APPENDIX F14

Template for the Preparation of a COSEWIC Status Report Addendum

**Approved by COSEWIC in November 2022 with minor subsequent edits**

***NOTE TO USERS:*** *text that is not highlighted is standard content to be retained as written; text highlighted in yellow represents specific items to be replaced with species-specific content; text highlighted in green represents guidance on content to be provided to report writers.*

This annotated template is meant to guide writers with respect to the required headings and level of detail warranted in an addendum. For background on how to interpret and report key topics, writers should refer to the technical guidance within the Instructions to Writers in Appendix F1 of the COSEWIC O & P manual (and available online at <https://www.cosewic.ca/index.php/en-ca/reports/preparing-status-reports/instructions-preparing-status-reports.html>).

**Instructions**: All text within report must align left. Insert a space between paragraphs. Use line numbers throughout. Use Arial Font 12.

Provide an explanation for all changes since the previous report, including new or expanded time series, emphasizing the differentiation between changes in process/interpretation versus actual changes in species status.

Limit figures and tables to those necessary to document changes since the previous report (e.g., provide a range map only if distribution has changed). Figures, maps, and appendices should be numbered consecutively in the order they appear in the text and be placed at the end of the addendum.

Complete and append an IUCN-CMP Threats Calculator. Threats Calculators are generally required for all status reports, including addenda. See **Appendix F13** for guidelines on when it is appropriate to use a pre-existing threats calculator**.** If an existing Threats Calculator remains accurate and is suitable, provide a reference and summarize its conclusions.

Upon completion of the report, delete this page and other instructions highlighted in green.

**COSEWIC Status Report Addendum**

**for**

 **English common name**

**nom commun français**

***Genus species***

Photo or illustration of species
(only if that in the previous status report is inadequate)

Photo credit: Name of photographer or organizational source

[need to comply with copyright regulations]

**PREFACE**

**Draft/6-month/2-month Report**

**Month Year**

**Send comments to Assigned co-chair,**

**Co-chair, X Species Specialist Subcommittee**

**Email: Co-chair email**

**Due date for comments: (leave blank – COSEWIC to insert)**

**Anticipated Assessment Date: (leave blank – COSEWIC to insert)**

**Funding provided by Environment and Climate Change Canada (or other)**

Provide a brief overview (no more than one page) highlighting new information that has become available since the previous status assessment, emphasizing data that may influence the applicability of criteria.

If there have been any changes to eligibility, taxonomy, or the definition of designatable units, discuss these in the preface, making reference to COSEWIC’s latest DU guidelines (O&P Appendix F5) as appropriate (note that for significant changes in DU structure, a full report should usually be prepared instead of an addendum).

Identify whether any recovery documents have been published or updated since the previous assessment, and whether there have been changes in effective protection.

***[Section and page break]***

**EXECUTIVE SUMMARY**

Provide a brief (maximum two pages) non-technical summary of the species and its status for a general audience, following the structure used for full reports (O&P Appendices F1 and F3). There should be no references in the Executive Summary. Carry forward text from previous reports as relevant (e.g., species description, habitat, biology), and focus on highlighting details that underlie determination of a new status (especially changes in Distribution, Population Sizes and Trends, and Threats and Limiting Factors).

**Wildlife Species Description and Significance**

Provide a high-level description of the species (1-2 sentences), population structure (1-2 sentences), and significance with respect to ecology and public interest (1 sentence). Conclude with a statement about Indigenous Knowledge: All species are significant and are interconnected and interrelated. And either: Aboriginal Traditional Knowledge (ATK) has been included under relevant headings of the report. Or: There is no species-specific Aboriginal Traditional Knowledge (ATK) in the report.

**Distribution**

Provide a high-level overview of global/North American and Canadian distribution. Note seasonal differences, if applicable. Identify provincial/territorial details only if they are relevant to determination of status.

**Habitat**

Briefly summarize typical habitat requirements, if appropriate, noting seasonal differences and requirements that may vary by behaviour or life history stage (2-4 sentences). Note any key trends in habitat quality or availability (1-2 sentences).

**Biology**

Provide a high-level summary of key aspects of biology with an emphasis on relevant demographic parameters (e.g., reproductive potential, age-of-first breeding, lifespan, generation time), and any key behavioural, physiological, or dietary characteristics relevant to assessment. Note key intrinsic limiting factors (e.g., low reproductive rate, late maturity, dependence on other species).

**Population Sizes and Trends**

Identify the current Canadian population estimate (number of mature individuals), and the key sources of this information. Report the key trends relied on for assessment, with emphasis on the rate of change over the previous 10 years or three generations, whichever is longer; where available, briefly compare with longer-term trends for context. If extreme fluctuations or severe fragmentation apply, describe them briefly.

**Threats**

Briefly identify the main threats to the population (identified by IUCN category and sub-category), based on results of a threats calculator conducted either in support of the present assessment or previously, and indicate the overall threat impact level.

**Protection, Status and Ranks**

Identify legal protection (federal and provincial acts) and status (SARA and COSEWIC if different; provincial/territorial listing) in Canada. Summarize relevant NatureServe rankings (global/national/provincial, and US); a comprehensive list is usually not required. Briefly summarize any other types of status determination, if deemed significant, and recovery activities. Note whether any substantial part of the species’ range is in national parks or other protected areas.

***[Section and page break]***

**TECHNICAL SUMMARY**

Provide one Technical Summary for each designatable unit (refer to [Guidelines for Recognizing Designatable Units](http://cosewic.ca/index.php/en-ca/reports/preparing-status-reports/guidelines-recognizing-designatable-units)).If there are multiple DUs of a species being reassessed in an addendum bundle, distinguish among them in the Preface and Executive Summary as is done for full reports with multiple DUs. For the meanings of terms in this Technical Summary, refer to the section entitled [Definitions and Abbreviations](http://cosewic.ca/index.php/en-ca/about-us/definitions-abbreviations) found accompanying the [Information for Preparing Status Reports](http://cosewic.ca/index.php/en-ca/reports/preparing-status-reports/guidelines-recognizing-designatable-units) on the COSEWIC/COSEPAC website (<http://cosewic.ca>).

Where options are provided in square brackets in the left column (e.g., “[observed, inferred, or projected]”), indicate which one applies (e.g., “Inferred 16% decline over three generations”). Minimize the amount of text in the boxes as much as possible.

For items 1-34, copy the results from the previous assessment to the third column (Previous Assessment), to permit direct comparison with the current information. Use the space after each block of items to explain any differences between the previous and current information, emphasizing the extent to which they reflect differences in methods or changes in interpretation of criteria, versus actual changes to the population. Ensure that comments are clearly associated with specific topics, referring to box numbers as warranted. For categories in the Technical Summary that were not present in the previous report, indicate either “Not previously reported”, but supplement with relevant details if they can be found within the body of the previous report.

*Scientific name*

English common name

French common name

Indigenous names

Range of occurrence in Canada (province/territory/ocean): list applicable provinces west to east, then territories west to east, then oceans west to east

|  |  |  |
| --- | --- | --- |
| **Demographic Information**  |  |  |
|  |  | Previous assessment | Current assessment |
| 1. | Generation time (usually average age of parents in the population) | Approximately XX years, based on IUCN method/other (explain, if not IUCN) | Approximately XX years, based on IUCN method/other (explain, if not IUCN) |
| 2. | Is there an [observed, estimated, inferred, or projected] continuing decline in number of mature individuals? | Yes / no / unknown, observed / estimated / inferred / projected based on key data source | Yes / no / unknown, observed / estimated / inferred / projected based on key data source |
| 3. | [Observed, estimated, or projected] percent of continuing decline in total number of mature individuals within 3 years [or 1 generation; whichever is longer up to a maximum of 100 years] | XX% observed / estimated / projected over 1 generation or 3 years (XXXX-20XX)or “n/a” if box 2 is “no” or “unknown” if box 2 is “unknown”  | XX% observed / estimated / projected over 1 generation or 3 years (XXXX-20XX)or “n/a” if box 2 is “no” or “unknown” if box 2 is “unknown”  |
| 4. | [Observed, estimated, or projected] percent of continuing decline in total number of mature individuals within 5 years [or 2 generations, whichever is longer up to a maximum of 100 years] | XX% observed / estimated / projected over 2 generations or 5 years (XXXX-20XX) or “n/a” if box 2 is “no” or “unknown” | XX% observed / estimated / projected over 2 generations or 5 years (XXXX-20XX) or “n/a” if box 2 is “no” or “unknown” |
| 5. | [Observed, estimated, inferred, or suspected] percent [reduction or increase] in total number of mature individuals over the last [10 years, or 3 generations, whichever is longer up to a maximum of 100 years]. | XX% reduction / increase observed / estimated / inferred / suspected over 3 generations or 10 years (XXXX-20XX) or “unknown” based on key data source or briefly explain why estimate is unknown | XX% reduction / increase observed / estimated / inferred / suspected over 3 generations or 10 years (XXXX-20XX) or “unknown” based on key data source or briefly explain why estimate is unknown |
| 6. | [Projected, inferred, or suspected] percent [reduction or increase] in total number of mature individuals over the next [10 years, or 3 generations, whichever is longer up to a maximum of 100 years]. | XX% reduction / increase projected / inferred / suspected over 3 generations or 10 years (20XX-20XX) or “unknown” based on key data source or briefly explain why estimate is unknown | XX% reduction / increase projected / inferred / suspected over 3 generations or 10 years (20XX-20XX) or “unknown” based on key data source or briefly explain why estimate is unknown |
| 7. | [Observed, estimated, inferred, projected, or suspected] percent [reduction or increase] in total number of mature individuals over any period [10 years, or 3 generations, whichever is longer up to a maximum of 100 years], including both the past and the future. | XX% reduction / increase observed / estimated / inferred / projected / suspected over 3 generations or 10 years (XXXX-20XX) or “unknown” based on key data source or briefly explain why estimate is unknown  | XX% reduction / increase observed / estimated / inferred / projected / suspected over 3 generations or 10 years (XXXX-20XX) or “unknown” based on key data source or briefly explain why estimate is unknown  |
| 8a. | Are the causes of the decline clearly reversible? | Yes / no / unknown, brief explanation | Yes / no / unknown, brief explanation |
| 8b. | Are the causes of the decline clearly understood? | Yes / no / unknown, brief explanation | Yes / no / unknown, brief explanation |
| 8c. | Have the causes of the decline clearly ceased? | Yes / no / unknown, brief explanation | Yes / no / unknown, brief explanation |
| 9. | Are there extreme fluctuations in number of mature individuals? | Yes / no / unknown, brief explanation | Yes / no / unknown, brief explanation |

**Explanation of changes since previous assessment:**

|  |  |  |
| --- | --- | --- |
| **Extent and Occupancy information**  |  |  |
|  |  | Previous assessment | Current assessment |
| 10. | Estimated extent of occurrence (EOO) | estimate km2, calculated based on minimum convex polygon around known, inferred, or projected occurrences; specify range of years included | estimate km2, calculated based on minimum convex polygon around known, inferred, or projected occurrences; specify range of years included |
| 11. | Index of area of occupancy (IAO), reported as 2x2 km grid value. | estimate km2, specify supporting notes and assumptions, including range of years included | estimate km2, specify supporting notes and assumptions, including range of years included |
| 12. | Is the population “severely fragmented” i.e., is >50% of individuals or >50% of the total area :occupied” (as a proxy for number of individuals) in habitat patches that are both (a) smaller than would be required to support a viable subpopulation, and (b) separated from other habitat patches by a distance larger than the species can be expected to disperse? | 1. Yes / no / unknown
2. Yes / no / unknown

Briefly provide supporting notes regarding applicability of a) and b) | 1. Yes / no / unknown
2. Yes / no / unknown

Briefly provide supporting notes regarding applicability of a) and b) |
| 13. | Number of “locations” (use plausible range to reflect uncertainty if appropriate) | Number (or range of possible values), based on (refer to key threats underpinning the definition of locations) | Number (or range of possible values), based on (refer to key threats underpinning the definition of locations) |
| 14. | Is there an [observed, inferred, or projected] continuing decline in extent of occurrence? | Yes / no / unknown, observed /inferred / projected based on explanation | Yes / no / unknown, observed /inferred / projected based on explanation |
| 15. | Is there an [observed, inferred, or projected] continuing decline in index of area of occupancy? | Yes / no / unknown, observed /inferred / projected based on explanation | Yes / no / unknown, observed /inferred / projected based on explanation |
| 16. | Is there an [observed, inferred, or projected] continuing decline in number of subpopulations? | Yes / no / unknown, observed /inferred / projected based on explanation | Yes / no / unknown, observed /inferred / projected based on explanation |
| 17. | Is there an [observed, inferred, or projected] continuing decline in number of “locations”\*? | Yes / no / unknown, observed /inferred / projected based on explanation | Yes / no / unknown, observed /inferred / projected based on explanation |
| 18. | Is there an [observed, inferred, or projected] continuing decline in [area, extent and/or quality of] habitat? | Yes / no / unknown, observed /inferred / projected decline in area / extent / quality of habitat, based on explanation | Yes / no / unknown, observed /inferred / projected decline in area / extent / quality of habitat, based on explanation |
| 19. | Are there extreme fluctuations in number of subpopulations? | Yes / no / unknown  | Yes / no / unknown  |
| 20. | Are there extreme fluctuations in number of “locations”? | Yes / no / unknown  | Yes / no / unknown  |
| 21. | Are there extreme fluctuations in extent of occurrence? | Yes / no / unknown | Yes / no / unknown |
| 22. | Are there extreme fluctuations in index of area of occupancy? | Yes / no / unknown | Yes / no / unknown |

**Explanation of changes since previous assessment:**

**Number of Mature individuals (by subpopulation, indicating plausible ranges)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Subpopulations | Previous assessment | Current assessment |
| 23. | #1 [This should be used if there is only one population, i.e., no subpopulations] | Number range(dates/notes/sources if applicable) | Number range(dates/notes/sources if applicable) |
| #2 | Number range(dates/notes/sources if applicable) | Number range(dates/notes/sources if applicable) |
| #3 | Number range(dates/notes/sources if applicable) | Number range(dates/notes/sources if applicable) |
| Total population | Number range | Number range |

**Explanation of changes since previous assessment:**

**Quantitative Analysis**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Previous assessment | Current assessment |
| 24. | Is the probability of extinction in the wild at least 20% within 20 years or [5 generations whichever is longer up to a maximum of 100 years], or 10% within 100 years]? | Yes / no / unknown, analysis not conducted (or other explanation) | Yes / no / unknown, analysis not conducted (or other explanation) |

**Explanation of changes since previous assessment:**

**Threats and Limiting Factors**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Previous assessment | Current assessment |
| 25a. | Was a threats calculator completed for this species? | Yes / no (see Appendix X); overall assigned threat impact: score (year) | Yes / no (see Appendix X); overall assigned threat impact: score (year) |
| 25b. | Key threats | 1. Name of highest impact threat (IUCN number) – low/medium/high impact
2. Name of second highest impact threat (IUCN number) – low/medium/high impact
3. Name of threats with unknown impact

[only list threats with an impact of low or higher or unknown] | 1. Name of highest impact threat (IUCN number) – low/medium/high impact
2. Name of second highest impact threat (IUCN number) – low/medium/high impact
3. Name of threats with unknown impact

[only list threats with an impact of low or higher or unknown] |
| 25c. | What limiting factors are relevant? | * Item 1
* Item 2 (etc)
 | * Item 1
* Item 2 (etc)
 |

**Explanation of changes since previous assessment:**

Emphasize description of any changes in the nature or severity of threats or in the application of effective protection.

**Rescue Effect (natural immigration from outside Canada)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Previous assessment | Current assessment |
| 26. | Status of outside population(s) most likely to provide immigrants to Canada. | Increasing / stable / declining / unknown, based on trend source data and/or S ranks | Increasing / stable / declining / unknown, based on trend source data and/or S ranks |
| 27. | Is immigration known or possible? | Yes / no / unknown, brief explanation | Yes / no / unknown, brief explanation |
| 28. | Would immigrants be adapted to survive in Canada? | Yes / no / unknown, brief explanation | Yes / no / unknown, brief explanation |
| 29. | Is there sufficient habitat for immigrants in Canada? | Yes / no / unknown, brief explanation | Yes / no / unknown, brief explanation |
| 30. | Are conditions deteriorating in Canada? | Yes / no / unknown, brief explanation | Yes / no / unknown, brief explanation |
| 31. | Are conditions for the source (i.e., outside) population deteriorating? | Yes / no / unknown, brief explanation | Yes / no / unknown, brief explanation |
| 32. | Is the Canadian population considered to be a sink? | Yes / no / unknown, brief explanation | Yes / no / unknown, brief explanation |
| 33. | Is rescue from outside Canada likely, such that it could lead to a change in status? | Yes / no / unknown, brief explanation [Co-chairs to confirm against flowchart in Appendix E3] | Yes / no / unknown, brief explanation [Co-chairs to confirm against flowchart in Appendix E3] |

**Explanation of changes since previous assessment:**

**Occurrence Data Sensitivity**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Previous assessment | Current assessment |
| 34. | Could release of certain occurrence data result in increased harm to the Wildlife Species or its habitat?  | Yes / no If yes, indicate the category of harm I-V I. Capture/harvest of individualsII. Disturbance by observationIII. Intentional killing of individualsIV. Intentional destruction or damage of habitatV. Introduction of diseasesIf yes, indicate type of sensitive occurrence data (e.g., nesting sites, hibernacula, lek sites, breeding ponds, observation data) and any local-level concerns | Yes / no If yes, indicate the category of harm I-V I. Capture/harvest of individualsII. Disturbance by observationIII. Intentional killing of individualsIV. Intentional destruction or damage of habitatV. Introduction of diseasesIf yes, indicate type of sensitive occurrence data (e.g., nesting sites, hibernacula, lek sites, breeding ponds, observation data) and any local-level concerns |

**Explanation of changes since previous assessment:**

**Current Status:**

Refer to the Species at Risk Public Registry and copy/paste information for boxes 35-39. Current Status and Recommended Status will be updated when the assessment has been finalized.

|  |  |  |
| --- | --- | --- |
| 35 | COSEWIC status | Status |
| 36 | Year of previous assessment | XXXX  |
| 37 | COSEWIC Status History | Exact copy of text from previous status report |
| 38 | Criteria | Exact copy of alpha-numeric codes from previous status report |
| 39 | Reasons for designation | Exact copy from previous status report, in quotation marks |

**Recommended Status and Reasons for Designation:***(leave blank; The following sections are to be completed by the relevant SSC / Co-chair at the 2-month version with reference to the guidelines on alpha-numeric codes, reasons for designation, applicability of criteria, and codified reasons for a change in status)*

|  |  |  |
| --- | --- | --- |
| 40 | Recommended status |  |
| 41 | Alpha-numeric codes |  |
| 42 | Numeric code for change in status |  |
| 43 | Reasons for designation |  |

**Applicability of Criteria:**

|  |
| --- |
| **A: Decline in Total number of Mature Individuals**:  |
| 44 | Applicability Statement | Rationale Statement |
| **B: Small Range and Decline or Fluctuation** |
| 45 | Applicability Statement | Rationale Statement |
| **C: Small and Declining Number of Mature Individuals** |
| 46 | Applicability Statement | Rationale Statement |
| **D: Very Small or Restricted Population** |
| 47 | Applicability Statement | Rationale Statement |
| **E: Quantitative Analysis** |
| 48 | Applicability Statement | Rationale Statement |

|  |  |
| --- | --- |
| 49. | If a species is proposed as Special Concern, Data Deficient, Extirpated or Extinct, list the applicable guidelines, examples, or other considerations from O&P Appendix E3. |

***[Section and page break]***

**ACKNOWLEDGEMENTS**

Funding for the preparation of this report was provided by (insert source, usually Environment and Climate Change Canada). The authorities listed below provided valuable data and/or advice. Acknowledgments should include providers of key data sources (including citizen science participation), any particularly informative authorities contacted and report reviewers, and any others who merit special recognition for the species in question. List writer(s) of any previous status reports on the species.

**Authorities contacted**

See detailed formatting guidance in Appendix F1.

**INFORMATION SOURCES**

See detailed formatting guidance in Appendix F1 and F3.

**WRITER OF ADDENDUM**

Provide one paragraph for each writer, identifying name, general expertise (e.g., species-at-risk biologist), and education overview, emphasizing anything that relates particularly to the species being assessed. Briefly discuss any other ways in which the writer demonstrates expertise, including research on this or related species, and previous COSEWIC status report writing experience. Conclude with a short overview of the writer’s current position(s) and research interests. Keep it to less than half a page.

**FIGURES**

Figures should be limited to those required to support status determination, such as an updated distribution map, or illustration of recent population trends.

**TABLES**

Tables should generally be limited to providing updates on population size and trend estimates, or supplements to previously reported occurrence listings. Avoid repeating content that appears in the previous status report.

**APPENDICES**

Include a threats calculator as an appendix, unless one has already been completed and remains accurate, in which case it should be referenced and summarized in Section 25 of the Technical Summary.