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Report of the Implementation and Capacity Development Committee (IC) - Activities of the IC

Agenda item 11.1

Prepared by the IPPC Secretariat

I. Introduction

1. This report covers activities of the Implementation and Capacity Development Committee (IC) undertaken in 2018 and gives an overview of the activities which are designed to support contracting parties in the implementation of the Convention, its standards and recommendations through the reinforcement of their phytosanitary capacity.

2. The Secretary to the IPPC, during his address to the third IC meeting (November 2018), noted his expectations from the IC which were to provide strategic guidance for implementation and capacity development (ICD) activities, taking into account globalisation and climate change trends. The IC has responded and has worked on the development of strategies for how to use the Phytosanitary Capacity Evaluation (PCE) and for the development of the IPPC Guides and Training materials, as well as the development of guidance for the management of the ICD web-based resources. These strategies are all linked to the draft IPPC Strategic Framework for 2020-2030 and the draft five-year Investment Plan of the IPPC Secretariat.

3. Cooperation between the Standards Committee (SC) and IC is of paramount importance, and new ways of collaboration are being explored to maximise resources.

4. During the 3rd IC meeting (November 2018), the CPM Bureau representative informed the IC about the unavailability of funds for supporting eligible IC and SC members' participation in their meetings in 2019. The IC raised a concern about funds not being made available for representatives of

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developing countries to participate in the meetings organised by the IPPC Secretariat. It questioned whether the CPM Bureau has the mandate to decide on this issue as it most probably falls under the mandate of the CPM. It was underscored that the representation of all regions is key. If followed, the decisions of the IC may not have regional and global perspectives nor have input from developing countries representatives. It was suggested that commitments made when the IC was established to be followed equally by IC members regarding delivery of work, as well as by the CPM Bureau and the CPM in financial terms.

5. Resources are also essential to deliver Implementation and Capacity Development (ICD) activities, including the production of implementation resources that have been discussed and adopted as ICD topics (CPM agenda 9.1). In addition, most of the IPPC Secretariat staff that support ICD activities are project funded or provided by in-kind contributions, so I would appeal to CPM members to consider and prioritize how ICD activities will be delivered and supported.

6. The IC would also like to highlight the professionalism and dedication of the IPPC Secretariat's Implementation Facilitation Unit (IFU) and thank its staff for their continued support.

II. The IC actions

7. The IC action list was developed as an online spreadsheet to track the progress on all actions assigned to the IC Sub-groups, teams and members. A static version of this action list is posted publicly on the IPP for transparency¹.

8. The following sections provide:

- a record of the annual activities of the IC Sub-groups
- a list of the IC teams and their purpose and
- outcomes of the Second and Third IC meeting (May and November 2018) Detailed reports from these IC meetings are available on the IPP².

III. IC Sub-groups

9. The IC drafted a Rules of Procedure for IC Sub-groups (ROP) in May 2018 which was sent for consultation in July 2018 and based on comments received, the IC revised and approved the ROP in November 2018 and recommended them to CPM.

10. The IC approved IC Sub-group ROP which are added to the ICD Procedure Manual and posted on the IPP³. The Bureau in December 2018 decided that the IC had the authority to adopt these and it was not needed to request the CPM to adopt them.

11. There were some comments on the Terms of Reference (TOR) for the Dispute Avoidance and Settlement and the Implementation and Review Support System IC Sub-groups that suggested the CPM needed to approve the TOR if other CPM bodies were requested to select a representatives for these IC Sub-groups. The IC discussed this and concluded that it was up to the other bodies if they wanted to send a representative and that this did not need to go to CPM.

¹ Link to IC action list on the IPP: <https://www.ippc.int/en/publications/86207/>

² Link to Implementation and Capacity Development Committee(IC) webpage: <https://www.ippc.int/en/core-activities/capacity-development/capacity-development-committee/>

³ IC Sub-group ROP: <https://www.ippc.int/en/core-activities/capacity-development/capacity-development-committee/ic-sub-group/>

12. **Implementation and Review Support System IC Sub-group** oversees the Implementation and Review Support System (IRSS) activities. The IC drafted a TOR in May, which was sent for consultation in July 2018. The IC revised and approved the TOR in November 2018. The TOR is added to the ICD Procedure Manual and posted on the IPP⁴. The IC determined the membership of the IC Sub-group in May 2018, and it contains representatives from the IC, SC, Bureau and RPPOs. The IC Sub-group met virtually in September⁵ and discussed the IRSS Triennial Implementation Review Report⁶ second cycle (2014-2017) and provided comments on the recommendations to the CPM Bureau. The IC Sub-group also considered proposals for the IRSS third cycle submitted by the IC, SC, Bureau and RPPOs and recommended them to the IC.

13. The IC reviewed and revised the list of topics proposed by the IRSS Sub-group for the IRSS third circle and assigned priorities. Higher priorities were given to strategic topics that would assist in the evaluation of future work of the IPPC community.

14. **Sea Containers Task Force IC Sub-group** is supervising the actions contained in the Sea Container Complementary Action Plan⁷ for Assessing and Managing the Pest Threats Associated with Sea Containers.

15. May 2018: As the CPM had assigned the oversight of the Sea Containers Task Force (SCTF) to the IC, the IC formally established it as an IC Sub-group and agreed to the membership. The IC reviewed the outcomes of the first SCTF meeting (2017). The IC also noted the progress on the implementation of the 2018 SCTF work plan and propose some revisions to the plan that was approved. Regarding the SCTF Five-year action plan the IC agreed to change the title of the plan to the IPPC SCTF Multiyear Action Plan. It was also agreed that activities in the plan should be estimated in a way to ensure that the final outcome of the SCTF can be reported to the IC in November 2020 thereby the IC could provide recommendations to CPM-15 (2021). The the revised plan was approved by the IC. The IC revised and agreed on the SCTF TOR so it is in line with the general TOR of IC Sub-group.

16. November 2018: The IC reviewed the outcomes of the 2nd meeting of the SCTF which was held 5-9 November 2018, Shenzhen, China, hosted by Chinese NPPO.

17. The IC were informed of the following key points from the SCTF meeting:

- 1) The importance of the packing stage for avoiding pest contamination. Thereby future actions should take into account all possible ‘touch points’ (e.g. packing) for inspection to guarantee the cleanliness of sea containers.;
- 2) More attention should be given to awareness raising about phytosanitary risks related to sea containers and relevant best practices to address the issue. A communication strategy and materials targeted to specific audiences will be developed; d;
- 3) The Guidelines on Sea Container Surveys for NPPOs and the Questionnaire on Monitoring of Sea Container Cleanliness were approved by SCTF;

4 IRSS TOR: <https://www.ippc.int/en/core-activities/capacity-development/capacity-development-committee/ic-sub-group/ic-sub-group-for-implementation-and-review-and-support-system-irss/>

5 IRSS IC-Sub-group virtual meeting report 2018-09: <https://www.ippc.int/en/publications/86565/>

6 IRSS Triennial Implementation Review Report: <https://www.ippc.int/en/irss/activities/35/>

7Sea 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

- 4) Success indicators for implementing the complementary action plan for assessing and managing pest threats associated with sea containers should be developed.

18. The SCTF had proposed changes to their TOR in regard to membership with the aim to have equal rights for representatives of CPs, RPPOs and industry organizations for decision-making. The IC agreed that industry has an advisory function and should not be members involved in decision-making. The IC agreed that industry could provide valuable input and provide good proposals but the decision rests with the CPs. The IC approved the revised TOR which were added to the ICD Procedure Manual and posted on the IPP⁸.

19. The IC reviewed and noted the Questionnaire on the Monitoring of Sea Container Cleanliness and the Guidelines on Sea Container Surveys for NPPOs. The IC postponed the approval of the revised SCTF Work Plan and the SCTF Multi-Year Action Plan to an IC e-Decision once the report of the second SCTF meeting is posted on the IPP.

20. Full reports of both meetings are posted on the IPP⁹.

21. **Dispute Avoidance and Settlement IC Sub-group.** The IC drafted a Terms of Reference (TOR) in May and approved them via e-Decision. These draft TOR were sent for consultation in July 2018 and based on comments received, the IC revised and approved the TOR in November 2018 which are added to the ICD Procedure Manual and posted on the IPP¹⁰. The IC requested the Secretariat to issue a call for experts.

22. The IC highlighted the need for novel approaches to strengthen dispute avoidance mechanism and agreed that improved collaboration with the SPS Secretariat should be considered.

IV. IC Teams

23. **IC team on PCE.** This team was coordinated to develop a PCE strategy.

24. **IC team on Guides and training material.** This team was coordinated to develop a strategy and process for the development of Guides and training material.

25. **IC team on Projects.** This team was set to develop the project-reporting template.

26. **IC teams on ICD web based resources.** This Team was set to develop a guidance for ICD web based resources.

V. Joint IC- SC teams

27. **IC and SC Collaboration.** This team worked on the development of a joint IC-SC paper to help facilitate better collaboration.

28. **Analysis of the implementation pilot programme on surveillance.** This team was established as requested by CPM-14 (2018) to analyse the implementation pilot programme on surveillance.

⁸ SCTF TOR: <https://www.ippc.int/en/core-activities/capacity-development/capacity-development-committee/ic-sub-group/ic-sub-group-sea-container-task-force-sctf/>

⁹ IC Sub-group Sea Container Task Force webpage: <https://www.ippc.int/en/core-activities/capacity-development/capacity-development-committee/ic-sub-group/ic-sub-group-sea-container-task-force-sctf/>

¹⁰ DAS TOR: <https://www.ippc.int/en/core-activities/capacity-development/capacity-development-committee/ic-sub-group/ic-sub-group-on-dispute-avoidance-and-settlement/>

29. **Framework for Standards and Implementation.** The IC and SC champions for the Framework were invited to discuss options to improve the structure and readability of the Framework. They have begun their work and they plan on presenting proposals to the IC and SC in May 2019.

VI. May 2018: Second meeting of the IPPC Implementation and Capacity Development Committee

30. Details on the outcomes of the May 2018 IC meeting are provided below. Please note that outcomes from the IC Sub-groups are presented in Section III.

31. **Focus Group (FG) on Commodity and Pathway Standards.**¹¹ The IC nominated an IC representative for this focus group.

32. **Framework for Standards and Implementation.** The IC reviewed and revised the Framework and appointed a Champion to consider how to better present the information in the Framework.

33. **IPPC Regional Workshops.** The IC discussed IC representation at the workshops and assigned IC leads, in addition the IC on Regional Workshops agreed to help the Secretariat to develop training materials, in particular training materials on the ISPM 38: International movement of seeds.

34. **IC-SC Collaboration.** The IC discussed ways to better collaborate with the SC and assigned an IC member to work with the assigned SC member to develop an IC-SC discussion paper on this issue.

35. **Analyses of the implementation pilot programme on surveillance.** The IC assigned one member to work with an SC member and the Secretariat to conduct an analyst of this programme.

36. **Call for Topics: Standards and Implementation.** The IC nominated two members to represent the IC on the Task Force for Topics, who along with the IC chairperson will review submissions in response to the 2018 call.

37. **National Reporting Obligations.** The IC 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. The IC agreed to an Oversight mechanism for National Reporting Obligations activities which are included in the ICD Procedure Manual¹² and approved the Work Plan for National Reporting Obligations activities (April 2018 – March 2019) which is attached to the May IC meeting report¹³.

38. **Projects on implementation and capacity development.** The IC discussed how best to report on projects and provide oversight. It was decided to create a team to develop a template for presenting projects to the IC and this would be piloted for the November 2018 meeting. It was also agreed that the IC would have oversight of ICD projects; 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.

39. **PCE Strategy.** The IC discussed the need for developing a strategy to improve the PCE tool and promote its use. A PCE team was established to develop this strategy in a collaborative way with relevant experts.

¹¹ 04_IC_2018_May

¹² ICD Procedure Manual <https://www.ippc.int/en/core-activities/capacity-development/procedures/>

¹³ ¹³ Link to Implementation and Capacity Development Committee(IC) webpage: <https://www.ippc.int/en/core-activities/capacity-development/capacity-development-committee/>

40. **Managing Implementation and Capacity Development Web Based Information.** It was noted that the Phytosanitary Resources page¹⁴ faced some security issues and due to the high costs to maintain it, it was decided to shut the site down. The Secretariat is currently migrating some of the essential information over to the IPP. The IC formed a Team to work with the Secretariat to provide guidance and improve the interface and content of the ICD web pages on the IPP.

41. **List of ICD topics.** The IC noted there was no list of ICD topics that were currently being worked on by the Secretariat. A consolidated list of ICD topics was developed, reviewed and revised. The IC agreed on a list of ICD topics that are currently being worked on and their related priorities. This list is now posted on the IPP¹⁵ and a CPM paper with this information is presented under CPM agenda item 9.1.

42. **ICD Procedure Manual.** As recommended by the CPM, the IC focused on developing and approving its organizational structure. The IC agreed to an outline for an ICD Procedure Manual noting that procedures already approved by the CPM did not need any additional work or agreement. Those that need to be developed were assigned to individuals and it was agreed that these procedures would be presented to the IC in November 2018 and then compiled in the ICD Procedure manual.

VII. November 2018: Third meeting of the IPPC Implementation and Capacity Development Committee

43. Details on the outcomes of the November 2018 IC meeting are provided below. Please note that outcomes from the IC Sub-groups are presented in Section III.

44. The third meeting of the IC was held on 26-30 November 2018 in Rome, Italy. The meeting took place with IC members and experts, one CPM Bureau representative, IPPC Secretariat representatives. The representatives of regional plant protection organizations (RPPOs) and SC were not in attendance due to personal and work related issues; however, the representative from RPPOs attended some portions of the meeting via Skype. The meeting was attended by observers from the following organizations: CAB International (CABI), Inter-American Institute for Cooperation on Agriculture (IICA), Imperial College London (ICL) Centre for Environmental Policy, Standards and Trade Development Facility (STDF), FAO Sub-regional Office for Central Asia (SEC). The Plant Production and Protection Officer of the FAO Sub-regional Office for the Caribbean (SLC) presented her project via Skype. A detailed report is available on the IPP¹⁶.

45. **Draft IPPC Strategic Framework 2020-2030.** The IC provided comments on this draft Framework using the Online Comment System (OCS) to collect comments. IC comments were reviewed and consolidated by the IC lead and submitted to the Secretariat. These comments were considered by the authors to revise the Framework which was presented to the SPG in October 2018.

46. **e-Decisions** Between May and October 2018 the IC made e-decisions on the following seven issues:

- 1) Approved of the draft Terms of Reference for the IC Sub-group on Dispute Avoidance and Settlement for consultation;
- 2) Collected ideas for IRSS activities;
- 3) Collected comments on the draft IPPC Strategic Framework 2020-2030;
- 4) Approved a new invited expert for the SCTF;
- 5) Approved the replacement representative of the WCO for the SCTF;
- 6) Approved the representative of the COA for the SCTF;

¹⁴ 20_IC_2018_May

¹⁵ List of Implementation and Capacity Development topics is available at: <https://www.ippc.int/en/core-activities/capacity-development/>

¹⁶ Report of The 3rd Meeting Of The Implementation And Capacity Development Committee

https://www.ippc.int/static/media/files/publication/en/2018/12/Report_IC_November_2018-12-20.pdf

7) Approved the representative of the GSF for the SCTF.

47. **IC-SC Collaboration.** One of the key points for consideration is how the SC and IC could collaborate on the development of ISPMs and related implementation resources. The past experience shows that in some cases the development of implementation resources preceded the revision or drafting of ISPMs. The IC recognized that there should be a process in place to respond to the need for the development of the implementation resources for emerging issues and emergencies, while implementation problems identified through the development of ISPMs should be submitted through the Call for Topics.

48. **Analyses of the implementation pilot programme on surveillance.** The IC-SC joint team analysed the implementation of this programme and presented their findings to the IC and SC during their November meetings. Inputs from the IC and SC have been incorporated into the paper presented under CPM agenda item 9.2.

49. **IC-SC joint team** highlighted that the delivery of the pilot was subject to the availability of funds. It was noted that insufficient feedback was provided to the CPM and relevant CPM bodies on challenges faced, while that should have been the fundamental element when implementing this project. It was noted that benefits of implementing phytosanitary systems instead of addressing pests of certain concerns should be evaluated from the sustainability standpoint. The IC agreed that the importance of surveillance should be highlighted at the CPM and be prioritized. The identification of financial resources rest with the CPM.

50. **Call for Topics: Standards and Implementation.** The IC reviewed the recommendation from the Task Force on Topics and suggested some modifications, this is presented under CPM agenda 9.1. They agreed: submitters to be encouraged to submit complete set of relevant information to facilitate the Task Force on Topics work and increase efficiency; identification of relevant organizations that might be in a better position to develop implementation resources for submitted topics; an approach should be implemented that IC decisions and selection of topics to be back-up with funds identified by CPM; once agreed the costing for topics to be developed.

51. **National Reporting Obligations.** The need for the development of NROs awareness was highlighted and reporting capacities in the region possibly to be tackled through regional and sub-regional projects. The importance of pest reporting through the IPP was highlighted.

52. **Projects on implementation and capacity development.** A project reporting template was developed by the IC team on Projects to help harmonize how information on plant health related projects was presented, however the experience of the STDF Secretariat shows that filling out this kind of a template is both time and resource consuming and very much depend on the submitters of information. References were made to attempts to create a database related to the SPS issues and on trade related technical assistance projects. Another point to consider is that the share of capacity development projects and activities delivered by observer organizations to the IC meetings is very small and would not be enough to create a comprehensive database. It was noted that project reporting could allow to upscale the use of project outputs at the global level. It was proposed to assign IC members as project leads to bring useful information to IC meetings. Templates should not duplicate the information that is available in project documents. The aim should be to identify relevant expertise involved and outputs and to create synergies.

53. **PCE Strategy.** It was considered that there should be high-level communication undertaken on the PCE tool, to communicate for instance, that the PCE may also help to implement the SPS agreement, the Trade facilitation agreement or the CBD. The PCE should therefore be seen as a high political activity that could help global implementation and help understand what the IPPC does. The PCE team should present the revised draft PCE strategy to the IC in May 2019.

54. **Guidelines for Managing Implementation and Capacity Development Web Based Information.** The IC endorsed the proposed Guidelines for Managing Implementation and Capacity Development Web Based Information including the structure of the ICD pages.

55. **Guides and training materials.** The IC was updated on the development of IPPC guides and training material and IC leads were assigned to each. The IC approved the strategy and process for the development of IPPC guides and training materials.

56. **Approval of the ICD Procedure Manual.** The IC reviewed, revised and approved several more procedures which completed the first version of the ICD Procedure Manual. This manual should help the IC deliver their work in a more consistent and transparent style. The ICD Procedure Manual is posted on the IPP¹⁷.

57. **Revision of IC Terms of Reference and Rules of Procedure.** The Secretariat proposed to revise the TOR and ROP of the IC. The IC discussed the issue and agreed that it is pre mature to present the revised TOR and ROP to the CPM-14 (2019). However, the IC decided to revisit these revisions again at the IC November 2019 meeting after the IC gains more experience. It was highlighted that the current approach for the selection of the IC members, including the representation of FAO regions and experts to be maintained.

58. **The IPPC Thematic Year for Plant Health and Capacity Development 2019.** The IC consider ideas on how to promote this thematic year and decided they needed more time think about new ideas and decided to submit use an e-forum to collect these ideas and requested the IC lead to consolidated the ideas and develop an IC paper and forward it to help guide the Secretariat..

59. The CPM is invited to:

- 1) *Note* the Report of the Implementation and Capacity Development Committee as presented by the IC Chairperson.

¹⁷ Procedure Manual for Implementation and Capacity development is available at: <https://www.ippc.int/en/core-activities/capacity-development/>