

**Guidelines for the preparation and submission of
CITES annual reports
(February 2011)**

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1. Introduction

Article VIII, paragraph 7, of the Convention requires each Party to submit to the Secretariat an annual report summarizing the following information:

- the number and type of permits and certificates granted;
- the States with which trade in specimens of species included in Appendices I, II and III occurred;
- the numbers or quantities and types of specimens and the names of species as included in Appendices I, II and III; and
- the size and sex of the specimens in question.

The present guidelines for the submission of annual reports were prepared by the Secretariat in accordance with Resolution Conf. 11.17 (Rev. CoP13¹) and were approved by the Standing Committee. They were corrected by the Secretariat following the 15th meeting of the Conference of the Parties (Doha, 2010) 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.

One of the functions of these guidelines is to encourage Parties to present information in a standard form, so that it can be easily computerized, with two main objectives:

- to enable monitoring of the extent of world trade in each species included in the CITES Appendices and the identification of potentially harmful trade; and
- to enable monitoring of the implementation of the Convention and the detection of potentially illicit trade.

The standard format proposed herein is designed for data on specimens imported, exported, re-exported or introduced from the sea, or on permits or certificates issued. It does not deal with any other information to be included in a report (such as information on administration and details of prosecutions), which may be presented in the format considered by the reporting Management Authority to be the most appropriate.

2. General principles

- a) Annual reports must contain information on imports, exports, re-exports and introductions from the sea of specimens of all species included in Appendices I, II and III.

However, as information on trade in manufactured products is of limited use, it is considered acceptable for records of trade in manufactured specimens of species in Appendices II and III to be summarized in the report [see paragraph g) below]. Where the products include contents not derived from CITES species, the figure recorded should, as far as possible, be the amount that is actually from specimens of CITES species.

- b) Each annual report should cover the period 1 January to 31 December.
- c) Annual reports should be prepared in one of the three working languages of the Convention: English, French and Spanish.
- d) The data should be divided into two main categories:
- IMPORTS; and
 - EXPORTS AND RE-EXPORTS.

¹ Subsequently revised at the 14th meeting of the Conference of the Parties, and now Resolution Conf. 11.17 (Rev. CoP14).

A separate section may be made to summarize the imports, exports and re-exports of manufactured products derived from species included in Appendices II and III.

Any introductions from the sea should be included in the section on imports.

- e) As far as possible, the data in the report should record the actual trade that took place, i.e. the quantity of specimens that entered or left the country. If it is not possible to report the actual exports and re-exports, the data on such trade should come from each permit and certificate issued.

The report should state clearly whether the data used for the records of imports and exports/re-exports are based on permits/certificates issued or on actual trade.

- f) The animal and plant species traded should be listed in the taxonomic order given in the Appendices of the Convention, under the following headings: Mammalia, Aves, Reptilia, Amphibia, Elasmobranchii, Actinopterygii, Sarcopterygii, Holothuroidea, Arachnida, Insecta, Hirudinoidea, Bivalvia, Gastropoda, Anthozoa, Hydrozoa, Flora. The species of flora should be listed following the alphabetical order of the families. Within each family, genera and species should be arranged alphabetically.
- g) The report should include a record of each shipment of each species. However, for shipments of manufactured products derived from species in Appendices II and III [see paragraph a) above] the trade may be summarized.

Summaries of trade in manufactured products of species in Appendix II and III need indicate only the following: the number and type of permits and certificates granted; the States with which such trade occurred; and the names of the species and the total numbers or quantities and types of specimens.

- h) The data should include entries, in the appropriate taxonomic position, in respect of specimens seized and/or confiscated [see recommendation 3 i) below].
- i) Any record relating to a specimen that was traded in accordance with an exemption, under Article VII of the Convention, should be annotated to show this. The annotation may be included in the column for 'Source' or 'Remarks'.

3. Specific instructions

The headings in this section refer to the column headings in the recommended format for reports, in section 4 below.

a) Appendix

Enter the number of the Appendix in which the taxon was listed at the time the trade was authorized.

NB: If a specimen of a species in Appendix I is considered or treated as being in Appendix II because it was bred in captivity or artificially propagated, or because the trading Party has entered a reservation, the specimen is nonetheless of a species in Appendix I.

b) Species

Enter the scientific name of the species or subspecies, using the binomial (genus and species) or trinomial (genus, species and subspecies).

The scientific names used must be those recorded in the Appendices or, for species included in the Appendices as part of a higher-taxon listing, those included in the standard lists of names approved by the Conference of the Parties. (Approved names are also found in the *Checklist of CITES species*, the *CITES bulb checklist*, the *CITES Cactaceae checklist* and the *CITES orchid checklist*.)

The names of higher taxa should not be used to indicate the species traded unless the specimens can not be identified, in which case the name of the genus must be indicated (see separate relevant Notifications, e.g. regarding trade in stony corals).

Regarding plants, Parties should:

- i) 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;
- ii) distinguish in their annual reports between plant specimens of wild and of artificially propagated origin;
- iii) consult their national timber organizations to identify any anomalies in their annual reports and to discuss remedies if such anomalies exist; and
- iv) 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.

Regarding raw ivory, Parties should 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;

Regarding black corals, Parties should make every effort to report trade at the species level but, if this is not practical, they should adopt the following guidance:

- a) for trade in worked specimens of black coral where the species cannot be readily determined, the specimens may be recorded at the genus level and where the genus cannot be readily determined, the trade may be recorded at the level of Order 'Antipatharia';
- b) trade in raw black coral and live black coral should continue to be identified in trade to species level; and

Regarding stony corals, Parties should make every effort to report trade at the species level or, if this is not practical, at the generic level at least. However, Parties should note that:

- i) for shipments where 'base rock' and 'substrate' made of coral, but not including pieces of coral collected alive and exported dead, can not be identified to the level of genus, the trade may be recorded at the level of order [see Resolution Conf. 11.10 (Rev. CoP15)]; and
- ii) shipments of coral sand and coral gravel that do not contain large pieces of gravel may be recorded at the level of order (Scleractinia) [see Resolution Conf. 11.10 (Rev. CoP15)].

The common name of the species may be recorded in addition to the scientific name, but it is not required.

c) Description

Enter the description of the specimens in accordance with the terminology of specimens listed in section 5 a) below. If codes are used to indicate the type of specimen (for example, if the annual report is computerized) the codes in section 5. a) should be used. If it is not clear which is the correct term to use, or if the specimens are not apparently covered by any of the terms in section 5. a), use whatever terms are appropriate to ensure that the specimens are accurately described.

NB: The terms in section 5. a) are not necessarily for use on permits. The descriptions of specimens on permits should be as precise as possible.

d) Quantity

Enter the quantity of specimens that is appropriate to the type of specimen, in accordance with the list in section 5 a) below.

The quantity recorded should be only the quantity of the specimen of the species named. For example, if 10 kg of cloth contains only 100 g of hair of *Lama guanicoe*, the quantity recorded should be only 100 g.

The preferred unit of quantity indicated in section 5. a) should be recorded if possible. Otherwise the alternative unit that is indicated should be used. Both units may be recorded if the data are available. If the unit of quantity used is neither the preferred unit nor the alternative unit, the annual report should contain the conversion factor to one of these units.

If the data can not be obtained to allow entry of either the preferred or the alternative units, the quantity of specimens should be recorded so as to allow:

- verification of the quantity actually traded; and
- where relevant, estimation of the impact of the trade on the wild population of the species.

As far as possible, quantities should be recorded in metric measures.

Quantities should always be recorded in standard units of measure and never in non-standard units such as 'boxes', 'cartons' or 'bales'.

e) Quotas

For species subject to quotas, include a table listing the species and specimens, the level of the quota and the total number or quantity of specimens for which export was authorized or, preferably, the total number or quantity actually exported. This should be done for the national quotas as well as for those determined by the Conference of the Parties.

f) Country of export/origin/destination

In the section of the annual report on exports and re-exports, record:

- country of destination; and
- country of origin of re-exports.

In the section of the annual report on imports, record:

- country from which the specimens were consigned (i.e. country of export or re-export); and
- country of origin, if it is a different country.

The name of the country in each case should either be indicated in full or by the use of two-letter codes for the representation of names of countries, in accordance with the list in section 5 b) below.

g) Permit or certificate number

In the case of exports and re-exports, enter the number of the permit or certificate issued to cover the shipment.

In the case of imports, enter the number of the export permit, re-export certificate or other certificate issued by the Management Authority or competent authority of the exporting or re-exporting country. (Do not enter the number of the import permit.)

In the case of introductions from the sea, enter the number of the certificate of introduction.

h) Purpose

Enter the purpose of the transaction in accordance with the terminology in section 5 c) below. If the purpose is not one of those specified, it should be explained in the section for remarks.

i) Source

Enter the source of the specimens in accordance with the terminology in section 5 d) below. This column should also be used to indicate specimens seized, confiscated or illegally traded.

j) Remarks

This column should be used to:

- justify omission in other columns, such as the name of the country of origin;
- indicate introductions from the sea;
- indicate whether a specimen was traded in accordance with one of the exemptions under Article VII of the Convention if this is not indicated in another column (e.g. if the specimens were pre-Convention or traded between registered scientific institutions);
- indicate the registration numbers in the case of transactions between registered scientists or scientific institutions;
- include any additional information on confiscated or seized specimens;
- specify identification markings (tag number, ring number, etc.).

4. Recommended format

Annual reports may be submitted in the form of printed or hand-written reports or in electronic format. In either case, the information submitted should correspond to that indicated in the following tables.

IMPORTS

Appendix	Species	Description	Quantity	Country of export or re-export	Number of export permit or re-export certificate	Country of origin of re-exports	Purpose	Source	Remarks

EXPORTS/RE-EXPORTS

Appendix	Species	Description	Quantity	Country of destination	Number of export permit or re-export certificate	Country of origin of re-exports	Purpose	Source	Remarks

5. Terminology

a) Description of specimens and units of quantity

Description	Code	Preferred unit	Alternative unit	Explanation
baleen	BAL	kg	no.	whalebone
bark	BAR	kg		tree bark (raw, dried or powdered; unprocessed)
body	BOD	no.	kg	substantially whole dead animals, including fresh or processed fish, stuffed turtles, preserved butterflies, reptiles in alcohol, whole stuffed hunting trophies, etc.
bone	BON	kg	no.	bones, including jaws
calipee	CAL	kg		calipee or calipash (turtle cartilage for soup)
carapace	CAP	no.	kg	raw or unworked whole shells of Testudines species
carving	CAR	kg	m ³	carvings (including wood, and including finished wood products such as furniture, musical instruments and handicrafts). NB: there are some species from which more than one type of product may be carved (e.g. horn and bone); where necessary, the description should therefore indicate the type of product (e.g. horn carving)
caviar	CAV	kg		unfertilized dead processed eggs from all species of Acipenseriformes; also known as roe
chips	CHP	kg		chips of timber, especially <i>Aquilaria</i> spp., <i>Gyrinops</i> spp. and <i>Pterocarpus santalinus</i>
claw	CLA	no.	kg	claws – e.g. of Felidae, Ursidae or Crocodylia (NB: 'turtle claws' are usually scales and not real claws)
cloth	CLO	m ²	kg	cloth – if the cloth is not made entirely from the hair of a CITES species, the weight of hair of the species concerned should instead, if possible, be recorded under 'HAI'
coral (raw)	COR	kg	no.	coral, raw or unworked. NB: the trade should be recorded by number of pieces only if the coral specimens are transported in water
culture	CUL	no. of flasks, etc.		cultures of artificially propagated plants
derivatives	DER	kg/l		derivatives (other than those included elsewhere in this table)
dried plant	DPL	no.		dried plants – e.g. herbarium specimens
ear	EAR	no.		ears – usually elephant
egg	EGG	no.	kg	whole dead or blown eggs (see also 'caviar')
egg (live)	EGL	no.	kg	live fertilized eggs – usually birds and reptiles but includes fish and invertebrates
eggshell	SHE	g/kg		raw or unworked eggshell except whole eggs
extract	EXT	kg	l	extract – usually plant extracts

Description	Code	Preferred unit	Alternative unit	Explanation
feather	FEA	kg/ no. of wings	no.	feathers – in the case of objects (e.g. pictures) made of feathers, record the number of objects
fibre	FIB	kg	m	fibres – e.g. plant fibre but includes strings of tennis rackets
fin	FIN	kg		fresh, frozen or dried fins and parts of fins
fingerlings	FIG	kg	no.	juvenile fish of one or two years of age for the aquarium trade, hatcheries or for release operations
flower	FLO	kg		flowers
flower pot	FPT	no.		flower pots made from parts of a plant – e.g. treefern fibres (NB: live plants traded in so-called 'community pots' should be recorded as 'live plants', not as flower pots)
frog legs	LEG	kg		frog legs
fruit	FRU	kg		fruit
foot	FOO	no.		feet – e.g. of elephant, rhinoceros, hippopotamus, lion, crocodile, etc.
gall	GAL	kg		gall
gall bladder	GAB	no.	kg	gall bladder
garment	GAR	no.		garments – including gloves and hats but not shoes. Includes trimming or decoration on garments
genitalia	GEN	kg	no.	castrates and dried penes
graft rootstock	GRS	no.		graft rootstocks (without the grafts)
hair	HAI	kg	g	hair – includes all animal hair, e.g. of elephant, yak, vicuña, guanaco
horn	HOR	no.	kg	horns – includes antlers
leather product (large)	LPL	no.		large manufactured products of leather – e.g. briefcases, furniture, suitcases, travel trunks
leather product (small)	LPS	no.		small manufactured products of leather – e.g. belts, braces, bicycle saddles, cheque book or credit card holders, earrings, handbags, key fobs, notebooks, purses, shoes, tobacco pouches, wallets, watch-straps
live	LIV	no.	kg	live animals and plants
leaf	LVS	kg	no.	leaves
logs	LOG	m ³		all wood in the rough, whether or not stripped of bark or sapwood, or roughly squared, for processing notably into sawn wood, pulpwood or veneer sheets. NB: trade in logs of special purpose timbers traded by weight (e.g. lignum vitae, <i>Guaiacum</i> spp.) should be recorded in kg
meat	MEA	kg		meat, including flesh of fish if not whole (see 'body'), fresh or unprocessed meat as well as processed meat (e.g. smoked, raw, dried, frozen or tinned)

Description	Code	Preferred unit	Alternative unit	Explanation
medicine	MED	kg/l		medicine
musk	MUS	g		musk
oil	OIL	kg	l	oil – e.g. from turtles, seals, whales, fish, various plants
piece – bone	BOP	kg		pieces of bone, not manufactured
piece – horn	HOP	kg		pieces of horn, not manufactured – includes scrap
piece – ivory	IVP	kg		ivory pieces, not manufactured – includes scrap
plate	PLA	m ²		plates of fur skins – includes rugs if made of several skins
plywood	PLY	m ²	m ³	material consisting of three or more sheets of wood glued and pressed one on the other and generally disposed so that the grains of successive layers are at an angle
powder	POW	kg		powder
root	ROO	no.	kg	roots, bulbs, corms or tubers NB: For the agarwood-producing taxa <i>Aquilaria</i> spp. and <i>Gyrinops</i> spp., the preferred unit is 'kilograms'. The alternative unit is 'number'.
sawn wood	SAW	m ³		wood simply sawn lengthwise or produced by a profile-chipping process; normally exceeds 6mm in thickness. NB: trade in sawn wood of special purpose timbers traded by weight (e.g. lignum vitae, <i>Guaiacum</i> spp.) should be recorded in kg
scale	SCA	kg		scales – e.g. of turtle, other reptiles, fish, pangolin
seed	SEE	kg		seeds
shell	SHE	no.	kg	raw or unworked shell of molluscs
side	SID	no.		sides or flanks of skins; does not include crocodilian Tinga frames (see under 'skin')
skeleton	SKE	no.		substantially whole skeletons
skin	SKI	no.		substantially whole skins, raw or tanned, including crocodilian Tinga frames, external body lining, with or without scales
skin piece	SKP	kg		skin pieces – including scraps, raw or tanned
skull	SKU	no.		skulls
soup	SOU	kg	l	soup – e.g. of turtle
specimen (scientific)	SPE	kg/l/ml/ no.		scientific specimens – includes blood, tissue (e.g. kidney, spleen, etc.), histological preparations, preserved museum specimens, etc.
stem	STE	no.	kg	plant stems NB: For the agarwood-producing taxa <i>Aquilaria</i> spp. and <i>Gyrinops</i> spp., the preferred unit is 'kilograms'. The alternative unit is 'number'.

Description	Code	Preferred unit	Alternative unit	Explanation
swim bladder	SWI	kg		hydrostatic organ, including isinglass / sturgeon glue
tail	TAI	no.	kg	tails – e.g. of caiman (for leather) or fox (for garment trimming, collars, boas, etc.)
tooth	TEE	no.	kg	teeth – e.g. of whale, lion, hippopotamus, crocodile, etc.
timber	TIM	m ³	kg	raw timber except saw-logs and sawn wood
trophy	TRO	no.		trophy – all the trophy parts of one animal if they are exported together: e.g. horns (2), skull, cape, backskin, tail and feet (i.e. ten specimens) constitute one trophy. But if, for example, the skull and horns are the <u>only</u> specimens of an animal that are exported, then these items together should be recorded as one trophy. Otherwise the items should be recorded separately. A whole stuffed body is recorded under 'BOD'. A skin alone is recorded under 'SKI'
tusk	TUS	no.	kg	substantially whole tusks, whether or not worked. Includes tusks of elephant, hippopotamus, walrus, narwhal, but not other teeth
veneer sheets – rotary veneer – sliced veneer	VEN VEN	m ³ m ²	kg kg	thin layers or sheets of wood of uniform thickness, usually 6mm or less in thickness, usually peeled (rotary veneer) or sliced (sliced veneer), for use in making plywood, for veneering furniture, veneer containers, etc.
wax	WAX	kg		wax, including ambergris
whole	WHO	kg	no.	entire animal or plant (dead or alive)

Key to units (equivalent non metric measurements may be used)

g = grams
kg = kilograms
l = litres
cm³ = cubic centimetres
ml = millilitres
m = metres
m² = square metres
m³ = cubic metres
no. = number of specimens

b) Names of countries and territories

The countries and entities listed below are designated in accordance with the *English country names and code elements* published by the International Organization for Standardization (ISO). Out-of-date names of countries and territories are retained for purposes of recording re-exports of specimens originating in those places. The ISO list is based on the list included in the *United Nations Standard Country or Area Code for Statistical Use* established by the Statistical Office of the United Nations. The names of countries, territories or other areas correspond to those given in the United Nations *Terminology Bulletin*, issued by the Department of Conference Services. Some additional entities are included in the ISO International Standard with a view to providing more complete global coverage. However, the designations do not imply the expression of any opinion whatsoever on the part of the CITES Secretariat or the Secretariat of the United Nations concerning the legal status of any country, territory, city or area, or of its authorities, or concerning the delimitation of its frontiers or boundaries.

Code	Name
AF	Afghanistan
AX	Åland Islands
AL	Albania
DZ	Algeria
AS	American Samoa
AD	Andorra
AO	Angola
AI	Anguilla
AQ	Antarctica
AG	Antigua and Barbuda
AR	Argentina
AM	Armenia
AW	Aruba
AU	Australia
AT	Austria
AZ	Azerbaijan
BS	Bahamas
BH	Bahrain
BD	Bangladesh
BB	Barbados
BY	Belarus
BE	Belgium
BZ	Belize
BJ	Benin
BM	Bermuda
BT	Bhutan
BO	Bolivia, Plurinational State of
BQ	Bonaire, Saint Eustatius and Saba

Code	Name
BA	Bosnia and Herzegovina
BW	Botswana
BV	Bouvet Island
BR	Brazil
IO	British Indian Ocean Territory
BN	Brunei Darussalam
BG	Bulgaria
BF	Burkina Faso
BI	Burundi
KH	Cambodia
CM	Cameroon
CA	Canada
CV	Cape Verde
KY	Cayman Islands
CF	Central African Republic
TD	Chad
CL	Chile
CN	China
CX	Christmas Island
CC	Cocos (Keeling) Islands
CO	Colombia
KM	Comoros
CG	Congo
CK	Cook Islands
CR	Costa Rica
CI	Côte d'Ivoire
HR	Croatia
CU	Cuba

Code	Name
CW	Curaçao
CY	Cyprus
CZ	Czech Republic
KP	Democratic People's Republic of Korea
CD	Democratic Republic of the Congo
DK	Denmark
DJ	Djibouti
DM	Dominica
DO	Dominican Republic
EC	Ecuador
EG	Egypt
SV	El Salvador
GQ	Equatorial Guinea
ER	Eritrea
EE	Estonia
ET	Ethiopia
FK	Falkland Islands (Malvinas) ²
FO	Faroe Islands
FJ	Fiji
FI	Finland
FR	France
GF	French Guiana
PF	French Polynesia
TF	French Southern Territories
GA	Gabon
GM	Gambia
GE	Georgia
DE	Germany
GH	Ghana
GI	Gibraltar
GR	Greece
GL	Greenland
GD	Grenada
GP	Guadeloupe
GU	Guam

Code	Name
GT	Guatemala
GG	Guernsey
GN	Guinea
GW	Guinea-Bissau
GY	Guyana
HT	Haiti
HM	Heard Island and McDonald Islands
VA	Holy See
HN	Honduras
HK	Hong Kong
HU	Hungary
IS	Iceland
IN	India
ID	Indonesia
IR	Iran, Islamic Republic of
IQ	Iraq
IE	Ireland
IM	Isle of Man
IL	Israel
IT	Italy
JM	Jamaica
JP	Japan
JE	Jersey
JO	Jordan
KZ	Kazakhstan
KE	Kenya
KI	Kiribati
KW	Kuwait
KG	Kyrgyzstan
LA	Lao People's Democratic Republic
LV	Latvia
LB	Lebanon
LS	Lesotho
LR	Liberia
LY	Libyan Arab Jamahiriya
LI	Liechtenstein
LT	Lithuania
LU	Luxembourg

² A dispute exists between the Governments of Argentina and the United Kingdom of Great Britain and Northern Ireland concerning sovereignty over the Falkland Islands (Islas Malvinas).

Code	Name
MO	Macao
MG	Madagascar
MW	Malawi
MY	Malaysia
MV	Maldives
ML	Mali
MT	Malta
MH	Marshall Islands
MQ	Martinique
MR	Mauritania
MU	Mauritius
YT	Mayotte
MX	Mexico
FM	Micronesia, Federated States of
MC	Monaco
MN	Mongolia
ME	Montenegro
MS	Montserrat
MA	Morocco
MZ	Mozambique
MM	Myanmar
NA	Namibia
NR	Nauru
NP	Nepal
NL	Netherlands
NC	New Caledonia
NZ	New Zealand
NI	Nicaragua
NE	Niger
NG	Nigeria
NU	Niue
NF	Norfolk Island
MP	Northern Mariana Islands
NO	Norway
OM	Oman
PK	Pakistan
PW	Palau

Code	Name
PA	Panama
PG	Papua New Guinea
PY	Paraguay
PE	Peru
PH	Philippines
PN	Pitcairn
PL	Poland
PT	Portugal
PR	Puerto Rico
QA	Qatar
KR	Republic of Korea
MD	Republic of Moldova
RE	Réunion
RO	Romania
RU	Russian Federation
RW	Rwanda
BL	Saint Barthelemy
SH	Saint Helena, Ascension and Tristan da Cunha
KN	Saint Kitts and Nevis
LC	Saint Lucia
MF	Saint Martin
PM	Saint Pierre and Miquelon
VC	Saint Vincent and the Grenadines
WS	Samoa
SM	San Marino
ST	Sao Tome and Principe
SA	Saudi Arabia
SN	Senegal
RS	Serbia
SC	Seychelles
SL	Sierra Leone
SG	Singapore
SX	Sint Maarten
SK	Slovakia
SI	Slovenia
SB	Solomon Islands
SO	Somalia

Code	Name
ZA	South Africa
GS	South Georgia and the South Sandwich Islands ³
ES	Spain
LK	Sri Lanka
SD	Sudan
SR	Suriname
SJ	Svalbard and Jan Mayen
SZ	Swaziland
SE	Sweden
CH	Switzerland
SY	Syrian Arab Republic
TW	Taiwan, Province of China
TJ	Tajikistan
TH	Thailand
MK	The former Yugoslav Republic of Macedonia
TL	Timor-Leste
TG	Togo
TK	Tokelau
TO	Tonga
TT	Trinidad and Tobago
TN	Tunisia
TR	Turkey

Code	Name
TM	Turkmenistan
TC	Turks and Caicos Islands
TV	Tuvalu
UG	Uganda
UA	Ukraine
AE	United Arab Emirates
GB	United Kingdom of Great Britain and Northern Ireland
TZ	United Republic of Tanzania
US	United States of America
UM	United States Minor Outlying Islands
UY	Uruguay
UZ	Uzbekistan
VU	Vanuatu
VE	Venezuela, Bolivarian Republic of
VN	Viet Nam
VG	Virgin Islands, British
VI	Virgin Islands, United States
WF	Wallis and Futuna Islands
EH	Western Sahara
YE	Yemen
ZM	Zambia
ZW	Zimbabwe

³ A dispute exists between the Governments of Argentina and the United Kingdom of Great Britain and Northern Ireland concerning sovereignty over the Falkland Islands (Islas Malvinas).

c) Purpose of trade

Code	Description
T	Commercial
Z	Zoo
G	Botanical garden
Q	Circus or travelling exhibition
S	Scientific
H	Hunting trophy
P	Personal
M	Medical (including biomedical research)
E	Educational
N	Reintroduction or introduction into the wild
B	Breeding in captivity or artificial propagation
L	Law enforcement / judicial / forensic

If the purpose of the transaction is not one of the above, it should be explained in the section for remarks.

d) Source of specimens

Code	Description
W	Specimens taken from the wild
R	Ranched specimens: specimens of animals reared in a controlled environment, taken as eggs or juveniles from the wild, where they would otherwise have had a very low probability of surviving to adulthood
D	Appendix-I animals bred in captivity for commercial purposes in operations included in the Secretariat's Register, in accordance with Resolution Conf. 12.10 (Rev. CoP15), and Appendix-I plants artificially propagated for commercial purposes, as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 4, of the Convention
A	Plants that are artificially propagated in accordance with Resolution Conf. 11.11 (Rev. CoP15), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5 (specimens of species included in Appendix I that have been propagated artificially for non-commercial purposes and specimens of species included in Appendices II and III)
C	Animals bred in captivity in accordance with Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5
F	Animals born in captivity (F1 or subsequent generations) that do not fulfil the definition of 'bred in captivity' in Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof
U	Source unknown (must be justified)
I	Confiscated or seized specimens (may be used with another code)
O	Pre-Convention specimens

6. Submission of annual reports

- a) Annual reports should be submitted to the Secretariat before 31 October of the year following the year to which they relate.

In accordance with Resolution Conf. 11.17 (Rev. CoP14), the Secretariat may approve a valid request from a Party for a reasonable extension of time to the 31 October deadline provided that the Party submits to the Secretariat a written request, containing adequate justification before that deadline.

- b) Annual reports should be sent either to the offices of the Secretariat in Switzerland or to the UNEP World Conservation Monitoring Centre (UNEP-WCMC), which maintains the computer database of annual report statistics on behalf of the Secretariat.

However, if the annual report is sent directly to UNEP-WCMC, a note of transmission of the report must be sent to the Secretariat. Otherwise, the report will not be considered as having been transmitted to the Secretariat in accordance with Article VIII, paragraph 7, of the Convention.

SAMPLE REPORT

IMPORTS

App.	Species	Description	Quantity	Country of export or re-export	Number of export permit or re-export certificate	Country of origin of re-exports	Purpose	Source	Remarks
	<u>MAMMALIA</u>								
II	<i>Macaca fascicularis</i>	Live	200	ID	456/VI/PA5/SIE/90	–	Research	C	–
II	<i>Macaca mulatta</i>	Live	72	US	765123	PK	Scientific	W	–
I	<i>Hylobates lar</i>	Live 1/1 Adult	2	DE	W-3749/90	–	Zoo	C	–
II	<i>Manis temminckii</i>	Skin	1	GB	037760A071	ZA	Scientific	W/O	–
I	<i>Physeter macrocephalus</i>	Ivory carvings	4	CA	CA-BC-VA-948-90	Unknown	Personal	W	Personal effects
I	<i>Panthera tigris</i>	Live 0/1 Young	1	ES	AB0057/91E-A	–	Zoo	C	–
II	<i>Prionailurus bengalensis</i>	Plates	74 m ²	GB	056523A/5	CN	Trade	W	–
	<u>AVES</u>								
II	<i>Buteo buteo</i>	Feathers	400 wings	HK	APO/EL 115/90	CN	Trade	W	–
	<u>ALCYONARIA</u>								
II	<i>Tubipora musica</i>	Raw coral	2 kg	AU	892086 004	SB	Personal	W	–
	<u>FLORA</u>								
I	<i>Astrophytum asterias</i>	Live	16	US	894719	–	Trade	A	–
II	<i>Pericopsis elata</i>	Saw-logs	27 logs (342 m ³)	CM	1926	–	Trade	W	–
II	<i>Panax quinquefolius</i>	Roots	123 kg	US	916420	–	Trade	W	–
I	<i>Paphiopedilum hirsutissimum</i>	Live	1	IN		–	Scientific	W	Scientific exchange IN 048-CH 035
II	<i>Paphiopedilum</i> hybrids	Live	440	NL	020793A	–	Trade	A	–
II	<i>Guaiaacum sanctum</i>	Sawn wood	350 kg	MX	27104	–	Trade	A	–

SAMPLE REPORT

EXPORTS / RE-EXPORTS

App.	Species	Description	Quantity	Country of destination	Number of export permit or re-export certificate	Country of origin of re-exports	Purpose	Source	Remarks
	<u>MAMMALIA</u>								
I	<i>Callithrix flaviceps</i>	Live 2/3	5	GB	EP695	–	Zoo	C	–
II	<i>Prionailurus bengalensis</i>	Skin pieces	21 kg	GR	EP554	CN	Trade	W	–
I	<i>Elephas maximus</i>	Live 0/4 Adult	4	FR	EP201	Unknown	Circus	F	Temporary re-export
I	<i>Loxodonta africana</i>	Tusks	2 (48 kg)	AT	EP274	MW	Hunting trophy		–
	<u>AVES</u>								
II	<i>Haliaeetus leucocephalus</i>	Live Adult	1	SE	EP664	Unknown	Zoo	W/I	Re-export of confiscated specimens
II	<i>Nandayus nenday</i>	Live	12	DE	EP142	AR	Trade	W	–
II	<u>REPTILIA</u>		75	JP	EP171	ZW	Trade	R	–
I		Skins	10	JP	EP175	KH	Trade	D	–
III	<i>Crocodylus niloticus</i>	Skins	22	CA	CM299	BD	Trade	W	–
	<i>Crocodylus siamensis</i>	Skins							–
	<i>Atretium schistosum</i>								–
	<u>FLORA</u>								
I		Live	45	IT	EP382	MX	Propagat.	W/I	–
II	<i>Ariocarpus agavoides</i>	Roots	7.7 kg	CN	EP483	US	Trade	W	–
II	<i>Panax quinquefolius</i>	Live	500	US	EP903	–	Trade	A	–
	<i>Vanda hybrids</i>								

SAMPLE REPORT

TRADE IN MANUFACTURED PRODUCTS OF SPECIES IN APPENDIX II/III

IMPORTS

Appendix	Species	Description	Quantity	Country of export or re-export
II	<i>Manis</i> spp.	Derivatives (medicinal)	17 kg	CN
II	<i>Tubipora</i> spp.	Carvings	250 (98 kg)	BE, DO, FJ, ID
III	<i>Cerberus rhynchops</i>	Small leather products	1,750	ID, VN

EXPORTS / RE-EXPORTS

Appendix	Species	Description	Quantity	Country of destination	Permit/certificate issued
II	<i>Prionailurus bengalensis</i>	Garments	35	ES, DE, US	12 re-export certificates
II	<i>Rhea americana</i>	Small leather products	497	DE, FR, JP	27 re-export certificates
II	<i>Caiman crocodilus</i>	Small leather products Large leather products	2,760 150	GB, IT, JP, US BE, IT, ZA	16 re-export certificates 3 re-export certificates
II	<i>Guaiacum officinale</i>	Wood carvings	44	CA, DK, NL, US	28 re-export certificates

SAMPLE REPORT

SPECIMENS OF SPECIES SUBJECT TO QUOTAS

Appendix	Species	Quota	Specimen	Actual export	Remarks
II	<i>Amazona aestiva</i>	6,700	live	6,500	marked with closed aluminium-coloured ring with inscription AR followed by a five digit number
II	<i>Tupinambis</i> spp.	1,000,000	skins	950,000	only applicable to <i>T. merianae</i> and <i>T. rufescens</i>