Food and Agriculture Organization of the United Nations

WIEWS Reporting Tool on the Implementation of the Second Global Plan of Action for Plant Genetic Resources for Food and Agriculture

User Manual

April 2020

Table of contents

I. Introduction 2

1. The Reports on the State of the World's Plant Genetic Resources for Food and Agriculture and the Global Plans of Action for Plant Genetic Resources for Food and Agriculture 3

2. The Second Global Plan of Action for Plant Genetic Resources for Food and Agriculture 4

3. Monitoring the implementation of the Second GPA and the preparation of The Third Report on the State of the World's Plant Genetic Resources for Food and Agriculture 4

4. Guidelines for the preparation of country submissions for the Third Report 5

5. Nomination or confirmation of National Focal Points 5

6. National Stakeholders 5

7. Indicators and Reporting Format 6

8. Recommended steps for reporting on the Second GPA implementation 7

9. Timeline for contributing to the Third Report 8

II. Reporting on the implementation of the Second Global Plan of Action and for the Third Report 9

1. Introduction 10

1.1. Prerequisites to access the WIEWS Reporting Tool 10

1.2. User's categories and privileges 10

2. Menu Bar Item: User's Menu button 10

2.1. User's Menu button - Item: User Registration 10

2.2. User's Menu button - Item: Sign in 12

2.3. User's Menu button - Item: Change password 12

2.4. User's Menu button - Item: Import Logs 12

2.5. User's Menu button - Item: Users Management (signed-in NFP users only) 13

2.5.1. Registering a Stakeholder 13

2.6. User's Menu button - Item: Approvals (signed-in NFP users only) 14

3. Menu Bar Item: information button 14

4. Menu Bar Item: *Common tables* 15

4.1. Searching the *Common tables* 16

4.1.1. What is a "link" field? 17

4.1.2. Filling in a "link" field 17

4.1.3. Searching the *Taxa table* 19

4.2. Adding a record in a *Common table* 21

4.3. Modifying an existing record in a *Common table* 21

4.4. Deleting/Invalidating a record in a *Common table* 22

5. Menu Bar Item: Priority Activities of the Second GPA 25

5.1. Questions for reporting on the Second GPA implementation 26

5.1.1. Recording an answer to a question 28

5.1.2. Recording an answer on behalf of a Stakeholder 31

5.2. Indicators for monitoring the Second GPA 31

5.2.1. Setting up applicability and data availability for an indicator 33

5.2.2. Assigning the rating of implementation by the National Focal Point 33

5.3. Summative Narratives 34

6. Exporting and importing data 36

6.1. Exporting a data-set from *Common tables* 36

6.1.1. Exporting Data to a Microsoft Excel 97-2003 Workbook 37

6.2. Importing a dataset into *Common tables* 38
6.2.1. Preparing a file to import data 39
6.2.2. Importing data from a Microsoft Excel 97-2003 Workbook 40
6.2.3. Example 1: Importing data for Question 1.2 (NFP question) 40

I. Introduction

This Manual has been prepared to assist countries in the use of the Reporting Tool (Tool) of the FAO World Information and Early Warning Systems (WIEWS). The Tool is available to countries for reporting on the implementation of the Second Global Plan of Action for Plant Genetic Resources for Food and Agriculture (Second GPA) and for contributing to the preparation of *The Third Report on the State of the World's Plant Genetic Resources for Food and Agriculture* (Third Report).

This Manual complements the guidelines for the Preparation of Country Reports for The Third Report on the State of the World's Plant Genetic Resources for Food and Agriculture, in which technical content is detailed.

The Manual is available in English, French and Spanish.

The Tool interface can be set to any UN languages, although country submissions should preferably be in either English, French or Spanish.

1. The Reports on the State of the World's Plant Genetic Resources for Food and Agriculture and the Global Plans of Action for Plant Genetic Resources for Food and Agriculture

The first report on *The State of the World's Plant Genetic Resources for Food and Agriculture* was launched by FAO in 1996 during the Fourth International Technical Conference on Plant Genetic Resources. Twelve years after its publication, FAO prepared *The Second Report on the State of the World's Plant Genetic Resources for Food and Agriculture* (Second Report), which was endorsed by the Commission on Genetic Resources for Food and Agriculture (Commission) in 2009 and published in 2010.

Both assessments attracted significant attention and generated global policy responses. In response to the findings of the First Report, the *Global Plan of Action for the Conservation and Sustainable Use of Plant Genetic Resources for Food and Agriculture* (GPA) and the *Leipzig Declaration on Conservation and Sustainable Utilization of Plant Genetic Resources for Food and Agriculture* were adopted by 150 countries in 1996.[1] The Leipzig Declaration provided further impetus for the revision of the International Undertaking on Plant Genetic Resources.[2] This revision resulted in the *International Treaty on Plant Genetic Resources for Food and Agriculture* (Treaty). In response to the Second Report, the Commission revised the GPA and the FAO Council, on behalf of the FAO Conference, adopted the Second Global Plan of Action for Plant Genetic Resources for Food and Agriculture (Second GPA), in November 2011.[3] With the entry into force of the Treaty, the periodic assessments of the state of the world's plant genetic resources for food and agriculture and the rolling Global Plan of Action have become supporting components of the Treaty.[4]

The Commission, at its Thirteenth Regular Session, agreed on the preparation of ***The Third Report on the State of the World's Plant Genetic Resources for Food and Agriculture*** (Third Report). In 2019, the Governing Body of the Treaty invited Parties to cooperate with the Commission in the preparation of the Third Report in order to facilitate the updating of the Second GPA (Res 9/2019).

---

[1] ITCPGR/96/REP.
[2] http://www.fao.org/wiews-archive/docs/Resolution_8_83.pdf
[3] CL 143/REP, paragraph 43.
[4] International Treaty on Plant Genetic Resources for Food and Agriculture, Articles 14 and 17.3.

The presentation of the Third Report is foreseen at the Commission's Nineteenth Regular Session in 2023 as a major output under Commission's Multi-Year Programme of Work (MYPOW).[5]

2. The Second Global Plan of Action for Plant Genetic Resources for Food and Agriculture

The overall objective of the Second GPA is to ensure the conservation of plant genetic resources for food and agriculture (PGRFA) and promote their sustainable use as a basis for food security, sustainable agriculture and poverty reduction in an evolving social and environmental context.

The Second GPA includes 18 priority activities, which are organized into four main groups, namely:

In Situ Conservation and Management;

Ex Situ Conservation;

Sustainable Use; and

Building Sustainable Institutional and Human Capacities.

3. Monitoring the implementation of the Second GPA and the preparation of The Third Report on the State of the World's Plant Genetic Resources for Food and Agriculture

The Commission, at its Fifteenth Regular Session, welcomed the full integration of the preparation of Third Report with the monitoring process for the implementation of the Second GPA and endorsed the outline of the Third Report, which reflects the structure of the Second GPA.[6]

At its last session, the Commission agreed that country submissions through this Tool would form the basis for the Third Report, due in 2023.

Country contributions to the Third Report include:

(i) Data on the implementation of the Second GPA for the periods
  (a) January 2012 to June 2014 (reporting was due by 30 November 2015), and
  (b) July 2014 to December 2019 (**reporting due by 31 December 2020**); and
(ii) A summative narrative of the progress made since January 2012 and the remaining gaps and constraints (**reporting due by 31 December 2020**).

Data from the first monitoring/reporting cycle - (i)(a) above - were used to produce an assessment of the implementation of the Second GPA, which was presented at the Eighth Session of the Intergovernmental Technical Working Group on PGRFA, in June 2016, and at the Sixteenth Regular Session of the Commission.[7]

---

[5] CGRFA-17/19/Report, Appendix F, Annex 2.
[6] CGRFA-15/15/Report, paragraph 56 and Appendix F.
[7] CGRFA-16/17/Inf.17.1 and CGRFA-16/17/Inf.17.2.

4. Guidelines for the preparation of country submissions for the Third Report

Guidelines for the preparation of country submissions for the Third Report can be accessed from the *Documents* item in the menu of the Tool[8]. The *Reporting Format for Monitoring the Implementation of the Second GPA*, as given in Annex I of the guidelines, lists the indicators and questions the countries are requested to answer to provide data on. These data should be complemented by a summative narrative reviewing the progress made during the full reporting period (2012 to 2019) for each of the 18 Priority Activities of the Second GPA. Annex II of the guidelines provides guidance on compiling the summative narrative referred to in (ii) above. The guidelines are available in all UN languages.

5. Nomination or confirmation of National Focal Points

Countries report on the implementation of the Second GPA and for the preparation of the Third Report through their officially appointed National Focal Point (NFP) for Plant Genetic Resources. Through a Circular State Letter (CSL), countries have been periodically invited to nominate or to confirm their NFP for reporting through WIEWS on:

- The implementation of the Second GPA during 2012-2014, and lead their country contribution for the preparation of the Third Report - C/X/AGP/GPA-14 (13 August 2013);

- Plant Genetic Resources for the Sustainable Development Goal Target 2.5 and its indicator 2.5.1 - C/CBD-7 (22 May 2017); and,

- The implementation of the Second GPA during 2014-2019, complemented by a summative narrative of the progress made (between January 2012 and December 2019) and the remaining gaps and constraints for each of the 18 Priority Activities of the Second GPA. This will constitute the national contribution towards the preparation of the Third Report - C/CBD-10 (18 June 2019) and C/AGP-30 (21 April 2020).

The updated list of National Focal Points can be accessed from the WIEWS home page[9].

6. National Stakeholders

The Second GPA covers a wide array of multi-disciplinary PGRFA activities, ranging from *in situ* and *ex situ* conservation, on-farm management and diversification, to plant breeding and seed production.

Many different national institutions and organizations, hereafter referred to as stakeholders (SHs), play an essential role in the implementation of these activities. Their participation in this reporting process is therefore important to ensure a comprehensive picture of the status of PGRFA conservation and use in the country.

Nineteen questions of the Reporting Format are addressed to SHs. These questions can be answered by registered national SHs, directly or through the NFP. In both cases, all reporting SHs have to be recorded under the *Organizations table* and at least one contact person of the

[8] http://www.fao.org/pgrfa/resources/openDocs/Reporting_Guidelines_2020e.pdf.
[9] http://www.fao.org/wiews.

SH organization has to be recorded under the *Contact persons table*.[10] The selection of stakeholders is explained in section 8.

7. Indicators and Reporting Format

In adopting the Second GPA, the FAO Conference agreed to monitor progress in the implementation of the rolling Second GPA and decided that governments and other FAO members would guide the monitoring through the Commission.

In order to fulfill this function, the Commission adopted a set of indicators for monitoring the implementation of the Second GPA. A Reporting Format based on the adopted indicators and this Tool were made available to countries for reporting on the implementation of the Second GPA during January 2012 - June 2014.

Data reported by countries can be accessed through the Tool, as well as from the WIEWS Data menu, under the following items:

- The Second Global Plan of Action's monitoring framework – an interactive chart displays progress towards the Priority Activities, based on the rating provided by countries for each of the indicators;
- Priority Activities and Indicators of the Second Global Plan of Action - data for all the indicators can be displayed in tables and graphics, as well as downloaded; and
- *Ex Situ* (SDG 2.5.1) – Overview, Maps and Search – data on over 5 million accessions from 100 countries and 17 regional and international centres can be accessed and downloaded.

Data submitted by NFPs is publicly available.

The indicators and reporting format for monitoring the implementation of the Second GPA were subsequently revised and endorsed by the Commission at its last Regular Session.[11]

The revised Reporting Format[12] reflects the need to limit the workload for countries on one hand and the need to collect a robust set of data that allows for an adequate and efficient assessment of the status of PGRFA and of the implementation of the Second GPA. It acknowledges other existing data sources applying international standards and makes provision for them to be incorporated without additional workload.

The Reporting Format serves the purpose of guiding National Focal Points (NFPs) in the assessment of progress in the conservation and sustainable use of PGRFA, including the preparation of their country reports. In addition, the Reporting Format may be used by the NFPs to gather valuable information from other stakeholders.

The Reporting Format contains 48 questions requesting information required to satisfy the 58 indicators of the 18 priority activities of the Second GPA. Twenty-nine questions can only be answered by NFPs, the remaining ones can be answered by stakeholders (SHs) or by NFPs on behalf of the SHs (see also section 5.1.2 *Recording an answer on behalf of a Stakeholder*).

Questions target information either on activities carried out during the reporting period, 1 July 2014 to 31 December 2019, or on the status of resources at the end of the reporting period (31 December 2019) unless otherwise specified (see also section *5.1 Questions for reporting on the Second GPA implementation*).

---

[10] The WIEWS database already includes information about more than 17,000 organizations and 25,000 contact persons. See section *4. Menu Bar Item: Common tables*.

[11] CGRFA-17/19/Report, paragraph 66.

[12] See Preparation of Country Reports for The Third Report on the State of the World's Plant Genetic Resources for Food and Agriculture, Annex I.

NFPs are invited to report on each indicator. Where an indicator is not applicable to a country or where the information required for an indicator is not available, this should be indicated in the corresponding page of the Tool for the indicator. NFPs are also invited to provide an expert judgment on the level of achievement for each indicator, referred to as *Rating by NFP*. On a categorical scale from 1 to 8, 1 represents the *least degree of implementation or achievement* and 8 a *full degree of implementation or achievement*. The data provided through the Tool, including the calculation of the corresponding indicators, and other reported considerations will guide the NFPs in rating the country performance with regard to the indicator. The *Rating by NFPs* is required to calculate the higher-order composite indices for PGRFA, as endorsed by the Commission at its Fifteenth Regular Session.[13]

8. Recommended steps for reporting on the Second GPA implementation

The NFPs are recommended to carry out the following steps during the reporting process on the Second GPA implementation:

a) NFPs should carefully read the indicators and questions contained in the Reporting Format;[14]
b) NFP identify the national stakeholders that play a role in the implementation of any of the 18 Priority Activities of the Second GPA;
c) Contact the national stakeholders and identify those questions for which they can provide relevant data;
d) Register in the online Tool those national stakeholders that will provide relevant data to answer those questions, which require stakeholder level information.

   NOTE: Stakeholders data can be reported through the Tool either (i) by Stakeholders themselves, once the NFP has granted to them access to the Tool (see section 2.5.1 *Registering a Stakeholder*) or by providing data through other means to the NFP (e.g. sharing data through Excel tables), who will then report the data on behalf of the stakeholder.

e) Answer the questions directly through the system editing interface (see section *5.1. Questions for reporting on the Second GPA implementation*) and/or by completing and importing Excel files (see section *6.2.2 Importing data from a Microsoft Excel 97-2003 Workbook*);
f) Approve or reject the answers provided by SHs through the system, as well as all changes made by them to the *Common tables* (see sections 2.6 *User's Menu button - Item: Approvals*);

   NOTE: The Tool automatically considers approved all data reported by the NFP on behalf of stakeholders.

g) Provide for each relevant indicator the NFP rating on the level of achievement (see section 5.2.2 *Assigning the rating of implementation by the National Focal Point*), as

[13] CGRFA-15/15/Report, paragraph 17.
[14] See Preparation of country reports for The Third Report on the State of the World's Plant Genetic Resources for Food and Agriculture, Annex I.

well as an explanation of the rating in the corresponding Comment box.[15] Ratings and comments can be provided directly online through the Tool, or by filling an Excel form, which can be requested to wiews@fao.org.[16]

h) Provide a summative narrative for each of the 18 Priority Activities of the Second GPA (see section 5.3 *Summative narrative*).

9. Timeline for contributing to the Third Report

All countries are invited to submit their contribution to the Third Report through this Tool as soon as possible and not later than 31 December 2020.

The draft Third Report will be made available for review to the Eleventh Session of the Intergovernmental Technical Working Group on PGRFA in 2022 and the Nineteenth Regular Session of the Commission (2023), as agreed in the Multi-Year Programme of Work of the Commission.

[15] The data provided in the answers to the questions and other relevant considerations, which can be reported in the Comments text box, will guide the NFPs in their expert judgment.

[16] The Excel form includes a graphical representation of the NFP ratings, as well as the Higher Order Composite Indices on PGRFA agreed by the Commission. See also WIEWS Monitoring Framework.

II. Reporting on the implementation of the Second Global Plan of Action and for the Third Report

1. Introduction

1.1. Prerequisites to access the WIEWS Reporting Tool

The Tool works on-line through the Internet. To access it, a connection to the Internet and a browser are required.

Access to the Tool is limited to data providers and is password protected. The Internet address of the WIEWS' Second GPA reporting tool is: http://www.fao.org/pgrfa/.

1.2. User's categories and privileges

Two different types of users can access the Tool with writing privileges: National Focal Points (NFPs) and Stakeholders (SHs).

NFP users have privileges to:

- Add, edit, invalidate and revalidate records, and/or import data sets, related to their own country in all common tables except the *Taxa table*;[17]
- Assign NFP or SH role privileges to contact persons;
- Add, edit and delete answers, and/or import answer data sets to questions for the NFP;
- Add, edit and delete answers, and/or import answer data sets to questions for on behalf of a registered SH;
- Approve, reject or edit answers to questions and changes in the common tables made by SHs.

SH users have privileges to:

- Add, edit and delete answers, and/or import answer data sets to SH questions for their own organization;
- Edit the record of their own organization in the *Organizations table*;
- Add, edit and invalidate records, and/or import data sets, from their own organization in the *Contact persons table*;
- Add, edit, invalidate and revalidate records, and/or import data sets, from their own country in the following common tables: *Projects table* and *References table*;
- Assign SH role privileges to contact persons within their own organization.

NOTE: Data provided by NFPs is by default considered as validated and therefore visible to all users. Data provided by a SH are flagged as draft and can only be seen by signed in users before the NFP's approval. After the NFP's approval the SH data are no longer flagged as draft and becomes visible to all users.

2. Menu Bar Item: User's Menu button

2.1. User's Menu button - Item: User Registration

A user who has received a temporary *username* and *password* must first complete its registration as described below in order to sign in.

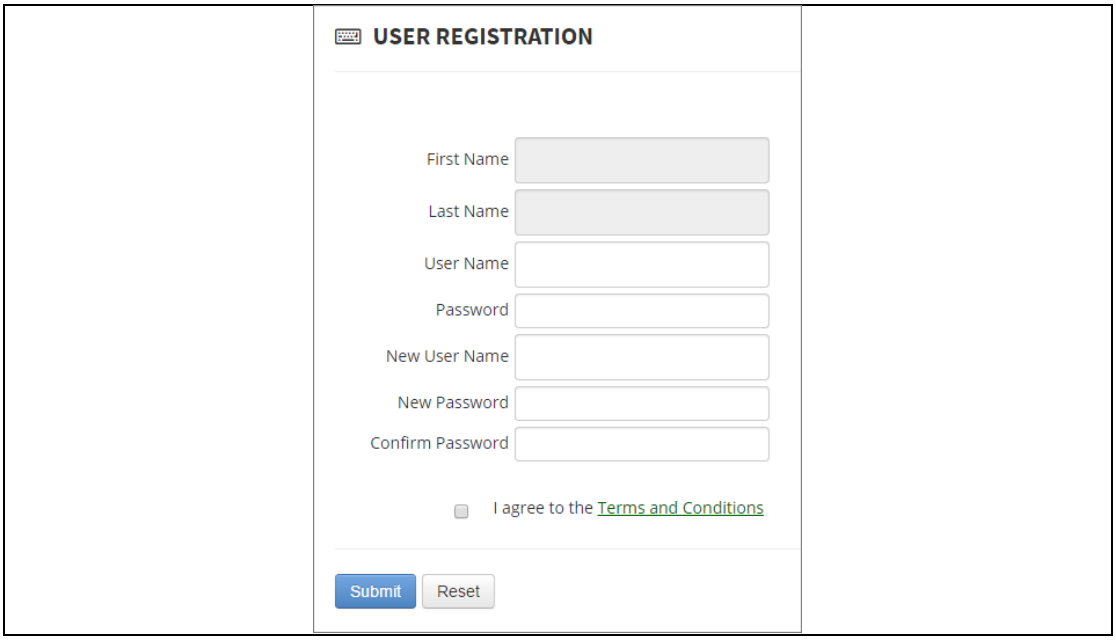
[17] The *Taxa table* is treated as a global resource under the WIEWS Tool and the WIEWS Team only can update it. Should changes to this table be required, they should be notified to WIEWS@fao.org.

Figure 1. The Menu bar

Click on the User´s Menu button and select the "Users Registration" item.

Paste both the received temporary *username* and *password* into the corresponding text boxes in the registration form, then enter the preferred/customized username into the *New User Name* box and set up the personal password, read the *Terms and Conditions* and check the box to agree to them, and finally press the *Submit* button (Figure 2).

Figure 2. The User registration screen



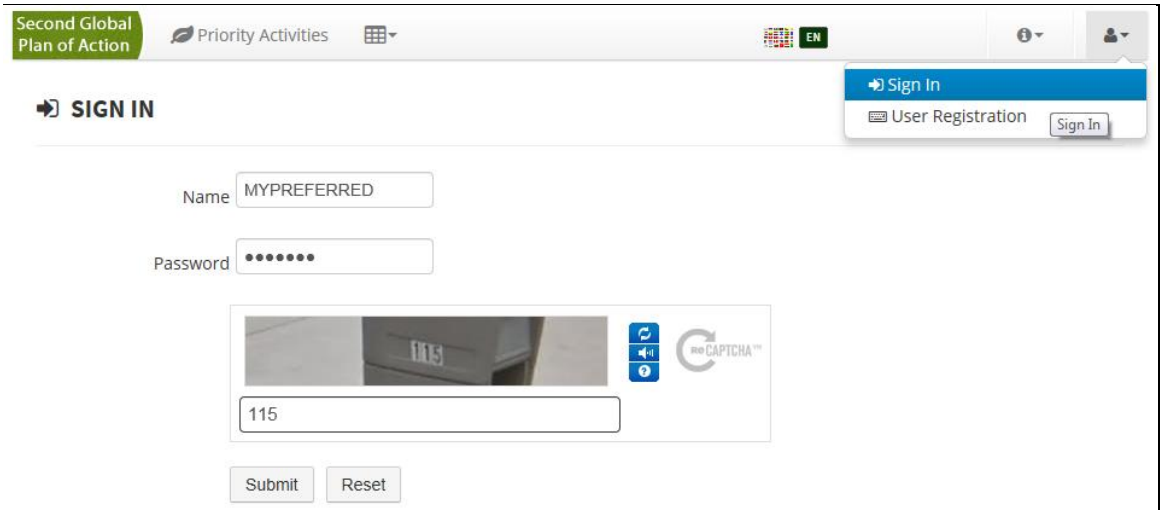
A message confirming the successful registration will be displayed on the screen.

NOTE: All officially appointed NFPs will receive from WIEWS (wiews@fao.org) a temporary *username* and *password* to register into the system. After completing the registration and sign in procedures, NFP will be able to issue a temporary *username* and *password* for SH contacts (see section 2.5.1 Registering a Stakeholder).

2.2. User's Menu button - Item: Sign in

Click on the User´s Menu button and select the *Sign in* item. Enter into the corresponding text boxes the username and password, as customized during the registration, and type the captcha displayed on the screen.

Figure 3. The Sign in screen



After signing in, the system will automatically select the country of the organization the signed-in user belongs to, and recognize his/her associated privileges (NFP or SH) (see also paragraph 1.2 User's categories and privileges).

2.3. User's Menu button - Item: Change password

By selecting the *Change password* item under the User´s Menu button , the user can change his/her password.

2.4. User's Menu button - Item: Import Logs

By selecting the *Import Logs* item under the User´s Menu button, a screen listing all data sets imported by the user is displayed. The screen shows the status and result of the import process for each Excel file.

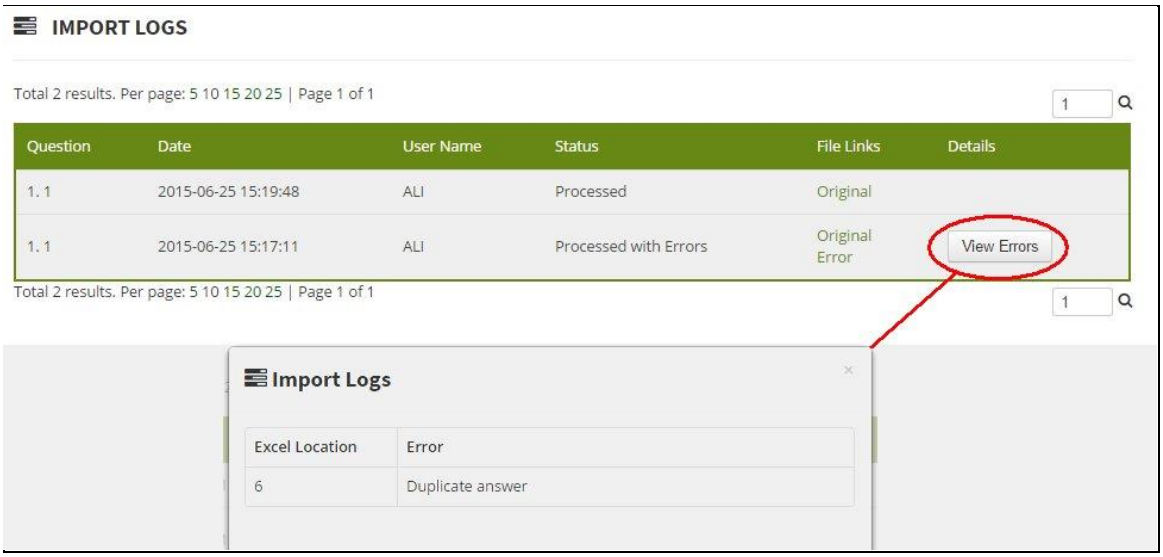
NOTE: Microsoft Excel 97-2003 Workbook files which have been uploaded by users are not immediately processed by the system. In order to optimize system performance and avoid response delays to users carrying out other tasks, processing of the uploaded file is delayed until maximum system resources are available. Batch processing may therefore be undertaken with some delay[18] from the moment in which the user has uploaded the file (see also paragraph *6.2.3 Example 1: Importing data for Question 1.2*).

Immediately after uploading a file, the imported file is put in a *Waiting* status as shown in the *Import Logs* screen. The status changes to *Processing*, when effectively the file is being processed by the system, and to *Processed*, if the import file has been successfully processed,

[18] 5-20 minutes

Unable to process the file or *Processed with Errors*, in case of errors. In these latter cases, the *View Errors* button under the *Details* column of the *Import Logs* table opens a modal window describing the errors in the uploaded file (see Figure 3). The uploaded file can be reached by clicking on *Original*, an hyperlink under column *File Links* of the table. The *Error* hyperlink allows viewing the uploaded Excel file with the error(s) highlighted.

Figure 4. The *Import Log* screen showing two imports for Question 1.1 and the error modal window



2.5. User's Menu button - Item: Users Management (signed-in NFP users only)

By selecting the *Users Management* item under the NFP User´s Menu button, a screen listing all registered stakeholders is displayed. Through this screen, the NFP can view the user (SH) details (button), reset her/his password (button), disable her/his access to the system (button).

2.5.1. Registering a Stakeholder

A signed-in NFP has the privileges to add SH users from her/his own country by registering them. To do so, the NFP should find in the *Contact persons table* the record of a person who is working for the specific organization (SH). Once the record is found,[19] the NFP should register her/him as a new user with SH privileges by (i) clicking on the button on the left hand of the displayed record; (ii) setting the *Role* option to SH; and (iii) clicking on the *Update* button.

As a result of the above procedure, the system will display a temporary username and password for the selected Contact person. Both temporary username and password of the new user should be sent to the contact person for her/him to complete the registration (see 2.1 User's Menu button - Item: User Registration).

[19] In case the contact person is missing, the NFP should add it to the *Contact persons Table* as described in section 2.5.1.

NOTE: Even if the temporary username and password will not be used by the new user to complete his/her registration (see 2.1 User's Menu button - Item: User Registration), the NFP will now be able to answer questions for SHs on her/his organization behalf.

In order to assign NFP privileges to a user, the NFP should follow a similar procedure as described above with the difference that the *Role* option should be set to NFP.

2.6. User's Menu button - Item: Approvals (signed-in NFP users only)

Data recorded by SH users either as answers to the questions or as changes in the *Common tables*, are flagged by the system as drafts.

By selecting the *Approvals* item under the NFP User´s Menu button, a screen listing all drafts records entered by SHs, which are pending for approval, is displayed. Through this screen, NFPs will be able to approve or reject the SH draft records.

Figure 5. Menu Bar Items

3. Menu Bar Item: information button

Under the information button, several items can be selected. Among these:

The *Documents* item produces a screen with links to relevant documents, including the Second GPA, the guidelines for the preparation of country reports for The Third Report on the State of the World's *PGRFA*, and the Second Report on the State of the World's PGRFA.

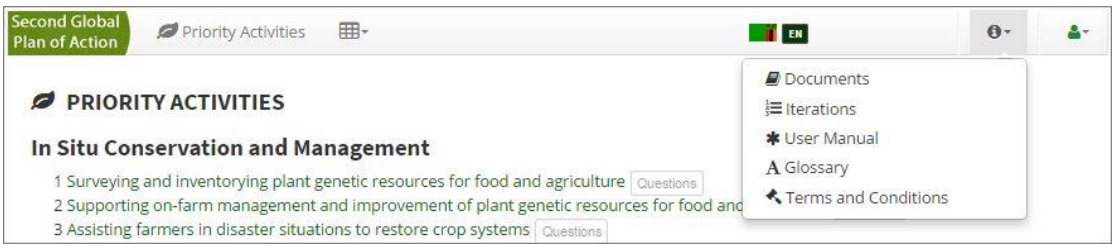
NOTE: Country reports prepared for the first Report on the State of the World's PGRFA in 1995, and for the second Report in 2009, can be accessed from WIEWS.[20]

The *Iterations* item produces a screen with the starting and ending dates of each reporting period (iteration).

The *User manual* item opens this manual.

The *Glossary* item opens a glossary for some key words used in the indicators and questions for monitoring the Second GPA.

Figure 6. The Priority Activities screen and the items of the Info button



[20] See the *Publications* section under the *Resources* item of the WIEWS menu bar.

4. Menu Bar Item: ***Common tables***

The tool manages six *Common tables*, which can be referred to and linked in questions of the reporting format to complement an answer with additional information. These tables are used to store detailed information about six different entities, namely, *organizations*, *contact persons*, *programmes/projects/activities*, *taxa*, *cultivars*, and *bibliographical/juridical references*.

The *Organizations table*, the *Contact persons table*, the *Projects table*, the *References table* and the *Cultivars table* contain information provided in the past by countries to WIEWS and NISMs. The *Taxa table* includes data for over 80,000 taxa, the majority of which comes from the *Genetic Resources Information Network* (GRIN) of USDA[21] and the remaining ones from NISMs after having being checked against either GRIN, the *International Plant Name Index* (IPNI)[22] and/or *Tropicos*[23] of the Missouri Botanical Garden.

Table 1. The list of *Common tables*

The '**ORGANIZATIONS** table' (instab) contains contact information on institutes, organizations and networks, as well as departments or subordinate structures within them. The field 'parent organization' is used to build hierarchies among the table entries.
The '**CONTACT PERSONS** table' (pertab) contains contact information on persons, including phone and email address. Persons are usually associated with organizations in the organization table, where the mail address is stored.
The '**PROJECTS** table' (protab) collects data on programmes, projects, activities, plans, courses, etc. A flag field indicates the context and serves for analysis and filtering entries that belong to different priority activity areas.
The '**TAXA** table' (taxtab) contains data on scientific plant names and authorities.
The '**CULTIVARS** table' (cultab) contains data on cultivated varieties, their pedigree and origin. Data provided in the past to this table has been moved under question 12.1.
The '**REFERENCES** table' (reftab) is used to collect data on references. The structure follows the BibTex standard in order to allow easier processing with existing BibTex tools, e.g. to produce lists of references in standard format. A reference can also be an electronic document, such as a web-site on the Internet.

Important! Records in the Common tables cannot be deleted; they can only be invalidated. This allows maintain historical information and consistency with answers and/or other records of *Common tables,* which refer to the invalidated records.

To display the list of Common tables the user has to click on the button as shown in the figure below.

Figure 7. Displaying the list of *Common tables*

[21] https://npgsweb.ars-grin.gov/gringlobal/taxon/taxonomysimple.aspx.
[22] www.ipni.org.
[23] www.tropicos.org.

4.1. Searching the *Common tables*

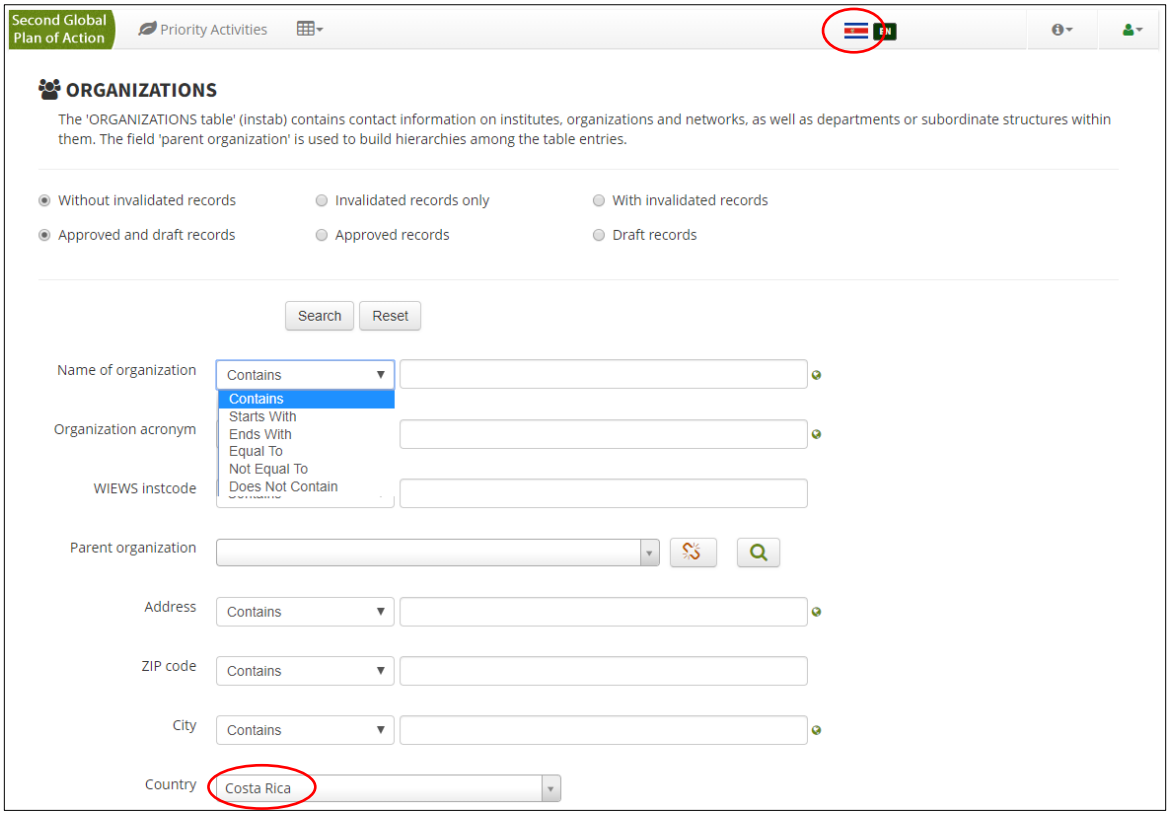
By clicking on each of the *Common tables* the user will be prompted to a search screen.

Two filters are displayed on top of the search screen (see Figure 8). The first one allows to selectively searching for only valid records ("Without invalidated records" default), only invalidated records or both. The second filter allows searching for approved records, draft records[24] or both (default).

Criteria used for searching all text fields are as follows (see also Figure 8):

Contains (default)	+	A text box where the user can type in any string[25]
Starts with		
Ends with		
Equals to		
Not equals to		
Does not contain		

Figure 8. The Organization table search screen (not all the searchable fields are shown in this figure)



NOTE: In *Common tables*, whenever it applies, **the *Country* field is set by default to the country selected on the Menu bar** (indicated by the country flag)[26] in order to facilitate the record filtering and speed up the search. Figure 8 shows the search screen for the *Organizations table* and highlights the selected country in the Menu bar and the default setting for the *Country* field in the search screen.

---

[24] A draft record is a record created or modified by a SH, which has not yet been approved by the NFP.
[25] A string is a sequence of characters.
[26] Also note that the user's own country is selected by default after sign in.

4.1.1. What is a "link" field?

A "link" field is referred to in this system as a field pointing to an existing record in a *Common table* or to a predefined list of crops. Link fields are frequently available in answer tables and in the *Common tables* in order to facilitate relations among tables. They can be easily identified in a *Search* or an *Edit* screen, as on their right side have the *Link-break* button to reset the field content.

In the *Organizations table* for example, the field *Parent organization* is a "link" field, which points to/links another record within the same table. For instance, the parent organization of the "Kenyan Agroforestry Centre" is the "Ministry of Research, Technology and Technical Training". When you open the record, the "Ministry of Research, Technology and Technical Training" is a clickable link that takes you to the record of the organization.

4.1.2. Filling in a "link" field

To search for all the Kenyan organizations whose parent organization is the "Ministry of Research, Technology and Technical Training", users can either:

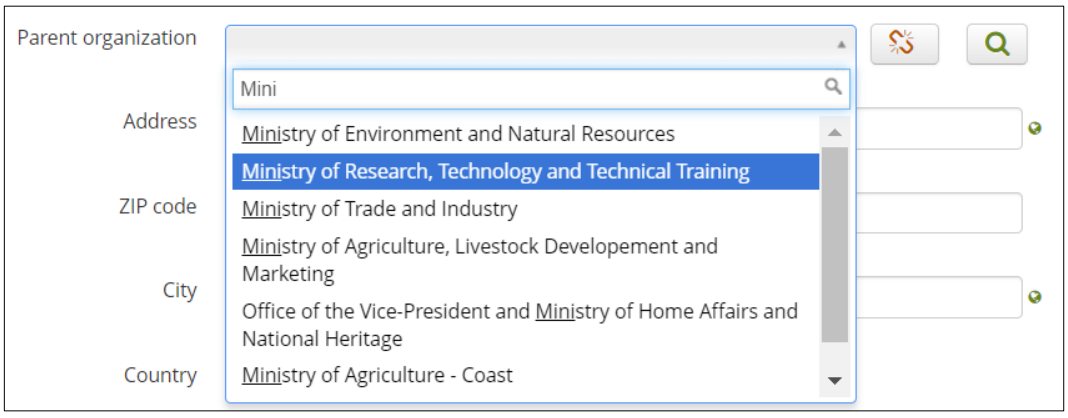
A) Type into the *Parent organization* indexed text box a significant string of the organization name e.g. "Mini". A list of organizations from the country selected on the Menu bar (EN [27]) whose name includes the string "mini" will be displayed. The user can choose one of them.

NOTE: This list is produced by the system through a periodic indexing of all occurrences that belong to the country selected in the Menu bar only in the specific table (in this case the *Organizations table*).

Also note that newly added records may not be displayed in the indexed list soon after their insertion because not indexed by the server yet.

Should the occurrence sought not be listed (e.g. it is not from the User's country; or it has not been indexed), the approach in B) below should be used instead.

Figure 9. Filling in a "link" field through the *Parent organization* indexed text box

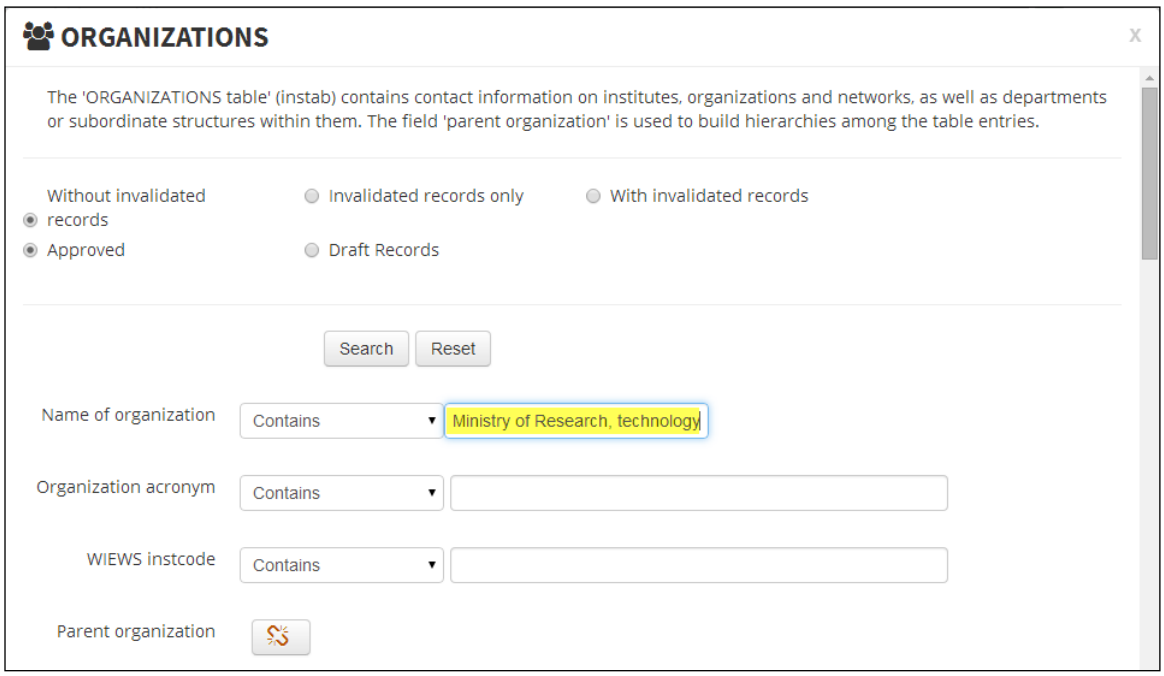


B) Click on the *Search* button next to the *Parent organization* field (see Figure 9).

Another search screen is then displayed in a modal window (Figure 10). On this screen, the user could type "Ministry of Research, Technology and Technical Training" (or a significant portion/string of it e.g. "Mini") into the text box next to the *Name of organization* (user should make sure that the country being selected in the Country box is Kenya) and click on the Search button.

[27] Kenya

Figure 10. Searching for the parent organization



The result of the search will be displayed on the screen as shown in Figure 11 By clicking on the *Link* button located next to the targeted record, the "Parent organization" box on the first search screen (Figure 8) will be filled with the name of the linked organization (see Figure 12).

Figure 11. The button to link the Parent Organization

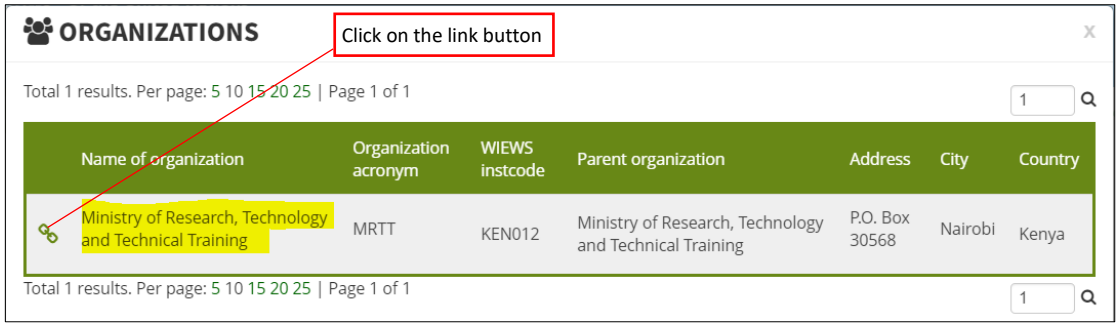
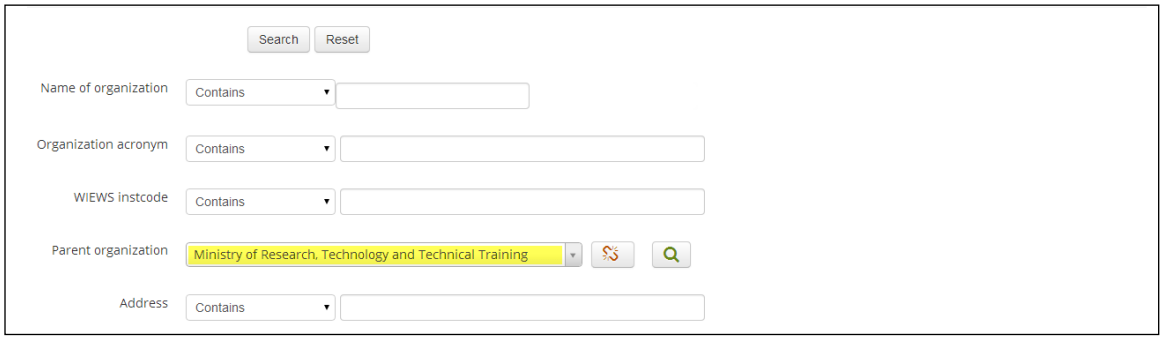
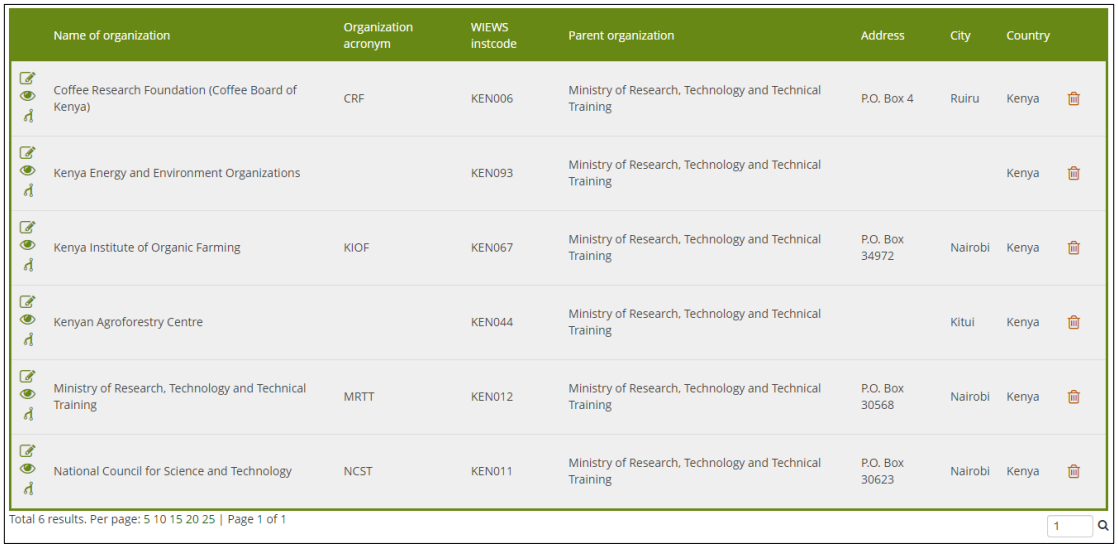


Figure 12. Specifying a parent organization on the search screen



By clicking on the *Search* button all the organizations whose parent organization is the "Ministry of Research, Technology and Technical Training" are displayed (Figure 13).

Figure 13. Results for the selected parent organization

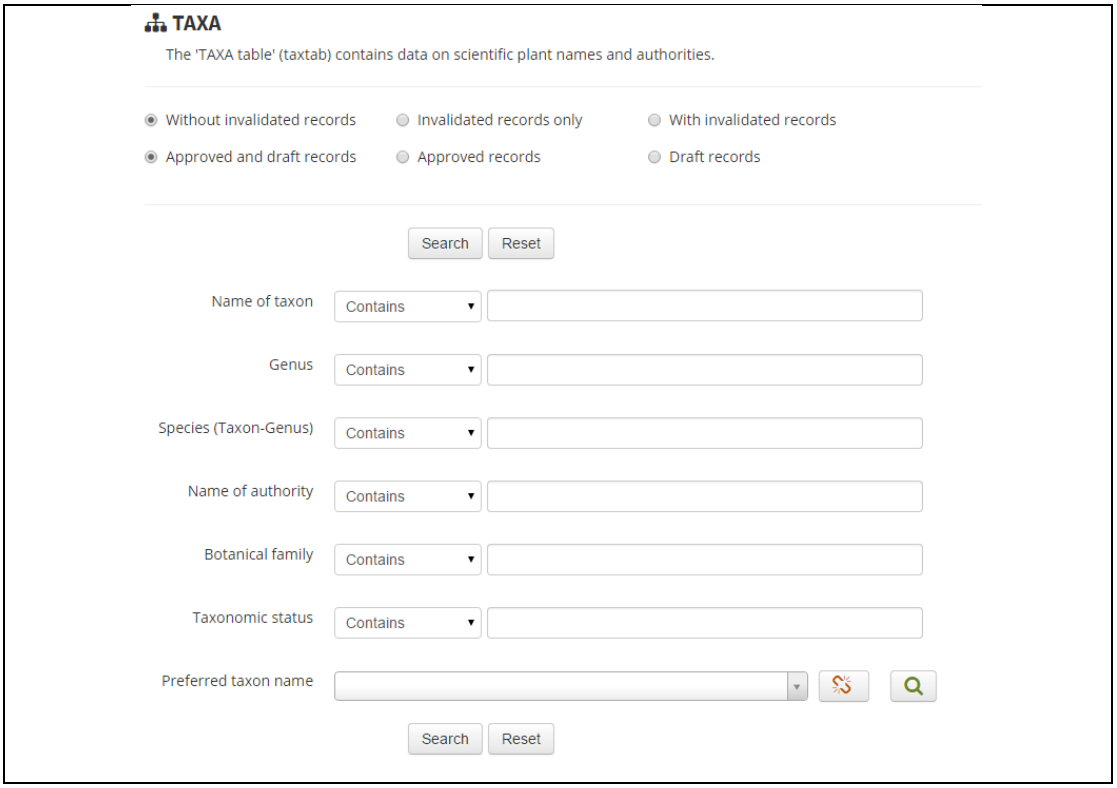


Name of organization	Organization acronym	WIEWS instcode	Parent organization	Address	City	Country
Coffee Research Foundation (Coffee Board of Kenya)	CRF	KEN006	Ministry of Research, Technology and Technical Training	P.O. Box 4	Ruiru	Kenya
Kenya Energy and Environment Organizations		KEN093	Ministry of Research, Technology and Technical Training			Kenya
Kenya Institute of Organic Farming	KIOF	KEN067	Ministry of Research, Technology and Technical Training	P.O. Box 34972	Nairobi	Kenya
Kenyan Agroforestry Centre		KEN044	Ministry of Research, Technology and Technical Training		Kitui	Kenya
Ministry of Research, Technology and Technical Training	MRTT	KEN012	Ministry of Research, Technology and Technical Training	P.O. Box 30568	Nairobi	Kenya
National Council for Science and Technology	NCST	KEN011	Ministry of Research, Technology and Technical Training	P.O. Box 30623	Nairobi	Kenya

Total 6 results. Per page: 5 10 15 20 25 | Page 1 of 1

4.1.3. Searching the *Taxa table*

Figure 14. The Taxa table search screen



In Figure 14, the user should note that when searching in the *Taxa table*, the *Species* field is a field resulting from the elimination of the first character string (word) from the *Taxon* field. For example to search the taxon "*Daucus carota subsp. gummifer*" users can set the search criteria as follows:

Genus	Equals to	*Daucus*
Species (taxon-genus)	Equals to	*carota subsp. gummifer*

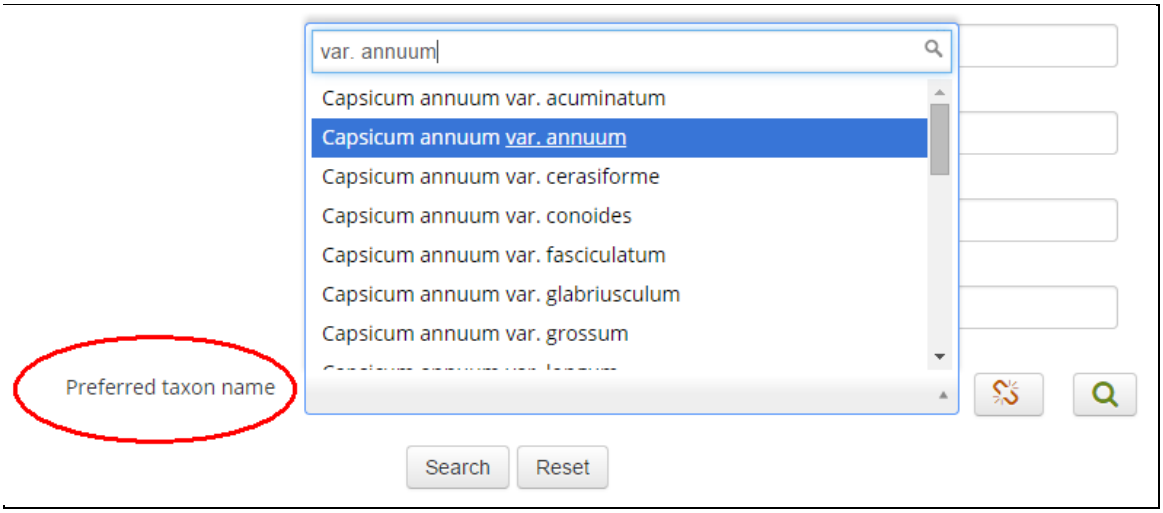
But also as follows:

Genus	Equals to	*Daucus*
Species (taxon-genus)	Contains	*subsp. gumm*

Moreover, the *Preferred taxon name* is also a link field that points to a taxon record. If users want to search for all the synonyms of *Capsicum annuum* var. *annuum* they should set the preferred taxon name equals to *Capsicum annuum* var. *annuum*, by following a similar procedure as the one described for the "Parent organization" field in the previous section.

Users can type into the *Preferred taxon name* text box "var. *annuum*" and select from the resulting list the taxon *Capsicum annuum var. annuum*, as shown in Figure 15.

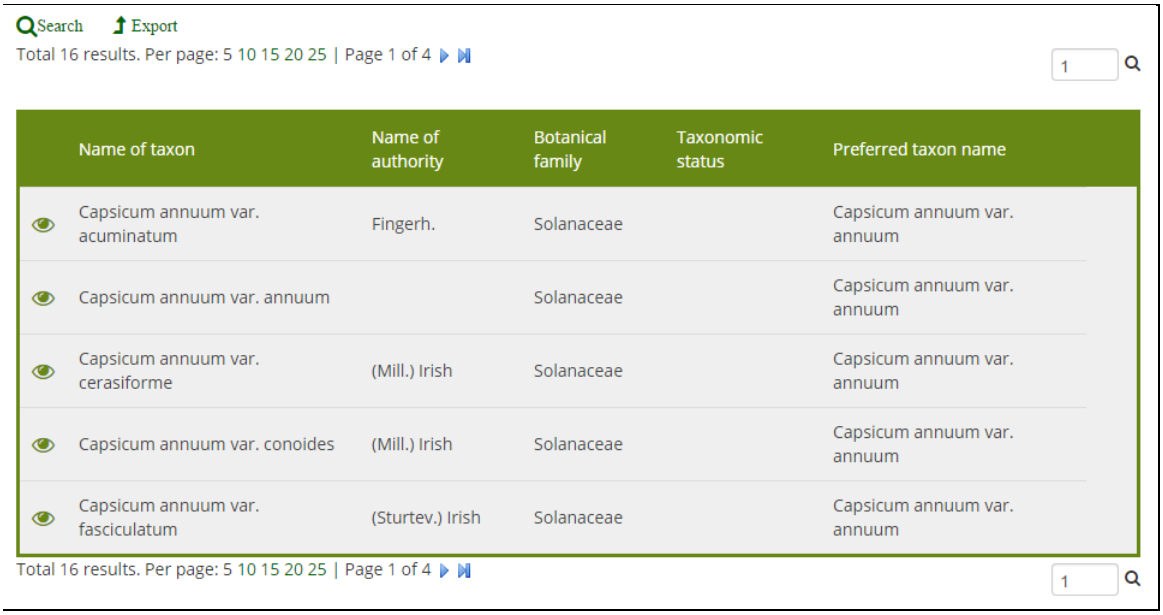
Figure 15. Selecting a *Preferred taxon name* from an indexed list of taxa filtered by a user defined string



Alternatively, the user can click on the Search button next to the *Preferred taxon name* and perform the standard structured search for the targeted taxon, following a similar procedure as previously described for the *Parent organization*.

The result of this search is 16 records, 5 of which are shown in Figure 16.

Figure 16. Synonyms of *Capsicum annuum* var. *annuum*



4.2. Adding a record in a *Common table*

When adding a record (e.g. organization, contact, project, etc.) in a *Common table*, users should first verify, through a search in the corresponding table, that the record to be added does not already exist.

If the record does not exist, users can add it by clicking on the *Plus* button

located on the upper left part of the screen resulting from the search. An edit screen allowing the users to add the information related to the new record will be displayed.

While entering the information related to the new project, as described earlier, users can:

A) Type into the text box of the linked field (e.g. the *Coordinating organization*) a significant string of the organization name. A list of organizations from the user's country only whose name includes the typed string will be displayed. The user can choose one of them.

NOTE: This list is produced by the system through a periodic indexing of all occurrences that belong to the user's country only in the specific table (in this case the *Organizations table*).

Also note that newly added records may not be displayed soon after their insertion because not indexed yet.

Should the sought occurrence not be listed (e.g. it is not from the User's country; or it has not been indexed), the approach in B) below should be used instead.

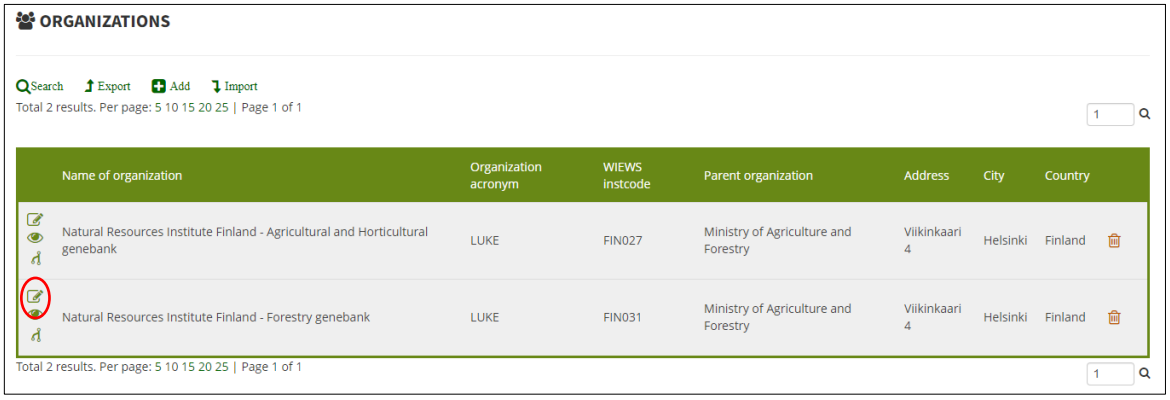
B) Click on the *Search* button to find and link for example the *Coordinating organization* or the *Participating organizations* (see para. 4.1.2) to the new project record.

Once the editing of the new record is finalized, users can save it, by pressing the *Save* button.

4.3. Modifying an existing record in a *Common table*

NFP and Stakeholders can modify records in the *Common tables* (subject to restrictions as reported in 1.2 User's categories and privileges) by (a) clicking on the *Edit* button on the left most column of the record resulting from a *Common table* search, (b) editing it, and (c) saving the modified record with the *Save* button.

Figure 17. Editing an existing record in the *Organizations table*



WARNING! Users should be very careful when modifying an existing record in the *Common tables*. In particular, the modification of the name of an Organization, a Contact person, a Project, a Cultivar, and the name of a Reference, in each of the corresponding *Common tables*, should ONLY be done to amend some typographical mistakes and NOT to change the entity name referred to by the record.

A change in the name of an entity addressed by the *Common tables* may result in the loss of important information since records in the *Common tables* are referred to as links by other records in the *Common tables* and, optionally, in the answers to the questions of the 18 Priority Activities of the Second GPA. If, for example, a substantial change in the name of the entity is required, the user may prefer to add a new record rather than modifying an existing one, and, eventually, invalidate the existing record by pointing it to the newly added one (see section 4.4 Deleting / Invalidating a Record in a *Common table*). By doing this, all links previously set to the existing record will be preserved.

Modifications in any other field (such as for example Telephone, Email address, etc.) in the *Common tables* can be done to update the information of existing records in these tables without other consequences.

4.4. Deleting/Invalidating a record in a *Common table*

The system allows NFP and, with certain exceptions, SH (see 1.2 *User's categories and privileges* for details) to invalidate records of a *Common table*, not to delete them. To ensure consistency between answers to the question and records in the Common tables, as well as within and among records of *Common tables*, an invalidated record is not physically deleted, but it is flagged as invalidated.

Two possible scenarios are foreseen by the system to invalidate a record:

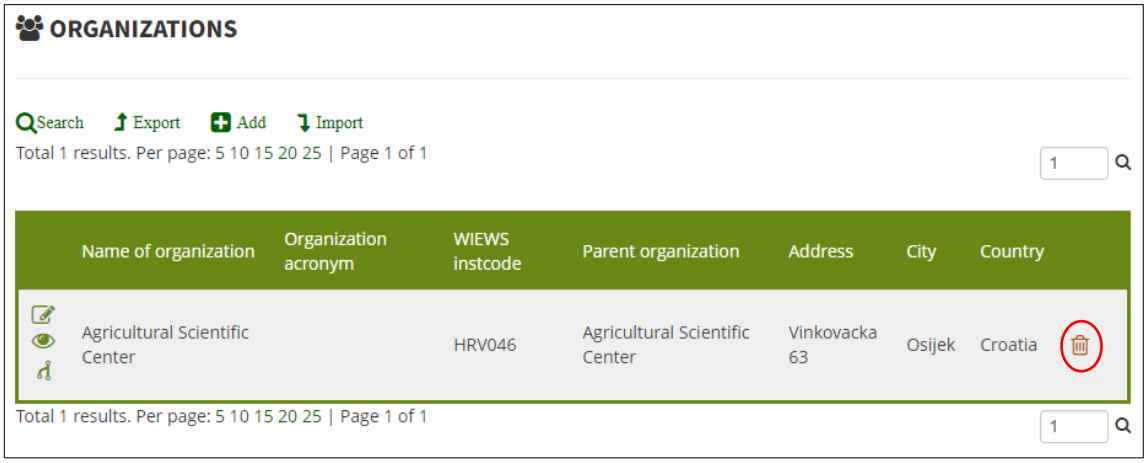
A. Invalidate a record that relates to an entity that either (1) does not exist anymore, (2) is not in operation, or (3) was recorded by mistake. The situation as described in (1) and (2) can occur when an institution has stopped its operations.

B. Invalidate a record and providing a valid record that substitute the invalid record. Such a situation can occur when an institution has changed its name or was replaced by another institution in its operations.

The following example shows how to proceed to invalidate a record in a *Common table*. For instance, to invalidate a record from the *Organizations table*, first the user needs to perform a search for the record to be invalidated.

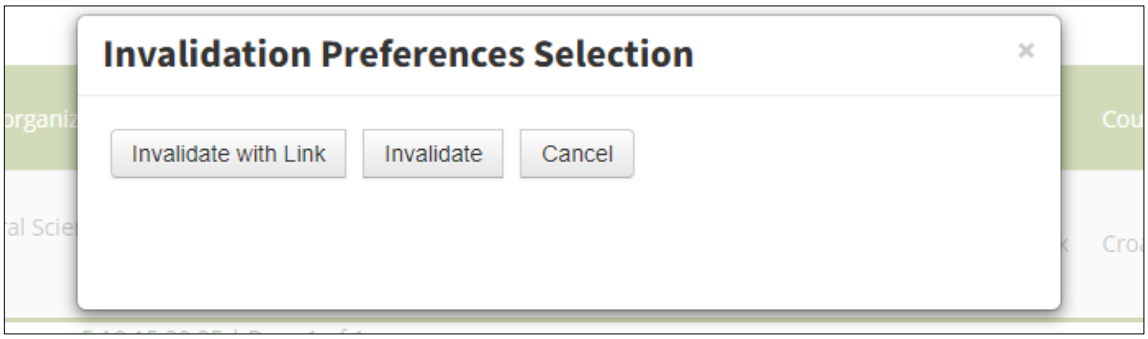
The example that follows is carried out by the NFP from Croatia for an organization which no longer exists and has not been replaced by any other organization. Once the organization to be invalidated is identified, for instance “Agricultural Scientific Center”, the user has to click on the *delete* button at the right hand side of the displayed organization’s record.

Figure 18. Invalidating a record in the Organizations Table



In the resulting screen, the user has to click on the *Invalidate* button to confirm the decision to invalidate the record without pointing to any valid record that replaces it (Figure 19).

Figure 19. Invalidation options

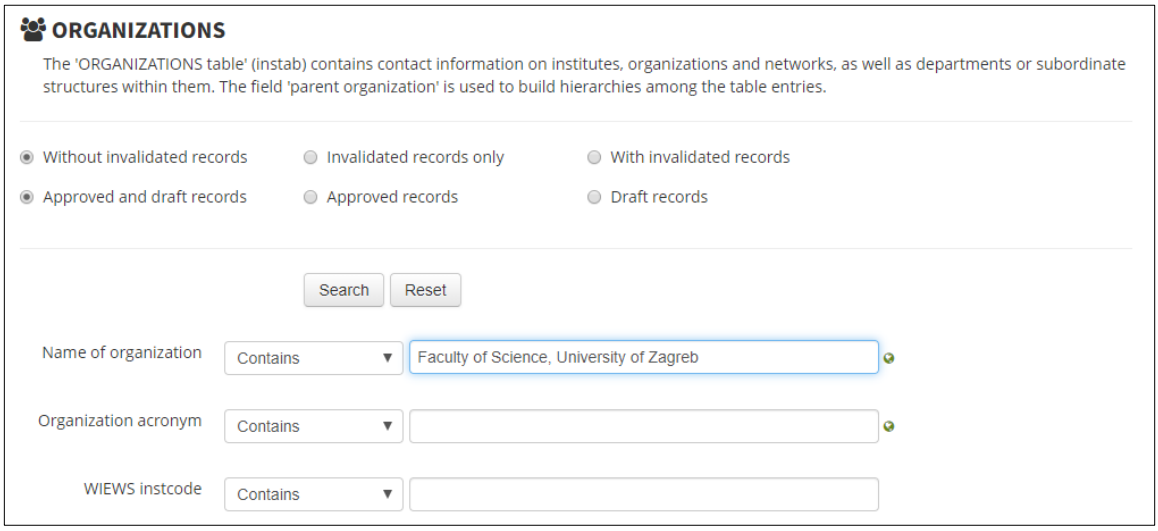


The following example shows a case where an existing record of an entity, which no longer exists, has to be replaced by a valid record. Figures Figure 20 and Figure 21 show the results of a search in the *Organizations table*, assuming that the user (NFP of Croatia) wants to invalidate the organization “Faculty of Natural Sciences and Mathematics, University of Zagreb” (in Figure 20) and to replace it by the organization "Faculty of Science, University of Zagreb” (Figure 21).

Figure 20. Record of the institution to be invalidated and pointing to a valid organization

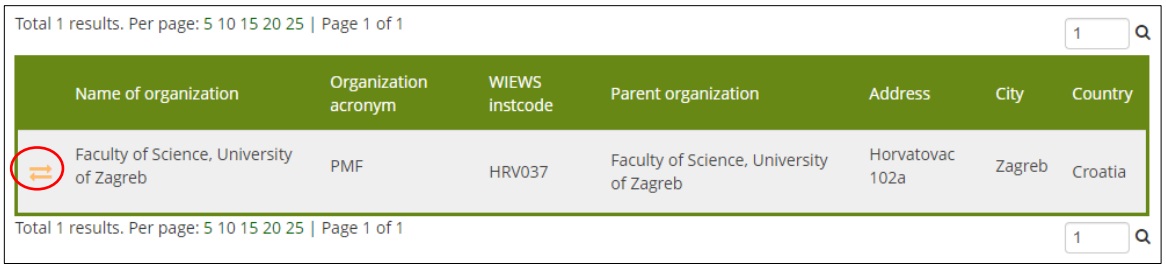
By clicking on the *Delete* button , located on the right hand side of the organization’s record (Figure 20), and on the *Invalidate with link* option of the resulting the screen (Figure 19), the user can search the valid organization that the invalidated one should point to, and add the link to it (see Figures Figure 21 and Figure 22).

Figure 21. Searching for the institution to replace the invalidated record



Once the valid organization is found, the user should click the button to complete the invalidation process by adding a pointer to the valid organization.

Figure 22. Completing the invalidation process by adding a pointer to the valid organization



Also note that when performing a search in any *Common tables*, the users can select the list of all the valid records, invalidated records and/or both valid and invalidated records. The screen shot in Figure 23 shows how such selection can be performed.

Figure 23. Searching for invalidated records

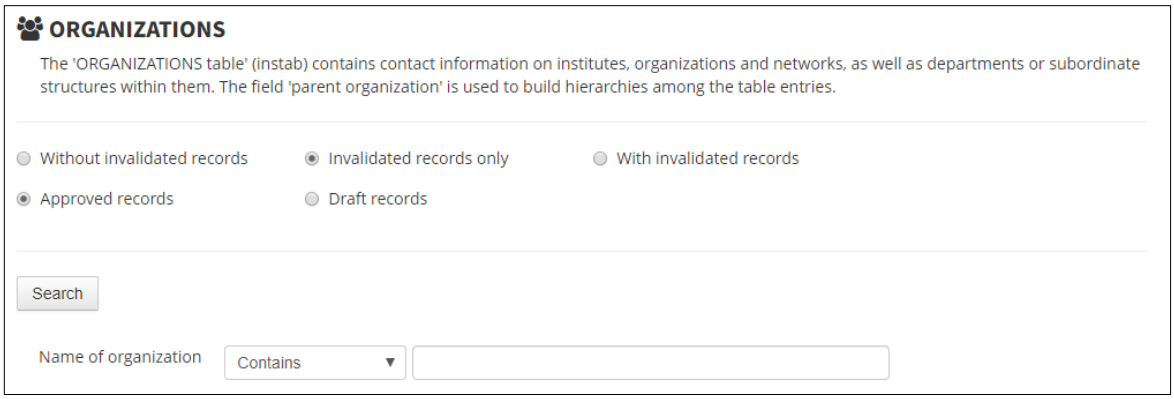
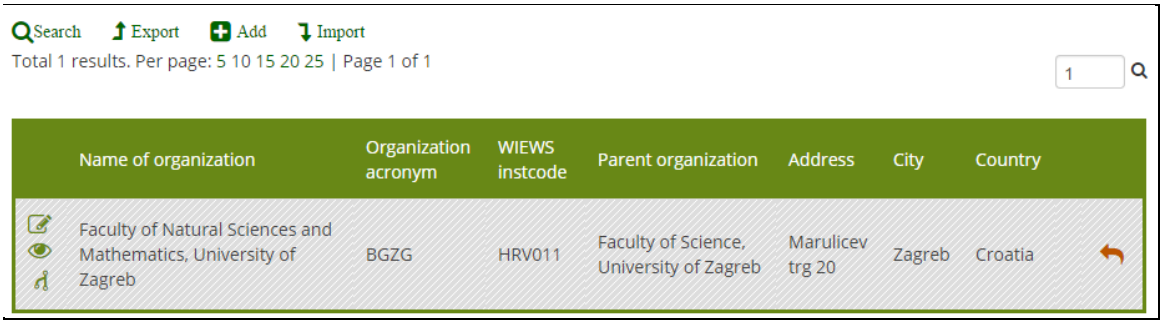


Figure 24 shows the results of the above search. Invalidated records are shown with a grey background to distinguish them from valid ones.

Records invalidated by mistake can be revalidated by clicking on the button on the right hand side of the displayed invalidated record.

Figure 24. Result of a search performed on invalidated records only



5. Menu Bar Item: Priority Activities of the Second GPA

By clicking on *Priority Activities* in the menu bar, all 18 Priority Activities of the Second GPA are listed.

Figure 25. Displaying Priority Activities of the Second GPA

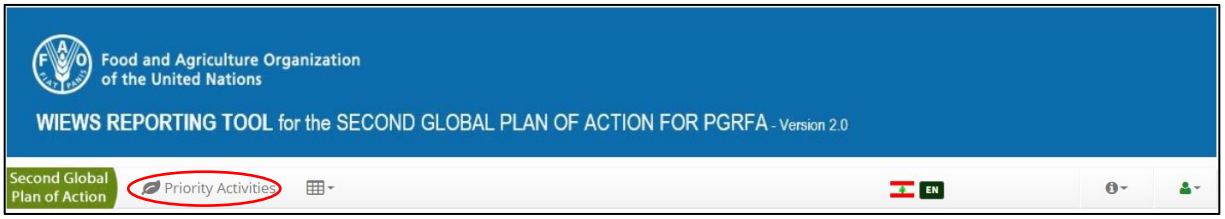
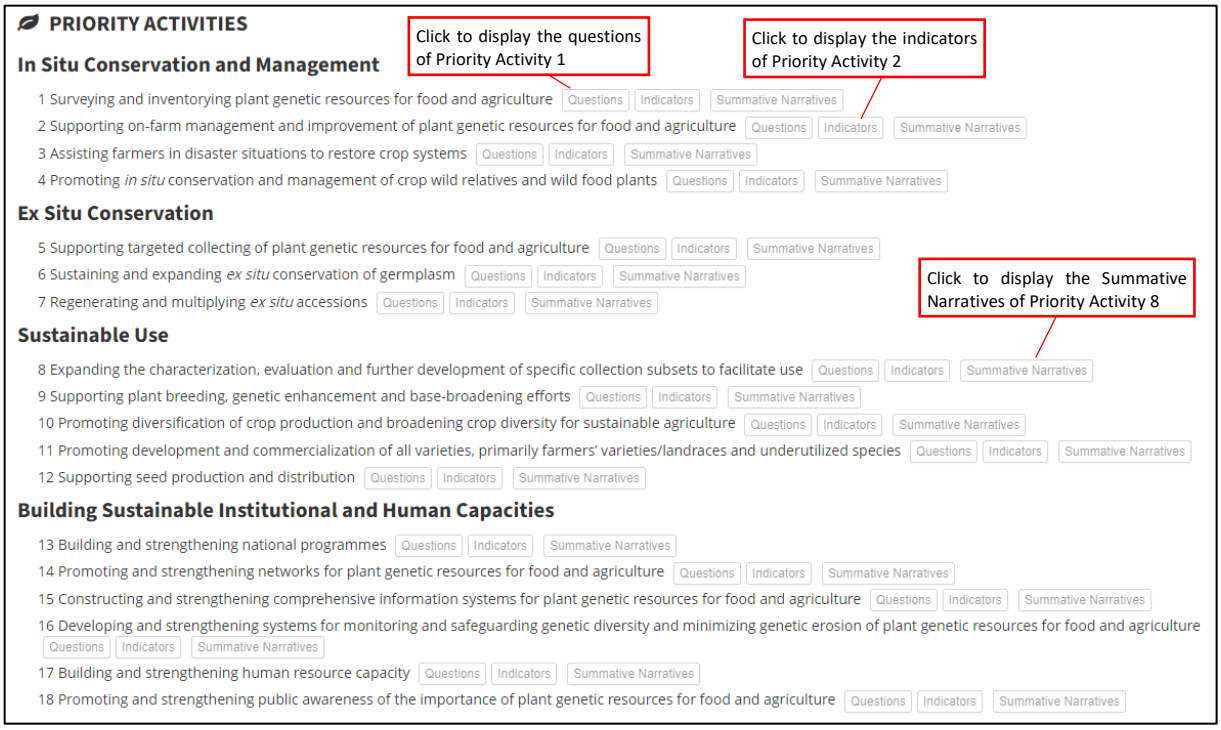


Figure 26. Priority Activities of the Second GPA



5.1. Questions for reporting on the Second GPA implementation

As already mentioned in section I.5, the Reporting Format includes questions for NFPs and questions for SHs. Questions for NFPs have a national coverage and in many cases represent the synthesis at country level of a specific aspect or situation. On the other hand, questions for SHs are focused onto the activities of the individual institution/organization.

Out of the 48 questions of the Reporting Format, 20 questions ask for information about activities occurred "*during the reporting period*" (as specifically mentioned in the questions – e.g. questions 1.2; 2.1; 2.3; 3.1; 4.2; etc.). For the remaining 28 questions data should refer to the end of the reporting period (e.g. questions 3.2; 4.1; 5.1; 6.2; 8.1; etc.), unless stated otherwise (e.g. questions 2.2; 4.3; 9.3; 12.2; etc.).

As indicated in Figure 26, by clicking on the questions Questions button on the right of the *Priority Activities*' list, the user can display a screen with the list of questions related to the selected Priority Activity. As shown in Figures Figure 27 and 18.1 for Priority Activity 4, questions 4.1 and 4.3 will be clickable for users signed-in with NFP privileges (Figure 27), while question 4.2 will be for SH users (Figure 28). By clicking on the question, a screen which allows the user to add, edit, delete answers, is displayed (see Figure 28).

NOTE: A NFP can also answer a SH question on behalf of the SH by clicking on the *Available data* button (see also para. 2.5.1 *Registering a SH*).

Figure 27. Questions for Priority Activity 4 (signed-in as NFP)

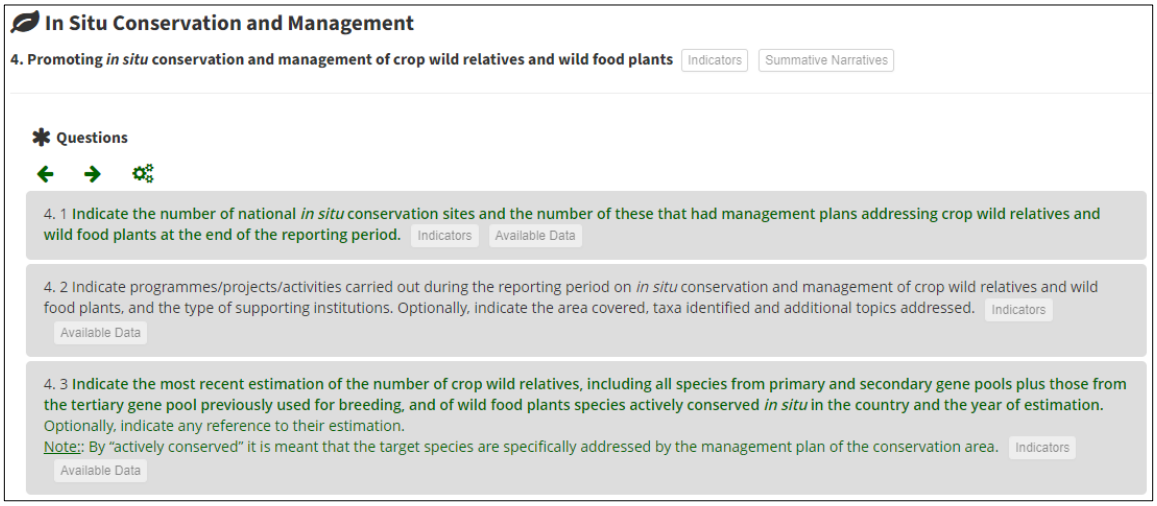


Figure 28. Questions for Priority Activity 4 (signed-in as SH)

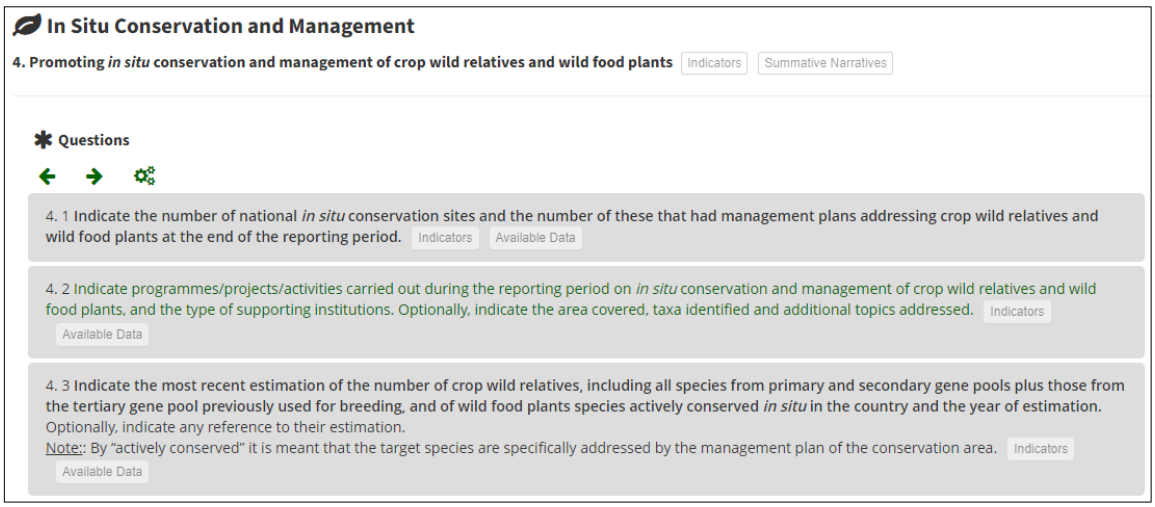


Figure 29. The answer table for question 4.3 showing two records reported (accessed by clicking on the question)

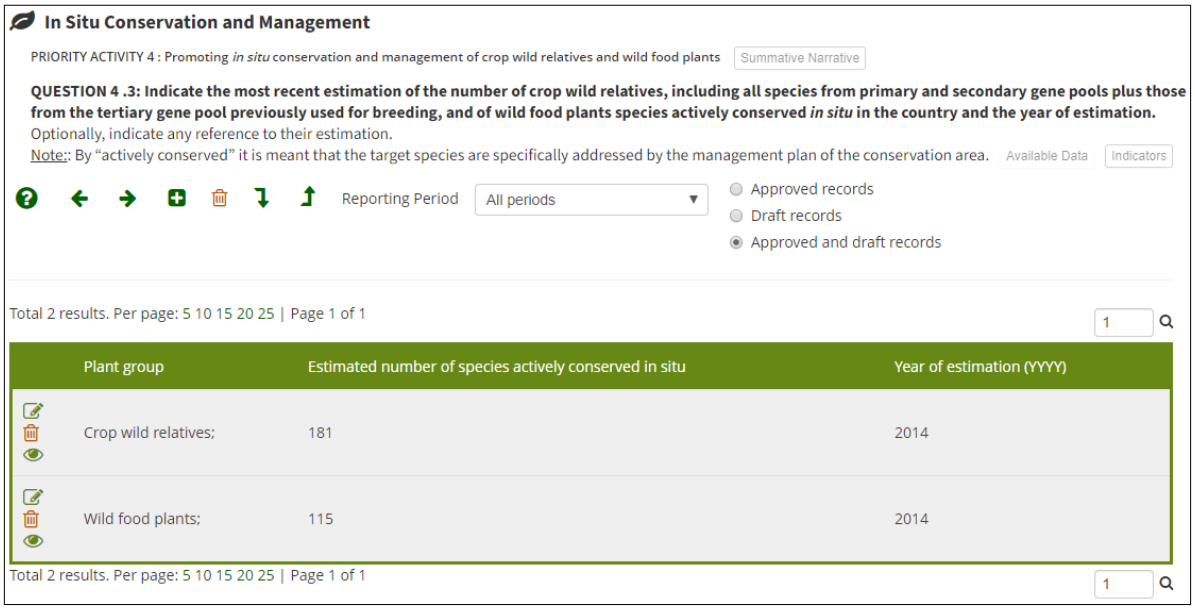
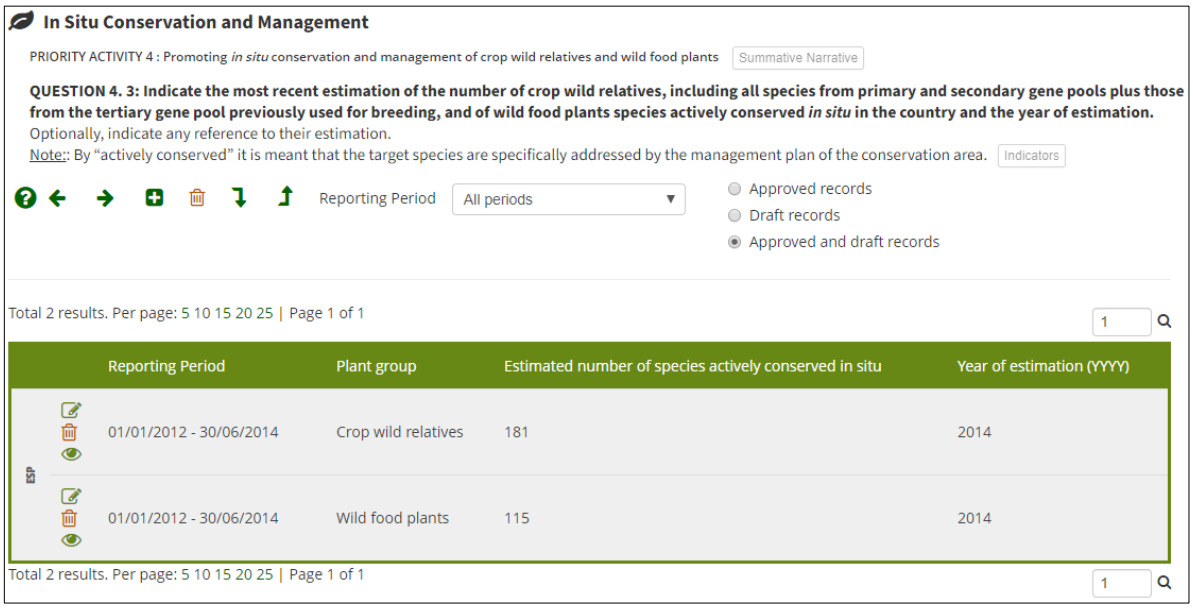


Figure 30. The answer table for question 4.3 showing two records (accessed through the Available Data button)



There are small differences in importing and exporting data in the two different screens shown in Figure 29 and Figure 30.

When importing through the screen shown in Figure 30, the user can define the reporting period through a drop-down menu. This function is not available when importing through the screen shown in Figure 29, as the reporting period is automatically set to the current reporting period. If you wish to import data from a former period, you should therefore access the question through the Available Data button as shown in Figure 30.

When exporting in the screen shown in Figure 29, the first column will be the ID. When exporting through the screen shown in Figure 30, the first three columns will refer to the iteration and the record provider. Exporting and importing data is explained in detail in section 0.

5.1.1. Recording an answer to a question

Question 4.3 has been chosen as an example to explain how different field types can be handled through the interface.

To answer Question 4.3 the user (the NFP in this case) may click, either on it or on the *Available Data* button next to it (see Figure 27). Figures Figure 29 and Figure 30 show the resulting screens, respectively. Both screens are functionally the same.
NOTE: Reporting period is set to "All periods" and both records belong to the first reporting period.

A click on the *Add* button (highlighted in Figure 29) opens the edit screen for answering the question (Figure 31).

The flag next to *Plant group* and *Year of estimation*, indicates that the combination of these two fields represents a unique constraint, in other words, that the combination of values for these two fields can be recorded only once in the answers table.

The first field, *Plant group*, is a radio button field. The following two fields are numeric fields.

The field *Reference(s)* is optionally a link to a record of the *References table* or a free text field. This type of double-option field has been introduced throughout the questionnaire to simplify data entry by users. Link fields are flagged in the Reporting Format.[28] They can also be recognized in the edit screen of an answer by having on its right side the *Link-break* button , users can chose to either:

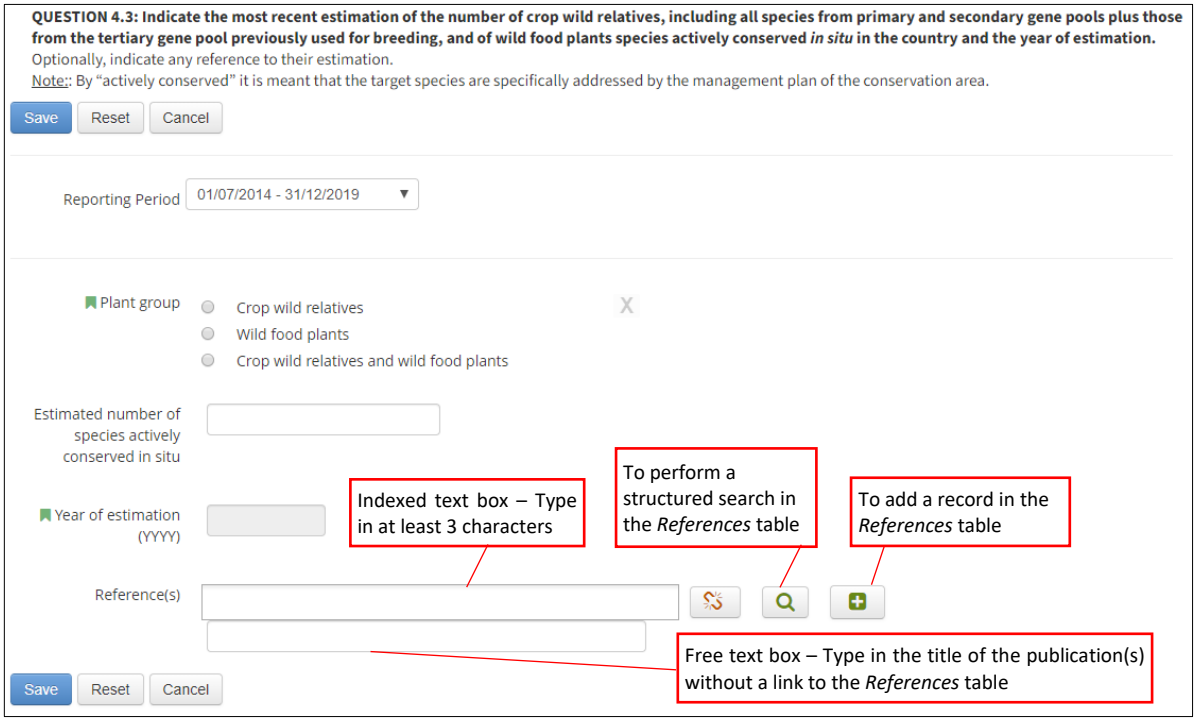
a) link an existing record of the corresponding *Common table*[29] or a predefined list of crops,[30] as applicable; or
b) type text in the lower box of the field.

In case option a) above is chosen, users can find their target (a publication in this particular case)[31], by either

- typing at least three characters in the indexed text box (33);
- clicking on the *Search* button to perform a structured search in the corresponding *Common table*, the *References table* in this specific case; or
- clicking on the *Add* button in order to add a record in the *References table*.

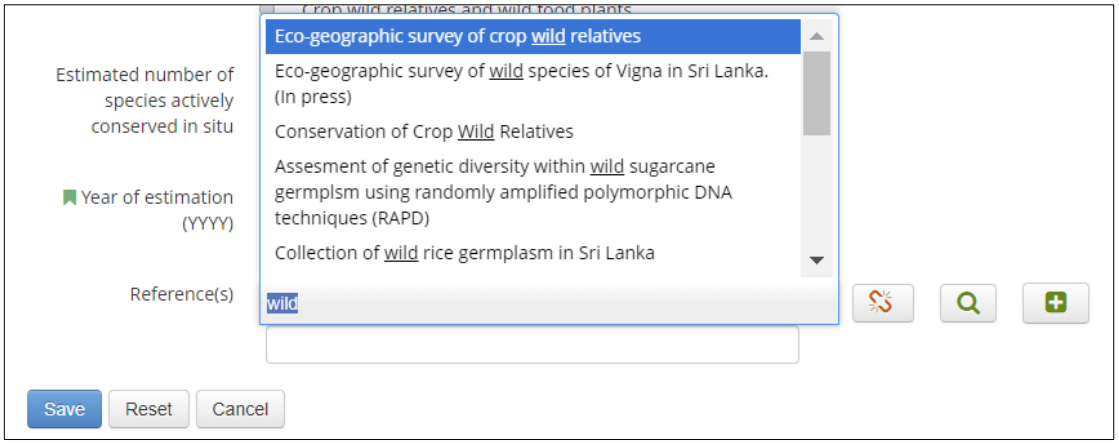
[28] Preparation of Country Reports for The Third Report on the State of the World's Plant Genetic Resources for Food and Agriculture, Annex I.
[29] This option implies that at least one record exists in the corresponding Common table.
[30] A predefined list of crops already exists in the database. Users cannot modify the list.
[31] It is assumed that the user(s) has/have already added records in the *References* table.

Figure 31. Answering Question 4.3: Edit screen



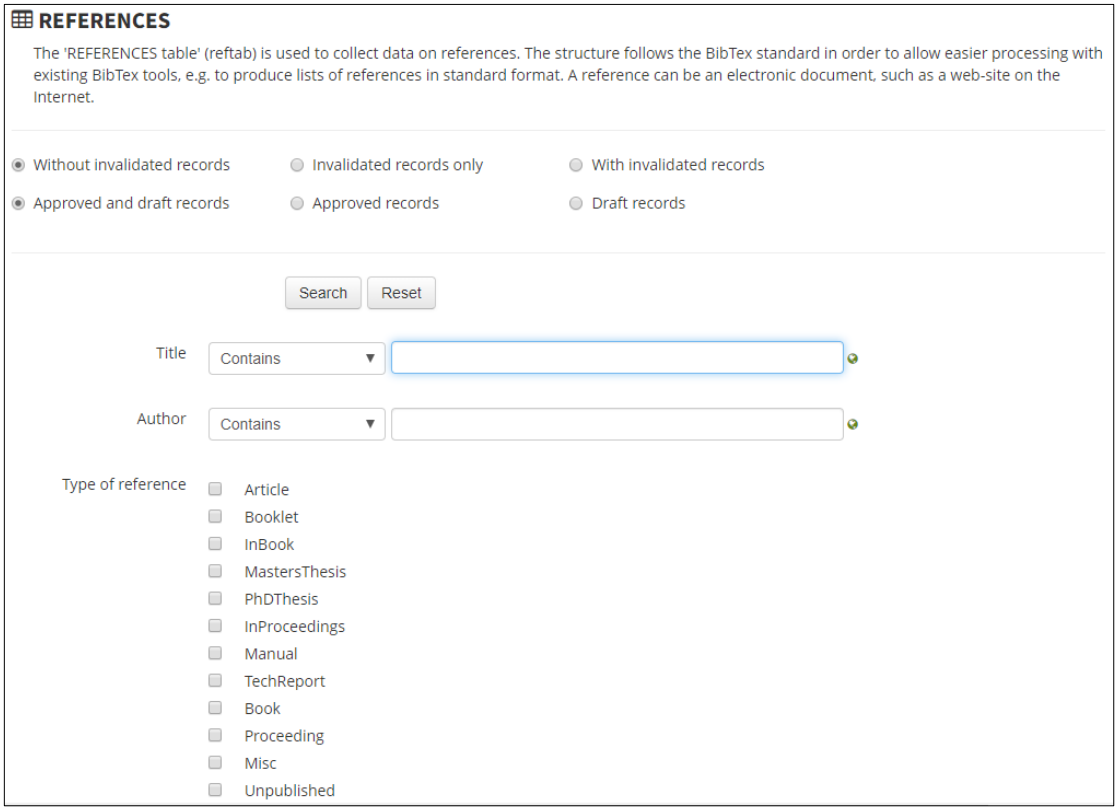
NOTE: By clicking the indexed text box and typing in at least three characters (Figure 32), only the records that exist in the corresponding table and belong to the country of the user will be displayed.

Figure 32. Search in the indexed text box to locate an entity in the *References table*



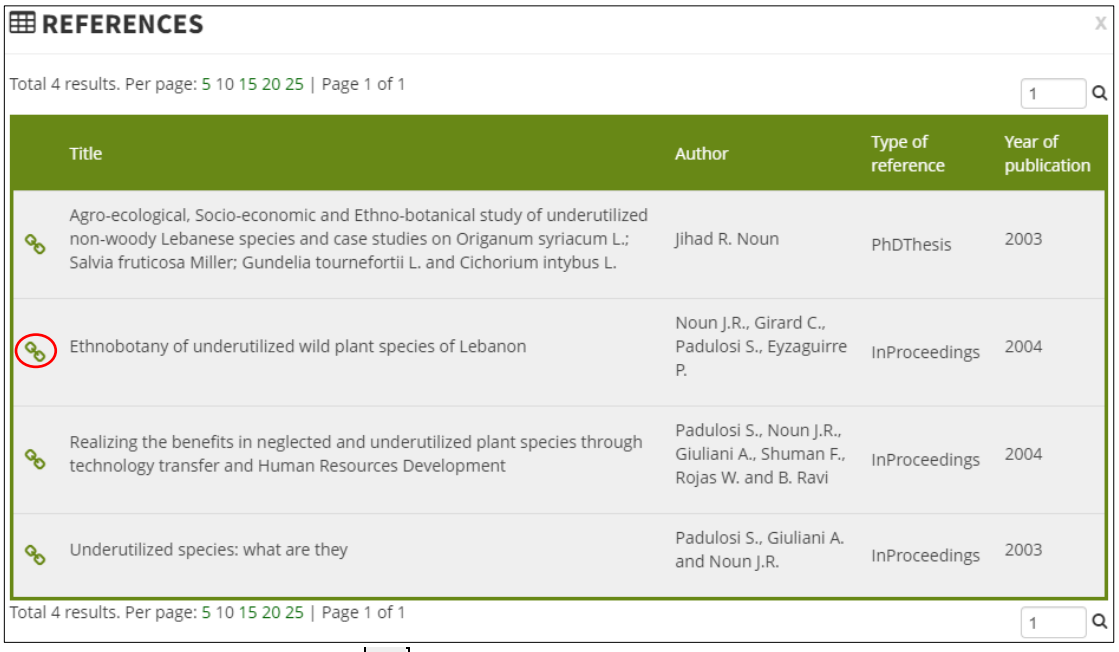
By clicking on the *Search* button next to the field *Reference(s)* (Figure 31), a search window to locate in the *References table*, the publication to refer to in the answer, will be displayed.

Figure 33. The search window to locate an entity in the *References table*



By clicking on the *Search* button, the list of the References, including publications as recorded in the country of the NFP will be displayed, as shown on Figure 34.

Figure 34. Results from the search in the *References table* for Lebanon



By clicking on the *Link* button , the name of the publication will be automatically passed on to the corresponding field in the edit screen of the answer table.

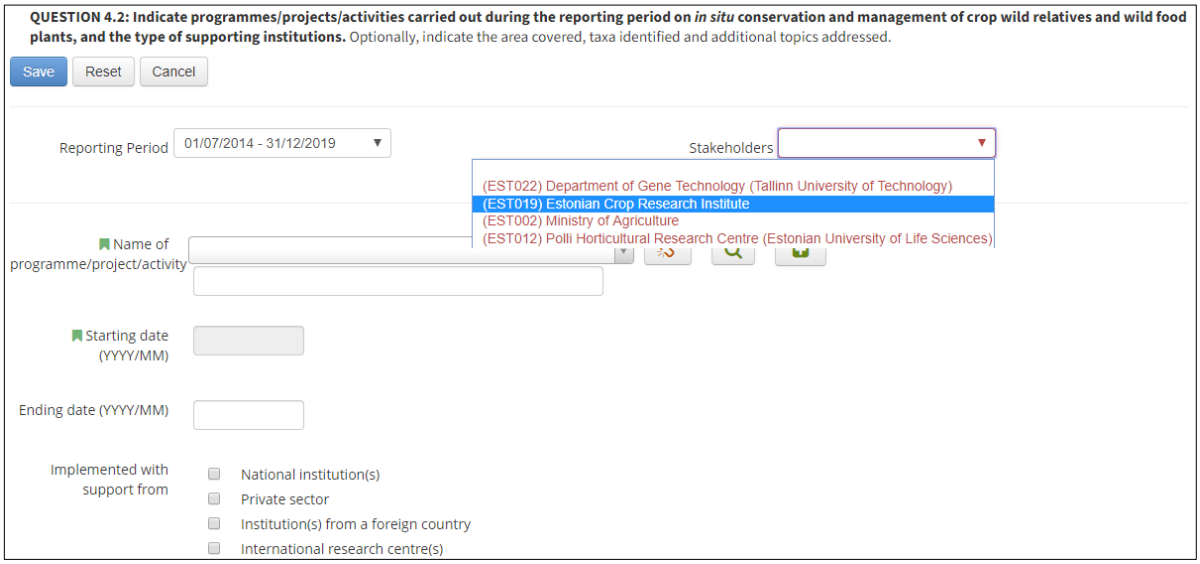
In case the search does not produce the desired result, the user can add a record into the corresponding *Common table*, the *References table* in this example, by clicking on the

button on the right side of the field in the *Edit* screen of the question (see Figure 31). Alternatively, the user could simply type in the text box the title of the publication.

5.1.2. Recording an answer on behalf of a Stakeholder

As mentioned in previous paragraphs (see 1.2), NFP can answer a question on behalf of a SH. This is possible only if the SH is registered (see 2.5.1). The steps for a NFP to answer a SH question are the following: 1) click on the *Available data* button of the screen listing the questions for a particular Priority Activity (e.g. the *Available data* button at the end of question 4.2 in Figure 27); 2) click on the *Add* button ; 3) Complete the edit screen also by selecting the SH on behalf on which the record is added (Figure 35); 4) Save the edit screen.

Figure 35. Selecting the SH on behalf of which the record is added by the NFP



5.2. Indicators for monitoring the Second GPA

A screen listing the indicators of a Priority Activity can be displayed by clicking on the *Indicators* button next to the Priority Activity.

Figure 36. List of indicators for Priority Activity 1

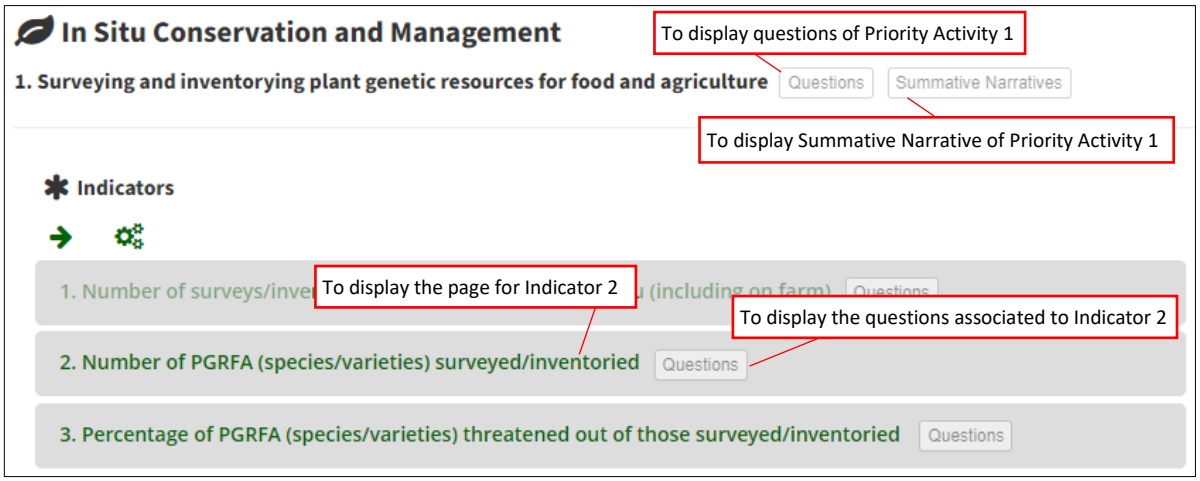
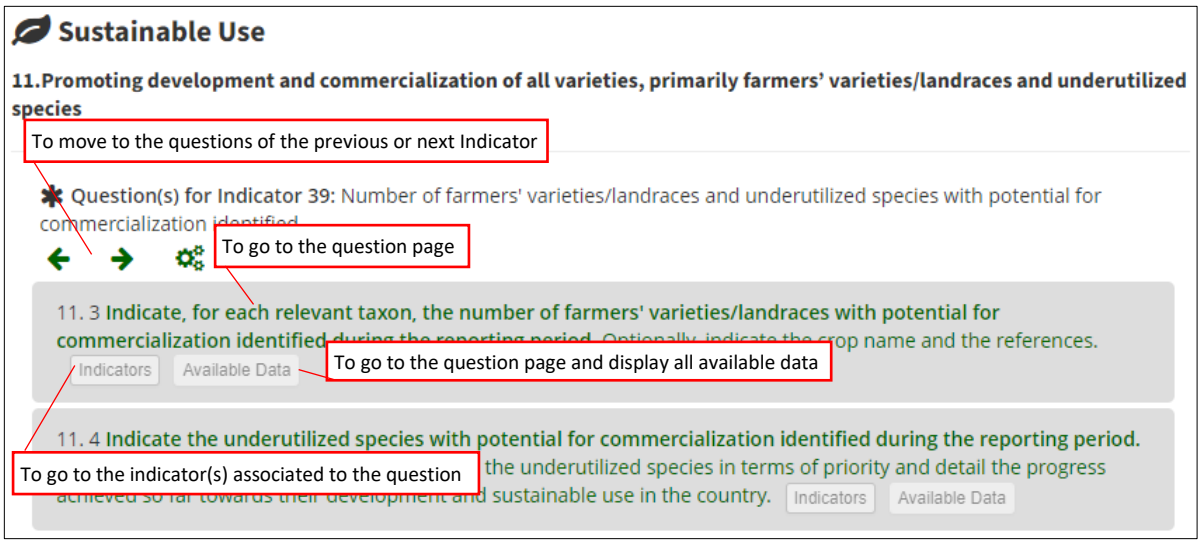


Figure 36 shows the list of the two Indicators related to Priority Activity 1.

NOTE: Indicator 1 has been discontinued, as well as indicators 15, 18, 58 and 63.[32]

In the screen listing the indicators of a Priority Activity, the user can click on any of the *Question* buttons to display the question(s) related to each indicator. For instance, Figure Figure 37 below shows the question related to indicator 39.

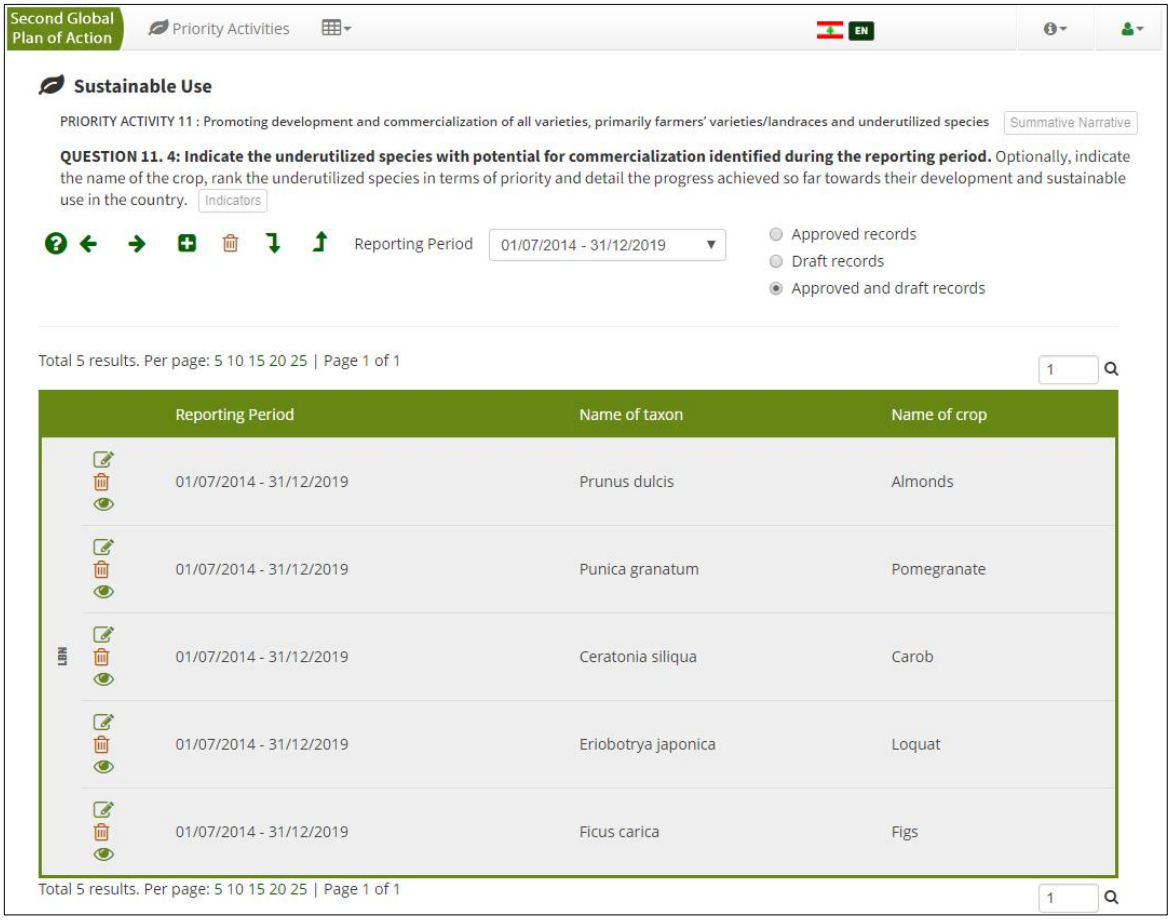
Figure 37. Question related to Indicator 39 (signed-in as NFP)



On this same screen, the user can display the available data for Question 11.3 by clicking on the *Available Data* button. She/he can also click on the green arrows to display the question(s) of either the next or the previous indicator. Figure 38 shows the screen displaying the available data for Question 11.4.

[32] Preparation of Country Reports for The Third Report on the State of the World's Plant Genetic Resources for Food and Agriculture, Annex I.

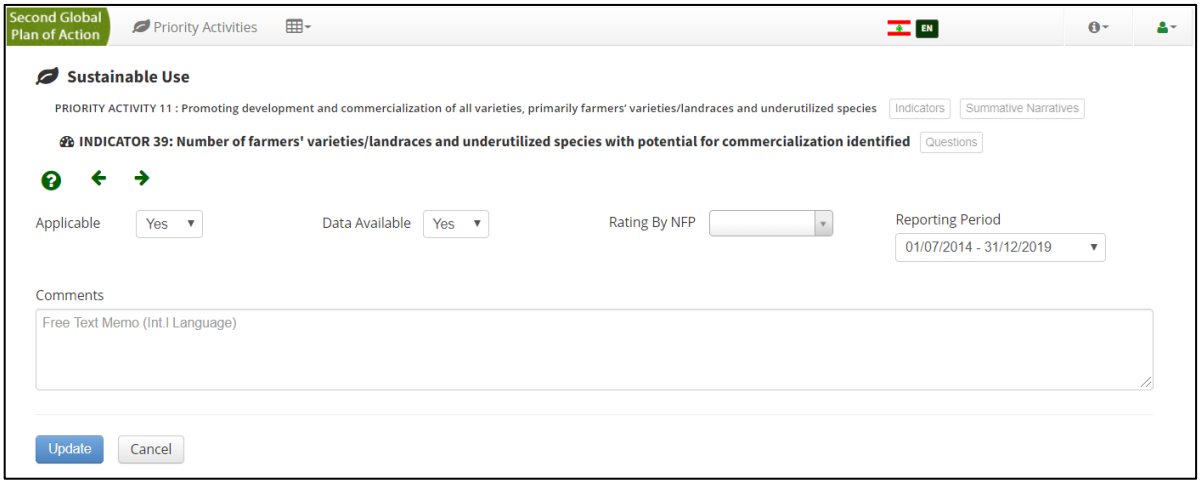
Figure 38. Available data for question 11.4 (signed-in as NFP Lebanon)



5.2.1. Setting up applicability and data availability for an indicator

The applicability and data availability can be set up for each indicator by the NFP in the Indicator screen, which can be reached by clicking on the indicator as shown on Figure 36 By default, all 58 indicators are set as applicable and data available.

Figure 39. Indicator screen (signed-in as NFP)



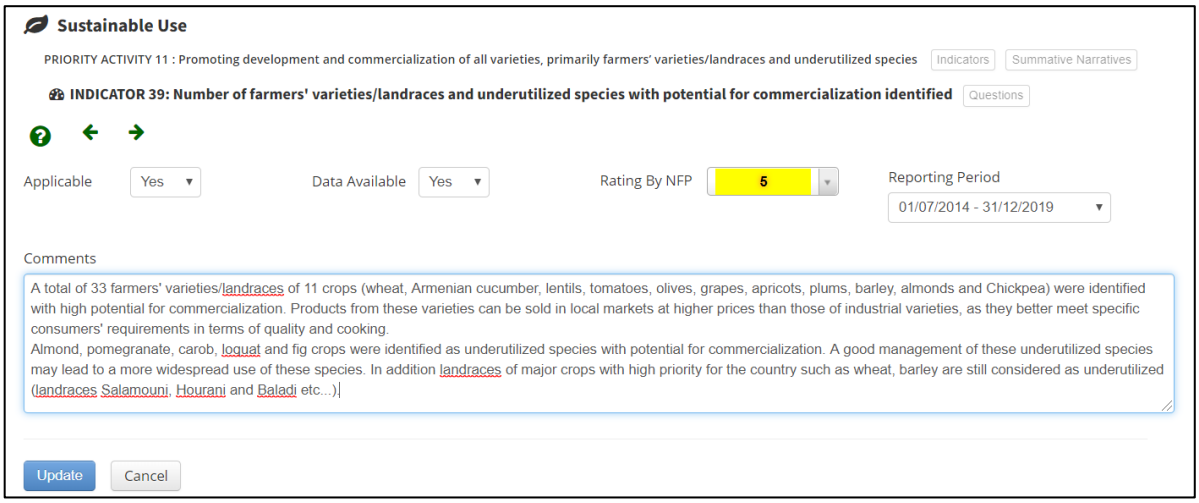
5.2.2. Assigning the rating of implementation by the National Focal Point

Following the data recording for the corresponding questions, NFPs are expected to provide an expert judgement or rating on the level of achievement in their country, at the end of the reporting period, for each of the applicable indicators.

The NFP Rating aims to provide a concise indicator-specific evaluation of the current situation within the country with regard to what was planned and/or what has been actually achieved. As such, NFP ratings help identify strengths and gaps in the national PGRFA programme and assist in prioritizing efforts. NFP ratings range from 1 to 8, with 1 representing the lowest and 8 representing the highest level of achievement. Ratings should be associated with a brief comment explaining the assessment and overall situation. Low ratings indicate low level of achievement and may, therefore, indicate a higher need for action. The data provided in the answers to the questions, and other relevant considerations, which can be reported in the *Comments* text box, will guide the NFPs in their expert judgment. The *Comments* text box has been included to provide the NFP with an opportunity also to explain and contextualize the rating provided (Figure 40).

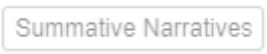
After having set the rating, provided her/his comments, and checked that the corresponding Reporting Period is properly set, the NFP should click on the *Update* button in order to save the changes.

Figure 40. Indicator screen completed with rating and comments by the NFP



5.3. Summative Narratives

Summative Narratives are free text pages for each of the 18 Priority Activities of the Second GPA.



buttons are displayed next to each Priority Activity in many screens of the Tool (see Figures Figure 26, Figure 36, Figure 38, Figure 39 etc.). Summative Narratives are divided into four clickable sections, namely, *Key achievements since January 2012*, *Changes and trends since January 2012*, *Gaps and needs as of December 2019*, and *Additional relevant information, as applicable* (Figure 41).

Figure 41. Summative Narratives for Priority Activity

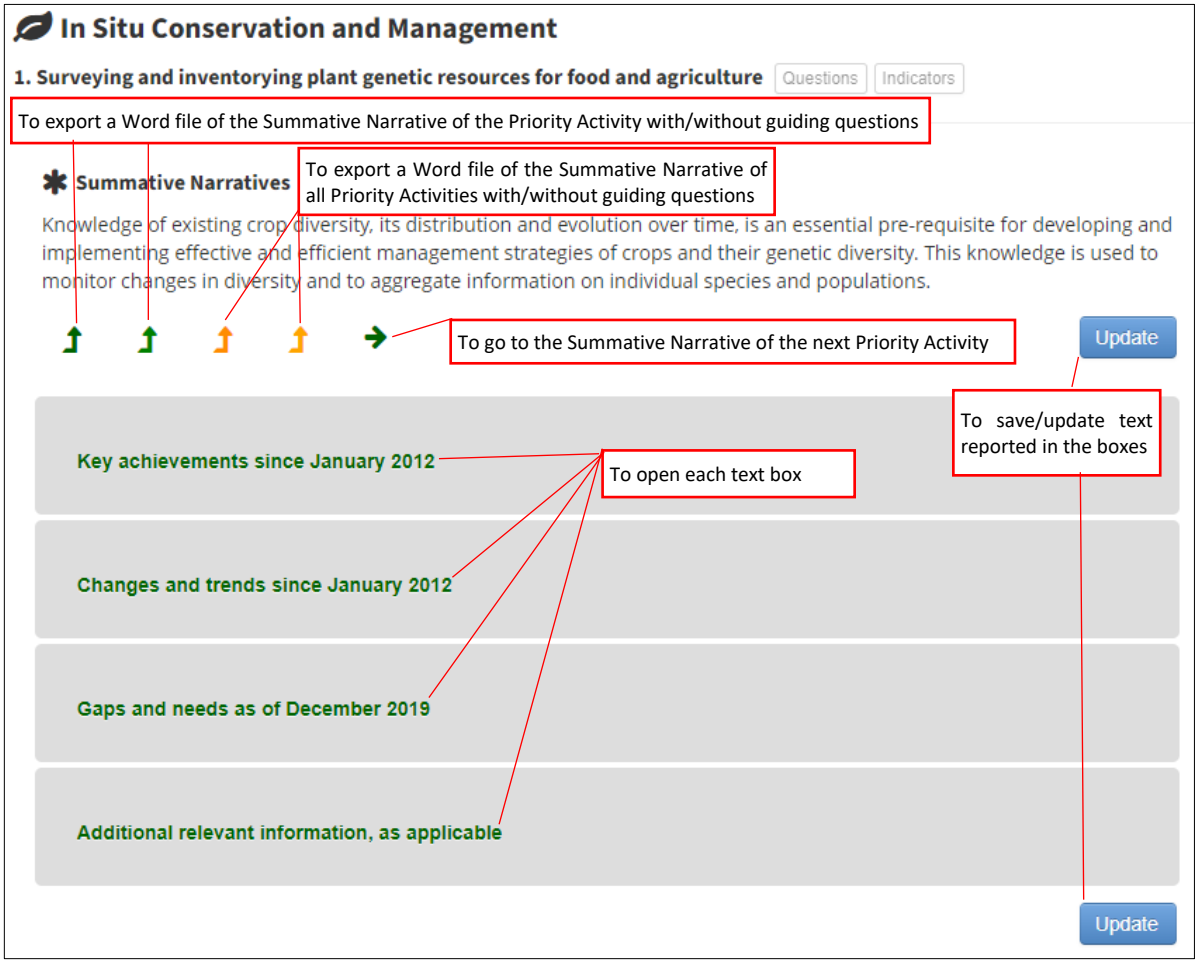
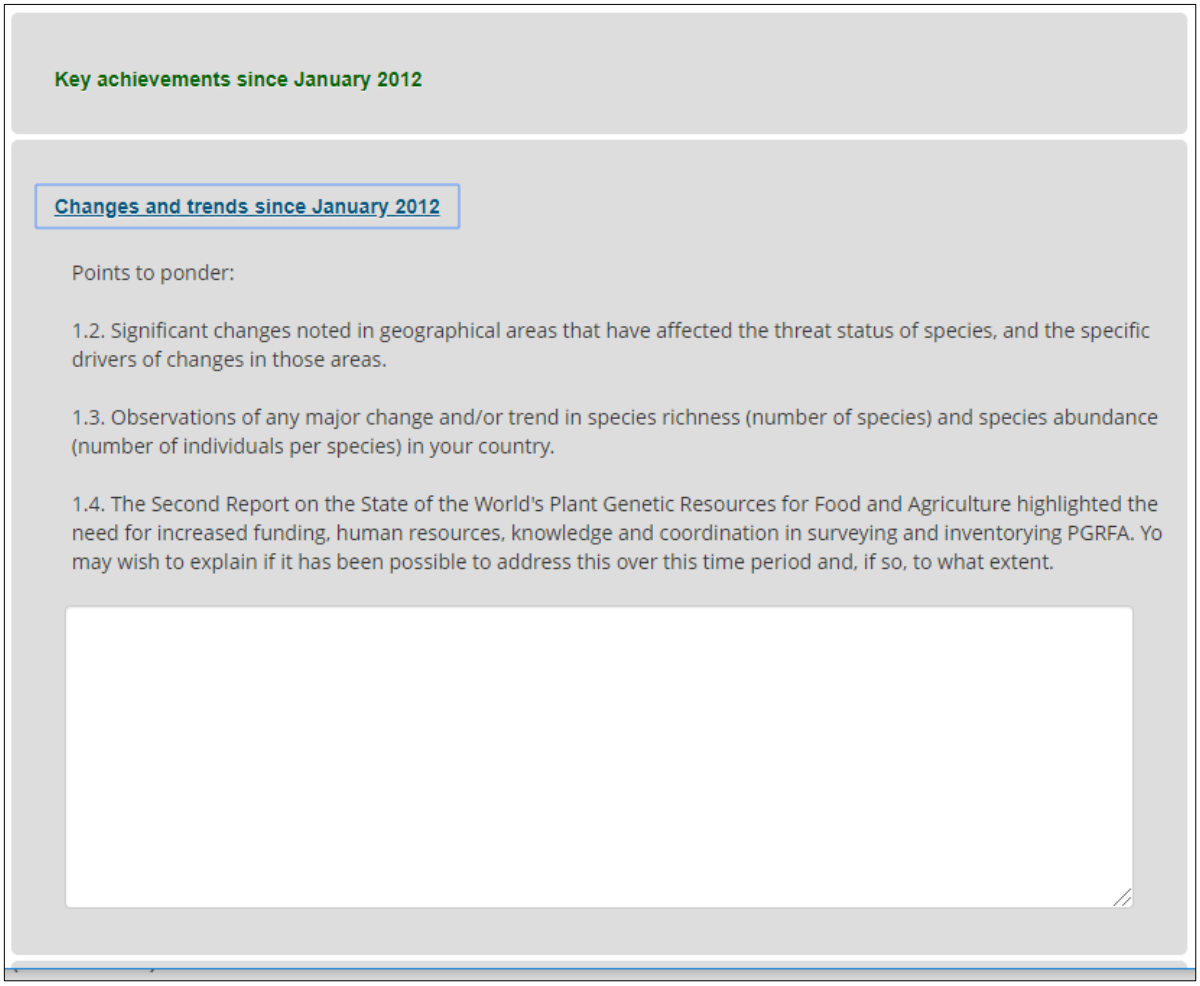


Figure 42 shows the expandable box for typing the Summative narrative on *Changes and trends since January 2012*. Guiding questions are numbered. Users are invited to number the paragraphs of the narrative according to the guiding question.

Figure 42. Example of text box with guiding questions



6. Exporting and importing data

6.1. Exporting a data-set from *Common tables*

By clicking on the *Export* button Export the user can export into an Excel 97-2003 Workbook the records resulting from a search in a *Common table*.

Figure 43. Screen showing the *export* and *import* buttons in a *Common table*

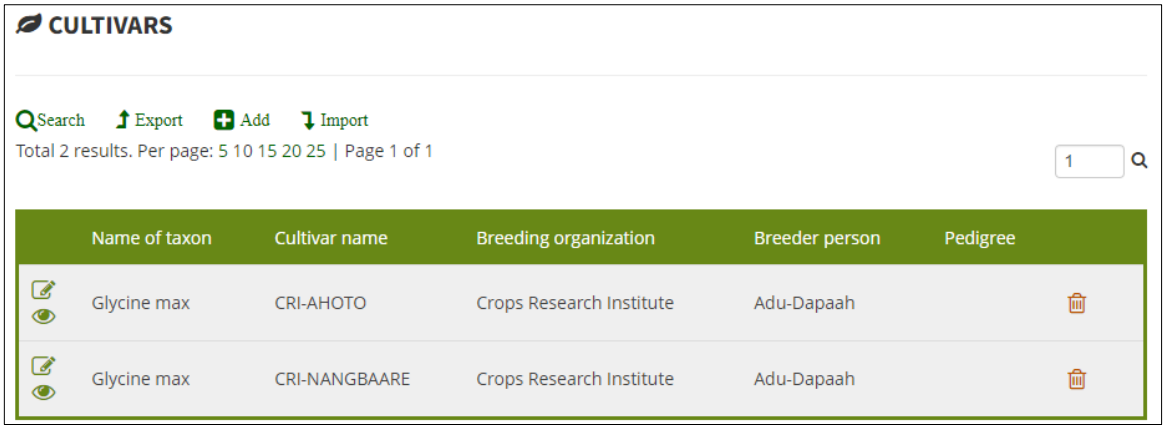


Figure 44. Excel spreadsheet produced by exporting data from the above search

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ID	Name of taxon(ID)	Name of taxon	Cultivar name	Breeding organization(ID)	Breeding organization	Breeder person(ID)	Breeder person	Breeder's cultivar ID	Pedigree	Note	Preferred cultivar name(ID)	Preferred cultivar name
2	15908	19820	Glycine max	CRI-AHOTO	5341	Crops Research Institute	3840	Hans Adu-Dapaah	TGX-1904-SF			15908	CRI-AHOTO
3	15907	19820	Glycine max	CRI-NANGBAARE	5341	Crops Research Institute	3840	Hans Adu-Dapaah	TGX1830-20E			15907	CRI-NANGBAARE
4													

NOTE: *Link fields* are reported in the exported Excel file in two columns: the unique identifier of the link field (<field name>+"(ID)") and the name of the occurrence in the corresponding table.

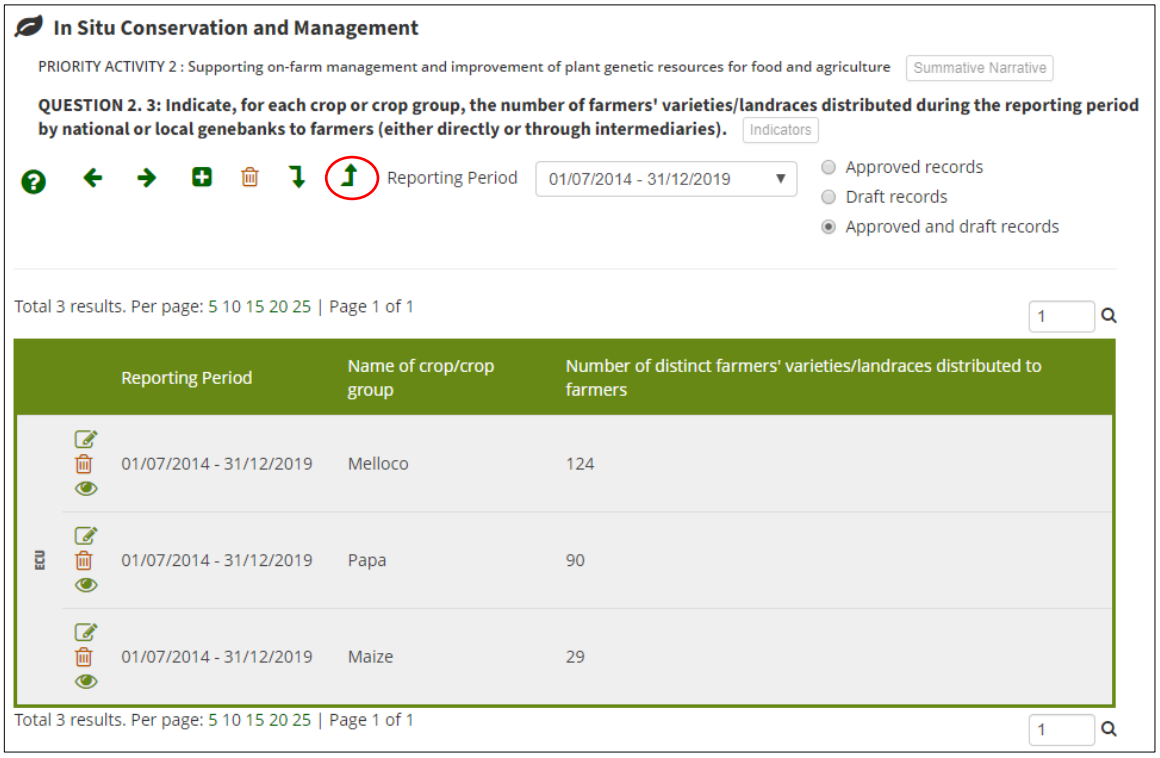
In the example of Figure 44 above, where records from the *Cultivars table* are shown,

- The field/column *ID* is the unique identifier of the record in the table.
- The field/column *Name of taxon(ID)* is the unique identifier of the taxon in the *Taxa table*.
- The field/column *Breeding organization(ID)* is the unique identifier of the organization in the *Organizations table*.
- The field/column *Breeder person(ID)* is the unique identifier of the person in the *Contact persons table*.
- The field/column *Preferred cultivar name(ID)*, which is used to manage synonyms, is the unique identifier of the *Preferred cultivar name* that the cultivar reported in this record/row is a synonym of. It can be found as *ID* in the same *Cultivars table*.

6.1.1. Exporting Data to a Microsoft Excel 97-2003 Workbook

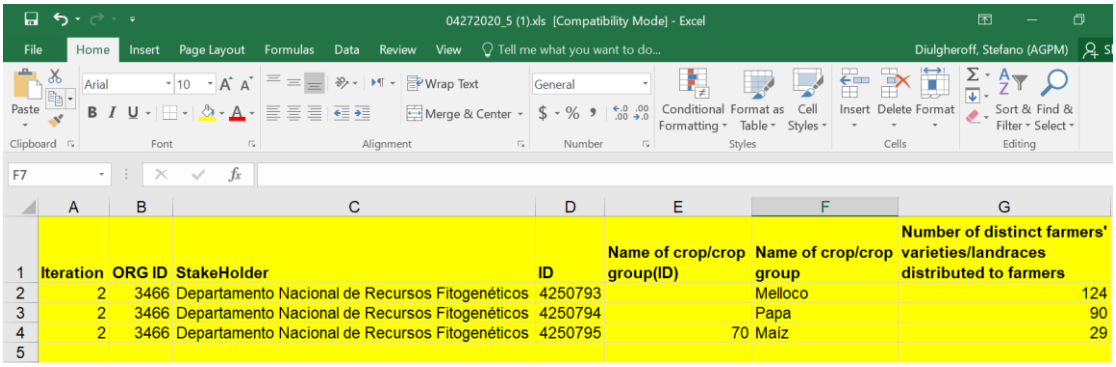
As mentioned above, the Tool allows exporting data to a Microsoft Excel 97-2003 Workbook.[33] Data can be exported from any of the *Common tables* and questions of the Priority Activities. Figure 45 shows the records for Question 2.3 in the *Available data* screen. By clicking on the arrow , the records can be exported to an Excel file (Figure 46).

Figure 45. The *Available data* screen of Question 2.3 with some example answers



[33] Note that the maximum number of rows of an Excel 97-2003 spreadsheet is 65,536.

Figure 46. Excel file produced by exporting data from Question 2.3 above



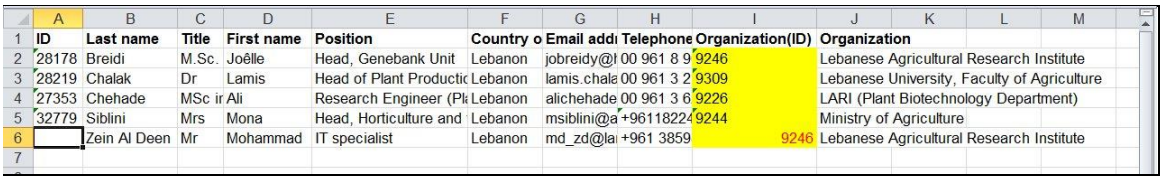
	A	B	C	D	E	F	G
1	Iteration	ORG ID	StakeHolder	ID	Name of crop/crop group(ID)	Name of crop/crop group	Number of distinct farmers' varieties/landraces distributed to farmers
2	2	3466	Departamento Nacional de Recursos Fitogenéticos	4250793		Melloco	124
3	2	3466	Departamento Nacional de Recursos Fitogenéticos	4250794		Papa	90
4	2	3466	Departamento Nacional de Recursos Fitogenéticos	4250795	70	Maíz	29
5							

6.2. Importing a dataset into *Common tables*

By clicking on the *Import* Import button which is displayed on the screen resulting from a search in a *Common table*, the user can import a dataset from an Excel 97-2003 Workbook format into the corresponding *Common table* (this is subject to restrictions as mentioned in paragraph *1.2. User's categories and privileges*).

A simple way to understand how an import file should be structured is to export a set of existing records from the corresponding *Common table*. Figure 47 provides an example of the *Contact persons table* for Lebanon. Please note that for reasons of space, only some records are shown in the export file and one new record has been added in row 6.

Figure 47. Excel spreadsheet produced by exporting data from the *Contact persons table* and adding a new record



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ID	Last name	Title	First name	Position	Country o	Email addı	Telephone	Organization(ID)	Organization			
2	28178	Breidi	M.Sc.	Joëlle	Head, Genebank Unit	Lebanon	jobreidy@l	00 961 8 9	9246	Lebanese Agricultural Research Institute			
3	28219	Chalak	Dr	Lamis	Head of Plant Productic	Lebanon	lamis.chala	00 961 3 2	9309	Lebanese University, Faculty of Agriculture			
4	27353	Chehade	MSc ir	Ali	Research Engineer (Pl	Lebanon	alichehade	00 961 3 6	9226	LARI (Plant Biotechnology Department)			
5	32779	Siblini	Mrs	Mona	Head, Horticulture and	Lebanon	msiblini@a	+96118224	9244	Ministry of Agriculture			
6		Zein Al Deen	Mr	Mohammad	IT specialist	Lebanon	md_zd@la	+961 3859	9246	Lebanese Agricultural Research Institute			
7													

The new row added to the Excel file is meant to generate a new record in the corresponding *Common table* after importing. The *ID* of the last row (selected cell A6 in the above figure) is blank and indicates to the import script that the row represents a new record. Three fields have to be filled in: the *Last name*, the *First name*, and the *Country of residence*. All other cells except those related to the organization the newly added contact person belongs to, which is a *link field*, can be completed as per the different column headers. As a *link field*, the *organization* is reported by two columns, the *Organization(ID)* and the name of the *Organization*. The *Organization(ID)* is the unique identifier of the organization in the *Organizations table*.[34] In this case, as the new contact belongs to the *Lebanese Agricultural Research Institute*, like the first contact (in row 2), it will be easy to find this organization identifier and report it under cell I6 of the above Excel sheet.

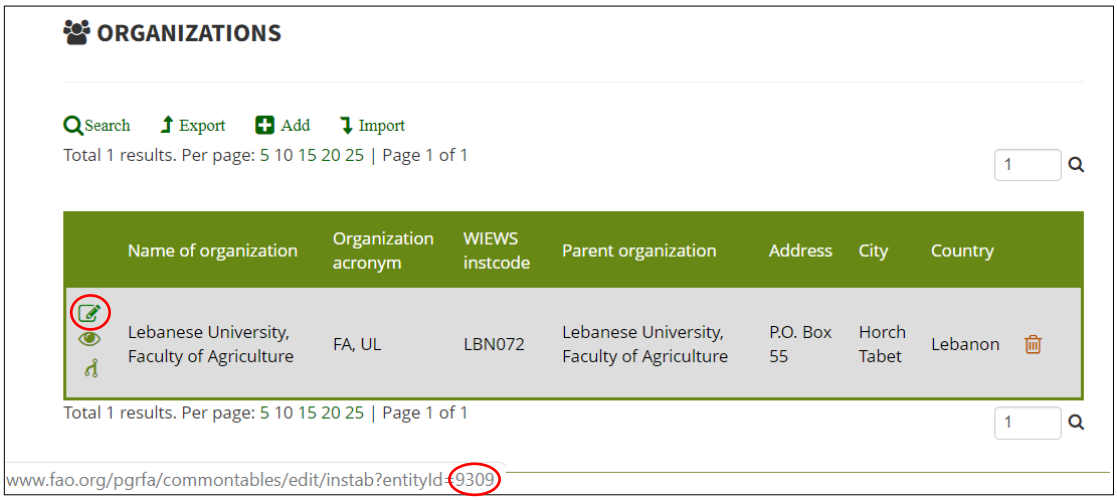
Existing records (row 2-5 in Figure 47) can of course be edited and updated if needed, provided that the integrity of the record entity is preserved (please see the Warning note in paragraph

[34] The list of unique identifiers of the *Organizations table* can be found by exporting the result of a search from this table.

4.3 *Modifying an existing record in a Common table*). *Link fields* can be updated by changing the value in the corresponding ID field only (in the above example the *Organization(ID)* field).

To find out the correct *Organization(ID)* value in case it is not present in the exported *Contact persons* records, users should search for the relevant record in the *Organizations table*, export it in Excel and use the ID value corresponding to the searched record. Alternatively, the ID of the searched organization can also be displayed by putting the mouse over the *Edit* button , as shown in Figure 48 A similar procedure can be followed for the ID of any record in the *Common tables*.

Figure 48. Displaying the ID of an organization



Having completed and saved the file as an Excel 97-2003 Workbook and clicked on the *Import* Import button, the user will be prompted to the screen below for choosing the file to be imported and for clicking on the *Upload* button.

Figure 49. Selecting and importing an Excel file for updating the *Contact persons table*

6.2.1. Preparing a file to import data

The first step will be to export one or more records from the table in which data are to be imported. If the table is empty, it is suggested to add at least one record and export it using the *Export* button (see section 6.1.1. *Exporting Data to a Microsoft Excel 97-2003 Workbook*).

NOTE: A file that has already been successfully imported should not be used in case it contains rows in which the column ID is blank (new record). Otherwise, if imported again all records with a blank ID would be duplicated. Instead of adding new data to an existing Excel file on your computer, export the data you need through the tool, and add your new data to this

newly created Excel file. This way, the records you have already imported will be shown with the ID, and will not be duplicated.

The user should include in the Excel file the information that she/he wants to save into the database, keeping in mind that each row corresponds to one record in the table and each column to one field.

6.2.2. Importing data from a Microsoft Excel 97-2003 Workbook

To facilitate data entry of a large number of records when the information is already digitalized in a spreadsheet or a database, a function to import data from Microsoft Excel format files is available. Such function is enabled for importing answers of all questions directed either to the National Focal Point or to the Stakeholders.

The import function accepts only standard data import files with a standard structure and format. Standard import files have the same structure and format of the export files produced by the system for the *Common tables* above mentioned and for the answers to the questions of the Reporting Format. Therefore, they can be obtained by exporting one or more records of the table for which the data should be imported. The following paragraphs provide an example of how to import a data file for one question of Priority Activity 1.

6.2.3. Example 1: Importing data for Question 1.2 (NFP question)

Export the data available for Question 1.2. Figure 50 shows three records for Question 1.2. Click on the export button to export the available data to an Excel file.

Figure 50. The *Available data* screen of Question 1.2 with some example answers

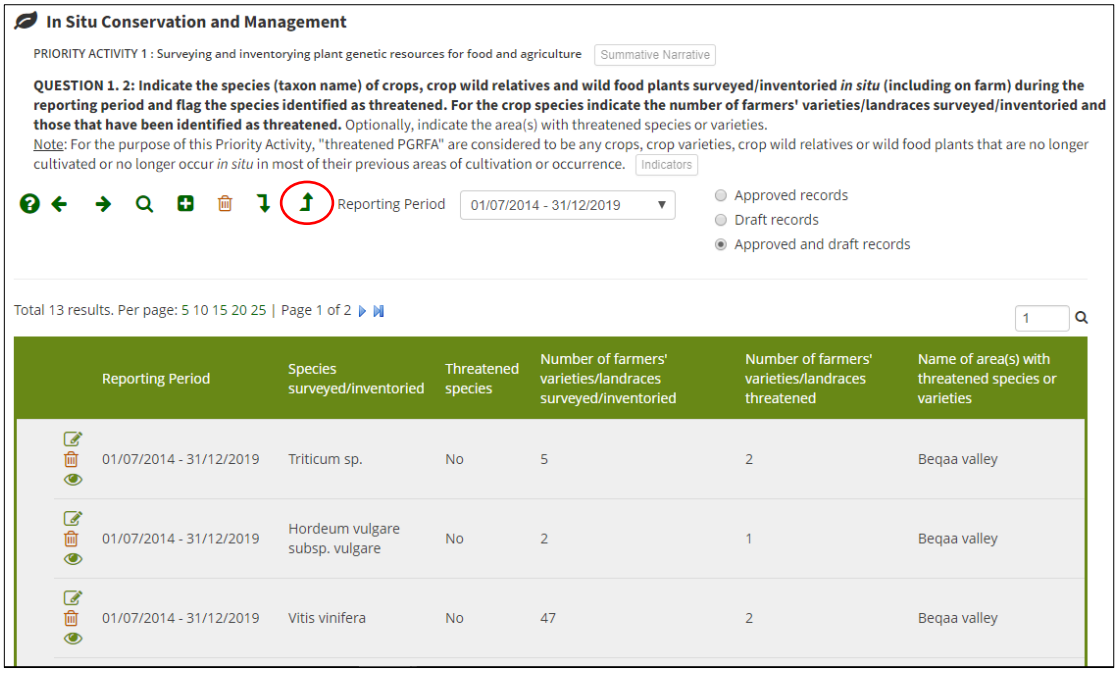


Figure 51 shows the structure of the Excel table exported from the *Available data* screen of Question 1.2. Using an exported file with some data in it can be helpful to get the standard table structure and data format from which to start for preparing a file for import.

Figure 51. Structure of the exported records from the *Available data* screen of Question 1.2

	A	B	C	D	E	F	G	H	I	J
1	Iteration	ORG ID	StakeHolder	ID	Species surveyed/inventoried(ID)	Species surveyed/inventoried	Threatened species	Number of farmers' varieties/landraces surveyed/inventoried	Number of farmers' varieties/landraces threatened	Name of area(s) with threatened species or varieties*
2	2	9226	LARI (Plant Biotech	76	15583	Triticum sp.	No	5	2	Beqaa valley
3	2	9226	LARI (Plant Biotech	77	24028	Hordeum vulgare subsp.	No	2	1	Beqaa valley
4	2	9226	LARI (Plant Biotech	78	71687	Vitis vinifera	No	47	2	Beqaa valley
5	2	9226	LARI (Plant Biotech	79	26736	Ficus carica	No	37	37	Beqaa valley
6	2	9226	LARI (Plant Biotech	81	47040	Eriobotrya japonica	No	6		Beqaa valley
7	2	9226	LARI (Plant Biotech	82	57547	Punica granatum	Yes	6	6	Beqaa valley
8	2	9226	LARI (Plant Biotech	83	64337	Juniperus excelsa	Yes	6	6	Beqaa valley
9	2	9226	LARI (Plant Biotech	84	78341	Origanum syriacum	Yes	1	1	Beqaa valley
10	2	9226	LARI (Plant Biotech	85	36202	Capparis spinosa	No	3	1	Beqaa valley
11	2	9226	LARI (Plant Biotech	86	47347	Olea europaea	No	10	1	Beqaa valley
12	2	9226	LARI (Plant Biotech	87	66647	Opuntia ficus-indica	Yes	7	7	Beqaa valley
13										

The next step is to delete the first three columns of the Excel file, whenever the first cell of the first column (cell A1) of the export file is different from "ID". As a result, "ID" will be the first column on the left. The result is shown in Figure 52.

Figure 52. Ready-to-import Excel file for Question 1.2 after (i) deleting the first three columns of the exported file, (ii) making a correction to an existing record, and (iii) adding two new records to the exported file in Figure 51

	A	B	C	D	E	F	G
1	ID	Species surveyed/inventoried(ID)	Species surveyed/inventoried	Threatened species	Number of farmers' varieties/landraces surveyed/inventoried	Number of farmers' varieties/landraces threatened	Name of area(s) with threatened species or varieties*
2	76	15583	Triticum sp.	No	5	2	Beqaa valley
3	77	24028	Hordeum vulgare subsp	No	2	1	Beqaa valley
4	78	71687	Vitis vinifera	No	47	2	Beqaa valley
5	79	26736	Ficus carica	No	37	37	Beqaa valley
6	81	47040	Eriobotrya japonica	No	6	0	Beqaa valley
7	82	57547	Punica granatum	Yes	6	6	Beqaa valley
8	83	64337	Juniperus excelsa	Yes	6	6	Beqaa valley
9	84	78341	Origanum syriacum	Yes	1	1	Beqaa valley
10	85	36202	Capparis spinosa	No	3	1	Beqaa valley
11	86	47347	Olea europaea	No	10	1	Beqaa valley
12	87	66647	Opuntia ficus-indica	Yes	7	7	Beqaa valley
13			Triticum dicoccoides	Yes			Beqaa valley
14			Solanum melongena	No	5	1	Beqaa valley

Figure 52 shows that a modification of *Number of varieties threatened* for the 5th record (row 6) has been made and two new records have been added (rows 13 and 14).

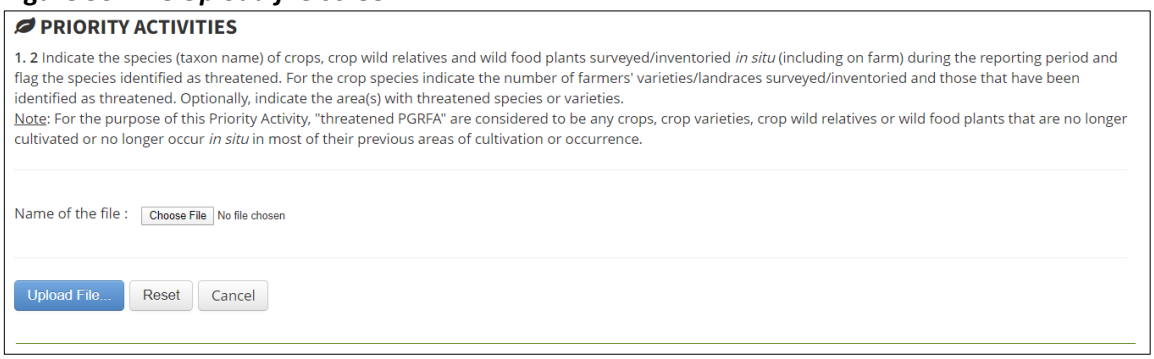
NOTE: Once the import file has been prepared, it is necessary to check that the Excel sheet area ends at the very last row and column (cell G14 in the example of Figure 52 above). For large data, the user can skip to the very last cell sets by pressing the *Cntl+End* keys. In case the very last cell includes empty rows and columns, the user should copy only the effective Excel sheet area that contains the data to be imported, and paste it into a new Excel file, as imports of Excel files with blank extra columns and rows will produce an error.

NOTE: Link field ID, for example "Species surveyed/inventoried(ID)" in Figure 52 above, can be optionally left blank in the Excel files used to import answers to the questions of the Priority Activities. In this cases *Link fields* are treated as normal text fields (see cells B13 and B14 in the example shown in Figure 52).

Once the Excel file is ready for import, the user should go back to Question 1.2 in the Tool, click on it and then on the import button .

In the *Upload file* screen (Figure 53), click on the *Choose File* button to find and select the import file, and finally click on the *Upload File* button.

Figure 53. The *Upload file* screen



The resulting screen will show that the file has been successfully uploaded and will allow the user to check its status.