

Convention on Biological Diversity

Distr.
GENERAL

UNEP/CBD/COP/10/INF/19
30 September 2010

ENGLISH ONLY

CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY

Tenth meeting

Nagoya, Japan, 18-29 October 2010

Item 4.1 of the provisional agenda*

PRELIMINARY DRAFT REFERENCE MANUAL FOR THE FIFTH NATIONAL REPORT

INTRODUCTION

1. In its Recommendation 3/7, the Working Group on Review of the Implementation agreed that the fifth national report would be prepared primarily in narrative format, combined with use of common tables, graphics and matrices. This was reconfirmed in the comments provided by a number of Parties following the third meeting of the Working Group.
2. In the document UNEP/CBD/COP/10/11, it was suggested that a reference manual for the fifth national report should be prepared as was the case for the fourth national report, providing the scale of the reporting and including proposed tables, figures, matrices and indicators for use by Parties to help them prepare the report.
3. A preliminary draft reference manual presented below builds on that prepared for the fourth national report and recommendations provided by a series of capacity-development workshops on the fourth national report organized during 2008-2010 to facilitate the preparation and submission of the fourth national report. The reference manual will be further developed and finalized in the course of 2011, taking into consideration relevant ongoing and inter-sessional developments in particular with regard to the post-2010 Strategic Plan, the post-2010 multi-year programme of work of the Convention, the work of the ad hoc technical expert group on indicators and implications of revision of NBSAPs.

* UNEP/CBD/COP/10/1.

PRELIMINARY DRAFT REFERENCE MANUAL FOR THE FIFTH NATIONAL REPORT

A. *Introduction*

As the title indicates, this reference manual has been prepared to assist the Parties to the Convention on Biological Diversity (CBD) in preparing their fifth national reports, as per COP Decision X/X and in accordance with Article 26 of the Convention.

Important Note: It should be stressed that this reference manual does not replace the guidelines for the fifth national report. The role of this manual is only complementary and supportive. It is therefore highly recommended that Parties use the guidelines together with this manual in order to gain a clearer idea of what information could be included in the fifth national report and where and how to gather relevant information.

As the guidelines for the fifth national report are organized along a number of general questions with some key guidance notes, this manual is intended to provide detailed annotations of the guidelines in particular with regard to the scale of reporting (suggested content or information to be included in each part and appendix as well as the executive summary), and some tables, graphics and indicators that countries could use for analyses. Like that for the fourth national report, it also provides relevant reference materials and web links that Parties could use while preparing each part of the report.

This manual also builds on the reference manual for the preparation for the fourth national report and incorporates some content therein still valid, in particular suggestions for the process of preparing national reports.

The manual begins with suggestions for the preparatory process of national reporting. It is hoped that these suggestions will give Parties a chance to think about what process should be followed in order to ensure stakeholder involvement and that the final report reflects comprehensively the national situation. The manual then follows the same structure of the guidelines, proceeding in order of the Parts of the guidelines and concluding with an executive summary, considering that the guidelines recommend that Parties prepare the executive summary after they have completed the three main Parts. This manual also presents a proposed outline of the fifth national report based on suggestions for each part of the report as well as recommendations from regional workshops held to assist countries in preparing the fourth national report. In the final remarks, this manual will also touch on a few items useful for the overall preparation of the report. There are three annexes to this manual. Annex I introduces briefly procedures for eligible countries to obtain funds for preparing the fifth national report. Annex II contains a set of indicators that may be used for measuring progress towards the 2020 targets. Annex III provides a set of indicators for measuring progress towards relevant targets of the Millennium Development Goals.

Each Part begins by highlighting overall suggestions, and is followed by suggested content or information to be included in each part, which is combined with some tables and graphics that countries could use for analysis, which are in most cases examples from the fourth and earlier national reports. Each Part concludes with a list of relevant reference materials and web links which Parties may wish to use in preparing it.

It is also important to point out that suggestions in this manual are general in nature and cannot be applied universally, in particular considering that different Parties have different national circumstances and are in different stages of implementation. Therefore it is advisable that Parties make use of the suggestions contained in this manual as they deem appropriate. The Secretariat also welcomes feedback from Parties on the usefulness of this manual and any suggestions for its further improvement, which will be considered in the development of other supporting materials and tools, and more importantly for improving future reporting cycles.

B. Suggestions for the preparatory process

1. Initiating and designing the process

Countries are encouraged to initiate the process to prepare the report as early as possible to ensure that it will be prepared in time for submission before the deadline set by COP 10 (31 March, 2014). The experience of many countries that had submitted their national reports in time shows that the earlier the process is in place the sooner the report will be ready for submission. So it is highly recommended that countries initiate the process immediately after they receive the finalized guidelines for the fifth national report.

The guidelines for the fifth national report stress again the importance of continued involvement of stakeholders in the preparatory process, which is important for ensuring that the national report reflects comprehensively the national situation. More importantly, involving stakeholders in this process will increase the ownership of the report by them and mobilize and/or enhance their participation in the implementation of the Convention at various levels. Countries may experience difficulties in coordination or possible extension of the process due to involvement of various stakeholders particularly relevant sectoral ministries, however countries are encouraged to do so because the process should be used as one for further planning for future implementation and mobilizing more stakeholder support and participation instead of just writing a report. The approach of hiring a consultant to do the whole report is not encouraged, though countries could hire a consultant to compile basic information or data for consultation with relevant stakeholders.

Therefore the preparatory process should be well planned before actually starting to write the report. The process varies from country to country considering that different countries have different institutional arrangements and mechanisms for involving stakeholders. Factors that can influence the design of the process include:

- whether or not there is already an active multi-stakeholder mechanism to coordinate the implementation of the Convention, including monitoring and reporting, and, if so, its existing structures, operating procedures and calendars of meetings;
- existing forums for dialogue among the different stakeholders and their levels of mutual familiarity and comfort;
- national cultural traditions and practices regarding meetings, dissemination of information, and promotion of dialogue;
- the size of the country and the logistics of bringing people together for meetings;
- telecommunications infrastructure – whether business can be effectively done by email or telephone or video conferencing; the level of available resources; levels of access to relevant information;
- national language(s) and the need for translation of materials.

The list is potentially endless and each country will need to assess how best to carry out the reporting process in accordance with its own circumstances and resources. Nevertheless, some general recommendations on how to approach the preparation of the report will be helpful regardless of the specificities of national circumstances.

2. Establishing coordinating and working bodies

The notification of the requirement to submit the fifth national report and a copy of the reporting guidelines was sent to the National Focal Point by the Secretariat in [insert date of dissemination of the final guidelines for the fifth national report]. The National Focal Point should decide who will have overall responsibility for coordinating the preparation of the national report and its submission. In some

countries this may be the National Focal Point her/himself, in other cases s/he may entrust another person or agency to do this. In any case, it is recommended that the National Focal Point monitor or oversee the process to ensure that the report will not just reflect the work of a few experts or agencies.

Ideally, in keeping with the spirit of the recommendation of COP, the person responsible should be assisted by a steering or coordinating committee or group involving representatives of other agencies and sectors, preferably with prior knowledge of the Convention and the reporting process. It is important that this steering or coordinating committee is not composed only of members from a single agency or government department. To the extent possible the steering committee should include representatives of all sectors. What these sectors might be will depend on national circumstances, but could include research and academic bodies, relevant private sector bodies, indigenous and local community organizations, bodies representing the agricultural, forestry, fishery, tourism or other sectors, environmental management bodies, non-governmental organizations, women's organizations, bodies and agencies addressing sustainable development and poverty eradication, and others. Again the list is potentially long and each country's list will be different.

One important factor to bear in mind, however, is that potential participants should not be conceived of as coming solely from sectors traditionally identified with natural resource management questions (e.g. agriculture, forestry or fisheries). Efforts should also be directed towards identifying and involving all those other sectors whose activities impact directly or indirectly on biodiversity. These can include the planning, finance, transport, energy, construction, health or educational sectors, as well as many others. The first essential task is thus to identify a small but representative group able to manage the process on behalf of the wider universe of biodiversity stakeholders.

It should be stressed that this is particularly important for preparing Part II on mainstreaming biodiversity because this Part has to be completed by drawing inputs from relevant sectors and stakeholders and through increasing synergies among related sectors and conventions at national level. This is also helpful for reducing overall reporting burdens.

The first tasks of the steering or coordinating committee, once constituted, are to:

- Identify the relevant organizations who need to be involved in writing each Part and appendices of the report;
- Consider a preliminary calendar and set of milestones, based on an estimation of the successive stages of preparing the report, the methodology to be adopted (face-to-face meetings, circulation of views by email, telephone or video conferences, etc.), resources available, and planned deadline for completion of the report;
- Invite the organizations identified to participate, at the same time providing them with relevant information, including the reporting guidelines as well as supporting materials including this manual (after having any necessary translations made), and inviting them to review the preliminary calendar and set of milestones;
- Convene a first general meeting or consultation.

While establishing a coordinating body, it is important to establish technical working groups to provide technical advice and support to the preparation of the report and undertake the writing and review of each individual part and appendix of the report. Working groups can be established by relevant themes or issues related to the country or by assignments of writing individual parts and appendix of the report. One or a few members of the steering or coordinating committee should head or coordinate the work of different working groups to ensure that working groups will complete their respective work by the plan set the coordinating body and there will be smooth communication between the coordinating bodies and working groups. These coordinators of working groups should be mainly responsible for pooling together all inputs provided by working group members.

It is also advisable to designate a lead agency or organization to coordinate the process of preparing individual chapters. As noted above, this lead agency or organization should reach out to relevant sectors and stakeholders to the extent possible to get inputs or views from various sides. It should also try to facilitate consensus before putting different views in the draft Chapter.

This approach is useful as the fifth national report is prepared primarily in narrative along several parts with answers to a few questions therein supported by some tables, figures, matrices and indicators.

3. Identifying sources of information and data

It should be stressed that when preparing the fifth national reports, including each Part therein, all the possible sources of information should be used to ensure that the national report comprehensively reflects the national situation. The steering committee or each working group established could help identify the sources of information needed for the national report. Such information could comprise printed or electronic information or even information that is only available orally – the latter being particularly important for indigenous knowledge. Information could be held by government agencies, national focal points of other conventions, research and scientific institutions, non-governmental organisations or indigenous and local communities. Arrangements need to be made to make this information available for the national reporting process. There might also be an opportunity to discuss how the availability of biodiversity related information could be improved for this process as well as for future reporting and for any other purposes that might have been identified (for example reporting under other conventions and agreements). Some countries, for example, have chosen to create national biodiversity databases; others have linked the information sources through the national Clearing-House Mechanism.

In addition to the information sources available at national level, this manual also provides a list of important, relevant reference materials and web-links where countries could find further information that may help in preparation of the report. Countries are encouraged to use the information sources provided in the various parts and in some of the appendices.

To help relevant government departments and other stakeholders provide information and data needed for the report, it is advisable that the lead agency or coordinating body develop a template of the report where information needs for each part and section are indicated and send the template to relevant stakeholders for responses. Another option is to make such a template available on the national CHM to allow various stakeholders to provide various, relevant sources of information.

It is also important to ensure the quality of data or information used in the report. While countries are encouraged to use most up-to-date data and information, countries could use historical data or information over years to analyze trends, threats and implementation. In the absence of such data or information, countries could use experts' opinions and qualitative assessments.

4. Pulling drafts together and finalizing the report through stakeholder consultations

Once drafts of all the Chapters have been completed, the steering committee should pull them all together into a first complete draft. This should then be circulated to all participants and a date set for a return of views. Depending on the range of views expressed, the steering committee will need to decide whether to convene a final national meeting or consultation in order to finalize the report.

The important task is to ensure that all agree that the final draft is an accurate reflection of the national situation in respect of each aspect of the implementation of the Convention. The process is intended to generate a real consensus among national stakeholders. Consultations can be undertaken in various ways depending on national circumstances and mechanisms. For example, a draft report can be made available

on national CHM for wider comments by various stakeholders. A draft report can be discussed and finalized through national workshops attended by various stakeholders.

5. Submitting the report and use of the report

It is important to remember that the national report to the CBD is an official document being submitted by the government to an inter-governmental body and will need to comply with existing national procedures for such submissions. Nevertheless there is no compelling reason why a report developed through a multi-stakeholder process should not be compatible with whatever national procedures are in place under the responsibility of the foreign ministry or other authority. At the same time, and in line with the recommendation of COP, the completed report should be made widely available in the country. If it has been developed in the way suggested, a comprehensive, outcome-oriented assessment of implementation of national biodiversity strategies and action plans as well as biodiversity mainstreaming and of progress towards the 2020 targets and relevant targets of the Millennium Development Goals will generate much interest among stakeholders, researchers, the media and the general public.

The choice of the means for such dissemination is a national decision, but could involve press briefings, briefings in the national parliament, distribution to 'opinion-formers', to libraries and educational establishments and to the general public. Parties could also launch national reports on the International Biodiversity Day (22 May), make the national report available on the national CHM and publish booklets highlighting achievements and obstacles to implementation. After all, the provisions of the Convention cover nearly all aspects of economic activities and public policy issues; the conservation and sustainable use of biodiversity affect in one way or another all sectors and all citizens. Everyone needs to be brought into the discussion and the challenge of meeting the 2020 targets, and the report can prove a useful tool for alerting those not yet engaged that the questions addressed by the Convention are not remote matters under an international legal instrument, but are among the most urgent day to day issues your country faces.

C. *Suggestions for preparation of the fifth national report*

Part I. An Update on Status, Trends of and Threats to Biodiversity

I. Overall suggestions

1. ***Please provide an update of the status, trends, threats and implications.*** For those countries that have submitted the fourth national report, there is no need to repeat similar information in the fifth national report. What is needed is an update since the fourth or last national report was submitted. It is particularly important to highlight and analyze changes occurred since then, both positive and negative, in the status and trends of biodiversity including implications of these changes as well as changes in main threats to biodiversity. For those countries that had not submitted the fourth national report or did not provide comprehensive or adequate information on the status, trends and threats in the fourth or earlier reports, they could provide a comprehensive status and trend analysis in the fifth national report.
2. ***Please do not overburden the report with lengthy assessments.*** It is necessary to point out that in this Part, Parties are requested to provide a brief update or submit a succinct overview of the status and trends of, and threats to biodiversity in their country. Parties do not need to submit lengthy, exhaustive assessments made in this regard. Instead Parties are expected to submit a summary of these assessments by highlighting key findings therein, with web links provided to detailed assessments if available. In addition, Parties could use any assessments made and monitoring results from any level, including those at regional and global level, as long as Parties think these assessments or monitoring results properly reflect their national situation.
3. ***Use indicators where available.*** If available, national indicators could play a substantial role in the analysis of the status, trends, threats and implications and use should be made of them. Parties are also encouraged to use globally and regionally developed indicators that fit their national situation, with adjustments made if necessary.
4. ***Use experts' opinion for status and trend analysis where little or no adequate data or information is available.*** The experts' opinions are based on years of their observation and research and could be used as reference for this analysis. This is useful for planning where little or no adequate data or information is available.
5. ***Use case studies to illustrate general points.*** Where possible, analyse how actions taken (i.e. actions described in Part II) have resulted in changes in biodiversity. The case studies should demonstrate significant reductions in the loss of biodiversity (or a specific component) within a defined scale, and a clear rationale of how this is linked to the actions taken. The case will be most useful if it contains lessons that are more widely applicable.
6. ***Use tools that better present or communicate information in the report.*** Parties could use any tools, such as tables, charts, graphics, figures and pictures that are deemed more helpful or effective for presenting or summarizing the information contained in this Part. For example, Parties could use figures or charts (see examples below from the fourth national reports) to present a summary analysis of the status and trends of biodiversity, building on national indicators if those are available.

II. Suggested information to be included:

1. Parties could begin this Part with a brief analysis of why biodiversity is important for your country in particular in terms of contributions of biodiversity and ecosystem services to human well-being and socio-economic development. In doing so, Parties could focus on a few key components of biodiversity. Parties could also address the importance of biodiversity components for human well-being and socio-economic development by analyzing the economic, social, cultural, ecological, scientific, educational, recreational, aesthetic, health and other values of biodiversity. Particular focus could also be given to biodiversity's functions to provide goods and services for human beings and to maintain

ecosystems integrity. Where possible provide estimates of economic values in monetary terms. It should be noted that Parties do not need to touch on all the values mentioned above. Instead Parties are encouraged to present relevant information of particular interest to the country or the region where these biodiversity components are located. The biodiversity-related values and experience of indigenous and local communities might be of particular interest in this regard. It should be also noted that this analysis should be a summary of the existing assessments made at any level.

2. Following this, Parties could highlight changes that had occurred in the status and trends of and threats to biodiversity since the fourth or last national report was submitted. Parties could cover all the ecosystems in the country as well as a few key species of national importance, however it should be noted that this analysis should be brief, capturing key findings from relevant, existing assessments or monitoring results. For trend analysis please show changes in biodiversity or other trends over time and use quantitative indicators where available. Case studies, particularly actions described in Part II, could be used to illustrate changes in biodiversity, with a clear rationale provided as to how relevant actions lead to such changes. The threat analysis should cover both the main direct and indirect drivers¹ of changes and relate these to the relevant economic sectors.

3. In analyzing implications or impacts of declining biodiversity and provision of ecosystem services, Parties may wish to focus on threats to human well-being particularly local livelihoods, sustainable development, poverty reduction and ecosystems integrity, considering that implications could be multi-dimensional, being such as social, economic, cultural or ecological. Consideration could be given to all relevant and significant ecosystem goods and services.

4. Parties could conclude this Part with a brief analysis of possible future changes for biodiversity and their impacts in terms of underlying causes, pressures, impacts on biodiversity and implications for human well-being, by comparing what might happen under “business-as-usual” policies with what might happen with greater investment in conservation of biodiversity and ecosystems. Analysis of such scenarios may be “what if” narrative style or based on models if such models are available, with their scientific uncertainties if any described. For this analysis Parties could select one or two most important biodiversity components in the country particularly where negative changes or trends have been observed over years.

¹ For the classification of drivers of change, the findings of the Millennium Ecosystem Assessment could provide guidance; see the chapter *What are the current trends and drivers of biodiversity loss?* in the *Biodiversity Synthesis* of the MA (see reference materials and information sources listed here).

III. Proposed tools for use by Parties including tables, figures and indicators (examples² extracted from the fourth national reports)

1. Figures for Biodiversity Status Analysis

Examples from Belgium's fourth national report

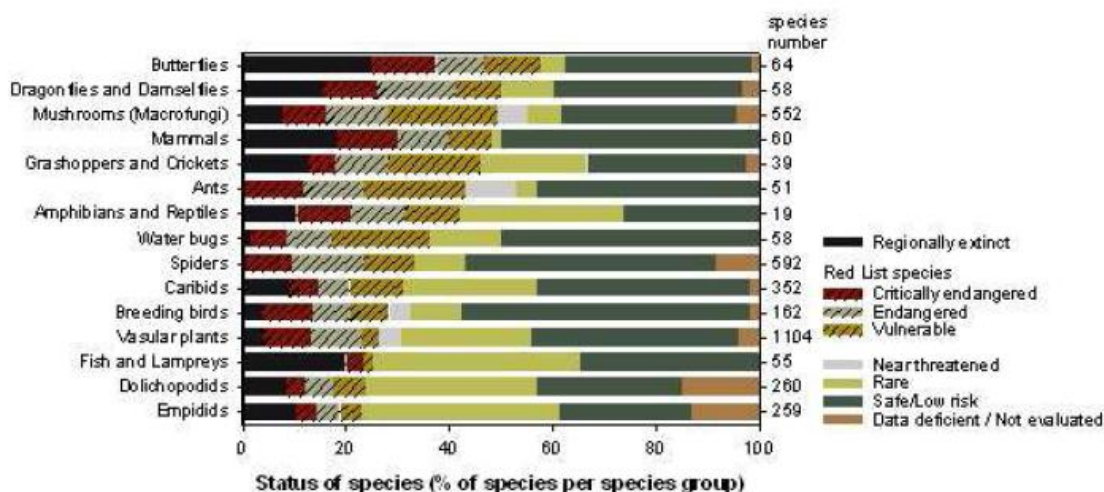


Figure 1. Species status in the Flemish Region in 2008 (Source: Research Institute for Nature and Forest, http://indicatoren.milieuinfo.be/indicatorenportal.cgi?lang=en&detail=657&id_structuur=71).

1.

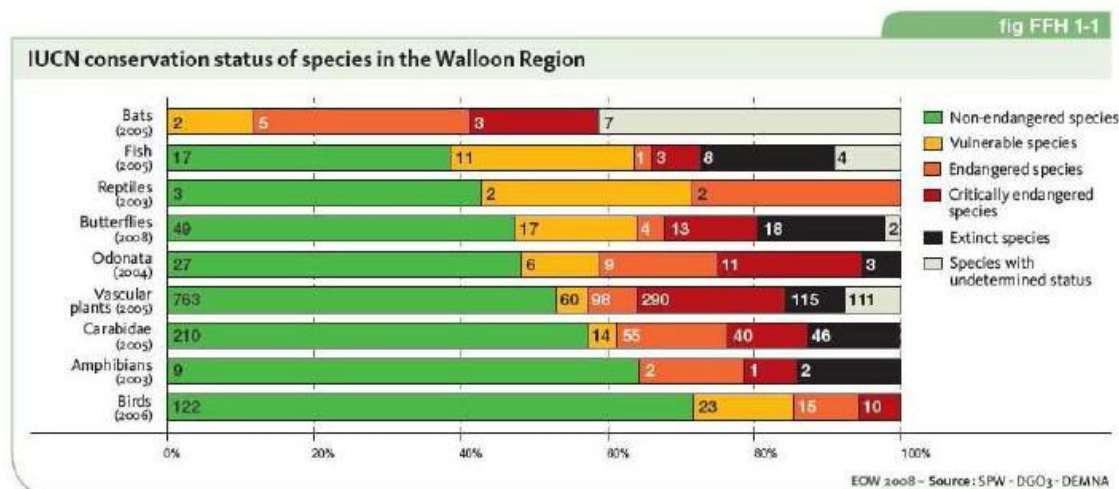


Figure 2. Species status in the Walloon Region in 2008 (Source: Département de l'Etude du Milieu naturel et agricole, <http://environnement.wallonie.be/eew/rapportProblematique.aspx?id=p105>).

² Countries could use examples in a way as they as appropriate to reflect their own situation. Countries could also use other tools than these examples to present their analyses.

Examples from Botswana's fourth national report

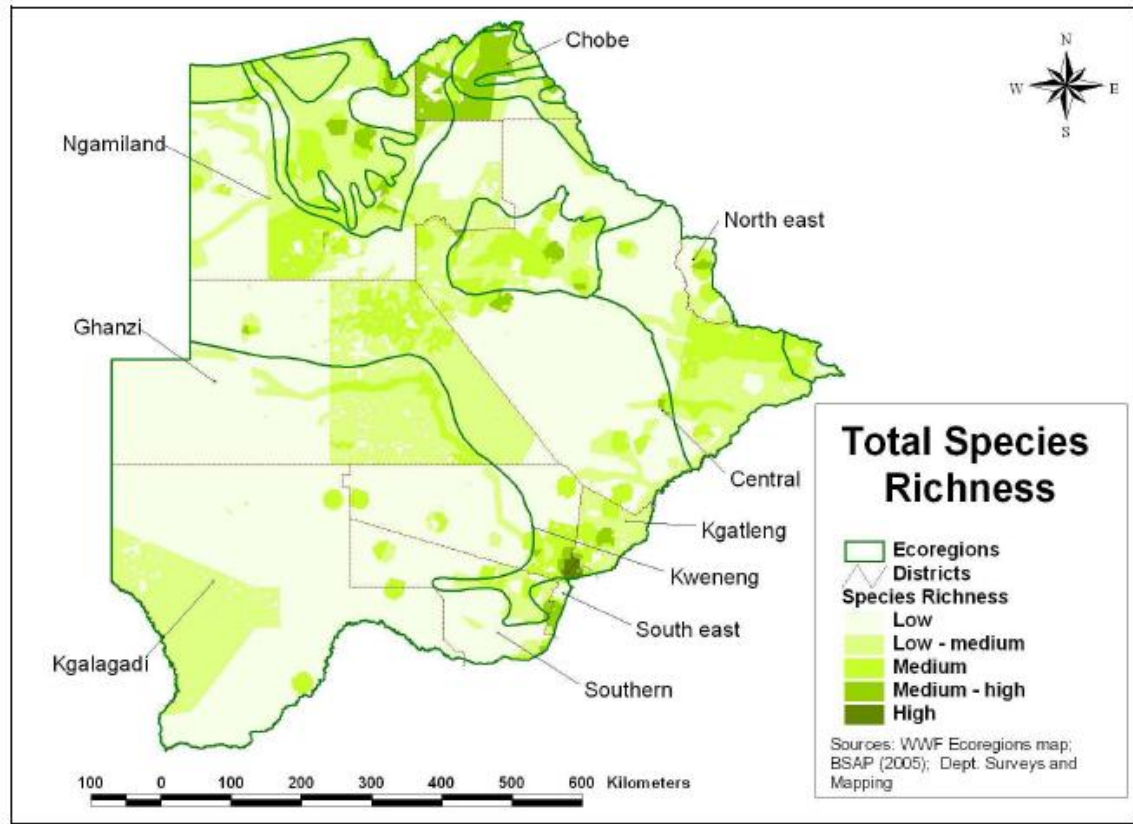


Figure 3: Map showing Species Richness Index in Botswana (BSAP 2005)

Example from the UK's fourth national report

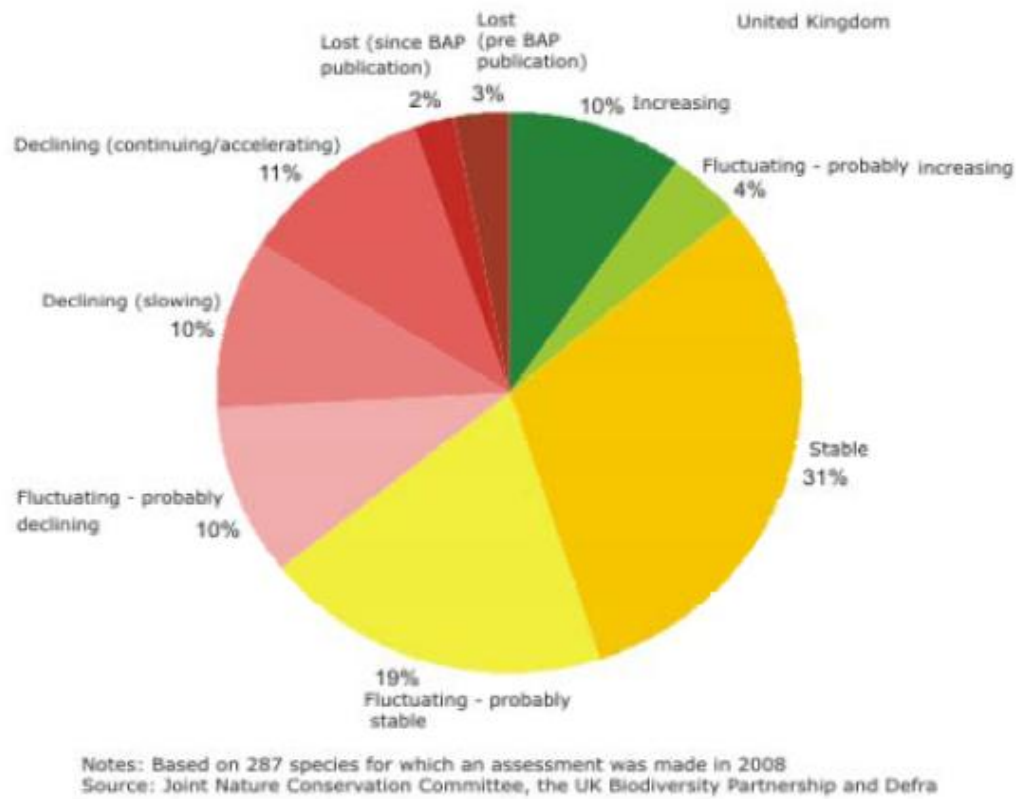
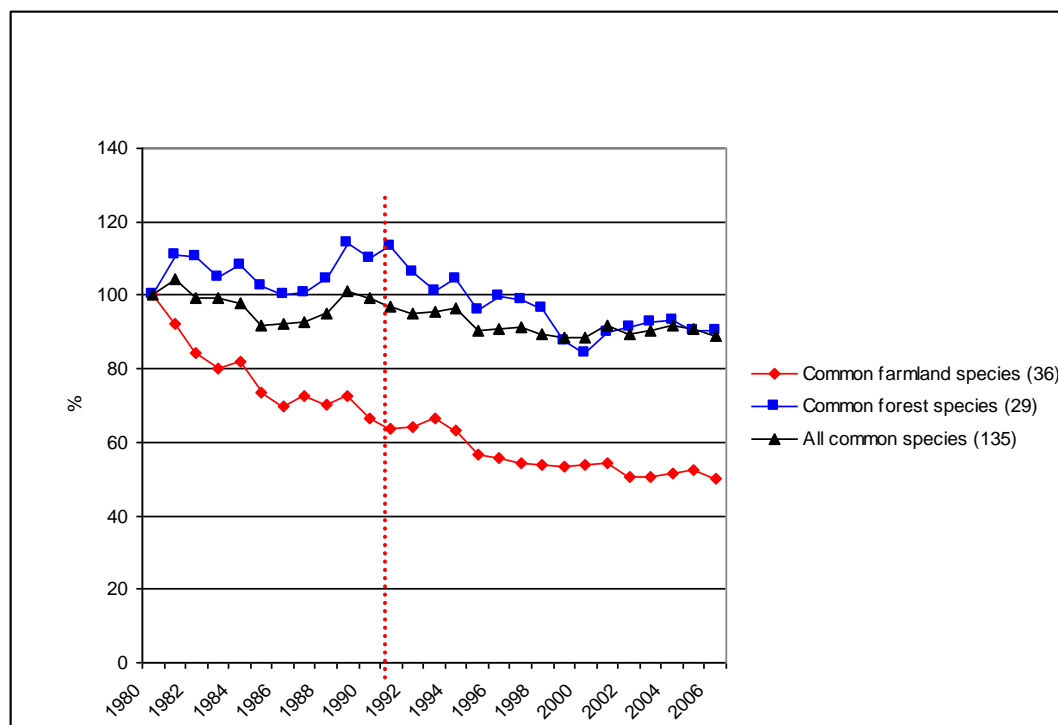


Figure 4 (i). Status of UK Priority Species in 2008

2. Figures for Biodiversity Trend Analysis

Examples from the fourth national report of the European Community

Graph 2: Common birds in Europe, population index (1980 = 100)



Source: EBCC/RSPB/BirdLife/Statistics Netherlands.

Example from Benin's fourth national report

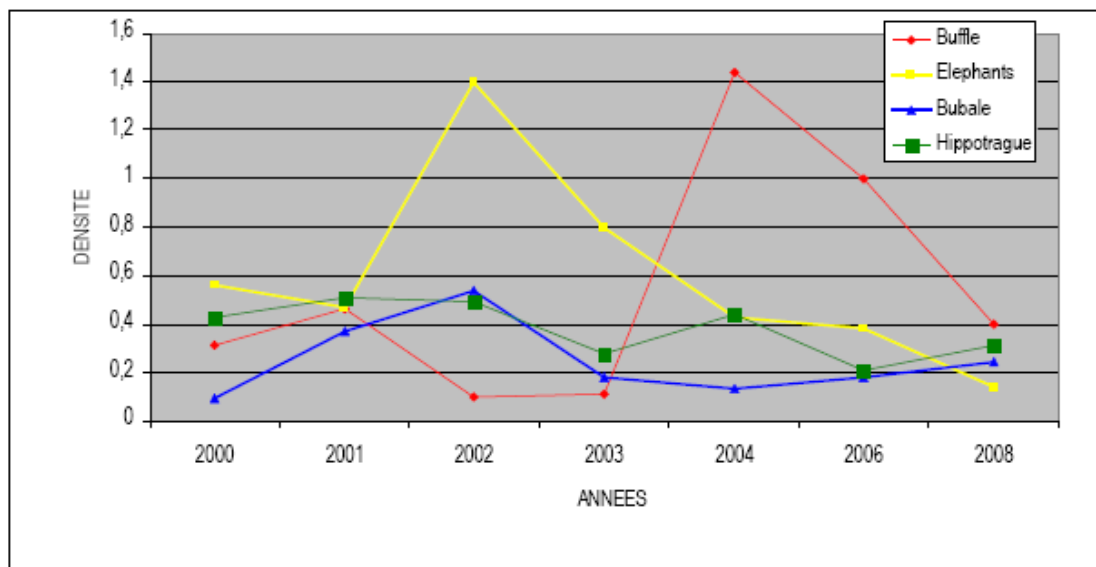
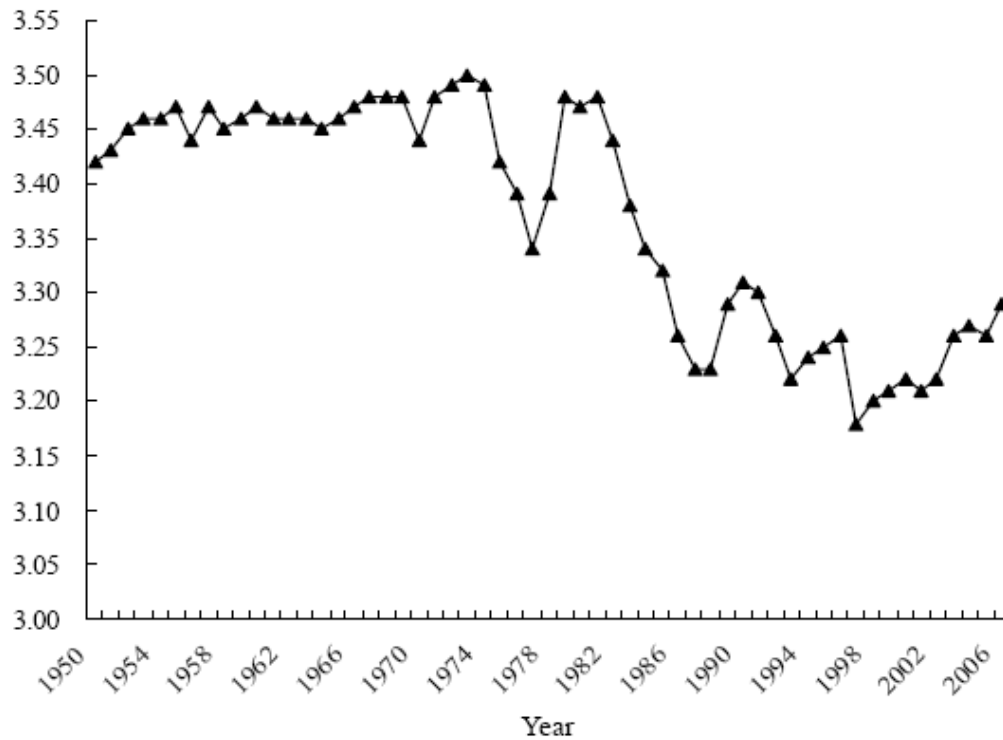


Figure 8. Evolution de la densité de quelques espèces de 2000 à 2008 dans la RBP (Source : Sinsin *et al.*, 2008)

Example from China's Fourth National Report

Figure 4-8 Change in China's Marine Trophic Index over the Years (from Xu et al. 2009)



Example from the Philippines' fourth national report

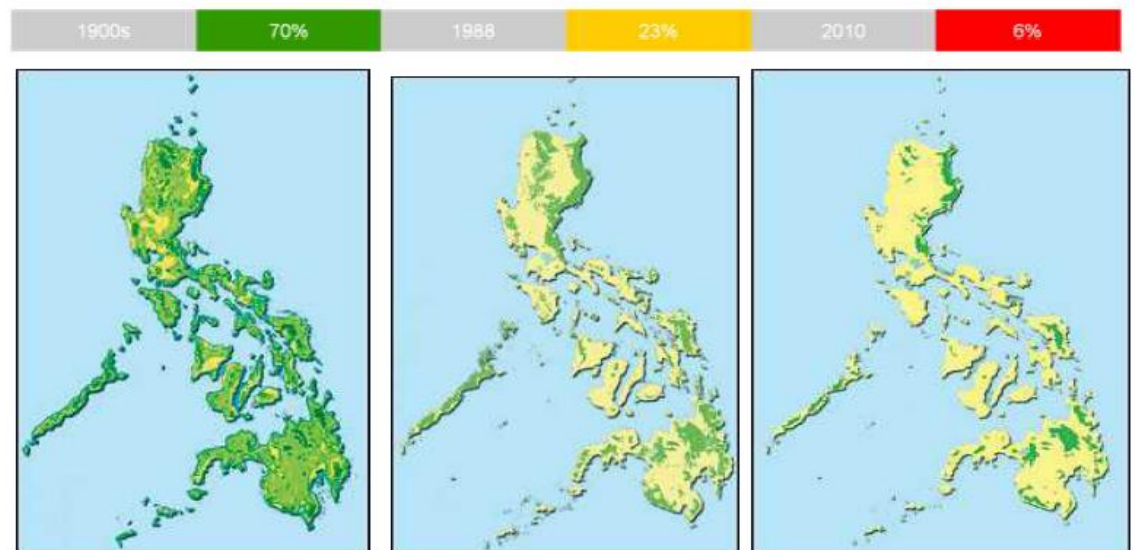


Figure 2. Forest loss in the 20 th century. Source: Key Conservation Sites in the Philippines (Haribon and Birdlife International , 2001), citing ESSC booklet, "Decline of the Philippine Forest"

*Examples from Uganda's fourth national report***Table 5: Population trends of some key mammal species**





















































































Species	1960s	1982-1983	1995-1996	1999-2003	2004 – 2006	Status in Uganda
Uganda kob	70,000	40,000	30,000	44,000	34,461	Population decreasing
Buffalo	60,000	5,000	18,000	1,800	30,308	Population increasing
Elephant	30,000	2,000	1,900	2,400	4,322	Population low, but slowly increasing
Hippopotamus	26,000	13,000	4,500	5,300	7,542	Population increasing slowly
Hartebeest	25,000	18,000	2,600	3,400	4,439	Population increasing slowly
Topi	15,000	6,000	600	450	1,669	Population increasing
Impala	12,000	19,000	6,000	3,000	4,705	Population low, but beginning to increase
Waterbuck	10,000	8,000	3,500	6,000	6,493	Population increasing
Burchell's zebra	10,000	5,500	3,200	2,800	6,062	Population increasing
Eland	4,500	1,500	500	450	309	Population low, may still be decreasing
Rothschild's giraffe	2,500	350	250	240	259	Population stable
Bright's gazelle	1,800	1,400	100	50	0	Very rare, precarious
Roan	700	300	15	7	0	Very rare, precarious
Oryx	2,000	200	0	0	0	Extinct in Uganda
Black rhino	400	150	0	0	0	Extinct in Uganda.
rhino	300	20	0	0	8	Originally extinct but 2 at UWEC and 6 in the sanctuary (Ziwa Rhino ranch)
Derby's eland	300	0	0	0	0	Extinct in Uganda





Source: Uganda Wildlife Authority (2008)

3. Tables or Figures for Threat Analysis

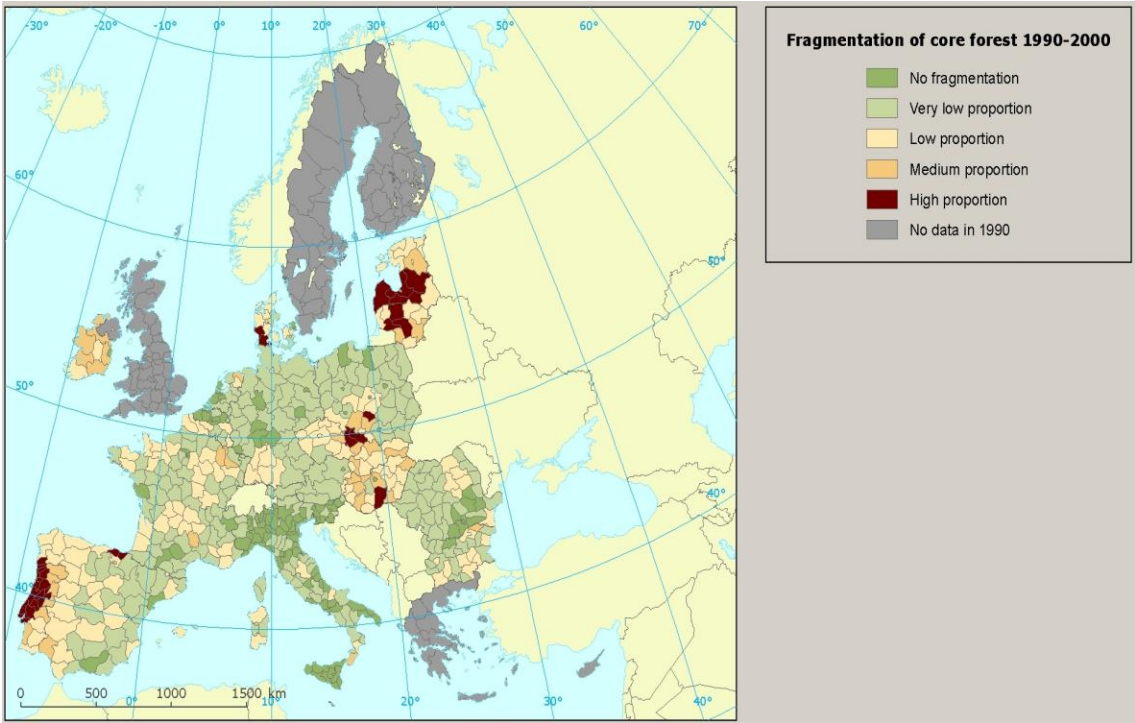
Example from Comoros' fourth national report

Tableau 4 : Les principales menaces sur les écosystèmes et leur diversité biologique

ECOSYSTEMES	MENACES					
	exploitation des ressources de la diversité biologique	pollution par les déchets ménagers	érosion	Prélèvement des matériaux de construction	méthodes traditionnelles d'exploitation	menaces naturelles
Mangroves						
Herbiers						
Coraux et Côtes rocheuses						
Plages						
îlots du Parc Marin de Mohéli						
Lac Dzialandzé						
Lac Dziani Boudouni						
Lac salé						
Lac Hatsongoma						
Rivières						
Forêt humide de la crête de Mohéli						
Sommets forestiers à Anjouan du Mont N'tingui, Trindini et Moya						
Forêt du Mont Mtsapéré à Mayotte						
forêt de la Grille et du Karthala						

Légende	
1 faible 	3 assez sévère 
2 moyens 	4 sévère 

Example from the fourth national report of the European Community



Data source: European forest pattern map based on forest mask of CORINE Land Cover (year 2000 and 1990, 100 m spatial resolution, 25 ha minimum mapping unit; JRC 2008 / Estreguil and Mouton 2008).

Example from South Africa's fourth national report

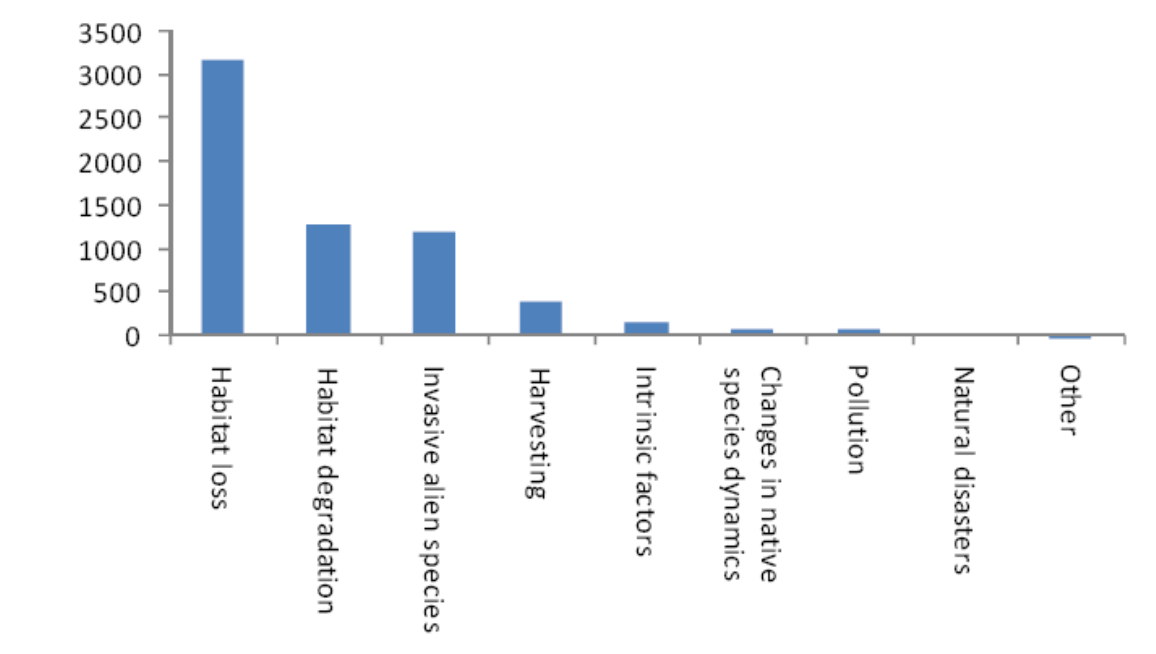


Figure 1 - 6: Threats affecting Red Data Listed plant species in South Africa

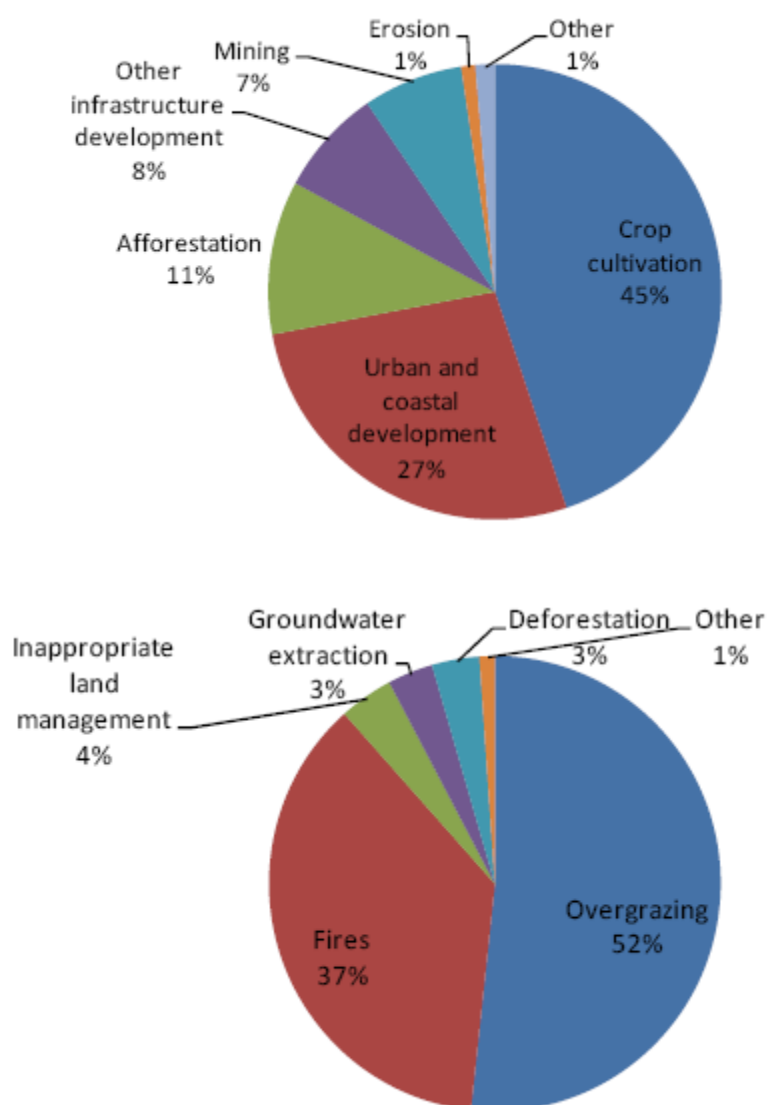
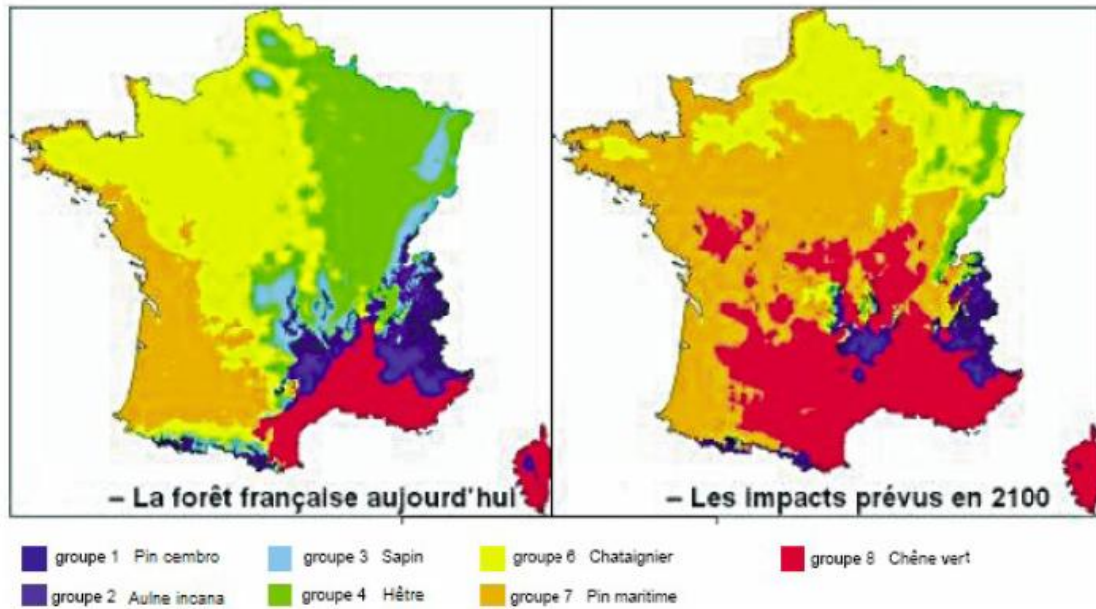


Figure 1 - 7: Underlying causes of (a) habitat loss and (b) habitat degradation affecting Red Data Listed plant species in South Africa

4. Figures for Scenario Analysis

Example from France's fourth national report



Source : Rapport B. Roman-Amat, 2007

Figure 16: impact du changement climatique sur la forêt française métropolitaine

5. *Tables for summarizing information related to the status, trends and threats*

TABLE A: STATUS OF BIODIVERSITY

Biome/Ecosystem type	Extent	Main habitats	Main species	Main genetic diversity	Importance for human well-being	Importance for ecosystem integrity	Importance for other values
<i>Use the thematic programmes of work to structure this part of the report. The biomes/ecosystem types of the programmes of work could further be divided, e.g. dry and sub-humid lands into hyperarid, arid, semiarid areas, savannas etc.</i>	<i>Preferably in absolute figures and percentage of the total surface area of the country</i>	<i>Briefly describe the major habitats within the biome</i>	<i>Summarize what is known about the species composition</i>	<i>Summarize what is known about the genetic diversity</i>	<i>Summarize the importance of the components of this biome (i.e. habitats, species, genetic diversity) for human well-being</i>	<i>Summarize the importance of the components of this biome (i.e. habitats, species, genetic diversity) for ecosystem integrity (e.g. the capability for an ecosystem to support ecosystem services)</i>	<i>Summarize the importance of the components of this biome (i.e. habitats, species, genetic diversity) for other values (e.g. social, economic, scientific, educational, cultural, recreational, aesthetic, health)</i>
Agricultural ecosystems							
Dry & sub-humid lands							
Forests							
Inland waters							
Islands							
Marine & coastal ecosystems							
Mountain ecosystems							

TABLE B: TRENDS OF BIODIVERSITY

Biome/Ecosystem type	National Indicator	Corresponding global indicator	Trends ³
<i>Use the thematic programmes of work to structure this part of the report. The biomes/ecosystem types of the programmes of work could further be divided, e.g. dry and sub-humid lands into hyperarid, arid, semiarid areas, savannas etc.</i>	<i>If available, name the national indicator that you are using to capture trends in the biodiversity of ecosystems, habitats, species and/or genetic diversity of the biome</i>	<i>Link the national indicator to the global indicator (see the global framework for monitoring implementation of the achievement of the 2010 target (Annex II to decision VIII/15; repeated in Annex II of the Guidelines for the Fourth National Report)</i>	<i>Summarize any known trends for the biodiversity of ecosystems, habitats, species and/or genetic diversity of the biome; indicate the timeframe for which the trend has been observed</i>
Agricultural ecosystems			
Dry & sub-humid lands			
Forests			
Inland waters			
Islands			
Marine & coastal ecosystems			
Mountain ecosystems			

TABLE C: THREATS TO BIODIVERSITY

Biome/Ecosystem type	Threats	Drivers of threats ⁴		Implications
		Direct drivers	Indirect drivers	
<i>Use the thematic programmes of work to structure this part of the report. The biomes/ecosystem types of the programmes of work could further be divided, e.g. dry and sub-humid lands into hyperarid, arid, semiarid areas, savannas etc.</i>	<i>Indicate the major threats to biodiversity</i>	<i>Indicate the main direct drivers (e.g. habitat change, invasive species, overexploitation or pollution)</i>	<i>Indicate the main indirect drivers (e.g. demographic change, socio-political factors, or technological change)</i>	<i>Indicate any implications of the threats to biodiversity, in particular for ecosystem integrity, human well-being, local livelihoods and sustainable development</i>
Agricultural ecosystems				
Dry & sub-humid lands				
Forests				
Inland waters				
Islands				
Marine & coastal ecosystems				
Mountain ecosystems				

4. For the classification of drivers of change, the findings of the Millennium Ecosystem Assessment could provide guidance; see the chapter *What are the current trends and drivers of biodiversity loss?* in the *Biodiversity Synthesis* of the MA (see reference materials and information sources listed here).

⁵ Criteria for cases will be further developed in light of the 2020 targets and relevant indicators.

IV. REFERENCE MATERIALS AND INFORMATION SOURCES

1. Biodiversity country study;
2. National biodiversity strategy and action plan;
3. National biodiversity assessments;
4. Millennium Ecosystem Assessment: <http://www.millenniumassessment.org/en/index.aspx> in particular Millennium Ecosystem Assessment, 2005. *Ecosystems and Human Well-being: Biodiversity Synthesis*. World Resources Institute, Washington, DC.
5. Millennium Ecosystem Assessment – Sub-global Assessments: www.maweb.org/en/Multiscale.aspx
6. Global International Waters Assessment (GIWA): www.giwa.net.
7. Freshwater assessments available at <http://www.unep.org/dewa/assessments/EcoSystems/water/index.asp>.
8. Global Forest Resources Assessment of FAO (2005): <http://www.fao.org/forestry/fra2005/en/> and FAO FRA 2010 available at <http://www.fao.org/forestry/fra/fra2010/en/>; The State of the World's Forest (2003) at <http://www.fao.org/DOCREP/005/Y7581E/Y7581E00.HTM#TopOfPage>; The State of the World's Forest Genetic Resources (2009) at <ftp://ftp.fao.org/docrep/fao/meeting/015/k4225e.pdf>.
9. Land Degradation Assessment: <http://lada.virtualcentre.org/pagedisplay/display.asp>.
10. Global Marine Assessments: A survey of global and regional assessments and related activities of the marine environment: www.unep-wcmc.org/resources/publications/UNEP_WCMC_bio_series/27/GlobalMarineAssessments-HR.pdf The accompanying database is available at: www.unep-wcmc.org/GRAMED/
11. Global Mountain Biodiversity Assessment available at <http://www.mountainbiodiversity.org/home.html>.
12. Millennium Development Goal Reports: <http://www.un.org/millenniumgoals/reports.shtml>
13. Global Biodiversity Outlook: <http://www.biodiv.org/gbo3/default.shtml>
14. Global Environment Outlook (GEO): The latest comprehensive GEO report is *Global Environment Outlook 4* (2007) at <http://www.unep.org/geo/geo4/media/>, see also *GEO Yearbook 2007: An Overview of Our Changing Environment*, *UNEP Yearbook 2008/2009/2010* and the *African Environment Outlook 2/3: Our Environment, Our Wealth*. For all these publications see <http://www.unep.org/DEWA/products/publications/index.asp>
15. The GEO for Latin America and Caribbean region available at http://www.unep.org/pdf/GEOLAC_3_ENGLISH.pdf.
16. The Environment Outlook for the Arab Region available at <http://www.unep.org/dewa/westasias/eoar/>.
17. Database of Scientific Assessments: www.cbd.int/assessments/default.shtml
18. Assessments undertaken by the UNEP Division of Early Warning and Assessment: <http://www.unep.org/DEWA/assessments/index.asp>
19. 2010 Biodiversity Indicator Partnership: www.twentyten.net
20. National indicators: www.cbd.int/indicators/nationalindicators.shtml and Biodiversity Indicators for National Use www.unep-wcmc.org/resources/publications/BINU/Experience_and_Guidance.pdf
21. Provisional indicators for measuring progress towards the 2010 target and in the implementation of the Strategic Plan of the CBD (decision VIII/15, in particular Annexes I and II), available at <https://www.cbd.int/decisions/?m=COP-08&id=11029&lg=0>
22. The Global Biodiversity Information Facility: www.gbif.org.
23. The Census of Marine Life: www.coml.org.
24. Birdlife International: <http://www.birdlife.org/>.
25. "Plant at risk" (a study jointly undertaken by Royal Botanic Garden at Kew and IUCN) available at <http://www.kew.org/science-conservation/kew-biodiversity/plants-at-risk/plant-life-under-threat/index.htm>.
26. IUCN Red List of Threatened Species: www.iucnredlist.org.
27. State of the World's Birds available at <http://www.biodiversityinfo.org/default.php?r=sowbhome>.
28. The Global Biodiversity Atlas available at <http://www.unep-wcmc.org/>.
29. Group on Earth Observation and Biodiversity Observation Network: http://www.earthobservations.org/geobon_docs.shtml.
30. The economics of ecosystems and biodiversity: <http://www.teebweb.org/>.
31. Biodiversity Scenarios-Projections of the 21st century of changes in biodiversity and associated ecosystem services (CBD technical series 50), available at http://www.diversitas-international.org/uploads/File/GBO3_Biodiversity_Futures.pdf.

Part II. National Biodiversity Strategies and Action Plans, its implementation, and the mainstreaming of biodiversity

I. OVERALL SUGGESTIONS

1. ***All Parties should report no matter whether NBSAPs are in place or not.*** The title of this Part seems to suggest that only those countries that have developed national biodiversity strategies and/or action plans or similar strategies, policies or programmes should report on implementation of these strategies and programmes. However, as indicated in the guidelines, all Parties are requested to report on relevant activities, regardless of whether or not NBSAPs or similar strategies and programmes are in place. In fact, different from the fourth national report (in which implementation of NBSAP and mainstreaming were reported separately in two different chapters), countries could report all the implementation activities in this Part, both actions taken to implement NBSAP and actions taken by relevant sectors and cross-sectoral departments.
2. ***Report on both revised NBSAP and implementation of the old NBSAP.*** If Parties have updated their NBSAPs they could report on key goals, objectives, targets and actions included in the revised NBSAP, particularly those measurable targets developed in line with the Convention's Strategic Plan for 2011-2020. If your country provides a report to COP 11 on the targets included in the revised NBSAP please provide further updates. If your NBSAP is recently updated and not much is done for implementation, so most of the actions reported in this Part may relate to the previous version of NBSAP.
3. ***Please go beyond a list of actions.*** In this Part Parties are requested to provide an overview of the implementation of NBSAPs and mainstreaming. This should not be interpreted as listing all actions taken to implement NBSAPs or all relevant policies, legislations and measures. Instead Parties need to elaborate to what extent these actions, policies and laws have been implemented. Furthermore Parties also need to assess what portion of the planned actions have been carried out and to what extent the objectives have been met, and identify the remaining challenges for implementation.
4. ***Be specific and comprehensive about mainstreaming.*** While reporting on mainstreaming, countries need to describe how biodiversity is considered in various sectoral and cross-sectoral strategies, policies and programmes as well as planning mechanisms. More importantly countries need to report on actions taken and outcomes achieved by each sector to implement biodiversity actions included in their respective strategies. Countries could also report on tools to make mainstreaming and how biodiversity is considered in implementing related conventions and undertaking various cooperation activities at various levels.
5. ***Link national actions with the Convention-level programmes of work and cross-cutting issues.*** Though the focus of this Part is to report on implementation of NBSAPs and mainstreaming, Parties are requested to provide information concerning how activities or actions taken to implement NBSAPs and mainstreaming contribute to the implementation of relevant programmes of work and/or cross-cutting issues adopted under the Convention. This link will not only help with the review of the implementation of these thematic programmes and cross-cutting issues at future meetings of the Conference of the Parties and its subsidiary bodies, but also prove useful for Parties to plan future priorities for national implementation, taking into consideration suggested activities contained in these thematic programmes of work and suggested actions to address these cross-cutting issues.
6. ***Use case studies and success stories.*** It is very important to use in this Part case studies and success stories to illustrate impacts or outcomes of implementation of NBSAPs and mainstreaming. This will not only help exchange the experience of national implementation, but also provide key sources of information for reviewing national implementation at the Convention level. In addition, this also serves as a useful communication tool.

II. SUGGESTED INFORMATION TO BE INCLUDED

1. Parties could begin this Part by describing their updated NBSAPs. In doing so, Parties are encouraged to focus on the key goals, targets, measures and priority actions identified therein, in particular measurable targets developed in line with the Convention's Strategic Plan for 2011-2020. Parties also need to elaborate how the revised NBSAP differs from the old one, particularly in terms of (i) how the actions contained therein will achieve the above-mentioned targets; (ii) how it will contribute to the achievement of Convention's new Strategic Plan; (iii) how it will address the threats to biodiversity identified in Part I; (iv) how it addresses the guidance provided in COP decision IX/8; and (v) in particular how the NBSAP will achieve the integration of biodiversity considerations into broader national plans, programmes and policies, economic and social sectors and levels of government.

2. Then countries could report on actions taken and outcomes achieved for implementation of NBSAP since the fourth or last national report. In the case where NBSAP is recently updated and not much is done for implementation, most of the actions and outcomes reported here may relate to the previous version of NBSAP. Actions taken could include (however not limited to) relevant legislations and policies developed, institutional and human capacities strengthening, programmes and projects implemented and investment made. Meanwhile countries could briefly describe (with details provided in appendix III by using a matrix) how the actions relate to the various programmes of work and cross-cutting issues of the Convention in particular those included in the post-2010 multi-year programme of work of the Convention for in-depth review at COP 11 and 12. In analyzing outcomes or impacts, reference could be made to changes in the status and trends of and threats to biodiversity covered in Part I (with rationale provided as how these actions lead to or are linked to such changes) and use could be made of relevant cases or success stories emerging from implementation activities. They are particularly useful to demonstrate that positive results are being generated from implementation of NBSAP where systematic monitoring of implementation is lacking.

3. Following that Parties need to assess the implementation of NBSAP in particular what portion of the planned activities has been implemented and to what extent the related objectives have been met. Parties also need to report on what activities have not been implemented and what objectives or targets have not been achieved. In the latter case Parties are encouraged to analyze obstacles to implementation.

4. While reporting on mainstreaming of biodiversity, Parties are expected to focus on describing: (i) how biodiversity concerns are considered and addressed in various sectors and integrated into the key cross-cutting policy instruments such as sustainable development strategies and poverty reduction strategies; including an analysis of which sectors integrate biodiversity well and which sectors do not; (ii) how biodiversity is integrated into planning processes or mechanisms; (iii) actions taken and outcomes achieved by each sector to implement biodiversity actions identified in their respective strategies, policies and programmes; (iv) tools used for mainstreaming such as the ecosystem approach, environmental impact assessment and strategic environmental assessment, as well as spatial and landscape planning; (v) how synergies are achieved in the national-level implementation of relevant conventions such as UNFCCC and UNCCD; and (vi) how biodiversity is considered in various cooperation activities undertaken at various levels, including South-South Cooperation. To illustrate outcomes from mainstreaming of biodiversity, countries could use cases or success stories.

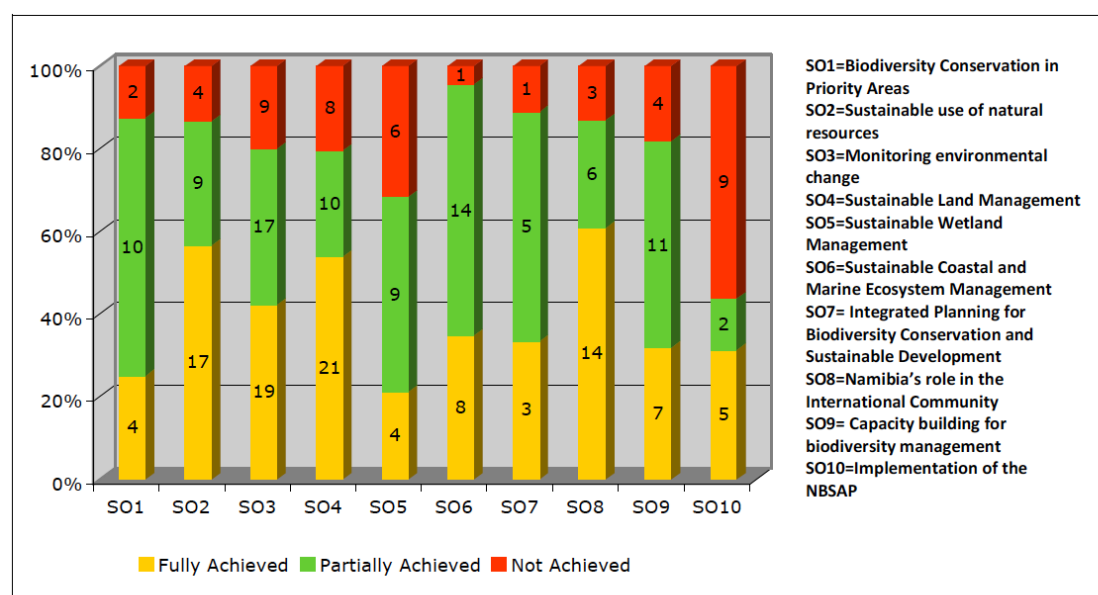
III. PROPOSED TABLES, FIGURES OR MATRICES (FOR IMPLEMENTATION OF NBSAP)

Examples from Zambia's fourth national report

Table 4: Progress in implementing the NBSAP Strategic Goals

Goal 1: Ensure the Conservation of a full range of Zambia's natural ecosystem through a network of protected areas of viable size				
Objective	Outcome	Strategy	Activities	Progress
1. To assess the coverage of Zambia's ecosystems in the existing protected areas network in order to ensure the inclusion of all Zambia's major ecosystems	Report on the adequacy of the coverage of the existing protected areas network and identification of unprotected areas that need to be gazetted as protected areas	Carry out a gap analysis and up-date maps of all the remaining natural ecosystems of Zambia	1. Reviewing existing information on protected areas using remote sensing surveys 2. Acquiring satellite imagery and aerial photos and commissioning new aerial surveys 3. Conducting ground surveys and compiling new maps 2 Identifying gaps and overlaps	Completed in all National Parks. Vegetation has been categorised into 9 classes The distribution of Vegetation Classes Map of Zambia produced. Maps indicating coverage of Vegetation in both protected and non protected areas have produced. Management Effectiveness Tracking Tool for PAs in Zambia developed.
2. To Modify the existing protected areas network to include representative areas of viable size of all major ecosystems	New areas for inclusion in the protected areas network identified and new protected areas gazetted	Assess the present status and trends of the country's biodiversity and re-orient the criteria for identifying representative areas to be gazetted as protected areas	Developing criteria for establishing new protected areas that clearly allows and defines levels of permissible use	Preparation of Criteria for identifying new protected areas for National Parks under the Reclassification and Effective Management of National Protected Areas System Project.
3. Enhancing the effective participation of stakeholders in the management of the PA network.	Local and broad participation in the protection and management of the protected areas network in place	Involve all key stakeholders in the management and protection of the PAs through development of appropriate structures	1. Reviewing existing models of participatory management systems. 2. Designing and implementing with communities, participatory management models/systems and the incentive schemes therein	Public-Private-Partnership (PPP) Models developed and tested in two demonstration sites. Guidelines for Joint Forest Management (JFM) developed and piloted in 6 local forests.

Example from Namibia's fourth national report



Breakdown of NBSAP specific targets achieved as per strategic objective (SO).

IV. REFERENCE MATERIALS AND WEB LINKS

A. Reference Materials and Web Links for review of NBSAP implementation

1. The Voluntary Guidelines for the Review of NBSAPs (annex to decision VIII/8) available at <https://www.cbd.int/decisions/?m=COP-08&id=11020&lg=0>.
2. COP Guidance on Developing, Implementing, Monitoring and Reviewing NBSAPs (COP decision IX/8) available at <https://www.cbd.int/nbsap/guidance.shtml>.
3. UNEP-WCMC Framework for Assessing Implementation of the CBD: <http://www.unep-wcmc.org/cbd/assessment/index.html>.
4. IUCN Guide to the Assessment of Biodiversity (2000): http://cmsdata.iucn.org/downloads/biodiversity_assessment_guide.pdf.
5. CBD Training Modules B series on NBSAPs: <https://www.cbd.int/nbsap/training/>.
6. Tools, materials and presentations from CBD regional and subregional workshops on NBSAPs and mainstreaming of biodiversity: <https://www.cbd.int/nbsap/workshops.shtml>
7. Summary report of CBD regional and subregional workshops on NBSAPs and mainstreaming of biodiversity (UNEP/CBD/COP/9/14/Rev.1: <https://www.cbd.int/doc/?mtg=cop-09>
8. CBD Booklet: Mainstreaming Biodiversity: Workshops on national biodiversity strategies and action plans available at <https://www.cbd.int/doc/publications/cbd-brochure-nbsap-ws-en.pdf>.
9. UK Biodiversity Action Reporting System: <http://www.ukbap-reporting.org.uk/>; Guidance Note for 2008 Reporting :<http://www.ukbap.org.uk/library/BRIG/2008GuidanceNoteFinal23April08.pdf>
10. A Biodiversity Outcomes Framework (Environment Canada): http://www.cbin.ec.gc.ca/documents/outcomes/bioflyer_e.pdf
11. Documents from the UNEP/UNDP Biodiversity Planning Support Programme : http://www.undp.org/bpsp/global_links/pubs.htm
12. Assessing NBSAPs by Institute of Advanced Studies of the United Nations University at http://www.ias.unu.edu/sub_page.aspx?catID=107&ddIID=807.
13. The Equator Initiative cases available at <http://www.equatorinitiative.org/>.

B. Reference Materials and Web Links for mainstreaming

1. The Ecosystem Approach Beginners' Guide and Advance User Guide: <http://www.cbd.int/ecosystem/sourcebook/beginner-guide.shtml> & <http://www.cbd.int/ecosystem/sourcebook/advanced-guide.shtml>.
2. The Ecosystem Approach Sourcebook: <http://www.cbd.int/ecosystem/sourcebook/default.shtml>
3. The Guidelines for Biodiversity-inclusive EIA and SEA: <http://www.cbd.int/impact/guidelines.shtml>.
4. A Brochure for Biodiversity-inclusive EIA and SEA: <http://www.cbd.int/doc/publications/imp-bio-eia-and-sea.pdf>
5. CBD Proposals for Design and Implementation of Incentive Measures: <http://www.cbd.int/incentives/tools.shtml>.
6. CBD Options for the Application of Tools for Valuation of Biodiversity and Biodiversity Resources and Functions: <http://www.cbd.int/incentives/tools.shtml>.
7. An Exploration of Tools and Methodologies for Valuation of Biodiversity and Biodiversity Resources and Functions, CBD Technical Series No. 28: <http://www.cbd.int/doc/publications/cbd-ts-28.pdf>
8. CBD Training Modules on mainstreaming (under development): www.cbd.int.
9. Issue-based Modules for Coherent Implementation of Biodiversity-related Conventions: <http://www.svs-uneipbmdb.net/>
10. Summary Report of Biodiversity in European Development Cooperation Conference: <http://www.iisd.ca/download/pdf/sd/ymbv01126num1e.pdf>.
11. Mainstreaming Biodiversity into National Development Plans (UNDP): Overview and Selected Tools: <http://www.cbd.int/doc/training/nbsap/train-present-2007-intro-mainstream-en.pdf>
12. Mainstreaming Biodiversity in Production Landscapes (GEF, 2005): <http://www.gefweb.org/Outreach/outreach-publications/documents/MainstreamingBiodiversity.pdf>
13. Mainstreaming Biodiversity into Business (FFI): <http://earthmind.net/eibb/docs/workshop-a-ffi-2004-mainstreaming-biodiversity.pdf>
14. A Review of Biodiversity Conservation Performance Measures (Earthwatch Institute/Rio Tinto): [http://www.businessandbiodiversity.org/pdf/Biodiversity%20report%20\(2\).pdf](http://www.businessandbiodiversity.org/pdf/Biodiversity%20report%20(2).pdf)
15. IUCN/WWF Biodiversity Economics website: www.biodiversityeconomics.org

16. Integration of Biodiversity into National Environmental Assessment Procedures: www.unep.org/bpsp/HTML%20files/TS-EIA.html
17. WRI Mainstreaming Ecosystem Services Initiative: <http://www.wri.org/project/mainstreaming-ecosystem-services>.
18. WRI Ecosystem Services: A guide for decision makers available at <http://www.wri.org/publication/ecosystem-services-a-guide-for-decision-makers..>
19. Incorporating biodiversity into integrated assessments of trade policy in the agriculture sector: www.unep.ch/etb/areas/biodivAgriSector.php
20. CBD Booklet: Mainstreaming Biodiversity: Workshops on national biodiversity strategies and action plans available at <https://www.cbd.int/doc/publications/cbd-brochure-nbsap-ws-en.pdf>.
21. Tools, materials and presentations from regional and subregional capacity-development workshops on implementing national biodiversity strategies and action plans and mainstreaming of biodiversity available at <https://www.cbd.int/nbsap/workshops.shtml>.
22. Development Database on Aid Activities: <http://www.oecd.org/dataoecd/50/15/5037782.htm>
23. TEMATEA: <http://www.svs-unepibmdb.net/>.

Part III. Progress towards the 2020 Biodiversity Targets and contributions to the relevant 2015 Targets of the Millennium Development Goals

I. OVERALL SUGGESTIONS

1. ***Do more analysis or assessment than description.*** The guidelines clearly request Parties to analyze how actions taken at the national level to implement the Convention contribute to progress towards the 2020 targets and relevant 2015 targets of the Millennium Development Goals. Parties do not need to repeat what is already reported in the previous parts. Instead Parties should make more analysis or synthesis by drawing together relevant information or findings. In doing so, Parties could use both global and nationally developed indicators to assess progress made. It should be also noted that the analysis should cover contributions from all the actions taken at national level, including both NBSAP implementation, mainstreaming and implementation of the thematic programmes of work and cross-cutting issues adopted under the Convention. It is important to give an overall assessment (by using a simple “traffic light” scheme or similar device) of progress towards the 2020 targets particularly interim milestones for 2015, though it is not completely based on actual monitoring results or purely scientific assessment. This mid-term review or assessment is very important for countries to know what has been done and more importantly, what needs to be done further in the next five years.
2. ***Highlight national targets, actions taken and outcomes achieved.*** In assessing progress towards the 2020 targets in particular interim milestones for 2015, this Part should focus more on national targets adopted, actions taken to achieve these targets and outcomes achieved. Cases or success stories (with detailed criteria for case selection provided below) could be used to illustrate outcomes or progress.
3. ***Cover relevant targets of the Millennium Development Goals.*** This part is not intended to request Parties to report on the implementation of all the goals and targets of the Millennium Development Goals, but only those targets related to biodiversity such as Target 7.2. Countries are expected to focus on particularly how the implementation of the Convention and the new Strategic Plan have contributed or is contributing to the achievement of relevant targets of the Millennium Development Goals.
4. ***Use indicators where available and possible.*** To make analysis or assessment more science-based, countries are encouraged to use quantitative indicators for this analysis or assessment as much as possible. Both globally, regionally and nationally developed indicators could be used. Where indicators are not available, countries could use experts’ qualitative assessments.
5. ***Conclude by summarizing the experiences and lessons learned from implementation of the Convention.*** In conclusion, it is very important for Parties to provide an overall assessment of lessons

learned from implementation, highlighting areas where successful actions taken and those where less or no actions taken, including challenges encountered. In addition, it is important to provide suggestions for actions that need to be taken at the national, regional and global level, in particular what needs to be done further to achieve the strategic goals and targets of the updated Strategic Plan for 2020. This concluding part will provide an important basis for writing an executive summary which should be based on all the main parts of this report.

II. SUGGESTED INFORMATION TO BE INCLUDED

1. Parties could start by highlighting the extent to which strategic goals and targets have been achieved (which target has been fully achieved, which target has been partially achieved and which one has not). For those targets fully or partially achieved, countries could provide a few cases or stories to support the statements. It is also important to highlight in this part how actions taken to achieve the 2020 target have contributed or are contributing to improvement in the status and trends of biodiversity or mitigating pressures on biodiversity.
2. Then countries could use a table or matrix (see examples) to summarize progress towards the 2015 milestones and 2020 targets, highlighting national targets adopted, actions taken, outcomes achieved, indicators used for assessment and overall assessment of progress. Countries could do this goal-by-goal and target-by-target. Important, relevant information from Parts I and II could be extracted to fill in relevant columns of this table or matrix, with additional information provided where necessary. It is emphasized again that use of indicator for this summary assessment is very important and countries are expected to use indicators where available and possible.
3. For assessment of progress towards relevant targets of the Millennium Development Goals, countries could begin by highlighting main achievements of the MDGs, including which target has been fully or partially achieved and which target has not. Again countries are encouraged to provide successful cases or stories to demonstrate achievements. Countries could use a similar table suggested above to summarize progress towards relevant targets of the MDGs. Again countries do not need to cover all the targets but those relevant ones.
4. In conclusion, countries could highlight those areas where effective actions have been taken and successful outcomes have been achieved as well as areas where no or few actions have been taken. It is important to analyze why success can be achieved and obstacles to implementation. It is also important to identify what needs to be done further at various levels to enhance the implementation of the Convention, particularly what actions or measures need to be taken in the next five years to achieve the 2020 targets.
5. To illustrate progress, countries are encouraged to provide cases or examples for progress achieved. In submitting such cases or examples, it is recommended that Parties consider the following criteria.

Cases needed⁵

The case studies should demonstrate significant reductions in the loss of biodiversity (or a specific component) within a defined scale. The case will be most useful if it contains lessons that are more widely applicable.

Information required

- Full description of the reduction in biodiversity loss.
- Measures taken to achieve the change.
- Relevant external factors that may have influenced the rate of biodiversity loss or likely to do so in the future.
- Measures in place or planned to ensure that the reduction is sustained.
- Conclusion and lessons learned.

Criteria

- Significant and sustained reduction in biodiversity loss since 2010

⁵ Criteria for cases will be further developed in light of the 2020 targets and relevant indicators.





- Based on a clear measure of [an aspect of] biodiversity – any measure consistent with the CBD indicator set. (E.g. distribution and abundance of populations, area of primary ecosystems.)
- Clear base year. 2002 where data available. Could be 2000 or the 1990's
- Clearly defined scale of example: habitat, biome, country, eco-region
- Significant: statistically significant. Decrease greater than cyclic fluctuations.
- Sustained. More than one data point, or convincing arguments as to why it is to be sustained.





III. PROPOSED TABLE OR MATRIX FOR USE

Example from the UK's fourth national report

Progress Towards the 2010 Target

Key to indicator assessment of change over time:

-  = Improving
-  = little or no overall change
-  = Deteriorating
-  = insufficient or no comparable data

PROTECTING THE COMPONENTS OF BIODIVERSITY							
Goal 1. Promote the conservation of the biological diversity of ecosystems, habitats and biomes							
Global targets	UK contribution to global target	Relevant UK indicator and associated measures		Assessment of change for each measure		Summary of change	Related UK and national targets
				Long term [1]	Since 2000		
1.1: At least 10% of each of the world's ecological regions effectively conserved.	Over 2.4 million hectares of land and freshwater have been designated as protected areas under national and international legislation, representing about 10 % of the land area of the UK. A further one million hectares of UK coastal seas have also been designated. These areas have been selected to cover habitats and species of particular importance for the Atlantic biogeographic region. To ensure sites are representative of the entire region site selection is coordinated at a European	6. Protected sites www.jncc.gov.uk/page-4241	Area of protected sites	 1996		The total area of land and sea protected in the UK has increased between 1996 and 2008 from 2.3 million to 3.5 million hectares - an increase of 48%. Since 2000 there has been a 12% increase	No relevant UK targets
			Condition of features on protected sites			Sites are designated with the aim of conserving specific biological or geomorphological features. The condition of these features is assessed on a rolling cycle against agreed standards. The first set of biological feature assessments is used to compile the condition indicator. This shows that the percentage of features or area in favourable condition (or in unfavourable but	There are separate targets in each of the countries of the UK to achieve favourable or recovering condition on 95 per cent of designated sites, either by area or by number of features. The date for achieving this target varies between countries.

	level under the EU Habitats Directive. The UK is currently in the process of designating marine protected areas.					recovering condition) is generally between 60 and 85 per cent, although it drops to 37 per cent for Special Areas of Conservation.	
1.2: Areas of particular importance to biodiversity protected		4. Priority habitats www.jncc.gov.uk/page-4239	☹	☹		Priority Habitats are semi-natural habitats identified as priorities for conservation in the UK Biodiversity Action Plan. Based on a comparison of the earliest available and most recent assessment for each habitat, the number either 'stable' or 'increasing' in area has fallen from 21 to 20 (2.5 per cent of the known habitats). Despite this position of little or no overall change, 15 priority habitats (44 per cent) are still declining in extent.	In the UK, action plans and conservation targets have been agreed for 65 priority habitats. Targets are included for maintenance and restoration.
		14. Habitat connectivity www.jncc.gov.uk/page-4249	☹	☹		Indicator under development.	No relevant UK targets established.

Assessment of progress

Long term declines in habitat extent and quality have been addressed, and in some cases reversed.

Significant effort has been put into establishing an ecologically coherent series of protected areas across the UK providing protection for both nationally and internationally important species and habitats. The effectiveness of these protected areas is measured using a monitoring protocol which enables expert assessments to be made by operational staff of the statutory conservation agencies. The protected areas are part of the UK's approach to conserving its important habitats and species – and their role is balanced by legislative requirements to take biodiversity into account in decision making, not just in relation to protected areas but also with respect to the wider countryside and seas. Significant further investment is required in order to meet targets beyond 2010 for all priority habitats.

IV. REFERENCE MATERIALS AND WEB LINKS

1. A provisional framework of goals and targets for the 2020 targets and provisional indicators for measuring progress (to be developed)
2. GBO 3 available at <https://www.cbd.int/gbo3/>
3. Millennium Development Goals: www.unmillenniumproject.org/goals/index.htm ; MDG Reports: <http://www.un.org/millenniumgoals/reports.shtml>; Info concerning Goal 7, Target 2 available at <http://www.un.org/millenniumgoals/envIRON.shtml>. The MDG Monitor: <http://www.mdgmonitor.org/>.
4. 2010 Biodiversity Indicator Partnership (2010BIP): www.twentyten.net
5. National indicators: www.cbd.int/indicators/nationalindicators.shtml and Biodiversity Indicators for National Use: [www.unep-wcmc.org/resources/publications/BINU/Experience and Guidance.pdf](http://www.unep-wcmc.org/resources/publications/BINU/Experience_and_Guidance.pdf)
6. [European](#) Environment Agency Technical Report: Halting of the loss of biodiversity by 2010: proposal for a first set of indicators to monitor progress in Europe: http://reports.eea.europa.eu/technical_report_2007_11/en/Tech_report_11_2007_SEBI.pdf
7. Millennium Ecosystems Assessments and related products available at <http://www.millenniumassessment.org/en/index.aspx>.
8. WWF Living Planet Index Report (2008): http://assets.panda.org/downloads/living_planet_report_2008.pdf.
9. Ecosystems, Climate Change and MDGs (working paper by WRI) available at http://pdf.wri.org/working_papers/ecosystems_climate_change_and_millennium_development_goals.pdf.
10. The Global Monitoring Report of the World Bank available at <http://web.worldbank.org/WBSITE/EXTERNAL/EXTDEC/EXTGLOBALMONITOR/EXTGLOMONRE/P2009/0,,menuPK:5924413~pagePK:64168427~piPK:64168435~theSitePK:5924405,00.html>.
11. UN Development Group MDG Tracking Tools and Databases at <http://www.undg.org/index.cfm?P=97>.
12. Paris 21 at <http://www.paris21.org/betterworld/home.htm>.
13. The Millennium Development Goals Report 2010 available at [http://www.un.org/en/mdg/summit2010/pdf/MDG% 20Report% 202010% 20En% 20r15% 20-low% 20res% 2020100615% 20-.pdf](http://www.un.org/en/mdg/summit2010/pdf/MDG%20Report%202010%20En%20r15%20-low%20res%2020100615%20-.pdf).
14. UN MDG website: <http://www.un.org/millenniumgoals/index.shtml>.

Appendices

I. OVERALL SUGGESTIONS

1. *Give equal importance to appendices though they provide supplementary information.* In particular Appendix III provides an opportunity to report on the implementation of the thematic programmes of work cross-cutting issues of the Convention, particularly those included in the multi-year programme of work of the Convention for in-depth review at COP 11 and 12. Further sources of information provided in Appendix II are very helpful to know more about national implementation. A brief account of the process of preparation of the report (within Appendix I) also provides a useful background for the whole report.
2. *Try to avoid overlaps with the three main parts by making cross-references to them.* This is particularly the case when preparing Appendix III.
3. To control the size of the whole report, countries could, in Appendix II, provide references and links or append important materials if necessary.

II. SUGGESTED INFORMATION TO BE INCLUDED

1. In Appendix I, countries need to provide relevant information as outlined in the table contained therein. What is important here is that Parties need to describe briefly the process of preparing the report, in particular involving various stakeholder groups. This brief account is important because it helps provide an indication of the extent the report is a product resulting from multi-stakeholder consultations and reflects comprehensively the national situation. It is also an indication of whether the country concerned has used national reporting as a process to mobilize more public support to and participation in the implementation of the Convention.
2. In Appendix II, countries could provide further information in more detail about the implementation of the Convention and related conventions. Information could include national reports submitted to biodiversity-related conventions, a list of assessments, reviews and publications on which national reports are based as well as web-links where readers could retrieve more information.
3. In Appendix III, Parties are invited to report on the implementation of the thematic programmes of work cross-cutting issues of the Convention, particularly those included in the multi-year programme of work of the Convention for in-depth review at COP 11 and 12. In this appendix, Parties do not need to repeat what is already reported in the main body of the report. Parties could use a table or matrix (see example proposed below) to highlight how national actions taken to implement the NBSAP, mainstreaming and the 2020 targets have contributed or are contributing to goals, targets and activities suggested in the thematic programmes of work and plans or decisions related to cross-cutting issues. In doing so, Parties could focus on those thematic areas and cross-cutting issues that are nationally relevant and important.
4. Finally, Parties could include other appendices to provide relevant information related to the report, such as details related to the development and use of indicators.

III. PROPOSED TABLE OR MATRIX⁶

1. Matrix for review of implementation of programmes of work on thematic programme areas

Thematic programme areas	Global goals, targets and activities	National targets if any	National activities or actions taken	National contributions	National outcomes
Agricultural biodiversity					
Marine and coastal biodiversity					
Biodiversity of inland waters					
Forest biodiversity					
Biodiversity of dryland and sub-humid lands					
Island biodiversity					
Mountain biodiversity					

2. Matrix for review of implementation of cross-cutting issues

Cross-cutting issues	Relevant COP decisions and suggested activities	National Implementation and contributions	Outcomes achieved	Future priorities
Access and benefit-sharing				
Biodiversity for development				
Climate change and biodiversity				
Invasive alien species				
Global taxonomy initiative				
Global Plant Conservation Strategy				
Sustainable use/biodiversity and tourism				
Communication, education and public awareness				
Incentive measures				
Impact assessment				
Ecosystem approach				
Traditional knowledge, innovations and practices				

⁶ These tables or matrices will be further developed based on relevant 10 decisions.

3. *Matrix for review of implementation of the programme of work on protected areas* is contained in annex to the document UNEP/CBD/SBSTTA/14/5/Add.1, available at <https://www.cbd.int/doc/?meeting=sbstta-14>.

IV. REFERENCE MATERIALS AND WEB LINKS

1. Reference materials and web links for review of thematic programme areas

Biodiversity International: <http://www.biodiversityinternational.org/>.

Consultative Group on International Agriculture Research: <http://www.cgiar.org/>.

Tools and guidelines for implementation of the programme of work on dryland and semi-arid land biodiversity available at <https://www.cbd.int/drylands/tools.shtml>. Cases of implementation available at <https://www.cbd.int/drylands/cs/>.

FAO-Desertification: <http://www.fao.org/desertification/default.asp?lang=en>.

International Center for Agricultural Research in the Dry Areas:

<http://www.icarda.org/Facelift.htm>.

International Crops Research Institute for the Semi-Arid Tropics: <http://www.cimmyt.org/>.

Tools and guidelines for implementation of the programme of work on forest biodiversity available at <https://www.cbd.int/forest/tools.shtml>. Case studies available at <https://www.cbd.int/forest/cs.shtml>.

Centre for International Forest Research: <http://www.cifor.cgiar.org/>

Tools and guidelines for implementation of the programme of work on inland waters biodiversity available at <https://www.cbd.int/waters/tools.shtml>; Case studies available at <https://www.cbd.int/waters/case-studies.shtml>.

Resources for review of the implementation of the programme of work on island biodiversity available at <https://www.cbd.int/island/resources.shtml>; case studies for implementation available at <https://www.cbd.int/island/casestudies.shtml>.

International Coral Reef Initiative: <http://www.icriforum.org/>.

Pacific Regional Environment Programme: www.sprep.org.

Small Island Developing States Network: <http://www.sidsnet.org/1d.html>.

International Coral Reef Action Network: <http://www.icran.org/action-csi.html>.

Conservation International: <http://www.conservation.org/Pages/default.aspx>.

Tools and guidelines for implementation of the programme of work on marine and coastal biodiversity available at <https://www.cbd.int/marine/tools.shtml>; case studies available at <https://www.cbd.int/marine/case-studies/>.

The World Ocean Observatory: <http://www.thew2o.net/>.

The Nature Conservancy: www.nature.org.

Resources for implementation of the programme of work on mountain biodiversity at <https://www.cbd.int/mountain/resources.shtml>.

2. Reference materials and web links for review of cross-cutting issues

ABS Measures database available at <https://www.cbd.int/abs/measures/>.

ABS arrangements and case studies available at <https://www.cbd.int/abs/arrangements/>

Information materials on biodiversity for development available at <https://www.cbd.int/development/implementation/tools.shtml>.

Resources on climate change and biodiversity available at <https://www.cbd.int/climate/resources.shtml>.

Case Studies on CEPA available at <https://www.cbd.int/cepa/casestudies.shtml>.

Tools and guidance on economics, trade and incentive measures available at <https://www.cbd.int/incentives/tools.shtml>; database on incentive measures available at <https://www.cbd.int/incentives/case-studies.shtml>.

Ecosystem approach sourcebooks available at <https://www.cbd.int/ecosystem/sourcebook/>; case studies available at <https://www.cbd.int/ecosystem/cs.shtml>.

Biodiversity Information Systems (GTI) available at <https://www.cbd.int/gti/infosys/>; case studies available at <https://www.cbd.int/gti/casestudies.shtml>.

Guidelines for biodiversity-inclusive impact assessments available at <https://www.cbd.int/impact/guidelines.shtml>; case studies available at <https://www.cbd.int/impact/case-studies/>.

Database of scientific assessments available at <https://www.cbd.int/assessments/>; national indicators available at <https://www.cbd.int/indicators/nationalindicators.shtml>;

Guidance and tools on invasive alien species available at <https://www.cbd.int/invasive/tools.shtml>; database available at <https://www.cbd.int/invasive/database.shtml>; case studies available at <https://www.cbd.int/invasive/assessments.shtml>.

Best practices on sustainable use available at <https://www.cbd.int/sustainable/bestpractices/>;

Information database on technology transfer and cooperation available at <https://www.cbd.int/programmes/cross-cutting/technology/search.aspx>.

Cases and guidelines on tourism and biodiversity available at <https://www.cbd.int/tourism/gd-cs.shtml>; other case studies available at <https://www.cbd.int/tourism/cs.shtml>;

Information portal on traditional knowledge: <https://www.cbd.int/tk/>.

3. Reference materials and web links for review of implementation of Global Strategy for Plant Conservation

- Plants2010: <http://www.plants2010.org/>
- Botanical Garden Conservation International: <http://www.bgci.org/>
- Mid-term Review of the European Plant Conservation Strategy: <http://www.plantlife.org.uk/international/assets/policies/european-plant-conservation-strategy/mid-term-review-EPCS.pdf>; Review of the ESPC: Progress and Challenges (2007): http://www.plantaeuropa.org/assets/publications/21465_PL_Review52pp_1.pdf
- The International Plant Names Index (IPNI): www.ipni.org/index.html
www.ipplants.org
- A database for plant nomenclature: W³TROPICOS - www.tropicos.org
- Important Plant Areas: www.plantlife.org/ipa/reports.asp
- Rapid List for the assessment of the conservation status of plants: <http://www.iucn.org/RapidList/org.iucn.rapidlist.RapidList/RapidList.html>
- Plant Conservation Report available at <https://www.cbd.int/gspc/pcr-report/>.

4. Reference materials and web links for review of implementation of Programme of Work on Protected Areas

• CBD Programme of Work on Protected Areas

Summary of targets: <http://www.cbd.int/protected/targets.shtml>

Programme of Work: <http://www.cbd.int/protected/pow.shtml>

Protected Areas Management Effectiveness:

<http://www.cbd.int/protected/PAME.shtml>

Ecological Gap Analysis: <http://www.cbd.int/protected/gap.shtml>

• Recommendations of the 5th World Parks Congress

<http://www.iucn.org/themes/wcpa/wpc2003/pdfs/english/Proceedings/recommendation.pdf>

• IUCN Protected Area Management Categories:

- <http://www.iucn.org/themes/wcpa/ppa/protectedareas.htm>

- Management Guidelines for IUCN Category V Protected Areas Protected Landscapes/Seascapes
<http://www.iucn.org/dbtw-wpd/edocs/PAG-009.pdf>
- Guidelines for applying protected areas management categories:
<http://data.iucn.org/dbtw-wpd/edocs/PAPS-016.pdf>
- Forests and Protected Areas - Guidance on the use of the IUCN Protected Area Management Categories
<http://www.iucn.org/dbtw-wpd/edocs/PAG-012.pdf>
- **IUCN Protected Areas Best Practice Guidelines**, including:
 - National System Planning for Protected Areas
<http://www.iucn.org/dbtw-wpd/edocs/PAG-001.pdf>
 - Guidelines for Management Planning of Protected Areas
<http://www.iucn.org/dbtw-wpd/edocs/PAG-010.pdf>
 - Guidelines for Marine Protected Areas
<http://www.iucn.org/dbtw-wpd/edocs/PAG-003.pdf>
 - Indigenous and Local Communities and Protected Areas: Towards Equity and Enhanced Conservation
<http://www.iucn.org/dbtw-wpd/edocs/PAG-011.pdf>
 - Evaluating Effectiveness - A framework for assessing management effectiveness of protected areas 2nd Edition
<http://www.iucn.org/dbtw-wpd/edocs/PAG-014.pdf>
 - How is your Marine Protected Area doing? IUCN protected area MPA management effectiveness indicators for managers to evaluate their site:
<http://www.iucn.org/themes/wcpa/pubs/marine.htm>

These and other best-practice reports (including the Category guidelines above) can be found in PDF format, in a range of languages, at: http://www.iucn.org/themes/wcpa/pubs/guide_lines.htm

- **Earth Toolbox**

A multi-organisational initiative (in conjunction with the CBD) building an open-access database of tools and methodologies to help field programmes, governments and others implement the ecosystem approach. It allows users to search for guidelines/ tools/reports for planning, implementation and reporting stages of conservation. <http://www.earthtoolbox.net/searchdb.asp>

- **Protected Areas Learning Network (PAL net):** <http://www.parksnet.org/>

- **UNEP-WCMC Protected Areas Programme Website**

- Protected Areas and Biodiversity: An Overview of Key Issues:
http://www.unep-wcmc.org/resources/publications/UNEP_WCMC_bio_series/index.htm#21
- Guidelines for Biodiversity Assessment and Monitoring for Protected Areas: <http://www.unep-wcmc.org/collaborations/BCBMAN/publication.htm>
- World Database on Protected Areas: www.wdpa.org .

EXECUTIVE SUMMARY

I. OVERALL SUGGESTIONS

1. The Executive Summary should be concise and appealing to the decision-makers and the general public, capturing key findings from all parts of the whole report. Instead of repeating details in the report, the executive summary should convey key messages from the report to the audience, highlighting key changes in the status and trends of biodiversity (including drivers of changes both direct and indirect), achievements in implementation (NBSAP, mainstreaming and progress towards the 2020 targets) and identifying challenges or failures and what needs to be done further to enhance the implementation and achieve the 2020 targets.
2. The Executive Summary should not serve as an outline of or an introduction to the report. It should be a miniature of the report, with main findings, conclusions and suggestions from the report crystallized in a short document.

II. PROPOSED OUTLINE OF THE EXECUTIVE SUMMARY

You may wish to prepare roughly one short paragraph per bullet point.

(Points taken from Part I)

- Importance of biodiversity for the country. Highlight contributions to human well-being and socio-economic development. Also highlight one or two examples of exceptional biodiversity and ecosystems in the country.
- Key changes in the status and trends of biodiversity since the fourth or last national report.
- Main threats to biodiversity (and ecosystems) that are specific to the country, both direct and indirect. Underlying causes of the threats. Link the threats (direct drivers) outlined above with the underlying causes (indirect drivers) and relate these to the relevant economic sectors.
- Impacts of threats on biodiversity and ecosystems. Graphic from MA relating threats to impacts (colours) and trends in impacts (arrows) for various ecosystems or components of biodiversity.
- Socio-economic implications of the impacts. Describe the impacts of declining biodiversity and ecosystems on human well-being, livelihoods, poverty reduction etc. Consider all relevant and significant ecosystem goods and services.
- Plausible future scenarios of biodiversity and its implications for human well being. For example: (i) what might happen under “business and usual” in terms of future underlying causes, threats, impacts on biodiversity and implications for human well being; and (ii) what may happen with investment in biodiversity and ecosystems.

(Points taken from Part II)

- Key goals, targets and priority actions in updated NBSAP, highlighting the 2020 measurable targets in line with the Convention’s Strategic Plan for 2011-2020 and key differences between the new and old NBSAPs.
- Progress in implementing the NBSAP since the fourth or last national report. Provide an overall assessment of implementation. (e.g., proportion of strategic objectives or activities implemented). Give two or three examples of successful actions implemented. Also identify obstacles to implementation.
- Integration of biodiversity into broader national policies. Describe how biodiversity is reflected in Poverty Reduction Strategies and other key cross-cutting policy instruments. Give one or two examples of actions taken and outcomes achieved in this regard.
- Integration of biodiversity into economic sectors. Which sectors (and ministries) integrate biodiversity well and which do not? Give one or two examples of actions taken and outcomes achieved by relevant sectors

- Use of planning mechanisms; strategic environmental assessment.
- Additional steps: What additional efforts are needed to mainstream biodiversity?

(Points taken from Part III)

- Progress towards the 2020 targets. Focus on outcomes. You may wish to summarize progress towards 5 strategic goals and 20 headline targets (for example one bullet point or short paragraph per target). Provide an overall assessment of how progress in your country contributes to the overall 2020 Biodiversity targets.
- Overall progress in the implementation of the Convention, including areas where progress is lacking.

D. Proposed Outline of the Fifth National Report

(Countries could adjust according to their national circumstances)

Executive Summary

Part I: Update on Status and Trends of and Threats to Biodiversity

1.1 An update on status and trends of biodiversity

- Highlights key changes in status and trends of biodiversity components observed since the last national report or over years.
- Which ecosystems/species/genetic diversity is being endangered or improved?

1.2 Status and trends of changes in main ecosystems/key species /genetic diversity (This section should be concise/could refer to existing assessments made/use graphics to present trends)

1.3 Threat Analysis

- Analysis of direct threats
- Analysis of indirect threats
- Analysis of specific threats to particular ecosystems if any (optional)

1.4 Implications of changes in biodiversity (for national economic development, local livelihood, human welling, etc.)

1.5 Plausible future scenarios of biodiversity and its implications for human well being. For example: (i) what might happen under “business and usual” in terms of future underlying causes, threats, impacts on biodiversity and implications for human well being; and (ii) what may happen with investment in biodiversity and ecosystems.

Part II. NBSAP, its implementation and mainstreaming of biodiversity

2.1 Overview of revised NBSAPs (key goals, objectives, priority actions, key stakeholders identified)

2.2 Measurable targets in revised NBSAP

2.3 Implementation of NBSAP

- Overall assessment of implementation of NBSAP (how many goals and actions have been implemented and how many have not).
- Assessing implementation of key goals, objectives and actions (The extent to which these goals and actions have been implemented; what results have been achieved so far (cases and success stories could be used to illustrate outcomes if systematic monitoring results are not available, changes in the status and trends of biodiversity identified in Part I could be used as evidence of impacts of actions where such links exist; level of investment from domestic and international sources.)
- Challenges or obstacles encountered in implementation of NBSAP.

2.4 Contributions of national actions to implementation of the CBD thematic programme areas and cross-cutting issues

Table: Review of Implementation of NBSAPs (This could be put in annex if much detail is provided)

Goals	Objectives/Targets	Key Activities	Key Outcomes	Indicators for assessment

2.5 Overall assessment of mainstreaming (how many sectors have considered biodiversity in their respective strategies, plans and programmes and to what extent biodiversity has been considered in the practical implementation of these strategies, plans and programmes)

2.6 Integration of biodiversity into relevant sectors and cross-sectoral strategies, policies, plans and programmes (Information and analysis could be provided sector by sector)

2.7 Actions taken and outcomes achieved by different sectors (This could be combined with above, cases could be used to illustrate outcomes of mainstreaming)

2.8 Tools for mainstreaming (application of the ecosystem approach, inclusion of biodiversity into environmental impact assessment and strategic environmental assessment, integrated coastal and marine management, development and implementation of incentives based on evaluation of biodiversity and ecosystem services, etc.. Cases could be provided for use of these tools.)

2.9 Synergies in national implementation of related conventions (UNFCCC, UNCCD, Ramsar, CITES, CMS, etc.) (Cases could be provided)

2.10 Biodiversity considered in international development assistance programmes (Cases could be provided)

Part III. Progress towards the 2020 biodiversity targets and contributions to the relevant 2015 targets of the Millennium Development Goals

3.1 Mid-term assessment of progress towards the 2020 targets (The extent to which the target has been achieved)

3.2 Cases to illustrate progress towards the 2020 targets or achievements made (where reduction is achieved, how reduction is achieved, and how reduction can be maintained, info concerning scale of reduction achieved, etc.)

3.3 Table for assessing progress towards the 2020 targets

Goals	Targets	National targets	National actions	Outcomes achieved	National or global indicators used	Overall assessment (using “traffic-light” scheme or similar devices)

3.4 Implementation of relevant 2015 targets of the Millennium Development Goals

3.5 Overall assessment of implementation of the Convention

A. Areas where achievements have been made

B. Areas where progress is lacking/challenges

C. Gaps and future priorities

Appendices I and II: contact info and a brief introduction about process of preparation of the report as well as further sources of information

Appendix III: Implementation of the thematic programmes of work and cross-cutting issues

Other appendices

E. Final Remarks

In closing, it is important to repeat or re-emphasize a few key points which Parties should bear in mind while preparing the report.

Report should be outcome-oriented - The fifth national report, which is due in March 2014, provides a key source of information for the Conference of the Parties in the review of progress towards the 2020 targets in particular the 2015 milestones as well as relevant 2015 targets of the Millennium Development Goals. For this reason, it is important to review national implementation, in particular implementation of NBSAPs and mainstreaming in terms of their contributions to progress towards the 2020 targets and achievement of relevant 2015 targets of MDGs. To this end, presenting outcomes of measures taken for the implementation is crucial. Parties should avoid simply listing what has been done without elaborating or analyzing the outcomes or impacts of measures taken. As emphasized repeatedly in the guidelines and in this manual, Parties are strongly encouraged to provide examples or cases or success stories that demonstrate the outcomes of implementing NBSAPs, mainstreaming of biodiversity, national implementation of provisions of the Convention, thematic programmes and cross-cutting issues and relevant actions to achieve the 2020 targets and achievement of relevant targets of MDGs. Countries could append these examples, cases and success stories, if the report size limits their inclusion in the report itself.

Adopt a holistic approach in preparing the report. All of the parts, including some of the appendices, are closely inter-linked. For example, analyzing progress towards the 2020 targets must be built on information related to NBSAPs and mainstreaming. Analysis to be made in Parts II to III needs to be built on information provided in Part I on the status and trends of biodiversity, which in turn provides some evidence to the outcomes of actions elaborated in Parts II to III. For this reason, Parties are encouraged to take a holistic approach by linking all these parts together. With consistency and mutual support among related parts, the report will be presented as a unified one. Making analysis on an individual basis in different parts without linking them will lead to a loosely organized and perhaps seemingly unrelated piecing together of information. This can also result in unnecessary overlaps or repetitions among parts.

Involve as many stakeholders as possible. The stakeholder consultation process is crucial to the quality of the report. This is particularly important for preparing the fifth national report as review of progress towards the 2020 targets has to involve many stakeholders whose actions have direct impacts on whether these targets can be achieved or not. In addition, the reporting itself should be seen as a process to raise awareness and mobilize broader participation in further implementation of the Convention by bringing together relevant stakeholders to review achievements and challenges. Reporting for its own sake does not serve the purposes that it is designed to achieve. A key point here is to stress that in this process national focal points responsible for related conventions should work together to increase synergies among them and reduce unnecessary reporting burdens.

Make the report available as widely as possible for educational and awareness-raising purposes. Further to the above, Parties should not stop at finalizing and submitting the report to the Secretariat. Parties are encouraged to make best use of the report to develop by-products for educational and awareness-raising purposes. To this end Parties could also choose some important environmental days such as International Biodiversity Day to launch their national reports or make them available more widely through national CHM or other systems of public information.

Submit the report in time. It is important to urge Parties, as many relevant COP decisions did, to submit the report on time. The experience to date in the reporting process under the Convention shows clearly that delayed or non submission of national reports has posed great difficulties for the Conference of the Parties and its subsidiary bodies in reviewing national implementation and making appropriate recommendations or decisions. In short, without timely and adequate information from national reports, many processes under the Convention will be severely affected. Therefore, Parties are encouraged to get started immediately and should submit their fourth national report by the March 31 2014 deadline (as set in COP decision VIII/14). Earlier submission of national reports is definitely appreciated because the information available certainly helps with reviews, in particular the preparation of the fourth edition of the Global Biodiversity Outlook.

Use the correct guidelines. For many Parties this reminder may not be necessary. However, in the previous rounds of national reporting, a number of reports using the incorrect guidelines or format have been received. Some Parties were confused with the draft guidelines presented for consideration by one of the meetings of the Conference of the Parties and the finalized guidelines disseminated to all Parties after that meeting (with some revisions as requested from the COP). Parties should look for and use the correct, finalized guidelines posted on the national reporting home page on the website (<https://www.cbd.int/reports/>) of the Convention rather than get them from related documents presented to the COP or use the ones provided by one of the implementing agencies of the GEF. If Parties are not sure, it is safer to send a short message to the CBD Secretariat to get the correct guidelines before starting to prepare the report. Clearly reworking on the report due to this adds some difficulties to Parties, in particular those with limited capacities and resources. However, reports using the incorrect formats or guidelines make analysis of all the reports difficult.

Annex I. Financial support to eligible countries for the preparation of the fifth national report (to be added)

Annex II. Additional Indicators for measuring progress towards the 2020 targets (to be added)

Annex III. Indicators for measuring progress towards relevant targets of the Millennium Development Goals (to be added later on)

Millennium Development Indicators by UN Statistics Division available at
http://unstats.un.org/unsd/mi/mi_worldmillennium_new.asp & <http://mdgs.un.org/unsd/mdg/Default.aspx>.
