



# **Guide for the use of the Stockholm Convention Integrated Electronic Toolkit**

**August 2023**

UNEP Chemicals and Health Branch with the Secretariat of the  
Basel, Rotterdam and Stockholm Conventions

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# 1 Introduction

## 1.1 Background

In response to the requests in paragraph 8 (e) of decision SC-8/8 on implementation plans<sup>1</sup> and paragraph 3 of decision SC-8/17 on reporting pursuant to Article 15 of the Stockholm Convention<sup>2</sup>, as well as paragraph 7 (c) of decision SC-9/9 on implementation plans<sup>3</sup> and decision SC-9/16 on reporting pursuant to Article 15 of the Stockholm Convention<sup>4</sup>, UNEP has developed the **Stockholm Convention Integrated Electronic Toolkit**, in the framework of a medium-sized project<sup>5</sup> of the Global Environment Facility (GEF), to facilitate the development, transmission, access and use of data contained in national implementation plans (NIP) and national reports. The toolkit was deployed with the Basel, Rotterdam and Stockholm Conventions Secretariat, which is currently overseeing its administration and further update and improvement.

The toolkit consists of the 4 main modules detailed in the below chapters.

As per the provisions of the decision SC-11/10 on implementation plans<sup>6</sup> all Parties are invited for further testing the Stockholm Convention Integrated Electronic Toolkit and submit their comments.

## 1.2 About this document

This guidance document was prepared by the Basel, Rotterdam and Stockholm Conventions Secretariat in collaboration with UNEP Chemicals and Health Branch, and issued in August 2023, to provide technical guidance to countries for accessing and using the Stockholm Convention Integrated Electronic Toolkit.

This document provides links and screen capture of the tool as of August 2023. It is foreseen to enhance the tool with new functionalities; new versions of this document will be issued according to the evolution of the tool.

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<sup>1</sup> <http://chm.pops.int/Portals/0/download.aspx?d=UNEP-POPS-COP.8-SC-8-8.English.pdf>

<sup>2</sup> <http://chm.pops.int/Portals/0/download.aspx?d=UNEP-POPS-COP.8-SC-8-17.English.pdf>

<sup>3</sup> <http://chm.pops.int/Portals/0/download.aspx?d=UNEP-POPS-COP.9-SC-9-9.English.pdf>

<sup>4</sup> <http://chm.pops.int/Portals/0/download.aspx?d=UNEP-POPS-COP.9-SC-9-16.English.pdf>

<sup>5</sup> Project document available at: <https://www.thegef.org/project/integrated-sc-toolkit-improve-transmission-information-under-articles-07-and-15>

<sup>6</sup> <https://www.pops.int/TheConvention/ConferenceoftheParties/Meetings/COP11/tabid/9310/Default.aspx>

## 2 Step-by-step guide

### 2.1 Access to the tool

The tool is accessible via the following direct link: <https://nips.pops.int/>

### 2.2 Page layout



### 2.3 Authentication

When not authenticated, the user can access all transmitted NIPs from the NIP Transmission Module, all guidance documents from the POPS Inventory Module and from the Guidance Module, and queries from the Queries Module. An unauthenticated user is referred to as “anonymous” user in this document.

When authenticated, the user can also edit and transmit NIPs for his/her country.

To authenticate, click on the **Login** button at the top right corner of the page.

The page will request credentials. Credentials are personal and have been sent to parties individually by e-mail. In case you lost your credentials, or to request access, kindly contact [suman.sharma@un.org](mailto:suman.sharma@un.org)

The “remember me” checkbox will allow the website to remember your identity and not ask you for credential at your next visit. Avoid checking this box if you are on a public computer.

**NIP Toolkit**

### Login to Your Account

Enter your username & password to login

Username

@

Password

Remember me

Login

Designed by UNEP

## 2.4 NIP transmission module

### 2.4.1 Technical description

This module aims at assisting Parties in organizing data and information in a template for their initial or updated NIP transmissions. The template takes into account the identified standard elements of the NIPs and provide a modular approach to the development and updating of NIPs. The template provides sufficient flexibility to address certain dynamic elements that are likely to change with the listing of new POPs at future meetings of the Conference of the Parties. The template also includes the use of checklists or sets of questions based on the relevant obligations under the Convention to assist parties to assess whether or not they need to update their NIPs. The templates are designed in harmonized manner with Article 15 reporting format, which is clearly marked in POP-UP windows available on top of each template. There are indications in the titles of the templates on either information in a template should be added following a Convention requirement or could be added when not mandatory but still generated during the POPs inventory following the guidance documents available. The Word version of this module can be downloaded, circulated and completed offline as well.

### 2.4.2 Main page

#### **Anonymous users:**

The main page of the NIP Transmission Module displays a table with all transmitted NIPs. For each NIP in the table, its ID, completion rate (knowing that a transmitted NIP is always defined as 100% completed), transmission deadline, transmission date, and country, are displayed. A button is also available to view it in the browser.

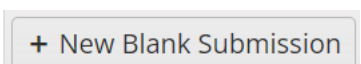
NIP ID	Completed (%)	Deadlines for NIP transmission	NIP received date by the Secretariat	Country	Options
a978c577-deb0-064f-1189-0154c99310da	100%		01/November/2022 15:08	Madagascar	<a href="#">View</a>
f141dca5-1600-46b0-92c7-0611ab950ba5	100%		17/November/2022 23:02	Australia	<a href="#">View</a>
ba37bd21-d585-4a07-a5ec-0a2ad0b52b9b	100%		15/April/2023 1:52	Switzerland	<a href="#">View</a>
a109eecb-cf38-4c51-802f-0a916c44a81e	100%		15/October/2022 18:35	Japan	<a href="#">View</a>
80e3a234-2393-4702-87e3-168b8a1586a4	100%		15/April/2023 1:51	Saint Lucia	<a href="#">View</a>
10b69730-f8f0-43df-90aa-1803234ad782	100%		18/October/2022 13:25	Switzerland	<a href="#">View</a>

1 - 20 of 55 items

The table presents 20 rows at a time. At the bottom of the table, navigation buttons allow to navigate within the pages.

### Authenticated users:

The main page of the NIP Transmission Module displays a table with all NIPs of the user's country. For each NIP in the table, its ID, completion rate (knowing that a transmitted NIP is always defined as 100% completed), transmission deadline, transmission date, and country, are displayed. A button is also available to export to word the NIPs and Edit or Delete not transmitted NIPs.



A button [+ New Blank Submission](#) is also available to create a new NIP. Clicking on this button will create a new line in the table with a blank NIP for the country, which the user can Edit and Delete.

For users recognized as official contact points, a Clone button is also available to create a new NIP by copying the information present in an already existing NIP, and Transmit button is available to transmit a NIP to the Secretariat.

NIP ID	Completed (%)	Deadlines for NIP transmission	NIP received date by the Secretariat	Country	Options
b41302b0-d10f-4c4f-8d8b-46dcbc2aa200	100%		17/November/2022 23:50	Algeria	<a href="#">Export to Word</a> <a href="#">Clone</a>
3cf250d0-d2ff-454a-986b-6e12c24755e2	0%			Algeria	<a href="#">Edit</a> <a href="#">Export to Word</a> <a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Submit</a>

1 - 2 of 2 items

The table presents 20 rows at a time. At the bottom of the table, navigation buttons allow to navigate within the pages.

### Word templates of the NIP

The main page of the NIP module also allows to download a predefined template in Word in English, Chinese, Spanish and French for offline completion if needed.

[Open and Download ENGLISH Version NIP Document in Word](#)

[Open and Download CHINESE VERSION NIP Document in Word](#)

[Open and Download SPANISH VERSION NIP Document in Word](#)

[Open and Download FRENCH VERSION NIP Document in Word](#)

### 2.4.3 NIP edit

Clicking on the “Edit” button next to a not transmitted NIP will redirect to the NIPs Transmission Module edit.

### Page layout

*Left menu to navigate within the NIP. The current section is highlighted in blue*

*Buttons to save and to navigate between the sections. To be noted, clicking on the “Back to previous section” and “Next Section” buttons will automatically save.*

*Section content with editable fields*

NIPs edit displays several types of input fields, the detailed description is available in the Annex of this document.

## 2.4.4 NIP transmission

Clicking on the “Transmit” button next to a not transmitted NIP will allow users recognized as official contact point to transmit the NIP to the Secretariat.

## 2.5 POPs inventory module

### 2.5.1 Technical description

In its Part A, this module presents the POPs inventory guidance documents in an electronic and user-friendly manner, while its Part B aims at assisting Parties in managing data collected for POPs inventories (preliminary or complete). The module encompasses entry-data forms for the different types of data expected for the different inventories of POPs listed in Annex A or B to the Stockholm Convention. The Chapter 4. Final results of the inventory in each sector considered a priority for the country of Part B format it is done in harmonized manner with Chapter 2.3 of the format in NIP Transmission Module, synthesizing the information which needs to be included in the updated/revised NIP out of the POPs inventory information gathered.

### 2.5.2 Part A – Summary of inventory guidance documents

The POPs Inventory Guidance module displays the guidance documents in a structured way, with sections that can be expanded/collapsed to access guidance descriptions, as shown on the screen capture below.

Part A - Summary of inventory Guidance Documents	
1. General guidance on POPs inventories	▶
2. Inventory of POPs pesticides	▶
3. Inventory of Pentachlorophenol, its salts and esters (PCP)	▶
4. Inventory of Polychlorinated biphenyls (PCBs)	▶
5. Inventory of Polybromodiphenyl ethers (POP-PBDEs)	▶
6. Inventory of Hexabromocyclododecane (HBCD)	▶
7. Inventory of Hexachlorobutadiene (HCBD)	▶
8. Inventory of Polychlorinated naphthalenes (PCNs)	▶
9. Inventory of Short chain chlorinated paraffins (SCCPs)	▶
10. Inventory of DDT	▶
11. Inventory of Perfluorooctane sulfonic acid, its salts and perfluorooctane sulfonyl fluoride (PFOS, its salts and PFOSF)	▶

### 2.5.3 Part B – Inventory Report Format

#### Main page

The POPs inventories are only accessible to authenticated users.

The main page of the POPs Inventory Report displays a table with all POP Inventories of the user’s country. For each inventory in the table, its ID, completion rate (knowing that a submitted inventory is always defined as 100% completed), transmission deadline, transmission date, and country, are displayed. A button is also available to export to word the inventory and Edit or Delete not submitted inventories.



A button + New Blank Submission is also available to create a new inventory. Clicking on this button will create a new line in the table with a blank inventory for the country, which the user can Edit or Delete.

For users recognized as official contact points, a Clone button is also available to create a new inventory by copying the information present in an already existing inventory, and a Submit button is available to submit an inventory to the Secretariat.

POP B ID	Completed (%)	Deadlines for POP B	POP B received date by the Secretariat	Country	Options
266ee03b-9581-4099-8b9e-25ec960d2554	55.35%			Switzerland	Edit Export to Word Clone Delete Submit
8572ec9c-631a-4eec-ad54-3d4ee9fadc50	100%		16/January/2023 15:30	Switzerland	Export to Word Clone
8c3f8166-c912-4a9c-8ac9-9da6cdf2019	100%		03/February/2023 8:24	Switzerland	Export to Word Clone

1 - 3 of 3 items

The table presents 20 rows at a time. At the bottom of the table, navigation buttons allow to navigate within the pages.

### POPs inventory edit

Clicking on the “Edit” button next to a not submitted POPs inventory will redirect to the POPs Inventory Module edit.

### Page layout

**Left menu to navigate within the inventory. The current section is highlighted in blue**

**Buttons to save and to navigate between the sections. To be noted, clicking on the “Back to previous section” and “Next Section” buttons will automatically save.**

**Section content with editable fields**

POPs inventory edit displays several types of input fields, the detailed description is available in the Annex of this document.

### POPs inventory submission

Clicking on the “Submit” button next to a not submitted inventory will allow users recognized as official contact point to submit the inventory to the Secretariat.

## 2.6 Guidance module

### 2.6.1 Technical description

This module contains contextualized links to relevant guidance documents and other toolkits (e.g., dioxin and furans toolkit) available that support the transmissions of NIPs (e.g., inventory guidance documents) and of national reports (e.g., manuals).

### 2.6.2 Presentation

The Guidance module displays the link to the various guidance documents in a structured way. The left menu displays the main sections, and each page provides subsection that can be expanded/collapsed with guidance descriptions and links, as shown on the screen captures below.



## Section “2.2 Guidance on inventories” expanded:

### Guidance on NIP implementation

#### 2.1. Guidance on socio-economic aspects

#### 2.2. Guidance on inventories

##### 2.2.1 General guidance on POPs inventory

**File Name:** General guidance on POPs inventory

**Description:** .The purpose of this guidance document is to provide a general introduction to the inventory approach used in the detailed inventory guidance, which the Secretariat has developed to assist countries in making inventories for certain POPs. This guidance is also intended to assist Parties in developing inventories for POPs for which a detailed guidance document is not available. The detailed inventory guidance documents should be used in conjunction with this document. In addition, when developing an inventory, the detailed guidance documents may be used as an example on approaches and information sought.

[Download and Open the Document](#)

##### 2.2.2. Draft guidance on information collection for industrial persistent organic pollutants

**File Name:** Draft guidance on information collection for industrial persistent organic pollutants

**Description:** . The identification production and needs for industrial POPs throughout their life cycle is a challenge when listing new chemicals in the Convention. The purpose of this document is to look at the inventory process from a different, sector-specific angle, to assist country experts and authorities in addressing all relevant POPs anticipated to be of interest for a certain sector at one go, to avoid several processes that follow from addressing POPs substance by substance. It is hoped that this will make the inventory process more comprehensive and save in time and costs in both the administration and the industry. This document focuses on intentionally used applications for industrial POPs. It does not address presence of POPs in unintentional application due to e.g. use of recycled materials. Draft guidance on information collection for industrial persistent organic pollutants

[Download and Open the Document](#)

##### 2.2.3 Guidance on preparing inventories of hexabromocyclododecane (HBCD)

**File Name:** Guidance on preparing inventories of hexabromocyclododecane (HBCD)

**Description:** The purpose of this document is to provide Parties with guidance on the establishment of inventories of HBCD. The target audience is national focal points of the Convention and those involved in the process for NIP review and update, in particular the task teams and coordinators responsible for establishing the inventory.

[Download and Open the Document](#)

## 2.7 Queries module

### 2.7.1 Technical description

This module aims at providing stakeholders with the possibility to query the data and information submitted in the POPs inventory module and NIP transmission module. There are two modalities of querying the information and data: one is called “Free search” dedicated mostly for qualitative information search; the second one is based on “Predefined queries” and is targeting mostly quantitative data included in the transmitted NIP via the toolkit. This would become fully functional once Parties will initiate the transmission of their NIPs via the toolkit and the associated database becomes populated with information and data.

### 2.7.2 Predefined Queries

This page allows to run reports at National, Regional or Global levels.

UNEP  
demo\_account

NIP Submission Module  
POPs Inventories Module  
Queries Module  
Predefined Queries  
Free Search  
Guidance Module

Queries Module  
Home / Predefined Queries

SELECT THE PREDEFINED QUERY

Choose the level:  
Global

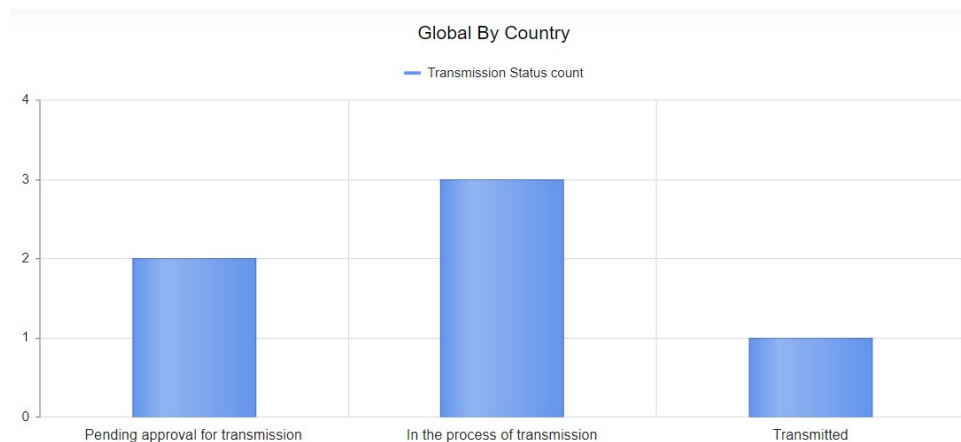
Choose the query:  
NIP transmission status

Choose the Options:  
By country

Run the Report

1. Choose the level (Global, Regional, National). For Regional and National, a second drop-down-list is displayed for choosing the country or the region
2. Select the predefined query
3. Choose the differentiation: by NIP version, by country, by date of transmission (differentiation by country and date of transmission is only available for Regional and Global)
4. Click to run the report

When running the report, results will appear in a graphical overview and/or in a tabular view depending on the query chosen. The tabular view displays 5 items per page by default. At the bottom of the table, navigation buttons allow you to navigate within the pages, and to modify the number of items per page (All items, 5, 10, or 20).



**Global By Country** Search...

Transmission Status	Count
Pending approval for transmission	2
In the process of transmission	3
Transmitted	1
<b>Total: 6</b>	

Navigation: 5 items per page | 1 - 3 of 3 items

Search...

Country Name ↑	Transmission Status
Algeria	In the process of transmission
Argentina	In the process of transmission
Australia	Pending approval for transmission
Cambodia	Transmitted
Saint Lucia	In the process of transmission

Navigation: 5 items per page | 1 - 5 of 6 items

### 2.7.3 Free Search

This page allows to search for NIPs with keyword and by filtering on a specific region. The resulting NIPs are displayed in the result table with their country and date of transmission indicated. For each result, the NIP section where the keywords have been found and the extract of the text are also displayed, with a direct link to the concerned part.

The tabular view displays 10 items per page by default. At the bottom of the table, navigation buttons allow you to navigate within the pages, and to modify the number of items per page (All items, 5, 10, or 20).

**Queries Module** Home / Free Search

1. Enter keyword(s)
2. Choose the geographical area (global or by region)
3. Submit your search

**FREE SEARCH IN THE NARRATIVE PARTS OF THE SUBMITTED NIPS**

WHAT:       WHERE:      

Country	NIP Submission Date	NIP Section	Details
Republic of Moldova	Wed Nov 02 2022 12:57:36 GMT+0100 (Central European Standard Time)	<a href="#">2.2.1.Q1</a>	... <b>ozone layer</b> , including hydrochlorofluorocarbons in EEE, vehicles, batte...
Republic of Moldova	Wed Nov 02 2022 12:57:36 GMT+0100 (Central European Standard Time)	<a href="#">2.2.2.Q1</a>	... <b>ozone layer</b> , adhered by the Parliamentary Decision nr. 966-XIII from 24...
Saint Lucia	Wed Nov 02 2022 12:58:05 GMT+0100 (Central European Standard Time)	<a href="#">3.2.Q1</a>	... <b>Ozone Layer</b> (Montreal Protocol/Wienna Convention) address partly the sa...
Madagascar	Wed Nov 02 2022 12:57:15 GMT+0100 (Central European Standard Time)	<a href="#">3.1.Q1</a>	... <b>Ozone Layer</b> (in 1999) and the Montreal Protocol on Substances that Depl... <b>Ozone Layer</b> (in 1996); the Basel Convention on the Control of Transbou...

Navigation: 10 items per page | 1 - 4 of 4 items

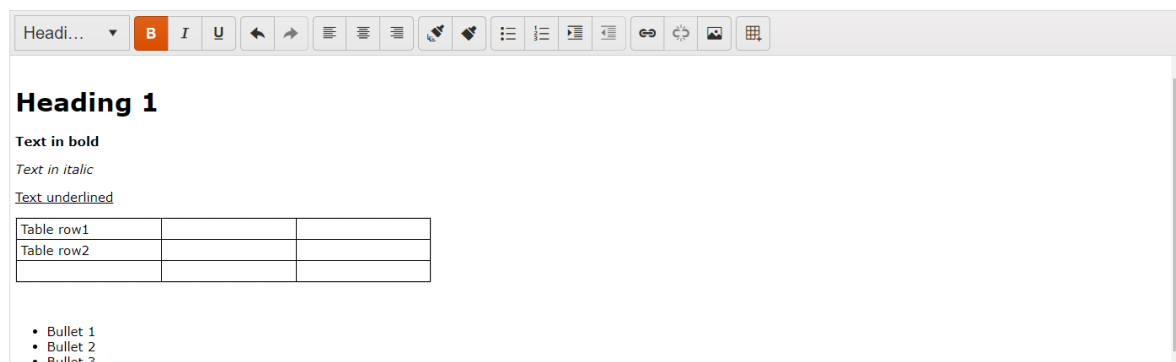
## 3 Feedback and technical assistance

Feedback and/or request for technical assistance can be sent by e-mail to [suman.sharma@un.org](mailto:suman.sharma@un.org).

## 4 Annex: List of input fields

### Enriched text input

This text input allows to format text with bold, italic, underline, bullet points, adding links, tables, or images. To be noted, copy and paste from a Word document will keep the text formatting.



### Radio buttons

These input fields allow to select one option only.


- Yes
- Currently being developed
- No
- Other

### Checkboxes

These input fields allow to select one or several options.

- Not qualified for GEF funding.
- Funding available from national sources
- Funding obtained from other sources.
- Have not requested funding
- Other reason

## Number input

Some fields request to enter a number. For these fields, the number entered by default is 0000. It is possible to input only digits in these fields and a  icon on the right allows to increase/decrease the number entered.


## Single-line text input

Some textboxes allow to input text on a single line, without formatting.

If Other Specify:

## Multiple-line text input


Some textboxes allow to enter text on multiple lines, without formatting.

The  icon in the bottom-right corner allows to adjust the displayed size of the textbox for a better readability.


Textbox.


  

Multiple lines  
allowed.



## Date input

Some input fields need a date to be entered. In this case, a  icon is available next to the field allowing to display a calendar for the date selection.

22/07/2018 

July 2018 ↑ ↓

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

[Clear](#) [Today](#)



## Multiple row tables

Some tables allow to insert multiple rows.

*Button for adding a new line at the top of the table*

*Save the line.*

*Delete the line*

**WARNING:** saving the page with the button at the end will not keep the unsaved lines

Stakeholder	Role	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Delete

## Attachments

In the last "Attachments" section You can upload up to 3 files in PDF or Word format.

**Attachments** *Click here to select a file on your computer*

Please upload any attachments you need for this response. You can upload maximum 3 files.  
Allowed attachment types: PDF and Word. Max File Size in Total: 10MB

**CLICK FOR ADDITIONAL INFORMATION**

Choose File UNEP-POP...panion.En.pdf Choose File No file chosen Choose File No file chosen

Upload Files Clear Files

*Click here to upload all the files* *Click here to clear all the files*

*The name of the file will appear here*