

Agenda Item 13.1

National Reporting

Introduction to the Online Reporting
System (Training Session)

Document 13.1

**Quick Guide for the ASCOBANS
Online Reporting System**

Action Requested

< Take note

Submitted by

Secretariat



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The 7th Meeting of the Parties to ASCOBANS in October 2012 endorsed the proposal to use online reporting with immediate effect, initially using an online adaptation of the existing format for the Annual National Reports.

The Secretariat accordingly prepared the system and gathered the 2012 National Reports via the online system. Most feedback was positive; however, some had difficulty understanding some of the features, and how to handle the different user roles the system offers.

In order to support Parties in the preparation of future reports, the Secretariat has therefore prepared this step-by-step guidance on using the most important features of the Online Reporting System.