



## Convention on Biological Diversity

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### WORKSHOP FOR AFRICAN COUNTRIES ON THE PREPARATION OF THE FOURTH NATIONAL REPORT UNDER THE CONVENTION ON BIOLOGICAL DIVERSITY

Nairobi, 31 May- 2 June 2010

Item 1 of the provisional agenda\*

### ANNOTATIONS TO THE PROVISIONAL AGENDA

#### INTRODUCTION

1. In paragraph 6 of decision VIII/14, the Conference of the Parties recommended that regional and/or sub-regional workshops be convened to facilitate the preparation of national reports. In paragraph 18 (d) of the same decision, the Conference of the Parties requested the Executive Secretary to enhance the facilitation of support to Parties and to promote capacity-building for the preparation of national reports, in cooperation with relevant international organizations.
2. In response, with the support from the Government of Japan and the United Nations Environment Programme, the Executive Secretary is organizing a Workshop for African Countries on the Preparation of the Fourth National Report under the Convention on Biological Diversity. A few Asian countries will be invited to this workshop. The workshop will take place in Nairobi, from 31 May to 2 June 2010.
3. The purpose of the workshop is to facilitate the finalization and submission of the fourth national reports by reviewing draft chapters or reports prepared by some countries from Africa and Asia. The workshop also aims to strengthen national capacities for monitoring and reporting on the implementation of the Convention, through promoting exchange of national experiences in preparing national reports and introducing relevant tools and best practices.
4. Participants in the workshop will comprise officials or experts from the countries mentioned above responsible for the preparation of the fourth national report, as nominated by their national focal point for the Convention, as well as resource persons selected for their expertise and experience in supporting the preparation of national reports as well as monitoring and reporting on the implementation of the Convention, including development and use of indicators for monitoring and reporting. As indicated in the notification for this workshop as sent by the Executive Secretary,<sup>1</sup> the nominated participants “should be in a position to revise/finalize the fourth national report within four weeks after the workshop”. Accordingly, nominated participants are requested to undertake some preparatory and follow-up activities as set out in annex III below.
5. The Secretariat has issued an information note for participants containing details of logistical arrangements including information on travel, visa requirements, accommodation and other matters for

\* UNEP/CBD/4NRCBW-AFRICA/1/1.

<sup>1</sup> <https://www.cbd.int/reports/notifications/>.

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the workshop.<sup>2</sup> The primary language of the workshop will be English. Resource persons who can speak French will be available to help a few Francophone countries.

6. Registration of participants will be done on arrival of each participant at the venue of the workshop.

#### **ITEM 1. OPENING OF THE MEETING AND ORGANIZATIONAL MATTERS**

7. A representative of the host Government will open the meeting at 9 a.m. on Monday, 31 May 2010. A representative of the Secretariat will also welcome the participants.

#### **ITEM 2. OVERVIEW OF THE OBJECTIVES AND PROGRAMME FOR THE WORKSHOP**

8. The Secretariat of the Convention on Biological Diversity will give an overview of the objectives, the programme and the expected outcomes of the workshop. Participants will be invited to express their expectations from the workshop.

9. The provisional agenda of the workshop prepared by the Executive Secretary is available as document UNEP/CBD/4NRCBW-AFRICA/1/1. The proposed organization of work is provided in annex I below. A list of documents for the workshop may be found in annex II below.

10. The emphasis of the workshop will be on exchange, active learning and actual work to improve draft reports or chapters. With this in mind, the workshop format features a mix of presentations with question-and-answer sessions, discussions in small working groups, and interactive sessions among resource persons and country representatives to improve draft chapters and reports. Participants will have the opportunities to work further on draft chapters or reports for improvement and the Secretariat and resource persons will be at hand to provide support in this regard. This is arranged to help the countries concerned finalize their fourth national reports for timely submission.

#### **ITEM 3. THE PROCESS OF AND TOOLS AVAILABLE FOR PREPARING THE FOURTH NATIONAL REPORTS**

11. In the guidelines for the fourth national report,<sup>3</sup> it is recommended that Parties should involve various stakeholders in the preparation of the fourth national report to mobilize public awareness of and participation in the implementation of the Convention. Also to this end, the guidelines also recommend that countries launch their fourth national reports on some important dates such as the International Day for Biological Diversity. This is particularly important for celebration of the International Year of Biodiversity in 2010. These recommendations have in fact been emphasized in a number of related decisions of the Conference of the Parties (for example, decisions V/19 and VII/25).

12. The Secretariat of the Convention or resource persons will introduce the guidelines, tools and proposed steps for preparing the fourth national report.

13. Under this agenda item, participants will be invited to report very briefly on the status of the preparation of the fourth national report by marking one of the milestones contained in annex IV below. Two countries will be invited to provide more detailed introduction of the process of preparing the fourth national report.

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<sup>2</sup> See <http://www.cbd.int/doc/?meeting=4NRCBW-AFR-01>

<sup>3</sup> See <http://www.cbd.int/reports/guidelines-nr-04.shtml>

#### **ITEM 4. PREPARATION OF THE CHAPTERS OF THE REPORT**

##### **(a) Assessing the status and trends of, and threats to, biodiversity (Chapter I of the fourth national report and use of indicators)**

14. At the very beginning, the Secretariat and resource persons will present recommendations on the preparation of Chapter I.

15. Under this item, one or two countries will introduce their draft of chapter I of their national report, highlighting the approaches employed, key findings, challenges encountered as well as gaps or potential areas for improvement, including indicators used if any.

16. Participants will then be invited to provide suggestions or comments on the drafts presented, in particular on how the gaps could be filled. Following the discussion, participants and resource persons will undertake a group exercise on threat analysis, using the framework of the Millennium Ecosystem Assessments. The result of this exercise can be used directly in chapter I of the report.

##### **(b) Implementation of national biodiversity strategies and action plans (Chapter II of the fourth national report)**

17. The Secretariat and resource persons will present suggestions on the preparation of chapter II.

18. Two countries will be invited to introduce their national reviews of implementation of national biodiversity strategies and action plans as well as their draft chapters II. Presenters are invited to share the approaches employed for such reviews and key findings from such reviews, including successful stories and challenges.

19. Participants will then be invited to provide suggestions or comments on the draft chapters presented and do an exercise in small groups to highlight by using a table key objectives of NBSAP, key actions taken to implement them, key outcomes as well as indicators to measure them if any.

##### **(c) Mainstreaming of biodiversity (Chapter III of the fourth national report)**

20. Under this item, the Secretariat and resource persons will present suggestions on the preparation of chapter III. One or two countries will present their draft chapters III. Following that there will be questions and answers and small group discussions on how to prepare chapter III.

##### **(d) Assessing progress towards the 2010 biodiversity target and goals and objectives of the Strategic Plan as well as targets in GSPC and programme of work on protected areas (Chapter IV and Appendix III of the fourth national report)**

21. The Secretariat and resource persons will introduce suggestions on the preparation of chapter IV and appendix III. Resource persons will introduce methods or approaches used by some countries for assessing progress towards the 2010 target.

22. Under this item, two countries will be invited to introduce the assessments they have undertaken or are undertaking, as well as their draft of chapter IV of their fourth national report, highlighting the approaches employed, key findings, challenges encountered and gaps as well as indicators used if any.

23. Participants will then be invited to work in small groups to identify cases and signs of progress towards the 2010 target using the framework provided in annex to decision VIII/15.

24. Under this item, one or two countries will be invited to present their draft Appendix III on the implementation of the Global Strategy for Plant Conservation and the programme of work on protected areas.

**ITEM 5. PREPARATION OF THE EXECUTIVE SUMMARY**

25. Under this item, the Secretariat and resource persons will make an introduction on how to write an executive summary of the report. Following that, participants will work in small groups to discuss about how to write and improve executive summaries. Then country representatives will be given opportunities to work further on the executive summaries they had prepared or write an executive summary if they have not prepared one, with the support from the Secretariat and resource persons.

26. After having gone through all chapters and appendix III, countries will be given time to work in small groups and individually to improve their draft reports or chapters with the support of the Secretariat and resource persons.

**ITEM 6. NEXT STEPS: FINALIZATION OF THE FOURTH NATIONAL REPORT, AND WAYS FORWARD LEADING TO 2010**

27. All participating countries are invited to present briefly their plans to prepare and finalize their fourth national reports, focusing on specific work that leads to finalization of the reports and the possible dates that the reports can be finalized and submitted to the Secretariat. Participants could also highlight the key difficulties that may delay the finalization and submission of the fourth national report, and identify key needs for support.

28. The Secretariat will introduce the key events in 2010, including updates on revising the Strategic Plan of the Convention for the post-2010 period and preparations for the tenth meeting of the Conference of the Parties. The Secretariat will briefly introduce the strategy for celebrating the International Year of Biodiversity in 2010, including suggestions on how to use the fourth national report as a communication tool. Participants are encouraged to share their thoughts or plans for the IYB and further use of the fourth national report for communication, education and public awareness.

**ITEM 7. CLOSURE OF THE WORKSHOP**

27. The workshop is expected to close at 5.30 p.m. on Wednesday, 2 June, 2010. Before that participants may look at draft recommendations from the workshop if any.

*Annex I*

**PROPOSED ORGANIZATION OF WORK**  
**MONDAY, 31 MAY 2010**

9 a.m. – 10 a.m.	<b>1.</b>	<b>Opening of the workshop</b> <ul style="list-style-type: none"> <li>• Opening statements (Kenya CBD NFP, SCBD)</li> <li>• Self-introduction of participants</li> </ul>
10 a.m. – 10.30 a.m.	<b>2.</b>	<b>Overview of the objectives and programme for the workshop</b> <ul style="list-style-type: none"> <li>• Introduction (SCBD)</li> <li>• Plenary discussion (Expectations from the workshop)</li> </ul>
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. - 12.30 p.m.	<b>3.</b>  <b>4.</b>  <b>4(a)</b>	<b>Process of and tools available for preparing the fourth national report</b> <ul style="list-style-type: none"> <li>• The guidelines and the tools for the preparation of the fourth national report (SCBD and resource persons)</li> <li>• Status and process of preparing the fourth national report (introductions by one or two countries)</li> </ul> <b>Preparation of the report</b> <b>Chapter I of the report: Assessing the status and trends of, and major threats to biodiversity.</b> <ul style="list-style-type: none"> <li>• Introduction to chapter I by SCBD or resource person</li> <li>• Presentations of draft chapter I, followed by Q &amp; A</li> <li>• Group exercises on threat analysis, using the MA framework</li> </ul>
12.30 p.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 4 p.m.	<b>4</b>  <b>4(b)</b>	<b>Preparation of the report (cont'd)</b> <b>Chapter II of the report: Implementation of national biodiversity strategies and action plans</b> <ul style="list-style-type: none"> <li>• Suggestions on the preparation of chapter II by SCBD or resource person</li> <li>• Country presentations of draft chapter II</li> <li>• Questions and answers and discussion in Plenary</li> <li>• Group exercises on reviewing implementation of NBSAPs</li> </ul>
4 p.m. – 4.30 p.m.		<i>Tea break</i>
4.30 p.m. - 6 p.m.	<b>4(c)</b>	<b>Chapter III of the report: Mainstreaming</b> <ul style="list-style-type: none"> <li>• Introduction to draft chapter III by SCBD or resource person</li> <li>• Country presentations of draft chapter III</li> <li>• Questions and answers and discussion in Plenary</li> </ul>
7 p.m. – 9 p.m.		<i>Reception hosted by SCBD/UNEP (tentative)</i>

**TUESDAY, 1 JUNE 2010**

9 a.m. - 9.15 a.m.	<b>2</b>	<b>Overview of the objectives and programme for the workshop (<i>continued</i>)</b> <ul style="list-style-type: none"> <li>• Brief recap of day one and overview of plans for day two</li> </ul>
9.15 a.m. – 10.30 a.m.	<b>4(d)</b>	<b>Chapter IV, Appendix III of the report: Assessing progress towards the 2010 biodiversity target and goals and objectives of the Strategic Plan as well as targets in GSPC and the programme of work on protected areas</b> <ul style="list-style-type: none"> <li>• Introduction by SCBD or resource persons</li> <li>• Country presentations on draft Chapter IV and appendix III</li> <li>• Questions and answers and discussion in Plenary</li> <li>• Group exercises to identify cases and signs of progress towards the 2010 target, using the framework contained in decision VIII/15</li> </ul>
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. – 12.30 p.m.	<b>5</b>	<b>Preparation of the executive summary of the report</b> <ul style="list-style-type: none"> <li>• Introduction by SCBD or resource persons</li> <li>• Questions and answers and discussion in Plenary</li> <li>• Work in small groups or individually to improve or write the Executive Summary</li> </ul>
12.30 a.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 3.30 p.m.	<b>4</b>	<b>Preparation of the Report (<i>continued</i>)</b> Time for all the country representatives to work further on draft chapters I, II, III, IV and appendix III with support of the Secretariat and resource persons
3.30 p.m. – 4 p.m.		<i>Tea break</i>
4 p.m. – 6 p.m.	<b>4.</b>	<b>Preparation of the report (<i>continued</i>)</b> Time for all the country representatives to work further on draft chapters I, II, III, IV and appendix III with support of the Secretariat and resource persons

**WEDNESDAY, 2 JUNE 2010**

9 a.m. - 9.15 a.m.	<b>2.</b>	<b>Overview of the objectives and programme for the workshop (<i>continued</i>)</b> <ul style="list-style-type: none"> <li>• Brief recap of day two and overview of plans for day three</li> </ul>
9.15 a.m. – 10.30 a.m.	<b>4.</b>	<b>Preparation of the Report (<i>continued</i>)</b> Time for all the country representatives to work further on draft chapters I, II, III, IV and appendix III with support of the Secretariat and resource persons
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. – 12.30 p.m.	<b>4.</b>	<b>Preparation of the report (<i>continued</i>)</b> Time for all the country representatives to work further on draft chapters I, II, III, IV and appendix III with support of the Secretariat and resource persons
12.30 a.m. –		<i>Lunch break</i>

2 p.m.		
2 p.m. – 3:30 p.m.	<b>5.</b>	<b>Preparation of the Executive Summary</b> Time for all the country representatives to work further on the executive summary with the support of the Secretariat and resource persons
3:30 p.m.- 4 p.m.		<i>Coffee break</i>
4 p.m. –5:30 pm.	<b>6.</b>	<b>Next steps: finalization of the fourth national report and key events in 2010</b> <ul style="list-style-type: none"><li>• Countries to present their plans and steps for finalization of the fourth national report for timely submission by early July 2010</li><li>• Introduction by SCBD about the strategy for IYB and key events in 2010</li><li>• Countries to share their plans for celebrating IYB in 2010 including using the fourth national report as a communication tool.</li></ul>
	<b>7.</b>	<b>Closure of the workshop</b>

*Annex II***LIST OF DOCUMENTS**

<b>Document symbol</b>	<b>Document title</b>
UNEP/CBD/4NRCBW-AFRICA/1/1	Provisional agenda
UNEP/CBD/4NRCBW-AFRICA/1/1/Add.1	Annotations to the provisional agenda
<b>Relevant COP decisions, supporting tools and background documents</b>	
Decision VIII/14	National reporting and the next edition of the Global Biodiversity Outlook
Decision VIII/8	Implementation of the Convention and its Strategic Plan
Decision IX/8	Review of implementation of goals 2 and 3 of the Strategic Plan
Decision IX/33	International Year of Biodiversity
	Guidelines for the fourth national reports <a href="https://www.cbd.int/reports/guidelines/">https://www.cbd.int/reports/guidelines/</a>
	Reference manual for preparing the fourth national reports <a href="https://www.cbd.int/nr4/guidelines/manual.shtml">https://www.cbd.int/nr4/guidelines/manual.shtml</a>
	Guide to assist countries in undertaking assessment of progress towards the 2010 biodiversity target (UNDP/UNU/CBD/UNEP/Countdown 2010) <a href="https://www.cbd.int/nr4/guidelines/2010-guide.shtml">https://www.cbd.int/nr4/guidelines/2010-guide.shtml</a>
	All the final fourth national reports received by end of March 2010 available at <a href="https://www.cbd.int/reports/search/?type=nr-04">https://www.cbd.int/reports/search/?type=nr-04</a> .
	CBD training module A-3: An Introduction to National Reporting <a href="https://www.cbd.int/nr4/guidelines/training.shtml">https://www.cbd.int/nr4/guidelines/training.shtml</a>
	Report of Regional Capacity Development Workshop for South, East and Southeast Asia on the Preparation of the Fourth National Reports <a href="https://www.cbd.int/doc/?meeting=4NRCBW-ASI-01">https://www.cbd.int/doc/?meeting=4NRCBW-ASI-01</a>
	Report of Workshop for Least Developed Countries on the Preparation of the Fourth National Report available at <a href="https://www.cbd.int/doc/?meeting=4NRCBW-LDC-01">https://www.cbd.int/doc/?meeting=4NRCBW-LDC-01</a> .
	Report of Regional Workshop for Mesoamerican and Caribbean Countries on the Preparation of the Fourth National Report and Updating the Strategic Plan of the Convention available at <a href="https://www.cbd.int/doc/?meeting=WS4NRSP-CCA-01">https://www.cbd.int/doc/?meeting=WS4NRSP-CCA-01</a> .

*Annex III*

**PREPARATIONS FOR AND FOLLOW-UP TO WORKSHOP**

1. As indicated in the official notification for the workshop (available at <https://www.cbd.int/reports/notifications/>), participants are requested to prepare for the workshop in a number of ways.
2. Firstly, participants should prepare a 10-minute presentation at the workshop on at least one draft chapter or Appendix III of their fourth national report, focusing on the approaches employed, key findings, challenges encountered and possible areas for improvement. The Secretariat will select some countries for presentations at the workshop. Participants are required to bring draft chapters or whole draft reports to the workshop for further work during the sessions, with the support of resource persons.
3. Secondly, two country representatives will be invited to prepare a brief introduction or presentation on the processes adopted for the preparation of the fourth national report, focusing on stakeholders involved, mechanisms established and plans developed for preparing the report and disseminating the report and its by-products if any.
4. Thirdly, participants are invited to share in plenary and group discussions relevant practices, tools and approaches for preparing different chapters and appendices of the fourth national report, in particular those for reviewing implementation of national biodiversity strategies and action plans and assessing progress towards the 2010 target and goals and objectives of the Strategic Plan as well as the targets contained in the Global Strategy for Plant Conservation and the programme of work on protected areas. If publications of such tools and practices are available, participants are encouraged to bring copies to the workshop for distribution. Participants are also encouraged to forward relevant web links if any to these tools and practices to the Secretariat before you go to attend the workshop.
5. Finally, after the workshop, participants are required to finalize their fourth national reports for submission latest by early July 2010.

*Annex IV*

**MILESTONES FOR THE PREPARATION OF THE FOURTH NATIONAL REPORT**

1. GEF funding request has been submitted, or approved or funds have been received (developing country Parties).
2. Organization assigned overall responsibility for report coordination and preparation has been identified.
3. Cross-sectoral steering committee has been established to:
  - Identify a representative group of biodiversity stakeholder organizations, including biodiversity-related conventions, who will participate in report preparation;
  - Establish a draft methodology for report preparation (e.g., face-to-face meetings, email exchanges, telephone conferences) and a draft timetable;
  - To coordinate the translation, if applicable, of reporting guidelines and other documents.
4. First general meeting of all above participants or national workshop has been convened to establish methodology, timetable, thematic working groups, etc.
5. Draft reports of thematic working groups have been submitted to the steering committee.
6. Steering committee has compiled a draft fourth national report and circulated it to all participants for comments.
7. Second general meeting or national workshop has been held to agree conclusions (Chapter IV) of information provided by thematic working groups.
8. Outstanding items will be resolved (if impossible, report should reflect where no consensus was reached) and the report will be finalized before early July 2009.
9. Report has been adopted by all stakeholders (coordination among relevant departments completed).
10. Report has been submitted to relevant authorities for internal approval or draft report has been submitted to the Secretariat of the Convention on Biological Diversity for this workshop.
11. Report has been submitted to Secretariat of the Convention on Biological Diversity.
12. Party has publicized to the general public the positive outcomes for biodiversity identified in the report, and the obstacles and challenges that remain. A plan has been developed for celebration of the International Year of Biodiversity, using the fourth national report and its products.

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