



Pest Risk Analysis Tool

Getting started

This user guide contains general information about the PRA Tool, please refer to the specific guides for the pathway- and pest-initiated PRA workflows for additional details and also the login guides for the different access options that are available.

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About the PRA Tool

The Pest Risk Analysis tool is a decision-support tool that presents scientific information from the CABI Crop Protection Compendium (CPC) to aid the selection of appropriate measures for reducing the risk of pest introduction and facilitating the safe movement of plants and plant products.

Features include:

- A framework in which risks associated with the importation of plant commodities and the introduction of pests into new areas can be identified and assessed
- PRA initiation 'By Pathway' or 'By Pest'
- Generation and categorization of pest lists associated with a commodity pathway
- Facilities for users to add new information and overrule existing Compendium data
- Links to relevant Crop Protection Compendium datasheets
- A template to complete risk assessments for individual pests
- A template to assign management measures to each pest identified as a risk
- An editable PRA report
- Options for flexible team working online in the tool or offline using MS Word

The tool is structured around the three stages of Pest Risk Analysis:

Stage 1: Initiation - identifying the reason for the PRA and the pest(s) of concern to the PRA area;

Stage 2: Risk assessment - determining the likelihood of entry, establishment, spread and potential consequences of an individual pest in order to determine whether it meets the criteria of a regulated pest;

Stage 3: Risk management - selecting the appropriate management options to reduce the risks identified in Stage 2.

Pest definitions used in PRA

From the IPPC Glossary of phytosanitary terms [ISPM 5](#):

Pest: Any species, strain or biotype of plant, animal or pathogenic agent injurious to plants or plant products.

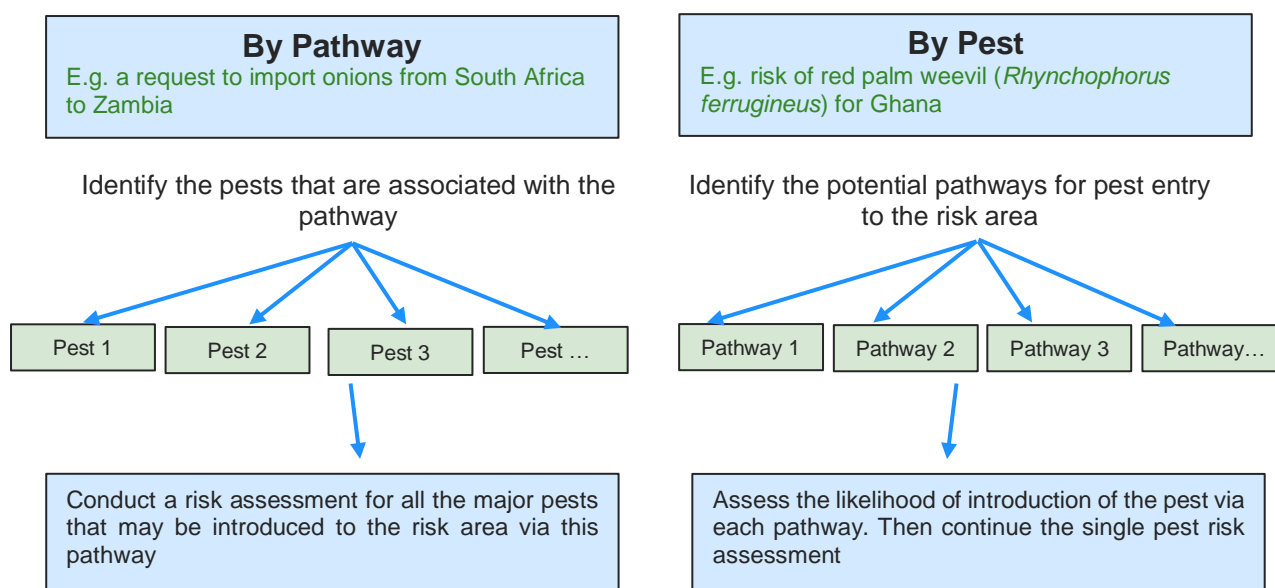
Quarantine pest: A pest of potential economic importance to the area endangered thereby and not yet present there, or present but not widely distributed and being officially controlled.

Regulated non-quarantine pest: A non-quarantine pest whose presence in plants for planting affects the intended use of those plants with an economically unacceptable impact and which is therefore regulated within the territory of the importing contracting party.

Regulated pest: A quarantine pest or a regulated non-quarantine pest.

The tool has two workflows for PRA which relate to the reason for conducting the analysis.

PRA Initiation



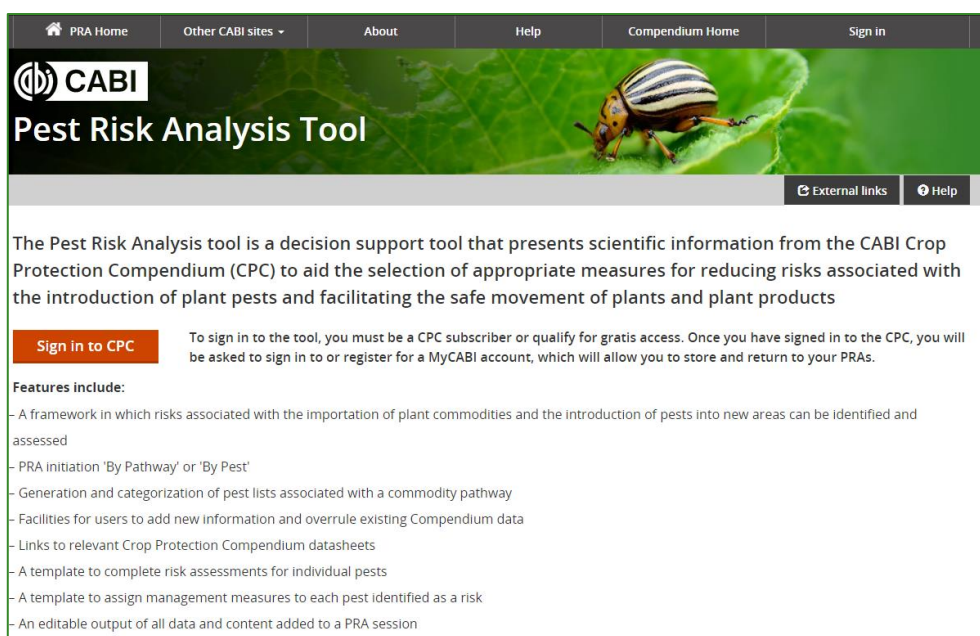
For further guidance on the PRA process please refer to the International Standards for Phytosanitary Measures developed by IPPC, in particular [ISPM 2](#) and [ISPM 11](#) at <https://www.ippc.int/en/core-activities/standards-setting/ispms/>

For queries about this tool, please contact PRA@cabi.org.

Sign in

This tool is available to subscribers of the [Crop Protection Compendium](#) (CPC) who have the added option for the PRA Tool. This is arranged by contacting CABI at sales@cabi.org or, for NPPOs that are eligible for gratis access, PRA@cabi.org.

To access the tool, visit www.cabi.org/PRA-Tool or follow the hyperlink on the Home page of the CPC. To use the tool, you will need to set up your access to the CPC and also create a **My CABI** account to save your PRAs, it is not possible to enter the tool without logging into My CABI first.



Accessing the CPC

Access to the CPC can be set up in the following ways. The [PRA Tool Help](#) page provides step-by-step guides for each case.

IP recognition: the required IP range has been provided to CABI for the account so that a user working in the office or on a virtual network is recognized and does not need to sign in to the CPC each time it is opened.

Voucher system: a voucher has been provided by CABI. A new user must register for a CPC account first by entering their email address and setting a personal password. A code will be received by email to verify the registration. Once registered, the voucher can be redeemed to activate the subscription and the user's email and password will be used to sign in.

Username and password: this option is usually provided for a workshop group or trial with the credentials provided by CABI. It is quick for a new user to set up and is usually used for temporary access, requiring you to choose IP recognition or voucher access for continuing access which will be linked to your institution's subscription account.

Creating a 'My CABI' account

Whichever CPC access you use, you need to sign in to the PRA tool via your own **My CABI** account which is your personal area for saving and editing PRAs. Login credentials for My CABI are set by you and are the same as your 'My CABI' on the CPC and other CABI websites. The email and password you set can be the same as the CPC access which may help you to remember them. Once you have registered your 'My CABI' you will be asked to sign in to this each time you use the PRA Tool.

My CABI

Welcome to My CABI

Sign in or register a My CABI account to create, save and make edits to existing pest risk analysis assessments and reports.

Sign in to My CABI

Username/email

Password

Submit

☐ Remember me

[Forgotten password](#)

Register for a My CABI Account

First name

Jane

Last name

Riskassessor

Email address

☒ Use email as user name

User name

Password

Confirm password

☒ I am happy to be contacted for user feedback

☒ I am happy to be contacted about CABI products and services

☒ I have read the [Privacy Policy](#) (required)

Create account

PRA home page

Once you have created your 'My CABI' account, you will have access to your PRA Tool home page.

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Session number	PRA type	PRA title	PRA start date	PRA due date	Status	Last Modified	Completed	PRA report	Delete session
P01446	Pest	Risk of Tuta absoluta to Vietnam	13/11/2019	31/12/2019	In Progress	11/08/2021		Report	Delete
P01442	Pest	Risk of Drosophila suzukii fruit fly to Nigeria	01/08/2019	30/11/2019	In Progress	11/08/2021		Report	Delete
P05531	Pest	Demo Papaya mealybug PRA for Uganda	20/03/2021	01/04/2021	In Progress	11/08/2021		Report	Delete
P05537	Pathway	Demo Turmeric import to Kenya from India	22/03/2021	23/03/2021	In Progress	11/08/2021		Report	Delete
P01619	Pathway	Demo Oranges from Argentina to Jamaica	01/11/2019	31/12/2021	In Progress	11/08/2021		Report	Delete

This page has personal and [team views](#) at the top and four tabs:

- **PRA Home** – to view your five most recently created and/or edited PRAs
- **Previous PRAs** – to view all pest risk analyses that you have created
- **Regulated Pest List** – to build and maintain a list of quarantine pests in your 'My CABI' account
- **My CABI** – to edit your personal details

PRA Home

The following options are available:

- **Start a new PRA:** select the **By Pathway** button for a plant commodity PRA or the **By Pest** button for an individual pest PRA
- **View or edit a PRA:** click on the PRA title
- **Download a PRA report:** select the '[Report](#)' hyperlink button
- **Delete a PRA session:** select the 'Delete' button. This will permanently delete the selected session in a personal view; it has been deactivated in 'Team View'.

View the status of your PRA reports

- **In progress** – this indicates that the pest lists have been generated and some of the risk assessment / risk management stages may have been started

- Complete – this PRA has been marked as complete (see date of completion in the adjacent cell)

Previous PRAs

View all Pest Risk Analysis forms created in your account. All columns in this table can be sorted AZ / ZA and filtered to facilitate navigation through larger lists. 25 PRAs are shown per page. The PRA report can be accessed directly from this index, this is particularly helpful if you are working in a team and another member is already editing the PRA you wish to access.

Regulated Pest List

Build a list of quarantine and other regulated pests in the tool for use in future PRAs. Pests can be selected from the Compendium picklist to add a regulatory status for a country and a saved record can be edited to update that status here. Regulatory status can also be added and updated in pathway PRAs that have not been created in 'Demo' mode. The last saved status for a pest + country combination will be shown in this tab and used in future pest lists that are generated for new pathway PRAs. Once a pathway PRA pest list has been generated, updates made outside that PRA will not be applied.

If you wish to add a pest that is not available in the picklist and have checked its synonyms in the CPC, please contact PRA@cabi.org to have the pest added to the Compendium by the editorial team.

Please note that the 'Regulated Pest List' is not currently linked to 'By Pest' PRAs.

Welcome back CABI

PRA Home
Previous PRAs
Regulated Pest List
My CABI

Regulated Pest List

Key
1 = Quarantine pest, absent from the country/area
2 = Quarantine pest, present in the country/area but not widely distributed and under official control
3 = Regulated non-quarantine pest, present in the country/area but whose presence in plants for planting affects its intended use
4 = Pest requiring phytosanitary measures (not yet officially listed)

Add new pest

Pest Name ▼ ▲	Regulating country/area ▼ ▲	Regulatory status ▼ ▲	Date last modified ▼ ▲	User actions
Chalara elegans (black root rot)	Zambia	1	31/07/2020	...
Aspergillus niger (black mould of onion)	Zambia	2	31/07/2020	...
Anastrepha bezzii	South Africa	1	31/07/2020	...

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My CABI

You can make changes to the contact details stored in your 'My CABI'. Here you can also add your role and organization. CABI is continuing to make enhancements to this tool so it is helpful to have some background about who is using it and also the opportunity to collect feedback.

Welcome back Jane

PRA Home Previous PRAs Regulated Pest List My CABI

My Profile

First Name
Jane

Last Name
Riskassessor

Email
dummyemail@mail.com

Role/job
Risk analyst

Organization
CABI

☒ I am happy to be contacted for user feedback

☒ I am happy to be contacted about CABI product and services

☒ Automatically log me in to MyCABI when using a matching email to access the PRA Tool

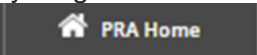
[Review Terms of Use](#) [Update profile](#) [Delete My CABI Account](#)

You can also review the **PRA Terms of Use** here. This page explains the conditions under which the 'My CABI' data are stored and used.

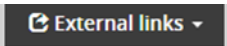
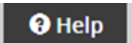
Demo mode

You have the option to set the tool to 'Demo' mode when you start a new PRA. This means that information you enter in that session will not be connected to any other PRAs created in the tool or the 'Regulated Pest List'. This has been included for demonstration and learning purposes and PRAs created in this mode are indicated by [Demo](#) in the index of PRAs.

Navigation in the tool

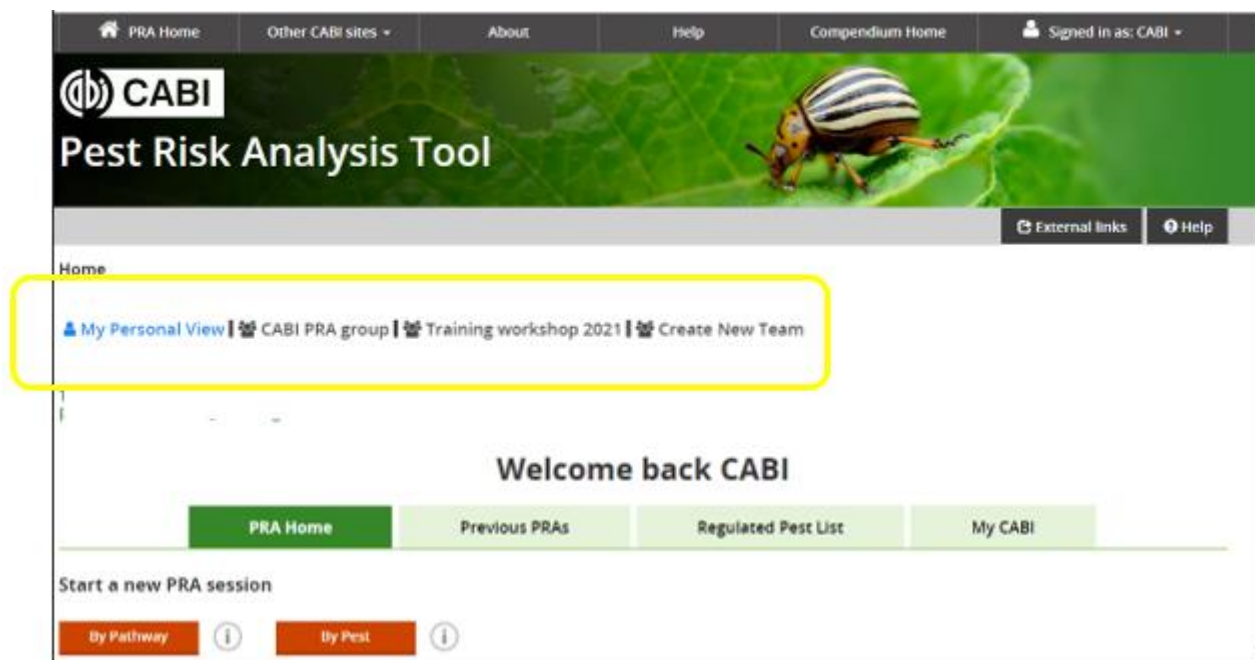
The Home page can be accessed at any stage of the PRA process via the **breadcrumb trail** at the top of the page or by selecting  in the top left-hand corner on the tool.

Two links are also available throughout the tool

-  **External links** Opens a new tab and provides a list of external websites that provide useful information on PRA
-  **Help** Links to the 'Help' page. A list of updates to the tool is included here

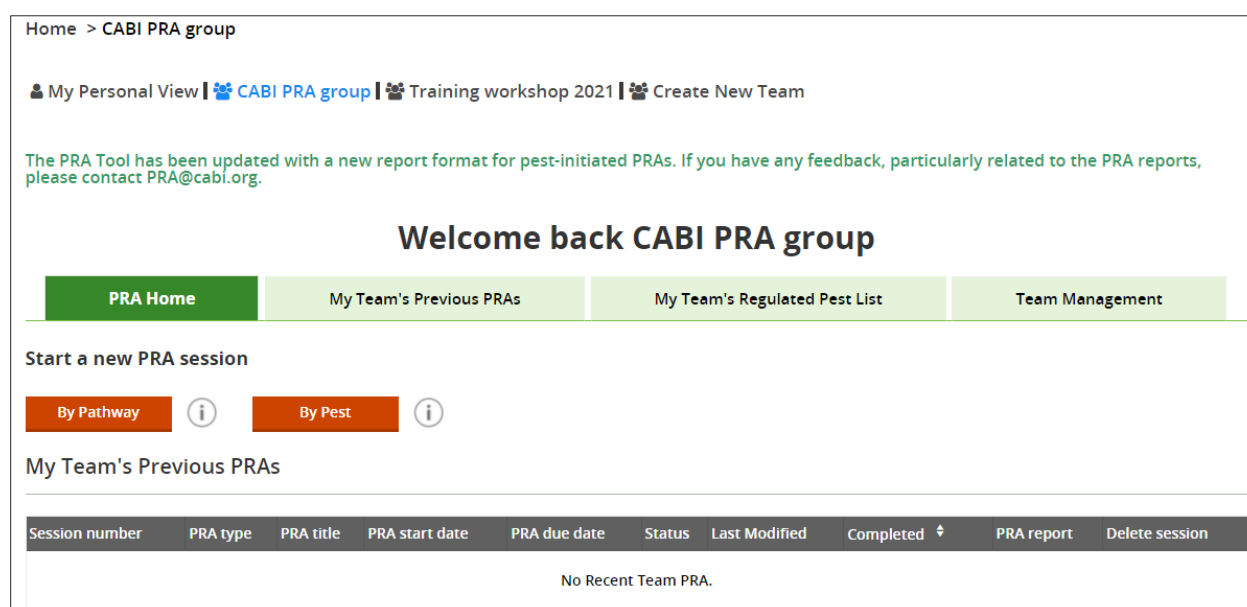
Working on PRAs in teams

You can create a team for your PRA unit to work together on PRAs. To access the team's PRAs, each team member requires access to the CPC and the PRA Tool and their own 'My CABI' account as they will be working online in the tool. Each member will then be able to access the full functionality of the tool to create, edit and download PRAs and regulated pest lists saved by that team.



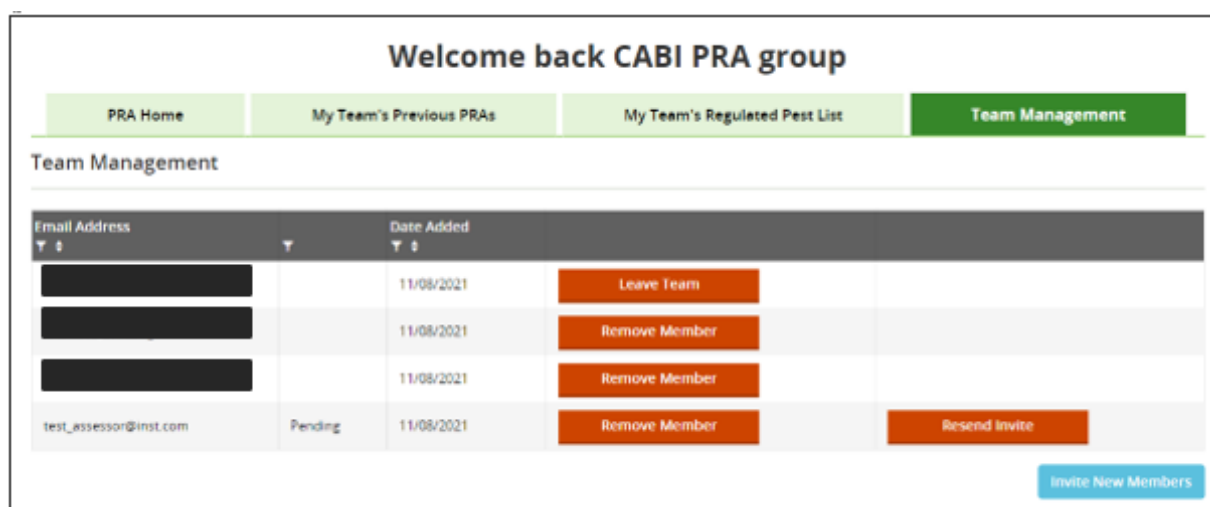
How does the 'Team View' work?

When you enter the tool, you arrive on the Home page of **My Personal View** (this is highlighted in blue, as above). This displays any previous PRAs you have created and the 'Regulated Pest List' you have saved in your 'My CABI' account.



If you have been invited to join a team or have set up a new team yourself, you can click on the team name to switch the display to the 'Previous PRAs' and 'Regulated Pest List' saved by members of that team.

The functionality in 'Personal' and 'Team View' is the same except you have the option to invite and remove members in the team view.



Guidance on setting up a team

Any user can create a team and invite members to join it. A team must consist of at least two members. Once created, the team name is fixed and the team cannot be deleted. There is no sharing between these different views and only one version of each PRA.

More than one team can be created but because it is not yet possible to move PRAs from one team to another it is recommended that a single team is created to include all the regular risk assessors that need to collaborate on PRAs.

The team functionality has been used in online PRA training workshops as this provides a useful shared workspace for practical exercises.

Inviting colleagues to join a PRA team

Go to **Create New Team** to set up a new team or **Team Management** to invite a risk assessor to join an existing team. All members must have access to the PRA Tool through their institution's IP address or the voucher/username supplied by CABI.

New members are invited by adding their email address to the team list. The system will look up to see whether they have a 'My CABI' account. If they do, they will receive an email saying you have invited them, with sign in instructions. If they do not, they will receive a similar email but it will ask them to sign in and create a 'My CABI' account. Until the user has signed into the tool, their status will display as **Pending**. Once in the tool, they will see the team name is available to select at the top of the Home page.

Any member of the team can remove other members. An email will notify that person that they have been removed from a team and who has activated that option. As data may be stored in a 'Team View', it is not possible to delete a team or to reduce it to a single member. It is also not possible to delete PRAs created in the 'Team View'. If you wish to indicate redundant PRAs, you can add a note to the PRA title which remains editable.

Guidance on updating a shared PRA

- Please be aware that there is only one version of each PRA; any edits or options that are saved will replace existing content. Text changes are not tracked.
- In the pathway-initiated PRA workflow, a locking mechanism has been added to prevent a second risk assessor from accessing a pest's risk assessment or risk management section while it is being edited. Once saved and the user has moved off that page, the section becomes available to edit again. For the References and PRA summary sections the lock works differently and only prevents a second user from saving their changes if the section has been updated since they opened it. In this case the changes should be saved elsewhere and copied in when the section becomes free. There is no lock on the Initiation page.
- In the pest-initiated PRA workflow, a locking mechanism has been added to prevent two users editing the same PRA at the same time. It is still possible to generate a report from the PRA list on the Home page to view the content in the meantime.
- Please ensure that you 'Save' and close the PRA when you have finished working on a shared pest to allow entry to your team members, also please click on the Home page rather than the back button on your browser so that the system knows you have finished.
- A **Last modified date** for each section is included on the editing pages, and this includes the name of the team member who saved the last changes if you hover over the date.
- Please note that the 'Regulated Pest List' for the team can be updated directly in the tab or by saving updates in a pathway PRA pest list. Only the last saved change to a pest's regulatory status is retained.

Working with a risk assessor who does not have access to the PRA Tool

An MS Word version of the risk assessment form for an individual pest is available to export from pathway- and pest-initiated PRAs. This form can be edited without internet access, and by anyone you choose to share it with, and then imported back into the same PRA for completion online. This will overwrite the version in the tool.

To access this export/import option in a pathway PRA please go to the User actions menu in the pest list. In the pest-initiated PRA it can be found on the risk assessment page. A PDF copy of the Compendium datasheet can also be generated to assist the research while working offline.

If there is no intention to continue editing online, the PRA report (draft or completed) can be downloaded in MS Word. The full pest list that is generated for a pathway-initiated PRA is also available as a CSV download which can be opened in Excel.

Feedback and further assistance

CABI is very keen to hear from users. Please contact PRA@cabi.org if you require further assistance or have feedback to improve the data or tool.