

Steps and Guidelines for Establishing a LOOP of BioNET-INTERNATIONAL, the Global Network for Taxonomy



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Produced by the

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EXECUTIVE SUMMARY

BioNET-INTERNATIONAL, the Global Network for Taxonomy, is a donor-funded, not-for-profit initiative designed to create formal sub-regional Technical Cooperation Networks (TCN's) for pooling, sharing and improving the taxonomic capacity and resources among member countries in the developing world. The *modus operandi* is to facilitate and provide catalytic funding for the establishment of formal TCN's between developing countries. These TCN's are designed to become permanent, autonomous, self-sufficient structures for taxonomic capacity building within the sub-regions once the catalytic support of BioNET-INTERNATIONAL comes to an end. [1.]

A formal process of establishment of these TCN's is required in order to ensure legitimacy with member country governments, and credibility with funding agencies. It is also important to ensure that the regional and national priority needs in taxonomic capacity building are addressed. Thus these developing country TCN's are established according to the procedures recommended by the (now discontinued) Special Unit for Technical Cooperation between Developing Countries (SU/TCDC) of the United Nations Development Programme. [2.]

All and any institutions and individuals who either utilise or provide taxonomic services are eligible for membership of the TCN's. The ultimate objective is to create sustainable structures which provide the means to meet the taxonomic capabilities and services needed by developing countries to enable them to meet their sustainable development obligations under various international agreements to which they are signatories, in particular the Convention on Biological Diversity (CBD) and Agenda 21. This includes the taxonomic needs to support national programmes for sustainable agricultural development, (including plant protection, IPM, biological control and quarantine), the identification, management and control of invasive alien species and the conservation and sustainable use of biodiversity and of the environment in general.[3.]

This document lays out in detail the formal process to be followed in establishing a sub-regional Technical Cooperation Network (LOOP) of BioNET-INTERNATIONAL, the Global Network for Taxonomy. [4.]

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GLOSSARY

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| ASEANET | The Southeast Asian LOOP (Network) of BioNET-INTERNATIONAL. |
| BIOCON | Consortium of major taxonomic institutions, capable of providing comprehensive technical support for the sub-regional LOOPS. |
| BioNET-INTERNATIONAL | A global Technical Cooperation Network (TCN) for Taxonomy capacity building, composed of interlinked sub-regional LOOPS (local TCNs) supported by a central Technical Secretariat (TecSec). |
| TAXONOMY | The branch of biology concerned with the identifying, naming and classifying of organisms and elucidating their interrelationships with biological systems (formerly known as taxonomy and systematics). |
| CARINET | The Caribbean LOOP (Network) of BioNET-INTERNATIONAL. |
| CBD | Convention on Biological Diversity |
| CE | Centre of Excellence. |
| EAFRINET | The East African LOOP (Network) of BioNET-INTERNATIONAL. |
| FAO | Food and Agriculture Organisation of the United Nations. |
| GTI | Global Taxonomy Initiative |
| GTI PoW | Global Taxonomy Initiative Programme of Work |
| IPPC | International Plant Protection Convention |
| LCC (see also NCC) | LOOP Coordinating Committee (=NCC). LOOP Coordinating Committee, the managing committee of the network or LOOP, composed of NACIs and other appointed members of the LOOP. |
| LOOP | Locally Organised and Operated Partnership (i.e. a sub regional TCN) of countries, institutions and individuals. |
| NACI | National Coordinating Institute, the national representative and the only national institute which is a member of the LOOP. It coordinates LOOP activities within its country. |

| | |
|--------------|--|
| NCC (=LCC) | Network Coordinating Committee, the managing committee of the network or LOOP, composed of NACIs and other appointed members of the LOOP (=LCC). |
| NECI | Network Coordinating Institute, elected from amongst the LOOP members to serve as the coordinator of the LOOP's activities and the secretariat of the LCC. It may be a NACI or other institute. |
| NI | National Institute. National Institutes within individual countries which form a national network to assist the NACI and which the NACI coordinates. |
| PACINET | The Pacific LOOP (Network) of BioNET-INTERNATIONAL. |
| SAFRINET | The Southern African (SADC) LOOP (network) of BioNET-INTERNATIONAL. |
| SU/TCDC | UNDP Special Unit for Technical Cooperation in developing Countries. |
| TCN | Technical Cooperation Network. An association of institutions sharing resources and collaborating to resolve a common problem, which in the case of BioNET-INTERNATIONAL, is the inadequacy and / or lack of taxonomic services in the countries of the TCN. |
| TecSec at | The Technical Secretariat of BioNET-INTERNATIONAL Egham, UK, which interlinks all LOOPS and provides technical support to LOOPS through their NECIs. |
| UN | United Nations. |
| UNDP | United Nations Development Programme. |
| WTO-SPS | World Trade Organisation Sanitary and Phytosanitary Agreement |

INTRODUCTION

What is BioNET-INTERNATIONAL, the Global Network for Taxonomy?

BioNET-INTERNATIONAL is a global network for *capacity building* in taxonomy. It is comprised of a series of sub-regional Technical Cooperation Networks (TCNs). The *modus operandi* is for BioNET-INTERNATIONAL through its Technical Secretariat to facilitate the establishment of and provide catalytic funding for these sub-regional TCNs which then become independent, self-sufficient, permanent structures for taxonomic capacity building activities in each sub-region. BioNET-INTERNATIONAL is a *not-for-profit*, donor-funded initiative designed to improve the world's taxonomic capabilities and resources, with special emphasis on building and maintaining taxonomic expertise and resources in the *developing world*. [5.]

What Are the Global Network's Objectives?

The Global Network is designed to enable sub-regional groupings or TCN's of developing countries (known as LOOPs (Locally-Organised and Operated Partnerships)) to become established and sustain the taxonomic capabilities and services needed to support national sustainable development programmes. Such programmes include those for sustainable agricultural development, (including plant protection, IPM, biological control and quarantine) and the conservation and sustainable use of biodiversity and of the environment in general. The LOOPs are intended to become the permanent structures for providing the taxonomic capacity foundation needed by developing countries to enable them to meet their obligations under various international environmental agreements to which they are signatories, in particular the Convention on Biological Diversity (CBD) and Agenda 21. [6.]

How Are These Objectives to be Achieved?

The Global Network is an institution strengthening and capacity building programme, in which human resource development is the major element, implemented through the developing country sub-regional LOOPs. In each LOOP there are two phases of development: [7.]

1. The formal *establishment* of the LOOP as a Technical Cooperation Network (TCN) *to pool and share* the sub-regional taxonomic expertise and resources for the benefit of the LOOP member countries. This institutional mechanism for cooperation is a true TCDC (Technical Cooperation in Developing Countries) initiative optimising the use and value of local capabilities, knowledge, experience and material resources for sub-regional self-sufficiency – South-South collaboration. The benefits are widened by the collaborative inter-linking of the various different LOOPs into broader South-South collaboration. [8.]
2. The *strengthening and improvement* of expertise and resources within the LOOPs through donor-funded inputs from the major world centres of expertise, with special emphasis on programmes for: [9.]
 - Establishing information and communication services;
 - Training of specialist taxonomists and technicians;

- Rehabilitation of physical resources and materials such as reference collections, records, literature, taxonomic keys, etc.;
- Development and application of new technologies and identification aids. [10.]

This phase is a "North-South" collaborative programme designed to achieve more equitable distribution of taxonomic capabilities and resources between the developed and developing world. [11.]

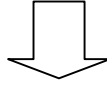
How Is The Global Network Organised?

The Global Network consists of a series of interlinked, sub-regional, developing country LOOPs (Locally Organised and Operated Partnerships) structured and operated as Technical Cooperation Networks (TCN's), supported by a central Technical Secretariat (TecSec) at Egham in the United Kingdom, and by a consortium of the world's major taxonomic centres known as BIOCON, which may also be organised into convenient geographical networks such as EuroLOOP in Europe. [12.]

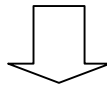
BIOCON LOOPs may be inter-institutional arrangements without any governmental involvement or commitment, but the sub-regional LOOPs in developing countries need formal structures for institutional collaboration established under the authority of the governments concerned if they are to have legitimacy in the eyes of the United Nations Development Programme (UNDP) and other potential support agencies. It is common practice that these developing country LOOPs are established according to the procedures recommended by the (now discontinued) Special Unit for Technical Cooperation between Developing Countries (SU/TCDC) of UNDP. [13.]

LOOP Establishment Process

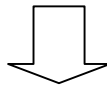
1. AWARENESS BUILDING



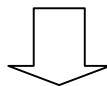
- to build an understanding of the potential role of LOOPS in Taxonomic Capacity Building, especially through implementation of the Global Taxonomy Initiative Programme of Work (CBD Decision VI/8) and
- to invite Governments, technical and funding partners to work with BioNET-INTERNATIONAL's Technical Secretariat to hold a:



2. LOOP FORMULATION WORKSHOP

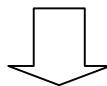


to create a:
Formal Proposal for Establishing the LOOP
(complete with: objectives, proposed membership structure, organisation, mode of operation, designated and delegated responsibilities and Work Programmes) for
Formal Approval by Governments,
leading to:



3. FORMAL ESTABLISHMENT OF THE LOOP

by
AGREEMENT OF GOVERNMENTS CONCERNED,
leading to:



Start of the Work Programmes and other activities

Figure 1: Steps in the establishment of a BioNET-INTERNATIONAL LOOP.

1. AWARENESS BUILDING

1.1 CONTEXT

Significantly greater taxonomic capacity is needed to implement the Conventions on Biological Diversity (CBD) and a number of other Multilateral Environmental Agreements (MEAs) including the International Plant Protection Convention (IPPC) and World Trade Organisation Sanitary and Phytosanitary Agreement (WTO-SPS). Parties to the CBD have repeatedly recognised that there is a common taxonomic capacity problem – the *Taxonomic Impediment* (i.e. the deficiency of taxonomic services) – that is preventing the effective implementation of the CBD in most countries. In April 2002 Parties agreed (Decision VI/8) to support the implementation of the Global Taxonomy Initiative (GTI) Programme of Work (PoW) and recognised that enhanced international cooperation at the subregional and global levels was a priority. Decision VI/8 identifies the Technical Cooperation Networks (TCNs) of BioNET-INTERNATIONAL as appropriate structures through which international cooperation and capacity building can be facilitated and promoted. There is, therefore, clear political support for the establishment of BioNET-INTERNATIONAL LOOPs (Locally Organised and Operated Partnerships) and recognition that the subregional pooling and strengthening of taxonomic resources is a cost-effective and hence desirable approach to overcoming the *Taxonomic Impediment*. [14.]

1.2 PURPOSE

Implementation of CBD Decision VI/8 depends on the participation of all relevant institutions, organisations and Government sectors. Therefore, there is a need to make all relevant bodies aware of the GTI PoW in order to encourage the widest possible participation in and commitment to its implementation. Additionally, it is necessary to ensure awareness and acceptance among Governments, users and providers of taxonomy of the suggested roles for BioNET-INTERNATIONAL identified in the GTI PoW; these include: [15.]

- Awareness raising; [16.]
- Needs assessments; [17.]
- Regional cooperation; and [18.]
- Coordination and implementation of capacity building [19.]

Importantly, institutional, political and financial commitment needs to be secured in order to convene a subregional LOOP Formulation Workshop that will agree a formal proposal for LOOP establishment.

1.2 METHOD

Representatives of the BioNET-INTERNATIONAL Technical Secretariat (TecSec) and local partners may undertake activities such as: [20.]

- Visits to and discussions with scientific and technical personnel of relevant research institutions, universities, museums, conservation agencies and other public and private sector bodies which are either providers or users of taxonomic services; and [21.]
- Visits to and discussions with, Ministers, or their delegated deputies, of relevant Ministries or government departments, particularly those with responsibility to report on international conventions and agreements (eg. CBD Focal Points) in all, or some countries of the sub-region; and/or [22.]
- Discussions with scientists and technical personnel of an appropriate sub-regional body (e.g. inter-governmental agencies, etc.) that have sub-region-wide scientific responsibilities and programmes; [23.]
- Visits to and discussions with potential funding agencies, initially to seek support for the Formulation Workshop but also to seek support for LOOP Work Programme activities; and [24.]
- Correspondence with individuals and groups not included in the above. [25.]

Activities may embrace all or any combination of the above exercises. [26.]

1.4 RESULT

In addition to building awareness of the GTI and BioNET-INTERNATIONAL, the above activities will help TecSec and regional partners to identify:

- If there is a need for a LOOP; [27.]
- The practicality/feasibility of establishing a LOOP; [28.]
- The desirable scientific scope and initial key objectives of the LOOP; [29.]
- Potential membership (Countries and Institutions); [30.]
- The best or most appropriate political and / or coordinating umbrella (if available) for the LOOP (i.e. under which sub-regional organisation should the LOOP operate to facilitate inter-country collaboration); and [31.]
- **The specific location and financial support for LOOP Formulation Workshop at a specified future date to pursue this matter and specifically to draft a formal proposal for establishing the LOOP, for approval by these governments.** [32.]

2. THE LOOP FORMULATION WORKSHOP

2.1 PURPOSE

The prime purpose of this Workshop is to provide the Governments and/or sub-regional body concerned with a sound *technical case for establishing a LOOP*, i.e. the justification for government commitment to creating and sustaining the LOOP. This technical case is presented to Governments (or the sub-regional body) as a *Formal Proposal for the Establishment of a BioNET-INTERNATIONAL LOOP*. LOOPS are accorded an appropriate designation, e.g. CARINET (Caribbean), ASEANET (ASEAN sub-region), EAFRINET (East Africa), SAFRINET (SADC/Southern Africa), PACINET (Pacific sub-region). [33.]

It is common practice for each country involved in a LOOP establishment exercise to appoint an *interim* National Co-ordinator to convene a Coordinating / Steering Committee to facilitate the preparation of the National Statement and other inputs needed for the Workshop. [34.]

It is also common practice for the designated host country for the Workshop to convene a local BioNET-INTERNATIONAL LOOP Steering Committee to facilitate arrangements for the Workshop and to process the bid (through Government and / or local donor agencies) for sponsorship of the Workshop. [35.]

2.2 METHOD

It follows that the Workshop needs to show in its *Proposal* that:

a). *There is a serious taxonomic constraint which needs to be overcome.* For this, national statements are needed describing the taxonomic capacity requirements of individual countries to support their national programmes for sustainable agricultural development, and for the conservation and sustainable use of the environment and biodiversity. Attention needs to be drawn to the present deficiencies in *taxonomic* capabilities and services. [36.]

b). *This common problem could most cost-effectively & technically best be resolved by means of a sub-regional LOOP of BioNET-INTERNATIONAL, the Global Network for Taxonomy* designed to establish and sustain, within member countries, self-reliance (as far as is practically possible) in taxonomy. [37.]

For this, the Workshop needs to show how mobilisation and pooling of existing resources within the sub-region, for the benefit of all concerned, would provide a substantially improved capability and service in the sub-region, and how through donor-funded Work Programmes these services could be greatly strengthened and raised to the requisite level. (Note: Examples of successful LOOP Formulation Proposals are available from TecSec). [38.]

This involves showing how the LOOP would be structured and operated, in terms of its:

- Membership (Country and Institutional);
- Objectives;
- Organisational Structure (with delegated responsibilities);

- Coordinating Mechanism (Network and National Coordinating Institutes, etc.);
 - Linkages with TecSec, other LOOPS and BIOCON;
 - Costed Work Programmes for submission to donors: [39.]
- a) Core Work Programmes
- Enhancement of information and communication systems;
 - Training of specialist taxonomists and technicians;
 - Rehabilitation of existing biological and literature resources (e.g. collections) and establishment of new resources;
 - Development and application of appropriate new technologies;
 - Sustainability of LOOP coordination [40.]
- b) Working Groups and Task Forces
- Constituted either permanently or temporarily for special problems e.g. support for quarantine services, emergency identification services for suspected invasive alien introductions and epidemics, special taxa problems, bioindication programmes etc. [41.]

NOTE.

A key element to note is that the cost-benefit ratio of the LOOPS is highly favourable to:

- a) **The Governments** - in that most contributions to LOOP activities will be in kind, and take the form of reciprocal services between institutions in which no money transactions are involved. There will be some new, but modest, contribution by member Governments or the sub-regional body to the costs of operation of the Network Coordinating Institute (NECI) but most LOOP activities are expected to be accommodated within the existing core-budgets of the participating institutions. UNDP has pointed out that the benefits of technical cooperation networks greatly outweigh their costs. [42.]
- b) **The Funders** - in that the LOOP is a permanent mechanism for regional institutional cooperation, in which sustainability and longevity are inherent. It is an accountable system in which funding inputs can be put to effective and quantifiable use. It is a system in which funders have active participation. The LOOP as a part of BioNET-INTERNATIONAL has clear development objectives, i.e. the achievement of sub-regional self-reliance in an area (taxonomy) which is fundamental to and vital for successful development of sound management systems for sustainable agricultural development and sustainable use of the environment and biodiversity. The subregional approach is cost-effective and well tried and tested by over 140 UNDP/FAO sponsored networks already in existence, as well as the existing BioNET-INTERNATIONAL LOOPS. [43.]

2.3 OUTPUT

The result of this is a *FORMAL PROPOSAL TO GOVERNMENTS FOR THE ESTABLISHMENT AND OPERATION OF A LOCAL BioNET-INTERNATIONAL LOOP*. [44.]

2.4 PREPARATION FOR THE LOOP FORMULATION WORKSHOP

a) Initial Planning

This should be undertaken with TecSec and include planning:

- The date and duration of the Workshop and Workshop Venue;
- How many delegates should be invited from each country (and who they should be);
- Resource persons required (e.g. representatives of funding agencies, representatives of TecSec, or experts in networks and communications and other specialists who are needed but not available in the sub-region). [45.]

b) Application for Funding

This should include:

- a soundly worded case for convening the Workshop;
- details of the Workshop's Programme and objectives (see 2.5);
- an itemised budget showing the amount of support needed and indicating in kind or cash co-finance available from the host institution. [46.]

Funding needs may include, for example:

- Travel and subsistence costs of national delegates from *developing countries*;
- Travel and subsistence costs of specialist delegates from *developed countries*;
- Representatives from developing countries who are not national delegates, but who will have an important contribution to make;
- Accommodation and subsistence; and
- Translation and interpretation. [47.]

Note: TecSec can assist in the preparation of bids. A model bid is available.

c) Announcement

Notice of the proposed workshop needs to be given as early as possible to potential participants and contributors. Contributors need to be alerted to the fact that they will be required to prepare a National Statement. [48.]

d) Preparation of National Statements

The Statement needs to focus on identifying the priorities for taxonomic capacity building that will meet end-user needs. It is important to recognise that taxonomists are only one of the many end-users of taxonomy. The success of the LOOP will depend on its ability to work with, and help meet the taxonomic needs of, all end-user. The selected leader of each national delegation should prepare a statement for the Workshop Steering Committee/Secretariat giving the following: [49.]

Background Statement

The introduction to the National Statement should indicate the lack or inadequacy of taxonomic resources in the sub-region and how this has a detrimental affect on national programmes of sustainable agricultural development, sustainable management of the environment and the conservation and sustainable use of biodiversity. [50.]

The statement should also include an outline of current programmes, progress and general concerns in national programmes of agriculture, the environment and biodiversity. [51.]

Present Taxonomic Resources

The second part of the Statement is a survey of principal taxonomic collections. Mention may be made of their size and location, their condition (are they well or poorly maintained or curated?), and their specialities (including spirit and culture collections if appropriate). [52.]

A survey of the expertise available should also be included. Mention may be made of taxonomists and technicians who are active, or in training and their specialities and interests. [53.]

Capacity Building

Significant current or recent taxonomic capacity building activities should be reported. Planned or current commitments to implementing the Global Taxonomy Initiative and other international agreements requiring taxonomic capacity building should be stated. [54.]

Needs

The fourth section of the National Statement should be a critical assessment of how taxonomy needs to be strengthened to meet national needs, and how this can best be achieved through regional cooperation. This may include the need for electronic record systems, physical storage facilities for collections, information services and resources, literature, communications, new electronic and paper-based identification aids and the need for greater expertise, including the need for more trained taxonomists and technicians. [55.]

Conclusion: The Way Forward

The Statement should end by concluding that there is a need for a sub-regional Technical Cooperation Network to solve the problem of inadequate taxonomic services and by recommending that the local LOOP be established. [56.]

Submission and Distribution of National Statements

The National Statements should be submitted to the Workshop Steering Committee or Secretariat *well before the Workshop* to allow drafting of the sub-regional synthesis. Copies of the sub-regional synthesis and the national papers should be distributed to participants in advance of the Workshop. [57.]

e) Preparation of the Sub-Regional Synthesis

This is a paper, by a local person, which sums-up the national statements and puts the taxonomic potential and problems of the sub-region into a larger regional and global perspective. It is common practice for an eminent person in the sub-region to be elected to undertake the preparation of the sub-regional review and it is imperative that country papers are sent to this person well in advance of the Workshop. [58.]

2.5 PROGRAMME FOR THE LOOP FORMULATION WORKSHOP

The Workshop Programme should include:

1. Opening address

An introduction to BioNET-INTERNATIONAL, giving an outline of the nature and objectives of BioNET-INTERNATIONAL's Global Network for Taxonomy. [59.]

2. National Statements

These are presented by representatives from each country present and should be prepared following the guidelines above (Section 2.4). [60.]

3. Sub-regional synthesis

This is a paper by a local eminent person, which sums-up the national statements to conclude that this is a regional issue which is best solved by a regional approach. [61.]

4. Objectives of the Proposed Network (LOOP)

The overall objective is to bring the resources of members together to resolve the common problem of the lack or inadequacy of taxonomic resources within the sub-region. [62.]

Development, Intermediate and Technical Objectives may be identified and expected outputs need to be indicated. [63.]

5. Membership, Structure, Organisation and Operation

The founder member institutions should be determined. The future management and coordination of LOOP activities must be decided. This will require identification of an institution to act as the Network Coordinating Institution (NECI), usually for a defined but renewable period of time. Mandates for management bodies should be drafted (model mandates are given in Appendix II). It may also be necessary to establish an interim Steering Committee to oversee the foundation of the LOOP. [64.]

6. Work Programmes

Each LOOP's major Work Programmes usually encompass:

- establishing or improving information and communication services;
- training;
- rehabilitation of resources;
- the development and application of new technologies; and
- sustainability of the network coordination. [65.]

Work Programme outlines should include a statement of the need for the Work Programme and its objectives (which should be SMART: *Specific, Measurable, Achievable, Relevant and Timely*). [66.]

7. Draft Proposal

The ultimate act of the Workshop is to produce a draft proposal to governments recommending the establishment and operation of a sub-regional LOOP of BioNET-INTERNATIONAL. [67.]

3. THE FORMAL ESTABLISHMENT OF THE LOOP

For this, it is necessary that the governments concerned (or the sub-regional intergovernmental body) formally accepts the Proposal from the Workshop and sanctions its implementation, in writing to TecSec and the nominated Network Coordinating Institute. Only then can the Work Programmes of the LOOP be legitimately submitted to donors for funding consideration. [68.]

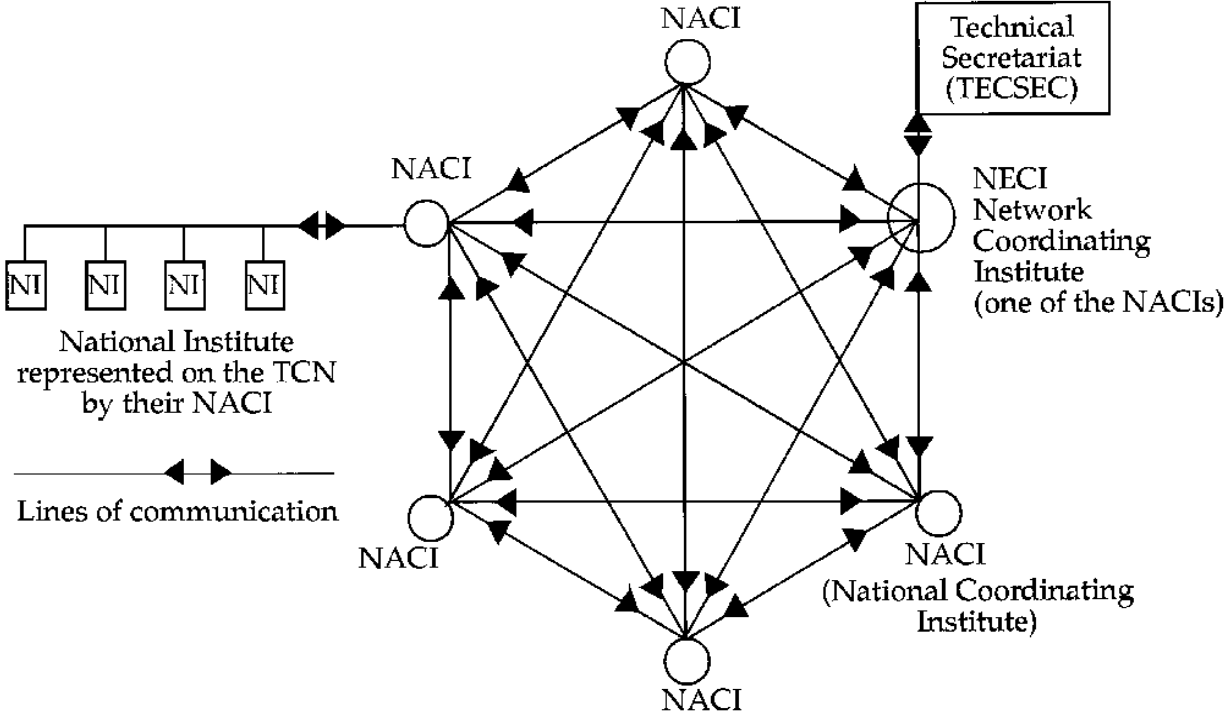
It is therefore imperative that the Proposal emerging from the Workshop is submitted virtually simultaneously to all the relevant national Ministries (or the approved sub-regional body), under a covering letter requesting consideration and approval. It is only on receipt of this formal approval by member country governments that the LOOP is formally established. For this reason it is far simpler and easier if an appropriate sub-regional inter-governmental body exists and is approached for approval. [69.]

4. CATALYTIC FUNDING

Where available resources have permitted, BioNET-INTERNATIONAL has in the past been able to provide limited catalytic funding, up to some US\$70k /year for the first two years, to get the LOOP established. This catalytic funding from TecSec is no longer immediately guaranteed however, and in future will be dependent on being able to raise sufficient funding from donors. Where LOOPS can source or attract their own funding from the start, there is no need for them to depend or wait on the ability of TecSec to raise such funds. Where funds are supplied by TecSec these can only be used for *catalytic* activities i.e. they are not for capacity building *per se* in the form of training courses, etc. They are to allow the network to establish its credibility by, for example, supporting participation of LOOP representatives in project development work, investing in expert assistance with proposal writing, publicising the LOOP with a website, newsletter and brochures etc. and providing targeted co-financing that allows the LOOP to put its name to activities such as training or publications which are then advertised widely. [70.]

It is imperative that, right from the very outset, LOOPS understand and act upon the need to establish their credibility, and become self-sufficient in attracting financial support. If used and promoted, they have proven to be a highly effective platform for catalysing action and winning the necessary investment and government support for capacity building activities. However, in the past, some networks have relied on the catalytic funds as their sole source of support, without looking to establish their own self-sufficiency, and at the end of the two-year period have found themselves without support and no means of funding their ability to develop further proposals etc. [71.]

APPENDIX I - THE STRUCTURE



Hypothetical six member LOOP or Technical Cooperation Network (TCN)

APPENDIX II - MODEL MANDATES

A LOOP is managed by its members (i.e. the NACIs and other institutions elected to membership), which corporately serve as the LOOP Coordinating Committee (LCC). The LCC meets at prescribed intervals (e.g. annually) to set programmes of work and priorities, allocate resources, delegate responsibilities and review progress and achievements. It is to the LCC that the NECI, as the LCC's executive arm, is responsible, and to which the network members as a whole are accountable for meeting their agreed commitments. Accountability is assured through formal mandates along the lines described below. [72.]

A. LCC Mandate: LOOP Coordinating Committee

This is composed of the NACIs and other Members in the LOOP structure and the NECI which also serves as its executive arm or Secretariat. Thus, there will be at least one representative from each member country and from each of the other identified Associate Member bodies (where such exist). The LCC's responsibilities are as follows: [73.]

1. Promote, maintain and sustain the LOOP and its activities, by securing the necessary commitment and financial support of LOOP member governments and funding for core activities and Work Programmes from donor agencies, and through good management of resources. [74.]
2. Serve as the subregional advisory body on taxonomy and its development in providing the best possible advice to LOOP member governments, international organisations and donors and others on all taxonomic matters in the region. [75.]
3. Monitor and oversee the activities of the NECI and enable it to serve as an effective Secretariat and executive arm of the LCC. [76.]
4. Prescribe the mandates of all coordinating institutes within the LOOP (NECI and NACIs) and terms of reference for Working Groups. [77.]
5. Devise and enable the implementation of Work Programmes and other activities designed to achieve LOOP objectives. [78.]
6. Draw up the LOOP Budget for core activities and work programmes and oversee use of allocated resources. [79.]
7. Seek funding for specific programmes, from member country contributions and funding agencies. [80.]
8. Meet at least annually for the purpose of conducting LOOP business, especially to evaluate progress and outputs in relation to inputs and identify needs, with rotational venues if practical. [81.]
9. To decide on inviting and/or approving applications for membership. [82.]

B. NECI Mandate: Network (LOOP) Coordinating Institute

This is the core of the LOOP and carries substantial responsibilities. It is the centre for receipt, collation and distribution of information and contacts. It is the Secretariat of the LOOP Coordinating Committee (LCC). It is the link between the NACIs and the direct link between the LOOP and TecSec and the link through TecSec with all other BioNET-INTERNATIONAL LOOPS and with BIOCON. *The designated NECI needs to provide adequate logistical and operational support for the Network Coordinator to fulfil their role.* [83.]

The responsibilities of the NECI are as follows:

1. Coordinate the activities of the network in accordance with the instruction and directions of the LCC. [84.]
2. Prepare programmes of work and budgets as approved by the LCC and with the appropriate support and inputs from NACI's and others. [85.]
3. Initiate and coordinate proposals for funding priority activities identified by the LCC, NACIs, NIs or partners. [86.]
4. Advise the LCC on opportunities for SacNET activities and partnerships. [87.]
5. Draft reports on activities and the Annual Report of the network as required by the LCC, again and with the appropriate support and inputs from NACI's and others. [88.]
6. Serve as, and provide an effective link between, the NACIs and the BioNET-INTERNATIONAL Technical Secretariat. [89.]
7. Collect, collate and disseminate information; issue an electronic bulletin at agreed intervals (again dependent on receiving adequate contributions from the NACIs and others); establish and maintain a LOOP website. [90.]
8. Organise LCC meetings preferably using electronic mechanisms. [91.]
9. Serve as the repository of literature, documents and papers relating to the network, as required. [92.]
10. Liase with and facilitate the operation of Working Groups. [93.]
11. Generally function as the executive arm of the LCC. [94.]

C. The National Coordinating Institutes (NACIs)

The NACI is the anchor-point of national activities, and has within it at least one person designated as the National Coordinator to whom responsibility for LOOP affairs is delegated (an 'alternate' should also be designated). The responsibilities of the NACI are as follows: [95.]

1. Nominate a National Coordinator (person and post) and an 'alternate' in the case of the non-availability at a particular time of the nominated Coordinator, and allocate

institutional time and budget within that post to allow for the proper execution of NACI responsibilities. [96.]

2. Designate and support the Coordinator to serve as the national representative on the LCC and to implement the decisions and recommendations of the LCC at national level. [97.]
3. Coordinate a national network of NI's and national taxonomic activities and programmes in support of the LOOP work programmes (which are focussed on meeting national needs). [98.]
4. Liase with and exchange information with other NACIs and the NECI on a continuous basis. [99.]
5. Provide, as delegated, leadership and/or support for Working Groups and other programmes. [100.]
6. Communicate, on a continuous basis, on all LOOP and BioNET-INTERNATIONAL activities to and from National Institutes and to and from the NECI. [101.]
7. Liase with all CBD and GTI Focal Points of the subregion to ensure the LOOP is supporting, where appropriate, subregional activities aimed at implementing the CBD. [102.]

D. National Institutes (NIs)

These are those Government institutes, organisations, services (e.g. quarantine), NGO's and other private and public sector bodies which have something to offer to LOOP activities or who need LOOP services (i.e. both providers and users of taxonomic services and products). Together they constitute the National Network within which the National Coordinator is the focal point. Their responsibilities are as follows: [103.]

1. Assist the NACI in the implementation of decisions and recommendations of the LCC at national level. [104.]
2. Contribute expertise, resources, information, research findings etc. to the LOOP through the NACI and NECI. [105.]
3. Actively participate in all feedback systems of the LOOP (e.g. identification of needs, achievements, problems, solutions, new knowledge, technologies, new records, newsletters etc.). [106.]
4. Lead, support and facilitate, as delegated, and otherwise contribute to Working Groups, and other LOOP programmes. [107.]
5. Communicate on a monthly basis with the NECI and with the designated National CBD and GTI Focal Points to report on LOOP activities (and thereby assist the Focal Points in writing their National and other reports) and learn of the latest progress in national implementation of the CBD and other initiatives. [108.]

6. Provide and maintain the GTI Programme Officer at the Secretariat of the CBD with a list of national taxonomic experts, indicating which CBD thematic areas and Cross-cutting issues they are expert in and including their regularly updated contact details. [109.]

E. Working Groups

The members of Working Groups consist of a group of specialists appointed by the LOOP Coordinating Committee. The size of these groups may vary according to the workload of the Working Group. The LCC may change members or size of the various groups or modify their Terms of Reference from time to time if necessary or useful. One member of each group should function as the Focal Point for that Group, and be responsible for maintaining the necessary contacts between the group members, other groups and the NECI. [110.]

Working Groups should be established to deal with specific problems in the region. Working Groups may be permanent, addressing matters that need constant attention such as training, or may be temporary e.g. to deal with difficult taxonomic group problems, suspected invasive alien introductions etc. [111.]

The LCC should establish Terms of Reference for each Working Group, and the Working Group should submit a Technical Report on activities, conclusions and recommendations to the NECI to be presented and discussed at the LCC. [112.]

APPENDIX III - OUTLINE OF CORE WORK PROGRAMMES OF A LOOP

Typically, in addition to establishing the sustainable funding and institutional support for the NECI office, there are four main priorities, although these can vary according to subregional priorities: [113.]

1. Information and Communication Services

There is a need to update and expand library resources at designated centres of excellence (CEs) of LOOPs with major reference works, taxonomic monographs and subscriptions to relevant serial journals (including purchase of back issues as appropriate). [114.]

Information Technology needs to be provided to these CEs for inter-centre networking and linkage with the NECI and TecSec. Databases and database access arrangements with major world centres need to be established and Internet access, including e-mail facilities, are required. [115.]

An efficient information service providing all relevant new knowledge is needed covering e.g. traditional taxonomy, biodiversity inventories and projects, molecular techniques, new records, current pest distribution maps and quarantine pest lists and incidence and threats of invasive alien species, natural enemies/biological control and bioremediation agents. Such information and databases need dedicated resources in order to ensure they are kept up to date and accessible to all LOOP members. [116.]

2. Training

This, the most substantial programme of the LOOPs for the foreseeable future, may include:

- i. Updating and upgrading of existing expertise through appropriate training of the present sub-regional specialists, as necessary. [117.]
- ii. The training of science graduates in general and in applied taxonomy. This may be by means of joint courses at international universities and institutions and at local sub-regional academic and scientific centres and may lead for example to joint M.Sc. degrees. The programme may include the development of user-friendly keys and identification aids. The application of taxonomy to bioindication and biodiversity assessment and the interpretation of findings for the development of sound ecological management systems should be given special emphasis. [118.]
- iii. Supplementary training through short-term international and in-country courses in specialised taxonomic areas, e.g. biodiversity inventories, pests, natural enemies, quarantine organisms. [119.]
- iv. In-service training with international experts at international and home institutions. [120.]

- v. Training of technical support staff in preparatory techniques and curatorial practices, database management and information retrieval systems, illustration techniques and development of electronic products. [121.]
- vi. Provision of electronic teaching courses and training materials to the CEs. [122.]

3. **Rehabilitation of Collections and Establishment of New Resources**

This programme should address the inadequacies and needs of existing reference collections and facilities, including buildings, storage units, working amenities, security, preservation techniques and the sustainability of the physical condition of collections and their attendant records. It should embrace dry, slide and spirit collections, living cultures, etc. [123.]

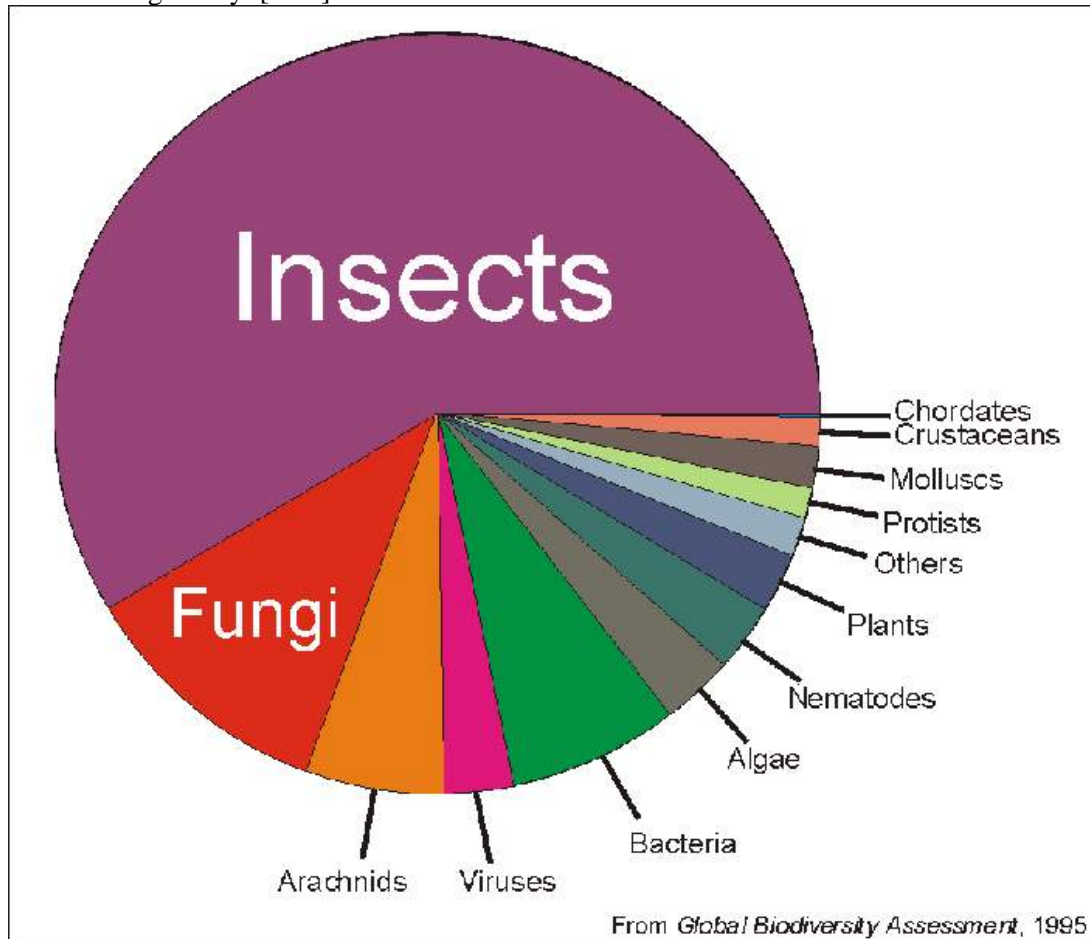
Hand in hand with examination of the content of reference collections, an assessment of the taxonomic needs and deficiencies of these collections needs to be made, to determine the revision and updating exercises needed to optimise the value of collections and records as working resources for the LOOP. A substantial input by local and international specialists is usually required thereafter to upgrade the status of collections. [124.]

4. **Development and Application of New Technologies**

New user-friendly taxonomic tools and interactive pictorial keys need to be identified, developed where necessary and made available to the LOOP specialists, along with other products. More electronic and paper based identification aids need to be commissioned and new tailor-made products need to be developed jointly by international specialists and sub-regional taxonomists. [125.]

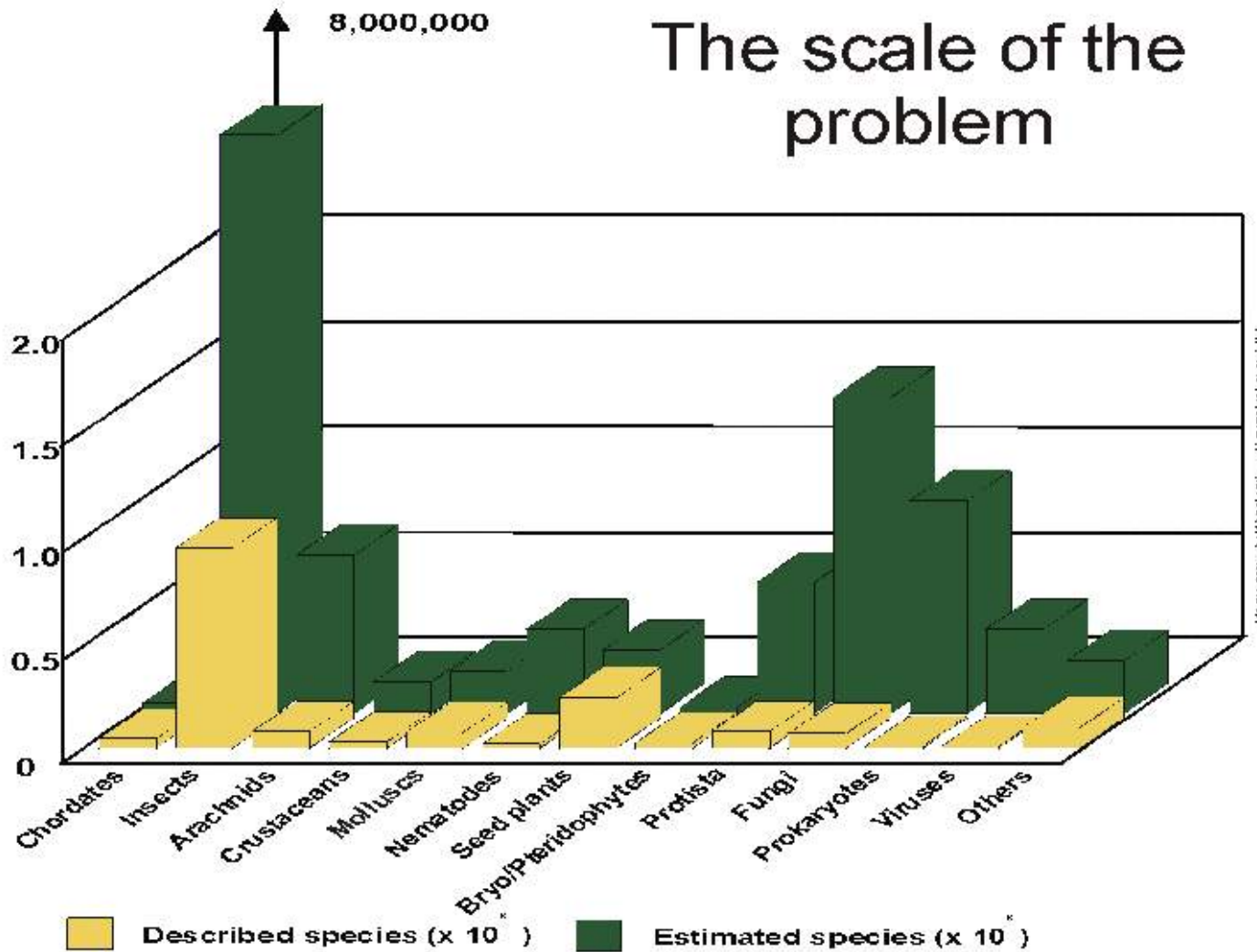
Appendix IVa: Relative Species Diversity of different taxonomic groups

The relative numbers of species per group shows that some 90% of the planets species diversity is vested in small and micro-organisms – insects, arachnids, viruses, bacteria, algae, protists and nematode worms. These are not only the more difficult groups to work with, but the ones requiring most in-depth specialist knowledge and techniques, and the groups where the least amount of expertise is available globally. [126.]



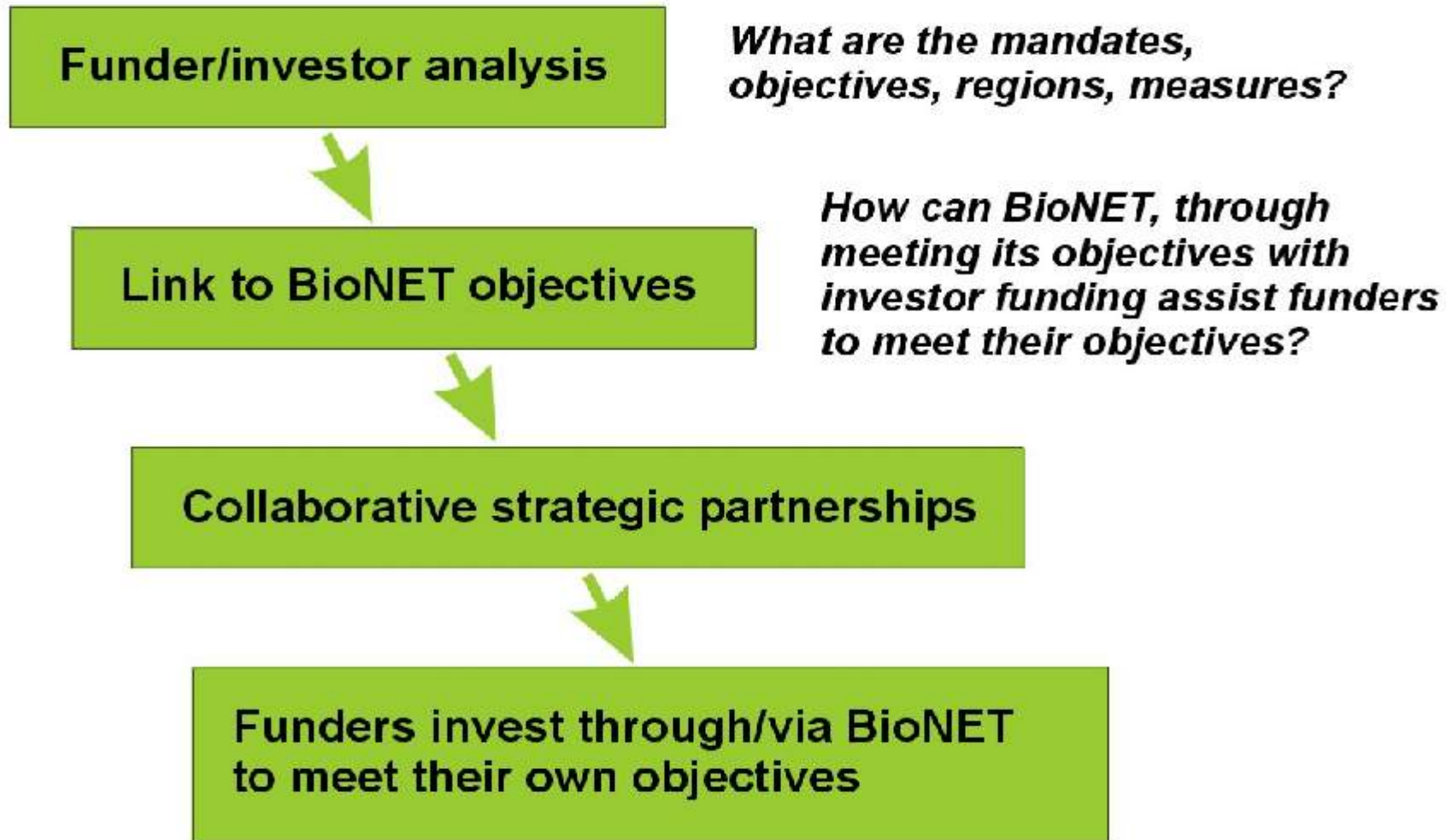
Appendix IVb: The estimated number of described versus undescribed species

The most difficult groups, small and micro-organisms, are those with the greatest proportion of undiscovered and undescribed species. [127.]



Appendix Va: Strategic positioning assessment of the LOOPs

A simplified graphic of the analysis required to position taxonomic work within broader funding mandates. [128.]



Appendix Vb: Strategic partnershiping with funders

The process of seeking commonground and objectives with potential funding partnerse. [129.]

