



Convention on Biological Diversity

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ORIGINAL: ENGLISH

REGIONAL WORKSHOP FOR AFRICAN COUNTRIES
ON THE PREPARATION OF THE FOURTH
NATIONAL REPORT UNDER THE CONVENTION
ON BIOLOGICAL DIVERSITY

Nairobi, 31 May-2 June 2010

REPORT OF THE WORKSHOP

I. INTRODUCTION

1. The Regional Workshop for African Countries on the Preparation of the Fourth National Report under the Convention on Biological Diversity was held from 31 May to 2 June 2010 in Nairobi, at the headquarters of the United Nations Environment Programme. It was organized with the generous support of the Government of Japan.

2. The workshop was organized in response to a request contained in paragraph 18 (e) of decision VIII/14 of the Conference of the Parties to the Convention on Biological Diversity, adopted at its eighth meeting, held in Curitiba, Brazil, from 20 to 31 March 2006. It is also the third of a series of workshops and other activities supported by Japan with a view to facilitating the submission of the fourth national reports by all Parties for consideration by the tenth meeting of the Conference of the Parties in October 2010 in Nagoya, Japan.

3. This workshop also aims to strengthen the capacities of countries for monitoring, reviewing and reporting on the implementation of the Convention, including progress towards the 2010 target and the goals and objectives of the Strategic Plan of the Convention.

4. The workshop was attended by government nominees from Burkina Faso, Central African Republic, Gambia, Malawi, Marshall Islands, Mauritius, Namibia, Senegal and Timor L'este.

5. The workshop proceeded in accordance with the following agenda:

1. Opening of the workshop and organizational matters.
2. Overview of the objectives and programme for the workshop/the process and status of preparing the fourth national reports.
3. Preparation of the chapters of the fourth national report:
 - (a) Chapter I: Assessing the status and trends of, and threats to biodiversity;
 - (b) Chapter II: Implementation of national biodiversity strategies and action plans;

- (c) Chapter III: sectoral and cross-sectoral integration of biodiversity;
 - (d) Chapter IV and Appendix III: Assessing progress towards the 2010 biodiversity target and goals and objectives of the Strategic Plan as well as the target in the Global Strategy for Plant Conservation and the programme of work on protected areas.
4. Preparation of the executive summary.
 5. Next steps: finalization of the fourth national report, and key events in 2010, including using the fourth national report as a communication tool for the International Year of Biodiversity in 2010.
 6. Conclusions and recommendations from the workshop.
 7. Closure of the workshop.
6. Consecutive French translation was provided in presentations and plenary discussions. French speaking countries that participated in this workshop worked in small groups and individually on their draft reports or individual exercises with the support of resource persons who spoke French.
7. The main body of this report provides a summary of the proceedings of the workshop. The conclusions from the workshop are contained in section II below. Presentations made at the workshop can be found on the Convention's website at <https://www.cbd.int/doc/?meeting=4NRCBW-AFRICA-01>.

ITEM 1. OPENING OF THE WORKSHOP AND ORGANIZATIONAL MATTERS

8. Mr. Lijie Cai, Programme Officer for National Reports, from the Secretariat of the Convention on Biological Diversity, delivered an opening statement on behalf of the Executive Secretary, Mr. Ahmed Djoghlaif. He welcomed participants to Nairobi and thanked Japan and UNON for their support to this workshop. He stressed that 2010, the International Year of Biodiversity, would be a year of opportunity for mobilizing political and public support for biodiversity, considering that the United Nations General Assembly, for the first time, would have a special summit on biodiversity in September this year and a landmark meeting of the Conference of the Parties in Nagoya, Japan which would adopt a new Strategic Plan for the Convention for the next decade. To ensure the successes of all these important events, the fourth national report, with a focus on assessing progress towards the 2010 target and the Strategic Plan, would be crucial. He also stressed that national reporting would provide an opportunity for countries to review the status, trends and threats of biodiversity, efforts in implementation, gaps and support needed for future actions. He underlined the importance of using the report as a communication tool for the International Year of Biodiversity. Having said all this, he encouraged countries to finalize and submit their fourth national reports as quickly as possible. He concluded noting that countries had more options than ever thought of before to address biodiversity issues, though the evidence, particularly the findings from the recently launched third edition of the Global Biodiversity Outlook (which was developed based on the fourth national reports) shows that the 2010 target had been missed.
9. After the opening speech, participants introduced themselves and the status of the preparation of their country's fourth national report as well as their roles in this process. With regard to the status of the report, five of the participating countries had prepared their draft reports or chapters and planned to finalize them in the next month or two. Three countries were yet to prepare drafts soon.

ITEM 2. OVERVIEW OF THE OBJECTIVES AND PROGRAMME FOR THE WORKSHOP/PROCESS AND STATUS OF PREPARING THE FOURTH NATIONAL REPORT

10. At the outset, each participant was asked to write down their expectations for the workshop. The expectations included:

- (a) To have a clear guidance on the process of the preparation of the fourth national report based on practical lessons from other countries;
- (b) To learn detailed suggestions for preparing the fourth national report, particular information to be included in each individual chapter and how to undertake analysis of outcomes and impacts as suggested in the guidelines for the fourth national report;
- (c) Exchange and benefit from the experiences and lessons from other countries in the preparation of the fourth national reports, including methods to analyse the status and trends of and threats to biodiversity, to review implementation of NBSAPs and mainstreaming and to assess progress towards the 2010 target and the Strategic Plan;
- (d) To get feedbacks on the strengths and areas in need of improvement in the draft reports;
- (e) To strengthen capacities in preparing national reports.

11. Mr. Lijie Cai, Programme Officer for national reports for the Secretariat introduced the overall suggestions for preparing the fourth national reports. He began by emphasizing that countries needed to not only report on measures to implement the Convention but also needed to assess their effectiveness in achieving the objectives of the Convention. He highlighted the importance of national reports for the proper functioning of the Convention and its policy-making processes and national implementation. For the fourth national report in particular, countries were requested to focus on actions, outcomes, impacts and challenges. While pointing out that the fourth national report should be presented primarily in narrative, he analyzed the structure of the report and emphasized that all chapters were closely interlinked and chapter IV on conclusion in particular should draw upon key findings from all the chapters and appendices. For example, analysis of implementation of NBSAP could use data and information concerning the status and trends of biodiversity, particularly to what extent positive changes in status and trends benefit from implementation of NBSAP and mainstreaming. He stressed that an executive summary of the report should be well written because it contains key messages for the decision-makers and the general public. He also proposed that all stakeholders should be involved in the process of preparing the report, emphasizing that reporting should not be an end in itself. Instead it should be used as a process for further planning and communication. In conclusion, he outlined the assistance countries can get from the Secretariat and other partners for preparing the report, including tools and resources made available on the portal devoted to the preparation of the fourth national report (<http://www.cbd.int/nr4/>).

12. The Central African Republic introduced its process of the preparation of its fourth national reports. A national steering committee was established to provide guidance over the preparation of the report and thematic working groups were established to prepare draft chapters on different themes and issues. A consultant was recruited to compile a draft report and submit it for review by the steering committee. He noted the difficulty in getting funds for preparing the report and other challenges such as lack of indicators, institutional instability due to political and military conflicts since 1996 and lack of programmes for systematic implementation of NBSAP as well as non-integration of biodiversity into other sectors and lack of ownership of NBSAP by other sectors. Other participants also shared some other challenges they had encountered in the process of preparation of their reports, including

information gaps and lack of baseline data and systematic monitoring of biodiversity and implementation.

ITEM 3. PREPARATION OF THE REPORT

A. *Chapter I: Assessing status and trends of, and major threats to biodiversity*

13. A representative of the Secretariat introduced suggestions for preparing this chapter. First, overall he suggested that this chapter should present a succinct overview of the status and trends of and major threats to biodiversity, analyse trends and changes in biodiversity by using data over time series and the results of monitoring and indicators, and analyze key threats to biodiversity and the implications of these threats and changes for biodiversity and human well-being. For threats, countries should analyse direct and indirect or underlying threats. He stressed that it would be important to analyze implications of biodiversity loss for social, economic development and human well-being, even though there might be some difficulties in doing this. This was needed to not only help with planning to address relevant threats but also convince other sectors and relevant decision-makers about the need to take their actions to address implications of changes in biodiversity status and trends. It was also suggested that graphics, charts and other tools be used for a better presentation of results of analysis of the status and trends of biodiversity. In terms of the structure of this chapter, he suggested that this chapter could begin with an overview of the status and trends, and then move to biome-by-biome analysis and conclude with analysis of threats and implications of changes for human well-being, local livelihood and ecology. However it was emphasized that countries were flexible to present biodiversity status, trends and threats in a manner which was appropriate and relevant to their national circumstances. He concluded by providing key sources of information that countries might use in preparing chapter I, including biodiversity country studies and some global and regional biodiversity assessments such as the Millennium Ecosystem Assessments and African Environment Outlook.

14. Following the question-and-answer session, Marshall Islands presented its draft of chapter I. He said that this chapter would focus on analysis of the status and trends of key ecosystems the country has, namely marine, terrestrial and island ecosystems. He said that this chapter would identify key threats to biodiversity in the country including climate change, pollution, invasive species and over-exploitation. He highlighted a few measures taken to address these threats. He said that analysis in this chapter would be limited due to lack of relevant data and information.

15. While providing comments on this draft chapter, one resource person suggested that this chapter should focus on analysis of the status, trends and threats rather than actions to address these threats, which should be focus of chapter II. One participant raised the difficulty of getting updated information and data for analysis in chapter I. It was suggested that experts' opinion could be used for analysis in case of lack of historical data. One participant noted that his country had much information about species while data about ecosystems was relatively lacking. It was suggested that countries could provide analysis based on the best available data and information they had, with the gaps in data and information noted. On sources of information for analysis in this chapter, one resource person encouraged countries to use different sources of information, both domestic and international including regional. However one participant raised the difficulty in using international and regional assessments for national assessment, noting that data and information generated from these global and regional assessments might not be directly used for national analysis.

16. Following that, participants worked in small groups to undertake a threat analysis exercise using the graphic used in the Millennium Ecosystem Assessments. This exercise involved the identification of key threats to particular ecosystems as well as ranking the severity of these threats. The results of one participating country are contained in annex IV.

B. Chapter II: implementation of national biodiversity strategies and action plans

17. A representative of the Secretariat introduced the guidelines for preparing chapter II. He began by saying that this chapter should focus on implementation of NBSAP and provide more analysis than description, focusing more on the outcomes and impacts of the actions taken to implement NBSAP. In doing so, countries could use successful cases or stories to illustrate the outcomes and impacts of implementation if the results from systematic monitoring of NBSAP implementation were not available. In terms of the structure of this chapter, he suggested that it could begin with an overview of NBSAP, and then move to overall assessment of implementation of NBSAP by identifying which goal and action had been fully implemented and which one had not. For details of implementation, he suggested countries could use a table to summarize key goals, objectives, activities and outcomes. He underlined that this needed to analyse key challenges encountered in the implementation of NBSAP as well as the effectiveness of the strategy, particularly in light of the changes in biodiversity conditions and the major threats to biodiversity identified in chapter I. Finally he cited a few important sources of information that countries may wish to use when preparing this chapter, in particular the voluntary guidelines for NBSAP review contained in annex to COP decision VIII/8, findings from regional and subregional workshops on NBSAPs held during 2008 and 2009 as well as reporting systems adopted by the United Kingdom and Canada on implementation of national and local biodiversity strategies.

18. In the question-and-answer session that followed, one country asked what it could report on if it did not have a national biodiversity strategy and action plan in place. It was suggested that it could report on implementation of other similar strategies, programmes and relevant projects if any. One participant raised the question as to how to assess the effectiveness in case that such a strategy did not exist. It was suggested that such assessment be needed because countries could assess relevant strategies and make a case for developing a national biodiversity strategy and action plan considering that relevant sectoral strategies might not address relevant biodiversity issues adequately or address threats to biodiversity in the country. One participant raised the question on how to select cases to illustrate significant impacts or outcomes, though overall implementation of NBSAPs was not satisfactory. Cases could be selected from individual projects implemented or being implemented, though overall NBSAP was not systematically implemented for various reasons.

19. Following the question-and-answer session, Senegal and Burkina Faso introduced how a draft chapter II was prepared. Senegal introduced a matrix summarizing key objectives of NBSAP, their implementation and recommendations for future implementation. Burkina Faso said that its chapter II covered a few initiatives and projects at various levels. He also informed that implementation of NBSAP created a few legislations related to biodiversity and developed a system for access to genetic resources and benefit-sharing. He shared a lot of success stories from implementation of priority actions in NBSAP, such as decentralization in managing natural resources, institutional building, measures to ensure that local communities would receive a share of revenue resulting from conservation initiatives and measures to address problems of wood energy consumption.

C. Chapter III: sectoral and cross-sectoral integration of biodiversity

20. The Secretariat introduced suggestions for the preparation of chapter III. He emphasized that this chapter should go beyond a list of sectoral or cross-sectoral strategies and plans and countries should focus on mechanisms established and outcomes achieved through mainstreaming, particularly focusing on those sectors where biodiversity had been genuinely integrated. He suggested that this chapter could also report on the application of main instruments to mainstream biodiversity such as the ecosystem approach, environmental impact assessment and strategic environmental assessment. He also suggested that countries could also report on economic evaluation of biodiversity and ecosystem services and relevant incentives developed based on evaluation. Countries could also report on the implementation of relevant conventions particularly activities related to biodiversity and how synergies in the

implementation of these MEAs were being reinforced at various levels. Where applicable, countries could report on how biodiversity was considered and addressed in international and regional cooperation, including South-South cooperation and transboundary cooperation. For analysis of the outcomes, countries were encouraged to provide cases or examples where mainstreaming had generated visible impacts or specific outcomes.

21. In the question-and-answer session, a number of countries underlined the difficulties faced in reporting on mainstreaming, particularly when reporting on outcomes and impacts. These difficulties included a lack of monitoring, inadequate understanding and applications of key tools such as the ecosystem approach, and a lack of inter-sectoral and/or cross-sectoral coordination. Meanwhile countries were encouraged to capture encouraging signs or cases in this regard.

22. Senegal and Malawi introduced their draft chapter III. Senegal highlighted initiatives and policies adopted by important sectors such as energy, agriculture, education, industry, mining and fishery. She also introduced a few transboundary initiatives and projects undertaken at subregional level which give consideration of biodiversity-related issues. A representative from Malawi introduced its legislation review and institutional restructuring which allowed for centralized management and mainstreaming of biodiversity issues. He informed that biodiversity had been integrated into a number of important action plans and strategies, such as National Action of Programme to Combat Desertification and National Growth and Development Strategy. He also highlighted challenges encountered, including information gaps, emerging issues such as biofuels, lack of evaluation and monitoring framework for measuring progress in implementation of NBSAP and a need to establish a regulatory authority to implement the Convention on Biological Diversity.

D. Chapter IV and appendix III: assessing progress towards the 2010 target and goals and objectives of the Strategic Plan as well as targets contained in the Global Strategy for Plant Conservation and the programme of work on protected areas

23. A representative of the Secretariat presented suggestions for preparing chapter IV. He began by emphasizing that this chapter was the most important and the most difficult part of the report. He suggested that countries drew upon all the important findings from the first three chapters and try to analyse how the actions taken at national level had contributed to the progress towards each individual target in the 2010 target framework and the Strategic Plan. Countries were encouraged to use a set of indicators adopted for measuring progress towards the 2010 target, including nationally developed indicators. It was suggested that countries begin by an overall assessment of whether and to what extent any targets had been achieved and then highlight actions taken to achieve these targets, including outcomes and results achieved as well as challenges encountered. Successful cases and stories could be used to illustrate outcomes and progress. To present analysis more clearly, it was suggested that countries could use a table as that used by the United Kingdom in its chapter IV where national targets, actions, contributions to global targets and overall progress assessments (using interesting symbols) were provided. Finally he underlined the need for countries to undertake overall assessment of the implementation of the Convention by highlighting those areas where successes and outcomes had been achieved and where progress was lacking. It was also suggested that future priorities to address these gaps could be identified.

24. The Secretariat also introduced criteria for selecting cases to illustrate progress towards the 2010 target. He emphasized that countries should provide information on how reduction of biodiversity loss had been achieved and will be maintained, with baseline data and information concerning scale of example provided where available. He also showed chapter IV prepared by the United Kingdom as well as some cases selected from some fourth national reports received so far.

25. In the question-and-answer sessions one participant asked whether countries could report on those actions taken even before the entry into force of the Convention which had also contributed to progress towards the 2010 target. It was suggested that countries could report on any actions contributing to progress towards the 2010 target, though countries were encouraged to focus on more recent developments. A few participants noted the need to establish proper linkages between national actions taken and achieving each individual target, which provided a good basis for further analysis of progress made and selection of proper cases.

26. Participants worked in groups to identify signs and cases of progress towards the 2010 target. In doing so, participants identified possible actions and cases that could be included in the analysis of progress towards each individual target.

ITEM 4. PREPARATION OF THE EXECUTIVE SUMMARY

27. A representative of the Secretariat introduced how to write an executive summary and began by noting that the executive summary was one of the most important parts of the report as it allowed the reader to mentally prepare for the information that would follow and it was often the most read section of the report by decision-makers and the general public. The executive summary should include key information, such as main messages, important facts, necessary background information and major conclusions from the report. It was stressed that the executive summary should not be an introduction or outline of the report but rather a concise synthesis of the information contained in each chapter of the report. Suggestions on how to prepare the executive summary, such as the use of bullet points and the use of key statements (supported by key facts from each chapter), were provided.

28. Following questions and answers, participants were asked to work individually on points that may go to the executive summary. A proposed outline of the executive summary is contained in annex II.

29. Following the presentations and discussions of suggestions for preparing each chapter, participating countries had individual discussions with resource persons to improve their draft reports or develop an outline for the report prepared during the workshop. A proposed outline of the fourth national report is contained in annex III.

ITEM 5. NEXT STEPS: FINALIZATION OF THE FOURTH NATIONAL REPORT, AND WAYS FORWARD LEADING TO 2010, INCLUDING USING THE FOURTH NATIONAL REPORT AS A COMMUNICATION TOOL FOR THE INTERNATIONAL YEAR OF BIODIVERSITY IN 2010

30. The Secretariat introduced suggestions for preparing appendix III on the implementation of the Global Strategy for Plant Conservation and the programme of work on protected areas. He began by saying that this appendix was complimentary to the four main chapters, covering only information or data not covered in the main body of the report. For analytical approaches, he emphasized that countries could use a similar approach to that used in chapter IV (including use of a table), focusing on national targets established, actions taken to achieve these targets and outcomes achieved. He also stressed that countries should focus on those targets of national importance or relevance.

31. A representative from UNEP Division of Environmental Laws and Conventions also made a few remarks highlighting the importance of the fourth national report for assessment of implementation and future work under the Convention. He referred to a preliminary assessment undertaken by UNEP-WCMC last year, noting trend analysis and use of indicators in the reports. He hoped that the fourth and next national reports should be consistent in formats to allow for continuous monitoring and facilitate

analysis. He concluded noting the importance of harmonizing reporting to different conventions at various levels.

32. A representative from UNEP Division of the Global Environment Facility, introduced the GEF project to fund the preparation of the fourth national report, highlighting the status of country request approvals and urging countries to submit requests as soon as possible so that they could have adequate support to enable them to prepare and finalize the report soon. She also briefly shared thoughts about possible support from the GEF for the next national report of the Convention on Biological Diversity.

33. Each participating country presented their plans to finalize their fourth national reports. The schedules provided by participating countries are summarized in annex V.

34. A representative of the Secretariat presented the key events in 2010 and in so doing he shared outcomes from the fourteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice and the third meeting of the Ad Hoc Open-ended Working Group on Review of Implementation, concerning development of an updated Strategic Plan of the Convention, key findings from GBO 3, key agenda items to be addressed at the tenth meeting of the Conference of the Parties in 2010 as well as key messages for IYB.

ITEM 6. CONCLUSIONS OR RECOMMENDATIONS FROM THE WORKSHOP

35. The workshop participants reviewed and agreed on the conclusions from this workshop. The conclusions are contained in section II below.

ITEM 7. CLOSURE OF THE WORKSHOP

36. The workshop was closed around 1.30 p.m. on 2 June, with closing remarks by the Secretariat. He encouraged participating countries to keep the momentum and finalize the report as soon as possible. He also indicated that the Secretariat would continue providing support to participating countries after the workshop, including providing suggestions on draft reports. All participants indicated that they had benefited from this workshop and what they had learned from this workshop would be very helpful to finalizing their reports.

II. CONCLUSIONS OF THE WORKSHOP

A. General comments on process

37. Countries should not consider the process as just writing a report to meet international obligations. Instead, the process should be used for further planning and raising public awareness and support. This is particularly important for celebration of the 2010 International Year of Biodiversity.

38. It is important to involve as many stakeholders as possible including non-governmental organizations in the process. The difficulty of getting relevant data and information from relevant government departments and institutions should be addressed through increased communications, meetings, consensus building and better coordination.

39. Countries are encouraged to get the process started as early as possible. The longer the process takes, the more inputs stakeholders will provide. This helps ensure the timely preparation and submission of the report.

40. It is important to establish a national steering committee or other coordination bodies to coordinate the preparation of the report. It is advisable that thematic working groups be established to prepare draft chapters on relevant issues.

41. Countries should undertake measures related to biodiversity communication, education and public awareness raising. The CEPA toolkit available on the CBD website can provide guidance in this regard. The operationalization of national CHM nodes can also enable dissemination of information to various audiences.

B. General comments on content

42. It is important to balance the content for each chapter, highlighting the interlinkages between the four main chapters.

43. Countries are encouraged to provide more analysis than description. Countries could focus more on outcomes and impacts than processes.

44. Countries are encouraged to use indicators for assessment and reporting where possible. Indicators include global ones as well as nationally developed ones.

45. To better present analysis, countries are encouraged to use more graphics, pictures and tables to illustrate key findings from each chapter or appendix.

C. Suggestions for improving individual chapters (based on group and individual exercises)

Chapter I

46. Countries are encouraged to avoid exhaustive assessments of the status and trends of biodiversity. Instead it is suggested that countries provide a succinct overview of the status and trends of biodiversity, highlighting changes in the status and trends of biodiversity using time series data, particularly in regard to those biodiversity components of particular importance to human well-being, national socio-economic development and ecological balance.

47. This chapter should analyze both direct and indirect threats and implications of changes to biodiversity on human well-being, social and economic development. This helps with assessment of the effectiveness of NBSAPs or other similar strategies and plans in chapter II.

48. Countries are encouraged to use the opinion of as many experts as possible for assessment of status and trends particularly where historical data are inadequate and systematic monitoring is lacking.

Chapter II

49. Countries should avoid overburdening this chapter with a lot of description of the NBSAP development process and content of NBSAP. Instead this chapter should start with a brief description of NBSAP, highlighting key goals, objectives and priority actions identified in NBSAP.

50. This chapter should provide an overall assessment of implementation of NBSAP, supported by cases and success stories where significant outcomes have been generated as a result of implementation. To summarize the status of implementation of the NBSAP, a matrix could be used to highlight key activities and outcomes (see the voluntary guidelines for reviewing NBSAPs contained in the annex to decision XIII/8). Countries should provide an analysis of challenges encountered in the implementation of NBSAP.

51. This chapter should also include an assessment of the effectiveness of the NBSAP – i.e. do the actions address the threats identified in chapter I? Countries could use this opportunity to identify gaps and make a case for revising or updating the strategy.

52. If a country does not have an NBSAP in place, it could report on implementation of biodiversity-related strategies, plans and programmes. In this case, chapter III should focus on institutional and legislative frameworks related to biodiversity integration.

Chapter III

53. This chapter should go beyond listing all relevant sectoral and cross-sectoral strategies, plans and programmes. Instead focus should be put on the mechanisms established and the outcomes achieved to make mainstreaming happen. It is important to provide cases or successful stories to demonstrate how mainstreaming has positive impacts on biodiversity. It is also important to consider all the relevant sectors and ministries and cover actions taken by these sectors.

54. Countries could report on the application of some tools for mainstreaming such as the ecosystem approach, environmental impact assessment and strategic environmental assessment. In doing so, it is important to provide cases where the use of these tools has generated positive impacts on biodiversity. Countries could report on any tools or approaches to make mainstreaming happen, including regional transboundary initiatives and projects.

55. Overlaps between chapters II and III should be avoided. The focus in chapter II should be on implementation of the NBSAP while chapter III should focus on implementation of relevant sectoral and cross-sectoral strategies where biodiversity has been integrated. Where necessary, cross-references can be inserted in the chapters.

Chapter IV

56. It is very important to link findings from the first three chapters with the assessment of progress towards the 2010 target, by analysing to what extent national actions described or analysed in the first three chapters have contributed to achieving various goals and targets contained the 2010 target framework. Countries could provide any relevant information not covered in the first three chapters.

57. This chapter should provide an overall assessment of progress towards the 2010 target, highlighting which target is fully or partially achieved, which target is little or not achieved. For the former, cases or success stories could be provided to support the analysis, highlighting where and how significant reduction is achieved and how reduction can be maintained.

58. To better present an analysis of progress, the use of a matrix, as used in chapter IV of the United Kingdom report and other reports, is encouraged, highlighting national targets, actions, key outcomes, indicators used. Interesting symbols could be used to evaluate the overall assessment.

Executive Summary

59. The Executive Summary should be concise and appealing to the decision-makers and the general public. It should contain key findings and messages from the whole report, presented in a way that is convincing to the decision makers and the general public. It should be a miniature version of the report and include the key findings of the main sections of the report. Each paragraph should include and elaborate a bold statement. It should not serve as an outline or introduction to the report.

Appendices

60. For appendices, particularly appendix III on the Global Strategy for Plant Conservation and the programme of work on protected areas, countries need to report on relevant information not covered in the four main chapters, using an approach that is similar to that employed for chapters II and IV (focusing on targets established, actions taken to achieve these targets and outcomes accomplished). For targets included in GSPC and POWPA, countries should focus on those of national relevance and importance.

61. Countries could add in appendices any information reflecting national implementation of the Convention but not covered in the four main chapters.

Annex I

ORGANIZATION OF WORK
MONDAY, 31 MAY 2010

9 a.m. – 10 a.m.	1.	Opening of the workshop <ul style="list-style-type: none"> • Opening statements (SCBD) • Self-introduction of participants
10 a.m. – 10.30 a.m.	2.	Overview of the objectives and programme for the workshop <ul style="list-style-type: none"> • Introduction (SCBD) • Plenary discussion (Expectations from the workshop)
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. - 12.30 p.m.	3. 4. 4(a)	Process of and tools available for preparing the fourth national report <ul style="list-style-type: none"> • The guidelines and the tools for the preparation of the fourth national report (SCBD and resource persons) • Status and process of preparing the fourth national report (introductions by Central African Republic) Preparation of the report Chapter I of the report: Assessing the status and trends of, and major threats to biodiversity. <ul style="list-style-type: none"> • Introduction to chapter I by SCBD or resource person • Presentations of draft chapter I (Marshall Islands), followed by Q & A • Group exercises on threat analysis, using the MA framework
12.30 p.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 4 p.m.	4 4(b)	Preparation of the report (<i>continued</i>) Chapter II of the report: Implementation of national biodiversity strategies and action plans <ul style="list-style-type: none"> • Suggestions on the preparation of chapter II by SCBD or resource person • Country presentations of draft chapter II (by Burkina Faso and Senegal) • Questions and answers and discussion in Plenary • Group exercises on reviewing implementation of NBSAPs
4. p.m. – 4.30 p.m.		<i>Tea break</i>
4.30 p.m. - 6 p.m.	4(c)	Chapter III of the report: Mainstreaming <ul style="list-style-type: none"> • Introduction to draft chapter III by SCBD or resource person • Country presentations of draft chapter III (by Senegal and Malawi) • Questions and answers and discussion in plenary

TUESDAY, 1 JUNE 2010

9 a.m. - 9.15 a.m.	2	Overview of the objectives and programme for the workshop (continued) <ul style="list-style-type: none"> • Brief recap of day one and overview of plans for day two
9.15 a.m. – 10.30 a.m.	4(d)	Chapter IV, Appendix III of the report: Assessing progress towards the 2010 biodiversity target and goals and objectives of the Strategic Plan as well as targets in GSPC and the programme of work on protected areas <ul style="list-style-type: none"> • Introduction by SCBD or resource persons • Questions and answers and discussion in plenary • Group exercises to identify cases and signs of progress towards the 2010 target, using the framework contained in decision VIII/15
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. – 12.30 p.m.	5	Preparation of the executive summary of the report <ul style="list-style-type: none"> • Introduction by SCBD or resource persons • Questions and answers and discussion in plenary • Work in small groups or individually to improve or write the Executive Summary
12.30 a.m. – 2 p.m.		<i>Lunch break</i>
2 p.m. – 3.30 p.m.	4	Preparation of the Report (continued) Time for all the country representatives to work further on draft chapters I, II, III, IV and appendix III with support of the Secretariat and resource persons
3.30 p.m. – 4 p.m.		<i>Tea break</i>
4 p.m. – 6 p.m.	4.	Preparation of the report (continued) Time for all the country representatives to work further on draft chapters I, II, III, IV and appendix III with support of the Secretariat and resource persons

WEDNESDAY, 2 JUNE 2010

9 a.m. - 9.15 a.m.	2.	Overview of the objectives and programme for the workshop (continued) <ul style="list-style-type: none"> • Brief recap of day two and overview of plans for day three • Remarks by UNEP DELC and DGEF
9.15 a.m. – 10.30 a.m.	4.	Preparation of the Report (continued) Time for all the country representatives to work further on draft chapters I, II, III, IV and appendix III with support of the Secretariat and resource persons
10.30 a.m. – 11 a.m.		<i>Coffee break</i>
11 a.m. – 12.30 p.m.	4.	Preparation of the report (continued) Time for all the country representatives to work further on draft chapters I, II, III, IV and appendix III with support of the Secretariat and resource persons
12.30-13.30 pm	6.	Next steps: finalization of the fourth national report and key events in 2010

	<p>7.</p>	<ul style="list-style-type: none"> • Countries to present their plans and steps for finalization of the fourth national report for timely submission by early July 2010 • Introduction by SCBD about key events in 2010, outcomes of SBSTTA 14 and WGRI 3 concerning the updated Strategic Plan of the Convention and IYB. <p>Closure of the workshop</p> <ul style="list-style-type: none"> • Recommendations from the workshop • Closing remarks by SCBD
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Annex II

PROPOSED OUTLINE OF THE EXECUTIVE SUMMARY

You may wish to prepare roughly one short paragraph per bullet point.

(Points taken from chapter I)

- Importance of biodiversity for the country. Highlight contribution to human well-being, socio-economic development. Also highlight one or two examples of exceptional biodiversity and ecosystems in the country.
- Main threats to biodiversity (and ecosystems). Identify threats that are specific to the country, therefore they may be more precise than the general list in the Millennium Assessment.
- Impacts of threats on biodiversity and ecosystems. Graphic from MA relating threats to impacts (colours) and trends in impacts (arrows) for various ecosystems or components of biodiversity.
- Socio-economic implications of the impacts. Describe the impacts of declining biodiversity and ecosystems on human well-being, livelihoods, poverty reduction etc. Consider all relevant and significant ecosystem goods and services.
- Underlying causes of the threats. Link the threats (direct drivers) outlined above with the underlying causes (indirect drivers) and relate these to the relevant economic sectors.

(Points taken from chapter II)

- Progress in implementing the NBSAP. Provide an overall assessment of progress in implementing the NBSAP. (e.g. proportion of strategic objectives or activities implemented). Give two or three examples of successful actions implemented. Also identify obstacles to implementation, reasons behind them and how they may be overcome.
- Effectiveness of the NBSAP. Briefly assess the effectiveness – i.e. do the actions address the threats identified in chapter I?

(Points taken from chapter III)

- Integration of biodiversity into broader national policies. Describe how biodiversity is reflected in Poverty Reduction Strategies and other key cross-cutting policy instruments. Give one or two examples of progress on the ground if available.
- Integration of biodiversity into economic sectors. Which sectors (and ministries) integrate biodiversity well and which do not?
- Use of planning mechanisms; strategic environmental assessment.
- Additional steps: What additional efforts are needed to mainstream biodiversity?

(Points taken from chapter IV)

- Progress towards the 2010 target. Focus on outcomes. You may wish to summarize progress towards the goals and objectives in the CBD framework according to the seven focal areas (for example one bullet point or short paragraph per focal area). Provide an overall assessment of how progress in your country contributes to the overall 2010 Biodiversity target.
- Overall progress in the implementation of the Convention, including areas where progress is lacking.

(Final paragraphs, from chapter I, if information available)

- Plausible future scenarios of biodiversity and its implications for human well being. For example: (i) what might happen under “business and usual” in terms of future underlying causes,

/...

threats, impacts on biodiversity and implications for human well being; and (ii) what may happen with investment in biodiversity and ecosystems.

Annex III

PROPOSED OUTLINE OF THE FOURTH NATIONAL REPORT

(Countries could adjust according to their national circumstances)

Executive Summary

Chapter I: Status and Trends of and Threats to Biodiversity

1.1 Country Biodiversity Facts (main ecosystems/species/genetic diversity)

1.2 Overview of status and trends of biodiversity

- Highlights key changes in status and trends of biodiversity components observed in recent years and/or over years.
- Which ecosystems/species/genetic diversity is being endangered or improved?

1.3 Status and trends of changes in main ecosystems/key species /genetic diversity (This section should be concise/could refer to existing assessments made/use graphics to present trends)

1.4 Threat Analysis

- Analysis of direct threats
- Analysis of indirect threats
- Analysis of specific threats to particular ecosystems if any (optional)

1.5 Implications of changes in biodiversity (for national economic development, local livelihood, human welling, etc.)

Chapter II. Status of Implementation of NBSAP

2.1 Overview of NBSAPs (key goals, objectives, priority actions, key stakeholders identified)

2.2 Implementation of NBSAP

- Overall assessment of implementation of NBSAP (how many goals and actions have been implemented and how many have not).
- Assessing implementation of key goals, objectives and actions (Any national quantitative targets adopted; the extent to which these goals and actions have been implemented; what results have been achieved so far (cases and success stories could be used to illustrate outcomes if systematic monitoring results are not available), level of investment from domestic and international sources.
- Challenges or obstacles encountered in implementation of NBSAP.

2.3 Assessment of effectiveness of NBSAP

NBSAP could be assessed against threats identified in chapter I to see that it is effective to address them.

2.4 Contributions of national actions to implementation of the CBD thematic programme areas and cross-cutting issues

Table: Review of Implementation of NBSAPs (This could be put in annex if much detail is provided)

Goals	Objectives/Targets	Key Activities	Key Outcomes	Indicators for assessment

Chapter III: Mainstreaming

3.1 Overall assessment of mainstreaming (how many sectors have considered biodiversity in their respective strategies, plans and programmes and to what extent biodiversity has been considered in their practical implementation of these strategies, plans and programmes)

3.2 Integration of biodiversity into relevant sectors and cross-sectoral strategies, policies, plans and programmes (Information and analysis could be provided sector by sector)

3.3 Actions taken by different sectors (This could be combined with above, cases could be used to illustrate outcomes of mainstreaming)

3.4 National coordination mechanisms (what mechanism established, how it functions, how effective it is)

3.5 Tools for mainstreaming (application of the ecosystem approach, inclusion of biodiversity into environmental impact assessment and strategic environmental assessment, integrated coastal and marine management, development and implementation of incentives based on evaluation of biodiversity and ecosystem services, etc.. Cases could be provided for use of these tools.)

3.6 Synergies in national implementation of related conventions (UNFCCC, UNCCD, Ramsar, CITES, CMS, etc.) (Cases could be provided)

3.7 Biodiversity considered in international development assistance programmes (Cases could be provided)

Chapter IV. Progress towards the 2010 target and implementation of the Strategic Plan

4.1 Overall assessment of progress towards the 2010 target (Has the target been achieved overall, which target has been fully achieved, which target has been partially achieved and which target has not)

Cases to illustrate progress towards the 2010 target or achievements made (where reduction is achieved, how reduction is achieved, and how reduction can be maintained, info concerning scale of reduction achieved, etc.)

4.2 Table for assessing progress towards the 2010 target

Goals	Targets	National targets	National actions	Outcomes achieved	National or global indicators used	Overall assessment (using symbols)

4.3 Implementation of the Strategic Plan (a similar table to the above could be used for this)

4.4 Overall assessment of implementation of the Convention

A. Areas where achievements have been made

B. Areas where progress is lacking/challenges

C. Gaps and future priorities

Appendices I and II: contact info and a brief introduction about process of preparation of the report as well as further sources of information

Appendix III: A. Implementation of the Global Strategy for Plant Conservation and the Programme of Work on Protected Areas (focusing on national targets established, actions to achieve these targets and outcomes achieved. A similar approach to that employed in chapter IV)

Appendix IV (optional) use of indicators

Annex IV

THREAT ANALYSIS BY SENEGAL

		Dégradation des habitats ou feux de brousse	Espèces envahissantes	Variabilité climatique	Surexploitation	Salinisation	Pauvreté
GRANDS ENSEMBLES D'ECOSYSTEMES	Ecosystème sahélien	↗		↑	→		→
	Ecosystème soudanien	↗	↗	↗	→		→
	Ecosystème subguinéen	→		↗	→		→
	Ecosystèmes fluviaux lacustres	↗	↑	↗	↗	→	→
	Marins, côtiers, estuariens	→		↑	→	→	→
ECOSYSTEMES PARTICULIERS	Niayes	↑		↗	→	↑	→
	Djoudj	→	↗	↗			→
SITES DE HAUTE DENSITE DE BIODIVERSITE	Parc National du Niokolo Koba	↑	↑	↑	↗		↗
	Parc National du Delta du Saloum	→		↗	→	→	→
	Ferlo	↗		↑	→		↗

	Degré d'impact
	insignifiant
	faible
	modéré
	élevé
	Très élevé

Tendance	
Fortement croissante	↑
croissante	↗
Continu	→
Décroissant	↘

Annex V

STATUS OF REPORT AND PLAN TO FINALIZE AND SUBMIT THE FOURTH NATIONAL REPORT (DATES OR MONTHS IN THE TABLE ARE THOSE OF 2010)

<i>Countries</i>	<i>Draft report ready</i>	<i>Finalize report</i>	<i>Submit final report for domestic approval</i>	<i>Submit final report to SCBD</i>
BURKINA FASO	ready	June	June	July
MALAWI	One chapter ready	June	June	June
MARSHALL ISLANDS	June	June	July	July
MAURITIUS	ready	June	July	July
NAMIBIA	One chapter ready	July	July	July or August
SENEGAL	ready	June	June	July
TIMOR L'ESTE		July	August	August
