Online Declarations – Important Information

Overview

- No more producing and transporting paper documents
- Complete the declaration online
- Parts of the declaration are pre-filled for you
- View your previous declarations online

The Chemical Weapons Convention (CWC) UK National Authority (UKNA) is this year providing an online system to allow CWC declarations to be prepared and submitted electronically online.

This has the massive advantage that paper documents no longer need to be produced and people no longer need to get involved transporting these documents around the country. The entire end to end declaration process is fully electronic so as soon as you submit your declaration, it is with us immediately.

The CWC Declarations Database is an online system that lets you complete the CWC Declarations Form online. Declarations will be partly prefilled using information you have provided to us in previous declarations. You will also be able view previous declarations made by your organisation.

In this material we give an overview of the entire end to end process. We then cover some of the important points you need to be aware of when entering your declarations online. The subsequent material provides practical help on how to get start from logging on to submitting your completed declaration.

Online Declaration Process

- Register for an online account or use an existing DECC IT portal account
- Electronic Declarations are waiting in your workbasket to be completed and submitted
- Once completed and submitted, forms are received immediately by UKNA

To start you need a login account. New users follow the self registration process to obtain a login which takes only a few minutes. Existing IT Portal users can reuse their portal login - that’s easy.

The site representative then starts preparing the declaration.

Details of the Site and Plant are prefilled based on your previous declarations.

You will need to enter details of Chemicals, Chemical Sources and Customers.

When you have completed all parts of the declaration, it is electronically validated and missing data or input errors will be highlighted to you before you are permitted to submit the form.
Online Declaration Process

- Enter declaration details in any order, over any period of time
- Save and come back later
- Print a PDF version
- Update the declaration
- Submit online

The declaration data entry can actually be input in any sequence and be done over a number of days or weeks. At any time the declarer can return to the declaration, print out a PDF of the declaration, update it, and/or transfer it to a colleague’s workbasket for them to continue the inputting process.

When everything is complete, the declarer can submit the declaration formally. Once the declaration has been submitted any further modifications must be coordinated with the UKNA and will be done either by our staff or the declaration may be returned to you to be modified, and the updates submitted.

Sharing Declarations with Colleagues

- When started, colleagues can view the declaration, but UKNA cannot
- You can transfer the declaration to a colleague
- If you are unable to access the system, a colleague can take over the declaration, but should tell you first
- Never share your username and password with anyone
- You can take back the declaration, but tell your colleague first

Your organisation may choose to set up more than one person as a declarer for a particular site. When you start preparing your declaration, it may be viewed by your colleagues via a link in their workbasket. At this point it can be transferred to your colleague by you or by them. While the declaration is draft the UKNA cannot see it. Only submitted declarations are recognised by the Department.

Never share your login user name and password with a colleague. Always use the security controls provided to share work properly.

Should you be unavailable, your colleague will be able to take over editing the declaration using their workbasket, but they should tell you they are doing so, maybe by telephone or email, otherwise it can get confusing.

When you are available again you can take back control, but again you should check with your colleague first - they may be working on the declaration.

Updating your Declaration

- Your declaration is automatically validated when you submit it, giving you the chance to correct errors
- You can request UKNA to return your declaration so that you can update it
- We don’t see in-progress changes
- When finished, submit update
- You can view your declaration online and print a pdf whenever you need to

When you submit your declaration, basic checks are performed automatically by the system to ensure that all mandatory fields have been entered and that some totals add up. Once you have formally submitted your declaration to the department it will be checked by a member of the UKNA team. They may choose to return the declaration to you for further updating.

If you realise that you need to make a change to a submitted declaration please contact UKNA to request that they return the declaration to your workbasket for you to work on it. When you are satisfied your changes are complete you can formally submit your update.