

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



Intersessional work of the Standing Committee
2020-2021

REVISED *GUIDELINES FOR THE PREPARATION AND SUBMISSION*
OF CITES ANNUAL REPORTS AND
GUIDELINES FOR THE PREPARATION AND SUBMISSION
OF CITES ANNUAL ILLEGAL TRADE REPORTS

1. This document has been prepared by the Secretariat.
2. In Resolution Conf. 11.17 (Rev. CoP18) on *National reports*, the Conference of the Parties:
 1. *URGES all Parties to submit their reports required under the provisions of Article VIII, paragraph 7 (b), one year before each meeting of the Conference of the Parties, beginning with the 17th meeting of the Conference of the Parties and in accordance with the report format distributed by the Secretariat, as may be amended by the Secretariat from time to time with the concurrence of the Standing Committee;*

[...]

 3. *URGES all Parties to submit an annual illegal trade report by 31 October each year covering actions in the preceding year and in accordance with the report format distributed by the Secretariat, as may be amended by the Secretariat from time to time with the concurrence of the Standing Committee;*
3. The current versions of the Guidelines for the preparation and submission of CITES annual reports and of the Guidelines for the preparation and submission of CITES annual illegal trade reports were issued with Notification to the Parties No. 2019/072 of 4 December 2019.
4. The Secretariat has noted that some of the terms used in the Appendices are not included in the section containing the trade term codes in the *Guidelines* or that some of the terms used in the Appendices are included, but without their corresponding definition, specifically:

Term	Location in the Appendices	Equivalent term (if any) in the <i>Guidelines</i>	Proposed way forward
Powder	Interpretation section Annotation #3 Annotation #7 Annotation #11 Annotation #14	Term included but without a definition	Include in the <i>Guidelines</i> the definition presented in the Interpretation section of the Appendices
Transformed wood	Interpretation section Annotation #17	Term not included	Include in the <i>Guidelines</i> with the definition presented in the Interpretation section of the Appendices
Woodchips	Interpretation section Annotation #7	Term not included Equivalent term: "chip"	Include in the <i>Guidelines</i> after the term "chip"

Term	Location in the Appendices	Equivalent term (if any) in the <i>Guidelines</i>	Proposed way forward
Fibre	Vicuña annotation	Term already included; but refers to tree fibre and not to vicuña fibre	Include the example of the vicuña as part of the fibre definition in the <i>Guidelines</i>
Handicraft product	Vicuña annotation	Term not included	Do not include in the <i>Guidelines</i> since Parties have been reporting on trade in vicuña specimens by using the following terms: fur products, leathers items and leather products.
Hides	Elephant annotation	Term not included. Equivalent term: “skins”	Include in the <i>Guidelines</i> after the term “skins”
Ekipas	Elephant annotation	Term not included. Equivalent term: “jewellery ivory”	Include in the <i>Guidelines</i> after the term “jewellery ivory”
Raw ivory	Elephant annotation	Term not included. Equivalent terms “tusks” and “piece ivory”	Include in the <i>Guidelines</i> after the terms “tusks” and “piece ivory”
Kernel	Annotation #13	Term not included	Do not include in the <i>Guidelines</i> for now. The Standing Committee’s intersessional working group will be considering annotation #13 as part of its work. Once a definition is adopted by the CoP, it should be included in the <i>Guidelines</i> .

- In order to facilitate Parties’ reporting and to align the *Guidelines* on the Appendices, the Secretariat has included the terms mentioned in paragraph 4 above in both sets of *Guidelines*. To facilitate the review by the Standing Committee, the Secretariat has indicated the changes to the *Guidelines* in yellow in Annexes 1 and 2.
- The Secretariat has also updated the names of countries and territories as per UN General Assembly resolution 73/295 and the unit codes as per ISO 80000/UNECE Rec.20 codes.¹ Those changes are also shown in yellow in Annexes 1 and 2.
- Beyond those proposed changes valid for all language versions of the Guidelines, it was brought to the attention of the Secretariat that the Spanish version of the *Guidelines for the preparation and submission of CIITES annual reports* does not include a column for ‘country of destination’ in the export/re-exports table template in the Annex (on page 21). The column header ‘País de exportación o reexportación’ should actually be ‘País de destino’ in this table (see below):

Apéndice	Especie	Código de comercio	Descripción del espécimen (optativo)	Cantidad	Unidad	País de exportación o reexportación de destino	Número del permiso de exportación o del certificado de reexportación	País de origen de las reexportaciones	Número del permiso de exportación original (para las reexportaciones) (optativo)	Propósito	Origen	Estado (optativo)	Años	Observaciones (optativo)
----------	---------	--------------------	--------------------------------------	----------	--------	--	--	---------------------------------------	--	-----------	--------	-------------------	------	--------------------------

- Whenever an amendment of the Appendices by the Conference of the Parties entails the introduction of a new term (such as transformed wood) in the Appendices, that term should be systematically included in the *Guidelines* by the Secretariat. In order to ensure this is done, the Secretariat will propose to the Conference of the Parties the following revision to Resolution Conf. 4.6 (Rev. CoP18) on *Submission of draft resolutions*,

¹ http://www.unece.org/fileadmin/DAM/cefact/recommendations/bkup_hm/add3np.htm

draft decisions and other documents for meetings of the Conference of the Parties: add a new subparagraph 4 d) as follows:

- d) to include in the *Guidelines for the preparation and submission of CITES annual reports* and the *Guidelines for the preparation and submission of CITES annual illegal trade reports* any new term adopted by the Conference of the Parties when it amends the Appendices, along with an associated trade term code and definition, if available, if that part or derivative can be traded according to the Convention.

9. The Standing Committee is invited to:

- a) adopt the revised *Guidelines for the preparation and submission of CITES annual reports* presented in Annex 1 to this document, including the revisions to the Spanish version proposed in paragraph 7 to this document, and the revised *Guidelines for the preparation and submission of CITES annual illegal trade reports* presented in Annex 2 to this document; and
- b) comment on the suggested revision to Resolution Conf. 4.6 (Rev. CoP18) as outlined in paragraph 8.

Guidelines for the preparation and submission of CITES annual reports (October 2020)

Contents

	<u>Page</u>
1. Introduction	5
2. General principles	5
3. Specific instructions	6
4. Recommended format	10
5. Submission of annual reports	10
6. Terminology	10
a) Description of specimens and units of quantity	10
b) Names of countries and territories	16
c) Purpose of trade	19
d) Source of specimens	19
Annex – Sample report format (hypothetical examples)	21

Guidelines for the preparation and submission of CITES annual reports

1. Introduction

- a) [Article VIII](#), paragraph 7, of the Convention requires each Party to submit to the Secretariat an annual report summarizing the following information:
 - i) the number and type of permits and certificates granted;
 - ii) the States with which trade in specimens of species included in Appendices I, II and III occurred;
 - iii) the numbers or quantities and types of specimens and the names of species as included in Appendices I, II and III; and
 - iv) the size and sex of the specimens in question, where appropriate.
- b) The present guidelines for the submission of annual reports were prepared by the Secretariat in accordance with [Resolution Conf. 11.17 \(Rev. CoP18\)](#) and were approved by the Standing Committee.
- c) One of the functions of these guidelines is to encourage Parties to present information in a standard form, so that it can be easily uploaded into the CITES Trade Database, with two main objectives:
 - i) to enable monitoring of the extent of world trade in each species included in the CITES Appendices and the identification of potentially harmful trade; and
 - ii) to enable monitoring of the implementation of the Convention and the detection of potentially illicit trade.
- d) The standard format proposed herein is designed for data on specimens imported, exported, re-exported or introduced from the sea, or on permits or certificates issued. It does not deal with any other information to be included in a report, which may be presented in the format considered by the reporting Management Authority to be the most appropriate.

2. General principles

- a) Annual reports must contain information on imports, exports, re-exports and introductions from the sea of specimens of all species included in Appendices I, II and III.
- b) Each annual report should cover the period 1 January to 31 December.
- c) Annual reports should be prepared in one of the three working languages of the Convention: English, French and Spanish.
- d) The data should be divided into two main categories:
 - IMPORTS; and
 - EXPORTS AND RE-EXPORTS
- e) If Parties use “special permits” that are valid as both import and export documents and can be used multiple times, these permits should be reported once in the annual report of the year in which they are issued. Special permits can include: musical instrument certificates [covered by [Resolution Conf. 16.8 \(Rev.CoP17\)](#)], travelling exhibition certificates [covered by [Resolution Conf. 12.3 \(Rev. CoP18\)](#)], personal ownership certificates and sample collection certificates. Parties should report special permits using the same basic column headers as with other trade data, if possible.
- f) A separate section may be included to summarize the imports, exports and re-exports of manufactured products derived from species included in Appendices II and III. Where the products include contents not derived from CITES species, the figure recorded should, as far as possible, be the amount that is actually from specimens of CITES species. Summaries of trade in manufactured products of species in Appendix II and III need indicate only the following: the species involved, the total numbers or quantities and types of

specimens for each of the States with which such trade occurred (see Sample Report). If such a section is provided, detailed information on trade in manufactured products derived from species included in Appendices II and III should not also be included in the sections for imports, exports and re-exports. The purpose of such a summary report is to reduce the reporting burden on Parties; if details on manufactured products are included in the main export/import files, then no summary report is required.

- g) Any introductions from the sea should be included in the section on imports, and in these cases the field corresponding to 'Country of export or re-export' should be recorded as "HS" and the field corresponding to 'Source code' should be recorded as "X".
- h) As far as possible, the data in the report should record the **actual trade** that took place, i.e. the quantity of specimens that entered or left the country. If it is not possible to report the actual exports and re-exports, the data on such trade should come from each permit and certificate issued.

N.B. The annual report should state clearly whether the data used for the records of imports and exports/re-exports are based on "**actual trade**", and if not possible, on "**permits/certificates issued**". If the report is based on permits issued, Parties should exclude permits that have been cancelled / expired / lost / replaced, or otherwise unused for some reason and no longer valid for use, where possible.

- i) The report should include a record of each shipment of each species. Multiple species traded on the same permit should be put in separate rows with all corresponding permit information repeated for each species.
- j) Any record relating to a specimen that was traded in accordance with an exemption, under Article VII of the Convention, should be annotated to show this, where possible. The annotation may be included in the 'Remarks' column or, in the case of pre-Convention items, by entering "O" in the field corresponding to 'Source code'.

3. Specific instructions

The headings in this section refer to the column headings in the recommended format for reports, in section 4 below.

Appendix

Enter the number of the Appendix in which the taxon was listed at the time the trade was authorized.

If a specimen of a species in Appendix I is considered or treated as being in Appendix II because it was bred in captivity or artificially propagated, or because the trading Party has entered a reservation, the specimen is nonetheless of a species in Appendix I and should be reported as such within annual reports.

Species

Enter the scientific name of the species or subspecies, using the binomial (genus and species) or trinomial (genus, species and subspecies). Only one species should be included per row of the annual report. If more than one species and/or more than one type of specimen for a specific species were traded on the same permit, these should be put on separate rows, each with corresponding trade term code, quantity, source, permit number, etc.

The scientific names used must be those recorded in the Appendices or, for species included in the Appendices as part of a higher-taxon listing, those included in the standard lists of names approved by the Conference of the Parties (approved names can also be found in the [Checklist of CITES species](#) and in [Species+](#)). Abbreviations (e.g. "*F. cherrug*") and common names should not be used. The use of synonyms should also be avoided; if synonyms are included, these should be put in the 'Remarks' column and the corresponding accepted name entered in the 'Species' column.

The names of higher taxa should not be used to indicate the species traded unless the specimens cannot be identified, in which case the name of the genus must be indicated or the Conference of the Parties or the Secretariat has agreed that the use of higher taxon names is acceptable (see, for example, Notification to the Parties [No. 2013/035](#) of 16 August 2013 regarding stony corals), or other specific exemptions apply [see [Resolution Conf. 12.3 \(Rev. CoP18\)](#), paragraph 24 e)].

Regarding hybrids, Parties should report hybrids indicating the genus (or family, for hybrids between different genera) plus the word “hybrid”, where possible (e.g. *Falco* hybrid). Artificially propagated Appendix-II orchid hybrids may be reported as “Orchidaceae hybrid”.

The Appendix listing of hybrids should be reported as the most restrictive Appendix of the parent taxa (e.g. a hybrid between an Appendix I species and an Appendix II species should be reported as Appendix I).

Regarding plants, Parties should:

- i) make every effort to report trade in CITES-listed plants at the species level or, if this is impossible for those taxa included in the Appendices by family, at the genus level. However, artificially propagated Appendix-II orchid hybrids may be reported as such. Parties should report trade of artificially propagated Appendix-II plants at the species level where reasonable, taking into account their data-entry capacity and in consideration of conservation priorities such as the value of species-level reporting for species newly in trade as artificially propagated specimens; and
- ii) distinguish in their annual reports between plant specimens of wild and of artificially propagated origin, by indicating the appropriate code in the field for ‘Source code’.

Regarding black corals, Parties should make every effort to report trade at the species level but, if this is not practical, they should adopt the following guidance:

- i) for trade in worked specimens of black coral where the species cannot be readily determined, the specimens may be recorded at the genus level and where the genus cannot be readily determined, the trade may be recorded at the level of order ‘Antipatharia’;
- ii) trade in raw black coral and live black coral should continue to be identified in trade to species level.

Regarding stony corals, Parties should make every effort to report trade at the species level or, if this is not practical, at the genus level at least. A list of coral taxa where identification to genus level is acceptable but which should be identified to species level where feasible was published in Notification to the Parties [No. 2013/035](#) of 16 August 2013.

However, Parties should note that for shipments where coral rock (including live rock and substrate) [as defined in [Resolution Conf. 11.10 \(Rev. CoP15\)](#)], but excluding dead corals, cannot be identified to the level of genus, the trade should be recorded as ‘COR’ with the unit kilograms (kg) and may be recorded at the level of order (‘Scleractinia spp.’) [see [Resolution Conf. 11.10 \(Rev. CoP15\)](#)].

Trade term code

Enter the appropriate trade term code for the item(s) in trade in accordance with the codes listed in section 6 a) below. If it is not clear which is the correct term to use, or if the specimens are not apparently covered by any of the terms in section 6 a), a trade term code should be entered in conjunction with a written description in the “Description of specimen” column to ensure that the specimens are accurately represented within the database.

Regarding hunting trophies,* Parties should report all the trophy parts of one animal as one trophy (“TRO”) if the parts are exported together on the same permit (e.g. horns, skull, cape, backskin, tail and feet should be reported as 1 TRO). Similarly, if, for example, only two trophy parts (e.g. the skull and skin) of an animal are exported, then these items together should also be recorded as one trophy (“TRO”). Trade in ‘full mount’, ‘shoulder mount’ and ‘half mount’, along with any corresponding parts of the same animal exported together on the same permit, should be reported as ‘1 TRO’. This will help to ensure that the CITES Trade Database reflects more accurately the actual number of animals traded as hunting trophies.

* Under the CITES glossary definition, hunting trophies are: A whole animal, or a readily recognizable part or derivative of an animal, specified on any accompanying CITES permit or certificate, that:

I. is raw, processed or manufactured;

II. was legally obtained by the hunter through hunting for the hunter’s personal use; and

III. is being imported, exported or re-exported by or on behalf of the hunter, as part of the transfer from its country of origin, ultimately to the hunter’s State of usual residence.

If only one trophy part is traded then this should be recorded under the most descriptive term (e.g. “SKI” or “SKU”). A whole stuffed body is recorded under “BOD”; a skin alone is recorded under “SKI”; etc.

‘For European eel (*Anguilla anguilla*), it is essential that live eels of <12cm length (and which may be referred to as glass eels or elvers) in trade are distinguished from other live specimens by reporting them as fingerlings (FIG); other live specimens should be reported as LIV. It is also desirable that the code for meat (MEA) should be used for trade in eels destined for human consumption. In all cases, Parties should report trade in live specimens (LIV), live fingerlings (FIG) and meat (MEA) of European eel by weight and not as number of specimens. The net weight of live specimens should be recorded and not the combined weight of eels and the water in which they are transported.’

Description of specimen (optional)

Should Parties wish to provide further details in relation to the ‘trade term code’, this column can be used if there is not a trade term code that accurately reflects the item in trade or if a Party would like to include additional details on the description of the type of specimen. This could be useful in the case of hunting trophies, for example, where the appropriate trade term code would be “TRO”, but the Party would like to specify that multiple items were in trade in the Description column (e.g. 1 skull; 1 skin, 4 feet, 1 tail).

Quantity

Enter the numerical value for the quantity of items in trade. Quantity and unit should be indicated in separate columns. See next section for details of reporting units.

The use of thousand separators (e.g. comma, point or space/period) in the quantity field should be avoided, and use of either a point or a comma as a decimal separator should be consistent throughout the report.

The quantity recorded should be only the quantity of the specimen of the species named. For example, if 10 kg of cloth contains only 100 g of hair of *Lama guanicoe*, the quantity recorded should be only 100 (with the unit ‘g’ recorded in a separate column).

Unit

Enter the appropriate unit of measurement for the trade term code using the units provided in section 6 a). As far as possible, units for weight, volume and length should be recorded in metric measures. Quantities should always be recorded in standard units of measure and never in non-standard units such as ‘boxes’, ‘cartons’ or ‘bales’.

The preferred unit of quantity indicated in section 6 a) should be recorded if possible. Otherwise, the alternative unit that is indicated should be used. Both units may be recorded if the data are available, but the supplementary quantity/unit should be in a separate column that is clearly labelled. If the unit of measurement used is neither the preferred unit nor the alternative unit, the annual report should contain the conversion factor to one of these units.

If no unit is specified, this will be assumed to mean “number” (e.g. number of live animals).

Country of origin/export/destination

The name of the country in each case should either be indicated in full or by the use of two-letter ISO codes for the representation of names of countries, in accordance with the list in section 6 b) below. If any of the trading partners (e.g. the country of origin of re-exports) are unknown, this should be indicated as “XX” or “Unknown”.

In the section of the annual report on exports and re-exports, record:

- country of destination; and
- country of origin of re-exports.

In the section of the annual report on imports, record:

- country from which the specimens were consigned (i.e. country of export or re-export); and

- country of origin of re-exports.

N.B. The country of origin should only be used for re-exports. If the transaction represents a direct export either to or from the reporting country, the country of origin field should be left blank, where possible. If Parties use other ways of indicating direct trade versus re-exports, this is also acceptable as long as it is clear.

Permit or certificate number

In the case of exports and re-exports, only the number of the export permit or re-export certificate issued to cover the shipment is required. For re-exports, if the original export permit number is included, this should be entered in a separate column that is labelled as such.

In the case of imports, only the number of the export permit, re-export certificate or other certificate issued by the Management Authority or competent authority of the exporting or re-exporting country is required. If the import permit number and country of origin permit or certificate number are included, these should be entered in separate columns that are labelled as such.

In the case of introductions from the sea, enter the number of the certificate.

Purpose

Enter the purpose of the transaction in accordance with the terminology in section 6 c) below. If the purpose is not one of those specified, it should be explained in the section for remarks.

Source

Enter the source of the specimens in accordance with [Resolution Conf. 12.3 \(Rev. CoP18\)](#) as provided in the terminology in section 6 d) below. This column should also be used to indicate pre-Convention items (source code "O"), as well as specimens that were seized or confiscated in a previous shipment, that are now being legally trade for legitimate purposes such as the return of confiscated specimens or a forensic analysis to be done in the importing country, etc. In these cases, source code "I" should be used and these records should be included within the annual report. These instances of subsequent legal trade in previously seized/confiscated specimens should not be confused with the reporting of illegal trade, which is a separate reporting requirement.

Status (optional)

Fill the field with an 'X' for each record of seized or confiscated specimens and leave this field blank for all records of cleared specimens.

Year

Enter the year in which the trade took place if the report is compiled on the basis of actual trade, or the year in which the permit was issued if the report was compiled on the basis of permits issued.

Remarks (optional)

This column should be used if Parties wish to:

- justify omission in other columns, such as the name of the country of origin;
- indicate whether a specimen was traded in accordance with one of the exemptions under Article VII of the Convention if this is not indicated in another column (e.g. if the specimens were pre-Convention or traded between registered scientific institutions);
- specify identification markings (tag number, ring number, etc.);
- specify additional details regarding traded specimens, such as sex and size, where appropriate;
- indicate if a permit is replacing a permit that was submitted in a previous year's report. Permits that have been cancelled, replaced or expired during the period covered by the annual report should be removed

from the report so that the data is not entered into the CITES Trade Database. Parties can also contact UNEP-WCMC directly (species@unep-wcmc.org) if trade transactions did not take place and need to be removed from the database.

4. Recommended format

- a) Annual reports should, where possible, be submitted in electronic format (ideally in electronic tabular form, such as tables within Microsoft Excel or Microsoft Word documents). Submission of PDF files, however, should be avoided as these cannot be easily converted for upload into the CITES Trade Database (see Notification to the Parties [No. 2015/028](#) of 18 May 2015).
- b) The format of the information submitted should correspond to that indicated in the **Sample Reports** provided below.

5. Submission of annual reports

- a) Annual reports should be submitted to the Secretariat before 31 October of the year following the year to which they relate.
- b) In accordance with [Resolution Conf. 11.17 \(Rev. CoP18\)](#), the Secretariat may approve a valid request from a Party for a reasonable extension of time to the 31 October deadline provided that the Party submits to the Secretariat a written request, containing adequate justification before that deadline.
- c) Annual reports should be sent either to the offices of the Secretariat in Switzerland or to the UNEP World Conservation Monitoring Centre (UNEP-WCMC), which maintains the CITES Trade Database of annual report statistics on behalf of the Secretariat.
- d) However, if the annual report is sent directly to UNEP-WCMC, a note of transmission of the report must be sent to the Secretariat. Otherwise, the report will not be considered as having been transmitted to the Secretariat in accordance with Article VIII, paragraph 7, of the Convention.

6. Terminology

- a) Description of specimens and units of quantity

Description	Trade term code	Preferred unit	Alternative unit	Explanation
baleen	BAL	kg	no.	whalebone
bark	BAR	kg		tree bark (raw, dried or powdered; unprocessed)
body	BOD	no.	kg	substantially whole dead animals, including whole fish, stuffed turtles, preserved butterflies, reptiles in alcohol, whole stuffed hunting trophies, etc.
bone	BON	kg	no.	bones, including jaws
calipee	CAL	kg		calipee or calipash (turtle cartilage for soup)
carapace	CAP	no.	kg	raw or unworked whole shells of Testudines species
carving	CAR	kg	no.	carved products other than ivory, bone or horn – for example coral and wood (including handicrafts). N.B: Ivory carvings should be specified as such (see below – “IVC”). Also, for species from which more than one type of product may be carved (e.g. horn and bone), the trade term code should indicate the type of product in trade (e.g. bone carving “BOC” or horn carving – “HOC”), where possible.

Description	Trade term code	Preferred unit	Alternative unit	Explanation
carving - bone	BOC	kg	no.	bone carving
carving - horn	HOC	kg	no.	horn carving
carving – ivory (worked ivory)	IVC	kg	no.	ivory carvings, including e.g. smaller worked pieces of ivory (knife handles, chess sets, marjoram sets etc). N.B. Whole carved tusk should be reported as carving – ivory (IVC) tusks (see “TUS” below). Jewellery made from carved ivory should be reported as ‘jewellery – ivory’ (see IJW below).
caviar	CAV	kg		unfertilized dead processed eggs from all species of Acipenseriformes; also known as roe
chips (woodchips)	CHP	kg		chips of timber, especially <i>Aquilaria</i> spp., <i>Gyrinops</i> spp. and <i>Pterocarpus santalinus</i>
claw	CLA	no.	kg	claws – e.g. of Felidae, Ursidae or Crocodylia (NB: 'turtle claws' are usually scales and not real claws)
cloth	CLO	m ²	kg	cloth – if the cloth is not made entirely from the hair of a CITES species, the weight of hair of the species concerned should instead, if possible, be recorded under ‘HAI’
coral (raw)	COR	no.	kg	raw or unworked coral and coral rock (also live rock and substrate) [as defined in Resolution Conf. 11.10 (Rev. CoP15)]. Coral rock should be recorded as ‘Scleractinia spp.’ NB: the trade should be recorded by number of pieces only if the coral specimens are transported in water. Live rock (transported moist in boxes) should be reported in kg; coral substrate should be reported as number of pieces (since these are transported in water as the substrate to which non-CITES corals are attached).
cosmetics	COS	g	ml	<i>Any product or mixture of products which is applied to an external part of the body only (e.g. skin, hair, nails, genitals, lips or teeth or the mucous membranes of the oral cavity) with the intent to clean, odorise, change the appearance or protect. Cosmetics may include the following: make-up, perfume, skin cream, nail polish, hair colourants, soap, shampoo, shaving cream, deodorant, sunscreens, toothpaste.</i> Cosmetics which include extracts of CITES-listed species. The quantity should reflect the amount of CITES-listed species present.
culture	CUL	no. of flasks, etc.		cultures of artificially propagated plants
derivatives	DER	kg/l		derivatives (other than those included elsewhere in this table)
dried plant	DPL	no.		dried plants – e.g. herbarium specimens
ear	EAR	no.		ears – usually elephant

Description	Trade term code	Preferred unit	Alternative unit	Explanation
egg	EGG	no.	kg	whole dead or blown eggs (see also 'caviar')
egg (live)	EGL	no.	kg	live fertilized eggs – usually birds and reptiles but includes fish and invertebrates
eggshell	ESH	g/kg		raw or unworked eggshell except whole eggs
extract	EXT	kg	l	extract – usually plant extracts
feather	FEA	kg/ no. of wings	no.	feathers – in the case of objects (e.g. pictures) made of feathers, record the number of objects
fibre	FIB	kg	m	fibres – e.g. plant fibre but includes strings of tennis rackets or fibre coming from the shearing of live vicuñas
fin	FIN	kg		fresh, frozen or dried fins and parts of fins (including flippers)
fingerlings	FIG	kg	no.	live juvenile fish for the aquarium trade, aquaculture, hatcheries, consumption or for release, including live European eels (<i>Anguilla anguilla</i>) up to 12cm in length
flower	FLO	kg		flowers
flower pot	FPT	no.		flower pots made from parts of a plant – e.g. treefern fibres (NB: live plants traded in so-called 'community pots' should be recorded as 'live plants', not as flower pots)
frog legs	LEG	kg		frog legs
fruit	FRU	kg		fruit
foot	FOO	no.		feet – e.g. of elephant, rhinoceros, hippopotamus, lion, crocodile, etc.
fur products (large)	FPL	no.		large manufactured products of fur – e.g. bear or lynx fur blankets or other fur products of a substantial size.
fur product (small)	FPS	no.		small manufactured products of fur– including handbags, key fobs, purses, pillows, trim, etc.
gall	GAL	kg		gall
gall bladder	GAB	no.	kg	gall bladder
garment	GAR	no.		garments – including gloves and hats but not shoes. Includes trimming or decoration on garments
genitalia	GEN	kg	no.	castrates and dried penes
gill plates	GIL	no.		gill plates (e.g. for sharks)
graft rootstock	GRS	no.		graft rootstocks (without the grafts)
hair	HAI	kg	g	hair – includes all animal hair, e.g. of elephant, yak, vicuña, guanaco
hair products	HAP	no.	g	products made of hair (e.g. elephant hair bracelets)
horn	HOR	no.	kg	horns – includes antlers

Description	Trade term code	Preferred unit	Alternative unit	Explanation
jewellery	JWL	no.	g	jewellery – including bracelets, necklaces, and other items of jewellery from products other than ivory (e.g. wood, coral, etc.)
jewellery – ivory (worked ivory)	IJW	no.	g	jewellery made of ivory – includes ekipas.
leather product (large)	LPL	no.		large manufactured products of leather – e.g. briefcases, furniture, suitcases, travel trunks
leather product (small)	LPS	no.		small manufactured products of leather – e.g. belts, braces, bicycle saddles, cheque book or credit card holders, handbags, key fobs, notebooks, purses, shoes, tobacco pouches, wallets, watch-straps and trim
live	LIV	no.	kg	live animals and plants, excluding live fingerling fish – see FIG
leaf	LVS	kg	no.	leaves
logs	LOG	m ³		all wood in the rough, whether or not stripped of bark or sapwood, or roughly squared, for processing notably into sawn wood, pulpwood or veneer sheets. NB: trade in logs of special purpose timbers traded by weight (e.g. lignum vitae, <i>Guaiaicum</i> spp.) should be recorded in kg
meat	MEA	kg		meat, including flesh of fish if not whole (see 'body'), fresh or unprocessed meat as well as processed meat (e.g. smoked, raw, dried, frozen or tinned) The code for meat (MEA) should be used in preference for trade in eels for human consumption.
medicine	MED	kg/l		medicine
musk	MUS	g		musk
oil	OIL	kg	l	oil – e.g. from turtles, seals, whales, fish, various plants
pearl	PRL	no.		pearl (e.g. for <i>Strombus gigas</i>)
piano keys (worked ivory)	KEY	no.		ivory piano keys (e.g. one standard piano would be 52 ivory piano keys)
piece – bone	BOP	kg		pieces of bone, not manufactured
piece – horn	HOP	kg		pieces of horn, not manufactured – includes scrap
piece – ivory (raw ivory)	IVP	kg		ivory pieces, not manufactured – includes scrap
plate	PLA	m ²		plates of fur skins – includes rugs if made of several skins
plywood	PLY	m ²	m ³	material consisting of three or more sheets of wood glued and pressed one on the other and generally disposed so that the grains of successive layers are at an angle
powder	POW	kg		Powder A dry, solid substance in the form of fine or coarse particles
pupae	PUP	no.		butterfly pupae

Description	Trade term code	Preferred unit	Alternative unit	Explanation
root	ROO	no.	kg	roots, bulbs, corms or tubers NB: For the agarwood-producing taxa <i>Aquilaria</i> spp. and <i>Gyrinops</i> spp., the preferred unit is 'kilograms'. The alternative unit is 'number'.
rug	RUG	no.		rugs
sawfish rostrum	ROS	no.	kg	sawfish rostrum
sawn wood	SAW	m ³		wood simply sawn lengthwise or produced by a profile-chipping process; normally exceeds 6mm in thickness. NB: trade in sawn wood of special purpose timbers traded by weight (e.g. lignum vitae, <i>Guaiacum</i> spp.) should be recorded in kg
scale	SCA	kg		scales – e.g. of turtle, other reptiles, fish, pangolin
seed	SEE	kg		seeds
shell	SHE	no.	kg	raw or unworked shell of molluscs
side	SID	no.		sides or flanks of skins; does not include crocodilian Tinga frames (see under 'skin')
skeleton	SKE	no.		substantially whole skeletons
skin (hides)	SKI	no.		substantially whole skins, raw or tanned, including crocodilian Tinga frames, external body lining, with or without scales
skin piece	SKP	kg		skin pieces – including scraps, raw or tanned
skull	SKU	no.		skulls
soup	SOU	kg	l	soup – e.g. of turtle
specimen (scientific)	SPE	kg/l/ml/ no.		scientific specimens – includes blood, tissue (e.g. kidney, spleen, etc.), histological preparations, preserved museum specimens, etc.
stem	STE	no.	kg	plant stems NB: For the agarwood-producing taxa <i>Aquilaria</i> spp. and <i>Gyrinops</i> spp., the preferred unit is 'kilograms'. The alternative unit is 'number'.
swim bladder	SWI	kg		hydrostatic organ, including isinglass / sturgeon glue
tail	TAI	no.	kg	tails – e.g. of caiman (for leather) or fox (for garment trimming, collars, boas, etc.), also includes flukes of cetaceans.
tooth	TEE	no.	kg	teeth – e.g. of whale, lion, hippopotamus, crocodile, etc.
timber	TIM	m ³	kg	raw timber except saw-logs, and sawn wood and transformed wood
transformed wood	TRW	m ³	Kg	Defined by Harmonized System code 44.09: Wood (including strips, friezes for parquet flooring, not assembled), continuously shaped (tongued, grooved, v-jointed, beaded or the like) along any edges, ends or faces, whether or not planed, sanded or end-jointed.

Description	Trade term code	Preferred unit	Alternative unit	Explanation
trophy	TRO	no.		trophy – all the trophy parts of one animal if they are exported together: e.g. horns (2), skull, cape, backskin, tail and feet (i.e. ten specimens) constitute one trophy. But if, for example, the skull and horns are the only specimens of an animal that are exported, then these items together should be recorded as one trophy. Otherwise the items should be recorded separately. A whole stuffed body is recorded under 'BOD'. A skin alone is recorded under 'SKI'. Trade in 'full mount', 'shoulder mount' and 'half mount', along with any corresponding parts of the same animal exported together on the same permit, should be reported as '1 TRO'
trunk	TRU	no.	kg	elephant trunk. N.B.: An elephant trunk exported with other trophy items from the same animal on the same permit as part of a hunting trophy should be reported as 'TRO'.
tusk (raw ivory)	TUS	no.	kg	substantially whole tusks, whether or not worked. Includes tusks of elephant, hippopotamus, walrus, narwhal, but not other teeth - N.B. Whole carved elephant tusk should be reported as carving – ivory (see "IVC" above).
veneer sheets – rotary veneer – sliced veneer	VEN VEN	m ³ m ²	kg kg	thin layers or sheets of wood of uniform thickness, usually 6mm or less in thickness, usually peeled (rotary veneer) or sliced (sliced veneer), for use in making plywood, for veneering furniture, veneer containers, etc.
wax	WAX	kg		wax
wood product	WPR	no.	kg	manufactured wood products, including finished wood products such as furniture and musical instruments.

Key to units of measure

Unit of Measure	Unit Code
Grams (g)	GRM
Kilograms (kg)	KIL KGM
Litres	LTR
Millilitres (ml)	MLT
Metres (m)	MTR
Cubic centimetres (cm ³)	CCM CMQ
Square metres (m ²)	SQM MTK
Cubic metres (m ³)	CUM MTQ
Number of specimens	"No." or leave blank NAR

NB. If no unit is specified, this will be reflected as 'blank' in the CITES Trade Database, but will be assumed to mean "number" (e.g. number of live animals).

b) Names of countries and territories

The countries and entities listed below are designated in accordance with the *English country names and code elements* published by the International Organization for Standardization (ISO). Out-of-date names of countries and territories are retained for purposes of recording re-exports of specimens originating in those places. The ISO list is based on the list included in the *United Nations Standard Country or Area Code for Statistical Use* established by the Statistical Office of the United Nations. The names of countries, territories or other areas correspond to those given in the United Nations *Terminology Bulletin*, issued by the Department of Conference Services. Some additional entities are included in the [ISO International Standard](#) with a view to providing more complete global coverage. However, the designations do not imply the expression of any opinion whatsoever on the part of the CITES Secretariat or the Secretariat of the United Nations concerning the legal status of any country, territory, city or area, or of its authorities, or concerning the delimitation of its frontiers or boundaries.

Code	Name
AF	Afghanistan
AX	Åland Islands
AL	Albania
DZ	Algeria
AS	American Samoa
AD	Andorra
AO	Angola
AI	Anguilla
AQ	Antarctica
AG	Antigua and Barbuda
AR	Argentina
AM	Armenia
AW	Aruba
AU	Australia
AT	Austria
AZ	Azerbaijan
BS	Bahamas
BH	Bahrain
BD	Bangladesh
BB	Barbados
BY	Belarus
BE	Belgium
BZ	Belize
BJ	Benin
BM	Bermuda
BT	Bhutan
BO	Bolivia, Plurinational State of
BQ	Bonaire, Saint Eustatius and Saba
BA	Bosnia and Herzegovina
BW	Botswana
BV	Bouvet Island
BR	Brazil

Code	Name
IO	Chagos Archipelago / "British Indian Ocean Territory"
BN	Brunei Darussalam
BG	Bulgaria
BF	Burkina Faso
BI	Burundi
CV	Cabo Verde
KH	Cambodia
CM	Cameroon
CA	Canada
KY	Cayman Islands
CF	Central African Republic
TD	Chad
CL	Chile
CN	China
CX	Christmas Island
CC	Cocos (Keeling) Islands
CO	Colombia
KM	Comoros
CG	Congo
CK	Cook Islands
CR	Costa Rica
CI	Côte d'Ivoire
HR	Croatia
CU	Cuba
CW	Curaçao
CY	Cyprus
CZ	Czech Republic
KP	Democratic People's Republic of Korea
CD	Democratic Republic of the Congo
DK	Denmark
DJ	Djibouti

Code	Name
DM	Dominica
DO	Dominican Republic
EC	Ecuador
EG	Egypt
SV	El Salvador
GQ	Equatorial Guinea
ER	Eritrea
EE	Estonia
SZ	Eswatini
ET	Ethiopia
FK	Falkland Islands (Malvinas)**
FO	Faroe Islands
FJ	Fiji
FI	Finland
FR	France
GF	French Guiana
PF	French Polynesia
TF	French Southern Territories
GA	Gabon
GM	Gambia
GE	Georgia
DE	Germany
GH	Ghana
GI	Gibraltar
GR	Greece
GL	Greenland
GD	Grenada
GP	Guadeloupe
GU	Guam
GT	Guatemala
GG	Guernsey
GN	Guinea
GW	Guinea-Bissau
GY	Guyana
HT	Haiti
HM	Heard Island and McDonald Islands
VA	Holy See
HN	Honduras
HK	Hong Kong SAR
HU	Hungary
IS	Iceland

Code	Name
IN	India
ID	Indonesia
IR	Iran, Islamic Republic of
IQ	Iraq
IE	Ireland
IM	Isle of Man
IL	Israel
IT	Italy
JM	Jamaica
JP	Japan
JE	Jersey
JO	Jordan
KZ	Kazakhstan
KE	Kenya
KI	Kiribati
KW	Kuwait
KG	Kyrgyzstan
LA	Lao People's Democratic Republic
LV	Latvia
LB	Lebanon
LS	Lesotho
LR	Liberia
LY	Libya
LI	Liechtenstein
LT	Lithuania
LU	Luxembourg
MO	Macao
MG	Madagascar
MW	Malawi
MY	Malaysia
MV	Maldives
ML	Mali
MT	Malta
MH	Marshall Islands
MQ	Martinique
MR	Mauritania
MU	Mauritius
YT	Mayotte
MX	Mexico
FM	Micronesia, Federated States of
MC	Monaco

** A dispute exists between the Governments of Argentina and the United Kingdom of Great Britain and Northern Ireland

concerning sovereignty over the Falkland Islands (Islas Malvinas).

Code	Name
MN	Mongolia
ME	Montenegro
MS	Montserrat
MA	Morocco
MZ	Mozambique
MM	Myanmar
NA	Namibia
NR	Nauru
NP	Nepal
NL	Netherlands
NC	New Caledonia
NZ	New Zealand
NI	Nicaragua
NE	Niger
NG	Nigeria
NU	Niue
NF	Norfolk Island
MK	North Macedonia
MP	Northern Mariana Islands
NO	Norway
OM	Oman
PK	Pakistan
PW	Palau
PA	Panama
PG	Papua New Guinea
PY	Paraguay
PE	Peru
PH	Philippines
PN	Pitcairn
PL	Poland
PT	Portugal
PR	Puerto Rico
QA	Qatar
KR	Republic of Korea
MD	Republic of Moldova
RE	Réunion
RO	Romania
RU	Russian Federation
RW	Rwanda
BL	Saint Barthelemy
SH	Saint Helena, Ascension and Tristan da Cunha
KN	Saint Kitts and Nevis
LC	Saint Lucia

Code	Name
MF	Saint Martin
PM	Saint Pierre and Miquelon
VC	Saint Vincent and the Grenadines
WS	Samoa
SM	San Marino
ST	Sao Tome and Principe
SA	Saudi Arabia
SN	Senegal
RS	Serbia
SC	Seychelles
SL	Sierra Leone
SG	Singapore
SX	Sint Maarten
SK	Slovakia
SI	Slovenia
SB	Solomon Islands
SO	Somalia
ZA	South Africa
GS	South Georgia and the South Sandwich Islands**
SS	South Sudan
ES	Spain
LK	Sri Lanka
SD	Sudan
SR	Suriname
SJ	Svalbard and Jan Mayen
SE	Sweden
CH	Switzerland
SY	Syrian Arab Republic
TW	Taiwan, Province of China
TJ	Tajikistan
TH	Thailand
TL	Timor-Leste
TG	Togo
TK	Tokelau
TO	Tonga
TT	Trinidad and Tobago
TN	Tunisia
TR	Turkey
TM	Turkmenistan
TC	Turks and Caicos Islands
TV	Tuvalu
UG	Uganda
UA	Ukraine

Code	Name
AE	United Arab Emirates
GB	United Kingdom of Great Britain and Northern Ireland
TZ	United Republic of Tanzania
UM	United States Minor Outlying Islands
US	United States of America
UY	Uruguay
UZ	Uzbekistan
VU	Vanuatu
VE	Venezuela, Bolivarian Republic of

Code	Name
VN	Viet Nam
VG	Virgin Islands, British
VI	Virgin Islands, United States
WF	Wallis and Futuna Islands
EH	Western Sahara
YE	Yemen
ZM	Zambia
ZW	Zimbabwe

c) Purpose of trade

Code	Description
T	Commercial
Z	Zoo
G	Botanical garden
Q	Circus or travelling exhibition
S	Scientific
H	Hunting trophy
P	Personal
M	Medical (including biomedical research)
E	Educational
N	Reintroduction or introduction into the wild
B	Breeding in captivity or artificial propagation
L	Law enforcement / judicial / forensic

If the purpose of the transaction is not one of the above, it should be explained in the section for remarks.

d) Source of specimens

Code	Description
W	Specimens taken from the wild
X	Specimens taken in "the marine environment not under the jurisdiction of any State"
R	Ranched specimens: specimens of animals reared in a controlled environment, taken as eggs or juveniles from the wild, where they would otherwise have had a very low probability of surviving to adulthood
D	Appendix-I animals bred in captivity for commercial purposes in operations included in the Secretariat's Register, in accordance with Resolution Conf. 12.10 (Rev. CoP15) , and Appendix-I plants artificially propagated for commercial purposes, as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 4, of the Convention
A	Plants that are artificially propagated in accordance with Resolution Conf. 11.11 (Rev. CoP18) , as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5 (specimens of species included in Appendix I that have been propagated artificially for non-commercial purposes and specimens of species included in Appendices II and III)

Code	Description
C	Animals bred in captivity in accordance with Resolution Conf. 10.16 (Rev.) , as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5
Y	Specimens of plants that fulfil the definition for 'assisted production' in Resolution Conf. 11.11 (Rev. CoP18) as well as parts and derivatives thereof
F	Animals born in captivity (F1 or subsequent generations) that do not fulfil the definition of 'bred in captivity' in Resolution Conf. 10.16 (Rev.) , as well as parts and derivatives thereof
U	Source unknown (must be justified)
I	Confiscated or seized specimens (may be used with another code)
O	Pre-Convention specimens

SAMPLE REPORT FORMATS

IMPORTS: report compiled on the basis of actual trade [or specify if based on permits issued]
(N.B. Report should be submitted in electronic format, preferably Excel)

Appendix	Species	Trade Term code	Description of specimen (optional)	Quantity	Unit	Country of export or re-export	Number of export permit or re-export certificate	Country of origin of re-exports	Number of original export permit (for re-exports) (optional)	Number of import permit (optional)	Purpose	Source	Status (optional)	Year	Remarks (optional)
I	<i>Acinonyx jubatus</i>	TRO	1 skin, 1 skull	1	NAR	NA	EX-10000			IM-00001	H	W		2016	
I	<i>Balaenoptera borealis</i>	BOD		5	NAR	HS	EX-IS2324			IM-00002	S	X		2016	
II	<i>Loxodonta africana</i>	TRO	2 tusks, 4 feet, 1 tail	1	NAR	ZA	EX-150001			IM-00003	H	W		2016	
I	<i>Loxodonta africana</i>	TUS	2 tusks	2	NAR	TZ	EX-22222			IM-00004	H	W		2016	
I	<i>Guarouba guarouba</i>	LIV		1	NAR	CH	15CH00001			IM-00005	T	C		2016	
II	<i>Alligator mississippiensis</i>	LPS	watchstraps	5	NAR	CH	15CH00002	US	15US00001	IM-00006	T	W		2016	
II	<i>Caiman crocodyllus fuscus</i>	LPS	handbags	13	NAR	CH	15CH00003	CO	15CO0001	IM-00006	T	C		2016	
II	<i>Saiga tatarica</i>	DER		0.52	KGM	CN	EX-1601	XX		-	P	W	X	2016	shipment seized
II	<i>Varanus indicus</i>	LIV		60	NAR	SB	EX2015/011			IM-0007	T	W		2016	
II	<i>Kobus leche</i>	TRO	Shoulder mount, 1 tail	1	NAR	ZM	EX-0016			IM-0009	H	W		2016	
II	<i>Varanus salvator</i>	LPS	2 pairs of shoes	4	NAR	CH	15CH00006	MY	MY002-EX	IM-0008	T	W		2016	
II	Orchidaceae hybrid	LIV		300	NAR	LK	EX-002222			IM-00010	T	A		2016	
II	<i>Acropora</i> spp.	LIV		10	NAR	ID	0001/EX/2015			IM-00012	T	W		2016	
II	<i>Favia pallida</i>	COR		2	KGM	ID	0003/EX/2015			IM-00019	T	W		2016	
II	<i>Scleractinia</i> spp.	COR	Live Rock	80	KGM	ID	0004/EX/2015			IM-00019	T	W		2016	
II	<i>Madevallia</i> hybrid	LIV		6	NAR	PE	EX-11334			IM-00023	T	A		2016	
I	<i>Phragmipedium besseae</i>	LIV		10	NAR	PE	EX-11223			IM-00024	S	A		2016	
I	<i>Phragmipedium</i> hybrid	LIV		36	NAR	PE	EX- 11224			IM-00025	T	A		2016	
II	<i>Gonystylus bancanus</i>	TIM	timber	12.75	MTQ	MY	EX-09MY003E			IM-00026	T	W		2016	
II	<i>Acipenser</i> hybrid	CAV		50	KGM	FR	EX-11111-R	IT	IT0001-EX	IM-00027	T	C		2016	

EXPORTS and RE-EXPORTS: report compiled on the basis of actual trade [or specify if based on permits issued]
(N.B. Report should be submitted in electronic format, preferably Excel)

Appendix	Species	Trade Code	Term	Description specimen (optional)	Quantity	Unit	Country of destination	Number of export permit or re-export certificate	Country of origin of re-exports	Number of original export permit (for re-exports) (optional)	Purpose	Source	Status (optional)	Year	Remarks (optional)
III	<i>Canis aureus</i>	LIV			1	NAR	BG	15EP0001	IN	14OP001	Z	W		2016	
II	<i>Cebus apella</i>	LIV			4	NAR	ID	15EP0002			Z	C		2016	
II	<i>Lycalopex griseus</i>	SKI			150	NAR	IT	15EP0003	AR	14OP002	T	W		2016	
II	<i>Macaca fascicularis</i>	LIV			2	NAR	US	15EP0004	CN	14OP003	S	C		2016	
II	<i>Pecari tajacu</i>	SKI			100	NAR	SG	15EP0005	AR	14OP004	Z	W	X	2016	Shipment seized
II	<i>Saimiri boliviensis</i>	LIV			2	NAR	ID	15EP0006			Z	C		2016	
II	<i>Tapirus terrestris</i>	LIV			1	NAR	RU	15EP0007			Z	C		2016	
I	<i>Acinonyx jubatus</i>	TRO		2 skulls, 2 skins	2	NAR	US	15EP0008	NA		H	W		2016	
I	<i>Ursus arctos isabellinus</i>	LIV			1	NAR	UA	15EP0009	UA		Q	O		2016	
II	<i>Loxodonta africana</i>	TUS			2	NAR	ZA	15EP0010	ZW		H	W		2016	
II	<i>Loxodonta africana</i>	KEY			52	NAR	GB	15EP0011	ZA		P	O		2016	
II	<i>Ara ararauna</i>	LIV			1	NAR	US	15EP0012			P	F		2016	
I	<i>Falco hybrid</i>	LIV			2	NAR	QA	15EP0013			T	C		2016	
II	<i>Boa constrictor</i>	LIV			50	NAR	MY	15EP0014			T	C		2016	
II	<i>Chamaeleo calytratus</i>	LIV			1	NAR	QA	15EP0015			P	C		2016	
II	<i>Geochelone sulcata</i>	LIV			2	NAR	US	15EP0016			Z	F		2016	
II	<i>Acipenser hybrid</i>	CAV			75	KGM	CH	15EP0017	FR	14FR-075-11111-E	T	C		2016	
II	<i>Huso dauricus</i>	CAV			5	KGM	CH	15EP0018	CN	14OP022	T	C		2016	
II	<i>Acipenser persicus</i>	CAV			10	KGM	CH	15EP0018	IR	14OP005	T	W		2016	
II	<i>Acipenser ruthenus</i>	MEA			2000	KGM	US	15EP0019			T	C		2016	
II	<i>Huso huso</i>	LIV			120	NAR	CH	15EP0020			T	F		2016	
I	<i>Phragmipedium hybrid</i>	LIV			4	NAR	CH	15EP0021	PE	14OP006	T	A		2016	
II	<i>Cyathea contaminans</i>	DPL			200	KGM	US	15EP0022			T	W		2016	
II	<i>Swietenia macrophylla</i>	TIM			50	MTQ	DO	15EP0023	MY		T	W		2016	
I	<i>Dalbergia nigra</i>	WPR		guitar	1	NAR	CA	15EP0024	BR		P	O		2016	
II	<i>Acipenser baerii</i>	EGL		live sturgeon eggs	10000	NAR	MG	15EP0025			T	C		2016	
II	<i>Panthera leo</i>	TRO		1 skin, 1 skull, 2 bones, 2 claws	1	NAR	DE	15EP0026			H	C		2016	

TRADE IN MANUFACTURED PRODUCTS OF SPECIES IN APPENDIX II/III

IMPORTS

Appendix	Species	Trade Term code	Quantity	Unit	Country of export or re-export	Country of origin of re-exports	Purpose	Source
II	<i>Alligator mississippiensis</i>	LPS	475	NAR	US		T	W
II	<i>Alligator mississippiensis</i>	LPS	50	NAR	IT	US	T	W
II	<i>Alligator mississippiensis</i>	LPS	10	NAR	CH	US	T	W
II	<i>Python reticulatus</i>	LPS	3000	NAR	SG	MY	T	W
II	<i>Python reticulatus</i>	LPL	500	NAR	MY		T	W
II	<i>Caiman crocodilus fuscus</i>	LPS	34	NAR	CH	CO	T	W

EXPORTS

Appendix	Species	Trade Term code	Quantity	Unit	Country of destination	Country of origin of re-exports	Purpose	Source
II	<i>Alligator mississippiensis</i>	LPS	50	NAR	IT	US	T	W
II	<i>Alligator mississippiensis</i>	LPS	82	NAR	CH	US	T	W
II	<i>Python reticulatus</i>	LPS	250	NAR	BE	ID	T	W
II	<i>Python reticulatus</i>	LPL	500	NAR	JP	ID	T	W
II	<i>Caiman crocodilus fuscus</i>	LPS	77	NAR	GB	CO	T	W

NB: A summary table is not required if details of trade in manufactured products of species in Appendix II/III are included in the main import/export tables.

Guidelines for the preparation and submission of the CITES annual illegal trade report

1. Introduction

a) At its 17th meeting (CoP17, Johannesburg, 2016), the Conference of the Parties to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) decided to introduce a new CITES illegal trade report by inserting paragraph 3 in [Resolution Conf. 11.17 \(Rev. CoP18\)](#) on *National reports*. The Conference of the Parties in paragraph 3:

3. *URGES all Parties to submit an annual illegal trade report by 31 October each year covering actions in the preceding year and in accordance with the report format distributed by the Secretariat, as may be amended by the Secretariat from time to time with the concurrence of the Standing Committee.*

b) The present guidelines for the preparation and submission of CITES annual illegal trade reports were prepared by the Secretariat and approved by the Standing Committee at its 71st meeting (SC71, Geneva, August 2019).

c) The standard format for the CITES annual illegal trade report agreed by the Standing Committee is included at the end of this guidelines.

d) The guidelines also include a sample report, titled *SAMPLE ILLEGAL TRADE REPORT (hypothetical examples)*, containing fictive examples prepared by the Secretariat to illustrate the guidance. This sample report containing the fictive examples can be found immediately after the standard format for the CITES annual illegal trade report at the end of this document.

e) It is recalled that Resolution Conf. 11.17 (Rev. CoP18) directs the Secretariat to, unless otherwise specified by the reporting Party, share the data collected in the CITES annual illegal trade report with the members of the International Consortium on Combating Wildlife Crime (ICWC),² to allow data to be used in ICWC global research and analysis studies on wildlife and forest crime. Each Party should indicate in the annual illegal trade report it submit, whether the data provided in the report may be used in the ICWC-supported global research and analysis on wildlife and forest crime. This should be done by ticking the appropriate box provided in the format for reporting. In the event that no box is ticked, the Secretariat will consider that the report can be shared with the members of ICWC.

f) Resolution Conf. 11.3 (Rev. CoP18) on *Compliance and Enforcement* in paragraph 16, DIRECTS the Secretariat to, subject to available resources:

- a) *analyse, in collaboration with ICWC partners, the annual reports on illegal wildlife trade;*
- b) *share with Parties information relating to the analysis to support further enforcement activities; and*
- c) *submit a report at each meeting of the Standing Committee and the Conference of Parties based on the analysis and other relevant information available through ICWC partners.*

2. General guidance

a) The annual illegal trade report should be sent to the CITES Secretariat in Geneva, Switzerland, preferably by email. Only the following email address must be used for this purpose: reporting@cites.org

b) Each annual illegal trade report should cover the period 1 January to 31 December.

² <https://cites.org/eng/prog/icwc.php>

- c) The standard format for the CITES annual illegal trade report in Excel is available from the CITES website: <https://cites.org/sites/default/files/reports/E-AITR-format.xlsx>
- d) The annual illegal trade report should, where possible, be submitted in electronic format (ideally in electronic tabular form, such as tables within Microsoft Excel or Microsoft Word documents). Submission of PDF files should preferably be avoided as these cannot be easily converted.
- e) The annual illegal trade report should be submitted to the Secretariat by **31 October** of the year following the year to which it relate, i.e. the first annual illegal trade report was due on 31 October 2017, covering data from 2016.
- f) The annual illegal trade report should be prepared in one of the three working languages of the Convention: English, French or Spanish.
- g) The annual illegal trade report should include information on all seizures for violations involving CITES-listed species, irrespective of whether the seizure was made at an international border, or at domestic level for example during the search of a private or business property or during inspections at domestic markets.
- h) The illegal trade report should, to the extent possible, only include incidents that involve a violation of CITES. If the reason for the seizure is for example exclusively the violation of a national health regulation restricting import of certain live animals and not related to CITES, it should preferably not be included in the report. In cases of doubt, please include the incident.

3. Specific instructions

The headings below refer to the column headings in the standard format for the CITES annual illegal trade report provided at the end of this guidance.

National reference number (if available)

It is suggested to include a national reference number or case number and no particular format for such a number is suggested. A national reference number could facilitate communication with Parties should further information or clarification be needed concerning a specific seizure or incident.

Date of seizure

The date of the incident as recorded in the official report on the seizure should be stated. The date should be indicated in the following format: DD/MM/YEAR or DD-MM-YEAR. Example: 9 July 2016 should be indicated as follows: 09/07/2016 or 09-07-2016. If it is not possible to establish a precise date, enter the month and year in which the seizure occurred, as follows: XX/07/2016 or XX-07-2016.

For seizures made in a previous year, which were not included in the report for that year, it is suggested that such seizures are included and consolidated at the bottom of the illegal trade report, immediately after the last entry relevant to the actual year of reporting. Parties are encouraged to make every effort to limit such reporting to exceptional cases.

Species

Enter the scientific name of the species or subspecies. The scientific names used should correspond to those recorded in the CITES Appendices or, for species included in the Appendices as part of a higher-taxon listing, those included in the standard lists of names approved by the Conference of the Parties (approved names can also be found in the [Checklist of CITES species](#) and in [Species+, on the CITES website](#)³). Abbreviations (e.g. "*F. cherrug*") and common names should only be used if no other information is available.

If the specimens/species cannot be identified the name of the genus or a higher taxon should be indicated.

Only one species should be included per row of the illegal trade report. If more than one species and/or more than one type of specimen for a specific species were seized during the same incident, these should be recorded on separate rows, each with corresponding quantity and unit, method of concealment, etc.

³ <https://www.cites.org/>

Description of specimen

Seized specimens should be described as precisely as possible. For this purpose, reporting Parties are invited to use the trade term codes, listed in section 6 a) below. If it is not clear which is the correct term to use, or if the specimens are not apparently covered by any of the terms in section 6 a), Parties should describe the seized specimens directly in this column.

'For European eel (*Anguilla anguilla*), it is essential that live eels of <12cm length (and which may be referred to as glass eels or elvers) in trade are distinguished from other live specimens by reporting them as fingerlings (FIG); other live specimens should be reported as LIV. It is also desirable that the code for meat (MEA) should be used for trade in eels destined for human consumption. In all cases, Parties should report trade in live specimens (LIV), live fingerlings (FIG) and meat (MEA) of European eel by weight and not as number of specimens. The net weight of live specimens should be recorded and not the combined weight of eels and the water in which they are transported.'

Quantity

Enter the numerical value for the quantity of items seized. Quantity and unit should be indicated in separate columns. See the next section for details on reporting units.

The use of thousand separators (e.g. comma, point or space/period) in the quantity field should be avoided, and the use of either a point or a comma as a decimal separator should be consistent throughout the report.

Unit

Enter the appropriate unit of measurement for the description of the specimens that have been seized using the units provided in section 6 a).

As far as possible, units for weight, volume and length should be recorded in metric measures. Quantities should always be recorded in standard units of measure and never in non-standard units such as 'boxes', 'cartons,' 'containers' or 'bales'.

If no unit is specified, this will be assumed to mean "number" (e.g. number of live animals).

Location of incident

The location where the seizure took place should be indicated. If possible, this should be specified by the name of a port of entry, the name of an airport, a city/town or a specific border crossing. The address of the location is not necessary.

If no information on the location of the seizure is available, the ISO2-code of the country in which the seizure took place should be indicated. Do not use any other country codes or country names than the ones listed in section 6 b) of this guidance document.

Detecting agency

The agency that discovered the offence should be indicated. In the electronic format for reporting, the following options have been pre-selected: police, customs or wildlife agency. These three would include all agencies administratively linked to them. For instance, the customs authorities may have specific units in airports, in ports and harbours and at border crossings. However, as they are all part of the customs, that option should be selected. If none of the pre-selected authorities seized the specimen, please indicate the authority in question (this could for instance be the fisheries inspection or veterinary services).

Method of detection (if available)

It is suggested to provide information on the method of detection and Parties are encouraged to provide the information if available. Understanding which methods of detection are used successfully could contribute to addressing illegal trafficking of wildlife. If the information is not available, or if the Party is not in a position to share the information for other reasons, the column should be left empty.

The following methods of detection have been pre-selected:

Scanning images

Risk assessment

Random check

Sniffer dog

Third-Party information

Physical inspection

Other (specify):

Reason for seizure

As noted above, the data should only include violations involving CITES-listed species. Seizures made for other reasons, e.g. violation of national hunting legislation, should preferably not be included in the report.

The pre-selected options for the legal reason for the seizure are: No CITES permit, mis-declared, illegal crossing, other (please specify).

No CITES permit: This means that the specimen seized should have been accompanied by a CITES permit or a CITES certificate but that no documents were provided upon request. It would also cover situations where the specimen was found unaccompanied.

Mis-declared: This covers cases of invalid permits (e.g. expired), fraudulent permits (e.g. fraudulent signature), inexact permits (wrong species, quantity, listing), insufficient permits (e.g. no import permit for App. I listed species), or more species than indicated on the permit.

Illegal crossing: Most Parties have designated points and ports of entry in their national CITES legislation in accordance with paragraph 3 of Article VIII of the Convention. Illegal crossing refers to passage outside those designated points, even with valid CITES documents.

Other (please specify): This could for instance cover incidents of trade involving a Party that is currently under a recommendation to suspend trade.

Mode of transport

This refer to the mode of transport that was used at the time of the seizure. The five possible modes of transport that have been pre-selected are:

air,

mail,

maritime,

rail, and

road.

If several modes of transport were used in the transaction that led to the seizure, the latest mode should be selected. E.g. if a specimen had travelled from country A to country B by air but was seized as it crossed the border from country B to country C by road, "road" should be selected as the mode of transport.

If the seizure took place before any transport or after the transport of the illegal consignment and no information is available on the mode of transport, please leave the cell empty.

Method of concealment

Please describe in a concise manner the way the specimen was concealed. The method of concealment will often depend on the means of transport and on the type of specimens. There are unlimited ways of concealing illegally traded specimens and therefore no pre-selected options are proposed in the format. If useful and available, add information on the mode of transport. Please see sample report at the end of this guidance for examples.

Alleged country of origin

If available, the name of the country of origin should be indicated by the use of two-letter ISO codes for the representation of names of countries, in accordance with the list in section 6 b) below. If the country of origin is unknown, the cell should be left empty. Any country codes or country names other than the ones listed in section 6 b) should not be used.

Country(ies) of transit

All known countries of transit should be indicated, and multiple transit countries should as far as possible be listed in the actual trade order separated by a comma (,). This is critically important information to better understand illegal trade routes. Please use the two-letter ISO codes for the representation of names of countries, in accordance with the list in section 6 b) below. If more detailed information is available concerning the trade route (e.g. name of port or airport, or border crossing), this may be provided in the column for additional information. If the countries of transit are unknown or not possible to credibly establish, leave the cell empty.

Alleged final destination

If available, the country of final destination should be indicated by the use of two-letter ISO codes for the representation of names of countries, in accordance with the list in section 6 b) below. If additional information about the final destination is available (e.g. region or city), this may be provided in the column for additional information. If the final destination is unknown or not possible to credibly establish, leave the cell empty.

Estimated value in country (if available)

The estimated value in the country of seizure should be indicated, if possible. If different from a declared value, it is estimated value that should be indicated. The value of the entire consignment should be indicated. E.g., if a shipment of 90 specimens each worth approximately USD 200 has been seized, the estimated value to indicate would be USD 18000. If several species were seized in one shipment (see above), they should be reported on separate lines and information about their value should be provided separately as well.

If an estimated value of the seized shipment is not available, provide where possible a small range, e.g. USD 500-600 (keep the range as small as possible). Even an estimated range will be helpful to assess the total value of global illegal trade in specimens of CITES-listed species. It is preferable to provide the value in a globally recognized currency, such as USD or EUR, but if not possible, indicate in the currency in which the value has been provided. Please indicate the currency in the column to the left and the amount in the column to the right.

The use of thousand separators (e.g. comma, point or space/period) in the value field should be avoided.

Nationality of offenders (if available)

Where possible and if available, provide the nationality of each offender against whom administrative measures, criminal prosecutions or other court actions associated with the seizure have been initiated or imposed. If an offender has more than one nationality, please indicate all of them. Please see sample report at the end of this guidance for examples.

If no offender was identified, please indicate "N/A".

Only one offender should be included per row of the illegal trade report. If more than one offender were convicted or fined, this information should be provided on separate rows, each with corresponding law and sanction.

Please do NOT include the names of any offenders in the report. Parties who wish to bring the names of offenders to the attention of the CITES Secretariat should do so through separate correspondence.

Information on the offence related to the seizure

The last three columns relate to a subsequent case under which the offenders are brought to trial and sentenced as well as the final disposal of the confiscated specimens. These are marked as desirable because the information requested may only become available much later in time than the actual seizure. If information is not available because the case has not yet been finalized in court, please indicate this. If the case has been withdrawn, please indicate this, including the reasons for the withdrawal if possible.

Please note that information that becomes available subsequently to the submission of the annual illegal trade report should be reported in the Implementation report. See Notification No. 2016/006, and in particular section 1.7.5 on *inter alia* criminal prosecutions and other court actions for CITES-related offenses. The same seizure should not be reported again in the year the court actions take place, in cases where proceedings span more than one calendar year.

If a sanction, e.g. a fine or confiscation, has been imposed without a court case, please indicate the sanction.

Law under which the charges were brought (desirable)

If no charges have been brought, please indicate this.

If charges have been brought but the case not yet heard or concluded, information on the law under which the charges were brought can be provided. If several laws have been invoked in the charges, please indicate all of them.

Sanction (desirable)

If the case has been heard and a sentence pronounced, please indicate the sanction(s) (imprisonment, fine, confiscation, etc.) If there are more elements in the sanction, please include all of them. If an appeal is pending, please note this as well, but indicate the sanction pronounced in the first instance. If a sanction, such as a fine or confiscation, has been imposed without a court case, please indicate the sanction.

If the case has not (yet) been heard, please indicate this, using the term 'pending'.

Disposal of confiscated specimens (desirable)

Information in this column should include disposal of seized specimens in the instances where the seizure is final. In cases where disposal of the seized specimens can only take place after a court decision on confiscation, the information should only be provided when the final court decision has occurred. In such cases please indicate "Pending court decision".

Reference is made to [Resolution Conf. 17.8](#) on *Disposal of illegally traded and confiscated specimens of CITES-listed species* and the provisions set out therein. The following pre-selected options are available to indicate the final disposal of the confiscated/seized specimens:

Returned to the country of export

Public zoos or botanical gardens

Designated rescue centres

Approved, private facilities

Euthanasia/destruction

Storage/Safekeeping

Sale/transformation

Educational purposes

Other (please specify):

Note that Resolution Conf. 17.8 contains guidance on disposal of confiscated specimens.

Additional information (if available)

If more information pertaining to the seizure is available and relevant in understanding and preventing illegal trade in wildlife, this could be included here. This could be further details regarding the methods of concealment or of detection or further details on the mode of transport, e.g. transported by air cargo. This section could also include further details on the exact location of the incident.

4. Terminology

a) Description of specimens and units of quantity

Description	Code	Preferred unit	Alternative unit	Explanation
baleen	BAL	kg	no.	Whalebone
bark	BAR	kg		tree bark (raw, dried or powdered; unprocessed)
body	BOD	no.	kg	substantially whole dead animals, including whole fish, stuffed turtles, preserved butterflies, reptiles in alcohol, whole stuffed hunting trophies, etc.
bone	BON	kg	no.	bones, including jaws
calipee	CAL	kg		calipee or calipash (turtle cartilage for soup)
carapace	CAP	no.	kg	raw or unworked whole shells of Testudines species
carving	CAR	kg	no.	carved products other than ivory, bone or horn – for example coral and wood (including handicrafts). N.B: Ivory carvings should be specified as such (see below – “IVC”). Also, for species from which more than one type of product may be carved (e.g. horn and bone), the trade term code should indicate the type of product in trade (e.g. bone carving “BOC” or horn carving – “HOC”), where possible.
carving - bone	BOC	kg	no.	bone carving
carving - horn	HOC	kg	no.	horn carving
carving – ivory (worked ivory)	IVC	kg	no.	ivory carvings, including e.g. smaller worked pieces of ivory (knife handles, chess sets, marjoram sets etc). N.B. Whole carved tusk should be reported as tusks carving – ivory (IVC) (see “TUS” below). Jewellery made from carved ivory should be reported as ‘jewellery – ivory’ (see IJW below).
caviar	CAV	kg		unfertilized dead processed eggs from all species of Acipenseriformes; also known as roe
chips (woodchips)	CHP	kg		chips of timber, especially <i>Aquilaria</i> spp., <i>Gyrinops</i> spp. and <i>Pterocarpus santalinus</i>

Description	Code	Preferred unit	Alternative unit	Explanation
claw	CLA	no.	kg	claws – e.g. of Felidae, Ursidae or Crocodylia (NB: 'turtle claws' are usually scales and not real claws)
cloth	CLO	m ²	kg	cloth – if the cloth is not made entirely from the hair of a CITES species, the weight of hair of the species concerned should instead, if possible, be recorded under 'HAI'
coral (raw)	COR	no.	kg	raw or unworked coral and coral rock (also live rock and substrate) [as defined in Resolution Conf. 11.10 (Rev. CoP15)]. Coral rock should be recorded as 'Scleractinia spp.' NB: the trade should be recorded by number of pieces only if the coral specimens are transported in water. Live rock (transported moist in boxes) should be reported in kg; coral substrate should be reported as number of pieces (since these are transported in water as the substrate to which non-CITES corals are attached).
cosmetics	COS	g	ml	<i>Any product or mixture of products which is applied to an external part of the body only (e.g. skin, hair, nails, genitals, lips or teeth or the mucous membranes of the oral cavity) with the intent to clean, odourise, change the appearance or protect. Cosmetics may include the following: make-up, perfume, skin cream, nail polish, hair colourants, soap, shampoo, shaving cream, deodorant, sunscreens, toothpaste.</i> Cosmetics which include extracts of CITES-listed species. The quantity should reflect the amount of CITES-listed species present.
culture	CUL	no. of flasks, etc.		cultures of artificially propagated plants
derivatives	DER	kg	l	derivatives (other than those included elsewhere in this table)
dried plant	DPL	no.		dried plants – e.g. herbarium specimens
ear	EAR	no.		ears – usually elephant
egg	EGG	no.	kg	whole dead or blown eggs (see also 'caviar')
egg (live)	EGL	no.	kg	live fertilized eggs – usually birds and reptiles but includes fish and invertebrates
eggshell	ESH	g/kg		raw or unworked eggshell except whole eggs
extract	EXT	kg	l	extract – usually plant extracts
feather	FEA	kg/ no. of wings	no.	feathers – in the case of objects (e.g. pictures) made of feathers, record the number of objects
fibre	FIB	kg	m	fibres – e.g. plant fibre but includes strings of tennis rackets or fibre coming from the shearing of live vicuñas
fin	FIN	kg	no.	fresh, frozen or dried fins and parts of fins (including flippers)

Description	Code	Preferred unit	Alternative unit	Explanation
fingerlings	FIG	kg	no.	live juvenile fish for the aquarium trade, aquaculture, hatcheries, consumption or for release, including live European eels (<i>Anguilla anguilla</i>) up to 12cm length
flower	FLO	kg		Flowers
flower pot	FPT	no.		flower pots made from parts of a plant – e.g. treefern fibres (NB: live plants traded in so-called 'community pots' should be recorded as 'live plants', not as flower pots)
frog legs	LEG	kg	no.	frog legs
fruit	FRU	kg		Fruit
foot	FOO	no.		feet – e.g. of elephant, rhinoceros, hippopotamus, lion, crocodile, etc.
fur products (large)	FPL	no.		large manufactured products of fur – e.g. bear or lynx fur blankets or other fur products of a substantial size.
fur product (small)	FPS	no.		small manufactured products of fur– including handbags, key fobs, purses, pillows, trim, etc.
gall	GAL	kg	no.	Gall
gall bladder	GAB	no.	kg	gall bladder
garment	GAR	no.		garments – including gloves and hats but not shoes. Includes trimming or decoration on garments
genitalia	GEN	kg	no.	castrates and dried penes
gill plates	GIL	no.		gill plates (e.g. for sharks)
graft rootstock	GRS	no.		graft rootstocks (without the grafts)
hair	HAI	kg	g	hair – includes all animal hair, e.g. of elephant, yak, vicuña, guanaco
hair products	HAP	no.	g	products made of hair (e.g. elephant hair bracelets)
horn	HOR	no.	kg	horns – includes antlers
jewellery	JWL	no.	g	jewellery – including bracelets, necklaces, and other items of jewellery from products other than ivory (e.g. wood, coral, etc.)
jewellery – ivory (worked ivory)	IJW	no.	g	jewellery made of ivory – includes ekipas
leather product (large)	LPL	no.		large manufactured products of leather – e.g. briefcases, furniture, suitcases, travel trunks
leather product (small)	LPS	no.		small manufactured products of leather – e.g. belts, braces, bicycle saddles, cheque book or credit card holders, handbags, key fobs, notebooks, purses, shoes, tobacco pouches, wallets, watch-straps and trim
live	LIV	no.	kg	live animals and plants, excluding live fingerling fish – see FIG
leaf	LVS	kg	no.	Leaves

Description	Code	Preferred unit	Alternative unit	Explanation
logs	LOG	m ³		all wood in the rough, whether or not stripped of bark or sapwood, or roughly squared, for processing notably into sawn wood, pulpwood or veneer sheets. NB: trade in logs of special purpose timbers traded by weight (e.g. lignum vitae, <i>Guaiacum</i> spp.) should be recorded in kg
meat	MEA	kg		meat, including flesh of fish if not whole (see 'body'), fresh or unprocessed meat as well as processed meat (e.g. smoked, raw, dried, frozen or tinned) The code for meat (MEA) should be used in preference for trade in eels for human consumption.
medicine	MED	kg	l	Medicine
musk	MUS	g		Musk
oil	OIL	kg	l	oil – e.g. from turtles, seals, whales, fish, various plants
pearl	PRL	no.		pearl (e.g. for <i>Strombus gigas</i>)
piano keys	KEY	no.		ivory piano keys (e.g. one standard piano would be 52 ivory piano keys)
piece – bone	BOP	kg		pieces of bone, not manufactured
piece – horn	HOP	kg		pieces of horn, not manufactured – includes scrap
piece – ivory (raw ivory)	IVP	kg		ivory pieces, not manufactured – includes scrap
plate	PLA	m ²		plates of fur skins – includes rugs if made of several skins
plywood	PLY	m ²	m ³	material consisting of three or more sheets of wood glued and pressed one on the other and generally disposed so that the grains of successive layers are at an angle
powder	POW	kg		Powder A dry, solid substance in the form of fine or coarse particles
pupae	PUP	no.		butterfly pupae
root	ROO	no.	kg	roots, bulbs, corms or tubers NB: For the agarwood-producing taxa <i>Aquilaria</i> spp. and <i>Gyrinops</i> spp., the preferred unit is 'kilograms'. The alternative unit is 'number'.
rug	RUG	no.		Rugs
sawfish rostrum	ROS	no.	kg	sawfish rostrum
sawn wood	SAW	m ³		wood simply sawn lengthwise or produced by a profile-chipping process; normally exceeds 6mm in thickness. NB: trade in sawn wood of special purpose timbers traded by weight (e.g. lignum vitae, <i>Guaiacum</i> spp.) should be recorded in kg
scale	SCA	kg		scales – e.g. of turtle, other reptiles, fish, pangolin
seed	SEE	kg	no.	Seeds
shell	SHE	no.	kg	raw or unworked shell of molluscs

Description	Code	Preferred unit	Alternative unit	Explanation
side	SID	no.		sides or flanks of skins; does not include crocodilian Tinga frames (see under 'skin')
skeleton	SKE	no.		substantially whole skeletons
skin (hides)	SKI	no.		substantially whole skins, raw or tanned, including crocodilian Tinga frames, external body lining, with or without scales
skin piece	SKP	kg		skin pieces – including scraps, raw or tanned
skull	SKU	no.		Skulls
soup	SOU	kg	l	soup – e.g. of turtle
specimen (scientific)	SPE	kg/l/ml/ no.		scientific specimens – includes blood, tissue (e.g. kidney, spleen, etc.), histological preparations, preserved museum specimens, etc.
stem	STE	no.	kg	plant stems NB: For the agarwood-producing taxa <i>Aquilaria</i> spp. and <i>Gyrinops</i> spp., the preferred unit is 'kilograms'. The alternative unit is 'number'.
swim bladder	SWI	kg		hydrostatic organ, including isinglass / sturgeon glue
tail	TAI	no.	kg	tails – e.g. of caiman (for leather) or fox (for garment trimming, collars, boas, etc.), also includes flukes of cetaceans.
tooth	TEE	no.	kg	teeth – e.g. of whale, lion, hippopotamus, crocodile, etc.
timber	TIM	m ³	kg	raw timber except saw-logs, and sawn wood and transformed wood
transformed wood	TRW	m ³	kg	Defined by Harmonized System code 44.09: Wood (including strips, friezes for parquet flooring, not assembled), continuously shaped (tongued, grooved, v-jointed, beaded or the like) along any edges, ends or faces, whether or not planed, sanded or end-jointed.
trophy	TRO	no.		trophy – all the trophy parts of one animal if they are exported together: e.g. horns (2), skull, cape, backskin, tail and feet (i.e. ten specimens) constitute one trophy. But if, for example, the skull and horns are the only specimens of an animal that are exported, then these items together should be recorded as one trophy. Otherwise the items should be recorded separately. A whole stuffed body is recorded under 'BOD'. A skin alone is recorded under 'SKI'. Trade in 'full mount', 'shoulder mount' and 'half mount', along with any corresponding parts of the same animal exported together on the same permit, should be reported as '1 TRO'
trunk	TRU	no.	kg	elephant trunk. N.B.: An elephant trunk exported with other trophy items from the same animal on the same permit as part of a hunting trophy should be reported as 'TRO'.

Description	Code	Preferred unit	Alternative unit	Explanation
Tusk (raw ivory)	TUS	no.	kg	substantially whole tusks, whether or not worked. Includes tusks of elephant, hippopotamus, walrus, narwhal, but not other teeth - N.B. Whole carved elephant tusk should be reported as carving – ivory (see “IVC” above).
veneer sheets – rotary veneer – sliced veneer	VEN VEN	m ³ m ²	kg kg	thin layers or sheets of wood of uniform thickness, usually 6mm or less in thickness, usually peeled (rotary veneer) or sliced (sliced veneer), for use in making plywood, for veneering furniture, veneer containers, etc.
wax	WAX	kg		Wax
wood product	WPR	no.	kg	manufactured wood products, including finished wood products such as furniture and musical instruments.

Key to units of measure

Unit of Measure	Unit Code
Grams (g)	GRM
Kilograms (kg)	KIL KGM
Litres	LTR
Millilitres (ml)	MLT
Metres (m)	MTR
Cubic centimetres (cm ³)	CCM CMQ
Square metres (m ²)	SQM MTK
Cubic metres (m ³)	CUM MTQ
Number of specimens	“Number” or leave blank NAR

NB. If no unit is specified, this will be assumed to mean “number” (e.g. number of live animals).

b) Names of countries and territories

The countries and entities listed below are designated in accordance with the *English country names and code elements* published by the International Organization for Standardization (ISO). Out-of-date names of countries and territories are retained for purposes of recording re-exports of specimens originating in those places.

The ISO list is based on the list included in the *United Nations Standard Country or Area Code for Statistical Use* established by the Statistical Office of the United Nations. The names of countries, territories or other areas correspond to those given in the *United Nations Terminology Bulletin*, issued by the Department of Conference Services. Some additional entities are included in the [ISO International Standard⁴](#) with a view to providing more complete global coverage.

However, the designations do not imply the expression of any opinion whatsoever on the part of the CITES Secretariat or the Secretariat of the United Nations concerning the legal status of any country, territory, city or area, or of its authorities, or concerning the delimitation of its frontiers or boundaries.

⁴ See <https://www.iso.org/obp/ui/#search>

Code	Name
AF	Afghanistan
AX	Åland Islands
AL	Albania
DZ	Algeria
AS	American Samoa
AD	Andorra
AO	Angola
AI	Anguilla
AQ	Antarctica
AG	Antigua and Barbuda
AR	Argentina
AM	Armenia
AW	Aruba
AU	Australia
AT	Austria
AZ	Azerbaijan
BS	Bahamas
BH	Bahrain
BD	Bangladesh
BB	Barbados
BY	Belarus
BE	Belgium
BZ	Belize
BJ	Benin
BM	Bermuda
BT	Bhutan
BO	Bolivia, Plurinational State of
BQ	Bonaire, Saint Eustatius and Saba
BA	Bosnia and Herzegovina
BW	Botswana
BV	Bouvet Island
BR	Brazil
IO	Chagos Archipelago / "British Indian Ocean Territory"
BN	Brunei Darussalam
BG	Bulgaria
BF	Burkina Faso
BI	Burundi
CV	Cabo Verde
KH	Cambodia
CM	Cameroon

Code	Name
CA	Canada
KY	Cayman Islands
CF	Central African Republic
TD	Chad
CL	Chile
CN	China
CX	Christmas Island
CC	Cocos (Keeling) Islands
CO	Colombia
KM	Comoros
CG	Congo
CK	Cook Islands
CR	Costa Rica
CI	Côte d'Ivoire
HR	Croatia
CU	Cuba
CW	Curaçao
CY	Cyprus
CZ	Czech Republic
KP	Democratic People's Republic of Korea
CD	Democratic Republic of the Congo
DK	Denmark
DJ	Djibouti
DM	Dominica
DO	Dominican Republic
EC	Ecuador
EG	Egypt
SV	El Salvador
GQ	Equatorial Guinea
ER	Eritrea
EE	Estonia
SZ	<u>Eswatini</u>
ET	Ethiopia
FK	Falkland Islands (Malvinas)*
FO	Faroe Islands
FJ	Fiji
FI	Finland
FR	France
GF	French Guiana
PF	French Polynesia

* A dispute exists between the Governments of Argentina and the United Kingdom of Great Britain and Northern Ireland

concerning sovereignty over the Falkland Islands (Islas Malvinas).

Code	Name
TF	French Southern Territories
GA	Gabon
GM	Gambia
GE	Georgia
DE	Germany
GH	Ghana
GI	Gibraltar
GR	Greece
GL	Greenland
GD	Grenada
GP	Guadeloupe
GU	Guam
GT	Guatemala
GG	Guernsey
GN	Guinea
GW	Guinea-Bissau
GY	Guyana
HT	Haiti
HM	Heard Island and McDonald Islands
VA	Holy See
HN	Honduras
HK	Hong Kong SAR
HU	Hungary
IS	Iceland
IN	India
ID	Indonesia
IR	Iran, Islamic Republic of
IQ	Iraq
IE	Ireland
IM	Isle of Man
IL	Israel
IT	Italy
JM	Jamaica
JP	Japan
JE	Jersey
JO	Jordan
KZ	Kazakhstan
KE	Kenya
KI	Kiribati
KW	Kuwait
KG	Kyrgyzstan
LA	Lao People's Democratic Republic
LV	Latvia

Code	Name
LB	Lebanon
LS	Lesotho
LR	Liberia
LY	Libya
LI	Liechtenstein
LT	Lithuania
LU	Luxembourg
MO	Macao
MG	Madagascar
MW	Malawi
MY	Malaysia
MV	Maldives
ML	Mali
MT	Malta
MH	Marshall Islands
MQ	Martinique
MR	Mauritania
MU	Mauritius
YT	Mayotte
MX	Mexico
FM	Micronesia, Federated States of
MC	Monaco
MN	Mongolia
ME	Montenegro
MS	Montserrat
MA	Morocco
MZ	Mozambique
MM	Myanmar
NA	Namibia
NR	Nauru
NP	Nepal
NL	Netherlands
NC	New Caledonia
NZ	New Zealand
NI	Nicaragua
NE	Niger
NG	Nigeria
NU	Niue
NF	Norfolk Island
MK	North Macedonia
MP	Northern Mariana Islands
NO	Norway
OM	Oman

Code	Name
PK	Pakistan
PW	Palau
PA	Panama
PG	Papua New Guinea
PY	Paraguay
PE	Peru
PH	Philippines
PN	Pitcairn
PL	Poland
PT	Portugal
PR	Puerto Rico
QA	Qatar
KR	Republic of Korea
MD	Republic of Moldova
RE	Réunion
RO	Romania
RU	Russian Federation
RW	Rwanda
BL	Saint Barthelemy
SH	Saint Helena, Ascension and Tristan da Cunha
KN	Saint Kitts and Nevis
LC	Saint Lucia
MF	Saint Martin
PM	Saint Pierre and Miquelon
VC	Saint Vincent and the Grenadines
WS	Samoa
SM	San Marino
ST	Sao Tome and Principe
SA	Saudi Arabia
SN	Senegal
RS	Serbia
SC	Seychelles
SL	Sierra Leone
SG	Singapore
SX	Sint Maarten
SK	Slovakia
SI	Slovenia
SB	Solomon Islands
SO	Somalia
ZA	South Africa

Code	Name
GS	South Georgia and the South Sandwich Islands*
SS	South Sudan
ES	Spain
LK	Sri Lanka
SD	Sudan
SR	Suriname
SJ	Svalbard and Jan Mayen
SE	Sweden
CH	Switzerland
SY	Syrian Arab Republic
TW	Taiwan, Province of China
TJ	Tajikistan
TH	Thailand
TL	Timor-Leste
TG	Togo
TK	Tokelau
TO	Tonga
TT	Trinidad and Tobago
TN	Tunisia
TR	Turkey
TM	Turkmenistan
TC	Turks and Caicos Islands
TV	Tuvalu
UG	Uganda
UA	Ukraine
AE	United Arab Emirates
GB	United Kingdom of Great Britain and Northern Ireland
TZ	United Republic of Tanzania
UM	United States Minor Outlying Islands
US	United States of America
UY	Uruguay
UZ	Uzbekistan
VU	Vanuatu
VE	Venezuela, Bolivarian Republic of
VN	Viet Nam
VG	Virgin Islands, British
VI	Virgin Islands, United States
WF	Wallis and Futuna Islands
EH	Western Sahara

* A dispute exists between the Governments of Argentina and the United Kingdom of Great Britain and Northern Ireland

concerning sovereignty over the Falkland Islands (Islas Malvinas).

Code	Name
YE	Yemen
ZM	Zambia

Code	Name
ZW	Zimbabwe