



منظمة الأغذية
والزراعة
للأمم المتحدة

联合国
粮食及
农业组织

Food
and
Agriculture
Organization
of
the
United
Nations

Organisation
des
Nations
Unies
pour
l'alimentation
et
l'agriculture

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

COMMISSION ON PHYTOSANITARY MEASURES

Second Session

Rome, 26-30 March 2007

Acceptance of documents in electronic format

Agenda Item 10.3.4 of the Provisional Agenda

1. The IPPC Secretariat prints and distributes documents to all contact points in NPPOs and RPPOs on various occasions. The printing and mailing of these hard copies takes time and is costly.
2. There are essentially three categories of correspondence regarding the IPPC which are sent to all contracting parties:
 - a) FAO correspondence from the Director-General (i.e. letters and documents for CPM) is sent to all FAO Members as hard copies through formal FAO channels (i.e. ministerial list, permanent representations to FAO, FAO representations in countries). The formal FAO channels do not include the IPPC contact points directly.
 - b) IPPC Secretariat correspondence regarding CPM (i.e. the same documentation as what is sent out by the Director General via the formal FAO channels) is published on the International Phytosanitary Portal (IPP – <https://www.ippc.int>) and hard copies are mailed to all IPPC contact points in NPPOs and RPPOs.
 - c) IPPC Secretariat correspondence other than for CPM (e.g. draft ISPMs for country consultation, correspondence related to the IPPC Trust Fund, calls for nomination of experts) is made available on the IPP, notification of publication on the IPP and/or documents are e-mailed to IPPC contact points, and hard copies are mailed to IPPC contact points in NPPOs and RPPOs.
3. A fourth category of correspondence deals with letters of invitation and documents for specific IPPC meetings (e.g. Standards Committee, Expert Working Groups, IPP Support Group, Informal Working Group on Strategic Planning and Technical Assistance). Depending on the meeting, invitations and documents are made available to participants by mail, e-mail and/or through the IPP. The present document does not propose any change in relation to this type of correspondence.

For reasons of economy, this document is produced in a limited number of copies. Delegates and observers are kindly requested to bring it to the meetings and to refrain from asking for additional copies, unless strictly indispensable.
Most FAO meeting documents are available on Internet at www.fao.org

4. Posting of documents on the IPP for a specific event relevant to all contracting parties is done as soon as the documents become available, and a news item regarding availability is added to the homepage. In most instances, notifications of availability of documents and/or documents themselves are also e-mailed to all IPPC contact points. The electronic versions of documents are therefore always available before hard copies are delivered at destination.

5. It is known to the Secretariat that a number of contracting parties rely only on the electronic versions of documents, download the letters and documents from the IPP, print copies for their own use, and do not use the mailed hard copies. The IPPC Secretariat has recently received one official request from one country no longer requiring printed copies of any papers that can be downloaded electronically from the IPP and two other countries have notified the Secretariat that they are willing to receive electronic correspondence as official correspondence.

6. Important savings would be realized if contracting parties and RPPOs which use electronic documents would inform the IPPC Secretariat, through their IPPC contact point, that they no longer require hard copies to be mailed. Please note that this will not affect the correspondence sent out via the formal FAO channels from the Director General, nor current practice regarding letters of invitation or documents from the Secretariat to specific meetings such as the Standards Committee, Expert Working Groups, IPP Support Group etc.

7. Any contracting party which has indicated it no longer requires hard copies may always request to receive hard copies of specific documents such as the Guide to the IPPC and the book of ISPMs.

8. The CPM is invited to:

1. *Request* contact points in NPPOs and RPPOs to send the Secretariat a letter before 31 August 2007, using the text in Annex 1, if they no longer require hard copies of correspondence.

Annex 1**Model text for letter on acceptance of correspondence in electronic format**

**Subject: Acceptance of correspondence in electronic format
from the IPPC Secretariat to all IPPC contact points**

On behalf of NPPO of [Name of country] or RPPO:

We will download electronic copies of documents published on the IPP for IPPC Secretariat correspondence sent to all contracting parties. No hard copies need be mailed. We understand that notifications of availability of documents will still be sent to us by e-mail (except for the annual meeting of the CPM).

.....
Name of IPPC Contact Point

.....
Date

.....
Signature

Please send letter to:

IPPC Secretariat
AGPP-FAO
viale delle Terme di Caracalla
00153 Rome, Italy
Fax: +39-06-570 54819
e-mail: ippc@fao.org (scanned copy with signature please).