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Third Meeting of the Scientific, Technical
and Advisory Committee (STAC) to the
Protocol Concerning Specially Protected
Areas and Wildlife (SPA) in the Wider
Caribbean Region

Caracas, Venezuela, 4-8 October 2005

REVISED DRAFT

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

OBJECTIVE

The objective of this Annotated Format is to guide the Contracting Parties in producing reports of comparable contents as requested in Article 19 (2) of the Protocol, including the information necessary for the adequate evaluation of the conformity of the proposed site with the criteria set out in the Protocol and in the Guidelines (Guidelines and Criteria for the Evaluation of Protected Areas to be Listed under SPAW).

CONTENTS

The presentation report shall include the following main information on: (i) identification of the proposed protected area (ii) site description (iii) its Caribbean importance (iv) the activities in and around the areas and their impacts (v) legal framework (vi) management measures (vii) human and financial resources available for the management and the protection of the site.

SUBMISSION OF REPORTS

The reports should be submitted to the SPAW/RAC two months before the meeting of STAC for SPAW in English, Spanish or in French.

Dossier should be compiled on A4 paper, with maps and plans annexed on paper with maximum size of an A3 paper. Contracting parties are also encouraged to submit the full text of the proposal in electronic form.

The requested annexes should be submitted on paper and, if possible, also in electronic form. They are following:

- Copies of legal texts
- Copies of planning and management documents
- Maps: administrative boundaries, zoning, land tenure, land use, and distribution of habitats and species, as appropriate
- Existing inventories of plants and fauna species
- Photographs, slides, films/videos, CD-ROM's
- List of publications and copies of the main ones concerning the site

1. AREA IDENTIFICATION

COUNTRY/COUNTRIES (in case of transboundary areas)

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ADMINISTRATIVE PROVINCE OR REGION

--

NAME OF THE AREA

--

DATE OF ESTABLISHMENT

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GEOGRAPHIC LOCATION

Describe its geographical boundaries, e.g. rivers, roads, geographical or administrative boundaries (do not describe the co-ordinates here; please make a separate Annex with a map and a description of geographical co-ordinates as stated in the legal declaration of the area.).

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SURFACE OF THE AREA (total)

(in national unit)	(in ha)
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LENGTH OF THE MAIN COAST (km):

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2. EXECUTIVE SUMMARY (maximum 3 pages)

Supply a summary of the information contained in sections 3 to 9

3. SITE DESCRIPTION

TYPOLOGY OF THE SITE:

Terrestrial surface, excluding wetlands (ha):	<input type="text"/>
Wetland surface (ha):	<input type="text"/>
Marine surface (Sq.Km):	<input type="text"/>
Marine internal waters	<input type="text"/>
Territorial sea	<input type="text"/>
High sea	<input type="text"/>

MAIN PHYSICAL FEATURES

Geology/Geomorphology

Give a brief description of: (i) geological aspects (lithologic and tectonics); (ii) progresses of sedimentation and erosion observable in the area; (iii) coastal geomorphology, and (iv) island system. Indicate bibliographical sources.

Other interesting physical features: Such as hydrodynamics, volcanic formations, caves, underwater formations, etc

Length of beaches (in km), including islands:

a) Length of sandy beaches:

b) Length of pebble or stony beaches:

c) Length, height and depth of active sand-dunes:

FRESHWATER INPUTS

Mean annual precipitation (in mm)

Main water courses (permanent and seasonal)

Estuarine areas: Existence and brief description

Freshwater springs: Existence and brief description, including marine off springs

BIOLOGICAL FEATURES (Point B of the Guidelines; ecological criteria)
Habitats: a brief description of dominant marine and terrestrial habitats


List of regionally important species (flora and fauna)

List here **ONLY** those species protected by international agreements, particularly those marine species included in Annexes I, II and III of the Protocol, which are present in the area. Any other species may be listed if it is clearly considered of regional importance given its high representation in the area. Display the species under the headings Marine Plants, Terrestrial Plants, Marine Invertebrates, Fish, Amphibians and Reptiles, Birds, and Mammals. For each species state:

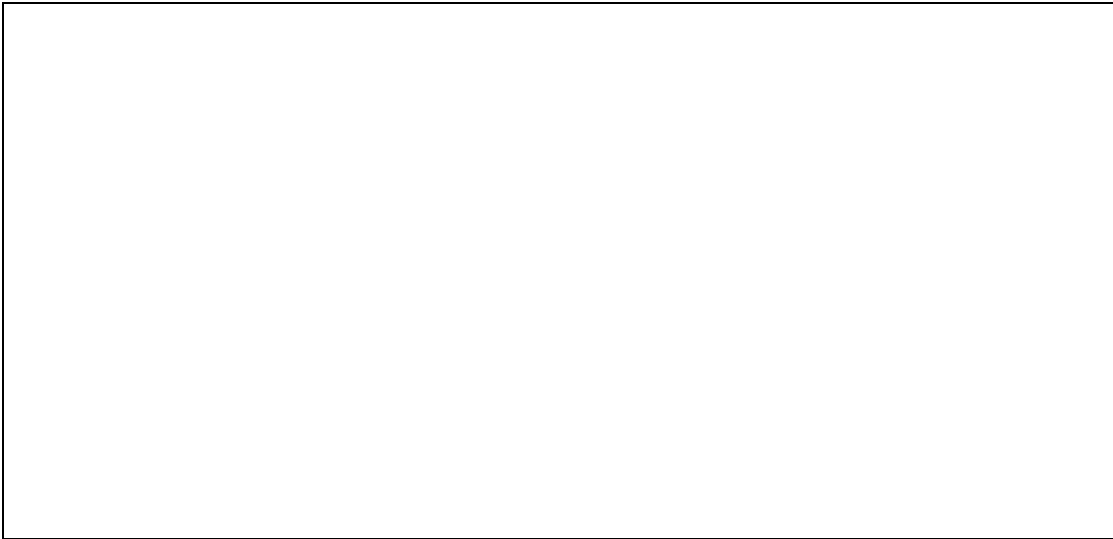
- a) Its relative abundance as Common (C), Uncommon (U) or Occasional (O),
- b) Its global status as rare (r), endemic (e), and/or threatened (t), and
- c) Its status as an important resident population (R), or important for its breeding (B), feeding (F) or migratory passage (M).

SPECIES	Rel. Abundance (C) (U) (O)	Global STATUS (r) (e) (t)	Local STATUS (R) (B) (F) (M)
Examples: BIRDS Dendrocygna bicolor	(O)	(r)	(M)

Flora: Description in a few sentences of the main plant assemblages significant in the area



Fauna: Description in a few sentences, which are the main fauna populations present in the area



HUMAN POPULATION AND USE OF NATURAL RESOURCES (Point B of the Guidelines; Cultural and Socio-economic criteria).

Human population

a) Inhabitants inside the area:

	Number	Date of data
Permanent		
Seasonal number (additional to permanent)		

b) Description of the population:

c) Main human settlements and their populations

Current human use and development

a) Briefly describe the current use of the area by subsistence, artisan, commercial and recreational fishing, hunting, tourism, agriculture and other economic sectors.

b) Enter how many of the users depend on these resources, seasonality.:

ACTIVITY AND CATEGORY	Estimated No. of users	Seasonality
FISHING Subsistence Commercial, local Commercial, non local Controlled recreational Un-controlled recreational Other	Assessment column deleted	
TOURISM Regulated Unregulated Indicate the type of tourism - - Tourism facilities		
FOREST PRODUCTS Subsistence Non-timber commercial, local Non-timber commercial, non-local Timber commercial, local Timber commercial, non-local		
Agriculture Stockbreeding Aquaculture		
EXTENSIVE STOCK GRAZING Subsistence Commercial, local Commercial, non-local		
OTHER ACTIVITIES - - -		

Traditional economic or subsistence uses

Name any environmentally sound traditional activities integrated with nature, which support the well being of the local population. E.g. land, water use, target species, if closed seasons or closed zones are used as management techniques.



4. **BIOLOGICAL AND SOCIOECONOMIC IMPORTANCE OF THE SITE**

This section aims at stressing the importance of the site in sustaining the natural resources of the nation and the region, as set in Art.4 of the Protocol.

PRESENCE OF REPRESENTATIVE TYPES OF COASTAL AND MARINE ECOSYSTEMS/HABITATS (Art. 4 para. 2(a))

Name the type of habitats considered of Caribbean representativeness and their estimated cover (ha).

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PRESENCE OF HABITATS THAT ARE CRITICAL TO ENDANGERED, THREATENED OR ENDEMIC SPECIES (Art. 4 para. 2(b))

A critical habitat is an area essential to the conservation of species concerned and in particular to those species included in Annexes I, II and III of the Protocol. E.g; undisturbed sand beaches where marine turtle nesting occurs; coastal lagoons where threatened fish or bird species feed or breed, nursery areas for some endangered or commercially extinct locally fishes, etc.

Name the habitat types and the species linked to it.

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PRESENCE OF PRODUCTIVE ECOSYSTEMS OR NATURAL RESOURCES that provide economic or social benefits and upon which the welfare of local inhabitants is dependent. (Art. 4 para. 2(c) of the Protocol and B. *Cultural and Socio-Economic Criteria* (a and b) of the Guidelines)

Name the habitat types and the economic or social benefit to local inhabitants linked to it.

OTHER RELEVANT FEATURES (Art. 4 para 2(d) of the Protocol and B. *Cultural and Socio-Economic Criteria* (b and c) of the Guidelines)

Educational Interest

E.g. particular values for activities of environment education or awareness

Scientific Interest

Explain if the site represents a particular value for the research in the field of natural sciences.

Historical and archaeological features

Name and briefly describe any outstanding historical features, monuments or sites.

Aesthetic Interest

Name and briefly describe any outstanding natural features, landscapes or seascapes (example: the presence of pristine sites for their use as reference sites)

Main cultural features

Indicate if the area has high representative value with respect to the cultural heritage, due to the existence of environmentally sound traditional activities integrated with nature, which support the well-being of local populations such as indigenous communities.

5. IMPACTS AND ACTIVITIES AFFECTING THE AREA (Article 19 (2)(h) of the Protocol)

IMPACTS AND ACTIVITIES WITHIN THE SITE

Exploitation of natural resources

Assess if the current rates of exploitation of natural resources within the area (sand, water and mineral exploitation, wood gathering, fishing, grazing...) are deemed unsustainable in quality or quantity, and try to quantify these threats, e.g. the percentage of the area under threat, or any known increase in extraction rates.

Threats to habitats and species

Mention any serious threats to terrestrial, marine or coastal habitats (e.g. fragmentation, desiccation, disturbance, pollution) or to species (e.g. disturbance, poaching, fishing and hunting, introduced alien species...) within the area.

Demand by an increased population and infrastructures

Assess whether the current human presence or an expected increase in visitation (tourism, passage of vehicles and boats) and any human immigration into the area, or plans to build infrastructures, are considered a threat.

Historic and current conflicts

Make a brief statement of any historic or current conflicts between users or user groups

IMPACTS AND ACTIVITIES AROUND THE SITE

Pollution

Name any point and non-point sources of external pollution in the nearby areas, including solid waste, and especially those affecting water up-current.

Fishing

Name any type of fisheries that is not regulated or the regulations that are not efficiently enforced, in the nearby areas, including finfish, lobster, shrimp and sea turtle.

Other external threats, natural and/or anthropogenic

Briefly describe any other external threats to the ecological, biological, aesthetic or cultural value of the area, such as regulated exploitation of natural resources, serious threats on habitats or species, increase of human presence, significant impacts on landscapes and cultural values, pollution problems, any sectoral development plans and proposed projects that are likely to influence the area in question, etc.

Sustainable development measure

Comment whether the area is covered by an integrated coastal management plan, or bordering upon a zone under such a plan. Are there other opportunities for sustainable development provided for in the neighbouring areas?

6. EXPECTED DEVELOPMENT AND TRENDS*

The foreseeable development and trends of the site do not appear in the list of common criteria for the choice of protected marine and coastal areas that could be included in the SPAW List, as established in the Protocol and “the Guidelines and Criteria for the Evaluation of Protected Areas to be listed under SPAW”. Moreover, this is not always easy to assess and it is necessary to have knowledge about the site, which is not always available to all managers of protected areas; thus, it is not obligatory to fill in the boxes in this section 6.

However, the assessment of this foreseeable evolution and trends constitutes a dynamic supplement to the static knowledge of the site, as it appears in Sections 3,4 and 5 above. Moreover, it is of significant importance for the definition of the objectives and the management plan of the site.

It thus appears desirable to bringing out the main outlines at least in respect to the following points:

EXPECTED DEVELOPMENT AND TRENDS OF THREATS TO AND PRESSURES UPON THE AREA

Deal briefly in succession with:

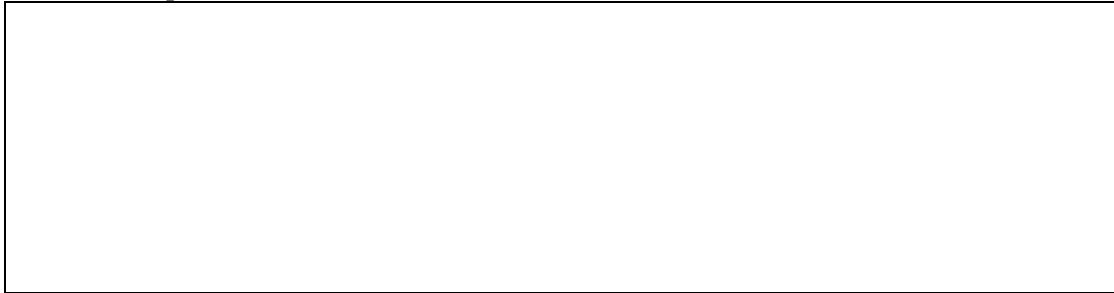
- The demographic development in and around the site
- The development of economic activities (other than tourism and recreation) within the area
- The development of local demand on tourism and recreation
- The development of tourism pressure on the area

POTENTIAL CONFLICTS IN THE AREA

Make a brief statement of potential use conflicts between the users or group of users of the site.

*By expected development and trends are meant the development, which is thought most likely to occur in the absence of any deliberate intervention to protect and manage the site.

EXPECTED DEVELOPMENT AND TRENDS OF THE NATURAL LAND ENVIRONMENT AND LANDSCAPES OF THE AREA: as expected arising from the evolution of the pressures.



EXPECTED DEVELOPMENT AND TRENDS OF THE MARINE ENVIRONMENT AND SEASCAPES OF THE AREA: as expected arising from the evolution of the pressures.



7. LEGAL FRAMEWORK (Articles 3, 4, 5 et 6 of the Protocol and Para. C of the Guidelines)

LEGAL STATUS

Historical background of the protection of the site

Legal texts currently ruling the protection on the site

Enter the national conservation category, the dates and the present enforcement status of the legal instrument declaring the protection of the area. Consider both the land and the marine areas of the site. Include the full text(s) as an annex.

Objectives

Name in order of importance the objectives of the area as stated in its legal declaration

Indicate whether the national protection regime arises from international treaties enforced or from implementation measures of treaties (Art.5 of the Protocol).

INTERNATIONAL STATUS

International category

Mention if an area, or part of it, has been designated and on what date, with an international conservation category (e.g. Biosphere Reserve, Ramsar site, World heritage site, etc.)

PREVIOUS LEGAL BACKGROUND AND LAND TENURE ISSUES

Briefly mention if the area or part of it is subject to any legal claim, or to any file open in that connection within the framework of an international body. Describe the land tenure regimes within the area, and append a map if existing.

LEGAL PROVISIONS FOR MANAGEMENT (Article 5 of the Protocol)

Basic regulations

Mention the provisions, which apply to the area concerning the implementation of Article 5 of the Protocol.

Legal competencies

Mention in which way do the legal provisions clearly establish the institutional competencies and responsibilities for the administration and conservation of the area, and if being the case, their co-ordination means, including those between land and sea authorities.

Other legal provisions

Describe any other relevant legal provisions, such as those requiring a management plan, the establishment of a local participation body, binding measures for other institutions or economic sectors present in the area, allocation of financial resources and tools, or any other significant measures concerning the protection and management of the area or its surrounding zones.

8. MANAGEMENT

Article 6 of the Protocol state that each Party shall adopt and implement planning, management and enforcement measures for Protected areas. Through paragraph D of the Guidelines, the Parties also agree that the sites included in the SPAW List must have a management framework and a research and monitoring programme that allows for assessing the effectiveness of the management scheme.

INSTITUTIONAL LEVEL

Authority/Authorities responsible for the area (management body) Guidelines Paragraph D.I.(b)

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Other participants in the management body
Such as other relevant stakeholders and local communities, as stated in section D.III. of the Guidelines.

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Participants in other committees or bodies
Such as a scientific committee, advisory board or a body of representatives from the local stakeholders, the public, the professional and non-governmental sectors.

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MANAGEMENT FRAMEWORK

Management framework (D.I in the Guidelines)
State if there is a management framework or management plan and include the documents as an annex.

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Formulation and approval of the management framework
Mention how the management framework was formulated, e.g. by an expert team and /or under consultation and/or participation with other institutions or stakeholders. State the

legal status of the management framework, whether it is officialized, and how, and if it is binding for other institutions and sectors involved in the area.

Zoning and objectives. (Para. D(I)(c) of the Guidelines.)

Briefly state if the management framework provides for different zones to allocate different management objectives of the area (e.g. core and scientific zones in both land and sea, fishing zones, visitation, anchoring, gathering, restoration zones, etc.) and in this case the surface area in ha of these zones. Include a map as an annex.

Information and knowledge available. (Para D(I)(d) of the Guidelines)

a) Briefly describe the extend of knowledge of the area, considering at least specific maps, main ecological processes, habitat distribution, inventories of species and socio-economic factors, such as artisan fishing. Assess the state of knowledge in each field (low, medium, satisfactory).

b) Quote the main publications, information on traditional, scientific, technical and management knowledge that have been used to set up planning, management and enforcement measures.

Contents of the management framework

State the degree of detail in the framework by entering YES or NO in the following list of potential contents:

	Existing in MP	
	YES	NO
Detailed management objectives	YES	NO
Zoning	YES	NO
Regulations for each zone	YES	NO
Governing body(s)	YES	NO
Management programmes as:		
Administration	YES	NO
Protection	YES	NO
Natural resources management	YES	NO
Tourism and visitation	YES	NO
Education and training	YES	NO
Research and monitoring	YES	NO
Services and concessions	YES	NO
Fund raising activities	YES	NO
Periodic revisions of the MF	YES	NO

CONSERVATION AND MANAGEMENT MEASURES

By Article 6 of the Protocol the parties agree to adopt and implement planning, management and enforcement measures for protected areas to ensure the effective implementation of the measures set out in Article 5.

Boundaries and signing

Briefly state if the boundaries of the area and its zones are adequately marked in the field, both on land, in the sea, and at the principal points of access.

Institutional collaboration

Name the different national and local institutions or organisations with legal responsibilities or involved in the protection and surveillance of land and sea zones, and any measures or mechanism through which their co-ordination is pursued.

Surveillance

Consider the adequacy of the existing protection means (human and material), and your present ability to survey land and sea uses and accesses.

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Enforcement

Briefly consider the adequacy of existing penalties and powers for effective enforcement of regulations, whether the existing sanctions can be considered sufficient to dissuade infractions, and in the field staff is empowered to impose sanctions.

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IMPLEMENTATION MECHANISM. (Paragraph D.IV of the guidelines).

Public awareness and education programme

Mention if the management framework has public awareness and education programmes for users, decision-makers and the public (Guidelines paragraph D.IV(b)) and in this case briefly describe the main thrust of the programmes.

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Monitoring programme

Mention if the management framework has a research and monitoring programme that allows for the effectiveness of the management scheme to achieve the conservation goals. (Guidelines paragraph D.IV(c)).

a) Is there a monitoring programme?

YES	NO

b) If NO, are there plans to start one, and when?

c) If YES, briefly describe the main thrust of the monitoring programme with regard to the conservation goals. Assess as low, medium, satisfactory, its adequacy and present level of development:

d) If YES, who is/are carrying out the monitoring programme?

e) If YES, briefly describe how the monitoring programme will be used in reviewing the management framework.

EVALUATION

Briefly describe the indicators set up to measure the management success (Guidelines paragraph. D.II). (Indicators may, for instance, supply information about species status, condition of the ecosystem, land-use changes, extraction of natural resources; sand, water, game, fish, visiting, adherence to the provisions of the management plan, etc.)

Management effectiveness

As stated in section D.V. of the Guidelines, assess as very low, low, moderate, satisfactory very satisfactory, and comment as needed on the following aspects:

- a) Effectiveness of the conservation and management measures on biophysical features with regard to this objectives;

- b) Quality of involvement by the public, local communities, economic sectors, scientific community:

9. AVAILABLE RESOURCES

HUMAN RESOURCES (Article 6.2(i) of the Protocol)

Available staff

Assess the adequacy of the human resources available to the management body, in number of employees and training level, both in central headquarters and in the field. Indicate if there is staff training programmes.

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Permanent field staff

Answer YES or NO on the current existence of the following FIELD staff categories. If YES, enter the number of staff either permanent or part-time in that category.

	YES/NO	NUMBER Permanent/Part-time
Field Administrator	YES NO	
Field Experts (scientific monitoring)	YES NO	
Field Technicians (maintenance, etc)	YES NO	
Wardens	YES NO	
Of which marine wardens	YES NO	
Guides	YES NO	
Others	YES NO	

Additional support

Briefly describe if the area currently has the advantage of other external human resources in support of its objectives, either from other national or local institutions, volunteer programmes, non-governmental organisations, academic or international organisations. Mention if there are any significant changes in prospect for the near future.

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FINANCIAL RESOURCES AND EQUIPMENT

By Article 6 of the Protocol the Parties agree to adopt measures or mechanisms to ensure the financing of the Specially protected areas (Art. 6.2(f)), and the development of an appropriate infrastructure (Art.6.2(i)). Paragraph D of the Guidelines call upon the Parties to provide the areas with adequate management means.

Present financial means

Note if the basic financing is ensured: a core funding for basic staff, protection and information measures. Who provides the core funding? Briefly assess the degree of adequacy of the present financial means for the area, either low, moderate, satisfactory; e.g. the implementation of the management plan, including protection, information, education, training and research.

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Expected or additional financial sources

Briefly describe any alternative sources of funding in use or planned, and the perspectives for long-term funding from national or other sources.

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Basic infrastructure and equipment

Answer YES or NO to the following questions.

	YES/NO	
Office and/or laboratory in the field	YES	NO
Signs on the main accesses	YES	NO
Guard post on the main accesses	YES	NO
Visitors information centre	YES	NO
Self guided trails with signs	YES	NO
Terrestrial vehicles	YES	NO
Marines vehicles	YES	NO
Radio and communications	YES	NO
Environment awareness materials	YES	NO
Capacity to respond to emergencies	YES	NO
Comment on basic infrastructure and equipment		

10. CONTACT ADDRESSES (name(s), position(s) and contact address(es) of the person(s) in charge with the proposal and that compiled the report)

11. SIGNATURE (S) ON BEHALF OF THE STATE (S) PARTY/PARTIES MAKING THE PROPOSAL

12. DATE