

Guidance Document

Online tool for national implementation reports of the Aarhus Convention



2017



PART I.

Browsing through the National Implementation Reports' (NIR) webpage

PART II.

Uploading a National Implementation Report



PART I.

Browsing through the National Implementation Reports' (NIR) webpage

PART II.

Uploading a National Implementation Report

Introduction

Pursuant to Article 10, paragraph 2, of the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters (Aarhus Convention) and Decision I/8 adopted by the Meeting of the Parties to the Convention, requiring the continuous review of the implementation of the Convention on the basis of regular reporting by the Parties, the Parties to the Aarhus Convention produce and make publicly available National Implementation Reports. The revised format for the Aarhus Convention implementation report was endorsed through decision IV/4 adopted by the Meeting of the Parties to the Aarhus Convention at its fourth session (Chisinau, 29 June – 1 July 2011).

The Aarhus Convention secretariat has developed an online tool to facilitate the Parties in preparing and uploading their reports. Parties are strongly encouraged to upload their National Implementation Reports in all official ECE languages (ENG/FRE/RUS).

Figure 1 - Aarhus Clearinghouse webpage



Step 1
Go to <http://aarhusclearinghouse.unece.org> and click on the menu item "National Reports"

Alternatively, go directly to <http://apps.unece.org/ehlm/pp/NIR/index.asp>
The screen in Figure 2 will be displayed:

Figure 2 - National implementation reports page

Aarhus Convention
Convention on Access to Information, Public Participation in Decision-making
and Access to Justice in Environmental Matters

[Main](#) [PRTR Capacity Building](#) [Aarhus Convention](#) [Aarhus Clearinghouse](#)

National Implementation Reports

Select language

☒ English
☐ French
☐ Russian

Select Questionnaire

[National Implementation Reports](#)

Step 2
Select language
(English, French or Russian) and
click on
“National Implementation Reports”
in the center of the screen

Environment Division
Palais des Nations, 8-14, avenue de la Paix - 1211 Geneva 10
Tel: +41 22 917 2682 / 917 1602 Fax: +41 22 917 0634
E-mail: public.participation@unece.org
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The following screen will be displayed (Figure 3):

Figure 3 - Selecting search criteria

The screenshot shows the Aarhus Convention website's search interface. At the top, the Aarhus Convention logo and name are displayed, along with the full name of the convention. Below this is a navigation bar with links to Main, PRTR Capacity Building, Aarhus Convention, and Aarhus Clearinghouse. The main section is titled 'National Implementation Reports'. It contains three selection boxes: 'Select language' with radio buttons for English (selected), French, and Russian; 'Select year(s)' with checkboxes for 2005, 2008, 2011, 2014, and 2017; and 'Select Country(ies)' with a dropdown menu showing 'All Countries' selected and a list of other countries. Below these is a 'Select Question(s)' section with checkboxes for 'All Questions', 'Document Header', and two numbered questions. A blue speech bubble points to the first three selection boxes, and an orange cloud points to the 'All Questions' checkbox.

Aarhus Convention
Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters

Main | PRTR Capacity Building | Aarhus Convention | Aarhus Clearinghouse

National Implementation Reports

Select language
☒ English
☐ French
☐ Russian

Select year(s)
☐ 2005
☐ 2008
☐ 2011
☐ 2014
☐ 2017

Select Country(ies)
All Countries
Albania
Armenia
Austria
Azerbaijan
Belarus
Belgium
Bosnia and Herzegovina
Bulgaria
Croatia

Select Question(s)
☒ All Questions
☐ Document Header
☐ 1. Process By Which
Provide a brief summary of the process by which the public was consulted or contributed to the decision-making process, as well as on the role of the public in the decision-making process.
☐ 2. Particular Cases
Report any particular cases where the public was consulted or contributed to the decision-making process.

Step 3
Select language, year(s) of report(s) and country

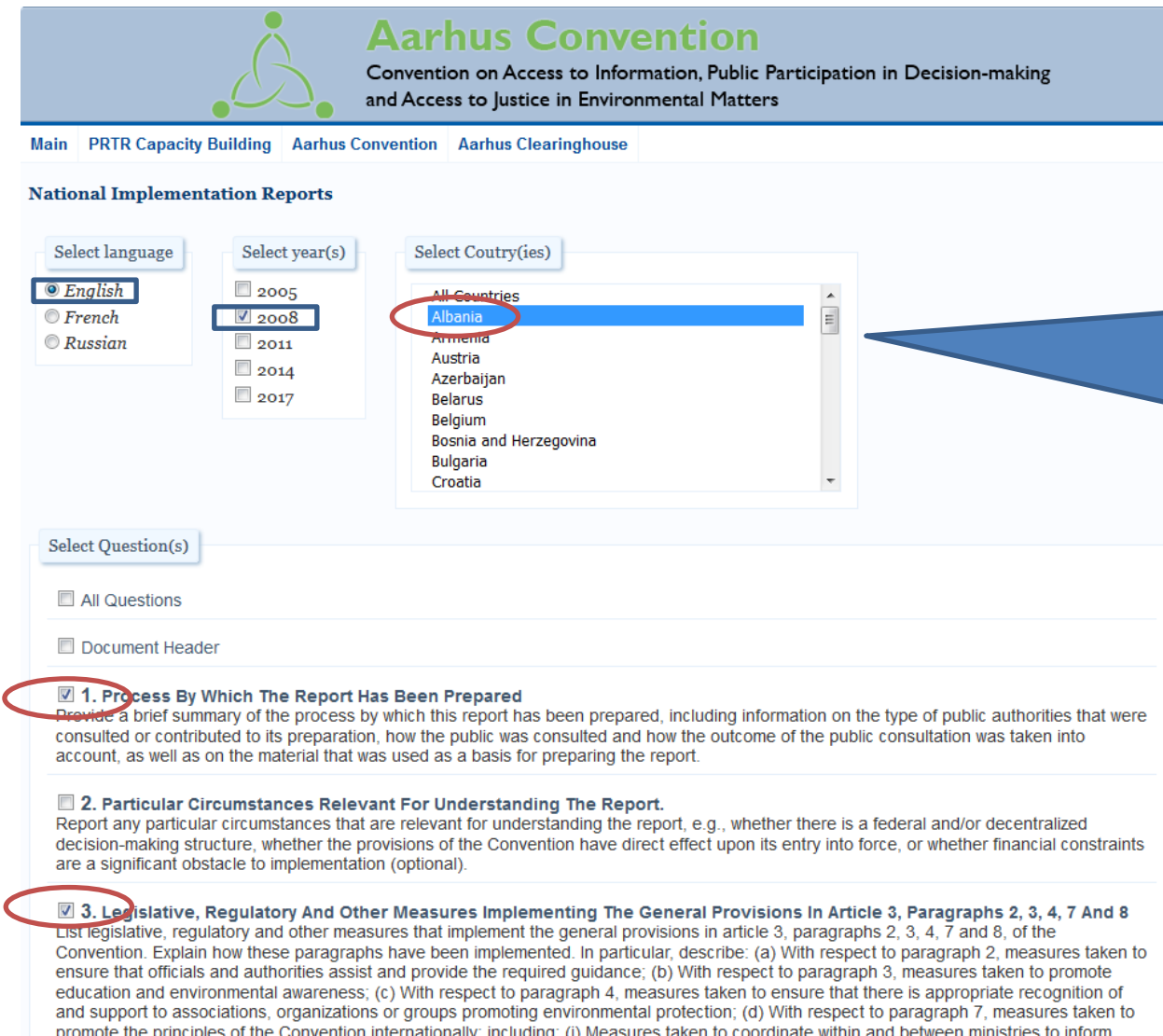
You may combine different years, countries and questions. If you wish to display all answers for a given year tick the box "all questions"

The following examples will illustrate the different options available:

Example 1

To display answers to several questions of a single country for a specific reporting year.

Figure 4 - Example 1



Aarhus Convention
Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters

Main PRTR Capacity Building Aarhus Convention Aarhus Clearinghouse

National Implementation Reports

Select language
☒ English
☐ French
☐ Russian

Select year(s)
☐ 2005
☒ 2008
☐ 2011
☐ 2014
☐ 2017

Select Country(ies)
All Countries
Albania
Armenia
Austria
Azerbaijan
Belarus
Belgium
Bosnia and Herzegovina
Bulgaria
Croatia

Select Question(s)
☐ All Questions
☐ Document Header
☒ **1. Process By Which The Report Has Been Prepared**
Provide a brief summary of the process by which this report has been prepared, including information on the type of public authorities that were consulted or contributed to its preparation, how the public was consulted and how the outcome of the public consultation was taken into account, as well as on the material that was used as a basis for preparing the report.
☐ **2. Particular Circumstances Relevant For Understanding The Report.**
Report any particular circumstances that are relevant for understanding the report, e.g., whether there is a federal and/or decentralized decision-making structure, whether the provisions of the Convention have direct effect upon its entry into force, or whether financial constraints are a significant obstacle to implementation (optional).
☒ **3. Legislative, Regulatory And Other Measures Implementing The General Provisions In Article 3, Paragraphs 2, 3, 4, 7 And 8**
List legislative, regulatory and other measures that implement the general provisions in article 3, paragraphs 2, 3, 4, 7 and 8, of the Convention. Explain how these paragraphs have been implemented. In particular, describe: (a) With respect to paragraph 2, measures taken to ensure that officials and authorities assist and provide the required guidance; (b) With respect to paragraph 3, measures taken to promote education and environmental awareness; (c) With respect to paragraph 4, measures taken to ensure that there is appropriate recognition of and support to associations, organizations or groups promoting environmental protection; (d) With respect to paragraph 7, measures taken to promote the principles of the Convention internationally including: (i) Measures taken to coordinate within and between ministries to inform

Example 1

Single year, single country,
multiple questions/answers
Language=English,
NIR Year=2008, Country=Albania,
Answers to questions=1, 3

☐ **34. Obstacles Encountered In The Implementation Of Article 6 Bis And Annex I Bis.**
Describe any obstacles encountered in the implementation of any of the paragraphs of article 6 bis and annex I bis.

☐ **35. Further Information On The Practical Application Of The Provisions Of Article 6 Bis And Annex I Bis.**
Provide further information on the practical application of the provisions on public participation in decisions on the deliberate release into the environment and placing on the market of genetically modified organisms in article 6 bis, e.g., are there any statistics or other information available on public participation in such decisions or on decisions considered under paragraph 2 of annex I bis to be exceptions to the public participation procedures in that annex?

☐ **36. Website Addresses Relevant To The Implementation Of Article 6 Bis.**
Give relevant website addresses, if available, including website addresses for registers of decisions and releases related to genetically modified organisms:


☐ **37. Follow-up On Issues Of Compliance.**
If, upon consideration of a report and any recommendations of the Compliance Committee, the Meeting of the Parties at its last session has decided upon measures concerning compliance by your country, please indicate (a) what were the measures; and (b) what specific actions your country has undertaken to implement the measures in order to achieve compliance with the Convention. Please include cross-references to the respective sections, as appropriate.

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Palais des Nations, 8-14, avenue de la Paix - 1211 Geneva 10
Tel: + 41 22 917 2682 / 917 2650 Fax: + 41 22 917 0634
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Scroll down and click "submit"

The results will be displayed as in the following screen (Figure 5 - Example 1 Results):

Figure 5 - Example 1 Results

National Implementation Reports
<div data-bbox="157 292 283 321">  Albania </div> <div data-bbox="157 365 556 386"> 1 Process By Which The Report Has Been Prepared </div> <div data-bbox="157 386 1299 446"> <p>Provide a brief summary of the process by which this report has been prepared, including information on the type of public authorities that were consulted or contributed to its preparation, how the public was consulted and how the outcome of the public consultation was taken into account, as well as on the material that was used as a basis for preparing the report.</p> </div>
<div data-bbox="157 479 220 495"> Year: 2008 </div> <div data-bbox="157 511 1299 576"> <ol style="list-style-type: none"> 1. This report was prepared by the Ministry of Environment, Forestry and Water Management (MoE). 2. This report was discussed with other ministries, including the Ministry of Health and the Ministry of Agriculture, Transport and Tourism. It was also made available on the MOE website and sent for comments to non-governmental organizations (NGOs). </div>
<div data-bbox="157 633 1102 654"> 3 Legislative, Regulatory And Other Measures Implementing The General Provisions In Article 3, Paragraphs 2, 3, 4, 7 And 8 </div> <div data-bbox="157 654 1299 933"> <p>List legislative, regulatory and other measures that implement the general provisions in article 3, paragraphs 2, 3, 4, 7 and 8, of the Convention. Explain how these paragraphs have been implemented. In particular, describe: (a) With respect to paragraph 2, measures taken to ensure that officials and authorities assist and provide the required guidance; (b) With respect to paragraph 3, measures taken to promote education and environmental awareness; (c) With respect to paragraph 4, measures taken to ensure that there is appropriate recognition of and support to associations, organizations or groups promoting environmental protection; (d) With respect to paragraph 7, measures taken to promote the principles of the Convention internationally; including: (i) Measures taken to coordinate within and between ministries to inform officials involved in other relevant international forums about article 3, paragraph 7, of the Convention and the Almaty Guidelines, indicating whether the coordination measures are ongoing; (ii) Measures taken to provide access to information at the national level regarding international forums, including the stages at which access to information was provided; (iii) Measures taken to promote and enable public participation at the national level with respect to international forums (e.g., inviting non-governmental organization (NGO) members to participate in the Party's delegation in international environmental negotiations, or involving NGOs in forming the Party's official position for such negotiations), including the stages at which access to information was provided; (iv) Measures taken to promote the principles of the Convention in the procedures of other international forums; (v) Measures taken to promote the principles of the Convention in the work programmes, projects, decisions and other substantive outputs of other international forums; (e) With respect to paragraph 8, measures taken to ensure that persons exercising their rights under the Convention are not penalized, persecuted or harassed.</p> </div>
<div data-bbox="157 966 220 982"> Year: 2008 </div> <div data-bbox="157 998 325 1019"> Article 3, paragraph 2 </div> <div data-bbox="157 1039 420 1060"> Interventions to the legal framework </div> <div data-bbox="157 1079 1299 1263"> <p>4. The principles of the Convention are widely mirrored and included in the Albanian Legislation more specifically in:</p> <ul style="list-style-type: none"> • The Constitution of the Republic; • The Law for Environmental protection No. 8934 of 5 September 2002, (arts. 3, 10, 54, 55, 56, ch. X, arts. 77, 78, 79, 80) • The Law for Environmental Impact Assessment No. 8990 of 23 January 2003, (arts. 17, 19, 20, 23, 26) • In all specific environmental laws approved during the time frame 2003-2007; • Code of Administrative Procedures • Law for the Ombudsman (Arts. 14, 15, 16, 17) • Law for Civil Emergencies No 8756 of 26 March 2001, (art. 8 (e)) </div> <div data-bbox="157 1266 346 1287"> Article 3, paragraph 3 </div> <div data-bbox="157 1287 1299 1435"> <p>5. Positive steps have been taken in environmental education in Albania in the past two years:</p> <p>(a) At the elementary school level:</p> <ul style="list-style-type: none"> • The Regional Environment Centre in Albania (REC) in cooperation with MoE and the Ministry of Education and Science has begun to apply the Green Pack in the elementary school; • UNICEF, in cooperate with MOE and the Ministry of Education, has begun a project "child to child" in primary schools. <p>(b) At the university level, a graduate diploma and master's degree have been introduced at the Agro-Environment Department of Tirana Agricultural University. A master's course in science and technology of the environment has also been introduced.</p> </div>

Example 2

If you wish to compare various reports submitted by a single country go to the main page, repeat steps 1 and 2 and once on the search page tick the boxes corresponding to the years you wish to be displayed.

Figure 6 - Example 2

The screenshot shows the Aarhus Convention search interface. The header includes the Aarhus Convention logo and the text "Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters". Below the header are navigation links: "Accueil", "Renforcement des capacités des RRT", "Convention d'Aarhus", and "Centre d'information d'Aarhus". The main section is titled "Rapports nationaux d'exécution". It contains three filter sections: "Choisir la langue" with radio buttons for "Anglais", "Français" (selected), and "Russe"; "Choisir l'année(s)" with checkboxes for "2005", "2008", "2011", "2014", and "2017" (all selected); and "Choisir le(s) pays" with a list of countries including "Tous les pays", "Albanie", "Allemagne", "Arménie", "Autriche", "Azerbaïdjan", "Belgique" (highlighted), "Bulgarie", and "Chypre". Below these filters is a section "Choisir la(les) question(s)" with checkboxes for "Toutes Les Questions", "Document Header", "1. Procédure D'élaboration Du Présent Rapport" (selected), "2. Éléments D'aide À La Compréhension Du Rapport" (selected), and "3. Mesures Législatives, Réglementaires Et Autres Pour La Mise En Application Des Dispositions Générales Des Paragraphes 2, 3, 4, 7 Et 8 de l'article 3".

Example 2

Multiple years, single country,
multiple questions/answers
Language=French,
NIR Year=2005, 2008, 2011
Country=Belgium,
Answers to questions=1, 2

Click "submit" ("soumettre"). The results appear in the following screen:

Figure 7 - Results Example 2



Aarhus Convention
 Convention on Access to Information, Public Participation in Decision-making
 and Access to Justice in Environmental Matters

[Accueil](#)
[Renforcement des capacités des RRTP](#)
[Aarhus Convention](#)
[Centre d'information d'Aarhus](#)
[Revenir à la page précédente](#)

Rapports Nationaux D'Exécution

Belgique

1 PROCÉDURE D'ÉLABORATION DU PRESENT RAPPORT

L'Année: 2005

Plusieurs autorités sont responsables de l'exécution de la Convention, à savoir l'Autorité fédérale et les trois entités fédérales (Région wallonne, Région de Bruxelles-Capitale et Région flamande). Chaque autorité a donc répondu au niveau national aux questions relevant de sa propre compétence. Par suite, le rapport national officiel de la Belgique est composé en fait de quatre rapports différents. Afin de respecter la limite de 8 500 mots fixés par l'ONU, le présent document a été établi comme synthèse des quatre rapports. La Belgique ne le considère donc pas comme son rapport officiel, mais comme le reflet des points principaux des rapports officiels. Pour faciliter la compréhension du rapport national, des hyperliens avec les réponses complètes ont été inclus pour chaque question.

Le rapport national a été coordonné par le réseau Aarhus, qui dépend du Comité pour la politique internationale de l'environnement, lequel rassemble les autorités politiques et administratives compétentes sur les questions d'environnement. Le réseau Aarhus est chargé de préparer et suivre les négociations internationales relatives à la Convention. Il a coordonné les préparatifs des consultations nationales afin d'assurer une harmonisation à l'échelle du pays. Il a décidé de tenir deux types de consultations, à savoir une consultation nationale coordonnée des quatre grandes fédérations belges de protection de l'environnement (qui couvre donc l'ensemble des rapports belges) et une consultation du public par chaque autorité pour son propre rapport.

Les fédérations d'ONG ont présenté des observations communes sur le rapport fédéral et des observations individuelles sur les rapports régionaux. Comme ces observations n'ont pas de lien direct avec le processus de présentation des rapports, mais sont davantage axées sur des questions générales (par exemple, les améliorations qui peuvent être apportées à l'accès à la justice, compte tenu de la jurisprudence restrictive), on peut y accéder par l'hyperlien fédéral pour le rapport fédéral et par les hyperliens régionaux pour les rapports régionaux.

S'agissant du public, chaque autorité a organisé une consultation en ligne au cours du mois de novembre 2004. Très peu d'observations ont été reçues, mais chaque autorité a répondu aux membres du public, soit individuellement, soit de manière générale sur le site Web.

L'Année: 2011

La Convention sur l'accès à l'information, la participation au processus décisionnel et l'accès à la justice en matière d'environnement est une convention « mixte » au niveau belge, c'est-à-dire que sa mise en œuvre dépend de plusieurs autorités. In concreto, il s'agit de l'autorité fédérale et de trois entités fédérées (Région wallonne, Région de Bruxelles-Capitale et Communauté flamande). Chaque autorité a donc répondu en interne au présent rapport pour ce qui relève de ses compétences. C'est ainsi que le rapport national de la Belgique est constitué de quatre rapports distincts.

Étant donné que certaines compétences restent nationales et donc, sont gérées par l'autorité fédérale, les rapports régionaux peuvent renvoyer sur certains points au rapport fédéral (particulièrement en ce qui concerne l'aspect juridictionnel de l'accès à la justice). À l'inverse, certaines compétences sont exclusivement régionales. Dans ce cas, le rapport fédéral le mentionne expressément.

La coordination du rapport national s'est faite dans le cadre du réseau Aarhus qui appartient au Comité pour la Politique internationale de l'Environnement (C.C.P.I.E), lequel est un comité qui rassemble les autorités politiques et administratives compétentes au niveau belge en matière d'environnement. Ce réseau « Aarhus » est chargé de la préparation et du suivi des négociations internationales liées à la

Example 3:

If you wish to select more than one country: repeat steps 1 and 2. Once on the search page select language and one or more years.

Figure 8 - Example 3

The screenshot shows the Aarhus Convention search interface. The header includes the Aarhus Convention logo and the text "Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters". The navigation bar contains links: Main, PRTR Capacity Building, Aarhus Convention, and Aarhus Clearinghouse.

The main section is titled "National Implementation Reports". It contains four selection fields:


- Select language:** Radio buttons for English (selected), French, and Russian.
- Select year(s):** Checkboxes for 2005, 2008 (checked), 2011 (checked), 2014, and 2017.
- Select Country(ies):** A list of countries with checkboxes. Armenia, Azerbaijan, and Bulgaria are selected.
- Select Question(s):** Checkboxes for All Questions (checked), Document Header, and two numbered questions.

Annotations include:

- A thought bubble pointing to the "Select Country(ies)" field: "To select more than one country press and hold the CTRL button and use the mouse to click on the countries you wish to display."
- A blue callout box on the right: "Example 3
Multiple years, multiple countries, multiple answers
Language=English,
NIR Year=2008, 2011
Countries= Armenia, Azerbaijan and Bulgaria
Answers to all questions"

Click "submit" and the results will be displayed as follows (Figure 9):

Figure 9 - Results Example 3




Aarhus Convention

Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters

[Main](#)
[PRTR Capacity Building](#)
[Aarhus Convention](#)
[Aarhus Clearinghouse](#)
[Back](#)

National Implementation Reports




Albania

2 PARTICULAR CIRCUMSTANCES RELEVANT FOR UNDERSTANDING THE REPORT

Report any particular circumstances that are relevant for understanding the report, e.g. whether there is a federal and/or decentralized decision-making structure, whether the provisions of the Convention have a direct effect upon its entry into force, or whether financial constraints are a significant obstacle to implementation (optional).

Year: 2008

3. This is the second report for Albania, and the institution responsible for implementation of the Convention is the Ministry of Environment (MoE), including its structures in the Prefectures (Regional Environmental Agencies). Lack of funds from the State budget makes the implementation of the Convention difficult, especially on issues that directly affect the general public and/or the interested part of civil society.



Armenia

Year: 2008

6. Armenia is still, although to a lesser extent, facing financial difficulties related to the implementation of the Convention: there is a lack of computers and photocopy machines; not enough has been done to educate officials on the Convention's provisions; progress in incorporating the provisions into national legislation is slow; there is a lack of specialists in this field; and there are other obstacles to implementation. All these obstacles are particularly acute at the regional level.

7. According to the Constitution, executive power is exercised by the Government, which is responsible for implementation of State policies on science, education, culture, health, social security and environmental protection (art. 89). International agreements concluded on behalf of Armenia are applied only after ratification. Ratified international agreements are a composite part of the judicial system of Armenia. If such agreements establish rules different from those envisaged by the country's laws, the rules of the international agreements shall prevail. The Constitution has supreme juridical force and its rules are directly applicable (article 6 of the Constitution). As stated in article 10 of the Constitution, "The State shall ensure the protection and regeneration of the environment and the sound use of natural resources".

Year: 2011

1. Armenia is a unitary state. Under article 62 of the Constitution, "Legislative power in the Republic of Armenia shall be exercised by the National Assembly." The Armenian Government holds executive power. Under article 89 of the Constitution, "The Government shall implement state policy in the fields of science, education, culture, health care, social welfare and environmental protection."

2. The Armenian legal system has three levels. Under paragraph 1 of article 91 of the Constitution, "Justice in the Republic of Armenia shall be administered solely by the courts in accordance with the Constitution and laws." Article 92 of the Constitution states that the courts operating in the Republic of Armenia are the first instance court of general jurisdiction, the Court of Appeal and the Court of Cassation, which ensures uniformity in the application of the law. It is forbidden to establish emergency tribunals. One special administrative court and one special administrative appeal court are currently operational in Armenia. Under article 93 of the Constitution, "Constitutional justice in the Republic of Armenia shall be administered by the Constitutional Court." Under article 6 of the Constitution, "The Constitution of the Republic has shall have supreme legal force and the norms thereof shall apply directly... International treaties shall come into force only after being ratified or approved. International treaties are a constituent part of the legal system of the Republic of Armenia. If a ratified international treaty stipulates norms other than those stipulated in



Aarhus Convention

Convention on Access to Information, Public Participation in Decision-making
and Access to Justice in Environmental Matters

PART I.

Browsing through the National Implementation Reports' (NIR) webpage

PART II.

Uploading a National Implementation Report

Uploading a National Implementation Report

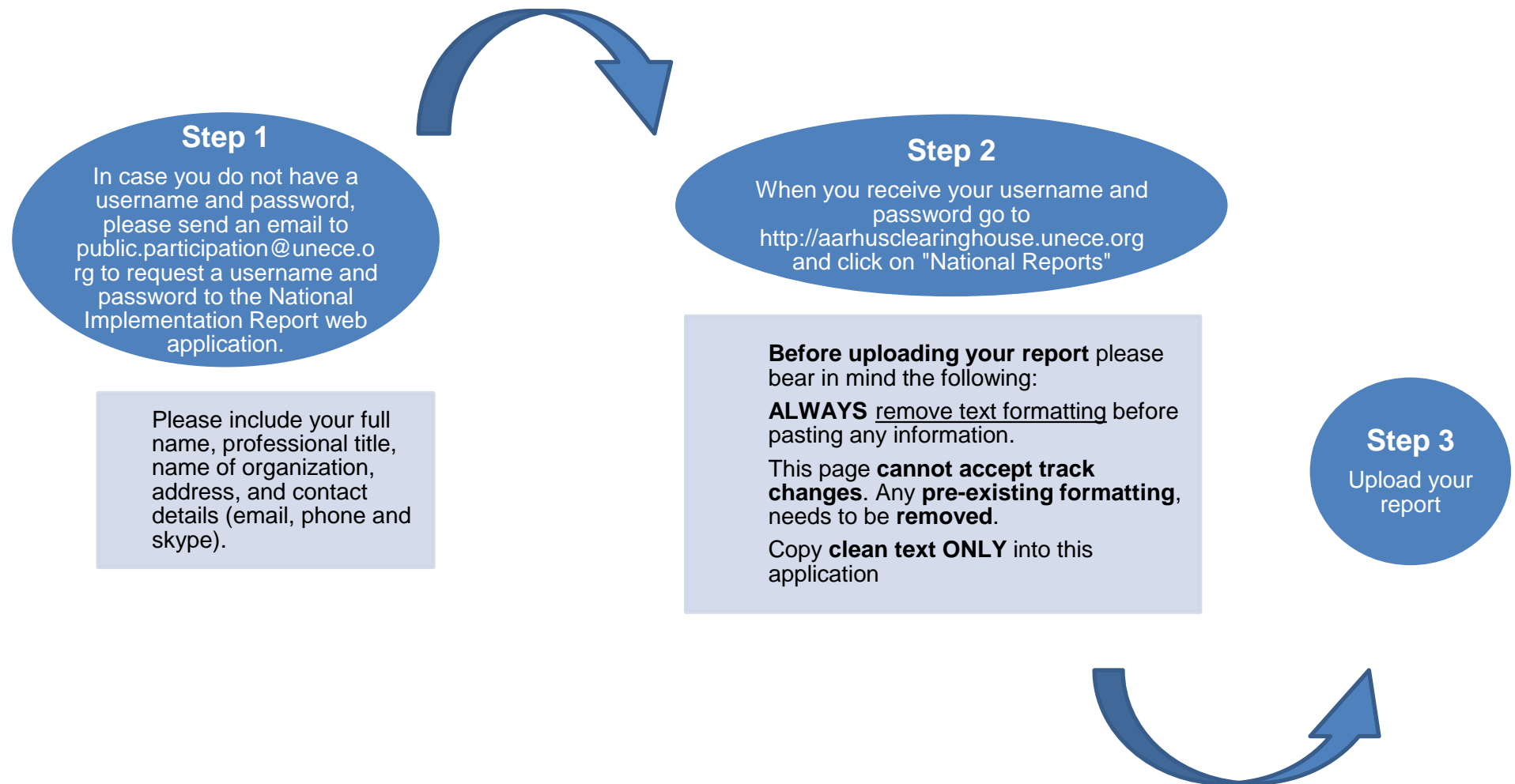


Figure 1 - Aarhus Clearinghouse webpage



Step 1

Go to <http://aarhusclearinghouse.unece.org>
and click on "National Reports"
or go to
<http://apps.unece.org/ehlm/pp/NIR/index.asp>

Figure 2 - National implementation reports page



Aarhus Convention

Convention on Access to Information, Public Participation in Decision-making
and Access to Justice in Environmental Matters

Main

PRTR Capacity Building

Aarhus Convention

Aarhus Clearinghouse

National Implementation Reports

Select language

☒ English

☐ French

☐ Russian

Select Questionnaire

National Implementation Reports

Environment Division

Palais des Nations, 8-14, avenue de la Paix - 1211 Geneva 10

Tel: +41 22 917 2882 / 917 1502 Fax: +41 22 917 0834

E-mail: public.participation@unece.org

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Figure 3 – Log-in to the National Implementation Report application

Aarhus Convention
Convention on Access to Information, Public Participation in Decision-making
and Access to Justice in Environmental Matters

[Main](#) [PRTR Capacity Building](#) [Aarhus Convention](#) [Aarhus Clearinghouse](#)

National Implementation Reports

Select language

- ☒ English
- ☐ French
- ☐ Russian

Select Questionnaire

National Implementation Reports

Look for this icon on the right of the bottom lowest frame on your screen and click on it

Click here to login

Click here to login

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Tel: + 41 22 917 2682 / 917 2650 Fax: + 41 22 917 0634
E-mail: public.participation@unece.org
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Figure 4 - Log in to the National Implementation Reports (NIRs) application back-end

Once you click on the key, the following screen appears that asks for your username and password:



Aarhus Convention
Convention on Access to Information, Public Participation in Decision-making
and Access to Justice in Environmental Matters

[National Implementation Reports](#) [PRTR Capacity Building](#) [Aarhus Convention](#) [Aarhus Clearinghouse](#) [Back](#)

Welcome

Entrance

Name

Password

Please remember to
contact the secretariat
to ask for a user name
and password

Enter your *Username* and *Password* and click the '*Log in*' button - the screen in *Figure 5* will then be displayed.

Figure 5 - Selecting NIR

Editing Mode - WL

Aarhus Convention
Convention on Access to Information, Public Participation in Decision-making
and Access to Justice in Environmental Matters

Log Off List of Answers

Edit Mode - Answers

Select language


- ☒ English
- ☐ French
- ☐ Russian

Select Questionnaire

Title
National Implementation Report 2005
National Implementation Report 2008
National Implementation Report 2011
National Implementation Report 2014
National Implementation Report 2017

Select the NIR
you wish to edit
(e.g. National
Implementation
Report 2017)

Figure 6 - Editing NIRs



Aarhus Convention



Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters

Log off

List of Answers

Edit Mode - Answers

Select answer

Number	Title	Country	Year	Questionnaire
 Create new answer				
Sorry, no match was found.				
 Create new answer				

Select page:

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Tel: + 41 22 917 2682 / 917 1502 Fax: +41 22 917 0634
E-mail: public.participation@unece.org
2006-2011 © United Nations Economic Commission for Europe

Click on
"Create new answer"

Figure 7 - Select correct reporting year

The screenshot shows the Aarhus Convention website interface. At the top, there is a header with the Aarhus Convention logo and the text "Aarhus Convention" and "Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters". Below the header is a navigation bar with links: "Log Off", "List of Answers", "Questionnaires list", "Reports on PRTR", "Reports List", "Countries list", "List of Regions and Organizations", and "Users list".

Below the navigation bar, there is a section titled "Mode of editing". A yellow banner with a fire icon and the text "New record!" is displayed. Below this, there is a form titled "Edit Answer". The form contains the following fields:

- Question's ID: NEW
- Question's number: 0 (highlighted with a red circle)
- Year: 2017 (highlighted with a red circle and a blue callout box pointing to it with the text "Please remember to change year to 2017")
- Country: Whole World
- User: koukis
- Last update: 11/20/2013 9:35:43 AM
- Answer: AIN14

At the bottom of the form, there are "Submit" and "Cancel" buttons.

Figure 8 – Select the question

Aarhus Convention
Convention on Access to Information, Public Participation in Decision-making
and Access to Justice in Environmental Matters

Log off List of Answers

Edit Mode

New record!

Edit Answer

Question's ID NEW

Question's number 0

Year 20

Country 1

User Name 3

Last update 4

Language 5

Questionnaire 6

Answer 7

Submit Cancel

Select the question number you wish to upload (Bear in mind that the question numbers correspond to the 2017 reporting format)

Figure 9 – Entering the answer text to a question

Mode of editing

New record!

Edit Answer

Question's ID: NEW

Question's number: 1

Year: 2017

Country: Whole World

User: aarhus2013

Last update: 4/1/2016 4:39:59 PM

Language: EN

Questionnaire: NIR17

Answer:

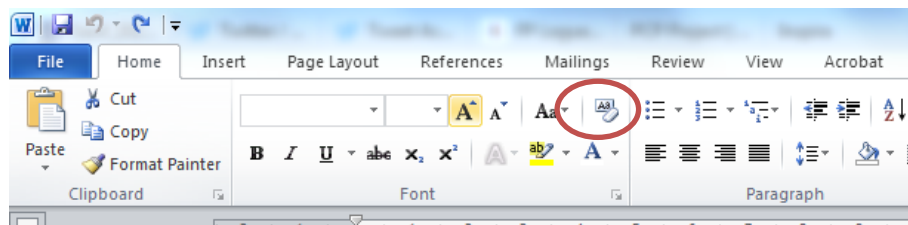
This is a test response to question 1

Submit Cancel

Copy and paste the text from your document here.

Remember:
ALWAYS REMOVE TEXT FORMATTING BEFORE PASTING*.
This page cannot accept track changes. Any pre-existing formatting needs to be removed.
PLEASE copy clean text **ONLY** into this application.

*In Word you can clear any formatting of your text by selecting all text (press: "Ctrl" + "A") and hitting the "Clear Formatting" button in the "Home":



Type the text you wish to upload and click submit. The following screen will appear:

Figure 10 – Review your answer

Edit Mode - Answers

Select answer

Number	Title	Country	Year	Questionnaire
Create new answer				
1	This is a test response to question 1		2017	NIR17
Create new answer				

Select page: 1

Click here to EDIT

Click here to DELETE

Figure 11 – How to delete an answer

Mode of deletion

Delete Answer

Question's ID: 8552

Question's number: 1

Year: 2017

Country: Whole World

User: aarhus2013

Last update: 4/1/2016 4:53:01 PM

Language: EN

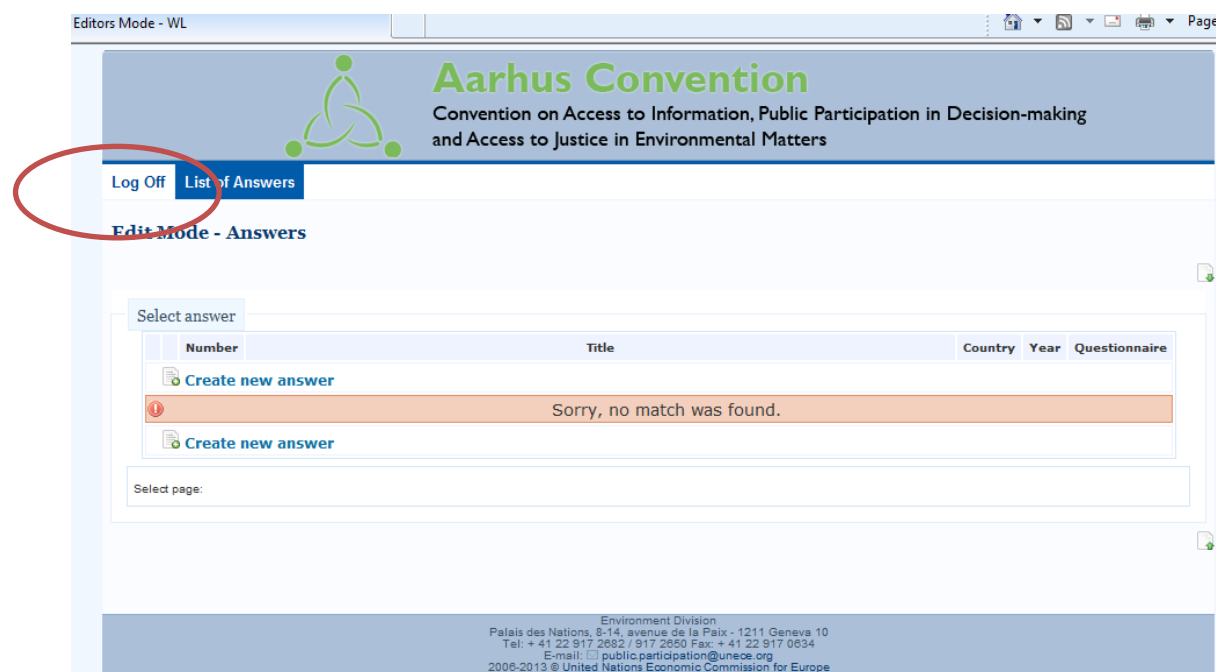
Questionnaire: NIR17

Answer: This is a test response to question 1

Submit Cancel

Click "submit" and you will see the following screen:

Figure 12 – Log off



When you are finished
with your session,
always remember to
LOG OFF

For further information, please contact the secretariat at: aarhus.survey@unece.org