



Ref.: SCBD/TSI/RS/ODM/SM/84725

27 January 2016

NOTIFICATION

POSTPONEMENT - Regional Workshop for the Pacific on the Clearing-House Mechanism 13 - 17 June 2016, Nadi, Fiji

Dear Madam/Sir,

Further to notification 2015-140 of 5 December 2015, this is to inform you that, due to a limited number of nominations received by the Secretariat in time, and upon agreement with the host government, the Regional Workshop for the Pacific on the Clearing-House Mechanism, initially scheduled on 15 to 19 February 2016, has been re-scheduled to be held on **13 to 17 June 2016 in Nadi, Fiji**.

The Secretariat regrets any inconvenience that may result from this postponement and conveys its appreciation to all those Parties who submitted their nominations in time.

Each nomination for the re-scheduled workshop should be in the form of an official letter addressed to the CBD Executive Secretary and signed by the CBD National Focal Point or a senior government official, together with the attached nomination and endorsement forms. This letter can either be scanned and e-mailed to secretariat@cbd.int or faxed to +1 514 288 6588, **no later than 1 March 2016**. Please refer to notification 2015-140 (at <https://www.cbd.int/doc/notifications/2015/ntf-2015-140-chm-ws-en.pdf>) for further details on the procedures and criteria for nomination.

Please kindly note that arrangements for delegates' travel and DSA payments can only be initiated once the information contained in the attached Mini Master Request Form and the national passport is entered into the United Nations Umoja resource planning system. Submission of these documents together with the nomination form is therefore essential in order to expedite the necessary administrative arrangements and to conclude them on time.

Parties that have already submitted all the necessary information in response to notification 2015-140 are kindly requested to either submit a new nomination as indicated above or confirm by e-mail to secretariat@cbd.int **no later than 1 March 2016** that their currently-nominated delegate is able to attend the re-scheduled workshop in June 2016.

I thank you for your support and cooperation.

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

Braulio Ferreira de Souza Dias
Executive Secretary

Enclosures

To: CBD National Focal Points with copy to the CHM National Focal Points of the following countries: Australia, Cook Islands, Federated States of Micronesia, Fiji, France, Kiribati, Marshall Islands, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, United Kingdom of Great Britain and Northern Ireland, United States of America, Vanuatu



Convention on
Biological Diversity

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ANNEX I

NOMINATION FORM

**Regional Workshop for the Pacific on the Clearing-House Mechanism
13-17 June 2016, Nadi, Fiji**

I. INFORMATION ON THE NOMINEE

Family name: _____
First name: _____
Gender: _____ Nationality: _____
Name of the Ministry/Agency: _____
Name of the Department/Unit: _____
Address: _____

Telephone (country and city codes): + _____ Fax: + _____
E-mail: _____

II. QUALIFICATIONS AND EXPERIENCE OF THE NOMINEE
(To be completed by 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 workshop:*

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/workshops 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

Date

OFFICIAL ENDORSEMENT

A letter of nomination and recommendation signed by the administrative head of the nominee's organization and the nominee's CV must be attached to this form. Without this signed letter and CV, the application will not be complete and the Secretariat will not be able to consider them.

(This statement in support for the candidate is required. It must be completed, signed, and stamped by the head of the national institution from which the candidate comes.)

Name of Head of Institution: _____

Title: _____

Name of Institution: _____

Country: _____

endorses the application of Mr./Mrs./Miss _____ for the _____
_____ (name of meeting/training) to be held from ____ to _____
in _____ (name of city and country).

The institution confirms that on his/her return, Mr./Mrs./Miss _____ 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)

THIS APPLICATION HAS TO BE SIGNED, DATED AND ACCOMPANIED BY AN OFFICIAL LETTER OF NOMINATION AND RECEIVED BY THE SECRETARIAT:

The Executive Secretary
Secretariat of the Convention on Biological Diversity
413 St.-Jacques Street, Suite 800
Montreal, Quebec, Canada. H2Y 1N9
Tel.: 1 514 288 2220
Fax: 1 514 288 6588
Web: <http://www.cbd.int>
E-mail: secretariat@cbd.int



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 or PRINT in dark ink.
- 2. Please attach copy of passport. **Please understand Government ID as passport only.**

Part A – General Data

Title (Mr./Mrs./etc): _____

First Name (as in Government ID): _____

Middle Name (as in Government ID): _____

Last Name (as in Government ID): _____

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:

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/yyyy): _____
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	
Saudi 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.