



**Food and Agriculture  
Organization of the  
United Nations**



**The International Treaty**  
**ON PLANT GENETIC RESOURCES**  
**FOR FOOD AND AGRICULTURE**

## **USER's Manual**

# **ITPGRFA Online Reporting System on Compliance**

International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA)

Food and Agriculture Organization of the United Nations (FAO)

April 2016

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## Introduction

Based on Article 21 of the Treaty, the Governing Body approved, at its Fourth Session, the Compliance Procedures that include, amongst others, provisions on monitoring and reporting (Resolution 2/2011).

Pursuant to the Compliance Procedures, each Contracting Party is to submit to the Compliance Committee, through the Secretary, a report on the measures it has taken to implement its obligations under the Treaty in one of the six languages of the United Nations (Section V.1 of the Compliance Procedures). The first such report is due by October 2016.

Following the guidance of the Governing Body at its Sixth Session, the Secretariat finalised the development of an Online Reporting System, in collaboration with the United Nations Environment Programme World Conservation Monitoring Centre (UNEP-WCMC), and informed Contracting Parties through a notification.<sup>1</sup>

This brief manual provides an overview of the Online Reporting System and explains, step-by-step, how to submit the reports on compliance through the application

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

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<sup>1</sup> NCP GB7-007 Compliance

## How to Register

The System is online at <http://faoitpgrfa.ort-production.linode.unep-wcmc.org/>

To access the system you need to contact the Secretariat of the International Treaty. Log in credentials will be automatically provided to officially nominated National Focal Points of the Treaty and to the persons they authorise to submit reports. The Secretariat will also accept requests from Permanent Representations accredited to FAO and other official channels of communication.

It is to be noted that the System foresees a function for the first authorised focal point to delegate the questionnaire entirely or partially to others through an in-built email delegation procedure.

The Secretariat can be contacted by email at: [pgrfa-treaty@fao.org](mailto:pgrfa-treaty@fao.org)

## Overview of Submission Dashboard

After the log in, users will be able to select the Treaty compliance reporting by clicking on “International Treaty on Plant Genetic Resources for Food and Agriculture”. From this first page the user will see a menu on the left with the same structure of the questionnaire which can be used as a navigational panel. The first screen shows a short introduction, some details about the questionnaire with the option to change the language and the guidance on the submission of the questionnaire. The link to submit the final report will be active only when the questionnaire will be completed. You can also access from this first page your profile and edit it.



**The International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA)**  
 Online Reporting System

**ONLINE REPORTING SYSTEM**  
ITPGRFA

Submission dashboard
 [Edit User](#)
[Manage Delegates](#)

## Welcome User Test

**Questionnaires for submission**

| Questionnaire title                                                                      | Created by | Creation date | Status   | PDF download             | PDF download - short version |
|------------------------------------------------------------------------------------------|------------|---------------|----------|--------------------------|------------------------------|
| <a href="#">International Treaty on Plant Genetic Resources for Food and Agriculture</a> | My Admin   | 02/29/2016    | Underway | <a href="#">Generate</a> | <a href="#">Generate</a>     |



**The International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA)**  
 Online Reporting System

**ONLINE REPORTING SYSTEM**  
ITPGRFA

Submission dashboard
 [Edit User](#)
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### International Treaty on Plant Genetic Resources for Food and Agriculture

[Introduction](#)  
[Additional Reporting Information](#)  
[Article 4](#)  
[Article 5](#)  
[Article 6](#)  
[Article 7](#)  
[Article 8](#)  
[Article 9](#)  
[Article 11](#)  
[Article 12](#)  
[Article 13](#)

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

Online Reporting System on Compliance of the International Treaty on Plant Genetic Resources for Food and Agriculture

Pursuant to Article 21 of the Treaty, the Governing Body approved, at its Fourth Session, the Compliance Procedures that include, among others, provisions on monitoring and reporting: [Resolution 2/2011, Rev.1](#).

According to the Compliance Procedures, each Contracting Party is to submit to the Compliance Committee, through the Secretary, a report on the measures it has taken to implement its obligations under the Treaty. This Online Reporting Systems facilitates the submission of such information in electronic format.

Should you need any additional information regarding the reporting on compliance or the use of the online system, please visit the [Treaty's Website](#) or contact the Secretariat at [PGRFA-Treaty@fao.org](mailto:PGRFA-Treaty@fao.org).

**Questionnaire Information**

Default Language: English  
 Available Languages: English, Español, Français  
 Year of creation: 2016

Questionnaire displayed in: **English**

To download the pdf version of this questionnaire, please go to the [dashboard](#)

[Change language](#)  
[Cambiar el idioma](#)  
[Changez de langue](#)

**Submission Guidance**

After filling the questionnaire you can submit it by clicking this link. You will then receive an e-mail confirming the submission.

After submitting the questionnaire you will still be able to visit the page, but you will not be able to make any changes to your answers.

To fill this questionnaire please choose from the sections on the left.

## Managing delegates

The delegation feature allows a respondent to delegate either all or part of a questionnaire to another user. Each respondent can manage its own delegates and choose sections of questionnaire, each delegate should have access to.

## Delegate a Questionnaire

If a questionnaire's delegation feature is enabled, each respondent can delegate the whole or part of a questionnaire to its delegates.

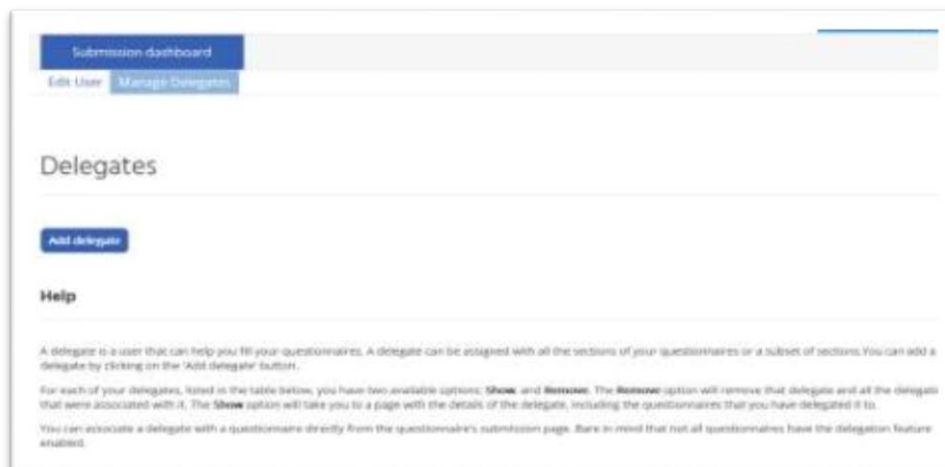
By delegating the questionnaire, the respondent's delegates will be able to access the questionnaire in the same way as the respondent and see all the existing responses.

If they have only been delegated certain sections, they will not have access to the remaining sections; these section's questions will be marked with a red border.

In the submission page of a questionnaire the respondent will be able to see which user has last edited any of the existing responses, and can therefore monitor progress by delegates.

## How to add a delegate

1. Go to the delegation dashboard by clicking on the link in the context menu of the submission dashboard.



2. Click on the 'Add delegate' link in the context menu.
3. Fill in the delegate email, name and preferred language.

4. Click the 'Add delegate' button. The newly assigned delegate will receive an email notification.

## How to delegate a questionnaire

1. Sections can be delegated from the delegation dashboard, as long as you have defined a delegate.
2. Go to the delegation dashboard  
Select one of the delegates by clicking on the 'Show' link in the 'options' column

**You have the following delegates**

| Delegate full name | Created at | Email                                                          | Options                                       |
|--------------------|------------|----------------------------------------------------------------|-----------------------------------------------|
| Rodica Leahu       | 05/12/2016 | <a href="mailto:rodica.leahu@fao.org">rodica.leahu@fao.org</a> | <a href="#">Show</a>   <a href="#">Remove</a> |

- Click on the 'Delegate questionnaire' link

**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](#)

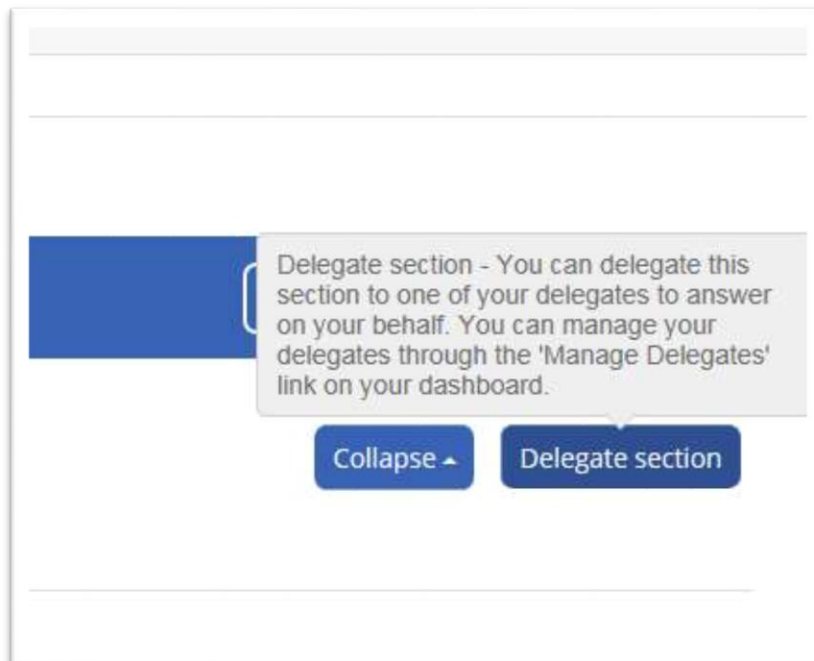
| Questionnaire                                                            | Remarks | Options                                                                |
|--------------------------------------------------------------------------|---------|------------------------------------------------------------------------|
| International Treaty on Plant Genetic Resources for Food and Agriculture |         | <a href="#">Edit</a>   <a href="#">Manage</a>   <a href="#">Remove</a> |

- Fill in the form details
- Click on the 'Delegate' button. The delegate will receive an email notifying them that the questionnaire has been delegated to them.

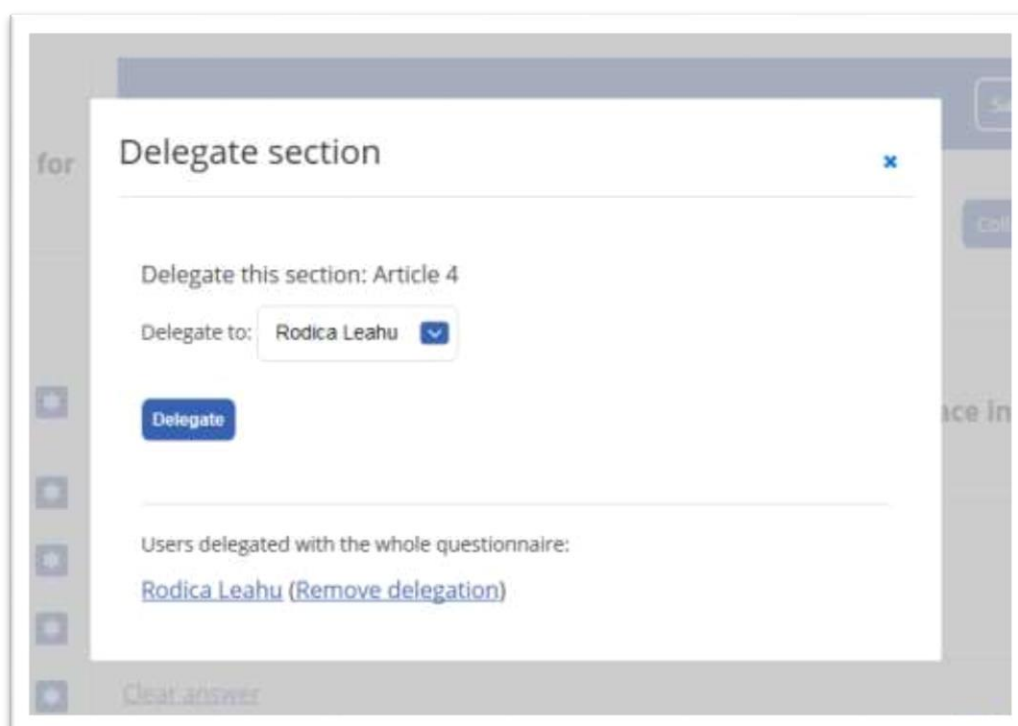
## How to delegate a section

Sections can be delegated directly from the submission page of the questionnaire, as long as you have defined a delegate.

- Go to the questionnaire submission page
- Select a section from the navigation menu
- Click on the 'Delegate section' link next to a section



4. Select the delegate to whom you wish to delegate the section



5. Click on the 'Delegate' button.

Alternatively, sections can be added directly to an existing delegation:

1. Go to the delegation dashboard
2. Select a delegate by clicking on the 'Show' link next to their details

You have the following delegates

| Delegate full name | Created at | Email                                                          | Options                                       |
|--------------------|------------|----------------------------------------------------------------|-----------------------------------------------|
| Rodica Leahu       | 05/12/2016 | <a href="mailto:rodica.leahu@fao.org">rodica.leahu@fao.org</a> | <a href="#">Show</a>   <a href="#">Remove</a> |

3. Select the delegation you want to add sections to, by clicking on the 'Manage' link;

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 questionnaires](#)

| Questionnaire                                                            | + | Remarks | * | Options                                                                | + |
|--------------------------------------------------------------------------|---|---------|---|------------------------------------------------------------------------|---|
| International Treaty on Plant Genetic Resources for Food and Agriculture |   |         |   | <a href="#">Edit</a>   <a href="#">Manage</a>   <a href="#">Remove</a> |   |

4. Click on 'Add sections';

### Delegated task details

**Delegator:** [User Test](#)

**Delegate:** [Rodica Leahu](#)

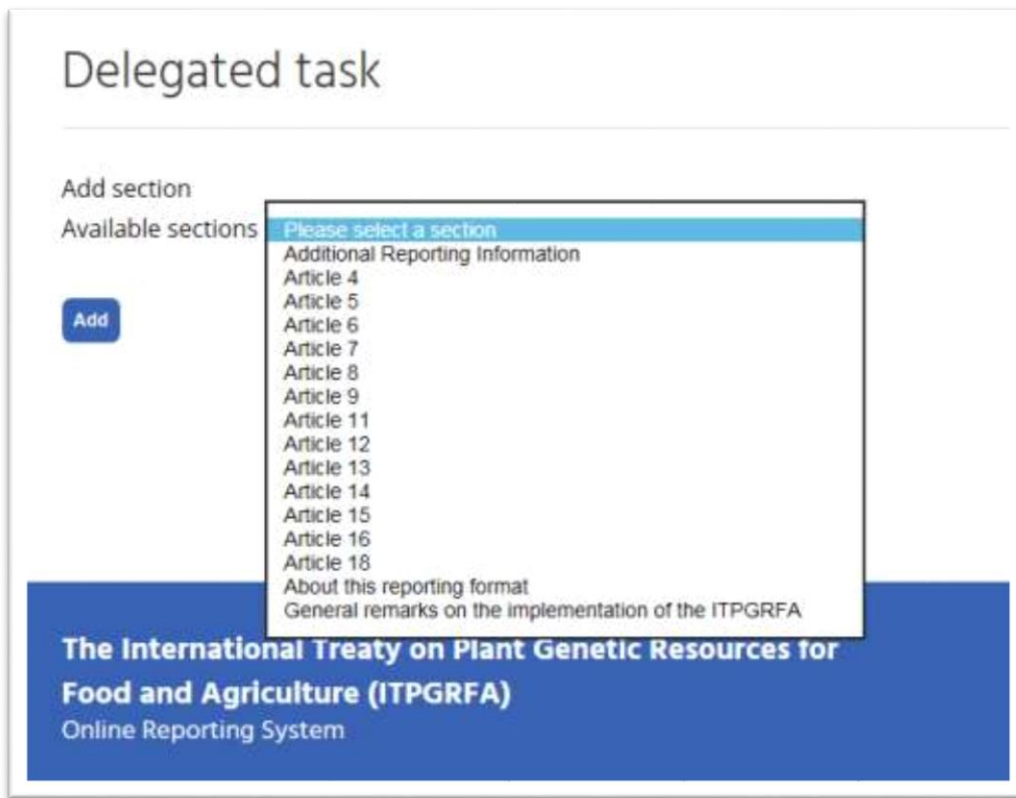
**Questionnaire:** International Treaty on Plant Genetic Resources for Food and Agriculture

**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](#)

5. Select the section you wish to delegate;



The screenshot shows a web interface titled "Delegated task". Below the title, there is a section labeled "Add section" with the text "Available sections" and a blue "Add" button. A dropdown menu is open, displaying a list of sections to choose from. The list includes "Please select a section", "Additional Reporting Information", "Article 4", "Article 5", "Article 6", "Article 7", "Article 8", "Article 9", "Article 11", "Article 12", "Article 13", "Article 14", "Article 15", "Article 16", "Article 18", "About this reporting format", and "General remarks on the implementation of the ITPGRFA". At the bottom of the interface, there is a blue banner with the text "The International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA) Online Reporting System".

6. Click on 'Add'. The delegate will receive an email notifying them that the section has been delegated to them and will now be able to answer to the questions of the selected section on your behalf.

## 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.

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 report. As soon as you have verified, 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.

Once a report has been submitted, you can generate both a short and a full version of 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 being 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 takes 5-10 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.

You also have the possibility of REVERTING THE SUBMISSION. 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 administrator, where your report can be reverted and subsequently re-activated.

## Download your report in PDF

As respondent you can generate PDF files with the content of your reporting. There are two versions: the “PDF download” to export all the questions and the “PDF download short version” that allows the respondent to generate a file with only those question for which there are answers.

| PDF download  | PDF download - short version  |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <a href="#">Generate</a>                                                                       | <a href="#">Generate</a>                                                                                       |
| <a href="#">Generate</a>                                                                       | <a href="#">Generate</a>                                                                                       |
| <a href="#">Generate</a>                                                                       | <a href="#">Generate</a>                                                                                       |
| <a href="#">Generate</a>                                                                       | <a href="#">Generate</a>                                                                                       |
| <a href="#">Generate</a>                                                                       | <a href="#">Generate</a>                                                                                       |
| <a href="#">Generate</a>                                                                       | <a href="#">Generate</a>                                                                                       |

| PDF download  | PDF download - short version  |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <a href="#">Generate</a>                                                                         | <a href="#">Generate</a>                                                                                         |

Small PDF download -

This short version of the pdf only outputs the questions for which there are answers.

| Status |  | PDF download                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | PDF download short version |
|--------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 5      |  | <p><b>PDF Download -</b></p> <p>This version of the pdf outputs all the questions in the questionnaire, even if unanswered.</p> <p>Before being 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 in the background and once it is finished you will be notified by e-mail.</p> <p>After being generated the file will then be available for download in this same page and you will be able to do so by clicking the PDF icon.</p> <p>The file can be re-generated to include your most recent changes, you can do so 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.</p> | <a href="#">ate</a>        |
| 5      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <a href="#">ate</a>        |
| 5      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <a href="#">ate</a>        |
| 5      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <a href="#">ate</a>        |
| 5      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <a href="#">ate</a>        |
| 5      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <a href="#">ate</a>        |

## The Support Centre

While using the System, respondent can access most of the content of this manual which is part of the support centre for the Online Reporting System (ORS). To do so click on the following image:



The content is organised by topics and there is also a search function available.

## Contacts

To get additional support you can always contact the Secretariat of the International Treaty on Plant Genetic Resources for Food and Agriculture at: [pgrfa-treaty@fao.org](mailto:pgrfa-treaty@fao.org)

Please indicate in the subject of the email “Online Reporting System” or “ORS”.