

## Annotated Biennial report format linking with the CITES Strategic Vision Indicators

### Analysis by the CITES Standing Committee Working Group on Special Reporting Requirements

The report format below has been **annotated in highlighted text** to make links with where information should be able to support the CITES Strategic Vision Indicators. Please refer to <http://www.cites.org/eng/news/E-SV-indicators.pdf> for details of the indicators. Much of the report format does not link with the Strategic Vision Indicators, which raises a query about the value of asking these questions, and a suggestion that the Biennial Report format could be dramatically shortened or refocused.

**Some notes in this colour** make suggestions for amendments to make the linkage more explicit, or to make suggestions for questions which would make better links with the indicators.

Text in **grey** below is part of the introduction to the report format. The size of the text and paragraph spacing has been reduced from the original document to keep it on this page.

This is a working document subject to revision, provided for review by the 62<sup>nd</sup> meeting of the Standing Committee, Geneva July 2012.

Article VIII, paragraph 7, of the Convention requires each Party to submit to the CITES Secretariat a biennial report on legislative, regulatory and administrative measures taken to enforce the provisions of the Convention.

The present format for the submission of biennial reports was adopted by the Conference of the Parties at its 13th meeting (Bangkok, 2004).

This format allows Parties to present information in a standard manner, so that it can be easily computerized, with three main objectives:

- i) To enable monitoring of the implementation and effectiveness of the Convention;
- ii) To facilitate the identification of major achievements, significant developments, or trends, gaps or problems and possible solutions; and
- iii) Provide a basis for substantive and procedural decision-making by the Conference of the Parties and various subsidiary bodies.

Information on the nature and extent of CITES trade should be incorporated into the annual report, whereas the biennial report should focus on measures taken to implement the Convention.

#### General principles

- i) The biennial report format that follows is divided into five parts:
  - A. **General information;**
  - B. **Legislative and regulatory measures:** related to adoption and review of laws and regulations;
  - C. **Compliance and enforcement measures:** related to compliance monitoring as well as administrative, civil or criminal enforcement;
  - D. **Administrative measures:** related to the structure and activities of CITES authorities; and
  - E. **General feedback.**
- ii) Each biennial report should cover the period from 1 January of the first year to 31 December of the second year covered by the report. The report should be submitted to the Secretariat by 31 October of the year following the reporting period.
- iii) Biennial reports should be prepared in one of the three working languages of the Convention (English, French, Spanish).
- iv) Parties are encouraged to prepare and submit their biennial reports in electronic form.

### A. General information

Party	
Period covered in this report (e.g. 1 January 2003 to 31 December 2004)	
Details of agency preparing this report	
Contributing agencies, organizations or individuals	

### B. Legislative and regulatory measures

1	Has information on CITES-relevant legislation already been provided under the CITES National Legislation Project? If yes, ignore questions 2, 3 and 4. <b>Indicator 1.1.1</b> ( <a href="#">partial link</a> )	Yes (fully) <input type="checkbox"/> Yes (partly) <input type="checkbox"/> No <input type="checkbox"/> No information/unknown <input type="checkbox"/>																																																
2	If any CITES-relevant legislation has been planned, drafted or enacted, please provide the following details: Title and date: _____ Status: _____ Brief description of contents: _____																																																	
3	Is enacted legislation available in one of the working languages of the Convention?	Yes <input type="checkbox"/> No <input type="checkbox"/> No information <input type="checkbox"/>																																																
4	If yes, please attach a copy of the full legislative text or key legislative provisions that were gazetted.	legislation attached <input type="checkbox"/> provided previously <input type="checkbox"/> not available, will send later <input type="checkbox"/>																																																
5	Which of the following issues are addressed by any stricter domestic measures adopted for CITES-listed species (in accordance with Article XIV of the Convention)?	Tick all applicable																																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 30%;">Issue</th> <th colspan="3" style="text-align: center;">The conditions for:</th> <th colspan="3" style="text-align: center;">The complete prohibition of:</th> </tr> <tr> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th style="width: 10%;">No information</th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th style="width: 10%;">No information</th> </tr> </thead> <tbody> <tr> <td>Trade</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Taking</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Possession</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Transport</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other (specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Issue	The conditions for:			The complete prohibition of:			Yes	No	No information	Yes	No	No information	Trade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Possession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																												
	Additional comments																																																	

6	What were the results of any review or assessment of the effectiveness of CITES legislation, with regard to the following items?				Tick all applicable
	Item	Adequate	Partially Inadequate	Inadequate	No information
	Powers of CITES authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clarity of legal obligations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Control over CITES trade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consistency with existing policy on wildlife management and use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Coverage of law for all types of offences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Coverage of law for all types of penalties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implementing regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Coherence within legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Please provide details if available:					
7	If no review or assessment has taken place, is one planned for the next reporting period?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
				No information <input type="checkbox"/>	
Please provide details if available:					
8	Has there been any review of legislation on the following subjects in relation to implementation of the Convention?				Tick all applicable
	Subject	Yes	No	No information	
	Access to or ownership of natural resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Harvesting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Transporting of live specimens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Handling and housing of live specimens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Please provide details if available:					
9	Please provide details of any additional measures taken:				

Possible additional questions under section B

**Indicator 1.3.1:** Do you do the following?

1. Register operations that breed appendix I species (12.10)
2. Register Scientific Institutions (11.15)
3. Register nurseries (9.19)
4. Register exporters and plants processing caviar (12.7)
5. Implement Personal and Household Effects Exemption (13.7)
6. Issue Certificates of Ownership (10.20)
7. Implement export quotas (14.7)

...

**Indicator 1.7.3:** Does your CITES relevant legislation provide for investigating and penalising CITES offences?

### C. Compliance and enforcement measures

		Yes	No	No information
1	Have any of the following compliance monitoring operations been undertaken?			
	Review of reports and other information provided by traders and producers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inspections of traders, producers, markets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Border controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have any administrative measures (e.g. fines, bans, suspensions) been imposed for CITES-related violations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	If Yes, please indicate how many and for what types of violations. If available, please attach details.			
4	Have any significant seizures, confiscations and forfeitures of CITES specimens been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	If information available: <input type="checkbox"/> Significant seizures/confiscations <input type="checkbox"/> Total seizures/confiscations If possible, please specify per group of species or attach details.	Number		
6	Have there been any criminal prosecutions of significant CITES-related violations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	If Yes, how many and for what types of violations? If available, please attach details as Annex.			
8	Have there been any other court actions of CITES-related violations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	If Yes, what were the violations involved and what were the results? Please attach details as Annex.			
10	How were the confiscated specimens usually disposed of?	Tick if applicable		
	– Return to country of export			<input type="checkbox"/>
	– Public zoos or botanical gardens			<input type="checkbox"/>
	– Designated rescue centres			<input type="checkbox"/>
	– Approved, private facilities			<input type="checkbox"/>
	– Euthanasia			<input type="checkbox"/>
	– Other (specify):			<input type="checkbox"/>
	Comments:			
11	Has detailed information been provided to the Secretariat on significant cases of illegal trade (e.g. through an ECOMESSAGE or other means), or information on convicted illegal traders and persistent offenders?	Yes		<input type="checkbox"/>
		No		<input type="checkbox"/>
		Not applicable		<input type="checkbox"/>
		No information		<input type="checkbox"/>
	Comments:			
12	Have there been any cooperative enforcement activities with other countries (e.g. exchange of intelligence, technical support,	Yes		<input type="checkbox"/>

	investigative assistance, joint operation, etc.)?	No <input type="checkbox"/>	No information <input type="checkbox"/>
13	If Yes, please give a brief description:		
14	Have any incentives been offered to local communities to assist in the enforcement of CITES legislation, e.g. leading to the arrest and conviction of offenders?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		No information <input type="checkbox"/>	
15	If Yes, please describe:		
16	Has there been any review or assessment of CITES-related enforcement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Not applicable <input type="checkbox"/>	No information <input type="checkbox"/>
	Comments:		
17	Please provide details of any additional measures taken:		

#### D. Administrative measures

##### D1 Management Authority (MA)

1	Have there been any changes in the designation of or contact information for the MA(s) which are not yet reflected in the CITES Directory? <b>Indicator 1.1.2 (partial link)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No information <input type="checkbox"/>
2	If Yes, please use the opportunity to provide those changes here.			
3	If there is more than one MA in your country, has a lead MA been designated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No information <input type="checkbox"/>
4	If Yes, please name that MA and indicate whether it is identified as the lead MA in the CITES Directory.			
5	How many staff work in each MA? <b>Indicator 2.2.1</b>			
6	Can you estimate the percentage of time they spend on CITES-related matters?  If yes, please give estimation: <b>Indicator 2.2.1</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No information <input type="checkbox"/>
7	What are the skills/expertise of staff within the MA(s)?	Tick if applicable		
	– Administration			<input type="checkbox"/>
	– Biology			<input type="checkbox"/>
	– Economics/trade			<input type="checkbox"/>
	– Law/policy			<input type="checkbox"/>
	– Other (specify):			<input type="checkbox"/>
	– No information			<input type="checkbox"/>
8	Have the MA(s) undertaken or supported any research activities in relation to CITES species or technical issues (e.g. labelling, tagging, species identification) not covered in D2(8) and D2(9)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No information <input type="checkbox"/>

9	If Yes, please give the species name and provide details of the kind of research involved.
10	Please provide details of any additional measures taken:

Possible additional questions under section D1

**Indicator 1.8.1:** Do you have resources or training in place to support permit officers?

## D2 Scientific Authority (SA)

1	Have there been any changes in the designation of or contact information for the SA(s) which are not yet reflected in the CITES Directory? <b>Indicator 1.1.2</b> (partial link)	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	If Yes, please use the opportunity to provide those changes here.		
3	Is the designated Scientific Authority independent from the Management Authority?	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	What is the structure of the SA(s)?	Tick if applicable	
	– Government institution		<input type="checkbox"/>
	– Academic or research institution		<input type="checkbox"/>
	– Permanent committee		<input type="checkbox"/>
	– Pool of individuals with certain expertise		<input type="checkbox"/>
	– Other (specify):		<input type="checkbox"/>
5	How many staff work in each SA on CITES issues?	<b>Indicator 2.2.1</b>	
6	Can you estimate the percentage of time they spend on CITES-related matters?  If yes, please give estimation: <b>Indicator 2.2.1</b>	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	What are the skills/expertise of staff within the SA(s)?	Tick if applicable	
	– Botany		<input type="checkbox"/>
	– Ecology		<input type="checkbox"/>
	– Fisheries		<input type="checkbox"/>
	– Forestry		<input type="checkbox"/>
	– Welfare		<input type="checkbox"/>
	– Zoology		<input type="checkbox"/>
	– Other (specify):		<input type="checkbox"/>
	– No information		<input type="checkbox"/>
8	Have any research activities been undertaken by the SA(s) in relation to CITES species? <b>Indicator 1.5.1</b> There are numerous researchers and studies in the area of population assessment. The Scientific Authority does not necessarily carry out this work directly.	Yes No No information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

9	If Yes, please give the species name and provide details of the kind of research involved.						
	Species name	Populations	Distribution	Off take	Legal trade	Illegal trade	Other (specify)
<b>Indicator 1.5.1</b> Potential for change to species focus question. Arrange these questions in a table format: <ul style="list-style-type: none"> <li>• What is total number of indigenous species listed in Appendix II or Appendix I?</li> <li>• % where conservation status known</li> <li>• % where population trend is increasing, stable, decreasing, unknown</li> </ul>					No information	<input type="checkbox"/>	
10	Have any project proposals for scientific research been submitted to the Secretariat under Resolution Conf. 12.2?				Yes	<input type="checkbox"/>	
					No	<input type="checkbox"/>	
					No information	<input type="checkbox"/>	
11	Please provide details of any additional measures taken:						

Possible additional questions under section D2

**Indicator 1.5.2:** Do you have standard procedures for making Non-Detriment Findings?

**Indicator 1.5.3:** Do you implement annual export quotas?

**Indicator 1.5.4:** Have any range populations of species been included in the review of significant trade? If yes provide name of species, date of inclusion, and date of removal.

**Indicator 1.8.1:** Do you have resources or training in place to support the making of Non-Detriment Findings?

### D3 Enforcement Authorities

1	Has the Secretariat been informed of any enforcement authorities that have been designated for the receipt of confidential enforcement information related to CITES?	Yes <input type="checkbox"/> No <input type="checkbox"/> No information <input type="checkbox"/>
2	If No, please designate them here (with address, phone, fax and email).	
3	Is there a specialized unit responsible for CITES-related enforcement (e.g. within the wildlife department, Customs, the police, public prosecutor's office)? <b>Indicator 1.7.2</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Under consideration <input type="checkbox"/> No information <input type="checkbox"/>
4	If Yes, please state which is the lead agency for enforcement:	<b>Indicator 1.7.2</b>
5	Please provide details of any additional measures taken:  directed question needed for the indicator: Do you use risk assessment to target CITES enforcement effort?	<b>Indicator 1.7.4 - more</b>

Possible additional questions under section D3

**Indicator 1.7.1:** Do you participate in :

- regional enforcement action plans Y/N?
- regional enforcement networks Y/N?
- national enforcement action plans Y/N?
- national interagency enforcement coordination networks Y/N?

**Indicator 1.8.1:** Do you have resources or training in place to support enforcement officers?

### D4 Communication, information management and exchange

1	To what extent is CITES information computerized? <span style="float: right;">Tick if applicable</span>						
	<ul style="list-style-type: none"> <li>– Monitoring and reporting of data on legal trade <input type="checkbox"/></li> <li>– Monitoring and reporting of data on illegal trade <input type="checkbox"/></li> <li>– Permit issuance <input type="checkbox"/></li> <li>– Not at all <input type="checkbox"/></li> <li>– Other (specify): <input type="checkbox"/></li> </ul>						
2	Do the following authorities have access to the Internet? <span style="float: right;">Tick if applicable</span>						
	Authority	Yes, continuous	Yes, but only through a dial-up connection	Yes, but only through a different office	Some offices only	Not at all	Please provide details where appropriate
	Management Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Scientific Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Enforcement Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is there an electronic information system providing information on CITES species?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	No information	<input type="checkbox"/>
4	If Yes, does it provide information on:	Tick if applicable					
	– Legislation (national, regional or international)?		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	– Conservation status (national, regional, international)?		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	– Other (please specify):		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
5	Is it available through the Internet:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Not applicable	<input type="checkbox"/>
		No information	<input type="checkbox"/>				
	Please provide URL:						

6	Do the authorities indicated have access to the following publications?			Tick if applicable
	Publication	Management Authority	Scientific Authority	Enforcement Authority
	<i>2003 Checklist of CITES Species (book)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>2003 Checklist of CITES Species and Annotated Appendices (CD-ROM)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Identification Manual</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>CITES Handbook</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Note: This question needs to be updated (and with no dates if possible) as the publications mentioned are dated and internet access rather than paper copies may be used more by some Parties.</p>				
7	If not, what problems have been encountered to access this information?			
8	Have Enforcement Authorities reported to the Management Authority on:			Tick if applicable
	– Mortality in transport?			<input type="checkbox"/>
	– Seizures and confiscations?			<input type="checkbox"/>
	– Discrepancies in number of items in permits and number of items actually traded?			<input type="checkbox"/>
Comments:				
9	Is there a government website with information on CITES and its requirements?		Yes	<input type="checkbox"/>
			No	<input type="checkbox"/>
			No information	<input type="checkbox"/>
If Yes, please give the URL:		<b>Indicator 3.2.4</b>		
10	Have CITES authorities been involved in any of the following activities to bring about better accessibility to and understanding of the Convention's requirements to the wider public?			Tick if applicable
	<b>Indicator 3.2.1, 3.2.2</b> if amended to add Market surveys to assess public understanding of CITES.			
	– Press releases/conferences			<input type="checkbox"/>
	– Newspaper articles, radio/television appearances			<input type="checkbox"/>
	– Brochures, leaflets			<input type="checkbox"/>
	– Presentations			<input type="checkbox"/>
	– Displays			<input type="checkbox"/>
	– Information at border crossing points			<input type="checkbox"/>
	– Telephone hotline			<input type="checkbox"/>
– Other (specify):			<input type="checkbox"/>	
Please attach copies of any items.				
11	Please provide details of any additional measures taken:		<b>Indicator 3.2.1</b>	

**D5 Permitting and registration procedures**

1	Have any changes in permit format or the designation and signatures of officials empowered to sign CITES permits/certificates been reported previously to the Secretariat?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>	No information <input type="checkbox"/>	
	If no, please provide details of any:					
	– Changes in permit format:					
– Changes in designation or signatures of relevant officials:						
2	To date, has your country developed written permit procedures for any of the following? <b>Indicator 1.2.1, (Partial link) Need new question: Are these procedures available to the public? 1.2.2 if amended: Add 'simplified procedures provided for in Resolution 12.3' to list of questions</b>	Tick if applicable				
		Yes	No	No information		
	Permit issuance/acceptance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Registration of traders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Registration of producers					<input type="checkbox"/>	
3	Please indicate how many CITES documents were issued and denied in the two-year period? (Note that actual trade is reported in the Annual Report by some Parties. This question refers to issued documents).					
	Year 1	Import or introduction from the sea	Export	Re-export	Other	Comments
	How many documents were issued?					
	How many applications were denied because of serious omissions or misinformation?					
	Year 2					
	How many documents were issued?					
How many applications were denied because of serious omissions or misinformation?						
4	Were any CITES documents that were issued later cancelled and replaced because of serious omissions or misinformation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No information <input type="checkbox"/>		
	5 If Yes, please give the reasons for this.					
	6	Please give the reasons for rejection of CITES documents from other countries.	Tick if applicable			
Reason		Yes	No	No information		
Technical violations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Suspected fraud		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Insufficient basis for finding of non-detriment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Insufficient basis for finding of legal acquisition		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other (specify):					<input type="checkbox"/>	
7	Are harvest and/or export quotas used as a management tool in the procedure for issuance of permits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No information <input type="checkbox"/>		

	Comments
8	How many times has the Scientific Authority been requested to provide opinions?
9	<p>Has the MA charged fees for permit issuance, registration or related CITES activities? <span style="float: right;">Tick if applicable</span></p> <ul style="list-style-type: none"> <li>– Issuance of CITES documents: <span style="float: right;"><input type="checkbox"/></span></li> <li>– Licensing or registration of operations that produce CITES species <span style="float: right;"><input type="checkbox"/></span></li> <li>– Harvesting of CITES-listed species <span style="float: right;"><input type="checkbox"/></span></li> <li>– Use of CITES-listed species <span style="float: right;"><input type="checkbox"/></span></li> <li>– Assignment of quotas for CITES-listed species <span style="float: right;"><input type="checkbox"/></span></li> <li>– Importing of CITES-listed species <span style="float: right;"><input type="checkbox"/></span></li> <li>– Other (specify): <span style="float: right;"><input type="checkbox"/></span></li> </ul>
10	If Yes, please provide the amounts of such fees.
11	<p>Have revenues from fees been used for the implementation of CITES or wildlife conservation? <span style="float: right;">Tick if applicable</span></p> <ul style="list-style-type: none"> <li>– Entirely <span style="float: right;"><input type="checkbox"/></span></li> <li>– Partly <span style="float: right;"><input type="checkbox"/></span></li> <li>– Not at all <span style="float: right;"><input type="checkbox"/></span></li> <li>– Not relevant <span style="float: right;"><input type="checkbox"/></span></li> </ul> <p>Comments:</p>
12	Please provide details of any additional measures taken:

**D6 Capacity building**

1	Have any of the following activities been undertaken to enhance effectiveness of CITES implementation at the national level?					Tick if applicable	
	Increased budget for activities	<input type="checkbox"/>	Improvement of national networks			<input type="checkbox"/>	
	Hiring of more staff	<input type="checkbox"/>	Purchase of technical equipment for monitoring/enforcement			<input type="checkbox"/>	
	Development of implementation tools	<input type="checkbox"/>	Computerization			<input type="checkbox"/>	
Other (specify): <b>Indicator 2.2.2</b>					<input type="checkbox"/>		
2	Have the CITES authorities received or benefited from any of the following capacity-building activities provided by external sources?						
	Please tick boxes to indicate which target group and which activity.	Oral or written advice/guidance	Technical assistance	Financial assistance	Training	Other (specify)	What were the external sources?
		Target group					
	Staff of Management Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Staff of Scientific Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Staff of enforcement authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Traders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NGOs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Indicator 1.6.3, 1.8.1, 1.8.3 (partial link)</b>	
3	Have the CITES authorities been the <i>providers</i> of any of the following capacity-building activities?						
	Please tick boxes to indicate which target group and which activity.	Oral or written advice/guidance	Technical assistance	Financial assistance	Training	Other (specify)	Details
		Target group					
	Staff of Management Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Staff of Scientific Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Staff of enforcement authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Traders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NGOs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other parties/International meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	Other (specify) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<b>Indicator 1.6.3, 1.8.1, 1.8.3</b> ( <a href="#">partial link</a> )
4	Please provide details of any additional measures taken:

**D7 Collaboration/cooperative initiatives**

1	Is there an inter-agency or inter-sectoral committee on CITES? Yes <input type="checkbox"/> No <input type="checkbox"/> No information <input type="checkbox"/>																								
2	If Yes, which agencies are represented and how often does it meet?																								
3	If No, please indicate the frequency of meetings or consultancies used by the Management Authority to ensure coordination among CITES authorities (e.g. other MAs, SAs, Customs, police, others):																								
	<table border="1"> <thead> <tr> <th></th> <th>Daily</th> <th>Weekly</th> <th>Monthly</th> <th>Annually</th> <th>None</th> <th>No information</th> <th>Other (specify)</th> </tr> </thead> <tbody> <tr> <td>Meetings</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Consultations</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>		Daily	Weekly	Monthly	Annually	None	No information	Other (specify)	Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Consultations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Daily	Weekly	Monthly	Annually	None	No information	Other (specify)																		
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Consultations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			
4	At the national level have there been any efforts to collaborate with:																								
	<table border="1"> <thead> <tr> <th></th> <th>Tick if applicable</th> <th>Details if available</th> </tr> </thead> <tbody> <tr> <td>Agencies for development and trade</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Provincial, state or territorial authorities</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Local authorities or communities</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Indigenous peoples</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Trade or other private sector associations</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>NGOs</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Other (specify)</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>		Tick if applicable	Details if available	Agencies for development and trade	<input type="checkbox"/>		Provincial, state or territorial authorities	<input type="checkbox"/>		Local authorities or communities	<input type="checkbox"/>		Indigenous peoples	<input type="checkbox"/>		Trade or other private sector associations	<input type="checkbox"/>		NGOs	<input type="checkbox"/>		Other (specify)	<input type="checkbox"/>	
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5	To date, have any Memoranda of Understanding or other formal arrangements for institutional cooperation related to CITES been agreed between the Management Authority and the following agencies? Tick if applicable																								
	<table border="1"> <tbody> <tr> <td>Scientific Authority</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Customs</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Police</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other border authorities (specify):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other government agencies</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Private sector bodies</td> <td><input type="checkbox"/></td> </tr> <tr> <td>NGOs</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other (specify):</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Scientific Authority	<input type="checkbox"/>	Customs	<input type="checkbox"/>	Police	<input type="checkbox"/>	Other border authorities (specify):	<input type="checkbox"/>	Other government agencies	<input type="checkbox"/>	Private sector bodies	<input type="checkbox"/>	NGOs	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>								
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NGOs	<input type="checkbox"/>																								
Other (specify):	<input type="checkbox"/>																								

6	Have government staff participated in any regional activities related to CITES?	Tick if applicable	
	Workshops		<input type="checkbox"/>
	Meetings		<input type="checkbox"/>
	Other (specify):		<input type="checkbox"/>
	<b>Indicator 3.3.3</b> (partial link)		
7	Has there been any effort to encourage any non-Party to accede to the Convention?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		No information	<input type="checkbox"/>
8	If Yes, which one(s) and in what way?		
9	Has technical or financial assistance been provided to another country in relation to CITES?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		No information	<input type="checkbox"/>
	<b>Indicator 3.1.3</b>		
10	If Yes, which country(ies) and what kind of assistance was provided?		
11	Has any data been provided for inclusion in the CITES Identification Manual?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		No information	<input type="checkbox"/>
12	If Yes, please give a brief description.		
13	Have measures been taken to achieve coordination and reduce duplication of activities between the national authorities for CITES and other multilateral environmental agreements (e.g. the biodiversity-related conventions)?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		No information	<input type="checkbox"/>
	<b>Indicator 3.3.1</b> (partial link), <b>3.5.2</b> Not directly linked. Would need a direct question or additional tick box: Average number of times international organizations or agreements are consulted?		
14	If Yes, please give a brief description.		
15	Please provide details of any additional measures taken:		

Possible additional questions under section D7

**Indicator 1.6.1:** Is your country signatory to any bilateral and/or multilateral cooperative agreements for co-management of shared species by range states?

**Indicator 1.6.2:** Does your country have cooperative management plans in place for shared populations of CITES listed species?

**Indicator 3.3.3:** Has funding been received to facilitate CITES workshops, training or other capacity building activities from (a) intergovernmental organizations or (b) nongovernmental organizations?

**D8 Areas for future work**

1	Are any of the following activities needed to enhance effectiveness of CITES implementation at the national level and what is the respective level of priority?			
	Activity	High	Medium	Low
	Increased budget for activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hiring of more staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Development of implementation tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Improvement of national networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Purchase of new technical equipment for monitoring and enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Computerization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify): <b>Indicator 2.2.2</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Were any difficulties encountered in implementing specific Resolutions or Decisions adopted by the Conference of the Parties?	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No information	<input type="checkbox"/>	
3	If Yes, which one(s) and what is the main difficulty?			
4	Have any constraints to implementation of the Convention arisen in your country requiring attention or assistance?	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No information	<input type="checkbox"/>	
5	If Yes, please describe the constraint and the type of attention or assistance that is required.			
6	Have any measures, procedures or mechanisms been identified within the Convention that would benefit from review and/or simplification?	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No information	<input type="checkbox"/>	
7	If Yes, please give a brief description.			
8	Please provide details of any additional measures taken:			

### E. General feedback

Please provide any additional comments you would like to make, including comments on this format.

Thank you for completing the form. Please remember to include relevant attachments referred to in the report. For convenience, these are listed again below:

Question	Item		
B4	Copy of full text of CITES-relevant legislation	Enclosed	<input type="checkbox"/>
		Not available	<input type="checkbox"/>
		Not relevant	<input type="checkbox"/>
C3	Details of violations and administrative measures imposed	Enclosed	<input type="checkbox"/>
		Not available	<input type="checkbox"/>
		Not relevant	<input type="checkbox"/>
C5	Details of specimens seized, confiscated or forfeited	Enclosed	<input type="checkbox"/>
		Not available	<input type="checkbox"/>
		Not relevant	<input type="checkbox"/>
C7	Details of violations and results of prosecutions	Enclosed	<input type="checkbox"/>
		Not available	<input type="checkbox"/>
		Not relevant	<input type="checkbox"/>
C9	Details of violations and results of court actions	Enclosed	<input type="checkbox"/>
		Not available	<input type="checkbox"/>
		Not relevant	<input type="checkbox"/>
D4(10)	Details of nationally produced brochures or leaflets on CITES produced for educational or public awareness purposes	Enclosed	<input type="checkbox"/>
		Not available	<input type="checkbox"/>
		Not relevant	<input type="checkbox"/>
	Comments		

Note: should include web links