

# Biodiversity Management Committees

## Operational Tool Kit





# **Biodiversity Management Committees (BMCs)**

## **Operational Tool Kit**



**National Biodiversity Authority  
Government of India**

## **Compiled by**

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## **Acknowledgements**

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## **Disclaimer**

Every attempt was made to provide information as appropriate as possible, any error or lapse is purely unintended and inconsequential.

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## Foreword

Biodiversity Management Committees (BMCs) form the core of institutional set up to effectively implement the Biological Diversity Act in India. This local level, statutory body is vested with enormous responsibility under the Act and is seen as the keystone to realize the objectives of conservation, sustainable use and fair and equitable sharing of benefits arising from use.


The National Biodiversity Authority (NBA) after a consultative process involving a diverse set of stakeholders issued guidelines for BMCs in March 2013 to help these institutions function effectively at local level.

This tool kit, prepared jointly under the UNDP, UNEP – GEF supported projects of NBA is an attempt by NBA to increase the awareness about BMCs and to operationalize the guidelines at local level.

Chennai  
September 2013



**Balakrishna Pisupati**  
Chairman  
National Biodiversity Authority





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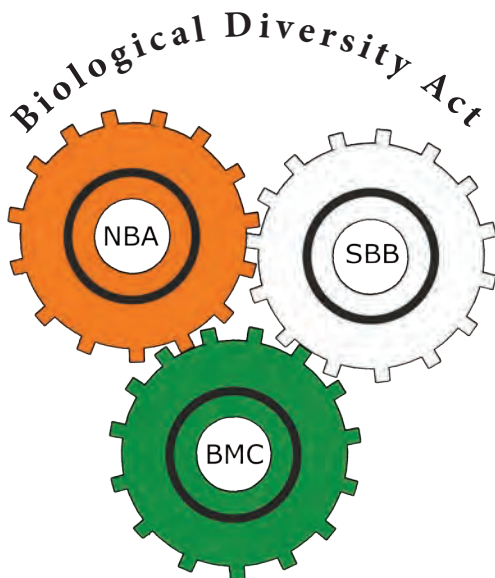
## Biological Diversity Act, 2002 and National Biodiversity Authority (NBA)

The Biological Diversity (BD) Act, 2002 was enacted by the Parliament of India to conserve biological diversity, sustainably use its components and ensure fair and equitable sharing of benefits arising out of the use of biological resources. National Biodiversity Authority (NBA) was established in 2003 to implement the BD Act. NBA is a statutory, autonomous body and it performs facilitative, regulatory and advisory functions.



## 2 Implementation structures under the Biological Diversity Act

The Biological Diversity Act is implemented through a three tier decentralized system. The first tier is the NBA functioning at National level, headquartered at Chennai, the second tier is the State Biodiversity Boards (SBBs) that are constituted at State level, the third tier is the Biodiversity Management Committees (BMCs) constituted at Local level (eg. Village / Taluk / District / Municipal Council / Municipal Corporation).



## What is a Biodiversity Management Committee (BMC)

# 3

Every local body, in accordance with provisions of Section 41 of the Act shall constitute a BMC within its area for the purpose of promoting conservation, sustainable use and documentation of biological diversity including preservation of habitats, conservation of land races, folk varieties and cultivars, domesticated stocks and breeds of animals and microorganisms and chronicling of knowledge relating to biological diversity. The BMCs are statutory bodies at local level.



## 4

## Constitution of BMCs

The constitution of BMCs can be facilitated through a consultative process involving stakeholders including tribal groups and other marginalized communities and it is mediated through institutions like Civil Society Organizations (CSOs); Technical Support Groups (TSGs). The Member Secretary, SBB should get approval from the board for the constitution of BMCs and also earmark required funds to involve CSOs; TSGs in identifying potential areas for the constitution and operationalization of BMCs.



## Composition of a BMC

# 5

The BMC as constituted under Section 41(1) of Biological Diversity Act, 2002 and Rule 22 of Biological Diversity Rules, 2004 shall consist of a Chairperson and not more than six persons nominated by the local body, of whom not less than one third should be women and not less than 18% should belong to the Schedule Castes/Scheduled Tribes. These persons should be drawn from amongst the herbalists, agriculturists, collectors and traders of Non Timber Forest Produce (NTFP), fisher-folk, representatives of user associations, community workers and academicians and any other person/ representative of organization, on whom the local body trusts that they can significantly contribute to the mandate of the BMC. All the above should be residents within the said local body limits and be in the voters list.





## 6 Chairperson selection and tenure

The Chairperson of the BMC shall be elected from amongst the members of the committee in a meeting to be chaired by the Chairperson of the local body (e.g. Panchayats in villages and municipality / corporation in urban areas). The Chairperson of the local body shall have the casting of vote in case of a tie. The Chairperson of the BMC shall have a tenure of three years. The local Member of Legislative Assembly /Member of Legislative Council and Member of Parliament would be special invitees to the meeting of the committee.



## Tenure of a BMC



Once a BMC is constituted, its operation should commence immediately and a set of tasks need to be completed in a period of 12 months. Any, unspent part of the start-up BMC fund may be utilized at a later date. BMCs may be authorized to retain up to 50% of the sanctioned grant amount and make use of the interest for conducting their activities. The tenure of the BMC will be five years. However, the existing BMC will continue to operate, until a new committee is nominated.





## 8

## Integration of BMCs with other village level committees

The BMCs are constituted by choosing members from the participatory forest / natural resources management committees and members having expertise in horticulture and traditional health care practitioners such as *vaid*s, *hakims* and village botanists, tribal heads etc., based on the local conditions. The SBB could provide a suggestive list of persons to be included in the BMC. The BMC may also draw its members from the existing committees which have been formed under the statutory powers/ administrative orders of the respective Governments.



## Contribution from NBA for the constitution of BMC

9

The NBA on its part shall release a start - up grant, for the constitution of BMCs through the SBBs. The SBBs are advised to release the amount to each BMC in installments, after obtaining Statement of Expenditure (SoE) and Utilization Certificate (UC). No copies of bills should be insisted upon by the SBBs. The Start - up fund will be provided by NBA only once as a one time grant and is to be used for the constitution of BMC at different levels as given below:

No	Item	Village Level (in Rs.)	Block Level (in Rs.)	District level (in Rs.)
1	Upon opening of bank account	10,000	13,344	16,600
2	Purchase of office equipment including stationary	15,000	20,000	25,000
3	Conduct of meetings (4 meetings in a year)	3,000	4,000	5,000
4	One training to BMC and panchayat on general BD Profile	7,000	9,328	11,740
5	Constitution of BMC	25,000	33,328	41,660
	<b>Start up Fund (Total)</b>	<b>60,000</b>	<b>80,000</b>	<b>1,00,000</b>

## 10

## Roles and responsibilities of BMCs

The following are the roles and responsibilities of BMCs

- Preparation of the People's Biodiversity Register (PBR).
- Conservation and sustainable utilization of biological resources.
- Eco-restoration of the local biodiversity.
- Proper feedback to the SBB and NBA in the matter of Intellectual Property Rights (IPR), Traditional Knowledge (TK) and local biodiversity issues.
- Management of Biodiversity Heritage Sites (BHSs) including heritage trees, animals/ micro organisms, sacred groves and sacred water bodies.





- Regulation of access to the biological resources and/ or associated TK for commercial and research purposes.
- Sharing of usufructs arising out of commercial use of bio-resources.
- Conservation of traditional varieties/breeds of economically important plants/animals.
- Biodiversity education and awareness building.
- Documentation, enable procedure to develop bio-cultural protocols.
- Sustainable use and benefit sharing.
- Protection of TK recorded in PBR.



## 11

## Meetings Procedures of BMCs

BMC shall conduct a minimum of 4 meetings in a year, and meet at least once in 3 months. The meetings shall be chaired by the Chairperson of the BMC, and in his/her absence, by any other member elected by the members present. The quorum at every meeting shall be three including the Chairperson and excluding official members. Minutes/proceedings of the BMC meetings will be drawn and submitted to the local body / district nodal officer. The BMC guidelines prepared by NBA provides a format for drafting of minutes of meetings, maintenance of meeting registers and alike; lay down procedures for updating the registers and record of discussions, resolutions made, audit etc., which would facilitate process documentation at the BMC level.



## BMC Action Plan

# 12

Each BMC shall prepare an action plan that focus on:

- Steps to be taken for the conservation of bio-resources
- Training needs for the personnel of BMC
- List of potential items for consideration of registration as Geographical Indicators (G.I)
- Draw a micro plan for sustainable use of local biodiversity which includes medicinal plants and associated TK.



# 13 Capacity Building on Biological Diversity Act and BMCs

The following are suggestive priority actions and capacity building exercises for BMCs

- Preparation of PBR
- Administrative procedures of BMC
- Maintenance of accounts
- IPR issues
- Provisions of ABS
- Levy of fees
- Preparation of action plan, preparation of project reports, annual reports, awareness on all Acts and Rules pertaining to biodiversity





## People's Biodiversity Register ( PBR ) and method of preparation

14

Preparation of PBRs is mandated under the Biological Diversity Act, 2002 and is the responsibility of BMCs. It is a register that contains comprehensive information on availability and knowledge of local biological resource (flora and fauna), their medicinal or any other use and any other TK associated with them. The current PBR preparation methodology being considered for widespread official use, has been developed by the NBA. This elaborates and presents a set of formats with tables and kind of information required that needs to be filled by BMCs with the help of students, researchers and knowledgeable individuals and be validated by BMC with the help of TSG / SBB as needed. This information will be kept in the safe custody of BMC. PBR is a legal document for purposes of determining Access and Benefit Sharing provisions under the Act.

# 15 Fund for PBR preparation

## Funds earmarked for the preparation of PBRs at different level

No	Item	Village level BMC (in Rs.)	Block/ Taluk level (in Rs.)	District level (in Rs.)
1	Amount apportioned for SBB for the preparation of PBR	15,000	20,000	30,000
	PHASE - I			
2	Awareness/PRA exercise	5,000	10,000	15,000
3	Skill development/field visit / Meetings	10,000	10,000	20,000
4	Collection of primary data	20,000	20,000	35,000
	PHASE - II			
5	Processing of data / documentation /drafting	20,000	30,000	40,000
6	Printing cost of PBR	10,000	20,000	30,000
7	Remuneration /TA/DA to TSGs/personnel	25,000	25,000	40,000
8	Miscellaneous charges	10,000	15,000	20,000
	<b>Total</b>	<b>1,15,000</b>	<b>1,50,000</b>	<b>2,30,000</b>

## Formation of Technical Support Group ( TSG ) and its role

# 16

The SBBs shall formulate TSGs to guide BMCs in their activities. TSGs shall be formed at district level including representatives from the department of Forests, Agriculture, Horticulture, Veterinary, Fisheries, Educational and Research Institutions, Autonomous district councils, NGOs, Herbal Practitioners, etc. The TSG established at the appropriate level (State/Regional/District) shall assist BMCs with regard to collection of fees, benefit sharing, management of heritage sites, sacred groves and water bodies. It also assists BMC to authenticate and validate PBRs by listing local names of flora, fauna, TK associated with flora and fauna. It shall also assist in including the current practices of communities regarding conservation within its territorial jurisdiction in the PBR.



## 17

## Custody of PBRs and information

People's Biodiversity Register should be kept in safe custody and information to be shared with outsiders with careful consideration of the value of the resource and in accordance with relevant procedures. The BMC shall maintain a register giving information about the details of access to biological resources and TK granted, collection fee imposed, benefits derived and the mode of their sharing. The register shall be maintained by the Chairman of BMC or any person authorized by him/her.



## Approval process under BMC

# 18

The National Biodiversity Authority and the State Biodiversity Boards shall consult the BMCs while taking any decision relating to the use of biological resources and knowledge associated with such resources occurring within the territorial jurisdiction of the BMCs as well as in deciding on application related to Access and Benefit Sharing (ABS) under the Biological Diversity Act. Disputes between/amongst BMCs in the same district may be referred to the District Magistrate / Chief Executive Officer (CEO) Zilla Panchayats / Nodal Officer.



# 19

## Funding

BMCs can levy charges as collection fees from any entity for accessing or collecting biological resource for commercial purposes from areas falling within their territorial jurisdiction.

BMCs can also generate funds through

- Receipts (grants and loans) from NBA, SBB and State Government. In addition, BMCs may access funds from various sources including raising donations, line departments of Government of India and State Governments, other Central and State Boards, institutions and corporate bodies.
- Receipts from fee, levies, royalties and other receipts.

Each BMC shall maintain bank accounts separately for the above two categories of receipts. The State Government on the recommendation of the SBB shall designate Nodal Officers for each of the districts to oversee the various matters of the BMC.



## Local Biodiversity Fund (LBF) and uses

# 20

Local Biodiversity Fund (LBF) shall be constituted in every area notified by the State Government where an institution of self government is functioning according to Section 43 (1) of the Biological Diversity Act. The LBF can be built with fees and charges levied by the BMC and grants from the State Government, SBB and NBA. A mechanism for the management of the fund will be prescribed by the State Government. The fund shall be used for conservation and promotion of biodiversity in the areas falling within the territorial jurisdiction of the concerned local body and for the benefit of the community as long as it is consistent with conservation of biodiversity.





## 21

## Managing and Monitoring LBF

The concerned person holding custody of the LBF shall prepare an annual report for every financial year giving a full account of its activities in the previous year. The concerned person shall also maintain the accounts and get it audited as prescribed in consultation with the Accountant General of the State. The concerned person shall then need to submit a copy of the annual report, the audited copy of accounts together with the auditor's report to the concerned local body. The concerned local body shall in turn hand over the same to the District Magistrate having jurisdiction over the area.



## Methods of Benefit Sharing

# 22

As per the Biological Diversity Act, Benefit Sharing refers to the equitable sharing of benefits (both monetary and non-monetary), arising out of the use of accessed biological resources, their by-products, innovations and practices associated with their use, application and knowledge relating thereto in accordance with Mutually Agreed Terms (MAT) and conditions between the person applying for such approval, local bodies concerned and the benefit claimers.

The benefits can be shared by means of :

- Grant of joint ownership of IPR
- Transfer of technology
- Location of production, research and development unit in such areas which will facilitate better living standards to the benefit claimers
- Association of Indian scientist, benefit claimers and the local people with research and development in biological resources and bio-survey and bio-utilization
- Setting up of venture capital fund for aiding the cause of benefit claimers
- Monetary and non-monetary benefits

## 23 Biodiversity Heritage Sites ( BHSs )

Section 37 of the Act calls for creation of Biodiversity Heritage Sites (BHSs). These are well defined areas with unique, ecologically fragile ecosystems, presence of high endemism, rare and threatened species, keystone species, species of evolutionary significance, wild relatives/ ancestors of domestic/cultivated species or their varieties. These areas are also represented by fossil beds and having significant cultural, ethical or aesthetic values and are important for the maintenance for cultural diversity, with or without a long history of human association with them. The establishment of a BHS has to be done through a gazette notification by the State Government.





## Incentivize BMCs

# 24

The BHSs are to be identified and declared by the State Governments as areas of biodiversity importance after consultation with local bodies. To incentivize BMCs to protect areas of biodiversity importance, a sum of Rs. 50,000/- (Rupees Fifty thousand only) would be provided by NBA that will be deposited in a nationalized bank in the name of BMC declaring BHS. The accrued interest of the said amount can be used by the BMCs to pursue activities that aid in strengthening the efforts.





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# ANNEXURES

1 - 19



## Model BMC Resolution at Gram Panchayat Level

### FORMATION OF BIODIVERSITY MANAGEMENT COMMITTEES AT GRAM PANCHAYATS

Resolution No. \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Gram Panchayat \_\_\_\_\_ Taluk \_\_\_\_\_ District \_\_\_\_\_

The Gram Panchayat meeting was held on \_\_\_\_\_ at \_\_\_\_\_ AM/PM in \_\_\_\_\_ Gram Panchayat office, under the Chairmanship of Sri / Smt. \_\_\_\_\_ the President. and with the consent of all the members Biodiversity Management Committee was formed under Section 41(1) of Biological Diversity Act 2002 and Rule 22 of Biological Diversity Rules 2004 and Rule \_\_\_\_\_ of \_\_\_\_\_ Biological Diversity Rules 2005\*, for the period of three / five years.

#### Details of Committee Members

Sl.No	Full Name and Address	Age	Category	Signature
1			Chairman	
2			Woman member	
3			Woman member	
4			SC/ST member	
5			Member	
6			Member	
7			Secretary	

\* Year of State Biological Diversity Rules - formed in each state need to be mentioned



**The Biodiversity Management Committee will be responsible for:**

1. Conservation and sustainable utilization of bio resources within its area of jurisdiction.
2. Stop illegal access of bio resources within its area of jurisdiction.
3. Furnishing of opinion to National Biodiversity Authority, Chennai and \_\_\_\_\_ Biodiversity Board on various subjects as and when required.
4. Levying charges by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction, as per the act.
5. Maintain data about local vaidys and practitioners using biological resources.
6. Maintain register containing information about details of access of biological resources and traditional knowledge granted, details of collection fee imposed and details of benefits derived and mode of their sharing.
7. The Biodiversity Management Committee will also be involved in documentation of biodiversity and associated traditional knowledge.
8. Management and use of Biodiversity Fund as per guidelines provided by the National Biodiversity Authority and \_\_\_\_\_ Biodiversity Board from time to time.

**Signature**  
**Gram Panchayat President**

**Signature**  
**Gram Panchayat Secretary/  
Member of the permanent  
establishment**

Model BMC Resolution at Block Level

**FORMATION OF BIODIVERSITY MANAGEMENT COMMITTEES AT  
BLOCK / TALUK / MANDAL PANCHAYATS**

Resolution No. : \_\_\_\_\_ Date : \_\_\_\_\_

Name of the Block : \_\_\_\_\_ District : \_\_\_\_\_

The Block Panchayat meeting was held on \_\_\_\_\_ at \_\_\_\_\_ AM/PM in \_\_\_\_\_ Block Panchayat office, under the Chairmanship of Sri / Smt. \_\_\_\_\_ the President and with the consent of all the members \_\_\_\_\_ Biodiversity Management Committee was formed under Section 41(1) of Biological Diversity Act 2002 and Rule 22 of Biological Diversity Rules 2004 and Rule \_\_\_\_\_ of \_\_\_\_\_ Biological Diversity Rules 2005, for the period of three / five years.

**Details of Committee Members**

Sl.No	Full Name and Address	Age	Category	Signature
1			Chairman	
2			Woman member	
3			Woman member	
4			SC/ST member	
5			Member	
6			Member	
7			Secretary	

**The Biodiversity Management Committee will be responsible for:**

1. Conservation and sustainable utilization of bio resources within its area of jurisdiction.
2. Stop illegal access of bio resources within its area of jurisdiction.
3. Furnishing of opinion to National Biodiversity Authority, Chennai and \_\_\_\_\_ Biodiversity Board on various subjects as and when required.
4. Levying charges by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction, as per the act.
5. Maintain data about local vaidys and practitioners using biological resources.
6. Maintain register containing information about details of access of biological resources and traditional knowledge granted, details of collection fee imposed and details of benefits derived and mode of their sharing.
7. The Biodiversity Management Committee will also be involved in documentation of biodiversity and associated traditional knowledge.
8. Management and use of Biodiversity Fund as per guidelines provided by the National Biodiversity Authority and \_\_\_\_\_ Biodiversity Board from time to time.

**Signature**  
**Taluk / Block / Mandal**  
**Panchayat President**

**Signature**  
**Executive Officer**  
**Taluk / Block / Mandal**  
**Panchayat**

## Model BMC Resolution at Zilla Panchayat Level

### FORMATION OF BIODIVERSITY MANAGEMENT COMMITTEES AT ZILLA PANCHAYATS

Resolution No. : \_\_\_\_\_ Date : \_\_\_\_\_

Name of the District : \_\_\_\_\_

The Zilla Panchayat meeting was held on \_\_\_\_\_ at \_\_\_\_\_ AM/PM in \_\_\_\_\_ Zilla Panchayat office, under the Chairmanship of Sri / Smt. \_\_\_\_\_ the President and with the consent of all the members \_\_\_\_\_ Biodiversity Management Committee was formed under Section 41(1) of Biological Diversity Act 2002 and Rule 22 of Biological Diversity Rules 2004 and Rule \_\_\_\_\_ of \_\_\_\_\_ Biological Diversity Rules 2005, for the period of three / five years.

#### Details of Committee Members

Sl.No	Full Name and Address	Age	Category	Signature
1			Chairman	
2			Woman member	
3			Woman member	
4			SC/ST member	
5			Member	
6			Member	
7			Secretary	

**The Biodiversity Management Committee will be responsible for:**

1. Conservation and sustainable utilization of bio resources within its area of jurisdiction.
2. Stop illegal access of bio resources within its area of jurisdiction.
3. Furnishing of opinion to National Biodiversity Authority, Chennai and \_\_\_\_\_ Biodiversity Board on various subjects as and when required.
4. Levying charges by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction, as per the act.
5. Maintain data about local vaidys and practitioners using biological resources.
6. Maintain register containing information about details of access of biological resources and traditional knowledge granted, details of collection fee imposed and details of benefits derived and mode of their sharing.
7. The Biodiversity Management Committee will also be involved in documentation of biodiversity and associated traditional knowledge.
8. Management and use of Biodiversity Fund as per guidelines provided by the National Biodiversity Authority and \_\_\_\_\_ Biodiversity Board from time to time.

**Signature**  
**Zilla Panchayat President**

**Signature**  
**Chief Executive Officer**  
**Zilla Panchayat**

## Model BMC Resolution at Municipal Council

### **FORMATION OF BIODIVERSITY MANAGEMENT COMMITTEES AT MUNICIPAL COUNCIL**

Resolution No. : \_\_\_\_\_ Date : \_\_\_\_\_

Name of the Municipal Council : \_\_\_\_\_

The Municipal Council meeting was held on \_\_\_\_\_ at \_\_\_\_\_ AM/PM in \_\_\_\_\_ Municipal Council office, under the Chairmanship of Sri / Smt. \_\_\_\_\_ the President and with the consent of all the members \_\_\_\_\_ Biodiversity Management Committee was formed under Section 41(1) of Biological Diversity Act 2002 and Rule 22 of Biological Diversity Rules 2004 and Rule \_\_\_\_\_ of \_\_\_\_\_ Biological Diversity Rules 2005, for the period of three / five years.

#### **Details of Committee Members**

Sl.No	Full Name and Address	Age	Category	Signature
1			Chairman	
2			Woman member	
3			Woman member	
4			SC/ST member	
5			Member	
6			Member	
7			Secretary	



**The Biodiversity Management Committee will be responsible for:**

1. Conservation and sustainable utilization of bio resources within its area of jurisdiction.
2. Stop illegal access of bio resources within its area of jurisdiction.
3. Furnishing of opinion to National Biodiversity Authority, Chennai and \_\_\_\_\_ Biodiversity Board on various subjects as and when required.
4. Levying charges by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction, as per the act.
5. Maintain data about local vaidys and practitioners using biological resources.
6. Maintain register containing information about details of access of biological resources and traditional knowledge granted, details of collection fee imposed and details of benefits derived and mode of their sharing.
7. The Biodiversity Management Committee will also be involved in documentation of biodiversity and associated traditional knowledge.
8. Management and use of Biodiversity Fund as per guidelines provided by the National Biodiversity Authority and \_\_\_\_\_ Biodiversity Board from time to time.

**Signature**  
**President Municipal Council**

**Signature**  
**Municipal Council Commissioner**

## Model BMC Resolution at Municipal Corporation

### FORMATION OF BIODIVERSITY MANAGEMENT COMMITTEES AT MUNICIPAL CORPORATION

Resolution No. : \_\_\_\_\_ Date : \_\_\_\_\_

Name of the Municipal Corporation : \_\_\_\_\_

The Municipal Corporation meeting was held on \_\_\_\_\_ at \_\_\_\_ AM/PM in \_\_\_\_\_ Municipal Corporation office, under the Chairmanship of Sri / Smt. \_\_\_\_\_ the President and with the consent of all the members \_\_\_\_\_ Biodiversity Management Committee was formed under Section 41(1) of Biological Diversity Act 2002 and Rule 22 of Biological Diversity Rules 2004 and Rule \_\_\_\_\_ of \_\_\_\_\_ Biological Diversity Rules 2005, for the period of three / five years.

#### Details of Committee Members

Sl.No	Full Name and Address	Age	Category	Signature
1			Chairman	
2			Woman member	
3			Woman member	
4			SC/ST member	
5			Member	
6			Member	
7			Secretary	

**The Biodiversity Management Committee will be responsible for:**

1. Conservation and sustainable utilization of bio resources within its area of jurisdiction.
2. Stop illegal access of bio resources within its area of jurisdiction.
3. Furnishing of opinion to National Biodiversity Authority, Chennai and \_\_\_\_\_ Biodiversity Board on various subjects as and when required.
4. Levying charges by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction, as per the act.
5. Maintain data about local vaidys and practitioners using biological resources.
6. Maintain register containing information about details of access of biological resources and traditional knowledge granted, details of collection fee imposed and details of benefits derived and mode of their sharing.
7. The Biodiversity Management Committee will also be involved in documentation of biodiversity and associated traditional knowledge.
8. Management and use of Biodiversity Fund as per guidelines provided by the National Biodiversity Authority and \_\_\_\_\_ Biodiversity Board from time to time.

**Signature**  
**President**  
**Municipal Corporation**

**Signature**  
**Commissioner**  
**Municipal Corporation**

**FORMAT FOR RECORDING MINUTES OF BMC MEETINGS**

Minutes of the \_\_\_\_\_ Biodiversity Management Committee

Meeting held on \_\_\_\_\_

Venue of the meeting: \_\_\_\_\_

---

**Agenda Items of the meeting :**

- i)
- ii)
- iii)
- iv)
- v)

**Proceedings including key issues discussed and decisions made :**

- i)
- ii)
- iii)
- iv)

**List of Members present and their designation and signature :**

- a)
- b)
- c)
- d)
- e)

**Signature of the  
Chairperson of the BMC**

**Signature of the  
Secretary of the BMC**

## Annexure 7

## MODEL ANNUAL REPORT FORMAT FOR BIODIVERSITY MANAGEMENT COMMITTEE

- a. The name of the committee
- b. The period to which the report relates (Financial Year)
- c. The incumbency of office for the period (Names of the Chairperson and Secretary)
- d. Detailed statement of programmes of action for the year
- e. Detailed report on the activities performed during the year
- f. A brief account of financial position of the committee
- g. Map of jurisdiction
- h. Progress of work in Peoples' Biodiversity Register (PBR):
  - Documentation
  - Updation
  - Validation in consultation with the SBB and TSG
- i. Minutes Book recording resolutions and decisions made by BMC
- j. BMC Annual Financial Report with resolutions of the BMC
- k. List of Visitors
- l. List of persons provided access to biological resources and traditional knowledge by BMC
- m. Important communication between BMC-SBB-NBA
- n. Photographs, News clippings (if any)

**Signature of the  
Chairperson of the BMC**

**Signature of the  
Secretary of the BMC**



## Annexure 8

**FORMAT FOR VAIDS AND PRACTITIONERS MAKING USE OF  
BIOLOGICAL RESOURCES**

**List of *Vaids*, *hakims* and traditional health care (human and livestock) practitioners residing and or using biological resources occurring within the territorial jurisdiction of the village panchayat.**

Name:

Age:

Gender:

Address:

Area of Specialization:

Location from which the person accesses biological material:

Perception of the practitioner on the resource status:

Name:

Age:

Gender:

Address:

Area of Specialization:

Location from which the person accesses biological material:

Perception of the practitioner on the resource status:

Name:

Age:

Gender:

Address:

Area of Specialization:

Location from which the person accesses biological material:

Perception of the practitioner on the resource status:

**FORMAT FOR RECORDING INFORMATION RELATED TO ACCESS OF BIOLOGICAL RESOURCES AND TRADITIONAL KNOWLEDGE GRANTED**

[illegible]

## Annexure 10

**EXPENDITURE REGISTER CERTIFICATE**

Name of BMC \_\_\_\_\_

Bill Serial No. : \_\_\_\_\_ Date : \_\_\_\_\_

Certificate Serial No. : \_\_\_\_\_ Date : \_\_\_\_\_

Amount mentioned in the afore said bill is debited / credited in the following accounts.

S. No.	Account Name	Amount Debited	Amount Credited
	Total		

Rs. : \_\_\_\_\_ (In Words) \_\_\_\_\_

Entry of the certificate done in register number \_\_\_\_\_ on page number \_\_\_\_\_

Signature of officer

**Annexure 11****RECEIPT**

Name of BMC \_\_\_\_\_

Book No. : \_\_\_\_\_ Date : \_\_\_\_\_

Receipt No : \_\_\_\_\_

Mr./Ms./Office : \_\_\_\_\_

Address : \_\_\_\_\_

Received cash / cheque/ draft of bank \_\_\_\_\_ No. \_\_\_\_ Dated : \_\_\_\_\_

Received amount entered under \_\_\_\_\_ accounting head.

Received Rupees (in figures) \_\_\_\_\_ accounting head.

(In words) \_\_\_\_\_ Receipt

of payment made cheque is issued subject to realization of the cheque.

**Signature**

**Secretary BMC / Drawing & Disbursement Officer**

## Annexure 12

## CHEQUE / DRAFT REGISTER

Name of BMC : \_\_\_\_\_

S.No.	Bank Draft Cheque Payee Name	Bank Draft/ Cheque No. & Date	Name of Bank	Category	Amount (Rs.)	Remark
(1)	(2)	(3)	(4)	(5)	(6)	(7)



**BILL REGISTER**

Name of BMC : \_\_\_\_\_

Date	Bill Number	Bill Type	Bill Amount	Drawing Secretary BMC/ Disbursement Officer Signature	Payment Mode	Cheque Number or Certificate Number	Cheque Number or Date	Amount (Rs.)	Drawing Secretary BMC/ Disbursement Officer Signature	Remark
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Note:-

1. Mention cash or Bank in column no.6

2. Bill serial no. should be mentioned on bill also. Bill serial number will be according to financial year's end digits.

## Annexure 14

## CASH PAYMENT CERTIFICATE

Name of BMC \_\_\_\_\_

Certificate Serial No. \_\_\_\_\_

Department/Branch Name \_\_\_\_\_

Date \_\_\_\_\_ Bill serial \_\_\_\_\_

Date \_\_\_\_\_

Rs. \_\_\_\_\_ (In Words) \_\_\_\_\_

Be paid in cash. The payment amount should be entered under \_\_\_\_\_  
accounting head.Payment particulars recorded on cash book page number \_\_\_\_\_ dated \_\_\_\_\_ Payment of  
the concerned done and receipt of the same kept in records.Signature  
Secretary BMC/Drawing & Disbursement Officer

## CHEQUE PAYMENT CERTIFICATE

Name of office \_\_\_\_\_

Certificate Serial No. \_\_\_\_\_

Department/Branch Name \_\_\_\_\_

Date \_\_\_\_\_ Bill Serial \_\_\_\_\_ Data \_\_\_\_\_

Rs. \_\_\_\_\_ (In Words) \_\_\_\_\_

Be made paid through following cheque.

S. No.	Name	Cheque Number	Date	Amount
(i)				
(ii)				

The above payment amount should be entered under \_\_\_\_\_ accounting head.

Signature

Secretary BMC/Drawing &amp; Disbursement Officer

Annexure 16

CERTIFICATE REGISTER

S.No.	Bill Serial No. & Date	Amount	Cash Payment Certificate No.	Cheque Payment Certificate No.	Signature Secretary BMC/ Drawing Disbursement Officer	Remark
(1)	(2)	(3)	(4)	(5)	(6)	(7)

## CASH BOOK

Name of BMC \_\_\_\_\_

Receipt Side						Payment Side					
Receipt Date	Receipt No.	Particulars (Name of Depositor etc.)	Amount		Accounting Date	Payment Date	Certificate No.& Date	Particulars	Amount		Accounting Head
			Cash	Bank					Cash	Bank	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
								Closing Balance			
		Total						Total			

## Annexure 18

## BANK RECONCILIATION STATEMENT

For the Month of \_\_\_\_\_

Name of Office : \_\_\_\_\_

S. No	Particulars	Amount
1.	Add: Issued cheques but not presented for payment	
2.	Add: Issued cheques but handed over to concern	
3.	Add : Issued cheques but dishonored	
4.	Add: Maturity addable cash credited by bank but not recorded in cash book	
5.	Add: Interest paid by bank or payments received directly through bank	
6.	Deduct: Payment done directly through bank but not recorded in cash book	
7.	Deduct: Bank charges, bank service charges levied by bank not recorded in cash book	
8.	Deduct: Received unaccounted cheque	
Balance in bank according to pass book		

Signature  
Secretary BMC/ Drawing & Disbursement Officer



## JOURNAL REGISTER

Name of BMC \_\_\_\_\_

Register Page No. : \_\_\_\_\_ Financial Year : \_\_\_\_\_

Date	Serial No.	Account Head	Account Page Serial	Amount Debited	Amount Credited	Particulars	Signature of Authority
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

## Abbreviations

ABS	-	Access and Benefit Sharing
BD	-	Biological Diversity
BD Act	-	Biological Diversity Act
BHS	-	Biodiversity Heritage Site
BMC	-	Biodiversity Management Committee
CEO	-	Chief Executive Officer
CSO	-	Civil Society Organization
DA	-	Dearness Allowance
GI	-	Geographical indicators
IPR	-	Intellectual Property Rights
LBF	-	Local Biodiversity Fund
MAT	-	Mutually Agreed Terms
NBA	-	National Biodiversity Authority
NGO	-	Non Governmental Organization
NTFP	-	Non Timber Forest Produce
PBR	-	People's Biodiversity Register
SBB	-	State Biodiversity Board
SoE	-	Statement of Expenditure
TA	-	Travel Allowance
TK	-	Traditional Knowledge
TSG	-	Technical Support Group
UC	-	Utilization Certificate

## **INDIA- UNDP Biodiversity Project on “ Strengthening the institutional structures to implement the Biological Diversity Act ”.**

Increasing concerns about dwindling biological resources led the countries around the world to adopt the Convention on Biological Diversity (CBD) in 1992. This Convention for the first time, recognized sovereign rights of the Nations over their biological resources and emphasized that access to genetic resources should be for environmentally sound purposes and should be subject to national legislations. Taking cognizance of the provisions of the CBD, and to deal with the management of country's biological resources, Government of India enacted the Biological Diversity Act, 2002 and notified the Biological Diversity Rules in 2004.

The Biological Diversity Act provides for dealing with the challenges of conservation of biological diversity, sustainable use of its components and fair and equitable sharing of benefits arising out of the use of biological resources and knowledge. The Act is implemented through a decentralized approach with the National Biodiversity Authority, State Biodiversity Boards and Biodiversity Management Committees functioning at National, State and Local levels.

To strengthen the capacity of these institutions and to manage natural resources in an integrated, participatory and sustainable manner, UNDP supported a Biodiversity Project on “Strengthening the institutional structures to implement the Biological Diversity Act”. This project was implemented in states of Madhya Pradesh and Jharkhand by Ministry of Environment and Forests, Government of India through the National Biodiversity Authority from 2009 to 2013.



## UNEP - GEF-MoEF Access Benefit Sharing project

National Biodiversity Authority, India is currently implementing the first National Project on Access and Benefit Sharing under the UNEP – GEF – MoEF Project on “Strengthening the Implementation of the Biological Diversity Act, 2002 and Rules, 2004, with focus on its Access and Benefit Sharing Provisions”. This project is being implemented in the states of Andhra Pradesh, Gujarat, West Bengal, Himachal Pradesh and Sikkim by NBA in collaboration with the 5 State Biodiversity Boards, UNEP-Division of Environmental Law and Conventions (DELIC), United Nations University - Institute of Advanced Studies (UNU-IAS) and the United Nations Development Programme (UNDP).

- To develop standardized economic valuation methods for valuing biodiversity in the selected ecosystem
- Developing database on biological resources to tap ABS potential in project states
- Assessing and quantifying the economic value of biological diversity present at Local, State and National levels using appropriate methodologies
- Determining benefit sharing and informing National decision makers on prioritizing conservation action
- Developing legal tools, methodologies, guidelines and frameworks for ABS mechanism
- Capacity building for stakeholders in decision-making process
- Piloting ABS agreements in project states
- Promotion and strengthening of biodiversity funds at National, State and Local levels
- Strategizing public awareness programs and facilitating level playing for public, NGOs, private sector etc., on ABS

## National Biodiversity Authority

National Biodiversity Authority (NBA) was established in 2003 to implement India's Biological Diversity Act (2002). NBA is autonomous body, performs facilitative, regulatory and advisory function for Government of India on issue of conservation, sustainable use of biological resource and fair equitable sharing of benefits arising out of the use of biological resources.

The Biological Diversity Act (2002) mandates implementation of the act through decentralized approach with the NBA focusing on to advise the Central Government on matters relating to the conservation of biodiversity, sustainable use of its components and equitable sharing of benefits arising out of the utilization of biological resources; and advising the State Government in the selection of areas of biodiversity importance to be notified under sub-section (1) of section 37 as heritage sites and measures for the management of such heritage sites besides supporting conservation and sustainable management of biodiversity.

The State Biodiversity Board (SBBs) focusing on to advise the State Government, subject to any guidelines issued by the Central Government, on matters relating to the conservation of biodiversity, sustainable use of its

components and equitable sharing of the benefits arising out of the utilization of biological resources. The SBBs also regulate by granting of approvals or otherwise request for commercial utilization or bio-survey and bio-utilization of any biological resource by Indians.

At the Local level Biodiversity Management Committees (BMCs) responsible for promoting conservation, sustainable use and documentation of biological diversity including preservation of habitats, conservation of land races, folk varieties and cultivars, domesticated stocks and breeds of animals and microorganisms and chronicling of knowledge relating to biological diversity.

NBA with its Headquarters in Chennai, India delivers its mandate through a structure that comprises of the Authority, SBBs, BMCs and Expert Committees.

Since its establishment, NBA has supported creation of SBBs in 28 States, facilitated establishment of around 33,000 BMCs at Local levels across India.

