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# Instructions for Use of Excel Form P: Reporting the Annual Statistics of Substances Controlled Under the 1971 Convention

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**It is strongly recommended to read these instructions in their entirety before completing the Excel Version of Form P**

## **I. General Information**

1. In an effort to streamline the workflow between competent national authorities and the INCB Secretariat, a Microsoft Excel version of Form P is available to expedite the reporting process and minimize the potential for data entry errors. Competent national authorities are highly encouraged to use the Excel version of the form when providing their annual statistics of substances in controlled under the Convention on Psychotropic Substances of 1971.
2. Submitting data using the Excel version of Form P is equally valid as paper form or submission via NDS XML, and as such, countries do not need to submit a paper version of the form if they already submitted with the Excel version.
3. When submitting the annual report using the Excel version please send the file to the INCB Psychotropics e-mail account from an e-mail account identified as part of the competent national authority of the country being reported on.

## **II. Technical Requirements and Considerations**

4. Complete the form using a legal copy of Microsoft Excel 2007 or later (Windows or Macintosh). Earlier versions of Microsoft Excel may not work properly and could introduce errors into the form. Please do not use alternate spreadsheet programmes such as OpenOffice or Google Sheets as they will not work properly.
5. **Do not use a previously download copy of the form.** For each reporting period please download the form from the INCB website ([www.incb.org](http://www.incb.org)) to ensure the latest updates for all scheduled substances are included.
6. When opening the Excel version of Form P, Excel may issue a security warning about the file. If required, click the button to allow or enable Excel to run the file so it can be edited (see Figure 1), otherwise the form will not function properly.

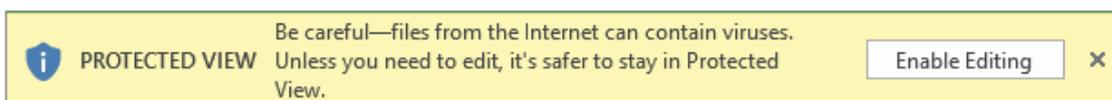


Figure 1

7. The file extension of the Excel version of Form P is ‘.xlsx’. Please ensure when the completed form is saved that the file retains the ‘.xlsx’ extension before sending it to the INCB Secretariat. If not, the form needs to be downloaded and completed again.

### III. How to Enter Data

8. When completing Form P please note that in Microsoft Excel the form will have several tabs on the bottom edge of the window (see Figure 2). These tabs correspond to the sections of the paper version of Form P. Please fill out all details in the Excel version of the form beginning with the left most tab (File Cover), and proceed one tab at a time until the last tab (Part X). Please note that depending on your screen you may need to click on ‘...’ in order see all tabs.



Figure 2

#### File Cover

9. The Excel form requires the same information as the paper version of Form P. The reporting country chooses their name from the drop down arrow next to the orange box or by clicking on the box (see Figure 3). All other fields should be completed in the same manner as the paper form.

International Narcotics Control Board		FORM P	
<p><b>ANNUAL STATISTICAL REPORT ON SUBSTANCES LISTED IN THE CONVENTION ON PSYCHOTROPIC SUBSTANCES OF 1971</b></p> <p>(to be furnished to the International Narcotics Control Board (INCB) pursuant to Convention on Psychotropic Substances of 1971: articles 1, 2, 3, 12 and 16 Resolution I of the United Nations Conference for the Adoption of a Protocol on Psychotropic Substances and Economic and Social Council resolutions 1576 (L), 1985/15 and 1987/30)</p>			
Country or Territory:	Greece	Date (dd/mm/yyyy):	15/04/2018
Competent office:			
Title or Function:			
Responsible officer's name:		E-mail:	
Telephone number(s):		Fax number(s):	
Signature		Calendar year:	2017

Figure 3

10. Please note that INCB requires that, like the paper form, a signature be provided to validate the authenticity of the submitted report. As this cannot be done in the Excel file please see paragraph 20 under *Part IV – Other Considerations* for instructions for signatures.

#### Instructions

11. This tab provides the same instructions as the paper Form P outlining the general data requirements and procedures for reporting.

*Part I, II, III and IV – Manufacture, utilization, stocks, imports and exports*

12. These four parts of the Excel form are filled in the same manner. Each refers to a corresponding Schedule (Part I corresponds to statistics for substances under Schedule I, Part II for Schedule II and so forth).

13. For each part, all substances under that schedule will already be listed. For some parts, you may need to scroll up or down in order to see all substances. Simply enter the data under each column corresponding to the desired substance as you would for the paper form (see Figure 4).

**NOTE:** For Part I and II (Schedule I and Schedule II), enter quantities in **grams**. For Part III and Part IV (Schedule III and Schedule IV), enter quantities in **kilograms**.

IV. Statistical data on substances in Schedule IV and/or their salts (Kilograms)						
	1	2	3	4	5	6
	Substance	Quantity Manufactured	Quantity used for the manufacture of non-psychoactive substances or products	Quantity used for the manufacture of preparations exempted under article 3, paragraphs 2 and 3 (voluntary)	Manufacturer's stocks as at 31 December (voluntary)	Total imports
PA005---	Allobarbitol					
PA004---	Alprazolam					
PA001---	Amfepramone					

Figure 4

*Part V, VI, VII and VIII – Trade Details*

14. Part V, VI, VII and VIII all operate in the same manner though different information is provided for each part. Please note the following details required for each part:

- Part V corresponds to the **import** of Schedule I and II substances, enter quantities in **grams**;
- Part VI corresponds to the **export** of Schedule I and II substances, enter quantities in **grams**;
- Part VII corresponds to the **import** of Schedule III and IV substances, enter quantities in **kilograms**;
- Part VIII corresponds to the **export** of Schedule III and IV substances, enter quantities in **kilograms**.

15. To enter import data begin by selecting a substance from the orange box at the top of a column (see Figure 5). A new column must be used for each substance being reported. **For each part, it is important that the same substance not appear in two or more different columns.**

Substance Imported (click cell to select substance)	AM-2201
Total Imports	AM-2201 Amphetamine Amineptin Delta-9-tetrahydrocannabinol Dexamphetamine Ethylone

Figure 5

16. Then select an importing country from the orange box on each row (see Figure 6). A new row must be used for each country imports are being reported for. **For each part, it is important that the same country not appear in two or more different rows.**

2	Substance Imported (click cell to select substance) →	AM-2201
3		PA008---
4	Total Imports →	360
5	Country or region imported from (click cell to select country) ↓	
30	Costa Rica	210
31	Poland	150
32	Poland	
	Portugal	

Figure 6

17. After selecting substances and countries, enter the quantity for the corresponding substance and country in the appropriate cell. The total imports or exports for a substance will be automatically calculated at the top of the respective column. For substance and country combinations where there is no activity please leave the cell blank. Only enter data in the corresponding cells where there is activity for a substance and a country.

*Part IX and X - Use of scheduled substances for the manufacture of other psychotropic substances*

18. Part IX and X both operate in the same manner though different information is provided for each part. Please note the following details required for each part:

- Part IX corresponds to the use of Schedule I and II substances for the manufacture of other psychotropic substances, enter quantities in **grams**;
- Part X corresponds to the use of Schedule III and IV substances for the manufacture of other psychotropic substances, enter quantities in **kilograms**.

19. To enter data begin by selecting the substance used from the orange box in left column, then enter the quantity used in the white box next to it on the same line. On the same line in the right column, from the orange box select the substance that was derived then enter the quantity derived in the white box next to it on the same line (see Figure 7).

Part three. Statistical data on the use of substances in Schedules I, II, III and IV of the 1971 Convention for the manufacture of other psychotropic substances					
IX. Statistical data on the use of substances in Schedules I and II for the manufacture of other psychotropic substances (Grams)					
Psychotropic substance used for the manufacture of other psychotropic substance			Other psychotropic substance derived from the manufacturing process		
Substance used (click cell to select substance) ↓		Quantity used	Substance derived (click cell to select substance) ↓		Quantity derived
Dexanfetamine	PD002---	1000	Levanfetamine	PL006---	1000

Figure 7

## **IV. Other Considerations**

### *Sign-off Requirements*

20. In order to validate the authenticity of the Excel submission a director or senior manager must provide a signature and/or stamp depending on the competent national authority's internal procedures. In order to do so for an Excel submission INCB recommends the following actions:

- After completing the Excel form, the competent national authority should complete only the cover page of the paper form (with the same details that were entered in the file cover tab of the Excel form) and print it.
- Have the relevant director or senior manager sign, and if necessary stamp, the document with a note that the signed cover sheet validates the data in the Excel form for the specified year.
- The competent national authority can then scan the signed cover page and submit it with the Excel form by e-mail; alternatively, the competent national authority can send the physical cover page by post to INCB. In either scenario, INCB will retain in its archives the cover page with the Excel form.

### *Contact Us*

21. If there are questions or difficulties in using the Excel version of Form P, please contact the INCB Secretariat by telephone at +43 1 260600 or by e-mail at [secretariat@incb.org](mailto:secretariat@incb.org) or [psychotropics@incb.org](mailto:psychotropics@incb.org).