



Food and Agriculture
Organization of the
United Nations



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

Tenth Meeting of the IPPC Capacity Development Committee

**Tokyo, Japan
15-19 May 2017**

IPPC Secretariat

CONTENTS

1.	Opening of the Meeting.....	4
1.1	Welcome by the IPPC Secretariat.....	4
1.2	Introductions	4
1.3	Election of the Rapporteur	4
2.	Adoption of the Agenda	4
3.	Action items from the CDC 9 th meeting Updates on major events/activities.....	4
4.	Updates on major events/activities by the IPPC Secretariat, CPM Bureau, CDC Members and Observers.....	5
4.1	Update by the IPPC Secretariat.....	5
4.2	Update by the CPM Bureau	5
4.3	Update by the CDC members	6
4.4	Update by the Observers.....	6
4.5	Inputs from IPPC Subsidiary bodies and committees.....	7
5.	Update on Phytosanitary Resources page	8
5.1	Technical resources.....	8
5.2	Phytosanitary Resources page	9
6.	Update on Phytosanitary Capacity Evaluation.....	9
6.1	STDF Project 401 “Training of Phytosanitary Capacity Evaluation (PCE) Facilitators	9
6.2	The IPPC Implementation projects and PCE application	10
7.	Implementation Review and Support System (IRSS)	10
7.1	Update on the Implementation Review and Support System activities and plans	10
7.2	2016 IPPC General Survey	10
7.3	Global emerging issues	11
7.4	Study on analyzing the benefits of implementing the IPPC	11
7.5	IPPC Guide to Resource Mobilization: Promoting contracting party partnerships ..	11
8.	Capacity Development activities.....	12
8.1	Pilot Programme on Surveillance	12
8.2	IPPC Regional Workshops 2017	12
8.3	Implementation related tools and publications	13
8.4	CPM – 13 (2018) side sessions.....	15
9.	CPM 12 Outcomes and Strategic Issues.....	15
9.1	Sea containers Task Force – Revision of Terms of Procedures and Terms of Reference of the Task Force	15
9.2	Successes and Challenges of Implementation of the Convention.....	15
9.3	IYPH	15
9.4	Implementation of CPM recommendations	16
9.5	Framework for Standards and Implementation (FFSI)	16
10.	Communication and Advocacy	17
10.1	IPPC theme 2017 - Plant Health and Trade Facilitation: Possible Actions and Activities.....	17

10.2	Update on IPPC theme 2018 – Plant Health and Environmental Protection	17
11.	Implementation of CD Projects.....	18
11.1	Implementation of the ePhyto project.....	18
11.2	Implementation of the IPPC/China project on capacity development	18
11.3	EU project – Progress on the third IRSS cycle	18
11.4	Future resource mobilization proposal for environmental protection.....	18
12.	Review and adoption of Report.....	18
13.	Next CDC Meeting.....	18

APPENDICES

APPENDIX 01 – List of participants.....	19
APPENDIX 02 – Agenda	22
APPENDIX 03 – CDC Proposal for Terms of Reference of the Sea Containers Task Force (SCTF).....	26
APPENDIX 04 –Framework for Standards and Implementation Updated by the CDC May 2017	30
APPENDIX 05 - List of the IPPC Secretariat tasks arisen from the meeting.....	54

1. Opening of the Meeting

1.1 Welcome by the IPPC Secretariat

- [1] The Secretariat welcomed participants and observers to the 10th CDC meeting. The gratitude of the IPPC Secretary Mr. Xia Jingyuan was extended to the Ministry of Agriculture, Forestry and Fisheries (MAFF) and the government of Japan for its generous support to host the 10th and last CDC meeting. The Secretariat underscored the importance of the transitional era from the CDC to the Implementation and Capacity Development Committee (IC).
- [2] Mr Kazuhiko Shimada, Director, Plant Quarantine Office, Plant Protection Division, Food Safety and Consumer Affairs Bureau, MAFF welcomed the participants of the CDC meeting. He expressed his appreciation to the CDC members and IPPC Secretariat for capacity development of contracting parties to prevent introduction and spread of pests around the world. This committee has worked on a wide range of activities, development of resources, projects and the Implementation Review and Support System (IRSS). In recognition of the importance of the IPPC work, Japan would provide an in-kind contribution, a staff member to work in the Implementation Facilitation Unit (IFU) of the Secretariat later this year. Mr Shimada wished the Committee a fruitful discussion and transition to the IC.
- [3] The Chair of the CDC highlighted the importance of the transitional meeting to the IC. She extended her thanks to the IPPC Secretariat for support to the CDC, from both present and past members. She also acknowledged the Secretariat's past and current staff that had been part of the CDC, whose work has helped achieve significant outcomes.

1.2 Introductions

- [4] The participants list is in APPENDIX 1. The CDC member representing North America was absent with regrets.

1.3 Election of the Rapporteur

- [5] Olga Lavrentjeva, the Representative for Europe, was elected the rapporteur of the meeting.

2. Adoption of the Agenda

- [6] The agenda was adopted without amendments (APPENDIX 2).

3. Action items from the CDC 9th meeting Updates on major events/activities

- [7] The IPPC Secretariat reviewed the action items from the CDC 9th meeting. Most action items are completed or in progress.
- [8] Tasks assigned to CDC members will be allocated for follow up by the IC. The CDC members suggested, as a lesson learned for the IC, assigning a champion for specific tasks in the future to facilitate better coordination and task delivery.
- [9] The CDC members highlighted difficulties of communication with CPs, RPPOs and FAO plant protection officers and receiving feedback from them. The structure of the IC was considered to serve as a good connection with CPs and help in improvement of communications due to regional representation of IC members and the presence of representatives from the SC and RPPOs. In addition, the Secretariat recommended formal introductions of IC members to SC members, RPPOs and FAO regional plant protection officers in their respective regions as well as including a standing agenda item in the TC-RPPO aimed at improvement of the communication approach.
- [10] It was noted that to access information about capacity development and implementation activities, projects and events by contracting parties the Phytosanitary Resources webpage is the most appropriate platform. For that, the IPPC regional workshops and NRO workshops should be used to raise awareness on the webpage.

[11] One of the CDC members raised a question about a draft questionnaire developed by the IPPC Secretariat to follow up on the call to collect plant pest diagnostic resources. The concern was related to updating and maintenance of information collected. The IPPC Secretariat informed the CDC members that the questionnaire is still being developed and will be shared with them before sending to contracting parties. The CDC had previously discussed the collation of these materials for their future use, which would be on the Phytosanitary Resources webpage. The issue was further discussed under the agenda item 9.4.1 Recommendation on the importance of pest diagnosis.

[12] The CDC:

- (1) *Noted* the progress with the action items from the CDC 9th meeting.
- (2) *Requested* the Secretariat to follow-up the recommendation in paragraphs 8-9 to ensure that new IC members have the support necessary to complete tasks when assigned.
- (3) *Agreed* to allocate the following tasks to the IC:
 - a. Advise RPPOs and NPPOs to include events and trainings in the Phytosanitary Resources page calendar.
 - b. Support the development, dissemination and analysis of the questionnaire on plant pest diagnostics.

4. Updates on major events/activities by the IPPC Secretariat, CPM Bureau, CDC Members and Observers

4.1 Update by the IPPC Secretariat

[13] The IPPC Secretariat provided a summary of the key highlights since the 9th meeting of the CDC.

[14] The establishment of the IC, work associated with the IPPC annual themes for 2016 and 2017, CPM 12 and related side sessions, progress on the new IPPC strategic framework, International Year of Plant Health (IYPH) and National Reporting Obligations (NROs) work outputs, the Technical Consultation of Regional Plant Protection organizations (TC-RPPO) in Morocco and work with partners were featured as highlights.

[15] The Secretariat reported that resource mobilization continues to be a challenge. The Financial Committee (FC) and Strategic Planning Group (SPG) has been engaged to look at sustainable funding approach. The IPPC Multi Donor Trust Fund (MDTF) is lower in 2017 than past years. Despite this, the Secretariat reported on new projects to be initiated. For in-kind contributions made by contracting parties, the Secretariat informed the CDC that a new procedure was developed to record estimates of those contributions.

[16] The Secretariat updated the CDC on internal management efforts, including initiatives for quality and information management, culture building and the establishment of a monitoring and evaluation (M&E) framework. The work of the task forces for communication and resource mobilization were also highlighted.

[17] The major focus of activities to be conducted for the remainder of 2017 were presented.

[18] The CDC *noted* the report.

4.2 Update by the CPM Bureau

[19] The Bureau met for a two-day meeting before and a one-day meeting after CPM12. Most of the agenda items were CPM-related or reflecting on CPM decisions.

[20] The Bureau at its June 2017 meeting, will discuss a formal relationship with the WCO, as well as follow up work for the CPM12 special sessions on e-commerce. The sea container task force will be discussed,

with input from the CDC. The Bureau will also start planning the side and special sessions for CPM13 with emphasis on the annual theme on plant health and environment.

- [21] CPM 12 endorsed the framework for standards and implementation, as discussed by the SC and CDC in 2016.
- [22] The CPM12 had a discussion about conceptual issues on development of standards. The concept of “certificates of compliance” was discussed in a Friends of Chair group. Outcomes from the group were brought back to plenary for agreement of moving forward. It was agreed that there was no need for further development of this concept in an ISPM in addition to phytosanitary certificates.
- [23] The draft IPPC strategic framework for 2020-2030 previously discussed by SPG was presented to CPM12. The adoption of the IPPC Strategic Framework 2020 – 2030 is anticipated by the CPM in 2020 at the ministerial level. The structure of the new framework includes an introduction (links to Strategic Development Goals (SDGs)), vision and mission of the IPPC, a new element of the ‘IPPC development agenda’ to identify priority activities in alignment with the mission and strategic objectives. There are seven priority programme areas of work in the new strategy. It was agreed the new strategic objectives should relate to the United Nations Strategic Development Goals (UN SDGs). The target audience and how to measure successful implementation was also discussed. Based on the outcomes of this discussion the authors will produce an updated version to be considered at the SPG meeting 2017 and CPM 13.
- [24] A CDC member raised concerns on the evaluation of the implementation of the IPPC Strategic framework for 2012-2019. It was highlighted that the achievements of the current strategy should be assessed and be taken into consideration when developing the new strategy.
- [25] In June 2017 Bureau meeting they will discuss CPM12 outcomes, the Secretariat work plan and budget 2018-2019, IC issues as well as specific information discussed above.
- [26] The CDC *noted* the Bureau report.

4.3 Update by the CDC members

- [27] CDC members presented a summary of the range of capacity development activities and the current situation of pests in their regions. The representative for the Latin America informed the meeting that the COSAVE region has endorsed IYPH at their ministerial conference this year. The Chair summarized that the regions will need to focus on plant health priorities, risks associated with intra, inter-regional pest spread, and building national capacity to prevent and respond to risks.
- [28] The IPPC Secretariat highlighted the need to contact capacity development projects’ coordinators, where relevant, to request access to resources and tools to include them on the Phytosanitary Resources page.
- [29] There was a discussion on how to manage emerging pests. It was agreed that there was a need to emphasize PRA as the main tool for the establishment of the technically justified import regulations and as a means for countries to prepare a defense against new pests. The IPPC Secretariat will promote an international PRA symposium in 2019, possibly supported by Japan.
- [30] The presentations of the CDC members in attendance are available on the [IPP in the dedicated area](#).
- [31] The CDC *noted* the update provided by members.

4.4 Update by the Observers

4.4.1 Update by RPPOs

- [32] The Secretariat presented an update of the 28th TC-RPPOs hosted by the Near East Plant Protection Organization (NEPPO) focusing on capacity development related activities. The update provided a list

of activities that have been undertaken by each RPPO. It was noted that some of the RPPOs activities could be of interest to the CDC and IC members.

- [33] The IPPC Secretariat informed the meeting that the Caribbean Agricultural Health and Food Safety Agency (CAHFSA), which provided its update on capacity development activities, is going through an official process to be recognized as the Caribbean RPPO.
- [34] The TC-RPPO submitted to CPM 12 the revised rules of procedure which was adopted. This is expected to enhance cooperation between the IPPC Secretariat and RPPOs.
- [35] The RPPOs defined areas where they could contribute to capacity development, which includes having a representative in the new IC.
- [36] The CDC *noted* the report.

4.4.2 Information on Capacity Development Activities by the Japanese NPPO

- [37] The Japanese NPPO gave a presentation on its capacity development activities at the national, regional and global levels. The latter includes several projects, such as the new project in cooperation for the development of the ePhyto system and implementation of the Convention and ISPMs. Japan is also undertaking trade facilitation activities associated to align with the IPPC year of plant health and trade facilitation.
- [38] The Japan International Cooperation Agency (JICA) does technical assistance work with other countries to enhance national capacity. The IPPC Secretariat expressed interest in the global programme for potential cooperation in the future.
- [39] The Secretariat asked if Japan could share any guidelines for treatments (specifically vapour heat treatment (VHT)) that could be contributed to the Phytosanitary Resources webpage.
- [40] The Japanese NPPO expressed its wishes to maximize outcomes of CDC activities and contribute to the future IC utilizing their expertise and experience accumulated over many years.
- [41] The CDC *noted* the report.

4.5 Inputs from IPPC Subsidiary bodies and committees

4.5.1 Standards Committee

- [42] The CDC was updated on the SSU activities. Topics covered included information on recently adopted ISPMs, including diagnostic protocols and phytosanitary treatments, re-organization of the fruit fly standards, co-publishing agreements, phytosanitary treatments database, call for treatments and potential implementation issues identified during ISPM consultation
- [43] Three points were extensively discussed by the CDC members. Those included establishment of the working group for the SC and IC joint call, request of the SC on case studies for pre-clearance ISPM and implementation issues associated with draft ISPMs.
- [44] The SSU vision for the joint call for topics was reported. The Secretariat advised that there was an urgent expectation from the SC for the call to be made in 2018. The SC thought that there is a need to establish a joint working group by the SC and IC. The SC has asked the CDC to consider the proposal to nominate two members to work with two members of the SC on the criteria for the joint call.
- [45] In discussing the proposed joint call and the SSU vision, the CDC was asked to consider if the preparation of the criteria of the joint call was achievable given the transitional status of the CDC into the IC. It is also necessary to consider whether a longer period was necessary or even whether a regular call for standards topics be made in order to not delay the SC process.
- [46] The CDC considered that for discussing the joint call attention to be given to the potential implementation issues identified for draft as well as adopted ISPMs. The CDC was concerned about

the impact that a joint call would make on the work of the IC in terms of expectations and resources. The CDC agreed that the IC will need to look on implementation issues to decide how to move forward. It was also noted that coping with implementation issues provided by CPs might influence the work of SC and/or IC including to the degree that a potential rethink of the standard setting process might be needed. The topic was further discussed during the preparatory meeting for the IC in agenda point 1.3¹.

[47] The CDC *noted* the report.

4.5.2 NRO Advisory Group

[48] An update on activities of NRO and the NRO Advisory Group was given by the IPPC Secretariat. It was highlighted that annual NRO workshops were planned to be held over the next four years.

[49] The CDC was asked to recommend during the IC preparatory meeting how the NRO and its work programme should be integrated within the IC framework. The issue was discussed during the preparatory meeting for the IC in agenda point 1.2.²

[50] The CDC *noted* the report.

4.5.3 SBDS

[51] The Secretariat reported that the SBDS did not have a face to face meeting in 2016. The only dispute being addressed is between South Africa and EU. No significant progress has been made due to difficulties to agree on the composition of the advisory panel. Once this has been decided then the process can move forward.

[52] The SBDS will be incorporated into the IC. Therefore details for integration, functions and operation were considered during the preparatory meeting for the IC under the agenda item 1.2.

[53] The CDC *noted* the report.

5. Update on Phytosanitary Resources page

5.1 Technical resources

[54] The IPPC Secretariat reported on the review of contributed technical resources, on its activities to raise awareness on the IPPC guides and Phytosanitary Resources page, as well as on the advances with the translation of the IPPC technical resources in FAO languages.

[55] The CDC discussed the outcomes of the last review of contributed technical resources. They agreed to post the following resources on the Phytosanitary Resources page:

- (1) Research Project: Invasive Ant Biology and Control;
- (2) Final Report Animal And Plant Health Inspection Service United States And Mexico Lower Rio Grande Valley Mexican Fruit Fly Eradication Program Review; and
- (3) Texas imported fire ant research and management project.

[56] The IPPC Secretariat will investigate the duration of the AntWeb project and post the resource if the project is available for sufficient time and does not require extensive input for updating.

[57] The CDC:

¹ Report of the Preparatory Meeting for the Implementation and Capacity Development Committee (IC) <https://www.ippc.int/en/core-activities/capacity-development/>

² Report of the Preparatory Meeting for the Implementation and Capacity Development Committee (IC) <https://www.ippc.int/en/core-activities/capacity-development/>

- (1) *Acknowledged* the work done by the IFU on promoting the Phytosanitary Resources page and IPPC technical resources.

5.2 Phytosanitary Resources page

[58] The IPPC Secretariat introduced the paper on the Update of the Phytosanitary Resources Page. The CDC members were invited to further discuss Phytosanitary Resources page reorganization, and upgrade and maintenance work plans that had been previously shared with them.

[59] The CDC members agreed that the Phytosanitary Resources page requires review. The architecture of the page should be decided in consultation with professionals. The average need for resources and workload for updating of the page should be assessed and communicated to contracting parties to receive possible in-kind contributions. Some CDC members suggested a few options for obtaining in-kind support from specific contracting parties. The IPPC Secretariat highlighted that receiving in-kind contribution for remote upgrade of the Phytosanitary resources page might be complicated by the FAO IT security policy that restricts access from outside sources.

[60] In relation to specific resources the CDC recommended:

- (1) Posting of the hard copies of resources is more advisable than links.
- (2) As for the registration of users, the Phytosanitary Resources page should be unrestricted.
- (3) A new procedure for removing phytosanitary resources from the page that have not been visited for a certain period should be introduced. The procedure should be elaborated and a decision made by the IC.
- (4) The purpose of the Phytosanitary Resources page should be highlighted on the IPP for awareness raising issues. The IPPC Secretariat confirmed that it would further investigate options for the hiring of a relevant staff as per TOR developed by the service provider.

[61] The CDC *agreed* :

- (1) *To investigate* the options for providing the IPPC Secretariat with in-kind contribution for updating the Phytosanitary Resources page particularly from Estonia and Australia
- (2) *To defer* the final decision on the architecture and updating of the page to the IC.
- (3) A new procedure for removing phytosanitary resources from the page that have not been visited for a certain period should be introduced. The procedure should be developed and a decision made by the IC.

6. Update on Phytosanitary Capacity Evaluation

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

[62] The Secretariat briefed the CDC on the advances of the implementation of the STDF project 401. Under the second phase of the project four PCEs are being applied in countries with the participation of selected PCE facilitators. The STDF Secretariat was asked to extend the project duration until December 2017 to have sufficient time to complete the PCEs in progress. The CDC suggested following up on PCE applications to evaluate whether the outcomes of the PCEs were successfully implemented.

[63] As per the CDC 9th meeting suggestions, trainees of the STDF 401 project are connected through the platform created on the International Phytosanitary Portal.

[64] A range of future activities is planned to build on the outcomes of the project. Training materials prepared for the project will be updated and additional trainings will be provided to contracting parties.

The training materials will also be made available on the IPP and Phytosanitary Resources page. A video on the outcomes of the project is being prepared and will be disseminated during the IPPC RWs.

- [65] The CDC discussed the historic and current use of the PCE for advocating for its continued use.
- [66] A CDC member suggested developing and distributing a bookmark during the CPM on the benefits of the PCE. That would facilitate contracting parties to contact the IPPC Secretariat to seek for information on the application of the PCE. A side event on the PCE should also be considered in the future.
- [67] A CDC member recommended that before embarking in new activities the implications on the budget and work programme are considered.
- [68] The CDC:
- (1) *Took note* of the advances of the project implementation.
 - (2) *Agreed* to submit ideas for communication of the project outcomes to the IPPC Secretariat.

6.2 The IPPC Implementation projects and PCE application

- [69] The IPPC Secretariat presented a paper on the implementation projects of national, regional and global level facilitated by the IFU staff.
- [70] A CDC member highlighted that consulting beneficiary countries on the project formulation stage is crucial for the successful implementation of the project. The Secretariat clarified that in accordance with the FAO project cycle countries are consulted during several key stages of formulating a project.
- [71] The CDC *noted* the report.

7. Implementation Review and Support System (IRSS)

7.1 Update on the Implementation Review and Support System activities and plans

- [72] The IPPC informed the CDC that the second project cycle of the IRSS was concluded on 31 March 2017 with all planned activities and outputs completed. The activities completed in the third year of the project cycle will be included in the second cycle Triennial Review Response report (TRR) that is currently being drafted. The highlights of the IRSS second cycle was provided.
- [73] The Secretariat reported that a consultation with the principal donor to the IRSS for a third three-year project cycle of the IRSS has been initiated. To facilitate further discussions of support the third cycle, a resource mobilization mission to visit the donor will take place June 2017. A project proposal is being drafted that will form the basis of discussions during this mission.
- [74] The CDC:
- (1) *Noted* the IRSS completed activities of the second project cycle.
 - (2) *Agreed* to discuss the oversight functions the IC will have for the IRSS project under the agenda item 1.4 of the preparatory meeting for the IC.³

7.2 2016 IPPC General Survey

- [75] The IPPC Secretariat introduced the paper on the outcomes of the 2016 IPPC General Survey. The survey was designed to capture information on contracting parties' implementation of the obligations and responsibilities as described in the Convention, implementation of international standards for phytosanitary measures (ISPMs) and the Commission on Phytosanitary Measures (CPM) recommendations.

³ Report of the Preparatory Meeting for the Implementation and Capacity Development Committee (IC) <https://www.ippc.int/en/core-activities/capacity-development/>

[76] The results of the survey will be provided to the IPPC subsidiary bodies to inform their work programmes. The survey results should be analyzed in comparison with the information available in the Framework for Standards and Implementation to ensure that the Framework reflects the needs of CPs.

[77] The IPPC Secretariat requested guidance on the content of the Survey results to be part of the IRSS TRR. It was indicated by the CDC members, that the main findings and comparison of the outcomes of the Survey 2017 with the previous one should be included. The CDC recommended reflecting discussions on the implementation issues revealed by the survey in the IC activities.

[78] The CDC:

- (1) *Acknowledged* the outcomes of the 2016 IPPC General Survey.
- (2) *Requested* further analysis of the Survey outcomes in comparison with the previous general survey and the Framework for standards and implementation.

7.3 Global emerging issues

[79] The Secretariat reported on its IRSS contribution to the FAO organizational foresight group initiative. The IRSS prepared a questionnaire on Plant health emerging issues that was sent to all IPPC regional workshops' participants in 2016 and to all regional plant protection organizations (RPPOs). The questionnaire was kept open and broad to allow submission of a wide range of different emerging issues.

[80] The analysis of respondents' responses are available as the IPPC [Global Emerging Issues](#) of 2016.

[81] The CDC:

- (1) *Noted* the findings of the Global emerging issues questionnaire.
- (2) *Agreed to consider* any aspects of the findings that should be included in the second cycle TRR report.

7.4 Study on analyzing the benefits of implementing the IPPC

[82] The IPPC Secretariat introduced results of the IRSS study. The aim of the study was provided. The study was initiated in response to the Bureau request. The IPPC Secretariat faced difficulties in identifying case studies on global and regional levels. The current study looked at general benefits of implementing the IPPC, while for future work the specific benefits might be identified. The CDC recommended highlighting benefits of implementation of the ISPMs identified as less implemented by the 2016 IPPC General Survey.

[83] Outcomes of the study are intended to be used as advocacy materials. The factsheet being developed will be distributed during the IPPC regional workshops 2017. The Secretariat thought that materials of the CPM12 side session on the benefits of implementing the IPPC should be further used for raising awareness on the IPPC.

The CDC:

- (1) *Noted* the outcomes of the IRSS study.
- (2) *Recommended* that the IC consider how the IRSS should analyze different aspects of implementation benefits in the future as part of its annual work plan.

7.5 IPPC Guide to Resource Mobilization: Promoting contracting party partnerships

[84] The IPPC guide to Resource mobilization is the first step to help CPs to mobilize resources for their capacity development and implementation needs with a particular focus on building long term sustainable funding and resource partnerships. The Guide includes principles, approach and examples of potential partners for resource mobilization. The CDC was invited to provide case studies for inclusion in the guide.

[85] The IPPC Secretariat reported that a side session planned for the CPM13 on resource mobilization will enhance CPs knowledge and capacity for resource mobilization.

[86] The CDC members' and the Bureau representative's feedback was very positive on the content and quality of the Guide.

[87] The CDC:

- (1) *Noted* the development of the IPPC guide to resource mobilization.
- (2) *Agreed* to provide examples of potential resource partners for inclusion in the guide.

8. Capacity Development activities

8.1 Pilot Programme on Surveillance

[88] The Secretariat provided an update on the activities being undertaken for the implementation pilot on surveillance.

[89] The Secretariat presented an analysis of past pest surveillance related activities undertaken by contracting parties and regions based on reports made by the TC-RPPO and CDC. This demonstrates trends across regions of pest surveyed and pest surveillance activities in general. The results are intended to be used for a Global Environment Facility (GEF) project formulation, as well as for planning different capacity development activities.

[90] The CDC:

- (1) *Noted* the advances of the implementation pilot on surveillance.
- (2) *Agreed to promote* the factsheet on *Xylella fastidiosa*.

8.2 IPPC Regional Workshops 2017

[91] The Secretariat informed the CDC on the preparation activities of the IPPC regional workshops 2017. The workshops to be held from August-September in all regions to allow contracting parties to submit comments on draft ISPMs following discussion at workshops.

[92] The IPPC Secretariat developed a three-day agenda in collaboration with the TC- RPPOs, CDC, SC, FAO regional plant protection officers and discussed with regional organizers at CPM 12, to ensure relevance. Where a region wishes to have an additional day for discussion of regional issues, they may do so with the regional support. An IPPC responsible Secretariat staff member is assigned to each workshop.

[93] The IPPC Secretariat has a plan for organization of the workshops, including development and review of presentations for the agenda items, training of Secretariat staff members for delivery of presentations and logistical organization with regional officials. In addition, it is hoped that both SC and CDC members will attend workshops when possible.

[94] The CDC members underscored that the agenda is well thought out. A CDC member requested that the workshop agenda be released as early as possible to CPs so that they can prepare appropriately.

[95] A committee member suggested that the work of the CDC be promoted more at the workshops to highlight the work facilitated for the implementation of the Convention and ISPMs.

[96] The CDC:

- (1) *Noted* progress on the preparation for the RWs.
- (2) *Agreed* that the IPPC Secretariat will contact the CDC Chair for interview to include in the STDF 401 promotional video.
- (3) The IPPC Secretariat will *create* the CDC/IC members collage.

(4) *Encouraged the Secretariat* to ensure that the IC is promoted in all IPPC regional workshops.

8.3 Implementation related tools and publications

8.3.1 Plant health and soil paper

[97] The Secretariat updated the CDC on the progress on the development of the Plant health and soil paper. The work on the paper was initiated in the year of soil in 2015 to highlight issues relating to plant health and soil. A first draft was produced, however it required further improvement. The paper may be relevant to the IPPC theme 2018 Year of plant health and environmental protection and should be ready by the end of the year. The CDC was invited to review the paper and involve their networks of experts for this work. The CDC recalled that Sam Bishop, the former CDC member volunteered to review the paper.

[98] The CDC:

- (1) *Agreed* that the Secretariat would contact Sam Bishop to review the paper.
- (2) *Will identify* experts through their networks who could contribute to the review of the paper.

8.3.2 Risk communication guideline

[99] The IPPC Secretariat reported that the risk communication guideline is being developed in collaboration with the Independent Advisory Group for Pest Risk Analysis (IAGPRA). The guidelines will be aligned with the Food and Agriculture Organization (FAO) Risk Communication Applied to Food Safety Handbook. The guide will discuss why the risk communication is important, principles of good risk communication, key factors to consider before communicating about plant health risks and putting plant health risk communication into action.

[100] The CDC agreed:

- (1) *To provide* risk communication case studies, demonstrating good practices for inclusion in the guide.

8.3.3 Beyond compliance tool (outcomes of the STDF working group meeting)

[101] The IPPC Secretariat updated the CDC on the new project, Beyond Compliance Global - Sharing Tools for Enhanced Application of Systems Approach and Market Negotiation on Plant Pest Risk, approved by the STDF working group for implementation. The IPPC Secretariat and the Near East Plant Protection Organization (NEPPO) will implement the project. NEPPO will act as an interface for the involvement of other RPPOs. The Imperial College of London (ICL) is the service provider. The CDC/IC will be the steering committee of this project.

[102] The IPPC Secretariat met with NEPPO and the ICL in early May 2017 to agree on the administrative aspects of the project.

[103] The intended outcomes of this project are a more user-friendly tool and trained facilitators including IPPC Secretariat staff for facilitating the use of the tool. This tool has the potential to be applied in the dispute settlement process through providing technical justification of risk management decisions. However, the outcomes of the project are intended to complement the risk management stage of the PRA process. It is expected that the results and outputs of the project can be featured in the Global Symposium on PRA intended for 2019.

[104] Selection of contracting parties to be part of the project will be based on criteria, which has previously been shared with the CDC.

[105] The CDC:

- (1) *Noted* the progress on the implementation arrangements of the project.

(2) *Agreed* to collect information on possible participant countries of the project.

(3) *Suggested* that the IC to be a steering committee of the project.

8.3.4 Pest Free Area Guide

[106] The Secretariat informed that it has obtained resources from Canada to develop a pest free area (PFA) guide. The initiative is based on the need for such a resource as identified through previous IRSS surveys. The Guide will be based on an initial draft developed by the IPPC Secretariat. It will provide guidelines for how to establish, manage and maintain PFA, ALPP, PFPP and PFPS. The timeframe of the guide development is June 2017 - June 2018.

[107] The Secretariat outlined the various stages to develop the Guide. The technical resources produced will then be used to deliver in the Global Symposium on PFAs.

[108] The Guide will interlink several already existing IPPC guides such as Relationship with stakeholders, Establishment and Management of an NPPO, Plant pest surveillance. The target audience is NPPO staff, governments and producers.

[109] It was highlighted that the Guide will extend understanding of the PFAs, emphasize eradication programmes that lead to the establishment of PFAs as well as contingency planning.

[110] The IPPC will request the CDC/IC to review draft versions of the Guide and eLearning module.

[111] The CDC *Agreed* :

(1) *To identify* and share with the IPPC Secretariat information on relevant experts with practical experience to contribute to the development of the guide by 2 June 2017.

(2) *To encourage* identified experts to submit their CVs to the Roster of Consultants of the Phytosanitary Resources page.

(3) *To identify* and share with the IPPC Secretariat technical resources on pest free areas and areas of low pest prevalence by 15 of June 2017.

(4) The draft guide and eLearning modules to be reviewed by the IC when developed.

8.3.5 Pest Status Guide

[112] The IPPC Secretariat reported that contracting parties face challenges in terms of meeting pest-reporting obligation and applying ISPM 8 (*Determination of pest status in an area*).

[113] The Secretariat has committed to develop technical resources to facilitate the implementation of ISPM 8 under a project funded by the European Commission (EC). The IFU will work in close collaboration with the SSU to implement the project. IFU staff will participate in the Standards Setting Expert Working Group (EWG) meeting for the revision of ISPM 8, planned for September 2017. Participation in this meeting provides an opportunity to present implementation challenges identified by the ISPM 8 Specific Survey and the 2012 and 2016 IPPC General Surveys, gain a comprehensive understanding of proposed changes/improvements to the ISPM and engage experts to identify drafters of the Guidelines.

[114] An outline of the Guidelines will be developed using information from ISPM 8, the EWG meeting outcomes, inputs from expert drafters and in consideration of existing IPPC technical resources. The Secretariat presented the development plan of the Guidelines for implementation of ISPM8.

[115] The CDC:

(1) *Noted* the development plan of the Guidelines for the implementation of the ISPM.

- (2) *Noted* the collaborative approach of working with the Standards Setting area to facilitate the development of the ISPM implementation resources.
- (3) *Agreed* to suggest examples of good practices in the determination of pest status in an area for inclusion in the Guidelines as case studies.

8.4 CPM – 13 (2018) side sessions

[116] The IPPC Secretariat informed that the Bureau has identified the topics for two CPM13 side sessions. One session would focus on the resource mobilization and GEF project funding and the other on emerging technologies inter alia gene technologies. The IPPC Secretariat invited the CDC members to submit ideas for the content of the both sessions to the Secretariat.

[117] The CDC:

- (1) *Agreed* to submit ideas to the IPPC Secretariat by 10th June 2017.

9. CPM 12 Outcomes and Strategic Issues

9.1 Sea containers Task Force – Revision of Terms of Procedures and Terms of Reference of the Task Force

[118] The Secretariat introduced the paper outlining the decisions made by the CPM 12 and the Bureau for the establishment of the Sea Container Task Force (SCTF) to be overseen by the IC. The CDC was asked to develop a draft Terms of Reference (ToR) and Rules of Procedure (RoP) based on the action plan had been developed by the CPM Chair and the Bureau.

[119] The IPPC Secretariat informed that at CPM12 the container industry (WSC, COA, ICHCA and IICL, and their member companies) has worked collaboratively to develop the Joint Industry Guidelines for Cleaning of Containers. The Guidelines are complementary to the guidance given in the CTU Code and do not replace applicable local regulatory pest contamination measures and requirements. It is expected that the Guidelines will be adopted by the Maritime Safety Committee in 2017. The CTU Code will be implemented by industry and it is expected that NPPOs will be collaborating closely with them. The SCTF will monitor the uptake of the CTU Code for five years with the aim to determine if the Code had any impact on pest risk management.

[120] The CDC discussed and elaborated the ToR and RoP of the SCTF. The outcomes of the discussion are available in the APPENDIX 3.

9.2 Successes and Challenges of Implementation of the Convention

[121] The IPPC Secretariat informed the CDC on the successes and challenges of the implementation of the Convention reported by CPs to CPM12. It was mentioned that the information was submitted to the CDC for two purposes, i.e., it demonstrates an important way for contracting parties to promote their successes in plant health activities, and presents the CDC with a good opportunity to be informed on a range of implementation issues faced by contracting parties.

[122] The CDC *noted* the information.

9.3 IYPH

[123] The IYPH Steering Committee met at the end of CPM 12. The report of this meeting provides an update on the progress of the initiative. The next steps are ratifying the IYPH by the FAO conference in 2017, discussion at the United Nations Economic and Social Council (ECOSOC) and final approval by the UN General Assembly. Once the IPPC receives the approval for the International Year at the FAO Conference, it will become an FAO managed process through the Coordination and Partnerships Division (OCP).

[124] The financial resources for this initiative have been calculated. Further resource mobilization needs to be undertaken. In June 2017, the IPPC Secretariat will meet with potential resource partners to discuss support.

[125] A communication plan for the IYPH is in place and has been commenced to advocate for contracting parties' support. The video that was presented at CPM12 will be enhanced for use at events to promote IYPH.

[126] *The CDC noted progress on the IYPH.*

9.4 Implementation of CPM recommendations

9.4.1 Recommendation on the Importance of Pest Diagnosis

[127] The IPPC Secretariat briefed the CDC on the advances with the implementation of the CPM recommendation on the Importance of Pest Diagnosis. A questionnaire has been developed in collaboration with FERA and FAO colleagues to follow up on the previous call for diagnostic technical resources. The IFU will provide the questionnaire to the CDC for review once feedback received and compiled. The CDC was asked to provide information on initiatives on plant health diagnostics within their regions.

[128] A CDC member highlighted that there are cases where international organizations required the direct enquiry from the IPPC in order for them to provide the requested information. It was agreed that the IPPC Secretariat would address those issues on a case by case basis.

[129] The CDC agreed :

- (1) To *provide* information on plant health diagnostics initiatives within regions.

9.4.2 CPM recommendation on Internet Trade (e-Commerce) in Plants: Potential Phytosanitary Risks

[130] The IPPC Secretariat recalled its work on e-Commerce, including an IRSS study provided a basis to develop the CPM recommendation. The CPM12 special topic session was devoted to the issue. A wide representation of stakeholders, such as WCO, CBD, WTO, global express carriers, including e-Bay allowed to develop a list of possible actions to deal with risks associated with the e-Commerce. The actions imply involvement of international organizations (WCO, CBD, OIE and others), RPPOs and national stakeholders.

[131] The CPM Bureau at its June 2017 meeting will hold a session on e-commerce with participation of different organizations (WTO, WCO, global express couriers and e-traders) to further discuss and determine actions to move forward.

[132] A CDC member noted that it is crucial to investigate whether CPs have legislation in place to regulate e-Trade.

[133] The CDC:

- (1) *Noted* the work undertaken on e-Commerce.
- (2) *Suggested* the IC members communicate the risk of e-Commerce and contribute to the awareness raising of contracting parties in their regions.

9.5 Framework for Standards and Implementation (FFSI)

[134] The CDC reviewed the Framework for Standards and Implementation adopted by the CPM12 and updated by the Secretariat to include the new implementation resources developed since the last CDC meeting or that are being developed. The updated version of the FFSI is available in the APPENDIX 4.

[135] The development of implementation resources (manuals and guidelines) was discussed by the CDC and it was agreed that they are of significant value to contracting parties to help them implement ISPMs. The Chair informed the CDC on a discussion with a representative of the International Cargo Cooperative Biosecurity Arrangement (ICCBA) on the guide developed for Asian countries to establish a system to fumigate for phytosanitary purposes (a methodology). The group is keen to work with the IPPC to develop this into an implementation resource to accompany the draft ISPM being developed. The ICCBA will formally submit a letter on contributing the guide on fumigation to the IPPC. The Secretariat welcomed the intra-regional initiative used by the ICCBA to produce resources that can contribute to the IPPC Secretariat's collection of resources and inform the development of the draft ISPM.

[136] A CDC member suggested posting some of the technical resources developed under the IRSS on the Phytosanitary Resources page, as in many cases it is difficult to find them. The Secretariat agreed to post them.

[137] The CDC:

- (1) *Reviewed* the Framework for Standards and Implementation for submission it to the SPG at its October 2017 meeting.
- (2) *Noted* the information provided by the Chair on a fumigation guide developed by the ICCBA.
- (3) *Agreed* to post resources developed by the IRSS: The Study on Diversion from Intended Use, Guide to Resource Mobilization: Promoting contracting party partnerships, and Benefits of implementation of the IPPC on the Phytosanitary Resources page. The IPPC Secretariat to link those resources to the feedback survey monkey.

10. Communication and Advocacy

10.1 IPPC theme 2017 - Plant Health and Trade Facilitation: Possible Actions and Activities

[138] The CDC was briefed on a seminar that will be organized by the IFU during the week of SPG and Bureau meetings in October 2017. The seminar will cover WB topics such as engaging the business of agriculture and the Trade Facilitation Facility Fund and activities. A speaker from the FAO trade department will also present on current activities.

[139] The CDC *noted* the information.

10.2 Update on IPPC theme 2018 – Plant Health and Environmental Protection

[140] The IPPC Secretariat reminded that the IPPC theme for 2018 is environmental protection. The IFU ongoing work on the preparation of a GEF project is relevant to the theme.

[141] A CDC member suggested collecting technical resources on the effect of climate change on pests to raise awareness of CPs on the topic. There was an idea to collaborate with specialists in meteorology and climate change and other related issues.

[142] The CDC agreed:

- (1) *To share* resources on the climate change effect on pests.
- (2) *To provide* ideas for the IPPC theme 2018 – Plant Health and Environmental Protection and GEF project.

11. Implementation of CD Projects

11.1 Implementation of the ePhyto project

[143] The update on the ePhyto project advances was provided by the IPPC Secretariat. The agreement with the UN International Computing Centre (ICC) has been finalized and the development of the generic national system and the hub is underway. The two systems will be piloted in selected contracting parties.

[144] The project steering group conducted several meetings to promote the use of the ePhyto system, most at the request of contracting parties and regions. The steering group actively collaborates with the Industry Advisory Group (IAG). In June 2017, the IAG will meet to receive an update on the progress of the project to communicate to their respective industries to facilitate the use of the new system.

[145] It is expected that the IC will oversight the ePhyto steering group.

[146] A CDC member raised a concern with regard to the translation of the ePhyto system in languages to facilitate its efficient use around the world. The Secretariat will communicate the concern to the ePhyto Steering committee should it not have been considered yet.

[147] The CDC *noted* the report.

11.2 Implementation of the IPPC/China project on capacity development

[148] The IPPC Secretariat presented information on Implementation of the IPPC/China project on capacity development. The project is in the final stage of approval within the FAO project approval framework. This four-year project on capacity development is worth \$2 million and covers four work areas including the IPPC regional workshops.

[149] The CDC *noted* the information.

11.3 EU project – Progress on the third IRSS cycle

[150] The IPPC Secretariat informed the CDC that a draft project proposal for the IRSS third cycle is currently being developed. A meeting with the European Commission (EC) will be held in June 2017 to discuss potential funding. The IPPC Secretariat will meet with different units of the EC (DG Trade, DG Sante and others) to discuss continued support of the IPPC programme including IRSS.

[151] The CDC *noted* the information.

11.4 Future resource mobilization proposal for environmental protection

[152] The IPPC Secretariat presented its work on a future resource mobilization project to assist countries to access the Global Environmental Funding (GEF). The first meeting of selected experts identified environmental issues of common relevance for the IPPC, GEF and SBD. Representatives of Argentina Environment Ministry informed the experts on their experience of collaboration between environmental and plant protection agencies, as well as on GEF funded projects.

[153] The development of GEF projects requires identification of synergies and alignment to the GEF priorities and consists of several stages with the involvement of national focal points.

[154] The CDC *noted* the information.

12. Review and adoption of Report

The CDC reviewed and approved the report.

13. Next CDC Meeting

The first meeting of the IC will be held on 11-15 December 2017 in Rome.

APPENDIX 01 – List of participants

Role/Region	Name, Organization, Address, Telephone	E-mail address
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Role/Region	Name, Organization, Address, Telephone	E-mail address
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APPENDIX 02 – Agenda

15 - 19 May 2017 CDC Meeting		
Agenda item	Presenter	Document N
1. Opening of the meeting		
1.1 Welcome by the IPPC Secretariat	Sosa	
1.2 Introductions	Participants	02_CDC_2017_May
1.3 Selection of a Rapporteur	Chair	
2. Adoption of the agenda	Chair	01_CDC_2017_May 03_CDC_2017_May
3. Action items from the 9th Meeting of the CDC	All participants	04_CDC_2017_May Report of the 9th Meeting of the IPPC Capacity Development Committee 3rd edition of Plant protection profiles from Asia-Pacific countries (2009-2010)
4. Updates on major events/activities by		
4.1 The IPPC Secretariat (CPM12, side sessions)	Sosa	05_CDC_2017_May
4.2 The CPM Bureau	Bureau member	06_CDC_2017_May
4.3 The CDC members	CDC members	
4.4 The Observers 4.4.1 Update by RPPOs 4.4.2 Information on capacity development activities by the Japanese NPPO		32_CDC_2017_May
4.5 Inputs from the IPPC Subsidiary bodies and committees: 4.5.1 Standards Committee 4.5.2 NRO Advisory Group 4.5.3 SBDS	Sosa Sosa Sosa	07_CDC_2017_May 08_CDC_2017_May Oral update
5. Update on Phytosanitary Resources page		
5.1 Technical resources	Lomsadze	10_CDC_2017_May

5.2 Phytosanitary Resources page	Lomsadze	11_CDC_2017_May Phytosanitary Resources page - reorganization plan Phytosanitary resources page - work plan for upgrade and maintenance
6. Update on Phytosanitary Capacity Evaluation		
6.1 The STDF project 401 "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators	Brunel	12_CDC_2017_May STDF401 Project Document
6.2 The IPPC implementation projects and PCE application	Sosa	13_CDC_2017_May
7. Implementation Review and Support System (IRSS)		
7.1 Update on the Implementation Review and Support System activities and future plans	Stewart	14_CDC_2017_May
7.2 2016 IPPC general survey	Stewart	15_CDC_2017_May 2016 IPPC General Survey
7.3 Global emerging issues	Stewart	16_CDC_2017_May Global Emerging Issues
7.4 Study on analyzing the benefits of implementing the IPPC	Stewart	17_CDC_2017_May Analyzing the benefits of implementing the IPPC
7.5 IPPC Guide to Resource Mobilization: Promoting contracting party partnerships	Stewart	18_CDC_2017_May IPPC Guide to Resource Mobilization: Promoting contracting party partnerships
8. Capacity Development Activities		
8.1 Pilot programme on surveillance	Brunel Hechu	19_CDC_2017_May 30_CDC_2017_May
8.2 IPPC Regional Workshops 2017	Brunel	20_CDC_2017_May

8.3 Implementation related tools and publications		
8.3.1 Plant health and soil paper	Brunel	21_CDC_2017_May
8.3.2 Risk communication guideline	Stewart	22_CDC_2017_May
8.3.3 Beyond Compliance tool (outcomes of the STDF working group meeting)	Lomsadze	23_CDC_2017_May Project document
8.3.4 Pest free area guide	Lomsadze	24_CDC_2017_May
8.3.5 Pest status guide	Stewart	25_CDC_2017_May
8.4 CPM-13 (2018) side sessions 6.4	Sosa	Oral update
9. CPM12 outcomes and Strategic issues		
9.1 Sea containers Task Force - Revision of Terms of Procedure and Terms of Reference of the Task Force	Sosa	33_CDC_2017_May
9.2 Successes and Challenges of Implementation of the Convention	Brunel	26_CDC_2017_May
9.3 IYPH	Brunel	27_CDC_2017_May
9.4 Implementation of CPM recommendations		
9.4.1 Recommendation on the importance of pest diagnosis	Lomsadze	28_CDC_2017_May
9.4.2 CPM recommendation on Internet Trade (e-Commerce) in Plants: Potential Phytosanitary Risks	Brunel	29_CDC_2017_May
9.5 Framework for Standards and Implementation	Lomsadze	09_CDC_2017_May
10. Communication and Advocacy		
10.1 Update on the IPPC theme 2017 - Plant health and trade facilitation	Sosa	
10.2 Update on the IPPC theme 2018 - Plant health and environment protection - actions and activities	Sosa	

11. Implementation of CD Projects		
11.1 Implementation of the ePhyto project	Sosa	31_CDC_2017_May
11.2 Implementation of the IPPC/China project on capacity development	Sosa	Oral update
11.3 EU project - Progress on the third IRSS cycle	Sosa	Oral update
12. Other business		
TBD		
13. Review and adoption of the report		Chair

APPENDIX 03 – CDC Proposal for Terms of Reference of the Sea Containers Task Force (SCTF)

TERMS OF REFERENCE OF THE SEA CONTAINERS TASK FORCE (SCTF)

Purpose

The Sea Container Task Force (SCTF) is a sub-group of the Implementation and Capacity Development Committee (IC) whose purpose is to supervise and direct the implementation of the Complementary Action Plan⁴ under the oversight of the IC.

Scope

The SCTF will supervise actions in the Sea Container Complementary Action Plan and complement them with any other actions through:

- (1) Providing information on pest risks of sea containers and their management;
- (2) Coordinating with contracting parties, regional plant protection organizations (RPPOs), industry and other international organizations;
- (3) Establishing a mechanism for contracting parties to report to Commission on Phytosanitary Measures (CPM) on their progress and achievements;
- (4) Providing advice on how the Cargo Transport Unit (CTU) shipping code or any other instrument could be updated; and
- (5) Providing, through the Capacity Development Committee (CDC)/IC, updates on its activities to be presented annually to the CPM, as well as a final report for presentation to CPM-16 (2021).

As agreed by the CPM12, the SCTF will operate for a temporary period to supervise the actions of the Sea Container complementary action plan at the latest until CPM16 in 2021.

Composition

The SCTF should be composed of representatives of contracting parties, RPPOs, international organizations and phytosanitary experts who already have an experience relevant to the pest risks on sea containers and their management.

This may be drawn from:

- (1) Up to three representative of contracting parties;
- (2) One industry expert to be represented by Container Owners Association (COA);
- (3) Two representatives of international organizations:
- (4) World Customs Organization (CTU-Code manager);
- (5) World Seas Containers (WSC);
- (6) One expert from the Sea Container Expert Working Group (EWG); and
- (7) One representative from the RPPOs.

⁴ Sea Containers Complementary Action Plan endorsed by CPM 12 - https://www.ippc.int/static/media/files/publication/en/2017/05/CPM-12_Report-2017-05-30_withISPMs.pdf

A fixed core membership of six to eight experts may be supplemented by additional experts from national plant protection organizations (NPPOs), the Convention on Biological Diversity (CBD) and the World Organization for Animal Health (OIE) where expertise such as on risk management, implementation experience, economic and financial analysis, is needed to implement the Complementary Action Plan.

A member of the IC is appointed as a Steward of the SCTF to ensure appropriate linkage with the IC. The Steward is required to attend SCTF meetings and act as a liaison with the IC. An officer from the IPPC Secretariat would be assigned as a focal point to the topic and would ensure liaison and consistency across the different IPPC governing bodies.

Functions

The SCTF Coordinator⁵ will support and drive the functions and activities of the SCTF to achieve the outcomes defined by the work plan, to act as liaison with the IC and the CPM.

Key functions of the SCTF are:

Measuring the impact of the CTU shipping code through:

- (1) The development of a joint IPPC/International Maritime Organization (IMO)/industry protocol for the collection of data related to contamination of sea containers to be completed by CPM-16 (2021);
- (2) Monitoring the uptake and implementation of the IMO/ILO/United Nations Economic Commission for Europe (UNECE) Code of Practice for Packing of Cargo Transport Units through:
 - a) industry reporting;
 - b) NPPO monitoring;
- (3) Verifying the efficacy of the CTU shipping code in ensuring the arrival of clean sea container through:
 - a) Monitoring for pest contamination and freedom of soil by NPPOs;
 - b) Assisting NPPOs manage pest risks associated with sea containers,

Increasing awareness of pest risks of sea container through:

- (1) Publication of the data of the Sea Container EWG by the IPPC Secretariat;
- (2) A request by the IPPC Secretariat for countries having data on contamination of sea containers to make it publically available;
- (3) Calling for and publication of pest risk management guidance material for sea containers;
- (4) Encouraging NPPOs to inform industry on the risks and possible international actions to manage pest risks associated with sea containers; and
- (5) Ensuring that any regulations on sea containers that are developed and implemented by NPPOs are based on pest risk analysis and consistent with Recommendation CPM 10/2015_01 on Sea Containers⁶.

⁵ SCTF Coordinator Terms of Reference – CDC 10th meeting paper on Sea Containers task force implementation actions.

⁶ Recommendation CPM 10/2015_01 on Sea Containers - https://www.ippc.int/static/media/files/publication/en/2017/04/R_06_En_2017-04-26_Combined_DwiZiUp.pdf

Relationship with the IPPC Secretariat

The IPPC Secretariat is responsible for providing administrative, editorial, operational and technical support to the SCTF. The Secretariat advises the IC on the availability and use of financial and staff resources for the SCTF.

Relationship with the IC

The SCTF can request decisions biannually or out of session from the IC.

The SCTF should provide biannual updates to the IC and out of session updates as deemed necessary.

RULES OF PROCEDURE OF THE SEA CONTAINERS TASK FORCE (SCTF)

Membership

The SCTF should be composed of representatives of contracting parties, regional plant protection organizations (RPPOs), international organizations and phytosanitary experts who already have an experience relevant to the pest risks on sea containers and their management.

Members of the SCTF should be nominated by contracting parties or RPPOs and have expertise in IPPC matters and sea container logistics. At least one member of the SCTF should be a Sea Container EWG member. In addition, industry experts and representatives of relevant international organizations could also be part of the task force as invited experts, as required.

Procedure for selection of members

Membership of the SCTF will be sought through a call, coordinated by the IPPC Secretariat on behalf of the IC. This may be for specific expertise or for a SCTF core member. Alternates may be sought for core membership.

Members are selected by the Commission on Phytosanitary Measures (CPM) Bureau on the basis of expertise and relevance.

Chairperson and vice chairperson

The Chairperson and Vice-Chairperson of the SCTF are elected by its members and serve for the period of implementation of the Complementary Action Plan, on acceptance of the CPM Bureau.

Meetings

The SCTF will meet at least once a year and should convene virtual meetings as frequently as needed.

The SCTF will meet prior to the second annual meeting of the IC each year, during its activity.

Observers and invited experts

Meetings of the SCTF will be open to observers, in accordance with the applicable Food and Agriculture Organization (FAO) and CPM rules and procedures.

In addition, industry experts and representatives of relevant international organizations could also be part of the task force as invited experts, including former Sea Container EWG members.

Decision making

The SCTF in its regular or out of session reports to the IC can request decisions for:

- (1) Approval and/or revision of the work plan;
- (2) Actions requiring extra budgetary resources; and
- (3) Recommendations for further actions.

Reporting

The SCTF will report to the IC biannually, at least two weeks prior to scheduled meetings of the IC.

APPENDIX 04 –Framework for Standards and Implementation Updated by the CDC May 2017**FRAMEWORK FOR STANDARDS AND IMPLEMENTATION UPDATED BY THE CDC 10TH MEETING****Framework for Standards and Implementation****Adopted by CPM-12 (2017); Updated by the CDC 10th Meeting 15-19 May 2017****LEGEND**

Red text: indicates gaps for new topics, new revisions to adopted ISPMs that are not already on the *List of topics for IPPC standards*.

Underlined text: indicates topics on the *List of topics for IPPC standards* for revisions to adopted ISPMs (topic number in brackets)

Bolded text: indicates topics on the *List of topics for IPPC standards* for new ISPMs (topic number in brackets)

Adopted ISPMs are listed with title and ISPM number.

ISPMs or proposed gaps that cover or should cover both conceptual issues and implementation issues in one standard are centered.

Other guidance (developed, under development and planned to be developed/needed) are in the relevant columns.

IPPC Area: GENERAL IPPC Strategic Objectives (SOs): A3, A4, B1, B2, B3, D2, D4					
	Concept standards - "what"	Implementation standards - "how"	Other guidance		
			Developed	Under development	Planned to be developed/needed
1.	Audit in the phytosanitary context (2015-003) (Priority 2)	No gap.	Audit in the phytosanitary context		
					Manuals
2.	No gap.	No gap.	Organization and provision of information on technical resources		
			Phytosanitary resource page (roster of experts, projects database, activities calendar, technical documents) IPPC Capacity Development and Resources presentation Advocacy fact sheet for phytosanitary page	Reorganization of the Phytosanitary resources page	
3.	No gap.	No gap.	Cooperation with other Organizations e.g. environmental		
			Memorandums of Understanding: Ozone Secretariat, CBD; Partnership paper (CPM 9/2014/21).	IPPC-CBD joint work plan (2017-2018)	Sharing resources: ePhyto, evaluation tools

			<p>Please Review: the new IPPC Online Comment System</p> <p>Training material for users on OCS</p>		
4.	No gap.	No gap.	Environmental protection and climate change e.g. surveillance of wild flora		
			<p>Guide to implementation of phytosanitary standard in forestry;</p> <p>e-learning: Trade in forest commodities and the role of phytosanitary measures</p> <p>ICPM-7 decisions in relationship to Cooperation with the CBD: Treaty to biodiversity by IAS</p> <p>CPM Recommendation CPM-3/2008 - Replacement or reduction of the use of methyl bromide as a phytosanitary measure</p> <p>IRSS study: Aquatic Plants: Their Uses and Risks - A review of the global status of aquatic plants</p> <p>CPM Recommendation Number: CPM-9/2014/01 - Recommendation on</p>	<p>GEF project scoping through the IPPC Resource Mobilization Task Force (RMTF)</p>	<p>Protocol for alternative treatments for MB</p>

			the IPPC Coverage of Aquatic Plants		
5.	No gap.	No gap.	International cooperation among NPPOs		
			Manual on managing relationships with stakeholders		Cooperation on pest diagnostics among NPPOs. e.g.: training, manuals, videos Mentoring on specific issues: PRA, risk based inspection, etc. Roster of experts
6.	No gap.	No gap.	How standards relate to and impact on key topics (e.g. Market access, IAS, climate change)		
			Market Access - a guide to phytosanitary issues for national plant protection organizations PRA materials	Market access training materials Market access online learning modules	Awareness raising and advocacy documents Case studies on concrete relationships between Standards and key topics, measuring impacts Desk studies and methodologies to estimate impact of Standard implementation
7.	No gap.	No gap.	Advocacy for NPPO resource mobilization		
			PCE factsheet Manual on Establishing an NPPO Manual on Operation of an NPPO		Manual for Advocacy and gaining political support

IPPC GENERAL RIGHTS AND OBLIGATIONS IPPC SOs: A1, A2, B2, B3, B4, C3, D3, Y4					
Concept standards - "what"		Implementation standards - "how"	Other guidance		
			Developed	Under development	Planned to be developed/needed
8.	Elements of an effective NPPO e.g. training, engagement of stakeholders, competency (Priority 1)	No gap.	Elements of an effective NPPO e.g. training, engagement of stakeholders, competency.		
			Manual on Establishing an NPPO Manual on Operation of an NPPO Manual on managing relationships with stakeholders Manual of good practices for CPM participation NPPO establishment training kit NPPO operations training kit IPPC Introduction presentation PCE tool; Explanatory document (2005) on ISPM 20 (<i>Guidelines for a phytosanitary import regulatory system</i>) (includes appendix on rights, roles & responsibilities in	Training materials for STDF401 project Preparing a national phytosanitary Capacity Development Strategy - A Phytosanitary Capacity Development Training Tool For NPPOs	

			<p>relation to the IPPC, ISPMs and SPS)</p> <p>IPPC Guide to Resource Mobilization: Promoting contracting party partnerships</p> <p>IRSS study: The Biosecurity approach: A review and evaluation of its application by FAO, internationally and in various countries</p>		
9.	Revision: Pest reporting (ISPM 17) (Priority 2)	National reporting obligations			
		<p>Recommendation information exchange (ICPM 2/1)</p> <p>Role of IPPC contact points (CPM 1/1)</p> <p>Explanatory document (2005) on ISPM 17:2005 (Pest reporting)</p> <p>Explanatory document (2005) on ISPM 17 (Pest reporting)</p> <p>IPPC Secretariat News letters on NROs</p>	<p>e-learning tool on reporting obligations to be developed and launched</p> <p>Support documents and tools for the NRO work plan</p>		
10.	Revision: Guidelines on lists of regulated pests (ISPM 19) (Priority 2)	Pest reporting			

				Regulated pest lists clarification of terminology and its use in ISPM 19.
11.	Guidelines for the notification of non-compliance and emergency action (ISPM 13)	Notification of non-compliance		
		Model notification form - import verification manual		Guidance on tools for harmonized notification
12.	National legislation requirements (Priority 4)	No gap.	Development of national phytosanitary legislation	
			<p>Guidelines for the revision of national phytosanitary legislation – FAO</p> <p>Manual on Establishing an NPPO</p> <p>Training kit on Establishing an NPPO</p> <p>Manual on Operation of an NPPO</p> <p>Training kit on Operation of an NPPO</p> <p>PCE module on legislation</p> <p>IRSS study: The Biosecurity approach: A review and evaluation of its application by FAO, internationally and in various countries</p>	<p>Training material on phytosanitary legislation - STDF401</p>
13.	No gap.	No gap.	International Cooperation between contracting parties (consider to combine with NPPO)	

14.	No gap.	No gap.	Elements of an effective RPPO e.g. training, engagement of stakeholders, competency		
			<p>Procedure for the recognition of new RPPOs - ICPM-4 (2002);</p> <p>Role and functions of the RPPOs ICPM-5 (2003) Appendix XIX</p> <p>Role and function of the RPPO adopted by CPM 12 (2017).</p>		<p>Recognition procedures for RPPOs to be reviewed and Procedure for de-recognizing the RPPOs</p>

IPPC Area: PRINCIPLES AND POLICIES (interpretation of the Convention) IPPC SOs: B2, B3, C3, D1, D3					
	Concept standards - "what"	Implementation standards - "how"	Other guidance		
			Developed	Under development	Planned to be developed/needed
15.	Phytosanitary principles for the protection of plants and the application of phytosanitary measures in international trade (ISPM 1)	No gap.	Undue delay and prompt action		
16.	Glossary of phytosanitary terms (ISPM 5) Terminology of the Convention on Biological Diversity in relation to the Glossary of phytosanitary terms (ISPM 5 – Appendix 1)	No gap.	Glossary		
			Annotated Glossary: Explanatory document (2013) on ISPM 5 (<i>The Glossary of phytosanitary terms</i>)		
17.	Efficacy of measures (Priority 4)	No gap.	Efficacy of measures		
			Beyond the compliance tool		Studies on efficacy of measures (e.g. treatments for fruit flies)
18.	No gap.	Recognition of pest free areas and areas of low pest prevalence (ISPM 29).	Technical Justification including reliability of scientific information		
			Plant pest surveillance manual	Manual on implementation of pest free areas and related phytosanitary improvement measures	IAEA Manual for fruit flies
19.	Guidelines for the determination and recognition of equivalence of phytosanitary measures (ISPM 24)		Equivalence of phytosanitary measures		
			IRSS study - Review of the application of		Studies on efficacy of measures (e.g. ; treatments for fruit flies)

			equivalence between phytosanitary measures used to manage pest risk in trade Beyond the compliance tool		
20.	Authorization of entities other than national plant protection organizations to perform phytosanitary actions (2014-002) (Priority 2 (from 3))	No gap.	Supervision of authorized bodies, including procedures for examination and assessment of competencies		
			Manual on establishment of an NPPO Manual on operation of an NPPO operation		Audit manual
21.	No gap.	No gap.	Appropriate level of protection		
22.	No gap.	No gap.	State of plant protection in the world		
			CPM materials The IPPC seminars 2016 Global emerging issues – a report of findings from the 2016 IPPC regional workshops questionnaire	Soil and plant health paper	Range of papers to be elaborated within the framework of IYPH CPM papers Wish list to communicate with others

IPPC Area: PEST STATUS IPPC SOs: A1, A2, B1					
	Concept standards - "what"	Implementation standards - "how"	Other guidance		
			Developed	Under development	Planned to be developed/needed
23.	<u>Determination of pest status in an area (ISPM 8)</u> (Priority 1)			Guidelines for the determination of pest status in an area	
24.	<p>Revision: Regulated non-quarantine pests: concept and application (ISPM 16), to broaden to pests and clarify the concepts related to quarantine pests, RNQP and pests of national concern (Priority 2)</p> <p>Guidelines on the interpretation and application of the concept of official control for regulated pests (ISPM 5 - Supplement 1)</p>	No gap.	Revision of ISPM 16 to broaden to pests and clarify the concepts related to quarantine pests, RNQP and pests of national concern :		
			IPPC coverage of aquatic plants (CPM recommendation CPM-9/2014/01)		
25.	Host and non-host status (Priority 3)	Determination of host status of fruit to fruit flies (Tephritidae) (2006-031) (Priority 1)	Host and non-host status		
				IAEA manual for fruit flies	Range of materials might be elaborated under the pilot implementation programme on surveillance
26.	<u>Guidelines for surveillance (ISPM 6)</u> (Priority 1)				

27.	No gap.	Specific guidance on surveillance for a pest or a group of pests (Priority 3)	Guidance on surveillance for a pest or a group of pests.	
			Plant pest surveillance manual Factsheet on <i>Xylella fastidiosa</i> Special topic session on Red Palm Weevil presentations posted on the phyto page with additional presentations related to surveillance	Outputs of the implementation pilot on Surveillance (activities on three example pests)
28.	Requirements for the establishment of pest free areas (ISPM 4) (Priority 4 (from 2)) Establishment of pest free areas for fruit flies (Tephritidae) (ISPM 26)	Guidance on PFA, PFPP and ALPP for a pest or a group of pests		
			Manual on implementation of pest free areas and related phytosanitary improvement measures	
29.	Requirements for the establishment of pest free places of production and pest free production sites (ISPM 10)	Guidance on PFA, PFPP and ALPP for a pest or a group of pests		
			Manual on implementation of pest free areas and related phytosanitary improvement measures	
30.	Requirements for the establishment of areas of low pest prevalence (ISPM 22)	Requirements for the establishment of areas of low pest prevalence		
		Plant pest surveillance manual	Manual on Implementation of pest free areas and related phytosanitary measures IAEA manual for fruit flies	
31.	No gap.		Requirements for the establishment of areas of low pest prevalence	

		<p>Specific guidance on PFA, PFPP and ALPP for a pest or a group of pests (Priority 4)</p> <p>Establishment of areas of low pest prevalence for fruit flies (ISPM 30)</p> <p>Control measures for an outbreak within a fruit fly-pest free area (ISPM 26 - Annex 2)</p>	<p>Plant pest surveillance manual</p>	<p>Manual on Implementation of pest free areas and related phytosanitary measures</p> <p>IAEA manual for fruit flies</p>	<p>Range of materials could be elaborated under the pilot implementation on surveillance</p>
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IPPC Area: PEST RISK ANALYSIS IPPC SOs: C2, C3, B2, B3, B4					
	Concept standards - "what"	Implementation standards - "how"	Other guidance		
			Developed	Under development	Planned to be developed/needed
32.	Framework for pest risk analysis (ISPM 2) Supplement on Guidance on the concept of the likelihood of establishment component of a pest risk analysis for quarantine pests (2015-010) to ISPM 11 (Pest risk analysis for quarantine pests) (Priority 4)	Pest risk analysis for quarantine pests (ISPM 11) Pest risk analysis for regulated non-quarantine pests (ISPM 21) Categorization of commodities according to their pest risk (ISPM 32) Guidelines for the export, shipment, import and release of biological control agents and other beneficial organisms (ISPM 3) Guidance on climate change (supplement to ISPM 11) (Priority 3)	Commodity and host pest lists		
			PRA awareness toolkit PRA training (manual and eLearning) Diversion from Intended Use: Consideration of the extent of the issue	Risk communication guidelines	Guidance on adherence to ISPM 32 Pest modelling in context of PRA
33.	Revision and combination of PRA standards (including ISPM 2, 11 and 21) (priority 4)		Commodity and host pest lists		
34.	Guidance on pest risk management (2014-001) (Priority 2 (from 1))	Specific guidance on pest risk management for pests or a group of pests (Priority 3)	Pest risk management for pests or group of pests		
35.	Risk communication (Priority 3)		Risk communication		
				Risk communication guidelines	
36.			Economic analysis in PRA		

	Guidelines on the understanding of potential economic importance and related terms including reference to environmental considerations (ISPM 5 - Supplement 2)	Economic analysis in PRA (Priority 2)			Template for economic analysis of pest impact
37.	Diversion from intended use (Priority 2? to be determined) (concept standard or supplementary document)	No gap.	Diversion from intended use		
			IRSS study on Diversion from intended use - consideration of the extent of the issue		

IPPC Area: PEST MANAGEMENT IPPC SOs: A1, A2, B1, B2, B4, C2, D1				
	Concept standards - "what"	Implementation standards - "how"	Other guidance	
			Developed	Under development
38.	Management of regulated pests (Priority 4)	No gap.	Management of regulated pests	
				CDC document on Phytosanitary measures
39.	No gap.	No gap.	Pest management options	
			Beyond the compliance tool	
40.	Contingency planning and emergency response (Priority 1)	No gap.	Contingency planning and emergency response	
			Manual on managing relationships with stakeholders Manual on Establishing an NPPO Manual on Operation of an NPPO CPM9 side session materials on natural disasters	Communication plan for Xylella
41.	No gap.	Criteria for treatments for wood packaging material in international trade (2006-010) (draft annex to ISPM 15) (Priority 2) Revision of annex 1 and 2 of ISPM 15 (Inclusion of the	Treatment of wood packaging material	
			Replacement of MB (CPM 3/1)	

		Phytosanitary treatment Sulphuryl fluoride fumigation of wood packaging material (2006-010A) and Revision of dielectric heating section.			
42.	Phytosanitary treatments for regulated pest (ISPM 28)	Non-commodity specific phytosanitary treatments for regulated pests (e.g. soil drench, sterilization) (Annexes to ISPM 28) (Priority 4)	Phytosanitary treatments for regulated pest		
			Explanatory document (2006) on ISPM 18:2003 (Guidelines on the use of irradiation as a phytosanitary treatment)		DB of treatments
43.	<u>Guidelines for the use of irradiation as a phytosanitary measure (ISPM 18) (2014-007)</u> (Priority 3 (from 2))		Guidelines for the use of irradiation as a phytosanitary measure		
			Explanatory document (2006) on ISPM 18:2003 (<i>Guidelines on the use of irradiation as a phytosanitary treatment</i>)		Manual for irradiation
44.	No gap.	Requirements for the use of fumigation as a phytosanitary measure (2014-004) (Priority 1)			Manual
45.	No gap.	Requirements for the use of temperature treatments as a phytosanitary measure (2014-005) (Priority 1)			Manual
46.	No gap.	Requirements for the use of modified atmosphere treatments as a phytosanitary measure (2014-006) (Priority 2)			Manual

47.	No gap.	Requirements for the use of chemical treatments as a phytosanitary measure (2014-003) (Priority 3)			Manual
48.	Guidelines for pest eradication programmes (ISPM 9)		Eradication programmes		
			Manual on managing relationships with stakeholders Manual on Establishing an NPPO Manual on Operation of an NPPO CPM9 side session material on natural disaster	Communication plan for Xylella	Manual for development of contingency plan Manual for eradication Products of workshops for contingency planning and emergency response
49.	No gap.	Phytosanitary procedures for fruit fly (Tephritidae) management (2005-010)	Phytosanitary procedures for fruit fly		
				IAEA manual on fruit flies	
50.	Integrated measures plants for planting (ISPM 36)		Integrated measures & systems approach		
51.	Systems approach (ISPM 14) Clarification on the concepts of integrated measures and systems approach (Priority 4)	Pest free potato (Solanum spp.) micropropagative material and minitubers for international trade (ISPM 33) Systems approach for pest risk management of fruit flies (Tephritidae) (ISPM 35) Specific guidance on systems approaches for commodities or pests (Priority 4)	Beyond the compliance		Manual

IPPC Area: PHYTOSANITARY IMPORT & EXPORT REGULATORY SYSTEMS IPPC SOs: A3, B4, C1, C2, C3, D3					
	Concept standards - “what”	Implementation standards - “how”	Other guidance		
			Developed	Under development	Planned to be developed/needed
52.	Phytosanitary certification system (ISPM 7)	Phytosanitary certificates (ISPM 12) Electronic phytosanitary certificates, information on standard XML schemes and exchange mechanisms (ISPM 12 - Appendix 1) <u>Focused revision of ISPM 12 (Phytosanitary certificates) (2015-011) (Priority 2)</u>	Phytosanitary certification		
			Export certification manual ePhyto related documents	ePhyto (proposed system: HUB)	
53.	Consignments in transit (ISPM 25)		Transit		
			Transit manual		
54.	No gap.	Guidelines for the export, shipment, import and release of biological control agents and other beneficial organisms (ISPM 3) Phytosanitary treatments for regulated pests (ISPM 28)			
			Import verification manual		Guideline on biological control agents regulation process
55.	Guidelines for a phytosanitary import regulatory system (ISPM 20)		Import regulation		
			Import verification manual Explanatory document (2005) on ISPM 20 (<i>Guidelines for a phytosanitary</i>		

			<p><i>import regulatory system)</i></p> <p>Manual on Establishing an NPPO</p> <p>Manual on Operation of an NPPO</p>		
56.		<p>Guidelines for a phytosanitary import regulatory system (ISPM 20)</p> <p>Use of specific import authorization (2008-006) (ISPM 20, new annex) (Priority 4 (from 3))</p>	<p>Import regulation</p> <p>Import verification manual</p> <p>Explanatory document (2005) on ISPM 20 (<i>Guidelines for a phytosanitary import regulatory system</i>)</p> <p>Manual on Establishing an NPPO</p> <p>Manual on Operation of an NPPO</p>		
57.	No gap.	<p>Guidelines for inspection (ISPM 23)</p>	<p>Inspection</p>		<p>Manuals</p>
58.	Methodologies for sampling of consignments (ISPM 31)		<p>Sampling</p> <p>Explanatory document (2009) on ISPM 31 (<i>Methodologies for sampling of consignments</i>)</p> <p>Diagnostic manual</p>		<p>Manuals</p>

			Plant pest surveillance manual		
59.	No gap.	Design and operation of post-entry quarantine stations for plants (ISPM 34)	Post-entry quarantine stations for plants		
					Design plan for PEQ
60.	No gap.	No gap.	Dispute settlement		
			Dispute settlement manual		
61.	Phytosanitary pre-import clearance (2005-003) (Priority 3)	No gap.			
62.	No gap.	No gap.	Traceability		
					Proposed trace back guidance
63.	No gap.	Minimizing pest movement by air containers and aircrafts (2008-002) (Priority 3 (from 1))	Pathways		
					Code of conduct
64.	No gap.	International movement of cut flowers and branches (2008-005) (Priority 4)	International movement of cut flowers and branches		
					Procedural guide related to ISPMs
65.	No gap.	Safe handling and disposal of waste with potential pest risk generated during international voyages (2008-004) (Priority 2 (from 3))	Safe handling and disposal of waste		
					Procedural guide related to ISPMs Code of conduct
66.	No gap.	International movement of growing media in association	International movement of growing media		
					Procedural guide

		with plants for planting (2005-004) (Priority 1)			
67.	No gap.	Minimizing pest movement by sea containers (2008-001) (Priority 1)	Pest movement by sea containers		
			CPM Recommendation on sea containers (CPM-10/2015/1)		Guidance for the implementation of the CPM recommendation on sea containers
			Code of Conduct		
			CPM Complementary action plan sea containers		
68.	No gap.	International movement of grain (2008-007) (Priority 1)	International movement of grain		
			Protocol for alternative treatments for MB		Manual on grain
					Procedural guide related to ISPMs
69.	No gap.	Guidelines for regulating wood packaging material in international trade (ISPM 15) (Revision to include fraudulent use) (Priority 2)	Dielectric heat treatment		
			Explanatory document (2014) on ISPM 15 (<i>Guidelines for regulating wood packaging material in international trade</i>)		
			Quick guide to Dielectric heating		
70.	No gap.	International movement of used vehicles, machinery and equipment (2006-004) (Priority 3)	International movement of used vehicles, machinery and equipment		
					Codes of conduct

71.	No gap.	International movement of seeds (2009-003) (Priority 1)	International movement of seeds		
			Phytosanitary treatments		Manual Procedural guide related to ISPMs
72.	No gap.	International movement of wood (2006-029) (Priority 1)	International movement of wood		
			Phytosanitary treatments (MB etc.)		Manual Procedural guide related to ISPMs
73.	No gap.	International movement of wood products and handicrafts made from wood (2008-008) (Priority 2 (from 1))	International movement of wood products and handicrafts made from wood		
			Internet trade (e-commerce) in plants and other regulated articles (CPM recommendation CPM-9/2014/2) Materials of the CPM12 special topic session on e-commerce.		

IPPC Area: DIAGNOSTICS IPPC SOs: A1, B1, B4					
	Concept standards - “what”	Implementation standards - “how”	Other guidance		
			Developed	Under development	Planned to be developed/needed
74.	Diagnostic protocols for regulated pests (ISPM 27)	Annexes to Diagnostic protocols for regulated pests (ISPM 27)	Requirements for diagnostics		
			Guide to delivering phytosanitary diagnostic services CPM11 recommendation on the importance of plant pest diagnosis	Assessment framework for diagnostic services Specimen imaging guide for contracting parties	
75.	No gap.	Requirements for diagnostics (Priority 2)	Requirements for diagnostics		
			Guide to delivering phytosanitary diagnostic services	Assessment framework for diagnostic services	Guidance on use of molecular DB Inventory of trainings related to diagnostics
76.	No gap.	No gap.	International or regional cooperation for diagnostics (e.g. Regional centers of expertise)		
			CPM11 recommendation on the importance of plant pest diagnosis		Inventories of taxonomic collections Roster of taxonomic experts

APPENDIX 05 - List of the IPPC Secretariat tasks arisen from the meeting

N	Task	Deadline	Responsible
1	Secretariat to follow-up on the CDC recommendations to ensure new IC members have the support necessary to complete tasks when assigned	December 2017 upwards	All staff
2	Follow up with the CDC members on possible in-kind contributions for updating the Phytosanitary Resources page particularly from Estonia and Australia	July 2017	Lomsadze
3	Follow up with the CDC members on submission ideas for communication of the STDF 401 project outcomes to the IPPC Secretariat	September 2017	Brunel
4	Conduct further analysis of the 2016 IPPC General Survey outcomes in comparison with the previous general survey and the Framework for Standards and Implementation	November 2017	Stewart
5	Follow up on the CDC members suggestions on any aspects of the emerging issues questionnaire findings that should be included in the second cycle TRR report	June 2017	Stewart
6	Follow up with the CDC members to provide examples of potential resource partners for inclusion in the IPPC Guide to Resource Mobilization: Promoting contracting party partnerships	July 2017	Stewart
7	Follow up with the CDC members to provide risk communication case studies, demonstrating good practices for inclusion in the Risk communication guideline	July 2017	Stewart
8	Follow up with the CDC members to promote the factsheet on <i>Xylella fastidiosa</i>	June 2017	Brunel
9	Contact the CDC Chair for interview to include in the STDF 401 promotional video	June 2017	Brunel
10	Create the CDC/IC members collage	May 2017	Sosa/ Brunel
11	Ensure that the IC is promoted in all IPPC regional workshops	September 2017	All staff
12	Contact Sam Bishop to review the paper on the Plant health and soil	June 2017	Brunel
13	Follow up with the CDC members to identify experts through their networks who	June 2017	Brunel

	could contribute to the review of the paper on the Plant health and soil		
14	Follow up with the CDC members to collect information on possible participant countries of the project	July 2017	Lomsadze
15	Follow up with the CDC members to identify and share with the IPPC Secretariat information on relevant experts with practical experience to contribute to the development of the IPPC guide on Pest free areas	2/06/2017	Lomsadze
16	Follow up with the CDC members to identify and share with the IPPC Secretariat technical resources on pest free areas and areas of low pest prevalence	15/06/2017	Lomsadze
17	Follow up with the CDC members to suggest examples of good practices in the determination of pest status in an area for inclusion in the Pest status guide as case studies	July 2017	Stewart
18	Follow up with the CDC members to submit ideas to the IPPC Secretariat for the content of the CPM13 side sessions	10/06/2017	Stewart Brunel
19	Share the questionnaire on pest diagnosis with the CDC members for comments	June 2017	Lomsadze
20	Follow up with the CDC members to provide information on plant health diagnostics initiatives within their regions	June 2017	Lomsadze
21	Post the IRSS study on Diversion from intended use, Guide to Resource Mobilization: Promoting contracting party partnerships and Benefits of implementation of the IPPC on the Phytosanitary Resources page. Link those resources to the feedback survey monkey.	June 2017	Stewart Lomsadze
22	Follow up with the CDC members to share resources on the climate change effect on pests	August 2017	Brunel
23	Follow up with the CDC members to provide ideas for the IPPC theme 2018 – plant health and environmental protection and GEF project	September 2017	Brunel Leanne