



## 2019 Work Plan of the IPPC Secretariat Implementation and Facilitation Unit

(Updated: 2019-02-06)

### Background Information:

The objective of the Implementation and Facilitation Unit (IFU) of the IPPC Secretariat is to facilitate implementation and capacity development (ICD) activities by supporting contracting parties' implementation of the IPPC, ISPMs and CPM Recommendations. In doing so, the phytosanitary capacities of countries, particularly of lesser developed countries, are built.

The work of the IFU is guided by the IPPC Strategic Framework, the National Capacity Development Strategy and the priorities set by the Commission of Phytosanitary Measures (CPM). The IPPC Implementation and Capacity Development Committee (IC) oversees ICD activities.

The IFU will approach activities by:

- Collaborating with CPM subsidiary bodies and other units in the IPPC Secretariat to deliver the IPPC Secretariat's work plan
- Supporting implementation through the development and delivery of global programmes, projects, guides, training materials, workshops and different tools. Regional and national efforts are also supported if they contribute to the development of resources that benefit all CPs
- Evaluating the phytosanitary capacities of contracting parties to help address gaps and increase implementation.
- Building efficient collaboration with relevant global, regional or national stakeholders to optimize the use of available resources
- Raising awareness of plant protection in general, with specific emphasis on implementation and capacity development (ICD) activities
- Facilitating the exchange of information among RPPOs and NPPOs
- Monitoring and evaluation the delivery of the IFU work programme

### Strategies:

To achieve our Implementation and Capacity Development (ICD) objectives we will:

1. Focus on international work that impacts all CPs and on regional or national efforts if these efforts contribute guides or training material for all CPs
2. Mobilize resources along with IC members and ensure staff resources match planned work
3. Continue building a strong quality-oriented team that supports innovative ideas
4. Strengthen cooperation with national, regional and international counterparts to maximize resources to deliver ICD related activities through collaboration with CPs, RPPOs, FAO, different plant health related organizations and institutions and other units of the IPPC Secretariat

As of January 2019, the IFU is composed of seven members: Brent LARSON, Sarah BRUNEL, Ketevan LOMSADZE, Masumi YAMAMOTO, Xiaonan LI, Armin ZLATIĆ and Ewa CZERWIEN

<b>1. GOVERNANCE AND STRATEGY</b>		
<u>Activities</u>	<u>Outputs</u>	<u>Lead</u>
1.1 Support to CPM-14 (2019), Bureau and SPG	<ul style="list-style-type: none"> <li>• CPM papers prepared and delivered</li> <li>• CPM special topic session and a side session on Plant Health and Capacity Development, as well as a side session on Sea Containers are prepared and delivered</li> <li>• CPM side meetings are organized</li> </ul>	LARSON / ALL  LOMSADZE YAMAMOTO LOMSADZE  LARSON / ALL
1.2 IC and ICD activities are supported and facilitated	<ul style="list-style-type: none"> <li>• IC and ICD activities are supported</li> <li>• IC meetings are organized the IC is supported to deliver CPM priority activities within allocated resources</li> </ul>	LARSON  YAMAMOTO / ALL
1.3 Task Force on Topics (joint with SSU) recommendations to CPM	<ul style="list-style-type: none"> <li>• Jointly with SSU prepare recommendations on topics for CPM and consider and propose improvements for the Call for Topics process</li> </ul>	YAMAMOTO
1.4 Bureau and SPG meetings supported	<ul style="list-style-type: none"> <li>• ICD documents are prepared and presented to the Bureau and SPG and decisions related to ICD are implemented.</li> </ul>	LARSON
1.5 TC - RPPOs process and meetings facilitated	<ul style="list-style-type: none"> <li>• Face-to-face and virtual meetings coordinated and capacity of RPPO representatives is built.</li> <li>• TOR and ROP are developed and adopted by CPM</li> </ul>	BRUNEL
1.6 IPPC Regional Workshops prepared and delivered	<ul style="list-style-type: none"> <li>• Seven IPPC Regional workshops are coordinated</li> <li>• Four IPPC Regional workshops are organized and delivered:               <ol style="list-style-type: none"> <li>1. Africa</li> <li>2. Caribbean</li> <li>3. Latin America</li> <li>4. Pacific</li> </ol> </li> </ul>	BRUNEL/ CZERWIEN  LOMSADZE BRUNEL LARSON YAMAMOTO

<b>2. TECHNICAL ACTIVITIES</b>		
<u>Activities</u>	<u>Outputs</u>	<u>Lead</u>
2.1 The Implementation, Review and Support System (IRSS) is managed	<ul style="list-style-type: none"> <li>• IC Sub-group on IRSS is coordinated, virtual meetings are delivered as needed.</li> <li>• IC agreed surveys and studies are conducted according to priority and available resources and data is analysed</li> <li>• Work on M&amp;E is initiated for the IPPC Secretariat and guidance on M&amp;E is developed for the IPPC Community</li> </ul>	LOMSADZE  LARSON

<b>2. TECHNICAL ACTIVITIES</b>		
<b>Activities</b>	<b>Outputs</b>	<b>Lead</b>
2.2 Dispute Avoidance and Settlement (DAS) activities are coordinated	<ul style="list-style-type: none"> <li>IC Sub-group on DAS is activated and coordinated, virtual meetings are delivered as needed</li> <li>Revision of DS procedures is planned</li> <li>The settlement of disputes is facilitated according to the existing procedures</li> </ul>	LARSON
2.3 IC Sub-group: Sea Containers Task Force (SCTF) is coordinated	<ul style="list-style-type: none"> <li>Meetings of the SCTF (annual face to face and virtual as needed) are organized and delivered.</li> <li>SCTF 2018 work plan is delivered, including the delivery of the Questionnaire on the Monitoring of Sea Container Cleanliness and the analysis of data collected</li> <li>SCTF Multi-Year Action Plan is delivered</li> </ul>	LOMSADZE
2.4 Global projects are managed and FAO projects are backstopped	<ul style="list-style-type: none"> <li>Procedure for management and oversight of ICD projects is developed and implemented</li> <li>Six global projects are managed:               <ol style="list-style-type: none"> <li>China South-South cooperation</li> <li>COMESA</li> <li>EC Implementation</li> <li>EC IRSS</li> <li>Japan IFU &amp; e-Phyto</li> <li>STDF Beyond Compliance</li> </ol> </li> <li>Three IPPC Trust Fund supported sets of activities are managed:               <ol style="list-style-type: none"> <li>Canada-PFA</li> <li>Switzerland</li> <li>USA &amp; Canada-SCTF</li> </ol> </li> </ul>	BRUNEL  BRUNEL/ LI BRUNEL LOMSADZE LARSON YAMAMOTO LOMSADZE  LOMSADZE BRUNEL LOMSADZE
2.5 Phytosanitary Capacity Evaluation (PCE)	<ul style="list-style-type: none"> <li>PCE strategy and policy are finalized and implementation initiated and additional opportunities to conduct the PCE are being explored</li> <li>5 PCEs are underway:               <ul style="list-style-type: none"> <li>Fiji, Kazakhstan, Nicaragua, Sri Lanka</li> <li>Uzbekistan</li> </ul> </li> </ul>	BRUNEL  BRUNEL LOMSADZE
2.6 IPPC Guides and Training Materials are developed	<ul style="list-style-type: none"> <li>Strategy and process for the development of IPPC Guides and training materials are implemented</li> <li>Two guides are published:               <ol style="list-style-type: none"> <li>Pest Free Areas</li> <li>Risk Communication</li> </ol> </li> <li>Two guides are drafted: Pest Status &amp; ISPM15</li> <li>Pest status experts meeting is organized and delivered</li> </ul>	LOMSADZE  LOMSADZE / BRUNEL LOMSADZE LOMSADZE

<b>2. TECHNICAL ACTIVITIES</b>		
<b>Activities</b>	<b>Outputs</b>	<b>Lead</b>
2.7 Global Symposiums are organized and delivered and training is delivered	<ul style="list-style-type: none"> <li>Two symposiums are organized and delivered:               <ol style="list-style-type: none"> <li>One Belt</li> <li>PFA and Surveillance</li> </ol> </li> <li>Training for COLEACP is delivered</li> </ul>	BRUNEL /LI LOMSADZE / YAMAMOTO BRUNEL

<b>3. CORPORATE ACTIVITIES</b>		
<b>Activities</b>	<b>Outputs</b>	<b>Lead</b>
3.1 IFU communications work plan is implemented and communication materials developed	<ul style="list-style-type: none"> <li>IFU communication work plan is developed and implemented</li> <li>Six Calls are issued: Pest status materials and experts, DAS experts, PFA-Surveillance symposium participants, ISPM 15 HT&amp;DH, M&amp;E case studies, Use of Guides case studies</li> <li>A factsheet prepared and posted: Plant Health and Capacity Development</li> <li>Announcements, chronicles and news, are developed and posted as required</li> </ul>	BRUNEL / ALL  LARSON LOMSADZE YAMAMOTO  YAMAMOTO  ALL
3.2 Web based information sites are managed	<ul style="list-style-type: none"> <li>Implementation plan is developed and implemented for the management of ICD web based information (including contributed resources)</li> <li>Web based information is organized and updated.</li> </ul>	LOMSADZE / YAMAMOTO  YAMAMOTO/ CZERWIEN  / ALL
3.3 Liaison with various international organizations	<ul style="list-style-type: none"> <li>Liaison is maintained or developed with various international organizations: EC, CABI, CIHEAM, COA, COLEACP, EACPLC, FAO forestry group, GEA, IFQRG, IICA, IMO, Imperial College, ISF, Olive Oil Council, SPS, STDF, IAGPRA, WCO and FAO project back stopping is provided as needed.</li> <li>Liaison is maintained with FAO Regional Officers and an annual meeting is organized</li> </ul>	LARSON/ BRUNEL/ LOMSADZE  LARSON
3.4 IPPC Task Forces are contributed to:	<ul style="list-style-type: none"> <li>Resource Mobilization (TFRM)</li> <li>Communications and Advocacy (TFCA)</li> <li>Monitoring and Evaluation (TFME)</li> </ul>	LARSON  BRUNEL  LARSON / LOMSADZE
3.5 Monitoring & Evaluation framework	<ul style="list-style-type: none"> <li>M&amp;E framework for the IPPC Secretariat is considered and initial drafting started</li> </ul>	LARSON

<b>4. SUPPORT TO IPPC SECRETARIAT AND UNITS/TEAM INTERNAL MANAGEMENT</b>		
<b><u>Activities</u></b>	<b><u>Outputs</u></b>	<b><u>Lead</u></b>
4.1 Manage budgets and financial resources	<ul style="list-style-type: none"> <li>An annual Work plan and budget are developed and followed with appropriate escalation of possible risks.</li> </ul>	LARSON
4.2 Manage Human Resources	<ul style="list-style-type: none"> <li>Staff develop appropriate work plans and PEMS. Regular performance discussions are carried out, timely feedback is given and staff are encouraged and supported.</li> <li>Vacant posts are filled as quickly as possible.</li> </ul>	LARSON
4.3 Manage the IFU	<ul style="list-style-type: none"> <li>A strong quality-oriented team that supports innovative ideas is encouraged.</li> <li>Resources are mobilized and efforts are made to help ensure staff sustainability and planned work matches resources</li> <li>A more structured approach to the work of the IFU team is promoted</li> <li>Team work is promoted by regular unit meetings and actions coordinated.</li> </ul>	LARSON
4.4 Transparency and collaboration	<ul style="list-style-type: none"> <li>Transparent work within the team and collaboration with other teams strengthened</li> <li>Procedure Manual for ICD is updated annually for the November IC meeting</li> </ul>	LARSON  YAMAMOTO / CZERWIEN
4.5 Cooperation between SSU and IFU	<ul style="list-style-type: none"> <li>Jointly with SSU, processes are coordinated and meetings are organized, building synergies</li> </ul>	LARSON