
**National Biodiversity
Strategy and Action Planning**

BSAP Preparation Materials
Compiled materials for the
BSAP preparation process

Produced by

Fauna & Flora International



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BSAP Preparation Materials

Compiled materials for the BSAP preparation process

INTRODUCTION

This handbook contains a variety of materials that can be used during the process of preparing National Biodiversity Strategy and Action Plans (BSAPs). These have been developed during Fauna & Flora International's experience in preparing a number of BSAPs and based upon worldwide experience and associated reports and materials. The preparation of BSAPs roughly follows the four-stage process outlined below, and preparation materials for each of the key activities in each stage have been indicated.

	Preparation Materials
Stage 1: Preparation (Months 1-2)	<ul style="list-style-type: none"> <i>The BSAP Preparation Process: Preparation of the Kyrgyz Republic BSAP</i>
Recruit project general manager.	
Local consultation with key stakeholders and specialists.	<ul style="list-style-type: none"> <i>Briefing sheet: The Kyrgyz Republic BSAP</i>
Develop and agree work-plans.	
Develop and agree terms of reference.	<ul style="list-style-type: none"> <i>Terms of reference for National Consultants</i>
Recruit BSAP team (Co-ordination team, national consultants).	<ul style="list-style-type: none"> <i>National Consultants Application Form</i>
Stage 2: Information Gathering and Evaluation (Months 3-4)	
Consultant briefing on BSAP and information needs.	<ul style="list-style-type: none"> <i>Briefing paper for National Consultants</i>
Preliminary information gathering.	<ul style="list-style-type: none"> <i>Guidelines for Information Gathering for the Country Study</i>
Planning and training workshop.	<ul style="list-style-type: none"> <i>Planning Support Materials</i> <i>Planning Meeting Workshop Workbook</i> <i>Presentation Skills Workshop Workbook</i>
Further information gathering.	
Public forums	<ul style="list-style-type: none"> <i>Public Forum Questionnaire</i>
Country study preparation.	<ul style="list-style-type: none"> <i>National Report Workshop 1 – Workbook</i> <i>National Report Workshop 2 - Workbook</i>
Country study distribution.	
Country study presentation forums.	
Stage 3: Action Planning (Months 5-9)	
Action planning workshop.	<ul style="list-style-type: none"> <i>Planning Support Materials</i> <i>Action Planning Workshop Workbook</i>
Draft action plan production.	
Draft plan review and agreement.	<ul style="list-style-type: none"> <i>Draft BSAP Review Workshop Workbook</i>
Final plan production.	
Stage 4: Implementation (Month 10 onwards)	
Draft plan launch.	
Financing search and allocation for actions.	
Establishment of BSAP co-ordinating mechanisms.	
Implementation of BSAP actions.	

Biodiversity Strategy and Action Plan

PLANNING SUPPORT MATERIALS

Name

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Ten Guiding Principles for Biodiversity Planning

(adapted from Carew-Reid, *et al* 1994)

1. Biodiversity strategies, action plans, or programmes should improve and maintain the well-being of people and the productivity and diversity of ecosystems.
2. They should contribute to the larger goal of sustainable development.
3. Objectives should be selected from the full scope of the Biodiversity Convention.
4. The biodiversity planning process must be adaptive and cyclical.
5. The process should be as participatory as possible.
6. Communication and negotiation must be the life-blood of a biodiversity planning process.
7. Biodiversity planning's success depends on decision making and action.
8. The biodiversity planning process should be integrated into each country's decision-making system.
9. The capacity for biodiversity planning needs to be built at the earliest stage of the process.
10. External agencies should be 'on tap', not on top.

The twin pillars of biodiversity conservation

The following is adapted from 'Caring for the Earth' (IUCN/WWF/UNEP, 1991). Although it was written in the context of sustainable development planning, it is equally relevant to biodiversity conservation.

The twin pillars of biodiversity conservation are respect and concern for people and ecosystems. Biodiversity conservation is likely to be successful and sustainable if:

1. It improves the quality of human life. The purpose of development is to improve the quality of human life. It should enable people to realise their potential and lead lives of dignity and fulfilment. Economic growth is part of development, but it cannot be a goal in itself; nor can it go on indefinitely. Although people differ in their goals for development, some are virtually universal: a long and healthy life, education, access to resources needed for a decent standard of living, political freedom, guaranteed human rights, and freedom from violence. Development is achieved only if it makes lives better in all respects.

2. It conserve's the Earth's vitality and diversity. Development must be conservation-based (and visa versa): it must protect the structure, functions and diversity of the world's natural systems on which humans depend. To this end we need to:

- Conserve life-support systems.
- Conserve biological diversity.
- Ensure that all uses of renewable natural resources are sustainable.
- Minimise the depletion of non-renewable resources, such as minerals, oil, gas and coal, which cannot be used sustainably in the same sense as plants, fish and soil.
- Keep within the Earth's carrying capacity.

Successful Biodiversity Strategies

*‘Having a strategy is like playing chess,
but not having a strategy is like rolling dice’*

Why a biodiversity strategy?

Strategies are needed to overcome the obstacles to biodiversity conservation and make the necessary changes. Haphazard attempts to do this are unlikely to succeed. Biodiversity strategies are needed to:

- Provide a forum and context for the debate on biodiversity conservation and the articulation of a collective vision for the future.
- Provide a framework for processes of negotiation, mediation and consensus building and to focus them on a common set of priority issues.
- Plan and carry out actions to strengthen values, knowledge, technologies and institutions with respect to the priority issues.
- Develop organisational capacities and other institutions required for biodiversity conservation.

Obstacles to biodiversity planning

However, experience from biodiversity planning in other countries has identified a number of common obstacles.

- The most commonly mentioned problem has been conflict over establishing the lead agency for a country planning effort.

Institutional obstacles include:

- Difficulty co-ordinating and integrating the different interested people and their respective issues.
- Poor co-ordination between NGOs and governments.
- Lack of district and local perspectives in planning.
- Lack of private sector involvement.
- Lack of awareness of government agencies and local people.
- Lack of communication between the scientific community and policy makers.

Scientific obstacles include:

- Lack of information management capacity.
- Duplication of scientific efforts.
- Lack of research on biodiversity’s role in ecosystems.
- Lack of research on biodiversity outside protected areas.

Obstacles in legal and policy areas include:

- Lack of data to support policy work.
- Lack of capacity for policy analysis.
- Lack of integration of environment and development in national planning.
- Need for economist’s input.
- Difficulty in determining the costs of biodiversity.
- Lack of clear policies on land tenure.
- Difficulty integrating local people’s land claims and interests into planning.

Strengths and benefits of biodiversity plans

Strategies have a number of strengths and benefits:

- Their integrated cross-sectoral can enable countries to act on the basis of a better understanding of how environmental, social and economic factors relate to each other.
- Strategies can stimulate and focus cross-sectoral debate.
- Strategies provide an overview of key environmental issues.
- Strategies can differentiate between negotiable and non-negotiable issues.
- They can overcome problems of organisational and policy fragmentation and compartmentalisation by developing cross-sectoral networks, analysing the main constraints to more integrated management, developing organisational capacity to cope with uncertainty, rapid change and more integrated decisions.
- They can help develop national management skills.
- Participatory strategies are likely to be unconstrained by the limits of governance and engage a wide range of interested people.
- Strategies combine the coherence of rigid plans and the flexibility and opportunism of ad hoc approaches.
- They can integrate planning with other components of the decision-making system such as investment procedures and political processes.

Difficulties with biodiversity strategies

However, biodiversity plans are not a cure for everything, or a guarantee of success. There can be difficulties with strategies:

- They are a relatively new concept and so preparing and implementing them can be time-consuming, and remains a learning process in most cases.
- Many of the concepts related to biodiversity conservation are still unfamiliar and may be poorly worked out. Some of the methods are not widely known or remain to be fully tested.
- The changes promoted by the strategy may be resisted by those in governance or positions of influence.
- The wide range of participation in the process may not be accepted by everyone, or it may not be possible to achieve consensus over some issues.
- Because it deals with complex, inter-related issues, a strategy will take time to develop.
- The long-term nature of plans means that their continuity is at risk.
- The process is necessarily experimental; not all outcomes can be foreseen and few can be guaranteed.
- For some issues, external forces beyond the reach of the strategy may be immovable constraints.

Interested people

Interested people ('stakeholders') are individuals, groups or organisations that affect or are affected by biodiversity.

The Biodiversity Strategy and Action Plan is a plan for biodiversity in the whole country. It will therefore influence the lives of everybody in the country who has anything to do with biodiversity.

This is potentially an enormous amount of people, the list of potential groups of interested people illustrates the diversity of these groups. Different groups generally possess different interests, different ways of perceiving problems and opportunities about natural resources, and different approaches to conservation. There may even be differences within a single group (e.g. a small rural community). They should all be equitably represented in developing and implementing an effective biodiversity plan.

In general:

- Interested people are usually **aware of their own interests** in the management of the area or set of resources.
- Interested people usually possess **specific capacities** (e.g. knowledge, skills) **and/or comparative advantages** (e.g. proximity, mandate) for management or conservation.
- Interested people are usually **willing to invest specific resources** (e.g. time, money, political authority) for such management.

When interested people are going to be involved in any planning process, it is important to ask two crucial, difficult-to-answer questions:

'Who are the legitimate interested people?'

In order to answer this question, it may be useful to apply some considerations and criteria, which could include:

- Existing rights to land or natural resources.
- Continuity of relationship (e.g. residents versus long-term managers versus visitors).
- Unique knowledge and skills for the management of the resources.
- Losses and damage, or benefits and improvements incurred as a result of the implementation of the plan.
- Historical and cultural relations with the resources.
- Degree of effort and interest in management.
- Equity in the access to the resources and distribution of benefits from their use.
- Compatibility of the interests and activities of the stakeholders with national conservation and development policies.
- Present or potential impact of the activities of the interested people on the resource.

Once the interested people have been identified, a second question has to be asked: 'How can the stakeholders meet, communicate, build trust among themselves, negotiate and agree on a common course of action?'

Adapted from Borrini-Feyerabend (ed.) (1997) *Beyond Fences: Seeking social sustainability in conservation*. Volume 2, pg. 3-7. IUCN.

Potential Interested People

- Individuals (e.g. owners of relevant land holdings)
- Families and households (e.g. long-term residents)
- Traditional groups (e.g. extended families and clans with cultural roots in the area)
- Community based groups (e.g. self-interest organisations of resource users, neighbourhood associations, gender or age-based associations, etc.)
- Local traditional authorities (e.g. village council of elders, a traditional chief)
- Local political authorities prescribed by national laws (e.g. elected representatives at village or district levels)
- Non-governmental bodies that link different relevant communities (e.g. a council of village representatives, a district level association of hunting societies)
- Local governance structures (administration, police, judicial system)
- Agencies with legal jurisdiction over the area (e.g. a state agency, with or without local offices, or an NGO)
- Local governmental agencies and services (e.g. education, health, forestry and agriculture extension)
- Relevant non-governmental organisations (e.g. environment or development dedicated) at local, national and international levels)
- Political party structures (at various levels)
- Religious bodies (at various levels)
- National interest organisations (e.g. worker's unions) – also called people's associations
- National service organisations (e.g. the Lion's Club)
- Cultural and voluntary associations of various kinds (e.g. a club for the study of unique national landscapes, an association of tourists)
- Businesses and commercial (local, national and international from local co-operatives to international corporations).
- Universities and research organisations
- Local banks and credit institutions
- Government authorities at district and regional levels
- National governments
- Supra-National organisations with binding powers on national countries (e.g. the European Union)
- Foreign aid agencies
- Staff and consultants of relevant projects and programmes
- International organisations (e.g. UNICEF, FAO, UNEP)
- International unions (e.g. IUCN)

Participation

*'Tell me and I will forget.
Show me and I may remember.
Involve me and I will understand'*

If we take 'participation' in the simplest of its meanings – taking part, sharing, acting together – people's participation is nothing less than the basic texture of social life. However, at the level of national planning and policy-making it is usual for only a tiny group of people to produce plans and policies that can influence the lives of everyone in a whole country. For plans to be implemented, appropriate, successful and sustainable it is vital that as many of the interested people participate in some way in their development. Without effective participation, plans may be doomed from the start.

Benefits of participation

- The different knowledge, skills and resources of all interested people are used more fully.
- The plan becomes more effective, more efficient and sustainable.
- Interested people share and enhance their awareness of problems, resources and opportunities.
- Interested people share and diversify their relevant knowledge and skills.
- Society is likely to mature and become less paternalistic.
- Development, democracy and equity are broadly promoted.
- Associations, institutions and networks are created or become stronger and more capable.
- Initiative and self-reliance are encouraged and cultivated.

Potential issues and constraints of participation

- Many groups, communities and societies are highly hierarchical and generally follow the decisions of the leaders; participation of certain disadvantages may clash with rules, traditions and customs.
- To some groups, the very concept of participation may be new or may clash with their own concepts.
- Senior authorities may not support participation as they may regard it as threatening their authority or encouraging opposition groups.
- Participatory processes require certain investments of time and resources, these may not be available or not planned for. In this case creativity and managerial resourcefulness are necessary.
- Participatory processes require commitment over time and results may take a long time to appear.
- Time and resources are needed to reach a good level of communication between all interested people.
- Some compromises in conservation objectives may need to be made.
- The emphasis on the process of participation may take attention and resources away from the technical content of the plan.
- The process of participation needs good and clear objectives facilitation and management to avoid loss of direction.

*'The one who rides the donkey
does not know the ground is hot'*
(Ghanaian proverb)

Types of Participation

Type	Characteristics of each type
1. Passive participation	People participate by being told what is going to happen or has already happened. It is a unilateral announcement by an administration or project management without listening to people's responses. The information being shared belongs only to external professionals.
2. Participation in information giving	People participate by answering questions posed by extractive researchers using questionnaire surveys or similar approaches. People do not have the opportunity to influence proceedings, as the findings of the research are neither shared nor checked for accuracy.
3. Participation by consultation	People participate by being consulted, and external people listen to views. These external professionals define both problems and solutions, and may modify these in the light of people's responses. Such a consultative process does not concede any share in decision-making, and professionals are under no obligation to take on board people's views.
4. Participation for material incentives	People participate by providing resources, for example labour, in return for food, cash or other material incentives. Much on-farm research falls in this category, as farmers provide the fields but are not involved in the experimentation or the process of learning. It is very common to see this called participation, yet people have no stake in prolonging activities
5. Functional participation	People participate by forming groups to meet pre-determined objectives related to the project, which can involve the development or promotion of externally initiated social organisation. Such involvement does not tend to be at early stages of project cycles or planning, but rather after major decisions have been made. These institutions tend to be dependent on external initiators and facilitators, but may become self-dependent.
6. Interactive participation	People participate in joint analysis, which leads to action plans and the formation of new institutions or the strengthening of existing ones. It tends to involve interdisciplinary methodologies that seek multiple perspectives and make use of systematic and structured learning processes. These groups take control over local decisions, and so people have a stake in maintaining structures or practices.
7. Self-mobilisation	People participate by taking initiatives independent of external institutions to change systems. They develop contacts with external institutions for resources and technical advice they need, but retain control over how resources are used. Such self-initiated mobilisation and collective action may or may not challenge existing inequitable distribution of wealth and power.

From Pretty (1994)

Examples of Aims from Other Country Biodiversity Plans

It is important to note that each country has used different terms to 'aim', e.g. Long-term objective, goal and overall goal. In some cases, there has not been a single 'aim' but a short series of wide-ranging objectives.

United Kingdom

To conserve and enhance biological diversity within the UK and to contribute to the conservation of global biodiversity through all appropriate mechanisms.

Uzbekistan

Through conservation and sustainable use, to protect and maintain Uzbekistan's biodiversity as a critical component for its sustainable development, for the benefit of all people of Uzbekistan, both present and future.

Indonesia

To conserve as much as possible of the biodiversity on which the livelihood and prosperity of Indonesia depends.

Vietnam

To protect the rich and unique biodiversity resources within the sustainable development framework of Vietnam.

Australia

To protect biological diversity and maintain ecological processes and systems.

China

To: 1) set priorities and identify feasible measures to stop the destruction and loss of biodiversity and habitats,
2) Over the long term, save endangered species, conserve living resources, use natural resources rationally and sustainably, and restore ecosystems as much as possible; and
3) Offer scientific assistance in rural development such that it agrees with biodiversity conservation.

Germany

Conservation, preservation, and development of nature and landscapes, in both populated and unpopulated areas, to serve the following purposes; to maintain the efficiency of the balance of nature; to preserve the exploitability of nature's resources; to conserve fauna and flora; and to safeguard the variety, particularity, and beauty of nature and landscapes.

Norway

To preserve the productivity of nature and the diversity of species.

Chile

To establish the base for the conservation and sustainable use of Chilean biodiversity.

South Pacific Biodiversity Conservation Programme

To protect the biodiversity of the region through the establishment of conservation areas.

Setting the Overall Aim

- It is important that from the beginning everybody involved in the process shares a common, single vision of where they are heading.
- Initial ideas for the overall aim may come from existing legislation and policy, or from literary works, historical traditions and current practice.
- The overall aim will have to be carefully chosen; it can inspire and orient.
- The overall aim is to launch and maintain a 'biodiversity planning process'.
- The overall aim is unlikely to have to be changed during the lifetime of the biodiversity plan.
- It is important to think about who the overall aim will be read by, and what it will mean to them.
- Overall aims should encompass the essence of the plan and be clear and succinct. Ideally it should be only one or two sentences.

An example of a general 'vision statement' from Kenton & Lenou (1995) is: 'By 2015, the safety of the nation's biotic wealth will be ensured, its values appreciated by society at large, and the uses to which the nation puts its biological resources will be on the path to sustainable management. Human and institutional capacity and international relations will be developed so that the economic, intellectual, and cultural benefits of biodiversity can be shared equitably while international commitments are fulfilled.'

The Convention on Biological Diversity

The Convention on Biological Diversity was signed by 156 nation states and the European Union, at the Earth Summit in Rio in 1992.

The Convention on Biological Diversity represents an agreement between nations to act co-operatively to protect habitats, species and genes, to shift to sustainable patterns of resource use, and to guarantee that the benefits of natural resources are equitably shared across local, regional, national and global societies.

Background to the Convention

The convention was developed to address international concerns relating to loss of biodiversity (at the level of genes, species and ecosystems). Biodiversity is considered to have intrinsic value, as well as ecological, social, economic, scientific, educational, cultural, recreational and aesthetic values. At the forefront of this is an acknowledgement of the role of biodiversity in evolutionary processes and for maintaining important life-sustaining processes, and that biodiversity is thus a common concern of mankind.

Objectives of the Convention

The Convention determines to conserve biodiversity and to sustainably use biological resources for the benefit of present and future generations, and to share the benefits arising from use of these resources in an equitable and fair manner – including access to genetic resources and transfer of relevant technologies, where appropriate.

Principles and approach of the Convention

The Convention aims to involve all relevant parties in decision-making and implementation, and to promote international co-operation in the conservation of biodiversity. The traditional dependence of indigenous and local communities on biological resources is recognised, as is the need to share benefits from biological resources among such communities. In addition, the Convention recognises the vital role that women play in the conservation and sustainable use of biodiversity, and affirm the need for the full participation of women at all levels of decision making and implementation.

The Convention affirms that individual states have sovereign rights over their own biological resources, and that states are also responsible for conserving their biodiversity and for using their biological resources in a sustainable manner. The Convention stresses the importance of both governmental and non-governmental involvement, and the need to promote co-operation among states, at regional, international and global levels to institute effective biodiversity conservation. The Convention also believes that the co-operation between nations in conserving biodiversity will strengthen friendly relations between states, and contribute to peace for mankind.☺

Articles of the Convention of direct relevance to BSAP

The Convention on Biological Diversity lists a number of articles which direct the actions which need to be taken in order to fulfil national obligations under the Convention. Many countries have followed the order of these articles in planning the layout of their national strategies and action plans.

General measures for conservation and sustainable use

- ☺ **Develop national strategies, plans and programmes for the conservation and sustainable use of biodiversity**, and integrate these into other relevant cross-sectoral plans and programmes.

Identification and monitoring

- Identify populations, species, habitats and ecosystems important for conservation, and monitor these, paying particular attention to those requiring most urgent conservation attention.
- Identify activities which have, or are likely to have, significant effects on the conservation of biodiversity, and monitor such activities.

In-situ conservation

- Establish a system of protected areas, and develop guidelines for the selection and management of such areas, and to promote environmentally sound land use in areas adjacent to protected areas.
- Where appropriate to restore degraded ecosystems and promote recovery of threatened species.
- Prevent the introduction of, control and eradicate alien species which threaten native species or ecosystems, and to regulate the risks associated with release of genetically modified organisms into the natural environment.
- Respect, preserve and maintain cultures of local and indigenous communities, and their relationship with biodiversity.
- Develop and maintain necessary legislation and other provisions to protect threatened species and habitats, and to regulate activities which threaten biodiversity.

Ex-situ conservation

- Adopt appropriate measures for ex-situ conservation of species (animals, plants and micro-organisms), preferably within the country of origin, and for recovery, rehabilitation and reintroduction of threatened species, where appropriate.

Sustainable use of biodiversity

- Adopt measures to minimise losses of biodiversity, integrate consideration of biodiversity into national decision making, and involve both governmental authorities and the private sector in the development of methods for sustainable use of biological resources.
- Protect traditional use of biological resources where these are compatible with sustainable use, and help local communities to conduct remedial action in degraded areas.

Incentive measures

- Adopt economic incentive measures for the conservation of biodiversity.

Research and training

- Establish and maintain scientific and technical education programmes for identification and conservation of biodiversity, and promote research which contributes to the conservation and sustainable use of biodiversity.

Public education and awareness

- Promote an understanding of the importance of biodiversity and the measures needed for its conservation, through both media and education programmes.

Impact assessment and minimising adverse impacts

- Introduce environmental impact assessments for proposed projects, programmes and policies likely to affect biodiversity, and where appropriate make these fully participatory.
- Promote arrangements for responses to emergencies (natural or otherwise) which present a grave danger to biodiversity.
- Consult with other nations regarding activities likely to affect biodiversity in other nations, or in areas beyond the limit of national jurisdiction.

Access to genetic resources and transfer of technology

- Facilitate access to biological or genetic resources for environmentally sound uses by other contracting countries, and facilitate the transfer of technology (and biotechnology) between contracting states.
- Promote full participation in biotechnology research and access to biotechnology, especially for those nations supplying genetic resources used in biotechnology.

Exchange of Information

- Facilitate the exchange of information from all publicly available sources relevant to the conservation of biodiversity, including results of technical, scientific and socio-economic research, and specialist and traditional knowledge.

Technical and scientific co-operation

- Promote international technical and scientific co-operation in conservation of biodiversity, and develop joint research programmes or other ventures when mutually agreed.
- Co-operate in the development of national capabilities, by means of human resources development and institution building

Experience from preparation of BSAPs in other countries

(Adapted from Kenton & Lanou (1995) *National Biodiversity Planning: Guidelines based on early experiences around the world*)

The Australian National Biodiversity Strategy

Participation

Many interest groups and institutions were invited to help prepare the national strategy and participated fully in the Advisory Committee. An even broader range of participants took part in bilateral and multi-lateral meetings and public consultation, including all relevant ministries, and other members of Parliament; governmental departments and agencies at all levels; scientific, research, and academic institutions; business and industry; non-governmental organisations; professional societies; education institutions; advisory councils; and interested individuals.

Aims and objectives

The overall aim of the national strategy is to protect biological diversity and maintain ecological processes and systems. The seven unifying objectives are 1) conserving biological diversity across Australia; 2) integrating biological diversity conservation and natural resource management; 3) managing biodiversity-threatening processes; 4) improving knowledge; 5) involving communities 6) defining Australia's international role; and 7) setting priorities. Aligned under these seven unifying objectives are 35 major objectives.

Relationship to national development planning

Australia's national biodiversity strategy was developed in close accordance with the National Strategy for Ecologically Sustainable Development which outlines Australia's national approach to development. The strategy acknowledges other relevant national processes that also contribute to ecologically sustainable development, including the National Forest Policy Statement, the National Greenhouse Response Strategy, the draft National Rangelands Strategy, and the National Strategy for the Conservation of Australian Species and Ecological Communities Threatened with Extinction. Each recognises the need to conserve biological diversity, and the national biodiversity strategy indicates inter-linkages with them in relation to specific objectives and actions.

Intended target of planning efforts

The reason for developing the strategy is to provide information and policy guidance for decision-makers. The strategy outlines actions that all relevant government agencies should take in the areas of environment and conservation, resource and industrial development, research, education, and other areas. It also recognises the roles of industry, business and non-governmental organisations in biodiversity conservation.

Relationship to the Convention on Biodiversity

The national strategy explicitly takes account of the provisions of the Convention on Biological Diversity. Provisions of the Convention were compared and analysed with a view to incorporating all relevant provisions into the national strategy and to ensure consistency. In many respects, the national strategy reflects the general structure of the Convention.

Monitoring and follow up

The national strategy outlines the arrangements required for implementing the plan and for monitoring its effectiveness. The outcomes of the strategy were monitored and reported to heads of government. Five-yearly reviews of its progress will be provided.

Obstacles

The development of the national strategy encountered several barriers:

- lack of understanding of the concept of biodiversity conservation
- difficulty in operationalising the concept
- need for further research on the role and function of biodiversity in ecological processes
- lack of appropriate methods for biodiversity management
- need or improved communication between scientists and policy makers
- diversity of philosophical positions and views
- poor mechanisms to fully value biological resources and ecological functions.

Facilitating factors

The development of the national strategy received political commitment at the highest level and enjoyed the continued interest and support of the previous and current federal ministers for the environment. Preparation in parallel with negotiations of the Convention on Biological Diversity also provided another dimension to arguments for a strategy for Australia. The support for non-governmental conservation organisations helped keep the process moving while the co-operation and involvement of business and industry increased the strategy's credibility. Overall, broad community consultation ensured that "ownership" of the final product was not just restricted to government and interest groups.

Other facilitation factors included a strong scientific rationale for biodiversity conservation; a well established base of existing legislation, policies and programs, including those that integrated conservation with sustainable use; and a range of concurrent research and communication activities.

The Indonesian National Biodiversity Strategy, Action Plan and Country Study

By 1994, Indonesia had completed a *Country Study on Biological Diversity*, a *National Strategy for Biodiversity Management*, and the *Biodiversity Action Plan for Indonesia*.

Participation in the National Biodiversity Action Plan

Participation in the development of the action plan departed from that of similar planning exercises in Indonesia. The action plan's development was guided by an inter-sectoral steering committee. Much of the action plan was drafted by foreign consultants who have long experience in Indonesia biodiversity issues.

Once a draft was prepared in both Indonesia and English, a three-day workshop was organised to review it. The meeting brought together 50 people from relevant government agencies, NGOs, the scientific community, and international donors. Notable, both provincial government officials and local NGOs based outside Jakarta were present. The steering committee and consultants used the results of the meeting plus written comments to revise the draft over the next several months.

Aim and Objectives

The overall aim of the action plan is to catalyse immediate action to slow the rate of biodiversity loss and to develop a strategy that allows sustainable utilisation of natural resources while conserving biodiversity and the natural resource base. The action plan therefore provides an integrated operational framework to set priorities and guide investments. Specifically the action plan lists three general objectives:

- to slow the loss of primary forests, wetlands, coral reefs, and other terrestrial and marine environments of primary importance to biodiversity
- to expand the data and information available on the national biodiversity and make it available to policy makers and the public
- to foster utilisation of biological resources in ways that are sustainable and less harmful than current practices.

Relationship to national development planning

The action plan has substantially influences Indonesia's development plan which includes sections on affirmative conservation action. Biodiversity has been increasingly addressed through the mainstream development process directed by the National Development Planning Agency which has issued written instructions to all of its planning staff to follow the action plan. In addition, some believe the action plan can be used to monitor and in some cases to change sectoral development proposals.

Intended target of planning efforts

The document is clearly targeted at policy makers within the Indonesian government and donors. As an official government document it provides an authoritative framework to use in planning, strengthening institutions, policy reform and development, priority setting, and project choice and design. Its Indonesian version should be of use as a reference tool for the academic, NGO, and scientific community, provided it is widely distributed.

Relationship to the Convention on Biological Diversity

Because both the strategy and the action plan were developed before the Convention on Biological Diversity was finalised, neither refers specifically to the Convention, Indonesia's active participation in the Convention negotiations, its negotiators' close involvement with the biodiversity-planning processes at home, and the participation of many key Indonesians in the *Global Biodiversity Strategy* process, has ensured that the action plan responds to many of the Convention's provisions. Indonesia is

currently in the process of ratifying the Convention through promulgation of a Basic Law on Biodiversity. It is likely that the law will also mention the national strategy and/or action plan, giving them further authority.

Monitoring and follow-up

Both the strategy and the action plan call for the establishment of a National Biodiversity Commission to co-ordinate and monitor follow-up. The action plan contains a separate chapter on the “Strategy for Implementation of the Plan”, which provides details on steps to be taken, including the establishment of a review process to provide indicators and assessments of progress. It also notes that “the Biodiversity Commission should carry out regular evaluation and reviews, recommend follow-up actions and decide on future programs for actions, based on priorities outlined in the plan”.

A five-person review commission has been established to monitor the implementation of the action plan and to screen projects in all sectors with regard to their impacts on biodiversity and their adherence to the priorities and guidelines laid out in the action plan.

Obstacles

Obstacles to the planning process included the inherent difficulty of co-ordinating the numerous sectors and interests concerned with biodiversity, battles over which agency should lead biodiversity-planning efforts, and more seriously the difficulty of bringing provincial and local perspectives into planning. The private sector has also been largely absent from the process. The institutional weakness of The Environmental Ministry is a key obstacle to implementation of the action plan.

Facilitating factors

The Ministry of Environment and other ministries all exerted strong leadership in the process. The process was also expedited by international and local NGOs’ participation in the *Global Biodiversity Strategy* process, and by strategic donor assistance. The availability of international expertise was also helpful. Finally, by welcoming national NGOs into the process, Indonesia gained huge benefit and avoided potentially damaging political comment both nationally and internationally.

Results to date

Because Indonesia’s national biodiversity-planning efforts are well developed and in an advanced stage, there has been some progress in implementing the action plan. The action plan and associated developments have been beneficial to the Ministry’s budget, which was increased five-fold in 1994 from the previous year. Various sectoral agencies are now formulating their own responses to the plan.

The action plan is a useful tool in working with aid donors because it gives them a set of national priorities around which to develop their biodiversity programs. The plan also gives the government the ability to screen donor ideas for those that really match the government’s national priorities for biodiversity conservation.

Biodiversity conservation activities have greatly increased in the three years since the draft action plan was produced. Not all of these are directly attributable to the strategy or action plan, but they have certainly played an important catalytic role.

The United Kingdom Biodiversity Action Plan

Participation

Contributions were made by delegates representing all sectors of society. The main stages were as follows:

- the creation of an interdepartmental or inter-agency steering group
- the issuing of a letter requesting input from the national government agencies and biological collections, university departments, industry and commerce, and voluntary conservation organisations and individuals
- a two-day seminar attended by over 100 delegates representing different sectors
- the appointment of chapter editors drawn from government, agencies, collections, academia, and voluntary conservation organisations
- launch by the Prime Minister and ministers from the relevant government industries

The action plan's editorial team was supported by a small subcommittee that provided scientific and technical assistance.

Aim and Objectives

The aim of the plan was to conserve and enhance biological diversity within the United Kingdom and to contribute to the conservation of global biodiversity through all appropriate mechanisms. The objectives were:

- to conserve, and where appropriate, to enhance the populations and natural ranges of all species native to the UK and the quality and range of their habitats and ecosystems; internationally important and threatened species, habitats, and natural and managed ecosystems; and the biodiversity of all natural and semi-natural habitats
- to increase public awareness of, and involvement in, conserving biodiversity
- to contribute to the conservation of biodiversity on a European and global scale

Intended target for planning efforts

As well as affirming policies and programs, the action plan contains 59 specific tasks and actions. These provide overall policy guidance for government departments and agencies with jurisdiction over conservation activities.

Relationship to the Convention on Biodiversity

The chapters of the plan are based on articles of the Convention.

Monitoring and follow-up

A new Biodiversity Action Plan steering group has been set up for a two-year period to accomplish the following tasks:

- the development of specific goals for key species and habitats for the years 2000 and 2010, including the cost of achieving those goals
- the creation of a working group to improve the accessibility and co-ordination of existing biological data sets
- the establishment of a review process for the success of the action plans

Obstacles

The scope of the task and the short time frame in which it had to be accomplished were the only obstacles.

Facilitating factors

The enthusiasm and commitment of the many contributors and the guidance of the inter-departmental, inter-agency steering group made the development of the action plan possible. There was substantial agreement over major issues.

The action plan has generated interest: its progress after Rio has been debated in Parliament; it has been reviewed extensively in the press and media; and ministers have discussed its contents on television and radio. Biodiversity has become an increasingly popular theme at conferences and seminars.

The Vietnamese Biodiversity Action Plan

Participation

Several institutions selected for their expertise contributed or were consulted. These include the Ministries of Fisheries, Energy, Sea Products, Education, Public Health, Forestry, Agriculture, and Science, Technology and Environment, and the Institutes of Oceanography, Ecology and Biological Research, Aquatic Products, and Economic Ecology. Those government agencies expected to implement the plan were directly involved in its preparation. Because Vietnam has few NGOs these were not involved.

Aim and objectives

The unifying objectives of the Biodiversity Action Plan:

- to guide all domestic endeavours in the field of biodiversity conservation down to provincial-level actions
- to enable international agencies to understand what the priorities for investment are in Vietnam
- to convert the policy contained in the National Plan for Environment and Sustainable Development into a detailed program of action.

In addition, the objectives of Vietnam's Strategy for the Preservation of Valuable Biological Resources are:

- to protect examples of all major ecosystems *in situ* through a nation-wide system of protected areas
- to develop sustainable utilisation of living resources, including forests
- to provide specific *ex situ* conservation measures for species where necessary

Relationship to national development planning

The action plan was designed to help implement the National Plan for Environment and Sustainable Development 1991-2000.

Intended target of planning efforts

The action plan has already provided considerable policy guidance for decision making at national and provincial levels, including investment priorities. The action plan calls for the establishment of a National Biodiversity Authority.

Monitoring and follow-up

The action plan proposes a biodiversity monitoring program to determine whether application of improved management and regulations is having a positive effect on biodiversity conservation. This monitoring program would have six elements: habitat, protected areas, indicator species, data, management, fisheries, stocks, and physical parameters.

Obstacles

The shortage of trained Vietnamese scientists and managers who could participate actively in the planning team, especially at the provincial level, was a major obstacle. The training component of the project is designed to increase the number and effectiveness of staff.

Major constraints against conserving biodiversity that were identified in the action plan include lack of funds, low awareness by government agencies and the public, gaps in knowledge, shortages of equipment and trained staff, and the absence of clear regulations, instructions, and adequate laws. All but one province considered lack of funds to be the biggest obstacle.

The action plan has had insufficient input from economists, to the relationship between fiscal policy and biodiversity is hardly covered. This may prove to be a significant limitation.

Facilitating factors

The preparation of the action plan was greatly facilitated by the preparation of earlier plans, and a series of field research expeditions throughout the country over the past several years.

The country has a good set of vegetation maps, a good review of major wetlands, detailed priorities for action in major forest reserves, an understanding of the distribution of key species of wildlife, and a detailed protected-areas-system plan. Field studies have also identified rankings of conservation values and threats to coral reefs.

The action plan is now in the form of an advanced draft but has not yet been formally submitted to the government. However, even in draft form, the action plan is being used to help assess priorities for investments. It includes some 52 project concepts to address key actions, calling for a total investment of US\$876 million.

The Chinese Biodiversity Action Plan

The expert team based the plan's outline and the evaluation of present status and needs primarily on the Convention on Biological Diversity.

Participation

A wide range of institutions took part, including the Chinese Academy of Sciences, several ministries, state administrations, and commissions: The Ministry of Forestry, The Ministry of Agriculture, The Ministry of Finance, The Ministry of Public Security, The State Oceanic Administration, The State Planning Commission, and The State Science and Technology Commission among others.

The ideas and opinions of university-based scientists and grassroots groups were also collected and are reflected in the action plan. All these organisations presented their ideas and comments at appropriate stages during the whole process of preparation and revision, and no group was excluded.

Aims and objectives

The unifying objectives of the Biodiversity Conservation Action Plan are:

- to set priorities to identify feasible measures to stop the destruction and loss of biodiversity and habitats
- over the long term, to save endangered species, conserve living resources, use natural resources rationally and sustainably, and restore ecosystems as far as possible
- to offer scientific assistance in rural development such that it agrees with biodiversity conservation.

The overall aim and objectives were determined through intensive discussions among scientists and representatives from participating organisations.

Relationship to national development planning

In selecting the country's major five-year research projects, major funding bodies for long term research and development programs, considered the actions of biodiversity conservation suggested in the action plan. The work of biodiversity information management, conservation and sustainable use of biodiversity, the preservation of genetic diversity, and *ex situ* conservation of endangered plants has already been conducted by key research programs.

Intended target of planning efforts

The action plan proposed a national biodiversity monitoring network that was asked to prepare periodic status reports for government and the public.

Relationship to the Convention on Biodiversity

The completion of the action plan is a step in the implementation of the Convention on Biological Diversity. The Convention was used as a guide in drafting the plan.

Monitoring and follow-up

The proposed monitoring mechanism will determine whether allocated funds are used for the proposed actions and whether laws and regulations are consistent with actions proposed in the plan. Ministries and government agencies will implement their portions of the action plan.

Obstacles and challenges

Conflicts did arise among different departments in preparing the action plan, particularly in the areas of allocation of funds and administrative power. This problem has been solved, to a certain extent, through compromises arrived at by the expert team.

The frequent change of personnel during revisions of the plan was also a problem, causing among other difficulties, inconsistencies from version to version. The differing opinions of the World Bank and its Chinese counterparts also caused considerable confusion, which could have been dispelled if the expert team met more frequently. The lack of sufficient data and information especially in the area of a national biodiversity database, also made it difficult to get a clear picture of the current status of ecosystems and species.

Facilitating factors

The support of participating government agencies proved very helpful to preparation of the document.

Setting Objectives

*'If you do not know where you are going,
any road will get you there'*

The overall aim gives a vision of what it is hoped the plan will achieve. However, the aim can be split into more specific targets, or objectives. These will give a clearer picture of exactly where the plan is heading.

What is an objective?

Objectives should be *clear* and *measurable*; this will help you to find out whether you have achieved them or not at a later stage.

Objectives will often vary as to how specific they are. Broad objectives are perfectly acceptable, but you should still try to make them achievable and measurable. Otherwise they become merely vague notions of what you want; this defeats the objective of making them in the first place. For example:

'To conserve biodiversity of the country'

First of all this is fairly obvious...you are unlikely to want to reduce biodiversity! Also; How do you measure this?; Why do you want to do this, specifically? or

'To make a path system for visitors in national parks'

OK... but what for?

Because you like the idea?

or because feedback from visitors tells you that they want one?

or because you want to reduce congestion at the visitor centre?

or because you do not think that current interpretative approaches are getting across the messages you want to put over?

It can help to phrase objectives in the form below.

Note: these are not strict rules and can be adapted in many ways

Active Verb	Object	Means of measurability
Outcome		
To maintain	populations of species x	at levels identified in the 1995 survey
To increase	area of natural grassland	to 10000ha
To enable visitors	to gain first hand experience of the forest environment	through construction of a self guided trail system during 1999

Guidelines for Writing Objectives

You may find that the objectives for biodiversity conservation in the country have already been defined. Many international, national and local plans, agreements and reports already exist. It may only be necessary to bring all these together into a clear national-level plan.

A useful starting point for objectives is the Convention on Biological Diversity, this gives an indication of what should be achieved by all countries, and therefore can be used as a basis for formulating objectives.

Other sources that may help direct objective setting may include other international agreements, objectives from other national strategies and plans (e.g. National Environmental Action Plan), and objectives from biodiversity plans from other countries.

Experience of writing objectives suggests that they should:

- Be comprehensive and reflect various national aspirations for conservation and sustainable use of biodiversity.
- Be well defined early in the planning process by representatives of interested people.
- Be reviewed and revised during each cycle of the project.
- Build on existing work achievements and ongoing programmes and agreements.
- Be narrow and focus national efforts on explicit targets.
- Be consistent with the goals and objectives stated in national laws and policies and with international agreements.

Options

Options are all the possible ways that the objectives can be achieved.

- Drawing distinctions between realities and objectives is at the heart of strategic planning.
- There are various options for bridging the gap between the current situation and the desired objective.
- It is likely that the options will fall into one of several inter-related categories:
 - Changes to policies either directly related to biodiversity (e.g. hunting laws), or indirectly affecting biodiversity (e.g. economic policies).
 - Changes to legislation.
 - Adjustments, harmonisation and development of existing programmes.
 - New cross-sectoral decision-making methods, such as environmental assessment and forecasting.
 - Specific new programmes and projects.
 - Education and training.
 - Capacity building that relates to the ability of organisations to make the new plan work.
 - Development of mechanisms for technology and information co-operation and sharing.
 - Development of mechanisms for financial assistance.
- Open debate with interested people to gain from their insights and hear their perceptions can help identify different strategies.
- This debate ensures that the options are realistic and could be implemented by one or more groups.
- Some of the possible options may be overlapping, similar, unfeasible or simply not a priority.
- It is therefore necessary to evaluate each of the options, so that all the options can be distilled into a suite of strategies.

Criteria for Evaluating Options

It is likely that there are far too many options to feasibly include in the action plan. It is therefore necessary to evaluate the options against a number of criteria. They can then be prioritised on the basis of the evaluation. This will help choose or reject each option, and later help decide on the urgency for funding and implementation.

The following are the main criteria for evaluating the options. You may wish to include other criteria, such as contribution to meeting Convention on Biological Diversity obligations, benefits outside biodiversity conservation (e.g. helping implement the National Environmental Action Plan).

- **Likelihood of success.** How likely is it that the option will succeed in achieving the objectives? Likelihood of success should also be taken into account with other criteria; it is often necessary to implement options that have a small likelihood of success, but if they do succeed will be far more effective than other less risky options.
- **Likelihood of implementation.** How likely is it that this option will actually be put into action? Some less effective options may be more likely to be implemented (e.g. if it would easily obtain funding) than other more important and urgent options.
- **Equitability.** Will the costs and benefits of implementing the option be distributed equally among the interested people? Ideally, both the costs and benefits will be spread evenly between everybody, so that everyone maximises their benefits and minimises their losses. However, it is more common for one or a few groups to benefit and a different group or groups to lose out.
- **Cost effectiveness.** Could other options produce the same outcomes for less money? Some options may be very costly but produce a single important outcome.
- **Sustainability.** Does the option efficiently use existing resources, without detriment to these resources in the future? (These resources may be internal or external funding, infrastructure, human resources or knowledge). Some options may be one-off and use many resources, but be very important.
- **Multiplicity.** Does the option help achieve one or many of the objectives? Some options will necessarily be specific to one objective, whilst others will help many objectives (although they may only help many objectives slightly, rather than one objective a lot).
- **Priority.** Taking into account the above criteria, how important is the option? This will have to take into account both urgency and contribution to the overall aim (e.g. is it a priority because it is vital that it is carried out now, or because it contributes an enormous amount to achieving the overall aim?).

In this workshop, we have used a simple 1-4 scale for rating each criteria, 1 is bad, 4 is good.

Obviously, these criteria are subjective and difficult to give an accurate score. However, it is intended that they should only give a rough indication of how good or bad an option is, in relation to other options.

Strategies

Strategies are the set of agreed, planned ways that the objectives will be achieved.

- The set of strategies have to be chosen from the range of options that have been identified.
- The strategies can be chosen using the criteria and priorities that have been indicated.
- However, it is important that not only the highest priority options are chosen. It is important to look at all of the strategies together and ensure that they form an integrated, holistic plan. At this stage, some important questions must be asked:
 - Will all of the objectives be achieved if the strategies are implemented?
 - Do the strategies focus on particular areas or fields of activity?
 - Do some strategies achieve the same things as others; is there any duplication of effort?
 - Are there any obvious gaps in the set of strategies?
 - Do the strategies take into account, and make use of the constraints and opportunities?
 - Will the strategies have to be implemented by only a small number of groups?
 - Are there groups or individuals that could contribute to biodiversity conservation, who will not contribute to any of these strategies?
 - Will all the interested people benefit more than they lose from the implementation of these strategies?
 - *Most importantly, will the set of strategies achieve the overall aim?*
- It is likely that the set of strategies will have to be changed and developed over a period of time, with extensive collaboration with different interested people, before a clear, agreed set of strategies can be produced.

Actions

Actions are the specific tasks that are carried out to implement the strategy.

Once the set of strategies has been chosen it is then important to bring the plan a step closer to reality.

Each strategy needs a set of actions that will specify exactly what needs to be done, by who, when and what is required to carry them out.

In the workbook, the set of actions will be put into a table with the following headings:

- **Action.** What is the task that must be carried out?
- **Who will implement.** Which individual or group will be responsible for carrying out the task? If this is uncertain at the moment, indicate what type of person or group would be best suited to carry out the task (e.g. an entomologist, or an environmental education NGO).
- **Other participants.** What other individuals or groups will have to be involved in carrying out the task? What will they have to do? (e.g. approval from a government agency, or collaboration with local communities)
- **Approximate cost.** How much will it cost to complete the action? Obviously, this can only be very approximate at the moment, but it should be possible to give a rough indication (e.g. will it cost \$10 or \$1,000,000?).
- **Other resources.** What else is needed to implement the action, apart from the participants and funding? For example, it may be necessary to use the facilities of a protected area to conduct research, or use of desk-top publishing facilities to produce education materials.
- **Related actions.** What other actions need to be carried out in conjunction with this action, or have to be completed before this one can start?
- **Assumptions/Risks.** What are the main assumptions that have to be made for the action to be carried out? (e.g. local communities agree to be involved in the action, or government agencies continue to support the work). What are the main risks that will stop the action being completed? (e.g. it will be very difficult to get funding for the project, or the last remaining population of a species may not be big enough to be viable in the long term).

Essential Elements to be Included in a Monitoring and Evaluation Programme

The following indicators are among those that should be included in a monitoring and evaluation programme:

- Status and trends of the nation's use of terrestrial, aquatic, coastal and marine resources, habitats, species, populations, genes, biodiversity.
- Shifts in selected social, political and economic factors.
- Shifts in human, institutional, facility and funding capacity, including cultural practices and norms, technology, training and education, information availability, management, and monitoring capacity.
- Changes on the policy and legal framework for natural resources, including protected areas, access to genetic resources, land tenure, property rights, benefit and cost sharing, trade and environmental impact assessment.
- Changes in the use of biological resources and their sustainability, including natural resource-based industries, and exploitation of resources for subsistence.
- Trends in the, monetary and non-monetary values of biodiversity and current expenditures and investments.
- Impacts of implementing the activities and policies of the biodiversity plan, vis-à-vis conservation, sustainability, and equity.

Some Potential Sources of International Support for Biodiversity Strategies and Action Plans

- Biodiversity Convention
- Global Environment Facility (UNDP/UNEP/IBRD)
- World Bank
- United Nations Development Programme
- United Nations Environment Programme
- Food and Agriculture Organisation of the United Nations
- United Nations Educational, Scientific and Cultural Organisation
- Inter American Development Bank
- Asian Development Bank
- African Development Bank
- Bilateral Aid Agencies
- Private Foundations
- Non-Governmental Organisations, including the World Wide Fund for Nature and its global network of national organisations, and the World Conservation Union (IUCN).

Key Documents for Biodiversity Planning

The following documents have either been important in developing the planning process or will be useful during the process. Key sections have been translated or adapted for the workbook and supporting materials. As many as possible of these will be made available through the BSAP office. Some examples of country studies and action plans not mentioned here will also be made available. Unfortunately, few of these documents are available in Russian. Some further interesting references have been mentioned in the supporting materials.

Carew-Reid et al (1994) *Strategies for National Sustainable Development: A handbook for their planning and implementation*. IUCN & IIED, Gland.

IUCN/UNEP/WWF (1991) *Caring for the Earth: A strategy for sustainable living*. Gland, Switzerland.

Kenton & Lanou (1995) *National Biodiversity Planning: Guidelines based on early experiences around the world*. WRI/UNEP/IUCN.
(Many of the materials and the process have been developed from here)

United Nations (1993) *Agenda 21, Rio Declaration, Forest Principles: Final Text and Agreements*. United Nations, New York.

United Nations Environment Programme (1993) *Guidelines for Country Studies on Biological Diversity*. UNEP.

United Nations Environment Programme (1992) *Convention on Biological Diversity*. UNEP.

WRI/IUCN/UNEP (1992) *Global Biodiversity Strategy*. WRI.

Guidelines for Information Gathering for the Country Study

These guidelines are mainly summarised from the UNEP Guidelines for Country Studies on Biological Diversity.

Types of information

Types of scientific and technical information to be focussed on initially:

- biological surveying and monitoring;
- biodiversity research and evaluation;
- data management and analysis;
- monitoring and assessment;
- education and training;
- public awareness and participation;
- in situ management;
- restoration and rehabilitation;
- ex situ conservation measures;
- capacity building of institutions;
- networking and information exchange;
- environment impact assessment;
- policy coordination and development;
- assessing economic benefits;
- estimating conservation costs;
- institutional collaboration; legal instruments;
- technology transfer;
- socio-economic studies and surveys.

Guiding Principles

Among the guiding principles recommended by the UNEP Guidelines, the following are directly relevant for biological data gathering:

- The first round of data gathering should aim at including only those data that can be readily compiled from existing in-country and external sources;
- Data gathering is a tool for decision-making and not an end in itself;
- Data-gathering must focus on the interaction of social factors, economic sectors and biological systems;
- Data on processes or activities that are likely to have an adverse impact on biological diversity must be compiled;
- The process of gathering and managing the data must contribute to building capacity for national biodiversity planning;
- Priorities aimed at filling gaps in data coverage must be based on the needs of senior decision-makers to improve their management of biological diversity;
- Biodiversity data gathering must not be confined to national parks and protected areas but must cover the whole landscape; data on protected areas should seek to emphasise their relationship with other components of the landscape;
- Data gathering should include an assessment of the current capacity of the country to conserve, study and sustainably use its biological diversity.

Priority Areas

The following is a list of priority areas for data gathering:

- data that will provide a practical baseline for monitoring the effectiveness of action;
- data identified by biodiversity managers as being important for decision-making;
- species of actual or potential economic value;
- plant and animal genetic resources, including medicinal plants, land races and wild ancestors of domestic breeds and cultivars;

- species that could serve as indicators of ecosystem health, particularly predators at the top of the food-chain or invasive colonising species that may indicate ecosystem disturbance;
- "flagship" species, the conservation of which will also protect the diversity of other species and habitats;
- alien or exotic species, the spread of which could threaten indigenous biological diversity;
- threatened species at the national and regional level;
- species already protected within conservation areas;
- data on threats to species and habitats;
- time-interval data on rates of loss or endangerment of species and habitats;
- geographical information, particularly data that can be mapped on species and habitat distributions;
- data on biodiversity function and benefits, particularly the service functions of ecosystems and protected areas;
- data on species and sites of special significance for the conservation of biological diversity outside existing protected areas;
- status and distribution of protected areas, including the species and habitats they contain;
- data on the socio-economic values of protected areas;
- policy, conservation programmes, legislative and institution-related information.

Information about the information

Comparability will also be enhanced by the identification and documentation of the sources of the information, including:

- the source;
- the method of collection;
- the date of collection;
- the quality/reliability of the data;
- the scale of collection (for mapped data).

Finally, the reliability of data will be critical to the value of the information contained in national reports. The UNEP Guidelines suggest a simple four-category reliability classification:

- Category A: high reliability - data derived from systematic scientific survey or sampling;
- Category B: medium reliability - data derived from extrapolation, approximation or other imprecise methods;
- Category C: low reliability - anecdotal data or "guesstimates";
- Category D: unknown reliability - derivation of unknown data.

The data gathering process

The effective preparation of national reports implies an open, participatory process involving all relevant actors, including industry, non-governmental organisations and indigenous communities. The gathering of scientific and technical information to be contained in national reports would also benefit from an open, participatory approach. Accordingly, the scientific community as a whole, including the non-governmental sector and holders of traditional knowledge, would need to be adequately represented in whatever national institutional mechanism is established by Parties for the preparation of national reports. In addition, scientific and technical information will need to be reviewed, assessed and updated on a regular basis in the light of changing circumstances and processes. The comprehensive scope of the Convention requires a multi-sectoral and multi-disciplinary approach to the preparation of national reports and the gathering of scientific and technical information

ANNEX I

LIST OF POSSIBLE TECHNICAL AND SCIENTIFIC INFORMATION TO BE CONTAINED IN NATIONAL REPORTS

Provisions of the Convention	Possible technical and scientific information to be contained in national reports
Article 6 (a) Develop national strategies plans or programmes for the conservation and sustainable use of biological diversity or adapt for this purpose existing strategies, plans or programmes which shall reflect, inter alia, the measures set out in this Convention relevant to the Contracting Party concerned.	(a) adequacy and gaps of strategies, plans and programmes and policies existing before the ratification of the Convention (b) summary of national strategies, plans or programmes adopted after the ratification of the Convention (c) activities of the institutional mechanisms established or designated for the implementation of the strategy (ies), plans and programmes at the national and local level and promote the strategy (ies) throughout all constituencies to foster cooperation and commitment to its or their implementation (d) presentation of the review mechanism for the strategy (ies), plans and programmes at the policy level including monitoring and reporting on implementation of the strategy (ies), plans and programmes.
Article 6 (b) Integrate, as far as possible and as appropriate, the conservation and sustainable use of biological diversity into relevant sectoral or crosssectoral plans, programmes and policies.	(a) review of sectoral or cross-sectoral plans, programmes and policies to determine the extent to which conservation and sustainable use of biological diversity are incorporated (b) identification of gaps and measures taken to address them through additional or revised instruments at the national and regional level (c) presentation of the incentives taken for key sectors to promote the conservation and sustainable use of biological diversity (d) measures taken to strengthen or establish institutional mechanisms and build capacity in relevant sectors for the integration of the conservation and sustainable use of biological diversity in sectoral policies and programmes.
Article 7 (a) Identify components of biological diversity important for its conservation and sustainable use having regard to the indicative list of categories set down in Annex I;	(a) all relevant available data on components of biological diversity (b) review of all available information and data on components of biological diversity with due regard to Annex I and having a particular emphasis on those requiring urgent conservation, which are inadequately understood, or of potential economic, ecological and social importance (c) initial list of components of biological diversity important for its conservation and sustainable use (d) identification of gaps in knowledge (e) priority setting for further surveying and inventory work to be undertaken (f) techniques and procedures to be employed in further work, including rapid biodiversity assessment (g) manpower needs and funds necessary for monitoring and inventories.
Article 7 (b) Monitor, through sampling and other techniques, the components of biological diversity identified pursuant to subparagraph (a) above, paying particular attention to those requiring urgent conservation measures and those which offer the greatest potential for such use;	(a) existing monitoring activities with regard to their relevance to components of biological diversity important for its conservation (b) monitoring requirements and priorities from the local to the national level (c) criteria used in the selection of monitoring sites (d) standardized monitoring methods and techniques (e) integration of the monitoring process in relevant sectors (f) activities of the reporting mechanism selected or established to provide the results of monitoring activities.
Article 7 (c) Identify processes and categories of activities which have or are likely to have significant adverse impacts on the conservation and sustainable use of biological diversity, and monitor their effects through sampling and other techniques;	(a) all available information and data on threats to biological diversity and identification of those processes and categories of activities which have or are likely to have a significant adverse effect on the conservation and sustainable use of biological diversity (b) processes and categories of activities which require further investigation (c) methodologies for future identification and monitoring (d) activities of the reporting mechanism which can also act as an early warning network selected or established on the status of significant threats to biological diversity.
Article 7 (d) Maintain and organize, by any mechanism data derived from identification and monitoring activities...;	(a) adequacy of existing mechanisms for the maintenance and integration of data on identification and monitoring (b) directories of natural resource and environmental spatial datasets (c) compatibility of existing data and activities of the established integrated network (d) means to improve access to and active dissemination of data sets (e) activities of the mechanisms for exchange and integration of data at the international level.
Article 8 (a) Establish a system of protected areas or areas where special measures need to be taken to conserve biological diversity;(b) Develop, where necessary, guidelines for the selection, establishment and management of protected areas or areas where special measures need to be taken to conserve biological diversity;	(a) existing protected areas systems (b) elements of biological diversity which are not adequately represented (c) deficiencies and gaps in the existing protected areas system, with particular emphasis to threatened components of biological diversity (d) research to improve knowledge of appropriate configuration and design of protected areas (e) public involvement, including local and indigenous people in the planning and management of protected areas (f) national guidelines and policies for the selection, establishment, and management of protected areas

Article 8 (c) Regulate or manage biological resources important for the conservation of biological diversity whether within or outside protected areas, with a view to ensuring their conservation and sustainable use;	(a) scientific research to address the management of the resources (b) management plans involving local communities (c) natural or synthetic substitutes for products resulting from sustainable use (d) policy or legislative measures for the regulation and management of biological resources
Article 8 (d) Promote the protection of ecosystems, natural habitats and the maintenance of viable populations of species in natural surroundings;	measures taken in this regard on both public and private land
Article 8 (e) Promote environmentally sound and sustainable development in areas adjacent to protected areas with a view to furthering protection of these areas;	(a) the sociological and ecological relationship between protected areas and their adjacent areas (b) demand and use of the resource base in adjacent areas (c) potential economic activities sympathetic to furthering the protection of protected areas and incentives offered to promote such activities (d) information and education campaigns to promote the sound use of areas adjacent to protected areas
Article 8 (f) Rehabilitate and restore degraded ecosystems and promote the recovery of threatened species, inter alia, through the development and implementation of plans or other management strategies;	(a) conservation status of degraded areas and threatened species (b) causes of degradation and threats including human-induced direct threats (c) action plans and strategies for rehabilitation and management of areas and recovery and threat abatement plans for threatened species (d) legislative measures (e) incentive measures
Article 8 (g) Establish or maintain means to regulate, manage or control the risks associated with the use and release of living modified organisms resulting from biotechnology which are likely to have adverse environmental impacts that could affect the conservation and sustainable use of biological diversity, taking also into account the risks to human health;	(a) existing regulatory mechanisms for use and release of organisms in general (b) gaps in the regulation and control of use and release of living modified organisms (LMO's) (c) institutional capabilities and regulatory mechanisms for dealing with risks associated with the release of living modified organisms (d) risk assessment procedures and monitoring of releases of LMO's (e) procedures for advanced informed agreement before transfer of and release of living modified organisms
Article 8 (h) Prevent the introduction of, control or eradicate those alien species which threaten ecosystems, habitats or species;	(a) list of alien species which threaten biological diversity (b) research on the effects alien species have on ecosystems, species and population (c) legislation, regulations or control of alien species which threaten ecosystems, habitats, species and population (d) species-specific control plans and biologically sound eradication systems (e) systems of control of alien species across borders
Article 8 (j) Subject to its national legislation, respect, preserve and maintain knowledge, innovations and practices of indigenous and local communities embodying traditional lifestyles relevant for the conservation and sustainable use of biological diversity and promote their wider applications with the approval and involvement of holders of such knowledge, innovations and practices and encourage the equitable sharing of benefits arising from utilization of such knowledge, innovations and practices;	Information regarding this Article may be provided in relation with Article 10(c) and 10 (d); (a) respect, preserve and maintain the knowledge, innovations and practices of indigenous and local communities embodying traditional lifestyles relevant to the conservation and sustainable use of biological diversity (b) promote the wider application of traditional knowledge, innovations and practices with the approval and involvement of their holders (c) encourage the equitable sharing of benefits arising from the use of traditional knowledge, innovations and practices
Article 8 (k) Develop or maintain necessary legislation and/or other regulatory provisions for the protection of threatened species and population;	(a) gaps in existing legislation (b) measures taken to address these gaps
Article 8 (l) Where a significant adverse effect on biological diversity has been determined pursuant to Article 7, regulate or manage the relevant processes and categories of activities;	(a) actions taken to regulate and manage relevant processes and categories of activities identified, pursuant to Article 7, as having a significant adverse effect on biological diversity (b) institutional arrangements and instruments to regulate and manage threatening processes and activities;
Article 8 (m) Cooperate in providing financial and other support for in-situ conservation outlined in subparagraph (a) to (l) above, particularly to developing countries.	Information related to the implementation of this Article may be incorporated under the implementation of Article 20 on financial resources.
Article 9 (a) Adopt measures for the ex-situ conservation of components of	(a) existing measures, facilities and equipments for ex situ conservation (b) priorities for ex situ conservation and research

<p>biological diversity, preferably in the country of origin of such components;(b) Establish and maintain facilities for ex-situ conservation of and research on plants, animals and micro-organisms, preferably in the country of origin of genetic resources;</p>	<p>(c) policies, means and facility needed to optimize conservation of biological diversity at the national and regional level (e) standards used in comparison with accepted standards (f) activities of established or designated national ex situ networks to facilitate cooperative relationships (g) measures taken to strengthen capacity and the role of ex situ facilities in conservation activities and research, with a view to complementing in situ conservation in addition to methodologies and techniques for recovery, rehabilitation and reintroduction (h) measures taken to integrate national, regional and global priorities into national action</p>
<p>Article 9 (c) Adopt measures for the recovery and rehabilitation of threatened species and for their re-introduction into their natural habitats under appropriate conditions;</p>	<p>(a) measures taken for ex-situ conservation of threatened species and populations as an integrated part of overall programmes to ensure their in situ conservation (b) measures taken for the reintroduction of threatened species into their natural habitats (c) research to develop methodologies and techniques for recovery, rehabilitation and reintroduction (d) strategies for recovery, rehabilitation and reintroduction (e) legislative measures to regulate and manage the collection of biological diversity</p>
<p>Article 9 (d) Regulate and manage collection of biological resources from natural habitats for ex-situ conservation purposes so as not to threaten ecosystems and in-situ populations of species, except where special temporary ex-situ measures are required under subparagraph (c) above;</p>	<p>(a) review collection activities and the effectiveness of existing regulatory and management arrangements (b) measures taken to address gaps identified in the effectiveness of existing regulatory and management arrangements</p>
<p>Article 9 (e) Cooperate in providing financial and other support for ex-situ conservation outlined in subparagraphs (a) to (d) above and in the establishment and maintenance of ex-situ conservation facilities in developing countries</p>	<p>Information related to the implementation of this Article may be incorporated under the implementation of Article 20 on financial resources.</p>
<p>Article 10 (a) Integrate consideration of the conservation and sustainable use of biological resources into national decision making;</p>	<p>(a) the manner in which consideration of the conservation and sustainable use of biological resources has been integrated into national strategies, action plans and programmes developed under Article 6 (b) the manner in which the consideration of the conservation and sustainable use of biological resources has been integrated in sectoral and cross-sectoral policies, plans and programmes (c) national accounting methods that promote conservation and sustainable use of biological diversity</p>
<p>Article 10 (b) Adopt measures relating to the use of biological resources to avoid minimize adverse impacts on biological diversity; The following information may also be included under Article 10 (e)</p>	<p>(a) research and monitoring of the impacts on biological diversity resulting from resource utilization (b) appropriateness of current policies and management strategies and techniques (c) practical guidelines for the sustainable use of biological resources (d) evaluation of costs and benefits of resource use (e) environmental impact assessment procedures which take into account the potential impacts on biological diversity.</p>
<p>Article 10 (c) Protect and encourage customary use of biological resources in accordance with traditional cultural practices that are compatible with conservation or sustainable use requirements;</p>	<p>In addition to the information related to the implementation of Article 8 (j), the information regarding the implementation of Article 10 (c) may include: (a) survey of the knowledge and relevant innovations and practices of indigenous people and local communities relevant for the conservation and sustainable use of biological diversity (b) potential value of traditional knowledge and relevant innovations and practices for conservation and management purposes (c) integration of traditional knowledge into national and sectoral plans and policies (e) elimination of "perverse" incentives which encourage the over-exploitation of resources and the displacement of communities and traditional practices (f) creation of a system of incentives which encourages traditional practices and innovations as well as their use (g) ethno-biological research programmes (h) raising public awareness on the value of traditional knowledge, innovations and practices</p>
<p>Article 10 (d) Support local populations to develop and implement remedial action in degraded areas where biological diversity has been reduced;</p>	<p>Information related to the implementation of this Article may be incorporated in the section of the report pertaining to the implementation of Article 8 (j)</p>

Article 10 (e) Encourage cooperation between its governmental authorities and its private sector in developing methods for sustainable use of biological resources.	See 10 (b).
Article 11 Each Contracting Party shall, as far as possible and as appropriate, adopt economically and socially sound measures that act as incentives for the conservation and sustainable use of components of biological diversity;	(a) impact of existing incentives and disincentive measures on the conservation and sustainable use of biological diversity (b) modification to existing disincentive measures (c) new incentive measures adopted since the ratification of the Convention (d) processes for the monitoring and evaluation of the impact of incentive measures on biological diversity.
Article 12 (a) Establish and maintain programmes for scientific and technical education and training in measures for the identification, conservation and sustainable use of biological diversity and its components and provide support for such education and training for the specific needs of developing countries;	(a) institutions responsible for scientific and technical education and training related to the conservation and sustainable use of biological diversity (b) education and training programmes pertaining to the conservation and sustainable use of biological diversity (c) activities of the institution responsible for the coordination of training and education (d) programmes for taxonomic education (e) programmes for the sustainable use of biological diversity (f) areas that require the strengthening of training and education programmes (g) measures taken to encourage participatory learning and training
Article 12 (b) Promote and encourage research which contributes to the conservation and sustainable use of biological diversity, particularly in developing countries, inter alia, in accordance with decisions of the Conference of the Parties taken in consequence of recommendations of the Subsidiary Body on Scientific, Technical and Technological Advice;	(a) research undertaken to contribute to the goals and objectives of the Convention (b) research undertaken pursuant to the decisions of the Conference of the Parties and its subsidiary bodies (c) identification of needs and requirements
Article 12 (c) In keeping with the provisions of Articles 16, 18 and 20, promote and cooperate in the use of scientific advances in biological diversity research in developing methods for conservation and sustainable use of biological resources.	Information related to the implementation of this Article may be incorporated under the implementation of Article 18 on technical and scientific cooperation.
Article 13 (a) Promote and encourage understanding of the importance of, and the measures required for, the conservation of biological diversity... and the inclusion of these topics in educational programmes; educational programmes.	(a) evaluation of existing formal public education and awareness programmes (b) evaluation of existing informal public education (c) gaps of existing formal and informal educational programmes in conveying the goals and objectives of the Convention (d) participatory methodologies to improve public awareness on biological diversity (e) identification of the needs and requirements
Article 13 (b) Cooperate, as appropriate, with other States and international organizations in developing educational and public awareness programmes,	with respect to conservation and sustainable use of biological diversity information on activities undertaken in cooperation with other States and international organizations.
Article 14 Impact assessment and minimizing adverse impacts	(a) existing environmental impact assessment procedures with regard to biological diversity (b) notification procedures (c) projects that are likely to have an adverse effect on biological diversity (d) guidelines adopted for the evaluation of the impact assessment to cover the full range of biological diversity (e) activities of the mechanism (s) responsible for conducting environmental impact assessment related to the implementation of the Convention (f) national emergency response systems for major threats to biological diversity, including early warning systems (g) cooperation at the regional , sub-regional and international levels.
Article 15 Access to genetic resources	(a) conditions created to facilitate access to genetic resources for environmentally sound uses (b) measures taken to eliminate restrictions that run counter to the objectives of the Convention (c) cooperation with other Parties (d) legislative, administrative or policy measures taken on the implementation of Article 15, paragraph 7.
Article 16 Access to and transfer of technology	National reports may also include details of activities carried out pursuant to the provisions of Article 16 on access to and transfer of technology, and in particular:(a) measures taken to facilitate access to and transfer of technology (b) measures taken so as to enable the private sector to facilitate access to

	<p>joint development and transfer of technology</p> <p>(c) list of technology accessed to or transferred in relation to the Convention</p> <p>(d) relationship with the clearing-house mechanism for technical and scientific cooperation to be established under the Convention in accordance with Article 18, paragraph 3.</p>
Article 17 Exchange of information	Information to be contained in national reports regarding the exchange of information under Article 17 of the Convention may include details of the activities undertaken under the Convention to promote or benefit from the exchange of information related to the conservation and sustainable use of biological diversity. Activities carried out in relation to the clearing-house mechanism for technical and scientific cooperation may also be indicated.
Article 18 Technical and scientific cooperation	<p>(a) activities of national institutions in charge of technical and scientific cooperation under the Convention</p> <p>(b) areas of research and technology requirements where cooperation is needed</p> <p>(c) implementation of plans for institutional capacity building</p> <p>(d) relationship with national or international institutions outside national jurisdiction.</p>
Article 19 Handling of biotechnology and distribution of its benefits In addition to the information related to the implementation of Article 8(g),	<p>the information regarding the implementation of Article 19 may include :</p> <p>(a) legislative, administrative or policy measures taken to provide for the participation in biotechnological research activities by those Contracting Parties which provide genetic resources</p> <p>(b) measures to promote access by Contracting Parties to the results and benefits arising from biotechnologies based upon genetic resources provided by those Contracting Parties</p> <p>(c) information related to the implementation of Article 18, paragraph 4.</p>
Article 20 Financial resources	<p>In addition to the information related to the implementation of Articles 8 (j) and 9 (e), the information regarding the implementation of Article 20 may include:</p> <p>(a) national resources allocated to the activities undertaken under the Convention</p> <p>(b) additional financial resources required for the implementation of the commitments arising from the Convention</p> <p>(c) measures taken or action provided for under the Convention at the bilateral and multilateral level as well as measures taken under the financial mechanism established pursuant to Article 21.</p>

Biodiversity Strategy and Action Plan

PLANNING MEETING WORKSHOP WORKBOOK

Participant's Name

.....

Contents

Programme

Components of the meeting and the planning cycle

1. Importance of Biodiversity
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14. Strategies
15. Actions
16. Monitoring and Evaluation
17. Information Dissemination
18. Funding
19. Action Plan Review

Supporting materials will also be provided in addition to this workbook. These will help explain many of the sections and provide background information.

Programme

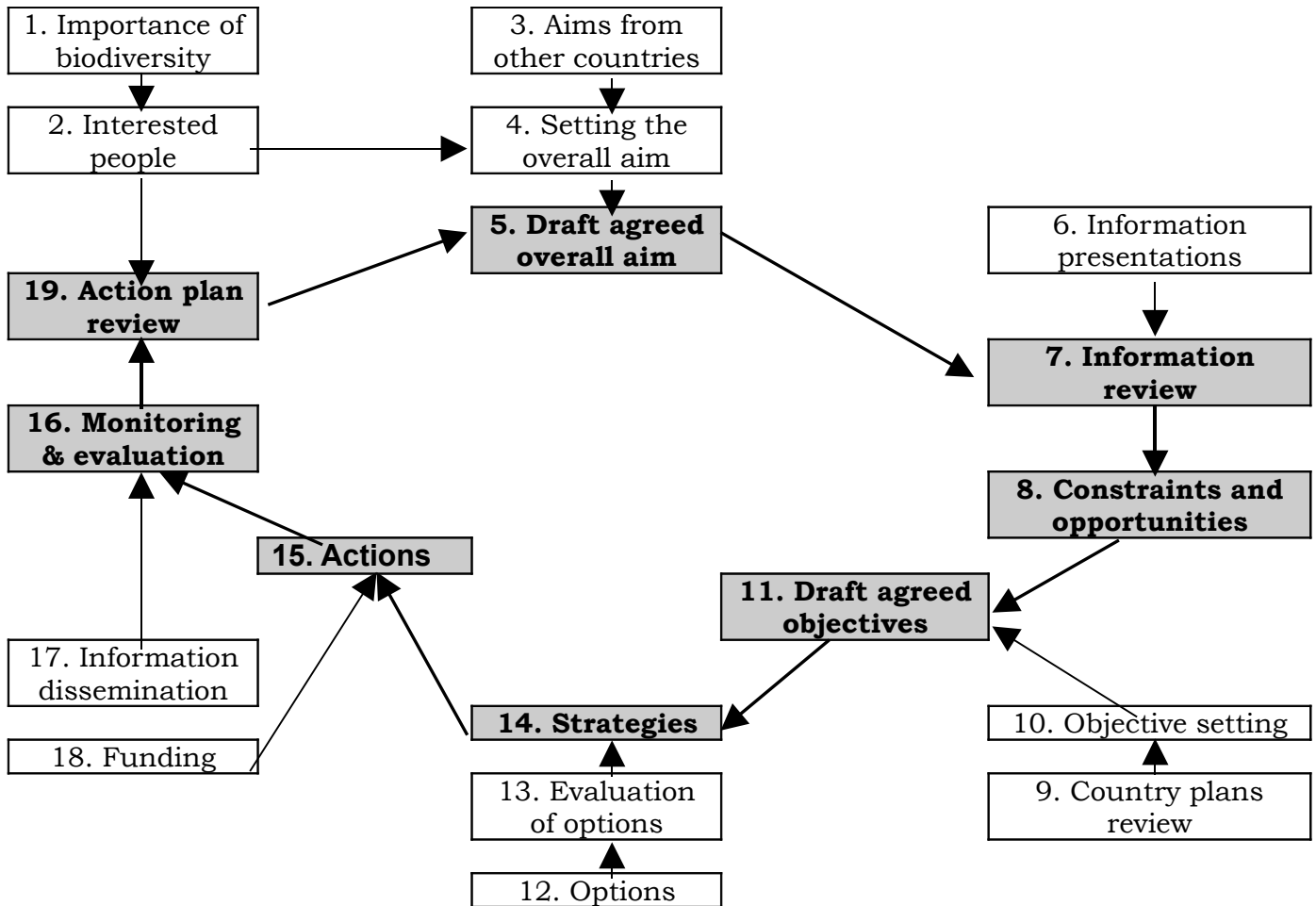
Aim

To use a cross-sectoral approach to identify and assess the current status of the biodiversity in the country and to use this as the basis of a participatory planning process, to set objectives, identify strategies and develop action plans for the management of biodiversity.

Day	Activity
1	
Morning	Welcome Introduction Biodiversity presentation Introduction to the planning process
Afternoon	Importance of biodiversity BSAP beneficiaries Participation in the BSAP Setting the overall aim Presentation skills
2	
Morning	Presentation preparation Information presentations
Afternoon	Information assessment
3	
Morning	Constraints and possibilities The Convention on Biological Diversity
Afternoon	Review of other country plans Setting objectives
4	
Morning	Setting strategies
Afternoon	Developing action plans Monitoring and evaluation
5	
Morning	Funding plans Reporting Action plan review
Afternoon	Public workshops planning Workshop round-up Workshop close

The Meeting and the Planning Cycle

Through the course of the workshop we will work through one full cycle of the planning cycle to be used whilst preparing and implementing the biodiversity strategy and action plan. You will then be familiar with each stage when preparing the plan over the next few months. Each time the cycle is completed the plan will become more developed and improved, and involve more people. The diagram below illustrates how the different sections of the meeting, and this workbook, fit into the planning cycle.



1. Importance of Biodiversity

Personal

Write down the reasons why biodiversity is important to you personally, e.g. wild nuts that you eat, wind breaks on your farm, or bird watching. Try to think of four or more reasons in each category.

Direct value: use

- 1.
- 2.
- 3.
- 4.

Direct value: non-use

- 1.
- 2.
- 3.
- 4.

Indirect value: potential

- 1.
- 2.
- 3.
- 4.

Indirect value: existence

- 1.
- 2.
- 3.
- 4.

Groups

In groups, discuss what you wrote in the previous sheet. You may find that new reasons emerge during your discussion. Try to prioritise and summarise all of the reasons given by the group into the four most important reasons in each category.

Direct value: use

- 1.
- 2.
- 3.
- 4.

Direct value: non-use

- 1.
- 2.
- 3.
- 4.

Indirect value: potential

- 1.
- 2.
- 3.
- 4.

Indirect value: existence

- 1.
- 2.
- 3.
- 4.

2. Interested People

Interested people ('stakeholders') are individuals, groups or organisations that affect or are affected by biodiversity.

For each category of interested person, list as many different categories. Be as specific as possible. Then write down how biodiversity is important to that group, concentrating on reasons that you have not identified earlier.	
Group	Importance of biodiversity to the group
Affected groups e.g. farmers, tourists, indigenous people, disadvantaged groups	
Project Implementors e.g. Government agencies, local administration, local and national NGO's	
Policy makers Regional, national and local	
International donors Bilateral and multilateral development agencies, international NGO's	

Group	Importance of biodiversity to the group
NGO's Advocacy groups, community-based NGO's, national NGO's	
Private sector groups	
Land-users Private and government groups managing land use, private land owners	
Universities, museums and research organisations	

3. Aims from Other Countries

Study the aims from the Biodiversity Strategy and Action Plans from other countries that are provided in the supporting materials. As you look through them, ask yourself the following questions:

- What are the recurring themes in the aims?
- What are some of the differences between the aims?
- What do you think the reasons are for these similarities and differences?
- What aspects will not be useful for this country's plan?
- What aspects could be useful for this country's plan?

4. Setting the Overall Aim

Individual

Think of about five key words or short phrases that you think should be included in the overall aim for the biodiversity strategy and action plan. You do not have to put them together into a sentence yet.

- 1.
- 2.
- 3.
- 4.
- 5.

Groups

Work in groups to choose the seven most important key words. You still do not have to put them together into a sentence yet.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Everyone

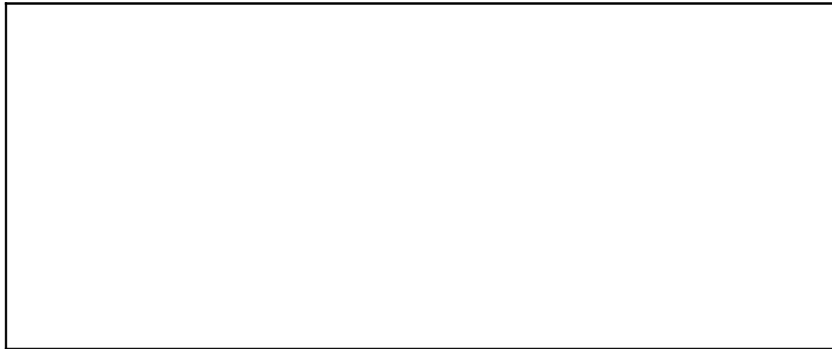
Between all the groups choose the seven key words or short phrases to be included in the overall aim.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Group wording

In groups combine all the agreed key words and phrases together into an overall aim. Try to use only one or two sentences and do not include any new key words or phrases which have not been agreed by everyone.

5. Draft Agreed Overall Aim



6. Information Presentations

Use the following four sheets to make notes for discussion on presentations from other specialists or for recording feedback from your presentation. Note information from the presentations in the following categories:

- Globally important information.
- Nationally important information.
- Information that directly affects your specialist area.
- Important gaps not covered in the presentation.

Globally Important Information

Nationally Important Information

Information that directly affects your specialist area

A large, empty rectangular box with a black border, intended for providing specialist information. The box is currently blank.

Important gaps not covered in the presentation

A large, empty rectangular box with a black border, intended for users to write down important gaps not covered in the presentation. The box is currently blank.

7. Information Review

In your specialist groups discuss the information you have each collected. Reviewing this information will help summarise the important aspects and identify precisely what information is required.

General themes

If you collated all the important information into groups, what would the theme of each group be? e.g. Populations of certain species are declining.

Important trends

How are the important points changing over time? Be specific; say *how* (e.g. very slow increase over 10 years) and *why* (e.g. because of increased pollution).

Discuss with the rest of the group the strengths and weaknesses of some of the information that you personally have collected. Discuss common problems or advantages.

Balance of information

Are there more of certain types of information than others, or more from one source than others? e.g. all information is 50 years old, or information is mostly from the north of the country. Give examples and specify whether this is for all information or only for certain types of information.

Gaps in the information

What areas need more information in order to help achieve the overall aim?

Reliability and quality of the information

Generally, how reliable is the information? Is it from primary sources, secondary sources, or estimates? What are the advantages/disadvantages of this? Is the information of an equally high standard? Why/why not? Give specific examples.

8. Constraints and Opportunities

Identify the main constraints and opportunities in achieving the overall aim. For each factor identified, give a specific example that you know of.	
Interested people's objectives	
Their needs, intentions and aspirations, including potential conflicts arising from efforts to conserve biodiversity. Note: Biodiversity is not a priority objective for everybody who has an interest in it! (e.g. oil companies)	
Constraint	Example
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Opportunity	Example
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Natural factors	
Natural trends, e.g. erosion, climate change, earthquakes, regeneration, and population changes.	
Constraint	Example
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Opportunity	Example
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Human-induced factors	
The impact of human activities (including those likely in the future) and their consequences; conflicts of interest over land use; regional or global factors such as pollution.	
Constraint	Example
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Opportunity	Example
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Factors arising from international regulations and national and local legislation	
Constraint	Example
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Opportunity	Example
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Factors arising from traditional rights and obligations, traditional styles of land use and economic activities	
Constraint	Example
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Opportunity	Example
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Factors arising from capacities of responsible institutions Including staff qualifications, facilities, financial and other operational resources.	
Constraint	Example
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Opportunity	Example
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

9. Country Plans Review

Look through the summaries of other country biodiversity plans. Summarise some of the important aspects in the boxes below. Concentrate on new or interesting aspects that you have learnt from reading these summaries, rather than on aspects that you knew already.

Recurring themes in the plans

Aspects that would be applicable to this Plan

Important differences with this situation

Aspects that would not be applicable in the country

10. Objective Setting

Agreed draft overall aim

--

List the five most important objectives to achieve the overall aim

Active Verb	Object	Means of measurability
1.		
2.		
3.		
4.		
5.		

11. Draft Agreed Objectives

Agreed draft overall aim

--

Agreed draft objectives

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

12. Options

Agreed draft overall aim

--

Objective

--

Current Situation

Based on the information presented during this workshop, describe the current situation, in terms of the objective, in five points.

- 1.
- 2.
- 3.
- 4.
- 5.

Desired situation

Describe the desired situation if the objective is achieved, in relation to the current situation listed above.

- 1.
- 2.
- 3.
- 4.
- 5.

Options

What are the most likely options could be used to achieve the desired situation?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Constraints and opportunities

What are the most important constraints or opportunities that will affect these options if they were to be implemented? Refer back to the constraints and opportunities section.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

13. Evaluation of Options

Now evaluate the different options for achieving the objective. With each of the criteria below, score each option on a scale of 1 to 4:

1=Bad

2=Fairly bad

3=good

4=very good

Option	1.	2.	3.	4.	5.	6.
Likelihood of success						
Likelihood of implementation						
Equitability						
Cost effectiveness						
Sustainability						
Multiplicity						
Priority						

Refer to the support materials for explanations of the evaluation criteria.

14. Strategies

Using the evaluation of options you have considered, merge your chosen options with those from other groups, eliminating similar options and those of lowest importance to choose 15-20 strategies to achieve your objectives. Finally, identify which objectives the strategy helps achieve, each strategy may contribute to achieving more than one objective.

No.	Agreed strategy	Objectives
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

15. Actions

Overall aim

Key objectives

1.

2.

Strategy

Actions required to carry out strategy

Action	Who will implement	Other participants	Approximate cost	Other inputs	Related actions	Assumptions/ Risks

Action	Who will implement	Other participants	Approximate cost	Other inputs	Related actions	Assumptions/ Risks

18. Funding

For the action plan to be implemented it will require financial resources. Therefore, it is important to calculate a budget and consider what financial mechanisms could be used when designing each activity.

The likely funding sources are:

- Existing Government budgets through the work carried out by Government Ministries e.g. the management of protected areas.
- Bilateral donors, where projects are supported by a foreign government e.g. the Environmental Know How Fund from the UK Government.
- Global Environmental Facility (GEF) set up after the Rio Conference to fund biodiversity activity of global importance. The Implementing Agencies are UNDP, UNEP, and the World Bank.
- Multilateral donors such as the World Bank or UNDP, structural funds are also available often in the form of loans for agriculture or forestry.
- International NGOs such as WWF, IUCN, and FFI have some funding available, or will be able to work in partnership with local NGOs or government agencies to submit proposals for funding.
- Corporate and private sector sponsorship or investment. Although not yet widely developed, this should be a source of funds for biodiversity projects in the future.
- International foundations or trusts may have funds available for specific activities such as developing sustainable economic activities in local communities.

Formal links will be made by the BSAP management team with the above sources. All participants are asked to use their contacts to raise the awareness of the BSAP and help identify any potential financial sources.

19. Action Plan Review

In order to make sure that the action plan we have produced is appropriate and effective it needs regular reviewing and updating. This has to involve feedback from everybody with an interest in biodiversity. During the next few months representatives from as many of these groups as possible will have an input into the planning process. In this exercise, each participant will 'wear the hat' of one of the groups identified at the beginning of the workshop. You will then look at the plan with their eyes and ask some important questions about it.

How will biodiversity values important to me be changed?

Are the objectives of the plan compatible with my everyday objectives and priorities?

How will I lose and benefit from the implementation of this plan?

How will I be involved in implementing the plan?

Do I have the available skills and resources to be involved?

If I want to make comments, changes or be more involved in the plan, how do I do this?

Are there any gaps or problems in the plan?

Will I be better off because of this plan? Am I generally happy with the plan?

If you empathise properly with the interested people, you will probably see changes that need to be made to the plan. However, you now have to convince everybody else that the changes have to be made and you are not making them purely because of your selfish interests!

WORKSHOP QUESTIONNAIRE

We would welcome your comments on what you thought was good and bad about of this workshop and any ideas you have on how it might be improved. It is important that your answers are honest and objective – there are no right or wrong answers to the questions. This will enable us to improve the process and how you can contribute to its success.

These questionnaires will remain anonymous – all the results will be collated so individual's comments will not be recognisable.

Personal Information
Are you male or female?
What is your speciality?
What organisation do you represent?
Workshop Exercises
What were the 2 most useful parts of the workshop for you? Why? 1. 2.
What were the 2 least useful parts of the workshop for you? Why? 1. 2.
What exercise worked best? Why?
What exercise did not work well? Why?
Workshop style
How might the style of the workshop be improved?
What did you think about the work in groups?
What other organisations or specialities do you think should have been represented at the workshop?
Do you have any comments on the general logistics of the workshop? (room arrangements, lunch, timing etc.)

The workbook
Was the workbook useful? Why?
Will you use the information in it at a later stage? If yes, when?
How would you improve the workbook? (detail, clarity, space, etc.)
Support materials
Which of the support materials were most useful? Why? 1. 2.
Which of the support materials were least useful? Why? 1. 2.
Will you use the information at a later stage? If yes, when?
What other support materials would have been useful?
Do you have any other comments you would like to make?

Biodiversity Strategy and Action Plan

PRESENTATION SKILLS WORKSHOP WORKBOOK

Participant's Name

.....

Introduction

This workshop on Presentation Skills has the following aims:

- To review the use of oral presentations as a method of communication for management
- To consider how to plan and organise effective presentations
- To identify key presentation skills and techniques
- To discuss individual and group presentations

Workshop structure

1. Why bother with a presentation? - Discussion of the use and purpose of presentations at work
2. Who are you addressing? - Consideration of your audience and their expectations
3. What is the subject of the presentation?
4. How are you going to plan, structure and deliver your presentation?
5. Key delivery skills
6. Visual aids
7. When and where will you deliver the presentation?
8. Outline plan for individual/group presentations - Discussion of topics for individual presentations and agreement of outline plan for the group presentation.

Why bother with a presentation?

In small groups identify and discuss the use and purpose of presentations and make comparisons with other methods of communication. What are the main advantages of delivering information via a presentation?

Individually review some presentations that you have attended and identify good and bad points from each.

Presentations can be one of the most useful and effective methods for communicating information. Consider the following application:

- Public meetings - time is saved by communicating information and ideas to a group as a whole. The information given is heard by the whole group and is less likely to be misinterpreted by individuals. Where possible people and stakeholders who live or work in remote locations must be included and it is important that the time together is structured to cover as much ground as possible.

When there is a need to present information, get feedback on proposed objectives, there is the opportunity to influence the entire audience, rather than trying to deal with just one or two individuals or organisations which can be time consuming and inconclusive. Raising issues with a group and talking through problems in a structured way provides a better chance of achieving consensus through participation.

The types of oral presentation given will usually result from a need to meet one of the following aims:

- **To pass on information** to the audience where the content is mainly factual. This could be at any level- In a local community, to a work team, colleagues, ministers, directors or at a regional or national level.
- **To sell an idea** to other sectors where the opinions and judgment of the presenter are an important influencing factor in getting the message across.
- **To promote action** from the stakeholders to respond positively to ideas for change. Here it is important for the presenter to judge the mood of the audience and use the presentation to generate enthusiasm and provide positive motivation.

This grouping can be abbreviated to **Telling, Selling** and **Compelling**. It is important to establish the purpose of the presentation so that the presenter can adopt the approach best suited to the desired outcomes.

Who are you addressing? - Know your audience

Before planning the presentation you will need to find out all you can about the people you are speaking to. Particular attention should be given to establishing what they want from the presentation and what they will expect you to tell them. You will then need to balance this against your objectives.

In small groups identify and discuss what you will need to know about your intended audience to enable effective planning of the presentation

What do I need to know about the audience?

Now refer to the notes at appendix I

Facts about your audience

The following general characteristics can be applied to most audiences who will

- assume you have authority and ability in your subject
- normally be friendly and sympathetic (at least at the start)
- expect you to speak effectively
- learn more if their imagination is captured
- be easily distracted
- have much else on their minds
- respond to variety
- prefer a pattern and a structure
- be helped by repetition

Things to find out about the audience

- Number
- Age
- Sex
- Occupation
- Existing knowledge
- Learning abilities
- Reason for attending
- Language difficulties
- New to each other or already functioning as a group?
- (See also Appendix 2)

What is the subject of the presentation?

This may seem obvious but it is important to be very clear on the reason for the presentation and the subject to be covered. Clarity at this stage will help you establish objectives and to plan the content of the talk.

Individually record why you are giving the presentation and what it will be about.

Presentation purpose and subject:

Planning the presentation

Planning the presentation will take much more time than the delivery. Plan far enough in advance to allow proper research and preparation of materials. Sometimes the most difficult part is deciding what to include from the mass of material that you have. Be realistic about what you can achieve in the time and don't try to include too much information.

Approaches to planning:

- **Listing** headings in a logical sequence to provide a basic structure for your presentation
- **Brainstorming** with colleagues to produce an unstructured list of ideas from which to select the most relevant items
- **Mind-mapping** by drawing a spider diagram which helps you to analyse different aspects of the subject from which you can select the most relevant.

Planning a short group presentation

Working in small groups agree a subject for a five-minute presentation which will involve all members of the group. Brainstorm ideas for content and structure of the presentation and produce a plan. Use the following notes as a checklist for planning.

- Include an introduction which must outline the theme and objectives of the session
- Prepare a summary of the session so that your audience will know what to expect
- List the key points you intend to cover
- Map out a sequence of these points to give a structure to the main part of your presentation. The idea being to gradually build a complete picture by the end of the presentation.
- Include a further summary of points to be used as the conclusion to your presentation.
- 'Tell them what you're going to tell them. Tell them. Tell them what you've told them'.
- Collect information to support each key point
- Prepare adequate presentation notes (NB Key words and phrases)
- Allocate approximate timings to each part of the presentation
- Prepare suitable visual aids (NB Don't turn it into a slide show)
- For a group presentation agree individual responsibilities
- Allow time for audience questions / participation
- Finally, have a rehearsal
 - Are visual aids adequate?
 - Is the sequence right?
 - Is the balance right?
 - Does it hang together?
 - Are there clear links?
 - Are there enough recaps?
 - Does it achieve its purpose?

Short group presentation - Outline plan

Key delivery skills

Individually identify and list ideas for discussion with the group. Consider the personal skills required to plan and deliver an effective presentation.

Presentation technique - a checklist

- Use short words and sentences
- Don't include unnecessary detail (you can use supporting documents for this)
- Beware of jargon (don't blind them with science)
- Deliver the presentation in manageable chunks
- Don't mumble or gabble
- Maintain eye contact with the audience (but don't stare them out)
- Project your voice, but don't shout. Don't tail-off at the end of sentences
- Read the audiences body language and be aware of yours! (See also appendix 3)

Your voice

The four P's of public speaking

- **PACE** - Deliver your talk at a steady pace, avoiding the temptation to speak more quickly than normal - there is a tendency to do this if you feel anxious. Use breathing to control the speed and try to build in pauses to emphasise key points. Use delivery speed to manipulate the audience - faster to excite and stimulate, slower to bring home key points.
- **PROJECTION** - You will probably need to speak louder than usual but be careful not to shout at the audience. Try to project your voice to the back of the room - to do this you will need to look towards the back of the room not the floor, ceiling, out of the windows or at the flip-chart.
- **PITCH** - There may be a tendency for pitch to go up - this can be a result of nerves but also a consequence of trying to project your voice. To a degree you must try to vary the tone and pitch of your voice to help maintain audience interest.
- **PRONUNCIATION** - Speak clearly and be aware of any problems associated with accent. Check pronunciation of difficult words and beware of malapropisms. Articulate words clearly.

Your eyes

It is important that you use eye contact to connect with all members of the audience - not just some of them. With a large audience you will need to use a technique known as 'lighthouse' which involves regularly looking round the room - but avoiding the windscreen-wiper effect. Don't fix your gaze on individuals - this is more important with a small group. Remember - if you don't **look** at your audience they won't **listen** to you!

Your appearance

The effect of your appearance should not be underestimated. Dress appropriately for the audience and occasion. Be aware of the impact of dress on the audience - a room full of people with pre-conceived ideas and prejudices about clothes, hairstyles and jewellery.

Your body-language

Be aware of the impact of defensive body language. Posture is another important factor - you need to look interested and confident in what you are saying. Moving about is fine - but don't hypnotise the audience.

Visual Aids

Why use visual aids?

- To provide structure for the presenter and the audience
- Explanation
- Persuasion - a picture is worth a thousand words
- Additional interest and variety
- Attention grabbing and holding
- To give examples
- To summarise and consolidate

Points to follow in the preparation and use of visual aids:

- **Size** - They must be large enough to be seen clearly by the entire audience
- **Colour** - This should be used carefully to highlight different parts of the material and to draw attention to key points
- **Lettering** - When using white-boards and flip-charts remember to write clearly and neatly. If you are listing points or responses alternate the colours used to make it easier to read
- **Over-head transparencies** - Keep these simple and uncluttered and remember to use a big enough typeface. Ordinary typeface reproduced on a transparency is not big enough. Hand-written transparencies with diagrams will add interest to the presentation.
- **Number of aids** - Avoid using too many different aids in one presentation, this will tend to disjoint the presentation and will mean that you focus your attention on the aids rather than the subject and the audience
- **Preparation of overhead transparencies (OHT's)** - Practice preparing hand-written and drawn OHT's for the short group presentation.

Presentation - when and where?

For any presentation, no matter how informal, you must check accommodation and facilities and make sure all equipment is working. You should aim to arrive early to ensure adequate time is available to set up the room and deal with any difficulties.

Consider the following points:

- Seating
- Other furniture
- Lighting and heating
- Overhead projector
- Slide projector
- Screen
- Video player / tape recorder
- Whiteboard
- Flip-chart
- Photocopying facilities
- Public address system

Individual presentations

Participants should prepare and deliver a 15 minute presentation to the group.

Appendix 1 - The Audience

Before deciding on the structure, content and delivery of your presentation you must fully research the make-up of the audience. Consider the size and characteristics of the audience and try to gauge their existing level of knowledge in relation to your presentation subject. Consider the following key points:

- **Size** - This will influence how informal or formal the presentation will need to be. A small group allows a more flexible informal approach which can allow for audience participation throughout. A larger group will restrict your ability to allow this and keep control of the time and the direction of the presentation. With large, formal presentations there is probably time to take only a few questions at the end of the presentation.
- **Current level of knowledge/experience** - How much they already know will determine some of the content and detail of your presentation. Don't teach your grandmother to suck eggs. The main problem with pitching the content at the wrong level will be a lack of interest - you are either telling them something they already know or that they can't understand.
- Skills/levels of ability will also influence the language used although, as a general guide, avoid using complex language when simple words will do. The secret is to try to get the balance right for the majority of your audience but remember - you can't please everyone.
- **Who are they?** - You need to be able to identify with the group and get on their wavelength. It is worth finding out who they are in terms of work-roles and positions within the organisation. This will help you to avoid opening your mouth and putting your foot in it.

Appendix 2 - Questions about your audience

- Do they already know something about the subject?
- Does each individual in the audience know as much as everybody else?
- Are they interested in the subject?
- What is their level of understanding?
- Are there reasons why they should be interested?
- Do they have attitudes about the subject?
- How much background will you have to provide to enable them to understand the current situation?
- Do they have a preference for a particular format for the presentation?
- Will they be a friendly or hostile audience?
- Will they be open-minded?
- Do you expect them to ask difficult questions?
- Will they raise any objections?
- Are there issues to which they may be sensitive?
- What is their status and organisational role?
- Will they expect a formal or an informal presentation?
- What is there in common between you and your audience?
- Where do you think they will give you most support?
- Where may they show greatest resistance?

Appendix 3 - Watching your audience

Watching people's body language will give a good indication of how they are feeling about the presentation. Look at the way they are sitting and whether they are watching you, looking out of the window or having private conversations. Watch for any fidgeting, shifting in seats (they may just be uncomfortable) and yawning - or even falling asleep. What they are doing can be generally interpreted as follows:

Behaviour / Body language	Interpretation
Nodding	Agreement or approval
Leaning forward	Interest, paying attention or the acoustics may be causing difficulties
Shaking head	Despair or disbelief, disagreement or disapproval
Frowning	Not following your line of thought, confused
Yawning	Tired or bored or both
Looking out of the window	Bored, disinterested, avoiding eye - contact
Crossing arms	Disagreement or feeling defensive
Avoiding eye contact	Disagreement or feeling defensive
Talking	Disinterest, decided its not relevant to them.
Fidgeting	Getting tired or bored

In each of the above where the reaction appears to be sending a negative signal you need to act quickly to regain the support of the audience. This is easier said than done but with more experience you will be able to judge when the presentation needs a change of tack.

NB remember the problems of the after-lunch slot - keep it short and punchy.

Appendix 4 - Facilitation Skills

Facilitation is the complex skill of bringing together a separate individuals to work as a team and enabling the to complete a task(s). It is the facilitator's is responsibility to:

- Help identify the issues, problems that the group wish to work on
- Help set and agree the agenda
- Help design and/or agree the process with the group
- Be a neutral servant of the group
- Not evaluate or contribute ideas
- Keep the group energy focused on a common task
- Suggest alternative methods and procedures when the group gets bogged down
- Protect individuals and their ideas from attack
- Encourage equal participation
- Help the group build consensus
- Encourage the group to achieve the objective / outcome they planned in a reasonable period of time

The flip chart is a useful aid to facilitation and can be used to represent and facilitate the flow of ideas.

- Listen for key words used by each individual and record them
- Try to capture the basic ideas
- Don't write down every word
- Write legibly and large
- Don't be afraid to misspell or use abbreviations
- Circle and underline key ideas, statements and decisions
- Vary colours if possible
- Number and hang each sheet
- All contributions have equal weight

NATIONAL REPORT WORKSHOP 1 - WORKBOOK

Agenda

1. Introduction to the workshop
2. Report preparation timetable
3. Overview of the National Report
4. Audience of the National Report
5. Review of contents of report
6. Specialist group review of sections
7. Summary of actions required

Workshop Aims

The primary aim of the workshops during the next month is:

- **To ensure the production of an integrated, accessible and interesting National Report.**

Specific aims of this workshop are:

- *To ensure the national specialists understand what is required of them and what the National Report is.*
- *To review the format and contents for the National Report.*
- *To provide specialist reviews of the information in each section.*
- *To identify gaps and needs for each section.*
- *To plan for the next workshop and extra specialist meetings.*

1. Audience of the National Report

When writing the national report, it is important to keep in your mind WHO you are writing the report for. It is very likely that:

- **They will not have the same level of knowledge of the subject as you;** therefore try to avoid using technical words and jargon, if you cannot avoid using them then define them.
- **They will not have much time to read the report;** keep the text as short as possible, make the main points early on and elaborate on them later, make these points stand out.
- **They may not be interested in the subject,** the national report is a chance to make many more people concerned about biodiversity, so try to make the section interesting and relevant to a wide range of people.

Spend a few minutes on your own to think about who might (or should) read this report. Afterwards we will compile everybody's ideas together.

1.1 Who will read the national report?

2. Review of Report Contents

Work in specialist groups to review the contents of the report. You may then make a quick presentation to the whole group about the suggestions of your specialist group.

Some important points to remember are:

- The format is a general format for national reports, so it may not fit the situation ideally.
- It is important that the report is in a format that is easy to understand (for you and for the people who will read it).
- However, we only have a very short time to finish the report; unfortunately we do not have time to make major changes to the format of the report.

2.1 Are there any sections that are unclear in any way (e.g. wording)? Why?

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2.2 Are there any sections that are not necessary or not relevant to this country? Why?

--

2.3 Are there any sections that could be split into separate sections or combined with other sections? Why?

--

2.4 Are there any areas that are not covered by the existing sections?

--

3. Specialist Group Review

Individually, review the sections you are responsible for producing. Discuss this in your specialist groups after you have answered the questions.

3.1 What information do you still need to collect that it is ESSENTIAL to include in the national report?

3.2 Which other specialists would it be useful to provide help on each section you are responsible for? What do you need them to do?

3.3 Do you think you should provide assistance to other sections you are not responsible for? Which ones and what sort of assistance?

In your specialist groups, review the current situation of all the sections you are responsible for by answering the following sections. If available, look at the sections that have already been written. Work through each section consecutively.

3.4 Can the section be understood by all of the audience of the report?
3.5 What are the most important points of the section? Are these clearly and simply stated?
3.6 Is there information in this section that could be included in other sections?
3.7 Is there information in other sections that could be included in this section?

3.8 Is there any information that is not required in the national report but may be important to include in the Action Plan?

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3.9 Is there any additional information that must be added?

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NATIONAL REPORT WORKSHOP 2 - WORKBOOK

Agenda

1. Introduction to the workshop
2. Specialist review of sections
3. Preparation of group sections
4. Compilation of bibliography
5. Review of objectives
6. Plans for the following stages (report review, next workshop, distribution of report, public forums)

Workshop Aims

The primary aim of these workshops is:

- To ensure the production of an integrated, accessible and interesting National Report.

Specific aims of this workshop are:

- *To review each section of the report.*
- *To prepare the sections that require the input of the whole group.*
- *To review the action plan objectives.*
- *To plan for the next stages of work.*

Specialist Review of Sections

Before starting the exercise, it is important that you read all of the draft sections your group is responsible for. Then, in your specialist groups, discuss the questions in the following boxes.

- When noting your answers, be clear which section you are referring to and what changes are required.
- Each person will be individually responsible for making the changes suggested by the group, so it is important you all agree and understand the suggested changes.
- If possible, changes can be made today using the computers available.

Information in the sections

What are the most important points of the section? Are these clearly and simply stated?

Is there any additional information that must be added?

Is there information in this section that could be included in other sections?

Is there information in other sections that could be included in this section?
Is there any information that is not required in the national report but may be important to include in the Action Plan?

Style of the sections

Which sections require restructuring? (e.g. changing the order of sentences or paragraphs) How?
Which sections require rewording? How?
Which sections require spelling mistakes to be changed? How?
What changes must be made to make the sections read in the same style? (e.g. words used, formats of tables, etc.)

Key texts and Bibliography

The National Report is only a summary of all the situation of biodiversity in the country. It may therefore be necessary to include references to other important books, papers or publications about biodiversity and related matters. These might be included for several reasons:

- General references that would provide important background information.
- Specialist references that give more detail to or support information presented in the report.
- Specialist references that have been referred to in the report.
- Specialist references that may be interesting or important for people who want to find out more about a particular subject.

There are hundreds of references that could be considered important, however in order to keep the report concise and useful, these will have to be limited to the most essential references.

In your specialist groups choose the four most important general references and the ten most important specialist references (for your specialist group) that should be included in the National Report.

What are the 4 most important general references that should be included in the bibliography of the National Report?
1.
2.
3.
4.

What are the 10 most important specialist references that should be included in the bibliography of the National Report?
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Group sections

Some of the sections in the National Report require the input of all of the specialists together. The first draft of these sections will be produced today.

First drafts of some of the sections have already been produced by a few of the specialists. These will be briefly presented before the whole group has an input.

In your mixed groups review what has been done already and make any additions required.

Resource trends

What are the seven most important trends in natural resources in the country? What are the implications for these changes?

Resource	Trend	Implications
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Other activities affecting biodiversity

One section of the National Report deals with all activities that affect biodiversity in the country.

Are there any activities that affect biodiversity in the country that have not been included in this section? What are they and how do they affect biodiversity? Should they be included this section or another section?

Costs and benefits of conserving biodiversity

At the beginning of the planning workshop, we looked at the importance of biodiversity. In this section, we will look at how the importance can be valued in terms of economic costs and benefits. Often these costs and benefits will be distributed differently, especially at the local and national levels.

At this stage it is impossible to put quantitative figures against most of the costs and benefits of biodiversity. However, we will try to estimate the importance in qualitative terms.

In mixed groups, estimate the importance of each category of benefit and cost RELATIVE to the other categories. Use a score from 1-7 for benefits (there are 7 categories), 1 being the most important in terms of economic benefits, 7 being the least important.

The benefits and costs of biodiversity are likely to be very different at the local and national levels.

	Local	National
Benefits		
Subsistence use (e.g. fruits and medicines)		
Economic consumptive use (e.g. forestry)		
Recreation/tourism		
Ecological processes (e.g. watershed and erosion protection)		
Education/awareness		
Research		
Future/potential values (e.g. use of wild relatives of cultivated species)		

During the planning workshop we did not look at the costs of biodiversity. Therefore, for this section your group will first have to decide on the main types of costs of biodiversity. These can be split into direct and indirect costs. Direct costs may include categories such as maintenance of the protected areas system, indirect costs may include loss of income due to pests destroying crops.

In your group decide on the most important types of costs, then rank their significance using the same scale as in the benefits exercise.

Local			National	
Costs	Type	Significance	Type	Significance
Direct				
Indirect				

Summary

At the beginning of the National Report, there will be a summary of the most important points in the report. The summary should only be 1-2 pages long. This is usually the section that the most people will read, it will also be distributed as a summary sheet at public forums and meetings, and be used as a basis for press releases. It is therefore very important.

We therefore have to consider what the most important points in the National Report, bearing in mind the audience of the report (which we looked at in last workshop).

In your mixed groups, discuss amongst yourselves what the 10 most important points to be included in the summary should be.

What are the 10 most important points to be included in the summary of the National Report?
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Biodiversity Strategy and Action Plan

ACTION PLANNING WORKSHOP WORKBOOK

Participant's Name

.....

Contents

Provisional Workshop Agenda
Provisional Planning Process Timetable
The Overall Aim and Objectives of the BSAP
Country Study (or National Report)
The Importance of Biodiversity
Underlying Principles
Review of the Underlying Principles
Setting Strategies
Existing Plans and Programmes
Implementation of the BSAP
Evaluation and Monitoring of the BSAP
Funding the BSAP
Setting Actions

Provisional Workshop Agenda

Day	Activity
1	
Morning	<ul style="list-style-type: none"> • Welcome and introductions • The importance of biodiversity • The planning process • Progress to date: Country Study, Aims and Objectives
Afternoon	<ul style="list-style-type: none"> • What still needs to be achieved • Setting strategies to achieve objectives • Existing plans and programmes
2	
Morning	<ul style="list-style-type: none"> • Implementation of the BSAP • Evaluating and monitoring progress of the BSAP
Afternoon	<ul style="list-style-type: none"> • Funding of the BSAP • Introduction to actions
3	
Morning	<ul style="list-style-type: none"> • Overview of the progress of the workshop • Development of actions
Afternoon	<ul style="list-style-type: none"> • Prioritisation of actions • Conclusion and next steps • Close

Provisional Planning Process Timetable

Time	Activity
-------------	-----------------

The Overall Aim and Objectives of the BSAP

The ultimate aim of this process is to influence what activities are carried out that affect biodiversity in the country. The production of a written plan for these activities is an important first step in this process, but not the final outcome. In order to keep the plan focussed and to be able to measure the success of outcomes, it is important to have targets to aim towards.

These targets have been developed during the production of the national report. They are designed to help focus our work on the priority issues affecting biodiversity.

Overall aim

The overall aim of the project is

Draft objectives

To achieve the overall aim, it is necessary to achieve the following specific objectives:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- etc.

National Biodiversity Report (or Country Study)

What is the National Biodiversity Report?

The National Biodiversity Report is a summary of the situation of biodiversity (nature) in the country. The report is produced by the government with the help of many national experts. This report is the first of its kind produced for the country. It will be an invaluable tool for using nature carefully and conserving it for future generations.

What does it contain?

The National Biodiversity Report contains summary information about:

- The status of biodiversity in the country.
- The importance of biodiversity to the people of the country.
- The activities that affect biodiversity, including organisations, programmes, legislation and main issues.
- A summary of the objectives of the National Biodiversity Action Plan.

Who will be interested in the National Biodiversity Report?

Biodiversity is important in some way to everybody in the country. The report is an ambassador for biodiversity throughout the country and internationally.

The report has been distributed to many people, including:

- Politicians and government agencies; the report will help them to make informed political decisions that may affect biodiversity.
- NGOs; the report will help them plan their ecological activities.
- Academic institutions; the report is an important tool for informing people about the most current situation of biodiversity.
- Private businesses who either have an effect on biodiversity or who wish to help conserve it.
- Local organisations who work with biodiversity; the report will help them with their plans and see how their work can be important on a national scale.
- International organisations, especially in neighbouring countries or who are interested in working in the country. All countries in the world have agreed to produce a national biodiversity report, so this report will help to highlight the global importance of the country's biodiversity.

How will the report be used?

The report will be useful in a number of important ways:

- It provides key information about the biodiversity of the country.
- It will help raise awareness of the importance of biodiversity.
- It will help attract financial and political support for activities that protect biodiversity.
- It is an important first step in producing a National Biodiversity Action Plan, which will help direct efforts to conserve biodiversity nationally.

The Importance of Biodiversity

On your own, answer the following questions. You will then discuss these in small groups.

How is biodiversity important to the work you do?
How is biodiversity important to your health?
How does biodiversity contribute to your education?
What is your favourite piece of art (music, literature, painting, etc) relating to biodiversity?
What is your favourite food that is collected from the wild?
What is your favourite natural place in the country?
If your great grandchildren could only inherit three species of biodiversity, what would they be?
How is a tree important to you?

Underlying Principles

These principles provide a fundamental basis for the whole action plan.

They have been developed from the principles of the Convention on Biological Diversity, issues that are specific to the country, and issues that have been raised during the BSAP planning process.

They are intended only as a guide and to help form a common way of working. They will also help prioritise the many possible actions required. They are not intended as strict rules that must be adhered to; hopefully they will actually promote individual responses to particular situations.

Background

- *Economic and social development and poverty eradication* are the first and over-riding priorities of the country.
- Sustainable use and conservation of biodiversity is essential to the country in *moving through the current political, economic and social transitional situation*.
- The country is determined to conserve and sustainably use biodiversity for the *benefit of present and future generations*.
- Biodiversity is a *common concern* of humankind.
- Everyone must *share the responsibility* for the conservation and sustainable use of biodiversity.

The importance of biodiversity

- Biodiversity has a wide variety of *important values*, including ecological, genetic, social, economic, scientific, educational, cultural, recreational, aesthetic and intrinsic values.
- The conservation and sustainable use of biodiversity is of critical importance for *meeting the food, health and other needs* of the country's population.
- Biodiversity is important for evolution and for *maintaining life-sustaining systems* of the biosphere.
- Ultimately, the conservation and sustainable use of biodiversity will strengthen friendly relations among States and *contribute to peace for humankind*.
- Biodiversity is *being significantly reduced* by certain human activities.

Planning

- Biodiversity planning should be based upon the Convention on Biological Diversity.
- Successful biodiversity conservation and sustainable use can only be achieved through *integrated and realistic planning and implementation* of activities, with the full participation of all stakeholder groups.
- The aim of the planning process is to have a *positive impact* on activities that affect biodiversity.
- The planning process must be *adaptive and cyclical*.
- *Communication and negotiation* are vital to successful planning and implementation.
- There is a general *lack of information* and knowledge regarding biodiversity and there is an urgent need to provide the basic understanding upon which to plan and implement appropriate measures.
- Where there is a threat of significant reduction or loss of biodiversity, *lack of full scientific certainty should not be used as a reason for postponing measures* to avoid or minimise such a threat.

- Any measures must *use, enhance and complement existing international, national and local resources*, including institutions, agreements, financial mechanisms, plans, and programmes relating to the conservation and sustainable use of biodiversity.
- It is vital that any measures must be *regularly monitored and evaluated* to measure their success, improve their effectiveness and apply lessons learnt to other activities.

Implementation

- Many *stakeholder groups* (including local communities and women) play a vital role in the conservation and sustainable use of biodiversity. These groups often have a close and traditional dependence, embodying traditional lifestyles, on biodiversity.
- There is a need for the *full participation* of the diversity of stakeholder groups at all levels of policy-making and implementation for biodiversity conservation.
- There is a need for *benefits* arising from the use of biodiversity and the sustainable use of its components to be *shared equitably*.
- There is a need to promote *local, international, regional and global co-operation* among States and inter-governmental organisations and the non-governmental sector for biodiversity conservation and sustainable use.
- The assistance of external agencies is necessary and welcomed, but the national and local *agencies of the country are ultimately responsible* for the management, conservation and sustainable use of biodiversity.
- The provision of *new and additional financial resources* and appropriate *access to relevant technologies* can be expected to make a substantial difference to the country's ability to address the loss of biodiversity.
- *Substantial investments* are required to conserve biodiversity and there is an expectation of a broad range of environmental, economic and social benefits from these investments.

Priorities

- It is vital to *anticipate, prevent and attack* the causes of significant reduction or loss of biodiversity at source.
- The fundamental requirement for the conservation of biodiversity is the *in-situ conservation* of ecosystems and natural habitats and the maintenance and recovery of viable populations of species in their natural surroundings.
- *Protected areas* play a central role for in-situ biodiversity conservation. Conservation measures are essential in all *other land-use sectors* in order to maintain viable population of species.
- *Ex-situ* measures, preferably within the country, also have an important role to play.
- *Legislation* must take into account international obligations, be co-ordinated between sectors, and provide an enabling environment for biodiversity conservation through suitable incentives.
- *Research* should be designed and implemented in order to help make informed decisions and actions.

Review of the Underlying Principles

The underlying principles on the previous pages are only a draft. They are based upon:

- The principles of the Convention on Biological Diversity.
- General principles of the country.
- General principles that have been identified as important by the collective experience of producing biodiversity plans in other countries.
- General principles that have been highlighted earlier by participants in the biodiversity planning process.

In groups, briefly discuss the following questions:

- Do the principles generally provide a suitable framework for planning a set of actions to conserve the biodiversity of the country?
- Should any of the principles be substantially re-worded?
- Are there any principles that are unnecessary or should not be included?
- Are there any other important issues that should be incorporated into these underlying principles?

Setting Strategies

Strategies are the set of agreed, planned ways that the objectives will be achieved.

The strategies can be chosen using the guiding principles, the Convention on Biological Diversity, and other national strategies and plans.

It is important to look at all of the strategies together and ensure that they form an integrated, holistic plan. At this stage, some important questions must be asked:

- Will all of the objectives be achieved if the strategies are implemented?
- Do the strategies focus on particular areas or fields of activity?
- Do some strategies achieve the same things as others; is there any duplication of effort?
- Are there any obvious gaps in the set of strategies?
- Do the strategies take into account, and make use of the constraints and opportunities?
- Will the strategies have to be implemented by only a small number of groups?
- Will all the interested people benefit more than they lose from the implementation of these strategies?
- *Most importantly, will the set of strategies achieve the overall aim?*

Individual

Think about what we need to do in order to achieve the objectives of the BSAP (see the page earlier in this workbook). Briefly write up to seven key words or short phrases to describe the different strategies required in the BSAP (e.g. 'Improve protected areas system')

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Groups

Work in groups to choose ten most important key words describing the strategies.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

These key words from different groups will then be compared and compiled, and finally agreed by the whole workshop team. These will form the set of strategies to achieve the overall aim of the BSAP.

Existing Plans and Programmes

It is vital that the BSAP is integrated with existing activities at the international, national and local levels.

In groups, list all programmes and plans that the BSAP could be integrated with or may be affected by. Indicate how the BSAP will interact with it, e.g.

<p>Convention on International Trade of Endangered Species (CITES):</p>
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<p>Legislation on trade must be compatible with CITES, government agencies should have capacity to implement CITES.</p>

<p>GEF Biodiversity Project: Wide range of priority site-specific and national activities which will be funded by GEF.</p>

<p>International and regional conventions, agreements and legislation.</p>

<p>How will these affect the BSAP?</p>
--

<p>National legislation and regulations</p>
--

<p>How will these affect the BSAP?</p>
--

Government policy How will these affect the BSAP?
National programmes and plans How will these affect the BSAP?
Local and site specific programmes and plans How will these affect the BSAP?

Implementation of the BSAP

*Producing the plan is not an end in itself.
The only good plan is an implemented one.*

It is vital that the BSAP is implemented sustainably. It is therefore important to build plans for how the whole project will be implemented and co-ordinated at an early stage. BSAPs in other countries have been co-ordinated and implemented in many different ways, involving many different combinations of government agencies, NGOs, steering committees, reporting systems, funding schemes, participation, development, etc. It is important that an appropriate framework is developed for this BSAP.

In groups, discuss the following aspects of implementation that need to be considered:

What institutions should be responsible for co-ordinating and implementing the BSAP?
What specific structures or institutions should be created or structures exist already that could act as focal point(s) for co-ordinating the BSAP?
How will the BSAP be co-ordinated? (targets, meetings, reports, publications, etc)

What actions should be incorporated into the BSAP to ensure it is coordinated and implemented?

How can the BSAP be updated and improved, and experience from implementing actions be incorporated into future plans and actions?

Evaluation and Monitoring of the BSAP

It is important to evaluate and monitor the implementation of the BSAP for a number of reasons:

- To ensure that activities are being carried out successfully.
- To measure how activities are contributing the BSAP objectives.
- To identify the reasons for activities being successful or not.
- To incorporate this experience into future planning and improvement of the BSAP.

A successful evaluation and monitoring scheme needs to focus on a number of indicators, so that progress of the BSAP can be measured. The following indicators are among those that should be included in a monitoring and evaluation programme:

- Status and trends of the nation's use of terrestrial, aquatic, coastal and marine resources, habitats, species, populations, genes, biodiversity.
- Shifts in selected social, political and economic factors.
- Shifts in human, institutional, facility and funding capacity, including cultural practices and norms, technology, training and education, information availability, management, and monitoring capacity.
- Changes on the policy and legal framework for natural resources, including protected areas, access to genetic resources, land tenure, property rights, benefit and cost sharing, trade and environmental impact assessment.
- Changes in the use of biological resources and their sustainability, including natural resource-based industries, and exploitation of resources for subsistence.
- Trends in the, monetary and non-monetary values of biodiversity and current expenditures and investments.
- Impacts of implementing the activities and policies of the biodiversity plan, vis-à-vis conservation, sustainability, and equity.

In groups, discuss the following aspects of evaluation and monitoring that need to be considered:

What are the key aspects of actions that need evaluating and monitoring?

What organisations should be responsible for co-ordinating and/or carrying out evaluation and monitoring?

How could the results of evaluation and monitoring best be used and disseminated?

How could the results of evaluation and monitoring best be incorporated into future planning and implementation of BSAP activities?

Funding the BSAP

For the action plan to be implemented it will require financial resources. Therefore, it is important to calculate a budget and consider what financial mechanisms could be used when designing each activity.

The likely funding sources are:

- Existing Government budgets through the work carried out by Government Ministries e.g. the management of protected areas.
- Bilateral donors, where projects are supported by a foreign government e.g. the Environmental Know How Fund from the UK Government.
- Global Environmental Facility (GEF) set up after the Rio Conference to fund biodiversity activity of global importance. The Implementing Agencies are UNDP, UNEP, and the World Bank.
- Multilateral donors such as the World Bank or UNDP, structural funds are also available often in the form of loans for agriculture or forestry.
- International NGOs such as WWF, IUCN, and FFI have some funding available, or will be able to work in partnership with local NGOs or government agencies to submit proposals for funding.
- Corporate and private sector sponsorship or investment. Although not yet widely developed, this should be a source of funds for biodiversity projects in the future.
- International foundations or trusts may have funds available for specific activities such as developing sustainable economic activities in local communities.

Formal links will be made by the BSAP management team with the above sources. All participants are asked to use their contacts to raise the awareness of the BSAP and help identify any potential financial sources.

In order to make sure that the BSAP is realistic and all the actions can be given sufficient adequate financial support, it is important to have some basic information on the different funding sources. It does not matter if there is only limited or general information about the financing source, it is much better than no information at all!

Financing source
Main objectives of the funding source
Particular or preferred areas of funding (especially within country if an international source)
Limiting criteria for financing
Process for obtaining financing
Total budget for financing
Approximate financing of individual actions/activities

Setting Actions

Action (Concise description of the action)	
Priority (1=Action required immediately, essential to success of plan 2=Action definitely required but not urgent, important to the success of plan 3=Action would be useful to the success of the plan)	
Objectives (Indicate which of the objectives of the BSAP this action will contribute)	
Problem identification (Briefly describe up to five of the main problems this action will address)	
<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	
Constraints What are the main constraints to solving the problem and achieving the objective(s)? How will these constraints be taken into account in the planned activities?	
Constraint	How will it be addressed in the activities?
<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	

Existing relevant plans, programmes and legislation

What plans, programmes and legislation already exist that affect this action?
Which specific aspects of them are relevant to this action?

Related actions

Which other actions in the BSAP are related to this one? Indicate how they are related (e.g. necessary to carry out before, have to be carried out together, etc)

Action	Minimum target	Lead Organisation	Other groups involved	Timetable	Approximate budget (US\$)	Funding sources

Biodiversity Strategy and Action Plan

DRAFT BSAP REVIEW WORKSHOP WORKBOOK

Participant's Name

.....

Aims of the Workshop

The Draft Biodiversity Strategy and Action Plan is the result of many months of work by many individuals and organisations. Whether you have been involved in some part of the preparation, or this is your first involvement in the plan, this workshop is your main chance to make comments, before the final version is launched and implemented. The plan will affect you in one way or another, and you may well be involved in implementing parts of the plan. Your involvement at this stage is therefore invaluable.

The aims of this workshop are:

- To ensure as many individuals and organisations as possible understand and support the plan, particularly those who will be involved in its implementation.
- To enable these individuals and organisations to give feedback on and improve the draft BSAP.
- To ensure that the BSAP is integrated with existing plans, programmes and obligations (especially the Convention on Biological Diversity).

Workshop Agenda

Day	Activity
1	
Morning	<ul style="list-style-type: none"> • Opening • Introduction: The importance of conserving biodiversity • Overview: The process of producing the BSAP • The Draft BSAP • Review of Actions in the BSAP • Close
2	
Morning	<ul style="list-style-type: none"> • Review of Day 1 • Review of BSAP in relation to the Convention on Biological Diversity
Afternoon	<ul style="list-style-type: none"> • Review of structure of the BSAP • Role play • Public awareness and the BSAP • The next steps of the BSAP process

Background to Biodiversity

What is biodiversity?

Biological diversity (or biodiversity for short) is an umbrella term for the degree of nature's variety, including both the number and frequency of ecosystems, species, or genes in a given assemblage. It is usually considered at three different levels, "genetic diversity", "species diversity" and ecosystem diversity". Genetic diversity is a concept of the variability within a species, as measured by the variation in genes (chemical units of hereditary information that can be passed from one generation to another) within a particular species, variety, subspecies or breed. Species diversity is a concept of the variety of living organisms on earth, and is measured by the total number of species in the world (variously estimated as from 5 to 30 million or more, though only about 1.4 million have actually been described), or in a given area under study.

In general, the larger the population size of a species, the greater the chance of their being higher genetic diversity. But population increase in some species may lead to population decline in other species, and even to a reduction in species diversity. Since it is not usually possible to have both maximum species diversity and maximum genetic diversity, national policy-makers should define the optimum biological diversity consistent with their development objectives; one key element is to ensure that no species falls below the minimum critical population size at which genetic diversity is lost rapidly.

Ecosystem diversity relates to the diversity and health of the ecological complexes within which species occur. Ecosystems provide natural cycles of nutrients (from production to consumption to decomposition), of water, of oxygen and carbon dioxide (thereby affecting climate), and of other chemicals like sulphur, nitrogen and carbon. Ecological processes govern primary and secondary production (i.e., energy flow), mineralization of organic matter in the soils and sediments, and storage and transport of minerals and biomass. Efforts to conserve species must therefore also conserve the ecosystems of which they are a part.

Adapted from 'Economics and Biological Diversity' by Jeffrey A. McNeely

Biodiversity as represented by numbers of species

It is believed that only a fraction of the world's species have actually been described, and new species are described all the time, particularly within the lower taxa. At present, the total number of described species across all organisms is around 1,392,485. The numbers of described species in a number of groups of organisms are presented below.

Group of organisms	Number of described species
Viruses and bacteria	5,760
Lower plants	73,883
Higher plants	248,428
Worms	36,200
Molluscs	50,000
Arthropods (insects, spiders etc.)	874,161
Fish	19,056
Amphibians	4,184
Reptiles	6,300
Birds	9,040
Mammals	4,000

The major threats to biological diversity

Threats to biodiversity can be grouped into a number of general categories. It is clear from this that most of these threats have an economic foundation.

- **Habitat alteration**, usually from highly diverse natural ecosystems to far less diverse (often monoculture) agroecosystems. This is clearly the most important threat, often related to land use changes on a regional scale which involve great reduction in the area of natural vegetation; such reductions in area inevitably mean reductions in populations of species, with resulting loss in genetic diversity and increase in vulnerability to disease, hunting and random population changes.
- **Over-harvesting**, the taking of individuals at a higher rate than can be sustained by natural reproductive capacity of the population being harvested; when species are protected by law this over-harvesting may be considered as poaching.
- **Pollution**, the degradation of habitat quality through the introduction of toxic chemicals or through other forms of disturbance (including noise and light).
- **Invasion by exotic species**, the introduction of non-native species to an area which then have a detrimental effect on native wild species. Invasive species include plants, animals and pathogens, which may act as predators, parasites or competitors to the detriment of natural diversity.
- **Climate change**, often resulting in changes in regional vegetational patterns; involves such factors as global carbon dioxide build-up, regional effects such as 'El Nino' and monsoon systems, and local effects such as increased prevalence of fires.

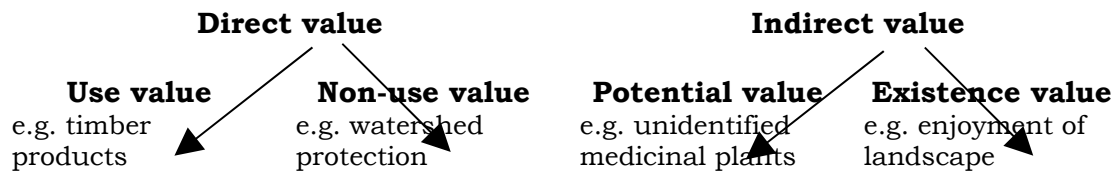
Human influences tend to reduce diversity, particularly where they intensive and long-standing (as in permanent agriculture), but limited human activities can actually increase diversity (as in some systems of shifting cultivation at low human population densities).

Technologies aimed at maintaining ecosystems include protected areas, land-use planning, zoning systems, and regulations on permissible activities; technologies aimed at managing wild species in their natural habitats include controls on harvesting or trading, enhancement of stocking rates, and habitat manipulation. All of these require research and monitoring to ensure that the technologies are effective. In addition, various off site (ex situ) techniques are available, including: captive breeding or propagation programs in zoos, botanic gardens, hatcheries and game farms; seed and pollen banks; microbial culture collections; and tissue culture collections. The latter are most suitable for maintaining diversity of agricultural species and varieties.

Adapted from 'Economics and Biological Diversity' by Jeffrey A. McNeely

Why protect biodiversity?

Many people agree that conserving biodiversity is a positive activity, but it may be difficult to justify such (potentially costly) actions, unless we know why biodiversity is important to us. For this reason we attempt to categorise the benefits of biodiversity, and the different ways that we value biodiversity. Some of these values may be linked to direct monetary benefits, whilst others may reflect moral considerations, and the way in which biodiversity may enhance life in a non-monetary sense. A brief categorisation of values is shown below.



Direct values of biodiversity

Direct values reflect the way that biological resources can be used or actions fulfilled by biodiversity which directly affect mankind. Direct values can be further divided into use (consumptive) values and non-use (protective) values.

Use values are those values placed on products of biodiversity which are used directly by humans. This might include the harvesting of species for food, fuelwood, timber, medicinal plants, ivory, fruits, dyes, cottons, mushroom collecting etc. Use might also involve the use of wild areas for recreation - for tourism, for sport or for hunting. Biodiversity also affects the use of resources in more complex ways – for example the use of wild genetic resources as sources of new domesticates or to improve established domesticates; wild pollinators are essential to many crops; wild enemies of pests can help to control their numbers. With direct use values it is relatively easy to put a monetary figure on biodiversity.

Non-use value. Biodiversity also has important effects on mankind through the ecological processes that it mediates. Within this category would fall the global benefits associated with the role of vegetation in both the carbon and water cycles. Furthermore, at regional and local levels biological resources may have important roles in watershed protection, and may affect local climate, for example acting as windbreaks.

Indirect value of biodiversity

Indirect values of biodiversity are often more difficult to represent in monetary terms, but take into account both future, as yet unknown monetary values, and aesthetic values for humans.

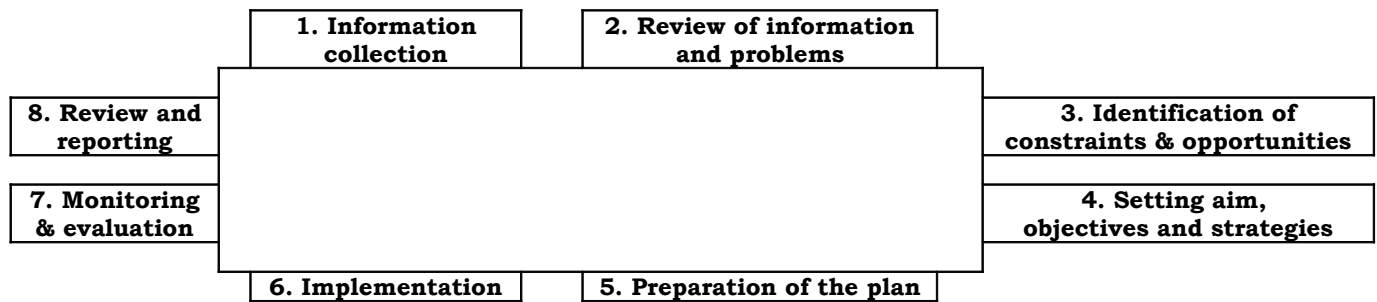
Potential value takes into account that much value of biodiversity has not yet been established. Only a small proportion of species have been described, and many may have properties which could be very important to mankind – either as medicinal plants (such as the Madagascar periwinkle, which is used in the treatment of leukaemia), as crops or genetic resources which can be used to breed protection from disease into future crops or other resources. It is worth considering that a cure for cancer may exist among the uncollected and undescribed rainforest plants – only a fraction of which have been examined for their medicinal properties – and this could be lost before we find it if destruction of such areas continues.

Existence value. In aesthetic and spiritual terms biodiversity may have value simply by existing. Many people can understand biodiversity's value when they consider their own appreciation of nature and natural landscapes, and may draw immense pleasure from watching flocks of birds, or wild deer. Furthermore, many people value the fact that biodiversity exists even if they never see it themselves – creatures such as lions and tigers have strong cultural and symbolic significance, and some species may have particularly important roles at a national level (for example, the bald eagle in the USA). In fact, many individuals are willing to donate money to the cause of conservation just to know such creatures will continue to exist. In addition, among most cultures there is a strong belief of a moral responsibility to protect biodiversity and to avoid species extinctions where possible. This is compounded by a belief that biodiversity and natural landscapes should be seen as a bequest that we preserve for future generations. As they say in parts of Africa “nature is lent to us in trust by our grandchildren”.

The Process of the Plan

'Think globally. Act locally'

The BSAP has been developed in response to the global problems facing biodiversity. The preparation of the BSAP started with the collection of all information relevant to biodiversity conservation (Stage 1). Since then, the BSAP has been developed, and we are now at the end of Stage 5: the plan has been prepared and this is the final review before it is implemented. Once the plan is completed, it will provide an opportunity for the country to show other countries how it is contributing to global biodiversity conservation.



Implementation of the plan

The BSAP is a plan for action. It is not just a report that will sit unused on a Minister's shelf.

Although the plan is intended to address some of the enormous problems facing biodiversity occurring throughout the world, it is important to realise that these problems can only be solved on a local level. It is therefore not possible for one organisation to carry out the plan, with funding from only one source.

It is intended that an enormous range of organisations will implement the plan.

- Some organisations may carry out activities in the BSAP as part of a separate programme of activities. Therefore, some activities may not require any extra resources (time, labour or money) than already available.
- Some organisations may decide to change their plans as a result of the BSAP, e.g. do one activity instead of another, or do an activity slightly differently. Therefore, some activities may only require a re-allocation of resources.
- Some organisations may be involved in completely new activities as a result of the BSAP. Therefore, this is likely to involve new resources. These may come from a variety of sources, e.g. using resources already available to the organisation or assistance from external sources (funding or partnerships).

In order for the plan to be successful and sustainable, it is vital that it uses existing resources as much as possible and does not rely on provision of extra resources (e.g. bilateral funding).

Evolution of the plan

The BSAP concerns biodiversity conservation activities that will take place over the next five years. However, the BSAP is not intended to be unchanging throughout the five years. It is likely that the plan will have to be adapted over this time, for a number of reasons:

- The plan based upon only that information that already existed and was readily available; as new information becomes available the plan may have to be updated.
- Opportunities and constraints may change; the country is going through a rapid transition, and the political, social and economic situation is likely to change over five years, hence the plan will have to adapt to these.
- Monitoring and evaluation of actions that have been implemented may show that changes are needed to the plan; by constantly monitoring the plan it will be easy to identify the factors of success and failure of different activities, and to build on this experience when new actions are implemented.

Review of Actions in the BSAP

In specialist groups, discuss the following questions, relating to particular sections the BSAP. These questions are based upon the questionnaire that may have been sent to you with the draft BSAP.

Are there any actions of the Draft BSAP that are not clear or difficult to understand? How could they be improved?

Are any actions concerning biodiversity that your organisation is involved in that are not in the BSAP? (NB All priority activities affecting biodiversity should be included in the BSAP)

Are there any actions that will be carried out as existing plans or programmes that have not been included in the draft BSAP?

Can the actions be implemented with the existing resources by the appropriate organisation? If not what extra resources will be required (time, manpower, finance, infrastructure, other organisations involved, etc)? Could the action be modified so as not to require these resources?

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Are there any other actions that should be added to the plan? What are they and why should they be included? Could they be included within an action that is already in the plan?

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Review of BSAP against the Articles of the CBD

The aim of this exercise is to identify how the actions in the BSAP meet the guidelines set out in the articles of the CBD. In most cases the articles of the CBD map directly onto a single strategy in the BSAP, but in other cases there may be some overlap. You will be expected to check whether there is an action in the BSAP which addresses each of the questions below, and indicate where that action is in the plan.

For this exercise you should form into specialist groups to work only on the most relevant articles of the Convention.

ARTICLE 7. IDENTIFICATION AND MONITORING.		
<i>Are there measures in the BSAP (or Country Study) to:</i>	<i>Yes / No</i>	<i>Where?</i>
<ul style="list-style-type: none"> identify components of biological diversity important for its conservation and sustainable use? Including: 		
Ecosystems and habitats		
<ul style="list-style-type: none"> containing high diversity containing endemic or threatened species or wilderness required by migratory species of social, economic, cultural or scientific value which are unique or associated with key biological processes 		
Species and communities		
<ul style="list-style-type: none"> which are threatened representing wild relatives of domesticated or cultivated species of medicinal, agricultural or other economic value of social, scientific or cultural importance of importance for research into biological diversity e.g. indicator species 		
Described genomes or genes		
of social, scientific or economic importance		
<ul style="list-style-type: none"> identify important biodiversity across all phyla, including microorganisms? identify the important elements of biodiversity relating to agriculture (including microorganisms) and their threats? identify the current and future uses of biotechnology, and potential risks associated with this? identify processes and activities which have, or are likely to have, significant negative effects on biodiversity? 		

• identify methods for monitoring of biodiversity and impacts on biodiversity?		
• maintain and organise the data collected from identification and monitoring?		

ARTICLE 8. IN SITU CONSERVATION		
<i>Are there measures in the BSAP to:</i>	<i>Yes / No</i>	<i>Where?</i>
• establish or further develop a system of protected areas or areas under special management?		
• develop or use existing guidelines for the selection, establishment and management of protected areas?		
• regulate or manage biological resources both within and outside protected areas to ensure their conservation and sustainable use?		
• protect ecosystems and natural habitats and maintain viable populations of species in natural surroundings?		
• promote environmentally sound and sustainable development in areas adjacent to protected areas?		
• restore degraded ecosystems and promote the recovery of endangered species?		
• establish or maintain means to regulate, manage or control the risks associated with use of biotechnology?		
• prevent the introduction of, control or eradicate those alien species which threaten ecosystems, habitats or species?		
• develop biodiversity conservation so that it also meets the needs of sustainable use of biodiversity?		
• respect, preserve and maintain cultures of local and indigenous communities, and their relationship with biodiversity?		
• develop or maintain necessary legislation for the protection of threatened species and populations?		
• regulate or manage activities identified to have a negative impact on biodiversity?		

ARTICLE 9. EX SITU CONSERVATION		
<i>Are there measures in the BSAP to:</i>	<i>Yes / No</i>	<i>Where?</i>
• adopt measures for the ex-situ conservation of species - including animals, plants and micro-organisms?		
• establish and maintain facilities for ex-situ conservation and research?		
• regulate and manage the collection of biological resources from natural habitats for ex-situ conservation purposes, to avoid over-collection?		

ARTICLE 10. SUSTAINABLE USE OF BIOLOGICAL AND LANDSCAPE		

DIVERSITY.		
<i>Are there measures in the BSAP to:</i>	<i>Yes / No</i>	<i>Where?</i>
• integrate conservation and sustainable use of biodiversity into national decision making?		
• adopt measures to avoid or minimise adverse impacts on biodiversity?		
• protect and encourage use of biological diversity in accordance with traditional cultural practices which are compatible with sustainable use?		
• support local populations to develop and implement action to rehabilitate degraded areas?		
• encourage co-operation between governmental authorities and private sector in developing methods for sustainable use?		
• integrate actions as far as possible into other relevant sectoral or cross-sectoral plans, programmes and policies		

ARTICLE 11. INCENTIVE MEASURES		
<i>Are there measures in the BSAP to:</i>	<i>Yes / No</i>	<i>Where?</i>
• adopt economically and socially sound measures to act as incentives for conservation?		

ARTICLE 12. RESEARCH AND TRAINING		
<i>Are there measures in the BSAP to:</i>	<i>Yes / No</i>	<i>Where?</i>
• establish and maintain programmes for scientific and technical education and training for the identification, conservation and sustainable use of biodiversity?		
• promote and encourage research which contributes to conservation and sustainable use?		

ARTICLE 13. PUBLIC EDUCATION AND AWARENESS.		
<i>Are there measures in the BSAP to:</i>	<i>Yes / No</i>	<i>Where?</i>
• promote and encourage understanding of the importance of biodiversity and its conservation, including the use of media and educational programmes?		
• co-operate where appropriate with other states and international organisations in developing educational and public awareness?		

ARTICLE 14. IMPACT ASSESSMENT AND MINIMISING NEGATIVE EFFECTS		
<i>Are there measures in the BSAP to:</i>	<i>Yes / No</i>	<i>Where?</i>
• introduce appropriate environmental impact assessment procedures for projects likely to affect biodiversity?		

• ensure that the environmental consequences of programmes and policies are fully taken into account?		
• promote international agreements on exchange of information and co-operation relating to biodiversity?		
• promote national arrangements for emergency responses to natural or human induced disasters which threaten biodiversity?		

ARTICLES 15-19. ACCESS TO, AND SHARING OF, INFORMATION AND TECHNOLOGY (INCLUDING BIOTECHNOLOGY), AND INTERNATIONAL CO-OPERATION		
<i>Are there measures in the BSAP to:</i>	<i>Yes / No</i>	<i>Where?</i>
• provide mechanisms for fair access to biological resources (within and between countries), and ensure equitable sharing of genetic resources?		
• provide mechanisms to ensure access to and sharing of appropriate technologies, including biotechnology, through national laws?		
• facilitate the exchange of information about biodiversity, both internally and internationally, including results or research and traditional or specialised knowledge?		
• facilitate the development of regional and international co-operation in technical and scientific issues relating to biodiversity?		
• develop protocols for safe transfer and use of genetically modified organisms where appropriate?		
• identify areas for co-operation with other contracting countries?		

THE BSAP PREPARATION PROCESS: PREPARATION OF THE KYRGYZ REPUBLIC BSAP

The way in which the Biodiversity Strategy and Action Plan was prepared is important in understanding the context of the plan as a whole. The process was designed to fit in with procedures in the country, and build on the experience of biodiversity planning the country, regionally and internationally.

Process Management

The BSAP preparation process involved the management and co-ordination of the following groups:

BSAP Co-ordination Team

The BSAP co-ordination team formed the core focus for the preparation process. The team consisted of:

- **Co-ordinator**
- **Government Representative:** A biodiversity and protected areas specialist from the Ministry of Environmental Protection.
- **Specialist Advisors:** Various specialists, including biodiversity, education and public awareness, and economics and institutions.
- **Translators and assistants:** Various specialists assisted the work of the other team members.

Steering Committee

The BSAP preparation process was overseen by the Steering Committee (SC). The SC was made up of senior representatives of the key government agencies (Environment, Forestry, Finance), academic institutions, and NGOs. The SC was chaired by the Minister of Environmental Protection. The SC provided overall guidance, approval and political support for the key stages of the preparation process.

International Team

The Ministry of Environmental Protection invited the UK-based conservation NGO Fauna & Flora International to provide general management and technical assistance to the BSAP preparation process. The three members of the FFI team worked with the BSAP co-ordinating team at all stages of the process.

Consultant Specialists

Over 50 specialist consultants were involved in the preparation of the BSAP. Most were involved for short periods of time to lend their skills and experience to the project. At various stages of the process, these consultants formed smaller working groups, to work together to look at different issues. However, due to the interdisciplinary nature of the project, the focus was on maximum collaboration between as many different stakeholder groups, rather than being confined to fixed working groups.

Stakeholders

Hundreds of individuals and organisations were involved in the preparation of the BSAP. The range of stakeholders widened as the process continued, and stakeholders were encouraged to increase their level of participation (from being kept informed of progress, to taking the initiative themselves in planning and implementing activities). The national and far-reaching importance of the BSAP meant that many stakeholders had an input into the project as part of their job, rather than being employed specifically for the BSAP project.

Mass Media

Wide public awareness of the BSAP was an important part of the process. In particular this helped stakeholders participate in the process from an informed position, and widened awareness of biodiversity conservation issues in the Kyrgyz Republic. Representatives from mass media (TV, radio and newspapers) were encouraged to attend and even participate in many of the preparation activities.

The Process**Stage 1: Preparation (Months 1-2)**

- Recruit project general manager.
- Local consultation with Ministry of Environmental Protection and key stakeholders and specialists.
- Develop and agree work-plans.
- Develop and agree terms of reference.
- Recruit BSAP team (Co-ordination team, national consultants).

Key outputs

- *Working procedures established.*
- *BSAP team established.*

Stage 2: Information Gathering and Evaluation (Months 3-4)

- Consultant briefing on BSAP and information needs.
- Preliminary information gathering.
- Planning and training workshop.
- Further information gathering.
- Public forums (Bishkek and Osh).
- Country study preparation.
- Country study distribution.
- Country study presentation forums.

Key outputs

- *Country study produced.*
- *Increased stakeholder awareness and involvement.*

Stage 3: Action Planning (Months 5-9)

- Action planning workshop.
- Draft action plan production.
- Draft plan review and agreement.
- Final plan production.

Key outputs

- *Final plan produced.*
- *Wider stakeholder involvement.*

Stage 4: Implementation (Month 10 onwards)

- Draft plan launch.
- Financing search and allocation for actions.
- Establishment of BSAP co-ordinating mechanisms.
- Implementation of BSAP actions.

Key outputs

- *Start of implementation of BSAP actions.*
- *Co-ordination of implementation.*

Underlying Principles

Important principles for national biodiversity planning have been highlighted elsewhere (especially in 'National Biodiversity Planning: Guidelines based on early experiences around the world' (WRI/UNEP/IUCN) and various outputs from the Convention on Biological Diversity). The underlying principles outlines below are those which were key to the preparation process in FFI's experience.

Stakeholder participation

Stakeholder participation in the BSAP preparation is vital for a number of reasons:

- The implementation of the BSAP will affect and be affected by a wide range of institutions, policies and plans.
- An enormous range of groups will implement the plan. Their awareness, support and input to the preparation are essential.
- Although many people are stakeholders in biodiversity conservation, it is not a priority for many of them. Successful implementation of the plan relies upon goodwill, support and approval.
- Although the plan will become official government policy, there will be few mechanisms for enforcing the implementation of the plan.

Different levels of participation were appropriate for different groups, depending on:

- The importance of biodiversity to them.
- How much they could be involved in implementing the BSAP.
- The level of influence they could have on biodiversity conservation (positive or negative, financial, political, biodiversity use).
- The scale of their activities (the BSAP is a *national* level plan, hence it was not necessarily appropriate for stakeholders at the international or local scale to have a high level of participation).
- Stakeholders' willingness to participate in the process.
- Available time and resources (although wider stakeholder participation was sometimes quicker and cheaper).

The BSAP preparation process was designed to accommodate the need for different levels, but also to encourage stakeholders who started with a low level of participation (e.g. being kept informed of progress) to become more involved (e.g. taking the initiative themselves in planning and implementation).

Planning as a process

The main output of the preparation process was obviously the production of the Biodiversity Strategy and Action Plan. However, the main aim of the process was to ultimately improve biodiversity conservation in the Kyrgyz Republic, and hence produce a plan that would be implemented. Therefore, an important aspect of the project was *how* it was produced, not only *what* was produced.

Therefore, there was a continual balance between the quality of the *content* of the final plan, in terms of:

- Detail.
- Comprehensiveness.
- Accuracy.

And the quality of the *process* of its preparation, in terms of:

- Likelihood of implementation of actions.
- Stakeholder input into the process.
- Stakeholder ownership and consensus.
- Appropriateness of the actions.
- Awareness of the plan.

The quality of both process and content was often complementary, although there were times when one would inevitably compromise the other. For instance, the cost of producing a 'glossy', high quality version of the country study would mean that less could be produced, hence reducing the amount of stakeholders who obtain a copy.

Building the capacity of existing institutions

The principle of building the capacity of existing institutions was critical in starting to address a number of problems, including:

- Many of the formerly well-resourced institutions were suffering from the current problems resulting from the transitional political and economic situation.
- The changing situation has also meant that these institutions have high capacity in some areas (e.g. academic excellence), but are lacking in others (e.g. project cycle management skills).
- The limited financial resources available for biodiversity conservation means that the BSAP would be more effective if it focussed on more efficient use of existing resources, rather than creating new institutions.
- The institutional sustainability of the BSAP would be ensured by building existing institutions.

This principle was applied in a number of activities in the process, including:

- Skills development (e.g. project cycle management, computer use, language, workshop facilitation).
- Network building (the excellent level of networking in the Soviet Union was partly re-established, e.g. the workshops enabled many protected areas managers to work together again for the first time since Soviet times).
- Ownership (Stakeholders were encouraged to take active responsibility for all aspects of activities in the action plan, creating a sense of ownership).
- Using existing structures (e.g. ensuring all actions in the BSAP were integrated with existing policies and legislation).
- Working language (the working language at all stages was Russian, and translations of key information in Kyrgyz were made available, although due to the international nature of some aspects, some information was required in English).
- External assistance (the international team and other external facilitation and advice was made available in response to needs expressed by the national institutions involved, rather than dominating and dictating the direction of the process).

Flexibility

The principle of flexibility was applied at a number of scales in the process:

- The timetable and format of the process was adaptable to the changing situations as the project continued, especially as the needs of different stakeholders developed.
- Feedback from stakeholders was received continuously and was an important part of the flexibility of the process.
- The transitional nature of the Kyrgyz Republic's social, political and economic situation meant that the BSAP had to be designed to be flexible to the unpredictable changes over the coming years.
- Flexibility was encouraged between stakeholders, as preparation of the plan often required conflict to be resolved, or negotiation between differing views.

BRIEFING SHEET: THE KYRGYZ REPUBLIC BSAP

What is the Biodiversity Strategy and Action Plan?

The Biodiversity Strategy and Action Plan for the Kyrgyz Republic is a national framework for using and protecting the biodiversity of the country. It will integrate biodiversity activities into all sectors, from local to national to trans-national, from farming to mining, and from private to public organisations.

What is the aim of the Plan?

The aim of the plan highlights how important biodiversity is to the prosperity and well-being of the country. The ultimate aim of the plan is:

'The conservation and rational use of biological and landscape diversity for the purpose of sustainable social and economic development of the Kyrgyz Republic'.

What will the Plan document contain?

The Biodiversity Strategy and Action Plan document will contain:

- A comprehensive study of the current situation of biodiversity in the country.
- A review of the factors that will either help to achieve the aim of the plan.
- Specific objectives, or goals, that the plan intends to achieve.
- The action plan: a detailed and wide-ranging set of plans for biodiversity, including for policy changes, institutional development, ecological education, protected areas, research and local initiatives.
- A programme for ensuring these plans are effectively implemented and funded.
- A timetable for the implementation and future development of the plan.

Who is involved in the plan?

Biodiversity is so important to the country, the plan will affect many people and organisations. As many people will be involved in producing in the plan as possible, this will include:

- National and local government agencies.
- NGOs.
- Local organisations.
- Private businesses.
- Academic institutions.
- Mass media.
- Experts in specialist subjects.
- International organisations.

The Ministry of Environmental Protection is responsible for producing the document, with the assistance of the international NGO, Fauna & Flora International. The project is financed by the Global Environment Facility (GEF). The Plan is part of the Kyrgyz Republic's obligations to the Convention on Biological Diversity.

What will the plan be used for?

The plan will have many uses including:

- Providing a framework to co-ordinate all activities affecting biodiversity in the country.
- Identifying priority areas and fields that urgently need attention.
- Assisting organisations plan their own activities.
- Assisting organisations co-ordinate their work with other organisations.
- Raising the awareness of biodiversity.
- Drawing attention of donors to the needs of biodiversity and to ensure their assistance is targeted at priority areas.

PUBLIC FORUM QUESTIONNAIRE

Name
Organisation represented
Address
Phone number
E-mail

What does your group expect from the plan?

Are there any areas that are not covered in the draft objectives?

What are your own wishes or suggestions for the Biodiversity Strategy and Action Plan?

BRIEFING PAPER FOR NATIONAL CONSULTANTS

Introduction

The Government of the Kyrgyz Republic is initiating the preparation of a Biodiversity Strategy and Action Plan (BSAP) that will identify priorities and set short and long term goals and actions for environmental management, regulatory policy and institutional development related to the conservation of biodiversity.

Preparation of the BSAP and a National Report is being funded by a grant from the Global Environment Facility (GEF). The Ministry for Environment (MoE) will be the executing agency for the GEF grant. The project will bring together government agencies, academic institutions, private companies, and NGO's to discuss priorities and management approaches to biodiversity conservation. It will lead to the development of policies and institutional arrangements for the protection and sustainable use of biodiversity in the future.

The project is requesting applications from suitably qualified specialists in the Kyrgyz Republic for nine consultancy contracts to assist with the preparation of the BSAP.

Objectives

The BSAP will:

- Briefly summarise the Kyrgyz Republic's biodiversity.
- Provide a vision on the goals and objectives of biodiversity conservation.
- Evaluate and prioritise existing problems for the protection and sustainable use of biodiversity.
- Apply lessons learned in other countries about policy and institutional arrangements for the protection and sustainable use of biodiversity.
- Elaborate future strategic action plan.
- Initiate public participation in formulating biodiversity strategies.

Work Products

The Biodiversity Strategy/Action Plan will be comprised of:

A brief stocktaking of present conditions and trends from existing material that provides an overview of: the country's biodiversity; threats to biodiversity; existing conservation efforts and programs; conservation priorities; economic and non-economic valuation of biodiversity.

A concise statement of the country's goals and objectives with respect to biodiversity conservation.

A strategy and action plan: The strategies and actions identify the general and specific means for moving from the existing conditions to achieving the goals and objectives.

The BSAP will be developed through participation of stakeholders in government and non-government sectors, and serve as a blueprint to the responsibilities of the participating agencies and organisations. The Action Plan will identify who is responsible, how it will be accomplished, when, and with what resources (institutions, personnel, resources, facilities, and funding).

Specialists required

Nine national consultants will therefore be required in the following specialities:

Working Group	Specialist Group	Specialist Required
Natural Resource Use	Sustainable Forestry	Forester
	Agriculture & Biotechnology	Agriculturalist
	Fisheries, Hunting & Plant Use	Natural resources specialist
Conservation & Ecology	Protected Areas	Protected areas specialist
	Species & Habitats	Ecologist
	Research, Monitoring & Data Management	Wildlife research biologist
Social, Economic & Political	Sustainable Development & Economics	Development sociologist/economist
	Laws & Institutions, International Agreements	Environmental lawyer
	Public Awareness & Environmental Education	Public awareness/ environmental education specialist

The national consultants will be selected based on their fulfilling the following criteria:

Criteria for individuals	Essential	Desirable
Appropriate qualification	BSc or equivalent	PhD or higher
Relevant professional experience	5 years	10 years
International project experience		Yes
National role in specialist area		Yes
Network of relevant contacts	Yes	
Demonstrable experience in report compilation, production and publication	Yes	
Team work and leadership skills	Yes	
Organisational skills	Yes	
Experience of interdisciplinary approach		Yes
Computer skills		Yes
Access to a computer	Yes	Own or exclusive access
English language		Yes
Driving licence		Yes
Presentation/communication skills		Yes
Availability during the project period	75%	100%

In addition, the team of consultants will be chosen in order to represent all the regions of the Kyrgyz Republic and to form a strong inter-disciplinary team.

NATIONAL CONSULTANT APPLICATION FORM

1. Name		
2. Organisation name (if relevant)		
3. Address		
4. Telephone	5. Fax	6. E-mail
7. Specialities applied for:		
8. How much time will you be available to work on the project from February to September? (Please list dates when you will not be available, even if approximate)		

9. What relevant qualifications do you have for the project?

--

10. Summary of relevant work experience in the past 10 years:

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11. Please list your most recent publications and reports. (If asked for interview, it would be useful if you brought some examples with you).

1.
2.
3.
4.
5.
6.
7.

12. How has your work in your specialist area played a role nationally?

--

13. What experience of using computers do you have?
14. How much access to a computer will you have during the project?
15. Do you have a valid driving license?
16. To what level do you understand English?
Basic Good Fluent
Reading:
Writing:
Spoken:
17. What experience have you had of making oral and written presentations to people outside your own specialist area?
18. Which Regions of the Kyrgyz Republic have you lived/carried out work in? (Please give details).
19. What experience do you have of working on international projects or of conservation activities outside the Kyrgyz Republic?
20. List at least five organisations or individuals that you would contact to provide you the information you would collect for this project.
1.
2.
3.
4.
5.
21. What experience have you had of working in a team, both within your own specialist area and in inter-disciplinary work?

22. In your opinion what are the three most serious issues facing biodiversity in the Kyrgyz Republic?

1.

2.

3.

23. Briefly describe what action you would take to deal with one of the above issues.

The information I have given above is correct and complete.

Name: Date:_____

Signature:

TERMS OF REFERENCE FOR NATIONAL CONSULTANTS

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Objectives

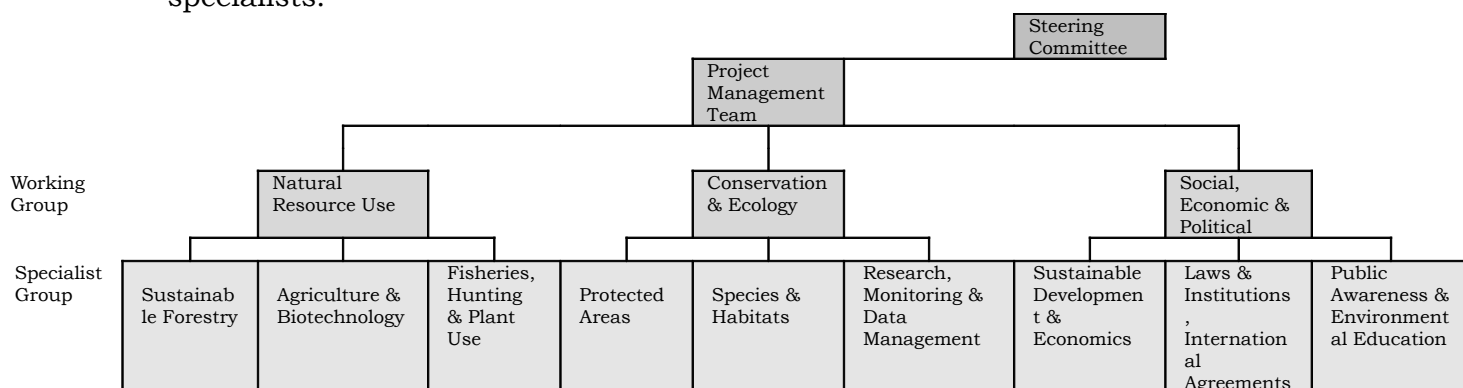
The BSAP will:

- Briefly summarise the Kyrgyz Republic's biodiversity.
- Provide a vision on the goals and objectives of biodiversity conservation.
- Evaluate and prioritise existing problems for the protection and sustainable use of biodiversity.
- Apply lessons learned in other countries about policy and institutional arrangements for the protection and sustainable use of biodiversity.
- Elaborate future strategic action plan.
- Initiate public participation in formulating biodiversity strategies.

Management and Organisation

The national consultants will operate under the direction of the Minister of Environment. Management and preparation of the BSAP will be organised as follows:

- A Steering Committee (SC) composed of representatives of key ministries and agencies and NGOs will provide general oversight.
- A Project Management Team (PMT) will lead the work and consist of a Project Manager, a small support staff, the leaders of individual Working Groups and an international consultancy group
- Three Working Groups (WG's) representing government agencies, academic institutions and NGO's, will be established to focus on particular issues under the direction of the PMT.
- Nine Specialist Groups, three in each WG comprising of one national consultant and one government representative with additional inputs from relevant specialists.



For each of these topics, the WG will prepare a working paper that integrates existing information, priority issues, and suggested actions for reaching the goals and objectives developed by the Steering Committee and the Project Management Team. (PMT). International expert/s will provide support to the WG's, conduct training seminars as appropriate, and offer guidance on comparative approaches to policies and institutional arrangements.

The BSAP will be based largely or entirely on existing information, although some field visits to examine particular issues may be needed.

There is considerable overlap in the thematic topics, creating the need for close co-operation among the working groups. The PM will be responsible for ensuring co-ordination and minimum duplication in the efforts of the working groups.

Attachment 1 - Preliminary Workplan

Generalised diagram of the Plan preparation process.



National consultants will be responsible for producing outputs marked X.

Month	Qtr.	Activity	Outputs	
February	3	Preliminary information gathering	Summary of key information. List of other information needs.	X X
	4	Training workshop	Detailed action plan for working groups. Plan, invitations, materials for public forums. Media plan. Public feedback plan. Participants trained in workshop facilitation, project funding, media.	X X X X
March	1	Steering Committee meeting Information gathering	Approval of work plans.	
	2	Information gathering Bishkek public forum Osh public forum	Summary of findings	X
	3	Information gathering Working group meeting	Integration of public fora findings into process. Review of current status of process.	X X
	4	Information gathering	Preliminary information reports	X
April	1	Manager and co-ordinator begin to edit interim national report with national consultants.		
	2	Working group meeting	Preliminary objectives and priorities Draft interim national report produced for final review.	X X
	3	3 public fora to review draft objectives and priorities	Feedback and suggested amendments. Summary report of results circulated.	X
	4	<i>Steering Committee meeting.</i> Final production of materials for Bratislava.	Review of interim national report. Final interim national report. Draft objectives and priorities.	X X
May	1	Working group meeting		
	2	Working group meeting Bratislava – presentation of interim national report	Review of influencing factors. Feedback/direction from Bratislava.	X
	3	Working group meeting	Final objectives and priorities. Preliminary action plan.	X X
	4	<i>Steering committee meeting</i> Preparation for regional workshops	Review of preliminary action plan. Production and circulation of materials for regional workshops.	X
June	1	2 regional workshops	Summary report of review of action plan produced and circulated.	
	2	Working group meeting	Agreement of action plan. Draft implementation plan produced.	X X
	3	Steering Committee meeting Production of draft strategy and action plan	Review of draft implementation plan	
	4	Production of draft strategy and action plan	Draft plan translated to English	
July	1	Production of draft strategy and action plan		
	2	Production of draft strategy and action plan	Draft strategy and action plan completed and circulated for review.	X
	3	Steering Committee meeting Review of draft plan	Committee review of draft plan	
	4	Review of draft plan		
August	1	Review of draft plan Working group meeting	Integration of review feedback into draft plan.	X
	2	Production of final strategy and action plan		
	3	Production of final strategy and action plan	Final Strategy and Action Plan	X
Ongoing		Co-ordination and management	Progress updates for Steering Committee. Budgets and Accounts	X
		Media plan	Regular press releases Media articles Public feedback analysis	X X X
		Evaluation and monitoring	Internal and external evaluation reports.	X

Working Group and Steering Committee meetings are in italics.
Workshops are in bold.