



NOTIFICATION TO THE PARTIES

No. 2006/030

Geneva, 2 May 2006

CONCERNING:

Annual reports

1. Article VIII, paragraph 7 (a), of the Convention requires Parties to submit annual reports on trade in specimens of the species included in Appendices I, II and III.
2. In Resolution Conf. 11.17 (Rev. CoP13), the Conference of the Parties to the Convention:

URGES all Parties to submit their annual reports required under the provisions of Article VIII, paragraph 7 (a), in accordance with the Guidelines for the preparation and submission of CITES annual reports distributed by the Secretariat with Notification to the Parties No. 2002/022 dated 9 April 2002, as may be amended by the Secretariat from time to time with the concurrence of the Standing Committee;
3. In accordance with Decision 13.91, the Secretariat incorporated into those Guidelines "the specific guidance on plants, raw ivory, corals and timber contained in Resolution Conf. 11.17 (Rev. CoP13)", and made further amendments to update the references to Resolutions and Decisions revised or adopted at the 13th meeting of the Conference of the Parties (Bangkok, 2004); to add a section on quotas; to include a definition of 'plywood'; and to make some minor editorial corrections. The draft revised guidelines were circulated to the Standing Committee which adopted them with the following amendments:
 - a) in section 3 d) on *Quantity*, end of the third paragraph, addition of the following sentence : "If the unit of quantity used is neither the preferred unit nor the alternative unit, the annual report should contain the conversion factor to one of these units";
 - b) in section 5 a) on *Description of specimens and units of quantity*, addition of 'baleen' as a type of specimen;
 - c) in section 5 b) on *Names of countries and territories*, update of the list of countries and territories; and
 - d) in section 5 d) on *Source of specimens*, the original description of code 'l' has been retained to indicate the possibility to use this source code with other codes, even though the rest of the table has been updated in line with the text of Resolution Conf. 12.3 (Rev. CoP13), section I, paragraph g).

4. The Secretariat transmits herewith as an Annex the revised *Guidelines for the preparation and submission of CITES annual reports*. These guidelines as well as further information on reporting requirements under the Convention are also available on the CITES website under Resources / National reports.
5. This Notification replaces Notification to the Parties No. 2002/022 of 9 April 2002.