



NOTIFICATION TO THE PARTIES

No. 2010/013

Geneva, 17 June 2010

CONCERNING:

Guidelines for the preparation and submission of 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. CoP14), 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 most recent version of the Guidelines for the preparation and submission of CITES annual reports distributed by the Secretariat and as may be amended with the concurrence of the Standing Committee.
3. The last version of those guidelines was distributed with Notification to the Parties No. 2006/030 of 2 May 2006.
4. Following the 15th meeting of the Conference of the Parties (Doha, 2010), the Secretariat has revised the guidelines to incorporate the results of decisions made at that meeting, take account of changes in standard nomenclature and update the ISO codes for countries and territories.
5. 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](#).
6. This Notification replaces Notification to the Parties No. 2006/030.