

Instructions for IPPC Official Contact Points to share comments with the *IPPC Regional Workshop Near East* account in the IPPC Online Comment System

On 20 June 2011, the IPPC Secretariat invited you to begin using the IPPC Online Comment System (OCS) for submitting your comments on draft ISPMs. These instructions include how to add comments, submit them to the IPPC Secretariat, and to share them with the *IPPC Regional Workshop Near East* account before the Regional Workshop.

To Login to the IPP:

1. Go to <http://ocs.ippc.int/index.html>
2. Enter your username and password
3. Click Login
4. If you forgot your username or password, click on the links [Forgot your Password?](#) or [Forgot your Username?](#)

The screenshot shows a web browser window displaying the IPPC OCS login page. The address bar shows the URL <http://ocs.ippc.int/index.html>, which is circled in red and labeled with a green circle containing the number 1. The page content includes a 'User Login' section with 'Username' and 'Password' input fields, a 'Login' button, and two links: '> Forgot your Password?' and '> Forgot your Username?'. The 'Username' and 'Password' fields, the 'Login' button, and the two links are all circled in red and labeled with numbered circles: 2 (purple) for the Username field, 3 (orange) for the Login button, and 4 (blue) for the links. The page also features a 'Dashboard' section with a welcome message and a list of draft amendments to ISPMs.

To add new comments

5. Click on the Document tab

6. Click on the Document you would like to add comments to

The screenshot shows the IPPC OCS Document Management interface. The top navigation bar includes the IPPC OCS logo, a 'Document' tab (highlighted with a green circle and the number 5), and other tabs like 'Settings', 'FAQ', and 'Logout'. Below the navigation bar, the page title is 'Document Management'. There is a search filter and a status dropdown menu. The main content area displays a table of documents with columns for 'Document ID', 'Commenting Ends (GMT +02:00)', 'Assistant', and 'Status'. The first row of the table is highlighted with a red circle and the number 6.

Document ID	Commenting Ends (GMT +02:00)	Assistant	Status
1. Draft amendments to ISPM 5: Glossary of phytosanitary terms (1994-00...)	September 30, 2011 23:59	a4 a4	Commenting (open)
2. Draft revision to ISPM 5: Supplement 1: Not widely distributed (2005-008)	September 30, 2011 23:59	thaia thaia	Commenting (open)
3. Draft Annex 4 to ISPM 11:2004 (2005-001)	September 30, 2011 23:59	Not assigned	Commenting (open)
4. Draft revision to Annex 1: Approved treatments associated with wood packaging...	September 30, 2011 23:59	Not assigned	Commenting (open)
5. Draft Annex: Trogoderma granarium, ISPM 27:2006 (2004-006): ENGLISH ONLY	September 30, 2011 23:59	a3 a3	Commenting (open)
6. Draft Annex: Cucumis melo var. reticulatus for Bactrocera cucurbitae (2006-111), IS...	September 30, 2011 23:59	thaia thaia	Commenting (open)
Heat Treatment of Wood Packaging Material using Dielectric Heat (2007-114)	September 30, 2011 23:59	Not assigned	Commenting (open)

7. Locate the paragraph you would like to comment on
8. Click the Add Comment icon

IPPCC OCS

Home Document Settings FAQ NCP OSDSC Logout

Document Summary Comment Management

Comment Management

Review Document Summary Invite Assistant Invite Reviewer Reports Share Submit All Extend

English 3 of 18 3

5. Draft Annex: *Trogoderma granarium*, ISPM 27:2006 (2004-006): ENGLISH ONLY

Export: Refresh Copy All Verify All

Expand Paragraph Vertically Expand Paragraph Horizontally

-- Select Paragraph -- -- Select Type -- -- Select Author -- -- Select Status --

Paragraph	Type	Comment	Explanation	Author	Status	Actions
20		<i>Trogodermagranarium</i> ssp. <i>afum</i> Atlia & Kamel, 1965				
21		Common names:Khapra beetle (English)				
22		Trogoderme (dermeste) du grain, Dermeste des Grains (French)				
23		Trogodermade los granos, Escarabajo Khapra, Gorgojo khapra (Spanish)				

9. Choose the comment type
10. Enter your comment and explanation
11. Click Save
12. Close the editor window

The image shows a screenshot of a web-based 'Add Comment' dialog box. The dialog has a title bar with a close button (marked with a red circle and the number 12). Below the title bar, there are two green arrows pointing left and right. The main content area is titled 'Add Comment' and contains the following elements:

- 'Paragraph number: 21'
- 'Type:' with four radio button options: 'Editorial', 'Substantive', 'Technical', and 'Translation'. This section is circled in red and labeled with a red circle containing the number 9.
- 'Comment:' section with a rich text editor toolbar (including icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, and unlink) and a text area. This section is enclosed in a red rectangular box and labeled with a green circle containing the number 10.
- 'Explanation:' section with a text area.
- 'Save' and 'Cancel' buttons. The 'Save' button is circled in red and labeled with a purple circle containing the number 11.

To verify your comments

13. Locate the comment you would like to verify







14. There are two ways to verify comments:

a. To verify a single comment, click the verify icon for each comment

b. To verify all pending comments, click the Verify All button and click Yes

Comment Management

1. Draft amendments to ISPM 5: Glossary of phytosanitary terms (1994-001)

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
2	1. DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS	Substantive	1. DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY		OSDSC	Pending	
		Translation	1. DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY	testtest	OSDSC	Pending	
		Technical	1. DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF	testprocess	OSDSC	Pending	
3	Members are asked to consider the following proposals for additions, revisions and deletions in ISPM 5. Brief explanations are given for each	Substantive	[Click to show table]		OSDSC	Pending	
		Technical	[Click to show table]	test	OSDSC	Pending	
16	For revised terms and definitions, explanations of the changes made to the last approved definition are also given. It is suggested that any member comments should relate only to the changes proposed.	Editorial	For revised terms and definitions, explanations of the changes made to the last approved definition are also given. It is suggested that any member comments should relate only to the	not understood globally	OSDSC	Pending	

To Submit comments to the IPPC Secretariat:

15. Click the Submit icon

16. In the pop-up window, review your comments and click submit

The screenshot displays the IPPC OCS web interface. At the top, there are navigation tabs: Home, Document, Settings, FAQ, and NC. Below this, the breadcrumb trail shows 'Document Summary' > 'Comment Management'. The main heading is 'Comment Management'. A toolbar contains icons for 'Invite Reviewer', 'Reports', 'Share', 'Submit All', and 'Extend'. A red circle labeled '15' highlights the 'Submit All' icon. Below the toolbar, there are buttons for 'Refresh', 'Copy All', and 'Verify All'. A 'Submit Comments' pop-up window is overlaid on the main interface. A red circle labeled '16' highlights the 'Submit' button in this window. The pop-up window contains the following text:

Submit Comments

All of your verified comments in 1. Draft amendments to ISPM 5: Glossary of phytosanitary terms (1994-001) will be submitted. You can see it in the Document Management table with the status 'submitted'

Comments to be submitted

Paragraph No.	Comment Type	Comment	Explanation
2	Substantive	1. DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS	
2	Technical	1. DRAFT DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS	test process
			...
2	Translation	1. DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS	test test
3	Substantive	[Click to show table]	

Members are asked to consider the following proposals for additions, revisions and deletions in ISPM 5. Brief explanations are given for each proposal.

At the bottom of the pop-up window, there is a table with the following columns: Author, Status, and Actions. The table contains several rows with 'OSD8C' as the author and 'Verified' as the status.

To share with the *IPPC Regional Workshop Near East* account
17. Click on the share icon

Comment Management

1. Draft amendments to ISPM 5: Glossary of phytosanitary terms (1994-001)

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
		Editorial			OSDSC	Submitted (not shared)	
		Translation			OSDSC	Submitted (not shared)	
		Technical			OSDSC	Submitted (not shared)	

18. Click on the button Add new rule

Document Rule Sharing
Contact Point

Define Rule

Document title: 1. Draft amendments to ISPM 5: Glossary of phytosanitary terms (1994-001)

Rule Type	Countries	Status	Action
Global	IPPC Test 1, IPPC Test 2, IPPC Test 3	Activated	

19. Under Members, select the member “IPPC Regional Workshop Near East”
20. Click the arrow button to add them to the Selected List
21. Ensure the radio button next to All submitted comments is selected
22. Click Save

Add New Rule

Document title: 1. Draft amendments to ISPM 5: Glossary of phytosanitary terms (1994-001)

Status: Activated

Members

Available		Selected
IPPC Regional Workshop Asia	>>	
IPPC Regional Workshop Fedch...	>	
IPPC Regional Workshop Latin A...	<	
IPPC Regional Workshop Near E...	<<	
IPPC Regional Workshop Pacific		
IPPC Regional Workshop Russia		
IPPC Test 1		

Sharing

All submitted comments

Selected submitted comment(s)

23. On the Document Rule Sharing screen, click on the Run icon to share with the *IPPC Regional Workshop Near East* account

IPPC OCS

Home Document Settings FAQ NCP OSDSC Logout

Document Summary > Comment Management

Document Rule Sharing

Contact Point

Review Document Summary Comment Invite Assistant Invite Reviewer Reports Submit All Extend

Define Rule

Document title: 1. Draft amendments to ISPM 5: Glossary of phytosanitary terms (1994-001)

Rule Type	Countries	Status	Action
Global	IPPC Test 1, IPPC Test 2, IPPC Test 3	Activated	<input type="button" value="Run"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Document	IPPC Regional Workshop Near East	Activated	<input type="button" value="Run"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

You have successfully submitted your comments with the *IPPC Regional Workshop Near East* account.

For further assistance:

- A.** For Technical Support, click on the link found at the bottom of the webpage
- B.** For a list of Frequently Asked Questions (FAQs), click on the link found at the top of the OCS
- C.** To arrange a training session, please contact **Ms Stephanie Dubon** at **stephanie.dubon@fao.org** or on Skype at **stephanie.dubon.fao**

