

International Forest-related Reporting: a Review and Comparative Analysis

Working Paper 1

CPF Task Force on Streamlining Forest-related Reporting

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1. Introduction

Countries are frequently requested to provide information on the status and trends of forest resources, and to report on progress in complying with international commitments related to forests. Concern over this ever-increasing reporting burden on forest-related issues has yielded a call for the need for harmonizing and streamlining forest-related reporting, in order to increase the usefulness and relevance of international forest information.

These concerns have echoed within international processes such as the United Nations Forum on Forests (UNFF) and the Convention on Biological Diversity. For example, proposal for action 19(a) of the Intergovernmental Panel on Forests/Intergovernmental Panel on Forests (IPF/IFF), and paragraph 22 of decision VI/22 by the Conference of the Parties to the Convention on Biological Diversity (CBD) both call for the development of harmonized, national reporting formats, and for ways of streamlining reporting between different international forest-related processes. At its second session in 2002, the UNFF further invited members of the Collaborative Partnership on Forests (CPF) to streamline reporting requests and whenever possible, to synchronize their reporting cycles.

To this end, the CPF established in July 2002 its Task Force on Streamlining Forest-related reporting in order to propose ways to reduce the reporting burden on countries. The ways and means to achieve this are both varied and complementary: among others, (i) reducing and streamlining reporting requests, (ii) synchronizing reporting cycles, (iii) improving access to existing information, and (iv) harmonizing data collection. Based on these broad options, the main activities of the Task Force were outlined as:

- (i) To identify gaps and overlaps in current national reporting of forest data and information for regional and global purposes;
- (ii) To propose practical approaches and means of harmonizing and streamlining reporting by countries, including the contents, frequency and timing;
- (iii) Seek practical solutions to manage forest-related information and to make forest-related information and reports easily accessible; and
- (iv) Propose means and ways to enhance country capacity to provide forest-related information.

2. Background

A number of international conventions, agreements and non-legally binding processes that address forests or forest resources:

- Convention on the Conservation of Migratory Species of Wild Animals (CMS)
- Convention on Biological Diversity
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)
- Convention on Wetlands of International Importance, Especially as Waterfowl Habitat (Ramsar Convention)
- International Tropical Timber Agreement (ITTA)
- Convention Concerning the Protection of the World Cultural and Natural Heritage (WHC)
- United Nations Commission on Sustainable Development
- United Nations Convention to Combat Desertification (UNCCD)
- United Nations Forum on Forests
- United Nations Framework Convention on Climate Change (UNFCCC).

National reporting requirements to these instruments vary in their extent and periodicity. The forest-related content of CITES, CMS, Ramsar, and WHC, is limited in scope, compared to that of the other five instruments—UNFF, ITTO, CBD, UNCCD, and UNFCCC all of which have a substantial forest coverage and have a strong sustainable development component, and are thus highly relevant to the issue of comprehensive international reporting on forests (to a lesser extent, national reports to the UN Commission on Sustainable Development also cover global forest issues).

Two major intergovernmental organizations are also involved in global data collection and maintenance of forest-related information: the Food and Agriculture Organization of the United Nations (FAO), and the United Nations Environment Programme (UNEP)-World Conservation Monitoring Centre (WCMC).

The CPF Task Force is composed of FAO, ITTO, UNEP-WCMC and the secretariats of CBD, UNCCD, UNFCCC and UNFF.

3. National reporting to main forest-related organizations and instruments

This section describes the reporting practices and timing of each major forest related international process. Annex 1 provides a summary table of the reporting cycles (time schedule). The section also includes an analysis of the reporting processes.

Convention on Biological Diversity

The Convention on Biological Diversity requests that each contracting Party report on measures that it has taken to implement the provisions of the convention and their effectiveness in meeting the convention's objectives. The Conference of the Parties (COP) to the CBD establishes the format and interval of reports and their scientific and technical contents. Parties prepare national reports through a consultative process involving relevant stakeholders, and/or by drawing upon information developed through other consultative processes. Parties are also invited to prepare and submit voluntary, thematic reports on one or more specific items for in-depth consideration at the COP meetings. The topics of the reports concern the implementation of the articles of the Convention and related COP decisions addressed to the Parties. The first national report (1997) focused on implementation of general measures for conservation and sustainable use of biological diversity. The second national report (submitted in 2001 for discussion at COP 6 in April 2002) provided assessments on CBD's thematic programmes and cross-cutting issues, and it includes information on forest biological diversity. The third national report shall be submitted by Parties by 2005 for discussion at COP 8 in 2006.

Although forest-related information has been collected in previous national reports, an assessment of the implementation of the activities in the expanded programme of work on forest biological diversity, adopted by COP 6 in 2002 (Decision VI/22) will be reported through the third national report which Parties are requested to submit by year 2005, and also through a comprehensive, voluntary thematic report which Parties were invited to submit for COP 7 in 2004. The voluntary report asks questions about which of the priority actions identified in the expanded programme of work on forest biological diversity were a success in their implementation, as well as those that faced both challenges and impediments to its implementation.

Lessons learned and challenges

The format of the questions of CBD forest-related reports focus almost entirely on compliance of actions agreed by Parties.

The questionnaire format enables a rapid analysis of the responses with a view to identify and prioritize further forest-related work.

Inclusion of targets in the questionnaires could help improve reviews on progress made.

Definition of terms is lacking.

Explicit links to related information requirements could facilitate access to existing information, as well as enhancing cross-sector consultation.

Narrative answers are likely to differ considerably between countries, making comparative analysis potentially difficult.

Food and Agriculture Organization of the United Nations

The *Forest Resources Assessment (FRA)* programme at FAO leads the Organization's effort to generate information and knowledge about global forest resources. Major output of the programme was the publication of the results of the Global Forest Resources Assessment 2000 (FRA 2000). FRA does not have a proper reporting format, but the global tables provided in the *FRA 2000 - Main Report* represent the questionnaire form used in the past. A new and updated version of the FRA questionnaire is in preparation.

FAO Yearbook of Forest Products. FAO invites countries annually to provide estimates of forest products production and trade. These data are solicited from countries through a *Forest Sector Questionnaire* administered jointly by the Forestry Department of FAO, the Economic Commission for Europe (ECE), the Statistical Office of the European Communities (EUROSTAT) and the International Tropical Timber Organization (ITTO). Depending on their capacities, countries may reply to these questionnaires in hardcopy, electronically or via the internet. These data are then made available in printed form through the *FAO Yearbook of Forest Products* and on-line through the FAOSTAT data base (www.fao.org). They represent a compilation of statistical data on basic forest products for all countries and territories of the world from 1961- present.

Lessons learned and challenges (FRA)

- long history, well established reporting process since 1947;
- strong mandate in the FAO constitution and support by countries;
- well functioning infrastructure of FAO to support country communication;
- through the FAO setting, well connected to other international processes on forestry;
- strong network of partners, including national correspondents;
- information management that ensures transparency, traceability and accessibility.
- the technical work may be affected by political considerations, leading to less or misleading information;
- historically little connection to policy development and implementation;
- difficult to establish long-term comparable time series due to fluctuations in data and definitions;
- limited resources to support countries in their reporting efforts.

Lessons learned and challenges (FAO Yearbook of Forest Products)

Comprehensive temporal and spatial coverage.

The product definitions and product aggregations have largely remained constant through time thus providing a stable world-wide time-series of forest products production, consumption and trade.

Global coverage

The product definitions and measurements used domestically often do not match international standards requiring considerable estimation on the part of national correspondents.

Product aggregations may not match product groupings used locally requiring more estimation.

Frequent turnover among national correspondents produces misunderstandings, mistakes or unexplainable inconsistencies in national reporting.

International Tropical Timber Organization

Parties to International Tropical Timber Agreement (ITTA, 1994) provide statistics and information on timber, timber trade and activities aimed at achieving sustainable management of timber producing forests. Members are asked to submit data annually on their national production, trade, supply, stocks, consumption, and prices of tropical timber which is published in the *Annual review and assessment of the world timber situation*. The ITTO/FAO/UNECE/EUROSTAT *Joint Forest Sector Questionnaire* is used to collect country data on production, consumption and trade of forests products. The main topics of the Forest Sector Questionnaire are: production and trade of all timber by ITTO Producers and Consumers; direction of trade in volume of primary tropical timber products between major ITTO Producers and Consumers; major tropical species traded; prices of major tropical timber and selected competing softwood products; and trade in secondary processed wood products.

ITTO members also report on activities aimed at achieving sustainable forest management and on progress towards ITTO's related year 2000 objective. ITTO members report on forest management using national level reporting formats, which are based on individual forest management unit reports. Both reporting formats are based on the (revised) ITTO Criteria and Indicators. ITTO will publish its first *Status of Tropical Forest Management* report, largely based on the national reports provided to date, in 2004.

Lessons learned and challenges (Joint Forest Sector Questionnaire)

Results from each annual JQ are analyzed, compiled and presented to the ITTC in draft form at its autumn session. Countries are advised of problems of non-submission, incompleteness and obviously erroneous responses and requested to submit additional or revised data by year-end. The final data set is then published in ITTO's Annual Review and Assessment of the World Timber Situation.

The two charts below show trends in the quantity and quality of responses to the JQ by ITTO members over the past 5 years. A major contributor to poor data and non-responses is the low priority accorded to forestry information in many countries, leading to high turnover amongst statistical contacts, insufficient resources dedicated to primary data collection and a host of other problems.

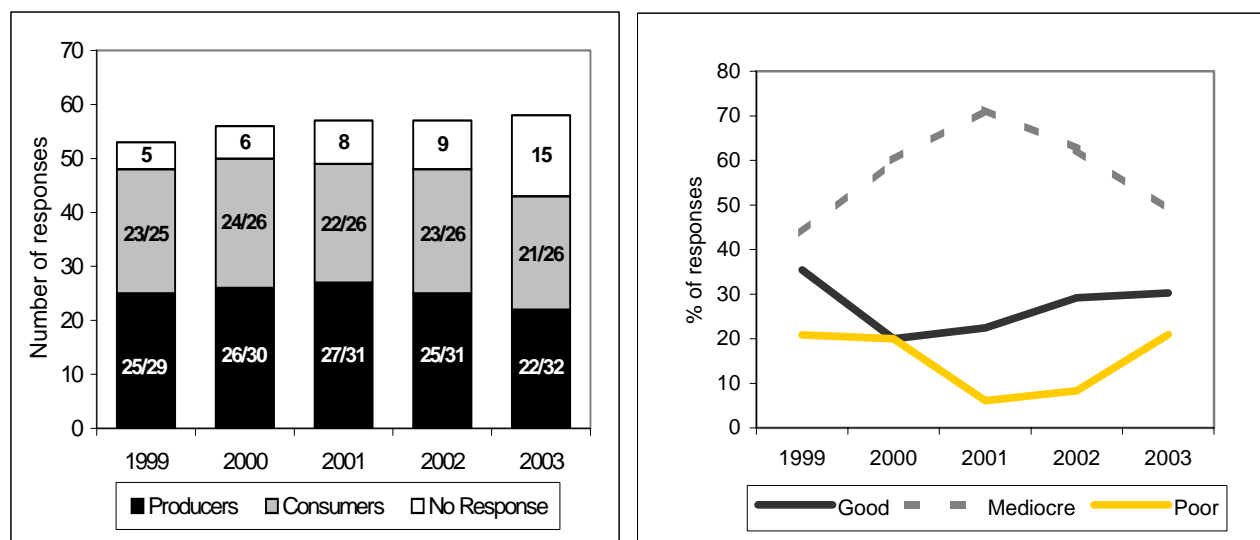


Figure 1. Trends in Quantity and Quality of JQ Responses by ITTO Members, 1999-2003

Lessons learned and challenges (National Reports on SFM)

As of early 2004, 24 of ITTO's 33 producer member countries had provided their first national report on progress towards SFM using the ITTO C&I Reporting Format. The ITTC has provided limited funds to countries to support this work.

Reports received to date have been of variable quality, with major difficulties observed in information provided on criteria related to biodiversity and social aspects of forests. Further support for research and data collection in these and other areas are essential. The ITTC will review the ITTO Criteria and Indicators and the C&I Reporting Formats in 2004 on the basis of results obtained from the first cycle of data collection, with a second cycle of national reports to be based on these revised C&I.

United Nations Convention on Combating Desertification

Each Party to the Convention on Combating Desertification is required to communicate to the COP the measures undertaken to implement it. The content of the reports differ slightly depending on the category(ies) into which a Party falls and thus what its commitments are, for example whether a country has developed and is implementing a National Action Programme (NAP) or whether it is supporting affected countries in the development or implementation of their NAPs. Monitoring and assessment of the implementation of the convention is based on these reports. UNCCD has identified implementation indicators to help monitor and assess progress in implementation.

The UNCCD is also working to identify: a) the type of data needed to assess the status and trends of desertification and b) impact indicators to monitor biophysical, socio-economic and institutional impacts of the NAPs. These would be useful indicators for an assessment of the impact of implementing the commitments made under UNCCD.

Commission on Sustainable Development

A principle function of the CSD is to review and monitor progress in the implementation of Agenda 21 and the Johannesburg Plan of Implementation. Voluntary national reports to CSD provide the basis for the monitoring and assessment of progress.

Between 1992 and 2002, countries were asked to provide national reports each year on the status of implementation of the Agenda 21 chapters related to the theme of the CSD session. Reporting on forests, related to Chapter 11 of Agenda 21, was done at the eighth session of CSD in 2000. An analytical synthesis report on national trends, based on the information on forests submitted to CSD8, was prepared and published as an addendum to a report of the Secretary-General.

With the adoption of the new programme of work at CSD-11 in May 2003, the work of the CSD will be organized as a series of two-year action-oriented "Implementation Cycles" which will include a "Review Session" and a "Policy Session". National reports are to be presented to the Commission's Review Session and will focus on concrete progress in implementation, including achievements, constraints, challenges and opportunities. Forests will be addressed in the 2012-2013 cycle.

United Nations Framework Convention on Climate Change

“National communications” is the main channel through which each Party informs the UNFCCC about its activities related to implementation of the Convention. The national communication includes forest related information under each chapter of the national communication, such as national circumstances, national inventory of emissions and removals by sinks, policies and measures, impacts, adaptation and vulnerability.¹

In addition to reporting qualitative information related to implementation, Parties also prepare national greenhouse gas (GHG) inventories, estimating emissions and removals of greenhouse gases for five sectors of human activities that influence sources and sinks of greenhouse gases: energy, industrial processes, agriculture, LULUCF and waste. In order to carry out the national inventory, specific data on forests and forest resources has been required on changes in forest and other woody biomass stocks, forest and grassland conversion, abandonment of managed lands and emissions and removals from soils. Based on the report of the Intergovernmental Panel on Climate Change (IPCC) Good Practice Guidance for LULUCF, the Conference of Parties adopted in 2003 new inventory categories for LULUCF. Annex I Parties are requested to prepare 2005 annual GHG inventories covering changes in carbon stocks and non-CO₂ gases for forest land, cropland, grassland, wetlands, settlements and other land. The UNFCCC secretariat develops and maintains a database of greenhouse gas inventories including data on removals by sinks.

Land use, land-use change and forestry activities eligible under the Kyoto Protocol and as specified the Marrakesh Accords include afforestation, reforestation, deforestation, forest management, cropland management, grazing land management and revegetation. These would involve additional accounting and reporting.

Lessons learned and challenges:

The estimation of changes in carbon stocks and emissions in LULUCF sector is complex and technically very demanding task. The IPCC has developed methodologies for GHG inventories that are adopted by Parties and that help Parties to improve their GHG estimates.

National conditions and practices vary significantly between countries. Yet the reporting requirements are negotiated and agreed upon Parties.

In order to improve comparability between Parties and to assess the fulfillment of requirements, information provided by Annex I Parties is reviewed. The secretariat’s database forms an authoritative repository of GHG data.

Further methodological work on LULUCF sector is still needed on harvested wood products, on projections and on assessment of effectiveness of implemented policies and measures.

¹ Forestry related information is included in Land-Use Change and Forestry/Land Use, Land-Use Change and Forestry sector (LUCF/LULUCF). The terminology LULUCF is currently used and it is replacing the earlier use of LUCF.

United Nations Forum on Forests

At its first session the Forum decided that reporting to UNFF would focus on the implementation of the IPF/IFF proposals for action, and that a representative selection of lessons learned, achievements as well as obstacles should be presented and discussed at each session of the Forum. It further decided that reporting would be voluntary and would start at the second session. It invited countries, regions, organizations and processes to report. Relevant stakeholders were also encouraged to provide reports on their contribution to the implementation of the proposals for action.

The Forum has not made any decisions on how it would monitor and assess overall progress in implementation of the IPF/IFF proposals for action, other than including “the extent to which countries, the Collaborative Partnership on Forests and other actors have made progress in implementing the relevant IPF/IFF proposals for action” as one of the criteria for the review of the effectiveness of the international arrangement on forests that is to take place at the fifth session of UNFF. The reports are, however, used as a source of information for the Secretary General’s reports prepared for each UNFF session. These reports provide, among other things, an assessment of progress of the IPF/IFF proposals for action related to the respective UNFF elements, or thematic issues of UNFF. Information from reports to UNFF by CPF (the CPF Frameworks) and from reports of major groups also contributes to the assessment of progress and discussions of lessons learned that emerge from the discussions at the UNFF sessions.

4. Comparative analysis of reporting formats: opportunities and challenges for streamlining

4.1. Different types of information

The Task Force carried out a comparative, crossed assessment of the different reporting formats between their members, stressing thematic overlap, scope and nature of the information asked, as well as timing of their respective reporting processes (see Annex 2). The Task Force identified two main types of information requests at the international level:

1. **INFORMATION ON SITUATION AND TRENDS. Request of information on forest resources, products and services, and policy and institutional frameworks.** These include FAO’s Forest Resources Assessment (**every 5 years**), Joint Forest Sector Questionnaire (**annual**), national greenhouse gas inventories to UNFCCC (**annual** for Annex I Parties), and ITTO on progress toward the Year 2000 Objective (in progress).
2. **INFORMATION ON ACTIONS. Request of information on progress of implementation of actions related to agreed commitments.** These include primarily UNFF (**annual**), CBD (national reports **every 4 years**), CSD (**biennial** national reports), UNCCD (**variable** according to the category of the Party) and UNFCCC (national communications variable according to a Party).

Within these two broad types of forest-related information requests, the Task Force identified options for potential streamlining with the view of reducing the reporting burden on countries, as well as challenges. It should be noted that when developing options (summarized in Table 1), differences in timing and periodicity—an additional constraint to enable streamlining—were not explicitly considered.

4.2. Potential for streamlining: requests of information on situation and trends

Overall, there is a good potential to identify common variables and work collaboratively towards joint *requests* for information on forest resources, products and services, and policy and institutional frameworks, in particular by building on common thematic elements, as well as indicators identified in many international processes that apply criteria and indicators for measuring progress towards sustainable forest management. On the long run, it is envisaged that a good potential also exists for coordinated information management and a depository(ies) that could be accessible on the website in the form of a portal.

A clear example of harmonized, quantitative data collection is the development of the ITTO/FAO/UNECE/EUROSTAT Joint Forest Sector Questionnaire, where countries provide the requested information only once, but where the organizations involved report the information according to the modalities of their own constituencies. In this particular case, the key to harmonization was to separate the process of requiring information from countries from the reporting by the organization back to its constituency.

4.3. Potential for streamlining: requests of information on implementation of actions

Streamlining of reporting to the forest-related conventions and other legally-binding instruments on implementation of actions agreed appears more challenging, at least in the short term. In particular, a major challenge for UN Convention Secretariats is that decisions regarding country reporting on implementation--in terms of content, periodicity and timing--are usually decided a few years in advance by their governing bodies. In addition, many reporting activities usually take place at irregular intervals or as one-time requests, impeding current efforts at synchronization. In the first place, possibilities for streamlining increase when reporting requests are periodic. Even in the case of periodicity, thematic inconsistency also hampers efforts at harmonization. For example, annual country reports to UNFF cover different topics on different years.

Over the long term, there is scope for thematic information requests, and possibly even a joint questionnaire between certain processes by identifying all the reporting variables shared in common by these instruments and include in reporting guidelines a reference to existing information. Nevertheless, a long-term vision to improve harmonization and streamlining among compliance-type information requests is critical by all bodies and/or processes, as needed changes and establishing compromises take time to agree and implement. Current efforts in assessing the relationship between the IPF/IFF proposals for action of the UNFF and the

activities in the CBD expanded programme of work on forest biological diversity² can provide a starting point for harmonized reporting of common objectives/activities.

4.4 Key issues to facilitate streamlining

Due to inherent differences in the nature of the information asked by international bodies and instruments on forest-related issues, a unified report may not be possible or desirable. There are, however, a number of means that can help reducing the reporting burden. In this sense, the Task Force proposes several key actions that can facilitate the implementation of longer term goals:

Information management. An improved system for sharing data and information among the organizations and processes involved in data collection and reporting could enhance both the availability and accessibility of information, including the original, unprocessed country data.

Definitions. There are opportunities to continue work on harmonization of forest-related definitions³, in particular related to forest resources, products and services, and policy and institutional frameworks. It is recommended that future forest-related information requests include a list of definitions as well as cross-references indicating those definitions that are used in other processes/organizations.

Improvements of information requests, including formats and questionnaires. Including references in the reporting guidelines to sources of related information provided through reporting to other instruments/organizations.

Work towards capacity building at the national level for data collection, processing, and reporting. In particular, on information gathered through criteria and indicators for sustainable forest management, and impact indicators in general. Also, improving within-country coordination among national agencies responsible for reporting to different processes/instruments.

Table 1. Streamlining potentials by type of information requested and partners involved.

TYPE OF INFORMATION REQUESTED	BODIES/PROCESSES INVOLVED	STREAMLINING OPTIONS
Forest resources, products and services, policy and institutional frameworks (situation and trends)	FAO FRA, Joint Forest Sector Questionnaire, UNFCCC, and ITTO	<i>Short term:</i> by using common thematic variables <i>Long term:</i> by producing joint requests for forest-related information drawing from the criteria and indicators processes <i>Vision:</i> joint information management/portal
Reporting on implementation of actions taken against commitments (actions)	UNFCCC, UNFF, CBD, CSD, UNCCD.	<i>Short term:</i> little scope for streamlining <i>Medium term:</i> by developing joint thematic components in information requests, including e.g. through modular approach <i>Vision:</i> Joint (thematic) information requests on forests

² See e.g. "Implementing the Proposals for Action of the Intergovernmental Panel on Forests and the Intergovernmental Forum on Forests". World Bank Program on Forests (PROFOR)-Department of Agriculture, Fisheries and Forestry-Australia (May 2003); and UNEP/CBD/SBSTTA/9/INF/31--"Relationships between IPF/IFF proposals for action and activities in the expanded programme of work on forest biological diversity".

³ As carried out by CPF members FAO, CIFOR, IUFRO, and UNEP.

5. CPF Portal on Forest Reporting

As one of its first concrete products, the CPF Task Force launched a web portal⁴ to help users find information related to national reporting on forests to various international organizations, institutions and instruments and on activities that could help streamline this reporting. Together, these reports include information on measures countries have taken to implement their commitments under the various forest-related instruments and on the status of their forests and forest goods and services. The portal provides easy access to country reports (searchable by process and by country), reporting requirements, questionnaires/formats, reporting schedules and synthesis reports of the main international forest-related organizations, institutions and instruments.

6. Conclusions

National forest-related reporting is required by several conventions, agreements, and non-legally binding processes. Reporting to all these instruments varies in scope, periodicity, as well as the nature of the information. Thus it is difficult to envision a single request (questionnaire) at this stage from the international processes that can fulfill all the requirements by these processes.

There are two broad categories of international forest-related information: situation and trends, and actions on agreed commitments. Within these, concrete options exist for future streamlining, including:

- the common information requests (same piece of information);
- joint information requests (for the same piece of information) and improved;
- joint information management where feasible, in order to reduce the reporting burden to countries;
- use of existing information by the secretariats.

Streamlining options vary in their potential for implementation, and mostly as a function of time. Short-term options are possible and many, but for long term options to crystalize, a continued vision is critical.

⁴ <http://www.fao.org/forestry/cpf-mar>

Annex 1. reporting schedule of major forest-related international processes

Convention/agreement	1990	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
CBD National report ¹ every 4 years					×				×				×		
CSD Country profile ² National report ³ annual					×			×		×					
FAO FRA ⁴ Global Variables every 5 years Joint Forest Sector Questionnaire ⁵ annual	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×
ITTO Joint Forest Sector Questionnaire ⁶ annual Reporting Formats for ITTO C & I ⁷	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×
UNCCD National reports ⁸ African affected country Parties Affected country Parties of other regions Developed country Parties Intergovernmental organizations United Nations organizations							×	×		×		×		×	
UNFCCC ⁹ National communication National GHG inventory (Annex I Parties, annual) 1		×			×	×	×	×	×	×	×	×	×	×	×
UNFF National report ¹⁰ annual										×	×	×	×		

Notes to the table:

1. National report includes - but it is not limited to - forests. The first national reports were submitted in 1997; the second reports were submitted by 15 May 2001. The third national reports in 2005 will ask parties, for the first time, questions explicitly derived from the expanded programme of work on forest biological diversity adopted in 2002.
2. Country profiles, providing information related to all chapters of Agenda 21, including chapter 11 (Combating deforestation), were prepared for CSD sessions in 1997 and 2002, five and ten years after UNCED, respectively.
3. National reporting to CSD, carried out annually and addressing progress in implementing certain chapters of Agenda 21, began in 1994. Reports on forests were provided for CSD8 in 2000, including information on implementation of chapter 11 (Combating deforestation) and references to the implementation of IPF/IFF proposals for action.
4. The Global Tables provided for the Global Forest Resources Assessment 2000 represent the questionnaire used in the past. The preparation of the new Global Variables for the year 2005 is in progress.
5. FAO sends the annual Joint Forest Sector Questionnaire (JFSQ), developed and used by FAO/ITTO/UNECE/EUROSTAT, to its national correspondents in March-April. The national correspondents send back the reports by the end of August. FAO publishes data on the web (FAOSTAT) and on the Yearbook of Forest Products every year.
6. ITTO sends the Joint Forest Sector Questionnaire (JFSQ) to its member countries and, based on responses, produces Annual Review, which is published after the International Tropical Timber Council (ITTC) usually by the end of November/December every year. With the JSFQ, the countries provide the information only once but the organizations involved use this information in various ways producing different outcomes.
7. Reporting formats for ITTO Criteria and Indicators for Sustainable Management of Natural Tropical Forests (National and FMU levels) were sent - and reports received - for the first time in 2002 - 2004. Update reports are expected commencing in 2006.
8. Reporting to the UNCCD organized into five main categories; *African affected country Parties* submitted their first and second national reports in 1999 and 2002, respectively; *affected country Parties of other regions* provided their first and second national reports in 2000 and 2002, respectively; *developed country Parties* submitted reports in 1999 and/or 2000 and 2002; *intergovernmental organizations* provided reports in 1999 or 2000 and 2002; *United Nations organizations* reported in 1999 and/or 2000 and 2002.
9. The main reporting years for Annex I Parties under UNFCCC were 1994 (within six months of the entry into force of the Convention), 1997 and 2001, for the first (initial), second and third communications respectively. The fourth national communication will be provided in 2006. Non Annex I Parties were requested to make their initial communication within three years of the entry into force of the Convention for that Party, or depending by the availability of financial resources. However, least developed countries can make their initial communications at their own discretion. The submission of non-Annex I national communications will be considered at COP-10 in December 2004.
10. The first national voluntary reports were submitted to UNFF2 (in 2002) and the second national voluntary reports were submitted to UNFF3 (May-June 2003). The reporting frequency is annual until the year 2005.

Annex 2

Questionnaires/reporting formats used in the comparative assessment by the CPF Task Force on Streamlining Forest-related Reporting

FAO

- Proposed Questionnaire/Tables of Global Variables for FRA 2005
- FRA 2000 global tables

ITTO

- Joint Forest Sector Questionnaire (2002)
- Reporting formats for C & I for sustainable management of natural tropical forests
 - (i) Reporting questionnaire for Indicators at the Forest Management Unit Level
 - (ii) Reporting questionnaire for Indicators at the National Level

CSD

- Guidelines for national reporting to CSD8 related to forests (2000)
- Country profile format (2002)

UNFF

- Guidelines for the preparation of voluntary national reports to the third session of the UNFF (2003) including a suggested reporting format

CBD

- Draft Format for National Reporting on Forest Biological Diversity, Decision VI/22

UNFCCC

- Guidelines on reporting and review (Annex I Parties, 1999)
- Guidelines for the preparation of national communications (Non Annex I Parties)
- Tables of the common reporting format for reporting on land use, land-use change and forestry categories under the Convention (2003)
- Revised 1996 IPCC guidelines for national greenhouse gas inventories
- IPCC Good Practice Guidance for LULUCF (2003)