**Submission Form for IPPC Call for case studies on good monitoring and evaluation (M&E) practices for national phytosanitary systems** (2020-07)

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| Requested case study information  NPPOs are requested to fill in this form with the following information: | |
| Country Name: |  |
| 1. Contact information for the individual the IPPC Secretariat should contact to get more information or clarifications on submitted information. | |
| Main contact name: |  |
| Main contact email: |  |
| Main contact phone number |  |
| Alternate contact name: |  |
| Alternate contact email: |  |
| Alternate contact phone number |  |
| 1. General: | |
| * 1. Country classification[[1]](#footnote-1) | |
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| * 1. Geographic data on the country | |
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| * 1. Trade related data (relevant for phytosanitary situation). | |
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| * 1. Plant health situation: key areas that go well and areas that need strengthening. You could use information from the phytosanitary capacity evaluation (PCE) if available. | |
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| * 1. Description of NPPO. For reference please see information posted under your country name on the IPP: <https://www.ippc.int/en/countries/all/nppo/> but kindly provide updated information if needed. | |
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| * 1. Organisational arrangements of Plant Protection. For reference please see information posted under your country name on the IPP: <https://www.ippc.int/en/countries/all/plantprotection/> but kindly provide updated information. | |
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| * 1. Any other relevant general information. | |
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| 1. Description of M&E practices for your national phytosanitary system: | |
| * 1. Strategic framework. Kindly share your strategic plan your country’s national phytosanitary system and indicate whether and how this is used as the basis for M&E. | |
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| * 1. Purpose of the M&E system. Please describe the main reasons why monitoring and evaluation of your national phytosanitary system is done? | |
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| * 1. Key information (including indicators) to be generated. What types of key information and indicators are collected to monitor your national phytosanitary systems? | |
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| * 1. Data collection & processing. What key methods and processes are used to collect data on your national phytosanitary system | |
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| * 1. Data analysis and sense making. What methods and mechanisms are used to analyse data and then make sense of the data and consolidate results? | |
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| * 1. Communication and reporting mechanisms. What communication and reporting mechanisms are in place to communicate the findings of the M&E on the functioning of your national phytosanitary system? | |
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| * 1. Key capacities and conditions for M&E: human resources, incentives, roles and responsibilities, database, budget. Do you have adequate human resources (a sufficient number of qualified staff to carry out M&E), a clear mandate to carry out M&E, clearly identified M&E roles and responsibilities (including the role of leadership and management), a adequate tools to carry out M&E (e.g. database), and adequate budget for M&E? | |
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| * 1. Enabling environment – factors that support the implementation of good M&E practices of your national phytosanitary system. Generally, what are the main factors that support, or hinder the implementation of good M&E practices for phytosanitary systems in your country? Is M&E widely used by other government departments in your country? Is M&E of phytosanitary systems part of a larger national M&E strategy or framework?? | |
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| 1. M&E for adaptive management. Please explain how the M&E practices support decision making for your national phytosanitary system. | |
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| 1. Key M&E practices to zoom in on. Are there any aspects of your national M&E programme or any specific M&E practices that you would like to focus on in a more detailed case study? | |
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| 1. Lessons learnt. What general lessons would you like to share with others? | |
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**How do I submit a case study?**

Please send an email from your IPPC Official Contact Point (<https://www.ippc.int/countries/all/contactpoints> ) to the IPPC Secretariat ([IPPC@fao.org](mailto:IPPC@fao.org)). In the subject line of your e-mail please indicate your COUNTRY NAME + “M&E for national phytosanitary systems” and don’t forget to attach the completed submission form, supporting documents and photos.

Deadline: Submissions are **due 15 August 2020**.

1. **Country Classification (low, lower middle, upper middle, high) using WB Gross National Income Level: Use table 1** [**https://www.ippc.int/en/publications/1036/**](https://www.ippc.int/en/publications/1036/)

   [↑](#footnote-ref-1)