



Malta, 29-30 May 2008

**WAYS AND MEANS TO ENSURE THE IMPLEMENTATION OF DECISION IG.17/3
OF THE 15TH MEETING OF THE CONTRACTING PARTIES
JANUARY 2008, ALMERIA, SPAIN, ON REPORTING**

**CONCLUSIONS OF THE CONSULTATIVE MEETING OF MAP COMPONENTS
ON REPORTING UNDER THE BARCELONA CONVENTION AND ITS PROTOCOLS
(Rome, 5-6 May 2008)**

1) On-line Barcelona Convention/MAP Reporting System

- a. INFO/RAC will design the on-line BC/MAP Reporting System, integrated in *InfoMAP*, based on the new reporting format adopted by the 15th Meeting of the CPs. The on-line Reporting System will be published on the MAP web site, which will be accessible by all MAP Components and Barcelona Convention Contracting Parties concerned as regulated by an appropriate information policy.
- b. The on-line BC/MAP Reporting System should be based on information sharing principles so as to communicate and be compatible to the extent possible, with the other reporting systems operating on line in the region, in particular EIONET.
- c. Actions and Timetable
 - Finalization of user requirements document by 15 May 2008
 - Development of the prototype system:
May – end of July 2008 according to the MoU between the Italian Ministry of Environment and the Sicilian Region (INFO/RAC) (18-04-08), the MoU between the Coordinating Unit and INFO/RAC (in process), user requirements as well as the system design document developed during the meeting held in Rome on 5-6 May 2008 on INFO/RAC premises, which will also contain a precise working plan
INFO/RAC, with inputs from all MAP Components
 - Testing period for the prototype: August – October 2008
MAP Components/Parties, with INFO/RAC assistance
 - Implementation of proposed modifications and final release of BC/MAP Reporting System on line: October – November 2008
INFO/RAC
 - Data entry: December 2008 – February 2009
Parties/MAP Components, with INFO/RAC assistance

2) Promotion of Assessment Reports on Implementation of the Barcelona Convention and its Protocols

- a. Promotion of assessment reports on implementation of the Barcelona Convention and Protocols could be done through the publication of reports 2002-2003 and 2004-2005 in the MAP web site under a section named "Implementation Reporting" that should be established as soon as possible.
- b. However, it was emphasised that there is a need to update the MAP information policy which was adopted by the 11th Meeting of the CPs, held in Malta in 1999, in order to fully reflect and take into consideration the new challenges in front of MAP. The preparation and publication of the SoE Report will be another important effort in this direction.

3) Participation of MAP Components in Compliance Mechanisms and Procedures

Participation of MAP Components in the work of Compliance Committee consists, inter alia, of the following actions:

- a. Review of national reports with a view to identify possible general issues of non-compliance.
- b. Review of national reports with a view to identify possible individual non-compliance situations.
- c. Communication of the above cases to the Coordinating Unit for further reflection, joint discussion and decision-making.
- d. Participation in the meetings of the Compliance Committee when requested in order to provide information and expertise.
- e. Participation in the on-spot appraisal of non-compliance cases or situations, if so decided by the Compliance Committee.
- f. Assistance to the countries to improve implementation and achieve compliance.
- g. In view of the first meeting of the Compliance Committee to be held in July 2008, MEDPOL, RAC/SPA, Rempec are expected to review in depth 2004-2005 reports on Implementation submitted by the CPs and inform by July 2008 the Coordinating Unit on any issue related to compliance or non-compliance.

4) Effectiveness Indicators

- a. Effectiveness indicators will be developed using an integrated approach and some elements of the method IMAGINE. A first meeting of all MAP Components will be held at the end of September to consider the first proposals. Such proposals should contain the definition for each indicator including the respective rationale and should be submitted to the Secretariat by 15 September 2008. Blue Plan will facilitate the process.
- b. The meeting will make a first selection and the proposed set will be published on the MAP web site for consultation with Focal Points of MAP and each RAC as well as MEDPOL. On the basis of such a broad consultation, a second meeting will be held most probably in January 2009 in order to conclude and come up with a definitive proposal for the consideration of the ECP Meeting and the Bureau of the CPs.

5) Establishment of the Working Group

Due to the relevance of issues related to the Barcelona Convention Reporting System, Assessment Reports on Implementation and Effectiveness Indicators, a working group is proposed to be established by the ECP in order to meet regularly, consult and develop respective proposals for the consideration of the ECP Meeting.

ANNEX I

REQUIREMENTS SPECIFICATION OF THE BARCELONA CONVENTION REPORTING SYSTEM

1. SCOPE OF THE DOCUMENT

This document defines, as a first draft, the requirements specification for the *BC/MAP Reporting Info System* according to the decisions of the meeting of the Contracting Parties as approved in Almeria, Spain in January 2008, as recorded in the Programme of Work and Budget 2008-2009 for INFO/RAC.

The *BC/MAP Reporting Info System* (hereinafter the "System") is an infrastructure to support reporting activities under article 26 of the amended Barcelona Convention and several articles of different Protocols. The main target of the system is allowing collection, storage, management and process of Reporting files submitted by Contracting Parties to the Secretariat/ MAP Coordinating Unit in a Central Repository.

2. REFERENCES

- [1] Report of the 15th Ordinary Meeting of the Contracting Parties to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean and its Protocols (Almeria - Spain, 18/01/08)
- [2] MoU between the Italian Ministry of Environment and the Sicilian Region (INFO/RAC) (18/04/08)
- [3] MoU between the Coordinating Unit and INFO/RAC (08/04/08)

3. INTRODUCTION

Background

At present MAP NFPs transmit the Report files via email or hard copies to the Secretariat, at the Coordinating Unit for the MAP. The Coordinating Unit sends copy of such reports to all concerned RACs and MEDPOL respective officers.

The information provided in the reports submitted by the Parties is being used by the Secretariat for carrying out together with MEDPOL and the Racs overall assessment of the implementation of the Barcelona Convention and its Protocols.

MEDPOL and the RAC follow the whole process of the implementation of the Protocols under their coverage and provision of assistance to Parties to enhance implementation. In particular, they follow more in depth all technical aspects of implementation and are fully involved in the programme of work for their implementation by the Contracting parties.

In the new reporting format adopted by the 15th meeting of the CPs create scope for more qualitative assessment processes in terms of implementation and compliance for each individual party as well as assessment of implementation and compliance at the regional or sub regional level. In particular the information provided through such reports will be extensively used to produce a DPSIR State of Environment report for the Mediterranean.

Objectives

The System is intended to streamline the submission of the Reporting files and provide a tool for the management of reporting procedures and data of the UNEP/MAP.

- a Relational Database System for the storage and management of the Report files
- a Web application for the access and query to the database, for the Report file transfer, for the checks of conformance and consistency of the numerical values of the Report file, for the management of submission procedures.

Stakeholders

Users and entities that have an interest in the Report Submission module:

- The RAC and MEDPOL National Focal Points for data entry of report files
- The MAP national focal points for official submission of reporting files to the Secretariat/ MAP Coordinating Unit

4. REQUIREMENTS SPECIFICATION

Definitions

In the following we have used the following definitions:

- A **Reporting formats** are the formal specification for the report files. They are defined in the Annex to Decision IG 17/2 of the 15th meeting of the Contracting Parties held in Almeria in January 2008 and are defined for the Barcelona Convention and 6 Protocols including the Region Plan for the reduction of hazardous Waste Generation.
- a **Reporting format** is a set of defined **Reporting Tables**.
- a **Reporting table** is composed by set of fields
- a **Reporting data** is an entry for a fields of a **Reporting table**

General System Requirements

The basic requirements of the system are:

- the overall design must be based on open standards;
- data network transmission must use secure protocols;

- the system must have a modular structure and should be easily upgraded with new functionalities;
- the system must be accessible via Internet;
- the system components must organise available data and metadata into structures and systems that promote the efficient location of information;
- the User should be able to operate in System by means of a GUI.
- the GUI should be multilingual and in particular in English and in French
- the system should provide access to the data stored in the MAP reporting databases
- the system should provide a tool for collaborative editing.
- the system should allow the manage 200 user accounts

Specific Requirements

1. Users authentications and authorizations	
1.1	Each user of the system is given a definite role, which defines the amount of information/data and the kind of actions they are allowed to access. Role permissions can be modified as needed. System shall manage 5 profile of users: public user, data provider, data validator, reporting manager and system manager. The access is realized through assignment of a username and password. The procedures to assign username and password and to manage the accesses are defined in the policy data document.
2. Reporting data submission	
2.1	Users authorized with data provider profile shall be able to start the submission process of a Reporting data.
2.2	Reporting data are inserted through a web interface, which offers a set of web forms with defined fields. Each web form corresponds to a reporting table
2.3	Storage of reporting data are possible only for any single field of any table.
2.4	All the stored table relative to a defined country are visualized and accessible in a folder of the corresponding country. Folder is accessible only by the users with corresponding privileges (described in the data policy document)
3. Conformance and consistency checks	
3.1	The content of all fields shall have the defined data type. The system shall check the conformance of value entered with respect to its type. <i>Examples:</i> • <i>numeric fields cannot contain alphabetic characters,</i> • <i>date fields shall contain a properly formatted date,</i> • <i>string fields with length 3 cannot contain more than 3 characters.</i>
3.2	A field can be mandatory or additional. The system shall check for the presence of an entry value for each mandatory field. The list of mandatory fields are given in the annex

3.3	Upon detection of non-conformance or inconsistency (3.1 and 3.2) conditions the submission shall fail and the system shall notify the user with an explicative error message about the error conditions encountered,
3.4	whenever applicable the error message shall contain: the error description, the offending value, a hint on what the system expected instead.
4. Data submission workflow	
4.1	The system should manage a workflow at 3 levels for any reporting table. For a successful injection into the database, any reporting table should go through all the levels.
4.2	At each level a table can be in a not published state or published state. Only table in a published state can be visible and accessible to the next workflow level. Published table can not be changed.
4.3	A definite user role can operate at a definite workflow level and can change the status of the reporting table between published and not published.
4.4	A list of published tables are visualized in a portlet
4.5	Injection of reporting tables into the MAP database is possible for and only for a complete reporting table
5. Submission log	
5.1	At the end of a publication process the system will notify the user belonging to the next workflow level about the activity performed and the presence of published tables. The notification is performed by e-mail.
5.1.a)	the submission log shall contain at least date of publication and user identification.
5.2	The system should maintain a copy of all the e-mail sent
6. Report file storage	
6.1	The system shall save to permanent storage the Reporting tables and associated user inputs that resulted in a successful submission for future reference.
7. Search into the MAP database	
7.1	User authorized can search and retrieve reporting tables contained into the MAP database
7.2	A search can be performed by selecting a range of time and/or a set of countries and/or a set of protocols
7.3	The system will offer a web form for the search with the described fields with selection boxes
7.4	The results of a search is a set of links given access to the reporting tables matching the selection criteria with the date of submission and the data validator identification

7.5	Retrieved reporting tables containing numerical values will be downloaded as csv files
7.6	Status of answers Yes, No, In process, Other, NA, for each type of measures (legal aspects of implementation, institutional and policy, allocation of resources, administrative and enforcement measures and technical measures) for each legal instrument and for the whole system.

Annex

In [2] are collected all the reporting tables. According to their structure, all the reporting tables can be grouped in homogeneous groups. For each group, there are listed the titles of the tables belonging to the group. The group is only defined by its numeral.

1. General Info table
2. Ratification, Legal measures
3. Policy, Institutional, Allocation of resources, other measures
4. Administrative measures
5. Enforcement measures
6. Technical Data

Each group has definite mandatory and optional fields. In the following, the list of mandatory fields is specified for each group (referred with its numeral). All the other fields but the mandatory ones are optional

Group of tables	tables in the group	Titles of the tables in the group. [specific protocol: part: question]	mandatory fields	conditional mandatory fields. fields that should be filled in only in presence of definite value for another mandatory field. The conditional field, the field conditioning and its value are indicated as field conditional: field who condition: value
1	2	Contracting party	all the fields	
		Organization/bodies		
2	2	Ratification, Legal measures	status, difficulties	remarks: status: no answer Remarks: difficulties: no answer
3	4	Policy, Institutional, Allocation of resources, other measures	status	remarks: status: no answer
4	3	Authorization and permits, Occurrence of ..., Critical situations		
5	1	Enforcement measures		
6	..	Technical data [protocol 3:part 3:question 3]	all the fields	remarks: all the fields: yes reasons: all the fields: no
		[protocol 3:part 3:question 4]	all the fields	impediments: all the fields: no describe action: all the fields: yes