



Food and Agriculture Organization
of the United Nations

Reporting by international organizations on the implementation of the *Global Plan of Action for Animal Genetic Resources – 2007-2024*

Introduction to the questionnaire

Background

The questionnaire has been developed for use in the preparation of international organization progress reports on the state of implementation of the [Global Plan of Action for Animal Genetic Resources](#) in line with the reporting schedule agreed upon by the Commission on Genetic Resources for Food and Agriculture at its Twelfth Regular Session in 2009. The results will contribute to the preparation of the *Third Report on the State of the World's Animal Genetic Resources for Food and Agriculture*.

Objective

The objective of the questionnaire is to elicit information on the state of animal genetic resources management and international organizations' involvement in collaborative activities at supranational levels. In completing the questionnaire, please focus on the period since the adoption of the *Global Plan of Action* in 2007. If your organization completed a questionnaire during the previous round of reporting, we will provide you with your previously submitted questionnaire(s) upon request (to paul.boettcher@fao.org).

Structure and size of the questionnaire

The questionnaire consists of 55 questions, grouped according to the Strategic Priority Areas of the *Global Plan of Action*; most are multiple-choice questions, and many are supplemented by text boxes that provide the opportunity to enter additional information. Two options are being offered, a PDF version, enclosed within and available at <https://www.fao.org/animal-genetics/global-policy/reporting-system/reporting-processes/en/>, and a fully-electronic version: <https://form.jotform.com/240443552552351>.

Completing the questionnaire

International organizations are encouraged to establish participatory processes to enable full and effective involvement of their membership in the preparation of their report. Umbrella or commodity organizations should, where applicable, include information on the activities of their member organizations. Please be aware that the activities of individual national organizations or companies will be reflected in Country Progress Reports where appropriate (find further information at <https://www.fao.org/animal-genetics/global-policy/reporting-system/countries/en/>).

The multiple-choice elements of the questionnaire are compulsory. Completing the text boxes is optional.

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. You may, for example, wish to indicate who performs the respective activity, in what locations or production systems, for what species or breeds, using what methods, how frequently, and so on.

Please provide textual responses clearly and succinctly, using full sentences and/or bullet-pointed lists. 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. Note that the text boxes have a limited amount of space.

How do I complete the questionnaire in pdf form?

1. Download the questionnaire for international organizations from the appropriate table at <https://www.fao.org/animal-genetics/global-policy/reporting-system/reporting-processes/en/>.
2. You require Adobe Reader to open the questionnaire. Adobe Reader can be downloaded free of charge from: <http://get.adobe.com/reader>.
3. Open the questionnaire and save the questionnaire (save as -> pdf) on your hard drive. Please rename it SOW3_INGO_<name of your organization>.pdf.
4. You may distribute the questionnaire by e-mail to involve or inform additional people. You may also print the questionnaire to complete it first by hand.
5. It is advisable to prepare textual responses (including any formatting such as bullet points) first in a separate document and to then copy and paste them into the form. Note that the text boxes are expandable. Once text has been entered, the box will automatically enlarge to make its content fully visible when you click outside its border.
6. When you have finished completing the questionnaire, click the “Check and submit” button on the last page. You will need to be connected to the internet. You will see a window asking if you trust the submit.jotform.com website. Click “Allow”. Note that if you click the button without completing all the compulsory fields, you will see a warning message.
7. In addition to submitting the form through the automated process, please send a copy to paul.boettcher@fao.org.

How do I complete the electronic questionnaire?

1. You require an internet connection. The questionnaire can be accessed at <https://form.jotform.com/240443552552351>.
2. You may stop and return to the questionnaire at any time. However, you may not print the questionnaire from the web site. You are thus recommended to download the PDF version if you require a printed copy. Sharing the PDF version will also allow you to gather input from other persons, after which a consensus response can be entered into the electronic questionnaire.
3. At the bottom of a page, clicking on “Next” will allow you to move to the subsequent page. Moving to the next page will only be possible once responses have been provided for all obligatory questions. You may also click on “Back” to return to the preceding page.
4. A “Check and submit” box appears at the bottom of the final page. Clicking this box will submit the questionnaire for analysis by FAO.

Where can I get further assistance?

If you have questions regarding the questionnaire, please send them by e-mail to paul.boettcher@fao.org.

What is FAO going to do with the completed questionnaires?

1. FAO will publish the completed questionnaires (as they are) on the web site [Animal genetics – International organizations](#). If your organization has completed a questionnaire in the past, it may be downloaded and used for guidance.
2. FAO will analyse completed questionnaires and prepare a global synthesis progress report for consideration by the Thirteenth Regular Session of the Intergovernmental Technical Working Group on Animal Genetic Resources for Food and Agriculture, scheduled for November 2024. As indicated, the information will also contribute to the *Third Report on the State of the World’s Animal Genetic Resources for Food and Agriculture*.

Please complete the questionnaire **not later than 15 July 2024**. Questionnaires received after this date will not be used in the synthesis progress report, although they may be used for the *Third Report*.

Thank you for your collaboration.

Sustainable Animal Production, Feed and Genetics Group
Animal Production and Health Division