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)

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
Welcome to the IPPC Online Comment System (OCS)!

The IPPC OCS resource page is available here. The PleaseReview Help page is available here.

Draft ISPMs currently under consultation are available for your download here.

Username
Password

Remember me

Reset Password

Login

IPPC Online Comment System. Contact Us: IPPC-OCS@fao.org
Visual indicator of your current reviews

IPPC Workgroup

Checkboxes to filter your reviews

Workgroup indicator

Link to review control panel

Link to enter review
Entering the review

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>REVIEW TITLE</th>
<th>STATUS</th>
<th>DETAILS</th>
<th>REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Oct 2019 23:45</td>
<td>Document</td>
<td>In Progress</td>
<td>Select</td>
<td>Enter</td>
</tr>
<tr>
<td>30 Sep 2019 23:45</td>
<td>Test review in Rome [Sub-review] 1 [Sub-review]</td>
<td>Not Started</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>30 Sep 2019 23:45</td>
<td>Test review in Rome [Sub-review] [Sub-review] [Sub-review]</td>
<td>In Progress</td>
<td>Select</td>
<td>Enter</td>
</tr>
</tbody>
</table>

Status box Status box
This is not an official part of the standard and it will be modified by the IPPC Secretariat after adoption.

Date of this document 2018-05-22
Document category Draft ISPM
Current document stage To First consultation

Major stages 13-11 Standards Committee (SC) recommended topic: Authorization of non-NPPO entities to perform phytosanitary actions to be added to the work programme.
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

ENTs [TO BE INSERTED LATER]

Adoption
[To be inserted following adoption]

INTRODUCTION
Scope
...
Adding general comments
Adding comments to paragraphs


This is not an official part of the standard and it will be modified by the IPPC Secretariat after adoption.

Date of this document: 2018-05-22
Document category: Draft ISPM
Current document stage: To First consultation

Major stages:
- 2013-11 Standards Committee (SC) recommended topic Authorization of non-APPO entities to perform phytosanitary actions to be added to the work programme.
- 2014-04 CPM-9 added the topic Authorization of non-APPO entities to perform phytosanitary actions (2014-002) to the work programme with priority 3 (subsequently changed to priority 2 by CPM-10).
- 2016-05 SC approved Specification 65 (Authorization of entities to perform phytosanitary actions).
- 2017-06 Export working group (EWG) drafted ISPM.
- 2018-05 SC/SC revised draft and approved for first consultation.

Steward history:
- 2015-05 SC Mr Rajesh RAMARTHANAM (CA, Lead Steward)
- 2015-05 SC Ms Marina ZLOTINA (US, Assistant Steward)
- 2014-05 SC Ms Marie-Claude FOREST (CA, Lead Steward)

Notes:
- 2017-06 Edited
- 2018-05 Edited

[ENTs TO BE INSERTED LATER]

Adoption
[To be inserted following adoption]

INTRODUCTION

Scope
Country Workgroups

Workgroup indicator
Managing users in Country Workgroups

1. **Find user**
   - Enter the username, email address, or full name of the user.
   - Click **Find** to locate the user.
   - Display users who are not enabled.

2. **Add user**
   - Enter user details:
     - **User Email Address**
     - **Username**
     - **User Full Name**
     - **Home Workgroup**
     - **Default Workgroup**
     - **Workgroup Role**
     - **Language**
     - **User Type**
     - **Maximum Role**
     - **Notes**

   - **New Password**
   - **Confirm Password**

   (Password policy: minimum of 8 characters including at least 1 number and 1 letter.)
Creating a sub-review (1)

### IPPC - OCS

#### Review
- my reviews
  - [ ] Not started
  - [ ] In progress
  - [ ] Completed

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>TITLE</th>
<th>OWNER</th>
<th>REVIEW STATUS</th>
<th>MY STATUS</th>
<th>MAILS</th>
<th>PRINT</th>
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</thead>
<tbody>
<tr>
<td>3 Oct 2019</td>
<td>Document</td>
<td>Test CP7</td>
<td>In Progress</td>
<td>Not Started</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Oct 2019</td>
<td>Test review in Rome</td>
<td>IPPC Secretariat</td>
<td>In Progress</td>
<td>In Progress</td>
<td></td>
<td></td>
</tr>
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</table>

[printable view]
Creating a sub-review (2)

**Review Control Panel - Test Review in Rome**

**Test Review in Rome (id 299)**

**Review Status**
- In Progress (Due: 1 Oct 2019 23:45; Started: 3 Jun 2019 12:39)

**Participants**

<table>
<thead>
<tr>
<th>NAME</th>
<th>STATUS</th>
<th>ROLE</th>
<th>SUMMARY</th>
<th>CC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test CP7 E</td>
<td>In Progress</td>
<td>Reviewer</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

**Your Comments**

<table>
<thead>
<tr>
<th>Document</th>
<th>OPEN</th>
<th>ACCEPTED</th>
<th>MERGED</th>
<th>CLOSED</th>
<th>WITHDRAWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-002_DraftTSPM_AuthorizationEntities_En_2018-06-01.docx</td>
<td>4</td>
<td>1</td>
<td>0</td>
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<td>0</td>
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<tr>
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<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
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<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

[Arrow pointing to 'Create Sub-Review']
Creating a sub-review (3)
Creating a sub-review (4)

new review step 2: upload documents

documents already attached to this review:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-002_DraftSPM_AuthorizationEntities_English_En_2018-06-01.docx</td>
<td>Review</td>
</tr>
<tr>
<td>2014-002_DraftSPM_AuthorizationEntities_Espanish_Es_2018-06-29.docx</td>
<td>Review</td>
</tr>
</tbody>
</table>

Drag your document(s) onto this box to upload or click here for the upload dialog

Advanced Options

Previous  Next
Creating a sub-review (5)

new review step 3: specify participants

add new participants

Reviewer: Test1 Test2

Add roles: Author Other roles Distribution Lists

participants already included on this review:

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL</th>
<th>ROLE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test CP7</td>
<td><a href="mailto:testcp7@ideagen.com">testcp7@ideagen.com</a></td>
<td>Owner</td>
<td>Edit</td>
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</tbody>
</table>

Change workgroup Manage distribution lists Add users

Previous Next
Creating a sub-review (6)

**new review step 4 : review options**

<table>
<thead>
<tr>
<th>REVIEW OPTIONS</th>
<th>EMAIL OPTIONS</th>
<th>SUBTEAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>offline settings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allow reviewers to download a copy of the document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allow reviewers to review documents offline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>independent review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviewers do not see each other's comments. Authors see all comments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>allow proposed changes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allow proposed changes in review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>allow sub-review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allow review participants to create a sub-review from this review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>delegation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allow review participants to delegate?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>mandatory categorization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Force review participants to select a comment category</td>
<td></td>
<td></td>
</tr>
<tr>
<td>auto-update accepted changes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>automatically update with accepted changes from the master review</td>
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<td></td>
</tr>
</tbody>
</table>

Save
Creating a sub-review (7)

**new review step 5: verify details and start review or put it on hold**

### review details

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Description</th>
<th>STATUS</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test review in Rome [Sub-review] 1 [Sub-review] [Sub-review]</td>
<td></td>
<td>Not Started</td>
<td>30 Sep 2019 23:45</td>
</tr>
</tbody>
</table>

### participants

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL</th>
<th>ROLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td><a href="mailto:testtest0100001@o.com">testtest0100001@o.com</a></td>
<td>Reviewer</td>
</tr>
<tr>
<td>Test CP10</td>
<td><a href="mailto:testtest0101000101@o.com">testtest0101000101@o.com</a></td>
<td>Reviewer</td>
</tr>
<tr>
<td>Test CP7</td>
<td><a href="mailto:testtest0101000101@o.com">testtest0101000101@o.com</a></td>
<td>Owner</td>
</tr>
</tbody>
</table>

### documents

<table>
<thead>
<tr>
<th>FILE NAME</th>
<th>TITLE</th>
<th>PREPARATION</th>
</tr>
</thead>
</table>
Comments received during in-country review

INTRODUCTION

Scope
This standard provides a framework that enables national plant protection organizations (NPPOs) to perform specific phytosanitary actions associated with import, domestic and export systems on behalf of the NPPO. Elements of this standard may also apply when authorizing public entities (NPPOs) to authorize private entities (NPPOs) to perform specific phytosanitary actions associated with import, domestic and export systems on behalf of the NPPO. Elements of this standard may also apply when authorizing public entities. This standard provides a framework that enables national plant protection organizations (NPPOs) to authorize private entities to perform specific phytosanitary actions associated with import.

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

References
The present standard refers to ISPMs. ISPMs are available on the International Phytosanitary Portal.
Publishing comments (for in-country reviews)

INTRODUCTION

Scope
This standard provides a framework that enables national plant protection organizations (NPPOs) to
authorize private entities to perform specific phytosanitary actions associated with import, domestic
and export systems on behalf of the NPPO. Elements of this standard may also apply when authorizing
public entities.

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).

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


Definitions
Definitions of phytosanitary terms used in this standard can be found in ISPM 5 (Glossary of
phytosanitary terms).
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.
<table>
<thead>
<tr>
<th>No.</th>
<th>Country</th>
<th>Commenter</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Peru</td>
<td>General</td>
<td>SUBSTANTIVE</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Viet Nam</td>
<td>General</td>
<td>SUBSTANTIVE</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Sri Lanka</td>
<td>General</td>
<td>SUBSTANTIVE</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Korea, Republic of Korea</td>
<td>General</td>
<td>SUBSTANTIVE</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>European Union</td>
<td>General</td>
<td>TECHNICAL</td>
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<tr>
<td>12</td>
<td>Sierra Leone</td>
<td>General</td>
<td>SUBSTANTIVE</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Costa Rica</td>
<td>General</td>
<td>SUBSTANTIVE</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Congo</td>
<td>General</td>
<td>SUBSTANTIVE</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Namibia</td>
<td>General</td>
<td>SUBSTANTIVE</td>
<td></td>
</tr>
</tbody>
</table>

**CONTENTS TO BE INSERTED LATER**

**Adoption**

[To be inserted following adoption]

**INTRODUCTION**

**Scope**

This standard provides a framework that enables national plant protection organizations (NIPPOs) to authorize specific phytosanitary actions associated with import, domestic and export movement on behalf of the NIPPO. Elements of this standard may also apply when authorizing public entities.

**Terms**

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

**References**

The present standard refers to ISPMs. ISPMs are available on the International Plant Protection Convention (IPPC) at: [https://www.ippc.int/core-activities/plant-health-setting-ispm/](https://www.ippc.int/core-activities/plant-health-setting-ispm/)
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