

Botanic Gardens Conservation International
The world's largest plant conservation network



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Module 4:
CITES and Scientific Institutions



The CITES Register of Scientific Institutions



- Under CITES there is a free label scheme that allows movement of CITES material for scientific purposes only between scientific institutions that are registered with CITES.
- This is outlined in [Resolution Conf. 11.15 \(Rev CoP12\)](#) as the “non-commercial loan, donation or ‘exchange between scientists or scientific institutions registered by a Management Authority of their State, of herbarium specimens, other preserved, dried or imbedded museums specimens, and live plant material which carry a label issued or approved by a Management Authority”.

Why was this scheme set up?



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- Parties recognised that the need of museums and institutions to obtain research specimens could have a detrimental impact on small populations of rare plants and animals.
- They also recognised that such research could help in the conservation of these small populations and that this should be encouraged and facilitated.
- Inventorying collections and making this information publicly available would enable decisions to be made on whether further collecting of rare specimens was necessary, or whether the material needed could be borrowed from another institution.

How does this scheme work?



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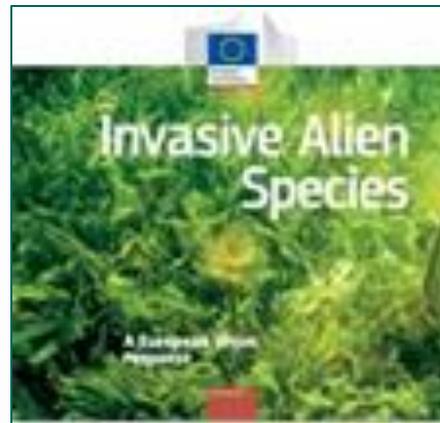
- If exchanging CITES material between registered institutions:
A FREE LABEL SCHEME CAN BE USED.
- If exchanging CITES material with an institution that is not registered:
FULL CITES PERMITS ARE REQUIRED.
This includes live plants and herbarium specimens.



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How does this scheme work?

- If a species is not listed on CITES, a CITES permit is not needed. Other issues may then need to be considered, for example the [Convention on Biological Diversity](#), the [Habitats Directive](#), [Plant Health legislation](#) or other relevant legislation or agreements concerning the movement of plants.



How does this scheme work?

- Your institution must become registered with your [Management Authority](#) (MA) and the [CITES Secretariat](#).
- You will then obtain a unique 5-digit CITES registration number e.g.
 - RBG Kew, UK - GB 005
 - Forest Research institution, Malaysia - MY 001
- The institution to which you send or exchange CITES-listed specimens must also be registered and have their own unique CITES registration number.

Some Criteria for Registration

[Resolution Conf. 11.15 \(Rev. CoP12\)](#) for full list

- Collections of animals or plant specimens, and records ancillary to them, permanently housed and professionally curated;
- Specimens accessible to all qualified users, including those from other institutions;
- All accessions properly recorded in a permanent catalogue;



Some Criteria for Registration

[Resolution Conf. 11.15 \(Rev. CoP12\)](#) for full list

- Permanent records maintained for loans and transfers to other institutions;
- Accurate data maintained on specimen labels, permanent catalogues and other records;
- Acquisition and possession of specimens accord with the laws of the State in which the institution is located.

How do I register?



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- Contact your [MA](#) and request registration giving them the details of your institution, its size, scope of collections, their management and some general details on how you keep your records.
- Provide as much information as possible to assist your application.



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How do I register?

- Your institution contacts your MA.
- The MA contacts the national SA.
- The SA confirms they are happy that your institution fulfils the criteria for registration.
- The MA contacts the CITES Secretariat informing them that your institution be included in the CITES Register of Scientific institutions.
- The CITES Secretariat issues a notification with updates to the [CITES Register](#), including your institution.

How do I register?



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- In liaison with the CITES Secretariat, the CITES MA will issue you with a unique number to be used in all movement of CITES material under the exemption.
- For example, if you are the first institution to be registered in your country, your number might be BN 001.



How do I register?



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The MA should issue you with a label that contains the following information:

- CITES logo
- Your name and address
- The name and address of the CITES registered institution to which you are sending the material
- Both CITES registration numbers
- Details of the material in the package

Attach label to the outside of the package - Customs don't have X-ray eyes!

EU label template

How do I register?



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- If the MA does not have such a label, you can produce a simple label and ask them to approve it.
- You must keep a record of the number of times you use your labels, what you use it for and to whom you are sending material.
- Send an annual report of this information to your MA.

Example Label



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Scientific Exchange between CITES Registered institutions
CITES Label approved by the Management Authority of xxx

Name & address of exporting institution:

The Curator

Royal Botanic Garden

P.O. Box 99

XXXX

Phones: +000 (0) 000 000

Email: info @royalbotanicgarden.org

CITES Code Number: XX 001

Name & address of importing institution: Royal Botanic Gardens Kew, Herbarium, Richmond,
Surrey, TW9 3AB, United Kingdom

CITES Code Number: GB 005

Contents of Package: 50 Herbarium specimens, Orchids,
CITES Appendix II



Who is my CITES MA?



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Identify your CITES MA by checking the CITES list of [national contacts and information](#) and clicking on your country.

The screenshot shows a web browser window with the URL <https://cites.org/eng/cms/index.php/component/cp/country/AR>. The page title is "Home". On the left, there is a vertical list of countries, with "Argentina" selected. On the right, the page displays the Argentine flag and the word "Argentina" in green. Below the flag, there are four tabs: "National contacts" (which is active), "Reservations", "Biennial reports", and "CITES registers". Under the "National contacts" tab, the following information is shown:

Party
Ratification: 08/01/1981
Entry into force: 08/04/1981

Management Authorities / Autoridades Administrativas / Organes de gestion

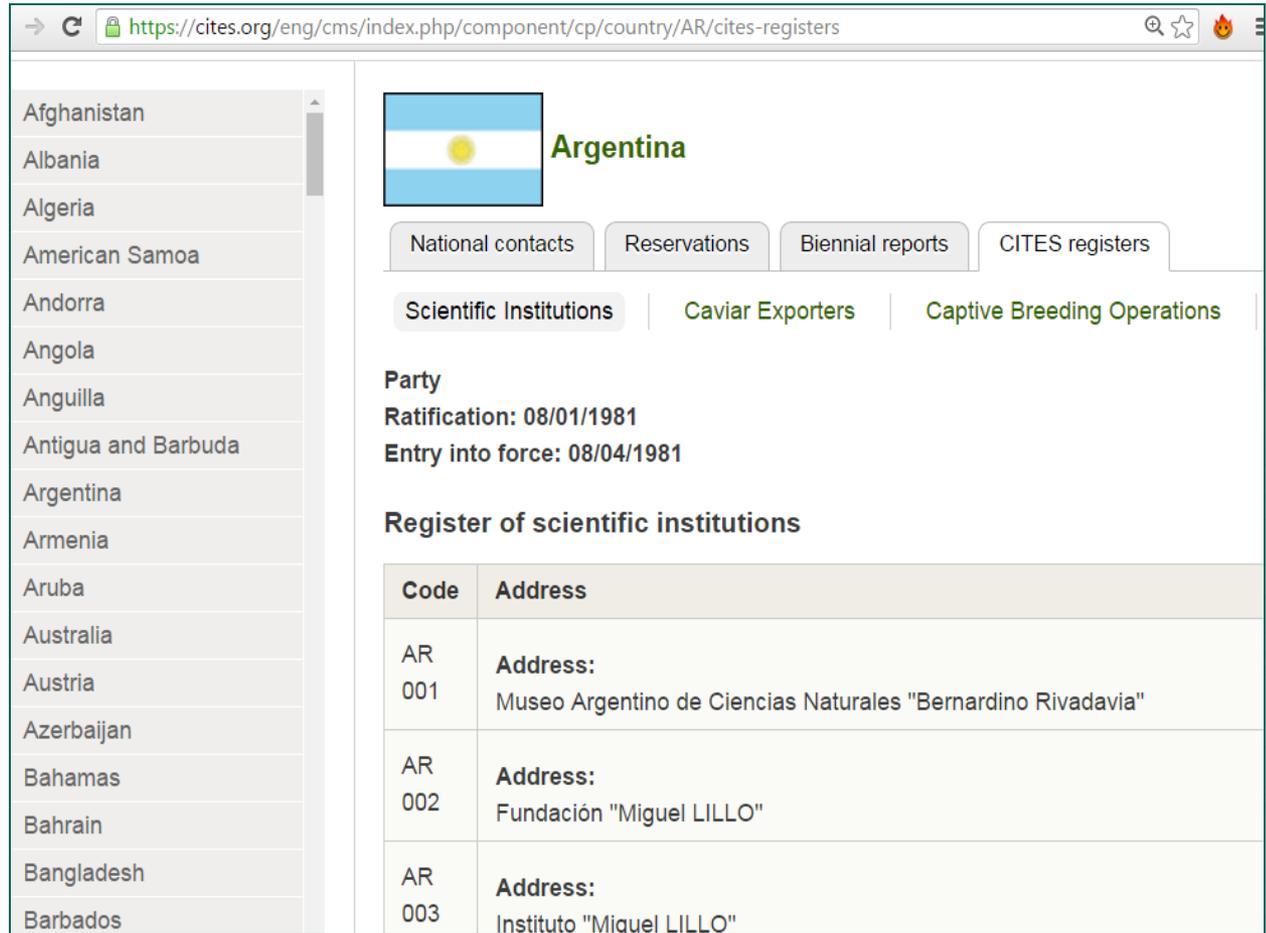
Only correspondence relating to permits and certificates should be addressed to / Únicamente los certificados debe dirigirse a / Seule la correspondance relative aux permis et certificats

1.
Lic. Pablo Edgardo Mesa
Director Nacional de Ordenamiento Ambiental y Conservación de la Biodiversidad
Subsecretaría de Planificación y Política Ambiental
Secretaría de Ambiente y Desarrollo Sustentable
San Martín 451
piso 2. oficina 261

Are there any Registered Scientific Institutions in the region?

Before sending material to another institution, check whether there are any [registered scientific institutions](#) in the region.

Make sure that the part of the institution to which you are sending material is registered - the botanic garden may be registered but not the herbarium or vice versa.



→ <https://cites.org/eng/cms/index.php/component/cp/country/AR/cites-registers>

 **Argentina**

National contacts | Reservations | Biennial reports | CITES registers

Scientific Institutions | Caviar Exporters | Captive Breeding Operations

Party
Ratification: 08/01/1981
Entry into force: 08/04/1981

Register of scientific institutions

Code	Address
AR 001	Address: Museo Argentino de Ciencias Naturales "Bernardino Rivadavia"
AR 002	Address: Fundación "Miguel LILLO"
AR 003	Address: Instituto "Miguel LILLO"

Summary



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- You can move CITES material between CITES Registered Scientific Institutions without the need for costly permits by using your label attached to the outside of the package.
- To become a CITES Registered Scientific Institution you must be a *bona fide* scientific institution, according to the criteria set out in [Resolution Conf. 11.15 \(Rev. CoP12\)](#)
- In order to register contact your [CITES national Authorities](#) with the relevant information.
- They confirm that you are authentic and contact the CITES Secretariat who include you in the [CITES Register](#).

Summary



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- Nominate a lead person to operate this scheme within your institution. Provide their email on the registration form, on reports and on the labels. This will ensure that if there are queries or material is held up at Customs there is one central point of contact.
- Do not forget to produce an annual report on your use of the label.
- When sending material to another registered institution use your labels with your five-digit number. When the material is being returned to you the label should be from that institution with their five-digit number on it. Do not give your labels to others to use.

More information



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← → ↻ <https://cites.org/eng/res/11/11-15R12.php> ☆ 🔥

 **Convention on International Trade in Endangered Species of Wild Fauna and Flora** [Français](#) [Español](#)

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Resolution Conf. 11.15 (Rev. CoP12)

Non-commercial loan, donation or exchange of museum and herbarium specimens

RECALLING Resolutions Conf. 1.4 and Conf. 2.14, adopted by the Conference of the Parties at its first and second meetings (Bern, 1976; San José, 1979);

CONSIDERING that Article VII, paragraph 6, of the Convention provides an exemption from the provisions relating to regulation of trade in specimens of species included in Appendices I, II and III for "non-commercial loan, donation or exchange between scientists or scientific institutions registered by a Management Authority of their State, of herbarium specimens, other preserved, dried or embedded museums specimens, and live plant material which carry a label issued or approved by a Management Authority";

RECOGNIZING that this exemption should apply to legally acquired animal and plant specimens that are under the authority of a registered scientific institution;

CONSIDERING that museum needs for research specimens can have adverse impact on small populations of rare animals and plants;

RECALLING the recommendations of the first meeting of the Conference of the Parties (Bern, 1976);

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

ENCOURAGES Parties to register their scientific institutions to facilitate scientific exchange of specimens needed to conduct taxonomic and species-conservation research;

URGES Parties to contact scientists and scientific institutions in the territory under their jurisdiction to facilitate greater understanding of the scientific exchange provisions of Article VII, paragraph 6, on the non-commercial loan, donation or exchange of scientific specimens;

RECOMMENDS that:

- Parties take every opportunity within the scope of the Convention to encourage scientific research on wild fauna and flora, where this may be of use in conserving species that are threatened with extinction or that may become so;



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End of Module 4: CITES and Scientific Institutions

Why not try the [quick quiz?](#)

Then, please go to [Module 5](#)



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Connecting People • Sharing Knowledge • Saving Plants

Our Mission is to mobilise botanic gardens and engage partners in securing plant diversity for the well-being of people and the planet

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www.bgci.org

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