USERS’ GUIDE

H3 database

Implementation of

RESOLUTION H3

Forestry Assistance to Countries with Economies in Transition

Database maintained by the Timber Branch of the UNECE Trade Development and Timber Division

Version: 3.1  Date: 04.08.2003
Purpose of the database

The H3 electronic database was designed for providing information on projects of assistance to forestry sector of the transition countries as well as the cooperation aimed at the implementation of Resolution H3 “Forestry cooperation with Countries with Economies in transition” of the Ministerial Conference on the Protection of Forests in Europe (MCPFE). The database contains detailed information on projects reported by national correspondents, some forest resources information from TBFRA-2000, contact addresses of H3 National Coordinators, the UNECE Timber Branch staff, supplementary information and an automatic link to the UNECE website.

The H3 dataset is maintained and up-dated by the UNECE Timber Branch in Geneva. The latest upgraded version of the database is published on the Timber Committee website. With the exception of the function for entering new data, and thus facilitating national reporting, the database does not allow change or edit data, its functions support fast and efficient data retrieval and visualization.

Hardware requirements

The database was developed in Access2000 format under Windows XP. It requires about 25Mb disc space. The database forms were designed for 15” screens with 1024x768 resolution. Larger screens or higher resolution can produce asymmetric appearance of some forms.

Getting started

The database can be downloaded in a compressed form (Winzip). You are advised to create a folder called „h3” on your data drive and unzip the file there.

The database has an autoexec function, so it can be started directly from Explorer, or by opening it in Access. The forms use the full screen area if they are set to full screen mode, so you are warned to do so when you open the database:

You should close this message by clicking the OK button then double-click on the blue frame on the top to set the form to full screen mode. After this all forms will appear in full screen mode.
Main types of services

**To main menu:** takes you inside the database.

**Exit to Access:** leaves the user-programme and allows to use Access’ own platform.

**Run Word to read report:** starts *MS Word* within the database.

**Run Acrobat Reader:** starts *Acrobat* within the database, provided that it is in the `C:\Program Files\Adobe\Acrobat 5.0\Reader` folder.

**More about... and communication:** this screen gives a short description of the database and a hyperlink to *Microsoft Outlook* with the e-mail addresses of the Timber Branch’s officers. E-mails with the subject h3 can immediately be sent from here.

### The main menu

![Database menu](image)

The services of the database are focused on four main areas: a) forest resources data, b) elements of the international and national legal framework, c) H3-relevant projects, d) supplementary information: national contact points and abbreviations.

**Basic data of the forest resources of the CITs from TBFRA-2000**

![Forest resources data](image)
Forest resources data are presented in 14 thematic tables and in country fact sheets. The tables are available as queries, which are useful in case of further calculations. If you want to work in Excel:

The reports are designed for printing purposes, but they can also be used in Excel or Word. Please see the illustration above.

Show excerpts from legally and non-legally binding instruments relevant to H3

This function gives a list of some documents available at the time of publishing the database. The relevant parts of the texts can be displayed by clicking on the button:

The form can be rolled if the text exceeds the PC screen size:

Please note that the list of documents cannot be extended and the text cannot be modified on these screens! Screens can be closed by the close window button (X on the upper right corner of the screen).
Show elements of the national policy and legal framework

Select the country from the pop-up list first then click on the button to display the query with the date and name of the relevant legal documents on that country.

Show full project description

Note on the structure of the database: Each project in the database is stored in 4 separate tables. The main table (ACTMAIN) contains the most important information, which identifies the project. One project constitutes one record in this table. The participants of the project are stored in the second table (PARTICIP): as many records are linked here to the main table as the number of participants. The content of the project is stored in the third table (ACTDESC), one record for each project. Workshops and seminars have a separate table (WORKSHOP) where the special information for these types of cooperation is stored. The data from the four tables are linked together in a form where the different type of information is marked by visual elements: different background colors and frames.

Data cannot be modified in these forms, and new records cannot be appended. There is a separate function for adding new records to the database.

You can navigate between the records by the selectors at the bottom of the screen. When more records are linked to the main record, the sub-form has its own record selectors. With this you can move the records one by one. It is also possible to search for a specific record. Follow the steps below:

Projects can be searched for by other parameters as well. For this you should set the Look In: field after step 1, then continue with filling in the Find What: field (step 2).
Each parameter or field has an explanatory name on these forms, so meaning of the data should be self-understanding. In some cases the set of possible values is stored in pop-up lists. These lists can be activated even if the content of the fields cannot be changed.

The forms are printable. The print can be previewed by the button and the current form be printed by or all forms by . These functions are also available from the Print or Print Preview option of the File menu.

Please note that the forms are not designed for print, so printing several or all forms will result in distortion of the page layout, therefore you are advised to print the forms one by one. For details see the following section: Searching for one specific project.

**Show projects by type, keyword, country or search text**

For more efficient use of the data a number of queries were combined which are based on different search arguments. You can search for one specific project with a definite ID, different keywords, project types, participating countries or free text in any of the descriptive fields.

**Searching for one specific project:**

![Diagram of project search process]

Type in the project ID, then click on the button. When you filtered the requested record you can produce a nice print out by clicking the button as explained in the previous chapter.

**Show full list of projects in alphabetical order**

This function gives a full list of projects either in a form or in a report with the following parameters:

![Screenshot of project list report]

The report can be printed out or worked with further in Word.
Searching for type, keyword or country

Select from the list the value to search for then select a form or report to display data:

The possible combinations of these arguments are marked by the connecting lines.

When searching for one country it should be noted that this country could be involved in the project in several capacities: as a country reporting the project, and as a participant. Furthermore, a country can participate with several organisations in a project. If you display the results in a form, please note that a project is displayed as many times as the name of the country is found. The reports ignore the duplicate fields.

Content of the queries/reports

By type:

<table>
<thead>
<tr>
<th>Project type</th>
<th>Cooperation</th>
<th>Title</th>
<th>Status</th>
<th>From</th>
<th>To</th>
<th>Type1</th>
<th>Type2</th>
<th>Type3</th>
</tr>
</thead>
</table>

By keyword:

<table>
<thead>
<tr>
<th>Project cooperation</th>
<th>Title</th>
<th>Status</th>
<th>From</th>
<th>To</th>
<th>Type1</th>
<th>Type2</th>
<th>Type3</th>
<th>Type4</th>
</tr>
</thead>
</table>

By country:

<table>
<thead>
<tr>
<th>Project cooperation</th>
<th>Title</th>
<th>Status</th>
<th>From</th>
<th>To</th>
<th>Type1</th>
<th>Type2</th>
<th>Type3</th>
<th>Code Position</th>
<th>Organization</th>
</tr>
</thead>
</table>

By keyword and country:

<table>
<thead>
<tr>
<th>Project cooperation</th>
<th>Title</th>
<th>Status</th>
<th>From</th>
<th>To</th>
<th>Type1</th>
<th>Type2</th>
<th>Type3</th>
<th>Country</th>
<th>Keyword</th>
</tr>
</thead>
</table>

By type and country:

<table>
<thead>
<tr>
<th>Project cooperation</th>
<th>Title</th>
<th>Status</th>
<th>From</th>
<th>To</th>
<th>Type1</th>
<th>Type2</th>
<th>Type3</th>
<th>Code Position</th>
<th>Organization</th>
</tr>
</thead>
</table>

By search text and by search text and country:

<table>
<thead>
<tr>
<th>Project</th>
<th>Title</th>
<th>Content of the project</th>
<th>Expected results</th>
<th>Results gained</th>
</tr>
</thead>
</table>

By search text and by search text and country for workshops, study tours:

<table>
<thead>
<tr>
<th>Workshops by search text</th>
<th>policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Title</td>
</tr>
<tr>
<td>---------</td>
<td>-------</td>
</tr>
</tbody>
</table>
The reports are designed for A/4 size paper with landscape orientation. The reports can be printed or published with MS Word as explained above.

The advantage of using forms to display results of the queries is that they establish direct links to the project themselves:

If you double click on the *Project_ID* button then the selected project will be displayed in the project description form.

The forms are also equipped with buttons to print the report format directly.

**Enter new data to the database**

The database was designed for being maintained (or modified) by the Timber Branch. The updated version can be downloaded from its website. The H3 national correspondents are invited to provide new data on the implementation of the H3 Resolution as they become available. Up to now this was done through the H3 questionnaire. This questionnaire can still be obtained from the Timber Branch or downloaded from the website and used for reporting, but the current version of this database provides an opportunity to use electronic means for submitting new data.

The main concept remains however, that the dataset as a whole should be modified only by the Timber Branch. Therefore the users are not allowed to modify the content of the database, but a special function was developed for adding new projects to the dataset and thus facilitate national reporting.

The new data are stored in separate tables within the database. When the new data entering is completed, three options are available: you can simply finish entering new projects, or append your new data to the old dataset, or send the new data to the secretariat.

If you want to edit or display these new data you should select the ‘**Show or edit new projects’ data**’ from the main menu!

If you finish entering data without any further actions then the new data will not be seen by the database functions. This option should be selected when you stop entering new data temporarily and
wish to continue entering in the near future. However, you are advised to always finish the entering data for one project before closing the database. If you want to use your new data in your own database, then you should append them to the main (old) dataset. If you want to make your data available for others, then you should send them to the Timber Branch, which will append them to the database published on the website.

When you decide to send your new data, then they will be transferred to a separate, small database, which contains only these new data and the forms to display them. For the sake of avoiding problems that may arise from improper identification of the location of this small database, it should always be stored on the same place under the same name. The database should be called h3new.mdb and stored in the root directory on drive C. This is not a very sophisticated solution, but fairly simple and could be followed under any circumstances. Please note that your database will always seek for these data on this location and name, so if you move or rename it, you will get an error message.

This separate database does not exist, so you have to create it:

1. Open Access
2. Select „File” from the menu bar
3. Select „New” from the list or type „Ctrl N”
4. Select the „Database” icon from the list on the appearing „New” window
5. In the „File New Database” window set the drive to „C:” and type „h3new” into the „File name” field then click „Create”

Once the h3new.mdb is created, you can use it at any time for data transfer. If you want to delete or replace its total content, then simply re-create it. It is useful to re-create the H3new.mdb when you want to transfer a completely new dataset (e.g. in the next year).

The opening screen of the data entering function gives a detailed explanation on the steps to be completed. The text can be printed by clicking on the respective button (1).

Entering data can be started by clicking on the „Continue…” button (2). First, you have to select the country for which you want to enter new data (3).
The opening screen informs about the status of the records. If no new data were entered so far the “Last record ID in the newly entered dataset” remains blank. In this case the project ID will be the country code and the serial number next to that of the ‘Last record ID in the original database’. The control tip text reminds of this.

If there were new records entered the database, then you can either continue the existing list, or start a new one:

If new projects were not entered before then the above form remains blank, you should simply close it.

If you decide to delete data and start a new set (which is advisable in every new year), data will be permanently deleted, unless you have already appended them to the main (old) dataset, and/or loaded them to the `h3new.mdb` database. If you are not sure if this has been done already, then select the “Continue list” option, then select the “Close and append” or “Close and send”. Access will tell you for each record if it exists in the main dataset or in the `h3new.mdb` database. When deleting data, Access will ask for confirmation identifying the number of records to be deleted. Answer Yes in each case to these questions.

If you continue an existing dataset then the new project ID should be the next one after the ‘Last record ID in the newly entered dataset’:

You are expected to fill in each field, but the minimum required data are those illustrated below. Less data cannot be recorded, Access will tell you which fields need to be filled in.
Since there can be several participants in a project, the respective sub-form has its own record selector. When you want to enter a new participant use the button. The record ID for the participants is composed from the project ID and the serial number of the participant. The first ID is generated automatically, but you are requested to enter the next ones.

When you finished with one project and want to continue, click on the button on the bottom of the screen. The „Last record ID in the newly entered dataset” will show the latest value.

Please note that the Select country pop-up form should remain open throughout the data entering process!

Finish or complete entering of new data.

When you want to finish entering of new data, you can choose between three options:

If you want to finish only temporarily, but will continue in the near future, you should select “Close”. However you are advised to always finish the entering data for one project before closing the form. This will close the forms for entering data, but no other actions are taken. Please note, that in this case your new data are stored in the separate tables, but they are not visible for the program. You can see them through the standard Access platform only.

If you want to use the new data together with the old ones, you should select the “Close and Append” function. This will append the data to the existing dataset. Access will warn you on the consequences of attempting multiple appending.
The new records will be appended by an append query. Access will ask you to run the query:

When the query is completed Access will ask for confirmation before appending the new records to the dataset:

If Access finds record(s) which are not possible to append it tells you identifying the reasons for not appending. Typical cases could be the wrong keys or attempting to append the same records more than once:

If you select Yes Access will append all records possible, but leaves out those that would violate rules of duplication.

The above steps will be repeated 4 times, since the project data are stored in 4 different tables. The number of rows to append may also be 0. For example when no special data for workshops were entered then there are no rows to append to the table, which contains the workshop data.

If you want to send the new data to the secretariat for verification and making public through its website, select the “Close and send” option. This will export the data to the h3new.mdb database. If the h3new.mdb already contains the respective object then Access will ask you whether to replace.
If you select *Yes* then the data from your database will be exported to the *h3new.mdb* database. If you use *MS Outlook* as the e-mail software then after this you can immediately send the new data, i.e. the *h3new.mdb* database to the secretariat. The only thing you should do is to select the addressee and attach the *h3new.mdb* database.

If *MS Outlook* is not available on your PC, then you should start your e-mail programme manually and compile your message. You have to attach to your e-mail the *h3new.mdb*, which is located on your C drive.

You are also advised to rename the *h3new.mdb* database after this, for example by adding the year to the name of the file its data are referring to.

Please note the following:

1. The *Close and Send* function exports the new data to a separate database, but does not append the data to the old dataset. For this you should activate the *Close and Append* function.

2. Once you have appended the new data to the old dataset or exported them to the *h3new.mdb* database, these data are not expected to be modified anymore through the user programme.

**Editing or displaying the newly entered data**

Since the new data are stored in separate database tables they need a separate function to display or edit them. (The *Enter new data to the database* function opens the forms for append only, editing is not allowed there.) If you select the *Show or edit new projects’ data* function you will have access to the new data and you can display or edit them.

The opening form is identical with that of the Show full project description form with some differences:

- Data can be modified in this form
Only new projects are accessible through this form

The Close and Append and the Close and Send buttons are available here as well, providing you with the options described in the previous chapter.

When editing data you can modify the existing records, but cannot insert new ones. For example, you cannot expand the list of participating countries/organizations, or include information in the project description or workshop/seminar form if you have not done so when entered information for the project for the first time.

Please note that the form is also available in the h3new.mdb database, so if you want to carry out a last check before sending your data, you should open this database, select forms then open the actformshownew form.

Please note that if you modify your data in the H3new.mdb, this will not affect data in the main H3 database! If you want to modify data there, you should go back to that database and carry out the modification manually. In order to avoid this subsequent data manipulation the logical sequence of activities when entering new data to the database is:

1. Select the Enter new data to the database function
2. Enter new data
3. Close without any further action (select Close)
4. Select the Show or edit new projects’ data and check your new data
5. 
6. Select the Close and append or the Close and send function.

Show national H3 correspondents

A list of country contact points (H3 correspondents and members of the Team of Specialists on CITs) is available in the database. The records are sorted in ascending order of the country names.

Specific data can be searched for by using the record navigation buttons or the (search) button. In this case you should specify the name of the country.
Please note that data can not be edited in the form.

Show list of acronyms

The database mentions several acronyms. Some of them are explained by the control tip text, but the full list of the acronyms is available in a separate form.

Please note that this form is to display the acronyms not for editing them or adding new ones.

**********

If you have any questions, do not hesitate to contact the UNECE/FAO secretariat in Geneva (Ms. Helena Simkova, Mr. Alexander V. Korotkov), or Mr. Peter Csoka in Budapest (csoka.peter@aesz.hu), who has contributed significantly in the elaboration and upgrading/updating the H3 database.