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COMMISSION ON PHYTOSANITARY MEASURES

Eleventh Session
Rome, 4-8 April 2016
Report on National Reporting Obligations - NRO Work Plan (2014 – 2023)
Agenda item 11.1.1
Prepared by the IPPC Secretariat

1.　　In 2013, CPM-8 requested the review of the IPPC Information Programme aiming at focusing on the National Reporting Obligations (NROs) and the IPPC Information Exchange Programme was revised to the IPPC NRO Programme.

2.　　To assist with this process, the IPPC NRO Advisory Group (NROAG) was established by CPM-8 (2013). The NROAG met for the first time in July 2014 and provided advice on a wide range of NRO subjects including setting of priorities and establishing goals with different timeframes for each NRO activity. The report of the meeting can be found on the IPP.

3.　　At the Tenth Session of the CPM the IPPC NRO Programme and NRO Work Plan were provisionally endorsed. CPM recommended that the NRO work plan will be presented to CPM-11 (2016) with clear deliverable, priorities and expected resources needs (financial and human).

4.　　The NROAG continued to work via e-mail during 2015 including advising the Secretariat on the NRO Work Plan. Based on advice from CPM, the NRO work plan covers 2014 – 2023 and is reported at a generic level.

5.　　The IPPC Secretariat, with input from the NROAG, has prepared the NRO Work Plan as detailed in Appendix 1 to this paper. The Bureau discussed the NRO Work Plan in June 2015 and asked that performance indicators and main goals would be added to measure success providing a clear summary of the objectives, priorities and resources needed.

6.   CPM should note that the full implementation of the IPPC NRO Work Plan will only be possible with the allocation of sustainable resources. This Work Plan does not include any NRO capacity development workshops as requested many times by Contracting Parties. Much of the capacity development needed by Contracting Parties to collect and analyse data to meet their NROs will need to be undertaken through the Implementation Facilitation Unit, e.g. surveillance and diagnostics for pest reporting.

7.   Annual detailed oversight and adjustments will be overseen by the NROAG and a progress update will be provided annually to CPM.

8.   The CPM is invited to:

  1) *consider* the proposed NRO Work Plan (see Appendix 1) and provide suggestions for its improvement and revision.
  2) *agree* to the NRO Work Plan (see Appendix 1).
  3) *agree* that annual oversight and adjustments to a detailed work plan will be overseen by the NROAG and a progress update will be provided annually to CPM.
  4) *encourage* contracting parties to provide extra budgetary resources (financial and in-kind) as the full implementation of the IPPC NRO Work Plan will only be possible with the allocation of sustainable extra-budgetary resources.

Appendix 1

NRO Work Plan (2014 – 2023)

No.	Task	Progress	Deadline	Performance indicators	Estimated budget (USD)*	Lead entities supported by
1.	Maintenance of **Official Contact Points** data	completed/ongoing	2015 March/+	Database with the up-to-date contact details of OCPs available	Existing P2 (NRO Officer) on IPPC TF*	Secretariat
2.	**NRO work programme**					
2.1	develop /revise NRO work plan	Submitted to CPM-11	2016 March	Revised NRO work programme established and endorsed	Existing P4 on RP and P2 (NRO Officer) on IPPC TF*	CPM; Secretariat; NROAG
2.1.1	adjustment of the NRO work programme after mid-term review	to be completed	2019+	An updated NRO Work Plan agreed by CPM in 2019	Existing P4 on RP and P2 (NRO Officer) on IPPC TF*	Secretariat; NROAG
2.1.2	review work of NROAG and make recommendations on its future role, composition and functions	to be completed	2018	Paper submitted on the future role,	Existing P4 on RP and P2	Secretariat; NROAG

No.	Task	Progress	Deadline	Performance indicators	Estimated budget (USD)*	Lead entities supported by
				composition and functions of NROAG submitted to CPM in 2018.	(NRO Officer) on IPPC TF*	
3.	**Terminology**					
3.1	request SC (TPG) to provide clarity on terminology used in the Convention to describe NROs	completed	2015 March	Request passed to the SC in 2015.	0	Secretariat
3.2	agree on terminology to use in classifying the various NROs.	completed	2016 April	NRO Procedures submitted to CPM-11 in 2016	0	Secretariat
4.	**NROs interpretations**					
4.1	Develop paper/s for CPM on reporting procedures, hosting on IPP and in particular pest reporting. Consolidate all CPM decisions relating to IE and NROs, in particular inconsistencies.	completed	2016 April	NRO Procedures submitted to CPM-11 in 2016	Existing P4 on RP and P2 (NRO Officer) on IPPC TF*	Secretariat

No.	Task	Progress	Deadline	Performance indicators	Estimated budget (USD)*	Lead entities supported by
5.	**Manuals**			Manuals available in languages		
5.1	Revise the NRO manual	Completed in February 2015, but will be updated as and when necessary. Available in 5 FAO languages	2015 March	The editors' guide was made available in February 2015.	Existing P2 (NRO Officer) on IPPC TF*	Secretariat
6.	**Training**			Training materials and courses available.		
6.1	training: develop training tools and materials, including e-learning	Completed/ongoing (NROs UPDATE newsletter has been issued monthly since October 2014; pre-CPM-10 training was prepared; an NRO exercise was prepared for the 2016 IPPC regional workshops	2016 April	NROs UPDATE issues monthly with NRO news and capacity development material.	Existing P2 (NRO Officer) on IPPC TF*	Secretariat; NROAG

No.	Task	Progress	Deadline	Performance indicators	Estimated budget (USD)*	Lead entities supported by
6.2	finalize NRO training: training tools and materials	to be completed	2018	Development of a NRO eLearning module through the Southern Africa Solidarity Trust Fund.	$40,000	Secretariat; NROAG; FAO Africa regional and sub-regional office.
7.	**Reminders**					
7.1	reminder for ALL NROs.	completed (letters sent out and put on IPP in September 2014)	2015 March	Reminder letter sent to all CPs	Existing P2 (NRO Officer) on IPPC TF*	Secretariat
7.2	description of NPPO – reminder of the NRO	completed (letters sent out and put on IPP in May 2015)	2016 April	Reminder letter sent to all CPs	Existing P2 (NRO Officer) on IPPC TF*	Secretariat
7.3	develop an automated IPP reminder system	Completed	2016 April	Reminders system established and functioning	Existing P2 (NRO Officer) on IPPC TF*	Secretariat

No.	Task	Progress	Deadline	Performance indicators	Estimated budget (USD)*	Lead entities supported by
7.4	optimize the NRO reminder system	to be completed	2018	System with updates functional.	Existing P2 (IT) on IPPC TF*	Secretariat
8.	**The NRO website**					
8.1	develop user requirements for the NRO website	Completed/ongoing (new IPP website was launched in February 2015 which will be upgraded continuously)	2016 December	Specifications and work plan for the revision of the NRO web pages.	Existing P2 (NRO Officer) on IPPC TF; Existing P2 (IT) on IPPC TF*	Secretariat; NROAG
8.2	re-development of the NRO website	to be completed	2018	NRO website functioning	Existing P2 (IT) on IPPC TF	Secretariat
8.3	optimization of new NRO website	to be completed	2019+	NRO website revision functional	Existing P2 (NRO Officer) on IPPC TF*	Secretariat; NROAG
8.4	develop new tools for NROs	to be completed	2019+	Release of new tools if and when requested by CPs and Secretariat.	Existing P2 (NRO Officer) on IPPC TF; Existing	Secretariat; NROAG

No.	Task	Progress	Deadline	Performance indicators	Estimated budget (USD)*	Lead entities supported by
					P2 (IT) on IPPC RP*	
9.	**Concept notes for project funding**			Concept notes prepared and funding obtained		
9.1	prepare concept notes for project funding e.g. staffing support, training (virtual and face-to-face), new tools, new software, Apps, on-line training.	completed/ongoing	2015 August	NRO project proposals available	Existing P4 on RP*	Secretariat
9.2	submit selected project proposals for funding	ongoing	2016 April	Proposal submitted or include in other project proposal submissions	Existing P4 on RP*	Secretariat
10.	**Awareness raising & coordination**					
10.1	transmit strong need for surveillance, PRA and diagnostics capacity development in support of NRO programme, particularly regulated pest lists and pest reporting to CDC and Implementation programme meeting.	completed	2015 August	Awareness raising through the monthly NROs UPDATE; relevant input into the CDC; included in	Existing P4 on RP and P2 (NRO Officer) on IPPC TF*	Secretariat

No.	Task	Progress	Deadline	Performance indicators	Estimated budget (USD)*	Lead entities supported by
				IPPC Regional Workshops.		
10.2	take advantage of existing synergies with other projects for implementation	ongoing	2016 April	Included into Implementation Pilot Project on Surveillance	Existing P4 on RP*	Secretariat
11.	**Pest reporting**					
11.1	complete existing pest reporting through RPPO tool	ongoing pilot project with EPPO – system established in the IPP and waiting for automatic feed of pest reports from EPPO	2016 March	Increased pest reports provided through EPPO	Existing P2 (IT) on IPPC TF	Secretariat
11.2	expand use of reporting through RPPO tool	working with PPPO/SPC to align their pest reporting system to allow the automatic uploading of pest reports waiting for alignment of	2016 April-2018	Pest reporting for PPPO members through PPPO Pest reporting through NAPPO	Existing P2 (NRO Officer) on IPPC TF; Existing P2 (IT) on IPPC TF*	Secretariat

No.	Task	Progress	Deadline	Performance indicators	Estimated budget (USD)*	Lead entities supported by
		NAPPO pest reporting system				
11.3	change format of reporting and retrieving data (NROAG to test before broader testing & release)	Completed / ongoing; Simplification of data entry forms already taken place, other changes once NRO tool developed.	2016 April-2018	A functional NRO tool for reporting	Existing P4 on RP; Existing P2 (NRO Officer) on IPPC TF; Existing P2 (IT) on IPPC TF	Secretariat
12.	**Regulated pest lists**			More pest lists made available, with updates, by CPs and reports provided		
12.1	request revision of the ISPM 19 – call for topics & SC; include in standard framework review (representative of NROAG chair to attend)	completed	2015 March	E-mail to SC via the Secretariat	Existing P4 on RP	Secretariat
12.2	improve reporting of regulated pest lists	to be completed	2018	Greater number of countries reporting regulated pest	Existing P4 on RP; Existing P2 (NRO Officer)	Secretariat

No.	Task	Progress	Deadline	Performance indicators	Estimated budget (USD)*	Lead entities supported by
				lists through the IPP	on IPPC TF	
12.3	reporting by all CPs of regulated pest lists – monitoring and evaluation process	to be completed	2019+	Statistics and survey on increased regulated pest list reporting through the IPP	Existing P2 (NRO Officer) on IPPC TF	Secretariat
13.	**Emergency actions**					
13.1	emergency actions: request a study for IRSS to explore constraints to meet emergency action reporting, including towards a possible revision of ISPM 13 as might be requested by IPPC Contracting Party or RPPO	ongoing (change in approach by Bureau: the study is to be prepared by the Secretariat and NROAG)	2016 July	Development and completion of an emergency action survey by CPs	Existing P4 on RP; Existing P2 (NRO Officer) on IPPC TF	Secretariat; NROAG
13.2	emergency actions: address constraints to reporting emergency actions identified by the study	to be completed	2018	Increased emergency action reporting through the IPP	Existing P4 on RP; Existing P2 (NRO Officer) on IPPC TF	Secretariat; NROAG
13.3	develop work plan for CD for emergency action	to be completed	2016 December	Completed work plan for	Existing P4 on RP;	Secretariat; NROAG

No.	Task	Progress	Deadline	Performance indicators	Estimated budget (USD)*	Lead entities supported by
				emergency action CD	Existing P2 (NRO Officer) on IPPC TF	

* Three IPPC Secretariat staff will be involved in the Work Plan: Existing P4 (Information Officer) paid by the Regular Programme, and:

- Existing P2 (NRO Officer) paid by the Trust Fund whose work on NROs per year is estimated to cost 76 406 USD (equivalent of 60% of working time dedicated to NROs), and
- Existing P2 (IT – Web developer) paid by the Trust Fund whose work on NROs per year is estimated to cost 31 836 USD (equivalent of 25% of working time dedicated to NROs).