



27 October 2008

**Invitation to the Open-ended Working Group
on Building National Phytosanitary Capacity
FAO Headquarters, Rome, Italy, 8-12 December 2008**

Dear National Plant Protection Organization Point of Contact:

I am pleased to confirm that arrangements for the meeting of the Open-Ended Working Group (OEWG) on Building National Phytosanitary Capacity have been finalized, and formally invite you to nominate a participant to attend this meeting. The meeting will convene in Rome, Italy from 8-12 December 2008, at the FAO headquarters.

The terms of reference for the open-ended working group approved by the third session of the Commission on Phytosanitary Measures (CPM-3, 2008) are attached (Attachment 1). Due to the size of the meeting room, the working group should be limited to 20 participants from contracting parties. Participants should have good knowledge of:

- the capacity and capability needed to deliver the elements of a phytosanitary system;
- planning, funding and delivery of technical assistance;
- the IPPC, its objectives and structures;
- the specific technical assistance needs of their regions;
- strategic planning and management and appropriate experience.

Participants are requested to make travel arrangements to arrive before the meeting begins (10:00 Monday morning) and depart after the meeting ends (17:00 Friday afternoon). All participants are requested to confirm their participation directly to Ms Isabella Liberto (Isabella.Liberto@fao.org) no later than 7 November 2008 in order to finalize local arrangements.

Discussion papers are invited and should be submitted to Ms Lottie Erikson (Lottie.Erikson@fao.org) by 21 November 2008. Meeting documents, including the agenda, discussion papers, and local information will be posted on the IPP at <https://www.ippc.int/id/204164?language=en> as they become available. Please recall that English is the working language for the meeting.

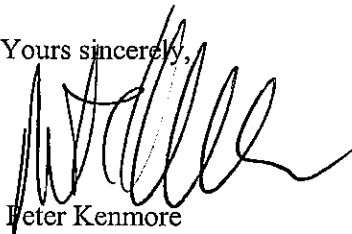
Regrettably, the IPPC Secretariat is unable to make hotel arrangements for participants attending the meeting. Participants from countries with Permanent Representations in Rome are encouraged to contact them for assistance in this matter. Attention is drawn to the strict provisions in force regarding entry into Italy, including the refusal of entry to persons not having the required visas. Participants requiring entry visas must obtain these from the Italian Consulate or Diplomatic Mission in their country before leaving for Rome.

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Participants are expected to fund their own travel and accommodation expenses. Those who wish to attend but cannot fund themselves are encouraged to approach donors for financial assistance. Limited resources exist to assist participants from developing countries with travel costs. Please refer to the attached criteria for offering assistance (Attachment 2). Participants who believe they are eligible for this assistance may submit a request directly to the Secretariat (Isabella.Liberto@fao.org) no later than 7 November 2008. In all cases, the final determination regarding assistance is determined by the IPPC Secretariat.

I look forward to your participation and trust you will have productive and enjoyable discussions.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter Kenmore', written over the text 'Yours sincerely,'.

Peter Kenmore
Secretary

International Plant Protection Convention

**TERMS OF REFERENCE FOR THE OPEN-ENDED WORKING GROUP ON BUILDING
NATIONAL PHYTOSANITARY CAPACITY**

[Appendix 15 of the Report of the third session of the Commission on Phytosanitary Measures, 2008]

The purpose of the OEWG is to produce:

- i) a draft concept paper on national phytosanitary capacity for consideration by the SPTA in 2008 for presentation to CPM-4.
- ii) a draft strategy for national phytosanitary capacity building for consideration by the SPTA for presentation to CPM.
- iii) a proposed operational plan for implementing the strategy over the first six years of its operation.

The OEWG will develop a framework with the constituent elements of the strategy. The IPPC Secretariat will supply relevant detailed information.

The strategy will propose actions to deliver the essential elements of national phytosanitary capacity building with reference to:

- the responsibilities of contracting parties of the IPPC for the protection of plant resources;
- the importance of the IPPC and its standards in relation to facilitation of trade;
- critical areas listed in the Business Plan;
- the role of the PCE along with other such tools for identifying the need for capacity development;
- the development programme of the IPPC Implementation review and support system including development of the Help Desk;
- funding and administration of the IPPC technical assistance programme including;
- developing relationships with potential donors;
- coordination of technical assistance activities by the Secretariat.

In its discussions the OEWG should consider definitions and capacity building concepts used by other organizations to see if these concepts may be applicable to capacity building under the IPPC.

Given the complexity of the task, the OEWG may decide to recommend that the elements of the strategy be developed further by working groups or experts.

OEWG

The OEWG participants shall be from contracting parties and should have good knowledge of:

- the capacity and capability needed to deliver the elements of a phytosanitary system;
- planning, funding and delivery of technical assistance;
- the IPPC, its objectives and its structures;
- the specific technical assistance needs of their regions;
- strategic planning and management and appropriate experience.

In addition, the IPPC Secretariat and the CPM Bureau may invite appropriate experts to participate at the OEWG.

The IPPC Secretariat will consider funding assistance for participants from developing countries within available resources.

Criteria for the Selection of Participants to Receive Travel Assistance Funding

IPPC Open-ended working group on National Capacity Building

Rome, Italy

8-12 December 2008

With the limited funds available, the IPPC is able to provide assistance to no more than two developing country delegates from each of the following FAO regions: Africa; Asia; Europe (including Central Asia); Latin America and the Caribbean; Near East; and Southwest Pacific. **Priority for funding will be given to delegates designated by their government from least-developed and developing countries that are Contracting Parties to the International Plant Protection Convention. Participants from Regional Plant Protection Organizations are requested to fund their own travel and accomodation expenses.**

This assistance:

- is subject to the availability of funds;
- is available for participants designated by their government;
- is available for participants from least-developed and developing countries;
- is available for participants from countries which are Contracting Parties to the IPPC.

Please note:

- funding may not be available to all those that apply;
- applications with incomplete information (including failure to submit a CV) or that are submitted after the deadline may not be considered;
- additional criteria will be considered in order to ensure a variety of participants attend the workshop. These criteria will be applied to ensure participants represent geographical regions, gender, and expertise;
- In all cases, the final determination regarding assistance is determined by the IPPC Secretariat.