No. 2005/035 Geneva, 6 July 2005

CONCERNING:

Biennial report format

1. Pursuant to Resolution Conf. 11.17 (Rev. CoP13), the Secretariat is distributing, as an attachment to this Notification, the biennial report format that was adopted by the Conference of the Parties at its 13th meeting (Bangkok, 2004).

2. Parties are urged to submit to the Secretariat their biennial reports required under Article VIII, paragraph 7 (b), of the Convention in accordance with the attached format. In addition to the printed and electronic versions of the format, which are currently available in Word and PDF, an interactive version should be accessible on the CITES website later this year.

3. The period to be covered by the biennial report is from 1 January 2003 to 31 December 2004 for all Parties, regardless of their date of entry into force of the Convention. The deadline for submitting the report for 2003-2004 is on 31 October 2005.

4. Parties that have already submitted a biennial report for the period 2003-2004, using a different format, are not required to resubmit that report but are encouraged to use the new format for the period 2005-2006.

5. The Secretariat will make available on the CITES website a regularly updated table of biennial report submissions and will prepare an analysis of those submissions for the 14th meeting of the Conference of the Parties.

Biennial report format

Article VIII, paragraph 7, of the Convention requires each Party to submit to the CITES Secretariat a biennial report on legislative, regulatory and administrative measures taken to enforce the provisions of the Convention.

The present format for the submission of biennial reports was adopted by the Conference of the Parties at its 13th meeting (Bangkok, 2004).

This format allows Parties to present information in a standard manner, so that it can be easily computerized, with three main objectives:

i) To enable monitoring of the implementation and effectiveness of the Convention;

ii) To facilitate the identification of major achievements, significant developments, or trends, gaps or problems and possible solutions; and

iii) Provide a basis for substantive and procedural decision-making by the Conference of the Parties and various subsidiary bodies.

Information on the nature and extent of CITES trade should be incorporated into the annual report, whereas the biennial report should focus on measures taken to implement the Convention.

General principles

i) The biennial report format that follows is divided into five parts:

A. **General information**;

B. **Legislative and regulatory measures**: related to adoption and review of laws and regulations;

C. **Compliance and enforcement measures**: related to compliance monitoring as well as administrative, civil or criminal enforcement;

D. **Administrative measures**: related to the structure and activities of CITES authorities; and

E. **General feedback**.

ii) Each biennial report should cover the period from 1 January of the first year to 31 December of the second year covered by the report. The report should be submitted to the Secretariat by 31 October of the year following the reporting period.

iii) Biennial reports should be prepared in one of the three working languages of the Convention (English, French, Spanish).

iv) Parties are encouraged to prepare and submit their biennial reports in electronic form.

Specific instructions

i) Parties are encouraged to respond to all questions.

ii) Unless otherwise indicated, responses should reflect measures taken during the reporting period.

iii) This reporting format is intended to be completed by making use of tick boxes and expandable space.

iv) The format is designed so that a reporting agency can take as much space as required to give a full answer.

v) Please contact the Secretariat if any clarification in the preparation of the report is required.

A. General information

|  |  |
| --- | --- |
| Party |  |
| Period covered in this report (e.g. 1 January 2003 to 31 December 2004) |  |
| Details of agency preparing this report |  |
| Contributing agencies, organizations or individuals |  |

B. Legislative and regulatory measures

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Has information on CITES-relevant legislation already been provided under the CITES National Legislation Project?  If yes, ignore questions 2, 3 and 4. | | | | | | | | | Yes (fully)  Yes (partly)  No  No information/unknown | | | | | | | |  |
| 2 | If any CITES-relevant legislation has been planned, drafted or enacted, please provide the following details: | | | | | | | | | | | | | | | | | |
|  | Title and date: | | | | | Status: | | | | | | | | | | | | |
|  | Brief description of contents: | | | | | | | | | | | | | | | | | |
| 3 | Is enacted legislation available in one of the working languages of the Convention? | | | | | | | | | Yes  No  No information | | | | | | | |  |
| 4 | If yes, please attach a copy of the full legislative text  or key legislative provisions that were gazetted. | | | | | | | | | legislation attached  provided previously  not available, will send later | | | | | | |  | |
| 5 | Which of the following issues are addressed by any stricter domestic measures adopted for CITES-listed species (in  accordance with Article XIV of the Convention)? | | | | | | | | | | | | | Tick all applicable | | | | |
|  |  | The conditions for: | | | | | | | The complete prohibition of: | | | | | | | | | |
|  | Issue | Yes | | No | No information | | | | Yes | | | No | | | No information | | | |
|  | Trade |  | |  |  | | | |  | | |  | | |  | | | |
|  | Taking |  | |  |  | | | |  | | |  | | |  | | | |
|  | Possession |  | |  |  | | | |  | | |  | | |  | | | |
|  | Transport |  | |  |  | | | |  | | |  | | |  | | | |
|  | Other (specify) |  | |  |  | | | |  | | |  | | |  | | | |
| Additional comments | | | | | | | | | | | | | | | | | |
| 6 | What were the results of any review or assessment of  the effectiveness of CITES legislation, with regard to the  following items? | | | | | | | | | | | | | Tick all applicable | | | | |
|  | Item | | Adequate | | | | Partially Inadequate | | | | Inadequate | | | | | No information | | |
|  | Powers of CITES authorities | |  | | | |  | | | |  | | | | |  | | |
|  | Clarity of legal obligations | |  | | | |  | | | |  | | | | |  | | |
|  | Control over CITES trade | |  | | | |  | | | |  | | | | |  | | |
|  | Consistency with existing policy on wildlife management and use | |  | | | |  | | | |  | | | | |  | | |
|  | Coverage of law for all types of offences | |  | | | |  | | | |  | | | | |  | | |
|  | Coverage of law for all types of penalties | |  | | | |  | | | |  | | | | |  | | |
|  | Implementing regulations | |  | | | |  | | | |  | | | | |  | | |
|  | Coherence within legislation | |  | | | |  | | | |  | | | | |  | | |
| Other (please specify) | |  | | | |  | | | |  | | | | |  | | |
| Please provide details if available: | | | | | | | | | | | | | | | | | |
| 7 | If no review or assessment has taken place, is one  planned for the next reporting period? | | | | | | | | | |  | | Yes  No  No information | | | | |  |
|  | Please provide details if available: | | | | | | | | | | | | | | | | | |
| 8 | Has there been any review of legislation on the following  subjects in relation to implementation of the Convention? | | | | | | | | | | | | | Tick all applicable | | | | |
| Subject | |  | | | | | Yes | | | No | | | | | No information | | |
| Access to or ownership of natural resources | | | | | | |  | | |  | | | | |  | | |
| Harvesting | | | | | | |  | | |  | | | | |  | | |
| Transporting of live specimens | | | | | | |  | | |  | | | | |  | | |
| Handling and housing of live specimens | | | | | | |  | | |  | | | | |  | | |
| Please provide details if available: | | | | | | | | | | | | | | | | | |
| 9 | Please provide details of any additional measures taken: | | | | | | | | | | | | | | | | | |

C. Compliance and enforcement measures

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Yes | | | | No | | No information | | |
| 1 | Have any of the following compliance monitoring operations been undertaken? | | | | | | | | | |
|  | Review of reports and other information provided by traders and producers |  | | | |  | | |  | |
|  | Inspections of traders, producers, markets |  | | | |  | | |  | |
| Border controls |  | | | |  | | |  | |
| Other (specify): |  | | | |  | | |  | |
| 2 | Have any administrative measures (e.g. fines, bans, suspensions) been imposed for CITES-related violations? |  | | | |  | | |  | |
| 3 | If Yes, please indicate how many and for what types of violations. If available, please attach details. | | | | | | | | | |
| 4 | Have any significant seizures, confiscations and forfeitures of CITES specimens been made? | |  | | | |  | |  | |
| 5 | If information available:  Significant seizures/confiscations  Total seizures/confiscations  If possible, please specify per group of species or attach details. | | Number | | | | | | | |
| 6 | Have there been any criminal prosecutions of significant CITES-related violations? | |  | | | |  | |  | |
| 7 | If Yes, how many and for what types of violations? If available, please attach details as Annex. | | | | | | | | | |
| 8 | Have there been any other court actions of CITES-related violations? | |  | | | |  | |  | |
| 9 | If Yes, what were the violations involved and what were the results? Please attach details as Annex. | | | | | | | | | |
| 10 | How were the confiscated specimens usually disposed of? | | | | Tick if applicable | | | | | |
|  | – Return to country of export | | | | | | | |  | |
|  | – Public zoos or botanical gardens | | | | | | | |  | |
|  | – Designated rescue centres | | | | | | | |  | |
|  | – Approved, private facilities | | | | | | | |  | |
|  | – Euthanasia | | | | | | | |  | |
|  | – Other (specify): | | | | | | | |  | |
|  | Comments: | | | | | | | | | |
| 11 | Has detailed information been provided to the Secretariat  on significant cases of illegal trade (e.g. through an ECOMESSAGE or other means), or information on convicted illegal traders and persistent offenders? | | | Yes  No  Not applicable  No information | | | | | |  |
|  | Comments: | | | | | | | | | |
| 12 | Have there been any cooperative enforcement activities with other countries (e.g. exchange of intelligence, technical support, investigative assistance, joint operation, etc.)? | | | Yes  No  No information | | | | | |  |
| 13 | If Yes, please give a brief description: | | | | | | | | | |
| 14 | Have any incentives been offered to local communities to assist in the enforcement of CITES legislation, e.g. leading to the arrest and conviction of offenders? | | | Yes  No  No information | | | | | |  |
| 15 | If Yes, please describe: | | | | | | | | | |
| 16 | Has there been any review or assessment of CITES-related enforcement? | | | Yes  No  Not applicable  No information | | | | | |  |
|  | Comments: | | | | | | | | | |
| 17 | Please provide details of any additional measures taken: | | | | | | | | | |

D. Administrative measures

***D1 Management Authority (MA)***

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Have there been any changes in the designation of or contact information for the MA(s) which are not yet reflected in the CITES Directory? | Yes  No  No information |  |
| 2 | If Yes, please use the opportunity to provide those changes here. | | |
| 3 | If there is more than one MA in your country, has a lead  MA been designated? | Yes  No  No information |  |
| 4 | If Yes, please name that MA and indicate whether it is identified as the lead MA in the CITES Directory. | | |
| 5 | How many staff work in each MA? | | |
| 6 | Can you estimate the percentage of time they  spend on CITES-related matters? | Yes  No  No information |  |
|  | If yes, please give estimation: | |  |
| 7 | What are the skills/expertise of staff within the MA(s)? | Tick if applicable | |
| – Administration |  |  |
| – Biology |  |  |
| – Economics/trade |  |  |
| – Law/policy |  |  |
| – Other (specify): |  |  |
| – No information |  |  |
| 8 | Have the MA(s) undertaken or supported any research activities in relation to CITES species or technical issues (e.g. labelling, tagging, species identification) not covered  in D2(8) and D2(9)? | Yes  No  No information |  |
| 9 | If Yes, please give the species name and provide details of the kind of research involved. | | |
| 10 | Please provide details of any additional measures taken: | | |

***D2 Scientific Authority (SA)***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Have there been any changes in the designation of or contact information for the SA(s) which are not yet reflected in the CITES Directory? | | | | | | Yes  No  No information | | | | |  |
| 2 | If Yes, please use the opportunity to provide those changes here. | | | | | | | | | | | |
| 3 | Is the designated Scientific Authority independent from the Management Authority? | | | | | | Yes  No  No information | | | | |  |
| 4 | What is the structure of the SA(s)? | | | | | | Tick if applicable | | | | | |
| – Government institution | | | | | | | | | | |  |
| – Academic or research institution | | | | | | | | | | |  |
| – Permanent committee | | | | | | | | | | |  |
| – Pool of individuals with certain expertise | | | | | | | | | | |  |
| – Other (specify): | | | | | | | | | | |  |
| 5 | How many staff work in each SA on CITES issues? | | | | | | | | | | | |
| 6 | Can you estimate the percentage of time they spend on CITES-related matters | | | | | | Yes  No  No information | | | |  | |
| If yes, please give estimation: | | | | | | | | | | | |
| 7 | What are the skills/expertise of staff within the SA(s)? | | | | | | Tick if applicable | | | | | |
|  | – Botany | | | | | | | | | | |  |
|  | – Ecology | | | | | | | | | | |  |
|  | – Fisheries | | | | | | | | | | |  |
|  | – Forestry | | | | | | | | | | |  |
|  | – Welfare | | | | | | | | | | |  |
|  | – Zoology | | | | | | | | | | |  |
|  | – Other (specify): | | | | | | | | | | |  |
|  | – No information | | | | | | | | | | |  |
| 8 | Have any research activities been undertaken by the SA(s) in relation to CITES species? | | | | | | Yes  No  No information | | | | |  |
| 9 | If Yes, please give the species name and provide details of the kind of research involved. | | | | | | | | | | | |
|  | Species name | Populations | Distribution | Off take | Legal trade | | | Illegal trade | Other (specify) | | | |
|  |  |  |  |  |  | | |  |  | | | |
|  |  |  |  |  |  | | |  |  | | | |
|  |  |  |  |  |  | | |  |  | | | |
|  |  |  |  |  |  | | |  |  | | | |
|  |  | | | | |  | No information | | |  | |  |
| 10 | Have any project proposals for scientific research been submitted to the Secretariat under Resolution Conf. 12.2? | | | | |  | Yes  No  No information | | |  | |  |
| 11 | Please provide details of any additional measures taken: | | | | | | | | | | | |

***D3 Enforcement Authorities***

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Has the Secretariat been informed of any enforcement authorities that have been designated for the receipt of confidential enforcement information related to CITES? | Yes  No  No information |  |
| 2 | If No, please designate them here (with address, phone, fax and email). | | |
| 3 | Is there a specialized unit responsible for CITES-related enforcement (e.g. within the wildlife department, Customs, the police, public prosecutor’s office)? | Yes  No  Under consideration  No information |  |
| 4 | If Yes, please state which is the lead agency for enforcement: | | |
| 5 | Please provide details of any additional measures taken: | | |

***D4 Communication, information management and exchange***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | To what extent is CITES information computerized? | | | | | | | | | | | | Tick if applicable | | | |
|  | – Monitoring and reporting of data on legal trade | | | | | | | | | | | | | | |  |
|  | – Monitoring and reporting of data on illegal trade | | | | | | | | | | | | | | |  |
|  | – Permit issuance | | | | | | | | | | | | | | |  |
|  | – Not at all | | | | | | | | | | | | | | |  |
|  | – Other (specify): | | | | | | | | | | | | | | |  |
| 2 | Do the following authorities have access to the Internet? | | | | | | | | | | | | Tick if applicable | | | |
|  | Authority | Yes, continuous and unrestricted access | Yes, but only through a dial-up connection | Yes, but only through a different office | | Some offices only | Not at all | Please provide details where appropriate | | | | | | | | |
|  | Management Authority |  |  |  | |  |  |  | | | | | | | | |
|  | Scientific Authority |  |  |  | |  |  |  | | | | | | | | |
|  | Enforcement Authority |  |  |  | |  |  |  | | | | | | | | |
| 3 | Is there an electronic information system providing information on CITES species? | | | | | | | | | Yes  No  No information | | | | | |  |
| 4 | If Yes, does it provide information on: | | | | | | | | | | | Tick if applicable | | | | |
|  | – Legislation (national, regional or international)? | | | | | | | | | | | | | | |  |
|  | – Conservation status (national, regional, international)? | | | | | | | | | | | | | | |  |
|  | – Other (please specify): | | | | | | | | | | | | | | |  |
| 5 | Is it available through the Internet: | | | | | | | | | Yes  No  Not applicable  No information | | | | | |  |
|  | Please provide URL: | | | | | | | | | | | | | | | |
| 6 | Do the authorities indicated have access to the following publications? | | | | | | | | | | | | | Tick if applicable | | |
|  | Publication | | | | Management Authority | | | | Scientific Authority | | | | | | Enforcement Authority | |
|  | *2003* *Checklist of CITES Species* (book) | | | |  | | | |  | | | | | |  | |
|  | *2003* *Checklist of CITES Species and Annotated Appendices* (CD-ROM) | | | |  | | | |  | | | | | |  | |
|  | *Identification Manual* | | | |  | | | |  | | | | | |  | |
|  | *CITES Handbook* | | | |  | | | |  | | | | | |  | |
| 7 | If not, what problems have been encountered to access this information? | | | | | | | | | | | | | | | |
| 8 | Have Enforcement Authorities reported to the Management Authority on: | | | | | | | | | | | | | Tick if applicable | | |
|  | – Mortality in transport? | | | | | | | | | | | | | | |  |
|  | – Seizures and confiscations? | | | | | | | | | | | | | | |  |
|  | – Discrepancies in number of items in permits and number  of items actually traded? | | | | | | | | | | | | | | |  |
|  | Comments: | | | | | | | | | | | | | | |  |
| 9 | Is there a government website with information on CITES and its requirements? | | | | | | | | | | Yes  No  No information | | | | |  |
|  | If Yes, please give the URL: | | | | | | | | | | | | | | | |
| 10 | Have CITES authorities been involved in any of the following activities to bring about better accessibility to and understanding of the Convention’s requirements to the wider public? | | | | | | | | | | Tick if applicable | | | | | |
|  | – Press releases/conferences | | | | | | | | | | | | | | |  |
|  | – Newspaper articles, radio/television appearances | | | | | | | | | | | | | | |  |
|  | – Brochures, leaflets | | | | | | | | | | | | | | |  |
|  | – Presentations | | | | | | | | | | | | | | |  |
|  | – Displays | | | | | | | | | | | | | | |  |
|  | – Information at border crossing points | | | | | | | | | | | | | | |  |
|  | – Telephone hotline | | | | | | | | | | | | | | |  |
|  | – Other (specify): | | | | | | | | | | | | | | |  |
|  | Please attach copies of any items. | | | | | | | | | | | | | | | |
| 11 | Please provide details of any additional measures taken: | | | | | | | | | | | | | | | |

***D5 Permitting and registration procedures***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Have any changes in permit format or the designation and signatures of officials empowered to sign CITES permits/ certificates been reported previously to the Secretariat?  If no, please provide details of any: | | | | | | | Yes  No  Not applicable  No information | | |  |
|  | – Changes in permit format: | | | | | | | | | | |
|  | – Changes in designation or signatures of relevant officials: | | | | | | | | | | |
| 2 | To date, has your country developed written permit procedures for any of the following? | | | | | | | Tick if applicable | | | |
|  |  | | | Yes | | No | | No information | | | |
|  | Permit issuance/acceptance | | |  | |  | |  | | | |
|  | Registration of traders | | |  | |  | |  | | | |
|  | Registration of producers | | |  | |  | |  | | | |
| 3 | Please indicate how many CITES documents were issued and denied in the two-year period? (Note that actual trade is reported in the Annual Report by some Parties. This question refers to issued documents). | | | | | | | | | | |
|  | Year 1 | Import or introduction from the sea | Export | Re-export | | Other | | | Comments | | |
|  | How many documents were issued? |  |  |  | |  | | |  | | |
|  | How many applications were denied because of serious omissions or misinformation? |  |  |  | |  | | |  | | |
|  | Year 2  How many documents were issued? |  |  |  | |  | | |  | | |
|  |
|  | How many applications were denied because of serious omissions or misinformation? |  |  |  | |  | | |  | | |
| 4 | Were any CITES documents that were issued later cancelled  and replaced because of serious omissions or misinformation? | | | | | | | Yes  No  No information | | |  |
| 5 | If Yes, please give the reasons for this. | | | | | | | | | | |
| 6 | Please give the reasons for rejection of CITES documents from other countries. | | | | | | | Tick if applicable | | | |
|  | Reason | | | | Yes | | No | No information | | | |
|  | Technical violations | | | |  | |  |  | | | |
|  | Suspected fraud | | | |  | |  |  | | | |
|  | Insufficient basis for finding of non-detriment | | | |  | |  |  | | | |
|  | Insufficient basis for finding of legal acquisition | | | |  | |  |  | | | |
|  | Other (specify): | | | |  | |  |  | | | |
| 7 | Are harvest and/or export quotas used as a management tool in the procedure for issuance of permits? | | | | | | | Yes  No  No information | | |  |
|  | Comments | | | | | | | | | |  |
| 8 | How many times has the Scientific Authority been requested to provide opinions? | | | | | | | | | | |
| 9 | Has the MA charged fees for permit issuance, registration or related CITES activities? | | | | | | | Tick if applicable | | | |
|  | – Issuance of CITES documents: | | | | | | | | | |  |
|  | – Licensing or registration of operations that produce CITES species | | | | | | | | | |  |
|  | – Harvesting of CITES-listed species | | | | | | | | | |  |
|  | – Use of CITES-listed species | | | | | | | | | |  |
|  | – Assignment of quotas for CITES-listed species | | | | | | | | | |  |
|  | – Importing of CITES-listed species | | | | | | | | | |  |
|  | – Other (specify): | | | | | | | | | |  |
| 10 | If Yes, please provide the amounts of such fees. | | | | | | | | | | |
| 11 | Have revenues from fees been used for the implementation of CITES or wildlife conservation? | | | | | | | Tick if applicable | | | |
|  | – Entirely | | | | | | | | |  | |
|  | – Partly | | | | | | | | |  | |
|  | – Not at all | | | | | | | | |  | |
|  | – Not relevant | | | | | | | | |  | |
|  | Comments: | | | | | | | | |  | |
| 12 | Please provide details of any additional measures taken: | | | | | | | | | | |

***D6 Capacity building***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Have any of the following activities been undertaken to enhance effectiveness of CITES implementation at the national level? | | | | | | | Tick if applicable | |
|  | Increased budget for activities |  | Improvement of national networks | | | | | |  |
|  | Hiring of more staff |  | Purchase of technical equipment for monitoring/enforcement | | | | | |  |
|  | Development of implementation tools |  | Computerization | | | | | |  |
|  | Other (specify): | | | | | | | |  |
| 2 | Have the CITES authorities received or benefited from any of the following capacity-building activities provided by external sources? | | | | | | | | |
|  | Please tick boxes to indicate which target group and which activity.  Target group | Oral or written advice/guidance | Technical assistance | Financial assistance | Training | Other (specify) | What were the external sources? | | |
|  | Staff of Management Authority |  |  |  |  |  |  | | |
|  | Staff of Scientific Authority |  |  |  |  |  |  | | |
|  | Staff of enforcement authorities |  |  |  |  |  |  | | |
|  | Traders |  |  |  |  |  |  | | |
|  | NGOs |  |  |  |  |  |  | | |
|  | Public |  |  |  |  |  |  | | |
|  | Other (specify): |  |  |  |  |  |  | | |
| 3 | Have the CITES authorities been the *providers* of any of the following capacity-building activities? | | | | | | | | |
|  | Please tick boxes to indicate which target group and which activity.  Target group | Oral or written advice/guidance | Technical assistance | Financial assistance | Training | Other (specify) | Details | | |
|  | Staff of Management Authority |  |  |  |  |  |  | | |
|  | Staff of Scientific Authority |  |  |  |  |  |  | | |
|  | Staff of enforcement authorities |  |  |  |  |  |  | | |
|  | Traders |  |  |  |  |  |  | | |
|  | NGOs |  |  |  |  |  |  | | |
|  | Public |  |  |  |  |  |  | | |
|  | Other parties/International meetings |  |  |  |  |  |  | | |
|  | Other (specify) |  |  |  |  |  |  | | |
| 4 | Please provide details of any additional measures taken: | | | | | | | | |

***D7 Collaboration/cooperative initiatives***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Is there an inter-agency or inter-sectoral committee on CITES? | | | | | | | | Yes  No  No information | | |  |
| 2 | If Yes, which agencies are represented and how often does it meet? | | | | | | | | | | | |
| 3 | If No, please indicate the frequency of meetings or consultancies used by the Management Authority to ensure coordination among CITES authorities (e.g. other MAs, SAs, Customs, police, others): | | | | | | | | | | | |
|  |  | Daily | Weekly | Monthly | Annually | None | No information | | | | Other (specify) | |
|  | Meetings |  |  |  |  |  |  | | | |  | |
|  | Consultations |  |  |  |  |  |  | | | |  | |
| 4 | At the national level have there been any efforts to collaborate with: | | | | | Tick if applicable | | | | | Details if available | |
|  | Agencies for development and trade | | | | |  | | | | |  | |
|  | Provincial, state or territorial authorities | | | | |  | | | | |  | |
|  | Local authorities or communities | | | | |  | | | | |  | |
|  | Indigenous peoples | | | | |  | | | | |  | |
|  | Trade or other private sector associations | | | | |  | | | | |  | |
|  | NGOs | | | | |  | | | | |  | |
|  | Other (specify) | | | | |  | | | | |  | |
| 5 | To date, have any Memoranda of Understanding or other formal arrangements for institutional cooperation related to CITES been agreed between the Management Authority and the following agencies? | | | | | | | | | Tick if applicable | | |
|  | Scientific Authority | | | | | | | | | | |  |
|  | Customs | | | | | | | | | | |  |
|  | Police | | | | | | | | | | |  |
|  | Other border authorities (specify): | | | | | | | | | | |  |
|  | Other government agencies | | | | | | | | | | |  |
|  | Private sector bodies | | | | | | | | | | |  |
|  | NGOs | | | | | | | | | | |  |
|  | Other (specify): | | | | | | | | | | |  |
| 6 | Have government staff participated in any regional activities related to CITES? | | | | | | | Tick if applicable | | | | |
|  | Workshops | | | | | | | | | | |  |
|  | Meetings | | | | | | | | | | |  |
|  | Other (specify): | | | | | | | | | | |  |
| 7 | Has there been any effort to encourage any non-Party to accede to the Convention? | | | | | | | | Yes  No  No information | | |  |
| 8 | If Yes, which one(s) and in what way? | | | | | | | | | | | |
| 9 | Has technical or financial assistance been provided to  another country in relation to CITES? | | | | | | | | Yes  No  No information | | |  |
| 10 | If Yes, which country(ies) and what kind of assistance was provided? | | | | | | | | | | | |
| 11 | Has any data been provided for inclusion in the CITES Identification Manual? | | | | | | | | Yes  No  No information | | |  |
| 12 | If Yes, please give a brief description. | | | | | | | | | | | |
| 13 | Have measures been taken to achieve coordination and reduce duplication of activities between the national authorities for CITES and other multilateral environmental agreements (e.g. the biodiversity-related conventions)? | | | | | | | | Yes  No  No information | | |  |
| 14 | If Yes, please give a brief description. | | | | | | | | | | | |
| 15 | Please provide details of any additional measures taken: | | | | | | | | | | | |

***D8 Areas for future work***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Are any of the following activities needed to enhance effectiveness of CITES implementation at the national level and what is the respective level of priority? | | | | |
|  | Activity | High | Medium | Low | |
|  | Increased budget for activities |  |  |  | |
|  | Hiring of more staff |  |  |  | |
|  | Development of implementation tools |  |  |  | |
|  | Improvement of national networks |  |  |  | |
|  | Purchase of new technical equipment for monitoring and enforcement |  |  |  | |
|  | Computerization |  |  |  | |
|  | Other (specify): |  |  |  | |
| 2 | Were any difficulties encountered in implementing specific Resolutions or Decisions adopted by the Conference of the Parties? | Yes  No  No information | |  | |
| 3 | If Yes, which one(s) and what is the main difficulty? | | | | |
| 4 | Have any constraints to implementation of the Convention arisen in your country requiring attention or assistance? | Yes  No  No information | | |  |
| 5 | If Yes, please describe the constraint and the type of attention or assistance that is required. | | | | |
| 6 | Have any measures, procedures or mechanisms been identified within the Convention that would benefit from review and/or simplification? | Yes  No  No information | | |  |
| 7 | If Yes, please give a brief description. | | | | |
| 8 | Please provide details of any additional measures taken: | | | | |

E. General feedback

Please provide any additional comments you would like to make, including comments on this format.

Thank you for completing the form. Please remember to include relevant attachments referred to in the report. For convenience, these are listed again below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Item** |  |  |
| B4 | Copy of full text of CITES-relevant legislation | Enclosed  Not available  Not relevant |  |
| C3 | Details of violations and administrative measures imposed | Enclosed  Not available  Not relevant |  |
| C5 | Details of specimens seized, confiscated or forfeited | Enclosed  Not available  Not relevant |  |
| C7 | Details of violations and results of prosecutions | Enclosed  Not available  Not relevant |  |
| C9 | Details of violations and results of court actions | Enclosed  Not available  Not relevant |  |
| D4(10) | Details of nationally produced brochures or leaflets on CITES produced for educational or public awareness purposes  Comments | Enclosed  Not available  Not relevant |  |