

**Shaping capacity-building for stakeholder engagement with
IPBES according to most urgent capacity-building needs,
identified with experts from Eastern Europe and Central Asia**

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List of abbreviations

CB	Capacity-Building
CBD	Convention on Biological Diversity
CEE	Central and Eastern Europe
IGO	Inter- Governmental Organization
IMoSEB	International Mechanism of Scientific Expertise on Biodiversity
IPBES	Intergovernmental Platform on Biodiversity and Ecosystem Services
MEP	Multidisciplinary Expert Panel (under IPBES)
MOE	Ministry of Environment and Natural Resources Protection of Georgia
NBSAP	National Biodiversity Strategy and Action Plan (under CBD)
NFP	National Focal Point (of IPBES or CBD)
NGO	Non-Governmental Organization
PESC	Pan-European Stakeholder Consultation
SBSTTA	Subsidiary Body on Scientific, Technical and Technological Advice (under CBD)
TSU	Technical Support Unit (under IPBES)
WEOG	Western Europe and Others Group (UN-Region)

Preamble

IPBES is a dynamic process that is developing quickly. In the time span elapsed between the Tbilisi-Workshop in February 2015, whose results on the needs for capacity-building in the Central Asia led to the development of the present study, and its finalization in May 2015, important developments have taken place in IPBES, which are necessary to mention here to keep this study up-to-date: In contrast to the planning in February 2015, Turkey had decided not to offer hosting a Technical Support Unit (TSU) for the region of Europe and Central Asia. Instead, this TSU will be hosted by Switzerland in Bern. Based on these latest developments, Turkey will not be inviting to a Consultation Meeting in September 2015 (as outlined in chapter 3.2). Instead, many of the proposed agenda items for that meeting will be taken up by the 7th Biodiversity in Europe Conference to be held in November 2015 in Istanbul, Turkey.

Although these recent developments change the time frame envisaged in the study, the findings of the study on capacity building needs remain very relevant for the countries in Central Asia to get better integrated in all IPBES processes. On the contrary, the capacity-building needs identified for Central Asia by the countries attending the Tbilisi-Workshop are getting more urgent as more and more work elements of the newly emerged IPBES are being operationalized.

Axel Paulsch, May 27th, 2015

Summary

The present study analysed how capacity-building under the Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES) can be shaped according to the most urgent capacity-building needs expressed by stakeholders. The region of Central and Eastern Europe (CEE) was chosen as an example. The methodological approach included a questionnaire on capacity-building needs and opportunities as well as a workshop in the region with invited stakeholders from both governments and scientific institutions and other stakeholder organizations. The workshop was realized in cooperation with the Ministry of Environment and Natural Resources Protection of Georgia (MOE) and took place from February 16th to 19th, 2015, in Tbilisi, Georgia. The 30 participants following the invitation to the workshop came from Armenia, Azerbaijan, Belarus, Georgia, Hungary, Moldova, Russian Federation, Turkey, Turkmenistan, Ukraine and Germany. Answers to the questionnaire and workshop discussions were used to identify needs in detail on a regional, sub-regional to national and even institutional level. During the workshop future activities were discussed to meet these needs accordingly. This approach resulted in a matrix of needs and possible activities. Needs on the regional level included overcoming the language barrier between English IPBES papers and negotiations on the one hand and Russian as language understood in the most countries of the region on the other. Scientific systems also differ between the region and more western approaches. On the national level the degree of stakeholder involvement differs widely between countries and stakeholder mapping was discussed as an urgent task. On the level of individual institutions needs for better communication, staff training and regular meetings with other stakeholders were mentioned. Actors who could start activities to fill these needs are numerous, including the IPBES secretariat, national governments, individual institutions as well as the possible technical support unit for the region, which Turkey expressed its willingness to host. The planning of an 'IPBES Consultation Meeting for Europe and Central Asia' to be hosted by Turkey in September 2015 was another concrete output of the workshop.

1. Background

1.1. Capacity-building in IPBES

The Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES) was founded as an intergovernmental body in April 2012. It defined capacity-building as one of its four functions.

'In terms of the resolution establishing the Platform (UNEP/IPBES.MI/2/9, annex I), its mandated functions shall include prioritizing key capacity-building needs to improve the science-policy interface at appropriate levels, and then providing and calling for financial and other support for the highest priority needs related directly to its activities, as decided by the Plenary.' (IPBES 3/3).

This capacity-building function was also reflected in the first work programme of IPBES (2014 to 2018), as agreed upon at the second IPBES plenary meeting in December 2013. Particularly the deliverables 1(a) and 1(b) were dedicated to capacity-building and a respective task force was established in 2014:

'In 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 period 2014–2018. Terms of reference for the task force were set out in annex II to the decision. The primary purpose of the task force is the implementation of deliverables 1(a) and 1(b) of the programme of work for the period 2014–2018 in such a manner that they support that of the whole work programme. Deliverable 1 (a) relates to priority capacity-building needs to implement the Platform work programme matched with resources through catalysing financial and in-kind support, and

deliverable 1 (b) to capacities needed to implement the Platform work programme developed;' (IPBES 3/3).

This task force started its work in 2014 and presented a first report of its outcomes to the third IPBES plenary in January 2015, as document IPBES 3/3. On the basis of this document the plenary adopted a list of capacity-building needs as expressed by member states and stakeholder organizations (IPBES/3/18, Dec. IPBES-3/1). These needs are categorized under five headings:

- *'Enhance the capacity to participate effectively in implementing the Platform's work programme';*
- *'Develop the capacity to carry out and use national and regional assessments';*
- *'Develop the capacity to locate and mobilize financial and technical resources';*
- *'Improve the capacity for access to data, information and knowledge';*
- *'Develop the capacity for enhanced and meaningful multi-stakeholder engagement'.*

Each of the five categories is subdivided into more specific needs which show that capacity-building for effective participation in IPBES processes and for making use of IPBES products is needed for government representatives as well as representatives of stakeholder organizations from different backgrounds.

Furthermore, IPBES 3 decided on several instruments to support capacity-building, as proposed by the task force. These instruments include (as listed in the IPBES 3 outcome document IPBES/3/18):

- a programme on fellowship, exchange and training which should help to build capacity of young researchers and other professionals to take part in IPBES activities. The programme will include a mentoring scheme as well as training initiatives;
- a match-making facility as internet-based instrument which should help to facilitate contact between those who have capacity-building needs and potential providers of support to meet these needs, including financial support;
- a capacity-building forum where capacity-building needs should be packaged in a way to match with criteria or priorities of potential donors. The first forum is planned as a personal meeting to take place in the second half of 2015 according to the interest expressed after a respective call.

These instruments are in the planning or piloting phase and will be further discussed and elaborated by the task force until the fourth IPBES plenary in early 2016.

1.2. UN Region Central and Eastern Europe in IPBES

IPBES as an intergovernmental process decided to structure its work and representation along the five UN-Regions, following the experiences from other multilateral environmental agreements. One of these five regions is 'Central and Eastern Europe, CEE'. This region includes (in alphabetical order) the following states: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Croatia, Cyprus, Georgia, Hungary, Kazakhstan, Kyrgyzstan, Moldova, Montenegro, Romania, Russian Federation, Serbia, Tajikistan, The former Yugoslav Republic of Macedonia, Turkey, Turkmenistan, Ukraine and Uzbekistan. Out of these 22 states only 13 are members of IPBES at present (Albania, Azerbaijan, Belarus, Bosnia and Herzegovina, Croatia, Georgia, Hungary, Kyrgyzstan, Moldova, Montenegro, Russian Federation, Tajikistan and Turkey). Experiences so far showed that the CEE region had difficulties to participate in the work of IPBES on equal footing with other regions. For example, when the interim Multidisciplinary Expert Panel (MEP) was elected in January 2013 the CEE region at the opening day of the IPBES plenary could only present three candidates for the five seats reserved for the region, whereas the region 'Western Europe and Others, WEOG' could choose from 80

candidates also for just five seats. The composition of the Bureau and MEP for the period from January 2013 to January 2015 showed the concentration of participation on only a few states of the CEE region: all seven seats (two in the Bureau, five in MEP) were taken by representatives of only four countries: two times Georgia, two times Hungary, two times Turkey and one time Bosnia and Herzegovina. In all other regions only two countries (Brazil and France) have more than one representative in one of the fora. A look into the expert groups for different deliverables of the work programme shows the same pattern: in the three groups for deliverables 1a, 1b, 1c and 1d three of the five regional experts are from Hungary, the other two from Croatia and Georgia. In fact, Hungary and Croatia are EU member states which belong to CEE region only for historical reasons.

In a first meeting of organizations from the CEE region interested in IPBES (early August of 2013 in Budapest) the 23 participants from 11 states declared: *'There are large differences and disparities with regard to capacities (incl. access to data, human resources, commitment by stakeholders, etc.) to engage with IPBES within the Eastern European region itself. This might require IPBES to pay attention to the particular capacity-building needs of individual countries. Generally, in Eastern Europe there is low state and civil society capacity for engaging with IPBES.'*

(Outcome of the Eastern European Stakeholder Consultation on IPBES, 31 July – 2 August, 2013, Budapest and Tihany, Hungary)

These facts show that there are capacity-building needs in the CEE region which need to be addressed to allow effective participation of more member states and that members of the region themselves know about these needs.

2. Analysis of capacity-building needs for IPBES in Central and Eastern Europe

The present study was commissioned by the German IPBES coordination office and carried out by the Institute for Biodiversity - Network e.V. (ibn), a German based Non-Governmental Organization (NGO). The main idea of the study was to shape capacity-building for stakeholder engagement with IPBES according to most urgent capacity-building needs identified in the region. In this context 'stakeholder' is meant in the broadest sense, including government representatives of member or non-member states, scientists, civil society organizations and NGOs. The study was realized around two main building blocks: a questionnaire to get an overview about needs expressed in the region and possible opportunities to match these needs, and, secondly, a workshop to further discuss these needs and next steps to meet them.

2.1. Questionnaire and results of questionnaire

In order to adequately prepare the contents of the workshop, a survey among the participants prior to the workshop was conducted, to assess initial information about the current challenges Eastern European countries face with regard to their participation in the IPBES process.

The survey aimed at identifying existing capacity-building needs and tracking possibly available resources and capacities to meet these needs. The questionnaire was comprised of the following sections:

- A. Personal information and contact details of respondents;
- B. Stocktaking: previous/ongoing engagement in IPBES;
- C. Obstacles encountered during previous/ongoing engagements;
- D. Targeted future engagement in IPBES;
- E. Stocktaking: received training, capacity levels and resources, institutional arrangements, on the following three levels: i) individual level, ii) organisational level, iii) national level;
- F. Preferred methods of communication to receive information about IPBES.

The online questionnaire was sent to 20 individuals from 9 countries, using the online survey tool Survey Monkey. In total, 12 responses were received of which 11 could be used in the analysis. However, some respondents only answered selected questions and skipped others. For this reason, the sample size for the analysis may differ from question to question. For better estimating the relevance of answers given by the respondents, the frequency of answers is provided in brackets, where meaningful and feasible.

A. Profile of the respondents and their organisations

Answers from representatives of 9 different countries were received: Azerbaijan (2), Russia (1), Armenia (1), Ukraine (1), Republic of Moldova (2), Turkey (1), Hungary (1), Belarus (1), and Turkmenistan (1). Six out of 11 respondents represent a national ministry in the area of nature and environmental protection (ecology, environment, forestry, nature protection). Four respondents are employed in scientific institutions related to geography, zoology, and ecological research, amongst others, and one person is engaged in an International Programme. Among the countries represented, two are still holding observer status to IPBES (Ukraine and Armenia).

Asked for their field of interest/work/research (Figure 1), respondents' answers clustered mostly in the field of natural resources and their management (e.g. ecosystems, monitoring, biodiversity, conservation), but also contained issues regarding the science-policy arena (frameworks,

group of national biodiversity platforms in Western Europe). Respondents and their governments, respectively, were already very active in their submissions to IPBES: They submitted requests on scientific/technical matters (3), nominations for experts (6), and comments on draft documents (4).

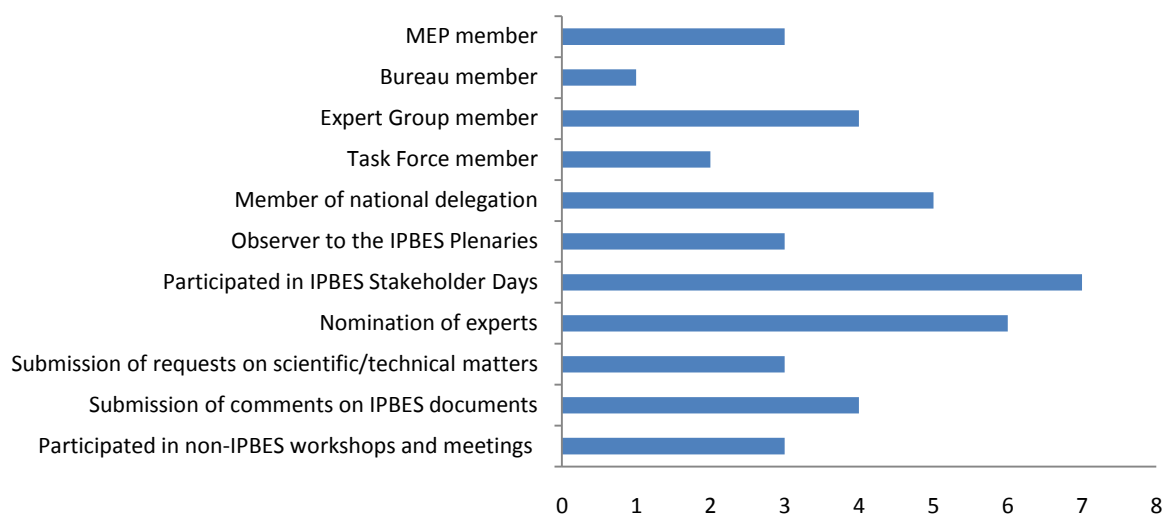


Fig. 2 Current/ongoing engagement of respondents in the IPBES process

In accordance to their level of engagement, the respondents' experience towards the IPBES process varies greatly. Some of them have been already involved in the early International Mechanism of Scientific Expertise on Biodiversity (IMoSEB 2005-2007), others just entered the IPBES processes with its third plenary meeting in Bonn in January 2015 (IPBES-3). However, all of them have at least basic understanding about the process, its structures and functioning, and have also participated already once in a plenary meeting. Some of the respondents have experience in other multilateral environmental agreements (e.g. being national focal points for the Convention on Biological Diversity CBD or the CBD SBSTTA, respectively).

C. Obstacles encountered during previous/ongoing engagement by the respondents (and their organisations)

During their previous and ongoing engagement in IPBES, respondents encountered a range of obstacles (Figure 3). The majority (8) stated to be overwhelmed by the particularly heavy work load following their engagement in IPBES, while at the same time being insufficiently endowed with financial resources to take part in IPBES plenaries and other meetings (8), e.g. author or task force meetings. In some cases (4), there is no particular budget linked to IPBES-related activities, neither at the national level nor via the IPBES trust fund.

It also became evident during the workshop that there still seems to be a great language barrier whilst working in international processes: English is not as widely spoken as one would assume for the CEE region (this might also have limited the response rate to this survey). The language barrier does not only affect countries' equal participation in the meetings themselves (particularly with regard to parallel contact groups, where, in general, simultaneous translation is not provided). It furthermore also points to the necessity of translating all relevant documents into further widely used languages. This would be of unique importance in terms of mobilizing (unreached) experts for IPBES deliverables. This notion was frequently iterated by the workshop participants who

emphasized that there is a great need for translating documents and other material at least into Russian to reach out to experts and knowledge holders in the region relevant for the assessments.

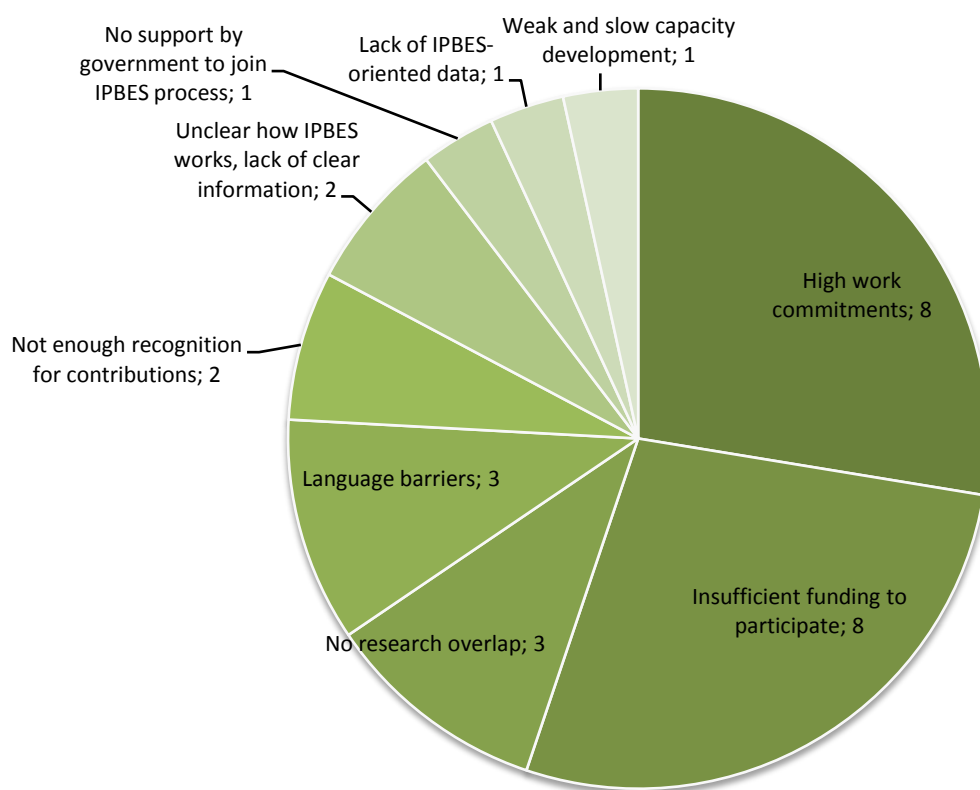


Fig. 3 Obstacles encountered by respondents with regard to their engagement in the IPBES process

Additionally, there is still a lack of clear and basic information on the IPBES process which is, again, needed to attract newcomers towards the process. This is a clear signal to the IPBES Secretariat which urgently needs to develop such material (e.g. developing IPBES How-to-guides), as set in the strategies for communications and stakeholder engagement and decided by IPBES-3.

D. Targeted future engagement in IPBES of the respondents (and their organisations)

Asked about ongoing and intended contributions to the 18 deliverables of the current IPBES work programme 2014-2018, interviewees identified themselves to be dedicated to quite a huge and diverse set of deliverables (Figure 4). The majority has been/is willing to contribute to several deliverables in parallel. Ranking highest, the regional assessment for Europe and Central Asia is the most important deliverable to contribute to (8 respondents), including the general scoping of regional assessments (4) and the general framework for all regional assessments (1). Other significant areas for inputs are the capacity-building efforts of IPBES (4), IPBES' stakeholder engagement (4), as well as most of the thematic assessments and the policy-support tools (2 to 4 respondents).

In other words, the comparatively low engagement of the CEE region in IPBES is not the result of a lack of willingness but of the constraints mentioned above.



Fig. 4 IPBES Deliverables respondents already contribute to or intend to contribute in the future

At the national level, additional priority activities with regard to IPBES are, amongst others, to become a full member of IPBES, to nominate country representatives for IPBES bodies (e.g. expert groups, MEP, Bureau), and to engage as ‘pilot country’ within the regional assessment (to take full advantage regarding data mobilization and capacity-building carried out by this process).

E. Stocktaking: received training, capacity levels – on individual, organisational and national level

According to these ongoing or intended contributions to IPBES, in a next step, respondents were asked to identify both existing capacities/resources and capacity needs related to their engagement. Thereby, they were asked to look at their individual, institutional and national capacity levels.

Individual level

On average, respondents spend roughly 5 to 20 % of their working time on IPBES-related issues. Most of them (7) are willing to increase their time spent on IPBES in the future (subject to available resources).

The interviewees already bring a great range of different capacities, experiences and expertise to the IPBES process, which mainly relate to the science-policy arena, as well as technical and scientific resources regarding the implementation of the IPBES work programme:

Science-policy arena:

- Experience with international biodiversity-related conventions and their legal aspects (7);

- Experience with regard to the national implementation of the decisions of international conventions (e.g. National Biodiversity Strategies and Action Plans, NBSAPs);
- Experience in harmonizing European and national priorities;
- Experience with issues related to National Parks.

Technical resources / data, information and knowledge:

- Methodology and data for assessing state of ecosystems based on biodiversity data (e.g. distribution of low disturbed ecosystems and their services – Russia);
- Perspectives and methodology from sciences other than natural sciences: philosophy;
- Fundraising;
- Education in the field of biodiversity.

The most pressing needs to be addressed on the individual level are again appropriate funding and the increase of personnel responsible for IPBES issues (= institutional support or in-kind support). Furthermore, respondents wish for less bureaucracy at the national level and more frequent joint meetings, trainings and information sessions on best practices and lessons learnt from other countries involved in the IPBES process. Very concrete technical needs expressed by one interviewee were related to the i) methodology and application of assessing economical values of ecosystem services, and ii) GIS-based spatial modeling.

Institutional level

In most organisations taking part in the survey, there are generally only few people dealing with the IPBES process as such (ranging from one up to six persons). However, since there is no related information about the size of the corresponding organisations, this might not be a good proxy. In contrast, the answers to the question whether respondents evaluate the number of staff working on IPBES issues in their organisation as sufficient, offers additional insights: sufficiency levels range from very low (2), medium (3) to high (2). Obviously, some organisations have a greater need to increase IPBES-related staff than others, which, of course, also reflects existing experiences of the respondents, as mentioned above, and, thus, the assessment whether additional competencies are needed.

Within their organisation, respondents communicate with other IPBES-related staff mostly via email (3), direct communication (3), in-house seminars (1), or related documents (1). However, with one exception, regular meetings are not yet in place (6).

Access to data and information is mostly sufficient (6). If scientific publications are needed but the institutions do not have access to journals, respondents would help themselves by reaching out to their networks in universities or other scientific institutions endowed with journal licenses (2). However, in particular countries, there is still a need to set up and ensure the basics: There is a lack of proper internet connections in many institutions and huge barriers exist with regard to connecting with the English-speaking scientific world as well as publications in English. Thus, information and publications in Russian are strongly needed.

In addition, information and knowledge management within the institutions seems to need strengthening (2), followed by the communication (2) and the education system (2).

National level

Regular meetings at a national level are already in place in some countries (3). They aim at bringing together individuals from different institutions who deal with IPBES issues, e.g. to discuss the national organisation of the IPBES process, to identify in-kind contributions to IPBES, to discuss issues of implementation of conservation policies, or to discuss assessment processes in general. Several respondents expressed their strong interest in establishing regular meetings between scientists and policy-makers, to jointly raise awareness on the four functions of IPBES (going beyond assessments) and to coordinate national contributions to IPBES. Such meetings should also address issues related to other Multilateral Environmental Agreements, such as the CBD, i.e., for instance, the joint implementation of NBSAPs. The impetus for such meetings could be given by the national ministry in charge of the IPBES process. However, this substantial governmental support is presently not granted in all countries. This also holds true for countries that are not yet IPBES members.

Regular exchange of scientists and policy-makers at national level, though, seems to be weak. Only one scientist stated to often exchange with national policy makers on scientific issues, and only few policy makers (3) are actively approaching scientists to gain knowledge on certain science-related issues. Reasons for this limited science-policy communication are seen – by both sides – mainly in the lack of time to meet up due to tight schedules and heavy workloads, as well as limited financial resources to attend meetings, and not in a lack of interest in such meetings. Both, scientists and policy-makers also recognize that planning periods in scientific projects and policy making often do not match each other. The latter would be often driven too strongly by urgent issues which science is not capable to react upon immediately. In addition, exchange seems, again, also to be hampered by the lack of IPBES documents and related issues provided in Russian: In absence of such appropriate material, discussions simply cannot reach a satisfactory level or do not arise at all.

Asked for cooperation regarding IPBES issues, respondents from ministries as well as scientific institutions reported on good and sustained collaborations with other relevant ministries and their subunits (agencies), e.g. of agriculture, forestry, nature conservation, as well as with relevant (inter-) national scientific institutions, NGOs and International Organisations. However, as this question was answered by only few interviewees the issue of national and international cooperation seems to be an important issue to address with respect to capacity-building needs.

The ministries' representatives answering the survey expressed strong interest in setting up a network of IPBES National Focal Points (NFP) in the region (6 respondents). Two of them stated that in their countries NFP still need to be identified.

The majority of interviewees (8) stated, that there is currently no training related to IPBES. To date, only one country has offered such training on behalf of national authorities. Respondents strongly wish to receive training, both nationally and on basis of international collaborations.

One of the responding researchers also noted that the current reward system for scientific performance does not incentivize scientists' contributions to policy processes: As long as only peer-reviewed articles are evaluated relevant in the academic world, scientists are only slightly motivated to get involved in time consuming work for IPBES tasks. National authorities may need to consider identifying and offering appropriate incentive measures.

F. Respondents' preferred methods of communication

The information respondents gain on the IPBES process (Figure 5) originates mostly from the official IPBES website and documents (46 %), IPBES plenaries (23 %), other stakeholders (15 %) and, to a lesser extent, governmental documents and scientific publications (each 8 %). However, there is a lack of clear information on the IPBES objectives and methodology, the organisation of national processes (e.g. with regard to the nomination of experts) – all of which needs to be provided in Russian, too.

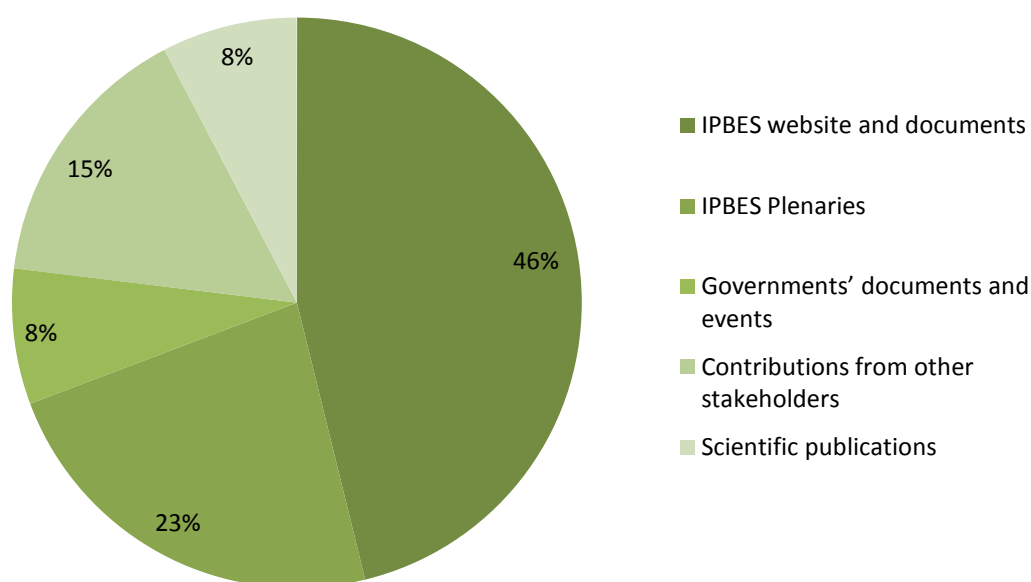


Fig. 5 Sources of information used by the respondents to gather information on the IPBES process

With regard to the preferred method of communication and source of information on the IPBES process, the majority of respondents stated that they wish to receive this information via email (60 %), website (20 %), national or regional networks/hubs or hard copies (in Russian) (each 10 %), whereas social media do not seem to be very attractive (Figure 6).



Fig. 6 Method of communication preferred by the respondents to receive information on the IPBES process

SUMMARY OF IDENTIFIED NEEDS ON THE THREE TARGET LEVELS

In the following (Table 1) the most prominent needs with regard to improving the involvement in IPBES, as stated by the respondents, are summarized:

Tab. 1 Summary of capacity-building and other needs as identified through the online-survey

General needs at all levels
<ul style="list-style-type: none">• Provision of clear information about the IPBES process in all languages relevant in the region, particularly translation into Russian;• Establishing regular communication and meetings between stakeholder groups and across administrative levels;• Strengthening of cooperation at individual, national and international level;
Individual needs
<ul style="list-style-type: none">• Sufficient funding to ensure participation in IPBES meetings and to carry out preparatory and content-related work;• Provision of technical information and support on particular issues (e.g. methodology and application of assessing economical values of ecosystem services, GIS-based spatial modelling, access to data);
Institutional needs
<ul style="list-style-type: none">• Increasing of numbers of IPBES-related staff;• Establishing regular meetings on IPBES issues in the respective institution;• Strengthening of particular systems: Information and knowledge management, communication system, education system;• Ensuring access to IPBES-related information and data;• Supporting IPBES-related activities by governments (and to join IPBES activities);• Lowering the bureaucracy burdens at national level
National needs
<ul style="list-style-type: none">• Establishing joint regular meetings on IPBES issues with both, scientists and policy makers;• Provision of trainings on IPBES, also providing best practices and lessons learnt from other countries involved in the IPBES process, jointly with (inter-)national partners;• Setting up of a network of IPBES National Focal Points in the region;• Revision of the current reward system for scientific performance: need to incentivize scientists' contributions to policy processes, e.g. by recognizing them as equal to peer-reviewed publications.

2.2. Workshop on capacity-building needs and options in Tbilisi, Georgia

The workshop was realized in cooperation with the Ministry of Environment and Natural Resources Protection of Georgia (MOE) and took place from February 16th to 19th, 2015, in Tbilisi, Georgia. The 30 participants following the invitation to the workshop came from Armenia, Azerbaijan, Belarus, Georgia, Hungary, Moldova, Russian Federation, Turkey, Turkmenistan, Ukraine and Germany. The workshop was held as an informal experts meeting, meaning that the views expressed were personal opinions of the experts present and not official interventions of states. The workshop had permanent simultaneous translation between English and Russian.

The meeting was opened by Ioseb Kartsivadze from MOE, followed by presentations given by Dr. Axel Paulsch and Dr. Katja Heubach (both ibn) introducing background information on IPBES as such, the stakeholder engagement strategy and the capacity-building instruments and already expressed needs as mentioned above (see chapter background). This presentations included the capacity-building needs as listed and approved by the third plenary of IPBES as well as those mentioned in the answers to the questionnaire received so far. The participants then discussed specific needs of their respective countries.



Fig. 7 Participants of the Tbilisi workshop

The discussion of needs and existing resources resulted in a matrix (Table 2) where the needs brought up by the participants during the first day were assigned to the five categories of priority capacity-building needs as presented in IPBES/3/18. The second column in the matrix contains concrete activities that would help to meet these needs. In the third column proposals for appropriate partners to help to carry out such activities were collected, including a Technical Support Unit (TSU) for the region (Turkey announced the willingness to host a regional TSU).

Tab. 2 Compilation of capacity-building needs as identified by the workshops during the first day, assigned to the five priority areas giving by IPBES/3/18. During the second day, participants formulated concrete activities to meet identified needs and made suggestions for their implementation.

1. CAPACITY TO PARTICIPATE EFFECTIVELY IN THE WORK PROGRAMME		
Capacity-building needs as identified in the workshop & survey	Concrete activities to meet these needs	Responsibilities & national resources
Institutionalization of a collaborative approach for the region	Establish a Technical Support Unit (TSU) for the region	Turkey (going to offer hosting a regional TSU)
Regional workshops to discuss capacity-building (CB) needs of the region as well as technical and scientific issues regarding the region's contribution to IPBES	<p>Regional Workshop on capacity-building regarding the IPBES regional assessment for Europe and Central Asia</p> <p><u>Idea:</u> Back-to-back with first authors meeting for regional assessment to identify capacity-building needs and matching resources in the region</p> <p><u>Participants:</u></p> <ul style="list-style-type: none"> All countries participating in the regional assessment (Eastern Europe, Central Asia, Western Europe) MEP and Bureau members, IPBES Secretariat to inform about the first authors meeting <p><u>Date:</u> expected first half of Sep (2nd week)</p> <p><u>Venue:</u> to be confirmed</p> <p><u>Host:</u> Turkey</p> <p><u>Duration:</u> one week (5 days)</p> <p><u>Objectives/ideas for the agenda:</u></p> <ul style="list-style-type: none"> Stakeholder mapping Focusing on regional assessment: <ul style="list-style-type: none"> Identification of concrete capacity-building needs for carrying out regional assessment Match-making with existing resources Identifying indicators for assessment Discuss terms of reference for possible TSU for the region Identify thematic needs for further workshops 	<p><u>Preparation/homework:</u></p> <ul style="list-style-type: none"> Complete survey on CB needs → to also define the agenda (participants of the workshop) Consultation with Secretariat and UNEP Regional Office Brussels/Pan-European Biodiversity Platform on the agenda (Turkey) Mobilize key experts on national level, particularly in Eastern Europe, for getting involved in IPBES assessments (universities, NGOs, other kind of knowledge holders → roster of experts) (all countries) Link to stakeholder engagement strategy (open-ended network) Joint development of objectives, agenda, timeframe of the workshop
Lack of conferences/meetings on local/national/regional	<ul style="list-style-type: none"> Identify relevant languages and people/institutions 	<ul style="list-style-type: none"> To build upon the outcomes of the Regional

held in Russian (and other languages relevant for the region, respectively)	capable to implement meetings in appropriate languages <ul style="list-style-type: none"> • Identify topics/issues for the meetings • Organize such meetings on appropriate levels 	Workshop
Identification and systematic mobilization of experts/knowledge holders (from science, NGOs, IPLCs, projects etc.) to establish a regional expert network (hub)	<ul style="list-style-type: none"> • Stakeholder mapping: identifying experts, setting up an open roster of experts → on national and regional level; incl. scientists and other knowledge holders (e.g. in NGOs, IGOs etc.) • Establish a regional hub of experts for exchange and collaboration with regards to technical, scientific and financial means • Establish national fora in each of the countries, particularly with regard to the regional assessment 	<ul style="list-style-type: none"> • Start this process through the Regional Workshop • Involve Secretariat, MEP, NFP, open-ended stakeholder network • When TSU is in place, the roster of experts/regional hub could be coordinated by the TSU • Countries to establish national processes and fora
Nomination process: cross-nominations by all countries possible (i) to take full advantage of government nominations to get the best experts from (non-member states) into expert groups & task forces, (ii) to increase chances for stakeholders to get involved	<ul style="list-style-type: none"> • Stakeholder mapping • Identification of countries willing to nominate experts from other countries 	<ul style="list-style-type: none"> • Start this process through the Regional Workshop • Countries willing to nominate experts from other countries should identify themselves • Countries wishing to nominate experts through other countries should provide those with their lists of experts
Reduction of very high work commitments and clear articulation of the type of involvement and work required from stakeholders	<ul style="list-style-type: none"> • Clarify workloads for experts with regard to their contribution to IPBES deliverables • Identify and specify work that could be carried out by different ,generations of scientists', i.e. established and young scientists • Identifying additional staff • Recognize the relevance of assessment reports equal to peer-reviewed publications • Support work of experts by technical staff 	<ul style="list-style-type: none"> • TSU activity (TSU could articulate e.g. a general framework/Memorandum of Understanding for use at national level) • Identification of activities to be carried out by countries • Identification of additional financial/personnel resources to increase IPBES-related staff by countries/institutions
2. CAPACITY TO CARRY OUT AND USE NATIONAL AND REGIONAL ASSESSMENTS		
Capacity-building needs as identified in the workshop & survey	Concrete activities to meet these needs	Responsibilities & national resources?

List of technical needs and priorities of the region regarding the differences between I) 4 subregions II) National states/inter-country differences III) Member States vs. observers	<ul style="list-style-type: none"> Identify technical needs and priorities of the region reflecting existing differences 	<ul style="list-style-type: none"> Starting this process through the Regional Workshop and first author meeting
List of joint regional needs regarding I) Knowledge gaps II) Thematic and methodological priorities	<ul style="list-style-type: none"> Identify joint regional needs 	<ul style="list-style-type: none"> Starting this process through the Regional Workshop and first author meeting
Lack of data for the assessments (esp. baseline data)	<ul style="list-style-type: none"> Identify knowledge gaps and data needs Identify resources/funding to close these gaps Compile a priority list of needs for acceleration of data analysis 	<ul style="list-style-type: none"> Starting this process through the Regional Workshop and first author meeting
National/regional assessments: I) Access to funding for authors II) Criteria for participating member states and non-member states III) Clarification of content of assessments IV) Clarification of rules and terms of procedure for authors in assessments V) Clarification of methodology for assessments	<ul style="list-style-type: none"> Identify sources of funding Search existing IPBES material on these issues Develop (own) criteria for participation on national level Methodology to be published on the IPBES website 	<ul style="list-style-type: none"> Starting this process through the Regional Workshop and first author meeting; continuation by countries on national level IPBES Secretariat to provide necessary information in clear format and relevant languages
Methodology and technical support by the IPBES Secretariat to revise regional needs	<ul style="list-style-type: none"> Develop methodology for and conduct revision of regional needs 	<ul style="list-style-type: none"> IPBES Secretariat
3. CAPACITY TO LOCATE AND MOBILIZE FINANCIAL AND TECHNICAL RESOURCES		
Capacity-building needs as identified in the workshop & survey	Concrete activities to meet these needs	Responsibilities & national resources
List of donors & access to funding (reflecting differences with regard to the funding of Member States and Observers/Stakeholders, respectively)	<ul style="list-style-type: none"> Identify sources of funding Set up a list of donors to mobilize resources in a systematic way 	<ul style="list-style-type: none"> Starting this process through the Regional Workshop and first author meeting
4. CAPACITY FOR ACCESS TO DATA, INFORMATION AND KNOWLEDGE		
Capacity-building needs as identified in the workshop & survey	Concrete activities to meet these needs	Responsibilities & national resources
Access to and transfer of data, information, knowledge and	<ul style="list-style-type: none"> Identify existing sources of data, information and 	<ul style="list-style-type: none"> Countries to identify on national and

methodology (esp. scientific publications etc.)	<p>knowledge in the region</p> <ul style="list-style-type: none"> Develop a regional management system for exchanging and mutually using existing data, information and knowledge, and sharing methodologies across the region – in tight collaboration with IPBES TSU on data and knowledge 	<p>institutional level</p> <ul style="list-style-type: none"> Regional TSU to collaborate with TSU on data and knowledge and regional partners/countries Starting this process through the Regional Workshop and first author meeting
5. CAPACITY FOR ENHANCED AND MEANINGFUL MULTI-STAKEHOLDER ENGAGEMENT		
Capacity-building needs as identified in the workshop & survey	Concrete activities to meet these needs	Responsibilities & national resources
Strengthen and use collaboration between SBSTTA/CBD and IPBES (SBSTTA chair is ex officio member of MEP) to develop common tools, objectives and mechanisms	<ul style="list-style-type: none"> Identify persons participating in both processes to start/strengthen existing collaborations Identify concrete points for joint work 	<ul style="list-style-type: none"> NFP SBSTTA/CBD & IPBES

3. Next steps to meet capacity-building needs in the region

3.1. Possible Technical Support Unit for the region

During the workshop the representative of the Ministry of Forest and Water Affairs from Turkey announced the willingness of Turkey to host a so called Technical Support Unit (TSU) working in close collaboration with the Pan-European Platform for the regional assessment on biodiversity and ecosystem services for Europe and Central Asia. According to IPBES/3/Inf/13 a TSU is defined as follows:

'A technical support unit is defined as a dedicated team, or dedicated individual, providing support to expert groups, task force groups or assessment author groups to implement the IPBES work programme.'

The main tasks are: *'Technical support units would provide scientific, technical and organizational support, for the delivery of one or more of the agreed deliverables. They would work under the oversight of the secretariat through a time-bound and task-specific partnership agreement approved by the Bureau.'*

As explained by the Turkish participants they would see capacity-building within the region as a task covered by the explanation cited above, as it supports the delivery of one or more of the agreed deliverables of the IPBES work programme. This offer was supported by the participants, discussed in detail and seen as a chance to satisfy some of the capacity-building needs expressed. Of course, an informal meeting such as the present workshop does not have the authority to accept or reject an offer of a TSU, nor to define its terms of reference or mandate. Nevertheless, the meeting agreed on a draft mandate and a list of possible activities to be performed by the TSU, if it really gets installed:

Mandate:

- The meeting agrees that a regional Technical Support Unit (TSU) would be helpful to support the implementation of the IPBES work programme, e.g. the regional assessment for Europe and Central Asia (Del. 2b) and the thematic assessments (Del. 3b) as agreed upon at IPBES 3.
- Mandate and terms of reference for such a TSU would be formulated as outlined in IPBES/3/INF/13.
- The main task of such a regional TSU would be to facilitate the provision of scientific, technical and organizational support for the implementation of the IPBES work programme in the region/subregion.

Activities:

In order to meet capacity-building needs in the region the TSU could help to facilitate:

- Workshops and face to face meetings for specific topics;
- Such workshops/meetings could be regional or subregional according to capacity-building needs expressed and according to the relevance of the specific topic for subregions;
- Provision of documents in different UN-languages to overcome language barriers;
- Provision of means to store and jointly use relevant data and knowledge coming from the region and keep it accessible;
- Provision of means to store and jointly use relevant data and knowledge coming from the region and keep it accessible;
- Provision of an information portal for the region;
- Establishment of a regional roster of experts and mobilization of experts;
- Identification of possible sources of funding;
- Provision of continuity of dialogue and collaboration within the region;

3.2. Possible 'IPBES Consultation Meeting for Europe and Central Asia',

Participants also discussed possible next steps to be initiated at the earliest convenience by Turkey. One suggestion made to Turkey by the participants was to organize a meeting to further discuss capacity-building needs and opportunities among representatives of the whole region. Although the installation of the TSU depends on approval by the IPBES Bureau and the next IPBES plenary (probably in early 2016), Turkey offered to host such a meeting in September 2015 under the title 'IPBES Consultation Meeting for Europe and Central Asia', thus matching the geographical scope of the respective regional assessment. The meeting is planned to last a full week, the exact timing is still open. The preference of the participants of the Tbilisi workshop was given to September 14th to 18th, 2015, or a week earlier, but in any case after the First Authors Meeting of the regional assessment, that will take place in the first days of September 2015. Having the two meetings back to back was also seen as a useful option, because this would allow the participation of at least some of the authors in the consultation meeting. Turkey offered to send official invitations for the meeting via its government to ensure that it will be a formal meeting under IPBES.

The group debated on possible agenda items for the meeting, including formulation of a mandate and the terms of reference for the TSU (along the outline given for such terms in IPBES/3/Inf/13 and drawing from the example of other TSUs already installed under IPBES). Another point to be discussed at the meeting could be on how to map stakeholders in the region to get an overview over their interest and potential to contribute to IPBES. A very specific agenda item could also be the identification of indicators for the status and changes of biodiversity and ecosystem services. It was stated at the workshop that indicators used by the Convention on Biological Diversity in this context could be also used under the IPBES assessments. Participants agreed that the consultation meeting should mainly focus on the regional assessment for Europe and Central Asia and the concrete capacity-building needs for carrying out this assessment. This argument would support to schedule the meeting after the First Authors meeting of this regional assessment, in order to be able to react to the specific tasks that will result from the authors meeting for countries and experts. At the same time the consultation meeting could be used to find match-making options between identified needs and existing resources. The identification of needs could also result in agreement on topics that possible further workshops could take up. As the TSU is planned to last as long as the current IPBES work programme (until 2018) the meeting could also develop a kind of road map for capacity-building needs and how to match them with support of the TSU. Such a roadmap could use the matrix of capacity-building needs developed in the Tbilisi workshop (see above) as one starting point.

3.3. Possible further capacity-building workshops and activities

Several participants mentioned that capacity-building workshops on how IPBES works and how contributions to the IPBES work programme could look like would be very useful for stakeholders in their respective countries. More specific workshops could be held on topics/needs identified in the Consultation Meeting mentioned above. One topic already mentioned in the Tbilisi workshop was the problem of land degradation due to water scarcity especially in the Central Asian countries and how this issue can be taken up by the IPBES global thematic assessments on land degradation and restoration.

The need to map on a national level the variety of stakeholders and their potential to contribute to IPBES was as well mentioned by many participants. It was expressed that capacity building on how to undertake such a mapping would be welcome and that then countries could do the respective mapping.

Other topics mentioned included the use of biodiversity indicators or accounting of ecosystem services, where specific workshops could help to build capacity.

Of course it was also mentioned that all such workshops or activities need financial resources. Therefore, a compilation of funding opportunities from various sources within and outside the region was also mentioned as a necessary next step.

4. Conclusions

The present study analysed how capacity-building under IPBES can be shaped according to the most urgent capacity-building needs expressed by stakeholders. The region of Central and Eastern Europe was chosen as an example. The methodological approach included a questionnaire on capacity-building needs and opportunities as well as a workshop in the region with invited stakeholders from both governments and scientific institutions and other stakeholder organizations. Both elements were used to identify needs in detail on a regional, sub-regional to national and even institutional level. During the workshop future activities were discussed to meet these needs accordingly. This approach resulted in a matrix of needs and possible activities (as presented in Table 2 above) and therefore can be seen as a useful instrument that could be applied in other regions/sub-regions as well. Furthermore, the approach led to concrete next steps, as e.g. a broader invited IPBES consultation meeting for the whole region of Europe and Central Asia to take place soon and with agenda items already proposed by the workshop participants. Of course the planning of such a concrete step depends on the willingness of a country or institution to host such a meeting, in this case Turkey, who made this generous offer during the workshop.

Although there is a global list of priority capacity-building needs approved by the third IPBES plenary, the study revealed that there are more specific needs in specific regions, depending on regional and national circumstances in the respective region.

One urgent specific need in the CEE region is to overcome the language barrier, as there is no country in the region where English is the official language (and e.g. IPBES information documents are only available in English). To tackle this problem the IPBES Secretariat could be approached with the suggestion to translate more of the IPBES documents into Russian as one of the six UN languages but this would have budgetary implications which would have to be confirmed by a plenary and covered by the IPBES trust fund. As an alternative, the planned TSU for the region, once installed, could help to find resources to deal with this issue on a regional level. This would be a major step, but even Russian is not understood everywhere in the region and translation into national languages would be even more appropriate. (This language problem might not exist in other regions, e.g. in the South American region, where at least the UN language Spanish is used almost throughout, with the exception of Brazil).

Another specific problem in the CEE region is that a majority of scientific data is collected, stored and published following different standards as those used in more western countries (including e.g. taxonomy), which makes comparability of scientific knowledge in a common assessment difficult. This is a more general problem of science systems, which probably cannot be solved within IPBES as such, but dialogue between scientists from different systems could be initiated by IPBES in order to deal with this issue. Here, scientific institutions would be main actors to facilitate such dialogues.

A problem which occurs mainly in the Central Asian sub-region is severe land degradation and participants from this sub-region asked for more discussion on how information and needs from Central Asian countries can be fed into the IPBES assessment on land degradation and restoration. Here, a sub-regional dialogue workshop could be a useful activity and the possible TSU could help to

facilitate such a workshop. Financial support for such an activity from an external donor would probably be a major help.

At a national level it became clear that the cooperation between national governments and scientific institutions or civil society organizations as knowledge providers differs significantly between countries. Therefore, the task to get an overview over stakeholders and their potential to contribute to IPBES will need stakeholder mapping approaches matching the respective national circumstances. This topic was proposed as an agenda item for the planned regional consultation meeting in order to discuss concrete steps for different countries. The mapping as such would then have to be performed by national institutions of the respective states.

At the level of individual institutions present at the workshop or answering the questionnaire it became obvious that there are needs to distribute the work load on more staff, to train that staff accordingly and to strengthen communication between and within institutions. These tasks have to be tackled by the institutions themselves, but the search for funding to support e.g. additional staff could be facilitated by the TSU. Accordingly, this topic of identifying matching resources was proposed as another topic for the agenda of the upcoming regional consultation meeting. Training materials in different languages on how IPBES works and how contributions could look like may be prepared by the IPBES Secretariat for being used in according training workshops.

Another conclusion is that the creation of a unit to support capacity-building in a region (in this case the Technical Support Unit offered by Turkey) is a major helpful step to organize specific capacity-building by the region itself and matching its specific regional or sub-regional needs. This would improve the self-help mechanisms in the region, and thus reduce dependencies from external sources on the long-term.

Annex I: Questionnaire on capacity-building needs of Eastern European countries with regard to their effective participation in the IPBES process

Georgia is actively taking part in the IPBES process. In order to support the Georgian government and other Georgian stakeholders, as well as other Eastern European stakeholders, to effectively participate in the IPBES activities, the German IPBES coordination unit launched a project to identify key capacity-building needs in Eastern Europe. Commissioned with the implementation of this project is the Institute for Biodiversity – Network based in Regensburg, Germany.

The project contains the following elements:

1. Survey on the key capacity-building needs of Eastern European IPBES stakeholders
2. Regional expert workshop on selected IPBES items (e.g. Regional biodiversity assessment for Europe and Central Asia, Stakeholder Engagement Strategy, inclusion of different knowledge systems)
3. Summary report of identified capacity-building needs

Survey on the key capacity needs of Eastern European IPBES stakeholders

The following questionnaire was developed to explore key capacity-building needs of Eastern European IPBES stakeholders for their effective participation in the IPBES process.

In responding to the questions below **we do not expect comprehensive details, but rather ‘bullet point’ indications of barriers, needs and responses.** If more detail is needed in order to understand your comments, we will contact you, and this is the only reason we need your contact details. **Any report that we write up on the results of this questionnaire will reflect trends in the answers and will not attribute comments to individuals, organisations or institutions.**

Please complete the questionnaire based on your own experiences or that of your organisation since we are trying to move away from generic statements and ‘wish lists’ to actual practical needs based on the experience of individuals engaged in the IPBES process and working in the science-policy arena, respectively.

Content of the survey:

- A. Personal information
- B. Stocktaking of current engagement in the IPBES process
- C. Obstacles encountered during the current/previous engagement in the IPBES process
- D. Targeted future engagement in the IPBES process
- E. Stocktaking: identification of already received training, capacity levels and resources, as well as institutional arrangements for engaging in the IPBES process
 - a. Individual level
 - b. Organisational level
 - c. Environment / national level
- F. Identification of preferred methods of communication

A. Personal information

1	Name	
2	Country	
3	Organisation/institution that you work within	
4	Type of organisation	<input type="checkbox"/> Government <input type="checkbox"/> Intergovernmental Organisation (IGO) <input type="checkbox"/> Research institute <input type="checkbox"/> University <input type="checkbox"/> Non-Governmental Organisation (NGO) <input type="checkbox"/> Business <input type="checkbox"/> Media <input type="checkbox"/> Others, please specify:
5	Core mandate and responsibilities of your institution with regard to IPBES	
6	Your function and department within your organisation	
7	Your field of interest/research/work	
8	To which group of "knowledge holders" would you mainly designate yourself to?	<input type="checkbox"/> Science <input type="checkbox"/> Policy <input type="checkbox"/> Indigenous <input type="checkbox"/> Traditional <input type="checkbox"/> Others, please specify:
9	Contact information in case we need further detail (email, phone)	

B. Stocktaking of current engagement in the IPBES process

10	Do you / your organisation already engage in the IPBES process? If yes, how does your /your organisation's current involvement look like?	<input type="checkbox"/> MEP member <input type="checkbox"/> Bureau member <input type="checkbox"/> Expert group member <input type="checkbox"/> Task Force member <input type="checkbox"/> Member of governmental delegation of Member State <input type="checkbox"/> Observer to the IPBES Plenaries <input type="checkbox"/> Participated in the IPBES Stakeholder Days <input type="checkbox"/> Nomination of experts to expert groups or task forces <input type="checkbox"/> Submission of requests on scientific and technical matters to the IPBES Plenary <input type="checkbox"/> Submission of comments on draft IPBES documents available for review <input type="checkbox"/> Participated in workshops and meetings on the IPBES process which are not official IPBES events (e.g. Pan-European IPBES Stakeholder Consultations) – please specify <input type="checkbox"/> Others, please specify:
11	For how long have you been following / involved in the IPBES process?	
12	What is your / your organisation's	

	motivation to participate in the IPBES process?	
13	What kind of benefits do you / your organisation expect from your engagement in the IPBES process?	

C. Obstacles encountered during the current/previous engagement in the IPBES process

14	What kind of obstacles did you / your organisation encounter during your current engagement in the IPBES process (e.g. with regard to provision of information by IPBES, review of documents, nomination process)?	
15	What are your personal disincentives to take part in the IPBES process?	<input type="checkbox"/> High work commitments <input type="checkbox"/> Insufficient funding to participate <input type="checkbox"/> Not enough recognition for contributions <input type="checkbox"/> No research overlap <input type="checkbox"/> Unclear how IPBES works, lack of clear information <input type="checkbox"/> Language barriers <input type="checkbox"/> Others, please specify:

D. Targeted future engagement in the IPBES process

16	How do you / your organisation intend to engage in the IPBES process in future?	
17	To which IPBES deliverables(s) does your knowledge and area of expertise relate to?	<input checked="" type="checkbox"/> 1(a) Priority capacity-building-needs to implement the Platform's work programme matched with resources through catalysing financial and in-kind support <input type="checkbox"/> 1(b) Capacities needed to implement the Platform's work programme developed <input type="checkbox"/> 1(c) Procedures, approaches and participatory processes for working with indigenous and local knowledge systems <input type="checkbox"/> 1(d) Priority knowledge and data needs for policymaking addressed through catalysing efforts to generate new knowledge and networking <input type="checkbox"/> 2(a) Guide on production and integration of assessments from and across all scales <input type="checkbox"/> 2(b) Regional/subregional assessments on biodiversity and ecosystem services <ul style="list-style-type: none"> <input type="checkbox"/> Deliverable 2(b) scoping of regional assessments <input type="checkbox"/> General framework common to all regions <input type="checkbox"/> Africa region <input type="checkbox"/> Americas region <input type="checkbox"/> Asia-Pacific region <input type="checkbox"/> Europe and Central Asia region <input type="checkbox"/> Open Oceans region <input type="checkbox"/> 2(c) Global assessment on biodiversity and ecosystem services <input type="checkbox"/> 3(a) Thematic assessment of pollinators, pollination and

		<p>food production</p> <p><input type="checkbox"/> 3(b)(i) Thematic assessment on land degradation and restoration</p> <p><input type="checkbox"/> 3(b)(ii) Thematic assessment on invasive alien species and their control</p> <p><input type="checkbox"/> 3(b)(iii) Thematic assessment on sustainable use and conservation of biodiversity and strengthening capacities and tools</p> <p><input type="checkbox"/> 3(c) Policy support tools and methodologies for scenario analysis and modelling of biodiversity and ecosystem services based on a fast track assessment and a guide (by August 2015)</p> <p><input type="checkbox"/> 3(d) Policy support tools and methodologies regarding the diverse conceptualization of values of biodiversity and nature's benefits to people including ecosystem services based on an assessment and a guide</p> <p><input type="checkbox"/> 4(a) Catalogue of relevant assessments</p> <p><input type="checkbox"/> 4(b) Development of an information and data management plan</p> <p><input type="checkbox"/> 4(c) Catalogue of policy support tools and methodologies</p> <p><input type="checkbox"/> 4(d) Set of communication, outreach and engagement strategies, products and processes</p> <p style="padding-left: 40px;"><input type="checkbox"/> Communication and outreach strategy</p> <p style="padding-left: 40px;"><input type="checkbox"/> Stakeholder engagement strategy</p> <p style="padding-left: 40px;"><input type="checkbox"/> Guidance on strategic partnerships</p> <p><input type="checkbox"/> 4(e) Reviews of the effectiveness of guidance, procedures, methods and approaches to inform future development of the Platform</p>
18	In which area(s) of stakeholder engagement would you like to be involved, beyond the deliverables?	

E. Stocktaking: identification of already received training, capacity levels and resources, as well as institutional arrangements for engaging in the IPBES process

Individual level

19	What kind of capacities (technical, educational etc.) do you personally can <i>provide</i> regarding your planned contribution to the deliverable(s)/activities as identified above?	
20	What kind of capacities (technical, educational, institutional etc.) do you personally <i>need</i> additionally regarding your planned contribution to the deliverable(s)/activities as identified above?	
21	Are there training / information sessions on the IPBES process offered by your national government?	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><i>If yes,</i> The training was offered by:</p>

		Did you take part? <input type="checkbox"/> No <input type="checkbox"/> Yes Content of the training:
22	Did you take part in training on IPBES offered by (inter-/national) institutions apart from your government?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes,</i> The training was offered by: Did you take part? <input type="checkbox"/> No <input type="checkbox"/> Yes Content of the training:
23	How much time do you currently spend on your activities related to IPBES?	
24	Would you be able to spend more time on IPBES activities in the future?	
25	Do you have sufficient financial means to take part in meetings and other activities of IPBES which, for instance, include travelling, access to information and data, etc.?	<input type="checkbox"/> No <input type="checkbox"/> Yes
26	What experience do you have that you could share with others in order to improve their engagement in IPBES?	

Organisational level

	Resources	
27	How many persons in your organization are currently engaged in IPBES-related activities?	
28	To which extent do you think is the number of persons as mentioned above sufficient to implement IPBES-related activities?	<input type="checkbox"/> Very high <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Very low
29	Is there a budget linked to the IPBES-related activities in your organization? If yes,	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, is it sufficient to carry out the entirety of activities?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes
	Communication and exchange of information	
30	How do you receive information about the activities of other persons engaged in IPBES within your organization?	

31	Do you have regular meetings with other staff in your organization which deals with IPBES issues?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, how regularly do you meet, and what are the objectives of these meetings (information exchange, joint commenting on IPBES draft documents, etc.)?</i>
32	What kind of systems (e.g. knowledge management system; information, education and communication management system) would be needed / strengthened within your organisation to organize / monitor / promote your engagement in IPBES more effectively?	
	Access to data, information and knowledge	
33	Do you / does your organization have/has access to data and information relevant for your engagement in IPBES (e.g. scientific publications)?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, what kind of resources do you use, e.g. scientific journals, data bases, key resource persons in other institutions/networks etc.?</i>
34	If you do not have access to relevant information and data, what are the reasons for this?	
35	Which other organisations are you working with in the course of your engagement in IPBES, both those from your country and from elsewhere?	
	Science-Policy Interface	
	For scientists and other knowledge holders	
36	Do you / does your organisation exchange regularly with local and national policy makers in order to exchange information about your IPBES-related activities?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, how often do you meet, who takes part in these meetings, what are the contents? Would you wish to intensify this exchange?</i>
37	Are you (regularly) approached by policy makers to scientifically advise them on IPBES issues?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, do they actively ask for your information, data and knowledge?</i>
38	What obstacles do you encounter related to the communication with policy makers?	
39	From your perspective, how could science-policy communication be improved?	
	For policy makers	
40	Do you actively approach scientists and other knowledge holders for advice on IPBES issues?	<input type="checkbox"/> No <input type="checkbox"/> Yes
41	What obstacles do you encounter related to the communication with scientists and other knowledge holders?	
42	From your perspective, how could science-policy communication be improved?	

Environment / national level

43	Are there any structures nationally or regionally to meet up with other persons engaged in the IPBES process (or willing to get engaged)?	<input type="checkbox"/> Yes <i>If yes, how often do you meet (regularly) and what is the content of the meeting?</i> <input type="checkbox"/> No <i>If no, would you be interested in setting up such a regular meeting? What would be the benefits of these meetings?</i>
44	If you are a member of the national IPBES delegation, would you be interested in a network of IPBES focal points in order to e.g. exchange information on the IPBES process and coordinate joint activities, amongst others?	<input type="checkbox"/> No <input type="checkbox"/> Yes
45	Are there events on the IPBES process offered on national level that inform about the process and possibilities to engage?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, which processes?</i>
46	What other organizations, NGOs, private companies, departments within your organization, or persons, do you think would also be interested to engage in IPBES?	

F. Identification of preferred methods of communication

47	Where do you currently gain your knowledge about the IPBES process from?	<input type="checkbox"/> IPBES website and documents <input type="checkbox"/> IPBES Plenaries <input type="checkbox"/> Governments' documents and events <input type="checkbox"/> Contributions from other stakeholders <input type="checkbox"/> Scientific publications <input type="checkbox"/> Other publications, please specify <input type="checkbox"/> Other, please specify:
48	What type of information would be most useful to your work?	
49	How would you like to receive information in the future? What are your preferred methods and tools of communication?	<input type="checkbox"/> Website <input type="checkbox"/> Social media <input type="checkbox"/> National/regional networks, hubs <input type="checkbox"/> Emails <input type="checkbox"/> Other, please specify:
50	Which are the areas you would like to be informed about?	

Annex II: Workshop Programme



Programme of the Workshop

Shaping capacity-building for stakeholder engagement with IPBES according to most urgent capacity-building needs

The workshop takes place in Tbilisi, Georgia from February 16th to 20th, 2015. The Georgian Ministry for the Environment is the local partner to host the workshop.

16.02.2015	Arrival of participants
18:00	Welcome dinner
20:00	Introductory round
	Welcome to Georgia and to the workshop (Ioseb Kartsivadze, Axel Paulsch)
17.02.2015	Breakfast
09:00 10:00	Introduction to IPBES (including concept of IPBES, modalities, work programme), (Axel Paulsch)
10:00 11:00	Stakeholder engagement strategy (Katja Heubach)
11:00 11:30	Coffee break
11:30 12:30	Discussion
12:30 14:00	Lunch break
14:00 14:45	Introduction to capacity-building work under IPBES (Axel Paulsch)
14:45 15:30	Presentation of questionnaire and answers received so far (Katja Heubach)
15:30 16:00	Coffee break
16:00 18:00	Discussion of capacity-building needs (possibly in smaller working groups)
18:30	Dinner
18.02.2015	Breakfast
09:00 10:00	Report of outcomes of smaller groups
10:00 12:30	Discussion of capacity-building possibilities and existing resources within present institutions (possibly in smaller groups)
11:00 11:30	Coffee break in between
12:30 14:00	Lunch break
14:00 15:30	Report of outcomes of smaller groups
15:30 16:00	Coffee break
16:00 18:00	Prioritizing of -building needs and linking them to capacity-building possibilities, development of a capacity-building roadmap (if possible)
18:30	Dinner
19.02.2015	Departure after breakfast

Annex III: Participants List

Name	Institution	Address	Country	e-mail
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