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IPPC Secretariat

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1. Opening of the Meeting

1.1 Opening remarks from the IPPC Secretariat

- [1] The Secretary to the International Plant Protection Convention (IPPC) welcomed participants of the first Implementation and Capacity Development Committee (IC) meeting. He noted that establishment of the IC is a milestone in the history of the IPPC. It reflects the trend of shifting emphasis from developing and adopting ISPMs toward implementation of the IPPC and ISPMs and capacity development of contracting parties. The IPPC Enhancement and CDC evaluations set the basis for the IC. It was underscored that the IC work programme would cover the following areas among others: capacity development, national reporting obligations, dispute avoidance, trade facilitation, emerging pest issues and resource mobilization. The Secretary called for the development of the resource mobilization strategy and the prioritization of IC activities due to budgetary constraints faced by the IPPC. He also mentioned that strong leadership, a well thought out work programme looking towards IPPC agenda 2020 – 2030 and efficient working mechanisms for its implementation should drive the success of the IC.

2. Meeting Arrangements

2.1 Introduction of the participants

- [2] Participants introduced themselves through a facilitated interactive session conducted by the Secretariat. Three participants were delayed due to flight disruptions. Mr Francisco Gutierrez, Member representing Caribbean and Latin America and Ms Sally Jennings, IC Expert arrived on 12th December while Mr Corné Van Alphen, CPM Bureau Representative, arrived Wednesday 13th December.

2.2 Election of the IC Chair and Vice chair

- [3] The Secretariat informed participants that there were three nominations submitted for the IC Chairperson prior to the IC meeting: Ms O. Lavrentjeva, member representing Europe, Ms M. Gonzalez Arroyo, IC expert, and Mr D. Pelletier, member-representing North America. Mr Pelletier withdrew his candidature from the Chairperson nomination during the meeting. Ms Lavrentjeva and Ms Gonzalez Arroyo confirmed their nominations. The IC members who were absent at the beginning of the meeting communicated in advance to the Secretariat their choices regarding the IC Chair and Vice Chair. Ms Lavrentjeva was elected as the IC Chairperson and Mr Pelletier as the Vice- chair.
- [4] The IC Chairperson thanked the IC members for their support and confirmed her Government's financial support to attend all IPPC meetings as needed. She expressed hope to make the IC's work visible to support implementation of the IPPC and ISPMs. The representatives of the regional plant protection organizations (RPPOs) and Standards Committee (SC) were invited to actively participate in the IC discussions.

2.3 Election of the Rapporteur

- [5] Mr C. Dale, IC expert, was elected the rapporteur of the meeting.

2.4 Adoption of the Agenda

- [6] The agenda was adopted without amendments (APPENDIX 1).

3. Administrative Matters

3.1 Documents list

- [7] The list of documents is in APPENDIX 2.

3.2 Participants list

- [8] The list of participants is detailed in APPENDIX 3. The Secretariat informed the IC members on the status of IC alternates for Asia and Europe. The virtual Bureau meeting held on December 12, 2017 confirmed Ms. Hansook Park as the alternate for the Asia region and Ms. Parul Patel as the co-alternate

(along with Ms. W. Beltz) for North America as per nomination from the region. The Secretariat informed that the nomination for an alternate from Europe is still missing. The Secretariat urged that an alternate be identified as alternates too will play a key role in the operation of the IC.

3.3 Local information

- [9] The IPPC Secretariat briefed the participants on the local information.

4. Updates from the IPPC

4.1 IPPC Secretariat

- [10] The IPPC Secretary updated the participants on the Secretariats communication and advocacy activities, advances on the establishment of the International Year of Plant Health (IYPH), external collaboration with the International Atomic Energy Agency (IAEA), Convention on Biological Diversity (CBD) and the International Seed Federation (ISF). It was noted that IPPC resource mobilization initiatives resulted in consolidation of over one million US dollars contributed by New Zealand, USA, Korea, Canada and Australia. The implementation of the IPPC capacity development projects supported by China and Japan are well on track. The IPPC community celebrated the 65th anniversary of the IPPC with two receptions, one in Korea during the CPM 12 and the second at FAO headquarters.

4.2 CPM Bureau

- [11] The CPM Bureau update was delivered by the Secretariat. The Bureau work principles and operational arrangements were highlighted. The updated IPPC budgeting process for planning one year ahead was introduced. The possible mechanisms for sustainable funding that included supplementary contributions and project-based funding were described. The update among other issues touched upon the IPPC Strategic Framework (2020 – 2030), e-Commerce, planned CPM 13 special topic session and side sessions, criteria for call for topics, IYPH, the first meeting of the Sea Containers Task Force (SCTF) and e-Phyto implementation activities. It was noted that the Bureau would further deliberate on possible approaches for emerging pests taking into account outcomes of the TC-RPPOs discussion. The RPPO representative highlighted that emerging pests are standing agenda of the TC-RPPOs and recognised that while there are commonalities with regards to emerging pests the main problem to be addressed is to clearly define the term ‘emerging pest’. She informed that a request on behalf of the RPPOs would be submitted to the SC to request that the Technical Panel for the Glossary (TPG) consider adding the term ‘emerging pest’ to their work programme.

- [12] *The IC noted the update.*

4.3 Strategic Planning Group

- [13] Update on the Strategic Planning Group (SPG) discussions and outcomes was provided by Mr D. Sharma, IC expert. The presentation covered the following agenda items of the SPG meeting: IPPC Strategic Framework 2020-2030, sustainable funding of IPPC work programme, IYPH 2020, International Day of Plant Health, International Phytosanitary Conference, proposed actions for promotion of e-Commerce and emerging issues.
- [14] The Standards Committee (SC) representative, suggested that contracting parties should put special efforts into lobbying an increase of FAO allocations to the IPPC to reach the level of financial support provided to the Codex Secretariat and for CPM to consider adopting a funding mechanism that made external funding less bureaucratic to provide contributions. An IC member noted that the way to increase voluntary contributions by contracting parties is to demonstrate clear and visible benefits of IPPC activities for them in order to raise more funds and justify contributions. The IC agreed that the sustainable funding issue should be advocated by CPs at all levels *inter alia* by FAO permanent representatives. For that, CPs should inform their representatives on the need for their support.
- [15] The IC discussed the point on CPs support for the proposal of establishment of the IYPH at the UN General Assembly in 2018. IC member and IYPH committee representative Mr K. Msiska recommended that IYPH correspondence is sent to both Ministries of Foreign Affairs and Ministries of

Agriculture and that CPs should contact their representatives at FAO and UN to support IYPH. This initiative was supported by the IC.

[16] *The IC noted the update.*

4.4 Standards Committee

[17] The SC representative briefed the meeting participants on the draft standards and specifications discussed by the SC November 2017 meeting. Several implementation issues were identified for the draft ISPM 6 including a possible need for guidance material on surveillance protocols for specific pests and to review the IPPC Surveillance guide on the compliance with the ISPM 6 revised version. The Secretariat noted that surveillance technical manuals produced by Australia for the Asia Pacific region and other useful reference materials may already provide good examples of pest specific surveillance protocols. It also informed that the Implementation Facilitation Unit is currently reviewing the 2015 IPPC Surveillance Manual with the current draft ISPM6 to identify any inconsistencies and update the IPPC Surveillance Manual if necessary.

[18] The draft ISPM on the ‘International Movement of Grain’ has raised a large number of concerns in relation to its scope, traceability, and the general content of a commodity standard. To deal with the described uncertainties on the development of the grain and other commodity draft standards (such as cut flowers) and to seek advice on how to frame minimum requirements for commodity ISPMs, a paper will be submitted to the CPM Bureau at its December 2017 meeting, requesting guidance on ways forward including receiving advice from CPM 13. The SC representative underscored that commodity standards do not provide enough guidance on a pest risk to be addressed which hinders development and implementation of commodity ISPMs. The IC Chair suggested that the grain standard issue might be resolved through the call for topics and assume that contracting parties might be in position to decide which kind of resource may be developed.

[19] The IC was informed by the Secretariat that the CPM Bureau requested the IC to provide comments on the SC paper “Commodity Standards - Issues for CPM 13(2018) Discussion” to facilitate discussion during the CPM. The Bureau will consider IC comments and prepare a CPM discussion paper.

[20] The SC update also covered the issue of the reorganisation of the fruit fly ISPMs, as well as the revision of the SC Terms of Reference (ToR) to align it with the IC ToR to enable a representative of the IC to attend SC meetings. A more in-depth comparison of the SC and IC ToR will be undertaken once the IC has been ‘running’ for a few meetings. The amended ToR of the SC will be submitted to the CPM for adoption. The IC Chair suggested that SC ToR should be shared with the IC for review and comment before being submitted to the CPM for approval.

[21] *The IC agreed:*

- To request the SC to continue to share implementation issues identified for the draft ISPMs with the IC.
- To have IC members provide comments on the SC commodity standard paper by January 5, 2018. (The Secretariat will compile the comments received for submission to the Bureau by January 10, 2018.)
- To request the SC to make available their revised SC ToR to the IC for commenting before being submitted to the CPM.

5 IC Strategies and Work Plan

5.1 The overview of the CDC programme, activities and CDC recommendations to the IC

[22] The former CDC chair, Ms S. Jennings, gave an overview of the CDC programme, activities and CDC recommendations to the IC. She suggested that IPPC Capacity Development Work Plan, structured around the IPPC National Phytosanitary Capacity Development Strategy, can be used as the basis for

the development of new IC strategic documents and work plan. The additional element to be added is the monitoring and evaluation (M & E) component. CPM initiatives and priority strategic directions should also be reflected in the IC work plan. It was suggested that the IPPC Capacity Development Work Plan, populated with the implementation activities, could form the IC work programme with the condition that activities are prioritized, timelines set and funds are made available. The IC went through the CDC recommendations to the IC and priority tasks. The IC members noted that IPPC activities on the Sea Containers Task Force, and the monitoring and evaluation (M&E) systems should be reflected in the new IC work programme.

[23] The RPPOs representative highlighted a need to shape the IC work programme around the CPM priorities such as development of standards, e-Phyto, e-Commerce and other activities. The Secretariat confirmed that emphasis should be put on the capacity development activities and implementation issues of the CPM priorities and activities.

[24] The IC Vice-chair, remarked on the ambitious work agenda resulting from the CDC recommendations to the IC, and its likelihood to overload the IC work programme. A step by step approach, with focus on select priority items each year, was proposed.

[25] *The IC noted the overview of the CDC programme, activities and CDC recommendations to the IC.*

5.2 The Overview of the SC process

[26] The Secretariat provided the overview of the standard setting process and SC work programme. It was highlighted that in accordance with the current policy, the SC cannot suspend or cease work on standards currently being drafted to work on new ISPM topics that may have higher priority.

[27] The Secretariat noted that SC work programme should be taken into account when setting the IC work programme. The IC could suggest and support elevating priorities based on the identified needs of CPs. The review of priorities could be reflected in the ToR of the Joint Task Force (JTF).

[28] The discussion touched upon the NAPPO experience on the selection of proposed projects when the best ones are selected for immediate development and others put on the waiting list for development when resources are available. That approach might be used for the future IPPC calls, however it was noted that in some cases specifications on the waiting list might not always remain relevant.

[29] One of the criteria for calls for topics might be that submissions must reflect gaps identified in the Framework for Standards and Implementation. The Secretariat noted that the call for topics should help to set requirements for ISPMs. The Implementation and Review Support System (IRSS) was referred to as the important tool for tracking the implementation problems of ISPMs.

[30] *The IC Agreed:*

- Request the SC to share their work program to allow for identification of areas of collaboration.

5.3 Framework for Standards and Implementation: background information and review of the framework

[31] The Secretariat updated on the Framework for Standards and Implementation. The IC members noted that the Framework needs improvement in terms of structure and making it more user friendly. The SC representative, suggested that a restructured version of the Framework should be ready by the time the new IPPC Strategy is approved. It was proposed that the restructured Framework could be used to directly link to the ISPMs and related phytosanitary resources. The representative of RPPOs queried whether phytosanitary resources available to other organizations should be reflected in the Framework. The Secretariat recalled that the IRSS help desk and phytosanitary resources page were developed to help CPs to have access to technical resources developed by different organizations and institutions, however it would be useful to develop a tool that would allow CPs, the IC and SC to identify the ISPM and related implementation resources in an interactive way.

[32] *The IC agreed:*

- To keep using the Framework for Standards and Implementation following the existing CPM established procedure for its update, review and endorsement.
- To task the Joint Task Force on the “Call for: Standards and Implementation” to use the framework and start considering how to improve it.

5.4 Setting the implementation and capacity development strategy

- [33] The Secretariat presented the IPPC National Phytosanitary Capacity Development Strategy and the draft IPPC Strategy 2020 -2030 and suggested that it could be used as the basis for the development of a new implementation and capacity development strategy.
- [34] The IC was informed that the CPM Bureau decided that the draft Framework for 2020-2030 should be amended as per SPG and TC-RPOs recommendations by January 2018. The updated version would be reviewed by the Bureau and a relevant timeline proposed for CPs consultation to have a greater feedback on the document. The Strategy will be submitted for the provisional adoption in 2019. The IC decided to wait until the final draft is produced to provide their comments.
- [35] An IC expert noted that it would be advisable to review and compare different IPPC strategic documents to gain a comprehensive understanding on what should be reflected in the IC strategy. A suggestion was made to create a small group composed of IC members to work on the implementation strategy with timelines to provide a basis for future work. It would be important to set simple measurable outcomes for capacity development and implementation areas. The IC Vice-chair, thought that as the IC work area seems to be very large, it may be more reasonable to start with limited number of achievable goals, based on agreed-upon priorities. The IC Chair, suggested to consult with the IC ToR and initially draft a general strategy without going into details and reflect the task of the development of the Strategy in the IC work programme. It would be important to be able to measure the success and impact through the M&E platform. The idea of setting priorities, creating a small IC group led by stewards to champion tasks was also considered. Then the basic package could be prepared and discussed by the IC next meeting.
- [36] The IC agreed:
- To provide comments on the IPPC Strategy 2020-2030 when the final draft is available.
 - To add development of the ‘Implementation and Capacity Development Strategy’ into the annual IC work programme.

6 Cooperation between Standard Setting and Implementation

6.1 Role of the SC

- [37] The SC representative, briefed the IC on the SC role and possible ways for SC and IC cooperation. It was underscored that the SC welcomes the progress made by the focus group relating to the Joint Task Force (JTF) for the call for phytosanitary issues and believes the final outcome will allow for a strong and collaborative relationship between the two committees. It is hoped that the next SC and IC meetings will consider the practicalities of working with the JTF and each other. The SC representative, suggested considering holding SC and IC meetings back to back to allow for better logistical arrangements and time and resource savings. It was also proposed to develop SC and IC joint work plans as an effective means to ensure the committees are fully engaged and making the best use of IPPC resources. That would facilitate the close contact when developing guidelines or technical resources related to standards already adopted or under the SS process.
- [38] The IC thought that it would be advisable to first develop the IC work programme before embarking on the development of a joint work programme. However, the development of a joint work programme might be initiated through the JTF on the “call for topics: Standards and Implementation”. The IC brainstormed on ways in which joint collaboration on the work programme could be done. An IC member suggested that involving members from expert working groups already working on specific ISPMs in the development of related technical resources is an efficient and cost effective option based on the experience on the ISPM6 EWG and Surveillance Manual working group. It was also agreed that

all documentation, without restrictions, from SC and IC meetings should be shared and easily available. An IC expert proposed that collaboration of the SC and IC regional representatives in general and participation in regional workshops could set a good basis for the wider collaboration between the two subsidiary bodies. The IC considered that there are benefits in running IC and SC meetings back to back and November meetings were thought to be more appropriate for that. In this regard, a suggestion was made to hold all IC meetings in Rome. The IC discussed the issue for funds to be made available to support the travel of an IC representative to the SC meetings and noted that the CPM had agreed to establish the IC and therefore implicitly recognised that resources to support participant attendance and delivery of these meetings should be made available.

[39] The IC agreed:

- To coordinate the location and timings of regular IC and SC meetings together to facilitate joint representation and efficient resource allocation.
- The IPPC Secretariat to check availability of FAO premises for IC meeting on 26-30 November 2018 to convene the first IC and SC back-to-back meeting.
- To develop the IC work programme before embarking on the development of the joint IC/SC work programme.
- Mr C. Dale, IC expert, was supported as the IC representative to attend the SC meetings in 2018. Mr Dale will represent the IC via teleconference during the SC May meeting and attend the SC November meeting in FAO Headquarters, Rome. Participation in these SC meetings will provide an opportunity to discuss and promote the role and priorities of the IC and promote SC and IC collaboration among other issues.

6.2 Outcome of the FG and SPG meetings on call for implementation issues

[40] The IC Chair presented information on the outcomes of the Focus Group (FG) and SPG meetings on the Call for topics Standards and Implementation:

- Title for the call “Call for topics: standards and implementation”,
- Criteria for the call for topics,
- Topics submission and timeframe,
- Use of the IPPC Framework for Standards and Implementation
- SC and IC can propose topics through the process under exceptional circumstances.

The Secretariat informed the IC that the CPM Bureau, at its December meeting, discussed outcomes of the FG and SPG meetings and agreed that:

- Title for the call will be “Call for topics: standards and implementation”.
- ToR of the JTF and topics criteria were cleared for submission to CPM for adoption.
- The call for topics time frame was adjusted to start in May and end in August every two years.

[41] An IC member suggested that “exceptional circumstances” should be defined so that there is clear guidance concerning when IC and SC can propose topics. It was noted that while the SC has a process for the development of standards, there is no such a procedure for development of technical resources. The Secretariat informed that technical resources are developed with subject matter experts and in some cases they may be the same experts that are members of EWGs involved in the development of ISPMs.

[42] The IC discussed the resource constraints for the IPPC Implementation programme and the support available to the IC. It noted that the CPM established the IC as a subsidiary body based on the assumption that funds were available to support the facilitation of biannual meetings for all members and the delivery of IC functions. If funds are not available, tasks and results cannot be delivered. The IC agreed that it needs to understand the current and proposed budget position in order to plan and set priorities and requested clarification on current and proposed funding and resources assigned to the IC. The Secretariat responded that the cost of the IC meetings and activities are not yet clear. There would

be more clarity at the end of the first IC meeting when different sub-groups are set and IC work programme is better defined.

[43] The IC underscored that there will be a need to agree on how best to prepare CPs to propose and submit topics. The IC suggested that regional IPPC workshops could be an appropriate channel.

[44] The RPPOs representative noted that TC -RPPOs could have the Call and related issues as a standing agenda item.

[45] The IC *agreed that*:

- The Framework for Standards and Implementation should be made more comprehensible by providing a simplified summary paper or reference document to assist CPs in identifying and submitting topics.
- The CPM and CPM Bureau should be informed on the need to make regular programme funds available to the IC.
- The Secretariat to provide a breakdown of current and proposed budget funding for the sustainable delivery of IC tasks and activities.
- The Focus Group to prepare a presentation on the Call process to be delivered possibly during the CPM 13 and IPPC Regional Workshops.
- The Focus Group for the Call for topics should reconvene to revise the current topics submission form.

7 Operational framework of the IC

7.1 Review of Terms of Reference and Rules of Procedure of the Implementation and Capacity Development Committee (IC)

[46] The IPPC Secretariat gave an overview of the IC Terms of Reference and Rules of Procedure and noted this document should be used for the development of the IC strategy and IC work programme. The Secretariat also discussed the role and responsibilities of the Secretariat and proposed the development of an IC procedural manual similar to that of the SC.

[47] *The IC noted the ToR and RoP.*

7.2 National Reporting Obligations

[48] The IPPC Secretariat provided the overview of the National Reporting Obligations (NROs) and associated activities. It was mentioned that CPM 11 established three high priorities for the NRO activities that should be maintained:

- Monitoring, updating and maintaining the system of official contact points.
- Continuing to invest in, support and improve the IPP as the CPM's primary tool for communicating with NPPOs and with the public.
- Creating, posting and updating regulated pest lists and pest reports.

[49] The SC representative noted that NROs might be improved through better communication, assigning relevant staff with good understanding of plant health issues to be official contact points (OCPs), explaining the benefits of meeting NROs (rather than advocating for compliance), maintaining trained staff and minimizing staff turnover. The RPPO representative, suggested that identifying and promoting the benefits of IPPC related activities and reporting through case studies and stories should be highlighted and promoted by the IC.

[50] The means of communication between possible IC sub-groups and the IPPC Secretariat was discussed and it was suggested that each sub-group should develop defined work programmes and working procedures detailing resourcing, timeframes, deliverables and a terms of reference (ToR). The steward of the respective sub-groups will then report to the next IC meeting on the progress of the sub-group.

[51] The IC:

- Agreed to establish a sub-group on NROs.
- Confirmed Ms S. Jennings as steward with members: Mr C. Dale, Mr M. Albakri and Ms S. Bloem.
- Agreed that the sub-group will develop its ToR, working procedures and work programme according to priorities set by CPM 11. Agreed drafts will be presented to the IC next meeting.

7.3 Dispute avoidance and settlement

[52] Background information and CPM Bureau decisions on dispute avoidance and settlement was presented by the Secretariat. The IPPC Secretariat noted that the priority is to develop materials to be used for the promotion of dispute avoidance. The IC warned that new materials should not duplicate the WTO guidelines. The Secretariat recommended that a sub-group be established to support the dispute avoidance and settlement programme. The IC supported the recommendation and suggested that such a sub-group could study known disputes with the aim to identify case studies and lessons learnt. RPPOs representative offered to contribute a relevant NAPPO presentation on dispute settlement and explore whether other RPPOs have dispute settlement/avoidance procedures in place.

[53] The Secretariat noted that a risk communication guide being developed will support dispute avoidance.

[54] The Bureau representative reminded that working on the revision of the dispute settlement procedures could start immediately. As for new cases for dispute settlement, the IC should establish ad-hoc groups to address them.

[55] An IC member emphasized that neutrality should be maintained when dealing with disputes and demonstrated clearly. IC would ensure neutrality by selecting representatives from regions that are not or are unlikely to be impacted by the dispute. Responsibilities of the Secretariat, IC and CPM on dispute settlement at different stages should be defined.

[56] IC agreed:

- To create an IC sub-group on dispute avoidance and settlement. The sub-group will develop its ToR.
- The IC will function as the dispute settlement committee and ad-hoc groups will be formed as cases are brought for its consideration.
- The IC will revise the dispute settlement procedures.
- The RPPO representative will collect and share relevant materials on dispute settlement and avoidance from NAPPO and other RPPOs.
- The RPPO representative offered to provide a powerpoint presentation on disputes to the next IC meeting.

7.4 IRSS and Triennial Review Group functions

[57] The Secretariat briefed the IC on IRSS and Triennial Review Group functions. It was highlighted that monitoring and evaluation (M&E) would be a crucial activity of the IRSS in the future, for operation of subsidiary bodies and the IPPC Secretariat. All strategic frameworks should be examined and linked to the M&E in a comprehensive way. The next IRSS project is expected to be initiated in the first quarter of 2018 and it was proposed that an IC sub-group be established to review survey results, provide technical input and liaise with the IRSS working group.

[58] The IC agreed:

- To provide oversight of the project.
- The IRSS update to be a standing item on the IC agenda.
- To create an IC sub-group on the IRSS and Triennial Review

7.5 IC as the Steering Committee of capacity development projects and activities - Mode and process

[59] The former CDC Chair, Ms S. Jennings, briefed the committee on the CDC mode and process as the Steering Committee of capacity development projects and activities. She concluded that this function provided opportunities to enrich the outcomes of projects with different regional experiences.

[60] The Secretariat informed the IC of the historic oversight responsibilities of the CDC as a project steering committee and gave an example of the STDF manual development project to highlight the benefits of the IC reviewing, endorsing and assisting in the implementation of project proposals. It also provided background regarding the attendance of observers to the CDC meetings, particularly for the oversight of project implementation by donors. IC considered both issues and concluded that there is value in continuing to be the steering committee for projects but noted that donor observers should not be granted access to all IC meetings sessions and that defined times or sessions may be assigned to November IC meetings to discuss specific capacity development and implementation projects with relevant donor observers. It was also noted that the IC would need further discussion at the upcoming May 2018 IC meeting to determine the criteria for the exclusion of observers from certain IC meeting sessions. The IC agreed to create a reporting template for CP's and regions to report on relevant capacity development projects and include specific reference to the implementation of ISPMs.

[61] The IC agreed:

- IPPC Secretariat to develop a template for project reporting session at its next November meeting. The Secretariat will work with IC Expert, Mr C. Dale, on the issue.
- To have the relevant session/day in the IC November meetings open to observers and donors to report on project implementation.
- To act as a steering committee for capacity development and implementation projects implemented by the IPPC Secretariat.

7.6 Role of RPPOs and other partners in Implementation activities of the IPPC

(a) Roles and functions of RPPOs

[62] The RPPOs representative reported on the role of RPPOs and on the possible contributions of RPPO's to the IPPC implementation activities. She informed that reporting to the RPPOs on IC meetings is proposed as a standing agenda item at the TC-RPPO meetings. Among several initiatives, the Representative, reported on a workshop on ISPM 38 being planned by NAPPO for 2018-2019 in collaboration with the other RPPOs for the Americas (OIRSA, CAN, COSAVE and CAHFSA).

[63] The IC:

- *Noted* the report.
- *Welcomed* the contribution of the RPPOs to the IC agenda discussions.
- *Suggested* that RPPOs could support the NRO Sub-group.

(b) Relationship of steering groups and task forces

[64] The IPPC Secretariat presented the Terms of Reference of different IPPC steering groups and task forces. It was highlighted that the experience of working with the e-Phyto Industry Advisory Group could benefit different IC activities in the future.

[65] Mr. S. Bishop shared information on the International Advisory Group on Pest Risk Analysis (IAGPRA) and International Pest Risk Research Group (IPRRG). The latest developments indicate that IAGPRA might become a special interest group within IPRRG. The Secretariat noted that their current relationship with IAGPRA is informal, however if the group changes its status then new arrangements should be considered in accordance with the CPM policy on Liaison and Partnership.

[66] The representative of RPPOs provided a briefing on the last meeting of the IYPH Steering Committee.

The IC *agreed*:

- IC Vice-Chair, Mr D. Pelletier, and IC Expert Mr K. Msiska will form the core group for the IYPH and represent the IC to the IYPH steering committee.
- The Secretariat to study the proposal of IAGPRA and IPRRG and their possible merger and inform the IC on potential cooperation mode and relationship with them.

[67] IC representation at IPPC and RPPO/Partner meetings/Training/workshops etc.

[68] The IC consulted the 2018 IPPC meetings calendar and assigned their members to attend relevant meetings (APPENDIX 4). Back reporting to the IC and the Secretariat to be undertaken as soon as possible after the meeting.

[69] The IC *agreed*:

- The IPPC Secretariat to send reminders on meetings attendance and reporting.

8 Implementation Actions

8.1 IPPC Strategic Framework 2020-2030 and M&E framework

[70] Information on the discussions and decisions related to the IPPC Strategic Framework 2020-2030 and M&E framework is available under agenda item 5.4 Setting the implementation and capacity development strategy.

8.2 e-Phyto

[71] The IPPC Secretariat provided the overview of the recent activities of the e-Phyto project. The IPPC Secretary's update letter to the CPs was shared. The IC was informed about a business model being developed to ensure long term sustainability of the e-Phyto initiative. An in-depth cost-benefit study of e-Phyto to assist defining an efficient business model is planned.

[72] The IPPC Secretariat noted that it is important to begin to consider how CPs not involved in the pilot project can be engaged in e-Phyto and whether the IC could assist with the related implementation and capacity development issues after the current project closes.

[73] The RPPOs representative indicated that more awareness raising on e-Phyto is needed. An IC member underscored that more knowledge on the infrastructure, human resources and capacities required to run the e-Phyto system should be shared at the national level. The success of e-Phyto should be demonstrated through the e-Phyto role in facilitating fast, safe trade.

[74] IC *agreed*:

- The Secretariat to provide updates on e-Phyto development.
- To start defining e-Phyto related awareness raising and capacity development programmes.

8.3 e-Commerce

[75] The IPPC Secretariat provided background information on the IPPC e-Commerce related activities, CPM and CPM Bureau decisions, as well as future IPPC e-Commerce activities tentative costing developed in collaboration with the CPM Chair ¹. The IC reviewed the proposed actions.

[76] An IC member suggested that before attempting to develop any guide on e-Commerce relationships with relevant stakeholders should be built and scope of collaboration between WCO and IPPC should be defined. IC expert, Mr C. Dale from Australia shared his country's experience on e-Commerce with the emphasis on regulatory practices, operational procedures and industry engagement. It was

¹ 17_IC_2017_Dec – IPPC activities on e-Commerce.

highlighted that for the success of the initiative it is recommended to look at the different levels of e-Commerce impact simultaneously. General, as well as specific model guidelines should be prepared for NPPOs advising on collaboration with customs and mail services.

[77] The IC agreed:

- The postal services, Automated System for Customs Data (ASYCUDA) and the World Bank may be added to the stakeholders to be involved in the e-Commerce future activities.
- The IC should champion the e-Commerce activities to ensure collaboration between involved groups.
- Materials developed by contracting parties *inter alia* by Australia to be shared with the IPPC Secretariat, reviewed by the IC and posted on the phytosanitary.info website.
- To use Australian gap analysis for IPPC purposes.
- To consider e-Commerce related activities in their respective regions and to provide materials to the IPPC Secretariat.
- A call for collecting e-Commerce related technical resources might be issued.
- The virtual meeting of stakeholders to be convened to identify lack of technical resources and plan for the coordinated development of resources (factsheet, publication, video, etc.) targeting different audiences.
- To collaborate with FAO food safety colleagues working on e-Commerce for better synergies.
- More clarity is needed on the risk assessment undertaken by three sisters and World Customs Organization (WCO). The system whereby some products can be flagged warranting closer inspection and risk assessment should be targeted. The possibility to discuss this with WCO and the sisters should be envisaged.

8.4 Sea Containers Task Force (outcomes of the first meeting, selection of the IC steward)

[78] Information on the first SCTF meeting was presented by the IC Member and SCTF Representative Mr M. Albakri. The IC related tasks identified in the SCTF work programme were shared:

- The Task Force concluded that monitoring by NPPOs to gauge the uptake and effect of the CTU code adoption over time is necessary in addition to Industry cleaning data. It was agreed to request the Implementation and Capacity Development Committee (IC) and IPPC Secretariat to make a call to ascertain which NPPOs can provide such data and/or who are currently undertaking such monitoring. Once the results of the call are received, the SCTF will collect data, review the findings and decide which of the above is applicable for baseline and on-going monitoring.
- In order to assist NPPOs to establish monitoring regimes there is a need to establish how many have no regulatory basis for doing so. In addition, if a regulatory basis does exist, what authority is then delegated to NPPOs? An IC call is requested to establish this information.

[79] It was thought that the IC and Secretariat need more clarity on the information to be collected through calls so that received data would allow further analysis and provide baseline information to be used for future evaluations. Questions should be well formulated. It was suggested that RPPOs might be in the best position to disseminate information on the calls.

[80] IC agreed:

- IC Member Mr M. Albakri was confirmed to be the IC representative to the SCTF, supported by Ms M. Gonzalez Arroyo, Ms F. Ndunge and Mr N. Ngatoko. The alternates will be selected from the support group as needed.
- The IC representative to the SCTF, to clarify with the SCTF the type and extent of the information that needs to be collected through the calls.

8.5 Pilot programme on surveillance and emerging pests

[81] The IPPC Secretariat provided an update on the Pilot programme on surveillance and emerging pests. It was noted that the term ‘emerging pests’ needs clarification. The CPM Bureau recognizes the importance of work on the emerging pests subject to resource availability. Information on FAO activities to manage the fall armyworm outbreak in Africa and its potential spread further to North were shared. An app is being developed with a platform where the distribution of the pest will be displayed. The Secretariat thought that capacity development, preparedness and awareness raising are the ways to assist CPs with pest management. The IC was invited to provide input on assessing emerging pests and ideas for the Pilot programme on surveillance.

[82] IC expert, Mr C. Dale from Australia provided background on the APPPC Surveillance Implementation Programme and annual training workshops delivered to APPPC member countries as part of the six-year training programme. Surveillance training materials and technical resources have been developed to assist developed and developing countries implement surveillance and reporting ISPMs and these materials will be developed transferred into e-learning packages in 2018. Mr Dale also reported on the STDF supported ‘Surveillance Information Management Systems’ project currently being delivered by Australia NPPO specialists in selected Asia Pacific countries with a focused on surveillance data collection, data management and IPPC reporting.

[83] The IC *agreed*:

- To consider providing inputs on emerging pests, in coordination with their NPPOs.
- To provide material if available related to surveillance and to the three example pests considered in the pilot programme framework.
- Mr C. Dale to share surveillance training and technical resource materials with the Secretariat.

8.6 Implementation of CPM recommendations

(a) Recommendation on the importance of pest diagnosis

[84] The IPPC Secretariat informed the meeting on the history of development and adoption of IPPC Recommendations, its work related to developing CPs capacity for pest diagnosis and calls issued to collect information on available training materials, training courses and pest reference collections. The questionnaire developed to assist to collect information on pest diagnosis related issues was introduced.

[85] The IC suggested that activities related to the implementation of the recommendation could be part of the IC work programme. The IC members suggested possible venues and opportunities to distribute the questionnaire, noting the upcoming APPPC surveillance workshop and other relevant IPPC regional workshops.

[86] The RPPOs representative offered to investigate possibilities to translate the IPPC guide on diagnostics in Spanish and report back.

[87] The IC *agreed*:

- The implementation of the recommendation on the importance of pest diagnosis to be part of the IC work programme.
- To create a sub-group, with IC member Mr M. Albakri to be the steward and IC expert, Mr D. R. Sharma to support him.
- The RPPOs representative to investigate possibilities to translate the IPPC guide on diagnostics in Spanish and report back.

(b) IPPC coverage of aquatic plants

[88] The IPPC Secretariat briefed the IC members on the history and content of the CPM recommendation on aquatic plants.

[89] IC member, Mr C. Dale from Australia indicated that a surveillance programme and protocol for aquatic plant pests is among the activities of the current STDF surveillance project. He suggested that a case study on white fly (a known regulated pest of aquatic plants in some countries) could be used to demonstrate the application and implementation of ISPMs on aquatic plants. It was also suggested that the IC and Secretariat work together in developing a high level presentation and relevant awareness materials on aquatic plants on the resources page to help CPs to raise awareness on the issue. The IC suggested that technical resources on invasive plants could be contributed to the phytosanitary.info website. The new structure of the phytosanitary.info website could also be designed to include this recommendation.

[90] The RPPOs representative, informed the group that US regulation does not separate aquatic plants from weeds. PRAs were conducted on aquatic plants and available on internet.

[91] The IC *agreed*:

- Implementation of CPM recommendations should be encouraged and where possible activities should be undertaken.
- To develop a message/presentation to raise awareness on aquatic plants.

8.7 EU project - Progress on the third IRSS cycle

[92] The IPPC Secretariat provided update and indicated that the project would become active in the first quarter of 2018.

[93] *The IC noted the update.*

9 Capacity Development Actions

9.1 Development of technical resources

[94] The Secretariat updated the Risk Communication guide and the Risk Management guide are being developed. Further updates would be given in the next meeting.

9.2 IPPC Regional Workshops: Update and feedback on the 2017 RW and planning for 2018)

[95] The IPPC Secretariat briefed the IC on the 2017 regional workshops organization. The following topics were suggested to be part of the agenda of 2018 regional workshops:

- Key points coming out of the CPM
- Aquatic plants and related CPM recommendation
- The benefits of complying with NROs
- The new call for topics (that would also be useful for CPM attendants)
- The work being conducted on sea containers
- Explaining how the IC is working

[96] IC members also suggested:

- To keep a good balance of SC and IC related topics, specifically draft ISPMs, NRO's, capacity development initiatives and other relevant presentations.
- To make very clear that these workshop are not only aiming at commenting on draft ISPMs but are a unique opportunity for CP's to receive information directly from the IPPC Secretariat, and for the IPPC Secretariat to seek feedback directly from the countries and regions.
- The IC members attending the regional workshop should be part of the organizing committee and it is also recommended that SC members attend.

[97] IC members were invited to provide further inputs for 2018 IPPC regional workshop by 10 January. The proposed participation of IC members to the 2018 regional workshops is available in the calendar in APPENDIX 4.

[98] The IPPC Secretariat raised the issue that the International Seed Federation (ISF) offered to include a training on ISPM 38 in 2018 regional workshops agenda. This is the first time a stakeholder proposes input to a Regional Workshops, but others may be interested in the future, so it was suggested that rules and guidelines for such collaboration should be established. The RPPOs representative, reiterated that NAPPO will have a workshop on ISPM 38. It was suggested that the IC and IPPC Secretariat should review materials to be presented during the Regional Workshops. The SC representative, suggested that at the regional workshop, a session where all the players (IFS, IC, CPs, and the Secretariat) could present their perspectives for implementation of ISPM 38.

[99] It was also suggested that for future Regional Workshops, one standard could be selected and discussed in terms of implementation gaps, challenges and the outcomes of these discussions reported back to the IPPC Secretariat.

[100] The IC *agreed*:

- To provide further inputs for 2018 regional workshops agenda by 10 January.
- The Secretariat to collaborate with the ISF to define the content of materials to be presented during Regional Workshops and ensure that all players have opportunity to share their views.
- The ISF training package to be sent to IC for review. IC expert, Mr C. Dale to collate IC member's feedback and submit to the IPPC Secretariat. The final package should be ready by May 2018.
- The RPPOs representative to share NAPPO training materials on ISPM 38 when available.

9.3 Beyond Compliance Global - Sharing Tools for Enhanced Application of Systems Approach and Market Negotiation on Plant Pest Risk

[101] The agenda item was deferred to November 2018.

9.4 IPPC PCE application (including STDF project 401)

[102] The agenda item was deferred to November 2018.

9.5 Implementation of the IPPC/China project on capacity development

[103] The agenda item was deferred to November 2018.

9.6 Preparation for CPM 13 related capacity development initiatives through side sessions

[104] The agenda item was not addressed during the meeting.

10 Communication Actions

10.1 FAO Process for publications

[105] The agenda item was not addressed during the meeting.

10.2 IPP and Phytosanitary Resources page

[106] The IPPC Secretariat presented information on the Phytosanitary Resources website and the International Phytosanitary Portal (IPP) implementation pages, as well as an update on the Phytosanitary treatment search tool. The IC was invited to revise technical resources current submission, review, posting processes and criteria, provide feedback on the suggested structure of the Phytosanitary Resources website and relevant IPP pages and to discuss how to encourage contribution of technical resources.

[107] The RPPOs representative noted that visitors to IPP should be provided with the linkages to the subject related resources available on the phytosanitary resources website. The Phytosanitary Resources website should be more user-friendly. The IC agreed that linkages between ISPMs and related implementation resources should be appropriately structured to allow for practical and efficient search and location of technical resources. The IC representative indicated that current tags could be extended to the ISPMs titles.

[108] The IC *agreed*:

- Tasks related to the reorganization of the Phytosanitary resources website and IPP implementations pages are to be part of the IC work programme. The task priorities will be set and an IC sub-group created to coordinate and provide technical input.
- To remove the CDC link on the IPP's front-page and replace with 'IC' to clearly promote the role and new direction of the Implementation Committee.
- The Secretariat to review and provide the IC with the draft plan for the reorganization of the Phytosanitary Resources website providing suggestions on possible linkages between ISPMs and relevant implementation resources.
- The Secretariat to organize conference calls with the IC members to agree on the IPP implementation pages and Phytosanitary Resources website structure.
- To review technical resources submission, review and posting processes and criteria after the final structure and content of the phytosanitary resources page is decided.
- The Mr S. Bishop to investigate whether UK could provide a specialist IT resource to support the update and redesign of the Phytosanitary Resources website.
- To update on the Phytosanitary treatment search tool.

10.3 The IPPC theme 2017 – Plant health and trade facilitation

[109] The agenda item was not addressed during the meeting.

10.4 The IPPC theme 2018 – Plant health and environment protection – actions and activities

[110] The agenda item was not addressed during the meeting.

10.5 IPPC seminars, events and other awareness raising activities for 2018

[111] The agenda item was not addressed during the meeting.

11 Setting the Bi-Annual work programme for 2018 and 2019 of the IC

[112] The IC developed its 2018- 2019 Bi-Annual work programme based on the outcomes of the discussions held during the meeting and assigned IC representative leads and supporting members, and agreed on the IC representation to upcoming IPPC and RPPO meetings (APPENDIX 4). Also, actions items for the IC decided during the meeting are summarised in Appendix 6, and in Appendix 5 – outlined action items for the IPPC Secretariat agreed during the meeting.

[113] The IC *agreed*:

IC Management

- To develop an IC procedure manual. The manual should detail the process of establishing and coordinating IC sub-groups, the development of ToRs and RoPs, and be used guide for the management of the proposed IC sub-groups:
 - Dispute Avoidance and Settlement sub-group (Proposed IC Lead, Ms O. Lavrentjeva)
 - IRSS sub-group (Proposed IC Leads, Ms O. Lavrentjeva & Mr D. Pelletier)

- NRO sub-group (Proposed IC Lead, Ms S. Jennings)
 - Capacity Development sub-group (Proposed IC Lead, Mr C. Dale)
 - Communication and Advocacy sub-group (Proposed IC Lead, Mr C. Dale)
 - Trade Facilitation sub-group (Proposed IC Lead, Mr N. Ngatoko)
 - IC Strategy sub-group (Proposed IC Leads, Ms O. Lavrentjeva & Mr D. Pelletier)
 - IRSS and Triennial Review sub-group (Proposed IC Leads, Ms O. Lavrentjeva & Mr D. Pelletier)
 - Implementation of the recommendation on the importance of pest diagnosis sub-group (Proposed IC Lead, Mr M. Albakri)
- IC meeting' agenda planning and preparation rules should be part of the procedure manual.
 - Two types of IC meetings will be held on an annual basis: strategic and operational. The IC May meetings will focus on strategic planning, coordination and prioritisation and the November meetings will focus primarily on operational issues including project reporting, project proposals and donor consultation.
 - Updates on emerging pests to be provided at May IC meetings and relevant follow up at November IC meetings.
 - The IC work programme will be reviewed and revised (if needed) at every IC meeting within the IC.
 - The Secretariat will draft a ToR and RoP of the NRO subgroup by 30 January 2018 with the aim to finalise it by 7-11 May 2018 meeting of the IC.
 - The Secretariat to provide draft amendments of the revised version of the current dispute settlement procedures for discussion at the May IC meeting.
 - The IC expert, Mr C. Dale, to assist the Secretariat to develop a project reporting template and information session for the IC November meeting.
 - On the development of technical resources, the call for contributions should be issued by the Secretariat. The assigned IC steward to provide the Secretariat with the consolidate comments from IC members.
 - An IC shared data service such as dropbox, one drive or share point will be setup to enable collaborative work on documents.
 - To develop a factsheet to advertise IC members at CPM-13. IC members to be provide a short biography.
 - To keep using the Framework for Standards and Implementation following the existing CPM established procedure for its update, review and endorsement.
 - To add 'development of the implementation and capacity development strategy' into the annual IC work programme.
 - To develop the IC work programme before embarking on the development of the joint IC/SC work programme.
 - To provide oversight of the IRSS project.
 - To act as a steering committee for capacity development and implementation projects implemented by the IPPC Secretariat.
 - The Secretariat to coordinate the location and timings of regular IC and SC meetings together to facilitate joint representation and efficient resource allocation.
 - To consider having the relevant session/day in the IC November meetings open to observers and donors to report on project implementation.

Implementation Actions

- The postal services, Automated System for Customs Data (ASYCUDA) and the World Bank may be added to the stakeholders to be involved in the e-Commerce future activities.

- The IC should champion the e-Commerce activities to ensure collaboration between involved groups.
- IC Member Mr M. Albakri was confirmed to be the IC representative to the SCTF, supported by Ms M. Gonzalez Arroyo, Ms F. Ndunge and Mr N. Ngatoko. The alternates will be selected from the support group as needed.
- Implementation of CPM recommendations should be encouraged and where possible activities should be undertaken.
- The implementation of the recommendation on the importance of pest diagnosis to be part of the IC work programme.

Capacity development actions

- The agenda item on Beyond Compliance Global - Sharing Tools for Enhanced Application of Systems Approach and Market Negotiation on Plant Pest Risk was deferred to November 2018.
- The agenda item on IPPC PCE application (including STDF project 401) was deferred to November 2018.
- The agenda item on Implementation of the IPPC/China project on capacity development was deferred to November 2018.

Communication Actions

- IC Vice-Chair, Mr D. Pelletier and IC Expert Mr K. Msiska will support the IYPH initiative. One or the other will represent the IC on the IYPH steering committee depending on their availability.
- Tasks related to the reorganization of the Phytosanitary resources website and IPP implementations pages are to be part of the IC work programme. The task priorities will be set and an IC sub-group created to coordinate and provide technical input. Mr. C. Dale was selected to lead this activity.

12 Date and Venue of the Next Meeting

[114] The next meeting to be held on 7-11 May 2018, Belize.

13 Review and Adoption of the Report

[115] The IC members to provide comments on the draft report by 5 January.

14 Close of the Meeting

[116] The meeting was closed by the IC Chairperson.

APPENDIX 1 – Agenda**THE 1ST MEETING OF THE IMPLEMENTATION AND CAPACITY DEVELOPMENT COMMITTEE (IC) OF THE IPPC COMMISSION ON PHYTOSANITARY MEASURES (CPM)***9:00 - 17:00, 11-15 December 2017*

INDIA ROOM, A327, FAO HQ, Rome, Italy

AGENDA

Agenda Item		Document No.	Presenter
1.	Opening of the Meeting		Sosa
1.1	Opening remarks from the IPPC Secretary		Xia
1.2	Opening remarks from the Bureau		Alphen
2.	Meeting Arrangements		Sosa
2.1	Introduction of participants		
2.2	Election of the IC Chair and vice chair		All participants
2.3	Election of the Rapporteur		Chairperson
2.4	Adoption of the Agenda	01_IC_2017_Dec	Chairperson
3.	Administrative Matters		
3.1	Documents lists	02_IC_2017_Dec	Lomsadze
3.2	Participants lists	03_IC_2017_Dec Annex to Participant list – Alternates	Lomsadze
3.3	Local information	04_IC_2017_Dec	Lomsadze
4.	Updates from the IPPC		
4.1	IPPC Secretariat		Xia
4.2	CPM Bureau	05_IC_2017_Dec	Alphen
4.3	Strategic Planning group	06_IC_2017_Dec (Presentation) SPG Meeting Report	Sharma
4.4	Standards Committee	Update from the November Standard Committee	Bishop
5.0	IC Strategies and Work Plan		
5.1	The overview of the CDC programme, activities and CDC recommendations to the IC	27_IC_2017_Dec Report of the Preparatory Meeting for the Implementation and Capacity Development Committee (IC)	Jennings
5.2	The overview of the SC process	IPPC Standard Setting Procedure	Moreira
5.3	Framework for Standards and Implementation: background information and review of the framework	07_IC_2017_Dec	Lomsadze

Agenda Item		Document No.	Presenter
5.4	Setting the implementation and capacity development strategy	IPPC National Phytosanitary Capacity Development Strategy 40_IC_2017_Dec	Chair/Sosa Open discussion Open Discussion
6.	Cooperation between standard setting and implementation		
6.1	Role of the SC - Working modality (Coordination of the input of the SC to the IC and vice versa; meeting of chairs and frequency) - IC relationship with Technical panels, EWG etc.	Update from the November Standard Committee	Bishop
6.2	Outcomes of the FG and SPG meetings on the call for implementation issues	08_IC_2017_Dec Outcomes of the Focus Group discussion to develop the criteria for the call for phytosanitary issues SPG paper	Lavrentjeva
7.	Operational framework of the IC		
7.1	Review of Terms of Reference and Rules of Procedure of the Implementation and Capacity Development Committee (IC)	09_IC_2017_Dec	Sosa
7.2	National Reporting obligation	10_IC_2017_Dec NRO Work Plan (2014-2023)	Buzon/ AIDobai
7.3	Dispute avoidance and settlement	11_IC_2017_Dec IPPC Dispute Settlement Procedures Form to activate the IPPC dispute avoidance and settlement system	Buzon/ AIDobai
7.4	IRSS and Triennial review Group functions: - Mode and process (incl. IRR, IPPC/IRSS surveys, IPPC/IRSS guides, studies and publications) - The IPPC Monitoring and Evaluation (M&E) framework	12_IC_2017_Dec Theory of change M&E matrix Report of the Expert Meeting on IPPC Monitoring and Evaluation Framework	Sosa
7.5	IC as the Steering Committee of capacity development projects and activities - Mode and process	39_IC_2017_Dec	Jennings

	Agenda Item	Document No.	Presenter
7.6	Role of RPPOs and other partners in Implementation activities of the IPPC - Roles and functions of RPPOs - Relationship of steering groups and task forces (Ephyto SG, Sea Containers TF, EPhyto Industry advisory group, IAGPRA etc....)	13_IC_2017_Dec 14_IC_2017_Dec 15_IC_2017_Dec 41_IC_2017_Dec ePhyto - Terms of Reference for the Project Technical Committee ePhyto - Terms of reference of the ePhyto Project Advisory Group	Bloem Lomsadze Fedchock
7.7	IC representation at IPPC and RPPO/Partner meetings/Training/workshops etc.	The planned and tentative IPPC meetings 2018	Chairperson All participants
8.0	Implementation Actions		
8.1	IPPC Strategic Framework 2020-2030 and M&E framework	IPPC Strategic Framework 2020-2030 Theory of change M&E matrix Report of the Expert Meeting on IPPC Monitoring and Evaluation Framework	Sosa
8.2	e-Phyto	16_IC_2017_Dec	Fedchock
8.3	e-Commerce	17_IC_2017_Dec	Brunel
8.4	Sea Containers Task Force (outcomes of the first meeting, selection of the IC steward)	18_IC_2017_Dec 19_IC_2017_Dec 20_IC_2017_Dec Pest risk assessment of insects in sea cargo containers	Albakri
8.5	Pilot programme on surveillance and emerging pests	21_IC_2017_Dec	Brunel
8.6	Implementation of CPM recommendations - Recommendation on the importance of pest diagnosis - IPPC coverage of aquatic plants	22_IC_2017_Dec 23_IC_2017_Dec	Lomsadze Brunel
8.7	EU project - Progress on the third IRSS cycle	24_IC_2017_Dec	Sosa
9.	Capacity development Actions		
9.1	Development of technical resources : - Plant health and soil paper - Risk communication guideline - Pest status guide - Pest free area guide	26_IC_2017_Dec 28_IC_2017_Dec	Brunel Sosa Sosa Lomsadze

Agenda Item		Document No.	Presenter
9.2	IPPC Regional Workshops: Update and feedback on the 2017 RW and planning for the 2018)	29_IC_2017_Dec	Brunel
9.3	Beyond Compliance Global - Sharing Tools for Enhanced Application of Systems Approach and Market Negotiation on Plant Pest Risk	30_IC_2017_Dec	Lomsadze
9.4	IPPC PCE application (including STDF project 401)	31_IC_2017_Dec	Brunel
9.5	Implementation of the IPPC/China project on capacity development		Sosa
9.6	Preparation for CPM 13 related capacity development initiatives through side sessions	32_IC_2017_Dec	Brunel
10.	Communication Actions		
10.1	<ul style="list-style-type: none"> - FAO Process for publications - Technical resources - submission, review and posting processes and criteria 	38_IC_2017_Dec 33_IC_2017_Dec	Montuori Lomsadze
10.2	IPP and Phytosanitary Resources page: <ul style="list-style-type: none"> - International Phytosanitary Portal (IPP) - implementation pages structure and content - Plan for the reorganization of the Phytosanitary Resources page - Phytosanitary treatment search tool 	34_IC_2017_Dec 25_IC_2017_Dec 35_IC_2017_Dec	Lomsadze Lomsadze Kiss
10.3	The IPPC theme 2017 – Plant health and trade facilitation	36_IC_2017_Dec	Brunel
10.4	The IPPC theme 2018 – Plant health and environment protection – actions and activities	36_IC_2017_Dec	Brunel
10.5	IPPC seminars, events and other awareness raising activities for 2018	37_IC_2017_Dec	Brunel
11.	Setting the Bi-Annual work programme 2018 and 2019 of the IC		All participants
12.	Any Other Business		Chairperson
13.	Date and Venue of the Next Meeting		Chairperson
14.	Review and Adoption of the Report		Chairperson
15.	Close of the Meeting		Chairperson

APPENDIX 2 – DOCUMENT LIST

Document No.	Agenda item	Document title	Date posted/ Distributed
01_IC_2017_Dec	2.4	Provisional Agenda	2017/11/06
02_IC_2017_Dec	3.1	Document list	2017/12/01
03_IC_2017_Dec	3.2	Participant list	2017/12/01
04_IC_2017_Dec	3.3	Local information	2017/11/28
05_IC_2017_Dec	4.2	Update by the CPM Bureau	2017/11/15
06_IC_2017_Dec	4.3	Update on the SPG meeting (Presentation)	2017/12/01
07_IC_2017_Dec	5.3	Framework for Standards and Implementation	2017/11/28
08_IC_2017_Dec	6.2	Outcomes of the Focus Group and Strategic Planning Group meetings on the Call for Phytosanitary Issues	2017/11/30
09_IC_2017_Dec	7.1	Terms of Reference of the IPPC subsidiary body Implementation and Capacity Development Committee	2017/11/15
10_IC_2017_Dec	7.2	Overview of National Reporting Obligations Programme	2017/11/22
11_IC_2017_Dec	7.3	Dispute avoidance and settlement	2017/11/30
12_IC_2017_Dec	7.4	Update on the Implementation Review and Support System (IRSS) and the functions of the Triennial Review Group (TRG)	2017/11/15
13_IC_2017_Dec	7.6	Role of Regional Plant Protection Organizations (RPPOs) and other partners in implementation activities of the IPPC Secretariat	2017/11/30
14_IC_2017_Dec	7.6	Roles and functions of Regional Plant Protection Organizations (RPPOs) in their relationship with the Commission on the Phytosanitary Measures (CPM)	2017/11/15
15_IC_2017_Dec	7.6	Relationship of Steering Groups and Task forces	2017/11/22
16_IC_2017_Dec	8.2	ePhyto Implementation Activities	2017/11/22
17_IC_2017_Dec	8.3	IPPC activities on e-commerce	2017/12/01
18_IC_2017_Dec	8.4	Sea Container Task Force (SCTF) Meeting	2017/12/11
19_IC_2017_Dec	8.4	Terms of Reference and rules of procedure of the Sea Container Task Force (SCTF)	2017/11/15

Document No.	Agenda item	Document title	Date posted/ Distributed
20_IC_2017_Dec	8.4	Complementary action plan for assessing and managing the pest threats associated with sea containers	2017/11/15
21_IC_2017_Dec	8.5	The implementation pilot project on surveillance and emerging pests	2017/11/22
22_IC_2017_Dec	8.6	CPM recommendation on the importance of pest diagnosis	2017/11/22
23_IC_2017_Dec	8.6	IPPC coverage of aquatic plants	2017/11/15
24_IC_2017_Dec	8.7	EU projects – Progress on the third IRSS cycle	2017/11/15
25_IC_2017_Dec	10.2	Plan for the reorganization of the Phytosanitary Resources page	2017/11/30
26_IC_2017_Dec	9.1	Update on the development of technical resources – pest status guide and Risk communication guideline	2017/11/15
27_IC_2017_Dec	5.1	The overview of the CDC programme, activities and CDC recommendations to the IC	2017/11/30
28_IC_2017_Dec	9.1	Pest free area guide	2017/11/30
29_IC_2017_Dec	9.2	2017 IPPC Regional Workshops	2017/11/22
30_IC_2017_Dec	9.3	Beyond compliance global – sharing tools for enhanced application of systems approach and market negotiation on plant pest risk update	2017/12/01
31_IC_2017_Dec	9.4	Update paper – IPPC implementation projects and PCE application	2017/11/28
32_IC_2017_Dec	9.6	Update on special and side session topics for CPM13 (2018)	2017/11/22
33_IC_2017_Dec	10.1	Technical resources submission, review, posting processes and criteria	2017/12/01
34_IC_2017_Dec	10.2	International phytosanitary portal (IPP) implementation pages structure and content	2017/12/01
35_IC_2017_Dec	10.2	Update on the submission of phytosanitary treatments in relation to the IPPC phytosanitary treatments online search tool	2017/12/01
36_IC_2017_Dec	10.3 10.4	2018 theme “year of plant health and environment protection” suggestions	2017/11/22
37_IC_2017_Dec	10.5	IPPC seminars, events and other awareness raising activities for 2018	2017/11/15
38_IC_2017_Dec	10.1	FAO process for publications	2017/11/22
39_IC_2017_Dec	7.5	IC as the Steering Committee of capacity development projects and activities - Mode and process	2017/11/22

Document No.	Agenda item	Document title	Date posted/ Distributed
40_IC_2017_Dec	5.4 8.1	IPPC Strategic Framework 2020-2030	2017/11/22
41_IC_2017_Dec	7.6	The role of the ePhyto Steering Group in Implementation Activities	2017/11/22

Document No.	Agenda item	Document title	Date posted/ Distributed
	3.2	Annex to Participant list - Alternates	2017/12/08
	4.3	SPG Meeting Report	
	4.4 6.1	Update from the November Standard Committee	2017/12/11
	5.1	Report of the Preparatory Meeting for the Implementation and Capacity Development Committee (IC)	2017/11/22
	5.2	IPPC Standard Setting Procedure	2017/11/15
	5.4	IPPC National Phytosanitary Capacity Development Strategy	2017/11/15
	6.2	Outcomes of the Focus Group discussion to develop the criteria for call for phytosanitary issues SPG paper	2017/11/15
	7.2	NRO Work Plan (2014-2023)	2017/11/15
	7.3	IPPC Dispute Settlement Procedures	2017/11/15
	7.3	Form to activate the IPPC dispute avoidance and settlement system	2017/11/15
	7.4 8.1	Theory of change	2017/11/22
	7.4 8.1	M&E matrix	2017/11/22
	7.4 8.1	Report of the Expert Meeting on IPPC Monitoring and Evaluation Framework	2017/11/22
	7.6	ePhyto - Terms of Reference for the Project Technical Committee	2017/11/22
	7.6	ePhyto - Terms of reference of the ePhyto Project Advisory Group	2017/11/22
	7.7	The planned and tentative IPPC meetings 2018	2017/11/22
	8.4	Pest risk assessment of insects in sea cargo containers	2017/12/08

APPENDIX 3 – PARTICIPANTS LIST**PARTICIPANTS LIST**

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

Members not attending have been taken off the list

(Up-dated on 12/1/2017)

	Participant role	Name, mailing, address, telephone	Email address
IC Members			
✓	Member Representing: Africa	Ms. Faith NDUNGE Head Biosafety And Phytosanitary Services. Kenya/Kenya Plant Health Inspectorate Service. P. O. Box 49592, Nairobi, Kenya Tel: +254 / 0709891000	fndunge@kephis.org
✓	Member Representing: Asia	Mr. Yuji KITAHARA Senior section chief, Bilateral Consultation on Plant Quarantine. Japan / Ministry of Agriculture, Forestry and Fisheries. 1-2-1 Kasumigaseki, Chiyoda-ku, Tokyo, Japan 100-8950. Tel: +81-3-3502-8111 ex.4565	yuji_kitahara090@maff.go.jp
✓	Member Representing: Caribbean and Latin America	Mr. Francisco GUTIERREZ Technical Director Plant Health Belize Agricultural Health Authority Corner Hummingbird hw /Fd, Belmopan, Belize Tel: +501 604 0319	francisco.gutierrez@baha.org.bz
✓	Member Representing: Europe	Ms. Olga LAVRENTJEVA Adviser in phytosanitary questions, Plant Health Department. Estonia/ Ministry of Rural Affairs. Lai tn 39 // Lai tn 41, 15056 Tallinn. Tel : +372 625 6535	olga.lavrentjeva@agri.ee
✓	Member Representing: Near East	Mr. Mamoun ALBAKRI Head of Phytosanitary Labs. Jordan / Ministry of Agriculture. P. O. Box 8374, Amman, Jordan. Tel: +962799063228	mambakri@email.com
✓	Member Representing: North America	Mr. Dominique PELLETIER International Plant Health Standards Officer Canadian Food Inspection Agency 1400, Merivale Rd, Tower 1, room 301, Ottawa, ON, Canada K1A 0Y9 Tel: +613 773 6492	dominique.pelletier@inspection.gc.ca
✓	Member Representing: Southwest Pacific	Mr. Ngatoko NGATOKO Director of Biosecurity Service Ministry of Agriculture Cook Islands Tel: +682 28711	nngatoko@agriculture.gov.ck
IC experts			

	Participant role	Name, mailing, address, telephone	Email address
✓	Expert	Mr. Kenneth MSISKA Principal Agriculture Research Officer/IPPC Contact. Mount Makulu Research, P/B 7, Chilanga, Lusaka Zambia. Tel: +260977771503	msiska12@yahoo.co.uk
✓	Expert	Mr. Dilli Ram SHARMA Director General Department of Agriculture, Ministry of Agricultural Development Nepal Hariharbhawan, Lalitpur, Nepal. Tel: 0977-9841369615	sharmadilli.2018@gmail.com
✓	Expert	Ms. Magda GONZALEZ ARROYO Head of Standards and regulations DPT. Ministerio de Agricultura y Ganaderia. Sabana sur, San José, contiguo al ed. De ministerio de Agricultura y Ganadería, CP 10108 Tel: +506 25493600	mgonzalez@sfe.go.cr
✓	Expert	Mr. Christopher John DALE Assistant Director, Plant Health Surveillance Program Department of Agriculture (DAWR). 7 London Circuit, Canberra, Australia ACT 2601 Tel: +61 262725194	chris.dale@agriculture.gov.au
✓	Expert	Ms. Sally JENNINGS Senior Policy Analyst New Zealand, Ministry for Primary Industries 25 The Terrace, CBD, Wellington, New Zealand Tel: +64 4 8940431	Sally.Jennings@mpi.govt.nz
Representatives			
✓	SC Representative	Mr. Samuel BISHOP Plant Health Policy team-Room IIG35 Department for Environment, Food and Rural Affairs National Agri-Food Innovation Campus Sand Hutton York, North Yorkshire, UK YO41 4LZ Tel: +44 (0) 2080262506 Mob.: +44 (0) 7827976902	sam.bishop@defra.gsi.gov.uk ;
✓	RPPO Representative (NAPPO)	Ms. Stephanie BLOEM Executive Director North American Plant Protection Organization - NAPPO 1730 Varsity Drive, Suite 145 Raleigh, NC 27606 USA Tel: (+919) 617-4040 Tel: (+ 919) 480-4761	Stephanie.Bloem@NAPPO.org SBloem.NAPPO@gmail.com

	Participant role	Name, mailing, address, telephone	Email address
✓	CPM Bureau Representative	Mr. Corné VAN ALPHEN Policy coordinator phytosanitary affairs Ministry of Economic Affairs Directorate General for Agriculture Plant Supply Chain and Food Quality Department PO Box 20501 2500 EK the Hague Netherlands T: +31 (0)6 18596867	c.a.m.vanalphen@minez.nl
IPPC Secretariat			
✓	IPPC Secretariat	Mr. Orlando SOSA Implementation Review and Support System Officer (IRSS) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla, 00153 Rome, Italy Tel: (+39) 06 570 53613	Orlando.Sosa@fao.org
✓	IPPC Secretariat	Ms. Sarah BRUNEL Agricultural Officer Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla, 00153 Rome, Italy Tel: (+39) 06 570 53768	Sarah.Brunel@fao.org
✓	IPPC Secretariat	Ms. Ketevan LOMSADZE Agricultural Officer Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla, 00153 Rome, Italy Tel: (+39) 06 570 53035	Ketevan.Lomsadze@fao.org
✓	IPPC Secretariat	Ms. Masumi YAMAMOTO Phytosanitary Consultant Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla, 00153 Rome, Italy Tel: (+39) 06 570 51	Masumi.Yamamoto@fao.org
✓	IPPC Secretariat	Ms. Hechu ZHU Phytosanitary Consultant Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla, 00153 Rome, Italy Tel: (+39) 06 570 55536	Hechu.Zhu@fao.org

APPENDIX 4 – IC Work Programme and IC members’ attendance to the IPPC meetings**Legend: X - ATTENDANCE; C - COLLEAGUES; L - LEAD; S - SUPPORT; O – OVERSIGHT**

	IC ToR object ives	IC Steward/Members															Progra mme budget 2018- 2019
		Chair (Europe)	Vice- Chair (North Ameri ca)	Africa	Asia	Lati n Am eric a and the Cari bbe an	Near East	South west Pacific	exper t	exper t	expert	expert	expert	SC Rep.	RPPO Rep. (NAPP O)	CPM Bure au Rep.	
		Ms. Olga LAVRENTJ EVA	Mr. Domin ique PELLE TIER	Ms. Faith NDUN GE	Mr. Yuji KITAH ARA	Mr. Fran cisc o GUT IERE Z	Mr. Mam oun ALBA KRI	Mr. Ngatok o NGATO KO	Mr. Kenn eth MSIS KA	Mr. Dilli Ram SHAR MA	Ms. Magda GONZA LEZ ARROY O	Mr. Christo pher John DALE	Ms. Sally JENNI NGS	Mr. Sam uel BISH OP	Ms. Stepha nie BLOE M	Mr. Corn é VAN ALPH EN	
2018/19 IPPC Meetings																	
Commission on Phytosanitary Measures (CPM-13) Meeting		X	X			X		X	X	X				X	X	X	
CPM Strategic Planning Group (SPG) Meeting		X	X							X				X			
CPM Bureau Meeting																	
IPPC Financial Committee (FC) Meeting																	
Implementation and Capacity		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Development Committee (IC) Meeting																	
Standards Committee (SC) Meeting												X		X			
3rd IPPC Global Symposium on ePhyto					C							C		C			
Expert Working Group (EWG) on Guidance on pest risk management															C		
Expert Working Group on risk communication																	
IPPC IYPH Steering Committee meeting			C						X								
30th TC-RPPO Meeting															X		
Sea Container Task Force meeting			C				X										
IPPC Regional Workshop for Latin America						X											
IPPC Regional Workshop for Central and Eastern Europe and Central Asia		X															
IPPC Regional Workshop for Southwest Pacific								X				C	X				

IPPC Regional Workshop for the Caribbean						C											
IPPC Regional Workshop for Asia					X/C					x		X	X				
IPPC Regional Workshop for Near East & North Africa Region							X/C										
IPPC Regional Workshop for Africa				X					X								
IPPC WG on pilot surveillance projects in Shanghai												X					
IPPC NRO workshop in CEECA																	
International seminar on pest free area			X														
IC Programme																	
Cooperation SC/IC																	
Attendance of SC	2-c	O	O									X					
SC/IC Joint Task Force	2-a,b	L&O	O			X							X				
Joint work programme for 2019	2-b,c	O	O														
Dispute Avoidance and settlement																	
Oversee the dispute	2-e	L&O	L&O		S												

avoidance and settlement processes																	
Establish dispute avoidance and settlement sub-group (ToRs)	2-a,b,c,e	S&O	L			S	S				S						
Revise the dispute settlement procedure																	
Promote dispute avoidance	2-c,e	S&O	L								S						
Establish dispute settlement ad hoc sub-group as needed	2-b,e	L&O	L&O								S				S		
IRSS oversight																	
Review IRSS work programme and activities	2-a,d	O	O	S	S	S	S	S	S	S	S	S	S	S	S	S	
Advise on the IPPC M&E framework	2-a,d	O	O	S	S	S	S	S	S	S	S	S	S	S	S	S	
National Reporting Obligations																	
Oversee the NRO processes	2-a,d,f	O		S		S	S		S		S	S	L				
NRO sub group (revise ToR)	2-a,d,f	O		S		S	S		S		S	S	L				
Promote NRO	2-a,f	O		S		S	S		S		S	S	L				
Capacity development																	

Project reporting related to phytosanitary issues (IC members; IPPC Secretariat; other relevant partners)	2-a,b,c,d,g	S	O	S	S	S	S	S	S	S	S	L	S	S	S	S	
IC as a steering committee for IPPC Secretariat capacity development projects	2-a,b,c,g	S	O	S	S	S	S	S	S	S	S	L	S	S	S	S	
Support Pilot programme on pest surveillance and emerging pests	2-b,c,d		O									L					
Support Technical resources development	2-b,c	O										L					
Support IPPC Regional Workshop	2-a,b,c,d	O&S		S	S	S	S	S				L					
Review and update PCE tool	2-a,b,c,d	O					S				S	L					
Communication and Advocacy																	
Support CPM		O	O	S	S	S	S	S	S	S	S	S	S	S	S	S	
Support to IPPC theme years	2-g																
Re-design and publish Phytosanitary resources page	2-b,c	O	O	S	S	S	S	S	S	S	S	L	S	S	S	S	

Design the IPP Implementation and capacity development pages	2-b,c,g	O	O	S	S	S	S	S	S	S	S	L	S	S	S	S	
Support IYPH	2-g																
Implementation on CPM recommendations																	
Support the IPPC Secretariat on recommendations on pest diagnosis	2-a,b,c	O					L			S					S		
Support the IPPC Secretariat on recommendations on aquatic plants	2-c	O			L			S	S								
Trade facilitation																	
Support IPPC e-commerce initiatives	2-a,b,c		O									S					
Support e-Phyto implementation	2-a,b,c		O					S	S						S		
Support Sea containers work programme	2-a,b,c		O	S			L	S			S						
IC Strategy and work plan																	
Develop Implementation and Capacity Development Strategy	2-a to g	L	L		S	S						S	S				

Framework for Standard and Implementation	2-b,c	L	L														
Provide recommendation for IPPC Strategic Framework 2020-2030 (after CPM13)	2-a to g	L	L														
IC Management																	
Develop Procedure manual for IC		L	L							S			S		S		
Develop M&E for IC		L	L			S				S	S		S	S			
Maintain Procedure manual for IC		O	O	S	S	S	S	S	S	S	S	S	S	S	S	S	
Support IPPC resource mobilization plan		O	O	S	S	S	S	S	S	S	S	S	S	S	S	S	
IC work programme		L	L	S	S	S	S	S	S	S	S	S	S	S	S	S	
IC meeting administration (develop meeting agenda; experts nomination; logistics; invitation letters; etc.)		L	L			S						S	S				

APPENDIX 5 – Action items for the IPPC Secretariat arising from the meeting

N	Task	Deadline ²
1	To request the SC to continue to share implementation issues identified for the draft ISPMs with the IC	
2	To request the SC to make available their revised SC ToR to the IC for commenting before being submitted to the CPM	
3	To request the SC to share their work program to allow for identification of areas of collaboration	
4	To task the Joint Task Force on the “Call for topics : standards and implementation” to use the framework for standards and implementation and start considering how to improve it	
5	To share the IPPC strategy 2020-2030 with the IC when the final draft is available	
6	To coordinate the location and timings of regular IC and SC meetings together to facilitate joint representation and efficient resource allocation	
7	To check availability of FAO premises for IC meeting on 26-30 November 2018 to convene the first IC and SC back-to-back meeting	
8	To inform the SC that Mr C. Dale, IC expert is the IC representative to attend the SC meetings in 2018	
9	To request the CPM and CPM Bureau to be informed on the need to make regular programme funds available to the IC	
10	To provide a breakdown of current and proposed budget funding for the sustainable delivery of IC tasks and activities	
11	To arrange for the IC Chair and Bureau representative to prepare a presentation on the “Call for topics: standards and implementation” process to be delivered possibly during the CPM 13 and Regional Workshops	
12	To develop a template for the project reporting session at its next November meeting working with IC Expert, Mr C. Dale	
13	To invite observers and donors to report on project implementation in the IC November meetings	
14	To study the proposal of IAGPRA and IPRRG and their possible merger and inform the IC on potential cooperation mode and relationship with them	
15	To send reminders on meetings attendance and reporting	
16	To provide updates on e-Phyto development	

² Deadlines not indicated in the table to be agreed by the IC and IPPC Secretariat at the later stage.

17	To share materials on e-Commerce developed by contracting parties <i>inter alia</i> by Australia with the IC for review and post them on the Phytosanitary.info website	
18	To use Australian gap analysis on e- Commerce for IPPC purposes	
19	To issue a call for collecting e-Commerce related technical resources	
20	To arrange the virtual meeting of stakeholders on e-Commerce to be convened to identify lack of technical resources and plan for the coordinated development of resources (factsheet, publication, video, etc.) targeting different audience	
21	To collaborate with FAO food safety colleagues working on e-Commerce for better synergies	
22	To seek more clarity on the risk assessment undertaken by three sisters and World Customs Organization (WCO) on activities related to e-Commerce	
23	To provide updates on the Risk Communication guide and the Risk Management guide being developed in the next meeting	
24	To collaborate with the ISF to define the content of materials to be presented during Regional Workshops and ensure that all players have opportunity to share their views	
25	To send the ISF training package to IC for review	
26	To remove of the CDC link on the IPP's front-page and replace with 'IC' to clearly promote the role and new direction of the Implementation Committee	
27	To review and provide the IC with the draft plan for the reorganization of the Phytosanitary Resources website providing suggestions on possible linkages between ISPMs and relevant implementation resources	
28	To organize conference calls with the IC members to agree on the IPP implementation pages and Phytosanitary Resources website structure	
29	To update the IC on the Phytosanitary treatment search tool	
30	To draft a ToR and RoP of the NRO subgroup	30 January 2018
31	To finalise ToR and RoP of the NRO subgroup	7-11 May IC meeting 2018
32	To provide draft amendments of the revised version of the current dispute settlement procedures for discussion at the May 2018 IC meeting	7-11 May IC meeting 2018

33	To develop a project reporting template and information session for the IC November meeting	26-30 November IC meeting 2018
34	To issue the call for contributions on the development of technical resources	
35	To setup an IC shared data service such as dropbox, one drive or share point to enable collaborative work on documents	
36	To develop a factsheet to advertise IC members at CPM-13	16-20 April 2018 CPM

APPENDIX 6 – Action items for the IC arising from the meeting

N	Task	Deadline ³
1	To provide comments on the SC commodity standard paper	5 January 2018
2	To provide comments on the final draft of the IPPC Strategy 2020-2030 when the final draft is available	
3	To add development of the 'Implementation and Capacity Development Strategy' into the annual IC work programme	
4	To develop the IC work programme before embarking on the development of the joint IC/SC work programme	
5	Mr C. Dale, IC expert to prepare presentation for the SC May meeting 2018	
6	The Framework for Standards and Implementation to be made more comprehensible by providing a summary for CPs to use as a reference	
7	The IC Chair and Bureau representative to arrange the Focus Group for the Call for topics to revise the current topics submission form	
8	The NRO sub-group to develop its ToR, working procedures and work programme according to priorities set by CPM 11	30 May 2018
9	The sub-group on dispute avoidance and settlement to develop its ToR	
10	To revise the dispute settlement procedures	7-11 May 2018 IC meeting
11	The RPPO representative to collect and share relevant materials on dispute settlement and avoidance from NAPPO and other RPPOs	
12	The RPPO representative to provide a powerpoint presentation on disputes to the next IC meeting.	
13	To add "IRSS update" as a standing item on the IC agenda	
14	To start defining e-Phyto related awareness raising and capacity development programme	
15	To review materials on e-Commerce developed by contracting parties <i>inter alia</i> by Australia to be posted on the phytosanitary.info website	
16	To consider e-Commerce related activities in their respective regions and to provide materials to the IPPC Secretariat	

³ Deadlines not indicated in the table to be agreed by the IC and IPPC Secretariat at the later stage.

17	The IC representative to the SCTF, to clarify with the SCTF the type and extent of the information that needs to be collected through the calls	
18	To consider providing inputs on emerging pests, in coordination with their NPPOs	
19	To provide material if available related to surveillance and to the three example pests considered in the pilot programme framework	
20	Mr C. Dale to share surveillance training and technical resource materials with the Secretariat	
21	The RPPOs representative to investigate possibilities to translate the IPPC guide on diagnostics in Spanish and report back	
22	To develop a message/presentation to raise awareness on aquatic plants	
23	To provide further inputs for 2018 regional workshops agenda	10 January 2018
24	IC expert, Mr C. Dale to collate IC member's feedback on the ISF training package and submit to the IPPC Secretariat	
25	The RPPOs representative to share NAPPO training materials on ISPM 38 when available	
26	To review technical resources submission, review and posting processes and criteria after the final structure and content of the phytosanitary resources page is decided	
27	Mr S. Bishop to investigate whether UK could provide a specialist IT resource to support the update and redesign of the Phytosanitary Resources website	
28	To develop an IC procedure manual	