



Convention on Biological Diversity

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WORKSHOP FOR THE MESOAMERICAN AND
CARIBBEAN COUNTRIES ON THE PREPARATION
OF THE FOURTH NATIONAL REPORT AND THE
UPDATING OF THE STRATEGIC PLAN OF THE
CONVENTION ON BIOLOGICAL DIVERSITY

Panama City, 7-10 December 2009

ANNOTATIONS TO THE PROVISIONAL AGENDA

INTRODUCTION

1. The Secretariat of the Convention on Biological Diversity, together with IUCN Countdown 2010, the IUCN regional offices, the Global Environment Facility and the United Nations Environment Programme (UNEP-GEF) and UNEP Regional Office for Latin America and Caribbean (UNEP ROLAC), is organizing a Workshop for the Mesoamerican and Caribbean Countries on the Preparation of the Fourth National Report and the Updating of the Strategic Plan of the Convention on Biological Diversity. The workshop will take place in Panama City, from 7 to 10 December 2009.

2. 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 Mesoamerican and Caribbean countries in line with decision VIII/14 of the Conference of the Parties to the Convention. 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. The workshop is also held to facilitate inputs from the subregions to the process of revising and updating of the Strategic Plan of the Convention for the post-2010 period in line with decision IX/9 of the Conference of the Parties.

3. Participants in the workshop will comprise officials or experts from the Mesoamerican and Caribbean 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, monitoring and reporting on the implementation of the Convention, and the use of indicators. Participants also include those involved in the implementation of the Convention at various levels and who could provide insights and suggestions to the updating of the Strategic Plan of the Convention. As indicated in the notification for this workshop sent by the Executive Secretary,¹ the nominated participants “should be in a position to facilitate the finalization of the fourth national report before the middle of January 2010, and provide insights and suggestions to the updated Strategic Plan and translate proposed goals, targets and measures into their national biodiversity planning in response to the updated Strategic Plan”. Accordingly, nominated participants are requested to undertake some preparatory and follow-up activities as set out in annex III below.

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<https://www.cbd.int/notifications/>

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4. 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 in English and Spanish, with consecutive translation during the plenary sessions. English and Spanish speaking resource persons will be available to assist countries participating in this workshop.

5. Registration of participants will be done on arrival at the venue of the workshop.

ITEM 1. OPENING OF THE MEETING AND ORGANIZATIONAL MATTERS

6. A representative of the host Government will open the meeting at 9 a.m. on Monday, 7 December 2009. Representatives of the Secretariat of the Convention on Biological Diversity, IUCN and the UNEP Regional Office for Latin America and Caribbean will also welcome the participants.

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

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

8. The provisional agenda of the workshop prepared by the Executive Secretary is available as document UNEP/CBD/WS-4NR-SP-CCA/1/1. The proposed organization of work is provided in annex I below. A list of documents for the workshop is found in annex II below.

9. The emphasis of the workshop will be on exchange, active learning and actual work to improve draft reports or chapters as well as to elaborate on the post-2010 Strategic Plan. 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 as well as to discuss about possible vision, goals, targets and measures to be included in the updated Strategic Plan of the Convention. Participants will have the opportunity to work further on draft chapters or reports for improvement and the Secretariat and resource persons will be on hand to provide support in this regard. The purpose of this arrangement is to help the countries concerned finalize their fourth national reports for timely submission.

ITEM 3. ASSESSING PROGRESS TOWARDS THE 2010 TARGET THROUGH PREPARATION OF THE FOURTH NATIONAL REPORT

A. *Chapter I: Assessing the status and trends of, and threats to, biodiversity*

10. The Secretariat and resource persons will present recommendations on the preparation of the whole report and chapter I. One or 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. .

11. 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 will work in small groups to undertake a threat analysis using the Millennium Ecosystems Assessment framework. The threat analysis is expected to contribute to relevant analysis in chapter I of the fourth national report.

² See <http://www.cbd.int/doc/?meeting=WS4NRSP-CCA-01>.

B. Chapter II: Implementation of national biodiversity strategies and action plans

12. The Secretariat will provide an overview of the regional/subregional workshops 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 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 (NBSAPs). The Secretariat or resource persons will also present recommendations on the preparation of chapter II of the national report.

13. Two countries will be invited to introduce their national reviews of implementation of national biodiversity strategies and action plans as well as their draft chapter II. Presenters are invited to share the approaches employed and key findings, including successful case stories and challenges.

14. 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 of NBSAPs undertaken or being undertaken.

C. Chapter III: Mainstreaming of biodiversity

15. Under this item, the Secretariat and resource persons will make an introduction on the preparation of chapter III of the fourth national report. Two countries will present their draft chapter III. Following the presentations, there will be questions and answers and plenary discussions on how to prepare chapter III.

16. Country representatives will be given the opportunity to work further on their draft chapters I, II and III in small groups, with the support from the Secretariat and resource persons.

D. Chapter IV: Assessing progress towards the 2010 biodiversity target and goals and objectives of the Strategic Plan as well as targets in the Global Strategy for Plant Conservation and programme of work on protected areas

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

18. A few countries will be invited to introduce their draft of chapter IV of their fourth national report, highlighting the approaches employed, key findings, challenges encountered and gaps.

19. 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.

20. Under this item, a few countries will be also 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 chapter IV and appendix III to the report.

(e) Chapter V: Preparation of the executive summary of the report

21. 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, with the support from the Secretariat and resource persons.

ITEM 4. STRATEGIC BIODIVERSITY PLANNING AT NATIONAL AND REGIONAL LEVEL, SUBREGIONAL DIAGNOSIS AND NATIONAL POST-2010 REGIME

22. Under this agenda item, participants from the Mesoamerican countries will meet separately to discuss about subregional diagnosis of the biodiversity trends based on the information from the fourth national reports, including national post-2010 target regime. This is intended to provide a basis for further biodiversity action planning at regional and sub-regional level, which will in turn enhance biodiversity actions at national level. It will also provide inputs to the discussions on the updated Strategic Plan of the Convention for the period beyond 2010.

23. The IUCN regional office based in Costa Rica will introduce an outline for such a diagnosis and draft reports prepared based on the information available so far. A few countries will be also invited to introduce national biodiversity targets developed or adopted in response to the 2010 biodiversity target and for the period beyond 2010, while updating their national biodiversity strategies and action plans and other similar strategies.

24. Meanwhile, the participants from the Caribbean countries will continue working further on their draft reports with the support of the Secretariat and resource persons.

ITEM 5. POSSIBLE VISION, GOALS, TARGETS AND MEASURES TO BE INCLUDED IN THE UPDATED STRATEGIC PLAN OF THE CONVENTION BEYOND 2010

25. Under this agenda item, the Secretariat will introduce the processes of updating the Strategic Plan for the post-2010 period, including views and submissions collected from Parties and observers, which were requested in paragraph 6 of decision IX/9. The introduction also includes inputs obtained so far from various relevant meetings of Latin America, Europe, Africa and the science community. The Secretariat will introduce draft elements or texts proposed for the updated Strategic Plan, based on guidance provided by the Conference of the Parties at its ninth meeting, in its decision IX/9 and further views submitted by Parties and obtained from various regional processes or meetings so far (UNEP/CBD/SP/PREP/2).

26. Participants will discuss in groups about possible vision, goals, objectives, targets and measures to be included in the revised Strategic Plan of the Convention beyond 2010.

27. Participants are expected to develop recommendations for the updated Strategic Plan based on group and plenary discussions.

ITEM 6. CONCLUSIONS: 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. All participating countries are expected to submit their final reports by the middle of January 2010.

29. The Secretariat will introduce the key processes leading to 2010 for the revision of the Strategic Plan including the key meetings between now and the tenth meeting of the Conference of the Parties. 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. Participants will consider the key conclusions of the workshop.

ITEM 7. CLOSURE OF THE WORKSHOP

27. The Workshop is expected to close at 5.30 p.m. on Thursday, 10 December 2009.

Annex I

PROPOSED ORGANIZATION OF WORK

MONDAY, 7 DECEMBER, 2009

9 a.m. – 9.30 a.m.	1.	<p>Opening of the workshop</p> <ul style="list-style-type: none"> • Opening statements (Panama CBD NFP, SCBD, IUCN, UNEP ROLAC) • Self-introduction of participants
9.30 a.m. – 10.30 a.m.	2.	<p>Overview of the objectives and programme for the workshop</p> <ul style="list-style-type: none"> • Introduction (SCBD) and preparations for COP 10: updating the Strategic Plan, the fourth national report and third edition of the Global Biodiversity Outlook (SCBD) • IUCN Countdown 2010 on preparation of subregional diagnosis (IUCN regional office for Latin America) • The economics of ecosystem services and biodiversity (IUCN Countdown 2010) • Capacity-building for biodiversity (UNEP DGEF) • Plenary discussion
10.30 a.m. – 11 a.m.		<i>Coffee/tea break</i>
11 a.m. - 12.30 p.m.	3. 3(a)	<p>Assessing progress towards the 2010 target through preparing the fourth national report</p> <ul style="list-style-type: none"> • Status and process of preparation of the fourth national reports (introductions by one or two countries) <p>Chapter I of the report: Assessing the status and trends of, and major threats to biodiversity.</p> <ul style="list-style-type: none"> • Introduction to chapter I by SCBD or resource person • Presentation by Birdlife International (Quito) • Country presentations of draft chapter I • Questions and answers and discussion in plenary • Group exercises
12.30 p.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 4 p.m.	3(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 • Group exercises on review of implementation of NBSAP
4 p.m. – 4.30 p.m.		<i>Coffee/tea break</i>

4.30 p.m. - 6 p.m.	3(c)	<p>Chapter III of the report: Mainstreaming</p> <ul style="list-style-type: none"> • Introduction of guidelines for chapter III by SCBD or resource person • Country presentations of draft chapter III • Questions and answers and discussion in plenary <p>Work in small groups to discuss how to improve draft chapters I, II and III</p>
7 p.m. – 9 p.m.		<i>Reception hosted by SCBD/IUCN Countdown 2010/UNEP ROLAC/Panama CBD NFP (to be determined)</i>

TUESDAY, 8 DECEMBER 2009

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 one and overview of plans for day two
9.15 a.m. – 10.30 a.m.	3(d)	<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 • Group exercises on identifying signs of progress towards the 2010 target
10.30 a.m. – 11 a.m.		<i>Coffee/tea break</i>
11 a.m. – 12.30 p.m.	3(e)	<p>Preparation of the executive summary of the report</p> <ul style="list-style-type: none"> • Introduction by SCBD or resource persons • Questions and answers and discussion in plenary • Individual exercises to prepare an outline of an executive summary with key substantive points
12.30 a.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 3.30 p.m.	3	<p>Preparation of the report (continued)</p> <p>Time for all the country representatives to work further on draft chapters I, II, III, IV, appendix III and the executive summary with support of the Secretariat and resource persons</p>
3.30 p.m. – 4 p.m.		<i>Coffee/tea break</i>
4 p.m. – 6 p.m.	3.	<p>Preparation of the report (continued)</p> <p>Time for all the country representatives to work further on draft chapters I, II, III, IV, appendix III and the executive summary with support of the Secretariat and resource persons</p>

WEDNESDAY, 9 DECEMBER

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. –	4	Strategic biodiversity planning at national and regional level subregional diagnosis and

10.30 a.m.		national post-2010 regime <ul style="list-style-type: none"> • Introduction by IUCN Countdown 2010 and IUCN regional office • Mesoamerican countries will discuss about a sub-regional diagnosis based on draft reports, with the support of IUCN Countdown 2010 and IUCN regional office • Caribbean countries will continue to work individually with the Secretariat and resource persons to improve their draft reports
10.30 a.m. – 11 a.m.		<i>Coffee/tea break</i>
11 a.m. – 12.30 p.m.	4.	Strategic biodiversity planning at national and regional level subregional diagnosis and national post-2010 regime (continued)
12.30 a.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 4 p.m.	4.	Strategic biodiversity planning at national and regional level-sub-regional diagnosis and national post-2010 regime (continued)
4 p.m.- 4.30 p.m.		<i>Coffee/tea break</i>
4.30 p.m. – 6pm.	4.	Strategic biodiversity planning at national and regional level subregional diagnosis and national post-2010 regime (continued)

THURSDAY, 10 DECEMBER 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 three and overview of plans for day four
9.15 a.m. – 10.30 a.m.	5.	Possible vision, goals, targets and measures to be included in the updated Strategic Plan of the Convention <ul style="list-style-type: none"> • Introductions by SCBD on the processes (global and regional) of updating the Strategic Plan of the CBD as well as a summary of views received from Parties, observers, regional meetings and the science community • Introduction by SCBD of draft elements proposed for the updated Strategic Plan of the Convention <p>Discussions in small groups on possible vision for 2020, possible goals, objectives and targets to be included in the updated Strategic Plan</p>
10.30 a.m. – 11 a.m.		<i>Coffee/tea break</i>
11 a.m. – 12.30 p.m.	5.	Possible vision, goals, targets and measures to be included in the updated Strategic Plan of the Convention (continued) <ul style="list-style-type: none"> • Discussions in small groups on possible measures or mechanisms of implementation to be included in the updated Strategic Plan • Reports from different groups
12.30 a.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 4 p.m.	5.	Possible vision, goals, targets and measures to be included in the updated Strategic Plan of the Convention (continued) <ul style="list-style-type: none"> • Compilation of possible vision, goals, targets and measures based on inputs from different groups.

4 p.m.- 4.30 p.m.		<i>Coffee/tea break</i>
4.30 p.m. – 6pm.	6. 7.	<p>Conclusions: ways forward leading to 2010</p> <ul style="list-style-type: none"> • Countries to present their plans and steps for finalization of the fourth national report for timely submission by middle of January 2010 • Introduction by SCBD about the strategy for IYB and key processes leading to 2010, including further regional/global meetings to revise the Strategic Plan • Countries to share their plans for celebrating IYB in 2010 including using the fourth national report as a communication tool • Consideration of key conclusions of the workshop <p>Closure of the workshop</p>

Annex II

LIST OF DOCUMENTS

Document symbol	Document title
UNEP/CBD/WS-4NR-SP-CCA/1/1	Provisional agenda
UNEP/CBD/WS-4NR-SP-CCA/1/1/Add.1	Annotations to the provisional agenda
UNEP/CBD/SP/PREP/1	Revision and updating of the Strategic Plan: analysis/synthesis of views
UNEP/CBD/SP/PREP/2	Revision and updating of the Strategic Plan: possible elements and outline of the new Strategic Plan
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/9	The Strategic Plan of the Convention
	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
	Final fourth national reports received by the Secretariat available at https://www.cbd.int/reports/search/?type=nr-04
	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
	Report of Capacity Development Workshop for Least Developed Countries on the Preparation of the Fourth National Reports https://www.cbd.int/doc/?meeting=4NRCBW-LDC-01

Annex III

PREPARATIONS FOR AND FOLLOW-UP TO THE WORKSHOP

1. As indicated in the official notification for the workshop (available at <https://www.cbd.int/notifications/>), participants are requested to prepare for the workshop in a number of ways.
2. Firstly, participants should prepare a 10-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. Participants are required to bring draft chapters or whole draft reports to the workshop for further work during the sessions, with the support of the Secretariat and resource persons.
3. Secondly, 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.
4. Thirdly, participants are encouraged to share their thoughts about possible national biodiversity strategic planning in response to the updated Strategic Plan of the Convention for the post-2010 period, including possible post-2010 national targets.
5. Finally, after the workshop, participants are required to finalize their fourth national reports for submission latest by the middle of January 2010.

Annex IV

MILESTONES FOR PREPARATION OF THE FOURTH NATIONAL REPORT

1. GEF funding request has been submitted, or approved or funds have been received.
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.
