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.
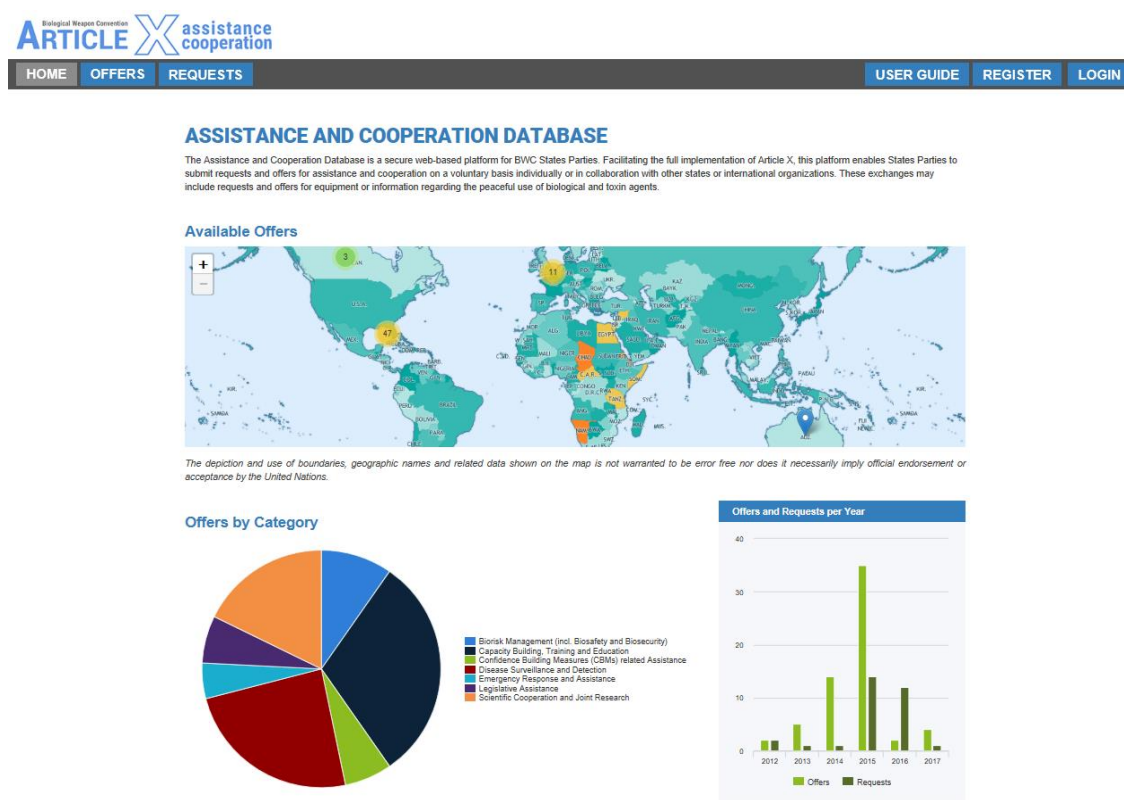
1. The homepage

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:
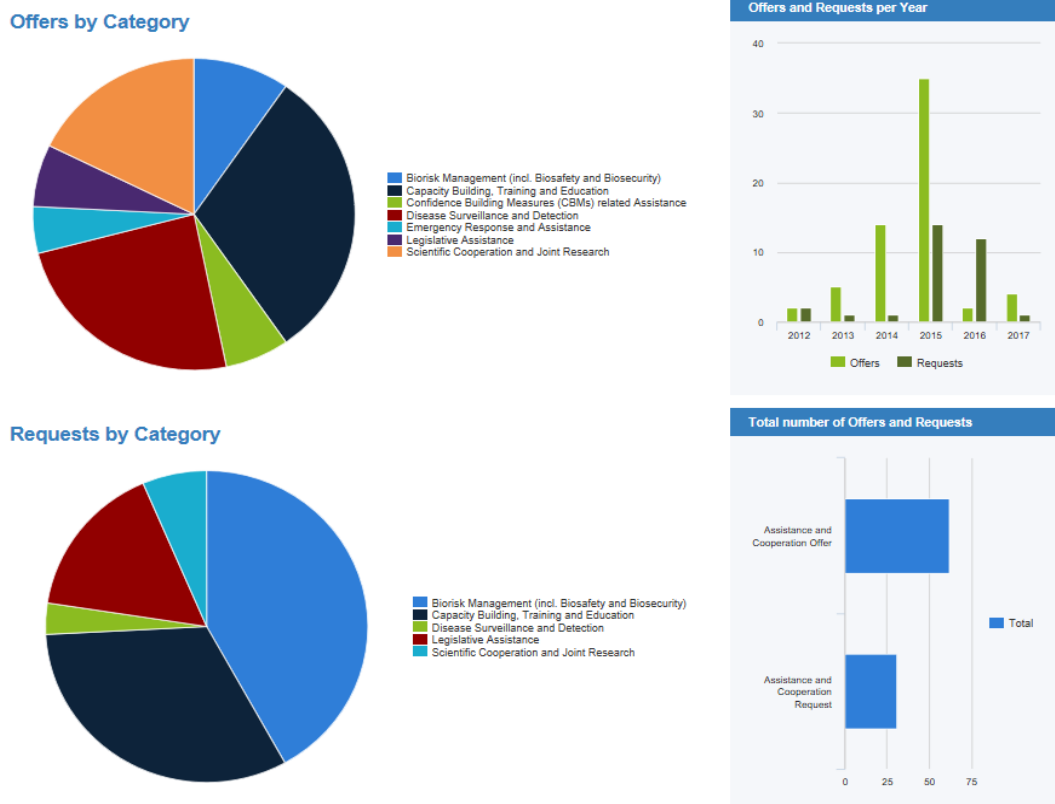

Fig. 3 Pie charts and histograms in homepage

- **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.

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"

Fig. 6 How to filter the offers

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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.

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.

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.

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.

Fig. 10 Icon to create a new offer

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

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.

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.

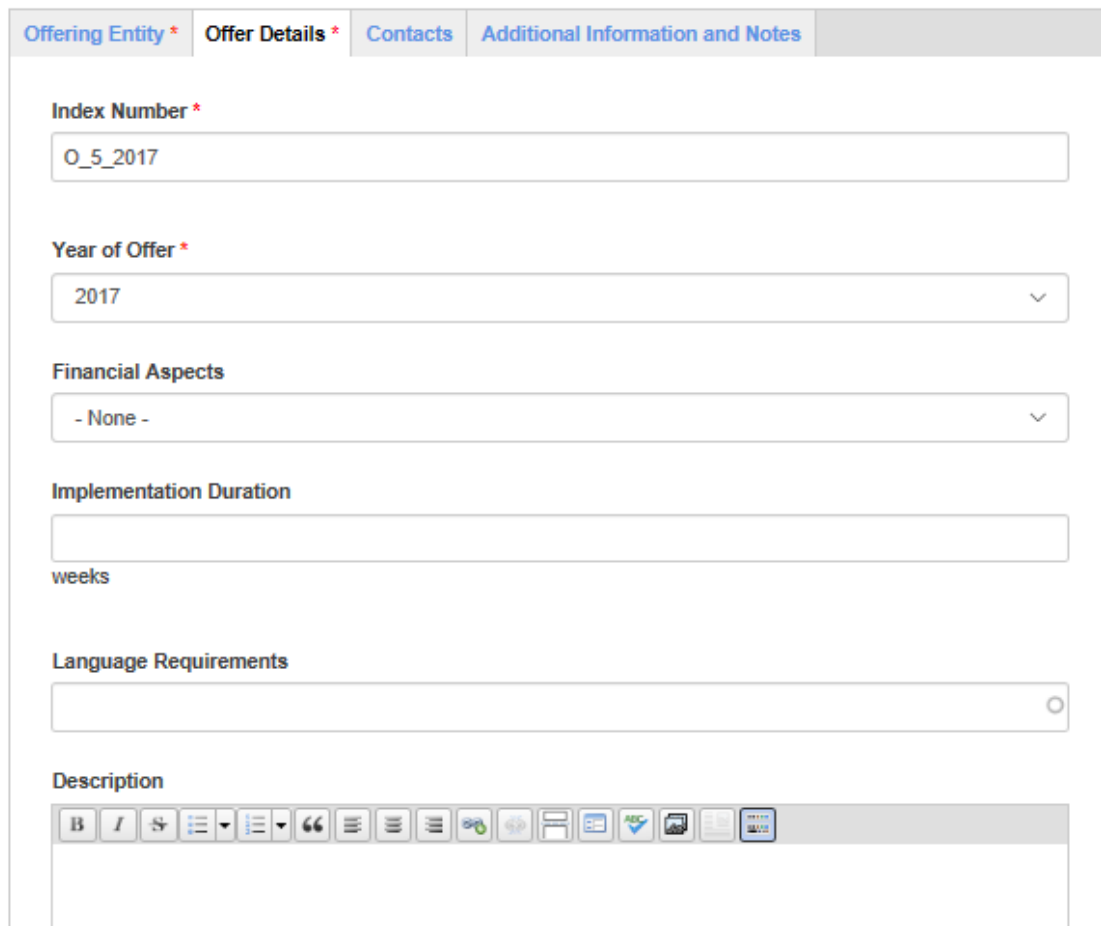*Fig. 14 Offer Details Section*

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.
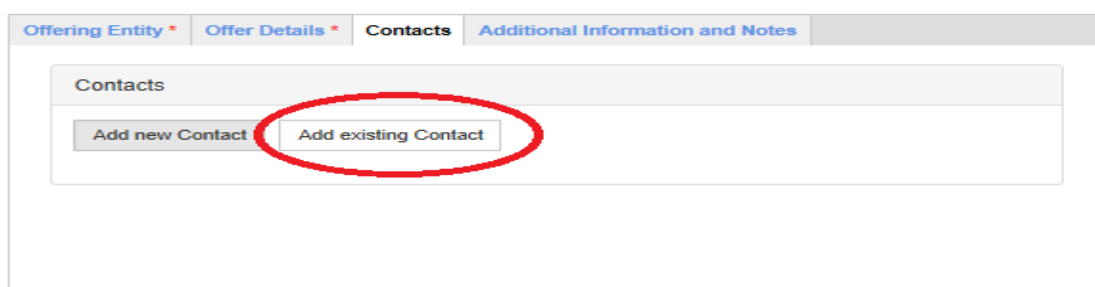

Fig. 15 Contacts Section

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

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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 positon, 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.

Fig. 16 Additional Information and Notes Section

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.

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.

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 unpublished the entry on the respective icons on the top right side of the entry page.

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.

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.

Filter ▾

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

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"