



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

## INTERIM COMMISSION ON PHYTOSANITARY MEASURES

### Seventh Session

Rome, 4 – 8 April 2005

### The International Phytosanitary Portal and the Information Exchange Work Programme

#### Agenda Item 9.1 of the Provisional Agenda

1. As requested at the Sixth Session of the ICPM in 2004, a series of flow charts explaining information exchange and document dissemination under the IPPC have been developed (see Annexes 1-4). A document on the exchange of official information has also been developed and includes details on the role of contact points, which will assist countries in understanding functions and nominating contact points. This item is dealt with under agenda item 9.2.

#### *I. IPPC advocacy*

2. The *Guide to the International Plant Protection Convention* has been revised and an update will be published in the five official FAO languages. The revision process will also continue for the brochure titled *Quick Guide to the IPPC* and the series of information notes (also available in the five official FAO languages).

#### *II. Official contact points*

3. The Secretariat notes that many Members of the ICPM have still not designated an official contact point. In addition, a number of Members that have designated official contact points have not provided the Secretariat with updated information where official contact point details have changed (including e-mail addresses). Members are requested to provide such information as soon as practically possible – the Secretariat cannot be held responsible for incorrect contact point information if this has not been provided by the contracting party. Official contact points are also considered under a separate agenda item (9.2).

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](http://www.fao.org)

---

### *III. Correspondence*

4. Only a limited number of Members have provided information to the Secretariat as specified in the IPPC.
5. The Secretariat continues to accept and encourage the submission of official information in electronic form. However, all official communication between the Secretariat and Members continues to be primarily through printed correspondence with duplicate information provided electronically wherever possible. A few Members have informed the Secretariat that they are willing to accept electronic correspondence as official communication. However, no system is yet in place for official communication with Members exclusively by electronic means.
6. In addition to normal correspondence, a significant amount of specific correspondence has been generated through the implementation of ISPM No. 15, and the Secretariat undertakes correspondence daily in this regard. This correspondence relating to ISPM No. 15 absorbs significant Secretariat resources.

### *IV. IPPC web site*

7. A meeting of the IPP Support Group was held in January 2004. The Secretariat greatly appreciates the assistance provided by the IPP Support Group, and will continue to develop the IPP with their cooperation and input. Improvements made include navigation, content, stability and the provision of the structure for data entry by NPPOs and RPPOs.
8. Recommendations of the IPP SG with respect to the revision of the IPP have almost all been incorporated. This work has led to many components of the IPP being redesigned (although some changes may not be apparent to the user). These include:
  - A completely new interface;
  - Substantially improved layout (particularly a re-design of the home page and re-organization of directories), but structure essentially based on the previous version;
  - Re-design of the permissions component of the database (including limiting access to where data can be entered and by whom and the allocation of passwords) – this provides improved control and management of users;
  - Data transmission to and from the IPP is now more secure i.e. the server works on an encrypted secure layer and pages are certified. It was felt this is particularly important for data entry to guarantee adequate security to countries in relation to their own data, and as some of the information of the IPP is trade sensitive;
  - On-line forms for data entry have been revised to improve clarity and consistency, and on-line help has been added;
  - Archiving system for information which has been modified or deleted from the site has been established – this allows traceability and transparency should information need to be retrieved, in particular for legal reasons;
  - Separate indexed static pages have been added for web-crawlers (with the aim to facilitate retrieval using web crawlers such as Google and Yahoo, which was not the case with the current IPP) and pages are cached in a separate memory area to minimize impact on speed and access;
  - A static HTML version of the IPP can now be created “on demand”. This will allow easier backing up and CD-ROM production (the IPP CD-ROMs are no longer "resource hungry" as in the past and are compatible with an increased range of browsers and operating systems);
  - The search function has been developed to improve accuracy of results obtained and clarity of results displayed;
  - The ontology (keywords) has been revised to ensure appropriate keywords are available, thereby improving the relevancy of search results;
  - A help component and user manual are available for use on-line or in printed format; and

- Secretariat information has been improved and is more complete.

The IPP SG has been involved in the whole re-development process and has provided valuable feedback (although minimal at times), and the revised IPP was released 28 September 2004.

9. The distribution of the IPP on CD-ROM will continue, approximately every 6 months. With the IPP's new features mentioned above, CD-ROMs can now be generated far more easily with less resource and compatibility problems, and in addition to normal distribution, can be produced for specific meetings and workshops.

10. The next phase of IPP development will concentrate of improving access, speed and stability, and will include making the navigation system available in all FAO languages. Navigation is already available in French and Spanish, and the necessary programming work is being undertaken to allow navigation in Arabic and Chinese.

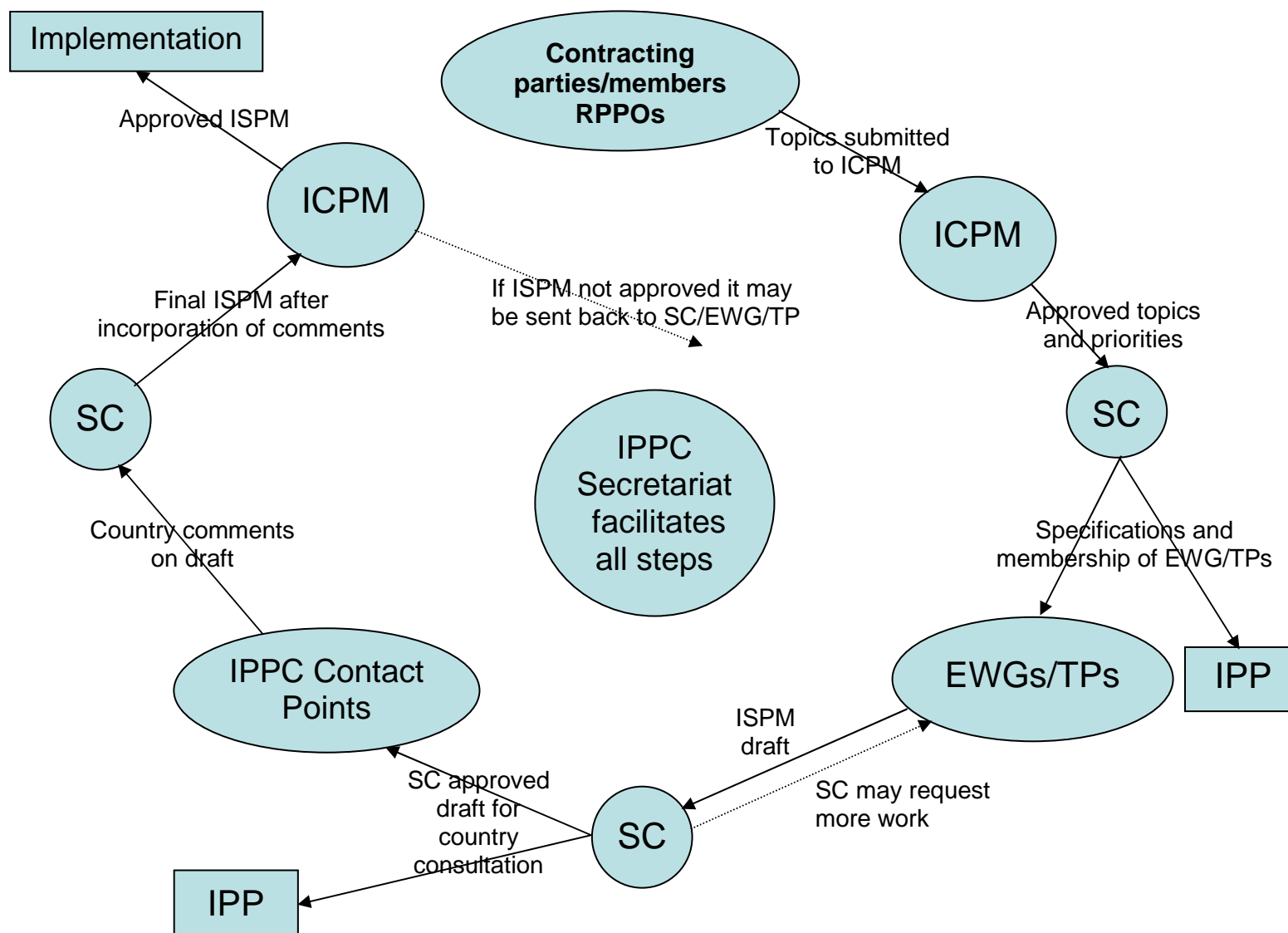
11. The next meeting of the IPP Support Group is planned in 15-17 March 2005, and will discuss in more detail the changes to the IPP, as well as the IPP work programme for 2005 (see Annex 5).

12. The Secretariat is currently planning for an IPPC information exchange capacity building programme, beginning January 2005. Initially this will take place through regional and sub-regional workshops. These will aim at creating awareness of the national information exchange obligations under the IPPC, trying to get countries to commit to using the IPP for information exchange, providing basic training on data entry, and identifying further regional and national needs. A significant amount of material has already been prepared for these workshops. These include presentations, user manuals, data entry templates and other training material. A tentative workshop schedule is attached (see Annex 5). Human and financial resources are limited and these workshops will be held as resources allow. It is anticipated that FAO will receive a number of technical assistance requests as a result of this programme, and FAO projects will be developed as appropriate.

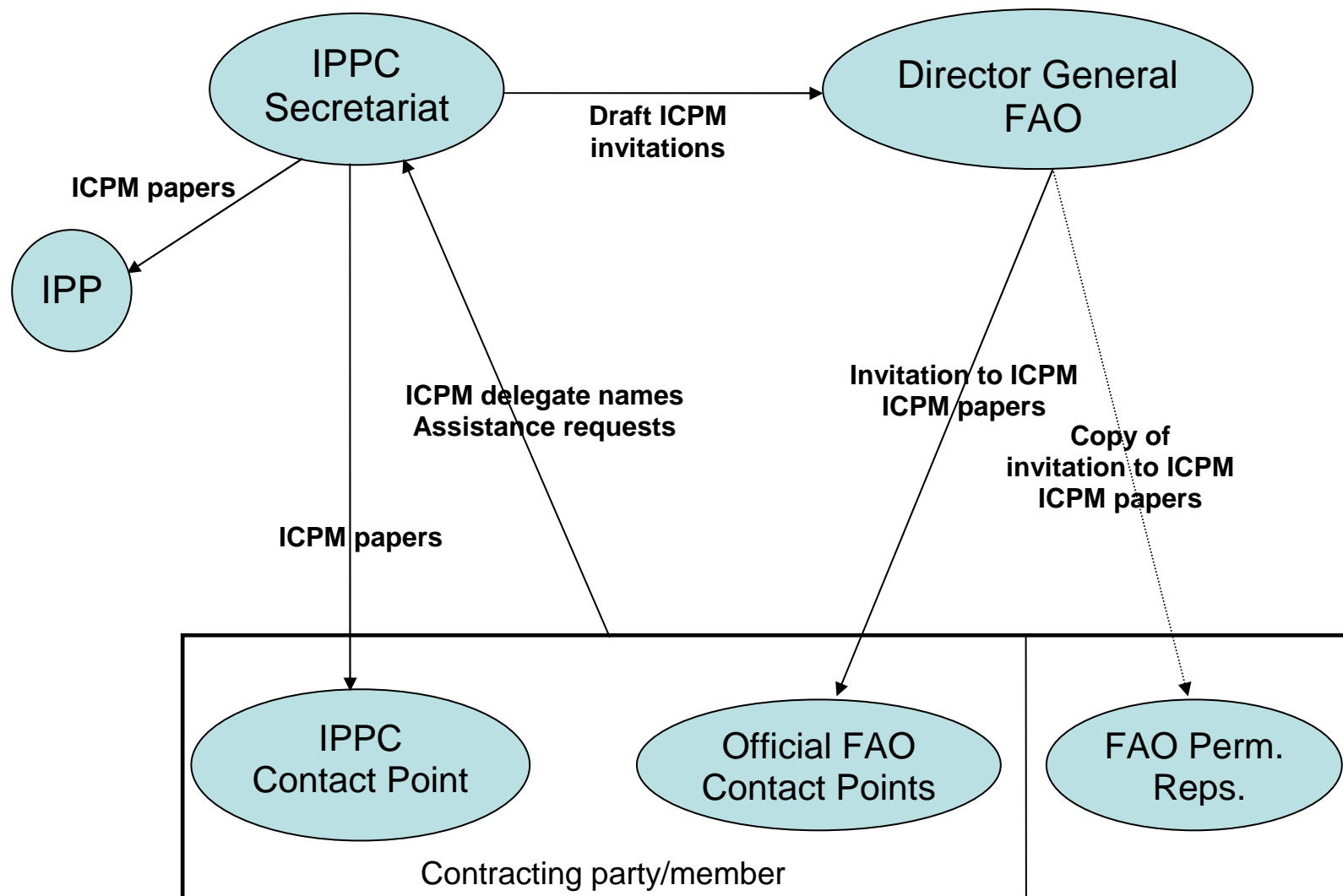
13. The ICPM is invited to:

1. *Urge* Members to provide official contact points or to ensure that information provided on contact points is checked and updated (including e-mail addresses) regularly.
2. *Recall* the information exchange obligations of Members under the IPPC.
3. *Note and comment* on the flow charts presented in Annex 1-4.
4. *Comment* on the IPP, and *recommend* modifications, enhancements or new topics.
5. *Endorse* the information exchange work plan at Annex 5.

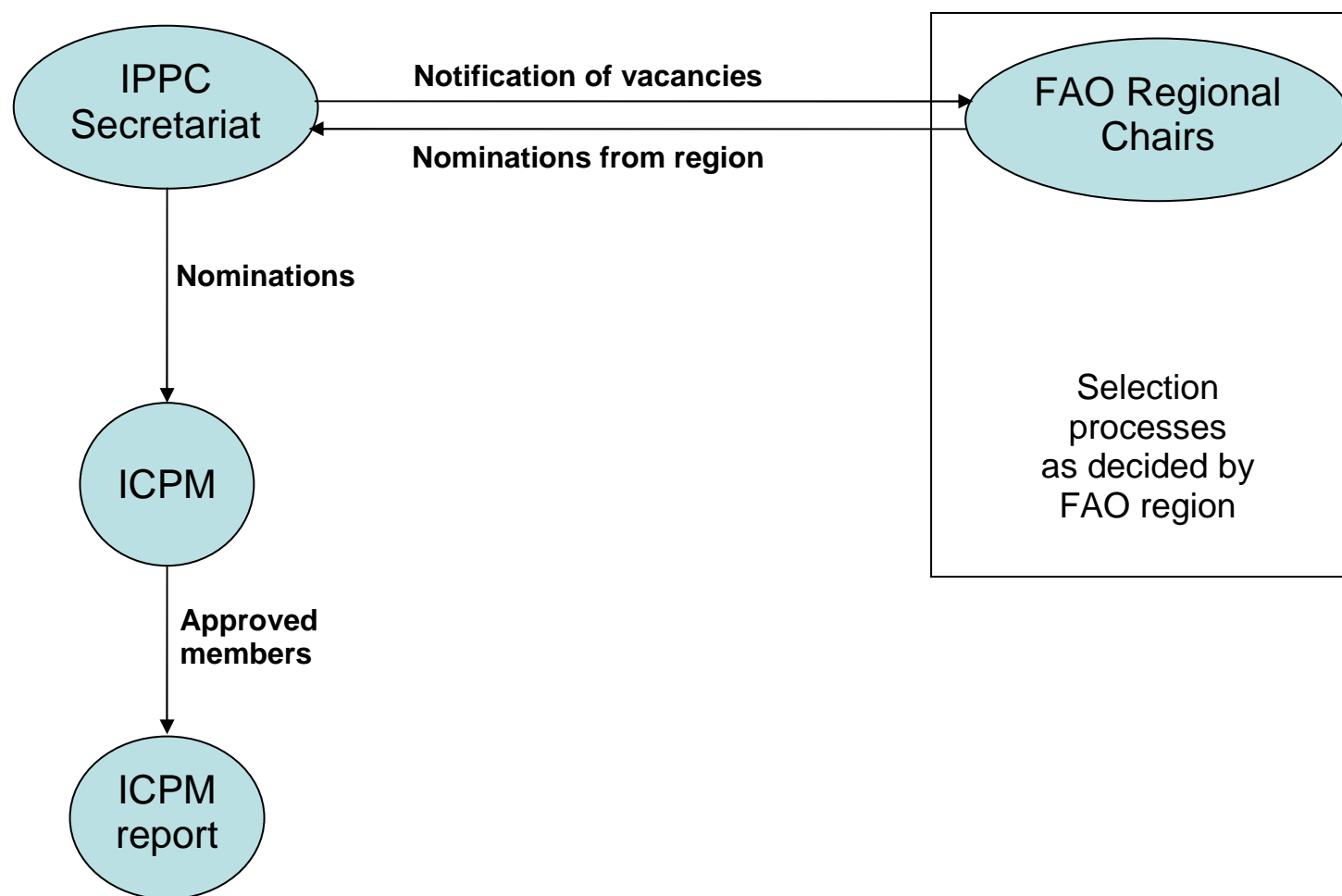
**Standard setting process – information flow**



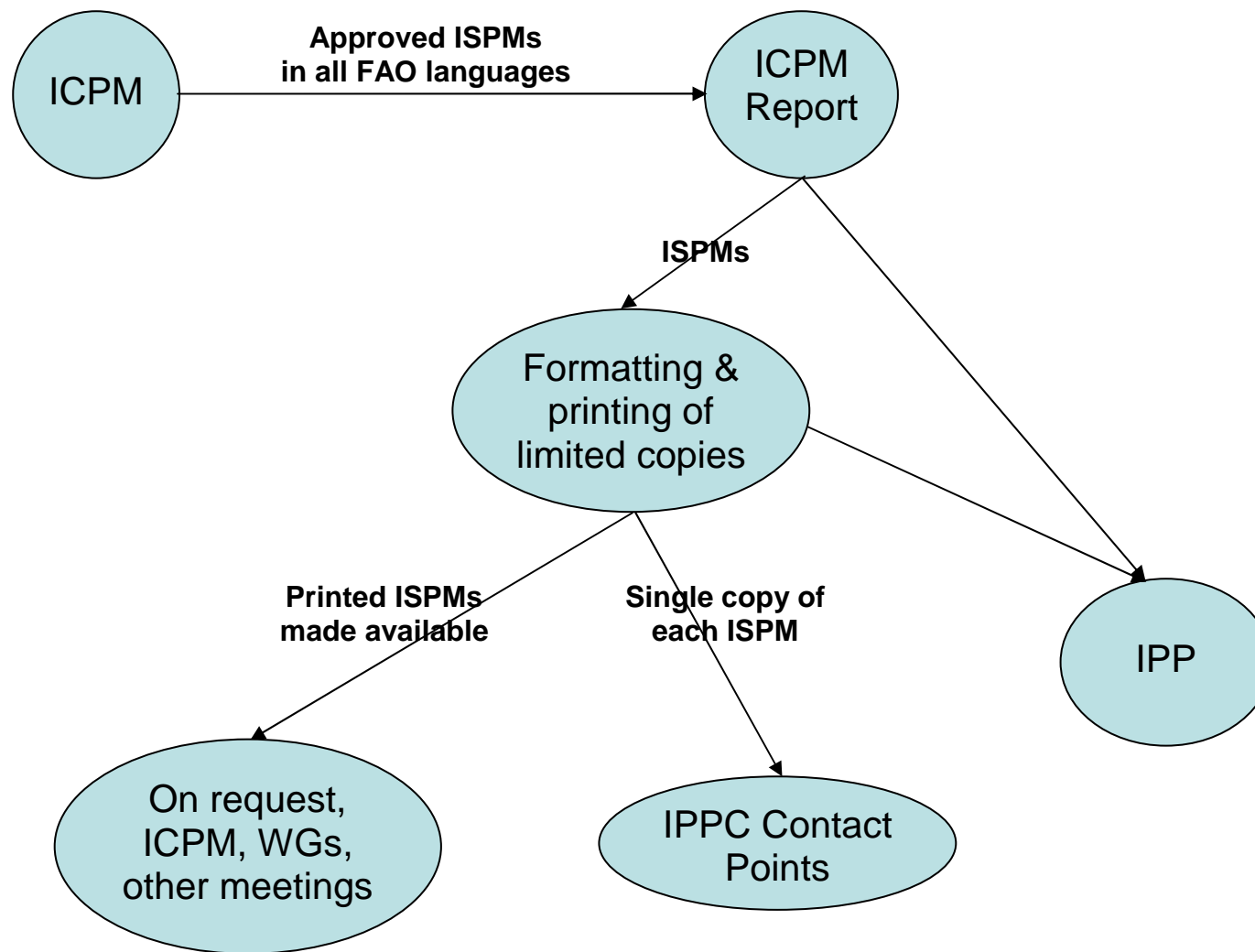
### ICPM – Invitation and document flow



### Membership of Subsidiary Bodies



### Distribution of ISPMs



## Annex 5

**Work Plan for IPP (2004 - 2005)** (rev 3 - SPTA meeting 17:00, 12-10-2004 & and includes subsequent timetable updates by the Secretariat)

GOALS		TIMING	PRIORITY	MEANS	OUTPUT	OUTPUT DEADLINE	Comments
<b>2.1 Establish procedures for information exchange</b>							
<b>2.1.1 Promote increased access and use of electronic communication internet</b>			Medium	Secretariat, IPP SG, RPPOs	Discuss at all PCE meetings facilitation, Malaysia and Kenya	ongoing	
			High	Secretariat	Add to phytosanitary TCPs	ongoing	
			Medium	Secretariat, RPPOs	Report at RPPO meetings, including TC	annual	
			High	Secretariat, IPP SG, RPPOs	Report to ICPM	annual	
			High	Secretariat	Regional and sub-regional workshops	ongoing; monthly	
<b>2.1.2 Develop the IPP for provision of official information by countries</b>	<b>2.1.2.1 develop and document procedures for information exchange</b>	by end of 2005	high	Secretariat; NPPO contacts (during training); IPP SG	Agreed version 1.0 of procedures for information exchange to meet country obligations under IPPC	end 2004	Secretariat to draft, test with countries and confirm version 1.0 of procedures with IPP SG and Bureau, and report to ICPM-7
			medium	Secretariat	Modified procedures based on experience in the use of version 1.0	end 2005	Secretariat to modify and present to ICPM-8 based on experience during 2005 workshop programme
			high	Secretariat	Clearly documented working practices for information exchange activities of the Secretariat	March 2005	Includes posting publications, documents, calendar items, news items, general information (web page), individual and official contact information, links to web sites and management of work groups, email lists and restricted work areas under the IPPC section of the IPP
			high	Secretariat	Train 4 existing Secretariat in the use of the IPP, including 2 clerks.	March 2005	Use data entered on IPP to manage contact information on various groups for the creation of mailing lists, restricted work areas, merged data files and address labels



GOALS		TIMING	PRIORITY	MEANS	OUTPUT	OUTPUT DEADLINE	Comments
	<b>2.1.2.2 Develop systems to support procedures for information exchange</b>	by end of 2005	High	Secretariat	Functional revised IPP	27-Sep-04	Completed
			High	Secretariat	Pilot workshop confirmation of feasibility of work with new version of IPP	Jan 2005	Re-instate planned workshop in Asia but reduce to 3 days for up to 6 countries and use it to test draft procedures and new version of IPP
			Medium	Secretariat; IPP SG meeting	Outline development plan for IPP to March 2005	March 2005	IPP SG to review results of pilot workshop and test of procedures and draw up requirements for any IPP modifications
			High	Secretariat; programming team	System modifications based on user feedback in pilot workshop and IPP SG	April 2005	Based on initial testing of new version of IPP at pilot workshop (estimate 6 person months input)
			High	Secretariat; programming team; translator	Navigation in French and Spanish	end Dec 2004	work to proceed in parallel with system testing; assume 2 person months programming plus \$10,000 translation costs
			Medium	Secretariat; programming team; translator	Navigation in Arabic and Chinese	end Jun 2005	assume 3 person months programming plus \$15,000 translation costs
			High	Secretariat	Maintenance and improvements to existing functionality/system performance	Ongoing, 2005	6 person months work
			High	Secretariat	Report to RPPO meetings	annual	
			High	Secretariat	Report to ICPM	annual	
<b>2.1.3 Request NPPOs to fulfil their reporting obligations under the IPPC by entering up-to-date and accurate information into the IPP</b>	<b>2.1.3.1 Train NPPOs in use of IPP to meet reporting obligations</b>		High	Secretariat; NPPOs to participate in Programme of workshops to implement procedures for information exchange	120 trained national users able to enter country data to IPP to meet reporting obligations	March-Sept 2005	Regional Workshops for: <ul style="list-style-type: none"> <li>• Asia</li> <li>• Anglophone Africa</li> <li>• Francophone Africa</li> <li>• SADC sub region</li> <li>• Near East</li> <li>• Caribbean</li> <li>• Pacific</li> <li>• Europe</li> <li>• South America</li> <li>• Central America</li> </ul>

GOALS		TIMING	PRIORITY	MEANS	OUTPUT	OUTPUT DEADLINE	Comments
			Medium	Secretariat; RPPO information officers	Trained RPPO staff able to enter relevant information in the IPP either through linking or data entry	Sept 2005	Add workshop on to the existing Technical Consultation among RPPOs scheduled for Sept 2005
	<b>2.1.3.2 Contact NPPOs regarding IPPC reporting obligations</b>		High	ICPM; Secretariat	Letter to NPPOs on meeting IPPC reporting obligations (including contact point) using the IPP	2005	
			High	NPPOs	Data entered and maintained in IPP in support of reporting obligations	ongoing	
			High	Secretariat	Report to ICPM	annual	
<b>2.1.4 Monitor the NPPO data on the IPP</b>	<b>2.1.4.1 Monitor IPP</b>	ongoing	High	IPP SG, Secretariat; programming team	report to ICPM	Dec 2005	Develop measures of system availability; system use to track log-in activity, quality of data in compliance with IPPC (NPPO contact details, and other obligations), and prepare report for ICPM 8; plus web statistics for non logged-in use; user survey on useability, etc