

## UNPoA Reporting Template Frequently Asked Questions

### Log-in

#### Q1) How can I access the PoA online reporting template?

A. Go to [www.poa-iss.org/reporting](http://www.poa-iss.org/reporting) and use the username and password provided by UNODA. These were sent to the Permanent Missions in New York and the National Points of Contact as reported to UNODA ([www.poa-iss.org/poa/NationalContactsList.aspx](http://www.poa-iss.org/poa/NationalContactsList.aspx)). For questions regarding username and password please contact [conventionalarms-unoda@un.org](mailto:conventionalarms-unoda@un.org).

### Procedure

#### Q2) What is the deadline for submission?

A. Member States have agreed that national reports are to be submitted in advance of the Preparatory Committee of the Review Conference of the Programme of Action on small arms and light weapons, but, to the extent possible, by the end of 2011. The Preparatory Committee is scheduled for **19-23 March 2012**.

#### Q3) I need to consult with other ministries/offices within my government to prepare the report. How can I do this?

A. Download all of the questions from the Country Home Page. The template in Word format can be shared for consultation.

#### Q4) I need to seek approval on the completed report before submission. How can I do this online?

A. After completing the report in Step 1, print out all entered information in Step 2: *Generate report*. Click the [print](#) icon on your browser at Step 2. This printout of the completed report can be used for final checking and clearance.

### Technical

#### Q5) Can I attach relevant files (such as MS Word, pdf, etc.) to the online reporting template?

A. Yes. Upload at the end of the online reporting template (Section 9).

#### Q6) Can I save my entered data and continue working on the online reporting template at a later period?

A. Yes. By clicking the 'SAVE' button in the tool bar.

**Q7) Some questions seem too intrusive and we choose not to answer these. Can we skip these questions?**

A. Yes. Not all areas may be applicable or a priority to every State. Therefore, please note that there are no 'right' or 'wrong' answers.

**Q8) What step follows the submission of the report?**

A. If you are a National Point of Contact submitting the national report, kindly inform the Permanent Mission of your Government to the United Nations in New York that your country has submitted the report. UNODA can confirm the submission with the Permanent Mission.

**Q9) I mistakenly submitted a report prior to completion. Can I make changes to a submitted report?**

A. Please contact [conventionalarms-unoda@un.org](mailto:conventionalarms-unoda@un.org). UNODA will return the report to the National Point of Contact.

**Q10) Can I still submit a hard copy version of the PoA Report?**

A. Yes. Those States who do not wish to submit the report online could submit a hard copy version of the report. To download the Word template, please log in to the PoA online reporting tool ([www.poa-iss.org/reporting](http://www.poa-iss.org/reporting)) and go to your country's homepage.

**Q11) After submitting the report, can I see the report online?**

A. Yes. Your report can be viewed through the Country Home Page ([www.poa-iss.org/reporting](http://www.poa-iss.org/reporting)). All submitted reports will be posted in the PoA-ISS.