

## Appendix 10 - NRO Quality Control Guidelines

- [1] The National Reporting Obligations Advisory Group (NROAG) noted that the quality of National Reporting Obligations (NROs) information is variable and could be improved substantially by providing further guidance on each NRO and ensuring more consistent quality by the Secretariat of the reports uploaded. However, the NROAG and the Secretariat unanimously agreed that such quality control needs to be undertaken in a way that does not make any quality judgement of the technical content of such reports.
- [2] The purpose of quality control is to provide administrative support to Contracting Parties in ensuring that the reports they upload are easily located by the IPP users, correctly found when the IPP search tool is used and are easily understood from the title as to their content.
- [3] The following points are produced in consultation with the NROAG and are to provide guidance to the IPPC Secretariat on what can be communicated to contracting parties to improve the quality of the NROs on the IPP:
- (1) Information has been misplaced on the IPP, e.g. a description of an NPPO has been reported as a pest report.
  - (2) Clarity can be improved regarding the title of the document, e.g. key information may be missing that would improve search results or understanding.
  - (3) Missing or corrupt files (which do not open) were identified.
  - (4) Missing or dead links (which do not open) were identified.
  - (5) Information was misplaced erroneously within the reporting form which causes confusion and makes files or links non-functional.
  - (6) New reports were added instead of updating the old (existing) report.
  - (7) Generic links were identified that do not provide the relevant information.
  - (8) Non-functional e-mail addresses were provided.
  - (9) Duplicate of reports, or text in a report, are identified.
  - (10) Typos, punctuation and spelling mistakes affecting searches, summaries or usability of data were identified.
  - (11) The selection of relevant keywords to make the information easily located.
- [4] Although the Secretariat will communicate the above points or information to the Official Contact Points (OCPs), with copies to the IPP country's editor/s, it remains the responsibility of the NPPO/OCP/editors to undertake the corrections or provide adequate updates if deemed necessary by them. Only on the request from the OCPs, and with their written permission, will the Secretariat physically undertake any of the above corrections.
- [5] The Secretariat will provide a feedback system on the IPP that will allow IPPC users to submit comments on perceived NRO data quality issues which will be transmitted to the relevant IPPC Contact Points.