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**United Nations
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**Open-ended Working Group of the Parties to
the Montreal Protocol on Substances that
Deplete the Ozone Layer
Forty-first meeting
Bangkok, 1–5 July 2019**

Information on the online reporting tool

Note by the Secretariat

I. Introduction

1. The Secretariat has developed an online reporting tool to facilitate its work in recording and maintaining information reported by the parties and to streamline the submission of information and data by parties to the Secretariat.
2. In due course, the online reporting tool will replace the Secretariat's existing database system. This web-based tool has been developed through the use of modern open-source technology and will be maintained and updated via web technologies. All parties will have access to the online reporting tool, and each party will be assigned a username and password to allow private and secure access to its respective information and data.
3. Parties that already have online national reporting systems in place will, subject to an agreement with the Secretariat, have various options for the automated exchange of data, ranging from simple import/export mechanisms to more advanced options.

II. Features and functionality

4. The online reporting tool is designed to accommodate the submission of data for both Article 7 and non-Article 7 reporting. For Article 7 reporting, the tool reflects the new reporting obligations under the Kigali Amendment and the changes made to the data reporting forms pursuant to decision XXX/10. Examples of non-Article 7 reporting in the tool include the reporting of activities under Article 9 of the Montreal Protocol, the accounting for exemptions granted for essential and critical uses, the reporting on process agent uses, the submission of information on licensing systems under Article 4B of the protocol, as well as the reporting of information required under the high-ambient-temperature exemption.
5. Web-based forms are available for those reporting obligations for which data forms have been approved by a Meeting of the Parties. Therefore, web-based forms exist for reporting Article 7 data and for the reporting accounting frameworks for essential and critical uses. For all other reporting obligations, parties are to submit through the online reporting tool one or more files containing information pertinent to the specific obligation, and the Secretariat will then review, extract and record any pertinent data or information from the submission. Examples include the reporting of process agent information, the submission of nominations for essential- or critical-use exemptions and reporting on the transfer of production rights.

6. Compared with the current database system, the online reporting tool reflects a number of improvements, such as:
 - (a) Selection lists backed by look-up tables, online instructions (as context-sensitive help texts) and data validations in real time, to speed up the reporting process;
 - (b) Notifications when reporting obligations are close to their due dates, to help parties meet submission deadlines;
 - (c) Integrated support for the reporting of mixtures and blends, helping to reduce the amount of work for parties in data preparation;
 - (d) Increased transparency through the use of dashboards and real-time access to all previously submitted data;
 - (e) Improved quality checks through the implementation of validation rules and constraint checking;
 - (f) Easily accessible information regarding the ratification of the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol and its amendments, Article 5 classification status, baselines, control measures, decisions and exemptions;
 - (g) Multilingual user interfaces for key reporting obligations.
7. The applications and programmes behind the online reporting tool will support the Secretariat in managing and processing reported information and data more efficiently, in maintaining and updating the look-up tables, in analysing possible deviations and in generating reports and analyses.
8. The online reporting tool was designed to be flexible in order to accommodate future changes in reporting obligations and to facilitate maintenance in the long term. It was developed using a two-phase approach, with the documentation of needs and the in-depth review of the existing system and data in phase one to produce a comprehensive analysis and technical specifications, which was followed by the actual development of the reporting tool in phase two.
9. The online reporting tool will be hosted and maintained by the Secretariat; a link to the tool has been provided on the main website of the Secretariat for easy access. The Secretariat will present the system to the parties at the forty-first meeting of the Open-ended Working Group. The online reporting tool will then be tested for several months, which will be followed by a parallel run with the current database system. Once all functionalities have been verified, the online reporting tool will replace the current system.

III. Access and use

10. A simplified version of the user manual, showing some of the key features of the system, has been annexed to the present note. The annex has not been formally edited by the Secretariat.

Annex

Online Reporting Tool - User Manual

Release 0.1

Ozone Secretariat

United Nations Environment Programme

Jun 17, 2019

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CHAPTER ONE

INTRODUCTION

The Online Reporting Tool is provided by the Secretariat for the Vienna Convention for the Protection of the Ozone Layer and for the Montreal Protocol on Substances that Deplete the Ozone Layer.

United Nations Environment Programme Nairobi, Kenya

<https://ozone.unep.org> mea-ozoneinfo@un.org

1.1 Accessing the system

The Online Reporting Tool is available online at <https://ors.ozone.unep.org>.

You can request one or several user accounts by contacting the Secretariat.

In case you forget the login credentials, you can set a new password by accessing the *Forgotten your password or username?* link in the Login page. You will need to enter the e-mail address associated with your account. After clicking the *Reset my password* button, you will receive an e-mail containing the username and a one-time link which allows entering a new password.

Attention: When setting a new password, a minimal set of security constraints is enforced by the system:

- Your password cannot be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password cannot be a commonly used password.
- Your password cannot be entirely numeric.

1.2 User interface

After login, you will see the main user interface, comprised of:

- the main menu on the left side (*Dashboard, Reports, etc.*);
- the user profile account menu on the top-right side, where you can change your contact details and language preferences as well change password and log; and
- the main content area in the middle.

Hint: The user interface contains additional guidance and information. Check the  tooltip icons wherever available.

Also, the main data entry forms have detailed instructions, accessible by clicking on the  info icon

Online Reporting Tool

test_ke English

Create submission

Create a submission by specifying the obligation, the reporting period and the party name. All fields are mandatory.

Obligation: Article 7 - Data Reporting

Period: 2018

Party: Kenya

Create

Data entry in progress submissions (0 records)

Obligation | Period | Party | Version | Last modified | Created by | Actions

There are no records to show

All submissions (31 records) Show all versions

Search: [] Obligation: [] Party: Kenya From: [] To: [] Clear

Obligation	Period	Party	Version	Status	Last modified	Created by	Actions
Article 7 - Data Reporting	2018	Kenya	1	Finalized	28 March 2019 00:00:00	Secretariat	View
Article 7 - Data Reporting	2017	Kenya	1	Finalized	30 May 2018 00:00:00	Secretariat	View
Article 7 - Data Reporting	2016	Kenya	1	Finalized	21 August 2017 00:00:00	Secretariat	View
Article 7 - Data Reporting	2015	Kenya	1	Finalized	09 August 2016 16:04:00	Secretariat	View
Article 7 - Data Reporting	2014	Kenya	1	Finalized	12 August 2015 00:00:00	Secretariat	View
Article 7 - Data Reporting	2013	Kenya	1	Finalized	29 July 2014 00:00:00	Secretariat	View
Article 7 - Data Reporting	2012	Kenya	1	Finalized	07 May 2013 00:00:00	Secretariat	View
Article 7 - Data Reporting	2011	Kenya	1	Finalized	16 October 2012 00:00:00	Secretariat	View
Article 7 - Data Reporting	2010	Kenya	1	Finalized	22 September 2011 00:00:00	Secretariat	View

The available data entry pages and actions are further described in the corresponding sections.

CHAPTER TWO

FEATURES

2.1 The dashboard

The dashboard contains three main sections:

Create submission: To create a new submission, you select a Reporting obligation and a Reporting period, then click the *Create* button.

The available reporting obligations supported by the system can be found in section *List of reporting obligations* below.

The current (latest) reporting period will normally be selected by default and highlighted in orange:

e.g.  2018.

Data entry in progress: The section on the top-right of the Dashboard shows the work in progress (i.e. submissions that you are still working on and have not yet *Submitted*). You can resume work on an ongoing submission by clicking the *Edit* button.

All submissions: The table in the lower area of the Dashboard contains all historical submissions. You can filter by reporting obligation and period by using the corresponding filters: *Obligation*, *From*, *To*. Filtering is done automatically, once a value is entered or selected. To reset filtering, click the *Clear* button. The table is paginated, allowing you to navigate to the first/previous/next/last page and to increase the number of rows using the *Per page* option.

Hint: The system stores all revisions for a given reporting period under different versions. However, by default, only the latest (active current) submission for each obligation/period is shown in the table. To view *Superseded* versions, the *Show all versions* checkbox can be used.

2.2 The data entry forms

This section describes actions and data entry form elements which are common to all the data entry screens (web forms).

2.2.1 Submission info

Submission Info 	Files
Reporting channel	Web form
Submission format	A7 Data forms
Name of reporting officer (required)	<input type="text"/>
Designation	<input type="text"/>
Organization	<input type="text"/>
Postal address	<input type="text"/>
Address country	Romania
Phone	<input type="text"/>
E-mail (required)	<input type="text"/>
Date 	<input type="text"/>

All data entry forms have a *Submission Info* tab:

When creating a new submission, this section is automatically populated by the system with data from the latest submission, when available. You must fill-in at least the mandatory fields (Name of reporting officer and E-mail) before saving the submission. The Reporting channel and Submission format fields are reserved for the Secretariat.

After a report is submitted, a new field, *Date of Submission*, becomes visible (read-only), automatically populated by the system with the actual date when the *Submit* action has been completed.

Date of submission
(required)

5 October 2017

On the right side of the *Submission Info* tab there is a section, the content of which depends on the type of submission. For Article 7 data reporting, this section contains Flags, Annex groups reported in full and Submission status:

Flags

Provisional ⓘ

Annex groups reported in full

<input checked="" type="checkbox"/> A/I	<input checked="" type="checkbox"/> B/I	<input checked="" type="checkbox"/> C/I	<input checked="" type="checkbox"/> E/I	<input type="checkbox"/> F
<input checked="" type="checkbox"/> A/II	<input checked="" type="checkbox"/> B/II	<input checked="" type="checkbox"/> C/II		
	<input checked="" type="checkbox"/> B/III	<input checked="" type="checkbox"/> C/III		

Submission status

Status *Data entry in progress*

Version 2

Created by *party* at 30 May 2019 15:59:26

Last changed by *party* at 30 May 2019 12:59:26

Flags: The *Provisional* flag shall be used to inform the Secretariat that the reported data is not final and another report will be submitted. To submit another version of the data, you will have to use the *Create* or *Revise* buttons to submit the final data that is no longer provisional.

Annex Groups reported in full: This set of checkboxes are specific to *Article 7 - Data reporting forms*. You should check each of them when your submission contains all data about the corresponding annex group, including when you are reporting all zeros for a given annex group, e.g. phased-out substances.

Submission status: This box contains additional metadata of the submission: the current status (Data entry in progress, Submitted, Processing, Finalized, etc.), the version number, the original author, the creation date and the date of the last modification.

2.2.2 Files

All types of submission allow the upload of file attachments - from a list of allowed file types. In case the format of your attachment is not included in the list, please pack it in a zip archive or contact the secretariat. The *File* tab initially contains only the *Browse* button and a text input field:

Click to browse files
Browse

Allowed files extensions: .pdf, .doc, .docx, .xls, .xlsx, .zip, .rar, .txt, .htm, .html, .odt, .ods, .eml, .ppt, .pptx, .mdb

Clicking the *Browse* button allows you to select one or more files from your file system, which would allow files stored on your computer to be uploaded. After selection, files that are ready for upload will be listed below the *Browse* button:

Allowed files extensions: .pdf, .doc, .docx, .xls, .xlsx, .zip, .rar, .txt, .htm, .html, .odt, .ods, .eml, .ppt, .pptx, .mdb

3 files ready for upload:

1.Rectangle 0-2 Varianta 1, 2 si 3.pdf	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Optional description"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="✖"/>
15.Circle 0-2 Varianta 1, 2 si 3.pdf	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Optional description"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="✖"/>
13.Equilateral Triangle-Right Triangle 80-100 Varianta 3 si 4.pdf	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Optional description"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="✖"/>

At this point you can add more files, enter an optional (plain text) description for each file or start the upload, by clicking the *Save and continue* button or the *Start upload* button in the lower section of the page. The attachments will be uploaded one by one and in case of network errors the process will be automatically resumed:

3 files ready for upload:

1.Rectangle 0-2 Varianta 1, 2 si 3.pdf	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Sample description"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="✖"/>	<div style="background-color: #008080; color: white; padding: 2px 5px; border: 1px solid #ccc;">Uploading: 100%</div>
13.Equilateral Triangle-Right Triangle 80-100 Varianta 3 si 4.pdf	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Optional description"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="✖"/>	<div style="background-color: #008080; color: white; padding: 2px 5px; border: 1px solid #ccc;">Uploading: 34%</div>
15.Circle 0-2 Varianta 1, 2 si 3.pdf	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Optional description"/>	<input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="✖"/>	

When all files are uploaded, they will be displayed in the *Uploaded files* as depicted below:

Allowed files extensions: .pdf, .doc, .docx, .xls, .xlsx, .zip, .rar, .txt, .htm, .html, .odt, .ods, .eml, .ppt, .pptx, .mdb

Click the Browse button to add files

Uploaded files

File Name	Description	Date	Actions
15.Circle 0-2 Varianta 1, 2 si 3.pdf		30 May 2019 16:50:18	<input style="width: 20px; height: 20px; border: 1px solid #ccc; background-color: #e0f2f1;" type="button" value="⬇"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc; background-color: #ffe0b2;" type="button" value="✖"/>
13.Equilateral Triangle-Right Triangle 80-100 Varianta 3 si 4.pdf		30 May 2019 16:50:19	<input style="width: 20px; height: 20px; border: 1px solid #ccc; background-color: #e0f2f1;" type="button" value="⬇"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc; background-color: #ffe0b2;" type="button" value="✖"/>
1.Rectangle 0-2 Varianta 1, 2 si 3.pdf	Sample description	30 May 2019 16:50:21	<input style="width: 20px; height: 20px; border: 1px solid #ccc; background-color: #e0f2f1;" type="button" value="⬇"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc; background-color: #ffe0b2;" type="button" value="✖"/>

You can add more files by repeating the procedure above. The new files will always be shown above the previously uploaded files:

Click to browse files Browse

Allowed files extensions: .pdf, .doc, .docx, .xls, .xlsx, .zip, .rar, .txt, .htm, .html, .odt, .ods, .eml, .ppt, .pptx, .mdb

1 files ready for upload:

Project description.pdf Another file 

Start upload

Uploaded files

File Name	Description	Date	Actions
15.Circle 0-2 Varianta 1, 2 si 3.pdf		30 May 2019 16:50:18	 
13.Equilateral Triangle-Right Triangle 80-100 Varianta 3 si 4.pdf		30 May 2019 16:50:19	 
1.Rectangle 0-2 Varianta 1, 2 si 3.pdf	Sample description	30 May 2019 16:50:21	 



At any time you can  remove or  download uploaded files.

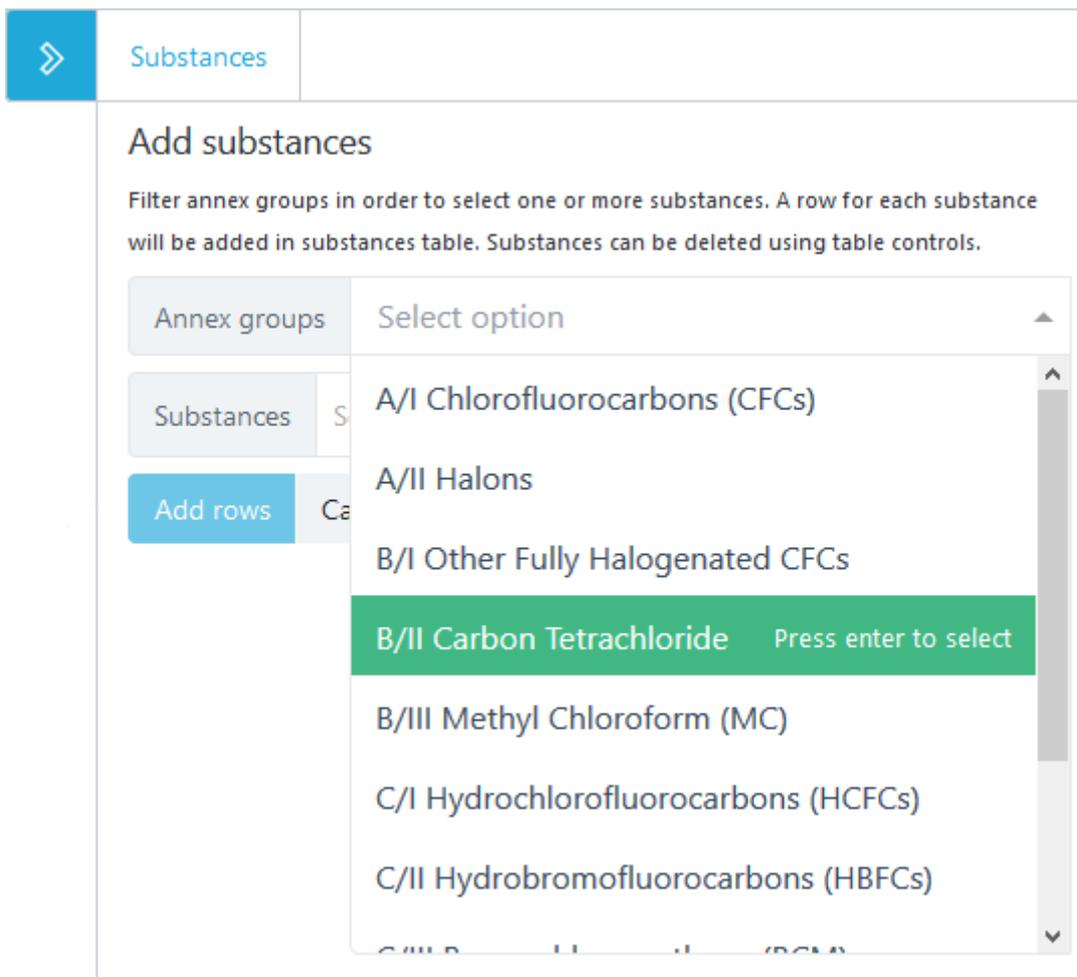
Caution: Before removing a file, a confirmation dialog will be shown. After clicking *Ok* in the confirmation dialog, the file is immediately deleted from the server, *without any requirement to click the Save and continue* button.

2.2.3 Adding substances

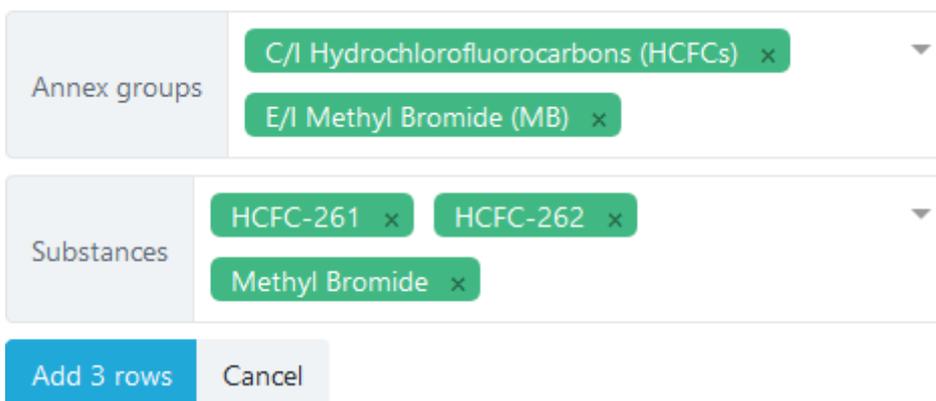
To add new rows in any form, use the *Add substances* button found on the top-right side of the page (only available for submissions in edit mode – status would be *Data entry in progress*):

Add substances 

It will open the Add substances panel, where you can optionally filter by Annex groups and/or Substance names.



Both filters allow multiple values:



To finalize the selection, click the *Add (#) rows* button. To cancel the selection, click *Cancel*. To hide the substance selection area, click the  icon.

2.2.4 Data validation

Near the *Substances* tab there is the *Validation* tab, where various warnings, depending on the form type, are shown:



HCFC-261 - Please fill-in column Total quantity imported for all uses

HCFC-262 - Please fill-in column Total quantity imported for all uses

Methyl Bromide - Please fill-in column Total quantity imported for all

Substance names are clickable, to allow easier identification of rows affected by validation problems. When clicking the name of a substance, a filter is automatically applied to the corresponding data entry form to only show rows with that substance:



All table rows affected by validation problems are marked with the  exclamation mark icon, which is also clickable and opens the *Validation* tab, highlighting the corresponding error message.

Depending on the situation, data entry forms (tabs) may display various icons, as described below:

-  Operation in progress
-  Validation errors
-  Data is valid and saved
-  Submission edited. Please save before closing the form

2.2.5 Common actions

An action toolbar is present in the lower area of all data entry forms. The buttons allow you to save, delete, submit or close the data entry screen, plus other specific actions depending on the form type.

Save and continue performs validation of the entered data and stores the information on the server.

Hint: Whenever a form has been modified and not yet saved, the corresponding tab will display the  icon.

Close closes the form and navigates to the *Dashboard*. In case changes have been made and not yet saved, a confirmation dialog is displayed.

Submit is only available when a form has not yet been submitted. To make changes after submitting the form you will need to use the *Revise* function, with the exception of some basic actions which are still allowed after submitting, such as adding comments and uploading new files.

Delete is only available when a form has not yet been submitted. It will completely remove all entered information, without the possibility to undo this operation! In case you need to delete Article 7 data which has already been submitted, you must use the *Recall* function.

Revise is available for data that has already been submitted. Using this button will create a new version of the submission (copying all data from the original submission). While the new version remains in *Data entry in progress* state, the original submission remains valid (and is considered *current*). Once this new version is submitted, the previous one becomes obsolete (*Superseded*).

For more specific details of each form, see the detailed sections of each main reporting obligation.

2.3 List of reporting obligations

- **Article 7 - Data Reporting** requirements for baseline data (paragraphs 1 and 2) and annual data (paragraphs 3, 3 *bis* and 3 *ter*).
- **Article 9 - Research, development, public awareness and exchange of information** Summary of activities, reported every two years.
- **Article 4B - Licensing information** The establishment and operation of a licensing system, focal points for licensing systems for trade in controlled substances (Decision IX/8, paragraph 2), information on illegal trade in controlled substances (Decision XIV/7, paragraph 7) and parties wishing to avoid the unwanted import of products and equipment containing or relying on hydrochlorofluorocarbons (Decision XXVII/8).
- **Article 2 (p. 5, 5 bis, 7) - Transfer of production/consumption rights** Transfer or addition of production or consumption from one party to another.
- **Accounting for Essential and Critical uses (Reporting accounting frameworks - RAF)** Report on produced and consumed quantities of controlled substances for exempted uses for essential uses or critical uses (reporting accounting framework).
- **Process agent uses (decision X/14)** Decisions X/14, XV/7, XVII/6 and XXI/3: Use of controlled substances as process agents, make-up amounts, resulting emissions, emission containment technologies employed and opportunities for emission reduction. Report on quantities of controlled substances produced or imported for process agent applications.
- **HAT Exemption: Imports and Production** Exemptions for high-ambient-temperature parties, reported the year following an exemption. Report separately production and consumption data for the subsectors to which the exemption applies (Decision XXVIII/2, paragraph 30)
- **Laboratory and analytical uses (decision VI/9(p. 3) and annex II of 6th MOP report)** Controlled substances produced for laboratory and analytical uses (Decision VI/9, paragraph 4 of Annex II to the report of the Sixth Meeting of the Parties).
- **Requests for changes in baseline data (decisions XIII/15(p. 5) and XV/19)** Requests for changes in reported data for the baseline years to be presented to the Implementation Committee, which will in turn work with the Ozone Secretariat and the Executive Committee to confirm the justification for the changes and present them to the Meeting of the Parties for approval. Methodology for submission of requests for revision of baseline data: the information and documentation to be submitted.
- **Essential-use Nominations (EUN) and Critical-use Nominations (EUN/CUN)** Requests for exemptions - nominations of essential use exemptions or critical use exemptions.
- **Other information:**
 - Decision V/15: Information relevant to international halon bank management.
 - Decision V/25 and VI/14A: Parties supplying controlled substances to Article 5 parties to provide annually summary of requests from importing parties (reported annually).
 - Decisions X/8 and IX/24: New ozone-depleting substances reported by the parties (reported when new substances emerge).
 - Decision XX/7, paragraph 5: Strategies on environmentally sound management of banks of ozone-depleting substances (reported once, updated as required).

CHAPTER THREE

ARTICLE 7 - DATA REPORTING FORMS

The Article 7 data reporting forms have nine main sections. *Submission Info* and *Files* are explained in section 2.2, *The data entry forms*. The rest of the tabs are described below.

Hint: Each form has its own detailed instructions on data reporting, displayed upon clicking the  icon in the upper-left area of the page.

3.1 The questionnaire

In the *Questionnaire* tab you must answer a set of six questions, each corresponding to one of the tabs of the Article 7 form: *Imports*, *Exports*, *Production*, *Destruction*, *Non-party* and *Emissions*. Each tab will be automatically enabled once the corresponding question is answered.

You are allowed to *Save and continue* before choosing *Yes* or *No* for all questions, but you must fill in the entire questionnaire before submitting.

Caution: For compatibility reasons, the system still allows you to add substances when choosing *No* in the questionnaire. However, you should not do that, because those amounts will not be saved in the form. This is also mentioned in a visible warning in the corresponding tab.

The *Questionnaire* tab includes a *Comments (Party)* field where you can enter general remarks about the submission. There are similar fields for all the other tabs, where remarks can be entered relevant to each tab.

3.2 Imports and Exports

The *Imports* and *Exports* tabs are similar in layout and structure. After adding a substance (see section 2.2.3 *Adding substances*), you can either:

- select one or more countries/regions/territories, in case you are able to report amounts differentiated by importing/exporting countries/regions/territories; or
- proceed directly to entering total amounts in metric tons for imports/exports.

To select importing/exporting countries/regions/territories, first add one or more substances or mixtures in the main table as described in section 2.2.3 *Adding substances/Adding mixtures*, then click on the countries/regions/territories

field , which allows multiple selection of countries/regions/territories. Pick one or more values from the list as shown below:

	(1) Annex/Group	(2a) Substance	(2b) Exporting country/region/territory
<input type="checkbox"/>	AI	CFC-113	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">China x</div> <div style="padding: 2px;">united st</div> <div style="padding: 2px; margin-top: 5px;">United States Minor Outlying Islands</div> <div style="background-color: #4CAF50; color: white; padding: 2px; margin-top: 5px;">United States of America Press enter to select</div> </div>
<input type="checkbox"/>	EI	Methyl Bromide	

You can filter the list by typing, and you may select countries/regions/territories by pressing **Enter** key on the keyboard (or clicking the left mouse button). Once the selection of countries/regions/territories is finished, click the *Add # rows* button to add rows in the table. In case of incorrect selection of countries, you can still make changes to the row by clicking the  Edit button or completely removing a row using the  button. Both buttons are located on the far-right end of each row. Deleting multiple rows is possible, by first  checking the first column, then clicking the *Delete # selected rows* button, which appears after selecting one or more rows.

Furthermore, you can enter amounts, as follows:

- the total quantity imported/exported for all uses, by entering a value in column *New, Recovered and reclaimed*, or both;
- the imports/exports for feedstock uses, by entering a value directly in the *Feedstock* column;
- the amounts imported/exported for exempted essential, critical, high-ambient-temperature or other uses, by clicking on the corresponding column:

Quantity of new substance imported for exempted essential, critical, high-ambient-temperature or other uses i	
(6) Quantity	(7) Decision / type of use or remark
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

This action will open a modal dialog where individual amounts and remarks for each type of use can be entered as shown below:

Edit CFC-113 substance
✕

All the quantity values should be expressed in metric tonnes (not ODP tonnes).
The values are saved automatically in the table, as you type.

Change substance

Exporting country/region/territory

Total quantity imported for all uses (new)

Total quantity imported for all uses (recovered and reclaimed)

Quantity of new substance imported for feedstock uses

Laboratory and analytical	<input type="text" value="Quantity"/>	<input type="text" value="Decision or remark"/>
Essential use, other than L&A	<input type="text" value="Quantity"/>	<input type="text" value="Decision or remark"/>
Critical use	<input type="text" value="Quantity"/>	<input type="text" value="Decision or remark"/>
High ambient temperature	<input type="text" value="Quantity"/>	<input type="text" value="Decision or remark"/>
Process agent uses	<input type="text" value="Quantity"/>	<input type="text" value="Decision or remark"/>
Other/unspecified	<input type="text" value="Quantity"/>	<input type="text" value="Decision or remark"/>

Remarks (Party)

Remarks (Secretariat)

Close

Using this screen, you could alternatively change the selected substance, change the importing/exporting party or enter specific remarks applicable to the current row. The modal dialog can be closed by pressing `ESC` key on the keyboard or clicking the *Close button*.

In addition to the exempted amounts, some substances allow entering additional information, such as:

- the amount of Methyl Bromide imported/exported for quarantine and pre-shipment applications:

QPS i

Remark

- the amounts contained in pre-blended polyols:

Contained in polyols i

Remark

Hint: All decimal amounts should be entered using the . (dot) decimal separator, regardless of your computer settings for region.

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Note: It is not mandatory to enter the total quantity imported/exported for all uses (either new or recovered and reclaimed).

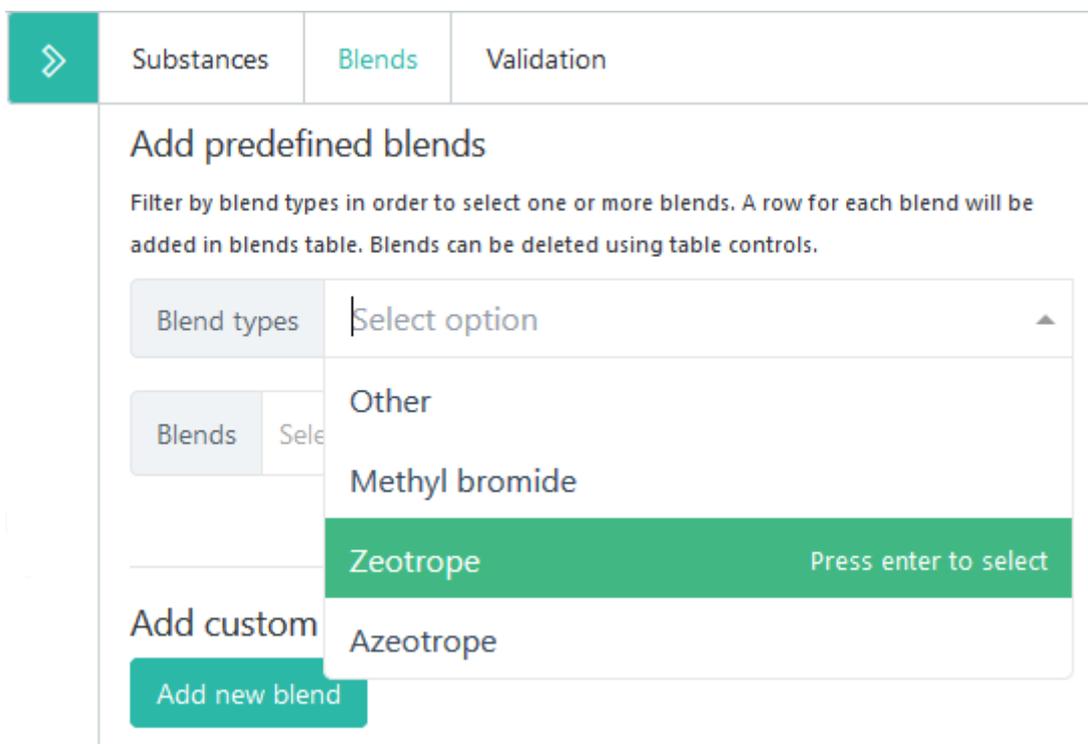
Caution: The total quantity New imports/exports for all uses should be equal to or higher than the sum of components, including feedstock, exempted uses, QPS amounts, etc. Otherwise an error message will be shown in the *Validation* tab (see *Data validation* section for more details)

3.3 Adding mixtures

Four of the Article 7 data submission forms allow entering mixtures: *Imports*, *Exports*, *Destruction* and *Non-party*.

3.3.1 Standard mixtures

All standard mixtures (as listed in section 11) are defined in the reporting system and they can be selected from the *Mixtures* tab, in the right sidebar, near the *Substances* add form. It is possible to filter mixtures by type (*Azeotrope*, *Zeotrope*, etc.):



3.3.2 Non-standard mixtures

To report amounts for a mixture which is not defined in the system, use the *Add new mixture* function. To do so, enter a suggested name for the new mixture in the *Mixture name* field, pick the substances from the select lists and enter the percentages for each substance in the % input field:

Add custom blend

If a non-standard blend not listed above please indicate the blend name and the percentage by weight of each constituent controlled substance of the blend. Please pay attention to the percentage values before adding a new blend. For mistakes please contact secretariat to delete the blend.

Blend name	MeBr-w-CIPic-96	Add substance	
X	Methyl Bromide	95	%
X	Chloropicrin	5	%
X	Controlled or new substance		%

Add row
Cancel

If your mixture has less than three components, you will have to remove the last empty row by clicking the X delete icon. Click the *Add row* button to add the custom mixture in the form, or the *Cancel* button to start over.

Once created, a non-standard mixture can be reused in other data entry forms or submissions, under the *Custom* mixture type:

Blend types
Custom x
▼

Blends
Select option ▲

MeBr-w-CIPic-96
Press enter to select

Hint: It is recommended that you save often, to prevent data loss in case of connectivity issues. You should ideally save the submission after the completion of each tab/form.

3.4 Production

The production tab is similar to the *Imports* and *Exports* tabs, except that:

- the form does not include an exporting/destination party column;
- mixtures cannot be added in the *Production* table;
- there is an additional column called *Production for BDN for A5 parties*, to report production for supply to Article 5 countries in accordance with articles 2A, 2H and 5;

- HFC-23 amounts are grouped under a dedicated table, having a slightly different structure. Please note the Captured labels (instead of Produced) for all uses and for feedstock uses. There is also an additional column Captured for destruction:

Substances - annex group F/II

Amounts of HFC-23 captured for destruction or feedstock use will not be counted as production as per Article 1.

(1) Annex/Group	(2) Substance	(3) Captured for all uses	(4a) Captured for feedstock uses within your country	(4b) Captured for destruction
F	HFC-23			

3.5 Destruction

The *Destruction* tab allows adding both substances and mixtures, together with the amount destroyed. As this table has fewer columns, the remarks can be entered directly in the column.

3.6 Non-party trade

The *Non-party* tab allows the user to report imports from and/or exports to non-parties. Please check the  detailed instructions to see what non-party means for the purpose of this data form.

For each substance or mixture you can optionally (on a voluntary basis) mention the Exporting/destination party. Please note that the list of countries/regions/territories depends on the reporting period and the selected substance. Regions and territories associated with parties are always included in the list.

Please also note that HFCs cannot be selected in the *trade with non-parties* form until 2033, according to article IV para 2 of the Kigali Amendment.

Hint: When there are both imports and exports with a non-party to be reported for the same substance/mixture, please add only one row in the table, select the exporting/destination country and fill-in both *Quantity of imports* and *Quantity of exports* columns.

3.7 Emissions

The *Emissions* tab is different from the other tabs. Instead of the *Add substances* button there is an *Add facility* button, which simply adds an empty row in the *Facilities* table.

It is mandatory to fill-in at least the *Facility name or identifier* and the *Amount of generated emissions* columns.

Please read carefully the available  tooltips and the overall  detailed instructions.

Reporting amounts for columns 2-5 are optional, but in case you decide to enter them, the total amount generated (2) must be greater or equal to the sum of the amount generated and captured for all uses (3a) . , the amount used for feedstock (4), amount destroyed (5) and amount of generated emissions (6).

3.8 The submission workflow for Article 7 data reporting

Submit: Once the data entry phase is done and there are no validation  errors, you can *Submit* your report for processing by the Secretariat.

You will be asked to confirm the submission. Please review carefully the messages in the popup dialog, as they may contain relevant information, depending on the entered data:

Please confirm ×

You are about to submit your report.

By clicking the OK button, you confirm that all blank cells and all substances not included are considered to have zero values.

You have not reported data for annex group: C/II, C/III.

Press OK to continue with the submission. Press Cancel to make further changes or corrections.

Cancel Ok

After submitting, you will only be able to change the reported data by using the *Recall* or *Revise* functions.

Recall: This is only available when a form has already been submitted. It will inform the secretariat that the submitted data must be no longer considered valid and a new submission may follow. A recall action can be undone by using the *Reinstate* action.

Note: In case another prior submission for the same period exists (before the one being recalled), that prior submission will become the current one.

Reinstate: This is only available for a *Recalled* submission and will restore that submission to its previous state (e.g. Submitted).

Note: In case another current version existed for the same period, that version becomes *superseded* and the reinstated submission becomes the *current* one.

Hint: Superseded versions can be identified in the *Submission status* section:

Submission status

Superseded ⓘ

Status *Submitted*

Version *3*

Created by *secretariat* at *23 April 2019 21:14:34*

Last changed by *secretariat* at *23 April 2019 18:15:39*

When a submission has multiple versions, they can be viewed and opened using the *Versions* button in the action bar:

Submission versions ✕

Version	Created by	Last Modified	Current State	Actions
2	Secretariat	23 April 2019 18:15:39	Submitted	View
3	Secretariat	23 April 2019 18:15:39	Submitted (Superseded)	View
4	Secretariat	13 May 2019 15:25:57	Data entry in progress (Provisional)	View

[Close](#)

3.9 Other actions specific to Article 7 data reporting

Export as PDF: Any submission can be exported in PDF format for archiving or printing by clicking the *Export as PDF* button. This action is available before or after submitting a data report. It will always contain the information already saved on the server, so it is recommended to save the form before exporting the PDF document.

Calculated amounts: This function allows you to preview the calculated production and consumption for all applicable Annex groups. The table displayed includes baseline amounts, limits corresponding to the current reporting period and actual amounts for production, consumption and production allowance for basic domestic needs of Article 5 parties, where applicable.

The table, depicted in the image below, can also be exported to a PDF file by clicking the *Export PDF* button:

Annex/Group	Production			Consumption			Production allowance for BDN of Article 5 parties		
	Baseline	Calculated (2018)	Limit	Baseline	Calculated (2018)	Limit	Baseline	Calculated (2018)	Limit
AI	0	0	0				0	0	0
All	0	0					0	0	0
BI	0	0	0				0	0	0
BII	11878.5	0	0					0	1781.8
BIII	27.2	0	0					0	4.1
CI		0.11						0	
CII		0	0			0		0	0
CIII		0	0			0		0	0
EI	0	0	0				0	0	0

[Export PDF](#) [Close](#)

Versions: The *Versions* button shows a table with all versions of a submission (for the same reporting obligation and reporting period), together with their metadata, such as author, last modification date and current state. An older version can be opened by clicking the *View* button in the *Actions* column:

Submission versions ✕

Version ↑	Created by ↓	Last Modified ↓	Current State	Actions ↓
2	Secretariat	23 April 2019 18:15:39	Submitted	View
3	Secretariat	23 April 2019 18:15:39	Submitted (Superseded)	View
4	Secretariat	13 May 2019 15:25:57	Data entry in progress (Provisional)	View

Close

For more information, please see the explanations of the *Revise* function.