

## Organisational Structure and Operational Principles 2016-2020

### Summary

**This paper presents a revised set of BIP objectives and membership criteria for 2016-2020. The structure and operational principles aim to ensure the effectiveness of the BIP as it continues to respond to user needs and provide the best available biodiversity information for the Strategic Plan for Biodiversity 2011-2020 and other related initiatives.**

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## 1. What is the BIP?

**The Biodiversity Indicators Partnership (BIP) is a global initiative to promote the development and delivery of biodiversity indicators. Its primary role is to serve the global user community by responding to the indicator requests of the CBD and other biodiversity-related Conventions, for IPBES, for reporting on the Sustainable Development Goals, and for use by national and regional governments.**

### *Objectives of the BIP:*

- 1a. Support the development and use of indicators to measure progress in achieving all the Aichi Biodiversity Targets of the Strategic Plan for Biodiversity 2011-2020.
- 1b. Support the development and use of biodiversity-related indicators in progress reporting of other Multilateral Environmental Agreements (MEAs), as well as to support statistical requirements, intergovernmental processes and development processes, including the Intergovernmental Platform for Biodiversity and Ecosystem Services (IPBES) and the Sustainable Development Goals (SDGs).

2. Strengthen capacity at the national level for indicator development and use in implementation and reporting of National Biodiversity Strategies and Action Plans (NBSAPs) and the SDGs.

The mandate of the BIP is derived primarily from the CBD and Decisions taken by its Parties. By making a diverse range of indicators widely accessible, and clearly demonstrating their qualities and attributes, the BIP helps potential users to easily identify those indicators which meet their needs.

Partners are required to fulfil one or more of three Partner Roles (Indicator producer, Indicator User and/or Indicator supporter - see Section 6) and additionally, in the case of Indicator Producers, indicators are required to meet the indicator criteria (Section 7).

Outputs of the BIP, including publications, guidance materials and digital products, are produced or compiled by the Secretariat drawing on inputs provided from Partners. Such BIP outputs remain distinct from outputs of individual Partners. Partners and Steering Committee members have the opportunity to review all BIP outputs during their development.

## 2. Purpose of this document

The BIP acts to convene those with an interest in indicators to support the global user community, and the Partnership operates according to a core principle of inclusivity.

This document aims:

- To ensure the BIP remains inclusive, and that the process by which new potential Partners request to join and are accepted in the Partnership is clear and transparent.
- To provide clarity on the roles and expectations of potential new Partners, and for any indicators they bring to the Partnership.
- To avoid conflicts of interest and to ensure clear operational principles to which all Partners will adhere.

## 3. BIP Principles

All BIP Partners agree to work in accordance with the following principles:

- I. Openness to work in a collaborative environment, which is supportive and respectful of all Partners/indicators and associated biodiversity data (All Partners).
- II. Commitment, to the extent possible, to continue indicator production and provide regular updates in the long term (Indicator Producers).
- III. To make data and/or indicator information available to the BIP Secretariat on request to support the development of publications, including future editions of the Global Biodiversity Outlook, as appropriate, and/or otherwise to inform relevant policy fora (Indicator Producers).

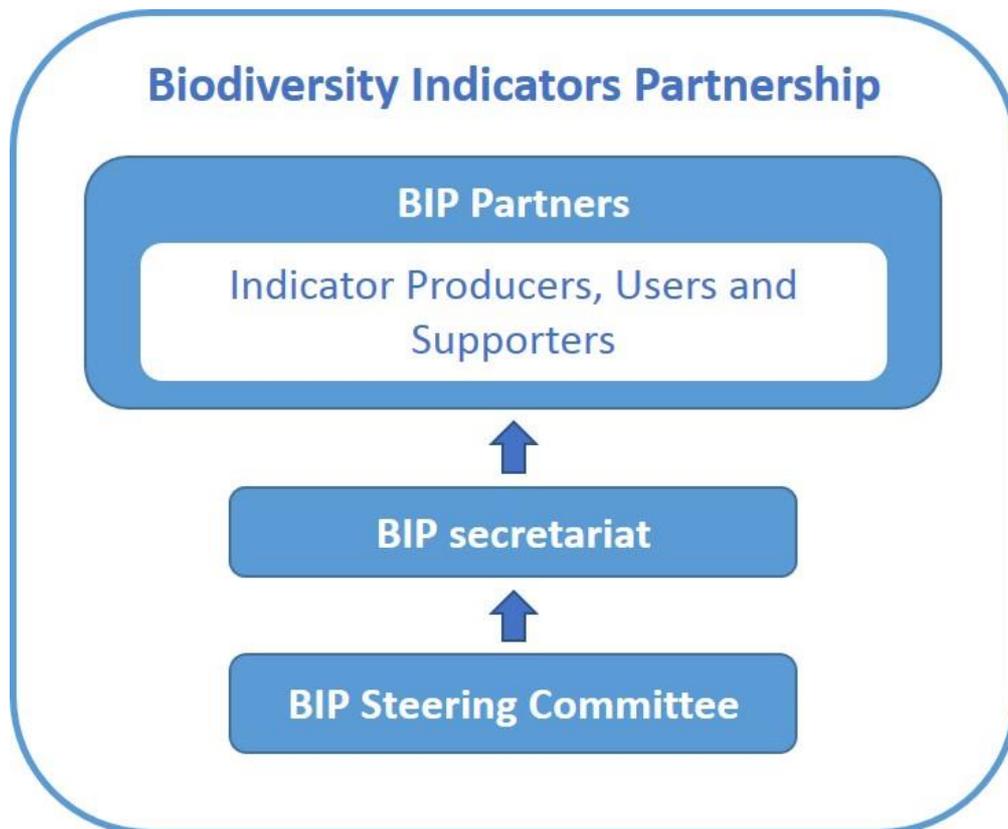
## 4. Benefits of becoming a BIP Partner

- Support for the implementation of the Strategic Plan for Biodiversity 2011-2020 through the tracking of the Aichi Biodiversity Targets.
- Increased international profile through communication to global biodiversity stakeholders.
- Support in the production of multilingual indicator communication materials (subject to resources), which can be used by Partners to highlight their indicators and the role of their indicators in supporting global mandated processes.
- Opportunity to share experiences and identify collaborative opportunities with other indicator Partners.

- Participation in BIP Technical Meetings<sup>1</sup> and help to shape the future of the BIP as the leading global partnership tracking progress towards international biodiversity commitments. Technical meetings provide an opportunity for indicator partners to network and come together to identify opportunities for collaborative work and fundraising.
- Increased opportunities to secure funding for future indicator production through the BIP.
- Opportunity via the BIP to have indicator(s) published in future editions of the Global Biodiversity Outlook, the flagship publication of the CBD, and to be brought to the attention of other relevant processes and initiatives, such as IPBES.

## 5. Structure of the BIP

The BIP is structured as a partnership of indicator users, producers and supporters, and its activities are implemented and supported through a secretariat at UNEP-WCMC, with the support of a Steering Committee (Figure 1). The Terms of Reference for the Steering committee (currently operating as an interim committee) and Secretariat can be found in the Annexes of this document.



**Figure 1. Structure of the Biodiversity Indicators Partnership**

## 6. BIP Partner roles and membership criteria

The following categorisation of three different roles of Partners in the BIP aims to assist in the operation of the partnership. All Partners should fulfil one or more of these roles.

### 6.1. Indicator Producers

Indicator Producers are any type of organisation (UN agency, NGO, research institute etc.) that shows:

- Ongoing and active production or development of one or more indicators of relevance for the Strategic Plan for Biodiversity 2011-2020, Sustainable Development Goals, biodiversity-related MEAs and/or other relevant processes, which meet the indicator criteria detailed below (see “Indicator Categories”).

<sup>1</sup> Attendance at BIP Technical Partner Meetings will be prioritised according to Partner role. Priority will be given to those Partners producing indicators. Indicator users and supporters may be invited on a self-funded basis. The reports from Technical Partner Meetings will be shared with all Partners.

- Willingness to provide indicator fact sheets and other information as requested by the BIP secretariat for use on the BIP website and in other communication materials.
- Commitment to promote the use of underlying indicator data and methodologies at the sub-global (sub-national, national, regional) level insofar as possible and appropriate, in accordance with SBSTTA Recommendation XX/13.
- Commitment to champion the BIP, its Partners and their indicators as appropriate.
- Willingness to provide guidance and input into the identification, selection and production of new indicators.
- Willingness to provide guidance and input into the production of new indicator-related publications, guidance documents and communication materials.

## 6.2. Indicator Users

Indicator Users include the Secretariats of the MEAs, IPBES, UN agencies responsible for reporting on SDGs, and national governments and biodiversity institutes, which show:

- Demonstrable use and need for indicators.
- Demonstrable support for indicator production.
- Commitment to champion the BIP, its Partners and their indicators as appropriate.
- Willingness to provide guidance and input into the identification, selection and production of new indicators.
- Willingness to provide guidance and input (e.g. through case studies) into the production of new indicator-related publications, guidance documents and communication materials.

Indicator Users are invited to work with the BIP to identify their biodiversity-related indicator needs, to use and adapt existing indicators where relevant, and to develop new indicators as required.

## 6.3. Indicator Supporters

Indicator Supporters include funding bodies that support biodiversity indicator development and international scientific bodies and NGOs that support the development of indicators through the mobilization of biodiversity data and observations, and which show:

- Demonstrated work to support indicator production (e.g. through provision of funding or through the production of biodiversity data and observations which can be mobilized to support the development of biodiversity indicators).
- Commitment to champion the BIP, its Partners and their indicators as appropriate.
- Willingness to provide guidance and input into the identification, selection and production of new indicators.
- Willingness to provide guidance and input (e.g. through case studies) into the production of new indicator-related publications, guidance documents and communication materials.

## 7. Indicator categories and criteria

Indicators brought together by the BIP will fall into one of three categories, dependent on their level of development and use for monitoring implementation of the Strategic Plan for Biodiversity 2011-2020. These categories have been defined in line with SBSTTA Recommendation XX/13<sup>2</sup>, and the report of the meeting of the Ad Hoc Technical Expert Group on Indicators, held in September 2015<sup>3</sup>:

- A. Indicators which are developed/operational and feature in the indicator list of indicators for the Strategic Plan for Biodiversity 2011-2020 (Recommendation XX/13).
- B. Indicators which are under development and feature in the indicator list of indicators for the Strategic Plan for Biodiversity 2011-2020 (Recommendation XX/13).
- C. Other indicators, which have potential for future use at global and regional levels, in order to monitor progress towards one or more Aichi Targets and/or for other biodiversity-related MEAs and processes.

<sup>2</sup> <https://www.cbd.int/doc/recommendations/sbstta-20/sbstta-20-rec-13-en.pdf>

The indicative list of indicators for the Strategic Plan will be kept under review to enable the future incorporation of other relevant indicators (Recommendation XX/13). The classification of BIP Indicator Producers will be reviewed in light of any amendments to the indicative list. It should therefore also be noted that indicators can move between different categories (A, B or C) as applicable and dependent on the evolution of their development and use.

In order to be included within categories A, B or C, indicators should clearly be able to demonstrate that they meet (or have the potential to meet in the case of category B) the following criteria:

<b>Policy Relevant</b>	<b>Essential:</b> Indicator(s) relevant to one or more of the Aichi Biodiversity Targets. <b>Desired:</b> Indicator features in the indicative list of indicators for the Strategic Plan for Biodiversity 2011-2020; Indicator(s) relevant to the Targets of other biodiversity-related MEAs and processes, including the SDGs.
<b>Temporal data production and sustainability</b>	<b>Essential:</b> Plans in place to continue indicator production and produce regular updates – not an isolated one-off study. <b>Desired:</b> Indicator data updated annually.
<b>Aggregation and flexibility</b>	<b>Essential:</b> Indicator applicable at the global or regional scale. <b>Desired:</b> Indicator aggregated from national level data or can be disaggregated to the national level.
<b>Scientifically sound</b>	<b>Essential:</b> Indicator(s) must be based on clearly defined, verifiable and scientifically acceptable data, which are collected using standard methods with known accuracy and precision, or based on traditional knowledge that has been validated in an appropriate way <b>Desired:</b> Peer reviewed in scientific literature
<b>Sensitivity</b>	<b>Essential:</b> Indicators should be sensitive to show trends and detect changes in systems in time frames and on the scales that are relevant to the decisions, but also be robust so that measuring errors do not affect the interpretation.

## 8. Becoming a Partner

- All potential Partners are welcome to apply to become Partners of the BIP and can do so by completing a Partner Request template that specifies the proposed Partner Role(s). Information is required on how potential Partners would fulfil the Role(s) outlined above and an agreement to work in accordance with the principles of BIP membership (Section 3). Those wishing to provide an indicator for inclusion within the BIP suite will also be asked to provide information on how the indicator meets the criteria outlined in Section 7.

The BIP Secretariat will coordinate the evaluation of all submissions for potential Partners and indicators. All existing BIP Partners will be given the opportunity to review and comment on new submissions. The submissions along with any Partner comments and Secretariat recommendations will then be forwarded to the Steering Committee for their review and decision on acceptance. At present the existing Steering Committee is operating as an interim body whilst the Steering Committee structure and Terms of Reference are revised. During this period all new partners and indicators will be termed as ‘applicant partners’ or ‘applicant indicators’ until the Steering Committee is formalised and able to review submissions. The applicant partners will be fully engaged in the work of the BIP and their indicator work will be drawn on to respond to users such as the CBD, IPBES, etc.

## Annexes

### Annex 1: BIP secretariat Terms of Reference

The BIP secretariat will operate according to the the following principles:

- Responsive to the needs of the indicator user community
- Providing fair representation and support for all Partners
- Be an independent convener of membership and activities of the BIP.
- Promote collaborative projects within the BIP.
- Support an open, transparent, and inclusive partnership.
- Maintain and support the high standards expected of the partnership

#### *Roles and functions of the secretariat*

- To provide leadership in promoting and achieving the vision and objectives of the BIP.
- To coordinate the building and maintenance of a partnership of organisations that provide, support and use biodiversity indicators.
- To lead the design and fundraising of BIP projects, helping to link indicator supporters with indicator producers and users.
- To co-ordinate the development, synthesis and communication of indicators for the needs of global indicator users, facilitating the interaction between indicator users and producers.
- To implement projects contracted as activities of the BIP.
- To provide a [multi-lingual] website and other communication materials to promote the BIP and to disseminate its products.
- To organise technical and planning meetings for the Partnership, to facilitate learning and collaboration amongst partners.
- To help identify and publicise indicator gaps for MEA reporting.
- To assist indicator producers in filling gaps in MEA reporting.
- To lead the compilation and synthesis of indicator results of BIP Partners for use by MEAs and other international processes, including the Aichi Targets Passport.
- To organise and minute meetings of the BIP Steering Committee.
- To assess applications for membership

## Annex 2: BIP Steering Committee Terms of Reference

### Background and Context

**The Biodiversity Indicators Partnership (BIP) is a global initiative to convene and promote the development and delivery of biodiversity indicators. It is mandated to support the production of indicators for the Strategic Plan for Biodiversity 2011-2020. Over recent years, the context for its operation has evolved with the establishment of the Sustainable Development Goals, and the demand for biodiversity indicators from a number of other international institutions (e.g. CMS, IPBES, IUCN, Ramsar). Many of these institutions look to a range of organisations and institutions to serve their indicator needs.**

#### *Objectives of the BIP*

- 1a. Support the production, maintenance, use and mobilisation of resources for the best available indicators to measure progress in achieving all the Aichi Biodiversity Targets of the Strategic Plan for Biodiversity 2011-2020.
- 1b. Support the development and use of biodiversity-related indicators in progress reporting of other Multilateral Environmental Agreements (MEAs) and assessment processes, including the Intergovernmental Platform for Biodiversity and Ecosystem Services (IPBES) and the Sustainable Development Goals (SDGs).
2. To co-ordinate and streamline the interface and flow of information between global indicator users and producers
3. To strengthen capacity at the national level for indicator development and use in implementation and reporting of National Biodiversity Strategies and Action Plans (NBSAPs) and the SDGs.

The BIP is structured as a partnership of indicator users, producers, and others with a substantive interest in indicators, including donors. The activities of the partnership are convened, co-ordinated and facilitated by UNEP-WCMC. A secretariat role to the partnership provided by UNEP-WCMC operates with the oversight of a Steering Committee.

The BIP was initially established in 2007 in response to CBD Decision VII/30, *to assist in monitoring progress towards the 2010 Biodiversity Target* and also contributed to the Millennium Development Goals process. The BIP received full-sized project funding from the Global Environment Facility (GEF) in support of its objectives, together with co-financing from its partner organisations and the EC which ran until 2011. To support the functioning of BIP, a steering committee was established during project inception. Since 2011, the Sustainable Development Goals and its associated indicator-related processes have been established, other biodiversity related conventions (including CMS, UNCCD and Ramsar) have identified goals, targets and indicators, and IPBES has been established, defined its indicator needs and coordinated their compilation. The role of the BIP and its Steering

Committee have been reviewed to take into account this changing context including , the extended list of indicators supporting the Strategic Plan for Biodiversity which was welcomed at CBD COP 13 in Cancun. This document outlines the revised role and structure of the Steering Committee.

### **Role of the Steering Committee**

The main role of the BIP Steering Committee is to provide oversight and guidance of the strategy and operations of the BIP, including through providing oversight, direction, advice and guidance to the BIP secretariat. Specifically the Steering Committee will as appropriate:

1. Provide oversight and guidance on the strategic direction and operation of the BIP including project design and implementation if appropriate;
2. Monitor how the partnership and its activities meet the needs of both indicator users and indicator producers ;
3. Support the building and maintenance of the partnership through review and approval of new indicator and partner submissions;
4. Provide oversight on outcomes, activities and deliverables of the BIP, including the BIP secretariat;
5. Provide oversight on the technical materials, website, reports and other outputs developed by the BIP;
6. Assist in the resolution of disputes for issues that might occur during the implementation of the BIP's objectives;
7. Provide oversight and support in the communication and promotion of the BIP and its related outcomes;
8. Assist in making strategic links with related initiatives at global and regional levels
9. Identify opportunities to secure resources for indicator development and other BIP activities.
10. Be invited to contribute to workshops, meetings or other events organised by the BIP.

### **Membership**

The Steering Committee will be comprised of a small group of senior individuals and officials qualified to oversee, guide and advise the Partnership and its secretariat. It will, where possible, incorporate a range of expertise relating to the development and use of indicators, and to include key existing and emerging areas of strategic interest for the BIP.

The membership of the Steering Committee will comprise a range of individuals and representative Partnership member institutions that can, through their institutional connections and/or technical expertise, represent a diverse range of user perspectives and priorities, and ensure the alignment of the work of the BIP with relevant ongoing processes and procedures.

The membership of the Steering Committee will be appointed by the Chair of the Steering Committee with input from interim Steering Committee members to ensure that the composition of members remains flexible and responsive to emerging areas of strategic interest. The membership of the Steering Committee will include representatives from up to 18 indicator users, producers and supporters (including *inter alia* global institutions, MEAs, and Parties to the CBD). A minimum of one third of Steering Committee seats will be made available specifically for indicator producers, who will be self-nominated and nominations voted upon if necessary, up to a maximum of 7 seats.

At the end of each term of the Steering Committee, all indicator producers will be invited to nominate themselves should they wish to serve again on the Steering Committee, following which and as necessary, all Indicator Producers will be invited to vote (online) to decide on the selected

## Biodiversity Indicators Partnership Steering Committee Terms of Reference

representatives. Selected partners will be expected to represent to the Steering Committee the views and opinions of the range of Indicator Producers. As such, the selected partners will also be expected to remain available and accessible to other Indicator Producers and Users (respectively), and to solicit views and input on key relevant issues and items.

The Steering Committee will be chaired by the Executive Secretary of the CBD. This appointment will be subject to review post 2020.

### Term

Steering Committee members are appointed by the Steering Committee Chair. Appointment tenures will be for a period of three years, with the possibility to extend for a further three year term by mutual agreement. Unless otherwise decided by the Steering Committee, Steering Committee members may serve for a maximum of two terms.

Appointment to the BIP Steering Committee may be terminated at any time. Notice of termination should be provided to the secretariat.

### Meetings

It is anticipated that most of the work of the Steering Committee will be conducted through electronic communications. There will be two BIP Steering Committee meetings per year conducted by teleconference or any other electronic means. The exact number of Steering Committee meetings will depend on the timing of key relevant meetings and events, such as CBD COP or SBSTTA, and will be scheduled primarily in order to review outcomes and take stock of any implications for the BIP and its work. Where appropriate, annual face-to-face meetings will be considered, contingent on the availability of Steering Committee members, and ideally where the majority of the members are already attending a common meeting such as of the CBD.

### Management and Administration

The BIP secretariat will be responsible for preparing and distributing agendas, the minutes of Steering Committee meetings, project updates, and other relevant and related project correspondence.

Steering Committee Members' work on the Steering Committee will be considered as *pro bono* contribution to this initiative. However, all costs associated with travel to attend meetings organized by the BIP where the Steering Committee are expected to participate in person, will be reimbursed by UNEP-WCMC subject to the availability of funding for the BIP.

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