

User Manual

CBD Clearing-House Mechanism (CHM)

Online reporting tool for the sixth national report

<https://chm.cbd.int/>

The screenshot displays the CHM (Clearing-House Mechanism) website. At the top, there is a navigation bar with links to 'The Convention', 'Cartagena Protocol', 'Nagoya Protocol', 'Information', and 'Secretariat'. Below this is a green header with the CHM logo and the text 'THE CLEARING-HOUSE MECHANISM OF THE CONVENTION ON BIOLOGICAL DIVERSITY INFORMATION SUBMISSION SERVICE'. A blue navigation bar contains links to 'HOME', 'SEARCH', and 'SUBMIT INFORMATION'. The main content area features a 'Sign in' section with a login form (email address, password, and a 'Sign in' button) and links for 'Forgot password?' and 'Sign up?'. Below the login section, there are six service tiles: 'CBD Online Reporting Tool', 'Financial Reporting Framework', 'CBD's Virtual Library', 'ABS Clearing-House', 'BCH Clearing-House', and 'Case Studies'. Each tile includes a brief description and a button to access the service. At the bottom, there is a footer with a 'back to top' link and a table of links to various sections of the website, including 'The Convention', 'Cartagena Protocol', 'Nagoya Protocol', 'Programmes', 'Information', and 'Secretariat'.

Version: 22 March 2019

NOTE: As this document will be updated often, ensure that you are viewing the latest version at: <https://www.cbd.int/chm/doc/chm-latest-guide-online-reporting-en.pdf>

Introduction

In decision XII/29, the twelfth meeting the Conference of the Parties (COP) requested Parties to make available, on a voluntary basis, information on progress achieved towards the implementation of the Strategic Plan for Biodiversity 2011-2020, including the Aichi Biodiversity Targets, through the online reporting tool, to enable each meeting of the Conference of the Parties through to 2020 to review the status of implementation.

In accordance with decision XIII/27, the online reporting tool, accessible on the **CBD Clearing-House Mechanism (CHM)**, is now fully operational in the six official languages of the United Nations to facilitate the preparation of the sixth national report due by **31 December 2018**.

The CHM allows users to *search* for various types of information, as well as *submit* information, according to the user rights accorded to them by their CBD National Focal Point. This document provides a brief overview of the various features of the CHM, as well as specific guidance on the use of the online reporting tool for the preparation of the sixth national report.

Parties are strongly encouraged to use the online reporting tool to prepare their sixth national report. This has the advantage of allowing authorized users to enter and review draft elements of their sixth national report online and, when appropriate, to submit these elements for publication on the CHM. Its use will facilitate the preparation of the fifth edition of the Global Biodiversity Outlook (GBO-5), and the follow-up to the Strategic Plan for Biodiversity 2011-2020, including the Aichi Biodiversity Targets.

About screenshots...

Although the online reporting tool is now fully operational in the six official UN languages, other parts of the CHM are still being translated. As a result, screenshots taken from these parts of the CHM, that pertain to the online reporting tool, are currently available in English only in the translated versions of this manual.

The screenshots contained in this document are taken from a computer screen. As a result, their “look and feel” could be different on a tablet or mobile phone, however their content is identical to those viewed on a computer screen.

Submit national information

The CBD National Focal Point (CBD NFP) is responsible for nominating National Publishing Authorities (NPAs) and National Authorized Users (NAUs) who will be allowed to respectively publish and submit national information through the online reporting tool for the sixth national report.

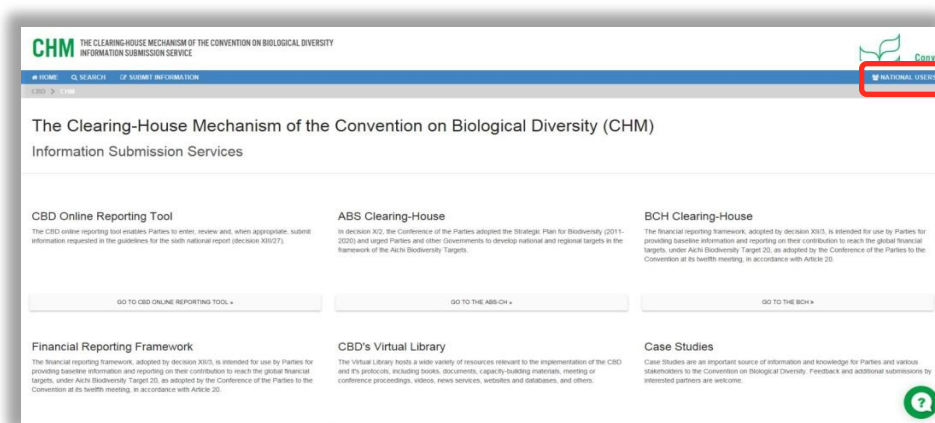
National Publishing Authority (CHM – Publishing Authority: National Report and Strategic Plan): This role gives the nominee the authority to: (a) submit to the Clearing-House Mechanism (CHM) national information that will be automatically published online; and (b) validate and publish online (or edit it before publishing) national information submitted to the CHM by National Authorized Users (whose roles are specified below). The CBD National Focal Point can also act as the National Publishing Authority.

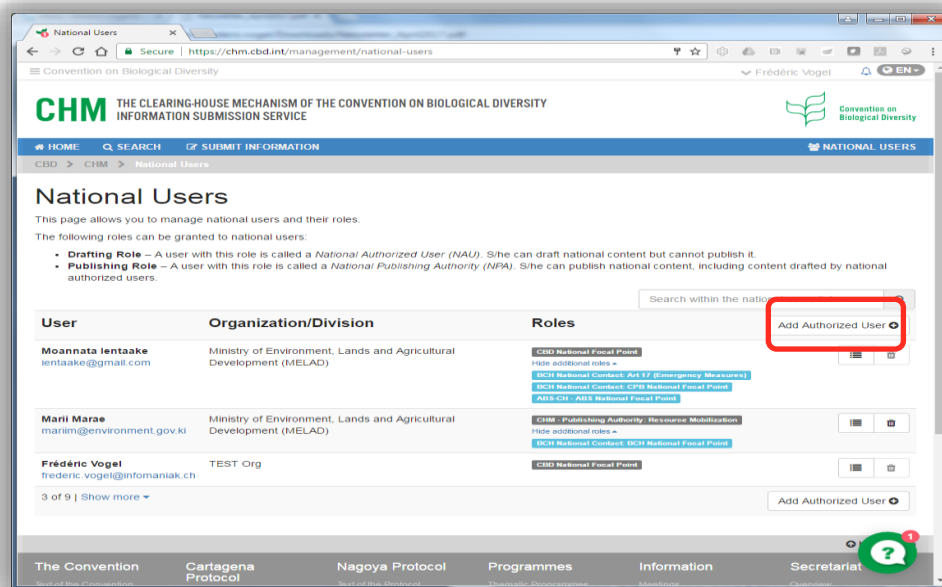
CHM National Authorized User (CHM – National Authorized User: National Report and Strategic Plan): This role could be assigned without limitation to national assistants, by the CBD National Focal Point, and/or the National Publishing Authority, and gives the nominee(s) the authority to submit to the CHM national information that will be accessible only to the National Publishing Authority and other CHM-NAUs pending validation from the National Publishing Authority.

Nominate NPAs and NAUs

The CBD NFP can nominate NPAs and NAUs *in one of the two* following ways:

- a) Online: this requires the CBD NFP to “sign in” at chm.cbd.int (it is not necessary for CBD NFPs to “sign up” in the CHM as the system does this automatically). By clicking on the blue NATIONAL USERS tab in the right hand corner, the CBD NFP will be brought to the NATIONAL USERS webpage where s/he can add authorized users. The CBD NFP will then be required to complete the “Search for a nominee” form. Once sent, the nominees will receive an email message requesting them to activate their account and choose a password to allow them to begin using the online reporting tool.





Search for a nominee

Please enter the email address of the person you want to nominate and click the search button.

Email address of the nominee

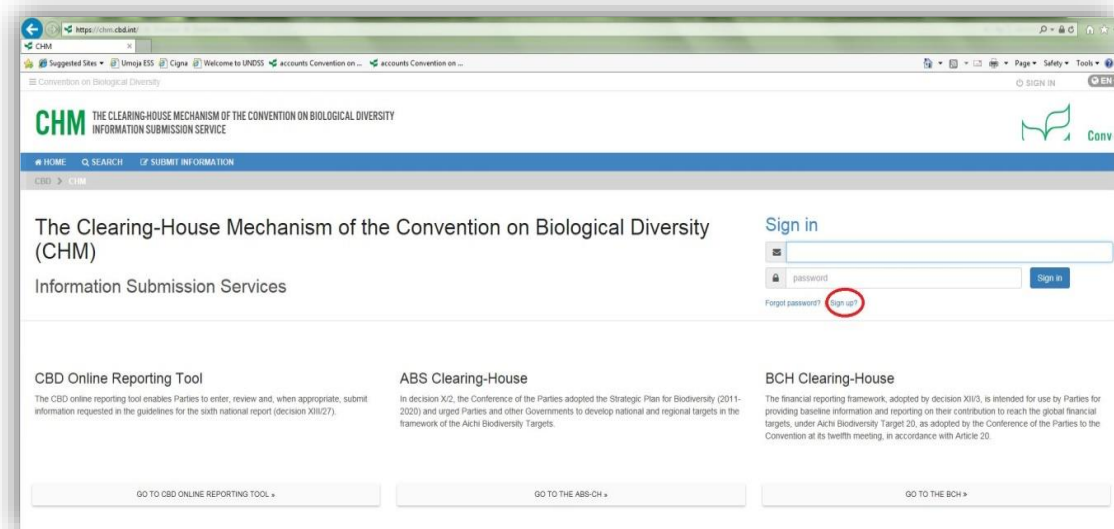
THIS FIELD IS MANDATORY

- b) By submitting an official letter to the Secretariat at secretariat@cbd.int who will register the nominees in the CHM on behalf of the CBD NFP. Once the designated users have been registered in the system, they will receive an email message requesting them to activate their account and choose a password to allow them to begin using the online reporting tool.

A convenient feature of the online reporting tool is that it allows Parties to enter and review draft elements of their sixth national report online and, when appropriate, to submit these elements for publication on the CHM.

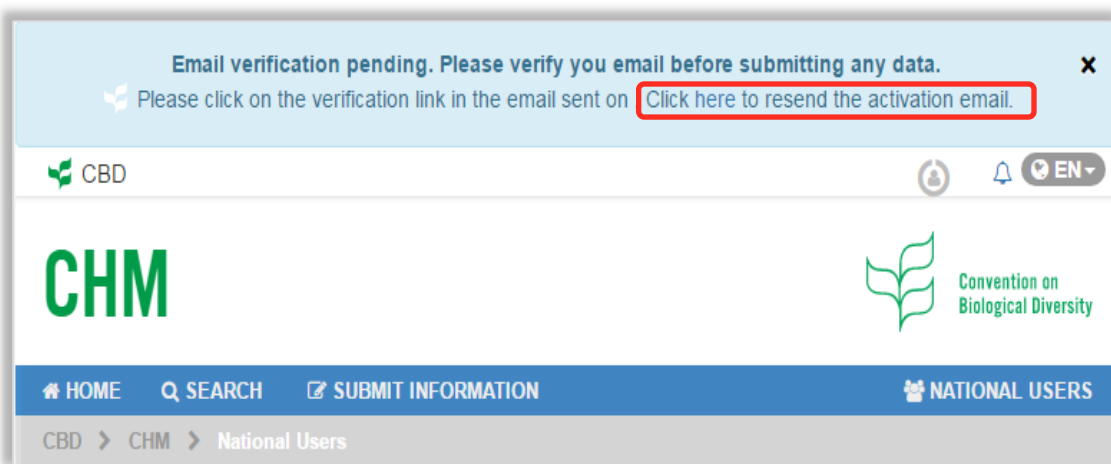
Sign up

If you are not already registered in the CHM, click on the “Sign up?” link at the location indicated in the screenshot below to create a CBD account. This will give you access to the three Clearing Houses (CHM, BCH, ABS-CH) and also allow you to register an event.



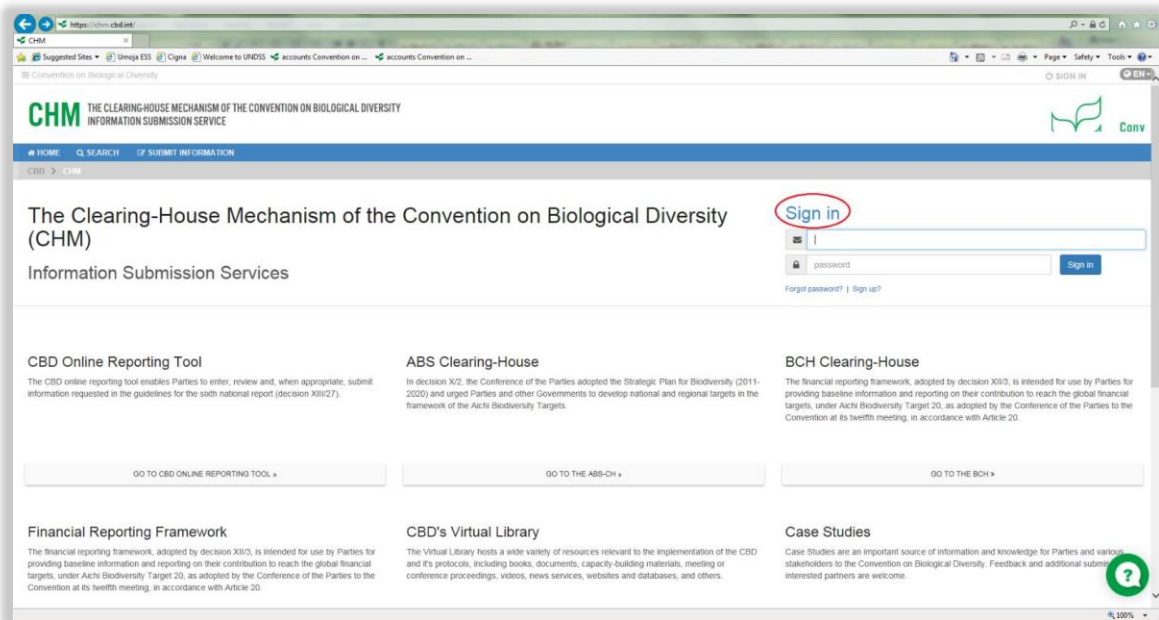
Activate your account

You will receive an email requesting you to activate your account and can begin using the CHM (and the online reporting tool) as soon as you have done so. Please be advised that, if you do not activate your account, you may be blocked from publishing information (if you are a Publishing Authority). If this occurs, click on the link shown in the screenshot below to have the email sent to you again.



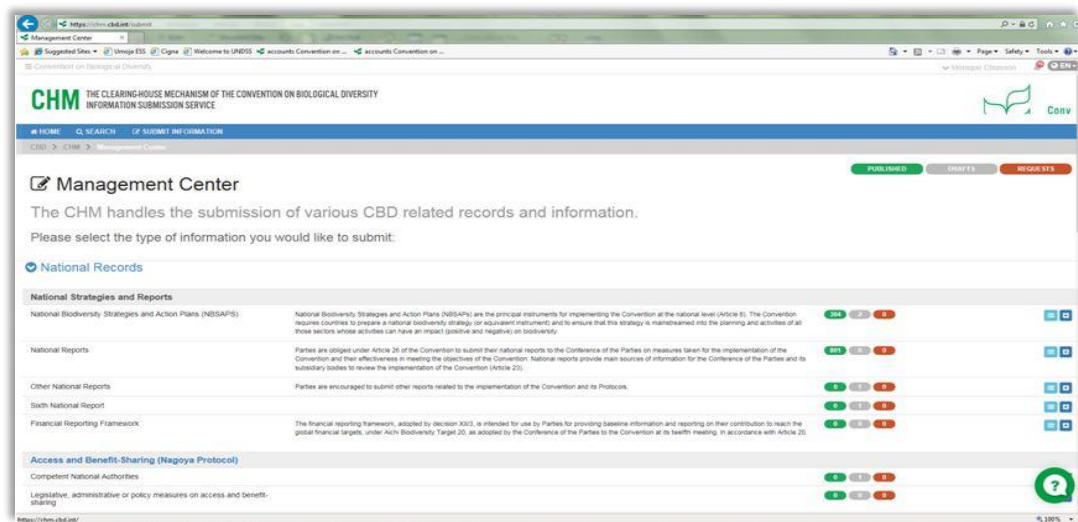
Sign in

After you are signed up, “Sign in” by entering your registered email address and password. If you have forgotten your password, you can reset it by clicking on “Forgot password”?



Management Center

Once you are signed in, you will reach the Management Center. Your name should appear in the top right hand corner. The Management Center can also be accessed by clicking on “SUBMIT INFORMATION” in the top left menu.



Under the “National Records” section, Parties are able to submit the following national strategies and reports, depending on the user rights accorded to them:

National Strategies and Reports

- a) National Biodiversity Strategies and Action Plans (NBSAPs)
- b) National Reports
- c) Other National Reports
- d) Sixth National Report**
- e) Financial Reporting Framework

It is also possible at this location for Parties to submit information related to the Nagoya Protocol (ABS Clearing-House) and the Cartagena Protocol (Biosafety Clearing-House).

Under the “Reference Records” section, it is possible for the public to propose the publication of library records, case studies and other types of reference materials.

The third “SCBD Managed Records” section is available to SCBD staff only. It allows the submission of particular records, such as Ecologically or Biologically Significant Marine Areas (EBSAs), or information not specific to a national entity.

Online reporting tool for the sixth national report

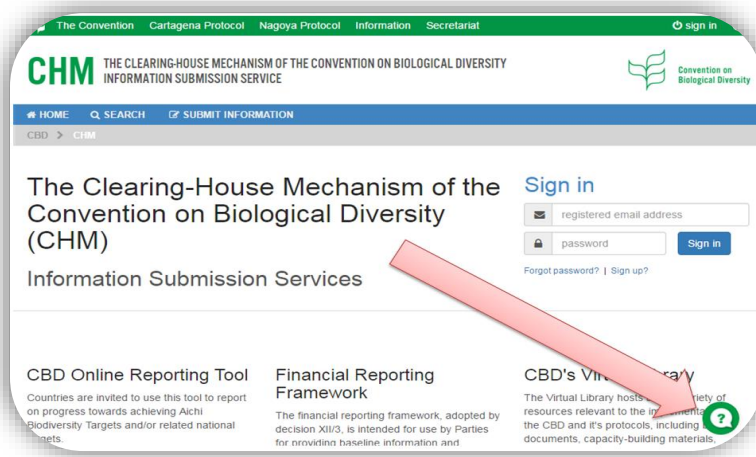
The online reporting tool for the sixth national report is available for use in the six official languages of the United Nations. It contains the guidelines for preparing the sixth national report, adopted by COP 13 in decision XIII/27, and follows the templates set out in the resource manual developed to assist Parties with report preparation.

Sixth National Report Information Portal


The resource manual is also available in the six official languages of the United Nations and can be accessed, along with other useful resources, on the Sixth National Report Information Portal (<https://www.cbd.int/nr6/>). This facility will be updated with information to further assist Parties with report preparation.

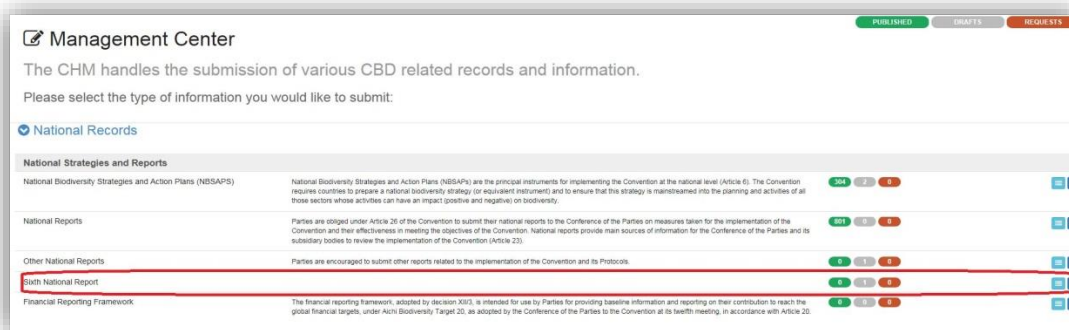
Live Help Button

A live help button is available at the bottom right corner of each CHM webpage. During office hours (9 a.m. to 5 p.m. in Montreal), a SCBD staff member will answer your questions live and guide you further. After office hours, the same help button can be used to send an email to the Secretariat and someone will reply to you during office hours. Users may also contact the Secretariat at onlinereporting@cbd.int for assistance.

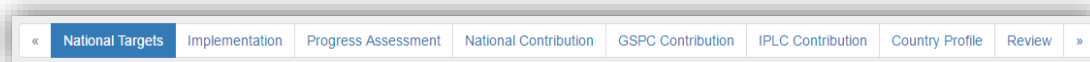


Begin preparing your sixth national report

Click on the  button for the sixth national report indicated in the screenshot below. The system will load the templates to enable you to begin preparing your report.



You will be brought to a page containing tabs for the seven sections of the sixth national report in the top menu. You can navigate from one section to another by clicking on these tabs.



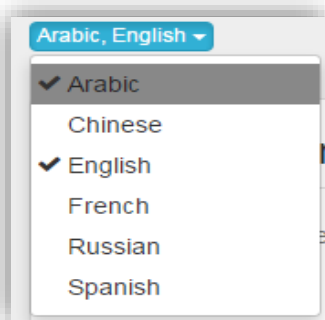
- Section I Information on the targets being pursued at the national level
- Section II Implementation measures taken (in relation to the National Biodiversity Strategy and Action Plan (NBSAP)), assessment of their effectiveness, and associated obstacles and scientific and technical needs to achieve national targets
- Section III Assessment of progress towards each national target
- Section IV Description of the national contribution to the achievement of each global Aichi Biodiversity Target
- Section V Description of the national contribution to the achievement of the targets of the Global Strategy for Plant Conservation (completion of this section is optional);
- Section VI Additional information on the contribution of indigenous peoples and local communities to the achievement of the Aichi Biodiversity Targets if not captured in the sections above (completion of this section is optional)
- Section VII Updated biodiversity country profiles

Language options

Below the section tab, the “CHANGE WEBSITE LANGUAGE” drop down list allows you to select the UN language you prefer to read; this feature also appears in the top right corner of the webpage.



The “SUBMIT IN OTHER LANGUAGE” drop down list allows you to choose which UN language you wish to use to complete your report. By default, English is proposed.



As a consequence of this choice (Arabic and English are selected), fields are duplicated across the report so that Arabic and English entries are possible.

A screenshot of a report form. The form has two main sections. The first section is titled 'Title of measure' and has two input fields. The second section is titled 'Describe a measure taken to contribute to the implementation of your country's national biodiversity strategy and action plan.' and has two input fields. To the right of each input field is a language selection button. The top two buttons are labeled 'AR' and 'EN' and are highlighted with a red box. The bottom two buttons are also labeled 'AR' and 'EN' and are highlighted with a red box.

Next to the language drop down list, a “stop watch” indicates how long the report has been left unsaved. It is highly recommended that you save your report regularly to avoid losing information and having to re-enter it.

Add a new record

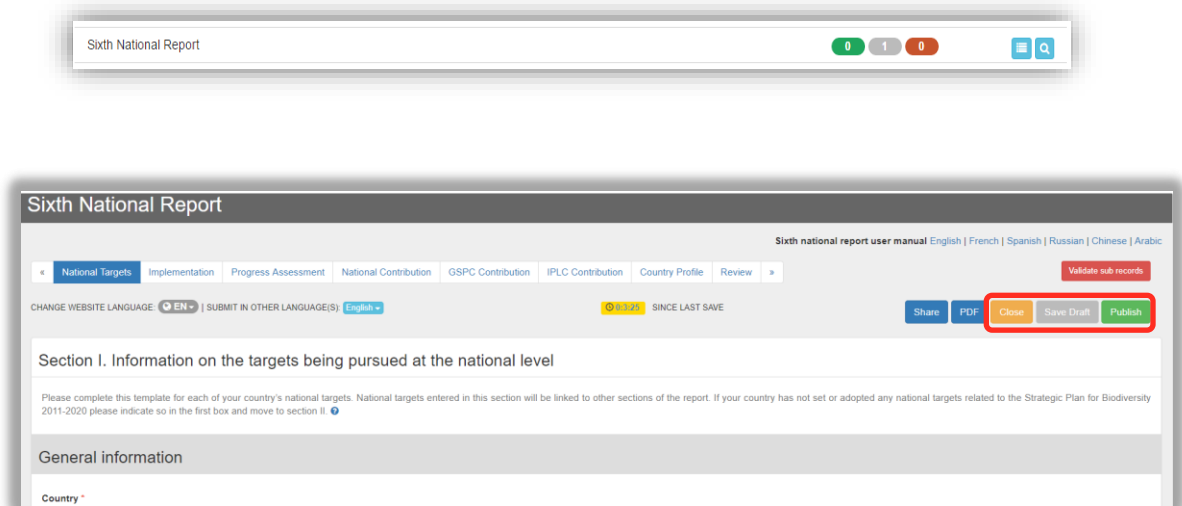
As previously explained, the CBD National Focal Point is responsible for nominating persons who are allowed to submit national information through the online reporting tool. These include the Publishing Authority, who can be the CBD National Focal Point, and National Authorized Users. If necessary, refer to page 3 for specific details on these roles.

If you cannot register records for your government, it is possible that you do not have the rights to do so. Contact your CBD National Focal Point in this event for clarification.

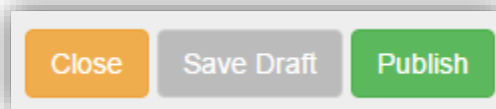
Green, grey and orange chips respectively indicate how many records have been published, drafted or for which publication is requested.



The example below confirms that one record has been drafted, and that there are no published records or requests for review and publication.



Three buttons are available to the CBD Focal Point and Publishing Authority at the right hand side of the above webpage: “Close”, “Save Draft” and “Publish”.






- “Close” closes the report WITHOUT saving it.
- “Save Draft” saves the report as a draft (without publishing it). It can be retrieved at a later time. We recommend saving your report regularly.
- “Publish” publishes the report on the CHM (thereby making it available to the public).

The “Publish” button does NOT appear to National Authorized Users who have the rights to draft information but not to publish it. National Authorized Users will instead see a red “Send Publishing Request” button. By clicking on this button, a request is sent to a user that is allowed to publish the report after validating it.



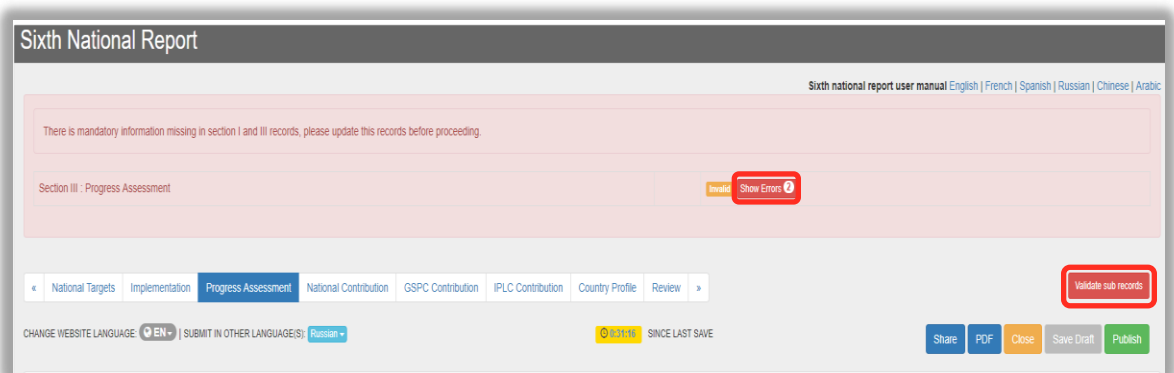
After closing a report, if a draft has been saved, it can be retrieved afterwards at the Management Center (<https://chm.cbd.int/submit>).

Click on the  button to view the list of records. At this location, it is possible to edit a record  or delete  a record.

NOTE: If a record has been drafted or published, the  button becomes a  button.

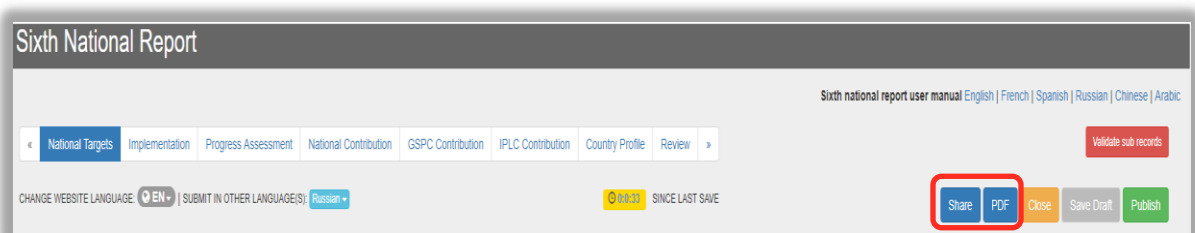
Validate sub records

Click on the “Validate sub records” button to view which sub records in the mandatory sections of the report require validation, and where errors exist by further clicking on the “Show Errors” button within this frame.



Validate sub records

Share draft documents (URL link)





The “SHARE” button allows users to share draft documents in one of the two following ways:

By email: All email addresses entered will receive an email containing the URL link to the draft document. Recipients will have to login to the CHM with the same email address to access a read-only version of the draft document.


By URL link: The URL link to the draft document can be sent to anyone. Recipients will not have to login to the CHM and will be able to view a read-only version of the draft document anonymously.

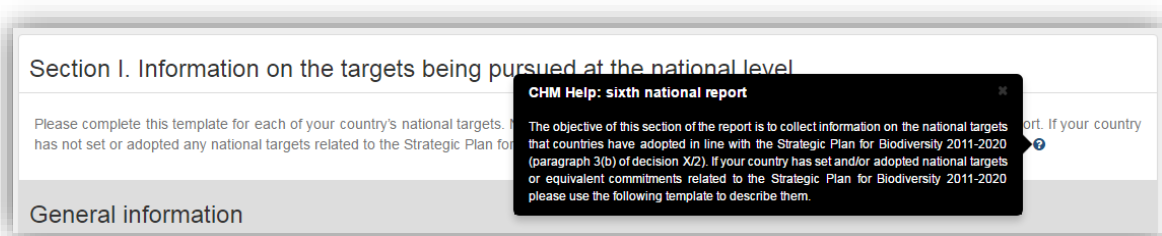
The shared link will be valid for 10 days or until the draft record is published or deleted. Recipients will be able to see all changes made to the draft document even after it is shared. However, for new draft versions of the document, the user must repeat the steps above to share it with recipients.

Generate a PDF

The “PDF” button allows users to generate a PDF of the draft document (which can be downloaded and sent to recipients by email).

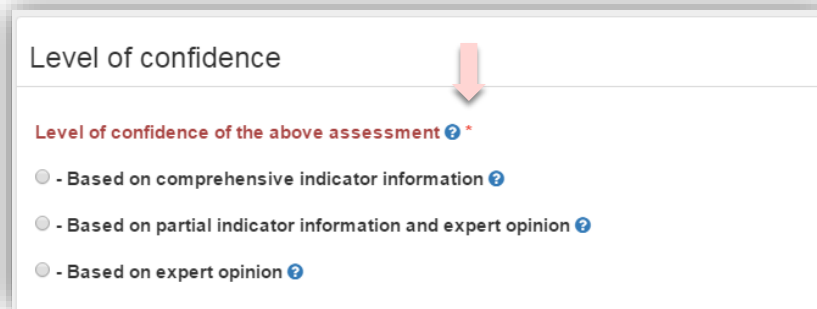
Help box

Simply hover over the question mark  to open a help box available in all sections.



Error messages

A red asterisk * indicates that it is mandatory to complete this field. The system will thus return the message “Your document contains errors” when a mandatory field has not been completed.

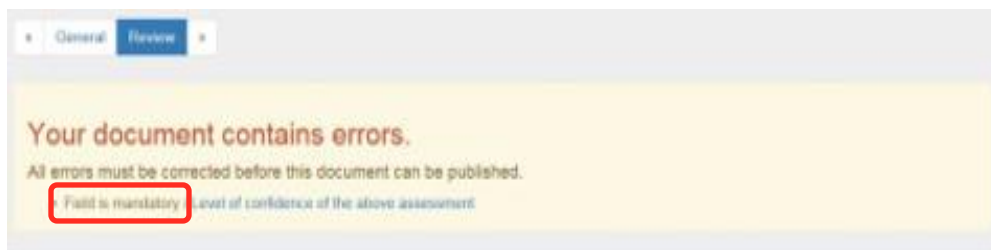


Level of confidence

Level of confidence of the above assessment * ?

- ☐ - Based on comprehensive indicator information ?
- ☐ - Based on partial indicator information and expert opinion ?
- ☐ - Based on expert opinion ?

By clicking on the link next to “Field is mandatory”, you will be brought to where information is missing (this will be highlighted in red).



General Review


Your document contains errors.

All errors must be corrected before this document can be published.

Field is mandatory level of confidence of the above assessment

Upload images using the Rich Text Editor

Use the image button to upload images. Click on the Help Box ? for further details.



Describe a measure taken to contribute to the implementation of your country's national biodiversity strategy and action plan. ?

B I U [Bulleted List] [Numbered List] [Undo] [Redo] [Image] [Link]

Words: 0 Characters: 0

EN

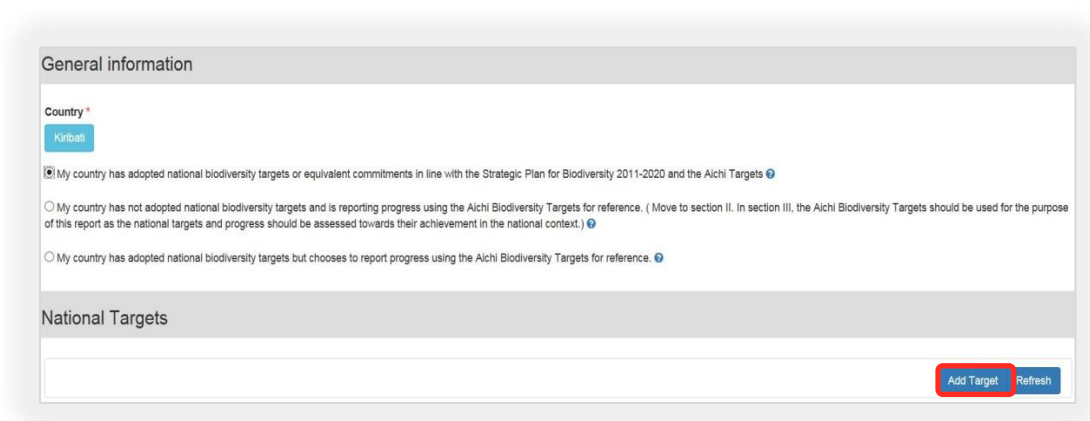
Completing the sections of the sixth national report

Section I. Information on targets being pursued at the national level

Parties are required to describe all national targets or equivalent commitments set and/or adopted related to the Strategic Plan for Biodiversity 2011-2020 in the template below. This template must be completed for each national target. Targets entered in this section will be linked to section III so that progress in their implementation can be assessed.

Parties that have not yet set or adopted national targets related to the Strategic Plan for Biodiversity 2011-2020 must indicate so below and move to section II (in section III, they will be able to report on progress using the Aichi Biodiversity Targets for reference).

Parties may choose to report on progress using the Aichi Biodiversity Targets for reference (section III) in spite of having adopted national targets.



The screenshot shows a web form titled "General information". It includes a "Country" dropdown menu with "Kiribati" selected. Below this are three radio button options: the first is selected and states "My country has adopted national biodiversity targets or equivalent commitments in line with the Strategic Plan for Biodiversity 2011-2020 and the Aichi Targets"; the second states "My country has not adopted national biodiversity targets and is reporting progress using the Aichi Biodiversity Targets for reference. (Move to section II. In section III, the Aichi Biodiversity Targets should be used for the purpose of this report as the national targets and progress should be assessed towards their achievement in the national context.)"; and the third states "My country has adopted national biodiversity targets but chooses to report progress using the Aichi Biodiversity Targets for reference." Below these options is a section titled "National Targets" with a large empty text input area. At the bottom right of the form are two buttons: "Add Target" (highlighted with a red rectangle) and "Refresh".

In the “Online Reporting: National Target” window, Parties can choose to either:

- Create a new national target *or*
- Use an Aichi Biodiversity Target as their National Target *or*
- Use an Aichi Biodiversity Target instead of their National Target

If you choose to “Create a new National Target”, enter information in the template and click either “Save Draft” or “Publish”/“Send Publishing Request”. When closing the “New National Target” template, you will be sent back to the main form where the newly-created target should now be listed. At this location, you can add additional new targets, edit existing targets and check the status of a target.

General information

Country ^{*}

Kiribati

☒ My country has adopted national biodiversity targets or equivalent commitments in line with the Strategic Plan for Biodiversity 2011-2020 and the Aichi Targets [?]
☐ My country has not adopted national biodiversity targets and is reporting progress using the Aichi Biodiversity Targets for reference. (Move to section II. In section III, the Aichi Biodiversity Targets should be used for the purpose of this report as the national targets and progress should be assessed towards their achievement in the national context.) [?]
☐ My country has adopted national biodiversity targets but chooses to report progress using the Aichi Biodiversity Targets for reference. [?]

National Targets

Add Target Refresh

National Target 1	EDIT
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In the example above, we see that National Target 1 is still in draft mode.

Section II. Implementation measures, their effectiveness, and associated obstacles and scientific and technical needs to achieve national targets

Click on the blue “Add Measure” button highlighted in the screenshot below to report on the major measures your country has taken to implement its National Biodiversity Strategy and Action Plan (NBSAP). Please also provide an assessment of the effectiveness of these measures. The template should be replicated for each measure reported.

Section II. Implementation measures, their effectiveness, and associated obstacles and scientific and technical needs to achieve national targets

Using the template below, please report on the major measures your country has taken to implement its national biodiversity strategy and action plan. Please also provide an assessment of the effectiveness of these measures. The template should be replicated for each measure reported [?]

Add Measure close all [?]

Section III. Assessment of progress towards each national target

If your country has reported national targets (or similar commitments) in Section I, all of these targets will automatically be listed here. Assess the national targets individually by clicking on the blue “Add Assessment” button next to the selected national target. The template should be replicated for each national target. If your country has not set national targets, please use the Aichi Biodiversity Targets.

Sixth National Report

Sixth national report user manual English | French | Spanish | Russian | Chinese | Arabic

« National Targets Implementation **Progress Assessment** National Contribution GSPC Contribution IPLC Contribution Country Profile Review »

CHANGE WEBSITE LANGUAGE: EN | SUBMIT IN OTHER LANGUAGE(S): English

0.0:21 SINCE LAST SAVE

Share PDF Close Save Draft Publish

Section III. Assessment of progress towards each national target

Using the template below, please assess the level of progress made towards each of your country's national targets or similar commitments. The template should be replicated for each national target. If your country has not set national targets please use the Aichi Biodiversity Targets.

Refresh close all

National Target 1

Current assessment for the national target

Assessment missing for the national target

+ add

Indicate the rate of progress achieved towards implementation of the selected national target.

Online Reporting: Assessment of progress

English

0.0:57 SINCE LAST SAVE

Close Save Draft Publish

« General **Review** »

General Information

Country *

Kiribati

Object of the assessment

Target *

National Target 1

Category of progress towards the implementation of the selected target

Rate of progress towards the implementation of the selected target *

- ☐ - On track to exceed target
- ☐ - On track to achieve target
- ☐ - Progress towards target but at an insufficient rate
- ☐ - No significant change

After closing the assessment of progress form, you will be sent back to the main form where the assessments will now be listed.

The screenshot shows the 'Sixth National Report' interface. At the top, there's a navigation bar with tabs: National Targets, Implementation, Progress Assessment (selected), National Contribution, GSPC Contribution, IPLC Contribution, Country Profile, and Review. Below the navigation bar, there's a section for 'Section III. Assessment of progress towards each national target'. It includes instructions: 'Using the template below, please assess the level of progress made towards each of your country's national targets or similar commitments. The template should be replicated for each national target. If your country has not set national targets please use the Aichi Biodiversity Targets'. Below this, there's a 'National Target 1' section. It shows a 'Current assessment for the national target' with a progress indicator and the text '2019 - On track to exceed target'. There are buttons for 'Refresh', 'close all', 'Share', 'PDF', 'Close', 'Save Draft', and 'Publish'.

Section IV. Description of the national contribution to the achievement of each global Aichi Biodiversity Target

Using the template indicated in the screenshot below, please describe your country's contribution towards the achievement of each global Aichi Biodiversity Target. For Parties whose national targets are identical to the Aichi Biodiversity Targets, some of this information may be captured in sections II and III above. Please provide additional descriptions of your country's national contribution to the achievement of each global Aichi Biodiversity Target. Parties should also bear in mind that information related to Aichi Biodiversity Targets 16 and 20 may have already been published on the CHM.

The screenshot shows the 'Aichi Biodiversity Target 16. Nagoya Protocol in force and operational' form. It includes a header with the target name and a blue information icon. Below the header, there's a section titled 'Your country has submitted the interim national report on the implementation of the Nagoya Protocol.' with a link 'ABSCHDEV-NR-HT-208830-1 Haiti Interim national report on the implementation of the Nagoya Protocol'. Below this, there's a text area for 'Please provide any additional relevant information that has not been included in the interim national report on how and to what extent your country has contributed to the achievement of this Aichi Biodiversity Target:'. There's a language dropdown set to 'EN'. Below this, there's another text area for 'Please describe other activities contributing to the achievement of the Aichi Biodiversity Target at the global level (optional):'. There's also a language dropdown set to 'EN'.

If your country has not yet completed its Financial Reporting Framework, the following message will appear.

Aichi Biodiversity Target 20. Financial resources from all sources increased ⓘ

Your country has not completed the Financial Reporting Framework, you may wish to consider doing so.
[Click here to complete the Financial Reporting Framework](#)

Please describe how and to what extent your country has contributed to the achievement of this Aichi Biodiversity Target and summarize the evidence used to support this description: ⓘ

Please describe other activities contributing to the achievement of the Aichi Biodiversity Target at the global level (optional): ⓘ

Section V. Description of the national contribution to the achievement of the targets of the Global Strategy for Plant Conservation (completion of this section is optional)

Using the template provided, describe your country's contribution towards the achievement of the targets of the Global Strategy for Plant Conservation.

Section VI. Additional information on the contribution of indigenous peoples and local communities to the achievement of the Aichi Biodiversity Targets if not captured in the sections above (completion of this section is optional)

Using the template provided, enter any additional information on the contribution of indigenous peoples and local communities to the achievement of the Aichi Biodiversity Targets, if not captured in other sections.

Section VII. Biodiversity Country Profile

In this section, Parties are required to complete or update their Biodiversity Country Profile presented on the website of the Convention on Biological Diversity at their country webpage (accessible at <https://www.cbd.int/countries/>). Biodiversity country profiles provide an overview of information relevant to the national implementation of the Convention.




Review **IMPORTANT!**

It is important for Parties to review their entire report before publishing it on the CHM. By clicking on the “Review” button, Parties are able to verify various aspects of their sixth national report, including errors and sub-records requiring validation, at one location.

When all errors are cleared and all sub-records validated, the report is ready to be published. Click on the green “Publish” button and the report will be made public on the CHM (appearing as “published” on the CHM Management Center) immediately.

Your document is valid and can now be published

Please review your document before publishing. All published document are made publicly available.

Sixth National Report					
keyword		ALL	PUBLISHED 1	DRAFTS 0	REQUESTS 0
					Refresh List
1 - 1 of 1 records					Records per page: 15
Type	Summary	Created By	Last Update	Status	1 Records
Sixth National Report		Frédéric Vogel A FEW SECONDS AGO	Frédéric Vogel A FEW SECONDS AGO	PUBLISHED	  
1 - 1 of 1 records					Records per page: 15
