Annex

**Questionnaire on the development of an Integrated CITES   
capacity-building framework**

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| **Contact Details** | |
| **For Parties:** | |
| Name of country |  |
| Ministry/Department |  |
| Are you… | Management Authority  Scientific Authority  Enforcement focal point |
| **For other entities:** | |
| Name of organization |  |
|  |  |
| **For all respondents:** | |
| Contact person |  |
| Email |  |

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| **Consideration for an integrated CITES capacity building framework** | |
| |  |  |  | | --- | --- | --- | | **Q1.** Do you think an integrated framework for CITES capacity building would help you better plan, prioritize, and coordinate capacity-building efforts?  *(If you answered “No”, please jump to Q13.)* | YES | NO | | |
| **Q2.** If Yes, what should be included in an integrated framework for CITES capacity building?  (You can choose more than one) | |
|  | 1. A common “language” – e.g. specifications for system requirements, terminology, methodology |
|  | 1. An approach to capacity needs assessment |
|  | 1. A “concept model” that maps the necessary elements for any Party to implement CITES |
|  | 1. A monitoring and evaluation tool that helps identify gaps preventing a Party from meeting CITES compliance and implementation |
|  | 1. Performance indicators associated with goals and objectives from the CITES Strategic Vision |
|  | 1. A resource tracking tool to track resource inputs including donor activities |
|  | 1. Potential capacity building strategies and key activities that can be employed |
|  | 1. Other (please specify): |

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| **Needs Assessments** | |
| **Q3.** Who should conduct the CITES capacity needs assessments? (You can choose more than one) | |
|  | 1. Parties (self-assessment) |
|  | 1. Other Parties (peer review) |
|  | 1. Secretariat |
|  | 1. Third party, or other (please specify): |
| **Q4.** What data should be used to conduct the needs assessments? (You can choose more than one) | |
|  | 1. CITES implementation reports |
|  | 1. Party status under CITES compliance mechanisms |
|  | 1. Direct expression of interest by Parties |
|  | 1. Other (please specify): |

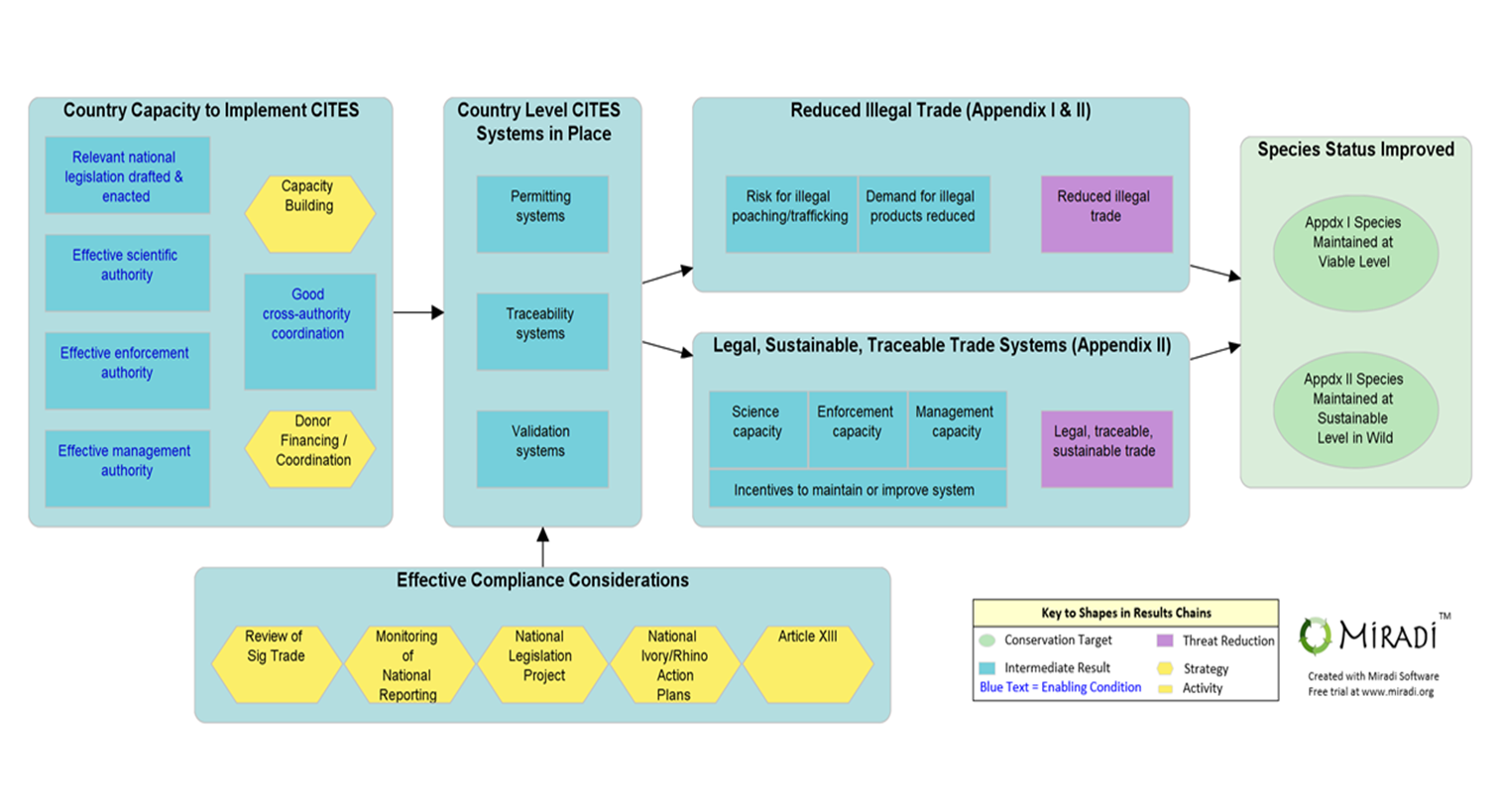
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| **A Concept model for CITES Capacity Building (refer CoP18 Doc. 21.3 Annex 3)** |
| **Q5.** Please provide examples of capacity building efforts in your country that may inform the development of a concept model for integrated CITES capacity building. Please include how the need was identified, participating parties/stakeholders, the specific activity undertaken and measurable results of the activity. |
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| **Q6.** Please provide any recommendations or comments on the draft Conceptual Framework for CITES Capacity Building presented in document [CoP18 Doc. 21.3](https://cites.org/sites/default/files/eng/cop/18/doc/E-CoP18-021-03.pdf) Annex 3 (attached to this questionnaire). |
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| **Management of Resource Tracking Tools and Indicators (refer CoP18 Doc. 21.3 Annex 4)** | | | |
| |  |  |  | | --- | --- | --- | | **Q7.** Do you think a resource tracking tool is necessary?  *(If you answered “No”, please jump to Q13.)* | YES | NO | | | | |
| **Q8.** If yes, what would you like to use the tracking tool for? (You can choose more than one) | | | |
|  | 1. Tracking the donors’ capacity-building support activities | | |
|  | 1. Tracking the progress of recipient Parties’ capacity building activities | | |
|  | 1. Tracking the progress of Parties’ capacity building efforts towards certain objectives/activities using resources provided | | |
|  | 1. Co-ordinating activities | | |
|  | 1. Preventing duplication | | |
|  | 1. Other (please specify): | | |
| **Q9.** What kind of indicators would be useful when tracking resources? (You can choose more than one) | | | |
|  | 1. indicators associated with objectives of CITES Strategic Vision | | |
|  | 1. indicators associated with the Sustainable Development Goals (SDGs) | | |
|  | 1. indicators associated with the post-2020 Global Biodiversity Framework | | |
|  | 1. indicators associated with other Multilateral Environmental Agreements | | |
|  | 1. indicators shown in the document [CoP18 Doc. 21.3](https://cites.org/sites/default/files/eng/cop/18/doc/E-CoP18-021-03.pdf) Annex 4 (attached to this questionnaire) | | |
|  | 1. Other (please specify): | | |
| **Q10.** How should development and management of the tracking tool be funded? | | | |
|  | 1. CITES Core budget | | |
|  | 1. CITES Extrabudgetary resources | | |
|  | 1. Third party (to be funded outside of CITES) | | |
| **Q11.** Who should have access to the data? (You can choose more than one) | | | |
|  | 1. Recipient Parties |  | 1. All Parties |
|  | 1. Donor Parties |  | 1. Everyone (publicly available) |
|  | 1. Secretariat |  | 1. Different versions for the Parties/Secretariat and the public |
| **Q12.** Please provide any other recommendations or comments on the draft integrated CITES capacity building framework “Resource Priority Tracking Tool” presented in document [CoP18 Doc. 21.3](https://cites.org/sites/default/files/eng/cop/18/doc/E-CoP18-021-03.pdf) Annex 4 (attached to this questionnaire). | | | |
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| **General capacity building information** |
| **Q13.** Please provide any other concise information, examples, and experiences, including case studies, that can inform the development of a comprehensive capacity-building framework. |
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| **Q14.** Please provide any other ideas, comments or observations in as concise form as possible. |
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| **This is the end of the questionnaire. Thank you very much for your cooperation.** |

CoP18 Doc. 21.3  
Annex 3  
(English only/Seulement en anglais/Únicamente en inglés)

**CONCEPTUAL FRAMEWORK FOR CITES CAPACITY BUILDING**



CoP18 Doc. 21.3  
Annex 4  
(English only/Seulement en anglais/Únicamente en inglés)

**Example of a Resource Priority Tracking Tool**

