



Ref.: SCBD/OES/\_CPP/RH/LC/MC/86215

31 March 2017

## NOTIFICATION

### Sixth National Report

Dear Madam/Sir,

I am pleased to inform Parties that, as requested in decision XIII/27, the guidelines, including the reporting templates, for the sixth national report have been finalized and are available for use in the six official languages of the United Nations.

In addition, a resource manual to assist with the preparation of the report is available in all languages. These documents can be accessed at the Sixth National Report Information Portal on the CBD website (<https://www.cbd.int/nr6>).

Furthermore, an online reporting tool is available in the six official languages of the United Nations to facilitate preparation and submission of the sixth national report. It is accessible through the Clearing-house Mechanism (CHM) of the Convention (<https://chm.cbd.int/>). To access this tool, users are required to sign into their CHM accounts or to create an account by clicking on the "Sign up?" button. CBD National Focal Points have been given full rights to publish national information and to nominate other users, including Publishing Authorities and National Authorized Users. A live help button is available at the bottom right of each CHM webpage. Users may also contact the Secretariat at [onlinereporting@cbd.int](mailto:onlinereporting@cbd.int) for assistance.

Parties are further advised that funding is available from the Global Environment Facility (GEF) to support eligible Parties with the preparation of their report. To this end, projects are being developed by UNDP and UN Environment to support eligible Parties, using funds from the biodiversity focal area set-aside rather than the STAR allocation for each country. GEF-eligible Parties, who have not already done so, are therefore invited to send a letter of endorsement (template can be downloaded below), signed by their [GEF Operational Focal Point](#), to their implementing agency, **as soon as possible**, to expedite the submission of proposals to the GEF Secretariat for approval.

- For countries whose implementing agency is **UNDP**, the [letter of endorsement](#) should be submitted through their UNDP country office or directly to Ms. Christina Supples, Global NBSAP Support Project Manager and NBSAP Forum Moderator, UNDP-GEF ([christina.supples@undp.org](mailto:christina.supples@undp.org)).

To: CBD National Focal Points

- For countries whose implementing agency is **UN Environment**, the [letter of endorsement](#) should be submitted directly to Mr. Johan Robinson, Chief, GEF Biodiversity and Land Degradation Unit, Ecosystem Division, UNEP Environment (johan.robinson@unep.org).

The Secretariat intends to further support countries in preparing their sixth national report by building on the regional capacity development webinars, conducted in November 2016, as well as by conducting activities associated with forthcoming intersessional meetings and by providing more focussed guidance where necessary.

Parties are reminded that the sixth national report is due by **31 December 2018**. The timely submission of national reports will contribute to the preparation of the fifth edition of the Global Biodiversity Outlook (GBO-5) and to the follow-up to the Strategic Plan for Biodiversity 2011-2020, including the Aichi Biodiversity Targets. Parties are therefore encouraged to prepare and, where appropriate, submit elements of their sixth national report as soon as they are ready using the online reporting tool.

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

Cristiana Paşca Palmer  
Executive Secretary