Ref.: SCBD/SAM/DC/CS/BT/85193 25 January 2016

# N O T I F I C A T I O N

**Capacity-building workshop for Latin America on the restoration of forests and other ecosystems to support the achievement of the Aichi Biodiversity Targets**

**Bogotá, Colombia – 4 to 8 April 2016**

Dear Madam/Sir,

I have the pleasure to announce that the Secretariat of the Convention on Biological Diversity (CBD) is organizing, in collaboration with the Government of Colombia and the Food and Agriculture Organization of the United Nations (FAO), a capacity-building workshop for Latin America on the restoration of forests and other ecosystems to support the achievement of Aichi Biodiversity Targets 5, 14 and 15[[1]](#footnote-1), to be held from 4 to 8 April 2016 in Bogotá, Colombia. The workshop will be conducted in English and Spanish with simultaneous interpretation. Workshop documents will be posted on the CBD website at https://www.cbd.int/doc/?meeting=ECRWS-2016-01 in due course.

This workshop is one of a series being organized through the implementation of the Forest Ecosystem Restoration Initiative (FERI) by the CBD Secretariat thanks to the generous financial assistance of the Korea Forest Service of the Government of the Republic of Korea. The FERI was welcomed by the Conference of the Parties to the CBD at its twelfth meeting in paragraph 5 of decision XII/19.

The Secretariat plans to offer capacity-building to Parties within an integrated and participatory approach to planning and implementation at the landscape level. The overall aim of the workshop is to support Parties in developing and implementing national plans on ecosystem restoration, including with a focus on forests towards achieving Aichi Biodiversity Targets 5, 14 and 15 and related targets. Towards this aim, the workshop will enable:

1. Review of national commitments and their stages of implementation;
2. Learning about best practices from experts in the field, including on approaches taken to incorporate biodiversity into national plans and frameworks for implementation;
3. Review of relevant global and regional initiatives and relevant tools in support of country commitments;
4. South-South exchange of experiences and knowledge; and
5. Exploring opportunities for resource mobilization.

These capacity-building activities respond to paragraph 5 of decision XI/16 wherein the COP requested the Executive Secretary to conduct capacity-building workshops on ecosystem restoration. Furthermore, these activities will assist the Secretariat to report on progress by Parties towards achieving Aichi Biodiversity Targets 5, 14 and 15.

I am pleased to invite your Government to nominate one representative to participate in the workshop, as soon as possible but not later than **8 February 2016**. Due to new internal procedures, it will not be possible to process nominations received after this date. Nominated representatives from countries eligible to receive funding will receive financing from the CBD Secretariat to facilitate their participation. Nominations should be submitted using the attached nomination form (**Annex I**) accompanied by an official letter of nomination, the completed HR Mini Master Request Form to expedite registration (**Annex II**), and a scanned photocopy of the nominee’s national passport to secretariat@cbd.int or faxed to +1 514 288 6588.

Parties are requested to use the following criteria when determining their nominations. The nominee should:

1. Have a level of responsibility for making decisions on land use/spatial planning for biodiversity/agriculture/water resources/restoration;
2. Be in a position to follow-up on national commitments and actions including at CBD meetings such as the twentieth meeting of the Subsidiary Body on Technical and Technological Advice and the thirteenth meeting of the COP; and
3. Be in a position to translate the knowledge gained into concrete cross-sectoral actions to enhance policy and planning coherence with forest sector representatives.

In order to prepare for this series of workshops, the Secretariat issued notification 2015-014[[2]](#footnote-2) to all Parties requesting information on commitments to reduce habitat loss and on ecosystem restoration. Responding to this notification is a pre-requisite to participating at this workshop. In Latin America, submissions have been received from Colombia, Mexico and Peru. Countries that have not responded to this notification are requested to do so by **8 February 2016**.

For your information, FAO will directly invite and support the participation of one forestry expert from eligible Parties through FAO channels. National focal points to the United Nations Convention to Combat Desertification are also invited to attend at their own expense.

I look forward to receiving your nominations and I thank you for your cooperation and continued support for the work of the Convention.

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

 Braulio Ferreira de Souza Dias

 Executive Secretary

Enclosures

**Annex I. Nomination Form**

**Capacity-building workshop for Latin America on the restoration of forests and other ecosystems to support achievement of the Aichi Biodiversity Targets**

**Bogotá, Colombia – 4 to 8 April 2016**

**I. INFORMATION ON THE NOMINEE**

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

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

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

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

**II. QUALIFICATIONS AND EXPERIENCE OF THE NOMINEE**

***2. Current employment***

(a) Official title (current position): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Date of appointment to current position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) Expected duration of current position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***3. Description of the relevant activities of your organization:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***4. Indicate what relevant information and experience you can contribute to the meeting/training:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***5. Please provide a brief statement indicating how you and your organization would benefit from participation in this meeting/training and how you plan to utilize the experience in your work in the context of the implementation of the Convention on Biological Diversity:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. ADDITIONAL INFORMATION**

***6. Indicate if you have participated in other meetings/trainings on a similar topic:***

|  |  |
| --- | --- |
| Name of meeting/training: | Date/Venue: |

***7.*** ***I agree that, if selected, I will complete all the pre- and post-meeting/training assignments requested and attend all the meeting/training sessions. I also agree that, upon return to my work place, I will apply and share with others the knowledge and skills acquired from the meeting/training and will report back to the CBD Secretariat within the prescribed period for this event.***

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of the applicant Date

**OFFICIAL ENDORSEMENT**

Name of Head of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Endorses the application of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the Capacity-building workshop for Latin America on forest and landscape restoration to support achievement of the Aichi Biodiversity Targets to be held in Bogotá, Colombia – 4 to 8 April 2016.

The institution confirmsthat on his/her return, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will retain his/her current responsibilities related to subject matter of the meeting/training and will be supported to apply and share the knowledge and skills gained from the meeting/training.

Signature and Stamp Date:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (Please Print) (Signature)**

**Annex II. HR MINI MASTER REGISTRATION FORM**

NOTE: This form is to be used by non-staff individuals including meeting participants and staff administered by other agencies.

**Instructions:**

1. Please answer each field completely. **TYPE in dark ink into the Word document – please send the Word document file to the Secretariat**
2. Please attach copy of passport.

|  |  |
| --- | --- |
| ***Part A – General Data*** |  |
| **Title** (Mr./Mrs./etc): |       |  |
| **First Name** (as on passport): |       |  |
| Middle Name (as on passport): |       |  |
| **Last Name** (as on passport): |       |  |
| **Have you worked with the UN in the past?** | Yes [ ]  No [ ]  | **If yes, please provide Index Number** |       |  |
| **Date of Birth** (dd/mm/yyyy): |       |  |
| Place of Birth(Country)**:** |       | (City): |       |  |
| **Gender:** | Male [ ]  Female [ ]  |  |
| **Nationality:** |       |  |
| **Email Address**: |       |  |
| **Telephone Number**: |       |  |
| **Address**: |       |  |
|       |       |       |  |
| (**City**) | (Zip Code) | **(Country)** |  |
| **ID Number: (Passport)** |       |  |
| **ID Date of Issue** (mm/dd/yyyy)**:** |       | **ID Valid to date** |       |  |
| **ID Place of Issue:** |       |  |
| **ID Country of Issue:** |       |  |

**Travel Information details:** The workshop is in Bogota. To get to Bogota, from which city will you depart? Following the meeting, to which city will you return?

|  |  |  |
| --- | --- | --- |
| **Departure City:** |       |  |
| **Return City:** |       |  |

|  |
| --- |
| ***Part B – Banking Data******(UNEP/SCBD comment: Bank details will not be used for transactions without prior written consent by Delegate/Participant/Non-Staff)*** |
| Account Title: |       | (Refer #1) |
| Currency of payment: |       |  |
| Name of Bank: |       |  |
| Address of Bank: |       |  |
|  |       |       |       |  |
|  | (City) | (Zip Code) | (Country) |  |
| Bank ID number: |       | (Refer #2) |
| Account # or IBAN: |       |  |
| Currency of Account: |       |  |
| Type of Account: | Checking [ ]  | OR | Savings [ ]  | (Refer #3) |
| Routing Instructions |       | (Refer #4) |
| ***Part C – Certification by Non Staff/External Individual*** |
| Full Name:  |       |
| By checking this box I certify that the above information is accurate: | [ ]  | Date (mm/dd/yyyy): |       |
| ***Part D – To be filled by HR Mini Master Administrator*** |
| Personnel Subarea (Duty Station) of engagement/meeting: |       |  |
| Personnel Area (Country) of engagement/meeting: |       |  |
| Effective date (dd/mm/yyy): |       |  |
| Name & Signature(HR Mini Master Administrator) |       |  |
| Date (mm/dd/yyyy): |       |  |

**INSTRUCTIONS TO FILL IN THE HR MINI MASTER REGISTRATION FORM**

***(UNEP/SCBD comment: Bank details will not be used for transactions without prior written consent by Delegate/Participant/Non-Staff)***

**#1 BANK ACCOUNT TITLE**

You should have an account in your name or a joint account maintained by yourself and no more than one other person. Please note that deposits will not be made to bank accounts without the name of the Delegate/Participant/Non-Staff.

**#2 BANK ID NUMBER AND ACCOUNT NUMBER**

It is the responsibility of the Delegate/Participant/Non-Staff to provide us with complete and unambiguous payment instructions. For the cross-border payment, you may wish to include the BIC code (SWIFT number) of your bank.

The account number formats for some countries are provided below.

USA ABA Number (9 digits) + Account Number

Australia: BSB Number (3 digits + 3 digit) + Account Number

Canada: Transit Number (5 digits + 3 digits) + Account Number

Russia Bank Number (8 digits) + Account Number

Since the introduction of euro, many European banks are adopting IBAN as a new standard format to indicate the account numbers. A table below shows the IBAN structures.

IBAN (International bank Account Number)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Country**  | **Total Digits**  | **Country Code**  | **Check Digits**  | **Bank Code**  | **Branch Code**  | **Account Number**  | **Check Digits**  |
| **Albania** | **28 digits alpha numeric number** | AL (2a) | 2n | 3n | 5n | 16an |  |
| **Andorra**  | **24 digits alpha numeric number**  | AD (2a)  | 2n  | 4n  | 4n  | 12an  |  |
| **Austria**  | **20 digits alpha numeric number**  | AT (2a)  | 2n  | 5n  | 11n  |  |  |
| **Azerbaijan** | **28 digits alpha numeric number** | AZ (2a) | 2n | 4a |  | 20an |  |
| **Bahrain** | **22 digits alpha numeric number** | BH (2a) | 2n | 4a |  | 14an |  |
| **Belgium**  | **16 digits alpha numeric number**  | BE (2a)  | 2n  | 3n  | 7n  | 2n  |  |
| **Bosnia and H** | **20 digits alpha numeric number** | BA (2a) | 2n | 3n | 3n | 8an | 2n |
| **Brazil** | **29 digits alpha numeric number** | BR (2a) | 2n | 8n | 5n | 10an | 2an |
| **Bulgaria** | **22 digits alpha numeric number** | BG (2a) | 2n | 4a | 4n | 2n+8an |  |
| **Costa Rica** | **21 digits alpha numeric number** | CR (2a) | 2n | 3n |  | 14n |  |
| **Croatia** | **21 digits alpha numeric number** | HR (2a) | 2n | 7n |  | 10n |  |
| **Cyprus**  | **28 digits alpha numeric number**  | CY (2a)  | 2n  | 3n  | 5n  | 16an  |  |
| **Czech**  | **24 digits alpha numeric number**  | CZ (2a)  | 2n  | 4n  | 6n  | 10n |  |
| **Denmark**  | **18 digits alpha numeric number**  | DK (2a)  | 2n  | 4n  | 9n  | 1n  |  |
| **Dominican R.** | **28 digits alpha numeric number** | DO (2a) | 2n | 4a |  | 20n |  |
| **Estonia**  | **20 digits alpha numeric number**  | EE (2n)  | 2n  | 2n  | 2n  | 11n  | 1n  |
| **Finland**  | **18 digits alpha numeric number**  | FI (2a)  | 2n  | 6n  | 7n  | 1n  |  |
| **Country**  | **Total Digits**  | **Country Code**  | **Check Digits**  | **Bank Code**  | **Branch Code**  | **Account Number**  | **Check Digits**  |
|  |  |  |  |  |  |  |  |
| **France**  | **27 digits alpha numeric number**  | FR (2a)  | 2n  | 5n  | 5n  | 11an  | 2n  |
| **Georgia** | **22 digits alpha numeric number** | GE (2a) | 2n | 2a |  | 16n |  |
| **Germany**  | **22 digits alpha numeric number**  | DE (2a)  | 2n  | 8n  | 10n  |  |  |
| **Gibraltar**  | **23 digits alpha numeric number**  | GI (2a)  | 2n  | 4a  | 15an  |  |  |
| **Greece**  | **27 digits alpha numeric number**  | GR (2a)  | 2n  | 3n  | 4n  | 16an  |  |
| **Guatemala** | **24 digits alpha numeric number** | GT (2a) | 2n | 4a |  | 20an |  |
| **Hungary**  | **28 digits alpha numeric number**  | HU (2a)  | 2n  | 3n  | 4n + 1n  | 15n  | 1n  |
| **Iceland**  | **26 digits alpha numeric number**  | IS (2a)  | 2n  | 4n  | 2n  | 6n + 10n  |  |
| **Ireland**  | **22 digits alpha numeric number**  | IE (2a)  | 2n  | 4a  | 6n  | 8n  |  |
| **Israel** | **23 digits alpha numeric number** | IL (2a) | 2n | 3a | 3n | 13n |  |
| **Italy**  | **27 digits alpha numeric number**  | IT (2a)  | 2n+1a  | 5n  | 5n  | 12n  |  |
| **Jordan** | **30 digits alpha numeric number** | JO (2a) | 2n | 4a | 4n | 18an |  |
| **Kazakhstan** | **20 digits alpha numeric number** | KZ (2a) | 2n | 3n |  | 13an |  |
| **Kuwait** | **30 digits alpha numeric number** | KW (2a) | 2n | 4a |  | 22an |  |
| **Kosovo** | **20 digits alpha numeric number** | XK (2a) | 2n | 4n |  | 10n | 2n |
| **Latvia**  | **21 digits alpha numeric number**  | LV (2a)  | 2n  | 4a  | 13an  |  |  |
| **Lebanon** | **28 digits alpha numeric number** | LB (2a) | 2n | 4an |  | 20an |  |
| **Liechtenstein** | **21 digits alpha numeric number** | LI (2a) | 2n | 5n |  | 12an |  |
| **Lithuania** | **20 digits alpha numeric number** | LT (2a) | 2n | 5n |  | 11n |  |
| **Luxembourg**  | **20 digits alpha numeric number**  | LU (2a)  | 2n  | 3n  | 13an  |  |  |
| **Macedonia** | **19 digits alpha numeric number** | MK (2a) | 2n | 3n |  | 10an | 2n |
| **Malta** | **31 digits alpha numeric number** | MT (2a) | 2n | 4a | 5n | 18an |  |
| **Mauritania** | **27 digits alpha numeric number** | MR (2a) | 2n | 5n | 5n | 11n | 2n |
| **Mauritius** | **30 digits alpha numeric number** | MU (2a) | 2n | 6an | 2n | 12n | 6an |
| **Moldova** | **24 digits alpha numeric number** | MD (2a) | 2n | 2an |  | 18an |  |
| **Monaco** | **27 digits alpha numeric number** | MC (2a) | 2n | 5n | 5n | 11an | 2n |
| **Montenegro** | **22 digits alpha numeric number** | ME (2a) | 2n | 3n |  | 13n | 2n |
| **Netherlands**  | **18 digits alpha numeric number**  | NL (2a)  | 2n  | 4a  | 10n  |  |  |
| **Norway**  | **15 digits alpha numeric number**  | NO (2a)  | 2n  | 4n  | 6n  | 1n  |  |
| **Pakistan** | **24 digits alpha numeric number** | PK (2a) | 2n | 4a |  | 16an |  |
| **Palestine** | **29 digits alpha numeric number** | PS (2a) | 2n | 4a |  | 21an |  |
| **Poland**  | **28 digits alpha numeric number**  | PL (2a)  | 2n  | 4n  | 4n  | 16an  |  |
| **Portugal** | **25 digits alpha numeric number**  | PT (2a) | 2n | 4n | 4n | 11n | 2n |
| **Romania** | **24 digits alpha numeric number** | RO (2a) | 2n | 4a |  | 16an |  |
| **Qatar** | **29 digits alpha numeric number** | QA (2a) | 2n | 4a |  | 21an |  |
| **San Marino** | **27 digits alpha numeric number** | SM (2a) | 2n | 1a+5n | 5n | 12an |  |
| **Sandi Arabia** | **24 digits alpha numeric number** | SA (2a) | 2n | 2n |  | 18an |  |
| **Serbia** | **22 digits alpha numeric number** | RS (2a) | 2n | 3n |  | 13n | 2n |
| **Slovak R.** | **24 digits alpha numeric number** | SK (2a) | 2n | 4n | 6n | 10n |  |
| **Slovenia** | **19 digits alpha numeric number** | SI (2a) | 2n | 5n |  | 8n | 2n |
| **Spain** | **24 digits alpha numeric number** | ES (2a) | 2n | 4n | 4n+2n | 10n |  |
| **Sweden** | **24 digits alpha numeric number** | SE (2a) | 2n | 3n |  | 16n | 1n |
| **Switzerland** | **21 digits alpha numeric number** | CH (2a) | 2n | 5n |  | 12an |  |
| **Timor-Leste** | **23 digits alpha numeric number** | TL (2a) | 2n | 3n |  | 14n | 2n |
| **Tunisia** | **24 digits alpha numeric number** | TN (2a) | 2n | 2n | 3n | 13n | 2n |
| **Turkey** | **26 digits alpha numeric number** | TR (2a) | 2n | 5n+1n |  | 16an |  |
| **UAE** | **23 digits alpha numeric number** | AE (2a) | 2n | 3n |  | 16n |  |
| **U.K.** | **22 digits alpha numeric number** | GB (2a) | 2n | 4a | 6n | 8n |  |
| **B. Virgin Is**  | **24 digits alpha numeric number** | VG (2a) | 2n | 4a |  | 16an |  |
|  |  |  |  |  |  |  |  |

**#3 TYPE OF ACCOUNT (necessary if you wish to receive US dollar payments into an account in USA)**

* Accounts at banks in the USA. If your bank is a member of ACH network, the full amount will be credited into your bank account without a deduction of bank charges.
* Please obtain the ABA routing number of your bank. The ABA routing number may be obtained from your personal cheque. It is the first nine-digit number at the bottom left corner of your personal cheque. You may wish to send us a copy of your voided cheque for verification of the ABA routing number.
* Accounts at non-bank financial institutions in the USA A few staff members have asked us to transfer payments into their accounts at non-bank financial institutions such as investment firms or brokerage houses. The United Nations may make payments to non-bank financial institutions. It is the responsibility of a staff member to provide complete and unambiguous payment instructions. Please note that there are two types of payments: ACH payments (direct deposits) and wire transfers. Some non-bank institutions may have different ABA routing numbers for ACH and wire transfers. Please obtain complete payment instructions from your financial institution.

For purpose of processing direct deposits (ACH payments), bank accounts in the USA are classified either as checking or savings. If you wish to receive your DSA payments to an account in the USA, please find out from your financial institution the type of your account for purpose of receiving direct deposits (ACH payments).

**#4 ROUTING INSTRUCTIONS (if you wish to receive US dollar payments into an account outside USA)**

The United Nations will make cross-border payments to send US dollar payments into your bank accounts outside of USA. Providing us complete and unambiguous payment routing information will help us to make your payments on time with minimum bank charges. While this information is not a requirement to complete the form, we recommend that you supply this information after obtaining guidance from your bank. It may be helpful for your banker to note that the United Nations makes US dollar payments from JP Morgan Chase Bank, New York. Please find out from your bank the name of the correspondent bank of your bank in the USA. The routing instruction should be as specific as possible to minimize fees.

1. Aichi Biodiversity Targets 5, 14 and 15 set global targets to reduce the loss of natural habitats, secure ecosystem services, and restore degraded areas (<https://www.cbd.int/sp/targets/>). Actions towards achieving these targets also contribute towards, or depend on, achieving many other Aichi Biodiversity Targets (e.g. Targets 7, 11, 12, 13, and 18). [↑](#footnote-ref-1)
2. https://www.cbd.int/doc/notifications/2015/ntf-2015-014-ecosystem-restoration-en.pdf [↑](#footnote-ref-2)