

Article X Database

USER GUIDE

This document is aimed at providing guidance on how to use the database as well as enter, edit and search the information contained therein.

1. The homepage

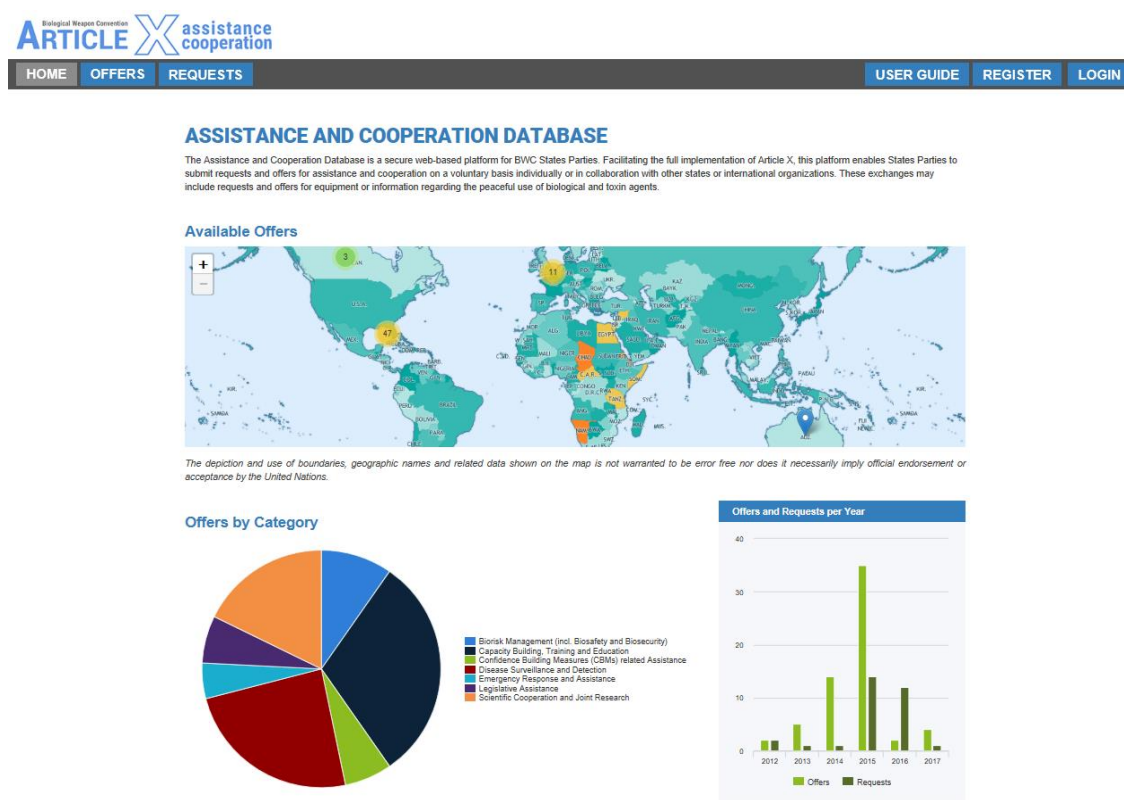


Fig. 1 Homepage of Article X Database

The homepage allows users to navigate through the following items:

- **Interactive world map:** by zooming and clicking on the buttons/numbers over a certain State Party, the map will display the respective offer(s) made by that State Party. By clicking on the specific offer, the user is directed to the offers' page in the Database.



Fig. 2 Interactive world map

- **Infographics:** below the world map, two pie charts and two histograms help the user to have a quick overview of type of offers and request:

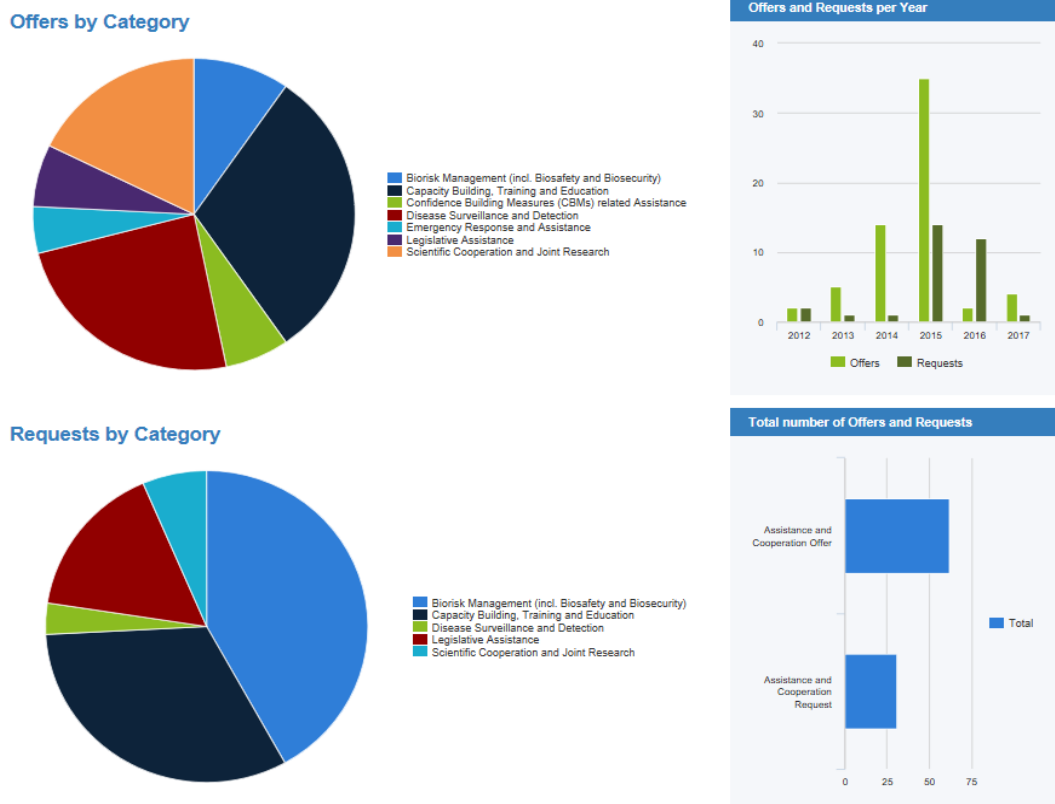


Fig. 3 Pie charts and histograms in homepage

- **Offers and Requests by Category:** outlining the category of offers and requests that have been submitted, defined by typology.
- **Offers and Requests by Year:** outlining the offers and requests for assistance and cooperation by year of submission.
- **Total Number of Offers and Requests:** a representation of the total number of offers and requests for assistance and cooperation received.

Links to the Databases: the homepage contains links to the

- **'Offers'** (publicly accessible);
- **'Requests'** (accessible for States Parties with the log-in data provided for the restricted part of the BWC website);
- **'User Guide'**;
- **'Register'** section (individual user registration required to submit new offers and requests);
- **'Login'** section;
- **'Recent Activity'** (provides an overview over recent user activities, which can be downloaded as an Excel file).

2. Offers

The Database contains all relevant information on past and current offers submitted by States Parties of the Biological Weapons Convention.



Fig. 4 Link to offers

By clicking on the “**Offers**” icon at the top left of the page, the user is connected to the database section that contains all the offers already submitted.

The full list of offers, listed by Index number, year, offer title, type of offer, offering state party and statues is displayed in descending order.

OFFERS

In this section, users can research assistance and cooperation offers made under Article X of the Biological Weapons Convention. The table below provides a summary of offers made. Please click "Filter" to refine the search. Click the Index Number to find out further details on each individual offer.

Index Number	Year	Offer Title	Type of Offer	Offering State Party	Status
O_4_2017	2017	Scholarship to certify the technical competency of individuals engaged in biorisk management and biosecurity practices in the East African region	Capacity Building, Training and Education	United States	Available
O_3_2017	2017	Scholarship to certify the technical competency of individuals engaged in biorisk management and biosecurity practices in the East African region	Capacity Building, Training and Education	Canada	Available
O_2_2017	2017	Centers for Disease Control and Prevention (CDC) TRAIN Program	Capacity Building, Training and Education	United States	Available
O_1_2017	2017	Capacity building for the advancement of science in developing countries	Capacity Building, Training and Education	Italy	Available
O_2_2016	2016	International biosecurity course	Biorisk Management (incl. Biosafety and Biosecurity)	Denmark	Available
O_1_2016	2016	National Epidemiological Surveillance System (SINAVE)	Disease Surveillance and Detection	Mexico	Available
O_9_2015	2015	International Congress	Scientific Cooperation and Joint Research	Cuba	Available
O_8_2015	2015	International cooperation and assistance on laboratory animal science and product evaluation	Scientific Cooperation and Joint Research	Cuba	Available
O_7_2015	2015	Qualified specialists for biological emergencies and serious epidemics	Emergency Response and Assistance	Cuba	Available
O_6_2015	2015	Medical brigades	Emergency Response and Assistance	Cuba	Available

1 2 3 4 5 6 7 next > last >

Download XLS file

Fig. 5 Full list of offers

To perform searches:

1. Click on the button "Filter",
2. Select relevant search criteria
3. Click on the button "Apply"

OFFERS

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Filter

Index Number: Choose some options

Year of Offer: Choose some options

Offer Title: Choose some options

Type of Offer: Choose some options

Offering State Party: Choose some options

Offer taken up by State Party: Choose some options

Offer Status: Choose some options

Apply

Fig. 6 How to filter the offers

It is possible to filter the entries of the database according to the following criteria:

- Index Number
- Year of Offer
- Offer Title
- Type of Offer
- Offering State Party
- Offer taken up by State Party
- Offer Status

A new grid will appear, listing the projects matching the search criteria.

OFFERS

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Filter ▾

Index Number

Year of Offer

Offer Title

Type of Offer

Offering State Party

Offer taken up by State Party

Offer Status
Choose some options

Apply

Index Number	Year	Offer Title	Type of Offer	Offering State Party	Status
O_3_2014	2014	Emerging Pandemic Threats (EPT)	Capacity Building, Training and Education	United States	Available
O_13_2014	2014	Interagency International Food Defence Outreach	Capacity Building, Training and Education	United States	Available
O_12_2014	2014	Biomedical Advanced Research and Development Authority (BARDA) -International Influenza Vaccine Manufacturing Capacity Building Program	Capacity Building, Training and Education	United States	Available

Download XLS file

Fig. 7 Project search: in this example, the user has searched "2014" "capacity building, training and education"

By clicking on the icon "**Download XLS file**", the system automatically creates an Excel file with the search results, as categorized in the database.

Index Number	Year	Offer Title	Type of Offer	Offering State Party	Status
O_3_2014	2014	Emerging Pandemic Threats (EPT)	Capacity Building, Training and Education	United States	Available
O_13_2014	2014	Interagency International Food Defence Outreach	Capacity Building, Training and Education	United States	Available
O_12_2014	2014	Biomedical Advanced Research and Development Authority (BARDA) -International Influenza Vaccine Manufacturing Capacity Building Program	Capacity Building, Training and Education	United States	Available

Download XLS file

Fig.8 Download XLS file button

By clicking on a single offer, users are re-directed to the project's page, with additional information, such as a brief description of activities, timeframe and relevant attachments.

Offering Entity	Offer Details	Contacts	Additional Information and Notes
<p>Offering Entity</p> <p>Offering State Party: Italy</p> <p>Offering Institution: The World Academy of Sciences</p> <p>Type of Offer: Capacity Building, Training and Education</p> <p>Offer Status: Available</p>			
<p>Submission date and timeframe of offer</p> <p>Submission Date: Monday, February 20, 2017</p> <p>Start Date of Offer: Monday, February 20, 2017</p>			

Fig. 9 Offer page for a specific project

Entering a New Offer

To enter a new offer the user first has to register and obtain individual log-in data from the BWC-ISU. The user can log in with these data and click on “Offers” in the homepage. Once in the “Offers” section, the user will click on the “Plus” icon to proceed.

Biological Weapons Convention **ARTICLE X** assistance cooperation

HOME OFFERS REQUESTS USER GUIDE + Maria Elena AMADIO, RI

Create Article X Offer

OFFERS

In this section, users can research assistance and cooperation offers made under Article X of the Biological Weapons Convention. The table below provides a summary of offers made. Please click “Filter” to refine the search. Click the Index Number to find out further details on each individual offer.

Index Number	Year	Offer Title	Type of Offer	Offering State Party	Status
O_4_2017	2017	Scholarship to certify the technical competency of individuals engaged in biorisk management and biosecurity practices in the East African region	Capacity Building, Training and Education	United States	Available
O_3_2017	2017	Scholarship to certify the technical competency of individuals engaged in biorisk management and biosecurity practices in the East African region	Capacity Building, Training and Education	Canada	Available

Filter

Fig. 10 Icon to create a new offer

At this stage, the user will be requested to fill the empty fields.

Create Assistance and Cooperation Offer

PublishSave as draftPreview

Offering Entity *Offer Details *ContactsAdditional Information and Notes

Offering entity

Offering State Party *

- Select a value -

Offering Institution

+ Create Institution

Type of Offer

- None -

Offer Status

- None -

Submission date and timeframe of offer

Submission Date

Nov 29 2017

E.g., Nov 29 2017

Start Date of Offer

E.g., Nov 29 2017

End Date of Offer

E.g., Nov 29 2017

Fig. 11 The “Create Offer” page

Categorization of Entries

When inserting an offer, the database allows for a categorization based on several elements.

As shown in Figure 11, on the bar below the “Offer Name” field there are four groups of categories, namely:

1. **Offering Entry**
2. **Offer Details**
3. **Contacts**
4. **Additional Information and Notes**

Offer Entity

1. **Offer Name (Project Title):** insert the official name of the offer
2. **Offering State Party:** it is possible to enter only one country
3. **Offering Institution:** insert the official name of the offering institution(s). If the institution does not yet exist in the database, click in the “create Institution” icon to create a new one.

11



Fig. 12 The “Create Institution” icon

Once the user clicks on the “create Institution” icon, a new page opens up (Fig. 13).

Fig. 13 The “Create Institution” page

The name of the institution is necessary to create the new entry. Additional information such as a description and an editor are helpful but not strictly required.

4. **Type of Project:** select from the drop-down list.
5. **Offer Status:** select from the drop-down list (e.g. Available, Implementation Ongoing, Unavailable/Removed, Utilized).
6. **Submission date:** select the date when the offer is formally submitted.
7. **Start date of offer:** select the date when the offer will be made available.
8. **End date of the offer:** select the date when the offer will expire (if applicable).

Offer Details

In this section, all relevant aspects of the offer can be uploaded onto the database.

- **Index Number:** the number is automatically generated by the system based on the year and the number of offers received the same year and already stored in database.
- **Year of Offer:** select from the drop-down list the year in which the offer has been submitted.
- **Financial Aspect:** select from the drop-down list the (e.g. Free Assistance, Reimbursement or Other).
- **Implementation Duration:** insert, if necessary, the number of weeks the

offer will require to achieve fulfilment.

- **Language Requirement:** insert, if necessary, the language required to develop the offer.
- **Description:** use this section to add any relevant details and/or information about the offer.

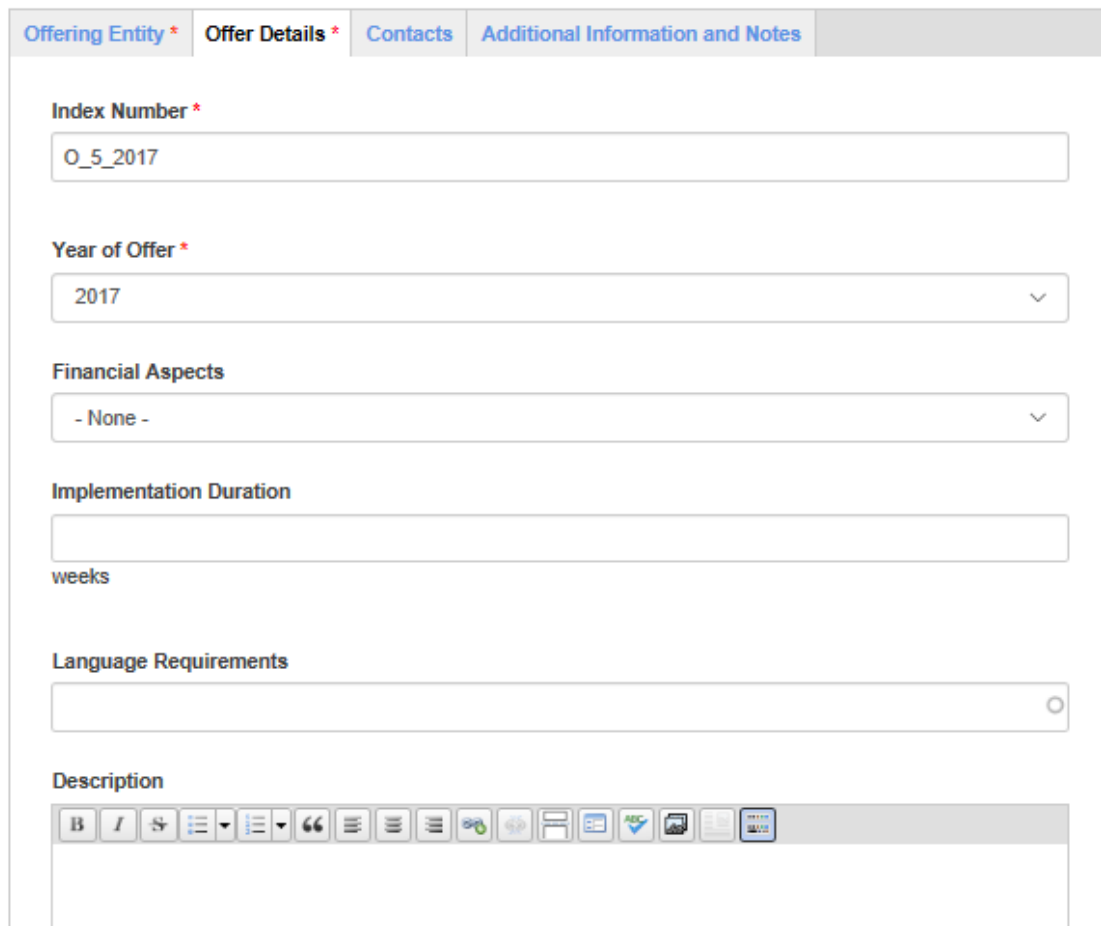


Fig. 14 Offer Details Section

Contacts

Before adding a new contact, please click on “Search for contacts” and type the name or surname of the person to make sure it has not been inserted in the database before.

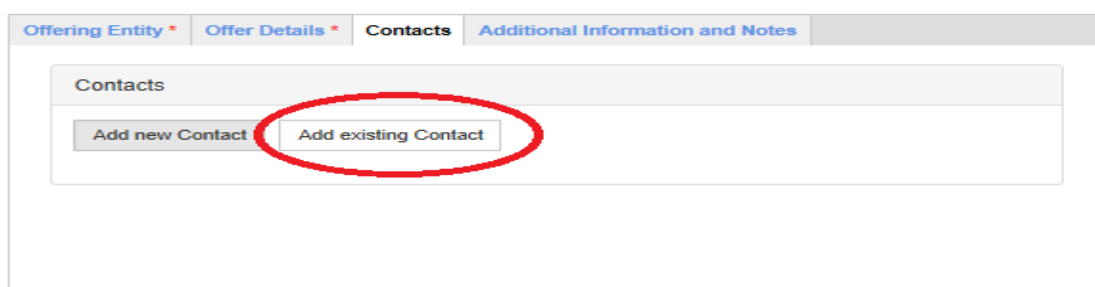


Fig. 15 Contacts Section

In case the contact person is already in the database, select the name and click on “Add contact”. In case the person has not been inserted in the

database yet, please read below.

To add a contact person who is responsible for the project, click on “Add new contact” and fill in the categories:

- **Name:** please insert first NAME and then SURNAME (e.g. John Smith)
- **Contact details:** insert position, institution, address, e-mail address, phone/fax number, website.

Then, click on the button “Add new Contact”. It is possible to insert more than one contact person (to do so, click on “Add new Contact”).

Additional Information and Notes

In this section, all relevant documents and files (e.g. PPT presentations, fact-sheets, other project-related documents, public reports etc.) can be uploaded onto the database.

- **Offer taken up by State Party:** if any, select which State Party has accepted and made use of the offer. If more than one State Party has done so, use the “Add Another Item” feature to insert a new State Party.
- **Additional Information/Notes:** use this section to provide addition details if necessary.
- **Attachments:** this sections allows the user to upload files. To add a new file, click on “Browse”, select the file to be uploaded and then click on “Upload”.
- **External Sources:** this section allows the user to insert URL links relevant to the project. To add a new link, insert a title and paste the URL link. If more than one URL links are relevant to the offer, use the “Add Another Item” feature to insert a new link.

The screenshot displays the 'Additional Information and Notes' section of a web application. At the top, there are four tabs: 'Offering Entity *', 'Offer Details *', 'Contacts', and 'Additional Information and Notes' (which is currently selected). Below the tabs, the main content area is divided into two main sections. The first section is titled 'Offer utilized' and contains a sub-section 'Offer taken up by State Party'. This sub-section features a list of items with a plus icon and a search box, and a button 'Add another item'. The second section is titled 'Additional Information/Notes' and contains a rich text editor toolbar with various icons for text formatting and a large text area for notes.

Fig. 16 Additional Information and Notes Section

Attachments

Add a new file

Parcourir...

Upload

Files must be less than 20 MB.
Allowed file types: txt jpg png pdf ppt pptx doc docx xls xlsx.

[Show row weights](#)

External Resources

	Title	URL

The link title is limited to 128 characters maximum.

Add another item

Fig. 17 Additional Information and Notes Section

Publishing the Offer

Once the various details in every section have been filled, click on the top right of the page to publish, save as a draft or preview the offer.

Create Assistance and Cooperation Offer

Project Title

Offering Entity * Offer Details * Contacts Additional Information and Notes

Publish Save as draft Preview

Fig. 18 Icons to Publish, Save as Draft, Preview the Offer

Only by selecting “Publish” the offer will be visible to the other users. In all other cases, the offer will be visible only to its creator.

Editing/Deleting entries

To edit or delete an entry of the database, click on entry that needs to be modified. The page of the entry in question will open up and the icon “Edit” will appear on the right side of the entry page (see Figure below). Please note that a user can only edit or delete those offers that have been uploaded by him/her.



Home > Offers

Offering Entity	Offer Details	Contacts
<p>Offering Entity</p> <p>Offering State Party: United States</p> <p>Type of Offer: Capacity Building, Training and Education</p> <p>Offer Status: Available</p>		

Fig. 19 The Edit icon is on the top right side of the page

After having clicked on “Edit”:

- **To edit the entry:** make the appropriate changes in the relevant section(s) and then click on the blue icon “Save” on the right side of the page.
- **To delete the entry:** click on the yellow icon “Delete” on the right side of the page.
- To preview, view changes or unpublish the entry on the respective icons on the top right side of the entry page.

✕ Cancel

Scholarship to certify the technical competency of individuals engaged in bio

Offering Entity *	Offer Details *	Contacts	Additional Information and Notes
<p>Offering entity</p>			

Save Unpublish Preview

View changes Delete

Fig. 20 Preview, Unpublish, View Changes Icons

3. Requests

For entering requests of assistance and cooperation in the database, the procedure is identical to the one described to update offers.

4. Filtering Offers and Requests

By clicking on Offers or Request in the Homepage, the database will take you to their pages. At this stage, to filter them the database allows to use different methods.

1. By clicking on one specific year, the user will be redirected to all offers/requests submitted in the selected year.
2. By clicking on one specific type of offer, the user will be redirected to all offers/requests that belong to the same category.
3. By clicking on one specific offering state party, the user will be redirected to all offers/requests that have been submitted by the same State Party.

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O_2_2017	2017	Centers for Disease Control and Prevention (CDC) TRAIN Program	Capacity Building, Training and Education	United States	Available
O_1_2017	2017	Capacity building for the advancement of science in developing countries	Capacity Building, Training and Education	Italy	Available
O_2_2016	2016	International biosecurity course	Biorisk Management (incl. Biosafety and Biosecurity)	Denmark	Available

Fig. 21 Page displaying all Offers

Emergency Response and Assistance

 Edit

Name	Type
Medical brigades	Assistance and Cooperation Offer
Qualified specialists for biological emergencies and serious epidemics	Assistance and Cooperation Offer
Specialist and bespoke CBRN use response/command and control training courses for first responders	Assistance and Cooperation Offer

Fig. 22 Example of Offers stored under "Offer Type" Emergency Response and Assistance