



**CSLF-P-2006-09**  
**22 February 2006**

**POLICY GROUP**

**SECRETARIAT UPDATE ON  
CSLF STAKEHOLDER REGISTRY IMPLEMENTATION**

*Note by the Secretariat*

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## **SECRETARIAT UPDATE ON CSLF STAKEHOLDER REGISTRY IMPLEMENTATION**

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### Background

At its meeting in Berlin, Germany, on 27 September 2005, the Policy Group instructed the Secretariat to prepare a revised draft of the “Stakeholder Registry and Guidelines for Implementation” for review at the 28 September Joint Meeting of the CSLF Policy and Technical Groups. The document incorporated all of the decisions made by the Policy Group at its meeting. These decisions concerned the desirability of having an open, simple, streamlined application process and form for registration of as many categories of stakeholders as possible. A final draft was approved by the delegates on 28 September 2005. The Secretariat was instructed to begin implementation of the CSLF Stakeholder Registry via the CSLF website.

### Actions Requested

The Policy Group is requested to discuss and approve the measures taken by the Secretariat to implement the CSLF Stakeholder Registry in accordance with the guidelines for implementation approved by the delegates on 28 September 2005.

### Conclusions

The Policy Group is invited to note in the Minutes of its 3 April 2006 meeting that:

“The Policy Group discussed and approved the Draft Report of the Secretariat on CSLF Stakeholder Registry Implementation.”



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## **SECRETARIAT UPDATE ON CSLF STAKEHOLDER REGISTRY IMPLEMENTATION**

Following the Berlin meeting of the CSLF Policy and Technical Groups on 27-30 September, 2005, the Secretariat took several actions with regard to the Policy Group's directive to implement a Stakeholder Registry:

- Updated the "CSLF Stakeholders" section of the CSLF Web site <http://www.cslforum.org/stakeholders.htm> with a statement of purpose, criteria for identifying stakeholders, and procedures for admission which were adapted from the statement approved by the delegates.
- Attached a Stakeholder Registry Form to be downloaded, completed, and returned by stakeholder applicants to the Secretariat via e-mail.
- Added a privacy question to confirm stakeholder authorization of the release of the information on the application form to the general public. If the stakeholder selects "Yes," all the information in this form will be displayed in a database on the CSLF Web site that is accessible to all users. A "No" answer means the information will be maintained by the CSLF Secretariat and used for internal CSLF communications only.
- Received and entered the resulting data from prospective stakeholders into the Stakeholder Registry database.
- Automated the data entry process by enabling prospective stakeholders to fill out the application form and submit it online at the CSLF Web site.
- Incorporated an administrative procedure for the Secretariat to check each submission for accuracy, completeness, and consistency before sharing it with the public on the Web site.
- Structured the database for the Stakeholder Registry to allow Web site users to search the Registry to find particular stakeholders or groups of stakeholders by any data field (i.e., country, area of interest, contact name, etc).

As of the date of this note (22 February 2006) the Stakeholder Registry is active but the interactive registration form is not yet on-line. It is anticipated that the interactive registration form will be on-line before the meeting in Delhi.