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UNDP-GEF GLOBAL PROJECT “TECHNICAL SUPPORT TO ELIGIBLE PARTIES TO PRODUCE THE SIXTH NATIONAL REPORT TO THE CBD”

## REPORT OF THE INCEPTION WORKSHOPS FOR COUNTRIES SUPPORTED BY THE 6NR PROJECT

UNDP Istanbul Regional Hub, Turkey

March 2018

### 1. INTRODUCTION

#### A. Background

The purpose of this project is to provide technical support to GEF-eligible Parties to the Convention on Biological Diversity (CBD) in their work to develop a high quality, gender-responsive and data-driven Sixth National Report (6NR) that improves national decision-making processes for the implementation of National Biodiversity Strategies and Action Plans (NBSAP); that reports on progress towards achieving the Aichi Biodiversity Targets (ABTs); and that informs both the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030. The rate of change of natural capital, upon which economies and human wellbeing depend, present a real challenge, occurring too rapidly for policy makers to adapt their management plans. Many countries require greater support to accurately identify the status of their biodiversity, as well as the impact and effectiveness of their biodiversity and conservation measures. An updated national report is required of all CBD Parties to understand changes in the status and trends of biodiversity, and their implications. The information captured in the 6NR will provide the main rationale for the follow-up work on the Strategic Plan beyond this decade and will help shape the post-2020 global biodiversity agenda. It is therefore essential that these reports provide an accurate and up-to-date reflection of national and global progress to address the ABTs.

#### B. Project components and outputs

##### Component 1: Project inception meeting & identification of funding resources

**Outcome 1:** A functional steering committee (SC) is formed in each country to prepare the

6NR, project times and methods are developed, funding is mobilized, where necessary, and training and capacity building activities are complete.

**Output 1:**

- 1.1: The SC and coordination role(s) for 6NR preparation are assigned, and a production plan and timeline are developed. Activities include: (a) deciding on the working arrangements and methods for preparing the 6NR, including issues related to the use of the online reporting tool; (c) identifying the relevant stakeholders for each national target or target component. UNDP will establish and maintain close collaboration between SCBD and each country, establishing an open line of communication regarding technical requirements for all aspects of National Reporting; and (d) holding the inception meeting.
- 1.2: Necessary project funding and resources are acquired, including the submission of an Annual Work Plan and Letter of Authorization and the identification of other funding sources, as needed. Activities include: (a) identifying other sources of funding and in-kind support, and (b) identifying partner organizations, agencies and centres of excellence to support the project. UNDP to establish and maintain close collaboration between SCBD and each country, establishing an open line of communication regarding technical requirements for all aspects of National Reporting; (b) identifying the responsible actors and organizations for the different elements of the report.
- 1.3: Participation in training and capacity building opportunities for the project team and the steering committee. Activities include: (a) training in the use of the CBD online reporting tool, and (b) training in the development of data that reports on progress in achieving the targets and activities in the post-2010 NBSAP.

**Component 2: Assessment of progress towards each national target**

**Outcome 2:** Stakeholder owned reports for each ABT and/or national equivalent are produced and compiled [Parties are requested to report on both achievement of each identified national target (Section III), and on achievement of each ABT (Section IV).

**Output 2:**

- 2.1: A scoping report/zero draft for each ABT and/or national equivalent is prepared. Activities include: (a) preparing the initial draft elements of the national report, including data and progress assessments that are already available for each ABT and/or national equivalent; (b) identifying information gaps for each ABT and/or national equivalent that is required to undertake the assessment of implementation measures and the assessment of progress towards national targets required in 6NR sections II and III. UNDP will provide all countries with a standard base layer of data and information on key variables related to National Reports, in collaboration with the UN Global Pulse Lab and with UN Environment-WCMC. In addition, UNDP will provide, on an as-needed and cost-recovery basis, additional support in integrating additional data layers relevant to the particular needs of each country.
- 2.2: Consultations with stakeholders are undertaken to verify data and progress assessments and address information gaps for each ABT. Activities include: (a) facilitating a process that convenes experts from a full range of disciplines, including gender equality women's rights experts, women's organizations, indigenous groups and business sectors, to determine the status of NBSAP implementation, identify data gaps and validate spatial information; and

(b) working with experts during stakeholder workshops to draw conclusions on national progress related to NBSAP implementation and achievement of ABT, in support of Decision VII/25. Given the breadth of the national targets adopted by countries, multiple consultations may need to be undertaken, and can include national focal points for the Cartagena and Nagoya Protocols, national focal points for the other biodiversity-related conventions, Rio Conventions and other relevant international and regional processes and agreements, representatives of other government ministries and local governments, representatives of indigenous peoples and local community organizations, women's organizations, research and academic bodies, the private sector, bodies representing the agricultural, forestry, fishery, tourism or other sectors, environmental management bodies, non-governmental organizations, women's organizations, and agencies addressing sustainable development and poverty eradication.

- 2.3: Reports for each ABT and/or national equivalent are developed, which strive to be gender responsive, considering the resources and timeframe of the project in each country. Reports are based on the information collected during the activities that are described above. Activities include: (a) developing progress assessments for each ABT and/or national target equivalent; (b) reviewing NBSAP implementation (c) reviewing actions to mainstream biodiversity (d) assessing of the effectiveness of the actions undertaken to implement the Strategic Plan and NBSAPS. The individual assessments serve as a series of small, stand-alone reports, which when combined, constitute the main body of the 6NR. This output builds the capacity of countries to facilitate dynamic monitoring, reporting and decision making to ensure they can more efficiently and effectively undertake their national reporting obligations.

### **Component 3: Sixth National Report production and submission**

**Outcome 3:** A stakeholder-owned 6NR is produced and submitted to the CBD

#### **Outputs 3:**

- 3.1: The 6NR is compiled, reviewed, revised and finalized. Activities include: (a) compiling the target level assessments into a comprehensive draft 6NR, and following all formatting requirements to ensure consistency across targets; (b) circulating the draft 6NR to the SC and UNDP/UN Environment for a technical peer review; (c) revising the assessment to incorporate additional data sources and technical expertise; (d) facilitating additional stakeholder consultations, as needed; (e) developing a final 6NR report; and (f) obtain final approval from steering committee. Depending on the comments received during the review period, a country may wish to make the report available for a second round of peer review. UNDP to establish a roster of technical peer reviewers, who can review documents in English and Spanish, and will train these consultants in a peer review checklist, to be developed in consultation with SCBD. Following the peer review the report will be revised and the final version produced.
- 3.2: The 6NR is validated and officially submitted to the CBD. Activities include: (a) official validation of the report by the government, which often requires approval from the Minister or Cabinet; and (b) submitting the 6NR as an official document to the CBD in accordance with Article 26. The 6NR should comply with national procedures for such submissions. If the 6NR is being prepared with the use of the online reporting tool, the report may be submitted directly to the Secretariat through this system. Parties not using the online reporting tool may send their 6NR to the main email address of the SCBD

(secretariat@cbd.int). An official letter should accompany a national report submitted in document form from the national focal point or the senior government official responsible for the implementation of the Convention.

### **C. Objectives and expectations**

UNDP co-hosted five virtual Inception Workshops (IW) with the CBD Secretariat in English, French, and Spanish. Each country participating in the project was invited to attend the workshop most closely aligned with its geographic region and language needs.

The IW were hosted on the following dates:

- Central Asia, English-speaking Arab States and Africa (English): 23 Feb 2018, 8:00 – 10:00 am NY/EST
- English-speaking Latin American and Caribbean Countries (English): 26 Feb 2018, 10:00 am–12:00 noon NY/EST
- Spanish-speaking Latin American and Caribbean Countries (Spanish): 27 Feb 2018, 10:00am–12:00 noon NY/EST
- Asia (English): 28 Feb 2018, 7:00 am – 9:00 am NY/EST
- French-speaking Arab States and Africa (French): 2 March 2018, 10:00 am – 12:00 noon NY/EST

Workshop objectives included:

- Providing an overview of the 6NR relevance, timelines, deliverables and expectations;
- Reviewing the technical tools available to support Parties during 6NR development;
- Discussing project implementation arrangements, including roles and responsibilities, the process for submitting budget revisions and accessing fund, and expectations around stakeholder engagement and technical review; and
- Providing guidance through a live question and answer session with the project team.

## **2. Official Inception Workshop Opening and Introduction**

Christina Supples, Technical Project Advisor - UNDP, conducted the official opening during each of the five Inception Workshops. She welcomed participants and presented the UNDP-6NR team. Afterwards, Lijie Cai, Programme Officer - National Reports, CBD, presented the CBD colleagues who are collaborating in the 6NR project.

## **3. Summary of the Presentations and Discussions**

- A. “Preparation of the Sixth National Report to the Convention on Biological Diversity-Overview”.** Lijie Cai, Programme Officer - National Reports, CBD, conducted

the session in English; Gisela Talamas, Programme Assistant, CBD, in Spanish; and Marion Marigo, Technical Specialist, UNDP, in French.

The presentation focused on the relevance of 6NR in the framework of the Convention on Biological Diversity, and detailed the seven sections that comprise the Report:

- I. Information on the targets being pursued at the national level
- II. NBSAP implementation measures taken, assessment of their effectiveness, associated obstacles and scientific and technical needs
- III. Assessment of progress towards each national target
- IV. Description of the national contribution to the achievement of each Aichi Biodiversity Target
- V. Description of the national contribution to the achievement of the targets of the Global Strategy for Plant Conservation (optional)
- VI. Additional information on the contribution of IPLCs to the achievement of Aichi Biodiversity Targets (optional)
- VII. Updated biodiversity country profiles

The speakers concluded this session by sharing some of the tools and resource materials that the CBD has created to support Parties to prepare their 6NR. Christina Supples then facilitated a question and answer session with the CBD speakers and participants.

- B. **“Project Introduction”**. Marion Marigo, Technical Specialist – UNDP, conducted the session in English and French; Martin Cadena, Technical Specialist – UNDP, conducted the session in Spanish.

In this section, speakers summarized the key components of the Project Document (ProDoc). The presentation focused on ensuring participants understood the project objectives, expected results, the three project components of the project (see Section 1.C) and the nine associated outcomes. Finally, speakers concluded this session by presenting the project timeline and highlighting the end of this year as the deadline for Parties to submit their 6NR. Christina Supples then facilitated a question and answer session with participants.

- C. **“Technical tools to support 6NR development”**. Christina Supples and Lijie Cai conducted the presentation in English; Marion Marigo and Monique Chiasson in French; and Gisela Talamas and Martin Cadena in Spanish. During the presentation, speakers explained the variety of technical Support Products for Parties.

The technical tools the speakers demonstrated in this section of the IW included:

- CBD Technical Tools, including the [6NR Information Portal](#) through which Parties can access the Resource Manual and the Online Reporting tool. The Aichi Poster Tool, which can help to summarize progress towards the ABT, can be accessed [here](#).
- The Technical Reporting Guidance ([English](#), [French](#), [Spanish](#)). This document contains a brief background on each ABT, key challenges in achieving it at a global scale, links between ABT and the Sustainable Development Goals, a guide to assessing national contributions to this target, some potential indicators and potential data sources, and links to the national reports of other Multilateral Environmental Agreements.

- The Technical Review Framework, built for reviewing 6NR drafts.
- Personalized Technical Support for Parties, consisting of technical, administrative, data and consultation support on a request basis.
- The [NBSAP Forum](#), which provides support to Parties with the development and implementation of national biodiversity strategies and actions, and with reporting on the effectiveness of those efforts.
- The Stakeholder Engagement Guidance, which supports the effective engagement of stakeholders throughout a national reporting process; and ensures that stakeholders' knowledge and contributions are incorporated in the NR6 report and follow up activities based on NR6 outputs and findings.
- The Data Tracking Tool, a spreadsheet intended to complement the CBD Online Reporting Tool. It will enable countries to enter data on a provisional basis, share with stakeholders, and then upload the results into the Online Reporting Tool once consensus has been reached.
- The MapX Spatial Data Platform, which offers in Phase 1 a sandbox data environment to: provide a minimum data set to answer essential ABT and SDG questions, allow countries to upload their own national datasets, allow queries that would answer key status and trends questions, and allow users to draw shape files to capture local knowledge.
- Capacity building webinars, to support Parties on the use of technical tools, spatial data, gender mainstreaming, stakeholder engagement, use of indicators.

Christina Supples then facilitated a question and answer session with participants.

**D. “6NR Project Implementation Arrangements”.** The last session of the IW was oriented to the 64 countries that are receiving support from UNDP through the 6NR project. Petra Valastinova, Project Associate – UNDP, conducted the presentation in English, Marion Marigo in French, and Martin Cadena in Spanish.

During this session, the project implementation modality, roles and responsibilities, board structure, the preparation of annual work plans, quarterly reporting and budget revision were discussed. There was also a detailed explanation of the allocation of project funds, the financial arrangements, and the reporting process at different levels. Frequently asked questions were addressed. Christina Supples concluded the IW by facilitating a final question and answer session with the CBD.

#### **4. Composition and meeting arrangements for the Project Steering Committee**

According to the Project Document, the composition of the Project Steering Committee is as follows:

- The Executive is UNDP IRH Manager, that will Chair the Committee
- The Senior Supplier are UNDP, CBD Secretariat, Global Coordination Committee
- The Senior Beneficiary are the Country representatives

Some principles for the Project Steering Committee conformation are:

- Equal representation of UNDP COs and National Counterparts
- Fair geographical distribution (taking into consideration project geographical representation)

The Proposed composition is:

- Four UNDP CO Representatives (2 LAC, 1 Asia, 1 Mix)
- Four National Counterparts Representatives (2 LAC, 1 Asia, 1 Mix)

Mexico is nominated to serve on the committee. The rest of the country representatives are still being recruited.

#### **5. Mapping Capacity Building Needs**

Based on the exchanges with Parties and frequent requests, we developed a series of webinars for the first half of 2018. The intention of this series is to increase the capacity of countries to produce a high quality, data-driven, gender-responsive 6NR. During the IW, Parties were also invited to submit a request for additional trainings.

The series includes:

- Using the CBD Online Reporting Tool: 27 March 2018, 9:00 - 11:00 am EDT/NY
- Integrating Spatial Data into your 6NR: 3 April 2018, 8:00 - 10:00 am EDT/NY
- 6NR Data Tracking Tool: 10 April 2018, 9:00 - 11:00 am EDT/NY
- Meaningful Stakeholder Engagement during 6NR Development: 1 May 2018, 9:00 - 11:00 EDT/NY
- Gender Mainstreaming and Biodiversity Conservation – date to be confirmed
- Using Indicators to Improve your 6NR – date to be confirmed

## 6. Initiating Project implementation

The steps after the IW include:

- Seek for Project Board (PB) members - eight government representatives and eight UNDP Country Office representatives. We will strive for equal geographic representation across the 64 countries served by this project. The PB will maintain strategic oversight of the project. They will meet annually, likely virtually, to review project progress and appraise the AWP for the following year. PB members will serve as project advisors and represent the needs of the countries served by this project.
- Release technical tools: the technical review framework, data tracking tool, stakeholder engagement guidance and MapX spatial planning tool.
- For capacity building, as part of the 6NR support package, the CBD, UNDP and UN Environment will offer a technical webinar series. Each webinar in the series will focus on a different element of national reporting and provide Parties with the opportunity to connect, ask questions and exchange ideas with biodiversity conservation experts and countries' peers around the globe.
- Facilitate a budget revisions period in March 2018. Because of the large number of countries this project supports, we aim to process BR only once per quarter. Therefore, the next BR revision period will take place in June 2018.
- Collect data from the 64 countries and develop a quarterly progress report.



# ANNEXES – INCEPTION WORKSHOP REPORT

## Annex 1: Summary of key points and questions raised during discussions

Question	Answer
How many people in a country will have access to the online tool?	The Focal Point of each country decides who has access. There is no limitation in the number of people you can get access to the tool.
Do we need to write the report directly on the online portal? If so, is the format automatically generated? Are we supposed to follow the guidelines given at the beginning?	The tool is designed to allow countries to write information directly in the tools and we encourage countries' teams to use it to get inputs from different users and institutions, and also for the consultations with stakeholders. Countries can then submit the report directly from the tool. Countries must follow the guidance adopted by COP; the template is more or less the same as the template on the paper. The guidelines directly match the tools.
Is the online reporting tool optional?	At this stage, yes, it is. But we encourage countries to use it, we see this as a transition to the way of reporting (from paper to the internet).
Graphics and pictures for the online reporting tools?	Yes, countries can attach them as PDF.
What is the advantage of using the online quarterly report tool, versus sending to you directly?	We would prefer the quarterly reports to be submitted via Survey Monkey as it enables UNDP team to use a centralizing information platform and thus collect and analyze the information more easily.
Do we have a template for the quarterly progress reporting?	Yes, we will have one by mid-March, so countries can work with the template and submit the first quarterly report by 20 April.
Will the Project Coordination Unit (PCU) circulating progress report template?	Yes, we will and we hope to circulate by April 1st
Is the quarterly report result-oriented and primarily a check list?	Yes, it is absolutely result-oriented. We ask to provide the results of where countries are, and we have a narrative section where we ask for more description. It will probably take each country about an hour to complete each quarter. We take that information and we share with several people, including the funders at the GEF.
How can the country offices access to the quarterly online reporting tool?	We will be sending the information by email.
In the Gender Action Plan, Is this done for each country? How does the TPA assist in this area?	Each country should submit their own Gender Action Plan as part of the Quarterly reporting. Pls note that we are planning to hold at least 2 webinars related to gender: one on stakeholder engagement and another on how to mainstream gender and empower women in conservation activities. We hope that both will help you with respect to gender reporting.
When will the gender tool be available?	The quarterly report will integrate a gender aspect and will to be ready early April, and we will have a series of webinars to provide guidance in April and May: one on gender and biodiversity (end of May) and a webinar on stakeholder engagement as a general matter, where we explain how to involve women. This will be early May.
Is there a kit with a set of indicators which will takes into account Aichi targets, SDGs and other relevant biodiversity reporting lines and which we can use for our activities within the Report preparation?	Yes, see the 6NR Technical Guidance on the CBD website: <a href="https://www.cbd.int/nr6/">https://www.cbd.int/nr6/</a>
Is it peer review or technical review? I am certain that countries will not be willing to have other countries review their draft 6NR in any written manner, nor will they want to review other countries 6NR, because they don't want to have	We are offering both options and during the NBSAP process countries did offer both.

that kind of relationship with their neighbors (even if they had the time to do it).	
Are the timelines cast in the stone? Doing a review that has stakeholder involvement will probably take time, and meeting the July 31 deadline may be hard.	No, we are flexible and understand all countries are not working at the same pace. We indicate these deadlines as we think they are good to guide you throughout the year and we encourage you to follow them as much as possible.
Considering the date of submission of the NR and CBD COP set for 10-22 November, are the countries expected to present an advanced version of the NR during the COP?	We hope countries can submit their report by the deadline, but if countries are still working on it and just the draft, it is ok. If countries want to finish it early to be ready for COP, this is also possible. The important part is that we want to keep track of where countries are to support as best as possible. Please communicate with us.
Concern about the timeline.	We understand this is a short timeline. All the countries are pretty much at the same stage now, and we are confident that, by engaging with relevant stakeholders, you will be able to produce the 6NR before meeting the deadline. Please know we are here to support you; we are not expecting everyone to submit a draft in June.
Timeline for countries may differ.	It is ok; this timeline is just an indication. We strongly encourage you, along with CBD, to complete your report by the end of the year, because this timeline is important. But we understand that things come up, and you think it is going to be challenging, we ask that you have this conversation with us early enough so it is not an issue in November that you still do not have the data. We can help you in problem-solving and make sure the data are done by the end of this year.
Why June if it is too short?	We talk about June not as a deadline but as an indication, we know some countries may move further faster than others and may want to submit a first draft on one ABT during the summer, to get a first guidance and after write the draft for the others. We are happy to receive several drafts from a country.
What is the role of the previous reports?	Since 2010, information is shared in the NR, and can be useful to do assessment.
Is there a word limit in the report?	No, there is not.
Is there a template that you can share with the areas to be uploaded?	There is a template – a Word version on the website ( <a href="https://www.cbd.int/nr6/">https://www.cbd.int/nr6/</a> ). Focal points and experts can look at all the drafts saved, and once you have the section created, you can generate a PDF version of the report to submit online.
Why do we talk about a confidence level?	In doing the assessment toward the achievement of ABT, the reason we ask the level of confidence is that we have some idea of how countries do the assessment and what sources they use, so we know how confident we can have when we use the information.
Is there a common template for confidence levels?	Look at the manual – it explains how countries can do the assessment and how they are expected to do so with the level of confidence; otherwise send an email to Lijie Cai.
What are the implications for countries that are part of the pilot phase of the MapX project?	These countries would agree to use the portal to incorporate spatial data in the 6NR, send their feedback on the in-house data and ensure the validation of data.
Does the tool accommodate the uploading of GIS files and imagery?	Countries can save such files as PDF, but it is also possible to send them as appendix.
What if we use the Business Unit Codes?	Since the funds have been budgeted and allocated since the budget department, it will go to delivery.
What about the composition of the Steering Committee?	At the national level, it is the standard format of the steering committee, with all the representatives of different sectors involved.
Should the GEF Operational Focal Point be on the steering committee?	The person at the country level should rather be a government staff; the government can have representatives on the steering committee. Our

	preference would be someone who is familiar with the CBD specifically, 6NR and NBSAP. It depends on who it makes sense to nominate.
What about the funds for the project manager on the local level?	Countries can hire someone part time, if it meets their needs and if the budget is sufficient. There are different budget lines for national consultants. If the current structure of the Annual Work Plan does not meet the needs, we can work together on this and reallocate some funds to one budget line to another in a Budget Revision.
Is there a database with recognized biodiversity experts, who could coordinate the report elaboration? Also, are parties recruiting experts specialized in specific ecosystems?	There are some rosters both in HQ as well as in Istanbul and we could discuss with the countries on an individual level to see if there is somebody they could use.
Does the UNDP CO need to prepare contracts? If yes, who will be the signatories - CO or UNDP global?	We do not necessarily need the Annual Work Plan to be signed if it is a regular process that is applied in countries' CO, including for the BR, if it is submitted by the CO FP. The email communications is enough. For the procurement, it is very useful at the country level to have the procurement plan as you will hire consultants, but we do not need it signed.
Will there be a national audit?	Even if the modalities on the national level are changed, and LOA signed with new implementing partner, the overall approach will not be changed. The audit will only happen at the national level and the GMS will be charged.
Where is the endorsement letter	It was sent in March for the GEF funding. If you don't have a copy for we can send this to you.
How to arrange one on one Skype calls with UNDP?	We take Skype calls all the time, get in touch with Marion and we will arrange that. If it is between CO and government, we leave that up to the country, and if there is some challenges, we can work on that together. We will share the contact details of the team members at the global level.
Could you showcase Best Practices?	We are working on showcasing best practices from the 5NR to provide guidance on what is a BP. We encourage countries to highlight BP in your 6NR by connecting with the relevant stakeholders, you may find that projects may have been run at the local or regional level, that can be replicated and scaled-up. This can be a BP, and countries can explain why is so, why it is gender-responsive for example. You can also share your BP on the NBSAP Forum and we want to capture your work there.
What are the steps required for the validation of the report?	First, the countries do their own national validation, and then UNDP will do some technical/peer review using the framework. If the countries wish to have comments from the Secretariat, you can also send the draft report to us and will send back comments in a few days.
6NR is an opportunity to identify data for the SDGs, but this is not included in the report	On Section 4 of the 6NR - assessment of the ABT, but in the last section, it is also to report on what extent the contributions to support the achievement of the SDGs is concerned.
Regarding the collection of data and compiling them for the section 2: no mechanism was established. Is there practical guidance to measure the effectiveness?	The countries need to look at the resource manual, where we provide suggestions on how they can do assessment of better quality; but they are just general and it is up to the country what kind of approach they want to use for the assessment. In the meantime, the CBD has compiled documents for SBSTTA and COP where we put together information from the 5NR and 4NR and emphasize ways to assess measures, that we can share. Each country has its own way and approach, and different indicators are used.
How do we include spatial data analysis in the online reporting tool? Are there limitations of files and number of words?	We encourage countries to include spatial data, but if there are technical limitations, they can add annexes or appendixes.

Can we have more details to access the geo reference data available internationally?	There is a resource manual and the decision XXVIII of the COP, consolidated with other resources available internationally of the ABT. The technical guidance has these resources. If countries have a specific questions, they can email us a list of specific data they would need and we work on this. We will hire a spatial data planner who can work one on one with countries.
Should we hire a Spatial Data analysis at the country level, or will that be hired at the global level?	The Prodoc encourages counties to use the funding to hire some of the spatial data planners and data analysts, if they have the capacity, as it is so important to create a data driven 6NR. However, if that does not work, UNDP will hire a global spatial planner, and we will develop a roaster of spatial data experts to support countries. The online portal will also be available in the summer, and will be very easy to use. We will host a webinar about it in April.
Can you clarify if we talk about the national focal point for 6NR or for CBD?	First of all, the NFP takes the overall responsibility for the national reporting, but if the NFP appoints someone particularly taking care of the NR and nominates a NFP for the 6NR, it is possible. It will be this person in this case and take care of the coordination. It is up to the country management process.
How do we report the final expenditures? Is it in Atlas, or manually?	We will be relying on the Atlas project reporting, because those are the report that we will be using during the implementation. CO must do their own report and compare the expenditures with the AWP to make sure on the country level, the expenditures meet with AWP. We will also have a report on the project level, and we will approach the CO is we need clarifications/justifications. Please monitor your expenditures on a regular basis. If there is a need to reallocate funds, please submit a BR early enough so we can accommodate the changes for the country's needs.
How often can we do a BR?	It depends on the country's needs. We do not want to say "as often as you need" because we do not want to have a BR on a monthly basis, but we are aiming to process the BR on a quarterly basis. Petra expects some countries to need to revise, but maybe not more than twice. If some circumstances require a BR, please let us know.
Is it correct the BR will be approved by the GEF instead of the UNDP?	No - this project is based in Istanbul, managed by the Istanbul Regional Hub. Christina and Petra approve the BR.
Should we do a BR every time there is a change on line, or do you have a tolerance of around 10%?	We do not need to do a BR every time if there is no significant change in the use of funds, but we kindly ask you to, if you require a BR during the year, to make these changes appear clearly and include them in the next BR.
What about the Project Implementation Report (PIR)?	IRH will do the PIR for 2019, to report on the effectiveness of the project for CBD and GEF.
There is no Project Board at the country level?	We only refer at the PB at the project level because we will take care of, but there is the steering committee (or PB) that is expected to take place on the country level. This is to be taken care by the CO, to discuss the project progress or make any important decision on the country level.
Can GEF funds be allocated for 6NR reporting at country level can support travel to events supporting the development of 6NR?	Yes - we did give countries a training budget, and a travel budget. Both can be used for a regional workshop for 6NR. We do not have one planned at this time because they are expensive and not that effective. But we work with the CBD to prepare pre-SBSTTA side event and you will get an invitation to those. If there are regional working groups that exist, we would love to hear what you need, and see how we can support and work on that with you. The funds are not to be used for the next COP.
Is it possible to use the funds of the project for COP14?	No - all the funding should be spent for producing a high-quality 6th National Report which is due by December 2018, and all project related

	travels need to support production of the report.
What is the role of the other funding resources?	When they submitted their Letter of Endorsement for this project, each Party provided an estimate of matching funds from the Ministry and UNDP Country Office.
Is it considered to include a financial chapter for the 6NR?	No, all about the funds should be comprised into the part corresponding to ABT 20, including the work that the country is doing with projects such as BIOFIN
What is the difference between sections 2 and 3 of the 6NR project? because they seem a bit repetitive	Component 2 is focused on the stakeholder engagement and involvement to produce and compile a “stakeholder owned” report for each ABT. Component 3 is about the process of reviewing the report, provide feedback and how countries incorporate expertise to submit high quality, data-driven and gender-responsive 6NR
For section 2 of the 6NR, should we consider measures and actions just from the NBSAP or should we consider other actions adopted by the country?	You can include other relevant actions. Some countries have produced their NBSAPs some years ago, and they have not been updated, so you can include more information if needed.
The Online reporting tool allows to either save a draft document or publish the information but there is no option for peer review. How can the peer review be conducted before publishing?	There is a way to save the draft in a pdf format and share to UNDP or UN environment for review. You have to send the draft document to “print”, and instead of printing, you can save it in a pdf format.
As you may know, countries are currently establishing their SDG platforms, and we would like to know how do you envision that the 6NR can be articulated with the SDG indicators?	We have prepared a Technical Reporting Guidance (available <a href="#">here</a> ) that discuss the links between each ABT and SDG, so there is a clear identification of the type of information from the 6NR that can also be used to evaluate progress on some SDG targets.
How can the gender-responsive approach be addressed in the 6NR?	<p>We really want to emphasize the role of women and how biodiversity loss can impact them. Gender is a central component for the post-2020 agenda on biodiversity because women have specific knowledge about biodiversity conservation. We will guide you through the “Stakeholder Engagement Guidance” and through the quarterly report by indicating who you should involve in the consultation process and on the potential implication of women in conservation activities. We also do the peer review to make sure you are following this guidance. Detailed information is on these documents, and also on the webinar we will provide too.</p> <p>In annex 5 of the Prodoc there is a gender action plan for the project, and it includes expected targets related to gender for each output of the project. It explains which actions related to gender should take place at each part of the project.</p>
If the country profile is just a summary of all the previous section, which is the added value of the profile?	The country profile objective is to be a summary of the information contained in the 6NR. The idea is to have an overview of how the country is implementing the CBD Strategic Plan
What type of information do you expect in section 5 about the Global Strategy for Plant Conservation (GSPC)?	Section 5 should contain information about how the country is achieving the GSPC targets, what type of activities have been conducted and how the country is evaluating these activities.
CBD is proposing the use of indicators based on global databases. Costa Rica has established local indicators. Is there a specific recommendation about using global or local indicators?	Using the local indicators is correct. Ideally, countries should include information for both type of indicators: global and local.
Is it possible for the project to have more actions to share the report (versions for different audiences, in different media)?	The Aichi poster tool (available <a href="#">here</a> ) can be useful to share the 6NR results to different audiences.
The status and trends of biodiversity should be reported using global or local indicators?	Ideally, both types of indicators should be used to report the status and trends of biodiversity

How is the peer review process? Can it be done per sections or for the entire document?	We can conduct a review section by section or for the entire document. The only request is that you give us at least one-week notice for your peer review request so we can schedule the staff time to do the review.
You mentioned some potential meetings for 6NR during the SBSTTA, how are they envisioned?	We still do not know exactly the type of support we can provide during SBSTTA, for example, if we are going to be able to organize a workshop or not. What we do know is that there will be a help desk outside the rooms where the team will be available for consultations or for one-on-one meeting with the interested Parties.
There will be a virtual workshop for indicators and what would be the best way to assess progress?	We developed a guidance document on indicators (available <a href="#">here</a> ), and if you have a special need for a webinar on indicators, we can do that.
Is it possible to use project resources for some promotional material about the 6NR?	We are open to your needs, and we can work with you to make it happen.
Where can we find the data tracking tool?	The data tracking tool is in review now and will be released and sent to all of you in the next week.
For the online reporting tool, is it possible to include other technical experts besides the focal point?	The focal point has the authority to grant access to other technical experts and to decide the type of credentials they will have (permission for upload information, to publish the information or both)
How can the country request a change in the implementation modality from DIM to NIM?	Change of the modality should be a result of communication between UNDP Country Office and the national counterparts. If the CO and the counterparts agree that would be more appropriate for the country to implement the project by a NIM modality, it could be done by signing a Letter of Agreement between the UNDP CO and the new implementing partner in the country. The letter should be sent to the project coordination unit. Then, we will proceed to the budget revision in Atlas to change the responsible part from UNDP to the new implementing partner, and the funds will be released to the implementing partners through the NEX advances. The partner would report on a quarterly basis to the use of funds and the progress achieved.
Project duration is less than a year. When will the PIR be prepared?	PIR is planned to be submitted to GEF in 2019. The PIR is not a responsibility of the countries, but of the global team.
Is there a specific format for the QR?	Yes, we will share it with the countries in a couple of weeks
Is it possible to fund the printing of some posters about Country's ABT and National Targets progress through the project?	Let us know your specific needs, and we will discuss if adjustments are possible.
If the 6NR should be submitted by the end of 2018, is it possible to fund the edition, design and the printing of some hard copies of the Report after that date?	Yes, there are certain cases where some expenditures can also be incurred in 2019.
Who is responsible for QR, the Cos or the focal points?	The QR should be done jointly and submitted by CO. We expect that both entities cooperate on that.
Is there a specific reason for considering in changing the modality from DIM to NIM when this is not convenient for a project like this?	The whole Project is in a DIM modality, and it also applies to the country level. We believe that the more appropriate modality for this project is a DIM, given the relatively short timeframe of the project implementation. However, there are maybe cases where in some countries the NIM modality will be preferred given -for example- the involvement of certain ministries in the implementation of previous projects or previous phases of the project. But in general, it will be preferable to stick to DIM modality because of the short timeframe. Changes of the modality take time because a Letter of Agreement needs to be prepared, signed and approved and everything takes time. All UNDP country offices have already the funds available through the Letter of Authorization sent in December, which means that countries

	can start with the procurement of consultants practically immediately.
Is it possible to fund SBSTTA 22 participation through the project?	Yes, because we have funded participation to SBSTTA 21, but only if there is a clear link to improving the 6NR. You cannot use the funding to attend the COP, but the SBSTTA is different because is a technical working group and we will work with CBD to host workshops again as we did in December. Everyone in the budget has some money for training and workshops, and that is where the money would come from.
Why was the Project reduced to one year if originally it was conceived for two years?	<p>The deadline for 6NR is already set, and it is in relation to the next COP. The reason is that the information is needed for the 5GBO to understand how the Parties are doing implementing the Strategic Plan and achieving it and to set the tone for discussion for the next decade.</p> <p>CBD and UNDP recognize that the timeline has been shortening and we are strongly encouraging everyone to complete the report if possible prior to the COP. If this is just not possible for your country we can work with you to identify the minimum key data that you need to provide prior to the COP so you can be part of the global conversation.</p>

## Annex 2: Agenda of the Inception Workshop

23 February, in English (Central Asia and English-speaking Arab States and Africa): Afghanistan, Egypt, Iraq, Jordan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan and Yemen.

26 February, in English (English-speaking Latin American and Caribbean Countries): Bahamas, Barbados, Antigua and Barbuda, Belize, Guyana, Saint Lucia, St. Kitts and Nevis, St. Vincent and Grenadines, Brazil, Dominica, Grenada and Trinidad and Tobago.

27 February, in Spanish (Spanish-speaking Latin American countries and Caribbean): Argentina, Bolivia, Colombia, Costa Rica, Ecuador, El Salvador, Honduras, Jamaica, Paraguay, Peru, Chile, Cuba, Guatemala, Mexico, Panama, Suriname, Uruguay and Venezuela.

28 February, in English (Asia): Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Lao People's Democratic Republic, Malaysia, Myanmar, Nepal, Papua New Guinea, Philippines, Samoa, Sri Lanka, Thailand, Timor-Leste and Viet Nam.

2 March, in French (Arab States from French-speaking African countries, Haiti): Algeria, Lebanon, Mauritania, Morocco, Tunisia, Haiti.

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1. Meeting overview and introduction (5 minutes) – *Christina Supples*
  - UNDP (Christina Supples, Petra Valastinova, Marion Marigo)
  - CBD (Robert Hoft, Lijie Cai)
  - UNEP
2. Sixth National Report Overview (15 minutes) – *Lijie Cai, Monique Chiasson, Gisela Talamas*
  - What is the 6NR?
  - Why is it important in the context of the CBD?
  - Key CBD timelines, deliverables and expectations
  - Online reporting tool
3. Project Introduction (5 minutes) – *Marion Marigo, Martin Cadena*
  - Objectives
  - Expected Results
  - Timeline
4. Technical Tools (40 minutes – 20 min presentation, 15 min discussion) – *Lijie Cai, Christina Supples*
  - CBD Resource Manual
  - Technical Guidance Manual
  - Technical Review framework
  - NBSAP Forum
  - Stakeholder Engagement Guidance
  - Data tracking tool
  - Spatial Data Platform
  - Calendar of 2018 trainings
5. Project Implementation Arrangements: (50 minutes – 30 minute presentation, 25 minute discussion) – *Petra Valastinova*
  - Results framework, indicators, means of verification and monitoring plan
  - Implementation modalities
  - Roles and responsibilities of the project team (local, regional, global level)
  - Annual workplan, budget revisions, and accessing funding in Atlas
  - Steering committee
  - Stakeholder engagement expectations
  - Sample terms of reference for key project positions
  - Quarterly progress reports
  - Technical review requirement
6. Conclusion (5 minutes)



## Annex 3: List of participants

23 February 2018

First Name	Last Name	Email	Country
Andrea	Bevanda-Hrvo	andrea.bevanda@fmoit.gov.ba	Bosnia-Herzegovina
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Diego	Ochoa	daochoa1@gmail.com	

## 26 February 2018

First Name	Last Name	Registration Date	Country
Candace	Amoroso	Feb 26, 2018 10:23 AM EST	Trinidad and Tobago
julius	smith	Feb 26, 2018 10:22 AM EST	Trinidad and Tobago
Marissa	Gowrie	Feb 26, 2018 10:21 AM EST	Trinidad and Tobago
VERONICA	BARROS	Feb 26, 2018 9:44 AM EST	Brazil
Viveka	Jackson	Feb 26, 2018 9:43 AM EST	Trinidad and Tobago
David	Persaud	Feb 26, 2018 9:29 AM EST	Trinidad and Tobago
Andre	Joseph-Witzig	Feb 26, 2018 8:55 AM EST	Grenada
Wilber	Sabido	Feb 26, 2018 8:53 AM EST	Belize
Danielle	Evanson	Feb 26, 2018 6:38 AM EST	Barbados
Maria Eugenia	Di Paola	Feb 23, 2018 5:32 PM EST	Argentina
Monique	Chiasson	Feb 23, 2018 4:29 PM EST	Canada
Vidyanand	Mohabir	Feb 23, 2018 9:44 AM EST	Guyana
Francisco	Aceituno	Feb 22, 2018 10:10 PM EST	Honduras
Astrid	Lynch	Feb 22, 2018 4:04 PM EST	Guyana
Martin	Cadena	Feb 22, 2018 12:34 PM EST	Mexico
Sydnei	Cartwright	Feb 22, 2018 11:56 AM EST	Bahamas
Rosemary	Lall	Feb 22, 2018 11:24 AM EST	Trinidad and Tobago

Joshua	Salters	Feb 21, 2018 8:43 AM EST	Saint Kitts and Nevis
Rohan	Payne	Feb 20, 2018 2:56 PM EST	Barbados
Kim	Downes Agard	Feb 20, 2018 2:55 PM EST	Barbados
Richard	Lambie	Feb 20, 2018 2:41 PM EST	Jamaica
Stacy	Lubin	Feb 20, 2018 1:32 PM EST	Bahamas
Vivienne	Williams Thompson	Feb 20, 2018 12:13 PM EST	Jamaica
Sharona	Napier	Feb 20, 2018 10:20 AM EST	Jamaica
Diane	Wade Moore	Feb 20, 2018 9:45 AM EST	Belize
Ismirla	Tillett Andrade	Feb 20, 2018 9:36 AM EST	Belize
Maria Teresa	Abogado	Feb 20, 2018 9:34 AM EST	Venezuela
Andrea	Donaldson	Feb 20, 2018 8:34 AM EST	Jamaica
Andreina	Pulido	Feb 20, 2018 8:03 AM EST	Colombia
Sylvester	Belle	Feb 20, 2018 7:17 AM EST	Saint Kitts and Nevis
Petra	Valastinova	Feb 20, 2018 2:40 AM EST	Slovakia
Christina	Supples	Feb 19, 2018 7:05 PM EST	United States
lijie	cai	Feb 19, 2018 11:10 AM EST	Canada
Matias	Mottet	Feb 19, 2018 8:34 AM EST	Argentina
Ian	Thompson	Feb 18, 2018 10:32 AM EST	Canada
Gisela	Talamas	Feb 16, 2018 3:05 PM EST	Canada
Nyasha	Hamilton	Feb 16, 2018 7:10 AM EST	Saint Lucia
Aria	St Louis	Feb 15, 2018 6:25 PM EST	Grenada
Spencer	Thomas	Feb 15, 2018 12:42 PM EST	Grenada
Dario	Luque	Feb 14, 2018 11:07 AM EST	Panama
Marion	Marigo	Feb 12, 2018 8:53 AM EST	United States
Diego	Ochoa	Feb 7, 2018 6:47 AM EST	

## 27 February 2018

First Name	Last Name	Registration Date	Country
Francisco	Prieto	Feb 27, 2018 10:53 AM EST	Ecuador
ROCIO	CHAIN	Feb 27, 2018 10:25 AM EST	Bolivia
Andres	Factos	Feb 27, 2018 8:55 AM EST	Ecuador
ANGELA	GONZALEZ	Feb 27, 2018 8:41 AM EST	Costa Rica
Rene Alfredo	Soto Rivera	Feb 26, 2018 6:21 PM EST	Honduras
Elio Boanerges	Alvarenga Paz	Feb 26, 2018 6:18 PM EST	Honduras
Victoria lucila	Sanchez Gavarrete	Feb 26, 2018 6:16 PM EST	Honduras
Ileana Argentina	Cardona Aguirre	Feb 26, 2018 6:03 PM EST	Honduras
Carolina	Montalvan	Feb 26, 2018 6:03 PM EST	Honduras
Marle	Aguilar Ponce	Feb 26, 2018 5:46 PM EST	Honduras
Divina Suyapa	casco	Feb 26, 2018 5:11 PM EST	Honduras

Julio	Fonseca	Feb 26, 2018 4:49 PM EST	Honduras
Luis Alberto	Ortiz Carranza	Feb 26, 2018 4:21 PM EST	Honduras
SUSAN KATHERINE	MARÍN DELGADO	Feb 26, 2018 3:47 PM EST	Panamá
Guillermo Javier	Fadul Rivera	Feb 26, 2018 3:44 PM EST	Panamá
Michael	Valqui	Feb 26, 2018 3:43 PM EST	Perú
Anthony	Vega	Feb 26, 2018 3:32 PM EST	Panamá
JOSE	SALGADO	Feb 26, 2018 3:22 PM EST	Honduras
Diana	Reyes	Feb 26, 2018 3:17 PM EST	Honduras
Skarleth	Pineda	Feb 26, 2018 11:06 AM EST	Honduras
Alberto	Cantor	Feb 26, 2018 11:03 AM EST	Honduras
Maria Eugenia	Morales	Feb 26, 2018 10:48 AM EST	República Dominicana
Mariana	Parks	Feb 26, 2018 10:22 AM EST	Panamá
Jimena	Ibarra	Feb 26, 2018 9:51 AM EST	Chile
Alexis	Iriás	Feb 26, 2018 9:40 AM EST	Honduras
Darío	Mandelburger	Feb 24, 2018 5:58 AM EST	Paraguay
María Lourdes	Soler	Feb 24, 2018 5:48 AM EST	Paraguay
Silvia	Vides	Feb 23, 2018 2:37 PM EST	El Salvador
nicole	montenegro	Feb 23, 2018 12:39 PM EST	Chile
Maria Karin	Molt González	Feb 23, 2018 11:58 AM EST	Chile
Eric	Nuñez	Feb 23, 2018 8:20 AM EST	Panamá
Ivanova	Beteta	Feb 22, 2018 10:22 PM EST	Guatemala
Francisco	Accituno	Feb 22, 2018 10:14 PM EST	Honduras
Eugenia	Arguedas	Feb 22, 2018 7:02 PM EST	Costa Rica
Georgina	Cabrera Aguirre	Feb 22, 2018 3:24 PM EST	México
Elizabeth Ada	Céspedes Miranda	Feb 20, 2018 6:08 PM EST	México
Gerardo	Arroyo	Feb 20, 2018 12:21 PM EST	México
Andrés	Carvajales	Feb 20, 2018 12:16 PM EST	Uruguay
Elizabeth	Cardenas Cappelletti	Feb 20, 2018 11:05 AM EST	Perú
Marnie Xiomara	Portillo Rodriguez	Feb 20, 2018 10:12 AM EST	Honduras
Ana Laura	Mello	Feb 20, 2018 9:06 AM EST	Uruguay
Wilson	Rojas	Feb 20, 2018 8:41 AM EST	Ecuador
Alexandra	Palmquist	Feb 20, 2018 8:10 AM EST	Bolivia
Veronique	GERARD	Feb 20, 2018 6:30 AM EST	Paraguay
Petra	Valastinova	Feb 20, 2018 4:17 AM EST	Eslovaquia
Christina	Supples	Feb 19, 2018 7:06 PM EST	Estados Unidos
Jessica	Young	Feb 19, 2018 4:15 PM EST	Panamá
Malena	Sarlo	Feb 19, 2018 4:07 PM EST	Panamá
Robert	García Campos	Feb 19, 2018 2:02 PM EST	Venezuela
lijie	cai	Feb 19, 2018 11:11 AM EST	Canadá

Magdalena	Caretti	Feb 19, 2018 9:52 AM EST	Argentina
Ana Lucia	Orozco	Feb 16, 2018 3:38 PM EST	Costa Rica
Gisela	Talamás	Feb 16, 2018 3:04 PM EST	Canadá
Isabela	Hernández	Feb 16, 2018 7:43 AM EST	República Dominicana
Iona'i	Ossami de Moura	Feb 16, 2018 7:03 AM EST	Brasil
María Teresa	Abogado	Feb 15, 2018 9:42 AM EST	Venezuela
mercedes margarita	peguero mendez	Feb 15, 2018 8:28 AM EST	República Dominicana
Marina	Hernandez	Feb 15, 2018 7:57 AM EST	República Dominicana
Flor	Bolaños	Feb 14, 2018 5:32 PM EST	Guatemala
Jose	De Gracia	Feb 14, 2018 3:43 PM EST	Panamá
Zornitza	Aguilar	Feb 14, 2018 3:25 PM EST	Ecuador
Monica	Andrade	Feb 14, 2018 2:29 PM EST	Ecuador
Carlos	Montenegro	Feb 14, 2018 2:29 PM EST	Ecuador
Kryssia	Brade	Feb 14, 2018 11:19 AM EST	Costa Rica
Dario	Luque	Feb 14, 2018 11:08 AM EST	Panamá
SANDRA LUCIA	ARISTIZABAL	Feb 14, 2018 10:01 AM EST	Colombia
Patricia	Huerta	Feb 14, 2018 9:33 AM EST	Perú
paula	rojas gutierrez	Feb 14, 2018 8:45 AM EST	Colombia
Nadia	Mujica Rosero	Feb 14, 2018 8:14 AM EST	Chile
Carliz	Diaz	Feb 13, 2018 6:29 PM EST	Venezuela
Carlos	Merenson	Feb 13, 2018 6:19 PM EST	Argentina
Martin	Cadena	Feb 12, 2018 2:40 PM EST	México
Marion	Marigo	Feb 12, 2018 8:53 AM EST	Estados Unidos
Diego	Ochoa	Feb 7, 2018 6:45 AM EST	

## 28 February 2018

First Name	Last Name	Registration Date	Country
Chitlatda	Keomuongchanh	Feb 28, 2018 7:11 AM EST	Laos
Kamarul Ikram	Abdul Halim	Feb 28, 2018 4:41 AM EST	Malaysia
Meredith	Cumberbatch	Feb 27, 2018 11:19 AM EST	Suriname
Iwan	Kurniawan	Feb 27, 2018 10:20 AM EST	Indonesia
Doley	Tshering	Feb 27, 2018 1:51 AM EST	Thailand
Margaret	Jones Williams	Feb 27, 2018 12:34 AM EST	Laos
Gwen	Maru	Feb 26, 2018 6:16 PM EST	Papua New Guinea
Jalaludin	Naseri	Feb 26, 2018 11:21 AM EST	India
Alex	Owusu-Biney	Feb 26, 2018 9:26 AM EST	Kenya
Suki	Feliciano	Feb 26, 2018 7:45 AM EST	Philippines

Mary Jean	CALEDA	Feb 26, 2018 5:56 AM EST	Philippines
Yulin	Fu	Feb 26, 2018 1:29 AM EST	China
Arzu	Samadova	Feb 26, 2018 1:05 AM EST	Azerbaijan
Ngawang	Gyeltshen	Feb 24, 2018 4:06 AM EST	Bhutan
Kumar	Kylychev	Feb 23, 2018 10:00 AM EST	Kyrgyzstan
Hoang	Nhan	Feb 23, 2018 8:50 AM EST	Viet Nam
aditi	chaturvedi	Feb 23, 2018 5:18 AM EST	India
Bopreang	Ken	Feb 23, 2018 4:03 AM EST	Cambodia
Pek Chuan	Gan	Feb 23, 2018 1:38 AM EST	Malaysia
Lida	So	Feb 23, 2018 12:43 AM EST	Cambodia
PEI SHI	LIEW	Feb 22, 2018 11:35 PM EST	Malaysia
Hemamali	Herath	Feb 22, 2018 3:18 AM EST	Sri Lanka
Zaineb	Akbarally	Feb 21, 2018 11:13 PM EST	Sri Lanka
Dr. Sevvandi	Jayakody	Feb 21, 2018 4:28 AM EST	Sri Lanka
YASSER	MOHAMED ARIFIN	Feb 21, 2018 3:12 AM EST	Malaysia
Jiyoung	Nam	Feb 21, 2018 2:29 AM EST	Indonesia
Chaturangi	Wickramaratne	Feb 20, 2018 11:28 PM EST	Sri Lanka
Ahmad Jamshed	Khoshbeen	Feb 20, 2018 11:22 PM EST	India
Bryan	Drakenstein	Feb 20, 2018 9:08 PM EST	Suriname
Marci	Gompers	Feb 20, 2018 1:11 PM EST	Suriname
Nisakorn	Puangkamalard	Feb 20, 2018 7:34 AM EST	Thailand
Somaly	Chan	Feb 20, 2018 5:24 AM EST	Cambodia
Anabelle	Plantilla	Feb 20, 2018 3:30 AM EST	Philippines
Victoria	Baigazina	Feb 20, 2018 3:07 AM EST	Kazakhstan
R.H.M.P.	Abeykoon	Feb 20, 2018 3:04 AM EST	Sri Lanka
Petra	Valastinova	Feb 20, 2018 2:39 AM EST	Slovakia
Kamille	Rosales	Feb 20, 2018 12:03 AM EST	Philippines
Ling	Lee	Feb 19, 2018 11:16 PM EST	Malaysia
Ramitha	Wijethunga	Feb 19, 2018 11:13 PM EST	Sri Lanka
Grace	Tena	Feb 19, 2018 10:52 PM EST	Philippines
Christina	Supples	Feb 19, 2018 7:06 PM EST	United States
lijie	cai	Feb 19, 2018 11:11 AM EST	Canada
Xuan Lai	DAO	Feb 19, 2018 9:41 AM EST	Viet Nam
Nor Azmi	Ahmad	Feb 18, 2018 8:22 PM EST	Malaysia
Alamgir	Hossain	Feb 18, 2018 7:27 PM EST	East Timor
Floradema	Eleazar	Feb 16, 2018 8:20 PM EST	Philippines
Ritu	Narwaria	Feb 16, 2018 1:32 PM EST	India
Tashi	Dorji	Feb 16, 2018 11:22 AM EST	Thailand
Marion	Marigo	Feb 12, 2018 8:54 AM EST	United States
Diego	Ochoa	Feb 7, 2018 6:52 AM EST	

2 March 2018

First Name	Last Name	Registration Date	Country
Aurelio	DE SOUSA RITA	Mar 2, 2018 10:28 AM EST	Sao Tomé-et-Principe
Voahangy	Raharimalala	Feb 28, 2018 3:38 AM EST	Madagascar
Jamine	Charles	Feb 27, 2018 1:02 PM EST	Haïti
Faiza	Bendriss	Feb 27, 2018 9:07 AM EST	Algérie
hafida	lameche	Feb 27, 2018 4:18 AM EST	Algérie
MOHAMED ABEREMANE	ABDOUCHAKOUR	Feb 27, 2018 1:30 AM EST	Comores (les)
Monique	Chiasson	Feb 26, 2018 3:12 PM EST	Canada
Fara Mihanta	ANDRIAMBELO	Feb 26, 2018 2:35 PM EST	Madagascar
Tahiry Fanomezana	RAKOTOMAMONJY	Feb 26, 2018 6:00 AM EST	Madagascar
salima	salima	Feb 26, 2018 5:11 AM EST	Algérie
HANITRA LALAINA	RANDRIANASOLO	Feb 26, 2018 3:49 AM EST	Madagascar
SAHOBY IVY	RANDRIAMAHALEO	Feb 26, 2018 2:24 AM EST	Madagascar
Rantonirina	RAKOTOARIDERA	Feb 25, 2018 8:47 AM EST	Madagascar
YEMOU JEANNE	N'TAIN	Feb 25, 2018 6:21 AM EST	Côte-d'Ivoire
Nadjia	ARROUS	Feb 25, 2018 5:39 AM EST	Algérie
salima	BOUKERCHE	Feb 25, 2018 5:36 AM EST	Algérie
mohamed	fenniche	Feb 25, 2018 1:45 AM EST	Algérie
El hadj	SY	Feb 23, 2018 5:22 PM EST	Mali
Moumen	Hamliche	Feb 23, 2018 5:08 PM EST	Algérie
lydia	nait kaci	Feb 23, 2018 4:04 PM EST	Algérie
Saida	LAOUAR	Feb 23, 2018 2:27 PM EST	Algérie
Dorine	Jn-Paul	Feb 23, 2018 11:22 AM EST	Haïti
NADIA	CHENOUF	Feb 23, 2018 9:24 AM EST	Algérie
Halima	Allili	Feb 23, 2018 8:11 AM EST	Algérie
Kotchikpa	OKOUMASSOU	Feb 23, 2018 7:28 AM EST	Togo
Aboubacar	OULARE	Feb 23, 2018 4:36 AM EST	Guinée
Abderemane	HACHIME	Feb 23, 2018 3:31 AM EST	Comores (les)
Nora	GUEMATI	Feb 23, 2018 3:20 AM EST	Algérie
Julie	Roy	Feb 22, 2018 9:21 AM EST	Algérie
souad	boukhalfa	Feb 22, 2018 3:04 AM EST	Algérie
Michelet	LOUIS	Feb 20, 2018 11:26 AM EST	Haïti
amal	nadim	Feb 20, 2018 4:37 AM EST	Maroc
Petra	Valastinova	Feb 20, 2018 4:14 AM EST	Slovaquie
Christina	Supples	Feb 19, 2018 7:05 PM EST	États-Unis
lijie	cai	Feb 19, 2018 11:10 AM EST	Canada

Ousmane Amadou	DIA	Feb 19, 2018 4:37 AM EST	Mauritanie
Lou	Perpes	Feb 19, 2018 3:46 AM EST	Tunisie
Reda	Behloui	Feb 18, 2018 2:34 PM EST	Algérie
Yasmina	FADLI	Feb 17, 2018 1:46 PM EST	Algérie
Mohammed	MEHDI	Feb 15, 2018 6:46 AM EST	Maroc
Mostafa	Madbouhi	Feb 14, 2018 3:34 AM EST	Maroc
Marion	Marigo	Feb 12, 2018 8:54 AM EST	États-Unis
Diego	Ochoa	Feb 7, 2018 6:50 AM EST	

## Annex 4: Inception Workshop Presentations

English (used for sessions on 23, 26 and 28 February):

<https://www.dropbox.com/s/1muivfj6c5ugv9u/6NR%20IW%20Presentation%20FINAL.pptx?dl=0>

French (used for session on 2 March):

<https://www.dropbox.com/s/7tj2dk24qxhio7t/6NR%20IW%20Presentation%20FINAL%20FR.pptx?dl=0>

Spanish (used for session on 27 February):

<https://www.dropbox.com/s/n32vgotbee6mdag/6NR%20IW%20Presentation%20FINAL%20SP.pptx?dl=0>

## Annex 5. Inception Workshop Recordings

English (Central Asia and Arab States and Africa):

<https://www.youtube.com/watch?v=j06ft-yXRto&index=5&list=PL8vwCyAB16Rq7XLIGM63Q5Hnxi7IQruDe>

English (Latin American and Caribbean)

<https://www.youtube.com/watch?v=POXaz0aYsXI&index=3&list=PL8vwCyAB16Rq7XLIGM63Q5Hnxi7IQruDe>

English (Asia)

<https://www.youtube.com/watch?v=POXaz0aYsXI&index=3&list=PL8vwCyAB16Rq7XLIGM63Q5Hnxi7IQruDe>

French (2 March):

<https://www.youtube.com/watch?v=1XbrannCcM&index=1&list=PL8vwCyAB16Rq7XLIGM63Q5Hnxi7IQruDe>

Spanish (27 February):

<https://www.youtube.com/watch?v=79wF7Jx5Zv8&index=4&list=PL8vwCyAB16Rq7XLIGM63Q5Hnxi7IQruDe>