SADC Regional Programme for Rhino Conservation

TRAFFIC Rhino Horn Seizure Database (RHSD)

Version 1.0 (SANParks)

Instruction Manual

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TRAFFIC *East/Southern Africa*

*Improving security and management
of rhino horn stocks in SADC rhino range states
Semester 7 task 3.1-1.2*

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ABOUT the SADC Regional Programme for Rhino Conservation:

The *Programme goal* is to contribute to maintain viable and well distributed metapopulations of Southern African rhino taxa as flagship species for biodiversity conservation within the SADC region.

The *Programme objective* is to implement a pragmatic regional rhino strategy within the SADC region following the acquisition of sound information on, firstly, the constraints and opportunities for rhino conservation within each range state and secondly, the constraints and opportunities for rhino metapopulation management at the regional level.

DISCLAIMER

CONTACT DETAILS FOR THE PROGRAMME:

SOUTH AFRICA NATIONAL PARKS
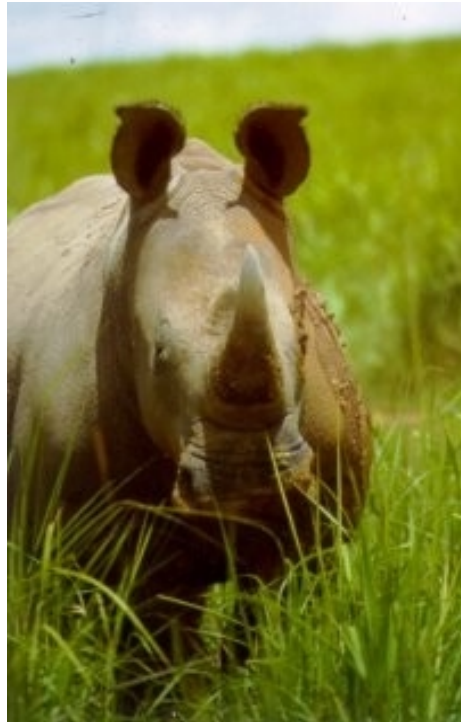
RHINO HORN SEIZURE DATABASE

Version 1.0

2003

INSTRUCTION MANUAL

1   INSTALLATION

1. Create a folder in <My Documents> called "RHSD".

2. Insert CD and copy both files 'Rhino Horn Seizure Database' and "RHSD Instruction Manual" into this folder.

3. Right-click the file 'Rhino Horn Seizure Database' in the "RHSD" folder with the mouse, and select <Create Shortcut> from the menu.

4. Move the short cut to the desktop by keeping the left mouse button down over the file and dragging it to the desktop.

5. From now on, double-clicking this icon on the desktop can open the RHSD. You are first presented with the Main Menu.
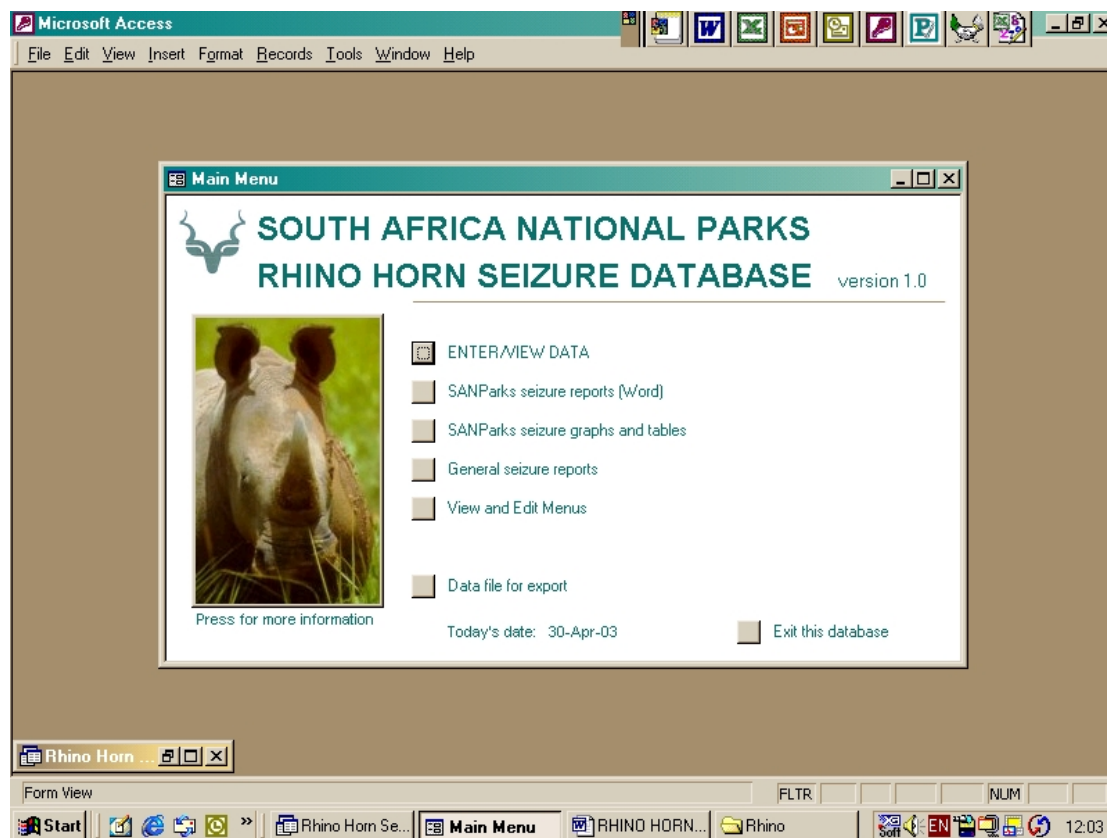
6. It is recommended that all new users read these instructions fully before using the database. The instructions can be obtained by viewing the "About RHSD" screen, which is viewed by pressing the rhino picture on the Main Menu.
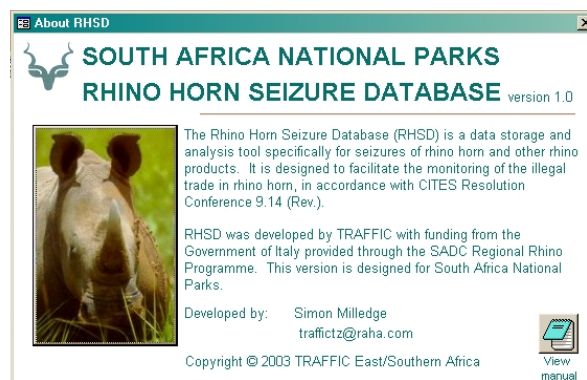
1. A total of 15 seizures have been entered as sample data for new users. Familiarise yourself with the user-friendly menu interface to guide between different data entry forms, automated tables and reports.

2. It is necessary to ensure that the preset drop-down menus have the correct codes and information. From the Main Menu, select <View and Edit Menus>, then select 'View and Edit Item Descriptions'. A list of ten different item descriptions has been entered, including "Horn", "Hide/skin", "Carving", etc. Modify these to suit the terminologies of rhino products seized in your situation. Add further item descriptions as required. Clicking on the x button in the top right-hand corner closes this form.
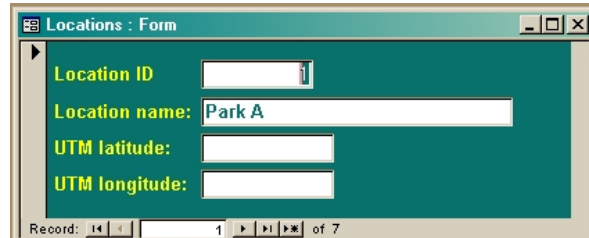
3. The same process should be repeated with the three other menus: Units Locations, and Transport Types. The <View and Edit Locations> form is used for adding and editing the names of all locations where horns (and other rhino products) are seized. To enable mapping of seizures (i.e. use of GIS), it is also important to include the UTM co-ordinates for each location.

4. Changes made to these menus at any time are automatically updated in seizure entries (see next section).

5. A fifth menu, <View and Edit Country Information> shows country codes and full country names. Note that the country code for South Africa is "ZA". The short-cut keys at the bottom of this menu facilitate quick viewing.

6. Once the user has fully understood this entire manual, it is necessary to delete the sample data. To delete records, open the "Enter/View Data" form from the Main Menu and select the record for deletion by clicking on the vertical grey bar on the left of the screen (see diagram overleaf). Then press <Delete on the keyboard.

1. The first option on the Main Menu ("ENTER/VIEW DATA") is the interface for entering new seizure data.   A new record should be entered for each seizure.

2. Press this icon to enter a new seizure.

3. Use the drop-down menus to assist data entry.

4. The most essential information for analytical purposes is the information contained within the section marked "PRIMARY INFORMATION". The next most important information is "SECONDARY INFORMATION", followed by "TERTIARY INFORMATION".

Primary Information

5. The 'country of seizure' is preset to read "South Africa" although this may be changed if necessary using the drop-down menu.

6. The 'location of seizure' should specify the precise location at which the horns or other rhino product were seized. For example, a particular airport, port, city or game reserve. Wherever possible, be as precise as possible. As you type the name of the location, the computer will automatically display available entries already included in the 'Locations menu' (see above). A new location cannot be entered at this time, and in such an event the computer will return the message "Double-click this field to add an entry to the list". By double-clicking, the same 'Locations menu' will be opened and you may enter a new location name. This new location will now be available from the drop-down list.

7. The date (year, month, day) should be the date the seizure was made.

8. The description of the rhino product seized should be selected from the drop-down list although it is preset as "Horn" since this is the most common entry. The quantity of items should be entered in the next box, and the appropriate units selected. The weight is entered in kg, and any decimal places should be included.

9. With respect to the drop-down lists for item description and units, if you type an entry not found in the list, the message "The text you entered isn't an item in the list" appears. Open the <View and Edit Menus> from the Main Menu if you wish to add a new item description (or unit).

10. A brief description of other contraband seized (including quantity and type) should be entered underneath, such as elephant ivory, arms, drugs, minerals, etc.

11. Finally, the agency responsible (or agencies) for the seizure, docket reference number (or equivalent reference number to facilitate your own easy reference to source documents), and identity of the person inputting the information in the database should be entered.

Secondary Information

12. If known, the precise origin of the products should be entered. This is often the name of a national park, game reserve, private landowner, sanctuary, conservancy, or perhaps the name of a strong room or other location.

13. Again, if known, the name of the Country of Origin, Country of Transit and Country of Destination should be selected using the drop-down menus. If there is uncertainty on the origin, transit or destination countries, they should be left blank.

14. The method of transport should be selected from the drop-down menu, which includes different forms of ground, air and sea transport. Open the <View and Edit Menu> from the Main Menu if you wish to add a new transport type.

15. If known, the current storage location and any marking of the horn(s) should be recorded. For example, many horns are centralised in a particular strong room. If the horn is marked in any way, including the use of a microchip, any reference number or marking should also be recorded here. The data entry sheet includes space to record any other information as necessary.

Tertiary information

16. This section includes the following information: smuggling methods, detection methods used by the law enforcement agency (e.g. regular patrol, random inspection, investigation, x-ray, etc.), value of products (must include currency), number and nationality of suspects, and status of case (e.g. penalties imposed, ongoing case, etc.)

17. Two other buttons are available in the top right-hand corner of the data entry/edit form: Print Form (picture of a printer) and Find Record (picture of binoculars). Regarding the latter, the cursor must be placed in the appropriate box before the Find Record icon pressed.

18. Above the Find Record icon is a reference number for each seizure. This is a unique number automatically allocated to each entry by the computer.

4. AUTOMATED ANALYTICAL REPORTS

1. Three menus are available from the Main Menu that allows automated reports to be produced based upon the seizure data entered in the computer.

SANParks Seizure Reports (Word)

2. This menu provides five different report options, all of which are produced in Microsoft Word format. They have been present to only produce reports for seizures occurring inside South Africa.

3. The "DETAILED REPORT ON ALL SEIZURES" provides a summary of all seizures contained within the database, listed in order of product description and date.

4. Three further reports follow the same format, but only displaying the seizures where either the country of origin, transit or destination of the products was known. The fifth and final report summarises available information on transport, smuggling, detection techniques.

SANParks Seizure Graphs and Tables

5. This menu provides access to a further six outputs including four tables and two graphs. They provide data in a format which can be linked directly to GIS mapping programmes.

6. The "VIEW DETAIL ON SEIZURES FOR SELECTED LOCATIONS" option allows the user to view detailed information on all seizures occurring at a particular location. In the example shown below, all seizures at 'Park B' are shown. A location must first be highlighted using the cursor, and then the 'Select' icon pressed.
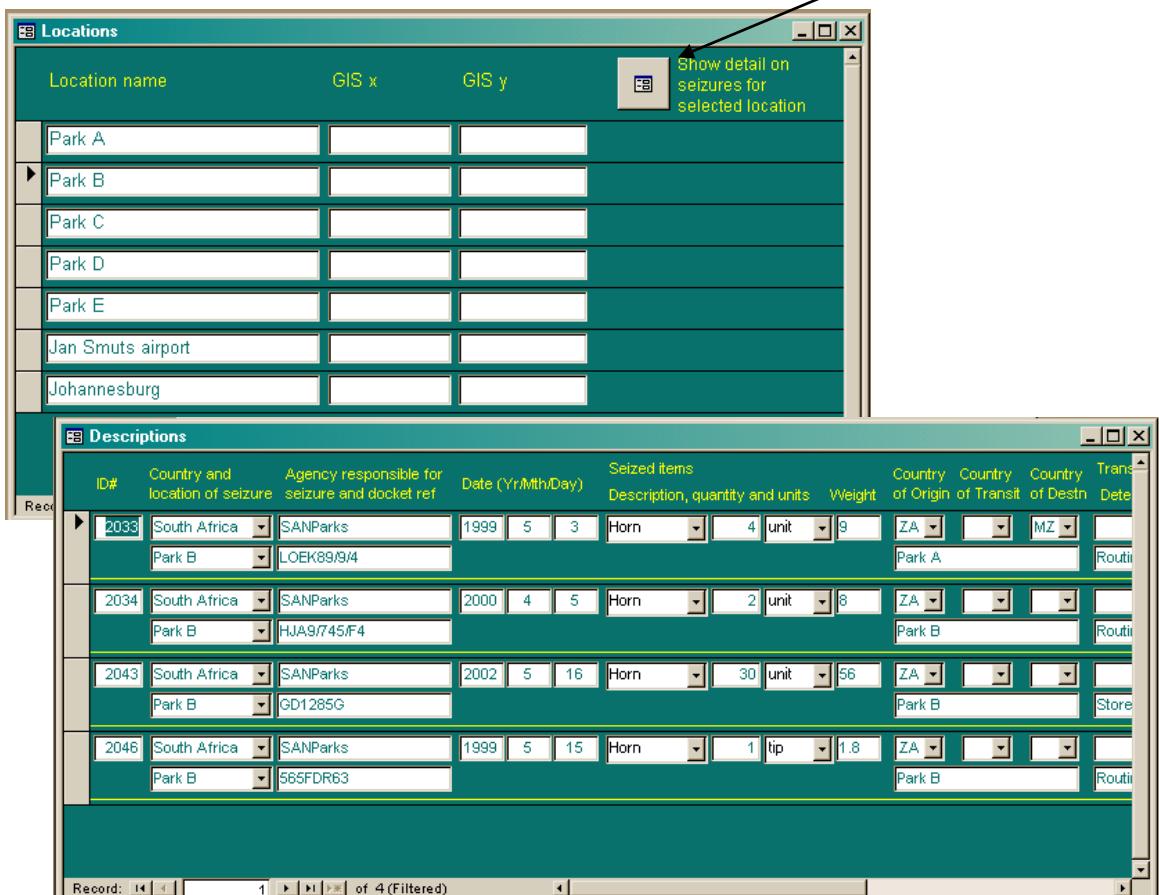
7. Two tables summarise the volume of horn seizures. The first table summarises all SANParks seizures by location and year ("Table showing volume of SANParks horn seizures by location and year".

Location name	SumOfNumber1	1999	2000	2001	2002	2003
Jan Smuts airport	60		10			50
Johannesburg	36	26	6	4		
▶ Park B	36	4	2		30	
Park D	9				7	2
Park E	10		10			

8. The second table sums the horn seizures over a specified period ("Table showing volume of SANParks horn seizures by selected year range"). The user must specify start and end dates (years).

Enter Parameter Value
Start Year
2000

Enter Parameter Value
Ending Year
2002
OK   Cancel

Location name	SumOfNumber
▶ Jan Smuts airport	10
Johannesburg	10
Park B	32
Park D	7
Park E	10

9. Two bar graphs can also be produced automatically, depicting the quantity of rhino horns seized by year and location. The two graphs present the data in terms of number of horns and weight of horns.

It may sometimes be necessary to run the graph options more than once to ensure the correct data is displayed. If for some reason not all the locations are visible on the key, the 'View' icon at the top left-hand corner should be pressed and the entire graph selected by double-clicking it. It is then possible to adjust the size of the graph size by dragging the edges. The graph should then be closed and saved.

Bar graph showing numbers of horns seized

	1999	2000	2001	2002	2003
■ Park E		10			
□ Park D				7	2
□ Park B	4	2		30	
■ Johannesburg	26	6	4		
■ Jan Smuts airport		10			50
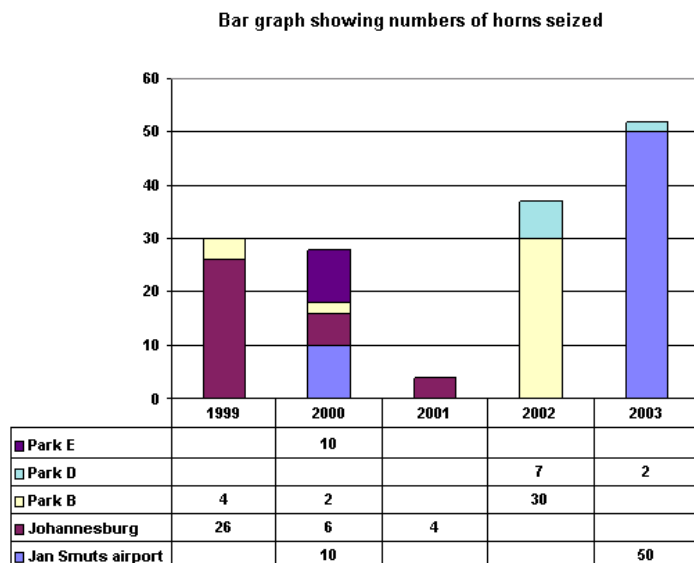
10. Finally, the last table under this menu produces a table summarising the number of individual seizure cases ("Table showing number of SANParks seizure cases by location and product").

Location of seizure	Carving	Hide/skin	Horn
Park B			4
▶ Park C		1	
Park D	1		2
Park E			1
Jan Smuts airport			2
Johannesburg			4

General Seizure Reports

11. This menu contains a further six tabular outputs, which are in general more useful when the database contains information on seizures from more than one country.

12. The first table, "TABLE SHOWING LIST OF ALL HORN SEIZURES IN RHSD", lists basic information on every horn seizure in the database. Entries are listed in chronological order.

CountryGIS	Location name	Year	Number	Units	Weight
South Africa	Park D	2003	2	unit	4.0
South Africa	Jan Smuts airport	2003	50	unit	105
South Africa	Park D	2002	7	unit	11.4
South Africa	Park B	2002	30	unit	56
South Africa	Johannesburg	2001	2	unit	
South Africa	Johannesburg	2001	2	unit	3.5
South Africa	Johannesburg	2000	6	unit	14.6
South Africa	Park E	2000	10	unit	13
South Africa	Jan Smuts airport	2000	10	unit	23
South Africa	Park B	2000	2	unit	8
South Africa	Johannesburg	1999	26	unit	40.2
South Africa	Park B	1999	4	unit	9

13. The remaining tables are fairly self-explanatory:

"Table showing total volume of all rhino product seizures in RHSD":

CountryGIS	Product	pcs	tip	unit
South Africa	Horn		1	151
South Africa	Hide/skin	5		
South Africa	Carving			3

"Table showing volume of horn seized by country and year":

CountryGIS	SumOfNumber1	1999	2000	2001	2002	2003
South Africa	151	30	28	4	37	52

"Table showing volume of horn seized by selected year range":

CountryGIS	SumOfNumber
South Africa	69

"Table showing number of seizure cases by country and product":

CountryGIS	Carving	Hide/skin	Horn
South Africa	1	1	13

"Table showing seasonality of horn seizures":

Country of seizure	Units	Total Of Number	1	4	5	6	10	12
South Africa	unit	151	2	62	44	26	8	9
South Africa	tip	1			1			

5.   VIEWING AND EDITING MENUS

The "View and Edit Menus" option on the Main Menu is used for viewing and editing five menus: locations, products descriptions, units, transport types and countries. Operational guidelines are described in more detail in section 2 (Setting Up the Database).

6.   EXPORTING DATA

The last button on the Main Menu ("Data file for Export") produces a tabular output that can be easily exported in a low-memory format. This is particularly useful for sending the database contents as an email attachment. The process for exporting this file is as follows:

i)   Press <Date File For Export> on the Main Menu.

ii) Select <Export…> from the <File> menu at the top of the screen.

iii) Select the appropriate storage location under <Save in:>.

iv) Under <Save as type:>, choose dBASEIV.

v)   Choose an appropriate file name under <File name:>. It is worth including the date in the file name. For example, "SANPRHSD20021215" denotes "SANParks Rhino Horn Seizure Database, 15th December 2002".

vi) Press <Save All>.

CONTACT DETAILS

For more information on this database, how to import data, and options to increase fields or analytical capabilities of the database (including linkages to GIS, inclusion of seizures of products from other species, inclusion of more detailed suspect information, etc.), please contact TRAFFIC East/Southern Africa at email: traffictz@raha.com or write to P.O. Box 106060, Dar es Salaam, Tanzania.