



IPPC
INFORMATION EXCHANGE
MANUAL

**Developed by
the
IPP Support Group
(IPP SG)**

**Rome,
Italy**



IPP Editorial Guidelines

IPPC Reporting Obligations - What does an NPPO have to do?

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Introduction

This text is intended to provide editorial guidance to 'IPP editors' to ensure they are better able to enter the correct information in the appropriate place and ensure a more consistent quality of information across countries in the International Phytosanitary Portal (IPP: <https://www.ippc.int>). This guidance has been developed through the IPP Support Group.

Data entry forms

All different types of data entry forms can be downloaded from the IPP in English, French and Spanish language. They can be found in the IPP as html-files as 'publication' under several sub-topics of the "IPPC" header (e.g., "Information exchange", "Workshops", "Work area-IPP Support Group"); direct links are provided as appropriate in this guideline.

i) *Basic reports*

Certain items which have to be reported by NPPOs necessarily exist if the NPPO is properly implementing the IPPC and the various relevant ISPMs:

- **Description of the NPPO** (Art. IV. 4)
- **Phytosanitary restrictions, requirements and prohibitions** (Art. VII. 2b)
- **List of regulated pests** (Art. VII. 2i)
- **Entry points** (Art. VII. 2d)

All NPPOs should immediately be able to report these to the IPP, using the formats provided, or by creating links to national websites. As far as possible, the four categories should be kept separate (e.g. the list of regulated pests should be provided separately even if it forms part of a phytosanitary regulation). These items may, at occasional intervals, need to be updated or renewed.

A special case is "*Points of entry with specific restrictions*". Many countries have an official list of "*Entry points*", which is often an annex of a phytosanitary regulation. This should be entered as a "*Phytosanitary restriction*". If there are points with specific restrictions (the only ones where specified commodities can be imported), this should be indicated separately in the special section provided. Many countries make no such limitations, and will have nothing to report under this heading.

Description of the NPPO

In the IPP under your respective NPPO site and upon 'member login', select the form entitled "*Other Reporting Obligations*" and click on the **+add** icon.

The "*Description of the NPPO*" appears as the default reporting obligation in the top menu of this form. The following dark-green coloured headings are obligatory fields and must be completed:

Title: Enter a short, descriptive title from which it is easily understandable what the item is about.

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: 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). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

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.

Issue keywords (required): 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.

All other fields in this form are optional fields:

Short description	<input type="text"/>	
Additional files	Upload file: <input type="text"/> <input type="button" value="Browse..."/> Name of file: <input type="text"/> Language of file: <input type="text" value="English (en)"/> Type of file: <input type="text" value="doc"/> <input type="button" value="Add another file"/>	
Additional links	<input type="text"/> <input type="checkbox"/> Skip Validation Enter a complete web address (URL) beginning with 'http://' Title of link: <input type="text"/> Language of website: <input type="text" value="English (en)"/> <input type="button" value="Add another website"/>	
Issues Keywords <small>REQUIRED</small>	- Click on button to add new keywords - <input type="button" value="Add Keywords"/>	
Commodity keywords	- Click on button to add new keywords - <input type="button" value="Add Keywords"/>	
Contact for more information	Contact details of an individual or institution: Name <input type="text"/> Address line 1 <input type="text"/> Address line 2 <input type="text"/> Address line 3 <input type="text"/> Address line 4 <input type="text"/> Country <input type="text"/> E-mail <input type="text"/>	      
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Submit"/>		

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.

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) appears next to the icon for the file. If the relevant 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.

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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.

Commodity keywords: 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:

- 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.

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

[Phytosanitary restrictions, requirements and prohibitions](#)

The same form as for “*Description of the NPPO*” is to be used to report related legislation acts. However, it is important to select the correct ‘*Reporting obligation*’ from the top field in this form.



ADD A : REPORTING OBLIGATION

Reporting obligation under the IPPC (1997)

Phytosanitary restrictions, requirements and prohibitions (Art. VII.2b)

This same form is used for all other reporting obligations, namely:

- **[List of regulated pests](#)**,
- **[Entry points](#)**, and
- for reporting **[Emergency actions](#)** (Art. VII. 6) (see point ii-Editorial Guideline)

ii) *Event-driven reports*

Other items for report are driven by events, e.g. a pest outbreak, a case of non-compliance. Such items should be reported as soon as possible after they occur. A system is needed within the NPPO to ensure that such events efficiently "trigger" the reporting process through the IPP.

- **Pest reports**
- **Non-compliance and emergency actions** (Art. VII. 2f)
- **Emergency measures** (Art. VII. 6)

Pest reports

[ISPM 17](#) provides detailed explanation of the pest reports which should be made. In particular, these concern pests which present an "immediate or potential danger" to other countries. Usually, these are new pest outbreaks, leading to emergency action. Following ISPM 17, the report should include the pest status of the pest in the area (according to [ISPM 8](#)), and may include the details of domestic emergency actions and measures which have been applied. As the situation evolves, further reports can be made. Ultimately, pest eradication may be reported.

If the pest concerned is of immediate or potential danger to the reporting country, then there is an obligation to report the outbreak to other countries. The IPP provides a simple means of doing this. If the pest concerned is not of immediate or potential danger to the reporting country, but is known to present an immediate or potential danger to its trading partners or neighbors, then ISPM 17 recommends reporting to those countries especially. The reason is that a country cannot in practice be expected to evaluate whether a pest which it does not itself consider dangerous is of immediate or potential danger to any country worldwide; it can only consider this for a limited set of countries. However, the IPP in any case provides the means of making the information known to all countries, so it can also be used in this case (unless there is some special reason for the reporting country to inform only selected countries).

In the IPP under your respective NPPO site and after successful 'member login', select the form entitled "**Official Pest Report**" and click on the **+add** icon.

The following dark-green coloured headings are obligatory fields and must be completed:

Official Pest Report	
Date of entry <small>REQUIRED</small>	20 Mar 2006
Report number <small>REQUIRED</small>	-2/1 ?
Title <small>REQUIRED TRANSLATABLE</small>	<input type="text"/> ?
Metadata language <small>REQUIRED</small>	English <input type="text"/> Other: <input type="text"/> ?
Status of report <small>REQUIRED</small>	<input checked="" type="radio"/> Preliminary <input type="radio"/> Final ?
Status of pest (under ISPM No.8) <small>REQUIRED</small>	Unknown <input type="text"/> Present: in all parts of the area <input type="text"/> Other: <input type="text"/> ?
Identity of pest <small>REQUIRED</small>	<input type="text"/> <small>Scientific name (to species level, and below species level, if known and relevant)</small> ?

Date of entry: Records the date the pest report is entered into the system. This field is assigned by the system and is not changeable by the user.

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. XX-2/1) to denote that they are updated versions of the original pest report.

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Title: Enter a short, descriptive title from which it is easily understandable 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). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

Status of 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 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](#) (*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 pest: Scientific name (where possible, to the species level, and below species level, if known and relevant).

Further down in this form the list of IPP specific **Issue keywords (required)** can be found:

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.

All other fields in this form are optional fields:

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 *Additional files* or *Additional links*. Pest reports with this field left blank should 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 should 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.

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 *Additional files* or *Additional links*. Pest reports with this field left blank should 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.

Short description (abstract): 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.

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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.

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.

Host(s) or article(s) concerned	<input type="text"/> <small>Max 250 words</small>	?
Geographical distribution	<input type="text"/> <small>Max 250 words</small>	?
Nature of immediate or potential danger, or other reason for reporting	<input type="text"/> <small>Max 250 words</small>	?
Short description or summary <small>TRANSLATABLE</small>	<input type="text"/> <small>Max 250 words</small>	?
Additional files	Upload file: <input type="text"/> <input type="button" value="Browse..."/> Name of file: <input type="text"/> Language of file: <input type="text" value="English (en)"/> Type of file: <input type="text" value="doc"/> <input type="button" value="Add another file"/>	?
Additional links	<input type="text"/> <input type="checkbox"/> Skip Validation <small>Enter a complete web address (URL) beginning with 'http://'</small> Title of link: <input type="text"/> Language of website: <input type="text" value="English (en)"/> <input type="button" value="Add another website"/>	?

Commodity keywords: 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:

- 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.

The screenshot shows a web form interface. On the left, there is a green vertical sidebar with two sections: 'Commodity keywords' at the top and 'Contact for more information' below it. The main form area is white. At the top, there is a text box containing '- Click on button to add new keywords -' and a small question mark icon. Below this is a grey button labeled 'Add Keywords'. The main section is titled 'Contact details of an individual or institution:' and contains several input fields: 'Name', 'Address line 1', 'Address line 2', 'Address line 3', 'Address line 4', 'Country', and 'E-mail'. Each field has a small question mark icon to its right. At the bottom of the form are three buttons: 'Cancel', 'Reset', and 'Submit'.

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

[Non-compliance and Emergency actions](#)

[ISPM 13](#) provides a detailed explanation of how to report non-compliance, and any emergency action which is taken as a result. These reports only go to the "countries concerned". Therefore, there is no obligation to report more generally on the IPP. In future, the IPP may include a facility allowing such reports to be directed by IPP to specified countries only.

Countries may agree bilaterally on what instances of non-compliance are considered significant for notification purposes. In the absence of such agreements, the importing country may consider the following to be significant:

- failure to comply with phytosanitary requirements
- detection of regulated pests
- failure to comply with documentary requirements, including:
 - absence of phytosanitary certificates
 - uncertified alterations or erasures to phytosanitary certificates
 - serious deficiencies in information on phytosanitary certificates
 - fraudulent phytosanitary certificates
- prohibited consignments
- prohibited articles in consignments (e.g. soil)
- evidence of failure of specified treatments
- repeated instances of prohibited articles in small, non-commercial quantities carried by passengers or sent by mail.

Significant instances of non-compliance of an imported consignment with phytosanitary requirements should be notified to the exporting country whether or not the consignment requires a phytosanitary certificate.

In the IPP under your respective NPPO site and upon 'member login', select the form entitled "**Optional Reporting**" and click on the **+add** icon.

The "Non-compliance" header appears as the default 'Optional reporting type under the IPPC (1997)' in the top menu of this form.

The following dark-green coloured headings are obligatory fields and must be completed:

ADD A : OPTIONAL REPORTING

Optional reporting type under the IPPC (1997) REQUIRED Non-compliance (Art. VII.2f) ?

Title REQUIRED TRANSLATABLE ?

Date of Publication REQUIRED Day: Month: Year: ?

Metadata language REQUIRED English Other: ?

Report REQUIRED

Electronic version is on my computer (upload):
Browse...
Click the 'Browse' button and select the file from your computer

OR

Electronic version is on a website (URL):
Skip Validation
Enter a complete web address (URL) beginning with 'http://'

Assign a title to the file or link English (en) doc Add another
Assign a language to the file or link Assign the type of file or link

Title: Enter a short, descriptive title from which it is easily understandable what the item is about.

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: 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). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

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.

All other fields –with the exception for selecting IPP specific issue keywords- in this form are optional fields:

Short description <small>TRANSLATABLE</small>	<input type="text"/>	?
Additional files	Upload file: <input type="text"/> <input type="button" value="Browse..."/> Name of file: <input type="text"/> Language of file: <input type="text" value="English (en)"/> Type of file: <input type="text" value="doc"/> <input type="button" value="Add another file"/>	?
Additional links	<input type="text"/> <input type="checkbox"/> Skip Validation <small>Enter a complete web address (URL) beginning with 'http://'</small> Title of link: <input type="text"/> Language of website: <input type="text" value="English (en)"/> <input type="button" value="Add another website"/>	?
Issues Keywords <small>REQUIRED</small>	- Click on button to add new keywords - <input type="button" value="Add Keywords"/>	?
Commodity keywords	- Click on button to add new keywords - <input type="button" value="Add Keywords"/>	?
Contact for more information	Contact details of an individual or institution: Name <input type="text"/> Address line 1 <input type="text"/> Address line 2 <input type="text"/> Address line 3 <input type="text"/> Address line 4 <input type="text"/> Country <input type="text"/> E-mail <input type="text"/>	? ? ? ? ? ? ?
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Submit"/>		
<small>Contact: IPP Administrator © IPPC 2004</small>		

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.

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.

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.

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- 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.

Issue keywords (required): 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: 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:

- 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.

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

Emergency measures

Emergency measures (directed at exporting countries) may be applied, often as a reaction to of pest outbreaks or pest interceptions. They are "*Phytosanitary restrictions, requirements and prohibitions*" and can be reported as such. This is equivalent to immediate notification under SPS Agreement Annex B, paragraph 6.

Note that emergency actions and/or measures which have only domestic impact are not subject to a reporting obligation. When a country makes a pest report, it is generally in its own interest to report at the same time the emergency action or measures which have been applied (cf. above).

Emergency actions are taken on the detection in an imported consignment of:

- regulated pests not listed as being associated with the commodity from the exporting country
- organisms posing a potential phytosanitary threat.

The form which is to be used for reporting **Emergency actions** (Art. VII. 6) in the IPP is described under point I - Editorial Guideline above.

iii) *Request-driven reports*

The IPPC specifies that certain information should be provided by an NPPO to another NPPO which requests it:

- **Organizational arrangements for plant protection** (Art. IV. 4)
- **Rationale for phytosanitary restrictions** (Art. VII. 2c)
- **Information on the status of particular pests** (Art. VII. 2j)

There is no obligation to report this information to any other party, or to the IPP. In future, the IPP may include a facility allowing such reports to be directed by IPP to the requesting country.

General information exchange for PRA

The IPPC requires contracting parties to provide technical and biological information necessary for pest risk analysis, without specifying whether this should be done bilaterally or multilaterally. This can be entered under the form-heading "*Optional reporting*".

This is the same form as described under point ii - "*Optional Reporting*" and should be used to publish information providing a '*Rationale for phytosanitary restrictions*'.

However, it is important to select the correct header of the four different '*optional reporting*' types available in the top roll-down field of this form.

ADD A : OPTIONAL REPORTING

Optional reporting type under the IPPC (1997) REQUIRED: Rationale for phytosanitary requirements (Art. VII.2c)

Title REQUIRED TRANSLATABLE: [Empty text box]

Date of Publication REQUIRED: Day: [Empty], Month: [Empty], Year: [Empty]

Metadata language REQUIRED: English, Other: [Empty]

Report REQUIRED: Electronic version is on my computer (upload): [Browse...]

OR

Electronic version is on a website (URL): [Empty text box] Skip Validation

Enter a complete web address (URL) beginning with 'http://'

[Empty text box] English (en) doc Add another

Assign a title to the file or link Assign a language to the file or link Assign the type of file or link

This form is also to be used for all other '*Optional reporting*' types, namely:

- [Organizational arrangements for plant protection](#),

- [Pest status](#) according to [ISPM 8](#) "*Determination of pest status in an area*" (see also '*Pest reports*' under point ii-Editorial Guidelines), and

- for reporting [Non-compliance](#) (Art. VII. 2f) (see point ii-Editorial Guidelines)

iv) *Free reports*

Countries can report, via the IPP, any other information they wish. They should use the other IPP facilities to do this and, as far as possible, avoid mixing this information with information subject to a reporting obligation. For example, there is no obligation to report the results of general pest surveillance, though many countries do produce regular national reports on this subject, giving the current pest status of selected pests. Such information can be entered as a "*Publication*" or as "*News*", or else as "*Information for PRA*".

Data entry forms for the following information types are available under each NPPO site:

- [Event](#) ('Add an Event to the Calendar')
- [Contact](#)
- [New Article](#)
- [Project](#) ('Add a Technical Project')
- [Publication](#)
- [Website](#)

Reference documents:

- [Support Group Meeting Report](#), 16-18 March 2005 (endorsed by the ICPM #7, 04-08 April 2005)
- [Information Exchange & International Phytosanitary Portal Training Workshop Report](#), Central Europe, Prague-Czech, 21-25 February 2005

ADD A : EVENT TO THE CALENDAR	
Title REQUIRED	<input type="text"/>
Metadata language REQUIRED	English <input type="button" value="v"/> Other: <input type="text"/>
Start date REQUIRED	Day: <input type="text"/> Month: <input type="button" value="v"/> Year: <input type="text"/>
End date REQUIRED	Day: <input type="text"/> Month: <input type="button" value="v"/> Year: <input type="text"/>
Date to expire REQUIRED	Month: <input type="button" value="v"/> Year: <input type="text"/>
Type of event REQUIRED	ICPM <input type="button" value="v"/> Other: <input type="text"/>
Short Description REQUIRED	<input type="text"/>

REQUIRED FIELDS – Event

Title: Enter a short, descriptive title from which it is easily understandable 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). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

Start date: Enter the date on which the event is scheduled to begin. If the exact date is not known, the Day field can be left blank or entered as the first of the month.

End date: Enter the date on which the event is scheduled to finish. If the exact date is not known, the Day field can be left blank or entered as the first of the month. If the event is only lasting one day, enter the same date in this field as in the Start date field.

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 Search function.

Type of event: Choose the option that best describes the type of event.

- ICPM - For use by the IPPC Secretariat.
 - Standards Committee - For use by the IPPC Secretariat.
 - Expert Working Group - For use by the IPPC Secretariat.
 - Other Working Group - For working groups on various subjects.
 - Regional workshop on draft ISPMs - For use by the IPPC Secretariat.
 - Technical consultation of RPPOs - For use by the IPPC Secretariat.
 - Conference - Conferences.
 - Workshop / seminar - Workshops and seminars.
 - WTO meeting - For use by the IPPC Secretariat.
 - Other (specify) - 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.
- **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.

The screenshot shows a web form with a green sidebar on the left containing labels for each section: Location, Organizer, Website, Additional files, and Additional links. Each section has a corresponding input area with a help icon (question mark in a box) to the right. The Location and Organizer sections have text input fields with examples like 'e.g. Paris, France' and 'e.g. Cichlids Society'. The Website section includes a URL input field with a 'Skip Validation' checkbox, a 'Title of link' field, and a 'Language of website' dropdown menu. The Additional files section features an 'Upload file' field with a 'Browse...' button, a 'Name of file' field, a 'Language of file' dropdown, and a 'Type of file' dropdown. The Additional links section is similar to the Website section, with a URL input field, 'Skip Validation' checkbox, 'Title of link' field, and 'Language of website' dropdown. Each section also has an 'Add another [category]' button.

OPTIONAL FIELDS

Location: Give the city and country in which the event will take place. For example: Paris, France.

Organizer: Enter the name of the organization or individual organizing the event.

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 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.

When editing a website:

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

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.

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.

The screenshot shows a web form with three main sections, each with a green header bar on the left and a white content area on the right. The top section is 'Issues Keywords REQUIRED', the middle is 'Commodity keywords', and the bottom is 'Contact for more information'. Each section has a search field with a question mark icon and an 'Add Keywords' button. The 'Contact for more information' section contains several text input fields for Name, Address line 1-4, Country, and E-mail, along with 'Cancel', 'Reset', and 'Submit' buttons at the bottom.

Commodity keywords: 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:

- 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.

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

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

- 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.
- 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.
- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.

ADD A CONTACT	
Type REQUIRED	<input type="text"/>
Name REQUIRED	First Name <input type="text"/> Last Name <input type="text"/>
Prefix	None Mr. Ms.
Title/Position	<input type="text"/>
Organization / affiliation	<input type="text"/>
Address REQUIRED	Address line 1 <input type="text"/>
	Address line 2 <input type="text"/>
	Address line 3 <input type="text"/>
	Address line 4 <input type="text"/>
	Address line 5 <input type="text"/>
Country	<input type="text"/>
Correspondence language(s)	English (en) French (fr) Spanish (es) <small>CTRL+mouseclick for more than 1 selection</small>
Other languages	Bulgarian (bg) Czech (cs) Danish (da) <small>CTRL+mouseclick for more than 1 selection</small> Other: <input type="text"/>
Telephone	<input type="text"/> <small>Give country and area codes, such as (+39) 55 1234 5678</small>
Fax	<input type="text"/> <small>Give country and area codes, such as (+39) 55 1234 5678</small>

Type of Contact: NPPOs can only enter the contact type *Expert*. These are individuals nominated as an expert for working groups or other bodies.

Name: Enter the first name (given name) and last name (surname / family name) of the contact.

Prefix: Choose one of the options from the list. If the prefix of the contact is unknown, choose None. 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 the contact is affiliated.

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.

Country: Choose the country (that corresponds with the mailing address) from the list provided.

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. For example, a fax number in Rome, Italy would be: (+39) 06 1234 5678.

Note: NPPO contact points can only be added or have their status (official or unofficial) changed by the IPPC Secretariat. If you are unable to edit fields, notify the Secretariat of the changes to be made through the official channels, as stated in the IPPC (1997).

E-mail	<input type="text"/>	?
Alternative E-mail	<input type="text"/>	?
Homepage	<input type="text"/> <small>Enter a complete web address (URL) beginning with 'http://'</small> <input type="checkbox"/> Skip Validation	?
Date received	Day: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>	?
Source of information <small>REQUIRED</small>	<input type="text"/>	?
Description/expertise	<input type="text"/>	?
Additional files	Upload file: <input type="text"/> <input type="button" value="Browse..."/> Name of file: <input type="text"/> Language of file: <input type="text"/> Type of file: <input type="text"/> <input type="button" value="Add another file"/>	?

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.

Homepage:

- 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.

Date received: Usually used for NPPO contact points. Date the nomination for the contact was received by the IPPC Secretariat.

Source of information: Choose the option that best describes the source of the contact information.

- Government correspondence - Received from a government or NPPO but not on an official level.
- Official correspondence - Received as official correspondence, such as from the Ministry of Foreign Affairs.
- Directory - Information found in a directory or listing.
- NPPO correspondence - Received from a NPPO or NPPO contact point but not entered by one of them.
- Entered by NPPO - Entered by an NPPO or NPPO contact point.

Description / expertise: Enter a short description (maximum 250 words) of the contact or their expertise.

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.

The screenshot shows a web form with two main sections: 'Additional links' and 'Topics Editorship'. The 'Additional links' section has a text input field for a URL, a 'Skip Validation' checkbox, a 'Title of link' input field, and a 'Language of website' dropdown menu currently set to 'English (en)'. Below these is an 'Add another website' button. The 'Topics Editorship' section has a text input field with a note: 'e.g. Please add only the ID numbers separated by ";" or "," of topics you want to be edited by this contact.' At the bottom of the form are 'Cancel', 'Reset', and 'Submit' buttons.

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.

Relate to Topic(s)/Groups: Indicates the topic(s) and Groups that the contact should have permissions to edit. This field cannot be edited; the system will automatically link the information as a contact under the respective NPPO site.

ADD A : NEWS ARTICLE	
Headline <small>REQUIRED</small>	<input type="text"/>
Metadata language <small>REQUIRED</small>	English <input type="button" value="v"/> Other: <input type="text"/>
Date of publication <small>REQUIRED</small>	Day: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>
Date to expire <small>REQUIRED</small>	Month: <input type="text"/> Year: <input type="text"/>
Text <small>REQUIRED</small>	<input type="text"/>
Author(s)/editor(s)	<input type="text"/>
Series Title	<input type="text"/>
Picture	<input type="text"/> <input type="button" value="Browse..."/> select file type: <input type="text" value="image/gif"/>
	Upload file: <input type="text"/> <input type="button" value="Browse..."/> Name of file: <input type="text"/>
Additional files	Language of file: <input type="text" value="English (en)"/> Type of file: <input type="text" value="doc"/>
	<input type="button" value="Add another file"/>

REQUIRED FIELDS – News

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.

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). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

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.

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 Search function.

Text: 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 Additional files or Additional links and attach it in electronic form. This function can also be used if you want to add the text in another language.

OPTIONAL FIELDS

Author(s) / editor(s): Enter the name of the author(s) and/or editor(s). For example: Smith, Robert or Jones, P. Separate multiple names with a semicolon (;).

Series title: Enter the title of the newspaper, name of the news service etc. from which the article comes.

Picture:

- Click on the Browse 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 gif and jpg files will be accepted by the system.

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.

The screenshot shows a web form with four main sections, each with a green header bar on the left:

- Additional links:** Contains a text input field for a URL, a "Skip Validation" checkbox, a "Title of link" input, a "Language of website" dropdown menu (set to "English (en)"), and an "Add another website" button.
- Issues Keywords REQUIRED:** Contains a text input field with a placeholder "- Click on button to add new keywords -" and an "Add Keywords" button.
- Commodity keywords:** Contains a text input field with a placeholder "- Click on button to add new keywords -" and an "Add Keywords" button.
- Contact for more information:** Contains a heading "Contact details of an individual or institution:" followed by input fields for Name, Address line 1, Address line 2, Address line 3, Address line 4, Country, and E-mail. At the bottom are "Cancel", "Reset", and "Submit" buttons.

OPTIONAL FIELDS (continued)

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.

Issue keywords (required): 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: 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:

- 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.

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

ADD A : TECHNICAL PROJECT

Title <small>REQUIRED</small>	<input style="width: 95%;" type="text"/>	?
Metadata language <small>REQUIRED</small>	English <input style="width: 20px;" type="text"/> Other: <input style="width: 80%;" type="text"/>	?
Project Summary <small>REQUIRED</small>	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>	?
Country / Region <small>REQUIRED</small>	<input style="width: 95%;" type="text"/>	?
Start Date <small>REQUIRED</small>	Day: <input style="width: 30px;" type="text"/> Month: <input style="width: 30px;" type="text"/> Year: <input style="width: 30px;" type="text"/>	?
End Date <small>REQUIRED</small>	Day: <input style="width: 30px;" type="text"/> Month: <input style="width: 30px;" type="text"/> Year: <input style="width: 30px;" type="text"/>	?
Content language(s) <small>REQUIRED</small>	English (en) <input style="width: 20px;" type="text"/> French (fr) <input style="width: 20px;" type="text"/> Spanish (es) <input style="width: 20px;" type="text"/> <small>CTRL+mouseclick for more than 1 selection</small> Other: <input style="width: 80%;" type="text"/>	?
Donor <small>REQUIRED</small>	<input style="width: 95%;" type="text"/>	?

REQUIRED FIELDS – [Project](#)

Title: Enter a short, descriptive title from which it is easily understandable 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). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

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.

Country / region: Country or region in which the project is held or is intended to affect.

Start date: Enter the date on which the project is scheduled to begin. If the exact date is not known, the Day field can be left blank or entered as the first of the month.

End date: Enter the date on which the project is scheduled to finish. If the exact date is not known, the Day field can be left blank or entered as the first of the month. If the project is only lasting one day, enter the same date in this field as in the Start date field.

Content language(s): Indicates the language(s) used in the project. To select more than one language, press Ctrl on your keyboard and mouse-click on the languages desired. If the language is not in the drop-down list provided, select Other and enter the language in the field to the right.

Donor: Enter the name of the organization or individual that is funding the project.

Project Web Address (URL)	<input type="text"/>	<input type="checkbox"/> Skip Validation
	Enter a complete web address (URL) beginning with 'http://'	
	Title of link: <input type="text"/>	Language of website: English (en)
	<input type="button" value="Add another website"/>	
Project Code	<input type="text"/>	
Database Source	<input type="text"/>	
Project Outputs	<input type="text"/>	
Total Project Cost	<input type="text"/>	
	Using figures only, enter the Total Project Cost in US Dollars (\$): e.g. 10000	
Organizer	<input type="text"/>	
Associated Organization(s)	<input type="text"/>	
Additional files	Upload file: <input type="text"/> <input type="button" value="Browse..."/>	Name of file: <input type="text"/>
	Language of file: English (en)	Type of file: doc
	<input type="button" value="Add another file"/>	

OPTIONAL FIELDS

Project web address:

- 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.

Project code: Project identification code.

Database source: Name of database where project information is located, for example: FAO, WTO, WB.

Project outputs: Expected deliverables, such as: revised legislation, updated national pest list, training, etc.

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.

Organizer: Enter the name of the organization or individual organizing the project.

Associated organization(s): List the names of any organizations associated with the project. Separate multiple names with a semicolon (;).

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.

The screenshot shows a web form with four main sections, each with a green sidebar label:

- Additional links:** Includes a text input for a complete web address (URL) beginning with 'http://', a checkbox for 'Skip Validation', a dropdown for 'Language of website' (set to 'English (en)'), and a 'Title of link' input. An 'Add another website' button is located below.
- Issues Keywords (REQUIRED):** Features a text input with the placeholder '- Click on button to add new keywords -' and an 'Add Keywords' button.
- Commodity keywords:** Features a text input with the placeholder '- Click on button to add new keywords -' and an 'Add Keywords' button.
- Contact for more information:** Titled 'Contact details of an individual or institution:', it includes input fields for Name, Address line 1, Address line 2, Address line 3, Address line 4, Country, and E-mail. At the bottom are 'Cancel', 'Reset', and 'Submit' buttons.

OPTIONAL FIELDS (continued)

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.

Issue keywords (required): 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: 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:

- 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.

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

ADD A : PUBLICATION

Title REQUIRED: [Text input field]

Date of Publication REQUIRED: Day: [Text input] Month: [Dropdown] Year: [Text input]

Metadata language REQUIRED: English [Dropdown] Other: [Text input]

Status of publication REQUIRED: Draft Final Country consultation Discussion document

Type of publication REQUIRED: Conference papers and presentations [Dropdown] Other: [Text input]

REQUIRED FIELDS – [Publication](#)

Title: Enter a short, descriptive title from which it is easily understandable what the item is about.

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: 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). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

Status of publication: Choose the option that best describes the status of the publication.

- Draft: Documents not yet finalized or approved.
- Final: Documents that have been finalized or approved. Most documents fall into this category.
- Country consultation: Documents posted for comment by countries. This option is mostly used by the IPPC Secretariat for draft ISPMs.
- Discussion document: Documents to be discussed or used in discussions.

Type of publication: Choose the option that best describes the type of publication.

- Conference papers and presentations - Documents for a conference such as papers or presentations.
- ISPM: approved - For use by the IPPC Secretariat to post ISPMs that have been approved by the ICPM.
- ISPM: draft - For use by the IPPC Secretariat to post draft ISPMs (not yet approved).
- ISPM: specification - For use by the IPPC Secretariat to post specifications for future ISPMs.
- ISPM: supporting documentation - For use by the IPPC Secretariat to post supporting or explanatory documents related to individual ISPMs.
- Manuals, training material - Documents for reference, training, or that are instructive in nature.
- Meeting documents: ICPM - For use by the IPPC Secretariat to post ICPM meeting documents.
- Meeting documents: general - Working papers for meetings.
- Newsletter - A periodically published work giving news or announcements.
- PRA - Reports of Pest Risk Analysis or information necessary for PRA.
- Report: technical - Such as a report of a project.
- Report: meeting - Meeting reports.
- RSPMs - For use by RPPOs to post regional standards for phytosanitary measures.
- Technical: data sheet - Such as a technical data sheet on a specific pest.
- Technical: database of commodities - Such as pests associated with a commodity or lists of commodities imported or exported by a country.
- Technical: database of experts - Such as a roster of experts for dispute settlement or PRA.
- Technical: database of pests - Including commodity pest lists or pests present in a country.

Technical: diagnostic - Such as diagnostic protocol.

The screenshot shows a web form with four main sections, each with a green header and a 'REQUIRED' label. The first section, 'Type of publication', has a dropdown menu set to 'Conference papers and presentations' and an 'Other:' text box. The second section, 'Publication', offers two options: 'Electronic version is on my computer (upload)' with a 'Browse...' button and 'Electronic version is on a website (URL)' with a text box and a 'Skip Validation' checkbox. Below this are three dropdown menus for title, language (set to 'English (en)'), and file type (set to 'doc'), followed by an 'Add another' button. The third section, 'Short description', is a large text area. The fourth section, 'Author(s)/editor(s)', has a text box with the example 'e.g. Green, A.C.; Romano, M.; Brown - Clarke, P.H.; (ed); FAO'.

REQUIRED FIELDS (continued)

Type of publication (continued)

- Technical: paper - Such as a scientific paper.
- Technical: pest distribution map - Map showing the distribution of a pest or pests.
- Technical: post-entry quarantine facilities - Such as descriptions, locations etc.
- Technical: scientific journal article - Article from a scientific publication.
- Technical: treatments - Such as quarantine treatments.
- Other (specify) - 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.

Publication: 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.

OPTIONAL FIELDS

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.

Author(s) / editor(s): Enter the name of the author(s) and/or editor(s). For example: Smith, Robert or Jones, P. Separate multiple names with a semicolon (;).

Agenda item number	<input type="text"/>	?
Document number	<input type="text"/>	?
Additional files	Upload file: <input type="text"/> <input type="button" value="Browse..."/> Name of file: <input type="text"/>	
	Language of file: <input type="text" value="English (en)"/> Type of file: <input type="text" value="doc"/>	?
	<input type="button" value="Add another file"/>	
Additional links	<input type="text"/> <input type="checkbox"/> Skip Validation <small>Enter a complete web address (URL) beginning with 'http://'</small>	
	Title of link: <input type="text"/> Language of website: <input type="text" value="English (en)"/>	?
	<input type="button" value="Add another website"/>	
Issues Keywords <small>REQUIRED</small>	<input type="text" value="- Click on button to add new keywords -"/>	?
	<input type="button" value="Add Keywords"/>	

OPTIONAL FIELDS (continued)

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.

Document number: For documents in a series. Enter a number with which the document corresponds.

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.

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.

Issue keywords (required): 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.

- Click on button to add new keywords -

Add Keywords

Contact details of an individual or institution:

Name

Address line 1

Address line 2

Address line 3

Address line 4

Country

E-mail

Cancel Reset Submit

OPTIONAL FIELDS (continued)

Commodity keywords: 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:

- 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.

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

ADD A : WEBSITE

Title (REQUIRED): [Text input field]

Metadata language (REQUIRED): [English] Other: [Text input field]

Type of website (REQUIRED): [NPPO] Other: [Text input field]

Website (REQUIRED):
Enter a complete web address (URL) beginning with 'http://'
[Text input field] Skip Validation
Title of link: [Text input field] Language of website: [English (en)]
[Add another website button]

Short description: [Text area]

Author(s)/editor(s): [Text input field]

REQUIRED FIELDS – Website

Title: Enter a short, descriptive title from which it is easily understandable 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). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

Type of website: Choose the option that best describes the type of website.

- NPPO - Website of a national plant protection organization.
- RPPO - Website of a regional plant protection organization.
- International organization - Website of an international organization, such as the WTO or the IPPC.

- Research institute - Website of an institute for research, such as
- Other (specify) - 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:

- 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.

When editing:

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

OPTIONAL FIELDS

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.

Author(s) / editor(s): Enter the name of the author(s) and/or editor(s). For example: Smith, Robert or Jones, P. Separate multiple names with a semicolon (;).

The screenshot shows a web form with three main sections, each with a green header bar on the left. The first section, 'Additional files', has a 'Name of file' input, a 'Browse...' button, a 'Language of file' dropdown (set to 'English (en)'), and a 'Type of file' dropdown (set to 'doc'). Below these is an 'Add another file' button. The second section, 'Additional links', features a URL input field with a 'Skip Validation' checkbox, a 'Title of link' input, and a 'Language of website' dropdown (set to 'English (en)'). It also includes an 'Add another website' button. The third section, 'Issues Keywords', is labeled 'REQUIRED' and contains a search field with the text '- Click on button to add new keywords -' and an 'Add Keywords' button. Each section has a small help icon (a question mark in a box) on the right side.

OPTIONAL FIELDS (continued)

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.

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.

Issue keywords (required): 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.

- Click on button to add new keywords -

Add Keywords

Contact details of an individual or institution:

Name

Address line 1

Address line 2

Address line 3

Address line 4

Country

E-mail

Cancel Reset Submit

OPTIONAL FIELDS (continued)

Commodity keywords: 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:

- 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.

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