



Convention on Biological Diversity

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REGIONAL WORKSHOP FOR THE CARIBBEAN COUNTRIES ON THE PREPARATION OF THE FIFTH NATIONAL REPORT

Gros Islet, Saint Lucia 16-20 September 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 the 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 sub-regional 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 requests, the Executive Secretary is organizing a series of regional or sub-regional workshops to provide support to developing countries, in particular least developed countries and small islands developing States. The Regional Workshop for the Caribbean Countries on the Fifth National Report is being organized with the support from the Government of Japan through the Japan Fund for Biodiversity and from the Government of Saint Lucia. The workshop will take place in Gros Islet, Saint Lucia, from 16 to 20 September 2013. The following countries have been invited to this workshop: Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, and Trinidad and Tobago.
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. The workshop also provides an opportunity for the Caribbean countries to prepare for the upcoming seventeenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice to be held in October 2013 in Montreal, Canada. The workshop will be held in parallel with a regional workshop for the

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Caribbean countries on the Clearing-House Mechanism, considering the close linkages between national reporting and CHM. Joint sessions of the two workshops will be organized for the benefits of participants of both workshops.

5. 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 participants 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 (March 31, 2014). Accordingly, nominated participants are requested to undertake some preparatory and follow-up activities as set out in annex III below.

6. 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.

7. 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

8. A representative of the host Government will open the meeting at 9 a.m. on Monday, 16 September 2013. A representative of the Secretariat of the Convention on Biological Diversity will welcome the participants.

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

9. 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.

10. The provisional agenda of the workshop prepared by the Executive Secretary is available as in the document UNEP/CBD/RW/5NR-CAR/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.

11. The emphasis of the workshop will be on exchange of experiences, mutual learning with a focus on the preparation of the fifth national report, 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 discussions.

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

12. 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, 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.

13. Participating countries will be invited to share their experiences and lessons learned in the preparation of the fourth national report.

¹ <http://www.cbd.int/notifications/>. (Ref: <http://www.cbd.int/doc/notifications/2013/ntf-2013-051-nr5-chm-en.pdf>)

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

ITEM 4. NATIONAL PROCESS OF PREPARING THE FIFTH NATIONAL REPORT-LINKING IT WITH UPDATING OF NBSAPS AND USE OF CHM

14. 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. Participants will also have chances to share to what extent they are involved in the development or updating of national biodiversity strategies and action plans (NBSAPs) and preparation of national reports. The Secretariat will also make a presentation on the links between national reporting and the process of updating NBSAPs and on the role of the Clearing-House Mechanism, and a few countries will share their experiences in this regard.

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)*

15. The Secretariat will introduce the format and present suggestions on the preparation of Part I. Before doing so, the Secretariat will make a general introduction of COP decision X/10 related to the fifth national report and other background information including supporting tools and materials developed to assist with the preparation of the fifth national report.

16. 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. An expert from the region working on the economics of ecosystems and biodiversity may be invited to present methodologies employed in The Economics of Ecosystems and Biodiversity (TEEB) and key findings from TEEB and other relevant work and experiences in the region. This is intended to help countries include relevant results in Part I.

17. 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, participants, with the support of resource persons, will undertake a group exercise on analysis of state of biodiversity and threats to biodiversity as well as implications for human well-being, with links to Aichi Targets 5-15. 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)*

18. The Secretariat 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.

19. Following the question-and-answer session, the Secretariat 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.

20. Participants will then be invited to work in small groups on analysis of actions taken to implement their NBSAPs and their effectiveness, by linking them with all Aichi targets.

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

21. The Secretariat will introduce suggestions on the preparation of Part III. Following that, participants will be invited to undertake group exercises on assessment of progress towards the 2020

Aichi Targets based on information drawn from Part II, identify key outcomes achieved and indicators or other information used to assess progress. Participants will be also invited to ponder about sources of information including possible cases that could be used to assess progress towards the 2020 targets.

(d) Preparation of the executive summary and appendices

22. Under this agenda item, the Secretariat will make an introduction on the preparation of appendices particularly appendix III and 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 MONITORING AND REPORTING

23. 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.

24. This will be followed by a discussion 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 and on the role of national Clearing-House Mechanisms in providing a repository of relevant data and information.

ITEM 7. PREPARATION OF THE FOURTH EDITION OF THE GLOBAL BIODIVERSITY OUTLOOK

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

ITEM 8. PREPARATIONS FOR THE SEVENTEENTH MEETING OF THE SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL AND TECHNOLOGICAL ADVICE

26. In response to a request by the Bureau of the Subsidiary Body on Scientific, Technical and Technological Advice, the workshop will also be used to enhance the understanding of participants of forthcoming major meetings under the Convention. Accordingly, the Secretariat will introduce the main agenda items of the seventeenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice, to be held from 14 to 18 October 2013 in Montreal, Canada. Participants may wish to discuss the expectations from this meeting for the region.

ITEM 9. ANY OTHER BUSINESS

27. The meeting provides an opportunity to discuss any other issues arising from the discussions or other issues relevant to the participating countries and their implementation of the Convention.

ITEM 10. CLOSURE OF THE WORKSHOP

28. The Workshop is expected to close at 5 p.m. on Friday, 20 September 2013, with closing remarks by the host and the Secretariat.

Annex I

PROPOSED ORGANIZATION OF WORK**MONDAY, 16 SEPTEMBER 2013**

Joint Sessions with Regional Workshop on CHM on Monday		
9 :30 a.m. – 10 a.m.	1.	Opening of the workshop <ul style="list-style-type: none"> • Opening statements (Saint Lucia, SCBD) • Self-introduction of participants
10:00a.m. – 10:30 a.m.	2.	Overview of the objectives and programme for the workshop <ul style="list-style-type: none"> • Introduction (SCBD) • Expectations from the workshops
<i>10.30 a.m.</i> – <i>11 a.m.</i>		<i>Coffee break</i>
11 a.m. - 12.30 p.m.	4	Process of preparing the fifth national report-linking it with updating NBSAPs and Use of CHM <ul style="list-style-type: none"> • Status of updating NBSAPs-a global overview (SCBD), followed by introductions by countries • Linkages between national reporting and use of CHM (SCBD), followed by introductions by countries
<i>12.30 p.m. –</i> <i>2.00 p.m.</i>		<i>Lunch break</i>
2 p.m. – 3:30 p.m.	3	Experiences and lessons learned from the preparation of the fourth national report <ul style="list-style-type: none"> • Experiences and lessons learned from the preparation of the fourth national report-a global review (SCBD) • National experiences and lessons learned from the preparation of the fourth national report (introductions by countries)
<i>3:30. p.m. –</i> <i>4 p.m.</i>		<i>Tea break</i>
4 p.m. - 5.30p.m	7	Preparation of the fourth edition of the Global Biodiversity Outlook <ul style="list-style-type: none"> • Introduction of plan, timelines, oversight mechanisms, and content as well as information needs (SCBD)) • Criteria for cases that may be selected for the fourth edition of the Global Biodiversity Outlook, and possible cases from the region and countries

TUESDAY, 17 SEPTEMBER 2013

9 a.m. – 10:30 a. m.	5	Preparation of the parts and appendices of the fifth national report <ul style="list-style-type: none"> • Overall introduction for the preparation of the fifth national report (SCBD), followed by Q & A
	5(a)	Part I of the report: Assessing the status and trends of, and major threats to

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		biodiversity and implications for human well-being. Suggestions for preparing Part I (SCBD), followed by Q & A
10:30 a.m. – 11 a.m.		<i>Coffee break</i>
11 am-12:30pm	5(a)	Part I (cont'd) <ul style="list-style-type: none"> Introducing examples of Chapter I from the fourth national report or thought sharing on possible content of draft Part I (presentations or thought sharing on possible content of Part I by countries) Presentation by Island Conservation, followed by Q & A (tentative) Group exercises (assessing state of biodiversity, impacts and implications for human well-being by linking them with Aichi targets 5-15)
12:30 pm-2 pm		<i>Lunch break</i>
2pm-3:30 pm	5 (b)	Part II of the report: Implementation of national biodiversity strategies and action plans and mainstreaming of biodiversity <ul style="list-style-type: none"> Suggestions for the preparation of Part II (SCBD), followed by Q & A Examples of national reviews of NBSAP implementation and mainstreaming of biodiversity and thought sharing on possible content of draft Part II (presentations by countries)
3:30pm-4pm		<i>Coffee break</i>
4pm-5:30pm	5 (b)	Group exercises (stock taking of all actions to achieve all Aichi Targets and assessing their effectiveness)

WEDNESDAY, 18 SEPTEMBER 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
9.15 a.m. – 10.30 a.m.	5(c)	Part III: Assessing progress towards the 2020 Aichi Biodiversity Targets and relevant targets of MDGs Suggestions for preparing Part III (SCBD), followed by Q & A and introductions by countries
10:30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. – 12.30 pm	5(c)	Group exercises on assessing progress towards the 2020 Aichi Targets
12.30 p.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 5:30 p.m.		Field trip to be organized by the host country

THURSDAY, 19 SEPTEMBER 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
9.15 a.m. – 10.30 a.m.	5 (d)	Preparation of the executive summary and appendices <ul style="list-style-type: none"> • Suggestions for preparing appendices and the executive summary (SCBD), followed by Q & A
	6	Use of indicators for monitoring and reporting <ul style="list-style-type: none"> • Introduction by SCBD
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. – 12.30 pm	5	Group exercises on Table and work on the draft plan and outline of the fifth national report
12.30 a.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 3.30 p.m.	8	Preparations for SBSTTA 17
3.30 p.m.- 4.p.m.		<i>Coffee Break</i>
4p.m.- 5.30p.m.	8	Preparations for SBSTTA 17 (cont'd)

FRIDAY, 20 SEPTEMBER 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 four
9.15 a.m. – 10.30 a.m.	5	One-on-one discussions with countries about the work plan and the outline
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. – 12.30 p.m.	5	One-on-one discussions with countries about the work plan and the outline (cont'd)
12.30 a.m. – 2 p.m.		<i>Lunch break</i>
		Joint Session with Regional Workshop on CHM
2-3.30 pm	9	Any other business
	10	Reporting back from Workshops, followed by plenary discussions
3.30-4 pm		<i>Coffee break</i>

<i>4-5 pm</i>	10	Closing of the workshop <ul style="list-style-type: none">• Conclusions from the workshops• Evaluation of the workshops• Closing remarks
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*Annex II***LIST OF DOCUMENTS**

Document symbol	Document title
UNEP/CBD/RW/5NR-CAR/1/1	Provisional agenda
UNEP/CBD/RW/5NR-CAR/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
	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
UNEP/CBD/RW/5NR-AFR-LDC/1/2 UNEP/CBD/RW/5NR-AFR-LDC/2/2 UNEP/CBD/RW/5NR-EASI/1/2	Reports of the First and Second Regional Workshops for African Least Developed Countries on the Preparation of the Fifth National Report and regional scenario analysis Report of the Regional Workshop for South, East and Southeast Asia on the Preparation of the Fifth National Report and regional scenario analysis
UNEP/CBD/RW/5NR-PAC/1/2	Report of the Regional Workshop for the Pacific Countries on the preparation of the fifth national report

Annex III

PREPARATIONS FOR AND FOLLOW-UP TO WORKSHOP

1. 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. 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. Participants are encouraged 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. After the workshop, participants are called upon 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.
