

CITES SECRETARIAT WORKPLAN

CITES ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
SPO1.1	To assist in the development of appropriate domestic legislation and policies that encourage the adoption and implementation of social and economic incentives allied to legal instruments that: <ul style="list-style-type: none"> – promote and regulate sustainable management of wild fauna and flora; – promote and regulate responsible trade in wild fauna and flora; and – PROMOTE THE EFFECTIVE ENFORCEMENT OF THE CONVENTION. 						
A1.1.1	Develop templates of best practice policy and legislative provisions, including several forms recognizing differences in language/culture/legal system.						
A1.1.1	<ul style="list-style-type: none"> • In the context of regional workshop on the development and application of CITES-implementing legislation, review and revise existing model laws to reflect differences in language, culture and legal systems; incorporate results of A1.1.3 	Revised legislative guidance documents	High	LCU	1100	No	June 2003
A1.1.1	<ul style="list-style-type: none"> • Publish revised guidance documents and distribute them 	Publications	Medium	CSU	1100	51,000	Dec 2003
A1.1.2	Develop a planning guide to policy and legislation provisions, including a scientific basis for decision making which is woven into the legislation (to enhance capacity building).						
A1.1.2	<ul style="list-style-type: none"> • Review existing legislative guidance, as well as training material for Scientific Authorities, to identify elements for planning guide 	Outline with key elements	Low	LCU	1100	No	Jan 2003
A1.1.2	<ul style="list-style-type: none"> • Develop terms of reference for consultant to draft guide 	Draft guide	Low	LCU	1100	25,500	March 2003
A1.1.2	<ul style="list-style-type: none"> • Convene small expert group to review and revise draft guide 	Meeting; revised guide	Low	LCU	1100	17,000	June 2003
A1.1.2	<ul style="list-style-type: none"> • Edit, translate and publish guide 	Planning guide	Low	CSU	1100	35,000	Sept 2003

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SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A1.1.2	<ul style="list-style-type: none"> Emphasize need for improved legal basis for Scientific Authority operations in national legislation programme. 	Evaluation of national legislation; Training programmes and documents	Medium	LCU	1100	No	Ongoing
A1.1.3	Exchange experience on provisions that work well or not well.						
A1.1.3	<ul style="list-style-type: none"> Work with IUCN to prepare a computerized information tool on best and progressive legislative practice related to CITES 	Information tool	High	LCU	1100 and 2105	No	Sept 2001
A1.1.3	<ul style="list-style-type: none"> Incorporate information tool into CITES website 	Enhanced website	Medium	CSU	1100	No	Dec 2001
A1.1.3	<ul style="list-style-type: none"> Operate information tool, adding new information as received (e.g. in annual or biennial reports, correspondence, workshops, meetings, country reports, informal contact, etc.) 	Updated and enhanced information tool	Medium	LCU	1100	No	Ongoing
A1.1.4	Ensure adequate review and adoption of policies and legislation (e.g. land tenure; access to natural resources; harvesting; transporting, handling and housing of live specimens; and effective seizures, fines and penalties) which may be having a significant impact on the conservation status of species or implementation of the Convention.						
A1.1.4	<ul style="list-style-type: none"> During regional legislative workshops, identify policies and legislation which may be having a significant impact on CITES species and implementation 	Workshop output	Medium	LCU	1100	No	Ongoing
A1.1.4	<ul style="list-style-type: none"> Prepare a summary of the above information and distribute to the Parties 	Summary	Medium	LCU	1100	No	June 2003
A1.1.4	<ul style="list-style-type: none"> Incorporate information into information tool on best and progressive legislative practice 	Enhanced information tool	Medium	LCU	1100	No	Ongoing
A1.1.5	Enhance compliance with implementation of recommendations and decisions of the Conference of the Parties.						
A1.1.5	<ul style="list-style-type: none"> Together with CSU, consolidate and streamline CoP recommendations and decisions applicable to LCU 	Improved texts	Medium	LCU	1100	No	Ongoing
A1.1.5	<ul style="list-style-type: none"> Encourage the incorporation of COP recommendations into national legislation 	Correspondence	Medium	LCU	1100	No	Ongoing

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SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A1.1.5	<ul style="list-style-type: none"> Ensure national CITES authorities are given adequate and clear legislative power 	Correspondence	Medium	LCU	1100	No	Ongoing
A1.1.5	<ul style="list-style-type: none"> Identify legislative weaknesses that hamper enforcement efforts 	Correspondence	High	LCU	1100	No	Ongoing
A1.1.5	<ul style="list-style-type: none"> Promote the inclusion of legislative provisions on economic incentives, education, public awareness and other means of balancing a command and control legislative approach 	Materials; articles; press releases	High	LCU	1100	No	Ongoing
A1.1.6	Develop further regulations to prevent unnecessary loss during catching, storage and transportation of live animals.						
A1.1.6	<ul style="list-style-type: none"> Liaise with Animals Committee via SSU on nature and sufficiency of existing regulations and need/scientific basis for further regulations 	Issues paper	Medium	LCU	1100	No	Dec 2001
A1.1.6	<ul style="list-style-type: none"> Develop proposed regulations or amendments that could be considered by the relevant IATA Committee and other international and national bodies knowledgeable about or concerned with such regulations 	Proposed regulations	Medium	LCU	1100	No	Dec 2002
A1.1.6	<ul style="list-style-type: none"> Assess the desirability/feasibility of revising the CITES guidelines on transport 	Assessment	Medium	LCU	1100	No	Dec 2003
SPO1.2	TO STRENGTHEN THE ADMINISTRATIVE, MANAGEMENT AND SCIENTIFIC CAPACITY OF PARTIES BY IMPROVING THE COORDINATION BETWEEN MANAGEMENT AND SCIENTIFIC AUTHORITIES WITH OTHER NATIONAL AGENCIES RESPONSIBLE FOR WILD ANIMALS AND PLANTS.						
A1.2.1	Convene regional and within-Party workshops to identify functional roles and train all levels of administration and related agencies						
A1.2.1	<ul style="list-style-type: none"> In close coordination with other units of the Secretariat and Parties, identify priorities: thematic and geographical region for the workshops 	Priority list prepared	High	CBU	1100	No	April 2001
A1.2.1	<ul style="list-style-type: none"> Obtain necessary external funding to organize regional workshops each year, depending on regional needs. 	Fund raising	High	CBU	1100	No	ongoing
A1.2.1	<ul style="list-style-type: none"> In close coordination with all units of the Secretariat and the associated regional focal points, convene two regional workshops each year. 	Workshops conducted	High	CBU	1100	360,000	ongoing

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A1.2.1	<ul style="list-style-type: none"> Provision of training material to Parties and of workshop reports and recommendations to Parties. 	Training and capacity building materials made available to Parties	High	CBU	1100	No	When needed
A1.2.1	<ul style="list-style-type: none"> Report on all workshops organized to the SC and CoP 	Reports	High	CBU	1100	No	October 2002
A1.2.2	Develop a national directory of government officials responsible for CITES issues						
A1.2.2	<ul style="list-style-type: none"> Secretariat to write to all Parties, remind them of this Action Point 	Notification	High	CSU	1100	No	2001 (June)
A1.2.2	<ul style="list-style-type: none"> Secretariat to suggest that if a party so wish the information can be posted on the CITES website 	Information on web	High	CSU	1100	No	2001 (throughout)
A1.2.3	Improve coordination between Scientific Authorities and other agencies (e.g. universities, museums) to maximize transfer of knowledge and skills.						
A1.2.3	<ul style="list-style-type: none"> Ensure that this element is incorporated in the programme for assistance to Scientific Authorities as approved by CoP11 (which in addition to the implementation of Article IV includes trade monitoring, the use of annual report data, monitoring of wildlife production systems, roles and responsibilities of Scientific Authorities (vs. Management Authorities), examples of organizational models of Scientific Authorities and functional relationships with Management Authorities. 	Training programme, training workshops and modules	Medium	SSU	1100 2113	No	2 workshops before end of 2001 2 workshops before end of 2002
A1.2.4	Collate and make accessible lists of specialists (national and regional)						
A1.2.4	<ul style="list-style-type: none"> Include the names of specialists in the CITES Directory pages on the website 	web development	High	CSU	1300	No	2001 ongoing
SPO1.3	To strengthen the enforcement capacity of the Parties and to improve coordination among Management Authorities and other agencies (e.g. Police, Customs and veterinary and phytosanitary services)						
A1.3.1	Convene regional and within-Party workshops to identify functional roles and train all levels of administration and related agencies responsible for CITES enforcement.						

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A1.3.1	<ul style="list-style-type: none"> Identify priorities: thematic and geographical region for the enforcement training workshops. 	Priority list prepared	High	LCU	1100	No	May 2001
A1.3.1	<ul style="list-style-type: none"> Obtain necessary external funding to organize two enforcement regional workshops each year 	Fund raising	High	CBU	1100	360,000	ongoing
A1.3.1	<ul style="list-style-type: none"> In close coordination with the associated regional focal points, convene two regional enforcement training workshops each year, depending on Parties' needs. 	Workshops	High	LCU	1100	360,000	ongoing
A1.3.1	<ul style="list-style-type: none"> Ongoing provision of enforcement training material to Parties and of workshop reports and recommendations to Parties. 	Training and Capacity building material	High	LCU	1100	No	When needed
A1.3.1	<ul style="list-style-type: none"> Report on all workshops organized to the SC and CoP 	Reports	High	LCU	1100	No	October 2002
A1.3.2	Produce modular procedural manuals pertaining to enforcement that can be customized for national and regional differences.						
A1.3.2	<ul style="list-style-type: none"> Review existing enforcement guidance, as well as training material for enforcement authorities, to identify contents for first and subsequent procedural manuals 	List of modules; outline of key elements for first module	Medium	LCU	1100	No	Aug 2001
A1.3.2	<ul style="list-style-type: none"> Develop terms of reference for consultant to draft first manual 	Draft manual	Medium	LCU	1100	25,500	Dec 2001
A1.3.2	<ul style="list-style-type: none"> Convene small expert group to review and revise draft manual 	Meeting; revised manual	Low	LCU	1100	17,000	Jan 2002
A1.3.2	<ul style="list-style-type: none"> Edit, translate and publish manual 	Procedural manual	Low	CSU	1100	40,000	June 2002
A1.3.2	<ul style="list-style-type: none"> Repeat above process for second procedural manuals 	Procedural manuals	Low	LCU	1100	77,500	Dec 2003
A1.3.2	<ul style="list-style-type: none"> Repeat above process for third procedural manuals 	Procedural manuals	Low	LCU	1100	77,500	Dec 2004
A1.3.2	<ul style="list-style-type: none"> Repeat above process for fourth procedural manuals 	Procedural manuals	Low	LCU	1100	77,500	Dec 2005

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SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A1.3.2	<ul style="list-style-type: none"> Link to or incorporate into Implementation Manual 	Enhanced Implementation Manual	Low	LCU	1100	No	Ongoing
A1.3.3	Develop a national directory of government officials responsible for CITES enforcement issues						
A1.3.3	<ul style="list-style-type: none"> Secretariat to write to all Parties, remind them of this Action Point 	Notification	High	CSU	1100	No	2001 (June)
A1.3.3	<ul style="list-style-type: none"> Secretariat to suggest that if a party so wish the information can be posted on the CITES website 	Information on web	High	CSU	1100	No	2001 (throughout)
A1.3.4	Collate and make accessible lists of taxonomic, forensic, and identification experts						
A1.3.4	<ul style="list-style-type: none"> Secretariat to write to all Parties, remind them of this Action Point 	Notification	High	CSU	1100	No	2001 (June)
A1.3.4	<ul style="list-style-type: none"> Secretariat to suggest that if a party so wish the information can be posted on the CITES website 	Information on web	High	CSU	1100	No	2001 (throughout)
A1.3.5	Identify focal points in agencies (e.g. Police, Customs, veterinary and phytosanitary services) responsible for assisting CITES enforcement.						
A1.3.5	<ul style="list-style-type: none"> Secretariat to write to all Parties, remind them of this Action Point 	Notification	High	CSU	1100	No	2001 (June)
A1.3.5	<ul style="list-style-type: none"> Secretariat to suggest that if a party so wish the information can be posted on the CITES website 	Information on web	High	CSU	1100	No	2001 (throughout)
SPO1.4	To facilitate development and use of appropriate technologies and information management systems that enhance and expedite the collection, submission and exchange of accurate information.						
A1.4.1	On the basis of information from Parties, evaluate needs, capabilities, and opportunities as related to information technologies and management.						
A 1.4.1	<ul style="list-style-type: none"> Obtain and collate information from Parties to evaluate their needs, capabilities and opportunities in relation to information technologies and management. 	Needs assessment	Medium	CBU	1100	No	Ongoing
A 1.4.1	<ul style="list-style-type: none"> Ensure training materials do not generally exceed the technological capacity of most Parties. 	Usable training materials	High	CBU	1100	No	Ongoing
A1.4.2	Encourage use of technology such as the Internet and CD-ROMs for data and information exchange and training.						
A 1.4.2	<ul style="list-style-type: none"> Develop training materials that can be accessed from the CITES website. 	Web-based training materials	High	CBU	1100	No	December 2001

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SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A 1.4.2	<ul style="list-style-type: none"> Develop training materials in CD-ROM format that can be run from personal computers for presentations and for distant learning. 	Training materials in CD-ROM format	High	CBU	1100	No	December 2001
A1.4.2	<ul style="list-style-type: none"> Completely revise the CITES website, to make it more attractive and to make information and documents easier to find. 	new website	high	CSU	1100	No	April 2001
A1.4.2	<ul style="list-style-type: none"> Ensure that the new website is available in all three working languages 	translation	high	CSU	1100	No	June 2001
A1.4.2	<ul style="list-style-type: none"> Maintain the website up to date with CITES news and the latest CITES documents 	up to date website	high	CSU	1100	No	Ongoing
A1.4.2	<ul style="list-style-type: none"> Provide the website updates in the three working languages 	translation	high	CSU	1100	No	Ongoing
A1.4.2	<ul style="list-style-type: none"> Provide regular copies of the CITES website to the Parties on CD ROM (to facilitate its use by those who have poor internet connectivity) 	CD ROMs	high	CSU	1100	No	Quarterly
A1.4.2	<ul style="list-style-type: none"> Establish a closed CITES List on a Listserver to facilitate the exchange of views and sharing of information between agencies involved in CITES implementation 	listserver	medium	CSU	1100	No	July 2001
A1.4.2	<ul style="list-style-type: none"> Manage the Listserver 	listserver	medium	CSU	1100	No	Ongoing
A1.4.3	Develop and implement an information management strategy and training programmes based on 1.4.1 and 1.4.2.						
A 1.4.3	<ul style="list-style-type: none"> Develop a comprehensive training package on CITES involving electronic presentations and a course manual. 	Training materials in CD-ROM format	High	CBU	1100	No	December 2001
A1.4.4	Develop a simple guide to the Review of Significant Trade.						
A1.4.4	<ul style="list-style-type: none"> Update the existing draft guide. 	Document	High	SSU	1100/210 3	No	May 2001

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SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A1.4.4	<ul style="list-style-type: none"> In collaboration with the Animals and Plants Committees, review inconsistencies between Resolution Conf. 8.9 (Rev.) and associated Decisions to improve understanding of the process. As appropriate propose to amend Resolution Conf. 8.9 (Rev.) to remedy inconsistencies. 	Documents to AC17, PC11, CoP12	High	SSU	1100 and 2103	No	CoP12-150
A1.4.5	Develop and enhance databases that include information related to species in trade, CITES Decisions and procedures.						
A1.4.5	<ul style="list-style-type: none"> Establish a database of Resolutions and Decisions 	database	medium	CSU	1100	No	March 2002
A1.4.5	<ul style="list-style-type: none"> Maintain the database of Resolutions and Decisions up to date 	database	medium	CSU	1100	No	Ongoing
A1.4.5	<ul style="list-style-type: none"> Maintain the database of Notifications to the Parties up to date 	database	medium	CSU	1100	No	Ongoing
A1.4.5	<ul style="list-style-type: none"> Maintain the database of contacts in States that are Parties and non-Parties up to date 	database	high	CSU	1100	No	Ongoing
A1.4.5	<ul style="list-style-type: none"> Establish a database of information on the Review of Significant Trade 	database	medium	SSU	1100	No	December 2001
A1.4.5	<ul style="list-style-type: none"> Maintain the Significant Trade database 	database	medium	SSU	1100	No	Ongoing
A1.4.5	<ul style="list-style-type: none"> As far as possible, make the above databases available to the Parties through the Web. 	Web development	medium	CSU	1100	No	March 2002
A1.4.5	<ul style="list-style-type: none"> Maintain the database of information on the production and distribution of the Identification Manual 	database	low	SSU	1100	No	Ongoing
SPO1.5	To encourage organizations capable of supporting the Convention to assist the Secretariat and Parties in building national information management capacities through training and other activities, and to facilitate improved access to and management of databases.						
A 1.5.1	On the basis of information from Parties, evaluate national capacity and training needs.						
A 1.5.1	<ul style="list-style-type: none"> Identify Parties and regions with the most urgent need for training and capacity building. 	Priority list prepared	High	CBU	1100	No	August 2001

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SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A 1.5.2	Identify organizations with potential for assisting in training and capacity building.						
A 1.5.2	<ul style="list-style-type: none"> Identify organizations with the potential of assisting the Secretariat and Parties with training and capacity building, involving assistance in developing training and capacity building approaches, materials, funding and implementation. 	List of appropriate training partners and donors prepared	High	CBU	1100	No	Ongoing
A 1.5.2	<ul style="list-style-type: none"> Develop memoranda of agreement with organizations identified above to assist with the continuing development of training and capacity building approaches, training materials, fundraising and implementation. 	MOAs with relevant organizations	High	CBU	1100	No	April 2002
A 1.5.3	Develop a list of available databases and information sources consistent with Objective 1.4.						
A 1.5.3	<ul style="list-style-type: none"> Develop a list of available databases and information sources consistent with Objective 1.4. 	List of databases and information sources	Low	CBU	1100	No	Ongoing
A 1.5.4	Make relevant databases user-friendly.						
A 1.5.4	<ul style="list-style-type: none"> Encourage the development of information sources that are easy to understand and use. 	User-friendly databases and information sources	Low	CBU	1100	No	Ongoing
A1.5.5	Enhance compliance with implementation of recommendations and Decisions of the Conference of the Parties.						
A1.5.5	<ul style="list-style-type: none"> In collaboration with CSU, consolidate and streamline CoP recommendations and decisions applicable to LCU 	Improved texts	Medium	LCU	1100	No	Ongoing
A1.5.5	<ul style="list-style-type: none"> Encourage the incorporation of CoP recommendations and decisions into national legislation 	Correspondence	Medium	LCU	1100	No	Ongoing
A1.5.5	<ul style="list-style-type: none"> Ensure national CITES authorities are given adequate and clear legislative power 	Correspondence	Medium	LCU	1100	No	Ongoing
A1.5.5	<ul style="list-style-type: none"> Identify legislative weaknesses that hamper enforcement efforts 	Correspondence	High	LCU	1100	No	Ongoing
SPO1.6	To ensure that all Parties have at least one designated Scientific Authority with experts in wild fauna and flora.						
A1.6.1	Advise and assist Parties in exploring options and models for establishing Scientific Authorities.						

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SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A1.6.1	<ul style="list-style-type: none"> Prepare guideline document on role, function and structure of Scientific Authorities. 	Guideline document	High	SSU	1100	No	July 2001
A1.6.1	<ul style="list-style-type: none"> Distribute this document to all Parties for comment through a Notification and submit revised document to CoP12 for information. 	Notification, information document to CoP12	High	SSU	1100	No	Nov. 2001 CoP12-150
A1.6.1	<ul style="list-style-type: none"> Ensure that this element is incorporated in any training seminar involving Scientific Authorities and Management Authorities. 	Inclusion in training programmes	High	CBU	1100	No	Dec. 2001
A1.6.2	Pursue on a regular basis progress toward the designation of Scientific Authorities by all Parties.						
A1.6.2	<ul style="list-style-type: none"> Liaison annually with relevant Parties by regional coordinators 	Letters to relevant Parties	High	PMU	1100	50,000	Dec. 2001-2005
SPO1.7	To improve the coordination between CITES Management and Scientific Authorities, and increase the effectiveness of the latter						
A1.7.1	Develop a manual specifying the obligations and procedures of the Scientific Authorities in order to encourage the development of specific training courses for them						
A1.7.1	<ul style="list-style-type: none"> Prepare for the Implementation Manual sections specifying the obligations of Scientific Authorities and the procedures to implement them 	manual	low	SSU	1100	14,000	November 2002
A1.7.1	<ul style="list-style-type: none"> Translate the sections of the Implementation Manual into the working languages of the Convention 	translation	low	CSU	1100	10,000	December 2002
A1.7.2	Develop regional directories that list the botanists and zoologists in each region who are experts in CITES-listed species						
A1.7.2	<ul style="list-style-type: none"> Ensure that the item is included in the agenda of each Plants or Animals Committee meeting 	agenda	High	SSU	1100	No	Ongoing
A1.7.3	Communicate to the Parties the importance and advisability of including plants experts within the structure of the Scientific Authorities						
A1.7.3	<ul style="list-style-type: none"> Secretariat to remind the Plants Committee of this action point 	Letter	High	SSU	No	No	2001
A1.7.4	Facilitate workshops and training programmes in issuance of non-detriment findings.						

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A1.7.4	<ul style="list-style-type: none"> In close coordination with SSU identify priorities: thematic and geographical region for the training workshops regarding non-detriment findings 	Priority list prepared	High	CBU/SSU	1100	No	May 2001
A1.7.4	<ul style="list-style-type: none"> Obtain necessary external funding to organize additional regional workshops each year 	Fund raising	High	CBU	1100	No	Ongoing
A1.7.4	<ul style="list-style-type: none"> In close coordination with SSU and the associated regional focal points, convene two regional training workshops each year 	Workshops conducted	High	CBU/SSU	1100 2113	360,000	2 workshops in 2001, 2 workshops in 2002
A1.7.4	<ul style="list-style-type: none"> Ongoing provision of training material to Parties and of workshop reports and recommendations to Parties. 	Training and capacity building material	High	CBU	1100	No	Ongoing
A1.7.4	<ul style="list-style-type: none"> Report on all workshops organized to the CoP. 	Reports to CoP	High	CBU	1100	No	CoP12-150
A1.7.5	Ensure that Management Authorities consult with Scientific Authorities on all permits to be issued that require Scientific Authority findings, and that those findings are independent and cannot be overridden.						
A1.7.5	<ul style="list-style-type: none"> Incorporate this element into relevant Implementation Manual section(s) 	Implementation Manual provision(s)	Medium	LCU	1100	No	Ongoing
A1.7.5	<ul style="list-style-type: none"> Incorporate this element into meetings and training workshops attended by Management Authorities and/or Scientific Authorities 	Presentation or workshop element	Medium	LCU	1100	No	Ongoing
A1.7.5	<ul style="list-style-type: none"> Emphasize need for improved legal basis for Scientific Authority operations in national legislation programme. 	Evaluation of national legislation; Training programmes and documents	Medium	LCU	1100	No	Ongoing
SPO1.8	To encourage Parties to develop and implement effective management programmes for the conservation and recovery of species, such that the species no longer satisfy the criteria for inclusion in the appendices						

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SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A1.8.1	Share experience gained by different countries in conservation, management and the recovery of species with other countries						
A1.8.1	Design and develop a CITES clearing house mechanism so that Parties can enter and/or provide inputs about their experiences with respect to conservation, management and recovery of species, through consultancy	Clearing house mechanism	Medium	CBU	1100	No	October 2001
A1.8.1	<ul style="list-style-type: none"> Inform Parties about the clearing house mechanisms. 	Notification	Medium	CBU	1100	No	January 2002
A1.8.1	<ul style="list-style-type: none"> Maintain and update the CITES clearing house mechanism, encouraging Parties to make use of it. 	Update of clearing house mechanism	Medium	CBU	1100	No	Ongoing
A1.8.1	<ul style="list-style-type: none"> Establish a list of CITES success stories, create awareness material about conservation, management and recovery of CITES listed species. 	Report awareness material	High	CBU	1100	No	Ongoing
A1.8.1	<ul style="list-style-type: none"> Disseminate reports and awareness material to Parties. Post on the Internet (CITES Website) all these awareness materials. 	Awareness materials	High	CBU	1100	No	Ongoing
A1.8.2	Promote establishment of effective programmes for species conservation, management and recovery.						
A1.8.2	<ul style="list-style-type: none"> Include this element in the Scientific Authority capacity building programme 	Training programmes and modules	High	SSU	1100, 2119	No	July 2001
A1.8.2	<ul style="list-style-type: none"> Include this element in recommendations to Parties pursuant to the Review of Significant Trade 	Significant Trade Recommendations and studies	High	SSU	1100, 2103, 2104	No	Ongoing
A1.8.2	<ul style="list-style-type: none"> Urge Parties to take action to improve the conservation status of App. I species in particular 	Liaison with Parties	High	PMU	1100	No	Ongoing, CoP12
A1.8.3	Establish national and regional networked rescue centres for animals and plants						

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A1.8.3	<ul style="list-style-type: none"> RAs to write to all Parties, assigned to them, and make them aware of this action point. They should seek from the Parties the contact co-ordinates of the rescue centres that have been established and post this information on the Secretariat's National Directory database 	Letters to Parties National Directory database	High	PMU	1100	No	2001 (June)
A1.8.4	Develop and incorporate scientific baselines in management plans for traded Appendix-II species, designed to ensure that any trade is sustainable.						
A1.8.4	<ul style="list-style-type: none"> Include this element in the Scientific Authority capacity building programme 	Training programmes and documents	High	SSU	1100, 2119	No	July 2001
A1.8.4	<ul style="list-style-type: none"> Include this element in recommendations to Parties pursuant to the Review of Significant Trade 	Significant Trade Recommendations and studies	High	SSU	1100, 2103, 2104	No	Ongoing
A1.8.5	Report biennially on progress related to this objective.						
A1.8.5	<ul style="list-style-type: none"> Contribute to the biennial report 	Report	Medium	SSU	1100	No	Every two years
SPO1.9	To encourage the proper funding for CITES implementation and enforcement by Parties, including the adoption of national mechanisms that have resource users make a greater contribution to such funding.						
A1.9.1	On the basis of information from Parties, evaluate existing mechanisms for obtaining funds from resource users for conservation benefit, and share this information to encourage other Parties to adopt such mechanisms.						
A1.9.1	<ul style="list-style-type: none"> Notification to Parties in order to gather information about existing mechanisms at national level for obtaining funds from resource users e.g. traders and consumer groups (in line with Decision 11.78). 	Notification	Medium	CBU	1100	No	March 2001
A1.9.1	<ul style="list-style-type: none"> Produce an analysis and summary report of gathered information from Parties 	Report	Medium	CBU	1100	No	September 2001
A1.9.1	<ul style="list-style-type: none"> Disseminate report generated from above, referring to samples and best practices encouraging Parties to implement their own mechanisms at national level. 	Notification with analysis	Medium	CBU	1100	No	November 2001
A1.9.2	Ensure adequate funding for necessary research and investigation on CITES species.						

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A1.9.2	<ul style="list-style-type: none"> In close coordination with SSU and the Animals and Plants Committees, identify main species and associated required research areas, define priorities. 	Research identified and prioritized	Medium	CBU/SSU	1100	No	ongoing
A1.9.2	<ul style="list-style-type: none"> Seek associated funding for species research and study. 	Fund raising	Medium	CBU	1100	No	Ongoing
SPO1.10	To fully use the potential of regional coordination and collaboration in capacity building efforts						
A1.10.1	Identify and make available information on existing regional entities that could be used to assist with information sharing, capacity building, and funding.						
A1.10.1	<ul style="list-style-type: none"> Gather from Parties (not necessarily Management Authorities) information about existing regional bodies and associated areas of potential cooperation. 	Identification of regional entities having the potential to work in partnership with the Secretariat	High	CBU	1100	No	September 2001
A1.10.1	<ul style="list-style-type: none"> Create a Donor database of regional organizations that are potential sources for collaboration in the areas of: information dissemination, capacity building and funding. 	Database	High	CBU	1100	No	November 2001
A1.10.1	<ul style="list-style-type: none"> Make available to Parties a report with relevant information extracted from the database mentioned above 	Report dissemination	High	CBU	1100	No	January 2002
A1.10.2	Interact with existing regional networks, organizations, and focal points.						
A1.10.2	<ul style="list-style-type: none"> The Secretariat shall initiate a collaborating agreement and develop these agreements 	Agreements with selected regional bodies.	High	PMU	1100	No	March 2001
A1.10.2	<ul style="list-style-type: none"> Follow-up of these agreements. 	Networking with other organizations	High	PMU	1100	No	ongoing
A1.10.3	Ensure that representatives on all committees are enabled by their governments to carry out their responsibilities						
A1.10.3	<ul style="list-style-type: none"> Secretariat on the basis of the financial report of SC, AC and PC meetings to write to the Governments concerned to draw their attention to this action point 	Letters to Governments of AC and PC representatives	High	SSU	1100	No	2001 (June)
A1.10.3	<ul style="list-style-type: none"> Deputy Secretary General to prepare a report for the Standing Committee and the relevant M.A.s 	Report to the Standing Committee	High	PMU	1100	No	2002 (February)

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
SPO1.1 1	To review and simplify, where possible, existing measures, procedures, mechanisms, and recommendations for the implementation of the Convention.						
A1.11.1	On the basis of information from Parties, identify those measures, procedures and mechanisms that would benefit from review and simplification.						
A1.11.1	<ul style="list-style-type: none"> Conduct a thorough review of existing Decisions to identify those that should be deleted and those that should be placed in Resolutions. 	review	medium	CSU	1100	No	October 2001
A1.11.1	<ul style="list-style-type: none"> Conduct the first phase of the review of existing Resolutions to identify those that should be deleted or amended, using comment received from the Parties in response to Notification to the Parties. No. 1999/87 	review	medium	CSU	1100	No	December 2001
A1.11.2	Make recommendations on possible review, modification and consolidation.						
A1.11.2	<ul style="list-style-type: none"> Conduct consultations within the Secretariat regarding solutions to problems identified 	Consultation	medium	CSU	1100	No	Dec 2001 to June 2002
A1.11.2	<ul style="list-style-type: none"> Prepare proposals for deletion of Decisions that are no longer necessary 	Documentation	medium	CSU	1100	No	November 2001
A1.11.2	<ul style="list-style-type: none"> Translate these proposals into the working languages of the Convention 	Translation	medium	CSU	1100	No	December 2001
A1.11.2	<ul style="list-style-type: none"> Prepare proposals to include, in Resolutions, texts from Decisions that have a long-term effect 	Documentation	medium	CSU	1100	No	March 2002
A1.11.2	<ul style="list-style-type: none"> Translate these proposals into the working languages of the Convention 	Translation	medium	CSU	1100	No	April 2002
A1.11.2	<ul style="list-style-type: none"> Prepare, in consultation with relevant Parties, proposals to amend Resolutions on the basis of the first phase review of Resolutions 	Documentation	medium	CSU	1100	No	May 2002
A1.11.2	<ul style="list-style-type: none"> Translate these proposals into the working languages of the Convention 	Translation	medium	CSU	1100	No	June 2002
A1.11.3	Continue consolidation process of Resolutions and recommendations as appropriate.						
A1.11.3	<ul style="list-style-type: none"> Identify any further Resolutions requiring consolidation as part of the agreed process 	Review	medium	CSU	1100	No	July 2001

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A1.11.3	<ul style="list-style-type: none"> Prepare draft consolidated resolutions for consideration by the Standing Committee 	Documentation	medium	CSU	1100	No	December 2001
A1.11.3	<ul style="list-style-type: none"> Translate these consolidated draft resolutions into the working languages 	Translation	medium	CSU	1100	No	January 2002
A1.11.3	<ul style="list-style-type: none"> Present draft consolidated resolutions at the 46th meeting of the Standing Committee 	Meeting	medium	CSU	1100	No	March 2002
A1.11.3	<ul style="list-style-type: none"> Prepare draft consolidated resolutions for consideration at CoP12, taking into account the agreements of the Standing Committee 	Documentation	medium	CSU	1100	No	May 2002
A1.11.3	<ul style="list-style-type: none"> Translate the draft consolidated resolutions into the working languages 	Translation	medium	CSU	1100	No	June 2002
A1.11.4	Produce modular procedural manuals for CITES implementation that can be customized for national and regional differences.						
A1.11.4	<ul style="list-style-type: none"> In collaboration with CSU, prepare parts of the Implementation Manual dealing with procedures in a form that facilitates adaptation to regional and national needs. 	Documentation	low	LCU	1100	40,000	December 2001
A1.11.4	<ul style="list-style-type: none"> Translate the texts for the Implementation Manual into the working languages 	Translation	low	CSU	1100	20,000	February 2002
A1.11.4	<ul style="list-style-type: none"> Design the manual, format the text and prepare camera-ready copy 	Design formatting	low	CSU	1100	12,000	April 2002
A1.11.4	<ul style="list-style-type: none"> Print the manuals, including the separate covers 	Printing	low	CSU	1100	30,000	June 2002
SPO1.12	To ensure equity of the three working languages						
A1.12.1	Continue to ensure that all meetings of the permanent Committees are interpreted in all three working languages, and endeavour to ensure that all documents are made available in all three working languages						
A1.12.1	<ul style="list-style-type: none"> Provide the documents for the 45th meeting of the Standing Committee in the working languages 	Translation documentation	high	CSU	1100	No	May 2001
A1.12.1	<ul style="list-style-type: none"> Provide the documents for the 46th meeting of the Standing Committee in the working languages 	Translation documentation	high	CSU	1100	No	February 2002
A1.12.1	<ul style="list-style-type: none"> Provide the documents for the 47th meeting of the Standing Committee in the working languages 	Translation documentation	high	CSU	1100	No	September 2002

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A1.12.1	<ul style="list-style-type: none"> Provide the documents for the 16th meeting of the Animals Committee in the working languages 	translation documentation	high	CSU	1100	No	October 2000
A1.12.1	<ul style="list-style-type: none"> Provide the documents for the 17th meeting of the Animals Committee in the working languages 	translation documentation	high	CSU	1100	No	June 2001
A1.12.1	<ul style="list-style-type: none"> Provide the documents for the 18th meeting of the Animals Committee in the working languages 	translation documentation	high	CSU	1100	No	March 2002
A1.12.1	<ul style="list-style-type: none"> Provide the documents for the 10th meeting of the Plants Committee in the working languages 	translation documentation	high	CSU	1100	No	October 2000
A1.12.1	<ul style="list-style-type: none"> Provide the documents for the 11th meeting of the Plants Committee in the working languages 	translation documentation	high	CSU	1100	No	July 2001
A1.12.1	<ul style="list-style-type: none"> Provide the documents for the 12th meeting of the Plants Committee in the working languages 	translation documentation	high	CSU	1100	No	April 2002 (?)
A1.12.1	<ul style="list-style-type: none"> Provide interpretation for the 45th meeting of the Standing Committee in the working languages 	interpretation	high	CSU	1100	No	June 2001
A1.12.1	<ul style="list-style-type: none"> Provide interpretation for the 46th meeting of the Standing Committee in the working languages 	interpretation	high	CSU	1100	No	March 2002
A1.12.1	<ul style="list-style-type: none"> Provide interpretation for the 47th meeting of the Standing Committee in the working languages 	interpretation	high	CSU	1100	No	November 2002
A1.12.1	<ul style="list-style-type: none"> Provide interpretation for the 16th meeting of the Animals Committee in the working languages 	interpretation	high	CSU	1100	No	December 2000
A1.12.1	<ul style="list-style-type: none"> Provide interpretation for the 17th meeting of the Animals Committee in the working languages 	interpretation	high	CSU	1100	No	July/August 2001
A1.12.1	<ul style="list-style-type: none"> Provide interpretation for the 18th meeting of the Animals Committee in the working languages 	interpretation	high	CSU	1100	No	April 2002
A1.12.1	<ul style="list-style-type: none"> Provide interpretation for the 10th meeting of the Plants Committee in the working languages 	interpretation	high	CSU	1100	No	December 2000
A1.12.1	<ul style="list-style-type: none"> Provide interpretation for the 11th meeting of the Plants Committee in the working languages 	interpretation	high	CSU	1100	No	September 2001

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A1.12.1	<ul style="list-style-type: none"> Provide interpretation for the 12th meeting of the Plants Committee in the working languages 	interpretation	high	CSU	1100	No	May 2002 (?)
A1.12.2	Review current translation systems and recommend cost-effective alternatives to improve efficiency and cut costs.						
A1.12.2	<ul style="list-style-type: none"> Conduct a review of translation services and make recommendations to the Secretary General 	review	high	CSU	1100	No	September 2000
A1.12.3	Ensure that the three permanent Committees and the Conference of the Parties do not discuss any document not made available in advance in all three languages.						
A1.12.3	<ul style="list-style-type: none"> Advise the Chairman of the 12th meeting of the Conference of the Parties, and the Chairmen of the sessional committees, that proposals and other working documents are not to be discussed unless they were already circulated in the working languages (as required by the Rules of Procedure) 	advice	high	CSU	1100	No	November 2002
A1.12.3	<ul style="list-style-type: none"> Ensure that the Chairman of the Animals Committee is aware of this decision of the Conference of the Parties 	advice	high	SSU	1100	No	May 2001
A1.12.3	<ul style="list-style-type: none"> Ensure that the Chairman of the Plants Committee is aware of this decision of the Conference of the Parties 	advice	high	SSU	1100	No	December 2000
SPO2.1	To ensure that the Convention's Appendices correctly reflect the conservation and management needs of species.						
A2.1.1	Ensure periodic review and refinement of the listing criteria to ensure their applicability to broad taxonomic groups, scientific validity and utility.						
A2.1.1	<ul style="list-style-type: none"> Implement Decision 11.2 	Review of listing criteria by Criteria Working Group	High	SSU	1100, 3304	No	CoP12-150
A2.1.2	Regularly review the Appendices to ensure that listed taxa satisfy the relevant criteria.						
A2.1.2	<ul style="list-style-type: none"> Assist the Animals Committee with the review process 	Review of Appendices by Animals Committee; Proposals to CoPs	High	SSU	1100	20,000	Ongoing, CoP12-150
A2.1.2	<ul style="list-style-type: none"> Assist the Plants Committee with the review process 	Review of Appendices by Animals Committee; Proposals to CoPs	High	SSU	1100	20,000	Ongoing, CoP12-150

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A2.1.3	Continue the Review of Significant Trade as initiated by the Parties in Resolution Conf. 8.9 (Rev.).						
A2.1.3	<ul style="list-style-type: none"> Assist the Animals Committee with the implementation of Resolution Conf. 8.9 (Rev.) and related Decisions 	Review of significant trade, documents, status survey and CITES implementation projects	High	SSU	1100, 2103	No, except for status survey projects 50,000	Ongoing, CoP12-150
A2.1.3	<ul style="list-style-type: none"> Assist the Plants Committee with the implementation of Resolution Conf. 8.9 (Rev.) and related Decisions 	Review of significant trade, documents, status survey and CITES implementation projects	High	SSU	1100, 2104	No, except for status survey projects - 50,000	Ongoing, CoP12-150
A2.1.4	Evaluate trade and biological information on currently unlisted species subject to significant international trade to determine whether they would qualify for and benefit from CITES listing.						
A2.1.4	<ul style="list-style-type: none"> Assist the Animals Committee with the evaluation of species identified for this purpose by the CoP (e.g. syngnathids, tortoises and freshwater turtles) 	Convene technical workshops	Medium	SSU	1100	150,000	Two workshops before April 2002
A2.1.4	<ul style="list-style-type: none"> Assist the Plants Committee with the evaluation of species identified for this purpose by the CoP (e.g. <i>Aquillaria</i> spp., <i>Guaiacum</i> spp.) 	Develop projects	Medium	SSU	1100	75,000	CoP12-150
SPO2.2	To ensure that decisions to amend the Convention's Appendices are founded on sound and relevant scientific information and meet agreed biological and trade criteria for such amendments.						
A2.2.1	All proposals to amend the Appendices should conform to the relevant criteria.						
A2.2.1	<ul style="list-style-type: none"> Make detailed analysis of amendment proposals and send these to the Parties 	Secretariat's review of proposals	High	SSU	1100	No	CoP-120
A2.2.2	Encourage Parties to consult with the Animals and Plants Committees as appropriate to assist in the preparation of proposals to amend the Appendices.						
A2.2.2	<ul style="list-style-type: none"> Encourage Parties as required through a Notification. 	Notification	Low	SSU	1100	No	CoP12-220
A2.2.3	For identified commodities, develop standardized units of measure for permits, trade analysis and reporting.						

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A2.2.3	<ul style="list-style-type: none"> In consultation with the Plants and Animals Committees, provide, as appropriate, suggestions to LCU 	Consultation with PC and AC, recommendations to LCU	Medium	SSU	1100	No	Ongoing
A2.2.3	<ul style="list-style-type: none"> Regularly update the Notification on the subject 	Notification	Medium	LCU	1100	No	Ongoing
A2.2.4	Encourage the analysis of annual report information in the development of proposals to amend the Appendices.						
A2.2.4	<ul style="list-style-type: none"> Enhance the use of annual report data (as the most important source of information about trade in CITES-listed species) through the development of standard analytical routines and the development of an annual report template to Parties that are currently not adequately computerizing trade data (see SP01.4). 	Standard summary of annual report data to Parties, template for capturing annual report data	High	SSU	1100, 2119	50,000 to develop annual report template and PC-based analysis	June 2001 (summary) Rest when funds are available
SPO2.3	To improve the scientific basis on which Scientific Authorities make non-detriment findings.						
A2.3.1	Develop practical guidance for making non-detriment findings, including a manual and checklist, and samples of non-detriment findings and case studies.						
A2.3.1	<ul style="list-style-type: none"> Implement the programme for assistance to Scientific Authorities as approved by CoP11 regarding the implementation of Article IV (see A1.2.3.) 	Training programmes and documents	High	SSU	1100, 2113	No	Ongoing
A 2.3.2	Facilitate national and regional training for Scientific Authorities in the issuance of scientifically based non-detriment findings, including the use of the aforementioned guidance on non-detriment findings.						
A 2.3.2	<ul style="list-style-type: none"> Develop with SSU appropriate training materials for regional training for Scientific Authorities in the issuance of non-detriment findings. 	Training materials	High	CBU	1100	No	December 2001
A 2.3.2	<ul style="list-style-type: none"> Obtain necessary external funding to organize 2 or more regional workshops each year, depending on regional needs. 	Fund raising	High	CBU	1100	360,000	Ongoing
A2.3.3	Ensure that the necessary scientific information is taken into consideration when making non-detriment findings (e.g. life history, ecological adaptability, distribution, abundance, population trends and management programme).						
A2.3.3	<ul style="list-style-type: none"> Implement the programme for assistance to Scientific Authorities as approved by CoP11 regarding the implementation of Article IV (see A1.2.3.) 	Training programmes and documents	High	SSU	1100, 2113	No	Ongoing

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A2.3.4	Ensure that management plans involve periodic research, monitoring, testing, evaluation and opportunities for improvement (including adaptive management).						
A2.3.4	<ul style="list-style-type: none"> Include this element in the Scientific Authority capacity building programme (see A.1.8.2) 	Training programmes and documents	High	SSU	1100, 2119	No	July 2001
A2.3.4	<ul style="list-style-type: none"> Include this element in recommendations to Parties pursuant to the Review of Significant Trade (see A.1.8.2) 	Significant Trade Recommendations and studies	High	SSU	1100, 2103, 2104	No	Ongoing
A2.3.5	Provide opportunities for Scientific Authorities to exchange information and data (e.g. sharing of non-detriment findings; sharing of data, management plans and case studies; postings to a website; and communication through a list-server).						
A2.3.5	<ul style="list-style-type: none"> Expand the use of the CITES website to disseminate information about as wide a range of CITES issues as possible, and provide links to other relevant sites (see SP01.4). 	Revised CITES website	Medium	CSU	1100	No	Dec. 2001
A2.3.5	<ul style="list-style-type: none"> Provide a list server for exchange between Scientific Authorities 	Listserver	Medium	CSU	1100	No	Sept. 2001
SPO2.4	To develop innovative technologies and encourage relevant research, including research into CITES implementation and enforcement, and to pursue these objectives, where appropriate, at the regional level.						
A2.4.1	In collaboration with enforcement agencies, identify the needs for and potential benefits of innovative technologies.						
A2.4.1	<ul style="list-style-type: none"> Establish and regularly update list of innovative technologies identified through journals, liaison with Animals/Plants Committees and regular communication with enforcement agencies 	List	High	LCU	1100	No	Ongoing
A2.4.1	<ul style="list-style-type: none"> Assess applicability to CITES enforcement 	Internal assessments	Medium	LCU	1100	No	Ongoing
A2.4.1	<ul style="list-style-type: none"> Seek experience with innovative technologies, especially benefits, from other enforcement personnel via correspondence or enforcement meetings 	Communication	Medium	LCU	1100	No	Ongoing
A2.4.1	<ul style="list-style-type: none"> Periodically advise Parties of findings 	Newsletter, website, Notifications; reports	Medium	LCU	1100	No	Ongoing
A2.4.2	In collaboration with Parties, international agencies, and relevant research entities, identify the available technologies (e.g. digital technology, microchips, barcodes, holograms, DNA testing) relevant to assisting the better implementation of the Convention.						

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A2.4.2	<ul style="list-style-type: none"> Liaise with ISO on nature and potential applicability of various marking technologies 	Meeting	High	LCU	1100	No	Dec 2001
A2.4.2	<ul style="list-style-type: none"> Establish and regularly update list of DNA testing being done by various labs which is relevant to CITES 	List	High	LCU	1100	No	Ongoing
A2.4.2	<ul style="list-style-type: none"> Solicit additional information on technologies from Parties and relevant international agencies/research entities 	Communication	Medium	LCU	1100	No	Ongoing
A2.4.2	<ul style="list-style-type: none"> Periodically advise Parties of findings 	Newsletter, website, Notifications; reports	Medium	LCU	1100	No	Ongoing
A2.4.3	Encourage the adoption and use of such technologies in CITES processes and procedures (e.g. licensing, verification, enforcement, communication).						
A2.4.3	<ul style="list-style-type: none"> Incorporate explanation of technologies and their possible use into Implementation Manual 	Implementation Manual section	Low	LCU	1100	No	Ongoing
A2.4.3	<ul style="list-style-type: none"> Explain technologies and their possible use in meetings and training workshops 	Meeting and workshop presentations	Medium	LCU	1100	No	Ongoing
A2.4.4	Develop with relevant institutions collaborative research projects for testing the appropriateness of new and forthcoming technologies.						
A2.4.4	<ul style="list-style-type: none"> Continue liaison with sturgeon range States, IUCN/SSC, USFWS lab and others in relation to obtaining and storing reference samples for reliable DNA testing 	Reference samples; DNA analyses	High	LCU	1100	No	Dec 2001
A2.4.4	<ul style="list-style-type: none"> Identify lab(s) which might be interested in research projects for testing technologies linked to tiger 	Project proposal	Medium	LCU	1100	No	Sept 2001
A2.4.5	Assess progress on a regional basis						
A2.4.5	<ul style="list-style-type: none"> Secretariat to remind the permanent Committees of this action point 	Agenda	Medium	SSU	1100	No	Next AC/PC
SPO3.1	To promote a high degree of cooperation, coordination and collaboration between national and international law enforcement agencies.						
A3.1.1	Establish, communicate and agree on international priorities for enforcement.						

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A3.1.1	<ul style="list-style-type: none"> Continue to support WCO-Western Europe regional bureau project on illegal trade in plants 	Criminal analysis for 2001	High	SSU	1100 and 1601	No	Dec 2001
A3.1.1	<ul style="list-style-type: none"> Work with ICPO-Interpol and WCO on enforcement needs assessment in Caspian region related to illegal sturgeon trade 	Needs assessment	High	LCU	1100	17,000	Sept 2001
A3.1.1	<ul style="list-style-type: none"> Discuss with ICPO-Interpol and WCO and national enforcement agencies, during upcoming meetings, possible international priorities for enforcement 	List of priorities and suggested actions	Medium	LCU	1100 and 1601	No	Dec 2001
A3.1.1	<ul style="list-style-type: none"> Review and revise, if necessary, list of enforcement priorities 	Revised list and actions	Medium	LCU	1100	No	Dec 2002
A3.1.1	<ul style="list-style-type: none"> Review and revise, if necessary, list of enforcement priorities 	Revised list and actions	Medium	LCU	1100	No	Dec 2003
A3.1.1	<ul style="list-style-type: none"> Review and revise, if necessary, list of enforcement priorities 	Revised list and actions	Medium	LCU	1100	No	Dec 2004
A3.1.2	Encourage each enforcement agency to identify suitable contacts for WCO, Interpol, and other relevant international enforcement entities.						
A3.1.2.	<ul style="list-style-type: none"> Share Dutch multi-agency approach with other Parties via CITES World 	Newsletter article	High	LCU	1100	No	July 2001
A3.1.2	<ul style="list-style-type: none"> Develop with Dutch a template for other countries to consider, based on their experience 	Template	Medium	LCU	1100	No	Dec 2002
A3.1.3	Share information on illegal trade, seizures and ongoing investigations with other relevant Parties.						
A3.1.3	<ul style="list-style-type: none"> Use informal email network of enforcement contacts to exchange information and experience 	Communication	High	LCU	1100	No	Ongoing
A3.1.3	<ul style="list-style-type: none"> Use TETF as mechanism for sharing information 	Presentations	High	LCU	1100	No	April 2001
A3.1.3	<ul style="list-style-type: none"> Issue CITES Alerts as needed 	Alerts	High	LCU	11001	No	Ongoing
A3.1.3	<ul style="list-style-type: none"> Prepare articles for CITES World 	Newsletter articles	Medium	LCU	1100	No	Ongoing
A3.1.3	<ul style="list-style-type: none"> Use infractions report to convey such information 	CoP12 document	Medium	LCU	1100	No	June 2002
A3.1.3	<ul style="list-style-type: none"> Use infractions report to convey such information 	CoP13 document	Low	LCU	1100	No	June 2004
A3.1.4	Liaise with Interpol and WCO working groups on environmental crime.						

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A3.1.4	<ul style="list-style-type: none"> Attend meetings of international working groups 	Missions; presentations	High	LCU	1100 and 1601	No	Ongoing
A3.1.4	<ul style="list-style-type: none"> Where possible, attend meetings of regional working groups 	Missions; presentations	Medium	LCU	1100	25,000	Ongoing
SPO3.2	To stimulate and participate in bilateral, regional and global efforts to combat illegal trade in wild fauna and flora.						
A3.2.1	Develop and expand effective regional cooperative efforts, particularly among countries with common borders.						
A3.2.1	<ul style="list-style-type: none"> Support Lusaka Agreement Task Force in context of MOU with Secretariat 	Missions; training	High	LCU	1100	8,500	Ongoing
A3.2.1	<ul style="list-style-type: none"> Support MIKE sub-regional groups in Africa and Asia 	Missions; communication	High	LCU	1100	34,000	Ongoing
A3.2.1	<ul style="list-style-type: none"> Establish a mechanism for Asian cooperative efforts building on TETF and UNEP/ROAP initiative 	Meetings; communication	High	LCU	1100	85,000	Ongoing
A3.2.2	Initiate and expand regional enforcement contact networks.						
A3.2.2	<ul style="list-style-type: none"> Identify enforcement authorities in Caspian Region and initiate an informal network via email or other communication means 	Mission; communication	High	LCU	1100	17,000	Dec 2001
A3.2.2	<ul style="list-style-type: none"> Support NAWEG efforts to strengthen regional enforcement networks in the Caribbean and Latin America 	Communication; missions	Medium	LCU	1100	17,000	Dec 2001
A 3.2.3	Convene regional enforcement training workshops.						
A 3.2.3	<ul style="list-style-type: none"> Develop with LCU appropriate training materials for regional enforcement training workshops. 	Training materials	High	CBU	1100	No	December 2001
A 3.2.3	<ul style="list-style-type: none"> Obtain necessary external funding to organize 2 or more regional workshops each year, depending on regional needs. 	Fund raising	High	CBU	1100	360,000	Ongoing
A3.2.4	Facilitate exchange of intelligence information.						
A3.2.4	<ul style="list-style-type: none"> Establish mechanism for regular information exchange with ICPO-Interpol and WCO (e.g. teleconference, meetings) 	Regular communication mechanism	High	LCU	1100	No	Ongoing

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A3.2.4	<ul style="list-style-type: none"> Continue mutual attendance at enforcement-related meetings 	Missions; invitations	High	LCU	1100 and 1601	17,000	Ongoing
A3.2.4	<ul style="list-style-type: none"> Expand email network of enforcement contacts and use it for quick exchange of information on specific allegations, investigations, issues, and trends 	Expanded email address list	High	LCU	1100	No	Ongoing
A3.2.4	<ul style="list-style-type: none"> Continue issuance of CITES Alerts and ensure they are reaching appropriate authorities 	Alerts	High	LCU	1100	No	Ongoing
A3.2.5	Formally recognize and award exemplary enforcement actions.						
A3.2.5	<ul style="list-style-type: none"> Review existing award schemes 	Analysis	High	LCU	1100	No	Aug 2001
A3.2.5	<ul style="list-style-type: none"> Prepare proposed CITES award scheme, perhaps in conjunction with an existing scheme, and discuss internally 	Internal proposal; revised proposal	High	LCU	1100	No	Nov 2001
A3.2.5	<ul style="list-style-type: none"> Present to SC 46 final proposal for comments and revision before CoP12 	SC46 document; further revised proposal	Medium	LCU	1100	No	Dec 2001
A3.2.5	<ul style="list-style-type: none"> Initiate award at CoP12 and obtain approval for future awards 	Award (s); CoP12 document	Medium	LCU	1100	No	June 2002
A3.2.5	<ul style="list-style-type: none"> Present award (s) at CoP13 	Award(s)	Low	LCU	1100	No	June 2004
SPO3.3	To encourage mutual technical assistance, including the exchange of information, in enforcement matters.						
A3.3.1	Encourage enforcement agencies to share technology (e.g. forensic).						
A3.3.1	<ul style="list-style-type: none"> Seek experience with forensic technologies, especially successes, from other enforcement personnel via correspondence or enforcement meetings 	Communication	Medium	LCU	1100	No	Ongoing
A3.3.1	<ul style="list-style-type: none"> Regularly communicate forensic information via newsletter, designated web section, Alerts, Notifications 	Communication	Medium	LCU	1100	No	Ongoing
A3.3.1	<ul style="list-style-type: none"> Link countries with forensic experience with countries that need such expertise 	Communication	Medium	LCU	1100	No	Ongoing
A3.3.2	Collaborate in the production of pertinent identification materials.						

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A3.3.2	<ul style="list-style-type: none"> Determine Environment Canada or other identification guides that require support and match with potential donors 	Guides	Medium	SSU	1100	No	Ongoing
A3.3.2	<ul style="list-style-type: none"> Distribute useful identification guides to Parties 	Guides	Medium	CSU	1100	17,000	Dec 2002
A3.3.2	<ul style="list-style-type: none"> When requested, review and provide comments on draft identification guides produced by Secretariat or others 	Comments	Medium	SSU	1100	No	Ongoing
A3.3.3	Promote development of new technologies for the identification of specimens in trade.						
A3.3.3	<ul style="list-style-type: none"> Liaise with ISO on nature and potential applicability of various marking technologies 	Meeting	High	LCU	1100	No	Dec 2001
A3.3.3	<ul style="list-style-type: none"> Inform CoP12 about such technologies and propose future actions 	CoP12 document	Medium	LCU	1100	No	June 2002
A3.3.3	<ul style="list-style-type: none"> Implement actions agreed by CoP12 and report to CoP13 	CoP13 document	Low	LCU	1100	No	June 2004
A3.4	To develop appropriate management strategies and incentives for promoting a change from illegal to legal use of wild fauna and flora.						
A3.4.1	Develop and implement appropriate economic, education, and awareness programmes that lead to greater local involvement in wildlife management, and stimulate participation in combating illegal trade within and from producer countries.						
A3.4.1	<ul style="list-style-type: none"> Gather information and identify Parties already having associated awareness materials. 	Notifications	Medium	CBU	1100	No	February 2002
A3.4.1	<ul style="list-style-type: none"> Compile existing material and input into the National Directory database. 	Database	Medium	CBU	1100	No	March 2002
A3.4.1	<ul style="list-style-type: none"> Review existing material and produce an awareness package identifying the best practices. 	Awareness package	Medium	CBU	1100	20,000	March 2002
A3.4.1	<ul style="list-style-type: none"> Disseminate this information to Parties encouraging them to adapt the material to implement their own awareness programmes. 	Report + awareness material dissemination	Medium	CBU	1100	No	April 2002
A3.4.2	Develop and implement targeted awareness programmes that promote voluntary compliance with wildlife trade regulations by user groups in consumer countries.						
A3.4.2	<ul style="list-style-type: none"> Gather information and identify Parties already having associated awareness materials. 	Notifications	Medium	CBU	1100	No	February 2002
A3.4.2	<ul style="list-style-type: none"> Compile existing material and input into National Directory database. 	Database	Medium	CBU	1100	No	March 2002

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A3.4.2	<ul style="list-style-type: none"> Review existing material and produce an awareness package identifying the best practices. 	Awareness package	Medium	CBU	1100	20,000	March 2002
A3.4.2	<ul style="list-style-type: none"> Disseminate this information to Parties encouraging them to adapt the material to implement their own awareness programmes. 	Report + awareness material dissemination	Medium	CBU	1100	No	April 2002
A3.4.3	On the basis of information from Parties, develop templates of best practice in regard to the strategies and incentives concerned, and encourage Parties to adopt them.						
A3.4.3	<ul style="list-style-type: none"> Using the information obtained in points A3.4.1 and A3.4.2, produce an awareness package identifying the best practices from Parties. 	Awareness package	Medium	CBU	1100	No	May 2002
A3.4.3	<ul style="list-style-type: none"> Distribution of awareness package to Parties 	Notification with awareness package	Medium	CBU	1100	No	June 2002
SPO3.5	To promote awareness of CITES issues and a greater understanding by the judiciary of the social and economic significance of conservation threats posed by illegal trade in wild fauna and flora.						
A3.5.1	Contribute papers and articles to law journals and other publications.						
A3.5.1	<ul style="list-style-type: none"> Continue to provide input to UNEP Biannual Bulletin on Environmental Law 	Article	High	LCU	1100	No	Ongoing
A3.5.1	<ul style="list-style-type: none"> Prepare articles for other journals, especially those that highlight CITES or related themes (e.g., RECIEL) 	Articles	High	LCU	1100	No	Ongoing
A3.5.2	Attend and contribute to legal conferences.						
A3.5.2	<ul style="list-style-type: none"> Attend environmental law meetings organized by U.N., regional or other international bodies 	Mission	High	LCU	1100	17,000	Dec 2002
A3.5.3	Provide training and greater awareness for judges and prosecutors. (this is closely linked with the National legislation capacity building project)						
A3.5.3	<ul style="list-style-type: none"> In close collaboration with LCU, identify priorities for the training of judges and prosecutors (topics, geographical areas to start with, etc.) 	Priorities identified	High	LCU	1100	No	May 2001
A3.5.3	<ul style="list-style-type: none"> Identify partners (e.g. ELC) that may assist in the preparation of training workshops and awareness material for judges and prosecutors. 	Targeted partners	High	LCU	1100	No	May 2001

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A3.5.3	<ul style="list-style-type: none"> Develop a training programme for judges and prosecutors. 	Training programme	High	LCU	1100	No	July 2001
A3.5.3	<ul style="list-style-type: none"> Initiate a fund raising campaign to support the training programme 	Fund raising	High	CBU	1100	No	Aug 2001
A3.5.3	<ul style="list-style-type: none"> Convene training workshops (there are two regional legislation workshops planned for 2001-2002). 	Training workshops	High	LCU	1100	360,000	2001-2002
A3.5.4	Encourage the judiciary to apply more appropriate penalties when dealing with wildlife crime.						
A3.5.4	<ul style="list-style-type: none"> Develop template letter which provides support to government prosecutors for sentencing in wildlife cases 	Letter	High	LCU	1100	No	March 2001
A3.5.4	<ul style="list-style-type: none"> Develop handbook on factors for sentencing in wildlife crimes 	Handbook	Medium	LCU	1100	77,500	Dec 2003
SPO4.1	To strengthen communication and collaboration with national and international NGOs						
A4.1.1	Recognize the significant contributions of NGOs to the CITES process and encourage greater NGO participation in CITES outreach						
A4.1.1	<ul style="list-style-type: none"> Secretariat to ensure that relevant NGOs are invited to participate in CITES meetings. 	Invitations extended	High	CSU	1100	No	2001, 2002 (ongoing)
A4.1.2	Encourage Parties to enhance communication and collaboration with local and national NGOs						
A4.1.2	<ul style="list-style-type: none"> RAs to write to all Parties, assigned to them, and make them aware of this action point. 	Letters to Parties	High	PMU	1100	No	2001 (June)
A4.1.3	Improve availability of CITES information to a broad spectrum of NGOs						
A4.1.3	<ul style="list-style-type: none"> Identify major NGOs that work with topics associated with CITES 	List of relevant NGOs + areas of interaction with CITES	High	CBU	1100	No	ongoing
A4.1.3	<ul style="list-style-type: none"> Create a section on the CITES Website: CITES and collaboration with NGOs, how they can assist with CITES activities, which NGOs are already doing it and how. 	Web Page(s)	High	CSU	1100	No	October 2001 & ongoing
A4.1.3	<ul style="list-style-type: none"> Provide CITES information materials to relevant NGOs 	Targeted relevant information provided	High	CBU	1100	No	ongoing

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A4.1.4	Collaborate with NGOs in public education and outreach campaigns						
A4.1.4	<ul style="list-style-type: none"> Identify relevant NGOs with whom the Secretariat shall work in public education and outreach campaigns. Identify main areas of collaboration. 	Identification of potential partners and associated areas of work.	High	CBU	1100	No	ongoing
A4.1.4	<ul style="list-style-type: none"> Contact and set up agreements with relevant NGOs to work jointly on public education and outreach campaigns 	Agreements	High	CBU	1100	No	ongoing
A4.1.4	<ul style="list-style-type: none"> Develop a programme of projects to be implemented jointly. 	List of projects	High	CBU	1100	No	ongoing
A4.1.4	<ul style="list-style-type: none"> Initiate a fund raising campaign to support the above-mentioned programme. 	Fund raising	High	CBU	1100	No	ongoing
A4.1.4	<ul style="list-style-type: none"> When funding is secured, implement projects. 	Public education and outreach campaigns	High	CBU	1100	80,000	ongoing
A4.1.6	Meet regularly with international NGOs						
A4.1.6	<ul style="list-style-type: none"> Secretariat to schedule meetings with NGOs attending CITES meetings 	Invitations extended	High	PMU	1100	28,000	2001, 2002 (throughout)
SPO42	To strengthen alliances with relevant local communities, consumer groups, and traders.						
A4.2.1	Identify audiences to be targeted, and their needs.						
A4.2.1	<ul style="list-style-type: none"> Send out Notification to the Parties to obtain information re consumer groups and traders in their own countries. 	Notification	Medium	CBU	1100	No	February 2002
A4.2.1	<ul style="list-style-type: none"> Identify the local consumers and traders who need to be informed of sustainable uses of the species. 	Networking	Medium	CBU	1100	No	March 2002
A4.2.1	<ul style="list-style-type: none"> Prepare training or informative materials to be used in seminars for traders, if there is any demand from Parties. 	Training materials	Medium	CBU	1100	No	When required
A4.2.2	Develop campaigns and materials for the distribution of information to targeted groups, with a specific focus on Appendix II.						
A4.2.2	<ul style="list-style-type: none"> Develop information material with samples of Appendix II CITES-listed species which traders and consumer groups can refer to. 	Material created	Medium	CBU	1100	20,000	March 2002

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A4.2.2	<ul style="list-style-type: none"> Dissemination to Parties. Encourage Parties to implement national awareness campaign(s) using the above-mentioned material. 	Notification	Medium	CBU	1100	No	April 2002
A4.2.3	Promote awareness of the impacts of consumption patterns and demands on species conservation.						
A4.2.3	<ul style="list-style-type: none"> Identify Parties where such consumption patterns are occurring, lessons learnt, actions taken, etc. 	Identification of existing experiences	Medium	CBU	1100	No	February 2002
A4.2.3	<ul style="list-style-type: none"> Initiate development of awareness material. 		Medium	CBU	1100	20,000	February 2002
A4.2.3	<ul style="list-style-type: none"> Initiate a fund raising campaign to support the above-mentioned workplan. 	Fund raising	Medium	CBU	1100	No	March 2002
A4.2.3	<ul style="list-style-type: none"> Hire expert to develop awareness material. 	Sub-contract	Medium	CBU	1100	30,000	> funds raised
A4.2.3	<ul style="list-style-type: none"> Disseminate awareness material to Parties and NGOs, post such a material on Internet. 	Material dissemination	Medium	CBU	1100	No	> funds raised
A4.2.4	Meet regularly with targeted groups and encourage their active participation.						
A4.2.4	<ul style="list-style-type: none"> Parties encouraged to develop a plan to meet regularly with consumer groups and traders, topics to be covered, material to be disseminated, etc. and encourage their participation. 	Notification	Medium	CBU	1100	No	March 2002
SPO4.3	To promote greater awareness among and cooperation with the scientific community.						
A4.3.1	Identify audiences to be targeted within the scientific community (e.g. specialist groups, universities, scientific societies, museums, academic institutions).						
A4.3.1	<ul style="list-style-type: none"> Remind Parties of this element through a Notification. 	Notification	Medium	SSU	1100	No	August 2001
A4.3.2	Participate actively at scientific meetings and conferences, and encourage participation in CITES issues by the scientific community.						
A4.3.2	<ul style="list-style-type: none"> Implement where appropriate concerning CITES-listed species 	Participation at scientific meetings	Medium	SSU	1100	10,000	Subject to availability of funding
A4.3.3	Encourage the scientific community to focus their efforts on national CITES priorities.						
A4.3.3	<ul style="list-style-type: none"> Remind Parties of this element through a Notification. 	Notification	Medium	SSU	1100	No	August 2001

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
SPO4.4	To produce and disseminate informative materials to a broad public at a local, national, and regional level.						
A4.4.1	Develop information that is culturally and locally relevant, as well as technically accurate.						
A4.4.1	<ul style="list-style-type: none"> Based on Decisions adopted in CoP11, send out Notifications to the Parties on information related to conservation of and trade of species, forthcoming meetings and workshops, thereby disseminating the specific information relevant to the Parties. 	Notification	High	CBU	1100	No	ongoing
A4.4.1	<ul style="list-style-type: none"> In order to have access to a local audience, encourage Parties to create national information, based on current information available, and distribute it domestically. 	National information	High	CBU	1100	No	ongoing
A4.4.1	<ul style="list-style-type: none"> Create regional section(s) in the CITES Newsletter. Further liaise with TRAFFIC regional offices, UNEP regional offices, regional collaborating centres, etc. as well as Parties in order to gather information on current issues in each region to be included in the CITES World. 	Newsletter	Medium	CBU	1100	No	February 2002
SPO4.5	To improve communication and collaboration with the media.						
A4.5.1	Inform media about CITES-related activities and its regional and global achievements.						
A4.5.1	<ul style="list-style-type: none"> With UNEP's Information Unit on Conventions (IUC), issue press release on launching of new CITES website 	Press release	High	LCU	1100	No	June 2001
A4.5.1	<ul style="list-style-type: none"> Obtain general press contact list from IUC and begin developing specialized CITES list for regular sending of relevant information 	Contact list; communications	High	LCU	1100	No	April 2001
A4.5.1	<ul style="list-style-type: none"> Develop proposal for producing monthly CITES bulletin that can be distributed electronically 	Electronic bulletin	Medium	LCU	1100	No	Dec 2001
A4.5.1	<ul style="list-style-type: none"> With IUC, prepare press releases at beginning and/or end of major meetings/workshops 	Press releases	High	LCU	1100	No	Ongoing
A.4.5.1	<ul style="list-style-type: none"> Encourage all Secretariat Units to report media contacts to focal point 	Internal procedure; communications	High	LCU	1100	No	April 2001
A4.5.1	<ul style="list-style-type: none"> With IUC, develop media strategy with identified campaigns 	Media strategy	Medium	LCU	1100	No	July 2001

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A4.5.2	Identify national media outlets and contacts for dissemination of CITES information.						
A4.5.2	<ul style="list-style-type: none"> Obtain general press contact list from IUC and begin developing specialized CITES list for regular sending of relevant information 	Contact list; communications	High	LCU	1100	No	April 2001
A4.5.2	<ul style="list-style-type: none"> Solicit media outlet and contact information from Parties 	Communications; meetings	Medium	LCU	1100	No	Dec 2001
A4.5.2	<ul style="list-style-type: none"> Gather within Secretariat and from key partners all existing media outlets and contacts 	Communications; enhanced list	High	LCU	1100	No	May 2001
A4.5.3	Develop factual media packets on relevant CITES issues (e.g. fact sheets, CD-ROMs, videos).						
A4.5.3	<ul style="list-style-type: none"> With IUC, identify list of topics for factual media packets 	List of topics	High	LCU	1100	No	Sept 2001
A4.5.3	<ul style="list-style-type: none"> With IUC, develop media fact sheet template 	Fact sheet template	High	LCU	1100	No	Dec 2001
A4.5.3	<ul style="list-style-type: none"> Prepare and distribute media fact sheet 	Fact sheet	High	LCU	1100	No	Jan 2002
A4.5.3	<ul style="list-style-type: none"> With IUC, prepare project proposal for CITES video 	Video	Low	LCU	1100	100,000	Dec 2003
A4.5.3	<ul style="list-style-type: none"> With IUC, prepare media arrangements and materials for CoP12 	CoP12 media programme	High	LCU	1100	No	June 2002
SPO4.6	To strengthen knowledge, promote awareness and facilitate enforcement of flora issues in CITES.						
SPO4.6	<ul style="list-style-type: none"> Ensure that plant issues are included in all training programmes and awareness activities of the Secretariat, including the website. 	Liaison activities, website	High	SSU	1100	No	Ongoing
A4.6.1	Ensure that adequate attention is given to plant conservation in all activities related to the implementation of this Plan.						
A4.6.1	<ul style="list-style-type: none"> Prepare relevant sections on CITES implementation for plants for inclusion in training seminars 	Power point sheets and texts	High	SSU	1100	No	Dec. 2001
A4.6.1	<ul style="list-style-type: none"> Stimulate the preparation and use of slides packs such as the one on 'CITES and Plants' 	Slide packs	High	SSU	1100	No	Ongoing
A4.6.1	<ul style="list-style-type: none"> Ensure that, as appropriate, plant issues are properly addressed in the relevant publications of the Secretariat 	Publications	High	SSU	1100	No	Ongoing

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
SPO5.1	To ensure an optimal working relationship with UNEP, as well as close coordination and synergy with the CBU and other relevant multilateral environmental agreements.						
A5.1.1	Enhance national liaison between CITES and national MEA focal points						
A5.1.1	<ul style="list-style-type: none"> RAs to write to all Parties, assigned to them, and make them aware of this action point. 	Letters to Parties	High	PMU	1100	No	2001 (June)
A5.1.2	Enhance regional and international liaison between CITES and MEA focal points						
A5.1.2	<ul style="list-style-type: none"> RAs to write to all Parties, assigned to them, and make them aware of this action point. 	Letters to Parties	High	PMU	1100	No	2001 (June)
A5.1.3	Develop and implement joint projects with other MEAs (e.g., capacity building, trade controls, enforcement, scientific and technical coordination, project development and implementation)						
A5.1.3	<ul style="list-style-type: none"> Secretariat to copy its Workplan to the Secretariats of other relevant MEAs, to encourage collaboration on developing and implementing joint projects 	Workplan copied to MEAs	High	CBU	1100	No	2001 (June)
A5.1.3	<ul style="list-style-type: none"> Joint projects developed and reported to the Standing Committee 	Joint Projects developed	High	CBU	1100	No	2002 (February)
SPO5.2	To ensure close cooperation and coordination with related conventions, agreements, and associations						
A5.2.1	Develop a mechanism to ensure transfer and exchange of information between CITES and relevant conventions, agreements, and associations for species of concern						
A5.2.1	<ul style="list-style-type: none"> Secretariat to write to all Parties, assigned to them, and make them aware of this action point. 	Letters to Parties	High	PMU	1100	No	2001 (June)
A5.2.1	<ul style="list-style-type: none"> Secretariat to bring this action point to the attention of the secretariat's of other relevant MEAs 	Letters to MEAs	Low	PMU	1100	No	2002 (February)
A5.2.2	Consider the criteria and decisions of other conventions, agreements, and associations when considering the proposals to amend appendices, draft resolutions, and decisions						
A5.2.2	<ul style="list-style-type: none"> Secretariat to write to all Parties, assigned to them, and make them aware of this action point. 	Letters to Parties	High	PMU	1100	No	2001 (June)
A5.2.2	<ul style="list-style-type: none"> Secretariat to bring this action point to the attention of the secretariat's of other relevant MEAs 	Letters to MEAs	Low	PMU	1100	No	2002 (February)
A5.2.3	Encourage other conventions, agreements, and associations to consider the criteria and decisions made by CITES when making their decisions						

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A5.2.3	<ul style="list-style-type: none"> Secretariat to bring this action point to the attention of the secretariat's of other relevant MEAs 	Letters to MEAs	Low	PMU	1100	No	2002 (February)
SPO5.3	To ensure greater coordination of scientific and technical programmes and, where appropriate, more efficient distribution of responsibilities with relevant technical partners such as IUCN, WCMC, TRAFFIC and others.						
A5.3.1	Identify responsibilities of relevant technical partners and ensure adequate coordination and mutual awareness of work programmes to avoid duplication						
A5.3.1	<ul style="list-style-type: none"> Secretariat to copy its Workplan to other relevant technical Partners to encourage collaboration on developing and implementing joint projects 	Workplan copied to relevant technical partners	High	CBU	1100	No	2001 (June)
A5.3.1	<ul style="list-style-type: none"> Joint projects developed and reported to the Standing Committee 	Joint Projects developed	High	CBU	1100	No	2002 (February)
A5.3.2	Develop mechanisms to disseminate information to Parties on actions of relevant technical partners and furtherance of the Convention						
A5.3.2	<ul style="list-style-type: none"> Ensure that information of relevance to Parties is included in Notifications to the Parties, CITES World, or the CITES website. 	communication	high	CSU	1100	No	ongoing
A5.3.3	Inform Secretariat of Parties' projects with technical partners						
A5.3.3	<ul style="list-style-type: none"> RAs to write to all Parties, assigned to them, and make them aware of this action point. 	Letters to Parties	High	PMU	1100	No	2001 (June)
SPO5.4	To ensure continuing recognition and acceptance of CITES measures by WTO and to ensure the 'mutual supportiveness' of the decision-making processes between these bodies.						
A5.4.1	Enhance national liaison between CITES and WTO focal points.						
A5.4.1	<ul style="list-style-type: none"> Obtain list of WTO focal points and share with CITES focal points 	Communications	High	LCU	1100	No	Dec 2001
A5.4.1	<ul style="list-style-type: none"> Conduct briefings on CITES for trade representatives in Geneva 	Briefings	Medium	LCU	1100	No	Dec 2002
A5.4.1	<ul style="list-style-type: none"> Invite trade focal points to relevant CITES meetings 	Invitations	Medium	CBU	1100	No	Ongoing
A5.4.1	<ul style="list-style-type: none"> Review and determine whether CITES can make a contribution or benefit from ongoing UNEP/UNCTAD/ WTO capacity building programme on trade and environment 	Analysis	Medium	LCU	1100	No	Dec 2001
A5.4.2	Enhance regional and international liaison between CITES and WTO.						

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A5.4.2	<ul style="list-style-type: none"> Attend WTO/CTE meetings and relevant meetings organized by UNEP/ETU, especially those related to MEAs, and make relevant presentations or submissions 	Presentations; submissions	High	PMU	1100	No	Ongoing
A5.4.2	<ul style="list-style-type: none"> Liaise regularly with WTO Trade and Environment Division and ETU staff 	Communications	High	LCU	1100	No	Ongoing
A5.4.2	<ul style="list-style-type: none"> Prepare draft presentations and submissions for WTO's MEA information sessions 	Draft papers	Medium	LCU	1100	No	Ongoing
A5.4.2	<ul style="list-style-type: none"> Review WTO work programme and identify relevance to CITES 	Analysis	Medium	LCU	1100	No	Ongoing
A5.4.2	<ul style="list-style-type: none"> Prepare specific proposals for involving WTO in relevant CITES activities 	Proposals	Medium	LCU	1100	No	Ongoing
SPO6.1	To secure at least 20 more Parties to the Convention by 2005 with a special focus on range countries of species subject to significant trade and important consumer countries of wild plants and animals, as well as countries located in regions with relatively low representation.						
A6.1.1	Identify priority non-Party countries and pursue their accession						
A6.1.1	<ul style="list-style-type: none"> SG to write to all non-Parties in their Region, and identify the reasons why they have not joined the Convention. 	Letters to Parties	High	PMU	1100	No	2001 (June)
A6.1.2	Engage in bilateral discussions with non-Parties to encourage their accession and adoption of appropriate implementing legislation						
A6.1.2	<ul style="list-style-type: none"> Following analysis of the responses provided (refer A 6.1.2 above), the Secretariat will prepare a report to the Standing Committee. 	Report to Standing Committee	High	PMU	1100	No	2002 (February)
SPO6.2	To encourage ratification of the 1983 Amendment to Article XXI of the Convention and the subsequent accession by eligible regional economic integration organizations.						
A6.2.1	Identify which additional countries are needed to accept the 1983 Amendment to Article XXI, so that it can enter into force.						
A6.2.1	<ul style="list-style-type: none"> List the States that have not yet accepted the Gaborone amendment and whose acceptance would count towards its entry into force 	review	High	CSU	1100	No	September 2000
A6.2.1	<ul style="list-style-type: none"> Write to the States in this list to reiterate the importance of the Gaborone amendment and to urge them to accept it as soon as possible. 	communication	High	PMU	1100	No	September 2000
A6.2.2	Meet with appropriate officials of those countries						

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A6.2.2	<ul style="list-style-type: none"> Secretariat to organize meetings with the relevant Missions in Geneva to appraise them of this action point 	Meet with Missions in Geneva	High	PMU	1100	No	2001, 2002 (ongoing)
SPO7.1	To resolve the problem of late and inadequate contributions to the CITES Trust Fund						
A7.1.1	Analyse budgeting process of the Secretariat in context of budgeting and financial management of different countries and pursue appropriate remedies (e.g., computation of financial year, dealing with currency conversion)						
A7.1.1	<ul style="list-style-type: none"> Analyse trends related to the payment of contributions by the Parties 	Analysis	High	PMU	OTL	No	2001 (August)
A7.1.2	Encourage Parties to pay their contributions in a timely manner						
A7.1.2	<ul style="list-style-type: none"> Secretariat to write to the Parties encouraging them to pay their annual contributions on time and seeking their additional financial support for the work of the Convention 	Letters to Parties	High	PMU	OTL	No	2002 (January)
A7.1.2	<ul style="list-style-type: none"> Send follow up letters to those Parties that have not paid their contributions to the CITES Trust Fund 	Letters to delinquent Parties	High	PMU	OTL	No	2001 (June) 2002 (June)
A7.1.3	Recommend incentives and remedies to ensure payment of contributions						
A7.1.3	<ul style="list-style-type: none"> Propose measures, for the consideration by the Standing Committee, to promote payment of financial contributions and develop effective measures concerning arrears. 	SC document	High	PMU	OTL	No	2002 (February)
SPO7.2	To ensure that the decisions of the Conference of the Parties take full account of financial implications for the CITES Trust Fund						
A7.2.1	Ensure that the work programmes of meetings of the Conference of the Parties are designed to consider the financial implications of all decisions prior to adopting a final budget						
A7.2.1	<ul style="list-style-type: none"> Ensure that all decisions with financial implications are costed by the proponent and the source of funding is indicated before they are adopted. 	All decisions specify the budget needed for effective implementation	High	CSU	1100	No	CoP 12 – 150 days
A7.2.2	Comply with relevant resolutions requesting budgetary implications when presenting proposals and resolutions to the Conference of the Parties						
A7.2.2	<ul style="list-style-type: none"> Ensure that any draft resolutions or proposal submitted for consideration that have budgetary implication for the Secretariat, contain a budget for the work involved 	All draft resolution and proposals "ditto"	High	CSU	1100	No	CoP 12 – 150 days

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A7.2.3	Evaluate the budgetary implications for the Trust Fund and potential for donor funding for proposals with substantive impact, prior to adoption of such proposals						
A7.2.3	<ul style="list-style-type: none"> Determine the availability of Trust Fund resources for implementation of proposals or identify and secure potential donors for proposals which cannot be funded from the Trust Fund 	All draft resolution and proposals "ditto"	High	PMU	1100	No	CoP 12 – 150 days
A7.2.4	In the budget process, identify priorities for projects and actions under the Trust Fund, and priorities and actions that are priorities for donor funding						
A7.2.4	<ul style="list-style-type: none"> Identify priority projects and actions to be funded from the Trust Fund, within the Secretariat's workplan 	Secretariat's workplan	High	PMU CBU	1100	No	2001 (May)
A7.2.4	<ul style="list-style-type: none"> Identify priorities for specific activities and actions for donor funding, within the Secretariat's workplan 	Secretariat's workplans	High	PMU CBU	1100	No	2001 (May)
SPO7.3	To secure additional funding for actions under the Convention.						
A7.3.1	Establish a fundraising strategy						
A7.3.1	<ul style="list-style-type: none"> Establish, set up and maintain a Donor Database. (information of the donor, contact details, contact person, areas of preference, status of proposals submitted, etc.) 	Database	High	CBU	1100	No	April 2001
A7.3.1	<ul style="list-style-type: none"> In close coordination with all units of the Secretariat to make an analysis of the different workplans: Resolutions, Decisions, Action Plan to identify areas where external funding is requested. Develop a programme for external funding: priorities on project implementation, time frame, amount required, geographical area. 	Identify required funding	High	CBU	1100	No	May 2001
A7.3.1	<ul style="list-style-type: none"> Identify activities requiring external funding as to priority for both Parties and the Secretariat. 	Priorities for funding identified	High	CBU	1100	No	May 2001
A7.3.1	<ul style="list-style-type: none"> Identify donors as to projects they normally support, the fiscal year of these organizations or government so as to be prepared when they are open to undertake project proposal funding. 	Donor Profile	High	CBU	1100	No	May 2001
A7.3.1	<ul style="list-style-type: none"> Prepare project proposals indicating the needs, results, products and services associated, benefits, etc. for presentation to prospective donors. 	Project proposals	High	CBU	1100	No	ongoing

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A7.3.1	<ul style="list-style-type: none"> Maintain an active project portfolio (catalogue of project proposals) to be available whenever a prospective donor is targeted. 	Catalogue of project proposals	High	CBU	1100	No	ongoing
A7.3.1	<ul style="list-style-type: none"> In close coordination with all unit of the Secretariat, to ensure a proper and coherent communication with donors. 	Ongoing dialogue with donors	High	CBU	1100	No	Ongoing
A7.3.1	<ul style="list-style-type: none"> On activities where funding is secured, ensure proper management of the activity and timely reporting to donors. 	Project monitoring and management	High	CBU	1100	No	Ongoing
A7.3.1	<ul style="list-style-type: none"> Maintain and update project database for ease of reference by project implementers. 	Database	High	CBU	1100	No	Ongoing
A7.3.2	Create a position within the Secretariat that focuses on acquisition of funding						
A7.3.2	<ul style="list-style-type: none"> Project Officer post, with fund-raising responsibilities, to be established and filled. 	New post established and filled	High	PMU	1100	No	2001 (February)
A7.3.3	Encourage development of new funding mechanisms						
A7.3.3	<ul style="list-style-type: none"> Secretariat to develop new funding mechanism strategy, in line with Dec. 11.78 	New funding strategy developed	High	CBU	1100	No	2001 (August)
A7.3.4	Encourage additional voluntary contributions						
A7.3.4	<ul style="list-style-type: none"> Develop relevant project proposals for external funding 	Project proposals developed	High	CBU	1100	No	2001 (August)
A7.3.5	Enhance fundraising efforts with foundations and corporations						
A7.3.5	<ul style="list-style-type: none"> Secretariat to develop new funding mechanism strategy 	New strategy developed	High	CBU	1100	No	2001 (August)
A7.3.6	Establish funding mechanisms that access funding from resource users in importing and exporting countries						
A7.3.6	<ul style="list-style-type: none"> Send out Notification to the Parties so as to gather information on the funding mechanisms established in their countries. 	Notification	Medium	CBU	1100	No	March 2001
A7.3.6	<ul style="list-style-type: none"> In line with Dec.11.78 (SC to form working group), gather all information and analyse existing mechanisms 	Analysis of all information	Medium	CBU	1100	No	July 2001
A7.3.6	<ul style="list-style-type: none"> Produce report on effective mechanisms to be distributed to Parties. 	Report	Medium	CBU	1100	No	October 2001

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A7.3.6	<ul style="list-style-type: none"> Disseminate the report above-mentioned with the objective to encourage Parties to establish their own funding mechanisms. 	Information dissemination	Medium	CBU	1100	No	November 2001
A7.3.7	Develop a marketing strategy for the Convention.						
A7.3.7	<ul style="list-style-type: none"> Identify target audiences (donors, general public, NGOs, etc.) 	Report	High	CBU	1100	No	August 2001
A7.3.7	<ul style="list-style-type: none"> Identify and compile existing marketing material: videos, brochures, etc. 	Report	High	CBU	1100	20,000	Depending on availability of funds
A7.3.7	<ul style="list-style-type: none"> Identify for the next two years main CITES priorities: emerging issues, species projects, activities, CITES meetings, etc. Identify and describe main outputs/results form each of the above-mentioned issues. These end results to be linked to identifying prospective donors who will be attracted to such projects/results. 	Main activities identified by order of priority: clear workplan for potential donors.	High	CBU	1100	No	August 2001
A7.3.7	<ul style="list-style-type: none"> Develop a campaign to have regular issues about CITES published in main journals (advertising, etc.) 	Advertising	Low	CBU	1100	20,000	Depending on availability of funds
A7.3.7	<ul style="list-style-type: none"> Create a marketing workplan to approach major donors, the general public, etc. based on prioritized activities. 	Workplan	High	CBU	1100	No	4Q 01
A7.3.7	<ul style="list-style-type: none"> Obtain necessary external funding to support all the externally-funded activities identified by the Secretariat. 	Fund raising	High	CBU	1100	No	ongoing
A7.3.7	<ul style="list-style-type: none"> Create a catalogue/portfolio of CITES activities/projects indicating geographical area (Parties participating), outputs, costs, duration, how the results contribute to the goals of CITES, etc. 	Catalogue	High	CBU	1100	No	February 2002
SPO7.4	To encourage additional voluntary contributions and to seek new ways of securing financial assistance from the donor community.						
A7.4.1	Initiate dialogue through UNEP to explore mechanisms for accessing GEF funding for CITES priorities						
A7.4.1	<ul style="list-style-type: none"> Secretariat to discuss with UNEP opportunities for accessing GEF funding 	GEF proposals developed	High	CBU	1100	No	2001 (October)

ACTION PLAN

SOURCE	ACTIVITIES	PRODUCTS SERVICES	PRIORITY	ASSIGNMENT	BUDGET LINE	EXTERNAL FUNDS (CHF)	TIME FRAME
A7.4.2	Establish a fundraising strategy linking with the strategy in 7.3.						
A7.4.2	<ul style="list-style-type: none"> In line with the fund raising strategy, identify Parties that have the potential to provide extra voluntary contributions. 	Report	High	CBU	1100	No	ongoing
A7.4.2	<ul style="list-style-type: none"> Ongoing contacts with these Parties providing them with the marketing material described in the marketing strategy, selling them the concept of assisting CITES related activities. 	Networking	High	CBU	1100	No	ongoing
A7.4.2	<ul style="list-style-type: none"> Contacting other Conventions, UN organizations, NGOs, etc. to identify how they do their own fund raising, select those approaches that could be used by CITES. 	Networking + survey	High	CBU	1100	No	ongoing
SPO7.5	To increase the level of realistic planning and forecasting, and to improve financial and implementation reporting						
A7.5.1	Analyse the current budget and planning process to improve forecasting						
A7.5.1	<ul style="list-style-type: none"> Monitor flow and use of the Trust Fund resources to determine the availability of resources for the implementation of programmes 	Status of the Trust Fund	High	PMU	OTL	No	2001, 2002 ongoing
A7.5.1	<ul style="list-style-type: none"> Propose the budget adjustments within the operational budget if necessary 	Budget adjustments	High	PMU	OTL	No	2001, 2002 (SC meetings)
A7.5.2	Explore opportunities for refining budget process and presentation to maximise efficiency and transparency, leading to improved reporting, decision-making, and accountability						
A7.5.2	<ul style="list-style-type: none"> Analyse the current budget structure and propose modifications to maximise efficiency and transparency 	Modified budget presented to the Standing Committee	High	PMU	OTL	No	2002 (March)
A7.5.3	Ensure that all meetings of the Standing Committee include meetings of the Finance Subcommittee						
A7.5.3	<ul style="list-style-type: none"> Include meetings of the Finance Subcommittee in all meetings of the Standing Committee 	Finance Subcommittee meeting convened	High	PMU	1100	No	2001, 2002 (SC meetings)