



Secretariat of the Convention on Biological Diversity



INTERNATIONAL
DAY FOR BIOLOGICAL
DIVERSITY
22 May 2008
**BIODIVERSITY
AND AGRICULTURE**

Ref.: SCBD/ITS/MC/63396

23 April 2008

NOTIFICATION

Subject: Preparation of the Fourth National Report

Dear Madam/Sir,

As you are aware, [decision VIII/14](#) of the Conference of the Parties states that Parties shall submit the fourth national report by **30 March 2009**. With less than one year away from the deadline, we encourage all Parties that have not yet done so to initiate the process of preparing the report to ensure its timely submission.

For countries eligible for GEF funding, we encourage you to apply for funds through the UNDP offices in your country or region. Please prepare the country request and present it together with an endorsement letter provided by your country's GEF National Focal Point. The country request template and model endorsement letter are available on the Convention's website at <http://www.cbd.int/reports/financial.shtml>. The guidelines for the fourth national report, prepared in accordance with decision VIII/14, are available in all UN languages at <http://www.cbd.int/reports/guidelines-nr-04.shtml>.

To further assist countries in preparing the report, we have prepared a short training module and a reference manual that supplement the guidelines, providing links to suggested resource materials. Sample chapters of the fourth national report, which some Parties have kindly agreed to submit early, are also available at <http://www.cbd.int/reports/guidelines-nr-04.shtml>. A side event will be organized during the upcoming ninth meeting of the Conference of the Parties (19-30 May 2008, Bonn, Germany) on Tuesday, 27 May, to introduce these tools. We hope that you will be able to join us at this side event.

As you know, the fourth national reports provide a very important source of information for reviewing progress towards the [2010 Biodiversity Target](#) and for preparations for the tenth meeting of the Conference of the Parties in 2010, including the publication of the third edition of the Global Biodiversity Outlook.

Please do not hesitate to contact the Secretariat any time for assistance related to funding and preparation of the report.

Thank you very much for your cooperation and support.

Yours sincerely,
[signed]

Ahmed Djoghlaif
Executive Secretary

To : CBD National Focal Points
National Report Contact Officers



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United Nations
Environment Programme

413 Saint-Jacques Street, Suite 800
Montreal, QC H2Y 1N9, Canada

Tel : +1 514 288 2220
Fax : +1 514 288 6588

<http://www.cbd.int>
secretariat@cbd.int