

The Secretariat of the Convention on Wetlands



Training Webinar: Preparation of National Reports to the 14th meeting of the Conference of the Contracting Parties

November 2020



Objectives

This webinar aims to enhance capacities of Contracting Parties on the purpose, content and completion of National Reports.

Participants will learn:

- The purposes and uses of National Reports.
- The structure of the COP14 National Report form (NRF) approved by Standing Committee SC57.
- General guidance on how to complete and submit the COP14 National Report form, using the Word and online formats.
- Process of review of National Reports by the Secretariat.



Agenda

Part 1

- The purposes and uses of National Reports.
- The structure of the COP14 National Report form (NRF) approved by Standing Committee SC57.
- General guidance on how to complete and submit the COP14 National Report form, using the Word and online formats.
- Process of review of National Reports by the Secretariat.



Agenda

Part II

- General aspects of the Online Reporting System.
- General guidance on how to navigate in the Online Reporting System.
- Guidance on how to transfer data from the Word format to the Online Reporting System.



Why Contracting Parties submit National Reports



Recommendation 2.1 (1984): Submission of National Reports

- All Parties should submit detailed National Reports. Secretariat should draft a simplified questionnaire.
- Main purpose monitoring implementation of the Convention (data and information on how, and to what extent, the Convention is being implemented).
- Tool for countries for their national planning.
- Capture lessons and experience to help Parties plan future action/identify emerging issues and implementation challenges faced.

Use of National Reports

- To compile and analyse information that contracting parties can use to inform their national planning and programming.
- Specific implementation issues in support of the provision of advice and decisions by Parties at the COP.
- Basis for reporting by the Secretariat to each meeting of the Conference of the Parties on the global implementation of the Convention.
- Report to the Convention on Biological Diversity (CBD) on the national implementation of the CBD/Joint Work Plan Convention's lead implementation role on wetlands for the CBD.



The structure of the COP14 National Report Format



- Standing Committee 52 approved the National Reporting format (Word format) and online system for COP13.
- Standing Committee 57 approved the National Reporting format (Word format) for COP14 and online system.
- Advantages of the Online Reporting System: Friendly to use, avoid risk in the transfer and management of the information.
- Approved Format provided to Contracting Parties in 2019.



The structure of the COP14 National Report Format



The COP14 National Report Format includes 90 indicator questions and 5 sections. **Section 1.** Provides the institutional information about the Administrative Authority and National Focal Points for the national implementation of the Convention.

Name of Contracting Party:

Designated Ramsar Administrative Authority

Name of Administrative Authority:

Head of Administrative Authority - name and title:

Mailing address:

Telephone/Fax:



The structure of the COP14 National Report Format



Section 2. Is a 'free-text' section in which the Party is invited to provide a summary of various aspects of national implementation progress and recommendations for the future.

Section 2: General summary of national implementation progress and challenges

In your country, in the past triennium (i.e., since COP13 reporting):

A. What have been the five most successful aspects of implementation of the Convention?

- 1)
- 2)
- 3)
- 4)
- 5)



The structure of the COP14 National Report Format



Section 3

Provides the 90 implementation indicator questions, grouped under each Convention implementation Goals and Targets in the Strategic Plan 2016-2024.

Optional 'free-text' section under each indicator question to add further information on national implementation of that activity.

Goal 3. Wisely using all wetlands

[Reference to Sustainable Development Goals 1, 2, 5, 6, 8, 11, 12, 13, 14, 15]

Target 8. National wetland inventories have been either initiated, completed or updated and disseminated and used for promoting the conservation and effective management of all wetlands

{1.1.1} KRA 1.1.i

[Reference to Aichi Targets 12, 14, 18, 19]

8.1 Does your country have a complete National Wetland Inventory?
{1.1.1} KRA 1.1.i

A=Yes; B=No; C=In Progress;
D=Planned

8.1 Additional information:



The structure of the COP14 National Report Format



Section 4

Is an optional annex to allow any Contracting Party that has developed national targets to provide information on the targets and actions for the implementation of each of the targets of the Strategic Plan 2016-2024.

Planning of National Targets

Priority of the target:	A= High; B= Medium; C= Low; D= Not relevant; E= No answer
Resourcing:	A= Good; B= Adequate; C= Limiting; D= Severely limiting; E= No answer
National Targets (Text Answer):	
Planned Activities (Text Answer):	
Outcomes achieved by 2021 and how they contribute to achievement of the Aichi Targets and Sustainable Development Goals	
Note: this field has to be completed when the full report is submitted in January 2021	
Additional information:	



The structure of the COP14 National Report Format

Section 5. Optional annex. Allows Contracting Parties to provide additional information regarding its Wetlands of International Importance.

Ramsar Site number	Ramsar Site name	5.3 ②	5.4 ④	5.7 ①	5.8a ③	5.8b ①	5.9 ①	7.1 ①	7.2 ⑤	8.4a ⑥	11.1 ③	11.2 ④
<i>Ex:1603</i>	<i>Lake White</i>	<i>B - No</i>	<i>B - No</i>	<i>A - Yes</i>	<i>B - No</i>	<i>A - Yes</i>	<i>A - Yes</i>	<i>A - Yes</i>	<i>B - No</i>	<i>O - No change</i>	<i>A - Yes</i>	<i>A - Yes</i>

- ① A=Yes; B=No; D=Planned
- ② A=Yes; B=No; C=In Preparation
- ③ A=Yes; B=No; C=Partly; D=Planned
- ④ A=Yes; B=No; C=Partly; Z=No Management Plan
- ⑤ A=Yes; B=No; Z=No Negative Change
- ⑥ N=Status Deteriorated; O=No Change; P=Status Improved



General guidance on How to complete and submit the COP14 National Report form



Sections

- Fill in the sections 1 to 3.
- Section 1 all institutional information (AA, Focal Points, contacts).

Name of Contracting Party:

Designated Ramsar Administrative Authority

Name of Administrative Authority:

Head of Administrative Authority - name and title:

Mailing address:

Telephone/Fax:



General guidance on How to complete and submit the COP14 National Report form



Sections 2

- General summary of national implementation progress and Challenges Items A-J.
- H. New question on gender Resolution XIII.18.

Section 2: General summary of national implementation progress and challenges

In your country, in the past triennium (i.e., since COP13 reporting):

A. What have been the five most successful aspects of implementation of the Convention?

1)	
2)	
3)	
4)	
5)	

H. According to paragraph 21 of Resolution XIII.18 on *Gender and wetlands*, please provide a short description about the balance between men and women participating in wetland-related decisions, programmes and research

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I. Do you (AA) have any other general comments on the implementation of the Convention?

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J. Please list the names of the [organisations](#) which have been consulted on or have contributed to the information provided in this report:

--



General guidance on How to complete and submit the COP14 National Report form



Sections 3

- Core section of the National Report.
- Selection of options.
- Additional information.
- Consistency.

4.3	Has your country successfully controlled through management actions invasive species of high risk to wetland ecosystems?	A=Yes; B=No; X= Unknown
4.3. Additional information: (If 'Yes', please provide examples, including the species name and the successful management actions)		
5.3	How many Ramsar Sites have a formal management plan? {2.4.1} KRA 2.4.i	E= # sites; F=Less than # sites; G=More than # sites; X=Unknown; Y=Not Relevant
5.4	Of the Ramsar Sites with a formal management plan, for how many of these is the plan being implemented? {2.4.2} KRA 2.4.i	E= # sites; F=Less than # sites; G=More than # sites; X= Unknown; Y=Not Relevant
5.5	Of the Ramsar sites without a formal management plan, for how many is there effective management planning currently being implemented through other relevant means e.g. through existing actions for appropriate wetland management? {2.4.3} KRA 2.4.i	E= # sites; F=Less than # sites; G=More than # sites; X= Unknown; Y=Not Relevant
5.3 – 5.5 Additional information:		
5.6	Have all Ramsar sites been assessed regarding the effectiveness of their management (i.e. sites with either a formal management plan) or management via other relevant means where they exist e.g through existing actions for appropriate wetland management? {1.6.2} KRA 1.6.ii	A=Yes; B=No; C=Partially; D=Planned
5.6 Additional information:		



General guidance on How to complete and submit the COP14 National Report



Sections 3

Goal 3. Wisely using all wetlands

[Reference to Sustainable Development Goals 1, 2, 5, 6, 8, 11, 12, 13, 14, 15]

Target 8. National wetland inventories have been either initiated, completed or updated and disseminated and used for promoting the conservation and effective management of all wetlands

{1.1.1} KRA 1.1.i

[Reference to Aichi Targets 12, 14, 18, 19]

<p>8.1 Does your country have a complete National Wetland Inventory? {1.1.1} KRA 1.1.i</p>	<p>A=Yes; B=No; C=In Progress; D=Planned</p>
<p>8.1 Additional information:</p>	

<p>8.6 Based upon the National Wetland Inventory if available please provide a figure in square kilometres for the extent of wetlands (according to the Ramsar definition) for the year 2020 and provide the relevant disaggregated information in the box below. This Information will also be used to report on SDG 6, Target 6.6, Indicator 6.6.1, for which the Ramsar Convention is a co-custodian.</p>	<p>E= # Km² ;; G=More than # Km²; X= Unknown</p>
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8.6 According to the Ramsar definition and classification of wetlands, the disaggregated information on wetland extent is as follows:

Area by type of wetland				Total area by category of wetland
Marine/Coastal	e.g Coral Reefs: xx Km ²	e.g Estuarine waters xx Km ²	e.g Coastal brackish/saline lagoons: xx Km ²	
Inland	e.g Permanent freshwater marshes/swamps: xx Km ²	e.g Non-forested peatlands (includes shrub or open bogs, swamps, fens): xx Km ²	e.g Permanent freshwater lakes: xx Km ²	
Human-made				
Total				xx Km ²



General guidance on How to complete and submit the COP14 National Report



Guidance on Target 8 Wetland Inventories

Training webinars on National Wetlands Inventories 19-22 October 2020

<https://www.ramsar.org/document/national-wetlands-inventories-training-webinar-agenda>

<https://www.ramsar.org/document/gis-and-earth-observations-for-national-wetland-inventories>

<https://www.ramsar.org/document/reporting-on-wetland-extent-and-next-steps>

<https://www.ramsar.org/document/ramsar-framework-for-wetland-inventory>

Video

<https://www.youtube.com/watch?v=OmlzRTIq6LA&t=2s>

Help desk to support Contracting Parties on Wetlands Inventories, reporting on extent contact:
inventories@ramsar.org



General guidance on How to complete and submit the COP14 National Report



Section 4 (Countries that submitted National Targets: Equatorial Guinea, Republic of Korea, Uzbekistan, Kyrgyz Republic, Myanmar)

Planning of National Targets

Priority of the target:	A= High; B= Medium; C= Low; D= Not relevant; E= No answer
Resourcing:	A= Good; B= Adequate; C= Limiting; D= Severely limiting; E= No answer
National Targets (Text Answer):	
Planned Activities (Text Answer):	
Outcomes achieved by 2021 and how they contribute to achievement of the Aichi Targets and Sustainable Development Goals	
Note: this field has to be completed when the full report is submitted in January 2021	
Additional information:	

Section 5

List of indicator questions:

- 5.6 Has the Ramsar Site been assessed regarding the effectiveness of its management (i.e. sites with either a formal management plan) or management via other relevant means where they exist e.g through existing actions for appropriate wetland management ?
- 5.7 Has a cross-sectoral site management committee been established for the site?
- 11.1 Has an assessment been made of the ecosystem benefits/services provided by the Ramsar Site?
- 11.3 Have socio-economic values of wetlands been included in the management planning for the Ramsar Site?
- 11.4 Have cultural values of wetlands been included in the management planning for the Ramsar Site including traditional knowledge for the effective management of sites (Resolution VIII.19)?
- 16.3a Is stakeholder participation in decision-making promoted, especially with local stakeholder involvement in the management of the Ramsar Site?
- 16.6a Have communication mechanisms been established to share information between the Ramsar Administrative Authority and the Ramsar Site manager(s)?



General guidance on How to complete and submit the COP14 National Report

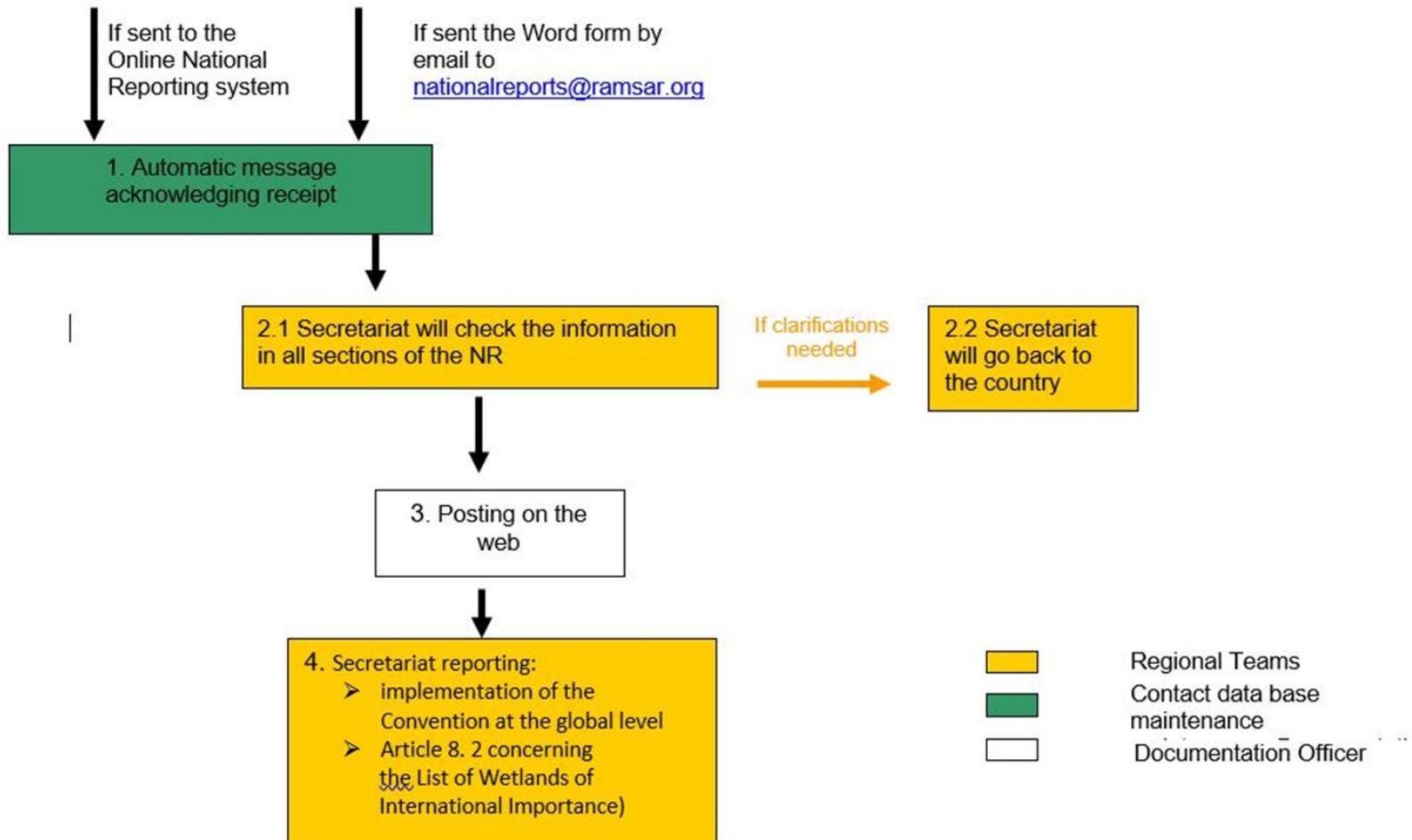


The completed National Report Format must be accompanied by a letter that can be uploaded in the online system or send by email (nationalreports@ramsar.org) in the name of the Head of Administrative Authority, confirming that this is the Contracting Party's official submission of its COP14 National Report.



Process of review of National Reports by the Secretariat

National Report (NR)



Final remarks

- Deadline for submission: 21 January 2021
- Any general questions on National Reports contact:
NationalReports@ramsar.org
- Help desk to support Contracting Parties on reporting on Wetland Inventories, and wetlands extent contact:
inventories@ramsar.org

Agenda

Part II

- General aspects of the Online Reporting System.
- General guidance on how to navigate in the Online Reporting System.
- Guidance on how to transfer data from the Word format to the Online Reporting System.

