



International Phytosanitary Portal (IPP)

official web site for the International Plant Protection Convention

Guide to Information Exchange & the International Phytosanitary Portal

International Plant Protection Convention

Secretariat
Rome, Italy

JUNE 2008

NB Before making any changes to the IPP, it is necessary to get approval from IPPC
Official Contact Point

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INTRODUCTION

The International Plant Protection Convention

The purpose of the International Plant Protection Convention (IPPC) is “international cooperation in controlling pests of plants and plant products and in preventing their international spread, and especially their introduction into endangered areas” (*Preamble*). It includes numerous provisions designed to help countries establish and implement effective phytosanitary systems that are also consistent with international obligations. The Convention is governed by the Commission on Phytosanitary Measures (CPM), and the IPPC Secretariat is responsible for the coordination of the work programme of the Convention, particularly the areas of information exchange, standard setting, and technical assistance. The IPPC Secretariat is provided by the FAO.

Information exchange & the International Phytosanitary Portal

Exchange of technical and official information is extremely important to the effective implementation of the Convention. The International Plant Protection Convention (1997) outlines that it is the responsibility of contracting parties to engage in the exchange of official phytosanitary information. The CPM has established the International Phytosanitary Portal (IPP) (<https://www.ippc.int>) as the primary forum for information exchange by Contracting Parties and the IPPC Secretariat. The IPP is an internet-based information system designed to hold phytosanitary information published in accordance with the Convention and Commission on Phytosanitary Measures decisions. The majority of the information in the IPP is available to all users of the site. However, only officially nominated individuals with password-protected user accounts have the ability to enter and edit information, ensuring its accuracy and validity.

The first section of this manual contains general information on the site’s layout, organization of information, and navigation tools. It also describes the steps necessary to complete common tasks such as logging in, setting up personal preferences, and updating your contact information.

The second part of the manual lists the contracting parties’ information exchange obligations as well as optional reporting areas under the Convention. Likewise, it provides step-by-step explanations on how to use the IPP to meet national reporting obligations.

I. GUIDE TO THE INTERNATIONAL PHYTOSANITARY PORTAL (IPP)

While the primary obligation for the exchange of official information belongs to the contracting parties, the IPPC Secretariat promotes and facilitates national phytosanitary information exchange by providing the IPP (www.ippc.int). The IPP is a single forum which contracting parties can use to comply with their reporting obligations.

The IPP enhances the accessibility of phytosanitary information by providing:

- rapid communication and dissemination of information between IPPC contracting parties, the IPPC Secretariat and the phytosanitary community at large
- phytosanitary information in electronic format
- a global repository of phytosanitary information
- increased transparency among the phytosanitary community
- the ability to display and retrieve information in the FAO languages
- a searchable database
- various means by which to receive notifications of changes or updates to information on the IPP
- a system for the online submission of comments on draft ISPMs

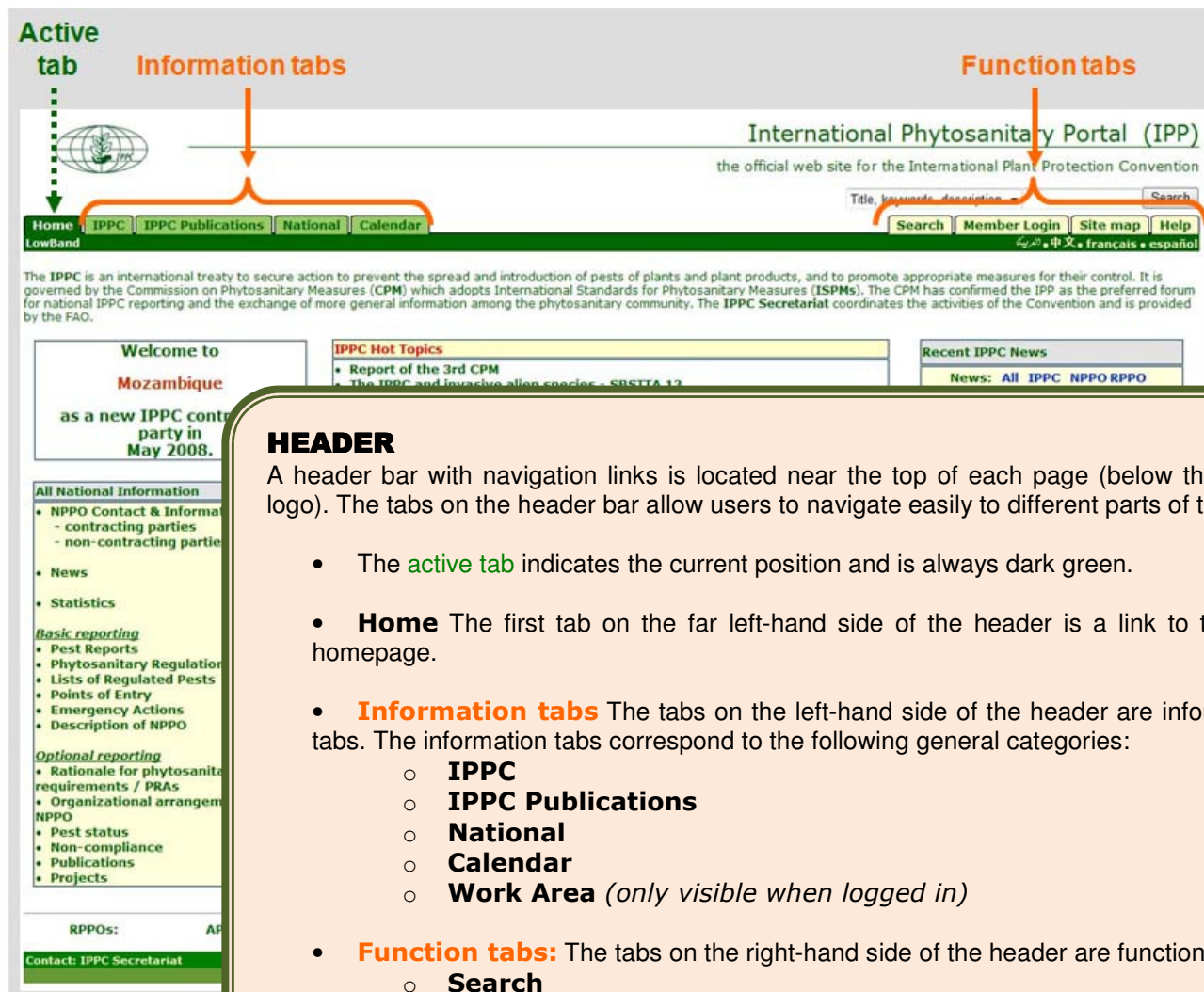
Navigating in the IPP

Over 160 different countries, regional, and international organizations are able to add phytosanitary information to the IPP. Likewise, the IPPC Secretariat posts announcements, meeting documents and reports on the IPP. Other regional and international organizations also publish some information on the IPP.

Given the amount of information available and the rate at which new information is being added, navigating in the IPP can be a challenge. Understanding the site's layout, information organization, and search tools facilitates site navigation.

Layout

Certain elements of the page layout are consistent throughout the site: the header bar, side bar, topic / sub-topic navigation bar. Each of these layout elements is described below.



HEADER

A header bar with navigation links is located near the top of each page (below the IPPC logo). The tabs on the header bar allow users to navigate easily to different parts of the site.

- The **active tab** indicates the current position and is always dark green.
- **Home** The first tab on the far left-hand side of the header is a link to the IPP homepage.
- **Information tabs** The tabs on the left-hand side of the header are information tabs. The information tabs correspond to the following general categories:
 - **IPPC**
 - **IPPC Publications**
 - **National**
 - **Calendar**
 - **Work Area** (*only visible when logged in*)
- **Function tabs:** The tabs on the right-hand side of the header are function tabs.
 - **Search**
 - **Member login**
 - **Explorer** (*only visible when logged in*)
 - **Sitemap**
 - **Help**
- **LowBand:** This links to a low bandwidth version of the portal to facilitate access for users in areas with slow internet connections.
- **العربية • 中文 • français • español:** These links allow you to select the language version of the site. Currently, Arabic, English, Spanish, and French are available. Chinese and Russian will be available soon.

Layout (cont.)

SIDEBAR

Each of the information tabs is like a file folder containing information that is further divided into **topics**. Clicking on an information tab opens the **sidebar** (located on the left-hand side of the page), which lists its associated topics.

To further divide and group information, **sub-topics** are often nested within the topics. The sidebar lets you navigate between the **topics** and **sub-topics**.

On the sidebar, the different levels in the hierarchy can be distinguished by the indentation and the shading of the text and the indicator arrows. The active **topic** or **sub-topic** is always underlined.

Topics

Clicking on a subtopic or topic on the sidebar opens the page for that item. Descriptive text generally accompanies each topic or sub-topic.

Clicking on **See more** opens an external webpage outside of the IPP.

Clicking **Expand text** opens the window to reveal additional text.

The screenshot displays the International Phytosanitary Portal (IPP) interface. On the left, a sidebar is labeled 'Sidebar' with a bracket. It contains a list of topics, with 'EPPO' selected and underlined. Below 'EPPO', several sub-topics are listed, including 'Activities of EPPO', 'Calendrier de l'OEPP', 'EPPT', 'PQR', 'Structure of EPPO', 'IAPSC', 'NAPPO', 'OIRSA', 'PPPO', and 'TC Among RPPOs'. The main content area on the right is titled 'EUROPEAN AND MEDITERRANEAN PLANT PROTECTION ORGANIZATION (EPPO)'. It contains a paragraph describing EPPO's mission and objectives, followed by an 'Expand text' button. Below this, there are statistics for ID# 13545, including visits, last updated date, and versions. A table at the bottom shows a list of news items, with the first entry dated 14 Mar 2008 titled 'EPPO welcomes its 50th member country: Bosnia and Herzegovina'. The footer includes contact information for the IPPC Secretariat and a page generation timestamp.

Layout (cont.)

Topic / subtopic navigation bar

On the page for each topic or sub-topic there is another navigation bar with tabs for **information types**, which further group like information.

As with the **Header**, the active tab on the **Topic / subtopic navigation bar** is dark green. Each of the tabs is clickable, revealing documents or other information.

Information types

The specific information associated with a topic or sub-topic is grouped into information types. Information types include national reporting obligations, optional reporting obligations, publications, contacts, news, calendar items, and links to websites.

Topic / subtopic navigation bar

International Phytosanitary Portal (IPP)
the official web site for the International Plant Protection Convention

Home IPPC IPPC Publications National Calendar

Search Member Login Site map Help

Path: RPOs >> EPPO

EUROPEAN AND MEDITERRANEAN PLANT PROTECTION ORGANIZATION (EPPO)

EPPO is an intergovernmental organization responsible for European cooperation in plant health. Founded in 1951 by 15 European countries, EPPO now has 50 members, covering almost all countries of the European and Mediterranean region. Its objectives are to protect plants, to develop international strategies against the introduction and spread of dangerous pests and to promote safe and effective control methods. As a Regional Plant Protection Organization, EPPO also participates in global discussions on plant health organized by FAO and the IPPC Secretariat. EPPO has produced a large number of standards and publications on plant pests, phytosanitary regulations, and plant protection products. See also the Subtopics: Activities of EPPO; Calendar of EPPO; EPPT; PQR; Structure of EPPO

Expand text

0#13543 Visits: 43663 Last updated: 09 April 2008 Versions Bookmark this page Copy short url

Publications (36) News (1) Websites (1) Members (1)

Date	Title	Additional links
14 Mar 2008	EPPO welcomes its 50th member country: Bosnia and Herzegovina	

Contact: IPPC Secretariat

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Page Generated on 11 Jun 2008 22:08:59

Information types

Layout (cont.)

Page statistics

At the bottom of each window for each **topic, subtopic or type of information**, you can view the topic ID, the number of visits to the page, the date it was created, and the last time it was updated. There are also links that allow you to view the historical versions of the page, bookmark the page, and copy the page's short URL.

International Phytosanitary Portal (IPP)
the official web site for the International Plant Protection Convention

Home IPPC IPPC Publications National Calendar

Search Member Login Site map Help

Path: IPPC

The International Plant Protection Convention (IPPC)

The International Plant Protection Convention is an international treaty relating to plant health, to which 169 governments (as of 15 May 2008) currently adhere. The Convention has been deposited with the Director-General of the Food and Agriculture Organization of the United Nations (FAO) since its initial adoption by the Conference of FAO at its Sixth Session in 1951. Click on the link to see IPPC contracting parties
[See More...](#)

Expand text

ID#: 113292 Visits: 143627 Last updated: 27 May 2008 Versions [Bookmark this page](#) [Copy short url](#)

[Publications \(7\)](#) [News \(5\)](#) [Calendar \(38\)](#)

Title	File	Publication Date
1952 - International Plant Protection Convention	en, fr	Dec 1951
1979 - International Plant Protection Convention (Revised Text)	en, es, fr	Nov 1979
1997 - International Plant Protection Convention (New Revised Text)	en, es, fr	Jan 1999
Model Instrument for Adherence to the IPPC	en, ar, es, fr	04 May 2006
Other - A summary of the IPPC	en	17 Nov 2006
Other - Guide to the IPPC (Warning: file >475kB)	en, es, fr	Feb 2002
The benefits of IPPC membership (>3MB)	en, ar, es, fr, zh	Apr 2001

[Download Files](#)


Sort Download files File format Language version

Files

The various **information types** usually contain **files** in the form of Word, PDF, PowerPoint, image or links to websites. The file format is indicated by an icon located to the right of the title of the page.

The two letter abbreviations (to the right of the file format icons) refer to the language of the file (**ar** = Arabic, **en** = English, **es** = Spanish, **fr** = French, etc.) Clicking on the desired language opens the file in a new window.

Click on the yellow arrows to sort the files by document number, agenda item number, title, date of publication, etc.

Clicking on the  icon to the left of the file's title will open a page with more information about the file (such as when it was added and a short description of the content).

Information tabs

The information tabs represent the top level of the hierarchy of information (and are often referred to as topics). Each of the information tabs is like a file folder and contains information divided into topics and sub-topics.

IPPC

This tab opens the area for information on the IPPC and the activities carried out under the Convention.

The screenshot displays the International Phytosanitary Portal (IPP) website. The header includes the IPP logo and the title "International Phytosanitary Portal (IPP)" with the subtitle "the official web site for the International Plant Protection Convention". A search bar is located in the top right corner. Below the header, a navigation menu contains tabs for "Home", "IPPC", "IPPC Publications", "National", and "Calendar". The "IPPC" tab is currently selected. On the left side, there is a sidebar with a list of links under the heading "Path : IPPC", including "1997 Revision of the IPPC", "CPM", "Evolution of the IPPC", "Information exchange", "International Organizations", "IPPC and biosecurity", "IPPC and International Trade", "IPPC Dispute Settlement", "IPPC Secretariat", "Liaison with Research, Education and Other Institutes", "Pest Free Areas", "SPTA", "Standard setting", "Survey-Bark on ISPM 15 marked wood packaging 2007", and "Technical Assistance". The main content area is titled "The International Plant Protection Convention (IPPC)". It contains a paragraph describing the convention, followed by an "Expand text" link. Below this, there are statistics: "ID#: 13292", "Visits: 143627", "Last updated: 27 May 2008", and "Versions: 4". There are also links for "Bookmark this page" and "Copy short url". A tabbed interface shows "Publications (7)", "News (5)", and "Calendar (38)". The "Publications (7)" tab is active, displaying a table with the following data:

Title ▲ ▼	File	Publication Date ▲ ▼
1952 - International Plant Protection Convention	en,fr	Dec 1951
1979 - International Plant Protection Convention (Revised Text)	en,es,fr	Nov 1979
1997 - International Plant Protection Convention (New Revised Text)	en,es,fr	Jan 1999
Model Instrument for Adherence to the IPPC	en,ar,es,fr	04 May 2006
Other - A summary of the IPPC	en	17 Nov 2006
Other - Guide to the IPPC (Warning: file >475kB)	en,es,fr	Feb 2002
The benefits of IPPC membership (>3MB)	en,ar,es,fr,zh	Apr 2001

At the bottom of the table, there is a "Download Files" link.

Information tabs (cont.)

IPPC Publications

This tab is the principal area for documents published by the IPPC Secretariat.

The screenshot displays the International Phytosanitary Portal (IPP) website. At the top, the IPP logo is on the left, and the title "International Phytosanitary Portal (IPP)" is on the right, with the subtitle "the official web site for the International Plant Protection Convention". Below the title is a search bar with the text "Title, keywords, description" and a "Search" button. A navigation bar contains links for "Home", "IPPC", "IPPC Publications", "National", and "Calendar". Below this is a "LowBand" link and a path indicator "Path : IPPC Publications". On the left side, there is a sidebar with a list of links: "Convention and related", "IPPC Meeting Documents", "Procedural manual", "Reports - CPM / ICPM", "Reports - Expert Working Groups", "Reports - Regional workshops on draft ISPMs", "Reports - SC", "Reports - SPTA", "Reports - TC of RPPOs", "Reports - Technical Panels", "Reports - Various", "Standards (ISPMs)", "Training material on pest risk analysis", "Various publications", and "Workshop documents". The main content area is titled "IPPC Documents and publications". It contains a paragraph about the IPPC Secretariat's work, a bulleted list of activities, and a paragraph about the publication of materials. Below this is a section for "ID#:13392" with "Visits: 115055", "Last updated: 24 February 2007", and "Versions" with a "Bookmark this page" and "Copy short url" link. At the bottom, there is a "Contact: IPPC Secretariat" link and a footer with "© IPPC 2007" and "Page Generated on: 11 Jun 2008 22:17:03".

International Phytosanitary Portal (IPP)
the official web site for the International Plant Protection Convention

Home IPPC IPPC Publications National Calendar

LowBand Path : IPPC Publications

IPPC Documents and publications

The work of the IPPC Secretariat includes the coordination and production of various information, including:

- International Standards for Phytosanitary Measures (ISPMs);
- training and field use publications;
- news and technical data, especially pertaining to the status of regulated pests and national phytosanitary regulations;
- maintenance of historical record material at FAO on consultations and activities conducted in the implementation of the IPPC.

These materials are published in various forms: as IPPC or FAO printed publications, on our website for viewing and downloading, as searchable databases through the Internet, and in collaboration with other organizations. Whenever possible, materials are published on our website in the five FAO official languages: Arabic, Chinese, English, French, and Spanish.

Use the sidebar to the left to navigate to the publications of interest.

ID#:13392 Visits: 115055 Last updated: 24 February 2007 Versions [Bookmark this page](#) [Copy short url](#)

Contact: IPPC Secretariat

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Page Generated on: 11 Jun 2008 22:17:03

Information tabs (cont.)

National

This tab opens the area of the IPP for party and non-party information exchange. Information relating to national reporting obligations and other national phytosanitary matters, as entered by the IPPC Contact Points or officially nominated IPP editors.

There are multiple ways to access the IPP pages for individual countries:

- From the homepage
 - it is possible to click on the link labelled **NPPO Contact and Information Points** (or the links below to **Contracting parties** and **Non-contracting parties**)
 - the tab in the header labelled **National**; from there it is possible to navigate to the countries either using the sidebar or the clickable map
 - the site map
 - the simple or advanced search engines

- Using the country's **information ID**:

<https://www.ippc.int/id/nppo> + two letter ISO code

Argentina = <https://www.ippc.int/id/nppoar>
México = <https://www.ippc.int/id/nppomx>
Uganda = <https://www.ippc.int/id/nppoug>

The screenshot shows the IPP homepage with several navigation paths highlighted by orange arrows:

- An arrow points from the **National** tab in the top header to the **All National Information** section on the left.
- An arrow points from the **National** tab to the **NPPO Contact & Information Points** link within the **All National Information** section.
- An arrow points from the **National** tab to the **Search** button in the top right.
- An arrow points from the **National** tab to the **Member Login** button in the top right.
- An arrow points from the **National** tab to the **Site map** button in the top right.
- An arrow points from the **National** tab to the **Help** button in the top right.

The **All National Information** section includes links to:

- NPPO Contact & Information Points
 - contracting parties
 - non-contracting parties
- News

The **IPP Hot Topics** section lists:

- Report of the 3rd CPM
- The IPPC and invasive alien species - SBSTTA 13

The **Convention (IPPC)** section lists:

- Convention text
- Benefits of membership
- Contracting parties
- Adherence

The **The Commission (CPM)** section lists:

- About the CPM
- Business Plan of the CPM
- Report of the 3rd CPM
- 4th CPM Rome, March 2009
- All CPM/ICPM Reports

The **Standards (ISPMs)** section is also present.


The **Recent IPPC News** section lists:

- 29/05/2008 Arrangements confirmed for the OEWG to Undertake a Feasibility Study on the International Recognition of Pest Free Areas
- 29/05/2008 Regional workshops on draft ISPMs for Francophone Africa, the Caribbean, Central Asia, and the Pacific: on hold pending the availability of funding

Information tabs (cont.)

National (cont.)

From the top level of the National tab, it is possible to navigate to the countries either using the sidebar or the clickable map. On the Sidebar, countries are grouped by FAO region.



International Phytosanitary Portal (IPP)
the official web site for the International Plant Protection Convention

[Home](#) | [IPPC](#) | [IPPC Publications](#) | [National](#) | [Calendar](#)


[Search](#) | [Member Login](#) | [Site map](#) | [Help](#)

العربية • 中文 • français • español

LowBand
Path : National

- ▶ Africa
- ▶ Asia
- ▶ Europe
- ▶ Latin America & Caribbean
- ▶ Near East
- ▶ North America
- ▶ Southwest Pacific

National Plant Protection Organizations (NPPO) / Country Information



If the world map isn't visible please download the Flash plugin.

To view the information for a specific country:

- **Map:**
 - Click on the country and then click on the "i" icon.
 - To zoom-in on a specific area, click on the map and drag the mouse.
 - The map shows Contracting Parties in dark green and Non-Contracting Parties in olive green.
- **Sidebar:**
 - Contracting Parties to the IPPC and other NPPOs are grouped into the 7 FAO regions.
 - Select the FAO region and then the nation.

Expand text

ID#inppo Visits: 98703 Last updated: 08 November 2007 Versions [Bookmark this page](#) [Copy short url](#)

Publications (6) Projects (16)

Document number ▲ ▼	Title ▲ ▼	File	Publication Date ▲ ▼
1	CPM-1 REPORT, APPENDIX XVIII Role of the IPPC Official Contact Points	multilanguage	Apr 2006
1	IPPC Official Contact Point notification form	ar,multilanguage	18 Jan 2007
1		ar,multilanguage	
1	IPP Help Guide (Part II): NPPO Data Entry	en,es,fr	05 Aug 2005
1	IPP Help Guide (Part I): IPP Navigation & Browsing	en,es,fr	01 Sep 2005
1	Directory of contact points, NPPOs and RPOs - December 2006	en	12 Jan 2007
1	IPP Editor - Nomination Request for NPPOs	en,ar,es,fr	01 Feb 2007
		en,ar,es,fr	

Download Files

Contact: IPPC Secretariat

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Information tabs (cont.)

Calendar

This tab lists information on events and meetings hosted by the IPPC, NPPOs, RPPOs and other relevant organizations. By default, the calendar displays the IPPC events for the current year.

The screenshot shows the International Phytosanitary Portal (IPP) website. The header includes the IPP logo and the text "International Phytosanitary Portal (IPP) the official web site for the International Plant Protection Convention". A navigation bar contains links: Home, IPPC, IPPC Publications, National, and Calendar. The Calendar tab is selected. Below the navigation bar, there is a search bar and a language selector. The main content area is titled "Calendar 2008 - IPPC". It includes a sidebar on the left with links to "Calendar", "2009", "2008", "Archives", and years from 2003 to 2007. The "Source" section in the sidebar lists "NPPOs" and "All". The main calendar table has columns for "Date", "Activity", "Type", and "Venue". It lists various events throughout 2008, including "Revision of ISPMs No. 7 and 12", "Convention on Biological Diversity: 13th m...", "WTO workshop on capacity evaluation too...", "WTO SPS Committee Informal Meeting", "WTO SPS Committee Meeting", "6th Meeting of the Subsidiary Body on Dispute Settlement (SBDS) 2008", "Bureau meeting", "Commission on Phytosanitary Measures - 3rd Session", "Pest Risk Analysis and International Standards for...", "Other Working Group (SC-7)", "Parties serving as the Meeting of the Parties to the...", "Parties to the Convention on Biological Diversity (COP 9)", "Diagnostic Protocols", "Bureau meeting", "TENTATIVE: Pest Risk Analysis Workshop", "IPP Revision Workshop - Pacific region", "TENTATIVE: Start date for member consultation period on draft ISPMs", "WTO SPS Committee Informal Meeting", "WTO SPS Committee Meeting", "OEWG to undertake a feasibility study on the international recognition of pest free areas", and "Regional workshop on draft ISPMs - Near East".

Use the links to the left to view future or archived calendars.

Filter events by Type:

Date	Activity	Type	Venue
February 4 - 8, 2008	Revision of ISPMs No. 7 and 12	Expert Working	USA
February 18 - 22, 2008	Convention on Biological Diversity: 13th m... Scientific, Technical and Technological Adv...		
March 31, 2008	WTO workshop on capacity evaluation too...		
April 1, 2008	WTO SPS Committee Informal Meeting		
April 2 - 3, 2008	WTO SPS Committee Meeting		
April 2 - 3, 2008	6th Meeting of the Subsidiary Body on Dispute Settlement (SBDS) 2008	SBDS	Rome, Italy
April 4, 2008	Bureau meeting	CPM	Rome, Italy
April 7 - 11, 2008	Commission on Phytosanitary Measures - 3rd Session	CPM	Rome, Italy
	Pest Risk Analysis and International Standards for...	Workshop/seminar	Tanzania
	Other Working Group (SC-7)	Standards Committee	Rome, Italy
	Parties serving as the Meeting of the Parties to the... on Biosafety (COP-MOP 4)	CBD	Bonn, Germany
	Parties to the Convention on Biological Diversity (COP 9)	CBD	Bonn, Germany
	Diagnostic Protocols	Technical panel	Braunschweig, Germany
June 10 - 13, 2008	Bureau meeting	CPM	Rome, Italy
June 16 - 30, 2008	TENTATIVE: Pest Risk Analysis Workshop	Workshop/seminar	To be announced
June 19 - 20, 2008	IPP Revision Workshop - Pacific region	Workshop/seminar	Suva, Fiji
June 20, 2008	TENTATIVE: Start date for member consultation period on draft ISPMs	Member consultation	
June 24, 2008	WTO SPS Committee Informal Meeting	WTO meeting	Geneva, Switzerland
June 25 - 26, 2008	WTO SPS Committee Meeting	WTO meeting	Geneva, Switzerland
July 14 - 18, 2008	OEWG to undertake a feasibility study on the international recognition of pest free areas	Other Working Group	Chiang Mai, Thailand
July 20 - 24, 2008	Regional workshop on draft ISPMs - Near East	Regional Workshop on	Cairo, Egypt

Click on **Details** to see additional information on an event.

Click on the title of the event to go to the page for that event.

The calendar sidebar can be used to navigate to the event archives as well as upcoming meetings sponsored by NPPOs or RPPOs.

From the sidebar, it is also possible to access printer friendly and PDF versions of the calendar.

Function tabs

The tabs on the right of the header are function tabs. They enable you to search, log in, set personal preferences, view the site map and access help information.

Search

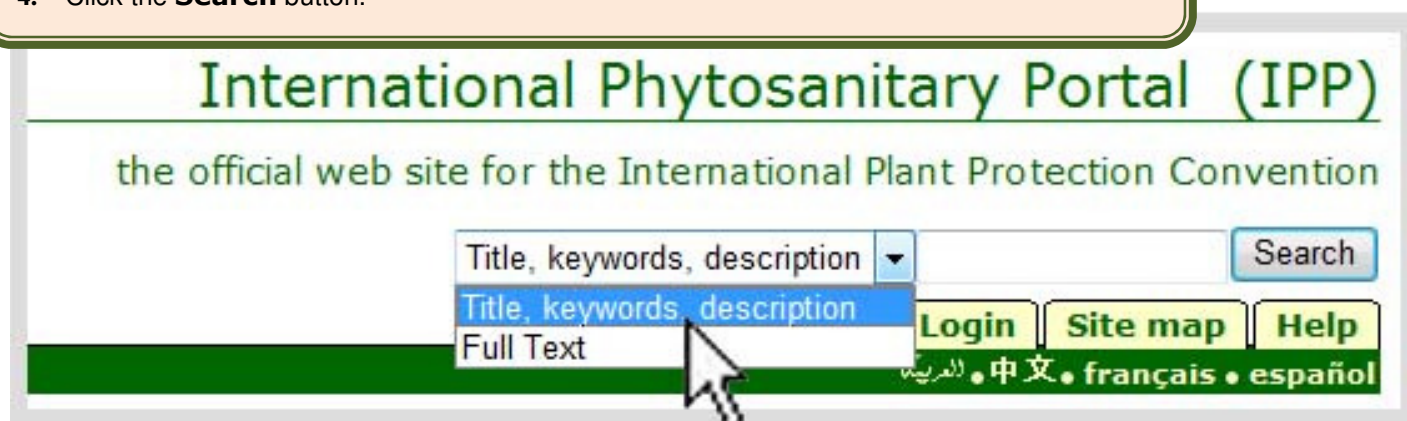
Searching is an easy and fast way to find information on the IPP. A simple search and an advanced search tool are available on the IPP.

Simple search

The simple search allows you to quickly find records containing your queried search term or phrase, either in the text or in the record information.

Searching...

1. The simple search is located on the upper right-hand side of the page, just above the Header.
2. Type a descriptive word(s) or phrase in the search box.
3. Select the type of search you would like to perform using the drop-down-box:
 - **Title and description:** This will search the record information (the title, keyword and description) for the word(s) you entered into the search box.
 - **Full text:** The Full Text search mechanism looks through the full text document (pdf, htm, doc, etc.) for the word(s) you entered in the search box.
 - If you do not make a selection, the **Title and Description** is the default search.
4. Click the **Search** button.



Simple search (cont.)

Results

If there are multiple pages of results, click **Next »** at the bottom of the page to go to the next page.

Too many results?

The box on the right-hand side of the results page can be used to refine your search by selecting keywords or entering terms and clicking "refine". It also allows you to sort the results by date of publication and to quick select topics that match the search terms.

Little or no results?

You can find similar results by using the following features (listed above the search output):

Toggle results: Use the link found at the top of the results page to alternate between the two types of results: (**View Full Text Search Results** and **View Metadata results**)

Did you mean: This is the built-in spell check. Limited results are often due to a misspelled word.

Related Searches: When you have performed a search that includes a keyword, synonym or translation, one or both of the following links will appear. Clicking on one of the following links will automatically perform a search to include the new term(s).

The screenshot shows the IPPC search results page for the query 'black sigatoka'. The page has a green header with navigation links: Home, IPPC, IPPC Publications, National, and Calendar. On the right, there are links for Search, Member Login, Site map, and Help, along with language options in Arabic, Chinese, French, and Spanish. The search bar at the top right shows the query 'black sigatoka' and a 'Search' button. Below the header, the path is listed as 'Path : IPPC'. The search results are displayed in a table with two columns: 'Title' and 'Description'. The first result is 'Black sigatoka in Grenada (GD-1/4) (Official Pest Report)' (100%) with commodity keywords '[06] Live trees, plants, bulbs, roots, cut flower...; [14] Vegetable plaiting materials, and other vege...' and issue keywords 'Economic impact; Pest Management; Pest reporting; Phytosanitary Measures; Risk Analysis/PRA'. The second result is 'Bananas from the Philippines (Optional Reporting)' (68%) with commodity keywords 'Bananas, incl. plantains, fresh or dried' and issue keywords 'Risk Analysis/PRA'. On the right side of the page, there is a 'Sort results by:' dropdown menu, a 'Refine results by:' section with a 'Free text:' input field and a 'refine' button, and a 'Commodities found in results:' section listing '[06] Live trees, plants, bulbs, roots, cut flower...' and '[14] Vegetable plaiting materials, and other vege...'. At the bottom of the page, there is a pagination link '[1 of 1]'.

Advanced search

The function tab on the header bar labelled **Search** opens the Advanced Search engine. Advanced Search is designed to fine-tune your search, giving you more specific results.

Searching

1. Clicking on the function tab labelled **Search** opens the page for the advanced search engine.
2. Select values for the following fields to limit your search and provide more accurate results:
 - a. **Type of information:** Allows selection of the information type (e.g. publications).
 - b. **Category:** This field allows the selection of specific document categories (e.g. draft ISPMs).
 - c. **Country:** Use this field to specify a country of interest.
 - d. **Region:** Use this field to select a specific FAO region
 - e. **Last changed:** Use this field to find results published within specific dates. This field is useful if you are looking for the most recent information.
 - f. **Title:** Document title
 - g. **Issues Keywords & Commodity keywords:** These two fields can be used to specify the keywords from the defined list used to index all the records in the portal. Commodity keywords are associated with Customs codes for commodities. You may select one or more from each topic; however, selecting numerous keywords will limit the number of results.
 - h. **Search expression:** word or phrases
3. Click on the **Search** button to run the search.

Home IPPC IPPC Publications National Calendar Search Member Login Site map Help

Path : IPPC

Advanced IPP Search

To avoid retrieving a lot of data that is difficult to view, please refine your selection using the options provided below.

Type of information: --- Please select ---
Calendar
Projects
News
Official Pest Report
Discussions
Publications
Contacts
Other Reporting Obligations
Optional Reporting
Websites
All
- Click on button to add new keywords -
Add Keywords

Category: --- Please select ---

Country: --- Please select ---

Region: --- Please select ---

last changed: --- Please select ---

Title: --- Please select ---

Issues Keywords: --- Please select ---
Add Keywords

Commodity keywords: --- Please select ---
Add Keywords

Search Expression(all fields): --- Please select ---

Cancel Reset Search

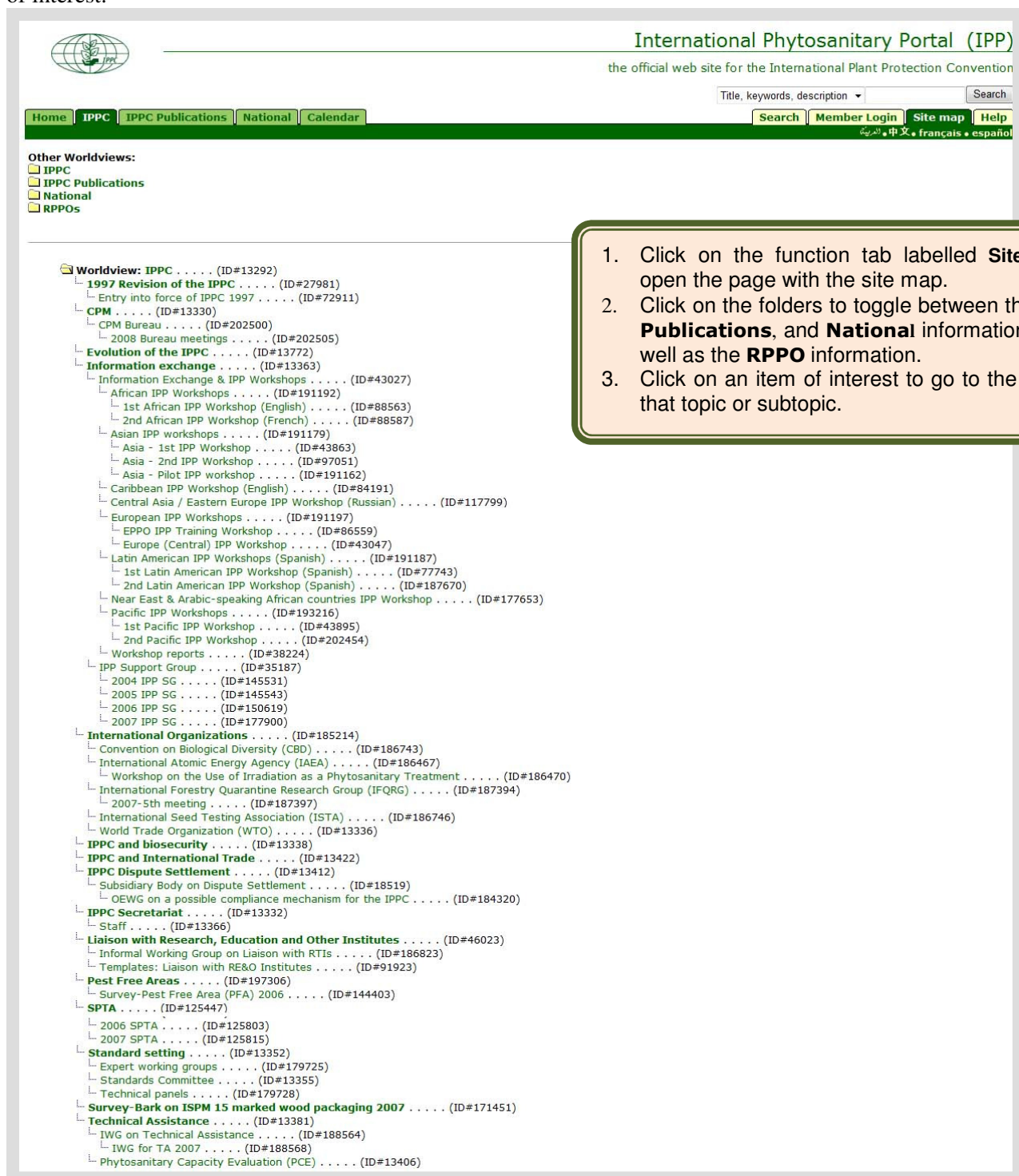
Operators for search expressions

The IPP supports some search operators (query words that have special functions when used in search expressions). The following is useful to keep in mind when using search operators in search expressions:

AND	<p>Unless you specify an operator between search terms, the uppercase AND will be used by default. This will function the same as using plus (+) symbol.</p> <p>risk analysis will find all documents that contain both "risk" and "analysis"</p> <p>risk AND analysis and +risk +analysis will provide the same results</p>
OR	<p>To search results that include either risk or analysis, use an uppercase OR between terms.</p> <p>risk OR analysis will find all documents that contain "risk" or "analysis"</p>
NOT	<p>Use uppercase NOT, or precede your search term with a minus (-) symbol to exclude documents that contain that term.</p> <p>risk NOT analysis will find all documents that contain "risk", but not "analysis"</p> <p>+risk -analysis will provide the same results</p>
Phrases	<p>Find an exact phrase by surrounding multiple words in quotes.</p> <p>"pest free area" will find documents that contain those three words together in that order</p>
Asterisk	<p>The asterisk (*) can be used to find terms that contain 0 or more characters within or after the search term. Please note, the asterisk cannot be used at the beginning of a search term.</p> <p>the asterisk matches 0 or more characters of any kind, i.e., organ* will find all documents that contain "organ", "organisms", "organization", etc.</p>

Sitemap

The sitemap enables you to view the organization and levels of information in the IPP and to navigate directly to topics of interest.




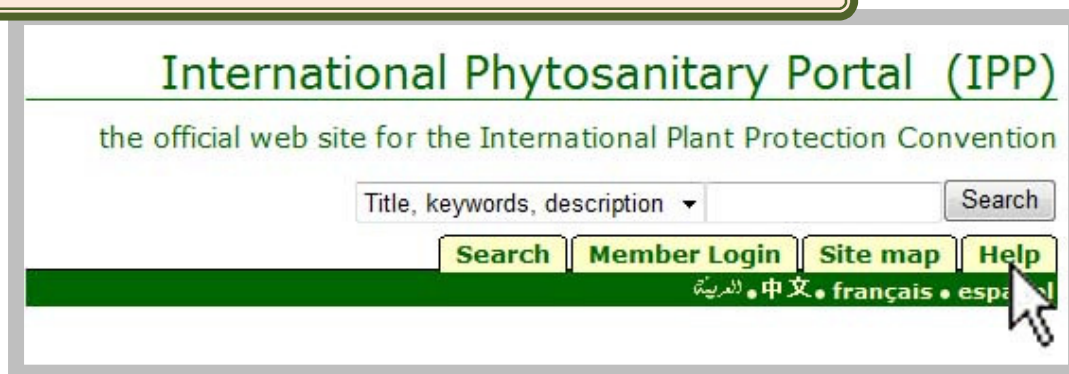
The screenshot displays the International Phytosanitary Portal (IPP) website. At the top, there is a logo on the left and the title "International Phytosanitary Portal (IPP)" on the right, with the subtitle "the official web site for the International Plant Protection Convention". Below the title is a search bar with the text "Title, keywords, description" and a "Search" button. A navigation menu is located below the search bar, with tabs for "Home", "IPPC", "IPPC Publications", "National", and "Calendar". To the right of these tabs are links for "Search", "Member Login", "Site map", and "Help". Below the navigation menu, there is a section titled "Other Worldviews:" with links for "IPPC", "IPPC Publications", "National", and "RPPOs". The main content area shows a hierarchical tree structure of the website's content, starting with "Worldview: IPPC" and listing various topics and workshops with their respective IDs. A callout box on the right side of the screenshot contains three numbered instructions:

1. Click on the function tab labelled **Site map** to open the page with the site map.
2. Click on the folders to toggle between the **IPPC**, **Publications**, and **National** information tabs as well as the **RPPO** information.
3. Click on an item of interest to go to the page for that topic or subtopic.

Help

Guidance for users is available in several places in the IPP.

- From the header bar, click on the function tab labelled **Help** to open the page with the online help manual.
- When entering data into a form, clicking on the  icon accesses help information specific to that form.



User account management

An “IPP editor” is anyone with password-protected user account that can make changes to specified areas of the IPP. For example, the IPPC Official Contact Point of a contracting party can logon and edit the IPP pages associated with the country that they represent. Likewise, individuals who have been officially nominated by an IPPC Contact Point can also edit the pages associated with their NPPO, including information pertaining to reporting obligations.

User accounts are associated with a particular individual. Consequently, the name, nationality, role (editor, expert, contact point, etc.), date of receipt of nomination, source of nomination information (*e.g.* official government correspondence), and group memberships can only be changed by the IPPC Secretariat. It is the responsibility of the individuals to maintain all other information (*e.g.* surface mail address, correspondence languages, email address, telephone, and fax number). In particular, it is critical that the e-mail address that is listed on the IPP is functioning.

This section of the manual describes how to access, personalize, update, and manage IPP user accounts and contact information. It also describes how users may customize certain user settings. For example, a user can select a particular page to go to upon logging on to the IPP.

Member login

Whenever the IPPC Secretariat creates a password-protected user account, an email is automatically sent to the user containing their username and password.

Logging in...

1. Click the **Member Login** tab at the right-hand side of header. This opens the login area. It is possible to login from any page where the **Member Login** tab is visible.
2. Enter your user name (usually the first name and last name in lowercase letters, *e.g. john smith*) and password.
 - At the end of every session, log out of the IPP by clicking **Logout** (top right hand side of page)

The screenshot displays the International Phytosanitary Portal (IPP) website. The header includes the IPPC logo and the text "International Phytosanitary Portal (IPP) the official web site for the International Plant Protection Convention". A search bar is located in the top right. The main navigation bar contains links: Home, IPPC, IPPC Publications, National, and Calendar. On the right side of the header, there are buttons for Search, Member Login, Site map, and Help. A language selector shows "العربية", "中文", "français", and "español".

The "Member Login" section is highlighted with a red box and a hand icon. It contains a "Login:" label, "Username:" and "Password:" input fields, a "Go" button, and a link for "Forgotten your password?".

Below the login section, a sidebar lists various topics under "LowBand Path : IPPC":

- ▶ 1997 Revision of the IPPC
- ▶ CPM
- ▶ Evolution of the IPPC
- ▶ Information exchange
- ▶ International Organizations
- ▶ IPPC and biosecurity
- ▶ IPPC and International Trade
- ▶ IPPC Dispute Settlement
- ▶ IPPC Secretariat
- ▶ Liaison with Research, Education and Other Institutes
- ▶ Pest Free Areas
- ▶ SPTA

The main content area is titled "The International Plant Protection Convention (IPPC)". It includes a description of the convention, a "See More..." link, and a table of publications.

Expand text
ID#:13292 Visits: 146018 Last updated: 27 May 2008 Versions Bookmark this page Copy short url

Publications (7) News (5) Calendar (38)

Title ▲ ▼	File	Publication Date ▲ ▼
1952 - International Plant Protection Convention	en,fr	Dec 1951
1979 - International Plant Protection Convention (Revised Text)	en,es,fr	Nov 1979
1997 - International Plant Protection Convention (New Revised Text)	en,es,fr	Jan 1999
Model Instrument for Adherence to the IPPC	en,ar,es,fr	04 May 2006
Other - A summary of the IPPC	en	17 Nov 2006

Password reminder

If you forget your password, you can request that a password reminder be sent to you.

1. Click **Member Login**
2. Click **Forgotten your password**
3. Enter either your username (first and last name in lowercase letters) or your e-mail address (the email listed as your primary email address on the IPP).
4. An email with your password in it will be sent to the e-mail address listed as your primary e-mail address.

If you have lost your password and the e-mail address listed for you on the IPP is no longer valid, you will need to request your password from the IPPC Secretariat (ippc@fao.org).

The screenshot shows the International Phytosanitary Portal (IPP) website. The header includes the IPP logo and the text "International Phytosanitary Portal (IPP) the official web site for the International Plant Protection Convention". The navigation bar has links for Home, IPPC, IPPC Publications, National, and Calendar. A search bar is also present. The main content area is titled "The International Plant Protection Convention (IPPC)" and contains a description of the convention. A table lists publications, including the 1952, 1979, and 1997 versions of the IPPC, and a model instrument for adherence. The bottom section is a green box titled "Password Reminder" with a form to request a password reminder. The form has fields for Username and E-Mail, with a "Submit" button. A hand cursor is pointing at the E-Mail field, labeled with a red "3".

International Phytosanitary Portal (IPP)
the official web site for the International Plant Protection Convention

Home IPPC IPPC Publications National Calendar

Search Member Login Site map Help

LowBand Path : IPPC

Login:
Username
Password
Forgotten your password?

2

The International Plant Protection Convention (IPPC)

The International Plant Protection Convention is an international treaty relating to plant health, to which 169 governments (as of 15 May 2008) currently adhere. The Convention has been deposited with the Director-General of the Food and Agriculture Organization of the United Nations (FAO) since its initial adoption by the Conference of FAO at its Sixth Session in 1951. Click on the link to see IPPC contracting parties
[See More...](#)

Expand text
ID#:13292 Visits: 146018 Last updated: 27 May 2008 Versions [Bookmark this page](#) [Copy short url](#)

Publications (7) News (5) Calendar (38)

Title ▲ ▼	File	Publication Date ▲ ▼
1952 - International Plant Protection Convention	en,fr	Dec 1951
1979 - International Plant Protection Convention (Revised Text)	en,es,fr	Nov 1979
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Model Instrument for Adherence to the IPPC	en,ar,es,fr	04 May 2006
Other - A summary of the IPPC	en	17 Nov 2006

Home Calendar Search Member Login Site map Help

الربية • 中文 • français • español

Password Reminder

Insert either your username or your e-mail address in the fields below and hit the submit button. An email with your password will be sent to your address.

OR

E-Mail

3

Submit

User preferences

Users may customize certain user attributes (e.g. change their password, see what groups they belong to, or select a page to go to automatically upon logging in to the site).

1. After logging in, select the **Explorer** tab at top right-hand side of page
2. Select the **Preferences** tab
3. To change passwords:
 - a. Enter old password
 - b. Enter new password; confirm by entering it again in the next field
 - c. Click Change
4. To open a specific page directly on logging in (e.g. national page):
 - a. Under **Your favourite location**, click on **Specified URL Location**
 - b. Enter the **relative path** for URL Address into the field for the URL Address.
*Example: The URL for the national page for Paraguay is <https://www.ippc.int/id/nppopy>. The **relative path** is `/id/nppopy`*
 - c. Under **Login Settings when trying to login in the system?** click **Favourite (Go to your favourite location after logging in)**
 - d. Click **Apply Settings**

International Phytosanitary Portal (IPP)
the official web site for the International Plant Protection Convention

Home | IPPC | IPPC Publications | National | Work Area | Calendar

Search | Logout | Explorer | Site map | Help

Path : IPPC

Home: Explorer is the starting screen for Members. It lets you browse your Member information and make necessary changes.

Recent Activity | Inbox | My Knowledge | My Topics | **Preferences** | Manage Topic Editors and KO ownership | Groups | Members Activity and Permissions | Notifications Of Translations | Subscribed Topics | Email Utility | Team Members

Your Personal Preferences:

Change Password
Old Password: New Password: Repeat New Password:

Member Groups

- IPPC Secretariat
- chiefeditorgrp
- members
- translators

Login Settings

Your Favorite Location
☐ None
☐ Advanced Search Page
☐ Inbox
☐ Recent Activity
☐ My Settings
☒ Specified URL Location
URL Address :
Use relative paths for favourite URL, e.g. /id/8989 or /servlet/CDServlet

Login Settings when trying to login in the system?
☒ Default (Stay where you are after logging in)
☐ Favourite (Go to your favourite location after logging in)

Contact: IPPC Secretariat

© IPPC 2007
Page Generated on 15 Jun 2008 17:06:36

Accessing and updating contact information

When a password protected user account is created by the IPPC Secretariat, the user's contact information is entered into the IPP. Thereafter, it is the user's responsibility to ensure that the contact information is up-to-date. Once the account has been created, the user can update their contact information at any time. Since the IPPC Secretariat uses the contact information listed on the IPP for correspondence, it is important that this information be kept up-to-date.

1. After logging in, go to the page with your contact information. (Find your contact information by typing your name into the search engine or by navigating to your home country's IPP page)
2. Click **edit** or **update** to open the form for updating contact information.
3. This opens the form for editing your contact information (refer to the next page for instructions on how to complete the form).

The screenshot displays the IPPC website interface. The top navigation bar includes links for Home, IPPC, IPPC Publications, National, Work Area, and Calendar. A search bar and user options (Logout, Explorer, Site map, Help) are on the right. The left sidebar shows a hierarchical menu of countries and regions, with 'Cook Islands [CK]' selected. The main content area for Cook Islands includes the national flag, membership information (FAO, CBD, Codex, IPPC, PPO), and a table of contact information. A table at the bottom lists IPP Editors for Cook Islands.

ID#	Visits	Last updated	Versions	Bookmark this page	Copy short url
ID#inppock	Visits: 9966	Last updated: 04 March 2008	Versions	Bookmark this page	Copy short url

IPPC contact point (1)	IPP Editor (2)	Official Pest Report (1)	Emergency actions (2)	Entry points (1)	List of regulated pests (1)	Publications (2)	Websites (1)	Projects (4)												
<table border="1"> <thead> <tr> <th>Type</th> <th>Name</th> <th>Country</th> <th>edit</th> </tr> </thead> <tbody> <tr> <td>IPP Editor</td> <td>Poeschko, Maja</td> <td>Cook Islands</td> <td>edit</td> </tr> <tr> <td>IPP Editor</td> <td>Wigmore, William</td> <td>Cook Islands</td> <td>edit</td> </tr> </tbody> </table>									Type	Name	Country	edit	IPP Editor	Poeschko, Maja	Cook Islands	edit	IPP Editor	Wigmore, William	Cook Islands	edit
Type	Name	Country	edit																	
IPP Editor	Poeschko, Maja	Cook Islands	edit																	
IPP Editor	Wigmore, William	Cook Islands	edit																	

Accessing and updating contact information (cont.)

Edit a Contact

Name	First Name Sam Last Name Panapa
Prefix	Mr. Ms. M.
Title/Position <small>TRANSLATABLE</small>	Head, Plant Protection
Organization / affiliation <small>TRANSLATABLE</small>	Ministry of Natural Res
Address	Address line 1 Address line 2 Address line 3 Address line 4 Address line 5
Country	Tuvalu
Correspondence language(s) <small>REQUIRED</small>	English (en) French (fr) Spanish (es)
Other languages	Bulgarian (bg) Czech (cs) Danish (da)
Telephone	(+688) 20836 / 30108
Fax	(+688) 20346 / 20826
E-mail	sampanapa@yahoo.co
Alternative E-mail	ilausaveve2@yahoo.co
Homepage <small>TRANSLATABLE</small>	Enter a complete web address Title of link: Add another website
Date received	22 May 2005
Source of information <small>REQUIRED</small>	NPPO Correspondence
Description / expertise <small>TRANSLATABLE</small>	
Additional files <small>TRANSLATABLE</small>	Upload file: Language of file: E Add another file
Additional links <small>TRANSLATABLE</small>	Enter a complete web address Title of link: Add another website
Relate to topic(s)	Members (members) ippeditor members Workshop Pacific
Contact: IPPC Secretariat	

The fields in the form to update contact information are as follows:

Name: This field can only be changed by the IPPC Secretariat.

Prefix: Choose one of the options from the list. It is recommended that this field be completed as it is very useful in identifying how to address the individual in a letter or e-mail (for example, 'Dear Ms. Smith').

Title / position: Job title or job position.

Organization / affiliation: Organization or institution with which affiliated.

Address: The full mailing address, with each line of the address entered into a new field. Excess fields not needed for the address can be left blank.

Country: This field can only be changed by the IPPC Secretariat.

Correspondence language(s): Indicates the FAO official language(s) the contact may be addressed in. To select more than one language, press Ctrl on your keyboard and mouse-click on the languages desired.

Other language(s): Language(s), in addition to the FAO languages, in which the contact may be addressed. To select more than one language, press Ctrl on your keyboard and mouse-click on the languages desired. If the applicable language is not in the list, choose Other (specify) and type in the language in the field to the right.

Telephone: Telephone number should be written with a plus sign (+) and the country code in brackets, followed by the area codes, city code (if applicable) and number. For example, a telephone number in Rome, Italy would be: (+39) 06 1234 5678.

Fax: Fax number should be written with a plus sign (+) and the country code in brackets, followed by the area codes, city code (if applicable) and number.

E-mail: E-mail address to which the contact may be written.

Alternative email: Enter an e-mail address that can be used in addition to or as an alternative to the e-mail address given in the field E-mail. Multiple email addresses should be separated by semicolons.

Homepage: Enter a complete web address, beginning with 'http://'.

Date received: Can only be changed by the IPPC Secretariat.

Source of information: Can only be changed by the IPPC Secretariat.

Description / expertise: Enter short description (250 words max) of expertise.

Additional files: Enter a related file.

Additional links: Enter a related website address.

Correspondence format

Countries can specify the format in which they wish to receive correspondence from the IPP Secretariat.

1. After logging in, go to the homepage for your country and click **edit topic**.
2. Scroll to the field labelled **Correspondence format** (near the bottom of the form) and click **View Form**
3. Select your preferred correspondence format and the click **Save and close**

The screenshot displays the IPP Secretariat website interface. The top navigation bar includes links for Home, IPPC, IPPC Publications, National, Work Area, and Calendar. The main content area shows the 'Cook Islands' profile, featuring the national flag and a list of international and regional organizations. A sidebar on the left lists various regions and countries. A 'Correspondence Format Form' dialog box is open in the foreground, allowing the user to select a preferred format for receiving correspondence. The form includes fields for the contact name, date, and a selection between electronic and hard copy formats. The 'Save and Close' button is highlighted.

Correspondence Format Form.
On behalf of NPPO/contracting party of: **Cook Islands [CK]**

Name of IPPC Contact Point: **Ngatoko, Ngatoko**
Date: Day: **07** Month: **February** Year: **2008**

☐ **Acceptance of correspondence in electronic format from the IPPC Secretariat to all IPPC contact points.** We will download electronic copies of documents published on the IPP for IPPC Secretariat correspondence sent to all contracting parties. No hard copies need be mailed (except for the annual meeting of the CPM). We understand that notifications of availability of documents will still be sent to us by e-mail with a distinct link to the relevant documents.

OR

☐ **Continuation of current arrangements.** We will continue receiving hard copies of correspondence as well as e-mail correspondence.

Important: Please verify that the NPPO contact information listed on the IPP is accurate.

Buttons: Close, Save and Close

Tips on filling in forms on the IPP

Certain fields and conventions are present in almost all forms on the IPP. These are described below.

Help text for data entry forms. Click on this icon to view information on how to fill in a field.

Title: Enter a short, descriptive title to indicate what the item is about.

Metadata language: Language in which data is being entered into fields such as *Title* and *Short description*. This may or may not be the same as the file or website that may be attached (i.e. data fields may be completed in English but the attached file is in French). It is recommended that the Metadata be completed in one of the five FAO languages (Arabic, Chinese, English, French and Spanish) to ensure that as wide an audience as possible is able to understand what the item is about. If the language being used for the Metadata is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

Brief description / summary: The information in this field will appear as a mouse-over on the file or website. Enter a brief phrase or description of the file or website using important and descriptive words. It is recommended this field contain no more than approximately 15 words.

Additional files: Enter a file that relates to the information added in the upper portion of this form. Upload the file following these steps:

- Click on the *Browse* button to locate the file to be added on your computer.
- Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).
- Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose *Other*.
- Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose *Other*.
- To add another file, click on the *Add another file* button and repeat the above steps.
- To edit a file that is already uploaded, check the box next to *delete file* and re-enter the file with the correct or updated information following the steps above.

Additional links: Enter a website address that relates to the information added in the upper portion of this form. Follow these steps:

Enter a complete website address, beginning with *http://* It is recommended that *cut and paste* be used to reduce typographic errors.

- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address. Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose *Other*.
- To add another website, click on the *Add another website* button and repeat the above steps.
- To edit a website that is already uploaded, check the box next to *delete link* and re-enter the website with the correct or updated information following the steps above.

Issues keywords: Keywords are a way of tagging information so users can easily relate it to other relevant information. To add keywords:

- Click on the Add keywords button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the Save and close button.
- To close the window without saving the keywords selected, click the Close button.

Commodity keywords: Commodity keywords are associated with Customs codes for commodities. *To add commodity keywords, follow the instructions for issues keywords.*

Contact for more information: Enter the contact details of an individual who can be contacted for additional information on the subject.

Relate to topic: Relating to another topic means that the information will appear in both the topic in which it was entered and the topic to which it has been related. Click on the *Sitemap* link to find the topic and ID number to relate to. Enter only the ID number of the topic in the text field provided, separating multiple ID numbers with a semicolon (;).

Notifications tool: The Notifications tool enables you to automatically inform selected recipients when your country's NPPO page has been updated or modified.

Cancel / Reset / Submit: Cancel will closing the form without saving any of the data. Reset will clear the fields of the form. Submit will post the information in the form on to the IPP. Once posted, the information may be edited but not removed.

© IPPC 2007
Page Generated on 15 Jun 2008 18:47:44

WARNING: The data you entered are either incomplete or not valid. Scroll down to see more detailed messages below the field(s) causing the problem.

Title
REQUIRED
TRANSLATABLE

Validation Error: Field is mandatory

Fields with dark green labels must be filled in. If you try to submit without filling in all of the required fields, you will receive an error message.

II. GUIDE TO USING THE IPP FOR INFORMATION EXCHANGE

The IPPC (1997) clearly identifies the phytosanitary information which contracting parties' reporting obligations:

- IPPC Official Contact Point (Article VIII.2)
- Official Pest Reports (Articles IV.2b & VIII.1a)
- Description of the National Plant Protection Organization (Article IV.4)
- Phytosanitary restrictions, requirements and prohibitions (Article VII.2b)
- Points of entry (Article VII.2d)
- List of regulated pests (Article VII.2i)
- Emergency actions (Article VII.6)

The Convention also lists several optional reporting areas:

- Non compliance (Article VII.2f)
- Organizational arrangements of plant protection (Article IV.4)
- Pest status (Article VII.2j)
- Rational for phytosanitary requirements (Article VII.2c)

The following section provides more information on the reporting categories and how to use the IPP to exchange information related these reporting categories. See also the section entitled *Tips on filling in forms on the IPP* for information on common fields that appear in most forms on the IPP.

National reporting obligations

IPP Official Contact Point

Under Article VIII.2 of the New Revised Text of the Convention (1997), each contracting party is obliged to provide the IPPC Secretariat with an official contact point for the exchange of information connected with the implementation of the Convention. This facilitates information sharing and transparency amongst contracting parties and the IPPC Secretariat. The network of official contact points is indispensable to achieving effective and rapid exchange of reliable official information in the cooperative spirit of the Convention.

The Official Contact Point can enter national information into the IPP, and they can also nominate IPP Editors to enter national information on their behalf. The IPPC Official Contact Point is the channel by which the IPPC Secretariat should receive all official communications from contracting parties as well nominations for experts, submissions for new topics for ISPMs, and comments on draft ISPMs.

Under Article VIII.2, the contracting party is responsible for designating and informing the Secretariat of the nomination. Notification of the new Contact Point must come through official channels (*i.e.* the notification must be signed by a relevant person more senior than the IPPC Contact Point). 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 self-appoint themselves as contact points. There can be only one contact point per contracting party.

A model form for the purpose of nominating new contact points is available on the IPP (<https://www.ippc.int/id/99595?language=en>) and can be submitted to the FAO via surface mail (International Plant Protection Convention Secretariat, AGPP - FAO, Viale delle Terme di Caracalla, 00153 Rome, Italy), fax (+39-06-5705-4819), or e-mail (IPPC@fao.org).

To update contact information follow the procedure outlined in the [Contact Information](#) section.

Official Pest Reports

Articles IV.2b: “The responsibilities of an official national plant protection organization shall include the following: the surveillance of growing plants, including both areas under cultivation (interalia fields, plantations, nurseries, gardens, greenhouses and laboratories) and wild flora, and of plants and plant products in storage or in transportation, particularly with the object of reporting the occurrence, outbreak and spread of pests, and of controlling those pests, including the reporting referred to under Article VIII paragraph 1(a)...”

Article VIII.1a: “The contracting parties shall cooperate with one another to the fullest practicable extent in achieving the aims of this Convention, and shall in particular: a) cooperate in the exchange of information on plant pests, particularly the reporting of the occurrence, outbreak or spread of pests that may be of immediate or potential danger, in accordance with such procedures as may be established by the Commission...”

To submit an official pest report:

- Click on any of the information types *other than* the tab for the **IPPC Contact Point**.
- Select **Official Pest Report** from the drop down menu.
- Click on **+add**.
- This opens the form for uploading and editing official pest reports.

The fields in the forms for submitting official pest reports are as follows:

Report date: The date is automatically generated by the system.

Report number: This number is automatically generated by the system. The first two letters are the ISO country code of the country entering the report and the number following is a sequential number of the pest reports entered by that country. Updated pest reports are given a sub-number (e.g. CA-1/1) to denote that they are updated versions of the original pest report.

Title

Metadata language

Status of the report: When entering a new pest report: According to ISPM No. 8 (*Determination of pest status in an area*) if all information on the pest situation is not available a preliminary report should be made. In this case, or if further updates to the report are expected, choose *Preliminary*. If all information is available at the time of first posting, choose *Final*. When an already existing report is being updated: If further updates are expected, choose *Update*. If no further updates are expected, choose *Final*.

Status of the pest: Choose the option that best describes the pest's status. The options in the drop-down list, along with further explanation, are found in ISPM No. 8 (*Determination of pest status in an area*). If *Unknown* is chosen from the drop-down list, the pest report will automatically be flagged as *Preliminary*.

Identity of the pest: Scientific name (where possible, to the species level or below).

Host(s): Enter the name(s) of the affected species or commodity(ies). If the space provided is not sufficient, scroll down the form and use the option *Additional files* or *Additional links*. Pest reports with this field left blank will automatically have their status marked as *Preliminary* so if a file or website with the information in it is being added using the *Additional* option, type *See Additional files* or *See Additional links* (whichever is appropriate) in this space.

Geographical distribution: Enter the geographical distribution of the pest. If the space provided is not sufficient or if a map can be attached, scroll down the form and use the option *Additional files* or *Additional links*. Pest reports with this field left blank will automatically have their status marked as *Preliminary* so if a file or website with the geographical distribution information in it is being added using the *Additional* option, type *See Additional files* or *See Additional links* (whichever is appropriate) in this space.

Reason for reporting: Enter the nature of the immediate or potential danger, or any other reason for the pest report. If the space provided is not sufficient, scroll down the form and use the option *Additional files* or *Additional links*. Pest reports with this field left blank will automatically have their status marked as *Preliminary* so if a file or website with the information in it is being added using the *Additional* option, type *See Additional files* or *See Additional links* (whichever is appropriate) in this space.

Summary

Additional files

Additional links

Issues keywords

Commodity keywords

Contact for more information

Relate to topic

Notifications tool

All other reporting obligations

The steps to add information pertaining to all other reporting obligations is the same.

To submit all other reporting obligation:

- Click on any of the information types *other than* the tab for the **IPPC Contact Point**.
- Select **Other reporting obligations** from the drop down menu.
- Click on **+add**.
- This opens the form for uploading and editing information in support of all other reporting obligations.

The screenshot shows the top navigation bar with tabs: IPPC contact point (1), IPP Editor (2), Official Pest Report (1), **Emergency actions (2)**, Entry points (1), List of regulated pests (1), Publications (2), Websites (1), and Projects (4). Below the tabs is a table with two rows of reports. To the right of the table is a dropdown menu with the option 'Other Reporting Obligations' selected and highlighted by a mouse cursor. A '+add' button is also visible.

Title	
Eradication Attempt of the Orchid weevil <i>Orchidophilus aterrimus</i> on Rarotonga - Summary Report	edit
Eradication of the Queensland Fruit Fly <i>Bactrocera tryoni</i> from the Cook Islands	edit

Download Files

--- Please Select ---
 --- Please Select ---
 Publications
 News
 Event
 Websites
 Projects
 Contacts
 Other Reporting Obligations
 Official Pest Report
 Optional Reporting

The fields in the forms for submitting other reporting obligations are as follows:

Reporting obligation under the IPPC: Select the reporting obligation from the drop down menu.

Title

Date of publication: Date the information was published (either print or electronically), posted, or entered into the IPP. If the exact date is not known, the *Day* field can be left blank or entered as the first of the month.

Metadata language

Report: Information can be added as a file or a website, or both.

For a file:

Click on the Browse button to locate the file to be added on your computer.

Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).

Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose Other.

Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose Other.

To add another file or to add a website, click on the Add another button and repeat the above steps.

For a website:

Enter a complete website address, beginning with <http://> It is recommended that cut and paste be used to reduce typographic errors. Click the box next to Skip validation if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.

Assign a title to the website link. This is the title the link will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. html).

Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) that will appear next to the icon for the website. If the applicable language is not in the list, choose Other.

For the type of link, choose the option html from the drop-down list.

To add another website or to add a file, click on the Add another button and repeat the above steps.

When editing:

If an already uploaded file or website needs to be removed, check the box next to delete file/link.

If an already uploaded file or website needs to be edited, check the box next to delete file/link and re-enter the file or website with the correct or updated information following the steps above.

Summary

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The screenshot shows the 'ADD A : REPORTING OBLIGATION' form. It has a green header. The form contains several fields: 'Reporting obligation under the IPPC (1997)' with a dropdown menu, 'Title' with a text input, 'Date of Publication' with a date input, and 'Metadata language' with a dropdown menu. There are also checkboxes for 'REQUIRED', 'TRANSLATABLE', and 'Optional Reporting'. A mouse cursor is pointing at the 'Optional Reporting' checkbox.

ADD A : REPORTING OBLIGATION

Reporting obligation under the IPPC (1997) REQUIRED
 Title REQUIRED
 Date of Publication REQUIRED
 Metadata language REQUIRED

Description of the NPPPO (Art. IV 4)
 Description of the NPPPO (Art. IV 4)
 Emergency actions (Art. VII 6)
 Entry points (Art. VII 2a)
 List of regulated pests (Art. VII 2b)
 Phytosanitary restrictions, requirements and prohibitions (Art. VII 2b)

English Other:

The Other reporting obligations are as follows:

Description of the National Plant Protection Organization

Article IV.4: *“Each contracting party shall submit a description of its official national plant protection organization and of changes in such organization to the Secretary. A contracting party shall provide a description of its organizational arrangements for plant protection to another contracting party, upon request.”*

Phytosanitary restrictions, requirements and prohibitions

Article VII.2b: *“With the aim of preventing the introduction and/or spread of regulated pests into their territories, contracting parties shall have sovereign authority to regulate, in accordance with applicable international agreements, the entry of plants and plant products and other regulated articles and, to this end, may: ...refuse entry or detain, or require treatment, destruction or removal from the territory of the contracting party, of plants, plant products and other regulated articles or consignments thereof that do not comply with the phytosanitary measures prescribed or adopted under subparagraph (a).”*

Points of entry

Article VII.2d: *“In order to minimize interference with international trade, each contracting party, in exercising its authority under paragraph 1 of this Article, undertakes to act in conformity with the following: ... If a contracting party requires consignments of particular plants or plant products to be imported only through specified points of entry, such points shall be so selected as not to unnecessarily impede international trade. The contracting party shall publish a list of such points of entry and communicate it to the Secretary, any regional plant protection organization of which the contracting party is a member, all contracting parties which the contracting party believes to be directly affected, and other contracting parties upon request. Such restrictions on points of entry shall not be made unless the plants, plant products or other regulated articles concerned are required to be accompanied by phytosanitary certificates or to be submitted to inspection or treatment.”*

List of regulated pests

Article VII.2i: *“Contracting parties shall, to the best of their ability, establish and update lists of regulated pests, using scientific names, and make such lists available to the Secretary, to regional plant protection organizations of which they are members and, on request, to other contracting parties.”*

Emergency actions

Article VII.6: *“Nothing in this Article shall prevent any contracting party from taking appropriate emergency action on the detection of a pest posing a potential threat to its territories or the report of such a detection. Any such action shall be evaluated as soon as possible to ensure that its continuance is justified. The action taken shall be immediately reported to contracting parties concerned, the Secretary, and any regional plant protection organization of which the contracting party is a member.”*

Optional national reporting

This is information that is generally provided upon request.

To submit all other reporting obligation:

- Click on any of the information types *other than* the tab for the **IPPC Contact Point**.
- Select **Optional reporting** from the drop down menu.
- Click on **+add**.
- This opens the form for uploading and editing information in support of optional reporting.

IPPC contact point (1)	IPP Editor (2)	Official Pest Report (1)	Emergency actions (2)	Entry points (1)	List of regulated pests (1)	Publications (2)	Websites (1)	Projects (4)
--- Please Select --- +add								
--- Please Select ---								
Publications								
News								
Event								
Websites								
Projects								
Contacts								
Other Reporting Obligations								
Official Pest Report								
Optional Reporting								

Title	
Eradication Attempt of the Orchid weevil Orchardophilus aterrimus on Rarotonga - Summary Report	edit
Eradication of the Queensland Fruit Fly Bactrocera tryoni from the Cook Islands	edit

Download Files

The fields in the forms for submitting optional reporting are as follows:

Optional reporting type under the IPPC: Select the optional reporting type from the drop down menu.

Title

Date of publication: Date the information was published (either print or electronically), posted, or entered into the IPP. If the exact date is not known, the *Day* field can be left blank or entered as the first of the month.

Metadata language

Report: Information can be added as a file or a website, or both.

For a file:

Click on the Browse button to locate the file to be added on your computer.

Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).

Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose Other.

Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose Other.

To add another file or to add a website, click on the Add another button and repeat the above steps.

For a website:

Enter a complete website address, beginning with http:// It is recommended that cut and paste be used to reduce typographic errors.

Click the box next to Skip validation if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.

Assign a title to the website link. This is the title the link will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. html).

Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) that will appear next to the icon for the website. If the applicable language is not in the list, choose Other.

For the type of link, choose the option html from the drop-down list.

To add another website or to add a file, click on the Add another button and repeat the above steps.

When editing:

If an already uploaded file or website needs to be removed, check the box next to delete file/link.

If an already uploaded file or website needs to be edited, check the box next to delete file/link and re-enter the file or website with the correct or updated information following the steps above.

Summary

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Additional links

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The other optional reporting types are as follows:

Non-compliance

Article VII.2f: *“Importing contracting parties shall, as soon as possible, inform the exporting contracting party concerned or, where appropriate, the re-exporting contracting party concerned, of significant instances of non-compliance with phytosanitary certification. The exporting contracting party or, where appropriate, the reexporting contracting party concerned, should investigate and, on request, report the result of its investigation to the importing contracting party concerned.”*

Organizational arrangements of plant protection

Article IV.4: *“Each contracting party shall submit a description of its official national plant protection organization and of changes in such organization to the Secretary. A contracting party shall provide a description of its organizational arrangements for plant protection to another contracting party, upon request.”*

Pest status

Article VII.2j: *“Contracting parties shall, to the best of their ability, conduct surveillance for pests and develop and maintain adequate information on pest status in order to support categorization of pests, and for the development of appropriate phytosanitary measures. This information shall be made available to contracting parties, on request.”*

Rationale for phytosanitary requirements

Article VII.2c: *“Contracting parties shall, on request, make available to any contracting party the rationale for phytosanitary requirements, restrictions and prohibitions.”*

Other forms of national information exchange

Countries can also opt to post other information that does not fall into the categories listed above. These other types of information can be calendar events, news items, projects and publications.

Other information exchange tools

To stay informed...

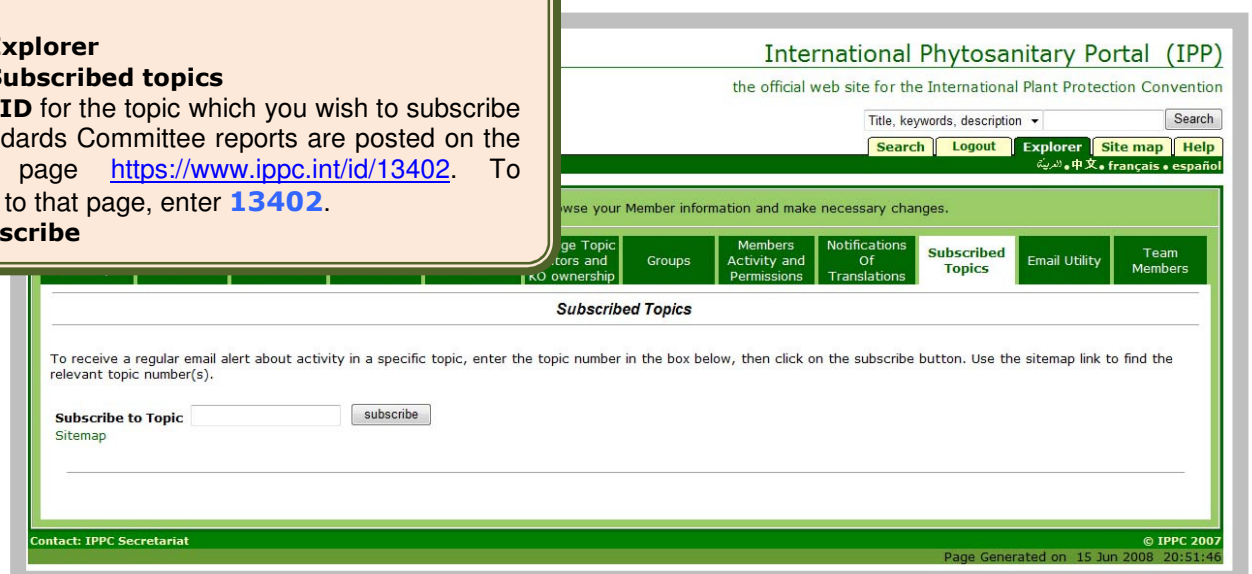
Information is constantly being added to the IPP. There are several ways to be informed when new information becomes available.

Recent IPPC News is listed on the right-hand side of the homepage. Below the news items, you can access a link for subscribing to **RSS Feeds**.



If there is a topic that is of particular interest, you can subscribe to the topic to receive e-mail notifications whenever the topic has been updated.

1. Login
2. Click on **Explorer**
3. Click on **Subscribed topics**
4. Enter the **ID** for the topic which you wish to subscribe (e.g. Standards Committee reports are posted on the following page <https://www.ippc.int/id/13402>. To subscribe to that page, enter **13402**).
5. Click **Subscribe**



To inform others...

This tool enables IPPC Contact Points and Editors to directly notify selected recipients whenever they make changes or additions to their NPPO page. Potential recipients of these notifications include the IPPC Official Contact Point for trading partner nations, representatives of RPPOs, and the IPPC Secretariat. Once selected, recipients will automatically receive an email notifying them when a change has been made to the NPPO webpage along with a link to the part of the NPPO page that has been modified. In this way, the selected recipients are made aware of updates to contact information, the addition of pest reports, the publication of phytosanitary regulations, etc, and this is more consistent with the reporting requirements of the IPPC.

To use the Notification tool, please follow these steps:

- Login to the IPP.
- Go to your NPPO “home page” (e.g. <https://www.ippc.int/id/nppoXX>).
- Add or update information by
 - selecting a reporting type from the drop-down menu
 - clicking on **+ add sub-Topic**
 - clicking on **edit topic** or **update**
- Go to the **“Notifications Tool”** (a square button at the very bottom of the form) and make a selection. *This is a required field.*
 - If you wish to notify others of the availability of new information, you must select recipients the first time you use the notification tool. Your selection will then be saved as your default recipient list.
 - Once you have selected your default recipient list, to send out notifications in the future you can select **Yes, send to default recipients**.
 - If you **do not** want to notify others of changes, select **No, submit without notification**.
- Click **submit**

Click on button to add new keywords -

[melanie bateman] - Internet Explorer provided by Dell

https://www.ippc.int/servlet/CDSServlet?status=Mj1vcmcuZmFvLndhaWNlbnQuY2RzLmF0dHJpYnV0ZXMuSVBQ1BhcnRuZXJz

Notification Tool Form

Please select recipients from the list below (countries and territories, RPPOs and the IPPC Secretariat) to which you want to send automatic updates of data entered in this topic

<input type="checkbox"/> Contracting parties and territories	<input type="checkbox"/> select all
<input type="checkbox"/> Non-contracting parties	<input type="checkbox"/> select all
<input type="checkbox"/> RPPOs	<input type="checkbox"/> select all
<input type="checkbox"/> IPPC Secretariat	<input type="checkbox"/>

Close Save and Close

Done

Internet | Protected Mode: On 100%

Do you want to notify others (e.g. trading partners) of changes to this information?
For each IPP page, you must select recipients the first time you use the notification tool. Your selection will then be saved as your **default recipient list**.

☒ Yes, select recipients
☐ Yes, send to default recipients
☐ No, submit without notification

Cancel Reset Submit