



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)

October 2018

Index

Contents

Introduction.....	3
How to Register.....	3
Overview of Submission Dashboard	4
Managing delegates.....	5
Delegate a Questionnaire.....	5
How to add a delegate.....	6
How to delegate a questionnaire	7
How to delegate a section.....	7
Confirmation and Submission	10
Download your report in PDF	11
The Support Centre	13
Contacts	13

Introduction

Pursuant to 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 World Conservation Monitoring Centre (UNEP-WCMC), and informed Contracting Parties through a notification¹

At its Seventh Session, “urge[d] Contracting Parties that have not yet done so, including States that have become Contracting Parties since the Fifth Session and before the Seventh Session of the Governing Body, to submit, as soon as possible their reports pursuant to Section V of the Compliance Procedures”

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/>

The manual has been produced thanks to the generous contribution of the Government of Germany through project GCP /GLO/828/GER, *Support to developing countries to submit national implementation reports to the ITPGRFA*².

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

¹ NCP GB7-007 Compliance

² <http://www.fao.org/3/CA1589EN/ca1589en.pdf>

Overview of Submission Dashboard

After the log in, users will be able to select the compliance 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


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 ⓘ
First Report on Compliance of ITPGRFA	My Admin	02/29/2016	Underway	Generate	Generate

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

ONLINE REPORTING SYSTEM

Submission dashboard

Edit User Manage Delegates

First Report on Compliance of ITPGRFA

[Introduction](#)

[Additional Reporting Information](#) *

[Article 4](#) *

[Article 5](#) *

[Article 6](#) *

[Article 7](#) *

[Article 8](#) *

[Article 9](#) *

[Article 11](#) *

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.

Questionnaire Information

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

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

Save all Submit questionnaire

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.

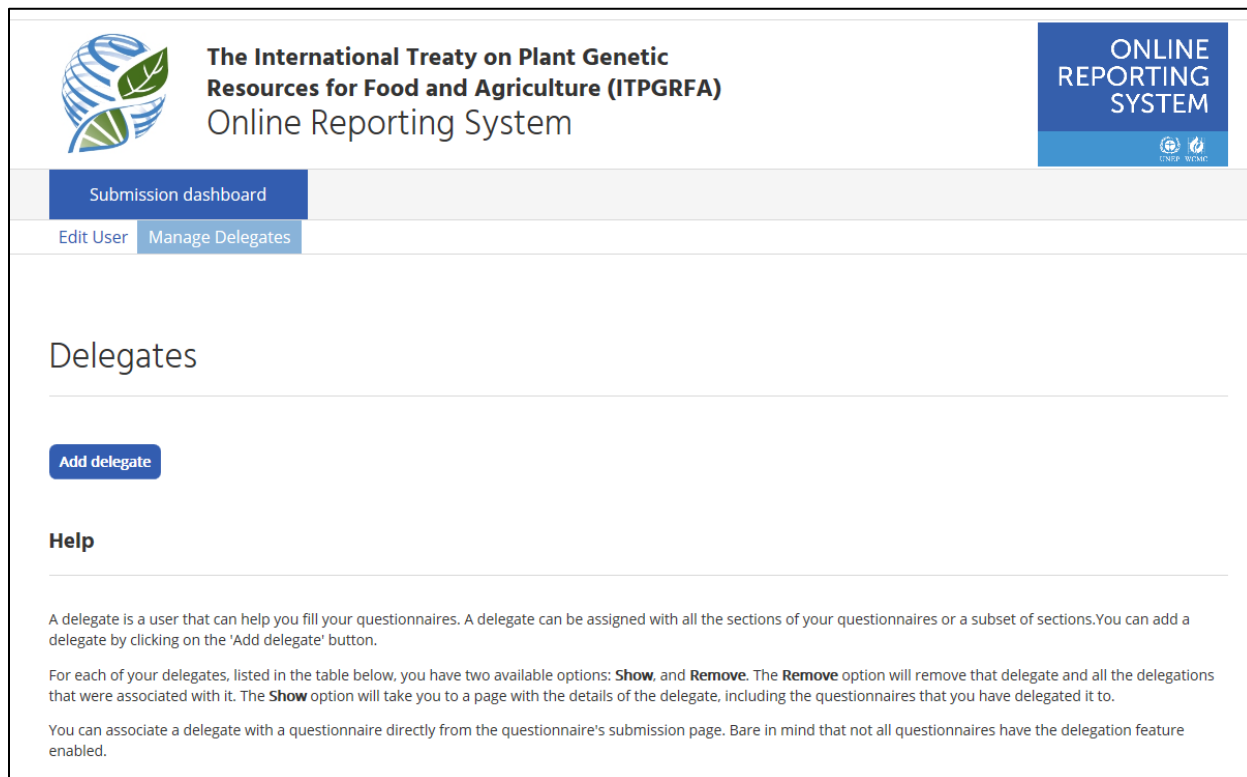
By delegating the questionnaire, the respondent's delegates will be able to access the questionnaire in the same way as the respondent and see all the existing responses.

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.



The screenshot shows the 'Manage Delegates' page of the ITPGRFA Online Reporting System. The header includes the ITPGRFA logo and the text 'The International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA) Online Reporting System'. A blue box in the top right corner says 'ONLINE REPORTING SYSTEM'. Below the header, there is a navigation bar with 'Submission dashboard' and 'Manage Delegates' (which is highlighted). The main content area is titled 'Delegates' and contains an 'Add delegate' button. Below this is a 'Help' section with the following text:

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.

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



The screenshot shows the 'Add delegate' form. It has a title 'Add delegate' and four input fields: 'Email', 'Delegate first name', 'Delegate last name', and 'Language'. The 'Language' field is a dropdown menu currently showing 'English'. At the bottom of the form is an 'Add delegate' button.

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

How to delegate a questionnaire

- Sections can be delegated from the delegation dashboard, as long as you have defined a delegate.
- 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	09/14/2016	rodica.leahu@fao.org	Show Remove

- 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](#)

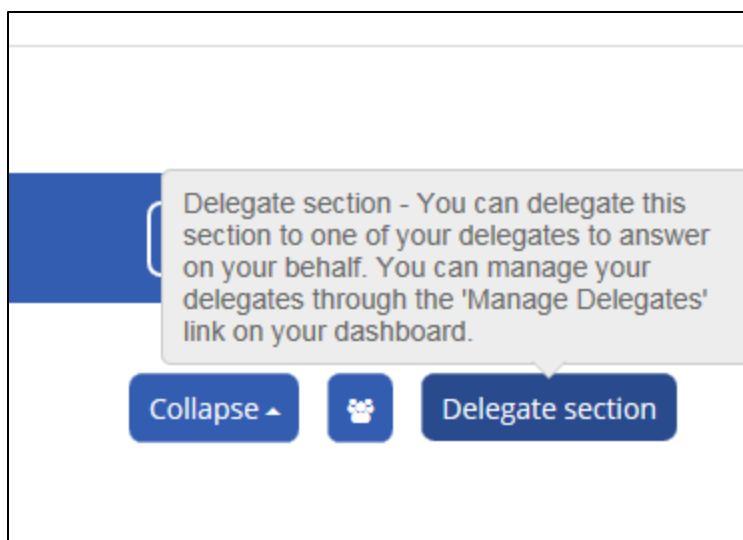
Questionnaire	Remarks	Options
First Report on Compliance of ITPGRFA		Edit Manage Remove

- 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	09/14/2016	rodica.leahu@fao.org	Show Remove

3. Select the delegation you want to add sections to, by clicking on the 'Manage' 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
First Report on Compliance of ITPGRFA		Edit Manage Remove

4. Click on 'Add sections';

Delegated task details

Delegator: [User Test](#)

Delegate: [Rodica Leahu](#)

Questionnaire: First Report on Compliance of ITPGRFA

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;

Delegated task

Add section

Available sections

[Add](#)

- 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
- General remarks on the implementation of the ITPGRFA

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

- 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 National Report.

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 questions for which there are answers.

PDF download ⓘ	PDF download - short version ⓘ
Generate	Generate

Status	PDF download 	PDF download short version
5	PDF Download - This version of the pdf outputs all the questions in the questionnaire, even if unanswered. 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. 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. 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.	

PDF download 	PDF download short version 
Generate	Generate

Small PDF download -

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

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

Acknowledgements

The secretariat of the International Treaty on Plant Genetic Resources for Food and Agriculture acknowledges the collaboration with the UN Environment World Conservation Monitoring Centre for the setting up of the Online Reporting system. It also thanks the Government of Germany for the support through project GCP /GLO/828/GER, *Support to developing countries to submit national implementation reports to the ITPGRFA*, for the elaboration of this manual and other training materials used in regional workshops.