



2019 Work Plan of the IPPC Standard Setting Unit

IPPC Secretariat: Standard Setting Unit (SSU)

Date: 2019-04-17

Background Information:

The objective of the Standard Setting Unit (SSU), within the Secretariat for the International Plant Protection Convention (IPPC) is to coordinate and facilitate the development and adoption of science-based and high quality International Standards for Phytosanitary Measures (ISPMs) and CPM recommendations to support countries for the effective implementation of FAO's normative work addressing phytosanitary issues.

The work programme of the SSU is guided by the IPPC Strategic Framework and priorities are set by the Commission of Phytosanitary Measures (CPM) and guidance is provided by the Standards Committee (SC).

The SSU will deliver its work by:

- Providing support to the SC and to the management of its expert subgroups, including support towards translation and publishing of ISPMs and CPM Recommendations.
- Organizing of SC and expert subgroup meetings, their activities and any other technical meetings.
- Coordinating and facilitating the IPPC standard setting process (e.g. develop and maintain documents and tools available as needed, such as the Procedure Manual for Standard Setting, IPPC Style Guide, the Phytosanitary Treatments search tool, *List of topics for IPPC standards*, etc).
- Collaborating with CPM subsidiary bodies and other units in the IPPC Secretariat to deliver the IPPC Secretariat's work programme.
- Liaising with international organizations for collaboration in standard setting and IPPC's activities.

As of 16 April 2019, the SSU consists of¹: Mr Avetik Nersisyan (Standard Setting Unit Lead), Ms Adriana Moreira, Mr Artur Shamilov, Ms Janka Kiss, Ms Sandra Goritschnig, Ms Aoife Cassin, Mr Denis Alex (in-kind contribution from France), Ms Alejandra Jimenez Tabares (85%), Ms Aixa Del Greco (50%) and Ms Karen Rouen (35%). For detailed information about IPPC SSU staff and its responsibilities, please check <https://www.ippc.int/en/publications/2463/>.

The main corporate activities of the SSU are provided below. For budget allocation, please check different files with IPPC Secretariat finances.

A tentative calendar is provided in attachment 1 of this document. For updates, please check the IPPC calendar at <https://www.ippc.int/en/year/calendar/>.

¹ IPPC Standard Setting Unit staff and its responsibilities: <https://www.ippc.int/en/publications/2463/>

1. GOVERNANCE AND STRATEGY	
<u>Activities</u>	<u>Outputs / Tasks</u>
1.1 CPM-14 is supported and delivered	<ul style="list-style-type: none"> • CPM papers are developed and presented • 2 draft ISPMs are presented for adoption: <ul style="list-style-type: none"> • Draft 2017 amendments to ISPM 5: (Glossary of phytosanitary terms) (1994-001) • Requirements for the use of fumigation as a phytosanitary measure (2014-004) • 5 DPs are noted as adopted by the SC on behalf of CPM (DP 2 Revision and DP 25 to DP 28) • One ink amendment to adopted ISPMs is presented: “contamination” and its derivatives • CPM Recommendation on “High throughput sequencing technologies” is presented for adoption
1.1 CPM-14 is supported and delivered (Cont'd)	<ul style="list-style-type: none"> • 2 side sessions are successfully organized in collaboration with CPM Bureau: <ul style="list-style-type: none"> • Commodities and pathways standards: Focus group Q&A • Facilitating safe trade for plants and plant products: WTO TFA • Support to other tasks and deliverables of CPM-14 are efficiently provided: <ul style="list-style-type: none"> - Task Force on Topics and - Framework for standards and implementation - Focus Group on Commodities and Pathways standards - SC Nominations - Emerging pests - AMR - Surveillance Pilot Project
1.2 Support is provided to the work of Bureau, Financial Committee and Strategic Planning Group throughout the year	<ul style="list-style-type: none"> • Meetings attended and SSU input provided, relevant follow ups completed, results communicated to SSU and SC (as appropriate)
1.3 Organize governance meetings of the SC (organization, liaison, document preparation and meeting reports)	<ul style="list-style-type: none"> • SC May and SC November (interpreted into 3 FAO languages), SC-7 May: meetings are organized, supported and facilitated. Meetings reports are drafted following IPPC and FAO styles and available within 8 weeks.
1.4 CPM Focus Group on “commodity standards and pathways”	<ul style="list-style-type: none"> • A second focus group meeting is organize (17-21 June), supported and facilitated. Relevant follow ups completed, results communicated to relevant IPPC subsidiary bodies

2. TECHNICAL ACTIVITIES	
<u>Activities</u>	<u>Outputs / Tasks</u>
2.1 TOPICS - Coordination of the development of ISPMs and CPM Recommendations	Approximately 14-17 draft ISPMs, including CPM Recommendations, are progressed in the standard setting process

2. TECHNICAL ACTIVITIES	
<u>Activities</u>	<u>Outputs / Tasks</u>
2.2 EXPERT'S INPUTS - First and second Consultations on draft ISPMs and CPM Recommendations (01 July- 30 September 2019), draft specifications (01 July to 30 August 2019)	<p>Drafts approved for first and second consultation are translated, and uploaded to the OCS, users supported, comments compiled.</p> <ul style="list-style-type: none"> • First consultation: <ul style="list-style-type: none"> - Guidance on pest risk management (2014-001), Priority 2 - 8 Phytosanitary Treatments (priorities 1 and 2) - Tentative: 1 Diagnostic protocol: <i>Striga</i> spp.(2008-009), priority 1
	<ul style="list-style-type: none"> • Second consultation: <ul style="list-style-type: none"> - Revision of ISPM 8: Determination of pest status in an area (2009-005), Priority 1 - Authorization of entities to perform phytosanitary actions (2014-002), Priority 2 - Requirements for the use of modified atmosphere treatments as a phytosanitary measure (2014-006), Priority 2 - Draft 2018 Amendments to ISPM 5 (1994-001)
	<ul style="list-style-type: none"> • CPM Recommendation: <ul style="list-style-type: none"> - Food aid and prevention of entry and spread of pests
2.3 EXPERT'S INPUTS - Expert consultation on draft DPs (1st and 4th quarters of 2019):	<ul style="list-style-type: none"> • Tentative: 3 draft DPs: <i>Striga</i>, <i>Begomoviruses</i> and <i>Ceratitis</i>
2.4 EXPERT'S INPUTS - Open calls	<ul style="list-style-type: none"> • Call for experts: possible call for DP authors, possible call for experts for EWG on "Focused revision of ISPM 12 (Phytosanitary certificates) in relation to re-export, priority 2 (2015-011)". • Call for phytosanitary treatments: submissions are processed, presented to TPPT and relevant SC activities are coordinated.
2.5 ADOPTION – DPs Notification period (05 January – 20 February) and CPM-14 Preparation of draft ISPM	<ul style="list-style-type: none"> • 1 draft DPs presented for notification: <i>Bactrocera dorsalis</i> (2006-026) • Draft ISPMs and related documents are well prepared (see section 1.1)
2.6 Support the work of SC and subgroup members throughout the year including e-decisions	<ul style="list-style-type: none"> • The work of SC & SC-7 (25 members), 4-5 TPs (~40 members), 2 EWGs (~20 members), 40 DP authors are supported, 20 expected SC e-decisions
2.7 Organize meetings and support the work of SC's subgroups (organization, liaison, document preparation and meeting reports)	<ul style="list-style-type: none"> • TPPT - July, TPDP - August, Tentative TPG - November, 1 EWG on "Audits" June, 1 EWG on "Focused revision of ISPM 12" – December. At least 3 virtual TP meetings organized, supported and facilitated, meeting reports are delivered

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<u>Activities</u>	<u>Outputs / Tasks</u>
2.8 Publication of Standard Setting related materials	<ul style="list-style-type: none"> • Draft ISPMs and CPM Recommendations submitted for translation (for CPM-15, 2020); once adopted submitted for publication • IPPC Procedure Manual for Standard Setting published annually (September) • IPPC Style Guide for standard setting documents updated and published as necessary • <i>List of topics</i> online database for IPPC standards reviewed three times a year (after CPM, SC May and SC November) • List of IPPC standards posted in all FAO languages • Quality management: all standard operating procedures updated as necessary • Training material developed or updated (e.g. “New SC members”) • At least 2 ISPMs (including Annexes) made ready for publication • At least 1 specification published • Ink amendments approved in 2019 incorporated • Language review groups coordinated

3. CORPORATE ACTIVITIES	
<u>Activities</u>	<u>Outputs / Tasks</u>
3.1 SSU communications work plan implementation and development of communication material	<ul style="list-style-type: none"> • Communication work plan implemented • News items, announcements and publications related to standard setting prepared and published
3.2 Maintenance and update of IPP SSU web pages	<ul style="list-style-type: none"> • Searchable PDF database updated three times a year with ISPMs, specifications and meeting reports • Online registration system is used and participants and membership managed. • Phytosanitary treatments (PT) search tool updated as PTs – Annexes to ISPM 28 are adopted and phytosanitary treatments as contributed resources
3.3 Liaison with various international organizations Further information at: https://www.ippc.int/en/core-activities/external-cooperation/	<ul style="list-style-type: none"> • Collaboration with various international organizations are strength (such as): <ul style="list-style-type: none"> - FAO several divisions, departments and offices - Convention of Biological Diversity (CBD), Global Taxonomic Initiative (GTI) of CBD, International Atomic Energy Agency (IAEA), Phytosanitary Measures Research Group (PMRG), ISO, Ozone Secretariat (UN Environment), International Forestry Quarantine Research Group (IFQRG) - Regional Plant protection Organizations, particularly with EPPO on the development of diagnostics protocols
3.4 IPPC Regional Workshops are supported	<ul style="list-style-type: none"> • 1 IPPC Regional workshop is supported (Asia) • 2 training/discussion exercises are prepared: Call for topics and concept on authorization of entities

3. CORPORATE ACTIVITIES	
3.5 IPPC Secretariat Task Forces: - Task Force Resource Mobilization (TFRM) - Task Force on Monitoring and Evaluation (TFME)	<ul style="list-style-type: none"> The work of the Task Forces is supported throughout the year following its work plan
3.6 Support to IPPC projects and back-stops projects	<ul style="list-style-type: none"> Support is provided to FAO projects, to support countries implementation and build capacity of SSU staff members At least 2 concept notes for project proposals are developed with main objective for resource mobilization for SSU

4. SUPPORT TO IPPC SECRETARIAT AND UNITS/TEAM INTERNAL MANAGEMENT	
<u>Activities</u>	<u>Outputs / Tasks</u>
4.1 Management of the SSU	<ul style="list-style-type: none"> Strengthened capacity of the SSU team to be more responsible, collaborative, initiative, innovative and results-based. Enabled environment for effective team management including staff sustainability and resource management Transparent work within the team and collaboration with other teams strengthened
4.2 RH management	<ul style="list-style-type: none"> Staff develop appropriate work plans and / or PEMS. Regularly performance discussions are carried out as well as timely feedback. SSU capacity development training are conducted: <ol style="list-style-type: none"> 1) FAO project cycles formulations (tentative: 10-11 April): theory and practice 2) Improving report writing skills (tentative): Tentative dates: October 2019
4.3 Budget management	<ul style="list-style-type: none"> Financial resources are well managed with the appropriate escalation of possible risks in conjunction of IPPC Secretariat Governance staff.
4.4 Joint SSU-IFU work plan	<ul style="list-style-type: none"> Jointly with IFU, processes are coordinated, meetings are organized and submission prepared for Secretariat and possibly the Bureau

SSU 2019 TENTATIVE CALENDAR

For updates, please check the IPPC calendar at <https://www.ippc.int/en/year/calendar/>.

Date	Activity	Venue	Category
05 January – 20 February	DP notification period	-	Adoption of ISPMs
27-29 March	CPM Bureau	Rome, IT (FAO HQ)	Governance
01-05 April	CPM-14	Rome, IT (FAO HQ)	Governance
06-10 May	Standards Committee (SC)	Rome, IT (FAO HQ)	Governance
13-17 May	SC-7	Rome, IT (FAO HQ)	Governance
03-07 June	EWG for the development of ISPM on “Audit in the phytosanitary context”	Toronto, Canada	Expert input: Drafting standards
10-14 June	CPM Bureau	Rome, IT (FAO HQ)	Governance
17-21 June 2019	2 nd meeting of the Focus Group on commodity and pathways standards	Rome, IT (FAO HQ)	Governance
01 July – 30 September 2019	Consultation period on draft ISPMs and CPM Recommendations	-	Consultation period
08-12 July 2019	Technical Panel on Phytosanitary Treatments (TPPT)	Vienna, AT (IAEA FAO Joint Division)	Expert input: Drafting standards
05-09 August 2019	Technical Panel on Diagnostic Protocols (TPDP)	Melbourne, Australia	Expert input: Drafting standards
02-06 September	IPPC Regional Workshops – Asia	Republic of Korea	Expert input / Capacity development
Tentative: 24-27 September 2019	Phytosanitary Measures Research Group (PMRG)	Cairns, AU	External meeting: Liaison
07 and 11 October	CPM Bureau	Rome, IT (FAO HQ)	Governance
08-10 October 2019	IPPC Strategic Planning Group (SPG)	Rome, IT (FAO HQ)	Governance
11-15 November	Standards Committee (SC)	Rome, IT (FAO HQ)	Governance
Tentative: 18-21 November	Technical Panel for the Glossary (TPG)	Rome, IT (FAO HQ)	Expert input: Drafting standards
Tentative: 09-13 December 2019	EWG “focused revision of ISPM 12”	Rome, IT (FAO HQ)	Expert input: Drafting standards