



Food and Agriculture
Organization of the
United Nations



International
Plant Protection
Convention

Report

Task Force on Topics

**Virtual meeting
22 January 2019**

IPPC Secretariat

Food and Agriculture Organization of the United Nations (FAO). 2019. *Report of the Virtual Meeting of the Task Force on Topics, 22 January 2019*. Produced by the Secretariat of the International Plant Protection Convention (IPPC). Rome, Italy. 25 pages. Licence: CC-BY-NC-SA 3.0 IGO.

The designations employed and the presentation of material in this information product do not imply the expression of any opinion whatsoever on the part of the Food and Agriculture Organization of the United Nations (FAO) concerning the legal or development status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. The mention of specific companies or products of manufacturers, whether or not these have been patented, does not imply that these have been endorsed or recommended by FAO in preference to others of a similar nature that are not mentioned.

The views expressed in this information product are those of the author(s) and do not necessarily reflect the views or policies of FAO.

© FAO, 2018



Some rights reserved. This work is made available under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 IGO licence (CC BY-NC-SA 3.0 IGO; <https://creativecommons.org/licenses/by-nc-sa/3.0/igo/legalcode/legalcode>).

Under the terms of this licence, this work may be copied, redistributed and adapted for non-commercial purposes, provided that the work is appropriately cited. In any use of this work, there should be no suggestion that FAO endorses any specific organization, products or services. The use of the FAO logo is not permitted. If the work is adapted, then it must be licensed under the same or equivalent Creative Commons licence. If a translation of this work is created, it must include the following disclaimer along with the required citation: "This translation was not created by the Food and Agriculture Organization of the United Nations (FAO). FAO is not responsible for the content or accuracy of this translation. The original [Language] edition shall be the authoritative edition.

Disputes arising under the licence that cannot be settled amicably will be resolved by mediation and arbitration as described in Article 8 of the licence except as otherwise provided herein. The applicable mediation rules will be the mediation rules of the World Intellectual Property Organization <http://www.wipo.int/amc/en/mediation/rules> and any arbitration will be conducted in accordance with the Arbitration Rules of the United Nations Commission on International Trade Law (UNCITRAL).

Third-party materials. Users wishing to reuse material from this work that is attributed to a third party, such as tables, figures or images, are responsible for determining whether permission is needed for that reuse and for obtaining permission from the copyright holder. The risk of claims resulting from infringement of any third-party-owned component in the work rests solely with the user.

Sales, rights and licensing. FAO information products are available on the FAO website (www.fao.org/publications) and can be purchased through publications-sales@fao.org. Requests for commercial use should be submitted via: www.fao.org/contact-us/licence-request. Queries regarding rights and licensing should be submitted to: copyright@fao.org.

Contents

1. Opening of the Meeting	4
1.1 Welcome by the IPPC Secretariat and administrative matters.....	4
1.2 Adoption of the agenda and election of the rapporteur	4
2. Review of SC/IC recommendations for submitted topics.....	4
2.1 Excerpts from Reports relevant to TFT	4
2.2 Draft TFT recommendations to CPM	4
3. Follow-up actions.....	8
3.1 Review of TFT Terms of Reference and Call for Topics process	9
3.2 Training sessions on topic proposal for call for topics	9
3.3 TFT e-forum.....	9
4. Any other business	10
4.1 Impacts and benefits of the new procedure for call for topics	10
5. Closing of the meeting	10
Appendix 01: Agenda	11
Appendix 02: Documents list.....	12
Appendix 03: Participants list.....	13
Appendix 04: TFT recommendations to CPM-14	15
Table 1: Submissions for terms for Glossary (considered by SC):	15
Table 2: Submissions for Diagnostic protocols for regulated pests (considered by SC):	15
Table 3: Submissions for standards or implementation resources (grouped by similar topic themes; considered by SC and IC):	17
Appendix 05: Timeline for TFT Follow-up actions in 2019.....	25

1. Opening of the Meeting

1.1 Welcome by the IPPC Secretariat and administrative matters

- [1] The meeting was opened and chaired by the Task Force on Topics (TFT) lead of the International Plant Protection Convention (IPPC) Secretariat.
- [2] The TFT chairperson noted that as she would be retiring from the Bureau following the 14th session of the Commission on Phytosanitary Measures (CPM-14) in 2019, another Bureau member would be stepping in as TFT chairperson as of April 2019.

1.2 Adoption of the agenda and election of the rapporteur

- [3] The Secretariat introduced the agenda and it was adopted as presented in Appendix 1 of this report. The Documents list and Participants list can be found in Appendix 2 and 3 of this report, respectively.
- [4] Mr Chris DALE (Australia) was selected as the Rapporteur.

2. Review of SC/IC recommendations for submitted topics

2.1 Excerpts from Reports relevant to TFT

- [5] The Secretariat presented the paper¹. She noted that the Strategic Planning Group (SPG) during their October 2018 meeting discussed activities relevant for several submissions. The SPG discussed and agreed to present the IPPC Trade Facilitation Action Plan (TFAP), the ePhyto strategic implementation plan and a project based proposal on e-commerce to CPM-14 (2019). She noted that submissions related to these activities may be considered by the CPM in context.
- [6] The TFT noted the CPM Bureau discussions from their teleconference in December 2018, where members discussed the Standards Committee (SC) proposal to hold a CPM side session on the Call for topics, in order to provide guidance for contracting parties on how to improve the information they provide in their submission forms for topics. The Bureau agreed with the idea, but proposed to hold a side session during CPM-15 (2020) following training sessions during Regional Workshops in 2019, which would better align with the next call for topics in 2020.
- [7] An IC member of the TFT, who also participated in the SC meeting as Implementation and Capacity Development Committee (IC) representative, highlighted the valuable discussions during the SC and IC meetings in November 2018. He noted that the IC considered resourcing and workload of both IC and the Secretariat's Implementation Facilitation Unit (IFU) for existing as well as newly proposed topics when discussing the submissions and in their meeting report recommended the CPM encourage contracting parties to provide funds for high priority topics adopted by CPM.
- [8] The TFT:
 - (1) *noted* the update provided by the Secretariat.

2.2 Draft TFT recommendations to CPM

- [9] The Secretariat presented the paper². She noted that this draft was based on the paper presented to the SC and IC in their November meetings and had been modified to incorporate discussions and decisions made during these meetings.

¹ 04_TFT_2019_Jan

² 05_TFT_2019_Jan

- [10] The TFT agreed to review the content of the paper and revise it to reflect the final recommendations of the TFT to CPM-14 (2019). The following points were discussed in detail:
- [11] **SC subjects.** The TFT noted that the SC during their November 2018 meeting had already included recommended subjects for a Glossary term and for seven diagnostic protocols (DP) into the work programmes of the respective Technical Panels and the *List of Topics for IPPC Standards*³ (LoT), as they are under the jurisdiction of the SC. The TFT agreed to present their recommendation on the SC subjects to the CPM-14 (2019) for information, to be noted as outlined in Tables 1 and 2 of Appendix 4.
- [12] **Expert input during development of topic materials.** The TFT in their first recommendation suggested involving the expertise of the International Forest Quarantine Research Group (IFQRG) during consideration and development of topics related to wood (2018-012: *ISPM 15 implementation guidelines for non-compliance* and 2018-039: *Amendment to ISPM 39 to address wooden logs with bark*). The SC highlighted in their discussion that the IFQRG does not operate within the CPM guidance and recommended involving the expertise of the Technical Panel for Forest Quarantine (TPFQ) instead, since they operate under the supervision of the SC. The Secretariat suggested that it would be up to the committee working on the topic to decide which experts to involve in the development of the relevant material. Therefore, the IC may invite the IFQRG to contribute to their topics.
- [13] **Reference material as contributed resources.** The TFT discussed whether the recommended material for topic 2018-013 (*Guidelines for designing of plant quarantine laboratories*) should state “Reference material”. The IC members of the TFT explained that the intention was to collect available guidance material (including from the submitter) and provide them to the contracting parties through the International Phytosanitary Portal (www.ippc.int), where a webpage, to present these contributed technical resources, is being developed. The Secretariat explained that contributed resources had formerly been posted on the the Phytosanitary Resources Page, which for security reasons had been decommissioned. The TFT agreed that wherever possible, available material from existing sources should be used to avoid duplication of effort. The TFT recommended that the IC decide on a way to present reference material as contributed resources.
- [14] **Priority changes recommended by SC and IC.** The TFT agreed with suggestions from SC and IC to change the recommended priority of two submissions, noting that this should reflect the importance of the issue and the urgency in initiating their development.
- [15] The TFT agreed to increase the Priority for topic 2018-008 (*Development and implementation of regulations and legislation to manage phytosanitary risks on regulated articles for NPPOs*) from 2 to 1, noting that the SC considered there was an urgent need for this topic to be developed and the IC considered that materials developed within this topic would assist in addressing relevant CPM priority issues and complement the Phytosanitary Evaluation (PCE) tool.
- [16] Conversely, the priority for topic 2018-040 (*IPPC Guide on the development and implementation of programmes for the authorization of entities to perform phytosanitary actions*) was suggested to be decreased from 1 to 2, because the SC had noted that the topic was considered controversial and had suggested that development of the guide be delayed until the draft ISPM on *Authorization of entities for phytosanitary actions* (2015-004) is more advanced in development. The IC had agreed with this consideration and suggested including a baseline study on Authorization into the topics for the Implementation Review and Support System (IRSS) third cycle for 2018-2021. The Secretariat clarified that the IRSS study did not have the highest priority, but it could be considered as an activity

³ List of Topics for IPPC Standards, available at: <https://www.ippc.int/en/core-activities/standards-setting/list-topics-ippc-standards/list>

within topic 2018-040. One member suggested that this topic should be discussed in multiple forums to assist development of both the standard and associated guide and noted that conducting an IRSS study could be a good way to start the discussion. One member noted that development of implementation material for a standard could be initiated at the EWG of the draft ISPM, in order to highlight possible implementation issues from the start. The TFT agreed with the recommendation to lower the priority and considered that this reflects the need of the committees to see progress of the draft standard prior to initiating work on associated guidance material.

- [17] **Topics within e-commerce .** The TFT noted that the SPG agreed to present to CPM-14 proposals for the IPPC TFAP and a project based proposal on e-commerce, which may be relevant for submissions 2018-014 (*Guidelines for Phytosanitary of International Mail Items*) and 2018-021 (*Requirement for phytosanitary certificate on cross-border online-shopping plants, plant products and other regulated articles*). The TFT suggested that these submissions be considered by CPM in context with the project proposal and that the materials developed may be included in the project deliverables. However, the TFT considered that it was not clear how these topics could be progressed and additional thought or information was needed to identify the IPPC outcome that they would progress or achieve. The TFT therefore agreed to not recommend a specific kind of material for these projects but to indicate that this was to be determined within the e-commerce action plan. The TFT noted that the submitter did not provide sufficient information in their submissions, which did not include draft specifications or draft outlines as requested. The TFT therefore agreed on assigning low priorities (priority 4) for these topics. The TFT chairperson noted that the papers presented to the CPM-14 on the e-commerce project proposal and TFAP would contain reference to the relevant topics submitted during the Call for Topics.
- [18] One member suggested that the CPM should give more consideration on how to deal with pathway standards, noting that the outcomes of the Focus Group on commodity and pathway standards will be discussed during CPM-14 (2019). The TFT also suggested that the CPM Bureau should discuss and propose a way forward for those topics.
- [19] **Risk-based inspection:** The TFT had recommended that the SC and IC jointly consider how to address topic 2018-022 (*Risk based inspection of imported consignments*). The TFT noted that the SC did not support development of a standard, considering the problem a national issue. An IC member of the TFT clarified that while the IC supported development of an implementation material for the topic, they agreed to delay work on it to a later stage in order to take into account work conducted by NAPPO and other organizations. He noted that as discussed earlier, already available material should be considered before committing to developing new IPPC materials so as not to duplicate efforts. The TFT agreed to assign priority 3 to this topic and recommended that the Secretariat contact the submitter to discuss the best approach to moving this topic forward.
- [20] **Scope of the call:** The TFT agreed not to recommend some topics to CPM because they were considered outside the scope of the SC or IC. The TFT discussed which topics should be under the remit of the committees and which could be better addressed by other IPPC bodies. For example, the TFT recommended that topic 2018-034 (*Advocacy materials on ePhyto*) should be considered within the ePhyto activity, which is not reporting to the IC. Furthermore, regarding topic 2018-033 (*Symposium on implementation of the Convention and ISPMs*), the IC had agreed to seek guidance from the Bureau on whether a symposium should be considered as implementation topic. One member suggested that these topics be considered as outreach and awareness issues and that the TFT should find a way of addressing these and similar future activities. The TFT agreed to request the Bureau to discuss and propose a way forward for those topics.

- [21] The TFT agreed that the scope of the call and the kind of activities solicited during the call needed to be clarified. They recommended to seek guidance from the Bureau on the scope of the call and proposed to consider the Bureau's guidance when the process of the call is reviewed.
- [22] **Resubmission of topic proposals.** The TFT agreed not to recommend some topics to CPM because the submissions did not provide sufficient information. For example, topic 2018-024 (*Pest free olive plants (Olea europaea) for international trade*) did not include a draft specification and the SC had suggested the proposal could be strengthened and resubmitted once CPM has agreed on the approach for commodity and pathway standards. The TFT considered topic 2018-029 (*Guidelines for field inspection*) to be relevant, but noted that the submission did not clearly define the problem, and therefore did not recommend it to CPM. The TFT encouraged submitters to consider resubmitting strengthened proposals during the next call, noting also the planned training sessions on the Call for Topics during the 2019 IPPC Regional Workshops and CPM-15 (2020).
- [23] **How to include new topics in SC and IC lists of topics.** The TFT discussed the next steps after CPM-14 adopts new topics. The TFT considered that the process of the Call for Topics should, as a final step, describe how adopted topics are included in the SC and IC's respective lists of topics.
- [24] The Secretariat informed that the SC in their paper⁴ to CPM-14 recommends CPM to include two topics for standards (2018-009: *ISPM 38- International movement of seeds: Annex 1 - Design and use of systems approaches for phytosanitary certification of seeds* and 2018-011: *Criteria for the determination of host status for fruit flies based on available information*) in the LoT. The TFT noted that while the SC process for including topics in their LoT was clear, the IC currently has no such process in place. The TFT suggested that the current list of implementation and capacity development (ICD) topics should be presented to CPM-14 to inform contracting parties of items that are already being worked on.
- [25] The Secretariat suggested that the IC adopt an approach for their list of ICD topics similar to the SC, and that for the moment, the two lists of topics be maintained separately. One TFT member suggested that the TFT consider the appropriate approach during their review of the process of the call. The Secretariat noted that the Framework for Standards and Implementation could be one option to show what the IPPC community needs as a big picture and that the database currently being used for the *LoT for IPPC standards* could be adapted for implementation topics.
- [26] The TFT agreed to include requesting SC and IC to integrate adopted topics in their respective lists of topics⁵ in their recommendations to the CPM.
- [27] **Work programme vs list of topics.** The Secretariat questioned whether to distinguish between the lists of topics as the committees' overarching "work programmes", which contain all agreed upon topics, and their annual "work plans", which outline the activities undertaken by the committees and associated Secretariat units on topics that are currently progressing. She noted that the SC through their annual adjustments of priorities for topics on the LoT determines which activities will be undertaken during the year, given available resources. One participant noted that at the moment the IC only has the list of ICD topics and resources are needed to deliver most of these topics. He noted that topics with the highest priority that had resources available would be the first to be worked on.
- [28] One member suggested that one of the lessons learned from the joint call was that both SC and IC would have to review their processes to integrate new topics, including where and how their lists of

⁴ CPM 2019/05

⁵ List of Topics of IPPC Standards, available at: <https://www.ippc.int/en/core-activities/standards-setting/list-topics-ippc-standards/list>; List of Implementation and Capacity development topics, available at: <https://www.ippc.int/en/core-activities/capacity-development/>

topics should be maintained and how they are connected to developing a work programme with associated priorities to be presented to CPM.

[29] **Financial resources for delivery of topics.** One member highlighted again that execution of the topics required appropriate resourcing, noting as example the evaluation of the Surveillance pilot project, which had identified that insufficient resources had resulted in the project not being effectively delivered. He was worried that adding topics to the list of ICD topics may set unrealistic expectations on their actual delivery and suggested that they be highlighted as “proposed topics” and to solicit financial and other resources to execute them. The TFT noted that the SC list of topics contains a number of topics that are either “pending”, awaiting necessary information or decisions, or have very low priority and are thus not progressing in the SC work plan. The TFT suggested that the IFU, being largely project-funded, should focus their work planning on high priority topics for which resources have been identified and recommended resource mobilization efforts be targeted to high priority topics. The TFT agreed to recommend to CPM that contracting parties and other donors be invited to review the lists of topics and consider supporting high priority topics with financial or in-kind contributions.

[30] **Framework for Standards and Implementation.** The TFT recalled the request to consider the Framework for Standards and Implementation when developing their recommendations but noted that the document is currently undergoing revision. The TFT therefore suggested that the SC and IC incorporate the adopted topics into the revised Framework when it becomes available. The Secretariat noted that the Framework for Standards and Implementation would provide a good opportunity to present an integrated view of the ongoing activities as outlined in the lists of topics.

[31] The TFT agreed to:

- *invite* the CPM-14 (2019) to *note* the TFT recommendations on SC subjects (Glossary terms and Diagnostic protocols) as outlined in Tables 1 and 2 of Appendix 4
- *recommend* the CPM (2019) to adopt recommended topics for standards and implementation materials with associated priorities as outlined in Table 3 of Appendix 4.
- *request* the SC and IC to include the topics adopted by the CPM-14 (2019) in their respective lists of topics
- *encourage* contracting parties to consider providing support and resources for high priority topics adopted by CPM.
- *encourage* contracting parties to consider resubmitting strengthened proposals for topics not recommended by the TFT in the next call for topics.
- *request* the Bureau to provide guidance to the TFT on the scope of the call for topics and the activities that should be solicited during the call for topics
- *request* the Bureau to discuss and propose a way forward for topics not recommended by the TFT or where a priority is recommended but the next steps are not clear.

3. Follow-up actions

[32] The Secretariat presented the paper containing an outline of follow-up actions for the TFT during 2019⁶. She noted that these were the result of discussions during the various meetings and reflected the experience and lessons learned during the first instance of this new process. The TFT noted that these additional activities should be limited to this year, as the call, once the process is finalized and established, should be managed more easily. The main activities for the Secretariat and the TFT to complete before the next call for topics is issued in 2020 are:

⁶ 06_TFT_2019_Jan

- Revision of Terms of Reference(ToR)/Rules of Procedure(RoP)⁷ of the TFT and process/timeline of the call for topics
- Revision of submission forms and checklist for assessment
- Development of training material and delivery of Training sessions for contracting parties to submit complete and widely supported topic proposals (for IPPC Regional Workshops and CPM-15 in 2020)

3.1 Review of TFT Terms of Reference and Call for Topics process

[33] The TFT agreed to review the ToR/RoP of the TFT and the process of the Call after CPM-14 during an e-forum in the end of April and present proposed changes to the CPM Bureau. The Secretariat suggested that the TFT members of the committees could present the outcomes of the review during their May 2019 meetings and request feedback from other committee members. This could then also be considered in the proposal presented to the June 2019 Bureau meeting and SPG 2019 before being presented to CPM-15 (2020).

3.2 Training sessions on topic proposal for call for topics

[34] The TFT noted the importance of developing capacity of contracting parties in the normative work during standards development, including the submission of topic proposals, and agreed to contribute to the Secretariat's work on training sessions during IPPC Regional Workshops. One member highlighted the need to raise awareness on topics in the regions and noted the value of the proposed training sessions during the regional workshops. One member noted that the Australian NPPO had developed training materials and workshops for proposal submissions and agreed to share these with the Secretariat.

[35] The Secretariat noted that the SC/IC members present at the regional workshops should be involved in the delivery of the training sessions and suggested that experiences and lessons learned from these should be incorporated into the proposed side session on the call for topics during CPM-15 (2020) and future training sessions.

3.3 TFT e-forum

[36] The Secretariat informed the TFT of tentative dates for e-forums, during which revisions of documents would be discussed.

[37] The TFT

- *Agreed* to contribute to the development of training materials and training sessions for topic submissions
- *Agreed* to review the Terms of Reference (ToR)/Rules of Procedure (RoP) of the TFT and the Process of the Call and lessons learned to be presented to the June 2019 Bureau meeting with input from the IC and SC
- *Noted* the proposed timelines for follow-up actions as presented in Appendix 5.

⁷ Terms of Reference and Rules of Procedure of the Task Force on Topics is available at: <https://www.ippc.int/en/publications/85795/>

4. Any other business

4.1 Impacts and benefits of the new procedure for call for topics

[38] The TFT noted the discussion paper developed by the Secretariat for CPM-14 on the impacts and benefits of the new procedure for the call for topics, which was provided to the TFT for information purposes.

5. Closing of the meeting

[39] TFT members thanked the Secretariat for their support during this first joint call and agreed to assist in the further development of necessary materials. The TFT chairperson thanked the TFT members for their active participation and highlighted the need to have a revised process in place before the next call for topics.

[40] The Secretariat thanked the TFT for their commitment, also for the necessary follow up actions, expressed their appreciation to the TFT chairperson for her excellent guidance during this first joint call for topics and closed the meeting.

Appendix 01: Agenda

Agenda Item	Document No.	Presenter
1. Opening of the Meeting		
1.1 Welcome by the IPPC Secretariat and administrative matters <ul style="list-style-type: none"> Documents list Participants list 	02_TFT_2019_Jan 03_TFT_2019_Jan	GORITSCHNIG
1.2 Adoption of the agenda and election of the rapporteur	01_TFT_2019_Jan	CHAIRPERSON
2. Review of SC/IC recommendations for topic submissions <ul style="list-style-type: none"> Report from 2018 October TFT meeting 	Link to the Call for Topics page Link to TFT October 2018 meeting report	
2.1 Excerpts from Reports relevant to TFT: SPG 2018, SC and IC November 2018, Bureau December 2018	04_TFT_2019_Jan	Secretariat
2.2 Draft TFT recommendations to CPM	05_TFT_2019_Jan	ALL
3. Follow-up actions		
3.1 Review of TFT ToR and Call for Topics process <ul style="list-style-type: none"> Timeline for review of TFT ToR and process for call 	Link to ToR of TFT Link to process of Call for topics 06_TFT_2019_Jan	CHAIRPERSON Secretariat
3.2 Call for Topics training sessions <ul style="list-style-type: none"> Standing agenda item on Call for topics in regional workshops – TFT proposal of content and involvement to be presented to SC/IC May 		Secretariat
3.3 TFT e-forum: <ul style="list-style-type: none"> New submission forms Checklist ToR of TFT Process for call for topics 		Secretariat
4. Any other business		CHAIRPERSON
4.1 Impacts and benefits of the new procedure for call for topics – CPM paper prepared by Secretariat	07_TFT_2019_Jan	Secretariat
5. Closing of the meeting	-	IPPC Secretariat/ CHAIRPERSON

Appendix 02: Documents list

1. DOCUMENT NO.	2. AGENDA ITEM	3. DOCUMENT TITLE	4. DATE POSTED /DISTRIBUTED
Other Documents			
01_TFT_2019_Jan	1.2	Draft Agenda	2019-01-14 2019-01-17
02_TFT_2019_Jan	1.1	Documents List	2019-01-14 2019-01-21
03_TFT_2019_Jan	1.1	Participants List	2019-01-14 2019-01-21
04_TFT_2019_Jan	2.1	Excerpts from Reports relevant to TFT	2019-01-14
05_TFT_2019_Jan	2.2	Draft TFT recommendations to CPM	2019-01-14
06_TFT_2019_Jan	3.1	Draft imeline for review of TFT follow-up actions	2019-01-21
07_TFT_2019-Jan	4.1	Impacts and benefits of the new procedure for call for topics	2019-01-17

IPP LINKS:	Agenda item
Link to the Call for Topics page	2
Link to TFT October 2018 meeting report	2
Link to TFT ToR and RoP	3
Link to the process of the Call for Topics: standards and implementation	3

Appendix 03: Participants list**TFT members attending the meeting:**

Region/ Role	Name, mailing, address, telephone	Email address
Bureau Representative/ TFT Chairperson	Ms Lois RANSOM Assistant Secretary, Plant Import Operations Department of Agriculture and Water Resources, Australia GPO Box 858 Canberra ACT 2601 AUSTRALIA Tel:(+61) 2 6272 3241 Mobile:+61 466 327 114	lois.ransom@agriculture.gov.au; loisransom@yahoo.com
SC Member	Mr Alvaro SEPULVEDA LUQUE Ingeniero Agrónomo / Encargado de Importaciones Servicio Agri-cola y Ganadero Servicio Agrícola y Ganadero División Protección Agrícola y Forestal Av. Bulnes No. 140, 3er. Piso Santiago de Chile Chile Tel:+56 2 2345 1454 Fax:+56 2 2345 1203	alvaro.sepulveda@sag.gob.cl; asepulvedal@hotmail.com
IC Member	Ms Olga LAVRENTJEVA Adviser Plant Health Department Ministry of Rural Affairs of the Republic of Estonia Ministry of Rural Affairs of the Republic of Estonia Lai tn 39 // Lai tn 41, 15056 Tallinn, Estonia Tel:+372 625 6535	Olga.Lavrentjeva@agri.ee; olga.lavrentjeva@gmail.com
IC Member	Mr Chris DALE Assistant Director International Plant Health Program / Plant Health Policy Branch / Plant Division Department of Agriculture 7 London Circuit, Canberra ACT 2601 GPO Box 858 Canberra 2601 AUSTRALIA Tel:+61 6272-5192 Mobile:+61 408646281	chris.dale@agriculture.gov.au; christopherjohndale@gmail.com
SC Member	Mr Ezequiel FERRO Ingeniero Ageónomo / Argentina National Plant Protection Organization: National Service of Agrifood Health and Quality (SENASA)	eferro@senasa.gob.ar; dnpv@senasa.gov.ar

Region/ Role	Name, mailing, address, telephone	Email address
	Av. Paseo Colon 315, 4° Piso, Oficina 5 Codigo Postal: C1063ACD Ciudad Autónoma de Buenos Aires Argentina Tel:(+5411)41215091	
IC Member	Ms Faith NDUNGE Head biosafety and phytosanitary services Kenya Plant Health Inspectorate Services P.O.Box 49592-00100, Nairobi Tel:+254722697674 Mobile:+254722697674	ndungeq@yahoo.com; fndunge@kephis.org

TFT members not attending the meeting

Region/ Role	Name, mailing, address, telephone	Email address
SC Member	Mr Rajesh RAMARATHNAM Senior Specialist Canadian Food Inspection Agency Government of Canada International Phytosanitary Standards Section Canadian Food Inspection Agency 59 Camelot Drive Nepean, Ontario K1A 0Y9 Canada Tel:613-773-7122	Rajesh.Ramarathnam@canada.ca; mailrajeshr15@gmail.com

IPPC Secretariat

Role	Name, mailing, address, telephone	Email address
IPPC Secretariat	Ms Sandra GORITSCHNIG Standard Setting Associate Tel: (+39) 06 570-50160	Sandra.Goritschnig@fao.org
IPPC Secretariat	Ms Masumi YAMAMOTO Phytosanitary consultant Tel:(+39) 06-570-50125	masumi.yamamoto@fao.org
IPPC Secretariat	Mr Brent LARSON Implementation Facilitation Unit lead Tel:(+39) 06-570-54915	Brent.larson@fao.org

Appendix 04: TFT recommendations to CPM-14

Abbreviations used: N/A, not applicable; TBD, to be determined

Table 1: Submissions for terms for Glossary (considered by SC):

Row No.	Topic No.	Title	Submitter (Support)	TFT Summary	SC comment	TFT Score (0-5)	Proposed material	TFT recommended material	TFT recommended priority
1	2018-005	ISPM 5 definition of term "Harmful Organism"	Sri Lanka	TFT considered that the submission highlights issue on the use of terms, especially when dealing with phytosanitary certificates. Use of IPPC language on official documents should be encouraged. IC could be the appropriate forum to investigate the issue. At the moment this is no issue for ISPM5.	N/A	0	Glossary term	Not recommended	N/A
2	2018-010	Amendment to ISPM 5. Revision on the term "Incidence".	USA (Australia, New Zealand, Canada)	TFT considered that the impact of the issue is unclear, as it deals with the use of the term in research vs phytosanitary measures. TFT recommends to the SC and TPG to consider from a glossary perspective on the accuracy of the terms as highlighted in the submission and the consistent use of the terms in the ISPMs.	SC added term to TPG work programme, for proposed deletion from the Glossary	TBD	Glossary term (Revision)	Glossary term (deletion)	N/A

Table 2: Submissions for Diagnostic protocols for regulated pests (considered by SC):

Row No.	Topic No.	Title	Submitter (Support)	TFT Summary	SC comment	TFT Score (0-5)	Proposed material	TFT recommended material	TFT recommended priority
3	2018-006	ISPM 27 Annex DP: <i>Mononychelus tanajoa</i>	CAHFSA	TFT considered that proposed DP addresses significant food staple crop and a significant pest, harmonization of diagnostics is desirable. Multiple regions are affected, it is a regulated pest in multiple species. Topic is already in Framework for standards and implementation, TPDP have assessed it.	SC added to List of Topics with recommended priority	5	Diagnostic Protocol	Diagnostic Protocol	1

Row No.	Topic No.	Title	Submitter (Support)	TFT Summary	SC comment	TFT Score (0-5)	Proposed material	TFT recommended material	TFT recommended priority
4	2018-025	ISPM 27 Annex DP: <i>Citrus leprosis virus</i>	CAHFSA	TFT considered that the issue addresses a significant crop and regulated pest that affects multiple regions. Harmonized protocol will be beneficial. TFT recommends to modify title to “viruses” and the TPDP to evaluate relevant CLV species.	SC added to List of Topics with recommended priority	5	Diagnostic Protocol	Diagnostic Protocol	1
5	2018-030	ISPM 27 Annex DP: Psyllid vectors of <i>Candidatus Liberibacter solanacearum</i>	Japan	TFT considered that the topic addresses a significant crop and regulated pest, it is a global issue in multiple regions. Scope of the DP needs evaluation, whether it should be expanded to Psyllids in general (at genus level) or limited to those that vector specific diseases.	SC added to List of Topics with recommended priority	5	Diagnostic Protocol	Diagnostic Protocol	1
6	2018-031	ISPM 27 Annex DP: <i>Pospiviroid</i> species (except <i>Potato spindle tuber viroid</i> (DP 7))	Japan	TFT considered that the topic addresses a significant pest that is regulated in seed, but has a narrow host range, affecting mainly Solanaceae. Harmonization in seed testing would be useful, as this has global impact.	SC added to List of Topics with recommended priority	4	Diagnostic Protocol	Diagnostic Protocol	2
7	2018-032	ISPM 27 Annex DP: <i>Acidovorax avenae</i> subsp. <i>Citrulli</i>	Japan	TFT considered that the topic addresses a regulated pest in multiple regions on significant crop with global relevance, transmitted by seeds and seedlings of mainly cucurbit species traded internationally. Some diagnostics material outside of IPPC available.	SC added to List of Topics with recommended priority	4	Diagnostic Protocol	Diagnostic Protocol	2
8	2018-019	ISPM 27 Annex DP: <i>Meloidogyne mali</i>	China	TFT considered that the submission was incomplete, missing DP specific additional information. It is a significant pest of planting material at global level and may be relevant for non-commodity pathways where soil is a contaminant. TFT suggests considering development of diagnostics at the genus level.	SC added to List of Topics with recommended priority	3	Diagnostic Protocol	Diagnostic Protocol	3
9	2018-015	ISPM 27 Annex DP: <i>Cronartium comandrae</i> Peck	China	TFT considered that the issue was not very important, thus assigned a lower priority. The pest has an economic and environmental impact but only on regional level, not globally. TPDP should assess utility and feasibility of a DP.	SC added to List of Topics with recommended priority	2	Diagnostic Protocol	Diagnostic Protocol	4
10	2018-016	ISPM 27 Annex DP: <i>Ceruela virgata</i> (Da Costa, 1778)	China	TFT considered that the issue is relevant, however the topic deals with contaminating species, thus diagnostics are not as important as detection of contaminant in a consignment. International harmonization of diagnostics is not necessary for this issue.	SC agreed with the TFT recommendations that these should not be included on the work programme	-	Diagnostic Protocol	Not recommended	N/A

Row No.	Topic No.	Title	Submitter (Support)	TFT Summary	SC comment	TFT Score (0-5)	Proposed material	TFT recommended material	TFT recommended priority
11	2018-018	ISPM 27 Annex DP: <i>Hylotrupes bajulus</i>	China	TFT considered that the submission was incomplete. The pest is of low importance globally, harmonization of diagnostics is not necessary.	SC agreed with the TFT recommendations that these should not be included on the work programme	-	Diagnostic Protocol	Not recommended	N/A
12	2018-020	ISPM 27 Annex DP: Pathogenic fungus of Bull's-eye rot on apple (<i>Neofabraea</i> spp.)	China	TFT considered that the pest is not important at global level. TFT noted that development of diagnostic methods is outside the scope of the TPDP.	SC agreed with the TFT recommendations that these should not be included on the work programme	-	Diagnostic Protocol	Not recommended	N/A

Table 3: Submissions for standards or implementation resources (grouped by similar topic themes; considered by SC and IC):

Row No.	Topic No.	Title	Submitter (Support)	TFT Summary	SC/IC comment	TFT Score (0-5)	Proposed material	TFT recommended material	TFT recommended priority
13	2018-007	Implementation of official control (ISPM 5; Supplement 1) and pest free areas (ISPM 4).	Australia	TFT considered that the proposal is potentially complementary to work on <i>guide on "Pest status"</i> that is on the list of implementation topics. The topic could be incorporated in this guide, which should be linked to the ongoing <i>Revision of ISPM 8</i> (topic 2009-005). The submitter should provide the Secretariat with additional information to clearly identify the issue, which TFT considered was more about the determination of pest status than additional guidance on the concept of official control and differentiation from application of measures in Pest Free Areas.	IC agreed to the TFT recommendation.	3	Implementation (Guide)	Implementation (Guide)	3

Row No.	Topic No.	Title	Submitter (Support)	TFT Summary	SC/IC comment	TFT Score (0-5)	Proposed material	TFT recommended material	TFT recommended priority
14	2018-008	Development and implementation of regulations and legislation to manage phytosanitary risks on regulated articles for NPPOs	Australia	TFT considered that the topic addresses a gap in phytosanitary legislations covering regulated articles other than plants and plant products (e.g. mail, containers). PCE could be a starting point, The proposed guidance could be complementary to the PCE tool in addressing the practical implementation of legislation and regulation. The TFT noted that topic <i>PCE tool, Strategy and policies for implementation</i> is on the list of implementation topics with priority 1. TFT noted that while the focus might be on regulated articles there will be the need for guidance on integrating into a regulatory framework to be able to address pest management requirements in ISPMs for all regulated items. TFT considered SC and IC discussions and increased the priority from 2 to 1.	SC recommended the IC consider changing the priority from 2 to 1. IC recommended the priority is changed from 2 to 1 based on the consideration that there are not sufficient resources available for Contracting Parties to assist in the implementation of CPM priorities such as Sea Containers Task Force (SCTF) activities. Outputs of the PCE could facilitate the work.	4	Implementation (Guide)	Implementation (Guide)	1
15	2018-009 2018-009A	ISPM 38- International movement of seeds: Annex 1 - Design and use of systems approaches for phytosanitary certification of seeds	NAPPO (Australia, Chile, USA, CAHFSA, OIRSA, ASTA, ISF, CSTA, SAA)	TFT considered that the topic submission has considerable global support from governments and industry. It will help in developing systems approaches and has links to the draft ISPM on <i>Authorization of entities</i> (2014-002). It addresses a global problem that will need a global solution.	SC agreed with TFT	5	Standard (Annex)	Standard (Annex)	1
16	2018-036	Guidance on assessing the risk of introduction of pests with seeds	EPPO	The TFT considered that the submitted topic clearly addresses a common and widespread problem that has global impact and represents an important challenge. It aligns with IPPC Strategic Framework and IPPC mandate, links with topic 2015-010 (<i>Supplement to ISPM 11</i>), for which it could provide case studies. It would be a good opportunity for SC and IC to work together.	SC agreed with TFT and notes links with ISPM 38 and topics 2015-010 and 2018-009. IC agreed to the TFT recommendation and noted this topic should be considered in relation with 2018-009.	4	Implementation (Guide)	Implementation guide for ISPM 11	1

Row No.	Topic No.	Title	Submitter (Support)	TFT Summary	SC/IC comment	TFT Score (0-5)	Proposed material	TFT recommended material	TFT recommended priority
17	2018-011	Criteria for the determination of host status for fruit flies based on available information (Annex to ISPM 37).	USA	The submitted topic addresses need for guidance to evaluate existing literature on host status of fruit flies, which are pests of global impact. TFT agrees that an Annex would be the appropriate material. Priority was considered low as no major issues had been identified yet, and the TFT noted an APPPC regional standard is available related to fruit fly host status.	SC considered that this was important, but not an urgent topic, and could be of value when developing commodity standards.	4	Standard (Annex)	Standard (Annex)	3
18	2018-035	Revision of ISPM26 : Establishment of Pest Free Areas for Fruit Flies (Tephritidae)	Japan	The problem indicated in the submission is not clear and the TFT considered it not globally recognized. Standard in its current form is practical and functional. The proposed argument was not sufficient to justify revision of the existing standard as it could lead to conflict and misinterpretation.	SC agreed not to include in work programme	1	Standard (Revision)	Not recommended	N/A
19	2018-012	ISPM 15 implementation guidelines for non-compliance	USA	TFT considered whether the issue is non-compliance or effectiveness of the treatment and agreed that it would be beneficial to develop implementation material on decision making on actions around non-compliance and effectiveness of treatments, specifically for ISPM15 (or could also apply to ISPM13?). TFT noted potential synergy with topic submission 2018-027 and recommended also considering information from IFQRG.	SC recommended involving the TPFQ's expertise. IC agreed to the TFT recommendation.	4	Implementation (Guide)	Implementation (Guide)	2
20	2018-027	Managing non-compliant treated consignments	New Zealand	The submission proposes development of guidance material on measures when non-target pest is detected after treatment. The TFT considered that the proposal has merit and that consistency would be useful. They questioned whether in the interest of harmonization it better be developed as a standard/annex, as guidance material or both (i.e. implementation guide to elaborate more on the standard). TFT suggested to consider together with topic 2018-012 (which could be a case study). TFT considered SC and IC discussions and agreed implementation resource should be developed.	SC recommended that implementation guidance is produced in the first instance and that further discussion on the process for the development of a standard or an annex can take place if the need for harmonization is subsequently identified. IC agreed that implementation resource should be developed maintaining priority 2.	4	Implementation (Guide)	Implementation (Guide)	2

Row No.	Topic No.	Title	Submitter (Support)	TFT Summary	SC/IC comment	TFT Score (0-5)	Proposed material	TFT recommended material	TFT recommended priority
21	2018-028	Developing Phytosanitary Security Procedures	New Zealand	The submission proposes development of a guide on phytosanitary security after certification. The TFT considered that it is a problem of global importance, having regional support (APPPC). A solution has already been developed and the IC could see if it can be adjusted to apply globally and also to consider the existing Export Certification guide and to link with other non-compliance topics.	IC agreed to the TFT recommendation and noted that existing materials should be considered.	4.5	Implementation (Guide)	Implementation (Guide)	1
22	2018-013	Guidelines for designing of plant quarantine laboratories	China	The submission proposed development of a standard, however, TFT notes available ISO standard and Plant Diagnostics guide.	IC agreed to the TFT recommendation.	2	Standard (Reference)	Implementation (Reference material)	4
23	2018-014	Guidelines for Phytosanitary of International Mail Items	China	TFT agreed that it is an important topic with linkages to commodity and pathway standards and considered that it could be addressed within the context of the project proposal on e-commerce. No draft specification was provided, and preliminary work would be needed, therefore low priority was assigned. TFT also recommended considering the submission in view of discussions on the e-commerce work plan and Trade facilitation action plan.	SC considered that this was an important issue and priority 4 might not be appropriate, and recommended that the priority is allocated after the CPM discussion.	4	Standard (Pathway specific)	TBD within e-commerce action plan	4
24	2018-017	Guidelines for the management of plants and plant products carried by entry passengers	China	The TFT noted that the issue addresses a complex global problem with linkage to CITES, OIE, Codex and WHO, but considered that a standard would not appropriate. A solution may need to harmonize a suite of approaches including awareness raising, development of promotional material, IATA standards or other pathways. Perhaps this could be a topic for consideration within the IYPH context as a focus for awareness material. TFT encouraged IC and IYPH Steering committee to consider the proposal.	IC agreed to the TFT recommendation.	4	Standard (Pathway specific)	Implementation materials (Awareness materials)	2
25	2018-021	Requirement for phytosanitary certificate on cross-border online-shopping plants, plant products and other regulated articles.	China	The submission proposes guidance material for ISPM12, specifically for online shopping. TFT considered it an important topic, which could be linked to topic submission 2018-014. More background information is needed. TFT recommended to discuss in conjunction with topic for mail pathways (2018-014) and to be considered for the e-commerce work plan project proposal.	IC agreed to the TFT recommendation. IC also agreed the topic would be discussed by the IC in the context of the CPM outcome on e-commerce project Work Plan and Budget.	4	Implementation (guide)	TBD within e-commerce action plan	4

Row No.	Topic No.	Title	Submitter (Support)	TFT Summary	SC/IC comment	TFT Score (0-5)	Proposed material	TFT recommended material	TFT recommended priority
26	2018-022	Risk based inspection of imported consignments	Republic of Korea (NAPPO)	The submission proposes to introduce risk management concepts into inspection (ISPM23), but could also apply to sampling (ISPM31) and pest risk categorization (ISPM32). TFT considered that risk-based inspection was more appropriate for the focussed and efficient use of resources based on the risk and noted that NAPPO was developing a manual on risk-based sampling.. TFT considered SC and IC discussions and agreed implementation resource should be developed and information from submitters could be considered as the basis for this material.	[41] Some SC members considered that this is a national issue, harmonization through a standard is not appropriate and therefore only supported the production of implementation material on this topic. IC recommended to defer the development of an implementation resource to a later stage to take into account work conducted by a RPPO and other organizations.	4	Standard (Concept, Appendix)	Implementation material	3
27	2018-023	Smart phone application to monitor <i>Xylella fastidiosa</i> for all relevant stakeholders and a mapping system to follow up on its global distribution	Libya	The TFT recommends considering the following four topics relevant to <i>Xylella fastidiosa</i> jointly: This submission proposes development of a surveillance tool, but did not provide sufficient information on the problem. TFT recommends IC to consider within the context of the review of the surveillance pilot and strategy and to consider how to use tools developed and maintained outside the IPPC.	IC agreed to the TFT recommendation. IC noted that there is possible lack of capacities and difficulties to be faced through the FAO established process for the development apps. The IC also noted that this topic might be considered by the IC in the context of the surveillance pilot and contributed resources.	3	Implementation (other)	Tool available on the IPP ⁸	4

⁸ IPPC Implementation and Capacity Development Guides and training materials: <https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/>

Row No.	Topic No.	Title	Submitter (Support)	TFT Summary	SC/IC comment	TFT Score (0-5)	Proposed material	TFT recommended material	TFT recommended priority
28	2018-024	Pest free olive plants (<i>Olea europaea</i>) for international trade	Libya	The submission was incomplete, missing a draft specification. The topic is important, dealing with a serious pest of concern and could be linked to commodity standards, a mechanism for which is under development. Specification is needed for assessment. . The TFT agreed with SC recommendation.	This submission for a commodity standard was incomplete, but relates to an important pest. The SC decided not to recommend the topic, but considered it could be strengthened and resubmitted once the CPM has agreed a way forward for commodity and pathway standards.	3	Standard (Commodity specific)	Not recommended	N/A
29	2018-037	Guidelines for surveillance of <i>Xylella fastidiosa</i>	EPPO	This topic submission together with 2018-038 deals with a high priority pest and should be considered within the context of emergency issues in the IPPC community. TFT recommends that EPPO materials be connected with surveillance expertise globally, consolidated and rebranded as an IPPC recognised guideline from international point of view. Additional material from other regions should be connected. An appropriate framework should be developed for high priority pests, which connects information on practical management, the involvement of the IPPC relevant bodies and guidance to the NPPOs.	SC agreed with the TFT recommendations to develop implementation material. IC agreed to the TFT recommendation. It was noted that this topic might be considered by the IC in the context of the surveillance pilot and contributed resources.	4	Implementation (Guide)	Implementation (Guide)	1
30	2018-038	Guidelines for inspection of consignments for <i>Xylella fastidiosa</i> at points of entry	EPPO	See above comment on topic 2018-037	IC agreed to the TFT recommendation.	4	Implementation (Guide)	Implementation (Guide)	1

Row No.	Topic No.	Title	Submitter (Support)	TFT Summary	SC/IC comment	TFT Score (0-5)	Proposed material	TFT recommended material	TFT recommended priority
31	2018-026	Safe Import of Food and Other Aid	PPPO	The submission proposes development of a standard on how to provide humanitarian aid without compromising phytosanitary security. The TFT recognized the issue and stressed that the IPPC is the main global body to provide standards and guidance on phytosanitary issues and should address this topic urgently. The TFT recommended that CPM consider the appropriate mechanism to advance the topic (e.g. CPM recommendation adopted during ministerial CPM 2020) and also to raise awareness. The title should reflect that it applies also to regulated articles.	The SC agreed with TFT to develop a CPM Recommendation for adoption during the ministerial-level CPM in 2020. IC agreed to the TFT recommendation. The IC noted that not only plants and plant products but also non-plant products including machineries and vehicles would also be included in the scope.	5	Standard (Concept)	CPM Recommendation (for adoption during ministerial CPM in 2020)	1
32	2018-029	Guidelines for field inspection	Japan	Submission proposes to develop guidance on performing field inspection as phytosanitary measure for certification in the exporting country. The TFT considered that several ISPMs are relevant but the problem was not clearly defined. The TFT considered that a standard would not be a practical solution, that the scope needed to be clarified and additional information be requested. Other resources are available, which should be considered for resubmission of strengthened proposal during the next call for topics.	N/A	2	Standard (Concept)	Not recommended	N/A
33	2018-033	Symposium on implementation of the Convention and ISPMs	Japan	The TFT considered that the proposal is outside of the scope of the IC work programme. Similar symposia are being organised by other contracting parties, and could perhaps be coordinated. TFT recommended that the proposed symposium is noted but should not be recommended to CPM. CPM Bureau could consider a place or mechanism for organisation of symposia as part of IPPC activities in their review of the scope of the Call for Topics.	IC requested the submitter to provide additional clarification to the TFT. The IC agreed to seek guidance from Bureau whether symposium should be included into the implementation topics prior to the TFT meeting.	N/A	Implementation (other)	Not recommended	N/A
34	2018-034	Advocacy materials on ePhyto	Japan	The TFT considered that the proposal is outside the scope of IC work programme and referred it to Bureau to recommend to the ePhyto Steering Group.	IC agreed to the TFT recommendation.	N/A	Implementation (other)	Within ePhyto activities	N/A

Row No.	Topic No.	Title	Submitter (Support)	TFT Summary	SC/IC comment	TFT Score (0-5)	Proposed material	TFT recommended material	TFT recommended priority
35	2018-039	Amendment to ISPM 39 to address wooden logs with bark	India	TFT considered the submission as not a valid topic within the remit of the SC or IC and note that research needs to be done before the TPPT can consider it. TFT suggests that SC request IFQRG consider the validity/feasibility of the proposal and whether there is research available/ongoing on the topic. At the moment revision of ISPM 39 is not warranted.	The SC agreed with TFT and agreed not to submit the proposal to IFQRG.	1	Standard (Revision)	Not recommended	N/A
36	2018-040	IPPC Guide on the development and implementation of programmes for the authorization of entities to perform phytosanitary actions	Canada (USA)	The TFT considered that this submission addresses the significant challenge for implementation of an important standard if it is adopted. The TFT considered it a good opportunity for the timely development of an implementation guide for a standard (currently coming from first consultation) and collaboration between SC and IC. TFT considered SC and IC discussions and changed the priority from 1 to 2.	The SC recommended that the topic is added to the work programme, but the implementation material should be developed at a later stage. The SC requested IC coordinate development of implementation guide alongside ISPM The IC agreed to recommend the priority is changed to 2 as the IRSS study could be conducted to identify a baseline and plan of future activities.	5	Implementation (Guide)	Implementation (Guide)	2

Appendix 05: Timeline for TFT Follow-up actions in 2019

2019	Meetings	Task	Responsible
Jan	TFT virtual meeting	CPM paper on TFT recommendations to be finalised	TFT all
Feb	TFT e-forum (11-22 Feb 2019)	e-Forum discussion: Submission form e-Forum discussion: Check list for preliminary assessment	Secretariat/TFT ALL
March		Secretariat develops training material for Regional workshop training sessions	Secretariat
April	CPM-14 (2019) TFT e-Forum (15-30 April 2019)	TFT recommendations presented to CPM-14 e-Forum discussion: Proposed revision of TFT Terms of Reference and Rules of Procedure and Process for Call for Topics e-Forum discussion: Call for Topics training session for IPPC Regional Workshops	TFT Chairperson Secretariat/TFT ALL
May	SC May and IC May	SC/IC discussion on revision of TFT TOR and process of Call for Topics before presenting to CPM Bureau (if needed)	SC/IC Chairperson
Jun	CPM Bureau	TFT proposals on revision of TOR and process of Call for Topics presented to CPM Bureau	Secretariat/ TFT Chairperson
Jul		Material on Call for Topics for RWs is posted on IPP	Secretariat
Aug-Sep	IPPC Regional Workshops	Call for Topics training session to be delivered during IPPC RWs	Secretariat/TFT members (if present at RW)
Oct	SPG and CPM Bureau	TFT proposals on revision of TOR and process of Call for Topics presented to SPG (if needed)	TFT chairperson
2020	Meetings	Task	Responsible
April	CPM-15 (2020)	TFT proposals on revision of TOR and process of Call for Topics presented to CPM-15 Call for Topics training session	TFT Chairperson Secretariat
May	Call for Topics 2020	New process for Call for Topics to start	