

User Guide for the Online Reporting Tool

for the submission of National Biodiversity Strategies
and Action Plans (NBSAPs), national targets and
national reports

<https://ort.cbd.int/>

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I. Background

In [decision 15/6](#), the Conference of the Parties requested Parties to revise and update their national biodiversity strategies and action plans (NBSAPs) in accordance with Article 6 of the Convention, following the guidance provided in annex I, aligned with the Kunming-Montreal Global Biodiversity Framework (KMGBF) and its goals and targets, including those related to means of implementation, and to submit them through the clearing house mechanism by the sixteenth meeting of the Conference of the Parties (COP-16).

It also requested Parties not in a position to submit their revised NBSAPs by the sixteenth meeting of the Conference of the Parties, to communicate national targets reflecting, as applicable, all the goals and targets of the KMGBF, including those related to all means of implementation in accordance with the reporting template provided in annex I as a standalone submission by the sixteenth meeting of the Conference of the Parties in advance of the full submission of the NBSAP.

In [decision 15/6](#), Parties are requested to submit their seventh national report by 28 February 2026 and their eighth national report by 30 June 2029. In [decision 16/32](#), the Conference of the Parties endorsed the revised template for the seventh and eighth national reports. The seventh national reports are a primary source of information for the global review of the implementation of the KMGBF to be undertaken at the seventeenth meeting of the Conference of the Parties.

The present document provides technical information on the use of the online reporting tool (ORT) for uploading NBSAPs, entering national targets, and submitting national reports. It complements the resource manual on the seventh national report and other resources available at: <https://www.cbd.int/reports/NR7>.

II. Getting started

The CBD National Focal Point (CBD NFP) is responsible for nominating National Publishing Authorities (NPAs) and National Authorized Users (NAUs) who will be allowed use the online reporting tool, via the clearing-house mechanism (CHM) (see instructions below).

User roles

National Focal Point: National Focal Points to the CBD are automatically given the rights to publish information in the ORT. In addition, National Focal Points have the authority to nominate National Publishing Authorities and National Authorized users.

National Publishing Authority (“*CHM - Publishing Authority: National Report and Strategic Plan*”): This role gives the nominee the authority to: (a) submit to the ORT national information that will be automatically published online; and (b) validate and publish online (or edit it before publishing) national information submitted to the ORT by National Authorized Users (whose roles are specified below). The CBD National Focal Point can publish information in the ORT, and/or can nominate other users to act as National

Publishing Authorities (see procedure below). The National Publishing Authority is authorized to nominate National Authorized Users.

National Authorized User (“*CHM – National Authorized User: National Report and Strategic Plan*”): This role could be assigned without limitation to national assistants, by the CBD National Focal Point, and/or the National Publishing Authority, and gives the nominee(s) the authority to submit to the ORT national information that will be accessible only to the National Publishing Authority and other National Authorized Users pending validation from the National Publishing Authority.

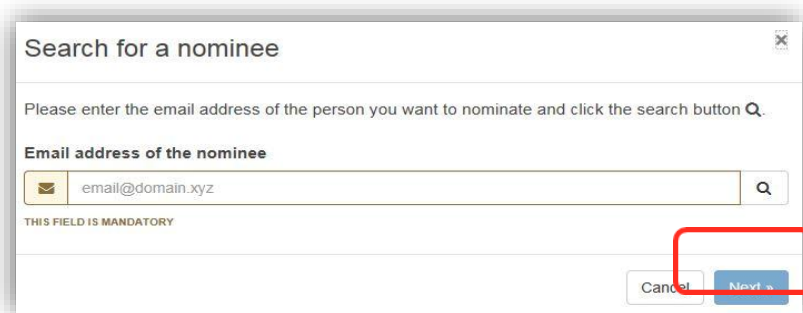
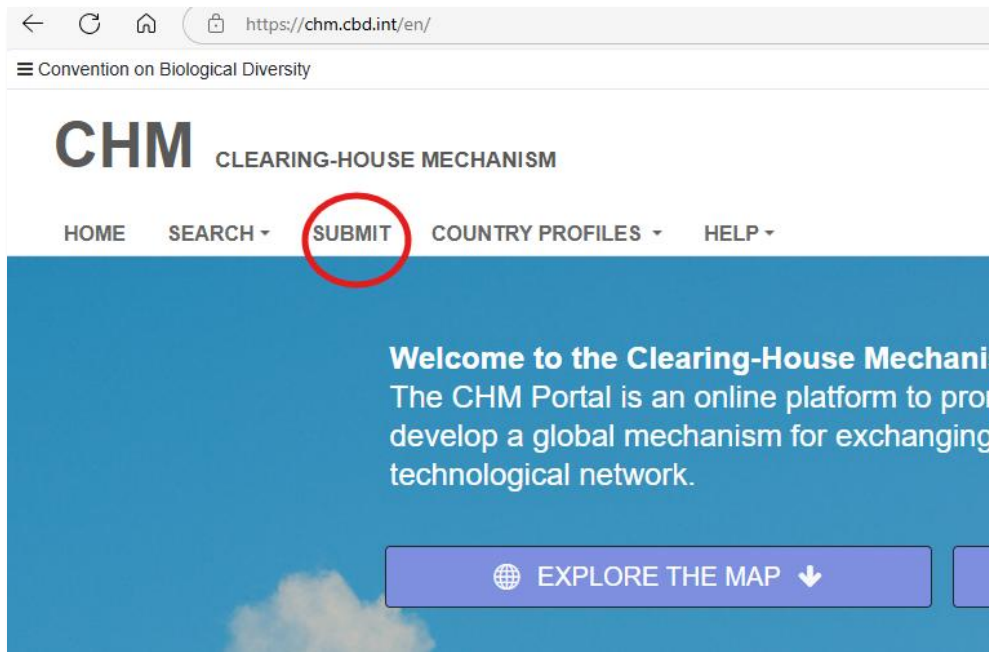
About screenshots...

The screenshots contained in this document are taken from a computer screen. As a result, their “look and feel” could be different on a tablet or mobile phone, however their content is identical to those viewed on a computer screen.

Nominating National Publishing Authority and National Authorized Users

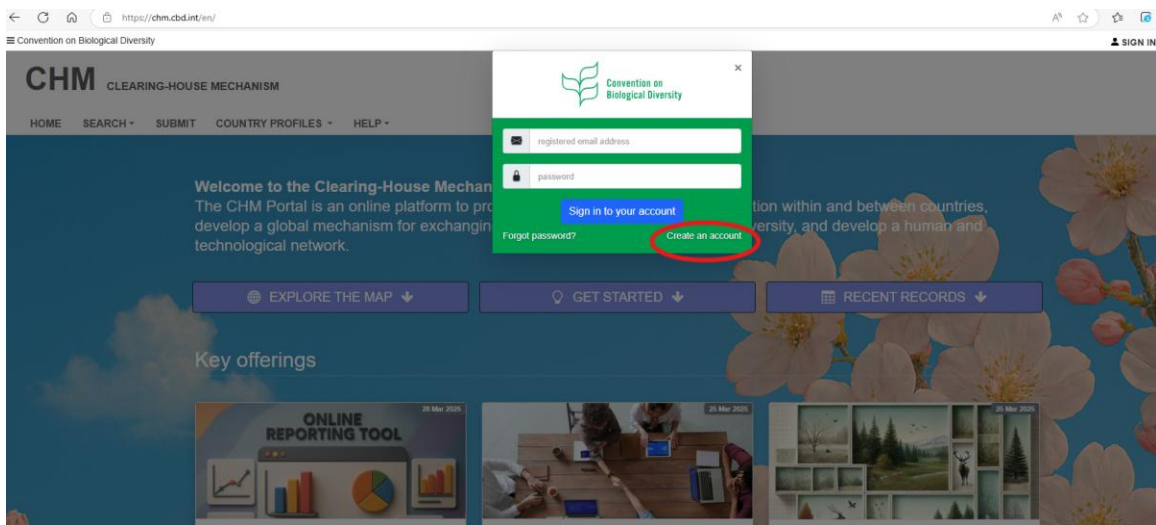
The CBD national focal point has the authority to nominate users online directly in the CHM as follows (it is not necessary to email the nominations to the Secretariat):

- CBD national focal point must “sign in” at chm.cbd.int using their CBD account (can also be accessed from the ORT by clicking “National users” at the top of the page).
- Click the **Submit** tab
- Click on the **User Management** tab. The list of users appears.
- If the person is already listed, you can add/modify their role and contact information.
- To add a new user: click on the **Add Authorized User** button and then follow the online instructions.
- Select the appropriate user role as described above.



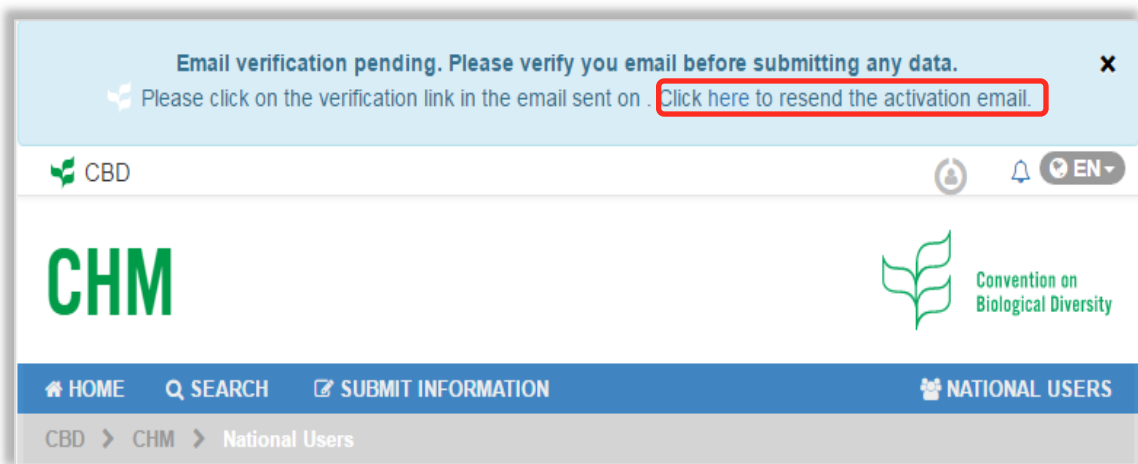
Sign up

If you do not already have a CBD account, you must click on the “Create an account”. This will give you access to the three Clearing Houses (CHM, BCH, ABS-CH).



Activate your account

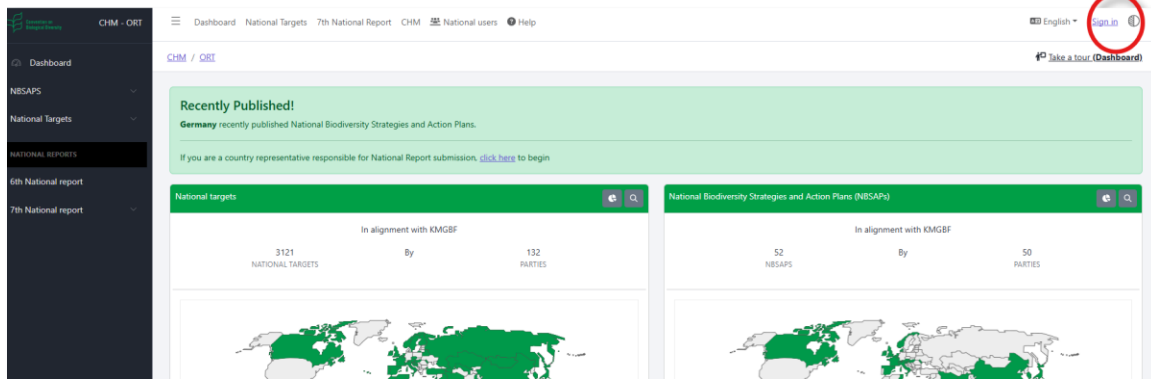
You will receive an email requesting you to activate your account and can begin using the CHM (and the online reporting tool) as soon as you have done so. Please be advised that, if you do not activate your account, you may be blocked from publishing information (if you are a Publishing Authority). If this occurs, click on the link shown in the screenshot below to have the email sent to you again.



Sign in

You may sign in to the online reporting tool via the CHM by following to links to the ORT, or by going to <https://ort.cbd.int/>.

In the ORT, click “Sign in” by entering your CBD registered email address and password. If you have forgotten your password, you can reset it by clicking on “Forgot password?”



Live Help Button

A live help button is available at the bottom right corner of each webpage. Users may also contact the Secretariat at mea-cbd-monitoring-support@un.org for assistance.

III. Submitting national information

3.1. National targets

Once signed in to the online reporting tool at <https://ort.cbd.int/>, the user's name and assigned role as National Focal Point, Publishing Authority or National Authorized User will be displayed under 'User Info'.

To submit national targets, select the 'National Targets' menu, followed by the 'My National Targets' submenu. At this location, Parties will have access to the online templates that have been adapted in accordance with the guidelines for the submission of national targets adopted by COP-15 ([decision 15/6](#), annex I). The national target section is divided into three parts (Overview, Part I, Part II). Guidance on completing each part is provided below.

My Country Targets: Part I

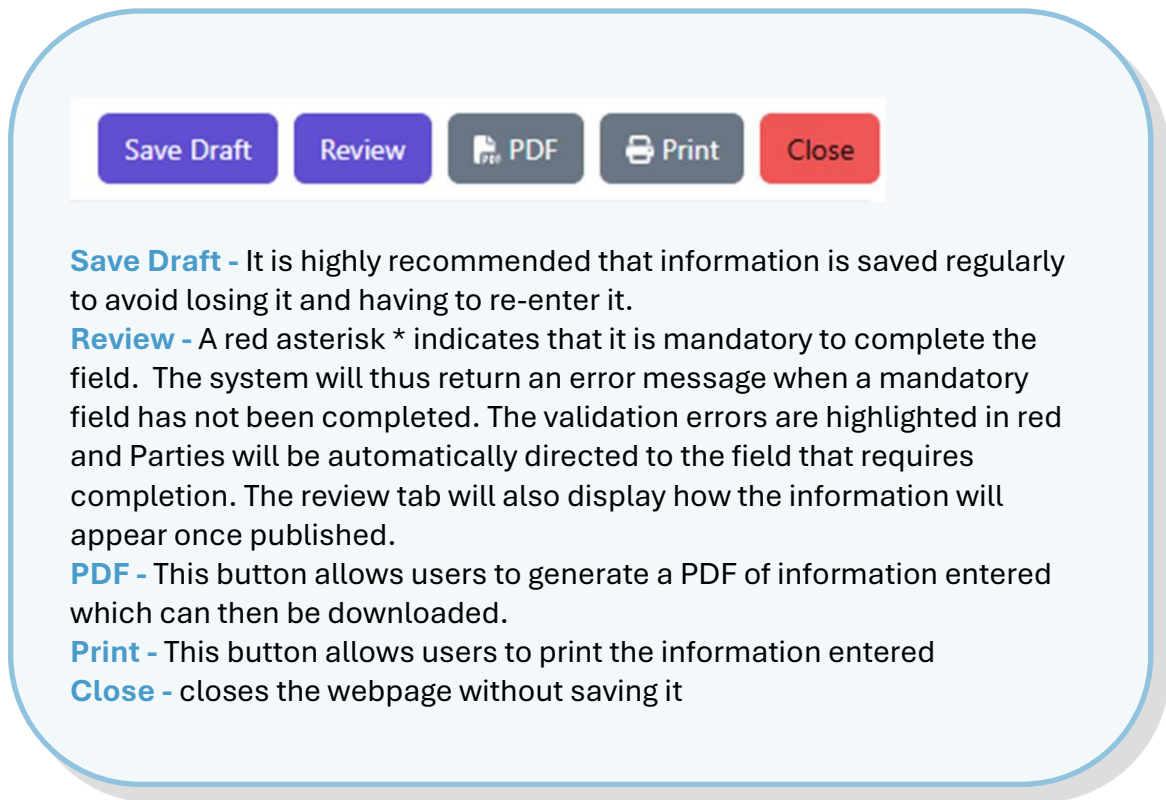
In Part I, Parties are requested to submit information about their national targets, including related policy measures and actions, alignment with the global goals and targets of the KMGBF, considerations for implementation under Section C of the KMGBF that have been taken into account, linkages with the indicators contained in the monitoring framework ([decision 15/5](#)), non-State actor commitments contributing to the national target, means to implement the national target as well as barriers to implementing it.

Click on [+ Submit new target](#). You will be brought to an editable form where you will be requested to provide responses to the following elements.

- Government and Language(s)

- Select Government
- Select the UN language in which you wish to officially submit your information in the drop-down list. Other languages may also be selected.
- General: Full name/title of national target
 - Provide a title for the national target in the text field
 - Provide a brief description of the national target in the text field (it is also possible to attach files)
 - Outline the main policy measures or actions that will be taken to achieve the national target in the text field (it is also possible to attach files)
- Alignment
 - Select the global goals of the KMGBF to which the national target contributes in the drop-down list
 - Select the global targets of the KMGBF to which the national target contributes in the drop-down list
 - Select the degree of alignment of the national target with the global target (High/Medium/Low)
 - High = covers all elements of the global target; Medium = covers most elements of the global target; Low = covers at least one element of the global target
 - Explain which aspects of the global goal or target are covered by the national target in the text field (it is also possible to attach files)
 - Select which “considerations for implementation” in Section C of the KMGBF have been taken into account in developing the national target in the list provided
 - Explain how the “considerations for implementation” have been taken into account in the text field (it is also possible to attach files)
- Indicators to be used to monitor this national target ([decision 15/5](#))
 - NOTE: Based on the information entered, the system will automatically display the headline indicators and binary indicators that are linked to the national target
 - Select which component and complementary indicators are linked to the national target in the pop-down lists (optional)
 - Indicate other national indicators that are linked to the national target in the text field (optional)
- Non-State actor commitments
 - List the non-State actor commitments towards this national target in the text field (it is also possible to attach files by dragging and dropping or pasting from clipboard)
 - Select YES or NO to “Are there any overlaps or links between this national target and targets or commitments submitted as non-State actor commitments to the Kunming-Montreal Global Biodiversity Framework?”
- Means to implementation and barriers to implementation

- Indicate whether additional means of implementation are needed for the attainment of the national target, or whether means of implementation are available, and provide an explanation in the text field (it is also possible to attach files)
- Additional information
 - Provide any other relevant information related to Part I in the text field



Save Draft - It is highly recommended that information is saved regularly to avoid losing it and having to re-enter it.

Review - A red asterisk * indicates that it is mandatory to complete the field. The system will thus return an error message when a mandatory field has not been completed. The validation errors are highlighted in red and Parties will be automatically directed to the field that requires completion. The review tab will also display how the information will appear once published.

PDF - This button allows users to generate a PDF of information entered which can then be downloaded.

Print - This button allows users to print the information entered

Close - closes the webpage without saving it

My Country Targets: Part II

In Part II, Parties are requested to submit information related to the elements of the global targets that are covered by their national targets. The national targets entered in Part I and the global goals and targets (and associated headline indicators) to which they are linked will automatically appear. Parties are also requested in Part II to submit information related to the reference period relating to the headline indicator.

Click on [+ Add mapping](#). You will be brought to an editable form where you will be requested to provide responses to the following elements.

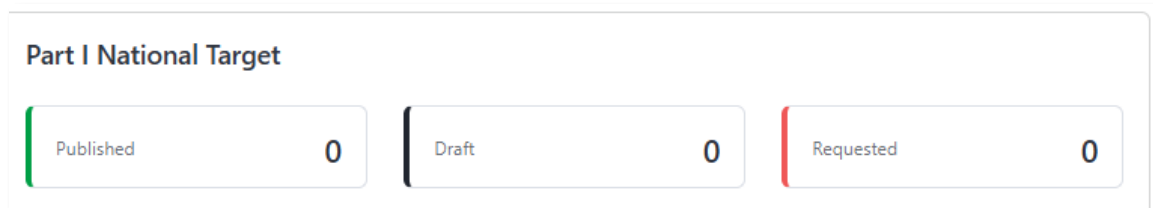
- Elements of the global targets
 - Describe the elements of the global targets that are covered by the national targets in the text field. Please also include which aspects of the global targets are *not* covered by the national targets.

- Reference Period (related to the headline indicator)
 - Select YES or NO to “Is there a reference period which relates to the headline indicator?” If YES, explain in the text field (it is also possible to attach files)

My Country Targets: Overview

This part of the tool provides a convenient overview of the status of information entered in Part I and Part II in one location. Here, Parties can verify if any mandatory information is missing and, when appropriate, submit these elements for **validation** and **publication** by the Publishing Authority thereby making the national information available to the general public.

It also displays the country’s national target counts (published, draft, and requested).



Request publication

Once a National Authorized User submits a request to the National Publishing Authority for publication, the record is “locked” until the National Publishing Authority approves publication. If the National Publishing Authority *rejects* publication, the National Authorized User will need to coordinate with the National Publishing Authority and accordingly edit information in the record. The National Authorized User will then need to re-submit the publication request to the Publishing Authority. It is also possible for Parties to update a record *after it has been published*.

NOTE: The ‘All National Targets’ submenu allows users to view all the national targets that have been published by Parties.

3.2. National Biodiversity Strategy and Action Plans

Parties are invited to use the ORT to submit their NBSAP. All online submissions are automatically reflected on the ORT’s dashboard that indicates the Parties that have submitted their national targets and/or NBSAPs and provides access to the submitted information.

Guidance for revising or updating NBSAPs is available in decision 15/6 (Annex I).

How to submit an NBSAP

- Sign in the ORT (see instructions in Section II – Getting started).
- On the left-hand menu, go to “NBSAPs”, followed by “My Country NBSAPs”.
- Press “+Submit new”.
- Some fields must be completed, such as the implementation period of the NBSAP, and status of the document (“Draft”, “Final” or “Approved”).
- NBSAP documents or other relevant documents may be uploaded by adding links or files.
- Once these steps are completed, press “Review”. A message will be displayed if the submission contains errors (such as mandatory fields missing).
- The final step is to press “Publish”.

3.3. National reports

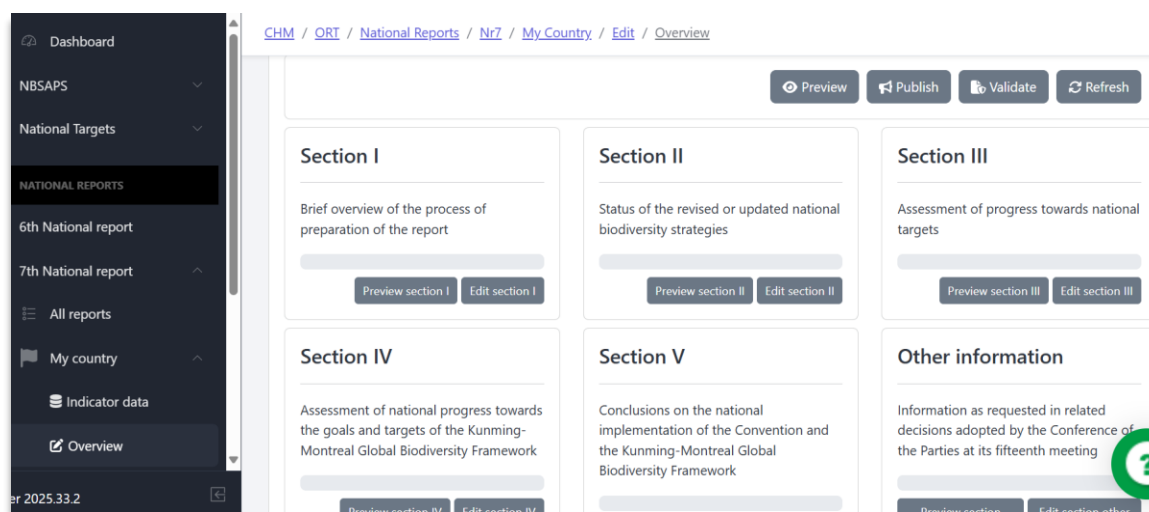
The template for the seventh and eighth national report was adopted in Annex I of decision 16/32¹. The seventh national report section of the online reporting tool has been designed to reflect the template adopted in Annex I of decision 16/32. Guidance on the type of information to include in the national report is provided in a resource manual along other resource materials at: <https://www.cbd.int/reports/NR7>.

Note: The reporting in the national report is on the basis of the national targets which have been submitted in the online reporting tool. Parties that have not submitted their national targets, or that have drafted but not submitted their national targets, are requested to finalize the national target submission in the online reporting tool as this is necessary information for Section III of the national report.

How to submit a national report

- Sign in the ORT (see instructions in Section II – Getting started).
- On the left-hand menu, select “7th National Report”, followed by “My country”.
- The “Overview” section displays the different sections of the national report. Select the “edit section” for the section you wish to complete.

¹ For ease of reference, the Secretariat prepared a document containing the guidance (extracted from Annex II of decision 15/6, and the template (extracted from Annex I of decision 16/32), for the seventh national report. The document is available in all six United Nations languages at: <https://www.cbd.int/reports/NR7>



Section I. Brief overview of the process of preparation of the report

In this section, Parties are expected to briefly describe the national process followed for the preparation of the report, including information on the authorities responsible for the preparation and submission of the report, coordination mechanisms or methodologies used, as well as consultations undertaken for preparing the report. Parties may wish to highlight any challenges encountered in the process of preparing the report.

Section II. Status of the revised or updated national biodiversity strategy and action plan in alignment with the Kunming-Montreal Global Biodiversity Framework

In this section, Parties are asked to provide information on the status of the revised or updated NBSAP in alignment with the KMGBF.

Parties are also asked to describe the monitoring system and how it tracks progress in the implementation of the NBSAP. This could include describing at what level the monitoring system has been established, the scope of monitoring, leading agencies to collect, verify and process different sets of data, which target and action in NBSAP are being monitored and by whom, and what kind of information system or database has been established.

Section III. Assessment of progress towards national targets

In this section, Parties are asked to report on progress in the implementation of their country's national targets and revised or updated NBSAP in alignment with the Framework. In cases where no national target is linked with one or more related global targets, it is suggested that countries report directly on progress contributing to the global targets. Targets are pre-populated from the submission of national targets or from the text of the global target when a national target does not exist for that global target.

In this section, a country may encounter one of the following three situations:

- 1) If a country's national targets cover all the 23 global targets, the country reports on all its national targets in this section.
- 2) If a country's national targets cover some but not all of the global targets, the country is invited to report on all national targets as well as those global targets that are not covered by its national targets.
- 3) If a country has yet to enter national targets, it should enter national targets before proceeding (this section of the ORT requires a minimum one national target). There are fields in the national target template that are not covered in other parts of the national report. It is thus suggested that the national targets be entered as the first step in the reporting process. It is possible to use any existing national target, for example from an NBSAP that is still valid or from another policy document.

Indicator data

In section III, the list of targets with their associated indicators will be generated from the submission of national targets. It is for this reason that Parties are encouraged to complete the national targets section in the online reporting tool as a first step in the preparation of their national report.

Data for the indicators can be added in section III under each of the indicators. Alternatively, Parties may add data for the indicators under the "Indicator Data" tab in the left-hand menu of the online reporting tool before completing section III of the report.

In section III, Parties are asked to report on their targets by filling out the descriptive fields with qualitative data and information. Unless the indicator information has been previously entered, Parties will also be prompted to enter their indicator data.

Parties will need to report against all of the headline indicators. For each headline indicator, there are four options as follows:

- 1) **Parties may report using their national data sets.** Parties are required to submit the information in a pre-determined tabular format. For each indicator, the Party will be asked to indicate the indicator value and unit, indicate if the value is a disaggregation of the headline indicator, the unit of the value and the year the value corresponds to. Additional information about the indicator can also be provided. Parties only need to submit data for each indicator once, even if the indicator is used for multiple goals and targets.
- 2) **Parties may report using global data which has been disaggregated.** In the online reporting tool, data for the headline indicators from global sources, where available and possible, will be disaggregated for each country and pre-populated in the online reporting tool. Parties will be able to review the global data and decide if they wish to use it in their national report or not.
- 3) **If a Party does not have suitable national data and they do not wish to use the available global data, they can choose to report no data.** If they do not report any data they will be asked to describe the situation, what any reporting challenges are and what efforts are under way to develop relevant indicators and data sets.

- 4) **A Party can report that the headline indicator is not relevant to their national context.** If they report that an indicator is not relevant, they will be asked to describe the situation and to explain why the indicator is not relevant.

For the binary indicators, Parties will be invited to answer the questions as adopted in Annex III to decision 16/31.

Parties may also provide data for the component and complementary indicators and any related national indicators on a voluntary basis.

Adding indicator data

- For each of the headline indicators, click “Add data”.

CHM / ORT / National Reports / Nr7 / My Country / Edit / Section Iii

Attach files by dragging & dropping or pasting from clipboard Word count: 0

Indicator Data (4)

Headline indicator: A.1 Red List of Ecosystems (GBF-INDICATOR-A.1)

▲Currently, there is no data submitted by your country for this indicator. Add data

Headline indicator: A.2 Extent of natural ecosystems (GBF-INDICATOR-A.2)

▲Currently, there is no data submitted by your country for this indicator. Add data

- Select one of the options for the source of data.

A.1 Red List of Ecosystems

1 Introduction **2 Submission** 3 Review

Save Draft Review PDF Print Close

General

Data

Source of Data *

Use national data set

Use the available data (pre-populated data)

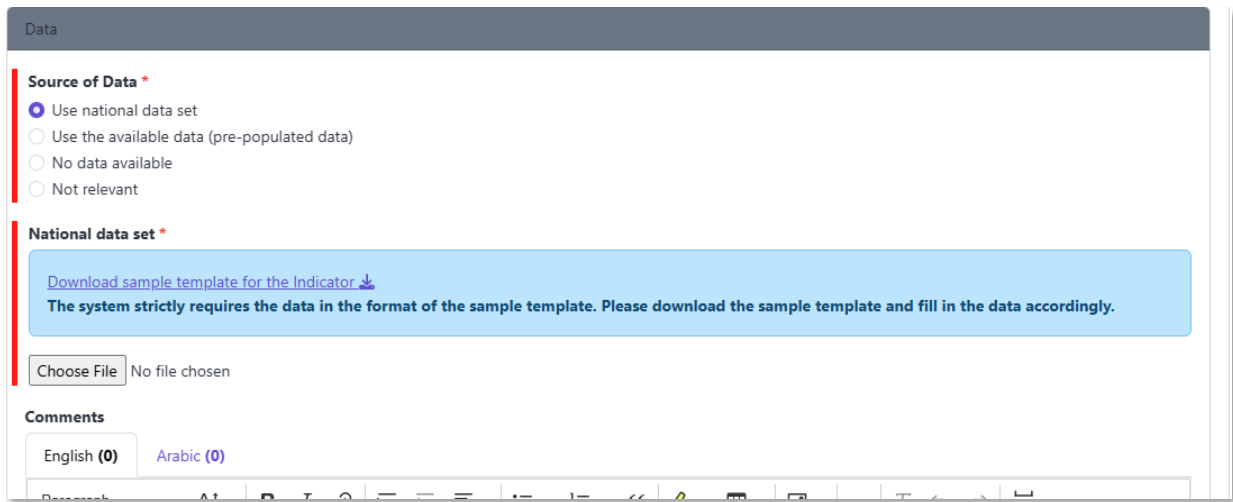
No data available

Not relevant

Save Draft Review PDF Print Close

1 Introduction **2 Submission** 3 Review

- When selecting “Use national data set”, the data must be entered using the format of the sample template provided for download.



- Click on “Download sample template for indicator”.
- The screenshot below provides an example of a template for a specific indicator and the categories it contains.

	A	B	C	D	E	F	G	H
1	Indicator code	Indicator	Does this data row represent a disaggregation	Disaggregation	Year	Unit	Value	Footnote
2	3.1	3.1 Coverage of protected areas and other effective area-based conservation measures			2025			
3	3.1	3.1 Coverage of protected areas and other effective area-based conservation measures			2024			
4	3.1	3.1 Coverage of protected areas and other effective area-based conservation measures			2023			
5	3.1	3.1 Coverage of protected areas and other effective area-based conservation measures			2022			
6	3.1	3.1 Coverage of protected areas and other effective area-based conservation measures			2021			

- The text in the sample template provides an example of the type of information to include.

- Indicate if the value is a disaggregation of the headline indicator, the unit (e.g. hectares), the value (e.g. 5,0000) and the year the value corresponds to. Additional information about the indicator can also be provided. Parties only need to submit data for each indicator once, even if the indicator is used for multiple goals and targets.
- Once completed, save the file and upload it using the button “Choose file”.
- When selecting “Use the available data (pre-populated data), the system will look for national data within a global database which is identified in the metadata for that indicator. This global data is collected through the Target Tracker¹ which has been developed by UNEP-WCMC. The Target Tracker connects with different global databases which are maintained by international organizations listed in the metadata and allows this data to be pre-populated in the online reporting tool. If no global data is available through the Target Tracker, then this option will not be available for that indicator.
- When selecting “No data available” or “Not relevant”, Parties are requested to briefly describe efforts under way to develop relevant indicators, or why the indicator is not relevant.
- For each of the binary indicators, please click “Add response” and answer the questions by selecting either “No”, “Under development”, “Partially”, “Fully” or “Not applicable”.

Binary indicator: 6.b Number of countries adopting relevant regulations, processes and measures to reduce the impact of invasive alien species (KMGBF-INDICATOR-BIN-6)

[Add response](#)

6.1 Does your country have regulations and processes empowering relevant institutions to implement the measures necessary for a reduction in the introduction and impact of invasive alien species?

⚠ Your country has not yet provided a response to this binary indicator question.

6.2 Does your country have measures in place for preventing the introduction and establishment of invasive alien species?

⚠ Your country has not yet provided a response to this binary indicator question.

6.3 Does your country have measures in place for eradicating or controlling invasive alien species?

⚠ Your country has not yet provided a response to this binary indicator question.

Section IV. Assessment of national progress contributing to the goals of the Kunming-Montreal Global Biodiversity Framework

In this section, for each of the 2050 goals, Parties are invited to provide a summary of national progress contributing to the global goals, including main outcomes achieved so far, as well as key challenges encountered, and different approaches that may be taken for further implementation in the future.

Headline, binary, component, and complementary and other national indicators are pre-populated from the submission of national targets. Steps to follow for entering indicator data is similar to the procedure described above for Section III.

Section V. Conclusions on the national implementation of the Convention on Biological Diversity and the Kunming-Montreal Global Biodiversity Framework

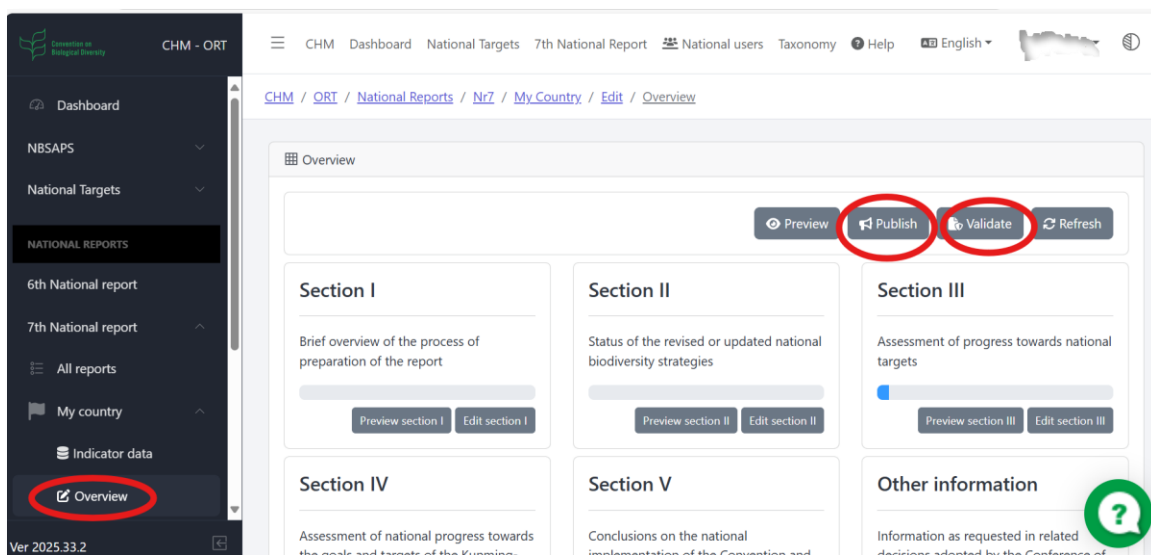
In section V, Parties are encouraged to provide a summary of the national implementation of the Convention on Biological Diversity and the Framework, including their main achievements and the major challenges encountered, in particular those related to capacity, technical, technological, institutional and financial gaps and constraints, and support provided for implementation. Parties may refer to cross-cutting challenges affecting the implementation of the Convention and the Framework or specific obstacles that have hindered progress. The challenges and obstacles may include lack of adequate financial, human and technical resources; difficulties regarding interministerial or inter-agency cooperation and coordination; lack of timely and reliable access to knowledge, information and data; lack of the scientific expertise needed to support project development and management; and lack of access to relevant technology for implementation. Parties should try to avoid duplication if such information is covered in the sections above.

Other information. Information as requested in related decisions adopted by the Conference of the Parties at its fifteenth meeting

In this section, Parties may wish to include information on the implementation of decisions adopted by the Conference of the Parties at its fifteenth meeting, such as the long-term strategic framework for capacity-building and development (decision 15/8, annex I), the strategy for resource mobilization (decision 15/7, annex I), the Gender Plan of Action (2023–2030) (decision 15/11, annex), and/or on subjects such as mainstreaming of biodiversity, plant conservation or any other relevant information.

Publishing the national report

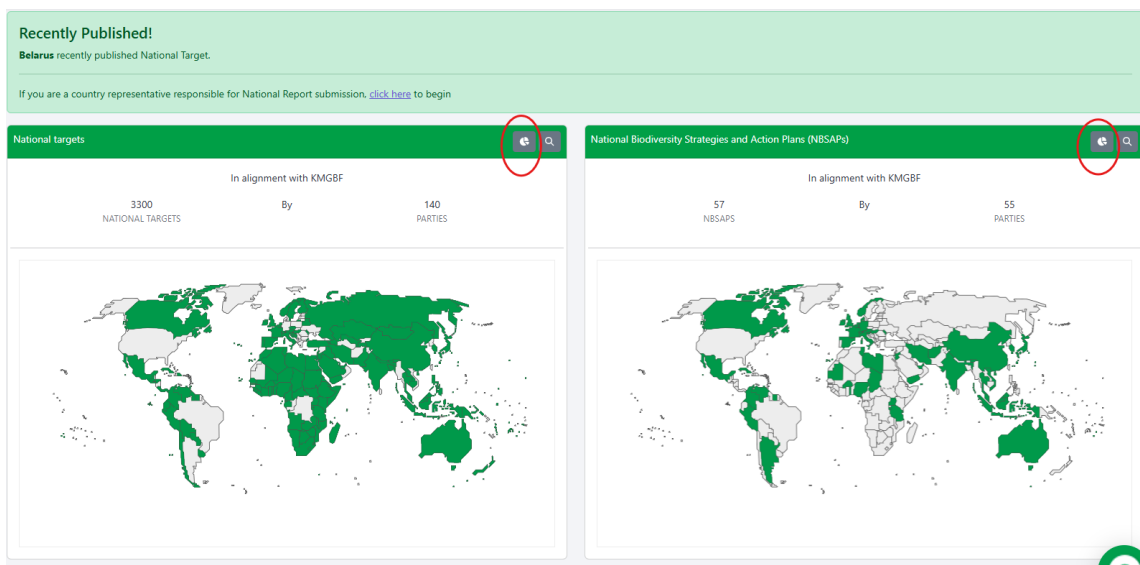
In the “Overview section”, first use the “Validate” button to check if any mandatory fields are missing. If there are no error message, Parties are able to press “Publish”.



IV. Dashboard

The dashboard is a feature that displays the information received from Parties via the ORT. The main dashboard page features the most recent publications, and the number of national targets and NBSAPs received.

For more details on the national targets and the NBSAPs, you may click on the pie chart icon to access the national targets analyzer and NBSAPs analyzer.



The national targets analyzer provides an analysis based on the national targets received, such as progress in target setting, progress in monitoring and progress in ambition. It displays the number of national targets and their alignment with the KMGBF targets.

Progress in monitoring		
Number of Parties that have identified any indicators	Party count	Target count
Component indicators	59	1349
Complimentary indicators	50	1036
National indicators	68	1493

Progress in ambition/relevance					
Degree of alignment as reported by Parties. The number of national targets, as reporting by Parties, with high, medium, low with this GBF target.					
GBF target	High	Medium	Low	Not reported	Total
GBF-TARGET-01	85	32	3	10	130
GBF-TARGET-02	91	27	6	11	135
GBF-TARGET-03	95	22	6	11	134
GBF-TARGET-04	90	27	4	11	132

Party count																								Export national targets				
Party	Number of national targets reported	KMGBF Goal(s)				KMGBF Target(s)																						
		A	B	C	D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Algeria	23	9	4	3	12	1	1	1	2	2	1	1	1	1	1	0	1	1	2	1	1	0	1	0	3	3	1	1
Angola	23	13	22	5	10	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Armenia	30	22	19	7	7	1	4	3	2	2	1	2	5	2	3	4	3	2	6	2	2	1	1	2	2	5	5	3
Australia	9	0	0	0	1	1	1	1	1	0	1	1	1	0	0	0	0	0	1	1	1	0	0	0	0	1	1	1
Austria	37	21	28	4	3	4	7	4	16	10	2	1	2	1	9	7	5	1	15	5	4	0	4	2	3	1	2	0
Azerbaijan	27	25	17	13	3	8	7	6	10	6	1	7	3	8	8	9	1	6	9	1	2	1	4	3	5	5	4	2
Bahrain	23	0	0	0	0	6	5	5	3	2	2	1	3	2	2	3	1	1	1	1	1	1	1	2	3	4	2	1
Bangladesh	23	20	17	6	8	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Belarus	19	5	7	1	6	1	1	1	2	0	1	1	1	0	3	0	1	1	1	1	0	1	1	1	1	2	1	1

The NBSAP analyzer provides an overview of progress by Parties, and displays key information such as “status”, “date of completion and adoption” and “start date/end date”.

Questions relating to the use of the online reporting tool may be sent to mea-cbd-monitoring-support@un.org.
