

Notification 2011/4
Preparation of National Reports
for the 11th 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 11th Meeting of the Conference of the Parties to the Convention (Ramsar COP11) to be held in Bucharest, Romania, from 19 to 26 June 2012, the Ramsar Secretariat is pleased to communicate the following information to Contracting Parties about the preparation and submission of National Reports.

Following instructions from the Standing Committee, the Secretariat has prepared the COP11 National Report Form, which, with the advice of the Standing Committee and a number of Contracting Parties, is similar in design and structure to that provided to Parties for COP10 reporting. The Parties also requested an additional optional section where, if they wish, they may provide greater detail individually on any of their designated Wetlands of International Importance (Ramsar Sites), and this has been provided.

The COP11 National Report Form, in each of the three official languages of the Convention (English, French and Spanish), can now be downloaded in Microsoft Word format from the Ramsar website on: www.ramsar.org/doc/cop11/cop11_nrform_e.doc If any Parties should have difficulty in downloading the Form, it can be requested on CD-ROM from the Secretariat.

It is important that the Parties submit their completed National Reports by the deadline of **15 September 2011** so that the Secretariat can complete its analyses of the status of implementation of the Convention in time for distribution with the agenda papers in advance of COP11. Regrettably, the Secretariat will be unable to include in those analyses any information from National Reports received after that deadline.

Contracting Parties are reminded that the National Reports should be submitted to the Secretariat by e-mail attachment or on CD-ROM, accompanied by a letter or e-mail message from the head or the National Focal Point of the Administrative Authority certifying that that is the official and final National Report for that Contracting Party.

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

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, 21 February 2011