**Minutes**

**of the Virtual meeting of the IC Team on the Management of the Implementation and Capacity Development Web Based Information**

*2018-10-18*

**Participants:** Stephanie BLOEM (IC Team Lead)**,** Dominique PELLETIER**,** Francisco GUTIERREZ, Brent LARSON, Ketevan LOMSADZE, Masumi YAMAMOTO.

**Note:** information on the meeting is available on the [IPP calendar](https://www.ippc.int/en/events/event/730/).

**Agenda:** Discussion on the draft Strategy on the Management of the Implementation and Capacity Development Web-Based Information**.**

**Opening**

The IC and IPPC Secretariat Leads opened the meeting. The virtual meeting participants were updated on the pre-meeting work.

**Discussion**

General feedback

Participants highlighted that the document under discussion is a high-level document suggesting a future structure for the implementation and capacity development web based information. The pre-meeting work captured the essential elements needed to begin discussions. Slight adjustments were identified during the virtual meeting.

Specific comments per section:

*Title:*

It was thought that the title might be changed from ‘Strategy and Policy’ to ‘Guidelines’, as policy has a regulatory connotation and that is not the intent of the document.

*Introduction:*

The introductory part should provide a basis for understanding what is meant by (i) implementation, (ii) capacity development and (iii) technical assistance. The difference between technical assistance and capacity development should be underscored. Links to the IPPC Strategic Framework for 2020-2030 should be provided.

*Objective of the Strategy and Policy (Guideline):*

A useful reference for countries and national plant protection organizations (NPPOs) to faciitate implementation of the IPPC, ISPMs and CPM recommendations.

*Objective of the* *Implementation and Capacity Development Web-Based information:*

Provide a list of topics arranged logically in accordance with phytosanitary priorities.

*Requirements for managing web-based information:*

The group agreed that the information posted on the page should be peer-reviewed to ensure accuracy. A detailed procedures will be developed at a later stage when implementation plans and processes are worked out.

*Structure of the Implementation and Capacity Development Web Pages:*

**The first level** is called the landing page. The structure of the landing page will reflect the definition of phytosanitary measures to ensure natural order of the blocks included. The first line (row) to introduce legislation issues (including dispute avoidance and settlement, pest reporting), followed by regulations (such as import and export) and consequently by procedures (e.g. PRA, surveillance, etc.). Additional information such as on a roster of consultants, PCE, FAQ and How to contribute resources to be in the last line. Each box in the landing page to have a chapeau to introduce its objective and content. That would also apply to sections on the second level. It was understood that each box would look different depending on the volume of materials to be included. A diagram showing how resources fit together could be also developed at later stages if needed. FAQ might contain information already available on the IRSS page and might be improved based on the questions obtained from the PCE modules to facilitate better understanding of phytosanitary systems. Categories and tags to be developed at later stage and to be common for all IPP pages.

**The second level** to be populatedwith relevant information as per provided preliminary list (see APPENDIX 1 of these minutes). The second level should have pop-up reminders for users to check the fundamental documents such as strategies, CPM priorities, etc. To facilitate the process an IC member will be assigned to first level topics to develop content plan and follow the work process.

***Action items and further steps:***

* Ketevan to prepare minutes of the virtual meeting
* Ketevan to rethink the introductory part so that the concepts of capacity development and implementation are included. FAO resources to be used. Stephanie to provide a relevant USDA document. Stephanie and Dominique to provide draft elements of a procedure manual to assist with the development of the introduction.
* Ketevan to adjust the draft document as per suggested changes.
* Stephanie and Ketevan to prepare an IC paper on the IPPC Guides for the Management of the Implementation and Capacity Development Web Based Information
* Stephanie to develop a presentation for the IC meeting to demonstrate how the proposed structure will look for one of the topics.
* An implementation plan and a mock webpage to be developed once the Guideline and structure of web-based information is agreed by the IC.

The draft IPPC Guide for the Management of the Implementation and Capacity Development Web Based Information as agreed by the participants of the meeting is attached to this report as APPENDIX 1.

**Appendix 1 – IPPC Guideline for Managing Implementation and Capacity Development Web-Based Information**

**IPPC Guidelines**

**for Managing Implementation and Capacity Development Web-Based Information**

**Introduction:**

The Guideline describes the objectives of and the components for managing implementation and capacity development web-based information. The Secretariat of the International Plant Protection Convention (IPPC) has the leading managerial role and the Implementation and Capacity Development Committee (IC) plays an oversight role for the Guideline. Stakeholders at national, regional and international levels, also have an important role to play and must understand the Guide and its contents.

An everyday definition of implementation is “ It is the realization of an application, or execution of a plan, idea, model, design, specification, standard, algorithm, or policy”.Implementation as noted in the IC terms of reference (ToR) and rules of procedure (RoP) *means implementation of the International Plant Protection Convention (IPPC), including standards, guidelines and recommendations adopted by the Commission on Phytosanitary Measures (CPM)*.[[1]](#footnote-1)

National Phytosanitary Capacity is understood as the ability of individuals, organizations and systems of a country to perform functions effectively and sustainably in order to protect plants and plant products from pests and to facilitate trade, in accordance with the IPPC National Phytosanitary Capacity Development Strategy (2012-2018)[[2]](#footnote-2)

The development of phytosanitary capacity is an endogenous process led by the national plant protection organization in each country in collaboration with national stakeholders and supported and facilitated by the IPPC Secretariat, regional plant protection organizations, FAO regional and sub-regional offices, different donors and development agencies and international organizations as relevant. The main objective of developing phytosanitary capacity is to uptake good phytosanitary practices available in the IPPC community into institutionalized corporate practices for better implementation of the IPPC, ISPMs and CPM recommendations.

The guiding principles of capacity development are based on the following FAO principles[[3]](#footnote-3):

* Country ownership and leadership
* Alignment with national needs and priorities
* Use of national systems and local expertise
* No ‘one size fits all’ approach
* Multiple-level approach
* Mutual accountability
* Integrated long-term interventions
* Sustainable development
* Harmonization of action and partnership

Implementation and Capacity Development (ICD) is among the core activities underlined in the draft IPPC Strategic Framework for 2020-2030[[4]](#footnote-4) with the following 2030 Key Results:

ICD 1: The state of plant health in the world is understood, needs are known and mechanisms to facilitate action are functioning.

ICD 2: The Phytosanitary Capacity Evaluation tool has been widely used by member countries to understand strengths and weaknesses and develop plans to address capacity deficiencies.

ICD 3: The IPPC Secretariat is resourced to help countries access assistance to address phytosanitary capacity needs.

It should be noted that the concept of capacity development differs from on the concept of technical assistance. Technical assistance is the transfer of techniques, skills, knowledge, support, and resources from one organization to another with the objective of increasing specific technical capacities or dealing with emerging pests and issues. In a way it is a less sustainable approach compared to capacity development, however it is still a robust tool to support countries. Art XX of the IPPC refers to technical assistance by saying “*the contracting parties agree to promote the provision of technical assistance to contracting parties, especially those that are developing contracting parties, either bilaterally or through the appropriate international organizations, with the objective of facilitating the implementation of this Convention”*.

**Objective of the Guideline:**

Improve access to and uptake of implementation and capacity development resources to assist countries and national plant protection organizations (NPPOs) in theimplementation of the IPPC, ISPMs and CPM recommendations.

**Objectives of the Implementation and Capacity Development Web-Based information**:

* Provide a forum to countries, NPPOs, RPPOs, different international organizations and national, regional and global level stakeholders to use and share information on implementation and capacity development for relevant phytosanitary topics
* Facilitate phytosanitary education and knowledge sharing through the providing up-to-date repository of relevant capacity development and implementation resources, well documented activities, monitoring and evaluation practices to support the development of national strategies, policies, regulations, guides and actions
* Meet the needs of contracting parties for the implementation and capacity development
* Improve capacity of countries, NPPOs and other stakeholders to:
* implement IPPC, ISPMs and CPM recommendations
* enhance national phytosanitary systems planning and management
* meet national reporting obligations
* avoid trade disputes and follow proper dispute settlement procedures if needed
* participate in the IPPC standard setting process
* provide and find information on plant pests
* maximize the use of outputs and the scale of outcomes of technical assistance provided by donors and international organization including regional plant protection organizations (RPPOs) while addressing priority capacity development needs of countries and NPPOs
* provide and identify possible opportunities for training, mentoring and coaching
* mobilize funds to ensure sustainability of national, regional and global capacity development and implementation programmes
* Raise awareness of the IPPC and ISPMs among various stakeholders to improve their understanding of the importance of implementation of IPPC and international plant health standards.

**Requirements for managing web-based information:**

* **Reliability:** compliance with the IPPC and ISPMs is monitored through the peer review of materials
* **Integration**: information is presented in an integrated manner to support implementation and capacity development from the stand point of developing and improving national phytosanitary systems
* **Efficiency:** materialsare easily accessible and are presented logically
* **Continual improvement and updating:** information is constantly updated
* **Standardization and consistency:** a unified, simple and consistent language is used in all materials
* **Transparency:** criteria for posting resources and information on the implementation and capacity development pages is available
* **Sustainability:** the management of web information is supported byadequate and appropriately trained staff with the required levels of competency; access to resources including funding
* **Workflow –** the workflow process has standard operating procedures

**Audience:**

* IPPC Secretariat and CPM Governing Bodies
* Countries and NPPOs
* RPPOs
* International organizations related to agriculture, trade, biodiversity, forests and etc.
* International, regional and national organizations involved in phytosanitary capacity development activities
* International, regional and national plant health institutions
* Industry (e.g. producers, exporters, importers)
* Policy makers
* Media
* Research institutions and universities

**Structure** **of the Implementation and Capacity Development Web Pages**

Landing page (Level 1)

|  |  |  |  |
| --- | --- | --- | --- |
| Dispute Avoidance and Settlement | Pest Reporting | | Phytosanitary Legislation |
| Phytosanitary Import Regulation System | | Phytosanitary Export Certification System | |
| Pest Surveillance | Pest Risk Analysis | | Pest Free Area |
| Diagnostics | Systems approach | | Eradication |
| Contingency Plans | NPPO Establishment and Operations | | Phytosanitary Treatments |
| Pest Specific Information | PCE | | Roster of consultants |
| FAQ | How to contribute resources | |  |

**Level 2:**

As relevant:

* ISPMs
* CPM recommendation(s)
* CPM decision(s)
* IPPC implementation resources – were you thinking that these would somehow be associated with their ISPMs? Yes.
* Contributed resources (any type - through links)
* Strategies, policies, workplans and legislation
* NROs (through links)
* IRSS resources
* Projects through links (IPPC projects – completed and ongoing including on Surveillance, STDF, RPPOs…. other pages could be linked)
* Links to different related websites (different organizations, NPPOs…)
* Links to the resources for other first level topics
* FAQ

**You might be also interested in:**

* Links to those phytosanitary systems that are relevant
* IPPC capacity building strategy
* IPPC strategic framework
* Link to the calendar of events of the IPPC, RPPOs
* Links to RPPOs webpages
* IPPC monitoring and evaluation framework

**Functions:**

* Search tool
* Contribute resources

1. [IC ToR and RoP](https://www.ippc.int/en/publications/85672/) [↑](#footnote-ref-1)
2. [IPPC National Phytosanitary Capacity Development Strategy (2012-2018)](https://www.ippc.int/en/publications/11/) [↑](#footnote-ref-2)
3. [Enhancing FAO’s Practices for Supporting Capacity Development of Member Countries](http://www.fao.org/3/a-i1998e.pdf) [↑](#footnote-ref-3)
4. [IPPC Strategic Framework for 2020-2030](https://www.ippc.int/en/publications/86526/) [↑](#footnote-ref-4)