



# **Instructions for Use of the Excel Version of Form D: Reporting Annual Information on Substances Frequently Used in the Illicit Manufacture of Narcotic Drugs and Psychotropic Substances**

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

## **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 D 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 information on substances frequently used in the illicit manufacture of narcotic drugs and psychotropic substances.
2. Submitting data using the Excel version of Form D is equally valid as the paper form, and as such, countries do not need to submit a paper version of the form if they submit the Excel version.
3. When submitting the annual report using the Excel version please send the file to the INCB Precursors 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 downloaded copy of the form.** For each reporting period please download the form from the INCB website ([https://www.incb.org/incb/en/precursors/Red\\_Forms/form\\_d.html](https://www.incb.org/incb/en/precursors/Red_Forms/form_d.html)) to ensure that the latest updates for all scheduled substances are included.
6. When opening the Excel version of Form D, 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.

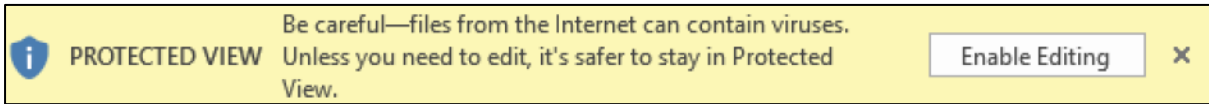


Figure 1

7. The file extension of the Excel version of Form D 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 D please note that in Microsoft Excel the form will have several tabs on the bottom edge of the window (see Figure 2a). These tabs correspond to the sections of the paper version of Form D. 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 (III - CNAs). Please note that depending on your screen you may need to click on the green arrow or on '.' in order to see all tabs.

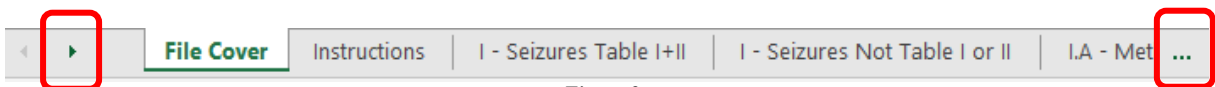


Figure 2a

9. To scroll to the left and right within an open tab, click on the arrows at the bottom far right (Figure 2b):

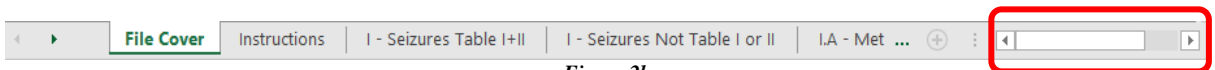


Figure 2b

#### File Cover

10. The Excel form requires the same information as the paper version of Form D. 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.


 <b>International Narcotics Control Board</b>		<b>FORM D</b>	
<b>United Nations Convention against Illicit Traffic in Narcotic Drugs And Psychotropic Substances of 1988</b>  <b>ANNUAL INFORMATION ON SUBSTANCES FREQUENTLY USED IN THE ILLICIT MANUFACTURE OF NARCOTIC DRUGS AND PSYCHOTROPIC SUBSTANCES</b>  REFERENCES United Nations Convention against Illicit Traffic in Narcotic Drugs And Psychotropic Substances of 1988: article 12, paragraph 12 Economic and Social Council resolution 1995/20			
<b>Country or Territory:</b>	Algeria	<b>Date (dd/mm/yyyy):</b>	
<b>Competent Authority (for article 12 of the 1988 Convention) that completed the present report including address:</b>	Afghanistan Albania <b>Algeria</b> Andorra Angola Anguilla Antigua and Barbuda Argentina	<b>E-mail:</b>	
<b>Title or Function:</b>		<b>Fax numbers:</b>	
<b>Responsible officer's name:</b>		<b>Signature:*</b>	
<b>Telephone number(s):</b>		<b>2018</b>	
<b>This information relates to the calendar year:</b>			

Figure 3

11. 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 28 under *Part IV – Other Considerations* for instructions for signatures.

12. Similar to the paper version, please also complete the section “Information about the scope of data provided in this form” by selecting the agency(ies) from which information was consolidated in form D, as well as whether or not it consolidates information received from all territories, overseas departments, special administrative regions, etc., where applicable (see figure 4).

<b>Information about the scope of data provided in this form:</b>	
The present form consolidates the information received from all relevant <u>agencies</u> (please select yes/no; if NO, explain in the remarks section below):	
Police:	<input type="text"/>
Customs:	<input type="text" value="Yes"/> <input type="text" value="No"/>
Regulatory authority:	<input type="text"/>
Other (if yes, specify):	<input type="text"/>
The present form consolidates (where applicable) the information received from all <u>territories, overseas departments, special administrative regions, etc.</u> (please select yes/no): <input type="text"/> (if NO, explain in the remarks section below)	
Licit trade data supplied in this form should be treated CONFIDENTIALLY. Please confirm: <input type="text"/>	
<b>REMARKS</b>	
Please include any information facilitating the proper understanding of the reported statistical data. Please also provide a brief overview of the situation related to diversion, attempted diversion, seizures and trafficking of substances in Table I and Table II and any other non-scheduled substance for illicit use in your territory in the current reporting year and any notable trends or newly emerging threats.	
Please attach any relevant national reports, as needed.	
<input type="text"/>	

*Figure 4*

*Instructions*

13. This tab provides the instructions like the paper Form D outlining the general data requirements and procedures for reporting.

*Tab “I – Seizures Table I+II”*

14. This part of the Excel form refers to seizures of substances in Table I and Table II of the 1988 Convention. To enter seizure 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. **It is important that the same substance not appear in two or more different columns.**

Substance Seized (click cell to select substance) →		Acetic anhydride
Standard unit of measurement →		1-Phenyl-2-propanone (P-2-P) 3,4-Methylenedioxyphenyl-2-propanone (3,4-MDI) 4-Anilino-N-phenethylpiperidine (ANPP)
Total quantity seized (number of seizures in brackets) → →		Acetic anhydride Acetone Alpha-Phenylacetoacetonitrile (APAAN) Anthranilic acid Ephedrine
Country or origin or last point of departure (click cell to select country) ↓		

Figure 5

15. Then select a country of origin (or last point of departure) from the orange box on each row (see Figure 6). A new row must be used for each country of origin seizures are being reported for. **It is important that the same country not appear in two or more different rows.**

Substance Seized (click cell to select substance) →		Acetic anhydride
Standard unit of measurement →		L
Total quantity seized (number of seizures in brackets) → →		3,610.0 (10)
Country or origin or last point of departure (click cell to select country) ↓		
Afghanistan		500.0 8
Albania		110.0 2
UNKNOWN		3,000.0

Figure 6

16. After selecting substances and countries, enter the quantity seized and the number of seizures for the corresponding substance and country in the appropriate cells. The total seizures of a substance will be automatically calculated at the top of the respective column (note that the Standard unit of measurement is auto-completed upon selection of the substance). Similarly, the total number of seizures will be calculated at the top.

17. Include seizures originating in your own country by selecting your country from the drop-down menu. The quantities of seizures of unknown origin should be aggregated and entered in a separate row, selecting “UNKNOWN” from the country drop-down menu. When the number of seizures is known, the aggregated number should be entered, when it is not known, leave the cell empty.

*Tab “I – Seizures Not Table I or II”*

18. Please supply detailed information on substances **not** included in Tables I or II which were identified as having been used in or intended for illicit manufacture of drugs or precursors. **Information in this tab is entered as free text.**

Tab “I.A – Methods of diversion”

19. Please supply detailed information on methods of diversion and illicit manufacture, particularly in relation to the more significant cases involving seizures of substance scheduled in Tables I and II, and cases involving seizures/incidents of substances not scheduled in Table I or II but identified as having been used in illicit manufacture. To the extent possible, include also information about illicit manufacture of substances scheduled in Table I and II of the 1988 Convention from non-scheduled pre-precursor chemicals. **Information in this tab is entered as free text.**

Tab “I.B – Stopped shipments & Thefts”

20. Please supply information on stopped shipments of substances scheduled in Tables I and II and of non-scheduled substances. Where applicable, include information on thefts of these substances. **Information in this tab is entered as free text.**

Tab “II – Licit trade imports” and Tab “II – Licit trade exports”

21. These two tabs of the Excel form refer to imports and exports, respectively, of substances in Table I and Table II of the 1988 Convention. The two tabs are filled in a similar manner to tab “I – Seizures Table I+II”.

22. To enter import data, begin by selecting the substance used from the orange box at the top of a column (see Figure 7). A new column must be used for each substance being reported. **It is important that the same substance not appear in two or more different columns.**

Substance Imported (click cell to select substance) →		Ephedrine preparations
Standard unit of measurement →		KG
Total Imports →		320.0
Imported from (click cell to select country) ↓		
Argentina		300.0
Benin		20.0

Figure 7

23. Then select a country from the orange box on each row from which the substance was imported (see Figure 7). 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.**

24. 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.

**NOTE:** Please include the amounts which were actually imported or exported. If unable to provide data in detail, please provide partial information as far as possible, noting that the information is incomplete (in the space provided for remarks in the tab “File Cover”).

*Tab “II.B.1 – Licit uses and needs”*

25. Please supply information on licit uses and needs of substances scheduled in Table I of the 1988 Convention in Tab II.B.1. **Information in this tab is entered as free text.**

*Tab “II.B.2 – Licit uses and needs”*

26. Please supply information on licit uses and needs of substances scheduled in Table II of the 1988 Convention in Tab II.B.2. **Information in this tab is entered as free text.**

*Tab “III – CNAs”*

27. Please include information for all administrative and law enforcement authorities responsible for regulating or enforcing national controls over precursors and essential chemicals under Article 12 of the 1988 Convention. **Information in this tab is entered as free text.**

## **IV. Other Considerations**

### *Sign-off Requirements*

28. 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*

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