NROs UPDATE

National Reporting Obligations

Protecting the world's plant resources from pests

Vol. 1 (3), December 2014

Contents

Statistics on OCPs in the year 2014

As of December 2014, 181 IPPC Contracting Parties have nominated 179 Official Contact Points. The Secretariat is still waiting for new nominations from Bahamas and Kazakhstan – these should be received soon.

IPP editing rights were given to 182 editors appointed by the OCPs. At the same time, there are 15 Information Points (for non-contracting parties) and 19 Local Contacts (for dependent territories of contracting parties).

Chart showing status of the IPP Contact Points (data updated on 27 November 2014)
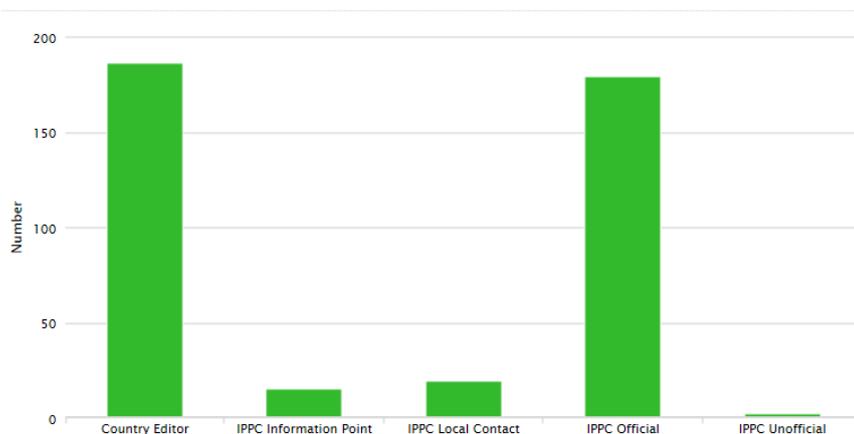
Did you know?

The IPPC Secretariat's IT and NRO teams are currently working on a new version of the IPP. The main aim is to make data entry easier and improve usability, including simplifying the presentation of information.
When the updated version of the IPP is ready, a new user's manual will be prepared by the Secretariat and posted on the IPP.

How to edit your national data on the IPP

Once a nomination for a new Official Contact Point is received by the IPPC Secretariat, a profile for that person is created in the International Phytosanitary Portal (if they are not already present in the system) and a new OCP receives, by email, their login instructions on how to set a password for their account. After this when the account has been setup, an OCP is able to add or edit information on behalf of their country on the IPP.

OCPs can delegate the physical uploading of data to an official editor/s to undertake this work on their behalf. Once an editor is registered by the IPPC Secretariat they also receive an automated email with an account set up instruction (with username and initial password).

Basic information on data entry

Login to the site

1. Go to the IPP homepage and click on the button labelled "Login" (top right hand corner of the screen), or go to the login page at: **https://www.ippc.int/user/login**.

2. Enter your username (Lowercase letters only. The period [a space/dot] between first and last name. Example: jane.smith) and password (the password is case-sensitive and you can change your password at any time after login). Then click on the "Login" button.

Home / Log in

Log in   Request new password

User account

Username *

Enter your International Plant Protection Convention username.

Password *

Enter the password that accompanies your username.

Did you know?

- If, right now, you have experienced any problem with data upload or data replacement please contact the IPPC Secretariat.
- It may happen that some email systems/IT firewalls identify messages/emails from the IPPC **as spam**. **Please check your spam folder** from time to time just in case.

3. Logging in to the site takes you to your work area. For OCPs and IPP Editors, logging in activates tools for managing the content of the site (e.g. toolbars for adding reports, documents, events, news and calls).

Work area

The work area is the section of the site where OCPs and editors can update their contact information and manage their personal preferences regarding correspondence format, etc. They can also upload and manage information on behalf of their National Plant Protection Organization.

Year of the IPPC OCP

This series of newsletters (01 – 06) will be published from October 2014 to March 2015 and will focus on the objectives and functioning of OCPs. Please make sure you read them all.

Update your contact information

How to access, personalize, update, and manage IPP user accounts and contact information.

1. **Log in to** your work area

2. Click on "Edit Contact & Account Information" under Preferences.

3. A form opens that enables you to edit your account information. Using this form, you can also add a brief biography, information regarding your expertise or a photograph. If you need to change your official title or correct the spelling of your name, you need to contact the IPPC Secretariat directly.

A user account is associated with a particular individual. Consequently, the name, title, role (editor, contact point, etc.), date of receipt of nomination can only be changed by the IPPC Secretariat.

It is the responsibility of the individuals to maintain all other information (e.g. postal address, correspondence languages, email address, telephone, and fax number). In particular, it is critical that a valid e-mail address (and alternate if possible) of the Official Contact Point is present in the IPP.

Create and Update Site Contents

IPPC OCPs and IPP editors can add specific types of reporting information as well as more open-ended types of information such as general publications, news and events.

Create new

To add an official pest report or any other report (legislation, entry points, regulated pests list, emergency action, non-compliance, organizational arrangements of plant protection, pest status, or rationale for phytosanitary requirements), you need to:

1. Login to the IPP.
2. Click the relevant link on the right hand side of your work area.

Create New

🌿 Official Pest Report

🌿 Basic Reporting Description of the NPPO, Legislations/Phytosanitary Restrictions, Entry Points, Regulated Pests

🌿 Event Reporting Non-compliance, Organizational Arrangements of Plant Protection, Pest status, Rationale for Phytosanitary Requirements, Emergency Actions.

📑 Publication
🗞 News Item
📅 Event
🌐 Website
📁 Project (go to phytosanitary.info)

3. Follow the instructions and fill in the form.

4. Click "Save" after you have completed the form.

You can follow the same instruction when you need to add a new publication, a news item, an event or website.

Update: Edit a report uploaded previously

1. Login to the IPP.

2. Go to your country's page.

3. Go to Basic Reporting, Event Reporting or Other.

4. Click on "Edit" button next to a relevant document.

5. If you experience problems with the data update/replacement, you need to contact the IPPC Secretariat.

Before you add information...

Before you add the information to the site, it is important to prepare data for upload. For example, verify that you have followed the procedures established by your NPPO for information reporting. If you are editing the existing text, uploading a new publication or creating a news story, you will need to have the text agreed upon and the relevant files or links ready.

All information loaded onto the IPP is retained and cannot be deleted. All changes are tracked - it is possible to edit and to replace information but not remove them completely. If a mistake is made such as duplication of information, please contact the IPPC Secretariat to get this corrected.

Instead of copying/pasting your text directly from Microsoft Word into the text box provided in the application, it is recommended that you copy/paste your text into a plain text program first (such as Notepad if using a PC, or Text/Edit if using a Mac), and then transfer it into the text box where you can reformat it if necessary (this extra step removes extraneous coding from Microsoft Word and prevents formatting problems with the application system).

In addition, it is important to note that files uploaded to the IPP must be less than 20 MB. This is a limit set by the software. Many files/types of files can be made smaller by converting them to pdf and using Adobe to compress the file.

If the item you wish to include is an image in the site, make sure that the image has been sized to fit the space where it will be displayed (no larger than 600px on the longest side).

Frequently asked questions on: Password

I can't remember my password. Can you please send it to me?

If you are an OCP or an editor and have forgotten your password please do the following:

1. Go to **www.ippc.int** and click **"Login"** on the top-right of the screen.

2. Click on the "Request new password?" link above the login form.

3. Enter your username or the email address associated with your www.ippc.int account and click on **'E-mail new password'**.

A link to reset your password will be sent to your email address. Please note that some email systems remove message from the IPPC as spam. If you do not receive the login information please check your email software's spam folder.

How do I change my password?

1. Log in to your work area

2. Click on the "Change Password" link under Preferences

3. Enter your current password in the "Current Password" field

4. Enter a new password in the "Password" field, and enter the same new password again in the "Confirm password" field.

5. For best security using a strong password comprising of the following is recommended:

   - At least 6 characters-long

   - Does not contain your username

   - Contains a number, a capital letter, and non-alphabetic character such as . , ; : * % ! ~ - + = ^ ? "

Trade in and movement of fruit and vegetables: manage the phytosanitary risks!

Fruit and vegetable production is increasing around the world and the produce is often shipped overnight to major markets – a fast and reliable pathway for new pests if risk management is not undertaken and adequate measures are not in place. Germplasm is increasingly being moved around the world which needs to be undertaken in a responsible and safe manner to ensure food security and protect biodiversity.

Think before your travel – understand the consequences of your actions.

How often do we travel and buy wooden curios, flowers or agricultural products to take home to your friends and family? THINK before you do this – you could be taking pests back to your country that could cause a very significant negative economic, food security or environmental impact.

Prevention is better than cure

Be responsible for your actions!

The acronym finder:

CP   IPPC Contracting Party

CPM   Commission on Phytosanitary Measures

FAO   Food and Agriculture Organization of the United Nations

IPP   International Phytosanitary Portal (www.ippc.int)

IPPC   International Plant Protection Convention

NPPO   National plant protection organization

NROs   National Reporting Obligations

NROAG   National Reporting Obligations Advisory Group

OCP   Official Contact Point of a Contracting Party to the Convention

RPPO   Regional plant protection organization

Contact the IPPC:

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Food and Agriculture Organization of the United Nations

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