



FINAL REPORT
:GUYANA CONSULTANCY IN ELECTRONIC PERMIT IMPLEMENTATION
OF THE CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED
SPECIES OF WILD FAUNA AND FLORA (CITES).

SUBMITTED TO: **PS/ACTO**
COUNTRY: Guyana
PROJECT: "CITES electronic permitting in the Member Countries of the Amazon Cooperation Treaty Organization (ACTO)" - E- Permit

Submitted by: **The Centre for Policy Analysis & Institutional Development**
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Date Submitted: February 11, 2014



**PROJECT “CITES electronic permitting in the Member Countries
of the Amazon Cooperation Treaty Organization (ACTO)”**

E- Permit



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SUBMITTED TO PS/ACTO

**CENTER FOR POLICY ANALYSIS & INSTITUTIONAL DEVELOPMENT
FEBRUARY 2014**





CITES E-PERMITTING
SINGLE WINDOW AUTOMATED PROCESSING SYSTEM(SWAPS)
Sign-Off

Wildlife Division

Ministry of Natural Resources and the Environment

Please provide your response by way of signing and returning this form to:

Centre for Policy Analysis and Institutional Development

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The observations and recommendations herein reflects the true state of the agency's operations described as the AS-IS state which reflects the processes as they are currently conducted. The sample TO-BE state reflects a permit process within a fully automated single window environment.

By signing below, the Wildlife Division is committing to ensuring that all activities are actively conducted towards the preparation for implementation of epermitting for CITES and non-CITES permits. To support its urgent necessity and to prepare for SWAPS through continuous revision to ensure a smooth transition, the agency will independently embrace the initiatives contained in this document which are critical in the implementation of the online facility.

.....
 Head, Wildlife Division

.....
 Date



Table of Contents

List of Abbreviations	(iii)
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Section	Page
1. Introduction	3
2. Background	4
3. Overview of Stakeholder Consultations	4
4. Analysis of the Current Environment	6
4.1 Quota Management	6
4.2 Business Process Mapping (The As-Is State)	7
4.3 Organisational Framework	11
4.4 Computing Resources	11
4.5 Wildlife Trade Software	12
4.6 General Summary of Findings	14
The Guyana SWAPS Initiative	18
4.7 Analysis Phase	18
4.8 Conceptual Model	19
4.9 Core Functionality	20
4.10 SWAPS Transition Actions	21
4.11 General Recommendations at the National Level	23
5. The CITES e-Permitting Initiative	24
6. Recommendations for Guyana	26
6.1 Introduction	26
6.2 Hardware Review	26
6.3 Software Improvement	27
6.4 Business Process Refinement	28
6.5 Training	29
7. Concluding Remarks	30

Appendices

- ANNEX I** – Wildlife Division - BPM - AS-IS
- ANNEX II** – Wildlife Division - BPM - TO-BE
- ANNEX III** – Wildlife Trade Software
- ANNEX IV** – Wildlife Division forms



List of Abbreviations

ACTO	Amazon Cooperation Treaty Organization
BPM	Business Process Model
CA	Crown Agents
CARTFund	Caribbean Aid for Trade and Regional Integration Trust Fund
CBM	Cross-Border Management
CDB	Caribbean Development Bank
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
CPAID	Centre for Policy Analysis and Institutional Development
GoG	Government of Guyana
GRA	Guyana Revenue Authority
HIQ	Has Individual Quota (Trader has a quantity of species allocated for export that is fixed annual)
HIQE	Has Individual Quota with Extra (Trader has an additional quantity allocated annually as an incentive for good performance)
HS	Harmonised System also known as Harmonised Commodity Description and Coding System
ICT	Information and Communication Technology
IT	Information Technology
LAN	Local Area Network
MOU	Memorandum of Understanding
PKI	Public-Key Infrastructure
SMS	Short Message Service
SOP's	Standard Operating Procedures
SSFA	Small Scale Funding Agreement
SWAPS	Single Window Automated Processing System
TIN	Taxpayer Identification Number
TNA	Training Needs Analysis
TtT	Train the Trainer
UN/CEFACT	United Nations Centre for Trade Facilitation and Electronic Business
WAN	Wide Area Network
WCMC	World Conservation Monitoring Centre
WCO	World Customs Organisation
WD	Wildlife Division
WIQ	Without Individual Quota (Trader does not have a quantity allocation but amounts are granted on an ad hoc basis)
WYSIWYG	What You See Is What You Get (A term in IT which means that the screen layout reflects exactly what is to be printed)



1. Introduction

Attendant to the invitation made by the Convention on International Trade of Endangered Species of Wild Fauna and Flora (CITES) in its CITES Strategic Vision 2008-2013 to intergovernmental environment fora, the secretariats of multilateral environmental agreements, other intergovernmental organisms, and other organizations interested in the objectives of CITES to review their policies, programs, and ongoing as well as planned activities with the aim of strengthening the implementation of CITES, the Amazon Cooperation Treaty Organization (ACTO) in its new Strategic Agenda for Amazon Cooperation (November, 2010), considers “Management, monitoring, and control of wildlife species threatened by trade” as one of the thematic components integrating ACTO’s field of endeavour. This theme defines short-term activities such as the development of technical and institutional capacity through (i) generation of technological tools, and (ii) the implementation of electronic permits for CITES species.

Within this framework, in order to generate a work strategy for ACTO Member Countries on the subject of electronic permits, the PS/ACTO, through the Amazon Regional Program (BMZ/DGIS/GIZ) and the participation of the CITES Secretariat, undertook a diagnostic on the state of the art in Amazonian Countries, which was analyzed and technically validated during the Regional Meeting on Information Management and Electronic Permit Issuance that took place in Brasilia, Brazil in October 2011.

As a result of this process, the CITES Secretariat and the PS/ACTO signed a Small Scale Funding Agreement (SSFA) aimed at developing a joint work strategy as reflected in the “CITES electronic permitting in the Member Countries of the Amazon Cooperation Treaty Organization (ACTO): Component A. Regional Capacity Building for implementing e-permitting” initiative (E-permit Project), funded with resources from the Amazon Regional Program (BMZ/DGIS/GIZ) and the European Union.

The objective of this initiative is to provide the Member Countries of ACTO with a harmonized system for the emission of electronic CITES permits. In its first stage, two components that are carried out in parallel are being undertaken. The first component (A) is aimed at supporting the development of capacities in the ACTO Member Countries that have yet to begin (or have only recently begun) to prepare the implementation of electronic issuance of CITES permits in a coordinated way (Bolivia, Guyana, Suriname, and Venezuela). The second component (B) is related to the development of a regional plan for the implementation of electronic CITES permits aligned with national single window processes (Brazil, Colombia, Ecuador, and Peru).

This report seeks to identify the operational and technical needs of the Wildlife Division for the development of a system for electronic emission of CITES permits and/or the



integration of the wildlife permit processes in the impending Single Window project. The document also takes into consideration, the second version CITES electronic permitting toolkit which reflects the current data and operational standards that have been adopted in version 3.3 of the WCO Data Model.

2. Background

Guyana became a signatory to the newly formed CITES (Convention for the International Trade in Endangered Species of Wild Flora and Fauna) in 1977. This provided the necessary mechanism for the Ministry of Agriculture to re-organise the regulation of the trade, thus culminating in the formation of the Wildlife Services Division which remained an integral part of the Crops & Livestock Department of the Ministry of Agriculture until early 1998.

During 1998, the organisation was renamed, the Wildlife Division and classified as a semi-autonomous agency. As required by Article IX of the CITES 'Convention', the Wildlife Management and Wildlife Scientific Authorities were set up as institutional arrangements to preside over the Wildlife Division. The Wildlife Management Authority presides as the Governing Board. The Board in turn, acts on the advice of the Wildlife Scientific Authority with regard to the importation and exportation of wild fauna & flora, the licensing of wildlife holding stations and matters pertaining to the management and welfare of wildlife held within Guyana's borders. The Management Authority annually processes licenses for exporters, and, inter alia, grants import & export permits per transaction (CITES and non-CITES)

Over the past three years, the Wildlife Division has made significant strides in the preparation of their environment for future accommodation of trade e-permitting procedures. The core business functions of quota management and permit processing have already been computerised using localised software, which has contributed significantly to the current operational efficiency of the organisation.

3. Overview of Stakeholder Consultations

During a three week period, key staff members at the Wildlife Division were consulted to provide information on how Wildlife trading processes are conducted in Guyana. A demonstration of the operation of software was also conducted. This documentation of current business processes is referred to in this document as the "**AS-IS**" business process models (BPMs). Other information gathered include those that reflect the infrastructural and information management capacities of the organisation. This activity has also been recently conducted at the other licencing agencies within the Guyana

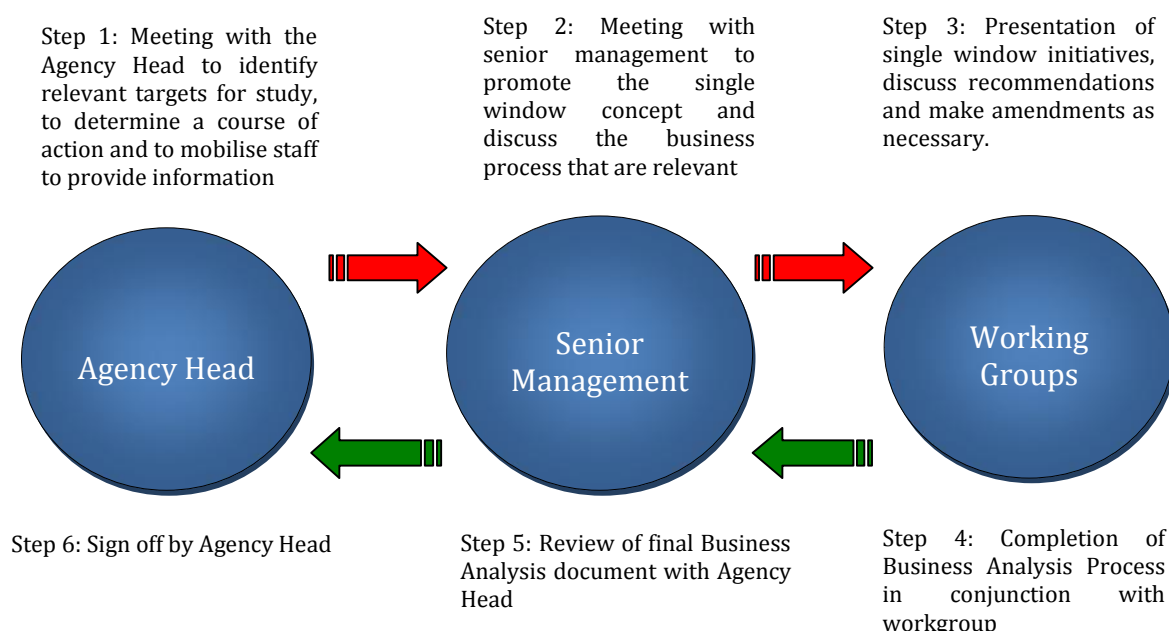


Government as part of the preparatory work towards the development of a National Single Window Automated Processing System (SWAPS) for trade.

The SWAPS concept provided to each licensing agency promotes the implementation of a number of changes both nationally and at individual agency level that are geared towards the harmonisation and standardisation of procedures and policies to achieve the ultimate objectives set by the Government of Guyana (GoG). Therefore, having defined the AS-IS BPMs, processes are reviewed against these standards to be adopted in the Single Window environment. The redefined processes are considered as being in the “**TO-BE**” state. These processes represent the optimum flow of activities recommended to support an electronic Single Window.

However, since the implementation of SWAPs is future project, it is expected that some benefits may begin to accrue if quick wins are identified and implemented. Not only may the GoG and the private sector experience some time resource improvements now but they also have the opportunity to get a head start in the preparation for an electronic Single Window. Consequently, several agencies are compelled to adopt “**Interim**” business processes that are transitional in nature to reduce the impact of the final solution and to possibly provide quick wins.

The diagram below describes the methodology used for analysing and validating findings in the Wildlife Division to determine the workflows that are involved in the processing of applications for licences, permits and clearance of goods. All six (6) steps are to be undertaken towards completion.





4. Analysis of the Current Environment

Within the scope of this consultancy, we will review the management of quotas, processing and subsequent issuance of licences and permits and the authorisation(s)/certification for wildlife species, including those listed in CITES.

4.1 Quota Management

National Quota

The core trade function for the Wildlife Division is the management of the National Wildlife Export Quota which is the maximum number of each wildlife species to be exported annually. This concept was introduced in 1987 to minimize over-exploitation of the traded animals and birds. It is a requirement of CITES that export and import permits be issued for international trade in wild fauna and flora listed on the CITES Appendices. All Parties to the Convention are bound to accept specimens of CITES listed species only if they are accompanied by valid CITES documentation.

Wild fauna & flora threatened by international trade are classified as either CITES Appendix I, II or III. Appendix III are CITES species that are considered threatened at a jurisdictional level, in this case, originate from Guyana, and require a Certificate of origin if traded by a country that didn't list the species in this Appendix, in order to support controls of the countries that listed the species. Appendix II species can be traded annually only in accordance with the number assigned by the quota and upon the Scientific Authority views adopted based in the Non Detrimental Finding analysis. Appendix I species can only be exported/imported under very special conditions, following approval by the Wildlife Management Authority, as these are considered to be "threatened with extinction". Such transactions are restricted to recognised zoos and herbariums, and are usually allowed for educational purposes.

The license period for the National Quota currently runs from April 4 of one year to April 3 of the following year but from January 2014, the calendar year from January 1 to December 31 will be adopted. As mentioned above, the quota is set based on the recommendation of the Wildlife Scientific Authority. Once the Wildlife Scientific Authority makes its determination, the recommendation is sent to the Wildlife Management Authority for approval. The Management and Scientific Authorities are a group of persons constituted by Cabinet (which fulfils the obligations under Article IX of the CITES Convention).

Individual Quota

The approved National Quota, which cannot be exceeded, is then used to make the individual allocations to wildlife exporters. The quota subcommittee determines this allocation for each exporter. Some amount of quota is retained and subsequently used



to award extra quota throughout the year as required. Some species are not allocated as individual quotas either because the total export quota is very small or the species tend to be poorly utilized.

Applications are made by Traders to the Head of the Division for award of those species as needed. The recommendations of the quota subcommittee are submitted to the Wildlife Management Authority for approval. Upon approval, the Wildlife Division processes the decisions and prepares Individual quota sheets for Traders so that they may track their own usage. This requires first, the input of the national quota amounts into the Wildlife Trade Software and second, the input of the individual quota allocations. The software automatically adjusts the remaining balances as follows:

- a) the remaining national quota as allocations are entered
- b) the remaining individual quota as permits are prepared

Performance Quota

This initiative was adopted by the Wildlife Division in order to reward wildlife exporters who excel in their trade activities and who invest in ensuring that their trading facilities and operations are at a high standard. In this system, exporters who meet the necessary criteria will begin the trading year with additional quotas solely based on their performance over a number of years. This additional quota is called 'performance allocation' and is maintained as a separate figure in the individual quota sheets (but not the software) for data analysis and reference.

Snapshots of the quota management screens in the Wildlife Trade Software can be found at Annex III.

4.2 Business Process Mapping (The As-Is State)

There is an ongoing process of refinement of business processes at the Wildlife Division which ensures that there is seamless integration with progressive automated activities. This has led to the efficient functioning of the Wildlife Division and minimal deficiency in operational capacity to perform its current duties.

The purpose of this document, however, is to assess the current operational capacity of the Wildlife Division *relative to* both the impending implementation of a Guyana Single Window Automated Processing System (SWAPS) for Trade as well as the requirements for current CITES e-permitting initiatives regarding data exchange. It seeks to determine the requirements for Guyana to support the electronic emission of permits.



Given the foregoing, it must be noted that the Wildlife Division was not included as a priority licencing agency in the SWAPS project analysis phase which was conducted during May 2012 to June 2013. However, since there is external support and recourse to engage and adopt current initiatives of CITES and ACTO, it is the intention to complete this work during this project to bring the Wildlife Division into focus for the agency to have an opportunity to be included in the SWAPS startup implementation project.

Towards this end, a high-level classification of business processes was developed and is shown below:

Table of broad categorisation of business processes		
	Annual/One Time	Transactional (per consignment)
Local Traders	Commercial Licence (1)	
Foreign Traders (Exporters)	Holding Station Licence(3) Commercial "Export" Licence (1) Commercial "Import" Licence (2) Monthly Register (5)	Import/Export Permit(4) Export Personal Pets (6) Import Personal Pets (4) Request for Inspection (7)

For Local Traders, there is an annual requirement for Commercial Licence as the authorisation for trading as a trapper or a middleman.

For Foreign Traders, there is an annual requirement for a Commercial Export Licence and Commercial Import Licence to authorise exports and imports respectively. The processing of a Holding Station Licence to store species waiting to be exported, comes as an automatic requirement during the process of acquiring a Commercial Export Licence.

In the case of the commercial exporter, the Monthly Register is used to track and monitor the quantity and health of inventory of species that are being held at the Holding Stations.

Once Licences have been granted, Wildlife Traders can then proceed to export or import a consignment of species. Each consignment must be accompanied by a permit which is used to control and monitor the approved quantity that is being traded. This quantity is always a subset of the national quota for each species.

For the purpose of the project, the export permits have been categorised in the table below:

Table of broad categorisation of permits



	Exporter Has Individual Quota (HIQ)	Exporter is Without Individual Quota(WIQ)
Amount is drawn from Individual Quota	Export Permit where HIQ	Export Permit where WIQ
Amount is drawn from Extra Quota(E)	Export Permit where HIQE	

Where:

HIQ (Has Individual Quota) - The Trader has an approved individual quota of the species for export, which is usually a brought forward amount from the previous year.

HIQE (Has Individual Quota with Extra) - The Trader has received an additional amount of quota which is based on his performance or which has been granted on a case by case basis because of demand.

WIQ (Without Quota) - The species that is being traded is allocated based on the request of the trader.

In the case of CITES permits/certificates, a special document layout is required. However, the business processes at the Wildlife Division have been implemented to seamlessly integrate these special conditions when creating all permits including those of CITES species to ensure consistency of operations and that the necessary controls and management functions are undertaken.

Further, Annex I shows the business process mapping for the following 24 business processes that have been deemed critical to the trade operations of the Wildlife Division:

1.1	Establish "NATIONAL LIST OF WILDLIFE EXPORT QUOTAS"
1.2	Establish "INDIVIDUAL LIST OF WILDLIFE EXPORT QUOTAS"
1.3	Establish "PERFORMANCE ALLOCATION QUOTA"
1.4	Process Request for EXTRA Quota
1.5	Process Request for WITHOUT INDIVIDUAL Quota (WIQ)
1.6	Process Application for New Commercial Licence (independent application)
1.7	Process Application for Renewal of Commercial Licence
1.8	Process Inspection of Wildlife Holding Station for 'STOCK COUNT AND QUARANTINE PERIOD'
1.9	Process Inspection of Wildlife Holding Station for 'LICENCING'
1.10	Process submission of monthly register of stock
1.11	Process Application for New Commercial Export Licence(CEL)
1.12	Process Application for Renewal of Commercial Export Licence(CEL)
1.13	Process Application for Commercial Export Permit (HIQ)
1.14	Process Application for Commercial Export Permit (HIQE)
1.15	Process Application for Commercial Export Permit (WIQ)
1.16	Process Application for Re-Export Permit
1.17	Process Application for Short Shipment



1.18	Process Request for Inspection and Health Certificate
1.19	Process Application for Import Licence
1.20	Process Application for Import Permit
1.21	Process Inspection of Wildlife at Port of Departure
1.22	Process Inspection of Wildlife at Port of Arrival
1.23	Process Application for Import Permit for a Pet
1.24	Process Application for Export Permit for a Pet



4.3 Organisational Framework

The organisational framework of the Wildlife Division was reviewed for its manpower capacity to carry out its mandate to provide daily operations to support the activities of the Wildlife Division.

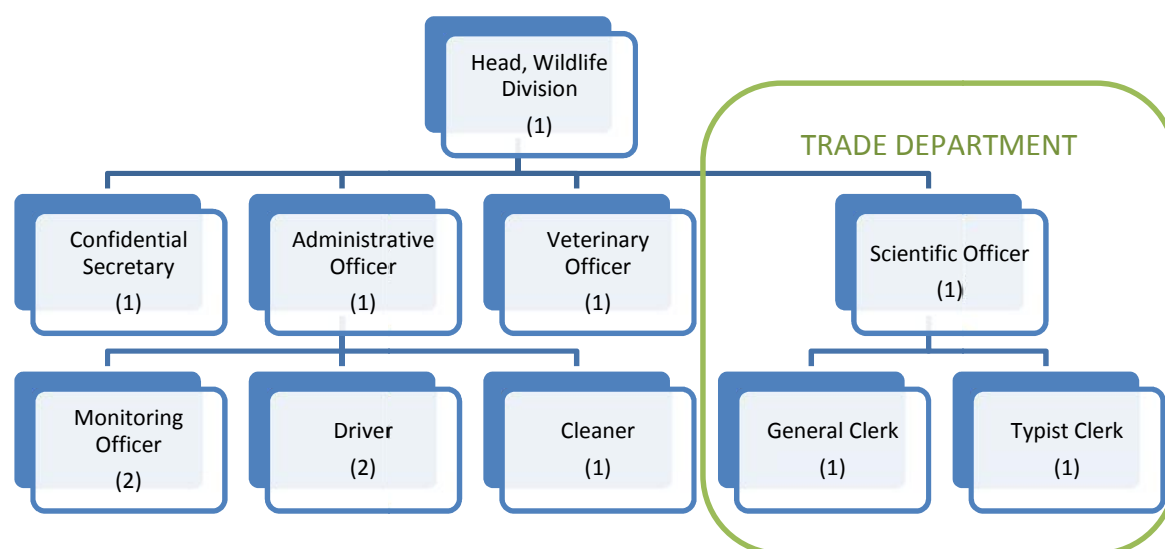


Figure 1. Wildlife Division Organisation Chart

The Wildlife Division operates a 40-hour work week with 12 staff. The Head of Wildlife Division is the administrative custodian of the national and individual quotas which are maintained using the Wildlife Trade software. The Scientific Officer is a member of the Wildlife Scientific Authority. The Veterinary Officer ensures that the Holding Stations conform to industry standards and are consistently manned to maintain high sanitation levels to preserve the health of the animals stored within. The Monitoring Officers perform the role of Inventory Manager for the Holding Stations and they visit all sites once per month to verify quantities and maintain accurate stock counts.

External to the Wildlife Division, is the Guyana Forestry Commission and Fisheries Division of the Ministry of Agriculture which deal with flora and sea fauna issues respectively. In the case of CITES listed specimens geared for international trade, Wildlife Division processes can easily facilitate the issuance of permits for those specimens if the need arises.

4.4 Computing Resources

In assessing the computing capacity at the Wildlife Division, the areas observed were the technical capacity for communication (LAN and WAN), data storage and information management, processing power and workflow control that are in place to support the



smooth and efficient operations of the Wildlife Division. The following table reflects such findings:

WILDLIFE DIVISION COMPUTING RESOURCES SHOWING STAFF ASSIGNMENTS						
	Position	Computer	Network	Office Productivity Software	Wildlife Software	Capacity (Memory, Harddrive, Processor, O/S)
1	Head, WD 1	Laptop	Wired/ Wireless	Yes	Yes	4 Gb DDR3, 300 Gb, 2.7 GHz, Win 7
2		Server	Wired	Yes	Yes (Central Database)	8 GB ECC, 1 Tb, 3.0 , server 2003
3	Confidential Secretary 1	Desktop	Wired	Yes	No	2 Gb DDR3, 200 Gb, 2.8 GHz, Win 7
4	Administrative Officer 1	Desktop	Wired	Yes	Yes	2 Gb DDR3, 500 Gb, 2.8 GHz, Win 7
5	Monitoring Officer 1	Desktop	Wired	Yes	No	2 Gb DDR3, 100 Gb, 2.8 GHz, Win 7
6	Monitoring Officer 2	Shares computer with Monitoring Officer 1				
7	Scientific Officer 1	Desktop	Wired	Yes	Yes	2 Gb DDR3, 500 Gb, 2.8 GHz, Win 7
8	General Clerk 1	Desktop	Wired	Yes	Yes	2 Gb DDR3, 200 Gb, 2.8 GHz, Win 7
9	Typist Clerk 1	Desktop	Wired	Yes	Yes	2 Gb DDR3, 500 Gb, 2.8 GHz, Win 7
10	Veterinary Officer 1	Desktop	Wired	Yes	No	2 Gb DDR3, 500 Gb, 2.8 GHz, Win 7
11	Project Work Usage	Laptop	Wireless	Yes	Yes	4Gb DDR3, 240 Gb, 3.0 Ghz
12	Internet Bandwidth					1Mb

The Wildlife Division has modest but adequate workstation computing resources to handle its current workload. The database for the Wildlife Trade Software is stored on a server in the office of the Head WD and is accessed by authorised staff through a local area network using the client desktop application Wildlife Trade Software. The Head WD has exclusive access to manage the National and Individual Quotas, while the Trade Department creates and manages permits which automatically updates the balances of Individual Quotas. Office productivity software such as Microsoft Word and Excel are used extensively to produce all supporting documents to the permit processes.

The local area network is powered by a wireless router which also provides wired connectivity. There are reports of notable network down time and a possibility that the router might be malfunctioning. Comprehensive backup procedures are not in place but some amount of backing up is done by individual staff.

4.5 Wildlife Trade Software



The Wildlife Trade Management Software which is currently being used by the Wildlife Division was built by a Surinamese company and implemented during 2008. The application though not complete, instituted the necessary controls and security mechanisms that protect key and critical information such as The National Quota and Individual Quotas from being inadvertently altered. The system heavily supports the core commercial and non-commercial trading activities and all Traders are also successfully maintained by the system.

The use of the system has greatly empowered the organisation to be effective in their operations and to produce timely statistics to aid management in making decisions about performance-based allocations. This in turn paved the way for easy access to statistical information needed and it encompasses the entire workflow for the creation, management and printing of permits (CITES and non-CITES). It is believed that this software has placed the Wildlife Division in a strategic position to understand and easily adopt any future e-permitting initiatives.

A futile attempt was made to contact the vendor to get an excerpt of the database table structures but upon investigating the operations of the software a conceptual data model was deduced and is illustrated below:

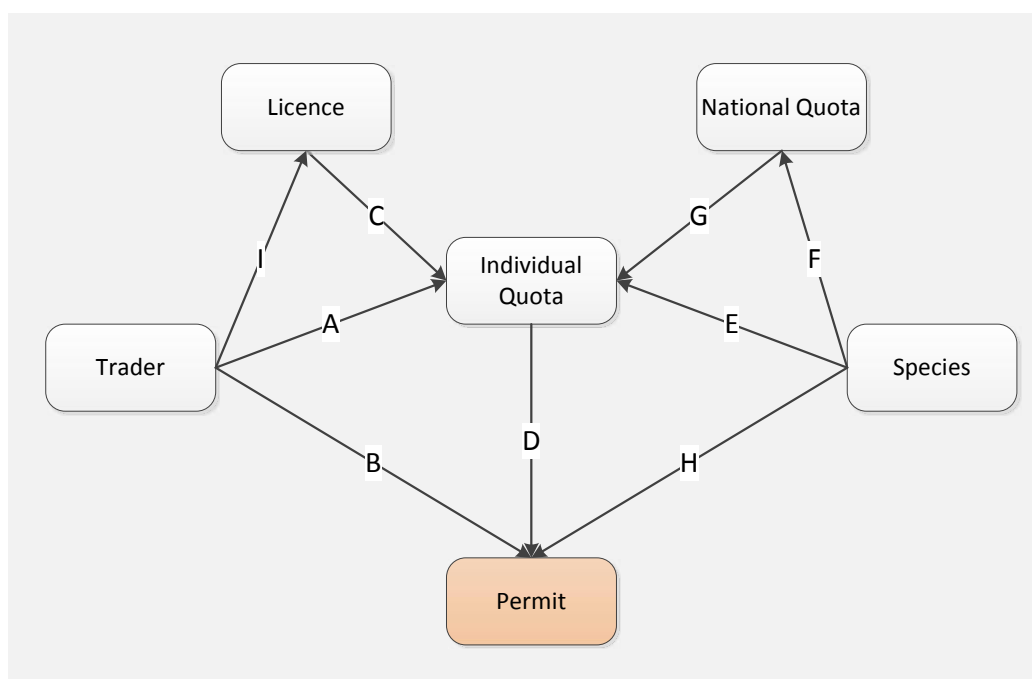


Figure 2. Conceptual Data Model

The data relationship labels are as follows:

A: The Trader record is used to create an Individual Quota



- B: The Trader record is used to create a Permit
- C: The Trader Licence is used to create the Individual Quota
- D: The Individual Quota is a critical input to create a permit (CITES or non-CITES)
- E: The Species definition is a critical input to the creation of Individual Quota
- F: The Species definition is a critical input to the creation of the National Quota
- G: The National Quota is used to control the collective Individual Quota
- H: The Species definition is a critical input to create a permit (CITES or non-CITES)
- I: The Trader record is used to create a Licence

Annex III illustrates and explains the screens used in the software.

4.6 General Summary of Findings

Heading	Findings
Authorisation	<ul style="list-style-type: none"> Commercial Licence to Trade Locally Commercial Licence to Trade Internationally Licence to erect and operate a Holding Station Permit for Export Permit for Import
Goods that require authorization	<ul style="list-style-type: none"> Wildlife for which the species are classified under CITES and needs to be protected Wildlife that are non-CITES
Registration	<ul style="list-style-type: none"> The importer/exporter is registered as a Trader using the Wildlife Trade Software upon the first application for a Licence. This List of Authorised Traders/Exporters is public information
Quota Management	<ul style="list-style-type: none"> The National Export Quota is maintained and is classified The Individual Export Quota is maintained and is classified but each Trader has their copy
Processing	<ul style="list-style-type: none"> Processes are generally streamlined and efficient Security Controls for protection of data is in place Contingency plan for access to classified information is in place Import/Export requirements per commodity and also per regime is not centrally available. Forms for a particular task should be consolidated and standardised
Payment	The required payment for the 24 business processes highlighted are as



Heading	Findings
	<p>follows:</p> <ul style="list-style-type: none"> • Process Request for EXTRA Quota: <i>approval of request attracts an administrative fee calculated at 50% of the levy value of the species.</i> • Process Request for WITHOUT INDIVIDUAL Quota (WIQ): <i>G\$0</i> • Process application for New Commercial Licence (independent application) : <i>G\$300 for application G\$ 50,000 per licence:</i> • Process application for Renewal of Commercial Licence: <i>G\$300 for application G\$ 50,000 per licence</i> • Process application for New Commercial Export Licence(CEL) : <i>G\$300 for application G\$ 50,000 per licence</i> • Process application for Renewal of Commercial Export Licence(CEL) : <i>G\$300 for application G\$ 50,000 per licence:</i> • Process application for new holding premises licence: <i>G\$300 for application; G\$50,000 for licence</i> • Process application for renewal of holding premises license: <i>G\$300 for application; G\$50,000 for licence</i> • Process application for Commercial Export Permit (HIQ): <i>20% of the species value on the permit</i> • Process application for Commercial Export Permit (HIQE): <i>20% of the species value on the permit</i> • Process application for Commercial Export Permit (WIQ): <i>20% of the species value on the permit</i> • Process application for Re-Export Certificate: <i>\$500</i> • Process application for Import Licence: <i>G\$300 for application G\$ 50,000 per licence</i> • Process application for Import Permit: <i>G\$ 20,000 per permit</i> • Process application for Import Permit for a Pet: <i>G20,000 per permit</i> • Process application for Export Permit for a Pet: <i>20% of the value of the species on the permit</i>
Transaction Volume	<ul style="list-style-type: none"> • Total number of Holding Stations: 18 • Average number of Commercial Licences per year: 24 • Average number of Commercial Export Licences per year: 19 • Average number of permits per year: 1140 • Average number of requests for Extra Quota per year: 150 • Average number of requests for WIQ per year: 90 • Average number of requests for inspection per year: 260
Business Process Timing	<p>The average timing for the 24 business processes highlighted are as follows:</p> <ul style="list-style-type: none"> • Establish “NATIONAL LIST OF WILDLIFE EXPORT QUOTAS”: 2 months



Heading	Findings
	<ul style="list-style-type: none"> • Establish "INDIVIDUAL LIST OF WILDLIFE EXPORT QUOTAS": 3-5 days • Establish "PERFORMANCE ALLOCATION QUOTA": 3 weeks • Process Request for EXTRA Quota: 1 month • Process Request for WITHOUT INDIVIDUAL Quota (WIQ): 2 weeks • Process application for New Commercial Licence (independent application): 1 month • Process application for Renewal of Commercial Licence: 1 month • Process Inspection of Wildlife Holding Station for 'STOCK COUNT AND QUARANTINE PERIOD': 10 days • Process Inspection of Wildlife Holding Station for 'LICENCING': 1 month • Process submission of monthly register of stock: 5 days • Process application for New Commercial Export Licence(CEL): 3 months • Process application for Renewal of Commercial Export Licence(CEL): 2 months • Process application for Commercial Export Permit (HIQ): 3 days • Process application for Commercial Export Permit (HIQE): 3 days • Process application for Commercial Export Permit (WIQ): 3 days • Process application for Re-Export Certificate: 3 days • Process application for Short Shipment: 3 days • Process Request for Inspection and Health Certificate: 2 days • Process application for Import Licence: 3 months • Process application for Import Permit: 1 month • Process Inspection of Wildlife at Port of Departure: 24 hours • Process Inspection of Wildlife at Port of Arrival: 24 hours • Process application for Import Permit for a Pet: 1 month • Process application for Export Permit for a Pet: 2 weeks <p>See Section on Recommendations for those that have been revised.</p>
Individuals (Process Actors) involved with processing	<ul style="list-style-type: none"> • Head, Wildlife Division – 1 • Confidential Secretary - 1 • Veterinary Officer - 1 • Scientific Officer - 1 • Administrative Officer - 1 • Monitoring Officer - 2 • General Clerk - 1 • Typist Clerk - 1
Legislative and Regulation	<ul style="list-style-type: none"> • The Business Processes are currently governed under the Species Protection Regulations 1999 • This is superseded by the Wildlife Import And Export Bill of 2011



Heading	Findings
	<p>which is yet to be passed</p> <ul style="list-style-type: none"> • The full E-transactions bill to enable electronic transfer of information between licencing stakeholders has not yet been approved. • The SWAPS Implementation phase of the project will ensure that the Single Window Bill is passed to ensure that the law makes provision for E-transactions, data integrity, security and sharing.
Local Agency interactions	<ul style="list-style-type: none"> • Interactions with the Customs authority are by telephone and in writing • Interactions with the Guyana Livestock Development Agency are usually by telephone
Foreign Agency Interactions	<ul style="list-style-type: none"> • Ad hoc interactions occur when a receiving country wishes to refer to Wildlife Division to confirm the authenticity of a permit CITES or non-CITES
IT/Automation	<ul style="list-style-type: none"> • Networked environment with one internet connection of 1 Mb bandwidth and 1 desktop server • One non-resident IT support officer • One client/server legacy application called Wildlife Trade Software for managing quotas and processing and printing permits. Delphi interface. Sybase Database. • No Backup policy.
IT/Website	<ul style="list-style-type: none"> • There is no agency website



The Guyana SWAPS Initiative

4.7 Analysis Phase

The first phase of the Guyana SWAPS project was run from September 2012 to May 2013. This was the analysis phase of the project which studied business processes and organisational capacities at related agencies. Coming out of these processes were recommendations for standardisation of licencing procedures to create an enabling environment in which a SWAPS solution would be most effective in Guyana. Critical outputs of that project included:

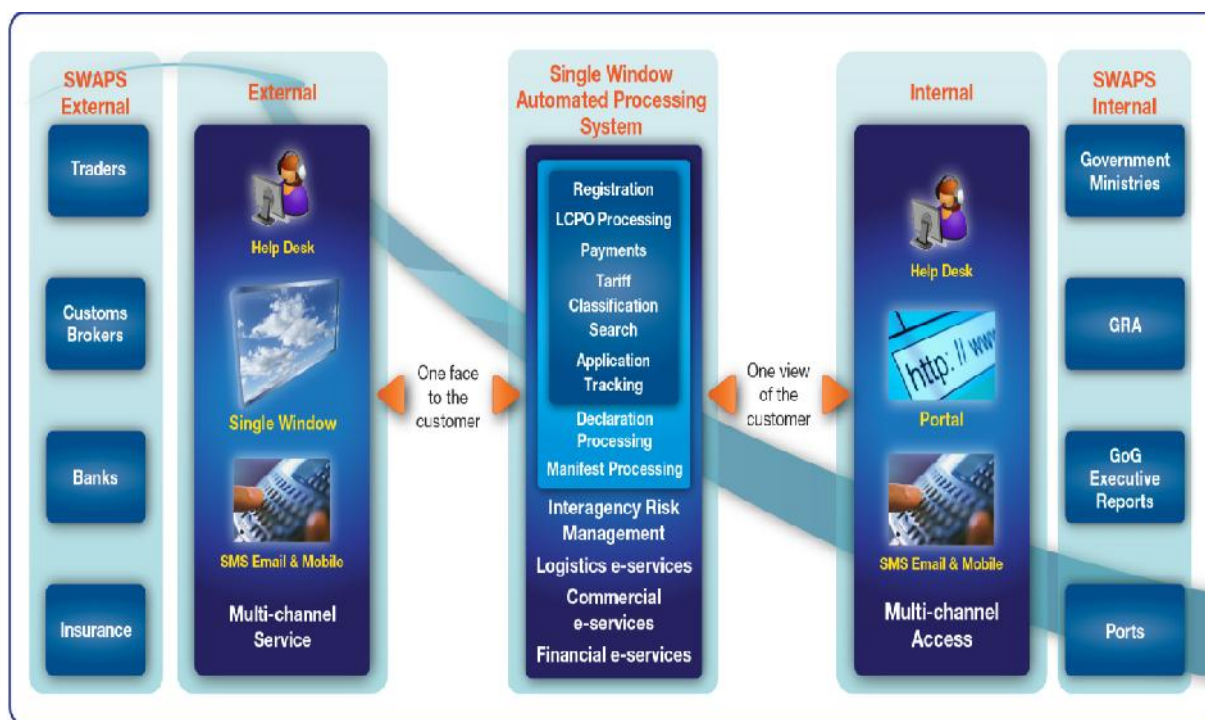
- Conceptual Design for SWAPS
- Recommended changes and additions to legislation to enable e-transaction and e-commerce for trade
- Creation of an organisational structure (The National Single Window Authority)
- Revisions to Business Processes (at all licencing agencies to harmonise and streamline procedures for increased efficiency and simplicity)
- Identification of Gaps in IT software and Hardware (primarily at the data centre, GRA, but also on a smaller scale at the licencing agencies)

The project is consistent with CARICOM's initiatives to facilitate interoperability with other regional and international Single Window facilities. This includes initiatives to automate, standardise and streamline cross-border trade for its territories taking into consideration the evolving data and procedural standards (WCO, UN/CEFACT, etc.) that govern international trade.

The team analysed the existing conditions and operational procedures at 16 licensing agencies in Guyana and the Guyana Revenue Authority (GRA) as the central hub. The team conducted an assessment of the commercial survey responses and compiled information on the current ICT environment and Cross Border Management (CBM) practices. Data was reviewed and compiled so as to provide a full view of Guyana's current CBM environment. This effort involved a study of the actors, their limitations and environment, connections, processes, and the potential impact of any on-going changes or upgrades to systems or procedures. The resulting output being the conceptual design model and the various options for implementation detailed in the SWAPS report. In short, the Conceptual Model and the advantages and disadvantages of the various implementation options detailed below are specific to Guyana based on our analysis of the Guyana CBM environment and its stakeholders.

The next stage in the process was to look at the optimal Single Window Concept Model that would work for Guyana and the various options for implementation, within the boundaries of this environment, and taking into account International best practice, and other impacting factors (e.g. Guyana trade community, regional factors etc.).

4.8 Conceptual Model



The diagram above is a graphical representation of the Concept Model of the SWAPS designed for Guyana taking into account all the factors outlined in the previous sections. It details the key e-Services that will be provided by SWAPS via the various proposed channels for communication to the key internal and external stakeholders.

The Guyana SWAPS model upon completion of the analysis phase was deemed to embody the WCO Data Model 3.1 which does not include provisions for CITES e-permits. However, it is the intention to ensure that the implementation phase of SWAPS adopts the use of WCO Data Model 3.3 and take into account the guidance of the version 2 CITES toolkit.

During the Analysis phase, the team identified a number of core recommendations which would impact the design of the SWAPS for Guyana. There are a number of areas where it is believed that the implementation of the SWAPS will resolve the major issues faced both by the Private and Public sectors. It is therefore vital that any solution embodies these core features:

- a Web based portal with tightly coupled functionality between licencing and declaration processing
- a commodity search function



- a single application point for the Customs Broker/Trader
- the electronic movement of documents
- electronic payments
- electronic tracking of application progress

4.9 Core Functionality

There are a number of core functions that SWAPS will have as minimum. These core requirements comprise:

Function	Description / Comments
Accessibility/Data Submission	Customs Brokers/Traders/Employees are to be presented with a Dashboard that reflects their specific current data (approval status), as well as access to historical data (e.g. historical transactions and payments), and is personalized to them by the use of Logos, titles etc.
Validation	The system will perform initial completeness and correctness checks to ensure minimum required data is submitted in the expected format
Security	Security that will be deployed in the SWAPS system: <ul style="list-style-type: none"> • Identification – confirmation of identity of Broker/Trader. Linked to national registration or identification database or, in the case of corporations, a business registration or TIN database. • Authentication – All internal and external users provided with a unique userid and password to access the system through a framework single logon but to have a universal user audit trail for all transactions that occur in the single window. • Access Control – Role-based access that can be configured for new users or changed for existing ones. • Traceability – Data that is stored in the system should be monitored in an auditable format at a number of levels to be accessible by a system administrator for audit purposes. • Encryption – The system will have encryption functions for data and for messages. Consideration will be given to implement PKI to support digital certificates once the Single Window environment has matured.
Commodity Search	A comprehensive commodity (HS code) search function showing regulatory and tax/duty requirements. The commodity reference



	should still be maintained as core TRIPS but access by SWAPS.
Roles and Responsibilities	Each User of the system will be assigned a role which will determine the level of access to the system as well as their level of authority to authorise or move the application to the next stage of the process.
Digital Signatures and Printing	The electronic signing of a SWAPS submission by the Customs Broker/Trader will replace manually signed applications. Companies will have to be represented by authorised Brokers. The Trader must be able to view the approved Licence/Certificate/Permit in WYSIWYG format available for printing online
Electronic Movement of documents	The SWAPS workflow will allow for Agency personnel to indicate completion of their tasks in order for the application (along with all associated documents) to progress electronically to the next stage. Audit trails for all activities of traders must be maintained for each document process.
Statistics and Management Reports	Standard Reports would be developed and published through the SWAPS interface with parameters such as commodity, country of origin/destination, dates, etc.
Electronic Payment	The system should perform the calculation of payable amounts based on value/amount of goods submitted electronically. The SWAPS framework for payments will be conceptualised in collaboration with the development of such services at the Commercial Banks. The ability for third-party payment by Brokers is still to be worked out. The system however, should include functionality to allow for walk-in payments, bank transfers, debit card and credit card payments
Notifications	Notify applicant and relevant stakeholders of the outcome of processing
Help Desk	SWAPS system will contain a built-in help desk system, allowing users to log issues directly to be attended by Help Desk personnel located at the NSWA should also be available

4.10 SWAPS Transition Actions

The Transition and Implementation plan produced as part of the SWAPS project underlines the activities that are to be undertaken during the months that transition between the analysis and implementation phases. The most important of these (and those that provide the biggest challenge) have been reiterated below:



Legislation

A SWAPS bill has been drafted as part of this consultancy to create the legal institutional framework for electronic trade transactions. The bill is now in the final stages of vetting. It is expected that the legislation will be submitted to cabinet in the near future. Nevertheless, following up on the processes leading to the tabling of the SWAPS Bill in Parliament will be essential in the interim period. The acceptance of the proposed draft legislation is critical to the start of the implementation project for SWAPS.

Data Sharing MOU

An MOU will be signed by all participating agencies in order to ensure that business processes remain up to date and synchronised with the requirements of the National Single Window Authority and that any changes made internally within the agency always takes into account the national Single Window requirements. It ensures consistency and cooperation between all public LCPO (licence, certificate, permit, other) and Customs institutions within the Single Window environment. The MOU also provides for the sharing and access to information that can be used to monitor operations internal to a licencing agency or collated to provide analytical information that can provide insight to trading trends. The Wildlife Division would have to endorse the MOU to be considered as a licencing facility in the SWAPS portal;

National Single Window Authority

Once the related Single Window Bills has been passed, it will be necessary to immediately establish the National Single Window Authority and equip this facility with all the necessary resources for its smooth operation;

E-payment

Discussions are ongoing with the major banks in order to determine the optimum electronic payment options to support the SWAPS;

Mobilisation of Funds to sustain the SWAPS momentum

Momentum has been lost at the closure of the analysis phase during June 2013. As outlined in the analysis phase, licencing agencies are expected to develop and follow their interim business processes. They can measure results and continue to refine their systems to ensure that the expected gains in efficiency are realised and to have difficulties minimised. Funding is critical to the success of these initiatives.

Change Management

To ensure the on-going support of the SWAPS stakeholder community, a program of awareness and communication should be implemented to maintain the momentum, and to keep all stakeholders informed of progress. Activities such as a periodic newsletter, newspaper, TV and radio advertising, presentations, seminars and workshops and



social networking sites could all be considered as possible methods for promoting awareness of the impending SWAPS implementation.

4.11 General Recommendations at the National Level

The true business value of the SWAPS solution will only be realised in an enabling environment where all the supporting facets of trade facilitation have been refined and harmonised at the National and Agency Levels to address these improvements. The improvements have been classified in two phases, “interim” or “transitional” and “TO-BE” which is the ultimate enabling environment when SWAPS is in production. It is the expectation that each licencing agency progressively adopts these initiatives towards the successful implementation of SWAPS.

The interim state assumes that all current resources to support the approval of licences and permits are maintained. The following table shows how recurrent issues within the licencing process will be resolved in across the board at the National Level:

	Specific Issue/Opportunity	Interim Recommendation	TO-BE Recommendation
1.	<ul style="list-style-type: none"> Physical visits to multiple Licensing Agencies by the applicant High Transaction Cost associated with the physical movement of paper Trader is asked to produce same set of required documents to multiple Licence Agencies 	<ul style="list-style-type: none"> Implement single window approach to the administration of licencing Single submission and collection of applications Introduce the use of harmonized commodity codes to identify goods on application form 	<ul style="list-style-type: none"> Implement electronic submission of application Implement electronic notification of processing decision Include option to print WYSIWYG Licence/Permit/Certificate If manual submission is allowed, then introduce cover charge for Data Entry services. Also, the staff member performing data entry should be the one that accepts/returns documents
2.	<ul style="list-style-type: none"> Multiple levels of vetting Multiple levels of approval 	<ul style="list-style-type: none"> Streamline vetting and approval by using thresholds to reduce steps 	<ul style="list-style-type: none"> Single signoff – one level of approval required for process to continue outside the Licence Agency
3.	<ul style="list-style-type: none"> Import/Export requirements per commodity and 	<ul style="list-style-type: none"> Centralized access to Import/Export requirements per 	<ul style="list-style-type: none"> Develop a SWAPS/Trader Information portal



	Specific Issue/Opportunity	Interim Recommendation	TO-BE Recommendation
	also per regime is not centrally available <ul style="list-style-type: none"> Inadequate website 	commodity (via website) <ul style="list-style-type: none"> Create Upgrade websites based on website evaluation report 	information portal.
4.	<ul style="list-style-type: none"> Payment to multiple agencies Multiple payment points during the business process Limited payment options 	<ul style="list-style-type: none"> Single combined payment Examine options for electronic payments 	<ul style="list-style-type: none"> Single combined payment Allow electronic payment using credit/debit card via the Internet Allow mobile payment via SMS text messaging
5.	<ul style="list-style-type: none"> Payment is required during (and not before) processing 	<ul style="list-style-type: none"> Consolidated payments to be made at the start of each process 	<ul style="list-style-type: none"> Accept payment upfront/before processing
6.	<ul style="list-style-type: none"> Inefficient payment options 	<ul style="list-style-type: none"> Explore electronic options 	<ul style="list-style-type: none"> Implement electronic Payments

5. The CITES e-Permitting Initiative

The Wildlife Division has been successfully and efficiently processing CITES and non-CITES permits electronically using their Wildlife Trade Software. In the past, copies of the permits were submitted to the WCMC to facilitate preparation of its annual report. This is now done by the Wildlife Division and submitted annually to the CITES Secretariat. The information is consolidated by CITES/WCMC and entered into the global CITES Trade Database to support the analysis of wildlife trade. It is considered part of the multi-billion dollar regulated trade which is a business with parties now issuing over 850,000 permits per annum. These permits effectively certify that the wildlife species traded are both legal and sustainable.

This CITES regulatory system, using permits, certificates, is mature, stable and universally recognized and adopted by 179 Parties.

The global CITES Trade Database currently holds over 13 million records but considering the large number of permits per annum that are manually entered into the database, the methods for update remain untimely.



The organisation embarked on an initiative called CITES e-permitting in 2004 to transfer data electronically with the aim of greatly improving the handling and processing of CITES applications, and the collation and dissemination of CITES trade information.

The CITES e-permitting intervention will allow traders to request and receive their permits for trading wildlife electronically without the need for printed material. In turn the CITES Secretariat intends to access country data directly rather than having to wait for the receipt of a printed certificate which has to be manually entered.

Subsequent meetings and resolutions explored ways to make sure that CITES country data are harmonized and made “interoperable”. A document called the CITES e-permitting toolkit was produced and is now in its 2nd version as of 2013 and has taken into consideration the following collaborations:

- collaboration with the CITES Secretariat in the drafting of funding proposals related to the development of CITES e-permitting systems
- working with the United Nations Centre for Trade Facilitation and Electronic Business, the World Customs Organization and other relevant organizations to ensure the alignment of CITES e-permits with international trade standards and norms
- facilitating the development of a ready-to-use electronic CITES permitting for Parties in developing regions, and supporting the participation of these parties in the Working Group.

Through the harmonised e-permitting system, the CITES Secretariat will benefit from:

- greater traceability and authentication
- more opportunities for integration/harmonization with other traceable regulatory systems
- easier methods of reporting and for data analysis
- decreases in the rate of error and access to up-to-date data
- decrease in opportunities for fraud

Guyana’s Wildlife Division has already effectively enforced CITES procedures through the use of a localised computerised system for over three years. This has put the agency in an advantageous position to embark on the required initiatives to meet new e-permitting obligations under the Convention.



6. Recommendations for Guyana

6.1 Introduction

The information gathered during the consultations with the Wildlife Division (WD) was used as the baseline to determine what workflow and information systems improvements are necessary to prepare Wildlife Division for implementation of the SWAPS. These improvements will be considered along with recommendations made to other licencing agencies in order to bring out the high level conceptual models that best suit Guyana.

The SWAPS solution will require all of the critical technologies to be implemented at a central site complete with elaborate infrastructure to accommodate information from all licencing agencies with the necessary procedural controls. The SWAPS solution chosen will adopt the latest WCO Data model which will include CITES e-permitting specifications.

At the level of a licencing agency, the general requirement is a workstation with adequate internet bandwidth with redundancy to reduce downtime.

It is envisaged that the SWAPS implementation may start in 2015. But in order to prepare for the CITES special data considerations to support wildlife trade, it is being recommended that the current transition period is used to build capacity at the Wildlife Division. The agency needs an informative and interactive website to support the CITES e-permitting initiative. Also improvements must also be made to the current core software environment so that it can fully support the operations of Wildlife within the context of the CITES requirements. With these solutions, the Wildlife Division will benefit two-fold in that:

1. It will prepare the Data in Wildlife Trade Software for easy integration into the National SWAPS
2. It will increase the efficiency of operations and suffice the data extraction requirements for CITES up until the SWAPS is implemented

6.2 Hardware Review

The following table shows the recommendations to address the improvements needed at the hardware level.



System	Current Adequacy	Remarks
<i>client workstations</i>	Yes/No	Generally, the capacities of the desktops/laptops at the Wildlife Division are adequate for current operations processing, however, depending on the resulting application architecture, some workstations may require replacement due to wear.
<i>networking</i>	No	There is need for a new router to stabilise intranet connectivity.
<i>internet</i>	No	To support an interactive public website, adequate internet bandwidth will be required.
<i>database server</i>	No	The server has 8Gb of memory but it is recommended that a new database server is established with greater capacity for offline storage and backup facilities. The current server can then act as a backup to the new one.
<i>application server</i>	No	The distribution of the intranet and extranet versions of the CITES/non-CITES permit applications will require a dedicated application server to host the web services
<i>web server</i>	No	A web server is needed to isolate the web site and web access services from the Wildlife Local Area Network. It will support the online interface for CITES access to information.
<i>firewall</i>	No	A firewall is needed to provide optimal security for access to the website and for CITES Secretariat to extract data from the database

6.3 Software Improvement

The *Wildlife Trade Software*, while being sufficient to support the operations of the Wildlife Division, needs to be upgraded to be able to fully support the data requirements of CITES e-permitting process.

In particular, the Performance Quota feature needs to be implemented to increase efficiency in maintaining the Individual Quota.



A website needs to be built for the agency to disseminate information on Wildlife policies and procedures for import/export, species and their classifications, the National Quota. More importantly the website needs to feature an interactive element for secure sign-on by the CITES secretariat to access and monitor trade data through web services provided by the core database.

Among the 179 countries that are signatories to the CITES convention, there is a wide variety of stages of single window development. In light of this fact and ACTO's current initiative to aid with the development of technical and institutional capacity to improve the management and monitoring of the wildlife, it is believed that it is best to make a concerted attempt to develop a standalone CITES application using the desired format. This application will be the stepping stone for any CITES Party towards single window and it will reduce the individuality of software development endeavours towards this end. In this regard, Guyana would be pleased to partner with ACTO in such a project.

In full SWAPS mode, it is the expectation that SWAPS will house all supporting control data such as species definition and trade quotas. These will have exclusive access by Wildlife authorities with extra security controls since such data will be considered as classified. The international trade standards such as WCO, UN/CEFACT will be adopted.

6.4 Business Process Refinement

The Wildlife Division's business processes are relatively and reasonably efficient where payments are generally made upfront. However, once the model for General Recommendations at the National Level are applied to each process, there will be immediate clarity of how each process can be improved. The agency will be expected to continuously refine their processes using this model and encourage commitment among staff and provide a supportive environment in which staff can learn to adapt to new procedures.

Twelve of the twenty-four (or 50%) of the business processes documented are directly related to the import/export Customs Declaration process in the form of pre-requisite licence or permit. These processes should be prioritised as targets for improvement in the interim and TO-BE phases where:

- the interim environment as the transition is being made from the current AS-IS Process towards the TO-BE Process; and
- the TO-BE environment which is indicative of the mode of operation during the SWAPS environment.



In full TO-BE mode, the Wildlife Division, is expected to operate like any other licencing agency and benefit from the SWAPS environment through electronic requests for applications of commercial (export) licences and permits by traders in wildlife species.

The methods used to revise business processes are described below:

1. Describe the impact on the steps taken in each of the three phases with their exceptions. Revisions are tracked to aid in visualising the changes among the processes. The table must show:
 - a. The AS-IS state– the definition of basic path to completing steps in the current business process;
 - b. The Interim state– the single window approach to transition from the AS-IS Process towards the TO-BE Process;
 - c. The TO-BE state – the definition of basic path to completing business process steps after the Single Window is implemented.
 - d. Impact on:
 - i. Participants and their interests – listing the individuals internal to the agency and their roles in completing the process;
 - ii. Organisational Structure – listing the number of individuals per role;
 - iii. Approximate total time for each state showing duration and number of steps involved in completing the process.

The example in Annex II shows how a particular business process (*1.13 Process application for Commercial Export Permit (HIQ)*) can be reengineered for efficiency.

6.5 Training

The introduction of e-permitting for CITES and non-CITES permits will greatly effect changes in the processes at the Wildlife Division in the strive to provide fair, consistent and timely services to all client wildlife traders.

Notwithstanding the fact that the Officers in the agency are fully adept at managing data pertaining to species, quotas, licences and permits, the version 2 CITES e-permitting toolkit brings a new dimension to permit information management that significantly extends the data structures that currently support the Wildlife Trade Software.

Therefore, consequent to the recommendation to pre-empt the implementation of SWAPS with the development of a stand-alone e-permitting solution, is the immediate



need to expedite a deep understanding of the critical elements of the CITES e-permitting toolkit data structure to aid in the analysis work required when preparing the Software Requirements Specification for the upgraded system. To this end, the following training programs are being recommended:

- Technical training on the toolkit data structures and required e-permitting webservices for IT personnel who will be associated with the project
- Capacity Building training for all technical staff of the Wildlife Division in order for Guyana to facilitate the adoption of international best practices when providing e-permitting services

7. Concluding Remarks

The Wildlife Division has been performing its licence and permit processing activities in an efficient manner notwithstanding the fact that wildlife traders have to visit the agency to have their licences and permits processed. There is evidence of continuous effort to improve data management and efficiency in the provision of trade services to Wildlife Traders over the last two years. These efforts have been fully supported through the use of the Wildlife Trader Software which was acquired through the World Wildlife Fund.

With the CITES e-permitting intervention, there is an expectation that each signatory Party makes a special effort to provide support for the CITES Secretariat in their efforts to more efficiently monitor and control wildlife trade through electronic transfers of data. In this regard, the Wildlife Division is prepared and eager to institute changes to provide the necessary support.

Even as Guyana will embark on its own national Single Window development, this document reflects the position of the Wildlife Division with regards to its capacity and willingness to pre-empt this initiative to make the next steps forward. These include upgrading its software, revising its critical business processes and establishing a website to promote and facilitate wildlife trade through the delivery of electronic data to the CITES Secretariat data bases.



Business Process Mapping for Wildlife Division

(BPM_WD)

Overall Ministry/Entity Profile

BPM_WD	Application and Processing of local and foreign trade related transactions at Wildlife Division	
Process Area Name	Wildlife Division: Trade Unit	
Description	Responsible for the enforcement of the Species Protection Regulations Act of 1999 which is superseded by the Wildlife Import and Export Bill 2011. <i>“To regulate international trade of Guyana’s wildlife and to enable Guyana to fulfil its obligations under the Convention on International Trade in Endangered Species of Wild Fauna and Flora, Washington, 1973”</i> . The agency also monitors and controls the trading of wildlife species (CITES and non-CITES) and processes all import and export licencing, quality control and promotion of wildlife through the management of quotas for wildlife species. The Quota Subcommittee determines the allocation for each exporter. Quota that is retained is used to award extra quota throughout the year. Some species are not allocated as individual quotas either because the total export quota is small or the species tend to be poorly utilized. Applications are made to the Head of the Wildlife Division for award of quota for those species as needed on a case by case basis. <i>In the case where species being traded is not allowed for trade in the importing country, a note is made on the export permit which reclassifies the document to serve dual purpose as a Certificate of Origin.</i>	
Objective	<ul style="list-style-type: none"> • Monitor and control local trading of wildlife • Monitor and control foreign trading of wildlife • Establish standards to monitor holding premises for commercial exporters who are required to house animals destined for export • Manage national and trader quotas for export • Provide support for species that are governed by CITES requirements 	
Scope	Process of applications for trading wildlife locally and internationally. Analysis of trade statistics. Protection of endangered species.	
Business Opportunity	To streamline and standardise the application, processing, notification, inspection, payment, approval and reporting so as to foster consistent and reliable approaches to handling Import and Export Permits for Wildlife Flora and Fauna. <i>Unless otherwise explicitly described, the procedures defined herein apply to both CITES and non-CITES species of wildlife.</i>	
Category	BPM_WD	
Business Processes	1.1	Establish “NATIONAL LIST OF WILDLIFE EXPORT QUOTAS”
	1.2	Establish “INDIVIDUAL LIST OF WILDLIFE EXPORT QUOTAS”
	1.3	Establish “PERFORMANCE ALLOCATION QUOTA”
	1.4	Process Request for EXTRA Quota
	1.5	Process Request for WITHOUT INDIVIDUAL Quota (WIQ)
	1.6	Process application for New Commercial Licence (independent application)
	1.7	Process application for Renewal of Commercial Licence
	1.8	Process Inspection of Wildlife Holding Station for ‘STOCK COUNT AND QUARANTINE PERIOD’
	1.9	Process Inspection of Wildlife Holding Station for ‘LICENCING’
	1.10	Process submission of monthly register of stock
	1.11	Process application for New Commercial Export Licence (CEL)



	<p>1.12 Process application for Renewal of Commercial Export Licence (CEL)</p> <p>1.13 Process application for Commercial Export Permit/Certificate (HIQ)</p> <p>1.14 Process application for Commercial Export Permit/Certificate (HIQE)</p> <p>1.15 Process application for Commercial Export Permit/Certificate (WIQ)</p> <p>1.16 Process application for Re-Export Permit/Certificate</p> <p>1.17 Process application for Short Shipment</p> <p>1.18 Process Request for Inspection and Health Certificate</p> <p>1.19 Process application for Import Licence</p> <p>1.20 Process Application for Import Permit</p> <p>1.21 Process Inspection of Wildlife at Port of Departure</p> <p>1.22 Process Inspection of Wildlife at Port of Arrival</p> <p>1.23 Process Application for Import Permit for a Pet</p> <p>1.24 Process Application for Export Permit/Certificate for a Pet</p>
Business Process Types	Permit, Licence, Certification for wildlife species which includes both CITES and non-CITES species



1.1 Establish “NATIONAL LIST OF WILDLIFE EXPORT QUOTAS”	
Business Process ID	BPM_WD_BP1.1
Business Process Name	Establish “NATIONAL LIST OF WILDLIFE EXPORT QUOTAS”
Description	To produce the national list of wildlife export quota which includes both CITES and non-CITES species and shows the overall amount of a certain species that can be traded from Guyana within a year. All species authorized for commercial export are assigned an export quota for a set period (usually the license period which runs from April 4 of one year but will be aligned with the calendar year from 2014). The quota is set based on the recommendation of the Wildlife Scientific Authority. Once the Wildlife Scientific Authority makes its determination, the recommendation is sent to the Wildlife Management Authority for approval. <i>Please note that non-detriment findings is a requirement for all wildlife species in Guyana regardless of whether classified as CITES or non-CITES</i>
Main Business Functions	<ol style="list-style-type: none"> 1. Processing 2. Approval 3. Notification
Definition	<ol style="list-style-type: none"> 1. Head, WD reviews summary of exports for the previous five years 2. Head, WD extracts the National Quota from the previous year(s) and compares to the summaries 3. Head WD prepares report showing proposed quota of species for trade for submission to the Wildlife Scientific Authority (WSA) 4. Chair WSA convenes meeting to conduct non-detriment findings on species for trade 5. Chair WSA prepares recommendation for Wildlife national export quota to submit to the chair WMA 6. Chair WSA presents recommendation to the Chair WMA for approval 7. Chair, WMA (through consensus) accepts decision of the Scientific Authority or alternatively sends back to the WSA for further review. The Head WD is in attendance. 8. Head WD finalises list in Microsoft Word/Excel 9. Head WD inputs contents of the list in Wildlife Trade Management application 10. Head WD informs Scientific Officer of completion by way verbal/email
Participants and their interests	??
Start/End Characteristics	
Required Documents / Attachments	1. <u>Statistical summary of export for the last five years</u>
Pre-Conditions	Completion of export data for all species for the last five years
Starts When	Head WD prepares summary of exports for previous five years
Stops When	Head WD informs Scientific Officer by way verbal/email that the National Quota has been completed
Exceptions	For Step 5: WMA rejects the recommended quota. WMA reroutes to WSA with



	comments if necessary for further review
Post-Conditions	Establish "INDIVIDUAL LIST WILDLIFE EXPORT QUOTAS"
Relationships	
Reference	See attached process model BPM_WD_BP1.1_ Establish "NATIONAL LIST OF WILDLIFE EXPORT QUOTAS"

1.2 Establish "INDIVIDUAL LIST OF WILDLIFE EXPORT QUOTAS"	
Business Process ID	BPM_WD_BP1.2
Business Process Name	Establish "INDIVIDUAL WILDLIFE EXPORT QUOTAS"
Description	The approved national quota which includes CITES and non-CITES species is then used to make the individual allocations to the wildlife exporters. The quota subcommittee determines the allocation for each exporter. Some quota that is retained is used to award extra quota throughout the year. Some species are not allocated as individual quotas either because the total export quota is small or the species tend to be poorly utilized.
Main Business Functions	<ol style="list-style-type: none"> 1. Processing 2. Notification
Definition	<ol style="list-style-type: none"> 1. Head, WD obtains individual <i>default</i> allocation for previous year 2. Head, WD takes values from previous year and applies them as new year allocations to update worksheet accordingly. 3. Head WD uses the worksheet to update the Wildlife Software to reflect the new year's quota 4. Head WD informs Scientific officer that the update has been completed successfully
Participants and their interests	??
Start/End Characteristics	
Required Documents / Attachments	1. <u>National List of Wildlife Export Quota</u>
Pre-Conditions	Statistics on previous year individual allocation must be available and verified
Starts When	Head, WD obtains previous year default allocation per Trader
Stops When	Head, WD informs Scientific officer that the update has been completed successfully
Exceptions	None
Post-Conditions	None
Relationships	
Reference	See attached process model BPM_WD_BP1.1_ Establish "INDIVIDUAL LIST OF WILDLIFE EXPORT QUOTAS"



1.3 Establish “PERFORMANCE ALLOCATION QUOTA”	
Business Process ID	BPM_WD_BP1.3
Business Process Name	Establish “PERFORMANCE ALLOCATION QUOTA”
Description	To allocate an additional quota to individual Traders based on their trading performance over a specified number of years. This initiative is designed to reward wildlife exported who excel in their trade activities and who invest in ensuring that their facilities are at a high standard. In this system, exporters who meet the necessary criteria will begin the trading year with larger export quotas than the default individual quota amount. Upon completion of this exercise, the National Quota that is retained is used to award extra quota throughout the year
Main Business Functions	<ol style="list-style-type: none"> 1. Processing 2. Approval 3. Notification
Definition	<ol style="list-style-type: none"> 1. Head WD observes trade history data for each Trader 2. Head WD collaborates with the Quota subcommittee for determination and approval of individual performance allocation and updates worksheet accordingly 3. Head WD then uses worksheet to update Wildlife Trade Management application to add this amount to the individual quota to calculate the Total Quota <ol style="list-style-type: none"> a. At this point there is some amount of quota still remaining in the national Quota which will be given out as ‘extras’ as required b. For each Trader, three columns exist in a spreadsheet, individual quota (automatic carry forward amount), performance allocation, extra (as requested). The software only carries two columns. Individual and Performance amounts are summarised and represented as one figure 4. Head WD informs Scientific officer that the update has been completed successfully and prepares Individual quota sheets for the Exporters
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	<ol style="list-style-type: none"> 1. <u>Previous year performance allocation</u> 2. <u>Previous year usage statistics</u>
Pre-Conditions	None
Starts When	Head WD observes trade history data for each Trader
Stops When	Head WD informs Scientific officer that the update has been completed successfully
Exceptions	None
Post-Conditions	None
Relationships	
Lifecycle	
Reference	See attached process model BPM_WD_BP1.3_ Establish “PERFORMANCE ALLOCATION QUOTA”



1.4 Process Request for EXTRA Quota	
Business Process ID	BPM_WD_BP1.4
Business Process Name	Process Request for EXTRA Quota
Description	The approved quota for each individual Trader is not the ultimate quota. A Trader may make a request for 'Extra' quota to facilitate a greater demand for a species for trade. The Extra Quota is valid for 6 months. If unused, it is reallocated to the National Quota.
Main Business Functions	<ol style="list-style-type: none"> 1. Application 2. Payment 3. Processing 4. Approval 5. Notification
Definition	<ol style="list-style-type: none"> 1. Trader submits letter requesting extra allocation to the Head WD 2. Head WD summarises all such requests in a spreadsheet and submit it to the Quota committee for review and decision 3. Quota Committee has a meeting where the decision is made and minutes of the meeting reflect the decision made. The Head WD is also a member of the Committee 4. Head WD adjusts the summary in excel file accordingly based on decision, prepares the extras approval form on duplicate, assigns a reference number to the request and the related approval forms. 5. Head WD signs both copies and attaches the first one to the request and passes documents to the Secretary 6. Secretary makes contact with the Trader to notify to uplift 7. Trader visits WD and signs and passes documents back to Secretary. 8. Secretary makes a copy of the approval and passes the copy to the Trade Section and the original to the Trader so that he/she may go to the EPA Cashier Head to pay 50% levy (of the 20%) 9. Trader pays cashier and returns with receipt to the General Clerk, Trade department 10. General Clerk attaches copy of receipt to the approval form and brings the document over to Head WD for extras to be updated in the wildlife software 11. Head WD, updates extras in the Wildlife Software, files away document with request, passes back copy extra quota approval for Trade to file away
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	<u>None</u>
Pre-Conditions	None
Starts When	Trader submits letter requesting extra allocation to the Head WD



Stops When	Head WD, updates extras in the Wildlife Software
Exceptions	For Step 3: The Quota Committee can deny in full or part, the amount of extra quota requested
Post-Conditions	Trader can now proceed to apply for export permit given that there is extra quota to accommodate the amount requested
Relationships	
Reference	See attached process model BPM_WD_BP1.4_Process Request for EXTRA Quota

1.5 Process Request for WITHOUT INDIVIDUAL Quota (WIQ)	
Business Process ID	BPM_WD_BP1.5
Business Process Name	Process Request for WITHOUT INDIVIDUAL Quota (WIQ)
Description	There are Wildlife species for which it is not necessary to allocate predetermined National Quota. However, the Trader must make an ad hoc application for a quota prior to making the application for a permit. The WIQ is valid for 6 months.
Main Business Functions	<ol style="list-style-type: none"> 1. Application 2. Processing 3. Approval 4. Notification
Definition	<ol style="list-style-type: none"> 1. Trader submits letter to the Head WD requesting WIQ allocation 2. Head WD bundles and summarises all WIQ requests in the quota spreadsheet and makes a decision 3. Head WD adjust the summary in spreadsheet accordingly based on the decision made, prepares the WIQ approval form in duplicate, assigns a reference number to the request and the related approval forms. 4. Head WD signs both copies and attaches the one to the request and passes documents to the Secretary and updates Wildlife Software 5. Secretary makes contact with the Trader to uplift 6. Trader signs document and uplifts approved WIQ form from the Secretary after signing the register. 7. Secretary, files away WIQ approval document with request 8. Secretary photocopies second copy and passes WIQ quota approval to Trade Department for filing
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	<u>WIQ Approval form</u>
Pre-Conditions	None
Starts When	Trader submits letter to Head WD requesting WIQ allocation
Stops When	Trader signs document and uplifts approved WIQ form
Exceptions	For Step 2: Head WD considers rejection in part of full of WIQ request. Trader is



	notified via telephone or letter.
Post-Conditions	Trader proceeds to process application for permit
Relationships	
Reference	See attached process model BPM_WD_BP1.5_ Process Request for WITHOUT INDIVIDUAL Quota (WIQ)

1.6 Process application for New Commercial Licence (independent application)	
Business Process ID	BPM_WD_BP1.6
Business Process Name	Process application for New Commercial Licence (independent application)
Description	An individual who wishes to trade wildlife species locally requires a Commercial Licence in order to perform any such transaction. This includes Trappers and Middle agents who provide stock for an Exporter. This is the procedure for a first time application. <i>The recent passing of the Wildlife Import and Export Bill 2011 resulted in this process being transferred to ownership by the Environmental Protection Agency.</i>
Main Business Functions	<ol style="list-style-type: none"> 1. Application 2. Payment 3. Processing 4. Approval 5. Notification
Definition	<ol style="list-style-type: none"> 1. Potential Trader makes payment to EPA cashier and receives receipt 2. Potential Trader (Business or Individual) submits signed application form for Commercial Licence with receipt and accompanying documents (national ID, TIN certificate, vehicle registration for vehicle to be used for transportation) to the Secretary in order for licence to be processed 3. Secretary makes copy of the receipt and attaches it to the form and gives Potential Trader their copy of the receipt to return at a specified time 4. Secretary submits the applications to the Head WD and notifies verbally that all applications have been received after the closing date so that interviews to be scheduled 5. Head WD, vets supporting documents 6. Head WD schedules interview dates and notifies Secretary 7. Secretary calls Potential Trader to notify of interview date. 8. Potential Trader visits interview panel of Senior Staff for interview 9. Senior Staff conducts interview and Potential Trader is told that they will be contacted 10. Senior Staff makes decision on successful applicants and provides information to Head WD 11. Head WD, completes the application forms by indicating recommendations for approval or denial 12. Head WD passes the application forms to the Secretary for the Commercial Licences to be prepared



	<p>13. Secretary prepares the Commercial Licence and Denial Letters in MS Word using the stored templates and saves and prints the updated document. (The Licence number generation is manual and not consecutive. Eg. HM/CE29/2013).</p> <p>14. Secretary bundles documents to be signed and passes them to the Chairman, WMA to be signed</p> <p>15. Chair WMA signs licences and passes back to the Secretary for distribution</p> <p>16. Secretary makes copies of licences and denial letters</p> <p>17. Secretary makes contact with Potential Trader to uplift Licence/Denial Letter and notifies of payment amount and conditions for payment.</p> <p>18. Potential Trader makes payment and submits receipt to the Secretary</p> <p>19. Secretary records receipt number on licence and makes copy of receipt, ID and licence, attaches copy of receipt to copy of licence, presents the Commercial Licence register to the Potential Trader for signing</p> <p>20. Potential Trader signs licence register and uplifts licence, original receipt and general information package</p>
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	1. <u>Commercial Licence application form</u>
Pre-Conditions	None
Starts When	Potential Trader (Business or Individual) submits signed Commercial Licence application form with receipt
Stops When	Potential Trader signs licence register and uplifts licence, original receipt and general information package
Exceptions	<p>For Step 5:</p> <p>If the Head, WD rejects the absence of or inadequacy of supporting documents, then the application is returned to the Trader for rectification</p>
Post-Conditions	Trader can now trade wildlife locally as a Trapper or Middleman
Relationships	
Reference	See attached process model BPM_WD_BP1.6_Process application for New Commercial Licence

1.7 Process application for Renewal of Commercial Licence

Business Process ID	BPM_WD_BP1.7
Business Process Name	Process application for Renewal of Commercial Licence
Description	A local trader of wildlife species who wishes to continue to trade in the new year, requires renewal of their Commercial Licence. The steps for this activity have been revised for 2014 to expedite the process. <i>The recent passing of the Wildlife Import and Export Bill 2011 resulted in this process being transferred to ownership by</i>



	<i>the Environmental Protection Agency.</i>
Main Business Functions	<ol style="list-style-type: none"> 1. Application 2. Payment 3. Processing 4. Approval 5. Notification
Definition	<ol style="list-style-type: none"> 1. Trader makes payment to EPA cashier and receives receipt 2. Trader completes and submits Commercial Licence renewal form to the Secretary 3. Secretary makes copy of the receipt and attaches it to the form. Gives Potential Trader their copy of the receipt to go away and bundles the applications 4. Secretary notifies the Head WD verbally that all applications have been received after the closing date for interviews to be scheduled 5. Head WD reviews application along with performance statistics for the previous year if applicable. 6. Head WD, completes the application forms by indicating recommendations for approval or denial 7. Head WD passes the application forms to the Secretary for the Commercial Licences to be prepared 8. Secretary prepares the Commercial Licence and Denial Letters in MS Word using the stored templates and saves and prints the updated document. (The Licence number generation is manual and not consecutive. Eg. HM/CE29/2013). 9. Secretary bundles documents to be signed and passes them to the Chairman, WMA to be signed 10. Chair WMA signs licences and passes back to the Secretary for distribution 11. Secretary makes copies of licences and denial letters 12. Secretary makes contact with Potential Trader to uplift Licence/Denial Letter and notifies of payment amount and conditions for payment. 13. Trader makes payment and submits receipt to the Secretary 14. Secretary records receipt number on licence and makes copy of receipt, ID and licence, attaches copy of receipt to copy of licence, presents the Commercial Licence register to the Potential Trader for signing 15. Trader signs licence register and uplifts licence
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	
Pre-Conditions	Trader must have a Valid Commercial Licence that has expired
Starts When	Trader completes and submits Commercial Licence renewal form to the General Clerk, Trade Department
Stops When	Trader signs licence register and uplifts licence
Exceptions	For Step 6: Head WD recommends denial of the renewal of the Commercial Licence



Post-Conditions	Trader is able to continue trading wildlife species locally
Relationships	
Reference	See attached process model BPM_WD_BP1.7_Process application for Renewal of Commercial Licence

1.8 Process Inspection of Wildlife Holding Station for 'STOCK COUNT AND QUARANTINE PERIOD'	
Business Process ID	BPM_WD_BP1.8
Business Process Name	Process Inspection of Wildlife Holding Station for 'STOCK COUNT AND QUARANTINE PERIOD'
Description	Each Month a Monitoring Officer visits the Holding Station for each Commercial Wildlife Exporter for the purpose of monitoring stock to reconcile with inventory held at WD and to ensure that the Quarantine period for species to be traded is upheld for shipment. It is not a requirement to notify the Trader beforehand about the visit but the Trader is also required to submit a monthly register of stock to be used as the source for reconciliation
Main Business Functions	<ol style="list-style-type: none"> 1. Processing 2. Notification
Definition	<ol style="list-style-type: none"> 1. Monitoring Officer observes schedule for monthly stock count based on SPR and plans visits for first week in the month. 2. Monitoring Officer obtains physical stock count form and updates it with date and site to be visited and proceeds to site as per schedule 3. Monitoring Officer performs physical count of each species and records on the form the date and location where the counting took place 4. Monitoring Officer returns to the office to complete reconciliation of stock on the form against the Monthly Stock Register which was submitted by the Trader 5. Monitoring Officer files documents until Trader requests a Health Certificate
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	<ol style="list-style-type: none"> 1. <u>Monthly Stock Register</u> 2. <u>Physical Stock Count form</u>
Pre-Conditions	None
Starts When	Monitoring Officer observes schedule for monthly stock count
Stops When	Monitoring Officer files documents away until Trader requests a Health Certificate or next visit
Exceptions	For Step 4:



	<ol style="list-style-type: none"> 1. If amount does not reconcile, bring to the attention of the Admin Officer 2. Admin Officer contacts Trader by phone for explanation and advise and to send in supplementary register with explanations. <ol style="list-style-type: none"> a) If there are more species, then the date of acquisition will determine the new quarantine period. b) If there are less species, then an explanation must be provided. 3. The Trader is required to send in a supplementary register with these explanations for the difference(s)
Post-Conditions	Trader is able to export species that have been monitored and successfully held for the quarantine period
Relationships	
Reference	See attached process model BPM_WD_BP1.8_Process Inspection of Wildlife Holding Station for 'STOCK COUNT AND QUARANTINE PERIOD'

1.9 Process Inspection of Wildlife Holding Station for 'LICENCING'	
Business Process ID	BPM_WD_BP1.9
Business Process Name	Process Inspection of Wildlife Holding Station for 'LICENCING'
Description	The processing of an application for a Commercial Export Licence requires the acquisition of a Holding Station Licence which authorises Commercial Exporters to house animals destined for export.
Main Business Functions	<ol style="list-style-type: none"> 1. Application 2. Processing 3. Approval 4. Notification
Definition	<ol style="list-style-type: none"> 1. Head, WMA and Veterinary Officer develops schedule for site Holding Station visit 2. Head, WMA contacts the Potential Trader to schedule site Holding Station visit for licencing purposes 3. Veterinary Officer visits the site and use the inspection criteria to evaluate the state of the premises with regards to sanitation, full time staff and adequate space for species intended to be stocked. 4. Veterinary Officer returns to the WD to complete the inspection form and to sign the questionnaire 5. Veterinary Officer informs the Potential Trader verbally of successful Inspection 6. Veterinary Officer passes the inspection documents to the Head WD along with an email to inform about the points gained for approval and to recommend the continuation of the process of licensing 7. The Head WD tables the report at the next meeting of the WMA
Participants and their interests	
Start/End Characteristics	



Required Documents / Attachments	1. <u>Holding Station Application form</u> 2. <u>'Inspection of Holding Premises for the Purpose of Licencing' form</u>
Pre-Conditions	Potential Trader has made a new application for Commercial Export Licence
Starts When	Head, WMA and Veterinary Officer develops schedule for site Holding Station visit
Stops When	Veterinary Officer presents the conclusion of the state of readiness of the Holding Station
Exceptions	For Step 5: a) The Trader is notified by the Veterinary Officer of the shortcomings of the Holding Station b) The Trader is asked to rectify and notify WD for another inspection to be scheduled
Post-Conditions	Trader application process for the Commercial Export Licence can continue
Relationships	
Reference	See attached process model BPM_WD_BP1.9_Process Inspection of Wildlife Holding Station for 'LICENCING'

1.10 Process submission of monthly register of stock

Business Process ID	BPM_WD_BP1.10
Business Process Name	Process submission of monthly register of stock
Description	Once per month, the WD Monitoring Officers receive inventory submissions from the Traders with Holding Stations. The Monitoring Officers also visit Holding Stations to carry out independent stock taking and confirmation of quarantining. This process identifies the steps taken to ensure that there is perpetual reconciliation of species held at the Holding Station against the inventories held at WD.
Main Business Functions	1. Processing 2. Notification
Definition	1. Monitoring Officer receives the Register of Stock from the Trader 2. Monitoring Officer uses the figures submitted to update internal Stock Sheet with movements during the month (stock added to or removed from the Holding Station) 3. Monitoring Officer uses the sheet to compare with stock counts extracted as per process "Process Inspection of Wildlife Holding Station for 'STOCK COUNT AND QUARANTINE PERIOD'" 4. The updated stock sheet is then stored for future reference
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	3. <u>Monthly Stock Register</u>
Pre-Conditions	Potential Trader has submitted the monthly register of stock with explanations of



	movements
Starts When	Monitoring Officer receives the stock register from the Trader
Stops When	The updated stock register is stored for future reference
Exceptions	<p>For Step 4:</p> <ul style="list-style-type: none"> a) If the WD stock is different from that of the Holding Station for a particular species, then the Trader is requested verbally to submit an explanation in writing. b) If the explanation is not satisfactory, then the matter is referred to the Admin Officer
Post-Conditions	None
Relationships	
Reference	See attached process model BPM_WD_BP1.10_Process submission of monthly register of stock

1.11 Process application for New Commercial Export Licence (CEL)	
Business Process ID	BPM_WD_BP1.11
Business Process Name	Process application for New Commercial Export Licence(CEL)
Description	The Commercial Export Licence allows a Wildlife Trader to trade species abroad. It is valid for one year.
Main Business Functions	<ol style="list-style-type: none"> 1. Application 2. Payment 3. Processing 4. Approval 5. Notification
Definition	<ol style="list-style-type: none"> 1. Potential Trader presents Commercial Export Licence application with supporting floor plan for Holding Station approved by NDC, to the Veterinary Officer 2. Veterinary Officer vets floor plan and evaluates against SPR (can reject for further enhancement) 3. Veterinary Officer advises Potential Trader to build Holding Station 4. Trader notifies Veterinary Officer that Holding Station is ready 5. Veterinary Officer performs the process named "Process Inspection of Wildlife Holding Station for 'LICENCING'" 6. Head WD consolidates findings in a spreadsheet and makes presentation to Chairman, WMA in a scheduled Board Meeting where the Board minutes will be provided to confirm acceptance of recommendation 7. Head WD inform Trader through Secretary to apply for Commercial Export Licence 8. Potential Trader makes payment to EPA cashier and receives receipt 9. Potential Trader submits signed application form for Commercial Export Licence and Holding Station Licence with receipt and accompanying documents (national



	<p>ID, TIN certificate, vehicle registration for vehicle to be used for transportation. In the case of business or company, business registration, articles of incorporation, notice of directors, secretary, registered office, list of current assets) to the Secretary in order for licences to be processed</p> <p>10. Secretary makes copy of the receipt and attaches it to the Commercial Export Licence application form and vets supporting documents. Gives Potential Trader his copy of the receipt to go away</p> <p>11. Secretary notifies the Head WD verbally that all applications have been received for the advertised period after the closing date for interviews to be scheduled</p> <p>12. Head, WD schedules interview dates and notifies Secretary</p> <p>13. Secretary calls to notify Potential Trader of interview date.</p> <p>14. Potential Trader comes to panel of Senior Staff for interview</p> <p>15. Head, WD in consultation with Senior Staff conducts interview and Potential Trader goes away</p> <p>16. Head, WD in consultation with Senior Staff makes recommendations on applicants</p> <p>17. Head WD, completes the application forms with recommendation for approval or denial</p> <p>18. Head WD tables recommendations at the next meeting of the Wildlife Management Authority</p> <p>19. Secretary prepares the Commercial Licence and Denial Letters in MS Word, based on the WMA decisions, using the stored templates and stores the updated document and prints. (Licence number generation is manual and not consecutive HM/CE29/2013)</p> <p>20. Secretary bundles documents to be signed and passes them to the Chairman, WMA to be signed</p> <p>21. Chair WMA signs licences and passes back to the Secretary for distribution</p> <p>22. Secretary makes two copies of licences and letters</p> <p>23. Secretary makes contact with Potential Trader to uplift Licence/Denial Letter and notifies of payment amount and conditions for payment.</p> <p>24. Potential Trader makes payment and submits receipt to the Secretary</p> <p>25. Secretary records receipt number on licence and makes copy of receipt and ID and licence, attaches copy of receipt to copy of licence, presents the licence register to the Potential Trader for signing</p> <p>26. Potential Trader signs licence register and uplifts Commercial Export Licence with original receipt and general information package with individual quota sheet</p>
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	<ol style="list-style-type: none"> 1. <u>Holding Station Application form</u> 2. <u>'Inspection of Holding Premises for the Purpose of Licencing' form</u> 3. <u>Commercial Export Application Form</u>
Pre-Conditions	<ol style="list-style-type: none"> 1. Potential Trader makes inquiry into requirements for Commercial and holding Stations Licence with Veterinary Officer



	2. Veterinary Officer provides SPR and Holding Station Application form to the Trader and advises of requirements
Starts When	Potential Trader presents Commercial Export Licence application with supporting floor plan for Holding Station approved by NDC, to the Veterinary Officer
Stops When	Potential Trader signs licence register and uplifts Commercial Export Licence
Exceptions	For Step 6: Head WD verbally informs Trader of shortcomings in the supporting documents to the application
Post-Conditions	Trader is now able to export wildlife species
Relationships	
Reference	See attached process model BPM_WD_BP1.11_Process application for New Commercial Export Licence(CEL)

1.12 Process application for Renewal of Commercial Export Licence (CEL)	
Business Process ID	BPM_WD_BP1.12
Business Process Name	Process application for Renewal of Commercial Export Licence(CEL)
Description	The Commercial Export Licence is valid for one year. This process seeks to represent the renewal process for this licence to remain valid for another year after the first year has expired. The renewal process does not require submission of supporting documents. Instead, the Trader is required to sign the declaration section of the application form which states that source documents previously submitted are still valid.
Main Business Functions	<ol style="list-style-type: none"> 1. Application 2. Payment 3. Processing 4. Approval 5. Notification
Definition	<ol style="list-style-type: none"> 1. Trader presents renewal application and fee to Finance Unit and collects receipt. 2. Trader submits to the Secretary, signed application form for Commercial Export Licence and Holding Station Licence with receipt. 3. Secretary notifies the Head WD and Veterinary Officer verbally that all applications have been received for the advertised period after the closing date for interviews to be scheduled 4. Veterinary Officer prepares inspection schedule in consultation with Head WD. 5. Veterinary Officer performs the process named "Process Inspection of Wildlife Holding Station for 'LICENCING'" 6. Head WD, completes the application forms with recommendation for approval or denial. 7. Head WD consolidates findings in a spreadsheet and makes presentation to Chairman, WMA in a scheduled Board Meeting where the Board minutes will be provided to confirm acceptance of recommendation 8. Secretary prepares the Commercial Export Licence and Denial Letters in MS



	<p>Word, based on the WMA decisions, using the stored templates and stores the updated document and prints. (Licence number generation is manual and not consecutive HM/CE29/2013)</p> <p>9. Secretary bundles documents to be signed and passes them to the Chairman, WMA to be signed</p> <p>10. Chair WMA signs licences and passes back to the Secretary for distribution</p> <p>11. Secretary makes two copies of licences and letters</p> <p>12. Secretary makes contact with Trader to uplift Licence/Denial Letter and notifies of payment amount and conditions for payment.</p> <p>13. Trader makes payment and submits receipt to the Secretary</p> <p>14. Secretary records receipt number on licence and makes copy of receipt and ID and licence, attaches copy of receipt to copy of licence, presents the licence register to the Trader for signing</p> <p>15. Trader signs licence register and uplifts Commercial Export Licence with original receipt and general information package with individual quota sheet</p>
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	<ol style="list-style-type: none"> 1. <u>Holding Station Application form</u> 2. <u>'Inspection of Holding Premises for the Purpose of Licencing' form</u> 3. <u>Commercial Export Licence Application Form</u>
Pre-Conditions	1. Trader is a holder of an expired Commercial Export Licence
Starts When	Trader presents Commercial Export Licence application to the Veterinary Officer in order to start the renewal process
Stops When	Trader signs licence register and uplifts Commercial Export Licence
Exceptions	For Step 7: Head WD verbally informs Trader of shortcomings in the supporting documents to the application
Post-Conditions	Trader is now able to continue to export wildlife species
Relationships	
Reference	See attached process model BPM_WD_BP1.12_Process application for Renewal of Commercial Export Licence(CEL)

1.13 Process application for Commercial Export Permit/Certificate (HIQ)

Business Process ID	BPM_WD_BP1.13
Business Process Name	Process application for Commercial Export Permit (HIQ)
Description	After the Commercial Export Licence has been granted, the Trader requires a Commercial Export Permit to authorise each consignment of wildlife destined for export. This process deals with a request for export when the Trader Has an Individual Quota (HIQ) amount available to be drawn upon for the species intended



	for the export.
Main Business Functions	<ol style="list-style-type: none"> 1. Application 2. Payment 3. Processing 4. Approval 5. Notification
Definition	<ol style="list-style-type: none"> 1. Trader lodges 4 copies of an invoice and C-72 Customs Declaration with the General Clerk (Typist Clerk) for processing to start 2. General Clerk registers submission (date and number) in the Lodge Book for invoices and passes the book for the Trader to sign. A number is assigned to the lodgement from the book sequence 3. Trader signs Lodge Book and returns the book to the General Clerk 4. General Clerk bundles documents for processing within 72 hours 5. General Clerk vets for Trader's licence, whether species on invoice are CITES/non-CITES classification, number of copies, authenticity, legible/valid spelling of name and address for Foreign Trader. <i>Compare species amounts/numbers requested by the exporter with remaining balance of individual quota.</i> Check for ban on wild birds commercial trade (Hong Kong, US, etc..) – 1 day 6. General Clerk creates, prints and stamps the Export permit record (Referred to as “pre-CITES” for CITES species and “preliminary copy” for non-CITES species) using Wildlife Trade Management software. 7. Deliver the preliminary permit document to the Trader or keep it in the file along with the invoice and declaration. 8. Trader returns to General Clerk to confirm any changes and to notify General Clerk that the final copy should be printed 9. General Clerk updates system to prepare for final printing. For non-CITES species, the workflow in the Wildlife Management Software is create→process→print. For CITES species the workflow is create→add CITES security stamp number→process→print. 10. General Clerk prints permit and applies date stamp. <i>See main report for CITES permit printing requirements.</i> 11. General Clerk stamps four copies of declaration with wildlife date stamp, affixes signature to the date stamp and takes permit to Head WD for signature 12. Head WD signs permits, non-CITES once and CITES twice, signs the C72 forms and passes them back to the General Clerk 13. General Clerk makes contact with Trader for permit signing to take place 14. Trader signs permit and returns permit to the General Clerk 15. General Clerk makes three copies of the permit 16. General Clerk takes the four invoices apart. 1st copy of permits is attached to one invoice for the EPA. 2nd copy of permit is attached for Trade. 3rd copy of permits (grey) is attached for the Trader and given to them to make payment. The original set is kept in the Trade Department until the General Clerk is ready to hand over to Admin Officer for further processing. 17. General Clerk gives Trader one set to make payment (grey set) 18. Trader makes payment and returns receipt to the General Clerk



	<p>19. General Clerk writes receipt number date and amount on the triplicate of the printed permits. The receipt is photocopied and attached to the duplicate set (green) and stored in the payment file.</p> <p>20. General Clerk returns the original copy of receipt to Trader and presents the <i>blue set</i> to the Trader and requests for him to sign in the appropriate Log Book for PRINTED permits (Separate books for CITES/non-CITES).</p> <p>21. Trader signs the log book and leaves with his copy of the permit</p> <p>22. General Clerk enters into the Log Book for PAID permits (both CITES/non-CITES) permits, permit reference number, date, name of Trader, CITES/non-CITES number, destination, signature of person issuing permit, signature of person receiving</p> <p>23. General Clerk signs as Issuer and takes the book with the original documents to the Admin officer who signs as Receiver.</p>
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	<ol style="list-style-type: none"> 1. <u>Invoice</u> 2. <u>Declaration</u>
Pre-Conditions	Trader prepares consignment of species to be shipped and supporting documentation
Starts When	Trader submits shipping documentation
Stops When	General Clerk takes original processed documents to the Admin Officer
Exceptions	<p>For Step 5: If inconsistencies/errors are found then</p> <ol style="list-style-type: none"> i. Make note of issue(s) on invoice in pencil...query balance, address, species not available ii. If Trader does not call or show within 72hrs, then call to inform about state of application. <p>For Step 8: If changes are to be made and no payment has been made:</p> <ol style="list-style-type: none"> i. Trader has to write letter requesting change <ol style="list-style-type: none"> a. (if it is a number, then manually change on invoice and initial change. Corresponding declaration changes will be made at customs. General Clerk updates system. b. If importer is changed then Trader needs to lodge new documents, General Clerk updates system, reprint preliminary copy)
Post-Conditions	Trader proceeds to the Customs Office to process documents for shipping
Relationships	
Reference	See attached process model BPM_WD_BP1.13_Process application for Commercial Export Permit (HIQ)



1.14 Process application for Commercial Export Permit/Certificate (HIQE)	
Business Process ID	BPM_WD_BP1.14
Business Process Name	Process application for Commercial Export Permit (HIQE)
Description	After the Commercial Export Licence has been granted, the Trader requires a Commercial Export Permit to authorise each consignment of wildlife destined for export. This process deals with a request for export when the Trader Has an Individual Quota amount with Extra allocation (HIQE) allotted/available to be drawn upon for the species intended for the export. This process is applied specifically to the use of the Extra amount.
Main Business Functions	<ol style="list-style-type: none"> 1. Application 2. Payment 3. Processing 4. Approval 5. Notification
Definition	<ol style="list-style-type: none"> 1. Trader lodges 4 copies of an invoice and C-72 Customs Declaration with the General Clerk (Typist Clerk) for processing to start 2. General Clerk registers submission (date and number) in the Lodge Book for invoices and passes the book for the Trader to sign. A number is assigned to the lodgement from the book sequence 3. Trader signs Lodge Book and returns the book to the General Clerk 4. General Clerk bundles documents for processing within 72 hours and obtains commitment from the Trader to make payment after preliminary copies are prepared 5. Trader makes payment of the first 50% of the levy which is non-refundable to EPA 6. Trader presents the receipt to the General Clerk. General Clerk checks to ensure that the approval is valid and that the payment made was within the approved period (1 month after the date of approval). 7. General Clerk makes a photocopy of the receipt and attaches this copy to the copy of the Trader's approval letter 8. General Clerk submits the copy of the receipt and the approval letter to the Head WD for update of the software to be made 9. Head WD enters and verifies the values into the Trader's Individual Quota and returns the documents to the General Clerk who files it in the Extras and WIQ file. 10. General Clerk verifies for Trader's licence, whether species on invoice are CITES/non-CITES classification, number of copies, authenticity, legible/valid spelling of name and address for Foreign Trader. Compare species numbers requested by the exporter with remaining balance of individual quota. Check for ban on wild birds commercial trade (Hong Kong, US, etc..) – 1 day 11. General Clerk creates, prints and stamps the Export permit record (Referred to as "pre-CITES" for CITES species and "preliminary copy" for non-CITES species) using Wildlife Trade Management software. General Clerk writes on 2 of the four invoices the reference number and the number of species that are being used



	<p>from the approval. General Clerk also includes any other reference numbers from previous approvals, the name of the species and the number of species if needed. General Clerk writes on the approval letter next to each species approved, the number and the permit number on which they were placed .</p> <ol style="list-style-type: none"> 12. General Clerk delivers the preliminary permit document to the Trader or keeps it in the file along with the invoice and declaration. 13. Trader returns to General Clerk to confirm any changes and to notify General Clerk that the final copy should be printed 14. General Clerk updates system to prepare for final printing. For non-CITES species, the workflow in the Wildlife Management Software is create→process→print. For CITES species the workflow is create→add CITE security stamp number→process→print. 15. General Clerk prints permit and applies date stamp. General Clerk writes the reference number of the approval on the triplicate and takes Non-CITES/CITES permit taken to Head for signature. <i>See main report for CITES permit printing requirements.</i> 16. General Clerk stamps four copies of declaration with wildlife date stamp, affixes signature to the date stamp and takes permit to Head WD for signature 17. Head WD signs permits, non-CITES once and CITES twice, signs the C72 forms and passes them back to the General Clerk 18. General Clerk makes contact with Trader for permit signing to take place 19. Trader signs permit and returns permit to the General Clerk 20. General Clerk makes three copies of the permit 21. General Clerk takes the four invoices apart. 1st copy of permits is attached to one invoice for the EPA. 2nd copy of permit is attached for Trade. 3rd copy of permits(grey) is attached for the Trader and given to them to make payment. The original set is kept in the Trade Department until the General Clerk is ready to hand over to Admin Officer for further processing. 22. General Clerk gives Trader one set to make payment (grey set) 23. Trader makes payment and returns receipt to the General Clerk 24. General Clerk writes receipt number date and amount on the triplicate of the printed permits. The receipt is photocopied and attached to the duplicate set (green) and stored in the payment file. 25. General Clerk returns the original copy of receipt to Trader and presents the <i>blue set</i> to the Trader and requests for him to sign in the appropriate Log Book for PRINTED permits (Separate books for CITES/non-CITES). 26. Trader signs the log book and leaves with his copy of the permit 27. General Clerk enters into the Log Book for PAID permits (both CITES/non-CITES) permits, permit reference number, date, name of Trader, CITES/non-CITES number, destination, signature of person issuing permit, signature of person receiving 28. General Clerk signs as Issuer and takes the book with the original documents to the Admin officer who signs as Receiver.
Participants and their interests	



Start/End Characteristics	
Required Documents / Attachments	3. <u>Invoice</u> 4. <u>Declaration</u>
Pre-Conditions	1. Trader prepares consignment of species to be shipped and supporting documentation 2. Invoices must represent species that Have Individual quota separate from species Have Individual Quota with Extra...Reference for extra quota document must be placed on the bottom of the invoice
Starts When	Trader submits shipping documentation
Stops When	General Clerk takes original processed documents to the Admin Officer
Exceptions	<p>For Step 5: If inconsistencies/errors are found then</p> <ul style="list-style-type: none"> i. Check the reference number (s) written on the invoice against those stored in the Extras and WIQ file and makes corrections if needed. ii. Make note of issue(s) on invoice in pencil...query balance, address, species not available iii. If Trader does not call or show within 72hrs, then call to inform about state of application. <p>For Step 8: If changes are to be made and no payment has been made:</p> <ul style="list-style-type: none"> i. Trader has to write letter requesting change <ul style="list-style-type: none"> a. (if it is a number, then manually change on invoice and initial change. Corresponding declaration changes will be made at customs. General Clerk updates system. b. If importer is changed then Trader needs to lodge new documents, General Clerk updates system, reprint preliminary copy)
Post-Conditions	Trader proceeds to the Customs Office to process documents for shipping
Relationships	
Reference	See attached process model BPM_WD_BP1.14_Process application for Commercial Export Permit (HIQE)

1.15 Process application for Commercial Export Permit/Certificate (WIQ)	
Business Process ID	BPM_WD_BP1.15
Business Process Name	Process application for Commercial Export Permit (WIQ)
Description	After the Commercial Export Licence has been granted, the Trader requires a Commercial Export Permit to authorise each consignment of wildlife destined for export. This process deals with a request for export when the Trader is <i>Without</i> an Individual Quota (WIQ) amount allotted/available to be drawn upon for the species intended for the export.



Main Business Functions	<ol style="list-style-type: none"> 1. Application 2. Payment 3. Processing 4. Approval 5. Notification
Definition	<ol style="list-style-type: none"> 1. Trader lodges 4 copies of an invoice, C-72 Customs Declaration, WIQ Approval Form with the General Clerk (Typist Clerk) for processing to start 2. General Clerk registers submission (date and number) in the Lodge Book for invoices and passes the book for the Trader to sign. A number is assigned to the lodgement from the book sequence 3. Trader signs Lodge Book and returns the book to the General Clerk 4. General Clerk bundles documents for processing within 72 hours and notifies Trader to make payment 5. Trader makes payment of the first 50% of the levy which is non-refundable to EPA 6. Trader presents the receipt to the General Clerk. General Clerk checks to ensure that the approval is valid and that the payment made was within the approved period (1 month after the date of approval). 7. General Clerk makes a photocopy of the receipt and attaches this copy to the copy of the Trader's approval letter 8. General Clerk submits the copy of the receipt and the approval letter to the Head WD for update of the software to be made 9. Head WD enters and verifies the values into the Trader's Individual Quota and returns the documents to the General Clerk who files it in the Extras and WIQ file 10. General Clerk verifies for Trader's licence, whether species on invoice are CITES/non-CITES classification, number of copies, authenticity, legible/valid spelling of name and address for Foreign Trader. Compare species numbers requested by the exporter with remaining balance of WIQ quota. Check for ban on wild birds commercial trade (Hong Kong, US, etc.) – 1day 11. General Clerk creates, prints and stamps the Export permit record (Referred to as "pre-CITES" for CITES species and "preliminary copy" for non-CITES species) using Wildlife Trade Management software. 12. General Clerk writes on 2 of the four invoices the reference number and the number of species that are being used from the approval. General Clerk also includes any other reference numbers from previous approvals, the name of the species and the number of species if needed. 13. General Clerk writes on the approval letter next to each species approved, the number and the permit number on which they were placed. 14. Deliver the preliminary permit document to the Trader or keep it in the file along with the invoice and declaration. 15. Trader returns to General Clerk to confirm any changes and to notify General Clerk that the final copy should be printed 16. General Clerk updates system to prepare for final printing. For non-CITES species, the workflow in the Wildlife Management Software is create→process→print. For CITES species the workflow is create→add CITE security stamp number→process→print. 17. General Clerk prints permit and applies date stamp. General Clerk writes the



	<p>reference number of the approval on the triplicate and takes Non-CITES/CITES permit taken to Head for signature. <i>See main report for CITES permit printing requirements.</i></p> <p>18. General Clerk stamps four copies of declaration with wildlife date stamp, affixes signature to the date stamp and takes permit to Head WD for signature</p> <p>19. Head WD signs permits, non-CITES once and CITES twice, signs the C72 forms and passes them back to the General Clerk</p> <p>20. General Clerk makes contact with Trader for permit signing to take place</p> <p>21. Trader signs permit and returns permit to the General Clerk</p> <p>22. General Clerk makes three copies of the permit</p> <p>23. General Clerk takes the four invoices apart. 1st copy of permits is attached to one invoice for the EPA. 2nd copy of permit is attached for Trade. 3rd copy of permits(grey) is attached for the Trader and given to them to make payment. The original set is kept in the Trade Department until the General Clerk is ready to hand over to Admin Officer for further processing.</p> <p>24. General Clerk gives Trader one set to make payment (grey set)</p> <p>25. Trader makes payment and returns receipt to the General Clerk</p> <p>26. General Clerk writes receipt number date and amount on the triplicate of the printed permits. The receipt is photocopied and attached to the duplicate set (green) and stored in the payment file.</p> <p>27. General Clerk returns the original copy of receipt to Trader and presents the <i>blue set</i> to the Trader and requests for him to sign in the appropriate Log Book for PRINTED permits (Separate books for CITES/non-CITES).</p> <p>28. Trader signs the log book and leaves with his copy of the permit</p> <p>29. General Clerk enters into the Log Book for PAID permits (both CITES/non-CITES) permits, permit reference number, date, name of Trader, CITES/non-CITES number, destination, signature of person issuing permit, signature of person receiving</p> <p>30. General Clerk signs as Issuer and takes the book with the original documents to the Admin officer who signs as Receiver.</p>
Participants and their interests	??
Start/End Characteristics	
Required Documents / Attachments	<ol style="list-style-type: none"> 1. <u>Invoice</u> 2. <u>Declaration</u> 3. <u>WIQ Approval Form</u>
Pre-Conditions	<ol style="list-style-type: none"> 1. Trader prepares consignment of species to be shipped and supporting documentation 2. Invoices must represent species that Have Individual quota separate from species Without Individual Quota... Reference for WIQ species document must be placed on the bottom of the invoice
Starts When	Trader submits shipping documentation
Stops When	General Clerk takes original processed documents to the Admin Officer
Exceptions	For Step 5: If inconsistencies/errors are found then



	<ul style="list-style-type: none"> i. Check the reference number (s) written on the invoice against those stored in the Extras and WIQ file and makes corrections if needed. ii. Make note of issue(s) on invoice in pencil...query balance, address, species not available iii. If Trader does not call or show within 72hrs, then call to inform about state of application. <p>For Step 8: If changes are to be made and no payment has been made:</p> <ul style="list-style-type: none"> i. Trader has to write letter requesting change <ul style="list-style-type: none"> a. (if it is a number, then manually change on invoice and initial change. Corresponding declaration changes will be made at customs. General Clerk updates system. b. <i>If importer is changed</i> then Trader needs to lodge new documents, General Clerk updates system, reprint preliminary copy)
Post-Conditions	Trader proceeds to the Customs Office to process documents for shipping
Relationships	
Reference	See attached process model BPM_WD_BP1.15_Process application for Commercial Export Permit (WIQ)

1.16 Process application for Re-Export Permit/Certificate	
Business Process ID	BPM_WD_BP1.16
Business Process Name	Process application for Re-Export Permit
Description	This process defines the steps to obtain a permit for the export of a consignment of species that were temporarily imported
Main Business Functions	<ol style="list-style-type: none"> 1. Application 2. Payment? 3. Processing 4. Approval 5. Notification
Definition	
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	
Pre-Conditions	<ol style="list-style-type: none"> 1. Trader prepares consignment of species to be shipped and supporting documentation 2. Trader presents the import shipping documents
Starts When	Trader submits export shipping documentation along with previous temporary import shipping documents
Stops When	



Exceptions	
Post-Conditions	Trader proceeds to the Customs Office to process documents for shipping
Relationships	
Reference	See attached process model BPM_WD_BP1.16_Process application for Re-Export Permit

1.17 Process application for Short Shipment	
Business Process ID	BPM_WD_BP1.17
Business Process Name	Process application for Short Shipment
Description	This process defines the steps to continue the process of shipping a consignment that has been short shipped. I.e. there was a partial exportation of the consignment where Customs provided a Short-shipment Certificate to the Trader as verification. Wildlife Division uses the Short-shipment Certificate as the basis for processing the export permit(s) using the Wildlife Trade Management software.
Main Business Functions	<ol style="list-style-type: none"> 1. Application 2. Processing 3. Approval 4. Notification
Definition	<ol style="list-style-type: none"> 1. Trader lodges documents with the General Clerk (Typist Clerk) for processing to start (4copies of an invoice and C-72 Customs Declaration and a copy of the Short-Shipment Certificate) 2. General Clerk registers submission (date and number) in the Lodge Book for invoices and passes the book for the Trader to sign. A number is assigned to the lodgement from the book sequence 3. Trader signs Lodge Book and returns the book to the General Clerk 4. <i>General Clerk bundles documents for processing within 72 hours</i> 5. General Clerk vets for Trader's licence, determine whether species on invoice are CITES/non-CITES classification, copies, authenticity, legible/valid/correct spelling of name and address for foreign Trader. Compare species numbers requested by the exporter with individual quota balance. Check for ban on wild birds commercial trade (Hong Kong, US, etc.). 6. General Clerk retrieves copies of receipt and paid permits from the Payment File and writes the receipt number, date of payment and or reference number(s) on the Short-Shipment Certificate. 7. General Clerk retrieves the copy of the printed permits (including receipts and invoices) and compares this with the permit stored in the Wildlife Software to determine whether or not the necessary adjustments were already made to the species in the software. 8. General Clerk creates, prints and stamps the Export permit record (Referred to as "pre-CITES" for CITES species and "preliminary copy" for non-CITES species) using Wildlife Trade Management software. 9. General Clerk writes the new permit number, date of creation and or reference number on the Short-Shipment Certificate in order to present it to the Trader.



	<ol style="list-style-type: none"> 10. Trader returns to General Clerk to confirm any changes and to advise General Clerk that final copy should be printed 11. General Clerk updates system to prepare for final printing. For non-CITES species, the workflow in the Wildlife Management Software is create→process→print. For CITES species the workflow is create→add CITE security stamp number→process→print. 12. General Clerk prints permit and applies date stamp. See main report for CITES permit printing requirements. 13. General Clerk writes the Short-Shipment Certificate number and the initial receipt number and date of payment on the triplicate of the permit. 14. General Clerk stamps four copies of declaration with wildlife date stamp, affixes signature to the date stamp and takes permit to Head WD for signature 15. Head WD signs permits, non-CITES once and CITES twice, signs the C72 forms and passes them back to the General Clerk 16. General Clerk makes contact with Trader for permit signing to take place 17. Trader or agent signs permit and returns permit 18. General Clerk makes three copies of the permit and one copy of the Short-Shipment Certificate 19. General Clerk takes the four invoices apart. 1st copy of permits is and copy of Short Shipment Transaction Form attached to one invoice for the EPA. 2nd copy of permit with original of Short Shipment Transaction Form is attached for Trade. 3rd copy of permits(grey) is attached for the Trader and given to them to make payment. The original set is kept in the Trade Department until the General Clerk is ready to hand over to Admin Officer for further processing. 20. General Clerk gives Trader one set to submit to the EPA 21. Trader makes submission and returns with the Short-Shipment Transaction Form to the General Clerk 22. General Clerk attaches the Short-Shipment Transaction Form to the duplicate for Trade. 23. General Clerk returns the original copy of receipt to Trader and presents the blue set to the Trader and requests for him to sign in the appropriate Log Book for PRINTED permits (Separate books for CITES/non-CITES). 24. Trader signs the log book and leaves with his copy of the permit 25. General Clerk enters into the Log Book for PAID permits (both CITES/non-CITES) permits, permit reference number, date, name of Trader, CITES/non-CITES number, destination, signature of person issuing permit, signature of person receiving 26. General Clerk signs as Issuer and takes the book with the original documents to the Admin officer who signs as Receiver.
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	<ol style="list-style-type: none"> 1. <u>Invoice</u> 2. <u>Declaration</u> 3. <u>Short Shipment Certificate</u>
Pre-Conditions	<ol style="list-style-type: none"> 1. Trader prepares consignment of species to be shipped and supporting documentation



Starts When	Trader submits export shipping documentation with Short Shipment Certificate
Stops When	General Clerk takes original processed documents to the Admin Officer
Exceptions	<p>For Step 5: If inconsistencies/errors are found then</p> <ul style="list-style-type: none"> i. For Extras and WIQ Check the reference number (s) written on the invoice against those stored in the Extras and WIQ file and makes corrections if needed, otherwise check for amounts being recorded for the consignment in the Wildlife Software. ii. Make note of issue(s) on invoice in pencil...query balance, address, species not available iii. If Trader does not call or show within 72hrs, then call to inform about state of application. <p>For Step 7:</p> <ul style="list-style-type: none"> i. If adjustments are to be made the General Clerk takes the Short-Shipment Certificate to the Head WD for the adjustment to be made. <p>For Step 10:</p> <ul style="list-style-type: none"> i. Trader is notified of inconsistencies and is requested to write a letter requesting change (if number, then fine, manually change on invoice and initial change, declaration changes will be made at customs. ii. GC updates system and reprints preliminary copy
Post-Conditions	Trader proceeds to the Customs Office to process documents for shipping
Relationships	
Reference	See attached process model BPM_WD_BP1.17_Process application for Re-Export Permit

1.18 Process Request for Inspection and Health Certificate	
Business Process ID	BPM_WD_BP1.18
Business Process Name	Process Request for Inspection and Health Certificate
Description	This process defines the steps to ensure that the consignment of species destined for export is deemed healthy by a GLDA (Guyana Livestock Development Agency) Health Inspector through the provision of a Health Certificate.
Main Business Functions	<ol style="list-style-type: none"> 1. Notification 2. Processing 3. Approval
Definition	<ol style="list-style-type: none"> 1. Trader submits health inspection request to Secretary. 2. Secretary passes inspection request to the Monitoring Officers for verification. 3. Monitoring Officer indicates on the permit copies whether stocks are in station and have been held for the required period and passes Health Inspection request and documents to the Veterinary Officer, GLDA. 4. Veterinary Officer, GLDA conducts inspection and issues Health Certificate to



	Trader.
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	1. <u>Health Inspection Request</u> 2. <u>Copies of Permit</u>
Pre-Conditions	1. Trader prepares consignment of species to be shipped with supporting documentation
Starts When	Trader submits health inspection request
Stops When	Health Inspector provides Health Certificate for consignment
Exceptions	
Post-Conditions	Trader proceeds to the Customs Office to process documents for shipping
Relationships	
Reference	See attached process model BPM_WD_BP1.18_Process Request for Inspection and Health Certificate

1.19 Process application for Import Licence

Business Process ID	BPM_WD_BP1.19
Business Process Name	Process application for Import Licence
Description	The Import Licence allows a trader to import wildlife species into Guyana. It is valid for one year.
Main Business Functions	1. Application 2. Processing 3. Approval 4. Notification
Definition	1. Potential Trader presents application and fee to Finance Unit, EPA and collects receipt. 2. Potential Trader submits signed application form for Commercial Importation Licence with receipt to the Head WD. 3. Head WD bundles applications and submits to Chairman, WSA for review and recommendations. 4. Chairperson, WSA creates report with recommendations which is tabled at the next meeting of WMA. 5. Chairperson, WMA makes decision on import licence application and passes the results to the Secretary. 6. Secretary prepares licences and denial letters for signature by the Chairman, WMA. 7. Chairman, WMA signs the licences and letters and passes them back to the Secretary for distribution. 8. Secretary makes copies of the licences and letters 9. Secretary makes contact with Potential Trader to uplift Licence/Denial letter and notifies of payment amount and conditions for payment.



	10. Potential Trader makes payment and submits receipt to the Secretary 11. Secretary records receipt number on licence and makes copy of receipt, ID and licence, attaches copy of receipt to copy of licence and presents the licence register to the Potential Trader for signing. 12. Potential Trader signs licence register and uplifts licence with original receipt and general information package.
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	1. <u>Import Licence Application Form</u>
Pre-Conditions	
Starts When	Trader presents import shipping documents to the General Clerk, Trade Department
Stops When	Trader signs Licence register and uplifts Import Licence
Exceptions	
Post-Conditions	Trader is now able to import wildlife species
Relationships	
Reference	See attached process model BPM_WD_BP1.19_Process application for Import Licence

1.20 Process Application for Import Permit	
Business Process ID	BPM_WD_BP1.20
Business Process Name	Process Application for Import Permit
Description	After the Import Licence has been granted, the Trader requires an Import Permit to authorise each consignment of wildlife destined for entry into Guyana.
Main Business Functions	1. Notification 2. Payment 3. Processing 4. Approval
Definition	1. Trader make a request to Head, WD for Import Permit using the Import Permit application form 2. Head WD, updates form with scientific name where applicable, signs and stamps with approved stamp, enter import data into the Wildlife Software and passes the documents to the General Clerk 3. General Clerk logs it in the Lodge Book which assigns a number 4. General Clerk uses the software to print (final copy) Import Permit with data that was updated by Head WD 5. General Clerk makes photocopy of what was printed and presents it to the Trader for payment to be made 6. Trader makes payment to the EPA and returns with receipt to General Clerk 7. General Clerk makes copy of receipt and returns original to Trader



	8. General Clerk makes three photocopies of Import Permit (One to accounts, One to Trader, Third for File) 9. General Clerk enters record into Permit Register and requests Trader to sign 10. Trader signs in Printed Permit register (separate registers for CITES and non-CITES) 11. General Clerk signs as Issuer, takes the book with the original documents to the Admin officer who signs as Receiver and notifies Trader to proceed to Admin Officer. 12. Trader proceeds to Admin Officer to schedule physical inspection using the Exporter/Importer Shipment Form 13. Admin Officer performs 'Process Inspection of Wildlife at Port of Arrival'
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	1. <u>Invoice</u> 2. <u>Declaration</u> 3. Export Permit from exporting country 4. Exporter/Importer Shipment Form
Pre-Conditions	1. Trader notifies WD that a shipment/consignment of species is destined for Guyana or is already at the port of entry 2. <i>Trader has Import Licence</i>
Starts When	Trader submits export shipping documentation
Stops When	Trader signs in Printed Permit register and uplifts Import Permit
Exceptions	
Post-Conditions	Trader proceeds to the Customs Office to process documents for shipping
Relationships	
Reference	See attached process model BPM_WD_BP1.20_Process Application for Import Permit

1.21 Process Inspection of Wildlife at Port of Departure

Business Process ID	BPM_WD_BP1.21
Business Process Name	Process Inspection of Wildlife at Port of Departure
Description	A consignment of wildlife species requires a Health Certificate from the Exporting Country as a prerequisite for import into the receiving country. In the case of Departure, the Health Certificate is produced after Inspection by the GLDA Veterinary Officer/Health Inspector
Main Business Functions	1. Notification 2. Processing 3. Approval
Definition	1. Trader submits shipping request form to Administrative Officer. 2. Administrative Officer retrieves the permits listed on the request form and assigns the Monitoring Officer to inspect the shipment. 3. The Monitoring Officer arrives at the airport at the designated time and checks



	<p>the shipment against the permit.</p> <ol style="list-style-type: none"> The Monitoring Officer endorses the permit and retains the triplicate for return to WD. If applicable, a short shipment certificate is prepared and issued to the Trader. Monitoring Officer returns to WD, presents triplicate copy of Permit to the Admin Officer Admin Officer enters the Export Permit into the schedule
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	<ol style="list-style-type: none"> <u>Invoice</u> <u>Declaration</u> <u>Export Permit</u> <u>Request for Inspection of Wildlife for Export</u>
Pre-Conditions	<ol style="list-style-type: none"> Trader notifies WD that a shipment/consignment of species is at the port of departure and that the Customs documents have been processed
Starts When	Trader submits export shipping documentation and Request for Inspection of Wildlife for Export
Stops When	The triplicate copy of the permit is returned to WD by the MO.
Exceptions	None
Post-Conditions	Trader proceeds to the Customs Office to process documents for shipping
Relationships	
Reference	See attached process model BPM_WD_BP1.22_Process Inspection of Wildlife at Port of Departure

1.22 Process Inspection of Wildlife at Port of Arrival	
Business Process ID	BPM_WD_BP1.22
Business Process Name	Process Inspection of Wildlife at Port of Arrival
Description	A consignment of wildlife species requires a Health Certificate from the Exporting Country as a prerequisite for import into the receiving country. In the case of Arrival, the Health Certificate is received from the exporting country but the species consignment is first quarantined and further tested by the GLDA Veterinary Officer/Health Inspector
Main Business Functions	<ol style="list-style-type: none"> Notification Processing Approval
Definition	<ol style="list-style-type: none"> Trader presents Shipment request form to Admin Officer Admin Officer observes the time and date for the consignment to arrive Admin Officer schedules Monitoring Officer to visit port for inspection Monitoring Officer proceeds to the port with Import Permit in triplicate Monitoring Officer checks the specimens against the permit and endorses the



	permit 6. Monitoring Officer returns to WD, presents triplicate copy of Permit to the Admin Officer 7. Admin Officer checks the triplicate copy of the permit to see that quantities reconcile with the Export Permit 8. Admin Officer enters the Import Permit into the schedule
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	1. <u>Invoice</u> 2. <u>Declaration</u> 3. <u>Export Permit</u> 4. <u>Export Health Certificate</u>
Pre-Conditions	1. Trader notifies WD that a shipment/consignment of species is at the port of arrival and that the Customs documents have been processed
Starts When	Trader submits import shipping documentation
Stops When	Health Inspector provides Health Certificate for import consignment
Exceptions	For Step 7: i. If the quantities do not match, then seek an explanation from the Exporter with assistance from the Trader.
Post-Conditions	Trader proceeds to the Customs Office to process documents for shipping
Relationships	
Reference	See attached process model BPM_WD_BP1.22_ Process Inspection of Wildlife at Port of Arrival

1.23 Process Application for Import Permit for a Pet	
Business Process ID	BPM_WD_BP1.23
Business Process Name	Process Application for Import Permit for a Pet
Description	Wildlife Species that are being imported in non-commercial quantities such as a pet, require an Import Permit to authorise entry of the consignment into Guyana
Main Business Functions	1. Notification 2. Processing 3. Approval
Definition	1.
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	1. <u>Invoice</u> 2. <u>Declaration</u> 3. <u>Export Permit</u>



Pre-Conditions	1. Trader notifies WD that a shipment/consignment of species is at the port of arrival and that the Customs documents have been processed
Starts When	Trader submits Exportation of Wildlife Pets application form with customs documentation for import
Stops When	Import Permit is granted
Exceptions	
Post-Conditions	Trader proceeds to the Customs Office to process documents for shipping
Relationships	
Reference	See attached process model BPM_WD_BP1.22_ Process Application for Import Permit for a Pet

1.24 Process Application for Export Permit/Certificate for a Pet	
Business Process ID	BPM_WD_BP1.24
Business Process Name	Process Application for Export Permit for a Pet
Description	Wildlife Species that are being exported in non-commercial quantities such as a pet, require an Export Permit for the consignment to be accepted in the receiving country
Main Business Functions	<ol style="list-style-type: none"> 1. Notification 2. Processing 3. Approval
Definition	The export permit procedures for a pet resemble exactly the Export procedures for commercial consignments except that the Trader is required to provide proof of permanent migration
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	<ol style="list-style-type: none"> 1. <u>Invoice</u> 2. <u>Declaration</u> 3. <u>Export Permit</u>
Pre-Conditions	1. Trader notifies WD that a wildlife pet is to be exported
Starts When	Trader submits Importation of Wildlife Pets application form with customs documentation for export
Stops When	Export Permit is granted
Exceptions	
Post-Conditions	Trader proceeds to the Customs Office to process documents for shipping
Relationships	
Reference	See attached process model BPM_WD_BP1.24_ Process Application for Export Permit



	for a Pet
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Business Process Mapping for Wildlife Division

(BPM_WD)

Overall Ministry/Entity Profile

BPM_WD	Application and Processing of local and foreign trade related transactions at Wildlife Division
Process Area Name	Wildlife Division: Trade Unit
Description	Responsible for the enforcement of the Species Protection Regulations Act of 1999 which is superseded by the Wildlife Import and Export Bill 2011. <i>"To regulate international trade of Guyana's wildlife and to enable Guyana to fulfil its obligations under the Convention on International Trade in Endangered Species of Wild Fauna and Flora, Washington, 1973"</i> . The agency also monitors and controls the trading of wildlife species (CITES and non-CITES) and processes all import and export licencing, quality control and promotion of wildlife through the management of quotas for wildlife species. The Quota Subcommittee determines the allocation for each exporter. Quota that is retained is used to award extra quota throughout the year. Some species are not allocated as individual quotas either because the total export quota is small or the species tend to be poorly utilized. Applications are made to the Head of the Wildlife Division for award of quota for those species as needed on a case by case basis.
Objective	<ul style="list-style-type: none"> • Monitor and control local trading of wildlife • Monitor and control foreign trading of wildlife • Establish standards to monitor holding premises for commercial exporters who are required to house animals destined for export • Manage national and trader quotas for export • Provide support for species that are governed by CITES requirements
Scope	Process of applications for trading wildlife locally and internationally. Analysis of trade statistics. Protection of endangered species.
Business Opportunity	To streamline and standardise the application, processing, notification, inspection, payment, approval and reporting so as to foster consistent and reliable approaches to handling Import and Export Permits for Wildlife Flora and Fauna. <i>Unless otherwise explicitly described, the procedures defined herein apply to both CITES and non-CITES species of wildlife. The process is initially reflective of the CITES document being printed with the application of the CITES security stamp until such time that the process is considered mature enough to completely obliterate the need to print CITES permits</i>
Category	BPM_WD
Business Process Sample for TO-BE	X.13 Sample process for electronic application for Commercial Export Permit/Certificate (HIQ)
Business Process Types	Permit, Licence, Certification for wildlife species which includes both CITES and non-CITES species



X.13 Sample process for electronic application for Commercial Export Permit/Certificate (HIQ)	
Business Process ID	BPM_WD_BPX.13
Business Process Name	Process application for Commercial Export Permit (HIQ)
Description	<p>After the Commercial Export Licence has been granted, the Trader requires a Commercial Export Permit to authorise each consignment of wildlife destined for export. This process deals with a request for export when the Trader Has an Individual Quota (HIQ) amount available to be drawn upon for the species intended for the export. In this TO-BE representation, 'online facility' refers to either an ePermitting facility which is exclusively hosted by the Wildlife Division or the National Single Window Trade portal which would be available for processing of licences for all licencing agencies.</p>
Main Business Functions	<ol style="list-style-type: none"> 1. Application 2. Payment 3. Processing 4. Approval 5. Notification
Definition	<ol style="list-style-type: none"> 1. Trader creates Customs Declaration (C72) and application/request for Permit online through e-Permitting/Single Window facility and attaches a single copy of each supporting document such as an invoice 2. Single Window System performs verification and validation checks and ensures Application Reference Number is assigned. These checks are primarily to ensure that Exporter is a registered Wildlife Trader Dealer and that quantities of species are available in the Exporter's Individual Quota 3. General Clerk electronically receives notice of the request and checks for any bans on wild species/birds in commercial trade (Hong Kong, US, etc.) 4. General Clerk vets electronic documents visually for completeness, correctness and correlation of items and initiates the status for the Exporter to be able to print the preliminary Permit through the online facility. 5. Online Facility notifies Trader of status for printing preliminary permit which is CITES or non-CITES 6. Trader notifies General Clerk through the Online Facility that the preliminary permit is not to be modified 7. General Clerk updates the status of the Online Facility as ready for payment 8. The Exporter makes payment through the Online facility and receives an electronic notification that a receipt has been created 9. Online facility notifies General Clerk that payment has been made 10. General Clerk updates the status of the Online Facility as ready for approval by Head WD 11. Head WD approves the permit electronically by submitting approval (digitally signing the Application) through the Online Facility 12. General Clerk prints permit and affixes security stamp in the case of CITES 13. General Clerk enters into the Log Book for PAID permits (both CITES/non-CITES) permits, permit reference number, date, name of Trader, CITES/non-CITES



	<p>number, destination, signature of person issuing permit, signature of person receiving</p> <p>14. General Clerk signs as Issuer and takes the book with the original documents to the Admin officer who signs as Receiver.</p> <p>15. Online facility updates audit trail for the application and notifies Exporter of processing outcome</p>
Participants and their interests	
Start/End Characteristics	
Required Documents / Attachments	<p>1. <u>Invoice</u></p> <p>2. <u>Declaration</u></p>
Pre-Conditions	Trader prepares consignment of species to be shipped and supporting documentation
Starts When	Trader initiates electronic request for permit using the online facility with supporting customs and shipping documentation all in electronic format
Stops When	General Clerk takes printed permits to the Admin Officer
Exceptions	<p>1. For Step 2: Online facility checks and rejects the Application</p> <p>2. For Step 4: General Clerk checks and rejects the Application</p> <p>3. For Step 11: Head WD checks and rejects the Application</p>
Post-Conditions	Trader continues to process customs documents for shipping
Relationships	
Reference	See attached process model BPM_WD_BPX.13_Process application for Commercial Export Permit (HIQ)



Wildlife Trade Management Software Ver 1.0

The Wildlife Trade Management Software is effectively utilised at the Wildlife Division to control and manage national and individual wildlife export quotas and to process CITES and non-CITES permits. The activities that are supported by the software are:

- Trader Management
- National Quota Management
- Individual/Trader Quota Management
- Extra Quota Management
- Permit Creation/Processing
- Permit Cancellation

Technology

- The Application Interface is built using the Delphi programming language
- Sybase is used for the underlying database

Software Pros

- The system has the necessary data structures, controls and workflow mechanisms to create information for Traders, Quotas and Permits for both CITES and non-CITES species of wildlife.

Software Cons

- Legacy database architecture with limited flexibility
- Not web based
- Not stable environment. Disconnections occur and users have to wait for reconnection
- Performance Quota Management is not implemented in the system. The Head WD maintains all Quotas (National, Individual, Performance) in a spreadsheet
- No simple interface for data extraction
- No flexible interface available for reporting and data analysis

The screen shots below, which are associated with the software, are reflective of the data required for each of the critical tasks that represent the related business activity for which it is being utilised:



Wildlife Trade Management Ver 1.0

File Edit Window Extra Help

Main

Species Quota

General

Name: Family:

common name: Listing:

Kingdom: Date of inclusion:

Class: Price FOB:

Order:

Permit Nr	Issue date	Expiry date	Exporter	Unit	Quantity	Year
16758	5/28/2013	11/27/2013	Tropical Flora and Fauna Inc.	number	0	2013
16747	5/28/2013	11/27/2013	LOW, Carmen	number	16.00	2013
16738	5/28/2013	11/27/2013	HUSSAIN, Nizam Akhtar	number	35.00	2013
16599	5/28/2013	11/27/2013	RAMROOP, Rajendra Persaud	number	20.00	2013
16676	5/28/2013	11/27/2013	PATOIR, Lester	number	15.00	2013
16617	5/28/2013	11/27/2013	ALLI, Mohammed Airfan	number	49.00	2013
16610	5/28/2013	11/27/2013	HUSSAIN, Nizam Akhtar	number	30.00	2013
16872	6/30/2013	12/30/2013	HUSAIN, Jameel	number	7.00	2013
16889	7/1/2013	12/31/2013	Animal Farm Guyana Zoo	number	3.00	2013
16885	7/1/2013	12/31/2013	Animal Farm Guyana Zoo	number	40.00	2013
16718	7/1/2013	12/31/2013	ABRAMS, Lykedia	number	18.00	2013
16811	7/1/2013	12/31/2013	FUNG-A-FAT, Allan	number	18.00	2013

Ready

Figure 1. Management of the National Quota

Wildlife Trade Management Ver 1.0

File Edit Window Extra Help

Main

Traders quota

General

Nr: Registration nr:

Name: Type Trader:

Company: Association:

Black list: Remarks:

Year:

Permit Nr	Issue date	Expiry date	Permit Type	Issuing Officer	Year
15705	8/16/2012	2/15/2013	EXPORT	CITES	Jerusha DosSantos
15708	8/16/2012	2/15/2013	EXPORT	CITES	Jerusha DosSantos
15706	8/16/2012	2/15/2013	EXPORT	CITES	Jerusha DosSantos
15709	8/16/2012	2/15/2013	EXPORT	CITES	Jerusha DosSantos
15707	8/16/2012	2/15/2013	EXPORT	CITES	Jerusha DosSantos
16763	7/1/2013	12/31/2013	EXPORT	CITES	Jerusha DosSantos
16762	7/1/2013	12/31/2013	EXPORT	CITES	Jerusha DosSantos
16764	7/1/2013	12/31/2013	EXPORT	CITES	Jerusha DosSantos

Ready

Figure 2. Management of the Trader/Individual Quota



Wildlife Trade Management Ver 1.0

File Edit Window Extra Help

Main

General

Maintenance

Quotas

Reports

Reports cont.

Log reports

Traders extra quota

General

Nr: 46 Registration nr: 46

Name: Animal Farm Guyana Zoo Type Trader: Registered with captive breeding

Company: Animal Farm (Pramnauth and V Association: Not a member of any associati

Black list: Captive Breeding Remarks: Year: 2013 Print

Year	Species	Extra Qta	Reference Nr	Issue date	Comments
2013	Amazona amazonica	200.00	13-05-21/AF/EQ/1	06/28/2013	
2013	Amazona dufresniana	40.00	13-07-18/AF/EQ/01	04/23/2013	
2013	Amazona farinosa	50.00	13-07-18/AF/EQ/1	07/18/2013	
2013	Amazona festiva	40.00	13-07-18/AF/EQ/1	07/18/2013	
2013	Amazona ochrocephala	35.00	13-05-21/AF/EQ/1	06/28/2013	
2013	Amazona ochrocephala	15.00	13-07-18/AF/EQ/01	07/18/2013	
2013	Ara ararauna	20.00	13-05-21/AF/EQ/1	06/28/2013	
2013	Ara ararauna	8.00	13-07-18/AF/EQ/01	07/18/2013	
2013	Ara chloropterus	25.00	13-05-21/AF/EQ/1	06/28/2013	
2013	Ara chloropterus	20.00	13-07-18/AF/EQ/01	07/18/2013	
2013	Orthopsittacus manilatus	70.00	13-07-18/AF/EQ/1	07/18/2013	

Ready

Figure 3. Management of the Trader Extra Quota

Wildlife Trade Management Ver 1.0

File Edit Window Extra Help

Main

General

Maintenance

Quotas

Reports

Reports cont.

Log reports

Permit

General

Permit nr: 16877 Date of issue - expiry: 2013/07/01 - 2013/12/31

Type of transact: EXPORT Foreign Trader: Nanchang Zoo

Trader: Animal Farm Guyana Zoo Year: 2013

Type of trader: Registered with captive breeding Dealer Code: FA/AF/122/2013

Type of permit: EXPORT Date of export: 0000/00/00

Security stamp nr: Destination: CHINA

Purpose: Commercial Issuing officer: Rowena Roberts

Special conditions: THIS PERMIT FULLY REPLACES PERMIT NUMBER 16398. Captive Breeding

Species - Source	Listing - Description	Comm name - Id marks	Quantity	Units	Price
Ramphastos tucanus	APPENDIX II	Red-billed toucan	9.00	number	115.00
Specimens taken from:	live	None			
13-05-21/AF/EQ/1					
Ara ararauna	APPENDIX II	Blue and Gold macaw	6.00	number	252.00
Specimens taken from:	live	None			
13-07-18/AF/EQ/01					

Ready

Figure 4. Processing of the Permit for Appendix II species



Wildlife Trade Management Ver 1.0

File Edit Window Extra Help

Main

General Maintenance Quotas Reports Reports cont. Log reports

Permit

General

Permit nr: 16892 Date of issue - expiry: 2013/07/01 - 2013/12/31

Type of transact: CITES Foreign Trader: Guangzhou Chimelong Gro

Trader: Animal Farm Guyana Zoo Year: 2013

Type of trader: Registered with captive breedi Dealer Code: FA/AF/137/2013

Type of permit: EXPORT Date of export: 0000/00/00

Security stamp nr: Destination: CHINA

Purpose: Commercial Issuing officer: Rowena Roberts

Special conditions: THESE SPECIES ORIGINATED IN GUYANA
THIS PERMIT FULLY REPLACES PERMIT NUMBER 16406. ☒ Captive breeding

Species - Source	Listing - Description	Comm name - Id marks	Quantity	Units	Price
Cuniculus paca	APPENDIX III	Labba	6.00	number	16.00
Specimens taken from:	live	None			
13-07-18/AF/EQ/01					
Potos flavus	APPENDIX III	Kinkajou	10.00	number	72.00
Specimens taken from:	live	None			

Print

Figure 5. Processing of the Permit for Appendix III species

Wildlife Trade Management Ver 1.0

File Edit Window Extra Help

Main

General Maintenance Quotas Reports Reports cont. Log reports

Printed Permits

General

Permit nr: 16792 Date of issue - expiry: 2013/07/01 - 2013/12/31

Type of transact: CITES Foreign Trader: Green World Breeding Farr

Trader: Animal Farm Guyana Zoo Description:

Type of trader: Registered with captive breedi Dealer Code: FA/AF/104/2013

Type of permit: EXPORT Date of export: 0000/00/00

Security stamp nr: Destination: CHINA

Purpose: Commercial Issuing officer: Jerusha DosSantos

Special conditions: 2013 ☒ Captive breeding

Species - Source	Listing - Description	Comm name - Id marks	Quantity	Units	Price
Myrmecophaga tridac	APPENDIX II	Giant anteater	0	number	400.00
Animals Bred in Cap	live	None			

Ready

Figure 6. A printed Permit



Wildlife Trade Management Ver 1.0

File Edit Window Extra Help

Main

Cancel Permits

General

Permit nr: 4313 Date of issue - expiry: 2009/04/07 - 2009/10/07

Type of transact.: NON CITES Foreign Trader: Neil Naish

Trader: Fairview Village Special conditions: None

Type of trader: Registered with captive breeding Dealer Code: FA/FV001/2009

Type of permit: EXPORT Date of export: 0000/00/00

Security stamp nr: Destination: UNITED KINGDOM

Purpose: Commercial Issuing officer: Administrator

Description: 2009 Captive Breeding

Species - Source	Listing - Description	Comm name - Id marks	Quantity	Units	Price
Dryadula phaeatusa	NOT LISTED x	Banded orange butterfly	192.00	number	
F1(or subsequent) Gr	whole	None			
Hamadryas sp.	NOT LISTED x	Cracker butterfly	25.00	number	
F1(or subsequent) Gr	whole	None			

Ready

Figure 7. Cancellation of Permits

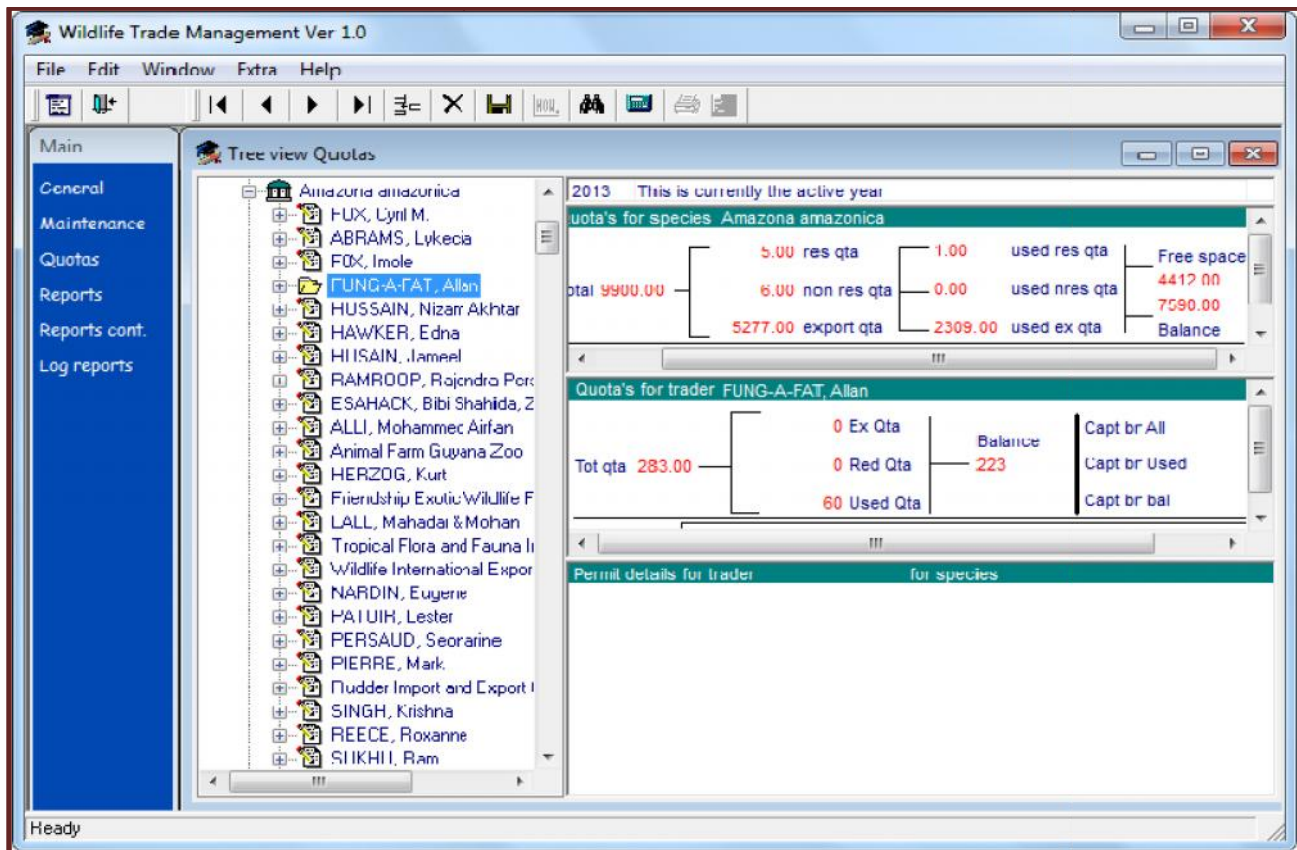


Figure 8. Tree View of Traders showing trade and quota statistics

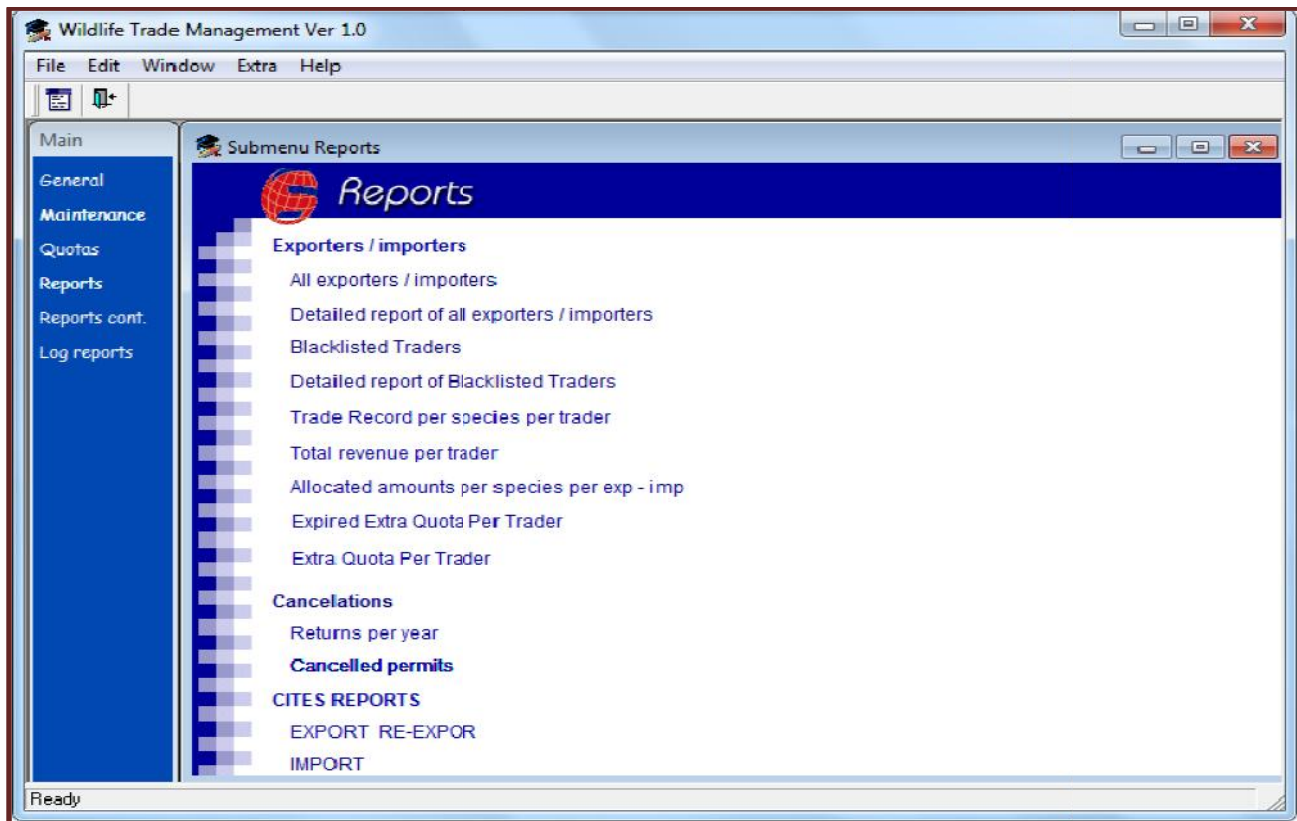


Figure 9. Reports that are available in the system

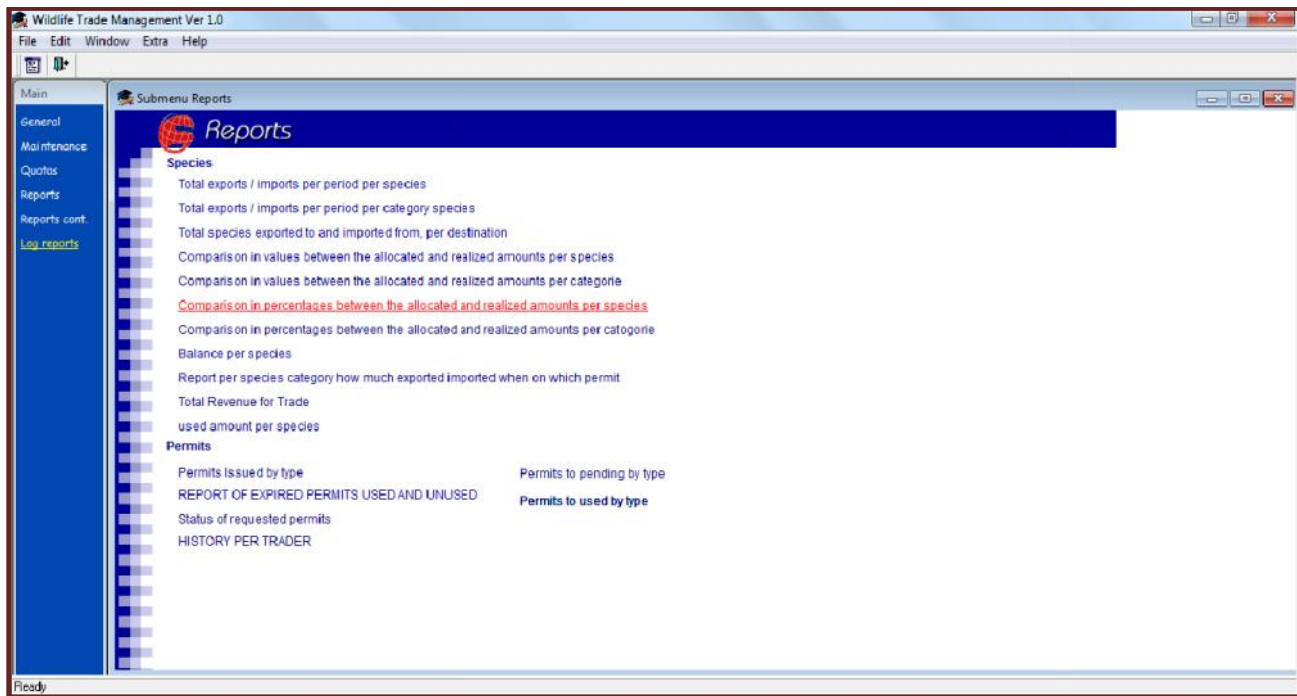


Figure 10. Reports that are available in the system



**GUYANA WILDLIFE MANAGEMENT AUTHORITY
WILDLIFE DIVISION
APPLICATION FORM 2013
COMMERCIAL DEALER (), EXPORTER ()**

(Please tick above box/es)

1. Name of Applicant.....
(If Applicant is a Company, state the name of the Company. If the Applicant is the owner of a Registered Business Name, state the Business Name and the name(s) of the owner(s). If Applicant is a person applying in his own name, state the name of the Applicant).

ID No./Reg. No./Cert. No.....

(If Applicant is a Company, please provide the number of the Certificate of Incorporation. If the Applicant is the owner of a Registered Business Name, please provide the Registration Number. If Applicant is applying in his own name, please provide national identification number).

Taxpayer Identification Number (TIN #).....

2. Address of Applicant.....
.....

3. FAX No. TEL. No. Email

4. Categories of Wildlife applying for :

- A. Parrots/Macaws.....
B. Parakeets/Toucans etc.....
C. Primates.....
D. Other Mammals.....
E. Caimans (Live).....
F. Other Reptiles.....
G. Poisonous Snakes.....
H. Poison Arrow Frogs.....
I. Other Amphibians.....
J. Arthropods.....
K. Ornamental Fish

L. Caiman Skins

M. Other (specify)

5. Experience and Training

a. Experience - Dealer.....
Trapper.....
Exporter.....

Yes	No	Years

b. Do you have any training in wildlife care and treatment? Yes/No
If Yes, please provide details.

6. List current assets (provide copies of registration etc, where applicable)



7. Economic Market Capabilities

- a. Do you have registers and records? (provide copy of summary of years of reports)
- b. Do you have markets/customers for categories applied for?.....If yes, list:
.....
- c. Do you employ or have access to a registered veterinarian in Guyana?.....
List names and last date of registration.

8. Holding Station

- a. (for applicants for commercial exportation licences) What is the address of your holding station?
.....
.....
- b. (for applicants for commercial licences only) Are you applying for a holding station licence? Yes/No
If no, where do you intend to hold your wildlife prior to sale?
.....
.....

9. Legal Issues

- a. Have you ever been charged / convicted for any wildlife or wildlife- related issue?.....
If yes, please provide details in Section 11 (Additional Information) of the application form.
- b. Do you have knowledge of the CITES Convention?.....
- c. Do you have knowledge of the laws governing the wildlife trade?.....

Applicants may be required to attend an interview before the licence is granted.

Applicants for commercial export licences must also submit an application for a holding premises licence.

All approved/licenced Wildlife Exporters and Commercial Dealers will be required to sign a Code of Conduct.

If the Applicant is a person using a Registered Business Name, a sealed, certified copy of the Certificate of Registration must be provided. If the Applicant is a Company, sealed and certified copies of the following documents must be provided:

Certificate of Incorporation	Notice of Secretary
Articles of Incorporation	Notice of Registered Office
Notice of Directors	

10. Signature of Applicant Date.....

Figure 2. Application Form for Commercial Dealer Local and Foreign - Page 2

Figure 3. Application Form for Commercial Dealer Local and Foreign - Page 3

Figure 3. Application Form for Commercial Dealer Local and Foreign - Page 3



Annex II - National Quota Recommendations 2013/2014

April 4, 2013 - April 3, 2014

TROPICAL FLORA AND FAUNA INC.

SCIENTIFIC NAME	COMMON NAME	Cites Appendix	QUOTA	VALUE	LEVY
Mammals		Non-Cites.			
<i>Marmosa murina</i>	Mouse opossum	N/C	50	25	5

SCIENTIFIC NAME	COMMON NAME	Cites Appendix	QUOTA	VALUE	LEVY
Reptiles		Non-Cites.			
<i>Anolis auratus</i>	Grass anole	N/C	100	5	1
<i>Anolis punctatus</i>	Spotted anole	N/C	100	5	1
<i>Chironius scurrulus</i>	Smooth machee savane	N/C	50	50	10
<i>Chironius exoletus</i>	Common forest whipsnake	N/C	50	50	10
<i>Chironius fuscus</i>	Brown sipo	N/C	50	50	10
<i>Chironius multiventris</i>	Long-tailed machete savane	N/C	50	50	10
<i>Dipsas catesbyi</i>	Snail-eating snake	N/C	50	50	10
<i>Dipsas indica</i>	Amazonia snail eater	N/C	50	50	10
<i>Dipsas pavonina</i>	Amazonia snail eater	N/C	50	50	10
<i>Dipsas variegata</i>	Amazonia snail eater	N/C	50	50	10
<i>Erythrolamprus aesculapii</i>	False coral snake	N/C	25	100	20
<i>Gonatodes caudiscutatus</i>	Shield-head gecko	N/C	200	10	2
<i>Gonatodes humeralis</i>	Coloured-head dwarf gecko	N/C	200	10	2
<i>Hydrops triangularis</i>	False water cobra	N/C	50	50	10
<i>Kentropyx borekianus</i>	Dwarf keeled tegu	N/C	100	10	2
<i>Liophis reginae</i>	Grass snake	N/C	50	50	10
<i>Norops chrysolepis</i>	Goldenscale anole	N/C	100	5	1
<i>Pseudoboa neuwiedii</i>	False boa	N/C	50	50	10
<i>Pseustes poecionotus</i>	Neotropical bird snake	N/C	50	50	10
<i>Sphaerodactylus molei</i>	Spotted dwarf gecko	N/C	200	5	1
<i>Xenopholis scalaris</i>	Wucherer's ground snake	N/C	50	50	10

SCIENTIFIC NAME	COMMON NAME	Cites Appendix	QUOTA	VALUE	LEVY
AMPHIBIANS		Non-Cites.			
<i>Hyalinobatrachium taylori</i>	Glass frog	N/C	50	5	1
<i>Leptodactylus bolivianus</i>	Red-backed frog	N/C	100	5	1

SCIENTIFIC NAME	COMMON NAME	Cites Appendix	QUOTA	VALUE	LEVY
ARTHROPODS		Non-Cites.			
<i>Epebopus uatamani</i>	Emerald skeleton tarantula	N/C	200	5	1
<i>Heteropoda</i> spp.	Huntsman spider	N/C	500	1.25	0.25
<i>Phonutria</i> spp.	Wolf spider	N/C	500	5	1

Figure 4. National Quota Listing



GUYANA WILDLIFE MANAGEMENT AUTHORITY
WILDLIFE DIVISION
APPLICATION FOR IMPORT LICENCE 2013
 IMPORTER ()

②

(Please tick above box/es)

1. Name of Applicant.....
 (If Applicant is a Company, state the name of the Company. If the Applicant is the owner of a Registered Business Name, state the Business Name and the name(s) of the owner(s). If Applicant is a person applying in his own name, state the name of the Applicant).

ID No./Reg. No./Cert. No.....

(If Applicant is a Company, please provide the number of the Certificate of Incorporation. If the Applicant is the owner of a Registered Business Name, please provide the Registration Number. If Applicant is applying in his own name, please provide national identification number).

Taxpayer Identification Number (TIN #).....

2. Address of Applicant.....

3. FAX No. TEL. No. Email

4. Categories of Wildlife applying for :

- A. Parrots/Macaws.....
- B. Parakeets/Toucans etc.....
- C. Primates.....
- D. Other Mammals.....
- E. Caimans (Live).....
- F. Other Reptiles.....
- G. Poisonous Snakes.....
- H. Poison Arrow Frogs.....
- I. Other Amphibians.....
- J. Arthropods.....
- K. Ornamental Fish
- L. Caiman Skins
- M. Other (specify)

5. Experience and Training

a. Experience - Please detail your experience in handling the species to be imported.

b. Do you have any training in wildlife care and treatment? Yes/No
 If Yes, please provide details.

Figure 5. Application Form for Import Licence - Page 1



6. Economic Market Capabilities

a. Where will the species be imported from?

b. What is the source of the species (for example, taken from the wild, captive-bred, artificially propagated)

c. Do you employ or have access to a registered veterinarian in Guyana? (Applicable to importers of live animals only)

List names and last date of registration.

7. Housing/storage of specimens

a. (for importers of live animals) What is the address of your holding station?

b. (for importers of live plants) Where will the specimens be kept?

8. Legal Issues

a. Have you ever been charged / convicted for any wildlife or wildlife- related issue?.....

If yes, please provide details in Section 10 (Additional Information) of the application form.

b. Do you have knowledge of the CITES Convention?.....

c. Do you have knowledge of the laws governing the wildlife trade?.....

Applicants may be required to attend an interview before the licence is granted.

All approved/licenced Wildlife Importers will be required to sign a Code of Conduct.

If the Applicant is a person using a Registered Business Name, a sealed, certified copy of the Certificate of Registration must be provided. If the Applicant is a Company, sealed and certified copies of the following documents must be provided:

Certificate of Incorporation

Notice of Secretary

Articles of Incorporation

Notice of Registered Office

Notice of Directors

Figure 6. Application Form for Import Licence - Page 2



9. Signature of Applicant Date.....

10. Additional Information

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

For Official Use

Application Fees \$..... Date:.....

Licence Fees..... Date.....

Recommendation (Head)..... Date.....

Approved A (), B (), C (), D (), E (), F (), G (), H (), I (), J (), K (), L (), M ()

Approved () Refused () Date.....

Chairman/Secretary

Additional Information

Figure 7. Application Form for Import Licence - Page 3

29TH SEPTEMBER, 1999

THE OFFICIAL GAZETTE

[Legal Supplement] -

B

349

SCHEDULE V

(reg. 11)

FORM A

APPLICATION FOR PERMIT/CERTIFICATE TO TRADE, IMPORT, EXPORT, RE-EXPORT or
INTRODUCE FROM THE SEA ANIMALS OR PLANTS LISTED IN SCHEDULE I, II, III, IV OR V

1. Name of Applicant(s)
(Surname first, if a person)
2. Address of Applicant
(Registered or principal office, if a body corporate)
3. Nationality of Applicant
4. Species scientific & Common name of the animal/plant/taxa to be covered
5. Number of animal/plant, quantity (kg.)
6. Type of goods mark (if any)
7. Activity to be authorised
(trading, importing, re-exporting, introduction from the sea)
8. State whether living, dead or in the wild
9. Description of animal/plant
(include size, sex (if known), type of goods if a derivative)
10. Description of method of transportation, type, size and construction of container used for
Transportation of live animal/plant, arrangements for watering, caring during transportation
.....
11. In case of import, Name and Address of recipient/exporter in foreign country
.....
12. Name of country and place where animal/plant is taken from the wild
.....
13. Statement of purposes and details of activities where Schedule I animal/plant is to be imported
.....

Figure 8. Application Form for Permit - Page 1



14. Brief resume of technical expertise of applicant etc. who will take care of Schedule I animal/plant

15. Name, address, description, where Schedule I animal/plant including diagrams, photographs of facility where maintained

.....

.....

16. Description of mortalities in last two years before application or genus of similar animal or family where Schedule I plant/animal and steps to avoid such mortalities

.....

.....

.....

17. State documents, sworn affidavits or other evidence showing whether animal/plant acquired before commencement of regulations, bred in captivity, artificially propagated or derived therefrom, herbarium, dried specimen etc., exported, re-exported as a non-commercial loan donations exchange between scientists scientific institutions

.....

.....

.....

18. In case of import, particulars of documents from sending country.

.....

(valid export permit/valid foreign re-export permit)

19. In case of export-re-export particulars of documents from receiving country.

.....

(where application for export, re-export permit)

20. I hereby declare that I shall comply with the law relating to trading, exporting, re-exporting, importing and introducing from the sea, of animal and plant specimen and articles and agree to give the Management Authority such information as may be lawfully required by the Authority.

Signature of Applicant

Date

Figure 9. Application Form for Permit - Page 2



GUYANA WILDLIFE MANAGEMENT AUTHORITY COMMERCIAL LICENCE

Regulating Exports of Wild Fauna & Flora

(With reference to Regulation 28 of the Species Protection Regulations 1999)
(ENVIRONMENTAL PROTECTION Act No. 11 of 1996)

LICENCE NO: RS/C28/2013

Licence granted to: [REDACTED]

Address: [REDACTED]

GUYANA

To engage in activities to trap or deal in Wildlife as set out in Schedule I on a commercial basis for the year April 04, 2013 to April 03, 2014.

This Licence is granted in accordance with the terms and conditions set forth herein and any forthcoming regulations and standards relevant to the exercise of permission under this licence and is valid for the period ending April 03, 2014.

Terms and Conditions:

1. The license holder shall:

- (a) Keep wildlife in holding premises licenced by the Wildlife Management Authority.
- (b) Have the appropriate means to properly transport the respective category of wildlife in accordance with Regulations 31 and 33 of the Species Protection Regulations 1999.
- (c) Keep a register of categories, species, number and mortality of wildlife purchased and sold.
- (d) Pay all fees and levies as determined by the Wildlife Management Authority.

2. The Authority reserves the right to revoke this licence or otherwise apply the relevant penalties for any breach of this licence, the Species Protection Regulations 1999 or any other legal requirements.

Schedule 1

Categories of Wildlife for which this licence applies.

d. Other Mammals	e. Catamans (Live)	f. Other Reptiles
h. Poison Arrow Frogs	i. Arthropods	j. Arthropods
k. Ornamental Fish		

.....
Secretary
Guyana Wildlife Management Authority

Fees: \$50,000.

Receipt No.....

Valid until April 03, 2014



Figure 10. Commercial Licence



GUYANA WILDLIFE MANAGEMENT AUTHORITY COMMERCIAL EXPORTATION LICENCE

Regulating Exports of Wild Fauna & Flora

(With reference to Regulation 29 of the Species Protection Regulations 1999)
(ENVIRONMENTAL PROTECTION Act No. 11 of 1996)

LICENCE NO: HM/CE29/2013

Licence granted to: [REDACTED]

Address: [REDACTED]

GUYANA

To engage in the commercial exportation of Wildlife as set out in Schedule I for the year April 04, 2013 to April 03, 2014.

This License is granted in accordance with the terms and conditions set forth herein and any forthcoming regulations and standards relevant to the exercise of permission under this license and is valid for the period ending April 03, 2014.

Terms and Conditions:

1. The license holder shall:
 - (a) Inform the Wildlife Management Authority of any species of wildlife for which no market is identified before the end of January 04, 2014.
 - (b) Keep wildlife in holding premises licenced by the Wildlife Management Authority.
 - (c) Have the appropriate means to properly transport the respective category of wildlife in accordance with Regulations 31 and 33 of the Species Protection Regulations 1999.
 - (d) Keep a register of categories, species, number and mortality of wildlife purchased and sold.
 - (e) Pay all fees and levies as determined by the Wildlife Management Authority.
2. The Authority reserves the right to revoke this licence or otherwise apply the relevant penalties for any breach of this licence, the Species Protection Regulations 1999 or any other legal requirements.

Schedule I

Categories of Wildlife for which this license applies.

a. Parrots/Macaws	b. Parakeets/Toucans	c. Primates
d. Other Mammals	e. Caimans (Live)	f. Other Reptiles
h. Poison Arrow Frogs	i. Other Amphibians	j. Arthropods
m. Finches/Soft bills		

.....
Secretary
Guyana Wildlife Management Authority

Fees: \$50,000.

Receipt No.....

Valid until April 03, 2014

Figure 11. Commercial Export Licence



GUYANA WILDLIFE MANAGEMENT AUTHORITY COMMERCIAL IMPORTATION LICENCE

Regulating Exports of Wild Fauna & Flora

(With reference to Regulation 28 of the Species Protection Regulations 1999)
(ENVIRONMENTAL PROTECTION Act No. 11 of 1996)

LICENCE NO: SR/C28/2013

Licence granted to: [REDACTED]

Address: [REDACTED], GUYANA

To Import artificially propagated orchids for the year August 2, 2013 to August 1, 2014.

This License is granted in accordance with the terms and conditions set forth herein and any forthcoming regulations and standards relevant to the exercise of permission under this license and is valid for the period ending August 01, 2014.

Terms and Conditions:

1. The license holder shall:
 - (a) Apply for the requisite permits to import orchids.
 - (b) Import orchids from registered operations.
 - (c) Comply with provisions of the Species Protection Regulations 1999 and other applicable laws.
 - (d) Inform the Wildlife Management Authority of the date and time of the arrival of shipments of orchids.
2. The Authority reserves the right to revoke this licence or otherwise apply the relevant penalties for any breach of this licence, the Species Protection Regulations 1999 or any other legal requirements.

Schedule 1

Categories of Wildlife for which this license applies.

m. Artificially propagated orchids

.....
Secretary
Guyana Wildlife Management Authority

Fees: \$50,000.

Receipt No.....

Valid until August 01, 2014

Figure 12. Commercial Import Licence



NON-CITES PERMIT



Regulator Exports of Wild Fauna & Flora

PERMIT / CERTIFICATE

6405

Preliminary Copy

FA/EP/058/2012

EXPORT

1. Valid until
4/3/2013


2. Importer (name and address) Strictly Reptiles 6450 Stirling Road, Hollywood, FL, 33024		3. Exporter / Re-exporter (name and address, country) PERRY, Elizabeth 10A Kersaint Park, L.B.I, E.C.D GUYANA																			
Country of import UNITED STATES OF AMERICA		Signature _____ 5. Name, address stamp and country of Management Authority  The Wildlife Division Ganges Street Sophia Georgetown GUYANA																			
4. Applicant declares that he/she is aware of the provisions of the Convention/Regulations for the purpose of (re) exporting the animals/goods listed below. 4a. Special Conditions None																					
6. Scientific Name	7. CommonName	8. *Type of goods	9. Quantity (including unit)	10. Source	11. Total exported / Quota																
A Ephebopus murinus	Skeleton legged tarantula	live	39.00 number	W	1045 2500																
B Theraphosa blondi	Bird eating tarantula	live	130.00 number	W	4149 5000																
C																					
D																					
E																					
F																					
G																					
12. Export Endorsement :		13. Bill of Lading/Air Way-bill Number :																			
<table border="1"> <thead> <tr> <th>BLOCK</th> <th>QUANTITY</th> </tr> </thead> <tbody> <tr><td>A</td><td></td></tr> <tr><td>B</td><td></td></tr> <tr><td>C</td><td></td></tr> <tr><td>D</td><td></td></tr> <tr><td>E</td><td></td></tr> <tr><td>F</td><td></td></tr> <tr><td>G</td><td></td></tr> </tbody> </table>		BLOCK	QUANTITY	A		B		C		D		E		F		G		Cheddi Jagan International Airport Timehri Port of (Re) Export Date Signature Official stamp and title * (Live, stuffed salted etc.) Preliminary Copy			
BLOCK	QUANTITY																				
A																					
B																					
C																					
D																					
E																					
F																					
G																					

Figure 13. Non-CITES permit




Preliminary Copy

FA/GA/024/2012

EXPORT

2. Valid until
4/3/2013

3. Importer (name and address) Zoological Wildlife Foundation 16225 172 Ave, Miami, FI 33189			4. Exporter (name and address and country) ESAHACK, Bibi Shahida, Zaleena and Zameena 19 Friendship, E.B.D		
3a. Country of import UNITED STATES OF AMERICA			GUYANA Signature of the applicant _____		
5. Special conditions These species originated in Guyana For live animals, this permit or certificate is only valid if the transport conditions conform to the Guidelines for Transport of Live Animals or, in the case of air transport, to the IATA <u>Live Animals Regulations</u> .			6. Name, address, national seal/stamp and country of Management Authority <div style="text-align: center;">  </div> The Wildlife Division Ministry of Public Works and Communications Building Ganges Street Sophia GUYANA		
5a. Purpose of the transaction (see reverse) T		5b. Security Stamp Nr			
7./8. SCIENTIFIC NAME (genus and species) AND COMMON NAME OF ANIMAL OR PLANT			9. Description of specimen, including identifying marks or numbers (age/sex if live)		
10. Appendix no. and source (see reverse)			11. Quantity (Including unit)		11a. Total exported Quota
7/8. Potos flavus Kinkajou			9. live None		10. W III
11. 2.00 number			11A. 119		150
12. Country of origin * Permit No. Date			12a. Country of last re-export Certificate No. Date		
12b. No. of the operation ** or date of acquisition ***					
7/8.			9.		10.
11.			11A.		
12. Country of origin * Permit No. Date			12a. Country of last re-export Certificate No. Date		
12b. No. of the operation ** or date of acquisition ***					
7/8.			9.		10.
11.			11A.		
12. Country of origin * Permit No. Date			12a. Country of last re-export Certificate No. Date		
12b. No. of the operation ** or date of acquisition ***					
7/8.			9.		10.
11.			11A.		
12. Country of origin * Permit No. Date			12a. Country of last re-export Certificate No. Date		
12b. No. of the operation ** or date of acquisition ***					
* Country in which the specimens were taken from the wild, bred in captivity or artificially propagated (only in case of re-export) ** Only for specimens of Appendix-1 species bred in captivity or artificially propagated for commercial purposes *** For pre-Convention specimens					
13. THIS PERMIT IS ISSUED BY : <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> Wildlife Division </div> <div style="text-align: center; flex-grow: 1;"> Preliminary Copy </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="text-align: center;"> 10/4/2012 </div> <div style="text-align: center; flex-grow: 1;"> Security stamp, signature and official seal </div> </div>					
14. EXPORT ENDORSEMENT :			15. Bill of Lading/Air Way-bill Number :		
Cheddi Jagan International Airport Timehri					
Port of Export Re-export			Date		
Signature			Official stamp and title		

CITES PERMIT / CERTIFICATE NO 16020

Figure 14. Preliminary copy of a CITES permit