World Organisation for Animal Health

WAHIS
World Animal Health Information System

Tutorial

Quarterly reporting of WOAH-listed aquatic stable diseases

WAHIS
World Animal Health Information System

WOAH Regional Representation for Asia and the Pacific

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1. Overview

QAAD (Quarterly Aquatic Animal Disease) *reports* are the key output of WOAH-NACA collaboration: joint WOAH-NACA publications summarising aquatic disease situation across Asia-Pacific.

- WAHIS remains the official system for:
  - *Immediate notifications* and weekly *follow-up reports* for exceptional *events* (animal disease events, aka Early Warning) as per *Article 1.1.3* of the WOAH *Aquatic Animal Health Code*.
  - *Six-monthly reports* on presence/absence, occurrence codes, quantitative data and control measures on endemic/stable listed WOAH diseases.
  - Annual reports on animal populations.
- For WOAH listed aquatic diseases WOAH Members in the Asia and the Pacific are expected to:
  - Have a *stable event* marker in WAHIS for each disease which is endemic/*stable.*
  - Maintain a dedicated event of an endemic/stable WOAH-listed disease in WAHIS Animal Disease Events (aka Early Warning) module with a note such as:
    "*This event concerns a stable disease in* [country] *but is reported through the WOAH animal disease events module to accommodate NACA (Network of Aquaculture Centres in Asia-Pacific) QAAD* (Quarterly Aquatic Animal Disease) *reporting*".
  - Provide quarterly updates for this event submitting follow-up reports; if nothing changes since the last submitted report, submit a "no evolution" type update. These reports provide transparency on disease status, aiding early warning, control, and aquaculture production (fastest-growing food sector in the region).

About this Tutorial:

This tutorial was developed specifically for Quarterly Aquatic Animal Disease Reporting. The reporting process generally follows the standard WAHIS procedures, as outlined in the *WOAH Aquatic Code* and *Notification Procedures,* with only a few exceptions noted later in this document. Please use the original texts as your main reference. For additional guidance, consult the *WAHIS Support Desk information section*, which also includes *video tutorials*.

Some important links can be found in the text indicated by the *following format*.

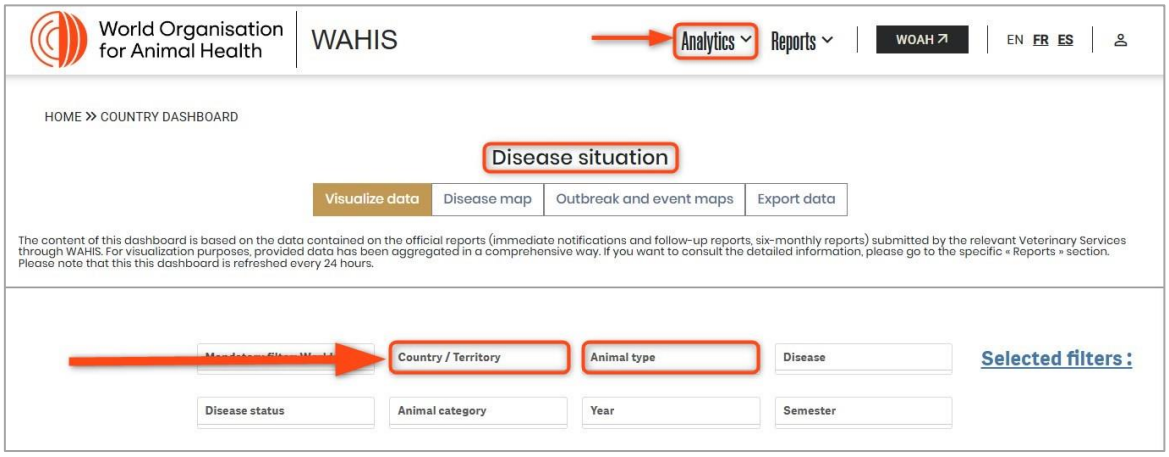
2. Choosing reporting strategy for a selected disease

Based on the situation of the disease in the country/territory decide whether the disease is to be reported as a *stable disease* or as an occasionally occurring exceptional *event*. Only the stable diseases are to be reported quarterly; exceptional events follow the usual *Aquatic Code Article 1.1.3 reporting* process.

Important: Every endemic disease must have an associated *stable event* in the Animal Disease Event (ADEM) module in WAHIS.

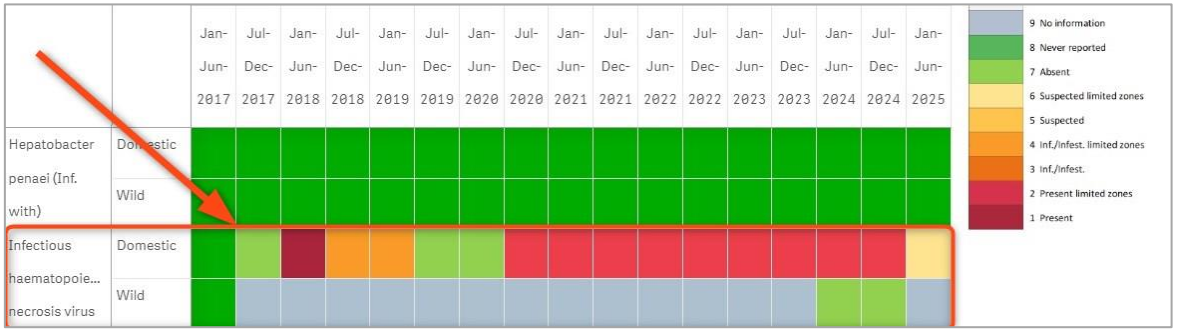
TUTORIAL VIDEO: Please, see the video of what it means to *declare an event stable in WAHIS.*

To ease the decision process, you can see the history of disease reporting of your country/territory on WAHIS Public Interface – Analytics – *Disease Situation dashboard.* Filter the dashboard for your country/territory and aquatic animal type:



The presented table can give you good indication if the disease should be reported as *stable*: when the occurrence code has been continuously reported through multiple semesters as *present/present limited zones/suspected/infection/infestation*.

For the two examples below, the Infectious hematopoietic necrosis virus should from 1/4/2026 be reported as a *stable* disease with quarterly reports to WAHIS:

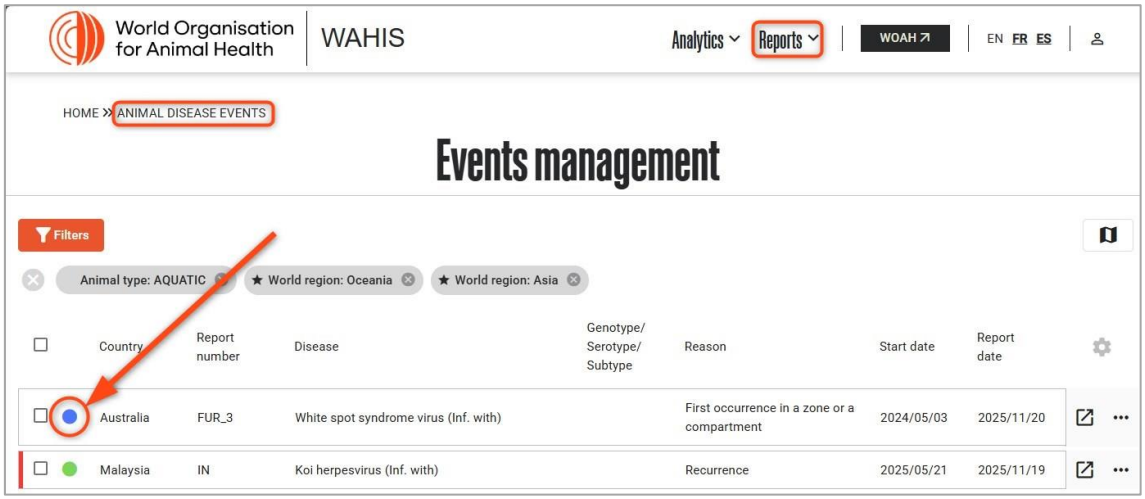


However, in the following example infection with Taura syndrome virus should be reported as an exceptional event (due to its absence in several of the semesters, including the latest one):

If in doubt, please contact WOAH team through *WAHIS Support Desk,* our team will support you in selecting the correct option for each disease.

When diseases fitting the definition of a stable disease are identified, you can proceed to create *stable* disease markers in ADEM in WAHIS (if there is no *stable* event yet). These are events in WAHIS, for which a *final report* has been submitted declaring the disease as *stable*. Each of these diseases should have a *stable event* marker in ADEM. These events are clearly visible for WAHIS users by a blue-coloured indicator on WAHIS Public Interface – Reports - *Animal Disease Events list:*

Choosing reporting strategy for a selected disease



3. How to create a stable event in ADEM WAHIS

USER GUIDE: please access a full WAHIS user guide *here.*

This step is necessary to be taken for all diseases which are stable in the country/territory but do not have a *stable event* in ADEM yet.

We recommend that newly appointed WOAH Focal Points contact the WOAH Team by email or submission of a *WAHIS Support Desk* ticket and have a one-to-one session with one of our team members in order to simplify the process of creation of such events. This will save you time and ensure a proper understanding of the procedures in place.

Login to WAHIS

Only reporting users can submit a *report* to WAHIS. If you are a reporting user, but do not have a WAHIS access yet, please follow the *procedure* to create a WAHIS user account.

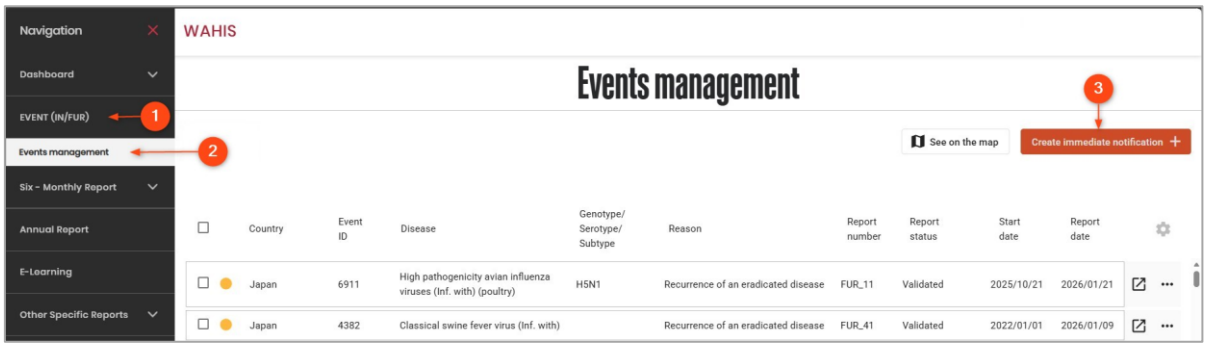
Enter *WAHIS Back Office*

and log in using your personal credentials:

Create an immediate notification report

VIDEO TUTORIAL**:** Please, see the video tutorial summarising the steps below *here.*

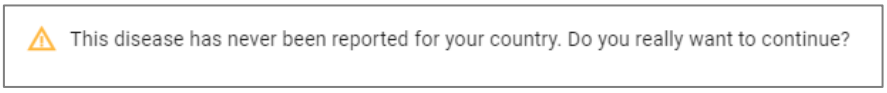
- In the navigation menu on the left, sect “**EVENT (IN/FUR)**” - “**Event Management**”
- On the top right corner of the screen, press “**Create immediate notification**”



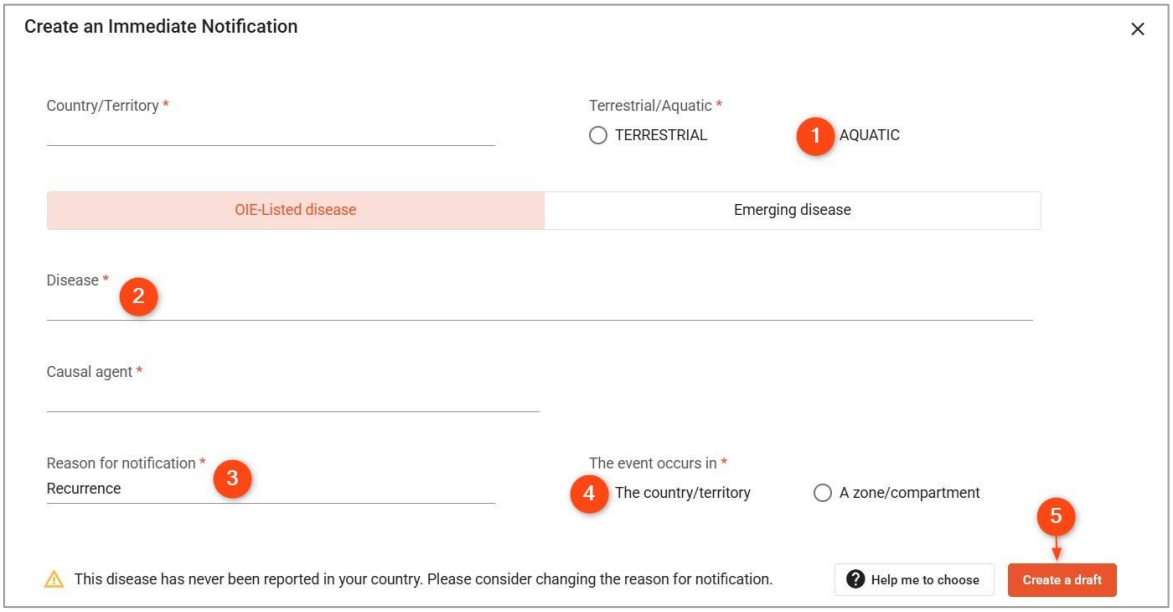
- In the new opened window choose the **animal type** corresponding to your event by clicking on **Aquatic** (Terrestrial is preselected by the system).
- Choose the disease to be reported as stable from the drop-down list.
- When certain diseases are chosen, a field “Serotype/subtype/genotype” appears. Choose an appropriate value from the drop-down list.
- Enter the reason for notification of Recurrence.

Please note that warning messages after a choice of reason for notification provided by WAHIS system are not blocking:

- Choose where the event occurs: either in “A zone/compartment” or “The country/territory”. If the disease is stable in the whole country/territory, choose the latter. If the disease is present only in a part of the country/territory, choose the former.



- Click on “Create a draft” to save the draft immediate notification.

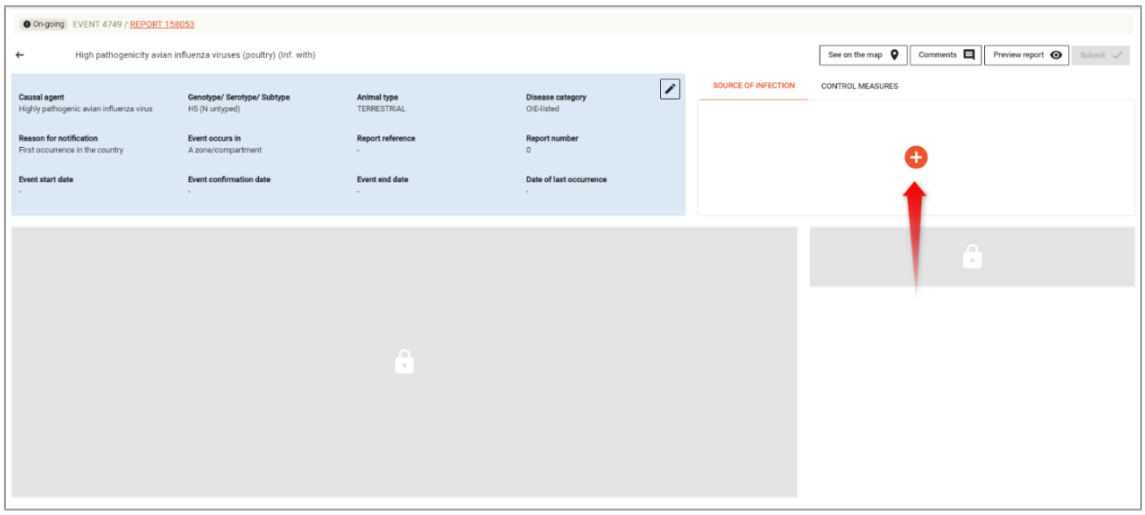


Edit an Immediate Notification report

The screen presented to you has five main sections with additional screens that can be accessed from the main page. All sections need to be completed to be able to submit the first report of the event (immediate notification).

VIDEO TUTORIAL: Please see a video tutorial on *how to navigate between the sections of an event.*

Entering data for the immediate notification has to happen in succession, one section after another. The process is assisted by the orange + sign for the sections that have to be filled next. The immediate notification report cannot be submitted until all mandatory steps are completed.



Please fill all the sections, following the steps detailed in the *WAHIS User Guide* Chapter 5 or as per Video Tutorial mentioned previously. Current tutorial will only list specific fields

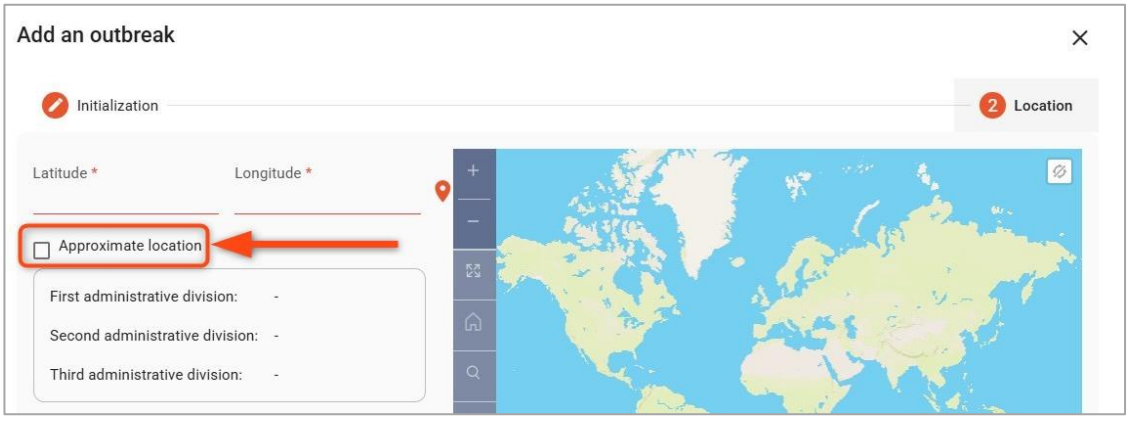
to pay attention to when creating reports for the QAAD report purposes.

- Please, enter information for *Source of infection* and *Control measures'* sections.

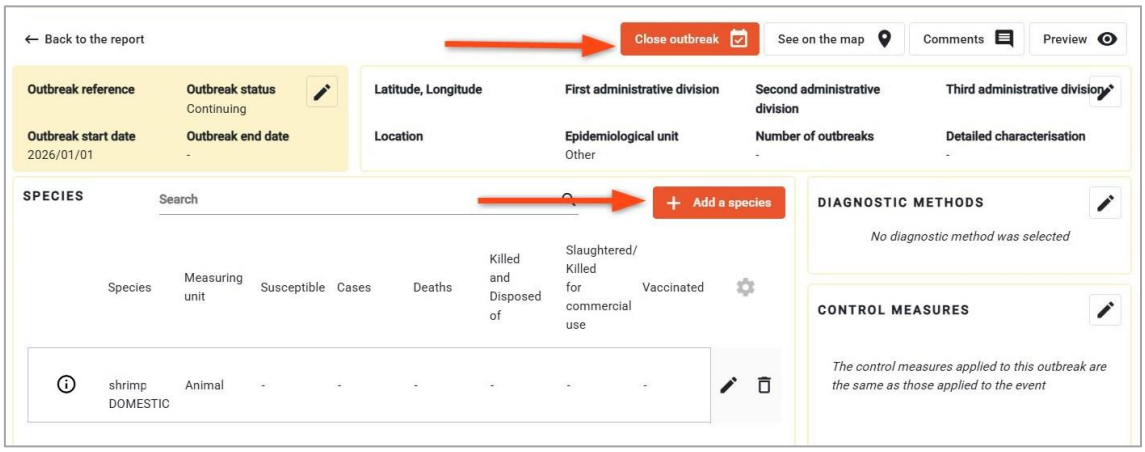
Outbreak information section

- When entering data for creation of a stable event, please, enter at least one known outbreak in the area of the country/territory, known to be affected by the disease.
- The **date of start of an outbreak** can vary, but as a guidance, you can choose any outbreak occurring within the semester preceding your first quarterly reporting for the disease. For example, you start to report for the first quarter 2026, any outbreak in the second semester 2025 can be used for your stable event marker. (Note the format for the date entry: yyyy/mm/dd or use the calendar icon to choose).

- If the stable event is being submitted based on suspicion about the presence of the disease, without actual recorded *cases*, choose the **location point** on the map within the first administrative division's (or example centroid) where the disease is being suspected and mark the location as **approximate**:



- **Species affected** by the disease should be entered in the report (even is only suspected hosts).
- **Quantitative data** of the outbreak may be left empty, if no data is available.
- Please, make sure to close all outbreaks submitted in the stable event. If **outbreak end date** is unknown, choose the last date of the semester reporting for or the today's date, if the semester has not ended yet.

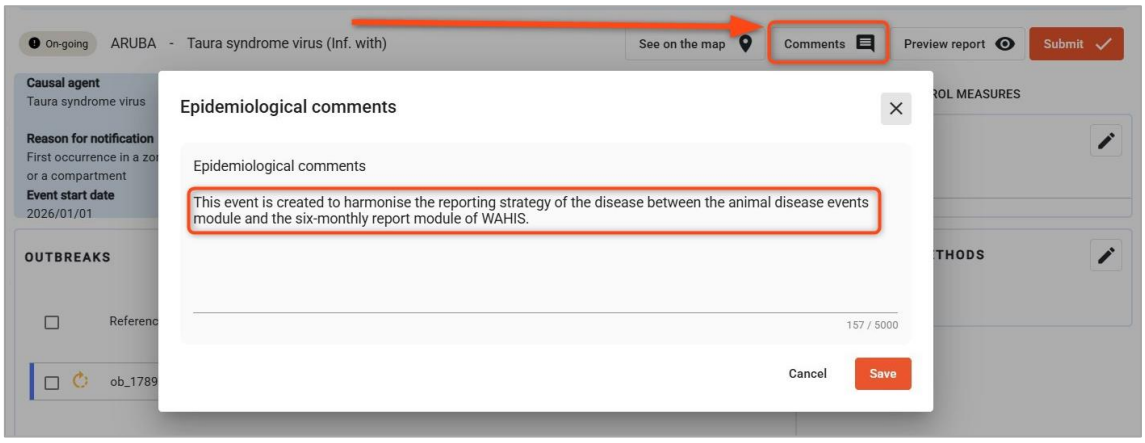


If selecting *Diagnostic test* for reporting **Diagnostic Methods**, a new field will appear, where adding at least one diagnostic test is mandatory for the submission of a report. Therefore, if you are in no possession of such information and cannot report it in a stable event, refrain from selecting this value.

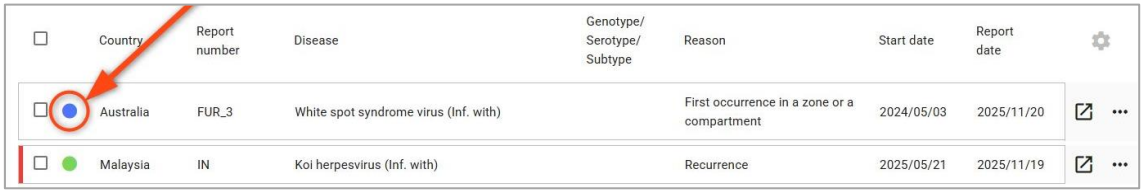
A confirmation date of the event will be requested on the finalisation step of the reporting process if "Clinical", "Necropsy" or "Diagnostic test" options are selected.

- If the disease was previously reported in six-monthly reports and no stable event existed beforehand, please, add the following epidemiological comment in the report:
  This event is created to harmonise the reporting strategy of the disease between the animal disease events module and the six-monthly report module of WAHIS.

VIDEO TUTORIAL: See the tutorial video on *How to add a comment to a report or to an outbreak?*



- **Submit** the report by pressing orange "Submit" on the top right of the screen.
- Reporting the event as stable is not possible in the immediate notification. This step will be done by WOAH team as soon as the report is submitted (hence, the abovementioned epidemiological comment is important to be placed in the report).
  Due to this, select the second option of the status of the event "**The event is resolved**".
- When the WOAH team receives the report and publishes it, you will see a stable event marker on WAHIS interface:



Country	Report number	Disease	Genotype/ Serotype/ Subtype	Reason	Start date	Report date
Australia	FUR_3	White spot syndrome virus (Inf. with)		First occurrence in a zone or a compartment	2024/05/03	2025/11/20
Malaysia	IN	Koi herpesvirus (Inf. with)		Recurrence	2025/05/21	2025/11/19

If you have distinct separate zones affected by the disease in the country/territory, it is possible to create one *stable* event for each distinct zone. In this way, when the disease is no longer present in a particular zone, it is possible to close one of the stable events as *resolved* and apply for status of freedom from the disease or submit a self-declaration of freedom in that zone.

If the country/territory decides to have multiple stable events for a disease (e.g. one stable event per zone), it is still acceptable to have only one open event for quarterly reporting which will include all the future outbreaks for the country/territory (apart from situation where the disease has several serotypes; then one event for each circulating serotype).

Please communicate any questions regarding creation of a stable event by submitting a request to the team via *WAHIS Support Desk*.

4. Creating a first quarterly report

How to submit the first ever quarterly report?

After the creation of a *stable event* for each of the *stable diseases* in the country/territory or zone(s), it is important to create another ADEM event to enable disease evolution to be tracked for QAAD reporting purposes. You can create a *first quarterly report* as soon as you finish submitting the initial stable event. The principle of creation of a first quarterly report is the same as a usual ADEM *event*: through a submission of an *immediate notification* report, described above, in the *tutorial video* and *WAHIS User guide.*

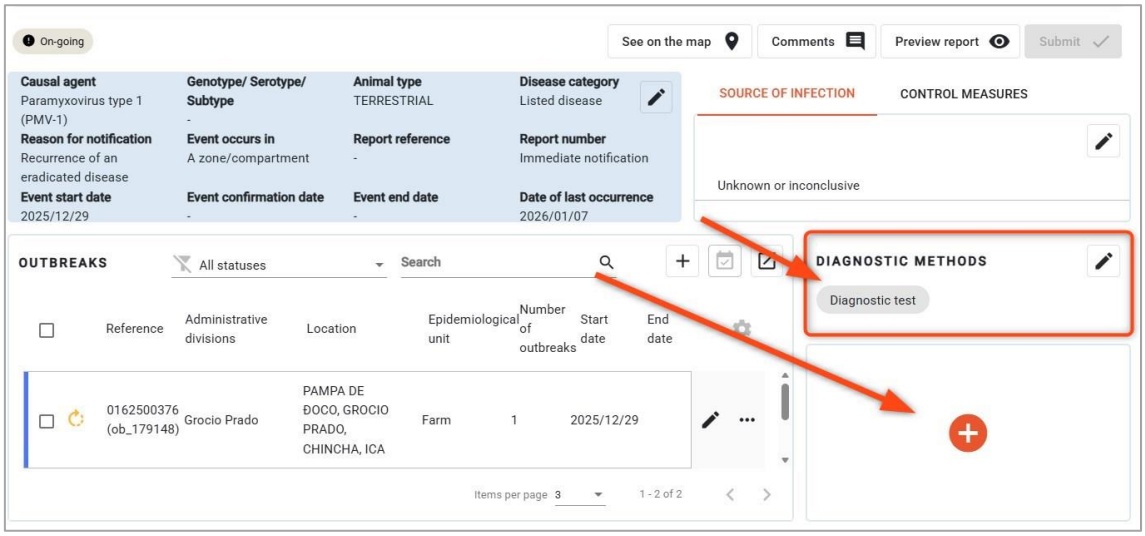
Please, also refer to *Notification Procedures* to get more information on Animal Disease Events reporting to WOAH)

Below are some important points of action specific for a first quarterly *report* creation:

- Create an immediate notification choosing "**recurrence of an eradicated disease**" as a reason for notification.
- Reporting should happen every three months of the year (i.e. quarterly), therefore, please, **include all the outbreaks** which happened in the trimester.
- If one administrative division had more than 25 outbreaks within a trimester, it is possible to notify the outbreaks as a **cluster**, which will save considerable time for data entry.

  VIDEO TUTORIAL: Please see a video tutorial on how *to create clusters of outbreaks*.
- Remember to close outbreaks as soon as it is appropriate. If outbreaks cannot be closed in the current report, add the date of closure in the next quarterly *follow-up report*.

  VIDEO TUTORIAL: See a video tutorial on how *to close multiple outbreaks simultaneously?*
- If diagnostic test results are available for this event, after selecting a *Diagnostic test* as **Diagnostic method**, fill the diagnostic test section of the report.



When selecting the reporting level for a diagnostic test, it is recommended to use the *Event level*. This option is less detailed and saves time in future updates. Reporting at the event level summarises diagnostic data for all outbreaks within the event in a single entry.

Further fill the information required.

Note, that if you select *Test type* first, the above fields will be prefilled for you.

- In the **epidemiological comments** section include the following text:
  "This event concerns a stable disease in [country] but is reported through the WOAH animal disease events module to accommodate NACA (Network of Aquaculture Centres in Asia-Pacific) QAAD (Quarterly Aquatic Animal Disease) *reporting*".
  Please, do not delete this comment throughout the reporting period, it must remain in every FUR for the whole event's length.
- Submit the report choosing the option to keep the event ongoing. This is the only option which allows submission of the future FURs.

Please note that most of the steps of creating immediate notification will not have to be repeated in a follow-up report, as WAHIS system automatically saves the information previously entered for the whole event.

5. Creating a quarterly follow-up report

The principle of creation of quarterly follow-up reports is the same as usual ADEM *follow-up report* with the only difference of the frequency of submission (quarterly vs weekly).

> **Important:** Please note that actual exceptional ADEM events will need weekly rather than quarterly follow-up reports. While the process for quarterly or weekly follow-up reports remains the same, the section below outlines specifically quarterly reports.

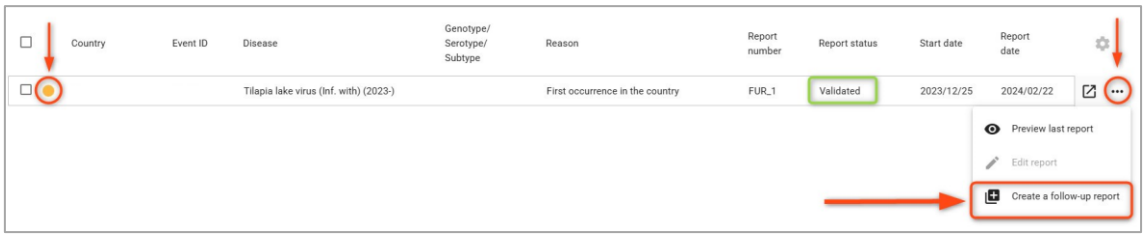
To submit a follow-up report, you will need to log in to WAHIS system following the steps described previously (*Login to WAHIS*).

How to submit a Follow-up Report (FUR)

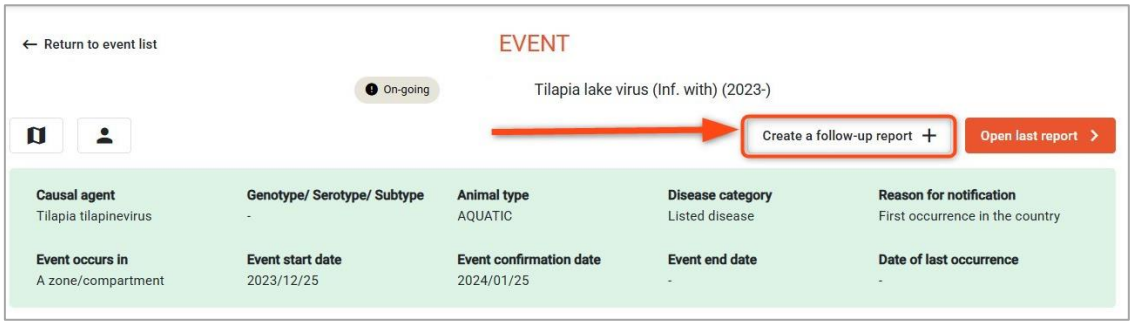
VIDEO TUTORIAL: Please, see a video tutorial on how to *create a follow up report?*

Follow the following steps after logging in to WAHIS ADEM:

- In the Event Management table, find the *event* to update (the one you created in the previous step for the QAAD reporting purposes). The event must have an "**Ongoing**" status (orange indicator), the previous report of the event must have a "**Validated**" status.
- At the end of the relevant line, click on the three dots button and select "**Create a follow-up report**"



OR at the end of the relevant line, click on icon and access the event summary page, press "**Create a follow-up report**" on the top-right corner.

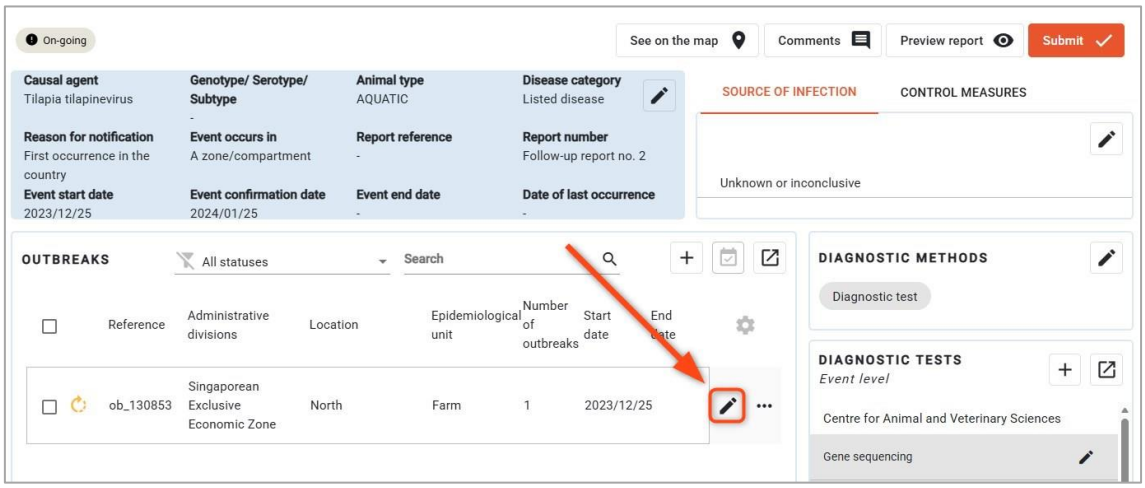


- Then press on the orange button on the right "**Create follow-up report n. X**"

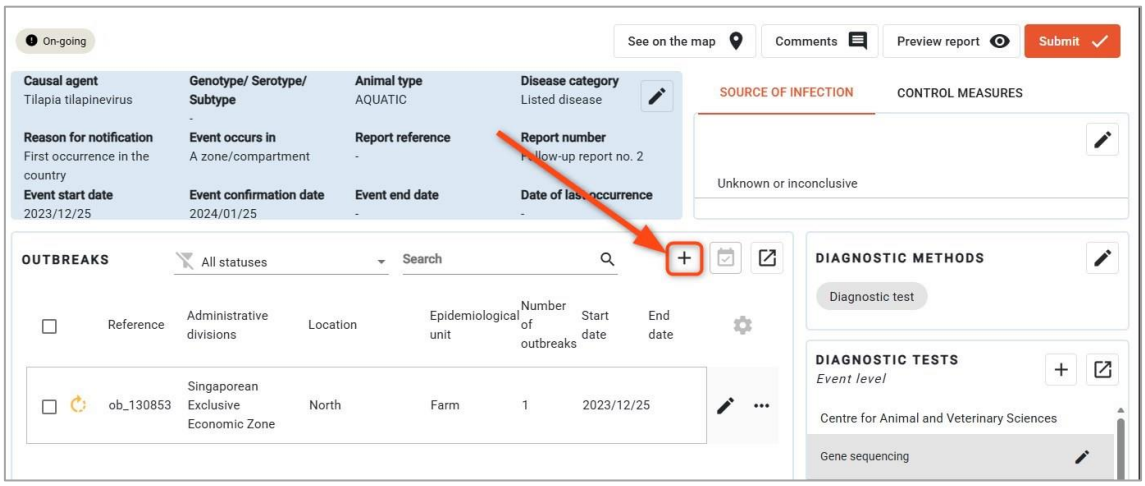
NOTE: Once the report is created, it cannot be deleted. But all the new information entered in this report can be modified or deleted separately.

VIDEO TUTORIAL: Please, see *this tutorial video* of how to delete a draft immediate notification or reset a follow-up report.

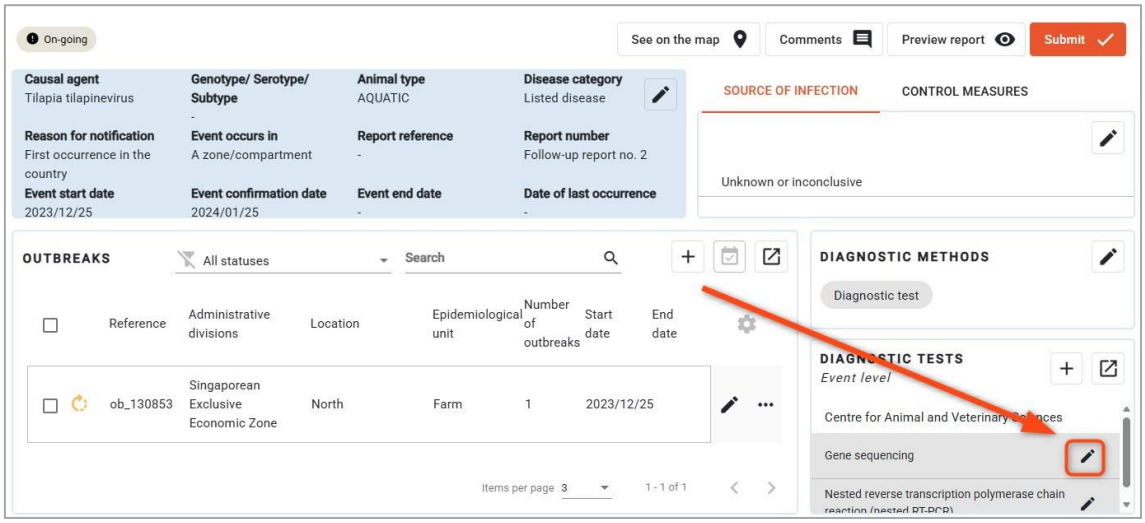
- The system opens a report page of the follow-up report, automatically filled in with the information of the preceding report. You can proceed to edit any section of the report. No particular sequence of entry is required. All the information is saved automatically as soon as it is entered.
- **Update** any previously entered data with new information by pressing **edit** ("pencil") button of any section or individual data point (e.g. outbreak) of the report.



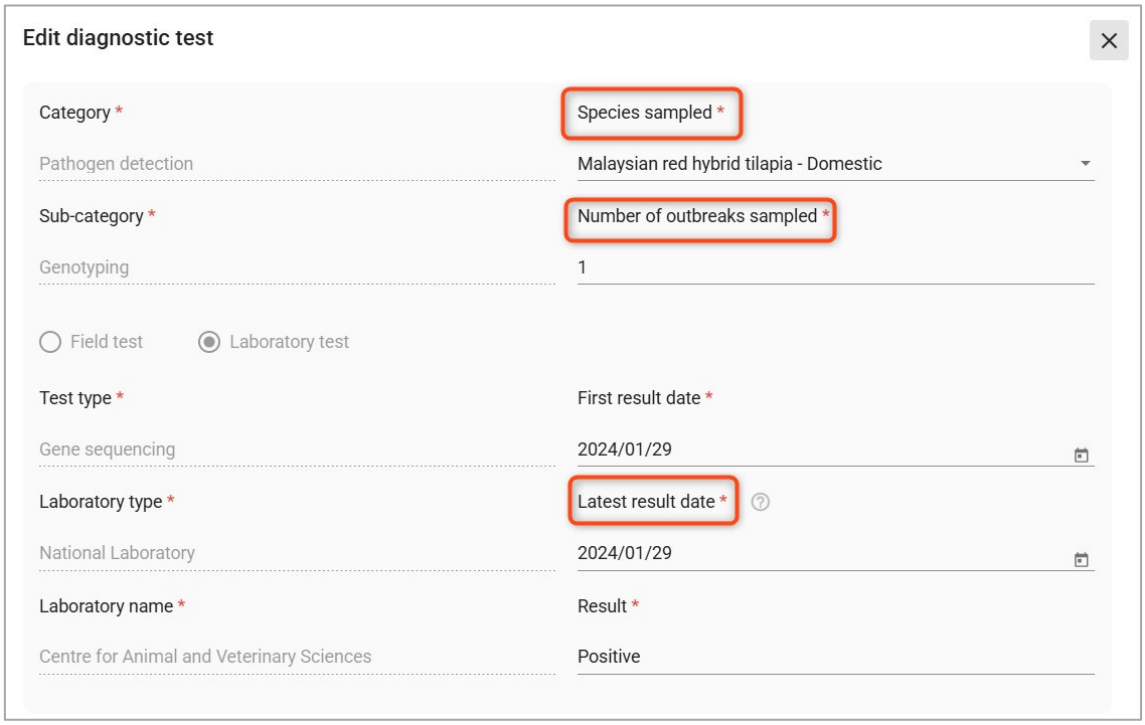
- To **add new outbreaks** or cluster of outbreaks press "+" symbol in the Outbreaks' section of the report.



- Follow the previously described process of adding new outbreaks.
- If there are diagnostic tests, please, update the existing one.



If you report diagnostic test results on *event level*, please, update only by adding new species (if any), outbreaks tested by this test, and the latest result date.



- Submit the report keeping the event **on-going**.

Note that a draft follow-up report can be created at any time of the trimester. If it is more convenient for the country to submit reports more often than quarterly, it is perfectly acceptable.

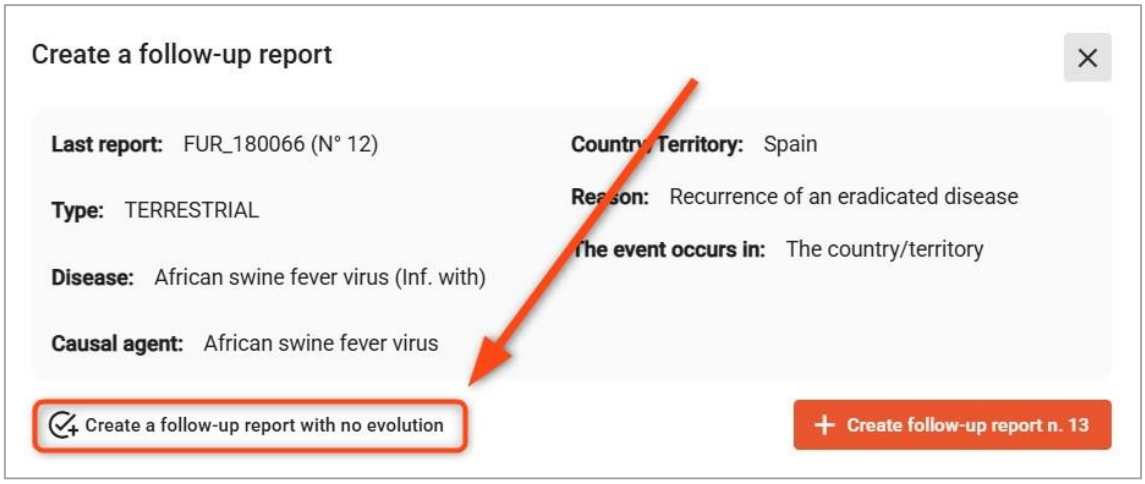
If you would like to receive email reminders to submit your quarterly aquatic animal disease event reports, please, let us know.

How to submit a FUR with “No Evolution”

In situations where the epidemiological situation remained unchanged since the last submitted report or you possess no new information since the last report, a *No Evolution* FUR should be submitted quarterly (instead of a usual quarterly FUR). This process takes less than a minute to complete, and the benefits of this report exceed the efforts of submission. Please, make sure to submit one every trimester, in the situations described above.

To submit such report, follow the instructions of submission of the usual FUR up to the actual point of creation:

- After clicking on “**Create a follow-up report**”, a new window appears with the options of submission of the FUR. Here, choose “Create a follow-up report with no evolution”



- The system then asks you to specify the reason for such report creation, choose the most appropriate.

- Click on "**Create a follow-up report with no evolution**" once again.
- The report will be submitted to WOAH with no additional steps required from your side.
- In the report's review page, it will be clearly indicated that this report is a *No Evolution report.*

6. Glossary

Case - an individual aquatic animal infected by a pathogenic agent, with or without clinical signs.

Cluster of outbreaks - a group of 30 or more epidemiologically related outbreaks of the same disease in close geographical (e.g. within the same first administrative division) and temporal proximity, reported when detailed outbreak-by-outbreak data is not feasible.

Disease sufficiently stable - indicates a disease situation that is considered stable and not undergoing dramatic changes. The disease cannot be declared absent in subsequent six-monthly reports unless it has been eradicated, the stable event closed as final *resolved*, with agreement from World Animal Health Information Department of WOAH.

Event is a single outbreak or a group of epidemiologically related outbreaks of a given listed disease or emerging disease that is the subject of a notification. An event is specific to a pathogenic agent and strain, when appropriate, and includes all related outbreaks reported from the time of the initial notification through to the final report. Reports of an event include susceptible species, the number and geographical distribution of affected animals and epidemiological units.

Final report – the last report of an animal disease event. This report should be submitted for all events notified through immediate notification and subsequent follow-up reports. The final report should indicate that the event is *resolved* or, if the disease cannot be controlled but the situation has become sufficiently stable, that notification will continue by means of the six-monthly report.

First quarterly report – the initial report of an aquatic animal disease event, created to initiate the series of subsequent quarterly reports. Its structure is identical to that of a standard immediate notification report. Unlike the immediate notification, the 24-hour submission rule does not apply, and no alert is sent to subscribed consulting users upon its publication.

Follow-up report - weekly reports subsequent to an immediate notification, to provide further information on the evolution of the event which justified the notification.

Immediate notification report – the first report of an exceptional animal disease event in WAHIS ADEM. To be sent to WOAH within 24 hours of the detection of a disease. An alert message is send to subscribed consulting users after the publication of such report.

Outbreak - means the occurrence of one or more cases in an epidemiological unit.

Quarterly follow-up report – reports submitted on a quarterly basis following a first quarterly report, providing updated information on the evolution and status of the aquatic animal disease event. They include all new outbreaks that occurred during the previous quarter and updates on information previously reported.

Report - a means of notification, sent under the responsibility of the Delegate by the Veterinary Authorities to the Headquarters, in accordance with the relevant provisions of the disease-specific chapters, through the World Animal Health Information System (WAHIS) or

by fax or email.

Six-monthly report – reports submitted to WOAH through WAHIS twice per year providing updates on the presence or absence of listed stable terrestrial and aquatic animal diseases within a Member country or territory.

Stable event – a usual animal disease event for which a final report was sent declaring a disease stable. This event makes a statement of the presence of a stable (in some cases endemic) disease in the country/territory. These events display with a blue-coloured marker in the animal disease events WAHIS interface. In standard WAHIS reporting, they mark the transition from animal disease events immediate notifications/follow-up reports to six-monthly reports (disease notified to WOAH twice yearly). In QAAD reporting, they signal that associated ongoing quarterly event covers routine monitoring of constantly present or suspected diseases, rather than exceptional events.

Zone - A part of a country defined by the Veterinary Authority, containing an animal population or subpopulation with a specific animal health status with respect to an infection or infestation for the purposes of international trade or disease prevention or control.