

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



Sixty-seventh meeting of the Standing Committee
Johannesburg (South Africa), 23 September 2016

Interpretation and implementation matters

Compliance and enforcement

ADOPTION OF REVISED
GUIDELINES FOR THE PREPARATION AND SUBMISSION OF CITES ANNUAL REPORTS

1. This document has been prepared by the Secretariat.

Background

2. In [Resolution Conf. 11.17 \(Rev. CoP16\)](#) 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. 2011/019](#) of 17 February 2011.
4. At its 61st meeting (Geneva, 2011), the Standing Committee agreed that a revision of the *Guidelines* should be prepared by the Secretariat and the Committee's Working Group on Special Reporting Requirements.
5. In 2012, in support of this process, the Secretariat and the United Nations Environment Programme – World Conservation Monitoring Centre (UNEP-WCMC) undertook a review of the *Guidelines*. They suggested a number of revisions to ensure that reports are received in a format that could ease data input into the CITES Trade Database, while also potentially saving Parties time and effort. The revisions were reviewed by the Working Group on Special Reporting Requirements.
6. At the Committee's 62nd meeting (SC62), the Working Group submitted some suggested draft amendments to the *Guidelines* and the Committee invited Parties to send comments to the Secretariat by 1 September 2012 on these draft amendments and on the draft sample annual report contained in [Annex 4](#) and [Annex 5](#) to document [SC62 Doc. 24.2](#), respectively.
7. At its 65th meeting (SC65), the Standing Committee agreed that a Notification should be issued inviting comments from Parties on the revised *Guidelines*.¹ The Committee also agreed that the Secretariat would further revise the *Guidelines* and present them for consideration at the 66th meeting of the Standing Committee (SC66). Accordingly, the Secretariat issued Notification to the Parties [No. 2015/058](#) on 2 November 2015 with a request for comments from Parties by 13 November 2015.

¹ See page 12 of [SC65 Summary Record](#)

8. At SC66, the Secretariat presented in document [SC66 Doc. 30.1](#) all the comments from Parties received to date. The Secretariat proposed to incorporate them in a further revision of the *Guidelines*. It also indicated that it would incorporate the recommendation of the Plants Committee that Parties should continue to report trade in artificially propagated Appendix-II plants at the species level when possible, taking into account data entry capacity and in consideration of conservation priorities such as the value in species level reporting for new species in trade.
9. As the request of the Standing Committee, the Secretariat circulated the revised *Guidelines* to Parties that provided comments.² This included a detailed answer to each comment submitted by a Party explaining why and how the comment or revision was included (or not) in the revised *Guidelines*. The Secretariat has incorporated the three rounds of revisions to the *Guidelines* and produced a clean version in the annex to this document.

Recommendation

10. The Standing Committee is invited to adopt the revised *Guidelines for the preparation and submission of CITES annual reports* presented in the annex to this document.

² See page 28 of [SC66 Summary Record](#)

**Guidelines for the preparation and submission of
CITES annual reports
(July 2016)
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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 \(Rev. CoP16\)](#) 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](#)), travelling exhibition certificates [covered by [Resolution Conf. 12.3 \(Rev. CoP16\)](#)], 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 to 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 \(Rev. CoP16\)](#) part XIV 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 5 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 5 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

* 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.

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.

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.

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 5 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 5a) 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 5 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 5c) 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 12.3 \(Rev. CoP16\)](#) as provided in the terminology in section 5 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 traded 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.

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 \(Rev. CoP16\)](#), 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	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 fresh or processed 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	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 (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	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'

Description	Code	Preferred unit	Alternative unit	Explanation
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	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
fin	FIN	kg		fresh, frozen or dried fins and parts of fins (including flippers)
fingerlings	FIG	kg	no.	juvenile fish of one or two years of age for the aquarium trade, hatcheries or for release operations
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.

Description	Code	Preferred unit	Alternative unit	Explanation
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
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	IJW	no.	g	jewellery made of ivory
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
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>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)
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

Description	Code	Preferred unit	Alternative unit	Explanation
piece – horn	HOP	kg		pieces of horn, not manufactured – includes scrap
piece – 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
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		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	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

Description	Code	Preferred unit	Alternative unit	Explanation
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
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	TUS	no.	kg	substantially whole tusks, whether or not worked. Includes tusks of elephant, hippopotamus, walrus, narwhal, but not other teeth
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
Litres	LTR
Millilitres (ml)	MLT
Metres (m)	MTR
Cubic centimetres (cm ³)	CCM
Square metres (m ²)	SQM
Cubic metres (m ³)	CUM
Number of specimens	"No." or leave blank

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 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

Code	Name
BW	Botswana
BV	Bouvet Island
BR	Brazil
IO	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

Code	Name
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
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

Code	Name
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
LB	Lebanon
LS	Lesotho
LR	Liberia
LY	Libya
LI	Liechtenstein
LT	Lithuania
LU	Luxembourg
MO	Macao
MG	Madagascar

** 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
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
MP	Northern Mariana Islands
NO	Norway
OM	Oman
PK	Pakistan
PW	Palau
PA	Panama
PG	Papua New Guinea
PY	Paraguay

Code	Name
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
GS	South Georgia and the South Sandwich Islands**
SS	South Sudan

Code	Name
ES	Spain
LK	Sri Lanka
SD	Sudan
SR	Suriname
SJ	Svalbard and Jan Mayen
SZ	Swaziland
SE	Sweden
CH	Switzerland
SY	Syrian Arab Republic
TW	Taiwan, Province of China
TJ	Tajikistan
TH	Thailand
MK	The former Yugoslav Republic of Macedonia
TL	Timor-Leste
TG	Togo
TK	Tokelau
TO	Tonga
TT	Trinidad and Tobago
TN	Tunisia
TR	Turkey

Code	Name
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
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. CoP15), 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)
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
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)

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

SAMPLE REPORT

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 Term Code	Description of 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	Year	Remarks (optional)
III	<i>Canis aureus</i>	LIV		1		BG	15EP0001	IN	14OP001	Z	W	2016	
II	<i>Cebus apella</i>	LIV		4		ID	15EP0002			Z	C	2016	
II	<i>Lycalopex griseus</i>	SKI		150		IT	15EP0003	AR	14OP002	T	W	2016	
II	<i>Macaca fascicularis</i>	LIV		2		US	15EP0004	CN	14OP003	S	C	2016	
II	<i>Pecari tajacu</i>	SKI		100		SG	15EP0005	AR	14OP004	Z	W	2016	
II	<i>Saimiri boliviensis</i>	LIV		2		ID	15EP0006			Z	C	2016	
II	<i>Tapirus terrestris</i>	LIV		1		RU	15EP0007			Z	C	2016	
I	<i>Acinonyx jubatus</i>	TRO	2 skulls, 2 skins	2		US	15EP0008	NA		H	W	2016	
I	<i>Ursus arctos isabellinus</i>	LIV		1		UA	15EP0009	UA		Q	O	2016	
II	<i>Loxodonta africana</i>	TUS		2		ZA	15EP0010	ZW		H	W	2016	
II	<i>Loxodonta africana</i>	KEY		52		GB	15EP0011	ZA		P	O	2016	
II	<i>Ara ararauna</i>	LIV		1		US	15EP0012			P	F	2016	
I	<i>Falco hybrid</i>	LIV		2		QA	15EP0013			T	C	2016	
II	<i>Boa constrictor</i>	LIV		50		MY	15EP0014			T	C	2016	
II	<i>Chamaeleo calypttratus</i>	LIV		1		QA	15EP0015			P	C	2016	
II	<i>Geochelone sulcata</i>	LIV		2		US	15EP0016			Z	F	2016	
II	<i>Acipenser hybrid</i>	CAV		75	KIL	CH	15EP0017	FR	14FR-075-11111-E	T	C	2016	
II	<i>Huso dauricus</i>	CAV		5	KIL	CH	15EP0018	CN	14OP022	T	C	2016	
II	<i>Acipenser persicus</i>	CAV		10	KIL	CH	15EP0018	IR	14OP005	T	W	2016	
II	<i>Acipenser ruthenus</i>	MEA		2000	KIL	US	15EP0019			T	C	2016	
II	<i>Huso huso</i>	LIV		120		CH	15EP0020			T	F	2016	
I	<i>Phragmipedium hybrid</i>	LIV		4		CH	15EP0021	PE	14OP006	T	A	2016	
II	<i>Cyathea contaminans</i>	DPL		200	KIL	US	15EP0022			T	W	2016	
II	<i>Swietenia macrophylla</i>	TIM		50	CUM	DO	15EP0023	MY		T	W	2016	
I	<i>Dalbergia nigra</i>	WPR	guitar	1		CA	15EP0024	BR		P	O	2016	
II	<i>Acipenser baerii</i>	EGL	live sturgeon eggs	10000		MG	15EP0025			T	C	2016	
II	<i>Panthera leo</i>	TRO	1 skin, 1 skull, 2 bones, 2 claws	1		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		US		T	W
II	<i>Alligator mississippiensis</i>	LPS	50		IT	US	T	W
II	<i>Alligator mississippiensis</i>	LPS	10		CH	US	T	W
II	<i>Python reticulatus</i>	LPS	3000		SG	MY	T	W
II	<i>Python reticulatus</i>	LPL	500		MY		T	W
II	<i>Caiman crocodilus fuscus</i>	LPS	34		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		IT	US	T	W
II	<i>Alligator mississippiensis</i>	LPS	82		CH	US	T	W
II	<i>Python reticulatus</i>	LPS	250		BE	ID	T	W
II	<i>Python reticulatus</i>	LPL	500		JP	ID	T	W
II	<i>Caiman crocodilus fuscus</i>	LPS	77		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.