Template: Draft Outline for IPPC implementation resources[[1]](#footnote-1)

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|  | **Submitted by:** | Enter country or organization name |
|  | **Submission number:** | For IPPC Secretariat use only |
| Please follow the instructions for completing this form (see page 3-4). | | |
| **1. Title** | | |
|  | | |
| **2. Type of implementation resource** *(Please select only one of the following options )* | | |
| |  |  | | --- | --- | | **New** implementation resource:  ☐ Guide (e.g. Manual)  ☐ Training material (e.g. e-Learning. Please specify: Click or tap here to enter text.)  ☐ Awareness material (e.g. short videos. Please specify: Click or tap here to enter text.)  ☐ Other (Please specify: Click or tap here to enter text.) | **Revision** of existing implementation resource:  ☐ Please specify: Click or tap here to enter text. | | | |
| **3. Convention articles, ISPMs and CPM recommendations to be addressed by the proposed implementation resource** | | |
| ☐ Convention articles (Please specify: Click or tap here to enter text.)  ☐ ISPM (Please specify: Click or tap here to enter text.)  ☐ CPM Recommendation (Please specify: Click or tap here to enter text.) | | |
| **4. Scope** | | |
|  | | |
| **5. Background / Purpose** | | |
|  | | |
| **6. Content for the proposed implementation resource** | | |
|  | | |
| **7. Key references and other supporting materials** | | |
|  | | |
| **8. Selection criteria for working group experts *(optional)*** | | |
|  | | |
| **9. List of existing photographs, figures, tables, forms, lists, infographics, case studies, etc. with copyright [name, institution, country] and captions. Please attach the list and files to email. *(optional)*** | | |
|  | | |
| **10. List of proposed photographs, figures, tables, forms, lists, infographics, case studies, etc. *(optional)*** | | |
|  | | |

INSTRUCTIONS FOR COMPLETING THE TEMPLATE FOR DRAFT OUTLINES FOR IPPC IMPLEMENTATION RESOURCES

Save the template as a Word document using the following naming convention:

* 20XX\_Draft\_Outline\_[Guide or Training Material][Title of topic (Topic No.)].docx

The IPPC official contact point should submit the completed Draft Outline template and any supporting technical materials (see Section 8) to [ippc@fao.org](mailto:ippc@fao.org) as an attachment to the [Submission form for Topics for Standards and Implementation](https://www.ippc.int/en/publications/87501/).

1. Title

Provide a very brief title of the proposed implementation resource that is short, descriptive and easy to reference.

2. Type of implementation resource

Please copy and paste this information from Section 3.2 of the submission form.

Describe the type of implementation resource (e.g. Guide or e-Learning material) that is being proposed and whether the proposal is to develop a new implementation resource or revise an existing implementation resource.

3. Convention articles, ISPMs and CPM recommendations to be addressed by the proposed implementation resource

Please copy and paste this information from Section 3.2 of the submission form.

Please provide a list of the ISPMs that are most relevant to the topic as well as any Convention articles or CPM recommendations to be addressed.

4. Scope

Provide the boundaries or limits to what should be included in the implementation resource.

5. Background / Purpose

Provide a summary of the substance of the implementation resource.

Explain why the implementation resource is important (i.e. its objectives) and identify the target audience.

Provide information on operational and technical implementation issues that the implementation resource should address.

Include other information that aids in understanding the history of the need for the development of the implementation resource.

When an implementation resource is being revised, this section should include relevant information on the reasons for the revision and the scope of the revision.

6. Content for the proposed implementation resource

Provide a detailed list of the topics / items to be addressed by the proposed implementation resource, including specific tasks, needs and expectations for the working group.

The proposed guide / training material should include the following information (e.g. provide guidance, make recommendations, describe the steps, consider, identify, etc.):

(1) [Add text]

(2) [Add text]

(3) [Add text]

**7. References and supporting materials**

Provide a bibliography to support the development of the guide.

8. Selection criteria for working group experts *(optional)*

A working group will be formed to develop the implementation resource. The working group should be composed of experts with relevant technical and practical expertise in the subject matter and should have a wide geographical representation from both developing and developed countries to ensure that the material developed is globally applicable and reflects best practices from all over the world. This section may be used to suggest criteria to be used for selecting working group members:

(1) [Add text]

(2) [Add text]

(3) [Add text]

9. Copies of existing photographs, figures, tables, forms, lists, infographics, etc. *(optional)*

List and provide copies of any existing photographs, figures, tables, forms, lists, infographics that could be included within the body of the implementation resource to enhance or support the information provided, if applicable. Please email the files to the IPPC Secretariat with the completed Draft Outline form.

Please note the following specifications:

* Photographs should be .tiff files or jpegs saved to the maximum resolution (at least 150 dpi resolution, preferably 300 dpi).
* Charts, graphs, etc. should be .ai files (Adobe Illustrator) or pdf files, rather than images. Please include original Excel files, if available.

A caption describing the content of each photograph, figure, table, form, list, infographic should also be provided.

Please note that an [FAO permission request form](https://www.ippc.int/en/publications/88268/), granting the IPPC Secretariat permission to use the materials and identifying whom to credit will need to be completed prior to publication.

10. List of proposed case studies, photographs, figures, tables, forms, lists, infographics, etc. *(optional)*

Describe or provide examples of any case studies, photographs, figures, tables, forms, lists, infographics, etc. that could be developed and included in the proposed implementation resource to enhance or support the information provided.

**Note:** The template for [*Case studies for IPPC Guides and training materials*](https://www.ippc.int/en/publications/88093/) should be used to submit case studies to the IPPC Secretariat. Please e-mail the completed form to ippc@fao.org with the subject line “Case study for IPPC Guides and training materials”.

1. Modified by IPPC Secretariat (2020-11-03) [↑](#footnote-ref-1)