



NOTIFICATION TO THE PARTIES

No. 2014/035

Geneva, 4 August 2014

CONCERNING:

Needs assessment for strengthening the implementation of CITES

1. With Notification No.2014/013 of 26 March 2014, the Secretariat published a questionnaire for the CITES Parties on *Logistical, technological and equipment needs assessment to strengthen the implementation of CITES*. The deadline for responding to this questionnaire was 14 April 2014. The Secretariat would like to thank the Parties that returned the completed questionnaire.
2. At its 65th meeting (Geneva, July 2014), the Standing Committee agreed to extend the deadline for completion of the questionnaire for three months from the date of this Notification, i.e. until 4 November 2014.
3. The Secretariat encourages Parties that have not yet completed the questionnaire to do so at their earliest convenience, in order to provide the information required for the Standing Committee to

develop a mechanism by which the technological, logistical and equipment needs of all Parties to implement the Convention can be assessed on a regular basis, and prepare a draft decision on such a mechanism for consideration at the 17th meeting of the Conference of the Parties

as instructed in Decision 16.31 paragraph a).

4. The text of Notification No.2014/013 and the questionnaire are attached below for ease of reference.

No. 2014/013

Geneva, 26 March 2014

CONCERNING:

Needs assessment for strengthening the implementation of CITES

1. At its 16th meeting (Bangkok, 2013), the Conference of the Parties adopted Decision 16.30 on a *Needs assessment for strengthening the implementation of CITES*, which directs the Secretariat, prior to the 65th meeting of the Standing Committee (SC65) to:
 - a) *issue a Notification to the Parties containing a questionnaire on the needs identified in the Annex to document CoP16 Doc. 22 (Rev. 1), entitled Technological, Logistical and Equipment Needs Assessment to Strengthen the Implementation of CITES in Developing Countries. The Secretariat shall seek input from all Parties, revise the questionnaire, and report its findings at SC65;*
 - b) *subject to the availability of external resources, and in order to assist Parties in determining how best to access and utilize new technologies, undertake a study of new and appropriate information and communication technologies needed to implement the Convention, including but not limited to, the use of hand-held devices and tablets, and off-the-shelf or ready-made electronic permitting systems that are affordable, such as UNEP-WCMC's Electronic Permit Information eXchange (EPIX); and*
 - c) *report the results of the study, with recommendations as appropriate, for consideration at SC65.*
2. In accordance with paragraph a) of Decision 16.30, the Secretariat is providing to the Parties herewith a questionnaire on the *Logistical, technological and equipment needs assessment to strengthen the implementation of CITES*.
3. The Secretariat invites Parties to complete the questionnaire and to return it to the Secretariat no later than 14 April 2014.
4. The results of the questionnaire will be used in the compilation of the study referred to in Decision 16.30, paragraph b).
5. The Secretariat notes that the necessary external resources have not been provided to complete the study on new and appropriate information and communication technologies needed to implement the Convention. Parties and stakeholders are therefore invited to contribute the requisite financial support.

Logistical, Technological, and Equipment Needs Assessment to Strengthen the Implementation of CITES

Questionnaire to Management Authorities

Contact Details:**Name:****Title:****Ministry/Department:****Country:****Email:**

1. Logistics and infrastructure

- i) Does your Management Authority have sufficient numbers of staff to fulfill its responsibilities? (Yes/No).
Please provide the numbers of:
- Full-time staff
 - Part-time staff with CITES-related responsibilities
 - Other staff (consultants, interns, etc.) with CITES-related responsibilities
- ii) Are the training levels of staff sufficient? (Yes/No)
If no, type of training needed:
- iii) Does your Management Authority have the necessary resources to inspect, house and store confiscated specimens as required? (Yes/No).
If no, type of facility/resource needed:
- iv) Does your Management Authority have a well-functioning system of communication with other national CITES Authorities and relevant government officials at the national and international level? (check all applicable boxes)
- Telephone
 - Fax machine
 - Email
 - Other (please specify):

- v) Does the Management Authority share permit and other relevant data on CITES with other government ministries and departments? (check all applicable boxes)
- Other ministries
 - Other government agencies, institutions
 - Research institutions (universities, etc.)
 - NGOs
 - Customs
 - Police and other enforcement bodies
 - Commercial entities
 - Other (please specify:)
- vi) Does your Management Authority have sufficient resources to ensure timely and secure CITES permit/certificate issuance? (Yes/No)
- vii) Please provide below any further comments you may have on logistics and infrastructure needs of the Management Authority:

2. Technologies and equipment

- i) Does your Management Authority have adequate computer and networking technologies and equipment to carry out its responsibilities?
- ii) Does your staff have access to office computers? (Yes/No)
- a. If yes, are they (check all applicable boxes):
 - Shared among staff ?
 - Dedicated to individual users?
 - b. Are the technical specifications of the workstations sufficient to meet work requirements (memory, disk storage, speed, etc.)? (Yes/No)
If no, what specifications need to be improved?
 - c. Does your staff have access to the Internet? (Yes/No)
 - d. Do the computers have the necessary software to allow you to complete your tasks? (check all applicable boxes)
 - Word processing
 - Spreadsheets
 - Email
 - Skype (or other similar software)
 - Internet browsers (Internet Explorer, Firefox, Google Chrome, etc.)?
 - Other frequently used software (please specify):

- iii) Do you have a database system to store and maintain relevant data on CITES and does it meet your department's requirements with respect to electronic management tools and electronic trade documentation? (Yes/No)

If yes, please describe the database that you use:

- iv) Do staff have access to new electronic information and communication devices such as:

- Portable computers
- Tablets
- Smart phones
- Other (please specify)

- v) Please note below any further comments you may have on technologies and equipment:

Questionnaire to Scientific Authorities

Contact Details**Name:****Title:****Ministry/Department/etc.:****Country:****Email:**

1. Logistics and infrastructure

- i. In case you have a permanent Scientific Authority with dedicated staff, does it have sufficient numbers of staff to fulfill its responsibilities? (Yes/No)

Please provide the numbers of:

- a. Full-time staff
- b. Part-time staff with CITES-related responsibilities
- c. Other staff (consultants, interns, etc.) with CITES-related responsibilities

In case your Scientific Authority consists of non-permanent experts or a committee of experts, do the members of the Scientific Authority have the expertise and resources to function and advise effectively? (Yes/No)

- ii. Do members of your Scientific Authority have access to scientific training programmes to update their skills and to introduce them to new methodologies and equipment? (Yes/No)

If yes, what are the types of training that are available:

If no, what types of training are needed:

- iii. Does your Scientific Authority have the necessary resources to organize and undertake studies on population surveys and other activities to make non-detriment findings or establish quotas? (Yes/No)

If no, type of activities needed:

List priority species or taxa:

- iv. Does your Scientific Authority have the means or transportation to conduct population surveys or other relevant field work, visit or consult stakeholders, and other activities associated with non-detriment findings? (Yes/No)

- v. Does your Scientific Authority have a well-functioning system of communication with CITES Authorities and relevant government officials at the national and international levels? (check all applicable boxes)
- Telephone
 - Fax machine
 - Email
 - Other (please specify):
- vi. Does your Scientific Authority have the necessary expertise and resources to collect, analyse and store data and information used for and derived from non-detriment findings? (Yes/No)
If no, specify resources needed:
- vii. Please note below any further comments you may have on logistics and infrastructure needs:

2. Technologies and equipment

- i. Does your Scientific Authority have access to computers in the office? (Yes/No)

If yes, are they (check all that apply):

- Shared among staff ?
 - Dedicated to individual users?
- b. Are the technical specifications of the workstations sufficient to meet your Scientific Authority's work requirements (memory, disk storage, speed, etc.) , particularly with regard to manipulating and analysing data, downloading and storing information, using modelling software and other software applications that may require specific computer specifications? (Yes/No)

If no, what specifications need to be improved?

- c. Does your Scientific Authority have access to the Internet? (Yes/No)

If yes, is the bandwidth sufficient for your needs? (Yes/No)

- d. Are the computers configured with the necessary software to allow you to complete your tasks? (check all applicable boxes)

- Word processing
- Spreadsheets
- Email
- Skype (or other similar software)
- Internet browsers (Internet Explorer, Firefox, Google Chrome, etc.)?
- Other software, particularly with regard to analysis of data, modelling data and other activities related to non-detriment findings, population monitoring, etc.:

Please specify any software needed:

- ii. Do you have a database system to store and maintain relevant data on CITES and does it meet your department's needs with respect to electronic management tools and electronic trade documentation? (Yes/No)
- iii. If yes, what type of database:
- iv. Do members of your Scientific Authority have access to new electronic information and communication devices such as:
 - Portable computers
 - Tablets
 - Smart phones
 - Other (please specify)
- v. Please note below any further comments you may have on technologies and equipment:

Questionnaire to Enforcement Authorities

Contact Details**Name:****Title:****Ministry/Department/etc.:****Country:****Email:**

1. Logistics and infrastructure

- i) Do you have sufficient numbers of staff to fulfill your responsibilities? (Yes/No)

Please provide the numbers of:

- a. Full-time staff
- b. Part-time staff with CITES-related responsibilities
- c. Other staff (consultants, interns, etc.) with CITES-related responsibilities

- ii) Does your staff have access to enforcement training programmes specifically related to illegal wildlife trade to update skills and to introduce new methodologies and equipment? (Yes/No)

If yes, what are the types of training that are available:

If no, what are the types of training that are needed:

- iii) Does your Enforcement Authority have the necessary resources to undertake inspections, border controls, seizures, investigations, and other enforcement-related activities? (Yes/No)
If no, type of activities needed:

Does your Enforcement Authority have the means or transportation to reach areas to conduct inspections, border controls, seizures, investigations, and other enforcement-related activities? (Yes/No)

- iv) Does your Enforcement Authority have a well-functioning system of communication with other CITES Authorities and relevant government officials at the national and international level?
(check all applicable boxes)

- Telephone
- Fax machine
- Email
- Other (please specify):

- v) Does your Enforcement Authority have the necessary expertise and resources to collect, analyse and store data and information used for and derived from enforcement-related activities? (Yes/No)

If no, please specify the resources that are needed:

- vi) Please note below any further comments you may have on logistics and infrastructure needs:

2. Technologies and equipment

- i) Does your staff have access to office computers? (Yes/No)
- a. If yes, are they (check all that apply):
- Shared among staff ?
 - Dedicated to individual users?
- b. Are the technical specifications of the workstations sufficient to meet your work requirements (memory, disk storage, speed, etc.)? (Yes/No)
If no, what specifications need to be improved?
- c. Does your staff have access to the Internet? (Yes/No)
If YES, do you have access to secure channels of communication, including encryption, virtual private networks, and other secure systems? (Yes/No)
- d. Are the computers configured with the necessary software to allow you to complete your tasks? (check all applicable boxes)
- Word processing
 - Spreadsheets
 - Email
 - Skype (or other similar software)
 - Internet browsers (Internet Explorer, Firefox, Google Chrome, etc.)?
 - Other software, particularly with regard to analysis of data, modelling data and other activities related to non-detriment findings, population monitoring, etc.:
- Please specify any software applications that are needed:
- ii) Do you have a database system to store and maintain relevant data on CITES and does it meet your requirements, including ease of use and access and security? (Yes/No)
If yes, what type of database:
- iii) Does your staff have access to new electronic information and communication devices such as:
- Portable computers
 - Tablets
 - Smart phones
 - Others (please specify)
- iv) Does your Enforcement Authority have access to DNA technologies and laboratories to assist in the prosecution of wildlife crimes? (Yes/No)

- v) Does your Enforcement Authority have a system through which intelligence can be shared with the police or other enforcement authorities in your country?

- vi) Please note below any further comments you may have on technologies and equipment: