User Manual

Ozone Reporting System

Ozone Secretariat

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Chapter 1

Introduction

The Online Reporting System 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 to facilitate the submission of data and information required under various reporting obligations.

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Nairobi, Kenya
https://ozone.unep.org
mea-ozoneinfo@un.org

1.1 Accessing the system

The Online Reporting System is available online at https://ors.ozone.unep.org.

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

In case you do not remember 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 to your account. After pressing the *"Reset my password"* button, you will receive an e-mail containing the username and an one-time link which allows entering a new password.

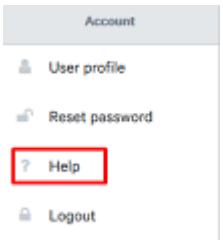
Attention! When setting a new password, a minimal set of security constraints must be respected:

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

1.2 User interface

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

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



Note The latest version of this document can be accessed online, at https://ors.ozone.unep.org/docs, or using the *Help* link from the top-right side user menu:

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.

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

Chapter 2

Features

2.1 The dashboard

The dashboard contains three main sections:

Create submission

To create a new submission, you must select a `Reporting obligation` and a `Reporting period`, then press the *Create* button.
The available reporting obligations designated by the Secretariat can be found in section Section 2.6 below.

The current reporting period is selected by default and highlighted in orange: .

Data entry in progress

The section on the top-right of the Dashboard shows the work in progress (i.e. not yet *Submitted*). You can resume work on the submission by pressing 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 selected. To reset filtering, press 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.

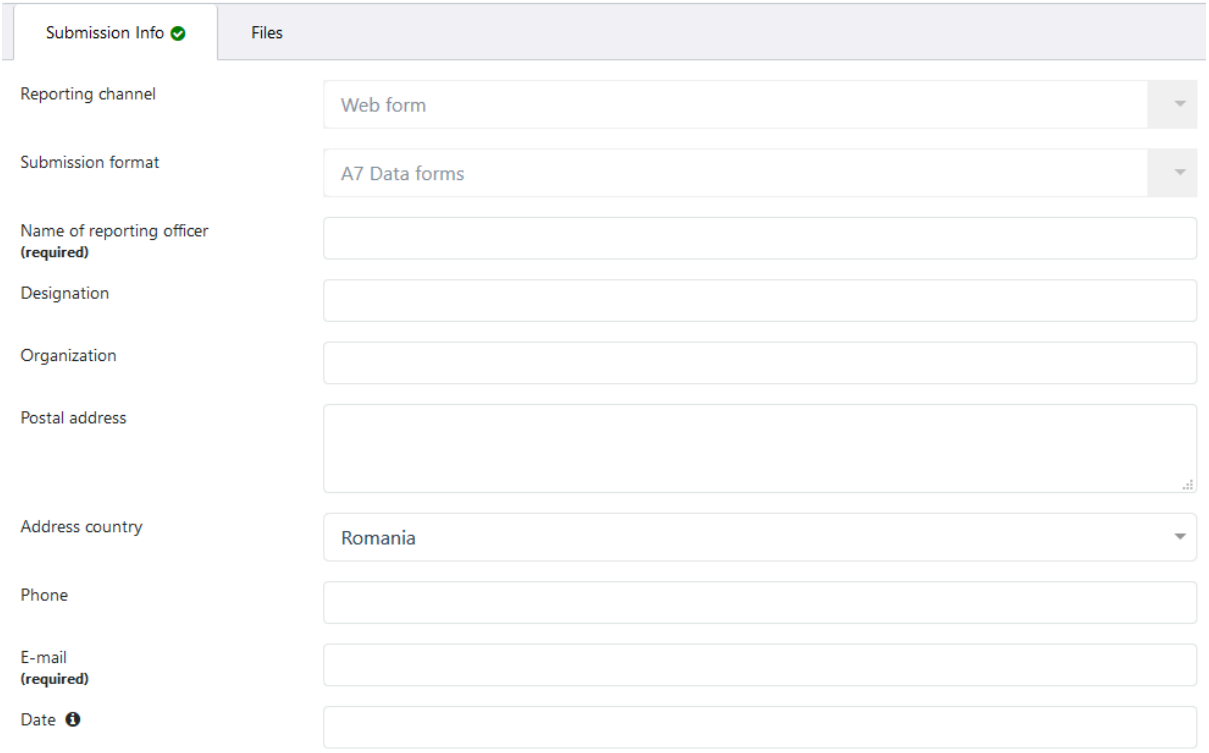
Hint By default, only the current submission for each obligation/period is shown in the table. To view *Superseded* versions, the *Show all versions* checkbox can be used.

2.2 The data entry forms

This section describes actions and entry forms elements which are common to all forms.

2.2.1 Submission information

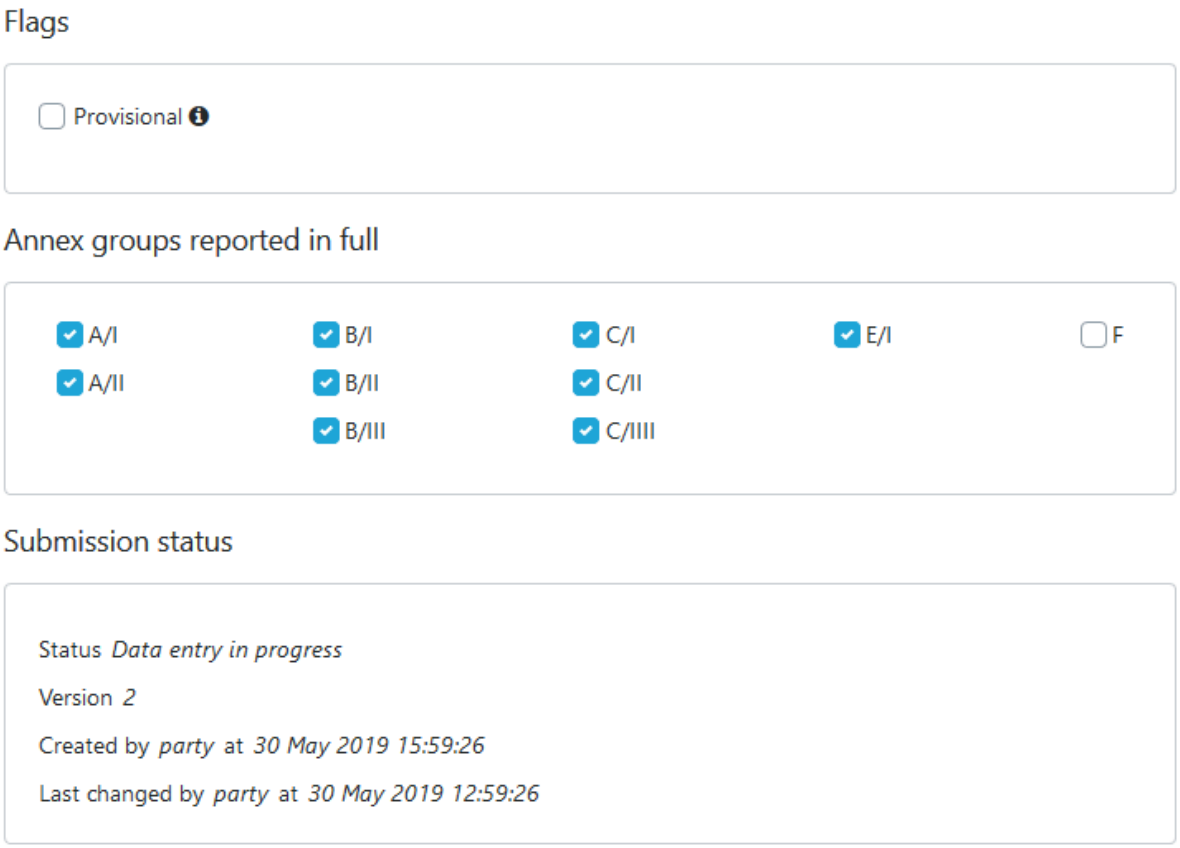
All forms have a *Submission Information* tab:



This section is automatically filled 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 becomes visible (read-only), automatically filled by the system with the actual date when the *Submit* action has been completed.

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



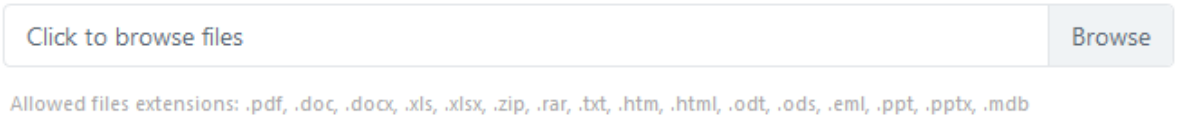
Flags
: The *Provisional* flag shall be used to inform the Secretariat that the reported data is not final and another report will be submitted. To submit another version of the data, you will have to use the Revise functionality.

Annex Groups reported in full
: This set of checkboxes are specific to Chapter 3. You should check each of them when your submission contains all data about the corresponding annex group.

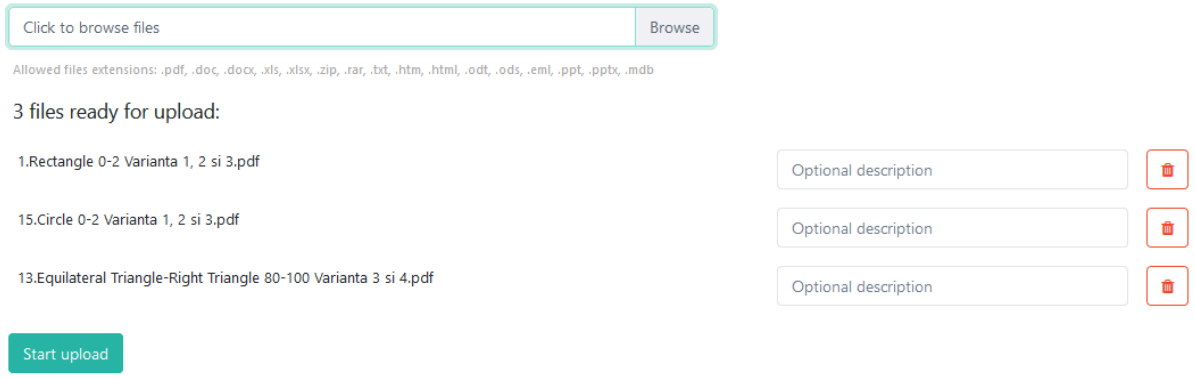
Submission status
: This box contains additional metadata of the submission: the current status (Data entry in progress, Submitted, Processing, Finalized, etc.), the version number, the original author, the creation date and the date of the last modification.

2.2.2 Files

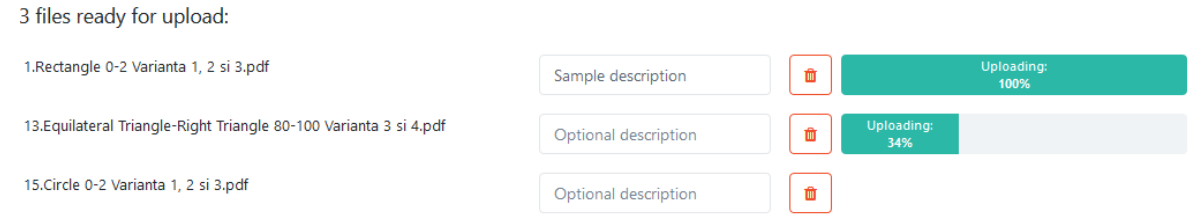
All type of submission allow the upload of file attachments - from a predefined list of file types. In case the format of your attachment is not included in the list, please pack it in a zip archive or contact the secretariat. The *File* tab initially contains only the *Browse* input and button:



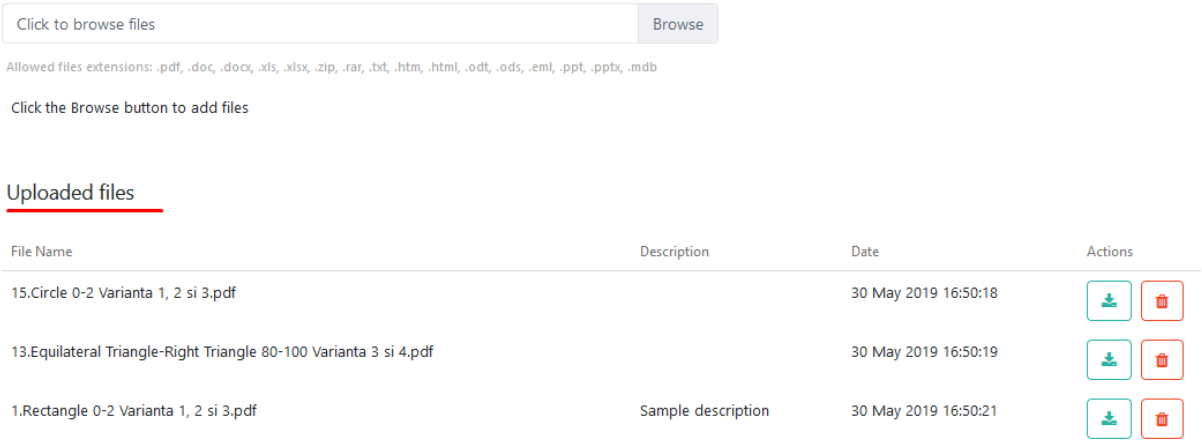
Pressing the *Browse* button allows you to select one or more files, which will be listed below:



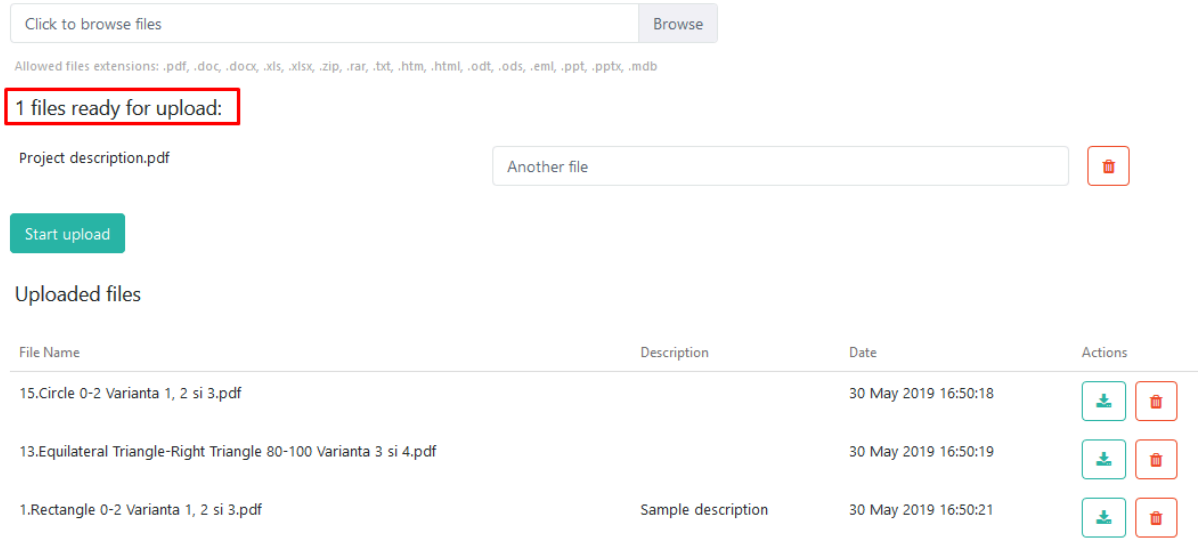
At this point you can add more files, enter an optional (plain text) description for each file or start the upload, by pressing the *Start upload* button or the *Save and continue* button in the lower section of the page. The attachments will be uploaded one by one and in case of network errors the process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



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



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

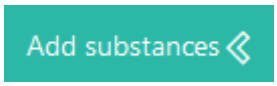


At any time you can remove or download uploaded files.

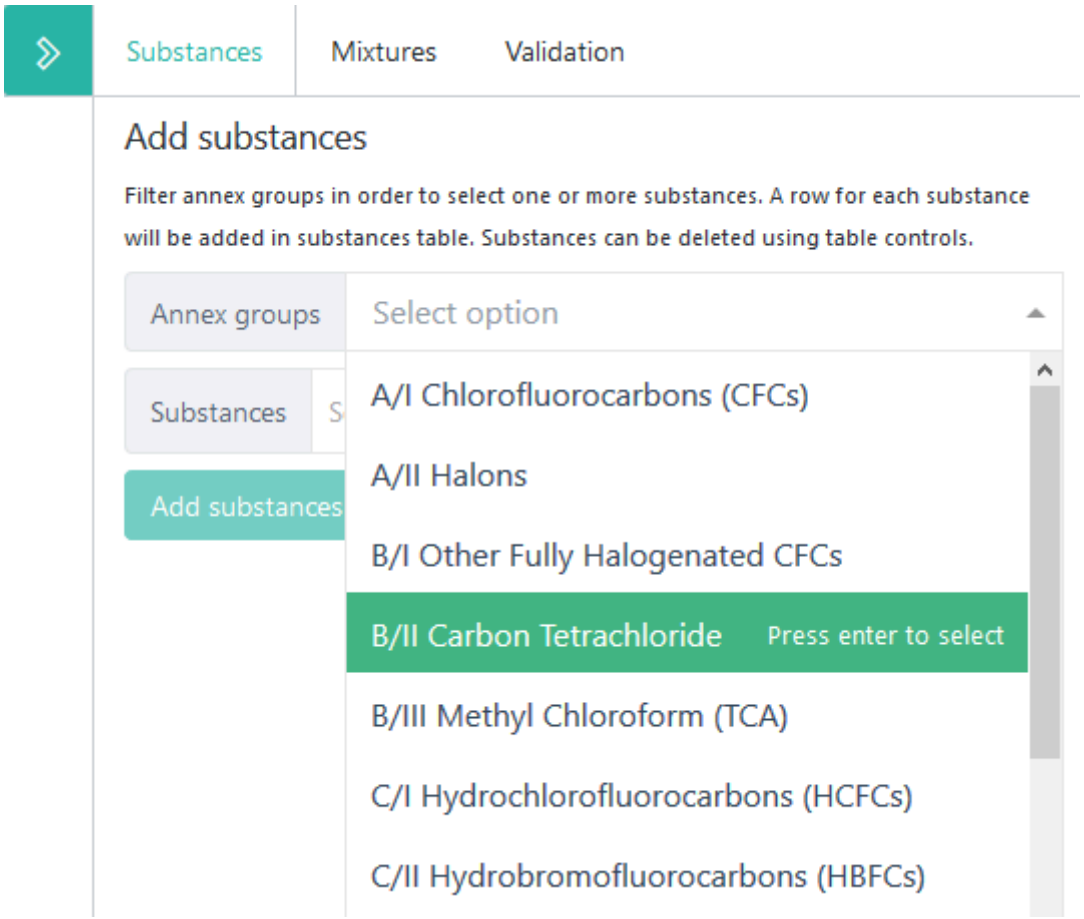
Caution! Before removing a file, a confirmation dialog will be shown. After pressing *OK* in the confirmation dialog, the file is immediately deleted from the server, *without being necessary to press* the *Save and continue* button.

2.2.3 Adding substances

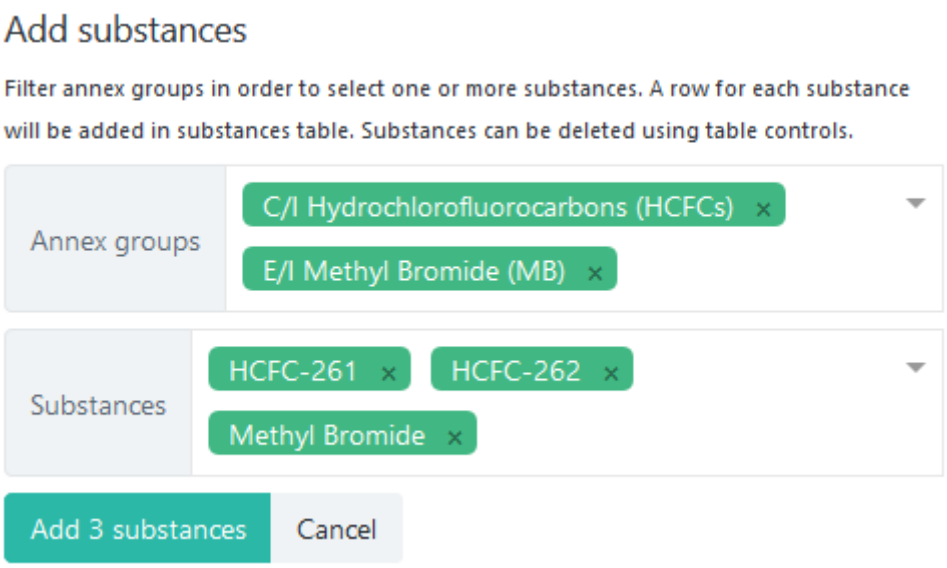
To add new rows in any form, use the *Add substances* button found on the top-right side of the page (only available for submissions in *Data entry in progress* state):



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



Both filters allow multiple values:

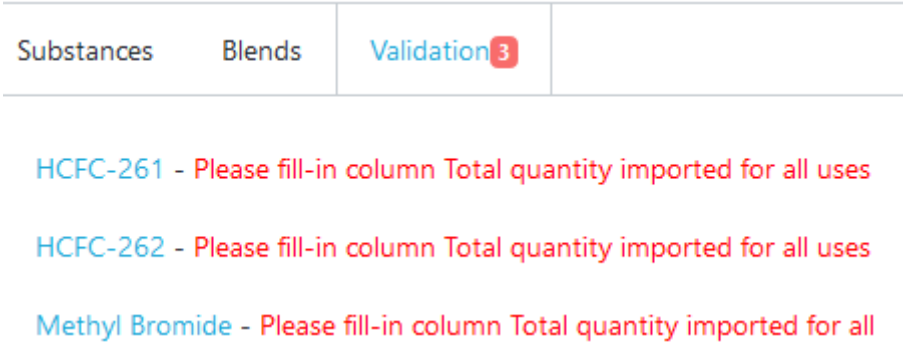


To finalize the selection, press the *Add (#) rows* button. To cancel the selection, press *Cancel*. To hide the substance selection area, press the icon.

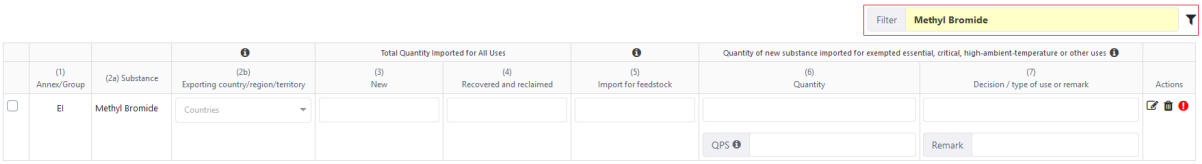
2.2.4 Data validation

Near the *Substances* tab there is the *Validation* tab, where various warnings, depending on the form

type, are shown:

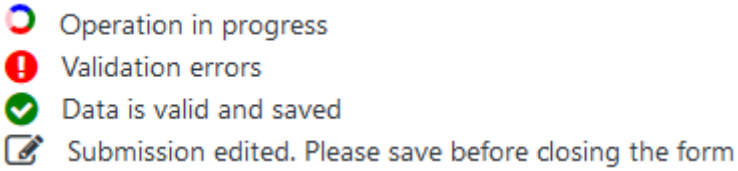


Substance names are clickable, to allow easier identification of rows affected by validation problems. When clicking the name of a substance, a filter is automatically applied to the corresponding table rows:



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 be decorated with various icons, as described below:



2.2.5 Common actions

An action toolbar is present in the lower area of all forms. The buttons allow to save, delete, submit or close the data entry screen, plus 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 be decorated with 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 additions 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 only available when a form 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 (is considered *current*). Once this new version is submitted, the previous one becomes obsolete (*Superseded*).

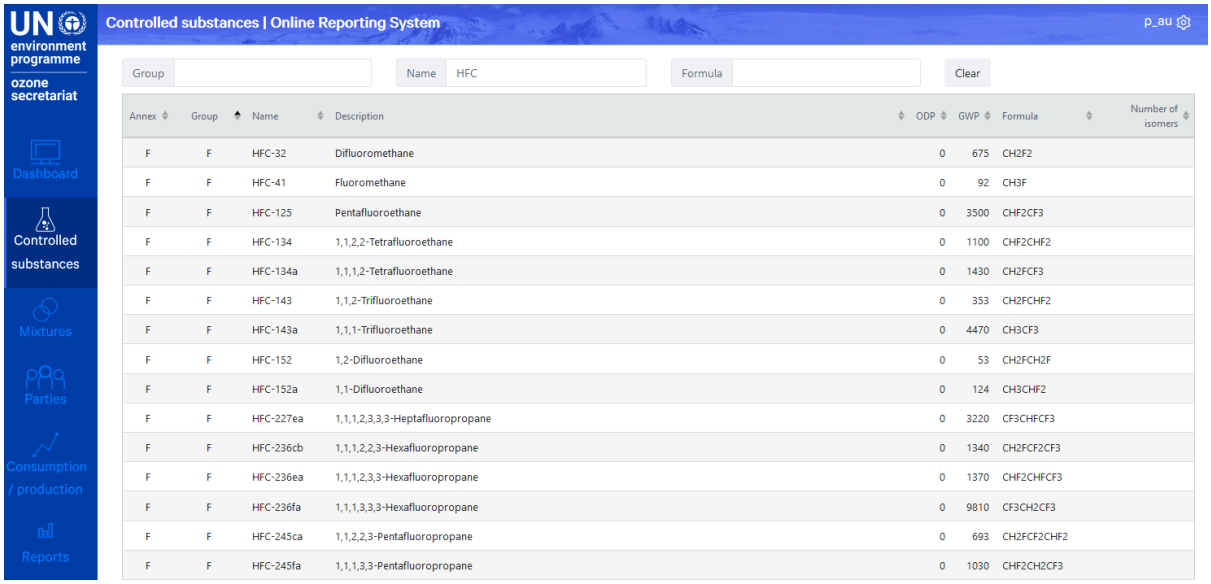
For more specific details of each form, see the detailed sections of each main reporting obligation.

2.3 Lookup tables

The left hand menu is visible at all times and can be used to access additional information available, such as lookup tables and reports. Each table from this section allows sorting and filtering by certain columns.

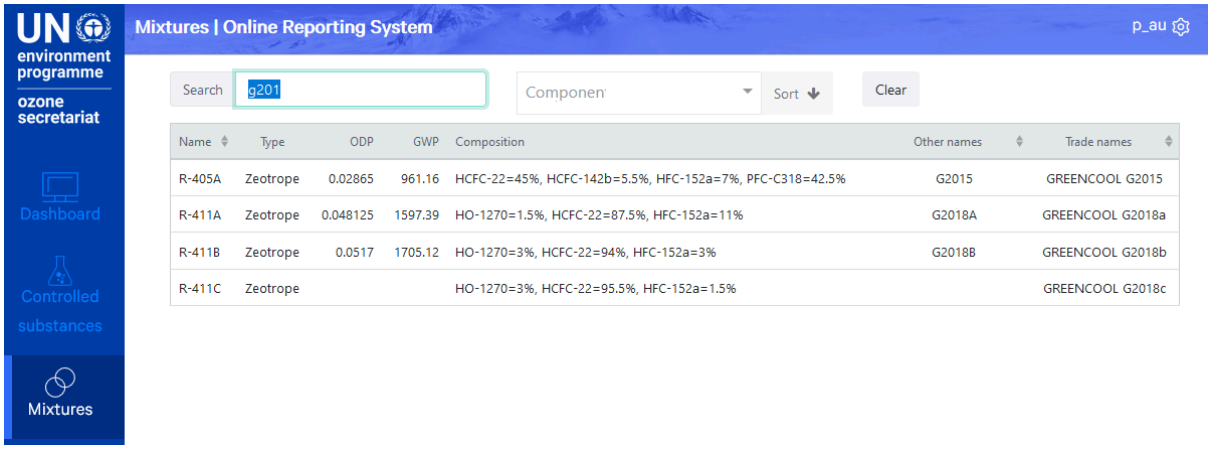
2.3.1 Controlled substances

The *Controlled substances* table shows all substances organized by annex group.

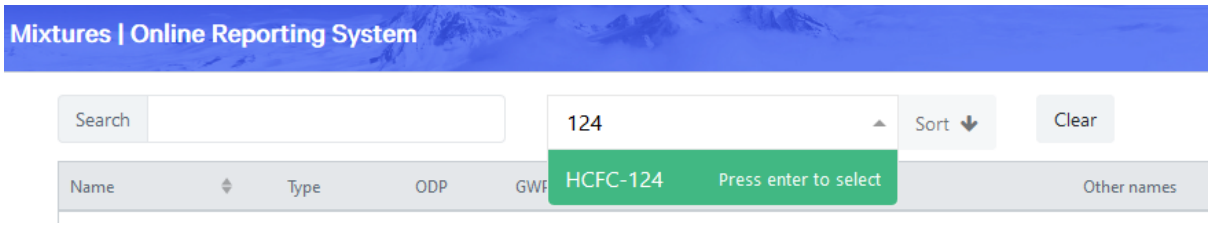


2.3.2 Mixtures

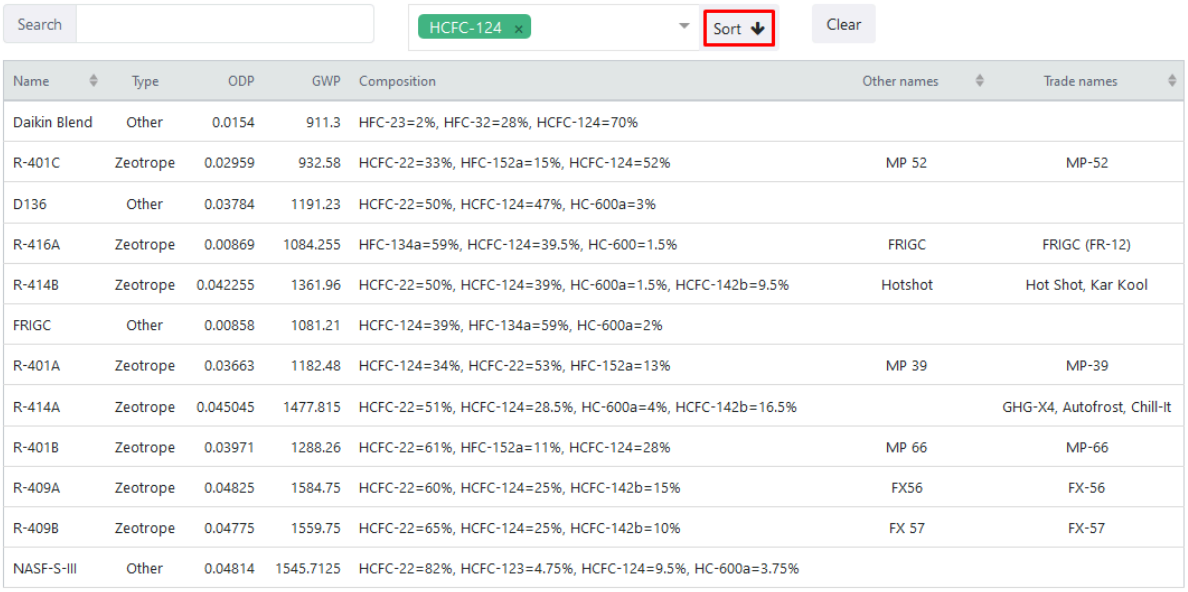
The *Mixtures* table shows all mixtures and their composition, allowing free-text search by all visible columns:



It is also possible to filter the list of mixtures by one or more components. Only the mixtures containing all selected substances are displayed:

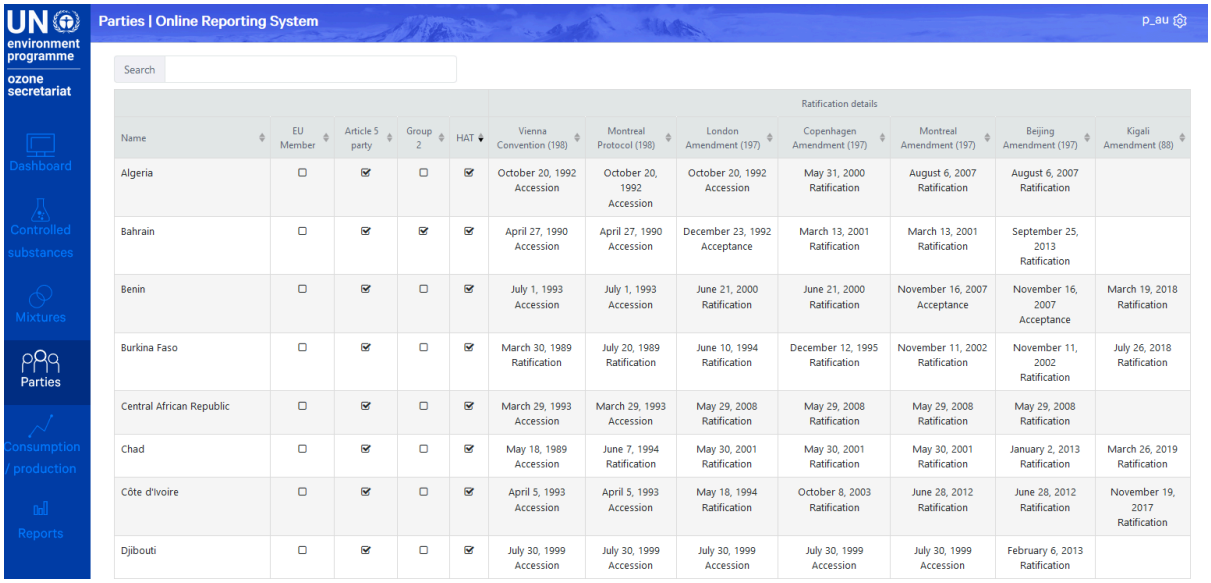


The *Sort* button allows ordering the filtered list of mixtures by percentage of a selected component:



2.3.3 Parties

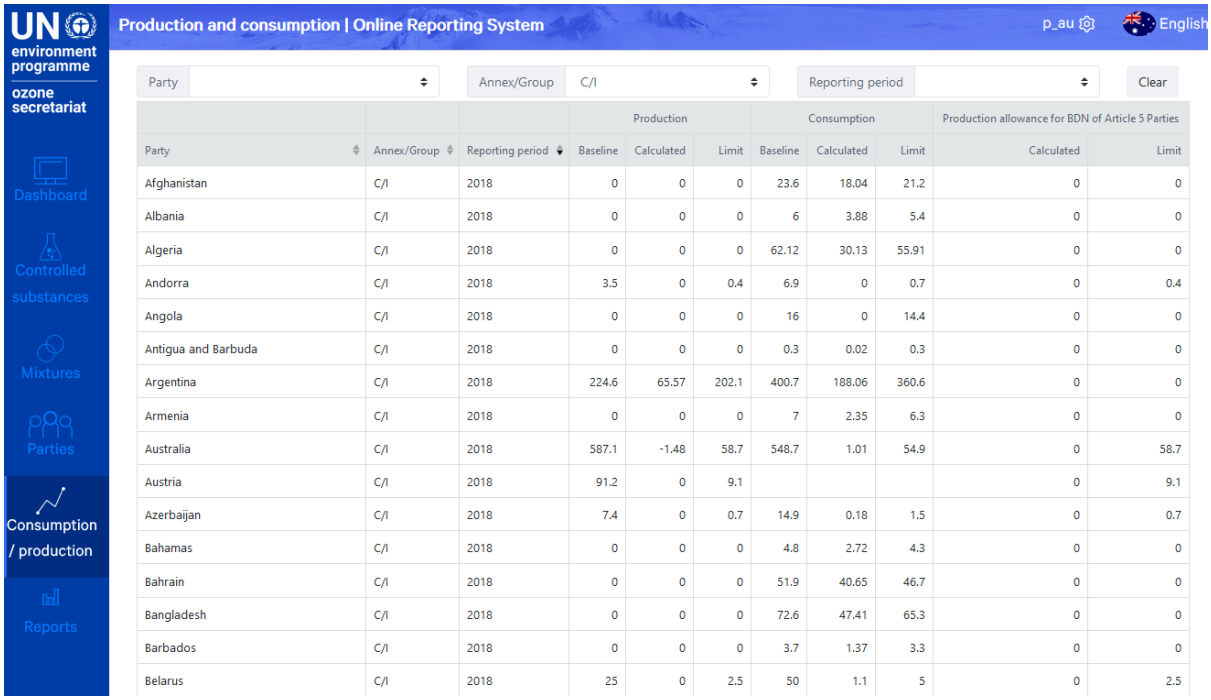
The *Parties* table shows ratification dates and other relevant details for parties of the Vienna Convention and the Montreal protocol, such as EU membership status, Article 5 status and countries operating under the high-ambient-temperature exemption as per decision XXVIII/2. The heading of the ratification columns shows the total number of parties who have ratified each treaty and amendment. Similar to other tables, it allows free-text search and sorting by any column.



2.4 Calculated consumption and production

The *Consumption/production* table shows the annual calculated levels of consumption and production, for all parties and annex groups. The table is organised in four sections:

- Party, Annex/Group, Reporting period - which can also be used to filter the results
- Production (baseline, calculated level for the selected year and applicable limit)
- Consumption (baseline, calculated level for the selected year and applicable limit)
- Production allowance for basic domestic needs of Article 5 parties (calculated level for the selected year and applicable allowance)

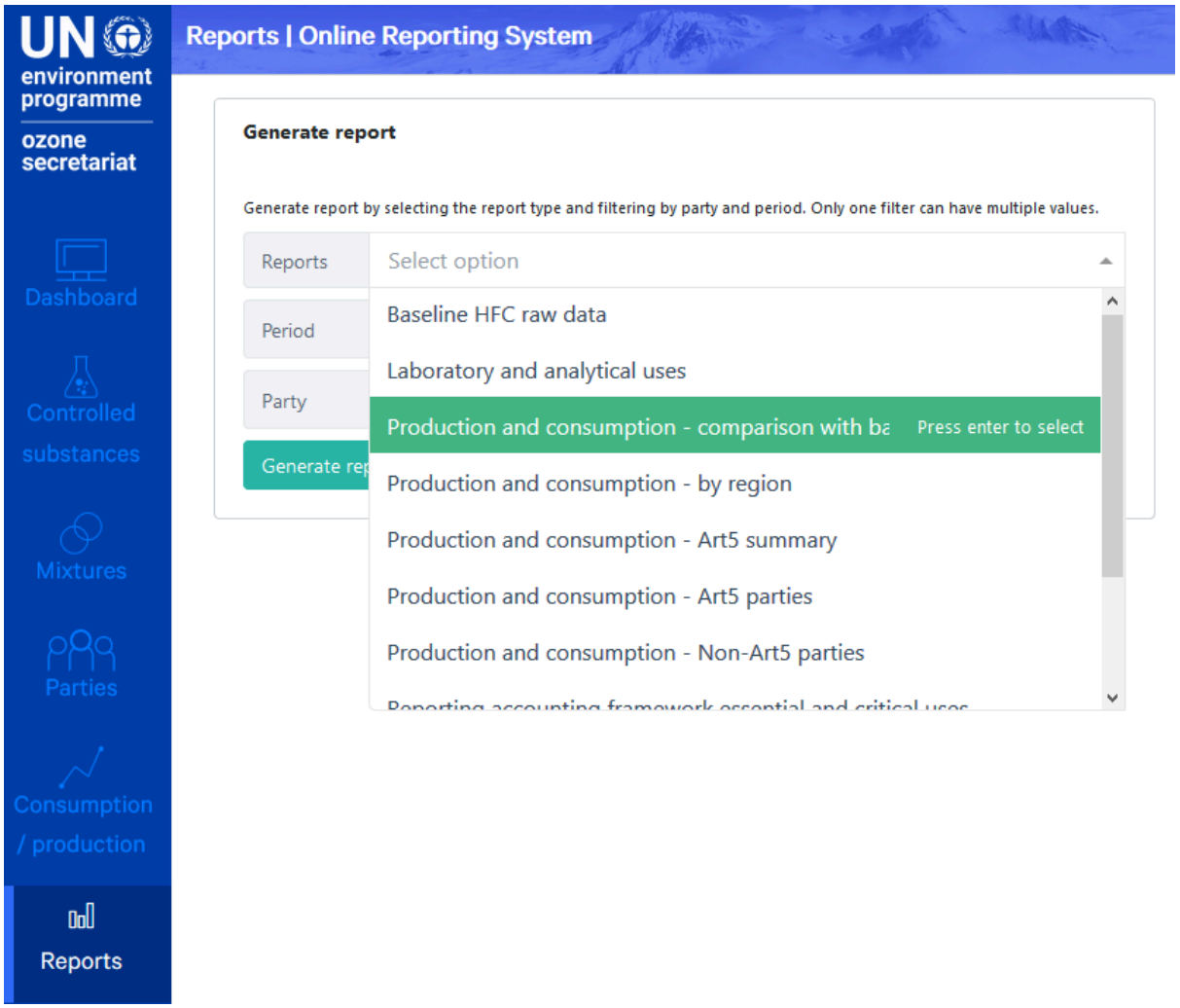


			Production			Consumption			Production allowance for BDN of Article 5 Parties	
Party	Annex/Group	Reporting period	Baseline	Calculated	Limit	Baseline	Calculated	Limit	Calculated	Limit
Afghanistan	C/I	2018	0	0	0	23.6	18.04	21.2	0	0
Albania	C/I	2018	0	0	0	6	3.88	5.4	0	0
Algeria	C/I	2018	0	0	0	62.12	30.13	55.91	0	0
Andorra	C/I	2018	3.5	0	0.4	6.9	0	0.7	0	0.4
Angola	C/I	2018	0	0	0	16	0	14.4	0	0
Antigua and Barbuda	C/I	2018	0	0	0	0.3	0.02	0.3	0	0
Argentina	C/I	2018	224.6	65.57	202.1	400.7	188.06	360.6	0	0
Armenia	C/I	2018	0	0	0	7	2.35	6.3	0	0
Australia	C/I	2018	587.1	-1.48	58.7	548.7	1.01	54.9	0	58.7
Austria	C/I	2018	91.2	0	9.1				0	9.1
Azerbaijan	C/I	2018	7.4	0	0.7	14.9	0.18	1.5	0	0.7
Bahamas	C/I	2018	0	0	0	4.8	2.72	4.3	0	0
Bahrain	C/I	2018	0	0	0	51.9	40.65	46.7	0	0
Bangladesh	C/I	2018	0	0	0	72.6	47.41	65.3	0	0
Barbados	C/I	2018	0	0	0	3.7	1.37	3.3	0	0
Belarus	C/I	2018	25	0	2.5	50	1.1	5	0	2.5

This table is automatically updated when parties submit their Article 7 reports or revise their previous submissions.

2.5 Reports

Various reports can be generated online, as PDF files, using the *Reports* section from the main menu:



The current list comprises of:

- Raw data reported (detailed Article 7 submissions)
- Calculated levels of production and consumption by various criteria
- Reporting accounting framework for essential uses other than laboratory and analytical applications and for critical uses of methyl bromide
- Laboratory and analytical uses
- Import and export of new and recovered substances
- other reports, available as they are implemented.

When generating a report, one or more reporting periods can be selected. A single PDF file is produced, containing all selected periods in descending order.

Note Data is generally pre-filtered by party (parties see only their own data), with the exception of some aggregated reports, such as the calculated consumption and production levels. Only the Ozone Secretariat can access consolidated reports for all parties.

2.6 List of reporting obligations

- **Article 7 - Data Reporting**
  Annual data reporting under Article 7 (reported annually)
- **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.
- **Accounting for Essential and Critical uses (RAF)**
  Report on quantities and uses of controlled substances produced and consumed for essential uses and critical use exemptions for methyl bromide (reporting accounting framework).
- **Process agent uses (dec. 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 (dec. 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 (decs. XIII/15(p. 5) and XV/19)**
  Requests for changes in reported baseline data for the base 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.

- **Nominations for Essential- and Critical-use Exemptions (EUN/CUN)**
  Requests for nominations of essential use and/or critical use exemptions for methyl bromide.

- **Other information:**
  - Decision V/15: Information relevant to international halon bank management (reported once).
  - 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 VI/19, paragraph 4: reclamation facilities and their capacities available in their countries.
  - Decision XX/7, paragraph 5: further improvements in national and/or regional strategies relating to venting, leakage or emission of ozone-depleting substances and the management of banks including measures to combat illegal trade (reported once, updated as required).

Article 7 - Data reporting forms

The Article 7 data reporting forms have nine main sections. *Submission Information* and *Files* are explained in the general Section 2.2 chapter. The rest of the tabs are described below.

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

3.1 The questionnaire

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

You can choose not to answer any of the questions when the question is not relevant for the reported data. You are allowed to *Save and continue* and *Submit* without choosing *Yes* or *No*.

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 more specific remarks can be entered.

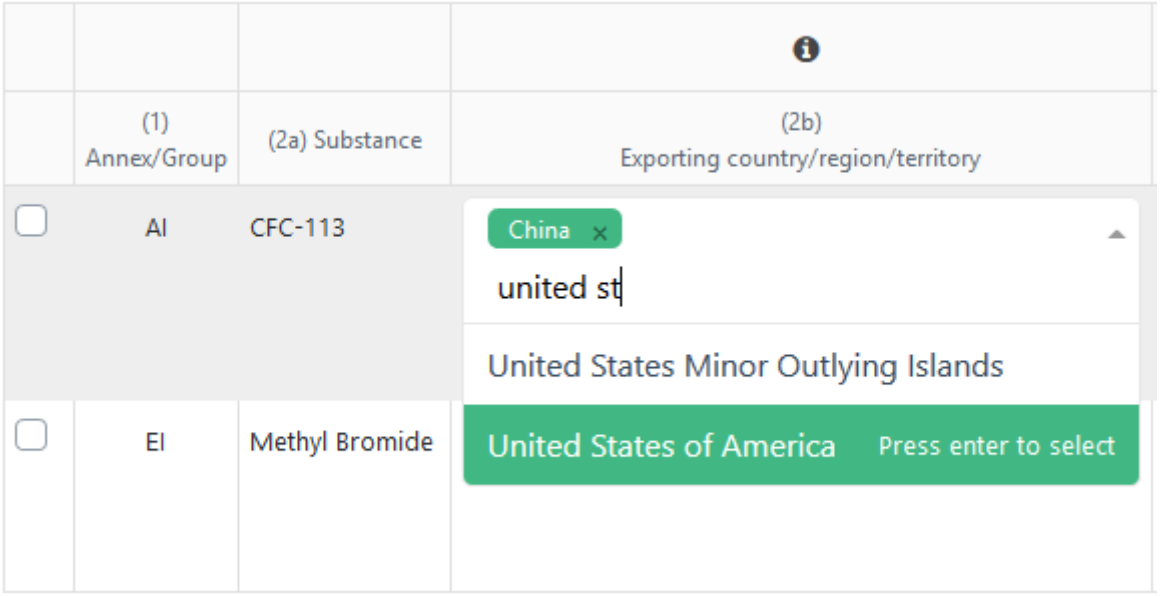
3.2 Imports and Exports

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

- select one or more countries/regions/territories, in case you are able to report amounts differentiated by importing/exporting party
- proceed directly to entering amounts in metric tonnes for all importing/exporting parties together.

To select importing/exporting parties, first add one or more substances or mixtures in the main table as described in Section 2.2.3/Section 3.3, then click on the

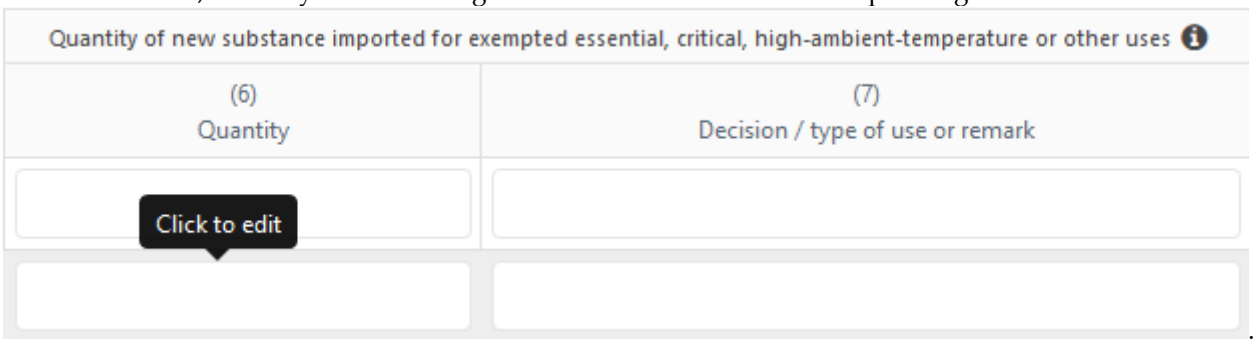
multiple select widget and pick one or more values from the list:



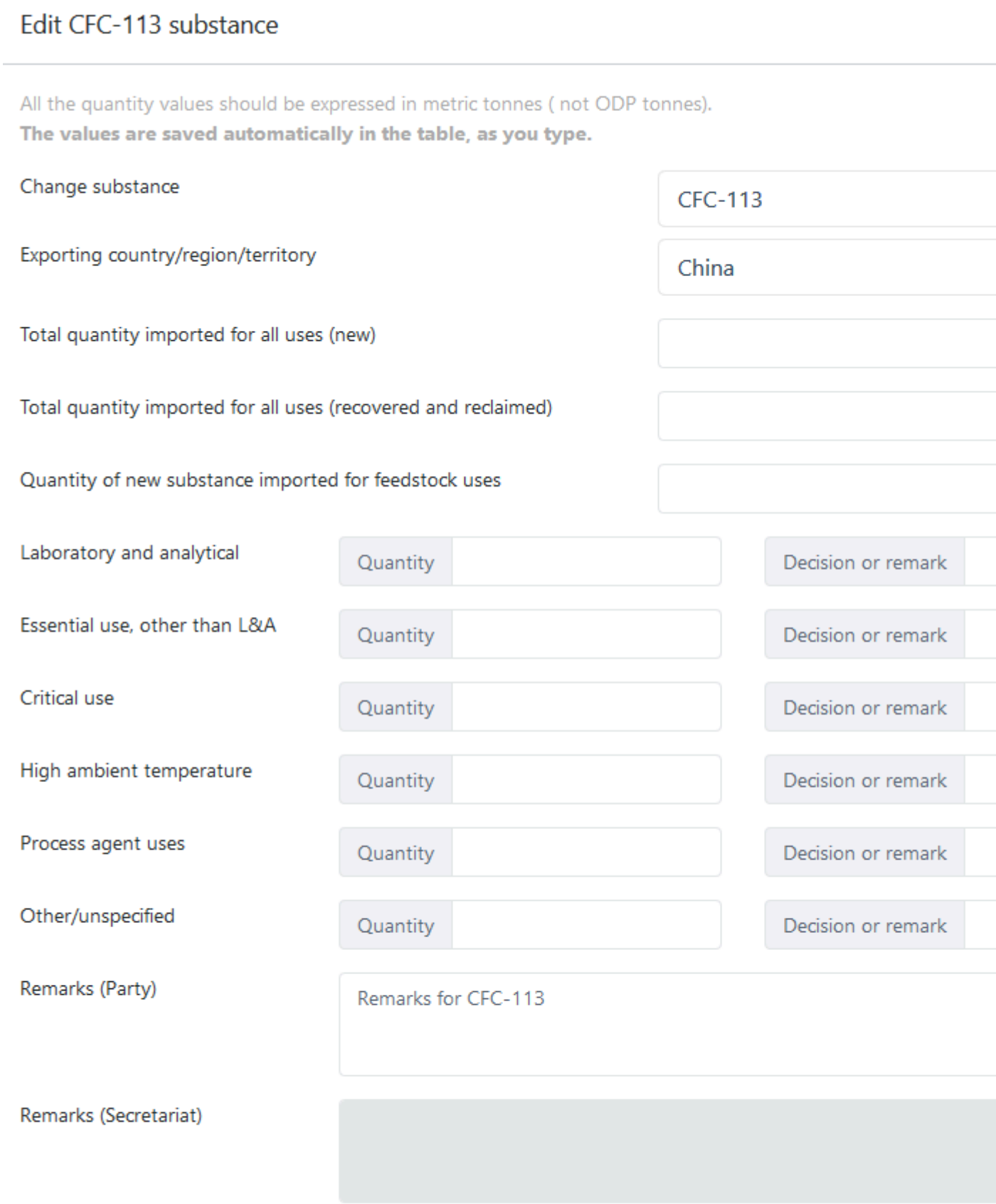
You can filter the list by typing and select countries by pressing `Enter` (or left mouse button). Once the selection of parties is finished, press the *Add # rows* button to add rows in the table. In case of incorrect selection of countries, you can still make changes to the row by pressing the Edit button or completely remove 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 pressing 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 import/export for feedstock, by entering a value directly in the *Feedstock* column;
- the amounts of imported/exported for exempted essential, critical, high-ambient-temperature or other uses, by clicking on the corresponding column:



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


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
CFC-113
Exporting country/region/territory
China
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
Quantity
Decision or remark
Essential use, other than L&A
Quantity
Decision or remark
Critical use
Quantity
Decision or remark
High ambient temperature
Quantity
Decision or remark
Process agent uses
Quantity
Decision or remark
Other/unspecified
Quantity
Decision or remark
Remarks (Party)
Remarks for CFC-113
Remarks (Secretariat)

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` or the *Close button*.

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

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

- the amounts contained in pre-blended polyols:

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

Note It is not mandatory to enter the total quantity imported/exported for all uses (new or recovered and reclaimed) in case you want to report the amount of imported/exported feedstock uses for all parties (without selecting any country), while reporting individual total quantities for each party. The same goes for the exempted amounts, for the Methyl Bromide amount imported/exported for QPS applications and for the amounts contained in pre-blended polyols.

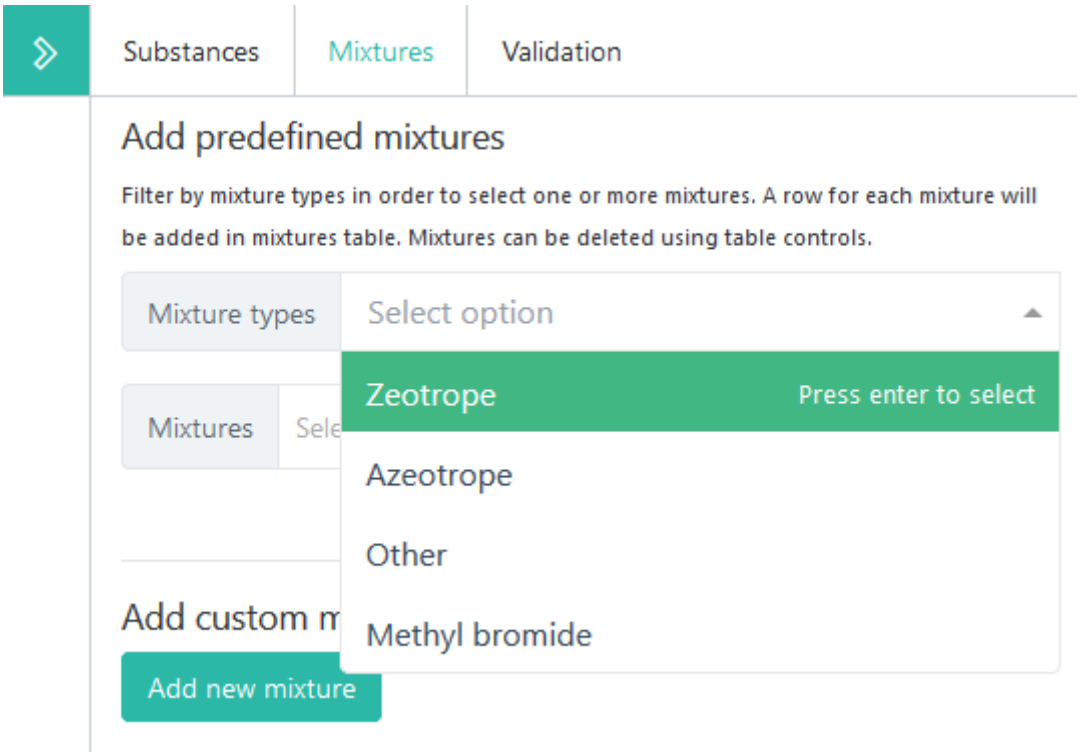
Caution! The total quantity imported/exported for all uses should be equal or higher than the sum of feedstock, exempted uses, QPS amounts, etc. Otherwise, an error message will be shown in the *Validation* tab (see Section 2.2.4 chapter for more details)

3.3 Adding mixtures (blends)

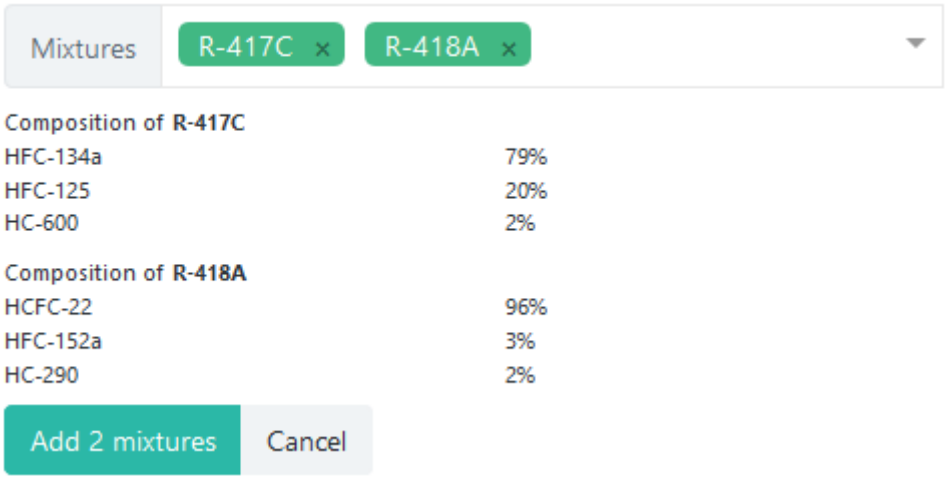
Four of the Article 7 data submission forms allow entering mixtures (blends): *Imports*, *Exports*, *Destruction* and *Non-party*.

3.3.1 Standard mixtures

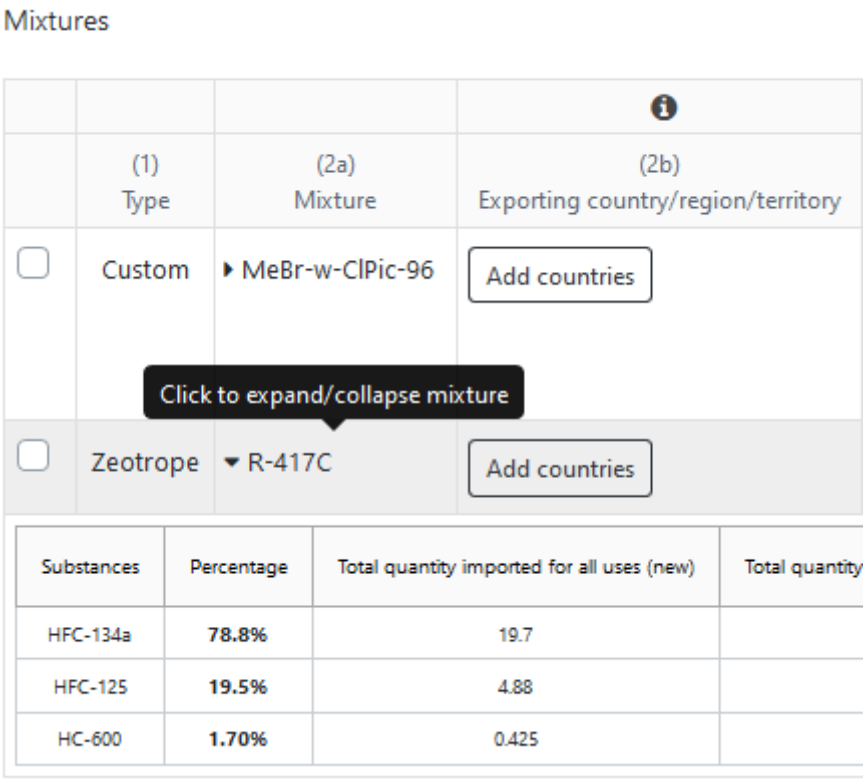
All standard mixtures (as listed in section 11) are defined in the reporting system and they can be selected from the *Mixtures* tab, in the right sidebar, near the *Substances* add form. It is possible to filter mixtures by type (*Azeotrope*, *Zeotrope*, etc.):



It is possible to select one or more mixtures from the list and add the to the second table in the main form. While selecting mixtures, their composition is displayed:

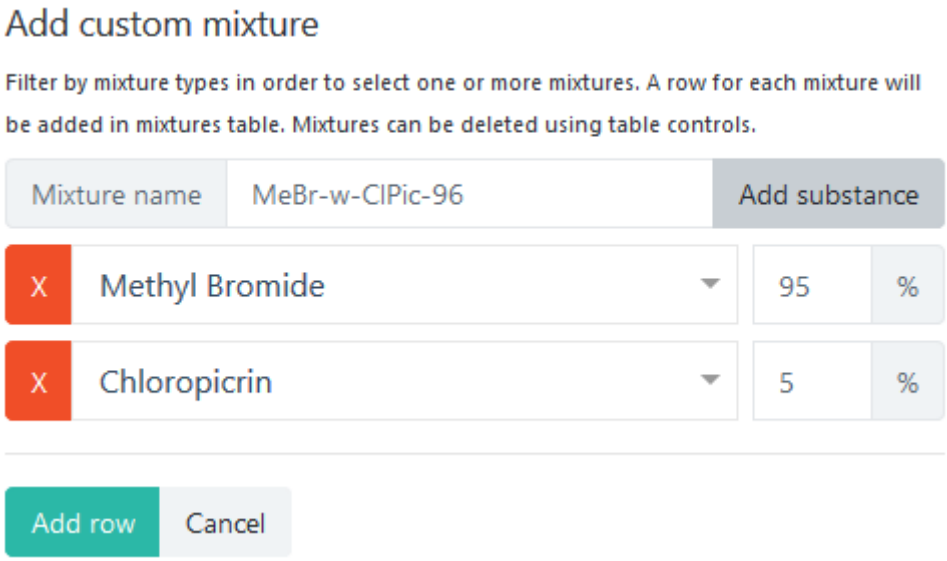


When added in the main table, mixtures behave similar to substances. It is possible to click on the second column (mixture name) to view the amounts broken down by components:



3.3.2 Non-standard mixtures

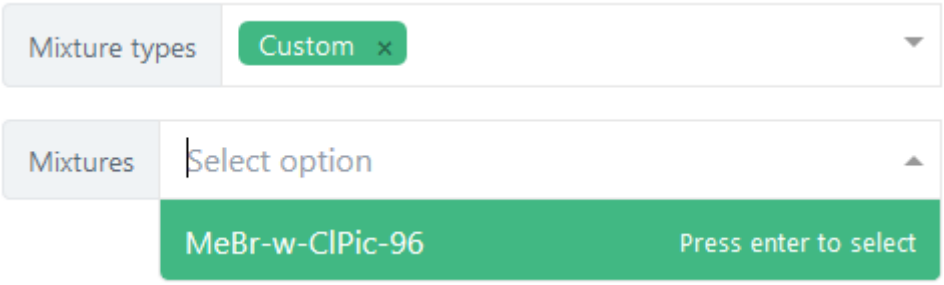
To report amounts for a mixture which is not defined in the system, use the *Add new mixture* function. To do so, enter an appropriate name for the new mixture in the *Mixture name* field, pick the substances from the select lists and enter the percentages for each substance in the % input field:



If your mixture has less than three components, you will have to remove the last empty row by pressing the X delete icon. Press 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 forms or submissions, under the `Custom`

mixture type:

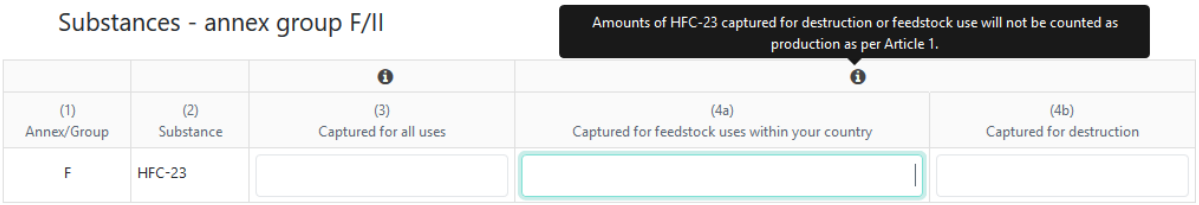


Hint It is recommended that you save often, to prevent data loss in case of connectivity issues. You should ideally save the submission after the completion of each tab/form.

3.4 Production

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

- the form does not include an exporting/destionation 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*:



3.5 Destruction

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

3.6 Non-party trade

The *Non-party* tab allows 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 HFC's 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 a *Add facility* button, which simply adds an empty row in the *Facilities* table.

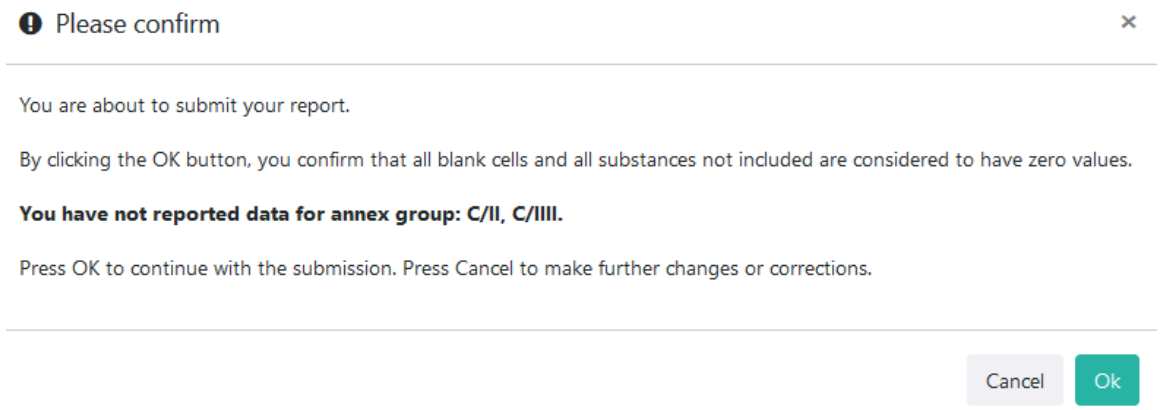
It is mandatory to fill-in at least the *Facility name or identifier* and the *Amount of generated emissions* columns. Please read carefully the available tooltips and the overall detailed instructions.

Reporing 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 amount generated and captured for all uses (3a). added with amouont 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:



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

Recall

Is only available when a form has already been submitted. It will mark 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.

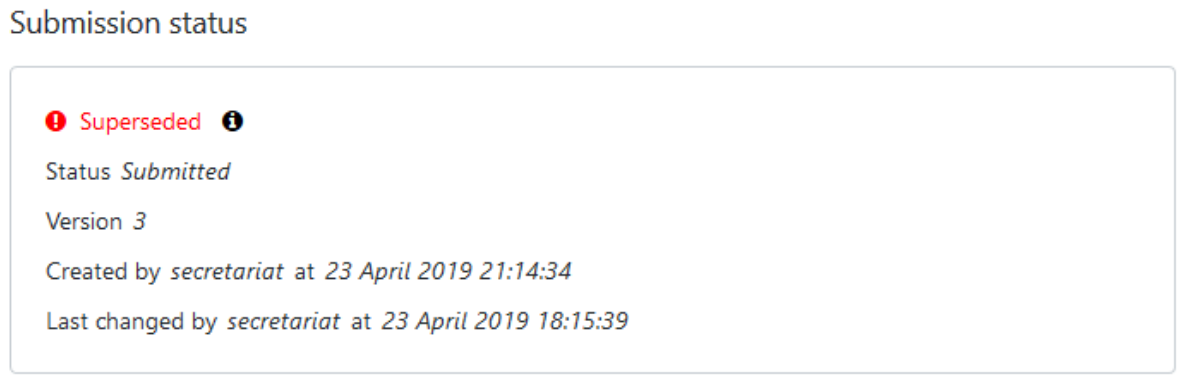
Note In case another prior submission for the same period exists (before the one being recalled), that

submission will become the *current* one.

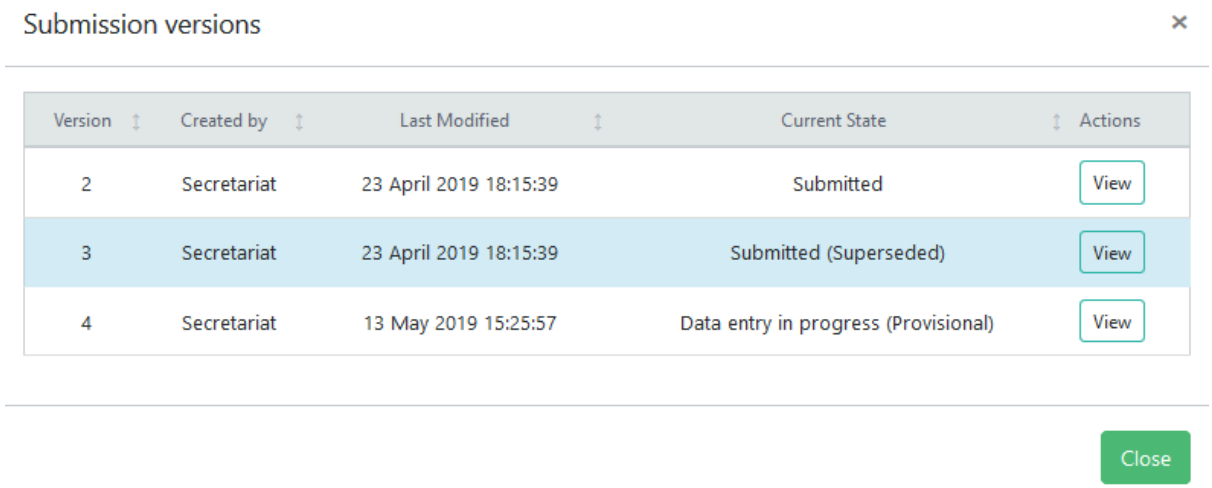
Reinstate
Is only available for *Recalled* submission and will restore that submission to its previous state (e.g. Submitted).

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:



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



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 pressing 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 looks like in the image below and can also be exported to a PDF file by pressing the *Export PDF* button:

	Production			Consumption			Production allowance for BDN of Article 5 parties		
Annex/Group	Baseline	Calculated (2018)	Limit	Baseline	Calculated (2018)	Limit	Baseline	Calculated (2018)	Limit
AI	0	0	0				0	0	0
AII	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 pressing 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.

Accounting for essential and critical uses (RAF)

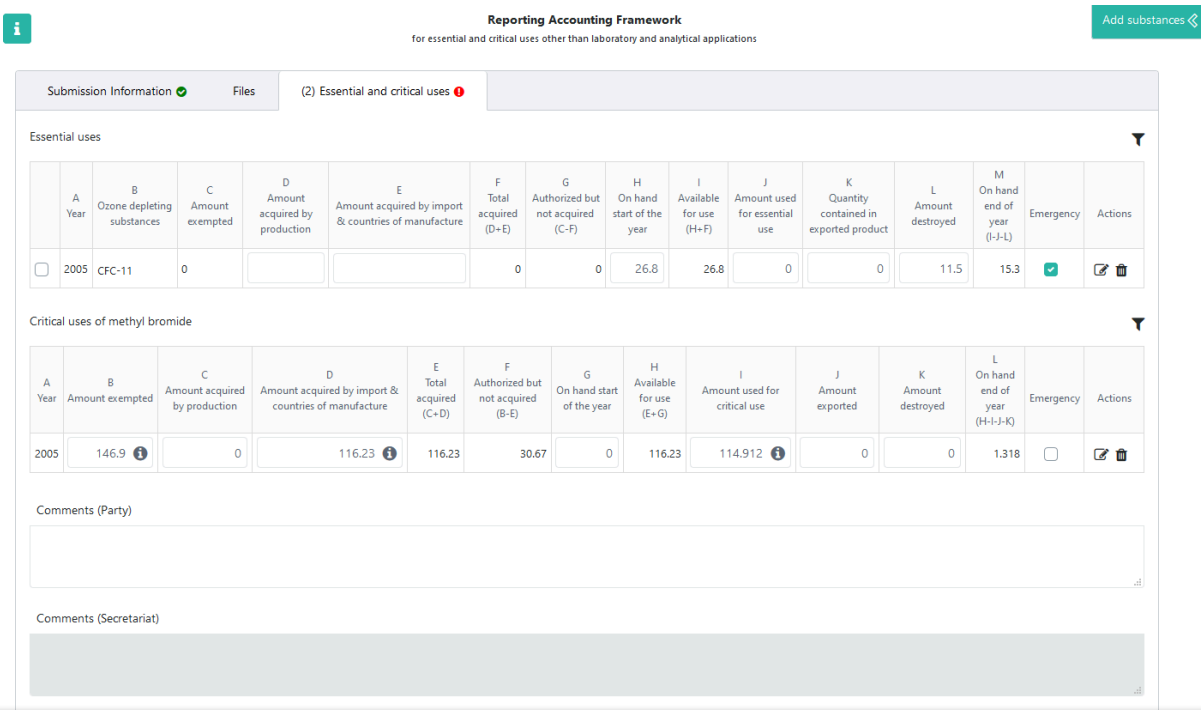
4.1 Introduction

The RAF data forms have three main sections. *Submission Information* and *Files* are explained in the general Section 2.2 chapter. The *Essential and critical uses* tab is described below.

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

4.2 Essential and critical uses

Substances can be added as described in the Section 2.2.3 chapter, except for mixtures, which should not reported using this form. Depending on the selected substance (methyl bromide or other), it is added in the second (*Critical uses of methyl bromide*) or first (*Essential uses*) table, respectively. The name of the substance is only displayed in the first table (column B), while all rows in the second table refer to Methyl Bromide.



Reporters should report values in the following columns:

- Amount acquired by production (column D/C). This field must be entered by the reporter.
- Amount acquired by import (column E/D). This field must be entered by the reporter. It is possible to separate the reported amount by country of manufacture, as described below.
- Amount on hand start of the year (column H/G), to be entered by the reporter
- Amount used for essential/critical use (column J/I). For critical uses it is possible to specify the amounts used by each agreed critical-use category, as described below.
- Quantity contained in exported product (column K of essential uses table)
- Amount exported (column J in the critical uses table)
- Amount destroyed (column L/K)

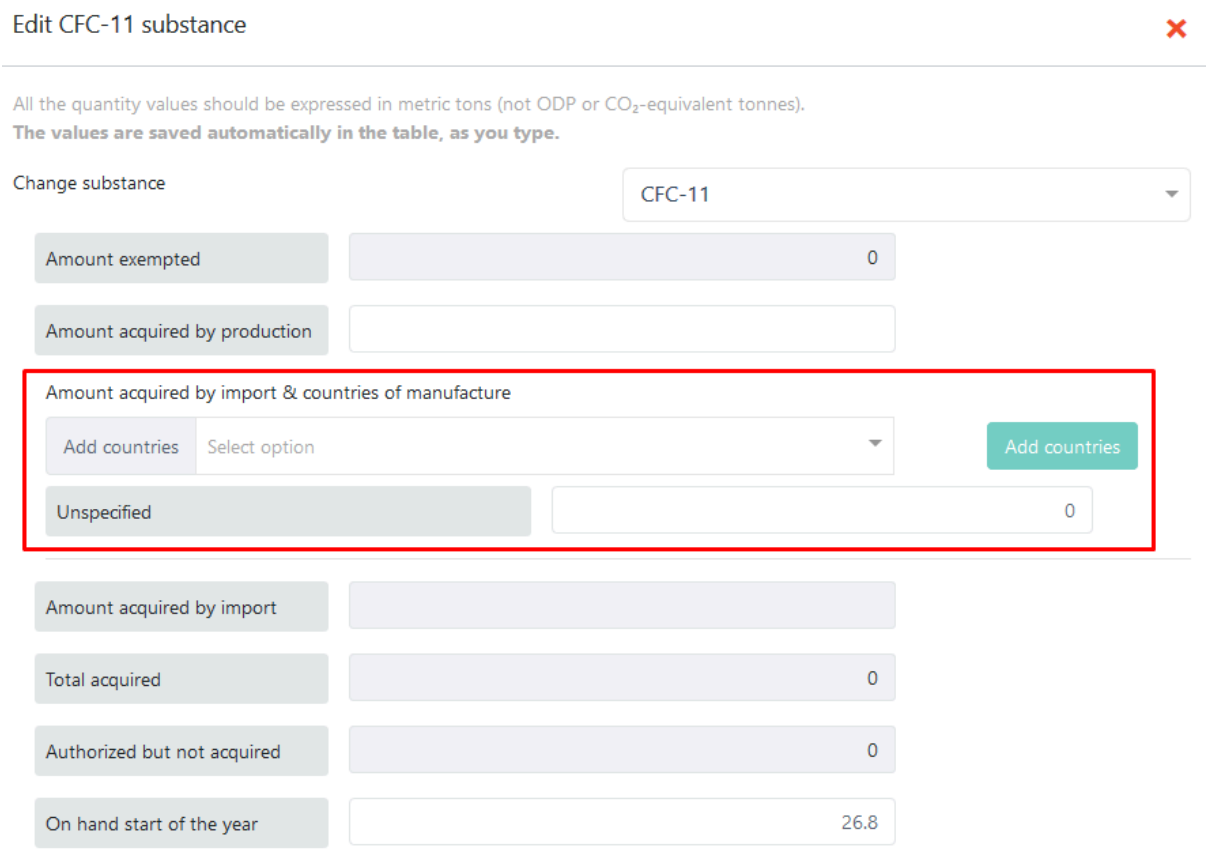
The other columns are calculated automatically by the system:

- Year of essential/critical use (column A)
- Name of controlled substance (column B, present only in the first table)
- Amount exempted - automatically filled in based on the existing exemption (column C in the essential uses table and B in the critical uses table)
- Total amount acquired (column F/E)
- Amount authorized but not acquired (column G/F)
- Total amount available for use (column I/H)
- Amount on hand end of year (column M/K), to be carried forward as *on hand start of the year* for next year

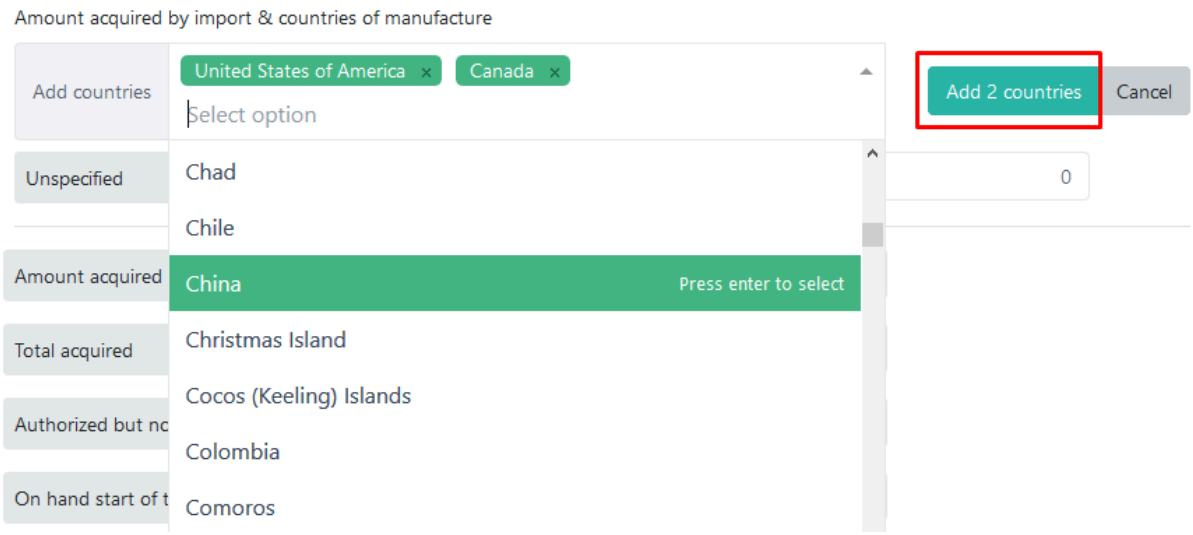
Attention! In case you have to report quantities consumed in response to an emergency event, not previously agreed/exempted, the corresponding amounts must be added as a separate row, even if the respective substance already exists in the table. The *Emergency* checkbox allows to differentiate between the two reported amounts and must be checked in case of emergencies.

4.2.1 Reporting imported amounts by country of manufacture

To enter the amount acquired by import and, optionally, contries of manufacture, click on column E (for essential uses) or column D (critical uses) to show the full data-entry form:

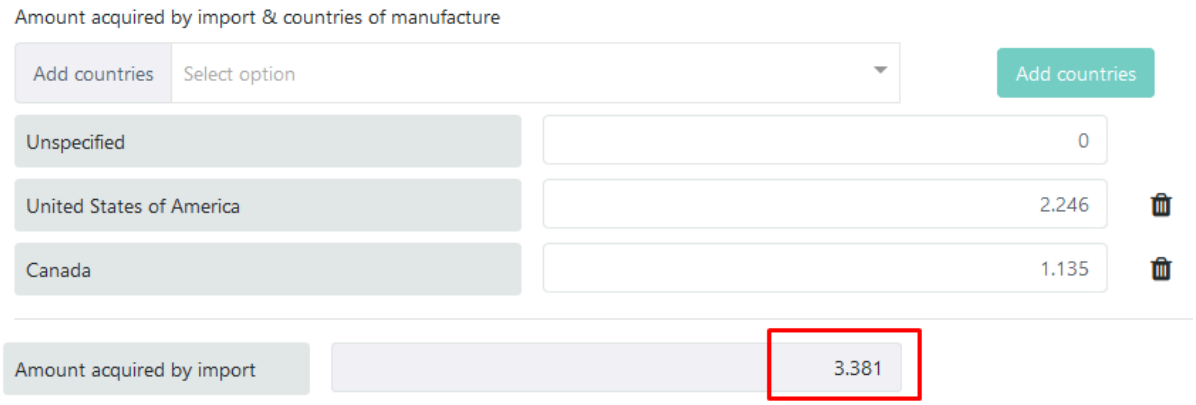


All editable fields from the main table can also be edited in this popup and the entered values will be automatically reflected in the table. If you choose not to report imported amounts by country of manufacture, enter the total value in the *Unspecified* row. Otherwise, select one or more countries from the list and press the *Add X countries* button:



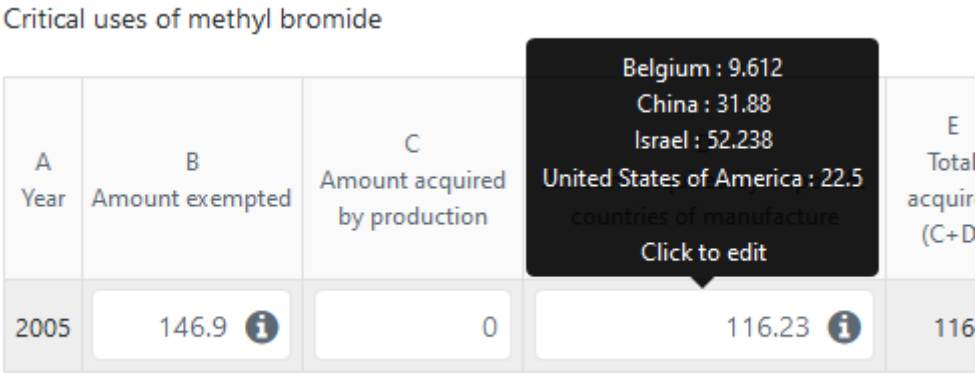
You can leave the default value (0) in the *Unspecified* row and simply enter amounts for each country. The total imported amount for all countries will be calculated automatically and displayed in the field

below:



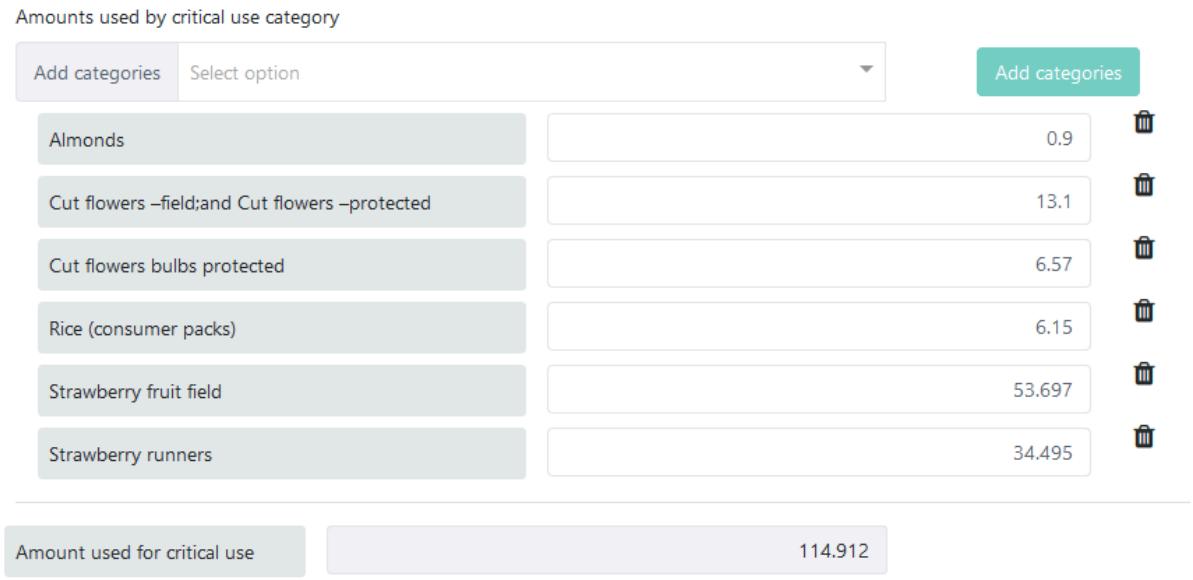
To correct a country added by accident, you can use the button to remove the row and then add the correct countries.

Once entered, the individual amounts per country will be displayed in the main table, as a tooltip, when the mouse is placed over the corresponding column:



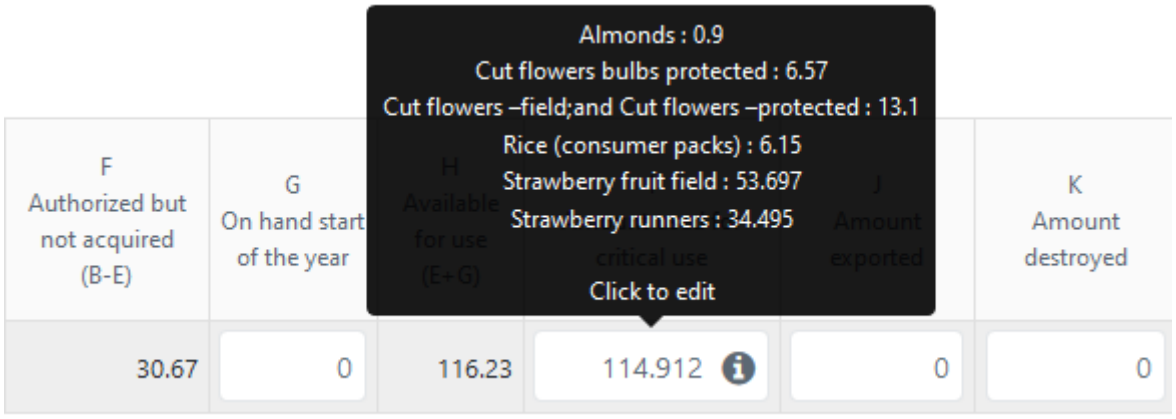
4.2.2 Reporting amounts by agreed critical-use category

Consumed amounts of methyl bromide by agreed critical-use categories can be reported in a similar manner, from the same popup screen. Above the *Amount used for critical use* field there is a section for selecting critical-use categories and entering individual amounts:

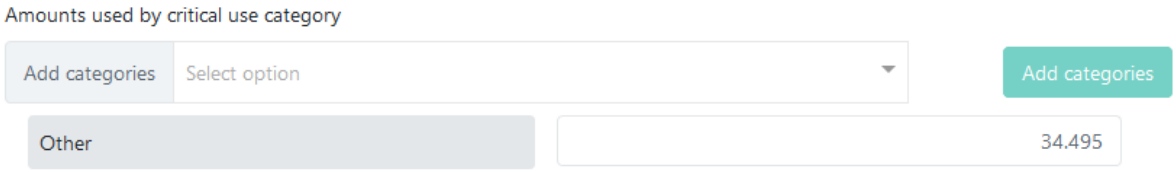


The list of critical-use categories is maintained by the Secretariat based on pre-existing critical use exemptions approved by Meetings of the Parties.

Just like for imports, the categories and corresponding amounts are shown in the tooltip, while the total amount used for critical use is calculated automatically and displayed in the main table:

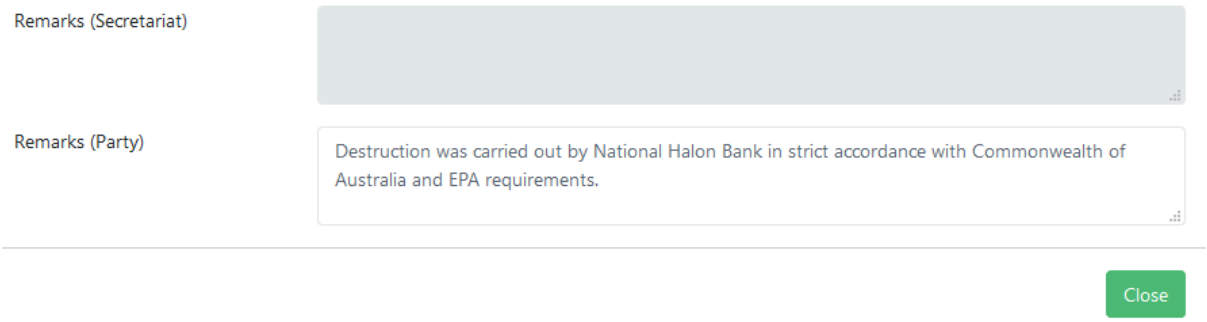


If you choose not to report amounts for each agreed category, you can simply enter the total amount in the *Other* field, displayed right under the list of categories:



4.3 Entering remarks

It is also possible to enter remarks using the free-text field at the bottom of the data entry popup described above:



4.4 Other actions specific to RAF data reporting

Export as PDF

Any submission can be exported in PDF format for archiving or printing by pressing 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.

Versions

The *Versions* button shows a table with all versions of a submission (for the same party and reporting period), together with their metadata, such as author, last modification date and current state. An older version can be opened by pressing the *View* button in the *Actions* column:
For more information, please see the explanations of the Revise function.

4.5 Submission workflow

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. After submitting, you will only be able to change the reported data by using the Recall or Revise functions. The same functionalities as for Article 7 reporting are applicable, as explained in the Section 3.8

Other reporting forms

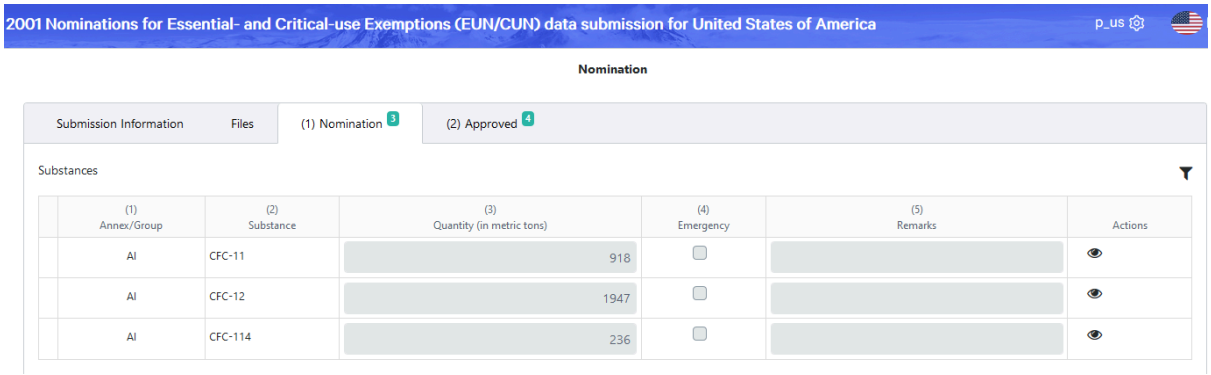
5.1 Introduction

To report data other than Article 7 and RAF (Accounting for essential and critical uses), choose the corresponding obligation from the list (see Section 2.6), fill-in the *Submission Information* tab and upload the supporting documentation in the *Files* tab, as explained in the general Section 2.2 chapter, then *Save* and *Submit*.

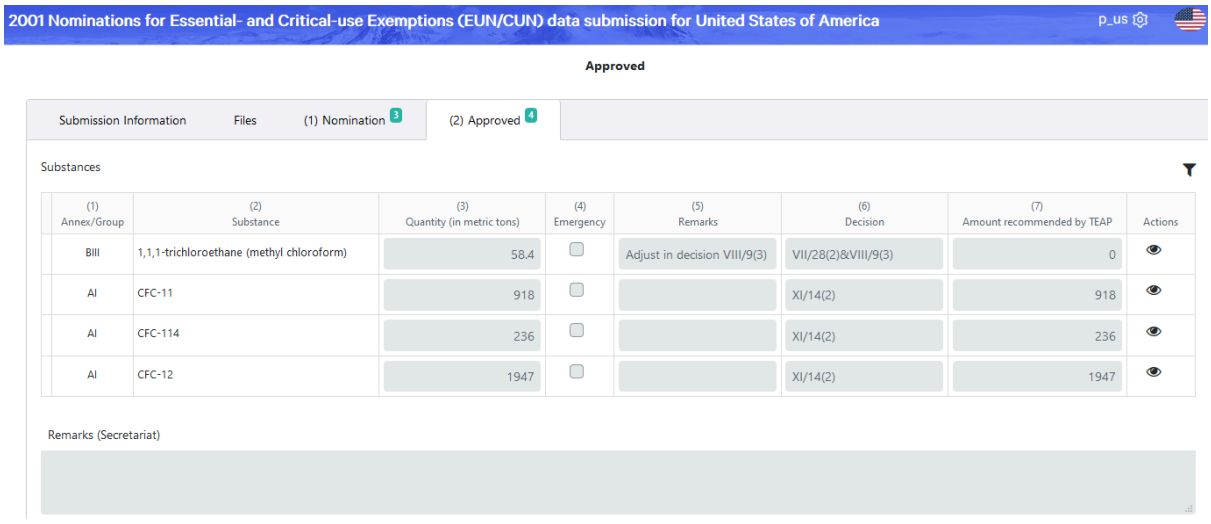
You don't have to enter structured data in these forms. The secretariat will process the data reported (as uploaded files) and, once finished, you will be able to view the processed results in the additional tabs, as described below.

5.2 Nominations for Essential- and Critical-use Exemptions (EUN/-CUN)

The same web form can be used to submit requests for essential use exemptions and critical use of methyl bromide. Once processed by the secretariat, the substances and amounts become visible in the *Nomination* tab:



After the approval during the Meeting of the Parties, the Secretariat will further record the approved/recommended amounts, which will be shown in the *Approved* tab of the data form:



5.3 Transfer of production/consumption rights

Once processed by the Secretariat, submissions regarding transfer of production/consumption rights in accordance with paragraphs 5,5 bis and 7 of Article 2 are displayed in the *Transfers* tab, showing the substance, source and destination parties, transferred amount, reporting period and whether it represents a transfer for basic domestic needs of Article 5 parties:

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Frequently asked questions

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