



22 October 2009

Dear IPPC Contact Point:

### **Open-Ended Working Group to Finalize the Operational Plan and Develop an Implementation Framework for the IPPC Capacity Building Strategy**

I am pleased to announce that arrangements for a meeting of an Open-Ended Working Group (OEWG) to **finalize the operational plan and develop an implementation framework for the IPPC capacity building strategy** have been finalized, and formally invite you to nominate a participant to attend this meeting. The meeting will convene in Rome, Italy from 07 – 16 December 2009, at the FAO headquarters.

The terms of reference for the open-ended working group are attached (Appendix 1). Due to the size of the meeting room, the working group should be limited to 15 participants from contracting parties. Participants should have a good knowledge of:

- the capacity and capability needed to deliver the elements of a national 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 experience.

Participants are requested to make travel arrangements to arrive before the meeting begins (10:00 Monday 07 December 2009) and depart after the meeting ends (17:00 Wednesday 16 December 2009). All participants are requested to confirm their participation directly to Ms. Tanja Lahti ([Tanja.Lahti@fao.org](mailto:Tanja.Lahti@fao.org)) no later than 06 November 2009 in order to finalize local arrangements.

In preparation for the OEWG, participants are requested to make themselves familiar with the strategic plan and the indicative operational plan. Meeting documents, including the agenda and local information, will be posted on the IPP at <https://www.ippc.int/id/216019?language=en> as they become available. English is the only working language for the OEWG.

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 IPPC resources exist to assist participants from developing countries with travel costs. Please refer to the attached criteria for offering assistance (Appendix 3). Participants who believe they are eligible for this assistance may submit a request (with Curriculum Vitae) directly to the Secretariat ([Tanja.Lahti@fao.org](mailto:Tanja.Lahti@fao.org)) no later than 06 November 2009. In all cases, the final determination regarding assistance is determined by the IPPC Secretariat.

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.

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

Yours sincerely,



PK Peter Kenmore  
Secretary

International Plant Protection Convention

**OPEN-ENDED WORKING GROUP  
TO FINALIZE THE OPERATIONAL PLAN AND DEVELOP AN  
IMPLEMENTATION FRAMEWORK  
FOR THE IPPC CAPACITY BUILDING STRATEGY**

The purpose of this Open Ended Working Group (OEWG) is to finalize the IPPC capacity building operational plan and develop specific implementation work plans. This will assist NPPO, RPPO, IPPC Secretariat and other interested parties or partners to build national phytosanitary capacity (BNPC) to ensure the implementation of the IPPC Capacity Building Strategy adopted by the Commission on Phytosanitary Measures (CPM) in 2009.

**Background**

In December 2008, an OEWG was convened at the request of CPM-3 to develop a i) draft concept paper on national phytosanitary capacity, ii) a draft strategy for national phytosanitary capacity building, and a iii) proposed operational plan for implementing the strategy over the first six years of its operation. The Terms of Reference (ToR) for the 2008 OEWG noted that given the complexity of the task, it might be necessary for elements of the strategy to be further developed by working groups or experts. The CPM and SPTA agreed that the operational plan needs further elaboration in order to provide clear implementation guidance for NPPOs, RPPOs, IPPC, partners, and donors over the next six years as envisioned by CPM-3.

**Plan of Action**

To arrive at this plan, a number of steps will be taken and these will include:

1. Review and finalize the operational plan partially developed by the OEWG in December 2008.
  - Review the strategic areas, activities and the mentioned implementing agencies of the indicative operational plan;
  - Review and provide the timeframe and possible funding options;
  - Indicate the possible challenges in the implementation of the operational plan;
  - Develop measurable indicators for the short, medium and long term that may be used to gauge progress of phytosanitary capacity building;
  - Indicate challenges to the implementation of the IPPC capacity building operational plan; and
  - Ensure this proposal takes onboard, and is integrated with, the IPPC Implementation Review and Support System (IRSS) as adopted by CPM-3.
  
2. Develop Specific Implementation Work Plans.
  - The OEWG will develop implementation plans covering a 6 years period as requested by CPM-3
  - Develop six work plans covering the six strategic areas provided for in the strategic plan.For each:
  - Propose measurable indicators, timetable and targets that can be used to monitor the successes, and level of implementation of the agreed implementation plans.
  - Estimate inputs needed and propose potential resources.
  - Suggest lead entities for accountability purposes.
  - Identify possible challenges in the implementation of the plan.

## Participants

The participants to the OEWG will be from IPPC *contracting parties* and should have a good knowledge of:

- strategic planning and project management experience in the delivery of a national phytosanitary system;
- planning, funding and delivery of technical assistance / capacity building;
- the IPPC, its objective, mandates, processes and structures; and
- detailed knowledge of the specific phytosanitary technical needs of their regions and their challenges.

In addition, the IPPC Secretariat and the CPM Bureau may invite appropriate experts to participate at the OEWG. To facilitate this process, the IPPC Secretariat will consider funding assistance for participants from developing countries within available resources.

## Expected Outputs of the December 2009 OEWG

- a finalized IPPC capacity building operational plan with an appropriate “logical framework” for implementation and estimation of resources required;
- a series of implementation work plans (at least six) specifically focused on the primary work areas identified in the IPPC capacity building strategy and capacity building operational plan - including “logical frameworks,” estimation of resources required, identification of priorities, implementation time table and identification of potential donors / partners;
- the primary IPPC capacity building indicators by which the implementation of the IPPC and associated international standards can be reviewed, measured or evaluated; and
- a clear pragmatic capacity building programme, synchronized with the expected outputs of the new FAO results-based management system, that will allow effective engagement with potential donors and partners in the delivery of this work programme; and
- a well defined IPPC capacity building programme that will allow NPPOs, RPPOs, FAO, the IPPC Secretariat, donors and partners to undertake IPPC capacity building in a systematic and pragmatic manner within the same framework and with the same objectives.

## Background documents

Documentation will be made available for the workshop on the IPP at <https://www.ippc.int/id/216019?language=en> as they become available. These will include:

1. **Report of the OEWG** on building national phytosanitary capacity (Rome, Italy. December 8-12, 2008)
2. **CPM Business Plan**
3. CPM 3 (2008) Report, Appendix 14: Programme for the Development of the “**IPPC Implementation Review and Support System**”
4. SPTA 2009/21: Revised **IPPC Phytosanitary Capacity Building Strategy**
5. CPM 2009/INF/14: Information Document on **IPPC Mentoring Programme**
6. CPM 2009/INF/13: Increasing the **Effectiveness of Phytosanitary Capacity Development**

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**DRAFT AGENDA**

FAO Headquarters, Rome, Italy, 07 –16, December, 2009

<b>Agenda Item</b>
<p><b>1. Opening of the Meeting</b></p> <ul style="list-style-type: none"> <li>• Welcome from IPPC Secretary</li> <li>• Nomination of Chairperson and Rapporteur</li> </ul>
<p><b>2. Review of the Agenda (Meeting Chair)</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Documents List</li> <li>• List of Participants</li> <li>• Local Information</li> </ul>
<p><b>3. Discussion: Terms of Reference and Goals of the OEWG (Meeting Chair)</b></p> <ul style="list-style-type: none"> <li>• Phytosanitary Capacity – Definition, and Lessons Learned</li> <li>• Background</li> <li>• Goals/Outputs</li> </ul> <p><i>Q&amp;A/ Group Discussion</i></p>
<p><b>4. IPPC Concept Paper -- Presentation and Group Discussion (Meeting Chair)</b></p> <ul style="list-style-type: none"> <li>• Overview of the IPPC Strategic Plan</li> <li>• Capacity building within FAO</li> <li>• The new FAO results-base management system and deliverables</li> <li>• IPPC Implementation Review and Support System (IRSS)</li> <li>• Overview of the IPPC Capacity Building Strategic Areas</li> <li>• Implementing the Capacity Building Strategy</li> <li>• Implementation Framework</li> </ul> <p><i>Q&amp;A/ Group Discussion</i></p>
<p><b>5. Operational plan</b> (Break out Groups Discussion and Reporting)</p> <ul style="list-style-type: none"> <li>• Review and complete Indicative Operational plan</li> </ul> <p><i>Group Discussion –elements of a phytosanitary capacity building strategy</i></p>
<p><b>6. Development of Implementation Plan for Building National Phytosanitary Capacity</b></p> <ul style="list-style-type: none"> <li>• Identify small group <ul style="list-style-type: none"> <li>○ Group 1</li> <li>○ Group 2</li> <li>○ Group 3</li> <li>○ Group 4</li> <li>○ Group 5</li> </ul> </li> </ul> <p><i>All groups re-convene for reporting and discussion</i></p>
<p><b>7. Development of Implementation Plan for Building National Phytosanitary Capacity</b></p> <ul style="list-style-type: none"> <li>• Identify small group <ul style="list-style-type: none"> <li>○ Group 1</li> <li>○ Group 2</li> <li>○ Group 3</li> <li>○ Group 4</li> </ul> </li> </ul>

o Group 5 <i>All Groups re-convene for reporting and discussion</i>
<b>7. 8. Agreement on elements of operational plan, indicators, and implementation plan to be presented to the CPM (2010)</b> <ul style="list-style-type: none"><li>• Finalized operational plan</li><li>• Indicators of progress</li><li>• Draft concept paper for presentation to CPM</li><li>• Draft implementation plan/s for presentation to CPM</li></ul>
<b>9. Identification of Lead Institution, beneficiaries and donors</b>
<b>10. Follow-On Tasks and presentation of papers to the CPM (Meeting Chair)</b>
<b>11. Report</b>
<b>Adjournment of Meeting (Meeting Chair)</b>

**Criteria for the Selection of Participants to Receive Travel Assistance Funding**

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**FAO Headquarters, Rome, Italy, 07 –16, December, 2009**

With the limited funds available, the IPPC is able to provide assistance to no more than one 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 accommodation 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.