



Convention on Biological Diversity

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CONFERENCE OF THE PARTIES TO THE
CONVENTION ON BIOLOGICAL DIVERSITY
Thirteenth meeting
Cancun, Mexico, 4-17 December 2016
Agenda item 19

DECISION ADOPTED BY THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY

XIII/27. National reporting

The Conference of the Parties

1. *Adopts* the guidelines, including the reporting templates, for the sixth national report;
2. *Requests* the Executive Secretary:
 - (a) To make the guidelines, including the reporting templates, for the sixth national report available to Parties in the six official languages of the United Nations no later than 31 March 2017, including through the clearing-house mechanism of the Convention and the voluntary online reporting tool;
 - (b) To further develop the voluntary online reporting tool with a view to fully aligning it with the reporting templates for the sixth national report, by 31 March 2017 at the latest;
 - (c) To finalize the resource manual for the sixth national report, taking into account, among other relevant elements, guidance on common data sources, indicators and other relevant information provided by the secretariats of other biodiversity-related conventions and to the Liaison Group of biodiversity-related conventions, and to make it available through the clearing-house mechanism of the Convention and other means;
3. *Encourages* Parties to submit their sixth national report by 31 December 2018, taking into account preparations for the fifth edition of the *Global Biodiversity Outlook*, and *encourages* Parties to submit elements of their sixth national report as soon as they are ready, as appropriate, through the voluntary online reporting tool;
4. *Requests* the Global Environment Facility to provide adequate funding for the preparation of the sixth national report in a timely and expeditious manner to developing countries, in particular least developed countries and small island developing States as well as Parties with economies in transition;
5. *Invites* Parties, other Governments and relevant organizations to provide, including through the Biodiversity Indicators Partnership and the Group on Earth Observations–Biodiversity Observation Network, where possible, support for developing countries in the preparation of their sixth national reports, in particular with regard to the development of indicators and the use of scientifically sound data for reporting and the assessment of progress in the achievement of national targets;
6. *Requests* the Executive Secretary, subject to the availability of resources, and, where possible and appropriate, in collaboration with relevant partners and related processes, to organize capacity-building

activities, such as regional workshops, to support developing countries, in particular the least developed countries and small island developing States as well as Parties with economies in transition, in the preparation of their sixth national reports, including the use of the voluntary online reporting tool;

7. *Invites* Parties to facilitate, as appropriate, the full and effective participation of indigenous peoples and local communities and relevant stakeholders, including focal points for other biodiversity-related conventions and Rio conventions, in the preparation of the sixth national report to ensure that national reports reflect national implementation, and to increase alignment and coordination in reporting to the Convention and its Protocols and synergies in reporting among related conventions;

8. *Requests* the Executive Secretary, in consultation with the Bureau of the Conference of the Parties, to develop, subject to subsequent endorsement by the Conference of the Parties serving as the meetings of the Parties to the Cartagena and Nagoya Protocols, proposals for the alignment of national reporting under the Convention and its Protocols, and to report on progress to the Subsidiary Body on Implementation at its second meeting, taking into account the following elements:

(a) Synchronized reporting cycles for the Convention, the Cartagena Protocol and the Nagoya Protocol, with common deadlines for submission of the reports after the fifteenth meeting of the Conference of the Parties to the Convention, the tenth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety and the fourth meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization, in 2020;

(b) A common approach to the format of the national reports under the Convention and its Protocols;

(c) Gradual integration of the reporting facilities available in the clearing-house mechanism, the Biosafety Clearing-House and the Access and Benefit-Sharing Clearing-House, including unified user accounts, a single portal to access the reports for each of the three instruments, a common branding and design for all national reports, and a common system to analyse and display national report submissions;

(d) Appropriate cross-linkages between future strategic plans of the Convention and its Protocols with a view to facilitating alignment in reporting to the Convention and its Protocols;

9. *Requests* the Executive Secretary, subject to the availability of resources, in collaboration with the secretariats of the biodiversity-related conventions and Rio conventions, and the United Nations Environment Programme's World Conservation Monitoring Centre, to explore options for enhancing synergy on national reporting among these conventions, including consideration of the following possibilities:

(a) Common sets of indicators, where appropriate;

(b) Common reporting modules on shared issues;

(c) Interoperability of information management and reporting systems;

(d) Harmonization of tools for national reporting;

10. *Also requests* the Executive Secretary to submit a report on the progress of the activity referred to in paragraph 9 above to the Subsidiary Body on Implementation at its second meeting.

Annex

GUIDELINES FOR THE SIXTH NATIONAL REPORT

I. INTRODUCTION

1. Parties are required by Article 26 of the Convention to submit national reports to the Conference of the Parties on measures taken for the implementation of the Convention and their effectiveness in meeting the objectives of the Convention. The sixth national reports are due by 31 December 2018. Given the time required

to prepare, approve and submit a national report, Parties are encouraged to start preparing their sixth national report well before the deadline.

2. The sixth national reports should provide a final review of progress in the implementation of the Strategic Plan for Biodiversity 2011-2020 and towards the Aichi Biodiversity Targets, including relevant national targets, based on information concerning the implementation of national biodiversity strategies and action plans and other actions taken to implement the Convention. Parties should provide updates since the last national report was submitted. This includes information on new or recently completed actions or efforts, as well as updates on ongoing actions or efforts. It also includes recent changes to the status and trends of biodiversity and to the pressures on it.

3. Parties are encouraged to involve relevant stakeholders in the preparation of their national report. This includes national focal points for the Cartagena Protocol on Biosafety and the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from Their Utilization as well as the national focal points for the biodiversity-related Conventions, the Rio Conventions and other relevant international and regional conventions. Representatives of indigenous peoples and local communities, as well as representatives from relevant sectors, business, civil society organizations and non-governmental organizations should also be involved in the preparation of the national report.

II. STRUCTURE AND FORMAT OF THE REPORT AND ITS SUBMISSION

4. The sixth national report contains seven sections:

- (a) Information on the targets being pursued at the national level;
- (b) Implementation measures taken, assessment of their effectiveness, associated obstacles and scientific and technical needs to achieve national targets;
- (c) Assessment of progress towards each national target;
- (d) Description of the national contribution to the achievement of each global Aichi Biodiversity Target;
- (e) Description of the national contribution to the achievement of the targets of the Global Strategy for Plant Conservation (completion of this section is optional);
- (f) Additional information on the contribution of indigenous peoples and local communities to the achievement of the Aichi Biodiversity Targets if not captured in the sections above (completion of this section is optional)
- (g) Updated biodiversity country profiles.

5. To facilitate the preparation of the sixth national report, each section of the report is accompanied by a template that contains specific questions with a selection of possible answers. Space to provide narrative information to further substantiate the answers given is also provided. In addition, space is provided to indicate any relevant websites, web links or documents where additional information may be found, eliminating the need to include this information directly in the national report.

6. A resource manual has been prepared to provide further guidance and explanations on the use of the guidelines and contains directions to potential sources of information for the preparation of the sixth national report.¹

7. To facilitate the preparation of the sixth national report an online reporting tool has been developed. The online reporting tool can be accessed from <https://chm.cbd.int/>. This tool allows multiple nationally designated users to draft elements of the national report and prepare it for review, internal approval and formal submission. It also allows for parts of the national report to be submitted as they are finalized or for the entire report to be submitted once all of the sections are completed. For those Parties with limited Internet access or who prefer to submit their national reports in document form, an offline version of the reporting templates will be made

¹ The resource manual is being made available at: <https://www.cbd.int/nr6/resource-manual>.

available. If the national report is submitted in document form, it should be accompanied by an official letter from the national focal point or the senior government official responsible for the implementation of the Convention. Parties not using the online reporting tool may send their sixth national report to the main email address of the Secretariat of the Convention on Biological Diversity (secretariat@cbd.int).

III. TEMPLATES FOR THE SIXTH NATIONAL REPORT

Section I. Information on the targets being pursued at the national level

If your country has set and/or adopted national targets or equivalent commitments related to the Strategic Plan for Biodiversity 2011-2020 please use the following template to describe them. Please complete this template for each of your country’s national targets. National targets entered in this section will be linked to section III so that progress in their implementation can be assessed. If your country has not set or adopted any national targets related to the Strategic Plan for Biodiversity 2011-2020 please indicate so in the first box and move to section II.

<p>I. Information on the targets being pursued at the national level</p> <p><input type="checkbox"/> My country has adopted national biodiversity targets or equivalent commitments in line with the Strategic Plan for Biodiversity 2011-2020 and the Aichi Targets</p> <p>or</p> <p><input type="checkbox"/> My country has not adopted national biodiversity targets and is reporting progress using the Aichi Biodiversity Targets for reference. (Move to section II. In section III, the Aichi Biodiversity Targets should be used for the purpose of this report as the national targets and progress should be assessed towards their achievement in the national context.)</p>
<p>National Target (Please use the official title, if available)</p> <p><Text entry></p>
<p>Rationale for the national target</p> <p><Text entry></p>
<p>Level of application (Please specify the level to which the target applies):</p> <p><input type="checkbox"/> Regional/multilateral – please indicate area concerned <Text entry></p> <p><input type="checkbox"/> National/federal</p> <p><input type="checkbox"/> Subnational – please indicate area concerned <Text entry></p>

Relevance of the national targets to the Aichi Biodiversity Targets (Links between national targets and Aichi Biodiversity Targets.)

Main related Aichi Biodiversity Targets (Please select one or more Aichi Biodiversity Target to which the national target is wholly or partially related. Parties can select an entire target or a target component (not shown below))

- 1 6 11 16
- 2 7 12 17
- 3 8 13 18
- 4 9 14 19
- 5 10 15 20

Other related Aichi Biodiversity Targets (Please select one or more Aichi Biodiversity Target to which the national target is indirectly related.)

- 1 6 11 16
- 2 7 12 17
- 3 8 13 18
- 4 9 14 19
- 5 10 15 20

or

National target has no corresponding Aichi Biodiversity Target or relates to other parts of the Strategic Plan for Biodiversity – please explain

<Text entry>

Other relevant information (Please use this field to provide any other relevant information, such as the process of developing and adopting the national target, the stakeholders involved or the strategies and plans in which this national target has been included.)

<Text entry>

Relevant websites, web links, and files (Please use this field to indicate any relevant websites, web links or documents where additional information related to this national target can be found.)

<Add link> <Add file>

Section II. Implementation measures taken, assessment of their effectiveness, associated obstacles and scientific and technical needs to achieve national targets

Using the template below, please report on the major measures your country has taken to implement its national biodiversity strategy and action plan. Please also provide an assessment of the effectiveness of these measures. The template should be replicated for each measure reported.

II. Implementation measures taken, assessment of their effectiveness, associated obstacles and scientific and technical needs to achieve national targets

Describe a measure taken to contribute to the implementation of your country’s national biodiversity strategy and action plan

<Text entry>

<p>For the implementation measure, please indicate to which national or Aichi Biodiversity Target(s) it contributes</p> <p><Please select one or several targets></p>
<p>Assessment of the effectiveness of the implementation measure taken in achieving desired outcomes:</p> <p> <input type="checkbox"/> Measure taken has been effective <input type="checkbox"/> Measure taken has been partially effective <input type="checkbox"/> Measure taken has been ineffective <input type="checkbox"/> Unknown </p> <p>Please explain the selection and where possible indicate the tools or methodology used for the assessment of effectiveness above</p> <p><Text entry></p> <p>Relevant websites, web links and files (Please use this field to indicate any relevant websites, web links or documents where additional information related to this assessment can be found). <Add link> <Add file></p>
<p>Other relevant information, including case studies to illustrate how the measure taken has resulted in (or is expected to result in) outcomes that contribute to the implementation of the NBSAP</p> <p><Text entry></p> <p>Relevant websites, web links and files (Please use this field to indicate any relevant websites, web links or documents where additional information can be found) <Add link> <Add file></p>
<p>Obstacles and scientific and technical needs related to the measure taken: Please describe what obstacles have been encountered and any scientific and technical needs for addressing these, including technical and scientific cooperation, capacity development activities or the need for guidance materials.</p> <p><Text entry></p> <p>Relevant websites, web links and files (Please use this field to indicate any relevant websites, web links or documents where additional information related to these obstacles and scientific and technical needs can be found). <Add link> <Add file></p>

Section III. Assessment of progress towards each national target

Using the template below, please assess the level of progress made towards each of your country’s national targets or similar commitments. The template should be replicated for each national target. If your country has not set national targets please use the Aichi Biodiversity Targets.

III. Assessment of progress towards each national target
<p>Target</p> <p><Please select one target></p>
<p>Category of progress towards the implementation of the selected target:</p>

- On track to exceed target
- On track to achieve target
- Progress towards target but at an insufficient rate
- No significant change
- Moving away from target
- Unknown

Date the assessment was done:

<Date>

Additional information (Please provide information on the evidence used in the assessment of this target, drawing upon relevant information provided in section II, including obstacles in undertaking the assessment).

<Text entry>

Indicators used in this assessment*Indicator(s) used in this assessment*

<Indicator(s) used> Please provide a list of indicators used for the assessment of this target

or:

- No indicator used

Please describe any other tools or means used for assessing progress

<Text entry>

Relevant websites, web links and files (Please use this field to indicate any relevant websites, web links or documents where additional information related to this assessment can be found).

<Add link> <Add file>

Level of confidence of the above assessment

- Based on comprehensive evidence
- Based on partial evidence
- Based on limited evidence

Please provide an explanation for the level of confidence indicated above.

<Text entry>

Adequacy of monitoring information to support assessment

- Monitoring related to this target is adequate
- Monitoring related to this target is partial (e.g. only covering part of the area or issue)
- No monitoring system in place
- Monitoring is not needed

Please describe how the target is monitored and indicate whether there is a monitoring system in place

<Text entry>

Relevant websites, web links and files (Please use this field to indicate any relevant websites, web links or documents where additional information related to the monitoring system can be found)

<Add link> <Add file>

Section IV. Description of the national contribution to the achievement of each global Aichi Biodiversity Target

Using the template below, please describe your country’s contribution towards the achievement of each global Aichi Biodiversity Target. This template should be replicated for each of the Aichi Biodiversity Targets.

For Parties whose national targets are identical to the Aichi Biodiversity Targets, some of this information may be captured in sections II and III above. Please provide additional descriptions of your country’s national contribution to the achievement of each global Aichi Biodiversity Target.

IV. Description of national contribution to the achievement of each global Aichi Biodiversity Target
Aichi Biodiversity Target 1, 2, 3...
<p>Please describe how and to what extent your country has contributed to the achievement of this Aichi Biodiversity Target and summarize the evidence used to support this description:</p> <p><Text entry></p>
<p>Please describe other activities contributing to the achievement of the Aichi Biodiversity Target at the global level (optional)</p> <p><Text entry></p>
<p>Based on the description of your country’s contributions to the achievement of the Aichi Biodiversity Targets, please describe how and to what extent these contributions support the implementation of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals:</p> <p><Text entry></p>

Section V. Description of the national contribution to the achievement of the targets of the Global Strategy for Plant Conservation (completion of this section is optional)

Using the template below, please describe your country’s contribution towards the achievement of the targets of the Global Strategy for Plant Conservation. This template should be replicated for each of the 16 targets of the Global Strategy for Plant Conservation.

V. Description of the national contribution to the achievement of the targets of the Global Strategy for Plant Conservation
<p>Does your country have national targets related to the GSPC Targets?</p> <p><input type="checkbox"/> Yes. Please provide details on the specific targets below:</p> <p><Text entry></p> <p>or:</p> <p><input type="checkbox"/> No, there are no related national targets</p>
<p>Please provide information on any active networks for plant conservation present in your country.</p> <p><Text entry></p>

Please describe the major measures taken by your country for the implementation of the Global Strategy for Plant Conservation. (Parties can report on actions taken to implement these targets if they are not covered in sections II, III or IV)

<Text entry>

Category of progress towards the target of the Global Strategy for Plant Conservation at the national level:

GSPC Target 1, 2, 3...

- On track to achieve target at national level
 Progress towards target at national level but at an insufficient rate
 No significant change at national level

Please explain the selection above:

<Text entry>

Please describe how and to what extent your country has contributed to the achievement of this GSPC Target and summarize the evidence used to support this description:

<Text entry>

Section VI. Additional information on the contribution of indigenous peoples and local communities (completion of this section is optional)

Using the template below, please provide any additional information on the contribution of indigenous peoples and local communities to the achievement of the Aichi Biodiversity Targets if not captured in the sections above

VI. Additional information on the contribution of indigenous peoples and local communities to the achievement of the Aichi Biodiversity Targets if not captured in the sections above

Please provide any additional information on the contribution of indigenous peoples and local communities to the achievement of the Aichi Biodiversity Targets if not captured in the sections above.

<Text entry>

Section VII. Updated biodiversity country profiles

Please review and update your country's biodiversity profile currently displayed on the clearing-house mechanism. Biodiversity country profiles provide an overview of information relevant to your country's implementation of the Convention.

VII. Updated biodiversity country profile (Please review and update the text currently displayed at <https://www.cbd.int/countries²>)

Biodiversity facts

Status and trends of biodiversity, including benefits from biodiversity and ecosystem services and functions:

² Note: If the online reporting tool is being used, the text of the current biodiversity profile will be displayed. A time stamp will be added to indicate the date when the update was published.

<Text provided for possible update>

Main pressures on and drivers of change to biodiversity (direct and indirect):

<Text provided for possible update>

Measures to enhance implementation of the Convention

Implementation of the NBSAP:

<Text provided for possible update>

Overall actions taken to contribute to the implementation of the Strategic Plan for Biodiversity 2011-2020:

<Text provided for possible update>

Support mechanisms for national implementation (legislation, funding, capacity-building, coordination, mainstreaming, etc.):

<Text provided for possible update>

Mechanisms for monitoring and reviewing implementation:

<Text provided for possible update>
