

GUIDELINES FOR THE PREPARATION AND SUBMISSION OF THE CITES ANNUAL ILLEGAL TRADE REPORT

(November 2023)

1. Introduction

- a) At its 17th meeting (CoP17, Johannesburg, 2016), the Conference of the Parties to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) decided to introduce a new CITES illegal trade report by inserting paragraph 3 in [Resolution Conf. 11.17 \(Rev. CoP19\)](#) on *National reports*. The Conference of the Parties in paragraph 3:

3. *URGES all Parties to submit an annual illegal trade report by 31 October each year covering actions in the preceding year using the report format and the most recent version of the Guidelines for the preparation and submission of the CITES annual illegal trade report distributed by the Secretariat, as approved by the Standing Committee or amended by the Secretariat to include new terms adopted by the Conference of the Parties;*

- b) The present guidelines for the preparation and submission of CITES annual illegal trade reports were prepared by the Secretariat and approved by the Standing Committee.
- c) The standard format for the CITES annual illegal trade report agreed by the Standing Committee is included at the end of these guidelines.
- d) The guidelines also include a sample report, titled *SAMPLE ILLEGAL TRADE REPORT (hypothetical examples)*, containing fictive examples prepared by the Secretariat to illustrate the guidance. This sample report containing the fictive examples can be found immediately after the standard format for the CITES annual illegal trade report at the end of this document.
- e) It is recalled that, in paragraph 4 of Resolution Conf. 11.17 (Rev. CoP19), the Conference of the Parties agrees that, unless otherwise specified by the reporting Party, data collected in the CITES annual illegal trade report should be made available to Parties for research and analysis of wildlife and forest crime as it affects them, and to the members of the International Consortium on Combating Wildlife Crime (ICWC), to allow data to be used in ICWC global research and analysis studies on wildlife and forest crime, and any data related to seizures of elephant specimens (as prepared by the Secretariat) to ETIS to support the monitoring of the illegal trade in ivory and other elephant specimens as provided for in Resolution Conf. 10.10 (Rev. CoP19). Each Party should indicate in the annual illegal trade report it submits, whether the data provided in the report may be used by Parties for research and analysis of wildlife and forest crime as it affects them and in the ICWC-supported global research and analysis on wildlife and forest crime. Each Party should also indicate in the annual illegal trade report it submits whether the data related to seizures of elephant specimens (as prepared by the Secretariat) may be shared with ETIS to support the monitoring of the illegal trade in ivory and other elephant specimens as provided for in Resolution Conf. 10.10 (Rev. CoP19). This should be done by ticking the appropriate box provided in the format for reporting. In the event that no box is ticked (whether it is for sharing with ICWC or ETIS), the Secretariat will consider that the data provided in the report can be shared and used for the purposes indicated.
- f) Resolution Conf. 11.3 (Rev. CoP19) on *Compliance and enforcement* in paragraph 32, DIRECTS the Secretariat to, subject to available resources:
- a) *analyse, in collaboration with ICWC partners, the Annual Illegal Trade Reports and share relevant information from the analysis with Parties and on the CITES website as appropriate to support enforcement activities and global efforts to tackle illegal trade in CITES specimens;*

[...]

- c) *submit a report on enforcement and compliance matters, which includes inter alia, the analysis of the Annual Illegal Trade Report and relevant information available through ICWC partners as well as other verified sources, at each regular meeting of the Standing Committee and each meeting of the Conference of Parties.*

2. General guidance

- a) The annual illegal trade report should be sent to the CITES Secretariat in Geneva, Switzerland, preferably by email. Only the following email address must be used for this purpose: reporting@cites.org. If a Party has questions about how to report and needs technical support on reporting, please use the same email reporting@cites.org.
- b) Each annual illegal trade report should cover the period 1 January to 31 December.
- c) The standard format for the CITES annual illegal trade report in Excel is available from the CITES website: <https://cites.org/sites/default/files/eng/reports/illegaltrade/E-AITR-format-2023.xlsx>
- d) The annual illegal trade report 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 should preferably be avoided as these cannot be easily converted.
- e) The annual illegal trade report should be submitted to the Secretariat by **31 October** of the year following the year to which it relates, i.e. the first annual illegal trade report was due on 31 October 2017, covering data from 2016.
- f) The annual illegal trade report should be prepared in one of the three working languages of the Convention: English, French or Spanish.
- g) The annual illegal trade report should include information on all seizures for violations involving CITES-listed species, irrespective of whether the seizure was made at an international border, or elsewhere in the country, for example during the search of a private or business property or during inspections at domestic markets. In case of doubt, please include the seizure in the report.
- h) The illegal trade report should, to the extent possible, only include incidents that involve a violation of CITES. If the reason for the seizure is for example exclusively the violation of a national health regulation restricting import of certain live animals and not related to CITES, it should preferably not be included in the report. In cases of doubt, please include the incident.

3. Specific instructions

Only one species and specimen type should be included per row of the illegal trade report. If more than one species and/or more than one type of specimen for a specific species were seized during the same incident, these should be recorded on separate rows, each with corresponding number of specimens, weight/volume and unit, method of concealment, etc. In such cases all species and specimen types from that incident should have the same reference number (see below for explanation of reference number).

The headings below refer to the column headings in the standard format for the CITES annual illegal trade report provided at the end of this guidance.

Reference number

All seizure records must be accompanied by a reference number, this could be from the national reference number system, a specific case number, or a unique number created for reporting to CITES. Numeric format is free, and no particular format for such a number is suggested. This number must be consistent for future reference, so the numeric sequence should not be repeated across years. Examples: "20220045" 20-0145, MX19-1183, etc.

A national reference number could facilitate communication with Parties should further information or clarification be needed concerning a specific seizure or incident. This reference number is used to link records related to the same seizure incident, in the case of incidents where multiple products, specimens or species are seized. Records belonging to the same incident should have the same reference number.

Date of seizure

The date of the incident as recorded in the official report on the seizure should be stated. The day, month, and year of seizure are to be entered in their respective columns in the standard form under the "Date of Seizure"

section. If it is not possible to establish a precise date, enter the month and year in which the seizure occurred.

For seizures made in a previous year, which were not included in the report for that year, it is suggested that such seizures are included and consolidated at the bottom of the illegal trade report, immediately after the last entry relevant to the actual year of reporting. For edits or updated information to previously submitted seizures, please send a separate document with those updated records for clarity and to avoid duplicate entries into the CITES Illegal Trade Database. Parties are encouraged to make every effort to limit such reporting to exceptional cases.

Species

Enter the scientific name of the species or subspecies. The scientific names used should correspond to those recorded in the CITES 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+](#), on the CITES website). Abbreviations (e.g. “*F. cherrug*”) and common names should only be used if no other information is available.

If the specimens/species cannot be identified the name of the genus or a higher taxon should be indicated.

Description of specimen

Seized specimens should be described as precisely as possible. For this purpose, reporting Parties are invited to use the trade term codes, listed in section 4 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 4 a), Parties should describe the seized specimens directly in this column.

For European eel (*Anguilla anguilla*), it is essential that live eels of <12cm length (and which may be referred to as glass eels or elvers) in trade are distinguished from other live specimens by reporting them as fingerlings (FIG); other live specimens should be reported as LIV. It is also desirable that the code for meat (MEA) should be used for trade in eels destined for human consumption. In all cases, Parties should report trade in live specimens (LIV), live fingerlings (FIG) and meat (MEA) of European eel by weight and not as number of specimens. The net weight of live specimens should be recorded and not the combined weight of eels and the water in which they are transported.

Number of specimens

Enter the number of specimens. The quantity should always be recorded as number of specimens and never in non-standard units such as ‘boxes’, ‘cartons’, ‘containers’ or ‘bales’. Where possible, all seizures reported should include both quantity and weight/volume for each specimen and species type seized during an incident.

The use of thousand separators (e.g. comma, point or space/period) in the quantity field should be avoided, and the use of either a point or a comma as a decimal separator should be consistent throughout the report.

Total weight/volume

Enter the numerical value for the total weight or volume of the specimens seized.

Weight/volume unit

Enter the appropriate unit of measurement for the description of the specimens that have been seized using the units provided in section 4 a).

As far as possible, units for weight, volume and length should be recorded in metric measures.

For sharks and rays (Elasmobranchii spp.), weight (kg) should be used rather than number of items.

Location of incident

The location where the seizure took place should be indicated. If possible, this should be specified by the name of a port of entry, the name of an airport, a city/town or a specific border crossing. The address of the location is not necessary.

If no information on the location of the seizure is available, the ISO2-code of the country in which the seizure took place should be indicated. Do not use any other country codes or country names than the ones listed in section 4 b) of this guidance document.

Detecting agency

The agency that discovered the offence should be indicated. In the electronic format for reporting, the following options have been pre-selected: police, customs or wildlife agency. These three would include all agencies administratively linked to them. For instance, the customs authorities may have specific units in airports, in ports and harbours and at border crossings. However, as they are all part of the customs, that option should be selected. If none of the pre-selected authorities seized the specimen, please indicate the authority in question (this could for instance be the fisheries inspection or veterinary services).

Method of detection (if available)

It is suggested to provide information on the method of detection and Parties are encouraged to provide the information if available. Understanding which methods of detection are used successfully could contribute to addressing illegal trafficking of wildlife. If the information is not available, or if the Party is not in a position to share the information for other reasons, the column should be left empty.

The following methods of detection have been pre-selected:

Scanning images

Risk assessment

Random check

Sniffer dog

Third-Party information

Physical inspection

Online monitoring of illegal wildlife trade

Other (specify):

If selecting "other" please specify in the "additional information" field.

Reason for seizure

As noted above, the data should only include seizures involving CITES-listed species. Seizures made for other reasons, e.g. violation of national hunting legislation, should preferably not be included in the report.

The pre-selected options for the legal reason for the seizure are: No CITES permit, mis-declared, illegal crossing, other (please specify). If selecting "other", please specify in the "additional information" field.

No CITES permit: This means that the specimen seized should have been accompanied by a CITES permit or a CITES certificate but that no documents were provided upon request. It would also cover situations where the specimen was found unaccompanied.

Mis-declared: This covers cases of invalid permits (e.g. expired), fraudulent permits (e.g. fraudulent signature), inexact permits (wrong species, quantity, listing), insufficient permits (e.g. no import permit for App. I listed species), or more species than indicated on the permit.

Illegal point of crossing: Most Parties have designated points and ports of entry in their national CITES legislation in accordance with paragraph 3 of Article VIII of the Convention. Illegal crossing refers to passage outside those designated points, even with valid CITES documents.

Other (please specify): This could for instance cover incidents of trade involving a Party that is currently under a recommendation to suspend trade. The exact reasons for seizure should be explained in the

“additional information” field.

Mode of transport

This refers to the mode of transport that was used at the time of the seizure. The five possible modes of transport that have been pre-selected are:

air,

mail,

maritime,

rail, and

road.

If several modes of transport were used in the transaction that led to the seizure, the latest mode should be selected. E.g. if a specimen had travelled from country A to country B by air but was seized as it crossed the border from country B to country C by road, “road” should be selected as the mode of transport.

If the seizure took place before any transport or after the transport of the illegal consignment and no information is available on the mode of transport, please leave the cell empty.

Method of concealment

Please describe in a concise manner the way the specimen was concealed. The method of concealment will often depend on the means of transport and on the type of specimens. There are unlimited ways of concealing illegally traded specimens and therefore no pre-selected options are proposed in the format. If useful and available, add information on the mode of transport. Please see sample report at the end of this guidance for examples.

Alleged country of origin

If available, the name of the alleged country of origin should be indicated by the use of two-letter ISO codes for the representation of names of countries, in accordance with the list in section 4 b) below. This is not necessarily the same as the country where the specimen was removed from the wild. If the alleged country of origin is unknown, the cell should be left empty. Any country codes or country names other than the ones listed in section 4 b) should not be used.

Country(ies) of transit

All known countries of transit should be indicated, and multiple transit countries should as far as possible be listed in the actual trade order separated by a comma (,). This is critically important information to better understand illegal trade routes. Please use the two-letter ISO codes for the representation of names of countries, in accordance with the list in section 4 b) below. If more detailed information is available concerning the trade route (e.g. name of port or airport, or border crossing), this may be provided in the column for additional information. If the countries of transit are unknown or not possible to credibly establish, leave the cell empty. The alleged country of origin and the country(ies) of transit should not be the same.

Alleged country of destination

If available, the country that is the final country of destination should be indicated by the use of two-letter ISO codes for the representation of names of countries, in accordance with the list in section 6 b) below. If additional information about the final destination is available (e.g. region or city), this may be provided in the column for additional information. If the final country of destination is unknown or not possible to credibly establish, leave the cell empty.

Estimated value in country (if available)

The estimated value in the country of seizure should be indicated, if possible, not the declared value unless they are the same. The value of the entire consignment should be indicated. E.g., if a shipment of 90 specimens

each worth approximately USD 200 has been seized, the estimated value to indicate would be USD 18000. If several species were seized in one shipment (see above), they should be reported on separate lines and information about their value should be provided separately as well. If the latter is not possible, please provide the overall value of the shipment in the “additional information” section.

If an estimated value of the seized shipment is not available, provide where possible a small range, e.g. USD 500-600 (keep the range as small as possible). Even an estimated range will be helpful to assess the total value of global illegal trade in specimens of CITES-listed species. It is preferable to provide the value in a globally recognized currency, such as USD or EUR, but if not possible, indicate in the currency in which the value has been provided. Please indicate the currency in the column to the left and the amount in the column to the right.

The use of thousand separators (e.g. comma, point or space/period) in the value field should be avoided.

Nationality of offenders (if available)

Where possible and if available, provide the nationality of each offender against whom administrative measures, criminal prosecutions or other court actions associated with the seizure have been initiated or imposed. If an offender has more than one nationality, please indicate all of them. Please see sample report at the end of this guidance for examples.

If no offender was identified, please leave blank.

Only one offender should be included per row of the illegal trade report. If more than one offender were convicted or fined, this information should be provided on separate rows, each with corresponding law and sanction.

Please do NOT include the names of any offenders in the report. Parties who wish to bring the names of offenders to the attention of the CITES Secretariat should do so through separate correspondence.

Information on the offence related to the seizure

The last three columns relate to a subsequent case under which the offenders are brought to trial and sentenced as well as the final disposal of the confiscated specimens. These are marked as desirable because the information requested may only become available much later in time than the actual seizure. If information is not available because the case has not yet been finalized in court, please indicate this by marking “pending” in the section. If the case has been withdrawn, please indicate this, including the reasons for the withdrawal if possible.

Please note that information that becomes available subsequently to the submission of the annual illegal trade report should be reported in the Implementation report. See Notification No. 2016/006, and in particular section 1.7.5 on *inter alia* criminal prosecutions and other court actions for CITES-related offenses. The same seizure should not be reported again in the year the court actions take place, in cases where proceedings span more than one calendar year.

If a sanction, e.g. a fine or confiscation, has been imposed without a court case, please indicate the sanction.

Law under which the charges were brought (desirable)

If no charges have been brought, please indicate this by marking “no charges” in the section.

If charges have been brought but the case not yet heard or concluded, information on the law under which the charges were brought can be provided. If several laws have been invoked in the charges, please indicate all of them.

Sanction (desirable)

If the case has been heard and a sentence pronounced, please indicate the sanction(s) (imprisonment, fine, confiscation, etc.) If there are more elements in the sanction, please include all of them. If an appeal is pending, please note this as well, but indicate the sanction pronounced in the first instance. If a sanction, such as a fine or confiscation, has been imposed without a court case, please indicate the sanction.

If the case has not (yet) been heard, please indicate this, using the term 'pending'.

Disposal of confiscated specimens (desirable)

Information in this column should include disposal of seized specimens in the instances where the seizure is final. In cases where disposal of the seized specimens can only take place after a court decision on confiscation, the information should only be provided when the final court decision has occurred. In such cases, please indicate "Pending court decision".

Reference is made to [Resolution Conf. 17.8 \(Rev. CoP19\)](#) on *Disposal of illegally traded and confiscated specimens of CITES-listed species* and the provisions set out therein. The following pre-selected options are available to indicate the final disposal of the confiscated/seized specimens:

Returned to the country of export

Public zoos or botanical gardens

Designated rescue centres

Approved, private facilities

Euthanasia/destruction

Storage/Safekeeping

Sale/transformation

Educational purposes

Other (please specify):

Note that Resolution Conf. 17.8 (Rev. CoP19) contains guidance on disposal of confiscated specimens.

Additional information (if available)

If more information pertaining to the seizure is available and relevant in understanding and preventing illegal trade in wildlife, this could be included here. This could be further details regarding the methods of concealment or of detection or further details on the mode of transport, e.g., transported by air cargo. This section could also include further details on the exact location of the incident. Further, if you selected "No CITES Permit" as the reason for seizure, please indicate which type of permit was missing (import permit, export permit, re-export certificate).

If available, you can also include here the latitude and longitude of the incident in the ISO 6709 format.

If you are able to reliably determine the source of the specimen, please indicate here whether the specimen is wild-caught, captive-bred or artificially propagated.

For elephant specimen seizures or confiscations, in accordance with paragraph 23 of Resolution Conf. 10.10 (Rev. CoP19) on *Trade in elephant specimens*, please indicate if forensic examination was undertaken in the case of large-scale ivory seizures (i.e., a seizure of 500 kg or more). For ivory seizures, specifically for tusks (code TUS) and for worked ivory (codes CAR, IVC, IVP and IJW), please indicate both number of units and weight for each seizure.

4. Terminology

a) Description of specimens and units of quantity

Description	Code	Preferred unit	Alternative unit	Explanation
baleen	BAL	kg	no.	elastic sheets of keratin that hang from the upper jaw of baleen whales (Mysticeti) and

				allow them to feed
bark	BAR	kg		tree bark (raw, dried or powdered; unprocessed)
body	BOD	no.	kg	substantially whole dead animals, including whole fish, stuffed turtles, preserved butterflies, reptiles in alcohol, whole stuffed hunting trophies, etc. If referring to specimens of sharks and rays (<i>Elasmobranchii</i> spp.), the preferred unit is kg.
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 (worked 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 carving – ivory (IVC) not as tusk (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 <i>Acipenseriformes</i> ; also known as roe
chips (woodchips)	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’
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	<i>Any product or mixture of products which is applied to an external part of the body only (e.g. skin, hair, nails, genitals, lips or teeth or the mucous membranes of the oral cavity) with the intent to clean, odorise, change the appearance or protect. Cosmetics may include the following: make-up, perfume, skin cream, nail polish, hair colourants, soap, shampoo, shaving cream, deodorant, sunscreens, toothpaste.</i> 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	natural fibre: generic term for several types of material of natural (i.e. plant or animal) origin. Animal fibre can usually be spun and woven and is usually very fine and has good flexibility. – e.g. fibre coming from the shearing of live vicunas. It also includes fibres from animal intestines used to make strings for tennis rackets
fin (dried)	DFN	kg		dried fins and parts of fins (including flippers)
fin (wet)	FFN	kg		Fresh, chilled or frozen fins and parts of fins (including flippers)
fingerlings	FIG	kg	no.	live juvenile fish for the aquarium trade, aquaculture, hatcheries, consumption or for release, including live European eels (<i>Anguilla anguilla</i>) up to 12cm length
flower	FLO	kg		Flowers
flower pot	FPT	no.		flower pots made from parts of a plant – e.g. tree fern fibres (NB: live plants traded in so-called 'community pots' should be recorded as 'live plants', not as flower pots)
frog legs	LEG	kg	no.	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.

fur product (small)	FPS	no.		small manufactured products of fur– including handbags, key fobs, purses, pillows, trim, etc.
gall	GAL	kg	no.	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	kg	no.	gill plates (e.g. for sharks)
graft rootstock	GRS	no.		graft rootstocks (without the grafts)
hair	HAI	kg	g	hair – includes all unprocessed animal hair, e.g. of elephant, yak, guanaco, wolf, bear, panther, etc.
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 (worked ivory)	IJW	no.	g	jewellery made of ivory – includes ekipas
kernel	KNL	kg		also known as 'endosperm', 'pulp' or 'copra'
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, excluding live fingerling fish – see FIG
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. <i>lignum vitae</i> , <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) The code for meat (MEA) should be used in preference for trade in eels for human consumption.
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 (worked ivory)	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

piece – horn	HOP	kg		pieces of horn, not manufactured – includes scrap
piece – ivory (raw 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		A dry, solid substance in the form of fine or coarse particles
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. <i>lignum vitae</i> , <i>Guaiaicum</i> spp.) should be recorded in kg
scale	SCA	kg		scales – e.g. of turtle, other reptiles, fish, pangolin
seed	SEE	kg	no.	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 hides, 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
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.

thread	THD	kg		thread – a processed long strand of multiple hairs or fibres of natural (e.g. plant or animal) origin, e.g. vicuna, guanaco
timber	TIM	m ³	kg	raw timber except saw-logs, sawn wood and transformed wood
transformed wood	TRW	m ³	kg	defined by Harmonized System code 44.09: Wood (including strips, friezes for parquet flooring, not assembled), continuously shaped (tongued, grooved, v-jointed, beaded or the like) along any edges, ends or faces, whether or not planed, sanded or end-jointed.
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 (raw ivory)	TUS	no.	kg	substantially whole tusks, not worked. Includes tusks of elephant, hippopotamus, walrus, narwhal, but not other teeth - N.B. Whole carved tusks should be reported as carving – ivory (see "IVC" above).
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)	KGM
Litres	LTR
Millilitres (ml)	MLT
Metres (m)	MTR
Cubic centimetres (cm ³)	CMQ

Square metres (m ²)	MTK
Cubic metres (m ³)	MTQ

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

Code	Name
BT	Bhutan
BO	Bolivia, Plurinational State of
BQ	Bonaire, Saint Eustatius and Saba
BA	Bosnia and Herzegovina
BW	Botswana
BV	Bouvet Island
BR	Brazil
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

Code	Name
CK	Cook Islands
CR	Costa Rica
CI	Côte d'Ivoire
HR	Croatia
CU	Cuba
CW	Curaçao
CY	Cyprus
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
SZ	Eswatini
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

Code	Name
GR	Greece
GL	Greenland
GD	Grenada
GP	Guadeloupe
GU	Guam
GT	Guatemala
GG	Guernsey
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

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

Code	Name
NF	Norfolk Island
MK	North Macedonia
MP	Northern Mariana Islands
NO	Norway
OM	Oman
PK	Pakistan
PW	Palau
PA	Panama
PG	Papua New Guinea
PY	Paraguay
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

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

Code	Name
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

Select option:
Police; Customs; Wildlife Agency; Other (please specify).

Select option: Scanning images; Risk assessment; Random check; Sniffer dog; Third-Party information; Physical inspection; Online monitoring of illegal wildlife trade;

Select option: No CITES Permit; Mis-declared; Illegal point of crossing ; Other (please specify).

Select option: Maritime; Rail; Road; Air; Mail.

Select option: Returned to country of export; Public zoos or botanical gardens; Designated rescue centres; Approved, private facilities; Euthanasia/destruction; Storage/safekeeping; Sale/transformation; Educational purposes; Other (please specify).

Reporting Party:

Reference number	Date of seizure			Species	Description of specimen	Number of specimens	Total Weight / Volume	Weight / Volume Unit	Location of incident	Detecting agency ¹	Method of detection ^{2*}	Reason for seizure ³	Mode of transport ⁴	Method of concealment	Alleged country of origin	Country(ies) of transit	Alleged country of destination	Estimated value in country ⁶		Nationality of offenders [*]	Law under which charges were brought (desirable)	Sanction (desirable)	Disposal of confiscated specimens ⁵ (desirable)	Additional information [*]	
	Day	Month	Year															Value	Currency						

¹ Select option: Police; Customs; Wildlife Agency; Other (please specify).

² Select option: Scanning images; Risk assessment; Random check; Sniffer dog; Third-Party information; Physical inspection; Online monitoring of illegal wildlife trade; Other (please specify).

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⁴ Select option: Maritime; Rail; Road; Air; Mail.

⁵ Select option: Returned to country of export; Public zoos or botanical gardens; Designated rescue centres; Approved, private facilities; Euthanasia/destruction; Storage/Safekeeping; Sale/Transformation; Educational purposes; Other (please specify).

*means that it is optional to provide the information, even if it is available

Please select one of the following options:

Yes, the information provided in this report may be used in the ICCWC-supported global research and analysis on wildlife and forest crime and/or by Parties for research and analysis of wildlife and forest crime as it affects them.

No, the information provided in this report may not be used in the ICCWC-supported global research and analysis on wildlife and forest crime and/or by Parties for research and analysis of wildlife and forest crime as it affects them.

Please select one of the following options:

Yes, any data related to seizures of elephant specimens can be shared with ETIS to support the monitoring the illegal trade in ivory and other elephant specimens as provided for in Resolution Conf. 10.10 (Rev. CoP19).

No, data related to seizures of elephant specimens will be submitted to ETIS as a separate report.

SAMPLE ILLEGAL TRADE REPORT (hypothetical examples)

Select option:
Police; Customs; Border Control Agency; Wildlife Agency; Other (please specify).

Select option: Scanning images; Risk assessment; Random check; Sniffer dog; Third-Party information; Physical inspection; Online monitoring of illegal wildlife trade;

Select option: No CITES Permit; Mis-declared; Illegal point of crossing ; Other (please specify).

Select option: Maritime; Rail; Road; Air; Mail.

Select option:
Returned to country of export; Public zoos or botanical gardens; Designated rescue centres; Approved, private facilities; Euthanasia/destruction; Storage/safekeeping; Sale/transformation; Educational purposes; Other (please specify).

Reporting Party: XX (In this example, where XX is used, it indicates the reporting Party.)

Reference number	Date of seizure			Species	Description of specimen	Number of specimens	Total Weight / Volume	Weight / Volume Unit	Location of incident	Detecting agency ¹	Method of detection ²	Reason for seizure ³	Mode of transport ⁴	Method of concealment	Alleged country of origin	Country(ies) of transit	Alleged country of destination	Estimated value in country*		Nationality of offenders*	Law under which charges were brought (desirable)	Sanction (desirable)	Disposal of confiscated specimens ⁵ (desirable)	Additional information*	
	Day	Month	Year															Value	Currency						
CAS 01/01/16	1	1	2016	Pan troglodytes	LIV	1			Airport name	Customs	Risk assessment	Mis-declared	Air	Not concealed	CD	JO, TR, IQ	XX	2000	USD	AF, AL	Name of Law, No.	N/A	Designated rescue centre	Air cargo, incorrect permit (wrong species). Alleged destination: insert name of region or city if available	
CAS 01/01/16	1	1	2016	Psittacus erithacus	LIV	90			Airport name	Customs	Risk assessment	Mis-declared	Air	Not concealed	CD	JO, TR, IQ	XX	18000	USD	AF, AL	Name of Law, No.	N/A	Public zoo	Same shipments: Ref. CAS 01/01/16	
CAS 05/01/16	2	1	2016	Manis spp.	SCA		1500	KGM	Border crossing name	Customs	Physical inspection	Mis-declared	Air	Not concealed	IN	NP	XX	700000	USD	DZ	Name of Law, No.	X year imprisonment	Destruction	Fraudulent permit, known smuggling route	
CAS 05/01/16	2	1	2016																	AD	Name of Law, No.	X year imprisonment		Offender no. 2; same case: CAS 05/01/2016	
CAS 05/01/16	2	1	2016																	AS	Name of Law, No.	X month imprisonment		Offender no. 3; same case: CAS 05/01/2016	
CAS 03/02/16	5	2	2016	Manis tricuspis	SCA		40	KGM	City/town name	Police	Sniffer dog	No CITES permit	Mail	Postal parcel	NL		XX	18-20000	USD	N/A	Name of Law, No.	N/A	Educational purposes	Insufficient evidence. If no offender was identified, please leave Nationality of offenders blank	
CAS 07/03/16	4	3	2016	Loxodonta africana	IJW	15	0.5	KGM	Town name	Wildlife agency	Third Party information	No CITES permit	Road	Under traveller's clothing		TH	XX	100	USD	AI	Name of Law, No.	Fine: USD XX	Safekeeping	Ivory wrapped in foil. Confiscation without court case. For worked ivory please indicate both number of units and weight.	
CAS 44/05/16	14	5	2016	Dalbergia cochinchinensis	LOG		1000	CMQ	Seaport name	Customs	Random check	No CITES permit	Maritime	Hidden in fuel tanker truck			XX	40-50000	USD	AG	Name of Law, No.	Appeal is pending	Sale	X years of imprisonment in first instance	
CAS 29/07/16	11	7	2016	Diceros bicornis	HOR	20	50	KGM	Airport name	Customs	Scanning images	No CITES permit	Air	Under cashew nuts			XX	500000	USD	AR	Name of Law, No.	N/A	Destruction	Final destination: insert name of region or city	
CAS 11/09/16		9	2016	Hylobates agilis	LIV	2			Border crossing name	Customs	Physical inspection	Illegal crossing	Road	Hidden in a shipment of dogs	TH	LA, DE	XX	2000	USD	AM	Name of Law, No.	Withdrawn	Euthanasia	Insufficient evidence	
CAS 19/09/16		9	2016	Ursus arctos	SKI	1			Airport name	Customs	Online monitoring of illegal wildlife trade	No CITES permit	Air	Hidden in check-in luggage	RU		XX			AU	Name of Law, No.	Pending			
CAS 21/09/16	15	9	2016	Panthera tigris	LIV	5			Town name	Police	Other	Other	Road	Hidden in the back of a pickup truck	XX			50000	USD	XX	Name of Law, No.	Pending	Designated rescue centre	3 live captive-bred tiger cubs from a tiger farm seized as a result of an undercover operation. Illegal selling.	
CAS 33/10/16		10	2016	Falco cherrug	LIV	1			Town name	Police	Third Party information	No CITES permit		Not concealed	XX		CN			AZ	Name of Law, No.	X year imprisonment	Returned to country of export	The seizure was made at a hotel.	
CAS 55/12/16	7	12	2016	Callithrix pygmaea	LIV	1			Airport name	Wildlife agency	Third Party information	No CITES permit	Air	Smuggling vest	CZ		XX			BS	Name of Law, No.	Fine: USD XX	Approved private facility	A fine has been imposed without a court case.	
CAS 79/12/16	8	12	2016	Panthera tigris	MED	N/A	0.2	KGM	Airport name	Customs	Random check	No CITES permit	Air	Hidden in hang luggage	AR		XX			BH	Name of Law, No.	Pending		Repeated offender	
CAS 90/12/16	10	12	2016	Loxodonta africana	TUS	118	626	KGM	Town name	Customs	Online monitoring of illegal wildlife trade	No CITES permit	Road	Hidden in a truck of merchandise	GA	XX						Name of Law, No.	Pending	Destruction	Indicate if forensic examination was undertaken in the case of large-scale ivory seizures (i.e. a seizure of 500 kg or more)

¹ Select option: Police; Customs; Wildlife Agency; Other (please specify).

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³ Select option: No CITES Permit; Mis-declared; Illegal point of crossing; Other (please specify).

⁴ Select option: Maritime; Rail; Road; Air; Mail.

⁵ Select option: Returned to country of export; Public zoos or botanical gardens; Designated rescue centres; Approved, private facilities; Euthanasia/destruction; Storage/Safekeeping; Sale/Transformation; Educational purposes; Other (please specify).

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