

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

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Forty-second meeting of the Standing Committee  
Lisbon (Portugal), 28 September-1 October 1999

**GUIDELINES FOR THE PREPARATION AND SUBMISSION OF ANNUAL REPORTS**

1. Decision 10.131 of the Conference of the Parties instructs the Secretariat as follows:

In concurrence with the Standing Committee, the "Guidelines for the Preparation and Submission of CITES Annual Reports" shall be amended to include:

- a) appropriate reference to the definitions proposed in Resolution Conf. 10.13, paragraphs c) and d); and
- b) the following units of measurement to be used for reporting on trade in timber:
 

i) logs	$m^3$
ii) sawn wood	$m^3$
iii) veneer sheets	$m^3$
– rotary veneer	$m^2$
– sliced veneer	kg
iv) carvings	kg
v) other finished wood products such as pieces of furniture, musical instruments, other handicrafts, etc.	$kg/m^3$
vi) logs and sawn wood of special purpose timbers traded by weight rather than volume (for example lignum vitae; <i>Guaiacum</i> spp.)	kg

2. The current 'Guidelines for the Preparation and Submission of CITES Annual Reports' were distributed with Notification to the Parties No. 788 of 10 March 1994. They are to some extent out of date regarding the names used for species, the appendices indicated for species and the names of countries.
3. At the 10th meeting of the Conference of the Parties, the United States of America presented a document (Doc. 10.65) at the request of the Animals Committee, proposing, amongst other things, that the Guidelines for the preparation and submission of annual reports be amended to indicate that:
  - a) reports of trade in specimens of coral transported in water should record the number of pieces traded; and
  - b) reports of trade in coral specimens other than specimens of coral transported in water should record the weight in kilograms.

After some discussion in a working group of Committee I, this document was withdrawn. However, the reason for the withdrawal had nothing to do with these two proposed amendments and the Secretariat believes that they are still appropriate.

4. In May 1999, the Secretariat issued a Notification on trade in stony corals (Notification to the Parties No. 1999/41) in which it indicates the circumstances under which it believes that the use

of higher-taxon names on permits is acceptable (in accordance with Resolution Conf. 10.2) because the species can not be identified.

5. The Secretariat has drafted a revision of the Guidelines for the Preparation and Submission of CITES Annual Reports in order to:
  - a) implement Decision 10.131;
  - b) update the text where it was known to be out of date;
  - c) amend the table of descriptions of specimens and units of quantity, in order to add items frequently reported and to clarify the explanations and the units to be used; and
  - d) incorporate the above-mentioned amendments proposed by the United States of America and the Animals Committee at the 10th meeting of the Conference of the Parties, while taking account of the content of Notification to the Parties No. 1999/41.
6. The Conference of the Parties, in Resolution Conf. 9.4 (Rev.) has given to the Secretariat the right to amend the Guidelines, with the concurrence of the Standing Committee. Therefore, the draft of the revised Guidelines is annexed to the present document for the approval of the Committee.