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**International Plant Protection Convention**  
Protecting the world's plant resources from pests



# **Guide to the International Phytosanitary Portal**

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FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

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## INTRODUCTION

The purpose of the **International Plant Protection Convention (IPPC)** is “international cooperation in controlling pests of plants and plant products and in preventing their international spread, and especially their introduction into endangered areas” (Preamble of the Convention). The IPPC was first adopted in 1951 and underwent a major revision in 1997. It includes numerous provisions designed to help countries establish and implement effective phytosanitary systems that are also consistent with international obligations. The Convention is governed by the Commission on Phytosanitary Measures (CPM), and the IPPC Secretariat is responsible for the coordination of the work programme of the Convention, particularly the areas of standard setting, information exchange, and technical assistance. The IPPC Secretariat is provided by the FAO. International Standards for Phytosanitary Measures (ISPMs) are the standards, guidelines and recommendations recognized as the basis for phytosanitary measures applied by Members of the World Trade Organization under the Agreement on the Application of Sanitary and Phytosanitary Measures (the SPS Agreement). ISPMs are adopted by the Commission on Phytosanitary Measures (CPM) and are therefore accepted by all contracting parties to the IPPC. Non-contracting parties to the IPPC are encouraged to observe these standards.

Exchange of technical and official information is extremely important to the effective implementation of the Convention. The new revised text specifies the information exchange obligations and responsibilities for the Contracting Parties, the IPPC Secretariat and the Regional Plant Protection Organizations. The International Plant Protection Convention (1997) outlines that it is the responsibility of contracting parties to engage in the exchange of official phytosanitary information.

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

### About this guide

The first section of this guide describes information exchange within the framework of the IPPC, in particular the information exchange obligations of the IPPC Secretariat, the National Plant Protection Organizations and the Regional Plant Protection Organizations. It also lists references which provide additional information such as relevant ISPMs.

The second section provides an overview of how to use the site. It describes the content, organization and navigation of the site as well as the steps necessary to complete common tasks such as logging in, setting up personal preferences, and updating your contact information. Likewise, it provides step-by-step explanations on how to use the IPP to meet national reporting obligations. Advice on trouble shooting is also provided.

As you go through the manual, press control and click on **bold, teal text** to go to relevant pages in the website.

## PART 1 – OVERVIEW OF INFORMATION EXCHANGE IN THE IPPC FRAMEWORK

This manual section reviews information exchange activities under the New Revised Text of the IPPC (1997). The texts of the IPPC and the ISPMs describe the rights, responsibilities and obligations of the Contracting Parties, the IPPC Secretariat, Regional Plant Protection Organizations and the FAO Director-General with respect to information exchange. The Commission on Phytosanitary Measures (CPM) has further specified the information exchange activities that are to be undertaken in support of the IPPC.

The designated sources of official information are as follows:

- IPPC Secretariat,
- National Plant Protection Organizations (NPPOs),
- Regional Plant Protection Organizations (RPPOs), and
- FAO Director General.

The information exchange activities carried out by each of the above entities are described in detail in the following sections.

### IPPC Secretariat

Per Article XII of the IPPC, the Secretary of the Convention is responsible for implementing and reporting on the CPM work programme. Likewise, the Secretariat is responsible for providing key documents such as the ISPMs and CPM meeting documents in all official FAO languages.

The Secretariat also acts a conduit by which reporting information supplied by contracting parties is disseminated (see Table 1).

The Secretariat meets its information exchange obligations via the IPP. The CPM has established that the IPP is the primary forum for information exchange by Contracting Parties and the IPPC Secretariat. All electronic documents produced by the Secretariat are made available through the IPP with the only exceptions being email communications.

**Table 1. Information exchange obligations of the IPPC Secretariat**

Subject	Reference text specifying information to be exchanged or communicated	Time Frame	IPPC Article or relevant ISPM	Medium / Languages
CPM	The Secretary shall be responsible for implementing the policies and activities of the Commission and carrying out such other functions as may be assigned to the Secretary by this Convention and shall report thereon to the Commission.	Annually, at each session of the CPM	XII.3	Official languages of FAO (required under Article XII.5 of the IPPC, 1997)
ISPMs	Distribution of International Standards for Phytosanitary Measures	Within sixty days of adoption	XII.4a	Official languages of FAO (required under Article XII.5)
Amendments to phytosanitary certificates	Notifications of approved amendments to the model phytosanitary certificates set out in the Annex to this Convention	None stipulated.	XXI.6	Official languages of FAO
Diagnostic Protocols	Submission of requests for a revision to a diagnostic protocol Submission of requests for new diagnostic protocols	None stipulated. By 31 July of each year.	ISPM 27	

Subject	Reference text specifying information to be exchanged or communicated	Time Frame	IPPC Article or relevant ISPM	Medium / Languages
Phytosanitary treatments	<p>Call for the submissions and data on treatments on topics for treatments</p> <p>Make available the report of the technical panel with the summary information and the SC report will be available to contracting parties.</p> <p>Further detailed information (as long as it is not confidential) will be available upon request.</p> <p>Provide a form for submitting proposals for new treatments</p>	<p>None stipulated.</p> <p>“”</p> <p>Upon request.</p> <p>None stipulated.</p>	ISPM 28	
Entry points	The Secretary shall disseminate ... to all contracting parties, lists of points of entry under Article VII paragraph 2(d) communicated by contracting parties <i>[This is facilitated by providing the IPP]</i>	None stipulated.	XII.4b	At least one of the official languages of FAO (required under Article XIX.3c)
Regulated pest lists	The Secretary shall disseminate ... lists of regulated pests whose entry is prohibited or referred to in Article VII paragraph 2(i) to all contracting parties and regional plant protection organizations <i>[This is achieved by providing the IPP]</i>	None stipulated.	XII.4c	At least one of the official languages of FAO (required under Article XIX.3c)
NPPO descriptions	The Secretary shall disseminate ... descriptions of official national plant protection organizations referred to in Article IV paragraph 4. <i>[This is achieved by providing the IPP]</i>	None stipulated.	XII.4d	At least one of the official languages of FAO (required under Article XIX.3c)
Phytosanitary requirements	The Secretary shall disseminate ... information received from contracting parties on phytosanitary requirements, restrictions and prohibitions referred to in Article VII paragraph 2(b) <i>[This is achieved by providing the IPP]</i>	None stipulated.	XII.4d	At least one of the official languages of FAO (required under Article XIX.3c)

## Contracting Parties

The Convention identifies certain types of information countries are required to report to other contracting parties, to the IPPC Secretariat and/or to RPPOs. There are essentially four main categories of national information which should be exchanged:

### 1. Basic reports

Contracting parties must report certain information to implement the IPPC and various relevant ISPMs properly:

- **Notification of official IPPC Contact Point**
- **Description of the NPPO**
- **Phytosanitary restrictions, requirements and prohibitions**
- **List of regulated pests**
- **List of entry points**

### 2. Event-driven reports

Other reporting is 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. NPPOs such establish a system is needed to ensure that such events efficiently "trigger" the reporting process through the IPP.

- **Pest reports**
- **Emergency measures**
- **Non-compliance**

### 3. 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
- Rationale for phytosanitary restrictions
- Information on the status of particular pests.

#### *4. Information on the implementation of standards*

In addition, countries can report, via the IPP, any other information (e.g. news and events) that they wish.

### **Official Contact Points**

Article VIII.2 of the IPPC states that “each contracting party shall designate a contact point for the exchange of information connected with the implementation of this Convention.” The role of the IPPC contact point is described in detail in **Appendix XVIII of the report of the first session of the CPM**.

The IPPC contact points are used for all information exchanged under the IPPC between contracting parties, between the Secretariat and contracting parties and, in some cases, between contracting parties and Regional Plant Protection Organizations (RPPOs). The IPPC Official Contact Point is the channel by which the IPPC Secretariat should receive all official communications from contracting parties as well nominations for experts, submissions for new topics for ISPMs, and comments on draft ISPMs. This facilitates information sharing and transparency amongst contracting parties and the IPPC Secretariat. The network of official contact points is indispensable to achieving effective and rapid exchange of reliable official information in the cooperative spirit of the Convention.

Contact points are also able to upload and update information on the IPP in order to meet the contracting parties’ reporting obligations.

The holder of the IPPC contact point position should be able to:

- direct phytosanitary information received from other contracting parties and from the IPPC Secretariat to the appropriate official(s) in the national phytosanitary system;
- direct requests for phytosanitary information from contracting parties and the IPPC Secretariat to the appropriate official(s) for reply;
- keep track of the status of replies to information requests that have been made to the contact point; and
- have the necessary authority to communicate on phytosanitary issues on behalf of the government.

The IPPC states (Art. XIX.3e) that requests for information from contact points as well as replies to such requests, but not including attached documents, shall be in at least one official language of FAO.

The IPPC contact point is usually part of the National Plant Protection Organization (NPPO) and may be the head of the plant protection department or phytosanitary agency or an equivalent role. Where this is not the case, good cooperation and communication with the NPPO is absolutely essential.

Under Article VIII.2, the contracting party is responsible for designating and informing the Secretariat of the nomination. Notification of the new Contact Point must come through official channels (i.e. the notification must be signed by a relevant person more senior than the IPPC Contact Point). The contracting party, by making the nomination, agrees that the nominee has the necessary authority to fulfil the functions of the contact point as determined within the framework of the IPPC. Individual persons cannot self-appoint themselves as contact points. There can be only one contact point per contracting party.



**A model form for the purpose of nominating new contact points is available on the IPP** and can be submitted to the FAO via surface mail (International Plant Protection Convention Secretariat, AGPP - FAO, Viale delle Terme di Caracalla, 00153 Rome, Italy), fax (+39-06-5705-4819), or e-mail ([IPPC@fao.org](mailto:IPPC@fao.org)).

Some territories have identified unofficial contact points and carry out information exchange independently whereas others do not.

It should be noted that non-contracting parties to the IPPC would also benefit from designating an IPPC contact point, notifying the Secretariat of this contact point, and keeping that designation up to date on the IPP. This will allow trading partners to communicate effectively with them.

**[Click here to view a full list of IPPC contact points.](#)**

**[Click here to find out how to update the contact information of an IPPC official contact point.](#)**

Official Contact Points can also nominate information officers (IPP Editors) to report information on their behalf. **[Click here to download the form for nominating an IPP editor.](#)**

### Description of the NPPO

Article IV.4 states that “Each contracting party shall submit a description of its official national plant protection organization and of changes in such organization to the Secretary”.

**[Click here to view the list of NPPO descriptions.](#)**

**[Click here to learn how to add an NPPO description.](#)**

### Phytosanitary restrictions, requirements and prohibitions

Article VII.2b states that “Contracting parties shall, immediately upon their adoption, publish and transmit phytosanitary requirements, restrictions and prohibitions to any contracting party or parties that they believe may be directly affected by such measures”.

**[Click here to access the full list of phytosanitary restrictions, requirements and prohibitions that have been made available by the NPPOs.](#)**

**[Click here to learn how to publish national phytosanitary restrictions, requirements and prohibitions on the IPP.](#)**

### List of regulated pests

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

***ISPM No. 19 (Guidelines on lists of regulated pests)*** describes the procedures to prepare, maintain and make available lists of regulated pests.

**[Click here to view the lists of regulated pests that have been provided by NPPOs.](#)**

**[Click here to learn how to add a list of regulated pests.](#)**

## Points of entry

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

[Click here to view the lists of entry points that have been provided by NPPOs.](#)

[Click here to learn how to add a list of entry points.](#)

## Official pest reports

The Convention identifies the obligation to report pests:

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

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

**ISPM No. 17 (Pest reporting)** describes the responsibilities of and requirements for contracting parties in reporting the occurrence, outbreak and spread of pests in areas for which they are responsible. It also provides guidance on reporting successful eradication of pests and establishment of Pest Free Areas.

An **explanatory document on ISPM 17** is also available.

[Click here to view the list of pests that have been reported by NPPOs.](#)

[Click here to learn how to add an official pest report.](#)

## Emergency measures

Article VII.6: “Nothing in this Article shall prevent any contracting party from taking appropriate emergency action on the detection of a pest posing a potential threat to its territories or the report of such a detection. Any such action shall be evaluated as soon as possible to ensure that its continuance is justified. The action taken shall be immediately reported to contracting parties concerned, the Secretary, and any regional plant protection organization of which the contracting party is a member.” The Convention also identifies some types of information exchange that NPPOs generally undertake on a bilateral basis or upon request, namely information regarding significant instances of non-compliance

(Art. VII.2f); organizational arrangements of plant protection (Art. IV.4); pest status (Art. VII.2j); and rationale for phytosanitary requirements (Art. VII.2c).

Dedicated forms for publishing this optional information are also available on the IPP.

### Information exchange upon request

The Convention also identifies some types of information exchange that NPPOs generally undertake on a bilateral basis or upon request, namely information regarding significant instances of non-compliance (Art. VII.2f); organizational arrangements of plant protection (Art. IV.4); pest status (Art. VII.2j); and rationale for phytosanitary requirements (Art. VII.2c).

Dedicated forms for publishing this optional information are also available on the IPP.

### Information on the implementation of international standards

Many International Standards for Phytosanitary Measures (ISPMs) specify particular types of information that NPPOs are responsible for providing upon request, e.g. documentation of inspection procedures and records (ISPM 23); documentation of eradication programs (ISPM 9); descriptions of equivalent measures and audits (ISPM 24); and relevant information on biocontrol organisms (ISPM 3).

Dedicated forms are available for providing information regarding the national implementation of ISPM 15 (Regulation of wood packaging in international trade) and for the documentation of Pest Free Areas (PFAs) and Areas of Low Pest Prevalence (ALPPs).

## RPPOs

Article IX of the IPPC states that RPPOs “where appropriate, shall gather and disseminate information”.

RPPOs are able to add information to the IPP but there is no requirement to do this. Many RPPOs maintain their own websites.

## FAO DIRECTOR GENERAL

In certain instances listed in Table 2 below, information is exchanged through the FAO Director-General in the exercise of his or her Depositary functions under the Convention. This follows formal FAO procedures and is often conducted through the official FAO representation listed in the FAO official correspondence directory. Distribution of the above information may also be done in combination with other mechanisms (e.g. via email or through material published on the IPP).

**Table 2. Information exchange by the FAO Director General**

Subject	Receiving parties	Reference text specifying information to be exchanged or communicated	Time Frame	IPPC Article or relevant ISPM	Medium / Languages
Report of Dispute Resolution Committee	NPPO (Contracting parties concerned)	The preparation of the report and its approval shall be according to rules and procedures established by the Commission, and it shall be transmitted by the Director-General to the contracting parties concerned.	None stipulated.	XIII.3	Official languages of FAO

Subject	Receiving parties	Reference text specifying information to be exchanged or communicated	Time Frame	IPPC Article or relevant ISPM	Medium / Languages
Territorial application as per XV.1 and XV.2	Contracting parties	The Director-General of FAO shall inform all contracting parties of any declaration received under this Article.	None stipulated.	XV.3	Official languages of FAO
Notification of ratification to the IPPC	Contracting parties	The instruments of ratification shall be deposited with the Director-General of FAO, who shall give notice of the date of deposit to each of the signatory states.	None stipulated.	XVII.1	Official languages of FAO
Notification of adherence to the IPPC	Contracting parties	Adherence shall be effected by the deposit of an instrument of adherence with the Director General of FAO, who shall notify all contracting parties.	None for adherence, but entry into force 30 days after acceptance by two-thirds of contracting parties	XVII.2	Official languages of FAO
Notification of acceptance of amendments involving new obligations for contracting parties	Contracting parties	Amendments involving new obligations for contracting parties, however, shall come into force in respect of each contracting party only on acceptance by it and as from the thirtieth day after such acceptance. The instruments of acceptance of amendments involving new obligations shall be deposited with the Director-General of FAO, who shall inform all contracting parties of the receipt of acceptance and the entry into force of amendments.	None for adherence, but entry into force for each contracting party 30 days after acceptance	XXI.5	Official languages of FAO
Any proposed amendment to the IPPC ( <i>without new obligations</i> )	Commission (CPM)	Any proposed amendment of this Convention received by the Director-General of FAO from a contracting party shall be presented to a regular or special session of the Commission for approval and, if the amendment involves important technical changes or imposes additional obligations on the contracting parties, it shall be considered by an advisory committee of specialists convened by FAO prior to the Commission.	Presented to a regular or special session of the Commission for approval and, if the amendment involves important technical changes or imposes additional obligations on the contracting parties, it shall be considered by an advisory committee of specialists convened by FAO prior to the Commission; entry into force 30 days after CPM acceptance	XXI.2	Official languages of FAO
Notice of any proposed amendment (other than annex) to the IPPC	Contracting parties	Notice of any proposed amendment of this Convention, other than amendments to the Annex, shall be transmitted to the contracting parties by the Director-General of FAO not later than the time when the agenda of the session of the Commission at which the matter is to be considered is dispatched.	Not later than the time of CPM agenda considered for distribution	XXI.3	Official languages of FAO
Denunciation of IPPC	Contracting parties	Any contracting party may at any time give notice of denunciation of this Convention by notification addressed to the Director-General of FAO. The Director-General shall at once inform all contracting parties.	At once inform all contracting parties; effective 1 year from date of receipt of notification by DG (Art. XXIII.2)	XXIII.1	Official languages of FAO

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## PART 2 – USER’S GUIDE TO THE IPPC WEBSITE

In order to facilitate and promote the exchange of official information in support of implementation of the Convention, the second session of the Interim Commission on Phytosanitary Measures (date ....) supported the proposal to create an online portal for information sharing. The International Phytosanitary Portal (IPP – [www.ippc.int](http://www.ippc.int)) was subsequently developed by the IPPC Secretariat under the guidance of the IPP Support Group.

The IPP is a single forum used by the IPPC Secretariat and contracting parties as well as some other regional and international organizations for information exchange. The IPPC Secretariat makes all of the documents that it produces available on the IPP. Likewise, contracting parties are able to use the IPP to fulfil their reporting obligations under the IPPC. The contact information stored on the IPP also facilitates communication between the Secretariat and contracting parties, as well as among contracting parties.

The third session of the Interim Commission on Phytosanitary Measures agreed that the IPP is the preferred forum for sharing official information under the IPPC.

From its first iterations, the IPP evolved over time to meet users’ needs. The website was completely overhauled in 2009. This manual provides information on how to use this new version of the website.

The IPP enhances the accessibility of phytosanitary information by providing:

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

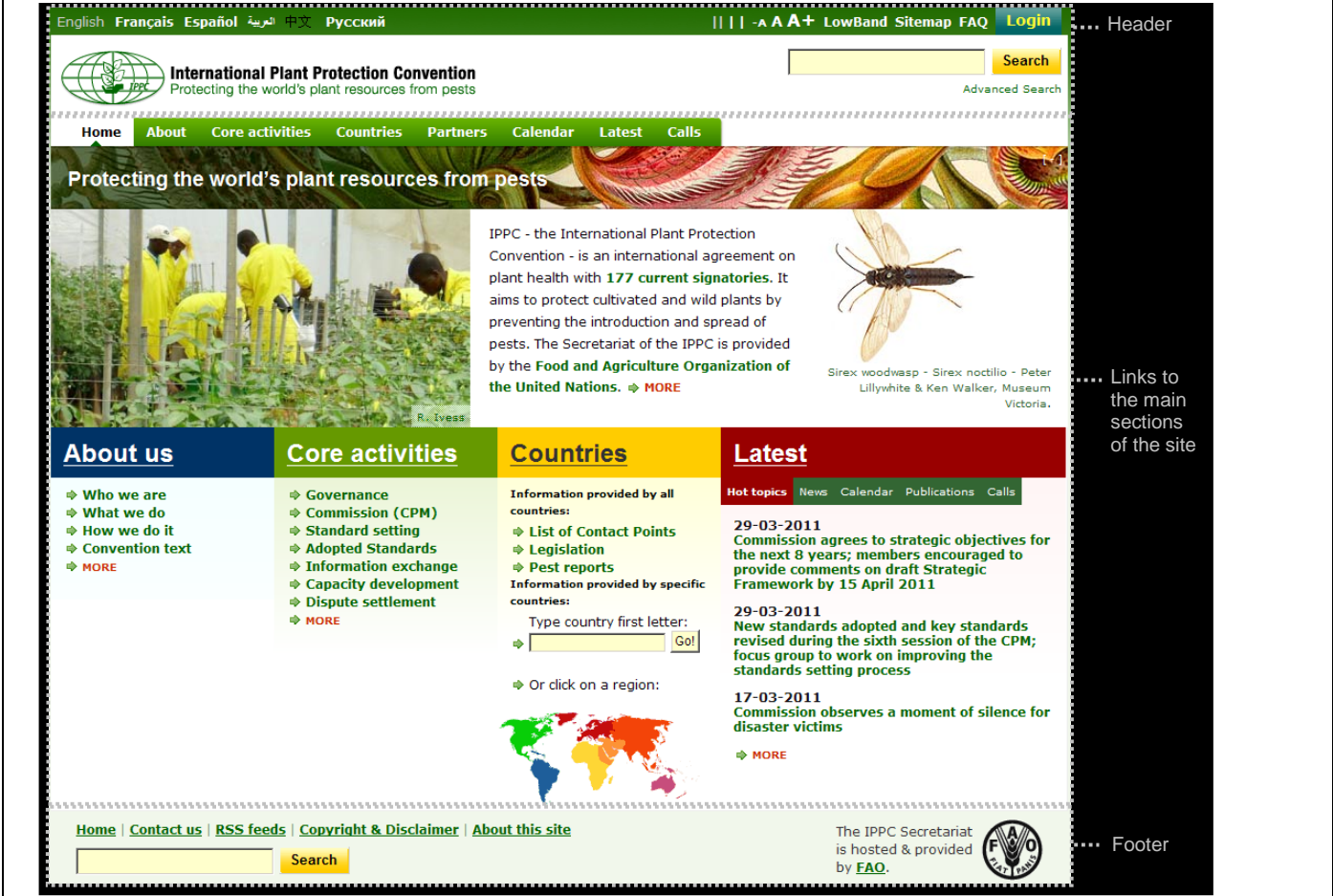
## SECTIONS OF THE SITE

The site is divided into distinct sections with specific types of content serving different user groups. The main sections of the site are described below.

### Homepage

The site's homepage provides an overview of content and links to the main sections of the IPP.

Figure 1. IPP homepage



### About

The “About” section provides basic introductory information to the public in general on what the IPPC is, what it does, why the work of the IPPC matters, etc. It also provides links to the text of the Convention.

Figure 2. Menu for the section of the site “About” the IPPC

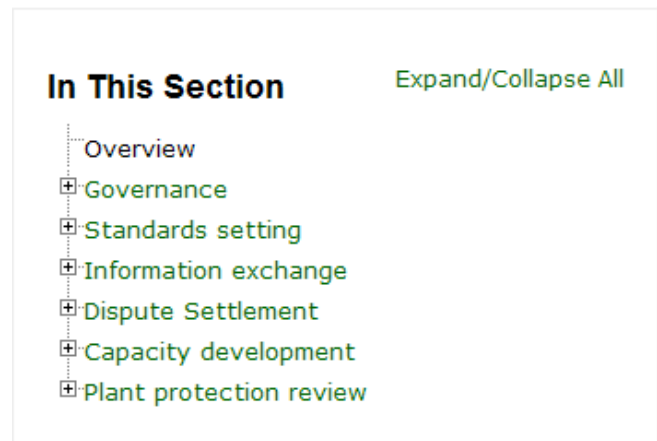


## Core activities

The “Core Activities” section of the site provides information on the main activities that are undertaken as part of the IPPC work programme. The core activities is divided into subpages based on the CPM Business Plan (2007 – 2011).

Each section provides some background information on the activity as well as links to relevant publications, news, calls and events. Publications include meeting documents (e.g. for the meetings of the SPTA and the CPM) and reports.

The target audience for this section of the site is stakeholders such as individuals in National Plant Protection Organizations, other national government organizations, Regional Plant Protection Organizations, relevant international organizations, etc.



## Countries

The “Countries” section of the website provides links to the pages maintained by the individual countries.

In order to meet the reporting obligations identified in the Convention, IPPC Contact Points and officially designated IPP editors add information to the page for their country, thus the content of these pages is controlled by the NPPOs.

The target audience for this section is stakeholders such as individuals in National Plant Protection Organizations, other national government organizations, Regional Plant Protection Organizations, relevant international organizations, etc.

It is possible to access all of the information for a particular reporting category (by clicking on the links in the middle of the page – see Fig. 4) or by selecting an individual country (by clicking on the drop down menu at the top of the page).

### Reporting categories

- [IPPC Official Contact Points](#) (Art. VIII.2)
- [Official pest report](#) (Art. VIII.1a)
- [Description of the NPPO](#) (Art. IV.4)
- [Legislation](#) (Art. VII.2b)
- [Entry points](#) (Art. VII.2d)
- [List of regulated pests](#) (Art. VII.2i)
- [Emergency actions](#) (Art. VII.6)

The Convention identifies some other reporting that should be carried out on request. This is usually bilateral in nature, but this information can also be made available through the IPPC Web site:

- [Non-compliance](#) (Art. VII.2f)
- [Organizational arrangements of plant protection](#) (Art. IV.4)
- [Pest status](#) (Art. VII.2j)
- [Rationale for phytosanitary requirements](#) (Art. VII.2c)

The IPPC Web site also provides a means for NPPOs to communicate information regarding the establishment of pest free areas and the implementation of ISPMs:

- [Pest free areas](#)
- [Implementation of ISPM 15](#)

## Partners

The IPPC cooperates with Regional Plant Protection Organizations in achieving the objectives of the Convention, and it recognises the importance of maintaining strong links with relevant international organizations.


The “Partners” section of the IPPC website highlights linkages with these organizations. The RPPOs and relevant international organizations profiled on the IPP are listed in Figure 5.

The information on most partners’ pages is largely maintained by the IPPC Secretariat although some international organizations (e.g. the International Forestry Quarantine Research Group) and RPPOs (e.g. EPPO and APPPC) maintain their own information.

### In This Section

[Expand/Collapse All](#)

- Overview
- International organizations
  - Biological Weapons Convention
  - Codex Alimentarius
  - Convention on Biological Diversity
  - Global Invasive Species Programme
  - International Advisory Group on Pest Risk Analysis
  - International Atomic Energy Agency
  - International Forestry Quarantine Research Group
  - International Seed Federation
  - International Seed Testing Association
  - Standard Trade and Development Facility
  - World Organisation for Animal Health
  - World Trade Organization
- Regional Plant Protection Organizations
  - Asia & Pacific Plant Protection Commission
  - Comunidad Andina
  - Comite Regional de Sanidad Vegetal del Cono Sur
  - Caribbean Plant Protection Commission
  - European & Mediterranean Plant Protection Organization
  - Inter-African Phytosanitary Council
  - North American Plant Protection Organization
  - Organismo Internacional Regional de Sanidad Agropecuaria
  - Pacific Plant Protection Organisation
  - Technical Consultation among RPPOs

 The Partners area of the IPPC website contains unofficial information only.



## Calendar

The calendar lists the events organized by the IPPC Secretariat, the NPPOs, RPPOs and some partner organizations.

The default calendar display shows a monthly grid view (Fig. 6a). It is also possible to view a **filterable** list that can display events from a particular source, meeting type or year (see Fig. 6b).

Figure 6a. Calendar month view

Click to switch between month and year views      Click on the arrow to advance or move back the month      Click on a link to find out more information about a meeting

Calendar

Month Year

IPPC Home > Calendar > Month

IPPC Calendar

◀ March 2011 ▶

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	1	2	3	4	
9					
7	8 TENTATIVE: 9th Meeting of the Subsidiary Body on Dispute Settlement (SBDS) 2011	9 TENTATIVE: 9th Meeting of the Subsidiary Body on Dispute Settlement (SBDS) 2011	10 TENTATIVE: CPM Bureau meeting	11 TENTATIVE: CPM Bureau meeting	1
10					
14 Commission on Phytosanitary Measures - 6th Session	15 Commission on Phytosanitary Measures - 6th Session	16 Commission on Phytosanitary Measures - 6th Session	17 Commission on Phytosanitary Measures - 6th Session	18 Commission on Phytosanitary Measures - 6th Session	1
11					

Figure 6b. Calendar year view

Calendar

Month Year

IPPC Home > Calendar > Year

The default view shows all types of IPPC events for the current calendar year. It is also possible to filter the list to show events belonging to NPPOs, RPPOs and International Organizations. Using the filters you can display just certain types of events (e.g. standards setting) or for particular years.

To filter, first select your options and then click "Go"

**Filter events:**

The most recently added material is shown by default. To view past years or to refine your selection, use the drop-down menus below:

Source: IPPC

Type: --Please select--

Date: 2011

Go      Extract CSV      Extract PDF

Click on the buttons to extract the calendar in as a csv or pdf file

Start date	End date	Activity	Type	Location
08 Mar 2011	09 Mar 2011	TENTATIVE: 9th Meeting of the Subsidiary Body on Dispute Settlement (SBDS) 2011		(Canada room), Rome, Italy.
10 Mar 2011	11 Mar 2011	TENTATIVE: CPM Bureau meeting	CPM	(Canada room), Rome, Italy
14 Mar 2011	18 Mar 2011	Commission on Phytosanitary Measures - 6th Session	CPM	Rome, Italy
04 Apr	08 Apr	TENTATIVE: Southeast Asia subregional workshop on information		

## Latest

### News

News stories are published to make the public aware of IPPC activities, their impacts and topics that relate to the IPPC.

The default news display shows only the IPPC news stories from the current year. **Using the filters**, it is possible to view news stories belonging to a particular category, for different years and/or published by the NPPOs, RPPOs and international organizations.

### Publications

The Publications page lists the publications that have been added to the IPP. The default display shows the IPPC publications from the current year (ordered reverse chronologically). **Using the filters**, it is possible to view other types of publications from different sources and for different timeframes.

## Calls

Each year, the activities outlined in the IPPC work programme require calls for input from the NPPOs, RPPOs and relevant international organizations. This input can be in the form of nominations to participate in Expert Working Groups and Technical Panels, suggestions for new topics to be added to the Standards Setting Work Programme, data for phytosanitary treatments, comments on draft specifications, comments on drafts standards during the 100 day consultation period and the consultation leading up to the CPM, comment on other draft documents, and so on.

The calls page lists all of the calls that have been put forward. The default view shows the calls for the current year in reverse chronological order. Using the filters, it is possible to display calls for specific categories or for other years.

## Hot topics

Hot topics are current issues and announcements displayed prominently on the homepage of the site to increase awareness. On the main page for news and calls, hot topics are indicated with a chilli pepper icon.

## Work Area

The work area is the section of the site where contacts can do the following:

- **update their contact information and manage their personal preferences** regarding correspondence format, etc;
- Contact points and IPP editors can **upload and manage information on behalf of their Plant Protection Organization**; and
- work spaces are available for working groups.

Access to the work area is password restricted.

Groups' virtual workspaces can include documents for meetings, contact information for group members, message boards, discussion forums and tools for electronic decision making.

Users are only able to access the section of the work space for the groups to which they belong. To go to the work area of group that you are a member of, you must **login** to the site.

## TOOLBARS

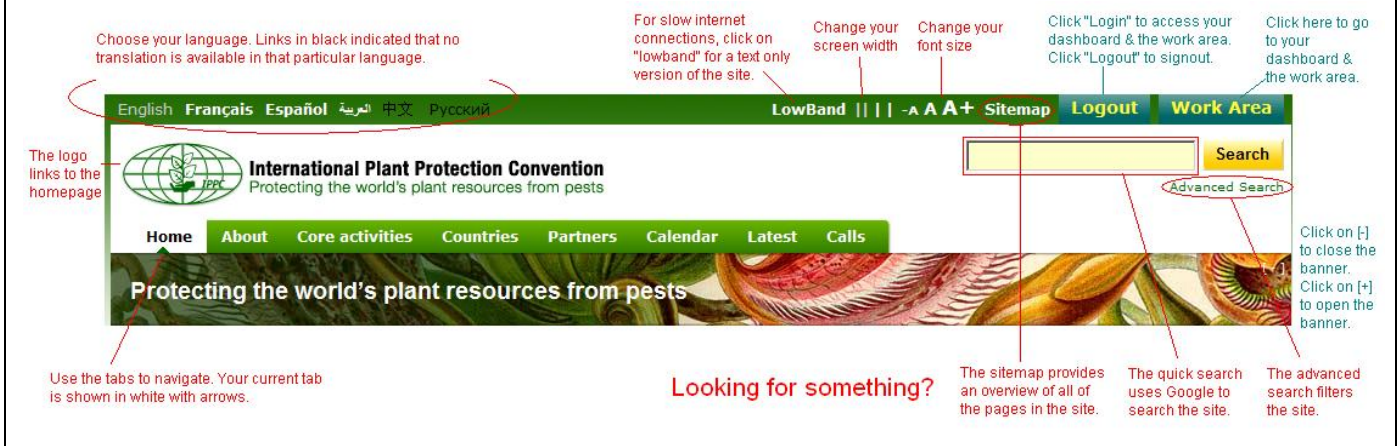
Certain toolbars are available on most pages of the site. These toolbars serve the various functions described below.

### Header

The header bar appears at the top of the page throughout the site.

It provides tools for altering the display (e.g. changing your language, the width of the screen, the font size and for hiding or unhiding the banner) and for navigation (e.g. the link to the sitemap, search tools, navigation tabs and bread crumbs).

Figure 7. Header

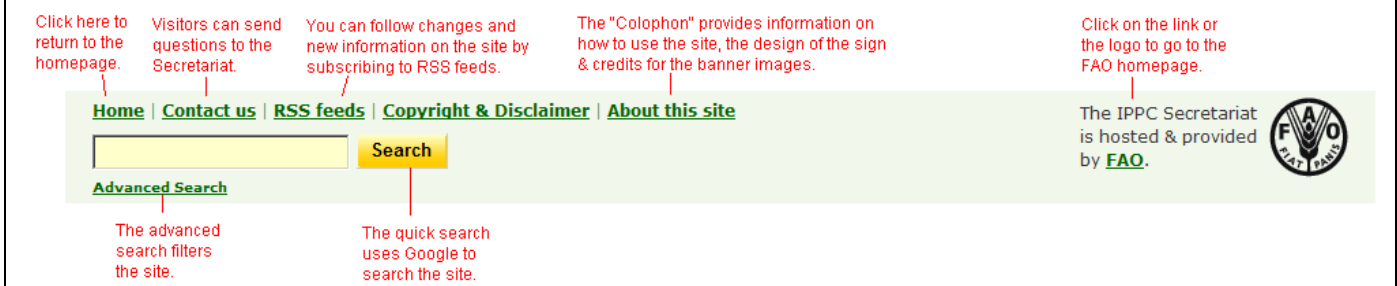


### Footer

The footer bar appears at the bottom of the page throughout the site.

This toolbar helps users to find out more information by sending the Secretariat a message using the “Contact us” link, subscribing to an RSS feed, clicking on the “About this site” or going to the FAO homepage.

Figure 8. Footer



## Page tools

Most pages have “page tools”. These can be found on the right hand side of the page, underneath the section navigation.

Page tools enable users to easily access the page again (by adding a link to your dashboard, adding a bookmark to your browser, etc) or share the page (by copying the link or sharing through a social networking site).

Figure 9. Page tools

**Page Tools**

- Add link to this page to your dashboard** - Click "Link to this page". or "Remove link to this page from your dashboard"
- Bookmark this page** - Add a bookmark to your browser
- Copy link to this page** - Copy the link so that you may insert it in an email, etc.

Page Updated **17 December 2010**

**BOOKMARK** - Click here for many other sharing tools

Do you want to be able to navigate to this page quickly upon logging in?

Click "Link to this page". or "Remove link to this page from your dashboard"

Add a bookmark to your browser

Copy the link so that you may insert it in an email, etc.

Click here for many other sharing tools

**Bookmark & Share** X

Search:

.netShoutout	100zakladok
2 Tag	2linkme
7Live7.com	A1-Webmarks
A97abi	Add.io
Adfty	Adifni
Aero	All My Faves
Amazon	Amen Me!
AnonTalk	AOL Mail
Armenix	Arto
Aviary Capture	Baang
Baidu	Bebo
Bentio	BiggerPockets

What's this? Privacy **AddThis**

## Metadata


Clicking on the title of a publication or event will open the metadata. Metadata provides additional information such as a short description, the date that the information was uploaded to the website, keywords, and links to historic versions of the information.

**Figure 10. Metadata view**

[IPPC Home](#) ➤ [About](#) ➤ [Convention text & related information](#) ➤ [Publications](#)

« Back to [previous Page](#)

## 1997 - International Plant Protection Convention (New Revised Text)

**Publication**  
 **En,Fr,Es,Ar,Zh**

The New Revised Text of the International Plant Protection Convention.

[Click here to view Russian translation of the New Revised Text of the IPPC \(provided by EPP0\)](#)

**Author(s)/editor(s):**  
FAO


**Publication Date**  
01-01-1999



**Issue keywords:**  
Dispute Settlement;Standards;Phyosanitary Measures;Information exchange

Relate to

**Convention text**

ID#:13742  
 Created:01-01-2000  
 Last updated:08-10-2010

**versions**  
 [Bookmark this page](#)

 [Copy short url](#)  
 [BOOKMARK](#)

⬆ [BACK TO TOP](#)

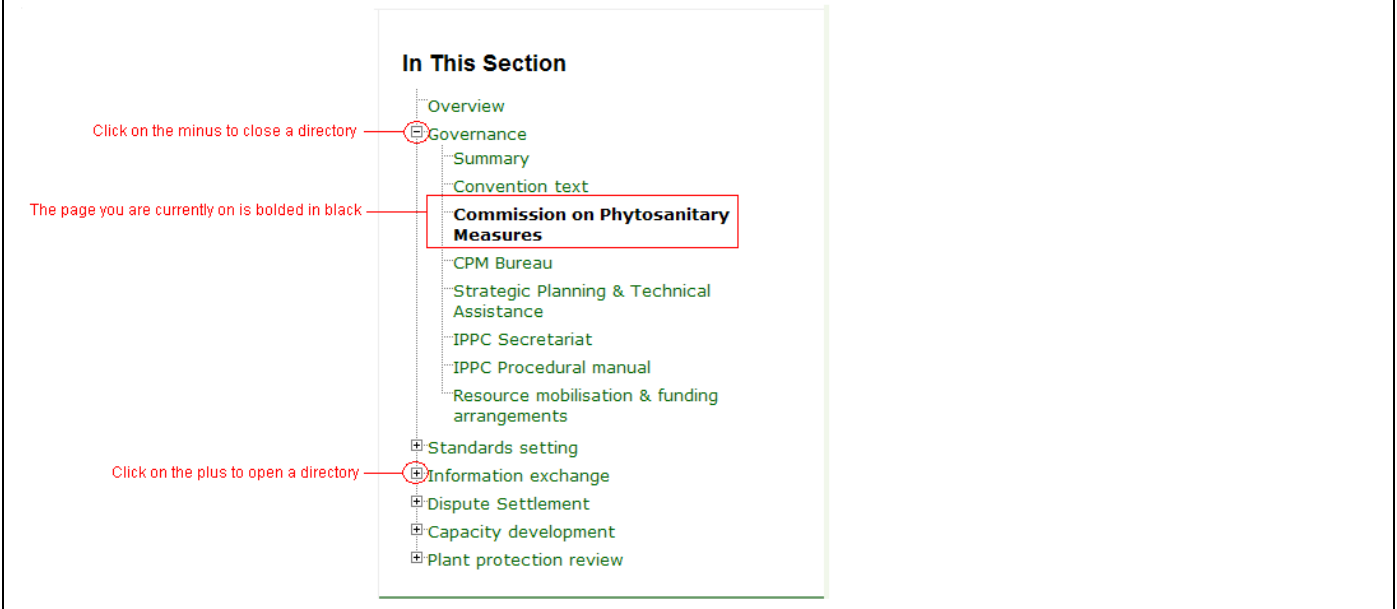
## Sidebar

The sidebar is a navigation menu on the right hand side of the screen that lets users browse directories and navigate to pages.

To open a directory, click on the [+]. To collapse a directory, click on the [-].

To go to a page, click on the title of the page.

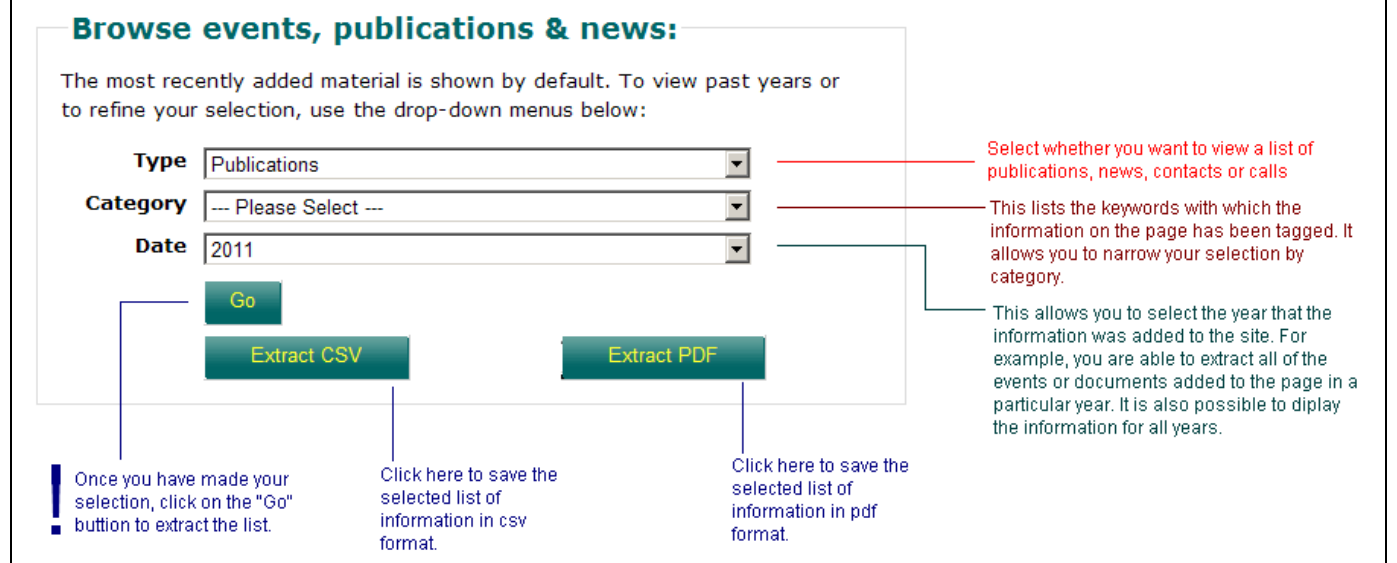
Figure 11. Sidebar



## Filters

Some pages list publications, events, etc for a number of years and from many different sources (the IPPC Secretariat, countries, regional and international organizations). Filters enable users to select and display only the subsets of the data that they are interested in.

Figure 12. Filters



## Content management bar

When logged in as an Contact Point or IPP editor, a content management bar becomes available on the page for your organization. This content management toolbar is generally located in the middle of the page, below the text of the page and above any tables listing publications, events, calls and contacts.

This toolbar enables you to load publications, news, events and calls to the site in the core activities area. In the work area it is used to load publications.

This tool bar is in addition to the content management tools available through the **dashboard**.

**Figure 13. The content management toolbar**



Select the type of information you would like to add to the page. This could be an event, a call, or a publication. By selecting the "bulk upload" option, it is possible to load multiple publications at once (and in multiple languages for each publication).



Click "+ Add" once you have chosen the type of information you are uploading.

To edit the contents of a page, click on "Edit this page".

## **MANAGE YOUR PERSONAL INFORMATION & PREFERENCES**

If you have a login and password for the IPP, you are able to manage at least some information on the IPPC website. The extent of your ability to manage content may be limited to your own contact information or, if you are an IPPC contact point or IPP editor, you may be able to exchange official information on behalf of your National Plant Protection Organization.

This section provides detailed information on how to manage information on the IPP.

### **Login to the site**

1. When a user account has been created for you, you will sent an automated email with your username and password.
2. Go to the homepage and click on the button labelled “Login” (top right hand corner of the screen).
3. Enter your username (*Lowercase letters only. Period between first and last name. Example: doris.lessing*) and password (*Password is case-sensitive. You can change your password after you log in for the first time*). Then click on the “Login” button.
4. Logging in to the site takes you to your dashboard. For group members, it gives you access to the restricted work area. For Contact Points and IPP Editors, logging in activates tools for managing the content of the site (e.g. toolbars for adding documents, events, news and calls).

### **Receive a password reminder**

1. Go to the login page at <https://www.ippc.int/index.php?id=16>
2. Click on “Forgot your password?”
3. Enter the email address that is specified in your user profile on the IPPC website. Then press "Send password" and your password will immediately be emailed to you. Enter your email address in the blank in lowercase letters.



## Use your dashboard

Upon logging in to the site, you go to your dashboard. This page provides links that enable each user to quickly access the information and tools that they need. The dash board provides links to forms for updating contact information, viewing groups, changing preferences, the electronic decision tool, etc.

Figure 14. Dashboard view

The screenshot shows the IPPC dashboard interface. At the top, there is a navigation bar with the IPPC logo, a 'Work Area' link, a font size selector (AA+), and a language selector (English, Français, Español, العربية, 中文, Русский). On the right of the navigation bar, there are links for 'Advanced Search', 'Logout', and 'View public site'. Below the navigation bar is a main menu with 'My Page', 'My Subscriptions', 'My Tools', 'My Groups', and 'Help'. The main content area is divided into several sections: 'My Contact Information' (Secretariat) with an 'Edit' button, 'My Subscriptions' (listing recent publications), 'My preferences' (with a 'Change my password' link), and 'My Groups' (with a 'Work area' link). Red annotations with arrows point to the 'Logout' button, the 'View public site' button, and the 'Advanced Search' button, with text explaining their functions.

Annotations:

- Click to logout
- Click to go to the public site
- Use the "Advanced search" to find publications and pages in the restricted area. Google does not index the restricted area.

## Update your contact information

This section of the manual describes how to access, personalize, update, and manage IPP user accounts and contact information.

1. Log in to the site to go to your dashboard
2. Find the box labelled "My Contact Information" (at the top center of the page – see label 1 in Fig. 14) and click on the "Edit" button.
3. A form opens that enables you to edit your address, phone number, fax, email address, language preference, etc.
4. Using this form, you can also add a brief biography, information regarding your expertise or a **profile picture**.

User accounts are associated with a particular individual. Consequently, the name, nationality, role (editor, expert, contact point, etc.), date of receipt of nomination, source of nomination information (e.g. official government correspondence), and group memberships can only be changed by the IPPC Secretariat.

It is the responsibility of the individuals to maintain all other information (e.g. surface mail address, correspondence languages, email address, telephone, and fax number). In particular, it is critical that a valid e-mail address be stored in the IPP.

## Add a picture to your profile

To add a picture to your profile, follow these steps:

1. Find the photo of yourself that you want to use and save it to your computer.
2. Adjust the photo as necessary.
  - The maximum dimensions is 100 pixels wide by 120 pixels tall.
  - The maximum file size: 30KB.
  - Accepted formats are JPG, GIF, PNG
3. Login to the IPP.
4. Open the form for **editing your contact information**.
5. Scroll mid-way down the form to the field entitled "Picture of Me"
6. Click on "Browse" and select the photo file from your computer.
7. Press "Submit" at the bottom of the form.

To delete a photo that you have uploaded, go to the form and tick the box beside the photo. Then press "Submit" at the bottom of the form.

## Change your password

1. Go to your dashboard by logging in to the site
2. Click on the link "Change my Password" (in the box labelled "My preferences" – see label 2 in Fig. 14).
3. Follow the steps on the next screen.

Please note your new password must meet the following criteria:

- at least of 6 characters
- does not contain your username,
- contains characters from three of the following categories :
  - contains at least one number from 0 to 9
  - contains at least one character from English uppercase characters (A through Z)
  - contains at least one character from English lowercase characters (a through z)
  - contains at least one non-alphabetic characters between . , ; : \* % ! ~ - + = ^ ?"

## Add a link to your dashboard

If there are pages in the site that you visit frequently, you may want to add links to the pages to your dashboard so that you can go directly to them upon logging in to the site.

To add a link to your dashboard:

1. Go to your dashboard by logging in to the site
2. Go to the page of interest (e.g. the page for the [Commission on Phytosanitary Measures](#))
3. In the lower right hand corner of the screen (below the sectional navigation menu) is a box labelled "Page tools". Click on the link labelled "Add link to this page to your dashboard". A link to this page will now appear on your dashboard and will be available whenever you are logged in to the site.
4. To remove a link to a page from your dashboard, either click "Remove link to this page from your dashboard" using the page tools of the link in question or by clicking on the "My subscriptions" tab on your dashboard and deselecting the link.

## CREATE AND UPDATE SITE CONTENTS

IPPC Official Contacts Points and IPP editors can add specific types of reporting information (see [Countries](#) section above for more information) as well as more open-ended types of information such as general publications, news and events.

This section describes how to add and to update this information.

### Before you add information...

Before you load information to the site, it is important to be prepared. For example, verify that you have followed the procedures established by your NPPO for reporting information. If you are editing the text of a page, uploading a publication or creating a news story, you will need to have the text agreed upon and the pertinent files or links ready.

All information loaded onto the IPP is retained and cannot be deleted. All changes are tracked and the history of the information input can be viewed in the **metadata** by clicking on “versions”. It is possible to edit information and to replace files.

Instead of copying/pasting your letter directly from Microsoft Word into the text box provided in the application, it is recommended that you copy/paste your letter into a plain text program first (such as Notepad if using a PC, or Text/Edit if using a Mac), and then transfer it into the text box where you can reformat it if necessary (this extra step removes extraneous coding from Microsoft Word and prevents formatting problems with the application system).

Also, it is important to note that files uploaded to the IPP **must be less than 5 MB**. This is a limit set throughout the site. Many file types can be made smaller by converting them to pdf and using Adobe to compress the file.

If the item you wish to include an image in the site, make sure that the image has been sized to fit the space where it will be displayed.

### Description of the NPPO

To add NPPO description:

1. Login to the IPP.
2. In the box labelled “Create new report (select),” select “Description of the NPPO”
3. click “+ add”
4. Fill in the form. The fields are described below. Required fields are marked with an asterisk.

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

\* **Publication date:** The day which the document is uploaded shows by default. It is possible to change the date either by typing over the value that has been entered or by clicking on the calendar.

\* **Report:** Provide a file or a link.

Upload a file following these steps:

- Click on the *Browse* button to locate on your computer the file to be added.
- 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*.
- To add another file, click on the *Add another* button and repeat the above steps.
- To edit a file that is already uploaded, check the box next to *delete file* and re-enter the file with the correct or updated information following the steps above.

Insert a link to a webpage:

- Enter a complete web address (URL) beginning with 'http://'.
- 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*.
- To add another link, click on the *Add another* button and repeat the above steps.
- To edit a link that has already been uploaded, check the box next to *delete file* and re-enter the link with the correct or updated information following the steps above.

**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.

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

**Commodity keywords:** Commodity keywords are associated with Customs codes for commodities. This field is not required. *To add commodity keywords, follow the instructions for issues keywords.*

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

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

**Cancel:** Cancel will closing the form without saving any of the data.

**Submit:** Submit will post the information in the form on to the IPP. Once posted, the information may be edited but not removed.

## Phytosanitary requirements, restrictions and prohibitions

To add legislation:

1. Login to the IPP.
2. In the box labelled "Create new report (select)," select "Legislations"
3. click "+ add"
4. Fill in the form. The fields are described below. Required fields are marked with an asterisk.

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

**\* Publication date:** The day which the document is uploaded shows by default. It is possible to change the date either by typing over the value that has been entered or by clicking on the calendar.

**\* Report:** Provide a file or a link.

Upload a file following these steps:

- Click on the *Browse* button to locate on your computer the file to be added.
- 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*.
- To add another file, click on the *Add another* button and repeat the above steps.
- To edit a file that is already uploaded, check the box next to *delete file* and re-enter the file with the correct or updated information following the steps above.

Insert a link to a webpage:

- Enter a complete web address (URL) beginning with 'http://'.
- 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*.
- To add another link, click on the *Add another* button and repeat the above steps.
- To edit a link that has already been uploaded, check the box next to *delete file* and re-enter the link with the correct or updated information following the steps above.

**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.

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

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

**Commodity keywords:** Commodity keywords are associated with Customs codes for commodities. This field is not required. *To add commodity keywords, follow the instructions for issues keywords.*

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

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

**Cancel:** Cancel will closing the form without saving any of the data.

**Submit:** Submit will post the information in the form on to the IPP. Once posted, the information may be edited but not removed.

## Regulated pests

To add a regulated pest list:

1. Login to the IPP.

2. In the box labelled “Create new report (select),” select “List of regulated pests”
3. click “+ add”
4. Fill in the form. The fields are described below. Required fields are marked with an asterisk.

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

\* **Publication date:** The day which the document is uploaded shows by default. It is possible to change the date either by typing over the value that has been entered or by clicking on the calendar.

\* **Report:** Provide a file or a link.

Upload a file following these steps:

- Click on the *Browse* button to locate on your computer the file to be added.
- 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*.
- To add another file, click on the *Add another* button and repeat the above steps.
- To edit a file that is already uploaded, check the box next to *delete file* and re-enter the file with the correct or updated information following the steps above.

Insert a link to a webpage:

- Enter a complete web address (URL) beginning with 'http://'.
- 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*.
- To add another link, click on the *Add another* button and repeat the above steps.
- To edit a link that has already been uploaded, check the box next to *delete file* and re-enter the link with the correct or updated information following the steps above.

**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.

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

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

**Commodity keywords:** Commodity keywords are associated with Customs codes for commodities. This field is not required. *To add commodity keywords, follow the instructions for issues keywords.*

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

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

**Cancel:** Cancel will closing the form without saving any of the data.

**Submit:** Submit will post the information in the form on to the IPP. Once posted, the information may be edited but not removed.

## Entry points

To add a list of entry points:

5. Login to the IPP.
6. In the box labelled “Create new report (select),” select “Entry points”
7. click “+ add”
8. Fill in the form. The fields are described below. Required fields are marked with an asterisk.

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

\* **Publication date:** The day which the document is uploaded shows by default. It is possible to change the date either by typing over the value that has been entered or by clicking on the calendar.

\* **Report:** Provide a file or a link.

Upload a file following these steps:

- Click on the *Browse* button to locate on your computer the file to be added.
- 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*.
- To add another file, click on the *Add another* button and repeat the above steps.
- To edit a file that is already uploaded, check the box next to *delete file* and re-enter the file with the correct or updated information following the steps above.

Insert a link to a webpage:

- Enter a complete web address (URL) beginning with 'http://'.
- 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*.
- To add another link, click on the *Add another* button and repeat the above steps.
- To edit a link that has already been uploaded, check the box next to *delete file* and re-enter the link with the correct or updated information following the steps above.

**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.

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

**Commodity keywords:** Commodity keywords are associated with Customs codes for commodities. This field is not required. *To add commodity keywords, follow the instructions for issues keywords.*

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

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

**Cancel:** Cancel will closing the form without saving any of the data.

**Submit:** Submit will post the information in the form on to the IPP. Once posted, the information may be edited but not removed.

## Official Pest Reports

To add a pest report:

1. Login to the IPP.
2. In the box labelled "Create new report (select)", select "Official pest report"
3. click "+ add"
4. Fill in the form. The fields are described below. Required fields are marked with an asterisk.

### Template – Official IPPC pest report

Date of entry (of report)	<i>automatic</i>
Record number	<i>automatic</i>
Title	
Status of report	<i>final/interim</i>
Status of pest (under ISPM 8) *	<i>mandatory</i>
Identity of pest (scientific name)	
Host(s) or article(s) concerned	
Geographic distribution	
Nature of immediate or potential danger, or other reason for reporting	
Short description or summary	
Additional links (optional)	
Issues keywords – <i>mandatory</i>	<i>chosen from dropdown list</i>
Commodity keywords (optional)	<i>chosen from dropdown list</i>
Contact for more info	
Date indicating when this report should be removed from view	

**\*Status of pest** can select more than 1

<b>Present</b> Present: in all parts of the area Present: only in some areas <sup>1</sup> Present: except in specified pest free areas Present: in all parts of the area where host crop(s) are grown Present: only in protected cultivation Present: seasonally Present: but managed <sup>2</sup> Present: subject to official control Present: under eradication Present: at low prevalence	<b>Absence</b> Absent: no pest records Absent: pest eradicated Absent: pest no longer present Absent: pest records invalid Absent: pest records unreliable Absent: intercepted only	<b>Transient</b> Transient: non-actionable Transient: actionable, under surveillance Transient: actionable, under eradication
<b>Unknown</b>	<b>Other (specify)</b>	

<sup>1</sup> specify where possible      <sup>2</sup> according to: list details

**Note – each pest requires a separate pest report. If two pests are associated, still need to complete separate pest reports.**

**The official pest report should also be used to report negative reports eg eradication, reduced area, pest not now found (ie surveillance has not found the pest).**

## Publications

To add a publication:

1. Login to the IPP.
2. In the box labelled “Create new,” select “Publications”
3. click “+ add”
4. Fill in the form. The fields are described below. Required fields are marked with an asterisk.

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

\* **Publication date:** The day which the document is uploaded shows by default. It is possible to change the date either by typing over the value that has been entered or by clicking on the calendar.

\* **Publication:** Provide a file or a link.

Upload a file following these steps:

- Click on the *Browse* button to locate on your computer the file to be added.
- 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*.
- To add another file, click on the *Add another* button and repeat the above steps.
- To edit a file that is already uploaded, check the box next to *delete file* and re-enter the file with the correct or updated information following the steps above.

Insert a link to a webpage:

- Enter a complete web address (URL) beginning with 'http://'.
- 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*.
- To add another link, click on the *Add another* button and repeat the above steps.
- To edit a link that has already been uploaded, check the box next to *delete file* and re-enter the link with the correct or updated information following the steps above.

**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.

**Authors / Editors:** Type the name of the authors or editors in the free text field.

**Agenda item number:** Enter the agenda item number. In order for the table to sort properly, place a zero in front of the single digit numbers (01, 02,03...09, 10, 11).

**Document number:** Enter the document number. In order for the table to sort properly, place a zero in front of the single digit numbers (01, 02,03...09, 10, 11).

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

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

**Commodity keywords:** Commodity keywords are associated with Customs codes for commodities. This field is not required. *To add commodity keywords, follow the instructions for issues keywords.*

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

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

**Cancel:** Cancel will closing the form without saving any of the data.

**Submit:** Submit will post the information in the form on to the IPP. Once posted, the information may be edited but not removed.

## Events

To add an event:

1. Login to the IPP.
2. In the box "Create new", select "Events"
3. Fill in the form. The fields are described below. Required fields are marked with an asterisk.

\* **Title:** Enter a short, descriptive title to indicate what the item is about. If the dates for the event are not fixed, prefix the title with "TENTATIVE"

\* **Start date:** Enter the day which the event will begin by typing over the default value (the current day) or by clicking on the calendar.

\* **End date:** Enter the day which the event will end by typing over the default value (the current day) or by clicking on the calendar.

\* **Date to expire:** Enter the day which the record for the event should be archived by typing or by clicking on the calendar.

\* **Type of event:** Click on the drop down list and select the category that is most appropriate.

**Short description:** Describe the event. Use the formatting bar to format the text.

**Location:** Type the venue (city and country).

**Organizer:** Enter in the name of the institution organizing the event.

**Publication:** Provide a file or a link.

Upload a file following these steps:

- Click on the *Browse* button to locate on your computer the file to be added.
- 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*.
- To add another file, click on the *Add another* button and repeat the above steps.
- To edit a file that is already uploaded, check the box next to *delete file* and re-enter the file with the correct or updated information following the steps above.

Insert a link to a webpage:

- Enter a complete web address (URL) beginning with 'http://'.
- 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*.
- To add another link, click on the *Add another* button and repeat the above steps.
- To edit a link that has already been uploaded, check the box next to *delete file* and re-enter the link with the correct or updated information following the steps above.

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

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

**Commodity keywords:** Commodity keywords are associated with Customs codes for commodities. This field is not required. *To add commodity keywords, follow the instructions for issues keywords.*

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

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

**Cancel:** Cancel will closing the form without saving any of the data.

**Submit:** Submit will post the information in the form on to the IPP. Once posted, the information may be edited but not removed.

## News

To add a news story:

1. Login to the IPP.
2. Go to the relevant page in the site. You can go to the page by using a saved link from your dashboard or by clicking on the button to go to the public site and navigating to the page of interest.



3. Scroll to the content management bar (blue green).
4. Click on the scrollbar labelled “Create new (please select)” and select “News”
5. click “+ add”
6. Fill in the form. The fields are described below. Required fields are marked with an asterisk.

\* **Title:** Enter a short, descriptive title to indicate what the item is about. If the dates for the event are not fixed, prefix the title with “TENTATIVE”

\* **Publication date:** Enter the day which the news story was published. To change from the default value (i.e. the current day), type over the default value or click on the calendar.

\* **Date to expire:** Enter the day which the record for the event should be archived by typing or by clicking on the calendar.

**Text:** Enter the text of the news story. It is best to copy text from a plain text reader and to use the formatting bar to format the text.

**Authors / Editors:** Type the name of the authors or editors in the free text field.

**Series title:** Enter the name of the series title.

**Picture:** Attach a picture. Make sure that it has been sized to fit the space where it will be displayed.

**File:** Provide a file or a link.

Upload a file following these steps:

- Click on the *Browse* button to locate on your computer the file to be added.
- 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*.
- To add another file, click on the *Add another* button and repeat the above steps.
- To edit a file that is already uploaded, check the box next to *delete file* and re-enter the file with the correct or updated information following the steps above.

Insert a link to a webpage:

- Enter a complete web address (URL) beginning with 'http://'.
- 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*.
- To add another link, click on the *Add another* button and repeat the above steps.
- To edit a link that has already been uploaded, check the box next to *delete file* and re-enter the link with the correct or updated information following the steps above.

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

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

**Commodity keywords:** Commodity keywords are associated with Customs codes for commodities. This field is not required. *To add commodity keywords, follow the instructions for issues keywords.*

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

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

**Cancel:** Cancel will closing the form without saving any of the data.

**Submit:** Submit will post the information in the form on to the IPP. Once posted, the information may be edited but not removed.

## EXTRACT INFORMATION FROM THE SITE

People tend to come to the IPPC website because they want to find and extract information from the site. They could be looking for specific information such as a particular CPM decision, a working paper or a meeting report. Alternatively, they may want to find all information of a particular type, such as all of the reports of pests that have been published or all of the events for 2011. This section of the manual provides tips on how to access and extract information.

### Find things

Two different tools for finding documents are provided on the **header bar**. The simple search is powered by Google. It searches all of the public pages of the site and their attachments. Google does not index documents in the restricted area.

The **advance search** uses filters and it is useful for extracting sets of specific categories of information. For example, by selecting “Contacts” as the “Type of Information” and the region, it is possible to extract a list of all of the contacts in the database for that region. The advanced search is also used to look for documents in the restricted area.

The advanced search supports some search operators, which are query words that have special meaning. The following is useful to keep in mind when using search operators in search expressions:

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

### Download documents

To download an individual file, click on the two letter abbreviation for the language of interest.

Alternatively, it is possible to download multiple files by clicking on the “Download multiple files” button. Files are downloaded in zip format. There is a size limit so it may not be possible to download all files at once.

### Download the calendar

To download a list of events as a file, go to the “**year view**” of the calendar, follow the **filter instructions** to extract the events of interest, and click on either “Extract CSV” or “Extract PDF”.

### Look up data on NPPO reporting

The following pages present tables that summarize and link to the official phytosanitary information provided by NPPOs that is available on the IPP:

- **Status of IPPC contacts points in each region**
- **Percentage of countries per region with reporting information**
- **Number of IPP pages per country for each reporting category**
- **Total number of IPP pages for each reporting category**

The following page lists the members of the various Regional Plant Protection Organizations:

- **Membership Regional Plant Protection Organizations**

## COMMUNICATIONS

A variety of tools are available on the IPPC website to facilitate information sharing. Some tools help the IPPC Secretariat and contact points to keep other informed whereas other tools can be used by individuals to keep track of topics that they are interested in. The tools are described below.

### Notifications tool

Whenever you add or update information on the IPP, it is possible to use built in tools to send selected groups an email notification with a link to the new or updated information.

Follow these steps to send an email notification:

1. Follow the steps outlined above to load new information or edit existing information.
2. A box labelled "notifications tool" is available near the bottom of the form.
3. To designate who should receive the notification, click on the button "Yes, select recipients".
4. A pop-up window will open with several categories (Contracting parties and territories, non-contracting parties, RPPOs, International Organizations, the IPPC Secretariat and a free text field to enter in email addresses manually). Select recipients from the list to which you want to send automatic updates of data entered in this topic. Then click "Save and close".
5. After saving the selected list of recipients, the pop-up window closes and you return to the main page of the form.
6. Once you have finished filling in all other fields in the form, you may click submit.
7. After four hours, an email will be sent to the selected recipients with a link to the updated information.

### RSS Feeds

*What is an RSS Feed?* RSS (Really Simple Syndication) is an easy way for you to keep up to date on the latest additions to the IPPC. It's an XML file that can be read by special feed reading software or a web service you can use from your web browser.

*How can I make use of RSS?* You will typically need a software program called a News Reader. This displays RSS information feeds from your chosen websites on your computer.

*How can I get a News Feed from the IPPC?* All you have to do is put the address of our RSS (or web) feed into your reader by clicking on the RSS feed link on the home page or the link provided below. Your News Reader will then display the latest additions to the IPPC, each one with a link that will take you to the details page of the resource in our database. (Adding news feeds to your reader may vary by program, it is always best to follow the instructions of your specific News Reader.)

[Click here to sign up for RSS feeds.](#)

## TROUBLE SHOOTING

Sometimes, as you use the IPPC website, you may have a question on how to proceed or you may encounter a bug or some other problem.

This section describes some trouble shooting options.

### Help

When you login, a tab becomes available which provides some help information.

### FAQ

A page listing answers to [frequently asked questions \(FAQ\)](#) is available on the IPP.

### Error messages

**404 page not found:** This message generally appears when someone tries to access a page in the work area without logging in first.

**Restricted:** If someone tries to open the page for a publication or event which has been deleted, they will see a message saying that the page is restricted, regardless of whether they have logged in or not.

**Page not available:** Sometimes the IPPC website goes offline when the load average and/or memory usage of the server is very high.

### Contact the IPPC Secretariat

If the above does not answer your question or resolve your problem, feel free to [contact us](#).

In the near future, a helpdesk is planned to be established to respond to issues.