



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

The Hague, Netherlands
02 – 06 June 2014

Report of the 4th Meeting of the IPPC Capacity Development Committee

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AGENDA ITEM1: OPENING OF THE MEETING

1.1 Opening of the meeting

The IPPC Secretary, Mr. Yukio Yokoi, welcomed the participants and opened the 4th meeting of the Capacity Development Committee (CDC). He informed that this is the first CDC meeting he is attending, with the main objective to initiate the evaluation of the CDC as well as to discuss Trade facilitations issues. He raised that trade facilitation is an important topic as it links directly to implementation of the IPPC and its standards and thanked the participants of the committee for attending this meeting.

The Deputy Director of the Dutch National Plant Protection Organization, Mr. Wim van Eck, welcomed all the participants on behalf of the Dutch government. He emphasized the importance of developing capacity to implement the IPPC and its standards and expressed that the outcome of this meeting is an important building block at this regard. Mr. Van Eck gave an overview of the planned field visit to the glasshouses for production of plants and vegetables and to the port of Rotterdam, where the group could appreciate the challenges that the Netherlands faces in terms of controlling the high number of consignments traded.

The IPPC Capacity Development officer referred to the antecedents of the creation of the CDC, the hard work of the group and the fact that finally its activities were going to be evaluated. She raised the changes in the works of the Convention after some decisions at CPM-9 and the very important challenges and new opportunities that had been created through these decisions in the area of capacity development.

Purpose of the meeting

The purpose of the CDC meeting was analyzed by the group, based on the agenda, the decisions taken at CPM-9 and the new developments happening since the last meeting of the committee.

1.2 Adoption of the agenda

The participants made minor amendments and agreed to the agenda (Appendix 1). Documents list can be found in Appendix 2. Presentations performed during the meeting are going to be posted in the CDC work area.

1.3 Election of the Chair and the Rapporteur

Mr. Haw Leng Ho, the representative for Asia, was selected as the Rapporteur for the meeting.

The Secretariat raised the fact that the current CDC Chair had been selected as one of the Bureau members and for this reason the CDC needed to select a new Chair among its members.

Ms. Sally Jennings, the representative for the Southwest Pacific, was nominated as the Chair of the CDC. Due to national procedures, an official approval from government of New Zealand is needed.

The Chair-elect will seek official approval from her government and pending the result, the issue is going to be decided shortly after the meeting.

The CDC is invited to participate in many key meetings during 2014. The Chair or a representative of the group needs to attend meetings and the CDC decided that this additional activity required some planning and strategic coordination.

The increased number of meetings that the CDC needs to attend made the group develop a plan to divide the meetings between the CDC members willing to help. There are five meetings in the pipeline and the following decisions on attendance were taken:

1. Strategic Planning Group in October- Chair and Mrs. Stella Oraka
2. Framework for standards, end of August- Mrs. Harvey
3. National reporting obligations advisory group, beginning of July- Mr. Gilkey is going to be consulted on his possible attendance.
4. OEWG on Implementation, beginning of August- Mrs. El Tayeb and possibly Mr. Van Alphen
5. Triennial Review Group, on-going Chair. For this group no meetings are scheduled in the rest of this year.

The group considered it appropriate to set a simple procedure for communication among its members, requesting that those participating in the meetings previously mentioned, circulate information to the CDC members on the agenda and documents, get the opinions of the CDC and send a final summary of the decisions taken. All these three steps should be performed by email and based on brief messages.

1.4 Updates from the IPPC Secretariat, CDC members and Observers

- **Update from the IPPC Secretariat**

The Secretariat referred to the changes in the staff, reporting on the fact that Ms. Gardesten had got a new position and was leaving FAO, and that some new calls to fill vacancies had been performed or were going to be released shortly (one P2 and one P3 position for CD). The CD Officer reported that this fact was an important advance for the area of CD and that the vacancies were based on project funds and called for one year with possible extension if funds were available.

She also reported on the changes in the administrative position of the IPPC into the FAO structure and the fact that under the FAO planning system, CD was included into Strategic Objective 4 (SO4), output 1.4, led by Mrs. Renata Clarke.

- **Update from the Bureau member**

Last CPM-9, Mr. Van Alphen was elected as the European delegate in the Bureau. He will stay as the Bureau observer to the CDC, but the group needs to proceed to find a new European delegate to the CDC.

He reported on the discussions and decisions of the short Bureau meeting at the end of CPM-9 related to the CDC evaluation and to the fact that in its next meeting in June, the Bureau is going to address CPM follow up, implementation issues and the structure and side sessions for next CPM, raising that it was important to have the CDC suggestions on side sessions and activities during the next CPM.

- **Update from the regions**

Asia:

The capacity building activities and projects in the Asian region 2014 were presented. The regional representative was requested to post the activities and projects to the phytosanitary resources page and use the materials to be developed under the STDF 350 project. The Secretariat expressed that the organization of the workshop by two RPPOs was extremely good collaboration.

Near East:

The activities of the CDC member in CPM-9 and regional training for the preparation in the CPM meeting were presented. The CPM side events were also introduced in Arabic and English as a Near East plant protection newsletter.

Africa:

The activities of the CDC member in CPM-9, emerging diseases and strategic plan for AU-IAPSC were presented. At the end of the presentation, the challenges for capacity building were introduced.

Latin America and the Caribbean:

Caribbean Pest Diagnostic Network and university training courses for the plant protection officers were presented.

Southwest Pacific:

After the oral presentation of the regional representative, the CDC member indicated that key issue on the IPPC Regional Workshop was on how to engage the participants in the standard setting process.

Europe:

The regional representative focused on the plant health system in the Netherlands and provided the situation of market access based on an Action plan developed by the Market Access Team.

- **Update from Observers**

STDF:

The STDF Secretariat highlighted recent developments and new projects in plant health. The IPPC Secretariat requested that the STDF Virtual Library should contain a link to the phytosanitary resources page.

IICA:

The IICA representative focused different technical cooperation initiative developed with the IPPC, USDA, Inter-American Coordinating Group on Plant Protection (GICSV), COSAVE and the STDF.

1.5 CPM Follow-up

The Secretariat described the key decisions adopted at CPM-9, highlighting the decisions adopted on: Implementation, Ephyto, Framework for Standards, IPPC Secretariat Enhancement study and National Reporting Obligations, giving details on further actions and meetings related to these issues.

The member from Africa raised that the African group felt that it was difficult to follow the discussions due to frequent changes to the order for addressing the items in the agenda.

She also mentioned the day to day work that she and the representative from the Near East performed, preparing the summary reports of the side-sessions and the value of the initial training session held on Sunday.

She remarked that the side sessions were extremely useful and well attended and the sessions followed by many questions. On the plenary sessions, she observed that not all the contracting parties that are attending are giving comments and that more work should be performed to increase participation.

The representative from the Near East highlighted the availability of useful resources in the resources page and the importance to promote their use.

In general her opinion was that the side-sessions have made the CPM meetings more interesting and helped to create awareness on the CDC.

The representative from Europe informed that the region had discussed on the last CPM meeting and considered that the Sunday session was very successful and that participation was evidently increased and more coordinated.

The Secretariat reported on the organization in February of three meetings, on improvement of the participation in the CPM sessions, in Central Africa, Central America and Near East, mentioning that the support to regions should last for a couple of years, and after this initial support the countries should be able to run the workshops by themselves with minimal remote consultation with the Secretariat.

The observer from IICA gave her views and mentioned her appreciation for the side sessions, its value and impacts, informing that countries in the Caribbean are requesting more training activities, based on the information provided at the different sessions on CD at CPM.

The IPPC Secretary thanked the comments from the CDC members and mentioned that further improvements to the CPM meetings are needed and the Secretariat has been working on this issue.

1.6 CDC Evaluation

The IPPC Secretary explained that the Bureau, at its meeting in April 2014, agreed on the ToRs for the CDC evaluation to take place in 2014 and to be reported at CPM-10 in 2015. The Secretary re-considered the agreed ToRs in a practical and cost effective way and a reframed version of work plan for the review of the CDC was suggested to the Bureau and agreed.

In the reframed version, a lead reviewer with a group of 4-5 in-kind contributors will take the main tasks of the review, in collaboration with some other external reviewers. The review report will be presented to the Bureau at its meeting in October 2014 for discussion.

The Secretary indicated that the objective of the review is to help the CPM to decide on the status of the CDC and also should include the summarization of the overall experiences from the initial period of CDC activities.

He also informed that during the initial days of the CDC meeting he would conduct interviews directly with each CDC member and observer, based on the questionnaire developed by the reviewers. The interviews will be conducted carefully and the results will be part of the update to the Bureau in its meeting in June 2014.

Finally, he mentioned that the results of the CDC Evaluation should also feed the Enhancement study of the IPPC Secretariat. He requested for permission from the CDC to be able to use the information from the interviews in an anonymous way for this additional purpose. The CDC agreed with this.

AGENDA ITEM 2: CAPACITY DEVELOPMENT ACTIVITIES

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

The Secretariat presented 3 documents related to this item of the agenda, including a full progress report containing key questions for CDC decisions.

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

- a mechanism for procurement and contracting issues has been established
- a budget revision has been prepared and submitted to the donor.

The CDC was invited to decide on:

- an approach for naming authors, contributors and reviewers.

The CDC decided to:

- recognize the authors by name and the reviewers in general
- not include the name of the author in the cover
- consider that these decisions could be implemented in a different way if the production process of the resource is very different
- the disclaimer text to be included in future materials.

The CDC decided to:

- approve the proposed text of the disclaimer
- new material proposed on invasive species/pests.

The CDC decided to:

- support the inclusion of this additional resources in the project work plan
- photos.

The CDC decided to:

- support the project of getting photos suggesting sites and local coordinators in their region in order to get relevant photos
- consider the suggestion of the STDF Secretary to organize a contest for the best photos in different categories, for next CPM
- next steps for products.

The CDC decided that:

- CDC members should consider opportunities in their country or region that can be built upon as opportunities to review and use the new materials. This would both provide valuable feedback on the materials and training opportunities for participants. In this related matter, CDC propose to develop a general guidance on how to evaluate the materials
- if a workshop is held in Rome, CDC members should be active in nominating 1-2 possible participants from their region who would be in a position to provide substantive comments on the materials
- coaching updates.

The CDC decided that:

- CDC members should share their plans to contribute to the next steps of the materials that are of particular interest to them reporting on this issue at the teleconferences and contacting at any time the Secretariat.

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

The Secretariat reported that the last details of the project document had been finished and the contract signed with WTO. The current meeting of the CDC is considered the inception meeting of the project.

It was informed also that Mrs. Sally Jennings was going to be working with the Secretariat in developing the initial tests for candidates.

The project was discussed and the modality for its implementation was reviewed. The CDC agreed that the selection of candidates will need to be done carefully to allow for the maximum possible outreach in order to attract the most suitable candidates. The CDC agreed that the call for candidates will extend to October 2014 and several avenues for advertising the call (via CDC members, IPPC, STDF and other channels) will be used. The CDC also discussed additional criteria that may need to be considered when selecting candidates for the project. Some flexibility in the implementation of the project was requested from the STDF since the project may need to be adjusted over its lifetime to account for extra budgetary contributions particularly in the phase where PCEs would be applied at the national level. The importance of this project to achieve the goals outlined in the Capacity development strategy and its placement in the overall strategy was also discussed. In this regard the IRSS officer provided an overview of the strategy being followed by the CDC since 2008 when the Building National Phytosanitary Capacity Strategy was first developed (see Appendix 5).

The CDC adopted then some key decisions on implementation of the project:

- add to the selection criteria for the candidates, the following criteria: ability to understand cultural differences
- sensitize on the project the participants to the Regional IPPC workshops and prepare a plan to raise awareness on the call to participants in the project including non-conventional channels, such as: FAO regional and sub-regional offices, announcement in the next SPS meeting, contact with different Universities working on plant protection issues, contact with former EWGCD participants, individual contacts with valuable candidates, etc.
- issue the call at the end of June and keep it opened till the end of October to maximize the collection of possible candidates.

The CDC members committed to contact valuable candidates in their regions to inform them on the project.

2.3 Implementation Review and Support System (IRSS)

- **Update**

The Secretariat provided an update on the IRSS programme emphasizing that the funding of the second cycle which initiated in April 2014 is reduced. The EU and the Government of Switzerland have contributed to the second cycle. The Secretariat provided a description of the linkage between and contribution of the work of the IRSS to the current discussions of the OEWG on Implementation and the work of the CDC, NRO and Standards Framework activity.

The CDC agreed to provide topics for possible inclusion to the IRSS 3 year work programme for the second cycle.

- **Review of the results of ISPM17 and ISPM 19**

The CDC initiated the review of the data contained in the report. General observations were made concerning the lists of regulated pests reported by respondents and the lack of similar data in the IPP. The CDC recognized that some CPs believe that they should submit a complete list to the IPP. Regulated lists of pests are never complete and should be updated frequently. The results of the survey will be used in the NRO support group meeting and in the Standards Framework meeting.

The CDC noted the value of the list of key regulated pests compiled from question 6 of the survey and suggested to refer these data to the TC RPPO, to the Framework for standards meeting and to the NROAG.

The CDC agreed that the principal CD action to help countries improve implementation of ISPM 17 and 19 is to focus on surveillance and PRA actions.

- **Review of the IRR**

The IRR was submitted to the TRG and Secretariat Core Group for comments. Comments have been received and are being incorporated into the report and an amended draft will be submitted to the Bureau, TRG members and SPG for further comments before submission to CPM10.

- **Equivalence Manual**

The document is finalized and will be submitted for editing and subsequently published on the phytosanitary resources page.

2.4 Phyto page and dissemination of technical resources

- **Phytosanitary resources page**

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

The Secretariat informed that in the last CDC meeting in November 2013, the CDC agreed that the phyto.info webpage needed an improved structure and layout. Following the proposal presented at that time, a work plan was established and implemented by the IPPC Capacity Development and IPPC IT-team. Major changes have been performed the period January-April 2014.

During CPM-9 the new look and functions of the phytosanitary web page were re- launched. The changes were well received by the contracting parties and an increased number of visitors have been noted in the page.

The Secretariat demonstrated the new layout of the web page for the CDC members and highlighted the new tools including the virtual tool on CPM participation and the Pest Risk Analysis Awareness material.

The CDC:

- noted the changes performed
- expressed its satisfaction with the new layout and functions of the phytosanitary resources page
- gave proposals on how to improve the web page further
- was encouraged to add their region's projects and activities in the appropriate databases in the phytosanitary.info page.

- **Priorities for review of phytosanitary resources**

The CDC discussed the definition of category of resources and development of further priority criteria of review, and noted that:

Definition of category of resources and tags on phytosanitary resources page

- the identification of tags indicating topic area should be general, not specific
- create all tags indicating category.

Priority criteria of review

- in light of current review process (five resources review at one time with one month deadline), select the resources with care, taking into consideration workload of review
- continue to give priority to the resources addressing topic areas related to the STDF350 materials

- identified needs and gaps, based on the findings of the Framework of Standards meeting
- the resources able to be applied in a wide range of NPPOs should be given priority over the ones only applicable in specific NPPOs
- the priority criteria should be a checklist.

2.5 IPPC projects and PCE application

The Secretariat presented a list of key projects for action in 2014 and the table updating on PCEs applied using the 2010 version of the tool. Each project was commented and in case of incorporating any other activity, the criteria for prioritization developed by the CDC should be used.

2.6 Regional IPPC Workshops

The Secretariat presented a document informing on the tentative schedule of Regional IPPC Workshops in 2014 and described the procedure to get more information from organizers of the workshop in the African region, since they have not attended the preparatory meeting at CPM time.

The IPPC Secretariat also highlighted that the workshops are a component of capacity development, the nature of the workshops has substantially changed and they are not only intended to collect comments on standards.

The invitation letter to the workshops, to be drafted by the Secretariat will include that participants are responsible for analyzing the documents provided, collecting and preparing national comments on draft ISPMs before attending the workshops, and actively participating in the evaluation survey at the end of the workshops. The Secretariat informed that draft agenda to be prepared by the Secretariat will be adjusted with negotiations between the organizers and the IPPC Secretariat.

The CDC noted that following topics are going to be proposed for discussion during the workshops:

- Agreement on Trade Facilitation
- National Report Obligations
- PRA advocacy material
- Other STDF350 products
- E-phyto
- Standard Setting Process
- Phytosanitary resources page

AGENDA ITEM 3: FUTURE CAPACITY DEVELOPMENT ACTIVITIES

3.1 Ephyto

The Chair of the IPPC E-phyto steering group, Mr. Nico Horn, met with the CDC and provided a useful presentation on e-phyto, for initiation of the discussions with the CDC.

After some hours of fruitful considerations and with the support of the information provided by the STDF Secretary and the CDC members, it was decided to prepare a project grant to be presented to the STDF in December 2014. The contents of the project should cover awareness rising at the global level, development of tools related to production, reception and exchange of e-phyto and a training and outreach component at different levels. It was planned to establish a drafting group that could meet in October in the edges of the Bureau meeting, with two members for the CDC and other two for the E-phyto steering group, one Bureau member, members of the Secretariat and the possible participation of a representative of the STDF Secretariat. Details on composition of steering committee, budget needed, strategic links with other trade related issues and possibilities to reuse data shall be considered at the meeting. From a trade facilitation perspective, the STDF Secretariat suggested the drafting group to consider the involvement of the other ISSB's and of other relevant organizations (WCO, WB, UNCTAD, etc) in this project.

In the meantime, the CDC shall undertake an awareness raising plan, including presentations in the IPPC Regional workshops 2014, in the WTO-SPS regional workshops 2014 and in other instances that could be identified by the Secretariat. Further details shall be discussed at the end of June in the meeting of the e-phyto steering group, with the presence of the Secretariat.

3.2 ISPM No. 15

The IPPC Secretariat informed that the APPPC/NAPPO Joint Workshop on ISPM 15, to be held at China in June 2014, would be an extremely good opportunity to analyze the issue of possible problems in the implementation of ISPM 15, as well as on needs of capacity development. The dielectric treatment material developed under the STDF 350 project will be introduced in the workshop.

The CDC agreed that the future capacity building activities on this issue will be discussed in the next CDC meeting, based on the result of the workshop.

3.3 Project and Activities Proposals

- **Trade facilitation**

The IPPC Secretary and the CD officer explained the actions performed by the Secretariat before CPM, their participation in preparatory meetings and the decisions adopted by CPM-9 on the newly approved Trade Facilitation Agreement.

Following the guidance received by CPM, the Secretariat is managing the possibility of implementing more concrete awareness raising and CD actions. The opinion of the CDC was requested at this respect and was very supportive.

The CDC advised the Secretariat to include awareness raising presentations on the contents and implications of this new treaty, as well as more detailed analysis of the obligations and procedures and enhancement of coordination and cooperation at the national level.

Every opportunity shall be used to raise awareness, provide knowledge and promote coordination, as for instance the Regional IPPC workshops 2014, other workshops and activities attended by the Secretariat, or preparing a paper for next CPM.

As a more general issue, all CDC members should be active in promoting in their regions key issues, as this one, related to: trade facilitation, NRO's, testing of CD resources, e-phyto, commenting periods for standards and other documents and promotion of the resources developed by the CDC.

- **Training of trainers**

The IPPC Secretariat recalled that the project on training of trainers would be developed with the support of possible donors and some regions, as OIRSA, which have expressed interest in the project and mentioned the concern on the speed in the implementation of this important step in the CD strategy. The CDC discussed options to undertake this type of activity and discussed the type of candidate desirable:

- in view of maximizing the use of the expertise, the candidate needs to have at least three year's commitment on the activity with responsibility and passion
- it is advisable to initiate ToT activities with one or more regions, and then to use the experience to formulate a global project that will build on regional experiences, taking into consideration various regional situations and other activities, as STDF 401 project
- it is necessary to interact with the RPPOs to get them involved in the process of training trainers and explore a faster option to develop an IPPC virtual training, in agreement with selected universities.

- **PRA workshop**

The IPPC Secretariat explained that based on the proposal by the USA, the SPS Committee will organize a workshop on decision making and communication during the risk analysis process in October 2014 in Geneva and just before the meeting of the SPS Committee. The IPPC Secretariat is invited to participate in the workshop. The CDC members were requested to provide the Secretariat with their opinions and issues of the implementation and capacity building with respect to PRA.

- **CPM-10 Preparatory meetings**

The IPPC Secretariat provided overviews of the CPM-9 preparatory meetings and side sessions emphasizing that they were well received by the participants, and the opinions and suggestions of the CD group in the Secretariat were presented.

The CDC agreed that:

- the regional preparatory meetings were valuable and should be continued regularly

- the same is applicable to the training sessions on Sunday
- the recommendation for organization of CPM-10 preparatory meetings will be presented to the Bureau.

The CDC discussed options to improve the meeting and how to address possible issues, and noted that:

- after the CPM, financed participants should submit the report on how to implement their activity during the CPM and which actions have to be performed after their return
- the draft participant list to the CPM should be posted on the IPP as a living document and before the meetings begin
- launch sessions need to be more interactive
- the general structure of the CPM meeting should be kept
- the contents and denomination of the session at the CPM plenary needs to be reconsidered (scientific sessions or sessions on issues of top interest??).

The CDC suggested the following topics for possible training sessions on Sunday, side sessions and scientific sessions:

Sunday's sessions:

- media and exhibits on the training materials available (STDF flyer could be used)
- what to do after CPM? Reporting and dealing with the outcomes
- NRO's
- stakeholders manual and benefits of CPM for building interactions
- presentation of the training materials available in the resources page.

Side sessions:

- three launch sessions for resources developed under the STDF 350 project
- E-phyto
- risk-based inspection systems
- botanical gardens, plant shows and introduction of plants
- food safety and security and its relationship with the IPPC
- how to reduce the SPS related trading cost while maintaining safe trade.

Scientific sessions:

- cost benefit analysis for enhancing phytosanitary activities
- joint problems that NPPOs face and new issues of interest: pest listing, transit, efficacy of measures, risk based inspection systems
- trade facilitation
- EPPO pest database
- new technologies for diagnostics

- internet trade and aquatic plants, follow up
- methods of pest control.

AGENDA ITEM 4: WORK PLAN AND STRATEGIES

4.1 Operation issues of the IPPC Capacity Development Committee (CDC)

- **Open call made for renewal and new membership of the CDC**

The Secretariat informed that at the end of June, the call for new members or requests for additional periods for the same member shall be issued in the IPP to allow the Bureau to select the members and alternates in its meeting in October 2014.

- **Update of the work plan and prioritization of criteria**

The updated IPPC CD work plan, June 2014 appears as Appendix 6 of this report.

- **Review of the CDC task list**

The reviewed list appears in Appendix 7 of this report.

- **Analysis of the Framework for standards document**

The Secretariat reported on the arrangements for the meeting and the CDC was informed on the ToR's developed by the SC.

The decision on this issue was that the CDC members should circulate their comments to the entire group till mid July, to be compiled by the Secretariat with the aim to better inform the CDC representative to the FFS meeting and in particular, all members shall make comments to the table that appears at the end of the past report of the FFS meeting, in the column related to support documents.

Mrs. Sheila Harvey shall act as the representative of the CDC in the meeting to be held in Costa Rica at the end of August 2014.

AGENDA ITEM 5: ANY OTHER MATTERS

5.1 IPPC Secretariat Enhancement Study

The Secretariat reported on the ToRs agreed at CPM and the fact that the FAO Evaluation Division had been charged to perform the evaluation. It was also mentioned the reasoning at the Bureau on the way to perform the evaluation and the fact that the Evaluation Division is currently consulting on new draft ToRs for this work. The CDC was informed on the possibility to be consulted by an evaluation team.

5.2 Implementation Programme

Based on the decisions from the CPM, the Secretariat reported on the activities to be performed in 2014, and in particular on the OEWG meeting that is going to be held in Rome, Italy in the first week of August.

Mrs. Nagat El Tayeb shall act as the representative of the CDC in the meeting and Mr. Corne van Alphen is going to be present, as the Bureau member for Europe.

6. DATE AND VENUE OF THE NEXT MEETING

The next CDC meeting was planned to be in Rome, Italy, on December 1-5 2014, with telephone conferences to be arranged in the meantime.

IICA proposed to host the May 2015 meeting of the CDC in their facilities in Costa Rica. The CDC welcomed the proposal.

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 Dutch National Plant Protection Organization for the organization of the meeting.

APPENDIX 1: AGENDA**4th Meeting of the Capacity Development Committee (CDC)****The Hague, the Netherlands****2nd-6th June, 2014**

Agenda Item	Time	
Monday 2 June 2014		
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 Chair and 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 • Update from the CDC members and regions • Update from observers
	12:30-13:30	Lunch
1.5	13:30-14:30	CPM Follow-up
1.6	14:30-15:40	CDC Evaluation
	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 <ul style="list-style-type: none"> • Update and future steps • Production of training on Invasive Alien Species • Market access supplementary materials
Tuesday 3 June 2014		
2.2	9:00- 10:40	STDF Project 401 “ Training of Phytosanitary Capacity Evaluation (PCE) Facilitators” <ul style="list-style-type: none"> • Status and next steps • Development of the selection tests for the PCE facilitators project
	10:40-11:00	Coffee break
2.3	11:00-12:30	Implementation Review and Support system(IRSS) <ul style="list-style-type: none"> • Update • Review of the results of ISPM17 and ISPM 19 • Review of the IRR report

		<ul style="list-style-type: none"> • Equivalence Manual
	12:30-13:30	Lunch
2.4	13:30-15:00	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 • Priorities for review of phytosanitary resources
2.5	15:00-15:40	IPPC projects and PCE application <ul style="list-style-type: none"> • Update and highlights of IPPC projects and status on the application of the PCE tool
	15:40-16:00	Coffee break
2.6	16:00-18:00	<ul style="list-style-type: none"> • Regional IPPC workshops
Wednesday 4 June 2014		
Agenda Item 3: Future Capacity Development Activities		
3.1	9:00-10:40	Ephyto <ul style="list-style-type: none"> • Meeting with Ephyto Steering Committee • Future possible activities
	10:40-11:00	Coffee break
3.1	11:00-12:00	Ephyto con't
	12:00-13:00	Lunch
	13:00- 18:00	Field visit Glasshouse district near The Hague and the port of Rotterdam
Thursday 5 June 2014		
Agenda Item 3: Future Capacity Development Activities		
3.2	9:00-10:40	ISPM No. 15 <ul style="list-style-type: none"> • Review of the collection of information
	10:40-11:00	Coffee break
	11:00-12:30	Ephyto cont'd
	12:30-13:30	Lunch
3.3	13:30- 15:40	Project and Activities Proposals <ul style="list-style-type: none"> • Trade facilitation • Training of trainers • PRA workshop • CPM-10 Preparatory meetings
	15:40-16:00	Coffee break
Agenda Item 4: Work plan and strategies		
4.1	16:00-18:00	Operation issues of the IPPC Capacity Development Committee (CDC) <ul style="list-style-type: none"> • Open call made for renewal an new membership of the CDC • Review of the CDC task list • Update of the work plan and prioritization of criteria • Analysis of the Framework for standards document

Friday 6 June 2014		
Agenda Item 5: Any other matter		
5.1	09:00-10:40	IPPC Secretariat Enhancement Study
	10:40-11:00	Coffee Break
5.2	11:00-12.30	Implementation Programme
	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		Agenda 4 th meeting CDC
Info		Info paper/general information
-		Report 1 st meeting of the CDC
-		Report 2 nd meeting of the CDC
-		Report 3 rd meeting of the CDC
-		25th TC-RPPO report
	2.3	IRSS: Review of the IRR Report
1	2.1	STDF 350: Progress report
2	2.1	STDF 350: Project document
3	4.1	ToRs CDC
4	2.1	STDF 350: Update and future steps
5	4.1	CDC task list
6	2.4	Priorities for review of phytosanitary resources
7	2.2	STDF 401 Project doc last version
8	4.1	Update of the work plan
9	2.4	List of posted resources
10	2.4	List of resources for review
11	4.1	Draft paper on criteria for prioritization of cap. Dev activities
12	5.1	IPPC enhancement study
13	5.1	Implementation Programme
14	3.3	PRA workshop
15	3.3	Trade facilitation Agreement
16	3.3	Trade Facilitation: Note on relationship between TF and SPS
17	3.3	Implications of WTO Agreement on Trade Facilitation
18	2.3	IRSS: Review of the results of ISPM 17 and ISPM 19
19	3.1	STDF PPG template
20	3.1	STDF Operational rules
21	3.1	STDF Workplan 2014
22	3.1	Funding Opportunities with the Standards and Trade Development Facility (STDF) Guidance Note for Applicants

DOCUMENT NUMBER	AGENDA ITEM	DOCUMENT TITLE
23	2.5	Updated PCE table
24	2.1	Market Access-the Netherlands
25	2.1	Work plans for the review of the IPPC Capacity Development Committee (CDC)
26	2.6	Regional IPPC Workshops Updated table
27	4.1	Terms of References for the development of the framework of IPPC Standard

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
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	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
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	Observer	Mr. Melvin SPREIJ Standards and Trade Development Facility (STDF) World Trade Organisation Rue de Lausanne, 154 CH 1211 Genève 21 Switzerland Tel: + (41) 22 739 65 38 Fax: + (41) 22 739 57 60	melvin.spreij@wto.org

	Participant role	Name, mailing, address, telephone	Email address
	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	Mr. Yukio YOKOI Secretary International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla, 00153 Rome, Italy	Yukio.Yokoi@fao.org
	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
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	Participant role	Name, mailing, address, telephone	Email address
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APPENDIX 4: STDF 350 STATUS AND NEXT STEPS

STDF 350: “Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project” – Status and next steps, June 2014

BACKGROUND

This project was submitted by four countries (Jamaica, Sudan, Cote d’Ivoire and Malaysia) with support from other NPPOs and RPPOs and approved by the STDF working group for funding in March 2011.

The project is being implemented and managed by the IPPC Secretariat. The IPPC Capacity Development Committee (formerly EWG-CD) is the project steering committee.

The project initiated on 1 February 2012 and was originally scheduled to conclude on 31 January 2014 resulting in the production of technical resources with global relevance. A one-year no-cost extension was requested and approved, so the new end date is 31 January 2015.

At the third meeting of the Expert Working Group on Capacity Development (May 2012, Australia), the EWGCD developed criteria for prioritizing the products to be developed under this project.

The agreed criteria for prioritization of products were:

1. Whether the product addresses core functions of the IPPC
2. Whether the product relates to NPPO management
3. Global applicability of the resource
4. Whether the product addresses emerging and urgent topics.
5. Whether the product can be considered a general manual
6. Whether the product address multiple areas of interest or activities
7. Whether other options of related technical resource are not available
8. Whether there is very little or no material available to address urgent topics.

The group applied the criteria to proposed items and selected a list of materials to produce. The products in development and their status are outlined in a table at the end of this paper.

GENERAL PROGRESS SINCE THE NOVEMBER 2013 CDC MEETING

The September 2013 – February 2014 progress report submitted to the STDF is provided as a separate document.

Contract mechanisms

The Secretariat has invested considerable time into setting up mechanisms through the FAO procurement office to be able to issue contracts to private companies. Without this established mechanism, there is a limit of USD 5000 per year for the Secretariat to contract private

companies. This has been a significant limitation given the interest in engaging external expertise in communication, training material development, etc. The possibility to issue larger contracts is expected to save considerable project management time involved with contracting large numbers of small, individual consultancies. It is hoped that these mechanisms will be established shortly. Establishing this contracting mechanism has required significant investment of project management time but will be useful not only for this project but also for future activities because the contract mechanisms would be valid for three years. These mechanisms would complement the continued use of individual consultancies for specific subject matter expertise, allowing for consolidation of services such as editing, layout design, multimedia development, etc.

Finances:

A budget revision has been prepared and submitted to the donor. The proposed revision allocates more funds for contracts and travel and less funds for individual consultants. This allocation would allow for a more streamlined production process by using a few contracts with private companies rather than a very large number of individual consultancies for the many elements of the production process (writing, editing, formatting, etc). This relates to the contracting issues discussed above.

Building on existing materials

The Secretariat is exploring options to develop training materials based on the market access manual such as a two-day set of workshop exercises and presentations. Depending on budget, there may be opportunities to further develop some of the PRA Awareness-raising materials.

Launch events:

The PRA materials and dielectric heating guide were launched at a side session at CPM-9 (March 2014). See <http://www.phytosanitary.info/activity/cpm-9-capacity-development-side-session-awareness-raising-materials-pest-risk-analysis-and> for information about the launch event. In addition, the revised version of the IICA Manual on Participation was used as a basis for the pre-CPM training.

Monitoring and use

The Secretariat is exploring options to use materials at workshops that the Secretariat organizes or attends. The Secretariat urges the CDC to explore opportunities to test the materials during the next year.

To date, a simple feedback form to collect users' reactions to the materials has been included in all of the published materials. Limited feedback has been received, all of it positive.

A firm has been contracted to further develop feedback mechanisms and evaluation methods to be used in face-to face workshops.

DECISIONS AND ISSUES FOR THE CDC

1. Names/attribution

The CDC is invited to decide on an approach for naming authors, contributors and reviewers.

The first materials fully developed under STDF 350 were published in February 2014 (PRA awareness materials and dielectric heating treatment guide). Both of these were a bit unique in their development process and format in that the content evolved significantly over time with many contributors playing different kinds of roles. The materials were attributed as being developed by the CDC with the IPPC Secretariat. Many manuals will be finalized during the next few months. The steering committee should agree on an approach for attributing individuals and/or organizations as authors, contributors and reviewers of the materials.

Considerations:

- Naming authors provides incentive for their good work. However, it may in some cases give authors the impression of too much ownership and hesitation to take on feedback that makes the materials more globally applicable but less linked to the authors' personal views. Named authors can also give the impression that it is one or two people's views, rather than emphasizing the global nature.
- Regarding contributors and reviewers some give a huge amount of input, others give a little, and some express interest but never actually contribute any input. It is challenging to design a fair system considering this range. A proposed option is to list only the primary experts (lead author(s) or significant contributors) by name at the front and to mention other reviewers generally.

For example:

- This resource presents information on phytosanitary aspects of _____ and was developed as a component of the IPPC National Phytosanitary Capacity Building Strategy. This paper was drafted by _____ with input and review by the IPPC Capacity Development Committee (including phytosanitary experts from the seven FAO regions), selected experts from national and regional plant protection organizations, and additional experts with technical expertise on the topic.

Decisions taken by the CDC:

- recognize the authors by name and the reviewers in general
- not include the name of the author in the cover
- consider that these decisions could be implemented in a different way if the production process of _____ the resource is very different.

2. Disclaimer

The CDC is invited to finalize the disclaimer text to be included in future materials needs to finalize this.

Proposed text:

- Text in this document is not an official legal interpretation of the International Plant Protection Convention (IPPC) or its related documents, and is produced for public information only
- The content is consistent with the agreed definition of National Phytosanitary Capacity and the IPPC National Phytosanitary Capacity Building Strategy. The IPPC National Phytosanitary Capacity Building Strategy was adopted by the fifth session Commission on Phytosanitary Measures (2010) of the International Plant Protection Convention
- To translate this material please contact ippc@fao.org for information about a co-publishing agreement.

Decision taken by the CDC:

- approve the proposed text of the disclaimer.

3. New material proposed on invasive species/pests:

The CDC is invited to decide whether to add an additional product on invasive species.

An opportunity has emerged to collaborate with a consultant with experience in the Standards Committee and Technical Panel Glossary, on the who has already produced a lot of material on invasive species, specifically using terminology that is appropriate to the IPPC framework. This would be an additional resource developed under the STDF 350 project.

Decision taken by the CDC:

- support the inclusion of these additional resources in the project work plan.

4. Photos:

The CDC is urged to identify local contacts and photo sites in their region (1-2 per region would be ideal.

Many future steps of the materials will benefit from engaging photos that cover technically related areas such as pest impact and NPPO operations. Professional-quality photos of these topics are not readily available. Through partnership with the FAO media group we have identified opportunities to contract local photographers to document pest damage and NPPO operations. However, a local contact is needed to provide technical guidance to the photographer on what specifically is relevant to photograph. We have pursued this through FAO regional officers however it has been challenging to focus the issue on topics that fall within the scope of regulated pests and work relevant to national plant protection organizations.

We would like to ask CDC members to suggest sites and local coordinators in their region in order to get relevant photos.

Decisions taken by the CDC:

- support the project of getting photos suggesting sites and local coordinators in their region in order to get relevant photos

- consider the suggestion of the STDF Secretary to organize a contest for the best photos in different categories, for next CPM.

5. Next steps for products

Flexibility

The project concludes in January 2015 and the next six months will be an intensive period of development. The CDC is encouraged to support flexibility in determining which products will be further developed into more detailed training materials. The feasibility of product development varies greatly depending on availability of experts.

Pilot testing workshops

The CDC has expressed interest in ensuring that the materials will be as useful as possible for contracting parties. With this in mind the IPPC Secretariat would like to explore further opportunities to use the new materials in testing workshops to gather feedback and inform future directions of the materials.

It may be possible to coordinate a small testing workshop based in Rome, or for the Secretariat to lead a workshop in a few regions. In either case, it will be extremely valuable to have participants with the appropriate profile to participate in the workshops.

CDC members are encouraged to consider opportunities in their country or region that can be built upon as opportunities to review and use the new materials. This would both provide valuable feedback on the materials and training opportunities for participants. If a workshop is held in Rome, CDC members may be asked to nominate 1-2 possible participants from their region who would be in a position to provide substantive comments on the materials.

Decisions taken by the CDC:

- CDC members should consider opportunities in their country or region that can be built upon as opportunities to review and use the new materials. This would both provide valuable feedback on the materials and training opportunities for participants. In this related matter, CDC proposes to develop a general guidance on how to evaluate the materials.
- If a workshop is held in Rome, CDC members should be active in nominating 1-2 possible participants from their region who would be in a position to provide substantive comments on the materials.

6. Coaching updates

CDC members are invited to share their plans to contribute to the next steps of the materials that are of particular interest to them.

We would like to express deep thanks to Kenza for her thorough review of the stakeholder manual and to Kyu-Ock for coordinating a workshop based on the participation manual. We would like to take time for each of the CDC members to share their plans for next steps to support the materials. See the end of this paper for specific information on coaching.

Decisions taken by the CDC:

- CDC members should share their plans to contribute to the next steps of the materials that are of particular interest to them reporting on this issue at the teleconferences and contacting at any time the Secretariat.

UPDATES ON SPECIFIC PRODUCTS AS OF MAY 2014

1.	E-learning on trade of forestry products	100% complete, launched in March 2013 and available online
2.	Dielectric heating treatment quick guide	100% complete, available online, launched at April 2014 side session, translated with funds from other projects
3.	Dielectric heating treatment manual	70% complete, in peer review process
4.	Stakeholder relations manual	70% complete, in late draft stage, reviewed by CDC twice
5.	Establishing an NPPO manual	90% complete, in final editing stages, reviewed by CDC twice
6.	Establishing an NPPO training kit	30% complete, technical information gathered, further training specialist input and field testing required
7.	NPPO Operations Manual	85% complete, in final technical review stages, reviewed by CDC twice
8.	NPPO Operations training kit	20% complete, technical information gathered, further training specialist input and field testing required
	NPPO Standard operating procedures	0% complete and no longer being developed, CDC decided that this need would be better served by providing examples of many kinds of procedures instead of producing a standardized guide
9.	Import verification manual	35% complete, CDC agreed on outline, drafting in progress by lead author Jeff Jones, peer review meeting in planning stages
10.	Import verification training kit	0% complete, pending development of manual
11.	Import verification standard operating	0% complete, pending

	procedures	development of manual
12.	Export certification manual	20% complete, CDC agreed on outline, drafting in progress by lead author Jeff Jones, peer review meeting in planning stages
13.	Export certification training kit	0% complete, pending development of manual
14.	Export certification standard operating procedures	0% complete, pending development of manual
15.	Surveillance manual	10% complete, draft outline developed, contractual arrangements for initial plan faced administrative challenges, other options for development are in final stages of negotiation including cooperation with New Zealand, UK and University of Florida
16.	Pest risk analysis awareness-raising materials	Phase 1 100% complete, launch session took place CPM-9 in April 2014, possibility of developing additional materials in the future.
32.	Project fact sheet	In development. A draft STDF fact sheet was submitted to the STDF Secretariat.
33.	Manual on IPPC Participation	90% complete, now available in English and Spanish, pilot testing workshop to take place hosted by Republic of Korea in late May 2014. May be further developed after the workshop in Korea to build on comments received and enhance with user-friendly design.
34.	Online tool for participation in CPM	100% complete, launch session took place at CPM-9 in March 2014, available in Spanish and English.
	Market access manual	No longer considered part of this project as discussed at CDC meeting May 2013, however new products based on the manual are in development and WILL be considered part of STDF 350. This may include an

		elearning module and workshop materials. See below.
	Transit manual	No longer considered part of this project as discussed at CDC meeting May 2013.
	Equivalence manual	No longer considered part of this project as discussed at CDC meeting May 2013.
35.	Market access training materials	Elearning module and workshop materials in development
	Products on invasive species	To be discussed by the CDC at the June 2014 meeting.

CDC TECHNICAL RESOURCES

Guidance for coaches to help the resources be strong and widely used (updated 29 November 2013)

Table organized by coach, so you can see what you signed up for:

COACH	TECHNICAL RESOURCE
Sally	Market access, IPPC participation, NPPO management
HO	Dielectric heating, PRA advocacy
Nagat	PRA advocacy
Kenza	Stakeholder management
Stella	Import/export, PRA advocacy
Shelia	Stakeholder management, surveillance
Corné	Import/export, phytosanitary measures
Kyu Ock	either NPPO management or stakeholder or IPPC participation
Ana Marisa	PRA advocacy, stakeholder, import/export to be discussed, IPPC participation
Marc	to be determined

Table organized by product, so you can see who is on your team:

TECHNICAL RESOURCE	COACHING TEAM
Market access	Sally
IPPC Participation	Sally, Ana Marisa, Kyu-Ock?
PRA awareness-raising	Ho, Nagat, Stella, Ana Marisa
Stakeholder management	Kenza, Shelia, Ana Marisa, Kyu-Ock?
NPPO management	Sally, Kyu-Ock?
Dielectric heating	Ho
Surveillance	Shelia
Import/export	Corné, Ana Marisa?
Phytosanitary measures	Corné

These capacity development resources need technical strength and long-term applicability in order to be successful. There are many things you can do to be a supportive coach and help your technical resource grow. Your creative ideas are welcome.

Here are some suggestions to start:

DO:

- Consider the draft outline of the material carefully and provide comments promptly, thinking about both the technical content and presentation of the material and specific ways to strengthen it
- Think about reviewers (from within the IPPC community or outside) that would provide good feedback to help the technical resource grow strong. This reviewer could have strong expertise in the technical area, or in training/adult learning, or another related area (such as stakeholder relations, organizational management, or advocacy)
- Distribute drafts to these possible reviewers, keeping the Secretariat informed of each individual you share the draft with and making very clear to the reviewer that the text is for their review only (not to be released further)
- Develop contacts with partners that may be able to fund printing or translation of the material
- Think about who the final product should be shared with when it is published (for example contacts in your NPPO, elsewhere in your government, in your region, other international organizations, other kinds of partners)
- Start planning for how the material could be used
- Share final product with colleagues and collect their feedback
- Host a small internal workshop and collect feedback with the final materials
- Plan a national training workshop, within the NPPO and/or with other partners
- Plan a regional workshop with the final materials
- Lead a side event at CPM or elsewhere
- Incorporate the materials into a broader capacity development project in your country, region, or elsewhere
- Distribute the finalized materials to technical service providers that you are aware of working in this area. Follow up with them to get their feedback, educate them on the topic, and see if there are opportunities to collaborate. Update the Secretariat on the feedback you receive
- Brainstorm possible future uses and/or further developments of the material to work towards the CDC's work plan goals
- Identify partners that may be able to fund further development of the material into something more dynamic and interactive ("phase two").

We look forward to hearing about your coaching strategy at the:

- March 2014 teleconference
- June 2014 meeting
- July 2014 teleconference
- November 2014 meeting.

PLEASE DO NOT let the drafts be distributed widely. We encourage peer review, but it must be clear that these are draft materials in development.

Please keep the Secretariat informed of each reviewer that is provided with the document. This helps us track the breadth of review the product has had. If the reviewer wants to suggest other reviewers, they should come back to you rather than forward the file directly. If you have any doubts, please ask the Secretariat.

An example of a possible message to a reviewer is attached – of course this is just an example and would change depending on who you are writing to, but we thought an example could be helpful.

We can't wait to hear about your ideas to strengthen these resources and help them make an impact in the plant protection community.

Stay tuned for the coaching awards!

[example message to a reviewer]

Dear _____,

I represent our region on the IPPC's capacity development committee and we are developing a set of training materials on _____. The materials will be made available for free on the Phytosanitary Resources Page (www.phytosanitary.info) and are meant to be globally-relevant materials to support implementation of the International Plant Protection Convention and its standards.

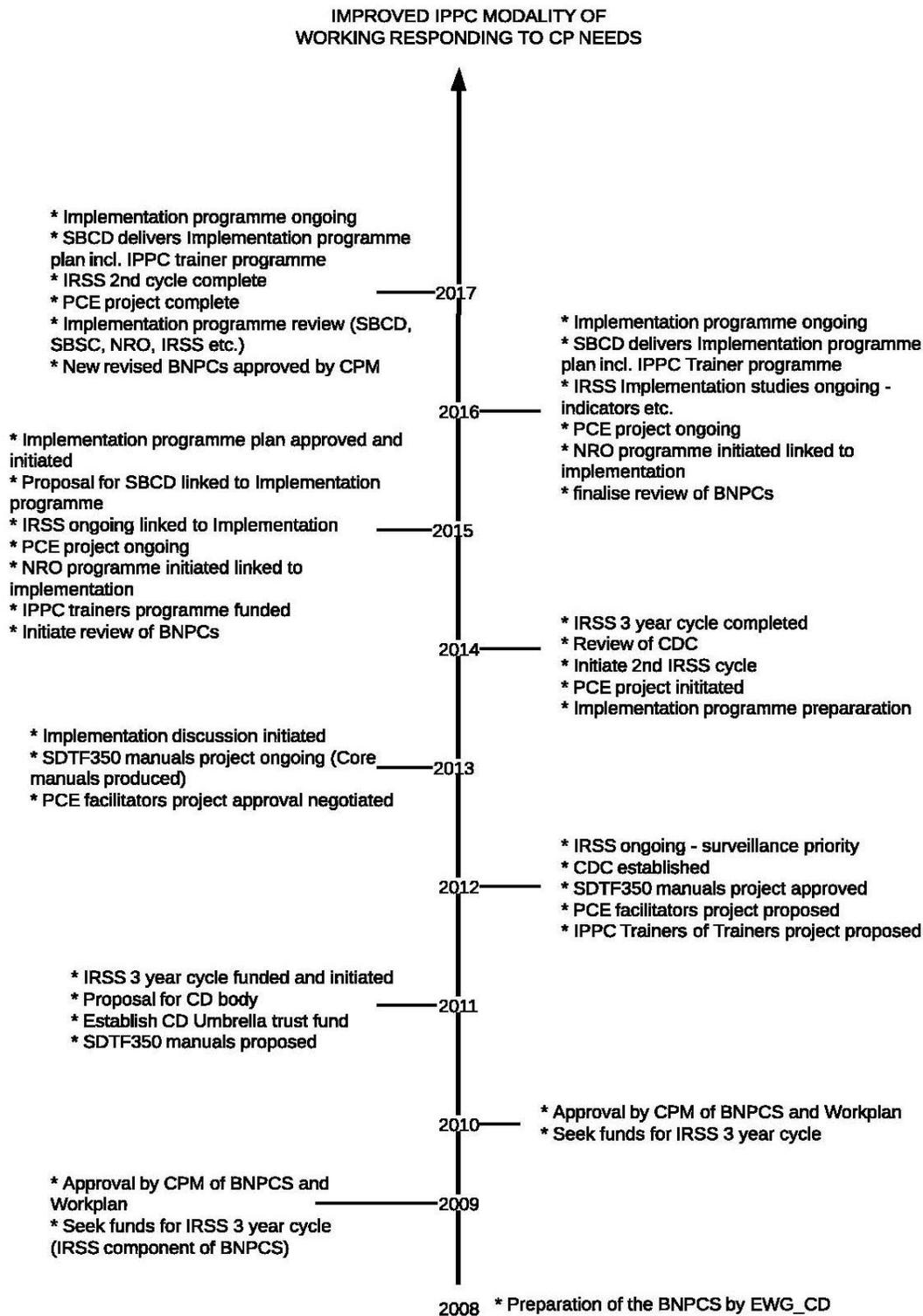
Based on your experience, I thought you might have good input on this training material. I would like to ask if you would be interested and available to peer review this draft. If so, could I ask you to get back to me within two weeks? I appreciate the short time frame – we are working hard to get these produced quickly and appreciate your time.

*Please note that the material is in **draft form and not for further distribution** so please do not forward it. If you have suggestions of additional reviewers whose experience would improve the material, please let me know – I would appreciate the suggestion.*

Please let me know if you have further questions. The IPPC Secretariat is copied on this message and may be able to help with questions as well.

Thank you very much for your review of this.

APPENDIX 5: IMPROVED IPPC MODALITY OF WORKING RESPONDING TO CP NEEDS



APPENDIX 6: UPDATED IPPC CD WORK PLAN, JUNE 2014

Capacity Development Committee operational task list

(living document – updated 14 August 2013 after May 2013 CDC meeting)

Activities depend on availability of financial and human resources. Activities are ongoing unless otherwise specified.

Global CD Strategy Activities	IPPC Capacity Development Activities	Timing	Comments during the CDC June meeting 2014
Identify and review tools for phytosanitary capacity evaluation (= PCE)	Translate the updated PCE	Dec 2013	Done. Available in all UN languages except Chinese.
	Advise on use of PCE data for use in IRR	May 2013	Pending
	Review draft analysis of PCE data in IRR	November 2013	Pending
	Discuss IRR to determine where and how synergies/investments can be achieved (output 2)	May 2014	On-going
Develop new or revise existing tools	Develop PCE module on environmental considerations of NPPOs	Sept 2013	Pending
Develop, deploy and maintain IPPC core training materials	Develop at least 20 technical resources.	Jan 2015	On-going
	Make materials available on phyto.info		On-going
	Encourage appropriate protection of PCE tool		On-going
Encourage use of PCE, including by donor organizations			On-going

Develop tools and guidelines for preparing national phytosanitary action plans	Prepare programs for training PCE facilitators (STDF 401)		On-going
	Collect and make available best practices in contingency and emergency action plans (and associated materials like cost benefit analyses)		On-going
Develop guidelines for preparing documented procedures for carrying out NPPO work	Development guidelines for core phytosanitary activities such as inspection, surveillance, pest reporting, pest diagnostics etc.		On-going
Train RPPO staff and regional experts on participation in all stages of the standard setting process (e.g. topics, specifications, representation on the SC and in other technical bodies, draft standards)	Encourage the SC and Standard setting group to produce training material		Done
Develop and implement an orientation programme for new delegates to meetings of the CPM			Done
Initiate peer coaching and mentoring for new members of subsidiary bodies of the IPPC			Done
Identify mentoring opportunities and adopt mentoring practices relevant to standard setting			Pending

Develop resources to support national-level stakeholder coordination of implementation of IPPC and its standards	Type of resources/tools needs to be defined		On-going
Identify challenges to implementation through IRSS programme	Analyze IRSS outcomes with a view to identify implementation challenges and related CD actions		Done
	Analyze other data that may give indications on difficulties in implementing standards (e.g. from SBDS or SC)		Pending
	Prioritize key standards for the standard setting work programme		Pending
Conduct training of NPPO staff on implementation of priority ISPMS and provide guidance to NPPOs on developing implementation plans			
Manage the IPPC phyto resources page	Conduct an annual call for provision of phytosanitary resources from various sources and in different languages including non-UN languages.		Done
	Build and maintain database system accessible to donors and recipients		Pending
	Make the roster of consultants (see www.phytosanitary.info) available to interested stakeholders		Done
	Populate the system using results of periodic surveys of programs		Pending

Develop linkages between regional and multinational organizations that provide phytosanitary information resources	Give inputs to the IPPC work plans on resource mobilization and communication		On-going
Provide support to contracting parties to update and document lists of pests that they regulate information systems etc.	Examine survey results from IRSS study of ISPMs 17 and 19 and make suggestions		On-going
	Identify good examples of lists of regulated pests for other NPPOs.		Pending
Encourage gap analysis (through application of PCE and IRSS) to determine requirements for surveillance, diagnostics, reference collections, information systems etc.	Identify good practices in this area that can serve as examples for other NPPOs		On-going
Coordinate and maximize the use of opportunities to secure funds from various sources, e.g. through organizing meetings with donors	Encourage the Secretariat to secure funds		On-going
Encourage exchange of experiences on advocacy for phytosanitary issues among regional organizations	Investigate good experiences of advocacy from regional organizations.		Pending
	Develop a tool to exchange good experiences (learning mechanism).		Pending

Develop advocacy materials on capacity development and review resulting documents before publication.	PRA advocacy material		Done
Promote the development and inclusion of relevant IPPC issues in the curricula of courses in Universities, Centers of Excellence and other institutions at national and international levels to build capacities as part of Human resource and organizational development	Investigate current curricula of courses and identify good examples.		Done
	Promote good examples through portal, CPM etc.		Pending
Monitoring and evaluation of the CDC WP for presentation to CPM	Identify appropriate consultant and coordinate the evaluation		On-going

APPENDIX 7: CDC TASK LIST

Topic	Actions	Responsible	Assigned person	Timing	Status	Comments	Source	Agenda Item
Roster of Consultants	Suggest to (retired) experts to add their profile to the Roster of Experts	CDC	CDC members	May-14	On-going	Could be very useful to have access to available experts in the development of technical resources		1.4
Staff Resourcing	The CDC recommended to pay special attention to the staff resourcing needs to fulfill the capacity development work plan of the IPPC	CDC	CDC members	On-going	On-going	2 P-2 and 2 P-3 project post established		1.4
Provide suggestions of experienced human resource	Provide suggestions of experienced human resources that could be interested in working as consultants	CDC	CDC	Mar-14	On-going			1.4
Procedural issues CDC membership	Open call made for renewal an new membership of the CDC	IPPC Secretariat	IPPC Secretariat	Jun-14	Pending	The open call will be made by the Secretariat in mid 2014		

Procedural issues CDC membership	Ensure that a request for extension of their membership is sent to the Bureau before their meeting in October 2014	CDC	CDC members	Oct-14	On-going			1.4
IPPC Participation-training session	Develop Q&A based on questions asked at the side session on the side event on IPPC participation during CPM-8 and CPM-9	IPPC Secretariat	IPPC Secretariat	Jan-15		The Secretariat to post them on the IRSS Helpdesk	2nd CDC report	1.4.2
IPPC Participation-training session	Development of a practical guide to IPPC participation and to post the draft manual online on Yammer from comments	IPPC Secretariat			Done		2nd CDC report	1.4.2
IPPC Participation-training session	CDC to give comments on the draft manual on IPPC participation	CDC	IPPC		Done	Consult the CDC. Keep in mind that other developments could be performed with the document		1.4.2
IPPC Participation-training session	Identify funding for additional preparatory materials and events prior to CPM. E.g. regional preparatory materials and events prior to CPM	IPPC Secretariat			Done	For 3 regions, OIRSA, Near East, Pacific		1.4.2

IRSS	IRSS will provide guidance to the TRG member on the elements to be included in the CDC report	IRSS	IRSS		Done			1.4
IRSS	CDC representative to the IRSS-TRG will circulate the draft IRR report to CDC members to give comments	CDC	Shelia Harvey	01/02/2014	Done			1.4
IRSS	CDC members to encourage use of helpdesk functions on irss.ippc.int	CDC	All members	31/03/2014	On-going			1.4
Updates from the regions	Add regional capacity development activities and produced resources to the resources page	CDC	All members	May-14	On-going			2
Technical resources on the phyto page	Discuss the possibility with IICA of some of the materials related to inspection, certification, that IICA is producing, and the ephyto materials produces under the interamerican phytosanitary coordination group(GICSV) in the phyto page	IPPC Secretariat	IPPC Secretariat	Feb-14	On-going			2

Updates from the regions	Include this topic as a standing agenda item	IPPC Secretariat	IPPC Secretariat	May-14	On-going			2
Updates from the regions	Encourage regional experts to post their information and provide technical resources to the resources page, mainly in the areas of palm pests, mollusks, mites and nematodes	CDC	All members	May-14	On-going			2
STDF 350	CDC to give comments on Draft Manual on stakeholder relations	CDC	All members	14/11/2013	Done. New draft available now for additional comments with the deadline of			
STDF 350	Suggest reviewers for the materials. Include the list of topics so the CDC members can view it easier	CDC	All members	14/02/2014	On-going	Information send out to the CDC in an email sent on the 27th of June, 2013		2.1
STDF 350	Request for examples of import/export materials - existing resources on import/export, and available experts for import verification:	CDC	All members	30/04/2014	On-going	An email sent on the 9th of August by Johanna, delayed reminder sent on the 6th of September by Johanna		2.1

STDF 350	Recommend existing materials that would be relevant as reference material for development of these resources. Include the list of topics here as well	CDC	All members	14/02/2014	On-going	Information send out to the CDC in an email sent on the 27th of June, 2013		2.1
STDF 350	Explore opportunities for translation of these materials through financial, in-kind or other partnership opportunities	CDC	All members	May-14	On-going	If there are these should be included into future project proposals		2.1
STDF 350	Promote the use of the manual and encourage the users to provide feedback using the questionnaire using the link embedded in the manual	CDC	All members	On-going	On-going			2.1
STDF 350	Provide supplementary materials for the market access manual including examples of PRA	CDC	Corné, Ho, Shelia		Done			2.2

STDF 350	Provide supplementary materials for the market access manual including a guide based on the manual	CDC	Sally		Done			
STDF 350	Provide supplementary materials for the market access manual including examples of case studies	CDC	Corné		On-going			2.2
STDF 350	Review the comments on the Transit manual with a view to finalize it for publication	CDC	Corné		Done	Taking into account the small window available for funding its translation		2.2
STDF 350	review the draft on the 2 pager document on equivalence	CDC	All members	As soon as it gets available.	Done			2.2
STDF 350	Consider partnership and pilot-testing opportunities	CDC	All members, RPPOs, NPPOs	May-14		To monitor and see the use of the final products. Including the RPPOs and NPPOs to pilot the products and provide feedback. OIRSA has offered to do this with the import /export and NPPO management materials		2.1

Market Access manual	CDC members to pursue field-testing options to use this material	CDC	All members	May-14		To get feed-back when using them in workshops		2.1.4
Market Access Manual	Consider development of complementary materials (see agenda item 4.4)	CDC	All members	May-14				2.1.4
Market Access manual	Provide contacts on partnership opportunity	CDC	Sally Jennings to follow-up	31/01/2014	Pending	Opportunity to partner with an existing project on market access in her region to develop complementary materials on market access. Mention in the email to Sally		2.1.4
Yammer	Give access to the alternate CDC members	IPPC Secretariat	IPPC Secretariat	01/03/2014				2.3
Technical resources on the phtyo page	Review final translated version of resources(according to the language competencies of the members) produced under the auspices of the Secretariat before posting	IPPC Secretariat	IPPC Secretariat	On-going, with 2 week period for review		IPPC Secretariat to send the manuals for review		

Phyto.info	CDC members to provide comments on phytosanitary resources page (Secretariat to give deadline one month in advance)	CDC	All members	01/12/2013	Done	CDC has been requested for comments from the CDC in an email sent on the 14th of August		2.4.1
Phyto.info	CDC to encourage contributions to the phytosanitary resources page	CDC	All members	May-14				2.4.1
Phyto.info	Follow up on opportunity to highlight the page in an STDF newsletter	IPPC Secretariat	Johanna Gardesten			Contact Simon in STDF, provide short paragraph		2.4.1
STDF Virtual library	CDC members to encourage the provision of relevant documents to STDF for inclusion in the Virtual Library	Secretariat	All members	On-going		Reminder to CDC members		2.4.3
Regional IPPC workshops	Promote the participation of CDC members in the regional IPPC workshops	CDC	All members	01/12/2014				2.6
Operational issues	CDC to update alternate members on activities of the committee	CDC	All members	01/01/2014				3.1.1

Operational issues, CPM-side events	CDC members to pursue options to be available and supported to participate in these capacity development side sessions at CPM	CDC	All members	01/03/2014				
Operational issues	CDC members to encourage submission of nomination of alternate members	CDC	Nagat, Stella, Marc	28/02/2014		Contacts given to Stella. IPPC Secretariat to send a reminder about this to those members representing regions still missing alternate members		3.1.1
CDC evaluation	CDC members to collect information on possible evaluators and inform the Secretariat	CDC	All members	Mar-14				
CDC evaluation	Send the ToRs and a list of possible evaluators to the Bureau in their March meeting 2014	CDC	CDC members	Mar-14				1.4
CDC evaluation	Consult FAO Evaluation team on possible contents of pre-questionnaire to be used at CPM-9	IPPC Secretariat	IPPC Secretariat	Mar-14				3.2

CDC evaluation	To draft ToRs for the evaluation and send them for consultation to the CDC before presentation to the Bureau	IPPC Secretariat	IPPC Secretariat	Feb-14				3.2
Framework for standards	To release information on contents and impacts of both documents in their region	CDC	CDC members					
Workplan	Review the workplan further to consider whether updates were needed, and send any necessary proposals to the CDC	CDC	Corné					
ISPM 15	To keep this agenda item and decide on a possible project when more information is available	IPPC Secretariat	IPPC Secretariat	May-14				
ISPM 15	Follow-up with New Zealand if a possible accessible impact report on ISPM 15	CDC	Sally	Feb-14				
ISPM15	Follow-up for more information on an EU activity in Asia related to this topic	CDC	Corné	Feb-14				

Training of trainers	Explore options to coordinate an activity in Asia region	CDC	Ho	Feb-14				4.2.1
E-certification	To be included as a standing agenda item	IPPC Secretariat	IPPC Secretariat		On-going			5.1
E-certification	Link with the ePhyto steering committee	CDC	Corné	On-going	On-going			
E-certification	Stay available for any possible virtual work related to ephyto capacity development activities	CDC	All members	On-going	On-going			
Market access	Produce a procedural guide to complement the manual with additional practical information for discussion at a later meeting	CDC	Sally Jennings	31/01/2014	On-going			
Phytosanitary certificates	CDC members request NPPOs in their region to provide template PCs	CDC, NPPOs, Secretariat	All members	31/03/2014	On-going	The Secretariat to explore the possibility of a "safe" place		5.2
Development of capacity development manuals	CDC members to encourage the SC/TP members to add their relevant expertise to the capacity development roster of consultants	CDC	All members	31/01/2014	On-going	Use the list of SC/TP in each region is sent to each CDC member. CDC to send a reminder		