

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

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Sixty-first meeting of the Standing Committee  
Geneva (Switzerland), 15-19 August 2011

Interpretation and implementation of the Convention

Compliance and enforcement

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

1. This document has been prepared by the Secretariat.

Background

2. In Resolution Conf. 11.17 (Rev. CoP14) on *National reports*, the Conference of the Parties:

*URGES all Parties to submit their annual reports required under the provisions of Article VIII, paragraph 7 (a), in accordance with the most recent version of the Guidelines for the preparation and submission of CITES annual reports distributed by the Secretariat and as may be amended with the concurrence of the Standing Committee*

3. The current version of the *Guidelines* was issued with Notification to the Parties No. 2010/013 of 17 June 2010.
4. The data included in the annual reports submitted by the Parties are entered into the CITES Trade Database, which is maintained by UNEP World Conservation Monitoring Centre (UNEP-WCMC) under contract to the CITES Secretariat. As a result of doing this work, UNEP-WCMC has become aware of a number of ways in which the *Guidelines* could be improved, particularly to provide greater clarity and to ensure that, as far as possible, the data in the annual reports are in a format suitable for transfer to the CITES Trade Database.
5. The Secretariat is planning to work with UNEP-WCMC to prepare a draft revision of the *Guidelines*, and will consult with the Standing Committee's Working Group on Special Reporting Requirements.

Recommendation

6. The Secretariat invites the Standing Committee to take note of its plan expressed in paragraph 5 above.
7. As in the past, the Secretariat would be pleased to consult with any Party that expresses an interest in the revision of the *Guidelines for the preparation and submission of CITES annual reports*, or to work with an intersessional work group of the Standing Committee if it wishes to establish one.