key issues into other training and facilitation activities

Facilitating access to data, information and knowledge

40. The aim of this initiative is to achieve increased access to data, information and knowledge through developing the necessary capacities. This would be carried out in support of the work of the task force on knowledge and data.

41. Intended outcome: Data, information and knowledge are more readily accessible to those involved in working on IPBES deliverables as set out in the strategies of the IPBES data and information management Plan,[14] and are accessible more widely for those involved in decision-making processes relating to biodiversity and ecosystem services.

42. Approach: The initiative would be developed jointly by the task force on capacity-building, and by the task force on knowledge and data, with responsibilities for implementation mutually agreed. Activities may well be administered by interested partner institutions with support from the matchmaking activities, and would mainly be funded by earmarked support from partners. This initiative will be implemented through the following:

(a) Dialogue between the technical support units of the two task forces to identify and scope out necessary activities which are relevant to the mandates and priorities of each;

(b) Developing proposals for implementing agreed activities, including identification of any relevant partner organizations who will support implementation;

(c) Where appropriate implementing agreed activities through other areas of work within the rolling plan on capacity building; and

(d) Seeking resources for implementation through the matchmaking activities, and, as necessary, supporting subsequent implementation.

43. How partners can contribute: IPBES would welcome offers of support that build on IPBES guidance and deliverables, and increase access to data and information relevant to IPBES deliverables. Working with the technical support unit of the task force on data and knowledge in planning such activities would be essential. Opportunities for collaboration include:

– supporting enhanced access to data and publications for the contributing experts of IPBES assessments

– providing support to those responsible for implementation of the IPBES data and information management plan

– providing training in key areas relating to access to date, information and knowledge necessary for implementation of the IPBES work programme

Strategy 3: Strengthening national and regional capacities

44. This strategic approach will be drawing heavily on the experience of partner organizations, and will be implemented with their substantive support. Support will mainly be achieved through partnerships and matchmaking activities on the part of IPBES aimed at addressing the approved priority capacity-building needs, and in particular the second priority area on *"enhancing the capacity to undertake, use and improve national assessments of biodiversity and ecosystem services"*.

Promoting and facilitating national capacity self-assessment

45. The aim of the initiative is to encourage and, as appropriate, support national capacity self-assessment, including capacities for locating and mobilizing financial and technical resources in the science-policy interface as it relates to biodiversity and ecosystem services.

46. Intended outcome: Increased understanding at the national level of where priority capacity-building needs relevant to IPBES are, and how they can be addressed, at the same time providing evidence to potential supporters of nationally-recognised need.

47. Approach: The task force members will develop an approach to self-assessment working with appropriate organizations, which will then be available for use by the appropriate national authorities with the support, where necessary, of interested partner institutions. Where necessary support could be sought through the matchmaking activities. It is foreseen that activities will mainly be undertaken through contributions by partners. This initiative will be implemented through the following:

[14] The IPBES data and information management plan was agreed in decision IPBES-3/1, and is set out in annex II to that decision

(a) Completing guidance on national self-assessment including on the benefits of carrying out such assessment, and periodic review based on experience of its application at the national level;

(b) Promoting use of the national self-assessment guidance through appropriate IPBES channels (including potentially training), and through partner and other like-minded organizations;

(c) Identifying partner organizations who would be in a position to support national self-assessment as necessary; and

(d) Where necessary and appropriate, supporting appropriate national organizations in developing proposals for technical and financial support to address identified gaps.

48. How partners can contribute: IPBES would welcome offers of financial or in-kind support in hosting or running training activities relating to the development and use of national capacity self-assessment, following guidance to be provided by IPBES. Opportunities for collaboration include:

– supporting the development of an approach for carrying out national capacity self-assessment

– promoting and assisting countries in carrying out their national capacity self-assessment

– supporting the mobilisation of relevant individuals/experts in carrying out the assessment

Promoting and facilitating national and sub-regional ecosystem assessments

49. The aim of this initiative is to promote and facilitate the development, implementation and use of national and sub-regional assessments of biodiversity and ecosystem services by the relevant national and sub-regional authorities, in order to encourage response to the priority capacity-building needs identified by the Plenary.

50. Intended outcome: Improved capacity at national and where relevant sub-regional levels to undertake national and sub-regional assessments of biodiversity and ecosystem services, and to effectively use their findings. This will necessarily include engagement of all relevant stakeholders and relevant sectors.

51. Approach: The task force will consider ways to promote and facilitate national and sub-regional assessments, in particular through the forum and the matchmaking functions. It is foreseen that activities will mainly be undertaken through contributions by partners. This initiative will be implemented through the following:

(a) Identifying partner organizations IPBES would work with or through in promoting and facilitating national and sub-regional assessments, and developing appropriate partnership agreements;

(b) Considering opportunities for IPBES to actively promote the development, implementation and use of national and sub-regional assessments, including use of the forum and matchmaking activities;

(c) Where necessary and appropriate, supporting national and sub-regional authorities in developing proposals for assessments, and seeking resources for their implementation; and

(d) Promoting use of the IPBES guide for assessments and the IPBES catalogue of assessments as key resources, and engagement with relevant communities of practice.

52. How partners can contribute: Activities need to be consistent with IPBES capacity-building priorities (see the section below on "priorities and criteria"), and where appropriate such activities should draw on IPBES guidance and deliverables. Opportunities for collaboration include:

– supporting location of financial and technical resources for carrying out assessments

– supporting location of technical experience, and opportunities to learn from the experience of others

– providing training and networking support specifically tailored to the needs of assessments

– supporting promotion and use of IPBES guides and catalogues in planning and carrying out assessments

Promoting and facilitating national and regional platforms and networks

53. The aim of this initiative is to encourage and, as appropriate, support the development of national and regional platforms and networks on biodiversity and ecosystem services, drawing on existing experience. These platforms would both support engagement in IPBES and its work programme, and support the development, implementation and use of national and sub-regional assessments.

54. Intended outcome: National and regional platforms facilitate increased cooperation and collaboration amongst scientist and other knowledge holders, policy- and decision-makers, and practitioners and other stakeholders, leading to more effective knowledge generation and use of knowledge in decision-making.

55. Approach: The task force will consider ways to promote and facilitate development of national and regional platforms, in particular through the forum and the matchmaking functions. It is foreseen that activities will mainly be undertaken through contributions by partners. This initiative will be achieved through the following:

(a) Identifying and working with partner organizations who are promoting and facilitating national and regional platforms and networks, and developing appropriate partnership agreements;

(b) Considering opportunities for IPBES to actively promote the development and use of national and regional platforms and networks, including use of the forum and matchmaking activities; and

(c) Where necessary and appropriate, supporting appropriate national and regional organizations in developing proposals for establishing platforms and networks.

56. How partners can contribute: Activities would need to be consistent with IPBES capacity-building priorities (see the section below on “priorities and criteria”) and where appropriate draw on IPBES guidance and deliverables. Opportunities for collaboration include:

- supporting the location of necessary financial and/or technical support for local and regional networks of experts, practitioners and knowledge holders
- supporting the location of necessary technical experience, and opportunities to learn from the experience of others
- supporting activities that facilitate the uptake of IPBES findings in national and international policy
- contributing to the work of transforming knowledge into a local context

Priorities and criteria for implementing the strategies

57. The IPBES Plenary has identified priority capacity-building needs, but in doing so has also recognised that further prioritization will be necessary in order to ensure that the most important and pressing needs relating to implementation of the IPBES work programme are addressed.[15] In order to address this, the task force has developed a set of criteria based on the agreed priority capacity-building needs. The intention is that these criteria can be used reviewing proposed activities and offers of technical and financial support prior to their acceptance as IPBES relevant activities. These criteria are not intended as a reinterpretation of the priorities set by the Plenary, but as an operationalisation of these priorities in a pragmatic manner for each of the three strategies describer above and operationalised through the rolling plan.

58. **Strategy 1 - Learning and engagement.** The primary focus of activities should be those supporting implementation of the IPBES work programme itself, and for learning associated with that implementation. In order to "*focus on the ability to participate in Platform deliverables, primarily addressed through the proposed fellowship, exchange and training programme, with the priority placed on Platform regional assessments*" (wording from decision IPBES-3/1), criterion 1 should apply, and at least two of the other criteria:

[15] The IPBES Plenary adopted priority capacity-building needs in decision IPBES-3/1, and these are set out in annex I to the decision. Subsequently, the IPBES Plenary requested in decision IPBES-4/1 that the task force on capacity-building *“further prioritize the list of capacity-building needs with regard to those needs most important and pressing with a view to the implementation of the first work programme of IPBES”*.

Criterion 1: Proposed activities should be consistent with strategy 1 of the capacity-building rolling plan, and with one or more of its programmes and initiatives;

Criterion 2: Proposed activities should directly support capacity needs relating to achieving implementation of the IPBES work programme, and in particular the regional assessments on biodiversity and ecosystem services;

Criterion 3: Proposed activities should be consistent with and complement the work of IPBES subsidiary bodies, expert groups, task forces, and secretariat, including technical support units; and

Criterion 4: Proposed activities should directly arise from the work of the IPBES task force on capacity-building, helping to pilot, demonstrate and further communicate the work that they are undertaking.

59. **Strategy 2 - Facilitating access to expertise and information**. The primary focus of activities should be drawing on other IPBES, and in particular the work of task forces and expert groups, in order both to increase access to expertise and information for supporting implementation of the IPBES work programme and to increase the reach and impact of work programme deliverables. In order to "*focus on the development and implementation of pilot or demonstration activities addressing other categories of needs*" (wording from decision IPBES-3/1), one or more of the following criteria should apply:

Criterion 5: Proposed activities should promote multi-stakeholder engagement and networking in implementation of the work programme, including for facilitating use of IPBES deliverables;

Criterion 6: Proposed activities should build and/or support communities of practice directly arising from the work of one of the following IPBES expert groups, helping to pilot and demonstrate application of their guidance:

– IPBES expert group on scenarios and models;[16]

– IPBES expert group on conceptualisation of values;[17]

– IPBES expert group on policy support tools and methodologies[18]

Criterion 7: Proposed activities should facilitate consideration of indigenous and local knowledge, drawing on the work of the IPBES task force on indigenous and local knowledge systems, helping to pilot, demonstrate and further communicate the work that they are undertaking thereby addressing "*the specific capacity-building needs related to the development and the strengthening of the participatory mechanism and* indigenous *and local knowledge approaches and procedures*" (wording from decision IPBES-3/1);

Criterion 8: Proposed activities should facilitate access to data, information and knowledge, drawing on the work of the IPBES task force on knowledge and data, helping to pilot, demonstrate and further communicate the work that they are undertaking.

60. **Strategy 3 - Strengthening national and regional capacities.** Activities will mainly be carried out and facilitated through partnerships and matchmaking activities. In order to "*focus on enhancing the capacity to undertake, use and improve national assessments of biodiversity and ecosystem services*" (wording from decision IPBES-3/1), criteria 9 and 10 should apply, and either criterion 11 or criterion 12:

Criterion 9: Activities should demonstrate how all relevant IPBES guidance, processes and procedures would be taken into account in planning and implementation;[19]

Criterion 10: Activities in support of national efforts should demonstrate a national need, and where appropriate be undertaken in consultation with the relevant IPBES national focal point(s);

Criterion 11: Activities should address the undertaking and using of national and sub-regional assessments of biodiversity and ecosystem services or similar approaches (including the promotion of national and regional platforms and networks) which have the following characteristics:

[16] Reference to the assessment report on scenarios and models and to the Guide on assessments to be included when published.

[17] Reference to the Guide on conceptualisation of values and to the Guide on assessments to be included when published.

[18] Reference to the Guide on policy support tools and methodologies and to the Guide on assessments to be included when published.

[19] Detailed guidance to be included when published.

– cover all ecosystems within a country or other geopolitical unit or be clearly defined as a thematic or methodological assessment at the appropriate level;

– demonstrate involvement of all relevant stakeholders during all stages;

– demonstrate how indigenous and local knowledge will be considered.

Criterion 12: Activities should address national capacity-self assessments, including capacities for locating and mobilizing financial and technical resources.

Approach to building collaboration and engagement

61. A wide range of institutions are currently involved in capacity-building activities that relate directly to the IPBES work programme and to the priority capacity-building needs approved by the IPBES Plenary. In many cases this is part of these institutions' response to the wider biodiversity agenda. This includes *inter alia*: part of the work that happens with the support of Official Development Assistance through both multilateral channels and bilateral cooperation; private sector investments in a range of key areas (often mutually supportive of other activities); and the many national and international public, private and non-profit institutions which provide technical assistance and support capacity-building of relevance to IPBES.

IPBES task force on capacity-building

62. At its second session the Plenary established an **IPBES task force on capacity-building**, and defined its terms of reference.[20] The task force comprises two Bureau members and three members of the Multidisciplinary Expert Panel (between them covering the five United Nations regions), and up to 20 further experts selected from amongst those nominated by governments and other stakeholders. In addition, a number of individuals and organizations have been invited to participate in task force meetings as resource persons for addressing particular areas of work. The task force is supported in its work by a **technical support unit** established at the Norwegian Environment Agency. This unit is provided by the Government of Norway as part of its in-kind support for implementation of the IPBES work programme. The unit works in close cooperation with other members of the secretariat providing technical and management support for other IPBES deliverables, with the aim of ensuring appropriate levels of support to all IPBES deliverables. The task force, with the support of its technical support unit, has overseen development of this framework or approach, and oversees the development and implementation of the rolling plan. In doing so it works closely with the resource persons and partner organizations who can contribute to its effective implementation.

IPBES capacity-building forum

63. The **IPBES capacity-building forum** is a key vehicle for increasing engagement and facilitating cooperation among partners for the implementation and further development of the rolling plan. The strategy of the forum is to serve as an effective arena for cooperation between IPBES and other institutions that fund, undertake or otherwise contribute to relevant capacity-building activities. Work under the forum will aim at advancing the common agendas of partners and at facilitating longer term strategic alignments of relevant ongoing programmes and activities among partners. Partners at the forum will be invited to: periodically provide feedback on the orientation of the rolling plan for capacity-building and the programmes and initiatives it contains; make offers of technical and financial support which could support implementation of the plan and be reflected in it; and consider the modalities for future work by partners under the auspices of the forum, including the modalities of future meetings of the forum.

64. In developing and implementing the forum, the task force will work closely with the Bureau on the following in order to ensure that it meets the strategies identified:

(a) Regularly invite institutions that fund, undertake or otherwise support relevant capacity-building activities to register their interest in partnering with IPBES through the capacity-building forum;

(b) Develop the list of invitees and an engagement strategy for promoting their involvement in the forum well in advance of each meeting of the forum;

[20] The terms of reference of the task force on capacity-building were agreed in decision IPBES-2/5, and are set out in annex II to that decision.

(c) Through online communication, joint face-to-face meetings of partners, and bilateral follow-up arrangements, invite contributions from forum participants to the development and pilot implementation of the rolling plan as supported by the matchmaking activities;

(d) Develop and implement appropriate communication and follow-up to the meetings of the forum to further strengthen engagement in IPBES-related capacity-building initiatives; and

(e) Regularly review the effectiveness and modalities of work under the capacity-building forum together with partners.

IPBES matchmaking

65. The strategies, programmes and initiatives set out in this document, and the activities set out in the IPBES capacity-building rolling plan, will help frame cooperation among partners on how to match identified priority needs with financial and technical resources. IPBES first work programme makes reference to "a web-based matchmaking facility". Efforts have gone into the development and piloting of a prototype web-based matchmaking facility as requested by the Plenary. During the initial work on the matchmaking facility, a trial open call for projects and pledges was made in order to help guide its development21. The web-based prototype matchmaking facility has been developed further in considering possible structures and functions. Some of the elements of the beta version, related in particular to the webinars and the fellowship programme, were further developed and are hosted on the IPBES website. Aside from these two elements, other components were not sufficiently advanced to enable the completion of this web-based prototype.

66. The focus on matchmaking has seen a gradual shift from an attempt to develop a prototype facility to an incremental development of the matchmaking functions and their web-based support structures. This slight refocusing is based on the experience to date and feedback received, including from both meetings of the capacity-building forum. It is intended that the strategies, programmes, initiatives and activities set out in the rolling plan will help frame cooperation among partners on matching identified priority needs with financial and technical resources. It is envisaged that the matchmaking functions will be developed in dialogue with similar initiatives[22] to avoid any duplication of efforts, and to learn from the experience of others. While it is currently not intended to make further open general calls for project submissions as was done in the trial call, specific calls under the rolling plan may be developed in collaboration with strategic partners representing both implementers and conventional and potential sources of funding.

Options for organizations wishing to contribute

67. Institutions may choose to fund, undertake or otherwise support relevant capacity-building activities in order to help support implementation of the IPBES capacity-building rolling plan directly or indirectly through one or more of the following approaches.

Contribution to the IPBES trust fund

68. What: Parts of the work described in the plan are directly supported by the IPBES trust fund through the budget agreed by Plenary. These parts include in particular activities aimed at building capacities for the implementation of the work programme, and priority has been given to the fellowship programme and the training and familiarisation programme. These programmes are overseen by the task force on capacity building. Activities typically require close cooperation with the management and support structures established under IPBES for the work programme deliverables they are associated with. Contributions to the rolling plan can therefore be made through:

(a) Indirect funding through contributions to the IPBES trust fund at large – Further contributions to the trust fund will help strengthen the financial situation of IPBES in general, and may allow for increased resources to be made available for supporting capacity-building activities.

[21] The trial call for projects and pledges of support for the matchmaking facility resulted in 94 submitted projects involving activities in 95 countries. The projects were reviewed based on the criteria set out in this document, and a more detailed scorecard developed for the review process. The projects found to be in line with the identified priority-capacity-building needs will be made available to potential donors as opportunities for investment in capacity building of relevance to IPBES arise. IPBES is also piloting partnerships with institutions to enable funding for projects. UNEP-WCMC has for instance in their capacity as secretariat to the Sub-Global Assessment Network worked in cooperation with project proponents and submitted the six proposals on national ecosystem assessments for funding to the German International Climate Initiative.

[22] Such initiatives include the Biodiversity and Ecosystem Services Network of the United Nations Development Programme, the Convention on Biological Diversity Bio-bridge initiative and the United Nations Convention to Combat Desertification Marketplace.

(b) Direct funding through earmarked contributions to the IPBES trust fund – The financial procedures for IPBES[23] state that *"...additional contributions for specific activities approved by the Plenary may be accepted. Single contributions in excess of 300,000 United States dollars per contributor per activity require approval by the Plenary. Single contributions not exceeding 300,000 United States dollars per contributor per activity require approval by the Bureau"* (IPBES financial procedures, Rule 10).

69. How: Any institution wishing to provide direct funding through earmarked contributions to the IPBES trust fund should contact the IPBES secretariat, expressing its wishes and then follow the guidance provided by the secretariat. While the institution is free to announce what it is doing in the IPBES Plenary or through the capacity-building forum, acknowledgement of contributions to the trust fund is primarily through the report of the Executive Secretary to the Plenary on the trust fund.

In-kind contribution to the capacity-building work of IPBES

70. What: Institutions may wish (a) to provide partial or complete support to capacity-building activities under the rolling plan that are being administered by the technical support unit or otherwise organized by IPBES; or (b) to offer to administer or undertake activities themselves working in collaboration with IPBES. The latter is particularly important for activities under the IPBES capacity-building rolling plan which go beyond the implementation of the IPBES work programme. For example, an institution may wish to: organize a training course; offer to host capacity-building activities; manage a community of practice; support the development of national and regional platforms and networks; support travel/daily subsistence allowance of training workshop participants; directly support fellows or fellowship activities that can be associated with the rolling plan.

71. How: The institution wishing to provide in-kind contribution(s) should contact the technical support unit for the task force on capacity-building, identifying how it wants to contribute, and how such a contribution (or contributions) would relate to the IPBES capacity-building rolling plan and the priority capacity-building needs approved by the Plenary. The type and extent of contributions are expected to vary. This is discussed further in the section below on “options for collaborating through in-kind contribution”.

Providing direct technical or financial support to other institutions

72. What: Institutions may wish to provide direct support (for example to organizations in other countries) to enable them to more effectively address priority capacity-building needs. This might be through the provision of funding, provision of technical support, or both. The activities may be explicitly identified in the IPBES capacity-building rolling plan's regularly updated list of activities that IPBES plans to undertake alone and in collaboration with partners (such as types of training, or support for fellows), or inferred from the descriptions of the capacity-building approaches described above (for example support for national ecosystem assessments).

73. How: It is envisioned that the IPBES matchmaking activities currently being developed will promote and facilitate opportunities for providing technical and financial cooperation, and identification of where this is needed. As these activities are still under development, any suggestions from potential partners on them would be welcomed.

Alignment of activities

74. What: Institutions already carrying out capacity-building relevant to the IPBES objective and functions may wish to consider how their capacity-building activities can take more account of the objectives, deliverables and ongoing work of IPBES.

75. How: Alignment of interests can be done through, for instance, supporting uptake and use of any IPBES guides, methodological assessments and other deliverables. There is no expectation that institutions will inform IPBES of their alignment, but it would be helpful if they did so, and this could be done through communication to the IPBES Chair or Executive Secretary, or through announcement to the IPBES Plenary or IPBES capacity-building forum. The IPBES task force can provide support upon request to all institutions requiring increased understanding of IPBES objectives, activities and deliverables with regard to capacity-building, and help institutions to consider how to align their own activities with those of IPBES. The IPBES capacity-building forum will also provide opportunity for further exploring modalities for achieving alignment of activities.

[23] The IPBES financial procedures have been adopted by the Plenary in decisions IPBES-2/7 and IPBES-3/2.

Further options for collaborating through in-kind contribution

76. The task force on capacity building have immediate responsibility for overseeing development and implementation of the IPBES capacity-building rolling plan, including the overall approach, working with the secretariat and with oversight from the Bureau and Multidisciplinary Expert Panel. Various degrees of involvement are possible in the implementation of the different types of capacity-building activities identified, but there are two basic approaches.

Offering support for activities planned or initiated by IPBES

77. In this case institutions provide partial or complete support to capacity-building activities under the IPBES capacity-building rolling plan organized by IPBES or on behalf of IPBES. Examples of such support might include instances where:

- the capacity-building activity is led by IPBES, but carried out with technical and/or financial support of one or more partner institutions;
- the capacity-building activity is jointly led by IPBES and one or more partner institutions; or
- the capacity-building activity is led by one or more partner institution, with technical and/or financial support from IPBES.

78. As the activity is essentially being carried out at the request of IPBES then there is already a clear understanding of the priority capacity-building need being covered, and any in-kind support concerns delivery of that activity. Collaborating institutions may influence planning, direction and delivery, to a greater or lesser extent, but they are supporting delivery of an IPBES activity.

Offering to deliver complementary capacity-building activities

79. In this case institutions offer to deliver the same or similar activities themselves working in collaboration with IPBES. Examples of such support might include instances where:

- institutions identify activities they would like to carry out in order to support delivery of the IPBES capacity-building rolling plan, and wish to seek acknowledgement or endorsement from IPBES for doing so; or
- institutions wish to have an activity that is already planned or being carried out formally recognised as a contribution to delivery of the IPBES capacity-building rolling plan.

80. IPBES endorsement or acknowledgement in these instances will require a review of the proposed activity order to ensure that it aligns with IPBES priority capacity-building needs, operating principles and relevant procedures. Acknowledgement or endorsement by IPBES of capacity-building activities proposed by others will therefore require:

(a) confidence that the proposed capacity-building activity is consistent with the IPBES capacity-building rolling plan and addresses priority capacity building needs identified by the Plenary;

(b) confidence that the capacity-building activity will be of an appropriate quality, and includes an appropriate level of oversight;

(c) assurance that appropriate IPBES experts will be involved in planning and/or delivery of the proposed activity (which may also address the previous point);

(d) confidence that the IPBES operating principles and any relevant IPBES guides and procedures will be appropriately applied in delivering the proposed capacity-building activity; and

(e) clear understanding of how the relationship between IPBES and the activity will be promoted, including with respect to use of the logo, and a clear process for reporting back.

81. In order to achieve this the technical support unit for the task force on capacity-building has created an application form which can be provided on request, but which will ultimately be available on the web. Submissions will be reviewed by following procedures agreed with the Bureau and Multidisciplinary Expert Panel so as to ensure that the issues identified above in paragraph 80 are addressed, together with the relevant criteria in paragraphs 58-60. This review process will involve as appropriate the task force, the secretariat and where necessary the Bureau and/or Multidisciplinary Expert Panel.

82. Within the context of activities proposed by others, it is important to recognise that the IPBES secretariat is responsible for the use of the IPBES logo. If capacity-building activities are led by or on

behalf of IPBES then the IPBES logo can be used on materials directly relating to that activity. For any other activity explicit permission for use of the logo would need to be obtained through the IPBES Secretariat.

Agreement on collaborative arrangements and acknowledgement

83. Collaborative arrangements can take a number of forms based on the degree of involvement of both parties. IPBES guidance on the development of strategic partnerships and other collaborative arrangements[24] sets out a number of the key considerations, as well as the types of collaboration that may be necessary for supporting IPBES implementation. The following considerations are directly relevant to agreement on collaboration to support capacity-building as described above.

(a) Intent to collaborate might be established through a *letter of agreement* or *memorandum of understanding* which can be used for defining strategic alliances, declaring agreement on intent, on areas of common interest and on cooperation in terms of project and programme implementation. While in a number of cases *memorandum of understandings* would involve the transfer of funds to support a particular set of tasks, this is not necessarily always the case. *Letter of agreements* and *memorandum of understandings* could also be established with no implied exchange of funds. In some cases it would be assumed that the legal entities involved would provide the necessary resources for their own activities (which may be activities that they intended to carry out anyway). Agreements might also be used as a vehicle to help find additional funding from elsewhere, and this should be considered when they are drafted.

(b) In order to operationalize such agreements, consideration might be given to drawing up a *project document* of some form, or a *jointly agreed programme of work*, which would spell out how the intent to collaborate would be realized. Such documents would provide more detailed definitions of activities, timetables and deliverables, and would be likely to include implementation plans and potentially also budgets. These more detailed documents may cover the whole period of the agreement or could be periodically updated while the agreements are in force.

(c) There may also be cases where a legal agreement in the form of a *contract* such as between a partner and the technical support unit is necessary in order to ensure timely delivery of a product or service necessary for the efficient implementation of the capacity-building activity.

84. In other words the form of the agreement would depend on the activities to be undertaken and whether or not funds were changing hands, but nevertheless some form of agreement (even if only an exchange of letters) is important for ensuring a common understanding. Amongst other things, this is important for also making clear how support will be acknowledged. The support of organizations in carrying out IPBES-related capacity-building activities will be acknowledged through the following channels where appropriate:

(a) Both financial and in-kind support to IPBES are reported on to the Plenary in documents developed by the secretariat.

(b) The secretariat reports to the Plenary on all capacity-building activities carried out under the auspices of IPBES.

(c) Information on specific activities is also promoted through the IPBES website and regular communication activities.

85. In addition, appropriate acknowledgment would be given in association with relevant events or as part of specific deliverables, as appropriate to the circumstances, and the level of support provided. However, any further acknowledgement would need to be considered on a case-by-case basis, with the advice of the Bureau

[24] IPBES guidance on the development of strategic partnerships and other collaborative arrangements was agreed in decision IPBES-3/4, and is set out in annex III to that decision.

Appendix II – Report of the second meeting of the IPBES Capacity-building Forum, New York, 23 September 2016

1. The second meeting of the IPBES Capacity-building Forum was held in the offices of the United Nations Development Programme (UNDP), and was co-hosted by UNDP and UN Environment (UNEP). The meeting was divided into two segments, a technical segment co-chaired by IPBES Bureau members Ivar Baste (Norway) and Spencer Thomas (Grenada), and a high-level segment co-chaired by Bob Watson (IPBES Chair), Midori Paxton (UNDP) and Ibrahim Thiaw (UN Environment).

2. A concept note for the meeting is provided in Annex 1, the agenda and organization of work in Annex 2, and a list of participants in Annex 3. Background documents for the meeting included a draft of the IPBES Capacity-building Rolling Plan, a synthesis of comments received on this draft plan, and examples of activities that might be undertaken to implement it. These documents are available from the technical support unit (TSU) for the IPBES task force on capacity-building, but will be superseded by a revised plan that takes account of feedback received.

Technical segment

3. The meeting was opened by Spencer Thomas and Ivar Baste, co-chairs of the IPBES task force on capacity-building, who introduced the purpose of the meeting and the available documentation. Introductory remarks were also made by Bob Watson (IPBES Chair), Sebsebe Demissew (co-chair of the IPBES Multidisciplinary Expert Panel), and Anne Larigauderie (IPBES Executive Secretary). Key issues raised in the introductory remarks included:

- Ongoing concern about asymmetries in capacity between different countries and regions, which were becoming more apparent as the work programme of IPBES proceeds
- The importance of all four IPBES functions (assessment, knowledge generation, policy support tools, capacity-building), and of integrating capacity-building into all of the Platform's work
- The potential and opportunity to draw on the capability, capacities and interests of other organizations in order to help deliver this capacity-building

The role of IPBES and the Capacity-building Forum

4. Referring to the concept note for the meeting (see Annex 1), the co-chairs drew attention to the value of the IPBES Capacity-building Forum in: (a) bringing together organizations which are able to support and advise IPBES in developing and delivering capacity-building, and (b) encouraging and facilitating alignment of IPBES capacity-building interests with those of other organizations and vice versa. While IPBES itself could undertake capacity-building, it was well understood that this needed to be augmented by the active engagement of many other organizations. The co-chairs indicated that during the meeting IPBES would seek input from participants on the areas of work that had been proposed in the rolling plan, and on the modalities for moving forward in implementing this work in a collaborative manner. The meeting would also include discussion on how the Forum might usefully support active collaboration further in the future. During an initial exchange of views on the objectives of the meeting, the following key issues were raised:

- Participants broadly welcomed the approach of building partnerships to deliver capacity-building, recognising that there are many existing opportunities that could be built upon
- It was recognised that there are many different approaches to capacity-building, and that IPBES needs to embrace a range of approaches focusing on intended outcomes and "impact investing"
- It was recommended that links should be made to existing partnerships and networks, such as the Collaborative Partnership on Forests or UN Water, to reach multiple organizations
- In this regard, IPBES was invited to share its deliverables and experiences in a wider range of international fora, so as to extend interest and collaboration, and also uptake of IPBES deliverables

- Finally, it was recommended that further thought needed to be given to how to relate to bilateral cooperation between countries, and to national initiatives that are already under way

Developing and implementing the IPBES Capacity-building Rolling Plan

5. Discussion on design and implementation of the IPBES Capacity-building Rolling Plan was combined, and began with presentation by the TSU on the draft IPBES Capacity-building Rolling Plan, which had been made available to meeting participants and others in advance of the meeting so that they could provide comments and identify how their activities related to implementation of the plan. The TSU also presented a synthesis of comments received on the draft rolling plan from a range of organizations and individuals, contributions that could be made by collaborating organizations to support its implementation, and possible modalities for further developing collaboration.

6. The IPBES Capacity-building Rolling Plan is intended as both a framework identifying the necessary activities for addressing priority capacity-building needs identified by the Plenary, and as a plan of activities being carried out by IPBES and others in delivering capacity-building. The plan is intended to provide a clearer basis for building engagement with partner organizations, and feedback was requested from meeting participants on both the draft plan and on the proposed modalities for further developing collaboration.

7. During the subsequent discussion, references were made to a number of specific initiatives of organizations participating in the Forum, further illustrating the potential for building collaboration in delivering and supporting capacity-building relating to IPBES. In addition, the following issues were raised:

- It would be helpful for potential collaborators to have a clearer understanding of priority activities, so as to be able to provide maximum support and achieve the biggest impact
- In this regard it is important to know where the asymmetries are greatest, where the gaps are, and what is already being done to address them
- Relating to this there needs to be a clearer understanding of the impacts that we are trying to achieve, and how the plan will help in addressing them
- Rather than having them separate, it is important to combine the rolling plan and the modalities into one document (while recognising that the modalities still need broader review within IPBES)
- The importance of the interaction with the management and support structures for other IPBES deliverables was stressed, so as to ensure that capacity-building addresses their identified needs without overloading the system
- It should be recognised that capacity is often built through other activities (e.g. learning by doing) and this aspect may need further considering in planning capacity-building activities
- Stakeholder conferences provide opportunities for interactions that build capacities in a less formal way, and it may be useful to review what is already happening in this regard
- Assessment scoping and implementation must be used as the basis for identifying where data, knowledge and capacity gaps, and where support will be needed in uptake of assessment outputs
- IPBES may need to think about links to other programmes outside its usual partners in order to help build access to additional technical and scientific resources
- Creating a list or inventory of what is already going on could be considered so that the breadth of existing activities is better understood
- However, while it is important to understand the capacity-building landscape and how others could contribute, too broad a review would be time consuming, and probably not cost effective
- Improved communication by IPBES will help achieve a greater understanding of IPBES and the value of its guides and deliverables, which will then make it easier to promote and support their use

- There is clear value in promoting and facilitating the use of IPBES guidance widely, including through the sharing of lessons learned, while recognising that this guidance is simply a resource for those activities that are not directly mandated by IPBES
- It might also be helpful to consider and communicate the relationship between IPBES capacity-building and other capacity-building initiatives
- It was suggested that it would be good to include a definition of capacity-building so that the intention is clearer
- Finally, consideration could also be given to opportunities and ways to strengthen IPBES national focal points, and the roles that they play within their countries

8. During 2015, the task force had planned a trial call for projects and pledges in order to assist in the development of the proposed "matchmaking". A member of the task force summarised the experience gained from this trial call for matchmaking projects and pledges. This included a summary of the approach taken for reviewing proposals received and further actions taken, and of the lessons learned. Other related issues raised in discussion included the following:

- There was a sense that previous IPBES efforts on matchmaking had begun too quickly, focusing on the tool rather than the objective, and that a rethink was needed aligned with the plan and priority needs
- Managing a matchmaking process takes time, and perhaps a stepwise approach might work more effectively, first seeking/identifying needs and priorities and then marketing opportunities
- There is a very real need for facilitating activities in addition to web tools, and this is clear from the call that was previously put out and the responses received
- There is a need to think about and work in ways that are relevant and appropriate to organizations that may be in a position to offer technical or financial resources
- Consider this from the perspective of what is most needed, and what is the most effective means of securing support for addressing priority needs (while recognising the need for transparency)
- If projects cannot be financially supported, other ways to support them could be considered (e.g. through active follow up, listing as opportunities, or sharing with other initiatives)
- There is an obvious need to focus on building of experience and learning from others who are carrying out similar activities, and developing liaison with them
- Should organize and systematise information for sharing experience, based on more practical goal-oriented approach, and build communities of practice and future calls for support around this
- One useful approach might be to showcase successful projects, so as to illustrate what succeeds and what does not
- Finally, it may also be useful to consider new ways of finding funding, such as crowd sourcing (something previously raised in a task force meeting but not yet followed up)

9. During discussion on development and implementation of the rolling plan, the balance between individual versus institutional capacity building was discussed. It is important to address institutional capacity in the context of IPBES in order to achieve greater impact. Key points raised in this discussion included the following:

- There is a need to consider how to address institutional capacity-building when planning and implementing all capacity-building activities, and additional wording may be needed on this
- Each activity in the rolling plan has a potential follow up in moving from building the capacity of individuals to that of institutions, including through building communities of practice and increasing the focus on building the capacity to use the knowledge and experience resulting from IPBES deliverables

- Working with national stakeholder dialogues and national platforms may help in this regard, and may provide opportunities for sharing experience and more broadly communicating IPBES deliverables
- Institutional capacity-building can also be achieved while developing, implementing national ecosystem assessments and subsequently using the findings
- Many countries do not have the right bridging institutions between science and policy, and this needs investment; while IPBES may not be able to address this directly it can share relevant information
- Additionally, regional and sub-regional institutions could help provide opportunities for bringing people together

Messages to the high level segment

10. Those participating in the technical segment of the meeting then discussed the issues that could most usefully be communicated to those participating in the high level segment of the meeting.

High level segment

11. The high level segment of the meeting was opened by the IPBES Chair, Bob Watson, who welcomed participants and thanked the co-hosts UNDP and UN Environment for their support. With the support of the co-chairs of the technical sessions, he identified a number of key messages emanating from the discussions during the technical meeting, including the following:

- IPBES is drawing heavily on the capacities of others in all of its work, but in all of these endeavours is experiencing asymmetries in capacity
- These asymmetries need to be addressed, both for IPBES to be able to deliver its own work programme and to address other priority needs identified by the IPBES Plenary
- The IPBES work programme and development of the IPBES deliverables are themselves building capacity, although further explicit actions need to be taken to augment this
- In doing this IPBES needs to consider how to build both individual and institutional capacity, and how to bring all key stakeholders together, so as to ensure a more sustainable impact
- IPBES cannot do this alone as it has insufficient capacity, but needs to engage more substantively with others in addressing priority capacity-building needs
- The IPBES Capacity-building Rolling Plan and its three strategies are intended as a vehicle for achieving this engagement with partners, and the valuable feedback being received will help to shape this agenda further
- Successful implementation will require further technical and financial resources, and IPBES is keen to further explore opportunities and modalities for collaboration

12. The co-chair then invited remarks from the co-hosts of the meeting, and from those who were only participating in the high level segment of the meeting.

(a) The representative of UNDP welcomed the fact that the importance of biodiversity and ecosystem services was now far more widely recognised, but drew attention to the fact that the lack of effective links between science and policy was still a critical limitation. In this regard she recognised the importance and value of IPBES, and the strong government commitment to improving the science-policy interface that this implied. UNDP is making a contribution to IPBES through the Biodiversity and Ecosystem Services Network (BES-Net) in particular, and this support will continue.

(b) The representation of UN Environment drew attention to the urgent need to communicate with other constituencies, and the importance of talking in terms that others understand and which are relevant to them. In this regard he stressed the importance of identifying and communicating links to the *2030 Agenda for Sustainable Development* which is driving government priorities and agendas. IPBES must find opportunities to leverage additional funding and resources, and this will be easier when we are talking in terms that are clearly relevant to the audiences we are addressing.

(c) The representative of Norway recognised that a knowledge-based approach that increased understanding of the role of ecosystem services in all relevant sectors was key to meet the objective of IPBES. He thought that the rolling plan was a valuable approach to addressing global imbalances in capacity, and welcomed the fact that IPBES was encouraging others to work with it in addressing these imbalances. He hoped that the plan would also help in aligning national overseas development assistance projects with IPBES, and encouraged IPBES to build on and utilise existing partnerships/initiatives wherever possible and appropriate. He also drew attention to the importance of national and sub-regional ecosystems assessments in building capacity.

(d) The representative of France stressed the importance of IPBES for France, referring back to the speech made by President Jacques Chirac in January 2005 calling for such a body to be established. He also underlined the importance of clearly making the link to the *2030 Agenda for Sustainable Development* and the sustainable development goals. It was important to make capacity-building plans as quickly as possible, and include with them clear targets of what IPBES was trying to achieve, as this was essential in trying to attract and ensure the necessary financial and technical support. He indicated that for France the primary emphasis would be on strategies 2 and 3, also drawing attention to the potential importance of national capacity self-assessments. He suggested that the next Plenary should be used as a focus for holding meetings with key parties and calling for pledges in support of implementing the rolling plan.

(e) Picking up on points made by earlier speakers, the representative of the World Economic Forum asked whether IPBES was really translating science into the kind of language that the private sector uses relating to risks and opportunities, trade-offs, opportunity costs, incentives, and so on, and whether IPBES was sufficiently focused on influencing the national policy and legislative frameworks within which the private sector operates. She suggested that with respect to capacity-building IPBES should be asking itself a number of questions relating to focus – are we thinking about the impacts we want to achieve, are we focused on the institutions and people who will make a difference, and are we ensuring that we are demand driven rather than supply driven?

13. During the subsequent discussion, a number of areas requiring follow up were identified:

- Make clearer the interrelationships between the three different strategies in the rolling plan as it is developed further
- Increase the focus and communication on learning by engaging and learning by doing, recognising the effectiveness of this approach in achieving capacity-building
- Consider whether more needs to be said in the rolling plan about links to achieving SDGs, as this is very relevant to development agencies in particular
- In both communications and relevant capacity-building consider the importance of appropriate communication, language and concepts for target audiences
- Find ways to increase engagement with the private sector, noting that the World Economic Forum would be happy to assist, including helping to identify appropriate approaches
- Find ways to increase engagement with other constituencies, including both bilateral assistance agencies and foundations, recognising where we can get support from existing contacts
- Further consider the call for pledges relating to capacity-building around the next IPBES Plenary (while recognising also the broader funding needs of IPBES)

Technical Segment (resumption)

Modalities of work under the IPBES Capacity-building Forum

14. Participants were asked to reflect on the meeting, and to provide advice regarding organization of future meetings. Discussion included the following key points:

- The Forum provided a good opportunity for discussion, which needed to be followed up with an identification of actions to be taken
- There was good documentation for the meeting; it would have been helpful to have a little more time in advance to reflect on some of the issues
- There is still a need for better understanding how organizations can engage when they have a broad range of potential inputs but do not understand what would be most useful.

- In this regard, the task force supported by its TSU will need to engage directly with specific potential partners to identify what exactly the follow up should be, and where these organizations can engage
- A flexible approach should be taken to future meetings of the forum, drawing on experience and using the most appropriate approach depending on what the meeting wants to achieve
- In planning future meetings, it might also be appropriate to consider alternative more interactive formats, and means for reaching other constituencies
- Opportunities for IPBES to speak to particular fora involving foundations and the private sector should be explored

Follow up actions from the meeting

15. In closing the meeting, the co-chairs thanked participants for their contributions, and in particular UNDP for the facilities and the logistical support that they had provided. They also identified a number of follow up activities which would be led by the task force supported by its TSU:

(a) The report of the meeting will be completed as soon as possible following the meeting (noting that a summary of key points was given verbally towards the end of the meeting)

(b) The rolling plan will be revised to address the feedback received, and will in the future also include more on modalities for engagement (which was presented to the meeting in a separate document)

(c) The next iteration of the rolling plan will also include lists of activities being planned and undertaken, identifying where possible gaps and needs

(d) The task force will also consider the advice provided and identify next steps to take with respect to the following:

(i) Identification of targets and priorities in the plan

(ii) Bilateral follow up with potential partners

(iii) Matchmaking facility, and other related activities

(iv) Future meetings of the Forum, and other related activities

(v) Close liaison with the management and support structures for other IPBES deliverables

(vi) Further action needed relating to communications and stakeholder engagement

Annex 1 to Appendix II – IPBES Capacity-building Forum concept note

The IPBES Capacity-building Forum

Opportunities for aligned investments in ecological knowledge for sustainable development

The world's *biodiversity* of genes, microorganisms, plants, animals and ecosystems generate a wide range of benefits to society, often termed *ecosystem services.*[25] Many of the services are under threat due to unsustainable human practices. Policies for rectifying such practices often benefit from a legitimate and credible bridging of science and policy and the establishment of the confidence level of the knowledge at hand. This is why the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) was established in 2012 as a parallel to the Intergovernmental Panel on Climate Change (IPCC).

IPBES *critically assesses the state of knowledge* on the interactions between human societies and the natural world.[26] An IPBES assessment is initiated by the Plenary and involves voluntary contributions by partners and hundreds of authors and reviewers from multiple disciplines[27]. IPBES also undertake activities for advancing *policy-support tools* and for stimulating *knowledge generation*. IPBES furthermore strives to *address current world-wide individual and institutional asymmetries in capacities* in the science-policy interface on biodiversity and ecosystem services. It does so by addressing priority needs identified by the IPBES Plenary[28] both as an integral part of the work programme and through activities aimed at matching those needs with financial and technical resources held by partners.

IPBES is in essence a multilateral networked institution with a small secretariat whose work largely relies on in-kind contributions from selected experts and partner institutions. To harness this vast capacity, the Platform works through agreed processes and by providing venues where experts, partners and member states can meet. The Capacity-building Forum for conventional and potential sources of funding aims at facilitating cooperation among partners for the evolution of the capacity building function of IPBES. It offers partners an avenue for advancing a joint agenda for investments in what could be termed as ecological knowledge for the implementation of the *2030 Agenda for Sustainable Development* and the *Strategic Plan for Biodiversity 2011–2020* and its *Aichi Biodiversity Targets*.

I. Engaging with IPBES in capacity-building

Institutions that fund, undertake or otherwise support relevant capacity-building activities will regularly be invited to register their interest in partnering with IPBES through the Capacity-building Forum. Cooperation under the forum will focus on the development and pilot implementation of the IPBES Capacity-building rolling plan through online communication, regular joint face to face meetings and bilateral follow-up arrangements.

The rolling plan operationalizes relevant parts of the IPBES work programme 2014-2018 and is to be financed partly through the IPBES trust fund and partly through financial and in-kind support from partners. A draft rolling plan is developed by the IPBES Task Force on Capacity-building with support from its technical support unit[29]. The implementation of the plan will be supported by a web-based

[25] These ecosystem services include the provision of food and fibre; the production of oxygen and soil; the regulation of diseases and climate; and the contribution to human innovation, culture and spirituality.

[26] See http://ipbes.net/images/Functions operating principles and institutional arrangements of IPBES_2012.pdf

[27] Including the thematic assessment of *pollinators, pollination and food production* and methodological assessment of *scenarios and models* (both approved in 2016); thematic assessment on *land degradation and restoration* (completion 2017); regional assessments of biodiversity and ecosystem services for *Africa*, the *Americas*, *Asia-Pacific*, *Europe and Central Asia* (completion 2017) and a *global assessment of biodiversity and ecosystem services* (completion 2019).

[28] See decision IPBES-3/1, adopted based on advice from the IPBES task force on capacity-building.

[29] The TSU is provided by the Government of Norway through the Norwegian Environment Agency, with support provided also by the United Nations Environment Programme World Conservation Monitoring Centre, under a contract arrangement with the Agency.

matchmaking facility which is being developed in a prototype form in cooperation with UNDP under its BES-Net initiative.

The draft rolling plan contains two programmes and several initiatives which are categorized under the following three strategies:

(a) ***Strategy 1: Learning and engagement*** for the implementation of the IPBES work programme through: - *the IPBES Fellowship Programme* (allowing early career researchers and other professionals to engage with the Platform's activities); - *the IPBES Training and Familiarisation Programme* (delivered through training workshops, webinars, and e-learning tools); and - initiatives on *promoting secondments and internships* as well as *exchange visits and study tours*;

(b) ***Strategy 2: Facilitating access to expertise and information*** for the uptake and implementation of IPBES guidance and deliverables through initiatives on: - *building and supporting communities of practice* (for using IPBES guidance such as on scenarios and valuation, and assessments such as the pollination assessment); - *facilitating integration of indigenous and local knowledge*; and - *facilitating access to data, information and knowledge*;

(c) ***Strategy 3: Strengthening national and regional capacities*** by drawing on experience from partners through initiatives on: - *promoting and facilitating national capacity-self assessment*; - *promoting and facilitating national and sub-global assessments*; and - *promoting and facilitating national and regional platforms and networks*.

II. The second meeting of the Capacity-building Forum

The second meeting of the Capacity-building Forum will build on experience from the first meeting hosted by the Wildlife Institute of India and the Indian National Biodiversity Authority at the Wildlife Institute of India in Dehradun from 19-22 October 2015. The meeting is intended to attract higher level participation and more organisations with an interest in funding and supporting capacity building. Partners will be invited to play an active role prior to and during the Forum by:

(a) reviewing and commenting on the orientation of the draft capacity-building rolling plan and its partnership initiatives to enable a further refinement of the draft prior to the second meeting of the Forum, including by considering making offers that could be reflected in the plan on: - technical and financial support to the IPBES Fellowship Programme and the IPBES Training and familiarisation programme; - technical and financial support to one or several of the proposed initiatives in the draft rolling plan; - willingness to coordinate initiatives and/or undertake enabling activities and support facilitation on the web-based matchmaking facility;

(b) providing inputs to the draft agenda of the second meeting of the Capacity-building Forum and participating in this meeting which is intended as a one day meeting possibly to be held in the margins of the UN General Assembly in late September 2016 including by: - attending the senior technical segment of the meeting which is anticipated to discuss the further development and pilot implementation of the draft rolling plan; and - attending a short high-level segment of the meeting which will be informed about the outcome of the technical segment and provide strategic advice on further work;

(c) considering the modalities for future work by partners under the auspices of the Forum, including the modalities of future meetings of the Forum, as well as exploring entering into bilateral arrangements with IPBES on contributions to the implementation of the draft rolling plan.

Work under the forum will aim at advancing the individual agendas of partners and at facilitating longer term strategic alignments of relevant ongoing programmes and activities among partners. It is anticipated that the work of the Capacity-building Forum will be communicated to the IPBES Plenary for its consideration.

Annex 2 to Appendix II – Agenda and organization of work

Science and Policy
for People and Nature

The second meeting of the IPBES Capacity-building Forum

Advancing a joint agenda for investments in ecological knowledge for sustainable development

DRAFT PROVISIONAL AGENDA

AND

PROPOSED ORGANISATION OF WORK

New York, USA, 23 September 2016

DRAFT PROVISIONAL AGENDA

The technical segment

1. Opening
2. The role of IPBES and the Capacity-building Forum
3. Developing the IPBES Capacity-Building Rolling Plan
4. Implementing the IPBES Capacity-Building Rolling Plan
5. Modalities of work under the Capacity-building Forum
6. Messages to the high-level segment
7. Follow up to advice from the high-level segment
8. Follow-up actions from the meeting
9. Closing

THE HIGH-LEVEL SEGMENT

1. **OPENING**
2. **THE ROLE OF IPBES AND THE CAPACITY-BUILDING FORUM IN SUSTAINABLE DEVELOPMENT**
3. **INVESTING IN ECOLOGICAL KNOWLEDGE FOR SUSTAINABLE DEVELOPMENT**
4. **CLOSING**

Proposed Organisation of Work

Venue: The Amartya Sen Conference Room, UNDP FF building, 10th floor, 304 East 45th Street

The technical segment **Time 09:00-13:00 & 14:45 – 16:00**	
Time	**Agenda Item**
08:30-09:00	***Registration***
09:00-09:15	**1. Opening** • Welcome • Introductions • Adoption of agenda and agreement on organization of work
09:15-09:45	**2. The role of IPBES and the Capacity-building Forum** • Introduction to the role of IPBES and the Capacity-building Forum • Lessons learned on modalities of the Capacity-building Forum • The aim and purpose of the second meeting of the Capacity-building Forum
09:45-10:45	**3. Developing the IPBES Capacity-Building Rolling Plan** • Presentation of the draft plan and feedback received • Advice on further development of the plan • Modalities for cooperation on the implementation of the plan
10:45-11:00	***Coffee***

11:00-12:00	**4. Implementing the IPBES Capacity-Building Rolling Plan**
	• Advice on further implementation of the plan
	    ○ *Strategy 1: Learning and engagement*
	    ○ *Strategy 2: Facilitating access to expertise and information*
	    ○ *Strategy 3: Strengthening national and regional capacities*
	• Advice on further development of the web-based Matchmaking Facility

12.00 - 12.30	**5. Modalities of work under the Capacity-building Forum** • Modalities of future meetings of the IPBES Capacity-building Forum • Intersessional cooperation modalities • Advice to the IPBES Plenary
12:30-13:00	**6. Messages to the high-level segment** • Agreement on main messages to be conveyed to senior officials
13:00–13:30	***Lunch***
13:30-14:30	**The high-level segment**
14:30–14:45	***Break***
14:45-15:15	**7. Follow up to advice from the high-level segment**
15:15-15:45	**8. Follow-up actions from the meeting** • Agreement on actions and reporting from the meeting
15:45-16:00	**9. Closing**

The high-level segment **Time: 13:30-14:30**	
Time	**Agenda Item**
13:30-13:35	**1. Opening** • Welcome
13:35-13:50	**2. The role of IPBES and the Capacity-Building Forum in sustainable development** • Short statements by the hosts • Main messages from the technical segment
13:50-14:25	**3. Investing in ecological knowledge for sustainable development** • Strategic advice from senior officials on messaging, opportunities and modalities for the capacity-building work under IPBES
14:25-14:30	**4. Closing** • Feedback to the technical segment and close of segment

Annex 3 to Appendix II – List of participants

The second meeting of the IPBES Capacity-building Forum

New York, USA, 23 September 2016

The list of participants

#	*Organization/Country*	*Name*
1	UNEP	Ibrahim Thiaw
2	UNEP	Jamil Ahmad
3	UNDP	Anne Juepner
4	UNDP	Eileen de Ravin
5	UNDP	Jamison Ervin
6	UNDP	Midori Paxton
7	UNDP	Anne Virnig
8	UNESCO	Ana Persic
9	UNU	Naoya Tsukamoto
10	UNU	Unnikrishnan Payyappallimana
11	CBD	Erie Tamale
12	UNDESA	Hossein Moeini-Meybodi
13	UNCCD	Nandhini Krishna
14	IUCN	Cyriaque Sendashonga
15	IUCN	Philip McGowan
16	Future Earth	Paul Shrivastava
17	Asia-Pacific Network for Global change Research	Linda Anne Stevenson
18	The Permanent Mission of the Slovak Republic to the United Nations	Valeria Zolcerova
19	IPBES National Focal Point of the Slovak Republic	Andrea Mikulová
20	USAID	Mary Rowen
21	JNCC, UK	Diana Mortimer
22	Norwegian Ministry of Climate and Environment	Jens Frølich Holte
23	IPBES National Focal Point of Norway, Norwegian Environment Agency	Nina Vik
24	Permanent Mission of France to the United Nations in New York	François Gave
25	Institut de recherche pour le développement (IRD), France	Laetitia Atlani-Duault

#	*Organization/Country*	*Name*
26	German IPBES Coordination Office	Mariam Akhtar-Schuster
27	Netherlands Ministry of Economic Affairs	Robertus J. J. Hendriks
28	Swedish International Development Cooperation Agency (Sida)	Maria van Berlekom
29	SwedBio at Stockholm Resilience Centre, Sweden	Maria Schultz
30	IPBES Technical Support Unit – Asia Pacific, Japan	Wataru Suzuki
31	World Economic Forum	Lorin Fries
32	Wildlife Conservation Society	Cristián Samper
33	American Museum of Natural History, USA	Kimberley A. Landrigan
34	IPBES	Robert T. Watson
35	IPBES	Anne Larigauderie
36	IPBES	Spencer Thomas
37	IPBES	Ivar Andreas Baste
38	IPBES	Sebsebe Demissew Woodmatas
39	IPBES	Carlos A. Joly
40	IPBES Technical Support Unit – Capacity Building	Diem Hong Thi Tran
41	UNEP WCMC	Jerry Harrison

Appendix III – Report on the piloting of the IPBES fellowship programme

1. In decision IPBES 4/1 the Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services requested the task force on capacity-building to continue the piloting of the draft programme on fellowship, exchange and training, to report on its progress and to make recommendations for its further development to the Plenary at its fifth session.

2. The pilot IPBES fellowship programme was initiated in 2015 as an unpaid fellowship scheme. The aim of the pilot fellowship programme is to provide an opportunity for individuals in the early stages of their career to engage with implementation of the IPBES work programme and gain experience through participation. The fellows to the programme are selected by the Multidisciplinary Expert Panel with support from the management committees' based on their merit and with a view to achieve disciplinary, geographic and gender balance. The selected fellows are to participate as part of a chapter team of an assessment and are expected to commit up to 15 per cent of their time in the assessment period. The time commitment includes two author meetings, training, writing, and revising their specific chapter contributions in response to comments from other authors and the peer review process[30].

3. The IPBES Chair issued the first call[31] for nomination of fellows on 6 May 2015, to all member states and observers for taking part in the regional and sub-regional assessments (Africa, Americas, Asia-Pacific and Europe and Central-Asia) and in the thematic assessment on land-degradation and restoration. The call for fellows received 684 applications, 446 of which received the endorsement from their home institution/organization required to participate in the fellowship programme. The endorsed applicants had a mean age of 32 years, and were distributed evenly between the genders. From the pool of successful nominations, 33 fellows were selected for the five assessments (work programme deliverables 3(b.i.) and 2(b)).

4. Based on the positive feedback on the piloting of the IPBES fellowship programme, the programme was expanded to the global assessment on biodiversity and ecosystem services. In March 2016, the IPBES Chair issued a second call[32] to all member states and observers for nomination of fellows to take part in the global assessment on biodiversity and ecosystem services. The pool of successful nominations consisted of 221 applicants, 44 per cent female and 56 per cent male, with a mean age of 35 years. The majority of the applicants held a PhD degree or was enrolled in a PhD-programme (63 per cent). The Multidisciplinary Expert Panel selected from the list of successful nominations 16 fellows to participate in the global assessment on biodiversity and ecosystem services (work programme deliverable 2(c)). The number of fellows selected to participate in the global assessment was doubled to the number fellows selected for the each of the assessment in the first call.

5. Key statistics for the selected fellows are summarized in table 1 below. The table shows that the majority of the fellows holds a PhD degree and the mean age of the fellows is 33 years. The table also shows that the distribution of selected fellows is slightly skewed towards females in terms of gender. The fellows are evenly distributed across geographic regions.

Table 1
Summary of key statistics for IPBES fellows.

	Number of fellows		*Mean age*	*Level of education*	
	Male	Female		PhD	Master’s degree
Total	**22**	**27**	**33 years**	**43**	**6**
LDR	3	4			
Africa	2	5			
Americas	2	4			
Asia-Pacific	2	5			
Europe and Central-Asia	3	3			
Global assessment	10	6			

[30] Fellows from ODA eligible countries will be supported for attending meetings, in accordance with UN rules (travel costs and daily subsistence).

[31] http://ipbes.net/images/documents/press/20150506_Letter_from_IPBES_Chair_Fellowship.pdf

[32] http://us8.campaign-archive1.com/?u=5da0fed71c7e4399fb28ab549&id=e546c21a52

6. The selected fellows have all participated in the first author meetings for their respective assessments, and all fellows are receiving mentoring from assessment authors. In all cases, feedback on the engagement and commitment of the fellows with their tasks has been very positive. The fellows have been assigned to particular chapters, and will be duly acknowledged in the final reports.

7. As part of the IPBES fellows programme, the task force on capacity-building arranged a training workshop in December 2015 for the fellows of the regional and sub-regional assessments and the thematic assessment on land-degradation and restoration. The workshop was designed to achieve three related objectives: 1) to develop a learning network amongst the IPBES fellows; 2) to share lessons and reflections from the first author meetings; and 3) to ensure that the fellows have an understanding of the ecosystem assessment process and how assessments can be utilized. The workshop lasted four days, and was attended by 25 of the fellows.

8. Prior to the global assessment's first author meeting, the task force on capacity-building arranged a "fellows' day" for the selected fellows of the assessment. The objectives of the “fellows’ day” were to provide a first introduction to IPBES and its assessment processes and fellowship programme as well as providing a meeting ground for sharing experiences including with representatives of existing fellows. All fellows took part in the meeting and their subsequent feedback was very positive.

9. The task force on capacity-building has invited all 49 fellows to participate in a joint workshop to take part place in January 2017 in Bilbao, Spain. The workshop will be supported with in-kind contributions from the Basque Centre for Climate Change. The objectives of the workshop are to strengthen the fellows' capacities to contribute to the assessments to which they are assigned and to communicate that experience to others in their organizations, and to foster exchanges among fellows that allow them to maximise their benefits from participating in the fellowship programme.

10. The updated list of fellows is as follows:

Assessment	*Name*	*Affiliation*	*Nominating Government/Organisation*
Africa	Joyce Ojino	Ministry of Environment, Water and Natural Resources, Public Complaints Committee on the Environment	International Institute of Industrial Environmental Economics (IIIEE)
	Cosmas Dayak Kombat Lambini	Bayreuth Center for Ecology and Environmental Research (BayCEER)	Leibniz University of Hannover
	Nadia Sitas	Council for Scientific and Industrial Research	Council for Scientific and Industrial Research
	Gregory Mero Dowo	University of Zimbabwe	Tropical Resource Ecology Programme, University of Zimbabwe
	Dimpho Malebogo Matlhola	Okavango Research Institute, Univeristy of Botswana	Okavango Research Institute, Univeristy of Botswana
	Houda Ghazi	Faculty of Sciences Semlalia, Caddi Ayyad University	Faculty of Sciences Semlalia, Caddi Ayyad University
	Martha Mphatso Kalemba	Environmental Affairs Department	Environmental Affairs Department
Americas	Laura Thompson	U.S. Geological Survey, National Climate Change and Wildlife Science Center	National Climate Change and Wildlife Science Center
	Rodolfo Jaffe Ribbi	Vale Institute of Technology - Sustainable Development	University of Sao Paulo
	Juliana Sampaio Farinaci	University of Campinas	Brazil
	María Paula Barral	CONICET	National Institute of Agricultural Technology
	Julio Diaz Jose	Instituto Tecnologico Superior De Zongolica	Instituto Tecnologico Superior De Zongolica
	Mireia Valle	Universidad Laica Eloy Alfaro de Manabí	Universidad Laica Eloy Alfaro de Manabí

Assessment	*Name*	*Affiliation*	*Nominating Government/Organisation*
Asia Pacific	Yasuo Takahashi	Institute for Global Environmental Strategies (IGES)	Institute for Global Environmental Strategies (IGES)
	Felicia Permata Sari Lasmana	Daemeter Consulting	Daemeter Consulting
	Aidin Niamir	Senckenberg Biodiversity and Climate Research Center	Senckenberg Biodiversity and Climate Research Center
	Amani Al Assaf	University of Jordan	University of Jordan
	Sonali Ghosh	Wildlife Institute of India	India
	Catherine Mitra Febria Oabel	University of Canterbury	University of Canterbury
	Yuanyuan Zhang	Minzu University of China	China
Europe and Central Asia	Zuzana Harmackova	Global Change Research Centre AS CR	Global Change Research Centre AS CR
	Fanny Boeraeve	Gembloux Agro Bio-Tech (University of Liege)	Gembloux Agro Bio-Tech (University of Liege)
	Rahat Sabyrbekov	Economics of Land Degradation	American University of Central Asia
	Carlos António Bastos De Morais Guerra	German Centre for Integrative Biodiversity Research (iDiv)	Instituto de Ciências Agrárias e Ambientais Mediterrânicas
	Luca Coscieme	Trinity College Dublin	Trinity College Dublin
	Elena Osipova	IUCN, World Heritage Programme	IUCN
Land degradation and restoration	Sugeng Budiharta	Indonesian Institute of Sciences	Indonesian Institute of Sciences
	Maylis Desrousseaux	Lyon 3 University	Environmental law institute - Lyon 3 University
	Bernard Nuoleyeng Baatuuwie	University for Development Studies	University for Development Studies
	Marina Monteiro	Universidade Federal de Goiás	Universidade Federal de Goiás
	Vanessa Marie Adams	University of Queensland, School of Biological Sciences	University of Queensland, School of Biological Sciences
	Ruishan Chen	Guoqing Shi	Hohai University
	Matthew R. Ross	Duke University	Duke University
Global	Basher Md Zeenatul	Michigan State University	Michigan State University
	Palomo Ignacio	Basque Centre for Climate Change	Basque Centre for Climate Change
	Julia Abigail Lynch	U.S. Geological Survey, National Climate Change and Wildlife Science Center	United States of America
	Patricio Pliscoff	Universidad Catolica de Chile	Chile
	Michelle Mei Ling Lim	Griffith University	International Social Science Council
	Selomane Odirilwe	Council for Scientific and Industrial Research (CSIR)	Council for Scientific and Industrial Research (CSIR)
	Assem Mohamed	Ministry of Agriculture and Land Reclamation (MALR), Agricultural Research Center (ARC), Central Laboratory for Agricultural Climate (CLAC).	Egypt
	Anna Sidorovich	The Scientific and Practical Centre for Bioresources of the National Academy of Sciences of Belarus	The Scientific and Practical Centre for Bioresources of the National Academy of Sciences of Belarus

Assessment	*Name*	*Affiliation*	*Nominating Government/Organisation*
	Álvaro Fernández-Llamazares Onrubia	University of Helsinki	University of Helsinki
	Aibek Samakov	Universität Tübingen	Universität Tübingen
	Uttam Babu Shrestha	University of Southern Queensland	Global Young Academy
	Rashad Salimov	Institute of Botany of ANAS	Institute of Botany of ANAS
	Tuyeni Heita Mwampamba	Institute of Ecosystems & Sustainability Research, National Autonomous University of Mexico	United Republic of Tanzania
	Lenke Balint	The Royal Society for the Protection of Birds (RSPB)	RSPB/Birdlife International
	Ivis Julieta Chan	Plantlife International	Plantlife International
	Pedro Jaureguiberry	National University of Cordoba	Inter-American Institute For Global Change Research