



**UNITED
NATIONS**



**Convention to Combat
Desertification**

Distr.
GENERAL

ICCD/CRIC(5)/INF.3
23 December 2005

Original: ENGLISH

COMMITTEE FOR THE REVIEW OF THE IMPLEMENTATION OF THE CONVENTION
Fifth session

NATIONAL REPORTING PROCESS OF AFFECTED COUNTRY PARTIES

EXPLANATORY NOTE AND HELP GUIDE

This explanatory note and help guide represent the adjusted version of the document ICCD/CRIC(3)/INF.3 and are intended to assist the affected country Parties of regions other than Africa to formulate their national report in preparation for the fifth session of the Committee for the Review of the Implementation of the Convention (CRIC 5).

CONTENTS

	<u>Paragraphs</u>	<u>Page</u>
PART A: EXPLANATORY NOTE.....	1 – 12	3
I. BACKGROUND	1 – 7	3
II. REVIEW PROCESS	8 – 9	4
III. ORGANIZATION OF THE FIFTH SESSION OF THE CRIC	10 – 12	4
PART B: HELP GUIDE.....	13 – 40	6
I. INTRODUCTION	13 – 36	6
A. Purpose of the exercise of formulating national reports	18 – 23	6
B. Possible process, to be adapted as needed in each national context...	24 – 27	7
C. Assistance from subregional and regional organizations	28 – 29	8
D. Synergism with similar processes	30	8
E. Submission modalities.....	31 – 36	8
II. METHODOLOGY	37 – 40	9
A. Proposed methodology	37 – 40	9
B. Detailed guidelines based on the format provided by the Conference of the Parties (decision 11/COP.1) and other pertinent decisions relating to the national reporting process (8/COP.4, 1/COP.5, 10/COP.5 and 1/COP.6).....		11
C. UNCCD country profile		35
<u>Annex</u>		
Proposed process and work plan		38

Part A

EXPLANATORY NOTE

I. BACKGROUND

1. In accordance with article 26 of the United Nations Convention to Combat Desertification (UNCCD), and the relevant decisions of its Conference of the Parties (COP), particularly decision 11/COP.1, each Party to the Convention is required to report, through the UNCCD secretariat, on measures undertaken to implement the UNCCD.

2. The first comprehensive reports from affected country Parties were submitted to COP 3 and COP 4, and a subsequent review was initiated at COP 4. The review was completed by the Ad Hoc Working Group in 2001, resulting in a comprehensive report to COP 5, which established the CRIC as a subsidiary body of the COP mandated to carry out the review of the implementation process. The CRIC convenes both intersessionally (focusing on the substantive matters emerging from the review of reports) and in conjunction with the COP (reviewing policy issues in the context of the formulation of draft decisions). The terms of reference of the CRIC are contained in decision 1/COP.5.

3. The second review of reports from affected country Parties was undertaken in the aftermath of the World Summit on Sustainable Development (WSSD), in the context of the first session of the CRIC convened in 2002. CRIC 2, held in conjunction with COP 6, considered the report of CRIC 1 and gave a new impetus to the implementation process through a series of decisions adopted at COP 6.

4. The third reporting cycle for affected country Parties started within the context of CRIC 3 and COP 7 with reports submitted by affected African country Parties. CRIC 4, held during COP 7, considered the report of CRIC 3 and proposed a number of decisions, which were adopted by COP 7. In addition to this, by its decision 7/COP.7, the COP decided to renew the mandate of the CRIC as its subsidiary body up to and including the eighth session of the COP.

5. Affected country Parties of regions other than Africa are requested to provide to the UNCCD secretariat an update of their previous report, submitted to the first session of the CRIC, in the light of the COP 6 decisions that are reflected in this revised Help Guide. Submissions from Parties shall comply with the format and content of reports as outlined in decision 11/COP.1, also reflected in the tabulated section II.B of this document (see page 10). Affected country Parties of regions other than Africa which have never submitted a report are requested to provide a full comprehensive report on activities and measures to implement the Convention since becoming a Party to the Convention. They are advised to consult the UNCCD Website where all national reports have been archived. National reports can be retrieved at <http://www.unccd.int/cop/reports/menu.php>.

6. Due to the evolving nature of the Convention process, the COP decided to add to the existing reporting format of decision 11/COP.1 priority areas and key thematic topics identified at COP 4 (decision 8/COP.4) and COP 5 (decision 1/COP.5). The priority areas identified in the Declaration on the commitments to enhance the implementation of the obligations of the

Convention (decision 8/COP.4), henceforth referred to as the Declaration, and the key thematic topics decided upon at COP 5 should contribute to the review process at the CRIC. Hence all additional review aspects deriving from these decisions have been integrated into the tabulated reporting format in section II of Part B of this Help Guide.

7. Furthermore, country Parties are requested to submit as part of their national report a country profile containing statistical data on geo-topographic, bio-physical and socio-economic indicators relevant for an assessment of desertification at the national level. The request for country profiles has always been part and parcel of the national reporting by affected country Parties. Due to the fact that the Convention is entering into the implementation phase, such data must be more systematically collected for the sake of monitoring progress.

II. REVIEW PROCESS

8. The following steps will be taken in order to prepare for the fifth session of the CRIC, taking into consideration the various legislative provisions guiding the reporting process:

- (i) National reports, including the country profiles, to be submitted to the secretariat;
- (ii) The secretariat will prepare compilations of summaries as well as a syntheses and preliminary analyses of the reports;
- (iii) Convening of workshops from which input for the review process will be obtained;
- (iv) The results from those workshops will be made available by the secretariat and submitted to CRIC 5;
- (v) Distribution of the official documents for CRIC 5;
- (vi) Convening of CRIC 5.

9. The detailed information on time frame of this process will be communicated to Parties through official channels. The secretariat, while facilitating the reporting and review process, will also do its best to ensure timely provision of financial support to eligible affected country Parties for the preparation of their national reports. The secretariat will also communicate to eligible affected country Parties how financial support to the reporting exercise will unfold, pending the response from donors and availability of funds.

III. ORGANIZATION OF THE FIFTH SESSION OF THE CRIC

10. It is anticipated that the CRIC at its fifth session will conduct the review according to the key thematic topics identified in decision 1/COP.5 and with a view to monitoring progress made with regard to the implementation of the Declaration (decision 8/COP.4). Input obtained from workshops will also be considered.

11. Sufficient time will be made available to discuss and adopt the comprehensive report of CRIC 5, which will include conclusions and recommendations leading to the preparation of draft decisions by CRIC 6 for the consideration by the eighth session of the COP.

12. The programme of work for CRIC 5 is contained in decision 9/COP.7. The COP at its seventh session decided that the duration of CRIC 5 will be eight working days (decision 10/COP.7). Further information on the CRIC 5 organization of work, as well as appropriate documentation, will be circulated in due time.

Part B

HELP GUIDE

I. INTRODUCTION

13. This Help Guide is designed to provide UNCCD national focal points (NFPs) with updated information in the light of the sixth session of the COP to assist them in collecting, compiling, analysing and presenting data and information in order to prepare and submit national reports for review by the CRIC and COP.

14. The guide comprises two sections. The first section, the introduction, provides background information and explains the procedures for the communication of information and review of implementation of the Convention. The second section, the methodology, outlines specific guidelines provided by decisions 11/COP.1, 5/COP.2, 8/COP.4, 1/COP.5, 1/COP.6 and 9/COP.6.

15. This Help Guide sets neither an obligatory format nor an exclusive modality for national reports. It is, rather, indicative in providing a format and methodology with a view to supporting NFPs and other stakeholders in their preparatory work for national reports.

16. National reports will be communicated by country Parties, through the UNCCD secretariat, to the intersessional session of the CRIC. The intersessional session of the CRIC will review updates to reports already available and/or new reports from the affected country Parties as well as reports submitted by development partners.

17. It is expected that the methodology proposed in this Help Guide will be consulted by UNCCD NFPs and UNCCD national coordinating bodies (NCBs) and adapted as appropriate, taking into account the particularities and varying requirements of each national context. The Help Guide could also serve as a tool for monitoring and evaluating progress made in combating land degradation with the aim of supporting more coherent policies for ensuring sustainable development.

A. Purpose of the exercise of formulating national reports

18. Apart from the fact that national reports aim at assessing progress made in implementation, the formulation of such reports is itself an essential part of the implementation of the Convention. Thus, while providing information on the status of the UNCCD process, the reports should also contribute to the strengthening of the institutional and human capacities of NFPs, thereby improving their ability to coordinate the work, and should stimulate the further steps required for effective implementation of the UNCCD as an integral part of national efforts to promote sustainable development.

19. In the light of the fact that in some affected countries, national action programmes to combat desertification (NAPs) are already being implemented, such endeavours should be reflected in national reports. They should provide detailed information on mainstreaming the NAP in strategic planning frameworks on synergies with other frameworks and on progress in

the consultative processes taken to promote partnership arrangements and should indicate the roles played by various stakeholders.

20. It is important that national reports highlight not only achievements but also constraints encountered in implementing the Convention, so that better ways and means of overcoming such constraints may be pursued for the benefit of all stakeholders.

21. National reports are required to contain information on UNCCD implementation in a concise and consistent manner, particularly on progress made towards implementing the Convention. As the first national reports addressed policy issues, institutional measures and participatory processes, the report updates are expected to provide information on progress made with regard to the process-oriented section of the report, while addressing, in detail, the consultative processes in support of the preparation and implementation of the NAPs as well as partnership agreements with developed country Parties.

22. The country profile will complement the national report with statistical data providing a set of baseline indicators (benchmarks) by which progress made in the implementation can be measured with regard to the national, subregional, regional and global levels. The parameters will include a geo-topographic profile linked with climatic conditions, a bio-physical index for natural vegetation, an index for critical socio-economic factors, and relevant scientific and technological information pertaining to the combat against desertification. The format for the country profile can be seen in section II.C of this Help Guide.

23. Reporting at the subregional and regional levels on progress made in implementing the Convention is expected to focus on measures and significant developments in the subregional and regional action programmes (SRAPs/RAPs). Countries should include in their national reports an account of the advantages and difficulties of participating in the subregional and regional programmes. Subregional and regional organizations are also expected to inform Parties on the development of the SRAPs and RAPs in their entirety, including description of the achievements and obstacles encountered.

B. Possible process, to be adapted as needed in each national context

24. The timeframe for national report preparation and the review process is a matter for the respective governments to decide within their national contexts.

25. An essential component of national report preparation is its participatory and integrated approach. The report needs, therefore, to reflect the views of a wider set of actors and stakeholders, in particular those of relevant ministries, public agencies, non-governmental organizations (NGOs), community-based organizations (CBOs), academic institutions, the private sector, regional and local authorities and the media. Experts and stakeholders in specialized areas such as agriculture, energy, natural resources, education, health, trade, poverty eradication, migrations, biodiversity, climate change, forests, marine and coastal management, freshwater management and national development planning are also to be consulted where appropriate.

26. Time management in conducting the report preparation process is crucial in order to meet the deadline for submission of the report. Maximizing use of the timeframe given is important and therefore it would be necessary to ensure that a minimum at least of designated representatives from the core groups of actors and stakeholders is involved. The NFPs and national coordinating bodies can promote additional and parallel consultations with different institutional and social categories in order to ensure their greater participation in the process. Such mechanisms can be tested and improved in the context of the longer-term iterative NAP process.

27. In line with the participatory approach and principles of the UNCCD, a work plan is proposed (see the annex) as a tentative process for the formulation of the national reports, taking into account relevant provisions of the Convention as well as COP decisions.

C. Assistance from subregional and regional organizations

28. Affected country Parties can benefit from the experience and resources of the relevant subregional and regional organizations.

29. In the context of the present exercise, the subregional and regional organizations, in close coordination with the UNCCD secretariat, may provide assistance to the NFPs, if needed and requested, within the resources available.

D. Synergism with similar processes

30. In the preparation of the national reports, the NFPs should, as appropriate, make use of experience gained during the preparation of national reports in the past, with the purpose of avoiding duplication. Experience gained during the preparation of similar reports under the conventions on climate change and biodiversity can also be used to promote synergism.

E. Submission modalities

31. Parties are requested to communicate their reports in one of the official languages of the United Nations. Parties are also encouraged to submit their reports, or at least summaries of them, in English, which will allow wider dissemination of the information.

32. The guidelines provided by decision 11/COP.1 require national reports to be as concise as possible in order to facilitate their review. They do not, however, stipulate a required length, which may vary according to particular national requirements and the national report preparation process. In this respect, however, it is recommended that reports should remain within a length of 30 pages, including a six-page summary. Parties are also encouraged to include in their report references to other policy instruments or technical documentation containing additional relevant information.

33. Countries are requested to put emphasis on the key thematic areas indicated in decision 1/COP.5 and on the priority areas identified in decision 8/COP.4 (Declaration).

34. Those countries which have already participated in previous reporting processes are requested to submit an updated version of their latest national report, focusing on progress and developments made after completion of the report, while leaving out information previously submitted. They are requested, however, to follow the same table of contents as in the previous reports.

35. The report should be submitted as a single document in hard copy as well as in an electronic form (as a diskette, a CD-ROM, a website or an e-mail attachment). In order to facilitate the report compilation by the UNCCD secretariat, it is recommended that reports should be produced in either MS Word 6 or above, or Rich Text Format.

36. In order to complete the national report review in a timely manner, it is required that reports be submitted to the UNCCD secretariat in Bonn, Germany, to the following address:

UNCCD secretariat
Haus Carstanjen
Martin-Luther-King-Strasse 8
D-53175 Bonn, Germany
Fax: (+49-228) 815-2899
E-mail: secretariat@unccd.int

II. METHODOLOGY

A. Proposed methodology

37. The methodology proposed for national reports follows and adapts the pattern formulated by the Committee on Science and Technology (CST) concerning indicators for monitoring the UNCCD implementation process (contained in document A/AC.241/INF.4 and complemented by documents ICCD/COP(1)/CST/3/Add.1 and ICCD/COP(2)/CST/3/Add.1).

38. It also takes into consideration the criteria for reporting adopted by the COP at its fourth and fifth sessions (decisions 8/COP.4 and 10/COP.5), as well as pertinent decisions deriving from the CRIC process. The added CST-related information was taken from document ICCD/COP(5)/CST/5.

39. It is expected that with the experience gained at COP 3, COP 4, CRIC 1, COP 6, CRIC 3 and COP 7, each affected country Party of regions other than Africa will adapt the proposed methodology as much as possible to suit its particular circumstances. The methodology proposed should not limit responses to the questions provided, but rather serves as guidance to satisfying the main purpose of the national report as stated above in the introduction and described in detail in decision 11/COP.1 (annex).

40. The following section is in keeping with points (i) to (ix) of the guidelines provided in decision 11/COP.1 and is presented in four columns containing: indicators, evaluation parameters, remarks and proposed questions as guidance on the various subject areas. Country

Parties are again reminded that they should provide, where possible, their own assessments on progress made.

B. Detailed guidelines based on the format provided by the Conference of the Parties (11/COP.1) and other pertinent decisions relating to the national reporting process (8/COP.4, 1/COP.5, 10/COP.5 and 1/COP.6)

(i) Table of contents

The table of contents should reflect items listed in decision 11/COP.1, and sections and subsections of the national report. It should also list annexes such as the country profile as well as any additional material deemed to be of importance to the reporting process.

(ii) Summary not exceeding six pages

The summary should highlight the major elements of the report and provide basic information that would allow the COP to comprehend easily the status of the Convention's implementation and its assessment in the country.

Please pay special attention to the information requested under subitems (ii) 1 – 8 which should be answered, where possible, in the form of a table.

1. Focal point institution:

Name of focal point	
Address including e-mail address	
Country-specific websites relating to desertification	1. ... 2. ... 3. ... 4. ...

2. Status of NAP (please provide information relevant to the status in your country only):

Date of validation	Body/institution/Government level which validated the NAP
NAP review(s)	Date(s)
NAP has been integrated into the poverty reduction strategy (PRSP)	Yes/No/Currently under way (If yes, please specify the year in which the strategy was officially adopted.)

NAP has been integrated into the national development strategy	Yes/No/Currently under way (If yes, please specify the year in which the strategy was officially adopted.)
NAP implementation has started with or without the conclusions of partnership agreements	Yes/No
Expected NAP validation	Month/year
Final draft of a NAP exists	Yes/No
Formulation of a draft NAP is under way	Yes/No
Basic guidelines for a NAP have been established	Yes/No
Process has only been initiated	Yes/No
Process has not yet started	Yes/No

3. Member of SRAP/RAP (please provide information where appropriate):

	Name of subregional and/or regional cooperation framework	Involvement specifically in topics such as water harvesting techniques, soil erosion etc.
1.		
2.		

4. Composition of the NCB (indicate whether it is a Government or civil society organization, and provide information on the representatives' gender):

Name of institution	Government (√)	NGO (√)	Male/female
1.			

5. Total number of NGOs accredited to the process: _____

Has an NGO National Coordinating Committee on desertification been established; if yes, how many NGOs or civil society organizations participate in it?	Yes/No (If yes, please provide the number of civil society organizations participating.)
---	--

6. Total number of acts and laws passed relating to the UNCCD: _____

Name up to five most relevant acts and laws and/or regulations.

	Title of the law	Date of adoption
1.		
2.		
3.		

7. The consultative process

Number of partnership agreements that have been concluded and/or are being initiated within the framework of the UNCCD (please provide information where appropriate):

	Official title of partnership	Donor(s), international organization(s), and/or agencies of the UN system involved	Date of (expected) conclusion
1.			
2.			

List of consultative meetings on UNCCD implementation (please provide information where appropriate):

	Name of consultative meeting	Date/year	Donor countries involved	International organizations or agencies of the UN system involved
1.				
2.				

Name of country which has taken over the role of *Chef de file* (please provide information where appropriate): _____

8. Name up to 10 projects currently under implementation which are directly or indirectly related to the UNCCD.

Name of project	Project implemented within the framework of the NAP/SRAP/RAP? (Yes/No)	Project implemented within the framework of	Timeframe	Partners involved	Overall budget
1.					
2.					

(iii) Strategies and priorities established within the framework of sustainable development plans and/or policies

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
<p>National plans and strategies available in other social and economic areas</p> <p>National plans or strategies in the field of combating desertification developed prior to the UNCCD NAP</p>	<p>Harmonization of national policies and strategies</p>	<p>The purpose here is to provide an update on analytical information with regard to national plans and strategies that have contributed towards combating desertification and into which NAP-related objectives/activities have been successfully integrated.</p> <p>It would be useful to quote instances where harmonized planning frameworks have led to better-integrated field programmes/projects.</p>	<ul style="list-style-type: none"> • To what extent have the strategies and priorities established within the framework of sustainable development taken into consideration the efforts to formulate a NAP or aspects of already completed NAPs? <ul style="list-style-type: none"> i) National Development Plans ii) Poverty Reduction Strategy Paper iii) National Strategy for sustainable development iv) National Environmental Action Plans v) National Agenda 21 vi) National Conservation Strategy vii) Country Assistance Strategies viii) Country Strategy Paper ix) Common Country Framework x) Other relevant plan or strategy (agriculture, energy, education, trade, health, poverty eradication, migration, forests, climate change, biodiversity, coastal and marine resources, etc.) • In what ways are the UNCCD principles accommodated in other environmental frameworks (i.e. in terms of the participatory process, the consultative mechanism, programme approach, etc.)? • What working relationships have been established between the NFP and/or NCB and those Ministries dealing with the implementation of such strategies?

(iv) Institutional measures taken to implement the Convention, including legislative and institutional frameworks or arrangements, linkages and synergies with other environmental conventions and, as appropriate, with national development strategies

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
<p>NAPs as part of the National Economic and Social Development and Environment Protection Plans</p>	<p>Making the NAP coherent with other environmental strategic and planning frameworks</p>	<p>In the light of the COP 6 decisions and the Declaration (decision 8/COP.4) calling for an integration of NAP objectives into national sustainable development strategies and plans, please provide an analysis of what efforts have been made to ensure complementarity and integration since the last report.</p>	<ul style="list-style-type: none"> • How coherent is the NAP with other national and social development and environmental protection plans? • To what degree is the NAP considered a strategic framework for action with regard to the policy objectives specified in those plans? • What are the major institutional and/or programmatic obstacles in integrating the objectives of the NAP into such strategies? • Have policy measures and incentive schemes been adopted or initiated aiming at encouraging private sector support, notably with regard to technological and scientific cooperation, and how are these efforts reflected in the NAP? • Are there any specific attempts in the NAP process aiming at closing the gaps between existing national sustainable policies and those that are currently drafted, i.e. through legislative adjustments or awareness-raising measures?

(cont.) Institutional measures taken to implement the Convention ...

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
	Linkages of the NAP with national, intra-regional and local approaches	NAP objectives should be incorporated into all levels of the National Economic and Social Development and Environment Protection Plans.	<ul style="list-style-type: none"> • What new initiatives have been undertaken since the last report on integrating the NAP into the national economic and social development and environment protection planning systems, including at the local and national levels? • How successful is such a process?
Linkage achieved with subregional and regional action programmes (SRAPs and RAPs)	<ul style="list-style-type: none"> • Development, at the national level, of programmes of a subregional or regional character • Strengthening of relevant scientific networks at the national, subregional and regional levels 	The desertification control programmes should be developed and implemented concurrently at the national, subregional and regional levels in a coherent manner. The level of interaction between national actors and relevant networks can measure the contribution from scientific networks.	<ul style="list-style-type: none"> • What kind of activities are being pursued which have a subregional or regional dimension and/or are directly linked with activities pursued under a SRAP or RAP and its thematic programme networks (TPNs)? • In what way do they conform to the objectives of the NAP?
			<ul style="list-style-type: none"> • Are national scientific and technical institutions participating actively and effectively in subregional, regional and relevant international networks?
	Government's agreement	Indicate the work plans or the timeframe for preparing, adopting and implementing the NAP since the last report.	<ul style="list-style-type: none"> • Has the Government officially adopted the NAP? • Has a budget been officially approved to finance the implementation of the NAP? • Provide a brief on the status of NAP implementation.

(cont.) Institutional measures taken to implement the Convention ...

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
Established and functional national coordination body (NCB)	Legal status	The status of the NCB, as well as the role and function of the NFPs, give an indication of the institutional capability of the NCB and its latitude to act as a supervisory and coordinating body in promoting UNCCD implementation.	<ul style="list-style-type: none"> • How influential is the NCB on matters of policy and legislation, and how well is it linked to the Government department responsible for development partners? • To what extent is the NCB decentralized in terms of financial, human and material resources? • Has a full-time secretariat for the NCB been established since the last report? • How autonomous is the NFP in terms of resources and decision making? • To what extent can the NCB promote synergistic developments for sustainable land management with related programme frameworks?
	Resources	Resources (human, financial, material) as indicators of the NCB's capacity to act.	<ul style="list-style-type: none"> • Review and evaluate the status of resources within the NCB as compared to the last report. • Does the NCB have the capacity to catalyze preparation, implementation and evaluation of the NAP? • What are the specific capacity needs of the NCB and the NFP, taking into consideration the cross-sectoral nature of the Convention?

(cont.) Institutional measures taken to implement the Convention ...

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
	Cross-cutting and multi-disciplinary characters	The cross-cutting and multidisciplinary nature of the Convention should be reflected, within the NCB, by the presence of staff from various sectors who are trained and have experience in various socio-economic and environmental fields and in natural resource management.	<ul style="list-style-type: none"> • Has any review been done (in terms of representation) to ensure participation from other stakeholders? • Are there any changes to report with regard to how the NCB is linked to bodies of other United Nations conventions? • How does the composition of the NCB enhance the (synergistic) programming and implementation of UNCCD projects? • How does the NCB/NFP address the need to involve in the NAP private sector initiatives and marketing strategies for drylands products?
	Composition and mode of operation	Describe how the NCB enables various actors to participate in its work, in particular NGOs and the representatives of the local populations.	<ul style="list-style-type: none"> • Has the level of stakeholder participation increased since the last reporting and what are the mechanisms to ensure active participation? • How effective and efficient are the ways and means of communication or networking among members of the NCB and the groups they represent, especially with regard to civil society organizations? • Is the modality for nominating members to the NCB transparent?

(cont.) Institutional measures taken to implement the Convention ...

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
	Status of information data	Databases, access to the internet, website, information networking (internal and external).	<ul style="list-style-type: none"> • Critically review, analyse and compare the capacity of the NCB to organize and manage the information system since the last report. • What is the status of the databases being maintained by the NCB? • Evaluate the means of internal and external communication between the NFP and the NCB?
Institutional framework for coherent and functional desertification control	Measures adopted to adjust or strengthen the institutional framework since the last report	<p>Analysis of existing mechanisms for coordinating and harmonizing desertification control actions (at the local and the national levels) should reflect lessons from past experience.</p> <p>Analysis should form a basis for proposing measures to readjust, adapt and strengthen existing mechanisms, in particular to ensure the participation of local actors.</p>	<ul style="list-style-type: none"> • How has the review and analysis of existing mechanisms for coordinating and harmonizing actions to combat land degradation at national and local levels contributed to strengthening coordination and implementation of UNCCD programmes? • Where is it necessary to build capacity at the local and national level in order to establish a well functioning information exchange between relevant stakeholders?
	Measures adopted to strengthen existing institutions at the local and national levels since the last report	<p>This involves any actions in capacity building that have been implemented since the last reporting.</p> <p>What are the future short- and medium-term activities that need to be implemented in order to optimize capacities at local and national level?</p>	<ul style="list-style-type: none"> • Is capacity and institution building being continuously addressed and promoted at the local and national levels? • What changes have taken place since the last report? • What is the feedback from stakeholders and institutions?

(cont.) Institutional measures taken to implement the Convention ...

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
Coherent and functional legal and regulatory framework	Analysis of legislation on the environment and related fields	The cross-analysis of environmental and other relevant legislation should, in particular, form a basis for ensuring greater responsibility by the local population and for ensuring an appropriate land tenure system.	<ul style="list-style-type: none"> • How coherent and functional is the environmental legislation in your country? • What progress has been achieved in the enforcement of environmental laws relating to desertification? • What are the specific institutional and human resources capacity needs in order to improve proper law enforcement? • What progress has been made on land tenure issues since the last report?
	Measures to adapt current legislation or introduce new enactments: <ul style="list-style-type: none"> • Land tenure reform • Decentralization • Natural resource management (forestry code, pastoral code, extraction industries guidelines etc.) 	All the measures should be supported by efforts to provide grassroots stakeholders with information on national policy orientations and the content of legal enactments and regulations at the grassroots level in order to promote greater participation by the local populations.	<ul style="list-style-type: none"> • Have measures been taken to strengthen the capacity of local populations and local authorities to participate in decision making which is relevant to combating land degradation? • What are the needs for awareness raising among the local population for an improved compliance to new legislation? • Does the NAP foresee particular projects that deal with law enforcement relating to the combat against desertification? • What are the procedures for identifying and implementing such measures?

(v) Participatory process in support of preparation and implementation of action programmes, particularly processes involving civil society, non-governmental organizations and community-based organizations

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
Effective participation of actors in defining national priorities	<p>Methods of participation of various actors in regular consultations, meetings and regular exchange of information in mailing and e-mailing networks</p> <p>Gender balance of actors involved in defining NAP priorities</p>	<p>This entails verification of the extent of involvement by relevant actors in defining national priorities: local authorities, CBOs, NGOs, the private sector, academic institutions, youth, women and other groups.</p> <p>Providing relevant actors with accurate and timely information, in particular information concerning the UNCCD implementation process, and promoting their full participation in decision making.</p> <p>Whenever possible, responses to the following questions should disaggregate specific measures aimed at involving women, youth and poverty eradication</p>	<ul style="list-style-type: none"> • How effective are the participatory processes in the formulation and implementation of the NAP and its related activities? • What is the trend now in these processes, notably with respect to areas of the Declaration mentioned under vii below? • Is gender and the private sector dimension a specific element of any programme in the NAP? • Has progress been made in developing, with the assistance of the private sector, appropriate technologies aiming at promoting sustainable land use practices in areas such as cash crop, livestock production, aquaculture, recreation, ecotourism, adherence to mining/extraction industries? • What are the capacity needs in order to maintain and/or establish a mechanism for active involvement of national and local stakeholders with regard to the planning and implementation of NAP activities?

(cont.) Participatory process in support of preparation and implementation of action programmes ...

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
	Representation of various actors in national priority identification processes (local forums, national forums)		<ul style="list-style-type: none"> • Examine the criteria used for selecting various actors in national priority identification processes. • Do the criteria encourage equal representation at all levels? If not, what is being done to ensure equal representation? • How well is the national scientific community represented and what monitoring mechanisms have been established with its assistance? • Has a mechanism been put in place to ensure continuous consultations?
	Nature and scope of information, education, and communications	The Declaration (decision 8/COP.4) refers specifically to the promotion of traditional knowledge and appropriate environmental education. Analyse what initiatives or projects have been undertaken in order to comply with the calls made since COP 4.	<ul style="list-style-type: none"> • To what extent has the traditional knowledge system been used in exchange, circulation, transfer and dissemination of information? • Does traditional knowledge/technology play a role in the framework of the NAP? • Have linkages with educational centres or governmental institutions responsible for education been established in order to promote environmental education relating to the combat against desertification? • What are the mechanisms adopted to ensure that various categories of actors are involved in the process to provide information as well as to benefit from information networks? • Have participatory awareness campaigns been conducted dealing with the following themes: (i) growing threat to ecosystems and sustainable livelihoods under a scenario of increasingly extreme climatic events, (ii) advocacy for participatory rural development as a key element in poverty eradication, (iii) recognition of the widespread downstream geopolitical consequences of phenomena such as forced migrations and conflicts, (iv) the prevention of land degradation is more cost-effective than suffering the severe consequences of desertification, (v) dissemination of lessons learned and best practices?

(cont.) Participatory process in support of preparation and implementation of action programmes ...

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
	Extent of uptake of: <ul style="list-style-type: none"> • local concerns at the national level • results of national consultations at the local level 		<ul style="list-style-type: none"> • How are the concerns and results of the national consultations at the local level incorporated into the NAP? • Have there been any follow-up activities to ensure continuous feedback from stakeholders even after completion of the NAP? • What is the modality for designating the representatives of various social and institutional categories, at both national and local levels, (nomination, election etc.)?

(vi) Consultative process in support of the preparation and implementation of national action programmes and partnership agreements with developed country Parties and other interested entities, particularly mobilization and coordination of both domestic and international resources

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
<p>Effective support from international partners for cooperation</p>	<p>Degree of participation from international partners</p>	<p>Commitments by international partners should lead to their participation in local and national consultations and their provision of financial support for the process.</p> <p>Mobilization of external resources can show the degree of commitment to the national process of partners in cooperation.</p> <p>Evaluation of the Global Mechanism's contribution should be oriented through its capacity to mobilize new resources, to direct the countries concerned towards existing financial resources, and to identify financial mechanisms which might help to implement the Convention.</p>	<ul style="list-style-type: none"> • What new measures have been taken by the Government to ensure the involvement of international partners in the process and what is the extent of their involvement? • What kind of support for a national consultative mechanism has come from relevant international organizations? • Has conclusion of a partnership agreement been achieved? • How many partners are there, and which of them specifically support the NAP process? Explain, as appropriate, the role of Global Environment Facility (GEF), its implementing/executing agencies and of the Global Mechanism (GM). • How well does this match the national need for international support in order to implement the Convention? • To what extent have traditional and alternative sources of finance been successfully generated for the implementation of the NAP, and what are the main obstacles to this? • Have steps been undertaken to move from the conclusion of partnership agreements to actual implementation? • Has a country agreed to become <i>chef de file</i> of the consultative process? • Is there a calendar of activities to ensure continuous process monitoring?

(cont.) Consultative process in support of the preparation and implementation of national action programmes and partnership agreements with developed country Parties and other interested entities ...

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
	Establishment of an informal consultation and harmonization process for actions between partner countries		<ul style="list-style-type: none"> • Is there a consultative mechanism established among partners at the national or local levels? • What are the frequency of meetings, the level of attendance and the degree of participation? • What is the distribution of roles and tasks among the various partners? • How do the NFP and NCB participate in the discussions? • What capacity needs exist in order to maintain the exchange of information with regard to internal consultations? • In what manner can the UNCCD secretariat and the Global Mechanism assist in facilitating the convocation of the consultative processes? • Has the communication and exchange of information been established between the national GEF focal point, the implementing agencies of the GEF, and the NFP? • What difficulties have been identified in accessing funds through the GEF?

(vii) Measures taken or planned within the framework of national action programmes, including measures to improve the economic environment, to conserve natural resources and promote their sustainable use, to rehabilitate degraded land, to enhance knowledge on desertification and its control, and to monitor and assess desertification and drought

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
Adequate diagnosis of past experience	Synthesis and evaluation of activities undertaken in the field of combating desertification	The diagnosis in the national report should indicate the progress made in improving natural resources management since the last reporting, whereas the attached country profile should provide more quantified data relating to the extent of land degradation/desertification using climatic, bio-physical, socio-economic and demographic parameters.	<ul style="list-style-type: none"> • Has an exhaustive diagnosis or reevaluation been made of past experience useful to the NAP process? • What are the constraints/potential for data collection to establish the relevance of the Country Profiles? • Has the diagnosis resulted in specific recommendations for NAP formulation? • Does the NAP need to be reviewed in the light of the findings and adjusted in the light of the increasing interest received from the international community?
Established technical programmes and functional integrated projects to combat desertification	Inventory, adaptation and integration of projects under way within the NAP process	Projects under way in resource management and desertification control should be analysed in relation to the UNCCD principles and, if necessary, adjusted accordingly. This should be a gradual action geared for the medium term.	<ul style="list-style-type: none"> • What steps are being taken to adapt and integrate ongoing projects into the NAP process?

(cont.) Measures taken or planned within the framework of national action programmes, ...

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
<p>Established technical programmes and functional integrated projects to combat desertification</p> <p>Action programmes implemented in compliance with priority fields set out in the Convention</p>	<ul style="list-style-type: none"> • Measures for national resource conservation • Measures to improve institutional organization • Measures to enhance knowledge on desertification and its control • Measures for monitoring and evaluating the effects of desertification and drought • Measures to improve the economic environment 	<p>Decision 4/COP.6 requests Parties to integrate into their report information on the following priority areas of the Declaration (8/COP.4):</p> <ul style="list-style-type: none"> (i) renewable sources of energy; (ii) sustainable land-use management, including water, soil and vegetation in affected areas; (iii) mountain ecosystem preservation; (iv) forest resources assessment; (v) sustainable use and management of rangelands; (vi) launch of reforestation/afforestation programmes and intensification of soil conservation programmes; (vii) development of early warning systems for food security and drought forecasting. 	<ul style="list-style-type: none"> • To what an extent have the UNCCD principles been integrated into relevant ongoing projects relating to the areas identified in the left column? Otherwise, have concrete projects dealing with these issues been developed and implemented through the NAP? • What specific activities have been identified and implemented to improve the economic environment with a view to eradicating poverty? • In case activities are implemented in the framework of programmes other than the UNCCD, what management indicators have been put in place to ensure that these activities address the underlying causes of desertification? • Have specific projects been promoted aiming at implementation of the Convention at a local level, addressing local ecological and socio-economic conditions in a more holistic manner?
	<p>Identification of new actions and planned measures</p>	<p>Whenever appropriate, highlight measures taken to respond to specific vulnerability issues in a context of poverty eradication (such as drought mitigation, mountain ecosystems, coastal areas, disaster prevention etc.).</p>	<ul style="list-style-type: none"> • Are there any new methods to combat desertification that have been generated recently? • If yes, what are these planned measures?

(cont.) Measures taken or planned within the framework of national action programmes, ...

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
	<p>Specific actions to strengthen the national capacity to combat desertification, in particular at the local level</p>	<p>Under this item, specific responses on training and capacity-building processes are expected. Information on other institutional measures is to be provided under item (iv) on institutional measures taken to implement the Convention.</p> <p>Well-adapted training and scientific-technical programmes should be designed and implemented, notably to facilitate participatory and synergistic programming at local level.</p>	<ul style="list-style-type: none"> • How is technical and scientific capacity being addressed at the local level? • In brief, what are the main features for capacity building at the institutional, participatory and consultative levels within the NAP process? • How are capacity-building measures aiming at the NAP process itself integrated into the NAP process?
<p>Effectiveness of measures in local capacity building</p>	<ul style="list-style-type: none"> • Degree of responsibility in natural resource management at the local level • Degree of decentralization • Involvement of actors in the monitoring and evaluation process 	<p>The degree of power which governments delegate to local actors and supporting measures (training for local organizations, etc.) needs to be clearly shown.</p> <p>Additional information on this indicator can be provided in responses to questions under previous indicators, in particular under item (iv) on the institutional measures taken to implement the Convention.</p>	<ul style="list-style-type: none"> • What kinds of capacity-building measures are needed to ensure implementation of the Convention, particularly at the local level? • Does the NAP reflect such capacity needs and does it outline ways of addressing them?

(viii) Financial allocations from national budgets in support of implementation as well as financial assistance and technical cooperation including their inflows. Processes to identify their requirements, areas of funding and setting priorities

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
Adopted financial mechanisms	Measures to facilitate access of local actors to existing sources of funding	Revision of existing financial mechanisms should make finance-related tools more accessible to local actors.	<ul style="list-style-type: none"> • What further measures have been taken to ensure access by local actors to funding sources? • Are these measures provisional or permanent, and how can they be sustained?
	Working out new, adapted methods to mobilize internal and external resources	<p>GEF funding can trigger greater co-financing flows for combating land degradation and desertification through the UNCCD process</p> <p>New forms of financing could comprise a National Fund to Combat Desertification, or the promotion of funds at the local level. Within this frame, it is expected to define the terms and conditions for participation by various actors in the financing and management of desertification control activities. The international partners should support this process conceptually and financially.</p>	<ul style="list-style-type: none"> • Have any other specific mechanisms been determined to ensure financing for the NAP? • What are the modalities of participation of the various relevant actors in the funding and the management of activities to combat desertification? • Are international partners supporting these specific financial mechanisms?
	Analyse flows of investment in dryland development	Promoting environmentally sound and economically profitable investment is an essential scheme for pursuing sustainable development in drylands.	<ul style="list-style-type: none"> • Has a type of activity that generates sufficient economic return in an environmentally sound way been properly identified and promoted for investment projects? • Has the return on investment been properly reinvested to ensure financial sustainability? • Has investment in drylands been generating environmental and socio-economic benefits for multiple stakeholders?

(cont.) Financial allocations from national budgets in support of implementation as well as financial assistance and technical cooperation including their inflows. Processes to identify their requirements, areas of funding and setting priorities

<p>NAP financing</p>	<ul style="list-style-type: none"> • Complementary to information provided on the sources of external resources under (vi) above, indicate mobilization of national resources • Contribution from the Global Mechanism • Amount of financial resources available 	<p>Mobilization of internal resources indicates the degree of priority attached to desertification control by countries within the framework of action programmes.</p> <p>Detail and comment on modalities of support, if any, of the Global Mechanism.</p>	<ul style="list-style-type: none"> • In what way is the national Government allocating money towards effective implementation of the Convention? • What kind of difficulties exists with regard to increasing the existing level of financing? • Has a National Desertification Fund or any other budget line within the Government been established which provides funding exclusively for activities of the NAP?
<p>Technical cooperation developed</p>	<ul style="list-style-type: none"> • Mobilization of technical cooperation • Identification of priority needs in technical assistance 	<p>Capacity building for the UNCCD process includes the full range of NAP-related activities from national communications to the development and testing of methodologies and the setting up of a reliable monitoring and evaluation process. It also includes support to networking activities in the subregional or regional contexts.</p>	<ul style="list-style-type: none"> • Has a plan been formulated for requesting technical cooperation, including envisaged multilateral and bilateral cooperation? • What technical cooperation support has been received other than financial resources? • What are the needs for capacity building/technical cooperation, notably from the GEF? • What is the order of priority of the needs identified?

(ix) Review of benchmarks and indicators utilized to measure progress and an assessment thereof

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
Operational mechanisms for monitoring and evaluation	Establishment and/or strengthening of national environmental monitoring and observation capacities Information systems on desertification at the national level Main actors' access to available information Mechanisms for consultation concerning an analysis of results Regular production of reports Feedback on evaluation for programme management	Affected countries should have a national capacity to harness relevant environmental information, including: <ul style="list-style-type: none"> • The capacity to collect, analyse and process information, and to produce impact indicators; • The functional efficiency for disseminating information and networking at the national level; • The capacity to harmonize existing information systems in related fields (environment, agriculture, energy, climate change, biodiversity, coastal and marine resource management, etc.); • The capacity to monitor, assess and evaluate the impact of NAPs. Responses to this indicator and parameters can refer to the information provided on the same subject under item (iv) on institutional measures taken to implement the Convention.	<ul style="list-style-type: none"> • Are the processes and dynamics of land degradation being monitored in your country? • What measures do you have on the ground to assess the rate of resource degradation? • What is the rate of resource degradation that can be attributed to drought or climate change? • Are there any early warning mechanisms set up in an effort to mitigate the effects of drought and desertification? • In your opinion, to what extent have the results from these measures been used to facilitate better policy formulations or responses? • What are the measures taken for harmonization of existing mechanisms and systems? • What monitoring system has been formulated to assess and evaluate the impact of the NAP? Has it been adopted?

Newly introduced indicators, according to decision 10/COP.5

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
<p>Scientific and technical desertification control activities</p>	<p>Listing, adapting and integrating scientific and technical activities into the NAP</p>	<p>Scientific and technical activities should be analysed to verify their compliance with the principles of the Convention.</p> <p>Linkages of such activities with thematic programme networks in subregional or regional contexts are also to be reviewed.</p>	<ul style="list-style-type: none"> • Which scientific and technical activities relating to desertification control and drought mitigation have been identified under the NAP? • Have the scientific and technical desertification control activities been considered with a view to determining their conformity with the principles of the Convention? If so, how and by whom was this done? • What proposals have been made to integrate the scientific and technical community into the NAP process? • What arrangements have been made to adapt the scientific and technical activities under way to the NAP process? • Have the scientific and technical desertification control activities specifically recommended in the NAP been implemented, what progress have they made and what are their results and impact? • What consultation procedures have been implemented with the scientific and technical community? • What mechanism has been set in place to facilitate consultation?

Newly introduced indicators, according to decision 10/COP.5

INDICATORS	EVALUATION PARAMETERS	REMARKS	QUESTIONS
<p>Implementation of the recommendations of the Committee on Science and Technology</p>	<p>Assessment of progress made in implementing the recommendations of the Committee on Science and Technology</p> <p>Number of activities and recommendations of the CST used in combating desertification and mitigating the effects of drought, for example:</p> <ul style="list-style-type: none"> • Development and use of benchmarks and indicators which should not be only physical and biological, but should also address institutional matters, including legislative, social and economic issues, such as the qualitative and quantitative assessment of the participation of civil society • Promotion, use and enhancement of traditional knowledge • The use of or need to use early warning systems for drought management • Training and field studies to identify pilot sites to be used in supplementing information and data on desertification generated by such advanced technology as remote sensing and geographical and environmental information systems 	<p>In presenting essential activities, projects and programmes under way or envisaged to address the underlying causes or to remedy the visible effects of desertification, with a view to drawing lessons and to popularizing the scientific and technical methods used, it is recommended that the following points be stressed:</p> <ul style="list-style-type: none"> • Illustration of South-South and North-South collaboration activities, highlighting the advantages of information exchange and the transfer of technology and technical know-how; • Presenting strategies and approaches used to collect, popularize and disseminate information with a view to mobilizing and raising awareness and promoting, using and enhancing traditional knowledge in order to combat desertification; • Presenting existing or envisaged methods and activities based on synergy or collaboration with other multilateral environmental agreements, in particular the Convention on Biological Diversity and the United Nations Framework Convention on Climate Change. 	<p>What lessons have been drawn from implementing the recommendations of the CST, in particular in respect of the following:</p> <ul style="list-style-type: none"> • Benchmarks and indicators; • Traditional knowledge; • Early warning systems; • Training and field studies to identify pilot sites? <p>What use has been made of experts from the roster of independent experts drawn up by the secretariat?</p>

C. UNCCD country profile

(COUNTRY NAME)

This UNCCD country profile has been provided by:

Name of focal point institution/ministry/office:

Date :

Mailing address :

Telephone :

Telefax :

E-mail :

Biophysical indicators relating to desertification and drought

1. Climate

1.1. Index of aridity¹ _____

1.2. Normal rainfall _____

1.3. Rainfall standard deviation _____

Sub-national areas	mm
1.	
2.	
3.	

2. Vegetation and land use

2.1. NDVI (normalized difference vegetation index) _____

2.2. Vegetation cover (% of total land area) _____

2.3. Land use (percent of total land) _____

Land use	1990 – 1999	2000 – 2005
Arable crop land		
	Irrigated	
	Rainfed	
Pasture		
Forest and woodland		
Other land		

2.4. Surface albedo² _____

¹ The index of aridity is the ratio P/PET; P=precipitation, PET=potential evapotranspiration. Climatic zone maps to be annexed if available in a scale of 1/million.

² Surface albedo map to be annexed if available.

3. Water resources

- 3.1. Fresh water availability (million m³) _____
- 3.2. Fresh water resources per capita (m³) _____

- 3.3. Agricultural water use (million m³) _____
- 3.4. Industrial water use (million m³) _____

4. Energy

Consumption

- 4.1. Energy use per capita (kg oil equivalent) _____
- 4.2. Agricultural energy use per hectare (millions of BTU) _____

Production

- 4.3. Energy from renewables excluding combustible
renewables and waste (% of total supply) _____

Renewables - Consumption by sector

- 4.4. Industry (% of total renewable consumption) _____
- 4.5. Residential (% of total renewable consumption) _____
- 4.6. Agriculture (% of total renewable consumption) _____

5. Types of land degradation

Type of degradation	1990 – 1999		2000 – 2005	
	million ha	Percent of total area	million ha	Percent of total area

6. Rehabilitation

Lands under rehabilitation	1990 - 1999	2000 - 2005
Rehabilitation of degraded crop land (km ²)		
Rehabilitation of degraded rangeland (km ²)		
Rehabilitation of degraded forest (km ²)		

Socio-economic indicators related to desertification and drought

7. People and economy

- 7.1. Population (total) _____
 - Population: urban (percent of total) _____
 - Population: rural (percent of total) _____
- 7.2. Population growth (annual %) _____
- 7.3. Life expectancy (years) _____
- 7.4. Infant mortality rate (per 1,000 live births) _____
- 7.5. GDP (current US\$) _____
- 7.6. GNI per capita (current US\$) _____
- 7.7. National poverty rate (% of population) _____
- 7.8. Crop production (metric tons) _____
- 7.9. Livestock production (metric tons) _____

8. Human development

- 8.1. Primary education completion rate (% age group) _____
- 8.2. Number of women in rural development (total number) _____
- 8.3. Unemployment (% of total) _____
- 8.4. Youth unemployment rate (age 15-24) _____
- 8.5. Illiteracy total (% age 15 and above) _____

- 8.6. Illiteracy male (% age 15 and above) _____
- 8.7. Illiteracy female (% age 15 and above) _____

9. Science and technology

- 9.1. Number of scientific institutions engaged in desertification-related work (total number) _____

10. Please specify the data sources

Annex**PROPOSED PROCESS AND WORK PLAN**

- (i) NFPs/NCBs will undertake consultations among line ministries and other key actors/stakeholders to explore the process, activities and timeframe for national report preparation in a manner suitable for respective countries.
- (ii) NFPs/NCBs will formulate, in collaboration with other stakeholders, an outline of national reports and a preliminary consolidation of updated information on the status of desertification/land degradation and on activities to compile data at the local and national levels.
- (iii) NFPs/NCBs will organize a one-day national consultation in the capitals to launch the formulation of national reports on implementation of the UNCCD. About 15-20 persons will participate, each representing a group or category of actors'/stakeholders' groups in the process (including relevant ministries, government agencies, NGOs, CBOs, academic institutions, local authorities, the private sector and the media). Participants should be selected according to their active involvement in the NAP process.

At the workshop, an outline of the content of reports will be agreed upon. It may also be decided to form drafting teams responsible for each chapter of the report, to designate a person responsible for drafting each chapter and to set up a work plan and timetable.

- (iv) Teams should proceed with drafting. NFPs will liaise with drafters and oversee reports, assisted, as appropriate, by an expert or consultant. NFPs will liaise with coordinators responsible for each chapter in order to check progress and to provide guidance and support as necessary.
- (v) A three-day national validation workshop will take place, attended by 50 persons outside the capitals, with the purpose of reviewing and endorsing each chapter of the draft report. Groups will then finalize the work on each chapter, which will then be passed to the NFP.
- (vi) NFPs/NCBs will finalize the national reports and seek administrative clearance for their submission to the UNCCD secretariat and, when appropriate, to a relevant subregional organization, which will then finalize its subregional report.
- (vii) National reports will be submitted to the UNCCD secretariat.
