



Secretariat of the Convention on Biological Diversity



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13 August 2008

NOTIFICATION

Capacity-building Workshop for South, East and Southeast Asia on the Preparation of the Fourth National Report

Dear Madam/Sir,

I am pleased to inform you that a regional workshop for countries of South, East and Southeast Asia on capacity-building for the preparation of the fourth national report will be held in **Tokyo, Japan, from 2 to 4 December 2008**. Thanks to the generous technical and financial support of the government of Japan, this workshop is being organized by the Secretariat in collaboration with the Ministry of the Environment of Japan and the Japan Wildlife Research Center.

The purpose of the workshop is to assist countries in preparing their fourth national reports which are due by **30 March 2009**, in accordance with [decision VIII/14](#). Timely preparation of the fourth national report will provide important information for the third edition of the Global Biodiversity Outlook and is crucial for the assessment of progress towards the 2010 Biodiversity Target, which will be reviewed at COP-10. The workshops will provide an opportunity for Parties to exchange experiences and lessons-learned in the ongoing process of developing national reports, and to identify ways and means to overcome obstacles associated with this process. Further relevant information is available at <https://www.cbd.int/nr4/>.

In light of the above, I am pleased to invite you to nominate a representative of your government to participate in this workshop. Please provide the name and coordinates of your nomination through an official letter addressed to the CBD Executive Secretary, which should reach the Secretariat **no later than 1 October 2008** (via fax to +1 514 288 6588, or scanned and attached to an email to secretariat@cbd.int). Participants from eligible countries will be provided with air travel, accommodation, meals and an allowance for incidental costs. Since funds are limited, priority will be given to least developed and low-income countries, as well as those Parties that have made demonstrable progress in preparing their fourth national reports.

In submitting nominations, Parties are requested to note that the participant should be responsible for the national report to the CBD, and in a position to prepare and present a summary on progress made in the preparation of the fourth national report. Moreover, following the workshop, the participant should be in a position to brief other colleagues working on the report and ensure its timely completion. The workshop will be conducted in English.

We look forward to receiving your nominations and recommendations, and I thank you in advance for your support and cooperation.

Please accept, Madam/Sir, the assurances of my highest consideration.

[original signed]

Ahmed Djoghlaif
Executive Secretary

To: CBD National Focal Points (South, East and Southeast Asia)

cc: National Report correspondents and SBSTTA Focal Points

