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## **REPORT**

# **Implementation and Capacity Development Committee**

**Rome, Italy  
26-30 November 2018**

**IPPC Secretariat**

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2019-03-25: Regarding the Strategy and Process for the development of the IPPC Guides and training materials, the “Strategy” for the Development of IPPC Guides and Training Materials was added Appendix 15, and the text on the “ Process” was consolidated into Appendix 16.

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## THE 3<sup>rd</sup> MEETING OF THE IMPLEMENTATION AND CAPACITY DEVELOPMENT COMMITTEE (IC)

### 1. Opening of the Meeting

#### 1.1. Opening by the IPPC Secretariat

- [1] The Secretary to the International Plant Protection Convention (IPPC) welcomed participants of the meeting. He provided an update on the issues related to the governance, implementation and standards crosscutting areas, implementation and capacity development (I&CD) activities, as well as on the IPPC Trade Facilitation Action Plan (TFAP). It was noted that the development of the IPPC Strategic Framework for 2020-2030 is progressing well with the contributions from Contracting parties (CPs), regional plant protection organizations (RPPOs) and Strategic Planning Group (SPG). The Strategy will be finalized and submitted by the Bureau of the Commission of the Phytosanitary Measures (CPM) to CPM-14 (2019) for endorsement, prior to the final adoption by CPM-15 (2020). The five-year Investment Plan of the IPPC Secretariat should help identify resources to facilitate the implementation of the Strategic Framework. Activities related to the Task Force on Topics (TFT) and the Focus Group on Commodity and Pathway Standards were referred to as crosscutting issues for standards and implementation. The delivery of IPPC Regional Workshops (RWs) in seven FAO regions and implementation of the IPPC China South-South Cooperation Project on Capacity Development were highlighted as successful I&CD activities. Achievements in trade facilitation include: the ePhyto hub open for business, the development of the ePhyto Generic National System (GeNS) to be concluded shortly and drafting of a business model, the Sea Containers Task Force (SCTF) progressing on the implementation of the Complementary Action Plan and an eCommerce project funded approach under the development. Communication and partnership activities on the International Year on Plant Health (IYPH), an IPPC Seminar on Plant Health and Climate Change and cooperation with the World Customs organization (WCO) were reported. The Secretary briefed the IC meeting participants on the Secretariat's internal management.
- [2] The expectations from the IC third meeting were noted. The IC is to provide strategic guidance on the I&CD activities, taking into account globalization and climate change trends. IC strategies for the Phytosanitary Capacity Evaluation (PCE) and development of the IPPC Guides and Training materials, as well as Guidelines for the management of the I&CD web based resources under the development to be linked to the IPPC Strategic Framework for 2020-2030 and five-year Investment Plan of the IPPC Secretariat. Cooperation between the Standards Committee (SC) and IC is of paramount importance and new ways of collaboration should be implemented to maximize resources. Cooperation should be extended to the Secretariat and all governing bodies.
- [3] The IC Chair thanked the Secretary and the Secretariat for the support provided and reaffirmed the intention to follow the strategic directions.

### 2. Meeting Arrangements

#### 2.1. Election of the Rapporteur

- [4] Ms Faith NDUNGE (KENYA), IC Member, was elected the rapporteur of the meeting. Her nomination was put forward by Mr Yuji KITAHARA (JAPAN), IC Member and seconded by Mr Dominique PELLETIER (CANADA), IC Vice Chair.

#### 2.2. Adoption of the Agenda

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

### **3. Administrative Matters**

#### **3.1 Documents lists**

- [6] The list of documents is in APPENDIX 2 of the report. It was noted that the SCTF paper would be distributed as a conference room paper once submitted by the IC SCTF Lead.

#### **3.2. Participants lists**

- [7] The list of participants is detailed in APPENDIX 3 of the report. The representatives of regional plant protection organizations (RPPOs) and SC were not in attendance due to personal and work related issues, however the Representative from RPPOs attended some portions of the meeting via Skype. The meeting was attended by observers from the following organizations: CAB International (CABI), Inter-American Institute for Cooperation on Agriculture (IICA), Imperial College London (ICL) Centre for Environmental Policy, Standards and Trade Development Facility (STDF), FAO Sub-regional Office for Central Asia (SEC). The Plant Production and Protection Officer of the FAO Sub-regional Office for the Caribbean (SLC) presented her project via skype.

#### **3.3. Local information**

- [8] The IPPC Secretariat provided local information.

### **4. Updates**

#### **4.1. CPM Bureau**

- [9] The CPM Bureau Representative to the IC provided an update on the last CPM Bureau meeting outcomes. It was noted that the Bureau approved the IPPC Secretariat's 2019 and 2020 work plans and budgets. A separate budget line for the IYPH will be added to the 2020 budget. The Bureau highlighted the need for the increased cooperation between the Secretariat and FAO regional and sub-regional plant protection officers to be possibly discussed on the margins of the CPM. A CPM plenary session might be dedicated to the discussion on how to provide relevant funds to support IYPH activities. A proposal was made to set a trust fund for the implementation of the IPPC Trade Facilitation Action Plan 2020 - 2021 to be further discussed by the ePhyto Steering Group in their December 2018 meeting. The concept of emergency and emerging pests was discussed with a proposal to have extra budgetary funds identified to address related issues. A friend of Chair meeting is being considered to discuss this concept during CPM-14 (2019). A letter from the CPM Chair will be sent to the Ministers through the IPPC official contact points (OCPs) to promote and raise contributions to the IPPC Multi-donor trust fund.
- [10] The IPPC Secretariat confirmed that no projects would be undertaken if there are not relevant financial resources available. The Bureau's clarifications on the IC's oversight and the Secretariat's managerial roles for the I&CD projects were noted. The issue of the phytosanitary resources page was discussed and decided that the page to be merged with the International Phytosanitary Portal (IPP). Unavailability of funds for supporting eligible IC and SC members participation in different meetings in 2019 was highlighted. IC members were encouraged to secure relevant funds themselves whenever possible. Arrangements for the CPM special topics session and a side session on Plant Health and Capacity Development to be further discussed. Support and funds from Canada, EU and possibly Japan will be considered to deliver a proposed international symposium on Pest Free Areas and Surveillance.
- [11] An IC member raised a concern about funds not being made available for representatives of developing countries to participate in the meetings organized by the IPPC Secretariat. It was questioned whether the CPM Bureau has a mandate to decide on the issue as it most probably falls under CPM mandate. It was underscored that Latin America has serious concerns with this regard and official communication to the CPM is expected. IC members seconded that the representation of all regions is key. Not all developing countries have dedicated funds and budget lines for travel and participation in meetings organized by the IPPC Secretariat, while those meetings serve as excellent opportunities for the development and collaboration. If followed the decision will affect having regional and global prospective and a vision of developing countries in place. It was suggested that commitments made

when the IC was established to be followed equally by IC members in terms of delivery of work, as well as by the CPM Bureau and the CPM in financial terms.

- [12] An FAO SEC plant protection officer noted that representatives from countries with transitional economies also require some funds to participate in IPPC community meetings. FAO regional and sub-regional offices could, in some cases, support their attendance including CPM meetings.
- [13] The Bureau representative mentioned that the Bureau decision is to follow the IPPC Secretariat's criteria for funding.
- [14] The IC Chair noted the financial difficulties faced by the IPPC Secretariat and stressed the importance of ensuring developing countries are represented.
- [15] The IC requested a clarification on the concept of overseeing the projects by the IC. The Secretariat and the CPM Bureau Representative highlighted that the IC should be providing a high level direction to ensure that CPM strategic objectives are met, not the real involvement in the management of projects is thought.
- [16] The IC *agreed*:
  - A message to be delivered at the CPM to stress the need to make travel funds available for IC members participation in the IC and other relevant meetings.

#### **4.2. SPG October 2018 Meeting**

- [17] The IC Chair provided an update on 2018 October SPG meeting<sup>1</sup>.
- [18] The IC role in the implementation of ePhyto was discussed. It was mentioned that at this stage the implementation of ePhyto does not fall under the scope of the IC and IFU. The IC Chair noted that there were submissions for the Call for Topics: Standards and Implementation related to ePhyto implementation issues, while there is no one representing the ePhyto Steering Committee on the Task Force for Topics (TFT). Therefore, clarity is needed on the approach for ePhyto related implementation issues. An IC member noted that CPs continue their bilateral efforts on eCertification. More should be done to raise awareness of and promote the IPPC ePhyto initiative.
- [19] The proposal of Finland to deliver a Plant Health and Capacity Development side event on the margins of the Sanitary and Phytosanitary Measures (SPS) Committee meeting was considered. An IC member suggested that upcoming SPS committee July meeting could be good opportunity to deliver a message to as many countries as possible, as the SPS Secretariat organizes a workshop on systems approach and will support the participation of developing countries. Topics for the event to be proposed by the IC members.
- [20] The IC *agreed*:
  - To submit topics for Plant Health and Capacity Development side event to be possibly delivered on the margins of the SPS Committee meeting by the end of January 2019
  - The IPPC Secretariat to contact the SPS Secretariat to discuss the possibilities of holding a side event on Plant Health and Capacity Development on the margins 2019 July SPS Committee meeting.

#### **4.3. Secretariat**

- [21] IFU update:

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<sup>1</sup> 17\_IC\_2018\_Nov



- [22] The update<sup>2</sup> was provided by the IFU Lead. It was highlighted that dispute avoidance and settlement was moved under the IFU mandate, several strategies were developed and are to be presented under the relevant agenda items. Work on the I&CD procedural manual is progressing. The IC was informed that responsibilities on emergencies and emerging pests, antimicrobial resistance and phytosanitary education were shifted to the Implementation Support Team (IST) of the Secretariat. The IPPC Guide on Communication is delayed due to comments received from reviewers and the need for further work. 2019 work plan for the IFU<sup>3</sup> was presented outlining the planned activities. This work plan will be updated and posted on the IPP. The IFU lead informed members that the IC is expected to provide strategic guidance on I&CD activities as the demand on those type activities is raising. He informed the IC members that Japan had given IPPC a staff member for a period of three years.
- [23] An IC member enquired on how, given the already overloaded IFU work plan, issues arising from the Call for Topics would be incorporated in the IFU work. The IFU Lead noted that the outcomes of CPM-14 (2019) decisions related to topics for I&CD activities would only be planned for in 2020 once resources have been identified. Previously the development of guides was mainly a project funded activity. A transitional approach is to be used until a sustainable funding mechanism is established. The Secretariat's expectation that IC members would be contributing to resource mobilization for I&CD activities was noted.
- [24] An observer suggested that the involvement of the IPPC community in AMR related activities, expected commitment and the role should be defined in advance. The Secretariat noted, that for now, there has not been resources allocated for this work although there is major pressure from the UN system to involve the IPPC Secretariat in addressing this issue.
- [25] An IC member underscored that the subject matter expertise and the linkages of IC members to their respective regions should be used to compliment the need for resources to deliver the CPM agreed outputs and outcomes. Resource mobilization should be in line with priorities identified by the CPM and TFT. A good practice of in-kind staff contribution to the IPPC Secretariat was noted, however the main objective is to have a sustainable mechanism for the development of implementation resources that would include the financial issues as well. Transparent reports on expenditures by the IPPC Secretariat are helping build the trust of donors. Raising awareness of the importance of phytosanitary issues, including the need for the development of implementation resources could assist in resource mobilization. The IC was also informed that a side session for CPs on how to improve their submissions on topics is being considered during CPM.
- [26] The Lead of the Standards Setting Unit (SSU) raised concern on the IPPC Secretariat's passive resource mobilization approach. The CPM Bureau is working on the identification of funding mechanisms.
- [27] An observer noted that the IPPC Secretariat should leverage its unique position as the only standards setting organization in plant health area. The IC felt the focus of their work is to deliver high quality implementation resources to facilitate the implementation of the Convention, ISPMs and CPM Recommendations.
- [28] The IC is a technical group and therefore considerations should to be given to topics based on their technical merit, not based on the financial support. Technical expertise available in the IC should be used to maximize resources.
- [29] The IC thought that there are several ways for the efficient use of resources to facilitate the development of the IPPC implementation materials:
- Aggregate globally available materials for further validation through different mechanisms such as providing comments by relevant experts and peer review

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<sup>2</sup> 16\_IC\_2018\_Nov

<sup>3</sup> Link to Implementation and Facilitation Unit Work Plan 2019: <https://www.ippc.int/en/publications/85803/>

- Select topics based on their technical merit
- Identify consultants who could deliver work as in-kind contribution
- CPM Bureau Financial Committee to take care of financial issues
- Resource mobilization could be an agenda item of IC 2019 May meeting.

[30] Regional workshops:

[31] The IPPC Secretariat provided an update<sup>4</sup> on 2018 IPPC Regional Workshops including findings from the post-workshop survey, funding mechanism of Regional Workshops and guidelines for IPPC Regional Workshops.

[32] An observer noted that organization and delivery of Regional Workshops are among the IPPC Secretariat's core activities. The forum should be used to raise issues around implementation challenges. The Regional Workshops are efficient fora for the use of resources to outreach to CPs. Focuses on draft ISPMs and I&CD activities are to be maintained, however there is a need for rebranding and repackaging of Regional Workshops.

[33] An IC member raised a concern regarding the feedback from the Regional Workshops survey that more time should be assigned to the discussion on draft ISPMs, while the aim of the Regional Workshops to cover I&CD issues as well, so that those countries who are not in position to attend CPMs could be updated on the whole range of topics.

[34] The Secretariat noted that it would be preferred if IPPC Regional Workshops took place before the end of August but that regions have been given the flexibility when deciding the date for their Regional Workshops.

[35] An IC members provided ideas to be considered for 2019 Regional Workshops:

- Invasive alien plants
- Emerging issues
- Call for topics
- PCE
- PFAs
- Experiences how NPPOs implement ISPM
- Use of implementation resources.

[36] *IC agreed:*

- Regional organization committees to develop ideas for agenda and resource mobilization. The ideas to be submitted to the IPPC Secretariat by 30 January, 2019
- The IPPC Secretariat to send an email to initiate the discussion in regional organization committees along with the IC paper on Regional Workshops.

[37] IPPC Thematic Year:

[38] The Secretariat presented a paper<sup>5</sup> on 2019 IPPC thematic year Plant Health and Capacity Development.

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<sup>4</sup> 04\_IC\_2018\_Nov

<sup>5</sup> 07\_IC\_2018\_Nov

[39] An IC member from Asia indicated that Japan is hosting 2019 G20 meeting and are considering holding a session on the importance of Plant Health that could be used as a fora for the promotion of phytosanitary capacity development activities to high level officials. The proposed International Symposium on Pest Free Areas and Surveillance could also contribute to this goal. It was noted that emphasis should be made on awareness raising to highlight the importance of plant health. Regional Workshops could be used to promote thematic year as well. An idea of setting a day for capacity development celebration was also noted. Then workshops could be organized, advocacy activities and media involvement would increase awareness, special awards could be given to the staff with exceptional contribution to the I&CD.

[40] IC decided:

- *To submit* ideas through the eforum for the thematic year activities by 15 December 2018
- Mr Dilli Ram SHARMA (NEPAL) to develop an IC paper based on the submitted ideas from IC members by 20 December 2018 to be submitted for the IPPC Secretariat

#### **4.4. Summary of IC e- decision (from May 2018 to October 2018)**

[41] The IPPC Secretariat provided summary<sup>6</sup> of the IC e-decision since IC May 2018 meeting. More active involvement in eforums was requested. An IC member noted that all members should be contributing equally. In case there are specific reasons why a member could not participate in the eforum that should be communicated to the IC and Secretariat so that commenting period could be extended to ensure all IC members participate in the discussions.

[42] The IC:

- *Agreed* to increase responsiveness to and participation in discussions on the eforums and edecision making
- *Noted* the Summary of the IC e-decisions as available in APPENDIX 4 of this report.

#### **4.5. TC-RPPOs**

[43] The IPPC Secretariat provided an update on 30th Technical Consultation among regional plant protection organizations (TC -RPPOs). The meeting was attended by nine RPPO's. The RPPO's also came up with rules of procedure. Discussions held on emerging pests and emergencies were highlighted with the emphasis on the paper submitted by the EPPO and a model on emergency activities presented by the OIRSA. Both issues to be further discussed by the CPM. TC - RPPOs supported the idea of the Regional Workshops organization committees and flexible agenda. One of the main concerns is how to deal with the unofficial declarations of pest occurrence.

[44] The IC *noted* the report.

#### **4.6. IC members experience on implementation and capacity development activities**

[45] The IC Chair clarified that this agenda item gives IC members opportunities to present challenges and success of the implementation in their regions.

[46] Ms Magda GONZALEZ ARROYO (COSTA RICA) provided an update on capacity activities of Latin American region.

[47] The IC:

- *Noted* the report

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<sup>6</sup> 14\_IC\_2018\_Nov

- *Encouraged* IC members to report on their regional implementation and capacity development activities

#### **4.7. International Year of Plant Health 2020**

[48] Mr Dominique PELLETIER, IC Representative to the Steering Committee (StC) of the International Year of Plant Health (IYPH) updated<sup>7</sup> the IC members on the most recent activities that took place to promote and secure the proclamation of the IYPH since the IC May 2018 meeting. It was noted that once the IYPH is proclaimed, a new steering committee will be established by FAO. This new FAO IYPH Steering Committee will be composed mainly of Rome-based permanent representatives to FAO as well as stakeholders selected by FAO. The Chair and the Vice-chair of the current IPPC IYPH StC should remain members of the FAO Steering Committee in order to ensure continuity (pending CPM statement to FAO). The current IPPC IYPH StC should also remain active to provide technical advice to the FAO StC. The IC were informed that an international plant health conference is being planned for 2020 in Finland.

[49] An IC member suggested that it is crucial that FAO country offices are aware of the IYPH related activities. The Secretariat informed the IC that the FAO IYPH StC would coordinate with FAO regional offices on this issue. The cooperation with international organizations and getting in touch with relevant contact points to deliver the IYPH programme was noted.

[50] A concern was raised that along with the celebration of the IYPH considerations to be given to plant health issues that affect countries.

[51] The IC:

- *Noted* the report
- *Members were encouraged:*
  - to contact their UN Missions in New York to facilitate proclamation of the IYPH
  - was encouraged to liaise with IYPH representatives from their regions to start establishing IYPH regional and national committees
  - communicate relevant activities and plans to the IPPC Secretariat.

#### **4.8. Focus group on commodity and pathway standards**

[52] The IC representative to the Focus Group on Commodity and Pathway Standards updated the IC on the outcomes of the meeting. It was noted that depending on CPM-14 (2019) decisions further tasks to the IC will be identified.

[53] *IC noted* the oral report.

### **5. Cooperation between standard setting and implementation**

#### **5.1. IC-SC Collaboration**

[54] The IC Representative to the SC presented the paper<sup>8</sup> on the IC-SC collaboration describing opportunities for two committees to work in close cooperation. The paper was also presented to the SC November 2018 meeting. One of the key points for consideration is how the SC and IC could collaborate on the development of ISPMs and related implementation resources. The past experience shows that in some cases the development of implementation resources preceded the revision or drafting of ISPMs. It was noted that representation to the SC and IC provides a very valuable opportunity to have both committees updated and exchange views on different issues thus increasing the efficiency of both Committees. The TFT recommendations were discussed at the SC meeting. Feedback was provided on the implementation topics as well. The development of the ISPMs is a well-established process to be considered when the process for the development of IPPC guides is discussed. The SC current

<sup>7</sup> 13\_IC\_2018\_Nov

<sup>8</sup> 05\_IC\_2018\_Nov

representative to the IC due to other commitments is not in position to attend the IC meetings any more. Mr Álvaro SEPÚLVEDA (CHILE) is nominated as the SC new representative to the IC with Mr David OPATOWSKI (ISRAEL) being an alternate. The SC is keen to have a system in place to be aware of potential implementation issues arising from ISPMs being developed. Opportunities to have IC members with the relevant subject matter expertise involved in the Expert Working Group (EWG) meeting could help to address the issue. The need for continued communication and collaboration is the key message from the SC meeting.

[55] The IC discussed proposed topics for collaboration. Review and analyses of the implementation of existing ISPMs and providing feedback to SC on areas where implementation is proved difficult is considered an IRSS task. The IC recognized that there should be a process in place to respond to the need for the development of the implementation resources for emerging issues and emergencies, while implementation problems identified through the development of ISPMs should be submitted through the Call for Topics. Regional Workshops could be used as a venue to discuss implementation issues of selected ISPMs. More attention should be paid to discussions on the potential implementation issues of draft ISPMs under consultation during Regional Workshops, even though, in many cases, it has been proven to be difficult to anticipate implementation issues until efforts have been made to try to implement the ISPM at the national level. An IC member mentioned that they had been able to get topics for the Call for Topics during the Regional Workshop as they had invited stakeholders.

[56] It was noted that during the development of ISPMs, some of the details in the original draft ISPMs was removed as it was too detailed or not completely applicable for standards. Some of these details may be of interest to the IC when developing future guides and training materials. The observer from Imperial College London (ICL) reported that they hosted a meeting to identify criteria/indicators to measure impact of the implementation of the Convention, ISPMs and supporting materials.

[57] The IC Chair thanked the IC Representative to the SC for his work.

[58] The IC:

- *Noted* the report
- *Agreed* that the IC current representation to the SC is maintained
- *Invited* IC members to provide to Mr Chris DALE (AUSTRALIA) additional ideas for the IC-SC collaboration by 8 March 2019, so that a revised paper can be resubmitted to the IC & SC in May 2019.

## 5.2. Analyses of surveillance pilot (CPM-13 (2018))

[59] Mr Chris DALE (AUSTRALIA), IC Lead for the evaluation of the surveillance pilot presented the paper<sup>9</sup> developed in collaboration with the SC Lead and invited IC members discuss findings and determine next steps.

[60] The IPPC Secretariat highlighted that the delivery of the pilot was subject to the availability of funds. Lessons are learnt. The implementation of the pilot was unrealistic without relevant resources made available. Any new issue/programme/project approved by the CPM for implementation to be supported by extra budgetary funds.

[61] The IC Lead noted that insufficient feedback was provided to the CPM and relevant CPM bodies on challenges faced, while that should have been the fundamental element when implementing projects. It was noted that benefits of implementing phytosanitary systems instead of addressing pests of certain concerns should be evaluated from the sustainability standpoint.

[62] IC members noted that there are plenty of materials available worldwide to be aggregated and provided in relevant format to CPs. The Secretariat noted that the Guidelines being developed for the

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<sup>9</sup> 06\_IC\_2018\_Nov

management of I&CD web based information to be considered if the work on the surveillance pilot is continued. The IC should be focused on the technical work. An IC member felt that the importance of surveillance should be highlighted at the CPM and be prioritized. The identification of financial resources rest with the CPM.

[63] *IC requested:*

- The IC and SC Leads for the evaluation of the surveillance pilot to modify the IC paper into a CPM paper, with the agreed recommendations and submit it to the IPPC Secretariat by 15 December 2018.

### 5.3. Call for Topics: Standards and Implementation

[64] Mr Chris DALE (AUSTRALIA), IC representative to the TFT presented the outcomes<sup>10</sup> and recommendations of the first TFT meeting to facilitate the development of IC recommendations and setting priorities. It was noted that the SC agreed with the TFT recommendations and already included proposed diagnostic protocols (DPs), a topic for glossary term, as well as two topics for ISPMs in the list of topics. Recommendations on the implementation resources were provided.

[65] An IC member noted that a lot of work was conducted by some countries and regions prior of submitting topics. Topics were selected with an idea in mind that the development of guides would need minimal further input. The majority of submissions was to offer the global phytosanitary community with the resources that are already available and need global level validation and rebranding.

[66] The IC discussed and reviewed the TFT recommendations.

[67] The IC *agreed:*

- On the recommendations to the Task Force on Topics proposals and priorities as reflected in APPENDIX 5 of this report
- Submitters to be encouraged to submit complete set of relevant information to facilitate the Task Force on Topics work and increase efficiency
- On identification of relevant organizations that might be in a better position to develop implementation resources for submitted topics. Those might be submitters themselves.
- An approach should be implemented that IC decisions and selection of topics to be back-up with funds identified by CPM
- Once agreed the costing for topics to be developed.

## 6. IC Sub-groups and teams

### 6.1. IC Sub-groups Rules of Procedure

[68] The IC Sub-group Rules of Procedure (ROP), revised based on comments received through the consultation and the comments and responses to them were presented<sup>11</sup> by the IC Vice Chair.

[69] The IC thought that the IC Sub-group ROP could be approved by the IC without submitting them to the CPM for approval as it was felt this was under the responsibility of the IC and an adequate opportunity to comment had been given during the country consultation period. The IC Chair enquired if FAO had general rules for sub-groups of subsidiary bodies, which they were informed by FAO Legal Office that there were no general rules.

[70] The FAO Legal officer advised that it might be better to present these ROP to CPM for adoption to ensure all CPs had input. The approval by the CPM will provide more transparency to the process and

<sup>10</sup> (1) 08\_IC\_2018\_Nov: TFT Recommendations to SC and IC for submissions and (2) 19\_IC\_2018\_Nov: List of Topics for Implementation and Capacity Development: (<https://www.ippc.int/en/publications/86844/>)

<sup>11</sup> 24\_Rev01\_IC\_2018\_Nov



decision but the IC would not be able to amend them easily. The IC decided to follow the Legal advice and will submit these ROP to the CPM via the Bureau.

[71] IC agreed:

- To the IC Sub-groups Rules of Procedure
- To recommend the IC Sub-groups Rules of Procedure to the CPM-14 (2019) for adoption, via the Bureau as attached in APPENDIX 6 of this report.

## 6.2. Sea Containers Task Force (SCTF)

[72] Mr Mamoun ALBAKRI, IC Lead for the SCTF presented the outcomes<sup>12</sup> of the second SCTF meeting. It was noted that the SCTF proposed changes to their Terms of Reference (TOR) in regards to membership with the aim to have equal rights for representatives of CPs, RPPOs and industry for decision-making.

[73] An IC member noted that North American Plant Protection Organization (NAPPO) includes industry representatives to its governance to inform and validate its work programme and to ensure that it remains current. The final decision remains, however, with the representatives of countries. Industry could provide valuable input and provide good proposals but the decision rests with the CPs.

[74] An observer underscored that representatives of industry and international organizations should not be involved in decision making to avoid possible negative implications for them by being part of the decision-making process. The IC members agreed that industry, in most international organizations, have an advisory function and should not be members involved in decision-making. An exception was made for representatives of the following two organizations: International Maritime Organization (IMO) as the IMO is a specialized agency of the United Nations that jointly published the IMO, International Labour Organization (ILO) and United Nations Economic Commission for Europe (UNECE) Code of Practice for Packing of Cargo Transport Units (CTU Code<sup>13</sup>) and the World Customs Organization (WCO), as they have a memorandum of understanding with the IPPC Secretariat. The IC agreed that the former Sea Container Expert Working Group member should also be a member.

[75] The IC:

- *Approved* the Terms of Reference for the Sea Containers Task Force as presented in APPENDIX 7 of this report
- *Noted* the Questionnaire on the Monitoring of Sea Container Cleanliness as attached in APPENDIX 8 of this report
- *Noted* the Guidelines on Sea Container Surveys for NPPOs in APPENDIX 9
- *Postponed* the approval of the SCTF Work Plan and the SCTF Multi-Year Action Plan until the report of the second SCTF meeting is available. The final decision to be made through an IC eDecision.

## 6.3. IRSS

[76] Mr Dominique PELLETIER, IC Lead for the IC IRSS Sub-group provided information<sup>14</sup> on the TOR of the IC Sub-group on IRSS, IRSS Triennial Implementation Review Report (2014-2017) with the focuses on changes proposed for recommendations and proposals for the topics for the IRSS third cycle. The IC was informed that IC Sub-group revised conclusions and recommendations of the 2<sup>nd</sup> cycle IRSS

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13 CTU Code: [https://www.unece.org/fileadmin/DAM/trans/doc/2014/wp24/CTU\\_Code\\_January\\_2014.pdf](https://www.unece.org/fileadmin/DAM/trans/doc/2014/wp24/CTU_Code_January_2014.pdf)

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Triennial Implementation Review Report (2014-2017) which are now outcome oriented. The conclusions and recommendations were then submitted to the CPM Bureau for approval.

[77] The IC reviewed the topics for the IRSS third circle as preliminary agreed by the IRSS Sub-group and assigned priorities to the topics. Priorities were given to strategic topics that would assist in the evaluation of future work of the IPPC community.

[78] The IC::

- *Approved* to the Terms of Reference of the IC Sub-group on Implementation, Review and Support System as presented in APPENDIX 10 of this report
- *Agreed* to the topics, and associated priorities, for work to be conducted under the Implementation, Review and Support System third circle as attached in APPENDIX 11 of this report.

#### 6.4. Dispute Avoidance and Settlement

[79] The IFU Lead presented information and comments<sup>15</sup> received through the country consultation on draft TOR of the IC Dispute Avoidance and Settlement Sub-group.

[80] The comments and revised TOR were discussed by the IC. It was noted that the TOR under discussion allows SC members and RPPO representatives to submit their nominations in response to the call for membership, so this was not added. The need for novel approaches to strengthen dispute avoidance mechanism was highlighted. Improved collaboration with the SPS Secretariat should be considered. CPs would benefit from the analysis of specific trade concerns submitted to the SPS Committee. The identification of obstacles for safe international trade could drive the development of relevant implementation materials to decrease trade related tensions. That also would assist in dispute resolution and increase relevance of the IPPC Dispute Avoidance and Settlement Procedures.

[81] The Secretariat underscored that RPPOs are gathering information to assists with the dispute avoidance activities.

[82] The IC:

- *Approved* to the Terms of Reference of the IC Sub-group on Dispute Avoidance and Settlement as presented in the APPENDIX 12 of this report
- *Requested* the IPPC Secretariat to issue a call for members for the IC Sub-group on Dispute Avoidance and Settlement.

#### 6.5. National Reporting Obligations

[83] The IPPC Secretariat presented the update<sup>16</sup> on National Reporting Obligations (NROs) including the NRO workshop for the Central and Eastern Europe and Central Asia (CEECA) and feedback provided by participants of 2018 IPPC Regional Workshops on the questionnaire distributed. It was noted that the NRO workshop for CEECA Regional Workshop highlighted the need for the development of NROs awareness and reporting capacities in the region possibly to be tackled through regional and sub-regional projects. The importance of pest reporting through the IPP was highlighted.

[84] The IC *noted* the report.

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<sup>15</sup> 11\_IC\_2018\_Nov

<sup>16</sup> 22\_IC\_2018\_Nov



## 7. Projects on implementation and capacity development

### 7.1. Status reports on projects

- [85] Mr Chris DALE, IC Lead for Projects, presented the IC project reporting template. It was noted that some observers did not use the template as it was thought to be repetitive and difficult to be filled in.
- [86] The observer from the STDF Secretariat asked clarifications for the intended use of the template. The purpose to harmonize information on plant health related projects was deemed important, however the experience of the STDF Secretariat shows that this kind of attempts are time and resource consuming and very much depend on the submitters of information. References were made to attempts to create a database related to the SPS issues and on trade related technical assistance projects. Another point to consider is that the share of capacity development projects and activities delivered by observer organizations to the IC meetings is very small and would not be enough to create a comprehensive database.
- [87] Clarity is needed on the objectives of having such template. Some project related information might not be shared by the implementing organizations.
- [88] The IPPC Secretariat thought that this could be considered as a start to share information, seek synergies on projects and avoid duplication. The challenge is to decide what key information is relevant and needed and to try not to duplicate work and waste resources, presenting the information in a concise and simple way. It was thought that information collected through the template could assist to populate the IPP I&CD web pages with relevant implementation materials.
- [89] An IC member recalled that the initial aim of the project was to increase transparency of the projects run by the IPPC Secretariat. The template should be decreased to the maximum of one page and send back to the original project documents. The next step would be to create a searchable database with relevant key words.
- [90] An observer felt that some projects may not fit the format given.
- [91] The IPPC Secretariat noted that project reporting could allow to upscale the use of project outputs at the global level. It was proposed to assign IC members as project leads to bring useful information to IC meetings. Templates should not duplicate the information that is available in project documents. The aim should be to identify relevant expertise involved and outputs and to create synergies.
- [92] An observer thought that filling in the template is a shared responsibility, relevant information to be filled in by relevant parties.
- [93] IC agreed:
- The IPPC Secretariat and IC Lead to rework the process and template to report on projects.
  - A distinction should be established in between projects and contributions to the IPPC Secretariat in the Multi-Donor Trust Fund.
  - The IPPC Secretariat and IC Lead to develop an IC discussion paper on how information on projects could be used to facilitate I&CD activities on the global level
  - To assign IC members to the projects to contact relevant project staff to collect I&CD materials as reflected in APPENDIX 13 of this report.
- [94] STDF Surveillance Information Management Systems Project (MTF/INT/336/STF STDF/PG/503)
- [95] Mr Chris DALE, IC Lead for Projects, provided information on this project. It was noted that the project aims to develop a regionally harmonised pest surveillance information framework and regional network for recipient countries (Cambodia, Lao PDR, Malaysia, Papua New Guinea, Philippines, Thailand, and Vietnam) in collaboration in between the Australian Department of Agriculture and Water Resources (DAWR) as the resource partner and CAB International. The overarching goal of the project is to

improve the planning, coordination, delivery and reporting of plant health surveillance activities and surveillance data across the NPPOs of the seven participating countries. The outputs of the project include the development, trial and implementation of a suite of electronic field surveillance tools (P-trackers) as well as surveillance training materials, operational guidance materials and surveillance planning and protocol templates. The key outcomes of the project will be an improved level of capacity and competency within the seven NPPOs to confidently plan, coordinate, deliver and report on plant health surveillance activities, improved national management of surveillance data for pest status management and reporting purposes, regional harmonisation of pest reporting and improved pest status communication between neighboring NPPOs.

[96] *Rolling out Systems Approach globally - sharing tools for enhanced application of Systems Approach and market negotiation on plant pest risk (MTF/INT/336/STF STDF/PG/503)*

[97] Ms Megan QUINLAN, project manager (ICL), presented an update of the project. It was noted that the project is the follow up of the previous STDF project Beyond Compliance: Integrated Systems Approach for Pest Risk Management in South East Asia under which the Beyond compliance (BC) tools were produced. The expected impact of the project is increased opportunities for export trade in plant products by developing countries through better capacity on phytosanitary issues during market access negotiations and more options for managing pest risk. Greater opportunities will be based on wider inclusion of more effective and efficient options for managing pest risk, as estimated by importing country NPPOs and for resolving issues when trade is disrupted. This will be achieved by enhancing competency and confidence in applying Systems Approach through the use of innovative decision support tools which are applied to real, priority trade cases.

[98] An IC member noted that their country had been able to gain market access using a systems approach, they underscored the importance of involving stakeholders in the process.

[99] The IC stands as the Steering Committee for the project and was updated on the work completed including calls issued through the IPP for trade cases and facilitators to be trained on the use of the BC tools and planned activities. An overview of the BC tools was provided. The Secretariat highlighted that one of the expected outputs of the project is to make tools more user friendly.

[100] The project manager raised a question of an indicator for the outcome of the project, at least 75% of the participating NPPOs use Systems Approach after involvement in the project, being difficult to be measured due to the nature of international trade. CABI, IICA and other international organizations are welcome to be part of trainings provided they fund their participation. That would apply to importing countries as well.

[101] An observer noted that emphasis should be made on obstacles that could prevent from measuring the indicator. Attention should be paid to political versus technical issues impacting the outcome. This indicator should be reworded.

[102] The IC Chair thought that the STDF tool for Prioritizing SPS Investments for Market Access (P-IMA) might be used to measure the indicator. The observer from the STDF Secretariat noted that the P-IMA is not a tool to measure indicators. It is meant to decide on the use of investments in the SPS area.

[103] An IC member highlighted the importance of collaboration with the Secretariat of the SPS Committee, as equivalency is current a focus of the SPS Secretariat. A workshop on equivalency could be convened on the margins of the SPS Committee meeting in March 2019. The workshop could serve as a good venue to raise awareness of the BC project and tools.

[104] The IC agreed:

- The Beyond Compliance project manager to propose a change to the indicator to measure the expected outcome of the project.
- The IPPC Secretariat:

- to share once again with IC members and RPPOs, information on the Beyond Compliance project
- to provide updates on the Beyond Compliance project related activities to the IC between the IC meetings
- The IPPC Secretariat and Beyond Compliance project manager:
  - to contact the SPS Secretariat to explore possibilities to present the Beyond Compliance project on the margins of SPS Committee March 2019 meeting
  - share with the IC members information on trade cases and facilitators once information is completed

[105] CAB International

[106] The observer from CABI presented information on the Pest Risk Information Service (PRISE). He informed the project had already been implemented in three countries, and had multiple stakeholders. The aim of the project is to create an early warning system to forecast the risk of pest outbreaks using space infrastructure, earth observation data and modelling techniques. The sustainability of the project is to be achieved through building in-country technical capacity and interrelated business plans that engage the private sector (e.g. agro-dealers and insurance companies). A new version of PRISE will be released each year during the life cycle of the project (2017-2021) until a final version tailored for smallholders and/or commercial users, provided as an app or SMS system or website is produced.

[107] The IC *noted* the presentation.

[108] IAEA projects

[109] The IFU Lead provided information on the following IAEA projects:

- IAEA/FAO/RAF5074 Regional Training Course on the Use of GIS and ISPMs
- IAEA/FAO/RAS5076 Harmonizing and Strengthening Surveillance systems
- IAEA/FAO/RLA5070 Strengthening Fruit Fly Surveillance and Control Measures
- IAEA/FAO/RAS5067 Area-wide fruit fly pest management programmes

[110] The IPPC Secretariat contact point for the IAEA from SSU was in presence.

[111] The IC thought that a lot of fruit fly sterile technique related activities are delivered, though better articulation in between all initiatives is needed. Better collaboration with the IC is to be considered. The outputs of the IAEA projects could form part of contributed resources.

[112] The IC *agreed*:

- To encourage the IAEA to provide more detailed information on the projects so that outputs could be used by CPs as contributed resources.

[113] Inter-American Institute for Cooperation on Agriculture (IICA)

[114] The observer from the Inter-American Institute for Cooperation on Agriculture (IICA) presented information on IICA plant health capacity building activities. Greater Caribbean Safeguarding Initiative and Hemispheric Programs were discussed. The IICA is supporting CAHFSA as the newly established RPPO. Well-developed infrastructure in place allows IICA to conduct and host different types of activities. Strategic priorities of the IICA include modernization of national services and technical capacities, facilitation work on international standards in collaboration with the IPPC and SPS Secretariats. The IICA is keen to know what are implementation issues to collaborate with the IC and IPPC Secretariat to maximize resources and increase relevance. The participation of observers in IC meetings will help to increase the impact of I&CD programmes and relevance. The nomination and promotion of innovative things by the IC could raise awareness of relevant I&CD outputs.

[115] The IC:

- *Noted* the presentation
- *Agreed* linkages to be provided with implementation resources developed under different programmes.

[116] STDF Secretariat

[117] The observer from the STDF Secretariat briefed the IC on the partnership and global coordination mechanism within the STDF platform. The following STDF projects relevant to the IC were referred to:

- STDF/PPG/498: Building phytosanitary capacity to facilitate trade in Guinea
- STDF/PPG/561: Strengthening phytosanitary inspection and diagnostic capacity in Tajikistan
- STDF/PPG/567: Establishment and maintenance of fruit production areas free and low prevalence of fruit fly pests in Southern Africa
- STDF/PPG/626: Digitalizing pest surveillance, reporting and seed certification in Nigeria
- STDF/PG/432: Promoting IT solutions for surveillance and pest reporting in South-East Asia
- STDF/PG/481: Strengthening phytosanitary capacity for plant exports in Zambia
- STDF/PG/ 502: Rolling out phytosanitary measures to expand market access in COSAVE (surveillance, PRA, impact assessment, virtual school for inspectors)
- STDF/PG/ 503: Rolling out a systems approach globally
- STDF/PG/ 543: Enhancing the capacity of Uganda's fruit and vegetable sector to comply with EU phytosanitary requirements.

[118] It was noted that the STDF Secretariat is very much focused on the funding of innovative projects. Any new project submission is to justify why the STDF is the only funding resource.

[119] An IC member noted that it was important to relate projects to implementation of ISPMs and their contribution to the IPPC Strategic Framework goals.

[120] The STDF Secretariat is considering supporting the implementation of ISPM 38 International movement of seeds in collaboration with the International Seed Federation (ISF). The negotiations have just started. A meeting is being arranged between the STDF Secretariat and ISF. The ISF has developed a set of materials that they think could assist with the implementation of ISPM 38.

[121] The IPPC Secretariat highlighted the importance of its involvement in discussions related to the implementation of ISPM 38.

[122] The IC:

- *Noted* the report
- *Agreed* to provide feedback on training materials developed by the ISF. The IPPC Secretariat is to be involved in the discussions on the implementation of ISPM 38.
- *Agreed* to share with the STDF Secretariat case studies relevant for a new video being produced.

[123] FAO Sub-regional Office for Central Asia (SEC)

[124] FAO SEC Plant Production and Protection Officer reported on MTF/AZE/007/STF (STDF/PG/316): Strengthening Phytosanitary Control and Diagnostic Services in Azerbaijan. The project closes in December 2018. The outcome of the project - strengthened pest diagnostics service, improved

management of the import regulatory system, pre-border inspection and export certification system in Azerbaijan. The challenge faced by the project is the restructuring of the NPPO.

[125] The IC *noted* the presentation.

[126] FAO Sub-regional Office for the Caribbean (SLC)

[127] FAO SLC Plant Production and Protection Officer reported on the FAO-TCP/ IPPC Secretariat (STDF 401) under which the PCE was applied in Barbados. The successes and challenges of the project were discussed. It was noted that the draft bill developed under the project could be used by other organizations. During the 2018 IPPC Regional Workshop, awareness of the PCE was raised. Therefore new requests for PCEs from the region might be coming in.

[128] The IC *noted* the presentation.

[129] IPPC Secretariat's projects and I&CD activities

[130] IPPC China South-South Cooperation Project Strengthening the capacity of developing contracting parties to implement the International Plant Protection Convention (IPPC) (GCP /INT/291/CPR)

[131] The Secretary delivered a presentation on the objectives of the project, achievements and plan activities.

[132] It was noted that the next high level symposium organized in 2019 will be open to the SC and IC members as was the case for the 2018 high level symposium, as well as FAO regional and sub-regional plant protection officers. This kind of meetings contributes to the experience and knowledge sharing between countries.

[133] An IC member enquired whether APPPC and IC had been considered to play a role in the delivery of this project. A question was also raised about the IC role in the validation of training materials to be developed under this project, as the IC has relevant regional representation as well as subject matter experts. A need to maximize resources so that different activities on global level are not duplicated was noted. The evaluation of the symposium that was already delivered could contribute to the improvement of future symposiums and trainings. It was clarified that the project was focused on the country to country collaboration during its first phase, while the next could be more regional collaboration oriented as its focus would be on the global level. It was also noted that as per project arrangements, trainees are invited to China to get trained on Chinese experience, however future trainings could be developed with the involvement of the IC members.

[134] The Third Cycle (2018-2020) of the IPPC Implementation Review and Support System (IRSS) Project (GCP/GLO/877/EC)

[135] The IFU Lead reported on the status of the project. The project is funded by the EC and aims at improved contracting parties' implementation of the Convention, ISPMs and CPM recommendations. Expected outputs are:

- Challenges and success of contracting parties' implementation of the IPPC, ISPMs, and CPM recommendations are identified, monitored and evaluated;
- Contracting parties are helped to address gaps in implementation of the IPPC, ISPMs and CPM recommendations through specific actions or activities to improve implementation.

[136] The IC *noted* the presentation.

[137] European Commission support for implementation of the International Plant Protection Convention (IPPC)

[138] The IPPC Secretariat reported on the project. The project is directed to enable developing contracting parties to have an improved ability to implement the IPPC and key ISPMs to enable safe trade and dispute avoidance. The project is expected to bring together the Standard Setting and the



Implementation Facilitation Units to work on a common platform and objectives. The project milestones are:

- At least two training / guidance materials are produced and made accessible to contracting parties by the end of the project (Pest status and pest risk communication)
- At least one technical global workshop held in a region for a minimum of 40 developing contracting parties (To be coupled with the PFA Global symposium and to incorporate pest surveillance related topics)
- At least 100 contracting parties per year participate actively in the Commission on Phytosanitary Measures (CPM) work programme
- At least two ISPMs or equivalent (annexes, treatments, diagnostic protocols, etc.) progressed through the one standard setting stage by the end of the project.

[139] The IC *noted* the presentation.

[140] *Cooperation for development of the ePhyto Solution and implementation of the Convention and International Standards for Phytosanitary Measures (GCP/GLO/827/JPN)*

[141] This project aims at directly supporting the IPPC Secretariat activities related to the implementation of the Convention and ISPMs, with the focus on the development of the ePhyto Solution for phytosanitary security and other actions around trade facilitation, such as assuring the functioning of the IC and building capacity of developing countries. The expected outputs of the project include:

- Technical backstopping support to the IPPC ePhyto system provided
- Implementation and capacity development support provided.

[142] The IC *noted* the presentation.

[143] The IPPC Secretariat also reported on activities delivered in the framework of CPs contributing to the IPPC MTF/GLO/122/MUL. Those activities are related to contributions by:

- The Government of the Republic of Korea to assist the IPPC Secretariat to fulfil its mission: Protecting the world's plant resources from pests. This contribution generally mentions to run the IC and to support the work of IFU, of which 40% is for staff, 40% for operations and 20% for travel and participation of IC members.
- The Swiss Confederation to assist the IPPC Secretariat to fulfil its mission: Protecting the world's plant resources from pests. The IPPC needs to develop, establish and put in place a comprehensive mechanism by which it can efficiently support a country that needs to tackle the invasion of harmful pests. This mechanism has to support Contracting Parties notably on identifying, preparing for and responding to emerging pests and it has to cover intelligence, analysis, awareness, information sharing and response action. This contribution does not detail milestones and deliverables. Meetings to discuss the issue were organized and technical papers were drafted on the topic.
- The Government of the Kingdom of Netherlands to develop implementation resources for recently adopted standards. A session on ISPM 38 International movement of seeds for 2018 IPPC Regional Workshops was prepared and delivered. A draft questionnaire for the identification of implementation challenges of ISPM 38 is available.
- Agriculture and Agri-Food Canada to provide countries and national plant protection organizations (NPPOs) with materials to understand the principal requirements for the establishment, management, declaration and recognition of pest free areas, pest free places of production, pest free production sites and areas of low pest prevalence. The IPPC Guide for the PFAs is being finalized. An International Symposium on PFAs and Surveillance to be delivered in October 2019.

- Agriculture and Agri-Food Canada, United States of America, Peoples' Republic of China and Maersk Line to facilitate the work of the Sea Containers Task Force (SCTF) to implement the Complementary Action Plan for Assessing and Managing the Pest Threats Associated with Sea Containers. The funds are used to organize and deliver the SCTF annual face-to-face meetings, develop and translate in FAO languages the IPPC Guidelines on Sea Container Cleanliness Survey and Inspection and Sea containers cleanliness factsheet, to monitor the uptake of Cargo Transport Unit (CTU) code by NPPOs, to develop and implement SCTF communication work plan among other activities.

[144] The IC *noted* the IPPC Secretariat report on projects and activities.

## **8. Phytosanitary Capacity Evaluation (PCE) activities**

### **8.1. Status reports on PCE activities**

[145] The IPPC Secretariat updated the IC on the status<sup>17</sup> of the Phytosanitary Capacity Evaluations (PCEs) managed by the IPPC Secretariat since December 2017:

- Under project STDF/PG/401 “Training of Phytosanitary Capacity Evaluation (PCE) Facilitators” two PCEs were completed in Barbados and Kenya. The PCE in Barbados was conducted by Fitzroy WHITE and the one in Kenya by Chiluba MWAPE. Both are certified IPPC PCE facilitator.
- Under project TCP/SOM/3601 “Institutional Capacity Development of the Ministry of Agriculture and Policy Support for the establishment of a National Phytosanitary Regulatory Framework for Somalia” backstopping was provided by Chiluba MWAPE.
- Under project TCP/UZB/3602 “Improvement of the National Seed, Plant Variety Protection and Phytosanitary Legislation in Uzbekistan”, the 2nd PCE mission was conducted in June 2018. This PCE is facilitated by Olga LAVRENTJEVA as an IPPC PCE facilitator trainee.
- Under project TCP/SNE/3601/C1 “Renforcement des mesures de quarantaine des ravageurs des cultures, y compris le charançon rouge du palmier dans les pays du Maghreb » a PCE was conducted in Tunisia by Mekki CHOUIBANI who is a certified IPPC PCE facilitator.
- Under project TCP/FIJ/3702 “Technical assistance for the review of Fiji’s Biosecurity Promulgation” backstopping will be provided for the revision of the phytosanitary legislation of Fiji.
- Under project GCP/CMR/031/GEF “Elimination des Polluants Organiques Persistants (POPs) et des Pesticides Obsolètes et renforcement de la gestion du cycle de vie des pesticides » in Cameroun. Backstopping is provided by the FAO legal office to revise the phytosanitary legislation of Cameroun.
- Under project GCP /INT/291/CPR “Strengthening the Capacity Development of Contracting Parties for Implementation of the International Plant Protection Convention (IPPC) under the Framework of the FAO-China South-South Cooperation (SSC) Programme” PCEs should be conducted in Kazakhstan and in Sri Lanka.
- Under project TCP/NIC/3701/C1 “Asistencia técnica para incrementar la eficiencia del sistema de vigilancia fitosanitario de Nicaragua”. This PCE will be facilitated by Francisco GUTTIEREZ as an IPPC PCE facilitator trainee.

[146] An IC member raised a concern on how there was an increased awareness of PCEs but fewer PCE facilitators to meet the need. Another IC member asked for the procedure of applying for a PCE. There was a proposal to have a presentation on the importance of PCE to high level managers.

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[147] The observer from CABI confirmed the financial constraints as one of the main challenges and highlighted that there are ongoing initiatives at the global level to link PCE application and related issues so that resources are maximized for the benefits of CPs. He also informed the IC that he had recently met with representatives from the Bill and Melinda Gates Foundation and had informed them on the relevance and usefulness of the PCE. A further meeting is planned for 7 December 2018 and results from this meeting will be shared with the IPPC Secretariat.

[148] The IC *noted* the report.

## 8.2. Strategy for PCE

[149] The IC undertook a facilitated exercise in four groups to provide feedback on the four weaknesses identified in the draft PCE strategy<sup>18</sup>. Each IC sub group member was tasked to facilitate the discussions of the groups on one weakness and to report on the outcome of the group discussions. The results of the discussion were as follows:

- Weakness 1 There is a lack of knowledge of the benefits, process and financial aspects of the PCE application among countries, NPPOs and RPPOs

[150] In general, the groups thought this weakness was well identified. Groups suggested that this weakness should specifically identify CPM and contracting parties instead of countries and should include international organizations. It was suggested to reword the weakness to state the tool is poorly understood and to make a clear mention to the benefits of the PCE aspects and the financial aspects.

[151] The groups suggested that communication campaigns or a marketing strategy should be organized and that case studies should be provided. It was suggested there could be a champion. A group considered there is lack of history and transparency on the PCE, and a need to know more about the process and to communicate the results. It was suggested that countries who participated should share action plan and practical experience.

[152] The groups suggested to approach donors and other international organizations and that more promotion be made during CPM. The private sector should also be approached. It was also suggested that the budget break down should be made available and that the IPPC Secretariat should consider establishing a trust fund, to provide resources for conducting PCEs.

[153] It was proposed to have a linkage with existing initiatives and tools such as the tool of the beyond compliance

- Weakness 2: There is a lack of donor buy-in in the application of the PCE when considering funding projects

[154] It was suggested to reword this weakness as follows: There is a lack of donor knowledge in the application of the PCE when considering funding of projects.

[155] The output identified was to have communication plan to have transparency, positive and negative case studies for the donors to agree on funding. The negative case studies would tell about the gaps.

[156] It was suggested to consider the experiences of other International organizations like OIE in using this type of tools.

[157] It was reported that the STDF recognizes the value of the PCE and that this is taken into consideration when reviewing grant applications.

- Weakness 3: The PCE tools lack regular revision

[158] For this weakness as well, the transparency issue was raised, as little information is available on the process. As there is no feedback mechanism to capture problems in the use of the tool, it could be

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<sup>18</sup> 18\_IC\_2018\_Nov



included in future revisions. There should be a schedule for such work. It was not clear neither how many revisions of the PCE tool have been conducted in the past, which does not allow relating to a regular revision process.

- Weakness 4: The PCE lacks systematic implementation and monitoring programme and process for its application

[159] It was suggested this weakness should be reworded to mention the lack of feedback and follow up rather than monitoring. Such feedback should be done to the IPPC Secretariat as the owner of the tool, as well as to the contracting party.

[160] Another suggestion was to reword this weakness as such: the PCE lacks a monitoring and evaluation tool to measure the success of the implementation.

[161] It was recommended to develop indicators. It was suggested to produce a database to monitor success and to include key issues that came out of the PCE application. It was also suggested to give feedback on success without mentioning the countries. All issues stressed by countries would then be considered globally.

[162] The IC engaged into a general discussion on the PCE strategy and on investments in plant health. The IC wondered what is the objective sought, whether all CP should conduct a PCE, and it was considered that further thoughts should be given to the vision of this strategy. It was also mentioned that there should be high-level communication undertaken on the PCE tool, to communicate for instance, that the PCE may also help to implement the SPS agreement, the Trade facilitation agreement or the CBD. The PCE should therefore be seen as a high political activity that could help global implementation and help understand what the IPPC does. Some participants invited the IPPC Secretariat to organize additional PCE facilitators training, including training of personnel involved in capacity building, which may help lower the cost of a PCE. The IPPC Secretariat reported that in the framework of the STDF 401, 40 PCE facilitators had been trained. The following four people participated in field training and were subsequently certified as PCE Facilitators: Mekki CHOUIBANI, Fitzoy WHITE, Alphonsine LOUHOUARI and Chiluba MWAPE. The Secretariat reported doing all efforts to train additional PCE facilitators when the funding of projects allowed it. Currently Olga LAVRENTJEVA and Francisco GUTTIEREZ are in the process of being certified. Some IC members also suggested that in the future, the PCE could be modernized to include an electronic facilitator.

[163] The IC *agreed*:

- The IC PCE team could consider inviting some observers from the IC meeting to provide input to the PCE strategy development
- The PCE team should consider the comments made by the IC and present the revised draft PCE strategy to the IC in May 2019.

## 9. Web resources

### 9.1. IPPC Guidelines for Managing Implementation and Capacity Development Web Based Information

[164] Ms Stephanie BLOEM, IC Lead<sup>19</sup> for Managing Implementation and Capacity Development Web Based Information presented the Guidelines<sup>20</sup> developed by the IC team. IC members acknowledged the proposed structure of the I&CD pages as logical and well thought. An IC Member noted that an emergency response related section is missing. It was noted that considerations be given on how to differentiate materials developed under the auspices of the IPPC Secretariat and those that are

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<sup>19</sup> Note that the IC teams for the IPP and Phytosanitary Resources page were merged.

<sup>20</sup> 10\_IC\_2018\_Nov

contributed. An issue providing links to contributed resources against uploading PDF format documents was discussed.

[165] The IC Lead provided clarifications that the first line materials will be those developed under the auspices of the IPPC Secretariat. The IPPC Secretariat highlighted that links to contributed resources are not the preferred option as the path could be changed. An option to have links in an periodically updated excel format for distribution was noted. Not all materials that were available on the Phytosanitary Resources Page have been migrated to the IPP but there should be no problems with making available contributed resources on the I&CD pages as soon as resources allow.

[166] Issues related to having the language versions of I&CD pages as well as challenges with the revision of contributed materials in languages were discussed. It was noted that resources for translation and revision in languages are constrained.

[167] The IC Lead for Managing I&CD Web Based Information proposed a step-wise approach. First, the outline to be created and available ISPMs posted/linked to establish the structure of pages. Availability of IPPC Secretariat staff and possible in-kind contributions by CPs to be considered.

[168] The IPPC Secretariat presented an update on Phytosanitary Treatment search tool noting that only adopted phytosanitary treatments have so far been added.

[169] The IC :

- *Supported* the proposed Guidelines for Managing Implementation and Capacity Development Web Based Information including the structure of the Implementation and Capacity Development pages as attached in the APPENDIX 14 of this report
- *Agreed* the IC team to decide how to better approach the work including posting/linking of the ISPMs and contributed resources from the Phytosanitary Resources page
- *Agreed* the IC team to present at IC 2019 May meeting a more developed version with the mock-up PRA page
- *Noted* the update on the Phytosanitary Treatment search tool.

## 10. Guides and training materials

### 10.1. Status reports on guides and training materials

[170] The IPPC Secretariat presented status report<sup>21</sup> on the IPPC guides and training materials being developed and planned:

- IPPC Guide on Pest Risk Communication for Plant Health - to be finalized by February 2019. The development was delayed due to the need for the additional work to address the feedback provided by reviewers and process the Guide through the FAO Publication Workflow System (PWS).
- IPPC Guide on Pest Free Areas and the International Symposium on PFA and Surveillance - The IC was informed that the IPPC Guide on PFAs is under peer review. The publishing of the guide could be delayed due to long PWS procedures. A concept note for the International Symposium on PFA and Surveillance to be developed. The Conference to convene in October 2019.
- IPPC Pest Status Guide - The IC was requested to assign an IC Lead for the Guide to follow the IC agreed procedures.
- IPPC Pest Management Guide - Delayed as per SC request and the status of the draft ISPM.

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<sup>21</sup> 15\_IC\_2018\_Nov

- IPPC - IAEA/FAO Info-graphic to help with the implementation of fruit fly standards – further work is needed to with IAEA/FAO joint division to develop the script and produce the info graphic. The IC was requested to assign a lead.
- Implementation Resource for the ISPM 15 - The IC was informed that there are two different approaches being considered in collaboration with the International Forestry Quarantine Research Group (IFQRG), either to develop a comprehensive implementation guide to support the implementation of ISPM 15, or a single document for each treatment (as there are only HT and DH experts volunteering). The Secretariat recalled that an IC member highlighted the availability of fumigation related resources in CPs. Therefore the final decision on the approach to be taken to be made by a working group to be created.

[171] The IC:

- *Noted* the update on the development of IPPC guides
- *Agreed* Ms Stephanie BLOEM, RPPOs Representative, to be the IC lead for the development of the ISPM 15 implementation resource (s) including the development of the work plan and relevant funding proposal for donors. An expert working group (EWG) to be created as per agreed Strategy and process for guides and training material. The EWG to decide whether to develop one comprehensive guide or several ones to assist in the implementation of different types of treatments.
- *Agreed* Mr Francisco GUTIERREZ (BELIZE) to be the IC lead for the IPPC Guide on Pest Status
- *Agreed* Mr Mamoun ALBAKRI (JORDAN) to be the IC lead for the IPPC - IAEA/FAO Info-graphic to help with the implementation of fruit fly standards
- *Agreed* that no IC Lead is needed for the proposed International Symposium for Pest Free Areas and Surveillance.

## 10.2. Strategy and process for guides and training material

[172] Ms Stephanie BLOEM, IC Lead for the Strategy and process<sup>22</sup> for guides and training materials presented the draft strategy and process for guides and training materials.

[173] The IC Chair questioned the role of IC leads to be identified for the development of the IPPC Guides and training materials and their involvement in the development of relevant outlines. It was clarified that the oversight of the development of the implementation resources falls under the IC remit. The role of SC stewards for the ISPM was recalled.

[174] The IC:

- *Agreed* to ensure that only completed submissions for the Call for Topics: Standards and Implementation are selected for further considerations
- *Approved* the Strategy for the development of IPPC guides and training materials as reflected in the APPENDIX 15 of this report
- *Approved* the Process for the development of IPPC guides and training materials as reflected in the APPENDIX 16 of this report
- *Agreed* that the strategy and process for the development of IPPC guides and training materials to be incorporated in the procedural manual.

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<sup>22</sup> 12\_IC\_2018\_Nov

## 11. Procedure Manual for Implementation and Capacity Development

### 11.1. Review of Procedure Manual for Implementation and Capacity Development

[175] The IPPC Secretariat presented the Procedure Manual for Implementation and Capacity Development<sup>23</sup>. It was noted that newly approved procedures, ROPs and TORs will be incorporated in the procedure manual. The IC reviewed and revised sections of the Procedure Manual.

[176] The IC agreed to the following sections:

- 2.3.3. Functions of a Rapporteur
- 2.5 Duties and associated tasks of IC members
- 2.6 Duties and associated tasks of representatives of the SC and RPPOs on the IC
- 2.7 Guidelines on the role of IC lead and assistant lead
- 2.8 e-decisions (minor modifications).

[177] The IC:

- *Approved* the text of the following sections of the procedure manual which will be APPENDICES XXX of this report:
  - Functions of a Rapporteur (APPENDIX 17)
  - Duties and associated tasks of IC members (APPENDIX 18)
  - Duties and associated tasks of representatives of the SC and RPPOs on the IC (APPENDIX 19)
  - Guidelines on the role of IC lead and assistant lead (APPENDIX 20)
- *Noted* that The IPPC Secretariat offered to provide the IC members with relevant contact details of RPPOs upon request, FAO regional and sub-regional officers of their respective regions to be in touch on I&CD activities as per IC members request.

### 11.2. Proposed revision of IC Terms of Reference and Rules of Procedure

[178] The IFU lead presented<sup>24</sup> the proposed revision of the IC TOR and ROP. It was originally decided to only revise these after a few years of use but due to some un-clarity, FAO Legal Office had advised that a revision should be done sooner and the CPM Bureau had been informed.

[179] The highlights for the revisions provided by the IFU and FAO Legal Office were:

- to harmonized the conflicting text between the TOR and the ROP
- to clarify the number of members (12 or 14) and if there were differences between members, SC and RPPO representatives, regional representatives and experts
- to get clarity on if SC and RPPO representatives were part of the decision making process and if they could take on tasks the same as IC members
- In addition, FAO Legal Office had felt that the CPM should confirm IC members and replacements, that the CPM should establish IC Sub-groups and that CPM Subsidiary bodies should not be under the oversight of the IC

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<sup>23</sup> 20\_IC\_2018\_Nov

<sup>24</sup> 25\_IC\_2018\_Nov

[180] The IPPC Secretariat had worked with FAO Legal Office to revise the TOR and ROP to address the above points, align them with CPM and other CPM Subsidiary Body TOR and ROP and to remove duplication and add clarity.

[181] An observer noted that the meeting should be open to observers.

[182] The IC Chair suggested that the current approach for the selection of the IC members, including the representation of FAO regions and experts to be maintained.

[183] The IC discussed these issues and expressed their appreciation for the work done by the IPPC Secretariat and FAO Legal Office but felt that it may be premature to present the revised TOR and ROP to the CPM-14 (2019) but agreed to revisit these revisions again at the IC November 2019 meeting after more experience is gained by the IC. The IFU lead stated that he would need to raise some of the above issues with the Bureau to get guidance on how to proceed in the meantime and the IC agreed.

[184] The IC *agreed*:

- to revisit proposed revisions to IC Terms of Reference and Rules of Procedure again at the IC November 2019 meeting

## **12. IC recommendations for CPM-14 (2019)**

[185] No recommendations, other than specific papers going to CPM were needed.

## **13. Agenda items deferred to future IC meetings**

[186] All agenda items were discussed.

## **14. Review of IC action list (Follow up actions from 2018 May IC meeting and actions needed)**

[187] The IPPC Secretariat to incorporate tasks (presented in APPENDIX 21) into the IC Action list<sup>25</sup> and then IC members to follow. The list of members in IC Sub-group and teams is presented in APPENDIX 22<sup>26</sup>.

[188] The IC *agreed*:

- To keep the status of the actions assigned to them, up to date. Constant update is needed.

## **15. Any Other Business**

[189] No other business had been added.

## **16. Date and Venue of the Next Meeting**

[190] The next IC meeting is planned for 13-17 May 2019 in FAO HQ, Rome, Italy

## **17. Evaluation of the meeting process**

[191] IC members were encouraged to complete the Survey Monkey Evaluation by 15 December 2018, noting that results from this anonymous survey help improve the IC meetings.

## **18. Review and Adoption of the Report**

[192] The report was reviewed and adopted.

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<sup>25</sup> 21\_IC\_2018\_Nov

<sup>26</sup> Link to List of members for IC Sub-groups and teams: <https://www.ippc.int/en/publications/86851/>

## **19. Close of the Meeting**

[\[193\]](#) The IC Chair closed the meeting.

**APPENDIX 1: Agenda**

	<b>Agenda Item</b>	<b>Document No.</b>	<b>Presenter</b>
<b>1.</b>	<b>Opening of the Meeting</b>		LARSON
1.1	Opening by the IPPC Secretariat		XIA
<b>2.</b>	<b>Meeting Arrangements</b>		
2.1	Election of the Rapporteur		LAVRENTJEVA
2.2	Adoption of the Agenda	01_IC_2018_Nov	LAVRENTJEVA
<b>3.</b>	<b>Administrative Matters</b>		
3.1	Documents lists	02_IC_2018_Nov	YAMAMOTO
3.2	Participants lists	03_IC_2018_Nov	YAMAMOTO
3.3	Local information	<a href="#">Link to local information</a>	CZERWIEN
<b>4.</b>	<b>Updates</b>		
4.1	CPM Bureau	Oral discussion	GATT/ LARSON
4.2	SPG October 2018 Meeting	17_IC_2018_Nov	LAVRENTJEVA/ LARSON
4.3	Secretariat: IPPC-China South-South Cooperation Project Implementation Facilitation Unit (IFU) <ul style="list-style-type: none"> <li>IFU Work Plan 2019</li> <li>Staff overview</li> <li>Regional Workshops</li> <li>IPPC Thematic Year of Plant Health and Capacity Development</li> </ul>	16_IC_2018_Nov <a href="#">Implementation and Facilitation staff overview</a> 04_IC_2018_Nov 07_IC_2018_Nov	XIA LARSON  BRUNEL YAMAMOTO
4.4	Summary of IC e-decision (from May 2018 to October 2018)	14_IC_2018_Nov	YAMAMOTO
4.5	TC-RPPOs <ul style="list-style-type: none"> <li>RPPO experiences on Implementation and Capacity Development Actions</li> </ul>	Oral discussion	BRUNEL
4.6	IC members experience on Implementation and Capacity Development activities	Phytosanitary Activities in Latin American Region in 2018	IC members GONZALEZ ARROYO
4.7	International Year of Plant Health 2020	13_IC_2018_Nov	PELLETIER/ BRUNEL
4.8	Focus group on commodity and pathway standards	Oral discussion <a href="#">Key outcomes from Focus Group on Commodities and Pathway standards</a>	PELLETIER
<b>5.</b>	<b>Cooperation between standard setting and implementation</b>		

Agenda Item		Document No.	Presenter
5.1	IC-SC Collaboration	05_IC_2018_Nov	DALE/ BRUNEL
5.2	Analyses of surveillance pilot (CPM-13)	06_IC_2018_Nov	DALE/ BRUNEL
5.3	Call for Topics: Standards and Implementation <ul style="list-style-type: none"> <li>Task Force on Topics</li> </ul>	08_IC_2018_Nov 19_IC_2018_Nov <a href="#">Link to Call for Topics webpage</a> <a href="#">Link to TFT Oct meeting report</a>	DALE/ YAMAMOTO
<b>6.</b>	<b>IC Sub-groups and teams</b>		
6.1	IC Sub-groups Rules of Procedure	24_Rev01_IC_2018_Nov	PELLETIER/ LARSON
6.2	Sea Containers Task Force (SCTF) <ul style="list-style-type: none"> <li>Work plan for Nov 2018 to May 2019</li> </ul>	CRP_01_IC_2018_Nov	ALBAKRI/ LOMSADZE
6.3	IRSS <ul style="list-style-type: none"> <li>Terms of Reference</li> <li>Topics</li> </ul>	09_IC_2018_Nov <a href="#">Link to IC Sub-group for IRSS 1<sup>st</sup> virtual meeting report</a>	PELLETIER/ LOMSADZE
6.4	Dispute Avoidance and Settlement <ul style="list-style-type: none"> <li>Terms of Reference</li> </ul>	11_IC_2018_Nov	LARSON
6.5	National Reporting Obligations	22_IC_2018_Nov	JENNINGS/ BUZON
<b>7.</b>	<b>Projects on implementation and capacity development</b>		
7.1	Status reports on projects <ul style="list-style-type: none"> <li>IC members</li> <li>Observers <ul style="list-style-type: none"> <li>Beyond Compliance</li> <li>CABI</li> <li>IAEA</li> <li>IICA</li> <li>STDF</li> <li>FAO SEC</li> <li>FAO SLC</li> </ul> </li> </ul>	<a href="#">Projects on Implementation and Capacity Development</a> <a href="#">20-2018</a> <a href="#">04-2018</a> <a href="#">02-2018</a> <a href="#">16-2018</a> <a href="#">17-2018</a> <a href="#">18-2018</a> <a href="#">19-2018</a> <a href="#">11-2018</a> <a href="#">12-2018</a> <a href="#">13-2018</a> <a href="#">03-2018</a> <a href="#">21-2018</a>	BRUNEL/ DALE DALE QUINLAN OTIENO - - - - AHERN AHERN PADILLA MUMINJANOV LOPEZ



Agenda Item		Document No.	Presenter
	<ul style="list-style-type: none"> <li>IPPC Secretariat</li> </ul>	<a href="#">01-2018</a> <a href="#">14-2018</a> <a href="#">15-2018</a> <a href="#">05-2019</a> <a href="#">06-2018</a> <a href="#">07-2018</a> <a href="#">08-2018</a> <a href="#">10-2018</a> <a href="#">09-2018</a>	LARSON BRUNEL BRUNEL LOMSADZE LOMSADZE LOMSADZE LOMSADZE LI YAMAMOTO
<b>8.</b>	<b>Phytosanitary Capacity Evaluation (PCE) activities</b>		
8.1	Status reports on PCE activities <ul style="list-style-type: none"> <li>Secretariat</li> </ul>	23_IC_2018_Nov	BRUNEL
8.2	Strategy for PCE	18_IC_2018_Nov	GONZALEZ ARROYO/ BRUNEL
<b>9.</b>	<b>Web resources</b>		
9.1	IPPC Guidelines for Managing Implementation and Capacity Development Web-Based Information <ul style="list-style-type: none"> <li>Update on phytosanitary treatment search tool</li> </ul>	10_IC_2018_Nov <a href="#">Link to Minutes of Virtual Meeting of the IC Team</a> <a href="#">Phytosanitary Treatments search tool</a>	BLOEM/ LOMSADZE  YAMAMOTO/ KISS
<b>10.</b>	<b>Guides and training materials</b>		
10.1	Status reports on guides and training materials	15_IC_2018_Nov	LOMSADZE
10.2	Strategy and process for guides and training material	12_IC_2018_Nov	BLOEM/ LOMSADZE
<b>11.</b>	<b>Procedure Manual for Implementation and Capacity Development</b>		
11.1	Review of Procedure Manual for Implementation and Capacity Development	20_IC_2018_Nov Draft Procedure Manual for Implementation and Capacity development	YAMAMOTO
11.2	Proposed revision of IC Terms of Reference and Rules of Procedure	25_IC_2018_Nov	PARDO/ LARSON
<b>12.</b>	<b>IC recommendations for CPM-14 (2019)</b>		LAVRENTJEVA
<b>13.</b>	<b>Agenda items deferred to future IC meetings</b>		LAVRENTJEVA
<b>14</b>	<b>Review of IC action list (Follow up actions from 2018 May IC meeting and actions needed)</b>	21_IC_2018_Nov <a href="#">IC Action list</a> <a href="#">Link to May 2018 IC Meeting Report</a>	LAVRENTJEVA/ LARSON
<b>15.</b>	<b>Any Other Business</b>		LAVRENTJEVA

	<b>Agenda Item</b>	<b>Document No.</b>	<b>Presenter</b>
16.	<b>Date and Venue of the Next Meeting</b>	13-17 May 2019, FAO HQ, Rome, Italy	LARSON
17.	<b>Evaluation of the meeting process</b>	Link to the survey	LARSON
18.	<b>Review and Adoption of the Report</b>		LAVRENTJEVA
19.	<b>Close of the Meeting</b>		LAVRENTJEVA/ LARSON

**APPENDIX 2: Document List**

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
01_IC_2018_Nov	2.2	Agenda	2018-10-24
02_IC_2018_Nov	3.1	Documents list	2018-11-09
03_IC_2018_Nov	3.2	Participants list	
04_IC_2018_Nov	4.3	2018 IPPC Regional Workshops	2018-11-01
05_IC_2018_Nov	5.1	IPPC IC-SC Collaboration October 2018	2018-11-02
06_IC_2018_Nov	5.2	Implementation Pilot Programme on Surveillance - Programme Review and Evaluation	2018-11-02
07_IC_2018_Nov	4.3	IPPC Thematic year for Plant Health and Capacity Development (2019)	2018-10-25
08_IC_2018_Nov	5.3	TFT Recommendations to SC and IC for submissions for 2018 Call for Topics: Standards and Implementation	2018-11-02
09_IC_2018_Nov	6.3	IC Sub-group for Implementation and Review and Support System (IRSS)	2018-11-09
10_IC_2018_Nov	9.1	IPPC Guidelines for Managing Implementation and Capacity Development Web-Based Information	2018-11-09
11_IC_2018_Nov	6.4	IC Sub-group on Dispute Avoidance and Settlement Terms of Reference	2018-11-09
12_IC_2018_Nov	10.2	Draft Strategy and Process for the Development of IPPC Guides and Training Materials	2018-11-09
13_IC_2018_Nov	4.7	Update on the International Year of Plant Health in 2020	2018-11-09
14_IC_2018_Nov	4.4	Summary of IC e-decision (from May 2018 to October 2018)	2018-11-09
15_IC_2018_Nov	10.1	Status reports on guides and training materials	2018-11-09
16_IC_2018_Nov	4.3	IFU update on 2018 activities and 2019 strategies and work plan	2018-11-09
17_IC_2018_Nov	4.2	Strategic Planning Group (SPG) meeting	2018-11-09
18_IC_2018_Nov	8.2	Strategy for PCE	2018-11-09
19_IC_2018_Nov	5.3	Topics for Implementation	2018-11-09
20_IC_2018_Nov	11.1	Review of Procedure Manual for Implementation and Capacity Development	2018-11-09
21_IC_2018_Nov	14	IC Action list (2018-11-09)	2018-11-09
22_IC_2018_Nov	6.5	National Reporting Obligations	2018-11-09
23_IC_2018_Nov	8.1	Status reports on PCE activities	2018-11-09
24_Rev01_IC_2018_Nov	6.1	IC Sub-groups Rules of Procedure	2018-11-12

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
25_IC_2018_Nov	11.2	Proposed revision of IC Terms of Reference and Rules of Procedure	2018-11-12
	11.1	Draft Procedure Manual for Implementation and Capacity development	2018-11-09
CRP_01_IC_2018_Nov	6.2	Update on the Second Sea Containers Task Force Meeting	2018-11-27
01-2018	7.1	IPPC Secretariat GCP/GLO/877/EC The third cycle (2018-2020) of the IPPC Implementation Review and Support System (IRSS) project	2018-10-31
02-2018	7.1	CABI Pest Risk Information Service (PRISE)	2018-11-01
03-2018	7.1	FAO_SEC_MTF/AZE/007/STF Strengthening Phytosanitary Control and Diagnostic Services in Azerbaijan	2018-10-31
04-2018	7.1	CEP_ICL_MTF/INT/336/STF Rolling out Systems Approach globally - sharing tools for enhanced application of Systems Approach and market negotiation on plant pest risk	2018-11-09
05-2018	7.1	IPPC Secretariat European Commission EC/GCP/GLO/725 Support for implementation of the IPPC	2018-11-09
06-2018	7.1	IPPC Secretariat Netherlands ISF MDTF Development of Implementation resources for recently adopted standards	2018-11-09
07-2018	7.1	IPPC Secretariat Canada MDTF IPPC Guide on PFA and Associated Global Training Workshop	2018-11-09
08-2018	7.1	IPPC Secretariat SCTF MDTF Secretariat Sea Containers Task Force	2018-11-09
09-2018	7.1	IPPC Secretariat Japan GCP/GLO/827_JPN_Cooperation for development of the ePhyto Solution and implementation of the Convention and International Standards for Phytosanitary Measures	2018-11-09
10-2018	7.1	IPPC Secretariat China GCP/INT/291/CPR Strengthening the capacity of developing contracting parties to implement the IPPC	2018-11-09
11-2018	7.1	IICA Greater Caribbean Safeguarding Initiative (GCSI)	2018-11-09
12-2018	7.1	IICA IPPC Standards review	2018-11-09
13-2018	7.1	STDF overview for CPM-13	2018-11-09
14-2018	7.1	IPPC Secretariat Republic of Korea MDTF Special IPPC Trust Fund	2018-11-09
15-2018	7.1	IPPC Secretariat Swiss Confederation MDTF Special IPPC Trust Fund	2018-11-09
16-2018	7.1	IAEA FAO RAF5074 Regional Training Course on the Use of GIS and ISPMs	2018-11-09

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
17-2018	7.1	IAEA FAO RAS5076 Harmonizing and Strengthening Surveillance systems	2018-11-09
18-2018	7.1	IAEA FAO RLA5070 Strengthening Fruit Fly Surveillance and Control Measures	2018-11-09
19-2018	7.1	IAEA FAO_RAS5067 Area-wide fruit fly pest management programmes	2018-11-09
20-2018	7.1	AUS STDF/PG/521 Surveillance Information Management Systems Project	2018-11-13
21-2018	7.1	FAO_SLC_Technical Assistance for Strengthening Sanitary & Phytosanitary Legislation in Barbados / PCE Barbados	2018-11-22
Presentation	4.6	Phytosanitary Activities in Latin American Region in 2018	2018-11-23
Presentation	7.1	04-2018 Beyond Compliance Global	2018-11-14
Presentation	7.1	21-2018 PCE Barbados	2018-11-22

IPP LINKS:	Agenda item
<a href="#">Local Information</a>	3.3
<a href="#">Implementation and Facilitation staff overview</a>	4.3
<a href="#">Key outcomes from Focus Group on Commodities and Pathway standards</a>	4.8
<a href="#">Call for Topics: Standards and Implementation</a>	5.3
<a href="#">TFT Oct meeting report</a>	5.3
<a href="#">IC Sub-group for IRSS 1st virtual meeting report</a>	6.3
<a href="#">Projects on Implementation and Capacity Development</a>	7.1
<a href="#">Minutes of Virtual Meeting of the IC Team</a>	9.1
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**APPENDIX 3: Participants List**

<b>Region/ Role</b>	<b>Name, mailing, address, telephone</b>	<b>Email address</b>
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## APPENDIX 4: Summary of the Implementation and Capacity Development Committee e-decisions (forums) May 2018- October 2018

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

**Table 1: IC e-decisions (forums) presented between May 2018 and October 2018**

E-decision number	IC decision (Forum)	IC members commenting in the forum	Polls (yes/no)
2018_eIC_Nov_01	Approval of the draft Terms of Reference for the IC Sub-group on Dispute Avoidance and Settlement for consultation	12	No
2018_eIC_Nov_02	Ideas for IRSS activities	12	No
2018_eIC_Nov_03	IC commenting on Draft IPPC Strategic Framework 2020-2030	6	No
2018_eIC_Nov_04	Approval of a new invited expert for the SCTF	11	No
2018_eIC_Nov_05	Approval of a WCO replacement expert for the SCTF November 2018 meeting	8	No
2018_eIC_Nov_06	Approval of a COA expert for the SCTF November 2018 meeting	7	No
2018_eIC_Nov_07	Approval of a GSF expert to be an invited expert for the SCTF	12	No

### 2018\_eIC\_Nov\_01: Approval of the draft Terms of Reference for the IC Sub-group on Dispute Avoidance and Settlement for consultation

- [2] The forum was open from 30 May to 14 June 2018.
- [3] The Secretariat reviewed IC member's responses. Ten IC members commented in the forum and agreed on minor modifications. The IC reached a consensus via the forum, therefore, there was no need to conduct a poll.

#### IC e-decision

- [4] The IC approved the draft Terms of Reference for the IC Sub-group on Dispute Avoidance and Settlement for consultation.

### 2018\_eIC\_Nov\_02: Ideas for IRSS activities

- [5] The forum was open from 08 June to 05 July 2018.
- [6] The IC discussed ideas for activities that the IRSS should undertake. As a conclusion, the IC lead proposed a list of priorities on the IRSS activities as below:
- [7] NEED TO DO:
- Evaluation of the pest surveillance pilot, as instructed by CPM.
  - Re-design the models for IRSS surveys.
  - WTO request to study the implementation of PFA related ISPMs
  - Review the proposed implementation topics as a result of the joint call for topics AND possible action on one new selected topic.

- Develop criteria/surveys to determine which ISPMs need revision, which parts of ISPMs are used (or not), which ISPMs are not used and why, which parts of the Convention pose challenges, etc.
- Study on delegation of powers from NPPOs to other government bodies (e.g. import inspection), as proposed by Secretariat.

**[8] TO KEEP IN MIND FOR THE FUTURE OR TO WORK ON IF RESOURCES ALLOW:**

- Environmental scan to anticipate changes, such as changing trade patterns, climate change, e-commerce, etc.
- State of plant protection in the world.

**[9] In addition to the topics on the above list, evaluation of where the IPPC community stands on the issue on Anti-microbial resistance (AMR) was also proposed.**

**2018\_eIC\_Nov\_03: IC commenting on Draft IPPC Strategic Framework 2020-2030**

**[10] The forum was open from 08 June to 30 July 2018.**

**[11] The IC discussed their comments on the draft IPPC Strategic Framework 2020-2030. The IC lead compiled the IC comments and submitted them to the Secretariat through the Online Comment System.**

**2018\_eIC\_Nov\_04: of a new invited expert for the SCTF**

**[12] The forum was open between 01 August and 15 August 2018.**

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

***IC e-decision***

**[14] The IC approved Mr John Hedley as the invited expert (not representing any contracting party) to the SCTF for the period of the SCTF operation, 2020.**

**2018\_eIC\_Nov\_05: Approval of a WCO replacement expert for the SCTF November 2018 meeting**

**[15] The forum was open between 13 September and 27 September 2018.**

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

***IC e-decision***

**[17] The IC approved Mr Min HAN as the WCO replacement expert for the SCTF November 2018 meeting.**

**2018\_eIC\_Nov\_06: Approval of a COA expert for the SCTF November 2018 meeting**

**[18] The forum was open between 17 September and 17 October 2018.**

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

***IC e-decision***

**[20] The IC approved Mr Jason Sheng to be an invited expert representing the Containers Owners Association to the second SCTF meeting.**

**2018\_eIC\_Nov\_07: Approval of a GSF expert to be an invited expert for the SCTF**

- [21] The forum was open between 24 September and 02 October 2018.
- [22] The Secretariat reviewed IC member's responses. Twelve IC members commented on the forum and agreed with the nomination. The IC reached a consensus via the forum, therefore, there was no need to conduct a poll.

***IC e-decision***

- [23] The IC approved Mr Travis Brooks GARRETT to be an invited expert of the SCTF representing the Global Shippers Forum.

## APPENDIX 5: IC review on TFT recommendations from 2018 Call for Topics: Standards and Implementation

Topic No.	Title	TFT recommended material	TFT recommended priority	IC review
2018-007	Implementation of official control (ISPM 5; Supplement 1) and pest free areas (ISPM 4).	Implementation (Guide)	3	IC agreed to the TFT recommendation.
2018-008	Development and implementation of regulations and legislation to manage phytosanitary risks on regulated articles for NPPOs	Implementation (Guide)	2	IC agreed to recommend the priority is changed to 1 based on the consideration that there are not sufficient resources available for Contracting Parties to assist in the implementation and CPM priorities such as Sea Containers Task Force (SCTF) activities, as well as outputs of the PCE could facilitate the work.
2018-036	Guidance on assessing the risk of introduction of pests with seeds	Implementation guide for ISPM 11	1	IC agreed to the TFT recommendation. It was noted that this topic should be considered in relation with <i>ISPM38 International movement of seeds: Annex 1</i> (2018-009)
2018-012	ISPM 15 implementation guidelines for non-compliance	Implementation (Guide)	2	IC agreed to the TFT recommendation.
2018-027	Managing non-compliant treated consignments	Standard/annex, implementation guide or both	2	IC agreed that implementation resource should be developed maintaining priority 2.
2018-028	Developing Phytosanitary Security Procedures	Implementation (Guide)	1	IC agreed to the TFT recommendation. It was noted that existing materials should be considered.
2018-013	Guidelines for designing of plant quarantine laboratories	Implementation (Reference material)	4	IC agreed to the TFT recommendation.
2018-017	Guidelines for the management of plants and plant products carried by entry passengers	Implementation materials (Awareness materials)	2	IC agreed to the TFT recommendation.
2018-021	Requirement for phytosanitary certificate on cross-border online-shopping plants, plant products and other regulated articles.	Project within e-commerce action plan, pending additional information.	TBD/ discussed by IC	IC agreed to the TFT recommendation. IC also agreed the topic would be discussed by the IC in the context of the CPM outcome on e-commerce project Work Plan and Budget.
2018-022	Risk inspection based of imported consignments	Standard or implementation material	TBD	IC agreed to recommend the decision is deferred to a later stage to take into account work conducted by the NAPPO and IICA on risk based sampling and possible development of a guideline on three sisters under the STDF Secretariat to assist border agencies in better management of relevant risks.

Topic No.	Title	TFT recommended material	TFT recommended priority	IC review
2018-023	Smart phone application to monitor <i>Xylella fastidiosa</i> for all relevant stakeholders and a mapping system to follow up on its global distribution	Tool available on the IPP <sup>27</sup>	4	IC agreed to the TFT recommendation. It was noted that there is possible lack of capacities and difficulties to be faced through the FAO established process for the development apps. The IC also noted that this topic might be considered by the IC in the context of the surveillance pilot and contributed resources. The topic might become part of the pilot with the focus of aggregating relevant apps and posting them on the implementation and capacity development webpages of the IPP.
2018-037	Guidelines for surveillance of <i>Xylella fastidiosa</i>	Implementation (Guide)	1	IC agreed to the TFT recommendation. It was noted that this topic might be considered by the IC in the context of the surveillance pilot and contributed resources.
2018-038	Guidelines for inspection of consignments for <i>Xylella fastidiosa</i> at points of entry	Implementation (Guide)	1	IC agreed to the TFT recommendation.
2018-026	Safe Import of Food and Other Aid	CPM Recommendation (for adoption during ministerial CPM in 2020)	1	IC agreed to the TFT recommendation. It was noted that not only plants and plant products but also non-plant products including machineries and vehicles would also be included in the scope.
2018-033	Symposium on implementation of the Convention and ISPMs	Recommend CPM/Bureau/PPC Secretariat to consider a mechanism for this kind of activity	N/A	IC requested the submitter to provide additional clarification to the TFT. The IC agreed to seek guidance from Bureau whether symposium should be included into the implementation topics prior to the TFT meeting.
2018-034	Advocacy materials on ePhyto	Within ePhyto activities	N/A	IC agreed to the TFT recommendation.
2018-040	IPPC Guide on the development and implementation of programmes for the authorization of entities to perform phytosanitary actions	Implementation (Guide)	1	IC agreed to recommend the priority is changed to 2 as the IRSS study could be conducted to identify a baseline and plan of future activities.

<sup>27</sup> IPPC Implementation and Capacity Development Guides and training materials: <https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/>



## **APPENDIX 6: Implementation and Capacity Development Committee Sub-groups Rules of Procedure<sup>28</sup>**

### **Rule 1. Membership**

- [24] Members of Implementation and Capacity Development Committee(IC) Sub-groups are selected from the IC, but may also be selected from outside of the IC when required. Members should have the necessary technical and subject matter experience, and should be able to participate and contribute to the proceedings. The IC Sub-group Lead is considered a member.
- [25] Membership of Sub-groups should be reviewed by the IC on a regular basis and may be adjusted as necessary. The IC should take into account changes in the needs for scientific or other expertise or changes in the professional duties required of the members.

### **Rule 2. Procedure for nomination and selection of Sub-groups members**

- [26] Members of Sub-groups are nominated and selected according to the following:
- (1) the IPPC Secretariat requests nominations for Contracting Parties(CPs) and Regional Plant Protection Organizations (RPPOs) through a call, as directed by the IC, requesting a signed Statement of Commitment and an updated Curriculum Vitae;
  - (2) the call is primarily addressed to CPs and RPPOs, but may also be addressed to other international organizations and targeted industry stakeholder groups in cases where specific relevant expertise is required;
  - (3) the IPPC Secretariat compiles and, summarizes the nominations, and then submits them to the IC. The IC selects the members based on the selection criteria from the terms of reference and their demonstrated expertise. This is communicated to the IPPC Secretariat. Nominees who are not selected will be informed by the IPPC Secretariat ; and
  - (4) the IPPC Secretariat maintains lists of Sub-group members on the IPP.

### **Rule 3. IC Sub-group Lead**

- [27] The IC will select a Lead for each Sub-group from IC members and under exceptional circumstances, it may select someone who is not a member of the IC. Exceptional circumstances include cases where changes to the IC Sub-group Lead would jeopardize progress of the work of the Sub-group.
- [28] The IC Sub-group Lead is responsible for liaising between the IC and the Sub-group ensuring the Sub-group follows their terms of reference and guidance given by the IC.
- [29] In some cases, the IC may appoint an assistant IC Sub-group Lead.

### **Rule 4. Participation and contribution of members to Sub-group meetings**

- [30] The IC may replace the Sub-group members who fail to attend two consecutive meetings or do not contribute to the work of the Sub-group. Replacement members may be drawn from the pool of nominations and selected as per Rule 2.4.

### **Rule 5. Participation to meetings by observers**

- [31] Observers may attend a Sub-group meeting by invitation only. The Sub-group recommends which observers should be invited and requests approval from the IC. The Sub-group may determine that certain meetings, or part thereof, be conducted without observers, in consideration of the sensitivity or confidentiality of the subject.

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<sup>28</sup> IC November 2018 Recommended to CPM for adoption

- [32] Contracting parties or organizations hosting a meeting may send up to a maximum of two observers to attend a meeting.

#### **Rule 6. Meetings**

- [33] Members elect a Chairperson and a Rapporteur at each Sub-group meeting.
- [34] Sub-groups should meet virtually using E-mail, teleconferencing and other modern communication methods. Meetings should be planned well in advance, in consultation with the IC Sub-group Lead. The Sub-group may meet face-to-face, subject to availability of funds.
- [35] Sub-group members should work according to their Terms of Reference, or guidance given by the IC and follow IC approved procedures
- [36] The Sub-group will elect a Rapporteur from its membership. Major discussion issues should be noted in the report and the rationale for conclusions should be recorded. The Rapporteur shall ensure that the report prepared by the IPPC Secretariat is an accurate record of the discussions and decisions of the meeting, assist the IPPC Secretariat in drafting, reviewing and finalizing the Sub-group meeting report. A report of each Sub-group meeting should be published on the IPP once approved by the rapporteur. The Rapporteur serves until the meeting report is finalized.

#### **Rule 7. Decision making**

- [37] Decisions should be taken by consensus and communicated to the IC by the relevant IC Sub-group Lead. Only Sub-group members can be involved in decision making. If consensus is not reached, contentious issues should be brought to the attention of the IC, with positions explained in the report, and the IC will provide guidance on how to proceed.

#### **Rule 8. Reporting**

- [38] An update on the activities of the Sub-group should be presented at an IC meeting by the IC Sub-group Lead. The update may advise the IC of specific actions that they are requested to take.
- [39] Out of session updates may be requested by the IC as necessary.

#### **Rule 9. Working Language**

- [40] English should be the working language of Sub-groups.

#### **Rule 10. Amendments**

- [41] Amendments to these Rules of Procedure shall be approved by the IC.

## APPENDIX 7: Sea Containers Task Force (IC Sub-group): Terms of Reference

### 1. Purpose

- [42] The Sea Containers Task Force (SCTF) will supervise the actions contained in the Sea Container Complementary Action Plan<sup>29</sup> for Assessing and Managing the Pest Threats Associated with Sea Containers, under the oversight of the IC.

### 2. Duration

- [43] The SCTF will operate until a final report is submitted to CPM-16 (2021).

### 3. Membership

- [44] SCTF members should have experience relevant to the pest risks on sea containers and their management. The membership consists of nominated members and invited experts.
- [45] The SCTF nominated members may be drawn from contracting parties, RPPOs, international organizations, as follows:
- Up to three representatives of contracting parties
  - One representative from the CPM Bureau
  - One Lead from the IC
  - One representative of the SC
  - One representative from the International Maritime Organization (IMO)
  - One representative from the RPPOs
  - One representative from the World Customs Organization (WCO)
  - One Former Sea Container Expert Working Group (EWG) member

### Observers

- [46] The IC may invite observers from the following organizations:
- One representative from the World Bank (WB)
  - One representatives from industry
  - One representative from the Container Owners Association (COA)
  - One representative from World Shipping Council (WSC)
  - One representative from Global Shippers Forum (GSF)

### 5. Tasks

- [47] The SCTF operates under the guidance and supervision of the IC, and will undertake the following tasks:
1. Measuring the impact of the CTU code through:
    - 1.1. The development of a joint IPPC/International Maritime Organization (IMO)/industry protocol for the collection of data related to contamination of sea containers to be completed by CPM-16 (2021)
    - 1.2. Monitoring the uptake and implementation of the IMO/ILO/United Nations Economic Commission for Europe (UNECE) Code of Practice for Packing of Cargo Transport Units through:
      - 1.2.1. Industry reporting

<sup>29</sup> Sea Containers Complementary Action Plan endorsed by CPM 12 (2017) - [https://www.ippc.int/static/media/files/publication/en/2017/05/CPM-12\\_Report-2017-05-30\\_withISPMs.pdf](https://www.ippc.int/static/media/files/publication/en/2017/05/CPM-12_Report-2017-05-30_withISPMs.pdf)

- 1.2.2.NPPO monitoring
- 1.3. Verifying the efficacy of the CTU code in ensuring the arrival of clean sea container through:
  - 1.3.1.Monitoring for pest contamination and freedom of soil by NPPOs;
  - 1.3.2.Assisting NPPOs manage pest risks associated with sea containers,
- 2. Increasing awareness of pest risks of sea container through:
  - 2.1. Publication of the data of the Sea Container Task Force;
  - 2.2. A request for countries having data on contamination of sea containers to make it publically available;
  - 2.3. Calling for and publication of pest risk management guidance material for sea containers;
  - 2.4. Encouraging NPPOs to inform industry on the risks and possible international actions to manage pest risks associated with sea containers;
- 3. Providing information on pest risks of sea containers and their management;
- 4. Coordinating with contracting parties, regional plant protection organizations (RPPOs), industry and other international organizations;
- 5. Establishing a mechanism for contracting parties to report to Commission on Phytosanitary Measures (CPM) on their progress and achievements;
- 6. Providing advice on how the Cargo Transport Unit (CTU) code or any other instrument could be updated;

## **6. Reporting**

- [48] The SCTF reports to the IC annually and if necessary, upon request. A final report of the SCTF will be prepared in time to be reviewed and approved by the IC to submit it to CPM-16 (2021).

## **7. Rules of Procedure**

- [49] The IC Sub-group Rules of Procedure will apply to the SCTF.

## **8. Amendments**

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

## APPENDIX 8: Questionnaire on monitoring of Sea Container Cleanliness

### Monitoring of Sea Container Cleanliness

- [51] Plant pests including contaminating pest, travel around the globe in and on the agricultural and forestry products we trade. They may also catch a ride on and in the millions of rail wagons, trailers and sea containers that crisscross our oceans and continents on trains, trucks and ships. Once introduced, such pests are very difficult and expensive to control or eradicate. They can severely damage agricultural production, affect property values, and reduce water availability and quality. The total cost of lost revenue and clean-up can run into billions of dollars.
- [52] The IPPC have adopted CPM Recommendation (R-06) on Sea containers, the purpose of which is to protect agriculture, forestry and natural resources against pests. This Recommendation helps promote sea container cleanliness and it complements the IMO/ILO/ UNECE Code of Practice for Packing of Cargo Transport Units (CTU Code). Everyone involved in packing and moving containers has an opportunity to protect our crops and forests by ensuring that containers and their cargo are free from unwanted pests such as plants, insects, snails and soil. Please consult the International Phytosanitary Portal (IPP) page on Sea Containers for more information on this initiative.
- [53] [The Sea Containers Task Force \(SCTF\)](#)<sup>30</sup>, IC Sub-group, supervises the actions contained in [the Sea Containers Complementary Action Plan for Assessing and Managing the Pest Threats Associated with Sea Containers](#)<sup>31</sup>, endorsed by CPM12, under the oversight of the IC.
- [54] SCTF proposed number of actions to monitor uptake and efficiency of the CTU code. The Task Force concluded that monitoring by NPPOs to gauge the uptake and effect of the CTU code adoption over time is necessary in addition to industry cleaning data. The below questionnaire is intended to ascertain which NPPOs can provide such data and/or who are currently undertaking such monitoring. Your responses on the questionnaire are highly appreciated.

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<sup>30</sup> Link to IC Sub-group Sea Container Task Force webpage: <https://www.ippc.int/en/core-activities/capacity-development/capacity-development-committee/ic-sub-group/ic-sub-group-sea-container-task-force-sctf/>

<sup>31</sup> Link to Complementary Action Plan for Assessing and Managing the Pest Threats Associated with Sea Containers : [https://www.ippc.int/static/media/files/publication/en/2017/07/Complementary\\_Action\\_Plan\\_CPM12.pdf](https://www.ippc.int/static/media/files/publication/en/2017/07/Complementary_Action_Plan_CPM12.pdf)

<p>Q1: Does your National Plant Protection Organization (NPPO) consider sea (shipping) containers including their cargo<sup>32</sup> a phytosanitary and or a biosecurity risk as a pathway for introduction of plant pests in your country?</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> Phytosanitary risk</p> <p><input type="checkbox"/> Biosecurity risk</p> <p><input type="checkbox"/> Both</p> <p><input type="checkbox"/> NO (Please explain):</p>
<p>If yes, do you have a regulatory platform in your phytosanitary and or biosecurity regulations to deal with the risks associated with sea (shipping) containers including their cargo?</p> <p>1- If yes could you please provide us with soft, hard copies or links to these regulations</p> <p>2- If yes which are the authorized bodies/ agencies are responsible for implementation of these regulations.</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> Not yet, but there is a future regulatory plan</p> <p><input type="checkbox"/> NO (Please explain):</p> <p>Phytosanitary risk: According to the ISPM 5 - Glossary of phytosanitary terms:</p> <p>pest risk (for quarantine pests) is the probability of introduction and spread of a pest and the magnitude of the associated potential economic consequences [ISPM 2, 2007]</p> <p>pest risk (for regulated non-quarantine pests) The probability that a pest in plants for planting affects the intended use of those plants with an economically unacceptable impact [ISPM 2, 2007]</p> <p>Phytosanitary risk is concerned with endangered areas - An area where ecological factors favour the establishment of a pest whose presence in the area will result in economically important loss [ISPM 2, 1995]</p> <p>Biosecurity risk: According to FAO it is all relevant risks to human, animal and plant life and health, and associated risks to the environment.</p>
<p>Q2: Does your NPPO publish information on sea container cleanliness, phytosanitary and /or biosecurity risks associated with sea containers and their cargo</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> In hard copy</p> <p><input type="checkbox"/> On the internet, please provide links</p> <p><input type="checkbox"/> Both</p> <p><input type="checkbox"/> NO</p>

<sup>32</sup> Cargo – including non-agriculture cargo

<p><b>Q3:</b> Does your NPPO undertake or authorise inspections of sea (shipping) containers including their cargo regardless of the type of the shipment involved, and of empty containers</p>          <p>If yes, does your NPPO follow an official written documented procedure for inspection or do they follow inspection procedures of other national or international organizations dealing with the container movements? (please select from opposite column)</p>	<div style="margin-bottom: 10px;"> <input type="checkbox"/> YES  <input type="checkbox"/> Only packed containers  <input type="checkbox"/> Only empty containers  <input type="checkbox"/> Both packed and empty containers         </div> <div> <input type="checkbox"/> NO (Please explain why):           <input type="checkbox"/> Joint Industry Container Cleanliness Guidelines  <input type="checkbox"/> CTU code  <input type="checkbox"/> Container Owners/operators or shipper, guidelines  <input type="checkbox"/> National guidelines  <input type="checkbox"/> Others, specify please         </div> <p>CTU Code: 2014 IMO/ILO/UNECE Code of Practice for Packing of Cargo Transport Units</p>
<p><b>Q4:</b> Where are inspections of the containers including cargo usually performed? (select from opposite column)</p>	<div> <input type="checkbox"/> Country of export or port of loading  <input type="checkbox"/> In terminals  <input type="checkbox"/> Container depot  <input type="checkbox"/> Other, specify please         </div>
<p><b>Q5:</b> Does your NPPO apply or authorize phytosanitary and/or biosecurity measures where phytosanitary and /or biosecurity risk have been identified, for both empty and packed ones?</p>          <p>If yes, what are these measures, select from listed in the right column</p>	<div> <input type="checkbox"/> YES         </div>          <div> <input type="checkbox"/> For imported containers              ( ) Rejection of the containers regardless of their condition (empty or packed)                  ( ) cleaning and /or treatment                  ( )         </div> <div>             ( ) Packed containers: unpack if necessary, clean, repack         </div>

	<p>[            ] For ready to export sea containers                        (     ) Empty containers, do cleaning                        (     ) Packed containers: unpack if necessary,          clean, repack</p> <p>[            ] Others, clarify</p> <p>[            ] NO</p>
<p>Q6: What are the main pests, organisms or contaminants that your NPPO intercepts during inspections of the sea (shipping) container including their cargo? Please specify in the right column</p> <p>What does your NPPO do if non plant pest are identified? Please describe.</p>	<p>[ ] Soil            [ ] Plants/plant products/plant debris            [ ] Seeds            [ ] Moths, Wasps, Bees            [ ] Snails, Slugs, Ants, Spiders            [ ] Mould and Fungi            [ ] Frass (insect and bird droppings or waste)            [ ] Egg sacs            [ ] Animals, animal parts/ blood/excreta and reproductive components or parts thereof            [ ] Other contamination that shows visible signs of harbouring pests.</p> <p>[ ] Quarantine pests (please illustrate in Latin name)                                            alive(     ) dead (     ) both (     )</p> <p>[ ] Others(please illustrate in Latin name)                                            alive (     ) dead (     ) both (     )</p>
<p>Q7: Does your NPPO have or have access to an information management system to collect, manage, validate ,store and report pest records (including records of presence and absence) associated with sea (shipping) containers and/or intercepted in their cargo?</p> <p>If so, would your NPPO be prepared to share that data and/or information with the IPPC Sea Containers Task Force?</p>	<p>Containers only</p> <p>Containers and cargo</p> <p>Cargo</p> <p>[            ] YES please provide links</p> <p>[            ] NO</p>





**APPENDIX 9: Guidelines on Sea Container Surveys for NPPOs**

# Survey and Inspection Guideline

## **Guidelines on Sea Container Surveys for NPPOs**

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## 1. Introduction

### 1.1 Purpose

- [55] The purpose of this document is to provide a guideline for National Plant Protection Organisations (NPPOs) on how to inspect and record contamination details when undertaking the sea container cleanliness surveys. This guideline has been developed by the Sea Container Task Force (SCTF) in order to have NPPOs use equivalent methodology and procedures to gather inspection data that is consistent and measurable.

### 1.2 Background

- [56] In 2016 the International Plant Protection Convention's (IPPC) Commission on Phytosanitary Measures (CPM) endorsed a Sea Container Complementary Action Plan (SCCAP) to reduce the pest risks associated with sea containers. The SCCAP includes measures to increase awareness of pest risks as well as monitor the uptake, and measure the impact, of the International Maritime Organisation/International Labour Organisation/United Nations Economic Commission for Europe's Code of Practice for Packing of Cargo Transport Units (CTU Code<sup>33</sup>) on container pest contamination.
- [57] The CTU Code was developed to provide advice on the safe packing of cargo transport units (CTUs) to those responsible for the packing and securing of containerised cargo. It also provides information to assist in minimizing the risk of phytosanitary contamination of containers and their cargoes during packing and movement along the supply chain.
- [58] An IPPC Sea Container Task Force (SCTF) was established by CPM to supervise the implementation of the SCCAP. At the first IPPC SCTF meeting held in Shanghai, China from 6 - 10 November 2017 members identified a number of activities to be carried out to minimize pest contamination of sea containers. These were incorporated in a multi-year action plan (the plan) developed to guide the implementation of the SCCAP.
- [59] The Sea Container Cleanliness Survey is an activity in the SCCAP. It will be conducted to measure the impact of the CTU Code on the cleanliness of containers and their cargoes globally. The data collected during the survey will assist in determining further complementary actions to be included in the SCCAP, as required. As detections of pest contamination associated with sea containers is recorded differently across countries, the SCTF agreed that developing a guideline document would provide a mechanism for collecting contamination data in a consistent and measurable manner.

## 2. Objective of the Survey

- [60] The survey will be conducted annually with a view to estimate the degree of interior and exterior contamination of some populations of empty and packed (with cargo) sea containers, as well as their cargoes, with a uniform approach. This data will be used to assess the impact of the CTU Code on the phytosanitary risks associated with the movement of sea containers and their cargoes in international trade, as well as provide information towards possible other complimentary actions which may assist in guiding the implementation of the SCCAP.
- [61] It is recognised that there will be a number of constraints that will differ from country to country which may impact on a NPPO's ability to undertake, or have undertaken on its behalf, inspections of containers and their cargoes. These may range from resourcing, regulatory as well as practical and safety constraints. For the purposes of this survey, it is requested that NPPOs record any legal constraints or other impediments which may limit the ability to provide a comprehensive response to the survey. Section 7 notes how this information is to be recorded.

## 3. Definitions

- [62] The following table defines the categories to be used in the recording of contamination:

<sup>33</sup> [http://www.unece.org/fileadmin/DAM/trans/doc/2014/wp24/CTU\\_Code\\_January\\_2014.pdf](http://www.unece.org/fileadmin/DAM/trans/doc/2014/wp24/CTU_Code_January_2014.pdf)

Term	Definition
Pest	Any visible species, strain or biotype of plant, animal or pathogenic agent injurious to plant or plant products.
Container Type	Container types are to be recorded as: <ul style="list-style-type: none"> <li>• Dry box (general containers)</li> <li>• Flat rack</li> <li>• Open top</li> <li>• Reefer (refrigerated containers)</li> <li>• Tanktainer or ISO tank</li> <li>• Other</li> </ul>
Country of Export	Country from which the container was exported.
Port of Export	Specific port from which the container was exported.
Contamination Levels	<ul style="list-style-type: none"> <li>• LLC (Low Level Contamination) - includes all <b>dead</b> insects, arthropods and animals (including eggs and snails) AND Animal and plant material, soil, or seed which <b>can</b> be removed in less than 5 minutes.</li> <li>• HLC (High Level Contamination) - includes all <b>live</b> insects, arthropods and animals (including eggs and snails) AND Animal and plant material, soil or seeds which <b>cannot</b> be easily removed in less than 5 minutes.</li> </ul>
Contamination Location	The location of contamination is to be recorded as: <ul style="list-style-type: none"> <li>• Internal (ceiling, floor, wall, door, cargo, cargo related packaging i.e. pallets, drums)</li> <li>• External (top, side, underside)</li> <li>• Multiple (comments to be included in inspection record).</li> </ul>
Contamination Types	The types of contamination are to be recorded as: <ul style="list-style-type: none"> <li>• Live organisms – live insects/arthropods, snails, eggs, and animals</li> <li>• Dead organisms – dead insects/arthropods, snails, eggs and animals</li> <li>• Environmental contaminants – soil, seeds, plant material, animal material (e.g. faeces and feathers)</li> <li>• Unmanifested cargo residues – Any residue from cargo where such products are not the manifested cargo within container (e.g. wheat found on the surface of a container where manifested cargo is rice).</li> </ul>

#### 4. Sampling

[63] The degree of pest contamination consists of the proportion of contaminated sea containers as a proportion of all the containers inspected.

[64] **Targeted study population:** Sea containers (either arriving empty or packed)

[65] For the survey to produce consistent and comparable results, it is recommended that the sample size for each country is determined by the same formula.

[66] The following information is required to establish the required sample size:

- sea container population size (total import volumes per annum)
- expected error (set at 2%)
- level of confidence (set at 95%)

- expected contamination prevalence<sup>34</sup> (ranging from 2% to 20% based on previous studies)

[67] The population size is a set number equal to the total number of imported sea containers per annum. The table below is an example how these factors affect the sample size.

Sea Container Population size	10 000	1 000	10 000	1 000	10 000	1 000
Expected contamination prevalence (%)	20%	20%	10%	10%	2%	2%
Accepted error (%)	2%	2%	2%	2%	2%	2%
Level of confidence (%)	95%	95%	95%	95%	95%	95%
Sample size	1333	607	796	464	185	159

[68] A matrix to estimate the sample size for the survey is attached in [Appendix A](#).

[69] **Note:** The above sample calculations are highlighted in [Appendix A](#).

## 5. General Guidelines

[70] Where containers arrive on a daily basis, it is recommended that no less than one container per day be inspected during the available working days in the study period.

[71] In countries where container imports are infrequent and annual container import numbers are less than 1,000 per year a random selection of 150 imported containers should be inspected.

[72] The total number of containers inspected (as determined by the sample size) should be, where possible, spread evenly over the duration of the survey.

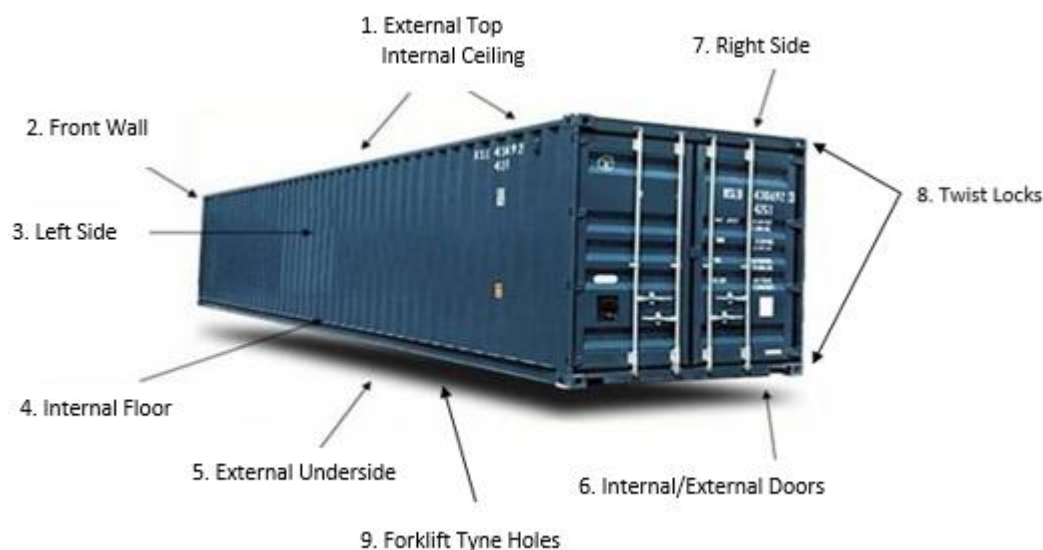
[73] Containers must be randomly chosen for inspection. The best approach for random selection of containers is dependent on sample size and operational convenience. Random selections may be made by varying inspections based on the time and date of arrival. For example, to achieve 5 per cent random sampling, sample every 20<sup>th</sup> container during the sampling period. Other simple random sampling methods include sampling containers received on a Monday of one week and then containers received on Tuesday of the following week. NPPOs should ensure a proper representation of different types of containers (packed and empty) from multiple countries when considering random selections. In addition, sample size should also include a reasonable representation of inspection results of both external and internal surfaces of containers and cargoes.

## 6. Inspection Procedures

[74] In order to acquire data that is meaningful, inspection procedures must meet the following requirements:

- Inspections are to be carried out by impartial competent inspectors.
- Inspections are to be carried out during daylight hours and in line with inspection procedures outlined in this document.
- Where possible, all six sides of the interior and exterior of the sea container must be inspected, including any cargo.
- Inspections by NPPOs are to be conducted in coordination with the terminal/wharf/industry representative to ensure inspections can be carried out safely and without unnecessary delay to normal cargo operations.

<sup>34</sup> Where the expected contamination prevalence is unknown, it is recommended that the level be set at 5%.



### 6.1 Work Health and Safety

[75] Inspecting officers should consider existing work health and safety practices when conducting container inspections. They should:

1. Take all reasonable steps to ensure their own health and safety and demonstrate duty of care to others when performing inspections.
2. Undergo any site induction activities required by the premises operator.
3. Be aware of emergency evacuation procedures.
4. Be aware of the location of the first aid kit at the inspection site.
5. Alert persons around them about potential safety hazards e.g. depot staff, truck drivers etc.
6. Be aware of environmental factors that may impact upon health and safety while performing inspections, for example, inclement weather or remaining hydrated on hot days.
7. Observe existing risk of a fall protocols where potential fall hazards exist from elevated levels.
8. Encourage the use of container safety chains and stand well clear of containers when they are being opened.
9. On arrival at third party premises, question if there are currently goods on the site that are either under fumigation or venting.
10. Ensure that all local Work Health and Safety procedures are followed.

[76] Personal protective equipment should be used when conducting inspections such as:

1. High visibility safety vests
2. Safety footwear
3. Safety glasses
4. Hard hat
5. Gloves
6. First aid kit in close proximity to inspection area

### 6.2 External Inspections

1. An external inspection should include the front, back, sides, underside and top of the container.
2. Ensure that before starting the inspection:

- a. The container is placed securely on the inspection stand or the ground (depending on which surfaces of the container are being inspected first).
  - b. The forklift is disengaged and is at a safe distance from the inspection stand/container.  
**Note:** Safe distance should be defined and agreed upon between the terminal/wharf/industry representative and the inspecting officer.
  - c. The appropriate terminal/wharf/industry representative has advised that it is safe to start the inspection.
  - d. All local Work Health and Safety procedures are followed.
3. Check all six sides of the container, paying particular attention to the following areas:
    - a. Forklift tyne holes
    - b. Twist lock holes
    - c. Reinforcing ribs
    - d. Ledges
    - e. Door seal
    - f. Cable storage box/motor/compressor
    - g. Ensure flat rack ends are unfolded and locked into place
  4. Inspect the top of the container:
    - a. Request that the terminal/wharf/industry representative places the container on the ground as required.
    - b. Do not climb on top of the container, use an elevated platform or safety stand/ladder or angled extension mirror to inspect the top of the container and the twist lock holes.
    - c. Ensure that any working at heights protocols are observed.
  5. Inspect the underside of the container:
    - a. Request that the terminal/wharf/industry representative places the container on a container stand or skeletal trailer that allows good visibility under the container.
    - b. Ensure the stand complies with all relevant safety standards and is safe and fit for purpose.
    - c. Stand clear as the container is positioned.
    - d. Ensure the container is squarely located on the stand/trailer.
    - e. Communicate clearly with the driver when the inspection is to commence.
    - f. Inspect the container underside systematically from one end to the other checking all surfaces.
    - g. Once the inspection is complete stand away from the container and clearly communicate to the driver that the inspection is completed.
  6. Container inspection and any contamination information (including types, levels and location) must be recorded using the Sea Container Survey Form (appendix B) as outlined in the definitions in this document. Record must be kept even when no contamination is detected.
  7. Information captured in the Sea Container Survey Form must then be entered into the electronic recording form.

### **6.3 Internal Inspections (containers arriving empty or unpacked containers)**

1. Ensure a minimum of two people are present for the internal inspection to prevent inspectors from becoming accidentally locked in a container – one can be an industry or suitably appropriate third party representative.
2. Ensure the container has been placed in one of the following inspection settings:
  - a. On the ground, on a hardstand surface.
  - b. On a container inspections stand or on the back of a truck, provided the inspecting officer has safe access via an inspection dock or platform.
3. All local Work Health and Safety procedures must be followed.



4. Request that the terminal/wharf/industry representative opens the doors of the container.
5. Stand at least two meters back from the container doors while doors are being opened.
6. When the doors have been fully opened, ensure the doors are fastened securely.
7. If your WH&S procedures do not allow inspecting officers to enter the container, assess biosecurity risks using a powerful torch from the container door begin on one side and systematically inspect all the way around the vertical walls of the container.
8. Pay particular attention to:
  - a. Tongue and groove flooring
  - b. Flooring
  - c. Horizontal edges at or near the wall/roof angle
  - d. Roof/walls
  - e. Roof/wall angles
  - f. Corners
  - g. Door and door seals behind rubber folds
  - h. Vents
9. Check the seals of the container doors for pests such as ants or spiders.
10. Container inspection and any contamination information (including types, levels and location) must be recorded using the Sea Container Survey Form ([Appendix B](#)) as outlined in the definitions in this document. Record must be kept even when no contamination is detected.
11. Information captured in the Sea Container Survey Form must then be entered into the running electronic recording form.

## 6.4 Cargo inspections

### 6.4.1 Inspection of cargo after unpacking containers

1. Direct the container to be moved to a suitable biosecurity inspection area for unpack.
2. Ensure that before starting the inspection:
  - a. The container is placed securely on the ground
  - b. The forklift is disengaged and is at a safe distance from the inspection stand/container.  
**Note:** Safe distance should be defined and agreed upon between the terminal/wharf/industry representative and the inspecting officer.
  - c. The appropriate terminal/wharf/industry representative has advised that it is safe to start the inspection.
  - d. All local Work Health and Safety procedures are followed.
3. Request that the terminal/wharf/industry representative opens the doors of the container.
4. Stand at least two meters back from the container doors while doors are being opened. This is to minimise risk of injury from loose cargo, especially loose cargo above head height.
5. When the doors have been fully opened, ensure the doors are fastened securely.
6. Use a Photo-Ionisation Detector, or other approved device, to confirm no hazardous gases are present before proceeding with the inspection. Where this is not possible it is advisable to wait for a minimum of 5 – 10 minutes after the doors are opened before proceeding with the inspection to ventilate any harmful gases in the container.
7. Request the terminal/wharf/industry representative unpacks the container for inspection.
8. Ensure you have safe/sufficient access to the cargo.
9. To ensure safety while inspecting cargo:
  - a. Be aware of the environment and moving vehicles within the vicinity
  - b. Do not lift heavy items without assistance (or apply approved lifting techniques to minimize the risk of injuries from lifting or bending)
  - c. Wear suitable gloves to minimise the risk of cuts or injuries from cargo as well as insect or spider bites or stings

10. Inspect the cargo and related packaging, including:
  - a. Packaging that poses a biosecurity risk (e.g. wood packing and bracing material, straw, timber)
  - b. Musty smells which may indicate mould is present
  - c. Outer packaging displaying risk factors for contamination such as insect damage, soil and frass
  - d. Interior and exterior surfaces of goods (e.g. drawers or doors of furniture)
  - e. Spaces between cartons and paper/plastic liners where contamination may be present
11. Container inspection and any contamination information (including types, levels and location) must be recorded using the Sea Container Survey Form ([Appendix B](#)) as outlined in the definitions in this document. Record must be kept even when no contamination is detected.
12. Information captured in the Sea Container Survey Form must then be entered into the running electronic recording form.

#### **6.4.2 Inspection of cargo from container doors (where unpack is not possible)**

1. Ensure the container has been placed in one of the following inspection settings:
  - a. On the ground, on a hardstand surface.
  - b. On a container inspections stand or on the back of a truck, provided the inspecting officer has safe access via an inspection dock or platform.
2. All local Work Health and Safety procedures must be followed.
3. Request that the terminal/wharf/industry representative open the doors of the container.
4. Stand at least two meters back from the container doors while doors are being opened. This is to minimise risk of injury from loose cargo, especially loose cargo above head height.
5. When the doors have been fully opened, ensure the doors are fastened securely.
6. Use a Photo-Ionisation Detector, or other approved device, to confirm no hazardous gases are present before proceeding with the inspection. Where this is not possible it is advisable to wait for a minimum of 5 – 10 minutes after the doors are opened before proceeding with the inspection to ventilate any harmful gases in the container.
7. Conduct the inspection from the opened container doors without entering the container.
8. Assess biosecurity risks using a powerful torch from the container door begin on one side and systematically inspect all the way around the vertical walls of the container.
9. Pay particular attention to:
  - a. Tongue and groove flooring
  - b. Flooring
  - c. Horizontal edges at or near the wall/roof angle
  - d. Roof/walls
  - e. Roof/wall angles
  - f. Corners
  - g. Door and door seals behind rubber folds
  - h. Vents
  - i. Cargo and cargo related packaging
10. Check the seals of the container doors for pests.
11. Container inspection and any contamination information (including types, levels and location) must be recorded using the Sea Container Survey Form ([Appendix B](#)) as outlined in the definitions in this document. Record must be kept even when no contamination is detected.
12. Information captured in the Sea Container Survey Form must then be entered into the running electronic recording form.

#### **6.5 Common hitchhiker pests and environmental contaminants associated with sea containers and cargo**

[77] Make sure to look for pests such as:

1. Soil
2. Plants/plant parts/debris and seeds
3. Moths
4. Snails and slugs
5. Ants
6. Bees and wasps
7. Mould and fungi
8. Spiders
9. Other insects and eggs
10. Animals and animal material

### **7. Reporting and Record Keeping**

[78] Two options of a standardised container inspection survey form have been provided [Appendix B](#) to be filled in for each container inspected. Either option may be used by NPPOs when recording inspections. However, the same option must be used during the survey period. The electronic running record should be updated after each inspection to give a collective overview of all inspection results.

[79] It is requested that NPPOs record any legal constraints or other impediments which may limit their ability to undertake, or have undertaken on their behalf, inspections of containers and their cargoes. This information is to be captured in the running electronic recording form.

[80] Completed recording forms should be sent to the IPPC Secretariat ([ippc@fao.org](mailto:ippc@fao.org)) with the email subject line 'Sea Container Survey Results' at the end of the survey with the relevant contact information of the submitter.

### **8. Conclusion**

[81] Adoption of this guideline document by NPPOs would allow for analysis of the uptake and impact of CTU code on reducing pest movement by sea containers and their cargoes and to allow the SCTF to make recommendations as appropriate. For this reason, it is important that each NPPO take part in the survey and follow the above guidelines to capture the data in a consistent, reliable and measurable manner.

**Appendix A – Sample Size for Container Contamination Prevalence Matrix**

Population size (N)	Estimated contamination prevalence						
	1%	2%	5%	10%	15%	20%	25%
10	9	9	10	10	10	10	10
20	17	18	19	20	20	20	20
30	23	26	28	29	29	29	30
40	28	33	37	38	39	39	39
50	33	40	45	47	48	48	49
60	37	45	53	56	57	58	58
70	40	51	61	65	66	67	67
80	43	56	68	73	75	76	77
90	46	61	75	82	84	85	86
100	49	65	82	90	92	94	95
120	53	73	95	105	109	111	113
140	57	80	107	120	126	128	130
160	60	86	118	135	142	145	147
180	62	92	129	149	157	161	164
200	64	97	139	162	172	177	180
250	69	107	161	194	208	215	220
300	72	116	181	223	241	251	257
350	75	122	198	249	272	285	293
400	77	128	213	273	302	317	327
450	78	133	227	296	329	348	360
500	80	137	239	317	355	377	391
600	82	143	259	354	403	432	450
700	84	148	276	387	445	481	504
800	85	152	291	415	484	526	554
900	86	156	303	441	519	568	600
1,000	87	158	313	464	550	606	643
1,200	88	163	331	502	606	674	720
1,400	89	166	344	534	653	733	788
1,600	90	168	355	561	694	784	847
1,800	90	170	364	584	729	829	900
2,000	91	172	371	604	760	869	948
3,000	92	177	396	671	870	1016	1125
4,000	93	180	409	711	938	1110	1242
5,000	93	181	418	737	984	1175	1324
6,000	94	183	424	756	1017	1223	1385
7,000	94	183	428	769	1042	1260	1432
8,000	94	184	432	780	1062	1289	1470
9,000	94	184	434	789	1078	1313	1501
10,000	94	185	436	796	1091	1332	1526
20,000	95	186	446	829	1154	1427	1652

30,000	95	187	449	840	1176	1462	1699
40,000	95	187	451	846	1188	1480	1723
50,000	95	188	452	850	1195	1491	1738
60,000	95	188	453	852	1200	1498	1748
70,000	95	188	453	854	1203	1504	1756
80,000	95	188	454	855	1206	1508	1761
90,000	95	188	454	856	1208	1511	1765
100,000	95	188	454	857	1210	1513	1769
200,000	95	188	455	861	1217	1525	1785
300,000	95	188	455	862	1220	1529	1790
400,000	95	188	456	862	1221	1531	1793
500,000	95	188	456	863	1222	1532	1794
600,000	95	188	456	863	1222	1533	1795
700,000	95	188	456	863	1222	1533	1796
800,000	95	188	456	863	1223	1534	1797
900,000	95	188	456	864	1223	1534	1797
1,000,000	95	188	456	864	1223	1534	1798
2,000,000	95	188	456	864	1224	1535	1799
3,000,000	95	188	456	864	1224	1536	1800
4,000,000	95	188	456	864	1224	1536	1800
5,000,000	95	188	456	864	1224	1536	1800

### *Sampling Formula*

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**Equation used to calculate the number of containers to be inspected:**

$$n = \frac{(Z^2 \times N \times p \times (1 - p))}{(A^2 \times N) + (Z^2 \times p \times (1 - p))}$$

**Container sampling calculation example:**

<b>Working example where 'n = 1,332'</b>		
n	1,332	<b>Number of containers to be inspected (calculated)</b>
N	10,000	<b>Containers imported in the previous year</b>
Z	1.96	<b>Test statistic for 95% confidence</b>
A	0.02	<b>Acceptable margin of error</b>
p	0.2	<b>Estimated incidence of contaminated containers expected</b>

**Appendix B – Container Inspection Recording Form****Option 1****Sea Container Cleanliness Survey Form****Inspection Details**

Inspection Date	
Importing Country	
Inspection Facility/Institution	
Contact Name/Email/Phone	

**Container Details**

Container Number (four letter/seven digits)	
Container Type	General (Dry Box) <input type="checkbox"/> Flat Rack <input type="checkbox"/> Open Top <input type="checkbox"/> Reefer <input type="checkbox"/> Tanker/Isotanker <input type="checkbox"/> Other (please specify container type) .....
Empty, Packed or Unpacked Container	
Country of Export	
Port of Export	
Transshipment Port	
Contamination Detected	No <input type="checkbox"/> Yes <input type="checkbox"/> please record the contamination details below.

**Internal Contamination Details**

Contamination Level and Type (mark which is appropriate)			
<b>LLC:</b>			
Soil	<input type="checkbox"/>	Seed	<input type="checkbox"/>
Plant Material	<input type="checkbox"/>	Animal/Animal Material	<input type="checkbox"/>
Insect/Arthropod	<input type="checkbox"/>	Snail	<input type="checkbox"/>
Unmanifested cargo residues	<input type="checkbox"/>	Egg Mass	<input type="checkbox"/>
<b>HLC:</b>			
Soil	<input type="checkbox"/>	Seed	<input type="checkbox"/>
Plant Material	<input type="checkbox"/>	Animal/Animal material	<input type="checkbox"/>
Insect/Arthropod	<input type="checkbox"/>	Snail	<input type="checkbox"/>
Unmanifested Cargo Residue	<input type="checkbox"/>	Egg Mass	<input type="checkbox"/>
Organism Details - Insects/Arthropods, Snails, Animal (provide if known)			
Scientific Name: ..... Genus/Species: ..... Other details (please include description below) ..... .....			
Contamination Location			
Ceiling	<input type="checkbox"/>	Floor	<input type="checkbox"/>
Door	<input type="checkbox"/>	Cargo	<input type="checkbox"/>
Multiple (please include description below)	<input type="checkbox"/>	Wall	<input type="checkbox"/>
		Cargo packaging	<input type="checkbox"/>

Other details *(please include further details describing the location below if required)*

#### External Contamination Details

Contamination Level and Type		(mark which is appropriate)	
<b>LLC:</b>			
Soil	<input type="checkbox"/>	Seed	<input type="checkbox"/>
Plant Material	<input type="checkbox"/>	Animal/Animal Material	<input type="checkbox"/>
Insect/Arthropod	<input type="checkbox"/>	Snail	<input type="checkbox"/>
Egg Mass	<input type="checkbox"/>		
<b>HLC:</b>			
Soil	<input type="checkbox"/>	Seed	<input type="checkbox"/>
Plant Material	<input type="checkbox"/>	Animal/Animal Material	<input type="checkbox"/>
Insect/Arthropod	<input type="checkbox"/>	Snail	<input type="checkbox"/>
Egg Mass	<input type="checkbox"/>		
Organism Details - Insects/Arthropods, Snails, Animal		(provide if known)	
Scientific Name: ..... Genus/Species: ..... Other details <i>(please include description below)</i> ..... .....			
Contamination Location		(mark which is appropriate)	
Top	<input type="checkbox"/>	Side	<input type="checkbox"/>
Multiple	<input type="checkbox"/>	Underside	<input type="checkbox"/>
Other details <i>(please include further details describing the location below if required)</i> ..... .....			

#### Option 2

##### Sea Container Cleanliness Survey Form

#### Inspection Details

Inspection Date	
Importing Country	
Inspection Facility/Institution	
Contact Name/Email/Phone	

#### Container Details

Container Number <i>(four letter/seven digits)</i>	
Container Type	
Country of Export	
Port of Export	



Transshipment Port	
Contamination Detected	
Empty, Packed or Unpacked Container	

**Contamination Details (if applicable)**

Location of Contamination (mark which is appropriate)			
Internal ceiling <input type="checkbox"/>	<input type="checkbox"/>	External top	
Internal floor <input type="checkbox"/>	<input type="checkbox"/>	External side	
Internal wall <input type="checkbox"/>	<input type="checkbox"/>	External underside	
Internal door <input type="checkbox"/>	<input type="checkbox"/>	Cargo	
Cargo packaging <input type="checkbox"/>	Multiple (please include description below)		<input type="checkbox"/>
Other details (please include further details describing the location below if required)			
.....			
.....			
Contamination Type (mark which is appropriate)			
Live organisms (e.g. live insects/arthropods and animals)	HLC	<input type="checkbox"/>	
Dead organisms (e.g. dead insects/arthropods and animals)	LLC	<input type="checkbox"/>	
Environmental contaminants (e.g. soil, plant material, seeds, feathers) <input type="checkbox"/>	LLC	<input type="checkbox"/>	HLC
Unmanifested cargo residues (e.g. stored products or grains) <input type="checkbox"/>	LLC	<input type="checkbox"/>	HLC
Please include further description/comments below			
.....			
.....			
Organism Details - Insects/Arthropods, Snails, Animal (provide if known)			
Scientific Name: .....			
Genus/Species: .....			
Other details (please include description below)			
.....			
.....			

## **APPENDIX 10: Implementation Review and Support System Implementation and Capacity Development Committee (IC) Sub-group Terms of Reference<sup>35</sup>**

### **1. Purpose**

- [82] The IC Sub-group on Implementation Review and Support System (IRSS) will prepare IRSS work plans in collaboration with the IPPC Secretariat, monitor and evaluate the work undertaken under the IRSS project and prepare reports for the IC review and approval. In addition, the IRSS Sub-group will develop its own work plans and provide reports on its meetings and activities to the IC.

### **2. Duration**

- [83] The IC Sub-group will operate until the end of the third IRSS cycle (planned March 2021).

### **3. Membership**

- [84] The IC Sub-group will be composed of members with the necessary technical and subject matter experience in phytosanitary issues. The IC Sub-group will be composed of five members: two selected from the IC (one of which will be the IC lead) and one representative from each of the following groups: the Bureau, the SC and RPPOs.

### **4. Tasks**

- [85] The IC Sub-group 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 IRSS activities for consideration by the IC and set priorities
  - (2) Review and recommend to the IC:
    - annual Work Plan for IRSS including how to address priority topics adopted by the Commission on Phytosanitary Measures (CPM)
    - annual IRSS progress reports
    - IRSS reports to donors, prior to submission
    - the project proposal for sequential cycles of the IRSS project
  - (3) Provide direction and guidance for the IRSS work, as necessary
  - (4) Monitor and evaluate the implementation of IRSS activities, making recommendations to the IC

### **5. Reporting**

- [86] The IC Sub-group reports to the IC annually and if necessary, upon request.

### **6. Rules of Procedure**

- [87] The IC Sub-groups Rules of Procedure will apply to the IC Sub-group on IRSS.

### **7. Amendments**

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

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<sup>35</sup> IC Sub-group for IRSS TOR approved by IC November 2018

**APPENDIX 11: Topics for the IRSS Third Circle (2018-2021)**

N	Topic	Priority	Comments
<b>I - Assistance to IPPC Subsidiary bodies</b>			
1.	Evaluation of the Implementation Program Pilot on Pest Surveillance	Completed by the IC and SC Leads in collaboration with the IPPC Secretariat	
2.	Review of the implementation proposals from the call for topics and evaluation of the feasibility of their implementation	In progress with the involvement of the TFT, IC and SC involved	
3.	Evaluation of the impacts of resources developed in response to the call for topics through gathering baseline and progress data to assist with demonstrating the impact and value of the IPPC actions:  - EU proposal for a survey on the success of implementation of PFAs	2	Could serve as a pilot to measure a baseline of the implementation issue and then progress in ten years (impact of the implementation resource)
<b>II - IRSS Surveys and studies</b>			
4.	Consolidated analysis of two previous IRSS surveys (2012-2013 and 2016)	1A	
5.	Revision previously conducted IPPC surveys to re-design and develop SOPs for future surveys that are meaningful and generate participation from CPs.  The third IPPC general survey	1B  1 C	
6.	Desk study on the delegation of NPPO functions in the context of third party authorization	2	Feedback from the first consultation on draft ISPM <i>Authorization of entities to perform phytosanitary actions</i> (2014-002) to be considered to outline further steps and scope of the study.
7.	Desk study to catalogue available phytosanitary treatments and extend of their use	3	2016 SPG paper to inform content of the study
8.	Analytics support to the Sea Container Task Force for survey design, implementation and analysis of results	Covered within the SCTF scope	
9.	Develop baseline measures to monitor the impacts of and record/report benefits of the Strategic Framework 2020-30.	1	Areas of the Framework where initial data is needed to be identified
<b>III – Topics of potential interest of the IPPC community</b>			
10.	Antimicrobial Resistance	4 (on hold)	Final decision to be made after CPM 14
<b>IV – Pending</b>			

11.	Implementation of ISPM 24: Guidelines for the determination and recognition of equivalence of phytosanitary measures	To be possibly addressed through IPPC RWs	<a href="#">IRSS study on Equivalence</a> <sup>36</sup> to be consulted for the final decision
12.	A structure for recording and reporting sterilising dosage for a range of pests using irradiation, as a global repository that could be automatically updated through inclusion of standardised metadata with research results - in partnership with IAEA. It would be good to make the information available to CPs as part of the treatments information on resources pages.	N/A	IAEA to be consulted as they might already have database The IC to decide on the place of the link if the database is available

<sup>36</sup> Link to IRSS study on Equivalence :  
[https://www.ippc.int/static/media/files/irss/2016/09/09/irss\\_equivalence\\_report\\_english\\_1.1.pdf](https://www.ippc.int/static/media/files/irss/2016/09/09/irss_equivalence_report_english_1.1.pdf)

## **APPENDIX 12: Dispute Avoidance and Settlement Implementation and Capacity Development Committee (IC) Sub-group Terms of Reference <sup>37</sup>**

### **1. Purpose**

- [89] The IC Sub-group will provide support, guidance and advice on phytosanitary related disputes to the IC and IPPC Secretariat in accordance with the relevant CPM procedures.

### **2. Duration**

- [90] The IC Sub-group will operate until May 2020. Term duration may be lengthened upon agreement by the IC

### **3. Membership**

- [91] The IC Sub-group should consist of 4 to 6 members with combined technical, phytosanitary and if possible legal experience, considering wide geographic representation (including developing country participation)

### **4. Conflict of interest**

- [92] The IC Sub-group will take the necessary measures to avoid any conflicts of interest that may arise from the operations of the IC Sub-group.

### **5. Tasks**

- [93] The IC Sub-group operates under the guidance and supervision of the IC, and serves as a forum to:

[94] 5.1 Dispute avoidance:

1. Provide guidance on options for dispute avoidance.
2. Provide support and inputs for the development of advocacy and guidance materials to promote dispute avoidance.
3. Support capacity development activities which promote dispute avoidance.
4. Identify and analyze case studies and lessons learned from publicly available disputes and specific trade concerns to be used in the development of a work plan for dispute avoidance.
5. Provide advice on the actions or ways to promote dispute avoidance procedures.
6. Undertake other functions related to dispute avoidance as directed by the IC.

[95] 5.2 Dispute settlement:

1. Oversee the revision of the CPM adopted procedures for dispute settlement, as needed.
2. Review nominations of independent experts based on the relevant CPM procedures and make recommendations to the IC.
3. Provide advice on the actions or ways to promote the dispute settlement procedures.
4. Undertake other functions related to dispute settlement as directed by the IC.

### **6. Reporting**

- [96] The IC Sub-group reports to the IC annually and if necessary, upon request.

### **7. Rules of Procedure**

- [97] The IC Sub-group Rules of Procedure will apply to the IC Sub-group on Dispute Avoidance and Settlement.

### **8. Amendments**

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

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<sup>37</sup> IC Sub-group on DAS TOR approved by IC November 2018

**APPENDIX 13: List of projects and IC leads**

[99] IC members assigned to projects are in charge to contact relevant project staff to collect implementation and Capacity Development materials.

Project number	Institution in charge	IC member following up on the project	Title of the project
01-2018	IPPC Secretariat	Dominique Pelletier	IPPC Secretariat, GCP/GLO/877/EC, The third cycle (2018-2020) of the IPPC Implementation Review and Support System (IRSS) project
02-2018	CABI	Faith Ndunge	CABI, Pest Risk Information Service (PRISE)
03-2018	FAO SEC	Olga Lavrentjeva	FAO SEC, MTF/AZE/007/STF, Strengthening Phytosanitary Control and Diagnostic Services in Azerbaijan
04-2018	Imperial college	Sally Jennings	CEP ICL, MTF/INT/336/STF, Rolling out Systems Approach globally - sharing tools for enhanced application of Systems Approach and market negotiation on plant pest risk
05-2018	IPPC Secretariat	Olga Lavrentjeva	IPPC Secretariat, European Commission, EC/GCP/GLO/725, Support for implementation of the IPPC
06-2018	IPPC Secretariat	Not relevant	IPPC Secretariat, Netherlands, ISF, MDTF, Development of Implementation resources for recently adopted standards
07-2018	IPPC Secretariat	Dominique Pelletier	IPPC Secretariat, Canada, MDTF, IPPC Guide on PFA and Associated Global Training Workshop
08-2018	IPPC Secretariat	Mamoun Albakri	IPPC Secretariat, US, Canada, China, MDTF, Sea Containers Task Force
09-2018	IPPC Secretariat	Not relevant	IPPC Secretariat, Japan, GCP/GLO/827/JPN, Cooperation for development of the ePhyto Solution and implementation of the Convention and International Standards for Phytosanitary Measures
10-2018	IPPC Secretariat	Philip Njoroge	IPPC Secretariat, China, GCP/INT/291/CPR, Strengthening the capacity of developing contracting parties to implement the IPPC
11-2018	IICA	Francisco Gutierrez	IICA, Greater Caribbean Safeguarding Initiative (GCSI)
12-2018	IICA	Not relevant	IICA, IPPC Standards review
13-2018	STDF	- Ngatoko Ngatoko for Zambia - Philip Njoroge for Uganda	STDF projects STDF/PG/481: Strengthening phytosanitary capacity for plant exports in Zambia STDF/PG/543: Enhancing the capacity of Uganda's fruit and vegetable sector to comply with EU phytosanitary requirements
14-2018	IPPC Secretariat	Not relevant	IPPC Secretariat, Republic of Korea, MDTF, Special IPPC Trust Fund
15-2018	IPPC Secretariat	Not relevant	IPPC Secretariat, Swiss Confederation, MDTF, Special IPPC Trust Fund
16-2018	IAEA	Magda Gonzalez	IAEA FAO, RAF5074, Regional Training Course on the Use of GIS and ISPMs
17-2018	IAEA	Mamoun Albakri	IAEA FAO, RAS5076, Harmonizing and Strengthening Surveillance systems
18-2018	IAEA	Francisco Gutierrez	IAEA FAO, RLA5070, Strengthening Fruit Fly Surveillance and Control Measures

19-2018	IAEA	Dilli Sharma	IAEA FAO, RAS5067, Area-wide fruit fly pest management programmes
20-2018	IC member (Australia)	Christopher Dale	Australia, STDF/PG/521, STDF Surveillance Information Management Systems Project
21-2018	FAO SLC	Not relevant	FAO SLC, Technical Assistance for Strengthening Sanitary & Phytosanitary Legislation in Barbados/PCE Barbados

## APPENDIX 14: IPPC Guidelines for Managing Implementation and Capacity Development Web-Based Information

### Introduction:

- [100] The Guidelines describes the objectives of and the components for managing implementation and capacity development web-based information. The Secretariat of the International Plant Protection Convention (IPPC) has a role to manage the International Phytosanitary Portal ([www.ippc.int](http://www.ippc.int), normally referred to as the IPP) and the IFU manages how Guides and training materials, produced under the oversight of the IC and contributed resources are presented on the IPP. Stakeholders at national, regional and international levels, need to understand how to easily access this information in a user friendly manner and contribute to the implementation and capacity development web-based information at the extend possible.
- [101] The purpose of presenting Implementation and Capacity Development information on the web is to help countries and NPPOs to implement the IPPC, ISPMs and CPM Recommendations as well as provide tools to help them to build their phytosanitary capacity.
- [102] An everyday definition of implementation is “It is the realization of an application, or execution of a plan, idea, model, design, specification, standard, algorithm, or policy”. Implementation as noted in the IC terms of reference (ToR) and rules of procedure (RoP) *means implementation of the International Plant Protection Convention (IPPC), including standards, guidelines and recommendations adopted by the Commission on Phytosanitary Measures (CPM)*.<sup>38</sup>
- [103] National Phytosanitary Capacity is understood as the ability of individuals, organizations and systems of a country to perform functions effectively and sustainably in order to protect plants and plant products from pests and to facilitate trade, in accordance with the IPPC National Phytosanitary Capacity Development Strategy (2012-2018)<sup>39</sup>
- [104] The development of phytosanitary capacity is an endogenous process led by the national plant protection organization in each country in collaboration with national stakeholders and supported and facilitated by the IPPC Secretariat, regional plant protection organizations, FAO regional and sub-regional offices, different donors and development agencies and international organizations as relevant. The main objective of developing phytosanitary capacity is to uptake good phytosanitary practices available in the IPPC community into institutionalized corporate practices for better implementation of the IPPC, ISPMs and CPM recommendations.
- [105] The guiding principles of capacity development are based on the following FAO principles<sup>40</sup>:
- Country ownership and leadership
  - Alignment with national needs and priorities
  - Use of national systems and local expertise
  - No ‘one size fits all’ approach
  - Multiple-level approach
  - Mutual accountability
  - Integrated long-term interventions

<sup>38</sup> Link to IC TOR and ROP: <https://www.ippc.int/en/publications/85672/>

<sup>39</sup> Link to IPPC National Phytosanitary Capacity Development Strategy (2012-2018): <https://www.ippc.int/en/publications/11/>

<sup>40</sup> Link to FAO’s Practices for Supporting Capacity Development of Member Countries; <http://www.fao.org/3/a-i1998e.pdf>



- Sustainable development
- Harmonization of action and partnership

[106] Implementation and Capacity Development (ICD) is among the core activities underlined in the draft IPPC Strategic Framework for 2020-2030<sup>41</sup> with the following 2030 Key Results:

[107] ICD 1: The state of plant health in the world is understood, needs are known and mechanisms to facilitate action are functioning.

[108] ICD 2: The Phytosanitary Capacity Evaluation tool has been widely used by member countries to understand strengths and weaknesses and develop plans to address capacity deficiencies.

[109] ICD 3: The IPPC Secretariat is resourced to help countries access assistance to address phytosanitary capacity needs.

[110] It should be noted that the concept of capacity development differs from on the concept of technical assistance. Technical assistance is the transfer of techniques, skills, knowledge, support, and resources from one organization to another with the objective of increasing specific technical capacities or dealing with emerging pests and issues. In a way it is a less sustainable approach compared to capacity development, however it is still a robust tool to support countries. Art XX of the IPPC refers to technical assistance by saying “*the contracting parties agree to promote the provision of technical assistance to contracting parties, especially those that are developing contracting parties, either bilaterally or through the appropriate international organizations, with the objective of facilitating the implementation of this Convention*”.

### **Objective of these Guidelines:**

[111] Improve access to and help increase the uptake of implementation and capacity development resources which will assist countries and national plant protection organizations (NPPOs) in the implementation of the IPPC, ISPMs and CPM recommendations.

### **Objectives of the Implementation and Capacity Development Web-Based information:**

- Provide a forum for countries, NPPOs, RPPOs, different international organizations and national, regional and global level stakeholders to use and share information on implementation and capacity development for relevant phytosanitary topics
- Facilitate phytosanitary education and knowledge sharing through the providing an up-to-date repository for relevant capacity development and implementation resources, well as documented activities and monitoring and evaluation practices to support the development of national strategies, policies, regulations, guides and actions
- Meet the needs of countries for the implementation and capacity development
- Improve capacity of countries, NPPOs and other stakeholders to:
  - implement IPPC, ISPMs and CPM recommendations
  - enhance national phytosanitary systems planning and management
  - meet national reporting obligations
  - avoid trade disputes and follow proper dispute settlement procedures if needed
  - participate in the IPPC standard setting process
  - provide and find information on plant pests

<sup>41</sup> Draft IPPC Strategic Framework for 2020-2030: <https://www.ippc.int/en/publications/86526/>

- maximize the use of outputs and the scale of outcomes of technical assistance provided by donors and international organization including regional plant protection organizations (RPPOs) while addressing priority capacity development needs of countries and NPPOs
- provide and identify possible opportunities for training, mentoring and coaching
- mobilize funds to ensure sustainability of national, regional and global capacity development and implementation programmes.
- Raise awareness of the IPPC, ISPMs and CPM Recommendations among various stakeholders to improve their understanding of the importance of their implementation.

### **Requirements for web-based information and their management:**

#### **Requirements**

- Reliability: compliance with the IPPC and ISPMs is monitored through the peer review of materials
- Standardization and consistency: a unified, simple and consistent language is used in all materials
- Transparency: criteria for posting resources and information on the implementation and capacity development pages is available
- Integration: information is presented in an integrated manner to support implementation and capacity development from the stand point of developing and improving national phytosanitary systems

#### **Management**

- Efficiency: materials are easily accessible and are presented logically
- Continual improvement and updating: information is constantly updated
- Sustainability: the management of web information is supported by adequate and appropriately trained staff with the required levels of competency; access to resources including funding
- Workflow: the workflow follows a standard operating procedures

### **Audience:**

- IPPC Secretariat, CPM and CPM Subsidiary Bodies
- Countries, CPs and NPPOs
- RPPOs
- International organizations related to agriculture, trade, biodiversity, forests and etc.
- International, regional and national organizations involved in phytosanitary capacity development activities
- International, regional and national plant health institutions
- Industry (e.g. producers, exporters, importers)
- Policy makers
- Media
- Research institutions and universities

## Structure of the Implementation and Capacity Development Web Pages

### [112] Landing page (Level 1)

<b>Dispute Avoidance and Settlement</b>	<b>Pest Reporting</b>	<b>Phytosanitary Legislation</b>
<b>Phytosanitary Import Regulation System</b>		<b>Phytosanitary Export Certification System</b>
<b>Pest Surveillance</b>	<b>Pest Risk Analysis</b>	<b>Pest Free Area</b>
<b>Diagnostics</b>	<b>Systems approach</b>	<b>Eradication</b>
<b>Contingency Plans</b>	<b>NPPO Establishment and Operations</b>	<b>Phytosanitary Treatments</b>
<b>Pest Specific Information</b>	<b>PCE</b>	<b>Roster of consultants</b>
<b>FAQ</b>	<b>How to contribute resources</b>	

### Level 2:

#### [113] As relevant:

- ISPMs

- CPM recommendation(s)
- CPM decision(s)
- Guides and training materials
- IPPC implementation resources associated with their ISPMs
- IPPC Secretariat studies
- Surveys and results
- Contributed resources (any type - through links)
- National and regional strategies, policies, work plans and legislation
- NROs (through links)
- Projects through links (IPPC projects – completed and ongoing including on Surveillance, STDF, RPPOs.... other pages could be linked)
- Links to different related websites (different organizations, NPPOs...)
- Links to the resources for other first level topics
- FAQ

**You might be also interested in:**

- Links to those phytosanitary systems that are relevant
- IPPC capacity building strategy
- IPPC Strategic Framework
- Link to the calendar of events of the IPPC, RPPOs
- Links to RPPOs webpages
- IPPC monitoring and evaluation framework

**Functions:**

- Search tool
- Contribute resources

## APPENDIX 15: Strategy for the Development of IPPC Guides and Training Materials

### I -Objective of the Strategy:

[114] The International Plant Protection Convention (IPPC) implementation and capacity development guides and training materials<sup>42</sup> are tools that guide and assist in the implementation of the IPPC, ISPMs and CPM-R through providing:

- Accurate and easy to understand technical information
- Best practices to facilitate the establishment and operation of national phytosanitary systems
- A basis for countries, NPPOs and relevant stakeholders, to develop national strategies, policies, legislation, guides, SOPs, training materials and courses
- A basis for building national phytosanitary capacities.

### II - Guiding principles for the development of IPPC implementation and capacity development guides and training materials are:

- **Reliability:** compliance with the IPPC, ISPMs and CPM-R and technical accuracy monitored through the incorporation of best practices and peer review
- **Integration:** information is presented in an integrated manner to support implementation and capacity development and improve national phytosanitary systems
- **Efficiency:** materials are easily accessible and are presented logically
- **Continual improvement and updating:** information is updated as per established timeline taking into account feedback provided by users or through the monitoring and evaluation framework of the IPPC Secretariat
- **Standardization and consistency:** a unified, simple and consistent language is used in all materials. Established templates are followed.
- **Sustainability:** the development of IPPC implementation and capacity development guides and training materials is supported by adequate and appropriately trained IPPC Secretariat staff with the required levels of competency and access to adequate resources, including funds
- **Transparency:** an open, transparent and inclusive documented process is followed to assist in the development of high quality and consistent guides and training
- **Workflow:** standard operating procedures are developed, followed and continuously improved

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<sup>42</sup> IPPC guides and training materials - guides, training materials and courses, eLearning, standard operational procedures (SOPs) and etc.

## **APPENDIX 16: Process for the Development of IPPC Implementation and Capacity Development Guides and Training Materials**

### **I – Objective:**

- Outline stages, methods and processes to develop globally applicable IPPC implementation and capacity development guides and training materials<sup>43</sup>.
- Define roles, responsibilities and involvement of the IPPC Secretariat, Commission on Phytosanitary Measures (CPM), Implementation and Capacity Development Committee (IC), Standards Committee (SC) and Strategic Planning Group), national plant protection organizations (NPPOs), regional plant protection organizations (RPPOs), other relevant organizations and selected phytosanitary experts in the development process.
- Ensure that outputs and outcomes of the Phytosanitary Capacity Evaluation (PCE) tool, contributes to the development of guides and training materials.
- Ensure the development of guides and training material is guided by the Framework for Standards and Implementation, the IPPC Community Monitoring and Evaluation Framework (M&E) and the outcome of the Call for Topics for: Standards and Implementation (adopted by the CPM)
- Ensure that high quality, consistent IPPC guides and training materials are developed through an open, transparent and inclusive documented process.

### **II - Scope**

[115] Describe the process for the development and presentation of implementation and capacity development guides and training materials, developed under the auspices of the IPPC Secretariat.

### **III - Development Stages**

#### **3.1 Overview**

[116] The development of IPPC guides and training materials follows the stages below:

1. Topic selection
2. Development of an Outline
3. Establishment of the working group
4. Development of the product
5. Publication and language versions
6. Periodic update

#### **3.2 Description of stages**

##### **1. Topic selection**

- Topics for the development and/or revision of IPPC guides and training materials are selected from the submissions to the Call for Topics: Standards and Implementation as per CPM

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<sup>43</sup> IPPC guides and training materials - guides, training materials and courses, eLearning, standard operational procedures (SOPs) and etc.

established procedures<sup>44</sup>. All submissions for topics are posted on the International Phytosanitary Portal.

- Submissions for topics should be accompanied by a draft Outline of the guide and/or training material that defines its scope and purpose or include an already developed draft for a specific guide and/or training material. A literature review and justification that the proposed topic meets the CPM-approved criteria for topics, as well as commitment for resources to support the development of materials (non-obligatory) would ideally be included.
- Topics could be submitted by NPPOs and RPPOs through the Call for Topics. In exceptional circumstances, the IC or SC may also submit topics.
- The CPM considers the Task Force on Topics recommendations and decides which topics will be added to the list of topics.

## 2. Development of an Outline

- The IPPC Secretariat considers CPM and TFT comments and revises the draft Outline if needed and sends it to NPPOs and RPPOs for consultation.
- The IC nominates an IC lead to facilitate the development of the material.
- The IC, at its May meeting, reviews and if needed, revises the draft Outline considering consultation comments and approves the Outline. The IC also develops criteria for the selection of experts for the guide or training material.
- The IC approved Outline is posted on the IPP.
- The IPPC Secretariat issues a call (through the IPP) for submission of any existing relevant materials (Call N1).
- Based on the information collected from Call N1, the IPPC Secretariat and the designated IC lead draft a work plan (WP) that includes information about the proposed timeline, meetings, venues and tasks. A draft implementation plan is also drafted to identify activities (training events, workshops, symposia, etc.) and timeline for implementation, *inter alia* communication and public awareness activities. The IC reviews WP and implementation plan through eForum and provides comments.
- The IPPC Secretariat issues a call, through the IPP (Call N2) for funds for the development of the approved topics considering the work plan and implementation plan.
- Once funds have been secured, the Secretariat issues a call for nominations of experts, through the IPP (Call N3), to draft, revise and/or review and edit the proposed material. Experts are nominated by NPPOs, RPPOs and relevant scientific or regulatory institutions.
- When nominations are submitted, they must be accompanied by a summary of expertise, an up to date CV and a signed Statement of Commitment.

## 3. Establishment of the working group (WG)

- The WG should be composed of experts with relevant technical and practical expertise in the subject matter and have a wide geographical representation from both developing and developed countries to ensure that the material developed is globally applicable and reflects best practices from all over the world. It is advisable to include at least one member of the Expert Working

<sup>44</sup> Link to the Process of the Call for topics: Standards and Implementation: <https://www.ippc.int/en/publications/85794/>

Group involved in the development of the ISPM on the same topic, to ensure a coordinated approach and collaboration between those two groups.

- WG experts are selected from submissions received from Call N3 by the IPPC Secretariat, in consultation with the IC lead using criteria specified by the IC. The IPPC Secretariat informs the IC on selection results and the IC may comments on the composition of the WG group through an eForum, IC comments are considered by IPPC Secretariat and IC lead.
- The WG can recommend the addition of experts at any stage if gaps in the expertise are identified; additions are subject to confirmation by the IPPC Secretariat in consultation with the IC lead.
- Where appropriate, the WG can appoint alternate experts with relevant specialties as deemed necessary and in consultation with the IPPC Secretariat and the IC Lead. The IPPC Secretariat keeps the IC informed through updates.
- The IPPC Secretariat will cover travel costs and daily expenses of the WG members applying the *Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat* that was in place on the date the Statement of Commitment was signed.<sup>45</sup>
- The WG members are expected to actively contribute both in between and at meetings (both virtual and face-to-face) and respond to email communications (including forum discussions) in a timely manner unless there are exceptional circumstances.

#### 4. Development of the product

- The WG should review and revise the Outline and the work plan, as needed, in consultation with the IC lead and IPPC Secretariat and the IC is informed by the IPPC Secretariat in their update.
- The WG members are responsible for most of the writing, however if financial resources or in-kind contributions allow it and it is deemed necessary, additional authors, with particular expertise, may be requested to write certain parts of the material.
- The WG should reach consensus on the content through consultations and discussions.
- The IPPC Secretariat, IC and SC members should be invited to provide comments on the draft. The duration of the review period is determined by the WG. The WG reviews comments and revises the draft based on the comments as appropriate.
- The product is professionally edited.
- Professional editing might be undertaken before the peer review as needed.
- The product is peer reviewed.
- The layout, presentation and style should follow the IPPC style guide.<sup>46</sup>

<sup>45</sup> As recommended by the second session of the Interim Commission on Phytosanitary Measures (1999), whenever possible, those participating in IPPC activities voluntarily fund their travel and subsistence to attend meetings. Participants may request financial assistance, with the understanding that resources are limited and the priority for financial assistance is given to developing country participants. Requests for financial assistance will be assessed by the *Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat* that is in place at the time this statement of commitment (<https://www.ippc.int/publications/criteria-used-prioritizing-participants-receive-travel-assistance-attend-meetings>). The statistical information in place at the time of signing this statement of comment will be applied for the duration of the term of membership in the relevant IPPC body.

<sup>46</sup> Link to IPPC Style Guide: <https://www.ippc.int/en/publications/132/>



- Technical resources should be written clearly in plain English. A review by non- phytosanitary individuals prior to publication is advisable.

## **5. Publication and language versions**

- The publication of guides and training materials is led by the the IPPC Secretariat in collaboration with relevant service providers as deemed necessary and funds allow.
- The final version of the guide or training material will be posted on the IPP.
- Electronic means for distributing the materials will be also used. The IPPC Official Contact points should be notified when electronic versions are available and should be encouraged to make use of electronic versions wherever possible.
- The language versions are to be produced as financial resources allow. Contracting parties, RPPOs, donors and international organizations are encouraged to provide in-kind contributions or financial support for translations. The IPPC Secretariat staff, IC and SC members should make every possible effort to encourage translation of technical resources within the framework of other projects such as FAO, STDF or any other national, regional and international projects they are aware of.

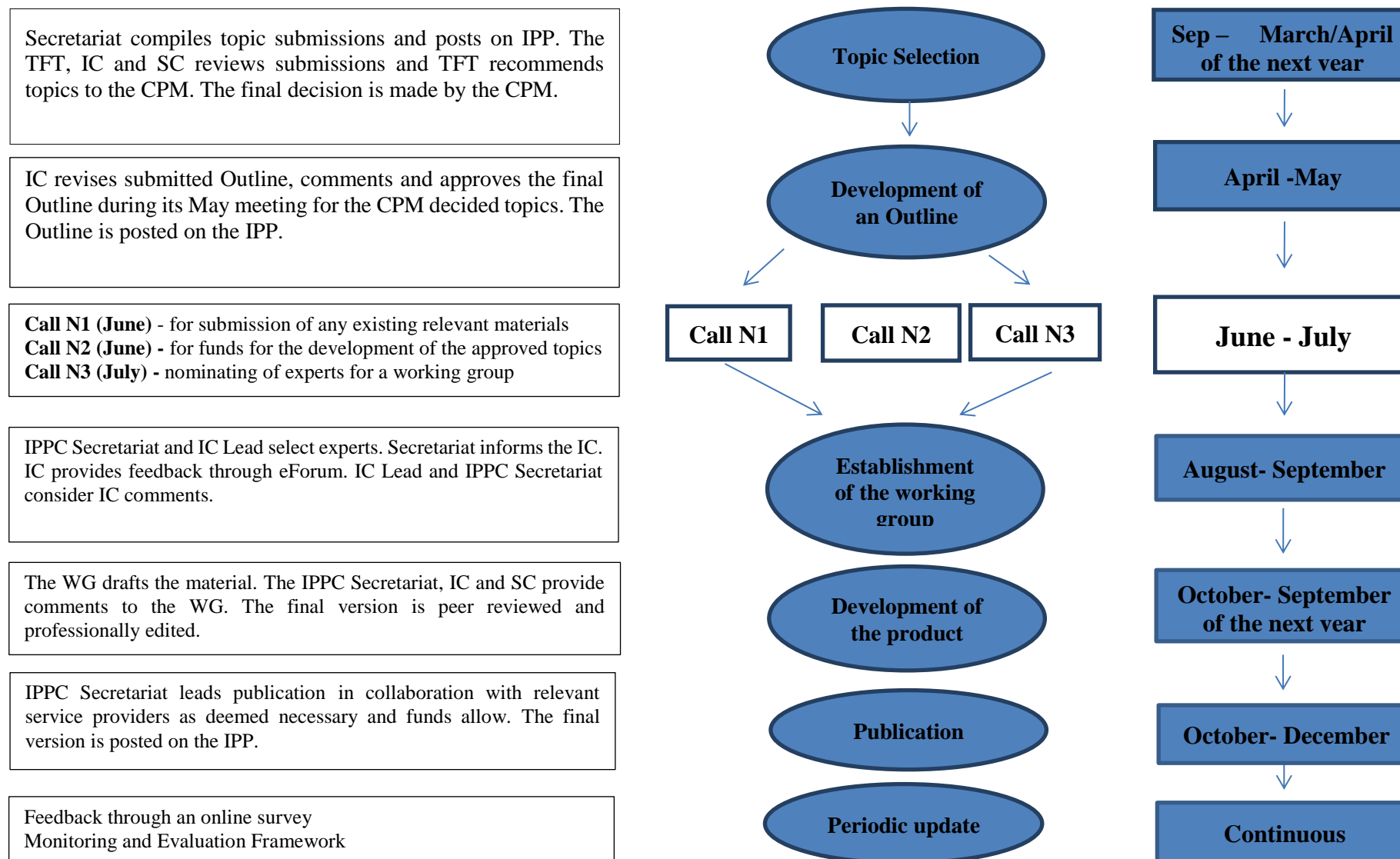
## **6. Periodic update**

- The update of materials is conducted based on:
  - feedback provided by users through an online surveys or
  - information collected through the IPPC Community's Monitoring and Evaluation Framework

## **IV – Financial considerations**

- Financial resources for the development of IPPC technical resources may come from :
  - funds made available to the IFU of the IPPC Secretariat for the work programme (from regular programme funds or specific trust funds and/or
  - earmarked resources contributed to the IPPC Multi-donor trust fund for the development of the IPPC technical resources contributed by contracting parties, donors and international organizations.
- Partners and donors are encouraged to make contributions for the development of IPPC technical resources as per topics and priorities set by the CPM.
- Whenever possible, WG members should voluntarily fund their travel and subsistence to attend WG meetings.

### Flowchart of the Process for the Development of IPPC Guides and Training Materials



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

### **2.3.3 Rapporteur**

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

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

## **APPENDIX 18: Duties and associated tasks of IC members (Section 2.5 of Procedure Manual for Implementation and Capacity Development)**

### **2.5 Duties and associated tasks of IC members<sup>47</sup>**

[118] IC members have a number of duties directly concerned with IC activities by virtue of their membership of the IC. Normally, however, IC members also undertake any one or several of a number of other roles IC-Sub-group Rules of Procedures The other duties of IC members are listed in the following sections.

#### **2.5.1 Basic duties directly related to the evaluation of IC activities**

[119] The basic duties of the IC member include contribution to the work that the IC:

- (1) Identifies and reviews the baseline capacity and capability required by contracting parties to implement the IPPC.
- (2) Analyses issues constraining the effective implementation of the IPPC and develops innovative ways to address impediments.
- (3) Develops and facilitates delivery of an implementation support programme to enable contracting parties to meet and surpass the baseline capacity and capability.
- (4) Monitors and evaluates the efficacy and impact of implementation activities and reports on progress
- (5) Oversees dispute avoidance and settlement processes.
- (6) Oversees national reporting obligation processes.
- (7) Works with the Secretariat, potential donors and the CPM to secure sustainable funding for its activities.

#### **2.5.2. Time requirements**

[120] The participation as an IC member may involve a considerable time input. The estimate of this time

[121] Input would be, as a minimum:

- 2 meetings per year.
- Average of 4 hours per week to review draft materials (e.g. guides and training materials, strategies)

[122] This may be increased if the member is an IC lead and/or they participate in any IC Sub-groups or IC working groups, regional workshops and/or other IPPC meetings.

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<sup>47</sup> Approved by SC. (SC 2006-11, Paragraph 104, modified by the SC 2008-11, Appendix 5.) Modifications were agreed by the IC for ICD activities (IC 2018-11)

[123] IC members should have the required time available to participate in IC meetings. In addition to this time commitment, member governments should ensure that their members can attend IC meetings.

### **2.5.3. Regional communication**

[124] IC members are requested, where possible, to assist with the communication of information regarding the implementation and capacity development activities to countries within their region. This could be done by discussing the issues with other regional experts, attending regional workshops, or contributing to supplementary written information on implementation and capacity development activities. IC members should also be available to official contact points about inquiries on the IC activities.

[125] If a region considers it valuable, the region could be encouraged to assign one or more members of

[126] the IC from its region to help play a role in facilitating the communication between the IC and NPPO and RPPO within their region.<sup>48</sup>

### **2.5.4. Duties of IC members the IC Sub group when they are not an IC lead**

[127] Each IC Sub-group should have an IC lead, selected by the IC<sup>49</sup>. The IC member can be a basic member of the group (see Guidelines for the operation of expert working groups) or can be an IC lead (see Duties and associated tasks of IC members and Guidelines on the role of lead and assistant IC lead s). The IC member may assist with the IC Sub-group more than an ordinary member because of their experience. The duties of a SCIC member of the IC Sub group who is not an IC lead may include:

- Prior to the meeting of the IC Sub group:
  - assist with the arrangements for the meeting
  - offer their advice to others organizing the meeting.
- During the IC Sub group meeting:
  - explain any processes, as necessary
  - act as the Chairperson or rapporteur if required
  - participate as an expert
  - assist the lead as required.
- At the IC meeting:
  - act as a backup to the IC lead to explain the draft Sub-group activities and the main discussion points during the IC Sub group meeting

### **2.5.5. Duties of IC Sub-group leads**

<sup>48</sup> For SC, adopted by CPM-7 (2012), Appendix 4 (Decision 18).

<sup>49</sup> Rules of procedure for IC Sub-groups

[128] It is intended that most IC Sub-groups will have an IC lead that is a IC member. The functions of an IC lead are described in detail in Guidelines for the role of a IC lead. A brief summary of these duties are:

- participate in the selection of Sub-group members
- explain the IC activities process to the IC Sub-group
- assist the IC and Secretariat in the development of discussion papers
- assist the Secretariat in the organization and running of the meeting
- explain the main points of the IC Sub-group discussion and answer questions assist in the analysis of comments.
- Participate and follow up to activities of the Sub-group

#### **2.5.6. Examination of outlines of implementation resources**

- The IC member carefully reviews the outlines of implementation resources that are prepared by, or under the auspices of, the Secretariat.
- The IC member reviews the outlines of implementation resources by:
  - discussing to ensure the outlines of implementation resources will produce a globally acceptable implementation resources
  - ensuring the outlines of implementation resources accurately describe the title and the scope and purpose of the intended-implementation resources
  - ensuring the tasks and other elements of the outlines of implementation resources are correctly identified
  - proposing modifications if necessary assisting in the analysis of comments.

#### **2.5.7. The examination of procedural and administrative documents**

[129] Procedural and administrative documents (e.g. terms of reference and rules of procedure of various groups) are reviewed by the IC to ensure they are consistent, flexible and feasible.

#### **2.5.8. Other duties of other IC members**

[130] These include:

- approval of the membership of IC Sub-groups on a regular basis
- approval of IC leads
- approval of subjects for specific area as proposed by IC Sub-groups
- establishment of open-ended discussion groups
- review of priorities for IC activities proposed by the SPG (formerly SPTA) with the opportunity to add other priorities
- Collaboration with other relevant organizations
- undertake other duties as requested by the Commission.

## **APPENDIX 19: Duties and associated tasks of representatives of the SC and RPPOs on the IC (Section 2.6 of Procedure Manual for Implementation and Capacity Development)**

### **2.6 Duties and associated tasks of RPPO and SC representatives on the IC**

[131] SC and RPPO representatives in the IC are encouraged to work in close collaboration with the IC to make standards setting and implementation complementary and effective. Work with the IC regarding areas of mutual interest.

#### ***SC representative Duties and associated tasks***

[132] The SC representative collaborates with the IC on the basis of aligned work plans for the implementation of the IPPC. This collaboration will take place at a number of levels (e.g. Secretariat, chairs, members, stewards and subgroups).

[133] The IC includes an SC representative and also selects a representative for participation in SC meetings.

[134] Subjects for collaboration will include at least:

- Alignment of work programmes
- Development of implementation plans for standards
- Analysis of responses to calls for topics and issues to be addressed
- Review of the Framework for Standards and Implementation
- Development and implementation of joint projects.

#### ***RPPOs representative Duties and associated tasks***

[135] RPPOs provide a regional perspective on issues, challenges and the region operating context impacting contracting parties and their NPPOs. RPPOs provide support to contracting parties to enhance their phytosanitary capacities and capabilities. The IC includes an RPPO representative.

[136] Areas for collaboration include:

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

## **APPENDIX 20: Guidelines on the role of IC lead and assistant lead (Section 2.7 of Procedure Manual for Implementation and Capacity Development)**

### **2.7 Guidelines on the role of IC lead and assistant lead**

[137] The first guidelines on the role of a IC lead were drafted in response to recommendations from ICPM-6 (2004) on an expanded role of an IC lead: “They should be invited to relevant IC meeting to assist the work of the a IC on the activity that the an IC lead is responsible for and that the Secretariat should supply editorial expertise to assist an IC lead in carrying out their role”.

[138] These guidelines were revised in response to changes in the responsibilities of IC leads based on the Implementation Procedure manual and the decision to encourage the IC to assign an IC lead and one or two assistant leads for each activity.

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

[139] The IC lead(s) should be a member of the IC. They are selected by the IC.

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

[141] For IC sub-groups, the IC should endeavour to select replacement IC leads in time to allow for overlap at one meeting with the outgoing IC lead.

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

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

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

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

##### Time commitment

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

- (8) reading documents;
- (9) revising the draft outline of the implementation resources;
- (10) developing discussion papers;



- (11) attending IC sub-group/working group meetings;
- (12) preparing a presentation for regional workshops on the IPPC;
- (13) attending IC meetings and briefing IC members as appropriate.
- (14) The IC lead may be present at least one day before the IC meeting to consult and arrange for upcoming meeting with the secretariat staff

[146] Contracting parties (and the regional plant protection organizations (RPPOs) they are members of) are encouraged to support the production of standards by supporting the work of the IC lead whenever possible.

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

#### Prior to the IC Sub-group meeting

The IC lead may be asked to:

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

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

#### During the IC Sub-group meeting

[149] The IC lead is expected to:

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

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

### **2.7.3 Role of the assistant IC lead(s)**

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

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

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

- [153] The IC reviews the assignment of IC lead and assistant lead and may decide that an assistant lead should become the IC lead.
- [154] Communication will normally be by e-mail, conference calls or e-decisions or other virtual means and the assistant lead should have access to all documents related to the IC Sub-group/area that he/she is assigned. The assistant lead may also be invited to participate in the IC Sub-group meetings virtually if possible.

**APPENDIX 21: Action items arising from the IC November 2018 meeting**

	<b>Category</b>	<b>Description of tasks</b>	<b>IC Lead</b>	<b>IPPC Secretariat Lead</b>
1	Cooperation IC/SC	IC members to provide to Mr Chris DALE (Australia) additional ideas for the IC-SC collaboration by 8 March 2019	Dale	Brunel
2	Cooperation IC/SC	Revised paper on IC-SC collaboration to be submitted to IC & SC in May 2019	Dale	Brunel
3	Cooperation IC/SC	IC and SC leads for evaluation of surveillance pilot to modify the IC paper into a CPM paper, with agreed recommendations and submit it to the Secretariat by 15 December 2018	Dale	Brunel
4	Call for topics	Once agreed the costing for topics to be developed	Dale	Yamamoto
5	Communication and advocacy	IC Members to submit topics to the Secretariat for Plant Health and Capacity Development side event to be possibly delivered on the margins of the SPS committee meeting by the end of January 2019	Sharma	Yamamoto
6	Communication and advocacy	The Secretariat to contact the SPS Secretariat to discuss the possibilities of holding a side event on Plant Health and Capacity Development on the margins 2019 July SPS Committee meeting	N/A	Larson
7	Communication and advocacy	IC members to submit ideas through the e-forum for the IPPC thematic year: Plant Health and Capacity Development activities by 15 December 2018.	Sharma	Yamamoto
8	Communication and advocacy	Mr Dilli Ram SHARMA (Nepal) to develop an IC paper based on the submitted ideas from IC members by 20 December 2018 to be submitted for the IPPC Secretariat	Sharma	Yamamoto
9	IC Management	A message to be delivered at the CPM to stress the need to make travel funds available for IC Members participation in the IC and other relevant meetings.	Lavrentjeva	Larson
10	IC Management	Resource mobilization could be an agenda item of IC 2019 May meeting.	Lavrentjeva	Larson

11	IC Manage ment	IC members to increase responsiveness to and participation in discussions on the e-forums and e-decision making	All IC members	Yamamoto
12	IC Manage ment	IC to recommend the IC Sub-groups Rules of Procedure to the CPM-14 (2019) for adoption, via the Bureau	Pelletier	Larson
13	IC manage ment	The Secretariat to incorporate tasks into the IC Action list	Lavrentje va	Yamamoto
14	IC manage ment	IC members to update the status of the actions assigned to them on the IC Action list.	Lavrentje va	Yamamoto
15	IC Manage ment	IC to revisit proposed revisions to IC Terms of Reference and Rules of Procedure again at the IC November 2019 meeting	Lavrentje va	Larson
16	I & CD Resource s	An expert working group (EWG) for the ISPM 15 implementation resource (s) to be created as per agreed Strategy and process for guides and training material. The EWG to decide whether to develop one comprehensive guide or several ones to assist in the implementation of different types of treatments.	Bloem	Lomsadze
17	I & CD Resource s	The strategy and process for the development of IPPC guides and training materials to be incorporated in the Procedure Manual for Implementation and Capacity Development	N/A	Yamamoto
18	Dispute Avoidanc e and Settleme nt	The Secretariat to issue a call for members of the IC Sub-group on Dispute Avoidance and Settlement	Bloem	Larson
19	PCE	The IC PCE team could consider inviting some observers from the IC meeting to provide input to the PCE strategy development	Gonzalez Arroyo	Brunel
20	PCE	The IC PCE team should consider the comments made by the IC and present the revised draft PCE strategy to the IC in May 2019	Gonzalez Arroyo	Brunel
21	Projects	The Secretariat and IC lead to rework the process and template to report on projects	Dale	Brunel
22	Projects	The Secretariat and IC lead to develop an IC discussion paper on how information on projects could be used to facilitate Implementation and Capacity Development activities on the global level	Dale	Brunel

23	Projects	IC to provide feedback on training materials developed by the ISF. The IPPC Secretariat is to be involved in the discussions on the implementation of ISPM 38.	TBD	Lomsadze
24	Projects	IC to share with the STDF Secretariat case studies relevant for a new video being produced	TBD	Larson
25	Support IPPC Regional Workshop	IC members to submit ideas for agenda and resource mobilization for Regional Workshop 2019 to the Secretariat by 30 January 2019	N/A	Brunel
26	Support IPPC Regional Workshop	The Secretariat to send an email to initiate the discussion in regional organization committees along with the IC paper on the Regional Workshops.	N/A	Brunel
27	Support IPPC Regional Workshop	Regional Workshops could be used as the venue to discuss implementation issues of selected ISPMs	N/A	Brunel
28	Sea Container Task Force	The final decision on approval of the SCTF Work Plan to be made through an IC e-Decision when the report of the SCTF second meeting is available	Albakri	Lomsadze
29	Sea Container Task Force	The final decision on approval of the SCTF Multi-Year Action Plan to be made through an IC e-Decision when the report of the SCTF second meeting is available	Albakri	Lomsadze
30	Web resources	The IC team for web based information to decide how to better approach the work including posting/linking of the ISPMs and contributed resources from the Phytosanitary Resources Page	Bloem	Lomsadze
31	Web resources	The IC team for web based information to present at IC 2019 May meeting a more developed version with the mock-up PRA page	Bloem	Lomsadze

## APPENDIX 22: List of members for IC Sub-groups and Teams and Secretariat leads (2018-12-05)

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