At its 59th meeting (Doha, March 2010), the Standing Committee agreed that the reports of regional representatives, which are to be presented at each regular meeting of the Standing Committee, should be based on the following template.

Introduction

A statement about the number of Parties in the region; new Parties; representatives in the Standing Committee.

Overview of major developments

The regional representatives' comments on the most important policy-related developments – if any – of which the Standing Committee should be aware in Management Authorities, Scientific Authorities and law-enforcement authorities of the region.

Activities of the regional representatives

Since regional representatives are supposed to maintain a permanent communication with the Parties of the region, and to discuss matters to be considered by the Standing Committee, they should summarize their activities in this regard. Participation of the representatives in CITES meetings and other relevant international meetings can be included.

Regional cooperation

Cooperative activities within the region should be reported, such as regional meetings, efforts to improve control of cross-border trade, and efforts to deal with excessive or illegal trade in specific species.

Meetings and workshops

A list can be provided of the main CITES-related meetings and workshops held within the region, whether national or international in nature.

Problems faced by the regional representatives

If regional representatives face particular problems in fulfilling their duties, it would be useful to describe these and also to propose solutions.