

NATIONAL REPORTING OBLIGATION

## Designate an Official Contact Point (OCP) for the exchange of information

### References in the IPPC: Article VIII.2:

Each contracting party shall designate a contact point for the exchange of information connected with the implementation of this Convention.

**Type:** Basic<sup>1</sup>

**Method:** Public<sup>2</sup>

**Responsible entity:** Contracting party

**Receiving entity:** Not specified according to the IPPC text, in practice the IPPC Secretary should be informed.

**Languages** (Article XIX of the IPPC): In accordance with Article XIX, paragraph 3(e) and (f), "requests for information from contact points as well as replies to such requests, but not including any attached documents" and "any document made available by contracting parties for meetings of the Commission" shall be in at least one of the official languages of FAO.

### Reason:

- ◆ Official Contact Points are central to the NRO programme and the broader IPPC programme.
- ◆ It is important to facilitate the exchange of information on implementation of the IPPC as a whole, e.g. standard setting.

### CPM adopted procedures:

The Role of IPPC Contact Points:

1. The IPPC contact points are used for all information exchanged under the IPPC among contracting parties, between the Secretariat and contracting parties and, in some cases, between contracting parties and Regional Plant Protection Organizations (RPPOs).
2. The IPPC contact point should:
  - have the necessary authority to communicate on phytosanitary issues on behalf of the contracting party, i.e. as the contracting party's single IPPC enquiry point;
  - ensure the information exchange obligations under the IPPC are implemented in a timely manner;
  - provide coordination for all official phytosanitary communication between contracting parties related to the effective functioning of the IPPC;
  - redirect phytosanitary information received from other contracting parties and from the IPPC Secretariat to appropriate official(s);
  - redirect requests for phytosanitary information from contracting parties and the IPPC Secretariat to the appropriate official(s);
  - keep track of the status of appropriate responses to information requests that have been made to the contact point.

<sup>1/</sup> Type:  
Basic = an obligation regardless of circumstances  
Event-driven = triggered by a specific event  
On request = triggered by a request

<sup>2/</sup> Method:  
Public = reported via the International Phytosanitary Portal ([www.ippc.int](http://www.ippc.int))  
Bilateral = reported in direct communication between countries

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3. The role of the IPPC contact point is central to the effective functioning of the IPPC, and it is important that the IPPC contact point has adequate resources and sufficient authority to ensure that requests for information are dealt with appropriately and in a timely manner.
4. Article VIII.2 requires contracting parties to designate a contact point, and therefore it is the contracting party which is responsible for making, and informing the Secretariat of, the nomination. There can be only one contact point per contracting party. The contracting party, by making the nomination, agrees that the nominee has the necessary authority to fulfil the functions of the contact point as determined within the framework of the IPPC. Individual persons cannot appoint themselves as contact points.

The following should be additionally respected by contracting parties while making an IPPC Official Contact Point (OCP) nomination:

- ◆ OCP nominations of contracting parties should be sent to the Secretary to the IPPC, preferably using the nomination form prepared for this purpose and available on the IPP.
- ◆ An OCP should be a specific individual (with first name/s and family name/s) and not an entity or specific office.
- ◆ The nomination of a new OCP must be signed by the person supervising and/or responsible for the new OCP. No self-nomination will be accepted.
- ◆ Nominations should be submitted in a timely manner so that there is no gap in any official correspondence with the national OCP.
- ◆ It is preferable for the OCP to be in the NPPO as the NPPO is responsible for the implementation of most of the IPPC actions.
- ◆ Outgoing OCP should not nominate the new (incoming) OCP but arrange for the nomination to reach the Secretariat in a timely manner.
- ◆ RPPOs and FAO representatives may facilitate the nomination of an OCP.
- ◆ Should a Contracting Party unofficially indicate a Contact Point, the Secretariat will invite the relevant Contracting Party to submit a formal nomination in accordance with the procedures set forth in this document. Confirmation of the informal contact point as OCP or the designation of a new OCP should be notified to the Secretariat within 3 months from receiving the Secretariat's invitation.
- ◆ Once the IPPC Secretary has made the OCP public on the IPP, the OCP is then responsible for keeping their contact information up-to-date.
- ◆ Editors are nominated by OCPs to assist in delivery of the NROs, including the physical uploading of data on the IPP.
- ◆ Countries which are not contracting parties to the IPPC can appoint an 'Information point' for the purpose of the exchange of phytosanitary information.

**Practical information:**

- ◆ The nomination form for a new IPPC Official Contact Point is available on the IPP ([www.ippc.int](http://www.ippc.int)).
- ◆ The nomination form for an IPP editor is available on the IPP ([www.ippc.int](http://www.ippc.int)).



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Convention (IPPC)**

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