STATE OF ENVIRONMENT REPORT GUIDELINES
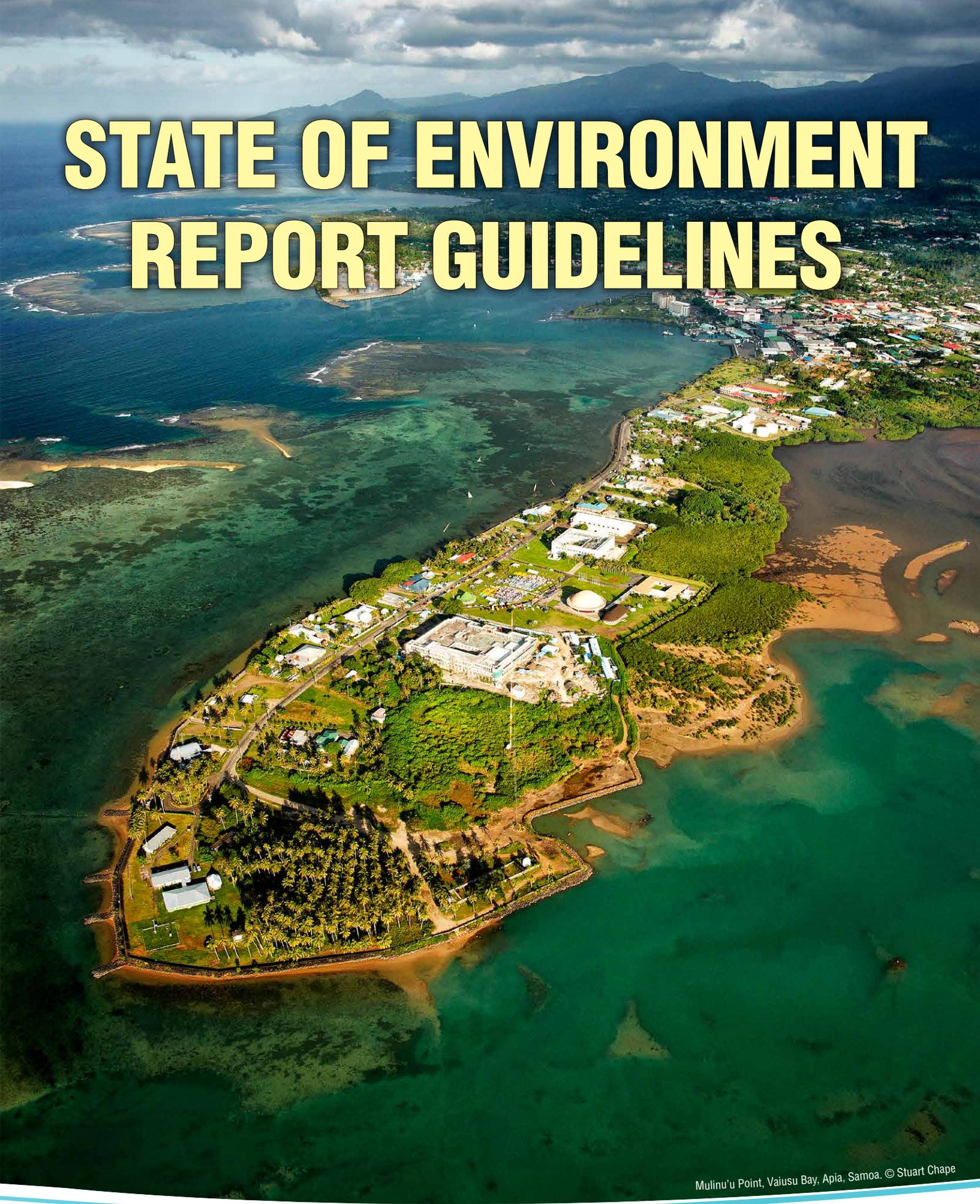
Mulinu'u Point, Vaiusu Bay, Apia, Samoa. © Stuart Chape

SOE REPORT THEMES

ATMOSPHERE AND CLIMATE

Decrease Greenhouse Gas Emissions

- Helps reduce climate change impacts and fossil fuel dependency
- Climate change decreases freshwater availability, and also leads to crop failure and vector-borne diseases
- Reduce the use of ozone-depleting substances
- Ozone layer protects from sun's harmful UV rays

CULTURE AND HERITAGE

Preserve Traditional Diet

- Enjoy local, diverse foods and maintain agricultural biodiversity

Provide Ecotourism Opportunities

- Maintains traditional environmental conditions while contributing to local and national economies

LAND

Maintain Forests and Trees

- Provides a habitat and oxygen
- Trees and forests contribute to healthy watersheds, recreational activities, and livelihoods

Protect Agriculture

- Clean, fertile soil is important for crops
- Variety of crops helps with a diverse diet, proper nutrition, and agricultural diversity

WATER

Maintain Clean Water Supply

- Enhances plant and animal life
- Provides clean water for drinking, swimming, and bathing
- Prevents waterborne diseases

Prevent Water Pollution

- Reduces human activities that harm fresh water (e.g. unproperly disposed of plastic debris, increased water nutrients)
- Leads to higher oxygen levels, as well as healthy aquatic ecosystems and fisheries

BUILT ENVIRONMENT

Ensure Good Sanitation and Proper Waste Management

- Reduces pests, invasive species, and air and water contamination
- Provides clean surrounding environment for human health
- Good urban planning and EIAs lead to more livable cities and a healthier environment

BIODIVERSITY

Conserve Native Species

- Reduces impact of invasive species
- Protects areas to benefit human, animal, and plant life
- Varied animal and plant life is critical for an ecosystem to function

MARINE

Keep Oceans Clean

- Prevents harmful pollutants from entering food supply that is taken from the ocean (i.e. fish and plants)
- Clean seawater keeps water activities healthy for recreation and tourism

Protect Coral Reefs

- Healthy coral reefs shelter the coastline from waves and tropical storms, provide a habitat to coastal fisheries, and build beaches
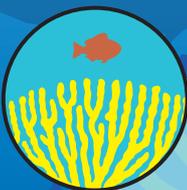
WHAT IS A STATE OF THE ENVIRONMENT REPORT?

National SoE Reports give information about environmental and social conditions, trends and pressures for the country, and the surrounding seas. The SoE reporting process forms the basis for effective environmental and sustainable development planning by examining the current condition of environmental indicators influenced by national, regional, and global pressures.

The report uses state and trend indicators to evaluate how these "state" conditions impact not only the environment, but also the economy and the livelihoods of a country's citizens. The term "environment" is used holistically to include biophysical, social, and economic indicators.

 An SoE Report should be completed every five years.

WHY DO A STATE OF THE ENVIRONMENT REPORT?

The process compiles data on a countries current environmental issues, and, if possible, outlines potential solutions for addressing these concerns. The SoE Report process streamlines national and international monitoring and reporting requirements to ministries, donors, and the Secretariats of MEAs.

HOW TO USE A STATE OF THE ENVIRONMENT REPORT

- **National Environment Sector Planning**: Integrate into National Environmental Management Strategies (NEMS) and National Sustainable Development Plans (NSDPs). The SoE Report identifies gaps and priorities that are included in NEMS and NSDPs.

- **Multilateral Environmental Agreement reporting**: Pacific island countries can use SoE Reports and their indicators for MEAs and international reporting obligations.

- **Project Identification**: An SoE Report identifies gaps in datasets, monitoring, and implementation, and is therefore well suited to serve as a foundation forproject development.

- **Cross-sector collaboration**: SoE Reports identify opportunities for interagency collaboration.

- **Sustainable Development Goals reporting**: SoE Report indicators can be tailored to meet SDG reporting requirements and then used in national submissions.

Taveuni island, Fiji. © Stuart Chape

PLANNING

1 PLANNING

The Ministry of Environment writes a request letter to SPREP that indicates national support and commitment to the SoE Report. Then a team leader, who is part of an environmental authority (Division of Environment, Department of the Environment, Ministry of Environment, etc.) and will chair the SoE Report process, is identified. The chair drafts the report themselves or hires a consultant to complete the report.

ENGAGEMENT
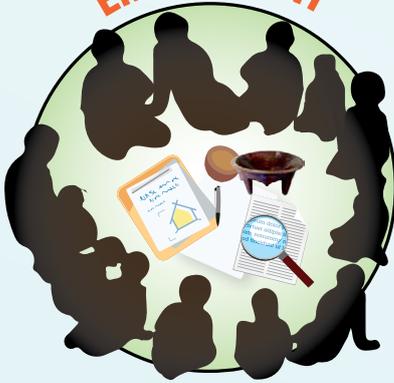
2 ENGAGEMENT

Engage stakeholders, who can include representatives from government and civil society sectors such as the environment, agriculture, and fisheries. Engagement is critical for capacity building because many sectors contribute to environmental conditions. Data from these other sectors are central to a comprehensive SoE Report.

DATA ANALYSIS AND INPUT
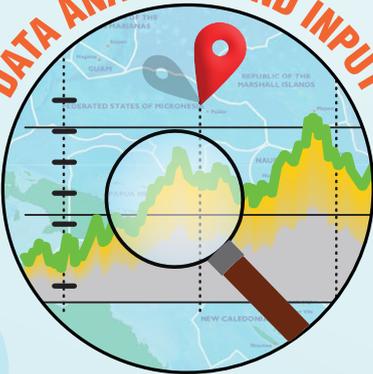
3 DATA COLLECTION, ANALYSIS AND INPUT

Collect data from published reports, as well as Ministry databases and unpublished datasets. Data need to be cleaned, processed, and analysed for trends – which form the basis for indicators – then the chair/expert populates the report template with data. Stakeholders then come together to provide input on why these trends are occurring.

---

1 PLANNING

Letter writing and recruitment

2 ENGAGEMENT

Engage stakeholders

3 DATA COLLECTION, ANALYSIS AND INPUT

Collect and analyse data

| 1-2 MONTHS | 1 WEEK | 2 MONTHS |

4 WORKSHOP, EDIT AND REVIEW REPORT

Sector leads have the opportunity to co-draft the report, but the chair/expert is responsible for ensuring a draft is completed. This draft is circulated to national stakeholders and partners to verify and correct. The chair/expert then writes the SoE Report foreword, acknowledgments, and executive summary and does a professional edit before reviewing the final SoE Report, which the Minister approves.

5 LAYOUT AND APPROVAL

The approved document is sent to a designer for layout. It's important to have the document final and approved by stakeholders before layout happens, as revisions are costly and time consuming if completed after this process. Following obtaining national approval, the final document is prepared.
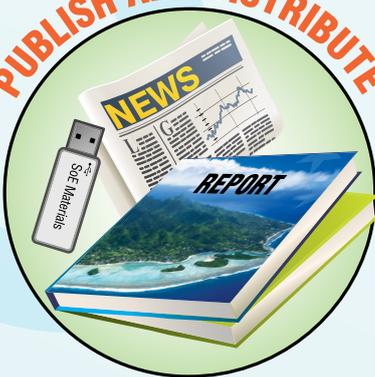
6 PUBLISH AND DISTRIBUTE

Once approval is received, the final SoE Report is published and distributed to stakeholders, development partners and the general public. This may include distributing hard or soft copies, and holding a national launch to raise awareness.

| 4 WORKSHOP, EDIT AND REVIEW REPORT	5 LAYOUT AND APPROVAL	6 PUBLISH AND DISTRIBUTE	TOTAL TIME TO FINISH AN SOE REPORT
Host workshop and draft report	Obtain official approval, edit and layout report	Publish report	
3 MONTHS AND 1 WEEK	2 MONTHS AND 1 WEEK	2 WEEKS	~10 MONTHS

WHAT IS SPREP'S ROLE IN PREPARING AN SOE REPORT?

- SoE Report development facilitation: meeting and process facilitation, inter-sector consultation, and data assessment.

- Capacity building and support for dataset analysis and review, cleaning, processing, and storage for future use of relevant sector datasets.

- Development of national SoE Report templates includes indicators, methodology examples, assist in translating information in the SOE for MEA reporting, and design.

SoE Report Framework (DPSIR Model*)

2. PRESSURE
Trend that appears in the environment resulting from a driver

1. DRIVER
Push changes in the environment

3. STATE
Current environmental conditions and trends

5. RESPONSE
Actions that can be taken to better achieve a more sustainable future

4. IMPACT
Implications of the current state on humans and the environment
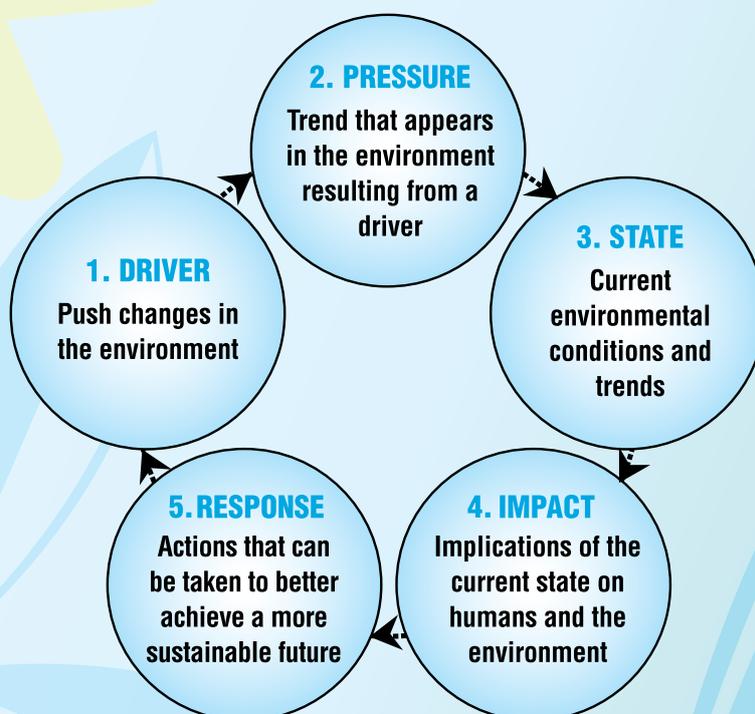
* *The DPSIR model is a global standard for State of Environment reporting and part of a systems approach that takes into account social, political, economic, and technological factors, as well as forces associated with the natural world.*

For more information, please visit **www.sprep.org/Environmental-Governance-Monitoring/overview**

An initiative of the African, Caribbean and Pacific Group of States funded by the European Union

UN environment

SPREP
Secretariat of the Pacific Regional Environment Programme

ACP MEAs 2

SPREP PO Box 240, Apia, Samoa +685 21929 sprep@sprep.org www.sprep.org
A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.