

User Guide for the AEWA Online Reporting System

Compiled by the UNEP/AEWA Secretariat

Version 27 February 2018

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Introduction

The AEWA Online Reporting System (ORS) is an internet-based reporting tool for the whole CMS Family, which will greatly facilitate the compilation and submission of National Reports. The system allows for the systematic online collection and storage of national reporting data and information submitted by Contracting Parties for a specific reporting cycle. The ORS can easily accommodate other reporting processes too.

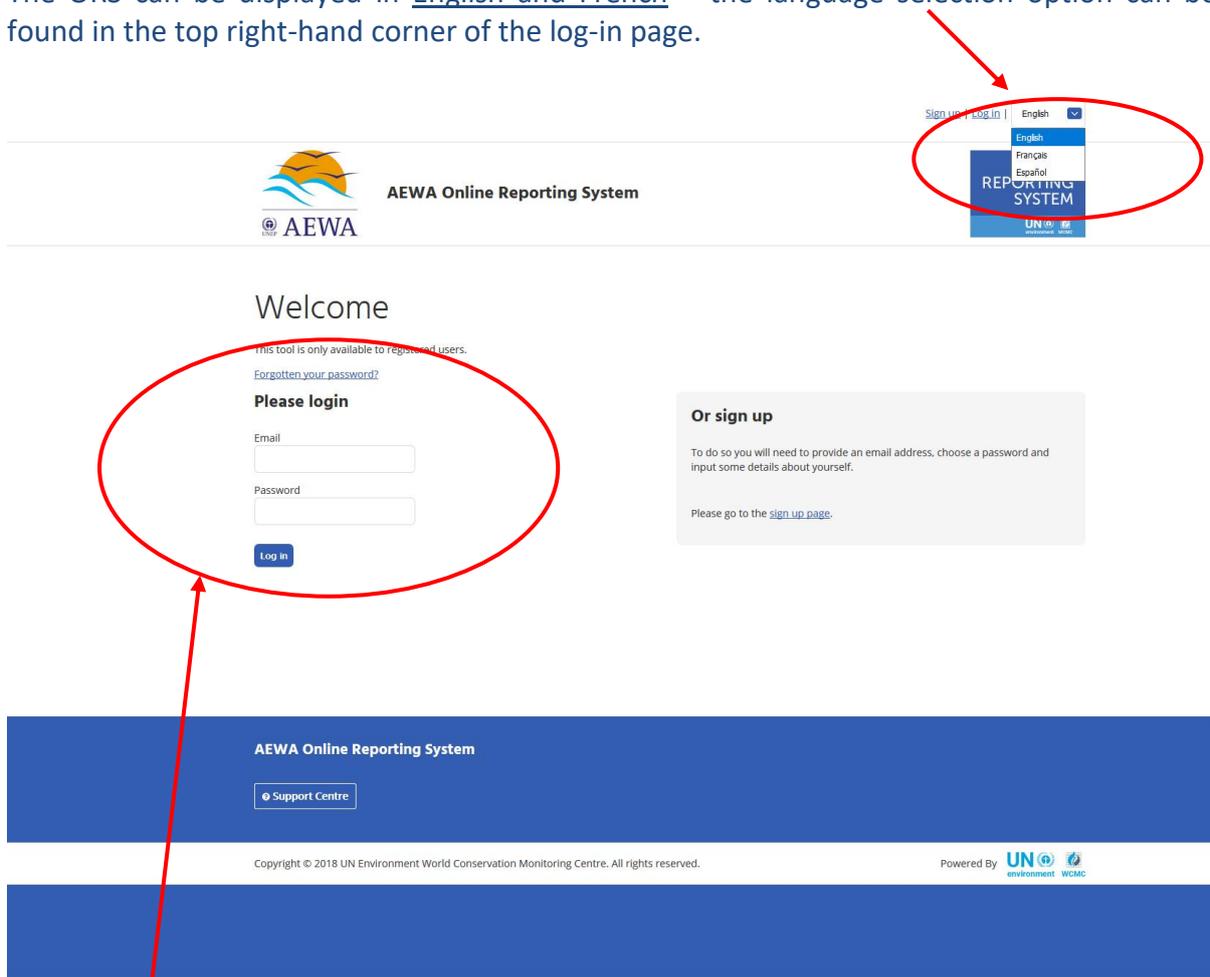
The ORS was developed in 2010-2011 by the UNEP-World Conservation Monitoring Centre (UNEP-WCMC) in close collaboration with and under the guidance of the UNEP/AEWA Secretariat. This user guide is based on the customized AEWA National Online Reporting Format 2012 - 2015 which was developed on the basis of the ORS.

Registration and Log-In

The ORS is available at the following website:

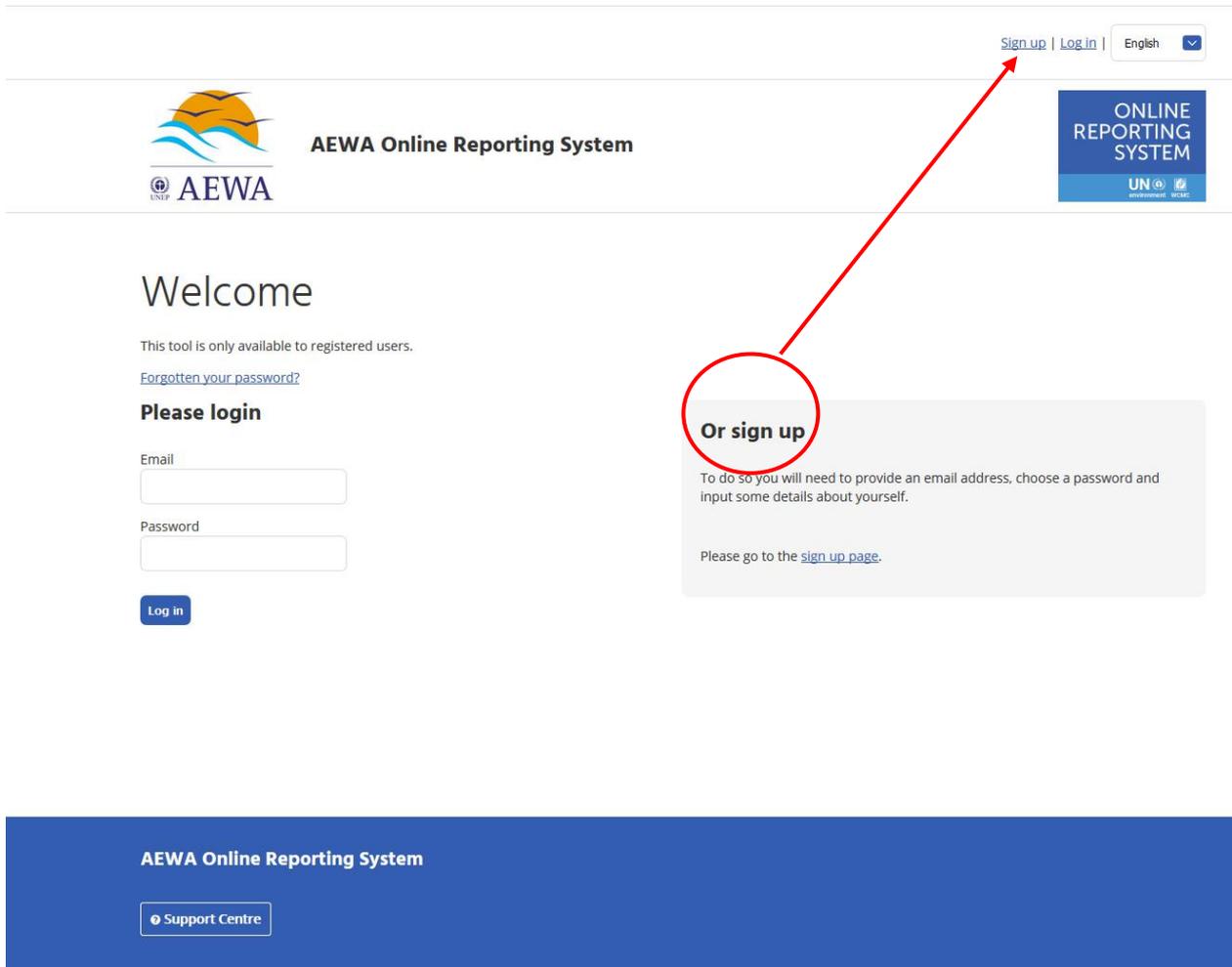
<http://aewa-ort.ort-production.linode.unep-wcmc.org/>

The ORS can be displayed in English and French – the language selection option can be found in the top right-hand corner of the log-in page.



Access to the questionnaire of the ORS (i.e. the AEWA National Reporting Format 2015 – 2017) is granted to designated national respondents only and is available in both English and French. Designated respondents must log into the ORS using their **Email** and **Password** provided by the UNEP/AEWA Secretariat. The user name is usually the official email address of the designated national respondent and the log-in details are usually sent via email by the UNEP/AEWA Secretariat. For new log-in detail requests contact: aewa_nr@unep-aewa.org

New users of the ORS have the possibility of signing up to the system on the main starting page of the ORS. Please note that any newly registered users will need to be authorized by the UNEP/AEWAW Secretariat before being granted access to a questionnaire.



Sign up | Log in | English

 **AEWAW Online Reporting System**

ONLINE REPORTING SYSTEM
UNEP AEWAW

Welcome

This tool is only available to registered users.

[Forgotten your password?](#)

Please login

Email

Password

Log in

Or sign up

To do so you will need to provide an email address, choose a password and input some details about yourself.

Please go to the [sign up page](#).

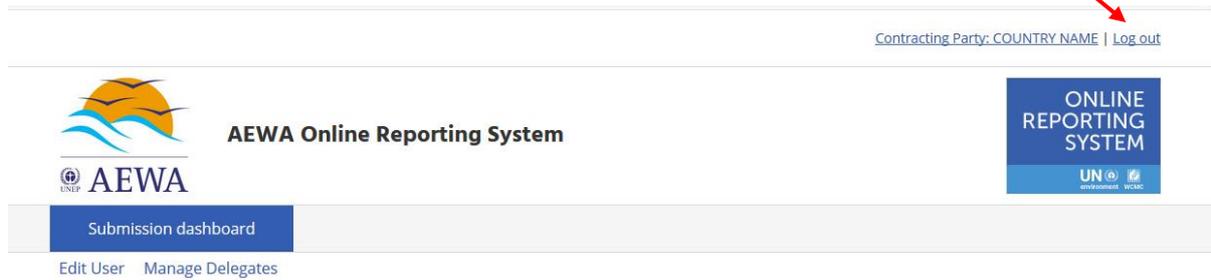
AEWAW Online Reporting System

[Support Centre](#)

Main Menu

Once you have successfully logged into the system you will see the following webpage:

The user name is always shown at the top right of the website and 'Log out' enables you to log out of the System.



Welcome Contracting Party: COUNTRY NAME

Questionnaires for submission

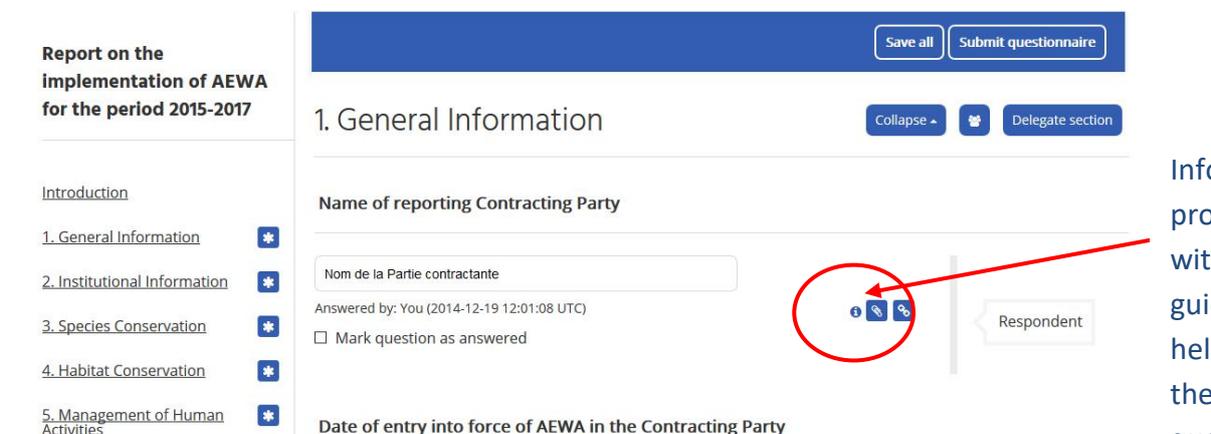
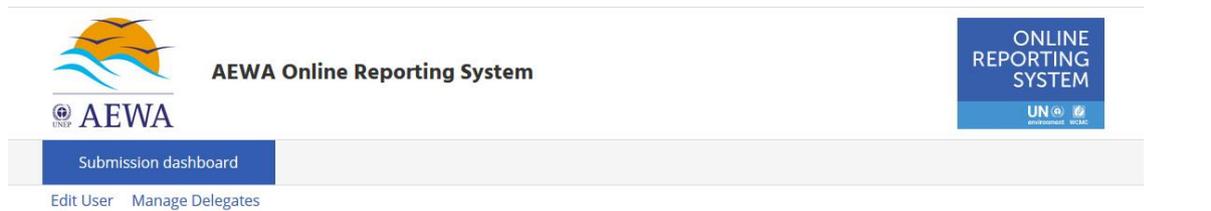
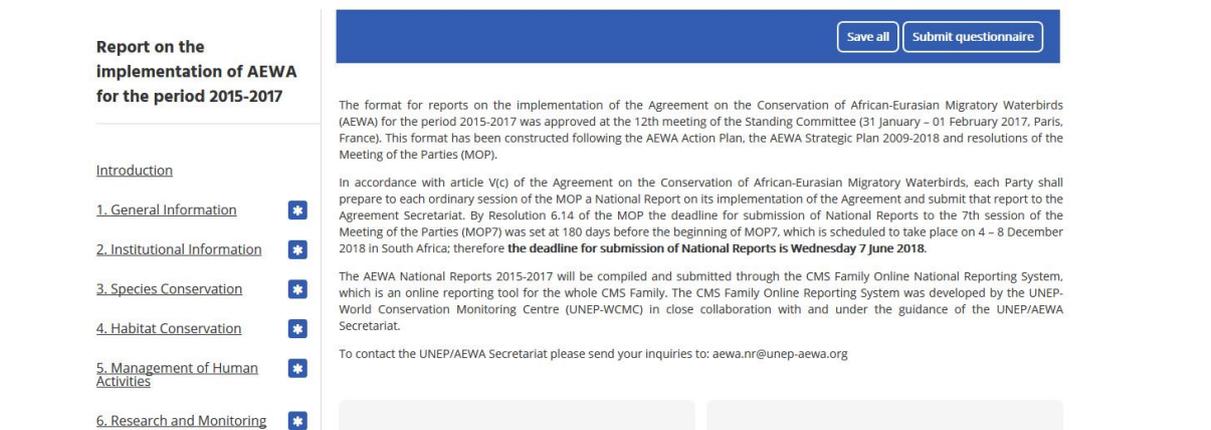
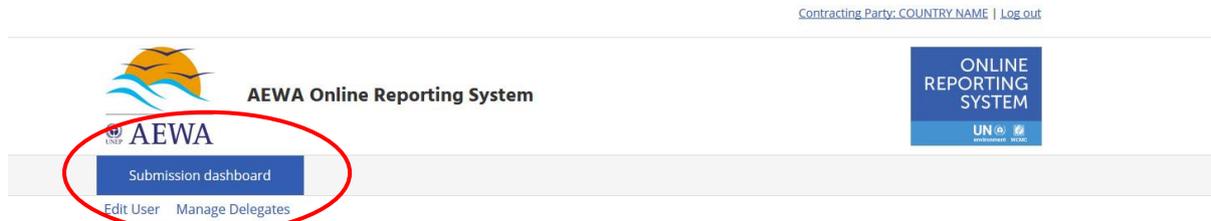
Questionnaire title ⁱ	Created by	Creation date	Status	PDF download ⁱ	PDF download - short version ⁱ
Report on the implementation of AEWA for the period 2009-2011	Sergey Dereliev	05/20/2010	Not available	Generate	Generate
COPY	Suren Gazaryan	11/03/2015	Not available	Generate	Generate
COPY 06/09/2016: Report on the implementation of AEWA for the period 2012-2014	Aydin Bahramlouian	09/06/2016	Not available	Generate	Generate
Report on the implementation of AEWA for the period 2012-2014	Natalie Epler	12/19/2014	Not available	Generate	Generate
Report on the implementation of AEWA for the period 2015-2017	Aydin Bahramlouian	05/08/2017	Underway	Generate	Generate

This column shows the title of the different questionnaires that you can answer. You can navigate to the submission page by clicking on the questionnaire title. You can only go to the submission page if the questionnaire is active. It is active when the title of the questionnaire is displayed as a hyperlink.

- The following options are available from the Main Menu:
- Edit User** – here you can change your user profile and password
 - Manage Delegates** – allows the option of adding delegates
 - Submission Dashboard** – navigates back to the Main Menu
 - Help Pages** – provide assistance on technical issues.

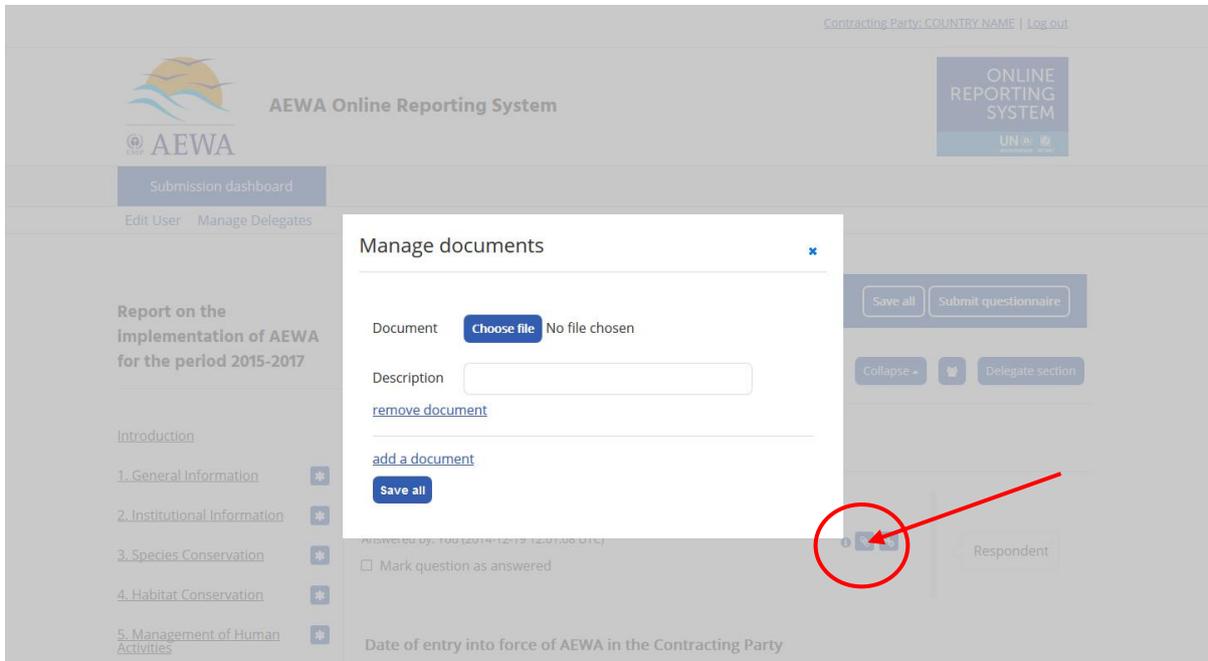
Questionnaire

After choosing a specific questionnaire, you will be navigated to its introduction. To go back to the Main Menu, choose 'Submission dashboard'.

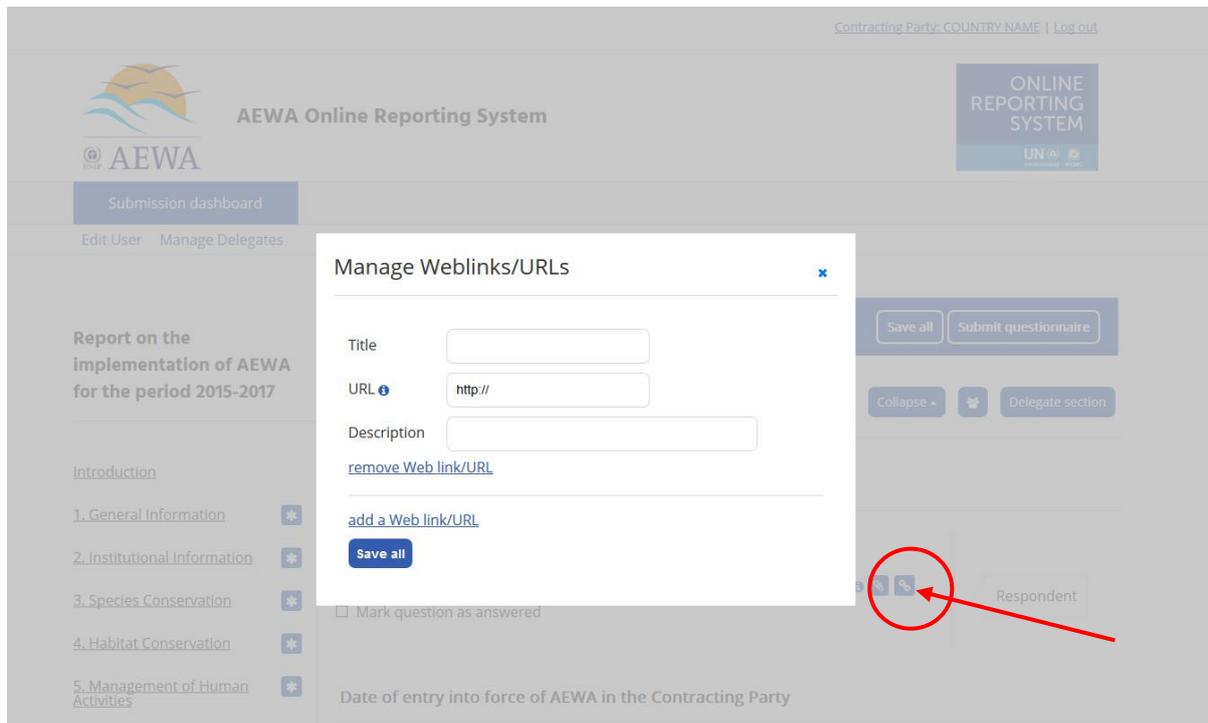


Info dots will provide you with further guidance to help you fill in the questionnaire.

You can attach files and web links to each answer. After choosing the 'File attachment' option, the 'Manage documents' window will appear, where you can upload, revise or remove previously attached documents.

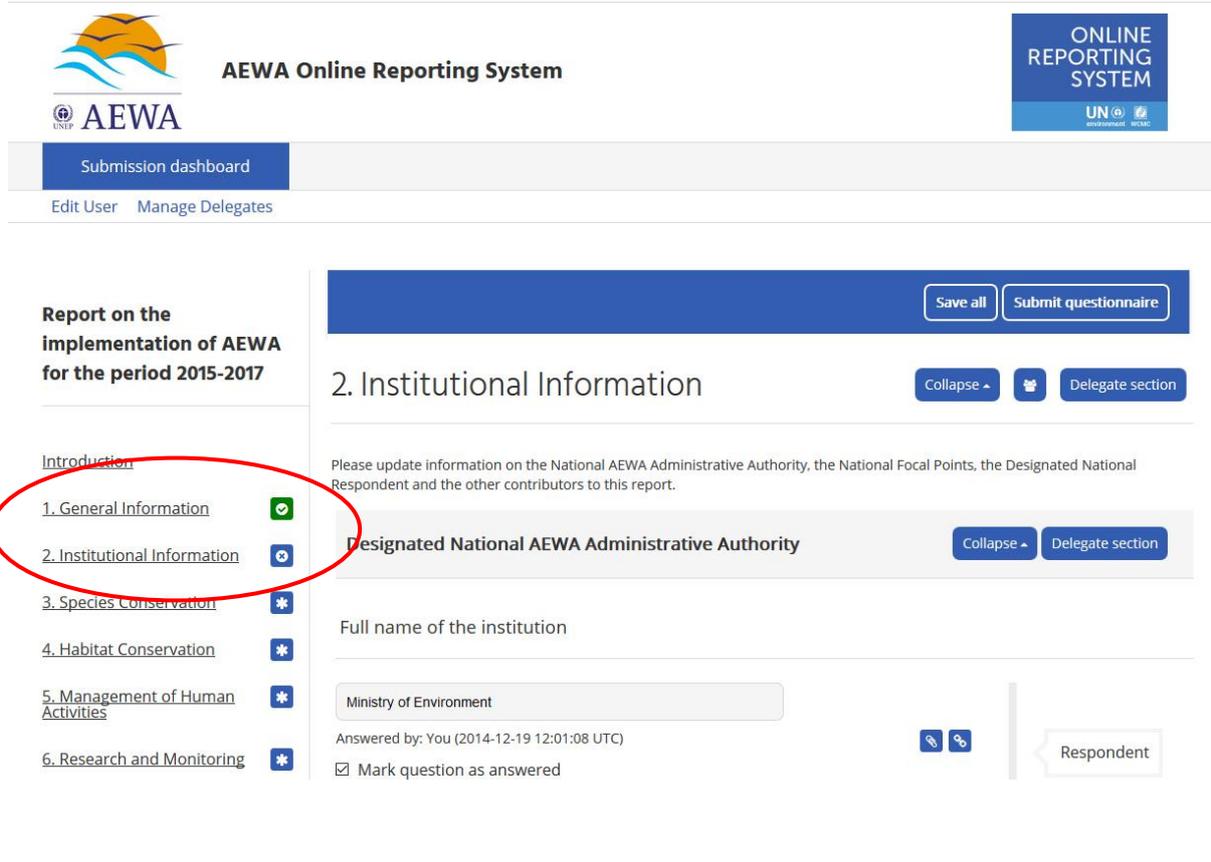


To manage Weblinks/URLs, please choose the 'Web link/URL attachment' and the following window will show up.



When information is already included and saved in one of the questionnaire’s sections, a **BLUE** square with a cross will appear on the left side main navigation menu. When all the questions in the section are answered a **GREEN** ticked square will appear next to the navigation button.

[Contracting Party: COUNTRY NAME](#) | [Log out](#)



AEWA Online Reporting System

Submission dashboard

Edit User Manage Delegates

Report on the implementation of AEWA for the period 2015-2017

Introduction

- 1. General Information 
- 2. Institutional Information 
- 3. Species Conservation 
- 4. Habitat Conservation 
- 5. Management of Human Activities 
- 6. Research and Monitoring 

2. Institutional Information

Please update information on the National AEWA Administrative Authority, the National Focal Points, the Designated National Respondent and the other contributors to this report.

Designated National AEWA Administrative Authority

Full name of the institution

Ministry of Environment

Answered by: You (2014-12-19 12:01:08 UTC)

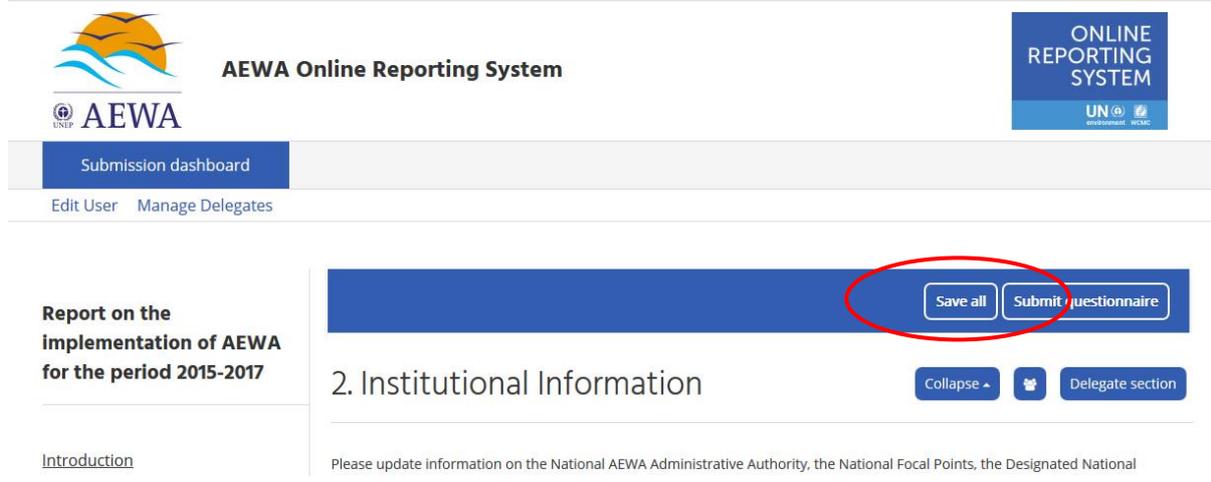
Mark question as answered

[Save all](#) [Submit questionnaire](#)

[Collapse](#)  [Delegate section](#)

[Collapse](#) [Delegate section](#)

[Contracting Party: COUNTRY NAME](#) | [Log out](#)



AEWA Online Reporting System

Submission dashboard

Edit User Manage Delegates

Report on the implementation of AEWA for the period 2015-2017

Introduction

2. Institutional Information

Please update information on the National AEWA Administrative Authority, the National Focal Points, the Designated National

[Save all](#) [Submit questionnaire](#)

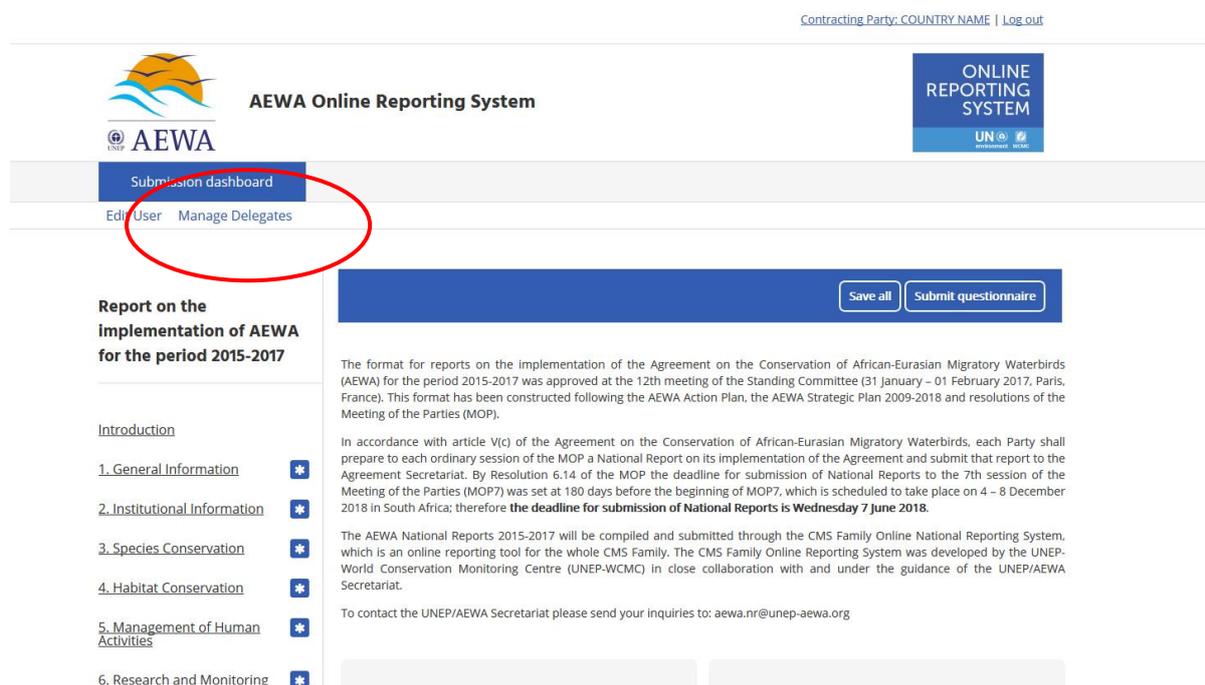
[Collapse](#)  [Delegate section](#)

[Contracting Party: COUNTRY NAME](#) | [Log out](#)

The system automatically saves all entries every few seconds, but to ensure that all the information is saved please regularly click the button ‘SAVE ALL’ found throughout the questionnaire.

Delegation Dashboard

The Delegation Dashboard allows respondents to delegate, or assign another user to a questionnaire. Delegates can help with filling in the questionnaires; they can be assigned to **a specific section** or **to the entire questionnaire**. To add a new delegate, choose ‘Manage Delegates’. All delegates are listed in the table.



Contracting Party: COUNTRY NAME | Log out

AEWA Online Reporting System

ONLINE REPORTING SYSTEM

UNEP AEWAs

Submission dashboard

Edit User Manage Delegates

Save all Submit questionnaire

Report on the implementation of AEWA for the period 2015-2017

Introduction

- 1. General Information *
- 2. Institutional Information *
- 3. Species Conservation *
- 4. Habitat Conservation *
- 5. Management of Human Activities *
- 6. Research and Monitoring *

The format for reports on the implementation of the Agreement on the Conservation of African-Eurasian Migratory Waterbirds (AEWA) for the period 2015-2017 was approved at the 12th meeting of the Standing Committee (31 January – 01 February 2017, Paris, France). This format has been constructed following the AEWA Action Plan, the AEWA Strategic Plan 2009-2018 and resolutions of the Meeting of the Parties (MOP).

In accordance with article V(c) of the Agreement on the Conservation of African-Eurasian Migratory Waterbirds, each Party shall prepare to each ordinary session of the MOP a National Report on its implementation of the Agreement and submit that report to the Agreement Secretariat. By Resolution 6.14 of the MOP the deadline for submission of National Reports to the 7th session of the Meeting of the Parties (MOP7) was set at 180 days before the beginning of MOP7, which is scheduled to take place on 4 – 8 December 2018 in South Africa; therefore **the deadline for submission of National Reports is Wednesday 7 June 2018**.

The AEWA National Reports 2015-2017 will be compiled and submitted through the CMS Family Online National Reporting System, which is an online reporting tool for the whole CMS Family. The CMS Family Online Reporting System was developed by the UNEP-World Conservation Monitoring Centre (UNEP-WCMC) in close collaboration with and under the guidance of the UNEP/AEWA Secretariat.

To contact the UNEP/AEWA Secretariat please send your inquiries to: aewa.nr@unep-aewa.org

And then choose “Add delegate”.



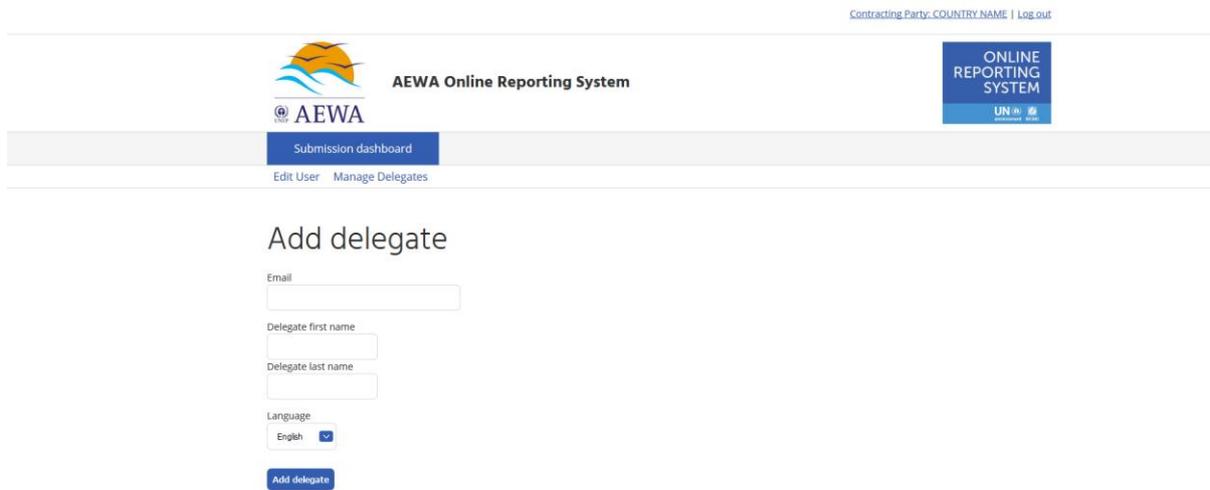
Delegates



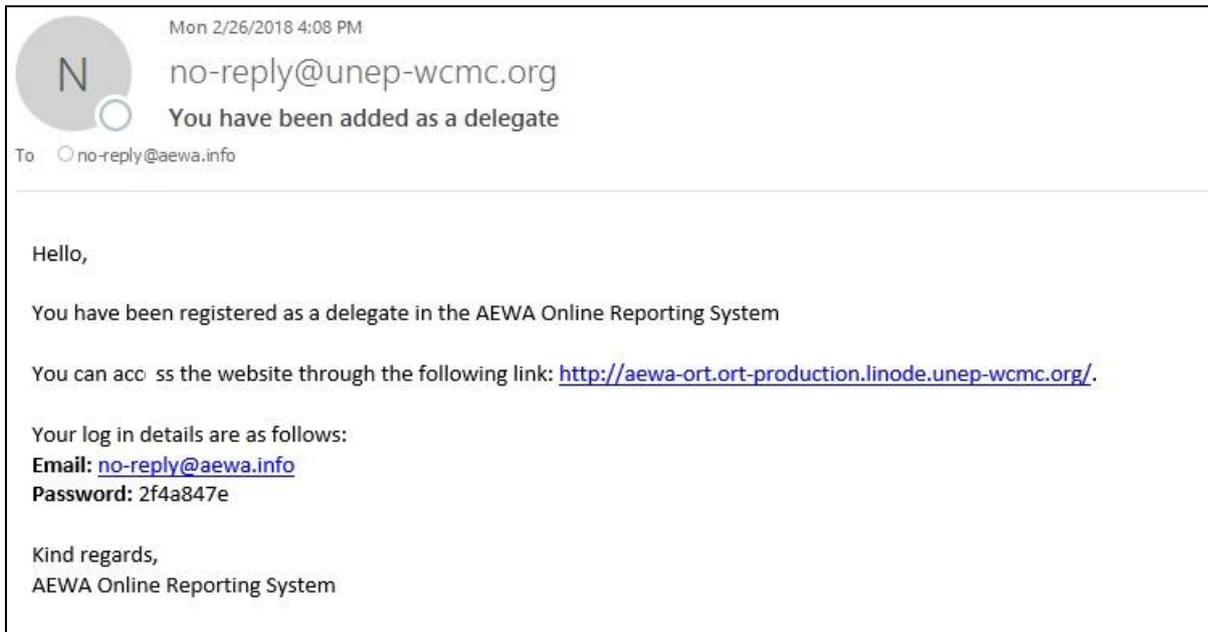
Help

A delegate is a user that can help you fill your questionnaires. A delegate can be assigned with all the sections of your questionnaires or a subset of sections. You can add a

You will be asked to give the delegate's name and email address.



The delegated user should receive a confirmation message with log-in details.



Once a delegate has been registered, the national respondent can associate him or her with a whole questionnaire or a specific section using the Delegation Dashboard. For each delegate listed in the table, there are two available options: ‘Show’ and ‘Remove’.

Delegates

[Add delegate](#)

Help

A delegate is a user that can help you fill your questionnaires. A delegate can be assigned with all the sections of your questionnaires or a subset of sections. You can add a delegate by clicking on the 'Add delegate' button.

For each of your delegates, listed in the table below, you have two available options: **Show**, and **Remove**. The **Remove** option will remove that delegate and all the delegations that were associated with it. The **Show** option will take you to a page with the details of the delegate, including the questionnaires that you have delegated it to.

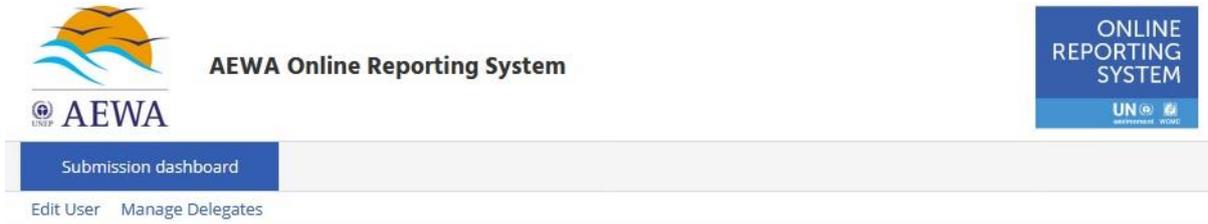
You can associate a delegate with a questionnaire directly from the questionnaire's submission page. Bare in mind that not all questionnaires have the delegation feature enabled.

You have the following delegates

Delegate full name	Created at	Email	Options
	09/14/2011	delegate@unep.de	Show Remove

The ‘Show’ option will take you to a page with the details of the delegate, including the questionnaires that you have delegated. From this page you can associate a new questionnaire to this delegate, or you can manage the existing delegations listed in the table. If a delegate does not have any sections associated, he or she has been assigned to the entire questionnaire.

To delegate the whole questionnaire to a delegate, click on **Delegate questionnaire**.



Delegate details

Name: AWEA INFO

Email: no-reply@aewa.info

Details: AWEA INFO

Language: English

Help

A delegate is a user that can help you fill your questionnaires. A delegate can be assigned with all the sections of your questionnaires or a subset of sections. From this page you can select to delegate a new questionnaire to this delegate, or you can manage the existing delegations (add/remove sections) listed in the table below. If a delegation does not have any sections associated with it it will mean that the delegate will be able to answer every question of the questionnaire. You can limit the delegate's access by adding a set of sections to that delegation. Delegating a section of a questionnaire will give access to that section and to that section's descendant sections.

Delegated Questionnaires

[Delegate questionnaire](#)

Questionnaire	Remarks	Options
---------------	---------	---------

In the page called “Delegate task”, select the questionnaire that needs to be fully delegated from the list of **Available questionnaires**, then click on “Delegate”. You may also add a remark regarding that delegation.

Delegate task

Delegator: Aydin Ba

Delegate: AWEA INFO

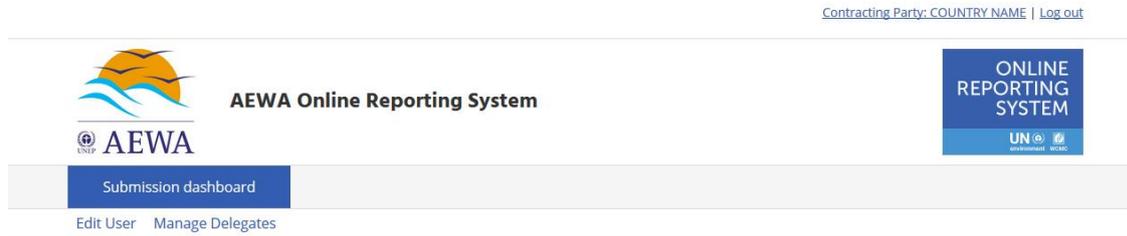
Remarks

Available questionnaires

Please select a questionnaire

When delegate is assigned limited sections, still allow delegate to view (but not edit) entire questionnaire.

Once a questionnaire has been delegated to the delegate, you will be able to make amendments or remove the delegation on the “Delegate details” page by clicking on the “show” option from the “Manage Delegates” page.



Delegate details

Name: -
Email: delegate@unep.de
Details: -
Language: English

Help

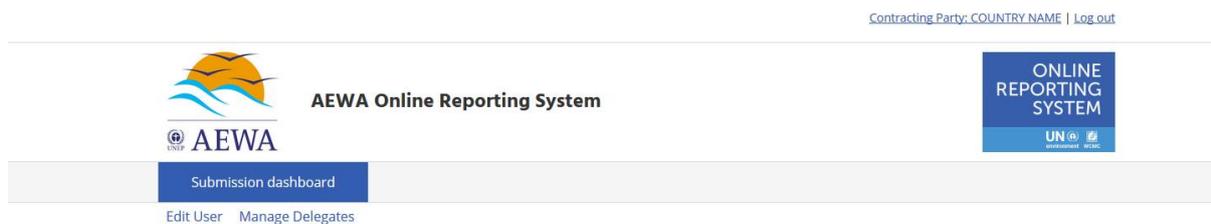
A delegate is a user that can help you fill your questionnaires. A delegate can be assigned with all the sections of your questionnaires or a subset of sections. From this page you can select to delegate a new questionnaire to this delegate, or you can manage the existing delegations (add/remove sections) listed in the table below. If a delegation does not have any sections associated with it it will mean that the delegate will be able to answer every question of the questionnaire. You can limit the delegate's access by adding a set of sections to that delegation. Delegating a section of a questionnaire will give access to that section and to that section's descendant sections.

Delegated Questionnaires

[Delegate questionnaire](#)

Questionnaire	Remarks	Options
Report on the implementation of AEWA for the period 2015-2017		Edit Manage Remove

The delegate's access can be limited by adding a set of sections to that delegation; choose “Manage” option (previous screenshot) and then ‘add sections “Delegated sections” list.



Delegated task details

Delegator: [Contracting Party: COUNTRY NAME](#)
Delegate:
Questionnaire: Report on the implementation of AEWA for the period 2015-2017
Remarks: -

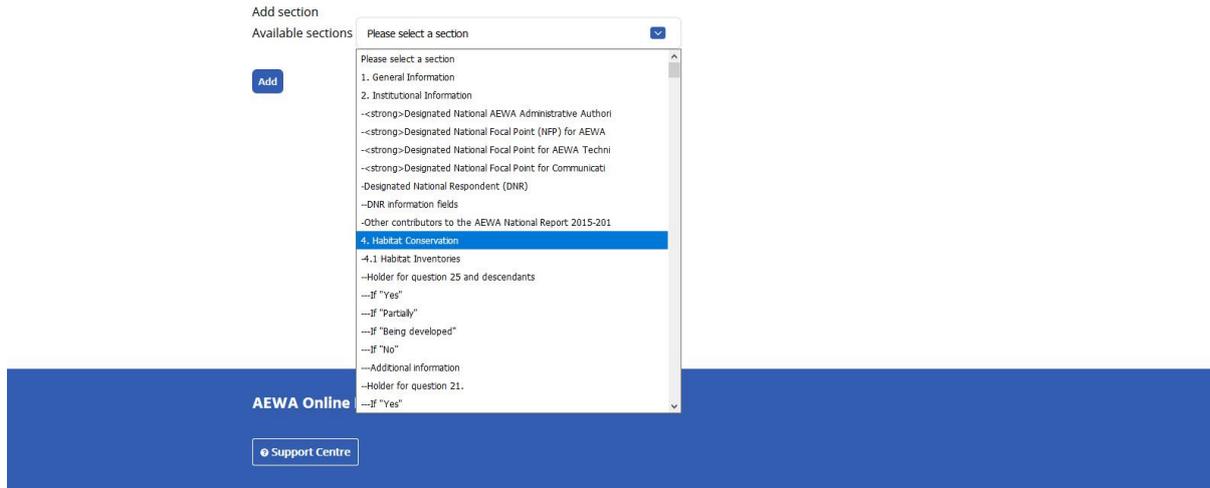
Details (you have not specified a list of sections for the delegate to fill, so the system will allow the user to fill any part of the questionnaire.)

[Add sections](#)

From the drop-down list you can choose any section available in the questionnaire, which you would like to delegate.

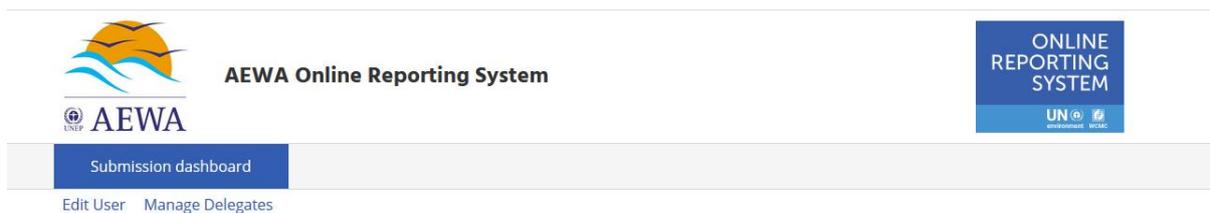


Delegated task



You can also associate a delegate with a section directly from the questionnaire’s submission page.

Example 1: To add a delegate for the entire “Species Conservation” Section, click on “Delegate section”.



Report on the implementation of AEWA for the period 2015-2017

Introduction

- 1. General Information 
- 2. Institutional Information 
- 3. Species Conservation 
- 4. Habitat Conservation 

Save all Submit questionnaire

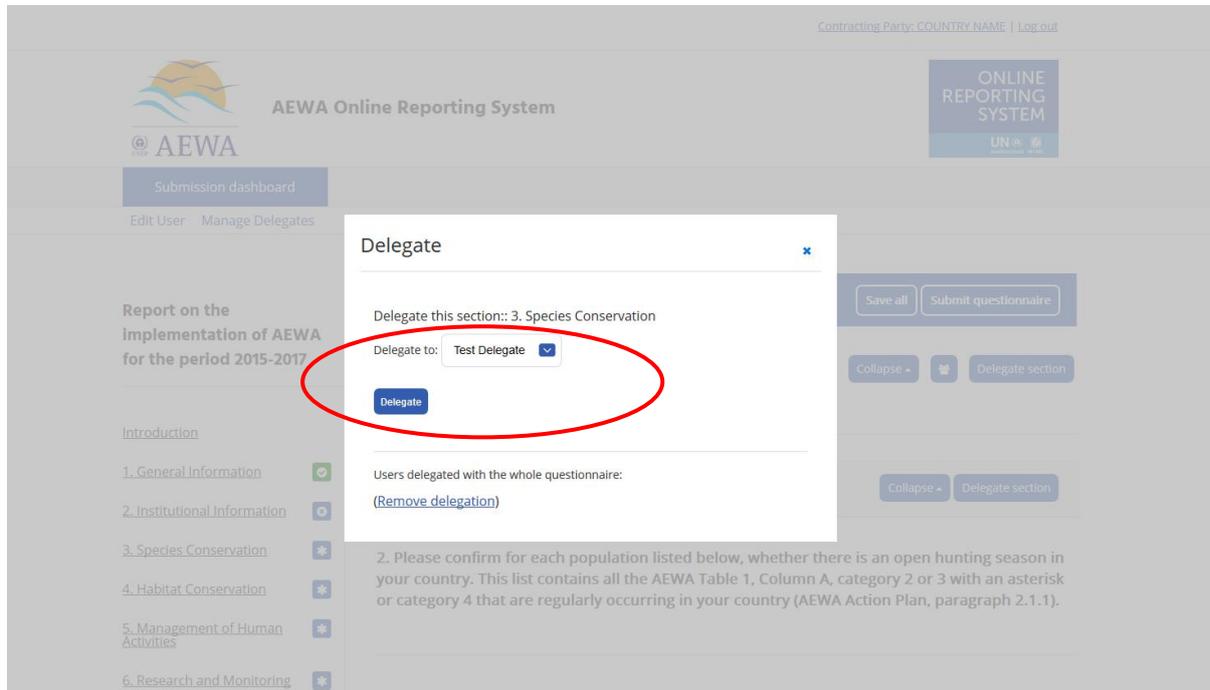
Pressures and Responses
3. Species Conservation

Collapse  Delegate section

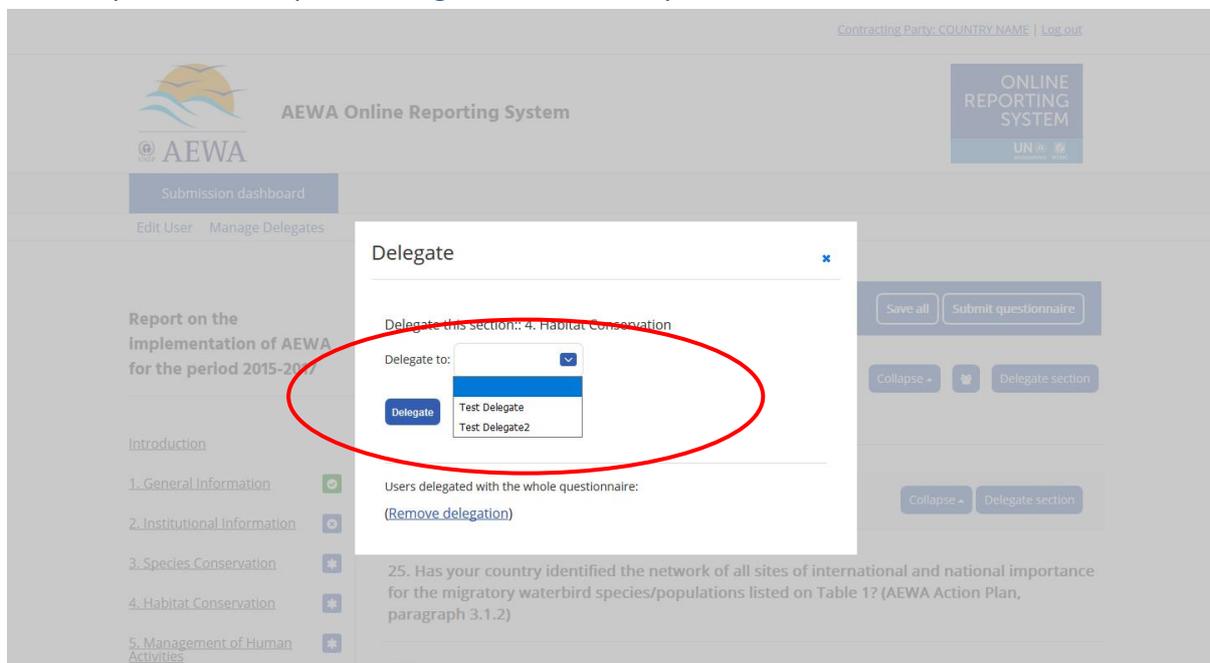
3.1 Legal Measures Collapse Delegate section

2. Please confirm for each population listed below, whether there is an open hunting season in your country. This list contains all the AEWA Table 1, Column A, category 2 or 3 with an asterisk or category 4 that are regularly occurring in your country (AEWA Action Plan, paragraph 2.1.1).

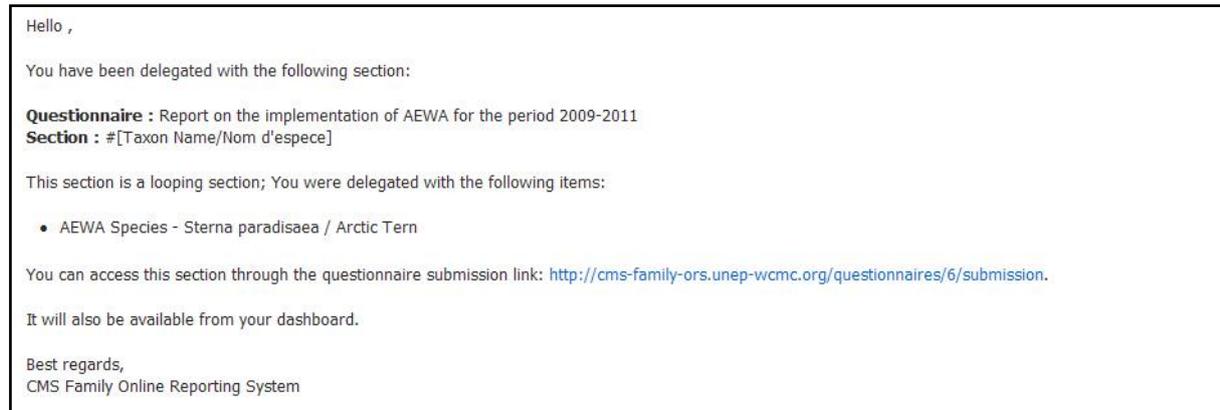
This delegate will be able to upload information and make changes in the entire “Species Status” section.



Example 2: If you have added more than one delegate in the delegates dashboard, you will have to prioritize and pick a delegate from the drop-down menu.



The chosen delegate should receive a confirmation message by email.



After logging into the system, the delegate will be able to see the exact information concerning the fields, that he or she will then be expected to fill in.



Welcome Aydin2 Ba

You have been delegated with the following tasks:

Questionnaire: [Report on the implementation of AEWA for the period 2015-2017](#)

Delegator: Aydin Ba

Delegator remarks: -

Details: All sections delegated

In case the delegated user has been delegated only a section of the questionnaire, the fields or questions to which a delegated user has no access will be greyed out. However, it is also possible to give view only access to all other sections by clicking on “Manage Delegates” > “Show” option in front of the delegate’s name > “Edit” option in front of the questionnaire’s title.

Edit Delegation

Delegator: Aydin Ba

Delegate: Aydin2 Ba

Remarks

Available questionnaires

European Goose Management Platform - National Repo... 

When delegate is assigned limited sections, still allow delegate to view (but not edit) entire questionnaire.

Update Delegation

Confirmation and Submission

The last part of the questionnaire is the CONFIRMATION page. It ensures that the information provided in the report has been verified. If there are any mandatory questions left unanswered, the red triangle will show up. Please then return to the questionnaire and make sure all mandatory questions with the red asterisk (*) are filled in.

Report on the implementation of AEWA for the period 2015-2017

Introduction

- 1. General Information ✔
- 2. Institutional Information ✳
- 3. Species Conservation ✔
- 4. Habitat Conservation ✳
- 5. Management of Human Activities ✳
- 6. Research and Monitoring ✳
- 7. Education and Information ✳
- 8. Implementation ✳
- 9. Climate Change ✳
- 10. Avian Influenza ✳
- 11. Confirmation ⚠

Save all
Submit questionnaire

11. Confirmation Collapse ▾ Delegate section

Confirmation of information verification and approval for submission Collapse ▾ Delegate section

Please confirm: * ← Mandatory question!

In addition a scanned copy of an official letter from the relevant state institution, approving the report for submission, can be attached.

I declare that the information provided in the Report on the implementation of AEWA for the period 2015-2017 has been verified and the report has been approved for submission by the appropriate state institution in the country.

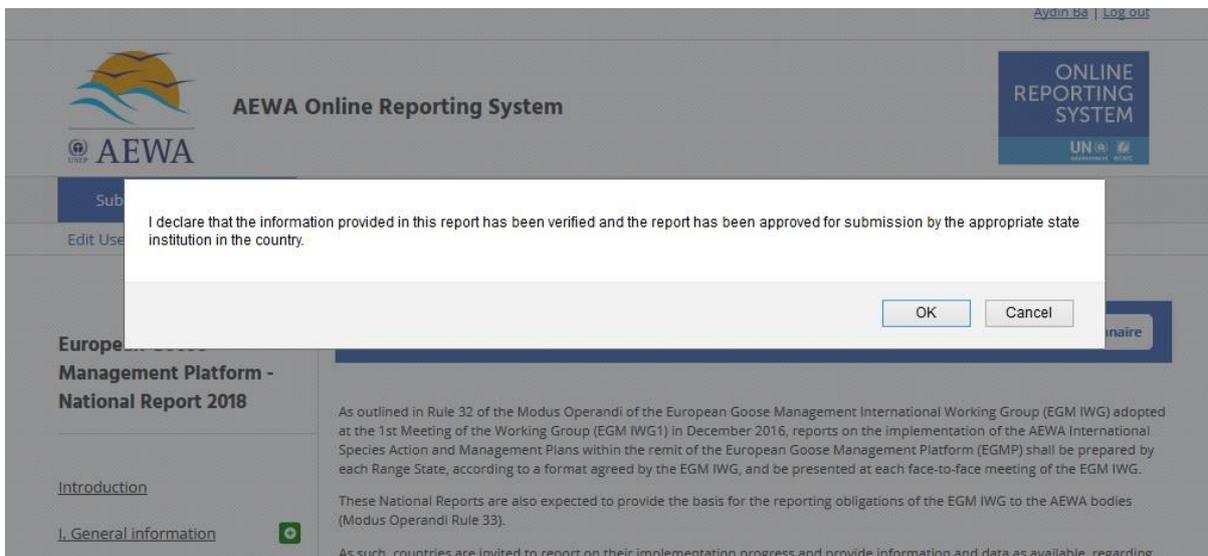
Info Help Refresh

Date of submission *

Info Help Refresh Respondent

Save all

If all the questions are appropriately answered, you should be able to finish the confirmation and verification procedure and can then go on to approve the submission of the National Report. As soon as you have clicked on “Submit questionnaire”, the following message will appear:



By returning to the Main Menu now you should be able to see that your questionnaire was successfully submitted. It will read “Submitted” in the Status row.

User's Details

Name:	Aydin Ba
Language:	English
Email:	aydin.b@gmail.com
Country:	
Region:	
Category:	Other

[Filtering fields](#)

Questionnaires for submission

Questionnaire title	Created by	Creation date	Status	PDF download	PDF download - short version
2015 ASCOBANS Annual National Reports	Heidrun Frisch	01/08/2016	Not available	Generate	Generate
Report on the implementation of AEWAs for the period 2015-2017	Aydin Bahramlouian	05/08/2017	Underway	Generate	Generate
European Goose Management Platform - National Report 2018	Eva Meyers	01/10/2018	Submitted Revert submission	 (Last generated at: 26 February 2018, 13:20) Regenerate	Generate

Once a report has been submitted, you can generate both a short and a full version of it in PDF Format. Before submission, during filling in the questionnaire, you will also be able to generate the report in PDF format.

The short version only displays questions for which answers were provided, while the long version displays all questions (with and without answers) in the questionnaire. Before you are able to download the questionnaire in PDF format, it will have to be generated. To do so you should click on “[GENERATE](#)”. The generation of the PDF takes place as a background process and could take a few minutes. Once the generation process is finished, you will be notified by email.

After the PDF has been generated, you will be able to download it from the submission dashboard by clicking in on the **PDF icon**.

The file can be re-generated to include your most recent changes, by clicking on the ‘[REGENERATE](#)’ link. The date displayed by the PDF icon refers to the last time the file was generated. Regeneration of a PDF will erase the previously generated file. This option is not available after submission.

You also have the possibility of [REVERTING THE SUBMISSION](#), as long as the deadline for the submission of the questionnaire has not passed. After clicking on the ‘Revert submission’ option you will be navigated to the contact form, where you can request the reversion of your submitted national report; this message is forwarded to the UNEP/AEWAs Secretariat, where your report can be reverted and subsequently re-activated.

Help Desk

Should you require additional guidance or support from the UNEP/AEWA Secretariat, please contact us at:

aewa_nr@unep-aewa.org

or call us on

+49-228-815-2454.