The IPPC Online Comment System (OCS)

https://ocs-new.ippc.int/

2019 Short Guide





Why do we need an OCS? Mission and benefits

OCS mission: To provide a simple, efficient, user-friendly online system to share, collect and compile comments on documents.







OCS benefits:

- Easy to use and access
- Confidential and safe
- Implements a standard commenting format
- Faster and more accurate compilation process







Online Comment System (OCS)

Secretariat

URL: https://ocs-new.ippc.int/

Compatible with main browsers and devices

User types

Review Owner: IPPC Secretariat (OCS role: Admin-

Author)

Author: IPPC Contact Point (OCS role: Admin-Author)

Deputy: user delegated by CP to perform all actions

but not user creation and final publishing (OCS role:

Author)

Reviewer: all other users, able to insert comments in

the system within a workgroup if invited









OCS homepage

		English	Español	Français	9
IPPC - OCS					
	Welcome to the IPPC Online Comment System (OCS)!				
	The IPPC OCS resource page is available here. The PleaseReview H available here.	l elp page is			
	Draft ISPMs currently under consultation are available for your down	nload here.			
	Username				
	Password				
	☐ Remember me Reset	Password			
		Login			
IPP	C Online Comment System. Contact Us: IPPC-	OCS@fao.o	rg		

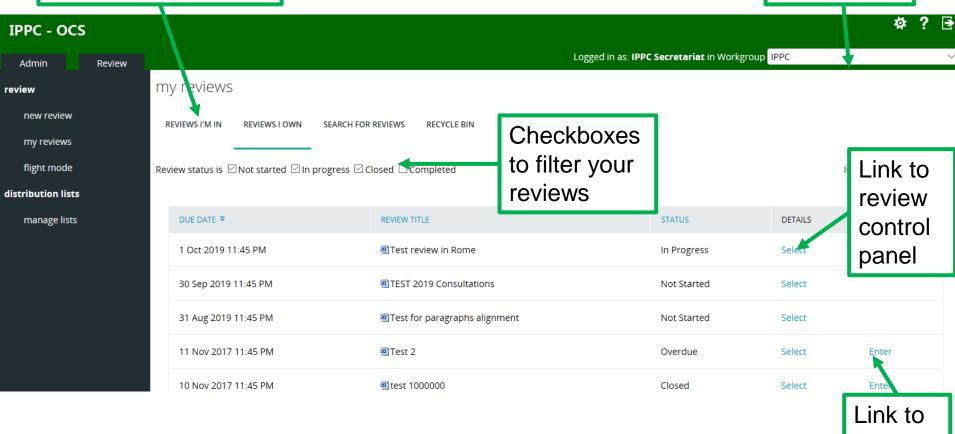




Visual indicator of your current reviews

IPPC Workgroup

Workgroup indicator







enter

review

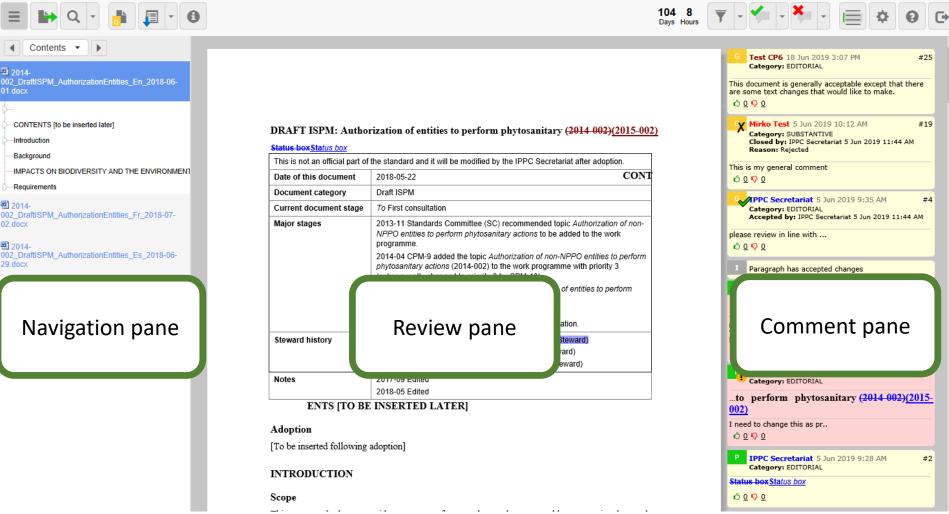
Entering the review

my reviews				
REVIEWS I'M IN (1) REVIEWS	I OWN SEARCH FOR REVIEWS RECYCLE BIN			
Review status is 🗹 Not started	☐ In progress ☐ Closed ☐ Completed		Include:	☐ All workgroup
DUE DATE ¥	REVIEW TITLE	STATUS	DETAILS	REVIEW
3 Oct 2019 23:45	■ Document	In Progress	Select	Enter
30 Sep 2019 23:45	Test review in Rome [Sub-review] 1 [Sub-review]	Not Started	Select	
30 Sep 2019 23:45	Test review in Rome [Sub-review] 1 [Sub-review] [Sub-review]	In Progress	Select	Enter
printable view				





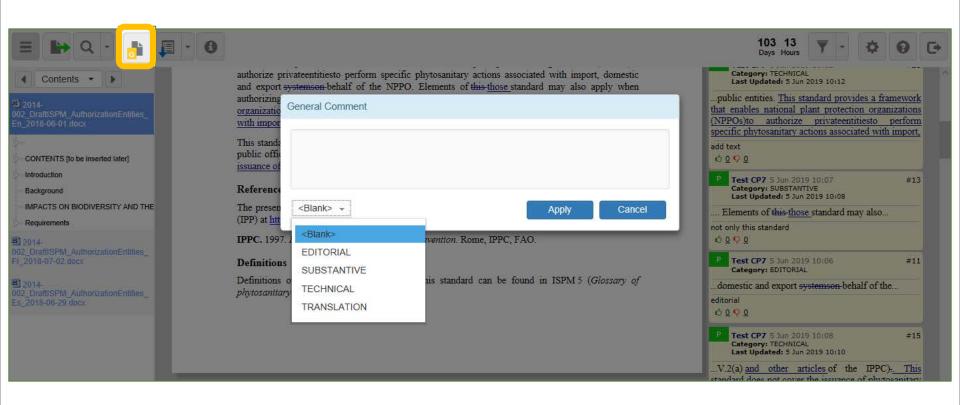
Commenting page







Adding general comments







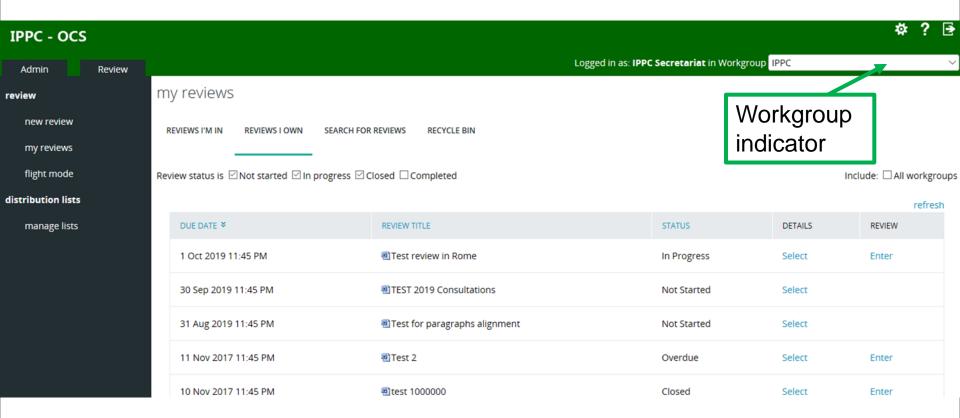
Adding comments to paragraphs

#25 Category: EDITORIAL This document is generally acceptable except that there are some text changes that would like to make. #19 DRAFT ISPM: Authorization of entities to perform phytosanitary (2014-002)(2015-002) Category: SUBSTANTIVE Closed by: IPPC Secretariat 5 Jun 2019 11:44 AM Status box Status box Reason: Rejected This is not an official part of the standard and it will be modified by the IPPC Secretariat after adoption. This is my general comment CONT 2018-05-22 Date of this document Draft ISPM Document category IPPC Secretariat 5 Jun 2019 9:35 AM Current document stage To First consultation Category: EDITORIAL Accepted by: IPPC Secretariat 5 Jun 2019 11:44 AM Major stages 2013-11 Standards Committee (SC) recommended topic Authorization of non-NPPO entities to perform phytosanitary actions to be added to the work please review in line with ... 2014-04 CPM-9 added the topic Authorization of non-NPPO entities to perform phytosanitary actions (2014-002) to the work programme with priority 3 Paragraph has accepted changes (subsequently changed to priority 2 by CPM-10). 2016-05 SC approved Specification 65 (Authorization of entities to perform Test CP6 5 Jun 2019 10:04 AM Category: EDITORIAL phytosanitary actions). 2017-06 Expert working group (EWG) drafted ISPM ...to perform phytosanitary (2014-002)(2015-2018-05SCrevised draft and approved for first consultation. 002)Steward history 2016-05 SC Mr Rajesh RAMARATHNAM (CA, Lead Steward) because is rigth 2016-05 SC Ms Marina ZLOTINA (US, Assistant Steward) 2014-05 SC Ms Marie-Claude FOREST (CA, Lead Steward) P IPPC Secretariat 5 Jun 2019 9:24 AM Notes 2017-09 Edited 2018-05 Edited ...to perform phytosanitary (2014-002)(2015-ENTS [TO BE INSERTED LATER] 002)I need to change this as pr.. Adoption 🖒 <u>0</u> 🐶 <u>0</u> [To be inserted following adoption] IPPC Secretariat 5 Jun 2019 9:28 AM #2 Category: EDITORIAL INTRODUCTION Status box Status box ♠ 0 ♥ 0 Scope





Country Workgroups

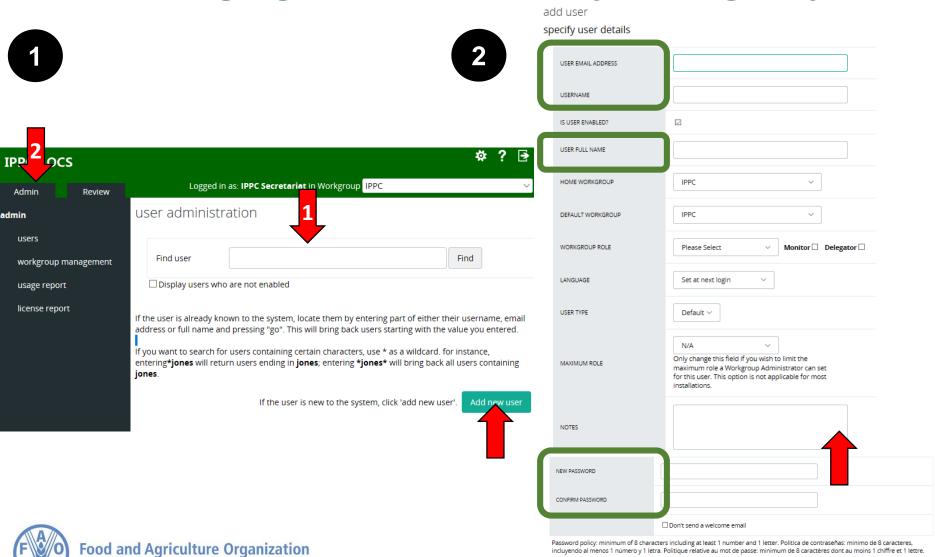






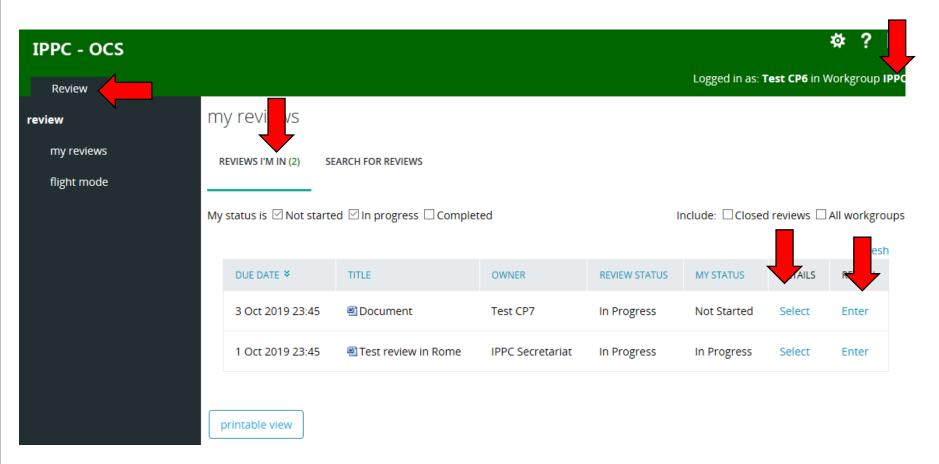
of the United Nations

Managing users in Country Workgroups



incluyendo al menos 1 número y 1 letra. Politique relative au mot de passe: minimum de 8 caractères dont au moins 1 chiffre et 1 lettre.

Creating a sub-review (1)







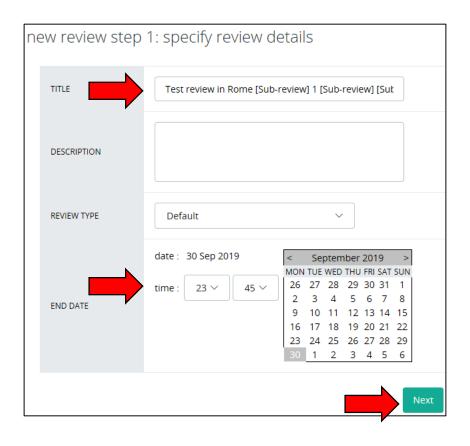
Creating a sub-review (2)

review control panel - Test	t review in Rome							
Test review in Rome (id 299	9)							
REVIEW STATUS	In Progress (Due: 1 Oct 2019 23:45 ; Started: 3	3 Jun 2019 12:39	9)					
participants								
NAME	STATUS	ROLE			SUMMARY		сс	
Test CP7 Σ	In Progress	Reviewer					5	
your comments								
DOCUMENT		OF	PEN	ACCEPTED	MERGED	CLOSED	WITHDRAWN	
2014-002_DraftISPM_Authorization	Entities_En_2018-06-01.docx	4		1	0	0	0	
2014-002_DraftISPM_Authorization	Entities_Fr_2018-07-02.docx	0		0	0	0	0	
2014-002_DraftISPM_Authorization	Entities_Es_2018-06-29.docx	0		0	0	0	0	
Edit Details Create Sub-Review Status Download copy Delega	ate Copy Emails							
					View Repo	rt 🛍 🛅	Enter Review B	Back





Creating a sub-review (3)







Creating a sub-review (4)

ne	ew review step 2: upload documents	
	locuments already attached to this review:	
	TITLE	TYPE
Ą	2014-002_DraftlSPM_AuthorizationEntities_En_2018-06-01.docx	Review
Į.	2014-002_DraftlSPM_AuthorizationEntities_Fr_2018-07-02.docx	Review
	2014-002_DraftlSPM_AuthorizationEntities_Es_2018-06-29.docx	Review
r		
	Drag your document(s) onto this box to upload or click here for the upload o	dialog
Ad	vanced Options	
	Previous	Nex





Creating a sub-review (5)

new review st	ep 3: specify parti	cipants	
add new part	icipants		Show members
Reviewer:	Test 1 X Test CP10 X		
Add roles:	Author Other roles 🗸	Distribution Lists 🗸	
			Add
participants a	already included on t	his review:	
NAME	EMAIL	ROLE	DETAILS
Test CP7	testcp7@ideagen.com	Owner	Edit
Change workgroup	Manage distribution lists		Previous Next





Creating a sub-review (6)

new review step 4 : review options	
REVIEW OPTIONS EMAIL OPTIONS SUBTEAMS	
offline settings	
Allow reviewers to download a copy of the document	
Allow reviewers to review documents offline	
independent review	
Reviewers do not see each others comments. Authors see all comments	
allow proposed changes	
Allow proposed changes in review	
allow sub-review	
Allow review participants to create a sub-review from this review	
delegation	
Allow review participants to delegate?	
mandatory categorization	
Force review participants to select a comment category	
auto-update accepted changes	
automatically update with accepted changes from the master review	
	Save





International Plant

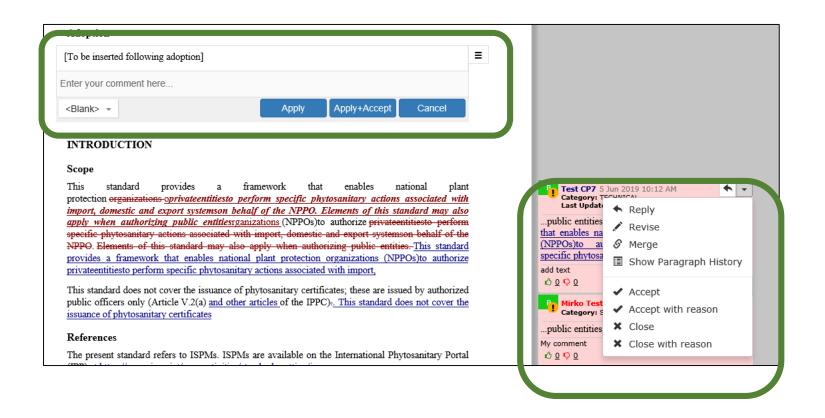
Protection Convention

Creating a sub-review (7)

new review step 5: ve	rify details and sta	art review or put it on hold			
review details					Edit
TITLE	Test review in Rome [Sub-r	review] 1 [Sub-review] [Sub-review]			
DESCRIPTION					
STATUS	Not Started				
END DATE	30 Sep 2019 23:45				
participants					Edit
NAME	EMAIL		ROLE		
Test 1	test@ssdasd.se		Reviewer		
Test CP10	testcp10@ideage	n.com	Reviewer		
Test CP7	testcp7@ideagen	.com	Owner		
documents					Edit
FILE NAME		TITLE	PREPARATION		
2014-002_DraftISPM_Autho 06-01.docx	orizationEntities_En_2018-	2014-002_DraftISPM_AuthorizationEntities_En_2018- 06-01.docx	Successful	Preview	Delete
2014-002_DraftISPM_Autho 07-02.docx	orizationEntities_Fr_2018-	2014-002_DraftISPM_AuthorizationEntities_Fr_2018- 07-02.docx	Successful	Preview	Delete
2014-002_DraftISPM_Autho 06-29.docx	orizationEntities_Es_2018-	2014-002_DraftISPM_AuthorizationEntities_Es_2018- 06-29.docx	Successful	Preview	Delete
Delete Review Review Optio	ons				
			Put Review o	on Hold	Start Revie



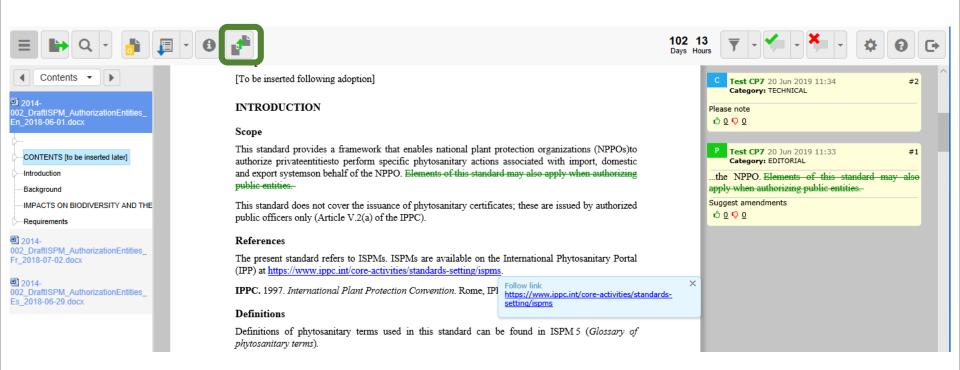
Comments received during in-country review







Publishing comments (for in-country reviews)







The OCS and IPPC Regional Workshops

Before the Regional Workshop



- Step 1: Ensure you have received your IPPC OCS login information.
- Step 2: Beginning 1
 July, contact points
 review the draft
 ISPMs by consulting
 relevant subject
 matter experts and
 entering your
 comments in the
 "IPPC Regional
 Workshop" or
 "RPPO" workgroup.

During the Regional Workshop



- Step 3: The OCS lead/RPPO shows comments by countries in the region on the screen; only substantive and technical comments are discussed at the workshop.
- Step 4: Participants come to an agreement on comments, which are modified and published to the "IPPC" workgroup in live time.

After the Regional Workshop

- Step 5: Contact points review the final workshop comments and determine whether to accept them. In this case, they can provide a general comment on each draft: "I agree with comments submitted at the RW".
- Step 6: Contact Points can adjust/make new comments on the draft ISPMs by 30 September.





Reports

			CAHFS	ments and is in support of the comments submitted A. by: SUBSTANTIVE	by
	A	neral Comment)	C Peru Peru s	nares with the final comments of COSAVE In SUBSTANTIVE [PleaseReview of COSAVE of COS	locun
7	G	(General Comment)	C Trinid Trinida during	ad and Tobago d and Tobago is the 2018 IPPC F S not an official	part o
8	G	(General Comment)	C Viet N Vietna	am document m agreed with propo [6]Document category	is [
9	G	(General Comment)	C Sri La		
			Catego	with the comments [10]Major stages bry: SUBSTANTIVE	1
10	G	(General Comment)	Repub Region	, Republic of ic of Korea agrees w al workshop. vry : SUBSTANTIVE]
11	G	(General Comment)	We su	ean Union poort the text as pro pry: SUBSTANTIVE	1 1
12	G	(General Comment)	C Sierra Sierra	Leone Leone agrees to the all workshop]]]
13	G	(General Comment)	C Costa I agree		I I BE
14	G	(General Comment)	C Congc j'accep		
15	G	(General Comment)	C Namit In agre		
	-	/- /- ·	1-1	[27]Scope	

nen	its of COSAVE [PleaseReview	document review. Review title: Test review in Rome. Document title: 2014-
		002_DraftISPM_AuthorizationEntities_En_2018-06-01.docx]
	T ISPM: A	authorization of entities to perform phytosanitary (2014-002)
	s not an official	part of the standard and it will be modified by the IPPC Secretariat after adoption.
	<u>4Date</u> of t document	his [5]2018-05-22
þ	[6]Document categor	/ [7]Draft ISPM
	[8]Current document stage	[9]To First consultation
	[<u>10]Major</u> stages	[11]2013-11 Standards Committee (SC) recommended topic Authorization of non- NPPO entities to perform phytosanitary actions to be added to the work programme.
		[12]2014-04 CPM-9 added the topic Authorization of non-NPPO entities to perform phytosanitary actions (2014-002) to the work programme with priority 3 (subsequently changed to priority 2 by CPM-10).
		[13]2016-05 SC approved Specification 65 (Authorization of entities to perform phytosanitary actions).
		[14]2017-06 Expert working group (EWG) drafted ISPM. [15]2018-05SCrevised draft and approved for first consultation.
	[16]Steward history	[17]2016-05 SC Mr Rajesh RAMARATHNAM (CA, Lead Steward) [18]2016-05 SC Ms Marina ZLOTINA (US, Assistant Steward) [19]2014-05 SC Ms Marie-Claude FOREST (CA, Lead Steward)
Ī	[20]Notes	[21]2017-09 Edited [22]2018-05 Edited

[23]CONTENTS [TO BE INSERTED LATER]

[24]Adoption

[25][To be inserted following adoption]

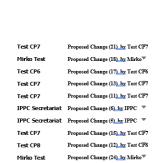
[26]INTRODUCTION

[28]This standard provides a framework that enables national plant protection organizations (NPPOs)to authorize privateentitiesto perform specific phytosanitary actions associated with import, domestic and export systemson behalf of the NPPO. Elements of this standard may also apply when authorizing

[29]This standard does not cover the issuance of phytosanitary certificates; these are issued by authorized public officers only (Article V.2(a) of the IPPC).

[31]The present standard refers to ISPMs. ISPMs are available on the International Phytosanitary Portal (IPP) at https://www.ippc.int/core-activities/standards-setting/ispms.

PONTEDEC 1007 International Direct Direction Composition Rome IDDC FAC



Mirko Test

IPPC Secretariat General comment (28) by IPPC

IPPC Secretariat Proposed Change (29)_by IPPC ▼

IPPC Secretariat June 05, 2019
Proposed Change (1), by IPPC Secretariat (5 Jun 2019
9:24 AM)
DRAFT ISPM: Authorization of entities to perform
phytosanitary (2014-002)(2018-002)
I need to change this as pr

IPPC Secretariat Proposed Change (2)_hy IPPC ▼

IPPC Secretariat Comment (3) by IPPC Secretariat

General comment (25), by Test

General comment (19) by Mirko General comment (4)_by IPPC ♥

Proposed Change (10)_hy Test CF7

Proposed Change (9) hy Test CPo

Reply Resolve

Test CP6

Mirko Test

Test CP6





Proposed Change (23)_by Mirko[™]

OCS contacts and resources

- Contact: IPPC-OCS@fao.org
- OCS resource page, with multi-lingual user manual and videos: https://www.ippc.int/en/online-comment-system/
- Face-to-face presentations and demonstrations at Regional Workshops
- Webinars (group or one-on-one) as requested







Contact us

IPPC Secretariat

Food and Agriculture Organization of the United Nations (FAO)

Find us online

www.ippc.int www.fao.org/plant-health-2020 ippc@fao.org











