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**ANNOTATED FORMAT FOR PRESENTATION REPORTS FOR THE AREAS
PROPOSED FOR INCLUSION IN THE SPAW LIST**

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OBJECTIVE

1. The objective of this Annotated Format is to guide and help SPAW Contracting Parties produce reports of comparable contents as requested under Article 19(2) of the SPAW Protocol, including information necessary for the adequate evaluation of the conformity of the proposed site with the Guidelines and Criteria for the Evaluation of Protected Areas to be Listed under the SPAW Protocol.
2. Under Article 19(2) the Parties shall establish a list of protected areas to create a regional network of protected areas and develop a cooperation programme. The purpose of this list is to identify those areas that are of particular importance to the Wider Caribbean Region, that are to be accorded priority for scientific and technical research, and that are to be accorded priority for mutual assistance and to protect the listed areas from activities that would undermine the purposes for which they were listed.

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2. The Guidelines and Criteria for the Evaluation of Protected Areas to be Listed under the SPAW Protocol were adopted at the SPAW COP 5 in September 2008. The objective of the report format is to assist the Parties in identifying the necessary information that they must provide according to the Guidelines and Criteria, and to guide their presentation of this information in a way that allows comparisons and compilation.
4. The presentation report shall include the following main information on:
(I) Identification of the Proposed Protected Area, (II) Executive Summary, (III) Site Description, (IV) Ecological Criteria, (V) Cultural and Socio-Economic Criteria, (VI) Management, (VII) Monitoring and Evaluation, (VIII) Stakeholders, (IX) Implementation Mechanism, (X) Other Relevant Information.

SUBMISSION OF REPORTS

5. The reports should be submitted by the Parties to the Secretariat two months prior to the next meeting of the STAC in either English, Spanish or French. The Secretariat may request assistance from the SPAWRAC in applying a standard evaluation process, which may include external review, as appropriate.
6. A Dossier should be compiled on A4 (or US letter-sized) paper, with maps and plans annexed. Contracting Parties are also encouraged to submit the full text of the proposal in electronic form.
7. The requested annexes should be submitted on paper and, if possible, also in electronic form. They include the following:
 - Copies of legal texts
 - Copies of planning and management documents
 - Maps as appropriate: administrative boundaries, zoning, land tenure, land use, and distribution of habitats and species, GIS shape files, etc.
 - Existing inventories of flora and fauna species (with Latin names)
 - List of the main publications and copies of the main ones concerning the site, and any relevant information available
 - Copies of photos, slides, videos or other visual materials.

Note: in order to have coherent and compatible mapping of Protected Areas, special attention should be given to description of the Protected Areas in GIS. Useful guidance could be found in the guidelines adopted under the Ramsar Convention: see:

http://www.ramsar.org/cda/en/ramsar-documents-guidelines-strategic-framework-and/main/ramsar/1-31-105%5E20823_4000_0_#

8. With respect to the Guidelines and Criteria, some fields below are mandatory. They are marked with an asterisk (*). Parties are invited to provide as well, to the extent possible, information for the additional fields. Correspondence between the information requested and the Guidelines and Criteria are presented.
9. Use of annexes and existing documents: for all sections below, if existing documents already present the information that is requested, please attach them to your submission BUT please also provide a brief summary of the most relevant information in the core report.

I. IDENTIFICATION

10. **All fields must be completed.**

*a - Country:

*b - Name of the area:

*c - Administrative region:

*d - Date of establishment:

*e - If different, date of legal declaration:

*f - Geographic location (include a separate annex with a geographical map as stated in the legal declaration of the area), and geographical coordinates (X,Y for the central point, WGS84, UTM projection system)¹:

*g - Size (sq. km):

*h - Contact address (with the website address if existing):

*i - Marine ecoregion (according to the Marine Ecoregions of the World classification²):

II. EXECUTIVE SUMMARY

11. Present briefly the proposed area and its principal characteristics, and specify the objectives that motivated its creation:
12. *Explain why the proposed area should be proposed for inclusion in the SPAW list, and according to you, the Criteria to which Criteria it conforms (Guidelines and Criteria B Paragraph 2):

III. SITE DESCRIPTION (Guidelines and Criteria Section A/ II, VII, VIII and Section B)

13. **The fields in this section are necessary to justify the relevance of the proposed site according to the Criteria. Relevance of the site proposal according to one or several particular criteria should be further developed in Sections IV (ECOLOGICAL CRITERIA) and V (CULTURAL AND SOCIO-ECONOMIC CRITERIA). Parties are encouraged to complete all fields in this section, to the extent possible.**

¹ In order to have coherent and compatible mapping of Protected Areas, special attention should be given to description of the Protected Areas in GIS. Useful guidance can be found in the guidelines adopted under the Ramsar Convention: http://www.ramsar.org/cda/en/ramsar-documents-guidelines-strategic-framework-and/main/ramsar/1-31-105%5E20823_4000_0_#

² <http://www.nature.org/tncscience/news/news2357.html>

14. *a) General features of the site
 - Terrestrial surface under sovereignty, excluding wetlands (sq. km):
 - Wetland surface (ha):
 - Marine surface (sq.km):
15. b) Physical features
16. Brief description of the main physical characteristics in the area (geology, soil, topography, bathymetry, hydrodynamics, volcanic formations, sand dunes, underwater formations, etc.)
17. *c) Biological features (attach in annex existing inventories of species of flora and fauna with Latin names)
 - Habitats: *brief description of dominant and particular habitats (marine and terrestrial):
*List here the habitats and ecosystems that are representative and/or of importance for the WCR (i.e. mangroves, coral reefs, etc).
18. If possible detail for each habitat/ecosystem the area it covers or, if it is not known with accuracy, provide a rough estimate of the area (using an interval min<surface<max for example)
 - Flora: *brief description in a few sentences of the main plant assemblages significant or particular in the area:
*Provide also the list of plant species within the site that are:
 - In SPAW Annex I
 - In SPAW Annex III
 - In the IUCN Red List
 - In the national list of protected species
19. Where possible, provide an estimate of the population sizes for each species within the lists above.
 - Fauna: *brief description in a few sentences of the main fauna populations and/or those of particular importance present (resident or migratory) in the area:
*Provide also the list of animal species within the site that are:
 - In SPAW Annex II
 - In SPAW Annex III
 - In the IUCN Red List
 - In the national list of protected species
20. Where possible, provide an estimate of the population sizes for each species within the lists above.
21. d) Human population and current activities
 - Inhabitants inside the area or in the zone of potential direct impact on the protected area (permanent and seasonal number):
 - *Description of population, current human uses and development:
22. e) Other relevant features (such as educational, scientific, research, historical or archaeological features)
23. f)* Impacts and threats affecting the area (both within and around the area)
24. The list below is given only as a guide; Parties are free to report on other impacts and threats. Please be precise and, if possible, list which species and/or habitats are more particularly affected by the impacts and threats.

- Exploitation of natural resources (fishing, tourism, agriculture, forest products, others.):
 - Pressure linked with increased population and development and, if relevant, outline historic and on-going conflicts:
 - Threats to habitats and species (including, if necessary, a description of possible or existing invasive and/or alien species):
 - Pollution (solid waste, point- and non-point pollution):
 - Other external threats (natural and/or anthropogenic):
25. g) Expected or measured trends of the impacts and threats listed above. Please explain, to the extent possible, how the impacts and threats presented in f) are expected to evolve in the short-term and the mid-term.
26. h) Information and knowledge available
27. Briefly describe what is known of the area and how well it is documented (attach a list of the main publications):

IV. ECOLOGICAL CRITERIA (Guidelines and Criteria Section B/ Ecological Criteria)

28. **Nominated areas must conform to at least one of the eight ecological criteria.**
29. **Describe how the nominated site satisfies one or more of the following criteria. (Attach in Annex any relevant supporting documents.)**
- **Representativeness** - The area includes physiographic features, populations of species, habitats and ecosystem types or ecological processes that are representative of the country, region or eco-region.
 - **Conservation value**- The area contributes to the conservation, including management, of the species, subspecies or populations of flora and fauna present in it, either as permanent residents, or during some life cycle stages, with the objective of preserving them as functioning members of their ecological communities, and preventing them from becoming threatened or endangered, both locally and throughout their range.
 - **Rarity** - The area conserves unique or rare species, habitats, or ecosystems. An area or ecosystem is rare if it is among the few of its kind in the country or Wider Caribbean region or has been seriously depleted across its range. The area may contain habitats that occur in a limited area, or rare, endemic, threatened or endangered species that are geographically restricted in their distribution.
 - **Naturalness (Level of disturbance)** - The area has to a high degree been protected from or has not been subjected to, human-induced change, and the natural environment is thus relatively free from biophysical disturbance caused by human influence.
 - **Critical habitats** - The area contains populations, habitats or ecosystems that are critical to the survival and/or recovery of endangered, threatened or endemic species, or to species listed in Annex I, II or III of the Protocol.
 - **Diversity** - The area contains the variety or richness of species, communities, ecosystems, landscapes, seascapes and genetic diversity necessary for its long-term viability and integrity. This criterion is especially applicable where the area provides habitat for endangered, threatened, endemic and/or migratory species, and species listed in the Annexes to the Protocol.
 - **Connectivity/coherence** -The area is adjacent to or ecologically connected to another protected area, or is within an ecological or biological corridor, and thus contributes to maintaining the ecological integrity of the Wider Caribbean region. This can apply for Protected Areas within one country or which transcend political boundaries.

- **Resilience** - The area contains biological components (habitats, species, populations) that have demonstrated the ability to recover from disturbances in a reasonable timeframe; or are naturally resistant to threats, such as climate change; and the protection of such areas enhances the recovery of damaged ecosystems elsewhere in the eco-region by providing a source of larvae and juveniles.

V. CULTURAL AND SOCIO-ECONOMIC CRITERIA (Guidelines and Criteria Section B / Cultural and Socio-Economic Criteria)

30. **Nominated Areas must conform, where applicable, to at least one of the three Cultural and Socio-Economic Criteria. If applicable, describe how the nominated site satisfies one or more of the following three Criteria (Attach in Annex any specific and relevant documents in support of these criteria):**

- **Productivity** - The protected area helps conserve, maintain or restore natural processes that contribute to increasing the abundance of natural resources used by humans, and consequently contribute to regional sustainable development.
- **Cultural and traditional use** - The protected area has a special value in a regional context for the conservation, maintenance or restoration of the productivity and biological integrity of natural resources that provide for sustainable traditional or cultural activities, such as those of indigenous communities.
- **Socio-economic benefits** - The protected area has special value in a regional context for the conservation, maintenance or restoration of the productivity and biological integrity of natural resources that provide for economic or social benefits of user groups such as subsistence fishermen and rural communities, or economic sectors such as tourism.

VI. MANAGEMENT (Guidelines and Criteria Section C/I)

31. **The protected area must be subject to a legal management framework, guaranteeing its effective long-term protection. The management framework of the nominated site must be adequate to achieve its biophysical and socio-economic objectives. With this purpose in mind, describe the following management aspects.**

- a) *Legal and policy framework (international, national, regional, and local level; attach in Annex a copy of original texts, and indicate, if possible, the IUCN status);
- b) Management structure, authority;
- c) *Functional management body (with the authority and means to implement the framework);
- d) *Objectives (clarify whether prioritized or of equal importance);
- e) *Brief description of management plan (attach in Annex a copy of the plan);
- f) Clarify if some species/habitats listed in section III/c are the subject of more management/recovery/protection measures than others;
- g) Describe how the protected area is integrated within the country's larger planning framework (if applicable);
- h) Zoning, if applicable, and the basic regulations applied to the zones (attach in Annex a copy of the zoning map);
- i) * Enforcement measures and policies;
- j) * International status and dates of designation (e.g. Biosphere Reserve, Ramsar Site, Significant Bird Area, etc.);

- k) The site's contribution to local sustainable development measures or related plans;
- l) Available management resources for the area
 - Human resources (total number, with details: staff, volunteers, partners):
 - Physical resources (equipment, infrastructure):
 - Financial resources and sources of funding (present and additional or expected in the future, and give annual budget)

32. *Conclusion: Describe how the management framework outlined above is adequate to achieve the ecological and socio-economic objectives that were established for the site (**Guidelines and Criteria Section C/V**).

VII. MONITORING AND EVALUATION (Guidelines and Criteria Section C/II)

33. **The protected area must include appropriate indicators and programmes to measure management effectiveness and conservation success.**
34. *In general, describe how the nominated site addresses monitoring and evaluation:
35. *What indicators are used to evaluate management effectiveness and conservation success. In particular, what indicators are used to evaluate the impact of conservation measures on the status of species populations, habitats and ecological processes, within the protected area and its surroundings:
36. What indicators are used to evaluate the impact of the management plan on the local communities:

VIII. STAKEHOLDERS (Guidelines and Criteria Section C/III)

37. **The local communities and the relevant stakeholders (institutions, public, decision-makers, economic sectors, scientific community, users, volunteers, etc.) should be involved in the planning and management of the protected area through inclusive and participatory processes, as appropriate. These processes should include institutional arrangements for the effective participation and empowerment of stakeholders and local communities.**
38. ***Describe how the nominated site involves stakeholders and local communities in designation and management, and specify specific coordination measures or mechanisms currently in place.**
39. **You may use the list below if appropriate**
- Institutions' involvement:
 - Public involvement:
 - Decision-makers involvement:
 - Economic-sectors involvement:
 - Scientific community involvement:
 - Local communities involvement:
 - Others:
 - Coordination measures between stakeholders:

IX. IMPLEMENTATION MECHANISM (Guidelines and Criteria Section C/IV)

40. **With regard to the characteristics specific to each area, the management framework should include measures and provisions to achieve the goals and objectives, and address specific threats for that particular area.**

41. ***Describe the mechanisms and programmes that are in place in regard to each of the following management tools in the nominated site (fill only the fields that are relevant for your site):**

- a) Public awareness, education, and information dissemination programmes:
- b) Capacity building of staff and management:
- c) Research, data storage, and analysis:
- d) Surveillance and enforcement:
- e) Participation of exterior users:
- f) Alternative and sustainable livelihoods:
- g) Adaptive management:

X. OTHER RELEVANT INFORMATION

42. **CONTACT ADDRESSES**

Name(s), position(s) and contact address(es) of the person(s):

Who is submitting the proposal:

Who prepared the report:

43. **SIGNATURE (S) AND DATE**

On behalf of the State(s) Party/Parties making the proposal.