



Food and Agriculture
Organization of the
United Nations



International
Plant Protection
Convention

REPORT

CPM Bureau Meeting

**Rome, Italy
12 December 2017**

IPPC Secretariat

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1. Opening of the Meeting

- [1] The Chairperson opened the meeting and informed that Corné VAN ALPHEN will not be able to participate in the meeting due to bad weather conditions delaying his journey to Rome. The IPPC Secretary thanked Bureau members for joining this virtual meeting. In his opening remarks, he informed Bureau members about the appointment of Avetik NERSISYAN as new Standard Setting Unit Leader, who is going to assume his position in mid-January 2018. Avetik Nersisyan holds a PhD in agriculture and is currently the FAO Plant Protection Officer in the Eastern European Region. The IPPC Secretary also pointed out the MDTF resource mobilization for 2017 reached a record amount in the IPPC history of IPPC, and 16 standardized items on IPPC communication and advocacy were approved in 2017. He informed the Bureau that the annual theme for the IPPC Secretariat in 2018 will be “Optimization of Financial Management”, where efforts will be made for better and effective management of duty travel, contracts, and procurement systems. The IPPC Secretary concluded his remarks with emphasis on discussion of the meeting for Work Plan and Budget of 2019; Sustainable Funding and CPM-13 agenda. Finally, The IPPC Secretary announced that the TPG meeting for 2018 will go ahead as planned.

2. Meeting Arrangements

2.1 Adoption of the agenda

- [2] The Bureau adopted the agenda (Appendix 01). The Chairperson added an agenda item about the Secretariat organizational chart to reflect the actual Secretariat’s staff and vacant positions.

3. Administrative Matters

- [3] The Secretariat informed that all the meeting documents and lists were updated and shared.

3.1 Documents list

- [4] Please refer to the Appendix 02.

3.2 Participants list

- [5] Please refer to the Appendix 03.

4. Review of 2017 October Bureau Report

- [6] The CPM Vice-Chairperson has a brief recap on the issues discussed at the October Bureau meeting and underlined that the main outstanding point should be 2019 Work Plan and Budget for the IPPC Secretariat.
- [7] Regarding the point raised by the Chairperson on the Secretariat organizational chart, the Secretariat confirmed that a draft organizational chart of the Secretariat is being developed with three drafts to be discussed at the forthcoming Secretariat’s Core Team meeting. It will reflect the type of contract and budgeting position.
- [8] The Chairperson expressed a concern about the number of Secretariat staff that had already left and enquired about plans to replace them. It was explained by the Secretariat that only nine positions are under the regular programme and others are project posts and consultants/PSA posts.
- [9] The IPPC Secretary underlined that the Secretariat was in the process of change based on the Enhancement Evaluation. The change was happened with creation of two units and one team forming the Secretariat. Regarding the regular programme posts, in total 12 posts should be created to have sustainable staff for running the Secretariat. The first step of restructuring the Secretariat was to move a former IPPC Coordinator P5 post to SSU Leader. In addition to this post, the SSU has three more regular posts P4 post (Brent LARSON), P3 (Adriana MOREIRA) and one G staff regular post. The upgrade is planned for from P4 to P5 for the IFU Leader, apart from that, IFU consists of: P3 (Sarah BRUNEL), P2 (Ketevan LOMSADZE). In case of IST, currently it consists of Shoki AI-DOBAI (P4), Dorota BUZON (P2), Paola SENTINELLI, Mirko MONTUORI.

- [10] At present, one G3 from SSU and one G3 from IFU are vacant due to the departure of Eva MOLLER and Katarina SPISIAKOVA, and another G5 should be recruited after the CPM 13. Currently two TAPs are supporting IFU and IST, respectively.
- [11] A plan has been put in place to replace the staff who have left the Secretariat by end of 2017 through recruiting new staff based on the new rules for consultants and PSAs. The IPPC Secretary underlined that the IPPC is undergoing change and restructuring that need Bureau support.
- [12] The Secretariat also informed that two other staff had left SSU, while Stephanie DUBON and Michael ORMSBY contribution would not be renewed. It is also expected that one staff (as an in-kind contribution) would leave soon.
- [13] The Chairperson urged the Secretariat to announce a call from Secretariat to summon assistance for in-kind contributions from countries. The Secretariat confirmed that some enquiries were made without any contribution as yet. The Bureau committed to encouraging countries to help with staffing and in-kind contributions.
- [14] The Bureau requested the Secretariat to prepare an Organizational Chart with all staff and type of contracts, including the vacant positions. The Secretariat should also indicate any impact on the work plan expected by the vacant posts. This update should be prepared and shared with the Bureau ASAP.
- [15] The IPPC Secretary noted that new FAO procedures for staffing and hiring consultants should be followed.
- [16] The Chairperson enquired about the invitations to ePhyto symposium. The Secretariat confirmed that they were sent out and it was confirmed that Kyu-Ock YIM would participate on behalf of the Bureau.
- [17] Regarding the issue of Kenya's proposal to hold an international phytosanitary conference, the Secretariat confirmed that Kenya will be informed about the decision of the SPG and Bureau through official e-mail with reference to the IYPH conference to be held in 2020 with similar purpose.

5. Oral Updates

5.1 IPPC strategic framework 2020-2030

- [18] The Vice-Chairperson informed that the document was not ready to be submitted for the CPM approval. Technical consultations are needed to fill in the blanks in the document. It is hoped that it would be ready for the CPM in 2019. It is planned that in 2018 input will be gathered to update the document. The SPG suggested to discuss it again during the Bureau meeting in April 2018 but not during the CPM in 2018. At the CPM-13 a short PPT presentation with status should be done as an information point. The Secretariat informed that the TC-RPPOs in November and the IC in December were asked to provide their comments on the framework and these comments will be forwarded to the authors. The Chairperson emphasized that all comments should be gathered by January, so the updated draft would be ready for discussion at the Bureau April meeting. The Vice-Chairperson will contact the two authors regarding the progress and possibility of having the amended draft by January 2018, so it could be ready for discussion at the Bureau meeting before the CPM-13.
- [19] The Bureau decided that a new draft will be discussed at the Bureau pre-CPM meeting, including its further processing and broader consultations after CPM-13. The Parties will be requested to provide their comments at the CPM-13 after the presentation of the draft Framework. Further discussion would be at the IPPC Regional Workshops and final discussion would take place at the next October Bureau and SPG meeting in 2018 before the endorsement at CPM in 2019.

5.2 SC in November 2017

- [20] Brent LARSON briefed the Bureau on three main points as follows:
- 1) Document on the public availability of Technical Panel documents.

[21] The document was discussed by the SC and TP with a recommendation to keep the status quo with no one opposing this solution. The Bureau agreed with this approach.

[22] The Bureau also recommended that submitters should be encouraged to allow their supporting documents for their treatment submission to be posted on the IPP.

2) Next generation sequencing.

[23] The concept is of interest to the IPPC Community. It was noted that there will be a side session on this topic at CPM-13 (2018). It might also be an option to present a CPM recommendation on Next Generation Sequencing (NGS), CPM recommendations are submitted by either a contracting party or by the IPPC Secretariat. The CPM Chair offer to work on putting a proposal forward for CPM recommendations from Australia and it was noted that Europe might be interested in supporting this initiative. The Secretariat will provide some background for this proposal and provide the European contacts to Australia for further collaboration on this proposal with an aim to propose it as a topic for a CPM Recommendation at CPM-13 (2018).

3) Commodity standards

[24] The development of commodity standards has been ongoing on for over 10 years. The SC has recently reviewed several draft ISPMs dealing with commodities but is not able to reach consensus on what level of detail and/or requirements are needed. A small SC Working Group has been working on a CPM paper on this issue to seek guidance from the CPM on how to move forward on commodity standards. The Bureau agreed to set aside some time to discuss this conceptual issue during the CPM-13 (2018).

[25] As the matter is very complex due to a lack of clarity on what a commodity standard should consist of and an unresolved issue of if the standard does not have specific requirements is it needed or would a manual suffice. The draft SC paper was presented to the Bureau and it was felt it still needed more work. The Bureau decided that the draft paper should be circulated to the Bureau, IC and SC to solicit (due by 10 January 2018). The Chairperson volunteered to be the Champion on this issue and Marie-Claude FOREST offered to work together to finalize this CPM-13 (2018) paper considering the comments submitted.

5.3 TC-RPPOs in November 2017

[26] Orlando SOSA briefed the Bureau on the TC-RPPOs held in Paris, France in November. The highlight of the meeting was the establishment of the new RPPO for the Caribbean region. Other important issues discussed included: a presentation by the ePhyto steering group (SG) with an idea to establish communication between ePhyto SG and RPPOs; a long term planning and support to standard setting with translations; participation of Stephanie BLOEM, NAPPO, in the IC; a possible future participation of RPPOs in IYPH SC; a report on the IPP. Next TC-RPPOs meeting will take place in Peru in November 2018.

[27] The Bureau noted that a change of the TORs of the SPG to include a participation of RPPOs should be presented to the CPM. The Bureau agreed to go ahead and add it to the CPM-13 agenda under the coordination of the Secretariat.

5.4 Recognition of CAHFSA as an RPPO

[28] The Bureau was informed that an official letter from CAHFSA was received by the Chairperson. Nine RPPOs endorsed the request for recognition. FAO Legal Office confirmed that CAHFSA qualifies as an RPPO. The matter of official recognition would be presented to the CPM-13. It should be added to the CPM agenda at the beginning of the meeting to enable their participation as an RPPO.

5.5 Confirmation of IC alternate members

[29] The Bureau confirmed one alternate for Asia region, Hansook PARK and Parul PATEL, additional alternate for North America. There is still no alternate for Europe.

- [30] Orlando SOSA informed that the IC selected its Chairperson (Olga LAVRENTJEVA) and Vice-Chairperson (Dominique PELLETIER).

5.6 The 3rd StC meeting on IYPH 2020

- [31] Shoki AL DOBAI briefed the Bureau on the outcomes of the 3rd StC meeting on IYPH 2020 with a participation of representatives of stakeholders from the International Seed Federation, the Director of Partnerships and South-South Cooperation Division (DPS) and Representative of the FAO Office for Corporate Communication (OCC) to get their guidance and support in the proclamation and promotion processes. Among things discussed during the meeting were: the ways of a proclamation process, possible support, communication and partnership strategy and plans. The IYPH factsheet was reviewed, communication and advocacy action plan was updated and the estimated budget needed for IYPH was identified with presentation of the available fund. All supporting documents and funding information will be forwarded to the Liaison Office in New York to support the proclamation process. It is planned to launch a video and a photo competition in 2020, organize the ministerial CPM in 2020 and a global phytosanitary conference in November 2020. Different side events on IYPH will be organized during FAO events and international scientific events. The Closing event is planned for January 2021.
- [32] It was underlined that all IYPH activities would depend on the budget availability. Countries should be encouraged to contribute and participate. Next StC meeting is scheduled to take place after the CPM-13.
- [33] Marie-Claude FOREST informed the Bureau that the North America Representative was replaced and the nomination will be sent officially. She informed that the ToRs of the StC seemed not being available at IPP and requested the Secretariat to check that and upload them.

5.7 The first Meeting of the IPPC Sea Containers Task Force (SCTF)

- [34] Marie-Claude FOREST briefed on the outcomes of the meeting which she chaired. She appreciated the very warm welcome of the Chinese organizers. The Task Force developed a 5-year plan with mid and long-term actions and reviewed TORs for memberships to include global shippers and one Chinese sea containers industry representative as nominated. At the next meeting all new nominations will be approved.
- [35] It was discussed that it would be better to involve a representative of the International Maritime Organization (IMO) due to reoccurring issues with codes, environment, including marine environment.
- [36] The Bureau decided to discuss the report of SCTF and issues related to IMO at the April 2018 Bureau meeting.

6. Financial, Budgetary and Work Plan

6.1 IPPC Secretariat Work Plan and Budget for 2019

- [37] Marko BENOVIC briefed the Bureau regarding Work Plan and Budget for 2019 which was based on the 2018 format with added staff costs. Work Plan and Budget for 2019 is divided into three pillars of the IPPC Secretariat: two units and one team. A calculation error that occurred will be corrected in the final version. In addition, costs of CPM interpretation for CPM omitted in 2018 Work Plan and Budget was added for 2019.
- [38] The Secretariat informed that regarding the IRSS project an overall budget increased as a new project cycle was signed. In reference to the IYPH the expectation is to increase its budget to 600 000. In connection with an in-kind contribution from Japan, one staff member started working in IFU. The Bureau asked for a description of staff tasks that would be presented at next Bureau meeting. A summary of the project activities would be attached to the work plan and budget document to be presented to the CPM-13.
- [39] It was noted that prioritization of activities was straightforward for 2019 as it was based on 2018 Work Plan and Budget. Prioritization was discussed in detail by the Bureau at the June meeting and it should

be followed up closely. It would become useful in case of cost cuts that could be done easily based on set priorities.

- [40] The Bureau approved the IPPC Secretariat Work Plan and Budget for 2019 (Appendix 06).
- [41] The Secretariat with Bureau will work on review the template of 2020 Work Plan and Budget onward to be ready for the discussion at June 2018 Bureau meeting.
- [42] The item of 2020 Work Plan and Budget should be added to June 2018 Bureau meeting agenda.

6.2 Sustainable funding of IPPC work programme

- [43] Marie-Claude FOREST briefed on the work that was done in cooperation with FAO Leg Officer to create the document and take into account FAO processes. The document was reviewed after SPG and it does not contain any contribution scales. It is also clearly stated that contributions are voluntary. A paper with these new arrangements will be prepared and presented at the CPM-13 for approval.
- [44] The Chairperson underlined that the CPM paper should explain clearly that the contribution is on voluntary bases and is not binding while encouraging countries to contribute. The Chairperson expressed the gratitude for Marta PARDO and Marko BENOVIC. All Bureau Members should engage with regions to encourage them to contribute and explain the new arrangement.
- [45] The Secretariat confirmed that FAQs on sustainable funding will be prepared and attached to the CPM paper.
- [46] The Bureau briefly discussed if that subject should be presented at the 2018 IPPC Regional Workshops. It was agreed to add this issue to the next Bureau meeting (April 2018) agenda to further discuss on that.

6.3 Financial Committee: Guidance for external observers' participation

- [47] Marie-Claude FOREST informed that she drafted Guidance for external observers' participation in FC meetings. The EC and World Bank observers already participated in the FC but a formal framework was needed to clarify future participation of observers. The Guidance was drafted based on Bureau discussions and TORs of other IPPC bodies for consistency. The Guidance envisages a presence of 1-3 max. that should be approved by the Bureau prior to the FC.
- [48] The Bureau briefly discussed timing of rotation that should take into account to avoid over-representation of observers at FC due to the overall limited members of FC. It was thought that the observers would be invited to the meetings based on the relevance of the organization to the agenda items to be discussed.
- [49] All comments to the document should be sent to Marie-Claude FOREST by 22 December 2017. Marie-Claude FOREST will review a document based on feedback which will be presented to the CPM-13 for adoption.

7. Preparation for CPM-13 (2018)

7.1 Agenda

- [50] The Bureau reviewed and readjusted the agenda according to the decisions taken during the discussions (Appendix 05).
- [51] The Chairperson informed that availability of the Australian Minister will have to be confirmed. Similarly, the Secretariat will need to confirm availability of DG and CBD. Rajesh RAMARATHNAM was suggested as a possible rapporteur.
- [52] The Secretariat will issue a call for countries to present successes and challenges during the CPM-13 and will sent out a letter to contracting parties regarding nominations to the Bureau and the SC.

7.2 Special topic session:

[53] It was confirmed that a representative from Pacific region would deliver a presentation on climate change. The Chairperson will send a concept note and will chair the session.

7.3 Side sessions

[54] The side sessions were confirmed as in the presented agenda with adding one side session on IYPH. The Official Cocktail reception is planned to take place at the FAO 8th Floor on Thursday evening, 19th of April 2018.

7.4 Update of the list of observers

[55] The Secretariat presented to the Bureau a list of additional observers to be invited to CPM-13 that could be considered potential supporters and sponsors for IYPH as was discussed and agreed on at the IYPH StC meeting. The Bureau decided that the observers could be invited to the CPM with a special reference to the side session on IYPH, a special topic session and a cocktail reception that will be held in the same day, as most probably observers would not be able to attend a whole week of the CPM.

[56] The Bureau agreed to have the CPM papers ready by 5 February 2018.

8. Any Other Business

8.1 Stakeholder Advisory Group

[57] Craig FEDCHOCK briefed on the subject that was discussed at the SPG and according to its advice should not to be followed up for the time being. The subject can be discussed again by the Bureau at its June meeting in 2018.

8.2 Focus group on the call for items

[58] Orlando SOSA briefed on the progress made and informed that timelines included in the paper were adjusted with the process for the call starting in May and ending in August. The official name for the call will be: “a call for topics: standards and implementation”.

The Bureau:

- agreed with a new name for the call;
- confirmed an agreement to authorize, in exceptional circumstances, the IC and SC to propose topics to the CPM;
- decided that, regarding the criteria included in annex, the Task Force should discuss it prior to CPM-13. The criteria should be reviewed and readjusted at a later stage as it is a new process.
- agreed that a call will be open on 1 May until the end of August.

[59] The Secretariat will readjust the paper based on the discussions and will send it out for the CPM-13 for adoption. A call will be issued in May 2018 if no further discussion or redrafting would be needed.

9. Next Meeting

[60] The Bureau will convene on 11-13 April 2018 in Canada Room and again post CPM on Friday morning 20 April 2018.

10. Closing of the Meeting

[61] The Chairperson closed the meeting.

Appendix 01 - Agenda

	AGENDA ITEM	DOCUMENT NO.	PRESENTER
1.	Opening of the Meeting		XIA/RANSOM
2.	Meeting Arrangements		
2.1	Adoption of the Agenda	01_Bureau_2017_Dec	RANSOM
3.	Administrative Matters		
3.1	Documents list	02_Bureau_2017_Dec	AL-DOBAI
3.2	Participants list	03_Bureau_2017_Dec	AL-DOBAI
4.	Review of 2017 October Bureau Report	https://www.ippc.int/static/media/files/publication/en/2017/11/Bureau_Report_2017_October-2017-11-30.pdf	RANSOM
5.	Updates		
5.1	IPPC strategic framework 2020-2030		TRUJILLO ARRIAGA
5.2	SC in November 2017	Link to the SC Nov 2017 Report 09_Bureau_2017_Dec 10_Bureau_2017_Dec 13_Bureau_2017_Dec	LARSON
5.3	TC-RPPOs in November 2017		BRUNEL/SOSA
5.4	Recognition of CAHFSA as an RPPO	04_Bureau_2017_Dec	SOSA/BRUNEL
5.5	Confirmation of IC alternate members		SOSA/BRUNEL
5.6	The 3 rd StC meeting on IYPH 2020		AL-DOBAI
5.7	The 1 st meeting of the IPPC Sea Containers Task Force (SCTF)		FOREST/XIA
6.	Financial, Budgetary and Work Plan		
6.1	IPPC Secretariat Work Plan and Budget for 2019	11_Bureau_2017_Dec	BENOVIC
6.2	Sustainable funding of IPPC work programme	12_Bureau_2017_Dec	FOREST
6.3	Financial Committee: Guidance for external observers' participation	05_Bureau_2017_Dec	FOREST
7.	Preparation for CPM-13 (2018)		
7.1	Agenda	06_Bureau_2017_Dec	AL-DOBAI
7.2	Special sessions		AL-DOBAI
7.2	Side sessions		AL-DOBAI
7.4	Update of the list of observers	07_Bureau_2017_Dec	AL-DOBAI
8.	Any Other Business		RANSOM
8.1	Stakeholder Advisory Group		FEDCHOCK

	AGENDA ITEM	DOCUMENT NO.	PRESENTER
8.2	Focus group on the call for items	09_Bureau_2017_Dec	VAN ALPHEN
9.	Next meeting		RANSOM/XIA
10.	Closing of the Meeting		RANSOM

Appendix 02 – Documents list

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
01_Bureau_2017_Dec	02.1	Provisional Agenda (Secretariat)	2017-12-11
02_Bureau_2017_Dec	03.1	Documents List (Secretariat)	2017-12-11
03_Bureau_2017_Dec	03.2	Participants List (Secretariat)	2017-12-05
04_Bureau_2017_Dec	05.4	Recognition of CAHFSA as an RPPO	2017-12-05
05_Bureau_2017_Dec	06.3	Draft TORs for the IPPC FC	2017-12-05
06_Bureau_2017_Dec	07.1	CPM-13 Agenda	2017-12-05
07_Bureau_2017_Dec	07.2	Updated list of CPM observers	2017-12-05
08_Bureau_2017_Dec	08.2	Focus group on the call for items	2017-12-05
09_Bureau_2017_Dec	05.2	Public availability of TP documents	2017-12-05
10_Bureau_2017_Dec	05.2	SC Recommendations - NGS	2017-12-05
11_Bureau_2017_Dec	06.1	IPPC Secretariat Work Plan and Budget for 2019	2017-12-05
12_Bureau_2017_Dec	06.2	CPM Decision on Supplementary contribution arrangement	2017-12-07
13_Bureau_2017_Dec	05.2	Commodity standards: issues for CPM-13 (2018) discussion	2017-12-11

Appendix 03 – Participants list

A check (✓) in column 1 indicates confirmed attendance at the meeting.

Attending	Participant role / Region	Name, mailing address, telephone	Email address
✓	Africa	<p>Mr Lucien KOUAME KONAN Inspecteur Direction de la Protection des Végétaux, du Contrôle et de la Qualité Ministère de l'Agriculture B.P. V7 Abidjan, COTE D'IVOIRE Ph.: (+225) 07 903754 Fax: (+225) 20 212032</p>	l_kouame@yahoo.fr;
✓	Asia	<p>Ms Kyu-Ock YIM Senior Researcher Export Management Division, Department of Plant Quarantine, Animal and Plant Quarantine Agency Ministry of Agriculture, Food and Rural Affairs 178 Anyang-ro Manan-gu Anyang city, Gyunggi-do REPUBLIC OF KOREA Ph.: (+82) 31 4207665 Fax: (+82) 31 4207605</p>	koyim@korea.kr;
-	Europe	<p>Mr Corné VAN ALPHEN Coordinating Policy Officer Phytosanitary Affairs Plant Supply Chain and Food Quality Department Ministry of Economic Affairs P.O. Box 20401 2500 EK - The Hague THE NETHERLANDS Ph.: (+31) 618 596867</p>	c.a.m.vanalphen@mineleni.nl;
✓	Latin America and Caribbean <i>Vice- Chairperson</i>	<p>Mr Francisco Javier TRUJILLO ARRIAGA Director General de Sanidad Vegetal Punto de Contacto Oficial de la CIPF Servicio Nacional de Sanidad, Inocuidad y Calidad Agroalimentaria, Sagarpa, MEXICO Phone: (+52) 55 59051000 Ext. 51319</p>	trujillo@senasica.gob.mx;
-	Near East	<p>Mr Kamal El Din Abdelmahmoud Amein BAKR Quarantine Director Plant Quarantine Department Direction Khartoum North, Industrial Area, P.O.BOX 14 SUDAN Phone: +249 913207800 ; +249 129338777 Fax: +249 185 337462</p>	kamal.bakr91@gmail.com;

Attending	Participant role / Region	Name, mailing address, telephone	Email address
✓	North America	Ms Marie-Claude FOREST National Manager and International Standards Adviser Plant Protection Division Canadian Food Inspection Agency 59 Camelot Drive Ottawa, Ontario CANADA K1A 0Y9 Phone: (+1) 613 773 7235	marie-claude.forest@inspection.gc.ca ;
✓	Southwest Pacific <i>Chairperson</i>	Ms Lois RANSOM Assistant Secretary, Plant Import Operations GPO Box 858 Canberra ACT 2601 AUSTRALIA	Lois.ransom@agriculture.gov.au ;
OTHER PARTICIPANTS			
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		Mr Craig FEDCHOCK IPPC Secretariat	Craig.Fedchock@fao.org ;
		Mr Marko BENOVIC IPPC Secretariat	Marko.Benovic@fao.org ;
		Mr Brent LARSON IPPC Secretariat	Brent.Larson@fao.org ;
		Mr Orlando SOSA IPPC Secretariat	Orlando.Sosa@fao.org ;
		Mr Shoki AL-DOBAI IPPC Secretariat	Shoki.Aldobai@fao.org ;

Appendix 04 - Action Points

Action	Lead	Lead within Secretariat/Bureau/ Persons involved	Deadline
Draft an organizational chart with the Secretariat's staff funded by the regular programme and by other resources including absences	Secretariat	Shoki AL-DOBAI	ASAP before CPM-13
Gather FAQs on sustainable funding initiative to provide contracting parties with more information.	Secretariat/ FAO Legal/Bureau	Marko BENOVIC, Marta PARDO	ASAP before CPM-13
Prepare information about sustainable funding for 2018 Regional Workshops, including FAQs or a questionnaire if feedback would be required.	Bureau/Secretariat	Kyu-Ock YIM	Before 2018 Regional Workshops
Follow up on the progress of the IPPC strategic framework 2020-2030	Bureau/Secretariat	Francisco Javier TRUJILLO ARRIAGA	ASAP before CPM-13
Update TORs of SPG regarding RPPOs participation	Secretariat	Shoki AL-DOBAI	ASAP before CPM-13
Update Guidance on participation of external observers in future FC meetings.	Bureau	Marie-Claude FOREST	ASAP before CPM-13
Prepare a suitable answer to Kenya regarding International Phytosanitary Conference.	Secretariat	Shoki AL-DOBAI	ASAP before CPM-13
Prepare for CPM-13 Special sessions and side sessions	Secretariat/Bureau	All	ASAP before CPM-13
Invite observers for the CPM-13, especially for a side session on IYPH, a special topic session and a cocktail	Secretariat	Shoki AL-DOBAI	ASAP before CPM-13
Add the IPPC strategic framework 2020-2030 to the agenda of the Bureau meeting in March 2018	Secretariat	Shoki AL-DOBAI	ASAP before CPM-13
To prepare a short PPT presentation on the IPPC strategic framework 2020-2030 for the CPM-13	Bureau/Secretariat	Marko BENOVIC and Francisco Javier TRUJILLO ARRIAGA	ASAP before CPM-13
Add the SCTF and issues related to IMO to the agenda of March 2018 Bureau meeting	Secretariat	Shoki AL-DOBAI	ASAP before CPM-13
Review the template of 2020 Work Plan and Budget to be ready for the discussion at June 2018 Bureau meeting	Secretariat/Bureau	Marko BENOVIC /All	ASAP before June Bureau
Add to the Bureau meeting agenda of March 2018 the discussion on presentation of Sustainable funding of IPPC work programme at IPPC Regional Workshops	Secretariat	Shoki AL-DOBAI	ASAP before CPM-13
Add the Stakeholder Advisory Group discussion to the the June 2018 Bureau meeting agenda	Secretariat	Shoki AL-DOBAI	ASAP before June Bureau
The paper on the "Call for topics: standards and implementation" to be readjust based on the	Secretariat	Orlando SOSA	ASAP before CPM-13

Action	Lead	Lead within Secretariat/Bureau/ Persons involved	Deadline
discussions and presented at the CPM-13 for adoption.			
CPM-13 papers should be ready by 5 February 2018	Secretariat/Bureau	All	February 2018

Appendix 05 – CPM-13 Draft Agenda

No	Item	Responsible/Follow up	Presenter	Documents
1	Opening of the Session			
1.1	FAO Opening/Minister of Agriculture video	Xia - <i>FAO DG/DDG</i> Lois - <i>Australian MoA</i>		
2	Keynote Address on Plant Health and Environment Protection (CBD)	Xia/Brent - <i>To request SG of CBD</i>		
3	Adoption of the Agenda			
3.1	EU Statement of Competence	Tanja- <i>to follow up with EC</i>		
4	Election of the Rapporteur	Shoki/Craig <i>to identify</i> Rajesh Ramarathnam proposed		
5	Establishment of the Credentials Committee	Orlando	Orlando	Doc
6	Report from the CPM Chairperson	Lois/Xia	Lois	Doc
7	Report from the IPPC Secretariat	Xia/Craig	Xia	
8	Governance			
8.1	Recognition of CAHFSA as an RPPO	Orlando	Orlando	Doc
8.2	Summary of the 2017 Strategic Planning Group report <ul style="list-style-type: none"> Revised ToRs of the SPG to include RPPOs Representatives 	Javier/Shoki	Javier	Link to SPG 2017 Report Doc (Revised ToRs)
8.3	IPPC Strategic Framework for 2020-2030	P. Thompson/Ralph/Shoki	Peter/Ralph	Doc
8.4	Sustainable funding for the IPPC work programme (concept and mechanism)	Marie-Claude/Marko	Marie-Claude	Doc
8.5	ToRs of the Finance Committee	Marie-Claude/Marko	Marie-Claude	Doc
8.6	CPM recommendations	Brent	Brent	

9	Cooperation of Standard Setting and Implementation			
9.1	Call for topics “Standards and Implementation”	Ketevan/Piotr/Corné	Corné	Doc
9.2	Framework for standards and implementation	Craig/Ketevan	Craig	Doc
9.3	Conceptual challenges in standards development in terms of implementation	Brent	Brent	Doc
9.4	Implementation pilot surveillance	Sarah	Sarah	Doc
9.5	Implementation Review and Support System (IRSS)	Orlando	Orlando	Doc
10	Standard Setting			
10.1	Report of the activities of the Standards Committee	Brent/Ezequiel	Ezequiel	Doc
10.2	Adoption of International Standards for Phytosanitary Measures	SSU/Brent	Brent	Doc
10.3	Proposed amendments to the Standards Committee Terms of Reference and Rules of Procedure	Brent	Brent	Doc
10.4	Ink Amendments to Adopted International Standards For Phytosanitary Measures (ISPMs) <ul style="list-style-type: none"> • ISPM 5 (Glossary of phytosanitary terms) and ISPM 12 (Phytosanitary certificates) • Reorganization, Harmonization And Minor Technical Updates Of The Fruit Fly ISPMs 	Brent	Brent	Doc
10.5	Standards Committee recommendations to the Commission on Phytosanitary Measures	Brent	Brent	Doc
11	Implementation Facilitation			
11.1	Report on activities of IC	IC Chair/Orlando	IC Chair	Doc
11.2	Report on National Reporting Obligations (NRO)	Dorota/Shoki	Dorota	Doc

11.3	Status of ISPM 15 Symbol Registration	Dorota/Laura Pasetto	Laura	Doc
11.4	Report on ePhyto	Shane/Craig/Laura	Laura	Doc
11.5	Sea Containers Task Force	Marie-Claude/ Ketevan		
11.6	e-commerce	Sarah	Sarah	Doc
11.7	Trade Facilitation Action Plan	Lois/Craig	Lois	Doc
12	IPPC Communication and Advocacy			
12.1	Main activities for 2017 and Work plan for 2018 on Communication and Advocacy of the IPPC Secretariat	Shoki/Mirko	Mirko	Doc
12.2	International Year of Plant Health in 2020 (IYPH 2020)	Ralf/Shoki	Ralph	Doc
13	Reports on IPPC Network			
13.1	Report on the IPPC Regional Workshops for 2017	Sarah	Sarah	Doc
13.2	Report on the 29th Technical Consultation (TC) among Regional Plant Protection Organizations (RPPOs)	Sarah/Martin Ward	Martin/Sarah	Doc
14	International Cooperation			
14.1	Report from the Secretariat	Shoki	Shoki	Doc
14.2	Oral reports from selected international organizations (CBD, WTO, WB, WCO, ISF and IAEA)	Shoki/Craig – to follow up		
14.3	Written reports from relevant international organizations (TBD)	Shoki/Craig – to follow up		
15	Financial Report and Budget			
15.1	Financial report of the IPPC Secretariat for 2017	Marko	Marko	Doc
15.2	Resource mobilization of the IPPC Secretariat for 2017	Xia	Xia/Marko	Doc
15.3	Work plan and budget of the IPPC Secretariat for 2018	Marko	Marko	Doc
15.4	Work plan and budget of the IPPC Secretariat for 2019	Marko	Marko	Doc

16	Successes and challenges of implementation of the Convention	Sarah		Doc
17	Special Topics Session on Plant Health and Environment Protection	Shoki/Mirko (refer to Bureau report June 2017)		To be Chaired by Lois
17.1	Inspirational speaker (plant health and environment protection)	Sarah	Vernon H Heywood - Spain	Doc
17.2	Pine Wood Nematode and ISPM 15 implementation	Kyu-Ock	Kyu-Ock	Doc
17.3	Human and Plant Health Interaction, influenced by Climate Change	Craig – to identify speaker and follow up		
17.4	Pacific Islands Climate Change Impact on Plant Health	Lois	Lois	Doc
18	Confirmation of Membership and Potential Replacements Members for CPM Subsidiary Bodies			
18.1	CPM Bureau members and potential replacement members	Xia/Tanja/Marko	Lois	Doc
18.2	SC members and potential replacement members	Brent/ Tanja	Brent	Doc
19	Any Other Business	Lois		Lois
20	Date and Venue of the Next Session	Xia		Xia
21	Adoption of the Report	Lois		Lois
22	Closing of the Session <i>-Closure by Chair</i> <i>- Handover</i> <i>- Appreciations</i>	Xia/Shoki		

Side Events

Overall Coordinators: Shoki and Mirko					
No	Side event/topic	Responsible Officer	Day/Time	Venue	Notes
1	GEF Funding and Resource Mobilization	Sarah	Monday 16 April 17:00 – 18:00	Iran room	
2	Gene sequencing and molecular technology	Adriana	Tuesday 17 April 12:30-13:30	Iran room	EPPO offered to assist and

					TPDP offered to organize it
3	Collaboration with Research Organizations : EPPO and EUPHRESKO	Shoki/EPPO	Wednesday 18 April 12:30-13:30	Iran room	
4	Collaboration and communication with environment agencies and NGOs	Mirko	Wednesday 18 April 17:00 – 18:00	Iran room	
5	IYPH 2020 promotion	Shoki/Mirko/Ralph	Thursday 19 April 12:30-13:30	Plenary room	To invite MoA of Finland

- Time frame for side events: 1 hr for each side event
- Lunch break: 2 hrs

Appendix 06 - Work Plan and Budget of the IPPC Secretariat for 2019

Activity	Outputs (Expected result/milestones - short description)	Prioritization according to Strategic framework (1 - minimum relevance; 2 - medium relevance; 3 - high relevance; X - mandatory)						Source of funding (in 000 USD)								
		Conventi on	Promote action to prevent the spread of pests	Support harmonizati on of control measures	Helping CPs meet their obligations	Effective governance	Total score	FAO Regular program me	IPPC Multi- donor Trust fund (122/MUL)	Support to IPPC EU Project (725/EC)	IRSS EU Project (877/EC)	FAO- China SSC Project (291/CPR)	STDF ePhyto Project (688/STF)	Japan ePhyto support (827/JPN)	In-kind support	Total
1. GOVERNANCE AND STRATEGIES																
STAFF COSTS	RP: D1 - Secretary; G5 - Admin support; P2 - Finance support							493								493
OPERATIONAL COSTS (INCLUDING NON-STAFF HUMAN RESOURCES)																
1.1. Commission on Phytosanitary Measures (CPM) - 14th Session																
Present ISPMs for adoption to CPM-15 (2020) and noting	Draft ISPMs presented to CPM in 6 languages (DPs presented in English and translated after adoption) and 5 language review groups managed.	X	X	X	X	X	-									-
Interpretation	CPM-14 interpreted in 5 languages							91							10	101
Organize Side sessions	Side sessions organized							70								70
Support participation from developing countries	Relevant participation activities organized well and on time							10								10
								50	30							80
1.2. CPM Bureau and FC																
Support participation from developing countries	Relevant participation from developing countries facilitated in the governance and strategic planning	X	1	1	3	X	5			15						15
1.3. Strategic Planning Group (SPG)																
Support participation from developing countries	Relevant participation from developing countries facilitated in the governance and strategic planning						2	2								-
									20							20
1.4. Standards Committee (SC)																
Organize the Standards Committee (SC) work and organize meetings to ensure a consensus-based review of draft standards (SC and SC-7 meetings, SC e-decisions) as well as support to participation from developing countries	Two Standard Committee (SC) meetings (interpreted in 2 requested languages: currently Spanish and French) and 1 SC-7 meeting successfully organized and outcomes processed and published. Intersessional work managed through e-decisions.	X	1	X	1	X	2		186						16	202
Support participation from developing countries	Relevant participation from developing countries facilitated									12						12
1.5. Implementation and Capacity Development Committee (IC)																
Organize meetings and support to participation from developing countries	Two meetings organized for Implementation Committee (IC)	2	1	2			1	6								-
								12								12
Support participation from developing countries	Relevant participation from developing countries facilitated									20						20
		2	3	3	4	3	15	912	-	97	-	-	-	-	26	1,035

IPPC Mission - Protecting the world's plant resources from pests	Outputs (Expected result/milestones - short description)	Prioritization according to Strategic framework (1 - minimum relevance; 2 - medium relevance; 3 - high relevance; X - mandatory)						Source of funding (in 000 USD)								
		Conventi on	Promote action to prevent the spread of pests	Support harmonizati on of control measures	Helping CPs meet their obligations	Effective governance	Total score	FAO Regular program me	IPPC Multi- donor Trust fund (122/MUL)	Support to IPPC EU Project (725/EC)	IRSS EU Project (877/EC)	FAO- China SSC Project (291/CPR)	STDF ePhyto Project (688/STF)	Japan ePhyto support (827/JPN)	In-kind support	Total
2. STANDARD SETTING																
STAFF COSTS	RP: P5 - SSU Leader; P4 - Senior SS Officer; P3 - SS Officer; G4 - Admin support. IPPC MDTF: P2 - SS Officer							677	127							804
OPERATIONAL COSTS (INCLUDING NON-STAFF HUMAN RESOURCES)																
2.1. Identification and Prioritization of Topics																
Organize calls and process submissions	Call for phytosanitary treatments organized and submissions processed Call for topics for standards organized and submissions processed in collaboration with IFU	1	2	X	2	1	6	10								10
Update standard setting information	List of topics (LOT) updated in 6 languages twice a year Procedure manual for standard setting, style guide, standard setting pages on IPP, standard operating procedures, pdf searchable database updated							10	10							20
2.2. Drafting and Expert Input		1	2	X	2	1	6	7						10	17	
Organize one to two calls for experts	Submissions reviewed and experts / authors selected							3							3	
Oversee EWGs work, ensure experts feel engaged and satisfied. Organize 1 EWG meetings: guidance on pest risk management	1 EWG meeting successfully organized and outcomes processed and published as appropriate							15		15				29	59	
Oversee TPs work, ensure experts feel engaged and satisfied, and organize 3 face-to-face meetings	3 face to face TP meetings successfully organized and outcomes processed and published as appropriate Intersessional TP work plan carried out (including virtual meetings)							84						53	137	
Develop and update training materials for CPs and SC members to increase the effectiveness of their participation in the standard setting process, deliver trainings as needed	Training material for CPs participation in the standard setting process and for SC members updated as needed Mentoring programme for new SC members implemented							3						6	10	
2.3. Consultation																
Organize consultation processes on draft specifications and draft standards to ensure all views are collected	Consultations through the OCS for draft Specifications and draft ISPMs, are managed. Objections on draft ISPMs presented to CPM-14 (2019) are processed.	2	2	X	2	1	7	101		10					111	
2.4. Adoption																
Ensure publication of specifications and standards in languages	Approved Specifications are published (in 3 languages), adopted ISPMs (in 6 languages) and LRG reviewed ISPMs (in 5 languages) are published. Process for revoking some standards is managed. 8 Co-publishing agreements are managed.	2	2	X	2	1	7	19							19	
2.5. Other																
Contribute to internal management activities	SSU managed; chronicles, mid-year and annual reports drafted for standard setting; presentations drafted as needed	1	1	1	1	3	7	7							20	
Subtotal		7	9	1	9	7	33	937	137	25	-	-	-	-	118	1,217

IPPC Mission - Protecting the world's plant resources from pests	Outputs (Expected result/milestones - short description)	Prioritization according to Strategic framework (1 - minimum relevance; 2 - medium relevance; 3 - high relevance; X - mandatory)						Source of funding (in 000 USD)								
		Conventi on	Promote action to prevent the spread of pests	Support harmonizati on of control measures	Helping CPs meet their obligations	Effective governance	Total score	FAO Regular program me	IPPC Multi- donor Trust fund (122/MUL)	Support to IPPC EU Project (725/EC)	IRSS EU Project (877/EC)	FAO- China SSC Project (291/CPR)	STDF ePhyto Project (688/STF)	Japan ePhyto support (827/JPN)	In-kind support	Total
3. IMPLEMENTATION FACILITATION																
STAFF COSTS	RP: P5 - IFU Leader; P4 - Senior Capacity development Officer; P3 - Capacity development Officer; G4 - Admin support. IPPC MDTF: P4 - Senior IRSS Officer; P3 - Capacity development Officer; P2 - Capacity development Officer; EU: G2 - Temporary Assistant							676	480	70						1,226
OPERATIONAL COSTS (INCLUDING NON-STAFF HUMAN RESOURCES)																
3.1. Capacity Development (CD)																
Produce technical resources	At least 2 technical resources produced. Current knowledge and best practices summarised to enhance implementation of standards (Pest free areas, ISPM 8, risk communication) Call topics reviewed, analysed and technical resources identified for development						-	40	55	30						125
Promote IPPC resources	At least 1 regional/global workshop held. Knowledge transfer to CPs to reinforce the information in technical resources produced.						-	10	10							20
Formulate and develop projects	At least 1 project proposal drafted and prepared for submission to the to donors on priority IPPC programmes.						-	25								25
Implement FAO projects	At least 2 multi-year capacity development projects managed in collaboration with FAO and other partners. STDF project on the application of the systems approach tool. Development and piloting of a dispute avoidance tool that can assist CPs to negotiate phytosanitary measures and aid in determination of equivalence						-									-
Manage IPPC projects	FAO/China south cooperation programme activities enhancing CPs in the one belt one road countries to implement the IPPC and standards better						-						260			260
	Pilot project on surveillance						-		20							20
	Japan programme support implementation of the e-phyto programme resulting in meeting the pilot country implementation objectives						-							225		225

IPPC Mission - Protecting the world's plant resources from pests	Outputs (Expected result/milestones - short description)	Prioritization according to Strategic framework (1 - minimum relevance; 2 - medium relevance; 3 - high relevance; X - mandatory)						Source of funding (in 000 USD)								
		Conventi on	Promote action to prevent the spread of pests	Support harmonizati on of control measures	Helping CPs meet their obligations	Effective governance	Total score	FAO Regular program me	IPPC Multi- donor Trust fund (122/MUL)	Support to IPPC EU Project (725/EC)	IRSS EU Project (877/EC)	FAO- China SSC Project (291/CPR)	STDF ePhyto Project (688/STF)	Japan ePhyto support (827/JPN)	In-kind support	Total
3.2. IRSS		2		2	2	2	8									-
Manage IRSS annual programme and achieve deliverables	Proposals of IPPC recommendations										20					20
	Production of desk studies										90					90
	Evaluation and feed back on desk studies and technical resources										85					85
	M&E programme										120					120
3.3. Dispute Avoidance and Settlement (DAS)		x					-									-
Promote the IPPC Dispute Avoidance and Settlement Procedure	IPPC Dispute Avoidance guide is produced and at least 2 workshops/seminars are held to promote the IPPC Dispute Avoidance Procedure among the contracting parties									20		40				60
Facilitating CPs dialog on existing disputes	Disputes brought to IPPC considered and actions taken by CPs and bilateral communication and dialog among CPs is facilitated									10						10
3.4. Tools		1	1	3	2	1	8									-
Manage PCE activities	At least 2 PCE application supported per year							11								11
3.5. Ephyto		3					3									-
Implement IPPC ephyto projects	Capacity development actions for 15 pilot countries concluded and 4 initiated									200			350		240	790
3.6. Sea Containers		2					2									-
Organize meetings of the Sea Container Task Force in China	One face to face meeting of the Sea Container task force in Shanghai, China: The adoption of the IMO sea container guideline by CPs monitored							11	25						25	61
3.7. Other						2	2									-
Contribute to internal management activities	IFU managed; chronicles, mid-year and annual reports drafted; presentations drafted as needed							7								7
Subtotal		9	1	7	6	7	30	780	885	100	315	300	350	225	265	3,220

IPPC Mission - Protecting the world's plant resources from pests	Outputs (Expected result/milestones - short description)	Prioritization according to Strategic framework (1 - minimum relevance; 2 - medium relevance; 3 - high relevance; X - mandatory)						Source of funding (in 000 USD)									
		Conventi on	Promote action to prevent the spread of pests	Support harmonizati on of control measures	Helping CPs meet their obligations	Effective governance	Total score	FAO Regular program	IPPC Multi-donor Trust fund (122/MUL)	Support to IPPC EU Project (725/EC)	IRSS EU Project (877/EC)	FAO-China SSC Project (291/CPR)	STDF ePhyto Project (688/STF)	Japan ePhyto support (827/JPN)	In-kind support	Total	
4. INTEGRATION AND SUPPORT																	
STAFF COSTS	RP: P4 - Integration and Support Officer (moved from IFU); IPPC MDTF: P2 - Integration and Support Officer (NRO)							196	127								323
OPERATIONAL COSTS (INCLUDING NON-STAFF HUMAN RESOURCES)																	
4.1. Information Management																	
Improve IT Tools (OCS, IPP) to better fit user needs	OCS maintained and improved as needed, and based on the feedback of stakeholders; OCS training material updated as needed; all users request are addressed; and at least one face to face and two virtual trainings are delivered. IPPC information systems (IPP, Phyto.info, APPPC, PCE) are maintained and improved as needed; IPP is fully migrated to under fao.org and operational; new ORS and new SharePoint platform for secretariat are developed and configured.						5	25	30	10						6	71
4.2. Communication and Advocacy																	
Plan and coordinate IPPC communication and advocacy activities	IPPC awareness raising activities are planned and coordinated (2019 IPPC Secretariat Communications Work Plan; CPM Communication workplan; contribution to AG communication group and publishing board and communication support to the IPPC regional workshops is provided)						2	10	15							20	45
Implement IPPC communication and advocacy activities	Communication and advocacy material/products are produced (IPPC Secretariat Reports (annual & mid-year); at least three advocacy documents are produced; at least 3 seminars/side sessions are organized; IPPC news, media and social media are maintained and expanded.						2	20	32								52
4.3. International Cooperation																	
Maintain and coordinate IPPC partnerships and liaison activities	Work with Secretariat staff to ensure new partnership with CABI, WCO and re-new CBD partnership; provided support for liaison activities for other Secretariat members; and 5-8 missions are carried out.						2	10									10
Organize and conduct side sessions, workshops and trainings	At least two IPPC side sessions organized during the event of IPPC partners (CBD, SPS, WTO, STDF, RPPOs, NPPOs, FAO Reg PPOs, FAO Units)						2	5									5

IPPC Mission - Protecting the world's plant resources from pests	Outputs (Expected result/milestones - short description)	Prioritization according to Strategic framework (1 - minimum relevance; 2 - medium relevance; 3 - high relevance; X - mandatory)						Source of funding (in 000 USD)								
		Conventi on	Promote action to prevent the spread of pests	Support harmonizati on of control measures	Helping CPs meet their obligations	Effective governance	Total score	FAO Regular program me	IPPC Multi- donor Trust fund (122/MUL)	Support to IPPC EU Project (725/EC)	IRSS EU Project (877/EC)	FAO- China SSC Project (291/CPR)	STDF ePhyto Project (688/STF)	Japan ePhyto support (827/JPN)	In-kind support	Total
4.4. NROs		X			3		3									-
Manage NRO programme	NRO capacities of CPs are developed (at least 1 IPPC regional NRO are held in 2019); awareness raising support through (NRO year, NRO letter, NRO update, statistics, analysis, assistance) is provided to CPs to improve the NRO programme delivery; a tool for data transfer of pest reporting from RPPOS websites to IPP is developed and operational; and IPPC Official Contact Points and editors							30			20					50
4.5. IPPC Community Activity		3					3									-
Organize meeting and support participation in the TC-RPPO activities	Cooperation between RPPOs and the IPPC Secretariat and among RPPOs is facilitated to avoid duplication and build synergies. TC-RPPO discusses and proposes relevant actions for supporting the CPM work programme; Travel organized well and on time							18								18
Organize 7 IPPC Regional Workshops	Capacity of Contracting Parties to formulate and provide comments on draft ISPMs is facilitated and important phytosanitary issues discussed. Contracting parties around the world have the opportunity to exchange views on draft standards, learn the recent activities of the IPPC in more detail and exchange implementation experiences within their regions; Travel organized well and on time							20	35	20		80			130	285
4.6. Resource Mobilization		1	1	1	1	1	5									-
Support Secretariat's activities for resource mobilization	Three missions to potential donors undertaken							18								18
4.7. IYPH 2020		1					1									-
Develop and support tools associated with IYPH, as well as organize regular meetings of the IYPH Steering Committee	Two IYPH StC meetings are organized; IYPH official launch event organized and IYPH Communication plan for 2019 is implemented.							180				100				280
4.7. Other		1					1									-
ISPM 15 Symbol registration	Support is provided to the finalization of ISPM-15 symbol registration							20								20
General operating costs									29							29
Subtotal		8	2	2	7	3	22	321	548	30	-	200	-	-	156	1,255
Total (USD)		26	15	13	26	20	100	2,950	1,570	252	315	500	350	225	565	6,726