



NOTIFICATION TO THE PARTIES

No. 2017/006

Geneva, 16 January 2017

CONCERNING:

Guidelines for the preparation and submission of annual reports

1. Article VIII, paragraph 7 (a), of the Convention requires Parties to submit annual reports on trade in specimens of the species included in Appendices I, II and III.
2. In Resolution Conf. 11.17 (Rev. CoP17), paragraph 1, the Conference of the Parties to the Convention:
 1. *URGES all Parties to submit their annual reports required under the provisions of Article VIII, paragraph 7 (a), by 31 October following the year for which they are due and in accordance with the most recent version of the Guidelines for the preparation and submission of CITES annual reports distributed by the Secretariat, as may be amended with the concurrence of the Standing Committee.*
3. The last version of those guidelines was distributed with Notification to the Parties No. 2011/019 of 17 February 2011.
4. At its 67th meeting, the Standing Committee adopted the revised guidelines as part of its ongoing work on reporting requirements.
5. The Secretariat transmits herewith, as an Annex, the revised *Guidelines for the preparation and submission of CITES annual reports*. These guidelines as well as further information on reporting requirements under the Convention are also available on the CITES website under [Resources / National reports](#).
6. This Notification replaces Notification to the Parties No. 2011/019.