

# FAQs and Guidance on NROs Reporting Process

*with a Special Support by the FAO-China South-South Cooperation Programme*

**IPPC Secretariat**

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Food and Agriculture Organization  
of the United Nations



International Plant  
Protection Convention

## New report: what to do first?

- ✓ Check if a similar report already exists on the IPP.



**It is better to update the existing report than add a new one!**



- ✓ Nonetheless if you decide to add a new report, make sure reports are clearly labelled (in title or description). It should be clearly indicated which is the most recent.

**Note that:**

- ✓ All changes that you save are tracked = all previous versions of reports (revisions) are on IPP

# Deleting old reports (Part I)

General rule based on FAO Legal Advice:

- a report/information uploaded by a country on the IPP = official information transmitted to other countries and the Secretariat
- a delete option should not be used as a general rule



- Obsolete reports should be updated with fresh ones or if they are not valid information should be given that it is no longer valid.

The presumption is that the information was valid at the time of the upload and as such can be retained as Revision/s that can be considered as archiving. If a report is deleted, all data disappear and cannot be accessed any longer which might be needed in case of a trade dispute or disagreement.



This is why the deletion can only be done by the Secretariat, however only in case of an error/mistake/duplication of reports.

If you consider this is your case, please contact the Secretariat ([ippc@fao.org](mailto:ippc@fao.org)).



## Deleting old reports (Part II)

If this is not your case but you would like to still “delete” the report as the information is no longer valid:



- Log in to the IPP, go to: “Edit Country Information”.



- Go to the report and click on “EDIT” on the right
- When the form opens: delete all the data appearing in all lines/windows including removal of all files (attachments)
- Rename the report (change title and/or description) to e.g.: “*Report/measures no longer valid*” or “*N/A*”



- Save the data by clicking on “UPDATE REPORT”

## Publication Date (of a report)

- ✓ Means the date when it was uploaded on the IPP
- ✓ Done automatically by the system
- ✓ Cannot be changed
- ✓ Used for statistics
- ✓ Past: meant a real date of Publication of e.g. the legislation and a user could type it → Now: mention it in e.g. Description if needed

# How to replace files/attachments

- Log in to the IPP, go to: “Edit Country Information”.



- Go to the report and click on “EDIT” on the right
- When the form opens: scroll down to see “Files”.

To replace the previously uploaded file (shown after “Currently:”), click on: “Choose file” below it and then select a document stored on your computer (remember to click on Open in a dialogue box which should appear on your screen).

**Files**

**Description**  
surveillance of Pantoea stewartii subsp.stew

Upload a file  
Currently: [files/eventreporting/2015/04/20/Surveillance\\_of\\_Pantoea\\_stewartii\\_subsp.pdf](files/eventreporting/2015/04/20/Surveillance_of_Pantoea_stewartii_subsp.pdf)   
Clear

Change **Choose File** No file chosen [remove](#)



- Save the data by clicking on “UPDATE REPORT”

# Contact details of Contact Points: Who can change them?

- ✓ Contact Points can change all their contact details (email, address, organization's name, etc.) apart from their name and title
- ✓ Contact Points need to log in to the IPP to do it (and click on "Update Profile" next to coordinates)
- ✓ IPP editors cannot do it on their behalf (editors can edit their own contact details)
- ✓ To change the name or title of Contact Point you need to contact the Secretariat ([ippc@fao.org](mailto:ippc@fao.org))
- ✓ **If a change of the name means a new person was appointed as Contact Point → → follow procedure on a new Contact Point nomination (via [official nomination form](#) or official letter)**



# NPPO Description versus Organization of NPPO

*“Each contracting party shall submit a description of its official national plant protection organization and of changes in such organization to the Secretary. A contracting party shall provide a description of its organizational arrangements for plant protection to another contracting party, upon request.”*

➤ **NPPO Description:**

- ✓ **Public**
- ✓ **General structure of an NPPO**
- ✓ **In the form of an organogram**

➤ **NPPO Organization:**

- ✓ **Bilateral on request**
- ✓ **Should contain a description of functions and responsibilities in relation to plant protection (Article IV.2 & 3: surveillance, inspections, issuance of certificates, etc.).**

**Both can be combined in one report and made public on the IPP as a single report, e.g. in the form of organogram indicating who is responsible for which area and what are the connections between different parts of the NPPO.**



# New phytosanitary certificates: report or not?

- ✓ There is no obligation to report new models/templates of phytosanitary certification as such
- ✓ However, as it is important to inform other countries about the change which is usually done through updating national legislation, you can report it on the IPP under Phytosanitary legislation
- ✓ Remember to check the box under “Notify” and select countries when uploading this report on the IPP



## Pest report: status fields

- **“Status”** = the status of this report in the system in regard to data entry.
  - ✓ A possibility to save the report as a draft. Select from the drop down menu either **“Published”** or **“Draft”**.  
If you choose draft it will not be visible to other users unless you change it to **“Published”**.
  - ✓ If you do not need this option, leave **“Published”** as selected by default.
- **“Report Status”** = the status of this report in regard to the pest and measures taken and which are communicated in this report.
  - ✓ A possibility to select from the drop down menu **“Final”** or **“Preliminary”** or **“N/A”** (non applicable).
  - ✓ If you describe a new pest outbreak you might select **“Preliminary”** and come back to update the report later once more information about the outbreak is known and measures taken are changed or completed.
  - ✓ If you do not need this option, leave **“Final”** as selected by default.
- **“Pest Status”** = a status of the pest you are reporting.
  - ✓ You estimate it according to [the International Standard for Phytosanitary Measure No 8: Determination of pest status in an area](#).
  - ✓ A possibility to select an appropriate status of the pest from the drop down menu.

## Pest report: report a pest or not?

*“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 (...)*

- ✓ When in doubt as to the qualification of a pest as a “pest of immediate or potential danger” and therefore its reporting, the reporting of any pest is desirable.

Other countries may see a pest as of immediate of potential danger even if you don't.

# Emergency action: what is it?

- ✓ ISPM 5 Glossary of Phytosanitary Terms:

***“emergency action: a prompt phytosanitary action undertaken in a new or unexpected phytosanitary situation”***

***“phytosanitary action: an official operation, such as inspection, testing, surveillance or treatment, undertaken to implement phytosanitary regulations or procedures”.***

- ✓ Information on emergency actions are often included in pest reports.
- ✓ ISPM 13 Guidelines for the notification of non-compliance and emergency action contains partial (connected only to non-compliance of imported consignments) guidelines for the notification of emergency actions

## Notifying other countries

- **When entering a new report:**
  - ✓ **check the box (by clicking on it) under “Notify”**
  - ✓ **select from the lists a chosen country and/or organizations (under “Notification to Countries, RPPOs, IOs, Liaisons or Secretariat” “Country you want to notify”)**
  
- **If you forgot to do it while uploading a new report, you can still do it later:**
  - ✓ **log in to the IPP, go to the report and click on “Edit”**
  - ✓ **check the box (by clicking on it) under “Notify”**
  - ✓ **select from the lists a chosen country and/or organizations (under “Notification to Countries, RPPOs, IOs, Liaisons or Secretariat” “Country you want to notify”)**
  - ✓ **click on “Update report”. That should send out the notifications to your chosen countries.**

# Contacts

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