

ANNEX I - RECOMMENDATION

I – Technical Issues

1. Reiterates the need for participating MEAs to implement the API¹ as approved by the IKM steering committee and requests the IKM Secretariat to continue providing technical support to MEAs to facilitate the API implementation by MEAs.
2. Requests the working group to develop a comprehensive use case scenario document for existing and additional taxonomy types such as internationally agreed goals/targets/indicators and taxonomies including, biological species, chemical substances, geographical sites and others as appropriate.
3. Requests the working group to enable additional taxonomies (besides LEO) - and as appropriate create relevant value lists - in the InforMEA Document API by using the existing complex type field called “tags” and to amend the sites API by adding a complex type field.
4. Request the working group to develop value lists for the Document Type within the Document Schema and in the context of sections of InforMEA E-learning courses and to circulate them to participating MEAs for their comments and endorsement.
5. Requests the working group to research existing standards for unique identifiers for institutions, and explore technical solutions for an adoption in InforMEA.
6. Requests and the BRS Secretariat as the host for the InforMEA servers to work on resolving reported performance issues with support of the KM team, and to report back to the InforMEA Secretariat and the working group on the results.
7. Requests the InforMEA Team to testing new technology (graphql) to evaluate compatibility with existing schemas and work needed for implementation and present the results to the Working Group for discussion. In the meantime, ODATA remains the existing standard.
8. Requests Request the InforMEA Team to explore project tracking software [Atlassian JIRA](https://www.atlassian.com/software/jira)².
9. Requests the working group to explore and test the project idea presented as “DART” as it relates to the implementation of items 2 and 3 and as it further takes shape during the intersessional period including the pilot integration of data from on-line reporting tools such as the ORS.

¹ As defined here: <https://www.informea.org/about/api>

² <https://www.atlassian.com/software/jira>

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AKOMA NTOSO

10. Welcomes adoption of the Akoma Ntoso for the United Nations System (AKN4UN), the United Nations System Document Ontology (UNDO) and the markup guidelines by the High-Level Committee on Management (HLCM) of the United Nations System Chief Executives Board for Coordination (CEB) on the Thirty-Third session of the Committee, held on 30-31 March 2017 (CEB/2017/3).
11. Requests InforMEA Team to recruit and manage a consultant to
 - convert into AKN4UN format the texts of treaties, strategic plans and sample decisions for interested MEAs, demonstrating markup of organizations, cross-references, and other relevant types
 - provide feedback on adjustments required for AKN4UN to encode MEAs' documents
 - provide feedback on consistencies and discrepancies found in the MEAs' documents during the conversion
 - provide estimates for resources required to systematically convert existing and future decisions for interested MEAs
12. Requests the Technical Working Group to track the conversion process, review outcomes and discuss potential applications and implications of the documents in AKN4UN format.
13. Requests InforMEA Team to explore implementation assistance discussed in CEB/2017/3, paras 113, 115, 123, and other potential sources.
14. Request the InforMEA Team to consult with UN Conference Services on the implementation process plans

II - LEO Thesaurus and Semantic Indexing

15. MEAs continue to define alignments between their individual controlled vocabularies and LEO concepts.
16. MEAs work with InforMEA to harmonize document types in the pilot document library, and align document types with LEO concepts.

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17. MEAs which have not done so are invited to take steps towards tagging relevant content for exposure on InforMEA³.
18. the MEA KM team guided by the working group supports MEA Secretariats with tagging in the context of strategic planning questions, internal processes, the identification of appropriate libraries and ontologies, and in the context of piloting, agreed upon solutions, such as the Climate Tagger API presented at the meeting.
19. A governance procedure is established with regard to managing new concepts, concept changes, and the ontology structure of LEO, which includes, but is not limited to: a) focal points representing MEA clusters, b) bearing in mind the perspective of InforMEA users, and c) a reliable process through which MEAs are informed for LEO update/modification suggestions submitted by other MEAs.
20. At least two MEA Secretariats engage in a pilot using the Climate Tagger platform (integrating the LEO ontology and other taxonomies as appropriate) and possibly also the Pool Party thesaurus management tool, to investigate the benefits and impact of auto-tagging and linking data initiatives for InforMEA users.
21. InforMEA and the MEAs will then define their tagging and thesaurus management needs, as well as the amounts they can co-fund/contribute to the different auto-tagging options made possible through Climate Tagger and/or Poolparty. Together, MEAs will agree on the preferred option or combination of options, based on the expected benefits.
22. The outcomes of 6 and 7 will be included in the Initiative's Tagging guidelines covering all aspects of tagging at different stages and levels for MEA Secretariats and other interested institutions. Additionally, if an auto-tagging solution is selected as a long-term approach, MEAs that have not been able to carry out significant tagging will be provided with tagging support through the selected auto-tagging approach.

³ Secretariats expose governing bodies' decisions and resolutions, national reports and plans/strategies, focal points, capacity building material and more – more details at : <https://www.informea.org/about/api>

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III - E-Learning

23. Partners:

- Partnerships should be strengthened, including with academic institutions and networks and other e-Learning platforms and initiatives⁴.
- In order to encourage and promote the contribution of courses by member MEA Secretariats, the UN Environmental Law Division and the MEA KM Initiative's partners, it is recommended that an e-Learning product category list and e-courses quality standards in the form of simple bullet points are developed and shared.

24. Best methods for improving user experience:

- To facilitate rapid access to most relevant portions of courses for learners interested in specific information and quick soundbites the facilitation of a modular approach (also referred to as chunk approach) is recommended,
- Courses as a whole need to remain tailored to the respective target audience.

25. Promotional activities

- It is recommended that efforts are made to work with the World Environment Day next year, focusing on relevant aspects of MEAs which link with the day's topic and activities.
- In the context of UNEA and the pollution and health theme it is recommended that efforts are made to build a specific promotional activity around the MEAs and InforMEA, including a short training course with promotional certificates.

ADDITIONAL SUGGESTIONS

- **The Audience of E-learning courses:**
 - MEAs Secretariat's focus on training their key stakeholders – mainly government regulators is often associated with requisite budget resources and will remain at the core of InforMEA

⁴ such as the CBD training platform, the UN summer camp, the NBSAP forum, UNITAR's further training platforms, Inspira, the UN Staff College, FAO catalogue of courses, UNU and UN Country offices, and the UN Law Division.

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- Reaching out to new audiences to raise awareness of InforMEA and Environmental Law in general may require more general courses with a greater 'public interest' focus
- **E-learning as a vehicle of outreach for InforMEA:**
 - In addition to summer universities, the MEA KM team may reach out to UN summer courses and engage with INSPIRA on courses that could become a voluntary part of standard UN/secretariat staff training
 - Attention should be given to key special events such as UNEA which this year focusses on the topic of pollution and health which has hooks into many MEAs. The MEA KM team may consider developing and promoting a course on this theme, with modules drawn from existing materials where feasible. In the context of an interactive InforMEA booth or if at all possible, a side event, the course certificates might be presented to learners attending UNEA who completed this health and pollution course.
 - While webinars are very successful for some, they have been less so for others. They provide possibilities of very broad reach and engagement, with some time/cost implications, however consideration needs to be given as to how to best promote them to increase participation.

IV – Outreach and Usability

26. It is recommended that an **intersessional working group** on outreach be established to provide strategic direction, advice and input on outreach activities and questions.
27. **Mobilize the InforMEA Network!** All InforMEA stakeholders should be part of outreach activities – an initial step is to ensure InforMEA is present on all websites and all MEAs and InforMEA partners should also actively look for other ways to incorporate InforMEA outreach in their own individual outreach efforts. Communication Officers at each MEA and at other key IKM stakeholders should be enabled and mobilized in these efforts. It should further be ensured that the InforMEA outreach strategy appropriately harnesses and integrates (if appropriate) with other UN KM initiatives and platforms.

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28. **Outreach event at UNEA** on pollution and health with a short, state-of-the-art InforMEA-branded training course (which shows the multiple MEA linkages to the topic clearly and directs interest to other training materials available on InforMEA) released in advance of UNEA and possibly at the Conferences of the Parties of participating MEAs such as the Minamata COP 1 in September 2017 or CMS COP12 in October 2017.
29. Continue to invest to **improve the usability of the website** as the main window to the work of the InforMEA Initiative, and in close cooperation with experienced MEA representatives and external experts. In this process be guided by the priorities of the key audience, users, and use cases and the overall focus on MEA Parties (National Focal Points), coupled with evidence of use and user preferences.
30. It is recommended that **money is invested in outreach** – i.e. that professional capacity for communication at the InforMEA team is increased. This way questions such as “are side events at COP worthwhile”, or “which target groups are we aiming at etc.” - should be reviewed and answered by professional communication staff/consultant and clearly described in the communication strategy.
31. It is further recommended that the InforMEA team and MEAs develop and further refine a brief and user-focused summary of the InforMEA offerings (main assets) and main selling points, and use this agreed text on the home page and in all outreach communications.
32. Lastly, it is recommended that the InforMEA team and MEAs coordinate outreach and development planning so that major outreach efforts coincide with milestones for content development (e.g. relevant sections are completed in time for presentations at COP side events).
33. The working group recommends that the InforMEA Team and all IKM stakeholders regularly **review the recommendations** from previous meetings of the IKM Steering Committee, **continue to act** upon those which have not been completed (taking into account available capacity), and to **provide an update** on the actions taken in the area of outreach to the steering group members at each meeting of the Steering Committee.

The MEA Information and Knowledge Management Initiative

8th MEA-IKM Steering Committee Meeting

Montreux, Switzerland | 20-23 June 2017

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V - Sustainable Development Goals and MEAs

34. Welcomed the initial mapping of treaty and strategic plans text against the SDGs made by the InforMEA and invited the MEAs Secretariats not yet done so to review and provide comments, before 15 August 2017 and invited the MEAs and other partners to share available papers, publications and information on their relevance and contributions towards the 2030 Development Agenda and the SDGs for its publication in the Portal and to provide the InforMEA Secretariat with updates, as needed.
35. Recommended that the MEA KM team complete and test the mapping of LEO terms against SDGs to tag or import tagged content, as possibly in the context of the project presented as "DART" to the meeting which foresees the direct import of data from MEA online reporting systems.
36. Further recommended that the MEA KM team explore additional data links and synergies with other initiatives and projects partly presented to the meeting also dealing with SDGs, reporting and indicators, such as Indicator Reporting Information System (IRIS) of UNEP Live⁵, DART (Synergy Project), the NBSAP Forum of UNDP⁶, the Nature for Development Program, and the Biodiversity Indicator Partnership (BIP)⁷.
37. Recommended the production of some basic information and communication products on the relevance and usefulness of the SDGs mapping exercise undertaken by InforMEA. The materials should consider the needs and views of the Parties. In particular, it recommended the production of a video explaining the advantages of the aggregation of data across SDGs and showing an interoperability map.
38. Agreed to maintain the discussion on the gathering and aggregation of information relevant for the monitoring of the SDGs in the next agenda of the Committee. In preparation for future discussions, it further recommended the involvement of MEAs programme coordinators, the science divisions or relevant technical officers and other external experts engaged in the official reporting for the SDGs indicators.

⁵ See <https://environmentlive.unep.org/sdgs>

⁶ See <http://nbsapforum.net/>

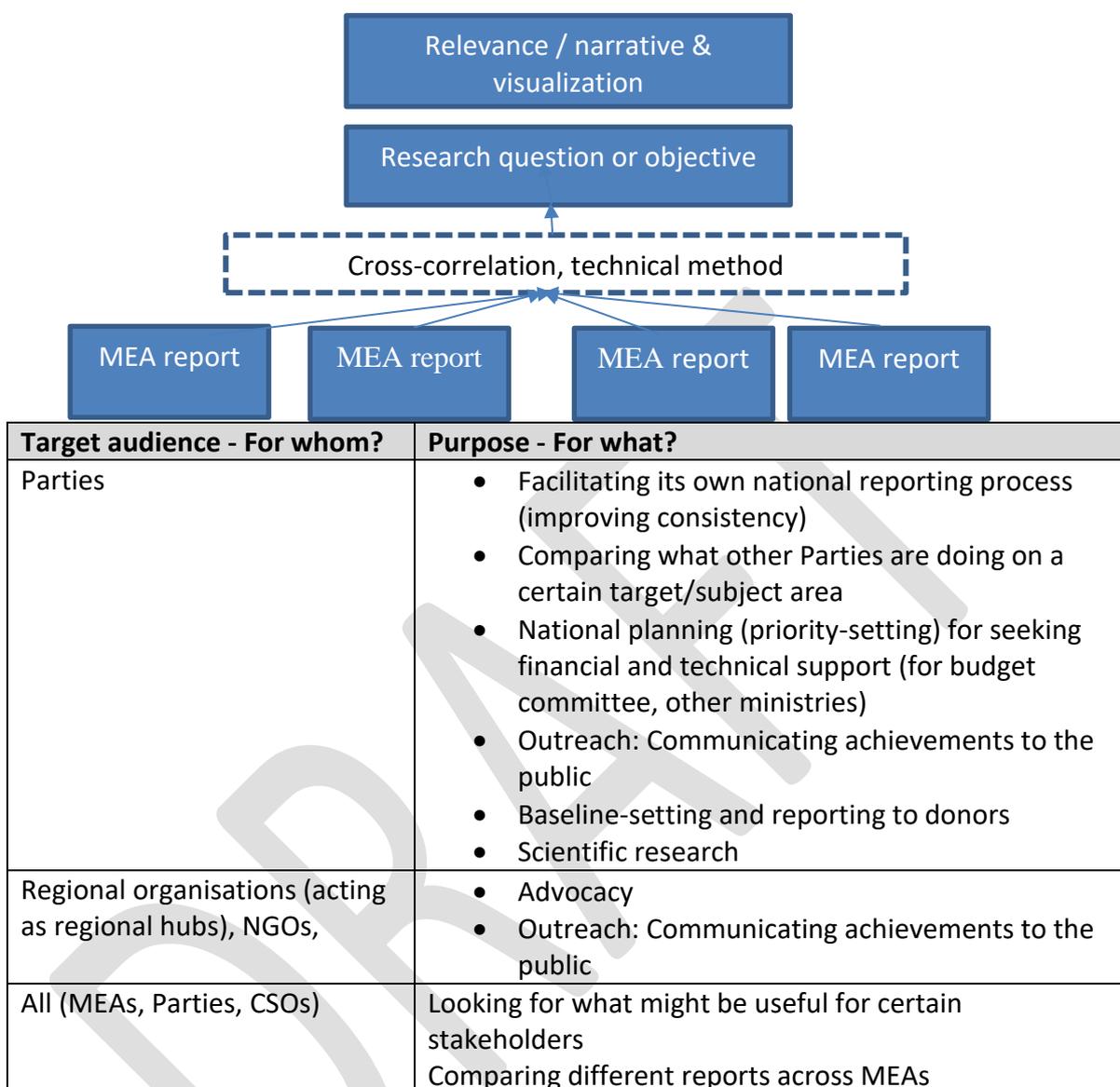
⁷ See <https://www.bipindicators.net/>

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VI – Collective Intelligence from National Reports

39. Welcomes the development of the draft concept note “Collective Intelligence from National Reports and proposes the addition and elaboration of scenarios and user cases from the below figure.
40. Proposes the elaboration of a detailed user case for *facilitating of national reporting* by providing the purpose and beneficiary, which form the basis for pre-selecting relevant material from existing knowledge tools through automated retrieval processes.
41. Requests the intersessional technical Working Group supported by the MEA KM team, to consider methodologies that would allow such a function, which allow
 - a. the application of metadata categories through auto-tagging and (semi)auto-tagging
 - b. relevant adjustments to the InforMEA API.
42. Taking into account the work done already including by the Swiss Government in identifying common information elements contained in different national reports to several biodiversity related Conventions, invites the intersessional working group to consider the basis for a potential pilot application of what was presented as the DART concept potentially associated to InforMEA Party profiles in the context of this meeting.
43. Invites the Working Group to elaborate an example which can conclusively demonstrate the time-saving potential of the below described solution.
44. Proposes the validation of a pilot application through a process that involves the target audience at the national/regional level through a process potentially in partnership with relevant MEA related complementary projects, (such as the Synergies BD Project and the Pan-European BD Project).

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45. The Sub-working group on the UNEP-WCMC Online Reporting System:

The sub-working group on the UNEP-WCMC Online Reporting System requests UNEP-WCMC:

- to draft a project-proposal to secure sustainable funding for further development of the ORS for review
- to continue providing support to the ORS under the governance structure of the IKM initiative
- to consider the direct integration of the ORS content with the project concept tool presented as the DART project to the meeting.
- to draft a data agreement clearly defining the data ownership

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- to draft a Service Level Agreement between UNEP-WCMC and the secretariats

In addition to the above, the MEAs client to the ORS remain committed to collaborate and share experience on their use of the online reporting system to further improving the ORS' efficiency and benefits to Parties. To this end, the group recommends to convene at least every three months.

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