

The MEA Information and Knowledge Management Initiative

6th MEA IKM Steering Committee Meeting

TENTATIVE AGENDA

15 September 2015

14.00 Opening

- Joint welcoming remarks by Co-Chairs, Mr. John E. Scanlon, Secretary General, CITES Secretariat and Ms. Elizabeth Maruma Mrema, Director, UNEP-DELC
- Key note address by Mr. Braulio Dias, Executive secretary, CBD
- Keynote address by Mr. Rolph Payet, Executive Secretary, BRS Conventions
- Keynote address by Mr. Bradnee Chambers, Executive Secretary, CMS

- Tour de table by MEAs (4 minutes each)
- Tour de table by Observers (2 minutes each)

16.30 Coffee and Group Photo

- Summary report by Intercessional Working Group and the IKM Team
 - *Outreach*
 - *New Design/Content Management System/Translation of GIU*
 - *E-learning tool*
 - *Presentation of the Law and Environment Ontology - LEO*

- Desired Outcomes from the 6th MEA IKM SC Meeting
 - *Endorsement of work in support of the Law and Environment Ontology (LEO)*
 - *Endorsement of Concept Note for Phase II of the InforMEA project*

- *Methodology, Sustainability and Future Maintenance of LEO*

- Introduction of topics: Where do we go from here? Main elements in the InforMEA concept note for fund-raising

- Organization of work in groups:
 - *Group I: LEO*
 - *Group II: e-learning and education*
 - *Group III: technical issues(inter-operability, document schema, automated tagging)*
 - *Group V: Proposed new and current projects among specific members (Ramsar/WHC, CITES/CMS, ORS-CITES/CMS/AEWA/, etc)*
 - *Group IV: Outreach and Promotion*

Meeting Agenda

18.30 *Day's Closing Remarks by Co-chairs followed by Cocktail and Dinner*

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- 09.00 Introductions of discussions in Working Groups
- ☐ Terms of Reference for Working Groups
 - *To discuss overall direction of elements in the concept note*
 - *Propose amendments to the concept note*
 - *Suggest project milestones, achievements and indicators*
- 12.30 Initial short feed-back from Working Groups *followed by lunch*
- 14.00 The way ahead
- ☐ Presentation of Working Group Outcomes I-VI/V
 - ☐ Discussion of Outcomes
- Coffee*
- 16.00 Consideration of Recommendations in line with the outcomes
- ☐ Agreement on format of recommendations
- 18.00 Conclusion of the day by Co-chairs
- 19.00 *Joint dinner*

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- 09.30 Outcomes, outreach and engagement with observers
- ☐ What works well – what can improve
 - *How can we enhance buy-in from MEAs regarding technical implementation*
 - *What can be done to further promote use of InforMEA and its tools?*
 - *Disseminating InforMEA content beyond InforMEA – traceability?*
- 11.00 Coffee Break
- ☐ Annual Agenda and Joint Outreach
 - ☐ Summary of Outcomes
 - ☐
- 13.00 Closing remarks by the Co-Chairs followed by joint lunch