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REPORT

Implementation and Capacity Development Committee (IC)

**Rome, Italy
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IPPC Secretariat

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(2019-05-17)113

THE 4TH MEETING OF THE IMPLEMENTATION AND CAPACITY DEVELOPMENT COMMITTEE (IC)

1. Opening of the Meeting

1.1. Opening by the IPPC Secretariat

- [1] The Secretary to the International Plant Protection Convention (IPPC) welcomed participants of the meeting. He highlighted the following five main issues for the IC to be focused on: (1) aligning the work of the IC with the IPPC Strategic Framework 2020-2030 (SF), which is expected to be adopted by CPM-15 (2020), in order to address implementation and capacity development (ICD) issues appropriately, (2) promoting the use of the Phytosanitary Capacity Evaluation Tool (PCE) to support the implementation of the IPPC, international standards for phytosanitary measures (ISPMs) and Commission on Phytosanitary Measures (CPM) recommendations, (3) supporting the International Year of Plant Health (IYPH), (4) participating in the thematic year of Plant Health and Capacity Development by planning a seminar on the margins of the IC November 2019 meeting in addition to the one planned for the Strategic Planning Group (SPG) meeting and (5) mobilizing resources for ICD activities as members of CPM subsidiary bodies are also expected to contribute to the resource mobilization to support the delivery of the Commission of Phytosanitary Measures (CPM) priorities. The IPPC Secretary wished the IC fruitful deliberations.
- [2] The IC Chair thanked the IPPC Secretary and recognized that all listed issues are part of the IC agenda.
- [3] An IC member highlighted the good collaboration between IC and the Standards Committee (SC) and questioned the Secretary on the information sharing and collaboration arrangements between the Secretariat Units and associated management arrangements. He also emphasized a need for an equal sharing of resources between the Standards Setting Unit (SSU) and the Implementation and Facilitation Unit (IFU) of the Secretariat. The disparity between staffing of the IFU and SSU was pointed out. It was highlighted that if the Secretary ensured a balance in regular programme staffing between the two main Units it would communicate a message to contracting parties (CPs) on the equal importance of both standard setting and ICD and could help to encourage more in-kind staff contributions to the IFU.
- [4] The Secretary underscored that standard setting was initially considered a main activity of the Secretariat for many years as the IPPC Secretariat is the standard setting body for plant health. With increased emphasis on the ICD activities the CPM Bureau and the IPPC Secretariat may have to discuss this issue further and he encouraged CPs to consider providing more in-kind staff contributions.
- [5] The IC Chair thanked the Secretary and the Secretariat for the support provided and reaffirmed the intention to ensure the work of the IC is in line with the new strategic directions.

2. Meeting Arrangements

2.1. Election of the Rapporteur

- [6] Mr Dilli Ram SHARMA (NEPAL), IC Member, was elected the rapporteur of the meeting. His nomination was put forward by Mr Francisco GUTIERREZ (BELIZE), IC Member, and seconded by Mr Dominique PELLETIER (CANADA), IC Vice Chair.

2.2. Adoption of the Agenda

- [7] The agenda was adopted without amendments (APPENDIX 1).

3. Administrative Matters

3.1. Documents lists

- [8] The list of documents is in APPENDIX 2 of the report.
- [9] Any Conference Room Paper (CRP) once submitted is to be distributed in hard copies.

3.2. Participants lists

- [10] The list of participants is available in APPENDIX 3 of the report. The CPM Bureau representative to the IC did not attend the meeting. The representative of regional plant protection organizations (RPPOs) was not in attendance due to health issues; however, she presented and attended pertinent agenda items via Skype.

3.3. Local information

- [11] The IPPC Secretariat provided local information.

4. Outcomes of CPM-14 (2019)

4.1. CPM-14 (2019) key issues

- [12] The IFU Lead provided an update¹ on the CPM-14 (2019) key issues with emphasis on: the IPPC Strategic Framework 2020-2030; e-Commerce; concept of emerging pests and emergency issues; Task Force on Topics and 2018 Call for Topics: Standards and Implementation; Surveillance pilot project analysis; Framework for Standards and Implementation; conceptual challenges in standards development in terms of implementation and Sea Containers Task Force status related issues. Information on the International Year of Plant Health 2020 (IYPH) and 2018 IPPC Regional Workshops (RWs) were also noted.
- [13] The IC Chair highlighted that some CPs requested to have separate updates from the IC Sub-groups to raise awareness of the ICD activities delivered. She acknowledged those IC members who contributed to the delivery of the CPM-14 side sessions. The IC Chair led the IC discussions on pertinent CPM-14 key issues.
- [14] IPPC Strategic Framework for 2020-2030

¹ 19_IC_2018_May

- [15] It was noted that CPM-14 endorsed the content of the IPPC Strategic Framework (SF) 2020-2030 in advance of the formal adoption at CPM-15 (2020), subject to adjustments as to be detailed in relevant Appendix of the CPM-14 report. In the light of this decision the IPPC National Phytosanitary Capacity Development Strategy (2012-2017) ²will now need to be updated to align with the new IPPC Strategic Framework. The IC was invited to discuss how they wished to approach this and consider assigning some IC members to initiate this work.
- [16] The IC Chair informed the IC that the development of the current IPPC National Capacity Development Strategy (2012-2017) had involved input from the SC and Bureau and a wide range of stakeholders.
- [17] An IC Member suggested a working group be established and that regional input could be aggregated during IPPC Regional Workshops. Case studies on the use of the current strategy could also be collected to demonstrate the level of implementation of the previous strategy (2012-2017).
- [18] The IC thought that issues to be considered including defining the desired outcomes of the ICD strategy and the target audience, having a three-level approach outlining the components to be delivered at the national, regional and global levels, and planning for awareness raising of the new SF. The IC agreed to hold a special session on how to approach this work during the week.
- [19] A small group of IC Members met on the margins of the IC meeting to further discuss possible approaches. The group thought that instead of the new strategy an ICD implementation plan for the SF 2020-2030 could be developed to avoid creating multiple strategies. The group thought that the new ICD implementation plan/strategy should align with the IPPC Strategic Framework 2020-2030, as per CPM-14 (2019) discussions. They also suggested that a presentation for the 2019 Regional Workshops be prepared on the SF 2020-2030. The purpose is to seek CPs input into the strategic objectives related to ICD. The need to clearly define terms of Implementation and Capacity Development was underscored.
- [20] The IC :
- *Established* a new IC Implementation and Capacity Development Strategy Team. The Team consists the Lead Ms Olga LAVRENTJEVA (ESTONIA), Mr Dominique PELLETIER (CANADA), Ms Sally JENNINGS (NEW ZEALAND), and Mr Chris DALE (AUSTRALIA)
 - *Tasked* the IC Implementation and Capacity Development Strategy Team to develop an outline and proposed content of an Implementation and Capacity Development implementation plan to the SF (2020-2030) to be presented at November 2019 IC meeting
 - *Agreed* for the IC Implementation and Capacity Development Strategy Team to prepare slides outlining the issues for discussion on the Implementation and Capacity Development Strategy/ implementation plan to the SF 2020-2030 to be incorporated into the 2019 IPPC Regional Workshops presentation on the SF 2020- 2030

² IPPC National Phytosanitary Capacity Development Strategy (2012-2017) available at: <https://www.ippc.int/en/publications/11/>

- *Agreed* IC representatives attending the IPPC Regional Workshops to note comments from the workshop participants and forward those to the IC Implementation and Capacity Development Strategy Team
- *Requested* the IPPC Secretariat to explore the possibility of hiring a consultant to help with drafting the Implementation and Capacity Development Strategy/implementation plan to the IPPC Strategic Framework 2020-2030.

[21] International Year of Plant Health (IYPH)

[22] The IC representative to the Steering Committee (StC) of the IYPH briefed the IC on recent developments. The IPPC IYPH StC will continue to function and have an advisory role to the FAO International Steering Committee for the IYPH. Discussions on the one-year delay of the Call for Topics for Standards and Implementation were raised and the possible impact this would have on IC work was discussed. Staff resources available to the IPPC Secretariat and monetary contributions by CPs are not sufficient at this moment to deliver the proposed IYPH programme. The IC members gave their views on the importance of the IYPH for raising awareness.

[23] An IC member noted that delay of the call would prevent CPs from submitting ICD topics thus preventing the phytosanitary community from new issues to be addressed. At the same time, if the call is delayed, the majority of the IC Members will have their terms ending before the next call and that could result in the discontinuity of the IC work.

[24] The IC thought that the reallocation of the IPPC Secretariat staff to the IYPH activities would severely affect the delivery of ICD activities. The message carried by suspending core activities could also be misleading, showing the world that these activities are not so crucial and may be delayed.

[25] It was noted that from the very beginning, the IYPH was thought as an ambitious initiative with significant resource-implications and the CPM had only agreed to it if it was funded by extra budgetary funds. It was expected that more extra budgetary funding would be raised. Recognizing the importance of the IYPH, the IC still emphasized that separate resources should be used so that the core business is not jeopardized. The IC felt it was crucial to have clarity on the extent of the Secretariat's support that will be needed for the IYPH.

[26] The IC stated that canceling meetings of the CPM Subsidiary Bodies (IC and SC) in 2020 would impact the delivery of the technical work. The IC Terms of Reference (TOR), which were adopted by the CPM, state that the IC will have two face-to-face meetings per year. IC May meetings focus on strategic issues, while November meetings on projects, so both meetings are needed.

[27] The IC Chair recalled that the CPM did not agree to cancel the SC and IC meetings. She underscored that the delivery of core activities such as the SC and IC, by default, supports the IYPH. The IC is already represented to the IYPH StC, however if there is a need for the wider involvement, this should be communicated to the IC. The IPPC Secretariat was urged to find ways to leverage resources dedicated to the IYPH at national, regional and global levels.

[28] The SC Representative to the IC provided an update on the discussions held during the SC May 2019 meeting on this topic. The IYPH provides an opportunity to raise awareness of plant health. The SC and IC work, which is the core business of the CPM should not be

compromised. He suggested that cost cutting ways should be considered rather than cutting the IC and SC meetings. The RPPOs Representative suggested that reducing other activities be considered, rather than cancelling the IC and SC meetings.

[29] The IPPC Secretariat recalled that the suggestion to potentially cancel SC and IC meetings was proposed by CPs participating in the IYPH StC. The suggestion was intended to free-up IPPC Secretariat staff to support the IYPH, as staff resources to support some of the planned major events have not been otherwise identified. It is anticipated that six full-time Secretariat staff will be needed to be fully dedicated to the IYPH activities. The final decision on the allocation of funds to the IYPH will be made by the CPM Bureau in June 2019.

[30] The IC :

- *Strongly objected* to the proposal to cut an IC meeting in 2020 and to reallocate Secretariat resources to IYPH activities
- *Invited* the CPM Bureau to consider alternative resourcing options for financing IYPH activities without impacting Secretariat resources
- *Encouraged* the Bureau to consider ways to cut costs other than reducing core work on implementation and capacity development activities
- *Agreed* to remain open for collaboration with the IYPH Steering Committee to support the IYPH.

[31] e -Commerce

[32] The IFU Lead informed the IC on the CPM-14 related discussions and decisions, noting that two topics on e-Commerce were added to the list of IPPC Standards. The Secretariat briefed the IC on the in-kind contribution of a staff member by CANADA to support e-Commerce activities. E-Commerce is a cross-cutting issue, therefore an advisory group would be set to support the IPPC Secretariat's work on e-Commerce.

[33] The IPPC Secretariat noted that the World Customs Organization (WCO) is moving forward with their *Technical Specifications to the Framework of Standards on Cross-Border e-Commerce*, to be submitted to the WCO Policy Commission and the Council for approval in June 2019. The Technical Specifications document references plants on a list of prohibited and restricted goods. Additional effort will need to be made to raise the awareness of plant health concerns.

[34] An IC member acknowledged the in-kind staff contribution by CANADA to support e-Commerce work as a great opportunity to progress the topic. The work on e-Commerce, compliance and stakeholder engagement conducted in AUSTRALIA and availability of relevant expertise was highlighted. It was questioned whether any actions could be undertaken before the WCO Technical Specification is finalized but the IPPC Secretariat thought that it was too late to change anything in the WCO document that has been already finalized, but noted that the development of guidance on the Plant Health issues could help raise awareness.

[35] The IC :

- *Agreed* Mr Mamoun ALBAKRI (JORDAN), IC Member, to represent the IC in the e-Commerce group to support the work on *e-Commerce, Guide* (2017-039)

- *Agreed* Mr Chris DALE (AUSTRALIA), IC Member, to put the Secretariat in touch with e-Commerce experts from AUSTRALIA
- *Noted* the IPPC Secretariat's activities on e-Commerce.

[36] Concept of emerging pests and emergency issues

[37] The CPM-14 discussed the importance of collaboration between the FAO relevant divisions, the FAO regional offices and the IPPC Secretariat to address emerging pests and emerging issues. It was also noted that it would be more beneficial to approach this holistically, rather than via a country by country approach by developing a mechanism to collect and disseminate relevant information efficiently. This would enable the phytosanitary community to share information on emerging pests through an alert system, use already existing experiences on emergency interventions through rapid response systems, increase preparedness through simulations and encourage CPs to meet their IPPC National Reporting Obligations (NROs). It was decided to have a broad and in-depth discussion on this important matter during the International Plant Health Conference, which is to be organized on the occasion of the celebration of the IYPH.

[38] The IC *noted* the information.

[39] Task Force on Topics and 2018 Call for Topics: Standards and Implementation

[40] The IC:

- *Agreed* to discuss this under the agenda item 8.3 Task Force on Topics.

[41] Framework for Standards and Implementation

[42] The CPM-14 endorsed the updated Framework for Standards and Implementation.

[43] The IC:

- *Noted* the status of the Framework for Standards and Implementation
- *Agreed* to further discuss the new proposed structure of the Framework under agenda item 6.2 Framework for Standards and Implementation.

[44] Conceptual challenges in standard development in terms of implementation

[45] The CPM discussion was mainly focused on the conceptual challenges in standard development in terms of implementation in particular concerning the draft ISPM *Authorization of entities to perform phytosanitary actions* (2014-002) that completed the first round of consultation in 2018.

[46] The IPPC Secretariat highlighted the importance of awareness raising of the authorization related issues among CPs through IPPC Regional workshops and different communications to be facilitated by IC members so that benefits, challenges and the extent and scope of the need for implementation materials are understood.

[47] The IC:

- *Noted* the information.

- *Agreed* to further discuss issues related to contracting parties concerns on draft ISPM *Authorization of entities to perform phytosanitary actions* (2014-002) under agenda item 7.2 Implementation Review and Support System (IRSS).

[48] Proposed independent status for the Sea Containers Task Force

[49] The issue was reported under agenda item 7.1 Sea Containers Task Force (SCTF).

5. Updates from Bureau and Secretariat

5.1. CPM Bureau

[50] The IFU Lead presented information on the outcomes of the CPM Bureau December 2018, March 2019 conference call on the status of the SCTF and March 2019 meetings³. The IPPC Secretariat was tasked to work on the revision of the IC TOR. Arrangements for Bureau member's representation for different activities were noted with emphasis on the SC liaison person being Ms Marica GATT, noting that Mr Fuxiang WANG will be attending the IC November 2019 meeting. The IC was informed that the Bureau had agreed on the IC alternative members for Europe⁴ and that an IC alternative member for Africa had been nominated but that supporting documentation was still missing. Thus, the nomination could not be presented to the Bureau.

[51] The IC Chair highlighted the importance of the CPM Bureau representation to the IC and encouraged their participation in the IC meetings.

[52] The IC:

- *Noted* the CPM Bureau report
- *Agreed* to discuss the revision of the IC Terms of Reference under agenda item 9.1 IC input on revision of IC Terms of Reference and Rules of Procedure.

5.2. Secretariat

[53] Update by the Implementation and Facilitation Unit

[54] The IFU Lead briefed the IC on the IFU work⁵ delivered since the last IC November 2018 with the highlights on the Monitoring and Evaluation Framework being developed for the IPPC Secretariat and the wide phytosanitary community, the Phytosanitary Capacity Evaluation (PCE) Strategy, the PCEs currently conducted and those planned for the future. Issues related to the upcoming Pest Free Areas (PFAs) and Surveillance Symposium, IPPC Guides and Training Materials, Implementation and Capacity Development web based information and IPPC Regional Workshops (RWs) will be further discussed under relevant agenda items. Information on the IPPC Secretariat's five projects and activities supported through the IPPC trust fund was shared. A project for Africa, which is being developed by

³ 20_IC_2019_May

⁴ IC Membership list available at: <https://www.ippc.int/en/publications/85670/>

⁵ 11_IC_2019_May, Implementation and Facilitation Unit staff overview available at: <https://www.ippc.int/en/publications/85686/>

FAO and Common Market for Eastern and Southern Africa (COMESA) is anticipated to be finalized shortly.

- [55] An IC Member enquired whether there is an official process in place to ensure collaboration between the IPPC Secretariat's Units in relation to issues raised by the IC. A question was raised how the IC could help advocate for additional resources for the IFU, especially in regard to supporting the development of ICD materials for CPM endorsed topics.
- [56] The IFU thought that the ICD activities should be outlined and costed as part of the revision of the ICD Strategy to help identify what would be needed for the successful implementation of the IPPC Strategic Framework 2020-2030. Funding for topics should be identified either along with a topic submission or through a call to be issued by the IPPC Secretariat as per IC agreed Process for the Development of IPPC Guides and Training Materials⁶.
- [57] The RPPO representative referred to the North American Plant Protection Organization (NAPPO) approach for the identification of resources for new projects. A form is completed for new projects, which includes information on whether funds are available. It was noted that the availability of funds is not the main decision point but helps to understand funding options for new projects.
- [58] The SSU Lead thought that the development of projects could be considered to help with resource mobilization. The main question to be addressed is whether resources are available to implement the IPPC Strategic Framework 2020-2030. An IPPC Strategy for resource mobilization should be developed which could highlight the expectations from all stakeholders involved.
- [59] The IC Chair questioned the value of asking the IC to determine whether the COMESA project is aligned with the IPPC strategic objectives as she was not sure whether the IC had any influence on the formulation and implementation of the project.
- [60] The IPPC Secretariat underscored that there is an expectation from FAO, that FAO staff would assist in the delivery of FAO projects and provide technical back stopping. The project under discussion was presented to the IC for transparency purposes. It is aligned to the IPPC SF 2020-2030 with respect to planned activities related to ePhyto and emerging pests. It was recalled that the Capacity Development Committee (CDC) like the IC was always informed on different projects and there is no lack of transparency with this regard.
- [61] An IC Member noted that the value of the projects are not argued, the biggest concern is accountability. The IC has the oversight function on ICD projects without having an opportunity to approve the concept notes and projects while being developed. The IPPC Secretariat responded that it is upon the FAO, relevant donors and CPM whether to request the IC to be overseeing a project.
- [62] An IC Member indicated that the IPPC Secretariat should be deciding on the projects to be involved in subject to the demonstration that a project feeds into IPPC Strategic Objectives.
- [63] The IC:

⁶ Process for the Development of IPPC Implementation and Capacity Development Guides and Training Materials available at: <https://www.ippc.int/en/publications/87067/>

- *Agreed* to further discuss the issue under agenda item 8.5 Projects - Process and reporting template
- *Assigned* a lead IC Member for each 2019 IPPC Regional Workshop to participate in the Organizing Committee as reflected in the APPENDIX 4 of this report
- *Noted* the IFU update.

[64] Update by the Integration and Support Team

[65] The IST Lead briefed the IC on the IST activities related to their 2019 work. The first meeting of the FAO Steering Committee of the IYPH is scheduled on 14 June 2019. The visibility of the IPPC increased through the social media and different media channels. The IST is working on the improvement of the Online Comment System (OCS) based on the feedback provided by users. New training materials and presentations will be developed to support the better understanding and use of the updated version of the OCS. Those will be presented during the IPPC RWs as well. The IST is working with the relevant FAO divisions to finalize communication materials including an IYPH web page. The number of publications would be doubled since 2018.

[66] The IST is working on the implementation of a new structure of the International Phytosanitary Portal (IPP) (www.ippc.int). The outline of the IPP home page has being developed. Templates for the home page, meeting page section and other pages are available. Those templates will be used within the current IPP technology. The next step would be to move to the FAO content management system, most probably next year. Current materials available on the IPP will be checked for relevance before being moved. Simplifications are thought to respond to users' needs. The IST will work with the IFU and IC to address their requests and plan for the ICD pages.

[67] The IC Chair asked about the IPPC Secretariat publication list and suggested it be circulated to keep IC Members informed. The Chair requested that support be provided to the development of the ICD Landing Page as per IC decisions.

[68] The RPPOs Representative to the IC recalled the IC decisions related to the management of the ICD web resources including a Landing Page which will integrate ISPMs with implementation materials. She called upon the IST for collaboration to find an effective way to implement the IC decisions.

[69] The IST Lead informed the IC that the FAO timeline for migration of the IPP to the FAO platform has not been determined by FAO.

[70] The IFU highlighted the importance of having the Landing Page linked from the IPP Home page.

[71] The IC:

- *Agreed* to set a virtual meeting between the IC Members and IPPC Secretariat responsible staff members to further discuss the Landing Page and Implementation and Capacity Development web resources management issues

- *Requested* the Integration and Support Unit to circulate a list of publication materials to the IC Members
- *Requested* the IST to take into account the IC decisions on the management of the Implementation and Capacity Development (ICD) web pages incorporating a link to the ICD Landing page from the IPP homepage.

[72] Update by the Standard Setting Unit (SSU)

[73] The SSU Lead informed the IC on the staffing issues and work undertaken by the Unit⁷.

[74] The IC *noted* the report.

5.3. Summary of IC e-decision (from Nov 2018 to April 2019)

[75] The IPPC Secretariat provided a summary⁸ of the IC e-decisions (forums) for the period of November 2018 - April 2019. Details of the IC decisions are available on the IPP restricted work area. The Secretariat also informed that Ms Faith NDUNGE was approved as the IC representative to the Focus Group on Commodity and Pathway Standards on the e-decision which was open from 26 April to 10 May 2019.

[76] The IFU Lead recalled the content of the IC Procedural Manual on the role of the IC Lead and assistant Lead highlighting the main expectations with regard to their work, as well as e-decisions related actions to be taken in different circumstances. Emphasis were made on cases when there are different opinions and the IC Lead has the role of revising and finalizing a document taking into account IC comments.

[77] The IPPC Secretariat highlighted the need for increased participation of the IC members in e-decisions so that the work of the relevant IC Sub-groups is facilitated by decisions taken in a timely manner.

[78] The IC was requested to take actions to approve the SCTF 2019 Work Plan and Multi-year action plan pending the approval since January 2019.

[79] The IC:

- *Agreed* on the summary of Implementation and Capacity Development Committee e-decisions (forums) (APPENDIX 5).

6. Cooperation between standard setting and implementation

6.1. IC-SC Collaboration

[80] Mr Chris Dale (AUSTRALIA), IC Representative to the SC provided an update on the work undertaken in collaboration with the SC Representative to the IC. The SC Chair and the SSU Lead were presented⁹.

⁷ 06_IC_2019_May

⁸ 12_IC_2019_May

⁹ 09_IC_2019_May

- [81] The evaluation of the Surveillance pilot and work to potentially follow-up was underscored as a key collaboration area. The SC is keen to continue work on Surveillance in collaboration with the IC and agreed to develop a proposal providing suggestions on how to approach the topic. The IC thought to develop a proposal providing suggestions on how to progress with surveillance and share this with their respective Bureau Members to facilitate the discussion in the Bureau June 2019 meeting. If agreed by the CPM Bureau, the Surveillance initiative would set another good practical example of collaboration between two Subsidiary Bodies.
- [82] Mr Chris Dale (AUSTRALIA), IC Surveillance Lead, presented a proposed action plan for the coordination and delivery of a “Global plant health surveillance Initiative”. The action plan detailed eight proposed surveillance related activities including IPPC manual reviews, guideline development, e-learning training material and electronic resource portals. The proposal also included timing and resource considerations of the action plan with consideration to CPM-14 decisions relating to the use of Secretariat resources. The development of an external surveillance resource website portal with linkages to the IPP was also discussed and an NPPO website demonstrated as a case study. The IPPC Secretariat highlighted the importance of the Secretariat staff involved in the management/coordination of this type of projects/initiatives. The case of unsuccessful SCTF operation due to the coordination provided by external organization was recalled.
- [83] An IC Member responded that the Champion NPPO, AUSTRALIA is aware of CPM decisions and resourcing staff constraints and would investigate options to resource the initiative. The IC thought that the proposal seems to be logical and would assist CPs implementation of Surveillance activities. An IC member thought the proposal is ambitious, especially the timeframe. An IC member proposed to wait for CPM Bureau and SPG discussions to have clarity on how to move forward. The IC Chair thought that the proposal could assist the CPM Bureau’s decision-making.
- [84] The IPPC Secretariat invited the IC to utilize the existing processes where possible and to embed the proposed activities into the existing activities and process already in place under the auspices of the IPPC Secretariat and validated by the IC. It was underscored that the Secretariat cannot be involved in any activities until guidance is obtained from the CPM Bureau. The IPPC Secretariat has raised a concern that the involvement of the proposed working group into the organization and delivery of the IPPC International Symposium for PFAs and Surveillance might delay the Symposium. The IC Surveillance Lead clarified that the group will aim to make the best possible use of the Symposium materials and would not be involved in the delivery of the Symposium.
- [85] The identification of implementation issues in the ISPMs is another area for the IC and SC collaboration. It was suggested to appoint an IC liaison person for each current draft ISPM to work with the Steward and expert working group (EWG) members while the ISPM is being developed. Implementation issues for draft ISPMs would initially be aggregated by the Stewards for the draft ISPMs based on the information coming from the EWG, SC and RWs discussions and country consultation on ISPMs. That information is be presented to the IC for information by the IC focal point/liaison person for the ISPM, who will be leading discussions during the IC meetings as well. If SC and IC discussions lead to the conclusion that there is a need to officially submit a topic for implementation materials, then SC and IC are to follow the CPM established procedures for the Call for Topics: Standards and Implementation. It was underscored that a draft ISPM *Audit in the phytosanitary context* (2015-014) could serve as a

pilot, to test the proposed approach. The SC was also supportive of this approach. The IPPC Secretariat noted that once a topic for implementation is added to the list of topics, then efforts to identify relevant funds to support this work could be initiated. The IC representative to the SC confirmed that this would be an informal process for the IC and IFU to provide input to the EWG as needed and a trial of the approach would not create extra work. This collaboration is especially important for mutual awareness of cross cutting issues and would not necessarily lead to the development of implementation resources.

[86] An IC Member thought that IPPC RWs and IYPH are other opportunities for collaboration. The needs of CPs for implementation has to be identified through the collaborative approach between SC and IC representatives to the RWs Organizing Committees.

[87] The SC Chair thought that a proposal of an IC Member participating in the ISPMs drafting EWG work - as it is the case for EWG members to be part of the WG for the development of IPPC Guides - is premature at this stage. The main reason is that it is difficult to anticipate the possible implementation issues in a draft and these may not be known until after the ISPM is adopted and efforts to implement it have been made.

[88] An IC member noted that there is a lack of statistics and information on implementation issues identified during the IPPC RWs. The SC Chair clarified that the majority of the comments on potential implementation issues refer to the lack of resources or issues that are outside the mandate of the NPPO. It was underscored that implementation issues coming from the consultations should be first discussed within the SC and then communicated to the IC.

[89] The IC:

- *Agreed* to further discuss the proposed action plan with the IC for the coordination and delivery of a “Global plant health surveillance Initiative” through email exchange
- *Agreed* to progress the development of a Surveillance action plan of the “Global plant health surveillance Initiative” for the Bureau and SPG consideration
- *Agreed* that IC members should communicate the final action plan of the “Global plant health surveillance Initiative” to their regional CPM Bureau Member
- *Agreed* the SC and IC members to liaise prior to the IPPC Regional Workshops for their better delivery. IC representatives to the IPPC Regional Workshops to report back to the IC on the implementation issues discussed during the Regional Workshops.
- *Agreed* to add implementation issues as a standing item to the IC agenda and request Standards Setting Unit and Standards Committee to identify how to formulate and transmit this information to the IC
- *Assigned* Mr Dominique PELLETIER (CANADA), as the IC Liaison Person for the topic *Audit in the phytosanitary context* (2015-014) and provide an update on the pilot to the IC November 2019 meeting. This work would be supported by Mr Álvaro SEPÚLVEDA LUQUE (CHILE), SC Representative to the IC. The IC Liaison Person should help identify related existing materials to assist with the development and implementation of the ISPM. These materials should be shared with the Steward and Expert Working Group members to this draft ISPM.

- *Agreed* to assign an IC Member for each presentation on draft ISPM to be discussed at 2019 IPPC Regional Workshops. Presentations should contain questions/topics for the discussion on potential implementation issues
- *Assigned* Mr Francisco GUTIERREZ (BELIZE), IC Lead for the IPPC Guide on Pest Status (2017-048) to contribute to the presentation on the revision of ISPM 8
- *Assigned* Mr Dominique PELLETIER (CANADA), to support the SC in the development of a presentation for the authorization of entities
- *Nominated* Mr Mamoun ALBAKRI (JORDAN), IC Member to be the alternate IC Representative to the SC
- *Assigned* the IC Chair to develop a presentation on IC activities for 2019 IPPC Regional Workshops by 15 June 2019.

6.2. Framework for standards and implementation

[90] The IC Lead for the Framework for Standards and Implementation (FSI) presented a new structure of the Framework¹⁰. The Framework is thought to serve as a database to collate information on existing ISPMs and implementation topics, ongoing work and gaps that could be submitted as topics. The new structure is aligned to the IPPC SF 2020 - 2030 with three strategic objectives and key results reflected.

[91] The IC Members felt that the new structure is more user friendly and the presentation of one page per strategic objective was appreciated. The IC agreed that the FSI would be continuously reviewed to keep it improving. A suggestion was made to apply a colour coding for priorities.

[92] The IPPC Secretariat highlighted that CPM-14 adopted topics are now reflected in the Framework. Joint work plans and memoranda of understanding with different organizations, previously part of the FSI, were replaced by notes on external cooperation.

[93] The IC discussed whether Implementation Review and Support System (IRSS) studies should be included as they were not all reviewed by the IC and decided to leave them in “supporting documents”. A discussion on what could be included under “supporting documents” concluded that any type of materials that would support the implementation of the Convention, ISPMs and CPM Recommendations could be included. The IC decided not to include contributed resources in the FSI.

[94] Several IC Members suggested that the FSI be presented in an electronic format that could be searched and filtered. The Secretariat noted that this would also save resources for translation and be more operational.

[95] The IC proposed new priorities for some topics.

[96] The IC:

- *Approved* the new format of the Framework for the Standards and Implementation

¹⁰ 10_IC_2019_May

- *Requested* the IPPC Secretariat to explore possibilities for having information from the Framework for Standards and Implementation to be presented in an electronic format that could be searched and filtered.
- *Agreed* to suggest some changes to the SC and SSU to be applied in parts of the Framework for the Standards and Implementation under the SC responsibility as follows:
 - Key result area A1
The gaps identified for standards could be addressed by implementation materials.
 - Key result area A3
The gap identified for standards could be addressed by implementation materials.
 - Key result area C3
The gaps identified for Standards:
 - Elements of an effective NPPO e.g. training, engagement of stakeholders, competency (Priority 1): This has already been addressed by existing guides and training materials
 - National legislation requirements (Priority 4): The IC need clarification on what is topic outcome
 - Clarification on the concepts of integrated measures and systems approach (Priority 4): The IC suggest this topic is moved to A4.
 - Overlapped gaps identified for Standards
National legislation requirements (Priority 4) is indicated three times under C3, C4 and C7.
- *Requested* the IPPC Secretariat to set an IC – SC joint e-forum by 31 May 2019 for a two-week discussion between IC and SC Members on the Framework. The IC and SC Framework champions to conclude the outcomes of the e-discussion by 28 June
- *Requested the IST* to check links of materials related to National Reporting Obligations on relevance and applicability
- *Requested* the Secretariat to hyperlink all supporting documents
- *Agreed* that the Guidelines for the prevention, eradication and containment of *Xylella fastidiosa* in olive-growing areas¹¹ produced by the FAO should be considered a contributed resource
- *Noted* that the implementation of ePhyto requires the development of implementation and capacity development materials for contracting parties wishing to be part of the electronic phytosanitary certificates exchange system

¹¹ Guidelines for the prevention, eradication and containment of *Xylella fastidiosa* in olive-growing areas available at: <http://www.fao.org/3/i5994en/i5994EN.pdf>

- *Requested* that consideration be given to include guidance to contracting parties on setting a list of regulated pests in the Guide on Pest Status (2017-048) which is currently under development
- *Agreed* on the changes to the Framework for the Standards and Implementation as reflected in the APPENDIX 6 of this report
- *Advised* that reasons for changes applied to the Framework for the Standards and Implementation should be clearly communicated to the upcoming SPG meeting by the Secretariat.

7. IC Sub-groups

7.1. Sea Containers Task Force (SCTF)

[97] Mr Mamoun ALBAKRI (JORDAN), IC Lead for the Sea Containers Task Force (SCTF) presented the update on CPM -14 (2019) and Bureau discussions on the status of the SCTF and the progress on the implementation of their 2019 SCTF Work Plan¹².

[98] In relation to the approval of the 2019 SCTF Work Plan and the SCTF Multi-year Action on the e-decision, the IC Chair pointed out that clarification is needed about the e-decision process by the IC. According to the section of 2.8 e-decisions: IC procedures for discussing and making decisions by electronic means of the Procedure Manual for ICD, if there are no objections by the deadline, the IC is considered to be in agreement and a course of action in line with the decision should be taken. An IC member suggested that this rule of agreement is indicated on each IC e-forum.

[99] The IC:

- *Noted* the progress of the implementation of 2019 SCTF Work plan
- *Approved* 2019 SCTF Work Plan as presented in the APPENDIX 7 of this report
- *Approved* the IPPC SCTF Multi-year Action Plan (2017- 2021) as presented in the APPENDIX 8 of this report
- *Requested* the IC Lead for the SCTF to inform the SCTF of the approval of the work plan and Multi-year Action Plan and request SCTF members to identify the expected outcome for each action item and track its progress.
- *Stressed* the importance of IC Members to respond to e-decisions within the identified deadlines, as after the deadline, with no opposition, the issue under the discussion would be considered approved
- *Agreed* the IC Chair to draft changes to the “2.8 e-decisions: Implementation and Capacity Development Committee procedures for discussing and making decisions by electronic

¹² 08_IC_2019_May

means” of the IPPC Procedure Manual for Implementation and Capacity Development¹³ by 6 June 2019 to be further discussed by the IC members through an IC e-decision.

7.2. IRSS

[100] Mr Dominique PELLETIER (CANADA), IC Lead of the IRSS Sub-group presented IRSS background information and recalled the IC had agreed IRSS third cycle topics and their priorities¹⁴.

[101] The IPPC Secretariat informed the IC that a consultant will be soon hired to advance the IRSS work plan. New topics submissions by the SC and TC-RPPOs were communicated. The IPPC Secretariat proposed changing the priority of the topic “EU proposal for a survey on the success of implementation of PFAs” from Priority 2 to Priority 1. It was clarified that the survey on PFAs fits well in the extensive work conducted by the IPPC Secretariat on PFAs: IPPC PFAs Guide and International Symposium for PFAs and Surveillance (2017-053). Advancing the IRSS survey on PFAs would allow to understand the baseline of the implementation of PFAs related ISPMs and to measure the impact of the PFAs ICD activities undertaken.

[102] The IC:

- *Agreed* that new topics proposed for the IRSS third circle to be accompanied by a summary document by submitters to be further discussed by the IRSS IC Sub-group in a virtual meeting
- *Requested* the IPPC Secretariat to provide relevant summaries for IRSS topics proposed at this meeting by the SC, TC-RPPOs and IPPC Secretariat
- *Requested* the IC Sub-group on IRSS to develop a process for the submission of new IRSS topics or proposals for changes in the priorities in the middle of an IRSS cycle
- *Agreed* to increase the Priority for the topic on the “EU proposal for a survey on the success of implementation of PFAs” from 2 to 1.
- *Noted* the Report of the IC IRSS Sub-group 2018-09-10 virtual meeting¹⁵
- *Noted* the membership of the IC IRSS Sub-group
- *Noted* the update from the IC IRSS Sub-group
- *Requested* the Secretariat to seek a Bureau representative for the IC IRSS Sub-group
- *Approved* the IC IRSS Sub-group work plan as reflected in the APPENDIX 9 of this report.

¹³ IPPC Procedure Manual for Implementation and Capacity Development available at: <https://www.ippc.int/en/publications/87034/>

¹⁴ 16_IC_2019_May

¹⁵ 2018-09 Report of IC Sub-group for IRSS (virtual meeting) available at: <https://www.ippc.int/en/publications/86565/>

7.3. Dispute Avoidance and Settlement

[103] Ms Stephanie BLOEM, IC Lead for the IC Sub-group on Dispute Avoidance and Settlement (DAS), provided information on Regional Plant Protection Organizations processes on DAS¹⁶, as well as on the status of the Call for experts to take part in the IC Sub-group on DAS¹⁷. As no official nominations have been received on the closing date, the Secretariat extended the deadline to 14 June 2019, the announcement was modified and reminders were sent to the IPPC Community via e-mail.

[104] The IC felt that if no nominations are received by the deadline then they could consider changing the TOR for the call so that submissions are facilitated.

[105] The IC:

- *Noted* the update from the IC Sub-group on Dispute Avoidance and Settlement (DAS)
- *Noted* the information on the Regional Plant Protection Organizations processes on Dispute Avoidance and Settlement (DAS)
- *Requested* the IPPC Secretariat to request FAO Legal Office to start reviewing the existing CPM adopted Dispute Settlement Procedures.

8. IC teams

8.1. National Reporting Obligations

[106] The IST reported on their current role and activities on National Reporting Obligations (NROs)¹⁸. A global NROs survey was issued to CPs to identify needs for the improvement of the NRO related IPP pages and programme to increase CPs reports on NROs. Very few responses were received so far (15), these mainly suggested improving the functionalities of the IPP NRO pages and proposed that efforts be made to increase the visibility of related resource. The IC was requested to encourage NPPOs in their regions to provide responses to the Survey.

[107] An IC Member enquired about arrangements for the development and delivery of presentations/ exercises during the IPPC RWs. A suggestion was made that consolidated feedback from IPPC RWs could be provided to the IC to help identify relevant follow up actions. The IST highlighted that RWs materials on NRO materials would benefit from the IC and SC inputs.

[108] An IC Member underscored that emergency responses, supported by donors and different international organizations, are triggered by pest reporting. However, there are still challenges with the official NROs reports as countries fear that immediate restrictions may affect their market access. It was suggested that CPs should be informed that if they have good pest status reporting it might help them to receive technical assistance.

¹⁶ 07_IC_2019_May

¹⁷ 15_IC_2019_May

¹⁸ 13_IC_2019_May

[109] An IC Member thought that presenting information on those countries which do not comply with NROs might help improve reporting. Putting a new emphasis on the importance of meeting NROs in light of the IYPH should be considered.

[110] The RPPOs representative felt that RPPOs might be in position to assist with helping CPs improve their pest reporting obligations. The RPPOs could initiate work in collaboration with the IPPC Secretariat on this so that member countries, as part of their IYPH activities, ensure their information is up-to-date.

[111] Some IC members recalled that there was no need to increase the Secretariat's effort other than delivery activities of the work programme attached to this report. NROs related activities should be agreed to by the IC, the oversight body for NROs, and annual work plans to be presented at the May IC meetings. Any changes to these plans should be agreed to by the IC prior the activities start. The IC considered changes to the governance of the NROs, such as the establishment of an IC Sub-group, but it was agreed to add some additional IC Members to the NRO Team and reconsider the establishment of an NRO Sub-group at a later stage.

[112] The IC NROs Team Work Plan was presented by Ms Sally JENNINGS (NEW ZEALAND), the IC lead for the IC team.

[113] The IC :

- *Requested* to be updated on the Integration and Support Team work on NROs
- *Agreed* that information on NROs should be prepared by the Integration and Support Team (IST) and NRO IC Team and reported to the IC during their May meetings. The IC in turn would present a report to the CPM. The approach of the SPS Committee on sharing information on notifications submitted by member countries to be considered by the IC NRO Team.
- *Encouraged* RPPOs to update their member countries NRO information on the IPP as part of their IYPH activities to promote plant health. The IST to work with the RPPOs in this regard.
- *Encouraged* RPPOs to include NROs in their agenda for TC-RPPOs 2019 meeting
- *Requested* the IST to work with the NRO IC Team to provide suggestions on how to improve NROs through reaching out projects meant to provide assistance on emergencies
- *Requested* the IST to continue work as outlined in their current work programme, no additional activities to be undertaken without IC consultation
- *Requested* to extend the NROs Survey's deadline by 15 October 2019 so that CPs could contribute during the IPPC Regional Workshops
- *Requested* the IST to work with the NRO IC Team to provide an analysis of NROs reports for last five years per reporting obligation and present it to the IC by 15 June 2019 so that IC members could identify relevant actions for their respective regions
- *Nominated* Ms Olga LAVRENTJEVA (ESTONIA), Ms Magda GONZALEZ ARROYO (COSTA RICA) and Mr Mamoun ALBAKRI (JORDAN) as Members of the IC NRO Team to support the Lead, Ms Sally JENNINGS (NEW ZEALAND)

- *Requested* the IST to share the analysis of responses to the NROs survey with the IC, via the NRO IC team
- *Requested* the IST to share 2019 IPPC Regional Workshops materials on NROs with the IC NRO Team to receive suggestions from them
- *Agreed* to the IC NRO Team work plan as available in the APPENDIX 10 of this report.

8.2. PCE and Strategy

[114] Ms Magda GONZALEZ ARROYO (COSTA RICA), IC Lead of the PCE Strategy Team, presented a proposed Phytosanitary Capacity Evaluation (PCE) Strategy for 2020-2030¹⁹. The proposed strategy is linked to the relevant component of the IPPC Strategic Framework 2020-2030. Specifically to the 2030 Key Result Areas - ICD 2: *The Phytosanitary Capacity Evaluation tool has been widely used by member countries to understand strengths and weaknesses and develop plans to address capacity deficiencies.*

[115] An IC Member underscored the importance of the PCE for developing countries. More PCE facilitators are needed to assist CPs wishing to apply PCEs. Questions were raised whether PCE facilitators training planned within the presented document could be advanced to 2022. It was noted that if a region wishes to discuss issues related to the PCE during the IPPC RW that could be addressed under the region specific agenda items.

[116] One member requested some background information on the history of the PCE be included in the Strategy.

[117] The IC Chair felt that considerations should be given on how to simplify the accreditation process of the PCE facilitators. Those who have already been trained could be involved in PCE related activities for awareness raising purposes. The IC Lead on the PCE Strategy Team thought that local NPPO staff members could be trained through the national projects to maximize resources. This would be valuable addition to the pool of experts trained under the STDF 401 project.

[118] The IPPC Secretariat clarified that the implementation of activities highlighted in the PCE Strategy is the subject to the resources availability. Having an agreed strategy should facilitate resource mobilization.

[119] The IC:

- *Requested* the IPPC Secretariat to add some background information on the history of the PCE in the Phytosanitary Capacity Evaluation Strategy (PCE) for 2020-2030
- *Approved* the proposed Phytosanitary Capacity Evaluation (PCE) Strategy for 2020-2030 as reflected in the APPENDIX 11 of this report subject to the addition of an introductory paragraph
- *Agreed* to share the Phytosanitary Capacity Evaluation (PCE) Strategy for 2020-2030 with external stakeholders for awareness raising purposes.

¹⁹ 25_IC_2019_May

8.3. Task Force on Topics

- [120] Mr Chris Dale (AUSTRALIA), IC Lead to the Task Force on Topics (TFT), provided an update on the TFT work in preparation for CPM-14²⁰. The CPM-14 decisions were also referred to. The IC was informed that a TFT presentation to facilitate the submission of a complete set of documents and better understanding of the process of the Call for Topics: Standards and Implementation by CPs would be developed for 2019 IPPC RWs. The presentation are to be based on the lessons learnt from 2018 Call for Topics: Standards and Implementation.
- [121] The IC deleted the topic on *Guides and training materials, Strategy, policies and process* (2017-037) from the List of Implementation and Capacity Development Topics (List), as the Strategy and the Process for the Development of IPPC Guides and Training Materials has been finalized and approved by the IC at its 2018 November meeting.
- [122] The topic on *PCE tool, Strategy and policies for implementation* (2017-038) was deleted from the List as the product was delivered under agenda item 8.2.
- [123] The IC thought that the implementation topics *ISPM 15 treatment: Dielectric heat treatments, Guide* (2012-015) and *ISPM 15 treatment: Approval and monitoring of Heat treatment and dielectric heat treatment facilities, Guide* (2017-043) could be merged in one Guide subsequently leading to the change of the title of the topic(s). The final recommendation rests with the Working Group to be set for the development of relevant materials.
- [124] The IC deleted the topics on *Pest Free Areas (PFA) Guide* (2017-045) and *Pest Risk Communication Guide* (2017-046) as those Guides are delivered²¹.
- [125] For the topic on *IPPC Guide on the development and implementation of programmes for the authorization of entities to perform phytosanitary actions* (2018-040), a two- step approach is to be applied. The IC thought that awareness raising materials should be prepared for 2019 IPPC RWs as the priority, while the guide will be developed later once the final outline of the relevant ISPM is clear.
- [126] Ms Sally JENNINGS (NEW ZEALAND), IC member, offered the Secretariat to assist with the development of *Pest Free Areas (PFA), eLearning* (2017-044) based on the IPPC Guide on PFAs. Topics on *Dispute avoidance and settlement Guide* (2004-034), *Dispute settlement Procedures-Revision* (1999-005) and *Dispute avoidance and settlement* (2001-005) were rethought. It was underscored that there are two main activities to be undertaken. The revision of existing procedures with the support of the FAO Legal Office to be followed by the development of a Guide to assist CPs with the dispute avoidance and settlement. Based on the discussions the topic on *Dispute avoidance and settlement* (2001-005) was recommended to be deleted from the List.
- [127] Mr Chris DALE (AUSTRALIA), IC Member proposed to reevaluate the work on the topic on *Pest diagnostic* (2016-015) as diagnostics are integral part of the Surveillance to define whether the work could be further progressed. The IPPC Secretariat noted that this work was

²⁰ 18_IC_2019_May

²¹ These Guides will be available at: <https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/>

initially initiated by the Capacity Development Committee (CDC) to assist with the implementation of the CPM recommendation on the Importance of Pest Diagnosis (R-07).

- [128] Submission on *Risk based inspection of imported consignments* (2018-022) was thought important to support the implementation of the Trade Facilitation Agreement and work undertaken by World Bank Group (WBG) although the CPM has not decided whether this topic should be a standard or implementation resource. The IC discussed a possibility to develop an outline for an implementation guide for Risk Based Inspection based on Risk Based Inspection Guide currently being developed by NAPPO for future consideration.
- [129] The IC recommended that the topic on *e-Commerce* (2017-050) was deleted, as it was understood that the work will be delivered under the topic on *e-Commerce, Guide* (2017-039).
- [130] The IC also recommended that the topic title of *Emerging pest* (2017-051) is changed to “Strengthening Pest Outbreak Alert and Response Systems” to align the activities with the IPPC SF 2020-2030.
- [131] The topics on *Surveillance, case study on fruit flies* (2016-017), *Surveillance, case study on invasive ants* (2016-018) and *Surveillance, case study on Xylella fastidiosa* (2016-019) were recommended to be deleted as the IC thought that those become part of the reformatted topic on *Surveillance, Implementation Programme (pilot)* (2015-015). For the topic 2015-015, the IC recommended that title is changed to “Plant health surveillance portal”.
- [132] The topics on *Symposium on Pest Free Areas and Surveillance* (2017-053) and *One Belt One Road, High level symposiums* (2016-020) were also recommended to be deleted from the List as the IC thought that symposia do not fall under the List.
- [133] The topic on *Plant Health train the trainer, Workshop* (2017-054) was recommended that the title is changed to “Plant Health officer training curriculum” considering its relevance at global level.
- [134] The IC :
- *Reviewed* the List of Implementation and Capacity Development Topics, assigned drafting bodies, modality of implementation resources to be developed, identified IC Leads and recommended modifying priorities and topic titles and deleting from the List as reflected in the APPENDIX 12 of this report
 - *Requested* the IPPC Secretariat to reflect reasons for the pending status for Implementation and Capacity Development Topics in the List
 - *Requested* the IPPC Secretariat to request the FAO Legal Office to revise the dispute settlement procedures and report back to the IC. Those procedures would serve as a basis for the development of the topic on *Guide on the dispute avoidance and settlement procedures* (2004-034)
 - *Agreed* IC Leads for the Implementation and Capacity Development topics to develop communication and implementation plans for priority topics. The IPPC Secretariat to provide templates to the IC Leads to be followed

- *Agreed* Ms Stephanie BLOEM, RPPOs Representative, to develop an outline for an implementation resource for the submission on *Risk based inspection of imported consignments* (2018-022).
- *Agreed* the IPPC Secretariat and Mr Chris DALE (AUSTRALIA) to evaluate the work conducted on the topic on *Pest diagnostic* (2016-015) and report back to the IC.
- *Agreed* to discuss possible approaches to review the use and development of diagnostic protocols and determine how to proceed in coordination with the SC under agenda item 7.2 IRSS
- *Agreed* to provide the CPM Bureau with the following recommendations on:
 - the scope of the Call for Topics: Standards and Implementation - the scope to be defined based on the strategic objectives of the IPPC Strategic Framework 2020-2030 and criteria for topics
 - the completeness of submissions in response to the Call for Topics: Standards and Implementation - incomplete submissions should not be accepted to facilitate the work of the Task Force on Topics
 - modality for implementation resources - once the topic is accepted by the CPM, the IC to define the modality for the implementation resource (Guide, eLearning, etc.)
 - ePhyto – further clarity is needed for addressing ePhyto related topic submissions.
- *Agreed* IC Members Mr Dominique PELLETIER (CANADA), Mr Francisco GUTIERREZ (BELIZE) and Mr Philip NJOROGI (KENYA) to assist the Steward for the draft ISPM on Authorization of entities to perform phytosanitary actions (2018-040) to develop materials for 2019 IPPC Regional Workshops.

8.4. Guides and training materials

[135] The IPPC Secretariat provided the update on the status of the development of the IPPC Guides and training materials²².

[136] An IC Member thought the IRSS Help Desk²³ is underutilized. The IFU Lead shared some information on the usage of the IRSS Help Desk and indicated that, with the reorganization of web resources, this functionality may no longer be needed.

[137] The IC :

- *Requested* the IC Team on Guides and training materials to review the recommendations of the STDF project 350 evaluation report and prepare responses for the IC by end of July 2019.

²² 14_IC_2019_May

²³ IRSS Helpdesk available at: <https://www.ippc.int/en/irss/helpdesk/>

- *Agreed* to submit the responses to the STDF project 350 evaluation report²⁴ to an IC e-Decision, in time so the Secretariat could present them back to the STDF Working Group.

8.5. Projects

[138] Mr Chris Dale (AUSTRALIA), IC Lead for the IC Team on Projects provided an overview of the work conducted in collaboration with the IPPC Secretariat along with other members of the Team²⁵. The CPM Bureau decision was recalled that the IC is not expected to be the oversight body for all IPPC Secretariat projects. The challenge is to maintain the linkages with ICD projects without overloading IC members and IFU staff. The IC also discussed the idea of setting up an electronic database of projects. Information on projects could be linked to the proposed ICD Landing Page once in place.

[139] The IC Lead for the IC Team on Projects presented the proposed Strategy and Process on How the IC Reviews and Analyses ICD Projects and project reporting template. The IC thought the presented Strategy and Process is very comprehensive.

[140] An IC Member proposed that the term of “oversight” used for projects to be replaced by “review and recommend” excluding those cases where the IC stands as the Steering Committee of the project. The IC Chair presented her understanding of the oversight of projects. As there was still ambiguity on several terms, the IC Team Lead for projects was requested to provide descriptions on the following: Steering Committee, oversight, review and analysis.

[141] The IC:

- *Noted* the Projects on Implementation and Capacity Development available on the IPP as reflected in the APPENDIX 13
- *Approved* the Strategy and Process on How the IC Reviews and Analyses Implementation and Capacity Development Projects and project reporting template as reflected in the APPENDIX 14
- *Requested* the IPPC Secretariat to investigate whether a web-based data entry for projects, project templates and project reports could be established.

8.6. Implementation and Capacity Development Web resources

[142] Ms Stephanie BLOEM, IC Team Lead for ICD Web- based Resources, presented a more developed example of the proposed Landing Page previously discussed and endorsed by the IC December 2018 meeting²⁶. The example included additional details on structure and guidance that might be part of the Landing Page for Pest Risk Analysis (PRA).

[143] IC Members thought that the proposed Landing Page was user friendly and well structured. A concern was raised regarding the sustainability of the use of links to resources instead of

²⁴ Ex-post Evaluation of the STDF Project STDF/PG/350 available at: http://www.standardsfacility.org/sites/default/files/STDF_PG_350_Evaluation_Report_Jan19.pdf

²⁵ 24_IC_2019_May

²⁶ 04_IC_2019_May, 05_IC_2019_May

having the documents posted on the IPP. It was underscored that for many developing countries having access to the repository of resources that would be immediately downloadable from the IPP, instead of having links to be followed, would be crucial for being able to make the best use of the information.

[144] IC leads, with relevant knowledge, could be assigned to help aggregate and develop the material related to the different pillars of the Landing Page. Additional guidance could also be provided to users to make the best use of the pages.

[145] It was underscored that the proposed structure needs some new thinking and the consideration of new approaches from the IPPC Secretariat to access information needed by stakeholders as it may encompass both Standard and Implementation materials.

[146] Mr Chris DALE (AUSTRALIA), IC Lead for the IC SC Collaboration, highlighted that future potential activities on Surveillance fit well in the proposed structure. The IC suggested a draft surveillance portal/subpage be prepared and demonstrated along with the PRA page.

[147] The IST thought that the IC proposed structure is well thought and based on an in-depth user-needs assessment. A layout will be provided by the IST so that feasibility could be tested. The population of information on the pages would follow.

The IC:

- *Requested* the Integration and Support Team and Implementation and Facilitation Unit work collaboratively with the IC Team on Implementation and Capacity Development Web-based Resources Management to develop a mock-up and consider how to link it to the IPP home page. The feasibility to doing this work should also be investigated. A timeframe and work plan for the implementation to be proposed and agreed once discussed.
- *Agreed* Ms Stephanie BLOEM, IC Team Lead for Implementation and Capacity Development Web-based Resources Management to develop the structure of the Landing Page for Inspection
- *Agreed* Mr Chris DALE (AUSTRALIA), IC Lead for the IC-SC Collaboration to develop the structure of the Landing Page for Surveillance
- *Requested* the Integration and Support Team to use the conclusions and work with the IC team on Web-based Resources management and develop a mock-up of the proposed structure to be presented at 2019 IC November meeting.

[148] Review process for contributed resources

[149] The IPPC Secretariat presented proposed process and criteria for reviewing and agreeing to contributed resources prior to posting on the IPP²⁷. Lessons learned by the CDC were communicated.

[150] The RPPOs representative raised a concern on the new FAO based page only allowing links to documents rather than allowing the direct posting as explained by IST. Many of technical resources are not posted on the internet and links cannot be provided. In some cases there is a

²⁷ 22_IC_2019_May

need to post pdf documents. Contributed resources²⁸ are mainly for developing countries. Therefore, having the IPPC Secretariat repository available is crucial.

[151] The IST clarified that the IPPC Secretariat has its repository where those documents not available elsewhere are kept. However, with moving the IPP to FAO platform there would not be a possibility to keep outside documents in FAO repository.

[152] The IC thought that for cases where ISPMs are not available, then Regional standards could be linked with a clear disclaimer that those apply to countries of the region.

[153] The IC:

- *Request* the IST to investigate with FAO relevant divisions a possibility to maintain an IPPC Secretariat repository for the purposes of contributed resources
- *Assigned* Ms Sally JENNINGS (NEW ZEALAND) as the Lead for the contributed resources with the responsibility to lead the review of contributed resources
- *Agreed* on the Criteria for the posting of contributed phytosanitary resources on the IPP as available in the APPENDIX 15 of this report.

9. Review of IC Terms of Reference and Rules of Procedure

9.1. IC input on revision of IC Terms of Reference and Rules of Procedure

[154] The IFU Lead presented proposed changes to the IC TOR that incorporated the feedback from FAO Legal Office. The 2018 November IC meeting discussions on the TOR were recalled. It was noted that duplications in roles and functions were removed. Clarity was introduced on the membership. There are 12 IC members. SC and RPPOs representatives are not full members and are invited to attend IC meetings and have active participation in delivering the IC objectives. Roles of the IPPC Secretariat and IC on project management and work plan were highlighted.

[155] An IC Member thought that the TOR should be clear that the IC should have an oversight role for selected projects. The IC Chair advised to keep the scope of projects open thus leaving space for flexibility.

[156] The IFU Lead and FAO Legal Officer highlighted that the IC could recommend to the CPM to establish an IC Sub-group, however the final decision rests with the CPM and it was outside of the IC mandate to establish such bodies and recommended this be changed and reflected in the TOR. However, IC Members underscored that proposed process seems to be cumbersome and could delay the IC work. A proposal was made to give the decision making responsibility to the CPM Bureau, but again the FAO Legal stated it was also outside of the Bureau mandate. In addition, it was thought that to ensure efficient operations the IC could turn to the establishment of IC Teams. A concern was raised that the IC is not meant to provide guidance on all implementation and capacity development activities of the Secretariat. The IC thought that the IC has a role in reviewing and recommending for new ICD projects and to analyze

²⁸ Contributed resources available at: <https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/contributed-resource-list/>

current ones. This question was further discussed when reviewing the strategy and process on how the IC reviews and analyses projects (Agenda Item 8.5).

[157] The IFU Lead clarified terms of the current IC that lasts until May 2020. The process for the next membership term of the IC to be initiated by the end of 2019. The number of consecutive terms an IC Member could serve for was discussed and left undefined in the TOR.

[158] An IC Member requested Rule 3 Procedure for nomination and selection of members of the Rules of Procedure (ROP) be more flexible to allow CPs to nominate IC regional representative members for the Bureau discussion. The IC Chair clarified that nominations should be agreed within the region internally so that CPs of the region have a common position and it was up to each region to establish their selection process. The role and importance of experts should be proved through the delivery of the issues relevant to their subject expertise. To maintain the continuity of the work the IC might consider recommending to the CPM the extension of terms of specific experts to allow them to deliver agreed activities.

[159] The IC discussed changes to IC TOR&ROP as proposed by the RPPOs representative in terms of the TC-RPPOs and SC representatives to clarify their role in the actions and activities.

[160] The IC Members agreed that having RPPOs and SC representatives participating in IC activities was important. It was highlighted that the current RPPOs representative serves as the lead of the IC Sub-group and teams, as outlined in the Procedure Manual for ICD.

[161] An IC Member recalled the discussion on the categorization of observers and clarifications are needed.

[162] The IC :

- *Decided* not to follow the legal advice that IC Sub-groups could be only established by the CPM and maintained the text allowing decision making power on the establishment of IC Sub-groups to remain with the IC, as it has been already agreed by the CPM through the IC Terms of Reference when the IC was initially established
- *Agreed* the Secretariat to investigate in collaboration with FAO the concept of observers so that future misunderstandings be avoided
- *Agreed* to recommend the IC Terms of Reference is modified to state the rule of representatives of SC and RPPOs to participate in IC activities excluding decision making
- *Agreed* to propose changes to the IC Terms of Reference as outlined in the APPENDIX 16 to the CPM Bureau
- *Thought* that the issue of having regional nominations open for nominations by contracting parties should be discussed with relevant Bureau members if they wish to advocate for the proposal.

10. Resource Mobilization for Implementation and Capacity Development activities

[163] The IPPC Secretariat underscored that resource mobilization is responsibility of all CPM Subsidiary Bodies to facilitate the delivery of the CPM priorities. Efforts should be dedicated to look for in-kind contributions.

[164] An IC Member for North America informed the IC on the in-kind contribution of the USA to host a training session on ePhyto in November 2019 (tentative date). It was noted that CPs are

providing more in-kind contributions. A proposed Surveillance initiative could be considered as such in-kind contribution. A donors' forum was proposed in the scope of the IYPH scope so that ICD area could be emphasized.

[165] The IC:

- *Agreed* that IC Representative to the IYPH Steering Committee to communicate the idea of a donors forum.

11. Procedure Manual for Implementation and Capacity Development

[166] The IPPC Secretariat and IC Chair presented proposed changes to the Procedure Manual for Implementation and Capacity Development²⁹.

[167] The IC Chair highlighted that changes were proposed to allow RPPOs and SC representatives to the IC to be leads for IC Sub-groups and Teams.

[168] The IC:

- *Approved* proposed changes on following sections of the Procedure Manual for Implementation and Capacity Development:
 - o Function of a rapporteur (section 2.3.3 of procedure manual for implementation and capacity development) as reflected in APPENDIX 17 of this report
 - o Guidelines on the role of IC lead and assistant lead (section 2.7 of procedure manual for implementation and capacity development) as reflected in APPENDIX 18 of this report

Rule 7 of the IC Sub-groups Rules of Procedure (section 3.1 of Procedure Manual for Implementation and Capacity Development) was agreed by the IC as proposed by FAO Legal Office as reflected in APPENDIX 19 of this report.

12. Review of IC Action list

[169] The IPPC Secretariat raised the issue of usefulness of the spreadsheet as the IC members do not use it frequently.

[170] The IC Chair encouraged the IC members to update their activities in the online spreadsheet. The list of members in IC Sub-groups and teams is presented in APPENDIX 20.

[171] The IC:

- *Requested* IPPC Secretariat to update the IC Action list as per IC current decisions
- *Agreed* that IC Leads to work on their relevant sections of the IC Action list

13. IC recommendations for CPM-15 (2020)

[172] The IC discussed the issue.

²⁹ 17_IC_2019_May

[173] The IC agreed to:

- *Request* the CPM support for the IC Members participation in different IPPC groups
- *Update* the CPM on the roles of the IC and Implementation and Facilitation Unit on the project related activities
- *Communicate* to the CPM the newly approved Phytosanitary Capacity Evaluation (PCE) Strategy for 2020-2030.

14. Conceptual Challenges in Standards Development in Terms of Implementation

[174] None.

15. Agenda items deferred to future IC meetings

[175] None.

16. Any Other Business

[176] None.

17. Date and Venue of the Next Meeting

[177] The next IC meeting will be held on 18-22 November, FAO HQ, Rome, Italy.

18. Evaluation of the meeting process

[178] The IPPC Secretariat invited the IC members to submit their responses to allow for the improvement of future meetings.

19. Review and Adoption of the Report

[179] The report was reviewed and adopted.

20. Close of the Meeting

[180] The IC Chair closed the meeting.

APPENDIX 1: Agenda

	Agenda Item	Document No.	Presenter
1.	Opening of the Meeting		LARSON
1.1	Opening by the IPPC Secretariat		XIA
2.	Meeting Arrangements		
2.1	Election of the Rapporteur		LAVRENTJEVA
2.2	Adoption of the Agenda	01_IC_2019_May	LAVRENTJEVA
3.	Administrative Matters		
3.1	Documents lists	02_IC_2019_May	YAMAMOTO
3.2	Participants lists	03_IC_2019_May	YAMAMOTO
3.3	Local information	Link to local information	CZERWIEN
4.	Outcomes of CPM-14 (2019)		
4.1	CPM-14 (2019) key issues <ul style="list-style-type: none"> - IPPC Strategic Framework 2020-2030 (Update of Phytosanitary Capacity Development Strategy) - e-Commerce - Emerging pests and emergency issues - Surveillance pilot project 	19_IC_2019_May IPPC National Phytosanitary Capacity Development Strategy	LAVRENTJEVA / LARSON
5	Updates from Bureau and Secretariat		
5.1	CPM Bureau	20_IC_2019_May IC Membership list	LARSON
5.2	Secretariat: Implementation and Facilitation Unit (IFU) Standard Setting Unit (SSU) Integration and Support Team (IST)	11_IC_2019_May Implementation and Facilitation staff Unit overview 06_IC_2019_May Oral discussion	LARSON NERSISYAN ALDOBAI
5.3	Summary of IC e-decision (from Nov 2018 to April 2019)	12_IC_2019_May	YAMAMOTO
6.	Cooperation between standard setting and implementation		
6.1	IC-SC Collaboration <ul style="list-style-type: none"> - Nomination of alternate IC rep to SC 	09_IC_2019_May	DALE/ SEPÚLVEDA LUQUE

	Agenda Item	Document No.	Presenter
6.2	Framework for standards and implementation	10_IC_2019_May	KITAHARA/ YAMAMOTO
7.	IC Sub-groups		
7.1	Sea Containers Task Force (SCTF)	08_IC_2019_May	ALBAKRI/ LOMSADZE
7.2	IRSS	16_IC_2019_May	PELLETIER/ LOMSADZE
7.3	Dispute Avoidance and Settlement - Information on RPPO processes	15_IC_2019_May 07_IC_2019_May	BLOEM / LARSON
8.	IC teams		
8.1	National Reporting Obligations	13_IC_2019_May	JENNINGS/ YANG
8.2	PCE and Strategy	25_IC_2019_May	GONZALEZ ARROYO/ BRUNEL
8.3	Task Force on Topics - Integration of adopted topics in list of ICD topics and review priorities - Development of implementation and communication plan - Review the use and development of diagnostic protocols	18_IC_2019_May Process for the Development of IPPC Implementation and Capacity Development Guides and Training Materials	DALE/ YAMAMOTO
8.4	Guides and training materials	14_IC_2019_May Ex-post Evaluation of the STDF Project STDF/PG/350	LOMSADZE
8.5	Projects - Process and reporting template	24_IC_2019_May	DALE/ BRUNEL
8.6	Implementation and Capacity Development Web resources - Review process for contributed resources	04_IC_2019_May 05_IC_2019_May 22_IC_2019_May	BLOEM/ LOMSADZE/ YAMAMOTO
9	Review of IC Terms of Reference and Rules of Procedure		
9.1	IC input on revision of IC Terms of Reference and Rules of Procedure	23_IC_2019_May	LAVRENTJEVA/ LARSON/ PARDO

	Agenda Item	Document No.	Presenter
10.	Resource Mobilization for Implementation and Capacity Development activities	Oral discussion	LAVRENTJEVA/ LARSON
11.	Procedure Manual for Implementation and Capacity Development	17_IC_2019_May Link to Procedure Manual for Implementation and Capacity Development	LAVRENTJEVA/ LARSON
12.	Review of IC Action list	21_IC_2019_May Link to Nov 2018 IC Meeting Report	LAVRENTJEVA/ YAMAMOTO
13.	IC recommendations for CPM-15 (2020)		LAVRENTJEVA
14.	Conceptual Challenges in Standards Development in Terms of Implementation	Oral discussion	LARSON
15.	Agenda items deferred to future IC meetings		LAVRENTJEVA
16.	Any Other Business		LAVRENTJEVA
17.	Date and Venue of the Next Meeting	18-22 November 2019, FAO HQ, Rome, Italy	LARSON
18.	Evaluation of the meeting process	Link to the survey	LARSON
19.	Review and Adoption of the Report		LAVRENTJEVA
20.	Close of the Meeting		LAVRENTJEVA/ LARSON

APPENDIX 2: Documents List

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
01_IC_2019_May	2.2	Agenda	2019-04-26 2019-05-10
02_IC_2019_May	3.1	Documents list	2019-04-26 2019-05-10
03_IC_2019_May	3.2	Participants lists	2019-04-26 2019-05-10
04_IC_2019_May	8.6	Implementation and Capacity Development Web Resources	2019-04-24
05_IC_2019_May	8.6	Appendix 1 - Implementation and Capacity Development Web Resources	2019-04-24
06_IC_2019_May	5.2	Update on activities of Standard Setting Unit	2019-04-24
07_IC_2019_May	7.3	Dispute Avoidance and Settlement (DAS) – information on Regional Plant Protection Organization processes	2019-04-24
08_IC_2019_May	7.1	Update on Sea Containers Task Force	2019-04-25
09_IC_2019_May	6.1	IPPC Implementation and Capacity Development Committee and Standards Committee Collaboration Update	2019-04-25
10_IC_2019_May	6.2	Framework for Standards and Implementation	2019-04-25
11_IC_2019_May	5.2	Implementation and Facilitation Unit update to IC	2019-04-26
12_IC_2019_May	5.3	Summary of IC e-decision (from Nov 2018 to April 2019)	2019-04-25
13_IC_2019_May	8.1	NRO Report for IC meeting in May, 2019	2019-04-26
14_IC_2019_May	8.4	Status report on IPPC guides and training materials	2019-04-26
15_IC_2019_May	7.3	Update from the IC Sub-group: Dispute Avoidance and Settlement	2019-04-26
16_IC_2019_May	7.2	Update from the IC Sub-group: Implementation Review and Support System	2019-04-26
17_IC_2019_May	11	Procedure Manual for Implementation and Capacity Development	2019-04-26
18_IC_2019_May	8.3	Task Force on Topics	2019-04-26

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
19_IC_2019_May	4.1	Outcomes of CPM-14 (2019)	2019-04-26
20_IC_2019_May	5.1	Bureau update to IC May 2019	2019-04-26
21_IC_2019_May	12	IC Action list (2019-04-26)	2019-04-26
22_IC_2019_May	8.6	IC review process and criteria for posting contributed resources on the IPP	2019-04-26
23_IC_2019_May	9.1	IC input on revision of IC Terms of Reference and Rules of Procedure	2019-05-10
24_IC_2019_May	8.5	IC Implementation and Capacity Development Projects Update	2019-05-08
25_IC_2019_May	8.2	Phytosanitary Capacity Evaluation (PCE) Strategy for 2020-2030	2019-05-09

IPP LINKS:	Agenda item
Local Information	3.3
IPPC National Phytosanitary Capacity Development Strategy	4.1
IC Membership list	5.1
Implementation and Facilitation staff Unit overview	5.2
Process for the Development of IPPC Implementation and Capacity Development Guides and Training Materials	8.3
Ex-post Evaluation of the STDF Project STDF/PG/350	8.4
Procedure Manual for Implementation and Capacity Development	11
Nov 2018 IC Meeting Report	12

APPENDIX 3: Participants List

Region/ Role	Name, mailing, address, telephone	Email address
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SC representative	Mr Álvaro SEPÚLVEDA LUQUE Ingeniero Agrónomo / Encargado de Importaciones Servicio Agri-cola y Ganadero Servicio Agrícola y Ganadero División Protección Agrícola y Forestal Av. Bulnes No. 140, 3er. Piso Santiago de Chile CHILE Tel:+56 2 2345 1454 Fax:+56 2 2345 1203	alvaro.sepulveda@sag.gob.cl ; asepulveda@hotmail.com

Others

Region/ Role	Name, mailing, address, telephone	Email address
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IPPC Secretariat	Ms Barbara Peterson Implementation Facilitation Officer Suite 400, 4321 Still Creek Drive Burnaby, British Columbia V5C 6S7 CANADA	barbara.peterson@canada.ca

APPENDIX 4: IC Representatives to IPPC Regional Workshops

Seven IPPC Regional workshops are planned for 2019. A summary of dates, venues, IPPC Secretariat leads for these workshops as well as SC and IC members part of the regional organizing committees is provided below.

Region	Dates and venue (please check IPP calendar ³⁰ for latest information)	IPPC Secretariat lead	SC member (and alternate)	IC member (and alternate)
Africa	Kenya, 2-6 September	Ketevan LOMSADZE Ketevan.Lomsadze@fao.org	David KAMANGIRA (Alphonsine LOUHOARI TOKOZABA)	Faith NDUNGE
Asia	Republic of Korea, 2-6 September	Adriana MOREIRA, Adriana.Moreira@fao.org	Masahiro SAI	Christopher DALE
Caribbean	Antigua and Barbuda, 9-11 September	Brent LARSON Brent.Larson@fao.org	Ezequiel FERRO	Magda GONZALES
Central & Eastern Europe & Central Asia (CEECA)	Republic of Moldova, 2-6 September	Mirko MONTUORI Mirko.Montuori@fao.org	Laurence BOUHOT-DELDUC	Olga LAVRENTJEVA
Latin America	Medellin, Colombia, 2-6 September	Sarah BRUNEL sarah.brunel@fao.org	Ezequiel FERRO (Alvaro SEPULVEDA)	Francisco GUTIEREZ
Near East & North Africa	Lebanon, TBA	Shoki AL-DOBAI Shoki.AIDobai@fao.org	Abdulqader Khudhair ABBAS	Mamoun AL BAKRI
Pacific	Fiji, 26-28 August	Masumi YAMAMOTO Masumi.yamamoto@fao.org	Stephen BUTCHER	Ngatoko NGATOKO

³⁰ IPP Calendar: <https://www.ippc.int/en/year/calendar/>

APPENDIX 5: Summary of the Implementation and Capacity Development Committee e-decisions (forums) November 2018- April 2019

This paper provides a summary of the outcomes of the e-decision forums that the Implementation and Capacity Development Committee (IC) has conducted since its last meeting in November 2018.

Table 1: IC e-decisions (forums) presented between November 2018 and April 2019

E-decision number	IC decision (Forum)	IC members commenting in the forum	Polls (yes/no)
2018_eIC_Nov_08	Approval of a WCO permanent representative to be an invited expert for the SCTF	12	No
2019_eIC_May_01	IPPC Thematic Year Plant Health and Capacity Development 2019	7	No
2019_eIC_May_03	Approval of the SCTF 2019 work plan	5	No
2019_eIC_May_04	Approval of the SCTF Multi-year action plan	5	No
2019_eIC_May_05	Approval of replacement IC representative for the Focus Group on Commodity and Pathway Standards	11	No

2018_eIC_Nov_08: Approval of a WCO permanent representative to be an invited expert for the SCTF

The forum was open from 24 October to 7 November 2018.

The Secretariat reviewed IC member's responses. Twelve IC members commented on the forum and agreed with the nomination. The IC reached a consensus via the forum, therefore, there was no need to conduct a poll.

IC e-decision

The IC approved Mrs. Özlem SOYSANLI, to be an invited expert representing the World Customs Organization (WCO) to the SCTF.

2019_eIC_May_01: IPPC Thematic Year Plant Health and Capacity Development 2019

The forum was open from 03 to 18 December 2018.

The IC members provided ideas for the thematic year Plant Health and Capacity Development activities. The IC lead consolidated these ideas into an IC paper³¹ and submitted it to the IPPC Secretariat.

2019_eIC_May_03: Approval of the SCTF 2019 work plan

The forum was open from 17 January 2019.

³¹ IC paper on IPPC Thematic Year of Plant Health and Capacity Development 2019 available at: https://www.ippc.int/static/media/files/publication/en/2018/12/2019_eIC_May_01_ForumSummary_PHCD_2018-12-21_2qKLi0N.pdf

The Secretariat reviewed IC member's responses. Only five IC members commented on the forum. The IC confirmed the approval of the SCTF 2019 work plan at the May 2019 IC meeting.

2019_eIC_May_04: Approval of the SCTF Multi-year action plan

The forum was open from 17 January 2019.

The Secretariat reviewed IC member's responses. Only five IC members commented on the forum. The IC confirmed the approval of the SCTF Multi-year action plan at the May 2019 IC meeting.

2019_eIC_May_05: Approval of replacement IC representative for the Focus Group on Commodity and Pathway Standards

The forum was open from 26 April to 10 May 2019.

The Secretariat reviewed IC member's responses. Eleven IC members commented on the forum and agreed with the nomination. The IC reached a consensus via the forum, therefore, there was no need to conduct a poll.

IC e-decision

The IC approved Ms Faith NDUNGE (Kenya) as the IC representative for the Focus Group on Commodity and Pathway Standards.

Appendix 6: Proposed revision of Framework for Standards and Implementation

Proposed revision of Framework for Standards and Implementation Updated by SC May 2019 and IC May 2019

1. What is the Framework for Standards and Implementation?

The Framework for Standards and Implementation is a database of existing or proposed standards and tools for implementation aligning with the IPPC Strategic Framework for 2020-2030 (draft) in order to enable the identification of gaps as guidance for the development of standards and implementation materials to support implementation of the Convention, standards and CPM recommendations.

2. Objective of this document

The Framework provides transparency of existing or proposed standards and tools for implementation and helps identify gaps capturing the CPM priorities in order to guide inclusion of submitted topics into the list of topics for IPPC standards or Implementation and Capacity Development topics.

3. Legend:

Strategic Objective (A, B or C), Key Result Area (A1-A6, B1-B5 or C1-C7)/Development Agenda (1-8) of IPPC Strategic Framework 2020-2030 (draft)³²

	Standards	Implementation
Developed materials	<ul style="list-style-type: none"> • Adopted standards³³ • CPM Recommendations³⁴ 	<ul style="list-style-type: none"> • Explanatory documents for ISPMs³⁵ • IPPC Guides and training materials³⁶
List of topics	<ul style="list-style-type: none"> • Topics/subjects on the list of topics for IPPC Standards³⁷ 	<ul style="list-style-type: none"> • List of Implementation and Capacity Development topics³⁸ (NOTE: At the May 2019 IC meeting, the IC agreed to recommend some modifications to the list. These modifications are included in track changes and pending for CPM approval.)
Gaps identified	<ul style="list-style-type: none"> • Standards topics/subjects that need to be addressed 	<ul style="list-style-type: none"> • Implementation topics that need to be addressed
Supporting documents	<ul style="list-style-type: none"> • IRSS studies³⁹ • IRSS topics⁴⁰ • Other relevant information 	

4. Notes:

1. List of Topics include topics/subjects on the list of topics for IPPC Standards/ list of Implementation and Capacity Development topics. All topics/subjects on those two lists are covered with their CPM approved priorities. **ISPMs and new topics adopted and noted by CPM-14 (2019) are indicated in yellow highlighted text.**
2. Gaps identified include topics/subjects that need to be addressed.
3. As 2030 Key result areas and Development Agendas of IPPC Strategic Framework 2020-2030 (draft) may relate to a wide range of materials, materials that only principally relate to those themes are indicated in this Framework.

³² IPPC Strategic Framework 2020-2030 (draft): <https://www.ippc.int/en/core-activities/governance/cpm/>

³³ Adopted standards: <https://www.ippc.int/en/core-activities/standards-setting/ispms/>

³⁴ CPM Recommendations: <https://www.ippc.int/en/core-activities/governance/cpm/cpm-recommendations-1/cpm-recommendations/>

³⁵ Explanatory documents for ISPMs: <https://www.ippc.int/en/core-activities/standards-setting/explanatory-documents-international-standards-phytosanitary-measures/>

³⁶ IPPC Guides and training materials: <https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/>

³⁷ List of Topics for IPPC Standards: <https://www.ippc.int/en/core-activities/standards-setting/list-topics-ippc-standards/>

³⁸ List of Implementation and Capacity Development topics: <https://www.ippc.int/en/publications/86844/> (the link to be updated)

³⁹ IRSS studies: <https://www.ippc.int/en/irss/activities/>

⁴⁰ IRSS topics Appendix 11, November 2019 IC meeting report: https://www.ippc.int/static/media/files/publication/en/2018/12/Report_IC_November_2018-12-20.pdf

5. IPPC Strategic Framework 2020-2030 (draft) Strategic Objectives, Key Result Areas and Development Agenda:

STRATEGIC OBJECTIVES AND KEY RESULT AREAS

A

Enhance global food security & increase sustainable agricultural productivity

- A1: All NPPOs have effective pest surveillance systems
- A2: All NPPOs have strong capacities to monitor, detect, diagnose, report and prepare rapid responses to pest outbreaks
- A3: A plant health emergency response supports countries with emergency response system tools and knowledge
- A4: Sustainable pest risk management options, such as 'systems approaches', are implemented throughout the value chain
- A5: All NPPOs have Pest Risk Analysis (PRA) capacity
- A6: Pest risk prevention is integrated throughout the value chain

B

Protect the environment from the impacts of plant pests

- B1: NPPOs work with national environmental sector agencies to support pest management programmes aimed at environmental protection
- B2: NPPOs have mechanisms in place to control the spread of environmental contaminating pests on non-plant trade pathways.
- B3: Mechanisms are in place to share adaptation strategies for responding to the impacts of climate change
- B4: Agencies with environmental and forest biodiversity stewardship responsibilities regularly access information and other resources managed by the IPPC Secretariat
- B5: NPPOs continue to improve their capacity to implement key IPPC standards which directly address the spread of forest and environmental pests

C

Facilitate safe trade, development & economic growth

- C1: Commodity specific standards with harmonised phytosanitary measures have facilitated trade negotiations and simplified safe trade in plant products
- C2: Detection of pests in trade pathways are declining
- C3: NPPOs have established phytosanitary export assurance and phytosanitary certification systems
- C4: The efficiency of electronic phytosanitary certification systems has improved including the Global ePhyto Hub and the Generic National System
- C5: NPPOs have access to expert advice to enable resolution of bilateral phytosanitary trade concerns
- C6: NPPOs are able to meet regularly to deliberate on matters of common interest
- C7: Member countries have legislation in place to enable implementation of ePhyto

IPPC DEVELOPMENT AGENDA 2020-2030

1. Harmonisation of Electronic Data Exchange
2. Commodity, and Pathway Specific ISPMs
3. Management of E-commerce and Courier Mail Pathways
4. Developing Guidance on the Use of Third Party Entities
5. Strengthening Pest Outbreak Alert and Response Systems
6. Assessment and Management of Climate Change Impacts on Plant Health
7. Global Phytosanitary Research Coordination
8. Diagnostic Laboratory Networking

A1

Strategic objective A: *Enhance Global Food Security and Increase Sustainable Agricultural Productivity*

Key result area A1: *All NPPOs have effective pest surveillance systems in place for timely detection of new pest arrivals and monitoring spread*

	Standards	Implementation
Developed materials	<ul style="list-style-type: none"> • Requirements for the establishment of pest free areas (ISPM 4) • Surveillance (ISPM 6) • Determination of pest status in an area (ISPM 8) • Requirements for the establishment of pest free places of production and pest free production sites (ISPM 10) • Requirements for the establishment of areas of low pest prevalence (ISPM 22) • Establishment of pest free areas for fruit flies (Tephritidae) (ISPM 26) • Recognition of pest free areas and areas of low pest prevalence (ISPM 29) 	<ul style="list-style-type: none"> • Guide, Plant Pest Surveillance • Guide, Pest Free Area
List of topics	<ul style="list-style-type: none"> • Revision of ISPM 8 Determination of pest status in an area (2009-005, Priority 1) • Revision of ISPM 4 Requirements for the establishment of pest free areas (2009-002, Priority 4) 	<ul style="list-style-type: none"> • Guidelines for surveillance of <i>Xylella fastidiosa</i> (2018-037, Priority 1) • Plant Heath Surveillance portal Surveillance, Implementation Programme on (pilot) (2015-015, Priority 1 Pending) • Plant Pest Surveillance Guide Revision (2017-049, Priority 13) • Pest Free Areas, Global workshop (2017-053, Priority 1) • Pest Status, Guide (2017-048, Priority 2) • Pest Free Areas (PFA), eLearning (2017-044, Priority 2) • Fruit fly standards, Infographic (FAO/IAEA) (2017-042, Priority 23) • Implementation of official control (ISPM 5; Supplement 1) and pest free areas (ISPM 4) (2018-007, Priority 3) • Fruit fly phytosanitary procedures, Guide (2017-040, Priority 3) • Fruit fly standards, Guide on suite of standards (2017-041, Priority 3) • Smart phone application to monitor <i>Xylella fastidiosa</i> for all relevant stakeholders and a mapping system to follow up on its global distribution (2018-023, Priority 4) • Surveillance, case study on fruit flies (2016-017, Pending) • Surveillance, case study on invasive ants (2016-018, Pending) • Surveillance, case study on <i>Xylella fastidiosa</i> (2016-019, Pending)
Gaps identified	<ul style="list-style-type: none"> • Specific guidance on surveillance for a pest or a group of pests (Priority 3) • Specific guidance on PFA, PFPP and ALPP for a pest or a group of pests (Priority 4) (Note to SC: these topics could be addressed by Implementation materials) 	
Supporting documents		

A2

Strategic objective A: Enhance Global Food Security and Increase Sustainable Agricultural Productivity

Key result area A2: All NPPOs have strong capacities to monitor, detect, diagnose, report, and prepare rapid responses to pest outbreaks, so that these pests do not cause major impacts on food supplies and they do not spread thereby threatening other regions and trading partners.

Development agenda 8: Diagnostic Laboratories Networking

	Standards	Implementation
Developed materials	<ul style="list-style-type: none"> • <i>Surveillance (ISPM 6 Surveillance)</i> • <i>Determination of pest status in an area (ISPM 8)</i> • <i>Pest Reporting (ISPM 17)</i> • <i>Guidelines on lists of regulated pests (ISPM 19)</i> • <i>Guidelines for Inspection (ISPM 23)</i> • <i>Diagnostic protocols for regulated pests (ISPM 27), including 29 Annexes/DPs</i> • <i>Methodologies for sampling of consignments (ISPM 31)</i> • <i>Design and operation of post-entry quarantine stations for plants (ISPM 34)</i> • <i>CPM Recommendation: The importance of pest diagnosis (R-07)</i> 	<ul style="list-style-type: none"> • <i>Explanatory document ISPM 17 (Pest reporting)</i> • <i>Guide, Plant Pest Surveillance</i> • <i>Guide to delivering phytosanitary diagnostic services</i> • <i>Guide to National Reporting Obligations</i> • <i>NRO training materials</i>⁴¹
List of topics	<ul style="list-style-type: none"> • Revision of ISPM 8 Determination of pest status in an area (2009-005, Priority 1) • 18 Diagnostic Protocols on LoT as of 05/2019 	<ul style="list-style-type: none"> • Plant Pest Surveillance, Guide Revision (2017-049, Priority 13) • Pest Status, Guide (2017-048, Priority 2) • Guidelines for designing of plant quarantine laboratories (2018-013, Priority 4) • Pest diagnostic (2016-015, Priority 4) • Emerging pests Strengthening Pest Outbreak Alert and Response Systems (2017-051, Pending) • One Belt One Road, High level symposium (2016-020, Pending)
Gaps identified	<ul style="list-style-type: none"> • Revision: Pest reporting (ISPM 17) (Priority 2) • Revision: Guidelines on lists of regulated pests (ISPM 19) (Priority 2) • Requirements for diagnostics (Priority 2) 	
Supporting documents	<ul style="list-style-type: none"> • National Reporting obligations (NRO) on IPP⁴² • NRO e-learning (to be released) 	

⁴¹ <https://www.ippc.int/en/core-activities/information-exchange/nro-and-ipp-training/>

⁴² <https://www.ippc.int/en/core-activities/information-exchange/nro/>

A3

Strategic objective A: Enhance Global Food Security and Increase Sustainable Agricultural Productivity

Key result area A3: A plant health emergency response system that facilitates timely action against new pest incursions and supports countries with emergency response systems tools and knowledge.

Development agenda 5: Strengthening Pest Outbreak Alert and Response Systems

	Standards	Implementation
Developed materials	<ul style="list-style-type: none"> Guidelines for the notification of non-compliance and emergency action (ISPM 13) Pest Reporting (ISPM 17) 	<ul style="list-style-type: none"> Explanatory document ISPM 17 (Pest reporting) Guide on managing relationships with stakeholders Guide to National Reporting Obligation Guide on Pest Risk Communication NRO training materials⁴³
List of topics		<ul style="list-style-type: none"> Emerging pests Strengthening Pest Outbreak Alert and Response Systems (2017-051, Pending)
Gaps identified	<ul style="list-style-type: none"> Contingency planning and emergency response (Priority 1) (NOTE to SC: this topic could be addressed by Implementation materials) 	
Supporting documents	<ul style="list-style-type: none"> National Reporting obligations (NRO) on IPP⁴⁴ NRO e-learning (to be released) 	

⁴³ <https://www.ippc.int/en/core-activities/information-exchange/nro-and-ipp-training/>

⁴⁴ <https://www.ippc.int/en/core-activities/information-exchange/nro/>

A4

Strategic objective A: Enhance Global Food Security and Increase Sustainable Agricultural Productivity

Key result area A4: Sustainable pest risk management options, such as 'systems approaches', are implemented widely to minimise pest impacts right through the production process and harvesting, and minimise the need for endpoint treatments.

	Standards	Implementation
Developed materials	<ul style="list-style-type: none"> • <i>The use of integrated measures in a systems approach for pest risk management (ISPM 14)</i> • <i>Guidelines for the determination and recognition of equivalence of phytosanitary measures (ISPM 24)</i> • <i>Design and operation of post-entry quarantine stations for plants (ISPM 34)</i> • <i>Systems approach for pest risk management of fruit flies (Tephritidae) (ISPM 35)</i> 	
List of topics	<ul style="list-style-type: none"> • ISPM 38- International movement of seeds: Annex 1 - Design and use of systems approaches for phytosanitary certification of seeds (2018-009, Priority 1) • Pest risk management for quarantine pests (2014-001, Priority 2) • Use of systems approaches in managing risks associated with the movement of wood (2015-004, Priority 3) • Efficacy of measures (2001-001, Priority 4) 	<ul style="list-style-type: none"> • Guidelines for inspection of consignments for <i>Xylella fastidiosa</i> at points of entry, Guide (2018-038) • Pest Risk Management, Guide (2017-047, Priority 32)
Gaps identified	<ul style="list-style-type: none"> • Specific guidance on pest risk management for pests or a group of pests (Priority 3) • Clarification on the concepts of integrated measures and systems approach (Priority 4) • Specific guidance on systems approaches for commodities or pests (Priority 4) 	
Supporting documents	<ul style="list-style-type: none"> • IRSS study - Review of the application of equivalence between phytosanitary measures used to manage pest risk in trade • Beyond the compliance tool (was developed by the ICL and will be improved Beyond compliance project) ⁴⁵ 	

⁴⁵ <https://www.ippc.int/en/core-activities/capacity-development/beyond-compliance-project/>

A5

Strategic objective A: Enhance Global Food Security and Increase Sustainable Agricultural Productivity**Key result area A5:** All NPPOs have Pest Risk Analysis (PRA) capacity in place to identify and mitigate pest risks to crop production

	Standards	Implementation
Developed materials	<ul style="list-style-type: none"> • <i>Framework for pest risk analysis (ISPM 2)</i> • <i>Guidelines for the export, shipment, import and release of biological control agents and other beneficial organisms (ISPM 3)</i> • <i>Pest risk analysis for quarantine pests (ISPM 11)</i> • <i>Regulated non-quarantine pests: concept and application (ISPM 16)</i> • <i>Pest risk analysis for regulated non-quarantine pests (ISPM 21)</i> • <i>Categorization of commodities according to their pest risk (ISPM 32)</i> • <i>Determination of host status of fruit to fruit fly (ISPM 37)</i> 	<ul style="list-style-type: none"> • <i>e-learning on PRA</i> • <i>Training materials on PRA</i>
List of topics	<ul style="list-style-type: none"> • Pest risk management for quarantine pests (2014-001, Priority 2) • Criteria for the determination of host status for fruit flies based on available information (Annex to ISPM 37) (2018-011, Priority3) • Supplement on Guidance on the concept of probability of transfer to a suitable host and establishment as used in a pest risk analysis for quarantine pests to ISPM 11 (2015-010, Priority 4) 	<ul style="list-style-type: none"> • Guidance on assessing the risk of introduction of pests with seeds (2018-036) (Priority1)
Gaps identified	<ul style="list-style-type: none"> • Economic analysis in PRA (Priority 2) • Host and non-host status (Priority 3) • Specific guidance on pest risk management for pests or a group of pests (Priority 3) • Risk communication (Priority 3) • Revision and combination of PRA standards (including ISPM 2, 11 and 21) (priority 4) 	
Supporting documents	<ul style="list-style-type: none"> • IRSS Study: Diversion from Intended Use: Consideration of the extent of the issue • External cooperation Convention on Biological Diversity (CBD)⁴⁶ 	

⁴⁶ <https://www.ippc.int/en/external-cooperation/organizations-page-in-ipp/cbd/>

A6

Strategic objective A: Enhance Global Food Security and Increase Sustainable Agricultural Productivity

Key result area A6: Pest risk prevention is integrated throughout the production, processing and trade chain of plants and plant products.

	Standards	Implementation
Developed materials	<ul style="list-style-type: none"> Guidelines for the export, shipment, import and release of biological control agents and other beneficial organisms (ISPM 3) Phyosanitary certification system (ISPM 7) Phyosanitary certificates (ISPM 12) Guidelines for a phyosanitary import regulation system (ISPM20) Guideline for inspection (ISPM23) Consignments in transit (ISPM 25) 	<ul style="list-style-type: none"> Guide, Transit
List of topics	<ul style="list-style-type: none"> Safe Import of Food and Other Aid (Draft CPM Recommendation) (2018-026, Priority1) 	<ul style="list-style-type: none"> Developing Phyosanitary Security Procedures (2018-028, Priority1)
Gaps identified	<ul style="list-style-type: none"> Risk based inspection of imported consignments (2018-022, Pending) Diversion from intended use (Priority 2? to be determined) (concept standard or supplementary document) Non-commodity specific phyosanitary treatments for regulated pests (e.g. soil drench, sterilization) (Annexes to ISPM 28) (Priority 4) 	<ul style="list-style-type: none"> Risk based inspection of imported consignments (2018-022, Pending)
Supporting documents	<ul style="list-style-type: none"> IRSS Study: Diversion from Intended Use: Consideration of the extent of the issue 	

B1**Strategic objective B: *Protect the Environment from the Impacts of Plant Pests***

Key result area B1: Contracting parties recognise management of environmental plant pests as part of their responsibilities and work with national environmental sector agencies to support pest management programmes aimed at environmental protection.

	Standards	Implementation
Developed materials	<ul style="list-style-type: none"> • <i>Guidelines on the understanding of potential economic importance and related terms including reference to environmental considerations (ISPM 5 - Supplement 2)</i> • <i>CPM Recommendation: LMOs, biosecurity and alien invasive species (R-01)</i> • <i>CPM Recommendation: Threats to biodiversity posed by alien species: actions within the framework of the IPPC (R-02)</i> • <i>CPM Recommendation: Replacement or reduction of the use of methyl bromide as a phytosanitary measure (R-03)</i> • <i>CPM Recommendation: IPPC Coverage of Aquatic Plants (R-04)</i> 	
List of topics		
Gaps identified		
Supporting documents	<ul style="list-style-type: none"> • IRSS study: Aquatic Plants: Their Uses and Risks - A review of the global status of aquatic plants • IRSS study: The Biosecurity approach: A review and evaluation of its application by FAO, internationally and in various countries • IRSS study: Analyzing the benefits of implementing the IPPC • External cooperation: Ozone Secretariat⁴⁷ • External cooperation: Convention on Biological Diversity (CBD)⁴⁸ 	

⁴⁷ <https://www.ippc.int/en/external-cooperation/organizations-page-in-ipp/ozonesecretariat/>

⁴⁸ <https://www.ippc.int/en/external-cooperation/organizations-page-in-ipp/cbd>

B2**Strategic objective B: *Protect the Environment from the Impacts of Plant Pests***

Key result area B2: Contracting parties have mechanisms in place to control the spread of environmental contaminating pests on non-plant trade pathways, e.g. invasive ants on vehicles and machinery, or gypsy moth egg masses on sea containers and vessels.

	Standards	Implementation
<i>Developed materials</i>	<ul style="list-style-type: none"> • <i>International movement of used vehicles, machinery and equipment (ISPM 41)</i> • <i>CPM Recommendation: Sea containers (R-06)</i> 	
List of topics	<ul style="list-style-type: none"> • Minimizing pest movement by sea containers (2008-001, Priority 1) • Minimizing pest movement by air containers and aircrafts (2008-002, Priority3) • Facilitating safe trade by reducing the incidence of contaminating pests associated with traded goods (CPM recommendation 2019-001) 	<ul style="list-style-type: none"> • Development and implementation of regulations and legislation to manage phytosanitary risks on regulated articles for NPPOs (2018-008, Priority1) • Sea containers (2016-016, Priority1)
Gaps identified		
Supporting documents	<ul style="list-style-type: none"> • IRSS study: The Biosecurity approach: A review and evaluation of its application by FAO; Internationally and in various countries • External cooperation: International Maritime Organization (IMO)⁴⁹ 	

⁴⁹ <https://www.ippc.int/en/external-cooperation/organizations-page-in-ipp/imo/>

B3**Strategic objective B: *Protect the Environment from the Impacts of Plant Pests*****Key result area B3:** Mechanisms are in place to share adaptation strategies for responding to the impacts of climate change.**Development agenda: 6.** *Assessment and Management of Climate Change Impacts on Plant Health*

	Standards	Implementation
Developed materials	<ul style="list-style-type: none"> • <i>CPM Recommendation: Replacement or reduction of the use of methyl bromide as a phytosanitary measure (R-03)</i> 	
List of topics		
Gaps identified	<ul style="list-style-type: none"> • Guidance on climate change (supplement to ISPM 11) (Priority 3) 	
Supporting documents	<ul style="list-style-type: none"> • External cooperation (Ozone Secretariat)⁵⁰ 	

B4**Strategic objective B: *Protect the Environment from the Impacts of Plant Pests*****Key result area B4:** Agencies with environmental and forest biodiversity stewardship responsibilities regularly access information and other resources managed by the IPPC Secretariat.

	Standards	Implementation
Developed materials		<ul style="list-style-type: none"> • <i>Guide, Managing relationships with stakeholders</i>
List of topics		
Gaps identified		
Supporting documents	<ul style="list-style-type: none"> • IRSS Topic: Antimicrobial Resistance (Priority 4) • External cooperation: Ozone Secretariat⁵¹ • External cooperation: Convention on Biological Diversity (CBD)⁵² 	

⁵⁰ <https://www.ippc.int/en/external-cooperation/organizations-page-in-ipp/ozonesecretariat/>⁵¹ <https://www.ippc.int/en/external-cooperation/organizations-page-in-ipp/ozonesecretariat/>⁵² <https://www.ippc.int/en/external-cooperation/organizations-page-in-ipp/cbd>

B5**Strategic objective B: Protect the Environment from the Impacts of Plant Pests**

Key result areas B5: Contracting parties continue to improve their capacity to implement key IPPC standards which directly address the spread of forest and environmental pests, such as ISPM 15 on wood packaging materials and other such standards, to contain the global spread of pests which threaten forests, biodiversity, and non-cultivated flora.

	Standards	Implementation
Developed materials	<ul style="list-style-type: none"> • <i>Pest Risk Analysis for quarantine pests (ISPM11), Annex4</i> • <i>Regulation of wood packaging material in international trade (ISPM 15)</i> • <i>International movement of wood (ISPM 39)</i> • <i>PT 22: Sulphuryl fluoride fumigation treatment for insects in debarked wood</i> • <i>PT 23: Sulphuryl fluoride fumigation treatment for nematodes and insects in debarked wood</i> 	<ul style="list-style-type: none"> • <i>Explanatory document ISPM 15 (Regulation of wood packaging material in international trade)</i> • <i>Guide to implementation of phytosanitary standard in forestry</i> • <i>e-Learning: Trade in forest commodities and the role of phytosanitary measures</i>
List of topics	<ul style="list-style-type: none"> • Heat treatment of wood using dielectric heating (2007-114, Priority 1) • Criteria for treatments for wood packaging material in international trade (Revision of ISPM 15) (2006-010, Priority 2) • International movement of wood products and handicrafts made from wood (2008-008, Priority 2) • Use of systems approaches in managing risks associated with the movement of wood (2015-004, Priority 3) 	<ul style="list-style-type: none"> • ISPM 15 treatment: Approval and monitoring of Heat treatment and dielectric heat treatment facilities, Guide (IFQRG) (2017-043, Priority1) • ISPM 15 treatment: Dielectric heat treatments, Guide (IFQRG) (2012-015, Priority1) • ISPM 15 implementation guidelines for non-compliance, Guide (2018-012, Priority2)
Gaps identified	<ul style="list-style-type: none"> • Revision of ISPM15 to include fraudulent use (Priority 2) • Revision: Regulated non-quarantine pests: concept and application (ISPM 16), to broaden to pests and clarify the concepts related to quarantine pests, RNQP and pests of national concern (Priority 2) 	
Supporting documents	<ul style="list-style-type: none"> • External cooperation: Convention on Biological Diversity (CBD)⁵³ • External cooperation: International Forest Quarantine Research Group (IFQRG)⁵⁴ 	

⁵³ <https://www.ippc.int/en/external-cooperation/organizations-page-in-ipp/cbd>

⁵⁴ <https://www.ippc.int/en/external-cooperation/organizations-page-in-ipp/internationalforestryquarantineresearchgroup/>

C1

Strategic objective C: *Facilitate Safe Trade, Development and Economic Growth*

Key result area C1: Commodity specific standards with harmonised phytosanitary measures have facilitated and accelerated trade negotiations and simplified safe trade in plant products.

Development agenda 2: *Commodity and Pathway Specific ISPMs;*

Development agenda 3: *Management of E-commerce and Postal and Courier Pathways*

	Standards	Implementation
Developed materials	<ul style="list-style-type: none"> • Regulation of wood packaging material in international trade (ISPM 15) • Guidelines for the use of irradiation as a phytosanitary measure (ISPM 18) • Phytosanitary treatments for regulated pests (ISPM 28) incl 32 Annexes (PTs) • Categorization of commodities according to their pest risk (ISPM 32) • Pest free potato (<i>Solanum spp.</i>) micropropagative material and minitubers for international trade (ISPM 33) • Integrated measures plants for planting (ISPM 36) • International movement of seeds (ISPM 38) • International movement of wood (ISPM 39) • International movement of growing media in association with plants for planting (ISPM 40) • International movement of used vehicles, machinery and equipment (ISPM 41) • Requirements for the use of temperature treatments as a phytosanitary measure (ISPM 42) • Requirements for the use of fumigation as a phytosanitary measure (ISPM 43) • CPM Recommendation: Internet trade (e-commerce) in plants and other regulated articles (R-05) 	<ul style="list-style-type: none"> • Explanatory document ISPM 15 (Regulation of wood packaging material in international trade) • Explanatory document ISPM 18 (Guidelines on the use of irradiation as a phytosanitary treatment) • Guide to implementation of phytosanitary standards in forestry • e-Learning: Trade in forest commodities and the role of phytosanitary measures
List of topics	<ul style="list-style-type: none"> • 26 Phytosanitary treatments (Annexes to ISPM 28) on LoT as of 05/2019 • International movement of grain (2008-007, Priority 1, pending) • Safe handling and disposal of waste with potential pest risk generated during international voyages (2008-004, Priority 2) • International movement of cut flowers and foliage (2008-005, Priority 4, pending) • Guidelines for Phytosanitary of International Mail Items (2018-014, Priority4) • Requirement for phytosanitary certificate on cross-border online-shopping plants, plant products and other regulated articles (2018-021, Priority4) 	<ul style="list-style-type: none"> • ISPM 15 treatment: Approval and monitoring of Heat treatment and dielectric heat treatment facilities, Guide (IFQRG) (2017-043, Priority1) • ISPM 15 treatment: Dielectric heat treatments, Guide (IFQRG) (2012-015, Priority1) • e-Commerce, Guide (2017-039, Priority13) • ISPM 15 implementation guidelines for non-compliance (2018-012, Priority2) • Guidelines for the management of plants and plant products carried by entry passengers, Awareness materials (2018-017, Priority2) • e-Commerce (2017-050, Pending)
Gaps identified	<ul style="list-style-type: none"> • Commodity and pathway concept standard (see CPM-14) • Non-commodity specific phytosanitary treatments for regulated pests (e.g. soil drench, sterilization) (Annexes to ISPM 28) (Priority 4) 	<ul style="list-style-type: none"> • Guidance for fumigation treatments
Supporting documents	<ul style="list-style-type: none"> • IRSS study: Internet Trade (e-Commerce) in Plants: Potential Phytosanitary Risks • IRSS Topic: Desk study to catalogue available phytosanitary treatments and extend of their use (Priority 3) • External cooperation: Phytosanitary Measures Research Group (PMRG)⁵⁵ 	

⁵⁵ <https://www.ippc.int/en/external-cooperation/organizations-page-in-ipp/phytosanitarymeasuresresearchgroup/>

C2

Strategic objective C: Facilitate Safe Trade, Development and Economic Growth

Key result area C2: Detection of pests in trade pathways are declining as exporting countries take more responsibility for managing the pest risk on exports, and importing countries report detections more quickly and more consistently.

	Standards	Implementation
<i>Developed materials</i>	<ul style="list-style-type: none"> • <i>Phytosanitary certification system (ISPM 7)</i> • <i>Phytosanitary certificates (ISPM 12)</i> • <i>Guidelines for the notification of non-compliance and emergency action (ISPM 13)</i> • <i>Guidelines for a phytosanitary import regulatory system (ISPM 20)</i> • <i>Guidelines for inspection (ISPM 23)</i> • <i>Diagnostic protocols for regulated pests (ISPM 27)</i> • <i>Phytosanitary treatments for regulated pests (ISPM 28)</i> • <i>Methodologies for sampling of consignments (ISPM 31)</i> 	<ul style="list-style-type: none"> • <i>Explanatory document ISPM 31 (Methodologies for sampling of consignments)</i> • <i>Guide, Export certification)</i>
List of topics		<ul style="list-style-type: none"> • Managing non-compliant treated consignments (2018-027, Priority2)
Gaps identified	<ul style="list-style-type: none"> • Risk based inspection of imported consignments (2018-022, Pending) 	<ul style="list-style-type: none"> • Risk based inspection of imported consignments (2018-022, Pending)
Supporting documents		

C3

Strategic objective C: *Facilitate Safe Trade, Development and Economic Growth*

Key result area C3: NPPOs have built capacity and been supported to establish phytosanitary export assurance and phytosanitary certification systems that have strong integrity and are trusted by trading partners.

Development agenda 4: *Developing Guidance on the Use of Third Party Entities*

	Standards	Implementation
Developed materials	<ul style="list-style-type: none"> • <i>Phytosanitary certification system (ISPM 7)</i> • <i>Phytosanitary certificates (ISPM 12)</i> 	<ul style="list-style-type: none"> • <i>Guide, Export Certification</i> • <i>Guide, Establishing an NPPO</i> • <i>Guide, Operation of an NPPO</i> • <i>Guide, Managing Relationships with stakeholders</i> • <i>Guide to Resource Mobilization: Promoting contracting party partnerships</i> • <i>Guide, Preparing a national phytosanitary Capacity Development Strategy</i> • <i>NPPO establishment training kit</i> • <i>NPPO operations training kit</i> • <i>IPPC Introduction presentation</i> • <i>Phytosanitary Capacity Evaluation (PCE)</i>⁵⁶ • <i>Training materials for PCE facilitator</i>⁵⁷ • <i>Phytosanitary Capacity Evaluation (PCE) Strategy for 2020-2030</i>⁵⁸
List of topics	<ul style="list-style-type: none"> • Audit in the phytosanitary context (2015-014) (Priority 1) • Requirements for NPPOs if authorizing entities to perform phytosanitary actions (2014-002, Priority 2) • Focused revision of ISPM 12 (Phytosanitary certificates) (2015-011, Priority 2) • Use of specific import authorization (Annex to ISPM 20) (2008-006, Priority 4) 	<ul style="list-style-type: none"> • IPPC Guide on the development and implementation of programmes for the authorization of entities to perform phytosanitary actions (2018-040, Priority 2) • Plant Health <u>officer training curriculum</u>train the trainer, Workshops (2017-054, Priority 2) • PCE facilitators training (2014-008, Priority 3) • PCE modernization of tool (2017-052, Priority 3) • One Belt One Road, High level symposium (2016-020, Pending)
Gaps identified	<ul style="list-style-type: none"> • Elements of an effective NPPO e.g. training, engagement of stakeholders, competency (Priority 1) (Note to SC: this has already addressed by existing guides and training materials) • National legislation requirements (Priority 4) (Note to SC: IC need clarification on what is topic outcome. This topic is indicated three times under C3, C4 and C7.) • Clarification on the concepts of integrated measures and systems approach (Priority 4) (Note to SC: IC suggest this topic is moved to A4) 	<ul style="list-style-type: none"> • Guidance on audit in the phytosanitary context • Guidance on non-compliance of phytosanitary certificate system
Supporting documents	<ul style="list-style-type: none"> • Guidelines for the revision of national phytosanitary legislation – FAO (2007)⁵⁹ • IRSS Topic: Desk study on the delegation of NPPO functions in the context of third party authorization (Priority 2) 	

⁵⁶ <https://www.ippc.int/en/pce/>

⁵⁷ <https://www.ippc.int/en/core-activities/capacity-development/phytosanitary-capacity-evaluation/training-material-on-the-phytosanitary-capacity-evaluation-pce/>

⁵⁸ See Appendix 11 to IC report (2019-05)

C4

Strategic objective C: Facilitate Safe Trade, Development and Economic Growth

Key result area C4: The efficiency of administering phytosanitary certification systems has improved and the circulation of fraudulent certificates has been eliminated through electronic phytosanitary certification systems including the Generic National System and the Global ePhyto Hub.

Development Agenda 1: Harmonisation of Electronic Data Exchange

	Standards	Implementation
<i>Developed materials</i>	<ul style="list-style-type: none"> • <i>Phytosanitary certification system (ISPM 7)</i> • <i>Phytosanitary certificates (ISPM 12)</i> 	<ul style="list-style-type: none"> • <i>Guide, Export Certification</i>
List of topics		
Gaps identified	<ul style="list-style-type: none"> • National legislation requirements (Priority 4) (Note to SC; this topic is indicated three times under C3, C4 and C7.) 	
Supporting documents	<ul style="list-style-type: none"> • ePhyto on IPP⁶⁰ 	

⁵⁹ <http://www.fao.org/3/a-bb096e.pdf>

⁶⁰ <https://www.ippc.int/en/ephyto/>

C5

Strategic objective C: Facilitate Safe Trade, Development and Economic Growth

Key result area C5: NPPOs have access to expert advice to enable resolution of bilateral trade concerns of a phytosanitary nature.

	Standards	Implementation
<i>Developed materials</i>	<ul style="list-style-type: none"> Phytosanitary principles for the protection of plants and the application of phytosanitary measures in international trade (ISPM 1) Glossary of phytosanitary terms (ISPM5) Guidelines for a phytosanitary import regulatory system (ISPM 20) 	<ul style="list-style-type: none"> <i>Guide, Market access</i> <i>Explanatory document ISPM 20</i> <i>Explanatory document ISPM 5 – Annotated Glossary</i> <i>Guide, Import Verification</i> <i>Guide, Establishing an NPPO</i> <i>Guide, Operation of an NPPO</i>
List of topics		<ul style="list-style-type: none"> Dispute avoidance and settlement (2001-005, Priority 1) Dispute avoidance and settlement, Guide (2004-034, Priority 34) Dispute settlement (1999&2001), Procedures-Revision (1999-005, Priority 3)
Gaps identified		
Supporting documents	<ul style="list-style-type: none"> IRSS study - Review of the application of equivalence between phytosanitary measures used to manage pest risk in trade 	

C6

Strategic objective C: Facilitate Safe Trade, Development and Economic Growth

Key result area C6: NPPOs are able to meet regularly to deliberate on phytosanitary research and emerging issues and other matters of common interest.

Development agenda 7: *Global Phytosanitary Research Coordination*

	Standards	Implementation
Developed materials		<ul style="list-style-type: none"> • <i>Guide on managing relationships with stakeholders</i>
List of topics		
Gaps identified		
Supporting documents	<ul style="list-style-type: none"> • IRSS Study: 2016 Global emerging issues • Concept of emerging pests and emergency issues - (Draft) role of the IPPC in relation to Plant Health emergencies and emerging pests⁶¹ • External cooperation: Phytosanitary Measure Research Group (PMRG)⁶² • IPPC Regional Workshops⁶³ 	

⁶¹ <https://www.ippc.int/en/publications/86922/> (Replaced by Link to CPM-14 report, when available)

⁶² <https://www.ippc.int/en/external-cooperation/organizations-page-in-ipp/phytosanitarymeasuresresearchgroup/>

⁶³ <https://www.ippc.int/en/core-activities/capacity-development/regional-ippc-workshops/>

C7

Strategic objective C: Facilitate Safe Trade, Development and Economic Growth

Key result area C7: Member countries have legislation in place to enable implementation of ePhyto

Development Agenda 1: Harmonisation of Electronic Data Exchange

	Standards	Implementation
Developed materials	<ul style="list-style-type: none"> Phytosanitary certification system (ISPM 7) Phytosanitary certificates (ISPM 12) 	<ul style="list-style-type: none"> Guide, Export Certification
List of topics		
Gaps identified	<ul style="list-style-type: none"> National legislation requirements (Priority 4) (Note to SC: This topics is indicated three times under C3, C4 and C7) 	<ul style="list-style-type: none"> PCE tool identified for ePhyto
Supporting documents	<ul style="list-style-type: none"> ePhyto on IPP⁶⁴ 	

⁶⁴ <https://www.ippc.int/en/ephyto/>

APPENDIX 7: SCTF 2019 Work Plan

Action Item	Detail	Expected outcome	Action Party	When	Notes
ToR & RoP	The SCTF ToR and RoP proposal to the IC for approval Approval of IC of revised ToR and RoP	The IC approve the SCTF ToR and RoP	Mamoun Albakri (IC lead) IPPC Secretariat	November 2018	
Agreement for Industry Survey	intercepted contaminated containers will be either returned to source of origin or cleaned in a suitable certified container depot		Mr. Jason Sheng (COA)	April 2019	
IICL Cleaning Guidelines	To report on Progress on inclusion of Joint Industry Guidelines		Mr. Mike Downes SCTF coordinator	By the end of 2018	Completed
Questionnaire revision & approval	The SCTF to provide the questionnaire to the IC for approval		Mamoun Albakri (IC Lead), IPPC Secretariat	November 2018	Completed
Survey and Inspection Guidelines and Questionnaire distribution	Send out survey & questionnaire		IPPC Secretariat Mr. Rama Karri (Australia) Mr. Mamoun Albakri (IC Lead)	Feb. 2019	
World Bank pilot project on implementing the cleanliness and inspection guidelines	To support one or two of the 40-50 countries receiving technical assistance under the WBG Trade Facilitation Support Programme (TFSP) in this matter		Ms. Theresa MORRISSEY (World Bank)	Initiation by April 2019	
Call for existing survey data	Pre-existing survey data		IPPC Secretariat	2019	
Promotion of CTU code Cleanliness aspects to shippers/packers	Details to be introduced		Travis John BROOKS-GARRETT (GSF)	Initiation April 2019	
Training/education modules/ App development			IPPC Secretariat SCTF Chairman	December 2018	Availability of funding & resource
Events calendar	List of forthcoming and attended events		Wendy Beltz (APHIS USA) Secretariat	Ongoing	

Communication plan	Looking for a communication expert to help in setting up a communication plan		Wendy Beltz (APHIS USA)	April 2019	
Communication plan	Compile communication plan		Wendy Beltz (APHIS USA)	Draft to be ready by April 2019	
Relevant publications: sea container cleanliness articles, any relevant publications, materials	Compile list Where it will be published? In IPPP I guess		Wendy Beltz (APHIS USA) All SCTF participants	November 2018 – October 2019	
Generic SCTF presentations to target different stakeholders	Input for slide deck etc		Mike Downes (SCTF coordinator) All SCTF participants	By December 2018 for Mr Mike on going for SCTF	
IMO DG inspection regime to be linked to the 2.1 of complementary action plan	SCTF duties		IPPC Secretariat to investigate Lars Kjaer (WSC)	By December 2018	
UNECE CTU Code App	SCTF duties		Lars Kjaer (WSC)	BY November 2018	
IPPC supply chain best practice	Possible IMO Circular		IPPC Secretariat, Gregory WOLFF (CPM Bureau Member) Lars KJAER (WSC)	Draft to be ready by December 2018 (e-Decision by SCTF once ready)	
Case studies based on the objective and target audience (including NPPO - industry collaboration, SC hygiene system, Italian tile case)			SCTF Participants of NZ, US, Australia, China	October 2019	
How AEO status could contribute to the management of pest risks associated with sea containers	SCTF meeting paper		SCTF rep. of WB, WSC, USA	October 2019	

APPENDIX 8: REVIEWED AND UPDATED THE IPPC SCTF MULTIYEAR ACTION PLAN (2017- 2021)**The Sea Containers Task Force (SCTF) Multiyear Action Plan (2017 -2021)****Year 1 (November 2017 - October 2018)**

Establishment of SCTF

- Inaugural meeting
- Initial action plan assigned
- IC meeting – agreement for and subsequent calls for information 1st report
- Update membership
- O/C Bureau meeting for approval

Year 2 (November 2018 - October 2019)

- Establishment of publicly accessible Sea Container and SCTF pages on the IPP
- Data collection (survey) – industry/NPPOs
- Alignment of industry container cleaning guidelines
- Develop best practices guidelines
- Receive existing NPPO data. Consolidate for review/analysis
- Work with IC/Secretariat to have actions for NPPO reports on CTU implementation/achievement – advocate work of SCTF at CPM-14 and subsequently
- Create a calendar of events to raise awareness
- Setting up mechanism for best practice sharing Presentation at TC-RPPOs annual meeting
- Production and distribution of outreach material
- Translation of materials
- WB Pilot
- Receive and analyses results of NPPO questionnaire
- Report to the IC and CPM
- Create draft criteria of success

Year 3 (November 2019 - October 2020)

- Data collection
- Communication / awareness activities including RPPOs at the regional level
- Prepare material for 2020 International Year of Plant Health (IYPH).
- Review communication materials
- Update and review success criteria
- Review the continuation of the SCTF (if appropriate in accordance of the complementary action plan)
- Report to the IC

Year 4 (November 2020 - March 2021)

- Continue awareness with continued involvement from NPPOs and RPPOs
- Finalizing monitoring and data collection/analysis
- Final report to the IC

APPENDIX 9: Work Plan for IC Sub-group IRSS**June 2019- May 2020**

Activities include:

1. Hold virtual meetings to review suggestions for new topics for IRSS and suggested changes to priorities and make recommendations to the IC
2. To develop a draft procedure for the submission of new IRSS topics
3. Hold a virtual meeting to:
 - a. agree on a process for submitting new IRSS topics or proposed changes to priorities for IRSS topic and recommend to IC November 2019
 - b. prepare an annual Work Plan for the IC Sub-group: IRSS including how to address priority topics adopted by the Commission on Phytosanitary Measures (CPM) and recommend to the IC via e-Decision
4. Review and provide input into the terms of reference for proposed IRSS studies
5. Gather input from stakeholders, including SC and CPM Bureau, review and provide input into questionnaires developed for priority 1 surveys
6. Prepare an annual IRSS IC Sub-group progress report and recommend to IC May 2020
7. Review and comment as appropriate, IRSS reports to donors (2020-01), prior to submission

APPENDIX 10: Work Plan for IC team National Reporting Obligations activities May 2019- April 2020

Activities include:

1. Three issues of the NRO newsletter will be prepared and distributed (list months June, October, March);
2. One NRO training workshop for the countries of Near East Region is planned for September 2019;
3. Develop, in consultation with the NRO IC Team, one NRO exercise to be delivered at the IPPC Regional Workshops (2019);
4. Once the NRO e-learning course is posted, prepare a communication plan to promote it;
5. Conduct a user survey of CPs to gather information on how to improve the NRO system and submit to NRO IC Team;
6. Gather data on countries pest reports over the last 5 years (2015 to 2019) and provide an analysis of the data to the NRO IC Team;
7. Explore an automated mechanism to ensure e-mails for contact points are active and put in place a procedure to post information on when last verified and follow up with inactive contact point e-mails;
8. Maintenance of the IPP website and IPP reporting tools;
9. Ongoing registration of IPPC Contact Points and IPP editors;
10. Ongoing assistance to IPPC Contact Points and IPP editors in national reporting;
11. Prepare an annual report of 2019 activities and submit to the IC Team;
12. Prepare an annual work plan for June 2020- May 2021 and submit to IC Team;
13. Formulate ideas to address key issues identified by IC: out of date information on IPP, IYPH activities for promotion, difficulties in the current reporting system;
14. Secretariat to prepare NRO paper on 2019 activities for CPM and present to IC

APPENDIX 11: Phytosanitary Capacity Evaluation (PCE) Strategy for 2020-2030

Introduction

The PCE originally started as a pilot project developed by New Zealand in 1999 with the aim to assist countries to develop a national plan to improve their phytosanitary system and to justify requests for technical assistance.

In subsequent years the PCE was updated and implemented in the framework of projects, including the development of an on line version. The PCE is designed to help countries identify both strengths and weaknesses in their phytosanitary systems and to then develop a national phytosanitary capacity building strategy and prioritize actions to be taken to correct gaps. The PCE may be used to strengthen national phytosanitary systems including enhanced planning, management and leadership development, revision of phytosanitary legislation and related legal instruments, etc. Furthermore, many donors request the application of the PCE as a previous step that conditions fitness for funding projects proposals.

As of 2019, the PCE has been implemented in over 70 countries around the World.

Vision

Countries are empowered to continuously improve their phytosanitary systems to prevent the introduction and spread of pests.

Strategic objectives

- Phytosanitary Capacity Evaluation has been widely used by member countries to understand strengths and weaknesses and develop plans to address capacity deficiencies.
- The IPPC Secretariat is resourced to help countries access assistance to address phytosanitary capacity needs.

Key results

1. Countries, donors and development organizations are aware of the PCE and understand the benefits arising from its application;
2. Long-term sustainable funding is in place to support the maintenance and administration of the PCE and resources are mobilized to support the application of the PCE;
3. The PCE software and platform are reliable, effective and easy to use;
4. The PCE Tool is revised and updated regularly and new modules and strategic planning tools are added as needed (e.g. environmental module, implementation follow up tool);
5. A strong network of phytosanitary expertise is available to facilitate the application of PCEs;
6. The Monitoring and Evaluation framework is used to measure outcomes from the application of PCEs.

Key results of the PCE Strategy 2020-2030

Key Results	2022	2025	2030
1. Countries, donors and development organizations are aware of the PCE and understand the benefits arising from its application	<p>A PCE communications plan is drafted.</p> <p>Communications products (factsheets, videos, presentations, etc.) are developed and published as per communications plan.</p> <p>An assessment is undertaken to maintain the integrity of the PCE Tool (e.g. copyright).</p> <p>A standing point is introduced to the CPM agenda for countries to report on PCE applications.</p>	<p>Communications products (factsheets, videos, presentations, etc.) are developed and published as per communications plan.</p> <p>Annual country reporting of PCE application are held at CPM</p>	<p>Communications products (factsheets, videos, presentations, etc.) are developed and published, as per communications plan</p> <p>Annual country reporting of PCE application are held at CPM.</p>
2. Long-term sustainable funding is in place to support the maintenance and administration of the PCE and resources are mobilized to support the application of the PCE	<p>The IRSS table of donors is updated.</p> <p>A resource mobilization plan is drafted</p> <p>Mechanisms for funding PCEs is explored</p>	<p>The IRSS table of donors is updated.</p> <p>The resource mobilization plan is implemented.</p>	<p>The IRSS table of donors is updated.</p> <p>The resource mobilization plan is fully implemented.</p>

	<p>An IPPC trust fund for the application of PCEs is established</p> <p>Rules of procedures for accessing the IPPC Trust Fund on PCEs are established</p> <p>Discussions are held with donors.</p>		
3. The PCE software and platform are reliable, effective and easy to use	<p>A study on IT solutions for the PCE is drafted.</p> <p>The PCE software and platform are fully functional (i.e. stakeholders' analysis, SWOT, problem analysis and logical framework).</p>	Updates are integrated to the PCE Tool as necessary (as per 4 and 5).	Updates are integrated to the PCE Tool as necessary (as per 4 and 5).
4. The PCE Tool is revised and updated regularly and new modules and strategic planning tools are added as needed (e.g. environmental module, implementation follow up tool)	<p>A Baseline Survey is launched to get feedback from all previous PCE users on modules and strategic planning tools to be improved or added into the PCE.</p> <p>Working groups or e-forums are established to revise or develop new modules and</p>	<p>Routine survey of all countries that have applied the PCE during the previous calendar year is launched to get feedback on the modules.</p> <p>The action plan on modules and tools to be revised and/or added is implemented through working groups or e-forums.</p>	<p>Routine survey of all countries that have applied the PCE during the previous calendar year is launched to get feedback on the modules.</p> <p>The action plan on modules and tools to be revised and/or added is fully implemented</p>

	<p>tools to address identified needs.</p> <p>An action plan on modules and tools to be revised and/or added is developed.</p>		through working groups or e-forums.
5. A strong network of phytosanitary expertise is available to facilitate the application of PCEs	Five trainees who followed the initial theoretical PCE facilitators training are accredited.	<p>A training course for new PCE facilitators is set and delivered.</p> <p>Training on the updated PCE Tool is developed and delivered to current PCE facilitators (virtual or face-to-face) (as required).</p>	<p>A training course for new PCE facilitators is set and delivered on a regular basis.</p> <p>Training on the updated PCE Tool is delivered to all current PCE facilitators (virtual or face-to-face) (as required).</p> <p>A functional network of PCE facilitators is in place to share experiences and advocate for the PCE.</p>
6. The Monitoring and Evaluation framework is used to measure outcomes from the application of PCEs	The IPPC Secretariat M&E framework measuring global impacts of PCE applications is developed.	The M&E framework is used to report on PCE applications and outcomes.	The M&E framework is used to report on PCE applications and outcomes.

APPENDIX 12: LIST OF IMPLEMENTATION AND CAPACITY DEVELOPMENT TOPICS

(Topics and priorities were adopted or noted by CPM-14 (2019) and reviewed by IC 2019-05)

[The IPPC Secretariat has added explanatory notes.](#)

Strikethrough shows deletions and yellow highlights show additions recommended by the IC in May 2019. The IC also suggested changes to some titles and some priorities. The following topics have been removed from the List of Implement and Capacity Development (ICD) Topics as the related work has been completed:

1. PCE tool, Strategy and policies for implementation (2017-038)⁶⁵
2. Pest Free Areas (PFA), Guide (2017-045)⁶⁶
3. Pest Risk Communication, Guide (2017-046)⁶⁷

Presented by category, then by priority (adopted by CPM and then noted by CPM) and finally topic numbers

Row No	Topic numbers	ICD Topic (added when)	Priority (1 high to 4 low)	Strategic Objective ⁶⁸	Drafting body ⁶⁹	Added to the list	IC lead	Status ⁷⁰	Notes
Guides and training materials									

⁶⁵ See Appendix 11 (Phytosanitary Capacity Evaluation (PCE) Strategy for 2020-2030) to this report

⁶⁶ Pest Free Area Guide will soon be published.

⁶⁷ Pest Risk Communication Guide available at: <http://www.fao.org/3/ca3997en/ca3997en.pdf>

⁶⁸ Strategic Objectives of IPPC Strategic Framework 2020-2030 (draft) are assigned in line with the Framework for Standards and Implementation paper (10_IC_2019_May).

⁶⁹ WG (Working Group); IC Sub-group; IC team; IC-SC team; Other

⁷⁰ 00. Pending; 01. Topic added to the List of topics; 02. Draft outline under development; 03. Outline approved; 04. WG established; 05. Product under development; 06 Product delivered

Row No	Topic numbers	ICD Topic (added when)	Priority (1 high to 4 low)	Strategic Objective ⁶⁸	Drafting body ⁶⁹	Added to the list	IC lead	Status ⁷⁰	Notes
1	2018-008	Development and implementation of regulations and legislation to manage phytosanitary risks on regulated articles for NPPOs, Guide	1	A, B	WG	CPM-14 (2019)	Mr Chris DALE	01. Topic added to the List of topics	
2	2018-028	Developing Phytosanitary Security Procedures, Guide	1	A	TBD	CPM-14 (2019)	Ms Sally JENNINGS	01. Topic added to the List of topics	
3	2018-036	Guidance on assessing the risk of introduction of pests with seeds, Guide	1	A	TBD	CPM-14 (2019)	Ms Stephanie BLOEM	01. Topic added to the List of topics	
4	2018-037	Guidelines for surveillance of <i>Xylella fastidiosa</i> , Guide	1	A	TBD	CPM-14 (2019)	Mr Chris DALE	01. Topic added to the List of topics	
5	2018-038	Guidelines for inspection of consignments for <i>Xylella fastidiosa</i> at points of entry, Guide	1	A	TBD	CPM-14 (2019)	Mr Chris DALE	01. Topic added to the List of topics	
6	2017-039	e-Commerce, Guide (Bureau 2017-06, WCO Working group on e-Commerce)	1 3	C	IC team	IC 2018-05	Mr Mamoun ALBALRI	01. Topic added to the List of Topics	
7	2012-015	ISPM 15 treatment: Dielectric heat treatments, Guide (IFQRG) (Requested by CPM-7 (2012))	1	B	WG	IC 2018-05	Ms Stephanie BLOEM	02. Draft outline under development	

Row No	Topic numbers	ICD Topic (added when)	Priority (1 high to 4 low)	Strategic Objective ⁶⁸	Drafting body ⁶⁹	Added to the list	IC lead	Status ⁷⁰	Notes
8	2017-043	ISPM 15 treatment: Approval and monitoring of Heat treatment and dielectric heat treatment facilities, Guide (IFQRG) (Reponses to STDF Kenya 2017 study)	1	B	WG	IC 2018-05	Ms Stephanie BLOEM	02. Draft outline under development	
9	2017-049	Plant Pest Surveillance, Guide -Revision (IC 2018-05)	1 3	A	TBD	IC 2018-05	Mr Chris DALE	01. Topic added to the List of Topics	
10	2018-012	ISPM 15 implementation guidelines for non-compliance, Guide	2	B	WG	CPM-14 (2019)	Ms Faith NDUNGE	01. Topic added to the List of topics	
11	2018-017	Guidelines for the management of plants and plant products carried by entry passengers, Awareness materials	2	C	WG	CPM-14 (2019)	Ms Sally JENNINGS	01. Topic added to the List of topics	
12	2018-027	Managing non-compliant treated consignments, Guide	2	C	TBD	CPM-14 (2019)	Ms Sally JENNINGS	01. Topic added to the List of topics	
13	2018-040	IPPC Guide on the development and implementation of programmes for the authorization of entities to perform phytosanitary actions, Guide	2	C	TBD	CPM-14 (2019)	Mr Dominique PELLETIER	01. Topic added to the List of topics	

Row No	Topic numbers	ICD Topic (added when)	Priority (1 high to 4 low)	Strategic Objective ⁶⁸	Drafting body ⁶⁹	Added to the list	IC lead	Status ⁷⁰	Notes
14	2017-042	Fruit fly standards, Infographic (FAO/IAEA) <i>Proposed after CPM agreed to the re-organization</i>	2 3	A	Other	IC 2018-05	Mr Mamoun ALBALRI	05. Product under development	
15	2017-044	Pest Free Areas (PFA), eLearning (Canadian Project 2017)	2	A	WG for PFA Guide	IC 2018-05	Mr Dominique PELLETIER Assistant lead: Ms Sally JENNINGS	01. Topic added to the List of Topics	
16	2017-048	Pest Status, Guide (EC Project funded 2017)	2	A	WG	IC 2018-05	Mr Francisco GUTIERREZ	02. Draft outline under development	
17	2018-007	Implementation of official control (ISPM 5; Supplement 1) and pest free areas (ISPM 4) , Guide	3	A	TBD	CPM-14 (2019)	TBD	01. Topic added to the List of topics	
18	2004-034	Dispute avoidance and settlement, Guide (ICPM-05, 2004) <i>Secretariat note: this work will be taken over from the former Subsidiary Body on Dispute Settlement which will be taken on by the IC Sub-group on Dispute Avoidance and Settlement</i>	3 4	C	IC Sub-group DAS	IC 2018-05	Ms Stephanie BLOEM	00. Pending	IC Sub-group DAS to be established.

Row No	Topic numbers	ICD Topic (added when)	Priority (1 high to 4 low)	Strategic Objective ⁶⁸	Drafting body ⁶⁹	Added to the list	IC lead	Status ⁷⁰	Notes
19	1999-005	Dispute settlement (1999&2001), Procedures -Revision (CPM-9(2014) asked to be revised.) <i>Secretariat note: this work was previously assigned to the former Subsidiary Body on Dispute Settlement. This work is now assigned to the IC Sub-group on Dispute Avoidance and Settlement</i>	3	C	IC Sub-group DAS	IC 2018-05	TBD	00. Pending	IC Sub-group DAS to be established.
20	2017-040	Fruit fly phytosanitary procedures, Guide <i>Proposed after CPM agreed to the re-organization</i>	3	A	TBD	IC 2018-05	Mr Mamoun ALBALRI	01. Topic added to the List of Topics	
21	2017-041	Fruit fly standards, Guide on suite of standards <i>Proposed after CPM agreed to the re-organization</i>	3	A	TBD	IC 2018-05	Mr Mamoun ALBALRI	01. Topic added to the List of Topics	
22	2017-047	Pest Risk Management, Guide	3 2	A	WG	IC 2018-05	Mr Álvaro SEPÚLVEDA LUQUE	00. Pending	This work needs to align with draft ISPM on <i>Guidance on pest risk management</i> (2014-001) under development.
23	2018-013	Guidelines for designing of plant quarantine laboratories, Reference material	4	A	TBD	CPM-14 (2019)	TBD	01. Topic added to the List of topics	

Row No	Topic numbers	ICD Topic (added when)	Priority (1 high to 4 low)	Strategic Objective ⁶⁸	Drafting body ⁶⁹	Added to the list	IC lead	Status ⁷⁰	Notes
Other topics									
24	2015-015	Plant health surveillance portal Surveillance, Implementation Programme on (pilot) (CPM-10, 2015)	1 Pending	A	IC-SC team	IC 2018-05	Mr Chris DALE	00. Pending	CPM-14 (2019) agreed this topic is subject to guidance from CPM Bureau and SPG.
25	2016-016	Sea containers (CPM-11, 2016) <i>Secretariat note: this work will be taken on by the IC Sub-group: Sea Containers Task Force</i>	1	B	IC Sub-group Sea Container Task Force	IC 2018-05	Mr Mamoun ALBALRI	05. Product under development	
26	2014-008	PCE facilitators training	3	C	TBD	IC 2018-05	Ms. Magda GONZALEZ ARROYO	01. Topic added to the List of topics	
27	2017-052	PCE modernization of tool (IC 2018-05) <i>Secretariat note: The PCE tool has not been updated for several years and needs to be modernized adding on environmental module</i>	3	C	TBD	IC 2018-05	Ms. Magda GONZALEZ ARROYO	01. Topic added to the List of topics	

Row No	Topic numbers	ICD Topic (added when)	Priority (1 high to 4 low)	Strategic Objective ⁶⁸	Drafting body ⁶⁹	Added to the list	IC lead	Status ⁷⁰	Notes
28	2018-023	Smart phone application to monitor <i>Xylella fastidiosa</i> for all relevant stakeholders and a mapping system to follow up on its global distribution, Tool available on the IPP ⁷¹	4	A	TBD	CPM-14 (2019)	TBD	01. Topic added to the List of topics	
29	2016-015	Pest diagnostic (CDC 2016-05) <i>Secretariat note: this work was originally discussed by the former Capacity Development Committee(CDC) to help the implementation of the CPM recommendation on The importance of pest diagnosis (R-07)</i>	4	A	TBD	IC 2018-05	Mr Mamoun ALBALRI Assistant lead: Mr Chris DALE	01. Topic added to the List of topics	
30	2017-051	Strengthening Pest Outbreak Alert and Response Systems Emerging pests (CPM-14, 2019, EU fund; CPM-13, 2018, Swiss fund)	Pending	A	TBD	IC 2018-05	Ms Olga LAVRENTJEVA	01. Topic added to the List of topics	

⁷¹ IPPC Implementation and Capacity Development Guides and training materials: <https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/>

Row No	Topic numbers	ICD Topic (added when)	Priority (1 high to 4 low)	Strategic Objective ⁶⁸	Drafting body ⁶⁹	Added to the list	IC lead	Status ⁷⁰	Notes
31	2001-005	Dispute avoidance and settlement (ICPM-03, 2001 adopted strategic direction (No.3)) <i>Secretariat note: this new work will be taken on by the IC Sub-group on Dispute Avoidance and Settlement and would cover activities other than the revision of the existing procedures and the development of a guide.</i>	1	A	IC Sub-group-DAS	IC 2018-05	Ms Stephanie BLOEM	00. Pending	IC recommended this topic is deleted as this work will be delivered under the topics on Dispute avoidance and settlement Guide (2004-034) and Dispute settlement Procedures-Revision (1999-005) on the list of ICD topics.
32	2017-050	e-Commerce (CPM-12, 2017 SPG 2017)	Pending	G	TBD	IC 2018-05	TBD	00. Pending	IC recommended this topic is deleted as this work will be delivered under the topic on e-Commerce, Guide (2017-039) on the list of ICD topics.
33	2016-017	Surveillance, case study on fruit flies (CPM-11, 2016)	Pending	A	TBD	IC 2018-05	TBD	00. Pending	IC recommended these topics are deleted as these

Row No	Topic numbers	ICD Topic (added when)	Priority (1 high to 4 low)	Strategic Objective ⁶⁸	Drafting body ⁶⁹	Added to the list	IC lead	Status ⁷⁰	Notes
34	2016-018	Surveillance, case study on invasive ants (CPM-11, 2016)	Pending	A	TBD	IC 2018-05	TBD	00. Pending	topics were considered to become part of the reformatted topic on Surveillance, Implementation Programme (pilot) (2015-015).
35	2016-019	Surveillance, case study on <i>Xylella fastidiosa</i> (CPM-11, 2016)	Pending	A	TBD	IC 2018-05	TBD	00. Pending	
Workshops and symposium									
36	2017-053	Symposium on Pest Free Areas and Surveillance, (Jointly funded by Canada, European Union and Japan) <i>Secretariat note: this work was originally funded through a Canadian contribution to the IPPC TF related to a global workshop on Pest Free Areas.</i>	4	A	Not applicable	IC 2018-05	Not applicable	Not applicable	IC recommended this topic is deleted as it was considered that symposia do not fall under the list of ICD topics.

Row No	Topic numbers	ICD Topic (added when)	Priority (1 high to 4 low)	Strategic Objective ⁶⁸	Drafting body ⁶⁹	Added to the list	IC lead	Status ⁷⁰	Notes
37	2017-054	Plant Health officer training curriculum Plant Health train the trainer, Workshop (IC 2018-05) <i>Secretariat note: This training is proposed to be designed to build phytosanitary trainer capacity around the world.</i>	2	A	Not applicable	IC 2018-05	Mr Dilli Ram SHARMA Assistant leads: Mr Chris DALE, Mr Francisco GUTIERREZ and Ms. Magda GONZALEZ ARROYO	01. Topic added to the List of topics	
38	2016-020	One Belt One Road, High level symposiums (China South-South project 2016)	pending (role of IC)	A	Not applicable	IC 2018-05	Not applicable	Not applicable	IC recommended this topic is deleted as it was considered that symposia do not fall under the list of ICD topics.

APPENDIX 13: Projects on Implementation and Capacity Development available on the IPP

The IPP provides the following information related to Projects on Implementation and Capacity Development at

<https://www.ippc.int/en/core-activities/capacity-development/projects-on-implementation-and-capacity-development/>

Table 1 include the list of projects for which the initial project reporting template was completed and which are available online.

This table was merged with the list of projects and IC leads published as appendix 13 to the November 2018 IC meeting report to include the institution in charge and the IC member following up on the project.

As per the IC November 2018 request to establish a distinction in between projects and contributions to the IPPC Secretariat in the Multi-Donor Trust Fund, contributions are suppressed from this table. Updates on ICD activities supported through contributions to the IPPC Trust Fund will be presented in IFU updates to the IC and were removed from projects.

Table 1: list of projects for which a reporting template has been filled, with the institution in charge and the IC member following up on the project.

Doc#	Institution in charge	IC member following up on the project	Title
P2018-01	IPPC Secretariat	Dominique Pelletier	IPPC Secretariat GCP/GLO/877/EC The third cycle (2018-2020) of the IPPC Implementation Review and Support System (IRSS) project
P2018-02	CABI	Faith Ndunge	CABI Pest Risk Information Service (PRISE)
P2018-03	FAO SEC	Olga Lavrentjeva	FAO SEC MTF/AZE/007/STF Strengthening Phytosanitary Control and Diagnostic Services in Azerbaijan
P2018-04	Imperial college	Sally Jennings	CEP ICL MTF/INT/336/STF Rolling out Systems Approach globally - sharing tools for enhanced application of Systems Approach and market negotiation on plant pest risk
P2018-05	IPPC Secretariat	Olga Lavrentjeva	IPPC Secretariat European Commission EC/GCP/GLO/725 Support for implementation of the IPPC

P2018-08	IPPC Secretariat	Mamoun Albakri	IPPC Secretariat SCTF MDTF Secretariat Sea Containers Task Force
P2018-10	IPPC Secretariat	Philip Njoroge	IPPC Secretariat China GCP/INT/291/CPR Strengthening the capacity of developing contracting parties to implement the IPPC
P2018-11	IICA	Francisco Gutierrez	IICA Greater Caribbean Safeguarding Initiative (GCSI)
P2018-13	STDF	- Ngatoko Ngatoko for Zambia - Philip Njoroge for Uganda	STDF overview for CPM-13 STDF projects: STDF/PG/481: Strengthening phytosanitary capacity for plant exports in Zambia STDF/PG/543: Enhancing the capacity of Uganda's fruit and vegetable sector to comply with EU phytosanitary requirements
P2018-16	IAEA	Magda Gonzalez	IAEA FAO RAF5074 Regional Training Course on the Use of GIS and ISPMs
P2018-17	IAEA	Mamoun Albakri	IAEA FAO RAS5076 Harmonizing and Strengthening Surveillance systems
P2018-18	IAEA	Francisco Gutierrez	IAEA FAO RLA5070 Strengthening Fruit Fly Surveillance and Control Measures
P2018-19	IAEA	Dilli Sharma	IAEA FAO RAS5067 Area-wide fruit fly pest management programmes
P2018-20	IC member (Australia)	Christopher Dale	AUS STDF/PG/521 STDF Surveillance Information Management Systems Project

Appendix 14: Strategy and process on how the IC reviews and analyses Implementation and Capacity Development projects

1. Strategy on how the IC reviews and analyses ICD projects

Purpose

The purpose and intent of the ‘Strategy on how the IC reviews and analyses ICD projects’ is to identify how to collect, consolidate and share implementation and capacity development (ICD) project information from CP’s, RPPO’s, the IFU, donors and implementing organizations in a centralized IC managed repository to promote global ‘best practice’ principles, maximize research and development investment, promote project synergies, minimize duplication and facilitate networking opportunities amongst plant health professionals.

Components of the strategy

The strategy encompasses the following activities:

1. Collect worldwide phytosanitary ICD projects information from CP’s, RPPO’s, IFU, donors and implementing organizations;
2. Analyse whether these projects have relevant technical resources (i.e. guides, training materials, tools), experts and best practices to be shared and promoted through the IC;
3. Review relevant technical resources, experts and best practices to be shared and promoted through the IC and make them available in a centralized IC repository;
4. Develop communication plans to promote and share the relevant technical resources, experts and best practices on ICD projects to maximize research and development investment, promote project synergies, minimize duplication and facilitate networking opportunities amongst plant health professionals.

2. Process on how the IC reviews and analyses ICD projects

2.1 Categorization of the different types of ICD projects

There are 6 different types of projects and the role of the IC and the updates to be made vary as detailed in Table 1.

Table 1: Role of the IC and processing of information for the different types of ICD projects.

Type of ICD project		Role of the IC	Accountability	Update prepared for November IC meeting	Project Reporting Template (annex 1)
1	New ICD projects managed by IFU	Review and recommend	To the donor	Concept note presented by the IPPC Secretariat to the IC to ensure that that new project is aligned with the IPPC strategic objectives, has strategic value and a competitive advantage	/
2	ICD projects managed by IFU for which the IC is the steering committee (e.g. STDF Beyond Compliance project)	Steering committee	To the IC and to the donor	Presented by the IPPC Secretariat to the IC for guidance Virtual consultation as necessary	Filled in by the IC member assigned
3	ICD projects managed by IFU (e.g. IPPC China South South Cooperation)	Analyze	To the donor	Presented by the IPPC Secretariat to the IC for information	Filled in by the IC member assigned
4	ICD projects managed by other institutions for which IFU is providing backstopping (e.g. FAO projects)	Analyze	To the donor	Presented by the IPPC Secretariat to the IC for information	Filled in by the IFU as appropriate
5	ICD projects managed by other institutions in which an IC member or observer is part of the project team (e.g. STDF project on surveillance)	Analyze	To the donor	Presented by the IC member or observer in charge to the IC for information	Filled in by the IC member assigned
6	ICD projects managed by other institutions in which no IC member or observer is part of the project team	Analyze	To the donor	Presented by the IC member or observer in charge to the IC for information	Filled in by the IC member assigned

Proposed IC Project Responsibilities

- **IC Project Review and Recommend** – the IC and relevant experts review a new project plan, proposal or concept note in detail against the IPPC Strategic Framework (2020-2030) and IPPC Framework for Standards and Implementation in order to evaluate and provide recommendations for endorsing the project.
- **Project Analysis** – Individual IC members examine the summary reports and detailed reports of ICD related projects to provide update reports in the form of presentations to the IC as part of November IC Meeting project reporting activities.
- **IC Project Steering Committee** – The key body of the project which is responsible for the oversight of governance and technical issues to ensure the successful delivery of the project outcomes and outputs The IC Project steering committee will:

- Ensure the project's scope aligns with the IPPC Strategic Framework (2020-2030) and the IPPC Framework for Standards and Implementation, and agreed requirements of the key stakeholder groups
- Provide those directly involved in the project with guidance on project governance and technical issues
- Ensure effort and expenditure are appropriate to stakeholder expectations
- Ensure that strategies to address potential threats to the project's success have been identified, costed and approved, and that the threats are regularly re-assessed
- Address any issue which has major implications for the project
- Keep the project scope under control as emergent issues force changes to be considered
- Reconcile differences in opinion and approach and resolve disputes arising from them
- Report on project progress to those responsible at a high level meetings such as Bureau, SPG and CPM.

2.2 Collect worldwide phytosanitary ICD projects information

A call will be issued on the IPP every year in September by the IPPC Secretariat to collect worldwide phytosanitary projects from CP's, RPPOs, FAO offices, donors and implementing organizations.

This process does not intent to capture all phytosanitary projects in the world but is based on the good will of the contributors willing to share information on their projects.

The IPPC Secretariat will aggregate all information on projects received.

2.3 Analyse relevance of projects

Following the call for projects, IC members and observers are assigned to individual projects to:

- coordinate with donors or implementing organizations to fill in the parts 1, 2 and 3 of the IC project reporting template;
- complete the parts 4 to 9 of the IC project reporting template;

The IPPC Secretariat will complete the project reporting template for the projects it is managing.

For new ICD projects, the IPPC Secretariat will present a project concept note to the IC who will review it to ensure the project is aligned with the IPPC strategic objectives, has strategic value and a competitive advantage. The project reporting template should not be filled as the information it requests would not be available.

2.4 Discuss and agree upon the relevance of the projects within the IC

During the IC November meeting, the IC members and observers shall discuss, on the basis of the information provided in the project reporting template, the following:

- whether the project's technical resources are relevant to share;
- whether the project's experts are relevant to share;
- whether the project's successes and challenges are relevant to share;
- what action should be concretely taken to share the project's technical resources, experts and successes and challenges and what should be the IPPC network involvement;
- what are the targeted beneficiaries.

2.5 Review the technical resources, experts and successes and challenges of the projects by the IC

The IC members will carefully review the technical resources (guides, training materials, tools, etc.), experts curriculum and successes and challenges of projects to consider whether these are consistent with the IPPC, its ISPMs and recommendations.

2.6 Communicate the technical resources, experts and successes and challenges of the projects

Once technical resources, experts and successes and challenges of projects have been reviewed by the IC, a clear and targeted communication plan should be developed by the IC member assigned to the project, as suggested in Table 2.

Table 2: action to be undertaken and stakeholders to be identified for information from a project.

Information from a project	Communication action to be taken	Stakeholders to be targeted
Technical resources (guides, factsheets, training material, tools)	Posted on the IPP as contributed resources	Specific regions: RPPOs, NPPOs, FAO Offices Specific organizations
Experts	Internal roster of experts	Specific regions: RPPOs, NPPOs, FAO Offices Specific organizations
Successes and challenges	IPP news CPM session on successes and challenges	IPPC Networks

This information will not be made available publicly but will remain internal documents used for the processing of information.

Technical resources will be reviewed by the IC and if deemed relevant posted as contributed resources on the IPP.

IC members should use their networks to promote the resources.

IC project reporting template as part of the strategy and process on how the IC reviews and analyses ICD projects

Project Title:

Reporter:

Project Code (if applicable):

IC PROJECT REPORTING TEMPLATE
(NOT TO EXCEED TWO PAGE)

To be filled in by the donor	1. Project Profile	
	Recipient Region(s)/ Countries	
	Donor/ Resource Partner	
	IC Representative (<u>if applicable</u>)	
	IPPC Secretariat Representation (<u>if applicable</u>)	
	RPPO Representation (<u>if applicable</u>)	
	Collaboration / Participating Organizations	
	Project Budget (detailed funds and/or in-kind)	
	Project Timing	YYYY-MM – YYYY-MM
	2. Project Scope and Relevance to the IPPC and main outputs (max 200 words)	
To be filled in by the assigned IC member and revised by the IC	3. Project Supporting Materials [e.g. <i>hyperlinks</i>]	
4. List project technical resources (i.e. guides, training materials, tools) that could be useful and used by other stakeholders		

	5. Provide a list of project experts that could be recommended to other stakeholders and describe why
	6. Describe successes and challenges that could be promoted for the benefit of other stakeholders
	7. List targeted beneficiaries <i>[i.e. regions, countries, RPPOs, NPPOs and other institutions]</i>
	8. List actions to be taken and describe IPPC network involvement <i>[i.e. the technical resources to be reviewed by the IC; the experts curriculum to be reviewed by the IC; the successes and challenges of the project to be reviewed by the IC, possible project collaboration with the relevant IPPC governing bodies, subsidiary bodies or other committees].</i>
To be filled in by the assigned IC member	9. Communication plan: on the basis of answers to questions 7 and 8, develop a detailed and targeted communication plan <i>[indicate communication actions to be undertaken and</i>

	<i>stakeholders to be targeted and means for doing so].</i>

IC Project Review and Recommend – the IC and relevant experts evaluate a project plan, proposal or concept note in detail against the *IPPC Strategic Framework (2020-2030)* and *IPPC Framework for Standards and Implementation* in order to evaluate and provide recommendations for endorsing the project.

Analyse – the IC members examine the summary reports and detailed reports of ICD related projects to provide update reports to the IC as part of November IC Meeting project reporting activities.

IC Project Steering Committee – IC body responsible for the oversight of business and technical issues associated with IC projects that are essential to the ensuring the delivery of the project outputs and the attainment of project outcomes.

The IC Project Steering Committee is the key body within the IC which is responsible for the governance and technical issues associated with the project that are essential to the ensuring the delivery of the project outputs and the attainment of project outcomes. This includes approving the budgetary strategy, defining and realising outcomes, monitoring risks, quality and timelines, making policy and resourcing decisions, and assessing requests for changes to the scope of the project.

Take on responsibility for the project's feasibility, business plan and achievement of outcomes

Ensure the project's scope aligns with the agreed requirements of the key stakeholder groups

Provide those directly involved in the project with guidance on project governance and technical issues

Ensure effort and expenditure are appropriate to stakeholder expectations

Ensure that strategies to address potential threats to the project's success have been identified, costed and approved, and that the threats are regularly re-assessed

Address any issue which has major implications for the project

Keep the project scope under control as emergent issues force changes to be considered

Reconcile differences in opinion and approach and resolve disputes arising from them

Report on project progress to those responsible at a high level meetings such as Bureau, SPG and CPM.

The components of the project that are to be monitored by the Steering Committee are documented in a Project Business Plan. Once developed, the plan defines the project scope and the Steering Committee as a whole must own the document.

APPENDIX 15: Criteria for posting contributed phytosanitary resources on the IPP

1) On the use of language :

- Key words/flags to be taken into account for review are: Standards, guidelines, recommendations.
- The resources can be proposed in any language; however less used languages are going to have less priority. Priority should be given to UN languages (Arabic, Chinese, English, French, Russian and Spanish). In the process of review of non-UN languages, in-kind translation services could be used by the IFU.
- A general disclaimer is going to be added to contributed resources page as follows: Resources on this page are not intended to be interpretations of ISPMs and terminology used may not be consistent with ISPM 5. Unless otherwise indicated resources, or pest distributions contained within them are not endorsed/adopted/agreed by the CPM nor developed under the auspices of the IPPC Secretariat.

2) On the criteria for suitability of technical resources to be considered by the IC members when reviewing contributed materials:

Suitable	Unsuitable
Assisting with the implementation of core IPPC provisions (obligations, rights and responsibilities) and ISPMs	Incompatible with the provisions of the IPPC text and ISPMs
Usefulness and relevance of information for NPPOs: <ul style="list-style-type: none"> - Applicability to the implementation of specific ISPMs - Relationship with the areas of the IPPC Strategic Framework and National Phytosanitary Capacity Development Strategy - Support for implementing core functions of the NPPO - Practicality of the material 	Non-ISPMs that could create confusion
Potentially globally applicable	Resources endorsed, approved or adopted by the CPM
Is IC reviewed	Detection of an infringement of copyright
Date of publication	Resources subject to confidentiality agreements, unless the parties agree to its publication
Format of the resource (Link, pdf ...)	Resources (except link) subject to frequent update
Regional Standards on Phytosanitary Measures, Diagnostic protocols and other documents approved by RPPOs	Resources published or intended to be published in journals and easily accessible
Phytosanitary Treatments	Resources addressing other SPS area

3) On operational aspects:

- Any resource reviewed and noted by other IPPC Subsidiary bodies (not the IC) is automatically posted and the coordination responsibility relies in the pertinent subsidiary body (subject to meet suitability criteria for publication in the phytosanitary resources page).
 - The IC may seek advice from other Subsidiary Bodies regarding resources submitted.
 - PRA documents, bilateral agreements, comprehensive diagnostic resources, pest factsheets and specific pest control manuals are not subjected to review by the IC and are directly posted in the page.
 - The IPPC Secretariat will pre-review videos to consider if they need to be submitted for IC review.
 - The IPPC Secretariat is going to propose a priority list for review as per IC request based on the CPM priorities.
- 4) Prioritization of review:
- The resources addressing topic areas related to IPPC Technical Resources (IPPC Guides and training materials) and CPM priorities
 - The resources able to be applied by a wide range of NPPOs should be given priority over ones only applicable in specific NPPOs or regions.
- 5) Procedures of the IC to review resources:
- Among the resources contributed, the Secretariat selects five resources in line with the prioritization of review and they are reviewed by the IC with one month deadline.
 - In the case where all IC members agree suitability of resources, they would be posted on the IPP as contributed resources.
 - In the case where at least one IC member considers a resource unsuitable and/or requests further review, the IC lead for contributed resources will initiate a discussion process by electronic means involving the whole IC. If consensus is not reached, the resource should not be posted.
 - When requested, a reason for not posting or removing a resource should be given to proposers, based on the established criteria, including information on the possible process for revisiting the application.

The review process above is being conducted regularly.

APPENDIX 16: Proposed changes to IC Terms of Reference and Rules of Procedure

Proposed revisions to the Terms of Reference of the CPM Subsidiary Body: Implementation and Capacity Development Committee – A Subsidiary Body of the CPM⁷²

Note: ~~on interpretation~~, references to implementation ~~mean implementation~~ of the International Plant Protection Convention (IPPC); ~~includes~~ing implementation of International Standards on Phytosanitary Measures (ISPM) and the Commission on Phytosanitary Measures (CPM) Recommendations. ~~standards, guidelines and recommendations adopted by the Commission on Phytosanitary Measures (CPM).~~

1. Purpose

The IC develops, monitors and oversees an integrated programme to support the implementation of the IPPC and strengthen the phytosanitary capacity of contracting parties.

2. Scope of the IPPC Implementation and Capacity Development Committee (IC)

The IC, under the guidance of the CPM, provides technical oversight of activities to enhance the capacities of contracting parties to implement the IPPC and meet the strategic objectives agreed by CPM. The IC:

- Identifies and reviews the baseline capacity and capability required by contracting parties to implement the IPPC.
- Analyses issues constraining the effective implementation of the IPPC and develops innovative ways to address impediments.
- Develops and facilitates delivery of an implementation support programme to enable contracting parties to meet and surpass the baseline capacity and capability.
- Monitors and evaluates the efficacy and impact of implementation activities and reports on progress which indicates the State of Plant Protection in the World.
- Oversees dispute avoidance and settlement processes.
- Oversees national reporting obligation processes.

Works with the Secretariat, potential donors and the CPM to secure sustainable funding for its activities

3. Composition

- ~~The IC is composed of twelve experts members~~ with relevant skills and experience in implementation of phytosanitary-related instruments and/or capacity development.
- ~~Seven membersexperts~~ will be representatives from each of the seven FAO regions

⁷² Report from CPM-12 (2017) see Appendix 10 to report:

https://www.ippc.int/static/media/files/publication/en/2017/05/CPM-12_Report-2017-05-30_withISPMs.pdf

<ul style="list-style-type: none"> - Five membersexperts will be expertsThe Bureau, taking account of the balance of skills and experience required, and geographical representation, selects and appoints the members. - In addition, one representative from the regional plant protection organizations (RPPOs) and one from the Standards Committee (SC) will be invited to participate as observers in the IC activities but be excluded from decision making.
<p>4. Functions</p> <p>These functions may be executed during face-to-face meetings and between meetings, via electronic means, as determined by the IC</p> <p>The IC has the following functions:</p> <p>4.1i) Technical work programme</p> <ul style="list-style-type: none"> - Identify and keep under review baseline capacity and capability required by contracting parties to implement the IPPC. - Identify and propose strategies for contracting parties to enhance their implementation of the IPPC, including national reporting obligations, taking into account their specific capacities and needs. - Review the Secretariat's analyses of contracting parties' challenges associated with the implementation of the IPPC. - Based on an analysis of outputs from the above activities, recommend priorities to CPM. - Identify and assess new technologies which could enhance implementation. - Monitor and evaluate actions under the IPPC Strategic Framework, other related strategies, frameworks and work plan(s).
<p>4.2ii) Effective and efficient management of the IC</p> <ul style="list-style-type: none"> - Develop, agree and maintain a <u>list of priorities for Implementation and Capacity Development (ICD) activities work plan</u> in alignment with CPM priorities. - <u>Provide an oversightreview and recommend function on new implementation and capacity development projects to ensure that they are aligned with the IPPC strategic objectives, have strategic value and a competitive advantage.</u> - Develop procedures and criteria for the production, oversight and approval of technical resources for implementation. - Recommend to the CPM to Establish, and dissolve and provide oversight of and provide oversight of IC Ssub-groups, undertaking specific activities and tasks. - <u>Provide oversight to IC Sub-groups.</u> - <u>Establish ad hoc working groups to address specific issues.</u> - Seek advice and/or input on matters relevant to its work programme from technical panels (through the SC) and other groups or organisations that assist the IPPC Secretariat. - Periodically review its functions, procedures and outcomes. - Monitor and evaluate the effectiveness of its activities and products.
<p>4.3iii) Working with the Secretariat</p> <ul style="list-style-type: none"> - Develop and manage projects that contribute to achieving the implementation priorities agreed by CPM. - Provide guidance on implementation and capacity development activities for inclusion in the Secretariat's work plan.

<ul style="list-style-type: none"> - Assess and prioritize <u>web resources for inclusion in the International Phytosanitary Portal (IPP) or the Phytosanitary Resources website</u>, as appropriate, technical resources that are relevant for developing capacity to implement the IPPC. - Promote dispute avoidance as an outcome of effective implementation. - Oversee the dispute settlement process as required. - Contribute to the development and maintenance of links with donors, partners and other public and private organizations concerned with implementation and capacity development in the phytosanitary area. - Contribute to the delivery of the IPPC Secretariat's Communications Strategy. - <u>The Secretariat is responsible for coordinating the work of the IC and providing administrative, editorial operational and technical, support. The Secretariat advises the IC on the availability and use of financial and staff resources.</u>
<p><u>iv) Working with other subsidiary bodies</u></p> <ul style="list-style-type: none"> — Work in close collaboration with the SC to make standards setting and implementation complementary and effective. — Review the Framework for Standards and Implementation annually and recommend changes to the CPM through the SPG. - <u>Work with other subsidiary bodies and RPPOs regarding areas of mutual interest.</u>
<p><u>v) Actions directed by CPM</u></p> <p><u>Contribute to the delivery of the IPPC Communications Strategy.</u></p> <p>Provide oversight of bodies that have been established by CPM and entrusted to the IC.</p> <p>Undertake other functions as directed by the CPM.</p> <p>Report to the CPM on its activities.</p>
<p><u>5. Relationship with the IPPC Secretariat</u></p> <p>The Secretariat is responsible for coordinating the work of the IC and providing administrative, editorial operational and technical, support. The Secretariat advises the IC on the availability and use of financial and staff resources.</p>
<p>56. Relationship with the Standards Committee</p> <p>The IC collaborates with the SC <u>to make standards setting and implementation complementary and effective</u> on the basis of aligned <u>prioritieswork plans</u> for the implementation of the IPPC. This collaboration will take place at a number of levels (e.g. Secretariat, chairs, members, stewards and sub-groups). <u>A The IC includes an SC representative from the SC is invited to participate in IC activates activities and meetings. and also selects a representative for participation in SC meetings.</u></p> <p><u>IC and SC Subjects for collaboration includeswill include at least:</u></p> <ul style="list-style-type: none"> - Alignment of <u>prioritieswork programmes</u> - Development of implementation plans for standards - Analysis of responses to calls for topics and issues to be addressed - Jointly rReview of the Framework for Standards and Implementation <u>and make recommendations to the CPM for endorsement via the SPG</u> - Development and implementation of joint projects.
<p>67. Relationship with the RPPOs</p>

RPPOs provide a regional perspective on issues, challenges and the region operating context impacting contracting parties and their NPPOs. RPPOs provide support to contracting parties to enhance their phytosanitary capacities and capabilities. ~~The IC includes an~~ A TC-RPPO representative is invited to participate in IC activities and meetings.
Areas for collaboration include:

- Exchange of ~~draft~~-work plans/programmes
- Sharing of technical resources and information
- Identification and provision of experts
- Coordination of activities and events, including IPPC Regional Workshops
- ~~Development and implementation of joint projects.~~

Proposed revisions to the Rules of Procedure of the IPPC Implementation and Capacity Development Committee (IC) – A Subsidiary Body of the CPM⁷³

Rule 1. Membership

The IC is composed of 12 members.

Members will have experience in at least one of the following:

- Demonstrated experience in managing phytosanitary systems;
- Demonstrated experience in delivering phytosanitary capacity development activities;
- In depth knowledge of the IPPC, ISPMs and CPM Recommendations ;
- Experience in the implementation of phytosanitary regulations;
- Other specific knowledge, qualifications and/or experience, for example in developing and delivering training

Members will also have a level of English which will allow them to actively participate in IC meetings and discussions.

plus one representative from the regional plant protection organizations (RPPOs) and one from the Standards Committee (SC) of the International Plant Protection Convention (IPPC).

~~Members are selected on the basis of a balance of expertise with at least one from each Food and Agriculture Organization of the United Nations (FAO) region and representation from developing countries. Members should have experience of either implementation of phytosanitary related instruments and/or capacity development and will be selected and appointed by the Commission on Phytosanitary Measures (CPM) Bureau.~~

The Technical Consultation (TC) among RPPOs and the SC each appoints a representative to the IC through their own processes.

The members ~~and representatives~~ will serve with utmost integrity, impartiality, and independence and will prevent and disclose in advance possible conflicts of interest that

⁷³ Report from CPM-12 (2017) see Appendix 10 to report: https://www.ippc.int/static/media/files/publication/en/2017/05/CPM-12_Report-2017-05-30_withISPMs.pdf

may arise in the course of carrying out their duties. If they occur, the Bureau will resolve cases of a conflict of interest.

Members serve for a term of three years which may be renewed as decided/recommended by CPM Bureau and confirmed by CPM. The term of membership will begin on/at the end of the May IC meeting.

Rule 24. ~~Potential Alternate and replacement~~ Replacement members

~~Potential~~ Replacements should meet the qualifications for membership set forth in these Rules.

~~Potential~~ Replacements for regional representatives. A maximum of two ~~potential~~ replacements may be nominated by each region and when a region nominates two, it should indicate the order in which they would serve as replacements.

~~Potential~~ Replacements for Experts. Experts submitted in response to a call for experts may also be selected to form a pool of ~~potential~~ replacements.

~~At least one alternate for each FAO region should be appointed following the selection process detailed in Rule 3 and serves for a term of three years which may be renewed in accordance with that Rule.~~

~~An alternate may attend a meeting of the IC in place of a member who is unable to attend.~~

~~If a member resigns, no longer meets the qualifications for membership set forth in these Rules, or fails to attend two consecutive meetings of the IC, the member will be replaced. The replacement will be decided by the Bureau maintaining the balance of expertise, and the need to have at least one member from each FAO region. A replacement member will serve for a term of three years starting from the time of appointment~~

Rule 2. Qualification for membership

~~Nominations for members will include documented evidence of their experience in implementation and/or capacity development. This~~

~~experience should include at least one of the following:~~

- ~~Demonstrated experience in managing phytosanitary systems;~~
- ~~Demonstrated experience in delivering phytosanitary capacity development activities;~~
- ~~In depth knowledge of the IPPC and International Standards for Phytosanitary Measures;~~
- ~~Experience in the implementation of phytosanitary regulations;~~
- ~~Other specific knowledge, qualifications and/or experience, for example in developing and delivering training.~~

~~Nominees will also have a level of English which will allow them to actively participate in IC meetings and discussions.~~

Rule 3. Procedure for nomination and selection of members and potential replacement members.

For nominations for regional representatives, Members are selected on the basis of a balance of expertise with at least one from each of the seven Food and Agriculture Organization of the United Nations (FAO) regions may devise its own procedures for selecting its nominations of members and potential replacement members and their selection is communicated to the IPPC Secretariat through the CPM Bureau member from that region.

For nominations for experts, the IPPC Secretariat will make a call for experts. Nominations should be submitted to the IPPC Secretariat through official IPPC Contact points for contracting parties or RPPOs. Nominations will be reviewed and selected by the Bureau. In addition to the qualifications for members outlined in these rules, the Bureau will also consider the skills and experience of the seven regional representatives and select additional experts to complement them.

Potential Replacement members will also be selected following the above process to form a pool of potential replacement members. and representation from developing countries. Members should have experience of either implementation of phytosanitary related instruments and/or capacity development and will be selected and appointed by the Commission on Phytosanitary Measures (CPM) Bureau.

The Secretariat will issue a call for members when vacancies arise. Member nominations, including supporting information and a

All nominations should be accompanied by a:

- letter of intent,
- CV and
- completed and signed Statement of Commitment as specified in the call, may be formally submitted by contracting parties or RPPOs.

The CPM Bureau will review nominations against the list of requirements outlined in Rule 2.

Members serve for a term of three years which may be renewed on acceptance of the CPM Bureau.

All nominations for IC members or potential replacement members will be selected by the Bureau and submitted recommended to the CPM for confirmation approval.

Rule 4. Procedure calling a potential replacement member.

A member of the IC will be replaced by a confirmed potential replacement member if the IC member resigns, no longer meets the qualifications for membership set forth in these Rules, or fails to attend two consecutive meetings of the IC.

For the replacement of a member who is a regional representative, the confirmed potential replacement member will be called upon in the order confirmed. In these cases, the Secretariat should inform the relevant regional Bureau member.

For the replacement of a member who is an expert, the Bureau will be requested to select a confirmed ~~potential~~-replacement member from the pool to complement the IC membership with a balance of skills and experience required.

A replacement will serve through the completion of the term of the original member.~~by the region~~

Rule 5. Representatives of the SC and RPPOs

The SC and the Technical Consultation (TC) among RPPOs each selects a representative to the IC through their own processes.

The RPPO and SC representatives ~~will be invited to participate in IC activities as observers and~~ will serve with utmost integrity, impartiality, and independence and will prevent and disclose in advance possible conflicts of interest that may arise in the course of carrying out their duties. If they occur, the Bureau will resolve cases of a conflict of interest.

Rule ~~65~~. Chairperson and Vice-Chairperson

The chairperson and vice-chairperson of the IC are elected by its members and serve for the remainder of their a-term ~~of three years~~ with the possibility of re-election ~~on acceptance of the CPM Bureau~~.

Rule ~~76~~. Meetings

The IC will hold two physical meetings a year. Additional meetings may be held when necessary, subject to available staff and financial resources. Meetings of the IC may also be held through electronic means, including by video and teleconference, as necessary.

A majority of members will constitute the quorum to hold meetings.

Rule ~~87~~. Observers ~~and participation of invited experts~~ to IC meetings

Subject to the provisions of the below paragraph, meetings of the IC will be open, in accordance with the applicable FAO and CPM rules and procedures.

The IC may determine that certain meetings, or part thereof, be conducted without observers, in consideration of the sensitivity or confidentiality of the subject.

With the prior agreement, or at the request, of the IC members, the Secretariat may invite individuals or representatives of organizations with specific expertise, to participate ~~as observers~~ in a specific meeting or part thereof.

Rule 8. Bodies established by CPM

~~A subsidiary body established by the CPM may be entrusted to the oversight of the IC. These bodies will have their own terms of reference and rules of procedure which will have been agreed by the CPM during their establishment.~~

Rule 9. IC Sub-groups

The IC may ~~recommend that the CPM~~ establish IC Ssub-groups to address specific implementation and capacity development issues subject to availability of financial

resources. The IC will ~~approve a determine in their~~ Terms of ~~R~~reference (TOR) for each IC Sub-group and Rules of Procedure (ROP) for IC Sub-groups. The TOR should outline ~~the assigned the~~ tasks, the duration of the Sub-group, the composition of the, membership and reporting duties, ~~of these sub-groups.~~

The IC may dissolve IC Sub-groups when they are no longer required.

Rule 10. Working groups

The IC may establish ad hoc working groups to address specific issues. Working group members are selected by the IC from its membership or a SC or RPPO representative and may, in some cases, include additional experts as agreed by the IC.

The IC may dissolve these temporary working groups when they are no longer required.

Rule 11. Decision-making

The IC will endeavour to make decisions on the basis of consensus between members.

Situations where consensus is required but cannot be reached shall be described in the meeting reports detailing all positions maintained and presented to the CPM for discussion and appropriate action.

Rule 12. Reporting

The IC will report to the CPM and submit recommendations to the CPM as needed.

APPENDIX 17: Function of a Rapporteur (Section 2.3.3 of Procedure Manual for Implementation and Capacity Development)**2.3.3 Rapporteur**

All Implementation and Capacity Development related meetings select a Rapporteur if a meeting report will be produced. The Rapporteur of an IC meeting is elected by the IC members participating in that meeting. The main functions of the Rapporteur are to:

- ensure that the report prepared by the Secretariat is an accurate record of the discussions and decisions of the meeting
- assist the Secretariat in drafting, reviewing and finalizing the IC meeting report
- facilitate the IC e-mail discussions in relation to points of the IC reports.

Appendix 18: Guidelines on the role of IC lead and assistant lead (Section 2.7 of Procedure Manual for Implementation and Capacity Development)

2.7 Guidelines on the role of IC lead and assistant lead

IC leads should assist the work of the IC on the activity that the IC lead is responsible for and that the Secretariat should supply editorial expertise to assist an IC lead in carrying out their role.

These guidelines were revised in response to changes in the responsibilities of IC leads based on CPM or CPM Subsidiary body approved procedures and the decision to encourage the IC to assign an IC lead and one or two assistant leads for each activity.

2.7.1 Selection of the IC lead and assistant IC lead(s)

The IC lead(s) should be a member of the IC or the SC and RPPOs representatives to the IC. They are selected by the IC.

Proposed IC lead should recognize that considerable time may be required.

For IC Sub-groups, the IC should endeavor to select replacement IC leads in time to allow for overlap at one meeting with the outgoing IC lead.

2.7.2. Roles, responsibilities, duties and tasks of the IC lead(s)

The role of the IC lead is to oversee an IC Sub-groups and lead the development of the associated draft implementation resource(s), from the moment the IC lead is assigned to the development of the implementation resource. The IC lead is the IC representative and has the responsibility to liaise between the IC Sub-group and the IC. The functions of an IC lead vary according to the nature and complexity of the IC Sub-group or team tasks. The IC lead and IC should assist the Secretariat to ensure that the IC Sub-group and team follows the relevant procedures.

The IC lead is expected to attend the IC Sub-group meeting when the IC Sub-group activity is first discussed. The IC lead is invited to meetings where the IC activity, draft outline of the implementation resources or draft implementation resource will be discussed (i.e. IC, IC Subgroup and CPM meetings). If attending the meeting is not possible, the IC lead should consider attending virtually or request the assistant lead attend in his or her place.

The IC lead may seek assistance from the assistant IC lead with any of the following responsibilities.

Time commitment

The estimated time requirements for the involvement of IC lead in a single activity is at least eight weeks, including, but not limited to, the following activities:

- (1) reading documents;
- (2) revising the draft outline of the implementation resources;
- (3) developing discussion papers;
- (4) attending IC sub-group meetings;

- (5) preparing a presentation for regional workshops on the IPPC;
- (6) attending IC meetings and briefing IC members as appropriate.
- (7) The IC lead may be present at least one day before the IC meeting to consult and arrange for upcoming meeting with the secretariat staff

Contracting parties (and the regional plant protection organizations (RPPOs)) are encouraged to support the work of the IC lead whenever possible.

Upon request of the IC lead, the Secretariat will communicate to the FAO representative of the IC lead's respective country the responsibilities and time needed for the role.

Prior to the IC Sub-group meeting

The IC lead may be asked to:

- provide guidance to the Secretariat and IC in relation to the selection of experts for the IC Sub-group;
- liaise with the Secretariat to ensure that discussion papers are produced for the required meeting.

The IC lead may also prepare a draft work plan prior to the IC Sub-group meeting with the assistance and help of the IPPC secretariat. This draft work plan should be submitted by the IC lead to the Secretariat at least two weeks before the IC Sub-group meeting, to allow sufficient analysis and review by all meeting participants.

During the IC Sub-group meeting

The IC lead is expected to:

- explain the Rules of Procedure of the Sub-group;
 - Have a good understanding of the history, background, important discussion points and previous decisions on the activity. If some issues are unclear, the IC lead should discuss the matters with the Secretariat, assistant IC lead or members of the IC;
 - assist the Secretariat in the Sub-group related activities;
- assist the Secretariat in drafting the meeting report.

After the IC Sub-group meeting, the IC lead is responsible for reviewing the meeting report.

2.7.3 Role of the assistant IC lead(s)

The role of the IC assistant lead is to assist the IC lead in his or her responsibilities on all aspects of the activity as described in these guidelines as requested by the IC lead.

The IC assistant lead is not expected to attend meetings. However, if, at any time, IC lead is not able to attend a meeting or if he/she is no longer available, the assistant lead may be asked to undertake the IC lead role during a meeting.

The IC assistant lead should provide written comments, if any, at appropriate times to assist the IC lead in the Implementation process.

Appendix 19: Rule 7 of the IC Sub-groups Rules of Procedure**Rule 7. Recommendations**

The IC Sub-group makes recommendations to the IC. The IC reviews these recommendations, and as appropriate, formulates proposals to the CPM.

APPENDIX 20: List of members for IC Sub-groups and Teams and Secretariat leads (2019-05-17)

Topic	IC lead	IC Members/others	Secretariat
Framework for Standards and Implementation	Yuji KITAHARA	-SC Champion: Rajesh RAMARATHNAM	Masumi YAMAMOTO
Guides and training materials	Stephanie BLOEM	-Faith NDUNGE -Francisco GUTIERREZ -Ngatoko NGATOKO	Ketevan LOMSADZE
IC Sub-group for Implementation Review and Support System (IRSS)	Dominique PELLETIER	-Dilli SHARMA -Francisco GUTIERREZ -Sally JENNINGS -Bureau rep: vacant -SC rep: Sam BISHOP -RPPO rep: Juliet GOLDSMITH	Ketevan LOMSADZE
IC Sub-group, Sea Containers Task Force (SCTF)	Mamoun ALBAKRI	-Faith NDUNGE -Magda GONZALEZ ARROYO -Ngatoko NGATOKO For SCTF members see IPP	Ketevan LOMSADZE
IC Sub-group on Dispute Avoidance and Settlement (DAS)	Stephanie BLOEM	Call was made	Brent LARSON
National Reporting Obligations (NRO)	Sally JENNINGS	-Olga LAVRENTJEVA -Magda GONZALEZ ARROYO -Mamoun ALBAKRI	Qingpo YANG
International Year of Plant Health (IYPH)	Dominique PELLETIER	- Chris DALE	Sarah BRUNEL
Phytosanitary Capacity Evaluation (PCE) tool	Magda GONZALEZ ARROYO	-Fitzroy WHITE -Francisco GUTIERREZ -Mekki CHOUIBAN -Olga LAVRENTJEVA	Sarah BRUNEL
Projects	Chris DALE	-Dilli Ram SHARMA -Mamoun ALBAKRI	Sarah BRUNEL
SC-IC collaboration	Chris DALE	SC rep: Alvaro SEPÚLVEDA LUQUE	Sarah BRUNEL
Task Force on Topics	Chris DALE	-Faith NDUNGE -Olga LAVRENTJEVA (IC chair)	Masumi YAMAMOTO
ICD Web based Resources	Stephanie BLOEM	-Chris DALE -Dominique PELLETIER -Francisco GUTIERREZ -Mamoun ALBAKRI -Ngatoko NGATOKO -Sally JENNINGS -Yuji KITAHARA	Ketevan LOMSADZE (Strategy) / Masumi YAMAMOTO (Structure)
Contributed Resources	Sally JENNINGS	N/A	Masumi YAMAMOTO
Update of National Phytosanitary Capacity Development Strategy	Olga LAVRENTJEVA	-Chris DALE -Dominique PELLETIER -Sally JENNINGS	Brent LARSON