First Meeting of the Scientific and Technical
Advisory Committee (STAC) to the Protocol
Concerning Specially Protected Areas and
Wildlife (SPAW) in the Wider Caribbean Region

Havana, Cuba, 27-29 September 2001

Format for the Contracting Parties of the
SPAW Protocol to report to the Organization

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Format for the Contracting Parties
of the SPAW Protocol to report to the Organization

1. INTRODUCTION

1. Every environmental convention requires some form of reporting by its Contracting Parties. Reports can be periodic or can be used to provide information on special issues or unique events. For the Secretariats of these conventions, reports are the primary source of information to monitor and facilitate a convention's implementation, as well as assisting Contracting Parties in reaching their development and sustainability goals.

2. However, it is already clear that to comply with this requirement, each country needs to access a wealth of information that very often is not properly organised within the country, or that is only available by linking databases and information networks that are spread out in different governmental and non-governmental organisations. Thus, the reporting obligation is not just a commitment to a regional agreement, it indirectly requires a commitment to improve the national infrastructure for environmental information management.

3. Additionally, countries are obliged to fulfil the requirements of a large number of multilateral environmental agreements (MEAs). Yet, countries rely on sources of information that are getting more difficult to manage as they become more numerous, more complex, and more diversified. Reporting has therefore become a burden for many countries.

4. The United Nations Environment Programme (UNEP) and other United Nations (UN) and non-UN institutions are now collaborating to reduce this burden on countries, by harmonizing both the information requirements and the reporting formats of the MEAs, and by developing tools that will facilitate the reporting activity of each country.

1.1 Relevant Issues

5. There are a number of issues to consider with respect to reporting under a MEA, the main ones being:

   a. The need to harmonize reporting requirements with other MEAs;

   b. The need to streamline reporting activities at the national level; and

   c. The need to make use of opportunities for network development among the Contracting Parties and MEAs.

a.   Harmonization of Reporting Requirements Between MEAs

6. Resolution 55/198 of the UN General Assembly concerning enhancing complementarities among international instruments related to environmental and sustainable development, calls for effective co-ordination and management of MEAs as it is one of the critical issues addressed under international environmental governance.

7. Apart from the reporting burden for Contracting Parties noted above, there are strong limitations in regards to the usefulness of the information gathered. They exist because of the limited access and lack of comparability. If these limitations were removed, the multi-purpose use of the information provided by national reports would bring significant benefits. In this sense, harmonization is the group of activities that lead to a more integrated process and greater potential for sharing information (UNEP 2001). Some of the benefits indicated by the Background Paper on Harmonization of Information-Management and Reporting for Biodiversity-related Treaties (UNEP, 2001) are:

To national governments:
- Encouragement in identification of a consolidated list of obligations cross-sectorally;
- Identification of national priorities on implementation of MEAs in a holistic manner;
- Encouragement in participation of all levels of government in implementation and reporting;
- Improved awareness of national obligations and compliance of MEAs;
- Improved ability to assess achievement of treaty objectives and set future priorities;
- Identification of gaps in national legislation and policies;
- Assistance in annual budget preparation;
- Identification of ways to avoid duplication of efforts between institutions;
- Facilitation of preparation of national strategic plans to implement MEAs;
- Reduced burden of meeting reporting requirements of treaties;
- Improved information available through Secretariats;
- Increased ability to develop and use clearing-house mechanisms and integrated indicators of sustainability;
- Improved efficiency and effectiveness of national biodiversity information systems; and
- Improved ability to implement country-driven action responding to MEA commitments.

To MEA Secretariats
- Encouragement and support to governments in the implementation of their own national priorities;

- Timely receipt of national reports, enabling the Secretariats to prepare analyses that help the conferences of parties to assess achievement of treaty objectives and identify future priority issues;
- Improved efficiency of information management;
- Improved efficiency in the use of information technology and communications;
- Improved integrated analysis capacity and improved ability to coordinate interagency programmes of work, through sharing of information and experience;
- Improved linkages with international environmental monitoring agencies, major data custodians, and regional treaties; and
- Improved basis for decision making by Conference of Parties, subsidiary bodies and Secretariats.

To the world community
- Improved awareness of emerging issues and inter-relationships;
- Availability of global and regional overviews; and
- Availability of reliable and comparable information for research.

8. However, harmonization is a complex process that involves close co-ordination between the different MEAs. UNEP is currently implementing a number of pilot projects to improve information management for the preparation of national reports. It is important to understand that harmonization does not mean standardization, as each report has specific requirements and characteristics. Instead, harmonization means addressing important issues relevant to the MEAs in a co-ordinated fashion, particularly the limited access to data and information, the need for case studies and lessons-learned, the need for improved linkages with other conventions, the limited resources in information technology, and the difficulty in responding to the multiplicity of queries.

b.   Streamlining of Reporting Activity

9. The streamlining of national reporting is defined as those mechanisms that make each individual reporting process or an integrated process easier or more straightforward for contracting parties to implement (UNEP 2001).

10. The national reports are the primary source of information for each Secretariat, and each MEA has its particular requirements in terms of report content, frequency, and objectives. An essential element to streamline the production of reports is the provision of clear guidelines (that can be prepared under a cross-agency harmonization process). The guidelines can help the Parties on the form and content of the required information. The convention or protocol articles, decisions, resolution and/or strategy, often define this information. Section 1.2 below, presents some examples of biodiversity-related conventions that are already involved in harmonization and streamlining.

11. From these experiences, it is known that the fulfilment by Parties of their reporting requirements increase where the guidelines are clear and detailed. Success is higher in those conventions relying more on the Internet to facilitate the reporting activity and

increase the dissemination of the information (both from the Parties toward the Secretariats, or the other way around).

12. Streamlining must also be looked at in terms of inter-institutional planning at the national level. As information and reporting authority can be dispersed among different organisations, the flow of communication and information exchange must be improved.

c.   Opportunities for Network Development

13. Both harmonization and streamlining facilitates the production of national reports and improve the quality and usefulness of the information (required and produced). Opportunities for network development must be created at different levels, that is:
- National level to improve flow of information;
- International level between conventions, to share experience and information;
- At the level of the MEA, to improve information flow from Secretariats to Parties, and vice-versa; and
- At all levels, to increase access to other sources of information (non-governmental organisations, international agencies, academic sector, etc.).

14. The Internet now increasingly provides more accessible and powerful tools to create opportunities to make the harmonization and streamlining processes more efficient.

15. It is important to understand that the reporting obligations contained in the SPAW Protocol provide an opportunity to improve the management of environmental information in each country, as well as increasing linkages with other countries (Parties to SPAW or others) that can create synergies for better environmental decisions leading to greater impacts of the MEAs. Harmonization and streamlining can facilitate both the production of national reports and help produce relevant information for planning and development at the national and regional levels.

1.2   Reporting Under Other Conventions

16. The process of harmonization of information management and reporting is already underway in various organisations. Although inter-agency co-ordination and actual exchange of information is relatively new, some of the biodiversity-related conventions are implementing the recommendations of UNEP (UNEP, 2001). These should serve as models for reporting under the SPAW Protocol, as well as important sources of information for technical issues, guidelines, implementation activities, etc.

17. Ideally, the report harmonization process should provide examples of existing standards and guidelines for the design of the new reports to be produced under SPAW. However, this is not yet the reality, though many elements of these initiatives can provide general and specific guides. Examples of report guidelines and/or forms are provided as Appendix 1. A review of a number of these conventions is presented in tabular form as Appendix 2.

18. The respective initiatives of the Convention on Biological Diversity (CBD), RAMSAR, Convention on Migratory Species (CMS), the World Heritage Convention, the UN Framework Convention on Climate Change (UNFCC), the UN Convention to Combat Desertification (UNCCD), and of the Commission on Sustainable Development (CSD) are characterized using a set of parameters described as follow[1]:

Periodicity: Each MEA has a specific reporting period prescribed by its legal framework. However, other thematic or special reports do not have a fixed period. Periodic reporting of the reviewed MEAs varies from one to six years.

Objectives of reporting: Objectives are dictated by the legal instrument and can be of a strategic or programmatic nature. Some reports aim only at informing the Contracting Parties, others aim at providing planning tools for the Parties and their Secretariats. Objectives can be defined from the legal agreement, decisions and recommendations of Meeting of the Parties, or from the implementation strategy of each MEA.

Reporting on implementation status: Some conventions require national reports dealing exclusively with implementation activities of the MEA itself. They do not have technical information on results, but serve the sole important purpose of monitoring the implementation of the MEA.

Reporting on areas/species status: Some, like the SPAW Protocol, request the delivery of information on technical aspects, or specific results of the MEA in each country. Reporting on protected areas and/or protected species is done, characterising each with geographic, biological, and ecological data. Changes in any characteristic are also communicated.

Reporting on issue of management, regulation and enforcement: Some Secretariats compile information on experiences of management, on regulation, context, and on enforcement issues. These are essential for the support of managers and users networks for protected areas and species.

Provision of guidelines for reporting: Secretariats should provide guidelines for the preparation of national reports and to improve the management of environmental information required for such reports. As stated above (Section 1.1), detailed and clear guidelines improve the rate of response from the Contracting Parties.

Provision of electronic format: Forms and guidelines come in different forms, from simple printed documents to complex digital forms available on the Internet. The latter facilitates the ease with which information can be compiled from the national reports.

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[1] Note that the Convention on International Trade in Endangered Species (CITES) is not included in the review as no material was available on Internet at the time of redaction of this document and as the reporting obligations deals mostly with customs and transport information not relevant to SPAW.

Publication and dissemination of national reports: Most of the conventions make the national reports available to all Parties or to the community at large, through posting on the Internet (often in MS-Word or PDF format). This favours the exchange of information and the transparency of the administration of the convention.

Searchable database: When the reporting is in electronic form and supported by efficient automated processes, the information produced by the reports can be made available to the managers and users. A searchable database can allow a better understanding of the regional status of any given phenomenon, or provides important information for strategic uses.

Harmonization co-ordination: The UNEP initiative provides guides to improve reporting and the related management of information. At the same time, the process itself takes advantage of experience gathered by different conventions, even if done without an integrated approach.

Streamlining effort: Results in improved reporting and information management.

Relevance for SPAW: Information from this review that is thought relevant for the preparation of the reporting activity of the SPAW Protocol is highlighted in bold character in Table I (Appendix 2).

2.   REPORTING FOR THE SPAW PROTOCOL

19. Reporting by Contracting Parties to the Protocol Concerning Specially Protected Areas and Wildlife (SPAW) is required by Article 19 of the Protocol. Article 19 provides guidelines for the periodic reports to the Secretariat on:

   a.   The status of existing and newly established protected areas, buffer zones, and protected species in areas over which the Party exercises sovereignty, or sovereign rights, or jurisdiction; and

   b.   Any changes in the delimitation or legal status of protected areas, buffer zones, and protected species in areas over which the Party exercises sovereignty, or sovereign rights, or jurisdiction.

20. This reporting content not only provides useful information to the Secretariat and to the region, but also helps the country itself in maintaining an accurate and updated inventory of its resources.

21. However, the information requested by Article 19, if it rigidly follows outline given, cannot support all of the purposes outlined in Articles 20 and 22, as envisioned. It would be difficult to use site and species specific information to determine the utility and sustainability of conservation efforts in a particular jurisdiction. In a similar manner, it

would be difficult to determine national progress towards SPAW Protocol implementation, and more importantly, the effectiveness of the SPAW Regional Programme.

22. As such, in addition to the notification concerning changes in delimitation of sites and species, effective SPAW Programme implementation requires a consistent national reporting process that provides information on national policy and legislative frameworks, management systems, support services, and progress in implementing the relevant provisions of the Protocol.

   The Draft Format for the National Report to the SPAW Protocol is given by Appendix 3.

23. It is recommended that the reporting period be biennial, with submissions to be timed so as to be useful for the programme planning and budgeting process of the Secretariat.

3.   OPTIONS FOR FUTURE DEVELOPMENT

24. The periodic report to be produced under the SPAW Protocol must be designed with format and objectives that will make it flexible to future developments or trends in national reports for MEAs. The harmonization of information management and reporting already indicates important features that reports should have and others that will increase their effectiveness.

a.   Pilot Project for Harmonization of Report Format

25. The First Meeting of the Scientific and Technical Advisory Committee (STAC) of the SPAW Protocol should evaluate the opportunity to co-ordinate the preparation and implementation of a pilot project co-ordinated by the Secretariat and with the assistance and guidance of UNEP-WCMC. Such a pilot project could aim at preparing a report format, guidelines, data structure, information flow, and communication mechanisms (at national level and Protocol level).

26. A pilot project could bring long-term benefits to the Parties and increase the integration of information to other conventions and protocols. However, it should be designed in a way to also support the production of the first national report of SPAW.

b.   Internet-Based Entry Form for National Reports

27. The Internet offers new and efficient instruments for network development and information sharing. The report format could eventually be available on the CEP website, with its detailed guidelines. The forms could be either filled periodically on-line or downloaded. It could also be forwarded by other more traditional means to Parties without easy access to Internet.

   The Internet version of the report would streamline the report production and facilitate its management by the Secretariat.

c. **Dissemination of National Reports on CEP Website**

28. As the reports are standardised between Parties and produced at regular intervals, a database of national reports could be developed, as is already the case with most of the conventions reviewed in Section 1.2.

d. **Clearinghouse Mechanism on SPAW Protocol from National Reports**

29. In addition to the databank of national reports, the Secretariat would be able to develop and maintain a searchable database on the CEP website of the information included in the reports. Users of the database would not have to go through numerous and long reports to access integrated information on the status of the areas and species protected by the PSAW Protocol and on the implementation of the Protocol itself. The sharing of experience on management, implementation, monitoring, and enforcement issues would be facilitated with such a database.

The development of the database would be done in co-ordination with the Internet-based (or electronic) format for reporting.

LIST OF REFERENCES

UNEP 2001. Background paper (Revised) on *Harmonization of Information Management and Reporting for Biodiversity-related Treaties*. Second Meeting of the Environmental Management Group, Note by the Executive Director, Geneva, 15 June 2001, 15 pages.

UNEP 1998. *Feasibility Study for a Harmonized Information Management Infrastructure for Biodiversity-related Treaties.* Compiled by UNEP-WCMC, August 1998, 31 pages.

RAMSAR Convention on Wetlands (The), 2001. *National Planning Tool and National Report Format for COP*, http://www.ramsar.org/cop8_nr_natl_rpt_intro_e.htm

Convention on Biological Diversity, 2001. *Guidelines for National Reports*, 98 pages. http://www.biodiv.org/world/reports.asp?lg=0

UNESCO, 2001. *Periodic Reporting on the Application of the World Heritage Convention, Explanatory Notes*. 9 pages, http://www.unesco.org/whc/reporting/prexpl.htm

United Nations Convention to Combat Desertification, 1999. *UNCCD National Reports Help Guide*. ICCD/COP/(3)/INF.3, 23 July 1999, 36 pages
 http://www.unccd.int/cop/reports/menu.php

United Nations Framework Convention on Climate Change, 2000. *Review of the Implementation of Commitments and of Other Provisions of the Convention, UNFCCC Guidelines on Reporting and Review*. 122 pages.
http://www.unfccc.de/resource/country/index.html

United Nations Commission on Sustainable Development, 2001. *Guidelines for National Reporting to CSD IX*. http://www.un.org/esa/agenda21/natlinfo/niau/csd9/csd9.htm

LIST OF ACRONYMS

CBD - Convention on Biological Diversity
CEP - Caribbean Environment Programme
CITES - Convention on International Trade in Endangered Species of Wild
Fauna and Flora

CMS - Convention on Migratory Species
CSD - Commission on Sustainable Development
MEA - Multilateral Environmental Agreement
RAMSAR - Convention on Wetlands of International Importance especially as
Waterfowl Habitats

SPAW - Specially Protected Areas and Wildlife
STAC - Scientific and Technical Advisory Committee
UN - United Nations
UNCCD - UN Convention to Combat Desertification

UNESCO - United Nations Educational, Scientific and Cultural Organisation
UNFCC - UN Framework Convention on Climate Change
UNEP - United Nations Environment Programme
WCMC - World Conservation Monitoring Centre

APPENDIX 1

INDICATIVE TABLE OF CONTENTS OF REPORTING FORMS UNDER OTHER CONVENTIONS

World Heritage Convention

Executive Summary

SECTION I: Application of the World Heritage Convention by the State Party

I.1   Introduction
      c.   State Party
      d.   Year of ratification or acceptance of the Convention
      e.   Organization(s) or entity(ies) responsible for the preparation of the report
      f.   Date of the report
      g.   Signature on behalf of the State Party

I.2   Identification of Cultural and Natural Heritage Properties
      a.   National inventories
      b.   Tentative List
      c.   Nominations

I.3   Protection, Conservation, and Presentation of the Cultural and Natural Heritage
      a.   General policy development
      b.   Status of services for protection, conservation, and presentation
      c.   Scientific and technical studies and research
      d.   Measures for identification, protection, conservation, presentation, and rehabilitation
      e.   Training

I.4   International Co-operation and Fund Raising

I.5   Education, Information, and Awareness Building

I.6   Conclusions and Recommended Action
      a.   Main conclusions
      b.   Proposed future action(s)
      c.   Responsible implementing agency(ies)
      d.   Timeframe for implementation
      e.   Need for internal assistance

SECTION II: State of Conservation of Specific World Heritage Properties

II.1   Introduction
      a.   State Party
      b.   Name of World Heritage property
      c.   Geographical coordinates to the nearest second
      d.   Date of inscription on the World Heritage List
      e.   Organization(s) or entity(ies) responsible for the preparation of the report
      f.   Date of the report
      g.   Signature on behalf of State Party

II.2   Statement of Significance

II.3   Statement of Authenticity/Integrity

II.4   Management

II.5   Factors Affecting the Property

II.6   Monitoring

II.7   Conclusions and Recommended Action
      a.   Main conclusions regarding the state of the World Heritage values of the property (see items II.2 and II.3 above)
      b.   Main conclusions regarding the management and factors affecting the property (see items II.4 and II.5 above)
      c.   Proposed future action/actions
      d.   Responsible implementing agency/agencies
      e.   Timeframe for implementation
      f.   Need for international assistance.

United Nations Convention to Combat Desertification (UNCCD)

I. INTRODUCTION
A. Purpose of the formulation of national reports
B. Suggested process, to be adapted as needed to each national context
C. Assistance by subregional organizations
D. Synergy with other similar processes
E. Submission modalities

II. PROPOSED METHODOLOGY
A. How to work with the proposed methodology
B. Detailed guidelines provided by the Conference of the Parties (decision 11/COP.1)
(i)   A table of contents
(ii)   A summary not exceeding six pages
(iii)   The strategies and priorities established within the framework of sustainable development plans and/or policies
(iv)   The institutional measures taken to implement the Convention
(v)   The participatory process in support of the preparation and implementation of the action programme
(vi)   The consultative process in support of the preparation and implementation of the national action programme and the partnership agreement with developed country Parties and other interested entities
(vii)   The measures taken or planned within the framework of the national action programmes, including measures to: improve the economic environment; conserve natural resources; improve institutional organization; improve knowledge of desertification and monitor and assess the effects of drought
(viii) Financial allocations from national budgets in support of implementation as well as financial assistance and technical cooperation received and needed, identifying and prioritising requirements
(ix)   A review of the benchmarks and indicators utilized to measure progress and an assessment thereof

C. UNCCD profile system for national reports

Annexes
I.   Legislative authority
II.   Work plan and timetable for preparation of national reports and compilation and synthesis before the Third session of the Conference of the Parties
III.   UNCCD profile system for national reports

APPENDIX 2

SUMMARY REVIEW OF REPORTING UNDER OTHER CONVENTIONS

Table 1 - Part A: Review of National Reporting of Various MEAs

Convention or Other MEA	Periodicity	Objectives/Context of Reporting	Reporting on Status of:		
			Implementation	Areas/Species	Management, Regulations, and Enforcement
Convention on Biological Diversity (CBD)	4 yrs	**Evaluation of implementation success at national and international levels**	**Organised as of articles of the Convention and 50 indicators**	Questionnaire has no specific requirements, but boxes are open for Parties to provide examples of implementation activities	Embedded in questions on implementation (financial mechanisms, information flow, incentive measures, etc.)
RAMSAR Convention on Wetlands	3 yrs	• **Based on the Strategic Plan** • **Divided in targets with their related Decisions/ Recommendations** • **Develop as a national planning tool**	**Organised as of Strategic Plan and Parties Decisions. Detailed set of questions on status**	No special provision but questionnaire open for Parties to provide examples of implementation activities	Embedded in questions on implementation
Convention on Migratory Species (CMS)	?	**Follows CMS strategic plan and designed to be closely linked to the participatory processes of the Convention**	Not published yet	Not published yet	Not published yet
UNESCO World Heritage	6 yrs	• assess the application of the Convention and inform on changes • assess values of the properties inscribed on the World Heritage • mechanism for regional co-operation and exchange of information and experiences	Proposed a detailed table of content for the application of the Convention (Section I) in terms of institutional responsibilities, inventory, funding, education, information, etc.)	Proposed a detailed table of content for the state of conservation of specific sites (Section II)	Covered in both section of the proposed format
United Nations Framework Convention on Climate Change	1 yr	• assist Parties in meeting their present and future commitments • facilitate the process of producing and reviewing annual national inventories included in national communications	• Very detailed • In table form in Part II (reporting on national communications)	• Very detailed • In table form in Part I (reporting on annual inventories)	• Very detailed • In table form in Part II (reporting on national communications)

Convention or Other MEA	Periodicity	Objectives/Context of Reporting	Reporting on Status of:		
			Implementation	**Areas/Species**	**Management, Regulations, and Enforcement**
United Nations Convention to Combat Desertification (UNCCD)	1 yr	• Inform the Parties on status of Convention in each country • assess of progress in the application of the Convention • exchange information and data • increase access to information and data by Committee on Science and Technology • information in the public domain	**Detailed indicators table in PDF format**	No specific requirements	**Detailed indicators table in PDF format**
UN Commission on Sustainable Development (CSD)	1 yr	Assess progress on implementation of Agenda 21 at national and regional levels	Report from list of indicators grouped in four sectors: social, economic, natural resources and institutional	No specific requirements	Under institutional sector indicators

Table 1 - Part B: Review of National Reporting of Various MEAs

Convention or Other MEA	Guidelines	Report format			Co-ordination Efforts of:	
		Electronic Form	**Publication and Dissemination**	**Database**	**Harmonization**	**Streamlining**
Convention on Biological Diversity (CBD)	● Short and general text ● Questions have a high level of detail with different options for answers	Downloadable MS-Word and PDF documents with fields and boxes (in six official languages)	**Available on CBD website in MS-Word and PDF in original language**	● Not from national reports ● Powerful clearinghouse	● Major partner ● Has implemented recommendations	**Working at integration and facilitation**
RAMSAR Convention on Wetlands	Contextual guidelines but supported by an electronic form (MS-Word) facilitating compilation of information	**Protected form in MS-Word with fields with multiple choices and for text by Parties**	● Previous reporting exercise available on RAMSAR website ● COP8 in latest format will be made available	Working at implementing database with information from report form	**Major partner with leading actions: form, dissemination, website**	**Major partner with leading actions: form, dissemination, website**
Convention on Migratory Species (CMS)	Not published yet	Not published yet	Not published yet	Not published yet	Support from UNEP-WCMC	Support from UNEP-WCMC
UNESCO World Heritage	**Very detailed guidelines in the proposed table of content for national report**	● Guidelines and format in MS-Word and PDF format ● Internet-based form in development	Posting of national reports being tested in pilot projects (Arab States and Africa)	None yet	Efforts in guidelines preparation and dissemination	Format and guidelines leading to standardisation of national reports, but still with important flexibility in format
United Nations Framework Convention on Climate Change	Very detailed, in downloadable PDF format	● Downloadable PDF or HTML formats ● Large quantity of tables but not available in spreadsheet format	Available in PDF format in official languages	None	Adopted some recommendations in relation to guidelines	Adopted some recommendations in relation to guidelines
United Nations Convention to Combat Desertification (UNCCD)	Very detailed and included in tables of indicators	● Only in PDF format ● No spreadsheet format available for numerous tables	● On website by countries/regions ● Can be taken from subregional action programmes	National and regional reports No integration or searchable database by issue		
UN Commission on Sustainable Development (CSD)	● Integrated to questionnaire ● Majority of yes/no answer or options ● Some development questions	Working list of indicators on website	National reports and regional profiles available on Internet	none		Simplified and standardised process for Rio+10 preparation.

APPENDIX 3

REPORTING ELEMENTS FOR THE SPAW PROTOCOL

SECTION I: INTRODUCTION

2.   State name of Contracting Party

2.   State name of SPAW Focal Point

3.   Report summary

     a.   Period covered by the report

     b.   Organisation responsible for preparation of the report

     c.   Date of the report

     d.   Signature on behalf of the Contracting Party

4.   State name of CEP Focal Point, if different from SPAW Focal Point

SECTION II: PROTECTED AREAS

5.   Management status

     a.   Name and address of main management institution. Include name and title of the Head of Institution.

     b.   If there is more than one institution managing protected areas, list all relevant institutions.

     c.   Number of protected areas (attach list of names):
          (i)   declared,
          (ii)   proposed.

     d.   Categorise declared protected areas (see table provided).

National Category	IUCN Equivalent	Number		Total
		Managed	Un-managed	
Total				

6. Policy and legislative framework

   a. List policy instruments governing protected areas establishment and management (attach copy(ies) of main instruments).

   b. Is there national legislation and regulations covering all categories of protected areas? If not, list categories covered.

   c. List the applicable laws and regulations (attach copies).

   d. Policy and legislative gaps.

7. Protection measures

   a. Status of support systems for protection, management, and education.

   b. Scientific and technical studies and research.

   c. Training (all formats, external and internal).

   d. Gaps in site coverage and/or support services.

8. Provide estimate of expenditures for protected area policy, planning, and management for the reporting period.

9. List the ten (10) most important issues related to protected area management (list in descending order of importance, with (1) being the most important).

SECTION III: PROTECTED SPECIES OF FLORA AND FAUNA

10.   Management status

        a.   Name and address of main management institution. Include name and title of
                the Head of Institution.

        b.   If there is more than one institution involved with management of protected
                species, list all relevant institutions.

        c.   Number of important species (attach list of names):
                (i)   Legally protected,
                (ii)   Endangered and/or requiring protection.

        d.   Summarise protected species (see table provided).

Species Category	Status/Importance	
	National	Regional/International
Endemics		
Migrants		
Other		
Other		
Other		

11.   Policy and legislative framework

        a.   List policy instruments governing management of protected species (attach
                copy(ies) of main instruments).

        b.   Is there national legislation and regulations covering all endangered species? If
                not, list species requiring legislative protection.

        c.   List the applicable laws and regulations (attach copies).

        d.   Policy and legislative gaps.

12.   Protection measures

        a.   Status of support systems for protection, management, and education.

        b.   Scientific and technical studies and research.

        c.   Training (all formats, external and internal).

    d.   Gaps in habitat protection, management systems, and support services.

13.   Provide estimate of expenditures for protected species management for the reporting period.

14.   List the ten (10) most important issues related to protected species management (list in descending order of importance, with (1) being the most important).

SECTION IV: IMPLEMENTATION OF PROTOCOL PROVISIONS

15.   Summarise progress in implementation of the different Articles of the SPAW Protocol, in particular, Articles 4 to 19, and Article 22.

16.   Future action

    a.   Proposed future action.

    b.   Timeframe for implementation.

    c.   Needs for external assistance.

17.   List of attachments.