

## Notification 2004 / 3

### **The 9<sup>th</sup> Meeting of the Conference of the Contracting Parties and Preparation of National Reports**

*The Bureau 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:*

The Ramsar Secretariat is pleased to confirm that, as noted in the Decisions of the 30<sup>th</sup> Meeting of the Standing Committee which were circulated to all Contracting Parties on 30 January 2004, the 9<sup>th</sup> Meeting of the Conference of the Parties to the Convention (Ramsar COP9) will be held in Kampala, Uganda, from 7 to 15 November 2005.

The Ramsar Secretariat welcomes comments and suggestions on the provisional agenda for Ramsar COP9, which is attached. It should be noted that the actual timetable for the meeting is shown from the evening of 8 November. However, if the Standing Committee Subgroup on COP9 decides otherwise, the meeting could be re-programmed to begin on the morning of 7 November. Thus Contracting Parties are advised to keep the whole period (7-15 November) under consideration for the COP, or COP-related activities, at this stage.

#### **National Reports**

As has been the practice for previous Meetings of the Conference of the Contracting Parties, the Secretariat requests the submission of National Reports from the Contracting Parties concerning their implementation of the Convention, using the official **National Planning tool – National Report format for the 9<sup>th</sup> Meeting of the Conference of the Contracting Parties** that was adopted by Standing Committee and distributed with a letter to Administrative Authorities on 8 April 2003. An electronic version of the National Report format has been provided to all Ramsar Administrative Authorities and is also available on the Ramsar Web site at: [http://www.ramsar.org/w.n.cop9\\_nrform\\_ready.htm](http://www.ramsar.org/w.n.cop9_nrform_ready.htm), or from the Secretariat.

It is important that Parties meet the deadline for submission of the National Reports, which is 28 February 2005, so that the Secretariat can complete its analyses of the status of implementation for circulation to the Parties with the agenda papers in advance of COP9. The Ramsar Secretariat also wishes to remind Contracting Parties, however, that the format provided in April 2003 was intended by previous Conferences of the Parties to serve as a National Planning tool for the implementation of the Convention, and not simply a reporting device. Contracting Parties are encouraged to make use of this format for planning purposes, where it will prove useful.

Contracting Parties are reminded that the National Reports should be submitted in electronic form, by e-mail or on a diskette/CD-ROM.

Finally, the Secretariat reminds the Parties that National Reports are an official status report by each Contracting Party on its implementation of the Ramsar Convention, and that the reports are available to the public.

*The Bureau 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, 22 April 2004

Encl: Draft Agenda for Ramsar COP9