

User manual for the Electronic Reporting System (ERS) of the Stockholm Convention on Persistent Organic Pollutants (POPs)

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I. Introduction

The purpose of this manual is to assist Parties to the Stockholm Convention on Persistent Organic Pollutants (POPs) in using the Electronic Reporting System (ERS) to submit their national reports pursuant to Article 15 of the Convention. The manual provides an overview of the key features of the ERS and explains the various ways in which users can submit information through the system. The ERS of the Stockholm Convention is available in different United Nations official languages.

The ERS was developed to fulfill the requests of the Conference of the Parties (COP) to the Stockholm Convention pertaining to reporting. The online questionnaire available to parties through the ERS for reporting is based on decisions adopted by the COP (SC-5/16, SC-6/21, SC-7/27, BC.Ex 1/1).

II. How to access the ERS

The official contact point (OCP) to the Stockholm Convention for each party is the responsible authority for submitting reports to the Secretariat as per Article 15. Users can access the ERS through the website of the Stockholm Convention at:

<http://chm.pops.int/Countries/Reporting/ElectronicReportingSystem/tabid/3669/Default.aspx>

Credentials (username and password) for logging into the ERS are provided to the OCP by the Secretariat. If you are the OCP and have not received this information, please contact the Secretariat at sc-natrep@brsmeas.org to request it.

III. General features of the ERS

The online questionnaire is divided into several sections that correspond to different questions, sub-questions and tables. This part of the manual provides a brief description of the features and functions of the ERS that allow the user to navigate through the questionnaire, save changes made to it and check for the completeness of the information provided.

Navigation

You can access each section/page of the questionnaire by clicking on the buttons on the Sidebar or by using the navigation buttons (Next Page or Previous Page) on the Toolbar (Figure 1).

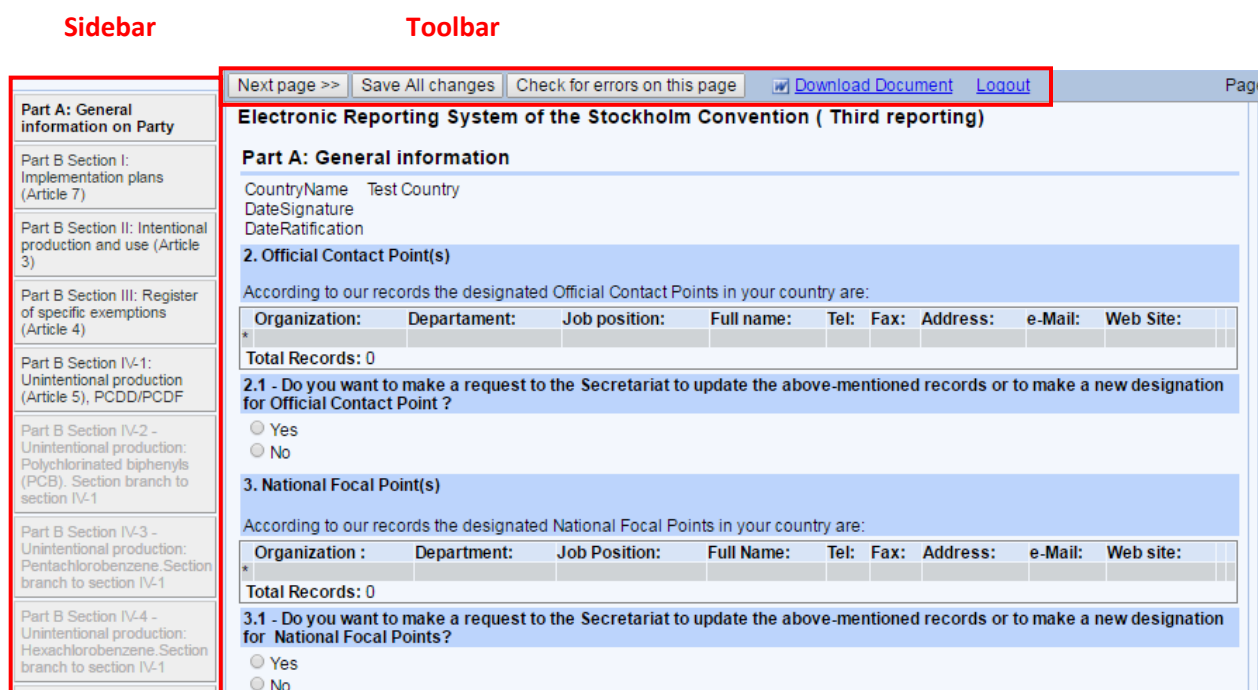


Figure 1: First page of the online questionnaire

Toolbar functions

The toolbar at the top of each page of the questionnaire (Figure 1) provides the following functions:

- **Previous page and Next page** (<< Previous page and Next page >>)
These functions allow the user to navigate back and forth in the questionnaire, from one section/page to another.
- **Save all changes** (Save All changes)
This function allows the user to save changes made to the report at any time. You can

return to a saved report after logging into the system. This function will also alert the user about pages of the report that contain incomplete answers. A message will be displayed at the top of the page indicating that the page contains errors and at the top of each question with an error, a message will also be shown (Figure 2).

Page 3

<< Previous page
Next page >>
Save All changes
Check for errors on this page
 Download Document

Part A: General information on Party

Part B Section I: Implementation plans (Article 7)

Part B Section II: Intentional production and use (Article 3)

Part B Section III: Register of specific exemptions (Article 4)

Part B Section IV-1: Unintentional production (Article 5), PCDD/PCDF

Part B Section IV-2 - Unintentional production: Polychlorinated biphenyls (PCB). Section branch to section IV-1

Part B Section IV-3 - Unintentional production:

This Page has incomplete or invalid answers. Please scroll down to see the details per questions.

Section II. Article 3: Measures to reduce or eliminate releases from intentional production

5. Has your country prohibited and/or taken any legal and administrative measures necessary to eliminate releases and use of the chemicals listed in Annex B to the Convention, in accordance with [paragraph 1 \(b\) of Article 3](#) of the

Please fill in the following tables. For each type of legal and/or administrative measure taken, please indicate the year

Chemicals listed in Annex A to the Convention

Chemicals	Legal/administrative measure (Please select all that apply.)	Year	
Please select at least 1 answer(s)			
Aldrin CAS No: 309-00-2	<input type="checkbox"/> Restriction in accordance with Annex A.	[Select year] ▼	
	<input type="checkbox"/> Prohibition on production.	[Select year] ▼	

Figure 2: Error messages are shown in pink where questions are incomplete or invalid

- **Check for errors on this page** ()
This function checks whether there are incomplete answers within a page of the questionnaire. The errors are highlighted and details are provided about how to correct them (Figure 2).
- **Download document** ()
This function allows the user to export the entire report to a downloadable Microsoft Word document. This may be useful when multiple people are involved in the reporting process and need to revise the report before its submission.
- **Logout** ()
The user can exit from the system using the logout function.

IV. Filling in the questionnaire

The questionnaire allows the user to provide information in several ways.

Answering multiple choice questions

Some questions offer multiple choices. In some cases, the user can select the most suitable answer out of a list of options, see item (a) in Figure 3. In others the user chooses all that apply, see item (c) in Figure 3.

In some cases, selecting an option will display further sub-question(s), see item (b) in Figure 3.

Textboxes

Some questions can be answered by writing directly in textboxes. This can be used, for example in “comments” and “remarks” fields (Figure 4).

The screenshot displays a web-based questionnaire interface. At the top, there are navigation buttons: '<< Previous page', 'Next page >>', 'Save All changes', 'Check for errors on this page', 'Download Document', and 'Logout'. The page number 'Page 2 / 21' is shown in the top right corner. The main content area is titled 'Part B: Information on the measures taken by the Party to implement the provisions of the Stockholm Convention and on the effectiveness of such measures in meeting the objectives of the Convention.' Below this, the section is 'Section I. Article 7: Implementation plans'. The first question is '1. Has your country developed a national implementation plan in accordance with paragraph 1 (a) and (b) of Article 7 of the Convention?'. It has three radio button options: 'Yes' (selected), 'Currently being developed.', and 'No'. There is also an 'Other (Please specify)' option with a text input field. A red box highlights these options, with the text 'Multiple choice questions (a)' next to it. Below this, question 1.1 asks '1.1 Has your country transmitted the national implementation plan?'. It has three radio button options: 'Transmitted', 'Pending approval for transmission.', and 'In the process of transmission.'. A red box highlights these options, with the text 'Sub-questions (b)' next to it. Question 2 asks '2. Has your country received financial assistance from the Global Environment Facility (GEF) to develop the national implementation plan?'. It has three radio button options: 'Yes', 'No' (selected), and 'Other (Please specify)' with a text input field. Below this, question 2.1 asks '2.1 Please select all that apply.'. It has four checkbox options: 'Not qualified for GEF funding.', 'Funding available from national sources.', 'Funding obtained from other sources.', and 'Have not requested funding.'. There is also an 'Other reason (Please specify)' option with a text input field. A red box highlights these options, with the text 'Another type of multiple choice questions in the form of tick boxes (c)' next to it. On the left side, there is a sidebar with a list of sections: 'Part A: General information on Party', 'Part B Section I: Implementation plans (Article 7)', 'Part B Section II: Intentional production and use (Article 3)', 'Part B Section III: Register of specific exemptions (Article 4)', 'Part B Section IV-1: Unintentional production (Article 5), PCDD/PCDF', 'Part B Section IV-2 - Unintentional production: Polychlorinated biphenyls (PCB). Section branch to section IV-1', 'Part B Section IV-3 - Unintentional production: Pentachlorobenzene. Section branch to section IV-1', 'Part B Section IV-4 - Unintentional production: Hexachlorobenzene. Section branch to section IV-1', 'Part B Section IV-5: Unintentional production: law/policy evaluation, BAT&BEP', 'Part B Section V: Stockpiles and wastes (Article 6)', and 'Part B Section VI: Chemicals production, export, import, DDT (Article 15)'.

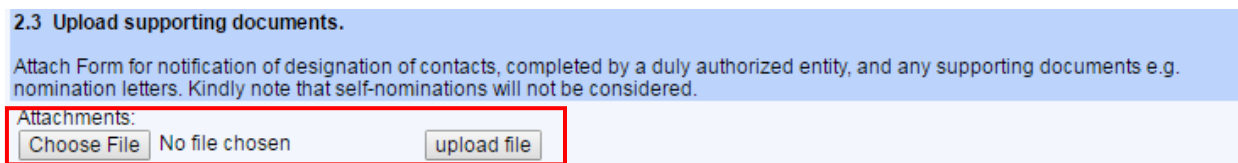
Figure 3: Options to provide information

The screenshot shows a text box for providing comments. The text above the box reads 'Please provide comments, if any, on questions [1] to [4] of this section:'. The text box itself is empty and has a vertical scrollbar on the right side.

Figure 4: Textbox

Importing files

The user can submit supporting information as part of the national report by uploading a file to the ERS (Figure 5), such as in Section A: General Information. Accepted file formats include Microsoft Word and PDF. Note that the maximum file size that can be uploaded is 1 Megabyte.



2.3 Upload supporting documents.

Attach Form for notification of designation of contacts, completed by a duly authorized entity, and any supporting documents e.g. nomination letters. Kindly note that self-nominations will not be considered.

Attachments:

Choose File No file chosen upload file

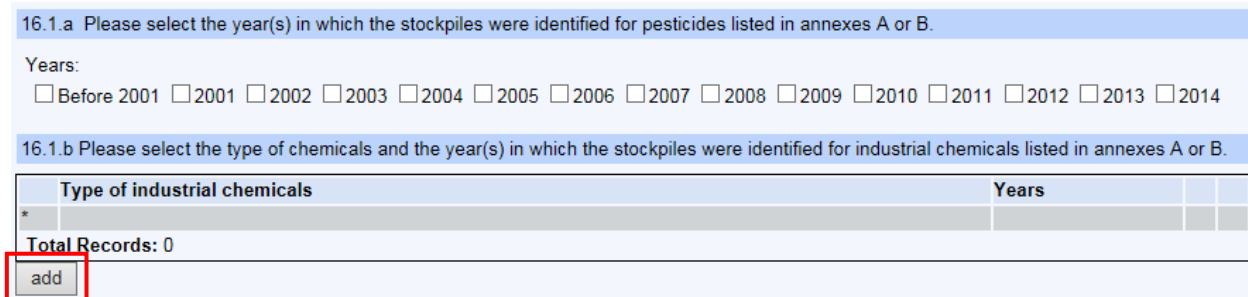
Figure 5: Choosing and uploading a file

V. Providing information in tables

The questionnaire also allows the user to provide information in tables. There are different ways to fill in the various tables.

Adding new information to a table

Some tables in the questionnaire allow the user to add individual records (line entries) by clicking on an “add” button (Figure 6), which brings up sub questions to add new lines of information by using predefined lists, or multiple choice answers or by entering information in textboxes, for example as shown in Figure 7.



16.1.a Please select the year(s) in which the stockpiles were identified for pesticides listed in annexes A or B.

Years:

Before 2001 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014

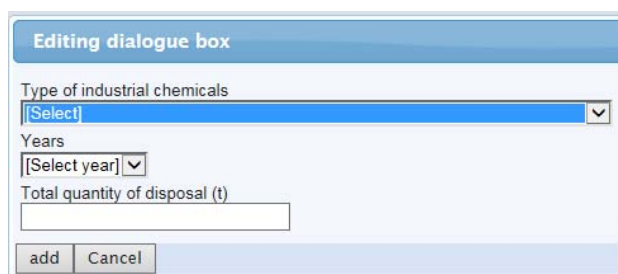
16.1.b Please select the type of chemicals and the year(s) in which the stockpiles were identified for industrial chemicals listed in annexes A or B.

Type of industrial chemicals	Years		
*			

Total Records: 0

add

Figure 6: Adding a line to a table



Editing dialogue box

Type of industrial chemicals
[Select]

Years
[Select year]

Total quantity of disposal (t)

add Cancel

Figure 7: Dialog box with multiple choice options

You can make changes to the records in a table or delete them by clicking on the respective links “edit” and “delete”, located at the right side of the tables (see detail in Figure 8).

Additionally, users can also extract information from some tables available in the system, by using the option “Export to excel”, which is found below the numerical tables (Figure 8).

Reference year	Information source	Other published sources		
2014	UNECE-EEA Atmospheric Emission Inventory Guidebook	For all years 1980-2014 we refer for more Information to the "Informative Inventory Report IIR" of Switzerland (http://webdab1.umweltbundesamt.at/download/submissions2014/CH_IIR2014.zip?cgiproxy_skip=1)	edit	delete
2012	National data derived from measurements	PRTR: Pollutant Release and Transfer Register	edit	delete

Total Records: 2

 [Export to Excel](#)

Figure 8: Adding new information and exporting to excel

Entering numerical data

The user can also directly enter data in numerical format in several tables to report on the amounts of different items of the questionnaire. One example is shown in Figure 9.

When entering numerical data please follow the instructions below:

- Provide the data in the specific unit indicated for that question, sub-question or table (e.g. kg, tons, gTEQ, etc.)
- Use the mathematical symbol “ . ” to indicate decimal fractions only. For example, to indicate ten thousand and one quarter, enter 10000.25
- Do not use the symbols “ , ” or “ ` ” to indicate thousand. Therefore, to indicate sixteen thousand, enter 16000 and NOT 16,000 or 16`000

VI. How to submit the questionnaire

To submit the finalized report to the Secretariat, click on the “Submit the national report” button (Figure 9), which is displayed on the Toolbar, when you reach the last page of the questionnaire (Part E).

Be aware that after this step, you will no longer be able to make changes to the report using the ERS. If you would like to make changes to the submitted report, you can contact the Secretariat for assistance.

VII. Getting help on the ERS

For assistance in using the ERS, please contact the Secretariat at sc-natrep@brsmeas.org.

The screenshot shows the ERS submission interface. At the top, there is a navigation bar with buttons: "<< Previous page", "Save All changes", "Check for errors on this page", "Submit the National Report" (highlighted with a red box), "Download Document", and "Logout". Below the navigation bar, the main content area is titled "Part E: Additional information and comments". It contains two sections for providing information and comments, each with a large text input area. Below the input areas, there is a deadline notice: "This is the end of the national reporting format. Please review your submission and ensure that all questions have been answered. Deadline for submission national report is 31 August 2014." followed by instructions to click "Submit the National Report" and a note about contacting the Secretariat for assistance. At the bottom left, there is a contact information box for the Secretariat of the Stockholm Convention on Persistent Organic Pollutants, also highlighted with a red box. The contact information includes the address, phone number, fax number, email address (sc-natrep@brsmeas.org), and website (www.pops.int).

Figure 9: Submitting the National Report