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WORKSHOP FOR LEAST DEVELOPED COUNTRIES ON THE PREPARATION OF THE FOURTH NATIONAL REPORT UNDER THE CONVENTION ON BIOLOGICAL DIVERSITY

Addis Ababa, 4-8 May 2009

Item 1 of the provisional agenda*

ANNOTATIONS TO THE PROVISIONAL AGENDA

INTRODUCTION

1. In paragraph 6 of decision VIII/14, the Conference of the Parties recommended that regional and/or subregional workshops be convened to facilitate the preparation of national reports. In paragraph 18 (d) of the same decision, the Conference of the Parties requested the Executive Secretary to enhance the facilitation of support to Parties and to promote capacity-building for the preparation of national reports, in cooperation with relevant international organizations.
2. In response, with the support from Norway, the Global Environment Facility and the United Nations Environment Programme (UNEP-GEF), the Executive Secretary is organizing a Workshop for Least Developed Countries on the Preparation of the Fourth National Report under the Convention on Biological Diversity. The workshop will take place in Addis Ababa, from 4 to 8 May 2009.
3. The purpose of the workshop is to facilitate the finalization and submission of the fourth national reports by reviewing draft chapters or reports prepared by some least developed countries, mostly from Africa. The workshop also aims to strengthen national capacities for monitoring and reporting on the implementation of the Convention, through promoting exchange of national experiences in preparing national reports and introducing relevant tools and best practices.
4. Participants in the workshop will comprise officials or experts from least developed countries responsible for the preparation of the fourth national report, as nominated by their national focal point for the Convention, as well as resource persons selected for their expertise and experience in supporting the preparation of national reports as well as monitoring and reporting on the implementation of the Convention, including development and use of indicators for monitoring and reporting. As indicated in the notification for this workshop as sent by the Executive Secretary, 1/ the nominated participants “should be in a position to facilitate the finalization of the fourth national report within six weeks after the workshop”. Accordingly, nominated participants are requested to undertake some preparatory and follow-up activities as set out in annex III below.
5. The Secretariat has issued an information note for participants containing details of logistical arrangements including information on travel, visa requirements, accommodation and other matters for

* UNEP/CBD/4NRCBW-LDC/1/1.

1/ SCBD/ITS/LC/MC/66658 of 4 March 2009.

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the Workshop. ^{2/} The primary language of the workshop will be English. Resource persons who speak French and Portuguese will be invited to help those Francophone and Lusophone countries participating in this workshop.

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

ITEM 1. OPENING OF THE MEETING AND ORGANIZATIONAL MATTERS

7. A representative of the host Government will open the meeting at 9 a.m. on Monday, 4 May 2009. A representative of the Secretariat will also welcome the participants.

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

8. The Secretariat of the Convention on Biological Diversity will give an overview of the objectives, the programme and the expected outcomes of the workshop.

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

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

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

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

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

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

^{2/} See <http://www.cbd.int/doc/?meeting=4NRCBW-LDC-01>

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

ITEM 4. PREPARATION OF THE CHAPTERS OF THE REPORT**(a) Assessing the status and trends of, and threats to, biodiversity (Chapter I of the fourth national report and use of indicators)**

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

15. Under this item, two countries will introduce their draft of chapter I of their national report, highlighting the approaches employed, key findings, challenges encountered as well as gaps or potential areas for improvement. Representative from one country or international organization will be invited to present its experiences in developing and using indicators for reporting and assessment.

16. Participants will then be invited to provide suggestions or comments on the drafts presented, in particular on how the gaps could be filled. Following the discussion, participants and resource persons will discuss in small groups about how to improve draft chapter I they had prepared.

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

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

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

19. Participants will then be invited to provide suggestions or comments on the draft chapters presented and work in small groups to share the approaches and tools used for their national reviews undertaken or being undertaken.

20. Participants and resource persons will discuss in small groups about how to improve chapters II.

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

21. Under this item, the Secretariat and resource persons will make an introduction on the preparation of chapter III. A few countries will present their draft chapters III. Following that there will be questions and answers and small group discussions on how to prepare chapter III. Country representatives will be given chances to work further on their draft chapters III in small groups, with the support from the Secretariat and resource persons.

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

22. Resource persons will introduce relevant national approaches used by some countries for assessing progress towards the 2010 target.

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

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

25. Following the discussion, participants and resource persons will discuss, in small groups, how to improve draft chapter IV.

26. Under this item, a few countries will be invited to present their draft Appendix III on the implementation of the Global Strategy for Plant Conservation and the programme of work on protected areas. After the presentations and discussions in plenary, participants and resource persons will discuss in small groups on how to improve draft Appendix III of the report.

ITEM 5. PREPARATION OF THE EXECUTIVE SUMMARY

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

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

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

29. The Secretariat will introduce the key processes leading to 2010, including preparation of the third edition of the Global Biodiversity Outlook and the key meetings between now and the tenth meeting of the Conference of the Parties which will be held in October 2010. The Secretariat will briefly introduce the strategy for celebrating the International Year of Biodiversity in 2010, including suggestions on how to use the fourth national report as a communication tool. Participants are encouraged to share their thoughts or plans for the IYB and further use of the fourth national report for communication, education and public awareness.

ITEM 7. CLOSURE OF THE WORKSHOP

27. The Workshop is expected to close at 12.30 p.m. on Friday, 8 May 2009. Before that participants may look at draft conclusions from the workshop if any.

Annex I

PROPOSED ORGANIZATION OF WORK

MONDAY, 4 MAY, 2008

9 a.m. – 10 a.m.	1.	Opening of the workshop <ul style="list-style-type: none"> • Opening statements (Ethiopia CBD NFP, SCBD) • Self-introduction of participants
10 a.m. – 10.30 a.m.	2.	Overview of the objectives and programme for the workshop <ul style="list-style-type: none"> • Introduction (SCBD) • Plenary discussion
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. - 12.30 p.m.	3.	Process of and tools available for preparing the fourth national report <ul style="list-style-type: none"> • The guidelines and the tools for the preparation of the fourth national report (SCBD and resource persons) • Status and process of preparing the fourth national report (introductions by) • Use of indicators for assessment and reporting (presentation and small group discussions)
12.30 p.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 4 p.m.	4 4(a)	Preparation of the Report. Chapter I of the report: Assessing the status and trends of, and major threats to biodiversity. <ul style="list-style-type: none"> • Introduction to chapter I by SCBD or resource person • Presentations of draft chapter I • Questions and answers and discussion in Plenary • Questions and answers and discussion in small groups to discuss how to improve the draft of chapter I
4 p.m. – 4.30 p.m.		<i>Tea break</i>
4.30 p.m. - 6 p.m.	4(a)	Chapter I of the report (<i>continued</i>) <ul style="list-style-type: none"> • Questions and answers and discussion in small groups (<i>continued</i>) • Time for all the country representatives to work further on draft chapter I with support of Secretariat and resource persons
7 p.m. – 9 p.m.		<i>Reception hosted by SCBD/Ethiopia CBD NFP</i>

TUESDAY, 5 MAY 2009

9 a.m. - 9.15 a.m	2	Overview of the objectives and programme for the Workshop (<i>continued</i>) <ul style="list-style-type: none"> • Brief recap of day one and overview of plans for day two
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9.15 a.m. – 10.30 a.m.	4(b)	<p>Chapter II of the Report: Implementation of national biodiversity strategies and action plans</p> <ul style="list-style-type: none"> • Background presentation by SCBD: Overview of subregional capacity-development workshops on NBSAPs and mainstreaming, and Introduction to COP-9 guidance for the development, implementation and updating of NBSAPs. • Introduction to draft chapter II by SCBD or resource person • Country presentations of draft chapter II • Questions and answers and discussion in Plenary • Questions and answers and discussion in small groups to discuss how to improve the draft of chapter II
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. – 12.30 p.m.	4(c)	<p>Chapter III of the Report: Mainstreaming</p> <ul style="list-style-type: none"> • Introduction to draft chapter III by SCBD or resource person • Country presentations of draft chapter III • Questions and answers and discussion in Plenary • Questions and answers and discussion in small groups to discuss how to improve the draft of chapter III
12.30 a.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 3.30 p.m.	4	<p>Preparation of the Report (continued)</p> <p>Questions and answers and discussion in small groups to discuss how to improve the draft of chapters I, II and III (<i>continued</i>)</p> <p>Time for all the country representatives to work further on draft chapters I, II and III with support of secretariat and resource persons</p>
3.30 p.m. – 4 p.m.		<i>Tea break</i>
4 p.m. – 6 p.m.	4.	<p>Preparation of the Report (continued)</p> <p>Time for all the country representatives to work further on draft chapters I, II and III with support of secretariat and resource persons</p>

WEDNESDAY, 6 MAY

9 a.m. - 9.15 a.m.	2.	<p>Overview of the objectives and programme for the workshop (continued)</p> <ul style="list-style-type: none"> • Brief recap of day two and overview of plans for day three
9.15 a.m. – 10.30 a.m.	4(c)	<p>Chapter IV, Appendix III of the report: Assessing progress towards the 2010 biodiversity target and goals and objectives of the Strategic Plan as well as targets in GSPC and the programme of work on protected areas</p> <ul style="list-style-type: none"> • Introduction by SCBD or resource persons • Country presentations on draft Chapter IV and appendix III • Questions and answers and discussion in Plenary • Questions and answers and discussion in small groups to discuss how to improve

		the draft of chapter IV and appendix III
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. – 12.30 p.m.	4.	Preparation of the Report (continued) <ul style="list-style-type: none"> • Time for all the country representatives to work further on draft reports or chapters, with the support from SCBD and resource persons (<i>continued</i>).
12.30 a.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 4 p.m.	4.	Preparation of the Report (continued) <ul style="list-style-type: none"> • Time for all the country representatives to work further on draft reports or chapters, with the support from SCBD and resource persons. (<i>continued</i>)
4 p.m.- 4.30 p.m.		<i>Coffee break</i>
4.30 p.m. – 6pm.	4.	Preparation of the Report (continued) <ul style="list-style-type: none"> • Time for all the country representatives to work further on draft reports or chapters, with the support from SCBD and resource persons. (<i>continued</i>)

THURSDAY, 7 MAY 2009

9 a.m. - 9.15 a.m.	2.	Overview of the objectives and programme for the workshop (continued) <ul style="list-style-type: none"> • Brief recap of day two and overview of plans for day three
9.15 a.m. – 10.30 a.m.	4.	Preparation of the Report (continued) <ul style="list-style-type: none"> • Time for all the country representatives to work further on draft reports or chapters, with the support from SCBD and resource persons. (<i>continued</i>)
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. – 12.30 p.m.	5.	Preparation of the executive summary of the Report <ul style="list-style-type: none"> • Introduction by SCBD or resource persons • Questions and answers and discussion in Plenary • Questions and answers and discussion in small groups to discuss how to prepare or improve the Executive Summary
12.30 a.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 4 p.m.	5.	Preparation of the executive summary of the Report <ul style="list-style-type: none"> • Questions and answers and discussion in small groups to discuss how to prepare or improve the executive summary (<i>continued</i>) • Time for all the country representatives to work further on the Executive Summary of the Report
4 p.m.- 4.30 p.m.		<i>Coffee break</i>
4.30 p.m. – 6pm.	5.	Preparation of the executive summary of the Report <ul style="list-style-type: none"> • Time for all the country representatives to work further on draft reports or chapters, with the support from SCBD and resource persons • Presentations in small group of the executive summaries of the Reports.

FRIDAY 8 MAY 2009

9 a.m. - 9.15 a.m.	2.	Overview of the objectives and programme for the workshop (<i>continued</i>) <ul style="list-style-type: none"> • Brief recap of day two and overview of plans for day three
9.15 a.m. – 10.30 a.m.	6.	Next steps: finalization of the fourth national report <ul style="list-style-type: none"> • Countries to present their plans and steps for finalization of the fourth national report for timely submission by end of June 2009
<i>10.30 a.m. – 11 a.m.</i>		<i>Coffee break</i>
11 a.m. – 12.30 p.m.	6.	Next steps: ways forward leading to 2010 <ul style="list-style-type: none"> • Introduction by SCBD about the strategy for IYB and key processes leading to 2010, including GBO 3 • Countries to share their plans for celebrating IYB in 2010 including using the fourth national report as a communication tool
	7.	Closure of the workshop
<i>12.30 a.m. – 2 p.m.</i>		<i>Lunch</i>

Annex II

LIST OF DOCUMENTS

Document symbol	Document title
UNEP/CBD/4NRCBW-ASI/1/1	Provisional agenda
UNEP/CBD/4NRCBW-ASI/1/1/Add.1	Annotations to the provisional agenda
Relevant COP decisions, supporting tools and background documents	
Decision VIII/14	National reporting and the next edition of the Global Biodiversity Outlook
Decision VIII/8	Implementation of the Convention and its Strategic Plan
Decision IX/8	Review of implementation of goals 2 and 3 of the Strategic Plan
Decision IX/33	International Year of Biodiversity
	Guidelines for the fourth national reports https://www.cbd.int/reports/guidelines/
	Reference manual for preparing the fourth national reports https://www.cbd.int/nr4/guidelines/manual.shtml
	Guide to assist countries in undertaking assessment of progress towards the 2010 biodiversity target (UNDP/UNU/CBD/UNEP/Countdown 2010) https://www.cbd.int/nr4/guidelines/2010-guide.shtml
	Sample chapters of the fourth national report prepared by South Africa, Australia, Rwanda, Finland, the Czech Republic, the United Kingdom, Thailand and Costa Rica https://www.cbd.int/nr4/guidelines/sample/
	CBD training module A-3: An Introduction to National Reporting https://www.cbd.int/nr4/guidelines/training.shtml
	Mainstreaming biodiversity workshops on national biodiversity strategies and action plans https://www.cbd.int/doc/publications/cbd-brochure-nbsap-ws-en.pdf
	Report of Regional Capacity Development Workshop for South, East and Southeast Asia on the Preparation of the Fourth National Reports https://www.cbd.int/doc/?meeting=4NRCBW-ASI-01

Annex III

PREPARATIONS FOR AND FOLLOW-UP TO WORKSHOP

1. As indicated in the official notification for the workshop (available at <https://www.cbd.int/reports/notifications.shtml>), participants are requested to prepare for the workshop in a number of ways.
2. Firstly, participants should prepare a 10-12 minute presentation at the workshop on at least one draft chapter or Appendix III of their fourth national report, focusing on the approaches employed, key findings, challenges encountered and possible areas for improvement. The Secretariat will select some countries for presentations at the workshop. Participants are required to bring draft chapters or whole draft reports to the workshop for further work during the sessions, with the support of resource persons.
3. Secondly, all the country representatives should prepare a brief introduction or presentation on the processes involved in the preparation of the fourth national report, focusing on stakeholders involved, mechanisms established and plans developed for preparing the report and disseminating the report and its by-products if any.
4. Thirdly, participants are invited to share in plenary and group discussions relevant practices, tools and approaches for preparing different chapters and appendices of the fourth national report, in particular implementing and reviewing implementation of national biodiversity strategies and action plans and assessing progress towards the 2010 target and goals and objectives of the Strategic Plan as well as the targets contained in the Global Strategy for Plant Conservation and the programme of work on protected areas. If publications of such tools and practices are available, participants are encouraged to bring copies to the workshop for distribution. Participants are also encouraged to forward relevant web links if any to these tools and practices to the Secretariat before you go to attend the workshop.
5. Finally, after the workshop, participants are required to finalize their fourth national reports for submission latest by the end of June 2009.

Annex IV

MILESTONES FOR PREPARATION OF THE FOURTH NATIONAL REPORT

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