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21-25 November 2022

IPPC Secretariat

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REPORT IC NOVEMBER 2022 MEETING

21–25 November 2022

1. OPENING OF THE MEETING

1.1 Opening remarks by the IPPC Secretariat

- [1] The IPPC Secretariat (hereafter referred to as the “secretariat”) welcomed all participants to the November 2022 meeting of the Implementation and Capacity Development Committee (IC), expressing delight at meeting face-to-face for the first time since November 2019.
- [2] In the welcoming remarks, the secretariat thanked IC members for their productive work, dedication and ability to adapt to the challenges of the virtual work environment for the two and half years of the COVID-19 pandemic. The secretariat highlighted the achievements and progress that had been made and the challenges facing the IPPC community when implementing the IPPC. The secretariat noted the importance of the IC for the implementation of the new IPPC Strategic Framework 2020–2030. The secretariat mentioned the expected presentation from the IPPC secretary on the way forward for the IPPC community, as recorded under agenda item 11.

1.2 Welcoming remarks by the IC chairperson

- [3] The IC chairperson thanked the secretariat for the opening remarks, welcomed the IC, and expressed his pleasure at meeting face-to-face for the first time in three years. Despite the burden of remote working, the IC had continued working remotely and achieved outstanding results.

2. MEETING ARRANGEMENTS

2.1 Election of the rapporteur

- [4] Thorwald GEUZE (the Netherlands), supported by Lalith Bandula KUMARASINGHE (New Zealand), were elected as the rapporteurs to the meeting.

2.2 Adoption of the agenda

- [5] The IC agreed to consider the following topics under agenda item 18 (Any other business):
- participation of observers in IC meetings, including the IC project session;
 - pest risk analysis standards;
 - nominations received in response to the call for proofreading translated guides;
 - interim meeting before the IC meeting in 2023; and
 - ongoing e-decisions.
- [6] The agenda, as modified, was adopted and is attached to this report as Appendix 1.

3. ADMINISTRATIVE MATTERS

3.1 Documents list

- [7] The list of documents is attached to this report as Appendix 2.

3.2 Participants list

- [8] Chris DALE (Australia) and Nilesh CHAND (Fiji) had informed the secretariat that they were not able to attend the IC November 2022. Stephanie BLOEM (regional plant protection organization (RPPO) representative) attended the meeting from 21 to 24 November, and Ahmed M. Abdellah ABDELMOTALLEB (Egypt) from 21 to 22 November and it was suggested that, if needed, they could provide further comments in written form to the IC chairperson.
- [9] The list of participants is attached to this report as Appendix 3.

3.3 Local information

- [10] The secretariat provided a link to the document with local information.¹

4. UPDATES FROM CPM BUREAU, STRATEGIC PLANNING GROUP, TECHNICAL CONSULTATION AMONG REGIONAL PLANT PROTECTION ORGANIZATIONS, INTERNATIONAL PLANT HEALTH CONFERENCE, AND SEA CONTAINERS WORKSHOP

4.1 CPM Bureau

- [11] The secretariat presented a summary of the discussions and outcomes of the October 2022 meeting of the Commission on Phytosanitary Measures (CPM) Bureau.² Other development topics that had been discussed included sea containers, dispute settlement, pest outbreak alert and response systems (POARS) and One Health. The return of the governing bodies to meeting in person, and how it would impact the format of meetings of the different IPPC bodies, had also been on the agenda. In addition, the IPPC secretariat presented the achievements, challenges and future for the IPPC secretariat, including three initiatives: a global phytosanitary programme with an initial focus on Africa, trade facilitation and the secretariat as a centre of excellence.
- [12] The October CPM Bureau meeting report will be made available on the International Phytosanitary Portal (IPP).³
- [13] The IC chairperson thanked the secretariat, underscoring the need to tailor update papers in a way that will highlight the items of particular interest to the IC in order to facilitate discussions. The IC stressed the benefit of organizing the CPM-17 (2023) meeting in a face-to-face format, and encouraged the bureau to continue to advocate for an in-person format.
- [14] One IC member sought clarification on the position of the FAO on hybrid meetings. The secretariat noted that hybrid-format meetings were being conducted at FAO, but they require a lot of resources. Organization of hybrid meetings needs to be agreed at the managerial level. The secretariat reiterated the plan to return to in-person meetings, but noted that the plans may change because COVID-19 related restrictions can affect FAO meeting-room capacities. The plenary hall and the Red Room were already booked for CPM-17 (2023) and the matter would be discussed in due course.

¹ Local information for meeting participants: Rome, Italy. - [International Plant Protection Convention \(ippc.int\)](https://ippc.int)

² 04_IC_2022_Nov.Report on October 2022 CPM Bureau Meeting - [International Plant Protection Convention \(ippc.int\)](https://ippc.int)

³ October 2022 CPM Bureau meeting report - [CPM Bureau - International Plant Protection Convention \(ippc.int\)](https://ippc.int)

[15] The IC:

- (1) *noted* the update from the October 2022 CPM Bureau meeting.

4.2 Strategic Planning Group (SPG)

[16] The secretariat updated the IC on key topics presented by the Implementation and Facilitation Unit (IFU) at the 2022 Strategic Planning Group (SPG) meeting.⁴

[17] **One Health and antimicrobial resistance (AMR) issues.** The secretariat had presented a paper for the SPG highlighting the new definition of One Health (“an integrated, unifying approach that aims to sustainably balance and optimize the health of people, animals and ecosystems”). The SPG had recommended that the secretariat prepare a short paper for CPM-17 (2023), drawing upon the papers and discussion from the October 2022 SPG meeting, to highlight the important contribution that plant health can make in achieving the One Health agenda and to indicate possible areas that require more work, such as research on antimicrobial resistance.

[18] The secretariat had been attending FAO meetings for One Health and antimicrobial resistance (AMR) issues, which is under the framework of the FAO Strategic Framework 2020–2030. FAO had established a dedicated unit for One Health. At the international level, The United Nations Environment Programme, the World Health Organization and the World Organisation for Animal Health were working together through a quadripartite agreement to advance big development agendas.

[19] One IC member noted that the IPPC community needs to agree on the definition of One Health before starting to engage in the One Health initiative. Some IC members voiced their concerns over One Health, saying that when speaking of AMR, the first thing that comes to mind is antibiotics but resistance can occur in plant health as well; this includes resistance to fungicides, insecticides and other pesticides and these issues occur in all parts of the world. Therefore, the IC members highlighted the importance of including plant health in One Health along with human health and animal health for a holistic approach.

[20] One IC member shared information on the Pan American and European Union funded project that focuses on plant and animal health, which was implemented during 2017–2020 with the next phase being for 2021–2025. This project addresses the issue of microbial resistance: the sale and use of microbials, registration requirements, regulation and use of pesticides with a microbial mode of action, support for small scale production; and promotion of the use of integrated pest management. The IC member offered to share the project document to be assessed as a contributed resource. It was also pointed out that there are different interpretations of the term “plant health” and there would need to be agreement on a definition as discussions continue on whether to include plant health in One Health.

[21] **IPPC Observatory.** The secretariat had updated the SPG on activities related to the IPPC Observatory and had invited the SPG to provide ideas for the operationalization of the IPPC Observatory, including the monitoring of the IPPC Strategic Framework 2020–2030, through a sustainable funding mechanism. The secretariat highlighted the need to further clarify the need and function of the IPPC Observatory, with secured resources.

[22] The secretariat noted that the project had sufficient funding to develop a communication plan, including video material and a factsheet.

⁴ SPG meeting reports: [Strategic Planning Group - International Plant Protection Convention \(ippc.int\)](https://www.ippc.int)

- [23] The IC chairperson thanked the secretariat and invited the IC to comment, highlighting the need to better conceptualize and better promote the IPPC Observatory, which would be instrumental to facilitate understanding of the mandate of the observatory and to attract donors and support.
- [24] One IC member suggested that the experience of other organizations with observatories – in particular the two other sister organizations (World Organisation for Animal Health and Codex Alimentarius secretariat) – be used to show the added value that an observatory can bring and hence to attract support and resources. The IC member also added that there was a need to develop and conduct surveys, as these can reveal needs.
- [25] One IC member commented on the involvement of private companies when conducting surveys and suggested that a standard operating procedure be developed so that surveys are well designed. The secretariat indicated that a survey specialist had drafted such guidelines and that a private contractor had also made recommendations to improve the survey experience. A brainstorming session would be organized on the topic later in the IC meeting.
- [26] **IPPC dispute settlement oversight.** CPM-16 (2022) had requested that the CPM Bureau consider whether the newly adopted IPPC Dispute Settlement Procedures could be presented in a simplified way and to consider how best to institutionalize the oversight function of the Dispute Settlement Oversight Body. The SPG had supported the outcomes of the CPM Bureau's discussion on the Dispute Settlement Oversight Body, particularly the role of the IPPC secretary as primary intake point for IPPC dispute submission and the establishment of a subsidiary body of the CPM Bureau to play the role of Dispute Settlement Oversight Body under CPM Bureau oversight. The SPG had also invited the CPM Bureau to take account of the amendments to the diagram of the dispute settlement procedures offered at the SPG meeting, and agreed on the structure. This diagram will be presented to CPM-17 (2023).
- [27] The IC chairperson thanked the secretariat. The IC had no further comments.
- [28] The IC:
- (2) *noted* the update from the 2022 Strategic Planning Group meeting.

4.3 Technical Consultation among Regional Plant Protection Organizations

- [29] The representative from the Technical Consultation among Regional Plant Protection Organizations (TC-RPPOs) presented a paper introducing highlights from the Thirty-Fourth TC-RPPOs.⁵
- [30] The presenter noted that the current chairperson of the TC-RPPOs is from Comité de Sanidad Vegetal del Cono Sur (COSAVE), but that a new chairperson would be selected in November to take over this role for the Thirty-Fifth TC-RPPOs. The new chairperson would be from the North American Plant Protection Organization (NAPPO). The presenter highlighted the importance of the new chairperson understanding his or her duties and responsibilities, and noted that during the Thirty-Fifth TC-RPPOs, this matter will be highlighted and put forward for discussion.
- [31] Regional plant protection organizations had provided their input to the draft recommendations on their role in delivering POARS to the SPG. The presenter noted that RPPOs are structured, governed and staffed differently; therefore, this should be considered when suggesting actions that might be delivered by RPPOs. The presenter suggested that the IC members review the report referenced in the IC paper 06_IC_2022_Nov to review these actions. The report had been developed to highlight this issue to the new IPPC secretary and the SPG, and to impress upon the SPG that all RPPOs should be consulted early in the development of actions to implement the strategic framework. The secretariat clarified that

⁵ 34th TC-RPPOs report: [Report_34thTC-RPPO_2nd_and_3rd_session_2022_Septfinal_M7F7tpt.pdf \(ippc.int\)](#)

the POARS recommendations were not prescriptive for RPPOs, but were listed as a broad range of activities taking into account all initiatives on POARS that RPPOs are already undertaking.

- [32] One IC member suggested that a list be developed of key activities for RPPOs from developing countries to comply with, which RPPOs could use as a resource to help them develop and improve.
- [33] Another IC member noted that there is a need to define the link between national, regional and international entities for phytosanitary issues, define the roles for each entity, and illustrate how the system works. The IC member suggested that the report of the TC-RPPOs, and a paper on the structure and role of RPPOs in the IPPC community, be presented during the next CPM session.
- [34] The secretariat noted that there is an e-learning course on the IPPC, which can be recommended to CPM participants to take before attending the next CPM session to help them understand the role of RPPOs.
- [35] The IC:
 - (3) *noted* the report of the Thirty-Fourth Technical Consultation among Regional Plant Protection Organizations.

4.4 International Plant Health Conference

- [36] The secretariat presented a paper highlighting the successes and achievements of the International Plant Health Conference (IPHC) and the International Day of Plant Health, the two legacies of the 2020 International Year of Plant Health.⁶ These events had been postponed as a result of the COVID-19 pandemic.
- [37] The IPHC had been co-organized with the national plant protection organization (NPPO) of the United Kingdom of Great Britain and Northern Ireland and had been held on 21–23 September 2022 in London. The conference had been attended by more than 500 participants from over 74 countries, and more than 600 viewers had followed the conference via webcast. More than 120 speakers across 20 sessions had addressed and discussed current and future plant-health challenges, including food security, the impacts of climate change, environmental protection, facilitating safe trade, and new pest and disease pathways such as e-commerce. The conference report is under preparation and will be made available on the IPP.⁷ The IPHC website had been launched to include all resources, and information from the conference was also reflected on the IPHC app.
- [38] The IC chairperson thanked the secretariat and invited the IC to comment.
- [39] One IC member complimented all those involved with the IPHC, which had achieved the intended results – reaching out to new audiences, academia, research, and so on, and presenting the work of the IPPC community. The member suggested that this experience should be repeated. Another IC member added that, for the next IPHC, there is a need to continue reaching out to academia and universities from across the world.
- [40] One IC member asked for the recording of the IPHC to be made available and highlighted the importance and value of the topics covered during the IPHC. The secretariat confirmed that the

⁶ 07_IC_2022_Nov: [International Plant Health Conference - International Plant Protection Convention \(ippc.int\)](https://www.ippc.int/); International Plant Health Conference website: www.agitoevents.com/event/a6e37cb4-c5a0-4a97-bafe-82a7d6ee4bd5/summary; International Day of Plant Health website: www.fao.org/plant-health-day/en

⁷ The report will be made available on IPP soon: [International Plant Health Conference - International Plant Protection Convention \(ippc.int\)](https://www.ippc.int/)

recording will be posted on the FAO YouTube channel after clearance by the FAO communication department. The presentations from the event had been posted in PDF format on the IPP.

[41] Another IC member recommended that the next IPHC be streamed on a different platform, such as YouTube, so that more people can access it. A suggestion was also made to better describe the sessions.

[42] One IC member suggested having a more harmonized message on the celebration of the International Day of Plant Health and starting the conversation about this as soon as possible. The IC member also asked about the preparation for the next IPHC and the secretariat confirmed that the participants answering the post-conference survey had suggested that such a conference be held every three or four years. The country co-organizing the next IPHC would need to be contacted soon.

[43] One IC member suggested that regional workshops are a good platform to present the achievements of the IPHC and they could also be used as a forum for seeking suggestions about the content of the next conference.

[44] The IC:

- (4) *noted* the report on the International Day of Plant Health and the International Plant Health Conference.

4.5 Sea containers workshop

[45] The IC lead presented highlights from the initial meeting of the CPM Focus Group on Sea Containers (FGSC) meeting. So far, the FGSC had met twice; once remotely and another time at the margins of the IPHC in London. During the latter meeting, the FGSC had agreed to initiate the revision of the existing CPM recommendation on *Sea containers* (R-06).

[46] Next, the IC lead gave an update from the *International workshop on reducing the introduction of pests through the sea container pathway* (sea containers workshop), which had been held on 19–20 September 2022 in London, United Kingdom,⁸ and which had proved to be very productive. The workshop had been attended by 130 participants, including key stakeholders and many representatives from diverse parts of the industry. The IC lead highlighted that sea containers represent one of the biggest challenges ever faced by the IPPC community. The workshop had provided a platform for the exchange of knowledge and best practices. During the workshop, participants had agreed that it was important that any IPPC guidance on sea containers that is developed is widely accepted and adopted.

[47] The workshop outcomes had been discussed during the second meeting of the FGSC. The FGSC had agreed that raising awareness about the existing guides and training materials among the key stakeholders, including industry, is important. It had become clear that an effective risk-mitigation programme should be designed in a way that has limited impact on container logistics and be comprised of multiple independent solutions phased-in gradually over multiple years (akin to systems approach principles). The FGSC had agreed with the recommendation of workshop participants to organize a follow-up workshop in July 2023, which will become a critical step towards the CPM taking key decisions on IPPC guidance in 2024. The location for the July 2023 meeting has yet to be decided.

[48] The IC may contribute and have a role in overseeing the development of potential implementation of IPPC guidance on sea containers.

⁸ 08_IC_2022_Nov: [Update from CPM FG on sea containers and Workshop on sea containers - International Plant Protection Convention \(ippc.int\)](#)

- [49] Adding to what was presented by the IC lead, one IC member expressed concern over the need to develop recommendations or standards on sea containers. The member suggested that the potential July 2023 workshop on sea containers could be a good place to address this question.
- [50] The IC members made comments and suggestions with regards to addressing the issue of sea containers. One IC member suggested that the responsibility to inspect all sea containers be delegated to NPPOs; another member noted the need to decide on the type of IPPC document, as for the World Trade Organization, there is no differentiation between a standard and a recommendation. Another IC member noted the need to address all containers, including air and land, in the IPPC guidance.
- [51] One IC member noted that the North American sea containers initiative had released a short video with basic information to ensure plant health, animal health, and human health. The IC member offered to share the link with the secretariat to be shared further with the IC.
- [52] Another IC member noted that there is a need for raising awareness on sea containers. Another challenge for some NPPOs is that sea containers may not fall under their legislative authority.
- [53] One IC member noted that for countries with no capacity for inspection, a solution could be to develop a database with information on inspection.
- [54] The IC:
- (5) *noted* the update;
 - (6) *noted* that the focus group is preparing a draft revision of the existing CPM recommendation on *Sea containers* (R-06); and
 - (7) *noted* the intention to hold a second workshop on sea containers in mid-2023.

5. IC E-DECISION ANNUAL SUMMARY

5.1 2022 summary of e-decisions

- [55] The secretariat presented a summary of the IC e-decisions (e-fora) taken from November 2021 to September 2022, highlighting the lower average response rate, below 50%, of IC members to e-decisions (Appendix 4).
- [56] The reports of IC meetings adopted through e-decision are posted on the IPP.⁹ The secretariat invited the IC to discuss and propose suggestions to improve the IC response rate to e-decisions.
- [57] The IC chair thanked the secretariat for the presentation and encouraged the IC members to take a more active role in e-decisions, highlighting that it is the responsibility of an IC member. When an IC member does not participate, the respective region is not then represented.
- [58] The IC chair also noted that if an IC member has workload issues that restrict their ability to participate in IC work, he or she should speak to their supervisor to address the issue.
- [59] One IC member requested that the secretariat present the statistics in the form of diagrams, for better understanding.
- [60] One IC member asked whether differentiation was possible between the e-decisions with a high response rate and those with a low or no response, regarding the content or time of year, to find an explanation for the response rate. Another IC member suggested that e-decisions be grouped into two per month. One IC member noted the benefit of calendar reminders and suggested that the secretariat

⁹ IC reports: <https://www.ippc.int/en/core-activities/capacity-development/capacity-development-committee/>

send a calendar invite to IC members giving a deadline for the e-decision. It was also suggested that IC members could block hours to commit to IC work in an online calendar, so that the time is reserved for IC work only. This would give more focused time for IC work including the e-decisions.

[61] The IC:

- (8) *agreed* to the summary of Implementation and Capacity Development Committee e-decisions, attached as Appendix 4 to this report;
- (9) *requested* that the IPPC secretariat present future IC e-decision statistics in the form of diagrams; and
- (10) *agreed* to further strive to improve the IC response rate to e-decisions by reserving a sufficient amount of time per week for IC work and *requested* that the secretariat send calendar invitations to IC members' calendars giving deadlines for e-decisions.

6. IC SUBGROUPS

6.1 IPPC Observatory: report on 2022 activities and review of the triennial workplan (2022–2024)

[62] The secretariat presented an update on IPPC Observatory activities in 2022 and the revised triennial workplan.¹⁰

[63] At CPM-16 (2022), the CPM had confirmed the transition from the Implementation Review and Support System (IRSS) to a more sustainable system, renamed as the IPPC Observatory.¹¹ The secretariat invited the IC to discuss the following topics.

[64] **Meetings of IC Subgroup on IRSS (now IPPC Observatory).** The secretariat explained that the IC Subgroup on IRSS had met twice in 2022 and had discussed and approved the IRSS studies for publication and communication materials, reviewed the CPM recommendations on the IPPC Observatory and revised the group's terms of reference (ToR). The secretariat presented the ToR for the IC subgroup and the IC was invited to recommend the revised ToR, which are attached to this report as Appendix 5, to the CPM for approval.

[65] The secretariat also presented recommendations of the IC Subgroup on IPPC Observatory for the operationalization of the IPPC Observatory that would enable the observatory to fulfil its assigned mission and invited the IC to support the recommendations and advocate for their implementation. The recommendations are attached to this report as Appendix 6.

[66] The secretariat informed the IC that the subgroup had also reviewed the IPPC Observatory studies and reports.

[67] **IPPC Secretariat activities related to the IPPC Observatory.** A summary of the secretariat's activities related to the IPPC Observatory were presented to the IC. The secretariat is still providing support on IPPC Observatory-related activities through the publication of studies, the finalization of the triennial report, and the organization of meetings of the IC Subgroup on the IPPC Observatory.

[68] The secretariat added that, since the end of the European Commission IRSS third cycle project in May 2022, no secure resources had yet been identified to implement the forthcoming activities of the IPPC

¹⁰ 10_IC_2022_Nov.IPPC Observatory: Report on 2022 activities and review of the triennial work plan (2022-2024) - International Plant Protection Convention

¹¹ CPM-16 (2022), agenda item 11.5. CPM-16 report: https://assets.ippc.int/static/media/files/publication/en/2022/07/CPM-16_FINAL_REPORT-2022-07-20__Syh4mHt.pdf

Observatory workplan. Thus, the secretariat invited the IC to discuss possible resource mobilization for consideration by the CPM Bureau and the Finance Committee, taking into consideration an optimal use of the IPPC Secretariat resources (financial and staff), and the efficient operationalization of the IPPC Observatory.

[69] **IPPC Observatory workplan for 2022–2024.** The secretariat presented an updated IPPC Observatory 2022–2024 workplan, attached as Appendix 7 to this report. The IC was invited to review and approve the workplan.

[70] The secretariat presented the list of activities proposed for implementation in 2023 and invited the IC to recommend three priority activities that the IPPC Observatory should focus on when funding is available. The IC lead added that all products developed by the IPPC Observatory need to have a consistent visual identity to promote the observatory. As for the funding, the IC lead expressed uncertainty and suggested that a general survey be conducted to develop baseline data, so that there is an opportunity to compare achievements later on. This would be instrumental in resource mobilization.

[71] One IC member suggested that the IPPC Observatory communication materials, including video and factsheets, be presented to the TC-RPPOs, so that the RPPOs could present the materials further to their respective regions. The IC member from NAPPO offered support in translating the factsheet and video into Spanish. The IC noted that advertising the usefulness of the observatory may help with raising funds.

[72] Another IC member added that there should be a balance between standard setting and implementation under the IPPC secretariat umbrella and reported on the need for the IC to analyse and report on the resource allocation between these secretariat units. The implementation part needed to be covered adequately, with stability in terms of staff. The IC member recognized that distribution of the regular budget would allow further discussion and commented that this question needed to be raised with the IPPC secretary for his feedback.

[73] Another IC member highlighted the need to discuss the IPPC Observatory funding with the CPM and to advocate for funding through trust funds. The IC representative from the Republic of Korea enquired about the minimum amount needed for the operationalization of the Observatory and added that the amount could potentially be provided by the NPPO of the Republic of Korea. The IC member offered to consult with the Korean NPPO and confirm.

[74] The secretariat responded to the comment regarding the minimum amount of funds for the initial mobilization of the observatory. It was highlighted that the amount depends on the key priority topics or activities identified for the observatory.

[75] The IC:

- (11) *noted* the update on the secretariat and subgroup activities related to the IPPC Observatory;
- (12) *agreed* that the revised Terms of Reference of the IC Subgroup on the IPPC Observatory be *recommended* to CPM-17 (2023) for approval;
- (13) *recommended* the following four priority activities that the IPPC Observatory should focus on when funding is available:
 - monitoring the achievement of the objectives of the development agenda items of the IPPC Strategic Framework (2020–2030),
 - conducting the Third General Survey,
 - launching the studies for the priority 1 topics in the workplan (e-commerce) when funds are available, and
 - possibly pitching to the CPM the launch of a call of topics for surveys and studies, in order to raise awareness;

- (14) *agreed* to raise the of IPPC Observatory funding with the CPM and to advocate for funding through trust funds;
- (15) *thanked* the IC member from the Republic of Korea for offering to verify whether the NPPO of the Republic of Korea could provide the minimum funding needed for the initial operationalization of the observatory;
- (16) *approved* the updated 2022–2024 IPPC Observatory workplan attached to this report as Appendix 7, subject to available resources; and
- (17) *supported* the recommendations of the IC Subgroup on the IPPC Observatory for the operationalization of the IPPC Observatory and *agreed* to advocate for the implementation of that system through presentation of the observatory at the TC-RPPOs.

7. IC TEAMS

7.1 Phytosanitary capacity evaluation: update on 2022 activities and workplan for 2023

- [76] The IC lead gave a brief presentation introducing phytosanitary capacity evaluation (PCE). He continued with a summary of activities related to PCE in 2022.¹² Some of the activities had been completed (Nepal) and some were ongoing (Cambodia, Senegal, Uzbekistan, Sierra Leone, the Bahamas, Trinidad and Tobago, and Dominica), in line with the *Phytosanitary capacity evaluation strategy for 2020–2030*.¹³ The IC lead highlighted that donors have an interest in PCE as a tool to evaluate and improve understanding of areas that need support and development at the national level.
- [77] Further to the decision of the 2021 November IC meeting to use some of the funds allocated by the CPM Bureau to a desk study on how to improve the effectiveness of PCE, and the subsequent CPM-16 (2022) discussions, the IC lead informed the IC that a purchase order for a desk study to be undertaken by an independent service provider was being finalized and would be shared with the IC if possible before the last day of this meeting, or through e-decision afterwards, for review and approval. The PCE 2023 workplan (and beyond) would be guided by the results of this PCE desk study.
- [78] The IC chair thanked the IC lead for the presentation and opened the floor for discussion.
- [79] One IC member highlighted the presentation given during CPM-16 (2022) regarding the expansion of the PCE tool and enquired whether anything had been done in that respect. The IC member also mentioned the concept of PCE “lite” and its purpose. The secretariat responded that the PCE desk study is aimed at diagnosing and understanding what NPPOs consider needs to be improved in the PCE tool and process. The secretariat reported that there is confusion around the concept of PCE lite, but that the desk study would explore all options suggested to improve the PCE tool and process. The secretariat also recalled that possible conflicts of interest would also be taken into account regarding those situations where a donor is an importing country and, as implementer of the PCE, could potentially have access to the confidential information of an exporting country. An IC member voiced concerns about the potential for PCE to become an audit tool.
- [80] Another IC member added that PCE results are very sensitive information and therefore, need to be treated in a confidential manner. The PCE tool is also valid for all countries, not only developing countries.

¹² 11_IC_2022_Nov: [Phytosanitary Capacity Evaluation: update on 2022 activities - International Plant Protection Convention \(ippc.int\)](#)

¹³ PCE Strategy 2020–2030: <https://www.ippc.int/en/publications/87701/www.ippc.int/en/publications/87701>

- [81] One IC member asked how to increase the number of trained PCE facilitators, and asked about the role of donors and whether national PCE coordinators could have easy access to become PCE facilitators. The secretariat answered that in such matters, it strictly follows the guidelines on training and certifying PCE facilitators agreed during the IC November 2021 meeting. According to these guidelines, the secretariat opens a call, interested candidates apply, and the secretariat selects the candidates according to the set criteria.
- [82] One IC member mentioned the positive feedback from Cambodia and mentioned the interest of some countries in conducting a simpler form of PCE on their own.
- [83] The secretariat may invite the NPPOs to consult the PCE website and to become a pilot country for undertaking the PCE without a certified PCE facilitator.
- [84] One IC member emphasized that PCEs need to remain confidential and to be protected from consultants taking the PCE tool as a financial opportunity, recalling that the initial logo for making wood packaging material that is compliant with ISPM 15 (*Regulation of wood packaging material in international trade*) had been stolen.
- [85] The secretariat also clarified that it is not making money on PCE, as the funding received currently serves to pay the consultants, travel and expenses when national workshops are organized and recalled that no regular budget funding is allocated to this activity. The secretariat also reiterated that any country could ask for access to the PCE tool through an official request, without having to recruit a certified PCE facilitator, as is clearly indicated on the PCE webpage on the IPP.
- [86] The IC chairperson expressed support for the desk study and highlighted the importance of increasing the understanding of contracting parties regarding the purpose and scope of the PCE tool and the need to ensure that appropriate people are interviewed in the framework of the desk study.
- [87] **PCE desk study purchase order.** Later in the meeting, the secretariat presented the draft purchase order for the PCE desk study on how to improve the PCE tool and process. The IC members made minor revisions that were well noted. The plan is to deliver this product by the end of March 2023.
- [88] The IC agreed that respondents and interviewees in the desk study should include donors and potential donors; there should be at least eight NPPOs, including NPPOs of countries who have done a PCE and NPPOs of countries who have not done a PCE. Countries proposing changes in the PCE process and countries who raised concerns about certain proposed changes will also be included, as will one to two PCE facilitators and a representative from the IC Team on PCE.
- [89] Later on, more desk studies may follow to improve the PCE, especially in view of the IPPC secretary's initiatives where the PCE tool could be utilized. One IC member highlighted that PCE is a perfect tool to identify gaps and the needs of the countries to implement projects and programmes.
- [90] The IC chairperson thanked the secretariat for the presentation, and the IC for comments and suggestions.
- [91] The IC:
- (18) *noted* the activities related to PCE in 2022;
 - (19) *noted* that the ongoing activities are aligned with the PCE strategy, but some are paused awaiting the results of the desk study; and
 - (20) *approved* the PCE desk study purchase order, and *agreed* that an e-decision is not required on this item.

7.2 National Reporting Obligations: update on 2022 activities and workplan 2023

- [92] The IC lead presented a paper on the 2022 activities of the IC Team on National Reporting Obligations (NROs), covering the period from January to mid-October 2022, and the team's workplan for 2023.¹⁴
- [93] **Overseeing NROs activities.** The IC lead explained that the IC Subgroup on NROs would be activated in coordination with the POARS Steering Group. The call for experts for the POARS Steering Group had been launched during the summer period and the procedure for selecting the experts was underway.
- [94] The IC lead informed the IC that, although the mandate of the IC Subgroup on NROs lasted until May 2023, the subgroup had not yet been set up. The IC lead therefore informed the IC that the subgroup's duration would be extended depending on when the POARS Steering Group is launched and that the terms of reference of the subgroup would need to be amended accordingly.
- [95] Moreover, the IC lead informed the IC that the IC Team on NROs had met in March 2022 to review the draft specification for the revision of the IPPC guide on NROs and in October 2022 to review the comments made during the summer consultation of the aforementioned draft specification.
- [96] **Provision of direct assistance to official IPPC contact points (reducing information technology barriers).** The IC lead explained that, for a better user experience on the IPP, some categories of pest status had been changed to align with those in the revision to ISPM 8 (*Determination of pest status in an area*) adopted in 2021. However, two categories – “Other” and “Unknown” – remained, as there were some pest report entries that had been entered with these “pest status” values previously, before the revision of ISPM 8. Therefore, and in order to fit exactly with the pest status categories of the revised ISPM 8, it was proposed to remove the “Other” and “Unknown” pest status values for all pest report entries in the new field and store them in the field specifically dedicated to old values.
- [97] **Development of contracting parties' NROs capacities (raising awareness and training materials).** The IC lead presented a summary of activities conducted to raise awareness among contracting parties of their reporting obligations, especially during the IPPC regional workshops held in July and August.
- [98] The IC lead added that there were also currently two NROs e-learning courses on the IPP:
- *National reporting obligations* (2019);¹⁵ and
 - *Surveillance and reporting obligations* (May 2022).¹⁶
- [99] The secretariat confirmed that the revision of the *Guide to national reporting obligations* (2021-026) had been added to the *List of implementation and capacity development topics* (LOT) as per the CPM-16 (2022) request. The draft specification had been submitted for consultation from 1 July to 30 August 2022 and, in September 2022, the IC Team on NROs, together with the secretariat, had revised the draft specification based on comments from the consultation. The proposed responses to comments and the revised draft specification had been presented to the IC for approval in October through an e-decision. After minor revisions, the specification had been approved by the IC.
- [100] The IC lead invited the IC to consider adding the revision of the NROs guide to the secretariat workplan for 2023–2024 as a high priority, if the funding is made available.

¹⁴ 12_IC_2022_Nov: [National Reporting Obligations: update on 2022 activities and work plan 2023 - International Plant Protection Convention \(ippc.int\)](#)

¹⁵ E-course on *National reporting obligations* (2019): [e-Learning Course - National Reporting Obligation \(2019\) - EN \(ippc.int\)](#)

¹⁶ E-course on *Surveillance and reporting obligations* (2022): [Course: Surveillance and reporting obligations \(fao.org\)](#)

- [101] **Workplan for 2023.** The IC lead presented the IC Team on NROs' workplan for 2023 to the IC, attached to this report as Appendix 8. It was noted that the NROs activities requiring funding would be put on hold until financial resources are made available. This includes the funds to draft the revised version of the IPPC guide on NROs.
- [102] One IC member noted that countries have different lists for regulated pests and suggested that a template be developed for all countries to follow and that the template could be enclosed in the revised guide. Another IC member also clarified that information on how to develop regulated lists is available in ISPM 19 (*Guidelines on lists of regulated pests*). The secretariat noted that the specification for the revision of the NROs guide includes a request for the working group to provide guidance on the format to be used for lists of regulated pests.
- [103] The IC members agreed that communication and promotion of NROs should be continued and suggested that the IPPC secretary engage with countries to communicate the benefits and importance of NROs. A further suggestion was that there could be a conditionality related to reporting obligations, applied to the financial support provided to contracting parties for attending the CPM. The condition could be that NPPOs needed to provide the basic NROs information – NPPO contact information, NPPO structure and national legislation – to be eligible for receiving financial support to attend CPM sessions. This message could also be included in the secretary's email communication to the contracting parties, or in the IPPC newsletter.
- [104] One IC member suggested that the secretariat should send an email to all IPPC contact points asking them to respond within a certain time frame, to understand which regions and countries have a functioning contact point. The countries that do not respond should be engaged individually and supported if needed to update their basic NROs on the IPP. The secretariat shared experience of contacting countries regarding the financial aspects of attending IPPC regional workshops, where it had proved challenging to get feedback from the IPPC official contact points as the NRO "Designation of an Official IPPC Contact Point" is sometimes outdated. It is thus difficult to contact and encourage them to complete even the most basic NROs (designation of an official IPPC contact point; description of the NPPO; phytosanitary requirements, restrictions and prohibitions). Another IC member highlighted the need to encourage NPPOs and to enhance the quality of the reported information and suggested that IPP editors be encouraged to take the new 2022 e-learning course on *Surveillance and reporting obligations*, which could lead to better reporting. The secretariat also suggested that they could check with the FAO e-learning academy whether the course on *Surveillance and reporting obligations* (May 2022) could be entered at different places and the learner still be able to do a test and receive a badge, with a note indicating the modules on NROs (in case the learner wants to focus on NROs only) and clarifying a range of time to complete it.
- [105] One IC member also mentioned that the presentation of the information should also be improved on the country pages of the IPP, as the information does not appear user friendly.
- [106] The IC:
- (21) *noted* the summary of the 2022 activities on NROs;
 - (22) *noted* that the duration of the subgroup on NROs to be activated will need to be changed, depending on when the POARS Steering Group is launched;
 - (23) *agreed* to remove the "Other" and "Unknown" pest status values for all pest report entries from the new field and store them in the field specifically dedicated to old values;
 - (24) *agreed* that the IC Team on NROs would consider and decide whether or not to remove the e-learning course on NROs (2019) from the IPP;
 - (25) *agreed* to invite IPP editors to take the entire course on *Surveillance and reporting obligations* (May 2022);

- (26) *requested* that the secretariat check with the FAO e-learning academy whether the course on *Surveillance and reporting obligations* (May 2022) could be entered at different places with a note added indicating the modules on NROs in case the learner wants to focus on NROs only and clarifying a range of time to complete it;
- (27) *agreed* that communication and promotion of the benefits and importance of NROs should be continued through various means (IPPC newsletter, IPPC secretary's email communication to contracting parties, etc.);
- (28) *requested* that the secretariat send an email to all official IPPC contact points asking them to confirm their contact details within a certain time frame, to understand which regions and countries have a functioning contact point, and *recommended* that those countries that do not respond should be engaged individually and supported if needed to update their basic NROs on the IPP;
- (29) *agreed* to add the revision of the IPPC guide on NROs to the secretariat workplan for 2023–2024 as a high priority (1), if funding becomes available;
- (30) *invited* the working group in charge of revising the IPPC guide on NROs to consider the available information in ISPM 19 (*Guidelines on lists of regulated pests*) on how to develop a list of regulated pests;
- (31) *agreed* that the IC Team on NROs would work together with the secretariat to brainstorm how to improve the presentation of the information on the IPP's country pages to make them more user friendly; and
- (32) *approved* the IC Team on NROs summarized workplan for 2023 as presented in Appendix 8, pending available funding.

7.3 E-commerce: update on 2022 activities and workplan for 2023

- [107] The IC lead presented the paper summarizing the secretariat's activities related to e-commerce,¹⁷ including updates regarding the development of the IPPC E-commerce guide for plants, plant products and other regulated articles (2017-039), the development of a communications plan, planned awareness-raising activities and planned monitoring and evaluation activities. The IC lead explained that work to strengthen collaboration with key international organizations – namely, the World Customs Organization and Universal Postal Union – continue with the objective of raising awareness about phytosanitary risks and creating synergy in developing a joint policy and recommendations regarding e-commerce and the courier and postal pathways.
- [108] The IC lead indicated that the IC Team on E-commerce had contributed to the draft implementation plan for the IPPC Strategic Framework 2020–2030 by providing a work plan for the e-commerce development agenda item with clear goals, deliverables and budgets for the next five years. This implementation plan had been submitted to the CPM Focus Group on the IPPC Strategic Framework 2020–2030 Development Agenda Items in March 2022.
- [109] The IC lead presented the proposed 2023 e-commerce workplan, attached to this report as Appendix 9, which had been developed in consultation with the IC team. The secretariat noted that funding for the in-kind contribution of an IFU staff member provided by Canada to work on e-commerce would finish on 31 March 2023 and it was unclear whether it would be extended. The IC was invited to approve the 2023 annual workplan for e-commerce.
- [110] The IC lead informed the IC that the draft IPPC e-commerce guide would be open for peer review in November 2022. The secretariat confirmed that the IC and all NPPOs would be invited to review the draft guide and provide feedback. It is planned to publish the guide before CPM-17 (2022).

¹⁷ 13_IC_2022_Nov: e-Commerce: update on 2022 activities and workplan for 2023 - International Plant Protection Convention (ippc.int)

[111] The IC:

- (33) *noted* the e-commerce activities that were completed in 2022;
- (34) *approved* the e-commerce workplan for 2023; and
- (35) *noted* the availability of the in-kind contribution from Canada until 31 March 2023 and that completing the remaining activities on the workplan will require an extension of the in-kind contribution from Canada or additional resources.

7.4 Guides and training materials

[112] The IC lead presented an update on the activities of the IC Team on Guides and Training Materials.

[113] The IC lead explained that the *Process for the development of IPPC guides and training materials* had been revised on three separate occasions in 2022. The first revision, in March 2022, had simplified the approval process for implementation plans; the second, in June 2022, had clarified the role of the IC lead in the development of the individual guides and training materials; and the third, in October 2022, had included the new graphic that was developed to illustrate the process for the development of guides and training materials.

[114] The IC was invited to note all three revisions of the *Process for the development of IPPC guides and training materials*, and to recommend that the most recent version be included in the next revision of the *IPPC procedure manual for implementation and capacity development*, which is expected to be published early in 2023.

[115] The secretariat gave a demonstration of three web pages on IPPC guides and training materials that had been revised to make them more user friendly:

- How guides and training materials are developed;¹⁸
- IPPC guides and training materials;¹⁹ and
- IPPC e-learning courses.²⁰

[116] The secretariat invited the IC members to send suggestions for further improvements.

[117] The secretariat recommended a change to the acknowledgements section that is included in all IPPC guides and e-learning courses. The proposed change replaces the reference to the National Phytosanitary Capacity Building Strategy (2010) with a reference to the IPPC Strategic Framework for 2020–2030. The IC agreed that it would be more appropriate to reference the strategic framework and asked that the secretariat implement this change in future IPPC guides and training materials and update the *IPPC style guide* accordingly. The IC also asked the secretariat to archive the national phytosanitary capacity building strategy document on the IPP.

[118] The revised acknowledgement text was as follows:

This [guide / e-learning course] presents [give scope of product]. It was created under the auspices of the IPPC Secretariat as a component of the Strategic Framework for the IPPC (2020–2030): Protecting global plant resources and facilitating safe trade. This work has been developed and peer-reviewed by

¹⁸ How guides and training materials are developed: [How guides and training materials are developed - International Plant Protection Convention \(ippc.int\)](https://www.ippc.int)

¹⁹ IPPC guides and training materials: [IPPC Guides and Training Materials - International Plant Protection Convention](https://www.ippc.int)

²⁰ IPPC e-learning courses: [IPPC e-Learning](https://www.ippc.int)

selected experts all over the world under the coordination of the IPPC Secretariat with oversight of the IPPC Implementation and Capacity Development Committee.

- [119] One IC member asked how donors are recognized and the secretariat confirmed that a sentence is added to this paragraph to recognize the contribution of donors and the donor logo is added to the back page of the guide. The secretariat noted that the contributions of partners who provide either funds for translation or an in-kind translation of a guide or training material are recognized by including their logo to the product (i.e. on the back cover for guides).
- [120] The IC chair thanked the IC lead and the secretariat for the presentations and opened the floor for discussion.
- [121] One IC member reported that he had requested his NPPO officers take the e-learning course on export certification and they had reported on the high quality of the course.
- [122] The IC thanked the secretariat for the improvements to the website but noted the persisting struggle among users to navigate the IPP to access the Guides and training materials page and the Phytosanitary components page. The IC noted the need to speed up the overall revamping of the IPP and the importance of making these key web pages visible on the home page of the IPP. The IC noted that the IFU has updated the pages under their control to make them more user friendly but that the lack of progress on improving the visibility of these web pages on the IPP was disappointing. They highlighted the importance of these web pages, as being instrumental for improved implementation of the convention and ISPMs and to support resource mobilization for the development and translation of additional products.
- [123] The IC:
- (36) *noted* the activities of the IC Team on Guides and Training Materials;
 - (37) *noted* the revisions to the *Process for the development of IPPC guides and training materials* and *recommended* that the updated process be added to the next revision of the *IPPC procedure manual for implementation and capacity development*;
 - (38) *noted* the improvements to the three IPPC guides and training materials web pages;
 - (39) *requested* that the secretariat apply the revised acknowledgements statement to new IPPC guides and training materials and update the *IPPC style guide* accordingly; and
 - (40) *requested* that the secretariat archive the IPPC national phytosanitary capacity building strategy (2010) document on the IPP.

7.5 Contributed resources: update on 2022 activities

- [124] The IC lead presented a paper summarizing the activities of the IC Team on Contributed Resources for 2022,²¹ and invited the IC to note these activities. The team had met virtually in February, June, July and October 2022. From January to March, 21 resources had been reviewed, out of which 16 resources had been agreed for posting on the IPP.
- [125] From May to October 2022, 18 contributed resources had been reviewed, and the IC team had agreed that 17 of these should be posted on the IPP. The secretariat invited the IC to note the results of the resources reviewed from May to October 2022 (second and third quarter 2022) and informed the IC that there were ten contributed resources awaiting IC review as of 17 October 2022.

²¹ 15_IC_2022_Nov: [Contributed resources: update on 2022 activities - International Plant Protection Convention \(ippc.int\)](#)

[126] One IC member suggested that if a resource that has already been reviewed and posted is updated once again by the author, the resource needs to be published immediately after updating to avoid losing time reviewing the updated resource.

[127] One IC member noted that the activity on contributed resources represents an important acknowledgement of the work undertaken by organizations submitting these materials, and also represents a lot of work from the IC team. The member advocated the need for these resources to be made more visible.

[128] Another IC member had a question on an inconsistency in the table of contributed resources. The secretariat confirmed that two resources had been mixed up in one record but that this error would be corrected by the secretariat.

[129] The IC:

(41) *noted* the activities of the IC Team on Contributed Resources in 2022; and

(42) *noted* the review results by the IC Team on Contributed Resources from May to October 2022 (second and third quarters 2022) attached to this report as Appendix 10.

7.6 Implementation and capacity development web resources: update on 2022 activities

[130] The secretariat presented an update on the 2022 activities related to improving the Phytosanitary system landing page on the IPP.²² As of October 2022, information for each component of the Phytosanitary system page had been updated to include the adopted ISPMs, published IPPC guides and training materials and approved contributed resources. A list of the updated information on the Phytosanitary system page in 2022 is attached in Appendix 11 to this report.

[131] The secretariat invited the IC to discuss further improvement of the Phytosanitary system landing page to align with the overall revamping of the IPP. Two concrete suggestions for improvement had been put to the team within the secretariat who managed the IPP:

- to change the location of the Phytosanitary system landing page, adding a link from the IPP homepage to have a more prominent positioning across core activities pages; and
- to support the improvement of the design and layout of the landing page and individual component pages by employing a more user-friendly taxonomy.

[132] The secretariat presented the IC with two options for arranging the components in the Phytosanitary system landing page:

- arrange the order of components based on the order of the PCE tool, thus placing associated components close to each other on the landing page; or
- group the components into eight major categories on the landing page, where clicking on each category will reveal the components of the category.

[133] The IC chair thanked the secretariat and invited the IC members to provide comments and suggestions.

[134] The IC opted for option two, with some different additional suggestions: to add phytosanitary treatments under emergency response (new category to be created); to add PCE modules to the PCE components page; to add ISPM 1 (*Phytosanitary principles for the protection of plants and the application of phytosanitary measures in international trade*) under the component page for NPPO establishment and

²² 16_IC_2022_Nov: [Implementation and Capacity Development Web resources: update on 2022 activities - International Plant Protection Convention \(ippc.int\)](#)

operation. The secretariat clarified that links to ISPMs would be provided at the subcomponent page level.

[135] The IC members noted the importance of the Phytosanitary system landing page, and that contracting parties were looking forward to promoting this topic during their discussion with the IPPC secretary and to advocating for the need to revamp the IPP as the primary tool of promotion of implementation and capacity development materials.

[136] An IC member also suggested that presenting the Phytosanitary component landing page at the IPPC regional workshops could be a way to raise awareness across contracting parties.

[137] The IC:

- (43) *noted* the update on the Phytosanitary system landing page;
- (44) *agreed* on the grouping of the Phytosanitary system component pages as presented in Appendix 12; and
- (45) *suggested* that the other ways to improve the Phytosanitary system pages could be to add phytosanitary treatments under the components page on emergency response (new category to be created), add PCE modules to the PCE components page, and add a link to ISPM 1 under the component page on NPPO establishment and operation.

7.8 Update on emerging pests: fall armyworm and Fusarium TR4 activities

[138] The IC lead presented activities carried out in support of the global efforts to mitigate introduction and spread of fall armyworm (FAW, *Spodoptera frugiperda*) and *Fusarium oxysporum* f. sp. *cubense* Tropical Race 4 (causative agent of Fusarium banana wilt TR4), these being pests of primary concern for the IPPC community.²³

[139] The FAO/IPPC Technical Working Group on FAW had reported that they had completed all activities specified in their ToR.²⁴ The IC Team on Banana Fusarium wilt (TR4) had also progressed in all activities. The guidance on Fusarium banana wilt (TR4) is to be published in the first quarter of 2023.

[140] The IC chair thanked the IC lead for the presentation and opened the floor for discussion.

[141] One IC member commented that the five RPPOs in the Americas work together in the Inter-American Coordination Group in Plant Protection, which has a dedicated group on Fusarium TR4, and suggested that the secretariat establish closer linkages for cooperation.

[142] The secretariat added that in Latin America, Fusarium TR4 is present in two countries, and the main objective is to prevent the introduction of the pathogen into other countries. Working closely with the above noted organization may help with identifying one common approach in Latin America for biosecurity measures at the national, regional and international level.

[143] The IC:

- (46) *noted* the progress and current activities on emerging pests.

²³ 17_IC_2022_Nov: [Update on Emerging Pests Activities - International Plant Protection Convention \(ippc.int\)](#)

²⁴ Outputs and activities of FAO Global Action on FAW Control: [Outputs and Activities - International Plant Protection Convention \(ippc.int\)](#)

8. GUIDES AND TRAINING MATERIALS

8.1 Update on development of guides and e-learning courses

[144] The secretariat presented a paper to the IC, providing an update on the development of IPPC guides and training materials.²⁵

[145] The secretariat informed the IC that four e-learning courses had been launched in 2022 and links to these products are available on the IPP Guides and training materials web page, the E-learning courses web page and the Publications web page:

- Pest risk analysis e-learning course (2020-002);
- Surveillance and reporting obligations e-learning course (2020-012);
- Phytosanitary export certification system e-learning course (2020-003); and
- *Inspection* e-learning course (2020-011).

[146] The secretariat also provided an update on the status of the IPPC guides that are currently under development.

[147] The guide to support implementation of ISPM 15 will be published in three parts: the main guide and two stand-alone treatment manuals. The title of the guide, which should be published in January, has been changed to *Guide to regulation of wood packaging material – Understanding the phytosanitary requirements for the movement of wood packaging material in international trade*. The two treatment manuals have been peer reviewed and will be finalized and prepared for publication in the first half of 2023. The draft contingency planning guide will be edited in January 2023 and is expected to be published in early 2023. The draft e-commerce guide for plants, plant products and other regulated articles is expected to be distributed for peer review in November. The technical content will be finalized, and the guide will be edited and prepared for publication in early 2023. The draft guidelines on prevention, preparedness and response for *Fusarium* TR4 are expected to be published in early 2023.

[148] The secretariat highlighted some of the challenges that were faced by working 100% remotely to develop IPPC guide or training materials. The following factors were identified as having a significant impact: (1) working group members live in different time zones; (2) working group members have other work commitments; and (3) working group members are sometimes unable to maintain their commitment to the completion of the product (e.g. because of illness, sabbatical, retirement).

[149] The secretariat noted that four draft specifications had been submitted for consultation in 2022. Three specifications had been approved by IC e-decision and the e-decision for the fourth specification was still open for IC comment. The secretariat confirmed that FAO had extended the license for the Online Commenting System (OCS) and the secretariat emphasized the importance of this tool for the development of guides and training material.

[150] The secretariat recommended that a combination of face-to-face and virtual meetings be used for developing future guides and training materials, whenever possible. This hybrid model is expected to improve the efficiency of the process and reduce the length of time required to develop implementation and capacity development products, from 24 months (100% remote) to approximately 18 months (hybrid). The secretariat highlighted that holding face-to-face meetings requires additional financial resources and that funds are needed to cover the costs associated with travel assistance for eligible

²⁵ 18_IC_2022_Nov: [Update on development of guides and e-learning courses - International Plant Protection Convention \(ippc.int\)](#)

working group members and the travel costs of the IFU lead. The secretariat estimated that each face-to-face meeting would cost USD 10 000–15 000.

[151] The IC chair thanked the secretariat for the presentation and invited the IC members to discuss the issues raised.

[152] One IC member asked about the cost of the face-to-face meetings and pointed out that the total costs are much higher since this estimate does not include the costs for all working group members to attend the meeting. The secretariat confirmed that the estimate only considered the costs covered by the secretariat, namely secretariat travel and the travel costs of two to three working groups members from countries that meet the criteria for travel assistance.

[153] One IC member commented on the success of the online tutoring to support the *Pest risk analysis* e-learning course, with two-hour tutoring sessions every week, and asked if there was an intention to repeat it for other e-learning courses in the future. This could be an option for improving the promotion of knowledge materials, drawing more interest in them, and demonstrating how guides and other materials are implemented in practice.

[154] Several IC members asked whether the courses provide a completion certificate. The secretariat confirmed that individuals who successfully complete a course developed by the FAO e-learning Academy receive a course-specific badge which they may share in LinkedIn or identify in their resume. Successful completion of the courses developed by the Europe-Africa-Caribbean-Pacific Liaison Committee (COLEACP) results in a completion certificate.

[155] One IC member enquired about the length of time required to develop a guide, after the specification has been approved by the IC and has been funded. The secretariat indicated that this is expected to be about 18 months in hybrid mode or 24 months in virtual mode. The IC member noted that the Asia and Pacific Plant Protection Commission had developed a workplan to have a workshop on implementation of ISPM 32 (*Categorization of commodities according to their pest risk*) and risk-based inspection of imported consignments, which had been deferred until the risk-based inspection guide is developed.

[156] One IC member suggested that all RPPOs should actively promote the IPPC e-learning courses on their websites. This was suggested to be added as an agenda point to the next TC-RPPOs.

[157] The IC agreed that IPPC guides and training materials should be developed according to a hybrid format, noting the utility of online software, such as the white board application, that can ease the remote working process.

[158] The IC:

- (47) *noted* the IPPC guides and training materials that are being worked on, their stage and anticipated completion date;
- (48) *agreed* that IPPC guides and training materials should be developed according to a hybrid format, that it may take 18 months to develop a product and that this should be reflected in the IFU workplan; and
- (49) *requested* that the RPPO representative invite RPPOs to promote the IPPC e-learning courses on their websites and to add this topic to the agenda of the next TC-RPPOs meeting.

8.2 Update on implementation: promotion and translation of guides and training materials

[159] The secretariat presented a summary of activities undertaken to raise awareness and enhance the use of IPPC guides and training materials, as per the IFU communications plan for 2022, namely:²⁶

- eight news articles posted on the IPP to report events related to IPPC guides and training materials;
- ten announcements on the IPP for new publications and e-learning courses;
- 25 social media posts released to promote publications, e-learning courses and webinars in 2022;
- the monthly IPPC newsletter, which included information associated with the IPP news and announcements; and
- a webinar, Introduction to IPPC implementation: your questions answered, held in May 2022, attended of over 150 participants from over 60 countries around the world.

[160] The secretariat informed the IC that they had started planning another webinar for early February 2023, to highlight and promote the IPPC guides and e-learning courses published in 2022, including the new translations.

[161] The secretariat also presented the activities carried out to support the translation of IPPC guides and training materials. Ten translations of five different guides, five into Arabic, three into French, and two into Spanish, had been initiated in 2022. Six translations had been completed as of November 2022, and the other four were underway.

[162] Additionally, the guides and training materials webpage on the IPP had been updated to reflect the languages in which these resources are available, and the process for translations had been clarified and posted on this same webpage, as requested by the IC (VM17).

[163] The secretariat also highlighted the call for phytosanitary experts aimed at establishing a pool of experts for each FAO official language who are willing to proofread translated IPPC guides and training materials on an ongoing, ad hoc basis. The call was closed on 19 November 2022; eleven nominations had been received. The secretariat suggested that the nominations be discussed under agenda item 18, (Any other business).

[164] One IC member enquired about how the translation and proofreading of guides and training materials into different languages is undertaken: whether it is based on in-kind contributions or financial support to hire FAO translators. The secretariat explained that translation initiatives of these materials are matched with the needs and priorities of different projects or partners such as COLEACP and the Common Market for Southern and Eastern Africa (COMESA) secretariat, and that the IPPC Secretariat is always in search of additional cooperation and support for support in translation and proofreading of guides and training materials.

[165] One IC member suggested that the translation and promotion of guides and training materials be presented to RPPOs, confirming the opportunity to link the final products on their respective websites (RPPOs and NPPOs). The same approach was suggested for use with NAPPO and the Inter-American Institute for Cooperation on Agriculture (IICA) who could provide support with Spanish translations. Lastly, another IC member added that conducting tutoring sessions for e-learning courses and guides

²⁶ 19_IC_2022_Nov: [Update on implementation: promotion and translation of guides and training materials - International Plant Protection Convention \(ippc.int\)](#)

could be used to raise awareness to encourage countries and regions to contribute to translations and proofreading.

[166] The IC:

- (50) *noted* the activities undertaken by the secretariat to raise awareness and enhance the use of IPPC guides and training materials, as described in this update;
- (51) *noted* the activities undertaken by the secretariat to support the translation of IPPC guides and training materials, as described in this update; and
- (52) *requested* that the secretariat explore additional activities to promote IPPC guides and training materials and the new translations in the regions, including tutoring sessions and promotion through linking guides and training materials on the websites of NAPPO, COSAVE, Organismo Internacional Regional de Sanidad Agropecuaria (OIRSA), IICA and Comunidad Andina (CAN) for Spanish translations.

9. IMPLEMENTATION AND CAPACITY DEVELOPMENT LIST OF TOPICS

9.1 Review the List of implementation and capacity development topics

[167] The secretariat presented the paper and invited the IC to review the *List of implementation and capacity development topics* (LOT).²⁷ The secretariat noted that there would be a call for topics in May 2023.

[168] The secretariat explained that there are currently 21 topics in the LOT. Seven of these topics were either completed in 2022 (stage 6) or would be completed soon (stage 5). This meant that there were just 14 topics remaining on the LOT. Seven of these topics were at stage 1 (*Topic added to the list of topics*) and do not have an IC- approved specification, and seven topics were at stage 3 (*Specification approved by IC*) or will be when the e-decision on the PCE specification closes. The secretariat noted that the status of the topics in the LOT database is updated regularly by the secretariat.

[169] The secretariat reminded the IC that they are responsible for assigning and adjusting the priorities of the topics on the LOT and that these priorities are important for the planning of secretariat work. The priorities for each topic should be reviewed and realigned by the IC, considering factors such as:

- whether there is an urgent need for the implementation resource;
- whether the implementation resource will be relevant and useful for a wide range of countries, pests or commodities;
- whether the topic complements other standards or implementation resources; and
- whether there are any impediments to its development at this time.

[170] The IC also reviewed and adjusted the categories used for prioritization and suggested changing the description of “priority 4” and creating a new category (tentatively category “X”) for topics that will be recommended to the CPM for deletion from the LOT.

[171] **Priority 1** should be used to identify the highest priority topics. Topics that are currently on the secretariat workplan and those that should be included in the 2023 secretariat workplan should be identified as priority 1. In addition, any topics that should be developed as soon as adequate funding and secretariat resources are available could be identified as priority 1.

[172] **Priority 2** should be used to identify topics that are likely to be considered priority 1 when the current priority 1 topics have been completed.

²⁷ 20_IC_2022_Nov: [Review the ICD List of Topics - International Plant Protection Convention \(ippc.int\)](https://ippc.int)

- [173] **Priority 3** should be used to identify topics that would be beneficial for the IPPC community but are not urgently needed at this time relative to the other topics on the LOT.
- [174] **Priority 4** should be used to identify topics that are on the LOT but that cannot be developed at this time (e.g. those that are pending completion of an ISPM).
- [175] **Priority X** should be used to identify topics that are no longer considered relevant or useful and which should be deleted from the LOT.
- [176] The secretariat invited the IC to review the status of the topics on the LOT, consider the priority of the topics currently at stage 1 and stage 3 topics, and identify which topics should be developed next, subject to the availability of resources.
- [177] **1) Audits in the phytosanitary context (2021-009)**. The IC agreed that this guide should remain at priority level 1 and the draft specification for it should be prepared for consultation in 2023.
- [178] One IC member emphasized that it would be appropriate to initiate work on this topic now that the ISPM has been adopted (CPM-16). Another IC member suggested that this topic could be developed hand-in-hand with the *Authorization of entities to perform phytosanitary actions, guide* (2018-040), for which the specification was recently approved by the IC. The IC discussed whether the topics should be merged but decided that they should remain separate as these topics are related, but also used for different purposes.
- [179] Ruth AREVALO MACIAS (Chile) expressed interest in being the co-lead for *Audits in the phytosanitary context* (2021-009).
- [180] **2) Pest free areas (2017-044)** e-learning course was moved from priority 2 to priority 4. This topic is pending the revision of ISPM 4 (*Requirements for the establishment of pest free areas*). The revisions to ISPM 4 may necessitate a revision to the IPPC guide on pest free areas before working on the e-learning course. The IC also noted that the subject of PFA is partially covered in the export certification e-learning course and that those materials may be helpful to NPPOs.
- [181] **3) Managing non-compliant treated consignments (2018-027)** was recommended to be changed from priority 2 to priority level 3 because it is not urgent relative to other topics. It was added that no work should be done to develop the draft specification in 2023.
- [182] One IC member expressed concern over the narrow scope of this topic and questioned whether there was value in allocating resources to developing such a guide. Another IC member agreed and provided the example of wood packaging material where finding pests may be a sign of post-treatment contamination. The IC discussed whether this topic could be addressed within the context of another topic, such as inspection.
- [183] The IC felt that they did not have a clear understanding of the scope or the rationale for this topic and requested that the IC member from New Zealand confirm the intent and the interest behind this proposal with the proponent (New Zealand NPPO). They asked that the IC lead (Ahmed M. Abdellah ABDELMOTALLEB) for the topic also be consulted. The IC member from New Zealand and the IC lead for the topic would then recommend the appropriate priority level for the topic to the secretariat, who could open an e-decision, and the matter could be discussed at the next IC May 2023 meeting if it is suggested that the topic should be deleted from the LOT.
- [184] **4) Assessing the risk of introduction of pests with seeds (2018-036), guide**. The IC agreed to change the priority of this topic from level 1 to level 4 to indicate that this topic is pending the revision of the pest risk analysis standards.

- [185] **5) Pest risk management, guide (2017-047).** The IC agreed to move this topic from priority level 1 to level 4.
- [186] **6) Surveillance of *Xylella fastidiosa* (2018-037) and 7) Inspection of consignments for *Xylella fastidiosa* (2018-039).** The IC agreed that the priority level for both of these topics should be changed from priority level 3 to priority level 4. The secretariat agreed to raise the topic of *Xylella* with the POARS Steering Group to determine whether this species will be identified as a priority under POARS.
- [187] The secretariat continued with the presentation and explained that seven of the topics on the LOT were at stage 3, meaning that they have IC-approved specifications. Four of these specifications had been approved by the IC in 2022 and three had been submitted for consultation in 2022 and had been presented to the IC for approval via e-decision in October and November 2022. The secretariat asked the IC to note that the e-decision on the PCE facilitator training kit was not yet closed.
- [188] The secretariat informed the IC that resources had been identified to work on two of these topics – *Knowing and understanding the IPPC* (2017-054) and *Risk-based inspection of imported consignments* (2018-022) – in 2023–2024. The secretariat invited the IC to approve changing the status of these topics from stage 3 to stage 4 so that the work could commence.
- [189] **1) Knowing and understanding the IPPC (2017-054).** The IC agreed to include this topic in the secretariat’s 2023 workplan and agreed that a call for working group experts should be opened (i.e. that the topic be moved to Stage 4).
- [190] **2) Risk-based inspection of imported consignments (2018-022).** The IC agreed that this topic be included in the secretariat’s 2023 workplan and that a call for working group experts be opened (i.e. that the topic be moved to Stage 4). One IC member clarified that this topic has two co-leads (Kyu-Ock YIM and Stephanie BLOEM).
- [191] The IC was invited to consider the priority levels of the remaining five topics and identify which topic should be developed next, contingent on available resources.
- [192] **3) National reporting obligations (2021-026).** The IC agreed to keep it at priority level 1. The IC recognized that the topic is not yet funded and should not be included in the secretariat’s 2023 workplan but work to revise the guide could commence if financial and secretariat resources become available.
- [193] **4) Developing phytosanitary security procedures (2018-028).** The IC agreed to change the priority of this topic from priority level 1 to priority level 2 and suggested that it should be considered again in 2023 for inclusion in the secretariat’s 2024 workplan.
- [194] **5) Authorization of entities to perform phytosanitary actions (2018-040).** The IC agreed to change the priority level of this topic from 1 to 2. They discussed the importance of coordinating the development of this product with the guide on *Audits in the phytosanitary context* (2021-009) and noted that the draft specification for the audit guide will be prepared for consultation in 2023. The IC agreed that the development of the authorization guide should be coordinated with the development of the audit guide and that both topics should be considered for inclusion in the secretariat’s 2024 workplan, contingent on funding. The secretariat also noted that the new ISPM 15 guide will provide information on authorization of entities that may be of interest to NPPOs.
- [195] **6) Development & implementation of regulations and legislation to manage phytosanitary risks on regulated articles (2018-008).** The IC agreed to change the priority level of this topic from 1 to 3. Although this guide could be beneficial for the IPPC community it is not urgently needed at this time relative to the other topics on the LOT. There are also concerns that the scope of this topic is very broad. The IC asked that the secretariat please contact the submitter (Australia) and request clarification about the original intent and scope.

[196] 7) *PCE facilitators training (2014-008)*. The IC agreed to change the priority level from 1 to 4, until the PCE desk study is completed and the results and recommendations have been considered by the IC.

[197] The secretariat also mentioned the stage 5 topics that are under development:

- Guide to support implementation of ISPM 15 (2017-043);
- Contingency planning guide (2019-012); and
- E-commerce guide for plants, plant products and other regulated articles (2017-039).

[198] The secretariat invited the IC to recommend to CPM-17 (2023) that the four e-learning courses completed prior to November 2022 be deleted from the LOT and that any guides that are published before March 2023 also be deleted from the LOT.

[199] Lastly, the secretariat invited the IC to identify the resources needed to develop high-priority guides and training materials in the future.

[200] The IC chairperson enquired if the stages were reflected in the graphic developed on the steps in developing IPPC guides and training materials. The secretariat confirmed and demonstrated the respective page.

[201] One IC member suggested reaching out to external organizations and donors interested in these topics and asking them to support and finance the development of the topics in the LOT. The secretariat responded, stating that at the moment there was no such resource mobilization strategy. The secretariat also highlighted the importance of communicating and promoting the guides and training materials to reach wider audiences and to raise awareness.

[202] One IC member enquired about the cost of developing one guide. The secretariat explained that it depended on the situation and on the scope of the guide. The cost of one face-to-face meeting is approximately USD 15 000. The total cost, however, including among other things hiring a consultant, organizing one face-to-face meeting, editing, graphic design and publishing (excluding translations), is approximately USD 60 000–70 000, depending on where the meeting is held and the format of the meeting.

[203] The IC:

- (53) *identified* one draft specification for the guide on *Audits in the phytosanitary context* (2021-009) to be prepared for consultation in 2023;
- (54) *requested* that the secretariat open a call for experts for plant-health officers training (*Knowing and understanding the IPPC – Plant health officer training curricula* (2017-054)) and *Risk-based inspection of imported consignments* (2018-022);
- (55) *recommended* to CPM-17 (2023) that all topics published in 2022 and any additional topics completed before March 2023 be deleted from the LOT;
- (56) *requested* that the secretariat update the LOT based on the outcomes of this meeting;
- (57) *requested* that the IC member from New Zealand verify the intent behind the submission of the topic on *Managing non-compliant treated consignments* (2018-027) and provide the information to the secretariat; and
- (58) *requested* that the secretariat contact Australia and verify the background and original scope related to the submission of the topic *Development & implementation of regulations and legislation to manage phytosanitary risks on regulated articles* (2018-008).

10. CALL FOR IC MEMBERS

10.1 Call for IC members and orientation for new IC members

[204] The secretariat explained that they had launched the 2022 Call for IC members on 10 October 2022.²⁸ The deadline to submit nominations to the secretariat was 30 November 2022. The term of the new selected IC members would be from May 2023 to May 2026, as per the IC ToR and rules of procedure.²⁹ The nominations for IC members or replacement members would be sent to the CPM Bureau for selection and then recommended to the CPM for confirmation.

[205] For the regional representatives, the seven FAO regions would each select a new IC member or replacement member. The CPM Bureau representative of each region would communicate their selection to the secretariat.

[206] For the selection of experts, the CMP Bureau members would be invited to select the five experts based on technical expertise relevant for the IC without considering regional representativeness.

[207] Those IC members who wished to renew their term for 2023–2026 must submit their nominations in accordance with the procedure described in the call for IC members.

[208] An orientation session will be organized for the new IC members before the IC May 2023 meeting to inform them about the missions and the functioning of the committee.

[209] The IC chair thanked the secretariat and opened the floor for discussion.

[210] One IC member recalled the orientation exercise that took place in 2021 and noted that there had been too much information. It was suggested that a mentor be assigned to new members and that written information be shared in advance.

[211] The IC:

- (59) *noted* the information on the 2022 Call for IC Members;
- (60) *agreed* to promote the call for IC members in their respective regions; and
- (61) *requested* that the secretariat pair experienced members with new members and share information, in writing, in advance of the orientation session.

11. FRAMEWORK FOR ISPM IMPLEMENTATION IN SUPPORT OF PROTECTING PLANT RESOURCES AND FACILITATE SAFE TRADE

[212] The IPPC secretary was welcomed to the IC meeting and the IC members introduced themselves.

[213] The secretary welcomed the IC once again to the face-to-face meeting, and thanked the IC for its outstanding work, dedication and achievements. He recalled the IPPC community's responsibility: protecting plants and facilitating safe trade. The secretary mentioned the ongoing discussions within the secretariat involving all the units to better deliver and find opportunities.

[214] The secretary referred to the development of the secretariat's core values, among which are clear and honest communication, mutual support, sharing knowledge and information, and freedom of expression to achieve a productive and safe working environment. These values had been identified as contractual agreements.

²⁸ 21_IC_2022_Nov: [Call for IC members and orientation for new IC members - International Plant Protection Convention \(ippc.int\)](https://www.ippc.int/en/publications/85672/)

²⁹ IC terms of reference and rules of procedure: <https://www.ippc.int/en/publications/85672/>

- [215] The secretariat had also been discovering ways to identify potential opportunities and this had led to the development of three new initiatives for the secretariat. The secretariat presented these initiatives to the IC and invited feedback.
- [216] **Global phytosanitary programme.** The secretary referred to the scale of loss caused by plant pests, amounting to USD 220 billion in lost trade in agriculture products. This affects iconic crops, such as olives (infested by *Xylella*) and banana (infested by *Fusarium*), and the problems cannot be ignored by the IPPC community. Climate change is worsening these problems. In the meantime, global hunger is surging: a recent FAO publication had reported that this affected 828 million people across the globe, which was a much bigger number compared to the previous year. The region most impacted region by the above-mentioned issues is Africa.
- [217] To address these issues, the secretariat presented plans for a global phytosanitary programme initiative, the main objectives of which would be to empower NPPOs to conduct early and timely detection and prevention of pests through proactive surveillance programmes. The main missions and areas of focus of this initiative are to safeguard plants and plant products and to facilitate safe trade (for example by establishment of pest free areas). The expected outcomes are enhanced capacity, improved surveillance, improved food security, harmonization of phytosanitary practices, coordinated plant protection strategies, improved technical skills of NPPOs, improved trade facilitation and enhanced regional collaboration.
- [218] The programme is global, but its proposed implementation would be phased-in in African countries as pilot countries: two countries from five of Africa's regional Economic Communities (ten countries initially) would be added each year, to reach 54 countries eventually. The IPPC Secretariat would collaborate with NPPOs and experts, initially with five pests identified. A hands-on approach to capacity building would be applied using the existing tools and guides and developing new training materials only when there is a need. The secretariat had also addressed the issue of data management and noted that developments in technology would assist with data collection and management.
- [219] The cost of this project was estimated to be USD 40 million, to include all 54 countries in Africa for the initial five years.
- [220] The secretariat had been in contact with the African Union and received strong interest. The secretariat would be reaching out to potential donors for resource mobilization. It was highlighted that this programme would bear real-time results with technology and issues with NROs could be addressed under this programme. The programme is aimed for the long term with long-term outcomes, unlike other initiatives that are short-term projects.
- [221] The chairperson thanked the secretary and invited the IC members to comment on the presented initiative.
- [222] One IC member stated that the initiative is inspiring and ambitious, but in a good way. He mentioned several challenges for the implementation of the programme, including the fact that the day-to-day reality in Africa is different and issues related to technology. The secretariat responded by acknowledging the mentioned issues, which would need to be addressed.
- [223] Another IC member commented on NPPO staff turnover on the ground in certain countries. To address this issue, statements of commitment could be signed by the beneficiary staff to encourage stabilization of NPPO personnel. Additionally, the implementation of this programme would require translation of IPPC guides and training materials into Arabic, French and potentially Portuguese, for which the IC could already start its support.
- [224] Another IC member asked about the differences in the needs of these African countries. The member asked how priority topics would be selected and whether the countries would participate in their

identification. She also suggested that a survey or a study be conducted to identify the key priorities, driven by NPPOs. The secretary responded, stating that NPPOs would be at the centre of the process, and the IPPC Secretariat would have a coordinator role in this process. Additionally, Africa's Regional Economic Communities and FAO regional offices would support the coordination and implementation.

[225] Another IC member complimented the secretariat on the proposed programme and hoped that it could address the outstanding issues with regards to the longstanding need for stable funding resources for IPPC staff and activities. The secretariat added that the implementation of the programme would require four to five positions at the secretariat level. Securing funding, ensuring political will (communication of the benefits is critical) would be instrumental.

[226] One IC member noted that the implementation of the programme is stated to be global, with implementation in Africa. The secretary confirmed that the programme is global in nature; however, the starting point would be Africa and the programme would then be scaled up to other countries across the world. It was also suggested that the importance of plants for health and nutrition be included, particularly highlighting the trend to switch to the consumption of plant products. This trend could be recognized by some donors as important.

[227] The IC supported this programme while stressing the importance of keeping a balance between this programme and the existing IFU activities moving forward. The secretary acknowledged the need for extra staff (four to five positions) to implement this programme.

[228] The IC:

- (62) *recommended* that the IPPC secretary utilize the PCE tool to analyse the gaps and needs of the potential beneficiary countries of the "Global Phytosanitary Programme"; and
- (63) *expressed* support for this programme while stressing the importance of keeping a balance between this programme and the existing IFU activities moving forward.

[229] **Global phytosanitary trade support team.** The secretary proposed the establishment of a team within the secretariat as a focal point for questions on trade-related ISPMs, to provide unbiased, science-driven guidelines to facilitate safe trade. This team would aim to enhance the implementation of ISPMs and other standards.

[230] One IC member agreed with the need to explain the ISPMs succinctly and in plain language, for instance by developing one page introducing the standards. Another IC member complimented the secretariat on the proposal and stated that often countries do not comply with ISPMs because they are not able to fully comprehend them.

[231] Another IC member noted that a similar initiative, the IPPC help desk, had been shut down because of a lack of queries from contracting parties. It was suggested that the secretariat strive to understand why it was closed and to reflect on the lessons learned in the context of the new initiative. The secretary added that communication and promotion of this support would be important.

[232] One IC member noted the importance of implementation and asked how the functions of the IC and this body would be differentiated, how much workload this body would have, and whether there would be a high-level advisory body to provide guidance. The secretary answered that there would be connections between the IC and this work, and that the body would function under the IC. This initiative should be led by the right people, who have experience working with NPPOs. Lastly, the secretary provided the example of the major problems of some of the seed companies reporting inconsistent way of implementing the ISPMs. This type of issue would need to be addressed.

[233] Another IC member expressed concern over the definition of the proposed body. The secretary responded to this comment by saying that the body would not be designed to interpret the ISPMs, but to direct enquirers to specific sections of the standards that were related to a particular question.

[234] The IC chairperson thanked the secretary for the presentation and closed the discussion.

[235] **IPPC centre of excellence.** The secretariat presented the third of the three initiatives, under which the secretariat would have an agile, accessible, digitized depository system for plant-health information and would include data on surveillance, inspection, pest identification, diagnostics, pest management, treatments, digitized ISPMs, guidance and training. An advanced search tool would be integrated into the depository with readily available information on phytosanitary issues. The depository would include approved IPPC products, but also products from the regions. This would encourage the sharing of knowledge and information at the regional and international level. This initiative was likely to require resources, staff (three to four people) within the secretariat, and IT personnel. The secretariat added that, with support received through the proposed digital tool, the countries would see the value of this tool and would participate more proactively.

[236] One IC member drew parallels with the earlier discussions on the Phytosanitary systems web page, which is not intuitive: it had been recently populated and improved but it was not easy to locate for someone not familiar with the IPP. The member indicated that the Phytosanitary systems page could be used as the basis for the centre of excellence, capitalizing on the amount of work already achieved by the IC and IFU, which could be leveraged instead of starting anew. The secretariat added that there was a need to integrate a search function within the Phytosanitary systems page. The IC members invited the secretariat to include the IC page on the IPP landing page along with the tools (ePhyto, PCE, OCS), to make the phytosanitary systems page accessible from the IPP homepage of the IPP.

[237] The secretariat pointed to the existence of the PDF search database, which allows the user to search for all PDF reports, ISPMs and guidelines on the IPP.

[238] Another IC member noted the lack of compliance from contracting parties on NROs and asked if this could be used as a criterion for benefiting from travel assistance for attending the CPM.

[239] The IC chairperson thanked the secretary for the presentations and fruitful discussion and expressed his appreciation of a well-functioning IFU.

[240] The IC:

- (64) *urged* the secretariat to link the Phytosanitary systems page to the IPP homepage, along with the tools (ePhyto, PCE, OCS), to make the Phytosanitary systems page accessible from the IPP homepage of the IPP; and
- (65) *recommended* that the existing phytosanitary component pages be utilized as a basis for the development of the proposed centre of excellence.

12. PROCEDURE MANUAL FOR IMPLEMENTATION AND CAPACITY DEVELOPMENT

12.1 Updated procedure manual for implementation and capacity development

[241] The secretariat presented the next edition of the *IPPC procedure manual for implementation and capacity development*,³⁰ and explained that the major changes in this edition included a series of amendments following revisions of the IC ToR and rules of procedure that had been adopted by CPM-

³⁰ 20_IC_2022_Nov: [Review the ICD List of Topics - International Plant Protection Convention \(ippc.int\)](#)

16 (2022), and the change of the name of the IRSS to “IPPC Observatory” that had been approved by CPM-16.

[242] The secretariat invited the IC to agree to the procedure manual attached to this report as Appendix 13, where all the suggested revisions are noted in red. The IC was also invited to discuss any additional changes or recommendations to incorporate in the edition, which would be published in early 2023.

[243] The IC chairperson thanked the secretariat for the presentation and the suggested revisions.

[244] One IC member enquired whether the location of the procedure manual on IPP remained the same. The secretariat confirmed the location under the publications page.³¹ The IC agreed with the suggested changes and made no additional suggestions for the revision.

[245] The IC:

(66) *agreed* to update the *IPPC procedure manual for implementation and capacity development* as presented in the Appendix 13 to this report.

13. IC RECOMMENDATIONS FOR CPM-17(2023)

13.1 Implementation issues to be recommended for CPM-17 (2023) (DAS, SCTF, PCE, LOT)

[246] The IC chairperson presented a summary of the issues that the IC had agreed during the IC May 2022 meeting to recommend to CPM-17 (2023):³²

- dissolution of the IC Subgroup on Dispute Avoidance and Settlement, with no need to create an IC Team as the overall activities of the committee contribute to dispute avoidance; and
- dissolution of the Sea Containers Task Force, as the CPM-16 (2022) transferred the mandate to the dedicated Focus Group under the oversight of the CPM Bureau.

[247] These recommendations would be included in the IC report to CPM-17 (2023). The IC chairperson invited the IC to suggest any additional recommendations.

[248] One IC member noted that funding and resource mobilization for implementation activities was one of the main issues that needed to be brought to the CPM. It was also noted that the accomplishments achieved by the IC throughout the last year should be showcased. The IC agreed to highlight the main achievements to include in the IC report to the CPM.

[249] The IC agreed that the following issues should also be included in the IC report to CPM-17 (2023): communication, promotion of training materials and guides, need for increased visibility on the website, general revamping of the IPP, and resource mobilization.

[250] The IC:

- (67) *noted* the recommendations related to the dissolution of the IC subgroup on Dispute Avoidance and Settlement and the Sea Containers Task Force;
- (68) *agreed* to advocate during CPM-17 (2023) for the funding and resource mobilization for implementation activities; and

³¹ <https://www.ippc.int/en/publications/>

³² 24_IC_2022_Nov: [Implementation issues to be recommended for CPM-17 - International Plant Protection Convention \(ippc.int\)](#)

- (69) *agreed* to highlight in the IC report to CPM-17 (2023) the following major points: communication, promotion of training materials and guides, need for increased visibility on the website, and general revamp of the IPP.

14. IFU WORKPLAN

14.1 Implementation and Facilitation Unit workplan for 2023

- [251] The secretariat presented the activities and achievements of the 2022 IFU workplan, which had been implemented successfully despite a shortage of staff, and highlighted some of the lessons learned throughout this period.³³
- [252] The secretariat mentioned the successful activities conducted throughout 2022, such as improving the bi-monthly IFU updates, which are also linked to the newsletter, the development of e-learning courses, and the completed PCEs, as well as the new projects and collaboration with other FAO units funded by the European Union and the United States Agency for International Development that feed into the One Health initiative. The secretariat indicated that a call would be launched for plant-health emergency tools and invited the IC members to spread the call and to share resources. Additionally, the secretariat highlighted the efforts made regarding translations and the IFU's involvement in supporting the IPHC. The secretariat noted that there had been a huge effort to produce new materials, and that there was a need to pause and work on the promotion of these materials to reach wider audiences.
- [253] Some activities planned under the 2022 IFU workplan had experienced delays as a result of delayed decisions from the CPM, the CPM Bureau or the secretariat, or because of limited resource availability. The secretariat experienced delays in the development of guides and training materials, and as a lesson learnt, the duration for developing guides and training materials was estimated as being between 18 and 24 months.
- [254] The secretariat presented the new 2023 IFU workplan attached to this report as Appendix 14 and invited the IC to discuss and agree on it. The IC was also invited to propose improvements to the delivery of the 2023 IFU workplan, and to suggest effective ways to mobilize resources or in-kind contributions for efficient delivery of the 2023 IFU workplan.
- [255] The IC chairperson thanked the secretariat for all their good work and outstanding achievements despite the staff shortage and opened the floor for discussion.
- [256] One IC member made a comment regarding the role of the IFU in the implementation of the IPPC Strategic Framework, noting that the strategic framework document needed to be referenced in the IFU workplans. The secretariat indicated that the IFU is fully aligned with the strategic framework and agreed to integrate a mention to the strategic framework in the 2023 IFU workplan.
- [257] One IC member (RPPO representative) enquired whether collaboration with NAPPO to organize workshops on e-commerce could be envisaged to promote the resources. One IC member suggested that co-organization of the NAPPO event be added to the 2023 IFU workplan. The secretariat agreed to add this activity to the IFU 2023 workplan, subject to availability of funding.
- [258] The IC considered that a similar activity on the ISPM 15 guide would contribute to implementation of the standard. One IC member encouraged the secretariat to work with RPPOs to co-organize workshops or training sessions with developed IC materials to promote and use the materials.

³³ 25_IC_2022_Nov: [2023 Work Plan of the Implementation and Facilitation Unit - International Plant Protection Convention \(ippc.int\)](#)

[259] A few IC members acknowledged the commendable results of the secretariat despite the shortage of staff. The importance of communication and concrete implementation activities was also highlighted, stating that it needs to be embedded in the development of the materials.

[260] Another IC member asked where the ePhyto was positioned in the organizational structure of the secretariat, to which the secretariat answered that it is currently directly under the secretary but that the plan was to further embed this activity within IFU. Another IC member noted the importance of the IC–ePhyto collaboration to reach a wider audience and expressed a desire for potential collaboration.

[261] The IC:

- (70) *commended* the good implementation of the 2022 IFU work plan despite a shortage of staff;
- (71) *requested* that the secretariat refer to the IPPC Strategic Framework 2020–2030 in the IFU workplan; and
- (72) *requested* that the secretariat add co-organization of the e-commerce workshops with NAPPO to the 2023 IFU workplan.

15. INTERACTIVE ACTIVITY (HOW TO IMPROVE THE SURVEYS RESPONSE RATE, DESIGN THINKING OUTCOMES)

[262] The secretariat presented the framework of the IRRS project (now IPPC Observatory) survey design that was aimed to improve the survey process and response rate. A private company had been contracted to provide this service.

[263] The service provider had conducted six one-to-one interviews with key stakeholders of the IPPC community. Based on the interviews, the service provider had synthesized the survey process and identified four main challenges and recommendations to tackle them:

- How to engage respondents on topics and survey framing?
- How can the IPPC Observatory improve the survey's communication?
- How to ease survey completion?
- How to make surveys more adaptable?

[264] The secretariat also highlighted the role of the IC in promoting a centralized approach (the observatory) for surveys at the secretariat level, including a database for surveys for better management of data. The centralized approach would also help improve the coordination of survey activity and give a perspective and ability to analyse past surveys. One IC member expressed support for the importance of this matter.

[265] The secretariat gave another presentation, giving a broad overview of the purpose and scope of the e-commerce desk study that is on the IPPC Observatory workplan for 2023. This presentation highlighted practical steps that could be applied to enhance the e-commerce desk study, which is expected to be launched in 2023. The purpose of the survey will be to evaluate the extent to which the 2014 CPM recommendation on *Internet trade in plants and other regulated articles* (R-05) has been implemented by NPPOs and RPPOs and to evaluate whether the e-commerce programme achieves the desired outcomes described in the IPPC Strategic Framework 2020–2030. The secretariat confirmed that the presentation could be shared upon request.

[266] The secretariat continued with the presentation of the group exercise on how to improve survey response rates. The IC and IFU were divided into three groups, each considering a different stage of the survey process: pre-survey; during survey; and post-survey. Each participant was asked to identify three improvements to be made and three ways that the IC could contribute to improving survey-response rates.

[267] The groups gathered after the discussions and presented their main recommendations:

[268] **Pre-survey.**

[269] Things that can be improved:

- Coordination and planning: Gather data from other sources to make a more informed questionnaire and to identify the target audience.
- Survey design: Aim to have only 20–25 questions, brief and simple. Translation was noted as important. Communication was mentioned as being instrumental, to give advance notification that a survey was coming and to illustrate the clear benefit to the IPPC community of a survey being completed. Using alternative platforms like the CPM and regional events for promotion of the surveys was also noted.
- Supplementary to the written questionnaire, follow-up interviews could be arranged for more elaborate responses.
- Understand the NPPO's work pattern and workload, so that this can be taken into account to choose the right time for sending the surveys.

[270] How IC can contribute:

- Help promote the survey before the planned launch: Communicate with RPPO and NPPOs to raise awareness and increase the number of responses.
- Include survey improvement in annual workplan of IFU and IC.
- Help to formulate and pre-test questionnaires.
- Help to proofread translations of the survey questions.
- Help to identify the target audience for the surveys.

[271] **During the survey.**

[272] Things that can be improved:

- Give sufficient time to NPPOs to complete the survey: at least a month for short surveys; and from six to eight weeks for longer surveys (e.g. General IPPC Survey). Instructions and deadlines should be clearly communicated.
- Send targeted reminders, using different channels including RPPOs and social media, in addition to email.
- Provide the survey in a range of formats: via the software link (MS Forms) and in a format that may be of interest to the countries, for instance MS Word format. The MS Word format and the link to the survey should be sent in one email.
- Highlight the IPPC contact point for any survey-related questions, or any of the survey questions. Including a profile photo could make the approach more personal and ensure that NPPOs are aware that they can reach out with whatever questions they may have.

[273] How IC can contribute:

- The RPPO representative to the IC could help with communicating to other RPPOs about the upcoming survey, and later with the progress in responses.
- Send a message from the IC chairperson or the IC on the importance of completing the survey, midway through the period in which NPPOs are to complete a survey.
- Promote the survey link on RPPO and NPPO websites to drive interest in the survey and increase completion rates.

- The secretariat added that as the survey responses were received, the IC could communicate with RPPOs for follow-up emails reaching out to those respondents who have not answered, encouraging participation.

[274] After the survey.

[275] Things that can be improved:

- Send an email to say thank you and explain what the next steps are (also included in the survey introduction).
- Send an email to the non-respondents, with a mini-survey on why they did not reply, to improve response rates for future surveys.
- Analyse data that has come in from the survey.
- Present results in a report and at other places such as CPM sessions.
- Webinars can be organized to share results with the wider IPPC community.
- Decisions on the next steps (e.g. improvements to the IPP, need for e-learning) should be based on the results of the survey.
- Include recommendations on how to improve future surveys.

[276] How IC can contribute:

- Reach out to non-respondents via email at the regional level to understand why the respondents were not able to respond. This would allow to improve future survey response rates.
- Participate in the analysis of the data received from the survey.
- IC members can present survey results and give feedback at the regional workshops.
- Participate in analysing the proposed next steps to improve survey response rates.
- Support development of recommendation on improving future surveys by ensuring that the feedback loop is incomplete.

[277] The IC chairperson thanked the secretariat for the presentations and opened the floor for discussion.

[278] One IC member asked a question with regards to the translation of the surveys, and suggested that individual NPPOs could use translation applications such as DeepL in order to minimize the time and resources spent on translation. Another IC member noted the importance of the translations, which would ease approaches to countries with different cultures. The need for a proper translation of the survey questions was highlighted in order to ensure uniformity in responses between different respondents.

[279] One IC member suggested that different types of survey methodologies be used when carrying out desk studies. This could include information gathering followed by questionnaires (quantitative surveys), followed by some interviews (qualitative surveys) to gather more detailed information and answers to give a more complete picture of gaps, challenges and capacity-development needs.

[280] Another IC member noted that applying the proposed practices would be valuable and, if followed consistently, would certainly result in improved response rates. The IC member emphasized the importance of advanced communication regarding the purpose of, and the intended publication timeline for, the end product. The main regional events and conferences could be utilized for promotion and communication of surveys, as well as the support of the RPPOs and NPPOs in that regard.

[281] It was also suggested that the surveys be kept brief and simple, and that some lines be included in the executive summary of the survey product to clearly communicate the value of survey responses, as part of the post-survey communication.

[282] One IC member mentioned that the surveys needed to be promoted (with visuals) at the upcoming CPM session to acknowledge the contributions, which could trigger increased participation in the survey. Another IC member added that further promotion could be done by the secretary in his welcoming remarks at the upcoming CPM session. Acknowledging the efforts of contracting parties in participating in the surveys could increase interest and participation.

[283] The discussion was closed and the IC chairperson asked about the next steps. The secretariat responded that these suggestions, results from the study and the discussions, would be reflected in the upcoming e-commerce survey.

[284] The IC:

(73) *requested* that the secretariat incorporate the relevant points discussed at this meeting into development and conduct of the e-commerce survey.

16. REVIEW OF IC ACTIONS LIST

[285] The secretariat presented the IC actions list and emphasized that it is a rolling list where actions are removed once completed.³⁴ The secretariat invited the IC to review the actions list and provide justifications for the actions that are on hold (three actions). The actions list was reviewed and updated during the meeting.

[286] The secretariat asked the IC to ensure that assigned actions are completed and to update progress on such actions accordingly.

[287] Action 12 (*Surveillance* guide (2021)) was considered to be completed, and the IC noted that funding would need to be sought for the translation of the revised guide into additional FAO languages.

[288] Regarding Action 73 (IPPC Observatory), the secretariat was invited to liaise with the CPM Focus Group on Implementation of the Strategic Framework 2020–2030, as the monitoring and evaluation should be conducted by the observatory. The IC also agreed to advocate for regular funding during the CPM session, as this activity was identified as one of the four priorities for the IPPC Observatory. This comment was also related to Action 78 (IPPC Strategic Framework).

[289] One IC member made a comment regarding Action 68 (Dispute Avoidance and Settlement), regarding dissolution of the IC Subgroup on Dispute Avoidance and Settlement, to ensure consistency with the CPM Bureau paper on dispute settlement.

[290] The secretariat confirmed that they would update the IC actions list considering the decisions of the IC November 2023 meeting and would continue following-up with the IFU and IC leads.

[291] The IC:

(74) *noted* the status of the IC actions list, which is attached to this report as Appendix 15;

(75) *requested* that the secretariat update the IC actions list based on the discussions during this meeting; and

(76) *reminded* the IC members to follow-up on the tasks assigned to them in the IC actions list.

17. AGENDA ITEMS DEFERRED TO FUTURE IC MEETINGS

[292] There were no agenda items deferred to future IC meetings.

³⁴ 26_IC_2022_Nov: [Review of IC Actions list - International Plant Protection Convention \(ippc.int\)](https://www.ippc.int/review-of-ic-actions-list)

18. ANY OTHER BUSINESS

18.1 Participation of observers in IC meetings, including the IC project session

- [293] The IC chairperson reported that a donor organization had requested to be an observer at IC meetings. He recalled that, in the past, one IC meeting per year had been opened to observers, including observers from academia and donor organizations.
- [294] One IC member who had been a member of the predecessor committee of the IC – the Capacity Development Committee (CDC) – reported that in the previous meetings these observers had participated fully.
- [295] The IC agreed that the agenda would need to be tailored so that two days could cover agenda items open to the observers, while the rest of the meeting would be restricted to IC members only. Topics that are internal needed to be restricted to IC attendance only. The presence of the observers could be made use of for the session on projects to be held during the May IC meetings.
- [296] The IC noted that the list of agenda items would need to be analysed to decide which parts of the meeting could be open to observers. Provisionally, topics such as emerging pests and guides and training materials could be pitched to donors for resource mobilization.
- [297] **IC project session.** The projects session would be a two-hour session, in hybrid format, that would take place as part of the IC May meeting. The IC noted that the observers were welcomed to attend this session. The call for projects would need to be followed as done for the previous meeting. Observers would be selected on the basis of their answer to the call and would receive an invitation letter. Observers would be required to present their project and how it contributes to, or complements, the mission of the IC. The IC suggested that an invitation to this session be extended to the Standards and Trade Development Facility and to IICA (the latter having a new director). One IC member (from the Republic of Korea) suggested that the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) also be invited, and said that she would confirm this.
- [298] The IC:

- (77) *agreed* to invite observers to related sessions during the IC May 2023 meeting for one or two days, but preferably not during the first days of the meeting.

18.2 Pest risk analysis standards

- [299] The IC representative to the expert working group responsible for reorganizing the pest risk analysis standards reported that she had not been able to attend the meeting because of other commitments. She confirmed that she would review the draft document prepared by the expert working group and provide feedback before the draft standard is submitted to consultation.

18.3 Nominations received in response to the call for proofreading translated guides

- [300] The secretariat presented the list of applicants for proofreading the guides and training materials translated into FAO official languages (Arabic, Chinese, French, Spanish, Russian). The intention of the call had been to establish a pool of experts for proofreading the translated documents. The secretariat confirmed that all the nominees were well qualified to be proofreaders and that the intention was to include all of them in the pool. These experts would be contacted the next time proofreading of translated guides or training materials was needed. The secretariat added that more experts are welcome to join this pool, even if the call is closed.

[301] One member suggested that the original document be included in the email along with the translated version. The secretariat confirmed that the proofreader would be provided with both the English and translated versions. They would also be provided with a link to ISPM 5 (*Glossary of phytosanitary terms*) and with additional guidance.

[302] The IC chairperson thanked the secretariat and closed the discussion item.

[303] The IC:

- (78) *encouraged* interested phytosanitary experts to contact the secretariat if they would like to volunteer to contribute to proofreading translated guides and training materials.

18.4 Interim meeting prior to IC meeting in 2023

[304] The IC agreed to organize informal interim meetings, in virtual format, in February 2023 and September 2023, before the IC meetings, to touch base and update each other.

18.5 Ongoing e-decision

[305] The secretariat reminded the IC about the ongoing e-decision on approval of the draft specification for *PCE facilitator training materials* (2014-008), with the deadline being 29 November 2022.

19. DATE AND VENUE OF THE NEXT MEETING

[306] The next IC meeting will be held from 15 to 19 May 2023.

20. EVALUATION OF THE MEETING PROCESS

[307] The secretariat asked IC members to fill in the evaluation for the meeting.

21. REVIEW AND ADOPTION OF THE REPORT

[308] The IC reviewed and adopted the report.

22. CLOSE OF THE MEETING

[309] The IC chairperson and the IFU lead thanked everyone and closed the meeting.

Appendix 1: Agenda

	Agenda Item	Document No.	Presenter
1.	Opening of the Meeting		BRUNEL
1.1	Opening by the IPPC Secretariat		EL LISSY
1.2	Opening Remarks		PELLETIER
2.	Meeting Arrangements		
2.1	Election of the Rapporteur		PELLETIER
2.2	Adoption of the Agenda	01_IC_2022_Nov	PELLETIER
3.	Administrative Matters		
3.1	Documents list	02_IC_2022_Nov	KOUMBA
3.2	Participants list	03_IC_2022_Nov Link to IC Membership	KOUMBA
3.3	Local information	Link to local information	CZERWIEN
4	Updates from Bureau, SPG, TC- RPPOs, IPHC and Sea containers workshop		
4.1	CPM Bureau	04_IC_2022_Nov	DENG
4.2	Strategic Planning Group (SPG)	05_IC_2022_Nov	BRUNEL/KOUMBA
4.3	TC-RPPOs	06_IC_2022_Nov	BLOEM
4.4	International Plant Health Conference	07_IC_2022_Nov	YAMADA
4.5	Sea containers workshop	08_IC_2022_Nov	PELLETIER
5	IC e-decision annual summary		
5.1	2022 Summary of IC e-decisions	09_IC_2022_Nov	KOUMBA
6.	IC Subgroups		
6.1	IPPC Observatory: Report on 2022 activities and review of the triennial work plan (2022-2024)	10_IC_2022_Nov	PELLETIER/ KOUMBA
7.	IC Teams		
7.1	Phytosanitary Capacity Evaluation: update on 2022 activities and work plan for 2023	11_IC_2022_Nov	ARNITIS/BRUNEL
7.2	National Reporting Obligations: update on 2022 activities and work plan 2023	12_IC_2022_Nov	GONZALEZ ARROYO/MENON
7.3	e-Commerce: update on 2022 activities and work plan for 2023	13_IC_2022_Nov	GEUZE/PETERSON
7.4	Guides and training materials	14_IC_2022_Nov	GUTIERREZ/ PETERSON
7.5	Contributed resources: update on 2022 activities	15_IC_2022_Nov	GONZALEZ ARROYO/YAMADA
7.6	Implementation and Capacity Development Web resources: update on 2022 activities	16_IC_2022_Nov	GUTIERREZ/ YAMADA
7.7	Update on emerging pests: FAW and TR4 activities	17_IC_2022_Nov	DALE/ GONZALEZ ARROYO/ BELTRAN

	Agenda Item	Document No.	Presenter
8	Guides and training materials		
8.1	Update on development of guides and e-learning courses	18_IC_2022_Nov	PETERSON / RULL
8.2	Update on implementation: promotion and translation of guides and training materials	19_IC_2022_Nov	YAMADA
9	Implementation and Capacity Development List of Topics		
9.1	Review the ICD List of Topics	20_IC_2022_Nov	PETERSON
10	Call for IC members		
10.1	Call for IC members and orientation for new IC members	21_IC_2022_Nov	KOUMBA
11.	Framework for ISPM implementation in support of protecting plant resources and facilitate safe trade	22_IC_2022_Nov Brainstorming	PELLETIER/ BRUNEL
12.	Procedure Manual for Implementation and Capacity Development		
12.1	Updated Procedure Manual for ICD - Minor updates - Review of proposed amendments	IPPC Procedure manual for implementation and capacity development (fao.org) 23_IC_2022_Nov	YAMADA
13.	IC recommendations for CPM-17 (2023)		
13.1	Implementation issues to be recommended for CPM-17 (2023) (DAS, SCTF, PCE, LOT)	24_IC_2022_Nov	PELLETIER / KOUMBA
14	IFU work plan		
14.1	Implementation and Facilitation Unit - work plan for 2023	25_IC_2022_Nov	BRUNEL
15.	Interactive activity (how to improve the surveys response rate, Design thinking outcomes)	Oral discussion	PETERSON/ BRUNEL
16.	Review of IC Actions list	Link to May 2022 IC Meeting Report 26_IC_2022_Nov	KOUMBA
17.	Agenda items deferred to future IC meetings		PELLETIER
18.	Any Other Business		PELLETIER
19.	Date and Venue of the Next Meeting	15–19 May 2023, FAO HQ, Rome, Italy	KOUMBA
20.	Evaluation of the meeting process	Link to the survey	CZERWIEN
21.	Review and Adoption of the Report		BRUNEL
22.	Close of the Meeting		PELLETIER/ BRUNEL

Appendix 2: Document list

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
01_IC_2022_Nov	2.2	Agenda	2022-07-15 2022-10-14
02_IC_2022_Nov	3.1	Documents list	2022-10-14
03_IC_2022_Nov	3.2	Participants list	2022-10-31
04_IC_2022_Nov	4.1	CPM Bureau	2022-10-29
05_IC_2022_Nov	4.2	Strategic Planning Group (SPG)	2022-10-29
06_IC_2022_Nov	4.3	TC-RPPOs	2022-10-29
07_IC_2022_Nov	4.4	International Plant Health Conference	2022-10-29
08_IC_2022_Nov	4.5	Sea containers workshop	2022-10-29
09_IC_2022_Nov	5.1	2022 Summary of IC e-decisions	2022-10-29
10_IC_2022_Nov	6.1	IPPC Observatory: Report on 2022 activities and review of the triennial work plan (2022-2024)	2022-10-29
11_IC_2022_Nov	7.1	Phytosanitary Capacity Evaluation: update on 2022 activities and work plan for 2023	2022-10-29
12_IC_2022_Nov	7.2	National Reporting Obligations: update on 2022 activities and work plan 2023	2022-10-29
13_IC_2022_Nov	7.3	e-Commerce: update on 2022 activities and work plan for 2023	2022-10-29
14_IC_2022_Nov	7.4	Guides and training materials	2022-10-29
15_IC_2022_Nov	7.5	Contributed resources: update on 2022 activities	2022-10-29
16_IC_2022_Nov	7.6	Implementation and Capacity Development Web resources: update on 2022 activities	2022-10-30
17_IC_2022_Nov	7.7	Update on emerging pests: FAW and TR4 activities	2022-10-30
18_IC_2022_Nov	8.1	Update on development of guides and e-learning courses	2022-10-30
19_IC_2022_Nov	8.2	Update on implementation: promotion and translation of guides and training materials	2022-10-30
20_IC_2022_Nov	9.1	Review the ICD List of Topics	2022-10-30
21_IC_2022_Nov	10.1	Call for IC members and orientation for new IC members	2022-11-01
22_IC_2022_Nov	11.	Framework for ISPM implementation in support of protecting plant resources and facilitate safe trade	2022-10-30
23_IC_2022_Nov	12.1	Updated Procedure Manual for ICD	2022-11-04
24_IC_2022_Nov	13.1	Implementation issues to be recommended for CPM-17 (2023)	2022-11-07
25_IC_2022_Nov	14.1	Implementation and Facilitation Unit - work plan for 2023	2022-11-01
26_IC_2022_Nov	16	Review of IC Actions list	2022-11-08

Appendix 3: Participants list

Region / Role	Name, Organization, Address, Telephone	e-mail account
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Appendix 4: Table of the IC e-Decisions opened from November 2021 to September 2022

N°	Title of e-Decision	Opening Date	Closing Date	Comments submitted (IC)	% Responses
1	2021_eIC_26: Selection of experts for the Working Group for the Guide on Contingency Planning (2019-012)	2-Nov	16-Nov	4	29
2	2021_eIC_27: Adoption of the IC VM16 (Approval ICD Specifications / SC updated/ IRSS) Report	2-Nov	23-Nov	6	43
3	2021_eIC_28: Review results of IC Team on Contributed Resources	24-Nov	8-Dec	7	50
4	2021_eIC_29: Approval of an additional member of IC Team on Contributed Resources	24-Nov	8-Dec	7	50
5	2022_eIC_01: Adoption of the IC VM17 (November IC meeting) Report	4-Feb	25- Feb	9	64
6	2022_eIC_02: Adoption of the IC VM18 (SCTF / IC workload) Report	17-Feb	14-Mar	7	50
7	2022_eIC_03: Strengthening Plant Health Emergency Management Capacities project proposal	18-Mar	1-Apr	3	21
8	2022_eIC_04: Implementation plan for the e-Commerce SFDAI	18-Mar	1-Apr	3	21
9	2022_eIC_05: Adoption of the IC VM19 (Draft specifications / IC workload) Report	19-Apr	3-May	7	50
10	2022_eIC_06: Review of project - Strengthening food control and phytosanitary capacities and governance (GCP/GLO/949/EC)	18-May	27-May	6	43
11	2022_eIC_07: International Plant Health Conference (IPHC) programme and speakers	27-May	8-Jun	4	29
12	2022_eIC_08: The review results of IC Team on Contributed Resources (1st quarter 2022)	07 Jun	11-Jul	3	21
13	2022_eIC_09: Adoption of the IC VM20 - May meeting (CPM outcomes/ Projects / Updates) Report	7-Jul	21-Jul	8	57

Appendix 5: Proposed Terms of Reference for the Implementation and Capacity Development Committee (IC) Subgroup on IPPC Observatory

1. Purpose

The IC Subgroup on IPPC Observatory will review the IPPC Observatory workplans in collaboration with the IPPC Secretariat, provide guidance, monitor and evaluate the work undertaken under the IPPC Observatory and prepare reports for the IC review and approval. In addition, the Subgroup will develop its own workplans and provide reports on its meetings and activities to the IC.

2. Duration

The IC Subgroup will operate for three years after the end of the third IRSS cycle.

3. Membership

The IC Subgroup will be composed of members with the necessary technical and subject matter experience in phytosanitary issues. The IC Subgroup will be composed of six members: three selected from the IC (one of which will be the IC lead) and one representative from each of the following groups: the CPM Bureau, the SC and the TC-RPPOs.

4. Tasks

The IC Subgroup operates under the guidance and supervision of the IC, and serves as a forum to:

1. Solicit from the Bureau, SC, RPPOs, and IPPC Secretariat ideas for the IPPC Observatory activities for consideration by the IC and set priorities.
2. Review and recommend to the IC:
 - annual Workplan for the IPPC Observatory including how to address priority topics adopted by the Commission on Phytosanitary Measures (CPM),
 - annual IPPC Observatory reports,
 - IPPC Observatory reports to donors, prior to submission,
 - the project proposal for the IPPC Observatory.
3. Provide direction and guidance for the IPPC Observatory work, as necessary
4. Review and recommend for publication the IPPC Observatory studies and surveys reports.
5. Monitor and evaluate the implementation of IPPC Observatory activities, making recommendations to the IC.

5. Reporting

The IC Subgroup reports to the IC annually and upon request.

6. Rules of Procedure

The IC Subgroup Rules of Procedure will apply to the IC Subgroup on IPPC Observatory.

7. Amendments

Amendments to these Terms of Reference, if required, shall be approved by the IC.

Appendix 6: Recommendations for the operationalization of the IPPC Observatory

1. Surveys and Studies

In order to enhance the effectiveness of studies and surveys within the IPPC Community and improve the response rate, the Observatory will ensure:

- a) **Survey coordination** - Centralize project survey demands at IPPC Secretariat level to avoid “Survey fatigue” and schedule one or two survey sessions in the year and ensure better overall coordination of surveys.
- b) **Survey criteria** - Define the criteria for conducting, sending and validating a survey (ie. topic related, timeframe, number of responses to be validated, etc.).
- c) **Languages** - Translate all the questionnaires in UN official languages.
- d) **Survey Library** - Structure a 'Survey Library' that gathers all data from previous surveys.
- e) **Word version** - Provide a version of the questionnaire that allows separate entries (ie. Word Document) so that Official Contact Points can send each part to the relevant experts.
- f) **Survey communication** - Plan a global communication campaign about upcoming surveys (ie. CPM, Regional workshops, website, meetings, social media).
- g) **Easy-to-fill** - Design an ‘easy-to-fill’ survey (ie. limited questions, close questions, data-oriented, limited length). Propose also a survey accessible by a password and a structure with a clickable table of contents. This way, the experts can easily fill in their sections.
- h) **Duration** - Allow a minimum filling time of 1 month.
- i) **Pre-testing** - Organize ‘survey pre-testing sessions’ with volunteer contracting parties.
- j) **Fixed section** - Design a fixed section in the IPPC General Survey to ensure that the same questions and results will be comparable (identify the IPPC obligations, ISPMs and CPM recommendations for which the CPs have issues with the implementation).
- k) **Challenges and good practices** - Surveys would identify challenges as well as good practices.
- l) **Periodical monitoring** - The periodical monitoring of the IPPC, adopted ISPMs and CPM recommendations will be launched every second three-year workplan.
- m) **Take away messages** - Share an executive summary after each study to provide recommendations and take away messages to contracting parties on concrete options to address or mitigate the identified challenges.
- n) **Topic for studies** - Organize a broader “call for Observatory topics for studies” that would better involve the Contracting Parties (CP) and ensure that the topics selected for the studies are supported by several CPs. The current process for submitting topics for studies targeted to committees, Bureau and RPPOs needs to be more inclusive to better address the challenges of contracting parties.

In order to fulfil its mission, the IPPC Observatory will need a survey specialist to work in tandem with a plant health expert to design the general survey together.

2. Resource mobilization

The recommendations on survey design are based on the results provided by PwC.

The recommended approach for resource mobilization is to implement it at the level of the Secretariat and not at the level of the Observatory. The objective is to agree on priorities that include the needs of all units of the IPPC Secretariat and avoid competition for donors.

- a) Design an overall table with needs for funding based on CPM priorities which will include the needs for the IPPC Observatory. This table could be managed by the CPM Bureau and the Finance Committee.
- b) Prepare a common strategy and tools to approach the donors as “one IPPC Secretariat”.
- c) Set up a Resource Mobilization advisory board with FAO and IPPC Observatory.
- d) Hire a Resource Mobilization expert.
- e) Develop a charter on the main points of "why I should donate?".
- f) Set a standardized way to present all key projects in an easy-to-access way (ie. value proposition, budget, expected outcome, benefit, and strategic intent).
- g) Add testimonials from donors on the website (IPP).
- h) List all the events where it would be relevant to present the projects and raise funds.
- i) List the themes most appreciated and by which donors.
- j) Organize Return on experience (i REX e.) with donors associated with one project.

3. Monitoring of the Strategic Framework

An analysis was conducted to define the indicators that would contribute to monitoring the implementation of the objectives of the IPPC Strategic Framework (2020-2030). However, defining the indicators was difficult because the "activities" defined in the strategy are quite general and do not allow for defining Specific, Measurable, Achievable, Relevant and Time-bound (SMART) indicators at this level. However, relying on the Implementation plan for the Development Agenda of the Strategic Framework was recommended.

Another constraint is the disparate level of implementation of the activities of the eight Development Agendas.

It is preferable to have a common indicator canvas to facilitate the monitoring of indicators and to have a similar structure. These elements apply to the three levels: strategic, program and activity.

The canvas will be filled in by the Lead of each development agenda in collaboration with the stakeholders involved (NPPOs, RPPOs, Research institutes, international organizations, etc.).

In order to facilitate the follow-up by the Leads, a repository could be developed and each referent could report the evolution of his/her indicators according to the moments of retrieval. Each Development Agenda and the associated activities could be visible regarding the “viewing rights” of the software.

This monitoring mechanism would require close collaboration between the CPM Focus Group on Strategic Framework and the IPPC Observatory.

4. Workplan

The IPPC Observatory would have a three-year workplan and a three-year communication plan approved by the IC and updated annually as necessary. The workplan will include the update and promotion of the phytosanitary component pages.

5. Reporting

The IPPC Observatory will present each year to the CPM a report of activities that highlights:

- challenges and gaps identified,
- recommendation to address or mitigate them,
- lessons learned from the surveys,
- priority topics for future studies,
- planning of the upcoming surveys,
- publications as well as aspects of communication of the results with the contracting parties.

6. Communication

Communication is one of the key areas in which the IPPC Observatory will experience a significant improvement. A communication strategy has been developed based on interview results to reinforce the impact of the Observatory's activities. Targeted communication will be organized around studies, calls for Observatory topics, surveys and publications to make the activities of the Observatory better known.

Appendix 7: Updated 2022-2024 IPPC Observatory workplan³⁵

Activities and sub-activities	Outputs	Lead/Responsible	Year			Comments
			2022	2023	2024	
Work package I: Oversee the IPPC Observatory studies and surveys						
1. Conduct studies on priority topics contributing to the review of implementation of the IPPC, ISPMs and CPM Recommendations						
1.1. Study on the Global Participation and Resulting Involvement in the IPPC Community (2019-15, Priority 1)	Study published	IPPC Secretariat, consultants, Subgroup on IPPC Observatory			X	
1.2 Study/Survey on "e-Commerce" (2021-01, Priority 1)	Study published	IPPC Secretariat, consultants, Subgroup on IPPC Observatory		X		
1.3 Three to four studies on priority topics per year to provide cross-cutting support to IPPC core activities	3 or more studies published, Webinars held and other communications as appropriate	IPPC Secretariat, consultants, Subgroup on IPPC Observatory		X	X	
Work package II: Contribute to evaluating outcomes of the IPPC Strategic Framework 2020-2030						
1. Develop baseline measures to monitor the impacts of and record/report benefits of the Strategic Framework 2020-2030 (2018-52, Priority 1)						
1.1. Draft the paper for the CPM Focus Group on IPPC SF (2020-2030) for Baseline and get Subgroup input	Paper drafted	Subgroup Lead		X		
1.2. Review the proposed indicators of the Baseline study by the IC Subgroup on IPPC Observatory	Paper reviewed	IC Subgroup on IPPC Observatory		X		
1.3. Hire survey/monitoring & evaluation specialist(s) to collect baseline data to monitor the impacts of and record/report benefits of the Strategic Framework (SF) 2020-2030.	Consultant hired	IPPC Secretariat / Consultant		X		
1.4. Review the proposed approach to collect baseline data to monitor the impacts of and record/report benefits of the SF 2020-2030	Questionnaire reviewed	IPPC Secretariat		X		
1.5. Review the proposal to collect baseline data to monitor the impacts of and record/report benefits of the SF 2020-2030	Questionnaire reviewed	IC Subgroup on IPPC Observatory		X		
1.6. Collect baseline data to monitor the impacts of and record/report benefits of the SF 2020-2030	Report of the survey	Survey specialist		X		
1.7. Review of the findings of the baseline data collection to monitor the impacts of and record/report benefits of the SF2020-2030 by the Subgroup	Results reviewed	IC Subgroup on IPPC Observatory		X		
1.8. Analyse the results of the survey and consult with IC, SC and Bureau	Results of studies reviewed	IC, SC and Bureau		X	X	
1.9 Finalize the report and submit to FAO PWS to be published	The results and recommendations of the 3 rd general survey posted	IPPC Secretariat		X	X	
2. Support ongoing monitoring of progress and impacts of the Strategic Framework 2020-2030						
	- Dashboard - Monitoring data	IPPC Secretariat / Consultant		X	X	
Work package III: Contribute to the monitoring, evaluation and learning (MEL)						

³⁵ The 2022 completed activities have been deleted from the triannual work plan

Activities and sub-activities	Outputs	Lead/Responsible	Year			Comments
			2022	2023	2024	
1. Develop third IPPC General Survey (2018-54, Priority 1)						
1.1. Hire a survey specialist to develop third general survey based on advice from the comparative analysis report.	Third IPPC General Survey drafted	IPPC Secretariat / Consultant S3		X		
1.2. Review the proposed questionnaire of the survey by the IPPC Secretariat	Questionnaire reviewed	IPPC Secretariat		X		
1.3. Review the proposed questionnaire of the survey by the IC Subgroup on IPPC Observatory	Questionnaire reviewed	IC Subgroup on IPPC Observatory		X		
1.4. Conduct the third general survey	Report of the survey	Survey specialist /Phytosanitary expert		X		
1.5. Results of the survey by the Subgroup	Results reviewed	IC Subgroup on IPPC Observatory		X		
1.6. Analyze the results of the survey and consult with IC, SC and Bureau	Results of studies reviewed	IC, SC and Bureau		X		
1.7 Finalize the report of the Third General Survey and submit to FAO PWS to be published	The results and recommendations of the 3 rd general survey posted	IPPC Secretariat		X		
2. Develop a Mechanism to monitor the challenges in implementing the adopted ISPMs and CPM recommendations						
2.1 Hire an MEL expert and IT expert to develop the platform/tool	2 experts hired	IPPC Secretariat		X		
2.2 Agree on the adopted ISPMs/CPM Recommendations to monitor based on data collected though studies and surveys	List of adopted ISPMs to monitor	IPPC Secretariat Subgroup on IPPC Observatory		X	X	
2.3 Define the indicators and the frequency of monitoring	Indicators defined	MEL expert		X	X	
2.4. Build the platform/tool to monitor the challenges	platform/tool available	IT expert and MEL expert				
2.5 Analyze the challenges on implementation adopted ISPMs/CPM Recommendations		MEL expert Subgroup on IPPC Observatory		X	X	
2.6 Report the challenges to CPM with recommendations to fix them		IC lead on IPPC Observatory IPPC Secretariat		X	X	
Work package IV: Coordination of the Subgroup on IPPC Observatory meetings, reporting and updating the workplan						
1. Prepare and coordinate the meetings of the Subgroup on IPPC Observatory						
1.1. Organize the First meeting of the Subgroup	Report of meeting 1	IPPC Secretariat /Subgroup on IPPC Observatory		X	X	
1.2. Organize the Second meeting of the Subgroup	Report of meeting 2	IPPC Secretariat /Subgroup on IPPC Observatory		X	X	
1.3. Organize the Third meeting of the Subgroup	Report of meeting 3	IPPC Secretariat /Subgroup on IPPC Observatory		X	X	
2. Tri-annual Report						
2.1 Finalize the IPPC Observatory Tri-annual annual report	Tri-annual report Finalized	IPPC Secretariat	X			
Work package V: Update IPPC Observatory List of Topics						
1. Draft and launch the Call for new IPPC Observatory Topics	Call launched	IPPC Secretariat		X	X	

Activities and sub-activities	Outputs	Lead/Responsible	Year			Comments
			2022	2023	2024	
2. Compile the submission of IPPC Observatory topics	Submissions and list of IRRS topics updated	IPPC Secretariat		X	X	
3. Review the updated List of IPPC Observatory topics	List of IRRS topics reviewed	Subgroup on IPPC Observatory		X	X	
4. Submit the updated List of IPPC Observatory topics to the IC for Approval	List of IRRS topics approved	IPPC Secretariat		X	X	
5. Inform the SC, RPPOS, Bureau and RPPOs	List of IRRS topics shared	Subgroup on IPPC Observatory		X	X	
6. Post the updated list of IPPC Observatory topics on the IPP	List of IRRS topics posted	IPPC Secretariat		X	X	
Work package IV: Improvement of the IPPC Observatory Communication						
1. Organize IPPC Observatory webinars						
1.2 Organize the IPPC Observatory webinar for IPPC Community	Webinar organized	IPPC Secretariat / Consultant IPPC Observatory		X	X	
2. Implement of the IPPC Observatory communication plan						
2.1. Implement the priority activities of the communication plan to promote the IPPC Observatory		IPPC Secretariat/ Consultant in communication		X	X	
Objective V: Improvement of IPPC Observatory sustainability						
1. Implement the IPPC Observatory resource mobilization plan	IPPC Observatory resource mobilization plan implemented	IPPC Secretariat / IPPC Observatory Consultant		X		
2. Review and approval of the IPPC Observatory resource mobilization plan		Subgroup on IPPC Observatory			X	

* The activities highlighted in green are those for which the contribution of the IC Subgroup is highly needed

Appendix 8: 2023 work plan for National Reporting Obligations activities

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
1. Oversee NROs activities							
1.1 Activate the IC Sub-group on NROs	The establishment of the new IC Sub-group for NROs	Members of IC Sub-group on NROs on board	IPPC Secretariat/IC	IPPC Secretariat/ IC/ SC/ CPM Bureau/ RPPO/ IPPC Partner	January, 2023	December, 2023	
1.1.1 The IPPC Secretariat compiles and summarizes the nomination forms	Received nominations from contracting parties, CPM bureau, IC, SC, RPPOs	Nomination list	IPPC Secretariat/IC Team on NROs	IPPC Secretariat/Contracting parties/CPM Bureau/SC/IC/RPPOs	January, 2023	TBD	Covered by the in-kind staff from France
1.1.2 IC selects the sub-group members based on the selection criteria from the ToR and the nominees' expertise	The list of members of the IC Sub-group on NROs is finalized	Final member list of IC Sub-group on NROs	IPPC Secretariat/IC/IC team on NROs	Contracting parties	TBD	TBD	Covered by the in-kind staff from France
1.1.3 IC selects a lead for IC Sub-group on NROs	Sub-group lead is selected	Sub-group lead is selected	IPPC Secretariat/IC/ IC team on NROs		TBD	TBD	Covered by the in-kind staff from France
1.1.4 Inform nominees who are not selected	The nominees not selected are informed	Notification letters from IPPC Secretariat	IPPC Secretariat/IC lead		TBD	TBD	Covered by the in-kind staff from France
1.1.5 Maintain list of IC sub-group on NROs members on the IPP	Members list of the sub-group is finalized	List of IC Sub-group on NROs on IPP	IPPC Secretariat/IC Lead	IPPC Secretariat/IC/SC/CPM Bureau/ RPPO/IPPC Partner	TBD	TBD	Covered by the in-kind staff from France
1.1.6 Organize the first meeting of the IC Sub-group on NROs	The first meeting of IC Sub-group on NROs is successfully organized	Report of first IC Sub-group on NROs meeting	IPPC Secretariat/IC sub-group on NROs		TBD	TBD	Covered by the in-kind staff from France
1.1.7 Organize series of meetings of the IC Sub-group on NROs	Series meetings of IC Sub-group on NROs are successfully organized	Reports of series IC Sub-group on NROs meetings	IPPC Secretariat/IC sub-group on NROs		TBD	December, 2023	Covered by the in-kind staff from France

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
1.2 Display pest report on new system / platform	NROs system work more efficiently	Pest report data are displayed in a more visual way	IPPC Secretariat/IC lead	IPPC Secretariat/ FAO CSI/ CPM focus group on Pest Outbreak Alert and Response Systems/ IC Sub-group on NROs	June, 2023	December, 2023	
1.2.1 Present Pest reports in a visual way	Pest reports are presented a relevant visual platform*, in coordination with the POARS steering group recommendations *: For example the Hand-In-Hand Geospatial Platform initiative	Pest reports are presented in a new way	IPPC Secretariat/ IC Sub-group on NROs lead	FAO CSI, relevant stakeholders	TBD	December, 2023	Covered by the in-kind staff from France Pending availability of funding
1.2.2 Synergize pest reports with POARS	The NROs and POARS are synergized with each other		IPPC Secretariat/ IC Sub-group on NROs lead/CPM Focus group on POARS		January, 2023	December, 2023	Covered by the in-kind staff from France Pending availability of funding
1.3 Prepare and present report on NROs activities of 2023 and work plan for 2024 to the IC	2023 NROs annual report and 2024 NROs work plan approved by IC	IC document for the IC meeting in November	IPPC Secretariat	IC	October, 2023	December, 2023	
1.3.1 Draft the annual NROs report of 2023 activities and discuss with the IC Sub-group on NROs	Report prepared and presented to the IC Team on NROs and guidance received	Meeting report of the IC Sub-group on NROs	IPPC Secretariat/ IC Sub-group on NROs	IC Sub-group on NROs consulted through virtual meetings and email exchanges	October, 2023	October, 2023	Covered by the in-kind staff from France
1.3.2 Submit the NROs report to the IC meeting in November for review and approval	Report reviewed and endorsed by the IC meeting in May	IC meeting report	IPPC Secretariat/IC	IC review through virtual meetings	November, 2023	December, 2023	Covered by the in-kind staff from France

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
2. Provide direct assistance to Contact Points (Reducing IT barriers)							
2.1 Support IPPC Contact Points and IPP editors	All the IPPC Contact Points and IPP editors can fulfil reporting obligations	The number of reporting increased more than 5% compared to 2022	IPPC Secretariat/IC	Contracting parties	January, 2023	December, 2023	
2.1.1 Provide guidance for new nominated members who are responsible for Contact Points	All the IPPC new persons who are responsible for Contact Points and new IPP editors can fulfil reporting obligations	The new IPPC Contact Points submit report promptly and successfully	IPPC Secretariat/IC Team on NROs/IC Sub-group on NROs	Contracting parties	January, 2023	December, 2023	Covered by the in-kind staff from France
2.1.2 Update the contact information of Contact Point on IPP; Deal with the IT problem during reporting	All the IPPC Contact Points and IPP editors can fulfil reporting obligations	The new IPPC Contact Points submit report promptly and successfully	IPPC Secretariat/IC Team on NROs/IC Sub-group on NROs	Contracting parties	January, 2023	December, 2023	Covered by the in-kind staff from France
2.1.3 Provide daily support and guidance for current members who are IPPC Contact Points	All the IPPC Contact Points and IPP editors can fulfil reporting obligations	The new nomination for Contact Points submit report promptly and successfully	IPPC Secretariat/IC Team on NROs/IC Sub-group on NROs	Contracting parties	January, 2023	December, 2023	Covered by the in-kind staff from France
2.2 Improve the IPP Function	IPP functions in more user friendly way	IPP functioned in a better way	IPPC Secretariat	PWC experience center/FAO CSI	January, 2023	December, 2023	
2.2.1 Maintain the architectural infrastructure of the system	IPP functions in more user friendly way	No error occurred during submission of report	IPPC Secretariat	FAO CSI	January, 2023	February, 2023	Covered by the in-kind staff from France
3. Develop Contracting Parties NROs Capacities (Raising awareness and training materials)							
3.1 Incorporate NROs section into IPPC Secretariat newsletter	Raising the awareness of importance of NROs	Contribute at least 2 times for IPPC Secretariat newsletter to deliver latest development on NROs	IPPC Secretariat/IC Sub-group on NROs/ IC Sub-group on NROs lead/ IC Team on NROs	Contracting parties	May, 2023	November, 2023	
3.1.1 Prepare an update on NROs activities for the 1 st Semester	Raising the awareness of importance of NROs	NROs Section in the newsletter published	IPPC Secretariat/IC lead	Contracting parties	May, 2023	June, 2023	Covered by the in-kind staff from France

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
3.1.2 Prepare an update on NROs activities for the 2 nd Semester	Raising the awareness of importance of NROs	NROs Section in the newsletter published	IPPC Secretariat/IC lead	Contracting parties	October, 2023	November, 2023	Covered by the in-kind staff from France
3.2 Organize NROs global virtual training workshop (upon request)	Improve the capacity of Contract Points to fulfil reporting obligation	Meeting report of NROs workshop	IPPC Secretariat/IC Team on NROs	Contracting parties	May, 2023	September, 2023	
3.2.1 Discuss the topic and theme on the NROs virtual training workshop among IC Team on NROs	Decision on the theme of NROs virtual training workshop and for which region	Meeting report of NROs workshop	IPPC Secretariat/IC Team on NROs		January, 2023	December, 2023	Covered by the in-kind staff from France
3.2.2 Prepare and organize NROs training workshops	Improve the capacity of Contract Points to fulfil reporting obligations	Meeting report of NROs workshop	IPPC Secretariat/IC team on NROs	Contracting parties	May, 2023	September, 2023	Covered by the in-kind staff from France
3.3 Promote the NROs e-learning course on Surveillance and reporting obligations	Improve the capacity of Contract Points to fulfil reporting obligation	The number of subscribers for NROs e-learning course	IPPC Secretariat	Contracting parties	January, 2023	December, 2023	
3.3.1 Remind Contracting parties to register the NROs e-learning course on Surveillance and reporting obligations through reminder emails and during workshop	Improve the capacity of Contract Points to fulfil reporting obligations	The number of subscribers for NROs e-learning course	IPPC Secretariat	Contracting parties	January, 2023	December, 2023	Covered by the in-kind staff from France
3.4 Revision of NROs guide³⁶	Improve the capacity of Contract Points to fulfil reporting obligation	New version of NROs guide	IPPC Secretariat	Contracting parties	January, 2023	December, 2023	

³⁶ Contingent to the IC making a priority 1

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
3.4.1 Mobilize resources to undertake the revision of the guide	Sufficient resources are available	NROs guide revision related activities are undertaken	IPPC Secretariat/IC Team on NROs/IC Sub-group on NROs		January, 2023	December, 2023	Covered by the in-kind staff from France
3.4.2 Set up the working group	The list of experts is finalized	Expert final list of the working group	IPP Secretariat/ IC/ IC Team on NROs		January 2023	March 2023	Covered by the in-kind staff from France Pending availability of funding
3.4.3 Organize series of meetings of the expert working group	Series of meeting are successfully organized	Meeting reports of working group meetings	IPPC Secretariat/ IC Team on NROs		April 2023	December 2023	Covered by the in-kind staff from France Pending availability of funding NB: Publication planned in 2024

Appendix 9: 2023 workplan for IPPC Secretariat e-Commerce activities

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
1. IC Team on e-Commerce							
1.1 Organize IC Team meetings	IC Team is updated and consulted, as appropriate, with a minimum of two meetings per year	Minutes of the IC Team meetings and report to IC FG SFDAL is supported	IPPC Secretariat	IC Team	January 2023	December 2023	
2. e-Commerce Development Agenda (Strategic Framework 2020-2030)							
2.1 Support the Focus Group Strategic Framework Development Agenda Items (FG DAI)	The work of the FG DAI is supported	FG SFDAL implementation plan and CPM paper	IPPC Secretariat / IC Team	IC	January 2023	December 2023	As needed
3. e-Commerce Guide (2017-039)							
3.1 Finalize the technical content of the guide	Guide has been revised based on comments from peer reviewers and WG members and edited	Draft version of the guide approved by IC Lead	IPPC Secretariat & IC Lead	Peer reviewers WG members	Ongoing	February 2023	
3.2 Publish the guide	Published guide is high quality and layout is professional & consistent with other IPPC Guides	Guide posted on the IPP G&TM webpage is consistent with IPPC & FAO Style Guides	IPPC Secretariat	Editor Graphic designer Proof-reader FAO publishing	February 2023	TBD	
3.3 Promote the guide (Implementation)	Awareness among NPPOs, relevant partners and stakeholders is high	Implementation plan Usage data User feedback	IPPC Secretariat	IC Team IC RPPO	TBD	December 2023	

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
3.4 Translate the guide (Implementation)	Guide is available in other FAO languages Translations are accurate and use appropriate phytosanitary language	Number of language versions published available on the IPP User feedback	IPPC Secretariat	FAO Translation Bureau Partner organizations Proof-readers	TBD	TBD	Translations are dependent on support from partners / funding
4. Communication and Advocacy							
4.1 Draft the e-Commerce communications plan	e-Commerce communications plan is developed & integrated in Secretariat plan	e-Commerce communication plan is fully embedded in the Secretariat communications plan	IPPC Secretariat	IC Team	Ongoing	February 2023	
4.2 Publish the Factsheet	Factsheet is drafted and submitted for publication	Factsheet is published on IPP Promotional materials (social networks) User feedback	IPPC Secretariat	IC Team	Ongoing	TBD	
4.3 Update the relevant Webpages	e-Commerce webpage and phytosanitary systems webpage are refreshed	Revised pages are published on IPP	IPPC Secretariat	IC Team	Ongoing	February 2023	
4.4 Organize a Webinar / workshop	Concept note is prepared Event is held	Record of the event on the IPP	IPPC Secretariat	IC Team IC RPPO or NPPO partner	Ongoing	February 2023	Interpretation is dependent on funding
4.5 Release a video	Video is launched promoting e-Commerce	Video is available on IPP and effectively promoted	IPPC Secretariat	IC Team IC RPPO or NPPO partner	January 2023	TBD	Developing a video is dependent on funding

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
5. Collaboration with other organizations involved in e-Commerce							
5.1 Liaise with World Customs Organization (WCO)	IPPC Secretariat observer to virtual e-Commerce meetings Content for joint tool kit is developed (tbc)	Outcomes are reported to IC Team Product is available	IPPC Secretariat WCO	IC Team	TBD	TBD	Developing joint tool kit depends on interest of WCO
5.2 Liaise with Universal Postal Union (UPU)	IPPC Secretariat observer to virtual e-Commerce meetings Content for joint awareness materials is developed (tbc)	Outcomes are reported to IC Team Product is available	IPPC Secretariat UPU	IC Team	TBD	TBD	Developing joint materials depends on interest of UPU
5.3 Liaise with Global Express Association (GEA)	Content for joint awareness materials is developed (tbc)	Product is available	IPPC Secretariat GEA	IC Team	TBD	TBD	Dependent on interest of GEA
5.4 Liaise with International Seed Federation (ISF)	Joint on-line event on e-Commerce (tbc)	Webinar is held Attendance and feedback are positive	IPPC Secretariat ISF	IC Team	TBD	TBD	Dependent on interest of ISF
6. Monitoring and evaluation							
6.1 Develop survey questionnaire	Questionnaire is drafted	Questionnaire is drafted in consultation with IC Team	IPPC Secretariat IC Observatory SG IC Team	IC	Ongoing	2023	As per IPPC Observatory workplan
6.2 Test survey questionnaire and finalize the questionnaire	Questionnaire is revised based on comments from testers	Feedback received Revised questionnaire is shared with testers, IC Team and IC	IPPC Secretariat IC Observatory SG IC Team Testers	IC	2023	2023	As per IPPC Observatory workplan

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
6.3 Carry out the survey	Survey is distributed to NPPOs & RPPOs and more than 25% of NPPOs & RPPOs respond to survey	Analysis of survey response	IPPC Secretariat IC Observatory SG	NPPOs RPPOs	TBD	TBD	As per IPPC Observatory workplan
6.4 Analyse the survey results	Survey results are published as a study and reported to the IC	Study is published Recommendations inform e-Commerce workplanning	IPPC Secretariat IC Observatory SG	IC Team IC	TBD	TBD	As per IPPC Observatory workplan

Appendix 10: IC Team review results for Contributed resources (from May to October 2022)

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
1	May-June	European Food Safety Authority (EFSA)	EFSA Pest Survey Toolkit	The toolkit includes pest survey cards for EU Quarantine pests for the preparation of pest surveys, guidelines and statistical tools for the design of statistically sound and risk based surveys, and diverse didactical materials (webinars, workshop reports, YouTube video tutorial)	European Food Safety Authority (EFSA)	2021	En		https://arcg.is/1v99CH	3	0	0	The Team agreed to post it to the IPP.
2	May-June	Council of Canadian Academies Conseil des académies canadiennes	Cultivating Diversity	Plants sustain life on Earth, providing humans and other organisms with food, shelter, and clean air. They are foundational to the economic, cultural, physical, and spiritual well-being of people in Canada. Although plants are a constant — often unnoticed — presence in our lives, they are increasingly at risk and under pressure. Plants face many threats, such as rising temperatures, changing precipitation patterns, extreme weather events, disease, and new predators, all of which have been exacerbated by climate change, the global movement of people and goods, and evolutionary processes. There is still a great deal to learn about how stressors affect plants and their relationships with pests and the environment. It's clear, however, that the risks to plant health also threaten the health of broader ecosystems, affecting climate, human and animal health, biodiversity, and food security. Addressing current and	The Expert Panel on Plant Health Risks in Canada, Council of Canadian Academies	2022	En/ Fr		https://www.cca-reports.ca/reports/plant-health-risks/ https://www.rapports-cac.ca/reports/les-risques-de-la-sante-des-vegetaux/	1	1	1	The Team agreed <u>not</u> to post it to the IPP.

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
				emerging risks to plant health is vital to the survival of life on Earth. Cultivating Diversity examines the existing and emerging risks to plant health in Canada and offers insights into promising practices that may help to mitigate them. The report focuses on key areas of risk, rather than specific risks, as well as strategies to reduce vulnerability and increase resilience.									
3	May-June	Department of Agriculture, Water and the Environment (Australian NPPO)	Guidelines for General Surveillance	The Australian Bureau of Agricultural and Resource Economics and Sciences (ABARES) (within the Australian Department for Agriculture, Water and the Environment) developed General Surveillance Program Guidelines (the Guidelines). The Guidelines provide non-prescriptive considerations for instigating, implementing and monitoring general surveillance programs based on systems thinking and drawing on lessons learned from nine Australian and New Zealand in-depth case studies and literature. General surveillance programs are extensive undertakings covering various components, such as notifier engagement; in-depth knowledge of the pests, weeds or diseases and their environments; reporting tool development/use; pest and weed identification or disease diagnosis; and data design, management and analysis for the intended data use. These aspects need to be supported by effective program management, continual improvement and an enabling environment. Systems thinking helped to understand what facilitates success for each of these components; and the interactions and feedback loops between	Heleen Kruger, Jen Ticehurst, Alex van der Meer Simo	2022		Web link	https://daff.ent.sirsidyni.x.net.au/client/en_AU/search/asset/1033161/	3	0	0	The Team agreed to post it to the IPP.

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
				them, because weakness in one component can have ramifications for other parts of the system or the system as a whole.									
4	May-June	Department of Agriculture, Water and the Environment (Australian NPPO)	1) Checklist for Program Staff – Considerations for General Surveillance Programs 2) Checklist for Program Funders – Considerations for General Surveillance Programs 3) Checklist for policy-makers and senior staff - Considerations for general	1) Checklist to guide program staff in the initiation and maintenance of general surveillance programs. 2) Checklist to guide program funders in the initiation and maintenance of general surveillance programs. 3) Checklist to guide policy-makers and senior staff in the initiation and maintenance of general surveillance programs.	Heleen Kruger, Jen Ticehurst, Alex van der Meer Simo	2022	En	Web link	https://daff.e nt.sirsidynix. net.au/client /en_AU/sear ch/asset/10 33161/0 https://daff.e nt.sirsidynix. net.au/client /en_AU/sear ch/asset/10 33161/11 https://daff.e nt.sirsidynix. net.au/client /en_AU/sear ch/asset/10 33161/10	3	0	0	The Team agreed to post it to the IPP.

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
			surveillance programs										
5	June	Canadian Food Inspection Agency (Canadian NPPO)	D-13-01: Canadian Heat Treated Wood Products Certification Program (HT Program)	The Canadian Heat Treated Wood Products Certification Program (HT Program) is a phytosanitary certification program administered by the Canadian Food Inspection Agency (CFIA). The program provides a basis for meeting the foreign phytosanitary import requirements for heat treated wood products. Where prescribed by importing countries, heat treatment of wood products is a phytosanitary import requirement intended to prevent the movement of plant quarantine pests.	Canadian Food Inspection Agency	2022 (1st revision)	En, Fr	web link	https://inspection.canada.ca/plant-health/invasive-species/directives/forest-products/d-13-01/eng/1438703782830/1438711494768	X			The working group to develop the ISPM 15 guide reviewed it and considered it suitable. The Team agreed to post it to the IPP.
6	June	Canadian Food Inspection Agency (Canadian NPPO)	PI-007: Technical Heat Treatment Guidelines and Operating Conditions Manual	The Technical Heat Treatment Guidelines and Operating Conditions Manual is a supplementary document designed to accompany the CFIA policy directive, D-13-01, Canadian Heat Treated Wood Products Certification Program (HT Program). This manual provides information to heat treatment facilities regarding the heat treatment chamber operating condition and defines the technical requirements to	Canadian Food Inspection Agency	2018 (8th revision)	En, Fr	web link	https://inspection.canada.ca/plant-health/forestry/exports/ht-	X			The working group to develop the ISPM 15 guide reviewed it and considered it suitable. The Team agreed to post it to the IPP.

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
				participate under these export certification programs.					program/pi-07/eng/1383841840107/1383841890825				
7	June	Canadian Food Inspection Agency (Canadian NPPO)	D-98-08: Entry Requirements for Wood Packaging Material into Canada	This directive provides the requirements for the entry for all wood packaging materials including dunnage, pallets or crating made from non-manufactured wood entering Canada from all areas except the continental United States (U.S.)	Canadian Food Inspection Agency	2008 (8th revision)	En, Fr	web link	https://inspection.canada.ca/plant-health/invasive-species/directives/forest-products/d-98-08/eng/1323963831423/1323964135993	X			The working group to develop the ISPM 15 guide reviewed it and considered it suitable. The Team agreed to post it to the IPP.

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
8	June	Australian Department of Agriculture, Water and the Environment (Australian NPPO)	Australian Wood Packaging Certification Scheme (AWPCS)	This document details the requirements and procedures for the certification of wood packaging material for use in export consignments and is intended for use by Australian treatment providers, wood packaging manufacturers and accredited certification bodies.	Australian Department of Agriculture, Water and the Environment	2020	En	web link	https://www.awe.gov.au/sites/default/files/documents/awpcs-scheme-v4.1.pdf	X			The working group to develop the ISPM 15 guide reviewed it and considered it suitable. The Team agreed to post it to the IPP.
9	June	Australian Department of Agriculture, Water and the Environment (Australian NPPO)	Heat treatment methodology	This methodology sets out the minimum requirements for treatment providers performing heat treatments on commodities and/or associated packaging suited to such treatments for Quarantine and Pre-shipment (QPS) purposes. This methodology is the basis for compliance auditing of treatment providers to monitor their performance of effective QPS treatments using hot forced air.	Australian Department of Agriculture, Water and the Environment	2021 (version 2.9)	En	web link	https://www.awe.gov.au/sites/default/files/sitecollectiondocuments/biosecurity/import/general-info/qftp/heat-treatme	X			The working group to develop the ISPM 15 guide reviewed it and considered it suitable. The Team agreed to post it to the IPP.

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
									nt-methodology.pdf				
10	June	Australian Department of Agriculture, Water and the Environment (Australian NPPO)	Methyl bromide fumigation methodology	This methodology sets out the minimum requirements for treatment providers performing methyl bromide fumigations on commodities and/or associated packaging suited to such treatments for Quarantine and Pre-shipment (QPS) purposes. This methodology is the basis for compliance auditing of treatment providers to monitor their performance of effective QPS treatments with methyl bromide.	Australian Department of Agriculture, Water and the Environment	2018 (version 2.0)	En	web link	https://www.awe.gov.au/sites/default/files/sitecollectiondocuments/biosecurity/import/general-info/qftp/aust-methyl-bromide-	X			The working group to develop the ISPM 15 guide reviewed it and considered it suitable. The Team agreed to post it to the IPP.

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
									fumigation.pdf				
11	June	Australian Department of Agriculture, Water and the Environment (Australian NPPO)	Sulfuryl fluoride fumigation methodology	This methodology sets out the minimum requirements for treatment providers performing sulfuryl fluoride fumigations on commodities and/or associated packaging suited to such treatments for Quarantine and Pre-shipment (QPS) purposes. This methodology is the basis for compliance auditing of treatment providers to monitor their performance of effective QPS treatments with sulfuryl fluoride.	Australian Department of Agriculture, Water and the Environment	2018 (version 1.1)	En	web link	https://www.ave.gov.au/sites/default/files/sitecollectiondocuments/biossecurity/import/gener	X			The working group to develop the ISPM 15 guide reviewed it and considered it suitable. The Team agreed to post it to the IPP.

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
									al-info/qtfp/sf-fumigation-methodology.pdf				
12	June	Ministry of Agriculture, Government of India	Quarantine treatments and application procedures: I. methyl bromide fumigation	This standard outline the guidelines and application of treatment procedures for quarantine purposes consistent with the phytosanitary regulations aimed at preventing the incursion of exotic pests in imported goods. Further this standard help in adaptation of correct treatment practices to ensure the export of goods in pest-free condition.	Ministry of Agriculture, Government of India	2005	En	web link	http://www.pqismoa.nic.in/PQISPub/pdf/files/NSPM%2011%20Quarantine%20Treatment%20(MB)%20Sta	X			The working group to develop the ISPM 15 guide reviewed it and considered it suitable. The Team agreed to post it to the IPP.

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
									ndard.pdf				
13	June	FAO	Guide to Fumigation under Gas Proof Sheets	This fumigation guide has been written to tell, and show, users how to do fumigations with the fumigants phosphine and methyl bromide using gas proof sheets to treat: -bag-stacks of grain, and other commodities -loaded freight containers -other products or cargoes, such as timber and machinery, that can be enclosed under gas proof fumigation sheets. The information presented here is practical.	van Someren Graver, J.E	2004	En	web link	https://www.fao.org/in-action/inpho/library/detail/en/c/133/	X			The working group to develop the ISPM 15 guide reviewed it and considered it suitable. The Team agreed to post it to the IPP.

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
14	September-October	FAO/IAEA	1) Fruit Sampling Guidelines for Area-Wide Fruit Fly Programmes 2) E-learning course on Fruit Sampling for Area-Wide Fruit Fly Programmes	1) This guideline is aimed at facilitating the transfer of harmonized procedures to National Plant Protection Organizations and horticultural industry of FAO and IAEA Member States that want to apply fruit sampling procedures for fruit fly population survey in area-wide action programmes. The guideline will be useful also as a reference source to Appendix 2 "Guidelines for fruit sampling" of ISPM No. 26 "Establishment of pest free areas for fruit flies (Tephritidae)." 2) This e-learning is based on the "Fruit Sampling Guidelines for Area-Wide Fruit Fly Programmes". The aim of the e-learning is to understand the principles behind fruit sampling as part of the area-wide fruit fly programme. By successfully completing this course, you will be able to apply the lessons learned in real life operational programmes.	FAO/IAEA	1) 2019 2) 2021	En	web link	1) https://www.iaea.org/sites/default/files/ca5716en.pdf 2) https://elearning.iaea.org/m2/enrol/index.php?id=1168	4	0	0	The Team agreed to post it to the IPP.
15	September-October	FAO/IAEA	1) Trapping Guidelines for Area-wide Fruit Fly Programmes, Second edition 2) E-learning Course on Fruit Fly Trapping in	1) The scope of this document is limited to trapping of fruit flies of economic and quarantine importance and does not include activities related to mass-trapping or other fruit fly control activities. It only covers trapping technology currently in use or that has been extensively validated and assumes that fruit fly control programmes implementing the trapping activities are area-wide. Recommendations given for the different scenarios require	FAO/IAEA	1) 2018 2) 2020	En	web link	1) https://www.iaea.org/sites/default/files/trapping-	4	0	0	The Team agreed to post it to the IPP.

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
			Support of Sterile Insect Technique Implementation	customization to address the specific climatic and host conditions of the specific fruit fly control areas. 2) This e-learning is based on the "Trapping Guidelines for Area-Wide Fruit Fly Programmes", Second Edition. The aim of the e-learning is to understand the principles behind trapping. By successfully completing this e-learning course you will be able to apply the lessons learned including in real life operational programmes.					guideline.pdf 2) https://elearning.iaea.org/m2/enrol/index.php?id=694				
16	September-October	FAO/IAEA	1) Guideline for packing, shipping, holding and release of sterile flies in area-wide fruit fly control programmes 2) E-training course on Packing, Shipping, Holding and Release of Sterile Flies	1) This guideline is aimed at facilitating the transfer of harmonized and state of the art technology to FAO and IAEA Member States that want to embark on area-wide action programmes that use SIT. There is also increased interest by the private sector in investing in sterile insect production, packing and release. This harmonized guideline that cover the post-production phase will facilitate 2) This e-learning is based on the "Guideline for packing, shipping, holding and release of sterile flies in area-wide fruit fly control programmes", Second Edition. The aim of the e-learning is to understand the principles behind packing, shipping, holding and release of sterile flies in area-	FAO/IAEA	1) 2017 2) 2019 (En) /2020 (Es)	En, Es	web link	1) https://elearning.iaea.org/m2/pluginfile.php/56652/mod_page/content/10/Guideline-for-Packing	4	0	0	The Team agreed to post it to the IPP.

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
			in Area-wide Fruit Fly Control Programmes	wide fruit fly control programmes. By successfully completing this e-learning course you will be able to apply the lessons learned including in real life operational programmes.					- Sept2017.pdf 2) https://elearning.iaea.org/m2/enrol/index.php?id=600 https://elearning.iaea.org/m2/enrol/index.php?id=745				
17	September-October	FAO/IAEA	A Guide to the Major Pest Fruit Flies of the World	This guide aims to provide a general reference for those involved in plant quarantine activities including the surveillance and management of fruit flies, and the marketing of fresh fruits which may be infested with fruit flies.	Australia Scientific Advisory Services/FAO/IAEA	2019	En	web link	https://platform.fruitflies-ipm.eu/wp-content/	4	0	0	The Team agreed to post it to the IPP.

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
									uploads/2022/01/5-EXPER-T-SERVICES-INTERCEPTION-AND-DETECTIONA-Guide-to-the-Major-Pest-Fruit-Flies-of-the-World.pdf				

No	Review period	Name of the organization providing resources	Title	Brief summary of the content	Producer	Year	Language	Format	Web link (if applicable)	Suitable	Unsuitable	Request further review	Comments from IC Team on Contributed Resources
18	September-October	NPPO of South Africa	Key selected fruitflies Africa	The completed and tested reduced electronic multi-entry identification tool for the 29 taxa of agricultural importance (Africa) was converted into a mobile application by LUCID company (Australia) and is downloadable for free both for android and apple in the respective stores	LucidMobile	2021	En	Mobile app	https://play.google.com/store/apps/details?id=com.lucidcentral.mobile.fruitflies_africa https://apps.apple.com/app/key-selected-fruitflies-africa/id1600205756	4	0	0	The Team agreed to post it to the IPP.

Appendix 11: List of the updated information on the Phytosanitary system page in 2022

Components	ISPMs / CPM recommendations	Guides and training materials	Contributed resources
Eradication		<ul style="list-style-type: none"> • Pest status guide • Surveillance guide 	
Phytosanitary Export Certification System		<ul style="list-style-type: none"> • Export certification e-learning course 	
Systems Approach			
NPPO Establishment and Operation			
Phytosanitary Treatments	<ul style="list-style-type: none"> • ISPM 28 Annexes • ISPM 47 (Audit in the phytosanitary context) 		
Surveillance		<ul style="list-style-type: none"> • Surveillance & reporting e-learning course • Pest status guide • Surveillance guide 	<ul style="list-style-type: none"> • Surveillance related resources
Pest reporting		<ul style="list-style-type: none"> • Surveillance & reporting e-learning course • Pest status guide • Surveillance guide 	<ul style="list-style-type: none"> • Surveillance related resources
ISPM 15 Implementation	<ul style="list-style-type: none"> • ISPM 47 (Audit in the phytosanitary context) 		<ul style="list-style-type: none"> • ISPM 15 related resources
PRA	<ul style="list-style-type: none"> • ISPM 46 (Commodity-specific standards for phytosanitary measures) 	<ul style="list-style-type: none"> • PRA e-learning course • Pest status guide 	
Inspection	<ul style="list-style-type: none"> • ISPM 47 (Audit in the phytosanitary context) 	<ul style="list-style-type: none"> • Export certification e-learning course • Inspection e-learning course 	
Diagnostics	<ul style="list-style-type: none"> • ISPM 27 Annexes 		
Contingency plans		<ul style="list-style-type: none"> • PRA e-learning course • Surveillance guide 	<ul style="list-style-type: none"> • TR4 related resources
Pest free areas & Areas of low pest prevalence		<ul style="list-style-type: none"> • Surveillance & reporting e-learning course • Pest status guide • Surveillance guide 	<ul style="list-style-type: none"> • Surveillance related resources

E-Commerce			<ul style="list-style-type: none"> e-Commerce related resources
Phytosanitary Import Regulatory System	<ul style="list-style-type: none"> ISPM 47 (Audit in the phytosanitary context) 	<ul style="list-style-type: none"> Inspection e-learning course 	
Phytosanitary Legislation			
Components	ISPMs / CPM recommendations	Guides and training materials	Contributed resources
Sea containers	<ul style="list-style-type: none"> R-10: Reduction of the incidence of contaminating pests associated with regulated and unregulated articles to protect plant resources and facilitate safe trade 		

Appendix 12: Selected order of components on the Phytosanitary system landing page

Option 2: Group the components into major categories

Categories	Components
NPPO Management	<ul style="list-style-type: none"> NPPO Establishment and Operations Phytosanitary Legislation Phytosanitary Capacity Evaluation <ul style="list-style-type: none"> Link to Pest status and pest reporting
Pest risk analysis	<ul style="list-style-type: none"> Pest risk analysis <ul style="list-style-type: none"> Link to Pest status and pest reporting
Pest status and pest reporting	<ul style="list-style-type: none"> Pest Reporting Link to Pest risk analysis <ul style="list-style-type: none"> Link to Surveillance and diagnostics
Surveillance and diagnostics	<ul style="list-style-type: none"> Pest surveillance Pest Free Areas & Areas of low pest prevalence Diagnostics <ul style="list-style-type: none"> Link to Pest status and pest reporting Link to Emergency response
Emergency response	<ul style="list-style-type: none"> Contingency Plans Eradication Pest Specific Information (e.g., Pest response guidelines) <ul style="list-style-type: none"> Link to Surveillance and diagnostics Link to Pest risk analysis Link to Pest status and pest reporting
Exports	<ul style="list-style-type: none"> Phytosanitary Export Certification Systems Phytosanitary treatments Systems approaches Pest free areas <ul style="list-style-type: none"> Inspection (include under both exports and imports) Link to ePhyto page Link to Pathways
Imports	<ul style="list-style-type: none"> Phytosanitary Import Regulatory Systems Inspection (include under both imports and exports) <ul style="list-style-type: none"> Link to Pest risk analysis Link to Pathways
Pathways	<ul style="list-style-type: none"> Sea containers Wood packaging material (ISPM 15) e-Commerce <ul style="list-style-type: none"> Link to Import Link to Export

Appendix 13: Contents of the Procedure manual for implementation and capacity development

Changes to the 2021 version of the procedure manual for implementation and capacity development are reflected in red in the table of content below.

Section No.	Title	Action and lead	Changes
	Abbreviations and acronyms	Maintained by the Secretariat	Add abbreviations and modify order
	INTRODUCTION	Maintained by the Secretariat	Update year
1	IMPLEMENTATION AND FACILITATION UNIT OF THE IPPC SECRETARIAT		
	Introduction	Maintained by the Secretariat	
1.1.1	Publications	Maintained by the Secretariat	Minor correction
1.1.2	Implementation and Capacity Development web information - Criteria for posting phytosanitary resources on the IPP	Maintained by the Secretariat Approved by IC	
1.2	Managing the application of the Phytosanitary Capacity Development tool	Maintained by the Secretariat	
1.2.1	PCE Strategy for 2020-2030	Approved by IC (May 2019)	
1.2.2	Confidentially Agreement for representatives from international organizations and donors participating in the IPPC Phytosanitary Capacity Evaluation Process as observers	Approved by IC (November 2021)	
1.2.3	Procedure for a PCE Facilitator Certification	Approved by IC (November 2021)	
1.3	Managing the development of guides and training materials	Maintained by the Secretariat	
1.3.1	Strategy for the Development of IPPC Guides and Training Materials	Approved by IC (November 2018)	
1.3.2	Process for the Development of IPPC Implementation and Capacity Development Guides and Training Materials	Approved by IC (June 2021)	Add new infographic Revise as per IC_VM 19 and IC_VM20 (see paper 14_IC_2022_Nov)
1.4	Managing Projects Secretariat project	Maintained by the Secretariat	
1.4.1	Strategy and process on how the IC reviews and analyses ICD projects	Approved by IC (May 2019)	
1.5	Role of regional plant protection organizations in implementation and capacity development	Maintained by the Secretariat	
1.6	IFU input on the IPPC Regional workshops	Maintained by the Secretariat	

1.7	External Cooperation	Maintained by the Secretariat	
1.7.1	Liaison activities with research and educational institutions	Maintained by the Secretariat	
1.7.2	Liaison activities with relevant organizations	Maintained by the Secretariat	
1.7.3	FAO plant health officer	Maintained by the Secretariat	
2	IMPLEMENTATION AND CAPACITY DEVELOPMENT COMMITTEE		
	Introduction	Maintained by the Secretariat	Add revised IC ToR & RoP
2.1	Terms of Reference of The IPPC Subsidiary Body Implementation and Capacity Development Committee – A Subsidiary Body of the CPM	CPM adopted in 2022	Replace with new ToR
2.2	Rules of Procedure of the IPPC Implementation and Capacity Development Committee (IC) – A Subsidiary Body of the CPM	CPM adopted in 2022	Replace with new RoP
2.3	Functions of the IC Chairperson, Vice-Chairperson and Rapporteur	Approved by IC (May 2018)	
2.3.1	Chairperson	Approved by IC (May 2018)	
2.3.2	Vice-Chairperson	Approved by IC (May 2018)	
2.3.3	Rapporteur	Approved by IC (May 2018)	
2.4	Financial considerations	Approved by IC (May 2018)	
2.4.1	Rules for directed financial assistance for implementation and capacity development activities (sponsorship)	Agreed by IC (May 2018)	
2.5	Duties and associated tasks of IC members	Approved by IC (November 2018)	Include RPPO rep and SC rep
2.5.1	Basic duties directly related to the evaluation of IC activities	Approved by IC (November 2018)	
2.5.2	Time requirements	Approved by IC (November 2018)	
2.5.3	Regional communication	Approved by IC (November 2018)	
2.5.4	Duties of IC members the IC Sub-group when they are not an IC lead	Approved by IC (November 2018)	
2.5.5	Duties of IC Sub-group leads	Approved by IC (November 2018)	
2.5.6	Examination of outlines of implementation resources	Approved by IC (November 2018)	
2.5.7	The examination of procedural and administrative documents	Approved by IC (November 2018)	
2.5.8	Other duties of other IC members	Approved by IC (November 2018)	

2.6	Duties and associated tasks of RPPO and SC representatives on the IC	Approved by IC (November 2018)	Should be removed according to the revised ToR
2.7	Guidelines on the role of IC lead and assistant lead	Approved by IC (May 2019)	
2.7.1	Selection of the IC lead and assistant IC lead(s)	Approved by IC (May 2019)	
2.7.2	Roles, responsibilities, duties and tasks of the IC lead(s)	Approved by IC (May 2019)	
2.7.3	Role of the assistant IC lead(s)	Approved by IC (May 2019)	
2.8	E-decisions: Implementation and Capacity Development Committee procedures for discussing and making decisions by electronic means	Approved by IC (May 2018)	
2.9	Deadlines for meetings for IC related meetings	Agreed by Bureau (June 2011)	
2.10	Call for Topics: Standards and Implementation	Maintained by the Secretariat	
2.10.1	Terms of Reference and Rules of Procedure of the Task Force on Topics	CPM adopted in 2018	
2.10.2	Rules of procedure for the Task Force on Topics	CPM adopted in 2018	
2.10.3	Criteria for Justification and Prioritization of Proposed Topics	CPM adopted in 2018	
2.10.4	List of Implementation and Capacity Development topics	Maintained by the Secretariat	
3	IC SUB-GROUPS, IC TEAMS AND WORKING GROUPS		
	Introduction	Maintained by the Secretariat	
3.1	Rules of procedure for IC Sub-groups	Approved by IC (November 2018)	
3.2	Guidelines for the operation of IC Sub-groups, IC teams and working groups	Maintained by the Secretariat	
3.3	Deadlines for posting expert drafting group meeting papers and report	Approved by Bureau (June 2011)	
4	SPECIFIC IC SUB- GROUPS		
	Introduction	Maintained by the Secretariat	Change from IRSS to IPPC Observatory
4.1	Dispute Avoidance and Settlement (DAS)	Maintained by the Secretariat	
4.1.1	DAS IC Sub-group ToR	Approved by IC (November 2018)	(Will be dissolved at CPM-17)
4.1.2	Dispute settlement procedures	CPM adopted in 2022	Update based on CPM-16 approval
4.2	IPPC Observatory		Change from IRSS to IPPC Observatory
	Introduction	Maintained by the Secretariat	Change from IRSS to IPPC Observatory

4.2.1	IPPC Observatory IC Sub-group ToR	Approved by IC (November 2018)	Change from IRSS to IPPC Observatory
4.2.2	Procedure for the submission of IPPC Observatory topics	Approved by IC (July 2019)	Change from IRSS to IPPC Observatory
4.3	National Reporting Obligations (NRO)		
	Introduction	Maintained by the Secretariat	
4.3.1	NROs IC Sub-group ToR	Approved by IC (November 2021)	
4.3.2	Oversight mechanisms for NROs activities	Approved by IC (May 2018)	
4.3.3	Other NROs approved procedures	Maintained by the Secretariat	
4.4	IC Team on TR4	Maintained by the Secretariat	
4.4.1	IC Team on TR4 TOR	Approved by IC (May 2021)	
5	IC SPECIFIC TEAMS		
	Introduction	Maintained by the Secretariat	
5.1	IC Team on PCE	Maintained by the Secretariat	
5.2	IC Team on Guides and Training Materials	Maintained by the Secretariat	
5.3	IC Team on Web resources	Maintained by the Secretariat	
5.4	IC Team on Contributed Resources	Maintained by the Secretariat	
5.5	IC Team on Projects	Maintained by the Secretariat	
5.6	IC Team on e-Commerce	Maintained by the Secretariat	
6	Additional useful procedures-introduction		
	Introduction	Maintained by the Secretariat	
6.1	Framework for Standards and Implementation	Maintained by the Secretariat	
6.2	FAO/IPPC FAW TWG	Maintained by the Secretariat	
6.2.1	FAO/IPPC FAW TWG TOR	Maintained by the Secretariat	
Annexes	ANNEXES		
	ANNEX 1: The International Plant Protection Convention	Convention	
	ANNEX 2: Rules of Procedure of the Commission on Phytosanitary Measures	CPM adopted	
	ANNEX 3: IPPC Strategic Framework 2020-2030	CPM adopted	

	ANNEX 4: Call for Topics Submission Form	Maintained by the Secretariat	
	ANNEX 5: Draft Specification form for IPPC Guides and Training Materials	Approved by IC (June 2021)	
	ANNEX 6: Specification template: IPPC Guides and Training materials	Approved by IC (June 2021)	
	ANNEX 7: Template: Case study for IPPC Implementation resources	Approved by IC (June 2021)	
	ANNEX 8: Template for Implementation Plans	Approved by IC (June 2021)	
	ANNEX 9: Statement of commitment	Maintained by the Secretariat	
	ANNEX 10: List of Guides and training materials	Maintained by the Secretariat	Annex 10 and 11 will be combined and added links to the databases on the IPP
	ANNEX 11: List of adopted ISPMs	Maintained by the Secretariat	Annex 10 and 11 will be combined and added links to the databases on the IPP

Appendix 14: 2023 IFU workplan

2023 work plan of the IPPC implementation and facilitation unit

(2022 November IFU and IC reviewed and noted)

Strategies: the 2023 IFU work plan is fully consistent with the IPPC Strategic Framework 2020-2030.

The Implementation and Capacity Development (ICD) objectives will be achieved by:

- Focusing on global impact in order of priority: international, regional and national.
- Continuing building strong, quality-oriented team that supports and implements innovative ideas.
- Strengthening cooperation with relevant stakeholders to maximize resources to deliver ICD activities.
- Plan work according to allocated resources and mobilize resources as needed.

Main activities and outputs:³⁷

- **Governance:** CPM-17 (2023), Bureau, SPG, CPM FG SFDI and POARS SG are supported.
- **IPPC Secretariat initiatives** are supported: FAO-One Health, TFRM, MTM.
- **IC is supported** including face to face/virtual meetings, IC Sub-group: IPPC Observatory, IC Teams: NROs, Cont. Res, e-Commerce, F S&I, G&TM, PCE, Projects, TFT, TR4 and Web.
- **List of ICD** topics is managed, and IC recommendations are submitted to CPM.
- **IFU communications** work plan is developed and implemented through IST and the FAO PWS (including publications, webinars, news, calls and announcements).
- **ICD web based information** is updated once a year. Contribute to the redesign of the IPP through IST. Contributed resources managed.
- **Guides and training material:** Guides published: Contingency planning, e-Commerce, ISPM 15 treatment manuals and Prevention guidelines for TR4. Guides and training materials initiated: Risk-based inspection and Plant health officer curriculum. Draft specification developed: Audit in the phytosanitary context.
- **Projects managed** (or phytosanitary input provided): China, EU: Implementation, EU: 9 PCEs (COMESA countries), EU: SF, USAID: EMC; GIZ project (PCE Senegal) and Japan. Support 6 PCEs in PRASAC-CEMAC countries (STDF). Backstopping for FAO projects.
- **IPPC Observatory** E-Commerce study is initiated.
- **PCEs** are managed and conducted in nine COMESA countries (\$EU), Cambodia (\$China) and Senegal (\$GIZ), Sri Lanka (legal \$China) and CEMAC countries (\$STDF). PCE desk study is conducted.
- **Emerging pests** participate in FAO FAW Secretariat activities: FAO/IPPC Technical Working Group.
- **STDF Project:** PPGs and PGs reviewed and supported.
- **ICD Procedures that are updated are included in the ICD Manual** annually and the 2022 version is published in March.

³⁷ Subject to the following staff resources. Regular Programme: P4, P2, G4. In-kind: P4 Canada, P4 France, e-learning support COLEACP. Projects: P3 (\$ EU & China), P3 (\$ EC for 9 PCEs in COMESA), P2 (\$ Japan), 1 Consultant (\$ China), 1 Consultant (\$ Korea), 2 Consultants (\$ EMC-AH), PCE facilitators (\$ China, \$ EC), 1 Consultant (\$ MDTF-PCE, & EC). Operation costs from RP and Projects.

- **Dispute avoidance** assistance is provided to Contracting Parties as requested.
- **IPPC Regional workshops:** participate in preparatory meetings to develop the agenda and presentations and at least two RW are organized and delivered by IFU.
- **Advanced training** One Road-face-to-face (or virtual) workshop is organized and delivered. Field demos are set up in Sri Lanka (Fruit fly) and Cambodia (R1 & TR4). Co-organize an implementation workshop on e-commerce with NAPPO (dependent on funding).
- **External Cooperation** is maintained or developed with various organizations: EC, CABI, COLEACP, EFSA, IICA, GEA, STDF, UPU and WCO (for e-Commerce).

Appendix 15: Implementation and Capacity Development Committee Actions list

(Updated 2022-10-26)

During the IC VM17, the IC agreed to add to the agenda of each meeting a summarized version of the IC Actions list.

The following table presents the IC Actions list updated after the IC VM20 (May 2022). Cross-references are made when an IC paper to this meeting provides further details on the topic.

N°	Meeting	Topics	Description of tasks /Decisions	Status	Notes / Justification	IC Lead	Secretariat Lead
12	VM17	Surveillance Guide (2021)	Agreed to seek funding for the translation of the revised guide on surveillance into additional FAO languages, for instance by approaching their respective NPPOs and RPPOs, and requested that the Secretariat provide an official letter to be used for this purpose	Completed	Arabic and Spanish translations are published and French translation is ongoing with funding identified by the IPPC secretariat from the COMESA project and the FAO Regional Office for Latin America and the Caribbean. IC Members are welcome to share an update on their efforts to mobilize resources for the translation of guides. See IC paper 19_IC_2022_Nov	Chris DALE	Natsumi YAMADA
20	VM17	Phytosanitary capacity evaluation (PCE)	Agreed that no PCE Facilitator Trainees should be appointed until the governance system for PCE Facilitator Trainees (including the PCE Board) is in place	Ongoing	The new procedure is in the process of being set.	Ringolds ARNITIS	Sarah BRUNEL
22	VM17	Phytosanitary capacity evaluation (PCE)	Agreed to review the draft updated Phytosanitary capacity evaluation strategy for 2020–2030 once the desk study has been completed and the results considered	Ongoing	The Secretariat and PCE team is awaiting results of desk study. See IC paper 11_IC_2022_Nov	Ringolds ARNITIS	Sarah BRUNEL
35	VM17	Replacement of the IFU team lead	Agreed that the IC Chairperson would write to the IPPC Secretary, copied to the Acting IPPC Officer-in-Charge for daily matters, to ask about the time frame for recruiting a replacement lead for the IFU following the retirement of the current lead	On hold	The IC Chairperson asked the time frame for the opening of the position in his speech to CPM. He will follow up if needs arises. The position has been opened in August 2022.	Dominique PELLETIER	Sarah BRUNEL
57	VM18	IC regional representatives	Asked the secretariat to support the empowering of IC regional representatives	Ongoing	Role to be played in CPM preparatory meetings, in IPPC RW.	N/A	Sarah BRUNEL
68	VM20	Dispute Avoidance and Settlement	Agreed to recommend to CPM-17 (2023) that the IC Subgroup on Dispute Avoidance and Settlement be dissolved.	Ongoing	The request will be added in the meeting paper IC report to CPM To be sure consistency with the with the Bureau paper on DSP	Stephanie BLOEM	Descartes KOUMBA

69	VM20	Interpretations for future meetings	Encouraged the IPPC Secretariat to consider options to provide interpretations for future meetings of the Implementation and Capacity Development Committee.	Ongoing	The statement to consider the interpretation has been added in the Call for IC members. Options will be considered for the 2023 meetings based on the new IC memberships	N/A	Descartes KOUMBA
73	VM20	IPPC Observatory	Agreed that the necessary allocation of the secretariat's regular programme as baseline funding to cover the fixed costs of the IPPC Observatory be discussed with the financial committee. This should be connected to the monitoring the implementation of the Strategic Framework Development Agendas.	Ongoing	No further decision on this issue See IC paper 10_IC_2022_Nov Advocate for regular funding during CPM Connect with SF Focus group , the M&E should be done by the Observatory	Dominique PELLETIER	Sarah BRUNEL / Descartes KOUMBA
75	VM20	National reporting obligations	Agreed that the IC Subgroup on NROs will be established in coordination with the POARS Steering Group, as advised by the Bureau.	Ongoing	As advised by the Bureau, given the synergies between the proposed POARS and NROs, especially on pest reporting, the subgroup on NROs is pending. See IC paper 12_IC_2022_Nov	Magda GONZALEZ ARROYO	Dominique MENON/ Sarah BRUNEL
76	VM20	Sea Containers Task Force	Agreed to recommend to CPM-17 (2023) that the Sea Containers Task Force be dissolved.	Ongoing	The request will be added in the meeting paper IC report to CPM	Dominique PELLETIER	Descartes KOUMBA
77	VM20	Phytosanitary capacity evaluation	Agreed that the IC PCE Team would agree on a Purchase Order for an external service provider to undertake the desk study to identify how to improve the PCE modules, tool and process. This purchase order would then be agreed upon by the IC through e-Decision.	Ongoing	The Purchase order has been reviewed by the IC Team on PCE and will be submitted soon for the IC approval by e-Decision See IC paper 11_IC_2022_Nov	Ringolds ARNITIS	Fitzroy WHITE/ Sarah BRUNEL
78	VM20	IPPC Strategic Framework	Recommended to the IPPC Observatory to work in close collaboration with the CPM Focus Group on the IPPC Strategic Framework 2020-2030 to contribute to monitoring the implementation of the IPPC Strategic Framework 2020-2030 and evaluating whether desired outcomes have been reached.	Ongoing	No further decision on this issue See IC paper 10_IC_2022_Nov Connect with SF Focus group , the M&E should be done by the Observatory	Kyu-Ock YIM	Descartes KOUMBA
80	VM20	Pool of experts for each FAO language	Requested that the secretariat issue a call and establish a pool of experts for each FAO language that may be called upon to proofread guides and training materials prior to publication.	Ongoing	The call for experts to proofread translations of IPPC guides and training materials was opened on 03 October 2022. See IC paper 19_IC_2022_Nov	Francisco GUTIERREZ	Natsumi YAMADA / Barbara PETERSON