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# Instructions for Use of Excel Form A/P: Reporting on the Quarterly Imports and Exports of Substances in Schedule II of 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 A/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 A/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 quarterly statistics of the import and export of substances in Schedule II of the Convention on Psychotropic Substances of 1971.
2. Submitting data using the Excel version of Form A/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 quarterly 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 Schedule II substances are included.
6. When opening the Excel version of Form A/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.

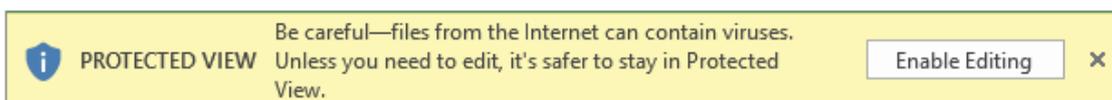


Figure 1

7. The file extension of the Excel version of Form A/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 A/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 A/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 III – Other).

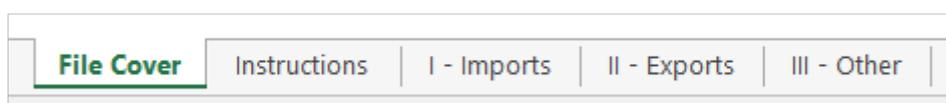


Figure 2

#### File Cover

9. The Excel form requires the same information as the paper version of Form A/P. The reporting country chooses their name from the drop down arrow next to the orange box or by clicking on the box. All other fields should be completed in the same manner as the paper form. **Note:** Please enter 1, 2, 3 or 4 for the box labelled 'The statistical data related to the' to indicate the quarter of the year on which the form is reporting (see Figure 3).

International Narcotics Control Board		FORM A/P	
<b>QUARTERLY STATISTICS OF IMPORTS AND EXPORT OF SUBSTANCES IN SCHEDULE II OF THE CONVENTION ON PSYCHOTROPIC SUBSTANCES OF 1971</b> <small>(to be furnished to the International Narcotics Control Board (INCB) pursuant to the Convention on Psychotropic Substances of 1971, resolution I of the United Nations Conference for the Adoption of a Protocol on Psychotropic Substances and Economic and Social Council resolution 1576 (L) and 1981/7)</small>			
Country or Territory:	Greece	Date (dd/mm/yyyy):	
Competent office:	Greece Greenland Grenada Guam Guatemala Guinea Guinea-Bissau Guyana		
Title or Function:			
Responsible officer's name:		mail:	
Telephone number(s):		Fax numbers:	
The statistical data relate to the:	3	quarter of the 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 17 under *Part IV – Other Considerations* for instructions for signatures.

#### Instructions

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

*Part I - Imports*

12. To enter import data begin by selecting a substance from the orange box at the top of a column (see Figure 4). 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) →	AM-2201
Total Imports →	AM-2201 Amphetamine Amineptin Delta-9-tetrahydrocannabinol Dexamphetamine Ethylone
Country or region	

Figure 4

13. Then select an importing country from the orange box on each row (see Figure 5). A new row must be used for each country imports are being reported for. **It is important that the same country not appear in two or more different rows.**

Substance Imported (click cell to select substance) →	AM-2201
Total Imports →	360
Country or region imported from (click cell to select country) ↓	
Costa Rica	210
Poland	150
Poland	
Portugal	

Figure 5

14. After selecting substances and countries, enter the import quantity, **in grams**, for the corresponding substance and country in the appropriate cell. The total imports 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 II - Exports*

15. The tab for exports operates in the same manner as the tab for imports, but only trade data for exports should be entered. The total exports for a substance will be automatically calculated at the top of the respective column. Please enter all quantities for exports **in grams**.

*Part III - Other*

16. Any other relevant information regarding the movement of controlled substances can be entered into the box under this tab.

## **IV. Other Considerations**

### *Countries with Sign-off Requirements*

17. 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 that year and quarter.
- 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*

18. If there are questions or difficulties in using the Excel version of Form A/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).