Brief description of CITES database Belgium

Since 2014 we have a new online application system (oracle based). This allows applicants to fill out online their application for any of the CITES-documents, and also proceed with online payment. Once the application has been paid for, it will enter into the back-office part of the system. Here it will be checked (depending on the kind of application by one or several levels of checks) and finally, once all checks are done and the document can be granted, a digital stamp and signature will be put on the document. The document can then be printed and sent to the applicant.

In back-office, a history of the different checks and possible internal questions or remarks is maintained.

Example of work flow: application for a CITES import permit for which our SA has to provide a scientific advice: an administrative worker will first check if all the necessary basic information is provided for, and all the necessary boxes are correctly ticked or filled out. It will then sent the application (via the online system) to the SA. He can then provide his advice and recommend issuance or refusal. He then sends the application to the head of unit for signature (or refusal). The head of unit signs the document and then it goes automatically into the “task tray” of the administrative team, for printing.

The signature is digital. There are different people that are authorized to sign, they will need to log into the system and the name of the person who has signed will appear on the document.

On the back of each document there is a QR-code. If this code is scanned, you can see the basic information of this permit (species, quantity, …). This way any external person can check if the paper document in question is not falsified (for example quantity changed).

Our system is linked to the WCMC-species database, so the updates (changes in Appendix, changes in nomenclature) is done automatically (each night a comparison is made and update are done when necessary). We can however still include our common name (in Dutch for example) into the database, even if this name is not provided for by the WCMC-system.

In future, we want to link the system to the customs system, so the real exported or imported quantity will directly be inputted into our system. At this stage, this is not yet foreseen. Currently, the customs will sent back the copy of the permit and our admin team will have to register the indicated real quantity into the system.