

## Combined annual reporting and forward planning format

### Annual Report for Year 2012 and Plan for Year 2013 (4 pages maximum)

**1. Title of your Regional Initiative:**

The Nordic Baltic Wetlands Initiative (NorBalWet)

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**2. Work and activities undertaken during 2012**

Provide a simple summary on your work undertaken by listing your activities, the results achieved and your indicators of success according to the format below:

Objectives	Activities	Results/outputs	Indicators
1. NorBalWet as operational means in the region	1.1 NorBalWet Coordination Group Meetings	Phone conference (1): Spring. Face-to-face (1): Ramsar COP11	2 meetings have made it possible to keep good contact between the member states through the year. Moreover, ongoing ad hoc contact whenever relevant between members.
2. Problem-oriented and practical networks	A NorBalWet side-event was held at the Ramsar COP11 in Romania. The topic of the side event was Restoration of wetlands. In preparation of the side-event, a workshop with wetland restoration experts from NorBalWet was organized	Communication of experiences with wetland restoration from the region to the Ramsar community. This included evaluation of some larger restoration projects in the countries and identification of some common criteria for success at the planning and implementation phase. The workshop enabled wetland restoration experts from the region to discuss best practices and challenges experienced	Presentation prepared and presented at COP11
3. Review of existing Ramsar sites			
4. Optimal use of Ramsar tools and strengthen scientific and technical capacity	CEPA: 2 workshops for NorBalWet focal points (first was held in January 2012 and the second in September 2012)	Increase knowledge, interest and how to organize CEPA activities in NorBalWet countries  In the project NorBalWet pins were made for marketing purposes. Other materials for world wetlands day.  The workshop was dealing with www-site training and marketing, World Wetland Day planning and setting regional priorities, CEPA	Two CEPA workshop reports  NorBalWet www-pages ( <a href="http://www.norbalwet.org">www.norbalwet.org</a> ) have been prepared and were launched in August 2012.

		action planning. The Consult was from the Wageningen UR Centre for Development	
	STRP: NorBalWet side-event at the Ramsar COP11 in Rumænia		NorBalWet side event at COP11 (described in detail above)
5. Collaboration with other partners			
6. Develop capacity for coordinating regional projects	6.1. Project planning	6. Project applications about ? made by who?	6.1. Approved projects:

If felt useful, you may add narrative text to specify further your achievements, improvement of Ramsar implementation in the region, etc.

### 3. Financial report for Year 2012

Provide a summary of income and expenditures. If you use another currency than Swiss Franc (CHF), please provide an average exchange rate to allow conversion into CHF:

Activities	Planned expenditures	Actual expenditures
1.1 NorBalWet operational	amount (currency)	amount (currency)
1.2 activity		
2.1 CEPA	85.000 (NCM)	+ 4.000 euro made available at the end of 2012 to translate the Norwegian CEPA Action Plan into Russian
2.1 COP11 Sideevent	14.000 (NCM)	
<b>Total</b>	<b>94.000 +</b>	

Sources of income	Income received
Norwegian Directorate for Nature Management	In kind
Mätsahallitus, Finland	3 800 euro
Swedish Environmental Agency, Sweden	2 000 Euro
Nordic Council of Ministers (NCM)	24 400 Euro
Parties (CEPA workshops, www.norbalwet.org)	In kind
<b>Ramsar core budget (where applicable)</b>	<b>none</b>
<b>Total</b>	<b>30 200</b>

**Financial balance at 31 December 2012:** total unspent and uncommitted balance left to be carried over to 2013, or deficit:

**For those initiatives receiving funding from the Convention in 2012,** please explain how this funding has been spent or committed, and compare this to the plan on which the funding request was based. Explain any significant scope or timetable changes:

#### 4. Work and activities planned for Year 2013

Provide a simple summary of your planned work, by listing your activities, their anticipated results and your indicators of success according to the format below:

Objectives	Activities	Results/outputs	Indicators
1. NorBalWet as operational means in the region	1.1 NorBalWet Coordination Group Meetings 1.2 NorBalWet extension (Poland and Germany) – invitation letter	Phone conferences – spring summer and autumn. Face-to-face at The Ilulissat NorBalWet Conference in September	Memorandums
2. Problem-oriented and practical networks	2.1. Ilulissat NorBalWet Conference in Greenland topics: arctic wetlands / Climate Change and wetlands 2.2. Update the <a href="http://www.norbalwet.org">www.norbalwet.org</a>	Programme & committee in place , more stakeholders involved	Conference held and report
3. Review of existing Ramsar sites	Initial screening of relevant peatlands in the region for potential Ramsar designation	Report and workshop	Names of sites
4. Optimal use of Ramsar tools and strengthen scientific and technical capacity	CEPA: Member at Ramsar CEPA Panel (Sari)  STRP: Member at Ramsar ST Review Panel (Lars Dinesen Denmark)	WWD 2013? Inputs from Countries for the follow up on the CEPA workshops (SARI)	
6. Develop capacity for coordinating regional projects	NAME OF THE PROJECT(S) : Nordic Council of Ministers has earmarked funds for a NorBalWet project to provide an overview of the contribution of peatlands in the region to mitigate climate change and to identify at least one peatland in each participating country which contributes to climate change regulation and to consider to start a Ramsar process and to identify at least one peatland where restoration of former peat bog swamp would be possible. Activities include compiling of information, report drafting by a consultant and a workshop as well as dissemination of results.	Report drafts to be discussed  Workshop  Dissemination of results at web-site.	Consultant hired.  Minutes from meetings  Draft report  Minutes from workshop  Final report

For those initiatives requesting funding from the Convention for 2013, please provide

a financial summary of your 2013 plan. If you use another currency than Swiss Franc (CHF), please provide an average exchange rate to allow conversion into CHF:

<b>Activities</b>	<b>Forecast/budgeted expenditures real expenditures</b>
1.1 activity	amount (currency)
1.2 activity	
4.1. CEPA materials for NorBalWet	9800 euro
<b>Total</b>	<b>9800 euro</b>

<b>Sources of Income</b>	<b>Forecast/budgeted amount of income amount (currency)</b>
Donor name	amount (currency)
Nordic Council of Ministers: Enhancing CEPA – project	9 800 Euro
Parties	Travel costs for Ilulissat Conference
<b>Request from Ramsar core budget</b>	
<b>Total</b>	<b>9800 euro</b>

**Questionnaire for Regional Initiatives  
which apply for endorsement by Standing Committee to be recognized as  
“operating in the framework of the Ramsar Convention 2013-2015”**

Please send the completely filled questionnaire back to the Ramsar Secretariat - together with your progress report for 2012 and work and financial plan for 2013 (in the format above), the latest by **31 January 2013**. The Secretariat needs your information in order to prepare the document in time for the 46<sup>th</sup> meeting of Standing Committee.

This questionnaire responds to Res.XI.5 paragraph 11 that...

“INSTRUCTS the Standing Committee to revise the guidelines on Regional Initiatives in such a manner that a precise evaluation of their activities and their administrative and financial management and long-term sustainability is possible and to use these new guidelines to determine the level of support (financial or otherwise) in the coming triennium;” .

The Questionnaire also follows up on COP11 DOC.13 on “Progress and issues concerning Regional Initiatives operating within the framework of the Convention”, using the structure of the existing Operational Guidelines for Regional Initiatives, as in this document.

Please do answer the 20 questions below by providing factual details in the form of **key words** or **short bullet point texts** referring to **facts** and **figures**.

It should not take you more than 15 to 20 minutes to fill in these few, but crucial questions. Many thanks for your cooperation and dedication.

QUESTIONNAIRE

### **The aim of your Regional Initiative** (current points 1-4 of the Operational Guidelines)

1. Did your initiative receive written support from all of the Contracting Parties concerned by the regional scope of your initiative?

\_\_\_ Yes \_\_\_ No

2. Please list all countries (Contracting Parties and Non-CPs) to be covered by the geographical scope of your initiative, and specify those countries who have not yet provided written support:

Sweden, Norway, Denmark, Iceland, Estonia, Latvia, Finland, Lithuania, Russia, Greenland

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Please specify those countries who have not provided written support yet, but are nevertheless participating in the activities of your initiative:

Still to be clarified.

3. Has your initiative made optimal use of the Ramsar tools (e.g. Handbooks and Technical Reports, please list the tools used:

Especially the Ramsar Handbooks addressing the designation of Ramsar sites, managing these sites and addressing change in the ecological character has been useful updating Ramsar Information Sheets and Designation of sites.

4. Are the strategic and operational targets of your initiatives fully aligned with the Convention's Strategic Plan, please explain how this is done:

This is, among others, ensured by having close contact and dialog with the Ramsar Secretariat as well as having representation from Country National Focal points as members of the NorBalWet coordination group. Moreover, the terms of reference follows the relevant COP resolution for regional initiatives.

### **Coordination between Regional Initiatives and the Secretariat** (current points 5-10 of the Op. Guid.)

5. Do you consider the frequency and nature of your contacts with the Convention Secretariat to be optimal? If not, please indicate if Secretariat assistance should be increased (in which way) or decreased (by lowering which support?):

There is a very good and close cooperation and dialog with the Convention Secretariat and the Secretariat (European Regional Officer and assistant) regularly participates in coordination meetings and telephone conferences.

### **Governance of the initiatives** (current points 11-13 of the OG)

6. Does your initiative have a written set of operational procedures established in an equitable and transparent way (terms of reference, rules of procedure, etc.), please list them:

Yes. Please see the following link:

<http://www.norbalwet.org/assets/Documents/Mandate/Mandate-2009.pdf>

<http://www.norbalwet.org/assets/Documents/Mandate/Operational-guidance-2009.pdf>

<http://www.norbalwet.org/assets/Documents/Mandate/Term-of-reference-2009.pdf>

7. Has a governance body been established, when, and how often has it met, please its name, membership and meeting dates:

Yes a governance body is in place. A The NorBalWet coordination group is in place with members from all participating countries. The initiative is chaired by a country and rotates every second year. I 2012 – 2014 Greenland act as the chair of The NorBalWet Initiative.

8. Are minutes of each meeting recorded, how are they available (publicly, restricted), please provide details:

Minutes of each meetings are recorded and distributed by emails to all relevant partners as well as available on the website. (Still one to be drafted from the COP11).

<http://www.norbalwet.org/about-norbalwet/documents/>

**Substantive elements of the initiatives** (current points 14-20 of the Operational Guidelines)

9. Does the work of your initiative raise the visibility of the Ramsar Convention and the general awareness of Ramsar objectives in your region, please provide further information:

The visibility of the convention is certainly raised in the countries as well as the general bonds between them. Moreover, the visibility is directly raised through ongoing CEPA activities and the NorBalWet website.

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10. Has your initiative established its own independence and identity? How are you describing your initiative as an operational means to support the implementation of the Ramsar Convention in your region? How do you avoid confusion between the roles of your initiative and the roles of the national Ramsar authorities and the Ramsar Secretariat at international level? Please provide details:

The NorBalWet initiative has a large potential to support the implementation of the Ramsar Convention in the region, as one of the pillars of the convention is international cooperation. Among the focus areas are wetland themes where the Nordic Baltic region has a strong position internationally e.g. climate change and the importance of peat bogs. The initiative is encouraging national Ramsar authorities to engage in activities and a major focus is to share experiences and best practices as well as harmonise national efforts whenever feasible. The initiative is a forum for exchanging experiences and discuss different approaches to implementation of the Ramsar Convention.

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11. What did you undertake to prevent that your initiative is perceived as a regional office for the Convention:

There is no risk that the NorBalWet Initiative will take over national responsibilities. The implementation of Ramsar in the region is first and foremost a national matter.

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12. Does your initiative have its own logo, do you use it together with the Ramsar Convention logo, thanks for attaching your logo, if you have one:

Yes please find attached logo.

13. Does your initiative have a specific website, please give its URL:

<http://www.norbalwet.org/>

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### **Financial and other support, reporting and evaluation** (current points 21-29 of the Op. Guidel.)

14. Does your initiative have a host country that provides in-kind and/or financial support to a coordinating unit, secretariat, training centre, etc.? What is the host country amount of financial annual support, and the percentage of this of the overall budget:

Rotative chairmanship is for two years/country. The Norwegian Directorate for Nature Management provided support in kind for the Norwegian Chairmanship 2010-12. Coordination and secretariat.

15. What is the in-kind and financial support provided by the other countries concerned, please list countries and amounts of annual support:

Finland: When chairing (2008-2009): working time (in-kind support) for organising the meetings and one conference/year (conference costs covered by host country and some support for eastern countries to cover some travel expenses): About 10 000 euros/year.

Most countries supported their participants to take part in the 2<sup>nd</sup> Nordic-Baltic Wetlands Conference in 2010, and the NorBalwet seminar in 2011

16. Does your initiative have its own bank account and separate accounting procedures, please provide details:

No

17. Are you conducting your own fundraising efforts, please list your activities:

Yes by country financial support as well as funding by the Nordic Council of Ministers

18. What attempts have you made to generate your own income, with what result? Are you financially self-sufficient, or by when are you planning to be so, please provide keywords and dates:

NorBalWet is fully selfsufficient

### **Administrative matters**

19. Who is the coordinator/coordinating body (unit, secretariat) that operates on a daily level to coordinate and lead the activities of the initiative, name and address:

The Chairmanship of the NorBalWet Initiative. In 2012 – 2014:  
Greenland  
Mrs. Inge Thaulow, Special Advisor on International Environmental Affairs  
The Ministry of Domestic Affairs, Nature and Environment  
Government of Greenland

20. Do you have a hosting agreement with a private/public institution, with a governmental agency or Ministry, please provide name and address and a copy of any written agreement:

No