



Online Reporting System

User Guide

This document is purposed towards the successful completion of the ASCOBANS National Report for the Parties of the Agreement on the Conservation of Small Cetaceans of the Baltic, North East Atlantic, Irish and North Seas. It focuses on the technical aspects of the Online Reporting System.

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Roles

The following roles are designated within the tool:

Respondent

This role is the individual responsible for the ASCOBANS National Report, typically the National Focal Point. The email address of the respondent is assigned to the corresponding Party profile. Respondents may complete all sections of the questionnaire or may delegate sections or subsections to delegates. The report may only be submitted by the respondent.

Delegate

This role is a user that can be assigned sections or subsections to complete on behalf of the respondent. The respondent must approve all assigned tasks completed by the delegate before submittal.

1.0. Respondent

1.1. Accessing the tool

- 1.1.1. The tool can be accessed from <http://cms-family-ors.unep-wcmc.org/> by selected the ASCOBANS icon.

CMS Family Online Reporting System



The CMS Family has upgraded to the latest version of the Online Reporting System (ORS).

Please choose the appropriate logo below to be redirected to the new ORS.



- 1.1.2. Enter your log in details.

- 1.1.3. If password issues occur at any time, please attempt creating a new password through 'Forgotten your password?'. If you do not receive an email with the new password, please check your Junk folder.

Note: Delegates assigned by respondents must sign-up to use the system on this page before use.

Welcome

This tool is only available to registered users.

[Forgotten your password?](#)

Please login

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.](#)

1.2. Accessing the questionnaire

- 1.2.1. Select '[year] ASCOBANS National Report' under 'Questionnaire title' to begin.
 1.2.2. Note that the 'Status' is 'Underway'. Upon submission, it will read 'Submitted'.

[Alex Piro](#) | [Log out](#)

Welcome Alex Piro

Questionnaires for submission

Questionnaire title	Created by	Creation date	Status	PDF download	PDF download - short version
2020 ASCOBANS National Report	Alex Piro	12/01/2020	Underway	(Last generated at: 13 January 2021, 10:10) Regenerate	(Last generated at: 12 January 2021, 12:17) Regenerate

- 1.2.3. PDF reports may be generated at any time. PDF – short version creates a report of only the questions that have been answered, while the regular PDF is the entire questionnaire. The PDF icon must be selected to download the reports once they have been generated.

Questionnaire title	Created by	Creation date	Status	PDF download	PDF download - short version
2020 ASCOBANS National Report	Alex Piro	12/01/2020	Underway	(Last generated at: 13 January 2021, 10:10) Regenerate	(Last generated at: 12 January 2021, 12:17) Regenerate

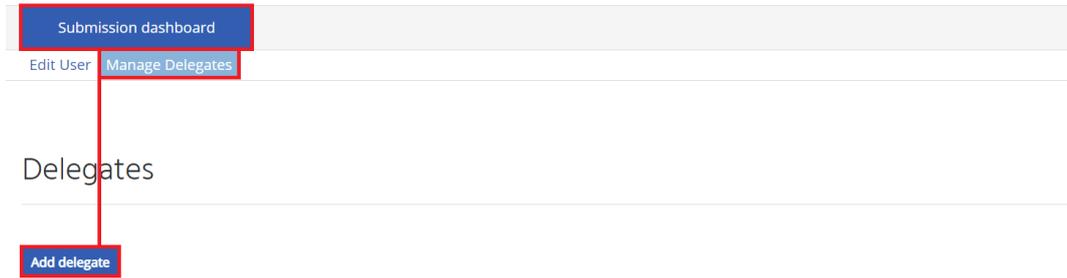
1.3. Questionnaire layout and language selection

- 1.3.1. The layout of the tool demonstrates all sections to be completed on the left ribbon.
 1.3.2. Select sections on the left ribbon to show subsections and questions to be answered.
 indicates that no answers have been provided in that section. indicates that some answers have been provided. indicates that all answers have been provided.

1.4. Task delegation

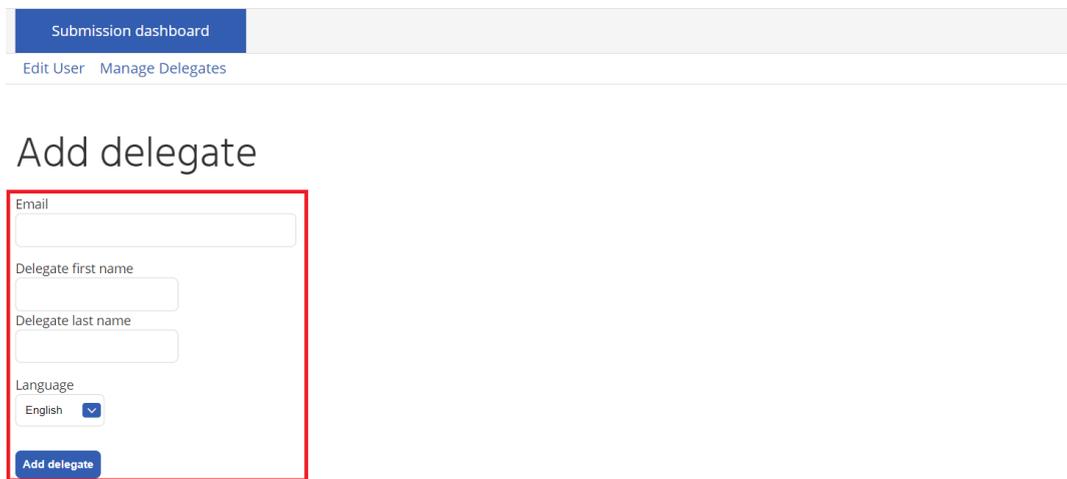
1.4.1. A delegate must first be added before delegating tasks.

1.4.2. Select Submission dashboard -> Manage Delegates -> Add delegate.



1.4.3. All fields are compulsory to properly add a delegate.

Note: Please check that your intended delegate has not already been added before adding them again.

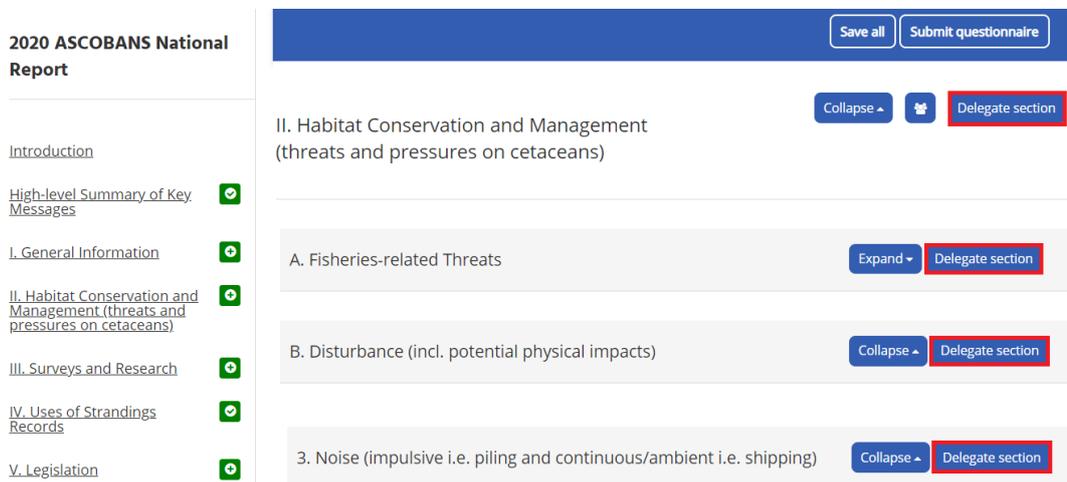


1.4.4. Once added, the delegate will appear in the 'Manage Delegates' tab.

You have the following delegates

Delegate full name	Created at	Email	Options
Alexander Piro	01/05/2021	alexander.piro@cms.com	Show Remove

1.4.5. Once added, delegates may be selected in the questionnaire screen to complete a task.



1.4.6. The selection generates a pop-up with a list of delegates that have been previously added in step 1.4.2.

Delegate this section:: 3. Noise (impulsive i.e. piling and continuous/ambient i.e. shipping)

Delegate to: Alexander Piro 

Delegate

1.4.7. Additionally, a respondent may add sections and subsections, or change the original delegation by selecting the 'Manage Delegates' tab under 'Submission dashboard' and select 'Show' under 'Options'.

1.4.8. Respondents may also remove the delegate by selecting 'Remove' under 'Options'.

You have the following delegates

Delegate full name	Created at	Email	Options
Alexander Piro	01/05/2021	alexander.piro@cms.com	Show Remove

1.4.9. From this selection, the respondent may edit, remove, or manage the delegate.

1.4.10. Selecting 'Edit' allows the respondent to provide remarks on the assigned delegation and select whether the respondent allows the delegate to view the entire questionnaire.

1.4.11. Selecting 'Remove' deletes the delegate from the questionnaire.

Delegated Questionnaires

[Delegate questionnaire](#)

Questionnaire	Remarks	Options
2020 ASCOBANS National Report		Edit Manage Remove

1.4.12. When 'Manage' is selected in 1.4.9, the respondent can assign subsections or full sections with 'Add sections'.

1.4.13. The respondent may also edit or remove sections that had already been delegated to the delegate.

Delegated sections

Section	Main Section	Loop items
3. Noise (impulsive i.e. piling and continuous/ambient i.e. shipping)	II. Habitat Conservation and Management (threats and pressures on cetaceans)	Edit Remove

[Add sections](#)

1.4.14. When a delegate answers a question, the respondent must select 'Mark question as answered'. To be able to edit the question again, de-select 'Mark question as answered' and reload the page.

1.4.15. Once a delegate has submitted an answer into the 'Delegate' text box, copy and paste the answer into the 'Respondent' box.

Note: The 'Accept answer' button automatically copies answers from the 'Delegate' box into the 'Respondent' box. This will **overwrite** what has already been entered in the 'Respondent' box. Any previous information from multiple delegates copied into the 'Respondent' text box will be **overwritten** in this case.

- Increased
- The same
- Decreased
- Not known

[Clear answer](#)

Answered by: [Alex P](#) (2019-07-03 08:57:59 UTC)



Mark question as answered

Which are the most important CMS implementation priorities requiring future support in your country? (Name up to three specific types of activity).

N/A

Answered by: You (2019-07-03 08:57:59 UTC)

Mark question as answered

Respondent

N/A

Answered by: Alex P. (2019-07-03 08:55:34 UTC)

Accept answer

Delegate(s)

1.5. Completing sections

- 1.5.1. Selection of a section will show the subsections with questions.
- 1.5.2. The sections can be expanded and collapsed independently.
- 1.5.3. Provide as much information as necessary and complete for all applicable sections.

Note: Written answers under multiple choice questions apply only to the option they are directly under (ex. The box below 'Not applicable. Comments:' applies to that option). Writing in the box results in that option being selected in the report. Enter additional information into the box in the next question or add as an attachment.

Save all Submit questionnaire

9.6. Relevant new research/work/collaboration on marine debris in your country.

List initiatives/projects (incl. PhD, MSc); publications (reports, theses, papers in journals, books) from any study; web links to other relevant information (e.g. link to OSPAR reports).

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Answered by: You (2021-01-11 08:58:04 UTC)

Mark question as answered

Respondent

9.7. Is the perceived level of pressure from marine debris in your country increasing, decreasing, staying the same, or unknown?

Increasing

Decreasing

Staying the same

Unknown

Not applicable. Comments:

Answered by: You (2021-01-12 18:24:35 UTC)

Mark question as answered

Please provide the nature of the evidence and describe per species (Annex B) where applicable:

Answered by: You (2021-01-11 08:58:34 UTC)

Mark question as answered

Respondent

10. Pollution and Hazardous Substances (incl. microplastics)

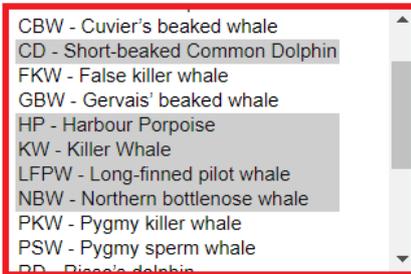
Expand Delegate section

- 1.5.4. Some questions allow for the selection of multiple options. Hold the 'Ctrl' key to select multiple options. Once selected, fully clearing the answer is no longer optional. In which case, select 'Not Applicable'.

1.2. Which species of small cetaceans were recorded as bycatch by commercial fishing in the reporting period?

Please provide details in [this table](#) - download and then attach it using the blue 'link' button below.

Hold 'Ctrl' to select multiple options.



- 1.5.5. Please also note that throughout the process, the symbols,  , can be used to attach documents and weblinks. Please fill in as much information as is available for each of the attachments/weblinks.
- 1.5.6. Note that hovering over the  symbol provides useful tips and guidance for completing sections.

1.6. Table Completion

- 1.6.1. Please note that there are downloadable tables throughout the questionnaire which are to be completed in alignment with the ASCOBANS National Reporting Form.
- 1.6.2. The user must follow the hyperlink available in the questions, typically after selecting an affirmative answer.

3.2. Any instances/issues in the reporting period including information on planned or completed significant developments/activities, including the details of monitoring in place before, during and after the project.

If you selected 'Yes', please provide details in [this table](#) - download and then attach it using the blue 'link' button below.

- No
- Yes. Please provide details in the table.

[Clear answer](#)

Answered by: You (2021-01-05 09:15:13 UTC)



Mark question as answered

- 1.6.3. After downloading the files and completing the excel sheets, do not forget to upload them back to the questionnaire using the file attachment feature (see 1.5.4).

Note: The size of the individual file must be limited to 10 megabytes.

- 1.6.4. If issues arise during the attempt to download the files, please check your security settings, or try another browser before contacting the ASCOBANS team.

1.7. Report Submission

- 1.7.1. Once all sections have been completed to the best of ability, select 'Submit Questionnaire' at the top of the screen.



- 1.7.2. The final confirmation text will be presented to the respondent before submittal.

ascobans-ort.ort-production.linode.unep-wcmc.org says

I declare that the information provided in this report has been verified and the report has been approved for submission by the appropriate state institution in the country.



- 1.7.3. Once submitted, the questionnaire is still available to view. Before the deadline for submission, respondents may request the ASCOBANS team to revert the submission to make additional changes. PDF reports can be generated as demonstrated in 1.2.3.

2.0. Delegate

2.1. Getting started

- 2.1.1. The delegate profile must be created before accessing the tool. To create an account, see 1.1.
- 2.1.2. Upon delegation from a respondent, an email like the one below will be sent. The email contains a link to the tool.

Hello _____,

You have been granted access to the following questionnaire:

Title: 2019 CMS National Report

Default Language: English

Available Languages: Spanish, French, English

You can start filling this questionnaire at <http://cms-ort.ort-production.linode.unep-wcmc.org/questionnaires/72/submission>.

It will also be available in your submission dashboard.

Kind regards,
CMS Online Reporting System

- 2.1.3. Following the link, the delegate will be taken to the section assigned to them for completion by the respondent.

2.2. Completing tasks

2.2.1. The delegated sections can be viewed by selecting the 'List of delegated sections' and may also be highlighted in the left ribbon. What is visible to a delegate is determined by the respondent.

2019 CMS National Report

Save all Submit questionnaire

List of delegated sections

Introduction

High-level summary of key messages

I. Administrative Information

II. Accession/Ratification of CMS Agreements/MOUs

III. Species on the Convention Appendices

IV. Legal Prohibition of the Taking of Appendix I Species

V. Awareness

VI. Mainstreaming Migratory Species in Other Sectors and Processes

Deadline for submission of the National Reports: 17 August 2019

Reporting period: from April 2017 to August 2019

Parties are encouraged to respond to all questions and are also requested to provide comprehensive answers, when required.

COP Resolution 9.4 called upon the Secretariats and Parties of CMS Agreements to collaborate in the implementation and harmonization of online reporting implementation. The CMS Family Online Reporting System (ORS) has been successfully implemented and used by CMS, AEW, IOSEA and Sharks MOU in collaboration with UNEP-WCMC.

Decision 12.4 requested the Secretariat, taking account of advice from the informal advisory group, to develop a proposal to be submitted to the approval of the 48th meeting of the Standing Committee (StC48) for a revision of the format for the national reports to be submitted to the 13th meeting of the Conference of the Parties and subsequently. The new format was adopted by StC48 in October 2018 and made available as an offline version downloadable from the CMS website in December 2018. The revised format aims inter alia at collecting data and information relevant to eight indicators adopted by COP12 for the purpose of assessing implementation of the Strategic Plan for Migratory Species 2015-2023.

This online version of the format strictly follows the one adopted by StC48. In addition, as requested by StC48, it incorporates pre-filled information, notably in Sections II and III, based on data available at the Secretariat. This includes customized species lists by Party. Please note that the lists include taxa at the species level originating from the disaggregation of taxa listed on Appendix II at a level higher than species. Please review the information and update or amend it, when necessary.

The Secretariat was also requested to develop and produce a guidance document to accompany any revised National Report Format. Please note that guidance has been provided for a number of questions throughout the national report as both in-text guidance and as tool tips (displayed via the information 'i' icon).

2.2.2. When accessing the tool from the ASCOBANS website, the delegate must select 'Submission dashboard' and 'Delegated to me' to access delegated tasks.

Submission dashboard

Edit my Account Delegated To Me Manage my Delegations

Welcome Alex P

You have been delegated with the following tasks:

Questionnaire: [2020 ASCOBANS National Report](#)

Delegator: Alexander Piro

Delegator remarks: -

Details: 1 section to fill [Show](#)

2.2.3. Entire sections or individual subsections may be assigned to the delegate. The assigned sections or subsections are open to edit by the delegate and textboxes are labelled for each.

2.2.4. For more information on task completion, see 1.5, and for more information on the questionnaire, see 1.3.

Please identify the legislation, policies or action plans concerned:

Respondent

N/A Delegate(s)

2.2.5. Upon completion, the sections or subsections will be evaluated and accepted by the respondent.

2.2.6. Delegates may also delegate tasks. See section 1.4.

NOTE: The tool automatically saves every few moments, however, it is well advised to save before exiting and updating any changes made.

For complications, please consult the Support Centre within the tool.

For further complications or questions, please contact the ASCOBANS Secretariat team (ascobans.secretariat@ascobans.org).