



DRAFT SPECIFICATION FORM FOR PROPOSED IPPC GUIDES AND TRAINING MATERIALS

(revised 2021-03-31)¹

Call for Topics

The electronic version of this form is available here: <https://forms.office.com/e/4T50RBdVgG>

If you prefer to use the Word version of this form, please complete the form below and save it as a Word document using the following naming convention:

20XX_Draft_Specification_ [IPPC Guide or Training Material][Title of topic].docx

The IPPC Official Contact Point should submit the completed Draft Specification Form, along with the completed <https://forms.office.com/e/cGpqbnvXfA>, and any supporting materials to ippc@fao.org. Please include the following information in the e-mail subject line:

Draft Specification for IPPC Guides and Training Materials: [Country / Region]

1. Submitted by:

Name of IPPC contracting party

2. IPPC Official Contact Point:

Country / Region

3. Email:

Official Contact Point email address

4. Title

Provide a brief title of the proposed IPPC Guide or training material.

5. Type of IPPC Guide or training material

¹ Content of the form was approved during IC_VM-12

Indicate whether the proposed product is a guide, e-Learning course, training kit, video or another type of implementation and capacity development technical resource. Indicate whether the proposal is to develop a new IPPC guide or training material or to revise an existing product.

6. Convention articles, ISPMs and CPM recommendations to be addressed by the proposed IPPC Guide or training material

List the ISPMs that are most relevant to the topic as well as any Convention articles or CPM recommendations to be addressed by the guide or training material.

7. Scope

Identify the main target audiences for the proposed IPPC Guide or training material. Provide the boundaries or limits to what should be included in the guide or training material and what should not be included. When the proposal is to revise an IPPC Guide or training material, this section should include the scope of the revision.

8. Purpose

Explain why the proposed guide or training material is important and how it will be used by the target audience. Describe the operational and technical implementation issues that the proposed guide or training material should address. When the proposal is to revise an IPPC Guide or training material, this section should include relevant information on the reasons for the revision.

9. Content for the IPPC Guide or training material

List the content to be included the guide or training material or the specific tasks for the working group. For example, the proposed guide or training material should provide guidance, make recommendations, describe the steps, consider, identify, etc.

10. References and supporting materials (optional)

Provide a bibliography of technical resources that may be used to support the development of the guide or training material.

11. Financial and in-kind contributions (optional)

Identify any financial or in-kind contributions that will be provided to support the development of the guide or training material or to facilitate the translation of the final product.

12. Selection criteria for working group experts (optional)

This section may be used to suggest criteria to be used for selecting working group members.