

Organizational arrangements for regional workshops on draft ISPMs.

- Participation and responsibilities.
 - Invitations to the workshops should be drafted by the IPPC Secretariat and sent by the organizers to NPPOs in advance to allow the Secretariat to enter in contact with the selected participants, to release information at least one month before the date of the meeting.
 - Participants are responsible to analyze the documents made available for the meeting, collect and prepare national comments before attending the workshop and provide feedback through the workshop survey available in the IPP.
 - Participants are asked to fully attend the workshop meetings and respect the established timeframes and participation conditions.
 - The Secretariat support staff should be responsible to contact the organizer, discuss the program and establish the interactions needed to support the meeting, as well as to stimulate participation and provide information, as needed.
 - The workshop organizer shall be responsible for circulating the invitations, under a model established by the IPPC Secretariat, provide the facilities needed for the meeting and manage the necessary logistic arrangements.
 - Some regions may invite Bureau members, SC members or stewards from their region or from other regions to enhance understanding of the contents of the draft standards and of the process to set standards. These resource persons should be proactive in reaching these objectives and in improving the understanding of the IPPC and its standards. However, in either case, participation is contingent on available financial resources.

- Program and report
 - The IPPC Secretariat shall provide a standardized program for the workshops.
 - The workshops could integrate other topics of regional concern or topics of specific interest for building national phytosanitary capacity or to get information on the IPPC implementation, that need to be agreed with the IPPC Implementation Officer through the discussion of the program of the meeting. Time for complete discussion of the draft ISPMs should be a priority.
 - The report of the meeting should be prepared during the workshop as a joint effort of the Chair, Rapporteur and IPPC support staff, approved by the participants and posted in the IPP.

- Evaluation
 - The IPPC Secretariat shall provide a complete evaluation of the results of the workshops to the CPM, Bureau and SC, based on the survey completed by the participants and the reports of IPPC support staff.

- Deadlines for presentations by stewards on draft ISPMs
 - After the meeting of the Standards Committee (SC) of May, 2012 has concluded and the final drafts of the ISPMs have been prepared for submission for member consultation, stewards should prepare an overview of each proposed standard.
 - The overview should be prepared in power point format. The Secretariat posts PowerPoint templates on the IPP prior to each meeting for use by the Stewards and others (IPP address to be provided in due course). The overview should summarize and present only the main elements of the proposed standard. For the benefit of time and efficient use of resources, the presentation should be short and to the point, not intended to replace the necessary reading and preparation of NPPO representatives that attend the meeting and

should explain key issues discussed at the SC. The presentations should be in final form and submitted to the Secretariat by **June 15, 2012**.

- Stewards are requested to engage SC members to assist in translating the presentations into other languages as appropriate. Draft presentations should be submitted earlier than the indicated deadline to allow for a quality check to be performed by the Secretariat. These will then be posted to the IPP and distributed to the organizers of the Regional Workshops.