



# Secretariat of the Convention on Biological Diversity



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

Ref.: SCBD/ITS/LC/MC/66078

21 January 2009

## NOTIFICATION Fourth National Reports due by 30 March 2009

Dear Madam/Sir,

Further to earlier notifications (2006-083 of 28 July 2006, and 2008-052 of 23 April 2008), I wish to remind Parties that, according to decision VIII/14 of the Conference of the Parties, the fourth national reports are due not later than 30 March 2009.

As you know, the timely submission of the fourth national reports by all Parties is of high importance to the future of the Convention on Biological Diversity (CBD). The fourth national reports will provide key sources of information for assessing progress towards the 2010 target, and for updating the Strategic Plan of the Convention, including through the preparation of the third edition of the Global Biodiversity Outlook.

Considering that we are only two-and-a-half months away from the deadline set by COP-8, we would be grateful if you could advise the Secretariat on the status of the preparation of your fourth national report, and the date by which you expect to submit it. We would appreciate receiving this information as soon as possible, and **not later than 15 February 2009**. This will help the Secretariat in planning important work to prepare for the tenth meeting of the Conference of the Parties in October 2010, as well as for the fourteenth meeting of SBSTTA and the third meeting of the Working Group on the Review of Implementation of the Convention in May 2010.

In the case of Parties who are eligible for GEF funding, and further to notification 2007-141 of 12 November 2007, we would encourage you to make the necessary request for funds from the GEF for the preparation of the fourth national report as soon as possible, if you have not already done so. The country request template and a model endorsement letter are available on the CBD website at <https://www.cbd.int/nr4/gef/funding/>.

A portal devoted to the preparation of the fourth national report has been developed and can be accessed on the website at <https://www.cbd.int/nr4/>. The official guidelines for the preparation of the fourth national reports, as well as a resource manual, sample chapters, and other tools are available at this portal. Recently, a discussion forum has been opened there to allow countries to exchange experiences in preparing the fourth national report. I encourage you to join the forum and share your experiences.

We very much look forward to receiving your fourth national report soon and thank you for your support to the work of the Convention.

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

Ahmed Djoghlaif  
Executive Secretary

To: CBD National Focal Points



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