



Convention on Biological Diversity

Distr.
GENERAL

UNEP/CBD/4NRCBW-ASI/1/1/Add.1
29 October 2008

ORIGINAL: ENGLISH

CAPACITY-BUILDING WORKSHOP FOR SOUTH, SOUTH-EAST AND EAST ASIA ON THE PREPARATION OF THE FOURTH NATIONAL REPORT UNDER THE CONVENTION ON BIOLOGICAL DIVERSITY

Tsukuba, Japan, 2-4 December 2008
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 subregional 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 Ministry of the Environment of Japan and the Japan Wildlife Research Center, the Executive Secretary is organizing a regional Capacity-building Workshop for South, South-East and East Asia on the Preparation of the Fourth National Report under the Convention on Biological Diversity. The Workshop will take place in Tsukuba, Japan, from 2 to 4 December 2008.
3. The purpose of the Workshop is to facilitate the preparation of the fourth national reports by sharing and discussing the draft chapters of the fourth national reports prepared by the participating countries, including the processes of preparation. The Workshop also aims to strengthen national capacities for monitoring and reporting on the implementation of the Convention, through promoting exchange of national experiences and approaches in this regard and introducing relevant tools and best practices.
4. Participants in the Workshop will comprise officials or experts from countries in the region 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, 1/ the nominated participants "should be in a position to prepare and present a report on progress made in the preparation of the fourth national report". Moreover, following the Workshop, the representative should be in a position to support

* UNEP/CBD/4NRCBW-ASI/1/1.
1/ SCBD/ITS/DC/LJ/64645 of 18 August 2008.

/...

the preparation of the fourth national report. Accordingly, nominated participants are requested to undertake some preparatory 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 the Workshop. ^{2/} The language of the Workshop will be English.

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 Tuesday, 2 December 2008. 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.

9. The provisional agenda of the Workshop prepared by the Executive Secretary is available as document UNEP/CBD/4NRCBW-ASI/1/1. The proposed organization of work is provided in annex I below. The following provides an overview of the items for discussion in the proposed Workshop programme:

Day 1: The process of preparing the fourth national report, including national systems and approaches of monitoring and reviewing implementation of the Convention/chapter I of the national report (Status and trends of, and threats to, biodiversity)/use of indicators for assessment and reporting;

Day 2: Chapter II (Status of NBSAP implementation), chapter III (Mainstreaming) and chapter IV (Progress towards the 2010 target and goals and objectives of the Strategic Plan);

Day 3: Appendix III (Implementation of the Global Plant Conservation Strategy and the programme of work on protected areas), and next steps for finalizing the fourth national report, including communication and public awareness for International Year of Biodiversity.

10. The emphasis of the Workshop will be on exchange and active learning. 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 to provide suggestions to help improve draft chapters prepared by participating countries. This is arranged to help the countries concerned finalize their fourth national reports for timely submission. A list of documents for the Workshop may be found in annex II below.

ITEM 3. THE PROCESS OF PREPARING THE FOURTH NATIONAL REPORTS

11. In the guidelines for the fourth national report, ^{3/} it is recommended that Parties 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. 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 will introduce the guidelines, tools and proposed steps for preparing the fourth national report. A representative from the Institute of Advanced Studies of the

^{2/} See www.cbd.int/doc/meeting.aspx?mtg=4NRCBW-ASI-01

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

United Nations University (IAS-UNU) will introduce a guide developed to assist with the assessment of progress towards the 2010 biodiversity target. A representative from the Biodiversity Centre of the Association of South-East Asian Nations (ASEAN) will briefly present its plan to help the ASEAN member countries prepare their fourth national reports through supporting national consultations undertaken to this end.

13. Under this agenda item, participants will be invited to report on the status of the preparation of the fourth national report by marking one of the milestones contained in annex IV below. Three or four countries will be invited to provide more detailed introduction of the process of preparing the fourth national report. Japan and the United Kingdom will then introduce their systems and approaches of monitoring national implementation of the Convention, in particular implementation of national biodiversity strategies and action plans.

ITEM 4. ASSESSING THE STATUS AND TRENDS OF, AND THREATS TO, BIODIVERSITY (CHAPTER I OF THE NATIONAL REPORT AND USE OF INDICATORS)

14. Under this item, four 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. Before country presentations, representatives from BirdLife Asia Division will introduce some tools developed by BirdLife partners in the region to assist countries in preparing their fourth national reports. The ASEAN Biodiversity Centre will present its work on data management and support it could provide to the ASEAN member States for preparing the fourth national report.

15. 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 will work in small groups to discuss the ways in which indicators could be used for measuring progress in the implementation.

16. To help participants with this discussion, representatives from Cambodia and UNEP-WCMC will be invited to introduce their work on indicators, both national and global, and how these indicators could be possibly used to assess the status and trends of and major threats to biodiversity as well as to measure overall progress in the implementation of the Convention, including progress towards the 2010 target.

ITEM 5. IMPLEMENTATION OF NATIONAL BIODIVERSITY STRATEGIES AND ACTION PLANS AND MAINSTREAMING OF BIODIVERSITY, (CHAPTERS II AND III OF THE NATIONAL REPORT AND UPDATING OF NATIONAL BIODIVERSITY STRATEGIES AND ACTION PLANS)

17. The Secretariat will provide an overview of the regional/subregional workshops organized so far on capacity building for national biodiversity strategies and action plans and mainstreaming of biodiversity, highlighting findings from these workshops and links between reviewing national biodiversity strategies and action plans and the preparation of the fourth national report. The Secretariat of the Convention will also present key guidance from the Conference of the Parties at its ninth meeting concerning the development, implementation and updating of national biodiversity strategies and action plans.

18. A few countries will be invited to introduce their national reviews of implementation of national biodiversity strategies and action plans and mainstreaming as well as their draft chapters II and III prepared. 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 work in small groups to share the approaches and tools used for their national reviews undertaken or being undertaken.

20. Participants are encouraged to bring their updated posters on the implementation of national biodiversity strategies and action plans and mainstreaming. To ensure consistency in preparing the posters, countries are requested to follow the poster guidelines that are available on the Secretariat's website.^{4/} A brief training on development of posters will be provided during the afternoon of the second day of the workshop.

**ITEM 6. ASSESSING PROGRESS TOWARDS THE 2010 BIODIVERSITY TARGET
(CHAPTER IV OF THE NATIONAL REPORT AND THE GLOBAL
BIODIVERSITY OUTLOOK)**

21. Representatives from the United Kingdom Joint Nature Conservation Committee and the Brazilian Ministry of the Environment will introduce the United Kingdom and Brazil approaches on assessing progress towards the 2010 target.

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

23. Participants will then be invited to discuss in small groups the approaches to be followed for assessing progress towards the 2010 biodiversity target, as well as how this assessment could contribute to the preparation of the fourth national report.

24. Also under this item, a few countries will be invited to present their draft appendix III, either on the implementation of the Global Strategy for Plant Conservation or on the implementation of the programme of work on protected areas.

**ITEM 7. COMMUNICATION AND PUBLIC AWARENESS: INTERNATIONAL
YEAR OF BIODIVERSITY AND STRATEGIC COMMUNICATION**

25. Participants will be invited to share their thoughts or plans on how they intend to use the International Year of Biodiversity as an opportunity for promoting public awareness, in particular how they plan to use the occasion to launch the fourth national report and other by-products of the assessment of progress towards the 2010 biodiversity target.

**ITEM 8. NEXT STEPS: ENSURING THAT INFORMATION IS AVAILABLE FOR
ASSESSING PROGRESS TOWARDS THE 2010 TARGET, AND
CONCLUSIONS OF THE WORKSHOP**

26. 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. Those countries that have not started a process to prepare their fourth national report are invited to present plans and thoughts on how the report could be prepared.

ITEM 9. CLOSURE OF THE WORKSHOP

27. The Workshop is expected to close at approximately 3.30 p.m. on Thursday, 4 December 2008. A visit to Tokyo will be arranged after the closure of the Workshop.

^{4/} <http://www.cbd.int/meetings/wgri-02/poster-guidelines.shtml>

*Annex I***PROPOSED ORGANIZATION OF WORK****TUESDAY, DECEMBER 2, 2008**

9 a.m. – 10 a.m.	1.	Opening of the Workshop Opening statements (Ministry of the Environment, Japan, SCBD) Self-introduction of participants
10 a.m. – 10.30 a.m.	2.	Overview of the objectives and programme for the workshop Introduction (SCBD) Plenary discussion
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. - 12.30 p.m.	3.	Process and status of preparing the fourth national report The guidelines and the tools for the preparation of the fourth national report (SCBD) A brief introduction of a guide to carry out assessment of progress towards the 2010 Biodiversity Target (IAS UNU) Presentation by ACB on its support to national consultations of the ASEAN member States Status and process of preparing the fourth national report (introductions by India, Pakistan, Philippines and Viet Nam) Linking monitoring with reporting on implementation of the Convention National systems and approaches of monitoring implementation of the Convention (presentations by the UK and Japan)
12.30 p.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 4 p.m.	4.	Assessing the status and trends of, and major threats to biodiversity (chapter I of the report) Presentation by BirdLife Asia Division (on tools developed to assist countries in the region in preparing the fourth national report) Presentation by ASEAN ACB (on data management and reporting) Presentations of draft chapters (Myanmar, Pakistan, Nepal and Sri Lanka) Plenary discussions
4. p.m. – 4.30 p.m.		<i>Tea break</i>
4.30 p.m. -6 p.m.	4	Use of indicators Country perspectives (presentation by Cambodia) Presentation on Use of Indicators for Assessment of Implementation, including the 2010 Target (UNEP-WCMC) Presentation of the outcome of the ASEAN workshop on biodiversity indicators (August and November 2008) (ASEAN ACB) Use of indicators for assessment and reporting (work in small groups)
7 p.m. – 9 p.m.		<i>Reception hosted by Ministry of the Environment, Japan</i>

WEDNESDAY, 3 DECEMBER 2008

9 a.m. - 9.15 a.m	2	Overview of the objectives and programme for the Workshop (continued) Brief recap of day one and overview of plans for day two
9.15 a.m. – 10.30 a.m.	5.	Implementation of national biodiversity strategies and action plans and mainstreaming Overview of regional/subregional workshops on capacity-building for national biodiversity strategies and action plans and mainstreaming (SCBD) Introduction of COP-9 guidance for development, implementation and updating of national biodiversity strategies and action plans (SCBD) Presentations of draft chapters (chapter II by Mongolia, Philippines and Viet Nam) Plenary discussions
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. – 12.30 p.m.	5.	Implementation of national biodiversity strategies and action plans and mainstreaming (continued) Presentation of draft chapters (chapter III by Thailand, Indonesia and Malaysia) Plenary discussion Tools and approaches for reviewing implementation of national biodiversity strategies and action plans and mainstreaming (work in small groups)
12.30 a.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 3.30 p.m.	6.	Assessing progress towards the 2010 biodiversity target (Chapter IV of the report) Presentation on the United Kingdom assessment (UK JNCC) Presentation on the Brazil assessment (Tony Gross) Presentations of draft chapters (China, Japan and India) Plenary discussions
3.30 p.m. – 4 p.m.		<i>Tea break</i>
4 p.m. – 6 p.m.	6.	Assessing progress towards the 2010 biodiversity target (continued) Approaches and tools for undertaking the 2010 target assessment (work in small groups) Plenary discussion Training on NBSAP poster development

THURSDAY, 4 DECEMBER 2008

9 a.m. - 9.15 a.m	2.	Overview of the objectives and programme for the Workshop (continued) Brief recap of day two and overview of plans for day three
9.15 a.m. – 10.30 a.m.	6.	Implementation of the Global Plant Conservation Strategy and the programme of work of protected areas (appendix III) Presentations of draft appendices (Global Strategy for Plant Conservation by Thailand and Bhutan, and programme of work on protected areas by China and Cambodia) Plenary discussions

10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. – 12.30 p.m.	7.	Communication and public awareness: International Year of Biodiversity and strategic communication Plans or thoughts for celebrating the International Year of Biodiversity
	8.	Next steps: ensuring that information is available for assessing progress towards the 2010 target, including timely finalization and submission of the fourth national report and the launching of the report during the International Year of Biodiversity
12.30 a.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 3.15 p.m.	9.	Conclusions from the Workshop and closure of the Workshop
3.15 p.m.- 3.30 p.m.		<i>Coffee break</i>
3.30 p.m. – 7 p.m.		Visit to Tokyo

*Annex II***LIST OF DOCUMENTS**

Document symbol	Document title
UNEP/CBD/4NRCBW-ASI/1/1	Provisional agenda
UNEP/CBD/4NRCBW-ASI/1/1/Add.1	Annotations to the provisional agenda
Relevant COP decisions, supporting tools and background documents	
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 https://www.cbd.int/reports/guidelines/
	Reference manual for preparing the fourth national reports https://www.cbd.int/nr4/guidelines/manual.shtml
	Guide to assist countries in undertaking assessment of progress towards the 2010 biodiversity target (UNDP/UNU/CBD/UNEP/Countdown 2010) https://www.cbd.int/nr4/guidelines/2010-guide.shtml
	Sample chapters of the fourth national report prepared by South Africa, Australia, Rwanda, Finland, the Czech Republic, the United Kingdom, Thailand and Costa Rica https://www.cbd.int/nr4/guidelines/sample/
	CBD training module A-3: An Introduction to National Reporting https://www.cbd.int/nr4/guidelines/training.shtml
	Mainstreaming biodiversity workshops on national biodiversity strategies and action plans https://www.cbd.int/doc/publications/cbd-brochure-nbsap-ws-en.pdf
	Report of Regional Workshop for South, East and Southeast Asia on Capacity Building for National Biodiversity Strategy and Action Plan and Mainstreaming of Biodiversity https://www.cbd.int/nbsap/workshops/south-southeast-east-asia.shtml

Annex III

PREPARATION FOR AND FOLLOW-UP TO WORKSHOP

1. As indicated in the official notification for the Workshop available at <https://www.cbd.int/reports/notifications.shtml>, participants are requested to prepare for the Workshop in a number of ways.
2. Firstly, participants are requested to make a 10-12 minute presentation at the Workshop on at least one draft chapter or appendix of their fourth national report, focusing on the approaches employed, key findings, challenges encountered and possible areas for improvement. Participants are encouraged to bring draft chapters or appendices or the whole draft report to the Workshop, if they are ready, and share them with other participants
3. Secondly, 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 implementing and reviewing implementation of national biodiversity strategies and action plans and assessing progress towards the 2010 target. 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.
4. Thirdly, participants are encouraged to develop and bring a poster on their national biodiversity strategies and action plans and the linkage to the 2010 biodiversity target. An exhibition of these posters may be arranged during the Workshop. An online poster generation tool has been developed by the *Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ)* that enables users to easily create posters from their own computer. These posters will offer a further opportunity to share national experiences in implementing the Convention through national biodiversity strategies and action plans at the Workshop. The guidelines for developing posters using the online tool are available at <http://www.cbd.int/meetings/wgri-02/poster-guidelines.shtml>. (The tool itself is available at: <http://nbsaps.onlinegeneration.com>.) Posters presented at the second meeting of the Working Group on Review of Implementation of the Convention, which took place in Paris in July 2007 and the ninth meeting of the Conference of the Parties, held in Bonn from 19 to 30 May 2008, can be viewed at: <http://www.cbd.int/meetings/wgri-02/poster-session.shtml>.
5. Finally, participants are requested to follow up with the workshop to facilitate the finalization and timely submission of the fourth national report by the deadline set in decision VIII/14 of the Conference of the Parties to the Convention, namely, 30 March 2009.

Annex IV

MILESTONES FOR PREPARATION OF THE FOURTH NATIONAL REPORT

1. GEF funding request has been submitted to the United Nations Development Programme (UNDP) (developing-country Parties).
2. GEF funding has been approved (developing-country Parties).
3. GEF funding has been received (developing-country Parties).
4. Organization assigned overall responsibility for report coordination and preparation has been identified.
5. 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.
6. First general meeting of all above participants or national workshop has been convened to establish methodology, timetable, thematic working groups, etc.
7. Draft reports of thematic working groups have been submitted to the steering committee.
8. Steering committee has compiled a draft fourth national report and circulated it to all participants for comments.
9. Second general meeting or national workshop has been held to agree conclusions (chapter IV) of information provided by thematic working groups.
10. If outstanding items exist, a third general meeting may be convened to agree conclusions (if impossible, report should reflect where no consensus was reached).
11. Report has been adopted by all participants.
12. Report has been submitted to Secretariat of the Convention on Biological Diversity.
13. Party has publicized to the general public the positive outcomes for biodiversity identified in the report, and the obstacles and challenges that remain.
