



Gold Standard Assessment Briefing Note

The EPI Foundation has developed a number of tools to support storeroom management to ensure the secure and transparent management of ivory and other wildlife products. This includes the reference document '[Gold Standards for the Management of Wildlife Storerooms](#),' which outlines the procedures and standards required.

As part of the Gold Standards toolkit, a simple Assessment questionnaire has been developed to help determine which aspects of the storeroom and its management needs improving to meet the minimum Baseline security and organisation standards, and the desired Gold Standards that countries should strive to achieve. Ideally the Assessment should be carried out annually to ensure the standards are being maintained.

The Assessment questionnaire is available either as an excel spreadsheet or through an easy-to-use digital App, both of which can be downloaded [here](#) from the EPI website.

The excel spreadsheet can be printed off for paper recording during the Assessment, and then the data inputted into Excel to provide scoring.

The App, on the other hand, allows you to digitally record the information whilst walking around conducting the Assessment, as it guides you through the questions. You can answer the questions on the App without being connected to the internet, and it also allows you to take photos of key details. Upon completion, once connected to the internet, you can submit the Form to receive an automatically generated Gold Standards Assessment Report which is emailed to you. This report can form the basis of a final Storeroom Assessment Report.

This document will guide you through how to set up the spreadsheet, and the App, depending on which you choose to use.

Choosing the Tier storeroom.

The first step in the storeroom Assessment process is to identify which Tier the storeroom belongs to. This is a subjective choice based on the physical security measures in place. However, every country should aim to have at least one storeroom meeting the criteria for Tier 1.

Therefore, if you are reviewing the national central storeroom, it should meet Tier 1 criteria. For other storerooms, we suggest starting at Tier 3 level, to ensure that at least these baseline standards are met, before considering if the store can meet Tier 2 or 1 criteria.

Once you have decided on the Tier, there are a couple of tools you can use to conduct the Assessment.

1. The Gold Standards Assessment Excel Spreadsheet

Download the spreadsheet from the EPI website [here](#).

Choose the relevant Tier storeroom you want to assess from the tabs at the bottom (Tier 1, Tier 2 or Tier 3).

Open a new spreadsheet for that Tier and look down the questions. They cover the full range of subject areas as detailed in the Gold Standards. You complete the Assessment by filling in columns D and E.

Determine whether the statement in Column C is correct for the storeroom you are reviewing. If it is, enter "Y" in Column D, if it isn't, enter "N". If you conclude that the statement is partially true, for example it is generally correct, but there are some small changes that could be made to achieve the standard, enter "P" for partial.

You can also add any more comments in Column E, to help people understand the unique characteristics of the storeroom. This is especially important if you have entered "P" for partial.

Completing these columns will automatically generate colour coding and scores for each line and section. These can be used at the end of the Assessment as a quick and easy reference, highlighting areas which need more attention.

If you are unclear on any of the Assessment questions, first review the relevant section in the Gold Standards, where there is more information about what is required. If more explanation is needed please contact the EPI Foundation.

2. The Gold Standards Assessment App

a) Downloading the App

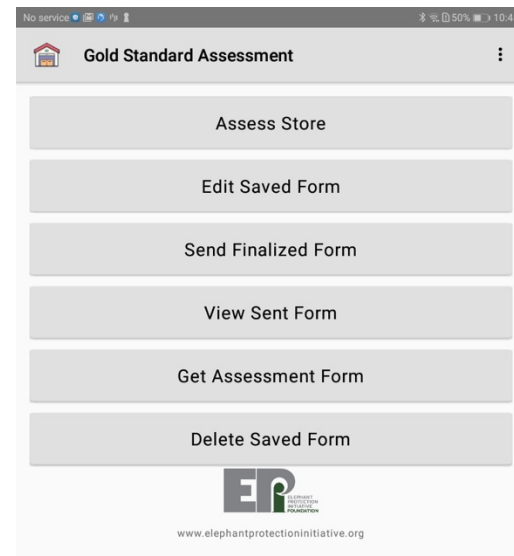
You will need internet access in order to download, so it is strongly advised to do this whilst the tablet is connected to Wi-Fi and not using 3G data. The App can be downloaded to any android tablet or android mobile device. You will need to authorize the installing of unknown Apps within Settings, and may need to disable Google Play Protect scanning in order to download the Gold Standard Assessment App. If you try the below steps to download and it is blocked, go to section 2 d) of this document for a guide on how to disable Google Play Protect App Scans.

1. To download the App, please request for a direct link to download the App to be emailed to you by clicking on the GS App request button at the bottom of the resources page on the EPI website [here](#). Once you have sent the request, within 24 hours you will then receive a link. Alternatively, you can start the download immediately here: <http://bitlyarn.co.ke/gsa/EPIGSAPPV5.apk> which you should click whilst using your android phone or tablet.
2. Check your downloads and open the downloaded file. Your device may ask you for permission for Chrome to access storage files. Please click 'Allow'. If a warning message pops up that the file may harm your device, please click OK to download anyway- this is a generic message for all new Apps, nothing to worry about.
3. A pop up may appear to say 'For your security, your phone is not allowed to install unknown apps from this source'. If so, click on settings, and then turn on 'Allow App installs'. Then go back to the App installation.
4. You will then be asked if you want to install this application- click INSTALL. If asked to turn on Play Protect, click DECLINE.
5. Once Installed, click OPEN. The App can also be accessed from your home screen.
6. Click ALLOW access to photos and files – this is required in order to save the forms from the questionnaire.

b) Conducting an Assessment

As mentioned above, you will not need internet access for completing the Assessment form, just at the end when you need to send the finalised form.

1. Open the App. You should see a Main Menu screen that looks like this:
2. To start an Assessment, Click **Assess Store**. Here you should find an option of three forms; Tier 1: National Ivory Storeroom, Tier 2: Regional Ivory Storeroom, Tier 3: Area Ivory Storeroom. Choose the Tier form relevant to the storeroom you are assessing. If the screen says 'Go to Get Assessment Form on the main menu to download a form', then go back and click on **Get Assessment Form**. Select the Forms and click 'Get Selected'
3. You will then be asked to put in your email address- this is where the Gold Standard Assessment Report will be sent to.
4. Continue to fill in the other details which will be included in the Report. You will need to confirm if you will be taking photos during the Assessment. Up to 2 photos can be submitted for each section to help demonstrate specifics if needed.
5. The App will guide you through different questions of what you should be looking for when conducting a Storeroom Assessment. These have been ordered to try and flow with how you would walk through the Assessment i.e. starting outside looking at the location and perimeter fence, gates, discussions with guards, before moving inside the storeroom to look at organisation, lighting, management and documentation, and finally movement of ivory.
6. There will be the option to add comments at the end of each section, to give more context if needed, for example on why an answer has been marked 'Partial'.
7. Should you need to find out any more detailed information during the Assessment, you should consult the [Gold Standards](#) reference document, from which the questions have been developed.
8. If you are not able to complete the Assessment in one go, you can click the Save icon in the top right hand corner. You will then be able to find your form in '**Edit Saved Forms**' in the Main Menu, when you are ready to continue the Assessment.



If you are unclear on any of the Assessment questions, first review the relevant section in the Gold Standards, where there is more information about what is required. If more explanation is needed please contact the EPI Foundation.

c) Gold Standard Assessment Report

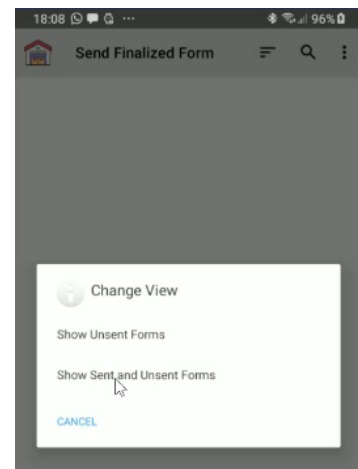
Once you have saved completed a Form and you are able to connect to the internet, from the Main Menu click on '**Send Finalised Form**'. This will send the answers to a secure server which will automatically score the Assessment.

An automatically generated Gold Standards Assessment Report will then be sent to the email address entered at the beginning of the Assessment. This includes:

- information of the Storeroom being assessed;
- the Gold Standard Assessment score results;
- key areas identified as needing improvement, and where to find the relevant guidance in the Gold Standard Reference document if required;
- photographs taken during the Assessment;
- The full Assessment answers attached as an Annex.

If you would like to re-send a previous report, click on **'Send Finalised Form'**, then click on the three dots in the right hand corner, then click on **'Change View'**, and **'Show sent and unsent forms'**:

This will bring up previous sent forms, which you can select, and click **'Send Selected'**. This form will then be re-sent to the email address included in the Assessment form.



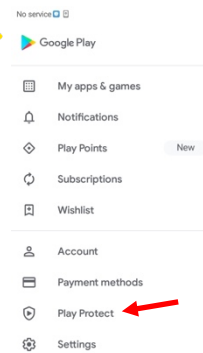
The Report also provides the template for the Assessor to fill out additional information (highlighted in yellow), such as Key Observations from the Assessment, and recommendations for next steps for improvements. Once all sections are completed, this has the necessary information to be submitted as a final Storeroom Assessment Report.

d) Updating tablet settings (only needed if prompted when attempting to download App).

The App can be downloaded to any android tablet or mobile device. For newer tablets or smart phones, you may need to disable Google Play Protect scanning in order to download the Gold Standard Assessment App.

First you will need to disable Google Play Protect App Scans. To do this:

1. Open Google Play Store- which is symbolised with this App icon:

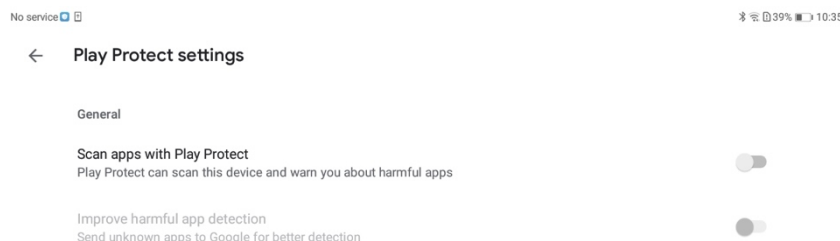


2. Click on the drop down menu in the top left hand corner and click on Play Protect:

3. Click the Settings icon in the top right hand corner:



4. Turn Off Scan Apps with Play Protect:



e) Security of information

None of the information entered through the App is saved on the server, as soon as the auto-generated Assessment Report is emailed to the Assessor, any information that has passed through the server is automatically deleted. This ensures that all the information entered through the App remains confidential and the property of the respective Government departments.

3. Training

The EPI Foundation offers a Gold Standard Assessment Training Programme, free of charge to EPI partner governments. This remote training is designed to be time efficient, consisting of:

- A brief introduction via zoom, including training videos by a Global Security Expert on what to look out for when conducting an Assessment;
- A practice Assessment;
- A review of the practice Assessment via Zoom

The training is designed for Storeroom Supervisors or equivalent who are authorised to conduct Assessments. The training can be conducted in English, French or Portuguese. It is estimated in total the training will require approx. 2 hours for meetings via zoom (split into 3 sessions), as well as the time needed to conduct the practice and real Assessment.

Should you be interested in participating in the training, please contact the EPI Foundation: info@elephantprotectioninitiative.org

Advantages of the Gold Standards Assessment

The Gold Standards Assessment has been developed by a range of security, audit and technology experts. The advantages of the Assessment are:

- The Gold Standards is a comprehensive document that covers all aspects of security and management. The Assessment is designed to also cover such aspects, and provides a clear non-subjective review of improvements needed to meet the Baseline and desired Gold standards for security and management.
- The Gold Standards and the Assessment can be applied for the management and security of all wildlife products, not just ivory.
- The Assessment questions vary dependent on the type of Storeroom (Tier 1, 2 and 3), so that you are guided through questions relevant to the security required for the different types of storeroom.
- The App is easy-to-use, offers greater ability to analyse and share the Assessment results. The automated Gold Standard Assessment Report saves time and greatly helps in providing important content needed for a Final Storeroom Assessment Report to be submitted. Additionally, the report provides information of what improvements are required, and the relevant section in the Gold Standards document to provide further guidance.
- A digital copy of the submitted forms is saved on the App, to ensure that the information is not lost.
- The App allows photos of different sections to be uploaded, to provide an additional level of detail.
- The App can be used without an internet connection, especially useful when Assessing more remote storerooms. Additionally the Assessment form can be saved should you need to gather further information and return to it later.
- The Assessment can be repeated annually to evaluate if standards have been maintained or improved.

Technical:

The server side of the application is built on open source tools, namely the python Django framework and the Open Data Kit data collection suite. The databases run on MySQL database. The mobile application is built to run on the android platform.

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