



CONVENTION ON WETLANDS
CONVENTION SUR LES ZONES HUMIDES
CONVENCIÓN SOBRE LOS HUMEDALES
(Ramsar, Iran, 1971)

Notification 2016/8

Preparation of National Reports for the 13th Meeting of the Conference of the Contracting Parties

The Secretariat of the Convention on Wetlands (Ramsar, Iran, 1971) presents its compliments to the Permanent Mission of ----- and has the honour to refer to the following:

In preparation for the 13th Meeting of the Conference of the Parties to the Ramsar Convention (COP13) to be held in Dubai, United Arab Emirates, in October 2018, the Secretariat is pleased to communicate the following information to Contracting Parties about the format, preparation and method of submission of the National Report for COP13.

Following instructions from the Standing Committee at its 52nd meeting, the Secretariat has prepared the COP13 National Report Form, which, on the advice of the Standing Committee, is based upon the Fourth Ramsar Strategic Plan 2016-2024 but is similar in design and structure to that provided to Parties for COP12 reporting.

As in recent triennia, the National Report Form is issued sufficiently early in the triennium to allow Parties to use it to guide their continuing implementation and prepare for its completion in a timely manner.

The Standing Committee also decided that an online national reporting format could be made available to Parties together with an offline format, and requested the Secretariat to present an evaluation for COP13 regarding the use of the online system.

The National Report Form is in five sections: 1) Institutional information; 2) General summary of national implementation; 3) Indicator questions on implementation; 4) Optional annex to provide information on the development of national targets for the implementation of the Strategic Plan 2016-2024; 5) Optional annex to provide additional voluntary information on designated Wetlands of International Importance (Ramsar Sites).

In line with Resolution XII.2, which encourages Contracting Parties "to develop and submit to the Secretariat on or before December 2016, and according to their national priorities, capabilities and resources, their own quantifiable and time-bound national and regional targets in line with the targets set in the Strategic Plan", all Parties are encouraged to consider using the comprehensive national planning tool in Section 4, in order to identify the areas of highest priority for action and the relevant national targets and actions for each target.

Please note that for Contracting Parties wishing to provide information on national targets (optional Section 4 of the National Report Form), either in the Online Reporting System or on the Word form, the deadline is **30 November 2016**.

Attached to this notification are the instructions to access the Online Reporting System for National Reports at <https://reports.ramsar.org>. If you have any questions or problems, please contact the Ramsar Secretariat for advice (nationalreports@ramsar.org). The Online Reporting System will be operational as of 31 August 2016.

The COP13 National Report Form, in each of the three official languages of the Convention (English, French and Spanish), can also be downloaded in Microsoft Word format for offline completion, from the Ramsar website at: www.ramsar.org/document/national-report-form-for-cop13-offline-version. Any Parties having difficulty in downloading the offline Form should contact nationalreports@ramsar.org.

The purpose of this offline Form is to help Contracting Parties to collect data for the National Report. The data collected through this Form can then be transferred to the Online Reporting System for submission. Alternatively, Contracting Parties can send the Microsoft Word Form by email to nationalreports@ramsar.org as the official submission of the National Report.

The completed National Report Form must be accompanied by a letter from the Head of Administrative Authority, confirming that this is the Contracting Party's official submission of its COP13 National Report. The letter can be uploaded to the Online Reporting System or sent by email to nationalreports@ramsar.org.

It is important that the Parties submit their completed National Reports by the deadline of **21 January 2018** so that the Secretariat can complete its analyses of the responses in time for distribution with the agenda papers in advance of COP13. Regrettably, the Secretariat will be unable to include in those analyses any information from National Reports received after this deadline.

The Secretariat of the Convention on Wetlands respectfully requests that the content of the present Note be communicated to the competent national authorities and avails itself of this opportunity to renew to the Permanent Mission of ---- the assurance of its highest consideration.

Gland, 31 August 2016

