

CITES NATIONAL IVORY ACTION PLAN PROGRESS REPORT

Prepared for the \_\_\_th meeting of the CITES Standing Committee

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Party: [PARTY]

Reporting period: [Date] – [Date]

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**This template should, in accordance with the provisions of Step 4, paragraph a) of the *Guidelines to the National Ivory Action Plans Process*, contained in Annex 3 of** **Resolution Conf. 10.10 (Rev. CoP18) on *Trade in elephant specimens*, be completed and submitted to the Secretariat 90 days in advance of each regular Standing Committee meeting.**

**Please submit the completed template to the CITES Secretariat by email at** **cites.info-cites@un.org**

This template provides guidance shown in blue text to help you complete your report. Please delete all blue text prior to submitting your progress report.

\* **PLEASE DO NOT INCLUDE SENSITIVE LAW ENFORCEMENT
INFORMATION IN YOUR REPORT \***
The progress reports submitted by Parties will be made available on the CITES website in accordance with Step 4, paragraph c) of the *Guidelines to the National Ivory Action Plans Process*. Please convey any sensitive information separately to the Secretariat, as required.

**Questions and further information**

If you have any questions on how to complete this template, please contact
Mr. Johannes Stahl, Enforcement Support Officer, by email at johannes.stahl@cites.org, with a copy to cites.info-cites@un.org

**GUIDANCE**

**Please read this section before preparing your progress report**

**PROGRESS REPORTING**

This document provides the template to be used for reporting on progress with National Ivory Action Plan (NIAP) implementation, in accordance with the provisions of Step 4 paragraphs a) and b) of the *Guidelines to the National Ivory Action Plans Process* .

Parties should submit their reports on progress with NIAP implementation to the Secretariat 90 days in advance of each regular Standing Committee meeting. Please allocate one of the following ratings to each NIAP action, as relevant:

1. *Achieved –* item or action is completed.
2. *Substantially achieved –* there has been significant progress with implementation and the specified milestones and timeframes have been totally or substantially achieved.
3. *On track –* there has been good progress with implementation and the specified milestones and timeframes appear to be on track or largely on track for achievement.
4. *Partial progress –* there has been limited progress with implementation, and achievement of the specified milestones and timeframes appears unlikely. When this category is used, the reporting Party should provide an explanation on any reasons for the lack of progress or any challenges experienced in the implementation of the rated action.
5. *Pending completion of another action –* the implementation of an action cannot start or the set milestones and timeframes for an action cannot be achieved unless another action in the NIAP is progressed or completed. When this category is used, the reporting Party should provide an explanation of the action that should be completed or progressed, and how it relates to the rated action.
6. *Not commenced –* the action has, in accordance with the timeframe set for it in the NIAP, not been commenced.

Where a Party achieves partial or limited progress due to limited capacity, it should communicate this to the Secretariat.

**PARTS OF THIS PROGRESS REPORT**

1. **Synopsis of NIAP implementation**. A short narrative summary of NIAP implementation to date and the future outlook for implementation. All Parties are requested to complete this section.
2. **Summary evaluation of actions**. The progress ratings assigned to NIAP actions should be shown in this table (see further guidance on next page). All Parties are requested to complete this section.
3. **Detailed evaluation of actions**. A more detailed evaluation of progress, including key activities completed and milestones achieved, should be summarized in this section in a tabular format (see further guidance on next page). All Parties are requested to complete this section.
4. **Annex** (optional). Any supporting information that a Party may wish to include (e.g. photos, press releases, examples of documents) should be included within an Annex. If it is not possible to include materials in the Annex, they should be submitted separately alongside the report and clearly referenced in the Annex. Please note that, while completion of this section is optional, Parties are encouraged to provide sufficient information required to support the assessment ratings provided.

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**FURTHER GUIDANCE FOR COMPLETING PARTS B AND C**



**PART B: Summary evaluation of actions**

The progress ratings assigned to each NIAP action should be shown in **Part B**.

Each NIAP action should be recorded individually, and placed in the column that corresponds to the rating that it has been given by your self-assessment of progress, i.e. *achieved*, *substantially achieved, on track, partial progress, pending completion of another action* or *not commenced*.

*Note: it is recommended that you complete* ***Part C*** *of the progress report first and assign progress ratings on the basis of the detailed information. These ratings can then be copied across to* ***Part B****.*

**PART C: Detailed evaluation of actions**

****A more detailed evaluation of progress, including key activities completed and milestones achieved, should be summarized in **Part C**.

Part C provides the details underpinning the progress ratings that were allocated to each action. The structure of the table is based on the pillars of the NIAP and each row represents an individual action.

Part C should include specific detail of activities that have been completed and also the outcomes/results of these activities, where possible. Including specific details will make it easier for the Standing Committee to understand the progress that has occurred with NIAP implementation.

**PART A: Synopsis of NIAP implementation**

[Please include in this section a short and high-level summary of no more than 2-3 pages in length, outlining overall progress with implementing the NIAP, and the results of the progress self-assessment, e.g. “all actions have been assigned a rating of ‘*substantially achieved*’ and are progressing according to the schedule set in the milestones established in the NIAP” or “8 out of the 10 actions in the NIAP are rated as ‘*achieved*’ or ‘*substantially achieved’*. Furthermore, highlight the key achievements and any significant concerns or delays with implementation. Please also briefly detail the upcoming steps of NIAP implementation, in particular any key upcoming activities. This might outline any upcoming actions that are due to commence, any foreseen changes to the actions and/or milestones in the NIAP, and any funding that is being sought to support implementation. Details of implementation progress can be included in Part C, with supporting information in Part D, as required.]

**PART B: Summary evaluation of actions (assigned progress ratings)**

[Please list each NIAP action in the appropriate progress column that it has been allocated against (i.e. *achieved*, *substantially achieved, on track, partial progress, pending completion of another action* or *not commenced*) based on your self-assessment of progress. Please add extra rows as required.]

| **PILLAR** | **PROGRESS RATING** |
| --- | --- |
| **Achieved** | **Substantially achieved** | **On track** | **Partial progress** | **Pending completion of another action** | **Not commenced** |
| 1. Legislation and regulations
 | **1.x** Please list any actions allocated this rating | **1.x** Please list any actions allocated this rating | **1.x** Please list any actions allocated this rating | **1.x** Please list any actions allocated this rating | **1.x** Please list any actions allocated this rating | **1.x** Please list any actions allocated this rating |
| 1. National level enforcement action and inter-agency collaboration
 | **2.x** Please list any actions allocated this rating | **2.x** Please list any actions allocated this rating | **2.x** Please list any actions allocated this rating | **2.x** Please list any actions allocated this rating | **2.x** Please list any actions allocated this rating | **2.x** Please list any actions allocated this rating |
| 1. International and regional enforcement collaboration
 | **3.x** Please list any actions allocated this rating | **3.x** Please list any actions allocated this rating | **3.x** Please list any actions allocated this rating | **3.x** Please list any actions allocated this rating | **3.x** Please list any actions allocated this rating | **3.x** Please list any actions allocated this rating |
| 1. Outreach, public awareness and education
 | **4.x** Please list any actions allocated this rating | **4.x** Please list any actions allocated this rating | **4.x** Please list any actions allocated this rating | **4.x** Please list any actions allocated this rating | **4.x** Please list any actions allocated this rating | **4.x** Please list any actions allocated this rating |
| 1. Reporting
 | **5.x** Please list any actions allocated this rating | **5.x** Please list any actions allocated this rating | **5.x** Please list any actions allocated this rating | **5.x** Please list any actions allocated this rating | **5.x** Please list any actions allocated this rating | **5.x** Please list any actions allocated this rating |

**PART C: Detailed evaluation of actions**

[The following table should include details of the actions completed, along with any comments that the implementing and/or coordinating agency wishes to make on progress that has been achieved and any important upcoming tasks and challenges. Please use short bullet points to outline the actions that have been completed and the milestones that have been achieved and, where possible, provide specific facts or figures as appropriate to help indicate that progress has been made (e.g. 200 inspections were completed, 65% of permits were issued). Please use the actions listed in the NIAP as a guide for what should be reported against, taking care to report against all actions that were due to have commenced or been completed by the time reporting takes place. Summarize the progress made with the implementation of each action as required (this should be shown in *italic*). Following compilation and consideration of the summary of progress, please assign the progress rating (i.e. *achieved*, *substantially achieved*, *on track*, *partial progress, pending completion of another action* or *not commenced*) that you consider is the most appropriate based on the progress that has been made with implementation. The assigned progress ratings should also be recorded in Part B.]

[PLEASE DO NOT INCLUDE SENSITIVE LAW ENFORCEMENT INFORMATION IN YOUR REPORT.]

| **ACTION** | **EVALUATION**  | **SUMMARY OF PROGRESS (and *comments*)** |
| --- | --- | --- |
| ***PILLAR 1: Legislation and regulations*** |
| 1.1 [Action name]  | **[INDICATOR]** | **[PROGRESS RATING]**[i.e. Assign one of the following ratings:*Achieved, Substantially achieved*, *On track*, Partial *progress, Pending completion of another action,* or *Not commenced*] | * [summarize progress – detail actions completed and milestones achieved].
* e.g. The regulations came into operation on 3 March 2017.
* e.g. A new multi-agency task force was established in April 2017. The task force has representation from wildlife law enforcement, police, customs and the prosecuting authority, and has met in May 2017 and July 2017.
* e.g. A training workshop for 50 staff to raise expertise in CITES identification was delivered in July 2017.
* e.g. 200 inspections of local ivory traders took place over the period January 2017 – March 2017, targeting high-risk areas and large-volume traders. The results of the inspections are as follows.
* e.g. A cross-agency enforcement operation targeting illegal ivory trade took place in April-May 2017. The operation resulted in the following seizures and arrests.
* *Progress summary – if required, note significant achievements, any upcoming challenges or concerns and/or important next steps to complete.*
* *e.g. Overall progress is running to schedule. The next important milestone is the enactment of subordinate legislation.*
* *e.g. Progress has been delayed due to a lack of staff experience with the new software. Additional training has been delivered to staff in response.*
* *e.g. No implementation to date. Implementation of this action is not due to commence until January 2018.*
 |
| 1.2 [Action name] | **[INDICATOR]** | **[PROGRESS RATING]** | * [summarize progress – detail activities completed and milestones achieved].
* *Progress summary – if required, note significant achievements, any upcoming challenges or concerns and/or important next steps to complete.*
 |
| ***PILLAR 2: National level enforcement action and inter-agency collaboration*** |
| 2.1 [Action name] | **[INDICATOR]** | **[PROGRESS RATING]** | * [summarize progress – detail activities completed and milestones achieved].
* *Progress summary – if required, note significant achievements, any upcoming challenges or concerns and/or important next steps to complete.*
 |
| 2.2 [Action name] | **[INDICATOR]** | **[PROGRESS RATING]** | * [summarize progress – detail activities completed and milestones achieved].
* *Progress summary – if required, note significant achievements, any upcoming challenges or concerns and/or important next steps to complete.*
 |
| ***PILLAR 3: International and regional enforcement collaboration*** |
| 3.1 [Action name] | **[INDICATOR]** | **[PROGRESS RATING]** | * [summarize progress – detail activities completed and milestones achieved].
* *Progress summary – if required, note significant achievements, any upcoming challenges or concerns and/or important next steps to complete.*
 |
| 3.2 [Action name] | **[INDICATOR]** | **[PROGRESS RATING]** | * [summarize progress – detail activities completed and milestones achieved].
* *Progress summary – if required, note significant achievements, any upcoming challenges or concerns and/or important next steps to complete.*
 |
| ***PILLAR 4: Outreach, public awareness and education*** |
| 4.1 [Action name] | **[INDICATOR]** | **[PROGRESS RATING]** | * [summarize progress – detail activities completed and milestones achieved].
* *Progress summary – if required, note significant achievements, any upcoming challenges or concerns and/or important next steps to complete.*
 |
| 4.2 [Action name] | **[INDICATOR]** | **[PROGRESS RATING]** | * [summarize progress – detail activities completed and milestones achieved].
* *Progress summary – if required, note significant achievements, any upcoming challenges or concerns and/or important next steps to complete.*
 |
| ***PILLAR 5: Reporting*** |
| 5.1 [Action name] | **[INDICATOR]** | **[PROGRESS RATING]** | * [summarize progress – detail activities completed and milestones achieved].
* *Progress summary – if required, note significant achievements, any upcoming challenges or concerns and/or important next steps to complete.*
 |
| 5.2 [Action name] | **[INDICATOR]** | **[PROGRESS RATING]** | * [summarize progress – detail activities completed and milestones achieved].
* *Progress summary – if required, note significant achievements, any upcoming challenges or concerns and/or important next steps to complete.*
 |

**Part D: Annex (supporting information) (OPTIONAL)**

[You may choose to include supporting or more detailed information (e.g. photographs, press releases, etc.) in the Annex to help detail the progress that has been achieved and the actions that have been completed. Please group information under the relevant pillar of the plan, and provide links in the text in Parts A and/or C as required (e.g. “See Annex”). Please specify briefly what each piece of supporting material is. Where materials cannot be included in the Annex, please submit them as separate files alongside the progress report, and reference these additional materials within the Annex noting that they have been submitted separately.]

***PILLAR 1: Legislation and regulations***

[Description of information provided]

***PILLAR 2: National level enforcement action and inter-agency collaboration***

[Description of information provided]

Etc…