

Complete a new Self-Assessment Tool

Guiding Document

1. Completing and answering SAT

- Part 1 – General Information

Proceed to complete the first three questions related to the country you are completing the SAT for: country name, the name of the organization, authority, or governmental department you represent; and the organization type this falls under (National authority, Regional Authority, Non-governmental organization or other). If your country is a country member of different Regional Agreements please define under the scope of which one the SAT is being completed for.

- Part 2 – SAT Statements

The self-assessment is divided into various categories with statements on systems that have been created or activities that are taking place as part of a country's intention to develop a higher level of oiled wildlife preparedness. The categories provided are:

- Planning and integration
- Exercises
- Training
- Equipment/facilities
- Euthanasia
- Partnering/funding.

Each category will take you through two or three sections of statements that can be selected if the statement applies to the situation in a particular country. The statements signify the level of preparedness and that level of preparedness increases as you move down through the statements of the same section, leading to the 'excellent' preparedness on the latest statement.

Select for each section the best statement, the one which most closely describes the current level of preparedness. Once completed, the statements that have been marked in each section will determine the level of preparedness for that specific category. Do not hesitate to provide any comments or remarks on each of the categories if you feel you need to clarify or add information to justify your answer. Bear in mind that the statements are formulated in such a way that they give guidance on how to move to a higher preparedness level by simply reading what would be required to be able to tick the next statement in that section.

Provide any general remarks at the end of the questionnaire and please answer the question about sharing the data with Sea Alarm.

2. Viewing Results

Once you have finished completing all the requested fields and gone through all the sections and statements go to the top right box of your screen where you have two options:

- 1) **Publish the SAT:** this will allow you to see the SAT results plotted on a chart as well as the completed SAT with the statements chosen. Before you publish the SAT please go through the different options in the *Visibility* section by clicking on the '*Edit*' option and choose:
 - a. **Public:** to publish the SAT results and those being available to anybody who has got the URL link/address to the site where they have been published. (**Recommended option**)

- b. Password protected: to publish the SAT results and those being available to anybody that has got the URL link / address but a password will be requested in order to view them. Password will need to be created when selecting this option.
- c. Private: only when you are logged in into the SAT portal/site with your Username / password you will be able to see the published SAT form

Once the visibility option has been selected click on *Publish*. The results will immediately appear on the screen and they will be saved in the form of an URL (web address, e.g. <https://www.sea-alarm.org/self-assessment-tool/2020-10-01/>). The page will be accessible through this URL following the *Visibility* criteria chosen in the step above.

- 2) **Save SAT as a Draft:** you can use this option to save the changes when you are in the process of filling in the form but it's not ready yet. You will see the results of the data completed so far but are not published. You can go back to the SAT editing mode from the SAT portal and editing again by opening the SAT record and clicking on the 'Edit this' button at the bottom of the page.

3. Interpretation of Results

Your answers have been plotted in a radar chart with the different preparedness categories on each of the chart's axis and the different levels of preparedness in the chart's gridlines. So, the calculated values of your answers have been placed with a red line on the diagram according to where the gravity of the score per category lies. So, the further away from the center of the figure, the higher the level of preparedness.

The average value of the SAT results from other countries, including the average of the Regional Agreement your country belongs to, has also been plotted on the chart. This information can be used as an overview, showing relative strengths and weaknesses of your country compared to others.

4. Exporting Results

Once you have completed the SAT and you have published it the information is saved on the system. If you want to export your results you have got several options:

- 1) On your Internet browser go to the Print option and Print as PDF. If you have the option, make sure you have selected 'Print backgrounds' and 'print headers and footers'. For optimum results on the report printed in pdf use Chrome or Firefox.
- 2) Take a screenshot of your chart and save it as image
- 3) If you have issues with the options above, please do not hesitate to send secretariat@sea-alarm.org an email and we will send you the information.

5. Accessing the SAT again

If you want to access the SAT portal again, whether because you want to add a new SAT, see the already published ones or you want to modify an existing one please go to the following URL and login again.

<https://www.sea-alarm.org/self-assessment-tool/>

Once you are logged in you can:

- Complete a new SAT: the sat file will be saved with the date of completion.
- Open and see a completed SAT: just click on the saved SAT you want to open, they are saved with the completion date.
- Edit a completed SAT: open the SAT you want to modify and Edit it by clicking on the 'Edit this' button at the bottom of the page. Completion date will not change from the initial one.