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منظمة  
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# COMMISSION ON PHYTOSANITARY MEASURES

## Fourteenth Session

Rome, 1-5 April 2019

### The IPPC Regional Workshops 2018 report

#### Agenda item 13.1

Prepared by the IPPC Secretariat

## I. Important discussions held on IPPC Regional Workshops in 2018

1. In 2018, 222 participants from 141 countries attended the 2018 IPPC Regional Workshops organized in the following seven regions<sup>1</sup>: Africa, Asia, the Caribbean, Central and Eastern Europe and Central Asia (CEECA), Latin America, Near East and North Africa (NENA) and Southwest Pacific.

### A. Guidelines for the organization of IPPC Regional Workshops

2. During its June 2018 meeting, the CPM Bureau discussed the organization of IPPC Regional Workshops. The Bureau acknowledged the importance of regional workshops and agreed on guidelines for their organization as detailed in Attachment 1 to this paper.

### B. Flexibility and ownership of the regions for the organization of the IPPC Regional Workshops

3. The Bureau indicated that the IPPC Regional Workshops should have a balanced agenda, with time allocated for the following three areas:

- discussing and commenting on draft ISPMs,

<sup>1</sup> 2018 IPPC Regional Workshops: <https://www.ippc.int/en/core-activities/capacity-development/regional-ippc-workshops/2018-ippc-regional-workshops/>

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- receiving updates from the IPPC Secretariat on projects and activities and
- discussing issues of regional concern.

4. It was agreed that more time should be devoted to formulating comments and discussions on draft standards and less time for presentations.

5. The Bureau noted that each region has different needs and that the IPPC Secretariat should remain flexible in its approach and should not be too prescriptive about the content of the workshops. The Guidelines recommend the establishment of regional organizing committees which will provide inputs to the Secretariat on their regional requirements.

### **C. Naming of the IPPC Regional Workshops**

6. Regarding the name given to the workshops, the IPPC Secretary indicated that these events offer the IPPC community an important opportunity to create awareness of the role the IPPC plays in plant protection and trade facilitation and that it is critical that “IPPC” appears in the title of the workshops. The Bureau agreed with this but also agreed that other institutions names could also be included in the title when substantial financial support is provided.

### **D. Dates of the IPPC Regional Workshops**

7. The SPG suggested that the IPPC Regional Workshops be moved to August to allow more time for national comments to be prepared and allow discussions on proposed topics for standards and implementation. The CPM Bureau, during its October meeting agreed that efforts should be made to try to organize the regional workshops accordingly. This will be discussed further with regional groups during CPM-14 (2019).

### **E. IPPC Regional Workshop(s) for Africa**

8. During its June 2018 meeting, the Bureau agreed to explore the possibility of having two or three regional workshops for the African region. During the Strategic Planning Group (SPG), a participant requested that the IPPC Regional Workshops in Africa be split into two separate workshops - one Anglophone and one Francophone/Lusophone to make it easier to analyse the draft ISPMs and facilitate discussions.

9. However, it was noted that some countries in the region did not want two separate workshops, noting that separate language groups were set up during the previous regional workshops. Regional agreement will need to be reached on the appropriate option and more resources will need to be mobilized to support two workshops.

10. The IPPC Secretary suggested to continue holding only one workshop and to provide interpretation.

### **F. Involvement of FAO regional and sub-regional plant protection officers**

11. During the October 2018 Bureau meeting, the IPPC Secretariat highlighted the importance of utilizing FAO regional and sub-regional plant protection and production officers as focal points in their respective regions to ensure they are informed and engaged in the work of the IPPC Secretariat, especially in the organization and funding of IPPC Regional Workshops. It was suggested that a letter should be sent to FAO Assistant Director Generals (ADGs) in the regions to encourage regional plant protection and production officers to assist the IPPC Secretariat and the regional organizing committees in this work. The CPM Bureau requested the IPPC Secretariat to invite FAO regional and sub-regional plant protection and production officers to discuss ways they and the IPPC Secretariat can cooperate.

## II. Organization and content of the 2018 IPPC Regional Workshops

12. In 2018 for the second year the IPPC Secretariat worked with organizing committees in each region. These committees were composed of representatives from regional plant protection organizations (RPPOs), the Food and Agriculture Organization (FAO) regional or sub-regional offices, national hosts and other relevant institutions (such as IICA). It also included members of the Standards Committee (SC) and the Implementation and Capacity Development Committee (IC) from the region.

13. The agenda of the 2018 IPPC Regional Workshop was developed on the basis of suggestions from the TC-RPPO in 2017, the IC, the SC and the IPPC Secretariat.

14. FAO regional offices, RPPOs and other co-organizer institutions were given opportunity to present on their capacity development activities during the workshop.

15. An announcement at the beginning of July was posted on the IPP informing the IPPC Community that all presentations and the agenda for the 2018 IPPC Regional Workshops were available on the IPP.

16. The Online Commenting System (OCS) was used during each regional workshop and a responsible person was in charge of checking comments prior to the workshop and using the OCS live during regional workshops for each region. This is a fundamental role to ensure that comments on draft ISPMs are appropriately shared and discussed.

17. SC members were present at all workshops, IC members in most workshops, presenting agenda items in their area of expertise.

18. Headline news have been published on the IPP<sup>2</sup> for each regional workshop:

- A welcome video from the IPPC Secretary opened each workshop<sup>3</sup>.

## III. Funding and participation to the 2018 IPPC Regional Workshops

19. Seven IPPC regional workshops could be organized thanks to the kind support of various organizations for which the IPPC Secretariat is very grateful. In each region, different co-organizers participated up to a different extent and according to different mechanisms.

20. The IPPC Project on Capacity Development under the Framework of FAO-China South-South Cooperation Programme supported the IPPC Regional Workshop for Africa as well as the National Reporting Obligations workshop in CEECA.

21. More information on the 2018 IPPC Regional Workshops can be found on the IPP<sup>4</sup>.

22. CPM-14 (2019) is invited to:

- 1) *Note* the Guidelines for IPPC Regional Workshops (as presented in Attachment 1 to this paper)
- 2) *Note* the IPPC Regional Workshops 2018 report.

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<sup>2</sup> IPP News: <https://www.ippc.int/en/news/category/ippcnews/>

<sup>3</sup> 2018 IPPC Regional Workshops: Plant Health and Environmental Protection  
<https://www.youtube.com/watch?v=F55cHD5IMjE&list=PLzp5NgJ2-dK4T7GE2fsGujftlxSX1rCTC>

<sup>4</sup> 2018 IPPC Regional Workshops: <https://www.ippc.int/en/core-activities/capacity-development/regional-ippc-workshops/2018-ippc-regional-workshops/>

- 3) *Consider* that 2019 IPPC Regional Workshops should be held prior to the end of August 2019.

## **Attachment 1 - Guidelines for IPPC Regional Workshops**

*(Agreed by the CPM Bureau in June 2018)*

1. The objectives of IPPC Regional Workshops are:
  - 1) To analyze and prepare comments on draft ISPMs;
  - 2) To build phytosanitary capacity and raise awareness on various activities of the IPPC Community; and
  - 3) To provide a forum to exchanging experiences and ideas at the regional level.
2. The workshop is normally for three days and the agenda includes the following:
  - 1) IPPC Secretariat updates;
  - 2) Discussion and formulation on draft International Standards for Phytosanitary Measures (ISPMs) for first and second consultation;
  - 3) Phytosanitary capacity and raising awareness on all activities related to the IPPC community and exchanging regional experiences.
3. Some regions may include additional day(s) for a field visit and/or to discuss issues of regional importance.

### **I. General**

4. Each IPPC Regional Workshop has organizational, logistical and funding peculiarities and efforts should be made to find a balance between addressing global and regional issues.
5. The organization of the workshops include the following:
  - 1) A regional workshop organizing committee should be established for each workshop and should be composed of the IPPC Secretariat, a representative from the Standards Committee (SC) and the Implementation and Capacity Development Committee (IC) and co-organizers which are representatives of RPPO(s), FAO regional and sub-regional offices, hosting country and any other relevant organizations supporting the workshop;
  - 2) Each organizing committee and participant are encouraged to make efforts to help secure funding for their workshop;
  - 3) These workshops will be named “IPPC Regional Workshop” for consistency and to help ensure the globally visibility of the IPPC. When other governments or institutions provide substantial financial support, their name may be inserted after IPPC, e.g. IPPC-[Institution’s Name] Joint Regional Workshop.
  - 4) Efforts should be made to ensure that at least one SC and one IC member are present.
  - 5) Workshops comments on draft ISPMs should be submitted through the Online Comment System (OCS).

### **II. Roles and responsibilities of the different parties involved**

6. **IPPC Contact Point:**
  - 1) Nominates an individual(s) with the appropriate expertise to attend the workshop;
  - 2) Mobilizes resources (full or at least partial) for the attendance of the designated participant;
  - 3) Ensures that the participant selected to represent the NPPO in the workshop has analysed, before attending the workshop, the draft ISPMs and other documents and completed pre workshop exercises;

- 4) Ensures the NPPO's comments on draft ISPMs are entered into the Online Comment System (OCS) before the workshop;
  - 5) If applicable, after the workshop, provides additional NPPO's comments on draft ISPMs to the IPPC Secretariat, by 30 September of each year or at least submits one general comment for each draft ISPM.
7. **Workshop participant:**
- 1) Mobilizes resources (full or at least partial) for his/her participation in the workshop;
  - 2) Analyses draft ISPMs and other documents available and works towards agreed country comments, before attending the workshop;
  - 3) Attends all sessions planned in the program of the workshop and participates actively in the discussions;
  - 4) Provides comments on the draft ISPMs, and shares them within their region using the OCS before attending the workshop;
  - 5) Practices using the OCS before attending the workshop. Guidelines on how to use the OCS are available at <https://www.ippc.int/en/online-comment-system>;
  - 6) Conducts all pre-training activities and prepares all the requested information to be shared and discussed during the workshop;
  - 7) Provides feedback to the workshop evaluation;
  - 8) Shares information and results on the workshop within their NPPO after the workshop.
8. *The Standards Committee Steward* for draft ISPMs prepares a concise presentation on the draft ISPM explaining the key issues discussed during the development of the draft. This presentation should be provided to the IPPC Secretariat by the 15th of June.
9. *A Standards Committee representative* is designated to attend the workshop, as agreed by the SC. They deliver the presentations related to the draft ISPMs and participate in discussions related to the standard setting procedures.
10. *An Implementation and Capacity Development Committee representative* is designated to attend the workshop, as agreed by the IC. They deliver the presentations related to implementation and capacity development activities and exercises, and participate in discussions related to implementation and capacity development.
11. *A Chair and a rapporteur* are to be elected by the participants. The role of the Chair is to facilitate discussions. The role of the rapporteur is to prepare the workshop report jointly with the Chair and the IPPC Secretariat. The report should be approved by the participants during or shortly after the meeting.
12. *The Online Comment System (OCS) expert* is selected by the organizing committee. They are responsible to ensure that contracting parties provide comments through the OCS prior to the workshop, present and/or demonstrate how to best utilize the OCS, gather comments during the workshop and provide support to countries to submit comments after the workshop.
13. **Co-organizers**
- 1) liaise with contracting parties to comment on the draft agenda;
  - 2) provide the facilities needed for the workshop;
  - 3) provide additional logistical arrangements, as agreed with the IPPC Secretariat;
  - 4) provide funds or help mobilize resources;
14. *Resource persons* may be invited by the organizing committees. These includes Bureau members, stewards or experts from their regions or other regions and they may participate in discussions. A resource person should not influence discussions on regional issues, particularly comments on draft ISPMs.

15. ***The organizing committee*** may agree to invite observers from relevant international organizations and NPPOs outside the region. Observers should not influence discussions on regional issues, particularly comments on draft ISPMs.
16. ***The IPPC Secretariat:***
- 1) Develops a draft agenda through a consultation process with the SC, the IC and the Technical Consultation of Regional Plant Protection Organizations (TC-RPPOs). Subsequently, a draft agenda is circulated within the IPPC Secretariat and to all regional workshop co-organizers for further consultation;
  - 2) Establishes an organizing committee for each workshop;
  - 3) Establishes strong collaboration with co-organizers in the regions and discusses all logistical and financial arrangements well in advance;
  - 4) Provides templates and prepares relevant presentations, training material and videos;
  - 5) Coordinates the overall organization of IPPC Regional Workshops. This requires a consistent coordination at the IPPC Secretariat level including joint work between all units of the Secretariat, and between administrative and professional staff;
  - 6) Organizes internal meetings for all IPPC Secretariat staff to become familiar with the regional workshops presentations, as well as training on the use of the OCS;
  - 7) Drafts invitation letters; regions may wish to send their own invitation letter, if so, a copy of their regional letter should be sent to the Secretariat. In addition, a list of intended recipients should be sent to the IPPC Secretariat to help ensure that all contracting parties from the region are invited (regardless of whether they are funded or not);
  - 8) Templates and publishes the report on the IPP up to two months after the workshop;
  - 9) Develops and publishes a news item about the workshop on the IPP no later than 2 weeks after the workshop;
  - 10) Develops and delivers a survey to collect feedback from participants to be used for improving the content and organization of the workshops;
  - 11) Provides a summary of the workshops and information from the evaluation to the Commission on Phytosanitary Measure