West Africa Quality System Implementation Program
Supporting the implementation of the ECOWAS Quality Policy (ECOQUAL)
Funded by the European Union

ECOWAS "ECOQUIB" INDUSTRIAL AND QUALITY DATABASE

Explanatory note on how the database works

ECOQUIB Rev 1

August 2020

Program produced by UNODI

Contents

PREAMBLE **3**

LEXICON **4**

INTRODUCTION **5**

PART I: **7**

GENERAL INFORMATION ON THE ECOQUIB REV 1 DATABASE **7**

I. GENERAL INFORMATION ON THE ECOQUIB REV 1 DATABASE **7**

1.1. PREREQUISITES 7
1.2. GETTING STARTED AND HOME PAGE 8
1.3. HOME PAGE NAVIGATION MENU 9
1.3.1. Selection of themes *11*
1.3.2. Selection of sub-themes *11*
1.3.3. Consultation of data / consultation interfaces *11*
1.3.4. Database navigation languages *12*
1.3.5. Entering data into the database *13*

PART II: **14**

OPERATION OF THE ECOQUIB REV 1 DATABASE: **14**

DATA SEARCH **14**

II OPERATION OF THE ECOQUIB REV 1 DATABASE: DATA RESEARCH **15**

2.1. QUALITY DATA SEARCH 15
2.1.1. Finding laboratory data *16*
..... *18*
2.1.2. Search for company data *18*
2.1.3. Search for data relating to accreditation/certification bodies; inspection and standardization *20*
2.1.4. Finding training center data *22*
2.1.5. Finding repair center data *23*
2.1.6. Searching for consulting firm data *24*
2.1.7. Research data related to quality infrastructure consultants / experts *25*
2.1.8. Finding Standards Data *26*
2.1.9. Finding Inquiry Point Data *27*
2.1.10. Search for technical regulations data *28*
2.1.11. Search for data relating to the quality policy *28*
2.1.12. Finding Area Committee Membership Data *29*
2.1.13. Search for data relating to consumer associations *30*
2.2. QUALITY DATA SEARCH RESULTS 30
2.3. INDUSTRY DATA SEARCH 33
2.3.1. Search for data relating to table 1: Main production in volume (tonne) and Producer price (local currency/kg) *34*
2.3.2. Search for data relating to table 2: Exports & imports by Harmonized System (HS) products *35*
2.3.3. Search for data relating to table 3: Geographical orientation of imports and exports of goods, in value (in millions of local currency) and volumes (in tonnes) *37*
2.3.4. Search for data relating to table 4: Added value of the industrial sector at current and constant prices (in million local currency units) *38*
2.3.5. Looking up data for Table 5: Price Index *39*
2.3.6. Search for data relating to table C1: Main taxes on corporations and other businesses *40*
2.3.7. Search for data relating to table C2: Energy and Environment *41*
2.3.8. Search for data relating to table C3: Exemptions and wage categorization in the industrial sector *42*
2.4. INDUSTRY DATA SEARCH RESULTS 42

PART III: 46

OPERATION OF THE ECOQUIB REV 1 DATABASE: 46

ENTRY OF QUALITY DATA AND IMPORT INTO THE INDUSTRY DATABASE 46

III. OPERATION OF THE ECOQUIB REV 1 DATABASE: ENTERING QUALITY DATA AND IMPORTING INDUSTRY DATA INTO THE DATABASE 47

3.1 ENTERING QUALITY DATA 47

3.1.1 Entering laboratory metadata 49

3.1.2 Entering company data 51

3.1.3 Entry of data relating to accreditation/certification bodies; inspection and standardization 53

3.1.4 Entering training center data 54

3.1.5 Entering repair center data 55

3.1.6. Entering data relating to consulting firms 56

3.1.7. Entry of data relating to quality infrastructure consultants / experts 58

3.1.8. Entering standards data 59

3.1.9. Entering Inquiry Point Data 61

3.1.10. Entry of data relating to technical regulations 62

3.1.11. Entry of data relating to the quality policy 63

3.1.12. Entering data relating to regional committee members 65

3.1.13. Entering data relating to consumer associations 66

3.2. IMPORTS OF INDUSTRY DATA INTO THE DATABASE 67

3.3. ACCOUNT AND USER PROFILE 69

3.3.1. Change password 69

3.3.2. Change profile 70

LIST OF FIGURES 71

PREAMBLE

The purpose of this technical note is to support users of data relating to quality and industry generally in the world and more particularly in the ECOWAS region.

This note will allow you to familiarize yourself with and browse your ECOQUIB Rev 1 database. In addition, this note allows you to understand the information available and consultable on the one hand at the level of the ECOQUIB Rev 1 database and on the other share expected for the entry of quality metadata, in particular on the ECOQUIB platform. Entering this essential and mandatory metadata is often experienced as tedious and complex by data producers. This note accompanies you in this task and allows you to devote yourself easily to the production of data at the level of the ECOQUIB platform.

You will find definitions, recommendations and examples that will illustrate how to proceed.

This note seeks to be complete, it may be that features have been omitted or still require in-depth documentation. ECOQUIB is a web application and in most cases screenshots have been included for better understanding. As the application is constantly evolving, if the screenshots do not match, it is not a problem. Different text styles are used to emphasize important parts or particular types of text.

LEXICON

- **Login**: it is an action which makes it possible to link a computer device to another.
- **Internet**: A set of interconnected global networks that allows computers and servers to communicate efficiently using a common communications protocol (IP). Its main services are the Web, FTP, messaging and newsgroups.
- **Web browser**: it is an application that allows you to consult websites.
- **Waiter**: it is a hardware or software computer device that offers services to different customers. The most common services are: file sharing, access to information, electronic mail, printer sharing, application software, etc. ...
- **Synchronization**: it is the fact of recovering data from one computer device to another.
- **Transfer**: it is the fact of sending data from one computing device to another.
- **Download**: it is an operation of transmission of information from one site to another, in other words retrieval of remote information.

INTRODUCTION

As part of the statistics harmonization process, the ECOWAS Commission through the West Africa Quality System Program (WAQSP)[1], developed in 2017, in collaboration with Member States, an ECOWAS quality and industrial database called "ECOQUIB". The purpose of this database is to collect and make available various information in relation to what is being done in terms of quality and industry within the Member States. The establishment of this database therefore allows data users (policy makers, researchers, investors, students, etc.) to have a reliable source of quality and industry data within of ECOWAS. A few years after its implementation, the limits observed at the level of the Database led the WACQIP program to initiate work to improve the said database, taking into account, on the one hand, the limits identified with users, on the other hand by integrating qualitative modifications in order to make it more standard, easy to access and quickly usable. It is in this context of updating and improving the ECOQUIB database that the work of reconfiguring and reformatting of the various tables of the old version of the ECOQUIB database takes place. These different reformatting works take into account the observations of users and also integrate new variables and products.

This document called "Explanatory note on the mode of operation of the Base" (functionality guide for the ECOQUIB application) is intended for all users who will interact with the Database in the context of consulting data relating to the quality and industry of the ECOWAS space and intelligence or integration of data in the Base. This note allows you to understand all the functionalities of the Base in its new version ECOQUIB Rev 1 and ensures better accessibility to the Base. This note comprises three (03) parts. The first part presents general information on the ECOQUIB Rev 1 database, the second deals with the operation of the search for data at the level of the ECOQUIB Rev 1 database and in the third part,

[1]Funded by the European Union and executed by the United Nations Industrial Development Organization (UNIDO)

PART I:
GENERAL INFORMATION ON THE ECOQUIB Rev 1 DATABASE

I. GENERAL INFORMATION ON THE ECOQUIB Rev 1 DATABASE

The various general information concerning the ECOQUIB Rev 1 database are: the prerequisites for accessing the database, the startup and the home page of the database, then the navigation menu in the ECOQUIB Rev 1 database.

1.1. Prerequisites

This web database is developed on a platform installed on a web server. Its use will be detailed in the following sections. To access the ECOQUIB Rev 1 database, the user (policymakers, researchers, investors, students, grassroots administrators, etc.)requires :

- an internet connection,
- a web browser (Firefox, Chrome, etc.);
- of a profile: having an administrator profile on the ECOQUIB portal allows its holder to identify himself, to authenticate himself and grants him the authorization to enter, modify or delete data from the database. The Administrator profile is automatically assigned to Quality Focal Points and other identified individuals. All administrators have a unique identifier and a confidential password. All other users (eg students, decision makers) do not benefit from an administrator profile.

1.2. Getting Started and Home Page

From a web browser, type the linkhttp// ecoquib.waqsp.org/.The figure 1 below represents the home page of the application.

figure1: Screenshot of the home page of the ECOQUIB Rev 1 database

The home page presents the navigation menu in the ECOQUIB Rev 1 database.

1.3. Browsing menufrom the homepage

The navigation menu allows you to browse the ECOQUIB Rev 1 database from a themes/sub-themes structure filtered by variables. Themes are accessed through the Themes framework. The navigation bar makes it easy to navigate through themes. The user selects a theme by clicking on the box bearing the name of the theme; the choice of sub-themes is done in the same way after having clicked on a theme which has sub-themes. The different themes offered in the navigation menu of the home page are:

- At the top of the home page, you have the following themes:
  - Home / Accueil: to return to the home page when browsing the database;
  - By the way: you have a brief description of the ECOQUIB database;
  - Contact us: you can write to the person in charge of the Database;
  - External links: you have access to the Blog of consumer associations – Forum of consumer associations – Exchange forum between maintenance structures and laboratories – WAQSP / PSQAO website;
  - Browsing languages on the home page and in the database: three browsing languages are offered. These are ENGLISH, FRENCH and PORTUGUESE. The default navigation language is ENGLISH;
  - Two data consultation interfaces: they are located at the level of the central part of the home page of the database and allow access to statistics on quality and on the industry. These interfaces are part of the public space.

figure2: Partial screenshot of the data consultation interfaces

- At the bottom of the page :
  - Data entry: this sub-theme is the private area of the database. It is reserved for administrators;
  - Send a comment: you can copy the email address to send a mail or click on the link to open your mail application to send a comment on the database.

If you have an administrator profile, you will be able to access the quality data entry forms through the DATA ENTRY menu on the home page. Industry data will not be captured. These data filled in on a model in Excel

format, will be directly imported into the ECOQUIB application after a consistency check by the expert - contact of the Base within the Department of Statistics of the ECOWAS Commission.

1.3.1. Selection of themes

The user can navigate through the database via the navigation menu on the top of the ECOQUIB data portal. As mentioned above, the ECOQUIB data layers are organized by themes/sub-themes. Users can navigate through the themes by simply clicking on the themes at the top. Indications are provided for each group of themes and sub-themes.

1.3.2. Selection of sub-themes

Once the theme has been selected, the corresponding sub-themes are available from an interactive pop-up window on the left side of the page.

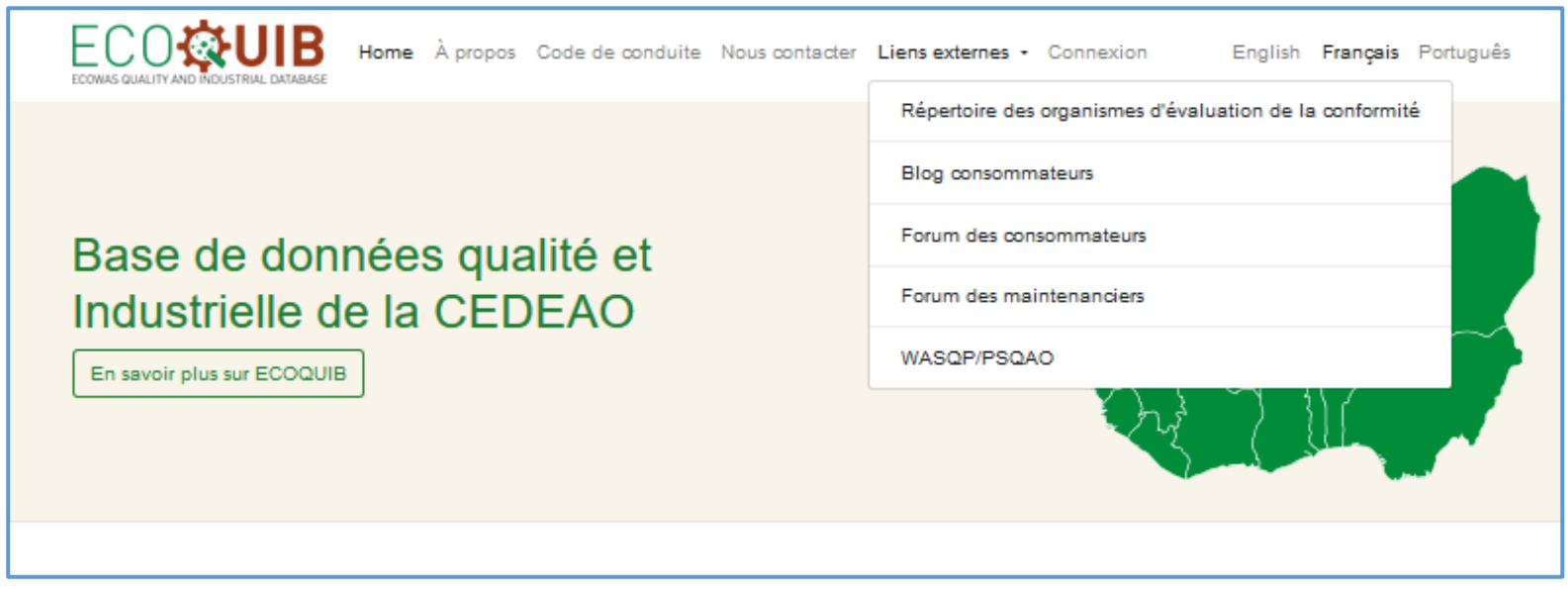


figure3: Screenshot of theme choice (Here EXTERNAL LINKS) and sub-themes

1.3.3. Consultation of data / consultation interfaces

To view the data, click on **"see quality data"** for quality data and **"see industry data"** inwith respect to industry data. When one of the above interfaces is chosen, it will highlight green. These two interfaces are located in the central zone of the home page (see figure 2).

figure4: Partial screenshot of the quality data search / query window

figure5: Partial screenshot of the industry data consultation window

1.3.4. Database navigation languages

Three navigation languages are offered for navigation in the menu of the ECOQUIB rev1 database. The default navigation language is ENGLISH. However, you can change the language of navigation and display of search results according to your convenience. To do this, click on the desired language in the upper right corner of the home page.

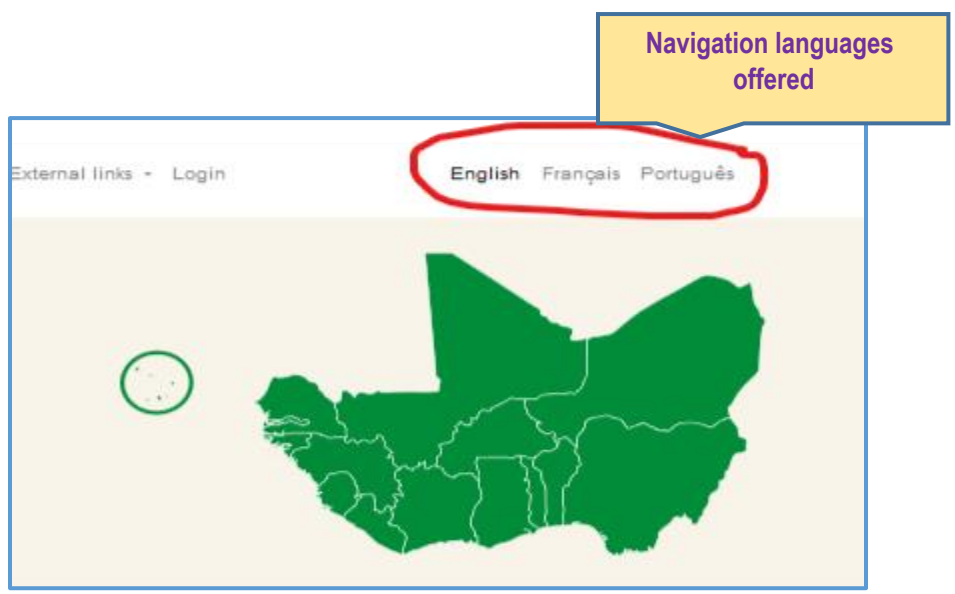


figure6: Database navigation languages screenshot

1.3.5. Entering data into the database

This menu is the private area of the database. It is reserved for users who have the administrator profile. These ensure the regular updating of the database. This update includes supplying the database with data, modifying or deleting data from the database. They also provide maintenance.

This session is much more developed in the third part of this note.

PART II:

OPERATION OF THE ECOQUIB Rev 1 DATABASE:

Data search

II OPERATION OF THE ECOQUIB Rev 1 DATABASE: DATA RESEARCH

The operation of the ECOQUIB database is seen in two aspects: the search / query for data in the database and the entry of data into the database. In this part we describe the functioning of the database in terms of data retrieval.

A user can search for two types of data in the ECOQUIB Rev 1 database. These are data relating to quality and those relating to industry within the ECOWAS region.

2.1. QUALITY data search

The search for quality data is done through query forms whose fields vary according to the search items. The QUALITY data available in the ECOQUIB database covers:(i) ECOWAS laboratories, (ii) Companies, (iii) Accreditation/certification bodies, (iv) Inspection bodies, (v) Standardization bodies, (vi) Training centers, (vii) Repair centres, (viii) Consulting firms, (ix) Quality infrastructure consultants/experts, (x) Standards (catalogues of

quality standards), (xi) Inquiry points, (xii) Technical regulations, (xiii) national quality policy, (xiv) Regional committee members and (xv) Consumer associations.

2.1.1. Finding laboratory data

The search for laboratory data is done using a form as shown in the figure below. On this form, eight (08) fields are proposed, one of which is mandatory for the request to be taken into account. The search process is as follows:

(1) **To click**on “see quality data” in the central area of the ECOQUIB Rev 1 home page;

(2) **Specify**using a drop-down list, the country whose laboratories you wish to search for in the "COUNTRY" field. You have the possibility to choose more than one country at a time or simultaneously all ECOWAS countries by specifying “ALL”;

(3) **Picking out**"analysis and calibration laboratories" using a drop-down list, in the "Type of data sought" field.

NB The “Type of data sought” field is mandatory and must not remain empty for the search to be taken into account. Otherwise, an error message is returned to you by the server.

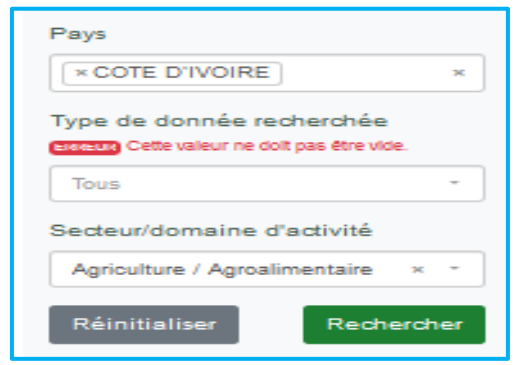


figure7: Error message _non specification of the "Type of data sought" field

You can refine your searches using the following fields.

(4) **Specify**the "Organism type" of the laboratory by making a choice in the drop-down list in the "Organism type" field. The type of organization designates the public, private or semi-public nature of the laboratory.

(5) **Specify**the "Type of certification" obtained by the laboratory by making a choice in the drop-down list in the field "Type of certification / accreditation"; the different types are industry or facility certification standards;

(6) **Check the box**“certified” if you want to know if the laboratory is certified or the “accredited” box to know if the laboratory is accredited. You can also check both boxes;

(7) **Selected**r the “sector or field of activity” of the laboratory in the drop-down list provided for this purpose in the “sector/field of activity” field. Example of fields of activity: “Agriculture/Agri-food”, “Medical/biomedical analyses” or even “Environment/Soil”

(8) **Specify**the “PRODUCT(S)” analyzed by the laboratory in the “PRODUCTS” field by browsing the drop-down list proposed at the level of this field; Example of product: “Body fluids-Blood”, “Cassava” or “Textiles & clothing”.

(9) **Picking out**"the analysis parameters" relating to the product(s) chosen in the last field,

(10) **Submit**the request by clicking on the green box entitled "search" located at the bottom of the form or **Reset**the request by clicking on the gray box at the bottom of the form.

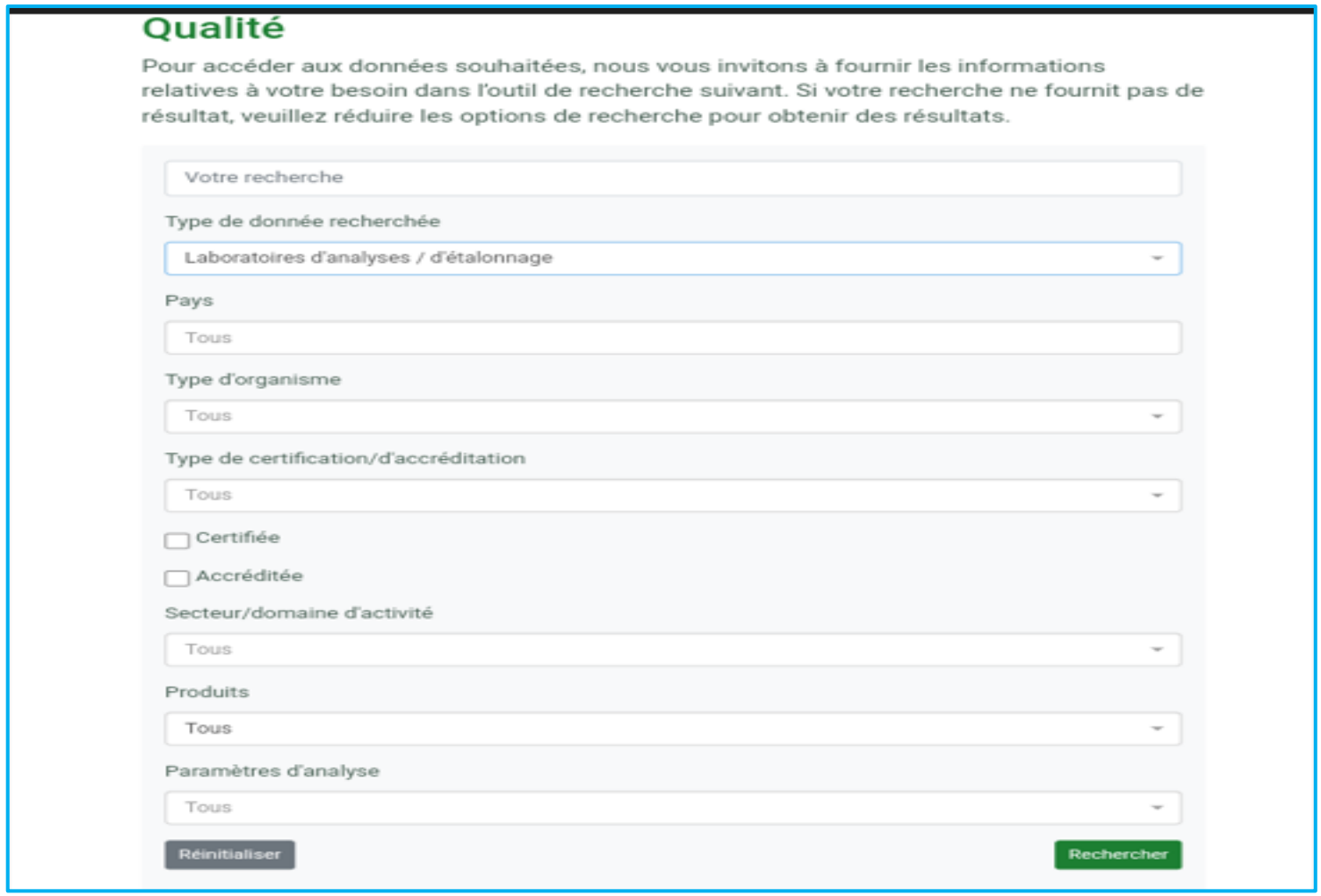


figure8: Screenshot of a labs search form

2.1.2. Search for company data

Consultation of corporate metadata is done using a form whose presentation differs from that of the laboratories. On this form, eight (08) fields are proposed, the first two of which are mandatory for the request to be taken into account. For the consultation, follow the research process below:

(1) To click on “see quality data” in the central area of the ECOQUIB Rev 1 home page;

(2) Specify using a drop-down list, the country whose companies you wish to search for in the "COUNTRY" field. You have the possibility to choose more than one country at a time or simultaneously all ECOWAS countries by specifying “ALL”;

(3) **Select**“Companies” using a drop-down list, in the “Type of data searched” field.

NB The “Type of data sought” field is mandatory and must not remain empty for the search to be taken into account. Otherwise, an error message is returned to you by the server.

To refine your searches, use the following fields.

(4) **Specify**the "Type of organization" of the company by making a choice in the drop-down list at the level of the "Type of organization" field. The type of organization designates the public, private or public-private partnership nature of the company;

(5) **Specify**the "Type of certification" obtained by the company by making a choice in the drop-down list in the field "Type of certification / accreditation"; the different types are industry or facility certification standards;

(6) **Check the box**“certified” if you want to know if the company is certified or the “accredited” box to know if the company is accredited. You can also check both boxes;

(7) **Selected**r the company's “sector or field of activity” in the drop-down list provided for this purpose in the “sector/field of activity” field. Example of areas of activity: “Agriculture/Agrofood”, “Transport/Logistics”.

(8) **Specify**the "PRODUCT(S) CONCERNED" by the company in the "PRODUCTS" field by browsing the drop-down list proposed at the level of this field; The products concerned designate the output of the company.

(9) **Picking out**the "Types of Quality Price" obtained by the company using the drop-down list proposed in the field entitled "Quality Price"; these quality awards are: ECOWAS Quality Award, UEMOA Quality Award and National Quality Award and take into account the different categories of these awards;

(10) **Submit**the request by clicking on the green box entitled "search" located at the bottom of the form or Reset the request by clicking on the gray box at the bottom of the form.

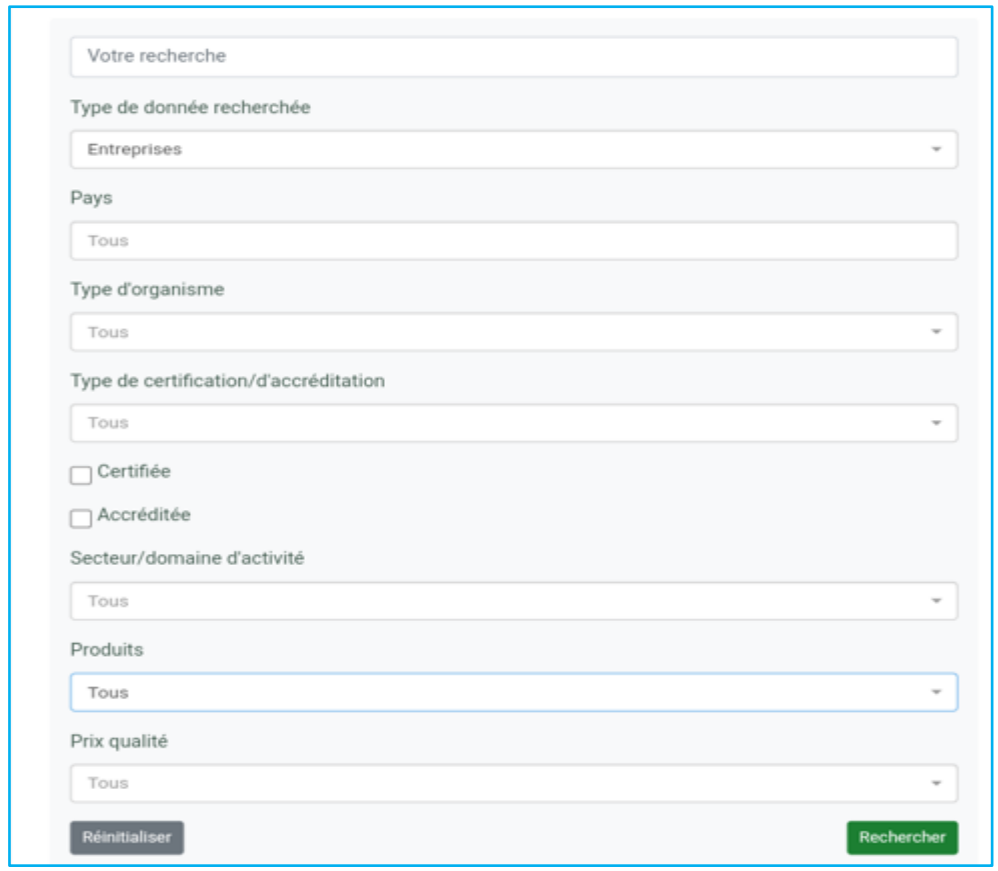


figure9: Screenshot of a company search form

2.1.3. Search for data relating to accreditation/certification bodies; inspection and standardization

The search for data on accreditation/certification, inspection or standardization bodies is done using a common form indicated below. On this form, seven (07) fields are proposed, the first two of which are mandatory for the request to be taken into account.

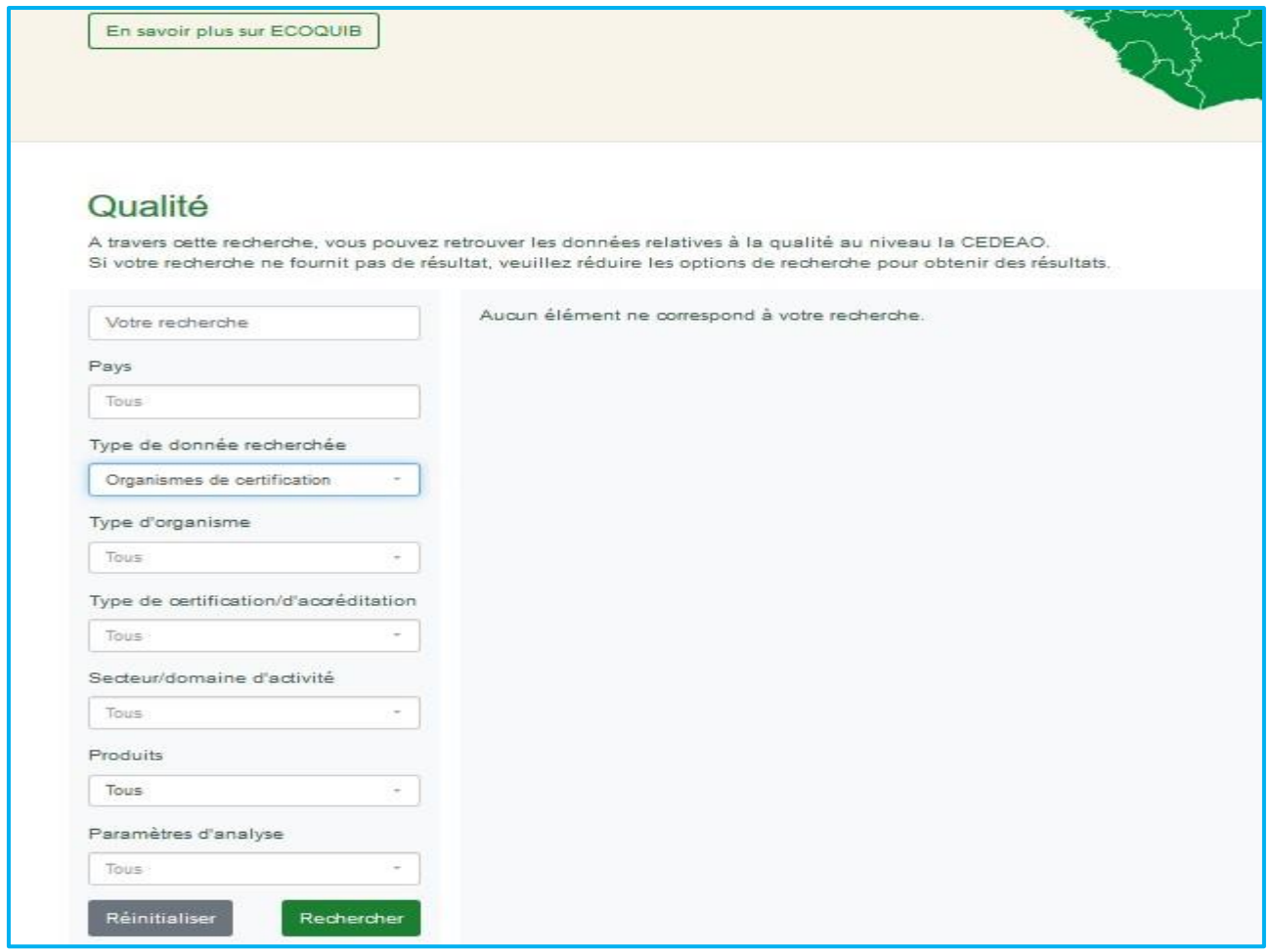


figure10: Screenshot of a search form for certification, inspection and standardization bodies

The search process is as follows:

(1) **To click**on “see quality data” in the central area of the ECOQUIB Rev 1 home page;

(2) **Specify**using a drop-down list, the country whose certification bodies you wish to search for in the "COUNTRY" field. You have the possibility to choose more than one country at a time or simultaneously all ECOWAS countries by specifying “ALL”;

(3) **Picking out**"Certification bodies" using a drop-down list, in the "Type of data sought" field. This field is mandatory for your request to be taken into account.

To refine your searches, use the following fields to:

(4) **Specify**the "Organization type" of the certification body by making a choice in the drop-down list in the "Organization type" field;

(5) **Specify**the "Type of certification" assigned or issued by the organization by making a choice in the drop-down list in the "Type of certification / accreditation" field; the different types are industry or facility certification standards.

(6) **Selected**r the “sector or field of activity” of the certification body in the drop-down list provided for this purpose in the “sector/field of activity” field. Example of areas of activity: “Agriculture/Agrifood” or “Transport/Logistics”

(7) **Specify**the "ANALYZED PRODUCT(S)" by the organization in the "PRODUCTS" field by browsing the drop-down list proposed at the level of this field;

(8) **Picking out**“the analysis parameters” relating to the product(s) chosen in the last field of the form;

(9) **Submit**the request by clicking on the green box entitled "search" located at the bottom of the form or Reset the request by clicking on the gray box at the bottom of the form.

NOTE: The search process described above is the same for searching inspection body and standards body metadata. However, it must be ensured that the specification has been well done at the level of point (3) where it is necessary to change the "type of research" by choosing what is appropriate (inspection bodies or standardization bodies) using from the proposed drop-down list; the other specifications being valid.

2.1.4. Finding training center data

To search for training center metadata in the database, you must:

(1) **To click**on “see quality data” in the central area of the ECOQUIB Rev 1 home page;

(2) **Specify**using a drop-down list, the country whose training centers you wish to search for the field "COUNTRY". You have the possibility to choose more than one country at a time or simultaneously all ECOWAS countries by specifying “ALL”;

(3) **Select**“Training centers” using a drop-down list, in the “Type of data sought” field.

To narrow your searches, you can:

(4) **Specify**the "Type of organization" of the training center by making a choice in the drop-down list in the field "Type of organization" then

(5) **Submit**the request by clicking on the green box entitled "search" located at the bottom of the form or Reset the request by clicking on the gray box at the bottom of the form.

The search form for training centers is shown in the figure below.

figure11: Search form for training centers in the ECOQUIB Rev 1 database

2.1.5. Finding repair center data

To search for metadata on repair centers in the database, if you are already in the section to consult the data of ECOQUIB Rev 1:

(1) **Specify**using a drop-down list, the country whose training centers you wish to search for the field "COUNTRY". You have the possibility to choose more than one country at a time or simultaneously all ECOWAS countries by specifying “ALL”;

(2) **Select**"Repair centres" using a drop-down list, in the "Type of data searched" field.

To narrow your searches, you can:

(3) **Specify**the "Organization type" of the repair center by making a choice in the drop-down list in the "Organization type" field;

(4) **Picking out**the "Types of prices" obtained by the company using the drop-down list proposed in the field entitled "Quality price"; these types of prices proposed are: ECOWAS quality price, UEMOA quality price and national quality price and take into account the different categories of these prices;

Then,

(5) **Submit**the request by clicking on the green box entitled "search" located at the bottom of the form or Reset the request by clicking on the gray box at the bottom of the form.

2.1.6. Searching for consulting firm data

The search process is as follows:

(1) **To click**on “see quality data” in the central area of the ECOQUIB Rev 1 home page;

(2) **Specify**using a drop-down list, the country whose consulting firms you wish to search for in the "COUNTRY" field. You have the possibility to choose more than one country at a time or simultaneously all ECOWAS countries by specifying “ALL”;

(3) **Picking out**"consulting firms" using a drop-down list in the "Type of data sought" field.

NB The “Type of data sought” field is mandatory and must not remain empty for the search to be taken into account.

Refine your search by:

(4) **Specify**the "sector of activity" of the consulting firm in the field "sector / field of activity" using the drop-down list proposed for this purpose.

Then,

(5) **Submit**the request by clicking on the green box entitled "search" located at the bottom of the form or Reset the request by clicking on the gray box at the bottom of the form.

2.1.7. Research data related to quality infrastructure consultants / experts

The search form for consultants is as follows:

figure12: Consultant search form

To complete this search form:

(1) **Specify**in the "COUNTRY" field, the country whose national consultants you wish to search for using a drop-down list. You have the possibility to choose more than one country at a time or simultaneously all ECOWAS countries by specifying “ALL”;

(2) **Select**“consultants / infrastructure experts” using a drop-down list, in the “Type of data sought” field.

NB The “Type of data sought” field is mandatory and must not remain empty for the search to be taken into account. Otherwise, an error message is returned to you by the server.

Refine your search:

(3) **Specify**the "sector of activity" of the consultant in the field "sector / field of activity" using the drop-down list proposed for this purpose;

(4) **Specify**the "working standard" obtained by the consultant by making a choice in the drop-down list in the "working standard" field; the consultant's work standard relates to the sector of activity or the product on which he works;

(5) **Specify**the "PRODUCT" on which the consultant is working in the "PRODUCTS" field by browsing the drop-down list proposed at the level of this field.

Then,

(6) **Submit**the request by clicking on the green box entitled "search" located at the bottom of the form or Reset the request by clicking on the gray box at the bottom of the form.

2.1.8. Finding Standards Data

(1) Specifyin the "COUNTRY" field, the country for which you wish to search for the standards in force in the said country using a drop-down list. You have the possibility to choose more than one country at a time or simultaneously all ECOWAS countries by specifying “ALL”; Specify as country "ECOWAS" if you want to search for community standards;

(2) Select"standards" using a drop-down list, in the "Type of data sought" field.

NB The “Type of data sought” field is mandatory and must not remain empty for the search to be taken into account.

Refine your search:

(3) Selectthe “Type of standard” in the field entitled “Type of standard”;

(4) Specifythe "sector of activity" concerned by the standard in the field "sector / field of activity" using the drop-down list provided for this purpose;

(5) **Specify**the "PRODUCT" concerned by the standard in the "PRODUCTS" field by browsing the drop-down list proposed at the level of this field.

Then,

(6) **Submit**the request by clicking on the green box entitled "search" located at the bottom of the form or Reset the request by clicking on the gray box at the bottom of the form.

2.1.9. Finding Inquiry Point Data

(1) **Select**“Information points” using a drop-down list, in the “Type of data sought” field.

(2) **Specify**in the "COUNTRY" field, the country whose country information points you wish to search for using a drop-down list. You have the possibility to choose more than one country at a time or simultaneously all ECOWAS countries by specifying “ALL”;

NB The "Type of data sought" field is mandatory and must not remain empty for the search to be taken into account.

Refine your search:

(3) **Select**the “Type of technical regulation” using a drop-down list in the field entitled “Type of technical regulation”; Some examples of “types of proposed technical regulations”: National Order, National Decree, National Law, ECOWAS Regulation / Directive;

(4) **Specify**the "sector of activity" concerned in the field "sector / field of activity" using the drop-down list provided for this purpose;

Then,

(5) **Submit**the request by clicking on the green box entitled "search" located at the bottom of the form or Reset the request by clicking on the gray box at the bottom of the form.

2.1.10. Search for technical regulations data

(1) **Specify**in the "COUNTRY" field, the country whose technical regulations you wish to search for using a drop-down list. You have the possibility to choose more than one country at a time or simultaneously all ECOWAS countries by specifying “ALL”; Specify as country "ECOWAS" if you want to search for community standards;

(2) **Select**“Technical regulations” using a drop-down list, in the “Type of data sought” field.

NB The "Type of data sought" field is mandatory and must not remain empty for the search to be taken into account.

Refine your search:

(3) **Select**the “Type of technical regulation” using a drop-down list in the field entitled “Type of technical regulation”; Some examples of “types of proposed technical regulations”: National Order, National Decree, National Law, ECOWAS Regulation / Directive; WAEMU Regulation / Directive;

(4) **Specify**the "sector of activity" concerned in the field "sector / field of activity" using the drop-down list provided for this purpose;

Then,

(5) **Submit**the request by clicking on the green box entitled "search" located at the bottom of the form or Reset the request by clicking on the gray box at the bottom of the form.

2.1.11. Search for data relating to the quality policy

(1) **Specify**in the "COUNTRY" field, the country whose quality policy documents you wish to search for using a drop-down list. You have the possibility to choose more than one country at a time or simultaneously all ECOWAS countries by specifying “ALL”;

(2) **Select**"Quality policy" using a drop-down list, in the "Type of data sought" field.

NB The "Type of data sought" field is mandatory and must not remain empty for the search to be taken into account.

Refine your search:

(3) Selectthe "sector of activity" concerned by the quality policy in the field "sector / field of activity" using the drop-down list proposed for this purpose;

Then,

(4) Submitthe query by clicking on the green box labeled “search” located at the bottom of the form or Reset the query by clicking on the gray box at the bottom of the form.

2.1.12. Finding Area Committee Membership Data

(1) Select"Committee member" using a drop-down list, in the "Type of data sought" field.

(2) Specifyin the "COUNTRY" field, the country for which you wish to search for a regional committee member using a drop-down list. You have the possibility to choose more than one country at a time or simultaneously all ECOWAS countries by specifying “ALL”;

NB the specification of the "Type of data sought" field is mandatory. This field must not remain empty for the search to be taken into account

Refine your search:

(3) Specifythe "regional committee" in the field "Committee related to quality" using the drop-down list comprising the seven (07) regional committees related to quality;

(4) Specifythe "Member's position" in the "Position in a committee" field using the drop-down list proposed in this field; the possible positions are: member, president, vice-president or secretary;

Then,

(5) **Submit**the request by clicking on the green box entitled "search" located at the bottom of the form or Reset the request by clicking on the gray box at the bottom of the form.

2.1.13. Search for data relating to consumer associations

(1) **Select**“Consumer association” using a drop-down list, in the “Consumer association” field.

(2) **Specify**in the "COUNTRY" field, the country whose consumer associations you wish to search for using a drop-down list. You have the possibility to choose more than one country at a time or simultaneously all ECOWAS countries by specifying “ALL”;

NB the specification of the "Type of data sought" field is mandatory. This field must not remain empty for the search to be taken into account.

Then,

(3) **Submit**the request by clicking on the green box entitled "search" located at the bottom of the form or Reset the request by clicking on the gray box at the bottom of the form.

2.2. QUALITY data search results

The results of the request or search are displayed in the part juxtaposed to the search form. This part is displayed in green when the results of the query launched are presented and remains gray when no result has been found. They are displayed by series and the total number depends on the specification made beforehand at the research level. The results are also displayed according to the relevance of the search and grouped by country specified during the query. Each result includes an overview of available metadata information about the specified search type or variable (query filter). The figures below illustrate some research results.

figure13: Result of a research on the laboratories

In the figure above, the gray part indicates the query launched: search in the database, as far as MALI is concerned, for ANALYSIS / CALIBRATION LABORATORIES that are PUBLIC. In other words, we are looking in the database for public analysis/calibration laboratories in Mali. The results of this query are displayed in the green area. Figure 13 above tells us for the first result:

(1) In the header of the result, the nature of the request: Analysis / calibration laboratory;
(2) The name of the laboratory followed by the country of establishment: National Health Laboratory (LNS), Mali;
(3) The certification or not of the laboratory (field in orange: **Not accredited**) followed by the type of organization (field in blue: **Public body**);
(4) Information concerning the addresses of the laboratory (Telephone, Email, Address/Location, website, Other contacts);

(5) See more: by clicking on the black arrow ► or on the group of words "see more", you have other information available on the laboratory (the laboratory's sector of activity, the products analyzed, parameters analyzed by product analyzed, the standards used, etc.). By clicking again on the black arrow pointing down ▼ , you close the various information seen previously.

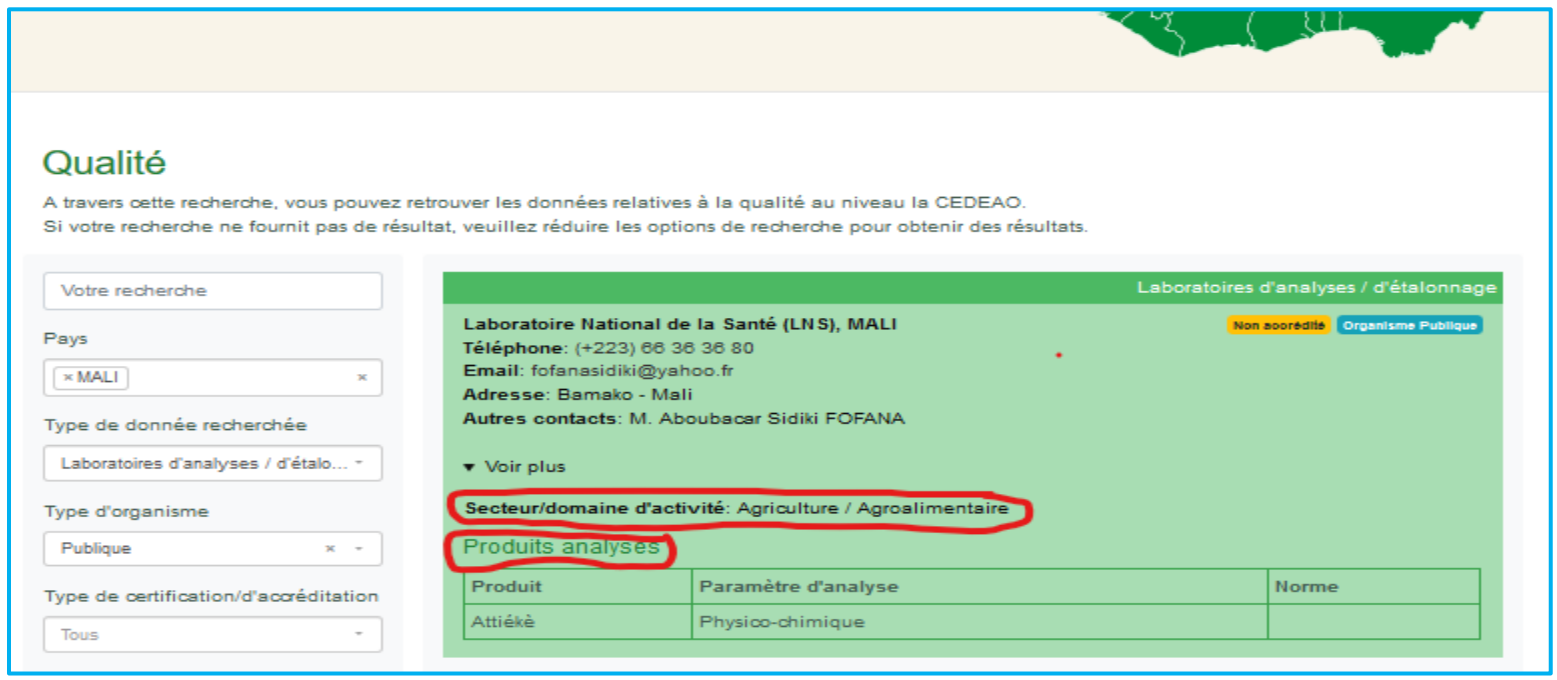


figure14: Detailed result of a research on a laboratory

In the illustration above, the other information available on the LNS laboratory in Mali are the sector / area of activity (Agriculture / Agrifood) and the products analyzed (here only one product analyzed: Attièkè whose analysis parameters are physico-chemical ones). These are the areas circled in red in Figure 14.

Figure 15 below illustrates a search for companies. In this figure, the search concerns on the one hand two countries that are BENIN and MALI for which the type of data sought is "COMPANIES" whose type of organization is "PRIVATE" which operate in the sector "AGRICULTURE / AGRI-FOOD ". In other words, we are looking for data relating to private companies in Benin and Mali that are in the agriculture/agri-food sector. It should be noted that it is only part of the results which was the subject of the screenshot due on the one hand to the mass of companies obtained at the end of the search and on the other hand to the impossibility of capturing everything simultaneously.

figure15: Result of a search on companies

2.3. INDUSTRY data search

The INDUSTRY data that can be consulted in the ECOQUIB database concerns:(i) table B1: Main production in volume (tonne) and producer price (local currency/kg), (ii) table B2: Exports & imports by Harmonized System (HS) products, in value (millions of local currency) and volume (tonne), (iii) table B3: Geographical orientation of imports and exports of goods, in value (in millions of local currency) and volumes (in tonnes), table B4: (iv) Value added of the industrial sector at current and constant prices (in millions local currency unit), (v) table B5: Price index, (vi) table C1: Tax rates, exemptions and wage remuneration in the industrial sector and (vii) table C2: Energy and environment.

2.3.1. Search for data relating to table 1: Main production in volume (tonne) and Producer price (local currency/kg)

The search for data relating to the main productions (in volume) and prices to producers (local currency / kg) is done using a form which has three (03) fields. The search process is as follows:

(1) **To click**on “see industry data” in the central area of the ECOQUIB Rev 1 home page;

(2) **To click**on table B1 to get the query form;

(3) **Specify**using a drop-down list, the country(ies) whose productions and prices you wish to search for in the "COUNTRY" field. You can choose several countries;

(4) **Picking out**“the products” using a drop-down list, in the “Products” field. You may not choose more than fifteen (15) products at a time; However you can choose the whole table B1;

(5) **Specify**the start and end periods of the series sought using a drop-down list proposed for this purpose. By default, the start and end periods proposed at the form level are 2000 and 2019 respectively;

figure16: Production and price data search form

(6) **To click**on “SEE” to validate your search at the bottom of the request form page or on “RESET” to resume your search;

(7) **To click**on "INDUSTRY" in the title bar of the table (bar in gray color) to return to all the industry tables or on "HOME" to return to the ECOQUIB Rev 1 home page.

2.3.2. Search for data relating to table 2: Exports & imports by Harmonized System (HS) products

The search for data relating to Exports & Imports by products of the Harmonized System (HS) is done using a form with three (03) fields. The search process is as follows:

(1) **To click**on “see industry data” in the central area of the ECOQUIB Rev 1 home page;

(2) **To click**on table B2 entitled “Exports & imports by products of the Harmonized System (HS)” to get the request form;

(3) **Specify**using a drop-down list, the country(ies) whose Exports & Imports by products you wish to search for in the "COUNTRY" field. You can choose several countries at once;

(4) **Picking out**“the products” using a drop-down list, in the “Products” field; You may not choose more than fifteen (15) products at a time;

(5) **Specify**the start and end periods of the series sought using a drop-down list proposed for this purpose. By default, the start and end periods proposed at the form level are 2000 and 2019 respectively;

Figure 17 below illustrates the search form at table B2.

figure17: Search form for imports and exports by Harmonized System (HS) products

(6) **To click**on “SEE” to validate your search at the bottom of the request form page or on “RESET” to resume your search;

(7) **To click**on "INDUSTRY" in the title bar of the table (bar in gray color) to return to all the industry tables or on "HOME" to return to the ECOQUIB Rev 1 home page.

2.3.3. Search for data relating to table 3: Geographical orientation of imports and exports of goods, in value (in millions of local currency) and volumes (in tonnes)

The search for data relating to table B3 entitled "Geographical orientation of imports and exports of goods, in value (in millions of local currency) and volumes (in tonnes)" is made using the search form illustrated in the figure below. below.

figure18: Search form on table B3: Geographic orientation of imports and exports

The search process is as follows:

(1) **To click**on “see industry data” in the central area of the ECOQUIB Rev 1 home page;

(2) **To click**on table B3 entitled “Geographical orientation of imports and exports of goods, in value (in millions of local currency) and volumes (in tons)” to obtain the request form above;

(3) **Specify**in the "COUNTRY" field, and using a drop-down list, the country(ies) for which you wish to search for the Geographical orientation of the imports and exports of goods, in value (in millions of local currency) and volumes (in tons). You have the possibility to choose several countries simultaneously;

(4) **Picking out**in the "VARIABLES" field, the zone or countries of destination for imports and exports of the chosen country, using a drop-down list; You may not choose more than fifteen (15) countries at a time;

(5) **Specify**the start and end periods of the series sought using a drop-down list proposed for this purpose. By default, the start and end periods proposed at the form level are 2000 and 2019 respectively;

(6) **To click**on “SEE” to validate your search at the bottom of the request form page or on “RESET” to resume your search;

(7) **To click**on "INDUSTRY" in the title bar of the table (bar in gray color) to return to all the industry tables or on "HOME" to return to the ECOQUIB Rev 1 home page.

2.3.4. Search for data relating to table 4: Added value of the industrial sector at current and constant prices (in million local currency units)

The process of researching data relating to the Value Added of the industrial sector at current and constant prices is as follows:

(1) **To click**on “see industry data” in the central area of the ECOQUIB Rev 1 home page;

(2) **To click**on table B4 entitled "Added value of the industrial sector at current and constant prices (in million local currency units") to access the Value Added data query form;

(3) **Specify**in the "COUNTRY" field and using a drop-down list, the country(ies) for which you wish to search Added value of the industrial sector at current and constant prices (in millions of local currency units. You have the possibility to choose several countries simultaneously;

(4) **Picking out**the desired statistic in the "VARIABLES" field, using a drop-down list; you have the possibility to choose all the variables by choosing “All” or to choose at most fifteen (15) variables simultaneously;

(5) **Specify**the start and end periods of the series sought using a drop-down list proposed for this purpose. By default, the start and end periods proposed at the form level are 2000 and 2019 respectively;

(6) **To click**on “SEE” to validate your search at the bottom of the request form page or on “RESET” to resume your search;

(7) **To click**on "INDUSTRY" in the title bar of the table (bar in gray color) to return to all the industry tables or on "HOME" to return to the ECOQUIB Rev 1 home page.

2.3.5. Looking up data for Table 5: Price Index

The procedure for researching data on Price Indices is as follows:

(1) **To click**on “see industry data” in the central area of the ECOQUIB Rev 1 home page;

(2) **To click**on table B5 entitled "Price index" to access the query form on the data of table B5 Price indices;

(3) **Specify**in the "COUNTRY" field, and using a drop-down list, the country(ies) for which you wish to search Price indices. You have the possibility to choose several countries simultaneously;

(4) **Picking out**the desired statistic or type of index in the "VARIABLES" field, using a drop-down list; You have the option of choosing all the variables by choosing “All” or choosing at most fifteen (15) variables specifically and simultaneously;

(5) **Specify**the start and end periods of the series sought using a drop-down list proposed for this purpose. By default, the start and end periods proposed at the form level are 2000 and 2019 respectively;

(6) **To click**on “SEE” to obtain the results of your search at the bottom of the query form page or on “RESET” to resume your search;

(7) **To click**on "INDUSTRY" in the title bar of the table (bar in gray color) to return to all the industry tables or on "HOME" to return to the ECOQUIB Rev 1 home page.

2.3.6. Search for data relating to table C1: Main taxes on corporations and other businesses

The search for data relating to table C1 entitled "Main taxes on corporations and other businesses" is made using the search form illustrated in the figure below.

figure19: Search form on table C1 :Main corporate and other business taxes

The procedure for researching data on the Main corporate and other business taxes is as follows:

(1) **To click**on “see industry data” in the central area of the ECOQUIB Rev 1 home page;

(2) **To click**on table C1 entitled "Main taxes on corporations and other businesses" to access the query form on the data of table C1;

(3) **Specify**in the "COUNTRY" field, and using a drop-down list, the country(ies) for which you wish to search for data relating to the Main taxes on corporations and other businesses. You have the possibility to choose several countries simultaneously;

(4) **Picking out**the statistic or the type of variable desired in the "VARIABLES" field, using a drop-down list; You have the option of choosing all the variables by choosing “All” or choosing at most fifteen (15) variables specifically and simultaneously;

(5) **Specify**the start and end periods of the series sought using a drop-down list proposed for this purpose. By default, the start and end periods proposed at the form level are 2000 and 2019 respectively;

(6) **To click**on “SEE” to obtain the results of your search at the bottom of the query form page or on “RESET” to resume your search;

(7) **To click**on "INDUSTRY" in the title bar of the table (gray bar on the form) to return to all the industry tables or on "HOME" to return to the ECOQUIB home page.

2.3.7. Search for data relating to table C2: Energy and Environment

The search for data relating to table C2 entitled "Energy and Environment" is made using the search form illustrated in the figure below.

figure20: Data search form on table C2 – Energy and Environment

(1) **To click**on “see industry data” in the central area of the ECOQUIB home page;

(2) **To click**on table C2 entitled "Energy and Environment" to access the query form on the data of table C2;

(3) **Specify**in the "COUNTRY" field and using a drop-down list, the country(ies) you wish to search for relating to Energy and the environment. You have the possibility to choose several countries at the same time;

(4) **Picking out**the statistic or the type of variable desired in the "VARIABLES" field, using a drop-down list; You have the possibility to choose all the variables by choosing “All” or to choose at most fifteen (15) variables in a specific way;

(5) **Specify**the start and end periods of the series sought using a drop-down list proposed for this purpose. By default, the start and end periods proposed at the form level are 2000 and 2019 respectively;

(6) **To click**on “SEE” to obtain the results of your search at the bottom of the query form page or on “RESET” to resume your search;

(7) **To click**on "INDUSTRY" in the title bar of the table (grey bar on the form) to return to all the industry tables or on "HOME" to return to the ECOQUIB Rev 1 home page.

2.3.8. Search for data relating to table C3: Exemptions and wage categorization in the industrial sector

The search for data relating to table C3 entitled “Exemptions and wage categorization in the industrial sector” is done using the relevant form by following the steps below.

(1) **To click**on “see industry data” in the central area of the ECOQUIB home page;

(2) **To click**on the table C3 entitled “Exemptions and salary categorization of the industrial sector” to access the query form on the data of table C3;

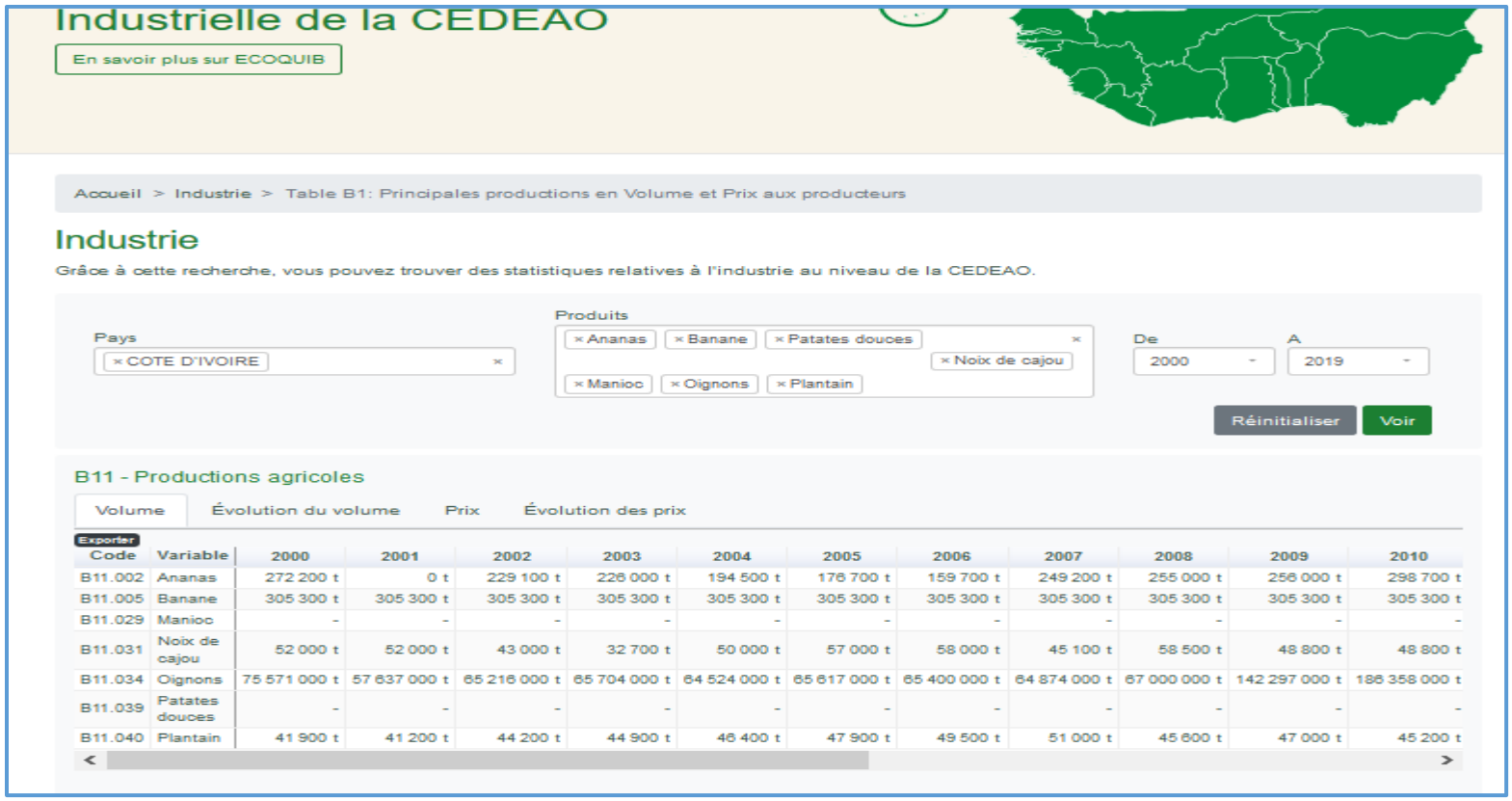
(3) **Specify**in the "COUNTRY" field and using a drop-down list, the country(ies) you wish to search for relating to Exemptions and wage categorization in the industrial sector. You have the possibility to choose several countries at the same time;

(4) **To click**on “SEE” to obtain the results of your search at the bottom of the query form page or on “RESET” to resume your search;

2.4. INDUSTRY Data Search Results

The results of the request or search are displayed in the gray part of the search form. Failing this, this part displays the message “**No item matches your search**or when no search results were found. The results are displayed in

the form of a table whose size (number of rows and number of columns) depends on the specification made beforehand at the search level. The results are also displayed according to the relevance of the search and grouped by country specified during the query. The figures below illustrate some research results.



Code	Variable	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
B11.002	Ananas	272 200 t	0 t	229 100 t	226 000 t	194 500 t	176 700 t	159 700 t	249 200 t	255 000 t	256 000 t	298 700 t
B11.005	Banane	305 300 t	305 300 t	305 300 t	305 300 t	305 300 t	305 300 t	305 300 t	305 300 t	305 300 t	305 300 t	305 300 t
B11.029	Manioc	-	-	-	-	-	-	-	-	-	-	-
B11.031	Noix de cajou	52 000 t	52 000 t	43 000 t	32 700 t	50 000 t	57 000 t	58 000 t	45 100 t	58 500 t	48 800 t	48 800 t
B11.034	Oignons	75 571 000 t	57 637 000 t	65 216 000 t	65 704 000 t	64 524 000 t	65 617 000 t	65 400 000 t	64 874 000 t	67 000 000 t	142 297 000 t	186 358 000 t
B11.039	Patates douces	-	-	-	-	-	-	-	-	-	-	-
B11.040	Plantain	41 900 t	41 200 t	44 200 t	44 900 t	46 400 t	47 900 t	49 500 t	51 000 t	45 600 t	47 000 t	45 200 t

figure21: Result from a search on table B1 – Production volume

In the figure above, the query launched is to "find for COTE D'IVOIRE, data relating to production in volume (expressed in tonnes) and prices (in local currency / kg) of seven (07) products selected (PINEAPPLE, BANANAS, CASSAVA, ONIONS, SWEET POTATOES, CASHEW NUTS and PLANTAIN) over the period from 2000 to 2019". After clicking on**see**, we obtain the results presented in the table entitled "B11 Agricultural production" as shown in the figure. This title depends on the groups of data sought. This table contains, from left to right, the CODE column of the variable, those of the names of the VARIABLES selected and those of the data by search years specified during the query. Each of the rows of the table presents the results by variable selected and are classified in alphabetical order from A to Z. The results displayed in the table concern only the variables for which at least one of the data relating to the period specified in the query exists. in the database. Thus, of the seven variables

selected, data exist for five variables (PINEAPPLE, BANANAS, CASHEW NUTS, ONIONS and PLANTAIN). However,

- By default, volume production data is displayed in the table (active box just below the table title). And the display of all data for the specified period depends on the screen on which the results are displayed. In the figure above, the data covers the period 2000 to 2014. To see the information for the periods from 2015 to 2019, click on the arrow>located to the right of the gray bar at the bottom of the results table, then click on<to go back.
- You have the possibility to export the results of your search. To do this, click on**" Export "** at the top of the code column.
- You also have the possibility of seeing an evolution of the volumes of the various products selected and whose results are presented in the table of the figure …. To do this, click on "**Volume development**". You get the graph in the figure below.

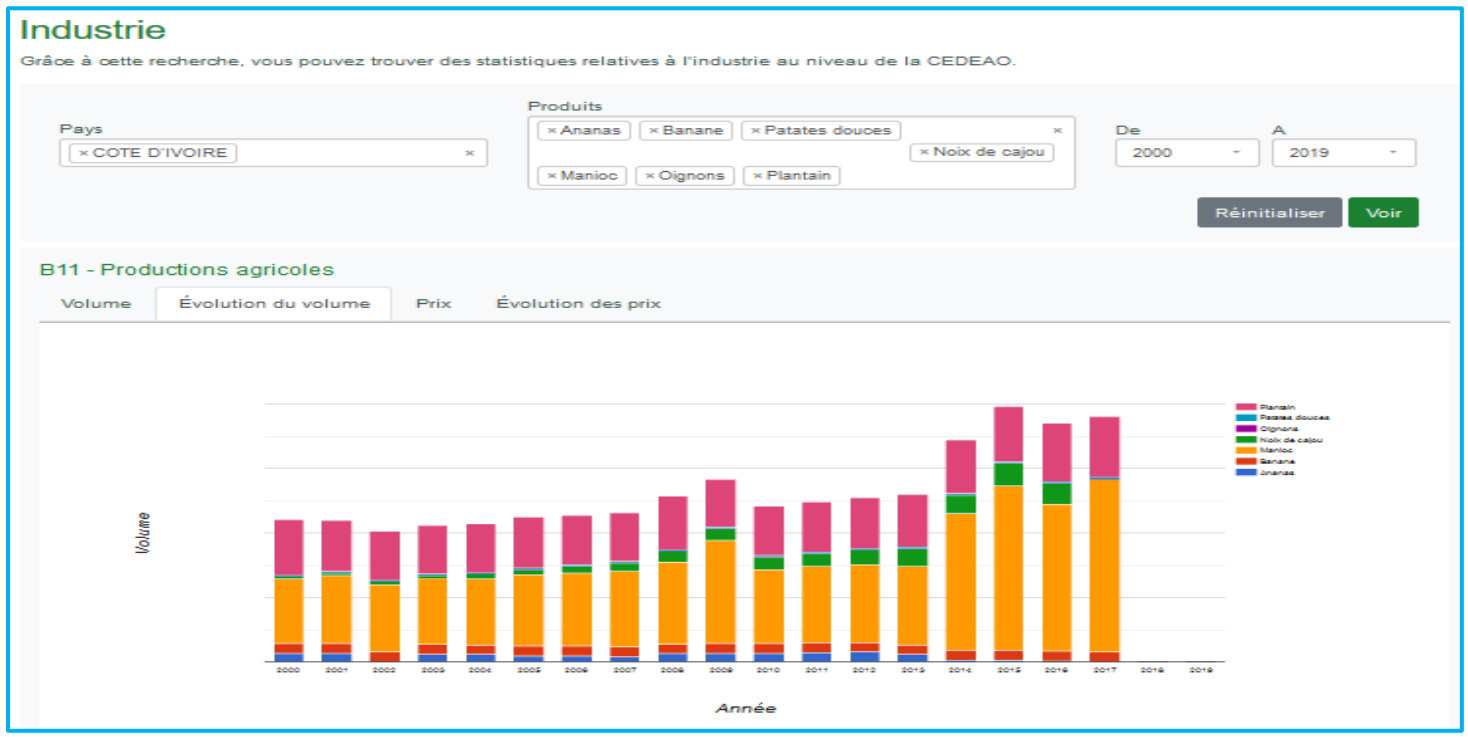
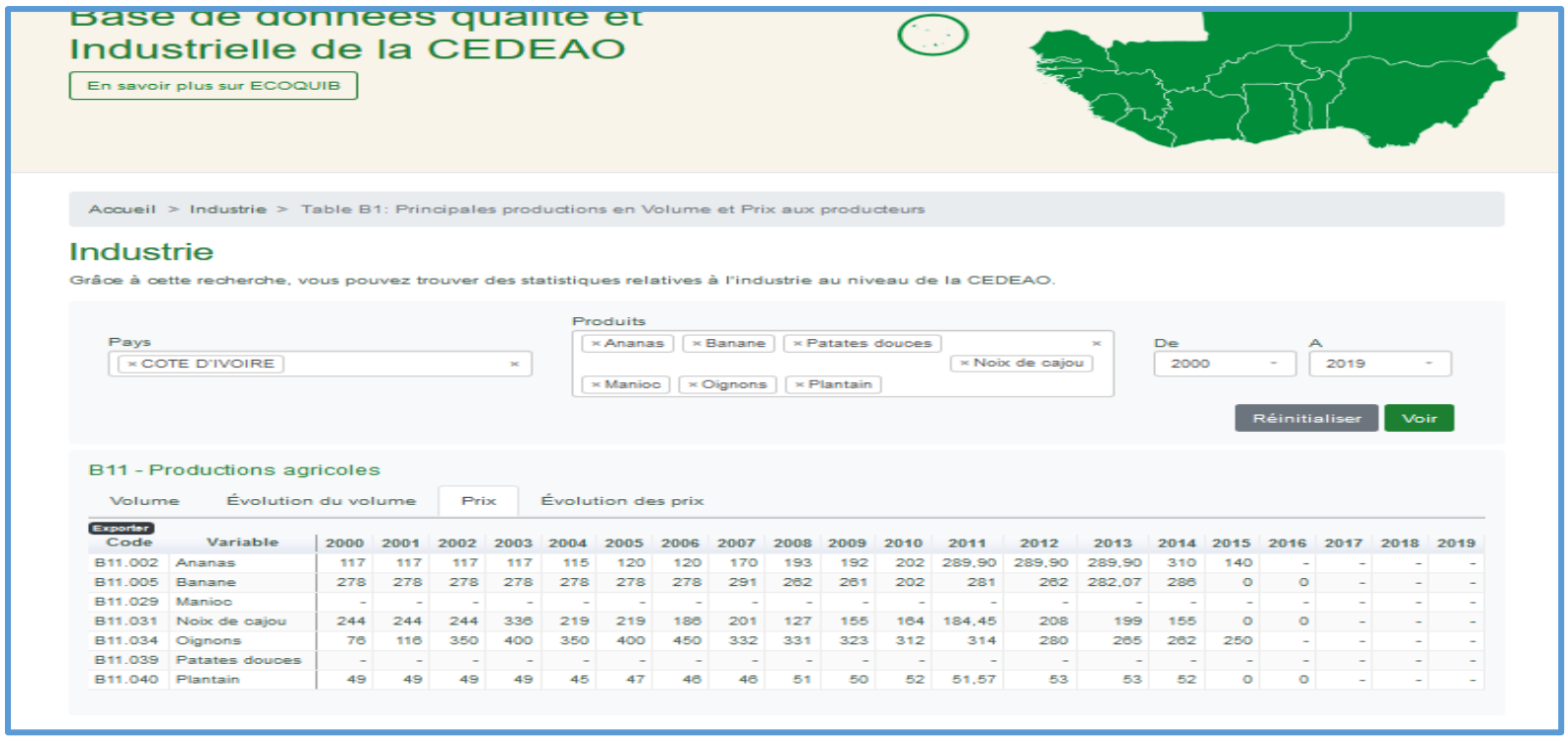


figure22: Evolution of volumes

- To obtain the price data (local currency / kg) of the specified products and whose productions in volume (in ton) are displayed, click on "**Price**". You obtain a table which has the same structure as that obtained at the

data level concerning the volumes of the same specified products (here: PINEAPPLE, BANANAS, CASHEW NUTS and PLANTAIN). This table below:



Code	Variable	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
B11.002	Ananas	117	117	117	117	115	120	120	170	193	192	202	289,90	289,90	289,90	310	140	-	-	-	-
B11.005	Banane	278	278	278	278	278	278	278	291	262	261	202	281	262	282,07	286	0	0	-	-	-
B11.029	Manioc	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B11.031	Noix de cajou	244	244	244	336	219	219	186	201	127	155	164	184,45	208	199	155	0	0	-	-	-
B11.034	Oignons	76	116	350	400	350	400	450	332	331	323	312	314	280	265	262	250	-	-	-	-
B11.039	Patates douces	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B11.040	Plantain	49	49	49	49	45	47	46	46	51	50	52	51,57	53	53	52	0	0	-	-	-

figure23: Result of a search on table B1 – Production price

You also have the possibility of seeing an evolution of the prices of the various products selected and whose results are presented in the table of the figure …. To do this, click on "**Price development**".

- You have the option of exporting the results of your price search. To do this, click on**" Export "** at the top of the code column.

PART III:
OPERATION OF THE ECOQUIB Rev 1 DATABASE: Entry of quality data and import into the industry database

III. OPERATION OF THE ECOQUIB Rev 1 DATABASE: Entering quality data and importing industry data into the database

In this part, we discuss the ways to supply the database with quality and industry data. The quality data is entered directly into the ECOQUIB application, on the other hand the industry data is entered in a model in EXCEL format and then imported into the application after consistency check by the ECOWAS Statistics Department.

3.1 Entering quality data

The entry of quality data is done directly online. It is strictly reserved for administrators. The following lines describe the process of entering the various quality-related metadata.

(1) **Click on data entry**at the bottom of the ECOQUIB home page;

(2) **Enter your ID**in the first box then your authentication code in the second box and validate by clicking on sign up (field in green);

figure24: Screenshot of connection to the data entry part of ECOQUIB Rev 1

After this step, the ECOQUIB application presents you with the navigation menu page for data entry in the database. The navigation menu is located on the left side of the page while the navigation languages are presented in the upper right corner of the page. The three navigation languages of the ECOQUIB database home page are also offered here for data entry and the default is ENGLISH.

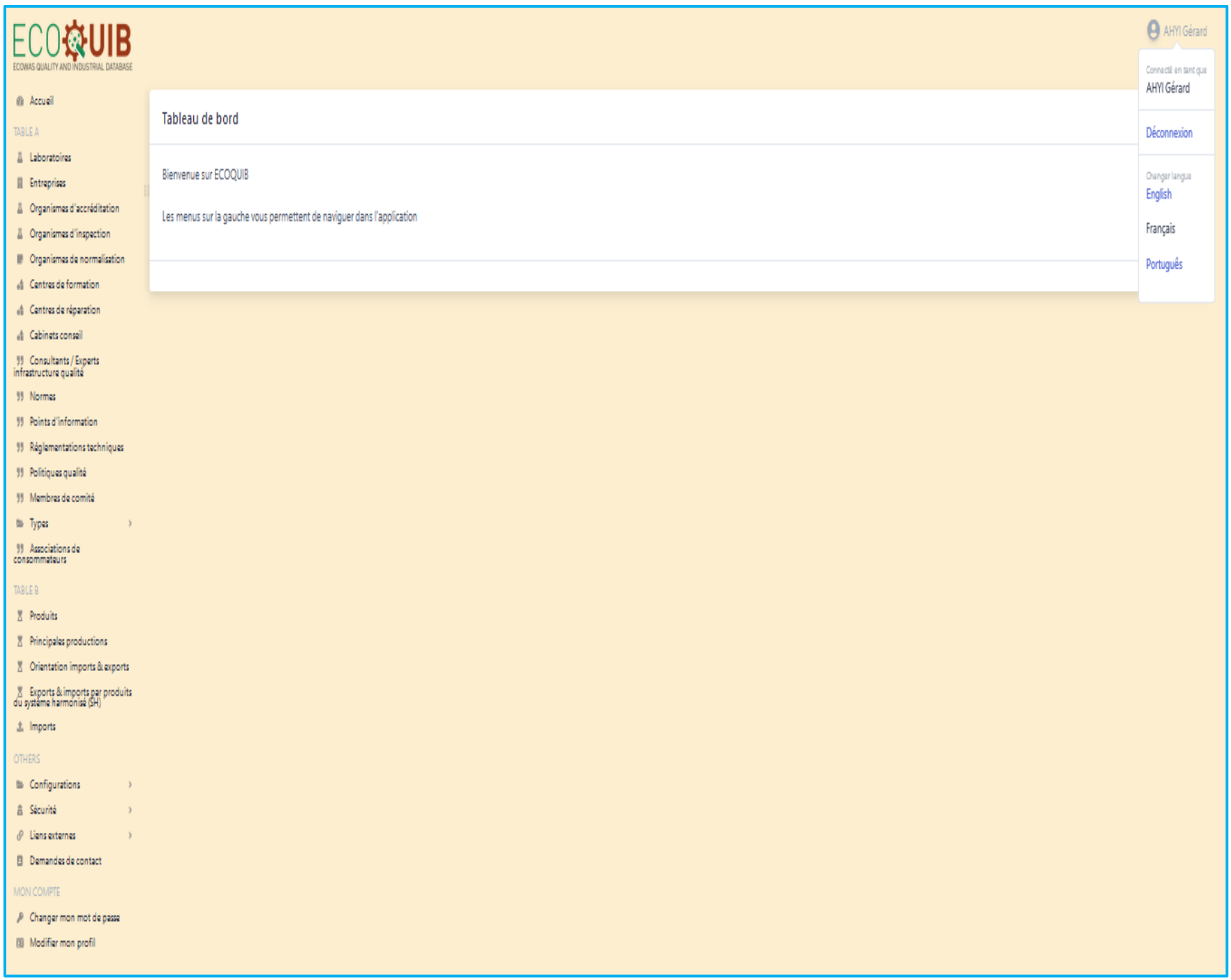


figure25: Screenshot of the navigation page for entering quality data in the ECOQUIB Rev 1 database

On the data entry navigation page, the menu is presented on the left and the language settings are located in the upper right corner of the page. The input navigation menu has four (04) themes that have sub-themes (variables). The proposed themes are:

- Table A (with 16 sub-themes), lists all the quality data;
- Table B (with 7 sub-themes), it includes industry data;

- Others (with 4 sub-themes) and
- My account (with 2 sub-themes).

The entry of quality data is done at the level of the Table A theme and all the fields followed by ared asterix(*) are required fields.

3.1.1 Entering laboratory metadata

In the navigation menu of the entry page, under the Table A theme, click on the “LABORATORIES” sub-theme. The page of laboratories already integrated in the database is displayed.

figure26: Display of laboratories already entered

You have the possibility to:

- Filter the laboratories: to do this, click on Filter in the upper right cornerand develop your filter criteria (Country, laboratory name, type, etc.);
- Add new laboratories to the database: by clicking on To add

Click ADD and complete the laboratory metadata entry form with fourteen (14) fields. The following lines present the assistance for entering metadata on the laboratories.

Field title	Type of field	Field type	Definition	Comment

1	**Country**	Obligatory	Scrolling menu	Countries whose laboratory metadata are to be integrated into the database	The user must select a country before the completed metadata form is validated and taken into account in the database
2	**Last name**	Obligatory	Input field	Name of the laboratory whose metadata you want to enter in the database. This is an identifier created to uniquely identify the dataset to be described in the database	The user must enter the name of the laboratory before being able to validate the metadata form
3	**Field of activity**	Not required	Scrolling menu	Sector of activity of the laboratory whose metadata you want to enter in the database	
4	**Organization type**	Not required	Scrolling menu	Public, private or semi-public nature of the laboratory	
5	**Official supervisory structure**	Not required	Input field	Name of the structure responsible for controlling the activities of the laboratory	
6	**Creation date**	Not required	drop-down menu	Indicates the date of creation of the laboratory	The user must select the day, month and year of creation of the laboratory. When the date is incomplete, the user indicates 01 for the day and January for the month so that his data relating to the date is accepted
7	**Other activites**	Not required	Input field	Brief description of other activities carried out by the laboratory	
8	**Address**	Not required	Input field	The location of the laboratory (street, district, city)	
9	**Telephone**		Input field	The permanent phone number of the structure	
10	**E-mail**		Input field	Indicate the email	
11	**Website**		Input field	Indicates a site where activities and information relating to the laboratory can be consulted	
12	**Other contacts**		Input field	Indicates other contacts other than those mentioned above (laboratory manager, fax, fax, other telephones, etc.)	
13	**Products analyzed**	Not required	drop-down menu	Indicates the products on which the analyzes / tests / calibrations of the laboratory relate	This field becomes mandatory as soon as the user decides to fill in the analyzed products. Refer to the box below
14	**certificate**	Not required	drop-down menu	Indicates the different certifications obtained by the structure	This field becomes mandatory as soon as the user decides to fill in the certifications received. Refer to the box below

To register a product:

1- Click on**"+ Add new item"**under the ANALYZED PRODUCTS field;
2- Select the**"product" (mandatory field)"**in a drop-down menu;
3- Specify the**"analyzed parameters (mandatory field)"**on the product chosen previously in a drop-down list;
4- Select from a drop-down menu the**"type of standard (non-mandatory field)"**in relation to the product;
5- Specify the**"standard used (non-mandatory field)"**on the product chosen previously from a drop-down list.
6- Repeat processes 1,2, 3, 4, and 5 to enter other parameters on the same product or on other products.

Deletion – Modification of a record

It is possible to delete or modify a record. Deleting a record is an irreversible action. The figure below illustrates deletion and modification.

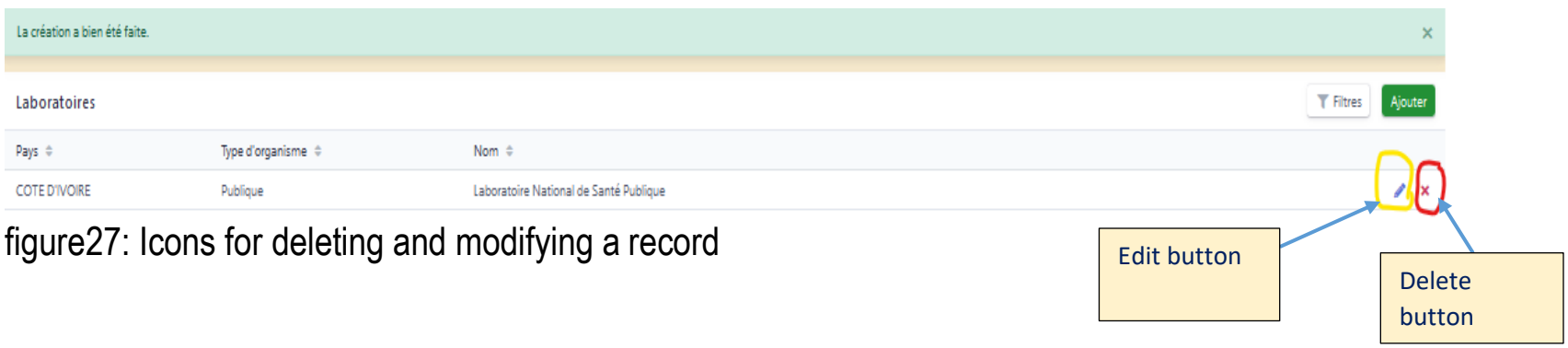


figure27: Icons for deleting and modifying a record

3.1.2 Entering company data

To save metadata about a company:

- **To click**on “Companies” in the navigation menu of the data entry page;
- **To click**on "Add" in the upper right corner of the page displaying the companies already entered, to access the entry form;

On the form:

- **Picking out**the**" Country "** (mandatory field, drop-down menu);
- **To input**the**" Last name "** of the company (entry field, mandatory);
- **Select**the**"Field of activity"** (non-compulsory field, drop-down menu);
- **Picking out**the**"type of organization"** (non-compulsory field, drop-down menu);
- **Specify**the**" Creation date "** company (non-mandatory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month;
- **To input" Other activites "** (short description, optional field, input field);
- Enter the**" Address "** of the company;
- **To input**the**"Phone Number"**structure;
- **To input**l'**" E-mail "** if possible;
- **To input**the**" Website "** when the structure has a website;
- **To input**them**“Other Contacts”** the structure (Manager, Fax, Fax, Other telephones, etc.);
- **Specify**them**“Applicable Products”** by the company as well as the types of standards and standards used in relation to the products concerned (drop-down menu);
- **Specify**them**"Certificates"** and the**“Accreditations”** company (drop-down menu);
- **Specify**them**"Prizes Achieved"** company (drop-down menu);
- **Save your completed form by clicking on the "Save" button at the bottom right of the form**

You can delete or modify a record. Deleting a record is an irreversible action. Refer to thefigure 27illustrating deleting and modifying a record.

3.1.3 Entry of data relating to accreditation/certification bodies; inspection and standardization

To register metadata with an accreditation or certification body:

- **To click**on “Accrediting Bodies” in the navigation menu of the data entry page;
- **To click**on "Add" in the upper right corner of the page displaying the organizations already entered, to access the entry form;

On the form:

- **Picking out**the**" Country "** (mandatory field, drop-down menu);
- **To input**the**" Last name "** of the organization (entry field, mandatory);
- **Select**the**"Field of activity"** (non-compulsory field, drop-down menu);
- **Picking out**the**"type of organization"** (non-compulsory field, drop-down menu);
- **Specify**the**" Creation date "** organization (non-compulsory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month;
- **To input" Other activites "** (short description, optional field, input field);
- Enter the**" Address "** of the organism;
- **To input**the**"Phone Number"**structure;
- **To input**l**'" E-mail "** if possible;
- **To input**the**" Website "** when the structure has a website;
- **To input**them**“Other Contacts”** the structure (Manager, Fax, Fax, Other telephones, etc.);
- **Specify**them**“Analyzed Products”** by the organization as well as the types of standards and standards used in relation to the products analyzed (drop-down menu);

The process of entering metadata on inspection and standardization bodies is identical to that of accreditation/certification bodies. However, you must select the "inspection bodies" or "standardization body" sub-menu as appropriate. Furthermore, it is also possible to modify or delete a record. For this, refer to the illustrated exampleby figure 27.

3.1.4 Entering training center data

Entering training center metadata involves several steps. In the navigation menu of the entry page, under the Table A theme, click on the “TRAINING CENTERS” sub-theme. The page of the different training centers already integrated into the databaseis displayed (Figure 28). These different metadata presented in the white area, are in a table with five (05) columns. The number of lines depends on the number of recorded data. The first column provides information on the countries, the second relates to the type of organization, the third to the name of the training centers, the fourth and the fifth relate respectively to the data modification tool and the deletion tool Datas.

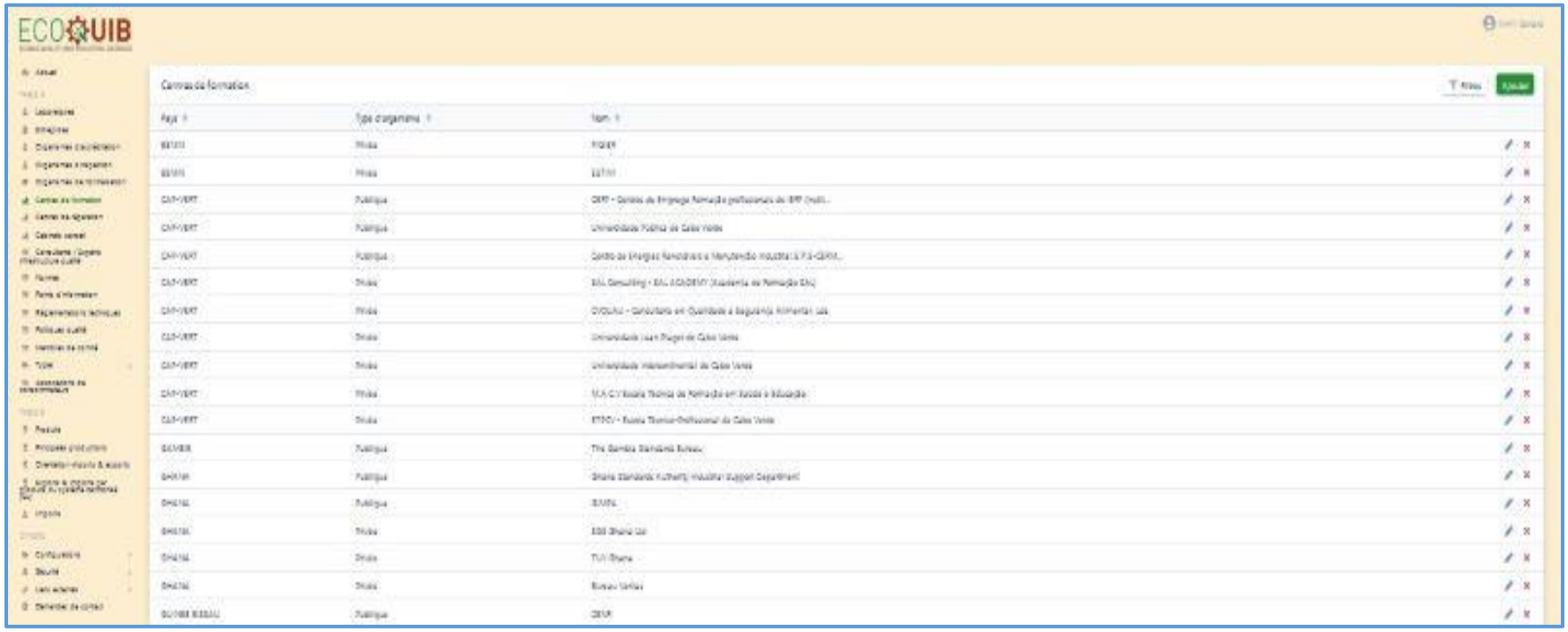


figure28: Display of training centers entered in the database

- **To click**on "Add" in the upper right corner of the page displaying the training centers already entered, to access the entry form;

On the form:

- **Picking out**the**" Country "** (mandatory field, drop-down menu);
- **To input**the**" Last name "** the training center (entry field, mandatory);
- **Select**the**"Field of activity"** (non-compulsory field, drop-down menu);

- **Picking out**the**"type of organization"** (non-compulsory field, drop-down menu);
- **Specify**the**" Creation date "** company (non-mandatory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month;
- **To input****" Other activites "** (short description, optional field, input field);
- Enter the**" Address "** from the training center;
- **To input**the**"Phone Number"**structure;
- **To input**l'**" E-mail "** from the training center;
- **To input**the**" Website "** when the structure has a website;
- **To input**them**“Other Contacts”** the structure (Manager, Fax, Fax, Other telephones, etc.);
- **Save your completed form by clicking on the "Save" button at the bottom right of the form.**

You can delete or modify a record. To delete or modify a record,

- **Do**a filter by country on the training center display page or by the name of the center concerned;
- **To click**on the icon "**x**to delete a recording.Deleting a record is an irreversible action.
- **To click**on the icon "⇓» located to the right of the line whose record is to be modified then make your changes then save.

3.1.5 Entering repair center data

To save metadata to a repair center:

- **To click**on “Repair Center” under topic A in the navigation menu of the data entry page;
- **To click**on "Add" in the upper right corner of the page displaying the Repair centers already entered, to access the entry form;

On the form:

- **Picking out**the**" Country "** (mandatory field, drop-down menu);
- **To input**the**" Last name "** the training center (entry field, mandatory);

- **Select**the**"Field of activity"** (non-compulsory field, drop-down menu);
- **Picking out**the**"type of organization"** (non-compulsory field, drop-down menu);
- **Specify**the**" Creation date "** the training center (non-mandatory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month;
- **To input**them**" Other activites "** of the Center(short description, optional field, input field);
- Enter the**" Address "** from the repair center;
- **To input**the**"Phone Number"**the repair center;
- **To input**l'**" E-mail "** from the repair center;
- **To input**the**" Website "** when the structure has a website;
- **To input**them**“Other Contacts”** the structure (Manager, Fax, Fax, Other telephones, etc.);
- **To input**them**" Skills "** from the repair center (short description, field not mandatory);
- **To input**them**“Equipment already repaired”** by repair center (short description, field not mandatory);
- **To input**them**"Problems Solved"** by the repair center (short description, field not mandatory);
- **Specify**them**"Prizes Achieved"** company (drop-down menu);
- **Save your completed form by clicking on the "Save" button at the bottom right of the form.**

3.1.6. Entering data relating to consulting firms

To register consulting firm metadata:

- **To click**on the “consulting firms” sub-theme of the Table A theme in the navigation menu of the data entry page;
- **To click**on "Add" in the upper right corner of the page displaying the list of consulting firms registered in the database, to access the input form below.

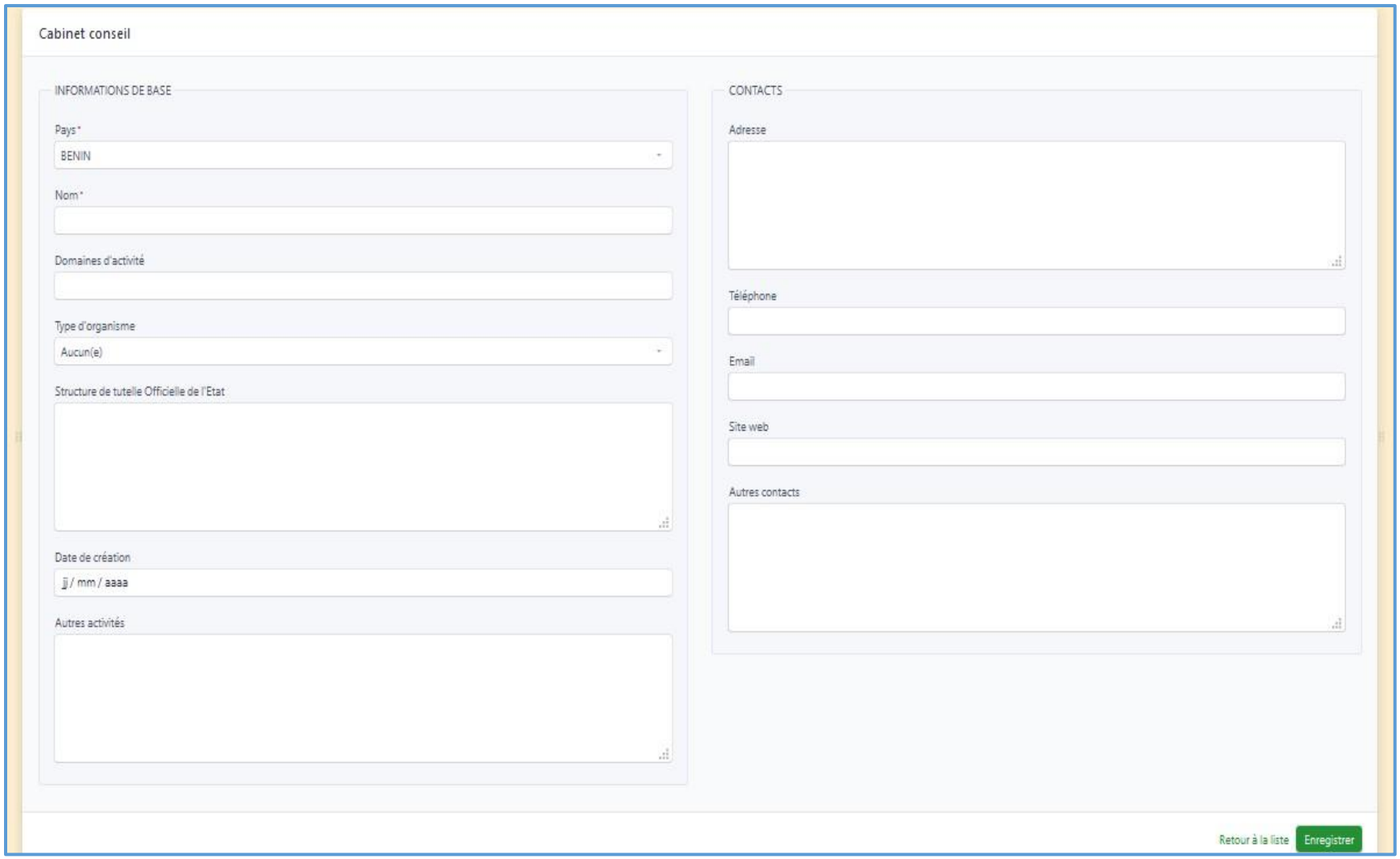


figure29: Form for entering metadata on consulting firms

On the form:

- **Picking out**the**" Country "** (mandatory field, drop-down menu);
- **To input**the**" Last name "** of the consulting firm (entry field, mandatory);
- **Select**the**"Field of activity"** (non-compulsory field, drop-down menu);
- **Picking out**the**"type of organization"** (non-compulsory field, drop-down menu);
- **To input**the**"Official supervisory structure"** of the consulting firm(field not required);
- **Specify**the**" Creation date "** consulting firm (non-mandatory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month;
- **To input**them**" Other activites "** of the office(short description, optional field, input field);

- Enter the**" Address "** of the consulting firm;
- **To input**the**"Phone Number"**structure;
- **To input**l**'" E-mail "** if possible;
- **To input**the**" Website "** when the structure has a website;
- **To input**them**“Other Contacts”** the structure (Manager, Fax, Fax, Other telephones, etc.);
- **Specify**them**"Certificates"** and the**“Accreditations”** company (drop-down menu);
- **Specify**them**"Prizes Achieved"** company (drop-down menu);
- **Save your completed form by clicking on the "Save" button at the bottom right of the form**

3.1.7. Entry of data relating to quality infrastructure consultants / experts

To record metadata about consultants / quality infrastructure experts:

- **To click**on the sub-theme "Consultants / experts in quality infrastructure" of the Table A theme in the navigation menu of the data entry page;
- **To click**on "Add" in the upper right corner of the page displaying the list of consultants registered in the database, to access the input form.

On the input form,

- **Picking out**the**" Country "** origin of the consultant(mandatory field, drop-down menu);
- **To input**the**" Last name "** the consultant (input field, mandatory);
- **Select**the**" Highest degree "** obtained by the consultant(non-compulsory field, drop-down menu);
- **Picking out**them**" spoken languages "** by consultant.(non-compulsory field, drop-down menu). The languages spoken take local ones into account;
- **Specify**the**"Date / year of start"** consultation activities by the expert (non-mandatory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month;
- **Picking out**the**"field of activity"** (non-compulsory field, drop-down menu);
- **Specify the"working standard(s)"the consultant;**

- Choose the**“Applicable Products”** by consultant(mandatory field, drop-down menu);
- **To input**them**" Other activites "** carried out by the consultant (non-mandatory field, brief description, field to enter);
- **To input**l**'" Address "**the consultant (City, District, structure, etc.);
- **To input**the**"Phone Number"**the consultant;
- **To input**l**'" E-mail "** of the consultant / expert;
- **To input**the**" Website "** when the consultant has a website;
- **To input**them**“Other Contacts”** the consultant (Fax, Fax, Other telephones, etc.);
- **Specify**them**"Certificates"** the consultant (drop-down menu);
- **Import**the**" RESUME "** of the consultant then,
- **Save your completed form by clicking on the "Save" button at the bottom right of the form**

3.1.8. Entering standards data

To save metadata about standards:

- **To click**on the “Standard” sub-theme of the Table A theme in the navigation menu of the data entry page;
- **To click**on "Add" in the upper right corner of the page displaying the list of standards saved in the database, to access the input form shown in the figure below;

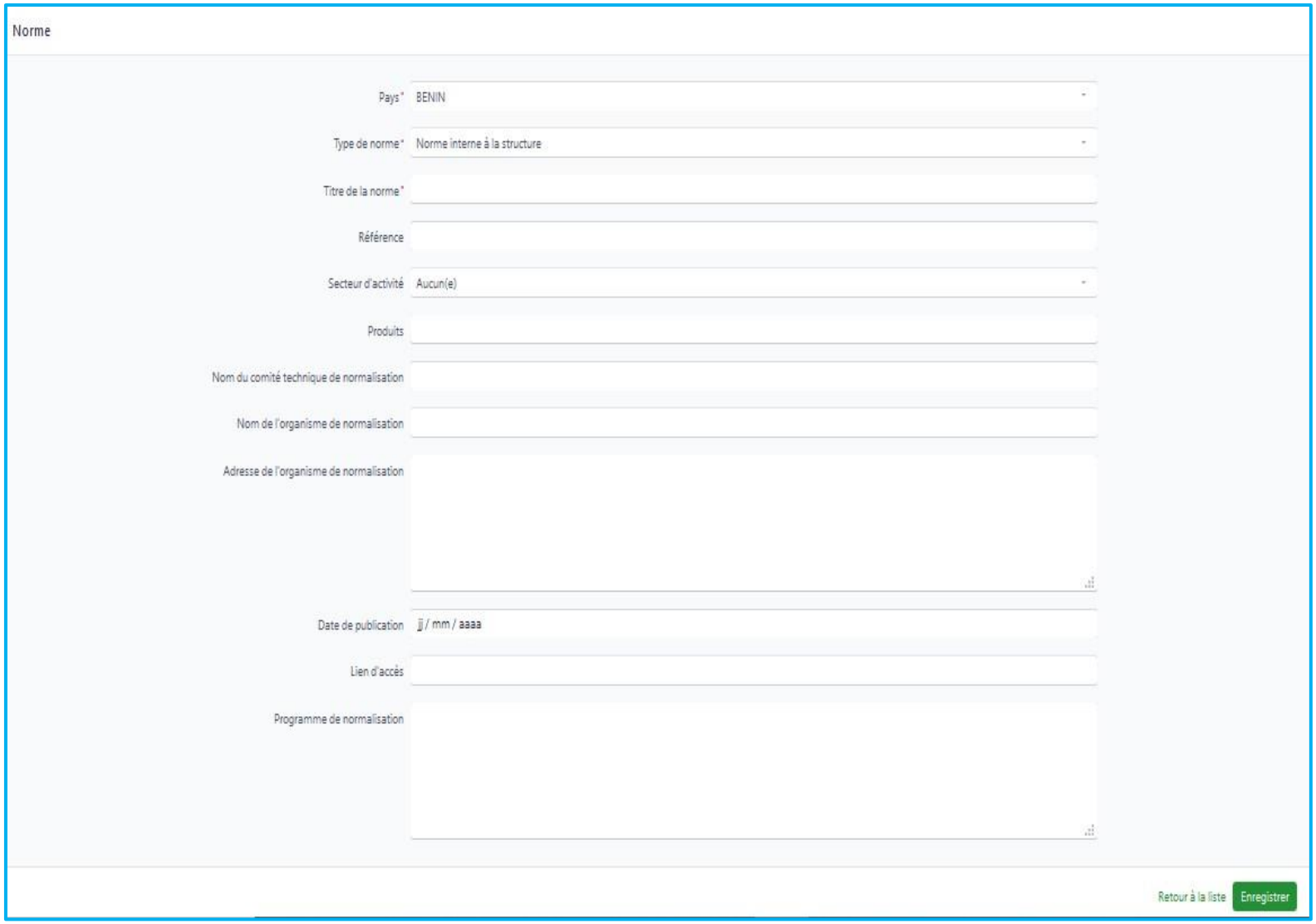


figure30: “Standard” metadata entry form

On the input form:

- **Picking out**the**" Country "** (mandatory field, drop-down menu);
- **Specify**the**"Standard type"**– Standard internal to the structure, national standard, regional standard, international standard -(mandatory field, drop-down menu);
- **To input**the**"Title of the standard"**.This title should be short (mandatory field, input field);
- **To input**the**" Reference "**of the norm (non-mandatory field, input field);
- **Specify**the**" Activity area "** concerned by the standard(non-mandatory field, drop-down menu);
- **Specify**them**“Applicable Products”** by the standard(non-mandatory field, drop-down menu);

- **To input**the**"Name of the standardization technical committee"** in relation to the standard (field not required);
- **To input**the**"Name of standardization body"**(mandatory field, input field);
- **To input**l'**"Address of standardization body"** (non-compulsory field, input field);
- **Specify**the**" Publication date "** the standard entered (non-compulsory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month;
- **To input** of**"Access link"**to standard;
- **To input**the**"Standardization program"** (non-compulsory field, input field) then,
- **To click**on the "Save" button at the bottom of the form to validate the completed form.

3.1.9. Entering Inquiry Point Data

To save data point metadata:

- **To click**on the "Points of information" sub-theme of the Table A theme in the navigation menu of the data entry page;
- **To click**on "Add" in the upper right corner of the page displaying the list of all the information points present in the database to have access to the input form;

On the input form:

- **Picking out**the**" Country "** (mandatory field, drop-down menu);
- **To input**the**" Last name "** from the information point(mandatory field, input field);
- **To input**the**" Location "** of the information point concerned – City, district, Structure, etc. - (non-mandatory field, input field);
- **Enter the " Address "** information point – Telephone, Email, Fax, etc. -(non-mandatory field, drop-down menu);
- **To input**the**" Website "** from the information point(field not required);

- **To input**them**"Other additional information",** of the data other than those alreadymentioned on the information point(non-compulsory field, input field);
- **Specify**the**" Creation date "** the information point filled in (non-compulsory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month, then ;
- **To input**them**"Types of regulation"** operated by the information point(non-compulsory field, input field);
- **To click**on the "Save" button at the bottom of the form to validate the completed form.

3.1.10. Entry of data relating to technical regulations

To save technical regulations metadata:

- **To click**on the "technical regulations" sub-theme of the Table A theme in the navigation menu of the data entry page;
- **To click**on "Add" in the upper right corner of the page displaying the list of technical regulations present in the database, to access the input form;

On the input form:

- **Picking out**the**" Country "** (mandatory field, drop-down menu);
- **Specify**the**" Kind "** Regulations – National Order, Law, Decree, ECOWAS Regulation / Directive, UEMOA Regulation / Directive, WAHO Regulation / Directive -(mandatory field, drop-down menu);
- **To input**the**" Title "** of the technical regulations. This title should be short (mandatory field, input field);
- **Specify**the**"Field of activity"** of the regulations(non-mandatory field, drop-down menu);
- **Specify**them**"Applicable Products"** by the technical regulations(non-mandatory field, drop-down menu);
- **Specify**the**"Adoption date"** the technical regulations filled in (non-compulsory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month;
- **Specify**the**"Effective Date"** of the said regulation (non-mandatory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month;
- **To input** the name of the**"Elaborative Structure"**the technical regulations;

- **To input** of**"Access link"**the technical regulations;
- **To input**the**"Inquiry Point Name"** attached to the settlement liedgiven (non-mandatory field, input field);
- **To input**l**'"Address of the information point"** attached to the technical regulations(non-compulsory field, input field);
- **To input**them**"Other additional information"** of the data other than those already mentioned on the information point(non-compulsory field, input field); then,
- **To click**on the "Save" button at the bottom of the form to validate the completed form.

3.1.11. Entry of data relating to the quality policy

To save metadata on a State's quality policy:

- **To click**on the "Quality policy" sub-theme of the Table A theme in the navigation menu of the data entry page;
- **To click**on "Add" in the upper right corner of the page displaying the list of quality policies present in the database, to access the input form;

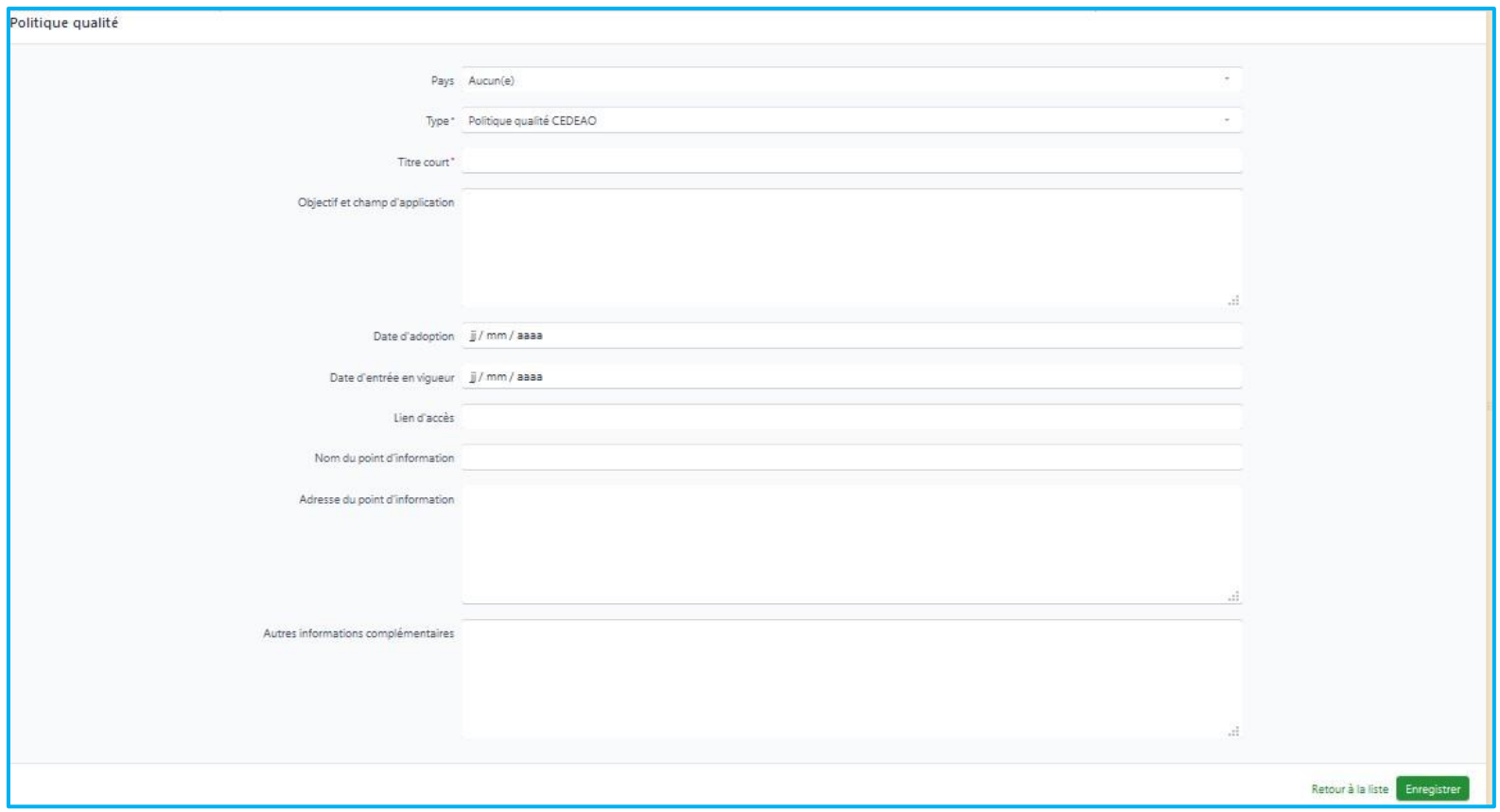


figure31: Form to enter "quality policy" metadata

On the input form relating to the quality policy:

- **Picking out**the**" Country "** concerned by the data in the COUNTRY field (mandatory field, drop-down menu);
- **Specify**the**" Kind "** quality policy – ECOWAS Quality Policy, UEMOA Quality Policy, National Quality Policy -(mandatory field, drop-down menu);
- **To input**the**" Title "** of the policy document. This title should be short (mandatory field, input field);
- **To input**l'**"Purpose and Scope"** quality policy(field not required);
- **Specify**the**"Adoption date"** the quality policy filled in (non-mandatory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month;
- **Specify**the**"Effective Date"** ofsaid quality policy (non-mandatory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month;
- **To input** of**"Access link"**politics ;

- **To input**the**"Inquiry Point Name"** attached to the policymentioned (non-mandatory field, input field);
- **To input**l'**"Address of the information point"** attached to the policymentioned (non-mandatory field, input field);
- **To input**them**“Other additional information”** of the data other than those already mentionedon the point of information or on the standard(non-compulsory field, input field); then,
- **To click**on the "Save" button at the bottom of the form to validate the completed form.

3.1.12. Entering data relating to regional committee members

To save committee member metadata:

- **To click**on “Committee members” in the navigation menu of the data entry page;
- **To click**on "Add" in the upper right corner of the page displaying the list of committee members present in the database, to access the input form;

On the form:

- **Picking out**the**" Country "** (mandatory field, drop-down menu);
- **To input**the**"Name of committee member"** chosen previously(input field, required);
- **Select**the**“Community Committee”** to which the member whose name was entered previously belongs(mandatory field, drop-down menu);
- **Picking out**the**" Position "** of the member in the said committee(non-compulsory field, drop-down menu);
- **Specify**the**" Start date "** the member's mandate (non-mandatory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month;
- **Specify**the**" End date "** the member's mandate (non-mandatory field, drop-down menu); if the date is not complete, assign 01 for the day and January for the month;
- **To input**in the field**“Other additional information”**of thedata other than those already mentioned on the member. It can be phone, email, etc. (field not mandatory, field to enter); then,

- **To click**on the "Save" button at the bottom of the form to validate the completed form.

3.1.13. Entering data relating to consumer associations

To record consumer association metadata:

- **To click**on “consumer associations” in the navigation menu of the data entry page;
- **To click**on "Add" in the upper right corner of the page displaying the list of committee members present in the database, to access the input form;

On the form:

- **Picking out**the**" Country "** (mandatory field, drop-down menu);
- **To input**the**"Name of association"** (input field, required);
- **To input**the**"Parent"** i.e. the umbrella association of which the association whose name is entered above in the second indent is affiliated;
- **To input**l'**"Acronym"** of the consumer association;
- **Specify**l'**" year of creation "** from the Association ;
- **Enter the****"approval number"** association, or registration number;
- **To input**the**" Telephone "** the association;
- **To input**l'**" E-mail "** of the consumer association;
- **Specify**the**"contact person"** from the Association ;
- **To input**l'**"membership year"**at the ridge;
- **To input**the**"Number of members"** of the consumer association;
- **Specify**them**" Areas of intervention "** the consumer association;
- **Enter the****" Main address "** from the Association ;
- Specify the**“Other addresses”**from the Association ;
- **Enter the****"approval number"** association, or registration number;
- **To click**on the "Save" button at the bottom of the form to validate the completed form.

3.2. Imports of INDUSTRY data into the database

Unlike QUALITY data which is entered directly online, INDUSTRY data is imported into the database. The data to be imported are entered in the ECOQUIB Rev.1 Industry model in Excel format by each State and will first be subject to a consistency check at the level of the ECOWAS Statistics Department. The Industry model is unique and standard for all the countries of the Community and it must not undergo any modification. Its filling respects the rules which apply to all States. The rules to be observed are presented in the box above.

- **Rule 1: No modification or change of the variables and codes of the ECOQUIB Rev.1 Tables;**
- **Rule 2: No merging of cells to enter aggregated country data in accordance with the disaggregated nomenclature of the ECOQUIB Rev.1 Tables and vice versa;**
- **Rule 3: No addition or insertion of lines in the Tables as well as new products or other variables;**
- **Rule 4:Inform the Base Administrators at the level of the ECOWAS Commission who are the only ones able to introduce new products or other variables in order to maintain a harmonized common regional framework.**
- **Rule 5:Seek to establish the bridge between the variables of the country models and the harmonized regional nomenclature of the ECOQUIB Rev.1 Tables**
- **Rule 6:Check the data entry units in the Harmonized Tables of ECOQUIB Rev.1**
- **Rule 7:Enter the country data in the Harmonized Tables by inserting comments as needed for the specific processing carried out to comply.**
- **Rule 8: Check the internal consistency of the data entered in the Harmonized Table and the external consistency with the country models or documents used.**

The process for importing industry data into the database is as follows:

(1) **To click** on “data entry” located at the bottom of the database home page;

(2) **Inform** your connection identifiers (user name and password) to access the interface for entering and importing data into the database;

(3) **Click**r on the “Imports” sub-theme of theme B of the left navigation menu of the input and import page already imported as shown in the figure below;

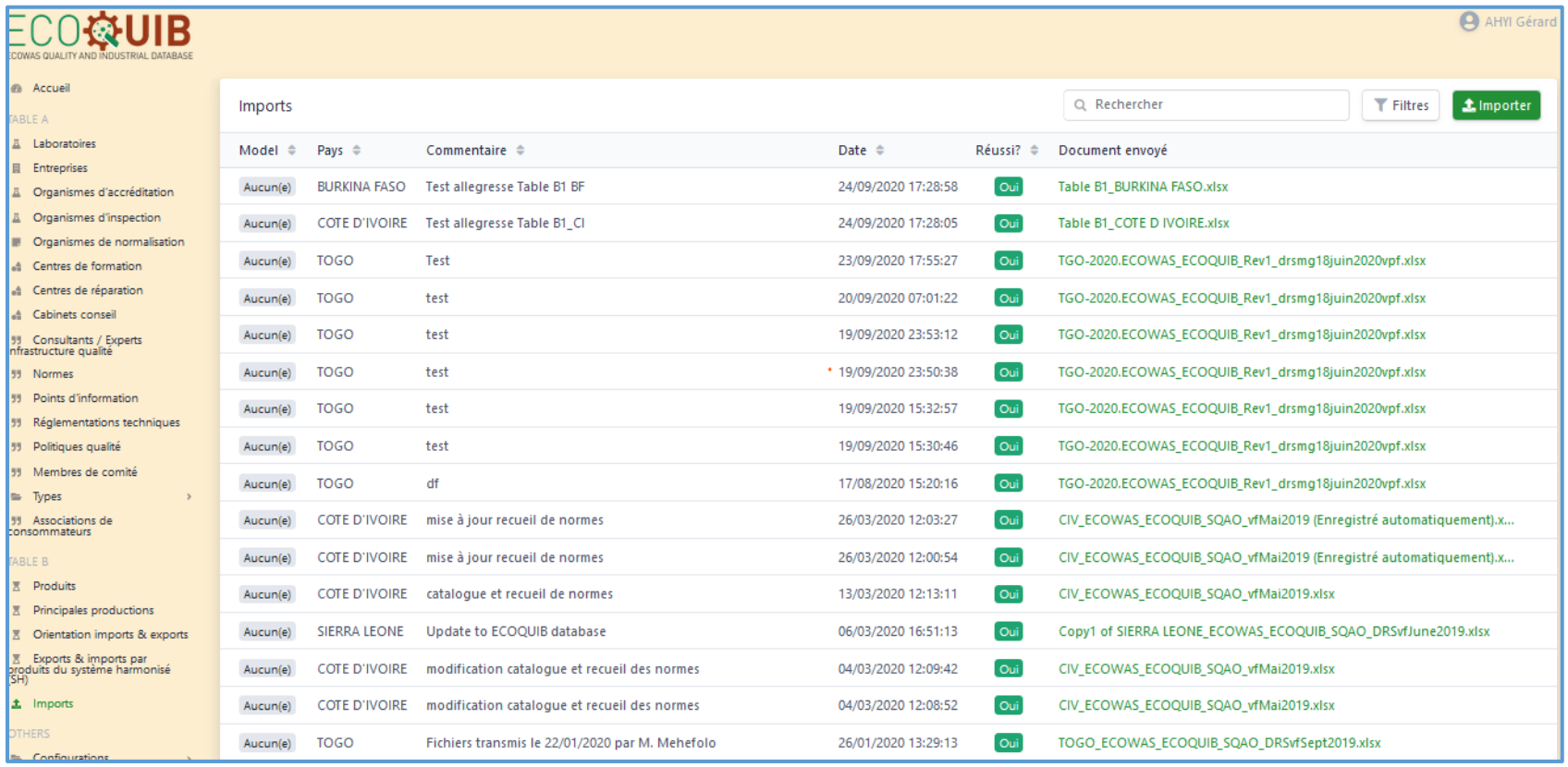


figure32: Page of tables already imported into the database

(4) Click on “import” to start your data import. You obtain a window presented below;

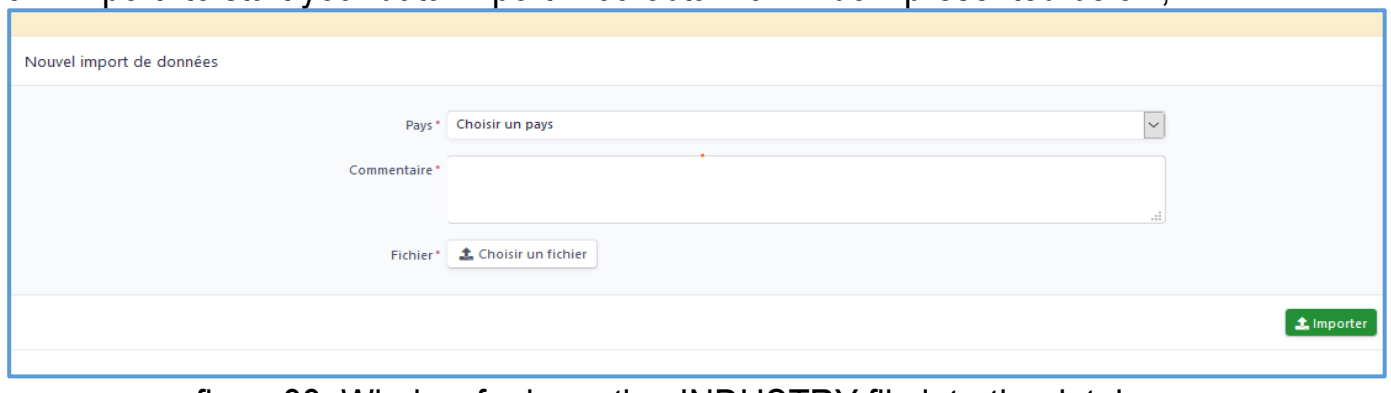


figure33: Window for importing INDUSTRY file into the database

(5) **To input**a comment in the area entitled COMMENT, mandatory input field. The comment can be for example the name of the table or that of the person doing the import;

(6) **To click**on "Choose a file" to find your file to import in the possible locations where you had saved it beforehand, then;

(7) **To click**on the “import” icon at the bottom right of this window.

Remarks :

- When your import has been successful, the names of the imported data files are found in the first lines at the page level of the tables or data already imported into thebase (Figure 32);
- Repeat steps 4 to 8 for each import of a new data file;
- The time it takes to import a file varies depending on the size of the file and the quality of the connection used;
- You can search tables or files already imported or filters. At this, at the level of the page offigure 32,specify the name of your file sought in the "search" section. For a filter, click on “Filter” then specify your filter using the liter form presented to you. You have the possibility of filtering according to the country, the comment made on the file to be searched, the date of import of the file, according to whether the import of the file was successful and finally to apply your options previously defined in relation to the filter .

3.3. Account and user profile

An administrator can change their edit their account settings. The changes concern the password and the user name. These changes can occur in cases where a user has some difficulty logging into their account, a user's account has been hacked, or many other cases.

3.3.1. Change password

To change your password,

(1) **To click**on the “Change my password” sub-theme of the “MY ACCOUNT” theme in the navigation menu of the data entry page. You get an input form;

(2) **To fill**the input form;

(3) **To click**on "Save" at the bottom of the form to validate your changes

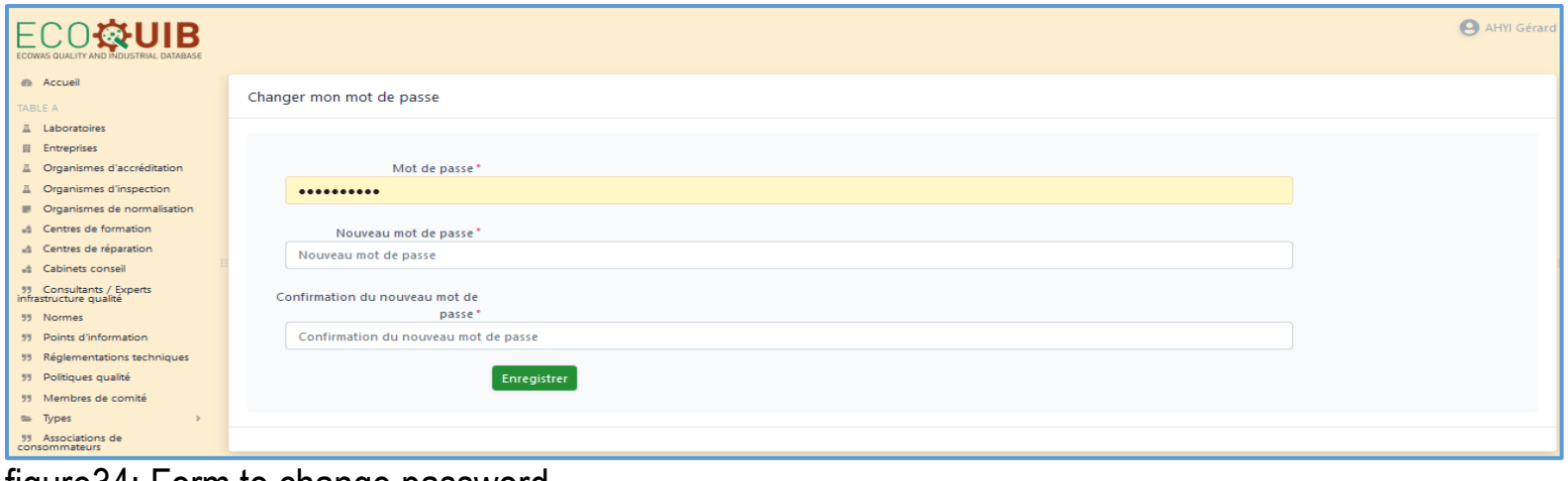


figure34: Form to change password

3.3.2. Change profile

To change their profile:

(1) **To click**on the “Modify my profile” sub-theme of the “MY ACCOUNT” theme in the navigation menu of the data entry page. You obtain an input form to fill out and comprising six (06) fields whose titles are: (i) Country, (ii) Full name, (iii) Email, (iv) Group, (v) Password and (vi) Password Confirmation. the second of which is mandatory; To complete the input form,

(2) **Specify**your country in the "COUNTRY" field using a drop-down list;

(3) **To input**the user's full name in the "Full name" field. this input field is mandatory;

(4) **To input**his email in the corresponding field;

(5) Enter the password in the "Password" field;

(6) **To confirm**the password entered previously in the last field then

(7) **To click**on “Save” to validate your modifications or on “Delete” to erase all the modifications made or on “Return to the list” to ignore your wish to modify and keep the old information as it is.

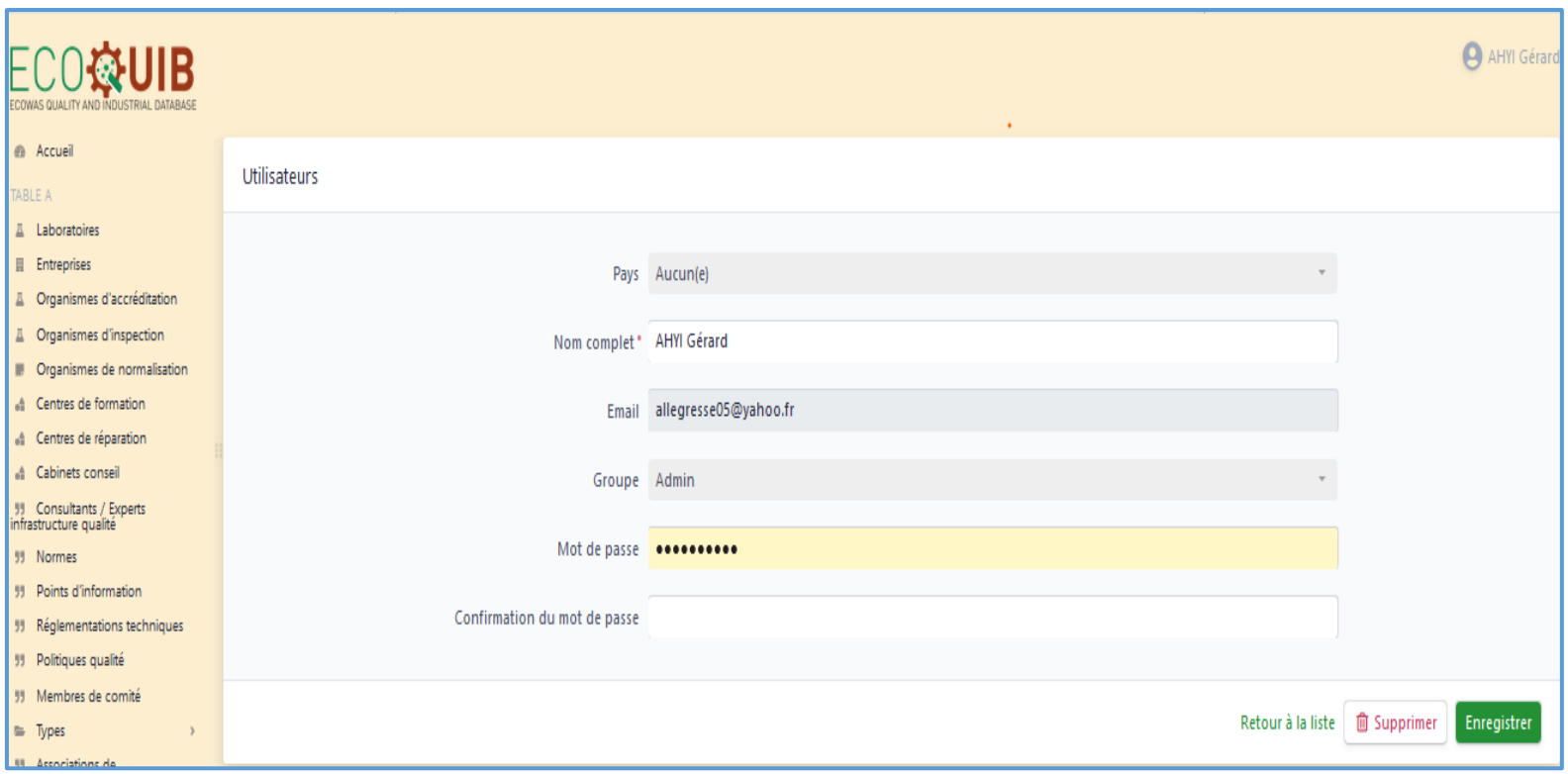


figure35: Form to modify an administrator account

List of Figures

Figure 1: Screenshot of the ECOQUIB Rev 1 database home page *9*
Figure 2: Partial screenshot of the data consultation interfaces *10*
Figure 3: Screenshot of theme choice (Here EXTERNAL LINKS) and sub-themes *11*
Figure 4: Partial screenshot of the quality data search / query window *12*

Figure 5: Partial screenshot of the industry data consultation window 12
Figure 6: Database navigation languages screenshot 13
Figure 7: Error message _non specification of the "Type of data sought" field 16
Figure 8: Screenshot of a lab search form 18
Figure 9: Screenshot of a company search form 20
Figure 10: Screenshot of a search form for certification, inspection and standardization bodies 21
Figure 11: Search form for training centers in the ECOQUIB Rev 1 database 23
Figure 12: Consultant search form 25
Figure 13: Labs search result 31
Figure 14: Detailed result of a search on a laboratory 32
Figure 15: Result of a search on companies 33
Figure 16: Production and price data search form 35
Figure 17: Search form for imports and exports by Harmonized System (HS) products 36
Figure 18: Search form on table B3: Geographic orientation of imports and exports 37
Figure 19: Search form on table C1: Taxes, exemptions and salary compensation industrial sector 40
Figure 20: Data search form on table C2 – Energy and Environment 41
Figure 21: Result from a search on table B1 – Production volume 43
Figure 22: Evolution of volumes 44
Figure 23: Result of a search on table B1 – Production price 45
Figure 24: Screenshot of connection to the data entry part of ECOQUIB Rev 1 47
Figure 25: Screenshot of the navigation page for entering quality data in the ECOQUIB Rev 1 database 48
Figure 26: Display of laboratories already entered 49
Figure 27: Icons for deleting and modifying a record 51
Figure 28: Display of training centers entered in the database 54
Figure 29: Consulting firm metadata entry form 57
Figure 30: “Standard” metadata entry form 60
Figure 31: Form for entering "quality policy" metadata 64
Figure 32: Page of tables already imported into the database 68
Figure 33: Window for importing INDUSTRY file into the database 68
Figure 34: Form to change password 70
Figure 35: Form to modify an administrator account 71