**ADDITIONAL INFORMATION: e-learning materials on “Phytosanitary export certification system”**

The development of the e-learning materials “Phytosanitary export certification system” is partially funded by the FAO project to support the COMESA trade facilitation programme (GCP/INT/387/COM) and through co-financing and in partnership with relevant institutions. Travel restrictions as a result of the COVID-19 pandemic has required the IPPC Secretariat to consider other modalities of delivering capacity development activities on “Phytosanitary export certification systems”. As the initially planned face-to-face training is no longer possible, the IPPC Secretariat has decided to develop e-learning materials. In order to optimize efforts and resources, the IPPC Secretariat where possible, will follow established procedures for the development of this type of materials, including input from international experts. These materials would then be available to all IPPC contracting parties, not just to COMESA countries.

The Working Group is expecting to contribute content, cases and feedback to develop these e-learning materials during the Virtual Working Group meetings planed monthly from July until December 2020 and through electronic communication, no travel is required. The delivery of these training materials would take place from December 2020 through to February 2021 and some experts will be requested to participate in the training as tutors or facilitators.

**Selection Process and Criteria:**

* **Experts for the Working Group:**
* The IPPC Secretariat will select experts in consultation with the IC based on the documents submitted taking into account their technical and practical expertise in the subject matter, considering a wide geographical representation from both developing and developed countries to ensure that the materials developed are globally applicable and reflect best practices from all over the world.
* **Technical Materials**
  + Submitted technical materials will be made available to the WG to be used for the e-learning and referenced as per IPPC/FAO practice or posted on the International Phytosanitary Portal (IPP) as contributed resources following the IC established process.

**Roles and Responsibilities of Experts to be Members of the Working**

* Roles and responsibilities of experts if selected are detailed in the [Process for the Development of IPPC Implementation and Capacity Development Guides and Training Materials](https://www.ippc.int/static/media/files/publication/en/2019/03/Process_for_the_Development_of_IPPC_Guides_and_Training_Materials_2018-12-17_REV01.pdf).
* The experts should be available to attend the monthly Virtual Working Group meetings from July to December 2020. In addition, experts should participate in the review of the materials submitted and in the preparation of the training materials and may also act as tutors through distant learning from December 2020 until February 2021. Preparatory work to this meeting would represent an average of one day of work per month.
* The Working Group will operate in English language (without interpretation). Experts will be asked to draft content and case studies and should be able to formulate ideas and write clearly in English.
* As this is a global group of experts, virtual meetings may sometime need to be organized outside of traditional office hours and flexibility will be required.