

Guidelines for IPPC Regional Workshops

(Noted by CPM-14 (2019), agreed by the CPM Bureau in June 2018)

The objectives of IPPC Regional Workshops are:

- 1) To analyse 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.

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.

Some regions may include additional day(s) for a field visit and/or to discuss issues of regional importance.

General

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.

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).

Roles and responsibilities of the different parties involved

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.

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.

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.

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.

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.

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.

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.

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;

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.

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.

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 Measures.