



International Plant Protection Convention
Protecting the world's plant resources from pests

Bari, Italy
25 – 29 November 2013

Report of the 3rd Meeting of the IPPC Capacity Development Committee

Table of Contents

Agenda Item1: Opening of the Meeting.....	3
1.1 Formal opening of the meeting	3
1.2 Adoption of the agenda	3
1.3 Election of the Rapporteur.....	3
1.4 Updates from the IPPC Secretariat, CDC members and Observers.....	3
Agenda Item 2: Capacity Development Activities	7
2.1 STDF Project 350: Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project	8
2.3 Phyto page and dissemination of technical resources	10
2.4 STDF Project 401 “Training of Phytosanitary Capacity Evaluation (PCE) Facilitators” ...	12
2.5 IPPC projects and PCE application	13
2.6 Regional IPPC Workshops	13
Agenda Item 3: Work plan and strategies.....	14
3.1 Operational issues of the IPPC Capacity Development Committee (CDC)	14
3.2 Procedural issues	15
3.3 Update of the work plan	17
Agenda Item 4: Future Capacity Development Activities.....	17
4.1 ISPM No. 15.....	17
4.2 Project and Activities Proposals.....	17
4.3 E-certification.....	18
Agenda Item 5: Any other matters.....	19
6. Date and venue of the next meeting.....	19
7. Review and adoption of the Report	19
Appendix 1: Agenda	20
Appendix 2: List of documents	23
Appendix 3: List of participants.....	25
Appendix 4: Draft Priority Criteria for the CDC Operational Plan	29
Appendix 5: Updates and issues on a specific products as of 1 December 2013	30

AGENDA ITEM1: OPENING OF THE MEETING

1.1 Formal opening of the meeting

The chairperson of the Capacity Development Committee (CDC), Mr. Corné van Alphen, welcomed the participants, noted the significant progress made since last meeting and asked the participants to introduce themselves. The Capacity Development (CD) Officer of the IPPC Secretariat, Ms Ana Peralta, noted the value of meeting twice a year and outside Rome for CDC members to get other perspectives. She emphasized the importance of the meeting to review current capacity development activities and oversight of the work plan and finally thanked the CDC members for their hard work in providing their inputs in between meetings.

1.2 Adoption of the agenda

The participants made minor amendments and agreed to the agenda (Appendix 1). Additional documents were added to the documents list (Appendix 2).

1.3 Election of the Rapporteur

The CDC elected Ms Stella Oraka as Rapporteur for the meeting.

1.4 Updates from the IPPC Secretariat, CDC members and Observers

- **Bureau member**

The update from the Bureau member, Ms Kyu-Ock Yim, covered the June and October 2013 Bureau meetings and the IPPC Strategic Planning Group (SPG). She mentioned that the pressing issue addressed in these meetings is implementation, following up from the New Zealand paper presented at CPM-8 (2013). Adjustments to this document were discussed in June by the Bureau and later at the Bureau/SPG meeting in October. A new formal paper is going to be presented at CPM-9 for further discussion.

In all the mentioned meetings, there was support for stronger emphasis on implementation and a need to discuss how to reorganize all types of resources to support this initiative. It was agreed that the IPPC Secretariat, as well as the contracting parties need to agree on the commitment to focus more on implementation. The top suggestion for initiating implementation activities has been to work on surveillance – which is the basis for the many other phytosanitary issues. The Bureau/SPG meeting in October suggested a pilot program focusing on surveillance. This will be proposed to CPM-9 (2014) for discussion and decision.

She also mentioned that the e-phyto hub feasibility study was discussed at the Bureau/SPG meeting and the technical feasibility looks possible. The analysis included the financial implications and the FAO Legal Office indicated that the IPPC may charge user service fees, which is a different perspective from options previously provided. It was also agreed that a legal recommendation be made that will carefully exclude any possible liability issue arising from the planned system.

On the process for ISPM 15 mark registration, she commented that all the registrations expiring this year had been renewed, but there were still 80 countries where the mark is not protected. She also mentioned that the letter addressing cost reimbursement has been sent to all contracting parties, but the one related to contacting high level authorities to inform on the need for registration is still in preparation by the Secretariat.

Finally she expressed appreciation for the IRSS and CDC work and highlighted that there are big expectations from the two working groups.

- **CDC Chair to report on SPG and the framework for standards**

The CDC Chair recalled that there have been several focus groups in the past to improve the Standard Setting process, and the most recent one recommended developing a framework for standards to have a clearer picture of how the standards relate to each other.

The Framework for Standards meeting took place in September 2013 in Ottawa, Canada with participation from SC and CDC chairs as well as strategic experts. A key decision adopted at the meeting was to classify the currently available standards using the IPPC Convention text as the basis and not the IPPC Strategic Framework, considering that the Convention is a more stable text.

The Group advised that the classification need to include a variety of types of documents, not just ISPMs, and also a table listing supporting documents, thus developing for the first time a link between standards and technical resources intended to support the implementation of standards.

The implementation officer, Mr Sosa, presented an update on the consideration of the final report of the Framework for Standards meeting, after the SC meeting last week and requested for inputs from other groups like the CDC. He stated that a group will be formed to further refine the framework. The CDC would also participate in the discussion. The SC decided to inform CPM on the framework, but not to present the conclusions of the meeting for adoption. He said that the Framework is going to be considered more as a living document. The Secretariat expressed the value of looking at topics as not just for development of standards, but also as promoters of the development of other documents like CDC materials. The report of the meeting could inform CDC on its priorities as well.

It was agreed to keep this report in mind for the next CDC meeting when considering priorities, work plan and gaps. The CDC decided to have a more in depth discussion on the Framework at a later point on the agenda.

- **Capacity Development Officer**

The CD Officer explained that the staff situation was the same as in May 2013 and two contract breaks had happened in between meetings and that it is a big challenge for continuity and success of CDC work. She also mentioned that the Secretariat is fully interested in changing this to a more stable situation and is waiting for further definitions coming from FAO management.

On other more important decisions coming from the Bureau meetings, she mentioned that the Bureau was informed of the staff situation facing the CDC work and suggestions about the CDC

evaluation. The Bureau agreed to extend the existence of the CDC by one year in order to do the evaluation after the full 2 year period. This decision would push the assessment forward by a year, and the date for presentation of the evaluation report would be March 2015.

The ToRs for the evaluation and a list of possible evaluators need to be sent to the Bureau for their meeting in March 2014. The report needs to be considered by the Bureau in its October 2014 meeting to be presented in March 2015 to CPM-10.

Answering to the question on how does CDC term extension affect members' terms the CD Officer explained that CD experts' terms last until December 2014. She suggested discussing renewal and new membership requests with the Bureau in October 2014, as there will be an open call in mid-2014. Members of the CDC should therefore ensure that a request for extension of their membership is sent to the Bureau before its meeting in October 2014.

She provided an update on the issue of the role of Standard setting experts in the production of CD resources and presented the statement from the Bureau, explaining that it is compatible with what CDC work as discussed in May 2013. After this statement, the Secretariat invited SC and TP experts to add their profiles to the roster of consultants. She also noted that the former IPPC CD officer and three former CPM chairs are currently involved in the production of technical resources and said that involving retired experts may be especially valuable.

CDC members were encouraged to invite retired IPPC and phytosanitary experts to add their profiles to the roster of experts.

The Secretariat mentioned its involvement in other FAO activities such as the Strategic Planning activities for next biennium and a substantial number of TCPs. The regional TCP in Central Africa reported to the CDC. CPM in previous meetings faced challenges in generating new TCP proposals in other regions interested in replicating the benefits in their regions within the short term. The CDC was informed that many new TCPs and projects are going to be approved in early 2014, and few staff to be recruited to resource them.

Finally, she asked CDC members to provide recommendation of experienced human resources that could be interest in working as consultants, would be able to work independently and accept to work based in Rome, as there is an imminent need to backup the CD group with more staff.

Furthermore, the CD Officer presented highlights of other meetings attended:

- World Customs Organization (WCO) – IPPC Secretariat: some doubts remain about single windows/customs unions/border control management and the role of economic authorized operators and problems of exemptions from inspection.
- CBD – IPPC Secretariat: a draft work plan is under discussion, based mostly on CD activities.
- Some salient matters to be noted and acted on by CDC members include the following:
 - CDC members agreed to provide recommendation of experienced human resources that could be interest in working as consultants.
 - CDC members agreed to suggest to (retired) experts to add their profiles to the roster of experts.
 - Members of the CDC should ensure that a request for extension of their membership is sent to the Bureau before its meeting in October 2014.

- The CDC recommended paying special attention to the staff resourcing needs to fulfill the capacity development work plan of the IPPC.

- **IRSS Update**

The IRSS Officer gave an overview of the project and pointed out that it will come to a close in March 2014. However, a second cycle of the project is imminent with EU support but the funding level will be half of present EU approved fund. The shortfall is expected to be covered by means of cost sharing by other funding sources to carry out future implementation actions if the CPM-9 approves such an approach.

The Officer indicated that a draft report on the general survey on implementation of the IPPC and ISPMs is currently being circulated for feedback and a final version will be posted shortly on the IRSS webpage.

He further indicated that the draft report on the general survey was used at the meeting of the Framework for Standards Task Force. The IRSS Officer revealed that an important outcome of the meeting was that the Task Force had identified links between the IPPC, ISPMs and other areas of the IPPC. He indicated that due to limited time the gap analysis was only partial but that the SC has proposed the formation of a small working group to complete fully the gap analysis. He also indicated that the working group might comprise members from outside of the SC will include from the CDC and the IRSS groups.

In addition the questionnaire on ISPM 17:2002 (*Pest reporting*) and ISPM 19:2003 (*Guidelines on lists of regulated pests*) has been circulated to NPPOs and the deadline for responses are the end of November 2013. A report of findings will be produced shortly and posted on the IRSS webpage.

The Officer also reported that the case studies conducted by the IRSS on aquatic plants and internet trade along specific recommendations were presented at CPM-8. The CPM8 requested additional time for country consultations on the two recommendations. Comments were later received and a final draft report was presented to the SPG. The SPG made some comments and the recommendations will be presented for adoption at CPM9.

He also related a case on the internet trade issue in which a famous US female singer who offered her most recent album online with seeded paper (paper with embedded viable seeds) included as part of her eco-awareness campaign. A number of NPPOs were alerted by the IPPC and one country who also detected the issue took a measure of prohibition of the album until the risks were assessed. The IPPC took some actions to publicize the risk of internet trade and movement of plant materials through this medium.

The IRSS undertook a brainstorming session on indicators for monitoring implementation of the IPPC and Standards. The report of that session will soon be posted on the IRSS website. The purpose of the activity on indicators is to set the stage for future work on implementation.

The SPG had discussed implementation at length and expressed support for a pilot implementation programme on surveillance, which would be proposed to CPM.

The CDC expressed appreciation for the work done by the IRSS and the collateral effects it has had in the capacity development area. Some areas to improve were highlighted by some members particularly in advocating for participation of countries in responding to questionnaires and communicating the benefits of contributing to the activities of the IRSS.

The triennial review report of the IRSS is currently being produced and a final draft will be presented to the Bureau in 2014.

The CDC:

1. *Noted the update from the IRSS.*
2. *Agreed that the CDC representative to the IRSS-TRG will provide input to the IRR report, circulating it to the CDC members before submitting it to the IRSS for integration into the report.*
3. *Noted that the IRSS team will provide guidance to the TRG member on the elements to be included in the CDC report.*

AGENDA ITEM 2: CAPACITY DEVELOPMENT ACTIVITIES

Observers and participants presented reports on their activities that appear in the protected work area of the CDC.

- **Update from observers**

IICA – After the presentation, it was discussed the possibility of posting some of the materials related to inspection, certification that IICA is producing, and the e-phyto materials produced under the interamerican phytosanitary coordination group (GICSV), in the phytosanitary resources page.

STDF – The STDF Secretariat highlighted key issues in the STDF work plan and issues of interest for the CDC were discussed as: safe trade facilitation and how to encourage the use of the beyond compliance tool to set systems approaches.

The IPPC expressed interest in promoting the tool and hosting this tool and making it available if the STDF is not directly interested in the promotion of the application of this tool produced under one of its projects.

The coordination of projects and activities related to phytosanitary surveillance was discussed in detail (such as those led by Australia, Malaysia and Republic of Korea), as well as how to promote to learn from past experiences developed under projects.

- **Update from the CDC members and regions**

Asia:

The regional CDC member recommended adding regional capacity development activities and produced resources to the phytosanitary resources page.

The CDC supported that useful materials, coming from regional projects and activities would be made available through the phytosanitary resources page.

North America:

At the end of the presentation, the regional representative was requested to provide further details on the implementation modalities of US CD activities, the bilateral coordination of this work, the use of COPE for US activities, as well as on the existence of mentoring programs.

Southwest Pacific:

After the oral presentation of the regional representative, she provided to the CDC with a demonstration on technologies for a smartphone app for multiple uses and raised the possible use of these technologies to provide quick-updating, easier access info, in a complementary way to the use of more traditional phytosanitary technical resources.

The CDC discussed the use of smartphone app and identified interesting applications on diagnostics, sampling/inspection, audits, etc. The CDC concluded that there is a clear interest in making use of these technologies for specific applications in phytosanitary CD.

Latin America and the Caribbean:

The regional representative was requested to encourage regional experts to post their information and provide technical resources to the phytosanitary resources page, mainly in the areas of palms pests, mollusks, mites and nematodes.

Near East:

After the presentation the CDC discussed strategies to support the work of NEPPO and the conclusions of the recent IPPC Regional workshop 2013, finding them very compatible with the CDC work plan.

Africa:

After a very detailed presentation, the regional representative was asked to provide specific examples and case studies of some of the problems identified, intended to be incorporate in manuals and other resources.

Europe:

The regional presentation focused on different initiatives developed by the RPPO, specific EC programs and the Netherlands role in CD. The broad scope and coverage of the national and regional CD actions was fully appreciated, even if not been centrally coordinated.

At the end of the discussions on this item, the CDC Chair expressed that this exchange of regional information on capacity development and the discussions performed on the presentation was extremely useful to get a global vision on the CD status and needs.

2.1 STDF Project 350: Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project

The CDC, in its role as steering committee for this project, discussed progress made since the May 2013 meeting of the CDC. Regarding general issues related to the project, the CDC noted that:

- the donor (STDF) had granted the one-year no-cost extension of the project that had been requested, so the new project end date is 31 January 2015.

- establishing and managing contracts through the FAO system, managing peer reviewers, and identifying training expertise had been significant undertakings that had been underestimated in this project and should be kept in mind when estimating Secretariat in-kind contributions for future projects.
- involving the best technical expertise available has been valuable for the quality of the products, and is an important first step for developing technical materials to support implementation of the IPPC and ISPMs.
- other forms of expertise such as developing materials for adult learners is needed, and will be incorporated to the extent possible in this project given limited budget availability and the need to first solidify the technical content that will be presented. This need for adult learning expertise can be planned and budgeted for at an earlier stage for future projects. IICA offered to discuss approaches to this as they have faced similar challenges.
- involvement of potential users of the materials at an early stage in product development has been valuable. This has taken place by hosting drafting meetings in locations that have expressed interest in the materials and by seeking partners to field-test the materials.
- the CDC seeks to balance the need for technically accurate and non-prescriptive materials in complex subject areas with the need for the materials to be easy to understand and present a range of options for implementation.
- a different process for developing terms of reference may be useful for the future to provide more specific guidance to collaborators on the target audience and level of detail required for the technical resources being developed.
- the need for flexibility to manage the budget and outputs in the final year of the project was noted.
- the need for detailed comments and many types of reviewers for the materials was noted, with the CDC committing to make efforts to suggest additional reviewers and to continue to review the products in detail.
- that a combination of efforts was being taken to monitor use of the materials including website statistics, a survey and collection of qualitative feedback, and that this would continue to be discussed by the CDC in future meetings including consideration of who to inform about the publication of these products.
- plans for launching the products at upcoming events were discussed.

The Secretariat and CDC expressed thanks to the partners that had made in-kind contributions so far including UK, Viet Nam, Republic of Korea, United States of America and commitments made by OIRSA. The Secretariat encouraged CDC members to explore additional partnership options to support field-testing, review and translation of the materials.

CDC members were asked to each sponsor a training material, committing to put special effort into its review and making use of the material such as by organizing a training event in their country or region. The list of products in development and CDC sponsors is listed in Appendix 5.

2.2 Other technical resources in development

The Secretariat provided an overview of the additional products being developed outside of the framework of the STDF350 project.

On the market access manual, it was informed that the document is now available online for download but there was a need to advertise its existence and to receive feedback on how it is used by recipients. The members' attention was brought to a link available in the manual where such feedback can be provided by users of the manual. It was informed that some resources had been identified to translate the manual into all other FAO languages except Chinese.

Concerning a related aspect to the market access manual, the CDC was asked to reconfirm commitments made to provide additional supplementary materials on PRAs, a market access guide and market access case study examples.

Concerning the manual on transit the officer informed that there were comments received which needed to be addressed in order to finalize it for publication and translation. The Secretariat informed that some resources have been identified for translation of this document but that there was a short window to use these resources, so finalization would need to take place by the end of 2013.

An update was given on the production of the equivalence manual and it was informed that there were a few minor details to finalise before it was completed for publication. In addition an update was provided on the sister publication to the manual, the equivalence 2 pager, and that the first draft of this document would soon be available for review by the CDC. Both documents should be available early next year.

The CDC:

1. *Noted progress of the development of the manuals.*
2. *Agreed to promote the use of the manual and encourage the users to provide feedback using the questionnaire using the link embedded in the manual.*
3. *Agreed to provide supplementary materials for the market access manual including examples of PRAs (Ms Harvey, Mr van Alphen and Mr Ho), case studies (Ms Harvey and Mr van Alphen) and a market access guide based on the manual (Ms Jennings).*
4. *Agreed that the chair along with the Secretariat will review the comments on the Transit manual with a view to finalize it for publication taking into account the small window available for funding its translation.*
5. *Agreed to review the draft 2 pager document on equivalence as soon as it becomes available.*

2.3 Phyto page and dissemination of technical resources

- **Update on Phyto page**

The IPPC Secretariat provided updates on the phytosanitary resources web page (www.phytosanitary.info).

Basic statistics from Google Analytics were provided that shows an increased activity throughout the phytosanitary web page. The free accessible e-learning course on Pest Risk Analysis has the highest amount of the visitors in the phytosanitary web page. An increased number of participants have enrolled in the course and includes people from a broad range of countries in the world, most part of the participants working in national plant protection organizations or institutes related to plant health.

The Roster of Consultants is a web- based database of service providers on phytosanitary issues. This Roster includes information on self-nominated experts with competencies to developing phytosanitary capacity. An increased interest to be considered to be listed in Roster of Consultants has been noted since the launch in April 2013. Currently over 20 experts have submitted their CVs. The IPPC Secretariat has invited the members of the IPPC Standards Committee and Technical Panel to include their CVs into the Roster.

The numbers of registered downloads are close to 1000 with the topics related to Market Access Manual, Invasive Alien species and Single Window as the top ones. Statistics shows a peak of visitors after the launch of the Market Access Manual (developed under the auspices of IPPC).

The Secretariat informed that a person has been hired from the FAO Office of Knowledge Exchange, Research and Extension to develop a work plan to improve the IT-services for IPPC's web pages including the phytosanitary web page. It was discussed that the web page needs an improved layout with better functions in order to do have a more useful and attractive web page for users. The Secretariat presented a proposal on a possible future layout.

The IPPC is compiling comments on the possible new structure of the phytosanitary resources page.

The CDC agreed to:

1. *submit additional comments on the phytosanitary.info web page by using the Survey monkey **by 1 December 2013.***
2. *review final translated version of resources (according to the language competencies of the members) produced under the auspices of the Secretariat before posting, with a 2 week period **for review.***

- **Update on work plan to review resources**

Update from the Secretariat.

The trial reviews were conducted in August and October 2013 respectively, which indicated a tendency toward immediately posting resources on the phytosanitary resource page unless there is a specific reason for not posting. On the other hand, the issue to address some resources has been raised in the trial review.

Based on the experiences on the trial review, the CDC discussed the following areas related to the future work plan:

Scope:

The CDC discussed resources in which there was no consensus among the CDC to further identify the scope of resources to be reviewed, noted and posted. Regarding the resources where the CDC had consensus, the CDC agreed that they should be posted immediately on the phytosanitary resource page, and noted that:

- The CDC decided not to post resources addressing other SPS areas. The ones excluded should be referred to the STDF Virtual library.
- Regarding resources that have significant technical aspects, if a specific concern is raised and if it is necessary, the CDC Chair is allowed to undertake consultations external to the CDC. This decision does not modify the previous decision to exempt for review diagnostic protocols and other high level technical documents.
- The CDC decided to publish resources that may be applied only to a specific country and may be used as complementary to the PCE tool.
- The resources needing frequent updates need to be provided as links.
- The Regional Standards on Phytosanitary Measures should not be posted to avoid confusion about endorsement of regional standards.
- For each resource, state the date of submission to the Secretariat.
- A second disclaimer is needed on the phytosanitary resource page, advising on possible updates by the authors.

Prioritization:

The CDC agreed to select resources related to the manual production and incorporate to the list of resources for review materials not yet submitted but directly related.

Review process:

The CDC agreed that the Survey Monkey was a useful tool, and 5 resources review with 1 month deadline was appropriate.

- **Assessment of the use of Yammer**

The group discussed and shared their experience on the use of Yammer to coordinate CDC comments. The group agreed that it was generally a useful tool, mentioning the advantage to compile and to give comments at the same time. A few technical questions were raised and the Secretariat offered their assistance to help.

1. *The CDC agreed to give the alternate CDC members access to the Yammer tool.*

2.4 STDF Project 401 “Training of Phytosanitary Capacity Evaluation (PCE) Facilitators”

The CD Officer recalled that the proposal was approved by the STDF Working Group a year ago and the Secretariat is working jointly with the STDF Secretariat to finalize the adjustment of the project proposal. In October 2013, the STDF WG agreed to let the contract take place more than a year after approval of the project. The STDF expects to sign the contract during December 2013, starting in January-February 2014.

2.5 IPPC projects and PCE application

The IPPC Secretariat briefed the CDC members on the ongoing IPPC projects in 2013 and confirmed that substantive progress on the use and application of the PCE tool has been made.

It further reported that the PCE was administered in the regional FAO TCP project in Central Africa and 10 other countries with the aim of strengthening their national and regional phytosanitary capacity. Six countries have completed the PCE application with a continued interest indicated by the remaining four countries. The countries were successfully interacting with one another to learn from their experiences and the project has shown clearly increased their knowledge and capacity to deal with IPPC issues. A regional follow-up meeting was held after the application of the PCE and key challenges were identified. Consequently recommendations were presented to the REC (Regional Economic Community) of the region for any further possible activities to address the challenges. Expressions of interest in reproducing this model in the SW Pacific have been received.

The Secretariat also informed that it plans to review the PCE tool with a view to include a new module related to environmental issues.

Future IPPC projects and activities have been scheduled to hold in Palestine, Suriname, Liberia, Central Asia and Eastern Europe and in the Pacific region.

The IPPC Secretariat informed that due to the new strategic objectives of the Food and Agriculture Organization, different types of capacity development activities will be performed with the main focus of integrating SPS organizational capacities. These future activities will require more coordination and collaboration among Divisions and departments in FAO.

1. *The CDC noted the update on the PCE application and IPPC projects and expressed their appreciation of the extensive work performed.*

2.6 Regional IPPC Workshops

The Secretariat informed that 7 workshops had been performed in 2013, under a new title (Regional IPPC Workshops 2013) and with a new approach to combine standard setting and capacity development activities in the same meeting.

Impacts include developing capacity within the Secretariat to learn about the issues and to get exposure to more of the reality of the contracting parties. Additionally, requirement for contact point endorse the participants from before funding, triggered a lot of confirmatory action from contact points and greatly improved the compliance with this national reporting obligation.

This year a range of themes were identified for presentation at the workshops and were agreed with each organizer, according to the regional interests. She highlighted the high rate of coverage of developing countries attending the regional workshops all over the world.

The donors, organizers and co-organizers that cooperated for financing, preparing and running the workshops were also listed in the table in the documents presented. The most frequently suggested CD subjects for the workshops include the following: Single window, Invasive alien species, IRSS, phytosanitary resources and National reporting obligations (NRO).

Concerns by many contracting parties on the pertinence of some standards were highlighted to the SC in their meeting last week, as well as the need to explain that the decision on which topics for standards are finally developed, is adopted by the CPM.

The Bureau member considered that the presentations were very informative and advised that the number of future CD related issues in the agenda for the workshops should not be increased. She also suggested that the presenters need to be adequately prepared to receive the full range of questions arising during on discussions.

The CD officer suggested that, in the forthcoming regional workshops, only 6 issues of CD interest and not more 20 slides for each presentation with prepared questions for discussions be approved as format for the workshops. She also noted that it would be interesting to follow the APPPC model of reviewing documents, sending comments in advance and assigning responsibilities in order to encourage participants to read in advance and prepare their participation in the meeting.

On the participation of SC members at the regional workshops, the CDC recognized the high value of their presence.

1. *The CDC agreed to promote the participation of CDC members in the regional IPPC workshops.*

AGENDA ITEM 3: WORK PLAN AND STRATEGIES

3.1 Operational issues of the IPPC Capacity Development Committee (CDC)

- **CPM 9 preparation**

The CDC decided to make a submission, as part of the Secretariat report at CPM – 9 (2014), a short report informing on the approval by the Bureau of an extension in the presentation of the CDC evaluation report till CPM-10, similar to the usual INF document on application of the PCE and update on participation in projects.

On possible side sessions, the CDC priority suggestions are to prepare:

- Launch sessions for resources produced:
 - Market access theme (market access, PRA, equivalence, transit , maybe stakeholder manual if ready)
 - Dielectric treatment manual and brochure
 - Use of IAS vs. pest language
- CD Training including :
 - Launch of revised IICA Manual on IPPC participation
 - Hands-on training session to be planned with Sally Jennings

It is needed to have a discussion with the Bureau and IPPC Coordinator on:

- the possibility of having the training session on Sunday afternoon before CPM and the need to work out whether DSA funds can be extended for Sunday
- the possibility of extending lunch break
- the availability of a better training space on Sunday afternoon (library or off-site)

- the possibility of including a mention of the Sunday evening training in the CPM invite letter

The Sunday afternoon session is intended to cover the CD Training.

If not possible, it would be performed on Monday/Tuesday/Wednesday/Thursday at early morning/lunch time (depending on the feasibility of an extended lunch break) and in a way compatible with the sessions to launch the new resources. Other possible issues listed below should be discarded.

If the Sunday session is possible, the early morning or lunch sessions (depending on the feasibility of an extended lunch break) would cover the lunch session and the evening sessions should be intended to cover other possible issues:

- Phytosanitary aspects of emergency response
 - Emerging pests – *Tuta absoluta*/ Banana Bunchy Top virus/ other possible presentations by FAO regional officers
 - Systems approaches and tools developed in the Beyond compliance project
1. *Secretariat to make contacts to facilitate attendance of CDC members to CPM to cooperate with these activities.*
 2. *CDC members to pursue options to be available and supported to participate in these capacity development side sessions at CPM.*

- **Review of the CDC task list**

The CDC reviewed the CDC task list developed after the 2nd CDC meeting in May 2012.

The Secretariat will update the list of task and share them with the CDC members within a week of the November 2013 meeting.

3.2 Procedural issues

- **CDC Rule of observers**

The CD officer reminded the CDC that the CPM Rules of Procedure to include the rules of observers were revised at the CPM-8. The revised Rules indicate that CPM subsidiary bodies may have their own rules on observers in harmony with or fashioned after the CPM Rules. At its May 2013 meeting, the CDC agreed to consider the modification of the recently adopted rule on observers of the CDC only if necessary. The CD Officer also mentioned that the SC is facing challenges in interpreting their revised rule on observers. The CDC noted that its existing rule on observers was working well.

The CDC:

1. Agreed not to revise its rule on observers.

- **CDC to submit comments on draft ISPMs**

The CD officer explained that at the June 2013 Bureau meeting, the Bureau clarified that the CDC would not be able to comment on draft ISPMs directly.

The Bureau encouraged CDC members to send their comments through the national contact points of their respective countries.

- **CDC Evaluation**

The Bureau agreed to extend the period for the presentation of the CDC evaluation report by a year so that the evaluation period will cover 2 full years. This decision would push back the assessment date by a year. Consequently, the presentation of the evaluation report would be in March 2015.

The ToRs for the evaluation and a list of possible evaluators need to be sent to the Bureau for their meeting in March 2014. The evaluation report will be considered by the Bureau in its October 2014 meeting, to be presented to CPM-10 in March 2015.

The CDC discussed the general characteristics of the evaluation and decided that the consultations for the evaluation should cover: IPPC contracting parties, from all regions, representing developed and developing countries.

The list of persons to be interviewed should include:

- Bureau
- Secretariat
- SC
- RPPOs
- Service providers
- Donors
- Focused groups: countries that applied the PCE, project beneficiaries, countries that participated in CD activities, countries that never participated in CD activities, etc.

It should be advisable to run a pre-questionnaire for use at CPM-9, to assess the level of awareness and participation on CDC activities.

1. *CDC members to collect information on possible evaluators and inform the Secretariat*
2. *Secretariat to consult FAO Evaluation team on possible contents of a pre-questionnaire to be used at CPM -9*
3. *Secretariat to draft ToRs for the evaluation and send them for consultation to the CDC before presentation to the Bureau.*

- **Framework for standards and Implementation documents**

The CDC Chair collected the comments of the members and provided detailed explanations on the future use and contents of both documents. The comments mainly focused on the impacts of the documents on CD issues.

1. *CDC members to release information on contents and impacts of both documents in their regions.*

3.3 Update of the work plan

The CDC considered not necessary to make further adjustments to the work plan in this meeting.

The CDC agreed that the chair would review the work plan further, consider whether updates were needed, and send any necessary proposals to the CDC.

AGENDA ITEM 4: FUTURE CAPACITY DEVELOPMENT ACTIVITIES

4.1 ISPM No. 15

The Capacity Development Officer informed that no systematic collection and comprehensive compilation of materials related to ISPM 15 has been done but revealed that a project proposal on the issue has been presented to the STDF for consideration. The proposed project is on cost benefit analysis and impacts of the ISPM 15 mark in 4 African countries.

The Secretariat informed the meeting that there are over 80 countries that still haven't registered the mark. The FAO Legal office is developing a question and Answer presentation to inform contracting parties on the benefits of registering ISPM 15 mark. Without registering the mark, contracting parties cannot prosecute on the misuse of the mark. It might also lead to an importing country taking trade restrictive action if an exporting country does not take adequate and proper action to protect it.

The Bureau member informed that there is a priority in the APPPC/Asian region to focus on the registration of the mark. She informed that NAPPO and APPPC are working on a joint activity-workshop in China May 2014.

She opined that since there are many countries that are still not prepared to make a full implementation of ISPM15, it may be difficult to assess their needs and to develop a scope for a future project on the mark.

The CDC agreed:

1. *to keep this agenda item, and decide on a possible project when more information is available.*
2. *for the delegate of Pacific to follow-up with New Zealand if a possible accessible impact report on ISPM15.*
3. *for the delegate of Europe to follow-up on an EU activity in Asia.*

4.2 Project and Activities Proposals

- **Training of trainers**

The Capacity Development Officer reminded the meeting that opportunities are being pursued at a regional level to train individuals to serve as trainers of IPPC-related issues.

She highlighted that several regions have expressed interest in these activities, including OIRSA, a regional economic community, and FAO regional officers.

These discussions will continue and the Secretariat is actively interested in discussing these opportunities with additional partners.

Mr Ho offered to explore options to coordinate an activity in his region.

- **Cataloguing University courses**

The IPPC Secretariat provided updates on cataloguing IPPC-related university courses. At the 2013 SPG meeting, the identified list of university courses including costs and languages was presented. The SPG suggested that the RPPOs might further examine the university courses, and after completing STDF 350 the materials may be accepted as potential future learning tools. The CDC noted the updates.

4.3 E-certification

The Capacity Development Officer reported that the ePhyto Steering Committee had its first meeting in September 2013 in New Zealand. This committee has developed a work plan that focuses on three specific areas:

1. Harmonization
2. The Hub
3. Awareness and Capacity Development activities.

The ePhyto feasibility study, carried out by a consultant, has provided new insights on the challenges and benefits of ePhyto, including a financial assessment of costs. The Standards Committee took decisions on future appendix of ISPM12 (on e-certification) which would be global agreement on how to exchange information. Opportunity to apply for STDF funding for the project exist when the appendix is finalized.

The results of the ePhyto feasibility study and the steering committee recommendations will be presented at CPM-9 in 2014 during the scientific session. The Bureau wishes to see presenters from developing countries.

The participants were also informed of ongoing activities related to ePhyto in their regions:

- IICA reported that under the framework an Inter- American Coordination Group on Plant Health has been established to discuss concerns and benefits of the ePhyto project and to keep countries updated.
- The Bureau member confirmed that the APPPC plans to hold a regional workshop next year on ePhyto.
- COSAVE/NAPPO is starting to collect regional training materials on ePhyto.

The CDC agreed:

1. *to include the topic on ePhyto as a standing agenda item in future CDC meetings.*
2. *for the Chair Mr. Corné Van Alphen would be the link between the ePhyto Steering Committee and the Capacity Development Committee.*
3. *for the CDC members to stay available for any possible virtual work related to ePhyto capacity development activities.*

AGENDA ITEM 5: ANY OTHER MATTERS

5.1 Draft paper on criteria for prioritization of CD activities

At its second meeting (Kuala Lumpur, May 2013), the CDC discussed the large number of activities on their operational work plan and suggested that a process to prioritize activities would be useful. Two of the CDC members worked during the interim between the May and December 2013 to develop a proposal of criteria for prioritizing the CDC's activities.

The CDC discussed this proposal and supported using a system of weighted criteria to evaluate proposals for new activities in the CDC work plan. The CDC considered specific criteria and their weight and agreed on the approach shown in Appendix 4.

5.2 Capacity Development Trust Fund

The Implementation Officer provided an overview of the trust fund and highlighted the level of contributions being received, the range of projects currently being undertaken and the partners involved.

The officer informed the meeting that to date most of the contributions are ear-marked for specific activities by the donors but funds not attached to specific projects are also welcome.

The officer encouraged CDC to promote the Fund and to ensure that its link to the IPPC capacity development strategy is emphasized.

The CDC:

1. *Noted developments on the trust fund*
2. *Agreed to promote contributions to the trust fund.*

6. DATE AND VENUE OF THE NEXT MEETING

The next CDC meeting was planned to be held the 2nd- 6th of June 2014 in the Netherlands, with telephone conferences to be arranged in the meantime.

7. REVIEW AND ADOPTION OF THE REPORT

The CDC adopted the report of the meeting. The chairperson thanked the participants for their contributions and closed the meeting. The group thanked the IPPC Secretariat for the organization of the meeting.

APPENDIX 1: AGENDA

Monday 25 November 2013		
Agenda Item 1: Opening of the meeting		
1.1	09:00-10:00	<ul style="list-style-type: none"> • Formal opening of the session • Purpose of the meeting • Local and logistical information
	10:00-10:30	Group photo Coffee break
1.2	10:30-10:45	Adoption of the agenda
1.3	10:45-11:00	Election of the Rapporteur
1.4	11:00-12:30	Update from the IPPC Secretariat, CDC members and observers <ul style="list-style-type: none"> • IPPC Secretariat • Bureau member • CDC Chair to report on SPG and the framework for standards. • IRSS update
	12:30-13:30	Lunch
1.4	13:30-14:40	Update from the IPPC Secretariat, CDC members and observers(cont'd) <ul style="list-style-type: none"> • Update from the CDC members and regions • Update from observers
	15:40-16:00	Coffee break
Agenda Item 2: Capacity Development Activities		
2.1	16:00-18:00	STDF Project 350 “Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project Update and future steps
Tuesday 26 November 2013		
2.1	9:00- 10:40	STDF Project 350 (cont'd)
	10:40-11:00	Coffee break
2.2	11:00-12:30	Other technical resources in development <ul style="list-style-type: none"> • Market access supplementary materials • Transit Manual • Equivalence Manual
	12:30-13:30	Lunch
2.3	13:30-14:30	Phyto page and dissemination of technical recourses <ul style="list-style-type: none"> • Status on the Phyto.info web page- future steps • Update on the work plan to review resources • Resources that are not completely plant health related • Yammer
	15:40-16:00	Coffee Break
2.4	16:00-18:00	STDF Project 401 “ Training of Phytosanitary Capacity Evaluation (PCE) Facilitators” Status and next steps

Wednesday 27 November 2013		
2.5	9:00-10:00	IPPC projects and PCE application Update and highlights of IPPC projects and status on the application of the PCE tool
2.6	10:00-10:40	Regional IPPC workshops Results from the IPPC regional workshops
	10:40-11:00	Coffee break
Agenda Item 3: Work plan and strategies		
3.1	11.00-12:30	Operation issues of the IPPC Capacity Development Committee(CDC) <ul style="list-style-type: none"> • CPM-9: CDC coordination including preparation of papers. • Review of the CDC task list
	12:30-13:30	Lunch
3.2	13:30-14.30	Procedural issues <ul style="list-style-type: none"> • Role of observer-review of draft revised rule on observers. • CDC to submit comments on draft ISPMs • CDC Evaluation • Analysis of the Framework for standards document and Implementation document
3.3	14:30-15:00	Update of the work plan
	15:40-16:00	Coffee break
Agenda Item 4: Future Capacity Development Activities		
4.1	16.00–17.00	ISPM No. 15 <ul style="list-style-type: none"> • Review of the collection of information
4.2	17:00-18:00	Project and Activities Proposals <ul style="list-style-type: none"> • Training of trainers • Cataloging University Courses, future actions.
Thursday 28 November 2013		
2.1	8:30 -10:00	STDF Project 350 (cont'd)
	10:30-12:30	Seminar on “<i>Xylela fastitiosa</i> in olive trees” presented by Dr. Donato Boscia from the Institute of Virology, Faculty of Agronomy, Bari
	12:30-13:30	Lunch
	13:30-15:40	Seminar with EMitech by Ing. Antonio Diaferia
	15:40-16:00	Coffee break
2.1	16:00-17:00	STDF Project 350 (cont'd)
4.3	17:00-18:00	E-certification <ul style="list-style-type: none"> • Update
Friday 29 November 2013		

Agenda Item 5: Any other matter		
5.1	09:00-10:40	Draft paper on criteria for prioritization of capacity development activities developed by Sally and Corné
	10:40- 11:00	Coffee Break
5.2	11:00-12.30	<ul style="list-style-type: none">• Capacity Development Trust Fund
	12:30-13:30	Lunch
	13:30-13:45	Date and venue of the next meeting
	13:45-17:00	Review and adoption of report

APPENDIX 2: LIST OF DOCUMENTS

DOCUMENT NUMBER	AGENDA ITEM	DOCUMENT TITLE
-		Agenda 2 nd meeting CDC
-		Report 1 st meeting of the CDC
-		Report 2 nd meeting of the CDC
-		23 rd TC-RPPO report
-	1.4	Report of the Bureau Meeting October
-	1.4	Report of the Bureau Meeting June
1.	1.4	Statement from the Bureau
2.	2.1	STDF 350: Update and future steps
3.	2.1	STDF 350: Progress report
4.	2.1	STDF 350: Project document
5.	2.1	Reviewer's comments on dielectric heat treatment manuals
6.	2.1	Fact sheet: Dielectric heating as a treatment for wood packaging material
7.	2.1	DRAFT Diagram of treatment options for ISPM 15
8.	2.2	Other technical resources under development
9.	2.2	Market Access Manual
10.	2.2	Market Access Manual presentation
11.	2.2	Transit Manual
12.	2.2	Equivalence Manual
13.	2.2	Link to Pest Risk Analysis Material
14.	2.3	Status and update on the phytospage
15.	2.3	Update on the work plan to review resources
16.	2.5	STDF 401 Project doc last version
17.	2.5	Updated table on PCE application
18.	2.6	Table on Regional IPPC Workshops
19.	3.1	CDC task list
20.	3.2	Terms of Reference and Rules of Procedures of the CDC
21.	3.2	Framework for standards
22.	3.2	SPG Implementation paper
23.	3.3	Work plan
24.	4.1	Cataloguing University Courses
25.	4.3	E-phyto doc

DOCUMENT NUMBER	AGENDA ITEM	DOCUMENT TITLE
26.	5.1	Draft paper on criteria for prioritization of cap. Dev activities
27.	5.2	Priority Framework for Activities in the CDC Operational Plan
28.	5.2	Cap Dev. Trust Fund

APPENDIX 3: LIST OF PARTICIPANTS

Participant role	Name, mailing, address, telephone	Email address
Member, representing: Africa	Ms. Stella Nonyem ORAKA Zonal Coordinator Nigeria Agricultural Quarantine Service Room 517 5th Floor Federal Secretariat Aba Road Port Harcourt Nigeria Tel : +2348033323526 +2348056698645	stellaoraka@yahoo.com
Member, representing: Asia	Mr. Haw Leng HO Office of the Crop Protection and Plant Biosecurity Division Department of Agriculture 2nd Floor, Wisma Tani, Jalan Sultan Salahuddin 50632 Kuala Lumpur Malaysia Tel: 6 03 20301417 Fax : 6 03 26977164	hawlengho@doa.gov.my hawlengho@yahoo.com
Member, representing: Europe	Mr. Corné VAN ALPHEN Ministry of Economic Affairs Directorate-General for Agro Plant Supply Chain and Food Quality Department PO Box 20401 2500 EK The Hague Netherlands Tel: + 31 (0) 703785552 Mobile: + 31 (0) 618596867	c.a.m.vanalphen@minez.nl

Participant role	Name, mailing, address, telephone	Email address
Member, representing: Latin America and the Caribbean	Ms. Shelia Yvonne HARVEY Chief Plant Quarantine/ Produce Officer Ministry of Agriculture and Fisheries 193 Old Hope Rd. Kingston 6, Jamaica Tel: 1-876-977-0637 Mobile: 1-876-507-7951 Fax:1-876-977-6992	syharvey@moa.gov.jm sheharv@yahoo.com
Member, representing: Near East	Ms. Nagat Mubarak EL TAYEB Office of the Undersecretary Ministry of Agriculture and Irrigation PO Box 285 Khartoum, Sudan Tel: +249 83 77 47 86 Fax: +249 912181812	neltayb@yahoo.com
Member, representing: North America	Mr. Marc GILKEY U.S. Mission to the European Union U.S. Department of Agriculture - APHIS Rue Zinner 13, B-1000 Brussels, Belgium Phone: +32 2 8115182	Marc.C.Gilkey@aphis.usda.gov
Member, representing: Pacific	Ms. Sally JENNINGS Policy Analyst International Standard Organisations International Policy Ministry for Primary Industries Pastoral House, 25 The Terrace PO Box 2526 Wellington, New Zealand Work Tel: +64 4 894 0431 Fax: +64 4 894 0733 Mobile: +64 29 894 0431	Sally.Jennings@mpi.govt.nz

Participant role	Name, mailing, address, telephone	Email address
Observer	Ms. Kyu-Ock YIM Export Management Division Dept. of Plant Quarantine Animal and Plant Agency/MAFRA 178 Anyang-ro, Manan-gu Anyang city, Gyunggi-do Rep. of Korea Tel: 82-31-420-7664 CP: 82-10-8752-3132	koyim@korea.kr
Observer	Ms. Kenza LE MENTEC Economic Affairs Officer World Trade Organisation Rue de Lausanne, 154 CH 1211 Genève 21 Switzerland Tel: + (41) 22 739 65 38 Fax: + (41) 22 739 57 60	Kenza.LeMentec@wto.org
Observer	Ms. Ana Marisa CORDERO Agricultural Health and Food Safety Specialist Inter-American Institute for Cooperation on Agriculture (IICA) P.O. Box 55-2200 San Isidro de Coronado San José, Costa Rica Tel: 506 22160403	Ana.Cordero@iica.int
IPPC Secretariat	Ms. Ana PERALTA Capacity Development Officer International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla, 00153 Rome, Italy Tel: +39 06 570 55322	Ana.Peralta@fao.org

Participant role	Name, mailing, address, telephone	Email address
IPPC Secretariat	Mr. Orlando SOSA Implementation Review and Support System Officer (IRSS) International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla, 00153 Rome, Italy Tel: +39 06 570 53613	Orlando.Sosa@fao.org
IPPC Secretariat	Mr Yuji KITAHARA International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla, 00153 Rome, Italy Tel: +39 06 570 54402	Yuji.Kitahara@fao.org
IPPC Secretariat	Ms. Johanna GARDESTEN International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla, 00153 Rome, Italy Tel: +39 06 570 53768	Johanna.Gardesten@fao.org
IPPC Secretariat	Ms. Sonya HAMMONS International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla, 00153 Rome, Italy Tel: +39 06 570 54362	Sonya.Hammons@fao.org

APPENDIX 4: DRAFT PRIORITY CRITERIA FOR THE CDC OPERATIONAL PLAN

Introduction

At the 2nd CDC meeting held in Malaysia 27-31 May 2013, the members continue to work on the CDC Operational Plan. Due to the extensive amount of activities that are in the plan, it was noted that there needed to be a mechanism to identify which activities should have a higher priority, to ensure the best use of our limited resources. With this in mind the criteria below have been developed along with a weighting system (see scores linked to each criteria). The idea is that each Operational Plan Activity will be assessed on the priority criteria outlined below.

Strategic

Does the activity have support / buy-in from contracting parties? Score: 10

Can this activity achieve integration with existing programmes and work areas of the IPPC? Score: 10

Is the activity aligned with IPPC Strategic plan, resource mobilization strategy, communications plan and Capacity Development plan? Score: 10

Does the activity complement existing programme initiatives of external partners? Score: 10

Feasibility

Is the activity sustainable in terms of ongoing resources and funding: eg funding identified and secured? Score: 15

Is the activity technically and logistically feasible in the planned time frame? Score: 15

Benefits

Would the activity provide measurable benefit to at least 25% of member countries? Score: 10

Does the activity demonstrate its comparative advantages over other possible interventions? Score: 20

APPENDIX 5: UPDATES AND ISSUES ON A SPECIFIC PRODUCTS AS OF 1 DECEMBER 2013

Products Developed Directly through STDF 350

Product	Contributors	Development process	CDC discussion	Status	Number of products
<p>NPPO external/internal relations (manual) (NOTE: tentatively re-named “Manual on stakeholder relations”)</p>	<p>Authors: Ralf Lopian John Hedley Brian Stynes Jeff Jones</p> <p>Reviewers:</p> <p>Suggestions welcome – general expertise in stakeholder management and partnership may be useful</p>	<p>Ralf Lopian was contracted to lead the drafting of the manual with input from other experts.</p> <p>Ralf, Brian and Jeff met in-person 4-8 November 2013 hosted by Republic of Korea. John Hedley was unable to attend but contributed material by email.</p> <p>Republic of Korea cooperated to provide local meeting arrangements, input on the material, and has indicated interest in planning a regional workshop based on the final material.</p> <p>Republic of Korea organized a workshop for the drafters to present on the IPPC and some of the content of the draft manual, which was a useful exercise.</p>	<p>Shelia, Kenza and Stella to provide case studies. Secretariat to explore possibility of collaborating with Beyond Compliance project which produced relevant materials.</p> <p>Translation and field-testing status: seeking partners</p>	<p>CDC reviewed outline</p> <p>Draft in progress, expect late draft by January 2014</p>	<p>1</p>

<p>Establishing an NPPO (manual and training kit)</p> <p>NPPO Operations (manual, SOP and training kit)</p>	<p>Authors</p> <p>Jeffrey Jones Orlando Sosa Ravi Khertapal Felipe Canale Brian Stynes</p> <p>Reviewers:</p> <p>Ringolds Arnitis Sidney Suma Arundel Sakala BCG consultant Dam Quoc Tru Trung</p>	<p>Jeff Jones was contracted to lead the development of these resources. The group met 5-9 August 2013 in Vietnam to discuss outlines that had already been reviewed by the CDC. The meeting made progress on the content of the outlines and the different roles of the two topics.</p> <p>After the meeting, an updated draft of the establishment manual was circulated to the reviewers as well as the CDC. It is in progress and will likely be available in early 2014.</p> <p>The manual on operations is being drafted and will be made available to reviewers and the CDC.</p>	<p>Instead of an SOP, the Secretariat will issue a call to contracting parties for examples of specific resources and procedures used to implement NPPO programmatic areas</p> <p>Translation and field testing: seeking partners</p>	<p>Establishment: CDC reviewed outline and draft manual. Final manual expected by March 2014. Training kit is expected to be a powerpoint.</p> <p>Operations: CDC reviewed outline. Manual expected to be reviewed by January 2014. Final manual expected by March 2014. Training kit is expected to be a powerpoint.</p>	<p>4</p>
---	---	---	---	---	----------

<p>Import verification, export certification procedures and phytosanitary measures for export (manual, SOP and training kit for each)</p>	<p>Stephen Ogden Francisco Gutierrez Velia Arriagada Masa Sai Magda Gonzalez Brian Stynes AliceNdikontar</p>	<p>The Secretariat explored options to address the development of these linked products under import/export themes using a globalsymposium approach similar to the work done with pest surveillance in November 2012. However, no suitable partner to match funds to enable global participation was found.</p> <p>As an alternative a consultant (Stephen Ogden) was contracted to lead the process and coordinate a group of experts.</p> <p>Several experts that had originally been selected were no longer able to participate.</p> <p>Insufficient expertise in import verification was identified. A call for import verification experts was made to CDC members, the Bureau, and all contracting parties. No suitable participant was identified.</p> <p>Further guidance on what is expected for the materials on phytosanitary measures is needed.</p>	<p>Secretariat will explore collaborative options with IICA and find a way forward to progress the import/export materials.</p> <p>For the phytosanitary measures materials, only one product will be developed and it will be for a more general audience on what phytosanitary measures are.</p> <p>Corné to follow-up with EPPO to see if relevant materials are available from the workshop on ISPMs 7 and 12.</p>	<p>Import: Outline developed, CDC comments received, drafting is slow due to limited involvement and availability of experts</p> <p>Export: Outline developed, CDC comments received, drafting is slow due to limited involvement and availability of experts</p> <p>Phyto measures: TORs for a new type of product were developed by the CDC</p>	<p>7</p>
---	--	---	--	---	----------

		<p>Participation from the other experts has been variable and this has made progress challenging. Few experts in this area have demonstrated time and commitment to invest in these materials. As a result, progress on these materials has been challenging.</p> <p>OIRSA has demonstrated interest in collaborating on development of these materials including offering to co-fund an in-person drafting meeting, to translate the final materials into Spanish, and to use the materials in regional workshops.</p>			
Surveillance (manual)	<p>New Zealand Bill Roberts Robert Favrin Brian Kopper Lalith Kumarasingh Ravi Khertapal</p>	<p>Progress is slow. A letter of agreement was prepared for the preparation of the manual section on diagnostics to be done by the Ministry of Primary Industries of New Zealand. The legal counsel of the Ministry of Primary Industries objected to a number of clauses in the FAO standard letter of agreement citing concerns on copyright and intellectual property.</p>	<p>Secretariat will pursue several options to progress these materials. In parallel, the Secretariat is collecting surveillance protocols from RPPOs.</p> <p>The number of products to be developed is still to be finalized.</p>	<p>On hold pending discussions between FAO NZ legal counsels.</p>	1

<p>Pest risk analysis information/training kit</p>	<p>USDA Center for Plant Health Science and Technology International PRA Advisory Group</p>	<p>The ideas for these materials were envisioned by the International Advisory Group on PRA (IAGPRA). The IPPC Secretariat identified the USDA-PERAL pest risk analysis laboratory as a partner to develop the content. They were engaged through an exchange of letters (agreement to collaborate without exchange of funds). The CDC approved their work plan at the May 2013 CDC meeting.</p> <p>The Secretariat maintained contact with USDA-PERAL by videoconference June-August 2013 and arranged a peer review meeting with IAGPRA members in September 2013 (held in York, England – hosted by UK).</p> <p>The Secretariat engaged a communications consultant to provide strategic input into the materials and the review process, and this contribution was valuable.</p>	<p>Secretariat to collaborate with communications experts to finalize the materials.</p> <p>Additional materials may be considered (specifically on explaining IPPC terminology to a general audience, and possibly a general video on PRA).</p> <p>The value of “before and after” photos of pest damage was emphasized and CDC members are encouraged to share these.</p>	<p>Draft materials presented to the CDC at the November 2013 meeting</p>	<p>5</p>
--	--	--	---	--	----------

<p>Dielectric heat treatment fact sheet</p>	<p>CDC IPPC Secretariat Emitech Stavros Avramidis Kelli Hoover Shane Sela Mike Ormsby</p>	<p>The CDC developed an outline of the fact sheet at the May 2013 CDC meeting. Emitech was asked to develop text. The CDC reviewed this text and considered it to be too commercial in nature. The Secretariat explored options to identify experts in the field and contracted Professor Stavros Avramidis (University of British Columbia) to further develop the fact sheet. The CDC reviewed the text and considered it to be too technical in some cases. The Secretariat completed further work on the text and requested Professor Avramidis and several additional experts (in both dielectric heating and ISPM 15 in general) to review the content. It has been extremely challenging to identify experts who have relevant expertise in both the technical content (dielectric heating) and the general context (IPPC, ISPM 15 treatments, the role of NPPOs, etc).</p>	<p>The draft was discussed, comments provided, and the Secretariat will finalize the text. A diagram on ISPM 15 treatment options was presented and the CDC support including this diagram as a product as well.</p>	<p>The CDC reviewed and noted this at its November 2013 CDC meeting.</p>	<p>2</p>
---	---	--	--	--	----------

Project fact sheet	IPPC Secretariat	The project document envisaged development of a fact sheet. In May 2013 the STDF Secretariat indicated that a fact sheet would be useful for its website. The IPPC Secretariat drafted this and will finalize it with the STDF.	This will be finalized at a later stage in the project	To be finalized	1
Total number of products					21

Products already under development, to be further developed through project STDF 350

Product	Contributors	Progress	Status	
Forestry e-learning on export and import	Developed in cooperation with FAO forestry	Launched at CPM-8. Product is available online at http://www.fao.org/forestry/foresthealthguide/82418/en/	Product launched	1
Equivalence (manual)	Developed through letter of agreement with CABI	Draft is being updated based on CDC comments and a 2-page version is also in development. As of now this is no longer being produced with STDF 350 funds directly, but the Secretariat continues to be involved in the development of the materials.	CDC has reviewed; author to finalize; anticipated completion April 2014 CDC to review graphic	0

<p>Market access (manual, as a component of the identified need for materials on international relations)</p>	<p>Developed through letter of agreement with CABI</p>	<p>Product launched, but no longer considered part of the STDF 350 project based on discussions at the May 2013 CDC meeting. A presentation on the manual was made at an October 2013 SPS workshop.</p> <p>Translation has begun thanks to other budget resources.</p>	<p>Product launched</p>	<p>0</p>
<p>Transit (manual)</p>	<p>Developed through letter of agreement</p>	<p>CDC provided comments and resolution of comments is needed in order to finalize the manual and prepare it for editing, publication and translation.</p> <p>As of now this is no longer being produced with STDF 350 funds directly, but the Secretariat continues to be involved in the development of the materials.</p>	<p>Final comments need to be resolved</p>	<p>1</p>
<p>Dielectric heating (manual)</p>	<p>Primarily EMitech. Previous version had input from TPPT and Dr Kelli Hoover of Penn State.</p>	<p>Comments have been received from experts in the USA, Republic of Korea, and Canada.</p> <p>Further clarification on the intent and next steps for these products is needed.</p>	<p>A consultant will be contracted to combine these two draft manuals with the intended audience of policymakers that manage ISPM 15 issues, and treatment specialists.</p>	<p>2</p>

<p>Manual on IPPC participation (as a component of the identified need for materials on international relations)</p>	<p>IICA</p>	<p>The EWG-CD had identified a need for a manual on “international relations” and decided to use a combination of the materials on stakeholder relations, market access and an updated version of IICA’s guide to participation in the IPPC to address this need.</p> <p>A letter of agreement was arranged to partner with IICA to update their manual on IPPC participation and develop an e-learning module based on sections of the manual. The manual is being developed in Spanish and will be translated into English.</p>	<p>Secretariat to review and identify additional reviewers; CDC members invited to comment on old version (in English) and/or new version (in Spanish)</p>	<p>2</p>
<p>Total number of products</p>				<p>6</p>