



Food and Agriculture
Organization of the
United Nations



International
Plant Protection
Convention

REPORT

Implementation and Capacity Development Committee

**Rome, Italy
21-25 May 2018**

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2018-06-07: Report, Appendix 9, was slightly modified regarding NRO reporting.

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THE 2ND 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 second Implementation and Capacity Development Committee (IC) meeting. He introduced a new Implementation Facilitation Unit (IFU) Lead to the IC members and thanked the former Lead for his work for the last two years. The Secretary highlighted his main hopes for the work of the IC which are to facilitate a better implementation of the Convention and capacity development of contracting parties (CPs). The work of the IC should be strategically focused on the CPM priorities and IPPC annual themes. Optimized structure and efficient operational procedures of the IC, streamlined and result driven Terms of Reference (ToR) and Rules of Procedure (RoP) of IC Sub-groups should be established to ensure transparent, inclusive and efficient operation of the IC. The IC should strive for close collaboration with the Standards Committee (SC) and the CPM Bureau, as well as for external communication with trade and environment related international organizations and partners. The effective outreach to communicate the IPPC goal and strategic objectives, complemented by the IC resource mobilization activities should aim to deal with the lack of sustainable resources in the Implementation and Capacity development (I&CD) area.
- [2] The IFU Lead introduced himself. He recalled the existing IC and CPM procedures. It was underscored that the IC work should be undertaken by IC members with the IPPC Secretariat providing technical and administrative support.
- [3] The IC Chair welcomed all participants and thanked the IPPC Secretariat for the work undertaken. She highlighted the importance of the IC and anticipated the global level impact of IC decisions. The focus of the current IC meeting should be the development of governance and operational procedures and linking the work of the IC with clearly defined linkages to the CPM priorities.

2. Meeting Arrangements

2.1 Election of the Rapporteur

- [4] Magda GONZALEZ ARROYO (COSTA RICA), IC member, was elected the rapporteur of the meeting. Her nomination was seconded by RPPOs representative.

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.

3.2 Participants lists

- [7] The list of participants is detailed in APPENDIX 3 of the report. The Secretariat informed the IC that Kenneth MSISKA (ZAMBIA), IC member, and Marica GATT, the Bureau representative to the IC were not able to attend the meeting due to their job duties.
- [8] The Secretariat recalled the structure and content of the statement of commitments signed by the IC members as well as by their management and NPPOs. The IPPC Secretariat articulated the need to meet those commitments by the all IC members. It was noted that the IPPC Secretariat and the Bureau stand

ready to support IC members and get in touch with their management so that IC members are able to allocate sufficient time to deliver IC tasks.

3.3 Local information

- [9] The IPPC Secretariat provided the participants with the local information.

4 Outcomes of CPM-13 (2018)

4.1 CPM-13 (2018)

- [10] The IC Chair (Estonia) provided an update¹ on the CPM-13 outcomes with the emphasis on the IPPC Strategic Framework for 2020-2030, Call for Topics “Standards and Implementation, the Framework for Standards and Implementation, conceptual challenges in standards development in terms of implementation, the implementation pilot surveillance and the Implementation Review and Support System (IRSS). Highlights of the standards setting, National Reporting Obligations (NROs), ePhyto, Sea Containers Task Force (SCTF), e-Commerce, trade facilitation action plan, International Year of Plant Health (IYPH) in 2020 and 2017 IPPC Regional Workshops (RWs) were also provided.

IPPC Strategic Framework for 2020-2030

- [11] It was noted that as per CPM-13 decision, the updated draft of the IPPC Strategic Framework (SF) for 2020-2030 is to be circulated by 15 June 2018, for a two-month consultation period for contracting parties (CPs), Standards Committee (SC), IC, regional plant protection organizations (RPPOs) and international organizations.
- [12] The IC discussed a mechanism to provide their comments on the SF. It was decided to use an eForum modality to initially comment on the SF, as it ensures a broadly inclusive and productive discussion process. The IC thought to assign an IC Champion to review the IC members individual comments and a consolidate set of the IC comments based on consensus driven approach to be inserted in the Online Commenting System (OCS). Explanations and reasoning for the comments and IC proposed changes to be provided to the SPG to clarify the IC positions. Sally JENNINGS (NEW ZEALAND), IC member, volunteered to be the Champion.
- [13] Some preliminary ideas were listed to be reflected in the SF *inter alia* a capacity development as the IPPC strategic objective, the interpretation and implementation challenges of the draft standard on audits, RPPOs support mechanisms for the IPPC activities, commodity standards and emerging pests and risks. It was agreed to focus on strategic comments to shape the IPPC I&CD work area rather than to provide national or regional perspectives. IC input to the SF would inform the development of the IPPC I&CD strategy.
- [14] The IC agreed:
- *The IPPC Secretariat* to open eForum on the IC work area on 15 June for IC comments.
 - *The IC members* to provide comments by 15 July 2018.
 - *Sally JENNINGS (NEW ZEALAND)*, the IC Champion for the SF, to review the IC members individual comments and submit the consolidated set of comments by 15 August to the IPPC Secretariat and post in the OCS.
 - *The Secretariat* to post the compiled comments on the IPP.

Call for Topics “Standards and Implementation”

- [15] The IC was briefed on the CPM-13 decisions on the Call for Topics “Standards and Implementation”. The CPM approved the process for the call, as well as the timeline, criteria for the justification and

¹ 05_IC_2018_May

prioritization of proposed topics, and ToR and RoP for the Task Force on Topics (TFT). The IPPC Secretariat opened the call on 1 May 2018. The CPM Bureau will establish the TFT during the June 2018 meeting. The TFT meeting to be convened on 1-3 October 2018, Rome, FAO Headquarters, prior to the SPG meeting.

[16] The IC:

- *Nominated* Christopher DALE (AUSTRALIA) and Faith NDUNGE (KENYA) to be IC representatives to the Task Force on Topics along with Olga LAVRENTJEVA (ESTONIA), IC Chair.

Framework for Standards and Implementation

[17] The IPPC Secretariat informed the IC that the work on the Framework for the Standards and Implementation should follow two distinctive directions. The content of the Framework should be updated as per the CPM approved procedures and presented to the upcoming SPG meeting in October 2018. Work should be undertaken to define options to convert the Framework into a more user friendly and comprehensible format.

[18] The IC discussed changes to the Framework proposed by the IPPC Secretariat as per implementation materials already developed, under development or planned to be developed.

[19] It was noted that an IC member, to be nominated as the IC Champion for the Framework, should work in close collaboration with the SC Champion. The opportunity to meet on the margins of the current SC -7 and IC meetings should be used by the SC and IC Champions to work on ideas to improve the Framework. Suggestions provided by the IC members during their first meeting could be used as a basis for further discussion².

[20] The IC :

- *Agreed* on the changes to the Framework for Standards and Implementation as reflected in APPENDIX 4 of this report to be further provided to the SPG October 2018 meeting.
- *Selected* Yuji. KITAHARA (JAPAN) as the IC Champion for the Framework for Standards and Implementation to work together with the SC Champion.
- *Requested* the IC members attending the TFT meeting to share lessons learnt while working on submissions for the Call for Topics Standards and Implementation.

Conceptual challenges in standards development in terms of implementation

[21] The IC reviewed and discussed the draft ToR for a Focus Group (FG) on Commodity and Pathway Standards³. The SC representative noted that SC suggestions on the ToR would be provided to the Bureau and that the SC recognized the need to have an IC representative to be involved in the FG.

[22] The RPPO representative suggested that the FG should have a wide conceptual discussion to arrive to decisions to be then effectively communicated by a professional communication person, either to be a part the FG or to be involved at the later stages.

The IC:

- *Nominated* Dominique PELLETIER (CANADA) to be the IC representative to the Focus Group (FG) on Commodity and Pathway Standards.

² IC First meeting report – <https://www.ippc.int/en/publications/85669/>

³ 04_IC_2018_May

- *Agreed that* the IC representative to be involved in the FG should bring up the issue of the benefits of communication consultant in the FG.
- *Proposed* the following changes to the ToR of a Focus Group (FG) on Commodity and Pathway Standards:
 - On membership - one representative of the SPS Secretariat to be part of the FG,
 - On tasks - to reword para 15 (v) of the ToR as follows - Analyze tensions between commodity and pathway standards, sovereign rights, PRA and justification of measures and provide clarification how to avoid those if possible. The second bullet point of para 17 to be deleted.
- *Requested* the Secretariat to provide proposed changes to the Bureau.

The IPPC Regional Workshops

- [23] The IPPC Secretariat provided an update on preparation for 2018 IPPC Regional Workshops (RWs) and requested the IC work-group on the RWs to provide support and comments for the development of the presentations for the RWs.

The IC:

- *Noted* the report.
- *Agreed* to provide support for the development of the RWs materials.

ePhyto

- [24] The IC chair noted that the CPM gave clear guidance to the ePhyto Steering Committee to continue its role in building capacity and facilitating the implementation activities related to ePhyto. The IC will not work on ePhyto until requested to do so by CPM.

- [25] The IC *noted* the report.

Sea Containers Task Force

- [26] Was discussed under the agenda item 7.3.

e-Commerce

- [27] The Chair informed the IC that the CPM requested the Bureau to consider a work plan for e-Commerce as project-based funded (if no extra-budgetary resources are made available, the Secretariat would not take any specific action in the area).

- [28] The Bureau will consider this during their June 2018 meeting. The IPPC Secretariat will not undertake any work on this unless extra budgetary funds are clearly identified.

- [29] The IC *noted* the report.

Implementation Programme on Surveillance

- [30] The IC was informed that they would have to set up a process with the SC to review and evaluate the actions, work plan and outcome of the Implementation Programme on Surveillance (IPS) and report back to CPM. The IC discussed the issue.

- [31] The IC:

- *Assigned* Christopher DALE (AUSTRALIA) to evaluate the Implementation Programme on Surveillance (CPM-10 (2015) initiated Pilot) and to develop a joint document with the support of the IPPC Secretariat. Results to be reported to the IC and SC November 2018 meeting and then to CPM-14.

5 Updates from Bureau and Secretariat

5.1 CPM Bureau

[32] The IFU Lead presented the update on the CPM Bureau⁴.

[33] An IC member inquired on the IPPC Secretariat's strategy to harmonize and standardize the structure of IPPC regional workshops. The IPPC Secretariat invited the IC and SC members to share ideas by 28 May to be considered by the Secretariat for the Bureau paper being prepared.

[34] The IC:

- *Agreed* to provide suggestions for the Bureau paper on IPPC regional workshops.
- *Agreed* the SC representative to the IC to consolidate suggestions of the SC members for the Bureau paper on IPPC regional workshops.

5.2 International Year of Plant Health 2020

[35] The IC Vice-Chair, the IC Lead for the International Year of Plant Health (IYPH), reported on the outcomes of the 4th IYPH Steering Committee (StC) meeting⁵.

[36] The IPPC Secretariat indicated that there might be need to postpone the call for topics in 2020. The IC Chair thought that postponing of the Call for topics as proposed by the StC of the IYPH could affect interests of CPs and should be well thought. The activities of the IYPH should be used to promote the IC and its activities so that funds are secured for the newly established subsidiary body. The IC member suggested deciding on the type of message(s) to be communicated in preparation for the IYPH as those will define how the IPPC Secretariat and the CPM subsidiary bodies are perceived, as the fractured organ or a holistic one addressing the both standard development and implementation aspects of the Convention. The IPPC Secretariat clarified that a general factsheet was being developed to reflect all aspects of the IPPC Secretariat and the CPM subsidiary bodies work. The factsheet will be shared with the IC to provide feedback. The development of additional, stakeholders oriented communication materials, is considered as well. The IPPC Secretariat requested IC members to support the proclamation of the IYPH in their respective regions. The IC members will be provided with the communication package to be ready by 13 June.

[37] The IC members suggested developing of awareness programmes on the IYPH for CPs and an updated presentation on the IYPH for IPPC RWs. The SC and IC collaboration could focus on the development and implementation of an ISPM or draft ISPM to be show cased (ISPM 6 and 8 and related implementation materials to be used for that).

[38] The SC representative reminded that and FAO Steering Committee for the IYPH to be established. Therefore it would be advisable first to know their role in the processes and activities to be able to discuss and decide on the roles, responsibilities and workload of the SC, IC, the IPPC Secretariat staff and the IPPC StC for the IYPH. No firm conclusions are available at this point. The IFU Lead highlighted the need to have clarity on the funds to be used for the IYPH. The RPPOs representative reported on banners developed to be used for all RPPOs presentations to raise awareness on the IYPH and sent to the StC of the IYPH.

[39] An IC small group (IC-Chair, IC Vice Chair and Christopher DALE (AUSTRALIA) and IPPC IST staff met to discuss ideas for the IYPH. The possibility to have surveillance case studies to be advertised within the framework of the IYPH was discussed. The Secretariat recalled that the CPM decided to stop working on the Implementation Programme on Surveillance until the analysis of the pilot are performed. The Secretariat indicated that surveillance is an important activity of NPPOs. The IC agreed that after

⁴ 06_IC_2018_May

⁵ 11_IC_2018_May

the analysis of the Implementation Programme on Surveillance, a project proposal could be developed based on the results of analysis possibly to inform the programme of the IYPH.

[40] The RPPOs representative suggested reviewing the available eLearning courses and other materials including the Phytosanitary Resources page with the aim to repackage them. That would save resources and provide visibility to the already available materials, as well as ensuring the compliance of those materials with the IPPC provisions. The IFU Lead highlighted that assigning a champion for each existing IPPC guide, developing a two-page summary/factsheet would attract donors and additional resources to further work on the issues.

[41] The IC :

- *Agreed* the current representation of the IC to the IYPH StC is sufficient for the time being.
- *Noted the IPPC Secretariat* to provide the IC members with an information kit on the IYPH to assist them in helping to ensure the UN proclamation for the IYPH is successful.
- *Noted* that the IPPC Secretariat to provide a general factsheet on IYPH being developed by StC and IPPC Secretariat to the IC for comments.
- *Agreed* that IC members should work at a national level to help ensure that their UN representatives (particularly those present at the UN meeting in New York) are aware of and support the UN proclamation for the IYPH.
- *Decided* the IC Lead on IYPH to organize a virtual meeting with the IC IYPH group members (Christopher DALE (AUSTRALIA) and Kenneth MSISKA (ZAMBIA)) to have further discussions on the support to the IYPH and develop a draft plan with relevant budgeting. The outcomes are to be reported to the IYPH StC and IST, SPG October and IC November meetings.

5.3 Secretariat

IFU Update

[42] The IFU Lead updated the IC members on the IFU work plan and staff situation⁶. It was highlighted that IFU activities are mainly delivered by the project funded staff. Sustainable funds are being pursued to the IFU to allow the implementation of the broad range implementation and capacity development activities.

[43] An IC member raised the issue of the processes and procedures to be followed to identify topics and set priorities for the development of IPPC guides and training materials. The IPPC Secretariat underscored that currently decisions are project driven, however as per CPM -13 decisions, the Task Force for Topic (TFT) will recommend topics and assign priorities, so that in the future the final decision will rest with the CPM.

[44] The IC members thought that projects implemented by the IPPC Secretariat should be selected based on the anticipated global impact on the implementation of the Convention and capacity development of CPs. IC members requested additional information on of the High level symposium ‘One Belt One Road’. The secretariat agreed to circulate the agenda. The idea of incorporating lessons learnt and knowledge accumulated on pest surveillance, pest management and response during the implementation of the four-year surveillance project by APPPC, as well as possible involvement of the project staff was suggested.

[45] The IC:

- *Noted* the report.

⁶ 08_IC_2018_May

- *Suggested* that future implementation and capacity development projects should be evaluated and selected based on their anticipated global impact.
- *Requested* the Bureau representative to the IC to request the Bureau guidance on how the IC will be involved in the China SSC project.
- *Suggested* that the IPPC Secretariat should provide a dashboard for the projects the IFU was working on to help IC members understand the progress being made.

SSU Update

[46] The SSU Lead briefed the IC on the roles and responsibilities of the unit, staff, core activities, coordination and collaboration between the SSU and IFU⁷.

[47] The IC *noted* the report.

IST update

[48] The IST lead reported on the Unit's activities⁸ with a special emphasis on the eLearning course 'Introduction to the International Plant Protection Convention'⁹ developed and requested the IC members to promote it in their respective regions and to their contacts. The RPPOs representative enquired on the mechanisms to provide comments on the eLearning course. She also suggested that the IC should have comprehensive knowledge of eLearning courses already available or under the development to understand needs for the development of any additional ones. The IPPC Secretariat invited IC members to provide suggestions for improvement of the eLearning course to the IPPC Secretariat. The IFU lead noted that the IC should decide on the governance related to eLearning courses and any implementation resources development as per their mandate to ensure that CPs needs are met.

[49] The IC was invited to make use of new IPPC publications for advocacy purposes and suggest any additional publications they would like to produce with the support of the IPPC Secretariat, as well as to promote IPPC 2018 annual theme "Plant Health and Environmental Protection". An IC member suggested that International Phytosanitary Conferences could be used to address the IST requests.

[50] The IC:

- *Agreed* to provide feedback to the IPPC Secretariat on eLearning course 'Introduction to the International Plant Protection Convention'.
- *Requested* the IST to inform the IC on any implementation or capacity development materials being developed.

6 Cooperation between standard setting and implementation

6.1 Areas for collaboration

[51] The IC representative to the SC meeting updated the IC on draft ISPMs discussed during the SC May 2018 meeting, as well as other SC relevant issues. It was highlighted that his attendance at the SC meeting allowed him to collect information on potential implementation issues. He suggested that implementation challenges could be collected at the regional levels as well and addressed through implementation materials rather than through the ISPMs.

[52] Ideas for potential areas of SC-IC collaboration as per SC suggestions were presented. It was underscored that those were outcomes of a brainstorming session and availability of resources, time constraints and procedural and operational constraints were not considered. The collaboration should be result driven.

[53] The RPPO representative suggested that the IC and SC should be updated on RPPOs experiences on the development of regional standards, workshops, trainings and implementation materials so that

⁷ 09_IC_2018_May

⁸ 10_IC_2018_May

⁹ Link to the Introduction to the IPPC: <https://e-learning.informea.org/course/view.php?id=43>

development of different resources should not start from the scratch if they are already developed and could be used as reference material. An IC member requested the RPPOs representative to report to the TC-RPPOs on possibilities for collaboration.

[54] The IC:

- *Agreed* to provide ideas to the SC and IC representatives for collaboration as well as comments on the SC proposed areas for collaboration by 31 July.
- *Agreed* the SC and IC representatives to draft a formal draft paper on collaboration based on the comments to be presented to the IC and SC November meetings.
- *Requested* the RPPO representative to the IC present information on Implementation and Capacity Development actions to the November IC meeting.

7 IC Sub-groups

7.1 Guidance on developing IC procedures

[55] The FAO Legal Officer, reviewed and explained the legal aspects of the IC ToR and RoP to the IC members. It was noted that some aspects of the IC ToR and RoP go beyond the mandate of CPM subsidiary bodies (SBs) including the decision on the IC membership, currently given to the CPM Bureau being a function that belongs to the CPM. It was underscored that the ToR do not assign decision making functions to the IC, as in accordance to its ToR, the IC has an oversight function and decisions should be taken by the CPM. That especially applies to decisions on the strategic and governance issues related to the IC scope must be taken by the CPM.

[56] It was explained that pursuant to Rule 9 of the IC RoP, the only body that the IC can establish is an IC Sub-group. Independently of the name of the group, it should operate as an IC Sub-group.

[57] The IC Chair inquired on the general functions of CPM SBs in accordance with CPM and FAO rules, as the understanding was that the CPM has delegated decisions on I&CD to the IC. It was articulated that SBs should assist the CPM in accomplishing its functions.

[58] The SC representative recalled that one of the ideas behind creating the IC was to establish a SB with some flexibility so that the IC could be able to respond to the changes in the implementation needs of CPs.

[59] It was noted that in the future, the IC might want to consider these issues after some time in operation and present amendments to its ToR to the CPM.

[60] An IC member raised the issue of the membership status, roles and responsibilities of the SC and RPPOs representatives to the IC. It was noted that IC ToR and RoP are not clear whether they are full members of the IC and have the same roles and responsibilities as other IC members do, except the right to vote.

[61] The FAO Legal Officer underscored that the IC ToR and RoP, as they are drafted, differentiate between the IC members and representatives.

[62] The Secretariat advised a detailed guidelines for SC and RPPOs representatives to be developed to be part of the Procedure Manual for Implementation and Capacity Development under the section Duties and associated tasks of RPPOs and SC representatives on the IC.

[63] The IC:

- *Agreed* to aggregate suggestions for the improvement of the IC ToR and RoP, as well as practical experience with the IC working processes before submitting them for the changes to the ToR and RoP of the IC to the CPM.
- *To consider* the role of the SC and RPPO representatives within the IC and to forward to the SC and TC -RPPOs for finalizing.

7.2 General Rules of Procedure for IC Sub-groups

- [64] It was understood that general General Rules of Procedure (RoP) would apply to all IC Sub-groups if agreed and would replace the SCTF RoP as well.
- [65] The IC reviewed and discussed proposed general Rules of Procedure for its Sub-groups.
- [66] The IC:
- *Approved* the General Rules of Procedure of IC Sub-groups for consultation (1 July-30 August) as presented in the APPENDIX 5.

7.3 Sea Containers Task Force

- [67] The IC Sea Containers Task Force (SCTF) Lead presented the IC paper¹⁰ and updated the IC on the CPM-13 decisions. He presented the SCTF multi-year plan and gave the progress report on the implementation of 2018 SCTF work plan. He also highlighted the proposed amendments to the SCTF ToR, the proposed changes to the members and invited experts and presented the idea that the SCTF specific RoP should be replaced by the general ROP for IC Sub-groups.
- [68] The IC thought that the proposed amendments to the ToRs should be further reviewed to align with ToRs for other IC Sub-groups to ensure consistency. It was suggested to move the functions listed under Scope to Tasks.
- [69] It was agreed to change the title of the five-year action plan to the SCTF multiyear action plan, add an indication of the dates covered. Activities should be planned in a way to ensure that the final outcome can be reported to CPM in 2021.
- [70] The IC members indicated that the IPPC Secretariat's support is needed for efficient functioning of the SCTF. The IFU Lead advised that the SCTF Coordinator is functioning in the role of the Secretariat to the group, thus ensuring that the SCTF is supported. It was emphasized that now as the SCTF was confirmed to be under the oversight of the IC, the IC SCTF Lead should lead the work of the SCTF with the support of the Coordinator. As this work is only to be supported by extra budgetary funds (CPM decision), resources to provide support by additional Secretariat staff are not available.
- [71] The RPPOs representative informed the IC about the North American Sea Containers initiative and the anticipated development of related materials. Those could be shared with the SCTF.
- [72] The IC:
- *Established* the Sea Container Task Force as an IC Sub-group.
 - *Approved* the SCTF ToR as presented in the APPENDIX 6 of this report.
 - *Approved* the SCTF Membership as follows: Greg WOLFF (CPM Bureau representative), Mamoun ALBAKRI (IC Lead), Jesulindo NERY SOUZA JUNIOR (SC representative), Guanghao GU (CHINA), Rama KARRI (AUSTRALIA), Wendolyn BELTZ (USA), Frederick MAKATHIMA (KENYA), Sina WAGHORN (Representative of RPPOs), a representative of the IMO.
 - *Approved* the list of invited experts as follows: Theo HESSELINK (WCO), Nicolaas HORN (Expert from ex-SC EWG for sea containers), Expert from Container Owners Association, Lars KJAER (Expert from the World Shipping Council), Theresa MORRISSEY (Expert from World Bank), Jiang Minde (Expert from the Chinese Industry), Expert from the Global Shippers Forum.
 - *Approved* the SCTF multi-year plan as modified (Appendix 7)
 - *Approved* the SCTF 2018 Work Plan as modified (Appendix 8)
 - *Noted* the progress of the implementation of 2018 SCTF Work Plan.

¹⁰ 12_IC_2018_May

- *Agreed* to recommend to the CPM that the dedicated relevant resources to be allocated to the SCTF.

8 Strategic topic in relation to implementation

8.1 Challenges faced by developing countries to implement IPPC activities

- [73] The IC member presented the paper on Challenges faced by developing countries to implement IPPC activities.
- [74] IC members highlighted the role of the PCE in the capacity development of CPs, the importance of sound phytosanitary systems in place, as well of the phytosanitary continuum approach. Developing contracting are usually seen and considering themselves as exporting countries while they are also importing countries.
- [75] The RPPOs representative suggested that national efforts should be directed to ensure the sustainability of the projects outputs and outcomes inter alia through decreasing the turnover of trained staff.
- [76] The IC *noted* the paper.

8.2 Discussion on developing PCE strategy

- [77] The IPPC Secretariat presented the paper on the PCE strategy¹¹. The possible scope of the strategy to be elaborated was discussed, as well as issues related to the promotion and improvement of the tool. A side meeting of a small group was held to have a brainstorming and the results were reported back to the IC. The group proposed:

Integration in the relevant strategies and work programmes

- The PCE should be integrated in the IPPC Strategic Framework 2020-2030

Promotion:

- The PCE strategy to be developed to reflect components of the IPPC 2020 - 2030 Strategic Framework.
- The promotion of the PCE to be undertaken through FAO regional offices and RPPOs.
- A table to be developed by the IC working group to demonstrate the relevance of the PCE outcomes to donors (benefits aligned to donors objectives).
- Case studies to be accumulated and used for promotional purposes.
- To employ a regional approach to inform countries of each region on the PCE related work and outcomes of its application.

Resource mobilization:

- Bilateral cooperation - developed countries providing funds for their exporting partners.
- Nationally funded projects, including through loans.
- To transparently demonstrate the cost of the PCE application and expenditure versus benefits to enable NPPOs to encourage central government to invest, industries to subsidize the PCE application and donors to fund.

Improvement of the tool:

¹¹ 13_IC_2018_May

- The PCE modules to be reviewed and rethought by an expert group (to be established) having experience in conducting PCEs and on the basis of feedback from countries that conducted the PCE.
- Indicators to evaluate the impact and outcomes of the PCE application and success of the process to be developed.
- A new environmental module to be developed through an expert group (to be established).
- PCE online tool to be moved to a new platform.

[78] The IPPC Secretariat highlighted that one of the goals of the PCE Strategy is to have a long-term plan for training and maintaining sustainably PCE facilitators and to organize further trainings for PCE facilitators.

[79] The SC representative suggested assessing the effectiveness of the current approach to ensure that all PCEs are implemented in the same way.

[80] The IC:

- *Established* an IC Team to develop the PCE strategy with the Lead of Magda GONZALEZ (COSTA RICA), and members: Olga. LAVRENTJEVA (ESTONIA), Francisco GUTIEREZ (BELIZE), Mekki CHOUIBANI (MOROCCO) and Fitzroy WHITE (JAMAICA).
- *Agreed* the outcomes of the Team to be reported to the IC November 2018 meeting and shared with the SC for comments.
- *Agreed* the PCE Strategy to be reported to CPM.

8.3 Oversight of National Reporting Obligations

[81] The IC Lead on NROs provided the IC with a proposal for oversight of the NRO activities¹².

[82] The IC members thought that the increased number of NROs reports indicates that CPs have acknowledged the importance of NROs. Now the aim should be to maintain NRO activities as established with the emphasis on awareness raising. Should a specific problem arise, then the IC assistance would be requested. Having NROs as a standing agenda item of the IC meetings would be sufficient at this stage.

[83] The NRO activities will be included in the IC report to CPM

[84] The IC:

- *Agreed* to the Oversight mechanism for National Reporting Obligations activities as presented in the APPENDIX 9 of this report.
- *Agreed* to the Work Plan for National Reporting Obligations activities as presented in APPENDIX 10 of this report.
- *Agreed* that a progress report from the NROs IC team will be presented to the IC November 2018 meetings.
- *Confirmed* Sally JENNINGS (NEW ZEALAND) as the IC Team Lead for the NROs

8.4 Oversight of Dispute Avoidance and Settlement

[85] The RPPOs representative made a presentation on dispute settlement and dispute avoidance¹³.

¹² 14_IC_2018_May

¹³ 16_IC_2018_May

- [86] An IC member requested to follow established procedure of providing documents two weeks prior to meetings and to avoid having documents submitted just one week before or during the IC meetings as that prevents proper review as requested by the Bureau. Then IC member requested to use an e-decision to approve these ToR. The IC Chair concurred that deadlines should be respected. The consensus was reached to discuss and revise the paper and submit to e-decision.
- [87] The FAO Legal Officer provided an overview of the draft ToR for the IC Sub-group for oversight of dispute avoidance and settlement¹⁴. The IC agreed that an IC Sub-group on Dispute Avoidance and Settlement (DAS) should be established. The proposed ToR were reviewed and revised.
- [88] An IC member raised concerns on possible conflicts of interests of the IC and the IC Sub-group members from a disputing contracting party. The concerns were addressed through the changes to ToR.
- [89] The IC:
- *Agreed* to establish the IC Sub-group on Dispute avoidance and settlement.
 - *Agreed* Stephanie BLOEM (RPPOs representative) to be the Lead of the IC Sub-group on Dispute avoidance and settlement.
 - *Agreed* to use an e-decision to make a final decision on the ToR of the IC Sub-group on Dispute avoidance and settlement as presented in APPENDIX 11.
 - *Agreed* to send the ToR of the Sub-group on Dispute avoidance and settlement for consultation, from 1st July to 30th August, once approved by the IC.

8.5 Oversight of IRSS

- [90] The IC Lead for the IRSS, provided an overview of the IRSS related papers and presented options for the overseeing of the IRSS¹⁵ by the IC.
- [91] The IRSS officer referred to the update paper¹⁶ providing information on the IRSS activities for the past two cycles.
- [92] The SC representative noted that IRSS is seen as one of the ways to collaborate on the development, improvement and implementation of ISPMs.
- [93] The SC representative nominated himself on behalf of the SC to be the SC representative to the IC Sub-group on the IRSS.
- [94] The IC:
- *Agreed* to establish an IC Sub-group on IRSS.
 - *Agreed* that Dominique PELLETIER (CANADA) will be IC Lead for the IC Sub-group on IRSS.
 - *Requested* the Secretariat to ask the TC-RPPOs and Bureau to select a representative to be a member of the IC Sub-group on IRSS.
 - *Agreed* the IC Sub-group members on IRSS will be Samuel BISHOP (SC representative), Sally JENNINGS (NEW ZEALAND), Francisco GUTIERREZ (Belize) and Dilli SHARMA (NEPAL).
 - *Approved* the ToR of the IC Sub-group on IRSS as presented in APPENDIX 12, to be submitted for consultation from 1 July-30 August 2018.
 - *Requested* the SC representative to solicit ideas for IRSS activities from the SC for consideration by the IC.

¹⁴ CRP_02_IC_2018_May

¹⁵ 17_IC_2018_May

¹⁶ 26_IC_2018_May

- *Suggested* to solicit ideas for IRSS activities from the Bureau through its Representative for consideration by the IC.

9 Projects

9.1 Template for reporting on projects (IC members and other relevant partners)

- [95] The IC member reported on the template developed in collaboration with the IPPC Secretariat. It was highlighted that the report template allows to provide information on technical details, anticipated impact and other relevant information. The populated project report template was demonstrated to show its relevance. IC members recommended the template to be used for project reporting to IC November meetings.
- [96] IC members suggested modifying the draft project template to reflect project timing, milestones, personnel and RPPO activities. It was highlighted that clear understanding of reporting purposes and types of projects to be reported should be understood. Regional activities should be shared with the aim to avoid overlapping of delivered capacity development activities and allow efficient use of scarce resources.
- [97] The RPPOs representative recalled that RPPOs report on their projects and capacity development activities to TC-RPPOs. It was also noted that when the NAPPO delivers a workshop all information is then available on the NAPPO website. Other RPPOs could use this practice to allow for regional update.
- [98] The SC representative suggested using the same format for the projects the IC is a steering committee for. The reports of the projects should be freely available on the IPP.
- [99] The IPPC Secretariat suggested IC members could use an on line form (template) and enter the information on projects directly on line. This data could then be saved in a database and be made available on the IPP.
- [100] The IC chair highlighted the CPM had concerns on the impact and beneficiaries of some IPPC Secretariat projects. The IC needs to have a list of ongoing IPPC Secretariat projects, be updated on them so that they would be able to evaluate them and ensure they were producing outputs in line with CPM priorities and having a global impact. The template could be used for reporting on those projects if relevantly modified. The CPM should be informed so that CPs are aware of work the IPPC Secretariat does. The IFU Lead clarified that the IPPC Secretariat makes efforts to be transparent on the project staff is working on; however management of projects as well as reporting to the donors or to the CPM (for projects funded through the IPPC trust fund) is the responsibility of the IPPC Secretariat.
- [101] The IC:
- *Requested* the IPPC Secretariat to provide updates on the projects the IFU is involved in to the IC November 2018 meeting for information.
 - *Agreed* to use the template for the reporting the projects of the IC.
 - *Established* an IC Team on projects with Christopher DALE (AUSTRALIA) as the Lead and Mamoun ALBAKRI (JORDAN) and Dilli SHARMA (NEPAL) as members and requested this Team to draft a strategy on how the IC works with implementation and capacity development projects to be presented to the IC November 2018 meeting.

10. Communication and advocacy

10.1 IPP - Reorganization plan

- [102] The IPPC Secretariat presented the plan for the reorganization of the IPP I&CD pages¹⁷.

¹⁷ 19_IC_2018_May

[103] An IC member underscored that functionality of the IPP is the main issue.

[104] The SC representative advised that it is useful to identify stakeholders who used the IPP and consult them on their needs. IC members could look for opportunities to support the IPPC Secretariat with in-kind contributions or funding, however FAO constraints in terms of security and any other issues need to be taken into account.

[105] An IST staff member informed the IC that FAO only allows the use of certain technologies and the IPP is the working tool of the whole Secretariat and the IC needs to keep this in mind when suggesting changes. The IST Lead informed the IC that FAO CIO and OCC divisions are responsible for issues related to webs. Content and structure of the I&CD pages can be changed as needed. The IPP will be migrated to FAO website, however the IPPC brand is to be kept. An update on this is to be provided during the IC November meeting.

[106] The IC:

- *Agreed* Samuel BISHOP (SC representative) to be the IC Team lead for the IPP, supported by Christopher DALE (AUSTRALIA), Sally Jennings (NEW ZEALAND), Francisco GUTIERREZ (BELIZE) and Ngatoko NGATOKO (COOK ISLANDS) to support him.
- *Agreed* the Team to work with the Secretariat to improve the interface and content of the IPP I&CD pages.

10.2 Phytosanitary Resources page - Vision/ Policy

[107] The IPPC Secretariat briefed the IC on the Phytosanitary Resources page¹⁸ and invited the IC to discuss a strategy for the Phytosanitary Resources page, as well as reorganization arrangements (agenda item 10.3).

[108] IC members recalled that the Phytosanitary resource page was created to host resources not adopted by the CPM. The need for the better integration of the ISPMs and implementation resources was underscored. It was suggested that RPPOs should also be engaged. Calendars on capacity development activities and the roster of experts could be maintained at the regional level by the RPPOs and links provided.

[109] The RPPO representative suggested that the IC take advantage of the strategic importance of the Implementation and Capacity Development Committee and its activities to move all phytosanitary resources to the IPP.

[110] The SC representative suggested that the content management should be improved, as well as links between the IPP and Phytosanitary Resources page through common search tools and tags to be established.

[111] The IST staff indicated that they are considering to incorporating the phytosanitary resources page to the IPP. The IFU staff indicated IPPC eLearning courses and guides should be urgently made available to users on the IPP.

[112] The IC:

- *Requested* the IPPC Secretariat to make IPPC eLearning courses and guides available to users as soon as possible on the IPP.
- *Agreed* Stephanie BLOEM (RPPO representative) to be the Lead of the IC Team on Phytosanitary Resources supported by Dominique PELLETIER (CANADA), Sally JENNINGS (NEW ZEALAND), Yuji KITAHARA (JAPAN) and Mamoun ALBAKRI (JORDAN).
- The IC Team on Phytosanitary Resources were requested to work on a strategy and policy as well to consider how phytosanitary resources should be structured.

¹⁸ 20_IC_2018_May

10.3 Phytosanitary Resources page - Reorganization plan

Was discussed under the agenda item 10.2.

11. Implementation Facilitation Procedures

11.1 Review of exiting procedures, draft Procedure Manual

[113] The IFU Lead provided an overview of the procedures developed¹⁹. The procedures that are already CPM approved do not need any additional work and agreement. Those that need further development were assigned to designated IC members in accordance to their involvement in the IC Sub-groups and teams.

[114] The IC:

- *Agreed* to some procedures and *assigned* IC members to draft specific sections for the procedural manual as indicated in APPENDIX 13

12. IC December 2017 report

12.1 Follow-up actions from the IC December 2017

[115] The status of the tasks set by IC December 2017 meeting was reviewed²⁰.

[116] The RPPOs representative informed the IC on the COSAVE workshop on the implementation of ISPM 38 in 2019. The agenda to be shared with the IC.

[117] The IC:

- *Agreed* to share the IC work plan with the SC.

13. Priority setting and review of IC work plan 2018-2019

[118] The IC reviewed and agreed on a list of topics that are currently being worked on and assigned priorities.

[119] The IC Chair presented a new spread sheet for the IC work plan.

[120] The IC members supported using of the proposed template to track progress and delivery of IC tasks. An IC member advised to add a filter for meetings dates as well.

[121] The Chair advised the IC Sub-groups to use the same format to plan and track the progress of delivery of their tasks and activities. Sub-groups would be adjusting the format as per their needs.

[122] The Secretariat proposed to make the IC work plan available online so that IC members, Sub-groups and IC teams can continuously update their information.

[123] The IC leads for IC Sub-groups and IC Teams, along with the Secretariat lead, is presented in Appendix 14.

[124] The IC:

- *Agreed* to a list of topics that are currently being worked on and their related priorities as presented in Appendix 15.
- *Agreed* to use the proposed spread sheet for the IC work plan for reporting.
- *requested* Secretariat to populate the IC work plan (spreadsheet)
- *Agreed* to share the IC work plan online and give access to IC members
- *Agreed* to have the review of the IC work plan as a standing agenda point.

¹⁹ 22_IC_2018_May

²⁰ 23_IC_2018_May

14. IC recommendations for CPM-14 (2019)

- [125] The IFU Lead informed the IC that the SC can make recommendations to the CPM and felt that the IC should be entitled this as well if needed. These proposals go to the Bureau for consideration prior being submitted to the CPM. The IC could generate recommendations based on their work.
- [126] An IC member suggested that the CPM be requested to clarify the IC role in regards to projects. The IC agreed to ask Christopher DALE (AUSTRALIA) to develop a paper on this subject for IC consideration at their November 2018 meeting. An IC member suggested that the IC might want to make a recommendation to the CPM highlighting the need for funding the IC work and support.

15. Agenda items deferred to future IC meetings

- [127] All agenda items of the meeting were addressed.
- [128] The IC discussed potential agenda items for their next meeting.
- [129] The following observers will be invited: FAO regional officers, STDF, WB, IICA, CABI, EC.

16. Any Other Business

- [130] None.

17. Date and Venue of the Next Meeting

- [131] The Next IC meeting to be held on 26-30 November 2018, FAO HQ, Rome, Italy.

18. Evaluation of the meeting process

- [132] The IC members discussed how to improve their next meetings and were invited to provide anonymous evaluations of the IC meeting through the survey monkey.

19. Review and Adoption of the Report

- [133] The IC reviewed and adopted the report.

20. Close of the Meeting

- [134] The Chair closed the meeting.

APPENDIX 1: Agenda

	Agenda Item	Document No.	Presenter
1.	Opening of the Meeting		LARSON
1.1	Opening by the IPPC Secretariat		XIA
2.	Meeting Arrangements		
2.1	Election of the Rapporteur		LAVRENTJEVA
2.2	Adoption of the Agenda	01_IC_2018_May	LAVRENTJEVA
3.	Administrative Matters		
3.1	Documents lists	02_IC_2018_May	YAMAMOTO
3.2	Participants lists	03_IC_2018_May	YAMAMOTO
3.3	Local information	Link to local information	JIMENEZ-TABARES
4.	Outcomes of CPM-13 (2018)		
4.1	CPM-13 (2018) <ul style="list-style-type: none"> - IPPC Strategic Framework for 2020-2030 - Call for topics: standards and implementation <ul style="list-style-type: none"> o Nominate 2 IC members - Framework for Standards and Implementation <ul style="list-style-type: none"> o Nominate 1 IC champion - Commodity standards - ePhyto - Sea containers - e-Commerce - Implementation pilot surveillance - Regional workshops 	05_IC_2018_May 07_IC_2018_May CRP_01_IC_2018_May 04_IC_2018_May	LAVRENTJEVA / LARSON
5	Updates from Bureau and Secretariat		
5.1	CPM Bureau	06_IC_2018_May	LARSON
5.2	International Year of Plant Health 2020	11_IC_2018_May	PELLETIER/ BRUNEL
5.3	Secretariat: Implementation Facilitation Unit (IFU) <ul style="list-style-type: none"> • IFU Work Plan • Staff overview Standard Setting Unit (SSU) Integration and Support Team (IST)	08_IC_2018_May Implementation and Facilitation staff overview 09_IC_2018_May 10_IC_2018_May	LARSON NERSISYAN BUZON
6.	Cooperation between standard setting and implementation		
6.1	Areas for collaboration	Oral discussion	DALE/ BISHOP
7.	IC Sub-groups		

	Agenda Item	Document No.	Presenter
7.1	Guidance on developing IC procedures	Oral discussion	PARDO
7.2	General Rules of Procedure (RoP)	22_IC_2018_May	LAVRENTJEVA / LARSON
7.3	Sea Containers Task Force (SCTF) <ul style="list-style-type: none"> - Overview of activities - Approval of ToR, duration, membership - Approval of work plan 	12_IC_2018_May CRP_03_IC_2018_May	ALBAKRI/ LOMSADZE
8.	Strategic topic in relation to implementation		
8.1	Challenges faced by developing countries to implement IPPC activities	25_IC_2018_May	SHARMA
8.2	Discussion on developing PCE strategy	13_IC_2018_May	BRUNEL
8.3	Oversight of National Reporting Obligations	14_IC_2018_May	JENNINGS
8.4	Oversight of Dispute Avoidance and Settlement <ul style="list-style-type: none"> - NAPPO presentation on disputes 	CRP_02_IC_2018_May 16_IC_2018_May	LAVRENTJEVA BLOEM
8.5	Oversight of IRSS	17_IC_2018_May 26_IC_2018_May 27_IC_2018_May	PELLETIER
9	Projects		
9.1	Template for reporting on projects (IC members and other relevant partners)	18_IC_2018_May	DALE/ YAMAMOTO
10.	Communication and advocacy		
10.1	IPP - Reorganization plan	19_IC_2018_May	YAMAMOTO
10.2	Phytosanitary Resources page – Vision/ Policy	20_IC_2018_May	LOMSADZE/ DALE
10.3	Phytosanitary Resources page - Reorganization plan	20_IC_2018_May	LOMSADZE/ DALE
11.	Implementation Facilitation Procedures		
11.1	Review of exiting procedures, draft PM	22_IC_2018_May	LARSON
12.	IC December 2017 report		
12.1	Follow-up actions from the IC December 2017	Link to December 2018 IC report 23_IC_2018_May	LAVRENTJEVA / YAMAMOTO
13.	Priority setting and review of IC work plan 2018-2019	CRP_01_IC_2018_May	LAVRENTJEVA / LARSON
14.	IC recommendations for CPM-14 (2019)		LAVRENTJEVA
15.	Agenda items deferred to future IC meetings		LAVRENTJEVA
16.	Any Other Business		LAVRENTJEVA
17.	Date and Venue of the Next Meeting	26-30 November 2018, FAO HQ, Rome, Italy	LARSON

	Agenda Item	Document No.	Presenter
18.	Evaluation of the meeting process	Link to be provided	LARSON
19.	Review and Adoption of the Report		LAVRENTJEVA
20.	Close of the Meeting		LAVRENTJEVA

APPENDIX 2: Documents list

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
01_IC_2018_May	2.2	Agenda	15-05-2108
02_IC_2018_May	3.1	Documents list	15-05-2108
03_IC_2018_May	3.2	Participants list	15-05-2108
04_IC_2018_May	4.1	Focus Group on Commodity and Pathway Standards	15-05-2108
05_IC_2018_May	4.1	Outcomes from CPM-13 (2018)	11-05-2108
06_IC_2018_May	5.1	Updated from the CPM Bureau	11-05-2108
07_IC_2018_May	4.1	Framework for Standards and Implementation	14-05-2108
08_IC_2018_May	5.3	2018 Work Plan of The IPPC Secretariat Implementation and Facilitation Unit	11-05-2108
09_IC_2018_May	5.3	Update from the Standard Setting Unit (SSU)	11-05-2108
10_IC_2018_May	5.3	Update from the Integration and Support Team (IST)	11-05-2108
11_IC_2018_May	5.2	Report on the International Year of Plant Health Steering Committee	11-05-2108
12_IC_2018_May	7.3	IC Sub-group: Sea Containers Task Force	11-05-2108
13_IC_2018_May	8.2	Developing a strategy for the Phytosanitary Capacity Development Tool	11-05-2108
14_IC_2018_May	8.3	Overseeing the National Reporting Obligations	15-05-2108
15_IC_2018_May		Number Not Used	
16_IC_2018_May	8.4	NAPPO Presentation on Disputes	11-05-2108
17_IC_2018_May	8.5	Overseeing the implementation Review and Support Systems	15-05-2108
18_IC_2018_May	9.1	Template for reporting on projects	09-05-2108
19_IC_2018_May	10.1	IPP Reorganization Plan	11-05-2108
20_IC_2018_May	10.2 10.3	Phytosanitary Resources Page Strategy	11-05-2108

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
21_IC_2018_May		Number Not Used	
22_IC_2018_May	7.2 11.1	Draft Procedure Manual for Implementation and Capacity Development	15-05-2108
23_IC_2018_May	12.1	Actions items for the IPPC secretariat and IC members	11-05-2108
24_IC_2018_May		Number Not Used	
25_IC_2018_May	8.1	Challenges faced by developing countries to implement IPPC activities	11-05-2108
26_IC_2018_May	8.5	IRSS Brochure	14-05-2108
27_IC_2018_May	8.5	Report from IRSS	14-05-2108
CRP_01_IC_2018_May	4.1 13	Topics for Implementation	23-05-2108
CRP_02_IC_2018_May	8.1	Oversight of Dispute Avoidance and Settlement	24-05-2108
CRP_03_IC_2018_May	7.3	Sea Container Task Force (SCTF) – IC Sub-group Terms of Reference	24-05-2108

APPENDIX 3: Participants list

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Member	Ms. Magda GONZALEZ ARROYO Head of Dpt. of Standards and Regulations Servicio Fitosanitario del Estado Ministry of Agriculture, COSTA RICA Ministry of Agriculture, COSTA RICA Servicio Fitosanitario del Estado Department of Standards and Regulations Apartado 1521-1200 San José, Centro America Costa Rica Tel:+ (506) 2549-3600 Mobile:+(506) 83993527 Fax:+ (506) 2549-3599	mgonzalez@sfe.go.cr; magdacr2858@yahoo.com
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APPENDIX 4- Framework for Standards and Implementation updated by IC May 2018

Framework for Standards and Implementation
Endorsed by CPM-13 (2018); Updated by SC May 2018 and IC May 2018

LEGEND: Yellow highlighted text: indicates update after CPM-13 (2018)

FOR STANDARDS:

Red text: indicates gaps for new topics, new revisions to adopted ISPMs that are not already on the List of topics for IPPC standards.

Underlined text: indicates topics on the List of topics for IPPC standards for revisions to adopted ISPMs (topic number in brackets)

Bolded text: indicates topics on the List of topics for IPPC standards for new ISPMs (topic number in brackets)

Adopted ISPMs are listed with title and ISPM number.

ISPMs or proposed gaps that cover or should cover both conceptual issues and implementation issues in one standard are centered.

FOR OTHER GUIDANCE MATERIALS:

Other guidance are in relevant columns: developed, under development and planned to be developed/needed.

IPPC Area: GENERAL
IPPC Strategic Objectives (SOs): A3, A4, B1, B2, B3, D2, D4

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
1)	Audit in the phytosanitary context (2015-014) (Priority 1)	No gap.	Audit in the phytosanitary context		
					Manuals Guide on Audit in the phytosanitary context
2)	No gap.	No gap.	Organization and provision of information on technical resources		
			Phytosanitary resource page (roster of experts, projects database, activities calendar, technical documents) IPPC Capacity Development and Resources presentation Advocacy fact sheet for phytosanitary page	Reorganization of the Phytosanitary resources page	
3)	No gap.	No gap.	Cooperation with other Organizations e.g. environmental		
			Memorandums of Understanding: Ozone Secretariat, CBD; Partnership paper (CPM 9/2014/21).	IPPC-CBD joint work plan (2017-2018)	Sharing resources: ePhyto, evaluation tools

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			<p>Please Review: the new IPPC Online Comment System</p> <p>Training material for users on OCS</p> <p>IRSS study: Analyzing the benefits of implementing the IPPC</p>		
4)	No gap.	No gap.	Environmental protection and climate change e.g. surveillance of wild flora		
			<p>Guide to implementation of phytosanitary standard in forestry;</p> <p>e-learning: Trade in forest commodities and the role of phytosanitary measures</p> <p>ICPM-7 decisions in relationship to Cooperation with the CBD: Treaty to biodiversity by IAS</p> <p>CPM Recommendation CPM-3/2008 - Replacement or reduction of the use of methyl bromide as a phytosanitary measure</p> <p>IRSS study: Aquatic Plants: Their Uses and Risks - A review of the</p>	GEF project scoping through the IPPC Resource Mobilization Task Force (RMTF)	Protocol for alternative treatments for MB

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			global status of aquatic plants CPM Recommendation Number: CPM-9/2014/01 - Recommendation on the IPPC Coverage of Aquatic Plants		
5)	No gap.	No gap.	International cooperation among NPPOs		
			Manual on managing relationships with stakeholders		Cooperation on pest diagnostics among NPPOs. e.g.: training, manuals, guides, videos Mentoring on specific issues: PRA, risk based inspection, etc. Roster of experts High level symposium One Belt One Road
6)	No gap.	No gap.	How standards relate to and impact on key topics (e.g. Market access, IAS, climate change)		

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			Market Access - a guide to phytosanitary issues for national plant protection organizations PRA materials	Market access training materials Market access online learning modules	Awareness raising and advocacy documents Case studies on concrete relationships between Standards and key topics, measuring impacts Desk studies and methodologies to estimate impact of Standard implementation
7)	No gap.	No gap.	Advocacy for NPPO resource mobilization		
			PCE factsheet Manual on Establishing an NPPO Manual on Operation of an NPPO		Manual Guide for Advocacy and gaining political support Strategies and policies for implementation of PCE tool PCE modernization of tool

IPPC GENERAL RIGHTS AND OBLIGATIONS

IPPC SOs: A1, A2, B2, B3, B4, C3, D3, Y4

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
8)	Elements of an effective NPPO e.g. training, engagement of stakeholders, competency (Priority 1)	No gap.	Elements of an effective NPPO e.g. training, engagement of stakeholders, competency.		
			Manual on Establishing an NPPO Manual on Operation of an NPPO Manual on managing relationships with stakeholders Manual of good practices for CPM participation NPPO establishment training kit NPPO operations training kit IPPC Introduction presentation PCE tool; Explanatory document (2005) on ISPM 20 <i>(Guidelines for a phytosanitary import regulatory system)</i> (includes appendix on rights, roles & responsibilities in relation	Training materials for STDF401 project Preparing a national phytosanitary Capacity Development Strategy – A Phytosanitary Capacity Development Training Tool For NPPOs NRO e-learning (to be released) NRO UPDATE newsletter NRO Workshops and training materials	Strategies and policies for implementation of PCE tool PCE modernization of tool Strategy, policies and process for the development of IPPC guides and training materials Plant Health train the trainer workshops

Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
		<p>to the IPPC, ISPMs and SPS)</p> <p>IPPC Guide to Resource Mobilization: Promoting contracting party partnerships</p> <p>IRSS study: The Biosecurity approach: A review and evaluation of its application by FAO, internationally and in various countries</p> <p>Training materials for PCE facilitator</p> <p>Preparing a national phytosanitary Capacity Development Strategy - A Phytosanitary Capacity Development Training Tool For NPPOs</p> <p>e-Learning: Introduction to the IPPC</p> <p>NRO Procedures</p> <p>NRO Guide</p> <p>4 NRO leaflets (Benefits of reporting, Consequences of not reporting, Official Contact Points: advantages & consequences and</p>		

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			Networking) and 13 NRO factsheets NRO quality guidelines NRO lists NRO e-learning (to be released) NRO UPDATE newsletter NRO Workshops and training materials		
9)	Revision: Pest reporting (ISPM 17) (Priority 2)		National Reporting Obligations		
			Recommendation information exchange (ICPM 2/4) Role of IPPC contact points (CPM 1/4) Explanatory document (2005) on ISPM 17:2005 (Pest reporting) Explanatory document (2005) on ISPM 17 (Pest reporting) IPPC Secretariat News letters on NROs NRO Procedures NRO Guide	e-learning tool on reporting obligations to be developed and launched Support documents and tools for the NRO work plan NRO e-learning (to be released) NRO UPDATE newsletter NRO Workshops and training materials	

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			4 NRO leaflets (Benefits of reporting, Consequences of not reporting, Official Contact Points: advantages & consequences and Networking) and 13 NRO factsheets NRO quality guidelines NRO lists NRO e-learning (to be released) NRO UPDATE newsletter NRO Workshops and training materials		
10	Revision: Guidelines on lists of regulated pests (ISPM 19) (Priority 2)		Pest reporting		
			NRO Procedures NRO Guide 4 NRO leaflets (Benefits of reporting, Consequences of not reporting, Official Contact Points: advantages & consequences and Networking) and 13 NRO factsheets NRO quality guidelines	NRO e-learning (to be released) NRO UPDATE newsletter NRO Workshops and training materials	Regulated pest lists clarification of terminology and its use in ISPM 19.

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			<p>NRO lists</p> <p>NRO e-learning (to be released)</p> <p>NRO UPDATE newsletter</p> <p>NRO Workshops and training materials</p>		
11	Guidelines for the notification of non-compliance and emergency action (ISPM 13)		Notification of non-compliance		
			<p>Model notification form - import verification manual</p> <p>NRO Procedures</p> <p>NRO Guide</p> <p>4 NRO leaflets (Benefits of reporting, Consequences of not reporting, Official Contact Points: advantages & consequences and Networking) and 13 NRO factsheets</p> <p>NRO quality guidelines</p> <p>NRO lists</p> <p>NRO e-learning (to be released)</p> <p>NRO UPDATE newsletter</p>	<p>NRO e-learning (to be released)</p> <p>NRO UPDATE newsletter</p> <p>NRO Workshops and training materials</p>	Guidance on tools for harmonized notification

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			NRO Workshops and training materials		
12	National legislation requirements (Priority 4)	No gap.	Development of national phytosanitary legislation		
			<p>Guidelines for the revision of national phytosanitary legislation – FAO</p> <p>Manual on Establishing an NPPO</p> <p>Training kit on Establishing an NPPO</p> <p>Manual on Operation of an NPPO</p> <p>Training kit on Operation of an NPPO</p> <p>PCE module on legislation</p> <p>IRSS study: The Biosecurity approach: A review and evaluation of its application by FAO, internationally and in various countries</p> <p>Training materials for PCE facilitator</p> <p>NRO Procedures</p> <p>NRO Guide</p> <p>4 NRO leaflets (Benefits of reporting,</p>	<p>Training material on phytosanitary legislation – STDF401</p> <p>NRO e-learning (to be released)</p> <p>NRO UPDATE newsletter</p> <p>NRO Workshops and training materials</p>	<p>Case studies</p> <p>Legal and policy frameworks of plant protection</p> <p>Strategies and policies for implementation of PCE tool</p> <p>PCE modernization of tool</p>

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			<p>Consequences of not reporting, Official Contact Points: advantages & consequences and Networking) and 13 NRO factsheets</p> <p>NRO quality guidelines</p> <p>NRO lists</p> <p>NRO e-learning (to be released)</p> <p>NRO UPDATE newsletter</p> <p>NRO Workshops and training materials</p>		
13)	No gap.	No gap.	International Cooperation between contracting parties (consider to combine with NPPO)		
14) 13)	No gap.	No gap.	Elements of an effective RPPO e.g. training, engagement of stakeholders, competency		

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			<p>Procedure for the recognition of new RPPOs - ICPM-4 (2002);</p> <p>Role and functions of the RPPOs ICPM-5 (2003) Appendix XIX</p> <p>Role and function of the RPPO adopted during CPM 12 (2017).</p> <p>Recognition procedures for RPPOs to be reviewed and Procedure for de-recognizing the RPPOs</p>		<p>Recognition procedures for RPPOs to be reviewed and Procedure for de-recognizing the RPPOs</p>

IPPC Area: PRINCIPLES AND POLICIES (interpretation of the Convention)
IPPC SOs: B2, B3, C3, D1, D3

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
<p>15) 14)</p>	<p>Phytosanitary principles for the protection of plants and the application of phytosanitary measures in international trade (ISPM 1)</p>	<p>No gap.</p>	Undue delay and prompt action		

	Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
46) 15)	Glossary of phytosanitary terms (ISPM 5) Terminology of the Convention on Biological Diversity in relation to the Glossary of phytosanitary terms (ISPM 5 – Appendix 1)	No gap.	Glossary		
			Annotated Glossary: Explanatory document (2013) on ISPM 5 (<i>The Glossary of phytosanitary terms</i>)		
47) 16)	Efficacy of measures (2001-001) (Priority 4)	No gap.	Efficacy of measures		
			Beyond the compliance tool		Studies on efficacy of measures (e.g. treatments for fruit flies)
48) 17)	No gap.	Recognition of pest free areas and areas of low pest prevalence (ISPM 29).	Technical Justification including reliability of scientific information		
			Plant pest surveillance manual	Manual on implementation of pest free areas and related phytosanitary improvement measures Guide on Pest Free Areas (PFA)	IAEA Manual for fruit flies Guide on Suite of fruit fly standards (IAEA) Infographic (mini video) on Fruit Fly standards (IAEA) Global workshop on PFAs e-Learning on Pest Free Areas(PFA)
49) 18)	Guidelines for the determination and recognition of equivalence of phytosanitary measures (ISPM 24)		Equivalence of phytosanitary measures		
			IRSS study - Review of the application of equivalence between phytosanitary measures		Studies on efficacy of measures (e.g. ; treatments for fruit flies)

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			used to manage pest risk in trade Beyond the compliance tool		
20) 19)	Authorization of entities other than national plant protection organizations to perform phytosanitary actions (2014-002) (Priority 2)	No gap.	Supervision of authorized bodies, including procedures for examination and assessment of competencies		
			Manual on establishment of an NPPO Manual on operation of an NPPO operation		Audit manual Guide
24) 20)	No gap.	No gap.	Appropriate level of protection		
22) 21)	No gap.	No gap.	State of plant protection in the world		
			CPM materials The IPPC seminars 2016 Global emerging issues – a report of findings from the 2016 IPPC regional workshops questionnaire	Soil and plant health paper	Range of papers to be elaborated within the framework of IYPH CPM papers Wish list to communicate with others

IPPC Area: PEST STATUS

IPPC SOs: A1, A2, B1

	Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
23) 22)	Revision of ISPM 8 Determination of pest status in an area (2009-005, Priority 1)		NRO Procedures NRO Guide 4 NRO leaflets (Benefits of reporting, Consequences of not reporting, Official Contact Points: advantages & consequences and Networking) and 13 NRO factsheets NRO quality guidelines NRO lists NRO e-learning (to be released) NRO UPDATE newsletter NRO Workshops and training materials	Guidelines for the determination of pest status in an area Guide on Pest Status NRO e-learning (to be released) NRO UPDATE newsletter NRO Workshops and training materials	
24) 23)	Revision: Regulated non-quarantine pests: concept and application (ISPM 16), to broaden	No gap.	Revision of ISPM 16 to broaden to pests and clarify the concepts related to quarantine pests, RNQP and pests of national concern :		

	Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
	<p>to pests and clarify the concepts related to quarantine pests, RNQP and pests of national concern (Priority 2)</p> <p>Guidelines on the interpretation and application of the concept of official control for regulated pests (ISPM 5 - Supplement 1)</p>		<p>IPPC coverage of aquatic plants (CPM recommendation CPM-9/2014/01)</p> <p>GMOs, Biosafety and Invasive Species: ICPM 3 (2001) decision</p> <p>Plant pest surveillance manual</p>		
25) 24)	Host and non-host status (Priority 3)	Determination of host status of fruit to fruit flies (Tephritidae) (ISPM 37)	Host and non-host status		
				IAEA manual for fruit flies Guide on fruit fly phytosanitary procedures (IAEA)	Range of materials might be elaborated under the pilot implementation programme on surveillance
26) 25)	Surveillance (ISPM 6)				
27) 26)	No gap.	Specific guidance on surveillance for a pest or a group of pests (Priority 3)	Guidance on surveillance for a pest or a group of pests.		
			<p>Plant pest surveillance manual</p> <p>Factsheet on <i>Xylella fastidiosa</i></p> <p>Special topic session on Red Palm Weevil presentations posted on the phyto page with</p>	<p>Outputs of the implementation pilot on Surveillance (activities on three example pests)</p> <p>Factsheet on fruit flies</p>	<p>Surveillance, case study on <i>Xylella fastidiosa</i></p> <p>Surveillance, case study on invasive ants</p> <p>Surveillance, case study on fruit flies</p>

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			additional presentations related to surveillance Factsheet on Invasive ants		Revision of Plant Pest surveillance Guide
28) 27)	Revision of ISPM 4 Requirements for the establishment of pests free areas (2009-002) (Priority 4) Establishment of pest free areas for fruit flies (Tephritidae) (ISPM 26)		Guidance on PFA, PFPP and ALPP for a pest or a group of pests		
				Manual on implementation of pest free areas and related phytosanitary improvement measures Guide on Pest Free Areas (PFA)	Global workshop on PFAs Infographic (mini video) on Fruit Fly standards (IAEA) e-Learning on Pest Free Areas(PFA)
29) 28)	Requirements for the establishment of pest free places of production and pest free production sites (ISPM 10)		Guidance on PFA, PFPP and ALPP for a pest or a group of pests		
				Manual on implementation of pest free areas and related phytosanitary improvement measures Guide on Pest Free Areas (PFA)	Global workshop on PFAs Infographic (mini video) on Fruit Fly standards (IAEA) e-Learning on Pest Free Areas(PFA)
30) 29)	Requirements for the establishment of areas of low pest prevalence (ISPM 22)		Requirements for the establishment of areas of low pest prevalence		
			Plant pest surveillance manual	Manual on implementation of pest free areas and related phytosanitary improvement measures	

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
				Guide on Pest Free Areas (PFA) IAEA manual for fruit flies Guide on fruit fly phytosanitary procedures (IAEA)	
34) 30)	No gap.	Specific guidance on PFA, PFPP and ALPP for a pest or a group of pests (Priority 4) Establishment of areas of low pest prevalence for fruit flies (ISPM 30) Control measures for an outbreak within a fruit fly-pest free area (ISPM 26 - Annex 2)	Requirements for the establishment of areas of low pest prevalence		
			Plant pest surveillance manual	Manual on Implementation of pest free areas and related phytosanitary measures Guide on Pest Free Areas (PFA) IAEA manual for fruit flies Guide on fruit fly phytosanitary procedures (IAEA)	Range of materials could be elaborated under the pilot implementation on surveillance

IPPC Area: PEST RISK ANALYSIS
IPPC SOs: C2, C3, B2, B3, B4

	Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
32) 31)	<p>Framework for pest risk analysis (ISPM 2)</p> <p>Supplement on Guidance on the concept of the likelihood of establishment component of a pest risk analysis for quarantine pests to ISPM 11 Pest risk analysis for quarantine pests (2015-010) (Priority 4)</p>	<p>Pest risk analysis for quarantine pests (ISPM 11)</p> <p>Pest risk analysis for regulated non-quarantine pests (ISPM 21)</p> <p>Categorization of commodities according to their pest risk (ISPM 32)</p> <p>Guidelines for the export, shipment, import and release of biological control agents and other beneficial organisms (ISPM 3)</p> <p>Guidance on climate change (supplement to ISPM 11) (Priority 3)</p>	<p>Commodity and host pest lists</p> <p>PRA awareness toolkit</p> <p>PRA training (manual and eLearning)</p> <p>Diversion from Intended Use: Consideration of the extent of the issue</p> <p>Guidance for conducting pest risk analysis of living modified organisms (LMOs)</p> <p>NRO Procedures</p> <p>NRO Guide</p> <p>4 NRO leaflets (Benefits of reporting, Consequences of not reporting, Official Contact Points: advantages & consequences and Networking) and 13 NRO factsheets</p> <p>NRO quality guidelines</p>	<p>Risk communication guidelines Guide on Pest Risk communication</p> <p>NRO e-learning (to be released)</p> <p>NRO UPDATE newsletter</p> <p>NRO Workshops and training materials</p>	<p>Guidance on adherence to ISPM 32</p> <p>Pest modelling in context of PRA</p>

	Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			NRO lists NRO e-learning (to be released) NRO UPDATE newsletter NRO Workshops and training materials		
33) 32)	Revision and combination of PRA standards (including ISPM 2, 11 and 21) (priority 4)		Commodity and host pest lists		
34) 33)	Guidance on pest risk management (2014-001) (Priority 2)	Specific guidance on pest risk management for pests or a group of pests (Priority 3)	Pest risk management for pests or group of pests		Guide on Pest Risk Management
35) 34)	Risk communication (Priority 3)		Risk communication		
				Risk communication guidelines Guide on Pest Risk communication	
36) 35)	Guidelines on the understanding of potential economic importance and related terms including reference to environmental considerations (ISPM 5 - Supplement 2)	Economic analysis in PRA (Priority 2)	Economic analysis in PRA		Template for economic analysis of pest impact
		No gap.	Diversion from intended use		

	Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
37) 36)	Diversion from intended use (Priority 2? to be determined) (concept standard or supplementary document)		IRSS study on Diversion from intended use - consideration of the extent of the issue		

IPPC Area: PEST MANAGEMENT
IPPC SOs: A1, A2, B1, B2, B4, C2, D1

	Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
38) 37)	Management of regulated pests (Priority 4)	No gap.	Management of regulated pests		
				CDC document on Phytosanitary measures	
39) 38)	No gap.	No gap.	Pest management options		
			Beyond the compliance tool		Studies on efficacy
40) 39)	Contingency planning and emergency response (Priority 1)	No gap.	Contingency planning and emergency response		
			Manual on managing relationships with stakeholders Manual on Establishing an NPPO Manual on Operation of an NPPO	Communication plan for Xylella NRO e-learning (to be released) NRO UPDATE newsletter NRO Workshops and training materials	Guidelines for development of contingency plans Products of workshops for contingency planning and emergency response

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			CPM9 side session materials on natural disasters NRO Procedures NRO Guide 4 NRO leaflets (Benefits of reporting, Consequences of not reporting, Official Contact Points: advantages & consequences and Networking) and 13 NRO factsheets NRO quality guidelines NRO lists NRO e-learning (to be released) NRO UPDATE newsletter NRO Workshops and training materials		
44) 40)	No gap.	Criteria for treatments for wood packaging material in international trade (draft annex to ISPM 15) (2006-010) (Priority 2) Revision of annex 1 and 2 of ISPM 15 (Inclusion of the Phytosanitary treatment <i>Sulphuryl fluoride fumigation of wood packaging</i>)	Treatment of wood packaging material		
			Replacement of MB (CPM 3/1)		Guide on ISPM 15 treatment: Approval and monitoring of Heat treatment and dielectric

	Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
		<i>material (2006-010A) and Revision of dielectric heating section (2006-010B).</i>			heat treatment facilities (IFQRG) Guide on ISPM 15 treatment: Dielectric heat treatments (IFQRG)
42) 41)	Phytosanitary treatments for regulated pest (ISPM 28)	Non-commodity specific phytosanitary treatments for regulated pests (e.g. soil drench, sterilization) (Annexes to ISPM 28) (Priority 4)	Phytosanitary treatments for regulated pest		
			Explanatory document (2006) on ISPM 18:2003 (Guidelines on the use of irradiation as a phytosanitary treatment)		DB of treatments
43) 42)	<u>Requirements for the use of irradiation as a phytosanitary measure (Revision to ISPM 18) (2014-007) (Priority 3)</u>		Guidelines for the use of irradiation as a phytosanitary measure		
			Explanatory document (2006) on ISPM 18:2003 (Guidelines on the use of irradiation as a phytosanitary treatment)		Manual Guide for irradiation
44) 43)	No gap.	Requirements for the use of fumigation as a phytosanitary measure (2014-004) (Priority 1)			Manual Guide on fumigation as phytosanitary measure
45) 44)	No gap.	Requirements for the use of temperature treatments as a phytosanitary measure (ISPM 42)			Manual Guide on temperature treatments as phytosanitary measure

Concept standards - “what”		Implementation standards - “how”	Guidance: Developed	Under development	Planned/needed
46) 45)	No gap.	Requirements for the use of modified atmosphere treatments as a phytosanitary measure (2014-006) (Priority 2)			Manual Guide on modified atmosphere treatments as a phytosanitary measure
47) 46)	No gap.	Requirements for the use of chemical treatments as a phytosanitary measure (2014-003) (Priority 3)			Manual Guide on chemical treatments as a phytosanitary measure
48)47)	Guidelines for pest eradication programmes (ISPM 9)		Eradication programmes		
			Manual on managing relationships with stakeholders Manual on Establishing an NPPO Manual on Operation of an NPPO CPM9 side session material on natural disaster	Communication plan for Xylella	Manual Guide for development of contingency plan Manual Guide for eradication Products of workshops for contingency planning and emergency response
49)48)	No gap.	Phytosanitary procedures for fruit fly management (Annex 3 of ISPM 26)	Phytosanitary procedures for fruit fly		
				IAEA manual on fruit flies Guide on fruit fly phytosanitary procedures (IAEA)	
50)49)	Integrated measures plants for planting (ISPM 36)		Integrated measures & systems approach		

	Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
54)50)	Systems approach (ISPM 14) Clarification on the concepts of integrated measures and systems approach (Priority 4)	Pest free potato (<i>Solanum</i> spp.) micropropagative material and minitubers for international trade (ISPM 33) Systems approach for pest risk management of fruit flies (Tephritidae) (ISPM 35) Use of systems approaches in managing risks associated with the movement of wood commodities (2015-004) (Priority 3) Specific guidance on systems approaches for commodities or pests (Priority 4)	Beyond the compliance		ManualGuide on Pest Risk Management

IPPC Area: PHYTOSANITARY IMPORT & EXPORT REGULATORY SYSTEMS
IPPC SOs: A3, B4, C1, C2, C3, D3

	Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
52)51)	Phytosanitary certification system (ISPM 7)	Phytosanitary certificates (ISPM 12) Electronic phytosanitary certificates, information on standard XML schemes and exchange mechanisms (ISPM 12 - Appendix 1) <u>Focused revision of ISPM 12 (Phytosanitary certificates) (2015-011) (Priority 2)</u>	Phytosanitary certification Export certification manual ePhyto related documents Factsheet on Plant Health and trade facilitation IRSS study: Internet Trade (e-Commerce) in Plants: Potential Phytosanitary Risks	ePhyto (proposed system: HUB)	Guide on e-commerce
53)52)	Consignments in transit (ISPM 25)		Transit		
			Transit manual		
54)53)	No gap.	Guidelines for the export, shipment, import and release of biological control agents and other beneficial organisms (ISPM 3) Phytosanitary treatments for regulated pests (ISPM 28)			
			Import verification manual		Guideline on biological control agents regulation process
55)54)	Guidelines for a phytosanitary import regulatory system (ISPM 20)		Import regulation		
			Import verification manual Explanatory document (2005) on ISPM 20	ePhyto (proposed system: HUB)	Guide on e-commerce

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			<p>(Guidelines for a phytosanitary import regulatory system)</p> <p>Manual on Establishing an NPPO</p> <p>Manual on Operation of an NPPO</p> <p>ePhyto related documents</p> <p>Factsheet on Plant Health and trade facilitation</p> <p>IRSS study: Internet Trade (e-Commerce) in Plants: Potential Phytosanitary Risks</p>		
56)55)		<p>Guidelines for a phytosanitary import regulatory system (ISPM 20)</p> <p>Use of specific import authorization (2008-006) (ISPM 20, new annex) (Priority 4)</p>	<p>Import regulation</p> <p>Import verification manual</p> <p>Explanatory document (2005) on ISPM 20 (Guidelines for a phytosanitary import regulatory system)</p> <p>Manual on Establishing an NPPO</p> <p>Manual on Operation of an NPPO</p>		

	Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
57)56)	No gap.	Guidelines for inspection (ISPM 23)	Inspection		
					Manuals Guide on inspection
58)57)	Methodologies for sampling of consignments (ISPM 31)		Sampling		
			Explanatory document (2009) on ISPM 31 (<i>Methodologies for sampling of consignments</i>) Diagnostic manual Plant pest surveillance manual		Manuals Guide on sampling
59)58)	No gap.	Design and operation of post-entry quarantine stations for plants (ISPM 34)	Post-entry quarantine stations for plants		
					Design plan for PEQ
60)59)	No gap.	No gap.	Dispute avoidance and settlement		
			Dispute settlement manual IPPC Dispute settlement procedures(2001) Factsheet : A brief guide to dispute settlement under the IPPC		Revision of IPPC Dispute settlement procedures (2001) Guide on Dispute avoidance and settlement
64)60)	Arrangements for the verification of compliance of consignments by the importing country in the	No gap.			

	Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
	exporting country (Annex 1 of ISPM 20)				
62)61)	No gap.	No gap.	Traceability		
					Proposed trace back guidance
63)62)	No gap.	Minimizing pest movement by air containers and aircrafts (2008-002) (Priority 3)	Pathways		
					Code of conduct
64)63)	No gap.	International movement of cut flowers and foliage (2008-005) (Priority 4)	International movement of cut flowers and branches foliage		
					Procedural guide related to ISPMs
65)64)	No gap.	Safe handling and disposal of waste with potential pest risk generated during international voyages (2008-004) (Priority 2)	Safe handling and disposal of waste		
					Procedural guide related to ISPMs Code of conduct
66)65)	No gap.	International movement of growing media in association with plants for planting (ISPM 40)	International movement of growing media		
					Procedural guide
67)66)	No gap.	Minimizing pest movement by sea containers (2008-001) (Priority 1)	Pest movement by sea containers		
			CPM Recommendation on sea containers (CPM-10/2015/1)		Guidance for the implementation of the

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
			Code of Conduct CPM Complementary action plan sea containers Factsheet on Sea container cleanliness		CPM recommendation on sea containers
68)67)	No gap.	International movement of grain (2008-007) (Priority 1)	International movement of grain		
			Protocol for alternative treatments for MB		Manual Guide on grain Procedural guide related to ISPMs
69)68)	No gap.	Regulation of wood packaging material in international trade (ISPM 15) (Revision of ISPM15 to include fraudulent use) (Priority 2)	Dielectric heat treatment		
			Explanatory document (2014) on ISPM 15 (<i>Guidelines for regulating wood packaging material in international trade</i>) Quick guide to Dielectric heating		Guide on ISPM 15 treatment: Dielectric heat treatments (IFQRG)
70)69)	No gap.	International movement of used vehicles, machinery and equipment (ISPM 41)	International movement of used vehicles, machinery and equipment		
					Codes of conduct
71)70)	No gap.	International movement of seeds (ISPM 38)	International movement of seeds		
			Phytosanitary treatments		Manual Procedural guide related to ISPMs

	Concept standards - "what"	Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
72)71)	No gap.	International movement of wood (ISPM 39)	International movement of wood		
			Phytosanitary treatments (MB etc.)		Manual Procedural guide related to ISPMs
73)72)	No gap.	International movement of wood products and handicrafts made from wood (2008-008) (Priority 2)	International movement of wood products and handicrafts made from wood		
			Internet trade (e-commerce) in plants and other regulated articles (CPM recommendation CPM-9/2014/2) Materials of the CPM12 special topic session on e-commerce.		

IPPC Area: DIAGNOSTICS

IPPC SOs: A1, B1, B4

Concept standards - "what"		Implementation standards - "how"	Guidance: Developed	Under development	Planned/needed
74 73)	Diagnostic protocols for regulated pests (ISPM 27)	Annexes to Diagnostic protocols for regulated pests (ISPM 27) <i>Citrus leprosis virus</i> (Priority 2) <i>Pyricularia oryzae</i> (syn. <i>Magnaporthe oryzae</i>) on <i>Triticum</i> spp. (Priority 1) <i>Microcyclus ulei</i> (Priority 1) <i>Mononychellus tanajoa</i> (Priority 2) <i>Puccinia graminis f.sp. tritici</i> UG 99 (Priority 1) <i>Moniliophthora rorer</i> (Priority 3) <i>Solanum rostratum</i> (Priority 2) <i>Amaranthus palmeri</i> (Priority 2)	Requirements for diagnostics Guide to delivering phytosanitary diagnostic services CPM11 recommendation on the importance of plant pest diagnosis (R-07)	Assessment framework for diagnostic services Specimen imaging guide for contracting parties	
75 74)	No gap.	Requirements for diagnostics (Priority 2)	Requirements for diagnostics Guide to delivering phytosanitary diagnostic services	Assessment framework for diagnostic services	Guidance on use of molecular DB Inventory of trainings related to diagnostics
76 75)	No gap.	No gap.	International or regional cooperation for diagnostics (e.g. Regional centers of expertise) CPM11 recommendation on the importance of plant pest diagnosis (R-07)		Inventories of taxonomic collections Roster of taxonomic experts

APPENDIX 5: Draft Rules of Procedure for the Implementation and Capacity Development Committee (IC) Sub-groups (sent for consultation)

Draft Rules of Procedure for IC Sub-groups for consultation (as revised by IC May 2018)

Rule 1. Membership

Members of IC Sub-groups should have the necessary technical and subject matter experience, and should be able to participate and contribute to the proceedings. The IC Lead of the IC Sub-group is considered a member.

Membership of IC 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 experts.

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

Members of IC Sub-groups are nominated and selected according to the following:

- The Secretariat requests nominations through a call, as directed by the IC, requesting a signed Statement of Commitment and an updated Curriculum Vitae;
- The Secretariat summarizes and comments on the nominations, and submits them to the IC. The IC selects the members based on their demonstrated expertise and communicates this to the Secretariat; and
- The Secretariat maintains lists of IC Sub-group members on the IPP.

Rule 3. Chairperson and Rapporteur

The Chairperson and Rapporteur of IC Sub-groups are elected at each meeting by their members.

Rule 4. IC Lead for an IC Sub-group

The IC will select a Lead for each IC Sub-group from the IC members and under exceptional circumstances, it may select someone who is not a member of the IC. The IC Lead is responsible for liaison between the IC and the IC Sub-group ensuring the IC Sub-group follows the guidance given by the IC.

Rule 5. Participation of non-members of the IC Sub-groups

The IC may determine that non-members are invited to attend an IC Sub-group meeting.

Contracting parties or organizations hosting a meeting may send up to two representatives to attend a meeting.

Rule 6. Meetings

IC 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 if possible. The IC Sub-group may meet face-to-face, subject to availability of funds.

IC Sub-group members should work according to their Terms of Reference and IC approved procedures.

Rule 7. Decision making

Decisions should be taken by consensus and communicated to the IC by the relevant IC Sub-group Lead. Only IC 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.

Rule 8. Reports

A report of each IC Sub-group meeting should be published on the IPP once approved by the rapporteur. Major discussion issues should be noted in the report and the rationale for conclusions should be recorded.

An update should be presented to the IC by the IC Lead for each IC Sub-group at the May IC meeting, advising the IC of the specific actions that they are requested to take.

Out of session updates may be requested as necessary.

Rule 9. Working Language

English should be the working language of IC Sub-group.

Rule 10. Amendments

Amendments to these Rules of Procedure shall be approved by the IC.

APPENDIX 6: Terms of Reference of the Sea Container Task Force (IC Sub-group)

**Terms of Reference of the
SEA CONTAINERS TASK FORCE (SCTF)
(IC Sub-group)**

1. Purpose

The Sea Containers Task Force (SCTF) will supervise the actions contained in the Sea Container Complementary Action Plan²¹ for Assessing and Managing the Pest Threats Associated with Sea Containers, under the oversight of the IC.

2. Duration

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

3. Membership

SCTF members should have experience relevant to the pest risks on sea containers and their management. The SCTF 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 Organisation (normally the CTU-Code manager)
- One representative from the RPPOs.

4. Invited experts

The SCTF may invite experts, upon approval by the IC, from the following organizations:

- One former Sea Container Expert Working Group (EWG) member
- One expert from the Container Owners Association (COA)
- One representative from industry, importer/export trading community
- One representative from World Shipping Council (WSC)

Experts from national plant protection organizations (NPPOs), the Convention on Biological Diversity (CBD) and the World Organization for Animal Health (OIE) may be invited where expertise such as on risk management, implementation experience, economic and financial analysis, is needed to implement the Sea Container Complementary Action Plan.

²¹Sea 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

5. Tasks

The SCTF operates under the guidance and supervision of the IC, and will undertake the following tasks:

1. Measuring the impact of the CTU shipping 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
 - 1.2.2 NPPO monitoring
- 1.3. Verifying the efficacy of the CTU shipping 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:

- a. Publication of the data of the Sea Container Task Force;
 - b. 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) shipping code or any other instrument could be updated;

6. Reporting

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

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

8. Amendments

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

APPENDIX 7: The Sea Container Task Force multiyear plan

The Sea Containers Task Force (SCTF) Multiyear plan (2017 -2021)

Year 1 (November 2017 - October 2018)

Establishment of SCTF

- Inaugural meeting
- Initial action plan assigned
- IC meeting – agreement for and subsequent calls for information

1st report

Update membership

o/c Bureau meeting for approval

Year 2 (November 2018 - October 2019)

- Establishment of publicly accessible Sea Container and SCTF pages on the IPP
- Data collection – industry/NPPOs
- Alignment of industry container cleaning guidelines
- Develop joint how-to guidelines
- Receive existing NPPO data. Consolidate for review/analysis
- Work with IC/Secretariat to have actions for NPPO reports or CTU implementation/achievement – advocate work at SCTF at CPM-13 and subsequently
- Create a calendar of industry events for NPPO attendance
- Industry awareness/profile raising – SCTF member attendance
- Setting up mechanism for best practice sharing and fostering communication between NPPOs and RPPOs
- Presentation at TC-RPPOs annual meeting
- Production and distribution of outreach material
- Separate Calendar of industry events for SCTF members attendance including IMO meetings
- Translation of material
- Pilot AEO and WB/WCO management
- Receive and analyse results of call to establish regulatory basis for NPPO inspections and actions, subsequent recommendation to IC and CPM
- Report to IC and CPM.
- Create success criteria.

Year 3 (November 2019 - October 2020)

- Data collection
- Communication / awareness activities including RPPOs at the regional level
- Prepare material for 2020 International Year of Plant Health (IYPH).
- Review material available to NPPOs
- Assess update / success requirements – provisional go/no go
- Plan for alternate action based on result ...standard or?
- Plan for future requirements e.g. data exchange
- Early warning to IC and CPM as appropriate
- Recommendation to design changes to sea containers to minimize contamination.

Year 4 (November 2020 - March 2021)

- Continue awareness ...with continued involvement from NPPOs and RPPOs
- Finalizing monitoring and data collection/analysis
- Go/no go recommendation to IC and CPM – future action
- Final report to the IC

APPENDIX 8: The Sea Container Task Force 2018 Work plan with action items

The Sea Container Task Force (SCTF) 2018 Work Plan *with Action Items*

With respect to monitoring uptake and efficacy of the CTU Code:

- Industry will investigate and implement reporting of numbers of contaminated (Pest contaminated in IPPC terms) containers returned or positioned to container depots. It was agreed that a representative sample consisting of 2 or 3 major shipping lines would serve for this purpose initially with the intention to expand reporting further should it be deemed necessary based on sample findings.

Such reporting will be on a gross basis, that is to say, simply numbers of contaminated containers dealt with. The purpose of this is to provide simple trend monitoring over time, which will enable an assessment of the uptake and effectiveness of the CTU code provisions.

Action: COA, Mr Rysz

Timeline: 12 months

- It is recognised that there are a multitude of Container cleaning guidelines in use within the shipping industry and that some form of alignment with respect to the cleaning of pest contamination is required. Industry will be engaged at various industry forums to encourage acceptance and adoption of the joint Industry Guidelines for Cleaning of Containers and subsequent amendment of existing guidelines where appropriate.

Action: COA, WSC (to be discussed and confirmed)

Timeline: 12 months

- China noted that the IICL Guidelines for Container Cleaning is in common use in Chinese container depots. Inclusion of the Industry Guidelines for Container Cleaning in this document is recognised as highly desirable as, in addition to the cleaning documents above it has widespread industry usage. The IICL should thus be reached out to and requested to include the Industry Guidelines for Container Cleaning in their own documentation.

Action: Mr Downes

Timeline: 12 months

- 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. It was agreed to request the Implementation Committee (IC) and IPPC Secretariat to make a call to ascertain which NPPOs can provide such data and/or who are currently undertaking such monitoring.

Once the results of the call are received the SCTF will collect data, review the findings and decide which of the above is applicable for baseline and on-going monitoring.

Action: Mr Albakri

Timeline: Discuss call request at forthcoming IC meeting in December.

- The Task Force recognised that, subsequent to the call above, other NPPOs may wish to undertake monitoring and reporting and that they should be encouraged to do so. To assist in this it was agreed that guidance on what should be reported and a suitable format to do so would be useful. This is to be developed and made available on the SCTF website.

Action: Mr Karri

Timeline: 2 months for consultation and reporting template agreement

With respect to Communication/Increasing Awareness

- NPPOs should attend SC industry events to foster awareness and cooperation. It is recognised that this may be limited by budgetary constraints

- Develop guidance and best-practice sharing. Liaise with IPPC Integration and Support Unit to determine how this can be achieved
- Enhance website for Sea Container Pest Management guidance on the IPP
- Communication kit for NPPOs and RPPOs
- Social Media
 - Facebook
 - Twitter
- IPPC branded outreach material
- Risk guidance material able to be “local” branded and freely shared

Action: Mrs Marie-Claude Forest and Mr Mike Downes

- IPPC guidance/fact sheets – translated into FAO languages. Proposed that the excellent flyer distributed in the US and Canada (see attachment) is used as the basis for other region/country specific fact sheets subject to agreement from the US and Canada.

Action: Mrs Beltz

Timeline: Two months

- Determine what is already available both as existing NPPO guidance and in use nationally by NPPOs. Select and make available the most suitable material in an easy to access forum for both Industry and NPPOs.

Action: Ms Waghorn

Timeline: 6 months

- WCO AEO – proposal to add IPPC requirements to point number 7 of the AEO requirements. Liaise with WCO to assess feasibility.

Action: Mr Hesselink

Timeline: 12 months

- Pilot to assess what donor agency support e.g. WB is required to set up a basis for managing risk of sea containers in developing countries.

Action: Ms Morrissey

Timeline: End January 2018

- Regulations – encourage compliance in national regulations “consistent with” IPPC/CTU Code guidelines
- In order to assist NPPOs to establish monitoring regimes there is a need to establish how many have no regulatory basis for doing so. In addition, if a regulatory basis does exist, what authority is then delegated to NPPOs? An IC call is requested to establish this information.

Action: Mr Albakri

Timeline: Discuss call request at forthcoming IC meeting in December.

APPENDIX 9: Oversight mechanism for National Reporting Obligation activities

1 Reporting

The IPPC Secretariat presents an annual report to the Implementation and Capacity Development Committee (IC) in May of each year outlining the National Reporting Obligations (NRO) activities that have been completed, specifically related to the maintenance of the current system and awareness raising. Trends and figures on national reports will also be presented to the IC.

If, there is a sudden change in reporting or a specific need is identified, the IC may determine how to address the issue, including the establishment of a NRO IC Sub-group if necessary.

A report from the IPPC Secretariat will be a standing item on the May IC agenda and if urgent matters arise, the IPPC Secretariat may seek additional advice or guidance from the IC via e-Decision or at its November meeting.

The IC may request a progress report as needed.

2 NRO work plan

The IPPC Secretariat will present an annual work plan to the IC in May of each year. The IC provides advice on these activities (current or planned), revises the work plan as needed and approves it.

APPENDIX 10: Work Plan for National Reporting Obligations activities

April 2018 – March 2019

Activities include:

1. an official letter to be sent to NPPOs by the IPPC Secretary regarding the NRO Year of Regulated pest lists;
2. four issues of the NRO newsletter will be prepared and distributed;
3. one NRO training workshop for the countries of Eastern Europe and Central Asia is planned for September 2018;
4. one NRO exercise to be developed for the IPPC Regional Workshops (2018);
5. ongoing registration of IPPC Contact Points and IPP editors;
6. ongoing assistance to IPPC Contact Points and IPP editors in national reporting;
7. maintenance of the IPP website and IPP reporting tools;
8. release of the NRO e-learning course, as soon as technically possible.

APPENDIX 11: Draft Terms of Reference for the Implementation and Capacity Development Committee (IC) Sub-group on Dispute Avoidance and Settlement (IC approved for e-Decision)

IC Sub-group on Dispute Avoidance and Settlement

Draft Terms of Reference for e-Decision, as revised by IC May 2018

1. Purpose

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

The IC Sub-group will operate until May 2020. This duration may be extended upon agreement by the IC.

3. Membership

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

4. Conflict of interest

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

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

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 cases studies and lessons learned from publically available disputes to be used in the development of guidance materials for dispute avoidance.
5. Provide advice on the actions or ways to promote the dispute avoidance procedures.
6. Undertake other functions related to dispute avoidance as directed by the IC.

Dispute settlement:

7. Oversee the revision of the CPM adopted procedures, as needed.
8. Review nominations and recommend to the IC independent experts based on the relevant CPM procedures.
9. Identify areas that repeatedly trigger disputes and recommend remedies.
10. Provide advice on the actions or ways to promote the dispute settlement procedures
11. Undertake other functions related to dispute settlement as directed by the IC.

6. Reporting

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

7. Rules of Procedure

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

8. Amendments

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

APPENDIX 12: Draft Terms of Reference for the Implementation and Capacity Development Committee (IC) Sub-group on IRSS (sent for consultation)

IC Sub-group on Implementation, Review and Support System Draft Terms of Reference for consultation, as revised by IC May 2018

1. Purpose

The IC Sub-group on Implementation Review and Support System (IRSS) will monitor and evaluate the work undertaken under the IRSS project and prepare work plans and reports for the IC review and approval.

2. Duration

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

3. Membership

The IC Sub-group would have representatives with the necessary technical and subject matter experience in phytosanitary issues from the Bureau, the SC, RPPOs and two IC members.

4. Tasks

The scope of the IC Sub-group will include the activities carried out under the IRSS project.

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 and IPPC Secretariat ideas for IRSS activities for consideration by the IC and set priorities
- (2) Review and approve:
 - annual Work Plan for IRSS to address priority topics adopted by the Commission on Phytosanitary Measures (CPM)
 - annual progress reports
 - 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

5. Reporting

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

6. Rules of Procedure

The IC Sub-group Rules of Procedure will apply to the IC Sub-group.

7. Amendments

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

APPENDIX 13: Implementation and Capacity Development Procedure Manual, Actions taken and assignments given during the May 2018 IC meeting

Section	Title	Action and lead
	List of abbreviations	Maintained by the Secretariat
	INTRODUCTION	Maintained by the Secretariat
1	IMPLEMENTATION AND FACILITATION UNIT OF THE IPPC SECRETARIAT	
	(all sub sections)	Maintained by the Secretariat
2	IMPLEMENTATION AND CAPACITY DEVELOPMENT COMMITTEE	Introduction maintained by the Secretariat (Brent LARSON)
2.1	Terms of Reference of The IPPC Subsidiary Body Implementation and Capacity Development Committee – A Subsidiary Body of the CPM	CPM adopted
2.2	Rules of Procedure of the IPPC Implementation and Capacity Development Committee (IC) – A Subsidiary Body of the CPM	CPM adopted
2.3	Functions of the IC Chairperson, Vice-Chairperson and Rapporteur (in session and between sessions)	IC agreed May 2018 as already used by SC. Secretariat (Brent LARSON) to add missing section on rapporteur
2.4	Financial considerations	IC agreed May 2018
2.5	Duties and associated tasks of IC members	Assigned to Sally JENNINGS to review, revise as necessary and present to IC in November 2018
2.6	Duties and associated tasks of RPPO and SC representatives on the IC	Assigned to Olga LAVRENTJEVA to develop , consult with RPPO and SC representatives and present to IC in November 2018
2.7	Guidelines on the role of IC lead and assistant lead	Assigned to Mamoun ALBAKRI to review, revise as necessary and present to IC in November 2018
2.8	E-decisions: Implementation and Capacity Development Committee procedures for discussing and making decisions by electronic means	IC agreed, May 2018. Secretariat (Masumi YAMAMOTO) to review text and update Figure 1 (Alejandra JIMENEZ TABARES)
2.9	Deadlines for posting meeting papers and reports for IC meetings	Agreed by Bureau
2.10	Call for Topics: Standards and Implementation	Introduction to be added and maintained by the Secretariat (Masumi YAMAMOTO)
2.10.1	Flow chart for the process of the Call for topics: standards and implementation	CPM adopted
2.10.2	Terms of Reference and Rules of Procedure of the Task Force on Topics	CPM adopted
2.10.3	Rules of procedure for the Task Force on Topics	CPM adopted
2.10.4	Criteria for Justification and Prioritization of Proposed Topics	CPM adopted
3	IC SUB-GROUPS	Introduction, Secretariat (Brent LARSON) to add and maintain
2.11		
3.1	Rules of procedure for IC Sub-groups	Going for consultation
2.11.1		
3.2	Guidelines for the operation of IC Sub-groups	Secretariat (Brent LARSON) to review sections 2.11.3 & 2.11.4 and add necessary elements to this section. Then the Secretariat will modify and maintain.
2.11.2		
2.11.3	Guidelines for the composition and organisation of IC Sub groups	IC deleted and request Secretariat to add pertinent details to 2.11.2
2.11.4	Guidelines for the organisation of IC Sub-group meetings	IC deleted and request Secretariat to add pertinent details to 2.11.2

3.3 2-11.5	Deadlines for posting expert drafting group meeting papers and report	Bureau agreed
3.4 2-11.6	Format for IC Sub-group reporting to IC	Assigned to Magda GONZALEZ ARROYO to develop and present to IC in November 2018
4	SPECIFIC IC SUB GROUPS	Introduction, Secretariat (Brent LARSON) to add and maintain
4.1	Dispute Avoidance and Settlement (DAS)	Introduction, Secretariat (Shoki ALDOBAI) to add and maintain
4.1.1	ToR	Going for e-Decision and then consultation
4.1.2	Dispute settlement procedures (2006),	CPM adopted, (Shoki ALDOBAI) to add
4.2	Implementation, Review and Support System (IRSS)	Introduction, Secretariat (Ketevan LOMSADZE) to add and maintain
4.2.1	ToR	Going for consultation
4.3	Sea Containers Task Force (SCTF)	Introduction, Maintained by the Secretariat (Ketevan LOMSADZE)
4.3.1	ToR	Modifications to ToR approved by IC May 2018
	SCTF commentary action plan	CPM adopted
5	SPECIFIC IC TEAMS	Introduction, Secretariat (Brent LARSON) to add and maintain
5.1	National Reporting Obligations (NRO)	Introduction, Secretariat (Dorota BUZON) to add and maintain
5.1.1	Oversight mechanism for National Reporting Obligation activities	IC approved, May 2018
5.1.2	Other NRO approved procedures	Previously approved procedures, Secretariat (Dorota BUZON) to add
6	Additional useful procedures- introduction	Secretariat (Brent LARSON) to add
6.1	Framework for Standards and Implementation	Introduction, CPM adopted, Secretariat (Masumi YAMAMOTO) to add
Annexes	ANNEXES	Introduction, Secretariat (Masumi YAMAMOTO) to add and maintain
	List of Annexes ANNEX 1: The International Plant Protection Convention ANNEX 2: Rules of Procedure of the Commission on Phytosanitary Measures ANNEX 3: IPPC Strategic Framework 2012-2019 ANNEX 4: IPPC National Phytosanitary Capacity Development Strategy ANNEX 5 Statement of commitment for implementation and capacity development activities ANNEX 6 Submission form for topics for Standards and Implementation ANNEX 7: List of approved Guides and training material	Secretariat to add and maintain

APPENDIX 14: IC leads for IC Sub-groups and IC Teams and Secretariat leads

Topic	IC lead	IC Members/others	Secretariat
Commodity standards	Dominique PELLETIER	SC rep: Ezequiel FERRO Bureau rep: Lois RANSOM	Brent LARSON
Framework for Standards and Implementation	Yuji KITAHARA	SC Champion: Rajesh RAMARATHNAM	Masumi YAMAMOTO
Guides and training materials	Stephanie BLOEM	Francisco GUTIEREZ, Faith NDUNGE & Ngatoko NGATOKO	Ketevan LOMSADZE
IC Sub-group on Implementation Review and Support System (IRSS)	Dominique PELLETIER	Francisco GUTIEREZ, Sally JENNINGS & Dilli SHARMA SC rep: Samuel BISHOP	Ketevan LOMSADZE
IC Sub-group, Sea Containers Task Force (SCTF)	Mamoun ALBAKRI	SCTF membership to be seen on IPP IC Support: Magda Gonzalez Arroyo, Faith NDUNGE and Ngatoko NGATOKO	Ketevan LOMSADZE
IC Sub-group on Dispute Avoidance and Settlement (DAS)	Stephanie BLOEM	To be selected via a call for experts	Shoki ALDOBAI
Rules of Procedure for IC Sub-groups	Dominique PELLETIER	Sally JENNINGS	Brent LARSON
IC Team on National Reporting Obligations (NRO)	Sally JENNINGS	n/a	Dorota BUZON
International Year of Plant Health (IYPH)	Dominique PELLETIER	Christopher John DALE & Kenneth MSISKA	Sarah BRUNEL
IPPC Strategic Framework 2020-2030	Sally JENNINGS	SC rep: Stephen BUTCHER	Brent LARSON
Phytosanitary Capacity Evaluation (PCE) tool	Magda GONZALEZ ARROYO	Mekki CHOUIBAN, Francisco GUTIEREZ, Olga LAVRENTJEVA & Fitzroy WHITE	Sarah BRUNEL
Projects	Christopher John DALE	Mamoun ALBAKRI, Dilli Ram SHARMA	Sarah BRUNEL
SC-IC collaboration	Christopher John DALE	SC rep: Samuel BISHOP	Sarah BRUNEL
Analysis of Implementation Programme on Surveillance (IPS)	Christopher John DALE	SC rep: Samuel BISHOP	Sarah BRUNEL
Task Force on Topics	Christopher John DALE	Faith NDUNGE Bureau reps: TBD IC chair: Olga LAVRENTJEVA SC chair: Ezequiel FERRO SC reps: Rajesh RAMARATHNAM & Alvaro SEPÚLVEDA LUQUE	Masumi YAMAMOTO
Web, International Phytosanitary Portal (IPP)	Samuel BISHOP	Christopher John DALE, Francisco GUTIEREZ, Sally JENNINGS & Ngatoko NGATOKO	Masumi YAMAMOTO

Topic	IC lead	IC Members/others	Secretariat
Web, Phytosanitary Resources	Stephanie BLOEM	Mamoun ALBAKRI, Sally JENNINGS, Yuji KITAHARA & Dominique PELLETIER	Ketevan LOMSADZE

APPENDIX 15: Topics for implementation and capacity development currently being worked on (as of 2018-05)

Presented alphabetically

Row No	Topic	Proposed priority (1 high to 4 low)
Strategies		
1	Guides and training materials, Strategy, policies and process	1
2	PCE tool, Strategy and policies for implementation	1
Guides and training materials		
3	Dispute settlement (2001), Procedures-Revision	3
4	Dispute settlement and avoidance, Guide	1
5	e-Commerce, Guide	3
6	Fruit fly phytosanitary procedures, Guide (FAO/IAEA)	3
7	Fruit fly standards, Guide on suite of standards (FAO/IAEA)	3
8	Fruit fly standards, Infographic	3
9	ISPM 15 treatment: Approval and monitoring of Heat treatment and dielectric heat treatment facilities, Guide (IFQRG)	1
10	ISPM 15 treatment: Dielectric heat treatments, Guide (IFQRG)	1
11	Pest Free Areas (PFA), eLearning	2
12	Pest Free Areas (PFA), Guide	1
13	Pest Risk Communication, Guide	1
14	Pest Risk Management, Guide	2
15	Pest Status, Guide	2
16	Plant Pest Surveillance, Guide-Revision	3
Other topics		
17	Dispute settlement and avoidance	1
18	e-Commerce	pending
19	Emerging pests	pending
20	PCE facilitators training	3
21	PCE modernization of tool	3
22	Pest diagnostic	4
23	Sea containers	1
24	Surveillance, Implementation Programme on (pilot)	pending
25	Surveillance, case study on fruit flies	pending
26	Surveillance, case study on invasive ants	pending
27	Surveillance, case study on <i>Xylella fastidiosa</i>	pending
Workshops and symposium		
28	One Belt One Road, High level symposium	pending (role of IC)
29	Pest Free Areas, Global workshop	1
30	Plant Health train the trainer, Workshops	2