Instructions for IPPC Official Contact Points to share comments with the *IPPC Regional Workshop Asia* account in the IPPC Online Comment System

On 20 June 2011, the IPPC Secretariat invited you to begin using the IPPC Online Comment System (OCS) for submitting your comments on draft ISPMs. These instructions include how to add comments, submit them to the IPPC Secretariat, and to share them with the IPPC Regional Workshop Asia account before the Regional Workshop.

To Login to the IPP:

- 1. Go to http://ocs.ippc.int/index.html
- 2. Enter your username and password
- 3. Click Login
- 4. If you forgot your username or password, click on the links Forgot your Password? or Forgot your Username?

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The member consultation period for 2011 begins on 20 June and ends 30 Septem		
The standards approved for Member Consultation 2011 are listed below.	Password	
1. Draft amendments to ISPM 5. Glossary of phylosanilary terms (1994-001) 2. Draft revision to Supplement no. 1. Guidelines on the interpretation and application of the concept of official control for regulated pests (Not widely distributed) of ISPM 5. Glossary of phylosanitary terms (2005-008) 3. Draft annex 4 to ISPM 11:2004. Pest risk analysis for plants as quarantime pests and consequential changes in core text of ISPM 11:2004 (2005-001) 4. Draft trevision to Annex 1 of ISPM 15:2009. Approved treatments associated with wood packaging material (2006-011) 5. Draft Annex to ISPM 27:2006: Trogoderma granarium (2004-006) 6. Draft Annex to ISPM 27:2006: Trogoderma granarium (2004-006) 7. Draft Annex to ISPM 28:2007. Vapour heat treatment of wood packaging material using dielectric heat (2007-114) The Quick Start Guide in English is available here: http://ocs.ipoc.int/ippc/dwwnload?fi=/manuaWOCS. GuickStartGuide En 2011-06-19 plt.A	> Forgot your Password? > Forgot your Username?	3
more thorough user manual will be available soon.		
To arrange a training session, please contact Ms Stephanie Dubon at stephanie.dubon@fao.org or on Skype at stephanie.dubon.fao .		
Please contact the webmaster for Technical Support and suggestions for new features and improvements.		© IPPC 2011

To add new comments

- 5. Click on the Document tab
- 6. Click on the Document you would like to add comments to

Document Management			
Filters:			Select Status -
			< < 1 of 1 > >:
Document title	Commenting Ends (GMT +02:00)	Assistant	Status
1 oraft amendments to ISPM 5: Glossary of phytosanitary terms (1994-004)	September 30, 2011 23:59	a4 a4	Commenting (open)
2. Draft revision to ISPM 5: Supplement 1: Not widely distributed (2005-008)	September 30, 2011 23:59	thaia thaia	Commenting (open)
3. Draft Annex 4 to ISPM 11:2004 (2005-001)	September 30, 2011 23:59	Not assigned	Commenting (open)
4. Draft revision to Annex 1: Approved treatments associated with wood packaging	. September 30, 2011 23:59	Not assigned	Commenting (open)
5. Draft Annex: Trogoderma granarium, ISPM 27:2006 (2004-006): ENGLISH ONLY	September 30, 2011 23:59	a3 a3	Commenting (open)
6. Draft Annex: Cucumis melo var. reticulatus for Bactrocera cucurbitae (2006-119, I	8 September 30, 2011 23:59	thaia thaia	Commenting (open)
Neat Treatment of Wood Packaging Material using Dialectric Heat (2007, 14)	September 30, 2011 23:59	Not assigned	Commenting (open)
6. Draft Annex: Cucumis melo var. reticulatus for Bactrocera cucurbitae (2006-119, 1	S September 30, 2011 23:59	thaia thaia	Commenting (o

Locate the paragraph you would like to comment on Click the Add Comment icon

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- 9. Choose the comment type10. Enter your comment and explanation11. Click Save

12. Close the editor window

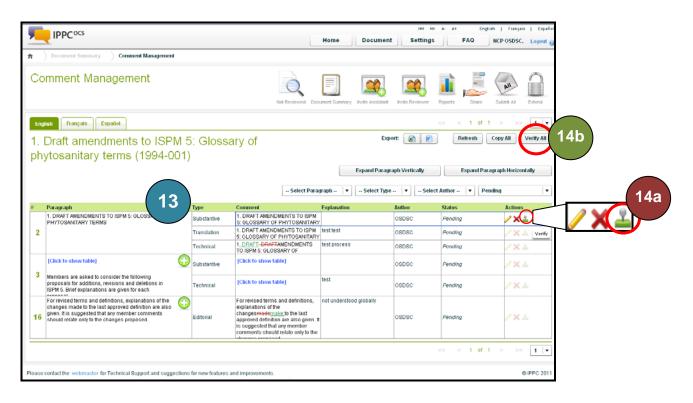
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Explanation:		

To verify your comments

13. Locate the comment you would like to verify

14. There are two ways to verify comments:

- a. To verify a single comment, click the verify icon for each comment
- b. To verify all pending comments, click the Verify All button and click Yes



To Submit comments to the IPPC Secretariat:

15. Click the Submit icon

16. In the pop-up window, review your comments and click submit

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To share with the *IPPC Regional Workshop Asia* account 17. Click on the share icon

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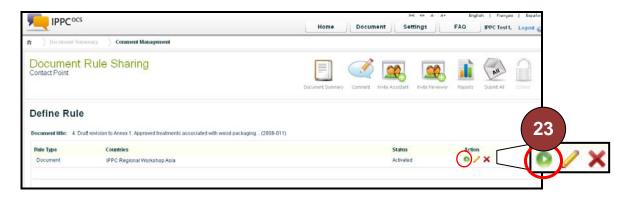
18. Click on the button Add new rule

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- 19. Under Members, select the member "IPPC Regional Workshop Asia"
- 20. Click the arrow button to add them to the Selected List
- 21. Ensure the radio button next to All submitted comments is selected
- 22. Click Save

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23. On the Document Rule Sharing screen, click on the Run icon to share with the *IPPC Regional Workshop Asia* account



You have successfully submitted your comments with the IPPC Regional Workshop Asia account.

For further assistance:

- A. For Technical Support, click on the link found at the bottom of the webpage
- **B.** For a list of Frequently Asked Questions (FAQs), click on the link found at the top of the OCS
- C. To arrange a training session, please contact Ms Stephanie Dubon at stephanie.dubon@fao.org or on Skype at stephanie.dubon.fao

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