

INSTRUCTIONS FOR THE USE OF THE ONLINE COMMENTS TOOL

The following instructions provide details on how to use the IPPC's online tool for submission of comments on draft ISPMs. The system is available to IPP editors and IPPC contact points only. Final submission of the comments to the IPPC Secretariat can only be done by the IPPC contact point of a country or RPPO.

Comments entered into the system are strictly confidential. Only IPPC contact points and IPP editors logged in to the IPP can view comments, and then only the comments made by that country. Once the deadline for submission has passed, the IPPC Secretariat will be able to view the comments in order to compile them for the Standards Committee.

In order to access the online comments tool, it is necessary to log in to the International Phytosanitary Portal (IPP). If you are an IPP editor or IPPC contact point who does not currently have login access to the IPP, please contact melanielynn.bateman@fao.org.

IPPC contact points and IPP editors should not make comments on the same draft ISPM simultaneously. This could result in comments being overwritten. Editors and contact points are encouraged to coordinate their use of the system.

Navigation of the online system is available in English, French and Spanish. The text of the draft ISPMs displayed in the online comments tool is in English only. The draft ISPMs are available for download in French and Spanish as separate files (<https://www.ippc.int/id/201049>). Comments should be made navigating through the system in one language only. Switching navigation language will cause errors such as duplication of comments and comments being overwritten. Editors and contact points are encouraged to coordinate their use of the system and to navigate in one language only.

Due to the short time available between the end of the consultation period and the Standards Committee meeting, and to avoid misinterpretation in translation, countries sending comments in a language other than English are encouraged to send an English translation as well.

Please inform the IPPC Secretariat by email or letter if you support all of the comments submitted by another contracting party or RPPO.

Upon submission of comments through the online system, a confirmation email message will be sent to the IPPC contact point. It is not necessary to also submit the comments to the IPPC Secretariat by email or other means.

Comments should follow the "Guidelines for submission of comments on draft International Standards for Phytosanitary Measures [updated 31 May 2008]" (<https://www.ippc.int/id/203018>).

All comments must be received by the Secretariat by midnight in Rome, Italy (GMT+2) on 30 September 2008.

1. Accessing the comment tool

1.1 Navigate to the draft ISPMs

The draft ISPMs and the online tool for submission of comments are available by:

- pasting the following link into the browser: <https://www.ippc.int/id/201049>, or
- navigating from the IPP homepage: click on either the hot topic “Member comments on draft ISPMs can now be made online” or the link “Draft ISPMs for member consultation”.

1.2 Select navigation language

The language options are available on the header bar at the top of the page (below the **Member login** tab). Click on the language version of the IPP in which you wish to navigate through the online system. Navigation of the online system is available in English, French and Spanish. Once selected, it is important that the same navigation language of the IPP is used to navigate the online system and enter comments on a given standard. If the navigation language is changed, a warning message will advise which language was initially used to enter comments on the draft ISPM. *Switching navigation language will cause errors such as duplication of comments and comments being overwritten. Comments made while navigating the system in French or Spanish will not be viewable if the language of navigation is changed (i.e. comments made navigating in English are viewable in the French and Spanish navigation versions, however, comments made navigating in French will not be viewable in the English or Spanish navigation versions). Editors and contact points are encouraged to coordinate their use of the system and to navigate in one language only.*

1.3 Log in to the IPP

In order to access the online comment tool, it is necessary to log in to the IPP.

Click the yellow **Member Login** tab at the top right-hand side of the screen to access the login area. Log in is also possible from any page of the IPP where the **Member Login** tab is displayed. Enter your username (usually the first name and last name in lowercase letters with a space in between, e.g. “john smith”) and password.

If you have forgotten your password, you can request that a password reminder be sent to you. Click **Member Login** to access the login area. Click **Forgotten your password** and enter either your username (first and last name in lowercase letters) or your e-mail address (the address listed as your primary e-mail address on the IPP). The password will be sent to the primary e-mail address as given in the IPP.

If the e-mail address listed for you on the IPP is no longer valid, or you encounter any other problems when logging in, please contact melanielynn.bateman@fao.org.

At the end of the session, log out of the IPP by clicking the **Logout** tab at the top right-hand side of the screen. The system will automatically log you out after 30 minutes of inactivity.

1.4 Select the draft on which you wish to comment

To comment on a draft ISPM, click on the **make comments** button located to the right of the title of the draft. This opens the form which allows you to enter and submit online comments on the draft ISPMs. This button is only visible when you are logged in as an IPPC contact point or IPP editor.

IPPC contact points and IPP editors should not make comments on the same draft ISPM simultaneously. This could result in comments being overwritten. Editors and contact points are encouraged to coordinate their use of the system.

2. Using the comment tool

The form for the online submission of comments on draft ISPMs displays the text of the standard. To enhance the speed of the system, figures, tables and photographs are available only as links (seen as green text). To view these, click on the link (or refer to the electronic files of the draft ISPMs).

Use only the buttons in the application to navigate in the comment tool. Do not use your browser's "back" button.

2.1 Entering comments

Use the yellow buttons to enter comments. Clicking these buttons opens a pop-up window in which comments may be entered and saved.

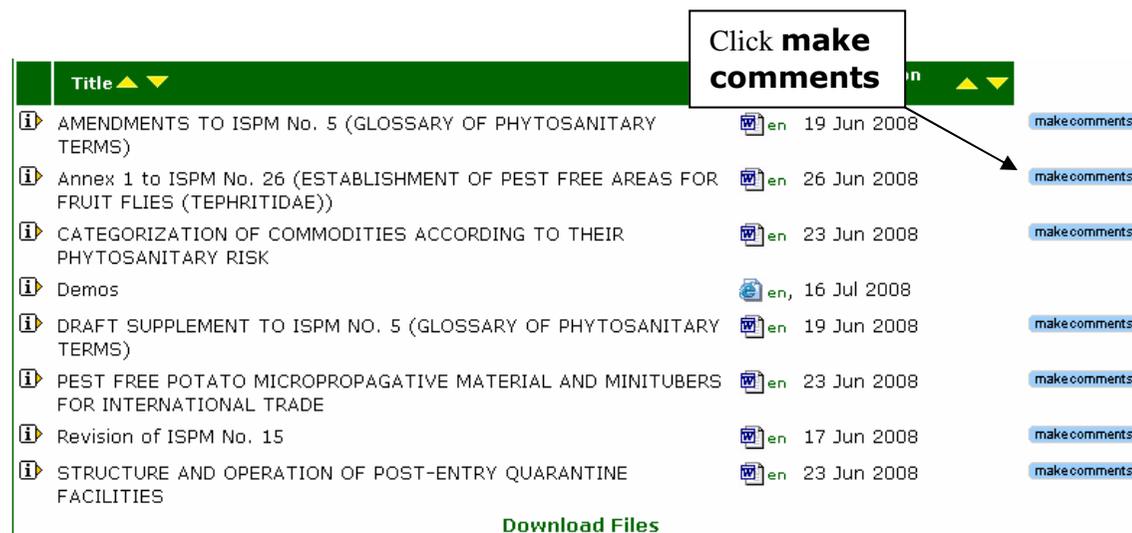
2.2 Pop-up windows

To ensure that comments will be saved, please use the designated buttons to close the pop-up window (i.e. Save and close, Cancel). Note that using the  icon in the upper-right hand corner of the window will close the window without saving the comment.

All fields of the comment windows must be completed in order for the comment to be saved. If it is felt that one of the fields of the comment window is not applicable, use "N/A" or "not applicable".

Ensure to save your work often to avoid losing data. Once a comment has been saved, the text **comment saved** will appear in the main window.

The following diagram illustrates the pop up window and provides details on its use.



The screenshot shows a table of draft ISPMs. A callout box with the text "Click make comments" and an arrow points to the "make comments" button for the second draft. The table has a green header with "Title" and a dropdown arrow. Below the header, there are eight rows of draft titles, each with a document icon, language code (en), date, and a "make comments" button. At the bottom of the table, there is a "Download Files" link.

Title	en	Date	make comments
AMENDMENTS TO ISPM No. 5 (GLOSSARY OF PHYTOSANITARY TERMS)	en	19 Jun 2008	make comments
Annex 1 to ISPM No. 26 (ESTABLISHMENT OF PEST FREE AREAS FOR FRUIT FLIES (TEPHRITIDAE))	en	26 Jun 2008	make comments
CATEGORIZATION OF COMMODITIES ACCORDING TO THEIR PHYTOSANITARY RISK	en	23 Jun 2008	make comments
Demos	en	16 Jul 2008	
DRAFT SUPPLEMENT TO ISPM NO. 5 (GLOSSARY OF PHYTOSANITARY TERMS)	en	19 Jun 2008	make comments
PEST FREE POTATO MICROPROPAGATIVE MATERIAL AND MINITUBERS FOR INTERNATIONAL TRADE	en	23 Jun 2008	make comments
Revision of ISPM No. 15	en	17 Jun 2008	make comments
STRUCTURE AND OPERATION OF POST-ENTRY QUARANTINE FACILITIES	en	23 Jun 2008	make comments

Download Files

Pop-up window for entering and saving comments

The screenshot shows a web browser window titled "[sonya contact] - Microsoft Internet Explorer". The address bar contains a long URL. The main content area displays a "Comment" form. At the top, there is a table with two columns: "Paragraph no." and "Current text". The first row shows "34" and a paragraph of text about phytosanitary risk categories. Below this is a "Proposed changes" section with four sub-sections: "Location:", "Type of comment:", "Proposed rewording:", and "Explanation:". The "Location:" field has a text input area with a dropdown menu showing options like "Editorial", "Substantive", "Technical", and "Translation". The "Type of comment:" field has a dropdown menu with the same options. The "Proposed rewording:" field has a rich text editor with a toolbar containing buttons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and undo. The "Explanation:" field has a plain text input area. At the bottom of the form are three buttons: "Cancel", "Save", and "Save and close".

Specify the exact location of the comment in the paragraph to which it applies (e.g. sentence 2, indent 5, row 2, etc.)

Specify the type of comment (multiple types may be selected)

Include detailed explanation in order for the Standard Committee to understand the intention of the comment and the proposed rewording

Use formatting to indicate proposed additions (e.g. underline) and deletions (e.g. ~~strikethrough~~), with colour as appropriate (e.g. red or blue). It is recommended that the formatting buttons supplied are used to format text. Text copied and pasted from a word processing programme may result in unusual formatting. Do not use tracked changes.

Closes the pop-up window without saving changes

Saves the comment to avoid losing information; the pop-up remains open

Saves the comment and closes the pop-up window

2.2.1 Location (field limited to 250 characters)

Clearly identify the specific place in the paragraph, such as the sentence, row and column of a table, indent, bullet point etc, to which the comment applies (e.g. sentence 2, indent 5, table row 2, footnote 3, figure 15, etc). Please do not refer to page or line numbers as these may vary depending on the word processor used or language version of the draft. If bullets, indents or rows in a table are not numbered, they should be counted and the number indicated in this column. Table rows have been numbered where possible. The text as circulated for consultation should be used as a basis for counting sentences, bullet points, etc.

2.2.2 Type of Comment

- **Editorial:** clarify or simplify the text without changing the meaning. This includes spelling or grammatical corrections, suggestions of different but equivalent words, and simplification of sentence structure
- **Substantive:** change the meaning or intention of the text. This includes conceptual changes, addition of new aspects or ideas, etc.
- **Technical:** change the technical content of the text. This includes scientific corrections, technical adjustments, etc.
- **Translation:** correct points that are considered to be inaccurately translated into another language version of the text.

2.2.3 Proposed rewording (field limited to 5000 characters)

Please apply the following when rewording text:

- use formatting to indicate proposed additions (e.g. underline) and deletions (e.g. ~~striketrough~~), with colour as appropriate (e.g. red or blue) and not tracked changes
- use the formatting buttons provided in the comment window. Formatting pasted into the window from another programme such as Word may not always be properly recognized
- only include enough text from the draft standard to display the suggested modifications. Do not include paragraphs or sentences for which no modifications are suggested

2.2.4 Explanation (field limited to 1000 characters)

Detailed explanations should give justification for the comment made and should be sufficient for the Standards Committee to understand the intention of the comment and the proposed rewording.

2.2.5 Guidance on specific types of comments:

- **To propose a new paragraph:** Comment on the paragraph immediately prior to the location of the proposed new text. In the location field, qualify the new paragraph number with a letter (e.g. 12a to indicate that the new paragraph follows paragraph 12).
- **To move a paragraph:** Comment on the paragraph to be moved and indicate the new location in the proposed rewording field (e.g. “move paragraph 51 after paragraph 47”). Propose rewording of the text following the specification of the new location.
- **To make several comments on one paragraph:** Assign a number to each comment in the location, type of comment and explanation fields (see diagram). Do not use automatic numbering.

If proposals are made to add, delete or move paragraphs, subsequent comments should continue to refer to the paragraph numbers used in the draft standard sent for consultation.

The screenshot shows a 'Proposed changes' window with the following sections:

- Location:** Specify the sentence, row, indent number, etc. A list box contains:
 - 1. Sentence 1 - substantive
 - 2. Sentence 2 - technical
- Type of comment:** CTRL+mouseclick for more than 1 selection. A dropdown menu is open showing:
 - Please select ---
 - Editorial
 - Substantive
 - Technical
 - Translation
- Proposed rewording:** Use buttons to format text. A rich text editor toolbar is visible with buttons for Bold, Italic, Underline, Text Color, Paragraph styles, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Link, Unlink, and Insert link.
- Explanation:** A text area containing:
 - 1. To be consistent with the text of the IPPC.
 - 2. The scope of the IPPC addresses regulated pests.

At the bottom of the window are three buttons: 'Cancel', 'Save', and 'Save and close'.

2.3 Attaching file(s)

If necessary, files may be attached to suggest modifications to figures, images, etc which only for which the proposed modifications can not be done using the comment pop-up window.

To attach a file, complete each of the fields provided and click **save attached file**. To remove an attached file, click on **delete attached file**. The maximum size for an attachment is 5 MB.

Attaching a file slows down the online comment tool. It is advisable to attach the file after completion of all the other comments so as not to slow down the system.

2.4 Revising comments

Saved or submitted comments may be revised any time before the deadline of 30 September 2008.

To return to a draft, go to the page with the list of draft ISPMs for member consultation and click on the **edit comments** button located to the right of the title of the draft.

To edit a saved comment click on **comment** to open the pop-up comment window and make the modifications and save the comment again. To delete a comment click on **delete comment** in the main window.

3. Final steps

3.1 Previewing comments

The “Preview” function displays all of the comments that have been saved. Use the “back” button to return to the draft ISPM. Do not use browser’s back button.

3.1.1 Export comments to a file

Accessible via the Preview screen, this function allows you to export the comments to a file (rich text format (RTF)). The file should be recognised by word processing programmes, such as MS Word. If not, select the appropriate programme when prompted.

3.3 Submission of comments

When comments on the drafts have been saved the draft standard will be labelled **not submitted** until the comments are formally submitted using the **Submit to IPPC Secretariat** button, at which point the draft standard will be labelled **submitted**. When your NPPO/RPPO has finished commenting, the IPPC Contact Point should click on the button **Submit to IPPC Secretariat**. (This button is only available when logged in as the IPPC Contact Point.)

Upon submission an email will be sent to the IPPC contact point with an attached file containing the submitted comments. Comments may be further edited and changed by clicking the **edit comments** button any time up to the 30 September 2008 deadline. If you do edit these comments, please be aware that you must re-submit the revised comments by clicking **Submit to IPPC Secretariat**. The IPPC Secretariat will only provide the last set of comments officially submitted to the Standards Committee for their consideration.

The system closes at midnight in Rome, Italy (GMT+2) on 30 September 2008. It will not be possible to submit comments after the deadline. Comments that are saved but not submitted will not be compiled. The submitted comments will be transmitted to the Standards Committee.

3.4 Exiting the comment tool

Click the **Close** button to close the form. You will be directed to the list of draft ISPMs available for member comments.