## GUIDE ON HOW TO SUBMIT COMMENTS ON THE E-DECISION FORUM

*(Prepared by the IPPC Secretariat)*
**Adapted from Standards Committee (SC) material. Please adjust/interpret to your context.**

[1]　To access the e-decisions, please follow the steps below:

(1)　Go to the following website: https://www.ippc.int/en/

(2)　Click on the "Log in" button in the upper right corner of the page

(3)　Log in with your password as an TC-RPPO member

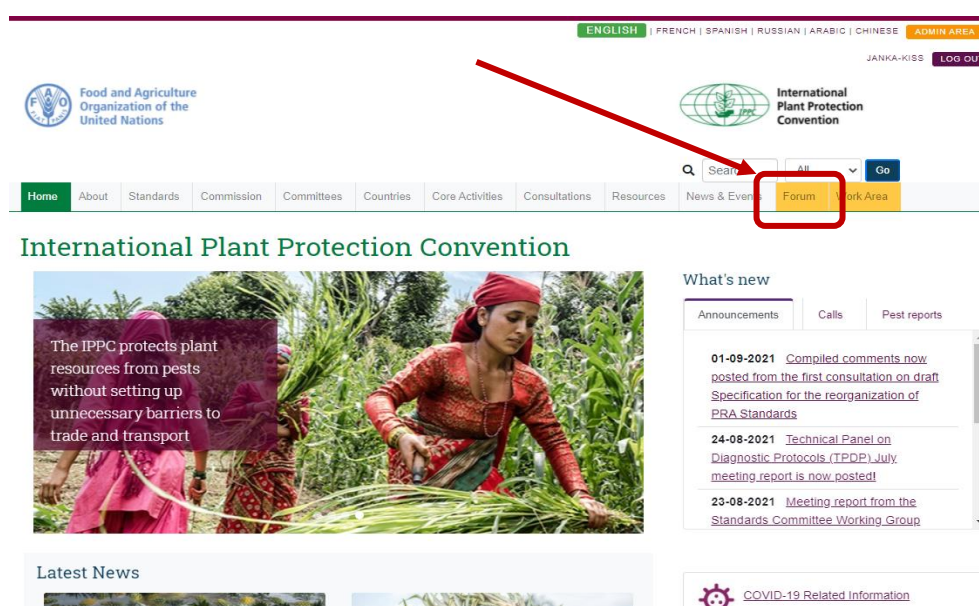(4)　On the main page click on the "Forum" tab (only visible after logging in) as indicated in the picture below



Figure 1: How to find the "Forum" tab

(5)　By visiting the Forum, you can see all the current e-decisions listed. Click on the title of the one you would like to comment on.

Here you can see the forum question and the date when the e-decision closes. You can also download the following files by clicking on them:

-　the Background document (providing information on the history and stages of the draft),
-　other related documents (the draft text, the responses to consultation comments, etc – whatever applicable).

If you scroll down, you can see all the previous comments below each other.

Figure 2: Where to find information

(6)     To insert your comment, go to the bottom of the page and write your text to the comment box. Please make sure that you provide an answer to the forum question.

(7)     After providing your text, click on "Comment" button to submit your comment.

After the e-decision closes, the forum results are summarized and the forum summary is posted at https://www.ippc.int/work-area-pages/background-e-decisions.

In case there is no clear agreement from the TC-RPPO, an online poll may be necessary, if the e-forum is to make a decision and if the TC-RPPO agrees with such procedure.

More information, please contact: Adriana.Moreira@fao.org