

# A CITES checklist for botanic gardens

The following checklist may help to define an individual botanic garden's policy and procedures.

- Contact and find out about your national CITES Authorities.
- If your country is not a party to CITES, encourage it to accede to the treaty as soon as possible.
- Find out if your country's field botanists or botanic gardens staff have knowledge of particular threatened plants.
- Develop an institutional policy towards CITES.
- Consider registering your institution with the national Management Authority of CITES.
- Check your collections for plants on the CITES Appendices and maintain complete documentation for these species.
- Distribute information about CITES to all your staff and ensure they understand what is required of them.
- Assign clear staff responsibility for CITES matters with a designated person where appropriate.
- Agree and implement an institutional Code of Conduct for the accession of rare or threatened wild plants, whether or not they are listed by CITES.
- Always obtain export and, if necessary, import permits and CITES labels.
- Ensure that no illegally collected plants come into your collections 'through the back door'.
- Compile procedures for obtaining the necessary licences for the import or export of CITES-listed plants with your collaborating institutions.
- Publicise the value and requirements of CITES and your role in its implementation through plant displays, exhibits, educational materials and leaflets, and press releases.
- Consider ways in which you can become more closely involved in plant trade issues nationally and internationally, working collaboratively for example with national CITES Authorities, the CITES Plants Committee, BGCI, TRAFFIC and IUCN/SSC.
- Be willing and able to advise local and national authorities on matters relating to plants in trade, especially those that may be endangered by commercial exploitation. You may also be able to assist in warning the trade with respect to the introduction of alien invasive species and plant pests
- Establish a long-term programme for the cultivation, propagation and distribution of plants endangered in the wild by trade, including those listed by CITES, in order to reduce or even remove the market in illegally traded plants.
- Distribute propagated plant material, as appropriate, to:
  - the nursery trade, selected private growers and collectors;
  - conservation organisations and other bodies, for use in habitat restoration or species recovery programmes;
  - other botanic gardens for conservation and research, both nationally and internationally.
- Assess the extent to which you can assist national CITES Authorities as a national rescue centre for plants seized or confiscated, and devise a programme for maintaining and utilising such material.