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REPORT

Implementation and Capacity Development Committee (IC)

Rome, Italy
18-22 November 2019

IPPC Secretariat

Contents

THE 5TH MEETING OF THE IMPLEMENTATION AND CAPACITY DEVELOPMENT COMMITTEE (IC)

1. Opening of the Meeting

1.1 Opening by the IPPC Secretary

[1] The IPPC Secretary, Mr Jingyuan XIA opened the meeting and welcomed all participants to the meeting of the Implementation and Capacity Development Committee (hereinafter "IC"). He introduced Mr Arop DENG as the new Lead of the Integration and Support Team (IST) of the IPPC Secretariat (hereinafter "Secretariat"). The Secretary briefed the IC on four key recent activities related to implementation and capacity development:

1. the International Symposium on Pest Free Areas and Surveillance[1], which was attended by 95 participants from 50 countries. The Secretary presented it as a milestone event and suggested to repeat the positive experience;

2. the China Project, providing support to the Near East IPPC Regional Workshop, with 35 participants from 16 IPPC contracting parties, as well as from the FAO Plant Production and Protection Division (AGP-AG), the FAO Regional Office for the Near East and North Africa Region (FAO-RNE), the Near East Plant Protection Organization (NEPPO), the Arab Society for Plant Protection (ASPP). The Secretary added that pilot projects have been initiated in Sri Lanka, and Cambodia;

3. the FAO global action on Fall Armyworm (hereinafter "FAW") will be launched soon, where the IPPC Secretariat will deal with the issue on prevention of FAW and its further spread to North Africa, Near East and Pacific regions. The Secretary informed the IC about the establishment of a steering committee in FAO to control this pest globally, with the Director-General as Chair and other divisions of FAO participating, including IPPC Secretariat; and

[2] The Secretary informed the IC that FAO had contributed an additional 500 000 USD to the 2019 Regular Programme of the IPPC Secretariat, of which 60% will be used for implementation activities but this needs to be agreed by the Bureau. There is also a high possibility that FAO will increase the regular programme contribution to the IPPC Secretariat's budget by 1, 000, 000 USD for the 2020-2021 biennium. The Secretary explained that the increased amount is primarily for supporting staff but also to the capacity development activities (i.e. regional workshops), for interpretation during the Standards Committee (SC) meetings and for the translation of the International Phytosanitary Portal (hereinafter "IPP") into all FAO languages.

[3] The Secretary also raised three issues for consideration by the IC:

[4] Implementation of IPPC Strategic Framework for 2020-2030, where the IFU will be involved in three developmental agendas, especially for Pest Outbreak Alert and Response System, e-Commerce, and Harmonization of Electronic Data Exchange;

[5] Promotion of the IYPH, as it is a once-in-a-lifetime opportunity to raise awareness on IPPC work and the IC should take this opportunity to contribute to it through active participation and involvement;

[6] Enhancement of the extension of the IPPC ePhyto solutions and the ongoing work on Sea Containers.

[7] The IC Chair, Ms Olga LAVRENTJEVA, thanked the Secretary for his opening remarks and joined him in welcoming IC members and observers to the meeting, commenting that the IC work should align with the IPPC Strategic Framework 2020-2030, which is an agenda item for this meeting.

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[1] IPPC International Symposium for Pest Free Areas and Surveillance webpage: https://www.ippc.int/en/core-activities/capacity-development/symposia/symposium-on-pfas-and-surveillance/#

2. Meeting Arrangements

2.1 Election of the Rapporteur

[8]   Mr Francisco GUTIERREZ (Belize) was elected Rapporteur for the meeting.

2.2 Adoption of the Agenda

[9]   The Agenda was adopted without modifications and is attached to this report as Appendix 1.

3. Administrative Matters

3.1 Document List

[10] The Documents list is attached to this report as Appendix 2.

3.2 Participant List

[11] The Participants list is attached to this report as Appendix 3.

3.3 Local Information

[12] IPPC Secretariat provided local information and is available at this link.

4. Update

4.1 CPM Bureau

[13] The Secretariat presented an update[2] from the CPM Bureau (hereinafter "Bureau") October meeting, specifying that the Bureau agreed that surveillance and e-commerce fall under IC oversight with inputs from the Standards Committee (SC). The Secretariat underlined the Bureau discussion on IC Terms of Reference (TOR), Rules of Procedure (ROP) and Membership, which now clarify the IC will be composed of 14 members (7 regional representatives, 5 experts and 2 representatives, one from Regional Plant Protection Organizations and one from SC). The proposed revision to the IC TOR and ROP included that the IC recommend to the CPM that the IC Sub-groups should be established rather than IC establish them and new projects will be recommended by the IC to the CPM for approval.

[14] He informed the IC that the Bureau discussed the potential Implementation and Capacity Development Strategy and the Bureau requested the IC to develop a plan instead, as the IPPC Community has been developing the IPPC Strategic Framework and they would prefer focusing on one strategy. The Bureau considered the IC request to hire a technical expert to develop the Implementation and Capacity Development Plan, but thought this was unnecessary, suggesting the IC should have this type of expertise in its membership.

[15] One IC member asked for clarification regarding the expectation of committee members and contracting parties need to lobby and advocate donors to provide funding to the Secretariat and sought advice from observers who were also donors, on advocating for resource mobilization to deliver the remaining four development agenda themes and unfunded ICD activities.

[16] The Secretariat highlighted the importance of setting priorities, which has recently been done in the prioritized lists of Implementation and Capacity Development Topics and Implementation Review and Support System (IRSS) topics and noted that for IRSS topics the IC, SC, RPPOs, Bureau and Secretariat can submit topics. He addressed these comments by suggesting IC members raise these issues to their respective Bureau members.

[17] The IC Chair welcomed the discussion for the numerous good points raised and suggested to relate them to each respective agenda items, aiming at drafting recommendations for the Bureau.

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[2] 11_IC_2019_Nov

4.2 SPG October 2019 Meeting

[18]   The IC Chair provided a verbal report about the Strategic Planning Group (SPG) meeting, reminding the IC members that SPG is not a decision-making body but provides general strategic suggestions to the Bureau and other bodies. She mentioned the Secretary's opening discussion on financial issues, which are also relevant to IC for its activities.

[19]   The IC Chair also informed the IC that the SPG welcomed positively both the latest version of the Framework for Standards and Implementation and the suggestion to merge it with the List of Topics for IPPC standards[3] and the list of Implementation and Capacity Development (ICD) topics[4] for increased efficiency and cost savings. She informed the IC that the SPG rejected the proposal to hire additional professional help with the Implementation and Capacity Development Plan and that the IC should utilize its own expertise and capacity to develop a Implementation and Capacity Development Plan. It was also informed that the revision to the IC Terms of Reference was recommended to the CPM-15 (2020) reflecting the modifications by the SPG that IC decision-making should be made by 14 members. In terms of dispute settlement, the Legal Office presented an update report and the lack of response by CPs to nominate members for the creation of the IC Sub-group on Dispute Avoidance and Settlement (hereinafter "IC DAS Sub-group"). SPG recommended that work in this area be put on hold due to lack of response. The issue of lack of response to many calls from the Secretariat was also discussed as a serious concern. The IC decided to discuss potential constraints under another agenda item.

Pest Outbreak Alert and Response System

[20]   The Secretariat recalled that CPM-14 (2019) "requested the CPM Bureau to draft an action plan on an IPPC emergency system to be submitted to the SPG for discussion and then presented to CPM-15 (2020)". The Secretariat presented the paper[5], informing the IC that the concept was aligned with the title of one of the development agenda items, Pest Outbreak Alert and Response System and recalled that the EU and its Member States would be providing 300 000 EUR, if matched through co-funding, to support the proposal. The Secretariat mentioned that the Secretariat had worked in coordination with the FAO Locust and transboundary pests team to draft an action plan. The Secretariat listed the set of activities that were proposed, following the Strategic Framework and related budget noted by CPM-14 (2019). The Secretariat further specified that some activities will be funded by the Regular Programme and through other Trust Funds, taking into account the EU co-financing requirement. The Secretariat indicated that this proposal is an overall umbrella of activities under which various other projects should contribute (e.g. Common Market for Eastern and Southern Africa (COMESA)).

[21]   Many IC members commented that this proposal requires a better definition of the potential consequences and shortcomings if funding requirements are not met for all planned activities. One IC member suggested that a list of activities could be drafted to be further analyzed by National Plant Protection Organizations (hereinafter "NPPOs") and RPPOs to potentially address other stakeholders who might be interested in providing resources for specific items.

[22]   One observer also suggested to raise the profile of this project by presenting it to the FAO Council, for better coordination and possibly resource mobilization, noting that the current available funds are insufficient to perform all activities.

[23]   The IC suggested the Secretariat should engage with OIE to learn how they handle their outbreaks and related reporting to be able to incorporate lessons learned into this programme. One observer and one IC member noted that this proposal was a huge undertaking to try to improve pest reporting but that the underlying reasons as to why pests are not reported is a fundamental element that needs to be considered.

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[3] List of topics for IPPC Standards: https://www.ippc.int/en/publications/84405/

[4] List of Implementation and Capacity Development Topics: https://www.ippc.int/en/publications/86844/

[5] 06_IC_2019_Nov

[24]   The Secretariat agreed to include the points raised by the IC and agreed to shorten the proposal and make it more conscience to improve its readability. The concerns of some of the IC members, that such a project may overlap with other FAO activities, will also be considered. The Secretariat also indicated the document will clearly indicate that activities will be directed to quarantine pests and that the system to be established would focus, in the first years, on a few pests to be tested. The IC also suggested to review the terminology for consistency and to remove the term "emerging pest".

[25]   The IC suggested to align the activities to the National Reporting Obligation (NRO) work programme, and to rephrase the sub activities related to point 3. "Develop and globally adopt enabling policies to optimize reporting including IPPC mandate and operating structures".

[26]   The IC revised the proposed Focus Group (FG) terms of references and suggested to align the governance of this FG with the previous FG on Commodity and Pathway Standards. It was considered that a representative from AGP in FAO should be part of the members of the FG. Regarding the tasks, "discuss and determine all different components necessary for efficient and effective Pest Outbreak Alert and Response Systems" should be the first task, while "review how contracting parties(CPs) meet their NROs and recommend changes to help support CPs their NROs effectively and efficiently" should be suppressed as these experts may not be knowledgeable about NROs. Another task should be added, to "identify existing material and experiences on the topic".

[27]   The IC was informed that during the TC-RPPO (2019), that some RPPOs had agreed to propose an IRSS survey "to help identify key impediments contracting parties have to fulfilling their obligations to report pest outbreaks" and an IRSS study on "methodologies for Pest Outbreak Alert and Response Systems".

[28]   The IC:

   (1) *Endorsed* the proposal for a Pest Outbreak Alert and Response System and agreed it is aligned with the IPPC strategic objectives, has strategic value and provides a competitive advantage and also *agreed* to inform the CPM-15 (2020) of this endorsement.

   (2) *Agreed* that the action plan and budget proposed as well as the IC comments onthe proposal for "Strengthening Pest Outbreak Alert and Response Systems" should be taken into account when revising this proposal*;*

   (3) *Agreed* that the IC comments on the draft terms of reference for the Focus Group on "Strengthening Pest Outbreak Alert and Response Systems" should be taken into account*;*

   (4) *Agreed* to provide its feedback on the revised document to be presented to CPM-15 (2020) through an e-Decision to be open from the 5 until the 12 of December 2019.

4.3 IPPC Secretariat

Implementation and Facilitation Unit update

[29]   The Implementation and Facilitation Unit (IFU) lead introduced the IFU staff[6] members and presented the updates[7], inviting all IC members to review the IFU update paper, with special attention to its work plan.

[30]   One IC member asked for clarification as to why there was no consultation with IC on the development and content of the factsheet on plant health and capacity development[8] and the rational for the selected project that was used as the capacity development case study. The Secretariat responded, explaining that the IC Lead for Plant Health and Capacity Development thematic year had provided draft text and agreed that in the future, efforts will be made to consult the entire IC on this type of publications.

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[6] IFU Staff overview: https://www.ippc.int/en/publications/85686/

[7] 10_IC_2019_Nov

[8] Factsheet on Plant Health and Capacity Development: http://www.fao.org/documents/card/en/c/ca6041en

[31]   The IC Surveillance Lead personally commended the Secretariat for their efforts in coordinating and delivering the IPPC Symposium for Pest Free Areas and Surveillance and expressed gratitude to Japan, via the Japanese IC member, for the very successful coordination and delivery of the symposium.

Standard Setting Unit update

[32]   The Standard Setting Unit (SSU) Lead presented the update[9] regarding his unit, informing about its composition and recent modifications. He commented that he looks forward to greater collaboration and interaction with the IC and the IFU as the obvious consequence of adopting ISPMs.

[33]   One IC member raised a question regarding a regional project: Support for the enhancement of national plant pest surveillance and phytosanitary certification systems (TCP/RER/3705). The SSU lead clarified that the SSU involvement in this and other projects is minimal and he would welcome IC and IFU input on these matters.

[34]   As well the IC was informed of a concept note[10] developed by the SSU for a proposal for capacity enhancement of IPPC contracting parties in the standard setting process, for which the SC had recommended that this be led by the IFU. The SSU lead mentioned that this proposal was to help strengthen CPs' capacity to participate to the Standard Setting Process and agreed to share details on this project with the IC, welcoming any inputs.

Integration and Support Team update

[35]   Integration and Support Team (IST) Lead provided an update[11] on the team's activities.

[36]   The IC Chair asked the timetable to deliver the website be provided and also requested the Secretariat to make the IPP more user-friendly, making all phytosanitary resources readily available.

[37]   One IC Member asked about NROs. During the May 2019 meeting, there was a presentation regarding the new IPP and there was a discussion about how the materials, especially related to surveillance, would be loaded on the IPP. This also raised the issue that some documents are subject to copyrights and permission for posting would be needed. Another IC member asked for clarifications on the publication of contributed resources, because the IC needs to review these according to the components of a phytosanitary system (webpage). She also mentioned that we should move forward very quickly on this issue as the IC was providing advice on the content of the components of related webpages.

[38]   The Secretariat clarified that the reformatted website will be launched by the 1st January 2020, and that external resources have already been posted on the IPP, clearly differentiating which web resources are produced under the auspices of the Secretariat and those that have been provided by others (contributed resources), for which the Secretariat has clear authorization to post on the IPP. The Secretariat further clarified that the later web resources may become available in the FAO repository with the same disclaimers and authorizations.

[39]   The Secretariat lead for IYPH updated the IC on the recent developments on the IYPH[12]. He also informed the IC regarding the main events, such as the launch event, taking place on 2 December 2019 at FAO headquarters, and the expectation to have a ministerial-level CPM-15 with a declaration and the 2020-2030 Strategic Framework approved.

[40]   One IC member raised the issue of the IYPH Technical Advisory Board (TAB) and IYPH scope, suggesting to reinstate the TAB in the IYPH governance. Another IC member raised a question regarding the ambassadors.

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[9] 16_IC_2019_Nov

[10] 30_IC_2019_Nov

[11] 07_IC_2019_Nov

[12] International Year of Plant Health webpage: https://www.ippc.int/en/iyph/

[41]   The IC:

(5) *Noted* the reports from Implementation and Facilitation Unit, Standard Setting Unit and Integration and Support Team.

(6) *Appointed* Ms Olga LAVRENTJEVA (Estonia) as IC contact point for the concept note for project proposal for capacity enhancement of the IPPC contracting parties for standard setting process.

International Year of Plant Health update

[42]   The Secretariat Focal Point for International Year of Plant Health (IYPH) clarified[13] that a list of ambassadors is currently being compiled and will be presented during next IYPH International Steering Committee (ISC) meeting on 29 November 2019. He further clarified regarding the requirements and criteria for IYPH Ambassador selection process, mentioning that possibility of having national or regional champions.

[43]   One IC member mentioned that the African regional workshop promoted the IYPH and presented a question that was raised during that event. One observer raised the issue of Key Performance Indicators (KPIs) in terms of what the IYPH expects to achieve. Another IC member asked whether there is guidance for NPPOs to organise harmonised events. One task of the TAB should be contributing to the publications for the IYPH.

[44]   The IC Chair invited the Secretariat to share the TAB Terms of References (ToRs) and come up with suggestions regarding the IC role.

[45]   One observer mentioned the importance of providing translations to the call for stories and greater visibility.

[46]   The Secretariat lead for IYPH clarified the guidelines for use of IYPH visual identity.

[47]   The IC:

(7) *Noted* the update on International Year of Plant Health.

IPPC Regional Workshops

[48]   The Secretariat informed[14] the IC that the IFU coordinated seven regional workshops. The Secretariat noted that some regions are taking ownership of the process with the Secretariat providing supervision and general support.

[49]   Many IC members agreed with the positive outcomes of the regional workshops that took place in 2019. One observer asked if a brief summary of the main outcomes of regional workshops could be provided. This was not ready at this time but it was suggested this could be provided at the next meeting. Some IC members provided highlights from the regional workshops they attended. Some IC members noted that it is important to note the increase in participation during these workshops and requested the Secretariat to reach out to those CPs that did not participate in an effort to get them more involved.

[50]   The IC:

(8) *Noted* the updates on organizing the 2019 IPPC Regional Workshops.

 4.4 TC-RPPOs

[51]   The RPPO representative reported on the TC-RPPO that took place in Nigeria on 21-25 October 2019, regretting that only seven RPPOs were able to attend. She noted the positive discussions but also that the lack of participation was due to some RPPO's budgetary constraints. She reported that the next TC-

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[13] 08_IC_2019_Nov

[14] 05_IC_2019_Nov

RPPO meeting would be held after the CPM-15 (2020), informing that such an arrangement should facilitate increased participation and reduce potential budgetary concerns for the RPPOs, she also added that this would provide an opportunity to invite representatives from relevant FAO divisions, if necessary. She invited the IC members to participate in the next TC-RPPO.

[52] The IC welcomed the report and the discussions that took place on a number of topics (e.g. the EPPO PRA platform, a Global Surveillance Network paper, the draft action plan of the Pest Outbreak Alert and Response Systems, Regional Workshops, IYPH, amongst others).

[53] The IC:

> (9) *Noted* the update on the TC-RPPO meeting.
>
> (10) *Welcomed* Ms Stephanie BLOEM (NAPPO) to continue being appointed as the RPPO representative to the IC, as agreed by the TC-RPPO.

4.5 Focus group on commodity and pathway standards

[54] The IC representative to the focus group presented the paper[15] on the work of the focus group on commodity and pathway standards including the report of the June 2019 meeting that she attended as replacement of the IC lead. She recalled that CPM-13 (2018) had identified the need for further analysis on the purpose, benefits and use of commodity and pathway standards as the basis for guidance to the IPPC Standards Committee (SC) on their development, and to the Implementation and Capacity Development Committee (IC) on their implementation. She recalled that the purpose of the meeting was to develop a draft commodity and pathway standard. She informed the IC that the focus group concluded that the standards under consideration are not intended to apply to pathways (conveyances, etc.), recommending that "commodities" rather than "commodities and pathways" be used, as the ISPM 5 (*Glossary on Phytosanitary Terms*) definition for commodities includes articles.

[55] The IC noted that there would be a need to develop guidance materials associated with future commodity standards. Many IC members discussed the possible contributions to the ongoing discussion, in light of the submission to CPM-15 (2020) of the draft on commodity standards. The Secretariat proposed the inclusion of pest-specific surveillance and pest-specific pest free area protocols in commodity standards as the harmonization of these protocols had been discussed in the IPPC Symposium for Pest Free Areas and Surveillance, which was held in October 2019. The RPPOs representative pointed out that the proposed structure of commodity standards may allow to include such information, however, one IC member noted that it would not be convenient to have a single surveillance protocols for each commodity, given the variety and complexity of surveillance protocols for a given pest. The Secretariat noted that such an approach may have consequences in terms of resource mobilization.

[56] The SSU informed that it expected the IC to provide general guidance on issues such as governance (e.g. creation of a technical panel for commodity standards).

[57] The Secretariat also informed the IC that any inputs are welcome but that the SC approved the draft to be sent to CPM-15 (2020) through CPM Bureau. It is expected that the draft standard will then follow the normal standard setting process.

[58] The IC:

> (11) *Noted* the update on the Focus group on commodity and pathway standards.
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> (12) *Thanked* the IC members who participated to the focus group.
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> (13) *Suggested* the development of pest-specific surveillance and/or pest free areas protocols to be considered for each commodity standards, if applicable.

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[15] 04_IC_2019_Nov

4.6 Summary of IC e-decisions (from May to October 2019)

[59]   The Secretariat presented the summary[16] of IC e-decisions (Appendix 4).

[60]   The IC Chair reminded that according to the Procedure Manual for Implementation and Capacity Development[17] that if there are no objections by the deadline, the IC is considered to be in agreement and a course of action in line with the decision should be taken. .

[61]   However, the IC considered ways to increase participation in e-decisions by tackling impediments to participation, listing the following:

- high number of emails not allowing sufficient time to prioritize e-decisions;

- IT platform for e-decision is not being particularly user friendly;

- short period of time given to make e-decision.

[62]   The IC and the Secretariat discussed the following potential solutions:

- for a trial, extend the period of time to make e-decisions from two to three weeks;

- send a reminder one week prior to the deadline, with the wording REMINDER added to the subject line;

- integrate user-friendly solutions for e-decisions, including the possibility to include a Yes/No button to facilitate the process for simple decisions.

[63]   The IC Chair noted the discussion but highlighted that participation in online discussions between meetings are part of IC members' duties.

[64]   The IC:

(14) *Agreed* to implement the proposed changes to help increase IC member participation in e-decisions.

5. Implementation and Capacity Development Strategy/Implementation plan

5.1 Implementation and Capacity Development implementation plan alignment with the IPPC Strategic Framework 2020-2030

[65]   The IC Chair informed[18] the IC that concrete directions are needed to establish IC priorities for the period covered by the IPPC Strategic Framework (SF) 2020-2030 and to inform how it will deliver the development agenda. The IC Chair informed the IC that the SPG encouraged the IC to develop a plan rather than a strategy but that this does not modify the purpose and scope of the document. She mentioned that the Secretariat has developed a five-year financial plan and that it should be taken into account when drafting the Implementation and Capacity Development (ICD) plan. She proposed that the IC and IFU activities align to the SF, also in view of providing CPM a clearer summary of activities.

[66]   The IC Chair informed the IC that the proposal to hire an expert to draft this plan was rejected by the Bureau, which commented that it should be drafted by the IC members who have related expertise. She suggested that the drafting process should be open to experts from RPPOs and NPPOs, because the IC may obtain a clearer understanding of its activities through their participation.

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[16] 24_IC_2019_Nov

[17] Procedure Manual for Implementation and Capacity Development available at:
https://www.ippc.int/en/publications/87034/

[18] 25_IC_2019_Nov

[67]   She referred to the IPPC development agenda items and key results areas under the Strategic objectives, noting the need to assess how current and future activities support IC work in those assigned areas. She suggested linking the current work of the IC with the SF to strengthen CP and NPPO capacity.

[68]   The IC discussed the possibility of calling it a "Roadmap" instead of a plan, with a suggestion of using the latest version of the IPPC National Phytosanitary Capacity Development Strategy[19], determining what are the aspects of implementation are needed, and determining deliverables. Ms Stephanie BLOEM, the RPPOs representative volunteered to prepare a draft an ICD Roadmap supported by the IC Chair. The Vice-chair noted that the SF covers a ten year period and the delivery of the development agenda items should be staggered. It was also agreed that the "vision" and "mission" from the SF would suffice.

[69]   The Secretariat suggested discussing the draft ICD Roadmap during the IC May 2020 meeting (setting aside half a day for this discussion), finalizing it during the November 2020 meeting to submit to CPM-16 (2021) for approval.

[70]   The IC:

(15) *Requested* Ms Stephanie BLOEM (RPPO Representative) and Ms Olga LAVRENTJEVA (Estonia) to prepare a draft Implementation and Capacity Development roadmap for presentation to the IC.

(16) *Agreed* that the IC would discuss the draft Implementation and Capacity Development roadmap during the May 2020 meeting, reserving a half a day for discussion.

6. Cooperation between standard setting and implementation

6.1 IC-SC Collaboration

[71]   The IC representative to the SC informed the IC that great progress has been made in terms of IC-SC collaboration. He mentioned collaboration at the regional level, with IC and SC members attending meeting together and engaging in a number of discussions during IPPC Regional Workshops (e.g. on ISPM 8 and regarding the draft ISPM on authorization of entities). He raised concerns that there were misconceptions on the issue of authorization of entities and therefore is an issue that may justify the development of guidance material. He also mentioned the importance of IC-SC collaboration on Pest Outbreak and projects and highlighted the importance of maintaining and increasing resources on the IPP.

[72]   The IC representative to the SC noted feedback from the previous week's SC regarding the impending IC membership change in 2020, noting that a number of IC members may not be seeking to extend their membership for the 2020-2023 term and it was hoped that the new IC members would continue to support and promote collaboration with the SC and SSU.

[73]   The IC Vice-Chair informed the IC that updates on SC and IC were presented at the last North American Plant Protection Organization (NAPPO) meeting. Presentations have been posted as part of the NAPPO annual meeting report.

Update on the pilot Audit in the phytosanitary context (2015-014)

[74]   Mr Dominique PELLETIER (Canada) provided an update on the pilot, which he had been tasked to do by the IC, to gather implementation resources that may help in the implementation of a standard on Audits in the phytosanitary context. He indicated that Canada's NPPO has a number of guidance documents to assist exporting CPs in implementing auditable systems approaches for plants for planting and fresh fruits. An in-house lead auditor training, tailored to the needs of the NPPO was also developed and is being updated.

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[19] IPPC National Phytosanitary Capacity Development Strategy available at:
https://www.ippc.int/en/publications/76/

[75] He also noted that NAPPO is currently reviewing RSPM 9 - *The Authorization of Laboratories for Phytosanitary Testing* which has an audit checklist, which will be publicly available in English and Spanish once completed.

[76] Mr Pelletier agreed to share the material, once reviewed and cleared by his NPPO and NAPPO. He also invited IC members and observers to submit similar implementation resources as appropriate.

[77] The IC agreed that it would be useful to follow the development of new draft standards and reviewed the topics for standards and considered the SSU 2020 work plan on which Expert Working Groups are planned and assigned IC leads to follow several of the topics for standards that are in the draft stage or soon to be drafted. The IC leads were requested to monitor the development of these topics. The IC requested the Secretariat to see if access to meeting documents for these EWG could be granted to the IC leads and the Secretariat agreed to follow up with the SC and SSU.

[78] The IC agreed:

> (17) Mr Dominique PELLETIER (Canada) would submit the technical resources to the IPPC Secretariat as contributed resources.

> (18) assigned IC leads to topics for draft standards under development or soon to be developed. (Appendix 5).

6.2 Implementation challenges identified by the Standards Committee

[79] The SC representative to IC presented the paper[20] on the implementation challenges identified by the SC. The IC noted the potential implementation challenges identified by the Standards Committee. An IC member suggested that these implementation issues could be collected in a repository to be used as input in future work of the IC, such as in the preparation of the draft of the ICD roadmap.

[80] One member proposed that the implementation challenges could be identified in a specific manner to allow the IC to focus their attention.

[81] Another member suggested that the IC should gather associated implementation resources concurrently with the development of a draft ISPM and work on consolidating them once the standard is at an advanced stage of development.

[82] One member proposed to report to the SC on how each implementation issue is addressed, including if it was covered by another implementation resource already.

[83] Another IC member considered that appointing an IC member for each draft ISPM as discussed in their May meeting would facilitate the identification of implementation challenges.

ISPM 8: *Determination of pest status in an area*

[84] The SC representative reported that the SC decided to remove the information that was included in the draft ISPM as an Appendix and they recommended the information should be included in the IPPC Guide on Pest Status (2017-048) under development. The Secretariat highlighted that the information on the implementation challenges would be very helpful for the development of the IPPC Guide and those challenges could be addressed by the Guide.

Requirements for NPPOs if authorizing entities to perform phytosanitary actions (2014-002)

[85] The IC was informed of the discussion of the SC and the decisions to not to submit this standard to the CPM-15 (2020) for adoption, instead to present the main issues to get input from the CPM. The SC agreed to work to develop a proposal for the Bureau to have a CPM side session to discuss the issues, and the Secretariat proposed to consider including the presentation of the IRSS desk study on the same topic at the side session.

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[20] 31_IC_2019_Nov

Requirements for the use of modified atmosphere treatments as a phytosanitary measure (2014-006)

[86]   The SC representative highlighted that there is no phytosanitary treatment standards using modified atmosphere as appendix to ISPM 28 (*Phytosanitary treatments for regulated pests*) and it was suggested the IC should wait for further work on the issues related to this draft ISPM.

[87]   RPPOs representative suggested that validated treatment schedules and their application is essential before guidance could be developed noting that challenges raised from consultation included the development of treatment schedules, and the Secretariat proposed that the countries already applying Modified Atmosphere (MA) treatments could submit these as contributes resources.

[88]   It was clarified that there is an open call for Phytosanitary Treatments and all implemented treatments are welcome for submission.

[89]   *IRSS survey: review of diagnostic protocols*

[90]   The IC noted the SC's position on the questionnaire concerning the use of Diagnostic Protocols (DPs) and noted the suggestion that it needed further development, however still thought that it should be considered for addition on the IRSS topics for future development.

[91]   The IC:

   (19) *Agreed* to communicate to the SC, the IC responses on the implementation challenges identified by the SC.

6.3 Surveillance

[92]   The Secretariat recalled[21] that the previous pilot project had been heavily criticized for being poorly managed because of a lack of funds made available and that the lesson learned, was to ensure that an adequate budget is available prior to engaging in activities, was carefully taken on. In general, the decision had been that no specific project would be developed for surveillance, but that various surveillance activities would be embedded into the current Secretariat activities. The Secretariat indicated the CPM Bureau decisions and advanced of the work related to surveillance with an in-depth discussion on the four components to be conducted by the IPPC Secretariat, noting that while no funds had been made available, the Secretariat had still undertaken some work:

[93]   - the revision of the *IPPC Plant Pest Surveillance Guide* (2017-049), which the Secretariat had elaborated a work plan and reactivated the initial working group. If the working group considers it appropriate to revise this guide, funds will be needed;

[94]   - the IPP Surveillance Landing Page, embedded in the current restructuration of the IPP;

[95]   - the organization of the IPPC Symposium for Pest Free Areas (PFAs) & Surveillance by the IPPC Secretariat; and

[96]   - setting of a Global Surveillance Projects Register, embedded in the current Secretariat activities which may require additional resources if the need arises to set a dedicated database

[97]   She also discussed the Global Plant Health Surveillance Information Portal, informing the IC about the agreed decision that the development of a Global Plant Health Surveillance Information Portal is not necessary as plant health surveillance reference material can be posted as contributed resources[22] on the IPP.

[98]   The IC surveillance lead thanked the efforts of the IFU in progressing the IC/SC surveillance initiative but did express disappointment at the interventions expressed by the IFU during the June 2019

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[21] 15_IC_2019_Nov

[22] Contributed Resources available at: https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/contributed-resource-list/

Bureau meeting when the surveillance programme was discussed regarding the IC endorsed surveillance proposal from the May 2019 IC meeting. It was acknowledged that this initiative provided an opportunity for the IFU and IC to work collaboratively with limited financial resources to deliver a suite of global surveillance resources and the IC endorsed the proposed surveillance work plan for 2020. The IC surveillance lead clarified that a regional surveillance network website had been developed for the Asia Pacific region with the intent for the website to be used and accessed as a regional and global surveillance resource. The website would be hosted externally but linked via hyperlinks to the IPP and maintained and updated with oversight from the Australian NPPO to ensure currency, sustainability, consistency. He also provided an update on the development of a surveillance e-learning package and indicated that the package should be available by May 2020 and will be accessible through the IPP surveillance landing page and will be submitted to the Secretariat as a contributed resource.

[99] Another IC member intervened in support of the IC Lead on Surveillance, recalling the May IC meeting discussions and subsequent full endorsement of the Global Plant Health Surveillance proposal. The IC member noted the proposal provided all necessary resources for the project, therefore the Secretariat lack of support of the IC decision in the Bureau meeting and then going on to request the IC to mobilize additional funding for the project was very disappointing.

[100] One observer elaborated on how the IC should approach its role as a technical committee for ISPM implementation, which is its unique feature providing a comparative advantage in terms of capacity development.

[101] Another observer commented that the activities listed under the surveillance initiative might fall under the responsibility of other FAO units, namely AGP. He underlined the importance of compiling available resources in one place, such as the landing page on the IPP.

[102] The IC Chair specified that the IC has had oversight over the surveillance initiative and will continue in light of the difference in its approach towards surveillance activities.

[103] The Secretariat commented that the negative evaluations regarding the lack of management for this project is due to lack of adequate resources. He further elaborated that the Secretariat is already using all available resources to deliver while no further resources were made available to conduct these activities and highlighted the Secretariat continue to work with the IC to achieve the work plan.

[104] The IC:

   (20) *Agreed* to encourage the Secretariat to allocate sufficient funds to support the Surveillance initiative.

   (21) *Noted* the update on activities on surveillance.

6.4 e-Commerce

[105] The Secretariat presented the paper on e-commerce[23], noting this is the first time this topic is being addressed and some background information was provided. She mentioned that the CPM-14 (2019) endorsed the e-commerce work plan and budget, noting that no resources had been allocated for this work. She mentioned that the sole contribution to this work is an in-kind contribution from Canada, including the necessary funds to attend meetings. She also mentioned that the IPPC Secretariat and the World Custom Organization entered into a three-year joint work programme in March 2019, which included strengthening the collaboration on e-commerce. An informal network of e-commerce experts has been initiated and will meet virtually to share information and support the work of the Secretariat. The IPPC Secretariat proposes to establish an e-commerce landing page on the IPP. In October 2019, the Bureau indicated that the IC, with input from the SC would have oversight of e-commerce activities. She noted that some of the activities are currently lacking resources. A Guide on e-commerce (2017-

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[23] 13_IC_2019_Nov

039) is included on the List of ICD Topics, and could be developed, contingent on the priority being raised and funding provided.

[106] The IC welcomed the paper and noted with appreciation the planned activities that do not require additional resources and further noted that there may be additional needs for resource allocation in order to produce any e-Commerce guides. The IFU proposed that a call for both financial and technical resources be made when the Draft Outline for the Guide is posted for country consultation and suggested that it may be easier to interest donors if there is a clear project to be funded.

[107] The IC discussed a number of initiatives and activities taking place globally that are relevant to this topic, recalling that at CPM-12 (2017) in Republic of Korea, a special side session had included major industries and NPPO stakeholder involved in e-Commerce. One IC member asked what kind of continuity was given to this initiative. The Secretariat noted that there was still interaction in this regard, for example with the Global Express Association (hereinafter "GEA") which federates other courier services like UPS, Federal Express and DHL is usually present during World Customs Organizations meetings. One IC member indicated that relevant authorities in his country are producing a postage stamp for IYPH, which could contribute to raising awareness of e-commerce. He also commented that his country has recently entered into a bilateral agreement to address the phytosanitary risks associated with e-commerce and hand-carried packages. Some IC members suggested that the Secretariat consider collaboration with the Codex, OIE, International Seed Federation, UN Economic and Social Council (hereinafter "ECOSOC") sub-committee of experts on transport of dangerous goods and other stakeholders. It is important to include developing countries, which are keen to take part but often lack capacity. The Secretariat informed the IC of follow-up activities with GEA members and also informed the IC of recent interactions with the Universal Postal Union (UPU). The IC acknowledged the UPU's interest as it aligns with some of its current key initiatives on safety, security, consumer protection and awareness raising.

[108] The Secretariat also informed the IC that the World Trade Organization (WTO) holds regular meetings on e-commerce with around 80 countries attending. However, the aspect of phytosanitary risk is not covered. The Secretariat suggested that a side session could be proposed during one of the WTO's upcoming meetings.

[109] The SSU provided its inputs to the IC about e-commerce, commenting that two submissions of topics for standards had been received but neither contained sufficient specification to move forward. The SSU also indicated that this topic was not discussed at the November 2019 SC meeting.

[110] The IC:

> (22) *Noted* the inputs from the Standard Setting Unit of the Secretariat.
>
> (23) *Acknowledged* that the IC has oversight of e-Commerce with inputs from the SC.
>
> (24) *Approved* the IPPC Secretariat work plan for cross-border e-Commerce (Appendix 6).

7. IC Sub-groups and team

7.1 Sea Containers Task Force (SCTF)

[111] The IC Sea Container Task Force (SCTF) lead and Secretariat presented the work of the SCTF[24], in particular highlighting the recent activities related to measuring the impact of the International Maritime Organization (IMO), International Labor Organization (ILO) and United Nations Economic Commission for Europe (UNECE) Code of Practice for Packing of Cargo Transport Units (CTU Code[25]) uptake and awareness raising of the risks associated with the sea containers, as well as future steps planned. In terms of measuring the uptake of the CTU Code, the results of the Questionnaire on Monitoring of Sea Container Cleanliness and the national sea containers surveys were reported. The low rate of responses to the questionnaire, which was provided in six languages, was highlighted. It was

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[24] 28_Rev02_IC_2019_Nov

[25] CTU Code: http://www.unece.org/trans/wp24/guidelinespackingctus/intro.html

noted the Secretariat followed up on the low response rate and as per information provided by the NPPOs, and the reasons ranged from lack of understanding (e.g. landlocked countries not having sea access, however still trading goods with sea containers) to the limited timeframe to respond, notwithstanding the four-month consultation period. The Secretariat clarified that the questionnaire is now closed but national surveys on Sea Containers are currently being conducted in a number of countries. The IPPC Secretariat's calls to NPPOs and CPs to submit the results of their surveys have not resulted in any submissions. However, it is anticipated that a range of countries will be submitting their results prior to the SCTF 4th meeting. The IC was invited to facilitate the submission of the results of the national surveys from the countries of their region, so that the work of the SCTF is facilitated.

[112] The IC was informed on the collaboration with the IMO and the World Customs Organization (WCO) on the sea containers related issues. The discussions held at the SCTF 3rd meeting[26] on the future update of the CTU Code, pros and cons of the Secretariat to become a co-sponsor of the CTU Code were recalled. The information on the anticipated NPPO/industry workshop having the goal to identify the ways forward to manage risks associated with the movement of sea containers and their cargoes was shared.

[113] A small group of IC members met to discuss the SCTF work plan for 2019 – 2020. The IC members thought that the proposed work plan was well structured. A suggestion was made to propose to the World Bank Group to initiate a pilot on the implementation of cleanliness and inspection programmes in Pacific countries so that the Australian NPPO could offer support through their capacity development programmes. The IC highlighted that 2020 IPPC Regional Workshops could be used as a forum to deliver the information on the SCTF work outcomes. The Secretariat will consult the SCTF to develop and produce a recorded presentation to help ensure a consistent message is given to to all regions. A recommendation was provided to avoid overlapping the planned SCTF regional/international workshop with the biosecurity symposium planned in Australia for contaminating pests (March 2020).

[114] The IC discussed the outputs from the SCTF and noted that the Secretariat would need to provide an update to the CPM and suggested that a summary of the Results of the Sea Container Questionnaire on Monitoring of Sea Container Cleanliness be presented to the CPM as it did not feel it was necessary to translate this into all FAO languages.

[115] The IC:

(25) *Noted* the results of the Questionnaire on Monitoring of Sea Container Cleanliness.

(26) *Acknowledged* the work of the Secretariat and the SCTF on the inclusion of the sea containers cleanliness among criteria for the CTU inspection programmes.

(27) *Noted* the SCTF communication plan.

(28) *Acknowledged* the Secretariat's initial work with the WCO to identify ways to reflect sea containers related cleanliness criteria in relevant WCO data models.

(29) *Acknowledged* the IPPC Secretariat's and the SCTF arrangements on the update of the CTU Code.

(30) *Requested* the Secretariat to consult the SCTF to develop and produce a recorded presentation on the outcomes of the work by the SCTF.

(31) *Acknowledged* the progress of the implementation of 2019 SCTF Work Plan.

(32) *Requested* the IC members to encourage Contracting Parties in their regions to submit the results of their respective national surveys on sea container cleanliness.

(33) *Agreed* to approve the guidance document entitled "The IPPC Sea Container Supply Chains and Cleanliness: An IPPC Best Practice Guidance on Measures to Minimize Pest Contamination" through an e-decision with a short timeline.

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[26] Report of the third meeting of the SCTF available at: https://www.ippc.int/en/publications/87972/

(34) *Agreed* to approve the leaflet entitled "Reducing the Spread of Invasive Pests by Sea Containers" through an e-forum with a short timeline.

(35) *Agreed* that a webpage on sea container related issues would be included as part of the implementation and capacity-development landing page on the IPP.

(36) *Approved* the SCTF 2020 Work plan (Appendix 7).

(37) *Agreed* the CPM-15 (2020) paper on Sea Containers would also include an executive summary of the results of Questionnaire on Monitoring of Sea Container Cleanliness.

(38) *Thanked* Mr Mamoun ALBAKRI (Jordan) and *appointed* Ms Stephanie BLOEM (RPPO representative) as the new IC lead of the SCTF IC Sub-group.

7.2 IRSS

[116] The IC Lead for the IC Sub-group on IRSS informed the IC about the additions and modifications to the IC Sub-group for IRSS[27]. He listed the items[28] currently under priority 1, namely a survey on the success of implementation of PFAs, a consolidated analysis of the first two general surveys, the development of a third IPPC general survey based on a Monitoring & Evaluation (M&E) matrix, and a desk study on third party authorization. He reminded the IC that a process for submitting new IRSS topics was recently approved by the IC.

[117] The IC noted that that third party authorization is a sensitive issue and that the SC is sending a paper to CPM-15 (2020), to request guidance on how to proceed on this draft standard. The Secretariat clarified that the study is not yet finalized, but hoped to have the study released prior to the CPM. The IC noted that the SC representative on this Sub-group was not able to attend the next meeting and invited Mr Álvaro SEPULVEDA (SC representative to the IC) to provide inputs informally at the next IRSS Sub-group meeting.

[118] The IC:

(39) *Noted* the update from the IC IRSS Sub-group.

7.3 Dispute Avoidance and Settlement

[119] The Secretariat informed[29] the IC that the Call for experts was extended, but only two nominations were received, indicating a possible lack of interest. The Bureau had requested the Secretariat to prepare a paper on possible reasons for the lack of engagement in Secretariat activities as well as an overview of the history of the Dispute Avoidance and Settlement (DAS) activities. He also informed that FAO Legal Service suggested to revise the CPM agreed dispute settlement procedures as there were inconsistencies between two versions adopted by the CPM. The Secretariat reminded the IC that dispute settlement is a concept specified in the Convention text. He also reminded the IC that once dispute settlement procedures were established, that it was the Secretariat's role to implement them and the IC's role was to develop procedures for dispute settlement and avoidance.

[120] The IC discussed that the best way to avoid disputes is to have proper implementation of ISPMs and suggested that the IC should focus on implementation matters rather than disputes. The IC noted that it would be best to follow the guidance provided by the SPG and to postpone activities in this area.

[121] The IC:

(40) *Noted* the update regarding dispute avoidance and settlement activities.

(41) *Agreed* to postpone the IC work dealing with dispute avoidance and settlement.

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[27] 18_IC_2019_Nov

[28] Topics for the IRSS Third Cycle (2018-2021) available at: https://www.ippc.int/en/publications/87720/

[29] 17_IC_2019_Nov

7.4 National Reporting Obligations

[122] The IC discussed the status and challenges regarding NROs and recalled the work plan approved at the May IC 2019 meeting. The Secretariat presented[30] recommendations to the IC for their consideration and the IC noted there is an emphasis on pest reports, whilst there are other aspects that could be taken into account. The Secretariat further elaborated that NROs could be improved also in view of the work on Pest Outbreak Alert and Response Systems by looking at existing examples, of which the IC mentioned a few.

[123] One observer commented on the positive outcome of the NRO workshop that took place in September 2019 in conjunction with the IPPC Regional Workshop, in which the Secretariat provided live training on how to use NROs and noted that the reaction was extremely positive. He endorsed the general proposal to seek solutions to render the system more user-friendly and accessible.

[124] The IC noted that capacity development in NROs is already in the work plan and that there are a number of tools (e.g. e-learning, training, videos) that some CPs have already developed and are using, which could be shared as contributed resources. The IC also discussed the NRO survey that had recently been delivered and suggested that all Secretariat surveys should be coordinated, using for example the IRSS.

[125] The IC:

(42) *Noted* the update on activities related to National Reporting Obligations (NROs).

(43) *Acknowledged* the work of the IC Lead and Secretariat in compiling relevant NRO data.

(44) *Agreed* that the IC Lead and Secretariat will work together to draft a proposal for future work related to NRO and pest reporting including the consideration of a terms of reference for a possible IC Sub-group.

8. Phytosanitary Capacity Evaluation

8.1 PCE Status

[126] The Secretariat provided a brief update[31] on the status of the Phytosanitary Capacity Evaluations (PCEs) managed by the IPPC Secretariat that are active or planned. The Secretariat informed the IC that some countries have expressed interest in conducting a PCE. The Secretariat reiterated the need for full commitment by the country in order to carry out an effective PCE.

[127] The IC:

(45) *Noted* the update on the status of Phytosanitary Capacity Evaluations (Appendix 8)

9. Guides and Training materials

9.1 Updates of IPPC Guides and training materials

[128] There were no oral presentations, however the paper[32] was presented. The IC were encouraged to study it.

[129] The IC:

(46) *Noted* the updates on IPPC Guides and training materials.

Update on the development of the Pest Status Guide (2017-039)

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[30] 23_IC_2019_Nov

[31] 22_IC_2019_Nov

[32] 26_IC_2019_Nov

[130] There were no oral presentations, however the paper[33] was presented. The IC were encouraged to study it.

[131] The IC:

> (47) *Noted* the updates on the development of the Pest Status Guide (2017-039).

Template for draft outline for implementation resources

[132] The Secretariat proposed a new template[34] to help in the development of implementation resources. This template is intended to facilitate the development of Draft Outlines for topics that are either: (1) submitted through a new Call for Topics or (2) used for topics already included in the List of Implementation and Capacity Development Topics.

[133] The IC:

> (48) *Agreed* that a Status Box be added to the Draft Outlines for IPPC implementation resources, prior to posting on the IPP (Appendix 9).

> (49) *Noted* the Template for Draft Outlines (Appendix 10).

> (50) *Noted* the Template for Case studies (Appendix 11).

> (51) *Requested* the IPPC Secretariat to update the Process for the Development of IPPC Implementation and Capacity Development Guides and Training Materials[35], as needed, and to include the new Template for Draft Outlines for IPPC implementation resources and the amended Template for Case studies.

Implementation plan for IPPC Guides and training materials

[134] The Secretariat presented the proposed Roadmap[36] towards developing implementation plans for IPPC guides and training materials[37]. The Roadmap also includes contains communication and dissemination elements, amongst others. The Roadmap document aims to facilitate the efficient uptake of IPPC guides and training materials, as well as to respond to the concerns raised by some CPs during CPM-14 (2019) on the need to have implementation plans in place so that IC is focused on activities of high priority and prepare implementation plans for them.

[135] The IC discussed the proposed roadmap and agreed that the document presents a viable way forward.

[136] The IC:

> (52) *Approved* the Roadmap towards developing implementation plans for IPPC Guides and Training Materials as presented in Appendix 12 of this report and requested the IPPC Secretariat to incorporate it into the Procedure Manual for Implementation and Capacity Development.

> (53) *Requested* the IPPC Secretariat to incorporate relevant changes to the IC agreed procedures for the development of IPPC guides and training materials.

> (54) *Requested* IC Leads to develop implementation plans for priority topics.

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[33] 09_IC_2019_Nov

[34] 12_IC_2019_Nov

[35] Process for the Development of IPPC Implementation and Capacity Development Guides and Training materials available at: https://www.ippc.int/en/publications/87067/

[36] 19_IC_2019_Nov

[37] IPPC Guides and training materials available at: https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/

(55) *Agreed* to develop pilot implementation plans for the following guides and present to the next IC:

- o Mr Chris DALE (Australia) for the Guide to Delivering Phytosanitary Diagnostic Services and Plant Pest Surveillance;

- o Mr Yuji KITAHARA (Japan) for the Guide on Export Certification;

- o Mr Dilli Ram SHARMA (Nepal) for the Guide on Establishing a National Plant Protection Organization; and

- o Ms Ketevan LOMSADZE (Secretariat) for the Guide for Establishing and Maintaining Pest Free Areas.

10. Web resources

10.1 Updates of Implementation and Capacity Development landing page and Implementation and Capacity Development web pages including contributed resources

[137] The Secretariat presented the updates[38] and background information regarding Implementation and Capacity Development (ICD) landing page and ICD web pages including contributed resources. Ms Stephanie BLOEM, IC Team Lead for ICD Web-based Resources presented the structure of the new ICD Landing page at the November 2018 IC meeting followed by the presentation of the more advanced version of PRA webpages at the May 2019 IC meeting. The IC requested the Integration and Support Team (IST) to work with the IC Team on Web-based Resources management to refine a mock-up of the proposed structure.

[138] Ms Stephanie BLOEM (RPPO representative) was assigned as IC lead for the "Inspection" webpage at May 2019 IC meeting and shared her proposed webpage[39] to the IC.

[139] For the development of other pages under the proposed ICD Landing page, the IC assigned IC Leads to work with IFU Leads for each element of the ICD landing page.

[140] At May 2019 IC meeting, the IC agreed on the Criteria for the posting of contributed phytosanitary resources on the IPP[40]. Accordingly, the Secretariat initiated the review process for new contributed resources on 2 September 2019 with one-month review period in collaboration with the IC lead for new contributed resources. The Secretariat is still waiting for some IC members to provide their review results and these members were encouraged to provide their input as soon as possible.

[141] The Secretariat also provided updates on the process for posting PDFs rather than links on the IPP. All PDF files posted require a written prior approval before posting. The Secretariat provided a mock-up version of the landing page.

[142] The IC:

(56) *Requested* the Implementation and Facilitation Unit (IFU) to work with the Integration and Support Team (IST) to refine the mock-up of the proposed structure.

(57) *Agreed* to the list of IC leads to each element of the Implementation and Capacity Development (ICD) landing page (Appendix 13).

(58) *Agreed* the Secretariat would work with the IFU Lead to set a timeline to develop each element of the ICD landing page.

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[38] 14_IC_2019_Nov

[39] 27_IC_2019_Nov

[40] Criteria for posting contributed resources on the IPP:
https://www.ippc.int/static/media/uploads/1.1.2_criteria_for_posting_contributed_resources_2019-05-31.pdf

(59) *Noted* the update on posting contributed resources on the IPP and encouraged IC members who have not provided comments on assigned contributed resources to do so as soon as possible.

11. Project reporting

[143] The Secretariat presented a general overview of projects[41] according to the following categories:

1. New Implementation and Capacity Development (ICD) projects managed by the Secretariat;

2. ICD projects managed by the Secretariat for which the IC is the steering committee;

3. ICD projects managed by the Secretariat;

4. ICD projects managed by other institutions for which the Secretariat is providing backstopping;

5. ICD projects managed by other institutions in which an IC member or observer is part of the project team; and

6. ICD projects managed by other institutions in which no IC member or observer is part of the project team.

[144] The Secretariat explained that a call to gather information about ICD projects managed by other institutions for which no IC member or observer is part of the project team was launched on the 15th of August and was open for one month to collect new ICD projects. The Secretariat underlined that this call received only three answers, of which only one was valid.

[145] For each of these projects, the IPPC Secretariat had coordinated the gathering of information in a project template in order to present information on technical resources, experts, outputs, as well as successes and challenges.

[146] Projects for the category 2 and 3 were presented and further information on projects are available in the templates posted on the IPP[42].

[147] As the IC had asked for transparency on capacity development projects managed by the IPPC Secretariat or for which it is providing backstopping, a document[43] was prepared by the IPPC Secretariat to present information on all these projects. The Secretariat recognized that by providing this extensive information, redundancy was inevitable.

[148] One IC member suggested to have a single table with the phytosanitary issues categorized (e.g. surveillance, PCE, PFA). She thanked the Secretariat for their efforts in compiling this information. One observer noted that another category could be to sort the information by the ISPMs each project contributes to. One IC member suggested to use a format similar to the Framework for Standards and Implementation as a reference to build a similar document to present projects. It was noted that in any case, any reorganization would imply some redundancy. The IC lead on projects commended the efforts of the Secretariat for the significant efforts in coordinating, delivering and reporting on capacity development projects. He encouraged the secretariat to engage the services of a professional project manager and software packages to support the planning and management of multiple project activities. He also offered to provide project planning templates and examples from regional projects for the secretariat to consider.

[149] One IC member wondered if the time allotted to each project by the Secretariat staff could also be presented and the Secretariat said it may be possible to present an estimate of the number of weeks.

[150] The IC:

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[41] 20_IC_2019_Nov

[42] Projects on Implementation and Capacity Development webpage: https://www.ippc.int/en/core-activities/capacity-development/projects-on-implementation-and-capacity-development/

[43] 21_IC_2019_Nov

(60) *Requested* the Secretariat to report on projects in a more user-friendly format, such as an excel spreadsheet to allow to filter according to various criteria.

(61) *Requested* Mr Dominique PELLETIER (Canada) to assist the Secretariat in the development of such a format.

(62) *Requested* the Secretariat to estimate the weeks of work of staff involved in the various projects and provide it in the template during the November 2020 meeting.

11.1 Status reports on projects

New ICD projects managed by the Secretariat

COMESA

[151] The Secretariat presented the COMESA project[44].

[152] The IC considered that the project does align with the IC scope recommended to look at what is happening within FAO in terms of emerging pests to avoid duplication.

EC Support to the IPPC Strategic Framework: Commodity standards, emergency response and e-Phyto

[153] The Secretariat presented the project[45] and it was clarified that this project complements the already-presented activities in the Pest Outbreak Alert and Response Systems and that the various deliverables are assigned to each relevant unit.

EC Implementation 2020

[154] The Secretariat informed the IC that this is related to a new project[46] replacing and replicating the content of the EU project on implementation. The Secretariat clarified that the focus of this project is to ensure CP participation to IPPC Secretariat meeting and also the drafting of guides and standards He also mentioned that the EU does not express the specific implementation topics and that this is decided by the CPM.

[155] The IC:

(63) *Endorsed* the following three new projects managed by Secretariat, agrees they are aligned with the IPPC strategic objectives, has strategic value and a competitive advantage and requests the Secretariat to inform CPM:

1) GCP /INT/387/COM FAO support to COMESA trade facilitation programme;

2) GCP/GLO/040/EC Support to the IPPC Strategic Framework: Commodity and pathways standards, emergency response and e-Phyto; and

3) GCP/GLO/040/EC Supporting the implementation of the International Plant Protection Convention (IPPC).

11.2 ICD projects managed by the Secretariat for which the IC is the steering committee

[156] Rolling out Systems Approach globally - sharing tools for enhanced application of Systems Approach and market negotiation on plant pest risk (MTF/INT/336/STF STDF/PG/503) Ms Megan QUINLAN, project manager (ICL), presented information on this project[47] for which the IC is the steering committee. She presented the objective of the project, which is to increase opportunities for exports of plant products from developing countries and responsible importing, through more options for managing pest risk. That is to be achieved by enhancing competency and confidence in applying

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[44] PR_2019_01-01

[45] PR_2019_01-02

[46] PR_2019_01-03

[47] P2018-04

Systems Approach to specific export cases by using the Beyond Compliance Tools and pest risk management decision support tools. She informed the IC that a training video about the plant health context for market access and system approach was being produced.

[157] The representative of RPPOs raised a concern whether considerations had been given to maintaining trained and approved facilitators so that they are available in the future to facilitate the use of the Beyond Compliance Tools.

[158] An observer questioned whether risk mitigation plans are in place to deal with the low number of trade cases to be implemented and highlighted the need for a new call for trade cases in a short timeline.

[159] The Secretariat clarified that commitment letters were signed by trainees, NPPOs and trainers involved in the implementation of the project to ensure confidentiality issues are maintained and trainees made themselves available for future work as needed. Starting with a large number of initial trainees is intended to ensure that the commitment to have four validated facilitators from this project will be met. A new global call will be made for additional for additional trade cases.

[160] One observer suggested that they could disseminate the information in their network when the Secretariat issued the next call for trade cases.

[161] The IC:

(64) *Encouraged* the Secretariat to issue a call for trade cases within a short timeframe.

(65) *Agreed* that IC members to advocate for the submission of new trade cases in their respective regions.

(66) *Requested* the Secretariat to submit the transcript of a video for the IC to review with a tight deadline.

(67) *Requested* the IPPC Secretariat to provide more explicit information for next reporting on this project, rather than using just the project-reporting template.

11.3 ICD projects managed by the Secretariat

[162] The Secretariat informed that these are general updates and encouraged the IC to provide their inputs on each project.

IPPC China South-South Cooperation Project Strengthening the capacity of developing contracting parties to implement the International Plant Protection Convention (IPPC) (GCP /INT/291/CPR)

[163] The Secretariat presented the update[48] on the IPPC China South-South cooperation project.

[164] The IC Chair invited the IC to provide advice to the Secretariat on how to use the outcomes from this project, especially in terms of communicating on the outcomes and products.

[165] The IC lead for projects thanked the Secretariat for the update on this project and asked whether it was possible to extend an invitation to countries which are not signatories to the One Belt, One Road initiative to participate in events of that project.

[166] The Secretariat clarified that they will revise the produced material to find all relevant linkages to ICD issues and assess whether it may be utilized in other contexts (e.g. relevant side events). It was also indicated that a dedicated webpage with all outputs from this project is available on the IPP[49].

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[48] P2018-10

[49] IPPC Global Project on Capacity Development under the framework of the FAO-China South-South Cooperation Programme webpage: https://www.ippc.int/en/core-activities/capacity-development/projects-on-implementation-and-capacity-development/fao-china-project/

[167]   One IC member noted that the International Year of Plant Health events and initiatives could be a forum in which these materials may be shared during relevant discussions.

[168]   One observer thanked China for this project and suggested to include the FAO Regional Officers in the activities as FAO Regional and Country Offices may be interested to participate in these events or to ease the participation of countries representatives.

[169]   The IC lead on projects asked for a clarification regarding the form in which projects are extended to the other countries. The Secretariat clarified that FAO projects specifically target certain countries and regions that are selected on a case-by-case basis, but that other countries may participate in events at their own costs.

The third cycle (2018-2020) of the IPPC Implementation Review and Support System (IRSS) project (GCP/GLO/877/EC)

[170]   The Secretariat presented the update[50] related with the EC IRSS project. The Secretariat mentioned that it will be developed as a system to track and respond to challenges with regards to IPPC implementation. The EC IRSS is currently operated as a series of projects: however, how these challenges are tracked, prioritized and responded to, has to be better conceptualized. Over the years, the IRSS has funded a number of surveys, studies and workshops, which have been collected in a repository.

[171]   The Secretariat listed the ongoing activities:

- a survey specialist was hired to undertake a comparative analysis of the results of General Survey I and II;
- the Pest Free Area survey[51] was developed and disseminated to NPPOs following consultation with a range of experts;
- a study on Requirements for NPPOs if authorizing entities to perform phytosanitary actions is being undertaken, and Monitoring & Evaluation system is being conceptualised for both the IPPC Secretariat, and the IPPC Community.

[172]   The Secretariat encouraged the IC to discuss and provide inputs on the IRSS as a system, and further requested guidance on improving response rates to the surveys as data collection instruments.

[173]   The Lead of the IRSS Sub-group expressed appreciation for this project moving forward and commented that the IRSS General Survey deals with broad challenges. He elaborated that the challenges for the future are to ask relevant questions to get CPs engaged. He also noted that, in addition to the links to online surveys, an editable, electronic version should also be provided to help CPs when gathering and developing their responses.

[174]   The IC Chair suggested that the different units of the Secretariat should work together on surveys to avoid duplicating the questions, which might confuse recipients.

European Commission support for implementation of the International Plant Protection Convention (IPPC) (GCP/GLO/725/EC)

[175]   The Secretariat provided an update[52] on this project, reminding the IC that this is an ongoing project providing resources for the developing countries to participate.

Cooperation for development of the ePhyto Solution and implementation of the Convention and International Standards for Phytosanitary Measures (GCP/GLO/827/JPN)

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[50] P2018-01

[51] IRSS Survey - 2019 Pest Free Areas available at: https://www.ippc.int/en/irss/activities/36/

[52] P2018-05

[176] The Secretariat provided an update[53] on this project.

[177] The IC expressed their appreciation for a very successful Symposium on Pest free Areas and Surveillance and thanked the Secretariat and Japan, noting that this was a great occasion to promote the implementation of ISPMs involving different stakeholders and noted the active participation from developing countries. The IC encouraged the Secretariat to build on these activities and recommend the continuation of such activities.

[178] The IC Chair noted the issue of ePhyto is not under the IC oversight.

11.4 ICD projects managed by other institutions for which IFU is providing backstopping

Strengthening regional capacities to monitor, prevent and manage wilting propagation caused by the Tropical race 4 of *Fusarium oxysporum* f. sp. *cubense* (Foc TR4) (TCP/RLA/3724)

[179] The Secretariat informed the IC on an FAO project[54] in Latin America on Banana Fusarium Wilt. She mentioned that some outcomes of this project will be used in the COMESA project and that a similar project is being developed on Fusarium Wilt for the African continent, specifying that the Secretariat will follow up to make sure the approach is harmonized.

[180] One IC member informed that a regional FAO project on the same pest had been implemented in the South-East Asia Region and suggested that these two initiative be liaised. Another IC member noted that many countries involved do not even have this pest regulated. The Secretariat replied that the FAO office implementing the project is aware of other projects in Asia and that Colombia specifically requested to have discussions to share learning and experiences where the pest is present.

11.5 ICD projects managed by other institutions in which an IC member or observer is part of the project team

Enhancing the capacity of Uganda's fruit and vegetable sector to comply with EU Phytosanitary requirements (PG 543)

[181] The IC member assigned to this project[55] introduced the project which was to help access fruit and vegetable markets.

[182] The Secretariat informed the IC that there have been talks with the Ugandan representatives during CPM-14 (2019) to reframe the project in order to allow for the implementation of a PCE and that this should be negotiated with the Standards and Trade Development Facility (STDF).

[183] The STDF noted that this project is a good example of positive collaboration, with a multi-donor approach. He further noted that Uganda was able to provide 20% of the budget for this project despite being a Least Developed Country. He finally informed the IC that the project had just started and is on track. He indicated that it is possible for private entities to take the lead, provided that a letter of support from national institutions (e.g. Ministry of Agriculture) is there.

A Policy Study on the Implementation Challenges of Phytosanitary Standards: The Case of ISPM 15 in Botswana, Cameroon, Kenya and Mozambique

[184] The IC lead introduced the project[56], informing the IC that the purpose of the project was to undertake a study and evaluate the impacts of ISPM 15 on the exports and imports flows of a selected group of African countries (Botswana, Cameroon, Kenya and Mozambique) to inform policy integration.

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[53] P2018-09

[54] PR_2019_04-01

[55] PR_2019_05-01

[56] PR_2019_05-02

[185] One IC member raised an issue regarding the implementation of ISMP 15 because it is possible to fraudulently copy the mark related to ISPM15.

[186] The STDF noted that the outcomes of this project are not all positive, due to the fact that there seems to be a lack of understanding of ISPM 15 in the four countries and poor implementation. He mentioned that this may be an issue that relates to the fact that the implementation of project outcomes stop once the project is over and raised the question about the IC's role in ensuring follow up.

[187] One IC member mentioned the importance of working with exporters for support in implementation of the ISPM.

[188] The Secretariat noted that a call for experts to work on the ISPM 15 Guide (2018-012) and related technical resources was issued. The Secretariat added that one of the nominations received was from the industry.

[189] The IC Chair mentioned how there are similar challenges also in the EPPO region and suggested that including an expert form an RPPO could help.

[190] Some IC members shared their experiences and challenges in implementing ISPM 15 (e.g. Public-Private Partnership, local policies, involvement of experts). The RPPO representative noted that a lot of technical information is available on the NAPPO website.

[191] The STDF mentioned that the implementation of ISPM 15 is a joint responsibility and suggested that a balanced approach should be used by including experts from developed and developing countries.

Pest Risk Information Service (PRISE)

[192] The IC lead presented an overview[57] to the project, which has as its main output a predictive model for pest outbreaks. She mentioned that future challenges are the low technical capacity to develop the materials.

[193] One IC member suggested that the predictive model currently under development would be ideal to share once produced. Another IC member underlined the impressive level of technology deployed and noted that the outcomes of this project will be of great interest for the IPPC community in terms of surveillance.

Strengthening phytosanitary capacity for plant exports in Zambia

[194] The IC lead for this project presented[58] the outcomes and elaborated on some details.

[195] The RPPO representative suggested that Zambia might benefit from attending a US training course covering all aspects of a plant health system.

[196] The STDF commented that this is another example of how it is promoting the Public-Private Partnership. He mentioned that the STDF Trust Fund is relatively small and it is contributing only 40% of the current budget. He informed that the rest is being provided by the Enhancement Framework Platform. He welcomed the suggestion from the IC members and confirmed that the information will be passed to the relevant people.

[197] The IC Chair pointed out how NROs are sometimes an issue and this could be properly addressed in this project. She suggested that the IC could tackle this from a communication point of view.

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[57] P2018-02

[58] PR_2019_05-03

STDF IICA & COSAVE

[198] The IICA representative presented the project[59]. He underlined that a number of materials were produced with this project that are available to be shared and many of them will be submitted as contributed resources. He expressed the general satisfaction of all actors involved in the project and they are considering how to replicate this project in other parts of America.

[199] The Secretariat informed the IC that this project was presented during the regional workshop.

Overview of relevant STDF work

[200] Mr Melvin Spreij, STDF Head presented an update from the STDF. He clarified how the STDF is a trade-facilitation platform, driving good practice in SPS technical cooperation: reducing SPS trade costs, protecting health and risk management at border: the importance of Public-Private Partnership (hereinafter "PPP"), with special focus on use of Third Party Assurance programmes in food control systems.

[201] The STDF mentioned the focus on innovative and collaborative projects, such as the collection and development of IPPC training manuals, which is, in his view. He suggested that the next step for the IC is to measure and evaluate the use of such materials once collected to assess the impact of the IC work.

[202] He reported that a STDF group on e-Certification was created, because many organizations are currently developing platforms to this end and it is important that they are aligned. He specified that all project information is also available on the website, along with the requirements to submit a project proposal. He concluded that STDF deals with an awareness-raising campaign regarding the social impact of implementing safe trade.

[203] One IC member raised questions connected to the potential funding of the development on manual and guides related to the standards and regarding funding arrangements as well as the capacity to fund the regional or international projects under the IC oversight.

[204] The STDF clarified that the STDF 350 project (dedicated to the development of IPPC Guides) was funded as it aligned with STDF principles. He indicated that if there is a project proposal on a specific standard or to assess the use or impact of IPPC guides in a specific country or region it could be considered. He further clarified that the IC should be very strategic in terms of requesting resources to build phytosanitary capacity at the global level. He mentioned that the IPPC Secretariat does not have the capacity to fulfil all the needs and that the IC should look for potential partnerships. He also clarified that the IC should take a step back and reflect on how to stream phytosanitary capacity building in the global agenda.

[205] The IC Chair asked for ideas on how project products like manuals can be disseminated and monitored noting the evaluation STDF 350 project. One observer responded that specific guidelines would be useful for dissemination of project products while it could be more creative for monitoring such as showing case studies, number of downloads and which regions. The RPPOs representative added that they required that users register for the phytosanitary alerts system to be able to see how many people consulted with the information and what regions and organizations they are from.

[206] Another IC member commented that the STDF support the strengthening of institutions at the national level.

[207] A question was raised regarding PPP, which is already taking place in the food area, and wondered if there is a possibility for expansion, especially when looking at the current debate on authorization of entities, which is not accepted by all regions at the moment.

[208] The STDF replied that PPP is currently widely used in a number of sectors and countries, developing codes of practice or similar normative approaches based on practices applied by the private sector. He

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[59] PR_2019_05-04

noted that the PPP was used from the start on phytosanitary matters. The private sector is part of a group that is providing inputs in ePhyto. He commented that this is likely to be a win-win because the objective is to make trade safe from a phytosanitary point of view but also reducing costs for the private sector.

[209] One IC observer suggested that the IPPC community interacts with the Codex Alimentarius on authorization of entities to perform phytosanitary controls. He noted that there are a number of both developed and developing countries that are already cooperating on this. He suggested to the IC to adopt a similar approach that would build on the inertia of developed countries and this could be of interest to the private sector too.

[210] One IC member noted that the IC has just entered this discussion and he would welcome examples from similar domains (e.g. animal health and food safety) for the IC to model on.

[211] The STDF explained that there are not relevant examples because the OIE provides updates on the excellent work they deliver and the Codex Alimentarius does not have an implementation mandate. He also clarified that the PPP could be a spectrum of initiatives and activities: from the authorization of entities to a simple information sharing.

[212] One IC member brought the example of NAPPO PPP, which is having a positive impact in implementing ISPMs thanks to an increased participation by the industry.

11.6 ICD projects managed by other institutions in which no IC member or observer is part of the project team

[213] Improving Capacities of Phytosanitary Inspection and Integrated Measures for International Movement of Seeds.

[214] The project [60] was proposed by FAORAP, it is financed by Japan and is relevant to ISPM 38 (*International movement of seeds*) and Diagnostic Laboratory Network.

[215] Mr Yuji KITAHARA (JAPAN) volunteered to be the IC lead to follow up on this project.

Global Burden of Pest

[216] The Secretariat informed the IC that CABI was discussing the concept of the "Global Burden of Proof for Plant Pests", which was similar to projects for human and animal health. This project, which is complex and mostly academic, would try to access the current and future impacts of plant pets.

[217] One observer mentioned that a collaboration with Euphresco may provide momentum to this research.

[218] Some observers noted that the scope of this study is in its preliminary status and the horizon for this research is long-term.

[219] One IC member provided additional information and noted the explicit reference to the IYPH.

 Feedback on project reporting

[220] Several members expressed their appreciation for this process and noted that the session was very useful, not limiting just to a compilation of information but with a productive exchange of views and sharing experiences and thanked the Secretariat for the work undertaken.

[221] One observer commented that the template for reporting on projects could be improved to allow more flexibility as some projects may not be applicable. He noted that more simplified information such as a brief description, links and outcomes would be sufficient.

[222] One observer mentioned that all STDF projects and their related resources have accessible websites and stressed there is no need to have duplications.

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[60] PR_2019_06-01

[223]   One IC member suggested that the Secretariat consolidate and simplify project information for reporting. He suggested that this useful information such as links to technical materials in the project reports should also be populated on the IPP. One IC member suggested that the reports should be done in simplified format such as database or spreadsheet.

[224]   The Secretariat welcomed the suggestions and noted that it is important to keep concise and highlight useful information for global level.

[225]   Another IC member noted that more and more projects will appear in the future. He suggested to apply more selection criteria to avoid not presenting all projects and spending too much time on this issue. The IC suggested to explore how to participate further to these projects in a clear way, but not to overburden the Secretariat.

[226]   The IC:

(68) *Invited* the Secretariat to shorten the presentation process when done orally and to shorten the content of the projects templates.

(69) *Invited* the Secretariat to post the revised projects templates on the IPP.

12. Review of List of Implementation and Capacity Development Topics

[227]   The IC discussed the List of Implementation and Capacity Development (ICD) Topics[61] and suggested to raise the priority of Surveillance, e-Commerce, Pest Outbreak as these are all important issues and two are linked to development agenda items. A guide on Contingency planning was added as the IC have the opportunity to support the development agenda item on pest Outbreak Alert and Response System. The IC also discussed the List of ICD Topics and potential solutions to regroup the information provided in a user-friendly manner, such as color-coding to indicating if resources, adding a column for development agenda items as well as adding two separate tables, one for programmes and one for projects the Secretariat is delivering.

[228]   The IC:

(70) *Agreed* to recommend the following changes in priority to the CPM:

- *Guide-Revision on Plant Pest Surveillance* (2017-049) from priority 3 to 1;
- *Guide on e-Commerce* (2017-039) from priority 3 to 1; and
- *Pest Outbreak Alert and Response Systems* (2017-051) from pending to priority 1.

(71) *Agreed* to recommend to the CPM the addition of a *Guide on Contingency planning* to the List of Topics for implementation resources with a priority of 1.

(72) *Agreed* to work on Guides for of Plant Pest Surveillance revision, e-Commerce and ISPM 15 as a top priority.

13. Identification of topics for in depth discussion at CPM-15 (2020) on conceptual Challenges in Standards Development in Terms of Implementation

[229]   No topics were identified by the IC.

14. IC recommendations for CPM-15 (2020)

[230]   The IC:

(73) *recommends* that the CPM change the priority of the following three topics:

- *Guide-Revision on Plant Pest Surveillance* (2017-049) from priority 3 to 1;
- *Guide on e-Commerce* (2017-039) from priority 3 to 1; and

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[61] List of Implementation and Capacity Development Topics: https://www.ippc.int/en/publications/86844/

- *Pest Outbreak Alert and Response Systems* (2017-051) from pending to priority 1.

(74) *recommends* that the CPM add a *Guide on Contingency planning* (2019-012), to the List of Topics for implementation resources with a priority of 1.

(75) *Agreed* to inform the CPM that they endorsed the following three new projects managed by Secretariat, agreeing that they are aligned with the IPPC strategic objectives, have strategic value and a competitive advantage:

- GCP /INT/387/COM FAO support to COMESA trade facilitation programme;
- GCP/GLO/040/EC Support to the IPPC Strategic Framework: Commodity and pathways standards, emergency response and e-Phyto; and
- GCP/GLO/040/EC Supporting the implementation of the International Plant Protection Convention (IPPC).

15. Review of Procedure Manual for Implementation and Capacity Development

15.1 Updated Procedure Manual for Implementation and Capacity Development

[231] The Secretariat presented the review of the procedure manual[62], listing all the updated sections and clarifying that Procedure Manual for Implementation and Capacity Development is accessible through the IPP.

[232] The IC:

(76) *Noted* the update on Procedure Manual for Implementation and Capacity Development.

16. Review of IC Action list

[233] This agenda item was not discussed but IC members were urged to keep the progress on their action items updated.

17. Agenda items deferred to future IC meetings

[234] None.

18. Any Other Business

[235] No other items were added.

19. Date and Venue of the Next Meeting

[236] The next IC meeting will be held on 11-15 May 2020, FAO HQ, Rome, Italy.

[237] It was agreed that the IC would modify the agenda items presented at the different IC meetings as follows. May 2020 would focus on developing the ICD Roadmap, updates from IC Sub-groups and teams would be delayed until the November 2020 meeting unless urgent. In November 2020 the IC would review updates from IC Sub-groups and teams and approve their work plans as well as review progress on projects managed by the Secretariat (current and new) and this would be the main items discussed at the November IC meetings from then on, so the IC could better report to the CPM. Starting in 2021 and for all following May meetings, the IC would focus on projects, inviting observers.

[238] The IC:

(77) *Requested* the Secretariat to reflect in the ICD procedure manual, when the IC would review projects and updates and work plans from IC Sub-groups and teams at the IC May and November meetings.

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[62] Procedure Manual for Implementation and Capacity Development:
https://www.ippc.int/en/publications/87034/

20. Evaluation of the meeting process

[239] The IPPC Secretariat invited the IC members to submit their responses to allow for the improvement of future meetings.

21. Review and Adoption of the Report

[240] The report was reviewed and adopted.

22. Close of the Meeting

[241] The IC Chair and Secretariat 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_2019_Nov	LAVRENTJEVA
3.	**Administrative Matters**		
3.1	Documents lists	02_IC_2019_Nov	YAMAMOTO
3.2	Participants lists	03_IC_2019_Nov	YAMAMOTO
3.3	Local information	Link to local information	CZERWIEN
4.	**Update**		
4.1	CPM Bureau	11_IC_2019_Nov IC Membership list	LARSON
4.2	SPG October 2019 Meeting • Pest Outbreak Alert and Response System - Contingency planning and emergency response	Oral report 06_IC_2019_Nov	LAVRENTJEVA / LARSON BRUNEL
4.3	Secretariat: - Implementation Facilitation Unit (IFU) • IPPC Regional Workshops	10_IC_2019_Nov IFU Staff overview 05_IC_2019_Nov	LARSON BRUNEL
	- Standards Setting Unit (SSU) - Integrated Support Team (IST) - International Year of Plant Health	16_IC_2019_Nov 30_IC_2019_Nov 07_IC_2019_Nov 08_IC_2019_Nov	NERSISYAN NERSISYAN DENG DENG
4.4	TC-RPPOs	Oral report	BLOEM / BRUNEL
4.5	Focus group on commodity and pathway standards	04_IC_2019_Nov	NDUNGE/ MOREIRA
4.6	Summary of IC e-decisions (from May 2019 to October 2019)	24_IC_2019_Nov	YAMAMOTO
5.	**ICD Strategy/Implementation plan**		
5.1	Implementation and Capacity Development implementation plan alignment with the IPPC Strategic Framework 2020-2030	25_IC_2019_Nov	LAVRENTJEVA / LARSON
6.	**Cooperation between standard setting and implementation**		
6.1	IC-SC Collaboration • Update on the pilot *Audit in the phytosanitary context* (2015-014)	Oral report	DALE / SEPÚLVEDA LUQUE / BRUNEL PELLETIER/ SEPÚLVEDA LUQUE

	Agenda Item	Document No.	Presenter
6.2	Implementation challenges identified by the Standards Committee	31_IC_2019_Nov	SEPÚLVEDA LUQUE / DALE / MOREIRA
6.3	Surveillance	15_IC_2019_Nov	BRUNEL
6.4	e-Commerce	13_IC_2019_Nov	PETERSON
7.	**IC Sub-groups and team**		
7.1	Sea Containers Task Force (SCTF)	28_Rev02_IC_2019_Nov 29_IC_2019_Nov	ALBAKRI / LOMSADZE
7.2	IRSS	18_IC_2019_Nov Topics for IRSS 3rd cycle	PELLETIER/ LOMSADZE
7.3	Dispute Avoidance and Settlement	17_IC_2019_Nov	BLOEM / LARSON
7.4	National Reporting Obligations	23_IC_2019_Nov	JENNINGS/ YANG/ DENG
8.	**Phytosanitary Capacity Evaluation**		
8.1	PCE Status	22_IC_2019_Nov	BRUNEL/ GONZALEZ ARROYO
9.	**Guides and Training materials**		
9.1	Updates of IPPC Guides and training materials	26_IC_2019_Nov	LOMSADZE / BLOEM
	• Update on the development of the Pest Status Guide (2017-039)	09_IC_2019_Nov	PETERSON
	• Template for draft outline for implementation resources	12_IC_2019_Nov	PETERSON
	• Implementation plan for IPPC Guides and training materials	19_IC_2019_Nov	LOMSADZE / BLOEM
10.	**Web resources**		
10.1	Updates of ICD landing page and I&CD web pages including Contributed resources	14_IC_2019_Nov 27_IC_2019_Nov	BLOEM / LOMSADZE/ YAMAMOTO
	• Example using Inspection		
11.	**Project reporting**	20_IC_2019_Nov 21_IC_2019_Nov	BRUNEL / X. WANG / DALE
11.1	Status reports on projects		IPPC Secretariat
	• New IC projects managed by IFU		
	o COMESA	PR_2019_01-01	
	o EC Support to the IPPC Strategic Framework: Commodity standards, emergency response and e-Phyto	PR_2019_01-02	
	o EC Implementation 2020	PR_2019_01-03	
11.2	• ICD projects managed by IFU for which the IC is the steering committee		IPPC Secretariat/ QUILAN
	o STDF Beyond Compliance	P2018-04	

	Agenda Item	Document No.	Presenter
11.3	• ICD projects managed by IFU 　　○ China SSC 　　○ EC IRSS 　　○ EC Implementation 　　○ Japan ePhyto& Implementation	 P2018-10 P2018-01 P2018-05 P2018-09	IPPC Secretariat
11.4	• ICD projects managed by other institutions for which IFU is providing backstopping 　　○ FAO TR4	 PR_2019_04-01	Observers / IC Leads
11.5	• ICD projects managed by other institutions in which an IC member or observer is part of the project team 　　○ STDF Uganda 　　○ STDF ISPM 15 　　○ CABI PRISE 　　○ STDF Zambia 　　○ STDF IICA&COSAVE 　　○ Overview of relevant STDF work	 PR_2019_05-01 PR_2019_05-02 P2018-02 PR_2019_05-03 PR_2019_05-04 Overview of relevant STDF work	Observers / IC Leads
11.6	• ICD projects managed by other institutions in which no IC member or observer is part of the project team 　　○ FAORAP Seeds	 PR_2019_06-01	IPPC Secretariat
12.	**Review of List of Implementation and Capacity Development Topics**	List of ICD topics	LARSON
13.	**Identification of topics for in depth discussion at CPM-15 (2020) on conceptual Challenges in Standards Development in Terms of Implementation**	Oral discussion	LAVRENTJEVA
14.	**IC recommendations for CPM-15 (2020)**	Oral discussion	LAVRENTJEVA
15.	**Review of Procedure Manual for Implementation and Capacity Development**		
15.1	Updated Procedure Manual for ICD	Procedure Manual for Implementation and Capacity Development	YAMAMOTO
16.	**Review of IC Action list**	Link to May 2019 IC Meeting Report Link to online IC Action List	LAVRENTJEVA / YAMAMOTO
17.	**Agenda items deferred to future IC meetings**		LAVRENTJEVA
18.	**Any Other Business**		LAVRENTJEVA
19.	**Date and Venue of the Next Meeting**	11-15 May 2020, FAO HQ, Rome, Italy	LARSON
20.	**Evaluation of the meeting process**	Link to the survey	LARSON
21.	**Review and Adoption of the Report**		LAVRENTJEVA
22.	**Close of the Meeting**		LAVRENTJEVA / LARSON

Appendix 2: Documents list

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
01_IC_2019_Nov	2.2	Agenda	2019-08-19 2019-10-31 2019-11-01 2019-11-11 2019-11-14 2019-11-19
02_IC_2019_Nov	3.1	Documents list	2019-10-31 2019-11-01 2019-11-11 2019-11-14 2019-11-19
03_IC_2019_Nov	3.2	Participants lists	2019-10-31 2019-11-06
04_IC_2019_May	4.5	Focus group on commodity and pathway standards	2019-10-29
05_IC_2019_Nov	4.3	Update on 2019 IPPC Regional Workshops	2019-10-29
06_IC_2019_Nov	4.2	Pest Outbreak Alert and Response System	2019-10-29
07_IC_2019_Nov	4.3	Integration and Support Team (IST) update	2019-10-29
08_IC_2019_Nov	4.3	IYPH Update	2019-10-29
09_IC_2019_Nov	9.1	Update on the development of the Pest Status Guide (2017-039)	2019-10-29
10_IC_2019_Nov	4.3	Implementation and Facilitation Unit update to IC	2019-10-29
11_IC_2019_Nov	4.1	Bureau update	2019-10-29
12_IC_2019_Nov	9.1	Template for draft outline for implementation resources	2019-10-29
13_IC_2019_Nov	6.4	IPPC Secretariat update on e-Commerce activities	2019-10-29
14_IC_2019_Nov	10.1	Implementation and Capacity Development Web Resources	2019-10-29
15_IC_2019_Nov	6.3	Update on activities on Surveillance	2019-10-29
16_IC_2019_Nov	4.3	Standard Setting Unit (SSU) Update	2019-10-30
17_IC_2019_Nov	7.3	Update from the IC Sub-group: Dispute Avoidance and Settlement	2019-10-30
18_IC_2019_Nov	7.2	Update from the IC Sub-group: Implementation Review and Support System	2019-10-30
19_IC_2019_Nov	9.1	Implementation Plan for IPPC Guides and Training Materials	2019-10-30
20_IC_2019_Nov	11	Overview of Project Reporting	2019-10-30
21_IC_2019_Nov	11	IPPC Implementation Projects (including supporting PCEs)	2019-11-01
22_IC_2019_Nov	8.1	Status reports on PCE activities	2019-10-30
23_IC_2019_Nov	7.4	National Reporting Obligations	2019-11-04

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
24_IC_2019_Nov	4.6	Summary of IC e-decisions (from May 2019 to October 2019)	2019-11-07
25_IC_2019_Nov	5.1	Implementation and Capacity Development implementation plan alignment with the IPPC Strategic Framework 2020-2030	2019-11-01
26_IC_2019_Nov	9.1	Updates of IPPC Guides and training materials	2019-11-08
27_IC_2019_Nov	10.1	Example using Inspection	2019-11-11
28_Rev02_IC_2019_Nov	7.1	Update on Sea Containers Task Force	2019-11-14 2019-11-20 2019-11-21
29_IC_2019_Nov	7.1	Report 3rd SCTF meeting	2019-11-18
30_IC_2019_Nov	4.3	Concept note: project proposal for capacity enhancement of the IPPC contracting parties for standard setting process	2019-11-18
31_IC_2019_Nov	6.2	Implementation Challenges Identified By SC as of 2019 Nov SC Meeting	2019-11-19
P2018-01	11.3	EC IRSS	2019-10-30
P2018-02	11.5	PRISE	2019-11-01
P2018-04	11.2	STDF Beyond Compliance	2019-10-30
P2018-05	11.3	EC Implementation	2019-10-30
P2018-09	11.3	Japan ePhyto & Implementation	2019-10-30
P2018-10	11.3	China SSC	2019-10-30
PR_2019_01-01	11.1	COMESA	2019-10-30
PR_2019_01-02	11.1	Support to the IPPC SF: Commodity standards, emergency response and e-Phyto	2019-10-30
PR_2019_01-03	11.1	EU Implementation 2020	2019-10-30
PR_2019_04-01	11.4	FAO TR4	2019-10-30
PR_2019_05-01	11.5	STDF Uganda	2019-10-30
PR_2019_05-02	11.5	STDF ISPM 15	2019-10-30
PR_2019-06-01	11.6	FAORAP Seeds	2019-10-30
PR_2019_05-03	11.5	Strengthening phytosanitary capacity for plant exports in Zambia	2019-11-06
PR_2019_05-04	11.5	STDF IICA&COSAVE	2019-11-11

IPP LINKS:	Agenda item
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Appendix 3: Participants list

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Appendix 4: Summary of the Implementation and Capacity Development Committee e-decisions (forums) May-October 2019

This paper provides a summary of the outcomes of the e-decision forums that the Implementation and Capacity Development Committee (IC) has conducted since its last meeting in May 2019.

Table 1: IC e-decisions (forums) presented between May and October 2019

E-decision number	IC decision (Forum)	IC members commenting in the forum	Polls (yes/no)
2019_eIC_Nov_01	Approval of the revision of the IC decision procedures	9	No
2019_eIC_Nov_02	Selection of experts for Working Group on IPPC Guide on Pest Status (2017-048)	10	No
2019_eIC_Nov_03	Approval of a COA expert for the SCTF	9	No
2019_eIC_Nov_04	Approval of the IC procedures for the submission of the IRSS topics	5	No
2019_eIC_Nov_05	Approval of the Draft Outline for the IPPC Guide on Pest Status (2017-048)	3	No
2019_eIC_Nov_06	Approval of a GSF observer to the SCTF 3rd meeting	10	No
2019_eIC_Nov_07	Re-activating Working Group on IPPC Guide on Plant Pest Surveillance –Revision (2017-049)	8	No
2019_eIC_Nov_08	Approval of a WB observer to the SCTF 3rd meeting	9	No
2019_eIC_Nov_09	Approval of Recommendations in Ex-post Evaluation Report of the STDF Project (STDF/PG/350)	1	No

2019_eIC_Nov_01: Approval of the revision of the IC e-decision procedures

The forum was open from 13 to 27 June 2019.

The Secretariat reviewed IC member's responses. Nine IC members commented on the forum and agreed on minor modifications. The IC reached a consensus via the forum, therefore, there was no need to conduct a poll.

IC e-decision

The IC approved the revision of 2.8 e-decisions: Implementation and Capacity Development Committee procedures for discussing and making decisions by electronic means.

2019_eIC_Nov_02: Selection of experts for the Working Group for the IPPC Guide on Pest Status (2017-048)

The forum was open from 03 to 17 July.

The Secretariat reviewed IC member's responses. Ten IC members provided comments. All IC members supported the selection of Working Group members recommended by the Secretariat.

2019_eIC_Nov_03: Approval of a COA expert for the SCTF

The forum was open from 08 to 19 July.

The Secretariat reviewed IC member's responses. Nine IC members commented on the forum and agreed with the nomination. The IC reached a consensus via the forum, therefore, there was no need to conduct a poll.

IC e-decision

The IC approved Mr Uffe V. Ernst-Frederiksen from the Container Owners Association (COA) to be an observer to the SCTF.

2019_eIC_Nov_04: Approval of the IC procedures for the submission of the IRSS topics

The forum was open from 15 to 31 July 2019.

The IC lead reviewed IC member's responses. Four IC members commented on the forum and agreed on minor modifications. The IC reached a consensus via the forum, therefore, there was no need to conduct a poll.

IC e-decision

The IC approved the IC procedures for the submission of the IRSS topics.

2019_eIC_Nov_05: Approval of the Draft Outline for the IPPC Guide on Pest Status (2017-048)

The forum was open from 19 July to 02 August 2019.

The Secretariat reviewed IC member's responses. Three IC members commented on the forum and the Draft Outline was revised to address the comments.

IC e-decision

The IC approved the revised Draft Outline for the IPPC Guide on Pest Status (2017-048).

2019_eIC_Nov_06: Approval of a GSF observer to the SCTF 3rd meeting

The forum was open from 22 July to 08 August 2019.

The Secretariat reviewed IC member's responses. Ten IC members commented on the forum and agreed with the nomination. The IC reached a consensus via the forum, therefore, there was no need to conduct a poll.

IC e-decision

The IC approved Ms Jennifer Hedrick from the Global Shippers Forum (GSF) to be an observer to the SCTF 3rd meeting.

2019_eIC_Nov_07: Re-activating Working Group on IPPC Guide on Plant Pest Surveillance –Revision (2017-049)

The forum was open from 22 August to 5 September 2019.

The Secretariat reviewed IC member's responses. Eight IC members commented on the forum and agreed with the proposed composition of the Working Group on IPPC Guide on Plant Pest Surveillance revision (2017-049).

2019_eIC_Nov_08: Approval of a WB observer to the SCTF 3rd meeting

The forum was open from 22 August to 5 September 2019.

The Secretariat reviewed IC member's responses. Nine IC members commented on the forum and agreed with the nomination. The IC reached a consensus via the forum, therefore, there was no need to conduct a poll.

IC *e-decision*

The IC approved Mr Shane Sela from the World Bank to be an observer to the SCTF 3rd meeting.

2019_eIC_Nov_09: Approval of Recommendations in Ex-post Evaluation Report of the STDF Project (STDF/PG/350)

The forum was open from 06 August to 24 September 2019.

The Secretariat reviewed IC member's responses. One IC member commented on the forum and agreed with the proposed IC responses to recommendations in the Ex-post Evaluation Report of the STDF Project "Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project" (STDF/PG/350).

IC *e-decision*

The IC approved the proposed IC responses to recommendations in the Ex-post Evaluation Report of the STDF Project "Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project" (STDF/PG/350).

Appendix 5: IC liaison person for topics for draft standards

Topic number	Current title	Priority	IC liaison
2019-008	Commodity-based standards for phytosanitary measures		Olga LAVRENTJEVA
2015-14	Audit in the phytosanitary context	1	Dominique PELLETIER
2014-001	Pest risk management for quarantine pests	2	Francisco GUTIEREZ
2015-011	Focused revision of ISPM 12 (Phytosanitary certificates) in relation to re-export	2	Olga LAVRENTJEVA
2008-004	Safe handling and disposal of waste with potential pest risk generated during international voyages	2	Yuji KITAHARA
2015-004	Use of systems approaches in managing the pest risks associated with the movement of wood (Annex to ISPM 39: International movement of wood)	3	Faith NDUNGE
2008-006	Use of specific import authorization (Annex to ISPM 20: Guidelines for a phytosanitary import regulatory system)	4	Magda GONZALEZ ARROYO
2009-002	Revision of ISPM 4 Requirements for the establishment of pest free areas	4	Chris DALE
2015-010	Supplement on Guidance on the concept of probability of transfer to a suitable host and establishment as used in a pest risk analysis for quarantine pests to ISPM 11	4	Stephanie BLOEM

Appendix 6: IPPC Secretariat work plan for cross-border e-Commerce

NOTE: The shaded cells in the table below indicate activities that are currently not funded.

Date	July-September 2019	October – December 2019	January – March 2020	April – June 2020	July-September 2020	October – December 2020
1. Collaboration with WCO & other organizations	- Meet with e-commerce technical officer at WCO, Brussels (27 Sept) - CBD e-forum on IAS and e-commerce (July - Sept) - Call with Quads (30 July) -Paper for TC-RPPO (October)	- Establish a connection with the appropriate e-commerce contact at WTO - WCO Permanent Technical (WCO-PTC) Committee meeting (28-31 October) - CBD AHTEG meeting, Montreal (2-4 December)	- Participate in technical e-Commerce meetings, as appropriate (e.g. WCO Permanent Technical (WCO-PTC) Committee in March)	- Participate in technical e-Commerce meetings, as appropriate	- Participate in technical e-Commerce meetings, as appropriate	- Participate in technical e-Commerce meetings, as appropriate (e.g. WCO-PTC in October)
2. Informal network of e-commerce experts	- Gather names of experts & consider objectives of an informal network of e-commerce experts	-Develop criteria for participation in the informal network of e-commerce experts - Establish an e-forum and invite experts to participate; initiate discussion on goals of the network	- Network might consider how to raise awareness about phytosanitary risk associated with cross-border e-commerce trade among e-commerce stakeholders.	- Network might consider how collaboration between NPPO / RPPO and other national border agencies could be enhanced.	- Network might consider how collaboration between NPPO / RPPO / IPPC and international postal and courier services could be enhanced.	- Network might consider how collaboration between NPPO / RPPO / IPPC and e-commerce buyers and sellers could be enhanced.
3. Gather and share existing technical resources		- Call for submission of existing technical materials related to e-Commerce **(N1)**	- IC reviews the contributed resource submissions - e-Commerce landing page is created	- IC-approved contributed resources are posted on IPP and linked to e-Commerce page		- Maintain e-Commerce web page on IPP
4. Guide on e-Commerce (2017-039) and/or other implementation resources		- IC recommends to CPM that priority level for the Guide be raised from 3 to 1 - IFU prepares a Draft Outline for the	- Draft Outline is shared with NPPO and RPPO for consultation - Call for financial support for the	- IC approves Outline and develops criteria for the selection of experts - IC-approved Outline is posted to IPP	- Call for WG members **(N3)**	- WG meeting for the Guide

		Guide in consultation with IC Lead	development of the Guide **(N2)** - CPM-15 endorses the IC recommendation to raise priority of Guide from priority 3 to 1	- IFU and IC Lead draft work & implementation plans - IC e-forum to review these plans		

Date	January – March 2021	April* – June 2021	July-September 2021	October – December 2021	January – March 2022	April – June 2022
1. Collaboration with WCO & other organizations	- Participate in technical e-Commerce meetings, as appropriate (e.g. WCO-PTC in March)	- Participate in technical e-Commerce meetings, as appropriate	- Participate in technical e-Commerce meetings, as appropriate	- Participate in technical e-Commerce meetings, as appropriate (e.g. WCO-PTC in October)	- Participate in technical e-Commerce meetings, as appropriate	- Participate in technical e-Commerce meetings, as appropriate
2. Informal network of e-Commerce experts	- Network might consider how collaboration between NPPO / RPPO / IPPC and other industry stakeholders could be enhanced.	- Network might consider how to monitor the impact of IPPC e-Commerce activities (e.g. increased awareness, reduced spread of pests, improved phytosanitary compliance etc.)	- Initiate new e-forum discussions, as appropriate	- Initiate new e-forum discussions, as appropriate	- Initiate new e-forum discussions, as appropriate	- Initiate new e-forum discussions, as appropriate
3. Gather and share existing technical resources				- Maintain e-Commerce web page on IPP		
4. Guide on e-Commerce (2017-039) and/or other implementation resources	- Development of the Guide	- Development of the Guide - Consider initiating the development of supplementary resources to raise awareness (e.g. video, flyer, factsheet), depending on funding	- Development of the Guide	- Publication of the Guide		

* **The in-kind contribution of a staff member from Canada to advance the work on e-Commerce is scheduled to end March 31, 2021**

Appendix 7: 2020 SCTF Work Plan

Action Item	Detail	Expected outcome	Action Party	When	Comments
Initiate a World Bank pilot project on implementing the cleanliness and inspection guidelines	Support one or two of the 40-50 countries receiving technical assistance under the WBG Trade Facilitation Support Programme (TFSP)in this matter	More information on current situation is available	World Bank (Mr. Shane Sela)	Initiation by April 2020	
Issue a call for survey data	Pre-existing survey data or conduct survey using SCTF survey plan and guidelines	More data related to risks associated with the movement of sea containers is available	IPPC Secretariat	2019-2020	
Investigate possibilities to develop Training/education modules/ and App	Facilitate the update of the CTU Code	Awareness of stakeholders is raised	IPPC Secretariat SCTF Chairman Industry representatives	1st quarter of 2020	Subject to availability of funds & resources
Develop a Communication plan	Finalize communication plan based on conversations during SCTF meeting	Awareness of stakeholders is raised	Wendy Beltz (APHIS USA)	Beginning of November 2019	
Transfer the IPPC SCTF page to new IPP landing page	Get IC approval. Develop structure of the page. NPPOs to provide relevant materials	Awareness of stakeholders is raised	IPPC Secretariat	Prior to CPM 2020	Subject to the IPPC Secretariat's IST support
Work on sea container cleanliness criteria to be included in IMO container inspection circular(s)	IPPC Secretariat to participate in the IMO correspondence group and encourage NPPOs to liaise with their competent national authorities	Data collected by NPPOs is complimented with data collected by IMO member state. Parties performing inspections are informing NPPOs of contamination	IPPC Secretariat and NPPOs	June 2020	

Action Item	Detail	Expected outcome	Action Party	When	Comments
Publish IPPC supply chain best practice guideline	Approve by the IC and process FAO PWS. Secretariat to keep SCTF apprised of comments by IC	Uptake of the CTU code is increased by different stakeholders	IPPC Secretariat	End of October 2019	
Gather Case studies based on the Objective and target audience (including NPPO-industry collaboration, sea containers hygiene system)		SCTF is informed of risk and potential management	SCTF members	SCTF meeting in 2020	
To deliver the International workshop with industry stakeholders including large retailers	Try to understand how to best communicate with all stakeholders involved with sea containers. How can measures be effectively targeted	Possible measures are identified and efficient communication regarding cleanliness is ensured	NASCI, WB	February/March 2020	
To deliver NPPO workshops	Understand container logistics and related pest concerns and challenges and to generate ideas about ways forward.	Raise awareness of challenges and seek suggestions for measures	To be determined	To be determined	
SCTF Members make proposals for amendments to the CTU code regarding pest contamination	SCTF members will comment on CTU code through e-forum.	Proposals for clearer information on pest risk and cleanliness is provided for addition to the CTU code	SCTF Members	February 2020	
Suggestions are developed for additional fields on cleanliness to be possibly added to the WCO data model for the import Customs declaration	Australia and New Zealand will propose additional fields to add to the WCO data model for discussion with SCTF	Clear indication of container cleanliness status is provided	Australia & New Zealand (Rama Karri & Sina Waghorn)	March/April 2020	
NPPOs explore the possibility of mutual recognition agreements, including in regard to AEO program	NPPOs to look at legal and any other considerations	A possible measure that can be used is identified	NPPOs	October 2020	

Appendix 8: Status on the Phytosanitary capacity evaluations

A brief update on the status of the Phytosanitary Capacity Evaluations (PCEs) managed by the IPPC Secretariat that are in preparation, active or closed since the IC meeting in November 2018 are presented below by alphabetical order by country.

Country	*Status*	*Achievement since November 2018/Expected outputs*	Planned activities	*Project code and title*
Belarus	In preparation	(Expected starting date 01 December - 2019 – 01 December -2022) Support was provided to the FAO Officer from the IPPC Secretariat as well as clear guidance on how to implement the PCE.	To provide technical backstopping to the project throughout the development and implementation and seek synergies with other projects.	GCP/BYE/642585 Strengthening the capacity of the phytosanitary service of Belarus
Cambodia	Active	24 Feb 2017 - 31 Dec 2020 A concept note including the implementation of a PCE was agreed upon through a Memorandum of Understanding with Cambodia. A field visit was organized in Cambodia in October 2019 to identify the pilot sites, sign a Memorandum of Understanding and set a work plan.	The 1st PCE mission in Cambodia should be planned in early 2020.	GCP /INT/291/CPR Strengthening the Capacity Development of Contracting Parties for Implementation of the International Plant Protection Convention (IPPC) under the Framework of the FAO-China South-South Cooperation (SSC) Programme
Cameroon	Active	A mission was undertaken in December 2018 by FAO's lawyer Daniele Manzella to analyze the gaps in the phytosanitary legislation of Cameroon through the PCA module, in collaboration with all relevant stakeholders. A full report with drafting instructions, was submitted in January 2019. FAO representation in Cameroon sent a letter in May 2019 to renew the request for the establishment by the relevant Ministries, as agreed by national stakeholders in project workshops, of a joint expert working group for the revision of the phytosanitary legislation in combination with pesticide legislation.	Follow up for the revision of the phytosanitary legislation.	GCP/CMR/031/GEF Elimination des Polluants Organiques Persistants (POPs) et des Pesticides Obsolètes et renforcement de la gestion du cycle de vie des pesticides

Country	*Status*	*Achievement since November 2018/Expected outputs*	**Planned activities**	*Project code and title*
Nicaragua	Active	The 1st PCE mission was undertaken in February 2019 and the 2nd one in August 2019. This PCE is facilitated by Francisco Gutierrez, under the supervision of Sarah Brunel from the IPPC Secretariat. Within the project, the phytosanitary legislation is revised by Pablo Wilson, international lawyer.	The 3rd PCE mission is planned in early December 2019.	TCP/NIC/3702/C2-TCPF Asistencia técnica para incrementar la eficiencia del sistema de vigilancia fitosanitario de Nicaragua
Sierra Leone	Active	The 1st PCE mission was organized in early November. An accredited PCE facilitator, Mekki Chouibani, is training a PCE trainee, Ruth Wood, who had followed the course. The revision of the phytosanitary legislation is foreseen under the supervision of FAO lawyer Lalaina Ravelomantsoa.	The 2nd PCE mission is planned for early 2020.	COLEACP is financing this PCE in Sierra Leone.
Sri Lanka	Active	24 Feb 2017 - 31 Dec 2020 A concept note including the implementation of a PCE was agreed upon through a Memorandum of Understanding with Sri Lanka. A field visit was organized in Sri Lanka in February 2019 to identify the pilot sites, sign a Memorandum of Understanding and set a work plan. The 1st PCE mission was held in October 2019 by the PCE trainee Ringolds Arnitis under the supervision of Sarah Brunel from the IPPC Secretariat. The revision of the phytosanitary legislation is foreseen under the supervision of FAO lawyer Lalaina Ravelomantsoa.	The 2nd PCE mission is planned for early 2020.	GCP /INT/291/CPR Strengthening the Capacity Development of Contracting Parties for Implementation of the International Plant Protection Convention (IPPC) under the Framework of the FAO-China South-South Cooperation (SSC) Programme
Uzbekistan	Closed	01-Jan-2017 - 30-Jun-2019 The project was initiated in February 2017. This PCE was facilitated by Olga Lavrentjeva, under the supervision of Ketevan Lomsadze, IPPC Secretariat.	None. The project is now closed and did not succeed in reaching the expected outputs. The PCE is not completed.	TCP/UZB/3602 Support to the improvement of the national seed, plant variety protection and phytosanitary legislation in Uzbekistan

Country	Status	Achievement since November 2018/Expected outputs	Planned activities	Project code and title
		Activities undertaken and issues for failing in completing the PCE were : a. Three national workshops on phytosanitary and plant protection legislation were delivered and recommendations provided by international and national consultants in most part were not taken on board. Experts who provided legal recommendations were: international expert Carmen Bullon, FAO LEGN and national expert Umida Khaknazar b. Two IPPC and WTO SPS awareness raising workshop were delivered. c. The PCE has been initiated but not completed. There are no filled in PCE modules available. Hence a national capacity development strategy with associated work plan has not been produced. This is due to the lack of input by national stakeholders The main project outputs were not achieved due to the lack of input by national stakeholders.		

Appendix 9: Status Box for the development of an implementation resource

This Status box is to be completed by the IPPC Secretariat and/or IC Lead and added to the beginning of the Draft Outline prior to posting it on the IPP.	
Date status box completed or revised	[2017-06-28]
Type of implementation resource	IPPC Implementation and Capacity Development [Guide or training material]:
Title (Topic no.)	[Title (Submission / Topic no.)]
IPPC Secretariat lead	[2017-06 IFU Ms Name SURNAME]
IC lead	Name and country of the IC lead assigned to the Guide (or training material), with the date and meeting of nomination, name, ISO country code. Please refer to the List of Implementation and Capacity Development Topics (see List of IC Topics; https://www.ippc.int/en/publications/86844/). [2017-11 IC Mr Name SURNAME (Country, Lead)]
Financial / in-kind contributions and/or collaborators	Identify any financial / in-kind contributions and collaborators [2017-06-28 Funding source]
Current status	Identify the stage where the implementation resource is currently or where it will be going next in the process. For example: *To* [Topic Selection]
Major stages completed	List all the major stages of the process for the development of IPPC Implementation and Capacity Development Guides and Training Materials, for example: • Submission of Topic • Topic selection • Calls (N1, N2, N3) • WG meeting [2017-06-28 Submission of Topic]
ISPM directly related to the topic	Provide information on any ISPM that is directly related to the topic, if appropriate. This could include the title, topic number, steward's name and current stage of development of the ISPM. [Draft ISPM X: Title (topic No.)] [2017-11 IC Ms Name SURNAME (Country, Steward)] [2019-07 ISPM X second consultation]
Working Group Experts	List names and countries of Working Group Experts [Ms Name SURNAME (Country)]
Notes	This section includes all the information that the IPPC Secretariat needs to record and is not included in the major stages (e.g. editing, formatting, email discussions).

Appendix 10: Template: Draft Outline for IPPC implementation resources

Submitted by:	Enter country or organization name
Submission number:	For IPPC Secretariat use only

Please follow the instructions for completing this form (see page 3-4).

1. Title

2. Type of implementation resource *(Please select only one of the following options)*

New implementation resource:	**Revision** of existing implementation resource:
☐ Guide (e.g. Manual)	☐ Please specify: Click or tap here to enter text.
☐ Training material (e.g. e-Learning. Please specify: Click or tap here to enter text.)	
☐ Awareness material (e.g. short videos. Please specify: Click or tap here to enter text.)	
☐ Other (Please specify: Click or tap here to enter text.)	

3. Convention articles, ISPMs and CPM recommendations to be addressed by the proposed implementation resource

☐Convention articles (Please specify: Click or tap here to enter text.)

☐ISPM (Please specify: Click or tap here to enter text.)

☐CPM Recommendation (Please specify: Click or tap here to enter text.)

4. Scope

5. Background / Purpose

6. Content for the proposed implementation resource

7. List of existing photographs, figures, tables, forms, lists, infographics, case studies, etc. with copyright [name, institution, country] and captions. Please attach the list and files to email.

8. List of proposed photographs, figures, tables, forms, lists, infographics, case studies, etc.

9. Key references and other supporting materials

INSTRUCTIONS FOR COMPLETING THE TEMPLATE FOR DRAFT OUTLINES FOR IPPC IMPLEMENTATION RESOURCES

Save the template as a Word document using the following naming convention:

- 20XX_Draft_Outline_[Guide or Training Material][Title of topic (Topic No.)].docx

The IPPC official contact point should submit the completed Draft Outline template and any supporting materials (see Section 7) to ippc@fao.org as an attachment to the Submission form for Topics for Standards and Implementation.

1. Title

Provide a very brief title of the proposed implementation resource that is short, descriptive and easy to reference.

2. Type of implementation resource

Please copy and paste this information from Section 3.2 of the submission form.

Describe the type of implementation resource (e.g. Guide or e-Learning material) that is being proposed and whether the proposal is to develop a new implementation resource or revise an existing implementation resource.

3. Convention articles, ISPMs and CPM recommendations to be addressed by the proposed implementation resource

Please copy and paste this information from Section 3.2 of the submission form.

Please provide a list of the ISPMs that are most relevant to the topic as well as any Convention articles or CPM recommendations to be addressed.

4. Scope

Provide the boundaries or limits to what should be included in the implementation resource.

5. Background / Purpose

Provide a summary of the substance of the implementation resource.

Explain why the implementation resource is important (i.e. its objectives) and identify the target audience.

Provide information on operational and technical implementation issues that the implementation resource should address.

Include other information that aids in understanding the history of the need for the development of the implementation resource.

When an implementation resource is being revised, this section should include relevant information on the reasons for the revision and the scope of the revision.

6. Content for the proposed implementation resource

Provide a detailed list of the topics / items to be addressed by the proposed implementation resource, including specific tasks, needs and expectations for the working group.

The proposed guide / training material should include the following information (e.g. provide guidance, make recommendations, describe the steps, consider, identify, etc.):

(1) [Add text]

(2) [Add text]

(3) [Add text]

7. Copies of existing photographs, figures, tables, forms, lists, infographics, etc.

Provide the list and copies of existing photographs, figures, tables, forms, lists, infographics that could be included within the body of the implementation resource to enhance or support the information provided, if applicable. Please email the files to the IPPC Secretariat with the completed Draft Outline form.

Please note the following specifications:

- Photographs should be .tiff files or jpegs saved to the maximum resolution (at least 150 dpi resolution, preferably 300 dpi).
- Charts, graphs, etc. should be .ai files (Adobe Illustrator) or pdf files, rather than images. Please include original Excel files, if available.

A caption describing the content of each photograph, figure, table, form, list, infographic should also be provided.

Submissions should be accompanied by a statement granting the IPPC Secretariat permission to use the materials and identifying whom to credit [*name, institution, country*]. Any materials that are provided as examples, but may not be used in the Guide (or training material) should be clearly identified.

8. List of proposed case studies, photographs, figures, tables, forms, lists, infographics, etc.

Describe or provide examples of any case studies, photographs, figures, tables, forms, lists, infographics, etc. that could be developed and included in the proposed implementation resource to enhance or support the information provided.

Note: The template for *Case studies for IPPC Guides and training materials* should be used to submit case studies to the IPPC Secretariat. Please e-mail the completed form to ippc@fao.org with the subject line "Case study for IPPC Guides and training materials".

9. References and supporting materials

Provide any existing relevant materials that are being submitted to support the development of the guide.

Appendix 11: Template: Case study for IPPC Implementation resources

Please save the form as a Word document using the following naming convention:

-   20XX_Case_Study_[Country][Title of case study].docx

The IPPC official contact point should submit the completed Case study template and any supporting materials (see Section 7) to ippc@fao.org with the subject line "Case study for IPPC Guides and training materials". Please use a separate form for each case study.

1. Submitted by: (Country or Organization)

2. Contact details of submitter (Contact information of an individual able to clarify issues relating to this submission):
Name: Position and organization: Phone: E-mail:

3. Title of the case study

4. Subject of the case study (phytosanitary programme/area/issue)

5. Location and timeline of the case study

6. Content of the case study (maximum 2 pages):	
Please include the following information: - Context (background, issues or key challenges) - What activities were undertaken?	

- Who was involved? Include roles of key stakeholders. - How were the activities initiated and undertaken? - What ISPMs were successfully implemented? - Identify any IPPC implementation resources that were used and how they were helpful. - Outcomes and impacts - Lessons learned and areas for improvement - Future plans and activities - References	

7. List of photographs with copyright [name, institution, country] and captions. Please attach files to email. Photographs should be .tiff files or jpegs saved to the maximum resolution *(at least 150 dpi resolution, preferably 300 dpi).*

8. Links to additional information related to the case study, if applicable

Appendix 12: A Roadmap towards developing Implementation Plans for IPPC Guides and Training Materials

Objective of the roadmap

IPPC Guides and Training Materials are developed to facilitate implementation of the International Plant Protection Convention (IPPC), international standards for phytosanitary measures (ISPMs) and recommendations of the Commission on Phytosanitary Measures (CPM). Implementation Plans (IPs) for these Guides and Training Materials have the objective of facilitating the uptake of these IPPC Guides and Training Materials by all stakeholders involved in phytosanitary activities at the national, regional and global levels including contracting parties (CPs), national plant protection organizations (NPPOs) and others . This roadmap will assist with the development of said IPs.

Implementation Plans should be developed concurrently with the development of the new IPPC Guide or Training Material to ensure harmonization and consistency. Implementation Plans will improve delivery of the developed IPPC Guide or Training Material thereby supporting/improving implementation of the IPPC, ISPMs and recommendations of the CPM.

General process

The Implementation and Capacity Development Committee (IC) Lead for a particular IPPC Guide or Training Material, in collaboration with the IPPC Secretariat Lead assigned to this particular Guide or Training Material are responsible for the development of draft IPs as indicated in the IC approved Procedures for the Development of IPPC Guides and Training Materials[63] .

Implementation Plans should identify events (training, workshops, symposia, etc.), public awareness and communication activities that would foster implementation and should also suggest appropriate timelines for these. Once developed, the IC would be invited to review and provide comments to the IP which should be further discussed and adjusted by the working group (WG) developing the IPPC Guide or Training Material, as necessary. The final IP would be endorsed by the IC and available in final form prior to the publication of the new IPPC Guide or Training Material.

The development of the IP is subject to availability of funds.

Roadmap for development of IPs for IPPC Guides and Training Materials:

1. **Objectives and timelines for IP** - Specifically address the objectives and provide a realistic and effective timeline for each IP depending on the IPPC Guide or Training Material being developed by the WG.
2. **Solicit input from WG members developing the IPPC Guide or Training Material** – As indicated above, WG members should be consulted on the development of the IP.
3. **Identification of supplementary materials needed to be developed (if any)** - depending on the IPPC Guide or Training Material being developed by the WG, supplementary material(s) such as eLearning module(s), infographic(s), presentation(s), IRSS survey/study might be needed. This should be indicated in the IP. Availability of funds should be considered.
4. **Timeline for development of supplementary materials (if any)** - will assist with consideration of when supplementary materials need to be ready to ensure effective

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[63] Process for the Development of IPPC Implementation and Capacity Development Guides and Training Materials - https://www.ippc.int/en/publications/87067/

implementation of the IPPC Guide or Training Material and evaluation of its impact. This should be indicated in the IP. Availability of funds should be considered.

5. **Identification of subject matter experts to develop supplementary materials and assist with implementation (if needed)** - identification of experts to support the development of supplementary materials and perhaps assist with implementation of the IPPC Guide or Training Material using the IP at national, regional and global levels may be necessary; at least one expert per FAO region should be considered. This should be indicated in the IP.

6. **Identification and posting of additional resources that would aid with implementation of the IPPC Guide or Training Material -** to be posted on the ICD pages of the International Phytosanitary Portal (IPP). This should be indicated in the IP. These materials might include:

o Relevant national, regional and international resources posted as contributed resources

o Database of case studies related to the topic of the IPPC Guide or Training Material

7. **Dissemination and Communication indicated in the IP:**

o Identification of **main stakeholders** targeted for dissemination of or communication about the IPPC Guide or Training Material and any supplementary materials

o Identification of **relevant channels** for the dissemination of or communication about the IPPC Guide or Training Material and any supplementary materials (for example, the IPP, IPPC social media, international organizations, RPPO websites, etc.)

o Identification of stakeholders that are interested in becoming involved with the topic

o

o Development of **key messages** on the benefits of implementation of the particular IPPC Guide or Training Material for different stakeholder groups. Messages to be written in a way that will make them understandable to different audiences.

o Creation of a **calendar for implementation** events at international and regional level with identification of responsible people/organizations (see Appendix 1)

o Creating of a **calendar for communication activities** including identification of responsible parties/organizations (see Appendix 1). Communication activities should initiate as soon as work on the IPPC Guide or Training Material begins and continue through the development of resource so that stakeholders are always aware of planned outputs, impact and progress.

8. **Translation of developed materials** - identification of possible sources for the translation of newly developed IPPC Guide or Training Material and any supplementary materials identified in the specific IP[64].

9. **Budgetary issues** - development of a draft budget and identification of possible sources for the implementation and communication activities associated with the IPPC Guide or Training Material being developed.

10. **Measuring impact and use of the developed IPPC Guide or Training Material:**

o Track the use of the IPPC Guide or Training Material when the download process from IPP is taking place by establishing a parallel data collection mechanism.

o Consider conducting an IRSS study(s)/survey(s) prior to the publishing of the IPPC Guide or Training Material to identify a baseline from which to evaluate the value added for the implementation of the relevant provisions of the IPPC, ISPMs or CPM recommendations.

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[64] Ongoing and planned national, regional and global projects to be considered, as well as potential in-kind contribution by NPPOs, RPPOs and international organizations.

A follow up survey might be conducted in the future to measure progress and identify lessons learned.

o   Analysis of feedback provided by stakeholders (Survey Monkey results) on the use of the IPPC Guide or Training Material to be provided by the IPPC Secretariat Lead to the IC November meeting

Review and Update of the Implementation Plan

o   The IP should be reviewed and updated annually by the IC and IPPC Secretariat Leads. Results of the implementation should be reported to the IC November meeting.

APPENDIX I - Implementation Plan for IPPC Guides or Training Materials

N	Action Item	Timeline	Responsible Party(s)	Budget	Status	Notes
1.	**Objectives and timelines for IP**					
2.	**Solicit input from WG members developing the IPPC Guide or Training Material**					
3.	**Identification of supplementary materials needed to be developed (if any)**					
4.	**Timeline for development of supplementary materials (if any)**					
5.	**Identification of subject matter experts to develop supplementary materials and assist with implementation (if needed)**					
6.	**Identification and posting of additional resources that would aid with implementation of the IPPC Guide and Training Material**					
7.	**Dissemination and Communication indicated in the IP**					
8.	**Translation of developed materials**					
9.	**Budgetary issues**					
10.	**Measuring impact and use of the developed IPPC Guide or Training Material**					

Appendix 13: IC leads to each element of the Implementation and Capacity Development landing page

	Elements of the IPP landing page	IFU lead	IC lead
1	Dispute Avoidance and Settlement	Vinitha JOHNSON	Stephanie BLOEM
2	Pest Reporting	Xiaoliang WANG	Sally JENNINGS
3	Phytosanitary Legislation	Vinitha JOHNSON	Olga LAVRENTJEVA
4	Phytosanitary Import Regulation System	Barbara PETERSON	Yuji KITAHARA
5	Phytosanitary Export Certification System	Descartes KOUMBA	Yuji KITAHARA
6	Pest Surveillance	Sarah BRUNEL & Xiaoliang WANG	Chris DALE
7	Pest Risk Analysis	Ketevan LOMSDZE	Stephanie BLOEM
8	Pest Free Area	Ketevan LOMSDZE	Chris DALE
9	Diagnostics	Ketevan LOMSDZE	Chris DALE &Ngatoko Ngatoko
10	Systems approach	Vinitha JOHNSON	Dominique PELLETIER
11	Eradication	Barbara PETERSON	Francisco GUTIERREZ
12	Contingency Plans	Sarah BRUNEL	Francisco GUTIERREZ
13	NPPO Establishment and Operations	Descartes KOUMBA	Dilli Ram SHARMA
14	Phytosanitary Treatments	Masumi YAMAMOTO	Yuji KITAHARA
15	Pest Specific Information	Descartes KOUMBA	Faith NDUNGE & Philip NJOROGE
16	PCE	Sarah BRUNEL& Xiaoliang WANG	Magda GONZALEZ ARROYO & Francisco GUTIERREZ
17	Roster of consultants	Masumi YAMAMOTO	Chris DALE
18	FAQ	Masumi YAMAMOTO & All	All, Dominique PELLETIER
19	How to contribute resources	Masumi YAMAMOTO	Sally JENNINGS
20	Inspection	Barbara PETERSON	Stephanie BLOEM
21	Sea Containers	Ketevan LOMSDZE	Stephanie BLOEM
22	e-Commerce	Barbara PETERSON	Mamoun ALBAKRI

Appendix 14: List of members for IC Sub-groups and Teams and Secretariat leads (2019-11-22)

Topic	IC lead	IC Members/others	Secretariat
Framework for Standards and Implementation	**Yuji KITAHARA**	-SC Champion: Rajesh RAMARATHNAM	Masumi YAMAMOTO
Guides and training materials	**Stephanie BLOEM**	-Faith NDUNGE -Francisco GUTIERREZ -Ngatoko NGATOKO	Ketevan LOMSADZE
IC Sub-group for Implementation Review and Support System (IRSS)	**Dominique PELLETIER**	-Dilli Ram SHARMA -Francisco GUTIERREZ -Sally JENNINGS -Bureau rep: Fuxiang WANG -SC rep: Sam BISHOP -RPPO rep: Juliet GOLDSMITH	Vinitha JOHNSON
IC Sub-group, Sea Containers Task Force (SCTF)	**Stephanie BLOEM**	SCTF members posted on IPP: https://www.ippc.int/en/publications/85435/	Ketevan LOMSADZE
IC Sub-group on Dispute Avoidance and Settlement (DAS)	**Stephanie BLOEM**	On hold for 2020	Brent LARSON
National Reporting Obligations (NRO)	**Sally JENNINGS**	-Olga LAVRENTJEVA -Magda GONZALEZ ARROYO -Mamoun ALBAKRI	Qingpo YANG
International Year of Plant Health (IYPH)	**Dominique PELLETIER**	- Chris DALE	Descartes KOUMBA
Phytosanitary Capacity Evaluation (PCE) tool	**Magda GONZALEZ ARROYO**	-Fitzroy WHITE -Francisco GUTIERREZ -Mekki CHOUIBAN -Olga LAVRENTJEVA	Sarah BRUNEL
Projects	**Chris DALE**	-Dilli Ram SHARMA -Mamoun ALBAKRI	Sarah BRUNEL
SC-IC collaboration	**Chris DALE**	SC rep: Alvaro SEPÚLVEDA LUQUE	Sarah BRUNEL
Task Force on Topics	**Chris DALE**	-Faith NDUNGE -Olga LAVRENTJEVA (IC chair)	Masumi YAMAMOTO
ICD Web based Resources	**Stephanie BLOEM**	-Chris DALE -Dominique PELLETIER -Francisco GUTIERREZ -Mamoun ALBAKRI -Ngatoko NGATOKO -Sally JENNINGS -Yuji KITAHARA	Ketevan LOMSADZE (Strategy) / Masumi YAMAMOTO (Structure)
Contributed Resources	**Sally JENNINGS**	N/A	Masumi YAMAMOTO
Update of National Phytosanitary Capacity Development Strategy	**Olga LAVRENTJEVA**	-Stephanie BLOEM -Chris DALE -Dominique PELLETIER -Sally JENNINGS	Brent LARSON