



Information Exchange
Network for the Sound
Management of Chemicals

<http://www.infocap.info>

Guidelines for Non- Governmental Organizations

INFOCAP Sponsored by:



I. Background

The Information Exchange Network on Capacity Building for the Sound Management of Chemicals (INFOCAP) is an internet-based mechanism established to facilitate the systematic exchange and public accessibility of information and experiences relevant to capacity building projects for the sound management of chemicals. INFOCAP is designed to enhance effective cooperation among countries and organizations which are providing and/or receiving assistance related to the sound management of chemicals. INFOCAP may also be used as a tool for improving linkages among global, regional and national capacity building activities, including those facilitated through the IFCS and through international agreements related to sound chemicals management. INFOCAP includes information on capacity building activities related to all chemicals and all stages of the chemical life cycle.

INFOCAP is intended to provide centralized access to information related to capacity building for the sound management of chemicals. INFOCAP is not a granting or funding agency. It is simply a mechanism for making information available that interested parties may use to seek opportunities for assistance. Those responsible for INFOCAP do not endorse or approve contributions, nor accept responsibility for errors in contributed information or links.

INFOCAP includes five different “service areas”:

1. National Profiles, Priorities/Related Needs, Action Plans
2. Sources of Potential Support
3. Past, On-going and Planned Projects
4. Training/Guidance Documents
5. Network Points of Contact.

The service areas most relevant for information providers from non-governmental organizations are services

3 and 4. In these services, INFOCAP enables governments and organizations to post brief descriptions of their projects and/or training and guidance documents, to provide key contact names and information, and to list internet links or to attach documents providing more detailed information. For organizations which have funds to support the work of other organizations, contributions to service 2 are also encouraged.

II. Guidelines for Contributions

a) What type of information is suitable for posting on INFOCAP?

General Guidelines for contributions

Information contributions to INFOCAP must be relevant to the objective of the network: facilitating the exchange and public accessibility of information and experiences which are relevant to planning, implementing, evaluating and coordinating capacity building projects for the sound management of chemicals.

The information should follow basic publication standards of clarity, accuracy, reliability and objectivity. It must be sensitive to cultural and gender issues. Information promoting any particular product or advocacy position will not be authorized for public posting.

Where relevant, the content of the material to be contributed to INFOCAP should include:

- Credentials of the author (e.g. biographical information, such as the author’s position and institutional affiliation);
- A bibliography with referrals to related sources with proper attribution;
- An explanation of procedures used (e.g. process for developing a particular training method, or methodology for a particular project);
- The date of publication and copyright

information.

This information is not required to be listed directly on INFOCAP, but should be contained within the documents provided, or provided on a web link.

Specific Guidance for Services 2, 3, and 4

For each contribution, a descriptive summary and key contact information should be provided by completing a standard contribution form (data entry form).

Service 2 — Sources of potential support

NGOs that have funds to support other organizations on projects related to the sound management of chemicals are encouraged to provide this information on service 2.

Please note that INFOCAP does not provide funding for organizations nor does it post funding requests, but sources of potential support may be identified by searching service 2.

Service 3 — Past, on-going and planned projects

This service provides up-to-date information on capacity building projects related to the sound management of chemicals carried out by countries and organizations. It facilitates information exchange, coordination, regional cooperation and project planning.

Information contributions submitted to this service may include the following:

- Projects that your organization has completed directly, or in collaboration with other organizations/governments.
- Projects that your organization is currently undertaking directly, or in collaboration with other organizations/governments.
- Planned projects that have received

funding.

- Partners in a project are encouraged to jointly submit their contribution.

Service 4 – Training and guidance documents

This service provides information on and reference to existing documentation and training packages available through organizations and countries participating in INFOCAP.

Examples of documents suitable for posting on INFOCAP include training and guidance material related to:

- Chemicals management legislation, policies and enforcement;
- Information collection and exchange, e.g. pollutant release and transfer registries;
- Hazard and risk assessment and communication (labelling, exposure assessment, monitoring, etc.);
- Risk management and reduction;
- Education, awareness raising and human resource development;
- Technical/laboratory infrastructure building;
- Other general issues related to capacity building for the sound management of chemicals.

b) What form should documents be provided in?

If possible, all information submitted to INFOCAP should be available in standard easily useable electronic format. Files can be submitted and posted directly on INFOCAP, or a web link to the file may be provided. If materials are not available electronically, instructions on who to contact for further information on how to access the material should be provided.

c) What language may I provide information in?

The standard data entry form may be completed in English, French or Spanish.

Information contributed in attached files may be submitted to INFOCAP in any language, as long as they are submitted in an easily useable electronic format (e.g. Adobe Acrobat pdf). If possible, it is encouraged that information provided in a language other than English also be made available in English.

d) What details will I be asked to include with my submission on the standard contribution form?

When contributing information to INFOCAP, depending on the service that you are submitting data to, you may be asked to include the following type of information on the standard contribution form provided:

- Name of organization, type of organization, complete postal address, area of activity (national, international);
- Project/Document/Material title and a brief narrative description of the item;
- Categories and keywords associated with the project (a list for you to select from is provided);
- Project duration;
- Relevant dates;
- Web links to relevant documents. Or, if web links are not available, document attachments in an easily useable form, such as MS Word, WordPerfect, or PDF format;
- Language(s) in which your materials are available;
- Names and contact details of collaborating partners, if relevant;
- Key contact information (name and contact details of the person responsible for the project who should be contacted for further information).

To access the data entry forms, simply select the service where you wish to make an information contribution. After you have selected the relevant service, click on “new contribution” in the yellow side menu. A data entry form will then appear on your screen for you to complete on-line, or save for completion

off-line (for assistance with these features, please consult the “help” section on the INFOCAP web site or the manual, “Basic Guidance for Using INFOCAP”).

III. Responsibilities of the Information Provider

The participating organization, through its officially designated Point of Contact, shall determine which type of information should be made available on INFOCAP. The participating organization and Key Contact are responsible for responding to any enquiries concerning the contribution, including: the appropriateness or relevance of the published information to the aims and goals of INFOCAP.

IV. Verification Process

The Lead Sponsor for the relevant service area will review your contribution for completeness prior to posting the information on INFOCAP. If the Lead Sponsor has any questions or concerns regarding the contribution, they will consult with INFOCAP NGO representatives.

Please note that, for the purposes of this document, “capacity building” is defined as any activity aimed at improving or expanding institutional capacities for the environmentally sound management of chemicals. “Management of chemicals” includes the production, processing/ formulation, transport, distribution, use, storage and disposal of chemicals.