

Information Exchange International Phytosanitary Portal Training Workshop



Regional Workshop for the Central Asian / Eastern European Region countries 30 October – 03 November 2006, Prague, Czech Republic

Venue: Hotel Krystal, José Martího Street 2/407, Prague 6, Czech Republic

Host institutions:

- National plant protection organization (NPPO) of the Czech Republic:
the State Phytosanitary Administration (SPA)
- Secretariat of the International Plant Protection Convention (IPPC)

Organizers: "Comenius - Czech Committee for Co-operation"

Pan-European Society for Culture, Education and Scientific & Technical Co-operation
UN House, nám.Kinských 6, 150 37 Praha 5
Phone: +420 257 890 –111 (or Extensions -240, -241)
Fax: +420 257 890 999
Email: un.ctarc@comenius.cz

Opening

The NPPO of the Czech Republic as the host institution (Ms Jitka Maskova) welcomed the representative of the IPPC Secretariat (Mr. Jan Breithaupt) and all participants with a concise introduction to the program. It was hoped that the participants will enjoy this IPP training workshop and will contribute actively towards a successful and fruitful workshop.

Unfortunately, due to lack of participation of invited Central Asian- and Eastern European National Plant Protection Organizations (NPPO)'s only four out of initially thirteen invited NPPOs attended this workshop. It was therefore –on rather short notice- decided to invite as well a number of other NPPOs who have not been able to participate in similar sub-regional training events conducted in the past (see [Appendix 2](#) for the complete list of participants).

The IPPC Secretariat (Mr. Jan Breithaupt) presented the programme and workshop agenda ([Appendix 3](#)), outlined the objectives and expected outputs, and referred to all background information and handouts prepared for all participants ([Appendix 4](#)).

IPPC Contracting Parties need to be made aware of their reporting obligations under the IPPC, and learn how they can use the International Phytosanitary Portal (IPP) to enter the information concerned, and how to retrieve relevant information entered by the IPPC Secretariat as well as by other countries. Since data entry involves the official contact point, it is important to clarify the role of the contact point with particular reference to information exchange under the IPPC. It is envisaged that the contact points should nominate a person from within their team who will be given the responsibility as "IPP editor". Each IPP editor will have the according access to the IPP in order to enter, maintain and update national information on behalf of the contact point.

The main aim of the workshop was to train nominated editors (and/or Contact Points) in the use of the IPP for retrieval and entry of information. Another objective was to discuss and suggest how the IPP might be further improved and to consider the resources needed for NPPO's to fulfil their reporting obligations under this convention.

History & Background

The IPPC Secretariat recalled the relatively ineffective global plant protection information exchange procedures that operated in the 1980s-90s, when the IPPC has not been institutionalized. The revision of the IPPC in 1997 outlined more precisely the reporting obligations and responsibilities with regards to information exchange among all bodies of this convention. Thus, "information exchange" between contracting parties became key issue. One of the IPPC Secretariat's roles is to facilitate information exchange procedures, maintaining and further improving the IPP, and to provide technical assistance to contracting parties if requested.

The 'creation' of the IPP followed a recommendation made by a working group established by the Interim Commission on Phytosanitary Measures (ICPM) 2001. The IPP was then established as the mechanism for ensuring that information exchange is based on the technological possibilities of the Internet. The IPP was created as a system integrated into the general FAO environment, to ensure reliability and security. It went live in August 2002, incorporating the previous database established by the IPPC Secretariat. Following ICPM recommendations and the approval of the Commission on Phytosanitary Measures (CPM), an IPP Support Group (IPP SG) is in place in order to advise on the future developments of the official IPPC website. IPP SG convened recently in September 2006 to examine the current version and to recommend improvements. The Eighth Meeting of the Informal Working Group on Strategic Planning and Technical Assistance (SPTA-8; 02-06 October 2006) noted the recommendations made by the IPP SG and recommended that a proposal will be presented to the next CPM. The IPP was then further modified to the present version explored during this workshop.

NPPO Information Exchange Reporting Obligations

The IPPC Secretariat recalled the nature of the **reporting obligations** of IPPC Contracting Parties, which concern:

- Pest reports [Articles IV 2(b) & VIII 1(a)]
- Descriptions of the NPPOs [Article IV 4]
- Phytosanitary restrictions, requirements and prohibitions [Article VII 2(b)]
- Points of entry with specific restrictions [Article VII 2(d)]
- Lists of regulated pests [Article VII 2(i)]
- Emergency actions [Article VII 6]
- Official contact point details [Article VIII 2]

The IPPC Secretariat also referred to **optional reporting** issues, which include for instance:

- Organizational arrangements for plant protection [Article IV 4]
- Rationale for phytosanitary requirements [Article VII 2(c)] – this refers to PRA
- Pest status [Article VII 2(j)]
- Non-compliance [Article VII 2(f)]

The IPPC Secretariat discussed the difference between official information versus scientific information. While official information falls into clear defined categories as outlined above, whereby particular ISPMs providing detailed guidance on the form and its required information, scientific information of many types and sources should be applied carefully and

be verified by the Contact Point. Official information is often based on scientific information, which is much more diverse in origin and nature, and which can also be reported by NPPOs. However, it was concluded that both *scientific* and *official* information are relevant to agricultural trade, but their accuracy, reliability and accountability are crucial. In this respect, regulators and scientists should recognize and respect the roles of each other.

The IPPC Secretariat finally stressed that those obligatory reports to the WTO (= WTO Agreement on the Application of Sanitary and Phytosanitary Measures, SPS) that are also relevant to the IPPC are in principle made available in the IPP. However, the automatic data harvesting procedure based on the common use of keywords is presently getting improved and should be available next year under a separate header.

Workshop Discussion

The Workshop discussed the **reporting obligations**-, and the following points were noted:

European Union (<https://www.ippc.int/id/15042?language=en>)

- As soon as the IPPC New Revised Text (IPPC NRT) entered into force in October 2005, the *European Union* (EU) became an IPPC Contracting Party, and that includes all reporting obligations. However, participating countries in this IPP training workshop noted, that the EU has not entered any official information into the IPP up to date. Participants felt that there is a conflict or rather duplication of effort with regard to the fulfilment of these reporting obligations between EU and its member states, which are all contracting parties of the IPPC. Issues that are particularly relevant are the reporting obligations under Article VII 2b on '*Phytosanitary Restrictions, Requirements and Prohibitions*', because all EU member states have the same basis of their phytosanitary legislation.

Hence, it would be highly appreciated if the EU would enter phytosanitary legislation relevant to all EU member states under the above link. In some cases however, it is not clear which data and information should be reported by the EU and/or by the member state itself.

EPPO

- Participating countries noted that the EU regularly publishes very good material on phytosanitary issues. Besides it was noted, that the European and Mediterranean Plant Protection Organization (EPPO) website contains a significant amount of relevant information (<https://www.ippc.int/id/13545?language=en>).

Therefore in most cases it would be only a matter of adding the according *url*-links of the website pages concerned of the EU and EPPO to the IPP (responsibility of the both Contact Points for EU and EPPO). It was recognized that some Contracting Parties (and EU-members) have created these links under their respective NPPO sites in the IPP. However, the question remains, if (-and why) all other EU member states should repeat this effort and duplicate the same information.

The information concerned refers only to legislations, but may include some other publications as well.

Language

- Participants from Russian speaking countries pointed out their language difficulties, and inquired about the possibility of documents being translated into Russian. The question was broad forward if there are plans to translate the IPP as well into Russian language.

The IPPC Secretariat explained, that unless Russian becomes an official language of the FAO, and provided that funds are available that will allow for the translation into a sixth official language, this can not be done.

However, participants were directed to several ISPMs being translated into Russian language by EPPO and available on the IPP.

Country reports

Each country represented at the workshop (Armenia, Belarus, Latvia, Lebanon, Malta, Romania, Turkey, Ukraine and the Czech Republic) gave a brief report on the structure of their respective NPPO, with particular emphasis on information systems for internal and external presentation and exchange of information (e.g. websites). The Czech Republic that participated in a training event during 2005, presented a brief overview on their information already published on the IPP.

Navigation exercises

The participants, with the guidance of the IPPC Secretariat, after explanation of life navigation of the IPP, undertook a series of online navigation exercises, with the aim of finding specific entries, or replying to specific questions. This exercise lasted for a whole afternoon and part of following morning. It gave the participants the opportunity to acquaint themselves thoroughly with the system and its interface and was appreciated by all.

Data entry (exercises)

The IPPC Secretariat introduced all reporting obligations to the participants including all related background information and the relevant data-entry-forms which need to be used for entering and maintaining or updating reports/information. Following a thorough introduction and demonstration of examples, the participants with the guidance of the IPPC Secretariat, started to enter information under their respective countries and under the various categories of Reporting Obligations and other headings. They had the option of starting to use data entry templates and then transfer the data into the IPP production site, or use the training site of the IPP. This exercise continued for a day and a half. During this time, participants learned how to use the various data entry forms and how to attach links to files, etc. Participants were all able to upload various types of data themselves and/or add *url*-links from specific pages of other official websites to the corresponding sites under their country in the IPP.

All participants updated their official contact details including their respective official IPPC Contact Points. Participants appreciated the existence of the **IPP Training Instance** at: <http://193.43.36.96>, and requested that this site should always be available for all IPP Editors. Some countries arrived well prepared with verified (by their country's IPPC Contact Point) official data in electronic format and decided to transfer all information directly onto the IPP production site.

Recommendations from IPP training workshop, Prague, Czech Republic, Oct.30 – Nov.03, 2006 (to improve the IPP):

(Additional information including suggestions and recommendations have been summarized in Appendix I - Workshop evaluation)

- The user cannot readily see that there are **subtopics within a topic**. Their presence should be made clearer, e.g. by distinctive colouring is not readily not very visible.
- **Uploading many documents** while using the same form at once should be possible;
- if many documents were updated under the same topic, it would be useful to be able to change the order of the documents
- **Reporting to EPPO / and SPS** notifications (reference to above section on ‘Workshop discussion’)
- to avoid duplication of reporting same information, the automatically harvesting process could be established if countries report to SPS/EPPO
- **EU member states** - to be added to the ‘Edit Topic’ field of NPPO sites “Membership of EU” in the topic or add flag of EU in the topic (head)
- Need to finalize “**Editorial Guidelines**”
- To prepare explanatory documents concerning which documents belong to individual reporting obligations or optional reporting and where/how it needs to be added (required in order to avoid incorrect categorization of entered information)
- **Maximum file size**: The ‘maximum file size’ (3MB) should be indicated in the “help” or elsewhere where appropriate
- **Pest Risk Analysis (PRA)**
“PRA” is one of the options to add a publication, but more explanation is required here (under publication only information contributing to a PRA should be added).
- PRA – to add to the type of “Optional Reporting” own column for PRA (not to be part of “*Rationale for phytosanitary requirements*”). Hence, suggestion to change the Optional Reporting type ‘*Rationale for phytosanitary requirements*’ simply to “*Pest Risk Analysis*”.
- The question remains, if data that contributes to PRA should be part of official information and hence be entered onto the IPP!? And furthermore, is all scientific information relevant and credible? Participants concluded that all information must be very carefully verified (on international level?).

The above points will be forwarded to the IPP Support Group for consideration and further discussion.

Bug Reports from IPP training workshop, Prague, Czech Republic, Oct.30 – Nov.03, 2006:

(Some additional information has been summarized in *Appendix 1* - Workshop evaluation)

Contacts - Advance search output

- Contacts advance search results list only 'Prefix' (Mr/Ms/Mme/M) and Address of contacts. It should list 'name' and 'country' instead.

- LowBand mode
 - To go to low bandwidth mode you click on LowBand. This should ideally be changed to "HighBand" once in low bandwidth mode (just like the login-logout function);
 - Every time you click the low band icon once in low band mode you get an extra header each time you click

- Participant Lists appear in data entry form for IPP Editors (members); e.g. NPPO Calendar item – participant list field should not appear for NPPOs

- Drop down in some data-entry forms:
 - In the drop-down list of the data entry form for "*Publications*" are some listed "types of publications that are not relevant for IPP Editors (members) and that only apply for IPPC Staff (e.g. "*ISPM: approved*" or "*Status of publication*", "*Country consultation*"). The same applies for the form "*Event (Calendar)*", e.g. "*Type of event*" (e.g. CPM);
 - For IPPC Secretariat staff: drop down should contain every publication type as listed at the moment (=24 types)
 - For countries, it should only contain the following types:
 - Conference papers and presentations
 - Manuals, training materials
 - Meeting documents, general
 - Newsletter
 - PRA related
 - Report: technical
 - Report: meeting
 - RSPMs
 - and all the presently listed types of 'Technical: ...' publications (10), as well as 'Other (specify)'

- IPP Editor contact details – restricted access
 - IPP Editors only should have ability to view other IPP Editors contact details

All the above findings have been reported to the IPP programmer(s), and it is expected that these 'problems' will be resolved with the next scheduled IPP update.

Organization of future workshops

The following suggestions were made with regard to the organization of future IPP training workshops

(Some additional information has been summarized in *Appendix I* - Workshop evaluation):

- Printed handouts should be put together in a better way for quicker orientation.
- It is very uncomfortable if Internet is going down during workshop, and organizers are therefore reminded to give this matter highest priority for the organization of similar future events.

Future work

It is understood that this report is prepared for the benefit of the participating countries and of the IPPC Secretariat (who will use it in discussions with the IPP Support Group, and in further developing and improving the IPP). This report will also be available on the IPP under the header "Information Exchange" (<https://www.ippc.int/id/13363?language=en>).

Participants are encouraged to send any further remarks, e.g. suggestions for new Keywords, notification of errors, etc., to the IPPC Secretariat (ipp@ippc.int c/o Dave.Nowell@fao.org; Jan.Breithaupt@fao.org).

Comments on this report can be made until 24 November 2006.

Participants should, on return to their countries, review the data they have entered onto the IPP or the training instance during the Workshop, and make corrections if required. In case it is still necessary participants must consult with their respective IPPC Contact Point to ensure that all data placed on the IPP is verified. They should make plans for sustained data entry and maintenance. Contact Points are reminded to consider the nomination of other/additional "IPP editors" (if necessary), finding verified sources for information which has not yet been entered, and defining a procedure to ensure that obligatory reportable information will be identified within their NPPOs and will be passed on to the corresponding "IPP editor" to place it on the IPP.

Workshop Evaluation results (Reference: *Handout no. 10*)

[Please enter a rating of 1 – 5, (5 for highest rating) for each of the boxes provided]

1. Agenda topics and Workshop Program

1.1 How relevant were the following presentations to the IPP?

Topic	Rating
Presentation of the workshop program	4.7
Workshop objectives and expected outputs	4.85
Introduction to information exchange under the IPPC	4.8
Official vs. optional provision of information	4.67
SPS agreement	4.4
NPPO information exchange obligations	4.7
Role of IPPC official contact points	4.7
Country Reports on National Information Exchanges processes within the IPPC Framework	4.4
Introduction to the IPP	4.8

1.2 Please list other workshop topics that should be included in the facilitators' presentations:

No.	Suggested topics
1	Expand more on IPPC (Convention) and SPS

		Rating
1.3	Did you find the handouts useful?	4.5
1.4	Suggestions, additional comments in relation to agenda topics: Organization of the handouts – pagination, abstract, summary [for workshop organizers]. Everything was good, but preferred in electronic form. Standards in Russian.	

2. Practical Sessions

	Topic	Rating
2.1	Was the duration of the practical sessions sufficient?	4.5
2.2	Suggest a suitable practical sessions duration:	3.5 <u>days</u>
2.3	Was the equipment provided sufficient?	4.15

2.4	Was the venue of the workshop suitable?	4.35
2.5	Were the facilities provided satisfactory?	4.1
2.6	After this workshop, how confident do you feel in your capacity to manage the NPPO information in the IPP?	4.55
<p><u>General comments on the practical sessions:</u></p> <p>The duration depends on the participant's capabilities and equipments available. Not necessary to have a chairman for this type of workshop. Mr. Jan Breithaupt's performance was excellent. Include some presentation between practical sessions just to refresh minds. Photo editing software for compressing pictures to be installed to PCs. All the explanation was very well explained, but perhaps a bit repetitive.</p>		

3. Problems/ limitations of the workshop

3.1 Please list the problems and limitations you encountered during the workshop:

No.	Problems/ limitations
1	Interruption of Internet connection
2	Accommodation
3	No social activities were arranged by the local workshop organizer.

3.2 Please list the strengths and weaknesses of the workshop:

strengths	weaknesses
<p>Small group. Good chairman (Jan). One PC for each participant. Good relationship between participants and manager/facilitator. It was easy to understand all given information. Good training.</p>	<p>Internet connection was not stable.</p>

4. Internal arrangements

	Please comment on the following:	Rating
4.1	Accommodations	3.38
4.2	Meals	3.75
4.3	Social events	3.13
<p><u>General comments on the internal arrangements:</u></p> <p>Thank you very much for all the people involved in the workshop! More transparency, more attention and more respect should be shown to the participants when problems concerning them occur and more time allocated for its clarification [for workshop local organizers]; Low DSA. The accommodation must be better to let the participants more active and relaxed. Better venue of hotel. Only one social event was organised. Social event should be part of the program for all participants in order to create relationship between countries. [for workshop local organizers]</p>		

List of FAO staff, Project Co-ordinator, Participants and Secretariat

Information Exchange/International Phytosanitary Portal (IPP) Regional Workshop for the Central Asian/Eastern European Region countries

- Venue:** Hotel Krystal, José Martího Street 2/407, Prague 6, Czech Republic
Czech Republic
- Host institutions:** National plant protection organization (NPPO) of the Czech Republic:
the State Phytosanitary Administration (SPA)
- Secretariat of the International Plant Protection Convention (IPPC)
- Organizers:** "Comenius - Czech Committee for Co-operation"
Pan-European Society for Culture, Education and Scientific & Technical Co-
operation
UN House, nám.Kinských 6, 150 37 Praha 5
Phone: +420 257 890 –111 (or Extensions -240, -241)
Fax: +420 257 890 999
Email: un.ctarc@comenius.cz
- Date:** 30 October – 03 November 2006

FAO & Secretariat staff of the International Plant Protection Convention

Mr. Jan Breithaupt
IPPC Secretariat
FAO-AGPP (WS-Facilitator; documents, IPP data entry)
Food and Agriculture Organization of United Nations
Viale delle Terme di Caracalla,
00100 Rome, Italy
Tel: 00 39 06 570 53955
Fax: 00 39 06 570 56347
Email: Jan.Breithaupt@fao.org

Project Coordinator & Host NPPO

Ms. Jitka Maskova
National plant protection organization of the Czech Republic
- the State Phytosanitary Administration
E-mail: jitka.maskova@srs.cz
Tel.: +420233022258
Fax - +420233022226

Rapporteur

Ms. Hana Mertova
State Phytosanitary Administration
Department of Foreign Affaires and Legislation
E-mail: hana.mertova@srs.cz
Tel.: +420221 812843
Fax: +420 221812804

List of Participants - IPP Workshop Prague, 30 October – 03 November 2006

NPPO	NAME	e-mail	Phone / Fax	Address
NPPO Armenia	Mr. Mekhak GHAZARYAN	plant@netsys.am	+374 1772693, mob.: +374 91 414024	Ministry of Agriculture Yerevan, 22, Isakov Ave. ARMENIA
NPPO Belarus	Ms. Tatsiana YERCHYK	labqbel@tut.by ; labkarbel@mail.ru ; rasten@tut.by	+375172397224 +375172881167 +375172882475	Ministry of Agriculture and Food Central State on Seed Farming Quarantine and Plant Protection State Plant Quarantine Inspection 8, Krasnozvezdnaya Street 220034 Minsk BELARUS
NPPO Lebanon	Mr. Charles ZARZOUR	chzr@vitesseracing.com	+9613666676 fax: +9611849635	Ministere de l'agriculture , Departement d'import, export et De la quarantaine agricole Beyrouth LEBANON
NPPO Latvia	Ms. Liga PONE	liga.pone@vaad.gov.lv	+371 7027098 fax: +3717027302	Plant Protection Service Republika laukums 2 LV –1981 Riga LATVIA
NPPO Malta	Mr. Paul ZAMMIT	paul.zammit@gov.mt	+35621416713 +35621435898 fax: +35621411693	Agricultural Office, Plant Health Department, Plant Quarantine Unit Annibale Preca Street Lija MALTA
NPPO Turkey	Dr. Birol AKBAS	birol_akbas@zmae.gov.tr	+90 3123445993-103 fax: +90 3123151531	Ministry of Agriculture, Plant Protection Central, Research Institute 06172 Yenimahalle Ankara TURKEY
NPPO Ukraine	Ms. Svitlana SKLYARENKO	sklyarenko@derzhkarantyn.kiev.ua , post@derzhkarantyn.kiev.ua	+38 044 5247707 fax: +38 044 2579722	Main State Plant Quarantine Inspection of Ukraine Koloskova Street 7 03138 Kiev UKRAINE
NPPO Romania	Ms. Carmen MIHAILEANU	elena.leaota@mail.anf.maa.ro (official contact point) carmen.mihailleanu@mail.anf.maa.ro (editor)	+40 21 3072386 fax: +40 21 3072485 +40 21 3078558	Ministry of Agriculture Forests and Rural Development, Phytosanitary Department 24, Carol 1 Blvd 020921 Bucharest ROMANIA
NPPO Czechia	Ms. Eva VLKOVA	eva.vlkova@srs.cz	+420 221812395 fax: +420 221812804	State Phytosanitary Administration Department of Foreign Affaires and Legislation Tesnov 17 11701 Praha 1 CZECH REPUBLIC

	Ms. Hana MERTOVA	hana.mertova@srs.cz	+420221 812843 fax: +420 221812804	State Phytosanitary Administration Department of Foreign Affaires and Legislation Tesnov 17 11701 Praha 1 CZECH REPUBLIC
	Ms. Jitka MASKOVA	jitka.maskova@srs.cz	+420233022258 fax +420233022226	State Phytosanitary Administration; Division of Protection against Harmful Organisms; Drnovska 507; 16106 Praha 6-Ruzyne CZECH REPUBLIC

Appendix 3 – Workshop Program

Date	Time	Activity	Responsibility and Documents needed
1st day: Monday 30/10/06			
Session I: Opening			
Chair: Host institution - COMENIUS / Czech Committee for Cooperation (CCC)	09:30-10:00	Registration	Ms. Jitka Maskova (and Julius Jesztrebi) all participants CCC & SPA-Czech Republic (JJ & JM) Jan Breithaupt (FAO+IPPC) COMENIUS - JJ & JM all participants
	10:00-10:10	Opening: Host institution [and/or RPPO (=EPPO)]	
	10:10-10:20	Opening: FAO / IPPC	
	10:20-10:30	Organizational announcements, Nomination of a WS Rapporteur , Chair for Sessions IV+V	
	10:40-10:50	Brief introduction of participants (2 minutes each)	
Tea/Coffee			
Session II: Introduction to Workshop Programme on Information Exchange Capacity Building			
Chair: Host institution	11:00-11:10	Presentation of the workshop programme (IPPC)	JB: WS Agenda, (Handout no.1 = HO 1) JB (ref. to IPP Workplan 2006/7) JB (Jan Breithaupt): IPPC Flowcharts (HO 4), PowerPoint (HO 5a), (ref. Support Group rep.)
	11:10-11:20	Workshop objectives and expected outputs (IPPC)	
	11:20-12:00	Introduction to information exchange under the IPPC	
Lunch			
Session III: Country Reports on National Information Exchange processes within the IPPC Framework			
Chair: IPPC Secretariat	14:00-17:00	Country Presentations on National Information Exchange Processes -> incl. Pros- and cons about using the IPP in each WS-participating country	All workshop participants: max. 20 minutes presentation per country (e.g. PowerPoints) + open discussion
2nd day: Tuesday 31/10/06			
Session IV: Reporting obligations under the IPPC			
Chair:	09:00-10:00	NPPO information exchange obligations	JB: IPPC-Strategic Dir. #2 (HO2 & 3); PowerPoint (HO 5b) JB: PowerPoint (HO 5c); List of NPPOs and RPPOs JB: PowerPoint (HO 5d)
	10:00-10:20	Role of IPPC official contact points (IPPC Secretariat)	
	10:20-10:30	Official versus Scientific information	
Tea/Coffee			
	10:45-11:15	How does the SPS-notification system fit into this?	JB: PowerPoint SPS Agreement (HO 5e)
Session V: Introduction to the IPP			
Chair:	11:15-12:30	Introduction to- and Demonstration of the IPP (IPPC Secretariat) -> Background information on the IPP i. Purpose of the IPP ii. Layout of the IPP	<u>Online:</u> JB: online; IPPC/IPP Brochure, ISPMs, etc. IPP User Manual (HO 6a + 6b & HO 8)

		iii. Retrieving information iv. Data entry Brief Introduction to the IPFSAPH Portal (http://www.ipfsaph.org)	JB: Data Entry forms-Templates (HO 7) IPFSAPH Brochure
Lunch			
Session VI: Practical Sessions (I)	13:45-17:00	NAVIGATION of the IPP IPP Navigation & Practical exercises i. NPPO contact points ii. NPPO information iii. Standards iv. News v. Events vi. RPPO information vii. Meeting papers/reports viii. Search ix. Advanced search x. Navigation exercises...	JB: online, IPP User Manual (HO 6a, b + (HO 8)) CD-ROMs NPPO lists ISPMs online, IPP User Manual online, IPP User Manual RPPO lists online, IPP User Manual " " "
Conclusion: reflection on key learning points from Day 2			
3rd day: Wednesday 1/11			
Session VII: Practical Sessions (II)			
	09:00-09:15 09:15-12:30 14:00-17:00	Summary on retrieving information - Questions-answers - discussion DATA ENTRY – How to prepare information for entry into the IPP (e.g. templates); Data entry – Demonstration of Country Examples... Reporting Obligations (for NPPOs): 1. Pest reports (Articles IV 2(b) & VIII 1(a)); 2. Description of the NPPOs (Article IV 4); 3. Phytosanitary restrictions, requirements and prohibitions (Article VII 2(b)); 4. Points of entry with specific restrictions (Article VII 2(d)); 5. List of regulated pest (Article VII 2(i)); 6. Emergency actions (Article VII 6); 7. Official contact points (Article VIII 2)	JB JB; Editorial Guideline (draft): HO 8 <u>Online</u> Data Entry forms/Templates (HO 7) <u>Online:</u> IPP Test Instance (http://193.43.36.96)
<i>Tea/Coffee & Lunch breaks ... as 'usual' ...</i>			
Conclusion: reflection on key learning points from Day 3			
4th day: Thursday 2/11			
Session VIII: Practical Sessions continued (III)			
	09:00-09:15	Summary on data entry - Questions-answers – discussion	JB

	09:15-12:30	Data entry and navigation continued...	Data entry templates (HO 7) open discussion...
Session IX: Practical Sessions continued (IV)			
	14:00-15:30	Presentations of data added by each country to the IPP	<u>online</u> - all participants
	15:45-17:00	Open discussion: Questions-answers etc. & Workshop Evaluation Form	Workshop evaluation form (HO 10)
Conclusion: reflection on key learning points from Day 4			
5th day: Friday 03/11			
Session X: Closing			
Chair: Host institution			
	08:30-09:30	Workshop evaluation	(HO 10)
	09:30-11.45	Adoption of the report	CD ROM for all participants
	11:45-12:00	<u>Closing remarks:</u> IPPC representative Host institutions (COMENIUS & SPA-Czech Republic)	JB JJ & JM
Lunch & Farewell of participants -			<u>Afternoon: FREE</u>

Appendix 4 – List of documents for the Regional workshop (provided by FAO/IPPC)
Czech, 30 October – 03 November 2006

Handout/ File-Number	Topic	No. of copies required for WS
1	Workshop Agenda + background information	10
	IPPC Brochure	10
	[IPP CD-ROMs	10]
	relevant ISPMs (no. 8, 13, 17, 19, 21 & 24)	online
2	Annex XV of the Report of the Third Session of the ICPM (Information Exchange/Reporting Obligations)	10
3	Report on Strategic Direction 2: Information Exchange	10
4a + b	Flow charts on IPPC Information exchange (5)	10 sets
5	PowerPoint presentations (5):	10 sets
	<ul style="list-style-type: none"> • Workshop objectives and expected outputs • Introduction to information exchange under the IPPC (PowerPoint-Handout 5b & HO 4) <ul style="list-style-type: none"> • NPPO information exchange obligations • Role of IPPC official contact points (PowerPoint-HO 5c) • Presentation on official versus scientific information (PowerPoint-HO 5d) • SPS Notification System (SPS Agreement-IPPC/WTO) (PowerPoint-HO 5e) • Country Reports on National Information Exchanges processes within the IPPC Framework • Benefits of using electronic communications (Country Reports) • Introduction to the IPP (online) 	
6a + b	IPP User Guide (= Help manual)	online + 10
7	Templates = Data entry forms (9)	10 sets
	Role and function of Contact Points	10
	List of NPPO contact points	online
8	Editorial Guidelines (draft)	10
9a + b	IPP Statistics (update, November 2006)	10
	Role of RPPOs	online
	List of RPPO Contacts	online
	List of member countries	online
10	Workshop Evaluation form (HO 10)	10
	IPP workplan 2007	1 (for reference)
	Final report of IPP-Support Group meeting (09/06)	1 (for reference)
	List/Contacts of members	online
	All IPP Training Workshop Reports	8 (for reference)

