



**Inter-American Convention for the Protection and Conservation of Sea Turtles**  
**12<sup>th</sup> Meeting of the IAC Consultative Committee of Experts (CCE12)**  
*February 13<sup>th</sup>, 2019 - Videoconference*

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**ONLINE SYSTEM FOR IAC ANNUAL REPORT**

The Online Reporting System (ORS) is a sophisticated web application which streamlines the environmental reporting process through a four-step procedure: 1) create the questionnaire, 2) distribute to Parties/users, 3) receive responses and 4) analyze and share data.

The UN Environment World Conservation Monitoring Centre ([WCMC](#)) has developed the online reporting systems for intergovernmental conventions such as CMS, CITES, and RAMSAR, and most recently IOSEA is in the process of implementation.

With the goal to achieve a more efficient way to collect the information requested in the IAC Annual Report, share it with IAC Parties and provide access to the information more efficiently by exploring the use of an online system, the IAC Secretary *Pro Tempore* contacted representatives from the WCMC who sent us a description and offer for the use of the ORS that they have developed. This document presents the summary of the features of such system. We ask the CCE the following:

- 1) We are seeking observations and recommendations from the Consultative Committee on the proposal below, to assess if it is desirable for the IAC to use this system.
- 2) We are seeking advice from CCE on what changes might be necessary to the current IAC Annual report format to have a streamlined report if we transition to online. The current IAC Annual report format can be found in this link for your reference: <http://www.iacseaturtle.org/informes-eng.htm>

## Online Reporting System (ORS) for IAC Annual Report

This information was taken from a proposal sent by WCMC to IAC Secretariat *Pro Tempore*.

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WCMC proposal to provide the ORS offers the following features that can be adapted to IAC Annual Report.

The ORS is hosted in the WCMC servers, and comprises two parts:

- 1. Country reporting** area includes a private access site for each country, requiring to log in. Within the form online countries can fill out the information (questionnaire IAC Report), attach files and links. Finished reports would be available in PDF and CSV formats, ready to publish in the IAC website, or to carry out data analysis. The system is capable to produce basic charts reports, but not advanced maps and advanced charts. If that is required, data can be converted into a form to develop this kind of advanced graphs for an extra cost.
- 2. System Administration** is the site where the IAC Secretariat PT creates the form (questionnaire) and manages the information. Basic forms are easy to create, and information such as that in Table 2 (nesting beach information), of the IAC report, can be included using drop-down menus.

The adaptation of the current IAC ©Word form would be done simultaneously with the system set up, as that's the moment when modifications required can be clearly identified. Therefore, the streamline of the IAC report happens along with building the online report.

### Advantages of ORS

- By using the ORS, the Inter-American Convention for the Protection and Conservation of Sea Turtles will be able to receive and collect information from reporting countries in one centralized and secure location.

- Reporting countries will have a simple online tool to manage the completion of their national reports to the Convention, leading to more streamlined reporting and increased response rates.
- The Convention will have a centralized mechanism to manage and monitor the distribution of, and responses to, their first reporting cycle.
- The Convention will be better placed to allow access to reported information both on its own website, and through other channels.
- The Convention will be well placed to take advantage of online reporting for future reporting cycles and could extend this to cover other data collection activities.

### **IAC procedure to access the WCMC - ORS**

Although the IAC is not one of the United Nation Agreements, mechanisms such as a Memorandum of Understanding, or a contract per services can be used to acquire the system. The timeline to develop the system would be six months.

#### **Activities:**

1. Implementation of Inter-American Convention for the Protection and Conservation of Sea Turtles branding

2. Training of Secretariat:

- Preparation

- Deliver training

3. Creation, and support of creation, for first questionnaire

4. Setting up the application:

- Deployment

- Database Back-up

- Hosting, Analytics and Server Monitoring for first reporting cycle

5. Management

6. Support to Secretariat during first reporting cycle

#### **Budget**

The total cost of the project would be USD \$15,917. (Initial quote from October 2018). Details are as follows:

<b>Activity</b>	<b>Total (USD)</b>
1. Implementing Convention Branding on ORS	\$824
2. Training	\$5,652
3. Questionnaire Creation	\$2,112
4. Setting up application	\$2,939
5. Management	\$3,168
6. Hosting and Support*	\$1,222
<b>TOTAL</b>	<b>\$15,917</b>

\* Annual fee for hosting and support is \$1,222 and can be less for the following years