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FIRST WORKSHOP FOR AFRICAN LEAST DEVELOPED COUNTRIES ON THE FIFTH NATIONAL REPORT AND REGIONAL SCENARIO ANALYSIS

Nairobi, 28 January-1 February 2013

Item 1 of the provisional agenda*

ANNOTATIONS TO THE PROVISIONAL AGENDA

INTRODUCTION

1. In paragraph 14 of decision X/10, the Conference of the Parties requested the Executive Secretary to continue facilitating the provision of support to countries, especially developing countries, in particular least developed countries and small islands developing States as well as countries with economies in transition, for the preparation of the fifth national reports.
2. In paragraph 13 of decision X/2, the Conference of the Parties decided that the fourth edition of the Global Biodiversity Outlook shall be prepared to provide a mid-term review of progress towards the Aichi Biodiversity Targets, including an analysis of how the implementation of the Convention and its Strategic Plan for Biodiversity 2011-2020 has contributed to the 2015 targets of the Millennium Development Goals. In decision XI/3, the Conference of the Parties requested the Executive Secretary to make use of relevant regional and subregional capacity-building workshops organized under the Convention to facilitate inputs and contributions to the preparation of the fourth edition of the Global Biodiversity Outlook.
3. In response to these provisions, the Executive Secretary is organizing a series of regional or subregional workshops to provide support to least developed countries and small islands developing States. The First Workshop for African Least Developed Countries on the Fifth National Report and Regional Scenario Analysis is being organized with the support from the Government of Japan through the Japan Fund for Biodiversity and from the Government of The Netherlands and is co-hosted with the UNEP Regional Office for Africa. The workshop will take place in Nairobi, from 28 January to 1 February 2013. The following countries have been invited to this workshop: Angola, Botswana, Eritrea, Ethiopia, Kenya, Lesotho, Liberia, Malawi, Mozambique, Sierra Leone, Somalia, Sudan, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe.
4. The purpose of the workshop is to strengthen capacities of these countries for preparing their fifth national reports so that they can submit the reports by the deadline of 31 March 2014. Specifically, the workshop aims to strengthen countries' capacities in assessing the status and trends of biodiversity, reviewing implementation of national biodiversity strategies and action plans, and more importantly measuring progress towards the 2020 Aichi Biodiversity Targets.

* UNEP/CBD/RW/5NR-AFR-LDC/1/1.

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5. The workshop also aims to strengthen these countries' capacities in monitoring and reviewing the implementation of the Convention at national level and to assess the consequences on biodiversity of the implementation of a range of policy options through scenario analysis.

6. Participants in this workshop will comprise government officials and experts involved in the preparation of national reports and development and implementation of relevant biodiversity policies and programmes, including monitoring and measuring their impacts. As indicated in the notification for this workshop sent by the Executive Secretary,¹ one participant of this workshop should be directly involved in the preparation of the fifth national report and will ensure that the process of preparing the fifth national report will be initiated in time to allow for the submission of the fifth national report by the deadline. The other participant should be involved in the development and implementation of biodiversity policies. Accordingly, nominated participants are requested to undertake some preparatory and follow-up activities as set out in annex III below.

7. The Secretariat has issued an information note for participants containing details of logistical arrangements including information on travel, visa requirements, accommodation and other matters for the Workshop.² The workshop will be held in English.

8. Registration of participants will be done on arrival of each participant at the venue of the Workshop (Conference Rooms 3 & 9 of the United Nations Office in Nairobi).

ITEM 1. OPENING OF THE MEETING AND ORGANIZATIONAL MATTERS

9. A representative of the UNEP Regional Office for Africa will open the meeting at 9 a.m. on Monday, 28 January 2013. A representative of the Secretariat will also welcome the participants.

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

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

11. The provisional agenda of the workshop prepared by the Executive Secretary is available as in the document UNEP/CBD/RW/5NR-AFR-LDC/1/1. The proposed organization of work is provided in annex I below. A list of documents for the workshop can be found in annex II below.

12. The emphasis of the workshop will be on exchange of experiences, mutual learning with a focus on the preparation of the fifth national report, the use of scenario analysis for policy analysis, and preparations of the fourth edition of the Global Biodiversity Outlook. With this in mind, the workshop format features a mix of presentations with question-and-answer sessions, discussions and exercises in small working groups, and individual exercises.

13. According to the organization of work as contained in annex I, after the first day of the workshop, participants will be divided into two groups. Two workshops, one for the fifth national report and the other for regional scenario analysis, will then proceed in parallel during three days with opportunities for interaction. On the last day of the workshop, participants will have joint sessions again.

ITEM 3. EXPERIENCES AND LESSONS LEARNED FROM THE PREPARATION OF THE FOURTH NATIONAL REPORTS

14. Under this agenda item, the Secretariat of the Convention will provide an overview of the experiences and lessons learned from the fourth round of national reporting under the Convention,

¹ <http://www.cbd.int/notifications/>. (Ref.: SCBD/ITS/RH/LC/80961, 2012-146)

² See <http://www.cbd.int/doc/?meeting=RW5NR-AFR-LDC-01>.

focusing on factors that contribute to a historical record-level high rate of submissions as well as lessons learned in terms of the process and the content of the fourth national reports received.

15. A few participating countries will be invited to share their experiences and lessons learned in the preparation of the fourth national report.

ITEM 4. NATIONAL PROCESS OF PREPARING THE FIFTH NATIONAL REPORT, LINKING IT WITH UPDATING OF NBSAPS

16. Under this agenda item, countries will be invited to briefly share the status of updating their national biodiversity strategies and action plans, and how this process is linked with that for preparing the fifth national report, considering that both processes are mutually supportive and should be linked.

ITEM 5. PREPARATION OF THE PARTS AND APPENDICES OF THE FIFTH NATIONAL REPORT

(a) *Assessing the status and trends of, and threats to, biodiversity and implications for human well-being (Part I of the fifth national report)*

17. At the very beginning, the Secretariat or resource persons will present suggestions on the preparation of Part I.

18. Following a question-and-answer session or plenary discussion, the Secretariat or resource persons will provide a brief analysis of an example chapter I from the fourth national report of one country, indicating where its strengths and weaknesses are.

19. One or two countries will be invited to share their thoughts on what they plan to include in Part I of their fifth national report. Following this, some participants, with the support of resource persons, will undertake a group exercise on threat analysis, using the framework of the Millennium Ecosystem Assessment. Other participants will do a group exercise on the evaluation of benefits from biodiversity and ecosystem services, using some tools recommended by the UNEP Task Force on the Economics of Ecosystem Services and Biodiversity (TEEB). The results of such exercises could be used in Part I of the fifth national report.

(b) *Implementation of national biodiversity strategies and action plans and mainstreaming of biodiversity (Part II of the fifth national report)*

20. The Secretariat or resource persons will present suggestions on the preparation of Part II. The Secretariat may also present findings from capacity development workshops on updating NBSAPs organized by the Secretariat together with some partners since COP 10.

21. Following the question-and-answer session, the Secretariat or resource persons will share reviews undertaken by some countries of implementation of NBSAPs, highlighting approaches used and findings obtained. The Secretariat will also present an example of chapters II and III of the fourth national report of one country. One or two countries will be invited to introduce their reviews undertaken of implementation of NBSAPs while updating or revising their NBSAPs as well as their thoughts about the possible content of Part II.

22. Participants will then be invited to work in small groups or individually on analysis of implementation of their NBSAPs by using a table to capture key objectives of the national biodiversity strategies and action plans, key actions taken to implement them, key outcomes and impacts achieved, using indicators to measure them if any.

(c) *Assessing progress towards the 2020 biodiversity targets and relevant targets of MDGs (Part III of the fifth national report)*

23. The Secretariat and resource persons will introduce suggestions on the preparation of Part III.
24. Following questions and answers, the Secretariat or a resource person will introduce some tools for measuring progress towards the 2020 Aichi Targets.
25. Following that, participants will be invited to discuss in small groups on what actions may entail for achieving a few selected targets of the 2020 Aichi Targets and possible indicators for measuring progress towards them, and to work on signs or cases of progress in the implementation of the Strategic Plan for 2011-2020.

(d) *Reviewing the implementation of thematic programmes of work and the cross-cutting issues under the Convention (Appendix III of the fifth national report)*

26. Under this item, the Secretariat or resource persons will make an introduction on how to undertake reviews of implementation of the thematic programmes of work and the cross-cutting issues under the Convention, using one thematic programme or issue as example.

(e) *Preparation of the executive summary*

27. Under this agenda item, the Secretariat or a resource person will make an introduction on how to write an executive summary of the report. Following that, participants will work in small groups to draft an outline of their fifth national reports, with key points identified for the executive summary.

ITEM 6. USE OF INDICATORS FOR ASSESSMENT AND REPORTING

28. The Secretariat will introduce decision XI/3 on “Monitoring progress in implementation of the Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets” and report on developments taking place through the work of the Biodiversity Indicators Partnership.
29. This will be followed by a session on the use of indicators for assessment of the status and trends of biodiversity, and measuring progress in the implementation of NBSAPs and the Strategic Plan for Biodiversity 2011-2020.

ITEM 7. INFORMATION NEEDED FOR THE FOURTH EDITION OF THE GLOBAL BIODIVERSITY OUTLOOK

30. Under this agenda item, the Secretariat will highlight information needed for the fourth edition of the Global Biodiversity Outlook from the fifth national reports, recalling decision XI/3 that encourages countries to submit information and/or cases that could be used in GBO-4.

ITEM 8. USE OF SCENARIOS FOR POLICY ANALYSIS

31. The workshop on scenario analysis facilitates the preparation by participating countries of their fifth national reports and supports the provision of information, data, and case-studies relevant to the preparation of GBO-4. In addition, this workshop would facilitate an exchange at regional level of the types of policy options considered to achieve national biodiversity targets and, through modeling the biodiversity outcomes, enable an assessment of their effectiveness and an improved understanding of the range of factors influencing biodiversity outcomes.
32. Participants will have an opportunity to design informally a policy package which will then be analysed on a country-by-country basis with regard to expected biodiversity outcomes against a business-as-usual scenario, thereby providing participants with a real overview of the state and trends of biodiversity at the national and regional levels.
33. The workshop will address the following key questions:
 - What is the process of biodiversity loss?

- Which of the biodiversity indicator(s) that are in use at national level and describe past, present and future state and trends on biodiversity can be modeled?
- What is the state and trends on biodiversity?
- Which model(s) can be used to assess future impacts on biodiversity?
- What is the future like, or what are the scenarios for national/regional and global socio-economic development?
- What is the impact on biodiversity in the future?
- What can be done about it in terms of alternative (extra package of) policies?
- Do these measures contribute to the internationally endorsed biodiversity goals and targets?

ITEM 9. NEXT STEPS: PLAN FOR PREPARING THE FIFTH NATIONAL REPORT AND EARLY SUBMISSIONS FOR GBO-4

34. Under this agenda countries will be invited to prepare a plan for the preparation of the fifth national report with milestones clearly indicated and commitment to submitting the report before or by the deadline set by the tenth meeting of the Conference of the Parties (31 March 2014), including early submissions of information and/or cases for the fourth edition of the Global Biodiversity Outlook.

ITEM 10. CLOSURE OF THE WORKSHOP

40. The Workshop is expected to close at 5.30 p.m. on Friday, 1 February 2013.

9.15 a.m. – 10.45 a.m.	5(a)	<p>Workshop on the fifth national report</p> <p>Preparation of the report</p> <ul style="list-style-type: none"> • Overall introduction for the preparation of the fifth national report (SCBD) <p>Part I of the report: Assessing the status and trends of, and major threats to biodiversity and implications for human well-being.</p> <ul style="list-style-type: none"> • Suggestions for preparing Part I (SCBD or resource person), followed by Q & A • Stepwise approaches for TEEB • Introducing examples of Part I from the fourth national report or draft Part I <p>Group exercises on (a) threat analysis, using the MA framework; and (b) assessing biodiversity values, using tools recommended by TEEB</p>	8	<p>Workshop on Regional Scenario Analysis:</p> <p>Session 1: A practical strategy for biodiversity analysis at national/regional scale by modelling:</p> <ul style="list-style-type: none"> • Introduction on modelling the process of biodiversity loss Explanation of biodiversity indicators for national use and modelling • Methodology for modelling at regional and world scales (GLOBIO model) • Discussion on the model and indicators
10.45 a.m. – 11 a.m.		<i>Coffee break</i>		
11 a.m. – 12.30 p.m.	5(b)	<p>Part II of the report: Implementation of national biodiversity strategies and action plans and mainstreaming of biodiversity</p> <ul style="list-style-type: none"> • Suggestions for the preparation of Part II (SCBD or resource person), followed by Q & A • Examples of national reviews of NBSAP implementation and mainstreaming of biodiversity or draft Part II (presentation by countries) <p>Group exercises on reviewing implementation of NBSAPs</p>	8	<p>Session 2: A training tool for in-depth understanding on cause-effect relations for biodiversity loss at national level (with national socioeconomic data for each participant):</p> <ul style="list-style-type: none"> • Presentation of a training tool at national level including biodiversity impact calculations for understanding theory and giving insights on policy development • Discussion in break-out groups and tailor-made improvement of pressures on biodiversity per country • New model runs with the training tool and analysis of the results • Conclusions on the cause-effect relationship between human action and biodiversity loss • First selection of possible policy option to improve the future state on biodiversity per country
12.30 a.m.		<i>Lunch break</i>		

– 2 p.m.				
2 p.m. – 3.30 p.m.	5©	Part III: Assessing progress towards the 2020 Aichi Biodiversity Targets and relevant targets of MDGs <ul style="list-style-type: none"> • Suggestions for preparing Part III (SCBD or resource persons), followed by Q & A • Introduction of a quick guide to the Strategic Plan for Biodiversity 2011-2020 (SCBD) • Examples of reviewing progress towards the 2010 targets and in implementation of MDGs <p>Group exercises on reviewing progress towards the 2020 Aichi Targets (select one target for each group)</p>	8	Session 3: Introduction on scenario's and policy options: <ul style="list-style-type: none"> • Presentation of the socioeconomic base-line scenario and selected policy options • Inventory of successes and/or failures from applied implementation of policy options in the past • Second step selection of policy options per country
3.30 p.m. – 4 p.m.		Tea break		
4 p.m. – 6 p.m.	5©.	Part III (cont'd) Group exercises (cont'd)	8	Session 4: Regional Modelling results contrasted with national state and trends of biodiversity as published in National Reports: <ul style="list-style-type: none"> • Presentation of the recently published regional results on the basis of GLOBIO biodiversity model results (past-present and future) (PBL /UNEP/CBD) • Brake-out group discussion on the results of modelling contrasted with national reporting on the state and trends of biodiversity • Final selection of policy options per country for modelling during the workshop • Selection of one or two countries for tailor-made scenario analysis

WEDNESDAY, 30 JANUARY 2013

9 a.m. - 9.15 a.m.	2.	Overview of the objectives and programme for the workshop (<i>continued</i>) Brief recap of day two and overview of plans for day three		
9.15 a.m. – 10.30 a.m.	8.	Preparation of appendices (Appendix III) <ul style="list-style-type: none"> • Suggestions for preparing Appendix III (SCBD or resource persons), 	8	Workshop on Regional Scenario Analysis: Session 5: Introduction on possibilities for in-depth and tailor-made national biodiversity modelling (after workshop): <ul style="list-style-type: none"> • Presentation of in-depth possibilities for

		<p>followed by Q & A</p> <ul style="list-style-type: none"> • Suggestions for reviewing the implementation of thematic programme areas and cross-cutting issues (one thematic areas will be selected as example) <p>Individual exercises to review implementation of one thematic area or cross-cutting issue (area or issue to be selected by country participants)</p>		<p>biodiversity modelling at a national or regional level</p> <ul style="list-style-type: none"> • National model building on the basis of national data, scenario's • Land-use change modelling by CLUE model • Presentation of training programmes and examples of realisation
10.30 a.m. – 11 a.m.		Coffee break		
11 a.m. – 12.30 p.m.	10.	<p>Preparation of the Executive Summary</p> <ul style="list-style-type: none"> • Suggestions for preparing the Executive Summary (SCBD), followed by Q & A • Examples of the executive summary from the fourth national report <p>Group exercises to identify possible key points for the executive summary</p>	8	<ul style="list-style-type: none"> • Session 6: Relationship biodiversity modelling with poverty, human wellbeing and goods and services • Presentation and discussion
12.30 a.m. – 2 p.m.		Lunch break		
2 p.m. – 5:30 p.m.		<p>Use of indicators for assessment and reporting</p> <ul style="list-style-type: none"> • Introduction of indicator frameworks for measuring progress towards the 2020 Aichi Targets and developments of the Biodiversity Indicators Partnerships (SCBD) • Use of indicators for assessments and reporting <p>Group exercises to use indicators for assessment of status and trends of biodiversity, reviewing NBSAP implementation and assessing progress towards the 2020 Aichi Targets (one or two indicators will be selected for the exercise).</p>	8	<p>Session 7: Analysis of tailor-made model results for selected countries:</p> <ul style="list-style-type: none"> • Participants receive package of impact of national modelling of policy options • Discussion results per country: analysis of the package in plenary and by individual support • Inventory of opportunities and threats for implementation policy options • Ideas for broadening policy-option packages

THURSDAY, 31 JANUARY 2013

9 a.m. - 9.15 a.m.	2.	Overview of the objectives and programme for the workshop (<i>continued</i>) Brief recap of day three and overview of plans for day four		
9.15 a.m. – 10.30 a.m.	5.	Preparation of the fifth national report <ul style="list-style-type: none"> Development of a draft outline of the fifth national report (individual exercises) 	8	Workshop on Regional Scenario Analysis Session 8: Plenary for Questions and answers, further explanations and discussions on issues that raised during earlier session: <ul style="list-style-type: none"> Modelling indicators Relations to socioeconomic development Policy options
10.30 a.m. – 11 a.m.		<i>Coffee break</i>		
11 a.m. – 12.30 p.m.	9.	Work on the outline of the fifth national report and the executive summary. In parallel, one-on-one discussions with each country	8	Session 9: Discussion on possibilities for modelling results into the fifth national report <ul style="list-style-type: none"> Presentation of examples from Nicaragua, Vietnam and other countries Development of a draft outline for integration of ex-ante (scenario) and export analysis Formulation of methodological conclusions, recommendations and a key message for each government
12.30 a.m. – 2 p.m.		<i>Lunch break</i>		
2 p.m. – 3:30 p.m.		One-on-one discussions with countries	8	Session 10: Integration/contrasting the results from the scenario analysis with conclusions on the proposed 5NR outline <ul style="list-style-type: none"> One-on-one discussions with countries in coordination representatives of 5NR participants
3:30-4p.m.		<i>Coffee break</i>		
4-5:30p.m.		One-on-one discussions with countries	8	Session 11: Preparation of the results of the scenario analysis in the parallel working group: <ul style="list-style-type: none"> Selection of results as input for plenary presentation next day

FRIDAY, 1 FEBRUARY 2013

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 four and overview of plans for day five
9.15 a.m. – 10.30 a.m.	5 8	Report from workshops <ul style="list-style-type: none"> • Report from Workshop on 5NR, followed by plenary discussions • Report from Workshop on Regional Scenario Analysis, followed by plenary discussions
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. – 12.30 p.m.	7	Information needed for the fourth edition of the Global Biodiversity Outlook <ul style="list-style-type: none"> • Introduction of information needed for GBO-4 (SCBD), followed by Q & A <p>Group exercises to identify possible cases for inclusion in GBO-4 as well as for biodiversity modelling results</p>
12.30 a.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 3:30 p.m.	9	Next steps: plan for the preparation of the fifth national report and early submission for GBO-4 <p>Time for all the country representatives to work on the country plan for preparing the fifth national report and possible contributions to GBO-4</p>
3:30-4 p.m.		<i>Coffee break</i>
4-5:30 p.m.	10	Closing of the workshop <ul style="list-style-type: none"> • Recommendations from the workshops • Closing remarks

*Annex II***LIST OF DOCUMENTS**

Document symbol	Document title
UNEP/CBD/RW/5NR-AFR-LDC/1/1	Provisional agenda
UNEP/CBD/RW/5NR-AFR-LDC/1/1/Add.1	Annotations to the provisional agenda
Relevant COP decisions, supporting tools and background documents	
Decision XI/3	Monitoring Progress in implementation of the Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets
Decision X/10	National reporting: review of experience and proposals for the fifth national report
Decision X/2	The Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets
UNEP/CBD/COP/11/27	Monitoring Implementation of the Strategic Plan for Biodiversity 2011-2020, Including Progress in the Preparation of the Fourth Edition of the Global Biodiversity Outlook
UNEP/CBD/COP/10/8	Implementation of the Convention and the Strategic Plan and Progress Towards the 2010 Biodiversity Target
UNEP/CBD/SBSTTA/15/2	Suggested Indicators for the Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets
UNEP/CBD/SBSTTA/15/3	Strategic Plan for Biodiversity 2011-2020: Provisional Technical Rationale, Possible Indicators and Suggested Milestones for the Aichi Biodiversity Targets
UNEP/CBD/SBSTTA/16/3	Global Biodiversity Outlook: Considerations for the preparation of the fourth edition of the Global Biodiversity Outlook
	Guidelines and a resource manual for the fifth national report available at the CBD website at http://www.cbd.int/nr5/
	Reports of Workshops on the Preparation of the Fourth National Reports available at http://www.cbd.int/reports/nr4/workshops/
	Report of the first meeting of the Advisory Group for GBO-4 http://www.cbd.int/gbo/gbo4/UNEP-CBD-GBO-4AG-2.pdf
	Technical report: Current and future status of biodiversity in Central America: http://www.sica.int/ccad/temporal/NAGOYA/INFORMEGLOBIO.pdf
	GBO3: BIODIVERSITY SCENARIOS: PROJECTIONS OF 21st CENTURY CHANGE IN BIODIVERSITY AND ASSOCIATED ECOSYSTEM SERVICES http://www.cbd.int/doc/publications/cbd-ts-50-en.pdf
	GBO2: Cross -Roads of Life on Earth Exploring means to meet the 2010 Biodiversity Target http://www.cbd.int/doc/publications/cbd-ts-31.pdf
UNEP/CBD/WG-RI/4/INF/11 (2012),	Proceedings from the expert group meeting on biodiversity for poverty eradication and development and the expert group analysis of the root causes of, and inter-linkages between, biodiversity loss and poverty

Annex III

PREPARATIONS FOR AND FOLLOW-UP TO WORKSHOP

1. Firstly, participants are encouraged to bring to the workshop:
 - (a) Reviews of implementation of national biodiversity strategies and action plans particularly those recently undertaken while updating NBSAPs;
 - (b) Draft NBSAPs if available;
 - (c) Tools or best practices developed and used for monitoring and reviewing the status and trends of and threats to biodiversity and implementation of NBSAPs;
 - (d) Assessments or country studies of biodiversity undertaken for updating NBSAPs;
 - (e) National evaluation of biodiversity and ecosystem services or national TEEB studies;
 - (f) National indicators developed for assessing the status and trends of biodiversity and included in the updated NBSAP for measuring implementation of NBSAPs and national targets developed in line with the 2020 Aichi Biodiversity Targets;
 - (g) National reports on implementation of the Millennium Development Goals;
 - (h) The fourth national report to the Convention on Biological Diversity, and
 - (i) Assessments made or reports prepared recently of the implementation of relevant sectoral and cross-sectoral strategies, plans and programmes. 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.
2. Secondly, all country representatives will be invited to share briefly the processes they have planned for updating NBSAPs and the preparation of the fifth national report, focusing on how these processes are linked and coordinated, as well as stakeholders involved, mechanisms established and plans or milestones developed for preparing the report and disseminating the report and its by-products if any.
3. Thirdly, participants are invited to share in plenary or group discussions national reviews of implementation of NBSAPs, MDGs and the 2010 Biodiversity Targets/Aichi Biodiversity Targets as well as relevant indicators used if any.
4. Finally, after the workshop, participants are required to finalize their fifth national reports for submission latest by end of March 2014 and send early submissions for GBO-4.

Annex IV

MILESTONES FOR PREPARATION OF THE FIFTH NATIONAL REPORT

1. GEF funding request has been submitted, or approved or funds have been received (eligible countries).
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 stakeholders, including national focal points for biodiversity-related conventions, who will participate in report preparation;
 - Establish thematic working groups on certain issues to be covered in the report;
 - Establish a draft methodology for report preparation (e.g., face-to-face meetings, email exchanges, telephone conferences) and identify possible sources of data and information;
 - Develop and agree on a 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 address issues such as methodology, timetable, sources of information, methods of review, assignments for drafting of different parts of the report, indicators that may be used, etc.
5. Draft reports of thematic working groups have been submitted to the steering committee.
6. Steering committee has compiled a draft fifth national report and circulated it to all participants for comments.
7. Second general meeting or national workshop has been held to agree on key findings of different parts of the report in particular conclusions in Part III provided by thematic working groups.
8. Outstanding items have been resolved (if impossible, report should reflect where no consensus was reached) and the report has been finalized before the end of 2013.
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 the Secretariat of the Convention on Biological Diversity by 31 March 2014 or earlier.
12. Party has publicized to the general public the positive outcomes for biodiversity identified in the report, and the obstacles and challenges that remain.
