



**Report of the 2nd Meeting of Expert Working
Group on
Phytosanitary Capacity Development**

**23-27 May 2011
Montego Bay, Jamaica**



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I. Opening of the Meeting

1. Mrs. Ana Peralta, IPPC, Implementing Officer opened the meeting. She welcomed and thanked the participants for coming to the second meeting of the Expert Working group on Capacity Development. Mr. Dalton Hastings, Montego Bay Export Complex Manager in the Ministry of Agriculture, welcomed the members and presented small gift baskets containing Jamaican condiments and fruits to members.

II. Purpose of the meeting

2. The IPPC Implementation Officer, Ms. Ana Peralta, outlined the objectives of the meeting. She explained that at CPM-5 it was agreed that an Expert Working Group (EWG) would be created to review and refine the Phytosanitary Capacity Development Operational Plan and to assist the Secretariat with developing national phytosanitary capacity. The EWG would also consider the need for a permanent subsidiary body to deal with phytosanitary capacity development and assist the CPM in providing advice on advocacy and resource mobilization related to capacity development.

III. Adoption of Agenda

3. The agenda as appended (**Appendix 1**) was adopted after two (2) modifications. The IICA representative Ms. Ana Marisa Cordero will give a presentation about project STDF 108 and distance learning facilities in IICA. The second modification to the agenda was related to developments with the IDB/USDA/IICA PRA Pilot Project for Central America.

4, Full introductions were made with each member giving a brief description of their background. A list of participants and their contact details are appended (**Appendix 2**)

IV. Election of Rapporteur and Chair

5. The group selected Mr. Craig Fedchock, from the United States of America as the chairperson of the meeting and Mrs. Shelia Harvey from Jamaica, as rapporteur.

V. Update from the IPPC Secretariat

6. The representatives of the IPPC Secretariat provided information on all related activities of the Secretariat , relevant for the work of the EWG and in particular the developments and works undertaken for databases, coordination of projects and other capacity development activities.

Agenda Item 1: Work Plan and Strategies

1. The new version of the document “Work plan and Budgets” was presented and revised .The amended version is attached as **Appendix 3**. The revised work plan and budget will be presented to the June 2011 Bureau meeting.

2. The SWOT analysis for Subsidiary Bodies was discussed at length by the group. It was updated to reflect other strengths and weakness from the discussion. Based on that discussion, the EWG decided that the best course of action is to recommend to CPM, through SPTA and the Bureau, the establishment of a Subsidiary Body on Capacity Development (SBCD). The STDF will be providing additional comments to this analysis.

3. As a consequence of the preceding SWOT analysis, the EWG, concluded that one function of the SBCD would be guiding the identification of standards implementation difficulties.

4. The EWG prepared an explanatory paper in support of the establishment of the SBCD, including a draft TOR and accompanying rules of procedure. See **Appendix 4**.

Agenda Item 2: Information and Decisions

1. The group discussed the terms of reference for an award on Capacity Development and agreed upon the criteria. See **Appendix 5**.

2. The group discussed the establishment of a Roster of Experts and agreed to its implementation, following a review of the database by the EWG. Main issues discussed included the structure of the database, confidentiality issues, need for a search function according to expertise, including designation for special categories, such as PCE facilitators, need for uploading documents, disclaimer for the quality of the data contained and for the competence of the experts contained in the database.

3. The Secretariat presented a demo concept of the projects and activities database that was warmly received by the EWG. Considerable discussion took

place on the need for further resourcing of this activity. A provisional figure of 200.000 U\$S was identified as needed for development and mainstreaming of the application in the IPP.

Agenda Item 3: Advocacy and Resource Mobilization

1. The Chair informed the EWG about two active initiatives concerning advocacy and resource mobilization. These include the drafting of an IPPC strategy for resource mobilization and the commitment by the USDA to provide assistance to the IPPC for the development of a communication strategy.

The EWG then discussed 2 tables, one related to advocacy entitled “Human resources and organizational development: Ideas and concepts (Promotion of IPPC issues in curricula of Universities, Centers of Excellence and other institutions at national and international level to build capacities). See **Appendix 6**.

The second table concerns “Capacity Development Resource Mobilization: Concepts and proposals as a contribution to the overall IPPC Resource Mobilization Strategy“. The EWG provided inputs to the table on the eight (8) strategic areas. See **Appendix 7**.

2. It was agreed that additional tables would be rationalized and reviewed post meeting. The inputs for these tables (“Develop tools and guidelines for preparing National Phytosanitary Action Plans” and “Advocacy Materials: ISPMs - Proposed Concepts and messages for discussion”) would be revisited at a later date.

Agenda Item 4: Capacity Development Projects

1. Project STDF/PG/350

An overview of the project was provided by the Secretariat.

The Secretariat expressed appreciation to the hard work of the EWG in preparation of this and to the expressions of support provided by contracting parties and institutions. The discussion on the implementation of the project ensued with the following agreements:

- 1) Review the logframe and budget and resubmit to STDF.
- 2) To issue a call for availability of technical resources (manuals, SOPs , training materials and electronic media). The IPPC will prepare a call to be directed to NPPOs and RPPOs. A template call for technical resources will

be prepared by the Secretariat for use by EWG members, to approach relevant institutions in their regions for provision of technical resources where they exist. The call will be open for a duration of 2 weeks with a possible extension of two additional weeks.

- 3) Compare available material to a priority listing of technical resources produced by the EWG and prioritize the manuals, SOPs and training kits to be developed under the project. The prioritization includes consideration of 5 topics proposed by the SC. See **Appendix 8**.
- 4) The EWG discussed various options for the coordination of the activities of the project and agreed that given the diversity of the technical resources to be produced, multiple collaborators would be contracted.
- 5) Based on the prioritization of the technical resources to be produced, and in consultation with the EWG, possible collaborators will be identified to develop the technical resources.
- 6) The in kind contribution of the IPPC will be to manage the project and ensure its completion. In addition to IPPC staff resources, FAO-OEKP will provide advice and address IPR related issues, as appropriate, concerning use of third parties material.
- 7) The EWG will be the forum to review and assess technical resources provided under the project and to provide general oversight.
- 8) The EWG will closely coordinate and consult with IPPC subsidiary bodies and related groups in the production of technical resources under the project .
- 9) The project will provide support to an IDB /USDSA/IICA proposal for training in PRA in Central America, in the form of the updating of IPPC-PRA training course and associated E-learning module. The IAGPRA shall be invited to assist in the updating of the material of the PRA course. IICA will be the principal collaborator to develop the associated E-learning module. The project will allocate 50.000 U\$S for this activity.

2. IRSS

The Secretariat provided an overview of the project and explained that the EU provided support to partially fund the project in 2011. There is no guarantee from the EU for further support. An update on IRSS activities was provided which included a report on the briefing of the Standards Committee and the subsequent agreement to collaborate on the identification of potential challenges by contracting parties for the implementation of ISPMs 4 and 6.

In addition the Secretariat reported the ongoing activity of the conduct of PCEs globally and informed that anonymous data could be a valuable source of information for IRSS.

Furthermore, the Secretariat indicated that the work on the project and activities database and the development of the expert roster was ongoing and will be central to the establishment of the Help Desk. It was also informed that the RPPOs had been consulted on a draft IRSS questionnaire in 2009 and 2010 and no feedback was received.

The Secretariat invited the EWG members to advise on the modalities for concrete contributions to the implementation of the IRSS program.

It was agreed:

- 1) The EWG will provide comments on the IRSS questionnaire prepared under the project. The EWG member from the Asia region agreed to contact the APPPC requesting that it shares its experience in a similar activity conducted biannually for its member countries, with a view to improving the questionnaire.
- 2) That the EWG will be the steward of the IRSS programme as there is a direct link between the review and support system and the implementation mandate of the EWG. The EWG considered that the EWG is the natural fit for providing oversight to the IRSS program development.
- 3) A six months case study on “Implementation challenges of ISPM :6 ” could be conducted under the IRSS program, on a regional basis, with support of the regional representation in the EWG. The EWG will draft TORs for the conduct of the case study and agreed that this work could complement the future review of this ISPM.
- 4) The EWG would assist in the implementation of the Help Desk in an advisory capacity, in particular when addressing regional concerns.

It was proposed by the EWG to maintain dialogue with the SC using the E-dialogue mechanism.

3. PCE

The Secretariat introduced a perspective on a training of trainers program for discussion and an indicative program for phytosanitary consultants was provided. See **Appendix 9** . The phytosanitary consultants course program concerns the development of a cadre of phytosanitary expertise for potential use in projects. A more specific program for training of facilitators of the PCE tool was also discussed. The EWG agreed that these courses are highly relevant and that the phytosanitary consultants course could targeted to a wider audience. It was agreed

that this training could be packaged with the PCE facilitators training and submitted as a single project to the STDF as a potential donor.

Discussions also centered on the possibility for charging fees for this type of course or for sub-contracting the course to an external technical institution. Further consultations of this topic with regard to funding will be needed, in particular with the Bureau.

4. E-learning

E-learning was discussed in terms of collaboration with the IDB/IICA/USDA on a PRA training course in Central America. The EWG supported the involvement of the IPPC in the project and the collaboration with IICA in the development of an E-learning module for the IPPC PRA training course. Further areas of collaboration with IICA on E-learning concerning future possibilities on training were discussed. The IPPC Secretariat and IICA will continue dialogue in this regard.

Agenda Item 5: Any Other Matters

1. IICA

The IICA representative Ms. Ana Marisa Cordero thanked the group for inviting IICA to the meeting and noted that they are looking forward to greater coordination and collaboration with the IPPC. IICA informed the EWG of their assistance provided to the IPPC program of work, in particular the assistance given to the organization of the regional workshops on draft ISPMs in 2010. IICA expressed their interest in continuing and expanding their collaboration with the IPPC, in particular for distance learning, E-learning and the sharing of technical resources.

The Secretariat thanked the representative for their support in the organization of last year's workshops and for the support provided to the project proposal for technical resources presented to the STDF. The Secretariat informed the EWG that it did not have funding for the 2011 round of regional workshops in LAC. It was discussed that a possible area for collaboration with IICA could be a trial run using videoconferencing technology to host the regional workshop on draft ISPMs in either the Caribbean or Latin American regions or both; the idea was well-received.

Further discussions will be held between the Secretariat and IICA over the coming weeks to further formalize the level of cooperation.

VI. Agenda for the next meeting.

7. The EWG agreed to follow the same structure as for this year's meeting.

VII. Date and venue of the next Meeting.

8. The EWG provisionally agreed that the face-to-face meeting shall be held during the month of May in order to consider inputs from and to consult with, the SC, SPTA and Bureau on a timely basis. Expressions of interest for hosting the next EWG were received from the Asia and the Southwest Pacific Regions. The EWG asked those regions to explore the possibility for hosting the meeting and to inform the Secretariat as soon as possible of a decision for the purpose of planning and resource allocation. The IPPC Secretariat will follow up with the regions and inform the EWG of the final decision in due course.

VIII. Review and Adoption of the report.

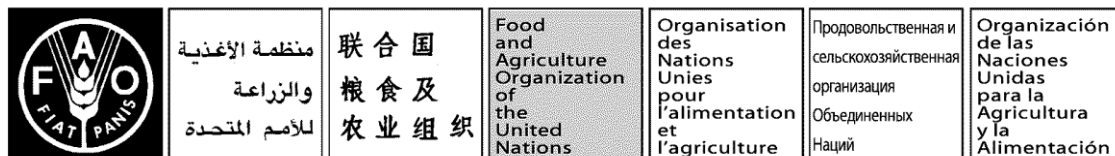
9. The EWG thanked the representatives of Jamaica and in particular Mrs. Sheila Harvey for the excellent arrangements performed for the meeting and the kindness of the treatment received by the participants .

The report was adopted.

Appendix 1

Expert Working Group 2nd Meeting

Updated May 2011



EXPERT WORKING GROUP MEETING
PHYTOSANITARY CAPACITY DEVELOPMENT
Second Meeting
Montego Bay, Jamaica, 23 - 27 May 2011
Agenda

- I. Opening of the Meeting.*
- II. Purpose of the Meeting.*
- III. Adoption of the Agenda.*
- IV. Election of the Rapporteur and Chair.*
- V. Update from IPPC Secretariat*

Agenda Item 1: Work Plan and Strategies

1.1 Consideration and preparation of a new version of the IPPC Capacity Development work plan for SPTA 2011.

1.2 Completion of the SWOT analysis for Subsidiary Bodies. Recommendations on the future structure and mode of operation of the EWG including the possibility of forming a subsidiary body on capacity building.

1.3 Preparation of the final version of TOR, rules or procedure and an explanatory paper for the proposed Subsidiary Body on Phytosanitary Development

Agenda Item 2: Information and Decisions

2.1 Finalize the proposals for an IPPC award to Capacity Development and a Roster of Expert, to send them to the SPTA. Proposal prepared for SPTA include: database shell, guidelines on CV format and recommendation to link with IRSS Help Desk and other mechanism

2.2 Review the work of all databases related to Capacity Development. Note the feedback and decisions from CPM-6. Discuss on how to develop and maintain databases in the future.

Agenda Item 3: Advocacy and Resource Mobilization

3.1 Discussions on completion of the tables “Human resources and organizational development: Ideas and concepts and “Capacity Development Resource Mobilization: Concepts and proposals as a contribution to the overall IPPC Resource Mobilization Strategy“

3.2 Decisions on future procedures for tables “Develop tools and guidelines for preparing National Phytosanitary Action Plans” and “Advocacy Materials: ISPMs - Proposed Concepts and messages for discussion”

Agenda Item 4: Capacity Development Projects

4.1 Project STDF/PG/350

Discuss on how to implement the approved project STDF/PG/350. Consideration of implementation activities and STDF- IPPC Secretariat concerns.

4.2 IRSS

Consider the activities developed under the IRSS. Discuss the support to the IRSS by the EWG in relation to capacity development.

4.3 PCE

Training of trainers program and PCE facilitators programs

4.4 PRA E- learning

IDB/USDA/IICA PRA Pilot Project for Central America.

Agenda Item 5: Any Other Matters

5.1 IICA

Presentation by IICA (Inter-American Institute for Cooperation on Agriculture) on project STDF 108 and distance learning facilities in IICA

VI. *Agenda for the next meeting.*

VII. Date and venue of the next Meeting.

VIII. Review and Adoption of the report.

Appendix 2

EXPERT WORKING GROUP ON PHYTOSANITARY CAPACITY BUILDING

(Montego Bay, Jamaica, 23-27 May, 2011)

PARTICIPANT LIST

	Region	Name, mailing, address, telephone	E- mail address
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	Region	Name, mailing, address, telephone	E- mail address
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5	North America	Mr. Craig FEDCHOCK U.S Department of Agriculture, Animal and Plant Health Inspection Service USA Tel: +202 257 2715 Fax:+301 734 3396	craig.fedchock@aphis.usda.gov
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Others

	Role	Name, mailing, address, telephone	Email address
7	Observes	Ms. Ana Marisa Cordero IICA Sanidad Agropecuaria e Inocuidad de Alimentos Tel. 506 22160222 ext. 0403	ana.cordero@iica.int

8	Observers	<p>Mrs Kenza Le Mentec, PhD Economic Affairs Officer Standards and Trade Development Facility (STDF) Agriculture and Commodities Division World Trade Organisation Rue de Lausanne, 154 CH 1211 Genève 21, Suisse Tel: + 41 22 739 65 38 Fax: + 41 22 739 57 60</p>	Kenza.LeMentec@wto.org
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11	IPPC Secretariat	<p>Ms. Johanna GARDESTEN Agricultural Office International Plant Protection Convention (IPPC), Food and Agriculture Organization of the United Nations, Room B703, Viale delle Terme di Caracalla, 00153, Rome, Italy. Tel: +39-06-5705-53678 Fax: +39-06-5705-4819</p>	johanna.gardesten@fao.org

Appendix 3. Revised work plan and budget


IPPC Capacity Development Work Plans - Strategic Area 1: National PS Planning and Management						Review	Development Activity	Ongoing Activity
Activity No:	Output	Sub-Activities	Lead Entity:	Supported by:	Funding Options	Notes/Comments	Estimated Duration	Estimated cost \$US 000
ST1/O1/A1.1	1. Fit-for-purpose tools and processes for phytosanitary systems(PS) planning.	Identifying and review tools for PS capacity evaluation	IPPC Sec	NPPO, RPPO	IPPC Sec, FAO-TCP, Donors	Donors includes bilateral, multilateral, regional and sub-regional funded projects	One month in year 1.	20
ST1/O1/A1.2		Develop new or revise existing fit for purpose tools	IPPC Sec	NPPO, RPPO	IPPC Sec, RPPO, FAO-TCP, Donors	Other activities are depended on tools being revised or developed	Six months over year 1and 2.	200
ST1/O1/A1.3		Development of IPPC core training materials	IPPC	NPPO, RPPO	IPPC Sec, RPPO, FAO-TCP, Donors	Other activities are depended on tools being revised or developed	Through out year 3.	300
ST1/O2/A2.1	2. Critical competencies available in the national phytosanitary system to undertake national	Regional or national policy discussions including planning management and leadership on the mandate of the NPPO	RPPO	NPPO, IPPC Sec and others	RPPO, National, IPPC Sec, FAO-TCP, Donors, others		On-going activity during year 1-6	900

ST1/O2/A2.2	planning, management and provide leadership to the NPPO.	Training (project management, proposal writing, administrative and management, leadership, staff training programme development)	NPPO	IPPC Sec, RPPO, STDF	National, IPPC Sec, RPPO, FAO-TCP, Donors, others	National activities based on needs and priorities	On-going activity during year 1-6	3500
ST1/O2/A2.3		Undertake baseline study on planning and management requirements in the national phytosanitary system including stakeholder engagement	NPPO	RPPO, IPPC Sec.	National, IPPC Sec, RPPO, FAO-TCP, Donors	National activities based on needs and priorities	Two months in year 1.	2500
ST1/O2/A2.4		Develop mentoring opportunities to support national phytosanitary planning and management	NPPO,	RPPO, IPPC Sec, STDF, others	National, IPPC Sec, RPPO, FAO-TCP, Donors		Four months per year in year 5 and 6.	160
ST1/O3/A3.1	3. Best practice for national phytosanitary action plans developed.	Develop national phytosanitary action plans and HR plans and succession planing .	NPPO	RPPO, Others, IPPC Sec.	National, IPPC Sec, RPPO, FAO-TCP, Donors	National activities based on needs and priorities	Three months per year in year 2 and 3.	6000
ST1/O3/A3.2		Develop national emergency response plans for regulated pests that incorporate regional Emergency response plans, where they exist.	NPPO	RPPO, Others, IPPC Sec.	National, IPPC Sec, RPPO, FAO-TCP, Donors	National activities based on needs and priorities	Four months in year 3 and 4.	1500

							Total cost	15080
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IPPC Capacity Development Work Plans - Strategic Area 2: Participation in Standard Setting		Review	Development Activity	Ongoing Activity
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Activity No:	Output	Sub-activity:	Lead Entity:	Supported by:	Funding Options	Notes/Comments	Estimated Duration	Estimated cost \$US
ST2/O1/A1.1	1.Enhanced regional coordination of inputs into the standard setting process	RPPO coordinate discussion fora/workshops on draft standards, new topics, specifications and CPM preparation	RPPO	IPPC Sec, RECs, Other integration organizations	FAO, Donors, IPPC Sec	1 month per year over 6 years	One month per year over 6 years.	5
ST2/O1/A1.2		Training RPPOs staff and regional experts on participation 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 per year over 6 years	Three months per year over 6 years.(This cost is supplementary to the regular cost of meetings)	6
ST2/O1/A1.3		Training RPPOs staff and regional experts to facilitate/ coordinate standard setting meetings	IPPC Sec	RPPOs, 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	Two days per year for 6 years(1 month total)	15
ST2/O2/A2.1	2.Enhanced involvement of stakeholders at national level	Hold multi-stakeholder discussion, fora, training, workshops, web on draft ISPMs, new topics, specifications, CPM, etc	NPPO	RPPOs, RECs Other organizations, IPPC Sec, FAO	Donors, NPPO, RPPO, FAO, IPPC Sec	1 months per year over 6 years	1 months per year over 6 years.	5

ST2/O3/A3. 1	3.Quality of contracting parties participation improved	Hold orientation programme for new CPM delegates	IPPC Sec	RPPOs, FAO	Donors, NPPO, RPPO, FAO, IPPC Sec	1 day per year over 6 years. A meeting of a few hours prior to start of the CPM.	1 day per year over 6 years.	10
ST2/O3/A3.2		Peer/coaching/mentoring for new members of subsidiary bodies of the IPPC	IPPC Sec	RPPOs, FAO	Donors, NPPO, RPPO, FAO, IPPC Sec	1 month per year 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 month per year over 6 years.	10
ST2/O3/A3.3		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 need a global view of the topic at hand	1 month per year over 6 years.	60
ST2/O3/A3.4		Conduct in depth discussion with all stakeholders, on draft ISPMs	NPPO	RPPOs	Donors, NPPO, RPPO, FAO, IPPC Sec	8 months over 6 years assuming the IPPC produces 5 standards per year	8 months over 6 years assuming the IPPC produces 5 standards per year	
		Review of draft standards at national level	NPPO	RPPO, RECs and other organisations				700
		Review of draft standards at regional level	RPPO	NPPO				3400
ST2/O3/A3.5		Engage government to comit the human and financial resources for the NPPO to participate in the standard setting process and formalize its commitments using relevant instruments.	NPPO	RPPO, RECs and other organisations	Donors, NPPO, RPPO, FAO, IPPC Sec	6 days over 6 years - this activity can be combined with other workshops or conducted independently	6 days over 6 years.	
ST2/O3/A3.6		Monitoring and evaluation	CPM	NPPOs, RPPOs,	Donors, NPPO,			

		Annual reports		IPPC Sec, Donors	RPPO, FAO, IPPC Sec	One per year over 6 years.	One per year over 6 years.	
		midterm review				One in the end of year 3.	One in the end of year 3.	
		external evaluation				One in the end of year 6	One in the end of year 6	
							Total	4206

IPPC Capacity Development Work Plans - Strategic Area 3: Standards Implementation

Review

Development Activity

Ongoing Activity

Activity No:	Output	Sub-activity	Lead Entity:	Supported by:	Funding Options	Notes/ Comments	Estimated Duration	Estimated cost \$US 000
ST3/01/A1	Enhanced involvement of stakeholders at national level	Identifying implementation issues associated with adopted and draft standards (Approx 5 per year).	NPPO	RPPOs, RECs Other organizations, IPPC Sec, FAO	Donors, NPPO, RPPO, FAO, IPPC Sec	Ongoing, aprox 1 adopted ISPM and 2 specifications per year.	6 man months per year over 6 years.	360
		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. 12 man months per standard per	12 man months per standard per year.	3
		A. Prepare guideline						

		B. Circulate / review guideline				year.		0.1
		C. Distribute guideline at regional workshops						0.1
ST3/O2/A2	Improved understanding of implementation requirements of specific standards	Develop manuals; guidelines; factsheets; capacity needs assessment tools for implementing specific standards Implementation of 34 stds @ 2011	NPPO	NPPO, RPPOs, Donors, IPPC Sec, FAO, Others	NPPO, RPPOs, Donors, IPPC Sec, FAO	72 months. In total 6 years. Assume materials developed for 6 standards per year Assume ongoing PCE work in year 1 and 4 additional tools over 5 years thereafter	72 months. In total 6 years Assume materials developed for 6 standards per year Assume ongoing PCE work in year 1 and 4 additional tools over 5 years thereafter	2250
		Development of new tools for implementation	IPPC/Experts RPPO NPPO	RPPOs, NPPOs				1250
ST3/O2/A2.1		Training on implementation of ISPMs	RPPO					
		National level Implementation of 34 stds @ 2011	Experts, NPPO	RPPO				16000
		Regional level	RPPO/Experts	IPPC Sec				
		Workshops						

		Higher level education	RPPO	IPPC Sec, NPPO				540
		Establishment of centers of excellence						900
ST3/O2/A2.2		Establishment of mentoring system for countries to help each other	RPPO	RECs and other organisations, IPPC Sec, NPPOs				1200
ST3/O2/A2.3		Mobilize resources for implementation of standards	NPPO					
		Develop advocacy materials	IPPC Sec/FAO	RPPOs, RECs and other organizations, SPTA				20

		Advocate and Communicate	NPPO					0
		Develop communication materials	IPPC Sec/FAO	RPPOs, RECS AND OTHER ORGANIZATIONS, SPTA			2 months year 1	20
		Develop planning tools for specific ISPMs identified by the NPPOs	IPPC Sec/FAO	RPPOs, RECS AND OTHER ORGANIZATIONS			2 months year 1	20
ST3/O3/A3	Level of implementation of ISPMs is appropriate for national needs	Develop resource plan	NPPO	RPPOs, RECS AND OTHER ORGANIZATIONS, SPTA			2 months year 1	20
		Staffing	NPPO					
		donor matching	IPPC Sec	RPPOs, RECS AND OTHER ORGANIZATIONs				
		mentoring (see Activity 2.2)	NPPO	RPPOs, RECS AND OTHER ORGANIZATIONs, IPPC Sec				
		Implement IRSS programme	IPPC Sec	RPPO, NPPO, RECS AND OTHER ORGANIZATIONs			Year 1 to year 3 is development and implementation of the programme Year 4-6, second cycle	3000
							Total	22083.2

IPPC Capacity Development Work Plans - Strategic Area 4: Communication and Coordination
Review
Development Activity
Ongoing Activity

Activity No:	Output	Sub-activity	Lead Entity:	Supported by:	Funding Options	Notes/ Comments	Estimated Duration	Estimated cost \$US 000
ST4/O1/A1	Information and resources of international, regional and national bodies identified, managed and coordinated.	Establish baseline	IPPC and RPPOs	NPPOs and RPPOs	Donors	30 days cumulative in year one.	30 days cumulative in year one.	255
ST4/O1/A1.1		Build ICT system accessible to donors and recipients with limited general access	IPPC	NPPOs and RPPOs	Donors	One month in year one.	One month in year one.	20
ST4/O1/A1.2		Develop and conduct periodic survey of capacity development programs to populate the system	IPPC	NPPOs and RPPOs	Donors	One month per year over 6 years.	One month per year over 6 years.	30
ST4/O1/A1..3		Train users on system operations.	IPPC	NPPOs and RPPOs	Donors	One month in year one.	One month in year one.	350
ST4/O2/A2.1	Methods and pathways for communication used	Establish "help desk" which is empowered to facilitate and maintain partnering between donors and recipients	IPPC	NPPOs and RPPOs	Donors	Costed in the IRSS program	Development during year 1.	On-going activity year 2-6.
ST4/O2/A2.2		Each successive CPM encourages the use of help desk	CPM	NPPOs and RPPOs	Donors	One week during CPM each year.	One week during CPM each year.	
ST4/O3/A3.2	Mechanism and synergies for coordination used	Contracting parties or RPPOs reports information to IPPC on ongoing or planned projects in member nations	RPPO	NPPOs and RPPOs	Donors	One month per year over year 2-6.	One month per year over year 2-6.	
ST4/O4/A4.1	Competencies for resource mobilization and management identified and supported through the national phytosanitary action plan	National networking mechanism established	NPPO	NPPOs and RPPOs	Donors	Initial development activity may require IPPC intervention for providing description of what is required - regional travel	Year one.	25

ST4/O4/A4.2		National coordination committee (SPS/biosecurity/trade facilitation , etc) established to engage other ministries/departments in cooperative activities that can benefit plant health efforts	NPPO	NPPOs and RPPOs	Donors	Initial development activity may require IPPC intervention for providing description of what is required - regional travel	Year one.	25
ST4/O4/A5.1		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	Over year 1-6(72 months)	750
							Total	1455

IPPC Capacity Development Work Plans - Strategic Area 5: Pest Information

Review

Development Activity

Ongoing Activity

Activity No:	Output	Sub- activity	Lead Entity:	Supported by:	Funding Options	Notes/ Comments	Estimated Duration	Estimated cost \$US 000
ST5/O1/A1	Contracting parties updated regulated pest lists and timely report outbreaks of regulated pests.	Gap analysis to determine requirements for surveillance, diagnostics, reference collections, information systems etc.	IPPC	IPPC/RPPO/NPPO and other institutions	Donors		Three months year 1.	350
ST5/O2/A2	Pest data analysed, especially providing early warning for risk management, market access and	National Planning activities related to surveillance, diagnostics and related activities underpinning food security.	NPPOs	IPPC/RPPO/and other institutions	Donors	This is a component frequently integrated into many cooperation projects	Year 1.	

	risk analysis.							
ST5/O/A3.1		Enhancement of surveillance skills through training - especially practical application.	NPPO	RPPOs, IPPC Sec, Technical Assistance providers	Donors	<p>This represents a two year cycle which will include a training workshop (train the trainer), followed by actual surveillance activities culminating in a consolidation workshop. The activities are governed by seasonality, and as a result the initial training workshops will need to be held over a six month period.</p> <p>Assuming 80 countries receiving 400.000 each over 2 years.</p>	Year 2-3.	32000
ST5/O/A3.2		Development of specialized diagnostic support at a regional level.	RPPO	NPPO/IPPC	Donors	Reflected as ongoing over the life of the project.	On-going activity during year 2-6.	2000
ST5/O/A4.1		Enhancement of diagnostic capability through development of laboratory infrastructure.	NPPO	NPPO/RPPO/IPPC	Donors	<p>Needs determined based on gap analysis and midterm review</p> <p>Assuming 80 countries receiving 500.000</p>	Developed in the beginning of year 2 and year 4.	40000
ST5/O/A4.2		Enhancement of diagnostic capability through the provision of diagnostic tools.		NPPO/RPPO/IPPC	Donors	This will include taxonomic reference material, electronic or otherwise.	Developed in the beginning of year 2 and year 4.	200
ST5/O/A4.3		Enhancement of diagnostic capability through development of networking.	IPPC	RPPO/NPPO	Donors	Vision is to establish a network, registers of expertise, etc.	Developed in the beginning of year 2 and year 4.	1750
ST5/O/A4.4		Enhancement of reference collections and	NPPO	RPPO/IPPC	Donors	Driven by gap analysis, and revisited periodically	On-going activity in the beginning of year 2 and year	2000

		related physical facilities and curation protocols.					4.	
ST5/O/A4.5		Confirmatory identifications for specimens to assist with reference collections, early warning for risk management, market access and risk analysis	NPPO	RPPO, IPPC	Donors		Developed in the beginning of year 2, on-going activity during year 2-6.	295
ST5/O/A5.1		Create and deploy information systems at national level. Mechanisms created to provide pest information to NPPOs.	NPPO	IPPC/RPPO	Donors		Developed during year 1, on-going activity year 2-6.	480
ST5/O/A5.2		Training in compilation of pest information and management of information systems provided to national actors, including NPPOs.	NPPO	IPPC/RPPO	Donors		One month during year 2.	100
ST5/O/A5.3.		Data entry	NPPOs		Donors		Developed in the end of year 2, on-going activity year 3-6.	700
ST5/O/A6.1	Capability to provide plant pest information enhanced.	Training provided in analysis of pest information, preparation of pest reports and issuing of pest alert.	NPPO/RPPO	IPPC	Donors	Dependent on complexity of tasks to be done	Two months in year 3.	
ST5/O1/A7	.	Pest information analysed; reports and early warnings issued.	NPPOs	IPPC/RPPO/NPPO	Donors		On-going activity from end of year 3-year 6.	

ST5/O/A8		Embed IPPC related material in national tertiary and vocational curricula	NPPOs	IPPC/RPPO	Donors		Developed in the end of year 3, on-going activity until year 6.	
							Total	79875

IPPC Capacity Development Work Plans - Strategic Area 6: Resource Mobilisation (Fundraising)		Review	Development Activity	Ongoing Activity
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Activity No:	Output	Sub- activity	Lead Entity:	Supported by:	Funding Options	Notes/ Comments	Estimated Duration	Estimated cost \$US 000
ST6/O1/A1.1	Enhanced capacity to engage donors at all levels	Donor coordination meetings at all levels	IPPC Sec	NPPO, RPPO	IPPC Sec, Donors		On-going activity from year 2-6.	500
ST6/O1/A1.2		Coordinate and maximise the effectiveness of the funds available from various sources.	STDF, IPPC Sec	NPPO, RPPO, REC's, Donors	IPPC Sec, RPPO, Trust Funds, Donors		On-going activity from year 2-6.	100
ST6/O1/A1.3		Develop guidelines to be used by NPPOs for engaging donors	IPPC Sec	NPPO, RPPO	IPPC Sec, RPPO, Donors		Developed in the beginning of year 3,	60
ST6/O1/A1.4		Develop recommendations to be used by donors for granting funding support	IPPC Sec	NPPO, RPPO	National, IPPC Sec, RPPO, Donors		Developed in the beginning of year 3,	60

ST6/O1/A1.5		Hire a full-time fundraiser in the IPPC Secretariat	IPPC Sec	NPPO, RPPO, FAO and others	Trust Funds, IPPC Sec, Donors	Staff resource shared with other areas of the IPPC	On-going activity from year 2-6.	230
ST6/O1/A 1.6		IPPC facilitates meeting with donors (e.g. side meetings at the CPM)	IPPC Sec.	NPPO, RPPO	Trust Fund, IPPC Sec, Donors		On-going activity from year 2-6.	300
ST6/O2/A 2.1	Enhanced capacity to raise funds from national sources.	Undertake national baseline analysis and determine level of funds required.	NPPO	IPPC Sec, RPPO	National, IPPC Sec, RPPO, FAO-TCP, Donors	National activities will be based on need and cost is considered under ST1	Two months during year 1.	
ST6/O2/A2.2		Develop a mechanism to ensure sustainability of the operations of an NPPO, including cost sharing /cost-recovery/user-pay models	NPPO	IPPC Sec, RPPO, National stakeholders	National, IPPC Sec, RPPO, National end-user of PS services, Donors	National activities will be based on need and priority and cost is considered under ST1	On-going activity from year 1- year 6.	
ST6/O2/A2.3		NPPO management develops and pursues appropriate funding level through the national budgetary processes.	NPPO	National stakeholders	IPPC Sec, RPPO, National end-user of PS services, Donors	National activities will be based on need and cost is considered under ST1	On-going activity from year 1- year 6.	
							Total	1250

IPPC Capacity Development Work Plans - Strategic Area 7: Advocacy		Review	Development Activity	Ongoing Activity
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Activity No:	Output	Sub- activity	Lead Entity:	Supported by:	Funding Options	Notes/ Comments	Estimated Duration	Estimated cost \$US 000
ST7/O1/A1.1	Enhanced involvement of the NPPO in formulating relevant national policies	Develop training materials; deliver training; evaluate training impact on policy	Multinational organizations	FAO. IPPC Sec., RPPO/RECS AND OTHER ORGANIZATIONS	IFAD, FAO, WB, NPPO	6 months	6 months. Developed in the end of year 1- beginning of year 2.	1200
ST7/O1/A1.2		National and regional mentoring	NPPO/RPPO	IPPC Sec	NPPO/RPPO	72 months; ongoing, Costing only staff required by IPPC Sec and RPPO	On-going activity from year 1-6.	80
ST7/O1/A1.3		Conduct study of policy documents for possible impact on the phytosanitary system	RPPO/RECS AND OTHER ORGANIZATIONs	FAO	RPPO, RECS AND OTHER ORGANIZATIONS, IFAD, FAO, WB, NPPO	3 months	Developed during 3 months in year 1.	60
ST7/O2/A2.2	Enhanced NPPO capacity to promote their own capacity development needs	Develop guidelines for phytosanitary capacity building based on Paris Principles	IPPC Sec	FAO, NPPOs, RPPOs	STDF,FAO,WB	1 month	Developed during month year 1.	60
ST7/O3/A3.1	NPPOs have better capacity to develop and implement communication/advocacy strategies	Develop training materials	IPPC Sec	FAO	FAO,WB,IFAD,	6 months; Assuming 20 countries per year	6 months, in the end of year 1-beginning of year 2.	160
		Deliver training	RPPOs, RECS AND OTHER ORGANIZATIONS	Expert/NPPO/IPPC Sec			6 months, in the end of year 1-beginning of year 2.	420

		Evaluate training impact	NPPO	Expert			6 months, in the end of year 1-beginning of year 2.	720
ST7/O3/A3.2		Enhance communication skills of NPPO managers to convince senior officials of the government, including policy makers	NPPO	RPPO/RECS AND OTHER ORGANIZATIONS/FAO	NPPO,FAO,WB,RPPO,RECS AND OTHER ORGANIZATIONS,	2 months per year; assume 20 countries conduct 2 national workshops per year	2 months per year; assume 20 countries conduct 2 national workshops per year	960
ST7/O4/A4.1	Enhanced capacity to coordinate national stakeholders	Engage industry and other private sector stakeholders and NGOs	NPPO	RPPO/RECS AND OTHER ORGANIZATIONS	Private Sector, NPPO, RPPO, RECS AND OTHER ORGANIZATIONS	3 months over 6 years; assume 20 countries conduct 2 national workshops per year	3 months over 6 years; assume 20 countries conduct 2 national workshops per year	960
ST7/O4/A4.2		Formalize regular linkages – bridge building with customs, immigration, trade groups and private sector	NPPO	RECS AND OTHER ORGANIZATIONS	Private Sector, NPPO, RECS AND OTHER ORGANIZATIONS	3 months over 6 years; assume 20 countries conduct 2 national workshops per year	3 months over 6 years; assume 20 countries conduct 2 national workshops per year	960
ST7/O4/A4.3		Encourage public private partnership with users of the phytosanitary service	NPPO	RECS AND OTHER ORGANIZATIONS	Private Sector, NPPO, RECS AND OTHER ORGANIZATIONS	3 months over 6 years; assume 20 countries conduct 2 national workshops per year	3 months over 6 years; assume 20 countries conduct 2 national workshops per year	960
ST7/O4/A4.4		Develop and promote case studies of private sector/public sector collaboration to achieve phytosanitary / bio security / market	STDF, IPPC Sec and others	RECS AND OTHER ORGANIZATIONSs, RPPO, FAO, IPPC Sec	NPPO,FAO,WB,RPPO,RECS AND OTHER ORGANIZATIONS, STDF	24 months at year 5 and 6; Assume a sample of 120 countries over 6 years = 12 country study.	24 months at year 5 and 6; Assume a sample of 120 countries over 6 years = 12 country study.	500

		access objectives						
ST7/O5/A5.1	Enhanced capacity of regional bodies to influence, assist, and promote national policy	Create fora for interchange of experiences and skills on phytosanitary advocacy among regional organizations	RPPO/IPPC Sec	FAO, RECS AND OTHER ORGANIZATIONSS	STDF, NPPO, WB, RECS AND OTHER ORGANIZATIONS, RPPO	2 meetings per year; 3 months total	2 meetings per year; 3 months total	720
ST7/O5/A5.2		Utilize other international fora (e.g. APEC) to advocate for national phytosanitary systems	RPPO/RECS AND OTHER ORGANIZATIONSS	IPPC Sec	STDF, NPPO, WB, RECS AND OTHER ORGANIZATIONS, RPPO	1 Meeting every quarter; 4 per year; 6 months total; Assuming 10 delegates from 9 RPPOs and the IPPC Sec attending 4 meetings per year	1 Meeting every quarter; 4 per year; 6 months total; Assuming 10 delegates from 9 RPPOs and the IPPC Sec attending 4 meetings per year	1200
ST7/O5/A5.3		Conduct baseline study of RPPO relevance	IPPC Sec	NPPO, RECS AND OTHER ORGANIZATIONSS	FAO, NPPO, RECS AND OTHER ORGANIZATIONSS	3 months	3 months, review year 1.	60
ST7/O6/A6.1	Enhanced the capacity of contracting parties to generate, access and retrieve data and information on advocacy	Develop tools for evidence based advocacy (economic analysis, cost/benefit, etc)	STDF, FAO	NPPOs	RPPO, RECS AND OTHER ORGANIZATIONS, IFAD, FAO, WB, NPPO	Ongoing		
ST7/O6/A6.2		Review of current phytosanitary advocacy and communication documentation	NPPO, IPPC Sec, Other organizations	RPPOs, RECS AND OTHER ORGANIZATIONSS	IPPC, FAO, WB, STDF, NPPO, RECS AND OTHER ORGANIZATIONS, RPPO	3 months	3 months, developed in year1.	60
							Total	9060

IPPC Capacity Development Work Plans - Strategic Area 8: Monitoring and Evaluation		Review	Development Activity	Ongoing Activity
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Activity No:	Output	Sub- activity	Lead Entity:	Supported by:	Funding Options	Notes/ Comments	Estimated Duration	Estimated cost \$US 000
ST8/O1/A1.1	Monitoring and evaluation tools developed and used throughout the implementation of the global phytosanitary strategy at all levels.	Identify existence and use of M&E tools by contracting parties and others.	IPPC Sec	NPPOs	Donors		Developed in one month year 1.	60
ST8/O1/A1.2		M&E tools developed or adapted,	IPPC Sec	NPPOs and other institutions	Donors		Developed in two months year 1.	80
		Develop and populate a depository tool.	IPPC Sec	NPPOs and other institutions	Donors			100
ST8/O1/A1.3		Training in use of M&E tools (including use of the depository)	IPPC Sec		Donors		Developed in one month in the end of year 1,	400
ST8/O1/A1.4							On-going activity one month year 2.	
ST8/O1/A1.5		IPPC secretariat (and others) promote use of M&E and depository tools.	IPPC Sec, NPPOs and other institutions		Donors		Development in the middle of first year;	
							On-going activity in one month in year 2.	

ST8/O1/A1.7		Adjust M&E tool when necessary	IPPC Sec, NPPOs		Donors, Interested NGOs		Ongoing activity from year 2 until year 6.	
ST8/O2/A2.1	Periodic review and assessment being conducted	Partner with leading institutions to conduct reviews and assessments.	IPPC Sec		Donors		Development in the beginning of the first year,	3000
							On-going activity until year 6.	
ST8/O3/A3	Continual process of improvement (adaptive management)	Share review results as appropriate and implement corrective measures.	IPPC		Donors	Ongoing	Initially development in year 4.	250
							On-going activity until year 6.	
ST8/O4/A4	Mechanisms for recognition of good practices performed by countries	Criteria for awarding an IPPC recognition for excellence.	IPPC		Donors		Development in year 2.	
							On-going activity until year 6.	
ST8/O5/A5	The global strategy updated every 6 years	Mid term and final reviews conducted for activities in each ST	IPPC Sec, NPPOs	RPPOs	Donors		Updated every 6 year.	
							Total	3890

Appendix 4. Recommendations on the future structure and mode of operation of the expert working group including the possibility of forming a subsidiary body on capacity building.

The EWG analyzed this theme included in its terms of reference and performed a SWOT analysis based in the comparison of the establishment of a new subsidiary body vs. an expert working group.

The SWOT analysis is showed below, followed by an Annex on recommendations about the objectives, functions, structure and membership of a possible Subsidiary Body on Capacity Development (SBCD) and other containing suggested terms of reference and rules of procedure for the SBCD.

The group resolved to recommend to CPM the creation of a SBCD and consider the specific recommendations contained in Annexes 1 and 2 to this Appendix.

SWOT ANALYSIS ON THE ESTABLISHMENT OF A CPM SUBSIDIARY BODY ON CAPACITY DEVELOPMENT

Strengths	Weakness	Opportunities	Threats
Affirmation of the importance of the Capacity development function in the IPPC	Less flexibility due to stricter rules adopted by CPM	Terms of reference can be designed based on lessons learned from other IPPC subsidiary bodies	Costs can overrun if the CPM expectations of the work of the body becomes unrealistic
Greater recognition of the value of the produced outputs	Cumbersome to put together participants and call for meetings	The affirmation of the importance of capacity development by CPM-3 prepares the ground for the creation of a SB dedicated to it	Possibility that CPM may mandate the application of procedures/requirements with high costs implications, such as translation/interpretation or a high number of members.
Regularity of meetings ensures better planning, continuity and validation of the work of the body	Membership selection process inflexible	Maintain the momentum and interest in capacity development and attract the attention of previously passive contracting parties.	The false impression of some contracting parties that the creation of a SB would lead to the obligation to fund its work programme
Commitment to get full representation of regions and members	Regional representation process can affect quality of representation	Build upon the experiences of other standard setting bodies in capacity building	The establishment of the Body would trigger a higher degree of expectations than what is achievable given available resources.
Representation of the body by its chair at the CPM and other SB (SPTA) facilitates the presentation and the		Develop linkages with organizations to establish and/or enhance partnerships and create synergies to avoid	The process of election of officers of the Body could lead to weaker leadership

Strengths	Weakness	Opportunities	Threats
clarification of the agreed positions		duplication	
Allows expeditious response from CPM		A SB would have a greater degree of influence and more weight of decisions	Potential bureaucratic procedures for the SB could reduce the effectiveness of the CD programme.
Maintains the momentum and interest in capacity development and attracts the attention of previously passive contracting parties.		Early feedback on acceptance of work produced by the SB	
Members influence in regions		Members' influence in regions could be increased	
A SB would have a greater degree of influence and more weight of decisions		The process of election of officers of the Body could lead to a strong leadership	

Annex 1

Objectives, functions, structure and membership of a Subsidiary Body on Capacity Development (SBCD)

The purpose of the SBCD is to contribute to the achievement of the IPPC strategic objective D: *develop phytosanitary capacity for members.*

The inputs provided for the achievement of this objective will have an impact on the protection of sustainable agriculture, enhancement of global food security through the prevention of pest spread, protection of the environment, forests and biodiversity against plant pests and to facilitate economic and trade development through the promotion of harmonized, scientifically-based phytosanitary measures.

Objectives

Objectives of a subsidiary body on capacity development shall be based on contracting parties needs and shall include:

- Implementation of the IPPC national capacity building strategy at all levels.
- Sustainable funding for the IPPC national capacity building strategy
- Implementation of the IPPC and ISPMs by contracting parties.

- Assist and advice the CPM, other SB and organizations.

Functions and responsibilities

- Inform CPM of its activities.
- Review the IPPC national phytosanitary capacity development strategy, on a regular basis.
- Identify, promote, support and/or develop appropriate capacity development activities in line with the IPPC national phytosanitary capacity development strategy including technical resources, such as manuals, SOPs, guidelines, training materials and databases.
- Assess and prioritize for inclusion in the IPP those manuals, SOPs, guidelines, training materials and databases provided by partners, other public-private organizations, NPPOs and RPPOs, relevant for the implementation of the IPPC and its ISPMs.
- Monitor and evaluate the implementation of the IPPC national phytosanitary capacity development strategy.
- Enhance links and liaise with donors, partners and other public - private organizations concerned with capacity development in the phytosanitary area.
- Provide guidance and direction to the IPPC Secretariat capacity development and standard setting programs based on the identification of challenges associated with the implementation of the IPPC and its standards.
- Review periodically its functions and procedures.
- Liaise with other CPM Bodies and the Bureau.
- Undertake other functions as directed by the Commission, which may include:
 - a) in consultation with the Chair of the SB, represent the Secretariat in capacity development initiatives of other organizations, provided that those initiatives are consistent with the mandate of the SB;
 - b) provide oversight of the IRSS program;
 - c) report on IPPC related capacity development activities and challenges relevant to the phytosanitary community;
 - d) assist in identifying appropriate experts for capacity building/standard implementation activities;
 - e) coordinate closely, as needed, with other CPM subsidiary bodies, on relevant actions;
 - f) coordinate closely with standard setting bodies and capacity development initiatives and mechanisms under the WTO framework.

Structure and membership of a subsidiary body on capacity development

Composition

The size and composition of the subsidiary body shall be based on geographical representation with one delegate being from each FAO region and at minimum of three members being from developing countries. The quorum shall consist of 4 members.

Qualifications and experience

It is considered essential that members of the SB shall have an interest and experience in capacity development.

The members should possess the following:

- demonstrated experience in managing phytosanitary systems;
- demonstrated experience in delivering phytosanitary capacity development activities;
- in depth knowledge of the IPPC and International Standards for Phytosanitary Measures;
- experience in the application of phytosanitary regulations/legislation; and
- preferably knowledge, qualifications and/or experience in developing training materials.

Commitment of Contracting parties

Contracting Parties shall allocate the time, resources, and support necessary for its nominee to fulfil their role in the SB. Contracting Parties shall submit in written a statement of commitment to this effect to the IPPC Secretariat.

Administration of the Body

The subsidiary body Shall elect its Chairperson from among its membership.

Members of the subsidiary body shall serve for a minimum of two years, and a maximum of six years.

The SBCD shall meet once a year

Review

The SB shall review periodically its functions and procedures.

The need for a subsidiary body, and its functions and operation will be reviewed by the Commission every six years, taking into account experience and changing conditions.

Resources consideration

The SBCD shall meet as a Body annually, have extraordinary meetings when necessary and make use when possible of innovative work options, such as videoconference, teleconference, work by mail, facsimile and e-mail, in the most cost-effective manner within the available resources.

The resources for the annual meeting shall be allocated in accordance with Rule 11 of the Rules of procedures of the CPM.

Relationship with other bodies

During the process of assessing technical resources, and as needed, the subsidiary body shall coordinate actions with other relevant CPM bodies.

Annex 2

Suggested terms of references and rules of procedure for the a SB on Capacity Development

Terms of Reference

1. Scope of the Subsidiary Body on Capacity Development

The Subsidiary Body on Capacity Development contributes to the achievement of the IPPC strategic objective to develop the phytosanitary capacity of its members.

The work of this Body shall be guided by the IPPC national phytosanitary capacity building strategic framework adopted by the Commission

2. Objectives

Objectives of a subsidiary body on capacity development shall be based on contracting parties needs and shall include:

- Implementation of the IPPC national capacity building strategy at all levels.
- Sustainable funding for the IPPC national capacity building strategy
- Implementation of the IPPC and ISPMs by contracting parties.
- Assist and advice the CPM, other SB and organizations.

3. Structure of the Subsidiary Body on Capacity Development

The size and composition of the subsidiary body shall be based on geographical representation with one delegate being from each of 7 FAO regions and at minimum of three members being from developing countries. The quorum shall consist of 4 members. The members shall have no personal interest in providing independent technical assistance.

4. Functions of the Subsidiary Body on Capacity Development

The Subsidiary Body on Capacity Development has the following functions:

- Inform CPM of its activities.
- Review the IPPC national phytosanitary capacity development strategy, on a regular basis.
- Identify, promote, promote and/or develop appropriate capacity development activities in line with the IPPC national phytosanitary capacity development strategy including technical resources, such as manuals, SOPs, guidelines, training materials and databases.
- Assess and prioritize for inclusion in the IPP those manuals, SOPs, guidelines, training materials and databases provided by partners, other public-private organizations, NPPOs and RPPOs, relevant for the implementation of the IPPC and its ISPMs.
- Monitor and evaluate the implementation of the IPPC national phytosanitary capacity development strategy.

- Enhance links and liaise with donors, partners and other public - private organizations concerned with capacity development in the phytosanitary area.
- Provide guidance and direction to the IPPC Secretariat capacity development and standard setting programs based on the identification of challenges associated with the implementation of the IPPC and its standards.
- Review periodically its functions and procedures.
- Liaise with other CPM Bodies and the Bureau.
- Undertake other functions as directed by the Commission, which may include:
 - a) in consultation with the Chair of the SB, represent the Secretariat in capacity development initiatives of other organizations, provided that those initiatives are consistent with the mandate of the SB;
 - b) provide oversight of the IRSS program;
 - c) report on IPPC related capacity development activities and challenges relevant to the phytosanitary community;
 - d) assist in identifying appropriate experts for capacity building/standard implementation activities;
 - e) coordinate closely, as needed, with other CPM subsidiary bodies, on relevant actions;
 - f) coordinate closely with standard setting bodies and capacity development initiatives and mechanisms under the WTO framework.

5. IPPC Secretariat

The Secretariat provides administrative, technical and editorial support as required by the Subsidiary Body on Capacity Development. The Secretariat is responsible for reporting and record keeping regarding the capacity development activities.

Rules of Procedure

Rule 1. Membership

Membership of the SBOD is open to contracting parties.

The size and composition of the subsidiary body shall be based on geographical representation with one delegate being from each FAO region and at minimum of three members being from developing countries.

Members serve for terms of two years, with a maximum of six years. Regions may submit requests for additional exemptions for the same member on a term-by-term basis. Partial terms served by replacements shall not be counted as a term under these Rules.

Rule 2. Replacement of members

A potential replacement shall be nominated for each region for members of the SBOD and submit it to the Commission for confirmation. Once confirmed, potential replacements are

valid for the same period of time as specified in Rule 1. These potential replacements should meet the qualifications for membership set forth in these Rules.

A member of the SBCD will be replaced by a confirmed potential replacement from within the same region if the member resigns, no longer meets the qualifications for membership set forth in these Rules, or fails to attend two consecutive meetings of the SBCD.

The national IPPC contact point should communicate to the Secretariat any circumstances where a member from its country needs to be replaced.

A replacement will serve through the completion of the term of the original member, and may be nominated to serve additional terms.

Rule 3. Chair

The subsidiary body shall elect its Chairperson and Vice-Chairperson from among its membership.

Rule 4. Qualifications of subsidiary body members

Members shall have interest and experience in capacity development.

The members should possess the following:

- demonstrated experience in managing phytosanitary systems;
- demonstrated experience in delivering phytosanitary capacity development activities;
- in depth knowledge of the IPPC and International Standards for Phytosanitary Measures;
- experience in the application of phytosanitary regulations/legislation; and
- preferably knowledge, qualifications and/or experience in developing training materials.

Rule 5. Sessions

The SBCD shall meet as a Body annually, have extraordinary meetings when necessary and make use when possible of innovative work options, such as videoconference, teleconference, work by mail, facsimile and e-mail, in the most cost-effective manner within the available resources.

A meeting of the SBCD shall not be declared open unless there is a quorum of 4 members.

Rule 6. Observers and participation of invited experts

Meetings of the subsidiary body are generally open according to Rule VII of the Rules of Procedure for the Commission.

In specific cases, with prior agreement of the subsidiary members, the Chair of the SBCD may invite individuals or representatives of organizations with specific expertise to participate on an ad hoc basis at a specified meeting or part of a meeting or for specified business, as invited experts.

However, the subsidiary body may determine that certain meetings or business need to be conducted without observers, in particular where controversial information is involved.

Rule 7. Decision-making

The subsidiary body shall strive for consensus on all decisions but may vote where necessary using a 2/3 majority to take decisions. Decisions shall include dissenting opinions where requested.

Rule 8. Review

The SBCD shall periodically review its functions and procedures.

The Commission shall review every six years the need for a subsidiary body, and its functions and operation, taking into account experience and changing conditions.

Rule 9. Amendments

Amendments to the functions and procedures of the subsidiary body will be promulgated by the Commission as required, upon recommendation of the body.

Rule 10. Confidentiality

The subsidiary body shall exercise due respect for confidentiality where sensitive information is identified.

Rule 11. Language

The meetings of the SBCD shall be conducted in English.

Appendix 5. Terms of reference for an award on Capacity Development

The EWG considered that a possible mechanism for increasing awareness of IPPC capacity building efforts, and possibly a means to improve those efforts, would be to establish an annual award or awards. Example, there could be an award for a country which has achieved significant goals over the course of a year: best use of training, best use of personnel and resources, most effective contribution to plant health in a country, etc. Alternatively, there could be an award for the best individual capacity building project, thus including the recognition of all the participants, or there may be additional alternative possibilities, such as recognition of the best projects by specific field.

Objective: to recognize plant health related capacity building efforts over the course of a year. Granted to the best efforts in creating national phytosanitary capacity and

Procedure: The process for determining the winner should be highly competitive and have very specific criteria. It shall be a single award per year alternating by subject annually, i.e. project or country.

Confidentiality

Members of the EWG or SBCD shall be bound by the specific rule of procedure on confidentiality and shall affirm in writing to be so bound.

Method of nomination

Make an open call by the IPPC Secretariat.

Selection process

The EWG or SBCD shall be the group that determine eligibility and granting of the award, based on the following criteria:

- Effectiveness and efficiency in the delivery of CD
- Long term sustainability of the developed improvements
- Practicality, replicability and innovation
- Value to the phytosanitary community
- Stakeholders inclusiveness
- Promotional value within and outside of the phytosanitary community
- Contribution to the fulfilment of the IPPC strategic objectives

- Contributions to the fulfilment of obligations and responsibilities under the IPPC.

Eligibility

Proposal presented by an IPPC contracting party

Award

The award shall be conferred at CPM by the Secretary of the IPPC and so recorded in the CPM report. (The award could be sponsored).

Appendix 6. Advocacy: Human resources and organizational development: Ideas and concepts (Promotion of IPPC issues in curricula of Universities, Centers of Excellence and other institutions at national and international level to build capacities). Table of ideas and concepts for discussion.

IPPC issue to promote	Ideas and concepts	Comments
	<p>Who are the audience?</p> <p>What is the social/economic context?</p> <p>What communication tools can be used?</p> <p>What kind of message do we have to communicate?</p>	
Biosecurity curriculum	University students, not directly related to plant health; building staff capacities for the future; engage University, provide materials; protect the world plant resources.	<p>Could be presented to donors to be developed on an universal basis.</p> <p>Encourage incoming students to take up this discipline.</p>
Establishing the necessity for PRA capacity	Technical resources of Universities and Centres of Excellence; as a national food security and environmental issue; national policy discussion with government , Universities and Centres of Excellence; no PRA increases risk of a pest affecting your agriculture.	
Improving understanding of IPPC concepts	Broad range of stakeholders: environmental related staff; commodity groups, national policy makers; trade and environmental protection and donor funding prioritization; guidelines, manuals policy documents, factsheets, video, E learning, etc; approaching actors to trade safely.	

Appendix 7. Capacity Development Resource Mobilization: Concepts and proposals as a contribution to the overall IPPC Resource Mobilization Strategy.

Strategy Topic (see IPPC BNPC Strategy)	Proposal/concept	Details
1. NPPO management	<ul style="list-style-type: none"> • Develop a course on how to manage an NPPO. • Emergency management framework. • Development of curricula for Universities and Centres of Excellence. • Document on modalities for the establishment of an NPPO. • Good practices for participating in IPPC activities. 	
2. Participation in standard setting	<ul style="list-style-type: none"> • Distance training on standard setting process. 	
3. Standards Implementation	<ul style="list-style-type: none"> • Cataloguing of existing manuals, SOPs, treatments, etc • Development of new technical resources, where gaps exist. 	
4. Communication and coordination	<ul style="list-style-type: none"> • Develop a communication plan specific to capacity development. • Partnering, donor fora, improving dialogue . 	
5. Pest information	<ul style="list-style-type: none"> • Pest factsheets • Surveillance and sample processing training modules • Gap analysis to determine requirements for surveillance, diagnostics, reference collections, information systems etc. • Development of specialized diagnostic support at a regional level. 	

6. Resource mobilization	<ul style="list-style-type: none"> • Donor coordination. • Guidelines for engaging donors. 	
7. Advocacy	<ul style="list-style-type: none"> • Guidelines for Phytosanitary Capacity building based on Paris Principles. • Develop training materials for advocacy for use at all levels. 	
8. Monitoring and evaluation	<ul style="list-style-type: none"> • Identify existence and use of M&E tools by contracting parties and others. • M&E tools developed or adapted, • Develop and populate a depository tool • Training in use of M&E tools (including use of the depository) • Partner with leading institutions to conduct reviews and assessments. • Mid Term and Final Reviews 	

Appendix 8. Table from the discussion on possible topics for Manuals.

Generic inspection for import/export	Export certification	Surveillance and diagnostic	Import Verification	NPPO management	Status and pest listing	Emergency response
Green houses	Packinghouses specifications	Determination of surveillance plans	Post entry quarantine	Setting up an NPPO	Preparation of lists of regulated pests	Contingency planning
Storage places	Silos	Collection of samples	Treatments	Client management	Information sharing on pest status	Funding mechanisms
Containers	General export procedures	Processing of samples for analysis	Systems approaches	Customers service		Stakeholders coordination
Grain and seeds, including turf	Treatments	Surveillance information management	Preclearance	Stakeholder fora		Declaration of regulated areas.
Handicrafts	Systems approaches	PFA and ALPP	Documentary verification	Phytosanitary information system management		
Lumber and timber and sawn wood products	Preclearance	PFPP and PFPS	Emergency procedures	Hazard profiling		

Packaging Material	PFA and ALPP	Trapping for specific pests	Handling of non-compliance cases	Cost recovery/Fees structure		
Air Passenger Baggage	PFPP and PFPS		Offsite inspection	Policy and legislation		
Air Cargo	Field inspection		Sampling for diagnostics	Human resources management		
Maritime and inland waterways cargo	Issuance of PC		Processing of biological control agents for import	Import permits		
Mail Facility	Traceability of consignments		Leakage surveys	Market access negotiations		
Passenger Vehicles	Maintenance of identity and integrity of consignments			Training requirements for public officers and designated officers		
Overland Cargo	Sampling for diagnostics			Participation in IPPC activities		
Heavy used machinery	Handling of transit consignments			Performance management		
Animals	Processing pest specimens for confirmatory diagnostics			Audits		

Pedestrian				Quality assurance		
Pre departure Air Passenger				Third parties authorization		
Rail Cargo				Service providers supervision		
Feed inspection				Branding and promotion		
Express Carrier				Prosecuting cases of offenses		
Cruise Ship						
Nursery Stock						
Ornamentals						
Garbage						
Soil						
Organic Fertilizers						
Ship Ballast						
Handling of transit consignments						
Sampling for diagnostics.						

Appendix 9 . Indicative program for training of trainers

Phytosanitary Capacity Building Facilitators

Training: Provisional Agenda

[VENUE]

[DATE]

Day 1 -	
am	Introduction to Workshop Programme Capacity Building <ul style="list-style-type: none"> • Introduction to the IPPC • Phytosanitary Principles and Concepts for the Protection of Plants- ISPM 1 Global phytosanitary/trade environment as defined by International Treaties(IPPC,WTO,SPS, CBD) <ul style="list-style-type: none"> • SPS • IPPC Standard Setting procedure • IPPC Dispute settlement
pm	International Standards for Phytosanitary Measures (ISPMs) – content and implementation issues

	<ul style="list-style-type: none"> • ISPMs and implications for international trade Requirements for implementation of the IPPC • Roles functions as defined by the IPPC of: <ul style="list-style-type: none"> ○ IPPC and NPPO ○ NPPOs and RPPOs ○ National Obligations
Day 2 -	
am	Operational/procedural issues confronting NPPOs <ul style="list-style-type: none"> • Developing country problems • Information exchange • Guidelines for inspection • Consignments in transit
pm	Operational/procedural issues confronting NPPOs <ul style="list-style-type: none"> • IPPC and alien invasive species • Wood packaging materials • Non-compliance • Pest reporting, pest status
Day 3 -	
am	Phytosanitary systems evaluation (PCE) for implementation of selected standards <ul style="list-style-type: none"> • Introduction to PCE and the International Standards • PCE tool Skills training in Pest Risk Analysis and review of PRA procedures <ul style="list-style-type: none"> • PRA for quarantine pests and PCE module • PRA-RNQP • PRA-LMOs
pm	Skills training in Pest Risk Analysis and review of PRA procedures

	<ul style="list-style-type: none"> • Import regulation & PRA • Technical tools in PRA • Information sources <p>Negotiations/bilateral discussions regarding PRA decisions in terms of market access:</p> <ul style="list-style-type: none"> • experience sharing
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Day 4 -	
am	<p>Legal frameworks and capacity requirements for NPPO for consistency with the IPPC</p> <ul style="list-style-type: none"> • Establishing NPPOs and Bio-security approaches • Legislation and Institutional modules - PCE • Import Regulatory Structure
pm	<ul style="list-style-type: none"> • Export Certification and PCE module • Surveillance and PCE module
Day 5 -	
am	<p>Phytosanitary Systems Analysis: Phytosanitary Capacity Evaluation (PCE) and strategic planning</p> <ul style="list-style-type: none"> • Stakeholder Analysis • Problem analysis
pm	<p>Phytosanitary Systems Analysis: Phytosanitary Capacity Evaluation (PCE) and strategic planning</p> <ul style="list-style-type: none"> • SWOT analysis • Logical Framework approach

Day 6 -	
am	Project identification, formulation and funding options <ul style="list-style-type: none"> • The FAO project cycle • Funding options
pm	<ul style="list-style-type: none"> • Project formats • TCP programme <ul style="list-style-type: none"> ○ Standard Project document format ○ TCP Guidelines ○ Model letter government request
Day 7 -	
am	Regional/sub regional perspective, initiatives and coordination <ul style="list-style-type: none"> • Important phytosanitary/trade issues in the region • Discussions regarding priority issues & experiences
pm	Field visit – (Point of entry inspection point, field surveillance activity, export certification activity etc.)