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18 October 2016

**NOTIFICATION**  
**Webinars on the Guidelines for the sixth national reports**

Dear Madam/Sir,

The first meeting of the Subsidiary Body on Implementation, in its [recommendation 1/10](#), recommended that the thirteenth meeting of the Conference of the Parties adopt the guidelines for the sixth national report, including the reporting templates, following a further round of peer review and revision of the drafts presented to that meeting.

The revised guidelines and reporting templates for the sixth national reports resulting from this process are included in the compilation of draft decisions (<https://www.cbd.int/doc/meetings/cop/cop-13/official/cop-13-02-en.doc>). The resource manual to support preparation of the sixth national report, which was also further developed on the basis of review comments, is being made available in languages as a pre-session document (<https://www.cbd.int/doc/meetings/cop/cop-13/official/cop-13-21-en.doc>).

The Secretariat is offering a series of webinars to provide further details on the guidelines and resource manual and to support Parties in planning for the preparation of the sixth national report. Specifically, the webinars will:

- (a) Provide further background and explanations to the guidelines for the sixth national report;
- (b) Discuss the role of the online reporting tool;
- (c) Provide opportunities to ask questions related to the sixth national report.

The webinars will be held during November 2016 and offered in different languages and for different time zones. Invitations to register and participate in a specific webinar will be sent by e-mail originating from the webinar system (CBD Montreal <customer@gotowebinar.com>) to groups of National Focal Points by language preference and time zone. The invitation details can be forwarded to designated country experts who are also welcome to register and participate. Following registration, the system will also send reminders closer to the event.

Parties wishing to take part in the webinars but who are unable to do so are invited to contact Mr. Lijie Cai ([lijie.cai@cbd.int](mailto:lijie.cai@cbd.int)) or the Secretariat ([secretariat@cbd.int](mailto:secretariat@cbd.int)), to determine a suitable process to convey the information shared through the webinars or to respond to specific questions.

We thank you in advance for your interest in these webinars and your support to the Convention process.

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

Braulio Ferreira de Souza Dias  
Executive Secretary

To: CBD National Focal Points



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