



Preparation of country reports for collecting national data to support the preparation of *The Third Report on the State of the World's Animal Genetic Resources for Food and Agriculture*

Introduction to the questionnaire

The questionnaire is provided to each country through a unique link communicated to the respective National Coordinator for the Management of Animal Genetic Resources (National Coordinator). The National Coordinator can share this link with any colleague involved in the reporting process for provision of inputs (and is encouraged to do so), but submission of the final report is possible only with a unique password provided exclusively to the National Coordinator.

To support the completion of the questionnaire, several documents are provided:

- These guidelines to fill in the questionnaire.
- An Excel extraction from the Domestic Animal Diversity Information System (DAD-IS) providing quantitative estimates on the number of breeds as background information for Questions 5, 6, 11, 12, and 25 in Part II. **The data extracted are indicative and may be incomplete, depending on any subsequent updates provided to DAD-IS.**
- Previous *State of the World* and/or *Synthesis Progress Reports*, if available for your country. Country reports and questionnaires from all countries that provided information to FAO during past reporting periods can be consulted at the following [link](#).

Structure and size of the questionnaire

The questionnaire consists of three parts:

- I. Executive Summary
- II. Data for updating the parts and sections of *The State of the World's Animal Genetic Resources for Food and Agriculture*
- III. Progress report on the implementation of the Global Plan of Action for Animal Genetic Resources – 2020 to 2024

It is suggested that countries first complete Parts II and III of the questionnaire and then prepare the Executive Summary (Part I).

The questionnaire includes both multiple-choice questions and open-ended questions providing for textual answers.

Selection of species

In the beginning of Part II, you will be requested to list all the domesticated species of importance for food and agriculture in your country. Cattle have been divided into specialized dairy, specialized beef, and multipurpose breed categories.

Several questions feature tables that request species-specific information based on the list provided in the “Select species tab.” Some questions feature a separate table for each species.

Explanatory notes

The questionnaire contains more than 100 explanatory notes providing definitions of technical terms used or describing the scope of the respective question in order to ensure a common understanding. Most of those notes are presented below the questions, with a few on “mouse over.”

In Part III, for reference purposes, the most relevant strategic priorities and/or individual actions from the Global Plan of Action are listed next to each question.

Completing the questionnaire

Countries are encouraged to establish participatory processes to enable full and effective involvement of stakeholders in the preparation of their country reports. National advisory committees for animal genetic resources are likely to have a valuable role to play in supporting and assisting in the preparation of the country report.

Country reports should, where applicable, include information on the country’s overseas departments and dependent territories. The reports should also include information on the activities of the country’s private sector and technical cooperation organizations at the national level and internationally.

The questionnaire contains compulsory (indicated with an “*”) and non-compulsory questions.

Please note that questionnaires in which any compulsory elements are left blank cannot be submitted. Completing the text boxes is optional with the exception of Part I – the Executive Summary.

The text boxes provide an opportunity to report on any activities that are not covered by the multiple-choice questions or to elaborate on the multiple-choice answers. Where relevant, you may, for example, wish to provide supplementary details about who performs the respective activity, in what locations or production systems, for what species or breeds, using what specific methods, how frequently, and so on.

Please provide textual responses in the language of the questionnaire (available in English, French and Spanish). Write clearly and concisely, using full sentences and/or bullet-pointed lists. You may copy/paste text previously formatted in Microsoft Word. However, tables cannot be copied and pasted into the text boxes. If you wish to include tables, please submit them as separate files attached to email messages (SOW-ANGR@fao.org) and indicate to which question(s) they refer. Acronyms and abbreviations should be avoided if possible. If included, they must be introduced (i.e. written out in full) the first time they are used. Please always delete any empty rows at the end of the text boxes.

If none of the multiple-choice options correspond exactly to the situation in your country, choose the option that represents the closest approximation. If necessary, further clarification can be inserted in the text boxes (either next to the question or at the end of the respective section of the questionnaire).

Answering some of the questions will inevitably involve a degree of subjectivity. For example, in Part III, the words “sufficient”, “comprehensive” and “adequate” should be interpreted in relation to the needs of your country and its objectives for livestock-sector development and animal genetic resources management. Similarly, the term “livestock species of economic importance” should be interpreted in accordance with the particular characteristics of your country’s livestock sector.

Additional rows or tables should always be completely filled. If you add superfluous rows or tables and wish to delete them, you can do so by clicking on the “x” button at the end of the respective row or on the “delete table” button.

Saving and restarting

The questionnaire is long and unlikely to be completed in a single data-entry session. The questionnaire can be saved at any time by clicking the “Save draft” box at the bottom of each page. Frequent saving is recommended, not only at the end of a session of data entry. When starting a new session after saving and closing, the questionnaire will reopen to the last active page.

Preview and printing

The report can be previewed using the **Preview** button at the bottom of the section “Metadata”. You can also export/save the report in pdf format for printing or sharing at any time. This can be done by clicking the “export pdf” box at the top of the questionnaire web page. Please note that correct species and conditional questions will only appear in the pdf if they have been previously selected in the online version. The pdf version can be shared, edited/modified, and completed offline, but its content must then be copied and pasted into the online questionnaire to be taken into account in the submitted version.

Where can I get further assistance?

If you have any questions regarding the questionnaire, please address them by e-mail to SoW-AnGR@fao.org.

How, when and by whom must the completed questionnaire be submitted?

The final country report (completed questionnaire) must be submitted by the National Coordinator by using the **Submit** button at the bottom of the **Preview** section. You must preview the questionnaire before you can submit it.

The submission requires a password that will be sent to the National Coordinator. Questionnaires must be submitted no later than **30 June 2024**.

Once submitted, a country’s questionnaire will be locked. It will then be reviewed by FAO staff and then temporarily reopened to allow the National Coordinator to address the comments made. In addition, as requested, the questionnaire will be reopened again after the Twentieth Regular Session of the Commission (in 2025), to allow countries to provide a brief update of their questionnaire before the eventual finalization of the Third Report.

What is FAO going to do with the completed questionnaires?

1. FAO will publish the country reports on the [FAO website](#).
2. FAO will analyse the country reports and draft *The Third report on the State of the World’s Animal Genetic Resources for Food and Agriculture* for consideration by the Fourteenth Regular Session of the Intergovernmental Technical Working Group on Animal Genetic Resources for Food and Agriculture.

Thank you for your collaboration.

Paul Boettcher

Secretary of the Intergovernmental Technical Working Group on Animal Genetic Resources for Food and Agriculture
Animal Production and Health Division