

# NOTIFICATION PROCEDURE

**Zoonotic diseases in humans, animal population,  
veterinarians and veterinary para-professionals,  
national reference laboratories and vaccine production**

## 2015



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## CONTENTS

Introduction .....	1
Section 1 - Zoonotic diseases in human .....	3
Section 2 - Animal population .....	5
Section 3 - Veterinarians and veterinary para-professionals .....	11
Section 4 - National reference laboratories .....	15
Section 5 - Vaccine production .....	17

DEMONSTRATION VERSION

DEMONSTRATION VERSION

## **INTRODUCTION**

The World Organisation for Animal Health (OIE), the World Health Organization (WHO) and Food and Agriculture Organization of the United Nations (FAO), have agreed that the OIE, as mandated by its Member Countries, shall be responsible for collecting information needed to prepare a review of the animal health situation worldwide on a yearly basis, including from countries that are not yet OIE Members but are Members of either of the other two organisations.

This procedural guide is aimed at helping OIE Member Countries to better fulfil their obligations arising from part 4 of Article 1.1.3. of Chapter 1.1. of the *Terrestrial Animal Health Code* and *Aquatic Animal Health Code* respectively, (2015 Editions). This document is primarily intended for the information and use of the Focal Points for animal disease notification to the OIE appointed by Member Countries' Delegates. It provides guidance on the notification process - either using the paper form or the online notification application WAHIS - in order to provide the OIE Headquarters with information as per the requirements for the Annual report.

The annual report on animal health is a compilation of information on zoonotic diseases in human, animal species populations, veterinary and veterinary para-professional workforce demographics, National Reference Laboratories and vaccine production facilities in each country. All information in the first and second six-monthly reports is available on the WAHIS online Annual Report version. This document contains all the instructions needed to complete the annual report. Please read it carefully before providing your country's data.

To provide the information in a timely and efficient manner, Member Countries are encouraged to use the WAHIS online notification application (<https://www.oie.int/wahis/>) and are asked to use the paper form only if they have insurmountable difficulties in accessing WAHIS due to recurrent internet connection problems.

This procedure was originally created as a tool for the annual notification process using the paper form. However, it has been refined and now also serves as a guide for the correct use of the online application. If you have any questions or comments concerning this procedural guide or the notification process, please contact the World Animal Health Information and Analysis Department of the OIE at [information.dept@oie.int](mailto:information.dept@oie.int) .



# SECTION 1

## ZOONOTIC DISEASES IN HUMAN

The main purpose of this section is to collect information on OIE listed and other selected zoonotic diseases in humans to have a general overview of zoonotic diseases and to strengthen disease detection and notification in animals for an improved public health.

Please contact the relevant Competent Authority for public health in your country to obtain complete and validated information on zoonotic diseases in the human population. For each zoonotic disease, please refer to the case definition as defined by the World Health Organization (WHO) or in accordance with your national legislation, where applicable.

### **HOW TO COMPLETE THIS SECTION**

Indicate the status of zoonotic diseases in humans in your country for each zoonotic disease in the table according to the definitions below, by ticking the appropriate box (columns 1, 2, 3 and 4). On the on-line notification application WAHIS, please select the appropriate status in the drop-down list. Additionally, please enter data on the number of human cases and deaths for each zoonotic disease present, when data is available.

Internationally imported cases should also be considered. These are human cases diagnosed with a zoonotic disease through exposure that occurred before entering your country. Inclusion of these cases, while encouraged in principle, depends on your national legislation.

### **Definitions:**

**No information:** no information is available regarding the presence or the absence of this zoonotic disease during the reporting period.

**Disease absent:** the zoonotic disease was absent in humans in the country during the reporting period.

**Disease present (number of cases unknown):** the zoonotic disease was present in humans in the country during the reporting period but the number of human cases is unknown.

**Disease present (number of cases known):** the zoonotic disease was confirmed present in humans with a known number of human cases recorded in the country during the reporting period.

- **Human cases:** correspond to the total number of humans diagnosed with the zoonotic disease including those that died from the disease. Case definition for each zoonotic disease is as defined by the WHO or in accordance with your national legislation where applicable.
- **Human deaths:** correspond to the total number of humans that died from the zoonotic disease.

## ZOO NOTIC DISEASES IN HUMANS DURING THE YEAR 2015

Name of zoonotic disease	No information (1)	Disease absent (2)	Disease present (No. of cases unknown) (3)	Disease present (No. of cases known) (4)	Human cases	Human deaths
Anthrax						
Avian chlamydiosis						
Babesiosis						
Bovine tuberculosis						
Brucellosis						
Camelpox						
Campylobacteriosis						
Cysticercosis						
Crimean-Congo haemorrhagic fever						
Ebola virus disease						
Echinococcosis / hydatidosis						
Equine encephalomyelitis (Eastern)						
Equine encephalomyelitis (Western)						
Glanders						
Hantavirus pulmonary syndrome						
Highly pathogenic avian influenza						
Japanese encephalitis						
Leishmaniosis						
Leptospirosis						
Marburg virus disease						
Monkey pox						
New World screwworm ( <i>Cochliomyia hominivorax</i> )						
Nipah virus encephalitis						
Old World screwworm ( <i>Chrysomya bezziana</i> )						
Q fever						
Rabies						
Rift Valley fever						
Salmonellosis ( <i>S. enteritidis</i> , <i>S. typhimurium</i> )						
Swine erysipelas						
Toxoplasmosis						
Trichinellosis						
Trypanosomosis, human African (sleeping sickness)						
Trypanosomosis ( <i>T. evansi</i> )						
Tularemia						
Venezuelan equine encephalomyelitis						
Variant Creutzfeldt-Jakob disease						
West Nile fever						

# SECTION 2

## ANIMAL POPULATION

The purpose of this section is to collect information on the number of animals and animal production establishments in your country for the reporting year. This information is collected by the OIE in order to have an indication of the susceptible animal population in countries. For this reason it is important to provide an estimation of the number of animals in your country according to the different categories and it is recommended to submit data by administrative divisions as these are important for analysis of diseases by such divisions.

The time period of the year in which the animal population is collected will be determined by each country. It is recommended to use a period of the year where the animal population is stable and is most accurate.

### HOW TO COMPLETE THIS SECTION

For animal population, information can be provided by the first-level administrative division or for the entire country for the reporting year.

For each species indicated, please enter the number of animals, hives or tonnes and number of establishments present in your country during the reporting year, either by first-level administrative division or for the entire country.

If a species is present in your country but data are not available on "Animal population" or "Number of establishments", enter "..." in the relevant column(s) or in the on-line notification application WAHIS please leave blank. It is also possible to enter Animal population if known but with no information for the corresponding Number of establishments or vice versa.

#### **Important:**

- If any of the species do not exist in your country, enter "0" in both columns.
- If animals transit through your country, they should not be reported under this section.

### **TERRESTRIAL ANIMALS**

Please indicate the total number of animals present in the establishment at the time that the census is conducted. Wildlife populations except captive wild animals reared for production should not be included.

**Cattle:** enter the number of cattle and the number of establishments.

**Buffaloes:** enter the number of buffaloes and the number of establishments.

**Camelidae:** enter the number of camels and the number of establishments

**Cervidae:** enter the number of cervidae and the number of establishments.

**Equidae:** enter the number of domestic horses, donkeys and their crosses and the number of establishments.

**Swine:** enter the total number of pigs in commercial and backyard productions and the total number of establishments. Use this option **only** if you are unable to provide data by sub-categories (commercial and backyards pigs).

**Pigs – commercial:** enter the number of pigs including piglets, fattening pigs and breeding pigs and the number of establishments.

**Pigs - backyard:** enter the number of pigs and the number of establishments.

**Sheep:** enter the number of sheep and number of establishments. If you cannot differentiate sheep and goat populations, keep the box empty on the on-line notification application WAHIS or enter “...” on the paper version.

**Goats:** enter the number of goats and number of establishments. If you cannot differentiate sheep and goat populations, keep the box empty on the on-line notification application WAHIS or enter “...” on the paper version.

**Sheep/goats (mixed flocks of sheep and goats):** use this option **only** if there are mixed flocks and you cannot differentiate between the exact number of sheep and the exact number of goats in your country. Enter the number of sheep/goats and number of establishments for these mixed flocks. **If you do not have the population mixed in your country, please enter “0”.** If you do not have this information, keep the box empty on the on-line notification application WAHIS or enter “...” on the paper version. **Please do not sum up the sheep and the goat population figures.**

**Dogs:** enter the total number of dogs (domestic and stray dogs where possible). It is not necessary to enter number of establishments.

**Cats:** enter the total number of cats (domestic and stray cats where possible). It is not necessary to enter number of establishments.

**Rabbits:** enter the number of farmed rabbits and the number of establishments.

**Rabbits/hares:** enter the number of rabbits/hares and the number of establishments.

**Bees** enter the number of bee hives and number of establishments. An establishment refers to an **apiary** and each apiary contains a certain number of hives.

**Birds:** enter the total number of poultry in commercial and backyard production systems and the total number of establishments. Use this option **only** if you are unable to provide data by sub-categories (layers, broilers, other commercial poultry and backyards). If data has been entered for at least one sub-category, please indicate the number of rest of the birds that do not belong to these sub categories.

**Layers – commercial production for eggs:** enter the number of layer birds in commercial production systems and the number of establishments in your country.

**Broilers – commercial production for meat:** enter the number of broilers in commercial production systems and the number of establishments in your country.

**Other commercial poultry:** enter the number of turkey, duck, geese, quail, guinea fowl, pheasant, pigeon, ostrich, etc. in commercial production and number of establishments in your country.

**Poultry – backyard:** enter separately the number of poultry including chickens and hens in backyard or village flocks and the number of establishments in your country if available.

## **AQUATIC ANIMALS**

For all aquatic animal production, **except for amphibians**, please enter in the “Production” column the quantity produced during the year in metric tonnes (one metric tonne is equivalent to 1,000 kilogrammes or 2,205 pounds). If you have data in kilogrammes or by individual animals, please convert them into tonnes before entering them. For amphibians please enter the number of animals.

**Fish (aquaculture production):** enter the number of tonnes that correspond to the fish production and the number of establishments in your country during the year.

**Crustaceans (aquaculture production):** enter the number of tonnes that correspond to the crustacean production and the number of establishments in your country during the year.

**Molluscs (aquaculture production):** enter the number of tonnes that correspond to the mollusc production and the number of establishments in your country during the year.

**Amphibians (aquaculture production):** enter the number of animals that correspond to the amphibian production and the number of establishments in your country during the year.

**Fish (capture):** enter the number of tonnes of fish removed from the wild during the year. On the on-line notification application WAHIS, please leave blank the number of establishments.

**Crustaceans (capture):** enter the number of tonnes of crustaceans removed from the wild during the year. On the on-line notification application WAHIS, please leave blank the number of establishments.

**Molluscs (capture):** enter the number of tonnes for molluscs removed from the wild during the year. On the on-line notification application WAHIS, please leave blank the number of establishments.

DEMONSTRATION VERSION

## ANIMAL POPULATION

### TERRESTRIAL ANIMALS

Name of the first level administrative division	Cattle		Buffaloes		Swine*		Commercial pigs		Backyard pigs	
	Total animals	Number of Establishments	Total animals	Number of Establishments	Total animals	Number of Establishments	Total animals	Number of Establishments	Total animals	Number of Establishments

\*Use this option only if you are unable to provide data by sub-categories (commercial pigs and backyard pigs).

Name of the first level administrative division	Sheep		Goats		Sheep and goats (mixed flocks)		Equidae	
	Total animals	Number of Establishments	Total animals	Number of Establishments	Total animals	Number of Establishments	Total animals	Number of Establishments





# SECTION 3

## VETERINARIANS AND VETERINARY PARA-PROFESSIONALS

The aim of this section is to provide information about the number of veterinarians and veterinary para-professionals involved in veterinary activities (public and private) in your country for the reporting year. This information will be used in the Performance of Veterinary Services (PVS) Pathway related activities including as relevant information for preparing country missions. For this reason it is important to provide data on the number of veterinarians and veterinary para-professionals in your country according to the different categories and activities where possible.

Information provided is for the entire country for the reporting year.

### **DEFINITIONS:**

For the purposes of this report, definitions as described in the *Terrestrial Animal Health Code* and the *Aquatic Animal Health Code* apply and are provided below:

***Veterinarian:*** means a person with appropriate education, registered or licensed by the relevant veterinary statutory body of a country to practice veterinary medicine/science in that country.

***Veterinary para-professional:*** means a person who, for the purposes of the *Terrestrial Code*, is authorised by the veterinary statutory body to carry out certain designated tasks (dependent upon the category of veterinary para-professional) in a territory, and delegated to them under the responsibility and direction of a veterinarian. The tasks for each category of veterinary para-professional should be defined by the veterinary statutory body depending on qualifications and training, and in accordance with need.

***Aquatic animal health professional:*** means a person who, for the purposes of the *Aquatic Code*, is authorised by the Competent Authority to carry out certain designated tasks in a territory and has the appropriate qualifications and training to perform the designated tasks.

***Approved:*** means officially approved, accredited or registered by the Veterinary Authority.

### **HOW TO COMPLETE THIS SECTION**

For each category under veterinarians and veterinary para-professionals, enter the number of staff employed for each activity. Where more than one activity is performed by an individual, please choose the main activity to avoid duplication. Please indicate the total number of veterinarians and veterinary para-professionals at national and sub national levels who are engaged full time and on a part time basis.

Veterinarians registered with the statutory body but not working in the country overseen by that statutory body should not be recorded for that particular year by the reporting country. Registered veterinarians include those with temporary registration for the reporting year in your country.

Information on veterinarians and veterinary para-professionals approved or authorised by Competent Authorities other than the Veterinary Authority should also be included.

Community animal health workers have not been defined by the OIE. However, this population might be involved in animal health activities. When applicable, please provide their total number.

## **VETERINARIANS:**

- **Veterinarians in the public sector:** please indicate the number of veterinarians employed in the public sector that are involved in each of the following: regulated animal health and welfare activities; veterinary public health activities, public sector laboratories and those involved in the approval and registration of veterinary medicinal products.
- **Veterinarians in the private sector:** please indicate the number of veterinarians employed in the private sector that are involved in each of the following: general animal health and welfare activities; veterinary public health activities and private sector laboratories. Private sector veterinarians involved in animal health and welfare or veterinary public health activities may be veterinarians who are *approved* to perform certain designated official veterinary functions in the country.

### **Categories:**

- **Animal health and welfare activities** are activities related to terrestrial and aquatic animals including wildlife.
- **Veterinary public health activities** cover food safety, the control of diseases for which there is an official programme, the control of zoonotic diseases and veterinary medicinal products.
- **Laboratories:** veterinarians working in public sector and private sector laboratories primarily performing diagnostic activities.
- **Academic activities and education:** veterinarians involved in the academics or training institutions. This includes veterinarians in veterinary education establishments and other institutions providing the initial training programmes and programmes for continuing education for veterinarians and veterinary para-professionals.
- **Pharmaceutical industry:** veterinarians working in the pharmaceutical industry. This includes veterinarians in drug and vaccine research, production and sales. This excludes veterinarians involved in diagnostic laboratories.
- **Private clinical practice:** veterinarians primarily involved in provision of therapeutic or prophylactic veterinary services directly to clients at their request. This excludes public sector veterinarians involved in public sector clinical practice.
- **Others:** veterinarians involved in any other activities not mentioned above. If you enter any figure other than 0 (zero) in the "Others" box, please include a short note describing the activity (ies) involved. This should be restricted to veterinarians who do not belong to any of the above specified categories.

## **VETERINARY PARA-PROFESSIONALS**

- **Veterinary para-professionals in the public and private sectors:** please indicate the number of veterinary para-professionals employed in the public and private sector that are involved in each of the following: animal health and welfare activities; veterinary public/private health activities and public/private sector laboratories.

### **Categories:**

- **Animal health and welfare activities** are activities related to terrestrial and aquatic animals including wildlife.
- **Veterinary public health activities** cover food safety, the control of zoonotic diseases and veterinary medicinal products.
- **Community animal health workers**

- **Others:** please indicate the total number of veterinary para-professionals involved in any other activities not mentioned above. If you enter any figure other than 0 (zero) in the “Others” box, please include a short note describing the activity (ies) involved. This should be restricted to veterinary para-professionals who do not belong to any of the above specified categories.

If a category does not exist at national level, enter “0” (i.e. zero).

If a category exists but no accurate data are available, enter an estimate. If no estimate can be made, please leave the box empty on the WAHIS online notification application or indicate “...” on the paper form.

## VETERINARIANS AND VETERINARY PARA-PROFESSIONALS

Veterinarians (by activity)	Public sector	Private sector
Animal health and welfare activities		
Veterinary public health activities		
Laboratories		
	<b>Number</b>	
Academic activities and education		
Pharmaceutical industry		
Private clinical practice		
Other*		
(*specify with a short Note)		
Veterinary para-professionals (by activity)	Number	
Animal health and welfare activities		
Community animal health workers		
Veterinary public health activities		
Other*		
(*specify with a short Note)		



# SECTION 4

## NATIONAL REFERENCE LABORATORIES

The aim of this section is to provide information on national reference laboratories and their diagnostic capabilities. Information in this section is automatically transferred from the previous annual report to the next one. This information is automatically populated each year. Please do not modify or delete the current name of laboratory (ies) and/or names of contact persons on the online notification application WAHIS. Only add additional information to those existing.

### HOW TO COMPLETE THIS SECTION

**Name of the laboratory:** please indicate the name(s) of the National Reference Laboratories in your country. Acronyms should be avoided unless they have been defined.

**Contact person and address:** please indicate the names of the contact persons and their professional addresses. On the online notification application WAHIS, the type of contact (for the laboratory or vaccine manufacturer or if both activities are under the same contact person) can be selected. Please do not enter the name of the city and country. The name of city is entered in a separate box and name of country is inserted automatically.

Each laboratory should be georeferenced enabling it to be located on a map. The latitude (North and South) and longitude (East and West) must be expressed in decimal format: e.g. Latitude 51.2798 – Longitude 0.635. If you have coordinates in DMS format (degrees, minutes and seconds: dd° mm' ss"), please convert them to decimal format. If the exact coordinates are not known, mapping features available on the online notification application WAHIS or other online applications may be used.

**Disease:** list the diseases for which each laboratory has the competency to test. Disease names should conform as closely as possible to the current OIE listed diseases names.

**Diagnostic tests used:** list the diagnostic tests routinely used that are recognised in the OIE Manual of Diagnostic Tests and Vaccines for Terrestrial Animals and in the OIE Manual of Diagnostic Tests for Aquatic Animals.

### NATIONAL REFERENCE LABORATORIES

Name of the laboratory	Contact person and address	Latitude	Longitude	Disease	Diagnostic tests used

N.B.: Add as many lines to this table as needed.



# SECTION 5

## VACCINE PRODUCTION

The aim of this section is to provide information on vaccine manufacturers and the types of vaccines produced for national use or for export. Information on status of production and exported vaccines can also be provided through this section. Information about the vaccine manufacturers is automatically transferred from the previous annual report to the next one. Please do not modify or delete this information. New information can only be added to those existing.

### **HOW TO COMPLETE THIS SECTION**

**Name of manufacturer:** the name of the establishment/ institution or company that produces vaccines within your country or its territory. Acronyms should be avoided unless defined.

**Contact person and address:** the names of the contact person(s) and their address details should be provided. On the online notification application WAHIS, the type of contact (for the vaccine manufacturer or laboratory or if both activities are under the same contact person) can be selected.

**Year of start of activity:** indicate the year when the vaccine manufacturer started vaccine production.

**Year of cessation of activity:** indicate the year when the vaccine manufacturer stopped vaccine production.

### VACCINE MANUFACTURERS

Name of manufacturer	Contact person and address	Year of start of activity	Year of cessation of activity

N.B.: Add as many lines to this table as needed.

## HOW TO COMPLETE THIS SECTION

**Disease:** for each disease, please indicate the name of the manufacturer(s) of vaccine(s) in your country. Disease names should conform as closely as possible to the current OIE listed diseases names. A single disease may have more than one type of vaccines and or more than one manufacturer.

**Name of the manufacturer:** the name of the establishment/ institution or company that produces vaccines within your country or its territory. Acronyms should be avoided unless defined.

**Vaccine name and type(s) of vaccine:** vaccine trade names may be used and please indicate if the produced vaccine is a conjugate vaccine, DNA vaccine, an inactivated vaccine, live attenuated vaccine (traditional vaccine), recombinant vector vaccine (new and second-generation vaccine) or a subunit vaccine.

**Number of doses produced:** number of doses of the vaccine produced during the year and per type if applicable.

**Number of doses exported:** number of doses of the vaccine exported during the year and per type if applicable. This figure may be greater than doses produced if it includes exported products that were produced in previous year.

**Year of start of production:** the year when the specific type of vaccine started to be produced.

**Year of end of production (if production ended):** The year when the specific type of vaccine stopped to being produced.

### VACCINE PRODUCTION FACILITIES

Diseases	Name of the manufacturer	Vaccine name and Type(s) of vaccine	Number of doses of the vaccine produced during the year and per type if applicable	Number of exported doses of the vaccine produced during the year and per type if applicable	Year of start of production	Year of end of production (if production ended)
African horse sickness virus (Infection with)						
Anthrax						
Aujeszky's disease virus (Infection with)						
Avian infectious bronchitis						
Avian infectious laryngotracheitis						
Avian mycoplasmosis ( <i>Mycoplasma gallisepticum</i> )						
Avian mycoplasmosis ( <i>Mycoplasma synoviae</i> )						
Bluetongue						
Bovine anaplasmosis						
Bovine babesiosis						
Bovine genital campylobacteriosis						
Bovine tuberculosis						
Bovine viral diarrhoea						
Brucellosis ( <i>Brucella abortus</i> )						
Brucellosis ( <i>Brucella melitensis</i> )						
Brucellosis ( <i>Brucella suis</i> )						
Camelpox						
Classical swine fever virus (Infection with)						
Contagious agalactia						

Diseases	Name of the manufacturer	Vaccine name and Type(s) of vaccine	Number of doses of the vaccine produced during the year and per type if applicable	Number of exported doses of the vaccine produced during the year and per type if applicable	Year of start of production	Year of end of production (if production ended)
Infection with <i>Mycoplasma mycoides</i> subsp. <i>mycoides</i> SC (contagious bovine pleuropneumonia)						
Contagious caprine pleuropneumonia						
Duck virus hepatitis						
Eastern Equine encephalomyelitis						
Infection with <i>Echinococcus granulosus</i>						
Infection with <i>Echinococcus multilocularis</i>						
Infection with <i>Chlamydophila abortus</i> (Enzootic abortion of ewes, ovine chlamydiosis)						
Equine influenza						
Equid herpesvirus-1 (EHV-1) (Infection with)						
Equine arteritis virus (Infection with)						
Foot and mouth disease						
Fowl typhoid						
Haemorrhagic septicaemia						
Heartwater						
Highly pathogenic avian influenza viruses (Infection with)						
Infection with salmonid alphavirus						
Infectious bovine rhinotracheitis - Infectious pustular vulvovaginitis						
Infectious bursal disease (Gumboro disease)						
Infectious haematopoietic necrosis						
Infectious salmon anaemia virus (HPR-deleted or HPR0 genotypes) (Infection with)						
Japanese encephalitis						
Koi herpesvirus disease						
Leishmaniosis						
Low pathogenic avian influenza viruses (poultry) (Infection with)						
Lumpy skin disease						
Myxomatosis						
Nairobi sheep disease						
Newcastle disease						
Ovine epididymitis ( <i>Brucella ovis</i> )						
Paratuberculosis						
Peste des petits ruminants virus (infection with)						
Porcine reproductive and respiratory syndrome						
Pullorum disease						
Q fever						
Rabbit haemorrhagic disease						

Diseases	Name of the manufacturer	Vaccine name and Type(s) of vaccine	Number of doses of the vaccine produced during the year and per type if applicable	Number of exported doses of the vaccine produced during the year and per type if applicable	Year of start of production	Year of end of production (if production ended)
Rabies virus (Infection with)						
Red sea bream iridoviral disease						
Rift Valley fever						
Salmonellosis ( <i>S. abortusovis</i> )						
Sheep pox and goat pox						
Spring viraemia of carp						
Theileriosis						
Transmissible gastroenteritis						
Trichomonosis						
Turkey rhinotracheitis						
Venezuelan equine encephalomyelitis						
Vesicular stomatitis						
West Nile fever						
Western Equine encephalomyelitis						

N.B.: Add as many lines to this table as needed.

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This notification procedure is also available  
under the section “Disease notification documents”  
of the dedicated OIE Delegates web site  
[http://web.oie.int/delegatweb/login\\_delegate.php](http://web.oie.int/delegatweb/login_delegate.php)  
and under the section “Help-Manuals-FAQ”  
of the WAHIS online notification application