

# NOTIFICATION TO THE PARTIES

No. 2025/021

Geneva, 26 February 2025

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. CoP19), 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 approved by the Standing Committee or amended by the Secretariat to include new terms adopted by the Conference of the Parties;*
  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;*
3. The last version of those guidelines was distributed with Notification to the Parties No. 2023/132 of 24 November 2023.
4. At its 78th meeting (Geneva, February 2025), the Standing Committee approved 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 Notification to the Parties No. 2023/132 of 24 November 2023.