

CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES  
OF WILD FAUNA AND FLORA

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Thirteenth meeting of the Conference of the Parties  
Bangkok (Thailand), 2-14 October 2004

Interpretation and implementation of the Convention

Regular and special reports

REPORTING REQUIREMENTS

1. This document has been prepared by the Secretariat.

Annual reports

2. Guidance on the submission of annual reports in electronic format was provided in Notification to the Parties No. 2004/012 (10 March 2004). The table of annual report submissions is available on the CITES website and is periodically updated by the Secretariat. Parties can now also query the CITES trade database (maintained by UNEP-WCMC) directly on the CITES website. UNEP-WCMC is working with the Secretariat to develop a global analysis of international wildlife trade which would provide Parties with an easy-to-understand review and graphical representation of the nature and trends of such trade.
3. Overall, the level of submission of annual reports is rather high. Since the 12th meeting of the Conference of the Parties (CoP12, Santiago, 2002) however, Parties have been recommended to suspend trade in specimens of CITES-listed species with Algeria, the Central African Republic, Guinea-Bissau, Liberia, Mauritania and Somalia because of their failure to submit annual reports for three consecutive years without having provided adequate justification (see Notifications to the Parties No. 2002/064 of 19 December 2002, No. 2003/027 of 6 May 2003 and No. 2004/023 of 30 April 2004), in compliance with Decisions 11.89 and 11.37.
4. The Secretariat has suggested in document CoP13 Doc. 17 (Review of Decisions) that Decisions 11.89 and 11.37 be incorporated into Resolution Conf. 11.17 (Rev. CoP12) on Annual reports and monitoring of trade. These decisions were renewed at CoP12 and have proven useful in obtaining the submission of annual reports. They complement the ongoing availability of prompt and expert assistance from UNEP-WCMC, which has facilitated compliance with the annual report requirement.

Working Group on Reporting Requirements

5. At its 49th meeting (SC49, Geneva, April 2003) and pursuant to Decision 12.87, the Standing Committee established a Working Group on Reporting Requirements. The Working Group was tasked to consider the following and to report at the 50th meeting of the Standing Committee (SC50, Geneva, March 2004):
  - i) various reporting requirements under the Convention and Resolutions and Decisions of the Conference of the Parties (e.g. annual reports, biennial reports, special reports, etc.);*
  - ii) feasibility and desirability of undertaking analyses of Parties' capacity to produce complete, accurate and timely reports;*
  - iii) possible inclusion of CITES reports in broader biodiversity or state-of-the-environment reports;*
  - iv) experience of other conventions in facilitating Parties' compliance with reporting requirements;*
  - v) sufficiency of the existing Guidelines for the preparation and submission of CITES annual reports;*
  - vi) actions needed to make better use of CITES data through graphic review tools, building on the report on CITES trade data: an under-utilized wildlife resource, and to develop the searchability of such data on the CITES website;*

- vii) *desirability and feasibility of producing an International Yearbook of Wildlife Trade;*
- viii) *work of the Standing Committee related to information management systems;*
- ix) *additional financial or technical assistance that might facilitate reporting;*
- x) *implications of technological developments such as electronic permitting;*
- xi) *desirability and feasibility of a coordinated global system for the issuance and monitoring of CITES permits and certificates;*
- xii) *accessibility of annual reports;*
- xiii) *consequences of persistent late or non-submission of reports, despite assistance;*
- xiv) *possible need to revise or draft relevant resolutions of the Conference of the Parties;*
- xv) *necessary funding from the CITES Trust Fund or external sources that would be required to implement actions that are proposed; and*
- xvi) *most cost-effective measures required to implement these matters.*

The Working Group also had the following terms of reference relevant to biennial reports:

- i) *to clarify the purpose and usefulness of biennial reports, especially in relation to annual reports, the submission of biennial reports by Parties with Category 1 legislation under the National Legislation Project and various special reports under the Convention;*
- ii) *to assess the need to enhance the use of biennial reports as a means for Parties to communicate implementation problems and possible solutions;*
- iii) *to explore whether biennial reports could be thematic in nature and synchronized with special reports for the Conference of the Parties or subsidiary bodies to the Convention;*
- iv) *to consider whether biennial reports could be harmonized with national reporting under other biodiversity-related conventions; and*
- v) *to identify ways in which biennial reports could be standardized for easier analysis and comparison, including the adoption of guidelines and standard formats for their preparation and submission.*

6. The Working Group reported on the results of its work at SC50 and the Standing Committee instructed the Secretariat to include the report of the Working Group in the present document (see Annex 4) and to summarize its discussions on the report. A summary of Parties' responses to Notification to the Parties No. 2003/084 of 16 December 2003 on National reporting under the Convention is also included in this document (see Annex 5).
7. The Standing Committee commended the Working Group for its work to standardize and simplify the reporting process as this would help to reduce the reporting burden, to improve compliance and to enhance the management as well as the understanding of CITES trade. It agreed that work should continue on the development and testing of simple software and Internet-based modules for permit issuance and reporting as well as the development of a *Yearbook of International Wildlife Trade*, provided the necessary funding could be found. A few members suggested that further consideration should be given to non-electronic modes of reporting, for those Parties without easy access to electronic systems, and to the relative priority and funding implications of further work on reporting.

#### A. Draft biennial report format

8. One of the major priorities for and outcomes of the Working Group was the development of a draft biennial report format. The Standing Committee agreed at its 50th meeting that this format should be submitted for consideration at the 13th meeting of the Conference of the Parties (CoP13). During the Committee's discussion on the format, it was suggested that additional space for responses might be provided in a number of places and that it should be possible for Parties to complete the format electronically. There was a suggestion that the information requested in the format might go beyond what is required by the Convention. On the other hand, several additional questions to be included in the format were proposed regarding the conduct of non-detriment findings, the identification of national authorities with competence for law enforcement and the use of Eco-messages.
9. The Standing Committee instructed the Secretariat to suggest revisions to Resolution Conf. 11.17 (Rev. CoP12) to cover biennial reports and other results of the Working Group.

## B. Computerization of permitting and reporting

10. Another major priority identified by the Working Group was the development and provision of a simple software system for managing permits and generating reports. Such software could significantly reduce the time and resources needed for reporting and turn reports into useful management tools for Parties. This aspect of the Working Group's mandate offered the Secretariat a means to address Decision 12.76 on the possible creation of a Web-based system for verifying permits and certificates. The Secretariat met in 2003 with a consulting firm which put forward a proposal for a comprehensive feasibility study.
11. Information gathered by and discussions within the Working Group showed that a number of Parties have experience with and are interested in electronic tools for permit management and the preparation of reports. Other Parties, however, still lack the means to develop and use such tools. Given this disparity in national information management systems, it seemed premature to begin designing a centralized, global system. A phased approach to the issue was therefore adopted and the Secretariat has recommended in document CoP13 Doc. 17 that Decision 12.76 be incorporated into Resolution Conf. 12.3 as an ongoing item for action.

## C. Consolidation of existing reporting requirements

12. The Working Group's report included a list of reporting requirements under the Convention. The list also included other types of information regularly required from Parties.
13. Since CoP12, an effort has been made to consolidate some of the species-specific reporting requirements; recognizing that compliance is often quite low and necessitates one or more reminders, the burden placed on Parties is high and the information being reported may not be very useful. For example, separate reporting requirements related to leopard and markhor hunting trophies were deleted and Parties were encouraged to include such information in their annual reports.
14. In relation to CoP13, the Secretariat recommends in document CoP13 Doc. 30 the deletion of Resolution Conf. 9.14 (Rev.) on Conservation of and trade in African and Asian rhinoceros or, alternatively, of the reporting requirement therein. It also recommends, in document CoP13 Doc. 20, the deletion of Resolution Conf. 11.6 (Trade in vicuña cloth) which primarily consists of a reporting requirement. In document CoP13 Doc. 21 (Transport of live specimens), the Secretariat proposes that reporting on live animal mortalities in transport be discontinued, and questions the utility of separate reporting requirements being considered by the Plants Committee for problematic plant shipments. The Secretariat in document CoP13 Doc. 33 (Conservation of and trade in tortoises and freshwater turtles) suggests that Parties, and in particular Asian range States, assess the need to maintain a special reporting requirement for such species. It also suggests that the biennial report be considered as a means for Parties to provide information on their legislative, management and enforcement actions related to tortoises and freshwater turtles. Furthermore, the Secretariat has avoided proposing additional, separate reporting of conservation of and trade in Asian big cats, bears and Tibetan antelopes at meetings of the Standing Committee and the Conference of the Parties. The revised draft biennial report contained in Annex 4 to this document incorporates a variety of reporting requirements such as those related to legislation and summary information on significant seizures. Timely and detailed information on specific seizures of significance to international trade, however, would still be valuable for operational and strategic law enforcement efforts.
15. The Secretariat notes that, for a number of years, no Party has submitted the reports required under Resolution Conf. 11.16 on Ranching and trade in ranched specimens transferred from Appendix I to Appendix II. As the last reports received were from Zimbabwe in 1998, the need for this reporting requirement could also be reconsidered.
16. Focused, one-time requests for information might prove to be worthwhile without placing an unacceptable burden. For example, a recent questionnaire on Parties' activities in relation to sharks, distributed by a Notification to the Parties, generated a good response and contributes to the cooperation between CITES and FAO. Taking into account document CoP13 Doc. 35 (Conservation and management of sharks), submitted by the Animals Committee, Parties might consider whether the ongoing reporting obligation under Resolution Conf. 12.6 should be maintained and, if so, specify the nature of the information that is requested and the format in which it should be presented.

Reporting within major CITES programmes, such as ETIS and MIKE, also serves a useful purpose but it would seem advisable to streamline such reporting.

17. In view of the above, it seems timely for the Parties to consider ways in which separate reporting requirements – especially those that are species-specific – might be discontinued or consolidated, for example, within the annual and biennial reports. This initiative would fit within the overall programme to consolidate Resolutions and Decisions of the Conference of the Parties.
18. Consideration might also be given to revising Resolution Conf. 4.6 (Rev. CoP12) to urge Parties to take into account reporting implications when drafting resolutions and decisions that are to be submitted for consideration at meetings of the Conference of the Parties.
19. Another aspect of such consolidation extends beyond the Convention and seeks to harmonize CITES reporting with the reporting required under other biodiversity-related conventions. The Environmental Management Group (a UN system-wide policy coordination body chaired by UNEP, in which the CITES Secretariat participates) agreed at its sixth meeting (Geneva, February 2004) on a set of recommendations related to the harmonization of information management and reporting in biodiversity-related treaties. These included: a synchronization of national reporting cycles at the international level; establishment of an overarching modular framework, using the CBD national reporting requirements; harmonization of the way in which questions are phrased and the use of standard nomenclature and terminology; a 'Biodiversity Reporting Manual' to facilitate access to reporting requirements; broader joint programmes of work to tackle common themes; and evaluation of the results of and experience gained in the harmonization and streamlining of national reporting.
20. National pilot projects on the harmonization of reporting under biodiversity-related conventions, funded by UNEP in four different geographic regions, have shown that the development of a modular approach has merit. If adopted, the draft CITES biennial report format contained in Annex 4 of this document could be tested by Parties both as a reporting tool under the Convention and as a module that might be incorporated into a harmonized reporting structure for all biodiversity-related conventions (assuming that issues related to differing mandates and deadlines under various conventions are resolved). As the CITES annual report is quite unique, its potential for integration into such a harmonized structure is not evident but could also be explored.

#### D. Consideration of new reporting requirements

21. In the past, Parties might not have fully considered the reporting implications stemming from the adoption of resolutions and decisions.
22. Accordingly, consideration of each proposed resolution and decision might include the following steps:
  - a) Assessment of the need to gather new information from Parties;
  - b) Determination of whether and how such information could be sought via the annual or biennial report and, if not;
  - c) Determination of whether to require a special, one-time request for information to be submitted in a certain format and time period.
23. Parties may wish to incorporate into Resolution Conf. 11.17 (Rev. CoP12) the general authority and procedure for special reporting that is not required by the Convention but has been agreed by the Conference of the Parties.

#### Recommendations

24. The Secretariat recommends to the Conference of the Parties the adoption of the draft biennial report format contained in Annex 4, the draft revision of Resolution Conf. 11.17 (Rev. CoP12) in Annex 1, the draft revision of Resolution Conf. 4.6 (Rev. CoP12) in Annex 2 and the draft decisions in Annex 3 to this document.

DRAFT RESOLUTION OF THE CONFERENCE OF THE PARTIES

Proposed amendments to Resolution Conf. 11.17 on Annual reports and monitoring of trade

Note: Suggested deletions are marked in ~~striketrough~~  
Suggested additions are marked in ***bold italics***

***National reports*** ~~Annual reports and monitoring of trade~~

RECALLING Resolution Conf. 9.4 (Rev.), adopted by the Conference of the Parties at its ninth meeting (Fort Lauderdale, 1994) and amended at its 10th meeting (Harare, 1997), relating to annual reports and monitoring of trade;

CONSIDERING the obligation of Parties to submit periodic reports under the provisions of Article VIII, paragraph 7, of the Convention;

RECOGNIZING the importance of the annual reports ***and biennial reports*** as the only available means of monitoring the implementation of the Convention and the level of international trade in specimens of species included in the Appendices;

ACKNOWLEDGING the necessity for the annual reports ***and biennial reports*** of the Parties to be as complete as possible and to be comparable;

CONSIDERING that the provisions of Article XII, paragraph 2 (d), of the Convention require the Secretariat to study the periodic reports of Parties;

APPRECIATING the valuable assistance in meeting this responsibility provided by the UNEP World Conservation Monitoring Centre under contract to the Secretariat;

NOTING that the use of computers can help to ensure that trade statistics ***and information on Convention implementation*** are dealt with more effectively;

CONCERNED that many Parties have not followed the recommendations of the Conference of the Parties and of the Secretariat that the annual reports be submitted by 31 October ~~of the year~~ following the year for which they are due and following the guidelines for the preparation of such reports;

***FURTHER CONCERNED that many Parties have not regularly submitted biennial reports;***

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;

***URGES all Parties to submit their biennial reports required under the provisions of Article VIII, paragraph 7 (b), by 31 October following the year for which they are due and in accordance with the 'Biennial Report Format' distributed by the Secretariat, as may be amended by the Secretariat from time to time with the concurrence of the Standing Committee;***

***ALSO URGES all Parties to submit biennial reports covering the same two-year periods beginning with the period from 1 January 2003 to 31 December 2004;***

FURTHER URGES Parties with multiple Management Authorities to submit a coordinated annual ***and biennial*** report to the extent possible;

~~RECOMMENDS that Parties:~~

- ~~a) make every effort to report trade in CITES listed plants at the species level or, if this is impossible for those taxa included in the Appendices by family, at the generic level; however, artificially propagated Appendix II orchid hybrids may be reported as such;~~
- ~~b) distinguish in their annual reports between plant specimens of wild and of artificially propagated origin;~~
- ~~c) include in their annual reports complete data on imports, exports and re-exports of raw ivory including, as a minimum, the country of origin, the year that the export was authorized under a quota, the number of whole or substantially whole tusks, and their individual weights and serial numbers; and~~
- ~~d) make every effort to report trade in hard coral at the species level or, if this is not practical, at the generic level at least;~~

~~RECOMMENDS that Management Authorities:~~

- ~~a) consult their national timber organizations to identify any anomalies in their annual reports and to discuss remedies if such anomalies exist; and~~
- ~~b) carefully review their procedures for reporting the trade in timber species included in the Appendices to ensure that reporting is based on permits used rather than permits issued;~~

***ACKNOWLEDGES that the Conference of the Parties may request that Parties provide special reports not required by the Convention, if additional information is needed that cannot be sought via the annual or biennial report;***

RECOMMENDS that each Party to the Convention, if a member of a regional trade agreement within the meaning of Article XIV, paragraph 3, of the Convention, include in its annual reports information on trade in specimens of species included in Appendices I, II and III with other member States of that regional trade agreement, unless the record-keeping and reporting duties of Article VIII are in direct and irreconcilable conflict with the provisions of the regional trade agreement;

URGES every Party to consider whether the preparation of its statistical ***and implementation*** reports could be computerized and the submission of such reports made in electronic format;

FURTHER URGES Parties experiencing problems with the regular preparation and submission of annual ***or biennial*** reports to seek assistance from the Secretariat to produce those reports;

RECOMMENDS that Parties studying or developing computer programmes for licensing and reporting trade ***as well as managing other information*** under the Convention consult with each other, and with the Secretariat, in order to ensure optimal harmonization and compatibility of systems;

DECIDES that:

- a) failure to submit an annual report by 31 October of the year following the year for which the report was due constitutes a major problem with the implementation of the Convention, which the Secretariat shall refer to the Standing Committee for a solution in accordance with Resolution Conf. 11.3; and
- b) the Secretariat may approve a valid request from a Party for a reasonable extension of time to the 31 October deadline for the submission of annual ***or biennial*** reports provided the Party submits to the Secretariat a written request, containing adequate justification, before that deadline;

APPEALS to all Parties, and to non-governmental organizations interested in furthering the objectives of the Convention, to make financial contributions to the Secretariat to support the trade *and other* monitoring work of the Secretariat and that of the UNEP World Conservation Monitoring Centre undertaken under contract to the Secretariat; and

REPEALS Resolution Conf. 9.4 (Rev.) (Fort Lauderdale, 1994, as amended at Harare, 1997) – Annual reports and monitoring of trade.

DRAFT RESOLUTION OF THE CONFERENCE OF THE PARTIES

Proposed amendments to Resolution Conf. 4.6 on Submission of draft resolutions  
and other documents for meetings of the Conference of the Parties

Note: Suggested deletions are marked in ~~striketrough~~  
Suggested additions are marked in ***bold italics***

CONSIDERING the volume of work involved in the preparation of documents to be submitted to the Conference of the Parties at its regular meetings;

AFFIRMING the obligation of the Parties to collaborate closely with the Secretariat in the organization of meetings of the Conference of the Parties;

RECOGNIZING the necessity that the Parties be informed in advance of the draft resolutions and other documents submitted by other Parties;

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

AGREES that the term "the text of the proposed amendment" in Article XV, paragraph 1, of the Convention includes the substantially complete supporting statement accompanying it, and this interpretation is extended to certain amendment proposals, draft resolutions and other documents submitted for consideration at meetings of the Conference of the Parties, for which deadlines for submission are established under Resolutions of the Conference;

RECOMMENDS that:

- a) the text of any draft resolutions to be submitted to a meeting of the Conference of the Parties be communicated to the Secretariat at least 150 days before the meeting;
- b) the text of any documents submitted for consideration at a meeting of the Conference of the Parties be communicated to the Secretariat at least 150 days before the meeting;
- c) the Secretariat be authorized to accept draft resolutions and documents (other than proposals for amendment of Appendices I and II) after the time limit of 150 days has expired only in exceptional circumstances, when it is established, to the satisfaction of the Secretariat, that the draft resolutions or documents could not be communicated before the expiration date;
- d) when drafting a resolution that is intended to be exhaustive, or to treat a subject comprehensively, or to make significant changes in the way in which a subject is dealt with, a Party should prepare the draft so that, if adopted, it will replace and repeal all existing Resolutions (or, as appropriate, the relevant paragraphs) on the same subject;
- e) ***when drafting resolutions and decisions which require the gathering of information, a Party consider whether such information could be sought via the annual or biennial report, or if a special report is needed, and generally ensure that the reporting burden is kept to a minimum;***
- fe) unless practical considerations dictate otherwise, draft resolutions should not include:
  - i) instructions or requests to Committees, Working Groups or the Secretariat, unless they are part of a long-term procedure;
  - ii) decisions on the presentation of the Appendices; and
  - iii) recommendations (or other forms of decision) that will be implemented soon after their adoption and will then be obsolete; and

**g#)** as a general rule, documents submitted for consideration at a meeting of the Conference of the Parties be no more than 12 pages in length;

DECIDES that any draft resolutions or decisions submitted for consideration at a meeting of the Conference of the Parties that have budgetary and workload implications for the Secretariat must contain or be accompanied by a budget for the work involved and an indication of the source of funding; and

DECIDES FURTHER that the recommendations contained in Resolutions and Decisions adopted by the Conference of the Parties shall be effective from the date on which they are sent by Notification to the Parties at the latest, unless otherwise specified in the recommendation concerned.

DRAFT DECISIONS OF THE CONFERENCE OF THE PARTIES

Directed to the Secretariat

- 13.xx The Secretariat shall identify ways to reduce the reporting burden on Parties, in the context of its ongoing efforts to consolidate the Resolutions and Decisions of the Conference of the Parties, its collaboration with UNEP-WCMC and interested Parties on the development of simple software systems and Internet-based modules and its involvement in cooperative implementation of the Environmental Management Group recommendations on the harmonization of information management and reporting, and report at the 14th meeting of the Conference of the Parties on the results of this work.
- 13.xx The Secretariat shall incorporate into the *Guidelines on preparation and submission of CITES annual reports* the specific guidance on plants, raw ivory, corals and timber contained in Resolution Conf. 11.17 (Rev. CoP12).

## Interpretation and implementation of the Convention

### National reports

#### REPORT OF THE WORKING GROUP ON REPORTING REQUIREMENTS

1. This document has been prepared by the Working Group on Reporting Requirements.
2. Within Decision 12.87, the Conference of Parties directed the Standing Committee to:  
  
*... undertake a review of the reporting requirements under the Convention with a view to identifying and analysing the causes of non-compliance with those requirements and proposing ways to turn reporting requirements into useful management tools for Parties.*
3. At its 49th meeting (Geneva, April 2003), the Standing Committee:  
  
*agreed to establish an informal working group chaired by the Netherlands and consisting of Fiji, Ecuador, Japan, Saint Lucia and the Secretariat to undertake a review of reporting requirements under the Convention and to prepare a report on its findings and conclusions for the 50th meeting of the Standing Committee. UNEP-WCMC would be invited to participate in the working group*
4. The Working Group decided to work electronically through means of annotated agendas and attachments on which members provided their comments. In addition the Chairman, on behalf of the Working Group, had telephone contact and a meeting with the Secretariat and UNEP-WCMC to further the work. The Working Group also sought input from other Parties through Notification to the Parties No. 2003/084 of 16 December 2003. Feedback received by the deadline of 15 February 2004 will be provided in an information document to the Standing Committee.

### Reporting requirements

5. As a starting point for the Working Group, the Secretariat provided an overview of the various reporting requirements found in the Convention, the Resolutions and Decisions of the Conference of the Parties, and Notifications to the Parties. UNEP-WCMC also prepared for the Working Group a 35-page document listing Parties' implementation requirements based on Resolutions and Decisions (available on request). Annex 1 contains a list of the legally-binding (i.e. annual and biennial reports) and other reporting requirements (i.e. species-specific information which has to do with conservation and trade, the Review of Significant Trade, quota issues, legislation matters, etc.) that have been identified. All of these reporting requirements are different and have their own deadlines.
6. The Working Group decided to focus primarily on matters related to the annual and biennial reports required under the Convention, particularly the constraints faced by Parties in the preparation and submission of these reports and the tools available to them.

### Purpose and usefulness of reporting

7. Working Group members agreed that the reporting of information by Parties is generally needed for monitoring the implementation of, compliance with and effectiveness of the Convention and that it forms the basis for decision making within the framework of the Convention. It could also provide a means of identifying loopholes in permit issuance, monitoring and controls.

8. On the other hand, several working group members agreed with the conclusion that Parties should benefit more by not only 'providing' information, but also 'receiving' useful information. They noted that the possibility for Parties to get 'feedback' on the information they provide is an important incentive for better reporting.
9. The Working Group concluded that reporting involves both the submission of information by the Parties and the return of information to the Parties by the Secretariat or others. It further concluded that more work is needed on facilitating Parties' submission of information and then providing them with compilations and analyses or other feedback derived from that information.
10. UNEP-WCMC pointed out that the CITES database, which encompasses trade data from the annual reports, has a huge amount of valuable data which can be used by Parties and the Secretariat. Nevertheless, it still seems that Management Authorities and Scientific Authorities are not well aware of the possibility for them to access a wide range of information on request. The Working Group concluded that Parties should be given additional advice on how they can obtain useful information from the database.
11. Both the Secretariat and UNEP-WCMC have begun to make CITES information more accessible to Parties. For example, the Secretariat has posted the table of annual report submissions on the CITES website. UNEP-WCMC has developed a search tool for the CITES trade database which can be used by Parties and others. The Working Group welcomed these developments. Although the development of a yearbook was not identified as a high priority for the Working Group, the idea was seen as valuable enough for UNEP-WCMC and the Secretariat to proceed with it.

#### Experience and constraints with regard to reporting

12. Members of the Working Group shared their experience and constraints with regard to reporting by Parties. These included:
  - A lack of staff, time and/or money;
  - Lack of overall record of permits being issued, used and accepted (i.e. permits not returned by Customs);
  - Computerization problems;
  - Institutional restructuring, changes in the responsibilities of staff, changes in the designated Management Authorities;
  - Poor or no institutional collaboration and clear central focal point where information is brought together (especially where there are multiple Management Authorities);
  - Lack of guidance, format and/or examples (especially regarding the biennial report);
  - Too many reporting requirements under different conventions;
  - Lack of clear purpose or usefulness of reporting;
  - Lack of available information (especially under special reporting requirements for species, significant trade review, etc.); and
  - Civil unrest.
13. Additional constraints identified in document CoP12 Doc. 22.1 include more important compliance priorities and a lack of political will.
14. As mentioned above, the Working Group has sought additional information on Parties' experience with reporting (which it hopes will address successes and priorities as well as constraints) through Notification to the Parties No. 2003/084 and will report on this in a different document for deadline reasons.

#### Preparation and submission of reports

15. The Working Group has not yet discussed possible amendments to Resolution Conf. 11.17 (Rev. CoP12) or other Resolutions but it would seem that some future revision would be warranted, especially to remove provisions that are no longer necessary and to incorporate appropriate references to biennial reports.

16. Non-compliance with reporting was not discussed by the Working Group but rather left to discussions on the draft *Guidelines for compliance with the Convention*.

#### *Annual reports*

17. The Working Group did not conduct a detailed review of the *Guidelines for the preparation and submission of CITES annual reports* as the Guidelines themselves were not thought to be a reason for non-reporting. Nonetheless, additional information on the Guidelines is expected from those Parties that respond to Notification to the Parties No. 2003/084.
18. Assistance is available from UNEP-WCMC in the preparation of annual reports (e.g. compilation of reports from copies of permits) but very few Parties have requested such assistance to date.
19. One of the major priorities of the Working Group has been to explore the tools that might be available to Parties for permit issuance and trade reporting. Some promising and ambitious ideas have been discussed which will need further discussion to ensure their realization.
20. The Working Group decided to identify and build on existing examples of computerized permit issuance and trade reporting systems and then to use these for the development of simple, general CITES software tools and Internet-based modules. The Secretariat, together with UNEP-WCMC and interested Parties, has so far examined the computerized systems used by the Netherlands, Italy, Japan and Malta. UNEP-WCMC is at the moment preparing some simple, practical tools that can be tested by interested Parties in the near future. The Working Group also obtained a description of the electronic Catch Documentation Scheme being developed by CCAMLR. Additional information on Parties' national systems, and the extent of interest in developing such systems, has been sought through Notification to the Parties No. 2003/084.

#### *Biennial reporting*

21. Another major priority of the Working Group was to develop guidance for the preparation and submission of biennial reports. Using initial documents provided by the Secretariat and UNEP-WCMC, the Working Group has developed a draft format that was distributed to Parties for comment in Notification to the Parties No. 2003/084 (see Annex 2).

#### Harmonization with other biodiversity conventions

22. As CITES annual reports focus specifically on trade, Working Group members did not really see the benefit of merging such CITES reports with those of other conventions. A national project on the harmonization of reporting carried out by the Seychelles came to a similar conclusion. With regard to biennial reports, the views of Working Group members were a bit mixed but no complete integration was desired at this time because of differing institutional mandates and reporting deadlines for various conventions.
23. Several of the Working Group members had had good experience with the Ramsar format, but it was felt that such a format (tick boxes and open boxes for comments, based on the Ramsar Strategic Plan) should only be applied to biennial reports and then in a much simpler way. UNEP-WCMC provided valuable background information on its work to develop for CMS a standard reporting format and search options that could be accessed through the Internet.
24. It was suggested that reporting-related items from the CITES Strategic Vision and Action Plan should be taken into account.

#### Recommendations

25. The Working Group on Reporting Requirements recommends that the Standing Committee:
- a) instruct the Secretariat, in consultation with UNEP-WCMC and interested Parties, to develop and test simple software and 'Internet-based modules' for permit issuance and trade reporting, provided the necessary funding can be found;

- b) consider and approve the biennial report format and submit it for adoption by the Conference of the Parties at its 13th meeting (CoP13);
- c) propose in its report for CoP13 that the Conference of the Parties instructs the Secretariat, in collaboration with interested Parties, to consider consolidating various reporting requirements (e.g. those related to specific species) found in its Resolutions and Decisions;
- d) suggest in its report for CoP13 that the Conference of the Parties consider any reporting implications before it adopts new Resolutions and Decisions;
- e) instruct the Secretariat, in collaboration with UNEP-WCMC to continue work on the development of a 'Yearbook on International Wildlife Trade', provided the necessary funds can be found; and
- f) consider how reporting issues can continue to be addressed in future.

Reporting requirements under the Convention*Legally-binding*

- Annual and biennial reports (Article VIII, paragraph 7); and
- Responses to requests for further information from the Secretariat after the study of reports [Article XII, paragraph 2(d)].

*Not legally-binding*General

- Stricter domestic measures (Resolution Conf. 4.22);
- All known manufacturers of microchip implants and associated equipment within the country [Resolution Conf. 8.13 (Rev.)];
- Any inconsistencies in trade involving States not party to the Convention (Resolution Conf. 9.5);
- Decisions taken on the disposal of certain confiscated live specimens of species that are in Appendix I or, if in Appendix II or III, involve commercial quantities (Resolution Conf. 10.7);
- Data on mortalities in transport (Resolution Conf. 10.21);
- Regional reports [Resolution Conf. 11.1 (Rev. CoP12)];
- Significant cases of illegal trade, convicted illegal traders and persistent offenders (Resolution Conf. 11.3);
- Implementation problems presented by national plant trade organizations to the Plants Committee (Resolution Conf. 11.11);
- Registration of scientific institutions entitled to the exemption provided by Article VII, paragraph 6, of the Convention [Resolution Conf. 11.15 (Rev. CoP12)];
- Reports on ranching operations (Resolution Conf. 11.16);
- Responses to review of significant trade selections and recommendations (Resolution 12.8);
- Checks on certain permits (Decisions 9.6 to 9.11);
- Best-practice methods for financing the conservation of species (Decision 12.25); and
- Copies of all new relevant legislation and CITES Legislation Plans (Decisions 11.20, 12.80).

Species-specific

- Conservation of and trade in rhinoceros [Resolution Conf. 9.14 (Rev.)];
- Raw ivory stocks and export quotas [Resolution Conf. 10.10 (Rev. CoP12)];
- Leopard and markhor hunting trophies now to be within annual report [Resolution Conf. 10.14 (Rev. CoP12) and Resolution Conf. 10.15 (Rev. CoP12)];
- Conservation of cetaceans, trade in cetacean specimens and the relationship with the International Whaling Commission [Resolution Conf. 11.4 (Rev. CoP12)];
- Trade in vicuña cloth (Resolution Conf. 11.6);
- Export quotas for Acipensiformes species and list of registered caviar processing and repackaging plants (Resolution Conf. 12.7);
- Bear conservation and trade (Decision 12.27);
- Significant seizures of illegal shipments of Asian big cat parts or derivatives (Decision 12.29);
- Ivory trade controls (Decision 12.39);
- Conservation of and trade in tortoises and freshwater turtles (Decision 12.41);
- Progress in the implementation of a regional conservation strategy and national management plan for hawksbill turtles (Decision 12.44); and
- Use of the *Dissostichus* Catch Document used by CCAMLR and verification requirements (Decision 12.57).

*Note: Parties are also often asked, through Notifications or direct requests, to provide information to the Secretariat, so it can compile a required report (e.g. Decisions 12.37 and 12.39 on Control of internal ivory trade).*

### Information regularly required for Convention operation

- Changes in CITES authorities;
- Sample signatures, sample CITES documents;
- Invalid, lost, replacement or special permits;
- Accessions to the Convention and acceptance of the amendments;
- Reservations;
- Proposals;
- Article XIII responses;
- Registration of operations that artificially propagate or breed in captivity specimens of Appendix-I species for commercial purposes;
- Registration of scientific institutions entitled to the exemption provided by Article VII, paragraph 6, of the Convention;
- Information on nurseries involved in the export of CITES-listed plants;
- Register of legal exporters of sturgeon and paddlefish species;
- Registration of caviar processing and repackaging plants; and
- Uniform labelling scheme for caviar.

Biennial reports  
(draft of 2 December 2003)

Article VIII, paragraph 7, of the Convention requires each Party to submit to the CITES Secretariat a biennial report on legislative, regulatory and administrative measures taken to enforce the provisions of the Convention.

The present format for the submission of biennial reports was prepared in accordance with Decision 12.87 [and approved by the Standing Committee at its 50th meeting (Geneva, March 2004)].

This format allows Parties to present information in a standard manner, so that it can be easily computerized, with three main objectives:

- i) To enable monitoring of the implementation and effectiveness of the Convention;
- ii) To facilitate the identification of major achievements, significant developments, or trends, gaps or problems and possible solutions; and
- iii) To inform on substantive and procedural decision-making by the Conference of the Parties and various subsidiary bodies.

Information on the nature and extent of CITES trade should be incorporated into the annual report, whereas the biennial report should focus on measures taken to implement the Convention.

General principles

- i) The biennial report format that follows is divided into five parts:
  - A. **General information;**
  - B. **Legislative and regulatory measures:** those measures related to laws and regulations;
  - C. **Compliance and enforcement measures:** those measures related to compliance monitoring as well as administrative, civil or criminal enforcement;
  - D. **Administrative measures:** those measures related to the structure and activities of CITES authorities; and
  - E. **General feedback.**
- ii) Each biennial report should cover the period from 1 January of the first year to 31 December of the second year covered by the report. The report should be submitted to the Secretariat by 31 October of the year following the reporting period.
- iii) Biennial reports should be prepared in one of the three working languages of the Convention (English, French, Spanish).
- iv) Parties are encouraged to prepare and submit their biennial reports in electronic form.

Specific instructions

- i) Parties are encouraged to respond to all questions.
- ii) Unless otherwise indicated, responses should reflect measures taken during the reporting period.
- iii) This reporting format is intended to be completed by making use of tick boxes and expandable space.

- iv) The format is designed so that a reporting agency can take as much space as required to give a full answer.
- v) Should you require any clarification in the preparation of the report, please do not hesitate to contact the Secretariat.

**A. General information**

Party	
Period covered in this report: 1 January 2003 to 31 December 2004	
Details of agency preparing this report	
Contributing agencies, organizations or individuals	

**B. Legislative and regulatory measures**

1	Has information on CITES-relevant legislation already been provided under the CITES National Legislation Project? If yes, ignore questions 2, 3 and 4.	Yes (fully)	<input type="checkbox"/>					
		Yes (partly)	<input type="checkbox"/>					
		No	<input type="checkbox"/>					
		No information/unknown	<input type="checkbox"/>					
2	If your country has planned, drafted or enacted any CITES-relevant legislation, please provide the following details:	Title and date:	Status:					
		Brief description of contents:						
3	Is enacted legislation available in one of the working languages of the Convention?	Yes	<input type="checkbox"/>					
		No	<input type="checkbox"/>					
		No information	<input type="checkbox"/>					
4	If yes, please attach a copy of the full legislative text or key legislative provisions that were gazetted.	legislation attached	<input type="checkbox"/>					
		provided previously	<input type="checkbox"/>					
		not available, will send later	<input type="checkbox"/>					
5	Which of the following issues are addressed by any stricter domestic measures that your country has adopted for CITES-listed species (in accordance with Article XIV of the Convention)?	Tick all applicable						
		The conditions for:			The complete prohibition of:			
		Issue	Yes	No	No information	Yes	No	No information
		Trade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Taking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Possession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Additional comments								

6	What were the results of any review or assessment of the effectiveness of CITES legislation, with regard to the following items?				Tick all applicable
	Item	Adequate	Partially Inadequate	Inadequate	No information
	Powers of CITES authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clarity of legal obligations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Control over CITES trade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consistency with existing policy on wildlife management and use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Coverage of law for all types of offences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Coverage of law for all types of penalties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implementing regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Coherence within legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Please provide details if available:				
7	If no review or assessment has taken place, is one planned for the next reporting period?			Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>
			No information	<input type="checkbox"/>	
Please provide details if available:					
8	Has there been any review of legislation on the following subjects in relation to implementation of the Convention?			Tick all applicable	
	Subject	Yes	No	No information	
	Access to or ownership of natural resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Harvesting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Transporting of live specimens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Handling and housing of live specimens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Please provide details if available:					
9	Please provide details of any additional measures taken:				

### C. Compliance and enforcement measures

		Yes	No	No information
1	Have any of the following compliance monitoring operations been undertaken?			
	Review of reports and other information provided by traders and producers:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inspections of traders, producers, markets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Border controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have any administrative measures (e.g., fines, bans, suspensions) been imposed for CITES-related violations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	If Yes, please indicate how many and for what types of violations? If available, please attach details as Annex.			
4	Have any significant seizures, confiscations and forfeitures of CITES specimens been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5	<p>If information available:</p> <p><input type="checkbox"/> Significant seizures/confiscations</p> <p><input type="checkbox"/> Total seizures/confiscations</p> <p>If possible, please specify per group of species or attach details on annex.</p>	Number		
6	Have there been any criminal prosecutions of significant CITES-related violations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	If Yes, how many and for what types of violations? If available, please attach details as Annex.			
8	Have there been any other court actions of CITES-related violations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	If Yes, what were the violations involved and what were the results? Please attach details as Annex.			
10	How were the confiscated specimens generally disposed of?	Tick if applicable		
	- Return to country of export	<input type="checkbox"/>		
	- Public zoos or botanical gardens	<input type="checkbox"/>		
	- Designated rescue centres	<input type="checkbox"/>		
	- Approved, private facilities	<input type="checkbox"/>		
	- Euthanasia	<input type="checkbox"/>		
	- Other (specify)	<input type="checkbox"/>		
	Comments:			
11	Has your country provided to the Secretariat detailed information on significant cases of illegal trade (e.g. through an ECOMESSAGE or other means), or information on convicted illegal traders and persistent offenders?	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		Not applicable	<input type="checkbox"/>	
		No information	<input type="checkbox"/>	
	Comments:			
12	Has your country been involved in cooperative enforcement activities with other countries (e.g. exchange of intelligence, technical support, investigative assistance, joint operation, etc.)?	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No information	<input type="checkbox"/>	
13	If Yes, please give a brief description:			
14	Has your country offered any incentives to local communities to assist in the enforcement of CITES legislation, e.g. leading to the arrest and conviction of offenders?	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No information	<input type="checkbox"/>	
15	If Yes, please describe:			
16	Has there been any review or assessment of CITES-related enforcement?	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		Not applicable	<input type="checkbox"/>	
		No information	<input type="checkbox"/>	
	Comments:			
17	Please provide details of any additional measures taken:			

## D. Administrative measures

### **D1 Management Authority (MA)**

1	Have there been any changes in the designation of or contact information for the MA(s) in your country which are not yet reflected in the CITES Directory?	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	If Yes, please use the opportunity to provide those changes here.		
3	If there is more than one MA in your country, has a lead MA been designated?	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	If Yes, please name that MA and indicate whether it is identified as the lead MA in the CITES Directory.		
5	How many staff work in each MA?		
6	Can you estimate the percentage of time they spend on CITES related matters?  If yes, please give estimation	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	What are the skills/expertise of staff within the MA(s)?	Tick if applicable	
	- Administration		<input type="checkbox"/>
	- Biology		<input type="checkbox"/>
	- Economics/trade		<input type="checkbox"/>
	- Law/policy		<input type="checkbox"/>
	- Other (specify)		<input type="checkbox"/>
	- No information		<input type="checkbox"/>
8	Have the MA(s) undertaken or supported any research activities in relation to CITES species or technical issues (e.g. labelling, tagging, species identification) not covered in D2(8) and D2(9)?	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9	If Yes, please give the species name and provide details of the kind of research involved.		
10	Please provide details of any additional measures taken:		

### **D2 Scientific Authority (SA)**

1	Have there been any changes in the designation of or contact information for the SA(s) in your country which are not yet reflected in the CITES Directory?	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	If Yes, please use the opportunity to provide those changes here.		
3	Has your country designated a Scientific Authority independent from the Management Authority?	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	What is the structure of the SA(s) in your country?	Tick if applicable	
	- Government institution		<input type="checkbox"/>
	- Academic or research institution		<input type="checkbox"/>
	- Permanent committee		<input type="checkbox"/>
	- Pool of individuals with certain expertise		<input type="checkbox"/>
	- Other (specify)		<input type="checkbox"/>

5	How many staff work in each SA on CITES issues?		
6	Can you estimate the percentage of time they spend on CITES related matters?  If yes, please give estimation	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	What are the skills/expertise of staff within the SA(s)?	Tick if applicable	
	- Botany		<input type="checkbox"/>
	- Ecology		<input type="checkbox"/>
	- Fisheries		<input type="checkbox"/>
	- Forestry		<input type="checkbox"/>
	- Welfare		<input type="checkbox"/>
	- Zoology		<input type="checkbox"/>
	- Other (specify)		<input type="checkbox"/>
	- No information		<input type="checkbox"/>
8	Have any research activities been undertaken by the SA(s) in relation to CITES species?	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9	If Yes, please give the species name and provide details of the kind of research involved.		
	Species name	Populations	Distribution
	Off take	Legal trade	Illegal trade
	Other (specify)		
	1		
	2		
	3		
	etc.		
			No information <input type="checkbox"/>
10	Have any project proposals for scientific research been submitted to the Secretariat under Resolution Conf. 12.2?	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	Please provide details of any additional measures taken:		

### D3 Enforcement Authorities

1	To date, has your country advised the Secretariat of any enforcement authorities that have been designated for the receipt of confidential enforcement information related to CITES?	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	If No, please designate them here (with address, phone, fax and email).		
3	Has your country established a specialized unit responsible for CITES-related enforcement (e.g. within the wildlife department, Customs, the police, public prosecutor's office)?	Yes No Under consideration No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	If Yes, please state which is the lead agency for enforcement:		
5	Please provide details of any additional measures taken:		

**D4 Communication, information management and exchange**

1	To what extent is CITES information in your country computerized? <span style="float: right;">Tick if applicable</span>						
	– Monitoring and reporting of data on legal trade <span style="float: right;"><input type="checkbox"/></span>						
	– Monitoring and reporting of data on illegal trade <span style="float: right;"><input type="checkbox"/></span>						
	– Permit issuance <span style="float: right;"><input type="checkbox"/></span>						
	– Not at all <span style="float: right;"><input type="checkbox"/></span>						
– Other (specify) <span style="float: right;"><input type="checkbox"/></span>							
2	Do the following authorities have access to the Internet? <span style="float: right;">Tick if applicable</span>						
	Authority	Yes, continuous and unrestricted access	Yes, but only through a dial-up connection	Yes, but only through a different office	Some offices only	Not at all	Please provide details where appropriate
	Management Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Scientific Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enforcement Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Do you have an electronic information system providing information on CITES species?					Yes <input type="checkbox"/> No <input type="checkbox"/> No information <input type="checkbox"/>	
4	If Yes, does it provide information on: <span style="float: right;">Tick if applicable</span>						
	– Legislation (national, regional or international)? <span style="float: right;"><input type="checkbox"/></span>						
	– Conservation status (national, regional, international)? <span style="float: right;"><input type="checkbox"/></span>						
– Other (please specify)? <span style="float: right;"><input type="checkbox"/></span>							
5	Is it available through the Internet:					Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/> No information <input type="checkbox"/>	
	Please provide URL:						
6	Do the following authorities have access to the following publications? <span style="float: right;">Tick if applicable</span>						
	Publication	Management Authority	Scientific Authority	Enforcement Authority			
	<i>2003 Checklist of CITES Species</i> (book)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<i>2003 Checklist of CITES Species and Annotated Appendices</i> (CD-ROM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<i>Identification Manual</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<i>CITES Handbook</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

7	If not, what problems have been encountered to access to the mentioned information?		
8	Have enforcement authorities reported to the Management Authority on:	Tick if applicable	
	- Mortality in transport?		<input type="checkbox"/>
	- Seizures and confiscations?		<input type="checkbox"/>
	- Discrepancy in number of items in permit and number of items actually traded?		<input type="checkbox"/>
	Comments:		
9	Is there a government website with information on CITES and its requirements?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		No information	<input type="checkbox"/>
	If Yes, please give the URL:		
10	Have CITES authorities been involved in any of the following activities to bring about better accessibility to and understanding of the Convention's requirements to the wider public?	Tick if applicable	
	- Press releases/conferences		<input type="checkbox"/>
	- Newspaper articles, radio/television appearances		<input type="checkbox"/>
	- Brochures, leaflets		<input type="checkbox"/>
	- Presentations		<input type="checkbox"/>
	- Displays		<input type="checkbox"/>
	- Information at border crossing points		<input type="checkbox"/>
	- Telephone hotline		<input type="checkbox"/>
	- Other (specify)		<input type="checkbox"/>
	Please attach copies of any items as Annex.		
11	Please provide details of any additional measures taken:		

**D5 Permitting and registration procedures**

1	Have any changes in permit format or the designation and signatures of officials empowered to sign CITES permits/certificates been reported previously to the Secretariat?	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		Not applicable	<input type="checkbox"/>	
		No information	<input type="checkbox"/>	
	If no, please provide details of any:			
	Changes in permit format:			
	Changes in designation or signatures of relevant officials:			
2	To date, has your country developed written permit procedures for any of the following?	Tick if applicable		
		Yes	No	No information
	Permit issuance/acceptance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Registration of traders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Registration of producers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3	Please indicate how many CITES documents were issued or denied in the two year period? (Note that actual trade is normally reported in the Annual Report by Parties. This question refers to issued documents).					
	Year 1	Import or introduction from the sea	Export	Re-export	Other	Comments
	How many documents were issued?					
	How many applications were denied because of severe omissions or mis-information?					
	Year 2					
	How many documents were issued?					
	How many applications were denied because of severe omissions or mis-information?					
4	Were any CITES documents that were issued later cancelled and replaced because of severe omissions or mis-information?				Yes	<input type="checkbox"/>
					No	<input type="checkbox"/>
					No information	<input type="checkbox"/>
5	If Yes, please give the reasons for this.					
6	Please give the reasons for rejection of CITES documents from other countries.				Tick if applicable	
	Reason			Yes	No	No information
	Technical violations			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Suspected fraud			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insufficient basis for finding of non-detriment			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insufficient basis for finding of legal acquisition			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Are harvest and/or export quotas as a management tool in the procedure for issuance of permits?				Yes	<input type="checkbox"/>
					No	<input type="checkbox"/>
					No information	<input type="checkbox"/>
	Comments					
8	How many times has the Scientific Authority been requested to provide opinions?					
9	Has the MA charged fees for permit issuance, registration or related CITES activities?				Tick if applicable	
	– Issuance of CITES documents:				<input type="checkbox"/>	
	– Licensing or registration of operations that produce CITES species:				<input type="checkbox"/>	
	– Harvesting of CITES-listed species :				<input type="checkbox"/>	
	– Use of CITES-listed species:				<input type="checkbox"/>	
	– Assignment of quotas for CITES-listed species:				<input type="checkbox"/>	
	– Importing of CITES-listed species:				<input type="checkbox"/>	
– Other (specify):				<input type="checkbox"/>		
10	If Yes, please provide the amounts of such fees.					

11	Have revenues from fees been used for the implementation of CITES or wildlife conservation?	Tick if applicable
	<ul style="list-style-type: none"> <li>- Entirely: <span style="float: right;"><input type="checkbox"/></span></li> <li>- Partly: <span style="float: right;"><input type="checkbox"/></span></li> <li>- Not at all: <span style="float: right;"><input type="checkbox"/></span></li> <li>- Not relevant: <span style="float: right;"><input type="checkbox"/></span></li> </ul>	
	Comments:	
12	Please provide details of any additional measures taken:	

**D6 Capacity building**

1	Have any of the following activities been undertaken to enhance effectiveness of CITES implementation at the national level?	Tick if applicable																																																															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Increased budget for activities</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 50%;">Improvement of national networks</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Hiring of more staff</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Purchase of technical equipment for monitoring/enforcement</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Development of implementation tools</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Computerisation</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="4">- Other (specify) <span style="float: right;"><input type="checkbox"/></span></td> </tr> </table>	Increased budget for activities	<input type="checkbox"/>	Improvement of national networks	<input type="checkbox"/>	Hiring of more staff	<input type="checkbox"/>	Purchase of technical equipment for monitoring/enforcement	<input type="checkbox"/>	Development of implementation tools	<input type="checkbox"/>	Computerisation	<input type="checkbox"/>	- Other (specify) <span style="float: right;"><input type="checkbox"/></span>																																																			
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- Other (specify) <span style="float: right;"><input type="checkbox"/></span>																																																																	
2	Have the CITES authorities in your country been the <i>recipient</i> of any of the following capacity building activities provided by external sources?																																																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Please tick boxes to indicate which target group and which activity.</th> <th style="width: 10%; text-align: center;">Oral or written advice/guidance</th> <th style="width: 10%; text-align: center;">Technical assistance</th> <th style="width: 10%; text-align: center;">Financial assistance</th> <th style="width: 10%; text-align: center;">Training</th> <th style="width: 10%; text-align: center;">Other (specify)</th> <th style="width: 10%;">What were the external sources?</th> </tr> </thead> <tbody> <tr> <td>Target group</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Staff of Management Authority</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Staff of Scientific Authority</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Staff of enforcement authorities</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Traders</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>NGOs</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Other (specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>		Please tick boxes to indicate which target group and which activity.	Oral or written advice/guidance	Technical assistance	Financial assistance	Training	Other (specify)	What were the external sources?	Target group							Staff of Management Authority	<input type="checkbox"/>		Staff of Scientific Authority	<input type="checkbox"/>		Staff of enforcement authorities	<input type="checkbox"/>		Traders	<input type="checkbox"/>		NGOs	<input type="checkbox"/>		Public	<input type="checkbox"/>		Other (specify)	<input type="checkbox"/>																													
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3	Have the CITES authorities in your country been the <i>providers</i> of any of the following capacity building activities?						Details
	Please tick boxes to indicate which target group and which activity.						
	Target group	Oral or written advice/guidance	Technical assistance	Financial assistance	Training	Other (specify)	
	Staff of Management Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Staff of Scientific Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Staff of enforcement authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Traders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	NGOs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Please provide details of any additional measures taken:						
	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Other parties/International meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**D7 Collaboration/co-operative initiatives**

1	Is there an inter-agency or inter-sectoral committee on CITES?						Yes	<input type="checkbox"/>
							No	<input type="checkbox"/>
							No information	<input type="checkbox"/>
2	If Yes, which agencies are represented and how often does it meet?							
3	If No, please indicated the frequency of meetings or consultancies used by the MA to ensure co-ordination among CITES authorities (e.g. other MAs, SA(s), Customs, police, others):							
		Daily	Weekly	Monthly	Annually	None	No information	Other (specify)
	Meetings	<input type="checkbox"/>						
	Consultations	<input type="checkbox"/>						
4	At the national level have there been any efforts to collaborate with:					Tick if applicable		Details if available
	Agencies for development and trade					<input type="checkbox"/>		
	Provincial, state or territorial authorities					<input type="checkbox"/>		
	Local authorities or communities					<input type="checkbox"/>		
	Indigenous peoples					<input type="checkbox"/>		
	Trade or other private sector associations					<input type="checkbox"/>		
	NGOs					<input type="checkbox"/>		
Other (specify)					<input type="checkbox"/>			

5	To date, have any Memoranda of Understanding or other formal arrangements for institutional cooperation related to CITES been agreed between the MA and the following agencies?	Tick if applicable	
	SA		<input type="checkbox"/>
	Customs		<input type="checkbox"/>
	Police		<input type="checkbox"/>
	Other border authorities (specify)		<input type="checkbox"/>
	Other government agencies		<input type="checkbox"/>
	Private sector bodies		<input type="checkbox"/>
	NGOs Other (specify)		<input type="checkbox"/> <input type="checkbox"/>
6	Has your country participated in any regional activities related to CITES?	Tick if applicable	
	Workshops		<input type="checkbox"/>
	Meetings		<input type="checkbox"/>
	Other (specify)		<input type="checkbox"/>
7	Has your country encouraged any non-Party to accede to the Convention?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		No information	<input type="checkbox"/>
8	If Yes, which one(s) and in what way?		
9	Has your country provided technical or financial assistance to another country in relation to CITES?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		No information	<input type="checkbox"/>
10	If Yes, which country(ies) and what kind of assistance was provided?		
11	Has your country provided any data for inclusion in the CITES Identification Manual?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		No information	<input type="checkbox"/>
12	If Yes, please give a brief description.		
13	Has your country taken measures to achieve co-ordination and reduce duplication of activities between the national authorities for CITES and other multilateral environmental agreements (e.g. the biodiversity-related Conventions)?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		No information	<input type="checkbox"/>
14	If Yes, please give a brief description.		
15	Please provide details of any additional measures taken:		

**D8 Areas for future work**

1	Are any of the following activities needed to enhance effectiveness of CITES implementation at the national level and what is the respective level of priority?			
	Activity	High	Medium	Low
	Increased budget for activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hiring of more staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Development of implementation tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Improvement of national networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Purchase of new technical equipment for monitoring and enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Computerisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Has your country encountered any difficulties in implementing specific Resolutions or Decisions adopted by the Conference of the Parties?	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No information	<input type="checkbox"/>	
3	If Yes, which one(s) and what is the main difficulty?			
4	Have any constraints to implementation of the Convention arisen in your country requiring attention or assistance?	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No information	<input type="checkbox"/>	
5	If Yes, please describe the constraint and the type of attention or assistance that is required.			
6	Has your country identified any measures, procedures or mechanisms within the Convention that would benefit from review and/or simplification?	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No information	<input type="checkbox"/>	
7	If Yes, please give a brief description.			
8	Please provide details of any additional measures taken:			

**E. General feedback**

Please provide any additional comments you would like to make, including comments on this format.

Thank you for completing the form. Please remember to include relevant attachments, referred to in the report. For convenience these are listed again below:

Question	Item		
B4	Copy of full text of CITES-relevant legislation	Enclosed	<input type="checkbox"/>
		Not available	<input type="checkbox"/>
		Not relevant	<input type="checkbox"/>
C3	Details of violations and administrative measures imposed	Enclosed	<input type="checkbox"/>
		Not available	<input type="checkbox"/>
		Not relevant	<input type="checkbox"/>
C5	Details of specimens seized, confiscated or forfeited	Enclosed	<input type="checkbox"/>
		Not available	<input type="checkbox"/>
		Not relevant	<input type="checkbox"/>
C7	Details of violations and results of prosecutions	Enclosed	<input type="checkbox"/>
		Not available	<input type="checkbox"/>
		Not relevant	<input type="checkbox"/>
C9	Details of violations and results of court actions	Enclosed	<input type="checkbox"/>
		Not available	<input type="checkbox"/>
		Not relevant	<input type="checkbox"/>
D4(10)	Details of nationally produced brochures or leaflets on CITES produced for educational or public awareness purposes,  Comments	Enclosed	<input type="checkbox"/>
		Not available	<input type="checkbox"/>
		Not relevant	<input type="checkbox"/>

Interpretation and implementation of the Convention

National reports

Report of the working group on reporting requirements

SUMMARY OF RESPONSES TO NOTIFICATION TO THE PARTIES NO. 2003/084  
ON NATIONAL REPORTING UNDER THE CONVENTION

By 8 March 2004, the Working Group on Reporting Requirements had received a total of 22 responses to Notification to the Parties No. 2003/084 of 16 December 2004 (from Belgium, Brazil, Bulgaria, Brunei Darussalam, Chile, China, Costa Rica, El Salvador, Germany, Mexico, Monaco, Namibia, New Zealand, Norway, Peru, Poland, Portugal, Saint Lucia, Spain, Trinidad and Tobago, the United Kingdom of Great Britain and Northern Ireland and the United States of America). The responses are summarized below.

Annual reports

What has been your experience to date with the preparation and submission of annual reports, including any past or present constraints that you have addressed or are addressing?

- All of the Parties responding found the *Guidelines for the preparation and submission of CITES annual reports* (distributed with Notification to the Parties No. 2002/022 of 9 April 2002), which include a standard recommended format, essentially clear and easy to use. There was a suggestion, however, that the terminology for describing specimens and units of measurement should be checked and updated. It was further suggested that measurement units used in relation to trade in 'parts', especially carvings, should be standardized and that non-standard units such as 'boxes', 'cartons' and 'bales' should not be used. [N.B. Section 3, paragraph d), of the Guidelines already states that quantities should always be recorded in standard units of measure and never in non-standard units such as 'boxes', 'cartons' or 'bales' and section 5 defines 'carving'].
- Approximately half of the Parties responding continue to issue permits and to prepare reports manually, which makes the process quite time-consuming. The computerized systems adopted by a number of Parties greatly simplify and expedite the process but there is an interest in upgrading old systems and developing new ones that can be used to generate reports as well as to issue permits. Several Parties that have used computerized systems for some time are now developing and testing web-based systems.
- Even with computerized systems, there have been problems with data entry errors. Some Parties have addressed the problem by incorporating the species databank provided by UNEP-WCMC. This has also helped with the taxonomic ordering of annual report data.
- A few Parties mentioned having institutional constraints such as insufficient assigned personnel or a lack of coordination among relevant agencies. Two Parties with multiple Management Authorities are taking steps to consolidate their separate reports into a single report. Two other Parties have developed legislation to improve the gathering of import permits and to provide for an inter-agency coordinating committee, respectively.
- Mention was made of the difficulty in obtaining unused or expired permits and the inability to report actual trade. One Party noted that reporting at higher taxa level for artificially propagated orchids has helped to reduce its workload.

Have you ever requested help from UNEP-WCMC with the preparation of annual reports and the provision of information from the CITES trade database? Why or why not?

- None of the Parties responding had requested help from UNEP-WCMC with the preparation of annual reports. They said that no assistance was sought because: the format and guidelines were clear; questions which arose were solved with the help of the Secretariat; the level of CITES trade was small or insignificant; responsible officials had substantial experience in the preparation of reports; basic facilities existed to prepare reports; they had no information on the precise functions of UNEP-WCMC; and the constraints facing them were not related to information held by UNEP-WCMC. One Party had requested feedback from UNEP-WCMC on the report it had submitted for 2002 because a new team had prepared the report.
- Over two-thirds of the Parties responding had never requested help from UNEP-WCMC with the provision of information from the CITES trade database. One Party said that it directed questions to the Secretariat but had referred national NGOs to UNEP-WCMC for such information. Another Party said that obtaining such data would be helpful and it would ask for such information in the future. It was pointed out that UNEP-WCMC provided regular reviews of comparative trade data to member States of the European Union which were useful in detecting illegal trade.
- Of the Parties which had requested trade-related data from UNEP-WCMC, some made such requests on a regular basis. All of the Parties found UNEP-WCMC to be quite responsive and the information to be helpful. The type of information requested included: data regarding certain taxa or groups of taxa in trade; trade by neighbouring or other countries; the species database; advice on the submission of retrospectively-acquired trade data not included in an earlier report; and comparative reports of past years showing the proportion of trade in specimens of certain species carried out by various countries.
- One Party noted that such trade data has helped in the development of species proposals for consideration by the Conference of the Parties, preparation for meetings of the Conference of the Parties and permanent committees, the determination as to whether a permit should be issued for a species, the analysis of trade subject to a quota and the development of intelligence on trade. It encouraged other Parties which have not done so to take advantage of the opportunity to obtain various kinds of CITES trade data from UNEP-WCMC.

Would it help you to receive a short critique of your annual report from UNEP-WCMC after it is submitted?

- All Parties responding agreed that it would be useful to receive a critique of their annual report from UNEP-WCMC. One Party mentioned that potential errors identified by UNEP-WCMC in the past had usually been confirmed as actual errors and that their correction had led to the submission of more accurate reports. Another Party noted that such critiques could help to improve CITES information management overall. Still another Party said that it would prefer that such critiques not lead to any changes in the annual report requirement and format.

Biennial reports

Do you have any general or specific comments on the draft format for biennial reports contained in Annex 2 [to Notification to the Parties No. 2003/084] that could assist the Working Group in developing a further draft for the Standing Committee's consideration?

- Several Parties congratulated the Working Group on its work to develop a draft format for biennial reports. With one exception, all Parties responding expressed general support for the format. Specific suggestions for improving the format (e.g. to clarify or delete certain questions or to remove any duplication of annual report data) were made by a number of Parties and these will be incorporated directly into a revised draft format. It was suggested that the format should ensure that the same period is covered by all Parties.
- A number of Parties thought that the questionnaire format was a concise, simple and easy-to-use tool which would expedite the preparation of biennial reports. In addition to offering good guidance for the submission of standard information, they believed it would help with monitoring and

evaluating the implementation of the Convention. This, in turn, could assist in the identification of aspects that were addressed effectively and those that needed attention. One Party found that the format was too difficult and complicated for Parties to complete correctly. It suggested that Parties might instead use a narrative document to provide information on legislative, regulatory and administrative measures. Another Party said that it would not be able to complete all sections of the format because certain information was not always communicated to it.

- One Party noted that if the biennial (and annual report) could be more efficiently produced and used, it would be an important step forward for the Convention. The same Party welcomed the idea that comments based on experience through use be invited and that the report structure was subject to regular review.

#### Computer software for permit issuance and reporting

##### *Do you have any simple software for permit issuance and reporting?*

- Only one Party responding indicated that it had a 'simple' software for permit issuance and reporting. Several other Parties said that they used databases (often created in Microsoft Access) but these were rather complex, required trained personnel or were not readily available to use by another country given the different language or legal system.
- A few Parties reported having software for permit preparation or issuance or registration (e.g. Microsoft Excel or Word) but not for the automatic generation of reports. One Party said that it had designed a program to elaborate reports following the CITES guidelines but it had not been used.
- Six Parties said that they did not have any relevant software.

##### *If so, could you provide details and would you be willing to share this software and related experience?*

- Virtually all Parties expressed willingness to share their software and related experience with the caveat that their system may not be easily adapted and used by others. Several Parties described their systems in some detail. One Party said that it was not authorized to share its software.

##### *If not, are you interested in learning how to develop or use such software?*

- With one exception, all Parties responding said they were interested in learning about or using simple software for permit issuance and reporting.

##### *Are you interested in developing or testing Web-based modules for permit issuance, checking and reporting?*

- With two exceptions, all Parties responding said they were interested in developing or testing Web-based modules for permit issuance, checking and reporting – taking into account the need to address security issues. One Party suggested that the high cost of developing a computerized system at the national level could be avoided if a system were adopted for all Parties. As mentioned above, several Parties are already moving towards a Web-based system.
- One Party felt that it was premature to consider Web-based modules at this time because of the need to ensure data security, potential technical problems in using the web, the potential cost of such modules and the inability of some poor countries to develop computerized systems.

#### Other

##### *Do you have any other comments, suggestions or information you would like to provide on reporting requirements under the Convention?*

- One Party expressed interest in accessing the CITES trade database from the Internet.
- Another Party pointed out that information disseminated through the Internet should be available in printed format as well because not all Management Authorities had access to Internet.

- One Party mentioned that implementation information from Parties had been included to some degree in the regional reports to the Standing Committee. The relevance and content of such regional reports should be reconsidered once a standard format for biennial reports was adopted.
- Another Party urged the Working Group to make every effort to ensure that Parties record actual trade as the data compiled in annual reports is an essential means for monitoring trade and useful as an intelligence and compliance tool.