

CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES
OF WILD FAUNA AND FLORA



Twenty-sixth meeting of the Plants Committee
Geneva (Switzerland), 5 – 9 June 2023

Thirty-second meeting of the Animals Committee
Geneva (Switzerland), 19 – 23 June 2023

Regulation of trade

NON – DETRIMENT FINDINGS

1. This document has been prepared by the Secretariat.
2. At its 19th meeting (CoP19; Panama City, 2022), the Conference of the Parties adopted Decisions 19.132 to 19.134 on *Non-detriment findings*, as follows:

19.132 Directed to the Secretariat

The Secretariat shall:

- a) *subject to external funding, address priorities in capacity-building related to non-detriment findings (NDF) agreed by the Secretariat and the Technical Advisory Group (TAG), in consultation with the Animals and Plants Committees and Parties, by:*
 - i) *continuing to support the TAG through which the Animals and Plants Committees provide support and advice for implementation;*
 - ii) *organizing in consultation with the TAG an international expert workshop on non-detriment findings to review, advance or complete draft guidance materials on NDFs; and*
 - iii) *undertaking targeted research in support of the development of new or updated NDF guidance materials in close collaboration with the TAG, relevant experts, Parties and organizations to address the agreed workstreams, building on the inventory and gap analysis of existing guidance prepared by the Secretariat;*
- b) *compile and present the results of the work under paragraph a) to the Animals and Plants Committees for their review and make suggestions on how best to use the outputs to assist Scientific Authorities in the making of NDFs;*
- c) *make available to Parties on the CITES website the NDF guidance materials resulting from the implementation of the present Decision;*
- d) *develop a strategy and feedback mechanism for Parties and the wider CITES community to share experiences with using NDF guidance materials, which should allow the Animals and Plants Committees to make recommendations pertaining to review and update the NDF materials as may be needed; and*

- e) *consult the Animals and Plants Committees on the implementation of the present Decision and make recommendations to the Conference of the Parties as appropriate.*

19.133 Directed to the Animals and Plants Committees

The Animals and Plants Committees shall:

- a) *continue the TAG established under the recommendations in document AC31/PC25 Com. 3 through which the Animals and Plants Committees provide support and advice for implementation, and make any appropriate decisions to ensure continued advice and assistance for the implementation of Decisions 19.132 to 19.134;*
- b) *participate as appropriate in the international expert workshop on NDFs where draft guidance materials are to be reviewed, advanced or completed;*
- c) *review and make recommendations concerning: the outcomes of the international expert workshop on NDFs; the use of its outputs in support of the making of NDFs by Scientific Authorities; and their publication on the CITES website;*
- d) *based on the strategy and feedback from Parties and the wider CITES community on experiences with using NDF guidance materials, review and update NDF materials as may be needed; and*
- e) *report on these activities at the 20th meeting of the Conference of the Parties.*

19.134 Directed to Parties

Parties are encouraged to:

- a) *provide any help and information regarding methodologies, tools, scientific information, expertise and any other resources used to formulate NDFs in order to contribute to such a workshop;*
- b) *make use of the guidance materials on NDFs resulting from the implementation of Decisions 19.132 and 19.133 and participate as appropriate in the feedback mechanism on NDF guidance, to be developed by the Secretariat as referred to in Decision 19.132, paragraph d); and*
- c) *provide financial and technical support for the implementation of Decision 19.132, including for an international expert workshop on non-detriment findings.*

3. Document [CoP19 Doc. 43.1](#) and its Annexes provide an overview of progress of NDF-related work until CoP19, including:

- a) steps undertaken to inventory available NDF materials and identify gaps and weaknesses in consultation with the scientific advisory bodies and Parties in the framework of Decisions 18.132 to 18.134;
- b) the initiation of a CITES NDF project in relation to Decisions on NDFs that were adopted at CoP18 and CoP19 for which funding was received from Germany, the European Union, and Switzerland;
- c) the establishment of the Technical Advisory Group of the Animals and Plants Committees to the CITES NDF project in accordance with advice formulated during the 25th meeting of the Plants Committee and the 31st meeting of the Animals Committee (see Annex 2 to document CoP19 Doc. 43.1);
- d) workstreams to address gaps and weaknesses in current NDF guidance as agreed at the first meeting of the TAG to the CITES NDF project (Annexes 3 and 4 to document CoP19 Doc. 43.1);
- e) advice formulated by the TAG at its 1st meeting with regard to the composition of expert groups for agreed workstreams; and

- f) the commissioning of the International Union for the Conservation of Nature (IUCN) to coordinate expert groups to elaborate draft NDF guidance for the consideration of an international expert workshop in line with TAG recommendations.

Regarding the continuation of the TAG [Decision 19.132 a) i)]

4. The Secretariat assisted the co-Chairs of the TAG to adapt the TAG membership in line with changes in the membership of the Standing, Plants and Animals Committees post CoP-19. The membership of the TAG was announced in Notification to the Parties [No. 2023/054](#). The Secretariat also assisted by facilitating a second TAG meeting online on 26 April 2023. At its second meeting, the TAG reviewed progress made on the following:
 - a) organization of an international expert workshop, including criteria for selecting sponsored workshop participants [Decision 19.132 a) ii)];
 - b) elaboration of new or updated guidance materials [Decision 19.132 a) iii)]; and
 - c) development of a strategy and feedback mechanism for Parties and the wider CITES community to share experiences with using NDF guidance materials, and to review and update the NDF materials as may be needed [Decisions 19.132 d) and 19.133 b)].
5. A summary of the 2nd TAG meeting and resulting advice is available in Annex 1 to the present document. The Secretariat is taking action in line with the received advice, as appropriate.

Regarding the international expert workshop [Decision 19.132 a) ii)]

6. The Secretariat identified the United Nations Campus (UNON) in Gigiri, Nairobi (Kenya) as the best venue for this global workshop. It provides the required space, all relevant conference services and good international accessibility. Pending ongoing negotiations of a final cost estimate, the Secretariat has reserved meeting rooms and related equipment and services for up to 150 participants during the week from Monday 4 to Friday 8 December 2023.
7. The Secretariat developed an outline and workplan for the international expert workshop, which was discussed by the TAG at its second meeting (see Annex 2). The outline and workplan sketch a combination of plenary sessions and working group sessions, in which 11 working groups will be established to review and improve draft NDF guidance that is currently being elaborated by expert groups coordinated by IUCN (see paragraphs 11 and 12 below). The TAG provided advice regarding the establishment of a steering group with daily meetings during the workshop, the organization of a potential poster session, and the possibility of including opportunities for sessions that could continue after 18.00h (at which time the UNON campus is closed for visitors). At the time of writing, the Secretariat is working with the UNON Conference Services Division to assess options for including poster and evening sessions.
8. Limited funding is available to support sponsored workshop participants (approximately 15 participants). The criteria for selecting sponsored participants, as agreed by the TAG at its second meeting, are attached in Annex 3 to the present document. The criteria are closely aligned with those contained in Resolution Conf. 17.3 (Rev. CoP19) on *Sponsored Delegates Project* and in Decisions 18.12 and 19.10 on the *Sponsored Delegates Project*. Due to the smaller size of the event as compared to meetings of the CoP or Committees, the specific focus of the event as a technical expert workshop, and the limited funds available, it is foreseen that only one participant per Party can be supported if selected, and that relevant technical expertise specific to NDFs for CITES-listed species will be a key criteria informing selection.
9. Interpretation into the official languages of the Convention was envisioned for plenary sessions of the workshop. Due to several meetings taking place during the same period and resulting lack of local interpreters, this has resulted in the quoted costs exceeding the funds available for interpretation. The TAG stressed the need for interpretation for at least some of the sessions (plenary and some working groups).
10. The Secretariat will be issuing a notification requesting funding to be able to implement the TAG advice relating to interpretation services and to provide for additional sponsored participants..

Regarding the elaboration of new or updated guidance materials [Decision 19.132 a) iii)]

11. The Secretariat organized a side event on the CITES NDF project at CoP19. The side event presented progress to date; anticipated next steps; and gave delegates an opportunity to discuss barriers to making effective NDFs. The side event also served to launch the updated and improved [Non-detriment findings | CITES](#) to improve the accessibility of guidance materials for Parties. Additionally, the Secretariat and IUCN presented the approach towards the elaboration of draft NDF guidance facilitated by IUCN and IUCN representatives were available to a Q&A session with participants of NDF-related expert groups present at CoP19.
12. Since CoP19, and in accordance with Decision 19.132 a) iii), IUCN and the Secretariat have set up expert groups aligned with advice formulated by the TAG at its 1st meeting. Initial meetings of all expert groups have taken place in March and April 2023 where each expert group agreed on an approach and priorities to address the gaps and weaknesses defined by the TAG for the respective workstream. A narrative intermediate progress report of this ongoing work, including the ToRs of the expert groups, is attached in Annex 4 to the present document.

Regarding the development of a strategy and feedback mechanism to update NDF materials more continuously [Decisions 19.132 d) and 19.133 b)]

13. The Secretariat envisions that the best approach to establish a feedback mechanism for Parties and the wider CITES community to share experiences with using NDF guidance materials, and for the Animals and Plants Committees to make recommendations pertaining to review and update the NDF materials as may be needed, is to include provisions in this regard in Resolution Conf. 16.7 (Rev. CoP17) on *Non-detriment findings*.
14. The TAG advised that options other than amendments to the Resolution should also be considered. The TAG furthermore indicated that other possible amendments to Resolution 16.7 (Rev. CoP17) could be identified during the process and advised that these should be captured by a drafting group and consolidated after the international expert workshop.

Recommendations:

15. In accordance with Decision 19.133, the Animals and Plants Committees are invited to
 - a) note the continuation of the TAG and the progress of the CITES NDF project; and
 - b) note the likely dates and venue of the international expert workshop, and the advice regarding its organization and work plan made by the TAG at its second meeting.

MEETING SUMMARY AND ADVICE FORMULATED AT THE SECOND MEETING OF THE TAG

2nd meeting of the TAG on the Non-detriment finding project

Online (Teams)

26 April 2023, 12.30 – 14.30 CEST

Chair: Flore Koumba Pambo (Chair of the Plant Committee and co-Chair of the TAG)

Participants (as per MS Teams attendance report): 27 meeting participants, including 19 TAG members, 6 members of the CITES Secretariat, 2 members of IUCN

Link to meeting recording: [2nd TAG meeting NDF-20230426_123625-Meeting Recording.mp4](#)

Agenda:

1. Welcome (Secretariat)
2. Introductions of new members of the TAG (Secretariat)

The following new Members joined the TAG after CoP19:

a) Members of the scientific advisory bodies:

- i) Mr. Gerald Benyr (AC Alternate Representative for Europe)
- ii) Mr. Daniel Ramadori (AC Representative for CSAC)
- iii) Mr. Chelestino Peter Balama (PC Representative for Africa)

b) Parties that are Members of the Standing Committee:

- i) Brazil
- ii) United Republic of Tanzania
- iii) Democratic Republic of the Congo

c) Chair of the Standing Committee: Ms. Rosemarie Gnam

3. Overview of CITES NDF Project (Secretariat)

A brief overview of the CITES NDF Project was presented by the Secretariat for the benefit of the new Members of the TAG.

4. Progress in organization of the international expert workshop on NDF guidance (Secretariat):

- a) Venue
- b) Content, agenda and conduct
- c) Criteria – sponsored participants

The Secretariat provided an update on progress made with regards to the organization of the international expert workshop (see the documentation shared with the TAG in advance of the meeting), including the

proposed venue, dates, agenda and working programme as well as criteria relating to delegates to be supported to attend the international expert workshop.

TAG members expressed no concerns relating to the proposed venue and provided the following advice:

- Clarification was requested relating to the opportunity at the workshop to review the draft guidance developed by the workstreams through the current online process considering that some experts are participating in several workstreams.
- It was emphasized that the process, including the international workshop, is a global process that should benefit Parties from all regions.
- Interpretation in the three official languages of the Convention is important to facilitate participation by participants.
- The Secretariat should ensure that adequate provisions are made in the working schedule to ensure the outcomes of the sessions can be consolidated and shared with participants.
- It was recommended that a “Steering Committee / TAG” meet daily to track progress and advise on adjustments in the working programme that may be required.
- The Secretariat should engage UNON to determine if there is some flexibility in terms of the time the participants must vacate the premises.
- In terms of the criteria for delegates to be sponsored, geographical balance should be considered as well as taxonomic expertise to ensure all taxonomic groups are represented.
- A poster session was proposed as it will provide an opportunity to participants to share information relating to NDFs (positive, negative findings, challenges, etc).
- The provisions in Article IV section 3 relating to the following was raised as an especially challenging area that is fundamental to address and that require guidance:
- *“..... export of specimens of any such species should be limited in order to maintain that species throughout its range at a level consistent with its role in the ecosystem”*

The Secretariat noted the recommendations and proposals made by the TAG members and clarified that the working groups to be established at the workshop will differ from the workstreams that are working online to develop the draft guidance to be refined at the workshop. With regards to interpretation, the Secretariat will continue to engage UNON to find possible solutions, but the available budget will impact the feasibility to provide interpretation in all three languages of the Convention and to provide support to some delegates to attend. The proposal relating to poster sessions will be incorporated and discussed with UNON to determine where posters can be exhibited. With regards to the issue raised relating to the species role in the ecosystem, the Secretariat and IUCN will bring this to the attention to Workstream 1; consider the inclusion of special guidance relating to this in Resolution Conf. 16.7 (Rev. CoP17) on NDFs; and identify opportunities to obtain additional inputs on this issue, including a side event at the upcoming Animals and Plants Committee meetings and informal discussions in the margins of the meeting.

5. Interim progress report on elaboration of draft guidance (IUCN)

IUCN, contracted by the Secretariat to facilitate the process to develop draft guidance on the 11 workstreams, presented a progress report including timelines.

The TAG members noted the presentation and raised the following issues:

- Concerns were raised about the timeline considering the Animals and Plants Committees are taking place in June 2023 and the experts participating in the workstreams are preparing for these meetings. There are therefore time constraints and considering the importance of the work, extension of the initial deadlines should be considered.
- The use of SharePoint should be considered as a platform to share the draft documents with the workstreams and working groups.

- All draft guidance documents must be available well in advance of the meeting to facilitate preparation and participation.

IUCN indicated that there is flexibility built into the timelines and that, where needed, workstreams can continue their work after June. IUCN will attend the AC/PC meetings and will participate in the informal discussions and side events referred to under item 4 above. The feasibility of using SharePoint will be assessed by the Secretariat and IUCN. The Secretariat confirmed that the draft guidance will be finalized well in advance of the meeting and the TAG will have an opportunity to provide inputs / comments (TAG meeting to take place before the workshop). These inputs / comments will be shared with the working groups during the workshop.

6. Strategy and feedback mechanism for updating NDF guidance materials more continuously (Secretariat)

The Secretariat presented a possible option to ensure the continued review and updating of guidance materials through an amendment to the Resolution.

The TAG noted the presentation and provided the following comments:

- The consideration of a mechanism to allow for continued review and improvements is essential, but there may be other issues and options that may emerge from the workshop that could also be considered in terms of amendments to the Resolution or guidance to be included in annexes to the resolution. The establishment of a drafting group to capture these emerging issues should be considered.
- The sharing of NDFs by Parties remains an important element and options to encourage this should be considered.
- Concerns were raised about the proposed timeline and every second cycle may be too long.
- Concerns were also raised that proposing amendments to the Resolution may be premature and that other options should also be considered.
- The summaries of the work stream work done to date reflect some duplication of efforts across multiple work streams and it was recommended that the overarching preliminary results of workstream 1 to 4 should be shared with the other workstreams as soon as possible.

The Secretariat noted the comments and concerns raised and the establishment of a drafting group was supported. A drafting group will be established to assist in capturing all options emerging from the working groups at the workshop. These options could be considered after the workshop to determine whether proposed amendments to the Resolution should be considered.

Recommendations:

The TAG:

- a) noted progress in organizing the international expert workshop, including the draft Notification to the Parties, the proposed criteria for selecting sponsored workshop participants, and the draft outline and work plan for the international expert workshop and provided advice as reflected under item 4 above to further inform the process;
- b) noted the progress in elaborating draft NDF guidance for the consideration of the international expert workshop and provided guidance to the Secretariat and IUCN as contained in the summary under item 5; and
- c) advised the Secretariat on the process to determine the best option to develop a feedback mechanism for Parties and the wider CITES community to share experiences with using NDF guidance materials as contained in the summary under item 6.

DRAFT OUTLINE OF THE INTERNATIONAL EXPERT WORKSHOP (LIKELY 4-8 DECEMBER, 2023 IN GIGIRI, NAIROBI)

December 2023						
	Monday 4	Tuesday 5	Wednesday 6	Thursday 7	Friday 8	
08.00	* Registration					Departure
08.30	* DSA admin					
09.00	* Refreshments					
09.30	* Opening	Cont. discussion & prioritization of issues in draft guidance	WGs draft improvements to guidance	WGs draft improvements to guidance	* WGs present their work	
10.00	* Introduction					
10.30	* Overview presentations	Refreshments	Refreshments	Refreshments	* Discussion of guidance materials and any need for finalization	
11.00	* Working group establishment	WG presentations of priorities to address	WGs draft improvements to guidance	WGs draft improvements to guidance		
11.30						
12.00						
12.30	Lunch at UNON amenities (participants' own expenses)					
13.00						
13.30						
14.00	Presentation of previously elaborated draft NDF guidance	* Review of WG priorities * ID of overlaps and duplications	WGs draft improvements to guidance	WGs draft improvements to guidance	* Discussion of potential amendments to Res. 16.7	
14.30			Refreshments	Refreshments		
15.00	Refreshments	* Reassignment of priorities as needed	* WGs present progress * Plenary feedback and cross-linkages	WGs submit guidance to Secretariat and prepare plenary presentation	* Next steps * Concluding words	
15.30	Draft guidance: ID of strengths and weaknesses					
16.00		Reception				
16.30						
17.00						
17.30						
18.00	Campus closure					

Plenary session	Working group sessions	Break
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CRITERIA FOR SELECTING SPONSORED PARTICIPANTS FOR THE INTERNATIONAL EXPERT
WORKSHOP ON NDFS AS AGREED BY THE TAG

Up to one sponsored workshop participant per CITES Party can be selected, who must be

- 1) member of national CITES Scientific Authorities of Parties contained in the 2023 DAC list of ODA recipients;
OR
- 2) member of governmental institutions tasked with research, monitoring, or management of CITES-listed taxa who are experts on matters related to workstreams defined by the TAG to the NDF project (Annex 4 to document CoP19 Doc. 43.1); AND
- 3) not participating in the workshop as a representative of observer organizations.

Parties must take into consideration gender balance when submitting nominations and the Secretariat will consider the same in the assessment of nominations received.

Other criteria to be considered if the number of nominations exceeds the number of participants that can be sponsored, subject to available funding:

- 1) support to the representatives from Parties that are exporting range States subject to NDF-related compliance processes;
- 2) representation of Parties with a low Human Development Index.

MAIN BODY OF THE NARRATIVE INTERMEDIATE PROGRESS REPORT,
INCLUDING TORS OF ONLINE EXPERT GROUPS,
ON THE ELABORATION OF DRAFT NDF GUIDANCE
TO ADDRESS WORKSTREAMS AS DEFINED BY THE TAG

1. Summary of Status of Working Group (WG) establishment between CoP19 (November 2022) and final round of initial WG meetings (April 2023):

Background steps in establishing NDF workstreams

Step 1: Decision 18.132(a) – CITES Secretariat was directed to inventory existing NDF materials and identify gaps. Methods and results of that analysis were submitted to the Animals and Plants Committees [AC31 Doc. 14.1/PC25 Doc. 17.](#)

Step 2: Decision 18.133(a) – Animals and Plants Committees were directed to review the Secretariat's gap analysis and identify priorities for addressing those gaps.

Step 3: The CITES Secretariat consulted Parties about the identified gaps and requested further suggestions via [Notification No. 2021/007.](#)

Step 4: During AC31 and PC25, an in-session WG was established that created recommendations on the content of the NDF Workstreams.

Step 5: AC and PC established an NDF Technical Advisory Group (TAG), which at its inaugural meeting (14 Jan 2022) formulated advice on the content of NDF Workstreams to address gaps and weaknesses. Funding is available to address eleven WGs. TAG also advised on criteria for setting up the WGs. [CoP19 Doc. 43.1.](#)

Step 6: CITES Secretariat contracted IUCN to coordinate the elaboration of draft NDF guidance in line with TAG advice.

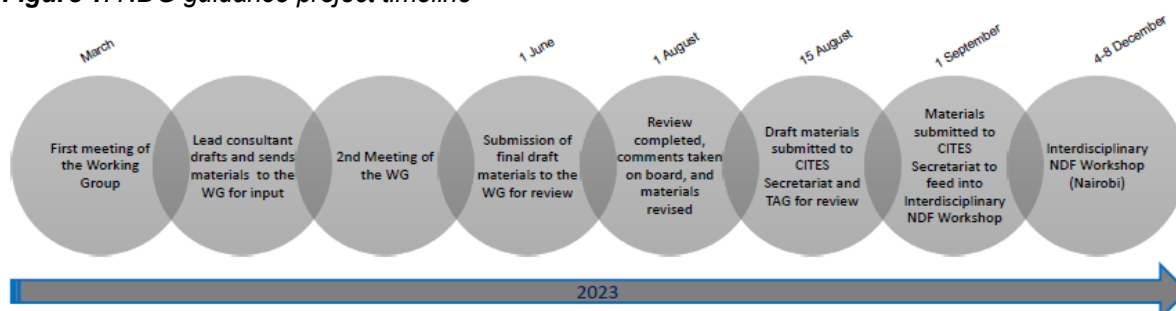
Step 7: Experts were identified for each WG in line with criteria advised by the TAG (balance observer-Parties, representation of Parties from at least three CITES regions, relevant expertise of all participants; [Annex 1](#)). IUCN invited all members on November 23, 2022 and provided initial information by email.

Step 8: Secretariat organised CoP19 side event on November 23, 2023 to present the NDF project, and next steps towards elaboration of draft NDF guidance. IUCN presented upcoming work and held a Q&A session for WG members present at CoP19.

Step 9: IUCN coordinated WG set-up (including follow-up to WG invitations and contracting WG lead consultants; [Annex 2](#)), informed members of WG ToRs ([Annex 3](#)), clarified any questions, and coordinated kick-off meetings ([Annex 4](#)). Initial WG meeting outcomes have taken place for all WGs except birds ([Annex 5](#)).

Step 10: Second TAG meeting foreseen in late April 2023 to monitor WG progress and remaining project milestones outlined in figure 1.

Figure 1. NDG guidance project timeline



Role of IUCN

IUCN's role within the project is to:

organise and facilitate the WG meetings;

generate ideas and guide discussions;

take notes and share recordings of meetings

work closely with the Lead Consultants of each WG to draft and edit NDF materials; and broadly Chair and ensure WGs remain on track for delivery of draft materials for the Interdisciplinary Workshop in December.

Role of the lead consultants

1. Participate in all virtual meetings of the WG
2. Together with WG members and the Chair, define a table of contents for the NDF guidance specific to the workstream
3. Populate the table of contents with specific content as directed by the WG
4. Identify and work closely with individual WG members to compile and summarise relevant case studies
5. Share progress on the elaboration of guidance between meetings of the WG
6. To ensure sufficient time for review, submit written content to the WG and WG Chair in a timely manner before online WG meetings
7. Review and respond to queries and member-specific action points from the WG on the content of the draft NDF guidance
8. For lead consultants in WG 2-11, wherever possible, take part in WG1 on Generic NDF guidance to ensure deliberations of WG1 are reflected in each WG

Deliverable expectation guidance

The WGs have been given significant autonomy to decide on the best approach, scope, and final output(s). The guidance should not be too complex, it should be practical, and ensure uptake and use. Over specificity might discourage use, or disregard specificities in national implementation. The WGs have considerable flexibility as long as they remain firmly within the range of general CITES regulation. Proposed guidance will be considered and almost certainly amended in the expert workshop, subsequent stages of the project (field testing), and possibly through reviews of the TAG or Committees. The WGs are not attempting to reinvent the wheel and should ensure the quantity of guidance is kept manageable.

Annex 1. Composition of WGs (lead consultants indicated in bold)

1. Generic NDF guidance			
Working Group Parties		Working Group Observers	
Allison Littlewood	United Kingdom	Anastasia Timoshyna	TRAFFIC
Amir Hamidy	Indonesia	Deborah Hahn	US Assoc. Fish Wild.
Yan Zeng	China	Claire McLardy	UNEP-WCMC
Mpho Tjiane	South Africa	Sarah Foster	IUCN SSC
David Harter	Germany	Paola Mosig	TRAFFIC
Hugh Robertson	New Zealand	Daniel Fernando	Blue Resources Trust
Mathias Loertscher	Switzerland	Thomasina Oldfield	Independent
Carolina Caeceres	Canada	Karen Gaynor	CITES Secretariat
Flore Koumba Pambo	Gabon	Isabel Camarena	CITES Secretariat
Gabriela Lopez	Mexico	Martin Hitziger	CITES Secretariat
		Hyeon-Jeong Kim	CITES Secretariat

2. Applying adaptive management and NDFs subject to precautionary conditions			
Working Group Parties		Working Group Observers	
Allison Littlewood	United Kingdom	EJ Milner Gulland	Oxford University
Rosemarie Gnam	United States of America	Vincent Fleming	Independent
Nils Bourland	Belgium	Dilys Roe	IIED
Dennis Ikanda	Tanzania	Enrico di Minin	University of Helsinki
Madhu Ghimire	Nepal	George Shedrawi	SPC
Chaloun Bounithiphonh	Lao PDF	Grahame Webb	IUCN SSC
Ngawang Gyeltshen	Bhutan	Lee Fitzgerald	Texas A&M University
Narcisse Mbarga	Cameroon	Andras Kovacs	Independent
		Karen Gaynor	CITES Secretariat
		Isabel Camarena	CITES Secretariat

		Martin Hitziger	CITES Secretariat
		Hyeon-Jeong Kim	CITES Secretariat

3. Incorporation of different knowledge systems (e.g., traditional, local, etc) into NDFs			
Working Group Parties		Working Group Observers	
Erin Down	Canada	Sabrina Tomasini	Independent
Fernando Ugarte	Greenland	Danna Leaman	Independent
Kabelo Senyatso	Botswana	James Chamberlain	USDA
Kenosi Nkape	Botswana	Abdon Awono	CIFOR
Lesole Montshiwa	Botswana	Sarah Laird	People & Plants
Maria Piedad Baptiste	Colombia	Dilys Roe	IIED
Yan Zeng	China	Christine Lippai	Wildlife Friendly
Hugo Aranibar	Bolivia	Martin Hitziger	CITES Secretariat
Andrew Murrell	Australia		

4. NDFs for Appendix I imports			
Working Group Parties		Working Group Observers	
Mathias Loertscher	Switzerland	Thomasina Oldfield	Independent
Rosemarie Gnam	United States of America	Colman O'Criordan	WWF
Barbara Soto-Largo-Merono	European Union	Ronald Orenstein	Independent
Lorna Brownlee	Canada	Karen Gaynor	CITES Secretariat
Yan Zeng	China	Martin Hitziger	CITES Secretariat
Tae-Kwon Noh	Republic of Korea		
Mpho Tjiane	South Africa		

5. NDFs for marine and aquatic species			
Working Group Parties		Working Group Observers	
Timm Reinhardt	Germany	Luke Warwick	WCS
Hugh Robertson	New Zealand	Rebecca Regenery	HSI
Elizabeth Mueni	Kenya	Daniel Kachelriess	Independent
Frida Cecilia Rodriguez	Peru	Cassandra Rigby	IUCN SSC
Jules McAlpine	United Kingdom	Sarah Foster	IUCN SSC
Rolenas Tavue	Vanuatu	Vin Fleming	Independent
Shoba Joe Kizhakuda	India	Glenn Sant	TRAFFIC
Jayven Ham	Vanuatu	Matt Gollock	ZSL
Bernald Pacheco Chaves	Costa Rica	George Shedrawi	SPC
Jesus Alfaro Rodriguez	Costa Rica	Paul DeBruyn	FAO
Tae-Kwon Noh	Republic of Korea	Lauren Nelson	FAO
Eleanora Babij	United States of America	Sarah Fowler	Independent
Laura Cimo	United States of America	Nathan Taylor	ICCAT
Angela Somma	United States of America	Karen Baird	SPREP
Charlene DaSilva	South Africa	Martha Prada	Independent
Emmanuel Rivera	Mexico	Karen Gaynor	CITES Secretariat
Mauro Gongora	Belize	Hyeon-Jeong Kim	CITES Secretariat
Kenneth Esquivel	Belize		

6. NDFs for migratory species			
Working Group Parties		Working Group Observers	
Roseline Mandisodza-Chikerema	Zimbabwe	Adrian Lombard	Independent
Dennis Ikanda	Tanzania	Lauren Lopes	CMS
Michelle Pfab	South Africa	Koustubh Sharma	Snow Leopard Trust
		Thea Carroll	CITES Secretariat

7. NDFs for terrestrial invertebrates			
Working Group Parties		Working Group Observers	
Djuniati Peggie	Indonesia	Sergio Henriques	IUCN SSC
Gabriel Segniabeto	Togo	Melissa Bushell	IUCN SSC
Rosemarie Gnam	United States of America	Naim Saglam	Independent
Nicho Gowep	Papua New Guinea	Ernie Cooper	Independent
Samuel Oppong	Ghana	Karen Gaynor	CITES Secretariat
		Isabel Camarena	CITES Secretariat

8. NDFs for birds			
Working Group Parties		Working Group Observers	
Mohammad Irham	Indonesia	Rowan Martin	World Parrot Trust
Yuri Beraun Baca	Peru	Adrian Lombard	Independent
Lemuel Cromwell	Guyana	Lucy Kemp	UCLA
Nichola Burnett	United Kingdom	Ronald Orenstein	Independent
Kiran Somaroe	Suriname	Aparajita Datta	Independent
Craig Whittington-Jones	South Africa	Andre Botha	IUCN SSC
Rose Babaua	Solomon Islands	David Jeggo	IUCN SSC
		Karen Gaynor	CITES Secretariat
		Martin Hitziger	CITES Secretariat

9. NDFs for high-value timbers			
Working Group Parties		Working Group Observers	
Lemuel Cromwell	Guyana	Jean Lagarde Betti	University of Douala
Ken Farr	Canada	Sara Oldfield	Independent
Carla Mousset Moubolou	Gabon	Noel McGough	Independent
Maria Piedad Baptiste	Colombia	Steven Johnson	ITTO
Fabiola Nunez Neyra	Peru	Ian Thompson	Independent

Narcisse Lambert Mbarga	Cameroon	Porter Lowry	Missouri Botanical Garden
Yulita Kusumadewi	Indonesia	Isabel Camarena	CITES Secretariat
Chaloun Bounithiphonh	Lao PDR		
Daniel Wolf	Germany		

10. NDFs for medicinal, ornamental, and aromatic plants			
Working Group Parties		Working Group Observers	
Xiaoge Pin	China	Sabrina Tomasini	Independent
Madhu Ghimire	Nepal	James Chamberlain	USDA
Ngawang Gyeltshen	Bhutan	Danna Leaman	Independent
David Harter	German	Uwe Schippman	Independent
Wita Wardani	Indonesia	Sarah Laird	People & Plants
John Donaldson	South Africa	Amy Hinsley	Oxford University
Teona Karchava	Georgia	Thomasina Oldfield	Independent
Susana León Yáñez	Ecuador	Jared Margulies	Independent
Lau Kah Hoo	Malaysia	Tamara Tickin	University of Hawaii
Lillian Chua Swee Lian	Malaysia	Noel McGough	Independent
		Martin Hitziger	CITES Secretariat

11. NDFs for reptiles, including live specimens and leather			
Working Group Parties		Working Group Observers	
Mona van Schingen-Khan	Germany	Grahame Webb	IUCN SSC, WMI
Mathias Loertscher	Switzerland	Lee Fitzgerald	Texas A&M University
Gerald Benyr	Austria	Patrick Aust	Independent
Thomas Leuteritz	United States of America	Matthew Shirley	Independent
Amir Hamidy	Indonesia	Richard Shine	Macquarie University
Siti Nur Ain	Malaysia	Peter Paul van Dijk	Global Wildlife Conservation
Syarifah Khadiejah	Malaysia	Krystal Tolley	SANBI
Gabriel Segniabeto	Togo	Paola Mosig	TRAFFIC

Nicho Gowep	Papua New Guinea	Karen Gaynor	CITES Secretariat
Maria Piedad Baptiste	Colombia	Hyeon-Jeong Kim	CITES Secretariat

Annex 2. Status of sub-consultant contracts

Working Group	Sub-consultant status	Working Group Lead Consultant
1. Generic NDF guidance	Completed	Ms. Thomasina Oldfield
2. Applying adaptive management and NDFs subject to precautionary conditions	Completed	Dr. Vincent Fleming
3. Incorporation of different knowledge systems (e.g., traditional, local, etc) into NDFs	Completed	Dr. Dilys Roe
4. NDFs for Appendix I imports	Completed	Dr. Ronald Orenstein
5. NDFs for marine and aquatic species	Completed	Dr. Matthew Gollock
6. NDFs for migratory species	Completed	Dr. Adrian Lombard
7. NDFs for terrestrial invertebrates	Completed	Dr. Ernest Cooper
8. NDFs for birds	Completed	Dr. Amy McDougall (Birdlife)
9. NDFs for high-value timbers	Completed	Dr. Sara Oldfield
10. NDFs for medicinal, ornamental, and dramatic plants	Completed	Dr. Danna Leaman
11. NDFs for reptiles, including live specimens and leather	Completed	Prof. Lee Fitzgerald

Generic to all Working Groups Terms of Reference

BACKGROUND AND FUNCTIONS

CITES Decision 18.132, adopted by the Conference of the Parties to the CITES Convention in 2018, subparagraph c) i) has directed the CITES Secretariat to support the development of new or updated NDF guidance materials in collaboration with relevant experts, Parties, and organisations, in order to feed into a new interdisciplinary workshop on non-detriment findings.

To advance this work, the CITES Secretariat, in collaboration with the Animals and Plants Committees and a dedicated NDF Technical Advisory Group (TAG), has defined gaps in current NDF guidance that need to be filled. To fill these gaps, 11 work streams have been identified and corresponding WGs have been established to elaborate draft guidance for Parties.

Each group consists of a small number (10-20 persons) of experts who will come together virtually (i.e., via Zoom) to review existing guidance and direct the elaboration of subject specific additional guidance to support Parties undertaking NDFs. One member of each WG has been engaged to champion the compilation of existing guidance, identification of significant gaps, and development of consolidated materials in readiness for the 2023 workshop, as directed by the expert WG. The WG Champions were short-listed by the IUCN and decided upon by the CITES Secretariat. The elaboration of the draft materials will take place over a 5-month period beginning in January 2023 and will be coordinated and Chaired by Dr. Daniel Natusch (IUCN). The WGs will be in English.

1. Generic NDF guidance

Based on inputs from the WG, produce NDF guidance for Parties that draws upon and updates existing NDF guidance to incorporate a more comprehensive analysis of risk assessments and characteristics. The guidance will include (but not be limited to) specific sections on the following issue areas:

- Guidance for harvests that do not result in specimen mortality, and other 'low-risk' situations involving source code W
- NDFs associated with source code A, C, D, F, R, and Y.
- Guidance on the concept, definition, and implementation of assessing a species' role in the ecosystem
- Incorporation of knowledge from certification processes

The guidance will include case studies on several issue areas decided upon by the Working Group. Potential examples include:

- Online tools for NDF making
- Taxa specific NDFs for trade in C, D, F, R, and Y specimens
- Role of the species in the ecosystem

MAJOR DUTIES AND RESPONSIBILITIES

1. Participate in all virtual meetings of the Working Group
2. Together with WG members and the Chair, define a table of contents for the NDF guidance
3. Populate the table of contents with specific content as directed by the WG
4. Identify and work closely with individual WG members to compile and summarise relevant case studies
5. Share progress on the elaboration of guidance between meetings of the WG
6. To ensure sufficient time for review, submit written content to the WG and WG Chair in a timely manner before online WG meetings
7. Review and respond to queries and member-specific action points from the WG on the content of the draft NDF guidance

OUTPUTS AND DEADLINES

1. A guidance document that draws upon and updates existing NDF guidance to incorporate a more comprehensive analysis of risk assessments and characteristics into NDF making. The materials will include relevant case studies and examples and be produced in Microsoft Word.
2. A draft guidance must be produced by 1 June 2023, for review by other WG members and the WG Chair.
3. A finalised guidance, incorporating feedback and inputs from other WG members and the WG Chair must be finalised 1 August 2023 for submission for review by the IUCN and the CITES Secretariat.

2. Applying adaptive management and NDFs subject to precautionary conditions

Based on inputs from the WG, produce draft materials on how to apply Adaptive Management principles to NDFs for CITES-listed species. The guidance will include (but not be limited to) specific sections on the following issue areas:

- Applying adaptive management
- Applying NDFs under precautionary conditions
- Undertaking NDFs in low data/low-capacity situations

The guidance will include case studies on several species assemblages decided upon by the Working Group. Potential examples include:

- Marine species

MAJOR DUTIES AND RESPONSIBILITIES

1. Where time zones and availability permits, participate in all virtual meetings of the Working Group
2. Together with WG members and the Chair, define a table of contents for the NDF guidance specific to the workstream
3. Populate the table of contents with specific content as directed by the WG
4. Identify and work closely with individual WG members to compile and summarise relevant case studies
5. Share progress on the elaboration of guidance between meetings of the WG
6. To ensure sufficient time for review, submit written content to the WG and WG Chair in a timely manner before online WG meetings
7. Review and respond to queries and member-specific action points from the WG on the content of the draft NDF guidance
8. Wherever possible, take part in WG-1 on Generic NDF guidance to ensure deliberations of that group are reflected in the specific WG on Adaptive Management

OUTPUTS AND DEADLINES

1. An information document providing details of existing knowledge and key considerations for applying adaptive management principles when undertaking NDFs for CITES listed species. The materials will include relevant case studies and examples and be produced in Microsoft Word.
2. A draft guidance must be produced by 1 June 2023, for review by other WG members and the WG Chair.
3. A finalised guidance, incorporating feedback and inputs from other WG members and the WG Chair must be finalised 1 August 2023 for submission for review by the IUCN and the CITES Secretariat.

3. Incorporation of different knowledge systems (e.g., traditional, local, etc) into NDFs

Based on inputs from the WG, the WG member chosen to compile the draft guidance will produce a final working group output document on how to incorporate Traditional Knowledge into NDFs. The guidance will include (but not be limited to) specific sections on the following issue areas:

- Incorporation of local, traditional and indigenous knowledge into NDFs
- Participatory species monitoring and management (including gender equality)

The guidance will include case studies on several species assemblages decided upon by the Working Group. Potential examples include:

- Jatamansi
- Hunters in Africa/Ranching
- Case studies from the NDF Database Secretariat review published for PC25

MAJOR DUTIES AND RESPONSIBILITIES

1. Where time zones and availability permits, participate in all virtual meetings of the Working Group
2. Together with WG members and the Chair, define a table of contents for the NDF guidance specific to the workstream
3. Populate the table of contents with specific content as directed by the WG
4. Identify and work closely with individual WG members to compile and summarise relevant case studies
5. Share progress on the elaboration of guidance between meetings of the WG
6. To ensure sufficient time for review, submit written content to the WG and WG Chair in a timely manner before online WG meetings
7. Review and respond to queries and member-specific action points from the WG on the content of the draft NDF guidance
8. Wherever possible, take part in WG-1 on Generic NDF guidance to ensure deliberations of that group are reflected in the specific WG on Traditional Knowledge

OUTPUTS AND DEADLINES

1. An information document providing details of existing knowledge and key considerations for incorporating Traditional Knowledge when undertaking NDFs. The materials will include relevant case studies and examples and be produced in Microsoft Word.
2. A draft guidance must be produced by 1 June 2023, for review by other WG members and the WG Chair.
3. A finalised guidance, incorporating feedback and inputs from other WG members and the WG Chair must be finalised 1 August 2023 for submission for review by the IUCN and the CITES Secretariat.

4. NDFs for Appendix I imports

Based on inputs from the WG, the WG member chosen to compile the draft guidance will produce a final working group output document on how to undertake NDFs for High-value Timbers with an emphasis on:

- Species-specific NDFs
- Forest inventory protocols
- Sustainable quotas

MAJOR DUTIES AND RESPONSIBILITIES

1. Where time zones and availability permits, participate in all virtual meetings of the Working Group
2. Together with WG members and the Chair, define a table of contents for the NDF guidance specific to the workstream
3. Populate the table of contents with specific content as directed by the WG
4. Identify and work closely with individual WG members to compile and summarise relevant case studies
5. Share progress on the elaboration of guidance between meetings of the WG
6. To ensure sufficient time for review, submit written content to the WG and WG Chair in a timely manner before online WG meetings
7. Review and respond to queries and member-specific action points from the WG on the content of the draft NDF guidance
8. Wherever possible, take part in WG-1 on Generic NDF guidance to ensure deliberations of that group are reflected in the specific WG on High-value Timbers

OUTPUTS AND DEADLINES

1. An information document providing details of existing knowledge and key considerations for undertaking NDFs for High-value timbers. The materials will include relevant case studies and examples and be produced in Microsoft Word.
2. A draft guidance must be produced by 1 June 2023, for review by other WG members and the WG Chair.
3. A finalised guidance, incorporating feedback and inputs from other WG members and the WG Chair must be finalised 1 August 2023 for submission for review by the IUCN and the CITES Secretariat.

5. NDFs for Marine and Aquatic species

Based on inputs from the WG, the WG member chosen to compile the draft guidance will produce a final WG output document on NDFs for marine and aquatic species. The guidance will include (but not be limited to) specific sections on the following issue areas:

- Implications for shared species
- Introduction from the sea
- NDFs for marine invertebrates

The guidance will include case studies on several species assemblages decided upon by the WG. Potential examples include:

- Corals
- Sea Cucumbers
- Eels
- Queen Conch
- Seahorses
- Specific species of sharks and rays not yet represented in the NDF database.

MAJOR DUTIES AND RESPONSIBILITIES

- Where time zones and availability permits, participate in all virtual meetings of the WG
- Together with WG members and the Chair, define a table of contents for the NDF guidance specific to the workstream
- Populate the table of contents with specific content as directed by the WG
- Identify and work closely with individual WG members to compile and summarise relevant case studies
- Share progress on the elaboration of guidance between meetings of the WG
- To ensure sufficient time for review, submit written content to the WG and WG Chair in a timely manner before online WG meetings
- Review and respond to queries and member-specific action points from the WG on the content of the draft NDF guidance
- Wherever possible, take part in WG1 on Generic NDF guidance to ensure deliberations of that group are reflected in the specific WG on Marine and Aquatic species.

OUTPUTS AND DEADLINES

- An information document providing details of existing knowledge and key consideration for undertaking NDFs for Marine and Aquatic Species. The materials will include relevant case studies and examples and be produced in Microsoft Word.
- A draft guidance must be produced by 1 June 2023, for review by other WG members and the WG Chair.
- A finalised guidance, incorporating feedback and inputs from other WG members and the WG Chair must be finalised 1 August 2023 for submission for review by the IUCN and the CITES Secretariat.

6. NDFs for migratory species

Based on inputs from the WG, produce draft materials on how to undertake NDFs for Migratory Species. The guidance will include case studies on several species assemblages decided upon by the Working Group. Potential examples include:

- African megafauna
- Saiga Antelope
- Falcons

MAJOR DUTIES AND RESPONSIBILITIES

1. Where time zones and availability permits, participate in all virtual meetings of the Working Group
2. Together with WG members and the Chair, define a table of contents for the NDF guidance specific to the workstream
3. Populate the table of contents with specific content as directed by the WG
4. Identify and work closely with individual WG members to compile and summarise relevant case studies
5. Share progress on the elaboration of guidance between meetings of the WG
6. To ensure sufficient time for review, submit written content to the WG and WG Chair in a timely manner before online WG meetings
7. Review and respond to queries and member-specific action points from the WG on the content of the draft NDF guidance
8. Wherever possible, take part in WG-1 on Generic NDF guidance to ensure deliberations of that group are reflected in the specific WG on Migratory species

OUTPUTS AND DEADLINES

1. An information document providing details of existing knowledge and key considerations for undertaking NDFs for Migratory Species. The materials will include relevant case studies and examples and be produced in Microsoft Word.
2. A draft guidance must be produced by 1 June 2023, for review by other WG members and the WG Chair.
3. A finalised guidance, incorporating feedback and inputs from other WG members and the WG Chair must be finalised 1 August 2023 for submission for review by the IUCN and the CITES Secretariat.

7. NDFs for terrestrial invertebrates

Based on inputs from the WG, the WG member chosen to compile the draft guidance will produce a final working group output document on how to undertake NDFs for Terrestrial Invertebrates. The guidance will include case studies on several species assemblages decided upon by the Working Group.

Potential examples include:

- Butterflies
- Scorpions
- Spiders (North American Tarantulas)
- Leeches

MAJOR DUTIES AND RESPONSIBILITIES

1. Where time zones and availability permits, participate in all virtual meetings of the Working Group
2. Together with WG members and the Chair, define a table of contents for the NDF guidance specific to the workstream
3. Populate the table of contents with specific content as directed by the WG
4. Identify and work closely with individual WG members to compile and summarise relevant case studies
5. Share progress on the elaboration of guidance between meetings of the WG
6. To ensure sufficient time for review, submit written content to the WG and WG Chair in a timely manner before online WG meetings
7. Review and respond to queries and member-specific action points from the WG on the content of the draft NDF guidance
8. Wherever possible, take part in WG-1 on Generic NDF guidance to ensure deliberations of that group are reflected in the specific WG on Terrestrial Invertebrates

OUTPUTS AND DEADLINES

1. An information document providing details of existing knowledge and key considerations for undertaking NDFs for Terrestrial Invertebrates. The materials will include relevant case studies and examples and be produced in Microsoft Word.
2. A draft guidance must be produced by 1 June 2023, for review by other WG members and the WG Chair.
3. A finalised guidance, incorporating feedback and inputs from other WG members and the WG Chair must be finalised 1 August 2023 for submission for review by the IUCN and the CITES Secretariat.

8. NDFs for birds

Based on inputs from the WG, produce draft materials on how to undertake NDFs for Birds. The guidance will include case studies on several species assemblages decided upon by the Working Group. Potential examples include:

- Vultures
- Songbirds
- Hornbills
- Parrots
- Birds of Paradise
- Hummingbirds
- Birds of prey

Materials to draw upon for this work include (but are not limited to) generic NDF guidance documents such as the 9-step Perennial Plants guidance, IUCN NDF guidance, and specific NDFs such as those for *Aratinga* spp. (Peru 2014).

MAJOR DUTIES AND RESPONSIBILITIES

1. Where time zones and availability permits, participate in all virtual meetings of the Working Group
2. Together with WG members and the Chair, define a table of contents for the NDF guidance specific to the workstream
3. Populate the table of contents with specific content as directed by the WG
4. Identify and work closely with individual WG members to compile and summarise relevant case studies
5. Share progress on the elaboration of guidance between meetings of the WG
6. To ensure sufficient time for review, submit written content to the WG and WG Chair in a timely manner before online WG meetings
7. Review and respond to queries and member-specific action points from the WG on the content of the draft NDF guidance
8. Wherever possible, take part in WG-1 on Generic NDF guidance to ensure deliberations of that group are reflected in the specific WG on Birds

OUTPUTS AND DEADLINES

1. An information document providing details of existing knowledge and key considerations for undertaking NDFs for Birds. The materials will include relevant case studies and examples and be produced in Microsoft Word.
2. A draft guidance must be produced by 1 June 2023, for review by other WG members and the WG Chair.
3. A finalised guidance, incorporating feedback and inputs from other WG members and the WG Chair must be finalised 1 August 2023 for submission for review by the IUCN and the CITES Secretariat.

9. NDFs for high-value timbers

Based on inputs from the WG, the WG member chosen to compile the draft guidance will produce a final WG output document on how to undertake NDFs for High-value Timbers with an emphasis on:

- Species-specific NDFs
- Forest inventory protocols
- Sustainable quotas

MAJOR DUTIES AND RESPONSIBILITIES

- Where time zones and availability permits, participate in all virtual meetings of the WG
- Together with WG members and the Chair, define a table of contents for the NDF guidance specific to the workstream
- Populate the table of contents with specific content as directed by the WG
- Identify and work closely with individual WG members to compile and summarise relevant case studies
- Share progress on the elaboration of guidance between meetings of the WG
- To ensure sufficient time for review, submit written content to the WG and WG Chair in a timely manner before online WG meetings
- Review and respond to queries and member-specific action points from the WG on the content of the draft NDF guidance
- Wherever possible, take part in WG1 on Generic NDF guidance to ensure deliberations of that group are reflected in the specific WG on High-value Timbers

OUTPUTS AND DEADLINES

- An information document providing details of existing knowledge and key considerations for undertaking NDFs for High-value timbers. The materials will include relevant case studies and examples and be produced in Microsoft Word.
- A draft guidance must be produced by 1 June 2023, for review by other WG members and the WG Chair.
- A finalised guidance, incorporating feedback and inputs from other WG members and the WG Chair must be finalised 1 August 2023 for submission for review by the IUCN and the CITES Secretariat.

10. NDFs for medicinal, ornamental, and dramatic plants

Based on inputs from the WG, produce draft materials on how to undertake NDFs for Medicinal, Aromatic, and Ornamental Plants. The guidance will include case studies on several species assemblages decided upon by the Working Group.

Potential examples include:

- *Tillandsia* spp.
- Cycads
- Cacti
- Orchids

Materials to draw upon for this work include (but are not limited to) generic NDF guidance documents, as well as specific NDFs for Jatamansi (Nepal), *Aniba rosaeodora* (Peru), *Prunus africana* (Cameroon), and the 9-Step Perennial Plants guidance

MAJOR DUTIES AND RESPONSIBILITIES

1. Where time zones and availability permits, participate in all virtual meetings of the Working Group
2. Together with WG members and the Chair, define a table of contents for the NDF guidance specific to the workstream
3. Populate the table of contents with specific content as directed by the WG
4. Identify and work closely with individual WG members to compile and summarise relevant case studies
5. Share progress on the elaboration of guidance between meetings of the WG
6. To ensure sufficient time for review, submit written content to the WG and WG Chair in a timely manner before online WG meetings
7. Review and respond to queries and member-specific action points from the WG on the content of the draft NDF guidance
8. Wherever possible, take part in WG-1 on Generic NDF guidance to ensure deliberations of that group are reflected in the specific WG on Medicinal, Aromatic, and Ornamental Plants

OUTPUTS AND DEADLINES

1. An information document providing details of existing knowledge and key considerations for undertaking NDFs for Medicinal, Aromatic, and Ornamental plants. The materials will include relevant case studies and examples and be produced in Microsoft Word.
2. A draft guidance must be produced by 1 June 2023, for review by other WG members and the WG Chair.
3. A finalised guidance, incorporating feedback and inputs from other WG members and the WG Chair must be finalised 1 August 2023 for submission for review by the IUCN and the CITES Secretariat.

11. NDFs for reptiles, including live specimens and leather

Based on inputs from the WG, produce draft materials on how to undertake NDFs for Reptiles. The guidance will include (but not be limited to) specific sections on the following issue areas:

- Live specimens of reptiles
- Reptiles used for leather
- NDFs for marine invertebrates

The guidance will include case studies on several species assemblages decided upon by the Working Group. Potential examples include:

- Asian water monitors
- Reticulated pythons

MAJOR DUTIES AND RESPONSIBILITIES

1. Where time zones and availability permits, participate in all virtual meetings of the Working Group
2. Together with WG members and the Chair, define a table of contents for the NDF guidance specific to the workstream
3. Populate the table of contents with specific content as directed by the WG
4. Identify and work closely with individual WG members to compile and summarise relevant case studies
5. Share progress on the elaboration of guidance between meetings of the WG
6. To ensure sufficient time for review, submit written content to the WG and WG Chair in a timely manner before online WG meetings
7. Review and respond to queries and member-specific action points from the WG on the content of the draft NDF guidance

8. Wherever possible, take part in WG-1 on Generic NDF guidance to ensure deliberations of that group are reflected in the specific WG on Reptiles

OUTPUTS AND DEADLINES

1. An information document providing details of existing knowledge and key considerations for undertaking NDFs for Reptiles. The materials will include relevant case studies and examples and be produced in Microsoft Word.
2. A draft guidance must be produced by 1 June 2023, for review by other WG members and the WG Chair.
3. A finalised guidance, incorporating feedback and inputs from other WG members and the WG Chair must be finalised 1 August 2023 for submission for review by the IUCN and the CITES Secretariat.

Annex 4. Dates of initial WG meetings

Working Group	Initial meeting date in 2023
Generic NDF guidance	30 March
Applying adaptive management and NDFs subject to precautionary conditions	3 April
Incorporation of different knowledge systems (e.g., traditional, local, etc) into NDFs	27 March
NDFs for Appendix I imports	15 March
NDFs for marine and aquatic species	29 March
NDFs for migratory species	22 March
NDFs for terrestrial invertebrates	27 March
NDFs for birds	12 April
NDFs for high-value timbers	21 March
NDFs for medicinal, ornamental, and dramatic plants	24 March
NDFs for reptiles, including live specimens and leather	30 March

Annex 5. Initial WG meeting outcomes

The outcomes of the first meeting of all Working Groups (WGs) have been almost identical, and thus the outcomes have not been presented separately herein. Based on initial discussions, all WG lead consultants have drafted skeleton guidance and topic headings addressing those points considered to be important guidance forthcoming from each WG. Working Group members have identified useful sources of information and reading materials, and suggested case studies to illustrate key concepts related to each group. Groups are continuing their discussions between their first and second meetings and assisting the lead consultants to elaborate guidance.