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Verification Division  
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**NOTE BY THE TECHNICAL SECRETARIAT**

**ELECTRONIC SUBMISSIONS OF ANNUAL DECLARATIONS OF PAST ACTIVITIES  
AS AT 31 MAY 2014**

**Introduction and overview**

1. The Declarations Handbook governs the submission of declarations by States Parties to the Technical Secretariat (hereinafter “the Secretariat”), including the submission of electronic declarations<sup>1</sup>. This helps to improve both the quality of the declaration data and the efficiency of importation and processing of such data in the Verification Information System (VIS) of the Secretariat.
2. The Electronic Declarations tool for National Authorities (EDNA) was developed by the Secretariat and initially released in 2008 for use by States Parties for the preparation of Article VI declarations. The most current version (3.0) has been available since January 2014. In addition to various improvements and resolutions of known errors from the earlier versions, this version also includes a dedicated module for declaration of Schedule 1 facilities and activities.
3. This Note presents an update on the overview of the status of submission of annual declarations on past activities (ADPAs) in electronic format, information that was first provided in a Note by the Secretariat in 2009 (S/773/2009, dated 18 June 2009).

**Declarations received in electronic format**

4. As of 31 May 2014, an ADPA for 2013 has been submitted by 89 States Parties, including nine nil declarations. Of the 80 declarations that therefore are required to be processed, 48 declarations, or 60%, were submitted, fully or partially, in electronic format<sup>2</sup>. Of these 48 declarations, one was made in common transmission file structure (CTFS) format. The remaining 47 declarations were submitted in Extensible Mark-up Language (XML) format; 43 of these 47 were prepared using the EDNA. In total, 93% of plant sites and facilities were declared in electronic format.
5. As of 31 May 2014, 26 declarable Schedule 1 facilities were declared in ADPA for 2013, by 22 States Parties. Of these 22 declarations, nine declarations, or 41%, were

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<sup>1</sup> The Declarations Handbook 2013, Section A, paragraph 3.3.

<sup>2</sup> Only declarations which include CTFS or XML files are counted as electronic declarations.



submitted in electronic format, eight of which were prepared using EDNA. Of the total number of 26 declared Schedule 1 facilities, nine facilities, or 35%, were declared in electronic format.

### **Processing of electronic declarations**

6. The Secretariat has worked with the States Parties concerned to resolve any technical problems they have encountered when submitting electronic declarations. While some technical problems can be resolved by the Secretariat, continued successful implementation of electronic declarations also depends on States Parties closely following the relevant protocols and guidelines that have been issued by the Secretariat<sup>3</sup>.
7. Some States Parties that submit an electronic declaration also submit a hard copy declaration as the “authoritative” version. This requires the Secretariat to validate the consistency between both versions. As developments with electronic declarations continue, it is recommended that, whenever possible, States Parties consider making their formal submissions in electronic format, thus removing the need for a hard copy.<sup>4</sup>

### **Summary and perspective**

8. The introduction and continual improvement of EDNA has led to a steady rise in the number of States Parties submitting declarations in electronic format and the overall share of data declared electronically. Looking at the ADPA for 2013, this trend has continued and can be summarised as follows:
  - (a) The number of States Parties submitting ADPAs for 2013 in electronic format increased by six to 48, compared to 42 electronic submissions of ADPA 2012<sup>5</sup>.
  - (b) Six States Parties submitted their declarations in electronic format for the first time, five of which used EDNA.
  - (c) In terms of total number of declared plant sites and facilities in ADPAs for 2013, more than 93% of the declared plant sites and facilities were submitted in electronic format, compared to 92% in ADPA for 2012.
  - (d) Of 26 declarable Schedule 1 facilities, nine facilities, or 35%, were declared in electronic format, in comparison to three out of 28 facilities, or 11%, in ADPA for 2012. In terms of the number of States Parties declaring Schedule 1 facilities electronically, there was an increase to nine out of 22, or 41%, in comparison to three out of 23, or 13%, in ADPA for 2012.

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<sup>3</sup> Available on the OPCW external server (<https://external.opcw.org/>) under EDNA documents.

<sup>4</sup> The Secretariat is aware that this might not be possible for all States Parties, given that some have legislation that always requires a hard copy to be submitted; this hard copy takes precedence.

<sup>5</sup> As of 31 May 2013, as reported in S/1107/2013, dated 14 June 2013.

9. The Secretariat welcomes the rising trend of submission of declarations in electronic format as well as the interest of States Parties in declaring Schedule 1 facilities and transfers using the new module for Schedule 1, which was made available in the latest version of EDNA (3.0). For any questions regarding EDNA and electronic declarations, States Parties are advised to contact the Declarations Branch's Data Analytics, Reporting and Quality Control Section using the dedicated e-mail address [vis@opcw.org](mailto:vis@opcw.org).

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