

Explanatory notes for the *Ivory and elephant product seizure data collection form*

Background

Annex 1 to Resolution Conf. 10.10 (Rev. CoP18) directs all Parties to "provide information on seizures and confiscations of ivory or other elephant specimens on the prescribed form to the Secretariat within 90 days of their occurrence". This document serves to explain more fully the requirements for each of the prescribed items on the data collection form.

The objective of the *Ivory and elephant product data collection form* is to collect data and information on seizures and confiscations of ivory and other elephant specimens in a systematic manner. The data will be held as a component of the Elephant Trade Information System (ETIS) in order to monitor and record levels of illegal trade in ivory and other elephant products on a global basis.

The form should be filled out clearly either in capital letters, typing on the form or by adopting your own electronic version. The tick boxes should be filled out with a tick i.e. .

Please note that persons filling out the data collection forms are free to omit confidential information. To safeguard confidentiality and data integrity, all completed forms should be sent to the CITES Secretariat where they will be screened before being passed to TRAFFIC for inclusion in the database.

Also please note that to qualify for data entry, questions 1, 2 and 4 must be filled in, on each form, as this is the minimal essential information required for each seizure. Questions 9 and/or 10 are also very important and either the weight or quantity should be filled in, but preferably both. If you are unable to obtain some of the required information, incomplete forms can be submitted, and more information can be sent later, if necessary.

To the extent possible, please try to obtain the following information:

With regard to the two introductory questions, indicate whether this is the first time the seizure is being reported or if it is a follow-up report to an earlier submission by ticking "Yes or No". When submitting further information on cases that have already reported to ETIS, please make it clear as to which seizure the follow-up report relates to.

1. Source of data

Give the source of the information. Preferably, the source should be the original source of information (e.g. the government agency responsible for the seizure). However, the source could be a newspaper report, government press release, or other published item. If so, indicate as appropriate. Provide the date the information was obtained or acquired in the following format: day/month/year. If the exact date is not known, at the very least, indicate the year and the source of data. Any seizure information received without the year and source will be of little use to the system for analytical purposes.

2. Date of seizure

Give the date the seizure actually occurred and indicate the agency responsible for the seizure. If the exact date is not known, at the very least, indicate the year of seizure. Any seizure information received without the year of seizure will be of little use to the system for analytical purposes.

3. Type of activity

Identify the nature of the transaction. Specify if the trade offence involved illegal export, import, transit, possession, sale, offer for sale/purchase, or illegal killing. If "other", please indicate more specifically. This is a multiple-choice question and more than one answer is permitted.

4. Location of discovery

Identify the place, city and country in which the seizure took place. Examples of “place” are an international airport, a ship in a port, a hotel, border post, game reserve, etc. It may not always be possible to describe the place or city, but at the very least indicate the country. Any seizure information received without the country of discovery will be of little use to the system for analytical purposes.

5. Country of origin

Preferably identify the country of origin of the elephant products seized, but if that proves to be difficult indicate the region (e.g. West Africa or Africa) in which the ivory or elephant product is believed to have originated. If completely unknown, write “unknown.”

6. Country of export/re-export

If the seized items involved an international transaction then this section should be filled in. Identify the country of export or re-export. In cases involving illegal possession or sale within a particular country, particularly an elephant range state, there may not be a country of export. If not known, write “unknown.”

7. Country of destination/import

If the seized items involved an international transaction then this section should be filled in. Identify the country to which the ivory or elephant product was destined. If not known, write “unknown.”

8. Elephant species

If known, identify the elephant species from which the ivory or elephant product derived (i.e. African elephant or Asian elephant). If not known, check “unknown.”

9. Ivory type and quantity

Identify the ivory type and quantity, by indicating the total number of items seized and their total weight. Use the following definition of terms as a guide:

Raw ivory – refers to whole tusks which remain in a raw state or whole tusks which may derive from sport hunting or other activities, including those that are mounted or polished. In addition to whole tusks, raw ivory includes tusks that have been broken or cut into pieces, but otherwise have not been shaped or processed. Indicate number of tusks/pieces by crossing out the one that does not apply.

Semi-worked ivory – refers to ivory that has been shaped or processed to some extent but which will undergo further processing at a later stage. Examples would include ivory blocks that have been fashioned into name seal blanks, but are not yet fashioned products.

Worked ivory – refers to carved or manufactured ivory items that are finished products. Examples would include jewelry and accessories (e.g. bangles, rings, necklaces, hair clips, etc.), piano keys, chopsticks, game pieces (e.g. chess sets, mah jong pieces, billiard balls, etc.), carvings, composite sculptures, and other finished products.

If known, please indicate the percentage of the seized ivory that represents “fresh” or “old” ivory. If unknown, indicate “unknown”.

Please use the following definition of terms as a guide:

Fresh ivory – refers to ivory that is deemed to have been recently poached. Such ivory typically has blood or particles of flesh attached to it, does not show evidence of discolouration or cracks from aging, and sometimes exhibits sharp (as opposed to worn or blunt) edges on the lip cavity end of the tusk when it was removed from the animal using an axe, machete or other sharp chopping tool.

Old ivory – refers to ivory that is deemed to have been held in storage for a considerable amount of time, typically exhibiting a weathered appearance with discolouration, cracks and brittleness as noticeable features.

Comment

Give a brief description of the item seized (e.g. whole tusk, ring, chopsticks, ivory blocks, etc.) or any details concerning distinctive markings on the surface of the products, such as punch dyed or written numbers or codes. If the space allocated on the form is insufficient, use the back of the form or additional sheets of paper which should be attached.

10. Non-ivory elephant products

Identify non-ivory elephant products seized and indicate the volume. Please note:

Elephant/hide skin – note the number of skins/hides in their raw state and the total weight of all pieces seized.

Manufactured hide product – indicate the type or types of product and the total weight of the products seized.

Feet – indicate the number of feet seized.

Hair – indicate the total weight of hair or hair products seized.

Other – please describe any other type of product seized and the total volume of the product or products.

11. Other contraband seized elephant products

Provide details of any other items seized along with the elephant products (e.g. drugs, diamonds, parrots, weapons, etc.) If possible, indicate the total volume of the other contraband seized.

12. Estimated value of seized elephant products in country of seizure

Indicate an estimated value in local currency of the seized elephant products in the country of seizure. Be sure to state the currency in full (e.g. US dollars, Hong Kong dollars, Zimbabwe dollars, etc.) Note the source or basis for the valuation (e.g. an airway bill, or verbal declaration, etc.).

13. Mode of transport

Identify the mode of transport (e.g. airline, ship, truck, post, etc.) used to move the seized elephant products. If by air, sea or by land, try to provide further details on the airline carrier, the ship, or the vehicle and/or the name of the courier company (e.g. DHL, Chronopost, Fedex, etc.) If by post, try to identify the post office from which the parcel originated.

14. Method of concealment/fraud

Describe the manner in which the elephant products were concealed to avoid detection. Illustrative examples include semi-worked ivory blocks shipped by post disguised with brown paint, ivory tusks identified as “beeswax” or “wood curios” on the documents, worked ivory curios hidden in carry-on baggage, or caches of raw ivory tusks which were buried.

15. Documentation

Indicate whether any kind of documentation accompanied the seized items. Examples of such documentation could be CITES import and export permits, internal transaction permits, transport licenses, possession certificates, etc.

Please use the following definition of terms as a guide:

Falsified – a genuine permit that has been illegally altered to represent the items that have been seized.

Fake permit – a forged or counterfeit document.

Valid permit but wrong shipment – a genuine permit meant for a different consignment.

16. Method of detection

This refers to the way by which the seizure came about by the authority responsible. Five main methods of detection are noted here with an option to add any other method. A box can be ticked more than once.

Please use the following definition of terms as a guide:

Routine inspection – this is the method which relates to the normal activity of checking for contraband; in such cases this is when inspection is performed in a neutral way without any prior information.

Targeting – when a seizure has occurred as a result of profiling activities of individuals, trade routes, typical locations of illicit activity etc. targeting must relate to prior intelligence analysis for wildlife only and not other contraband.

Investigation – the method of investigating particular illegal activity relating to wildlife, where information has led to proactive research into an illicit activity.

X-ray – where a x-ray machine has been used to detect the contraband.

Intelligence – the use of prior information to assist in the detection.

17. Profile of offenders/suspects

Provide information concerning any individual named, apprehended, arrested, or tried in conjunction with the seizure. Space is allocated for one individual, if more than one person is involved, please write on the back of the form or attach an additional sheet of paper with the profiles. Even if some of this information may be deemed confidential, at the very least, please indicate the nationality of the offenders/suspects for analytical purposes. Other information will be held by the CITES Secretariat and will not become part of the ETIS analysis process apart from the nationality of the offenders/suspects.

18. Status of offenders/suspects

Provide the status of the offenders/suspects with respect to the seizure by ticking the appropriate box or identifying another item not listed. This is a multiple-choice question and more than one answer is permitted.

Please note:

Courier – refers to a person who actively smuggles contraband or accompanies contraband from one point to another in its route from source to destination. This does not refer to commercial freight courier companies.

Repeat offender – refers to a person who been caught/arrested with a similar crime on at least one other occasion and maybe even repeatedly.

19. Status of case in court

Provide information on the status of the case in the courts in particular the following:

- a) The date the case was first brought to court.
- b) The date the cases ended, if still pending, indicate by writing "pending" on the line that states **Status of the case in court**.
- c) The name and location (city/town) of the court.

The verdict/penalty, describe the verdict and any penalties given in the case by ticking the appropriate box.

20. Additional information

Provide any other information that you feel is relevant and important to the case. If the space allocated on the form is insufficient, use the back of the form or additional sheets.

21. Was an Ecomessage form filed with Interpol?

Indicate whether the seizure was reported to Interpol using the Ecomessage form. The Ecomessage form was circulated to the Parties through CITES Notification to the Parties No. 966 of 7 March 1997. Interpol's Ecomessage is a system for collection and dissemination of intelligence data on environmental crime, including the illegal trade in wildlife. The Ecomessage form can be obtained from the CITES Secretariat.

Name and position of person completing this form

Please indicate your name and position as well as the department in which you work within your organization.

Name of organization represented

Indicate the name of the organization that you are representing.

Should you have any problems or questions on filling in the form please contact:

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