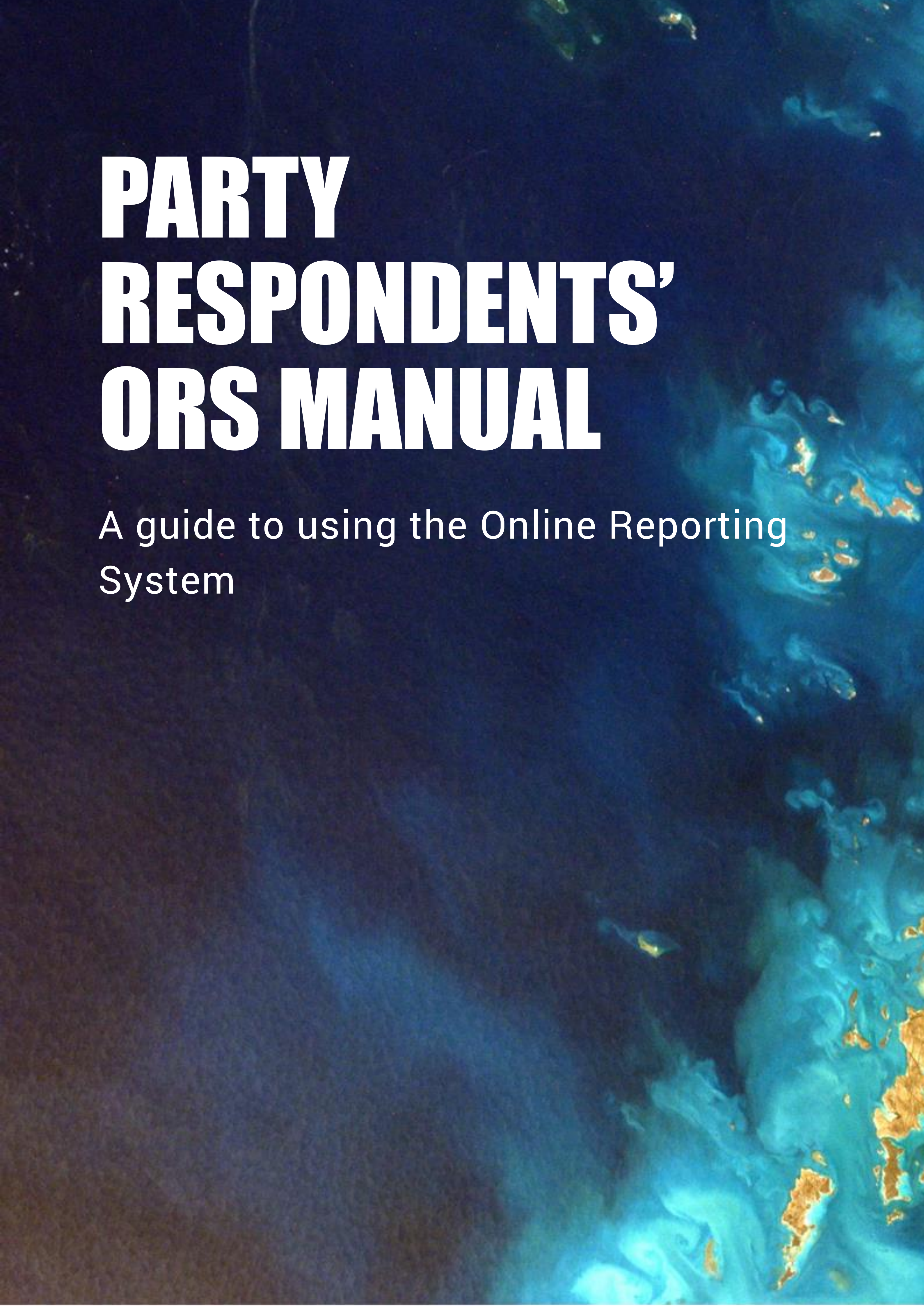

PARTY RESPONDENTS' ORS MANUAL

A guide to using the Online Reporting System

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Contents

Glossary

Term	Meaning
ORS	Online Reporting System. This is the name given to the website managed by UNEP-WCMC. Other Online Reporting Systems also exist, but "ORS" is the shorthand given to this website.
MEA	Multilateral environmental agreement. It is an international agreement concluded among three or more States, which aims to address environmental issues of global or regional concern (e.g. The Ramsar Convention on Wetlands, Convention on Migratory Species (CMS), and the Bern Convention on the Conservation of European Wildlife and Natural Habitats).
Secretariat	An MEA administrative body. As part of their role, they are responsible for performing functions assigned to it by the MEA or as requested by the decision-making body of the relevant MEA, which may include circulating and then collecting and analysing official reports on parties' progress in implementing the MEA.
Party	Typically, a national government which has ratified or acceded to an MEA.
Main Respondent(s)	An ORS user type. The main person/people ultimately responsible providing reports to an MEA secretariat on behalf of a party.
National Focal Point	The key individual within the party who is the focal point for interaction between the secretariat and the party on implementation and associated reporting.
Collaborator	An ORS user type. It describes any individual who is invited by a Main Respondent to contribute and support completion of a report to an MEA. These ORS users can suggest answers for a report, but they cannot submit reports.
Report	A final output (completed questionnaire) submitted to MEA secretariats by the Main Respondent.
Questionnaire	The question-and-answer template viewed and completed by party respondents within the ORS. This becomes a 'report' at the point of submission.
DaRT (Data and Reporting Tool)	The "Data Reporting Tool for MEAs – DaRT" is a website which provides private and secure national working spaces for parties to effectively generate and enhance synergies in the field of knowledge and information management for national reporting to biodiversity-related conventions. This ORS shares data from finalized reports with DaRT, and it allows parties to access relevant parts of DaRT easily in order to look for data which may be useful to them in their reporting process.

Welcome

Welcome to the Online Reporting System (ORS) and to this manual.

The ORS has been developed to support parties reporting to multilateral environmental agreements (MEAs). Its simple design and special features are intended to reduce the reporting burden for parties.

As a Main Respondent, you have overall responsibility for completing and submitting relevant reports to the MEA secretariat. You might be a national focal point or someone nominated to oversee and submit the report on behalf of a national focal point. You can work with Collaborators and use data from DaRT (the Data and Reporting Tool) or past answers which have been provided to help you, but only you have access to the main answer space to the questionnaire used to compile your report.

There are also additional features which you might find helpful for your party's work in monitoring and implementation. For example, you can view graphs showing trends in your party's report responses over multiple reporting cycles.

The ORS has been designed to be as user-friendly as possible. We recommend you read the 'Summary' and 'Need-to-know' pages at a minimum. The rest of the guide can be consulted if you have any queries but is not mandatory prior to use of the ORS.

We hope this guide will be a useful starting point for any queries you have on how to use the system. If you have a query which has not been answered in this guide, please contact the relevant MEA secretariat you are reporting to.

We hope you enjoy using the Online Reporting System (ORS).

If you are a national focal point wanting to transfer your Main Respondent responsibilities to a proxy, please see 'Deactivate or transfer your account' in this guide.

Summary

This page gives a summary of how to use the ORS. For more details on any of the below, please use the full contents of this guide.

Log In

- An account is set up for you by the MEA Secretariat. You will receive an invitation via email. Contact the MEA Secretariat if you think you should have an account but do not. You may need to check your email 'Junk' folder.
- Follow the link in the invitation email. If it is your first time logging in, you will be asked to set your password. Otherwise, enter the password you set previously.
- You can change the system language in the top right of the screen.

My Account

- You will arrive in the Dashboard area. Click 'My Account' in the top right.
- Here, you can change your account details. You can also add Collaborators (colleagues to support you in report completion) if you wish.
- You can return to the 'My Account' page at any time.

Dashboard

- Select 'Dashboard' in the top right to return to the Dashboard.
- Here, you can see all questionnaires/reports which your Party has been invited to complete within the latest version of the ORS.
- Select the title of the current questionnaire to get started.
- Select an available language to view the questionnaire in. Click 'Save' to continue. You will not be able to return to the 'Language' page.

Answer

- In the 'Answer' section, a collapsible guide will appear to support you.
- Below that is an overview of the questionnaire structure.
- Use 'Add Collaborator' to assign colleagues to support you on specific questions/sections if you wish. Doing this will also give you an overview of the questionnaire.
- Select any question to get started. Progress by selecting 'Next'.
- Complete each question by selecting 'Save as final'. Below each question use Suggested answers, Past answers, and Relevant goals/targets to help you.

Submit

- When you have completed the report (i.e. at least all mandatory questions have been answered and saved) you can prepare to submit the report.
- If you need to export the report for approvals, go to 'Submit' and then 'Export PDF'. You can return to the 'Submit' page to submit the report later.
- When you are confident the report is complete, go to the 'Submit' area, then read the information provided before selecting the 'Submit' button.

Need-to-know

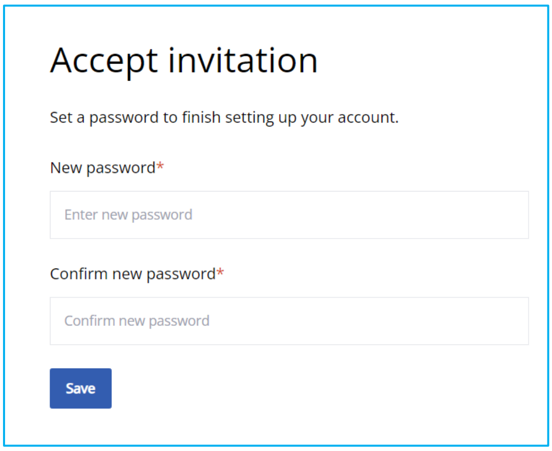
This page contains need-to-know facts about how to use the system in the optimal way to support you.

	Key facts	For further details, please see section in this manual
1	As a Main Respondent, you are the only person who can submit a report for your party.	*Single Main Respondent account*
2	The ORS permits one Main Respondent per party by default.	*Single Main Respondent account*
3	Report data will be shared to your party's data space in the Data and Reporting Tool (www.dart.informea.org).	*Relevant goals/targets (DaRT)*
4	You can invite 'Collaborators' (colleagues) to support you in completing a report. They can suggest answers but cannot overwrite your report draft.	*Add Collaborators*
5	Collaborators must be added into the 'My Account' space before you can flag questions to them to request their support.	*Add Collaborators*
6	We recommend only ever adding to Collaborators' assignments. This will enable the system to remember all assignments for the following reporting cycle.	*Assign questions to Collaborators*
7	Before report submission, all mandatory questions must be 'saved as final'. *When drafting the report in the ORS, answers can be 'saved as draft' or, by clicking an adjacent arrow, 'saved as final'. Mandatory questions are indicated with a red asterisk.*	*Submit*
8	You can export your report (e.g. for reviews and approvals) via the 'Submit' page. *You can visit the 'Submit' page without needing to submit immediately. You can return later to submit.*	*Submit*
9	It is possible for a submitted report to be reopened for edits if absolutely necessary. ORS refers to this as 'Unsubmit'. It can be initiated either by you or by the Secretariat.	*Unsubmit*
10	The ORS illustrates report data submitted over multiple report cycles on graphs in the 'Trends and Analysis' page. *'Trends and Analysis' can be accessed via the top right of the ORS. . Only report data submitted via the (new version of the) ORS will be shown (i.e. it may take time for data to accumulate).*	*Trends and Analysis*
11	Where possible, when you are leaving your role, please inform the Secretariat.	*Deactivate or transfer your account*

Getting started

Your account

You will be invited to the MEA secretariat's ORS (Online Reporting System) by email. Simply select the activation link given in the invitation email or copy and paste the link into your browser. This will open the ORS website, where you will be asked to complete the account set up by setting your password (as in the image below). This is true even if you had an account in the previous version of the ORS.



Please make sure this password is memorable, as you will be asked to provide it each time you log into the ORS website in the future.

If you cannot find the relevant invitation email (by searching your inbox for 'ORS') you may wish to check your email account's Junk or Spam folder. If the invitation email still cannot be found, please contact the relevant secretariat.

If you have responsibility as a Main Respondent to more than one MEA, please note you will need to accept and set up separate accounts for each of their ORS websites.

If you had an account in an old ORS version, please note you will need to follow the invitation and set up a new account with a new password.

Once you have activated your account by setting a password, you will be able to enter the website at any time by using the 'Sign in' page. You can access this page from the invitation email, or by clicking 'Sign in' in the top right corner of the page accessed from the activation link. Use the email address at which you received the invitation email.

If you believe you should have access to the ORS but do not, please contact the relevant ORS secretariat.

Language

Go to the top right of the page to select which of the available UN languages you would like to use as the ORS access language. This will determine the language used for key website content (e.g. page titles, buttons, etc.).

The 'preferred language' you select in the 'My Account' space (accessible via the top right of the ORS webpage) will determine the language of automated email correspondence you will receive from the ORS (e.g. automated messages from the secretariat, deadline reminders, etc.).

When you open a questionnaire for the first time, you can choose in which of the available languages you would like to view the questionnaire content. If your preferred language does not appear, it is because the MEA secretariat has not provided a questionnaire in this language. Please choose the language you would feel most comfortable answering in. You can click on a questionnaire title (or go to 'Actions' > 'View questionnaire') in the Dashboard to open a questionnaire and start preparing your party's report.

Once you have selected your questionnaire language, it cannot be changed. Any Collaborators you are working with will access the questionnaire in this language.

Accounts and Access

My Account

Edit your account details

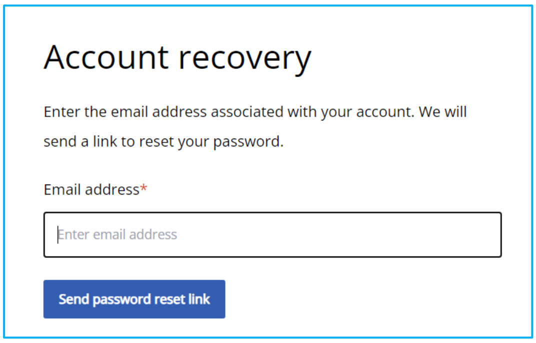
To edit your account details, go to ‘My Account’ (top right of the ORS website screen) and select ‘My Details’. Here, you can edit your account name, email address, password, and preferred language.

The ‘preferred language’ will determine the language of automated email correspondence you will receive from the ORS (e.g. automated messages from the secretariat, deadline reminders, etc.).

Forgot password

If you forget your password, you can re-set it by selecting ‘Forgot password?’ on the main Sign In page, then entering the email address associated with your account.

If you can’t remember which email address was associated with your account, trying searching your email inboxes for ‘ORS’ to find the most recent emails sent to you by the system.



Deactivate or transfer your account

The person responsible for report submission may change between reporting cycles.

If you think you might remain as the Main Respondent responsible for the next reporting cycle, there is nothing else you need to do. Your account will continue to be accessible to you even after the reporting deadline.

If responsibility for reporting is being transferred to someone else in the next reporting cycle, you may wish to ensure they are given an account in the ORS and that your account is deactivated.

To do this, please:

1. Inform the relevant MEA secretariat you will no longer be the Main Respondent.
2. If possible, provide the secretariat with the details (name and email address) of the new, incoming Main Respondent.

The secretariat will inform you of any other requirements.

If you are working across reports for multiple different MEAs, deactivation of your account in ORS for one MEA will not affect your account with other MEAs in the ORS. Equally, if you or any colleagues of yours are contributing to reports as 'Collaborators' (please see 'Collaborate' in this manual), this ORS access will be managed separately by the Main Respondent(s) of the relevant MEAs. If you expect you should be given access to a report as a Collaborator (i.e. a contributor without the responsibility of submitting the final report), please contact the relevant Main Respondent to request they provide you with access.

If you continue to receive emails from the ORS when you believe you shouldn't, please contact the relevant MEA secretariat with UNEP-WCMC's address (orsteam@unep-wcmc.org) in CC.

Single Main Respondent account

By default, your party has one Main Respondent. The Main Respondent has overall responsibility for the submission of a report.

Depending on the secretariat's approach, it may be possible to request the MEA secretariat to facilitate multiple Main Respondent accounts by sending them an email to explain why.

If you are a National Focal Point who wants to give responsibility for report completion to a colleague, you may wish to follow one of these options:

a) **Add Collaborator:** Add your colleague as a Collaborator (see 'Add Collaborators' in this guide). They will be able to suggest answers but not submit the report.
b) **Transfer:** Transfer the Main Respondent role/account to your colleague (see above). You can be provided with access as a Collaborator, if you wish. Simply request your colleague acting as the Main Respondent to provide you access by sending you an invitation to collaborate. You would then receive the invitation via email to access the ORS. More information on this can be found under 'Collaborate' in this manual.
c) **Request:** Request multiple Main Respondents by sending an email to the secretariat. It is at the discretion of individual MEA secretariats to decide whether to apply this customised setting.

Before sending an email request for multiple Main Respondent accounts to the relevant MEA secretariat, please be aware of your ability to use the following:

- Export PDF copies of the report (others can review copies of the report).
- Use the 'Collaborator' function (an unlimited number of colleagues can be invited to provide answers for the report).
    - Collaborators can suggest answers, see other Collaborators' answers, and view the whole questionnaire.
    - Collaborators cannot consolidate/overwrite answers in the main report, nor submit reports.

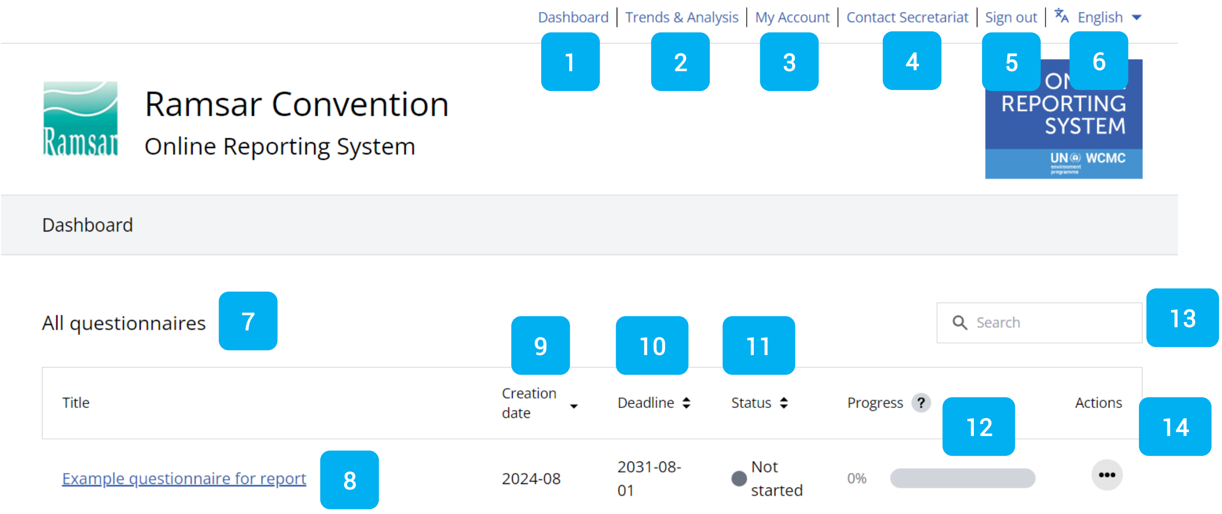
Collaborators

Please see the 'Collaborate' section in this guide for more information about Collaborators.

Dashboard

The dashboard is your starting point for accessing different questionnaires and reports. See the image below for explanations of different parts of the dashboard.

Dashboard (annotated)



Label	Name	Description
1	Dashboard	The Dashboard is the page you can see here. It shows all questionnaires which have ever been shared on the ORS with your party by the secretariat. You can go back to the Dashboard at any time by selecting this.
2	Trends & Analysis	The Trends & Analysis pages illustrate data from different reports within graphs. After your party has submitted multiple reports for the same report type, you will be able to track changes over time using these pages.
3	My Account	The My Account pages enable you to manage your ORS account, as well as view any Collaborators your party is working or has worked with to support report completion.
4	Contact Secretariat	Use this button to draft emails to the secretariat if you have queries or concerns which cannot be resolved through this guide.
5	Sign out	You can sign in and out of the ORS at any time by using the password you created, and the email address associated with your account. Unless you have changed this, this will be the email account to which you received the invitation email to the ORS. Your questionnaire

		progress will always be saved (please remember to select 'save as draft' or 'save as final' for individual questions to ensure this).
6	Language	The language used by the ORS website can be changed by using this button. Choose one of the UN languages available. To change the language you receive automated emails in, instead edit your account details under 'My Account'. The language in which you view each questionnaire is instead determined by the language selected from the Welcome page when a questionnaire is first opened.
7	All questionnaires	This table shows all questionnaires ever shared with your party through the ORS to facilitate reporting. Select the title of each column of the table to reorder questionnaires by the topic of that title.
8	Questionnaire title	Questionnaires can be opened by selecting the Questionnaire title. Questionnaires which are "not started" or "in progress" can be viewed and edited by selecting the Questionnaire title, while "submitted" questionnaires can only be viewed.
9	Creation date	Items in this column show the date a questionnaire was created by the secretariat in the format YYYY-MM (Year-Month). Select the arrow toggle by the column title to order the questionnaire list by creation date.
10	Deadline	Items in this column show the final permitted submission day for completed questionnaires (reports) in the format YYY-MM-DD (Year-Month-Day). Reports should be submitted any time before this date. Select the arrow toggle by the column title to order the questionnaire list by the deadline.
11	Status	A questionnaire can have one of these possible statuses: - ***Not started*** – The questionnaire has not been opened. Select the questionnaire title to get started. - ***In progress*** – The questionnaire is underway. This means the questionnaire has been opened by the Main Respondent. However, it does not necessarily mean they have started drafting responses. For the progress bar to increase from 0%, at least one of the mandatory questions must be "saved as final". - ***Submitted*** – The report (completed questionnaire) has been submitted to the MEA secretariat. This is the target status which your party should be aiming to reach. - ***Unsubmit requested*** – Your party has requested that the report submission be reversed so the questionnaire can be reopened for further edits. If the secretariat approves the request, the questionnaire status will return to 'In progress'.
12	Progress	The progress bar shows what percentage of mandatory questions have been 'saved as final'. You can use this to track your progress in completing the questionnaire. Please note that non-mandatory questions and questions 'saved as draft' will not be included in the calculation used for the progress bar.
13	Search	Type into the Search field to identify questionnaires from words in their title.

14	Actions	By selecting the actions button, you can choose to:
		
		- ***View questionnaire*** – Select this option to view the questionnaire (an alternative to selecting the questionnaire title)
		- ***Export***
		    o Selecting this will take you to the ‘Submit‘ page. On this page, you can export a copy of your report. If you are not ready to submit your report yet, don’t worry, you can export a copy of your report before returning later to submit.
		    o Select ‘Export report (PDF)’ to export a PDF of the report.
		    o Select ‘Export attachments (ZIP)’ to export a folder containing all the attachments (supporting documents) used in the report).
		- ***Request unsubmit*** – Select this to request the questionnaire be reopened for edits. This option will only appear if the report has been submitted. For more information, please see ‘Unsubmit’ (in this guide).

Answer

As the Main Respondent, you have the responsibility to compile and submit your party's report. No one else can access, edit, or overwrite your answers (which constitute the main draft for the report) or submit the report. If you are working with Collaborators, for example, they can see the questions and suggest answers, but they cannot view, edit, or overwrite your answers (the main draft). *This applies unless your party has sought special permission from the MEA secretariat – please see 'Single Main Respondent account' in this guide).*

This section explains the contents of the 'Answer' space and some ORS features which you can use to make the reporting experience quicker and easier.

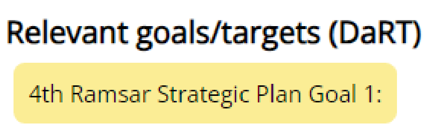
Please note: The more up-to-date the information you provide in the report, the better the opportunities for monitoring and implementation of the Multilateral Environmental Agreements your party is submitting a report in relation to. MEA secretariats using this ORS will use the answers you submit to develop relevant plans and support.

There are resources available to support you in completing reports. Please review the following to find out more:

- Relevant goals/targets (DaRT)
- Past answers
- Suggested answers
- Collaborate [Manage collaborators question by question]

Relevant goals/targets (DaRT)

You can access data available in [DaRT (the Data and Reporting Tool)]() which might be relevant to the questions in the report. To do so, simply click any goal/target buttons which appear under a question. The Data and Reporting Tool will open in a new window, showing a page with data which has been tagged as potentially relevant. You may need to log in to the Tool. Here is an example of the button you might see underneath a question in the ORS to take you to relevant pages in DaRT:



If you don't see this button below a question, it is because the MEA secretariat has not included it for this question. You can still check for any relevant data in the Data and Reporting Tool by going to https://dart.informea.org/user/login.

Data you submit via reports will also appear in your party's own workspace in DaRT if you have one, once the secretariat has "finalized" the questionnaire.

This means that any data submitted to any MEA via ORS can be retrieved for other reports in ORS, including reports submitted to other MEAs using the ORS.

This should bring benefits such as:

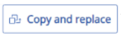
- Less time spent looking for data to answer the questionnaire.
- More streamlined and synergised responses across reports to different MEAs.
- Automated building of a data repository for your party within DaRT.

DaRT data use example: a Main Respondent submits a report to an MEA (A) Secretariat in 2024. A Main Respondent from the same party, completing a report for MEA (B) can retrieve this data from DaRT the same year to help inform their report. The data continues to be stored and remains accessible to other party representatives in the future via DaRT, without any further effort from the Main Respondent.

Past answers

Underneath each question, you may see an area labelled 'Past answers'. These are answers which have been provided to that question in past reports. If no past answers are shown, this might be a new question for this reporting cycle. Or it might be the MEA secretariat's first time using the updated version of the ORS.

These past answers are shown for context. We advise against directly reusing the answer for this reporting cycle unless you are certain that the answer has not changed.

To copy the past answer into the main answer space for editing, select the 'Copy and replace' button (

) available for most question types. For text answers, you will instead need to copy and paste the answer manually by highlighting text, clicking Ctrl+C on your keyboard, then going to the main answer space and selecting Ctrl+V on your keyboard.

Suggested answers

Underneath each question, you might see a box labelled 'Suggested answers'. These are answers which have been provided by Collaborators.

If a Collaborator submits a suggested answer for the same question multiple times, their newest answer will always replace and overwrite their previous suggested answer (in the 'Suggested answers' space only – this does not affect the main answer space).

If the box is empty, this might be:

- Because you have not invited Collaborators to the report to support you. *For more information on how to add collaborators, see 'Add Collaborators' (in this guide).*

- Because you have not invited Collaborators to this specific question to support you. *For more information on how to invite Collaborators to support you on a specific question, see 'Assign questions to Collaborators' (in this guide).*

- Because the Collaborators you invited to support you have not provided answers yet. *For more information on how to send Collaborators a reminder request to answer a question, see 'Contacting and reassigning Collaborators' (in this guide).*

Conditional questions

Conditional questions are questions which you may or may not need to answer, depending on how you answer preceding questions.

For example, if you answer 'Yes' to a question, there might be 5 other questions which become relevant. If you answer 'No', those questions will not be relevant, so will remain hidden.

All questions relevant to you will eventually be shown, so there is no need to worry about missing any questions.

A button in the Questionnaire structure can be selected to toggle whether these conditional questions are shown or hidden: it looks like an eye. Selecting the button will reveal the conditional questions.

You may wish to preview the conditional questions in the early stages when you are assessing the questionnaire length and deciding how to collaborate with others on various sections. It is an optional feature, and you are welcome to complete the report without using it.

Collaborators will be able to see conditional questions but, as with all questionnaire parts, they will only be flagged to Collaborators if you choose to assign them.

Supporting documents

For some questions, you will be able to provide supporting documents as part of your answer. If so, you might see one or both of the following icons to the top right of a question:

	Attach file	Select this button to attach files such as Word documents, PDFs, or jpeg images to your answer. Repeat to add more files.
	Attach URL link	Select this button to attach weblinks (e.g. www.ors.ngo) to your answer. Repeat to add more weblinks.

If you see only one or neither of these icons by a question, it is because the secretariat has not enabled them for that question.

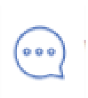
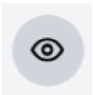
Tips for answering questions

The following tips for answering questions might be useful:

- ✓ Click an answer option (e.g. multiple-choice checkbox) once to select it. Click again to remove the selection.

✓ Use the 'Clear' button to remove all selections and clear all answers for single-selection multiple-choice questions.
✓ If the answer to a question is "0", "none", or "not applicable", please enter these as an answer (according to the requirements of the question), rather than leave fields blank. This will help the secretariat to understand your response more clearly.
✓ If you feel none of the available answers apply, or the question is not possible to answer accurately due to the way it is constructed, please contact the secretariat by using the 'Contact Secretariat' link in the top right of the page in the ORS.

Useful icons:

	A speech bubble icon in the Questionnaire structure indicates Collaborator(s) have shared unread suggested answers for this question. It may be overridden by the orange exclamation icon if the question is mandatory and its answer has not been saved as final.
	The blue number counters in the Questionnaire structure indicate how many questions require your attention. The count includes unanswered mandatory questions as well as new suggested answers (see above). Mandatory questions will be counted in this total until they are 'saved as final'.
	An orange exclamation icon indicates a mandatory question which has not yet been saved as final (see the 'Save' guidance section). All mandatory questions must be 'saved as final' before you can submit a report.
	A green tick/check mark will appear next to questions you have saved as final. This helps you to track your progress in completing the report. Please note: If a Collaborator suggests a new answer, this icon will be replaced with the speech bubble icon until re-saved as final.
	The eye icon by the Questionnaire structure reveals or hides conditional questions when selected. For more information, please see 'Conditional questions' in this guide.

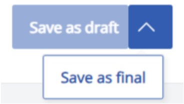
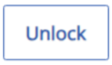
Save

Saving your answers ensures your report contents are kept safe and that it is easy to keep track of your progress. Each time you save an answer, you are re-saving the entire report.

If you are the only Main Respondent for your party, it is not possible for anyone else, including Collaborators, to overwrite the content you add to the report.

If there is more than one Main Respondent for your party to the relevant MEA, please be aware that if you are working on the report at the same time, you might overwrite each other's answers. (There will not be more than one Main Respondent unless you have requested it.)

	'Save as draft' to save your progress and return to a question later.

	‘Save as final’ to save your answer in its final state (i.e. if you think further edits are unlikely). ‘Save as final’ helps you to track your progress in completing the report (see below). You can access ‘Save as final’ by clicking on the arrow next to ‘Save as draft’. You must save all mandatory questions as final to submit a report.
	A green tick/check mark will appear next to questions you have saved as final. This helps you to track your progress in completing the report.
	After you ’Save as final’, you can still edit an answer if you wish. Simply select ‘Unlock’ to edit. After this, you will need to ’Save as final’ again.

Collaborate

Collaborators are colleagues you invite to support you in completing the questionnaire. This can have benefits such as:

- High quality report responses from different experts.
- Reduced time burden for you in completing a report.
- Ability for you to review and edit different suggested content for the report with ease, without concern that answers will overwrite each other.

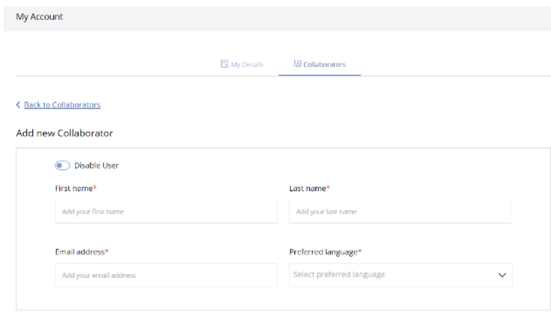
Please note that Collaborators cannot submit reports or edit the main answering space which you control. They can see suggestions made by other Collaborators but cannot edit them. They can only submit suggestions.

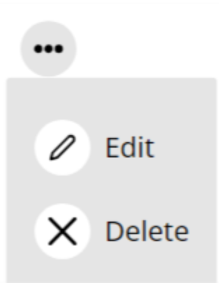
Notably, Collaborators can see only the questionnaires which you have invited them to, but they cannot access any other questionnaires or parts of the ORS. Furthermore, they cannot invite anyone else to contribute to the questionnaire. As a Main Respondent, you have full control over any Collaborators' access to the questionnaires overseen by your party.

There are multiple ways you can provide, edit, or remove Collaborators' access to the ORS, as described in the following sub-sections.

Add Collaborators

Before you can assign questions to Collaborators you must 'add' them to the ORS.

How to...	Reference image
Add Collaborators - Go to 'My Account' (top right corner of screen). - Select 'Collaborators'. - Select '+Add'. - Enter the Collaborator's name, email address, and preferred language. *The 'Preferred language' setting indicates which language Collaborators will receive any automated emails in. This does not affect the language of the questionnaire: All Collaborators will be shown the questionnaire in whichever language you select when opening the questionnaire for the first time.*	

Edit Collaborator details - Go to 'My Account' (top right corner of screen). - Select 'Collaborators'. - Select a Collaborator's name to edit their details. - To remove a Collaborator's access to all ORS reports, go to 'Actions' then select 'Delete'.	

Once Collaborators have been added to the ORS, they can then be assigned questions in any questionnaire.

Collaborators will not have access to the ORS until they are assigned questions in a questionnaire. They can only access questionnaires in which they have been assigned questions.

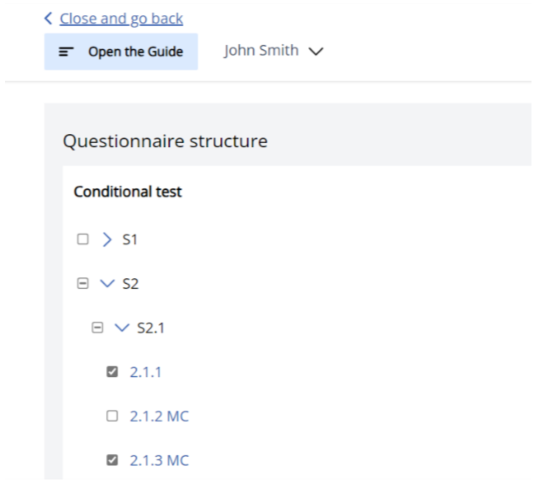
Assign questions to Collaborators

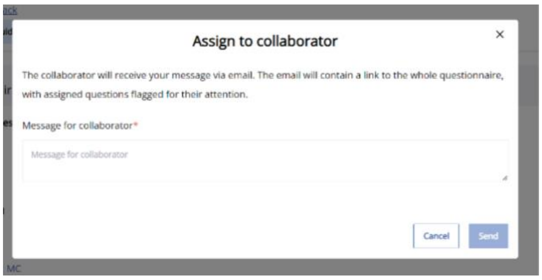
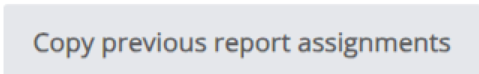
This section describes how you can flag specific questions for Collaborators' attention (and facilitate their access to a questionnaire).

If the person you want support from as a Collaborator has never used the ORS before, you will need to add them to the system before you can start the process below. See the instructions on how to 'Add Collaborators' in this guide.

Collaborators may have been added by you or by previous Main Respondents from your party. We recommend you contact these individuals outside of the ORS (e.g. via email) to check if they would be happy to support you in completing a report before assigning them to provide answers.

Once you have followed these steps, you are ready to start assigning questions to Collaborators.

How to...	Reference images
Assign questions to Collaborators - Ensure you have added the Collaborators to the ORS (see above). - Select the relevant questionnaire. Ensure you have completed the 'Language' step and are in the 'Answer' space. - At the top of the 'Answer' page, select click the button which says 'Assign Collaborator'. - Select a Collaborator you would like to support you.	

- Select the checkboxes next to a question, section, or sub-section to assign it to the Collaborator. - When you have finished your selections, select 'Next'. - Customise the message which the Collaborator will receive. - Select 'Send'. - Repeat as necessary. *The Collaborator will receive an email with a link inviting them to open the ORS and review the questions you selected. The questions you assigned will be flagged within the questionnaire copy they receive.* *If a checkbox next to a question is empty at the selection stage, the Collaborator will not be asked to provide an answer to that question. However, they will still be able to view the question and suggest answers if they want. Click a selected checkbox to remove the check and the assignment.* *You can set the Collaborator additional or repeat assignments at a later date, but they will only be notified of completely new assignments. For repeat assignments (i.e. flagging the same question to them more than once, including after they have suggested an answer), we recommend you include a note in your message to say which questions you would like them to answer. For more information, please see 'Contacting and Reassigning Collaborators' in this manual.*	
Apply assignments from a previous reporting cycle - At the top of the 'Answer' page, select the button which says 'Assign Collaborator'. - Select a Collaborator you would like to support you. - Select the 'Copy previous report assignments' button *If this option does not appear, or if no questions are selected, it's because they were not assigned any questions in the previous reporting cycle, because the secretariat has not enabled the connection, or*	

because this is the first time the MEA has used the ORS.	

Example: Collaborator assignments

In the example below, the Collaborator selected is Edward Aderson. Edward Aderson has been assigned:

- Some of the questions from the section ‘National level information’
  - Questions 1 & 2
  - Not question 3.
- No questions in ‘Conservation and habitat’
- Some or all questions in ‘Human-wildlife conflict’ and ‘Research and monitoring’ (these sections can be expanded for more information.

Using the ‘Assign Collaborator’ button described above is the fastest way to request a collaborator to support you in suggesting answers for multiple questions at once.

Review Collaborators’ answers

After you have assigned question to a Collaborator, they will receive an email with a link inviting them to open the ORS and review the questions you selected. The questions you assigned will be flagged within the questionnaire copy they receive. They can now suggest answers for the questions you have assigned to them (as well as questions which have not been assigned to them, if they wish) .

Key steps in accessing Collaborators’ suggested answers:

1. **Identify:** When Collaborators submit answers to questions which have already been saved as final or which are not mandatory, you will see a speech bubble icon () next to the question they have provided an answer for.

- However, the system prioritises highlighting unanswered mandatory questions to you via the (!) icon. This overrides the speech bubble icon. Therefore, you may wish to ask Collaborators to let you know when they have submitted most or all answers.
- As soon as Collaborators suggest answers, these answers will appear in the question space under ‘Suggested answers’ (regardless of the icon shown in the questionnaire structure on the left side).

2. **View:** Open each answer using the blue arrows ( ) in the ’Suggested answers’ section.
3. **Use** responses:
   - ***Copy and replace***: If you select ‘Copy and replace‘, the Collaborator‘s answer will replace whatever is in the main answer space (at the top of the page).
   - ***Copy***: If you select ‘Copy‘ ( ), you can copy the Collaborator’s answer to paste it into the main answer space (at the top of the page) without deleting any existing contents. Click Ctrl+V on your keyboard to paste the answer into the textbox.
4. **(Contact Collaborator)** - Optionally, use the ‘Contact Collaborator’ button (Contact Collaborator) to draft an email to the Collaborator. Clicking the button will open a template email with a reference to the question, link to the question, and space for you to provide added text (e.g. requests, descriptions, questions).

As the Main Respondent, you are responsible for collating all answers to the report in the main answer space for each question and saving each one as ‘final’. Collaborators can view the questionnaire and suggest answers, but they cannot directly modify the report contents.

Collaborators’ submission of answers will never mean other Collaborators’ answers are overwritten. Collaborators’ answers will not enter the main report unless you copy the contents into the main answer space.

Collaborators can view any suggested answers submitted by other Collaborators.

Contacting and reassigning Collaborators

The ‘Contact Collaborator’ button appears next to Collaborators’ suggested answers. To contact a Collaborator about a specific question, select the ‘Contact Collaborator’ button (next to their suggested answer for that question). A pre-filled email to the Collaborator will appear with a clickable link to the specific question you have a comment or query about.

You can assign or re-assign questions to Collaborators at any time within a reporting cycle by selecting ‘Assign collaborators’ at the top of the page in ‘Answer’ (see ‘Assign questions to Collaborators’ in this guide).

When re-assigning questions to Collaborators for a single report, we recommend you:

- ***Include a note in your message to say which questions you would like them to answer***.
  - Any new questions you have assigned to them will be flagged, but questions to which they have already answered will not be flagged.
  - For this reason, if assigning questionnaire part(s) to a Collaborator for a second/third/fourth time, please use the custom message (which appears before

sending assignments) to specify which questions you would like them to pay attention to.
    - Alternatively, you can use the 'Contact Collaborator' function (available via a button next to their suggested answer) to draw their attention to specific questions (a reference to the question will appear in the email to the Collaborator automatically, alongside space for a custom message).

- ***Only ever add to the Collaborator's assignments, not remove them***
    - Whoever is the Main Respondent for the report next year will be able to review and apply the same questions to a Collaborator as they were assigned the previous reporting cycle, if they wish. The system will refer only to whichever batch of assignments were assigned most recently.
    - For this reason, if assigning additional questions to a Collaborator within a single reporting cycle, we advise you to include the sum total of all assignments for that year.
        - For example, if a Collaborator has already answered questions 1 and 2 which you assigned them during this reporting cycle, but you now wish you assign question 3 for them in addition, we recommend you assign questions 1, 2, and 3 to them. This will enable the system to record all the Collaborator's assignments to be used through 'Copy previous report assignments' in the following reporting cycle. This will not cause confusion for the Collaborator: Only questionnaire parts which they have not provided answers for will be flagged to them.

Submit

Once you have completed all mandatory questions and answered as many other questions as possible, you may be ready to submit the report. You can use this section to guide you through what to do.

Submitting the report

Once you have completed all mandatory questions and answered as many other questions as possible, you may be ready to submit the report.

There are a few key things to check before you submit:

- ✓ **All necessary questions are completed:** At minimum, you should have completed all mandatory questions.
  - ☐ To check this, go to the Dashboard. If the report status is 'In progress' and the progress indicator shows '100%', this means the report is ready to submit.
  - ☐ Alternatively, you can check this by going to the 'Answer' space for the relevant questionnaire. In the 'Questionnaire structure' area (to the left), there should be no blue counters next to sections. These blue counters indicate the number of mandatory questions in that section which have not had an answer 'saved as final'. These questions are further indicated via an orange (!) icon.
  - ☐ You might see some questions still show the speech bubble icon ( ), even though their answers have been 'saved as final'. These will not prevent you from submitting. *(If you would prefer to remove them for any reason, you can select 'Unlock' on the relevant questions and then 'Save as final' again).*
  - ☐ Not all questions must be completed, but all mandatory questions must be completed.
  - ☐ Please also complete your own review to decide whether the report is ready to submit.

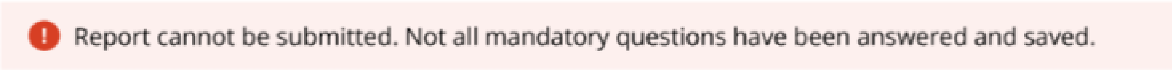
- ✓ **Any internal permissions have been approved**: Internal approvals are at the discretion of you and your party. A version of the report which you can share with internal stakeholders for approval is accessible on the 'Submit' space for the questionnaire. To access this:
  - ☐ If you are within the report space (having accessed it via the Dashboard), click on 'Submit' (via the top banner) and click 'Export PDF'.
  - ☐ Alternatively, go to the Dashboard, click on the 'Actions' button ( ) for the relevant report, and click 'Export'. Then select 'Export report (PDF)'.

- ✓ **There are no errors:** Check that everything in the report is correct.

When all of these conditions have been met, click on 'Submit' in the banner at the top of the page. Review the confirmation statement before selecting the checkbox and submitting.

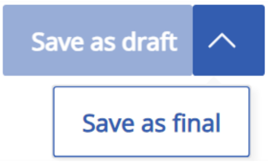
Unable to submit

Are you seeing this message?



The report cannot be submitted because not all mandatory questions have been answered and saved. This means there are some unanswered mandatory questions. You cannot submit the report until these questions have been completed.

To locate these questions, review the 'Questionnaire structure' on the left of the 'Answer' screen. Any questions highlighted with the orange '!' icon - ! - must be answered and then 'Save as final' must be selected using the blue save button:



The blue counters will show how many mandatory questions which have not been saved as final need your attention (e.g. "3" indicates that three mandatory questions within that section have not been saved as final).

To send reminders to Collaborators to ask them to provide answers to these questions, use the 'Contact Collaborator' feature (see 'Contacting and reassigning Collaborators' in this guide).

If you have located the missed questions but you feel it is not possible or appropriate to provide an answer, please inform the MEA secretariat of this by clicking the 'Contact Secretariat' button in the top right of the page and explaining the issue via the email provided.

Unsubmit

Party requests unsubmit

If you have submitted your report and subsequently feel some changes are necessary, you may send the MEA secretariat a request to 'unsubmit' the report (i.e. reverse the report submission and reopen the questionnaire). You will then be able to make modifications and resubmit.

Please ensure you are confident that a submission reversal is necessary *before* you request to 'unsubmit' a report.

To request the report be 'unsubmitted', go to the Dashboard. For the relevant questionnaire, please click the button under 'Actions' (···). Select 'Request unsubmit' and explain the reason for the request. The secretariat will then review your request to unsubmit. You will be notified of their response via email. They may accept or reject requests to unsubmit reports.

Secretariat unsubmits

The secretariat might unsubmit your report and request changes. If this happens, you will be notified via email and the secretariat will explain next steps clearly. You will need to make changes based on their request and then re-submit the report in the same way as described in the section of this guide: 'Submitting the report'.

Export PDF

You can export a PDF copy of your report at any time.

Go to Dashboard → Actions → Export → Export report (PDF).

Exporting a PDF of your report will not affect the submission of your report. You will be able to export PDFs at any time, either before or after submission. You can choose to export the report with only answered questions (this file will be smaller and quicker to download) or the full questionnaire (containing all questions and any answers, whether answered or not).

Export attachments (ZIP)

You can export a ZIP copy of the attachments in your report at any time.

Go to Dashboard → Quick links → Export → Export attachments (ZIP).

Trends & Analysis

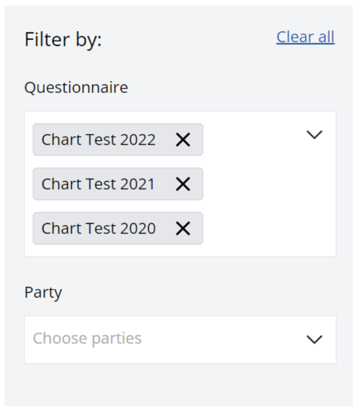
The ORS allows you to visualise your party's report data across different reporting cycles. This should make it easier to identify key trends and can play a valuable role in supporting monitoring and implementation of multilateral environmental agreements.

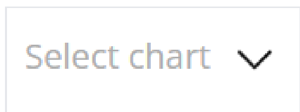
Only you and selected members of the secretariat will be able to view your party's report data in this way.

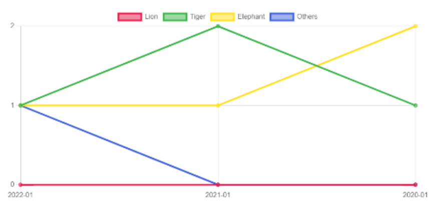
Please note, you can also download PDF versions of your report – along with ZIP files of the report attachments – via the Dashboard page (select 'Export' from the actions button for the relevant report).

<table>
<tr><th>How to…</th><th>Reference images</th></tr>
<tr><td>
Visualise results of multiple reporting cycles for the same questionnaire type

Select 'Trends & Analysis' from the top right of the ORS.
Use 'Filter by: Questionnaire' to select the questionnaire titles of the reporting cycles you want to visualise. Please ensure you select the same questionnaire type (i.e. questionnaires containing the same questions).
Select a question from the 'Questionnaire structure'. This is the question whose answers will be visualised.
You will be shown raw answers first. Click the blue arrows to expand or collapse each answer.
For some question types, you will be shown a 'Select chart' button. Use the 'Select chart' menu to select a chart to view.
For more complex chart types, you will be given the option to use the tabs above a graph to toggle between data from different reports. The tabs are labelled using the creation date for the questionnaire which led to that report.
Optional: Select any variable from the Legend to exclude it from the graph. Hover over each bar for further information.

</td><td>





</td></tr>
</table>

Different visualisation types are available for different question types. We hope to provide other visualisation types in the future. Here are the visualisation types currently available:

Visualisation types	Explanation	Available for question types:
Raw answers	All answers from your party (from the report(s) selected) are shown. Use the blue arrows to expand or collapse the view of each answer. 'Text' question types only have this visualisation available due to the long-form, qualitative nature of the answers to this question type.	All question types
Bar chart	This simple bar chart shows your party's responses to numeric questions for each of the reports selected. The date shown is the questionnaire creation date for the report(s) selected.	Numeric
Bar chart (by option)	This bar chart shows answer options on its X axis. E.g. specific options from a multiple-choice or rank question, or specific column/row combinations from a matrix question. Access results from different reports by using the tabs above the graph (they are labelled with the questionnaire creation dates for the report(s) selected).	All except Numeric, Text, or Matrix Text
Bar chart (by column)	This bar chart shows column titles from the matrix on its X axis. This bar chart type is applicable for matrix questions only. Access results from different reports by using the tabs above the graph (they are labelled with the questionnaire creation dates for the report(s) selected).	Matrix checkbox, Matrix single-select
Bar chart (by row)	This bar chart shows row titles from the matrix on its X axis. This bar chart type is applicable for matrix questions only. Access results from different reports by using the tabs above the graph (they are labelled with the questionnaire creation dates for the report(s) selected).	Matrix checkbox, Matrix single-select
Bar chart (by Party)	This bar chart shows answer options in the legend. This bar chart type is applicable for multiple-choice questions only. Access results from different reports by using the tabs above the graph (they are labelled with the questionnaire creation dates for the report(s) selected).	Multiple-choice
Bar chart (by rank)	This bar chart shows the ranking positions on its X axis. This bar chart type is applicable for rank questions only. Access results from different reports by using the tabs above the graph (they are labelled with the questionnaire creation dates for the report(s) selected).	Rank

Key information

User types

The Online Reporting System (ORS) is a secure system which is used by 3 core user types. These user types are referred to throughout this guide. They are as follows:

User type	Core abilities	Notes
(Main) Respondent	Submit reports. Invite Collaborators to support report completion. Change account details.	- If you are reading this guide, we expect this is your role. - A Main Respondent can be a National Focal Point (NFP), or someone selected to complete a report on behalf of an NFP. - Each party is associated with 1 Main Respondent account by default.
Collaborator	'Suggests' answers to questions to support Main Respondent Can see all questions.	- You can invite colleagues to support you in completing the report. They will be sent an automatic email containing a unique and secure link to the questionnaire. - Please see the 'Collaborate' section in this guide for more information.
Secretariat	Create, edit, publish, and view results of reports (old or new). Create and edit Respondent accounts.	- Contacts from the relevant MEA secretariat will be your first point of contact if you have any queries which are not answered by this guide. - The MEA secretariat collects the reports you submit to monitor and support implementation of the relevant MEA.

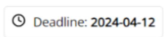
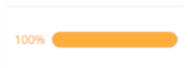
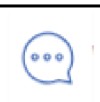
Pages

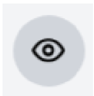
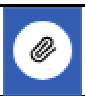
The ORS is made up of just 5 key areas. Below is a brief guide to what you can achieve in each area:

Page	What the Main Respondent can do in this page
My Account	• Edit basic account details. • Add/Edit/Delete Collaborators.
Trends & Analysis	• View your party's answers to individual questions across multiple reporting cycles. • Determine trends over time using graphic illustrations of you party's answers to reports over time.

Dashboard	• View and access questionnaires. • View questionnaire status, progress, and deadline.
Language	• Set questionnaire language (The system language can be set in the top right of every screen).
Answer	• Assign Collaborators to sections/questions of the questionnaire (including copying assignments from previous reporting cycle, if relevant). • View questionnaire progress. • Move between questions via the 'Next' button or the Questionnaire structure. • Use Collaborators' answers, previous answers, and DaRT data to inform answers. • 'Copy' Collaborators' answers (to move them into the main answer space additively, so that multiple collaborators' answers can be copied manually into the same answer) or 'copy and replace' (to replace whatever is in the answer space with a single answer) • Enter answers. • Use rich text for text answers. • Save as draft or Save as final. • Understand why submitting the questionnaire is not possible (quicky view questions which have missing answers). • Flag any issues with individual questions to the secretariat.
Submit	• Confirm responsibility for, and accuracy of, report. • Export a copy of report as a PDF and any attachments as ZIP. • Request 'unsubmit' (submission reversal) of submitted reports.

Key icons

Icon	Title	Explanation
	Deadline	The report deadline is visible in the top right of the Answer space. It indicates the final date by which you must have submitted your party's report.
	Questionnaire progress bar	You can see the progress level of each questionnaire at a glance from the Dashboard. The progress bar reflects the percentage of mandatory questions which have been 'saved as final'.
	Suggested answers available	A speech bubble icon indicates Collaborator(s) have shared suggested answers for this question.
	Mandatory question counter	The blue number counters in the Questionnaire structure indicate how many unanswered mandatory questions there are in a section or sub-section. Mandatory questions will be counted in this total until they are 'saved as final'.
	Unanswered mandatory question	An orange exclamation icon indicates a mandatory question which has not yet been saved as final (see the 'Save' guidance

		section). All mandatory questions must be ‘saved as final’ before you can submit a report.
	Completed mandatory question	A green tick/check mark will appear next to questions you have saved as final. This helps you to track your progress in completing the report.
Save as draft	Save as draft	‘Save as draft’ to save your progress and return to a question later.
Save as draft Save as final	Save as final	‘Save as final’ to save your answer in its final state (i.e. if you think further edits are unlikely). ‘Save as final’ helps you to track your progress in completing the report. You can access ‘Save as final’ by clicking on the arrow next to ‘Save as draft’. You must save all mandatory questions as final to submit a report.
Unlock	Unlock	After you ’Save as final’, you can still edit an answer if you wish. Simply select ‘Unlock’ to edit. After this, you will need to ’Save as final’ again.
Clear	Clear	Use this button to remove all selections and clear all answers for single-selection multiple-choice questions.
	Conditional questions	The eye icon by the Questionnaire structure reveals or hides conditional questions when selected. For more information, please see ‘conditional questions’ in this guide.
	Attach file	Select this button to attach files such as Word documents, PDFs, or jpeg images to your answer. Repeat to add more files.
	Attach URL link	Select this button to attach weblinks (e.g. www.ors.ngo) to your answer. Repeat to add more weblinks.

Further help

Please use this guide to answer your questions. If your question is still unanswered, please take one of the following steps:

- If your query is about a specific question in the questionnaire, please send a message to the relevant MEA secretariat using the ‘Contact Secretariat’ button at the top right of the ORS.
- For any other queries, please send an email to your main contact in the MEA secretariat. You will have received an email from them when you were invited to the ORS.