



Preparation of National Reports to the 15th Meeting of the Conference of the Contracting Parties

February, 2024

Training: Part 1

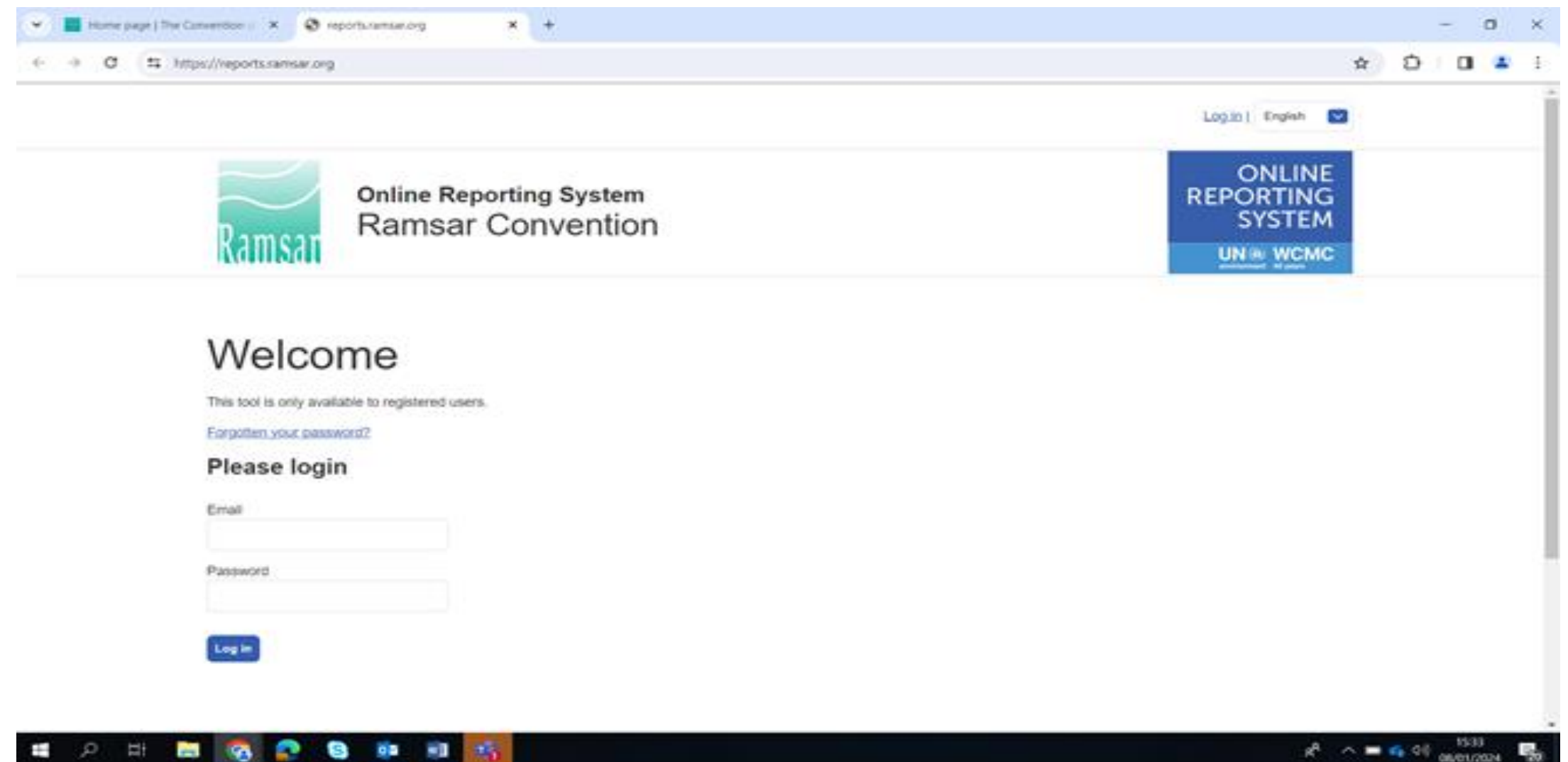
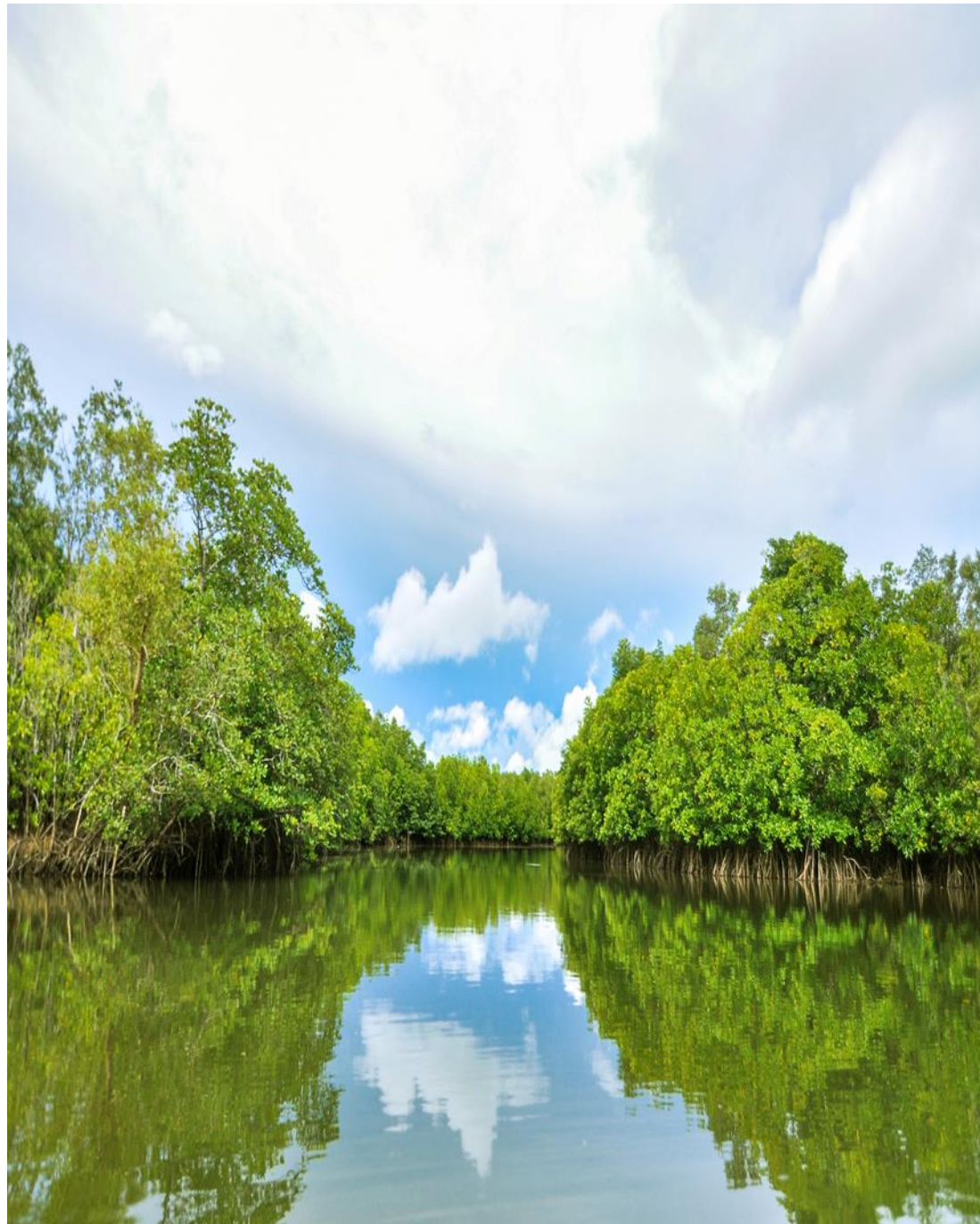
This webinar aims to increase the capacity of Contracting Parties to complete and submit National Reports using the Online Reporting System.



- The purpose of National Reports;
- The revised structure of the COP15 National Report Form (NRF) approved by SC62;
- General guidance on how to complete and submit the COP15 NR using the online format;
- Explanation of how the Secretariat reviews the Reports after their submission by Parties.
- Guidance on submitting the completed National Report.

Training: Part 2

- Overview of the Online Reporting System (ORS).
- Guidance on how to navigate the ORS.



What is a National Report?

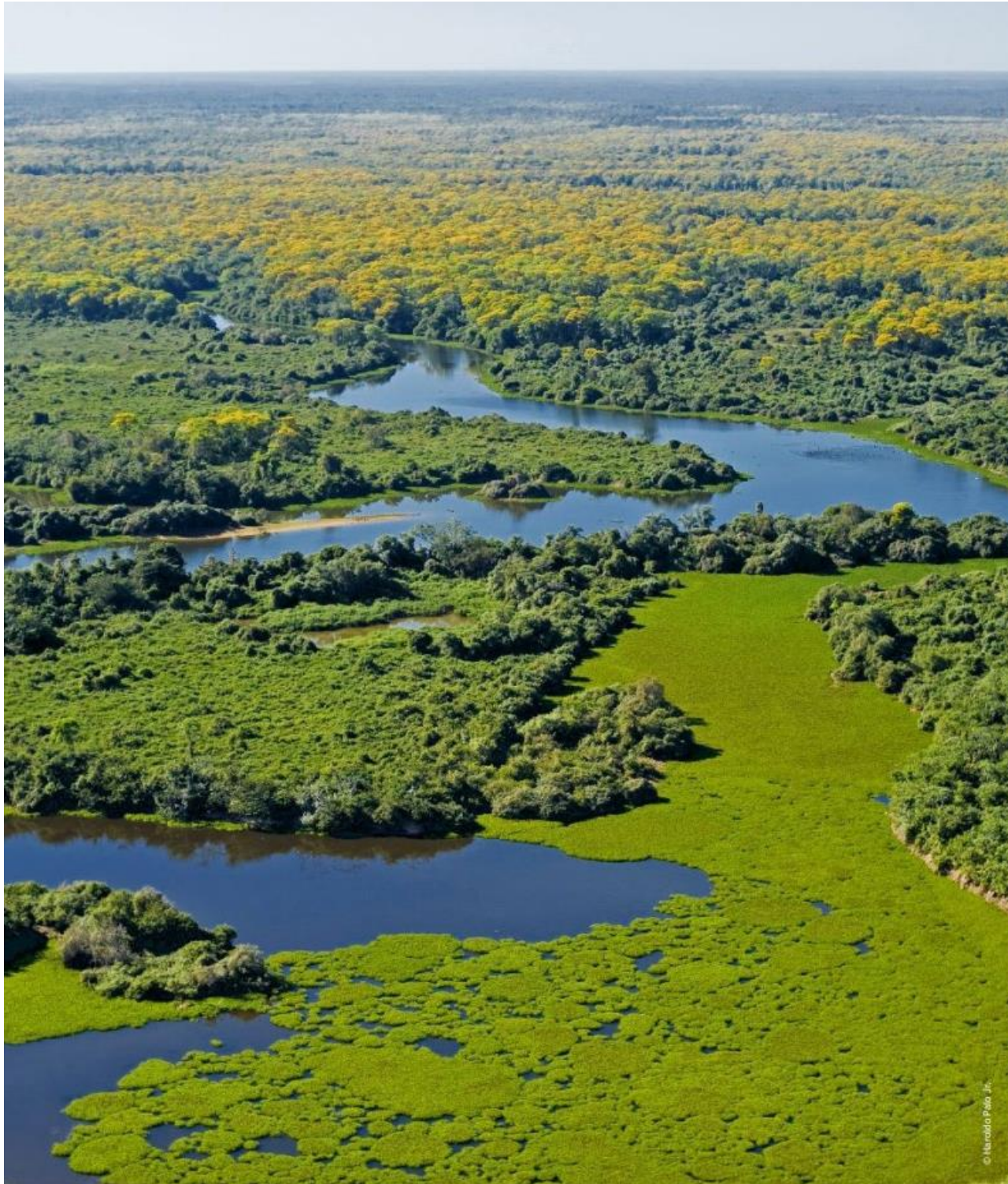
- A comprehensive national reporting document, encompassing areas of highest priority for action and the relevant national targets for each of them.
- A National Report (NR) is a comprehensive account of what the Contracting Party (CP) has been doing to implement the Convention between COPs. In this case COP14 & COP15.
- For a NR to be comprehensive and complete, it needs to reflect the efforts of all relevant agencies within the government and, as appropriate, NGOs and other stakeholders who have knowledge or are working to advance the Party's overall implementation of the Convention on wetlands.

The Purpose of a NR: Why Contracting Parties submit National Reports

Recommendation 2.1 (1984): Submission of National Reports

- National Reports encompasses data/information on how, and to what extent, the Convention is being implemented. For example,
 - Progress towards completing national wetland inventories;
 - progress towards effectively conserving and managing the Ramsar Site network.
- Emerging issues and implementation challenges faced by countries that may require further attention from the COP.
- An opportunity for countries to identify and quantify national priorities, capabilities and resources in line with the targets set in the Strategic Plan.
- An opportunity to showcase how their commitments under the Convention on Wetlands is contributing to other MEAs targets such as the Global Biodiversity targets.
- An opportunity to position experiences and lessons learned in the global environmental space.

The structure of the COP15 National Report Format



Standing Committee 62 approved the National Reporting online system for COP15.

The approved NRF is divided into 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 national targets for the implementation of the Strategic Plan.

Section 1 of the COP15 NRF

Section 1: of the NRF are free text questions for CPs to provide institutional information about the Administrative Authority and National Focal Points for the national implementation of the Convention in the country concerned.



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Section 1: Institutional Information

Important note: The responses below will be considered by the Convention on Wetlands Secretariat as the definitive list of your focal points. All individuals listed below agree that the submitted information will be used to update the information in the Secretariat's contact database and will be published on the public website here [Contacts on website](#).

Name of Contracting Party *

The completed National Report **must be accompanied by a letter** in the name of the Head of Administrative Authority, confirming that this is the Contracting Party's official submission of its COP15 National Report. It can be attached to this question using the "Manage documents" function (blue symbol below)



Respondent

Section 2 of the COP15 NRF

Section 2. Is a ‘free-text’ section in which the Party is invited to provide a summary of various aspects of national implementation progress and recommendations for the coming triennium, in this case 2026-2028.



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Section 2: General summary of national implementation progress and challenges

In your country, in the past triennium (i.e., since COP14 reporting)

A. What have been the five main achievements of the implementation of the Convention since COP14?

1)

Respondent

Section 3 of the COP15 NRF

Section 3: Provides the implementation indicator questions, grouped under each of the Convention's current implementation Goals and Targets in the Strategic Plan 2016-2024.



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Section 3 - Goal 1. Addressing the drivers of wetland loss and degradation

In responding to each of these questions, Contracting Parties are encouraged to provide links, references/ upload documents where applicable and relevant.

[Reference to Sustainable Development Goals 1, 2, 6, 8, 11, 13, 14, 15]

Target 1

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Target 2

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Target 3

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Target 4

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Section 4 of the COP15 NRF

Section 4: is an optional annex that allows Contracting Parties that have developed national targets to provide information on them and actions for their implementation in the coming triennium.



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Section 4. Optional annex to allow any Contracting Party that has developed national targets to provide information on those

Goal 1

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Goal 2

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Goal 3

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What is New in the COP15 NRF



- This revised form has 4 sections instead of 5 as was the case with COP14.
- New questions on Youths are in section(s) 1 (Youths NFP) and & 2 (F,G,H,I,J).
- For COP15 we strongly encourage CPs to submit NR through the ORS to facilitate incorporation of COP15 reporting data in the database and limit risks associated with exporting data from word form to the online system.

Use of National Reports

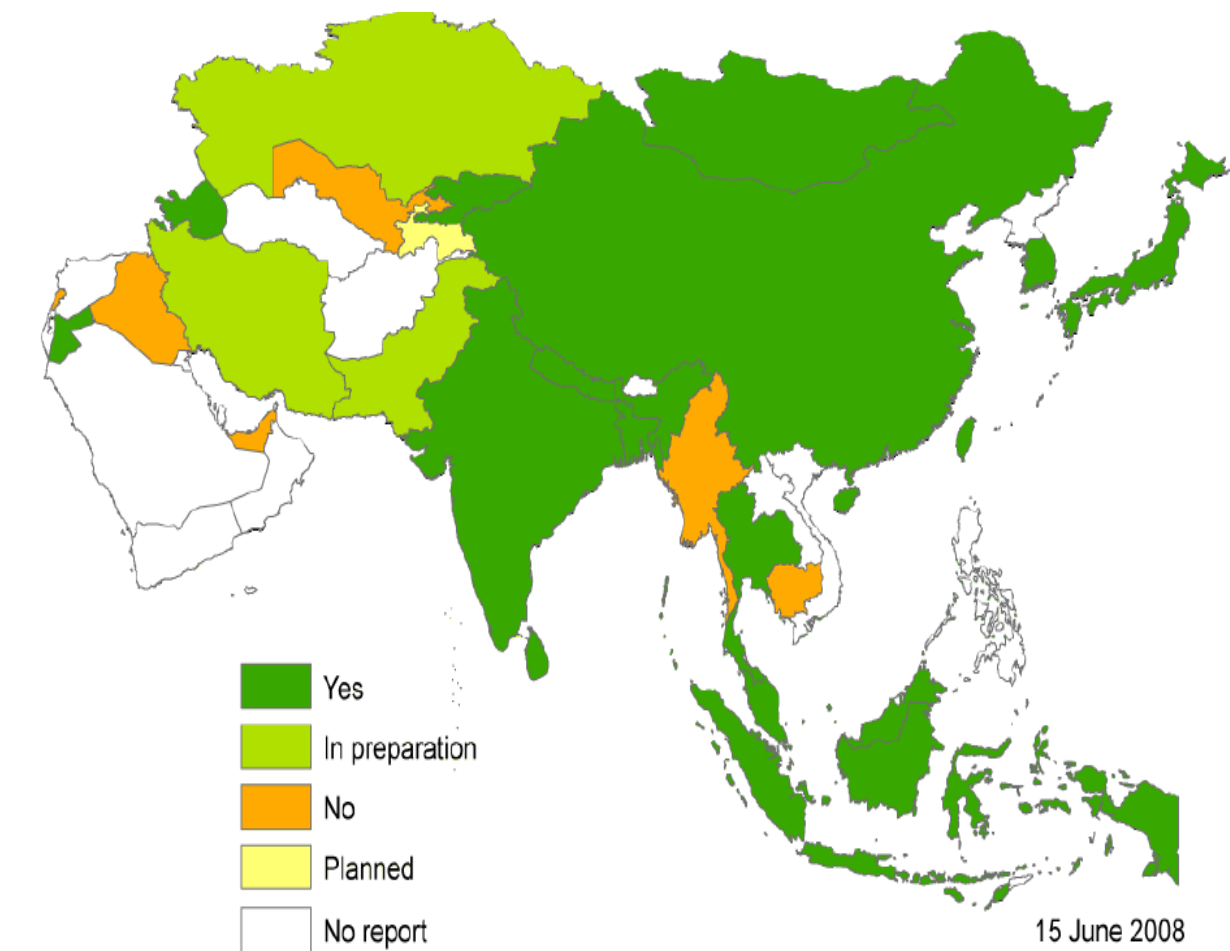


- To compile and analyse information that contracting parties can use to inform their national planning and programming.
- NRs are summarised into a Global Implementation Report, which forms the basis for reporting by the Secretariat to each Conference of the Parties encompassing many global indicators notably;
 - SDG 5.1.2 (Protected Sites)
 - SDG 6.6.1 (Wetland extent)
 - Relevant targets in the Montreal-Kunming Convention on Biological Diversity (CBD) Global Biodiversity Framework (GBF) e.g. 2&3
- Identify specific trends and issues in support of the provision of advice and decisions by Parties at the Conference of the Contracting Parties (COP).

Use of National Reports

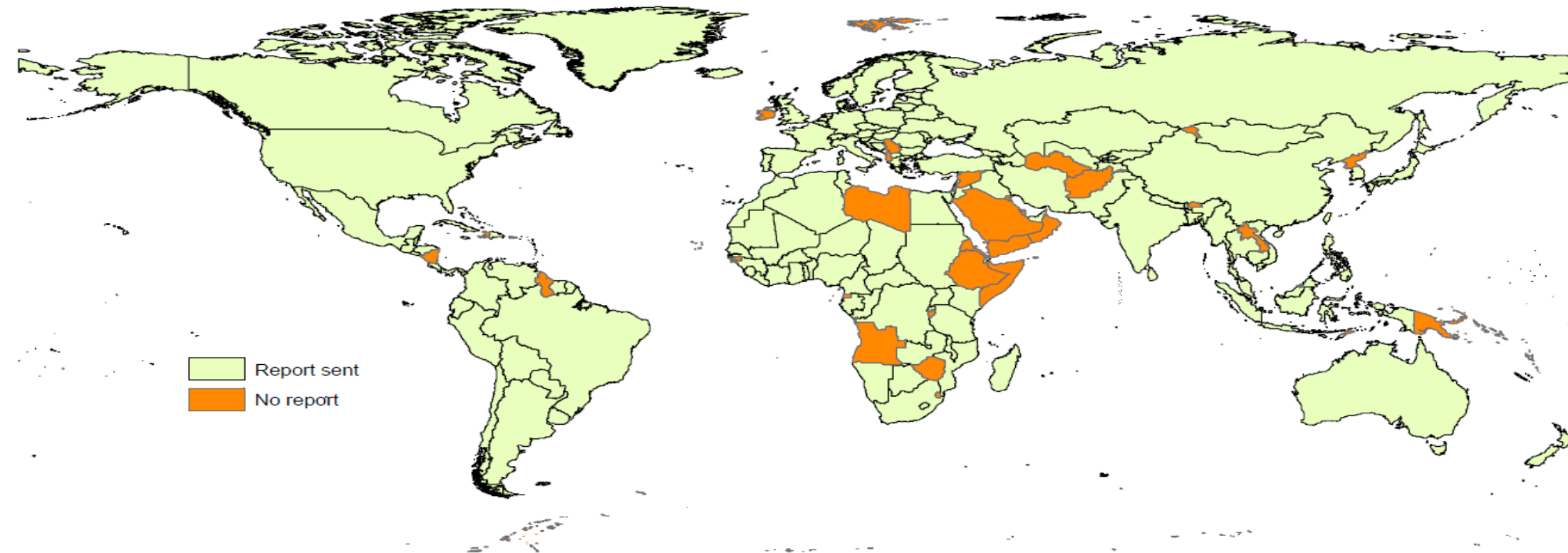


- Report to the CBD on the implementation of the Convention/CBD Joint Work Plan.
- National Reports from CPs are official documents of the Convention and are made publicly available on the Convention's website.



Example of countries with national wetland policy, extracted from NR

Examples of Use of National Reports



COP10 national reports received:
131 reports in time, 142 in total for a total of 159 Contracting Parties !
4 for Oceania

For COP10 131 CPs submitted NR in time, 11 NR were submitted after the deadline, a total 142 NRs submitted out of 159 CP

General guidance on how to complete and submit the COP15NR

Accessing the ORS

- Open <https://reports.ramsar.org> in your preferred browser, works best with an up-to-date version of Firefox, Chrome or Edge
- The system is only available to registered users, if your email is not registered contact the secretariat at nationalreports@ramsar.org
- After successfully logging in, you will see your “Submission Dashboard”

Login & or resetting your password

- The first time you log in you need to set a password. Open https://reports.ramsar.org/password_resets/new and follow the instructions on the screen.

Instructions to access the ORS are included in the tutorial at <https://www.ramsar.org/document/ramsar-online-reporting-system-tutorial>

Help Desk

If you have any questions or problems, please contact Secretariat staff at nationalreports@ramsar.org

General guidance on how to complete and submit the COP15NR

Section 1: Ensure that the information on the AA/NFP is up to date and consistent with what the Secretariat has, if different inform the Secretariat ASAP.

Section 3: ‘free-text’ summary of aspects of national implementation progress, and recommendations for the coming triennium

NB: Ensure

- you do not contradict COP14 or previous report results;
- do not repeat achievements of previous trienniums.

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A. What have been the five main achievements of the implementation of the Convention since COP14?

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1)

Respondent

General guidance on how to complete and submit the COP15NR

Section 3

- Compilers should refer to the NR submitted for COP14 (or COP13 if you failed to submit a Report for COP14) to ensure the continuity and consistency of information provided.
- To help Contracting Parties refer to information they provided in their National Report to COP14, for each question a cross reference to the equivalent question in the COP14 NRF is provided in braces (“curly brackets” { }).

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General guidance on how to complete and submit the COP15NR

Section 4

- Paragraph 22 of Resolution XII.2, encourages Contracting Parties “to develop and submit to the Secretariat 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”.

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General guidance on how to complete and submit the COP15 NR



Guidance on Target 8 Wetland Inventories Training webinars on National Wetlands Inventories 19-22 October 2020

- <https://www.ramsar.org/document/national-wetlands-inventories-training-webinar-agenda>
- <https://www.ramsar.org/document/gis-and-earth-observations-for-national-wetland-inventories>
- <https://www.ramsar.org/document/reporting-on-wetland-extent-and-next-steps>
- <https://www.ramsar.org/document/ramsar-framework-for-wetland-inventory>
- <https://www.youtube.com/watch?v=OmlzRTIq6LA&t=2s>

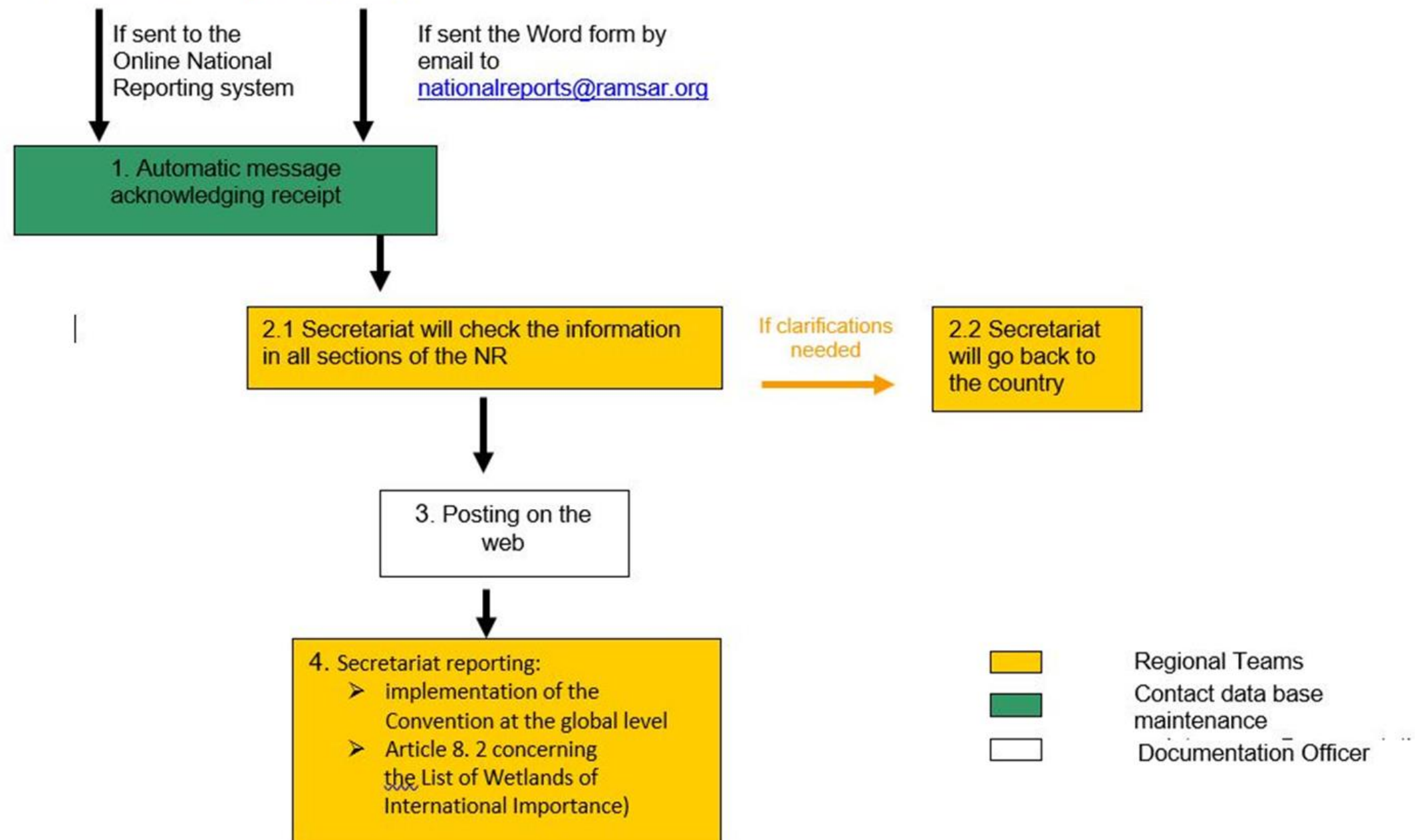
General guidance on how to complete and submit the COP15 National Report



- The completed NR must be accompanied by a letter that can be uploaded in the online system in the name of the Head of Administrative Authority, confirming that this is the Contracting Party's official submission of its COP15 National Report.
- A sample National Report submission letter can be accessed [here](#)

Process of Review of National Reports by the Secretariat

National Report (NR)



Attention!!!



- Deadline for submission: **23 October 2024**
- Any general questions on National Reports contact: nationalreports@ramsar.org

Part II



- General aspects of the Online Reporting System.
- General guidance on how to navigate in the Online Reporting System.



Thanks for your attention

Questions?