



## NOTIFICATION TO THE PARTIES

No. 2006/005

Geneva, 12 January 2006

CONCERNING:

### Submission of national reports in electronic format

1. When the Secretariat receives annual and biennial reports from the Parties, it sends a copy to the UNEP World Conservation Monitoring Centre (UNEP-WCMC), which enters the statistical information into the CITES Trade Database. UNEP-WCMC maintains this database under contract to the Secretariat.
2. The reports contain a very large volume of data. Consequently the Conference of the Parties, in Resolution Conf. 11.17 (Rev. CoP13):  

*URGES every Party to consider whether the preparation of its statistical and implementation reports could be computerized and the submission of such reports made in electronic format.*
3. The Secretariat requests that, if possible, the Parties submit their reports in electronic format, through email, on CD-ROM or on diskette. This request is made particularly to Parties that produce their reports using computer programmes and it applies even if the report has been typed with a simple word processor.
4. UNEP-WCMC, has the ability to read a wide variety of electronic media but it would very much simplify the process of computerizing the data if the reports were submitted in one of the following electronic formats:
  - a) Microsoft Excel;
  - b) Microsoft Access;
  - c) Microsoft Word;
  - d) standard ASCII with columns separated by tabs, commas or exclamation marks; or
  - e) data in flat text, but only when the data fields are of a fixed length.
5. Parties are requested not to send PDF document files as these cannot be easily converted for electronic loading into the CITES Trade database.
6. Any file containing a report that exceeds 10 MB should be 'zipped' before being sent by email.

7. Parties that submit their reports in electronic format do not need to submit a printed version.
8. Any Party that is unsure of whether it is using a compatible format is urged to contact UNEP-WCMC at:

Species Programme  
UNEP World Conservation Monitoring Centre  
219 Huntingdon Road  
CAMBRIDGE CB3 0DL  
United Kingdom  
Tel.: +44 (1223) 27 73 14  
Fax: +44 (1223) 27 71 36  
Email: [species@unep-wcmc.org](mailto:species@unep-wcmc.org)  
Web: <http://www.unep-wcmc.org>

9. During the process of entering data into the CITES Trade Database, UNEP-WCMC often notices discrepancies in the annual reports or finds that some of the information is unclear. To enable these problems to be solved quickly and efficiently, the Secretariat has suggested that, where possible, UNEP-WCMC make direct contact with the Management Authority of the Party concerned. The Secretariat would appreciate the cooperation of the Parties in responding quickly to any requests for clarification that they receive from UNEP-WCMC, so that the CITES Trade Database can be maintained as accurate and up-to-date as possible.
10. Parties that are having problems with the production of their reports are invited to make direct contact with UNEP-WCMC, which has over 20 years' experience of computerizing and analysing reports. UNEP-WCMC provides assistance to Parties as part of its work under contract to the Secretariat. Parties that have consulted with UNEP-WCMC in the past have in many cases been able to make improvements in the production of their reports and have often made savings in resources.
11. Parties that submit their reports directly to UNEP-WCMC should send to the Secretariat a copy of the note of transmission, so that the report can be considered as having been transmitted in accordance with Article VIII, paragraph 7, of the Convention.
12. This Notification replaces Notification to the Parties No. 2004/012 of 10 March 2004.