



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

Diplomatic Note 2023/10

Preparation of National Reports for the 15th meeting of the Conference of the Contracting Parties to the Convention on Wetlands

The Secretariat of the Convention on Wetlands presents its compliments to the Permanent Missions and Administrative Authorities of the Contracting Parties to the Convention, and has the honour to refer to the following:

In preparation for the 15th meeting of the Conference of the Contracting Parties to the Convention (COP15) to be held in Victoria Falls, Zimbabwe, in 2025, the Secretariat is pleased to communicate the following information to Contracting Parties about the format, preparation and method of submission of the National Report for COP15.

Following instructions from the Standing Committee at its 62nd meeting, the Secretariat has prepared the COP15 National Report form (NRF), which is based upon the Fourth Ramsar Strategic Plan, but is similar in design and structure to that provided to Parties for COP14 reporting.

As in recent triennia, the NRF is issued early in the triennium to allow Parties to use it to guide their continuing implementation and prepare for completion of their National Report in a timely manner.

The NRF for COP15 is available in the online reporting system (ORS) of the Convention, at the following address: <https://reports.ramsar.org/>.

The NRF is in four sections: 1) institutional information; 2) a general summary of national implementation; 3) indicator questions on implementation; and 4) an optional annex to provide information on the development of national targets for the implementation of the Strategic Plan.

In line with Resolution XII.2, which encourages Contracting Parties “to develop and submit to the Secretariat [...] according to their national priorities, capabilities and resources, their own quantifiable and time-bound national and regional targets in line with the targets set in the Strategic Plan”, all Parties are encouraged to consider using the comprehensive national planning tool in Section 4, in order to identify the areas of highest priority for action and the relevant national targets and actions for each target.

Instructions to access the Online Reporting System are included in the tutorial at <https://www.ramsar.org/document/ramsar-online-reporting-system-tutorial>. If you have any questions or problems, please contact the Convention Secretariat for advice (nationalreports@ramsar.org).

The completed National Report Form must be accompanied by a letter from the Head of Administrative Authority, confirming that this is the Contracting Party’s official submission of its COP15 National Report.

It is important that the Parties submit their completed National Reports by the deadline of **23 October 2024** so that the Secretariat can complete its analyses of responses in time for publishing of documents in advance of COP15. Regrettably, the Secretariat will be unable to include in those analyses any information from National Reports received after this deadline.

The Secretariat of the Convention on Wetlands respectfully avails itself of this opportunity to renew to the Permanent Missions and Administrative Authorities of the Contracting Parties to the Convention the assurance of its highest consideration.

Gland, 3 November 2023

