



## NOTIFICATION TO THE PARTIES

No. 2021/044

Geneva, 6 July 2021

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. 2019/072 of 4 December 2019.
4. At its 73rd meeting, the Standing Committee adopted the revised guidelines as part of its ongoing work. 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.
5. This Notification replaces Notifications to the Parties No. 2019/072 of 4 December 2019.