How to Use iPIC Online

The iPIC (informal Prior Informed Consent) mechanism is a voluntary and informal system of information exchange on intended trade in substances controlled under the Montreal Protocol between the national authorities responsible for issuing import and export licenses.

The secure, password-protected online system is accessible to registered country member users (country focal points) where they can update their respective iPIC country data and consult those of other member countries.

Those interested to join iPIC can send a registration request through the site’s login page.

This brief document explains the steps to access the iPIC system.

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Accessing the iPIC platform

Note: Membership to iPIC is limited to government officials responsible for issuing import/export licences and quotas for Ozone Depleting Substances (ODS) and other substances controlled under the Montreal Protocol.

iPIC Members:
Simply enter your login credentials to access the iPIC platform.
If you have forgotten your password, click "Forgot Password" to reset it.

Non-iPIC Members:
If your country is interested in registering with iPIC, but does not yet have an account, you will need to designate your official country iPIC Focal Point – this person will be responsible for entering, updating and maintaining the iPIC country data. An alternate focal point can also be designated. In the absence of a designated Focal Point, the National Ozone Officer can also take on this role.
Visit the [iPIC login page](#) and click on “Submit Request” on the upper right corner of the page.
Complete the ‘Registration Request’ form with the required information. Tick the appropriate box to indicate if you are the designated Focal Point or not.

The iPIC Administrator will review your request and when confirmed, a notification email is then sent to the email address you provided (see below).

Dear Mr / Ms XXXXXXXX,

Your request had been validated by UNEP OzonAction. Please click the link below to create your iPIC Online login.

https://www.ozonaction.org/ipic/xxxxxxxxxxxxxxxx-xxxxxxxxxxxxxxx=xxxx-xxxxxx

Regards,

iPIC UNEP OzonAction

(example notification email)

Click the link to complete your registration and create your username and password.
Once you have completed your registration, you will receive an email from iPIC confirming your successful registration.

In case you have not received a notification regarding your request, you may follow up by sending an email to unenvironment-ozonaction-ipic@un.org.
The Home Page

Upon logging in you will be taken to your user Home Page. This page shows four ‘boxes’ and offers an overview of your country data and activities in the iPIC platform.

The first box (1) contains the “Shortcuts” to the various pages of the iPIC platform that the user will consult or visit most often. Click on the buttons to jump to the relevant pages.

The next box (2) shows the user’s “Recent Activities” in the iPIC platform. It gives a snapshot at what the Focal Point or the Alternate Focal Point did in the platform – logged in, added, edited or removed information, etc. and when these were done.

The “Queries” (3) in the third box shows a chart representing the number of inquiries sent to you by other country Focal Points and those sent by you.

The dropdown allows you to have a global view of all the Queries exchanged between users through iPIC’s messaging system or just those involving your own country.

The chart in the lower part of the page (4) illustrates the number of Importers/Exporters registered by member countries in the iPIC system for each of the controlled substances under the Montreal Protocol. You can also select from the dropdown, so the chart shows the global figures or just those for your own country.
The Menu Bar

Click on each of the Menu Headings to display their respective menu items.

a) iPIC Data

i. ‘My iPIC Data’ takes you to your country’s iPIC information where you can update or modify relevant iPIC data for your country.

ii. ‘All iPIC Data’ opens the list of all iPIC member countries. Select and click on the country name to view that country’s iPIC information and contact details.

b) Importers/Exporters

i. ‘My Importers/Exporters’ displays a list of your country’s authorised importing/exporting companies that you have registered in iPIC. You can ‘Add’, ‘Edit’ or ‘Delete’ entries from this page.

ii. ‘All Importers/exporters’ displays a list of all importing and exporting companies registered in iPIC by all member countries.

The ‘Quick Filter’ function located at the top of the page allows you to filter the list using key words. The list is automatically filtered as you begin to type a keyword.

c) Focal Points

i. ‘My Focal Point Details’ displays a list of your country’s designated primary and alternate iPIC Focal Point(s). They can be National Ozone Officer or another government official. The ‘Edit’ button allows you to update/replace the contact information.

ii. ‘UNEP Focal Points’ lists the different UNEP Focal Points in each region with their email addresses and phone numbers should you need to contact them.

iii. ‘All iPIC Focal Points’ shows the list of all iPIC national focal points. Click on the name to see their contact information.
The ‘Quick Filter’ function located at the top of the page allows you to filter the list using key words. The list is automatically filtered as you begin to type a keyword.

d) Queries

i. ‘My Past Queries’ displays a list of all the queries involving your country. These queries have either been sent by you or sent to you by other member countries regarding a shipment of ODS or other controlled substances.

ii. ‘Send Query’ allows you to draft and send a message to any iPIC member country regarding a particular shipment or company. Simply use the template provided, then send. (or untick the box to use a free-form text field). See “Send A Query” on page 12.

Updating iPIC Data

Note: Only the designated Focal Point and/or the Alternate Focal Point are responsible for entering, updating, and maintaining your country information and data in the iPIC system.

You can update any section of your country’s iPIC data at any time. To modify or update the section you want, click on any of the four buttons on the upper right side of the page. This will take you to the exact location of that section.

In the ‘Importers’ and ‘Exporters’ sections, you may add or remove companies that are accredited and have been issued quotas by your government to import and/or export any of the substances controlled under the Montreal Protocol (including equipment that use ODS, if applicable).

Add / Remove a company

Slide the toggle (5) to the right to show all chemical groups controlled under the Montreal Protocol. Slide it to the left to show only substance groups which already have registered importer(s) or exporter(s) in your country.

Scroll down to the substance under which you wish to register a company.

Note: If the company is authorised to import AND/OR export several controlled substances, the company should be entered in each substance group and in BOTH ‘Importers’ and ‘Exporters’ sections. The company name can be selected from a dropdown list if already entered.

Click the button “Add new company to substance group …” (6) to open a pop-up form and enter the company name and other details (optional).
Click on the search field ‘Company’ to display a dropdown list of pre-registered companies. Select the company then click ‘save’.
If the company is not in the dropdown list or has not yet been registered, click "click here" to enter the new company’s details.

Enter the company name (required) and other details (optional) and click 'save'. Repeat the process for each substance group as applicable.
**Edit / Remove Company details**

To edit details or remove a company from the list, click “Importers/Exporters” (7) on the menu bar at the top of the page, then click ‘My Importers/exporters’ (8).

A table listing all registered companies in your country will be displayed, indicating if the company is an importer or exporter or both, and shows the type of substance it can import and/or export.

In the right-most column called ‘Action’, select the action you wish to perform, i.e. “Edit or Delete” (9).
Click "Edit" to open the pop-up form and modify the information on that company. Click ‘Save’ when you are done.

To remove a company, select ‘Delete’ and click ‘Yes’ in the pop-up window to confirm removal of the company from the list. Note: this will delete the company from the database. Click ‘No, Cancel’ to cancel the action.
Send a Query

From the Menu Bar click ‘Queries’ and select ‘Send Query’ to open a query form (below).

Click the space in the ‘Send to’ field (10) to open the dropdown list and select the country to which you intend to send your query. (e.g. Singapore)
Selecting the country automatically adds the Focal Point(s) of that country as the recipient of the message and puts in copy the UNEP Focal Point dealing with said country.

In the next field ‘Include users in the query’ (11), you have the option to include other iPIC users/focal points in case they may be concerned by this particular query. If applicable, click on the space to display the dropdown list of the iPIC Users. Tick the appropriate box next to the name of the person you wish to add.

Add the subject of the message in the subject field (12).

Draft your message. You have two options in this section:

- Tick the box (13) to use the standard query template (default setting). Simply fill in the information in the fields in red (14)
- Un-tick the box to draft your message in the free-form text box.

Click ‘Send’ (15) once you are done drafting your message.

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If you need any assistance:

Contact your UNEP OzonAction Regional Coordinators or the iPIC Administrators (unenvironment-ozonaction-ipic@un.org) who can respond to any further questions.