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COMMISSION ON PHYTOSANITARY MEASURES

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IPPC Secretariat Work Plan and Budget for 2016
Agenda item 11.3.2
Prepared by the IPPC Secretariat

Important note

The CPM Bureau discussed this document in its entirety in December 2015 meeting and made the following decisions:

- approved the IPPC Secretariat Work Plan and IPPC Multi-donor Trust Fund budget for 2016 (Appendix 1)
- noted the IPPC Secretariat Regular programme budget for 2016 (Appendix 1)

I. Introduction

1. The IPPC Secretariat Enhancement Evaluation Recommendation No. 1 states that:

“One annual work plan and budget for the Secretariat should be developed and approved by the Bureau and it should include clear and achievable objectives, with a detailed as possible breakdown of activities, and required resources in terms of both staff and funding....”

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2. In June 2015, Financial Committee (FC) and Bureau intensively discussed the way forward on the IPPC Secretariat Work Plan and Budget for 2016. After the discussions, the IPPC Secretariat initiated a thorough process to develop and outline the work plan and budget for 2016 which is transparent, balanced and reflective of the intent of the recommendations from the Enhancement Evaluation. At the direction of the IPPC Secretary, a Secretariat task force on the Annual Work Plan and Budget was formed and led by the IPPC Coordinator, with its first exercise to develop the IPPC Secretariat Work Plan and Budget for 2016.

3. In October 2015, the first draft of the IPPC Secretariat Work Plan and Budget for 2016 was presented to the Bureau. The Bureau was generally supportive of the draft document and asked the Secretariat to make the necessary adjustments as advised in the meeting for approval during December 2015 meeting.

4. For the December 2015 meeting of the Bureau, the IPPC Secretariat followed the recommendations made during the October meeting and updated the work plan and budget format with clear deliverables for each pillar and it also included a worst case scenario for the IPPC Multi-donor trust fund. The IPPC Secretariat also took into account how other similar bodies (such as Codex and The International Treaty on Plant and Genetic Resources for Food and Agriculture) develop their work plans and budget.

II. Major Deliverables/Outputs

The IPPC Secretariat Work Plan and Budget for 2016 fully implements the Enhancement Evaluation Recommendations and takes into account all core activities of the Secretariat, composed of 3 main pillars as follows (**Appendix 1 and 2**):

Governance/Strategy/Management

5. *Governance*: The main deliverable in 2016 being supported under governance is the execution of activities for the 11th Session of the Commission on Phytosanitary Measures, and meetings of the Bureau and the Financial Committee (FC). Main outputs include the presentation and translation of 4 draft ISPMs for CPM-11, 2 meetings of the Standards Committee (SC) and 1 SC-7 meeting organized with outcomes processed and published, 25 SC e-forums and 15 SC e-polls opened and processed. Furthermore, other major outputs from the pillar are expected to be organization of Capacity Development Committee (CDC), Subsidiary Body of Dispute Settlement (SBDS) and National Reporting Obligations Advisory Group (NROAG) meetings (**Appendix 1**).

6. *Strategy*: Strategic discussion on the IPPC topics is also embedded in the work plan through the organization and facilitation of the meeting of the Strategic Planning Group (SPG). Apart from providing facilities for the meetings, the IPPC Secretariat will be organizing the travel of participants from the least developed and developing countries to the meetings (**Appendix 1**).

7. *Management*: The IPPC Secretariat is expected to put more efforts in Communications and Advocacy through implementation of the 2016 communications work plan, awareness raising activities, improvement of IT tools (a new Online Comment System (OCS) developed and launched), redesign of *ippc.int* and *phytosanitary.info* websites and new advocacy material. The IPPC Secretariat will be strengthening its Partnership and Liaison activities by organizing 7 regional workshops with active participation of most NPPOs, and the Technical Consultations among RPPOs (TC-RPPO) meetings with active involvement of all RPPOs. Resources have also been allocated for the promotion of the International Year of Plant Health 2020 and ongoing resource mobilization efforts. In addition, initiation of the Second round of ISPM 15 symbol registration is also expected to be performed in 2016 (**Appendix 1**).

Standard Setting Unit (SSU)

8. The major deliverable for the Standard Setting Unit (SSU) for 2016 is the facilitation of the standard setting process that includes numerous activities. Main outputs of these activities include: support for two Standards Committee (SC) and one SC-7 meetings, a newly adopted standard setting procedure implemented (including updating standard setting information), a new online commenting system will be built and launched, the list of topics for IPPC standards will be updated twice a year in six languages, two Expert Working Groups will be organized and outcomes processed, four face to face Technical Panel meetings and intersessional work will be carried out. As well, two member consultations on draft specifications, one member consultation on three DPs (February), one member consultation on 12 draft ISPMs, DPs and PTs, four diagnostic protocols expert consultations organized for six draft DPs, seven co-publishing agreements managed according to the procedure, previous versions of recently adopted standards revoked, management of one regional IPPC regional workshop and other minor activities will be carried out (see Appendix 1 for additional details).

Implementation Facilitation Unit (IFU)

9. The major deliverable of the Implementation Facilitation Unit (IFU) in 2016 is the organization and implementation of a number of missions/projects/meetings/workshops/seminars in the 7 regions and the production of tools/manuals/publications/studies/resources aiming to facilitate implementation of the Convention and its products and services. Main outputs include production of resources - technical manuals, guidelines, e-learning material, development of the IPPC implementation indicators, improved NRO delivery through greater participation of Contracting Parties and the introduction of an NRO quality advice system, resources made available on the phytosanitary.info webpage, and furthering efforts in developing the capacity of Contracting Parties in pest surveillance to meet their reporting obligations and others. Although funded by a balanced allocation through the sustained funding sources, work of the IFU is heavily dependent on extra-budgetary resources. Also, initiation of the ePhyto project is considered a significant activity and one of the main priorities of the IPPC Secretariat in 2016 (Appendix 1).

III. Expected Outcomes

10. Execution of the IPPC Secretariat Work Plan and Budget for 2016 is expected to advance the IPPC mission and contribute to global efforts in food security, trade facilitation, environment protection and climate change with three main expected outputs:

11. Firstly, the outputs of Governance/Strategy/Management will further enable contracting parties to participate in IPPC processes, provide their inputs and receive feedback and support from the IPPC Secretariat. Acting as an open forum for discussion on plant health issues focused on standard setting and implementation of the Convention, the IPPC Secretariat is expected to enable smooth facilitation of the IPPC processes in order that Contracting parties make progress in the area of plant health.

12. Secondly, efforts in the standard setting field are expected to further harmonize plant health relations among Contracting Parties and provide a framework for trade facilitation.

13. Finally, the outputs of the Implementation Facilitation Unit are expected to further increase the ability and capacities of Contracting Parties and their National Plant Protection Organizations (NPPOs) to cope with plant health issues in an informed, inclusive and effective manner.

IV. Budget Allocations

Sustainable Sources of Funding

14. In terms of the FAO Regular programme, the allotment to the IPPC Secretariat for 2016 is USD 2.95 million, and the Secretariat work plan and budget for 2016 is allocated without any budget deficit for the regular programme (Appendix 1 and 2). Approximately 33% (USD 0.98 million) of the

FAO Regular programme allotment is allocated to each of the three main activities of the Secretariat: Governance/Management/Strategy, Standard Setting Unit (SSU) and Implementation Facilitation Unit (IFU). Total staff costs amount to 69% (USD 2.04 million) of the allotment, while operational costs are estimated at the level of 31% (USD 0.91 million) for 2016. (Appendix 2).

15. In terms of the IPPC Multi-donor trust fund, the budget of USD 0.95 million (budget deficit 112%) is proposed which takes into account approximate 2015/2016 carry-over of USD 0.45 million and expected contributions of USD 0.5 million in 2016 (Appendix 1 and 2). Most of the IPPC Multi-donor trust fund resources (42% or USD 398 thousand) are allocated to the Implementation Facilitation Unit (IFU), while Standard Setting Unit (SSU) and Governance/Management/Strategy were allocated 32% (USD 307 thousand) and 26% (USD 249 thousand) of the total budget, respectively. Total staff costs amount to 76% (USD 720 thousand), while operational costs are expected to reach 24% (USD 234 thousand) of the total budget. (Appendix 2).

16. Other sustainable resources include the project GCP/GLO/311/EC (Total budget USD 0.81 million - Project period: 1/7/2014-30/6/2016 – 2016 budget USD 0.34 million) for funding travel of participants from developing countries to IPPC meetings. (Appendix 1 and 2).

17. The budget proposal for 2016 includes balanced resource allocations among the three pillars in order to ensure that standard setting work is continued, while implementation facilitation work is strengthened, and integration and support work is highlighted. For easier reference, the “Budget at a glance” is presented in Appendix 3.

Temporary Projects

18. The Secretariat also administers the following projects linked to the work of Implementation Facilitation Unit (IFU). These projects are time limited, finite in resources and have been awarded to the Secretariat as a result of a competitive effort.

Project symbol	Donor	Project title	Project period	Budget				
				2014	2015	2016	2017	Total (000 USD)
Umbrella Programme - International Plant Protection Convention (IPPC) Special Multi-Donor Capacity Development Fund								
MTF/GLO/527/STF	STDF	Training of PCE Facilitators	1/4/2014–30/9/2016	242	263	229	0	734
GCP/GLO/551/SWI	Switzerland	Imp. Review and Support System (IRSS)	1/7/2014 to 30/6/2016	83	166	90	0	339
Other								
GCP/GLO/391/EC	EU	Imp. Review and Support System (IRSS)	1/4/2014-31/3/2017	198	199	199	198	794

V. Contingency planning for the IPPC Multi-donor trust fund

19. The IPPC Multi-donor trust fund is primarily used for the delivery of implementation facilitation activities. In 2015, contributions from contracting parties halved in comparison to 2014. For 2016, the same level of activities as in 2015 is planned and that is why the deficit of 112% exists at the time of writing this document (approximately USD 0.5 million). As a result, the majority of IPPC activities will be affected in 2016 if substantial additional resources cannot be identified.

20. The first action taken to mitigate negative effects due to the lack of resources, was that the IPPC Secretary made provisions to support all 5 employees currently dependent upon the IPPC Multi-donor trust fund through the first six months of 2016.

21. The second action that has begun is an intensive resource mobilization effort to seek additional resources to support the staffing requirements through the end of the year. It is hoped that sufficient resources will be found to sustain staffing through the end of 2016.

22. An additional contingency measure which is being considered, intended to sustain some but not all of the project funded posts, would be the reallocation of some resources available in other

temporary projects. This measure would only suffice through the end of 2016, and could only be used in association with those projects for which resources may be allocated for staffing.

VI. Conclusion – future efforts

23. The IPPC Secretariat made the necessary adjustments to the IPPC Secretariat Work Plan and Budget for 2016 in response to the suggestions made by the Bureau during its October meeting.

24. The IPPC Secretariat Work Plan and Budget for 2016 proposes targeted allocations and activities needed to drive the IPPC Secretariat to improved results, greater achievements and increased capacity for serving IPPC Contracting parties within foreseen financial and personnel parameters. Demand for the Secretariat services is rising and at the same time budget pressure is increasing. A reorganized, reshaped and regrouped Secretariat is envisaged to operate with high efficiency and optimal effectiveness within the resources available.

25. The proposed budget aims to realistically represent the work plan for 2016, and every single budget line aims to further improve products and services that the IPPC Secretariat provides to the Contracting parties. The IPPC Secretariat Work Plan and Budget for 2016 is expected to make one step forward in advancing the IPPC mission and promote organizational excellence towards the vision of “One IPPC”.

26. The CPM is invited to:

- 1) *approve* the IPPC Secretariat Work Plan and IPPC Multi-donor Trust Fund budget for 2016 (**Appendix 1**)
- 2) *note* the IPPC Secretariat Regular programme budget for 2016 (**Appendix 1**)

Appendix 1.

IPPC Secretariat Work Plan and Budget for 2016**(in thousand USD)**

IPPC Mission - Protecting the world's plant resources from pests	Deliverables (Products and output)	Source of funding (in 000 USD)		
		FAO RP	IPPC Multi-donor TF	311/EC - EU TRAVEL TF
Activity				
GOVERNANCE/MANAGEMENT/STRATEGY				
STAFF COSTS		493	127	-
OPERATIONAL COSTS (INCLUDING CONSULTANTS)		569	122	297
Commission on Phytosanitary Measures (CPM) - 11th Session				
Translation	CPM documents translated	80	-	-
Presenting ISPMs for adoption and noting	4 Draft ISPMs presented to CPM translated in 3 languages and revised in two languages; min. 2 DPs translated after adoption Language Review Group (LRG) process organized for 4 languages for adopted ISPMs	70	-	-
Interpretation	Interpretation conducted well during CPM	70	-	-
Participants from developing countries - travel	Participants travel organized according to EU rules	-	-	100
Report writer	CPM report drafted	8	-	-
Printing, messengers, security officers, catering, other	All services completed	20	-	-
Bureau/Financial committee				
Travel	Travel organized well and on time	-	-	20
Standards Committee (SC)				
Oversee the Standards Committee (SC) work and organize meetings to ensure a consensus-based review of draft standards (SC and SC-7 meetings, SC e-decisions)	2 SC meetings and 1 SC-7 meeting successfully organized and outcomes processed and published Approximately 25 SC e-forums and 15 SC e-polls opened, and the equivalent of SC e-decisions processed	120	-	40
Capacity Development Committee (CDC)		40	-	-
Subsidiary Body on Dispute Settlement (SBDS)				
Travel of participants from developing countries	Travel organized well and on time	8	-	-
Strategic Planning Group (SPG)				
Travel of participants from developing countries	Travel organized well and on time	-	-	20
National Reporting Obligations Advisory Group (NROAG)				
Participants from developing countries - travel	Travel organized well and on time	10	-	-
Communication and Advocacy				
Improve IT Tools (OCS, IPP) to better fit user needs	New OCS developed and launched, training material developed and trainings organized and delivered IPP improved (participants database) Virtual meetings tools used	-	44	-
Start re-design of the IPPC website and phytosanitary.info	Improved home page, usability and functionality.	5	-	-
Management Secretariat wide information technology needs	Service both web and IT tool needs of the Secretariat by ensuring appropriate prioritization, consistency of standards and quality, and technical support.	-	-	-
Contribute to the implementation of the 2016 communication work plan and to the development of the 2017 communication work plan (standard setting activities)	2016 communication work plan implemented and 2017 communication work plan developed (standard setting activities)	-	13	-

(Continued)

IPPC Mission - Protecting the world's plant resources from pests	Deliverables (Products and output)	Source of funding (in 000 USD)		
		FAO RP	IPPC Multi-donor TF	311/EC - EU TRAVEL TF
Activity				
Awareness through news dissemination	Monthly newsletter distribution, maintain IPPC news feeds and social media communications systems.	-	10	-
International Year of Plant Health (IYPH) promotion	Development of support and tools associated with IYPH	-	5	-
Translation of communications and advocacy material		-	20	-
Coordination and integration of Secretariat advocacy needs and activities.	Increased availability of advocacy material on a wide range of IPPC activities and subjects e.g. resource mobilization, IPPC web and printed needs.	-	-	-
Development and dissemination of publications to support Secretariat activities	New advocacy material for donors	5	5	-
	Key publications such as Annual Report	8	5	-
Partnership and Liaison				
Regional workshops		40	-	117
Technical Consultation among Regional Plant Protection Organizations (TC-RPPO)	Travel organized well and on time	10	-	-
Provide coordination and integration of partnerships and liaison programme.	Work with Secretariat staff to ensure new partnership with CABI, WCO and re-new CBD partnership. Provided support for liaison activities for other Secretariat members. Travel for 5 missions	-	20	-
Organize and conduct side sessions, workshops and trainings	External workshops relevant for IPPC : CBD, SPS, WTO, STDF, RPPOs, NPPOs, FAO Reg PPOs, FAO Units (EST, AGP, EMPRES, AGDF, etc.)	10	-	-
Staff development and trainings	Adequate trainings and development opportunities organized and proposed to staff	5	-	-
Resource Mobilization		-	-	-
Secretariat staff travel	Travel organized well and on time	10		
Other				
ISPM 15 Symbol registration	2nd round of new registration	40	-	-
Scientific Advisory Group		10	-	-
Subtotal Governance/Management/Strategy		1,062	249	297

(Continued)

IPPC Mission - Protecting the world's plant resources from pests	Deliverables (Products and output)	Source of funding (in 000 USD)		
		FAO RP	IPPC Multi-donor TF	311/EC - EU TRAVEL TF
Activity				
STANDARD SETTING UNIT (SSU)				
STAFF COSTS		677	233	-
OPERATIONAL COSTS (INCLUDING CONSULTANTS)		239	74	40
Work Programming				
Implement the newly adopted standard setting procedure to streamline the process	Newly adopted standard setting procedure implemented; documentation, procedures, tools and systems updated	-	-	-
Update standard setting information	List of topics (LOT) updated in 6 languages twice a year Procedure manual for standard setting and style guide updated Standard setting pages on IPP checked twice a year and updated as needed Standard operating procedures updated Pdf searchable database updated twice a year and publically shared	3	-	-
Expert Input				
Organize 1 call for experts (EWG members for the revision of ISPM 8 (Priority 1), and Pest Risk Management (Priority 2) and for TP members) and 1 call for DP authors	Submissions reviewed and experts / authors selected	2	-	-
Oversee EWGs work, ensure experts feel engaged and satisfied. Organize 2 EWG meetings: Grain (priority 1) and Sea containers (priority 1) or Waste (priority 2)	2 EWGs meetings successfully organized and outcomes processed and published as appropriate	30	45	20
Oversee TPs work, ensure experts feel engaged and satisfied, and organize 4 face-to-face meetings : TPDP (8 drafts), TPPT (13 drafts), TPG, TPFQ (4 drafts)	4 face to face TP meetings successfully organized and outcomes processed and published as appropriate Interseasonal TP work plan carried out (including virtual meetings)	56	29	20
Develop and update training materials for CPs and SC members to increase the effectiveness of their participation in the standard setting process, deliver trainings as needed	Training material for CPs participation in the standard setting process and for SC members updated as needed Mentoring programme for new SC members implemented	33	-	-
Consultation				
Organize consultation processes on draft specifications and draft standards to ensure all views are collected	2 member consultations on draft specifications organized through the OCS in 3 languages (incl. translations) 2 member consultations on 15 draft ISPMs, organized through the OCS in 3 languages 1 substantial concerns commenting period on 5 draft ISPMs organized through the OCS 2 DP notification periods organized on 6 draft DPs 4 draft ISPMs presented to CPM in 6 languages with possibility of formal objections 4 DP expert consultations organized for 6 draft	87	-	-
Adoption				
Ensure translation and publication of specifications and standards	Approved specifications are revised in 3 languages and published; Adopted ISPMs published in 6 languages (including after LRG review) All adopted ISPMs are published in 6 languages (except DPs) 7 co-publishing agreements managed according to the procedure Explanatory document on ISPM 5 updated Revoking of standards All ISPMs in LRG process are republished	28	-	-
Subtotal SSU		916	307	40

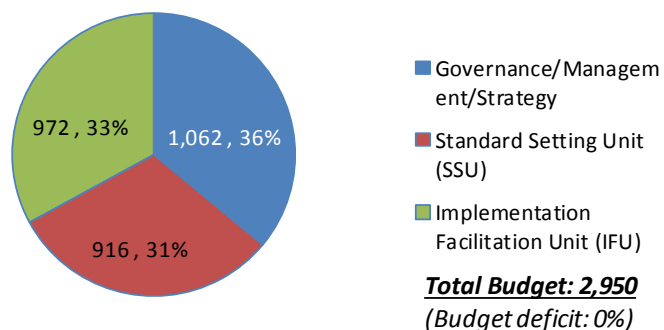
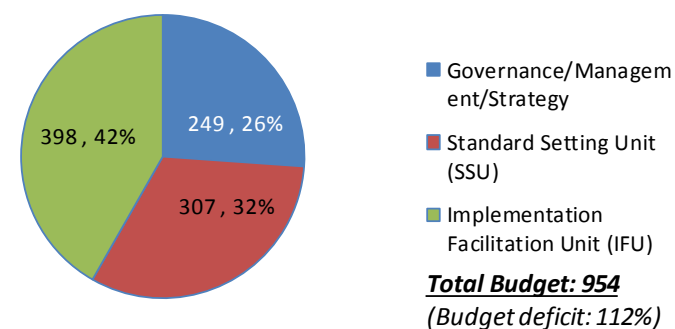
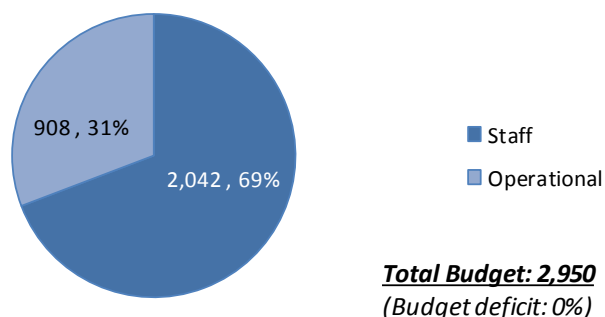
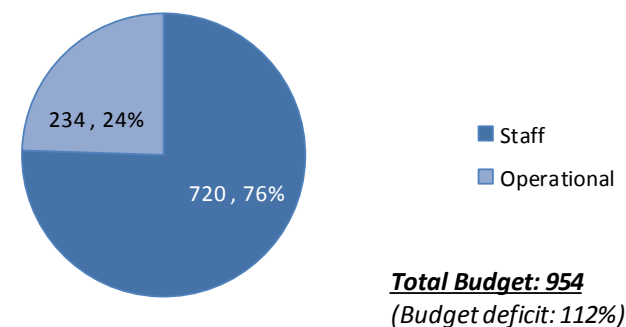
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IPPC Mission - Protecting the world's plant resources from pests	Deliverables (Products and output)	Source of funding (in 000 USD)		
		FAO RP	IPPC Multi-donor TF	311/EC - EU TRAVEL TF
Activity				
IMPLEMENTATION FACILITATION UNIT (IFU)				
STAFF COSTS		872	360	-
OPERATIONAL COSTS (INCLUDING CONSULTANTS)		100	38	-
Capacity Development				
Production of resources: technical manuals, guidelines, e-learning, etc.	IPPC Risk Communication technical resource	-	-	-
	Pest Free Area (PFA) manual	-	-	-
	350 project outputs	70	-	-
	Soils and plant health paper for IYS	-	-	-
	Legal and policy frameworks of plant protection paper	-	-	-
	Climate change and plant health paper	-	-	-
	Manual on grain	-	33	-
Promotion of resources through websites	Resources made available on the phytosanitary.info webpage	-	-	-
Organize and conduct side sessions, workshops and trainings	Internal workshops at CPM and through IPPC projects	5	-	-
Project formulation and development	Training for trainers project	-	-	-
	IYPH project	-	-	-
	Diagnostic initiative development	-	-	-
Project management	FAO projects covering around 31 countries	-	-	-
Implementation Review and Support System-IRSS				
Proposals of IPPC recommendations	Identify issues that could be addressed as IPPC recommendations	-	-	-
Production of desk studies	IRSS study on diversion from intended use	-	-	-
	IRSS study on Xylella fastidiosa position	-	-	-
Evaluation and feed back on desk studies and technical resources	Set and implement procedures to follow up on the use of desk studies, technical resources and related recommendations	-	-	-
Consultant	Consultant (COF.REG.INT)	-	-	-
National Reporting Obligations (NRO)				
Develop capacity in CPs e.g. surveillance to all CPs to meet their reporting obligations	CPs increased ability to deliver national surveillance systems to collate, verify and where appropriate meet NROs	-	-	-
Improved NRO delivery	Greater CPs participation (especially pest reporting through RPPOs, listing of regulated pests, and emergency action) and introduction NRO quality advice system; editor training	-	-	-
Awareness raising for NROs	Focus on awareness raising for NROs	-	5	-
Maintenance of Official Contact Points database	Up to date database of OCPs available	-	-	-
IFU training tools and materials, including e-learning; manuals and guidance	Training tools and material available on general IPPC activities, NROs, IPP, dispute avoidance; training workshops on NROs	-	-	-
Dispute Avoidance		-	-	-
IFU training tools and materials, including e-learning; manuals and guidance	Training tools and material available on general IPPC activities, NROs, IPP, dispute avoidance; training workshops on NROs	-	-	-
In country liaison and training	Travel	5	-	-
New Technology and Tools (PCE, ePhyto)				
Project management	Training of PCE Facilitators	-	-	-
	Country application of PCE	-	-	-
Tools development	Development of the PCE environmental module	20	-	-
	Development of the IPPC implementation indicators	-	-	-
	Development of the Monitoring and evaluation framework	-	-	-
Subtotal IFU		972	398	-
Total (thousand USD)		2,950	954	337

Appendix 2.

Graphical interpretation of the IPPC Secretariat Work plan and Budget for 2016

(Regular programme allotment and IPPC Multi-donor trust fund only)

IPPC Secretariat 2016 budget by core activity - regular programme (000 USD)**IPPC Secretariat 2016 budget by core activity - IPPC Multi-donor TF (000 USD)****IPPC Secretariat 2016 budget by cost type - regular programme (000 USD)****IPPC Secretariat 2016 budget by cost type - IPPC Multi-donor TF (000 USD)**

Source: IPPC Secretariat Work plan and Budget for 2016

Appendix 3. IPPC Secretariat Work Plan and Budget for 2016 at a glance

STAFF COSTS	FAO RP	IPPC Multi-donor TF	311/EC - EU TRAVEL	Total
Subtotal Governance/Management/Strategy	493	127	-	620
Subtotal SSU	677	233	-	910
Subtotal IFU	872	360	-	1,232
TOTAL STAFF COSTS	2,042	720	-	2,762

OPERATIONAL COSTS (INCLUDING CONSULTANTS)	FAO RP	IPPC Multi-donor TF	311/EC - EU TRAVEL	Total
Subtotal Governance/Management/Strategy	569	122	297	988
Subtotal SSU	239	74	40	353
Subtotal IFU	100	38	-	138
TOTAL OPERATIONAL COSTS (INCLUDING CONSULTANTS)	908	234	337	1,479

<u>BUDGET TOTAL (000 USD)</u>	2,950	954	337	4,241
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Source: IPPC Secretariat Work Plan and Budget for 2016