



IPPC Generic ePhyto National System (GeNS)

NPPO On-Boarding Document

IPPC Generic ePhyto National System (GeNS)

Country Name: *Enter your official Country name*

Point of Contact Name: *Enter the point of contact for this survey*

Point of Contact Title: *Enter the title of the point of contact*

NPPO Name: *Enter the official NPPO Name*

Email: *Enter the point of contact email*

Phone number: *Enter the phone number of the point of contact*

For questions contact:

Click here to enter text.

Click here to enter text.

Please submit the completed document to:

Mr Christian DELLIS: christian.b.dellis@usda.gov

Click here to enter text.

Click here to enter text.

Public – IPPC/FAO

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1 Introduction

The Generic ePhyto National System (GeNS) – is capable of sending and receiving ePhytos as well as producing paper phytosanitary certificates (PC). The GeNS is expected to be used by countries without a national electronic phytosanitary system. Secure access to the GeNS will be provided to the NPPO who will manage access for their government and industry users. The information gathered in this document will help customize the GeNS for requesting NPPO.



2 GeNS Customization

Generic National System (GeNS) customization is the process of tailoring the GeNS application for each NPPO. The purpose of this document is to provide a means to communicate NPPO information required for the GeNS application customization.

3 NPPO Information

In this section, the NPPO specifies details for the NPPO country and NPPO users.

3.1 NPPO Information

| | | | |
|----|--|--|--|
| 1. | NPPO PC Information | How many PCs are received per year? | |
| | | How many PCs are issued per year? | |
| 2. | NPPO port/office type where PCs are issued | How many seaports will issue PCs? | |
| | | How many airports will issue PCs? | |
| | | What other locations will issue PCs? (District office, headquarters, etc.) | |
| | | Other locations? | |
| 3. | Government/Department Logo | Please provide a Government logo or text. <i>Specification: PNG Format; size 340px x 70px; resolution 72</i>  | |
| 4. | National Flag | Please provide a link to or an image of the national flag. The image will be used to verify the correct flag to display in the login page. <i>Specification: PNG Format; size 197px x 31px; resolution 72</i>  | |

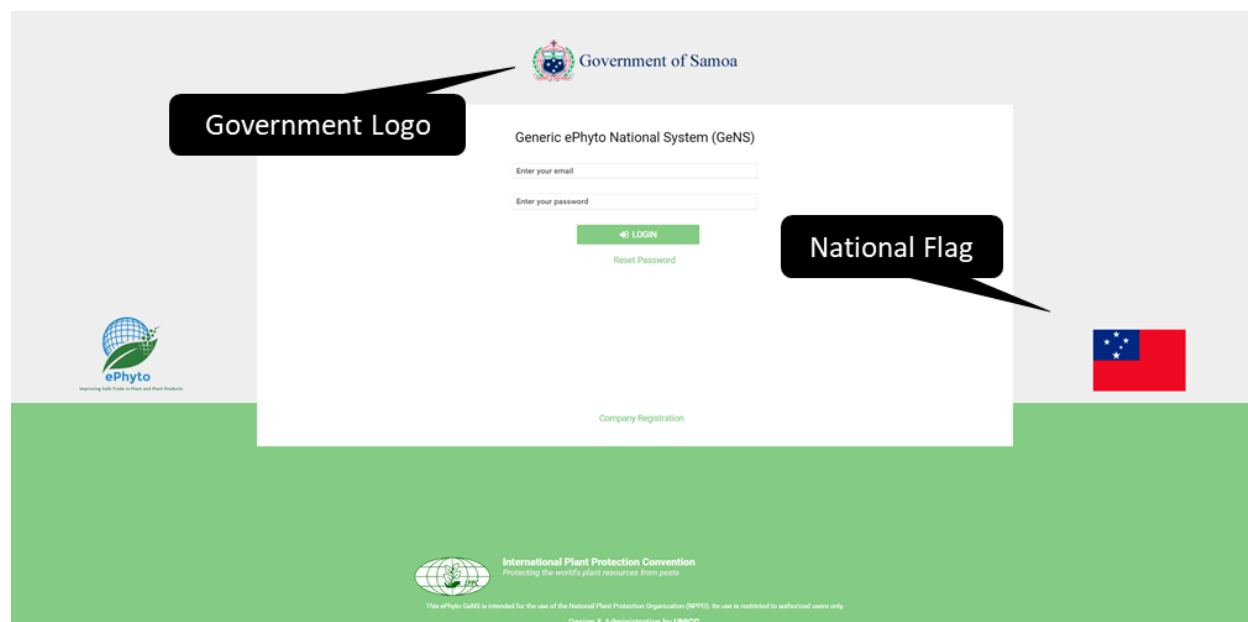


Figure 1 – Example: Government or Department Logo and National Flag position on login page

| | | |
|----|------------------------------|--|
| 5. | Agency/NPPO Name | Please provide the official NPPO name |
| 6. | Government/Departmental Name | Please provide the department name (e.g. <i>Department of Agriculture, Ministry of Agriculture and Fisheries, etc.</i>) |
| 7. | Agency/NPPO Logo | The image will be used in the GeNS export Phyto PDF Specification: PNG Format; size 340px x 70px; resolution 72 |



Figure 2 – Example: Departmental Logo, Agency/NPPO Name, Departmental Name and Agency/NPPO Logo on the GeNS export Phyto PDF

3.2 NPPO Offices

Please provide a list of office locations/office names to be included in the GeNS

| Office Location | Office Name |
|-----------------|-------------|
| | |
| | |

3.3 NPPO Users

Please provide information on NPPO users (NPPO Administrator, NPPO Officer, NPPO Inspector and NPPO Assistant) that will use the GeNS.

| | | |
|----|---|--|
| 6. | What is the total number of staff in the NPPO that will use the GeNS? | |
|----|---|--|

Note: In case of large number of users who need access from the NPPO, we can assist in uploading all the users at one time instead of individually creating them by providing a list in the following format (if possible with a CVS file).

| Name | Surname | Office/Port Name | Email | Roles |
|-------------|--------------|----------------------|------------------------|---------------------------|
| <i>Lana</i> | <i>Luca</i> | <i>Port Medan</i> | <i>l.lana@xyz.org</i> | <i>NPPO Administrator</i> |
| <i>John</i> | <i>Smith</i> | <i>Port Bali</i> | <i>j.smith@xyx.org</i> | <i>NPPO Officer</i> |
| <i>John</i> | <i>Doe</i> | <i>Port Jakarta</i> | <i>j.doe@xyx.org</i> | <i>NPPO Inspector</i> |
| <i>Bret</i> | <i>Lee</i> | <i>Port Surabaya</i> | <i>b.lee@xyx.org</i> | <i>NPPO Assistant</i> |

** Examples are marked in grey italics. Please delete these entries and enter the current information that is relevant to your NPPO*

3.4 Exporters and Consignees

Please provide a list of Exporters and Consignees to be included in the GeNS

Exporters:

| Alias | Exporter Name | Office Name | Contact email | Contact Phone | Address | City | Zip Code (if any) |
|-------------------------------------|-------------------|------------------|--------------------|------------------|------------------------|----------------|-------------------|
| <i>Jakarta Grain Company - West</i> | <i>Max Malian</i> | <i>Indochine</i> | <i>max@xyz.org</i> | <i>123456789</i> | <i>Cikutra No. 165</i> | <i>Jakarta</i> | <i>511243</i> |
| | | | | | | | |
| | | | | | | | |

**Examples are marked in grey italics. Please delete these entries and enter the current information that is relevant to your NPPO*

Consignees:

| Alias | Consignee Name | Office Name | Contact email | Contact Phone | Address | City | Zip Code (if any) |
|------------------------------------|-----------------|-------------|--------------------|---------------|-----------------------|---------------------|-------------------|
| <i>Malaysia Grain Company Inc.</i> | <i>Milu Aja</i> | <i>Jaka</i> | <i>mil@xyz.org</i> | <i>222222</i> | <i>Labuan bajo 18</i> | <i>Kuala Lumpur</i> | <i>12345</i> |
| | | | | | | | |
| | | | | | | | |

**Examples are marked in grey italics. Please delete these entries and enter the current information that is relevant to your NPPO*

4 NPPO Information Technology Capability

4.1 Overview

The GeNS is an IT system based on 'web-technology'; the users of the system do not need any specific IT setup on their computers. The information gathered will help the IPPC in determining the best set-up needed for each NPPO. These questions cover the configuration of computers used by NPPO officers, and inspectors who will use the GeNS.

The questions in this section will determine these 4 aspects:

- 1) Computer setup within the NPPO.
- 2) Connectivity and access to the internet from the NPPO's office(s).
- 3) File sharing capability within the NPPO Office(s).
- 4) General IT support and management.

4.2 NPPO Computer Hardware

| Question | NPPO Response |
|---|---------------|
| How many laptops or desktops are currently used/available for use by NPPO officers, inspectors and other staff? | |
| What is the total number of plant protection staff in the NPPO? | |

| Computer hardware type and models | Processor type/RAM/Disk Space | Number of computers with this specification |
|---|---|---|
| <i>Desktop (e.g. HP Compaq xyz model)</i> | <i>Intel Core i5 (4th Gen)/ 4 GB RAM / 500 GB disk</i> | <i>3</i> |
| <i>Laptop (e.g. Dell latitude)</i> | <i>Intel Core i3 (4th Gen) Mobile/ 4GB RAM / 128 GB SSD</i> | <i>2</i> |
| | | |
| | | |

**Examples are marked in grey italics. Please delete these entries and enter the current information that is relevant to your NPPO*

4.3 NPPO Computer Operating Systems

| Computer operating system | Operating system version | Number of computers with this operating system |
|---------------------------|------------------------------|--|
| <i>Windows</i> | <i>Win 7 Professional</i> | <i>5</i> |
| <i>Windows</i> | <i>Windows XP Enterprise</i> | <i>3</i> |
| <i>Linux</i> | <i>Ubuntu 16.10</i> | <i>7</i> |
| | | |

**Examples are marked in grey italics. Please delete these entries and enter the current information that is relevant to your NPPO*

4.4 NPPO Web Browsers

| Primary web browser | Version | Number of computers using this web browser |
|--------------------------|-----------------------|--|
| <i>Google Chrome</i> | <i>Latest version</i> | <i>All PCs</i> |
| <i>Firefox</i> | <i>Latest version</i> | <i>All PCs</i> |
| <i>Internet Explorer</i> | <i>10</i> | <i>All PCs</i> |
| | | |

**Examples are marked in grey italics. Please delete these entries and enter the current information that is relevant to your NPPO*

4.5 NPPO Software

Please provide the following details of the software installed on the computers. The objective is to understand the software (like MS Office and PDF) being used by the NPPO.

| Software | Version | Comments (please provide any relevant details- e.g. if only a limited number of computers have this software) |
|--|---------|--|
| <i>Microsoft Office (specifically MS Word, MS Excel)</i> | | |
| <i>PDF Reader- Adobe Acrobat</i> | | |
| <i>Any other PDF reader (e.g. Sumatra PDF reader)</i> | | |

**Examples are marked in grey italics. Please delete these entries and enter the current information that is relevant to your NPPO*

4.6 Network Infrastructure

This section is to identify internet capability from NPPO offices. The objective is to determine the network bandwidth for end users of the GeNS from the NPPO office(s). If the same internet link is used for 'hosting servers' or shared with a large group (beyond the GeNS users) – details should be provided in the 'Comments' column.

The NPPO may have multiple offices; however, the Internet connection point may be central (i.e. all offices connect via a limited number of locations). In this case please provide details in the 'comments' column.

Note: If a network diagram can be provided; it will help in understanding the NPPO's network structure and connection with the internet.

| Office location | Total number of users sharing internet from this location | Bandwidth of the connection to internet | Quality of the internet connection <ul style="list-style-type: none"> • Very Good • Good • Acceptable, Poor • Very Poor | Internet connection – technology details (ADSL, SDSL, leased line etc.) | Comments |
|--|---|---|---|---|--|
| <i>NPPO Head Office- Building 1, Street, City, Country</i> | <i>50</i> | <i>10 Mbps Up & down</i> | <i>Very good. The connection is stable</i> | <i>Leased line</i> | <i>The Internet connection is also used to host the public website of the NPPO. 3 Mbps is available for users to browse Internet</i> |
| <i>NPPO Branch office, Floor 3, Street, City, Country</i> | <i>5</i> | <i>5 Mbps Down & 2 Mbps Up</i> | <i>Acceptable</i> | <i>ADSL</i> | <i>Remote office has site-to-site IPSec VPN with the head office. All traffic for Internet is through VPN tunnel (default route is via the IPSec). The remote office users share the same link as the head office.</i> |
| | | | | | |

4.7 Office File Sharing Infrastructure

As the NPPO shifts to using the GeNS, there will be a need for officers, inspectors and other NPPO staff members to share electronic documents such as spread sheets, PDF or image files amongst themselves.

This section will help IPPC to determine what infrastructure is present within the NPPO to share such documents.

| Question | NPPO Response |
|--|---------------|
| Does the NPPO usually share information between officers, inspectors and other staff through email or portable drives? | |
| Does the NPPO have a common file share that is accessible to all officers, inspectors and other staff involved in issuing phytosanitary certificates? (e.g. MS Windows Fileserver, SAMBA based on Linux or Linux NFS) | |
| If YES – is the file server regularly backed up so that in event of a failure there is no data loss? | |
| Is the data on the computers backed-up? If yes, please provide details of the back-up technology. | |

4.8 Technical Competency

The IPPC needs to understand the IT technical competency within the NPPO.

| Question | NPPO Response |
|--|---------------|
| Is the IT support and management conducted by staff members of the NPPO? | |
| Is the IT support and management conducted by a qualified external supplier or contractor? <i>(If it is a mix of staff and contractors, please answer YES to both in the response.)</i> | |
| If the NPPO uses a common file server; who is the administrator for the server? <i>(e.g.: patching the operating system, doing back-ups etc.)</i> | |

Any other information that the NPPO would like to provide:

4.9 Technical Test: Ping command

This test will determine the 'Return Trip Time' (RTT) between the NPPO's office and the GeNS data center. Any personnel responsible for IT services in the NPPO should be able to provide the relevant information and run the test below from any PC within the NPPO office.

These instructions are for MS Windows desktop OS to run the "ping" command.

Step A: Click on "Windows" button on bottom right corner or press "Start" and "r" together on the keyboard.

Step B: In the resulting window type "cmd".

Step C: This will show the cmd.exe program- click on this program.

Step D: In the window that opens, type the following command: **ping 146.247.14.87**

Step E: Note the entries for – 'Approximate round trip time in mili-seconds:' in the table below

| | |
|---------|----|
| Minimum | Ms |
| Maximum | Ms |
| Average | Ms |

Example

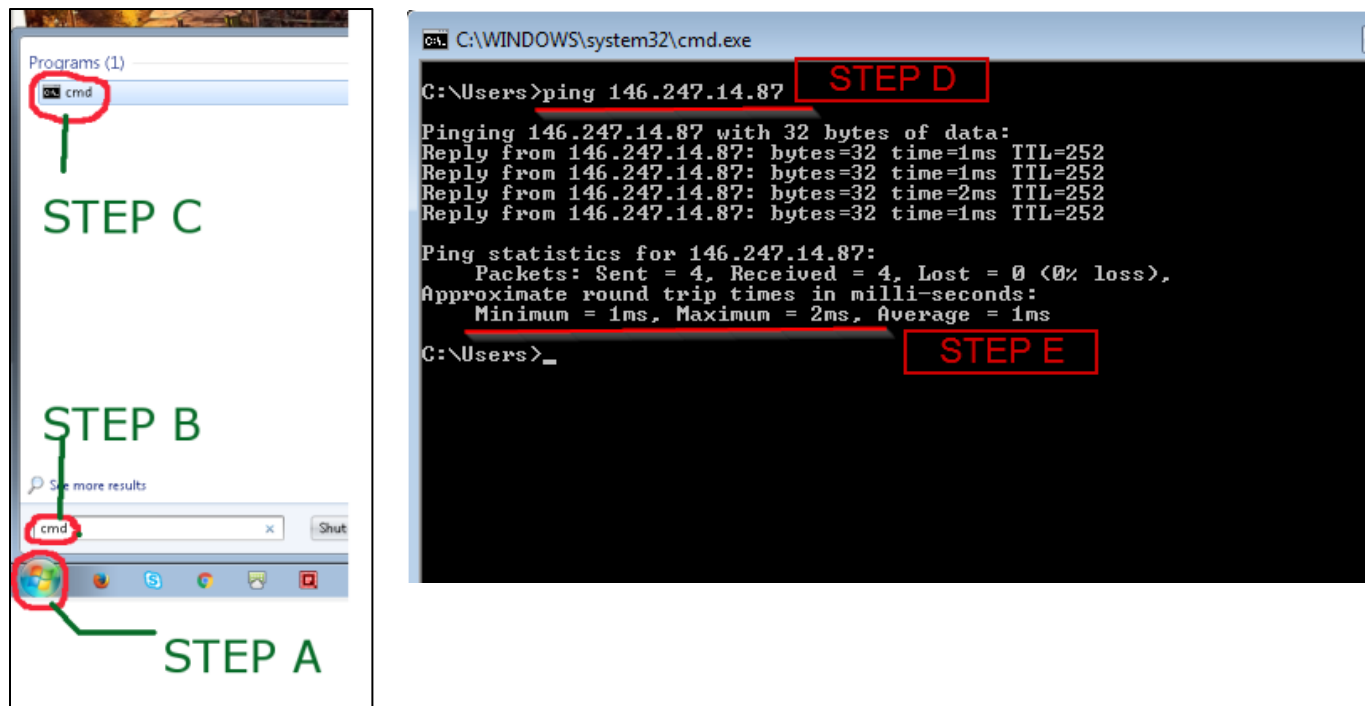


Figure 2- Example of ping command