



MODULE 13: TEMPLATES

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1. What is in this module?

This module provides templates for carrying out Simplified NDF Assessments ([section 2](#)) and Comprehensive NDF Assessments ([section 3](#)) as specified in [module 2 section 5](#) and [6](#), respectively.

2. Simplified Assessment Template

Text in italics is explanatory and should be deleted in completed documents. Please refer to the NDF Guidelines document for further explanation on how to complete this assessment.

Initial Information Gathering	
Species name	
Range state name	
Report compiled by	
Date compiled	
1. Is the species correctly identified and named?	
2. Is the species or specimen listed in Appendix I or II?	
3. Is the species exempted or excluded from CITES controls?	
4. Have recommendations been issued to suspend trade in the species being exported?	
5. What is the quantity of specimens exported?	
6. Describe the specimen	
7. What is the source of the specimens?	
8. What is the purpose of exports?	
9. Where were (or will) the specimens (be) harvested from?	
10. What is the scale of the current NDF assessment (e.g., national, or area-specific)?	
11. National legislation – can national regulations help to understand potential detriment from harvesting or extinction risks? Are there national stricter domestic measures?	

Section 1: Summary

Please provide a short overview (1-2 paragraphs) of the trade in this species in the country of interest.

Section 2: Evaluation score

For the taxon for which the NDF is being completed, define sensible threshold values for each criterion based on the best information available. Please score each attribute listed within the table below and sum these to provide a total.

NOTE:

- [Module 8](#) – NDF for birds includes guidance on the use of area of distribution and the use of generation length as a proxy for life history traits in birds
- [Module 9](#) – NDF for reptiles includes reference values relevant for reptiles for each criterion

Table 2C. Scoring criteria for the five variables of interest in the *Simplified Assessment*.

Criteria	Number of points			Score
	1	2	3	
Annual Harvest level	Low	Medium	High/Unknown	
Area of distribution	Large	Medium	Small/Unknown	
Life-history	Fast	Medium	Slow/Unknown	
Conservation or threat status	If the status of the species is threatened or Unknown give a max score of 1 point .			
Illegal trade	If levels of illegal trade are inferred by reference to seizure data, they should be included under "Annual harvest level". If illegal trade is known to be occurring, but <i>levels</i> are unknown give a max score of 1 point .			
Overall Score and Justification	(If score lower than five (5) = trade is non-detrimental (record the score and justification in the worksheet provided). If the overall score is equal to or greater than five (5) then a Comprehensive Assessment should be undertaken .			

Section 3: Justification – Annual harvest level

Please provide an explanation with appropriate references to justify the score given.

Section 4: Justification – Area of distribution

Please provide an explanation with appropriate references to justify the score given.

Section 5: Justification – Life history

Please provide an explanation with appropriate references to justify the score given.

Section 6: Conservation or threat status

Please provide an explanation with appropriate references to justify the score given.

Section 7: Illegal trade

Please provide an explanation with appropriate references to justify the score given.

Section 8: Conclusion, course of action, and determination on exports

Please provide an overall conclusion on the perceived threat of trade to the species and details on whether further course of action will be taken to complete an NDF for the species.

Section 9: Literature Cited

Please provide references to all the reports and literature cited in this evaluation.

3. Comprehensive Assessment Template

Initial Information Gathering	
Species name	
Range state name	
Report compiled by	
Date compiled	
1. Is the species correctly identified and named?	
2. Is the species or specimen listed in Appendix I or II?	
3. Is the species exempted or excluded from CITES controls?	
4. Have recommendations been issued to suspend trade in the species being exported?	
5. What is the quantity of specimens exported?	
6. Describe the specimen	
7. What is the source of the specimens?	
8. What is the purpose of exports?	
9. Where were (or will) the specimens (be) harvested from?	
10. What is the scale of the current NDF assessment (e.g., national, or area-specific)?	
11. National legislation – can national regulations help to understand potential detriment from harvesting or extinction risks? Are there national stricter domestic measures?	

Part One: Risk Evaluation						
Factor	Assessment may consider	Evaluation – example indicators				Scientific Authority Assessment and relevant information/ data
Species' biology and life-history characteristics	Intrinsic vulnerability of species or population (reproductive capacity, niche width)	r-selected species (early maturity, short-lived, many offspring), adapts to various habitat types		K-selected species (late maturity, long-lived, few offspring), specialist	Unknown	
Species' range (historical and current)	Distribution and trends	Widespread, stable distribution over time, connected populations		Endemic, restricted, fragmented distribution, declined over time, shared stocks	Unknown	
Population structure, status and trends	Population size / structure/ density and trends (harvest area and nationally)	Population size large, stable or increasing. Representative inventories/surveys over time		Low population size, declining trend, skewed populations (age classes or sex).	Unknown	
Conservation status	Status and trends (global, national, and local scales)	Least Concern (LC)	Vulnerable (VU) and Near Threatened (NT)	Critically Endangered (CR), Endangered (EN), Data Deficient (DD), CITES Appendix I	Unknown	
Threats	Other threats and threat trends	No other significant known threats		Subject to multiple threats (habitat loss, climate change, invasive alien species)	Unknown	

Part Two: Impact and Management Evaluation					
Factor	Assessment may consider	Evaluation – example indicators (not exhaustive)			Scientific Authority Assessment and relevant information/ data
Harvest impacts/total offtake impacts	Impact of harvest/total offtake on harvest area, national population and internationally. Consider total volume of harvest/offtake (both for domestic and export as well as any other offtake, or removal of specimens from the wild) and legal and illegal harvest. Consider harvest/offtake from harvest area in context of national level trade and trend.	Low impact (e.g., Non-lethal harvest that does not imply removal of individuals from the wild; Harvest of life stages with low survival rate (source R); Harvest is in post-reproductive stages only - (e.g. older males). Harvest not impacting other areas.	Impacts severe (e.g., harvest doesn't take into account age/sex of specimens or is done at critical life stages for reproduction). Harvest area acting as sink for surrounding areas.	Unknown	
Trade impacts	Impact of trade on harvest area, national and international population. Consider total volume of (domestic and export) trade (known, inferred, projected, estimated).	Low levels of trade relative to population. Little illegal trade known.	High levels of trade in comparison with population. Illegal trade known.	Unknown	
Population monitoring	Is a monitoring program in place? Frequency of monitoring depending on species characteristics. Methods for monitoring.	Regular, using robust methods (changes in density, distribution, demography considered)	No/infrequent monitoring, unreliable methods	Unknown	

Management measures in place/proposed including adaptive management	Harvest management/ compliance / land and resource tenure	Measures in place (e.g. quotas, size/sex limits, protected/no-take areas, limits on hunting effort/ gear. Tenure: strong long-term control	No or inadequate management measures in place. Tenure: Open access e.g. fisheries in ABNJ, no harvest controls	Unknown	
Ecosystem Impacts (Consider in detail only if harvesting/offtake represents a high risk or if a complex NDF is needed)					Scientific Authority Assessment and relevant information/ data
LOW / MEDIUM risk of detrimental impacts - No need for ecosystem impact evaluation					
Impacts on role of the species in their ecosystems and direct impact on other species and on the ecosystem	Does harvesting/offtake impact other species or the ecosystem directly or the species' roles in their species ecosystems resulting in?	<p>Evaluate the following for impacts on role in ecosystems and direct impact on the ecosystem based on best available information:</p> <ul style="list-style-type: none"> • a significant change in the abundance of another native species, • an increase in the abundance of a non-native species or over-abundance of another species, • a reduction in a demographic rate in any life stage of another native species (e.g., germination, seed production, nest success, natal dispersal, etc.) that has the potential to decrease its abundance or otherwise reduce its viability, • change in any ecosystem process or structural feature, • change in the typical patterns of behaviour (e.g., social interactions, patterns of aggregation, movement) among individuals of the species being assessed or other species, and • change in genetic structure or variability of the population that indicates that one or more of the ecological functions of the species' are, or will become, impaired. 			

PART THREE: Conclusion / Decision	
Conclusion / Decision	
Conditions / Management Advice	