



User Guide IMPEL-ESIX

For Enforcement officials

Introduction

IMPEL-ESIX is a communication tool developed by IMPEL to enable law enforcement officers and other stakeholders to exchange and disseminate information about the subject of illegal killing and catching of birds (IKB). At a later stage other subjects, such as EU Timber Regulation and N2000 & Habitat Directive issues will be part of this system.

The system has two components:

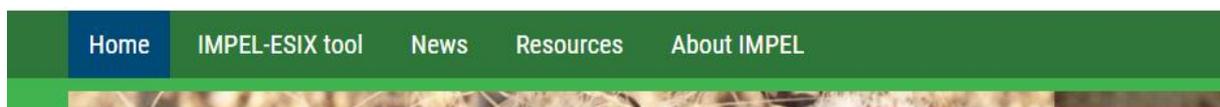
1. Website
2. Information exchange system

1. Website

Link to the website is www.impel-esix.eu

The website contains:

- General information about this project (Home)
- Useful information about Legislation, ID tools, Modus Operandi, reports & studies and links (IMPEL-ESIX Tools & Resource)
- General information about IMPEL (About IMPEL)
- An overview or recent Post and Newsletters (News)



How to register to receive IMPEL-ESIX Newsletters automatically in your e-mail box?

At the IMPEL-ESIX homepage you will find button REGISTER



With this registration (as Enforcement) you can apply for a user account and you will receive a username and password. This is useful to be able to add or edit details (like change of e-mail address or phone numbers) on your personal registration form.



Registration

With this form you can apply for a user account on this site. You need a valid email address.

1. Register:

Fill in the form on this page

2. Confirm:

Check your mailbox for a confirmation mail. Click on the confirmation link.

3. Approval:

The site admin will either approve or reject your application.

4. Done!

You will be notified by email.

When you register you will receive IMPEL-ESIX newsletter automatically.

It is very important that Enforcement members of the IMPEL-ESIX network can be identified as such. For this reason, always include all contact details on your application form including: name and first name, function, agency, business address, business phone number and mobile phone number.

Ideally, a professional email address should be used to use the IMPEL-ESIX mailing list. If you have multiple email addresses including a professional email address, please mention both on the application form.

Please also checkmark you are Enforcement and want to have access to the Enforcement website

This secured part of the IMPEL-ESIX website is only accessible for officials of law enforcement authorities (e.g. Police and other governmental agencies such as environmental inspection services, national crime units, etc. involved in wildlife trade) of the 28 EU Members States and neighbouring countries connected to this system.

After registration (as mentioned above) the moderator will check your contact details and (official) Email address and will only approve access to this part secured part of the website when it had become clear the applicant has an Enforcement status. When there are any doubts he will contact the Enforcement body to verify that status of the applicant. You will then receive a Username and Password

You will find this button on top of the homepage on the right side



Login (Enforcement only)

After approval you can use the given username/password to access this secured part.



Visible only to registered users of this site
 Remember Me

This part of the website contains information about Experts in the field of IKB, Rescue stations and more detailed information about seizures of birds related to IKB.

A list of contact details of Enforcement and Stakeholders will also be made available in order to improve direct contact between Enforcement bodies and Enforcement bodies and stakeholders

This list will only be available in the secured part (Enforcement only) of the IMPEL-ESIX website

You can return to the public site using the button “public site”



Maintenance and management of database and website

The IMPEL-ESIX website and database are maintained and managed by the Moderator on behalf of IMPEL. This maintenance includes a regular update of the Tools & Resources parts.

How to send an E-mail to users of IMPEL-ESIX

To send an email to the IMPEL-ESIX information exchange system, simply send an email to moderator@impel-esix.eu . The moderator will then evaluate the content of the message as soon as possible (within 1 day and for urgent messages within 2-4 hours) and:

- Send the message to all users (registered Stakeholders and Enforcement Officials)
- Send the message to registered Enforcement Officials
- Send the message to a specific Enforcement Official
- Establish contact between sender and specific Enforcement official in case of nominal of classified information can be exchanged to the right Enforcement body

When you have specific wishes regarding the receivers of your message or news, you can mention this in your e-mail.



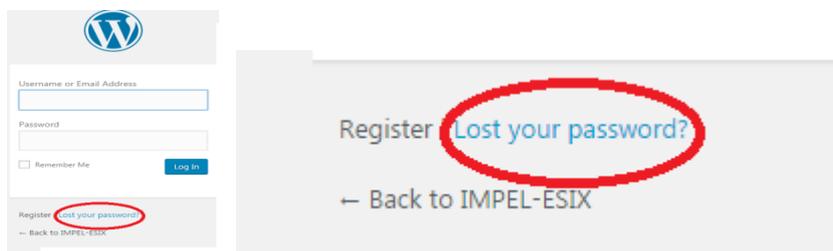
How to respond/reply to an IMPEL-ESIX Newsletter?

To respond or reply to an IMPEL-ESIX Newsletter: simply send an email to moderator@impel-esix.eu The moderator will then evaluate the content of the message and:

- Send the message to all users (registered Stakeholders and Enforcement Officials)
- Send the message to registered Enforcement Officials
- Send the message to a specific Enforcement Official
- Establish contact between sender and specific Enforcement official in case of nominal of classified information can be exchanged to the right Enforcement body

Lost your password

When you lost your password, please click on “lost your password?” and the system will help you to get a new one.



Can I change my email address or other contact details ?

In this case, please contact the Moderator : moderator@impel-esix.eu

The Moderator will give you instruction how to change your registration form.

How do I unsubscribe for the IMPEL-ESIX newsletter?

To unsubscribe for the Newsletter you can simply use the link at the bottom of each newsletter

The Moderator will then unsubscribe you within 24 hours

Kind regards,
The IMPEL-ESIX team
moderator@impel-esix.eu

Not interested anymore? [Unsubscribe Instantly](#).

IMPORTANT: No nominal information (Names and other details of suspects, car registration etc) should be mentioned in e-mails, send to the IMPEL-ESIX moderator. The moderator can bring you in contact with the right enforcement body that is interested in this specific information (Ideal is on a 1 to 1 basis). Please follow national legislation on sharing nominal information for enforcement purposes.

When you need (technical) assistance, do not hesitate to contact the IMPEL-ESIX moderator.