



NOTIFICATION TO THE PARTIES

No. 2012/016

Geneva, 28 February 2012

CONCERNING:

Submission of national reports

Background

1. Article VIII, paragraph 7, of the Convention requires each Party to prepare and transmit to the Secretariat an annual report on its trade in specimens of species included in Appendices I, II and III and a biennial report on the legislative, regulatory and administrative measures it has taken to enforce the provisions of the Convention.
2. In Resolution Conf. 11.17 (Rev. CoP14) on *National reports*, the Conference of the Parties urges all Parties to submit their annual reports in accordance with the most recent version of the *Guidelines for the preparation and submission of CITES annual reports*. The current *Guidelines* are contained in Notification to the Parties No. 2011/019, of 17 February 2011, and specify that annual reports should be submitted to the Secretariat by 31 October following the year to which they relate.
3. In the same Resolution, the Conference of the Parties urges all Parties to submit their biennial reports by 31 October following the year for which they are due and in accordance with the *Biennial report format* distributed by the Secretariat. The current *format* is contained in Notification to the Parties No. 2005/035 of 6 July 2005.
4. Under the Resolution, Parties experiencing problems with the regular preparation and submission of annual or biennial reports are further urged to seek assistance from the Secretariat to produce those reports.
5. The Secretariat maintains tables of annual and biennial report submissions, which are accessible on the CITES website at the following URLs:
 - http://www.cites.org/cms/public/common/resources/annual_reports.pdf (annual reports); and
 - <http://www.cites.org/eng/resources/reports/biennial.php> (biennial reports).
6. As directed in Decision 14.38 (Rev. CoP15) of the Conference of the Parties, the Secretariat is continuing its work to facilitate harmonization of knowledge management and reporting and to reduce the reporting burden on Parties.

Possible implementation problem

7. The annual reports of Parties for 2010 and the biennial reports for 2009-2010 were due on 31 October 2011. The Secretariat is continuing to receive late reports, but a significant number of Parties have still not submitted their reports.

8. In Resolution Conf. 11.17 (Rev. CoP14), the Conference of the Parties:

DECIDES that:

- a) *failure to submit an annual report by 31 October of the year following the year for which the report was due constitutes a major problem with the implementation of the Convention, which the Secretariat shall refer to the Standing Committee for a solution in accordance with Resolution Conf. 11.3 (Rev. CoP15); and*
- b) *the Secretariat may approve a valid request from a Party for a reasonable extension of time to the 31 October deadline for the submission of annual or biennial reports provided the Party submits to the Secretariat a written request, containing adequate justification, before that deadline;*

INSTRUCTS the Standing Committee to determine, on the basis of reports presented by the Secretariat, which Parties have failed, for three consecutive years and without having provided adequate justification, to provide the annual reports required under Article VIII, paragraph 7 (a), of the Convention within the deadline (or any extended deadline)...

and

RECOMMENDS that Parties not authorize trade in specimens of CITES-listed species with any Party that the Standing Committee has determined has failed, for three consecutive years and without having provided adequate justification, to provide the annual reports required under Article VIII, paragraph 7 (a), of the Convention within the deadline (or any extended deadline)...

9. In accordance with Resolution Conf. 11.17 (Rev. CoP14), the Secretariat will be presenting at the 62nd meeting of the Standing Committee (Geneva, 23-27 July 2012) a report that identifies those Parties that have failed for three consecutive years, and without having provided adequate justification, to provide the annual reports required under the Convention.
10. Parties are urged to review the tables of annual and biennial report submissions which are accessible on the CITES website (see paragraph 5 above), advise the Secretariat if any information is incorrect, submit any missing reports and, if needed, request assistance with the preparation and submission of reports.