ANNEX II

Recommendations by the Steering Committee from the 1st Steering Committee Meeting of the MEA IKM Initiative

<u>The IKM Steering Committee recommends:</u>

I InforMEA

1. That the IKM Working Group continue to further enhance and develop InforMEA based on the proof of concept project;

2. That IKM Working Group seek funding to further enhance and develop of InforMEA;

3. That the IKM Working Group examines the technical issues related to the long-term hosting of InforMEA.

II Controlled Vocabulary

4. That the controlled vocabulary be used to automatically index and tag MEA information available to the InforMEA portal;

5. That items from COP agendas be mapped accordingly, integrated into the controlled vocabulary and used to organize information registered on the InforMEA portal;

6. That the IKM Working Group continues to further develop the controlled vocabulary;

7. That all members to the IKM Steering Committee participate in the development of and consider the use of the controlled vocabulary.

III IKM Toolkit

8. That the IKM Working Group develop the IKM Toolkit to facilitate the development and maintenance of and participation in the InforMEA gateway;

9. That the IKM Toolkit be used to document the formats, protocols and standards, and other relevant information, used to develop and maintain the InforMEA portal;

10. That the IKM Working Group examine possible formats for the IKM Toolkit, including, but not limited to, Wiki, PDF, HTML, MS Word;

IV Terms of Reference of the IKM Steering Committee

11. That the Heads of Conventions endorse the Terms of Reference of the IKM Steering Committee.

V Capacity Building

12. That the Working Group examines possible mechanisms and collaborative opportunities to enhance technical capacity at the MEA Secretariat level.

    a. Such mechanisms and opportunities may include, but not be limited to: shared technical resources, subject to the availability of funding, and a shared technical environment (database, CMS, source codes, etc.);

13. That IKM Steering Committee members continue to share expertise and assist other participating MEAs, as appropriate.

VI On-line Reporting:

14. That a Working Group on National Reporting be established to examine expertise and discuss issues related to the development and use of online reporting systems;

VI MEA Academy

15. That MEAs submit information on their capacity building activities and resources to the Working Group for possible inclusion in the InforMEA gateway;

16. That the interested members of the Working Group examine issues related to the establishment of an MEA Virtual Academy.

VII Funding Strategy:

17. That the IKM Working Group and DELC develop a strategy towards sustained financial resources and identify potential donors;

18. That UNEP, UNESCO and FAO and the MEA Secretariats consider making the activities of the IKM initiative part of their regular budgets.

VIII Strategic Vision

19. That interested members of the IKM Working Group and DELC draft a strategic vision document for review by the IKM Steering Committee.