



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

As approved by the IC November 2019 meeting

I 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.

II 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 Materials¹.

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.

III 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

¹ 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:
- Relevant national, regional and international resources posted as contributed resources
 - Database of case studies related to the topic of the IPPC Guide or Training Material
- (7) **Dissemination and Communication indicated in the IP:**
- Identification of **main stakeholders** targeted for dissemination of or communication about the IPPC Guide or Training Material and any supplementary materials
 - 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.)
 - Identification of stakeholders that are interested in becoming involved with the topic
 - 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.
 - Creation of a **calendar for implementation** events at international and regional level with identification of responsible people/organizations (see Appendix 1)
 - 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 IP².
- (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:**
- 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.
 - 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

² Ongoing and planned national, regional and global projects to be considered, as well as potential in-kind contribution by NPPOs, RPPOs and international organizations.

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

- 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

IV Review and Update of the Implementation Plan

- 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						