

# Procedure for the Preparation of Jamaica's Fourth National Report

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Biodiversity Strategies and Action Plans, Mainstreaming of Biodiversity and Integration of  
Climate

# STEP 1- Request Comments from Stakeholders

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- Identification of Stakeholders
  - Government Ministries and Agencies
  - Tertiary Institutions
  - Non-governmental organizations
  - Private Individuals
  - Private Sector
- Sections of the report relevant to stakeholders sent out for completion

# Step 2 – Prepare First Draft

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- Information received compiled into one document
- Stakeholders sent completed document and meetings held to review
- Gaps identified and additional stakeholders identified to fill the gaps

# Step 3 – Review of Report

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- A one day workshop held with all stakeholders to review the document.
- CBD Annual Report Working Group (six members):
  - review draft final report
  - convene two public consultations
  - finalize the report

# Step 4 – Process for Public Consultation

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- Copies of the document placed on the Clearing-house Mechanism, in Public Libraries and sent to relevant stakeholders (Ministries/Departments/Agencies, NGO's and private individuals).
- Public informed via electronic and print media about the review
- Comments received and compiled.
- Report updated

# Step 5 – Finalizing document

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- CBD Annual Working Group reviews comments and where needed seeks clarification
- Working Group signs off on report
- Ministry responsible for the Environment (Office of the Prime Minister) approves the final report.
- Final document sent to the Secretariat and a user-friendly copy prepared and distributed to:
  - Clearing-House Mechanism
  - public libraries
  - Contributors to the report (Ministries/Department/Agencies, NGO's, tertiary institutions, private individuals)

# TIME LINE

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- 1 month to initially gather information from stakeholders
- 3 months to compile the information, hold meetings and gather further information
- 2 months for public consultation including receipt of information
- 2 months to finalize and approved by Ministry responsible for Environment (Office of the Prime Minister)
- 1 month to finalize and send to Secretariat



THANK YOU