*(email sent out to all OCPs in July 2016)*

27, July 2016

To all IPPC Official Contact Points.

Dear Sir/Madam,

This is to inform you about the upcoming automatic reminders regarding National Reporting Obligations which you will receive from the end of July 2016.

*Background:*

*In 2013 CPM-8 agreed to establish an IPPC national reporting obligations advisory group to ensure increased reporting. The group (NROAG) met in July 2014 and established as one of the short-term goals the development of an automated IPP reminders system. The CPM-11 adopted the NRO Work Plan including the automated reminders system.*

Automatic reminders will be sent out throughout the year to the email accounts of all Official Contact Points with the following frequency:

|  |  |
| --- | --- |
| NRO category | Frequency |
| Contact Point (contact details) | **Every 3 months** |
| Pest reporting  Emergency action | **Every 6 months**  **Every 6 months** |
| Description of the NPPO  Entry Points  List of Regulated Pests  Legislation: Phytosanitary Requirements/Restrictions/Prohibitions | **Every 12 months**  **Every 12 months**  **Every 12 months**  **Every 12 months** |

For NRO categories which are strictly bilateral (e.g. Rationale for Phytosanitary Requirements or Non-compliance) no automatic reminder will be sent.

In each email you will be able to see a summary of reports uploaded by your country on [the International Phytosanitary Portal (IPP https://www.ippc.int/en/)](the%20International%20Phytosanitary%20Portal%20(IPP%20https://www.ippc.int/en/)) which were not updated for some time and information about NRO categories without any report. You will be asked to check the information by following links compiled in a summary table and update if required. [In order to do that, you will have to log in to the IPP (https://www.ippc.int/en/accounts/login/).](https://www.ippc.int/en/accounts/login/) The reports needing your attention will be marked: “Data to confirm”.

Separately **every 3 months** you will also receive information about files used in the reports uploaded by your country which stopped working and links or URLs which might need updating.

In cases where all reports have been recently updated by your country and all NRO categories have got at least 1 report present, you will not receive a reminder.

Please be reminded that editing rights on the IPP (i.e. uploading new reports or updating existing reports of your country) are allocated automatically to all Official Contact Points and IPP editors nominated by them. This is why, we will also be sending out **once a year** a reminder to check the contact details (names and emails) of the IPP editors.

The following resources are available to assist you:

1. The manual on editing on the IPP [Guide to NROs: <https://www.ippc.int/en/publications/80405/> ].
2. FAQs including forgotten password <https://www.ippc.int/en/faq/>

Should you require any assistance, please contact the IPPC Secretariat at [IPPC-IT@fao.org](mailto:IPPC-IT@fao.org).

**You are also kindly requested to provide your feedback throughout the year in relation to the NROs automatic reminders at** [**IPPC-IT@fao.org**](mailto:IPPC-IT@fao.org)**.**

Best regards,

IPPC Secretariat