

# Report on the Open Ended Working Group on Phytosanitary Capacity Building Workshop



**7 - 16 December 2009**



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*Cover Photographs – Workshops Participants hard at work*

## **CONTENTS**

	<b>Page</b>
<b>Executive Summary</b>	2
Abbreviations	4
Acknowledgements	4
1 Introduction and Background	5
2 Workshop Programme	5
3 Workshop Evaluation	15
<b>Appendices:</b>	
A Terms of Reference	16
B Workshop Participants	17
C Workshop Agenda/Timetable	19
D Logical Frameworks of Strategic Areas	22
E Work Plans and Outline Budgets	50
F Summary Budget of all Work Plans	60
G Slides of Final Workshop Presentation	61
H Summary of Workshop Evaluation	72

## **Executive Summary**

This report documents the discussions of the Open Ended Working Group (OEWG) on Phytosanitary Capacity Building workshop held in FAO Rome between 7<sup>th</sup> and 16<sup>th</sup> December 2009.

The workshop's objectives were to develop a series of strategic plans in the area of Capacity Development for the next six years.

The workshop was attended by 17 participants who represented a judicious mix of staff from National Plant Protection Services and the International Plant Protection Convention (IPPC) Secretariat. It was chaired by Sidney Suma.

Following a welcome from Peter Kenmore and Jeff Jones, participants were updated on the recent development in both FAO and the IPPC. Important background papers and issues were discussed so that all participants felt up-to-date with key developments.

On the second day of the workshop participants were presented with an outline of Capacity Development (CD) in FAO. This session helped participants to focus on the important role of CD and some of its specific features and challenges.

The workshop facilitator then took participants through seven simple key questions in an experiential step-by-step manner - See Figure1 (below).

<p><i>Step 1: Who are we?</i></p> <p><i>Step 2: Where are we now?</i></p> <p><i>Step 3: Where do we want to be?</i></p> <p><i>Step 4: How do we get there?</i></p> <p><i>Step 5: What may stop us getting there?</i></p> <p><i>Step 6: How will we know if we've got there?</i></p> <p><i>Step 7: What resources do we need to get there?</i></p>
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Figure 1 - The 7 Key Planning Questions

The outputs of the workshop are eight logframes with associated work plans and outline budgets. These are presented in Appendices D, E and F.

Key recurring issues raised by the workshop participants included:

- The importance of coordination of plant protection and trade facilitation work.
- Different countries report things in different ways and some simply do not want to disclose information as it may damage their trade.
- Many countries do not have the required capacity to undertake the work required. This needs to be fully recognised.
- Coordination of donor efforts. Despite the Paris Declaration there is a huge ongoing need for donor coordination.
- Many countries cannot say "no" to funding – this leads to fragmentation of approaches.
- The need for political support – without this we will not achieve the plans in this report.
- The risk of over and under budgeting – it needs to be recognised that the budgets in this report are outline budgets only.
- The need for IPPC to work with FAO Results Based Management Systems

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- Next Steps – A series of follow up activities are required.

If the framework developed is to become operational there is a need for further consultation with several key stakeholders. This itself will require a serious level of Capacity Development, coordination and leadership from the IPPC Secretariat. In this regard three recommendations are made.

1. That an internal IPPC review of outputs of this workshop should be conducted and the framework further developed.
2. That the facilitated process undertaken in this workshop should be repeated at regional level for key National and Regional members.
3. That the OEWG should become a core group for technical assistance/capacity building/Capacity Development strategy development and review.

An end of **workshop evaluation** form seeking feedback from participants was given out. A summary of the feedback is presented in Appendix H.

The feedback from the workshop participants was generally very positive.

It is clear that a lot of new learning took place and many participants felt that good progress had been made. A wide range of learning points were recorded. Most participants feel the plans represent a very good output from the workshop.

The open and inclusive workshop process was very much appreciated by most participants. The mixed stakeholder composition of the workshop participants was appreciated by many. The mix of presentations and discussion was thought by most to be appropriate. The key presentations made were all considered useful. Likewise the clear and open facilitation of the event was very much appreciated.

### **Abbreviations**

APEC	Asia Pacific Cooperation Forum
AR	Agricultural Research
ARD	Agricultural Research for Development
BNPC	Building National Phytosanitary Capacity
CD	Capacity Development
CGIAR	Consultative Group on International Agricultural Research
CIDT	Centre for International Development and Training, University of Wolverhampton, UK
EC	European Commission
ECDPM	European Centre for Development Policy Management
EU	European Union
FAO	Food and Agricultural Organisation of the UN
IEE	Independent External Evaluation
IPPC	International Plant Protection Convention
MDG	Millennium Development Goals
NGO	Non-Governmental Organisation
NPPO	National Plant Protection Organization
OEWG	Open Ended Working Group
SCAR	Standing Committee on Agricultural Research
SPTA	Strategic Planning and Technical Assistance
ToR	Terms of Reference
WB	World Bank
WTO	World Trade Organization

### **Acknowledgement**

I am thankful to Peter Kenmore and Jeff Jones for finding time in their busy schedules to visit the workshop and demonstrate their clear and enthusiastic support for this important planning work.

I am also thankful to Orlando Sosa and Arundel Sakala for their logistical assistance both before and during the workshop. Thank you also to David Nowell for his clear guidance before the workshop and to the IPPC planning group who helped set up the Workshop Agenda.

Finally I am very thankful to all workshop participants for their very active participation and hard work. Together we achieved a lot in a small space of time.

PND 17-12-2009

## **1 Introduction and Background**

This report documents the Open Ended Working Group (OEWG) on Phytosanitary Capacity Building held between 7 – 16 December 2009 at the FAO headquarters in Rome, Italy.

The workshop was attended by 17 participants who represented a judicious mix of representatives from National Plant Protection Services and the International Plant Protection Convention (IPPC) Secretariat.

The facilitator's full Terms of Reference are presented in Appendix A.

A copy of the workshop programme is presented in Appendix B.

A list of participants attending the workshop is presented in Appendix C.

## **2 Workshop Programme**

### **2.1 Opening and Welcome**

The workshop meeting was chaired by Sidney Suma. Peter Kenmore, Deputy Director, AGP and Secretary of the IPPC, welcomed participants to the workshop and requested all participants to introduce themselves. Following this, he gave a short speech and updated participants on new developments in both the IPPC and FAO.

Peter requested that the workshop build on last year's work, where the participants had developed an important vision or goal for Capacity Development within IPPC, namely:

***“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.”***

Peter stressed the fact that both FAO and the IPPC currently are going through a lot of change and that things are “unfreezing”. He emphasised the fact that both organizations are decentralising and that regional and national offices are becoming evermore important.

Peter also noted that Capacity Development is critically important. In relation to decentralisation he carefully noted that

***“FAO and the IPPC should do more but that the real need is to build up national level capacity.”***

Peter strongly stressed the need for all participants

***“not to be myopic but to look at the global picture and then focus on the national level. In other terms take a holistic approach to capacity building.”***

He noted that the IPPC was not really mentioned in the recent Food Summit Conference but emphasised that this disappointment must act as a catalyst

to redouble efforts to provide good systems and standards as well as building up capacity at all levels.

Jeffrey Jones, Senior Officer (Phytosanitary Capacity Building) of the IPPC then gave a short speech of welcome. He stressed the need to build on the good work already undertaken last year<sup>1</sup> and requested the development of a good, practical work plan. He noted the critical importance of Capacity Development in the work of the IPPC. Like Peter, he stressed the need to “**think big but to focus efforts at the national level.**”

Jeff also emphasised the need to balance “Trade Facilitation” and “Plant Protection”. While market access is very important so is plant protection.

Jeff outlined important three core principles for the workshop: These are:

1. **Partnership working** (the IPPC cannot do everything; it needs to work in close partnership with a wide range of others).
2. **Regional empowerment** (regions need to be given resources).
3. **Shared responsibility** (we are all collectively responsible – empowering others does not mean we give away all the responsibility).

### **Information Exchange**

In the second session of the workshop, a concerted effort was made to share all available knowledge about the current status of existing IPPC plans and the requirements for development. Key papers and plans were noted, copied and distributed to all participants. Critically important was the final paper from last year’s OEWG meeting<sup>2</sup>. Logistical details of the workshop were also discussed.

**Dr David Nowell** (Information Exchange Officer of the IPPC) gave a useful update on the Convention. He carefully noted that the IPPC cannot (and indeed should not) tell others what to do. Empowerment was required. He also noted the real need for the workshop to be pragmatic and not be “up in the clouds” with any plans developed. He welcomed the participation of so many national representatives and urged them to “speak up and keep the rest of us on track!”

David noted that the virtual groups established after last year’s meeting has simply not functioned. The need to avoid this situation arising again was emphasised. It was also noted that IPPC is part of FAO and therefore has to be aware of FAO rules and requirements.

In relation to Capacity Development, it was noted that slow progress is being made but that implementation plans are sometimes simply not delivering what is required. The need for extra resources to be put into Capacity

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1 Commission on Phytosanitary Measures (Fourth Session) Rome 30 March – 3 April 2009. Outcome of the OEWG on Building National Phytosanitary Capacity Agenda Item 12.1 of the Provisional Agenda. CPM 2009/13 Rev 1.

2 Eleventh Meeting of the CPM Informal Working Group on Strategic Planning and Technical Assistance Building National Phytosanitary Capacity, Concept paper, draft strategy and draft operational plan SPTA 2009/21: BNPC Agenda 13.1.

Development was very clear. The need for both “carrots and sticks” to get people to apply the convention was required.

David outlined the plans to move from the current strategic plan into a new 2001 Business Plan. He noted that the seven strategic areas of the current plan, namely:

1. Standard Setting
2. Information Exchange
3. Dispute Settlement
4. Technical Assistance (FAO now call this Capacity Development)
5. Sustainable Development
6. Information Liaison (e.g. with the WTO and WB)
7. Global Review of Plant Protection

will be formulated into three new key areas:

1. Standard Setting
2. Implementation
3. Capacity Development

Other areas of work will be called cross cutting themes.

It was noted that Capacity Development was only one of three key areas and inevitably links with the others. It was also noted that if Capacity Development plans did not work, the other two strategic areas would also not work.

## **2.2 Outline of Capacity Development in FAO**

In this session, **Sally Berman** (FAO Capacity Development Officer, Knowledge Exchange and Capacity Building Division) presented an overview of the new FAO Capacity Development (CD) Strategy.

The new Vision is that FAO will be a key agent for CD in agriculture and rural development (including forestry and fisheries).

***The Organization will play a catalytic role in partnership with national and international actors by delivering high quality integrated CD support grounded in national, regional and global plans, that combines normative, operational and convening activities.***

FAO's CD role will be geared towards facilitating the development of a sustainable capacity base of member countries and regions in food security, agriculture and rural development to help achieve the three Global Goals and the Millennium Development Goals (MDGs).

It was firstly noted that this is a new approach to CD based on an international consensus, not just that within FAO. The new accepted definition of Capacity Development is:

***“the “process whereby people, organizations and society as a whole unleash, strengthen, create, adapt and maintain capacity over time”.***

It was noted that the key driver for change in FAO was the Independent External Evaluation (IEE).

The IEE had highlighted Capacity Development as a key area for improvement in FAO, given that adequate capacity of member countries is critical to the achievement of FAO's three Global Goals and the MDGs.

Furthermore, as laid out in the Paris Declaration, Capacity Development is considered of primary importance so that countries have the capacity to plan, manage, implement and account for their development efforts.

The key need is for change to:

- ensure sustainability and deep-level impact of CD efforts;
- enhance ownership and leadership of national actors;
- ensure quality, appropriate modalities and effectiveness of CD support; and
- partner in a crowded and competitive field.

In the context of FAO's reform, country capacities are required at three different dimensions: the individual, institutional and the policy enabling environment (Figure 2 - over):

- The **individual** dimension<sup>3</sup> relates to the people involved in agriculture and rural development including forestry and fisheries in terms of: knowledge, skill levels (technical and managerial) and attitudes that can be addressed through facilitated events, mentoring, training and competency development.
- The **institutional** dimension<sup>4</sup> relates to public and private institutions, civil society organizations<sup>4</sup>, and networks of institutions<sup>5</sup> in terms of:
  - (a) Institutional motivation;
  - (b) Strategic, organizational and management functions, structures and relationships;
  - (c) Operational capacity (processes, systems, procedures, sanctions, incentives and values);
  - (d) Human and financial resources (policies, deployment and performance);
  - (e) Knowledge and information resources; and
  - (f) Infrastructure.

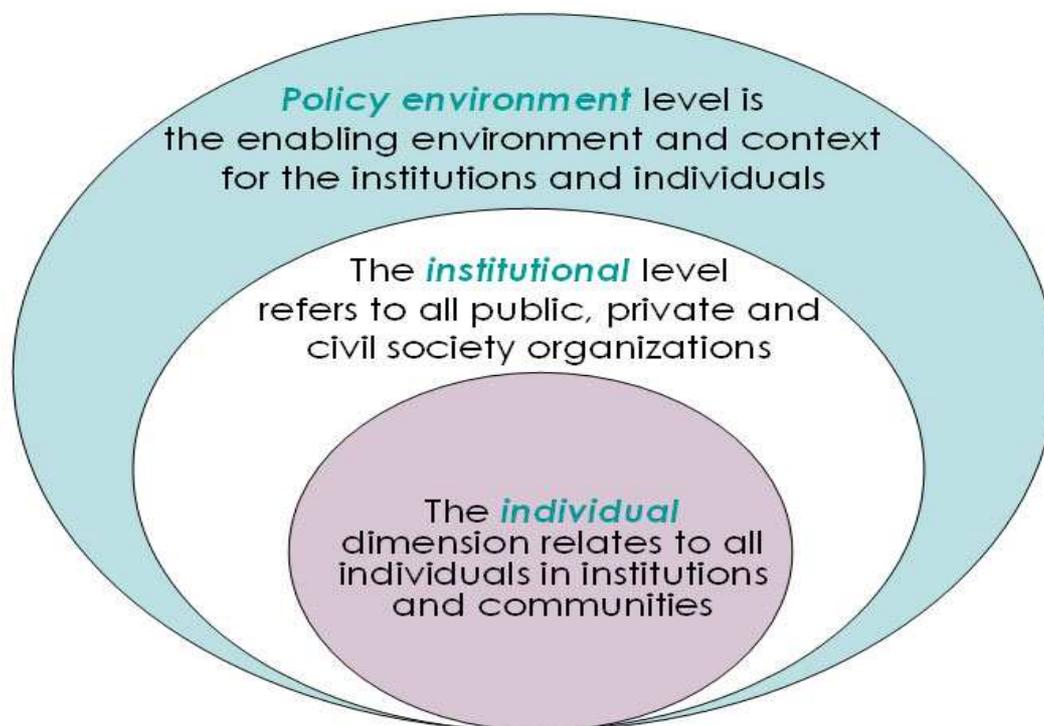
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3 e.g. public servants and staff of ARD organizations, distributors, producers, farmers, fishermen, herders, rural service providers, technicians, traders, food inspectors etc.

4 e.g. central and decentralized government agencies and ministries, social protection systems, inspectorates, laboratories, national agricultural research systems, global and regional economic commissions, enterprises, cooperatives, commerce chambers, consumer groups, producer associations, community-based organizations, NGOs and formal and non-formal education and training institutes, etc.

5 e.g. research and extension systems, transboundary natural resources management systems, surveillance systems and public-private partnerships, etc.

- The **policy** enabling environment dimension relates to political commitment and vision; policy, legal and economic frameworks; national public sector budget allocations and processes; governance and power structures; incentives and social norms.



*Figure 2: The three dimensions of Capacity Development*

In CD interventions, all three dimensions are interlinked; individuals, institutions and the policy enabling environment are parts of a broader whole. CD often involves the enhancement of knowledge of individuals, although the output of individuals greatly relies on the quality of the institutions in which they work. Furthermore, the effectiveness of institutions is influenced by the policy enabling environment.

Conversely, the policy enabling environment is affected by institutions and the relations between them. In other words, Capacity Development involves not only the knowledge and skills of individuals but also how institutions and organizations operate, as well as how structures of power create incentives and governance.

The key functional capacity areas for countries are shown in Table 1:

Policy	<ul style="list-style-type: none"> <li>• leading policy reform</li> <li>• developing strategies, policies etc</li> <li>• defining quality standards consistently</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• accessing/managing/producing information and knowledge</li> <li>• leading national processes of knowledge adaptation and sharing</li> </ul>
Outreach and Partnering	<ul style="list-style-type: none"> <li>• advocating partnership with a variety of actors</li> <li>• utilizing funding instruments to attract resources</li> </ul>
Implementation and Delivery	<ul style="list-style-type: none"> <li>• managing/implementing sector programmes</li> <li>• delivering services according to standards/norms</li> <li>• providing infrastructure</li> </ul>

*Table 1- The key functional capacity areas for countries*

Some practical examples of FAO activities at each dimension are shown in Table 2.

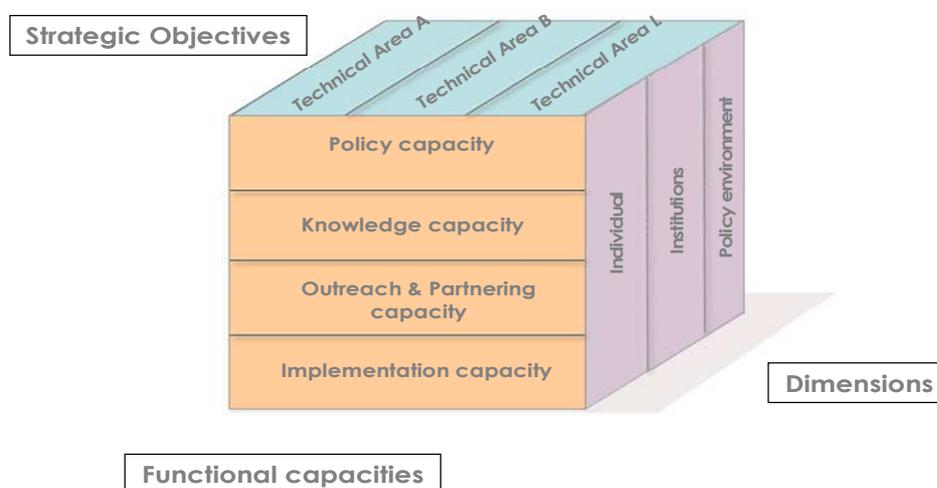
<b>CD Dimension</b>	<b>Example</b>
Policy Enabling Environment	FAO may be instrumental in facilitating the analysis and adoption of policy, legal and economic framework changes as well as the adoption of structural, behavioural and incentive changes. This may entail communication and advocacy activities, support to decision-making via policy seminars or the facilitation of planning and budgeting activities at policy level.
Institutional	FAO may assist member nations or (sub) regional entities in assessing capacity needs and establishing priorities and plans to strengthen their institutions. As part of this process, FAO may facilitate the development of clear procedures and guidelines. FAO may also promote the creation of partnerships or networks between institutions and, when required, may promote adequate access and exchange of information and knowledge.
Individual	FAO may assist countries to establish education and training programmes which are customized for local needs and, via training of trainers or working with educational institutes, encourage a sustainable approach to learning in ARD.

*Table 2: Examples of FAO activities in the three CD dimensions*

It is good practice to carry out CD interventions bearing in mind all three dimensions. This is not always possible in any given sector; however, it is important that all dimensions are taken into consideration during planning and implementation. When any given dimension is excluded from consideration, chances of sustainability are greatly reduced.

As an example, if a CD initiative focuses on the individual dimension without considering sustainability at institutional and policy level, it is possible that the increased capacity of individuals is dissipated or lost and neither internalized nor made sustainable. In this example, the risk of 'brain drain' is particularly elevated and sustainability put at risk.

Workshop participants were requested to consider all three dimensions of CD during the workshop. These are illustrated in Figure 3 (over).



*Figure 3: The three dimensions of New FAO CD Framework*

**Roger Day** added to the discussion on CD by drawing attention to the recent work of the European Centre for Development Policy Management (ECDPM) and their recent Policy Management Brief on Capacity Change and Performance.<sup>6</sup>

The Brief highlights the many ways that organizations and systems go about developing capacity. It concludes that there are no “blue-prints” for CD and that the process tends to be more complex, nuanced and unpredictable than is sometimes assumed. On the basis of the case studies it identifies some generic characteristics of Capacity Development processes, which carry implications for the way external agencies, such as FAO, go about supporting CD. The five core capabilities are:

1. **To commit and engage:** violation, empowerment, motivation, attitude and confidence.
2. **To carry out technical, service delivery and logistical tasks:** core functions directed at mandatory goals.
3. **To relate and attach resources and support:** manage relationships, resource mobilisation, networking, legitimacy building, protecting space.
4. **To adapt and self renew:** learning, strategising, adaptation, repositioning, managing change.

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<sup>6</sup> Policy Management Brief on Capacity Change and Performance – Insights and Implications for Development Cooperation. ECDPM No 21 December 2008.

5. **To balance coherence and diversity:** encourage innovation and stability, control fragmentation, manage complexity, balance capability mix.

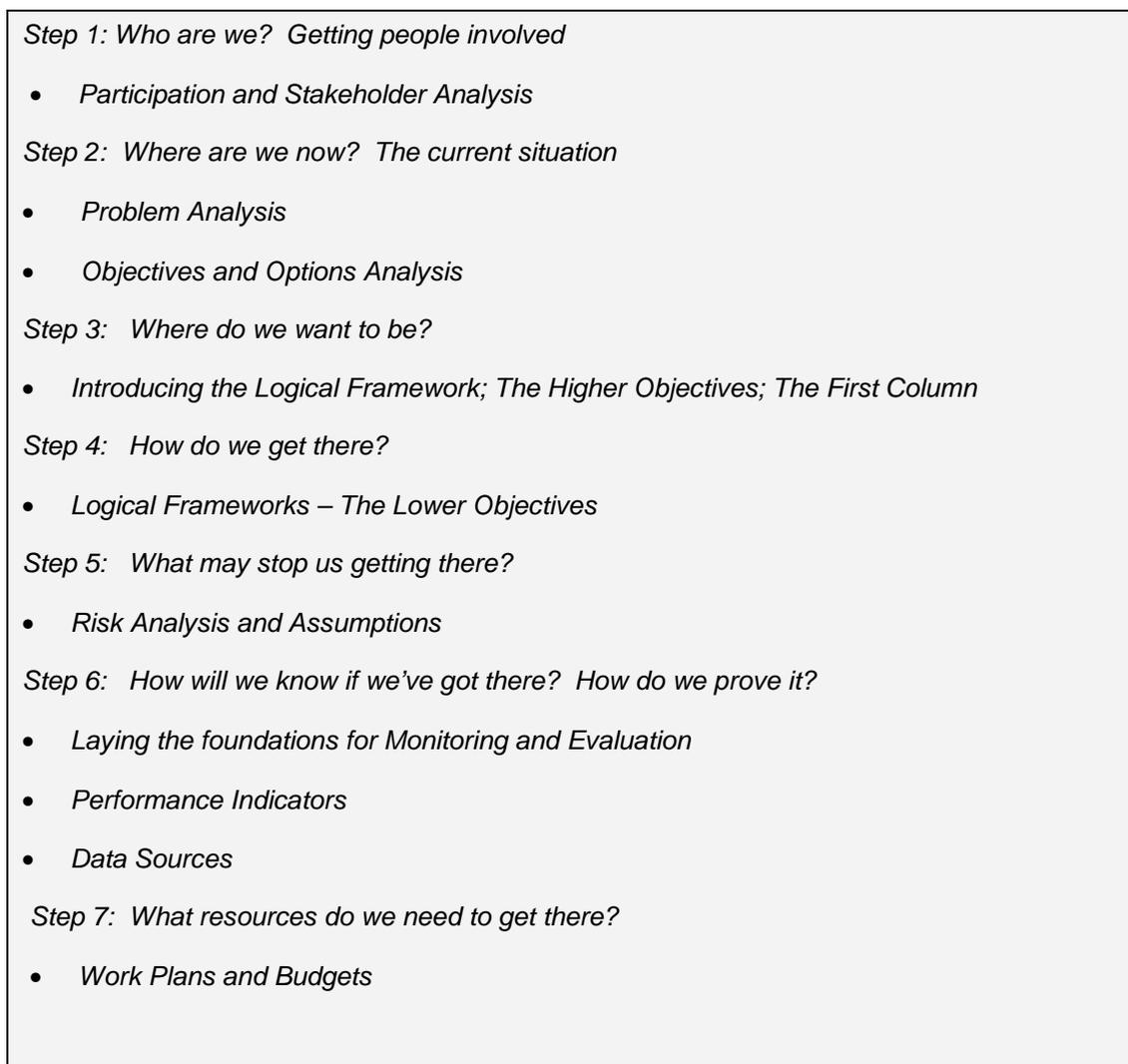
In the discussion that followed it was agreed that these are all important in relation to the work of both FAO and the IPPC.

### **2.3 Introduction to the Logical Framework Approach (LFA)**

In this session the facilitator presented the overall workshop objectives and explained the working methodology.

Following a brief introduction to the FAO context and the FAO Project Cycle and Logical Framework Approach, linkages with the new FAO Strategic Framework were made.

Following this, participants were taken through a simple seven-step process (see Figure 4) in an experiential manner.



*Figure 4 - The Seven Key Steps in Planning*

Following considerable debate, the six strategic areas identified in the 2008 OEWG plan were taken as the starting point for the development of work plans. These six areas were examined in detail through working groups undertaking a problem analysis of the six areas of work before “turning these over” into specific objectives. In this process, it was decided that strategic areas 2 and 3 needed to be subdivided into two sections.

Following the setting of objectives and completion of the left hand side of the eight logframes, participants undertook a detailed risk analysis of each area of work. Risks were identified and then categorised by their Importance and Probability. Mitigatory measures were then identified and discussed. Where appropriate, these were added as extra activities in the logframes. Residual assumptions were then added to the Assumptions column of the logframes.

Indicators and Sources of Data for each of the objectives were then established.

At each step of the process, the different working groups cross-checked each other’s work in a constructively critical manner. This added to the overall coherence of the plans.

#### **2.4 Writing up the Logical Frameworks**

The Saturday of the workshop was spent typing up the eight newly developed logical frameworks. These were collated and circulated to all participants and members of the IPPC.

#### **2.5 Editing the Logical Frameworks and Development of Work Plans**

The second week of the workshop was spent developing work plans and outline budgets for the activities outlined in the logical frameworks. The final logframes are presented in Appendix D and the final agreed work plans in Appendix E. Each Logframe and work plan activity was costed and an outline budget for each activity by year was developed. These are presented alongside the work plans. A summary budget is presented in Appendix F.

#### **2.6 Presentation of the Logframes and the Works Plans**

In the final session of the workshop the logframes, work plans and summary budget were presented to staff of the IPPC. A copy of the slides for this presentation is given in Appendix G.

Peter Kenmore noted that the budget of approximately \$15m a year is not an unrealistic target for IPPC Capacity Development work. Indeed, he felt that the overall budget would need to rise over the next six years of the work plan. He also noted that while some 30% was earmarked for advocacy and fund raising work he felt this was very much required. He noted that in a world where airline travel could move anyone around the globe in less than 24 hours, there was a huge need for plant protection work to be taken a lot more seriously. Weak links in developing and emerging countries were the same weak links in a global system for all countries. Investment in protection work is essential. The need to strengthen National level programmes was again stressed.

## **2.7 Challenges for Implementation**

Several key challenges for implementation were noted during the workshop. These include:

- **Coordination of Plant Protection and Trade Facilitation work**

One of the biggest impediments is coordination of IPPC efforts. While these have been addressed in the work plans presented in this report, there is a real need for senior staff to be committed to improving coordination at all levels.

- **Different countries report things in different ways and some simply do not want to disclose information as it may damage trade**

The requirements for unified national, regional and international reporting have been examined and these are very much a feature in the work plans. It will, however, remain a serious challenge - especially as some countries do not want to report problems as they may damage their trade. Fair and open systems need to be put in place and then enforced.

- **Many countries do not have the required capacity to undertake the work required.**

This is very much the focus of the whole CD strategy, but there is a danger that implementation and standard setting work will squeeze out Capacity Development work. This must not be allowed. Investments in Capacity Development are critically important and indeed without them the other two areas cannot develop.

- **Coordination of donor efforts**

Despite the Paris Agreement and subsequent donor efforts on harmonisation, there is a real continuing need for all donors to work together on their own systems and procedures. All NPPOs and the IPPC must do their level best to push donors to work together in a "joined-up manner".

- **Many countries simply cannot say "no" to funding**

Because of weak systems and a lack of resources many countries are happy to work on bilateral programmes. It was noted that this sometimes means there is less rather than more coordination. Ideally, an international systems and framework as proposed here is very much required.

- **The need for political support**

The need for advocacy work and fund raising are key elements in the work plans presented. Despite this, the importance of gaining political support at all levels is still a major challenge for implementation. The lack of it is simply a "killer risk" to all plans.

- **The risk of over and under budgeting**

The budgets presented in this report are “outline” budgets only and there is a recognised weakness in that some may “over budget” and some “under budget”. One of the real challenges faced by participants is calculating “real” budgets. Sometimes “contributions in kind” may be included, sometimes not. Real total costs of a number of IPPC, regional and national operations are sometimes simply not known.

- **The need for IPPC to work with FAO Results Based Management Systems**

Workshop participants have generally found the logframe analysis process very helpful. There is, however, recognised resistance towards results based tools and results based management within IPPC and FAO. Strong visionary leadership and management will be required in the next few years as FAO is reformed and moves towards a results based management culture.

- **Next Steps**

If the framework developed is to become operational there is a need for further consultation with several key stakeholders. This itself will require a serious level of Capacity Development, coordination and leadership from the IPPC Secretariat. In this regard, three recommendations are made.

1. That an internal IPPC review of outputs of this workshop should be conducted and the framework further developed.
2. That the facilitated process undertaken in this workshop should be repeated at regional level for key National and Regional members.
3. That the OEWG should become a core group for technical assistance/capacity building/Capacity Development strategy development and review.

### **3 Workshop Evaluation**

An end of workshop evaluation form seeking feedback from participants was given out. A summary of the feedback is presented in Appendix H.

The feedback from the workshop participants was generally positive. It is clear that a lot of new learning took place and many participants felt that good progress had been made. A wide range of learning points was recorded.

The open and inclusive workshop process was very much appreciated by most participants. The mixed stakeholder composition of the workshop participants was appreciated by many. The mix of presentations and discussion was thought by most to be appropriate. The key presentations made were all considered useful. Likewise the clear and open facilitation of the event was appreciated.

Many participants were pleased to have been invited to the workshop and have requested further contact with the OEWG process.

## **Terms of Reference**

### **Purpose**

The expected impact of a well-implemented capacity building work programme by the IPPC is an increased ability of contracting parties to implement the ISPMs and meet their obligations of the IPPC. Ultimately the project will contribute to strengthened capacity of beneficiaries to participate effectively in the multilateral trading system in particular with regard to the implementation of international, regional and bilateral trade arrangements and agreements.

### **Description of Activities/Services**

This section describes the activities related to services expected to be provided by the consultant in connection with enhancing the development of an implementation framework for national phytosanitary capacity building. The duration of the period for which the facilitation services are required shall be nine days, i.e. one working day prior to the workshop event and eight full working days of the workshop.

### **Activities and Services:**

- A) The review the IPPC's implementation framework for building national phytosanitary capacity and advise on the best way to achieve the objectives during the workshop event.
- B) Facilitate a workshop on building national phytosanitary capacity and guide the OEWG in the development of implementation plans spanning six (6) years as requested by CPM-3. The main objective being:
  - a. Review and finalize the operational plan partially developed by the OEWG in December 2008
  - b. Develop a Global Framework for building national phytosanitary capacity
  - c. Develop six work plans covering the six strategic areas provided for in the strategic plan. For each:
    - i. Propose measurable indicators, timetable and targets that can be used to monitor the successes, and level of implementation of the agreed implementation plans.
    - ii. Estimate inputs needed and propose potential resources.
    - iii. Suggest lead entities for accountability purposes.
    - iv. Identify possible challenges in the implementation of the plan.
- C) Prepare an issues and recommendations paper based on the outputs of the workshop concerning further development and implementation of the overall IPPC capacity building strategy.

### **Implementation:**

Prepare an implementation plan for the activities outlined  
Conduct interviews with staff to gather baseline on expectations for the workshop  
Review and comment on the working documents, create a facilitation plan; propose an agenda and provide any power point presentations as required for distribution to the participants as appropriate and in a reasonable time ahead of the training.

### **Definition of Outputs**

One workshop facilitated during the period December 7-16, 2009.  
At the end of the workshop, a report in line with the activities performed.  
The results of a workshop evaluation survey in line with the activities performed.  
An issues and recommendations paper concerning further development and implementation of the overall IPPC capacity building strategy.

**APPENDIX B**

**PARTICIPANT LIST**

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**Report on the Open Ended Working Group on Phytosanitary Capacity Building  
7-16 December 2009 Rome, Italy**

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## **APPENDIX C**

### **Open Ended Working Group on Phytosanitary Capacity Building**

#### **Day 1 - Monday 7<sup>th</sup> December**

##### **1. Opening of the Meeting (Meeting Chair)**

- Meeting Chair
- Welcome from IPPC Secretary

##### **2. Review of the Agenda (Meeting Chair)**

- Agenda
- Documents List
- List of Participants
- Local Information

##### **3. Discussion: Terms of Reference and Goals of the OEWG (Meeting Chair)**

- Phytosanitary Capacity – Definition, and Lessons Learned
- Background
- Goals/Outputs

##### **4. IPPC Concept Paper -- Presentation and Group Discussion (Meeting Chair)**

- Over view of the IPPC Strategic Plan
- Overview of the Strategic Areas
- Implementing the Strategy - Capacity Building Strategy
- Implementation Frame work

*Q&A/ Group Discussion*

##### **5. Operational plan**

- Review and complete Indicative Operational plan

*Group Discussion –elements of a phytosanitary capacity building strategy*

**Tuesday 8<sup>th</sup> – Friday 10<sup>th</sup> December**

**Logical Framework “Refresher” Training**

- Objectives and programme
- Introduction to the FAO context: the Standard Project Document, Project Cycle and Logical Framework Approach
- Linkages with the Immediate Plan of Action follow up to the IEE-RBM and Strategic Framework

Step 1: Who are we? Getting people involved

- Participation & stakeholder analysis

Step 2: Where are we now? The current situation

- Problem Analysis
- Objectives and Options Analysis

Step 3: Where do we want to be?

- Introducing the logical framework; the higher objectives; the first column

Step 4: How do we get there?

- Logical Frameworks – The lower objectives

Step 5: What may stop us getting there?

- Risk Analysis & Assumptions

Step 6: How will we know if we've got there? How do we prove it?

- Laying the foundations for monitoring and evaluation
- Performance Indicators
- Data sources

Step 7: What Resources do we need to get there?

- Work plans and Budgets

<b>Saturday 10th</b>
<b>Development of Logframes and then workplans and cross checking with groups</b> <ul style="list-style-type: none"><li>○ Write up of Logframes and emailing to all participants and other key stakeholders</li></ul>
<b>Monday 14 - Wednesday 16th</b>
<ul style="list-style-type: none"><li>• <b>Agreement on elements of concept, strategy, indicators and implementation plan to be presented to the CPM</b></li></ul>
<b>Identification of Lead Institution, beneficiaries and donors</b>
<b>Follow-On Tasks and presentation of papers to the CPM (Meeting Chair)</b>
<b>Adjournment of Meeting (Meeting Chair)</b>

**Logical Frameworks of Strategic Areas**

**IPPC Strategy Name:** National PS Planning (and management) ... **Number:** 1...**Date:** 16/12/09...**Owner:** OEWG 2009

<b>Design Summary-Objectives</b>	<b>Indicators</b>	<b>Data sources</b>	<b>Assumptions</b>
<p><b>Impact/Goal</b> Improved ability of individuals, organisations and systems of a country to perform phytosanitary functions effectively and sustainably</p>			<p>Legislative and policy framework is in place</p> <p>There is political support for phytosanitary matters (advocacy)</p> <p>Public is aware and supportive of phytosanitary matters (advocacy)</p> <p>Consistent and stable policy framework</p>
<p><b>Outcome/Purpose</b> Enhanced national phytosanitary system planning, management and leadership</p>	<p>Stakeholder behaviour reflect coherent position on PS systems</p> <p>Technical and administrative coherence evidenced by more trained personnel and application of improved management tools and diagnostic techniques</p>	<p>Institute audit reports Implementation, Review and Support Systems (IRSS)</p>	<p>Political will is forthcoming</p> <p>All players are willing to work together</p> <p>NPPO is able to attract and retain staff with commitment and leadership qualities</p>

**Report on the Open Ended Working Group on Phytosanitary Capacity Building  
7-16 December 2009 Rome, Italy**

<b>Outputs</b>			
<b>1 Fit-for-purpose tools and processes for PS planning</b>	<p>Revised PCE or other relevant tools</p> <p>75 % of contracting parties use developed tools of which 50 % are developing countries</p>	<p>PS requirement identified at National and regional levels</p> <p>IRSS, Documented NPPO feedback for development or improved of tools</p>	<p>Tools are used by NPPOs</p>
<b>2 Critical competencies available in the national phytosanitary system to undertake national planning, management and provide leadership to the NPPO.</b>	<p>PS national planning framework on critical competencies available</p> <p>Acquired skills used in planning</p> <p>Increased profile of the NPPO nationally, regionally and internationally</p>	<p>NPPO Annual Reports</p> <p>Various internal documents on HR, succession plans, developments and annual budgets</p> <p>Mass media outputs, mention of phytosanitary matters in stakeholders reports</p>	<p>Trained technical staff retained in PS system</p> <p>Advocacy programme is complementary to the efforts of the NPPO</p>
<b>3 Best practice for national PS action plans developed</b>	<p>Developed manuals on training, planning, project management and systems review</p> <p>Evidence of resource allocation matching plans</p>	<p>IPP, IRSS, priorities for ISPM, Data, skills and funding requirement documents</p> <p>National Budget</p>	<p>Consistent with regional and international standards.</p> <p>Advocacy and fundraising stages are commensurate to resource requirements</p>

<p><b>Activities</b></p> <p><b>1.1. Identifying and review tools for PS capacity evaluation</b></p> <p><b>1.2. Develop new or revise existing fit for purpose tools</b></p> <p><b>1.3. Development of IPPC core training materials</b></p> <p><b>2.1. Training (project management, proposal writing, administrative and management, leadership )</b></p> <p><b>2.2 Development of staff training programme</b></p> <p><b>2.3 Develop mentoring programme to support national phytosanitary planning and management</b></p> <p><b>2.4. Undertake baseline study on planning and management requirements in the national phytosanitary system including stakeholder engagement</b></p> <p><b>3.1 Develop national phytosanitary action plans including operational manuals, HR plans</b></p>			<p><b>Resources (human, funds, infrastructure) are available to support training.</b></p>
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*Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy*

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<b>3.2 Develop national emergency response plans for major regional pests that incorporate Emergency Response plans by RPPO where they exist</b>			
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**Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy**

**IPPC Strategy Name** Participation in standard setting **Number** 2a **Date** 16-12-2009

**Owner:** OEWG 2009

<b>Design Summary-Objectives</b>	<b>Indicators</b>	<b>Data sources</b>	<b>Assumptions</b>
<p><b>Impact/Goal</b> Improved ability of individuals, organisations and systems of a country to perform phytosanitary functions effectively and sustainably</p>			
<p><b>Outcome/Purpose</b> improved capacity of contracting parties to participate in IPPC standard setting.</p>	<p>Increase of x% change in contracting parties' perception of quality and relevance of standards</p> <p>Increase in number of new topics proposed by non traditional countries<sup>7</sup> to become ISPMs by NPPOs</p> <p>Increase in number of staff from non-traditional countries actively participating in technical panel expert working groups etc.</p>	<p>Survey data (baseline + intervals)</p> <p>IPPC Secretariat</p> <p>Survey data (baseline + intervals)</p>	<p>CPM responds to contracting parties' needs by preparing ISPMs that countries need;</p> <p>Governments are supportive and regional bodies' allocation of required resources is sustained</p>

<sup>7</sup>Non Traditional Countries are defined as not actively involved at the present time.

*Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy*

<b>Outputs</b>			
<p><b>1 Enhanced regional coordination of inputs into the standard setting process</b></p>	<p><b>1. Percent increase in number of regionally coordinated national comments presented to IPPC Secretariat.</b></p>	<p><b>1. RPPO data; IPPC data; regional economic organizations; workshop data/survey data</b></p>	<p><b>1. Regional bodies give priority and provide resources for PS issues and it is in their mandate to do so.</b></p>
<p><b>2 Enhanced involvement of stakeholders at national level</b></p>	<p><b>2. Percent increase in the number of contracting parties submitting substantive and technical comments endorsed by national stakeholders; percent change in number and variety of stake holders involved in in-country consultations</b></p>	<p><b>2. Survey to determine level of stakeholder participation in review of draft standards; national data – number of workshops held and numbers of participants</b></p>	<p><b>2. Stakeholders recognize benefits of participation; standard is potentially beneficial and relevant to country</b></p>
<p><b>3 Quality of contracting parties participation in standard setting activities improved</b></p>	<p><b>3. Increase in the number of countries with national positions prepared; reduction of comments at CPM for adoption of standards; number of referrals reduced; the number of topics submitted by contracting parties increased; increase in the number of countries submitting technical and substantive comments on standards; more comments on draft specifications</b></p>	<p><b>3. Surveys (numbers of participants, satisfaction, degree of contribution); IPPC data (number of comments received at each stage; number of breakout sessions needed)</b></p>	<p><b>3. Coordination and advocacy effective to convince release of members to participate; incentives are sufficient available to encourage appropriate/suitable coaches/peers</b></p>

<p><b>Activities</b></p> <p>1.1 Regional bodies hold discussion fora/workshops on draft standards, new topics, specifications and CPM preparation</p> <p>1.2 Training RPPOs and regional experts in all stages of the standard setting process (e.g. topics, specifications, representation on the SC and in other technical bodies, draft standards)</p> <p>1.3 Training RPPOs and regional experts to facilitate/ coordinate standard setting process</p> <p>2.1 Hold multi-stakeholder discussion, fora, training, workshops, web on draft ISPMs, new topics, specifications, CPM, etc</p> <p>2.2 Prepare and circulate accompanying draft implementation guidelines with draft standards.</p> <p>3.1 Hold orientation programme for new CPM delegates</p> <p>3.2 Peer/coaching/mentoring for new members of subsidiary bodies of the IPPC</p> <p>3.3 Support participation in EWGs and Technical panels</p> <p>3.4 Conduct in depth discussion on draft ISPMs</p>			<p>Regional bodies;</p> <p>Funds available;</p> <p>Stakeholders have time to participate; Government willing to facilitate process;</p> <p>Resources and experts exist and available;</p> <p>Country-specific information relevant to standard is available;</p> <p>IPPC continues setting standards;</p> <p>Stakeholders known to NPPOs; IPPC Secretariat has staff and partner networks</p>
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<b>3.5 Conduct in-depth discussion on standard setting process and develop and implement/use instruments of commitment.</b>			
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*Report on the Open Ended Working Group on Phytosanitary Capacity Building  
7-16 December 2009 Rome, Italy*

IPPC Strategy Name Standards implementation

Number 2b Date 16-12-2009

Owner: OEWG 2009

Design Summary-Objectives	Indicators	Data sources	Assumptions
<p><b>Impact/Goal</b> Improved ability of individuals, organisations and systems of a country to perform phytosanitary functions effectively and sustainably</p>			
<p><b>Outcome/Purpose</b> Contracting parties (and non-contracting parties) able to implement ISPMs in line with their needs</p>	<p>Increase in number of countries reporting implementation information</p>	<p>International Phytosanitary Portal / survey  IRRS</p>	<p>International and regional support is mobilised (CPM); Government invests in phytosanitary institutions; Contracting parties and donors support establishment and maintenance of the system.</p>
<p><b>Outputs</b></p> <p>1. Improved understanding of implementation requirements of specific standards</p> <p>2. Support provided for implementation of priority ISPMs</p> <p>3. Level of implementation of ISPMs is appropriate for national needs</p>	<p>Operational plan for implementation established Change in budget allocation for standard implementation at the national level; proportion of contracting parties using materials produced; implementation audit on resource needs; proportion of contracting parties using materials produced; percent reduction implementation difficulties,</p>	<p>Operational plans  Annual report  Reviews and audits  Performance appraisals  Budgets  IRSS survey  Report of IRSS</p>	<p>Products provided and used; NPPO recognizes and establishes priorities; Enough staff applies knowledge and remain in the service; ISPMs are relevant to the contracting parties; Implementation is consistent with implementation elsewhere in region; Trading partners value ISPMs; Implementation is coordinated effect thereby maintain support for standard and implementation process; Countries support and implement the system</p>

*Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy*

	<p>technical enquiries, disputes, disagreements between Phytosanitary services users and providers Increase in budget allocation for standards implementation at national level; percentage funds provided by donors to Phytosanitary activities; increase in the percentage of training material available and used by contracting parties</p>		
<p><b>Activities</b></p> <p>1. Develop manuals; guidelines; factsheets; capacity needs assessment tools for implementing specific standards</p> <p>2.1 Training on implementation of ISPMs at the national and regional level</p> <p>2.2 Establishment of mentoring system for countries to help each other</p> <p>2.3 Mobilize resources for implementation of standards</p> <p>2.4 Regional coordination, cooperation on implementation, for example shared facilities</p> <p>a. Define data requirements collection methods,</p>			<p>Facilities, resources, expertise and systems in place;</p> <p>National government supports implementation;</p> <p>Dynamic leadership to drive the implementation process;</p> <p>Get experts; staff; money;</p> <p>That there are sufficient mentors to address mentee needs and that communication between mentors and mentees is active;</p> <p>Legislation is in place and the legal authority exists for the implementation of standards;</p> <p>Administrative framework is in place</p>

<p>analysis methodologies, etc; use of common indicators to define implementation level of ISPMs</p> <p>b. Collection and analysis of data</p> <p>3. Terms of reference for IRSS programme</p>			
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*Report on the Open Ended Working Group on Phytosanitary Capacity Building  
7-16 December 2009 Rome, Italy*

IPPC Strategy Name: Communication and Coordination. Number: 3a Date: 16 December 2009 Owner: OEWG 2009

Design Summary-Objectives	Indicators	Data sources	Assumptions
<b>Impact/Goal</b> Improved ability of individuals, organisations and systems of a country to perform phytosanitary functions effectively and sustainably			<b>Stability of agrarian systems</b>
<b>Outcome/Purpose</b> Coordinated phytosanitary capacity development addressing priority needs	Evidence of favourable consideration of similar programs in regional fora  Increase in percentage of priority areas (from phytosanitary plans, etc.) addressed  Evidence of reduced duplication	Annual NPPO reporting  Records of regional fora	Donors and countries recognize the value of coordinating Phytosanitary Capacity Development

*Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy*

<p><b>Outputs</b></p> <p>1. Information and resources of international, regional and national bodies identified, managed and coordinated.</p> <p>2. Methods and pathways for communication used</p> <p>3. Mechanism and synergies for coordination used</p> <p>4. Competencies for resource mobilization and management identified and supported through the national phytosanitary action plan <i>(linkage to national planning log frame)</i></p>	<p>Number of meetings (at all levels) and consultations with donor agencies to coordinate projects highlighted in national phytosanitary plans</p> <p>Number of program documents in which system is referred</p> <p>National SPS committee effective/not effective as measured by cross-Ministry awareness of programs, successful integration and delivery of budgets, etc.</p>	<p>IPPC records (PCE implementation reports)</p> <p>Review of program documents and report by NPPO</p>	<p>Third parties allocate and sustain personnel to manage information</p> <p>Countries in region willing to accept strong NPPO taking the lead if necessary (i.e., someone willing to lead)</p> <p><b>THINGS WILL GET BETTER</b> Communication infrastructure made a national a national priority</p> <p>IT infrastructure will improve</p> <p>All the ministries are cooperative</p>
<p><b>Activities</b></p> <p><b>International</b></p> <p>1.1 Build ICT system accessible to donors and recipients with limited general access</p> <p>1.2 Develop and conduct periodic survey of capacity development programs to populate the system</p> <p>1.3 Train users on system operations</p> <p>2.1 Establish “help desk” to facilitate partnering between</p>	<p>Percentage of data entered from baseline study</p> <p>Percentage change in number of linked programs at the national level</p> <p>Percentage change in number of linkages with regional and other multinational organizations.</p>	<p>Records of system custodian</p> <p>NPPO records</p> <p>RPPO records</p> <p>Records of help desk</p>	<p>Recruitment and retention benefits exist to sustain personnel base</p> <p>Willingness to follow directions</p> <p>Dynamic leadership</p> <p>Information produced is accurate and available</p> <p>Funds available</p>

<p>donors and recipients</p> <p><b>2.2</b> Each successive CPM encourages the use of help desk</p> <p><b>2.3</b> Help desk empowered to direct donors and recipients to specific projects</p> <p><b>Regional</b></p> <p><b>3.1</b> RPPO conducts baseline survey of ongoing or planned projects in member nations.</p> <p><b>3.2</b> RPPO reports information to IPPC</p> <p><b>National</b></p> <p><b>4.1</b> National networking mechanism established</p> <p><b>4.2</b> National biosecurity/trade facilitation committee established to engage other ministries/departments in cooperative activities that can benefit plant health efforts</p> <p><b>Cross-cutting activities</b></p> <p><b>5.1</b> Develop linkages between and among other regional and other multinational organizations</p>	<p><b>Number of requests for help in coordinating future programs.</b></p>		
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**Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy**

IPPC Strategy Name: Pest information Number: 3b Date: 16 December 2009

Owner: OEWG 2009

Design Summary-Objectives	Indicators	Data sources	Assumptions
<p><b>Impact/Goal</b> Improved ability of individuals, organisations and systems of a country to perform phytosanitary functions effectively and sustainably</p>			<p><b>Agrarian system is stable</b></p>
<p><b>Outcome/Purpose</b> Capability to provide plant pest information enhanced.</p>	<p>Increase in plant pest information being used.</p> <p>Increased evidence of timely and appropriate responses to pest outbreaks - in the form of risk mitigation actions (quarantine actions, development of preparedness plans etc; plans contain operational and budget details).</p> <p>Increase of evidence of regional responses complementing national responses.</p> <p>Increase in development of market access plans based on pest data by individual countries.</p> <p>% increase of CPs reporting</p>	<p>National and international economic data sources. Official (ad hoc and annual) reports from NPPOs and other Ministries - internal reports and reports to IPPC.</p> <p>IPPC reports.</p> <p>Media.</p> <p>Information from independent monitoring by experts.</p> <p>PRAs</p>	<p><b>Institutional cooperation sustained</b></p> <p><b>Countries meet their pest reporting obligations</b></p>

**Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy**

	pests.  % increase in global pest reporting		
<b>Outputs</b>			
1. Officially updated and accurate pest data accessible	<p>1. Increase in number of action plans developed</p> <p>Number of records available. % of pest reports meeting prescribed standards</p> <p>Increase in number of pest data sheets updated based on data provided by countries.</p> <p>Commodity coverage of records.</p> <p>Country and regional coverage of pest data.</p> <p>Increase in number of countries with agreed mechanisms to provide data to NPPO.</p>		<p>Information not withheld internationally (e.g. because of trade concerns).</p> <p>Sufficient tools available to do the work.</p> <p>Underpinning scientific knowledge is adequate or required R&amp;D can be commissioned</p> <p>International, expert resource available.</p> <p>Communication between partners is adequate (e.g. between researchers, NPPOs)</p> <p>Sufficient human resources available within developing countries or can be developed through scholarships etc.</p>
2, Pest data analysed, especially providing early warning for risk mitigation, market access and risk analysis.	<p>2. Number of reports published Number of reports accessible and read by plant protection staff</p> <p>% of reports regarded as "useful" by NPPOs number of personnel using system overall (i.e. primary data, reports, analyses)</p>		<p>Recruitment &amp; retention incentives in place to preserve key human resources.</p>

*Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy*

<b>Activities</b>			
<p>1 Gap analysis to determine requirements for surveillance, diagnostics, reference collections, information systems etc.</p> <p>2. Enhancement of surveillance skills through training - especially practical application.</p> <p>3 Enhancement of diagnostic capabilities through on-job training etc.</p> <p>4 Enhancement of diagnostic capability through development of laboratory infrastructure, tools and networking.</p> <p>5 Enhancement of reference collections – physical facilities, protocols.</p> <p>5 Create information systems at local and national levels. Mechanisms created to provide pest information to NPPOs.</p> <p>6. Training in compilation of pest information and management of information systems provided to national actors, including NPPOs.</p> <p>7. Pest information analysed; reports and early warnings issued.</p>	<p>1. Gap analysis undertaken and endorsed by NPPOs &amp; regional bodies.</p> <p>2. Surveillance data meeting international standards.</p> <p>3. Number of diagnoses performed, international best practice and standards employed, coverage matches priority areas, voucher material in reference collections etc.</p> <p>4. Quantity and appropriateness of equipment, facilities, tools etc. Agreed cooperative arrangements among laboratories.</p> <p>4. Numbers of storage units etc. Degree to which management protocols conform to international best practice.</p> <p>5. Local information systems using international standards in place. In-country mechanisms created to provide pest information to NPPO.</p> <p>6. Information systems, data</p>	<p>1. NPPO and regional body records.</p> <p>2. Data in national information systems – NPPO reports.</p> <p>3, 4, 5. 6. 7. NPPO reports. In-country surveys.</p>	<p>Incentives exist for researchers etc to collaborate with NPPO (e.g. papers). Willing followers. Dynamic leadership. Funds. Partners to contribute expertise.</p>

*Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy*

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<p><b>8. Training provided in analysis of pest information, preparation of pest reports and issuing of pest warnings.</b></p>	<p><b>conforms to international standards etc.</b></p> <p><b>7. Reports and warnings prepared.</b></p> <p><b>8. Number of developing country staff participating in preparation of pest reports and warnings.</b></p>		
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*Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy*

**IPPC Strategy Name:** Resource mobilization (Fundraising) **Number:** 4 **Date:** 16/12/09...**Owner:** OEWG 2009

<b>Design Summary-Objectives</b>	<b>Indicators</b>	<b>Data sources</b>	<b>Assumptions</b>
<b>Impact/Goal</b> <b>Improved ability of individuals, organisations and systems of a country to perform phytosanitary functions effectively and sustainably</b>			<b>Legislative and policy support for cost-sharing mechanism</b>  <b>Political support</b>  <b>Stakeholder including end-user support</b>  <b>Strong advocacy for phytosanitary matters (IPPC, CPM, NPPO, FAO, CBD)</b>
<b>Outcome/Purpose</b> <b>Enhanced capacity to mobilize funds</b>	<b>Increased budget allocation</b>  <b>Increase in number and value of the projects funded</b>	<b>Annual National budget</b>  <b>Project documents</b>  <b>NPPO reports</b>	

**Report on the Open Ended Working Group on Phytosanitary Capacity Building  
7-16 December 2009 Rome, Italy**

<b>Outputs</b>			
<p><b>1 Enhanced capacity to engage donors at all levels</b></p>	<p>No of dialogues held between, CPs and/or IPPC Secretariat with donors</p> <p>Evidence of coordinated funding of PS projects</p> <p>Guidelines on engaging donors available</p>	<p>Dialogue reports</p> <p>IPP and IRSS entries on national phytosanitary projects</p>	<p>Advocacy – willingness of donors to dialogue</p> <p>Donor priority is considerate of phytosanitary matters</p> <p>End-users of phytosanitary service agree to cost sharing policy</p> <p>Philanthropies are sympathetic to phytosanitary concerns.</p> <p>Staff are adequate skilled in project writing, budgeting and communication</p>
<p><b>2 Enhanced capacity to raise funds from national sources.</b></p>	<p>National trust funds established</p> <p>Increased budget allocation</p>	<p>Trust Fund Budget and statements</p> <p>National Budget</p>	<p>Philanthropies are sympathetic to phytosanitary concerns.</p>
<p><b>3 Enhanced capacity to raise funds from donor and philanthropic funded projects</b></p>	<p>Cost sharing mechanism established</p> <p>No and value of the projects funded</p>	<p>Operational manuals, budget documents</p> <p>Project Document, IPP</p>	<p>Philanthropies are sympathetic to phytosanitary concerns.</p> <p>Staff are adequate skilled in project writing, budgeting and communication</p>
<b>Activities</b>			
<p><b>1.1 Donor coordination meetings at all levels</b></p> <p><b>1.2 Coordinate PS project funds to maximise fund available for PS activities</b></p> <p><b>1.3 Develop guidelines for engaging donors</b></p> <p><b>1.4 Develop criteria and guideline for funding support</b></p>			

<p>1.5 IPPC develops formal mechanism for donor dialogue</p> <p>1.6 Hire dedicated fundraiser in the IPPC Secretariat</p> <p>1.7 IPPC facilitates meeting with donors e.g. at side meetings at the CPM</p> <p>2.1. Undertake national baseline analysis and determine level of funds required.</p> <p>2.2. Develop a cost sharing (cost-recovery/user-pay) mechanism</p> <p>2.3. NPPO management actively involved in budgeting process of the Ministry</p> <p>3.1 Training (project management, proposal writing, administrative and management, leadership )</p> <p><b>Needs to link to Logframe 3</b></p>			
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**Report on the Open Ended Working Group on Phytosanitary Capacity Building  
7-16 December 2009 Rome, Italy**

**IPPC Strategy Name: Advocacy**

**Number: 5**

**Date: 16 - 12 - 2009**

**Owner: OEWG 2009**

<b>Design Summary-Objectives</b>	<b>Indicators</b>	<b>Data sources</b>	<b>Assumptions</b>
<p><b>Impact/Goal</b> Improved ability of individuals, organisations and systems of a country to perform phytosanitary functions effectively and sustainably</p>			
<p><b>Outcome/Purpose</b> Improved capacity to promote national phytosanitary systems</p>	<p>Increase in level of stakeholder understanding and approval of phytosanitary issues</p> <p>Increased number of contracting parties with updated legislation and policies in line with IPPC and SPS</p>	<p>Survey data;</p> <p>Report on baseline study;</p> <p>Country reports</p> <p>IRSS reports</p> <p>National Statutes</p> <p>FAO on-line legal data base (FAOLEX)</p>	<p>Cooperative environment in government structure;</p> <p>Governments support strategy.</p> <p>NPPO implement the strategy.</p> <p>Minister and key officials push for inclusion of capacity development</p>

*Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy*

<b>Outputs</b>			
1 Enhanced involvement of the NPPO in formulating national policy	1. Increase in number of agricultural policies: Poverty Reduction Strategy Plans (PRSPs), UNDAF, National Medium Term Policy Frameworks featuring phytosanitary content.	1. Policy documents. Policy Study data and report	Agriculture minister and other policy makers support goals and objectives.
2 Enhanced NPPO capacity to develop and promote their own capacity development	2. NPPOs have formulated their own capacity development strategy. 3. Increased funding of phytosanitary activities from various sources according to identified needs. 4. Reduction on reliance of external funding assistance / increase in self-funding.	2. Donor funding information; national budget information; evidence of capacity development strategies approved  3. Evidence of strategies in place – NPPO reports	Inclusion of appropriate components of strategy in policy revisions and development action plans.  Sufficient data communication means are available.
3 NPPOs have better capacity to develop and implement communication/advocacy strategies	5. NPPO's have formulated their own communication and advocacy strategy.	4. NPPO survey reports	National policy is complementary with RPPO/IPPC/other regional economic organizations.
4 Enhanced capacity to coordinate national actors	6. Increased number of NPPOs whose mandate includes communication and advocacy.	5. Survey of NPPOs for annual reports and other reports based on output, annual reports, studies, case studies policy documents; report documenting IPPC approved capacity development projects	Key stakeholders see relevance and stay involved.
5 Enhanced capacity of regional bodies to influence, assist, and promote national policy	7. Increased number of evidence-based advocacy, communication and policy documents produced.	6. Annual reports	Recruitment and retention incentives
6 Capacity to generate, access and retrieve data and information	8. Increased use of cost/benefit studies of phytosanitary services.		

*Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy*

<p><b>Activities</b></p> <p><b>1.1 Develop training materials; deliver training; evaluate training impact on ploicy</b></p> <p><b>1.2 National and regional mentoring</b></p> <p><b>1.3 Conduct study of policy documents for phytosanitary content</b></p> <p><b>2.1 Develop and apply needs assessment tools</b></p> <p><b>2.2 develop guidelines for phytosanitary phytosanitary capacity building based on Paris Principles</b></p> <p><b>3.1 Develop training materials; deliver training; evaluate training impact on communication and advocacy</b></p> <p><b>3.2 Enhance communication skills to convince senior officials</b></p> <p><b>4.1 Engage industry and other private stakeholders</b></p> <p><b>4.2 Formalize regular linkages – bridge building with customs, immigration, trade groups and private sector</b></p>			<p><b>Funds are available; active, engaged dynamic leaders with integrity; transparent environment; willingness to make changes</b></p> <p><b>Stakeholders support and are receptive</b></p> <p><b>NPPO managers have better communication and advocacy skills.</b></p> <p><b>NPPO able to argue their case</b></p>
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<p><b>4.3 Encourage public private partnership with users of phytosanitary service</b></p> <p><b>4.4 Develop and promote case studies of private sector/public sector collaboration to achieve phytosanitary / bio security / market access objectives</b></p> <p><b>5.1 Create fora for interchange of experiences and skills on phytosanitary advocacy among regional bodies</b></p> <p><b>5.2 Utilize other international fora (e.g. APEC) to advocate for national phytosanitary systems</b></p> <p><b>5.3 Conduct baseline study of RPPO relevance</b></p> <p><b>6.1 Provide guidelines, training and tools for data generation, retrieval and analysis.</b></p> <p><b>6.2 Review of current phytosanitary advocacy and communication documentation</b></p>			
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*Report on the Open Ended Working Group on Phytosanitary Capacity Building  
7-16 December 2009 Rome, Italy*

IPPC Strategy Name: Monitoring & Evaluation Number: 6 Date: 16 December 09 Owner: OEWG 2009

Design Summary-Objectives	Indicators	Data sources	Assumptions
<b>Impact/Goal</b> Improved ability of individuals, organisations and systems of a country to perform phytosanitary functions effectively and sustainably			
<b>Outcome/Purpose</b> Capacity development actively monitored, evaluated and lessons learned acted upon	Increased evidence of influence on design of new projects – including implementation, M&E framework,	Donor records National records (esp. NPPOs) <i>Surveys satisfaction</i> <i>Budget allocation</i> <i>Stakeholder fora reports</i> <i>Annual reports of National, regional, international</i> <i>External Evaluations</i> <i>IRSS</i>	Open sharing of results of analyses takes place; methods subject to review.
<b>Outputs</b> 1 Monitoring and evaluation tools developed and used.  2 Periodic reviews and assessments being conducted.  3 Continual process of improvement (adaptive management)  4 IPPC Seal of Approval instituted.  5 Enhanced capacity to perform M&E at all levels.	Increase in activities reviewed.  % of increase in partnerships with independent institutions conducting reviews.  Number of evaluation reports produced.  Evidence of improvement in analytical methodologies, data structures,  % increase in number of	Obligatory report to IPPC from NPPO evaluation reports  National PCE reports	Common methodology agreed.  IPPC adopts seal of approval.  RPPO/IPPC facilitates information gathering and sharing.

*Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy*

	<p>projects using IPPC seal of approval. % increase in number of NPPOs utilising M&amp;E information for planning.</p>		
<p><b>Activities</b></p> <p>1.1 M&amp;E tools developed, including depository tool.</p> <p>1.2. Establish baseline of available M&amp;E tools.</p> <p>1.3. Training in use of depository.</p> <p>1.4. Training in use of M&amp;E tools</p> <p>1.5. IPPC secretariat (and others) promote use of M&amp;E tools.</p> <p>1.6. Data entry into depository.</p> <p>1.7 Adjust M&amp;E tool when necessary</p> <p>2.1 Partner with leading institutions to conduct reviews and assessments.</p> <p>2.2. Create time frame and schedule for conducting long-term reviews.</p> <p>3. Share review results as appropriate.</p>	<p>Tools developed</p> <p>Quantity of data entered.</p> <p>Number of training session in M&amp;E.</p> <p>Number of individuals/institutions using M&amp;E principles.</p> <p>Evidence of IPPC promotion.</p> <p>Time frame for reviews created.</p> <p>Evidence of sharing of information.</p> <p>IPPC seal of approval exists</p> <p>Number of long-term reviews conducted.</p>	<p>Reports from NPPOs, IPPC records.</p> <p>Information solicited from donors.</p>	<p>Non-govt sector willing to participate.</p> <p>Skilled human resources available. Funds available.</p> <p>IPPC recognises need for seal of approval.</p>

*Report on the Open Ended Working Group on Phytosanotary Capacity Building  
7-16 December 2009 Rome, Italy*

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<b>4. Develop recognition mechanisms for countries using the IPPC seal of approval</b>			
<b>5. M and E Training course designed and delivered.</b>			



**Report on the Open Ended Working Group on Phytosanitary Capacity Building  
7-16 December 2009 Rome, Italy**

<b>IPPC Capacity Development Work Plans</b>				Review	Development Activity	Ongoing Activity
<b>Logframe No: 2A</b>	<b>Strategic Area: Standard Setting</b>	<b>Date: 15/12/09</b>	<b>Owner: OEWG 2009</b>			

Activity No:	Description:	Lead Entity:	Supported by:	Funding Options	Notes/Comments	Year																								Budget Costs \$US 000						Total Costs
						1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6													
1.1	Regional bodies hold discussion fora/workshops on draft standards, new topics, specifications and CPM preparation	RPPO	IPPC Sec, REOs	FAO, Donors, IPPC Sec	1 month per year for 6 years	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	0.79	0.79	0.79	0.79	0.79	0.79	4.74						
1.2	Training RPPOs and regional experts in all stages of the standard setting process (e.g. topics, specifications, representation on the SC and in other technical bodies, draft standards)	IPPC Sec	RPPOs, Experts	IPPC Sec, FAO, Donors, RPPOs	3 months over 6 years	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	0.4	0.4	0.4	0.4	0.4	0.4	2.4						
1.3	Training RPPOs and regional experts to facilitate/ coordinate standard setting process	IPPC Sec	Experts, RPPOs	IPPC Sec, FAO, Donors, RPPOs	2 days per year for 6 years (1 month total). Linked to budgeted workshops that the IPPC holds. This expenditure represents an additional days cost to the normal 5 day meeting	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	0.016	0.016	0.016	0.016	0.016	0.016	0.096						
2.1	Hold multi-stakeholder discussion, fora, training, workshops, web on draft ISPMs, new topics, specifications, CPM, etc	RPPOs/PPC Sec	NPPOs, REOs, IPPC Sec, FAO	Donors, NPPO, RPPO, FAO, IPPC Sec	3 months over 6 years	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	0.79	0.79	0.79	0.79	0.79	0.79	4.74						
2.2	Accompanying draft implementation guidelines with draft standards (Approx 5 per year).	IPPC Sec/Expert	Experts, RPPOs, NPPOs	Donors, NPPO, RPPO, FAO, IPPC Sec	Implementation requirements guideline prepared that goes out with each draft standard sent for country consultation. <b>12 man months per standard per year.</b>	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	0.05	0.05	0.05	0.05	0.05	0.05	0.3						
	A. Prepare guideline																																			
	B. Circulate / review guideline																																			
	C. Distribute guideline at regional workshops																																			
3.1	Hold orientation programme for new CPM delegates	IPPC Sec	RPPOs, FAO	Donors, NPPO, RPPO, FAO, IPPC Sec	1 day over 6 years. A meeting of a few hours prior to start of the CPM.	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6							0.01						
3.2	Peer/coaching/mentoring for new members of subsidiary bodies of the IPPC	IPPC Sec	RPPOs, FAO	Donors, NPPO, RPPO, FAO, IPPC Sec	1 month over 6 years. A meeting of a few hours prior to start of the Subsidiary Body's meeting (e.g. Bureau, SPTA, EWG, TPs, SC etc.)	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6							0.01						
3.3	Support participation in EWGs and Technical panels (Max 2 technical standards per year)	IPPC Sec	RPPOs, NPPOs	Donors, NPPO, RPPO, FAO, IPPC Sec	Only done for technical standards for which the members of an EWG or TP needs a global view of the topic at hand	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	0.07	0.07	0.07	0.07	0.07	0.07	0.42						
	Topic specific technical overview/field review for the purpose of orientation of members drafting a standard																																			
3.4	Conduct in depth discussion on draft ISPMs			Donors, NPPO, RPPO, FAO, IPPC Sec	8 months over 6 years assuming the IPPC produces 5 standards per year	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6													
	Review of draft standards at national level	NPPO	RPPO, REOs																																	
	Review of draft standards at regional level	RPPO	NPPO																																	
3.5	Conduct in-depth discussion on standard setting process and develop and implement/use instruments of commitment.	IPPC Sec/experts	RPPO, REOs	Donors, NPPO, RPPO, FAO, IPPC Sec	6 days over 6 years - this activity can be combined with other workshops or conducted independently	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	0.017	0.017	0.017	0.017	0.017	0.017	0.102						
3.6	Monitoring and evaluation	CPM	NPPOs, RPPOs, IPPC Sec, Donors	Donors, NPPO, RPPO, FAO, IPPC Sec		1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	0.002	0.002	0.002	0.002	0.002	0.002	0.012						
	Annual reports																																			
	midterm review																																			
	external evaluation																																			
						Total																								17.606						





**Report on the Open Ended Working Group on Phytosanitary Capacity Building  
7-16 December 2009 Rome, Italy**

<b>IPPC Capacity Development Work Plans</b>				Review	Development Activity	Ongoing Activity
Logframe No: 3a	Strategic Area: Communication and Coordination			Date: 15/12/09	Owner: OEWG 2009	

Activity No:	Description:	Lead Entity:	Supported by:	Funding Options	Notes/ Comments	Year																								Budget Costs \$US 000						Total Costs						
						Year 1				2				3				4				5				6				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6							
						1	3	6	9	1	3	6	9	1	3	6	9	1	3	6	9	1	3	6	9	1	3	6	9	1	3	6	9	1	3	6	9	1	3	6	9	
1	Establish baseline	IPPC	NPPOs and RPPOs	Donors		30 days cumulative																																				
1.1	Build ICT system accessible to donors and recipients with limited general access	IPPC	NPPOs and RPPOs	IDRC Canada (?)			20																												20							
1.2	Develop and conduct periodic survey of capacity development programs to populate the system	IPPC	NPPOs and RPPOs	Donors																																						
1.3	Train users on system operations	IPPC	NPPOs and RPPOs	Donors			350																												350							
2.1	Establish "help desk" which is empowered to facilitate and maintain partnering between donors and recipients	IPPC	NPPOs and RPPOs	Donors	This will necessitate the hiring of an additional full time employee dedicated to help desk operations		150				150				150				150				150				150				150				150				150			
2.2	Each successive CPM encourages the use of help desk	CPM	NPPOs and RPPOs	Donors																																						
3.1	RPPO conducts baseline survey of ongoing or planned projects in member nations.	RPPO	NPPOs and RPPOs	Donors, RPPOs																																						
3.2	RPPO reports information to IPPC	RPPO	NPPOs and RPPOs	Donors																																						
4.1	National networking mechanism established	NPPO/RPPO/IPPC	NPPOs and RPPOs	Donors	Initial development activity may require IPPC intervention for providing description of what is required - regional travel		25																												25							
4.2	National biosecurity/trade facilitation committee established to engage other ministries/departments in cooperative activities that can benefit plant health efforts	NPPO/RPPO/IPPC	NPPOs and RPPOs	Donors	Initial development activity may require IPPC intervention for providing description of what is required - regional travel		25																												25							
5.1	Develop linkages between and among other regional and other multinational organizations	IPPC/RPPO	NPPOs and RPPOs	Donors	Five donor conferences held on a regional basis at an average cost of \$75,000		375																												375							
6.1	Mid-term review	IPPC	NPPOs and RPPOs	Donors																																						
6.2	Final Review	IPPC	NPPOs and RPPOs	Donors																																						
																															945	150	150	150	150	150			1695			









**Summary Budgets by Strategic Areas for the six-year Phytosanitary Capacity Building Plan**

Logframe No.	Capacity Development Strategic Area	YEAR						(000)	Total
		1	2	3	4	5	6		
1	Enhanced national phytosanitary systems planning, management and leadership.	3,120	1,100	3,800	4,000	1,150	1,010	14,180	
2a	Capacity of contracting parties to participate in IPPC standard setting improved.	2,929	2,929	2,929	2,931	2,929	2,929	17,576	
2b	Contracting parties (and non-contracting parties) are able to implement ISPMs in line with their needs.	3,630	3,590	3,930	3,530	3,510	3,510	21,700	
3a	Coordinated phytosanitary capacity development are addressing priority needs.	945	150	150	150	150	150	1,695	
3b	Capability to provide plant pest information enhanced.	730	3,130	2,605	2,980	1,870	1,160	12,475	
4	Enhanced capacity to mobilize funds.	2,900	2,240	2,360	1,840	1,840	1,840	13,020	
5	Improved capacity to promote national phytosanitary systems.	1,750	1,360	1,410	1,350	1,985	1,975	9,830	
6	Capacity development actively monitored, evaluated and lessons learned acted upon.	440	390	140	90	90	90	1,240	
	<b>YEAR TOTAL</b>	<b>16,444</b>	<b>14,889</b>	<b>17,324</b>	<b>16,871</b>	<b>13,524</b>	<b>12,664</b>	<b>91,716</b>	

## APPENDIX G

### Slides of Final Workshop Presentation



**Open Ended Working Group on  
Phytosanitary Capacity Building**



**“Singing to a goat”**

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**7 – 16  
December  
2009**



**Rome  
Italy**



**Welcome!**

**Facilitator: Philip Dearden**  
Centre for International Development and Training (CIDT),  
University of Wolverhampton



**Purpose of the Workshop**



**Why are all came here!**

- The expected impact of a well-implemented capacity building work programme by the IPPC is an increased ability of contracting parties to implement the ISPMs and meet their obligations of the IPPC.



## What did we plan to do!

- This workshop is to develop a strategic plan that will guide Contracting Parties, RPPO, IPPC Secretariat Staff and other interested parties or partners to implement of the IPPC building national phytosanitary capacity (BNPC) programme



## What did we do! (1)

- Review the outline implementation framework for building national phytosanitary capacity.
- Develop implementation plans spanning six (6) years as requested by CPM-3. The main objective being:
  - Review and finalize the operational plan partially developed by the OEWG in December 2008
  - Develop a Global Framework for building national phytosanitary capacity
- Develop ~~8~~ work plans covering the six strategic areas provided for in the strategic plan.

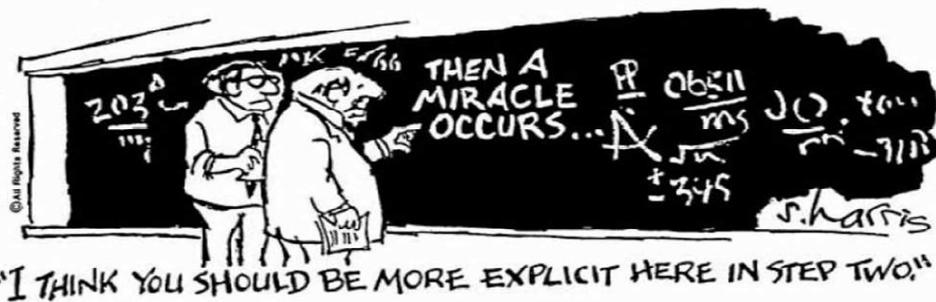
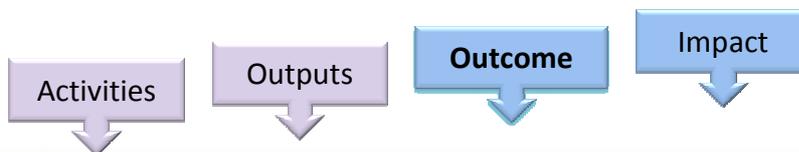


## What did we do! (2)

- For each of the ~~8~~ plans:
  - Propose measurable indicators, timetable and targets that can be used to monitor the successes, and level of implementation of the agreed implementation plans.
  - Estimate inputs needed and propose potential resources.
  - Suggest lead entities for accountability purposes.
  - Identify possible challenges and issues in the implementation of the plan.



## The missing middle





## Very useful opening guidance



***- "the real need is to build up national level capacity".***



**"think big but to focus efforts at the national level."**

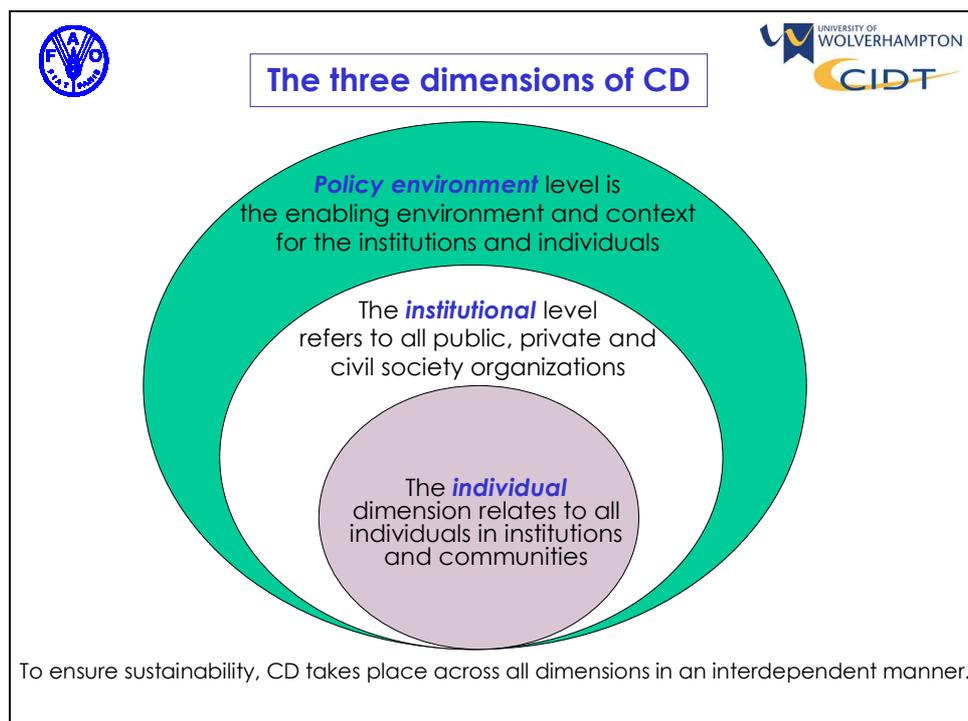
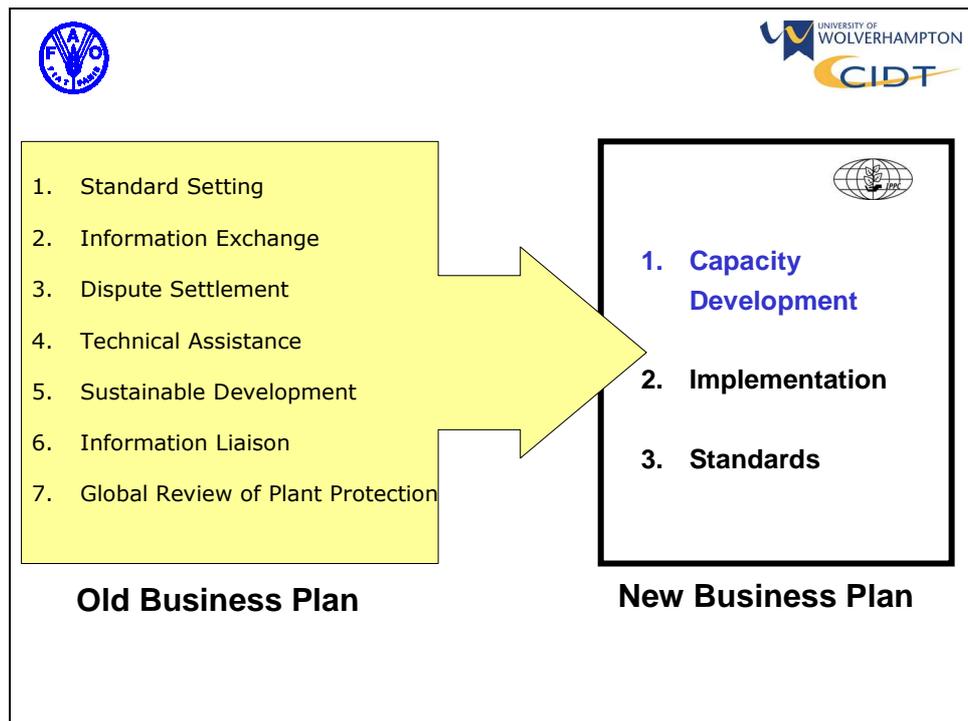


Three Principles:

- Partnership working
- Regional Empowerment
- Shared responsibility



***"...take a holistic approach to capacity development"***



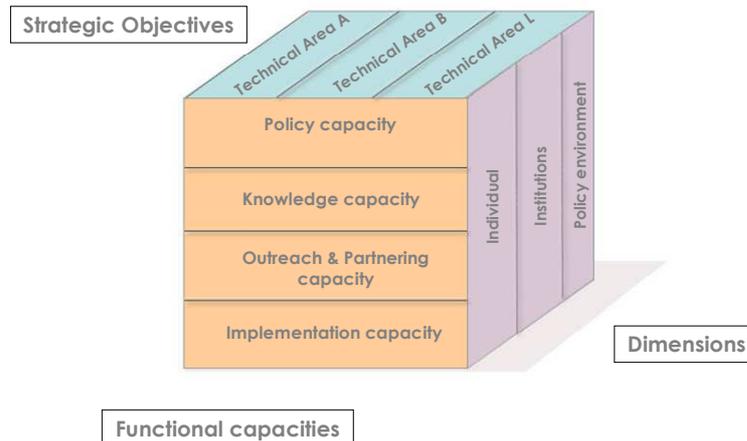


What are the key functional capacity areas?

CAPACITIES OF COUNTRIES for....	
<b>Policy</b>	<ul style="list-style-type: none"> <li>• leading policy reform</li> <li>• developing strategies, policies etc</li> <li>• defining quality standards consistently</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• accessing/managing/producing information and knowledge</li> <li>• leading national processes of knowledge adaptation and sharing</li> </ul>
<b>Outreach &amp; Partnering</b>	<ul style="list-style-type: none"> <li>• advocating partnership with a variety of actors</li> <li>• utilizing funding instruments to attract resources</li> </ul>
<b>Implementation &amp; delivery</b>	<ul style="list-style-type: none"> <li>• managing/implementing sector programmes</li> <li>• delivering services according to standards/norms</li> <li>• providing infrastructure</li> </ul>



FAO's CD Framework





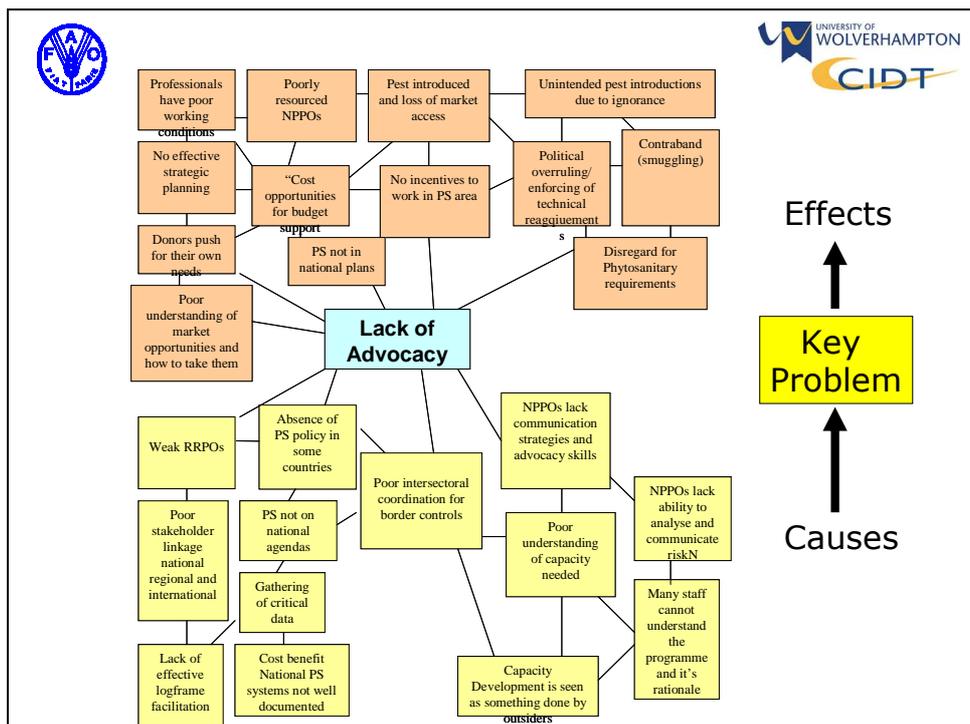

## Planning: The 7 Key Questions

**THERE**



**HERE**

- 7. What do we need to get there?**  
What detailed activities and resources are needed?
- 6. How will we know if we've got there?**  
How will we monitor and evaluate?
- 5. What may stop us getting there?**  
And what can we do to get around these obstacles?
- 4. How will we get there?**
- 3. Where do we want to be?**
- 2. Where are we now?**  
What are the problems? What are the possibilities?
- 1. Who are 'we'?**  
Who has an interest? Who should be involved?





### Lots of hard work...

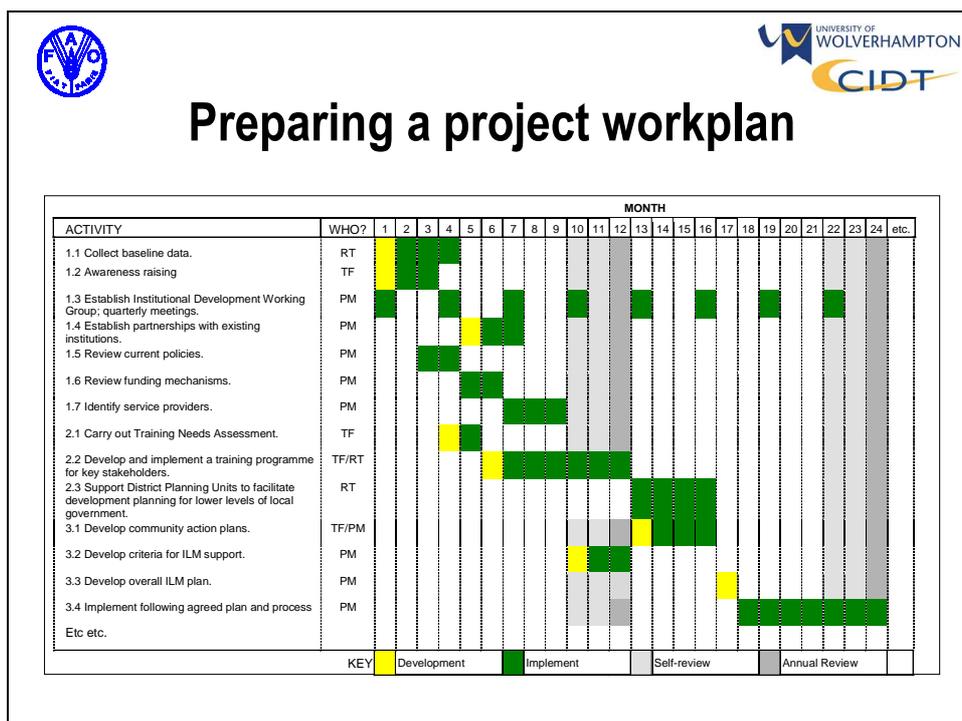
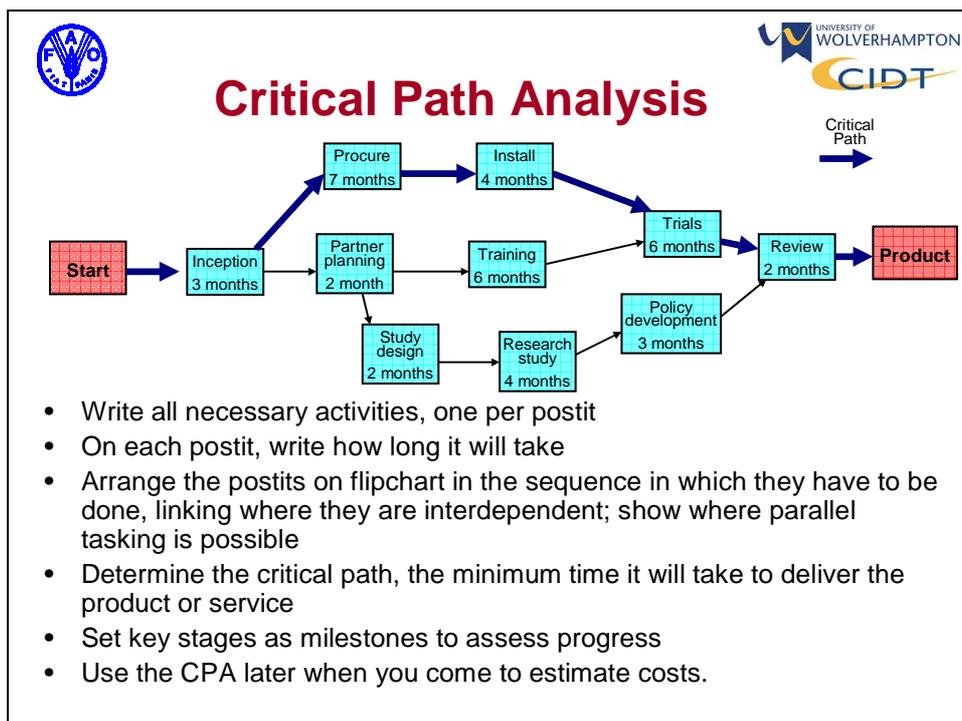


Impact/ Goal	
<b>Outcome</b>	<b>Improved ability of individuals, organisations and systems of a country to perform phytosanitary functions effectively and sustainably</b>
<b>Output 1</b>	<b>Enhanced national phytosanitary systems planning, management and leadership.</b>
<b>2a</b>	<b>Capacity of contracting parties to participate in IPPC standard setting improved.</b>
<b>2b</b>	<b>Contracting parties (and non-contracting parties) are able to implement ISPMs in line with their needs.</b>
<b>3a</b>	<b>Coordinated phytosanitary capacity development are addressing priority needs.</b>
<b>3b</b>	<b>Capability to provide plant pest information enhanced.</b>
<b>4</b>	<b>Enhanced capacity to mobilize funds.</b>
<b>5</b>	<b>Improved capacity to promote national phytosanitary systems.</b>
<b>6</b>	<b>Capacity development actively monitored, evaluated and lessons learned acted upon.</b>



### Six year strategic plan







## Outputs of the Workshop

1. Eight Logframes developed.
2. Eight six-year work plans developed.
3. Outline budgets for all eight work plans.
4. Total outline budget for work plan.
5. Key implementation issues identified.



### Summary Budgets by Strategic Areas for the six-year Phytosanitary Capacity Building Plan



Logframe No.	Capacity Development Strategic Area	YEAR (000)						Total
		1	2	3	4	5	6	
1	Enhanced national phytosanitary systems planning, management and leadership.	3,120	1,100	3,800	4,000	1,150	1,010	14,180
2a	Capacity of contracting parties to participate in IPPC standard setting improved.	2,929	2,929	2,929	2,931	2,929	2,929	17,576
2b	Contracting parties (and non-contracting parties) are able to implement ISPMs in line with their needs.	3,630	3,590	3,930	3,530	3,510	3,510	21,700
3a	Coordinated phytosanitary capacity development are addressing priority needs.	945	150	150	150	150	150	1,695
3b	Capability to provide plant pest information enhanced.	730	3,130	2,605	2,980	1,870	1,160	12,475
4	Enhanced capacity to mobilize funds.	2,900	2,240	2,360	1,840	1,840	1,840	13,020
5	Improved capacity to promote national phytosanitary systems.	1,750	1,360	1,410	1,350	1,985	1,975	9,830
6	Capacity development actively monitored, evaluated and lessons learned acted upon.	440	390	140	90	90	90	1,240
	<b>YEAR TOTAL</b>	<b>16,444</b>	<b>14,889</b>	<b>17,324</b>	<b>16,871</b>	<b>13,524</b>	<b>12,664</b>	<b>91,716</b>



## Issues

Next steps?

**This needs a champion – Who?**  
**Advocacy and Resource mobilisation**  
**Budgeting (over and under)**  
**Fitting in with RBM in FAO**  
**Political will(?)**



*...at the end of the day!!*



SUMMARY OF EVALUATION QUESTIONNAIRE

IPPC Open Ended Working Group Strategic Planning Workshop

7 - 16 December 2009

We request your help in ensuring the quality of our work. We would appreciate your frank responses to the following questions:

**Evaluation of the Learning Outputs of the workshop.**

Please tick (✓) the box which most nearly accords with your views:

(1). Workshop Outputs	Strongly Agree	Agree	Disagree	Strongly Disagree
The workshop has helped clarify the meaning of "Capacity Development" in FAO and in relation to the IPPC Business Area	6	3		
The workshop has achieved generation of ideas of what the expected outputs of the capacity building programme with global focus should be.	4	5		
The Workshop has helped develop a useful framework for IPPC CD implementation	6	3		
<i>others</i>				

(2a). Workshop Content	Value of session			General Comments
	Very Useful	Useful	Of Limited Use	
Welcome Introductions	6	3		
Introduction to Project Cycle/ Logframes in FAO	5	4		
Capacity Development	5	4		Presentation & content were excellent. Rated as 'useful' because I have I already had some exposure to these concepts
Problem Trees	6	3		
Hierarchy of Objectives	5	3	1	
Risk Analysis/ Assumptions	4	5		
Indicators and Data Sources	5	3	1	
Work Plans and Budgets	3	6		
Reporting and Communicating with the Logframe	4	3	1	

**(2b). Please add any general comments on the content you may wish to make:**

- The product of the workshops was fantastic. Many of the activities need to be revisited or merged
- I found the 'telling a story' approach to explain LF very useful
- Can be used at all levels

**(3). Please write any comments about your current attitude to Logical Frameworks and the end product that you feel reflect the achievement of the workshop: -**

- Improved my attitude tremendously and will enable me to re-orient process of developing institutional work plans
- A useful and appropriate tool for our purpose. Similar approach would be useful for development of a wider operational framework for the IPPC
- Valuable tool for planning & evaluating Capacity Development projects/programs
- Though I have used LF for the past 9 years or so this is the first formal training I've attended so it was very useful
- The logical framework was more meaningful to me and can teach others
- Really appreciated the chance to participate as it gave me a chance to learn and the way to approach planning

**(4). Please comment on the facilitation**

<b>The Facilitator...</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
Encouraged participation	9			
Had a good relationships with participants	7	2		
Was approachable and friendly	7	2		
Gave structured and well organised sessions	7	2		
Was enthusiastic for the subject	9			
Was clear and understandable	7	2		
Used varied and well produced teaching resources	7	2		
Worked at the correct level	7	2		
Provided you with opportunities to explore your understanding	9			

**Comments:**

- Would recommend facilitator without hesitation to manage wide range of planning etc activities – thoroughly professional with exception skills
- The facilitation was good
- Well done. The exercise should be repeated for weak RPPO and leading NPPOS in these regions
- Good workshop
- Particularly skilled at appreciating the content and building with its cohesive working

**(5). Please list the most useful part of the workshop.**

- Small group discussion, plenary reviews
- Explaining LF to others
- Problem tree and indicators was quite challenge
- Problem tree
- Logframe analysis and work plan development
- Clear instruction in use of Logframes

**(6). Please list the least useful part of the workshop.**

- I cannot think of any

**(7). Please list down any comments you may have on the six-year plan developed and/or the process of developing it.**

- A stakeholder buy-in plan needs to be pursued for this framework to become operational.  
This will require serious level of coordination and leadership from the IPPC Secretariat
- There still remains a doubt regarding the activities in the county level and the level of costs involved in delivering these activities
- Some activities need to be made more clear or merged with others. Capacity development for members of CPA should be included
- A useful tool for guidance of PS Capacity Development

**(8). Please list down any other requests/ideas you may have for follow up work and/or Capacity Development.**

- An internal (IPPC Centric) post mortem review of this workshop should be conducted with a view for consolidating the elements identified in the framework developed during this process for the IPPC Secretariat to conduct. A work planning framework for the IPPC Secretariat should be developed and financed as appropriate and submitted to the Bureau for approval
- Repeat the process at the weak regional members
- Pre-workshop questionnaire

**(9). Please note down the strengths of the workshop and what you personally have gained from it?**

- The caliber, level of interaction (participation) and team work by this group of professionals was the best mix for achieving the objectives. This group should be commended and recognized by CPM for the quality of work produced. The group could also become in the future as a core group for technical assistance/capacity building/Capacity Development strategy development and review. A sub-unit of the SPTA
- Learning about Logframes
- Linkage of framework with the real situation made the process to register and delivery and illustration and the stories behind the thoughts
- Logframe analysis as a method of turning ideas into realistic plans

**(10). Please add any further comments you may wish to make here and/or over**

- Repeat the exercise at the national and regional level

**Thank you.**