



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

Notification 2013/6

Preparation of National Reports for the 12th 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 12th Meeting of the Conference of the Parties to the Ramsar Convention (COP12) to be held in Punta del Este, Uruguay in June 2015, the 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 at its 46th meeting, the Secretariat has prepared the COP12 National Report Format, which, with the advice of the Standing Committee, is similar in design and structure to that provided to Parties for COP11 reporting. As was the case with the COP11 National Report Format, the COP12 Format also includes an optional section (Section 4) where, if a Party so wishes, it can provide greater detail on each of its designated Wetlands of International Importance (Ramsar Sites).

The COP12 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 at: www.ramsar.org/doc/cop12/cop12_nrform_e.doc.

Three documents are provided: 1) a Background Information note; 2) the COP12 National Report Form (Sections 1-3); and 3) the optional Section 4 of the Form. 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 **1 September 2014** so that the Secretariat can complete its analyses of the responses in time for distribution with the agenda papers in advance of COP12. Regrettably, the Secretariat will be unable to include in those analyses any information from National Reports received after the deadline.

Contracting Parties are reminded that the National Reports should be submitted in Microsoft Word format (.doc, 97-2003) as an electronic file, preferably by e-mail to the Secretariat (dufour@ramsar.org), and accompanied by a letter or e-mail message from the Head of the Administrative Authority or the National Focal Point, certifying that that is the official and final COP12 National Report for that Contracting Party.

Finally, the Secretariat reminds the Parties that National Reports constitute an official report on their implementation of the Ramsar Convention, and that the 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, Switzerland, 6 November 2013

