



NOTIFICATION TO THE PARTIES

No. 2019/072

Geneva, 4 December 2019

CONCERNING:

Guidelines for the preparation and submission of annual reports
and of annual illegal trade reports

1. Article VIII, paragraph 7 (a), of the Convention requires Parties to submit annual reports on trade in specimens of the species included in Appendices I, II and III.
2. In Resolution Conf. 11.17 (Rev. CoP18), paragraphs 1 and 3, the Conference of the Parties to the Convention:
 1. *URGES all Parties to submit their annual reports required under the provisions of Article VIII, paragraph 7 (a), by 31 October following the year for which they are due and in accordance with the most recent version of the Guidelines for the preparation and submission of CITES annual reports distributed by the Secretariat, as may be amended with the concurrence of the Standing Committee.*
 3. *URGES all Parties to submit an annual illegal trade report by 31 October each year covering actions in the preceding year and in accordance with the report format distributed by the Secretariat, as may be amended by the Secretariat from time to time with the concurrence of the Standing Committee;*
3. The last version of those guidelines was distributed with Notification to the Parties No. 2017/006 of 16 January 2017 and Notification to the Parties No. 2018/009 of 18 January 2018.
4. At its 71st meeting, the Standing Committee adopted the revised guidelines as part of its ongoing work. As part of the outcome of the 18th meeting of the Conference of the Parties, the Secretariat has included in the *Guidelines for the preparation and submission of CITES annual reports* the new source code Y for 'assisted production' agreed under agenda item 59.2 in summary record CoP18 Plen. Rec. 3 (Rev. 1) and in both Guidelines the definition of 'cosmetics' agreed under agenda item 102 in summary record CoP18 Plen. Rec. 3 (Rev. 1).
5. The Secretariat transmits herewith, as Annex 1, the revised *Guidelines for the preparation and submission of CITES annual reports* and as Annex 2, the revised *Guidelines for the preparation and submission of CITES annual illegal trade reports*. These guidelines as well as further information on reporting requirements under the Convention are also available on the CITES website under Implementation/Reporting requirements.
6. This Notification replaces Notifications to the Parties No. 2017/006 and No. 2018/009.