

Help Topics

The following topics are designed to assist in your use of the IPP. If you experience problems or the topics are not adequately addressed, please contact ipp@ippc.int for further information.

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About the IPP

The International Phytosanitary Portal (IPP) is an internet portal providing for the exchange of phytosanitary information. The International Plant Protection Convention (1997) outlines that it is the responsibility of contracting parties to engage in the exchange official phytosanitary information. With the IPP, this exchange is possible through a single forum.

Access to information

The IPP enhances the accessibility of phytosanitary information by providing:

- rapid communication and dissemination of information between IPPC contracting parties and the phytosanitary community at large
- phytosanitary information in electronic format
- a single forum for IPPC contracting parties to enter and display phytosanitary information
- a global repository of phytosanitary information
- increased transparency among the phytosanitary community
- the ability to display and retrieve information in any of the five FAO languages.

Virtually all information in the IPP is available to all users of the site. However, only officially nominated individuals have the ability to enter and edit information, ensuring its accuracy and validity.

Sources of information

Information in the IPP is entered and maintained by officially nominated individuals from National Plant Protection Organizations, Regional Plant Protection Organizations and the IPPC Secretariat. Each of these parties is responsible for the information it enters.

Reporting obligations

The IPPC (1997) clearly identifies the phytosanitary information which contracting parties are obliged to report:

- Pest reports (Articles IV. 2(b) and VII. 1(a))
- Description of NPPO (Article IV. 4)
- Phytosanitary restrictions, requirements, and prohibitions (Article VII. 2(b))
- Points of entry (Article VII. 2(d))
- List of regulated pests (Article VII. 2(i))
- Emergency actions (Article VIII. 2)
- Official contact points (Article VIII. 2).

The IPP facilitates national participation in phytosanitary information exchange and responsibility for information management by providing a forum for contracting parties to comply with their reporting obligations. It achieves this through allowing remote access for officially nominated individuals to enter phytosanitary information and who are responsible for all information associated with their country.

Frequently asked questions

Q: What is the International Phytosanitary Portal?

A: The IPP is an internet portal designed to aid contracting parties to the IPPC in fulfilling their reporting obligations as outlined in the IPPC (1997). The IPP also allows for information exchange between contracting parties and the international phytosanitary community at large.

Q: What is a portal?

A: A website offering an array of resources and services, such as searches and forums, and providing access to hierarchically organized information.

Q: How is information in the IPP organized?

A: Information in the IPP is organized in a hierarchy. At the top of every page there are five information tabs (Home, IPPC, National, Publications, Calendar) - these 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 sub-folders (often called sub-topics).

After clicking on one of the information tabs, the categories of sub-topics within them are located on the left-hand side of the screen. The categories of sub-topics are different within each topic. For instance, the sub-topics under the topic IPPC are different from those under the topic National. Within each of these sub-topics there is additional grouping into types of information, for instance, publications, websites, contacts, news etc.

Information within these folders and sub-folders is separate from information in other folders. A good way to view the levels of organization of information in the IPP is to examine the [sitemap](#).

Q: How is data entered into the IPP?

A: Data entry is only possible for officially nominated individuals. These individuals are given passwords allowing them to log in to the system and enter or edit information within restricted areas of the website. Data entry is carried out by remote access.

Q: How are passwords for the IPP obtained?

A: Passwords for the IPP are only given to officially nominated contacts and can be obtained by contacting the IPP Manager at ipp@ippc.int. Please do not contact the IPPC Secretariat for a password if you are not one of these officially nominated individuals.

Q: How do I report errors or problems with the IPP?

A: Send an e-mail to the IPP Manager at ipp@ippc.int outlining the specific problems you are experiencing.

Navigating and browsing the IPP

The IPP has many useful features to aid navigation and browsing. The following identifies some of these features and explains how they can be used.

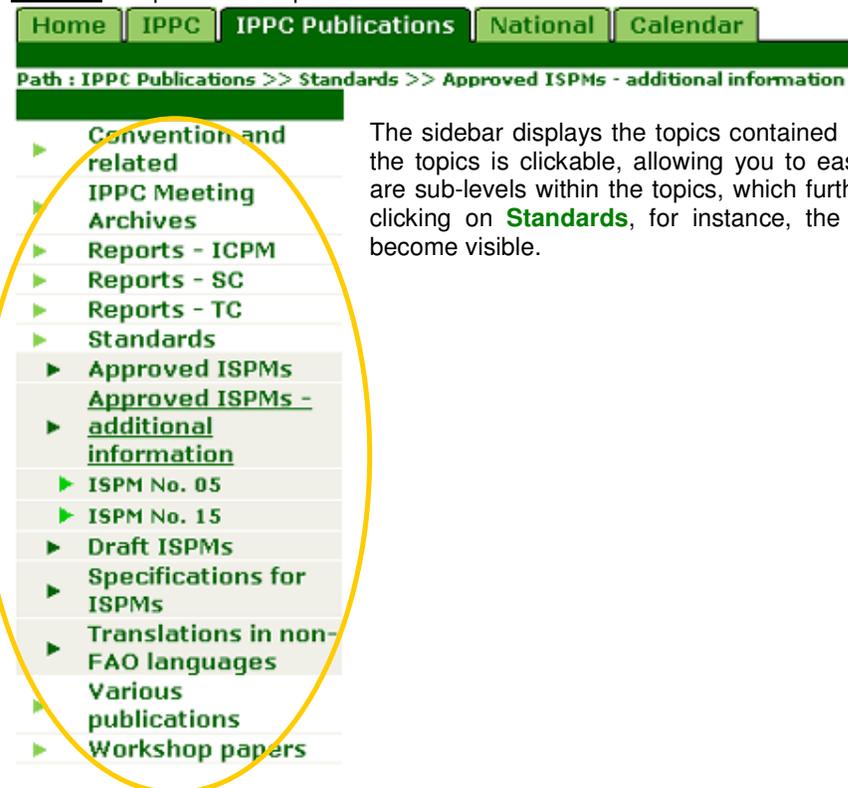
Header



The header is a constant throughout the site, allowing you to navigate easily from any page. The active tab, indicating your current position, is easily recognizable because it is always dark green.

The tabs on the left of the header are information tabs, under which information and documents relating to the IPPC, NPPOs and RPPOs are located. The tabs on the right of the header are function tabs, allowing you to search, log in, view the site map and access help information.

Sidebar - Topics - Sub-topics



The sidebar displays the topics contained under each information tab. Each of the topics is clickable, allowing you to easily browse information. Often there are sub-levels within the topics, which further divide and group information. By clicking on **Standards**, for instance, the sidebar opens up and new topics become visible.

Information types



Within each topic there are more tabs called information types, which further group like information. These usually contain files in the form of Word, PDF, PowerPoint, images or websites. As with the Header, the active tab is dark green. Each of the tabs is clickable, revealing the documents contained within it.

Search

Searching is an easy and fast way to find information on the IPP. There are two types of searches in the IPP:

1. Simple search

A simple search interface consisting of a dropdown menu with the text "Title, keywords, description" and a small downward arrow, followed by a text input field, and a "Search" button to the right.

The simple search is located on the upper right hand side of your screen, just above the Header. It is a quick and easy way to find information. The default search 'Title, keywords, description' but by clicking on the arrow you can also choose to search 'Full text', which searches full texts of documents.

2. Advanced search



The advanced search is located in the function tabs, in the right-hand side of the Header. This is a more refined method of searching compared to the simple search. Using this search, you are able to specify more precisely what information you would like to find, and thereby receive results that relate more closely to your query.

Organization of information in the IPP

Information in the IPP is organized into a hierarchy. This following will introduce the hierarchy and the levels within it in order to familiarize you with how information is organized in the IPP.

1st level of organization: Information tabs



At the top of every page there are four information tabs (pictured above: IPPC, IPPC Publications, National and Calendar) - these represent the top level of the hierarchy of information.

The information that is contained in each of the four information tabs includes:

- **IPPC:** information on the IPPC and the activities carried out under the Convention.
- **IPPC Publications:** documents published by the IPPC Secretariat such as ISPMs and meeting reports.
- **National:** information relating to national phytosanitary matters and reporting obligations, as entered by NPPOs.
- **Calendar:** information on meetings and events of the IPPC, NPPOs and RPPOs.

2nd level of organization: Topics



Path : National

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

Each of the information tabs is like a file folder that contains information divided into sub-folders (often referred to as topics or sub-topics).

After clicking on an information tab, the categories of topics within them are visible on the left-hand side of the screen. The categories of topics within each information tab are different. For instance, the topics under the tab IPPC are different from those under the tab National. These sub-topics outline what information is contained in under each tab and can be used to navigate and find more information on a given subject.

3rd level of organization: Information types



Specific information within each of the above mentioned topics is grouped into information types. These also represent the types of information that users of the IPP are able to add. They contain specific pieces of information, such as files and websites.

The information that is contained in each information type tab includes:

- **Publications:** documents for meetings, training material, technical documents, reports etc.
- **Contacts:** individuals, experts, or institutions.
- **News:** items of note or information.
- **Calendar:** events and meetings.
- **Websites:** websites of organizations or for information.
- **Projects:** information on technical assistance or other types of projects.
- **Discussions:** e-mail discussions.
- **Reporting obligations** (for NPPOs): reporting obligations under the IPPC (1997) as entered by NPPOs.

- **Optional reporting** (for NPPOs): optional reporting information under the IPPC (1997) as entered by NPPOs.
- **Official pest reports** (for NPPOs): official pest reports under ISPM No. 17 as entered by NPPOs.

4th level of organization: Files

| Title ▲ ▼ | File |
|---|--|
|  1997 - International Plant Protection Convention (New Revised Text) |  en;  es;  fr |

The last level of organization in the IPP is that of files. Files are usually in the form of Word, PDF, PowerPoint, images or websites. Clicking on the **i** icon to the left of the file's title will give you more information about the file, such as when it was added and a short description. Clicking on the icon opens the file into a new window.

Sitemap



A good way to view the levels of organization of information in the IPP is to go to the [sitemap](#). The sitemap is also a quick and easy way to navigate directly to your topic of interest.

A quick guide to entering information into the IPP (for NPPOs)

The IPP is designed to facilitate NPPOs in fulfilling their reporting obligations under the IPPC (1997) and to enhance the exchange of information among the international phytosanitary community. The following highlights will help guide you through the entry of data into the IPP.

Step 1: Log in

- **Click on the tab **Member login**.** This is located in tabs at the upper right side of your screen.
- **Enter your username.** Usually your first name (given name), a space, and you're your last name (surname).
- **Enter your password.** If you do not have a password, contact the IPP Manager (ipp@ippc.int). Please note that passwords are only given to officially nominated individuals. Do not contact the IPP Manager for a password if you are not one of these officially nominated individuals.
- **Problems logging in?** Send an e-mail to ipp@ippc.int with the specific problems you are experiencing.

Step 2: Navigate to your country's page

- **Click on the tab **National**.** This is located in the tabs at the upper left side of your screen.
- **Click on the **FAO region your country falls into**.** The list of regions is located on the left side of your screen. Please note that the FAO region does not always correspond with the geographic region. If you are unable to find the region your country falls into, click [here](#) for a list of FAO countries and regions.
- **Click on your country.** The list of countries is located on the left side of your screen, underneath the corresponding FAO region.

Note: It is important to understand that the information you enter will appear on the IPP under the topics and sub-topics you enter them. Before adding your information, look at the **Path** to make sure you are in the right location. Passwords allow NPPOs to enter information only under the topic of their country. Data entry into other areas of the IPP is not possible.

Step 3: Choose from the drop-down list

- **Click on the drop-down list.** You should now see a drop-down list containing the types of information that you are able to add: Reporting obligations, Optional reporting, Publications, Websites, Projects, News, Calendar, Contacts and Official pest reports. Choose the one that is most applicable to the information you want to enter and click on **+add**.
- **Don't see the drop-down list?** This means that you are either:
 - 1) Not logged in. Click the tab **Member login** and enter your user name and password.
 - 2) Not able to add information in this portion of the website. Check the **Path** to make sure you are under the right country. Contact the ipp@ippc.int if you continue to have problems.

Step 4: Complete the applicable fields in the data-entry form

- **Required fields.** These are the fields that must be completed or the system will not accept the information.
- **Optional fields.** It is not obligatory to complete these fields but completing them offers more information to the user as to what the item is about.
- **Need help?** The ? icons on the right side of the screen contain information to help guide you through each field in the form.

Step 5: Submit the information.

- **Submit.** When you have completed all of the required fields, and optional field as appropriate, click on this button to submit the information to the system.
- **Cancel.** If you do not want to submit the information and want to go back to your country's page, click on this button.
- **Reset.** To erase the information entered on the form, click on this button.

Note: Once the information is submitted, it will take approximately five minutes before it is visible on the system.

THE INTERNATIONAL PHYTOSANITARY PORTAL (IPP) ONLINE HELP MANUAL

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| Address | Enter the full mailing address, with each line of the address entered into a new field. Only the first line is required so any excess fields not needed for the address can be left blank. |
| Additional file(s) | <p>Enter a file that relates to the information added in the upper portion of this form. Upload the file following these steps:</p> <ul style="list-style-type: none"> • Click on the <i>Browse</i> 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 <i>Other</i>. • 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 <i>Other</i>. • To add another file, click on the <i>Add another file</i> button and repeat the above steps. |
| Additional link(s) | <p>Enter a website address that relates to the information added in the upper portion of this form. Follow these steps:</p> <ul style="list-style-type: none"> • Enter a complete website address, beginning with <i>http://</i> It is recommended that <i>cut and paste</i> be used to reduce typographic errors. • Click the box next to <i>Skip validation</i> 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 <i>Other</i>. • To add another website, click on the <i>Add another website</i> button and repeat the above steps. |
| Agenda item number | For formal meeting documents. Enter the agenda item number with which the document corresponds. Completing this field ensures that documents will be displayed in numerical order. |
| 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 <i>E-mail</i> . |
| Associated organization(s) | List the names of any organizations associated with the project. Separate multiple names with a semicolon (;). |
| Author(s) / editor(s) | Enter the name of the author(s) and/or editor(s). For example: <i>Smith, Robert</i> or <i>Jones, P.</i> Separate multiple names with a semicolon (;). |
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| Commodity keywords | <p>Keywords are a way of tagging information so users can easily relate it to other relevant information. Commodity keywords are associated with Customs codes for commodities. To add keywords:</p> <ul style="list-style-type: none"> • Click on the <i>Add keywords</i> 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 <i>Save and close</i> button. • To close the window without saving the keywords selected, click the <i>Close</i> button. |
| Contact for more information | Enter the contact details of an individual who can be contacted for additional information on the subject. |
| Content language(s) | Indicates the language(s) used in the discussion or project. To select more than one language, press <i>Ctrl</i> on your keyboard and mouse-click on the languages desired. If the language is not in the drop-down list provided, select <i>Other</i> and enter the language in the field to the right. |
| Correspondence language(s) | Indicates the FAO official language(s) the contact may be addressed in. To select more than one language, press <i>Ctrl</i> on your keyboard and mouse-click on the languages desired. |
| Country | Choose the country (that corresponds with the mailing address) from the list provided. |
| Country / region | Country or region in which the project is held or is intended to affect. |
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| Database source | Name of database where project information is located, for example: FAO, WTO, WB. |
| Date of entry | Date the information is entered into the IPP. This field is set by the system and is not alterable by users. |
| 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 <i>Day</i> field can be left blank or entered as the first of the month. |
| Date to expire | Enter the month and year that the item can be archived. After this date, the information will no longer be displayed in the system but can still be found using the <i>Search</i> function. |
| Date received | Usually used for NPPO contact points. Date the nomination for the contact was received by the IPPC Secretariat. |
| Description | Enter a summary or abstract of the event. It is recommended that this field contain no more than approximately 200 words. |
| Description / expertise | Enter a short description (maximum 250 words) of the contact or their expertise. |
| Document number | For documents in a series. Enter a number with which the document corresponds. |
| Donor | Enter the name of the organization or individual that is funding the project. |
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| E-mail | E-mail address to which the contact may be written. |
| End date | Enter the date on which the event or project is scheduled to finish. If the exact date is not known, the <i>Day</i> field can be left blank or entered as the first of the month. If the event or project is only lasting one day, enter the same date in this field as in the <i>Start date</i> field. |
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| 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. For example, a fax number in Rome, Italy would be: (+39) 06 1234 5678. |
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| 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 <i>Additional files</i> or <i>Additional links</i> . Pest reports with this field left blank will automatically have their status marked as <i>Preliminary</i> so if a file or website with the geographical distribution information in it is being added using the <i>Additional</i> option, type <i>See Additional files</i> or <i>See Additional links</i> (whichever is appropriate) in this space. |
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| Headline | Enter a short (recommended maximum of 6 words), descriptive title from which it is easily understandable what the item is about. If applicable, include the name of the country that is entering the news item for clarity. |
| Homepage | <ul style="list-style-type: none"> • Enter a complete website address, beginning with <i>http://</i> It is recommended that <i>cut and paste</i> be used to reduce typographic errors. • Click the box next to <i>Skip validation</i> 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 <i>Other</i>. • To add another website, click on the <i>Add another website</i> button and repeat the above steps. |
| Host(s) or article(s) concerned | 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 <i>Additional files</i> or <i>Additional links</i> . Pest reports with this field left blank will automatically have their status marked as <i>Preliminary</i> so if a file or website with the information in it is being added using the <i>Additional</i> option, type <i>See Additional files</i> or <i>See Additional links</i> (whichever is appropriate) in this space. |
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| Identity of pest | Scientific name (where possible, to the species level, and below species level, if known and relevant). |
| Issues keywords | <p>Keywords are a way of tagging information so users can easily relate it to other relevant information. To add keywords:</p> <ul style="list-style-type: none"> • Click on the <i>Add keywords</i> button. A new window will open listing |

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| | <p>the keywords that can be chosen.</p> <ul style="list-style-type: none"> • 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 <i>Save and close</i> button. • To close the window without saving the keywords selected, click the <i>Close</i> button. |
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| Location | Give the city and country in which the event or project will take place. For example: <i>Paris, France</i> . |
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| Metadata language | Language in which data is being entered into fields such as <i>Title</i> and <i>Short description</i> . 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). If the language is not in the drop-down list provided, select <i>Other</i> and enter the language in the field to the right. |
| Moderator affiliation | Enter the organization, institution or country with which the moderator of the discussion is affiliated. |
| Moderator e-mail | Enter the e-mail address of the moderator of the discussion. |
| Moderator name | Enter the first name (given name) and last name (surname / family name) of the person moderating the discussion. |
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| Name | Enter the first name (given name) and last name (surname / family name) of the contact. |
| Nature of immediate or potential danger, or other 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 <i>Additional files</i> or <i>Additional links</i> . Pest reports with this field left blank will automatically have their status marked as <i>Preliminary</i> so if a file or website with the information in it is being added using the <i>Additional</i> option, type <i>See Additional files</i> or <i>See Additional links</i> (whichever is appropriate) in this space. |
| | |
| Optional reporting type under the IPPC (1997) | Choose from the menu which optional reporting type under the New Revised Text of the IPPC (1997) is being entered. |
| Organizer | Enter the name of the organization or individual organizing the event or project. |
| Organization / affiliation | Organization or institution with which the contact is affiliated. |
| 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 <i>Ctrl</i> on your keyboard and mouse-click on the languages desired. If the applicable language is not in the list, choose <i>Other (specify)</i> and type in the language in the field to the right. |
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| Picture | <ul style="list-style-type: none"> • Click on the <i>Browse</i> button to upload an image file from your computer. It is recommended that images no larger than 50 KB be attached as large images increase the download time of pages. • Choose the type of image file from the drop-down menu. Only <i>gif</i> and <i>jpg</i> files will be accepted by the system. |
| Prefix | Choose one of the options from the list. If the prefix of the contact is unknown, choose <i>None</i> . 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, <i>Dear Ms. Smith</i>). |
| Project code | Project identification code. |
| Project costs | Enter the cost in U.S. dollars using numbers only, such as: 10000. The system will automatically add in commas and the "\$" sign. |
| Project outputs | Expected deliverables, such as: revised legislation, updated national pest list, training, etc. |
| Project summary | Enter a brief phrase, summary, abstract or description. Try to use important or descriptive words. It is recommended this field contain no more than approximately 100 words. |
| Project web address | <ul style="list-style-type: none"> • Enter a complete website address, beginning with <i>http://</i> It is recommended that <i>cut and paste</i> be used to reduce typographic errors. • Click the box next to <i>Skip validation</i> 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 <i>Other</i>. • To add another website, click on the <i>Add another website</i> button and repeat the above steps. |
| Publication | <p>Information can be added as a file or a website, or both.</p> <p>For a file:</p> <ul style="list-style-type: none"> • Click on the <i>Browse</i> 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 <i>Other</i>. • 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 <i>Other</i>. • To add another file or to add a website, click on the <i>Add another</i> button and repeat the above steps. |

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| | <p>For a website:</p> <ul style="list-style-type: none"> • Enter a complete website address, beginning with <i>http://</i> It is recommended that <i>cut and paste</i> be used to reduce typographic errors. • Click the box next to <i>Skip validation</i> 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 <i>Other</i>. • For the type of link, choose the option <i>html</i> from the drop-down list. • To add another website or to add a file, click on the <i>Add another</i> button and repeat the above steps. |
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| Relate to topic(s) | <p>Relating to a topic means that the information in this form will appear in both the topic in which it is entered and the topic to which it is related. Click on the <i>Sitemap</i> link to find the ID number of the topic to which to relate this information and enter the five digit number in the field provided. Separate multiple entries with a semicolon (;).</p> |
| Report number | <p>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.</p> |
| Report | <p>Information can be added as a file or a website, or both.</p> <p>For a file:</p> <ul style="list-style-type: none"> • Click on the <i>Browse</i> 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 <i>Other</i>. • 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 <i>Other</i>. • To add another file or to add a website, click on the <i>Add another</i> button and repeat the above steps. <p>For a website:</p> <ul style="list-style-type: none"> • Enter a complete website address, beginning with <i>http://</i> It is recommended that <i>cut and paste</i> be used to reduce typographic |

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| | <p>errors.</p> <ul style="list-style-type: none"> • Click the box next to <i>Skip validation</i> 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 <i>Other</i>. • For the type of link, choose the option <i>html</i> from the drop-down list. • To add another website or to add a file, click on the <i>Add another</i> button and repeat the above steps. |
| Reporting obligation under the IPPC (1997) | Choose from the menu which reporting obligation under the New Revised Text of the IPPC (1997) is being entered. |
| Requires translation | If the data entered or edited needs to be translated. |
| Relate to topic(s) | 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 <i>Sitemap</i> 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 (;). |
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| Series title | Enter the title of the newspaper, name of the news service etc. from which the article comes. |
| Short description | 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. |
| Source of information | Choose the option that best describes the source of the contact information. <ul style="list-style-type: none"> • <i>Government correspondence</i> - Received from a government or NPPO but not on an official level. • <i>Official correspondence</i> - Received as official correspondence, such as from the Ministry of Foreign Affairs. • <i>Directory</i> - Information found in a directory or listing. • <i>NPPO correspondence</i> - Received from a NPPO or NPPO contact point but not entered by one of them. • <i>Entered by NPPO</i> - Entered by an NPPO or NPPO contact point. |
| Start date | Enter the date on which the event or project is scheduled to begin. If the exact date is not known, the <i>Day</i> field can be left blank or entered as the first of the month. |
| Status of pest (under ISPM No. 8) | 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 (<i>Determination of pest status in an area</i>). If <i>Unknown</i> is chosen from the drop-down list, the pest report will automatically be flagged as <i>Preliminary</i> . |

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| Status of publication | <p>Choose the option that best describes the status of the publication.</p> <ul style="list-style-type: none"> • <i>Draft</i> - Documents not yet finalized or approved. • <i>Final</i> - Documents that have been finalized or approved. Most documents fall into this category. • <i>Country consultation</i> - Documents posted for comment by countries. This option is mostly used by the IPPC Secretariat for draft ISPMs. • <i>Discussion document</i> - Documents to be discussed or used in discussions. |
| Status of report | <p>When entering a new pest report:</p> <ul style="list-style-type: none"> • According to ISPM No. 8 (<i>Determination of pest status in an area</i>) 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 <i>Preliminary</i>. • If all information is available at the time of first posting, choose <i>Final</i>. <p>When an already existing report is being updated:</p> <ul style="list-style-type: none"> • If further updates are expected, choose <i>Update</i>. • If no further updates are expected, choose <i>Final</i>. |
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| Telephone | <p>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.</p> |
| Text | <p>Type or cut and paste the text of the news article into the space provided. If the text is long (more than 250 words) scroll down the form to <i>Additional files</i> or <i>Additional links</i> and attach it in electronic form. This function can also be used if you want to add the text in another language.</p> |
| Title | <p>Enter a short, descriptive title from which it is easily understandable what the item is about.</p> |
| Title / position | <p>Job title or job position.</p> |
| Type of contact | <p>Choose the option that best describes the type of contact. Depending on the permissions you have, you may or may not have the option to enter some of the following.</p> <ul style="list-style-type: none"> • <i>Expert</i> - Any contact not falling into the other categories. • <i>RPPO contact</i> - A contact associated with a regional plant protection organization. <p>Note: NPPO contact points can only be added or have their status (official or unofficial) changed by the IPPC Secretariat. Notify the Secretariat of any changes through the official channels, as stated in the IPPC (1997).</p> |
| Type of discussion | <ul style="list-style-type: none"> • Click on the box next to <i>Mailinglist Listener</i> for e-mails to be listed on the IPP. • <i>Active</i>: Check this box if the discussion is being used and e-mails are being posted. If not, leave the box blank. • <i>Allow online postings</i>: Check this box if postings from the mailing |

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| | <p>list should be posted online.</p> <ul style="list-style-type: none"> • <i>Mailing list posting address</i>: Enter the e-mail address to which members of the discussion send e-mails for posting. • <i>Mailbox address</i>: Enter the e-mail address of the mailbox to which e-mails sent to the mailing list posting address are stored and collected by the moderator. • <i>Server</i>: Enter the mail server address that supports the discussion. • <i>Port</i>: Port of the URL for listening. • <i>Username</i>: Username of the moderator or owner of the discussion. • <i>Password</i>: Password of the moderator or owner of the discussion. • <i>How to subscribe to this external discussion</i>: Enter a few words on how to subscribe to the discussion, including the e-mail address to which to send postings. |
| <p>Type of event</p> | <p>Choose the option that best describes the type of event.</p> <ul style="list-style-type: none"> • <i>ICPM</i> - For use by the IPPC Secretariat. • <i>Standards Committee</i> - For use by the IPPC Secretariat. • <i>Expert Working Group</i> - For use by the IPPC Secretariat. • <i>Other Working Group</i> - For working groups on various subjects. • <i>Regional workshop on draft ISPMs</i> - For use by the IPPC Secretariat. • <i>Technical consultation of RPPOs</i> - For use by the IPPC Secretariat. • <i>Conference</i> - Conferences. • <i>Workshop / seminar</i> - Workshops and seminars. • <i>WTO meeting</i> - For use by the IPPC Secretariat. • <i>Other (specify)</i> - If none of the above options apply, select this option and enter in a word or short phrase describing the type of event in the field to the right. |
| <p>Type of publication</p> | <p>Choose the option that best describes the type of publication.</p> <ul style="list-style-type: none"> • <i>Conference papers and presentations</i> - Documents for a conference such as papers or presentations. • <i>ISPM: approved</i> - For use by the IPPC Secretariat to post ISPMs that have been approved by the ICPM. • <i>ISPM: draft</i> - For use by the IPPC Secretariat to post draft ISPMs (not yet approved). • <i>ISPM: specification</i> - For use by the IPPC Secretariat to post specifications for future ISPMs. • <i>ISPM: supporting documentation</i> - For use by the IPPC Secretariat to post supporting or explanatory documents related to individual ISPMs. • <i>Manuals, training material</i> - Documents for reference, training, or that are instructive in nature. • <i>Meeting documents: ICPM</i> - For use by the IPPC Secretariat to post ICPM meeting documents. • <i>Meeting documents: general</i> - Working papers for meetings. • <i>Newsletter</i> - A periodically published work giving news or announcements. • <i>PRA</i> - Reports of Pest Risk Analysis or information necessary for PRA. • <i>Report: technical</i> - Such as a report of a project. |

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| | <ul style="list-style-type: none"> • <i>Report: meeting</i> - Meeting reports. • <i>RSPMs</i> - For use by RPPOs to post regional standards for phytosanitary measures. • <i>Technical: data sheet</i> - Such as a technical data sheet on a specific pest. • <i>Technical: database of commodities</i> - Such as pests associated with a commodity or lists of commodities imported or exported by a country. • <i>Technical: database of experts</i> - Such as a roster of experts for dispute settlement or PRA. • <i>Technical: database of pests</i> - Including commodity pest lists or pests present in a country. • <i>Technical: diagnostic</i> - Such as diagnostic protocol. • <i>Technical: paper</i> - Such as a scientific paper. • <i>Technical: pest distribution map</i> - Map showing the distribution of a pest or pests. • <i>Technical: post-entry quarantine facilities</i> - Such as descriptions, locations etc. • <i>Technical: scientific journal article</i> - Article from a scientific publication. • <i>Technical: treatments</i> - Such as quarantine treatments. • <i>Other (specify)</i> - If none of the above options apply, select this option and enter in a word or short phrase describing the type of publication in the field to the right. |
| Type of website | <p>Choose the option that best describes the type of website.</p> <ul style="list-style-type: none"> • <i>NPPO</i> - Website of a national plant protection organization. • <i>RPPO</i> - Website of a regional plant protection organization. • <i>International organization</i> - Website of an international organization, such as the WTO or the IPPC. • <i>Research institute</i> - Website of an institute for research, such as • <i>Other (specify)</i> - If none of the above options apply, select this option and enter in a word or short phrase describing the type of website in the field to the right. |
| Website | <ul style="list-style-type: none"> • Enter a complete website address, beginning with <i>http://</i> It is recommended that <i>cut and paste</i> be used to reduce typographic errors. • Click the box next to <i>Skip validation</i> 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 <i>Other</i>. • To add another website, click on the <i>Add another website</i> button and repeat the above steps. |

IPP SUBTITLE HELP MANUAL (ONLINE)

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| Additional link | <p>This option can be used to place a link at the end of the paragraph text, linking to additional or related information.</p> <ul style="list-style-type: none"> • Enter a complete website address, beginning with <i>http://</i>. It is recommended that <i>cut and paste</i> be used to reduce typographic errors. • Click the box next to <i>Skip validation</i> if you do not want the IPP to confirm the validity of the website address. This is usually not recommended unless there are problems submitting the form due to the website address. |
| Collector search string | <p>This field is for automatic harvesting from other websites and is usually used for large data transfers only.</p> |
| Image | <p>To display an image in the sub-topic:</p> <ul style="list-style-type: none"> • Click on the <i>Browse</i> button to locate the image on your computer. It is recommended that images no larger than 50 KB be attached as large images increase the download time of pages. • Select a position for the image from the drop-down menu. • Enter a width and height (in pixels) for the size of the image to appear. A width and height of 50 x 50 pixels is recommended for most pictures, with a maximum width and height of 100 x 100 pixels. |
| Link existing topic | <p>Click on the <i>Sitemap</i> link to find the ID number of the topic to be displayed under the current sub-topic. Enter the five digit number in the field provided, separating multiple entries with a semicolon (;). The topic of the ID number entered will appear under the current sub-topic, with an @ symbol after its title.</p> |
| Paragraph title | <p>Enter a title for the paragraph. It is recommended to limit the title to 6 words. The title will appear as white, bold text on a dark green background.</p> |
| Relate to topic | <p>Relating to a topic means that the sub-topic will appear in both the topic in which it was entered and the topic to which it has been related. Click on the <i>Sitemap</i> link to find the topic and ID number to relate to. Enter the five digit ID number in the field provided, separating multiple entries with a semicolon (;). The current sub-topic will appear as a sub-topic under the ID number entered, in addition to the current topic.</p> |
| Short description | <p>Enter a brief phrase, summary, abstract or description. Try to use important or descriptive words. It is recommended this field contain no more than approximately 15 words.</p> |
| Text | <p>Type or cut and paste the text of the paragraph into the space provided. If the text is long (more than 150 words) consider breaking up the text by using the paragraph options further down on the form or the <i>Additional link</i> option to link to the additional text on a website.</p> |
| Title of sub-topic | <p>Enter the title of the sub-topic as you would like it to appear in the navigation bar on the left of the screen. A maximum of four words is recommended.</p> |

Templates for data entry (NPPO) (**Handout no. 7**)

- Calendar
- Contact
- News Article
- Official Pest Report
- Optional Reporting
- Publication
- Reporting Obligation
- Technical Project
- Website