



Food and Agriculture
Organization of the
United Nations



International
Plant Protection
Convention

REPORT

Implementation and Capacity Development Meeting (virtual MEETING N°6)

**Rome, Italy
30 September 2020**

IPPC Secretariat

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DRAFT REPORT VM06
IMPLEMENTATION AND CAPACITY DEVELOPMENT COMMITTEE
(VIRTUAL MEETING No. 6)
30 September 2020

1. Opening of the Meeting

- [1] The IC Chairperson, Ms Olga LAVRENTJEVA, and the Implementation and Facilitation Unit (IFU) lead, Mr Brent LARSON, welcomed all participants to the sixth virtual meeting of the Implementation and Capacity Development Committee (IC). The IFU lead apologized for the late posting of the papers for the meeting, which had been due to a change in the agenda. He also said that, for the first time, the meeting would include some “breakout rooms” to improve the level of interaction in the meeting.

2. Meeting Arrangements

2.1. Election of the Rapporteur

- [2] Mr Dominique PELLETIER (Canada) was elected as the Rapporteur to the meeting.

2.2. Adoption of the agenda

- [3] The agenda¹ was adopted without modifications (Appendix 1).

3. Administrative Matters

3.1. Documents list

- [4] The following documents, which are also posted in the IC restricted work area of the IPP, were introduced:
- VM06_01_IC_2020_Sept_Agenda
 - VM06_02_IC_2020_Sept_CommunicationsOnIssuesTo_IC
 - VM06_03_IC_2020_Sept_IC_meetingsCalendar

3.2. Participants list

- [5] All IC members and the RPPO and SC representatives were present except for: Stephanie BLOEM. In addition, the following observers were in attendance: Ms Kyu-Ock YIM, Mr Ahmed M. Abdellah ABDELMOTTALEB, Mr Nilesh Ami CHAND, Ms Ruth AREVALO MACIAS, Mr Thorwald GEUZE, Mr Lalith Bandula KUMARASINGHE.

4. ICD Communications and Planning

4.1. Enhancing communications between IFU and IC

- [6] The IFU lead introduced the paper that the Secretariat had prepared on how to enhance communication between the IFU and the IC². He explained that the paper had been prompted by the suggestions from IC members that less time in IC meetings be spent on updates and more time be spent discussing issues and making decisions, and that this was even more important for virtual meetings. The Secretariat had therefore reviewed the different ways that the IFU and the IC share information, and had drawn together some proposals.

¹ VM06_01_IC_2020_Sept

² VM06_02_IC_2020_Sep

- [7] The Secretariat proposed that the “IFU update to the IC” frequently sent by email be the main means of one-way communication of information from the IFU to the IC, copied to the Commission on Phytosanitary Measures (CPM) Bureau, the Standards Committee (SC), the FAO plant health team, and Regional plant protection organizations (RPPOs). As well as containing updates on activities of particular relevance to the IC, it would include links to relevant reports, papers, news items, announcements and calls. IC members could also subscribe individually to receive the relevant news items, announcements and calls in a more timely manner. One-way communication would also continue via e-decisions and IC papers, and two-way communication via virtual meetings and standing e-forums.
- [8] The Secretariat proposed that the summary of e-decisions be produced once a year rather than twice a year as is presently done. It was also proposed that a new “IC Q&A” standing e-forum be set up, through which IC members could ask questions and receive responses (the paper also including a proposal that time be set aside at the beginning of each meeting for IC members to raise issues).
- [9] To help determine which matters would be covered in meetings and which via other means, the Secretariat had included in the paper a table distinguishing those items that needed to be brought to a meeting for discussion and those that did not. The IFU lead invited the IC to comment on this table showing the proposed methods of communication of different information to the IC.
- [10] The IC Chairperson thanked the IFU lead and the IC broke into three groups by breakout rooms to discuss the proposals presented in the paper. Each group was asked to nominate an IC member to report back to the main session.
- [11] When the main session resumed, the nominated IC member from each group gave a brief summary of their group’s discussion. There was general support within the IC for the proposals, which would allow more interaction between IC members in the meetings and encourage more effective use of the time. The importance of outlining and highlighting decisions from other bodies, such as the CPM, the Strategic Planning Group (SPG) and the SC, was emphasized and it was noted that although IC members receive a lot of information, they do need to be “kept in the loop” in case something significant arises. So, there is a need to regulate the information being communicated. There was agreement that, in general, updates on IPPC Secretariat activities do not need to be presented during the virtual meetings. It was also noted that the IC would be copied on similar updates prepared by the SSU on SC activities. Exceptions will be made for the Integration and Support Team (IST) which do not share an update and they will have the opportunity once a year to present an update on their activities to the IC.
- [12] The table of methods of communication (Appendix 2) was thought to be a useful tool for both the IC and the IFU. It was suggested that the IC proceed with the proposals on a trial basis, with the table being considered a living document and updated accordingly.
- [13] The following minor amendments to the table were proposed by IC members:
- second row, IC e-decisions – change summary from annual to bi-annual
 - fifth row, IC roadmap for implementation and capacity development – add IC team
 - seventh row, IC teams (IC lead only) – delete reference to SC–IC collaboration in the first column and IC paper in the second, and because these are covered two rows below in the row on IC–SC collaboration
 - twelfth row, projects – amend final entry of second column, regarding reference to the November 2019 report, so that it is clear to what this relates.
- [14] The IC Chairperson invited IC members to submit any comments, such as the final one in the list above, to the Secretariat. The IFU lead confirmed that row numbers would be added, to facilitate cross-referencing.
- [15] Finally, in terms of the practicalities of virtual meetings, one IC member asked whether it would be possible to have a timer for groups during breakout room sessions, or at least frequent reminders about how much time is left. The Secretariat agreed to look into this.

[16] The IC:

- *approved* the proposals from the Secretariat on improving communication between the IFU and the IC, as modified by comments made at this meeting
- *requested* that Breakout rooms in virtual meetings be provided either with a timer or frequent reminders of how much time is left for the group discussion.
- *agreed* to the Methods of communications on ICD issues to the IC as revised in *Appendix 4*

4.2. Agenda items for future IC meetings and proposed calendar

[17] The Secretariat introduced the proposed calendar of future virtual meetings (Appendix 03) until June 2021³. This proposal is based on the proposed topics identified in the previous agenda item (Appendix 02) as necessary to be discussed in IC meetings. This incorporated 15 minutes at the beginning of each meeting for questions related to the IFU update to the IC or other questions not related to the main topic of the meeting, and also 15 minutes at the end of each meeting for potential IC recommendations for the CPM. The IFU lead highlighted that recommendations to the CPM on implementation issues for recently adopted or draft standards arises because it was recommended that a CPM session should be reserved to specifically discuss such implementation issues.

[18] The Secretariat suggested that the November meeting would mark the official start for the new IC members (currently observers) and the end of the terms of the current members. Also, following consultation with the IC Chairperson, the meeting that was originally proposed for 2 December had been removed from the schedule as it was no longer relevant in 2020, and would be postponed to December 2021.

[19] The IFU lead added that, further to the previous agenda item, the summary of e-decisions would be split into two meetings, with one in January and the other six months later. He also reiterated that there would be two opportunities for IC members to ask questions: during the first 15 minutes of each virtual meeting and through the Q&A e-forum.

[20] The IC Chairperson thanked the Secretariat for their presentation and invited comments from IC members. One IC member expressed support for the overall approach, saying that it was a sensible way to allow time for key items. In terms of the detail, specific suggestions made by IC members were as follows:

- Organization of future meetings:

[21] In terms of the frequency and length of meetings, some IC members supported a reduced frequency of meetings between now and the end of December 2020, with one IC member suggesting that meetings be held less frequently, because there were always some IC members for whom it was either a very early or a very late start time or in the middle of the night.

[22] The IFU lead proposed that the 04 November 2020 meeting could be removed from the schedule and a meeting added in March 2021 instead. The review of the list of implementation and capacity development (ICD) topics did need to take place in November so that recommendations could be submitted to the CPM, but the update of the procedure manual could be deferred until later. He highlighted that, when moving items in the calendar, the logistics of items that pass between various IPPC bodies, such as the SC, CPM Bureau or CPM, would need to be considered. To avoid meetings becoming too long, he said that it would be useful to continue the use of the Online Comment System to gather comments before meetings, this having the added benefit of increasing the level of engagement.

[23] The IC Chairperson suggested that she work together with the Secretariat to re-schedule the agenda items for the IC meetings. The IFU lead commented that, as well as removing the 04 November 2020 meeting and adding a meeting in March 2021 on the procedure manual, it might also be necessary to

³ VM06_03_IC_2020_Sep

move some other agenda items around to accommodate these changes, given that the proposed 02 December 2020 meeting had also been removed.

[24] One IC member suggested, however, that the calendar be considered a living document, and that the IC could review it if needed at every meeting and adjust accordingly.

[25] be perhaps once a month but of longer duration. However, another IC member favoured shorter Preparation of IC meetings by IC members:

- encourage regional representatives to hold regional pre-meetings a week before the IC meeting, to give a more regional focus and complement the IC meeting;
- post the meeting dates and associated deadlines for submission of documents and make it clear that the times are stated in Rome time;
- Regarding deadlines, the IFU lead confirmed that the CPM Bureau had specified that papers for all meetings organized by the IPPC Secretariat should be posted two weeks before a meeting or the agenda item should be withdrawn (with anticipated exceptions).

[26] One IC member pointed out that if the meetings are too close together, it is unlikely that the papers would be posted two weeks before the meeting.

[27] Finally, an IC member emphasized the importance of everyone reading the documents in advance of meetings and coming to the meetings well prepared with comments.

[28] The IC:

- *approved* the dates for the IC meetings as modified during the meeting including that the other agenda items being adjusted accordingly (Appendix 03).
- *requested* the Secretariat to liaise with the IC Chairperson to finalize the agenda items to be discussed at the IC meetings.

5. IC Leads

[29] The IC Chairperson introduced the item on IC leads by recalling that the Secretariat had invited IC members to identify activities in which they had a particular interest. Some IC members had responded to this invitation, and some not. The IFU lead then introduced a list of proposed IC leads. In this list, the Secretariat had identified all the IC members whose terms were ending and the roles that were assigned to them. In addition, they had identified roles that were currently assigned, but the IC member had requested them to be re-assigned due to other commitments. The Secretariat and the IC Chairperson had reviewed all these “vacancies”, either provisionally assigning IC members according to the interests they had expressed or, when no one had expressed interest, suggesting IC members based on their CVs.

[30] The IC Chairperson then took the IC through the list line by line, highlighting the suggestions for new IC leads and IC members on Sub-groups and Teams.

[31] The IC members individually commented on the roles assigned to them, and the list was modified accordingly. The IC noted that Ms Kyu-Ock YIM (Republic of Korea) and Stephanie BLOEM (RPPO Representative) were not present at the meeting, so will need to be asked about their potential assignments.

[32] Mr Chris DALE (Australia) thanked the Secretariat and the IC Chairperson for reducing the number of tasks assigned to him, and expressed his appreciation for the opportunity he had had as the IC representative on the Standards Committee. He also offered to be a member on tasks that have leads assigned but for which additional technical support may be needed.

[33] A few IC members expressed an interest in being on the Focus Group on Strengthening Pest Outbreak Alert and Response Systems. The IFU lead clarified that any IC members interested should respond to the call for experts for this focus group that was already underway.

[34] One IC member suggested that, for the roles that still remained vacant, priority in assigning IC leads could be given not only to tasks that are priority 1 on the list of ICD topics, but also to tasks for which resources are available. The IFU lead clarified that not all tasks need resources, as some just need the time of IC members.

[35] Another IC member asked whether there was a handover process from the former IC leads to the new ones. The IFU lead confirmed that there was no formal procedure, but encouraged new IC leads to contact their predecessor for relevant information. Another IC member suggested that it would also be useful for the Secretariat lead for the task to also be involved in this, perhaps via a video-conference to discuss the key points and the key priorities.

[36] The IC:

- *requested* that the Secretariat ask Ms Kyu-Ock YIM (Republic of Korea) and Stephanie Bloem (RPPO Representative) about their proposed assignments and adjust the assignments as needed.
- *requested* that the Secretariat to circulate the list of IC leads as modified and presented in Appendix 4 for further comment by IC members if needed.

6. Any Other Business

[37] Mr Chris DALE (Australia) gave a brief update on the FAO/IPPC Fall Armyworm Technical Working Group on Quarantine and Phytosanitary in Relation to Trade. He explained that he is the Chair of the group and that Ms Sarah BRUNEL (IPPC Secretariat) is the Vice-Chair, with the group also including representatives from the three regions where Fall armyworm is absent or of limited distribution: the Pacific, Europe, and North Africa and the Near East. The group also benefits from the involvement of Mr Jingyuan XIA, in his new role as Director of the FAO Plant Protection and Production Division (NSP), as he has oversight of the technical committee. The group has a three-year tenure and is aligned with the FAO Global Action for Fall armyworm. One of the key priorities for the programme has been the prevention of, preparedness for, and emergency response to Fall armyworm, so there has been much work developing the associated priorities for the technical working group. The recent IPPC Regional Workshops have provided a good opportunity to discuss Fall armyworm and emerging pest risks, including contingency and response plans related to high-risk commodities such as cut flowers and other fresh produce. Much of the work of the technical working group is related to the development of resources and reference materials, in particular the drafting of prevention guidelines, and the group will also organize workshops to promote and disseminate that information.

[38] The IPPC Secretariat added that a web page on the International Phytosanitary Portal (IPP)⁴, has been set up and is dedicated to Fall armyworm, reports of the meetings will also be posted there.

[39] There was no other business.

7. Date and Arrangement of the Next Meeting

[40] The next virtual IC meeting will be held on 21 October 2020, at 08:00 Rome time (CEST).

8. Evaluation of the Meeting Process

[41] The Secretariat informed the IC that a link to a survey would be shared via email to evaluate the meeting.

9. Close of the Meeting

[42] The IC Chairperson and the IFU lead thanked everyone for participating in the discussions, encouraged them to take care and stay safe, and closed the meeting.

⁴ FAO Global Action for Fall Armyworm (FAW) Control: Preventing FAW introduction into new areas webpage: <https://www.ippc.int/en/the-global-action-for-fall-armyworm-control/>

Appendix 01: Provisional Agenda

	Agenda Item	Document No.	Presenter
1.	Opening of the Meeting		
1.1	Opening by the IFU Team lead and welcome by the IC Chairperson		LARSON LAVRENTJEVA
2.	Meeting Arrangements		
2.1	Election of the Rapporteur		LAVRENTJEVA
2.2	Adoption of the Agenda	VM06_01_IC_2020_Sept	LAVRENTJEVA
3.	Administrative Matters		
3.1	Documents list	Link	KOUMBA
3.2	Participants list	Link	KOUMBA
4.	ICD Communications and Planning		
4.1	Enhancing communications between IFU and IC	VM06_02_IC_2020_Sept	LARSON /BRUNEL
4.2	Agenda items for future IC meetings and proposed Calendar	VM06_03_IC_2020_Sept	LARSON/ KOUMBA
5	IC leads		
5.1	Oral presentation and discussion		LAVRENTJEVA / LARSON
6.	Any other business		LAVRENTJEVA / LARSON
7.	Date and arrangement of the Next Meeting		LARSON
8.	Evaluation of the meeting process		CZERWIEN
9.	Close of the Meeting		LAVRENTJEVA / LARSON

Appendix 02: Methods of communications on ICD issues to the IC

Row N°	Subjects	Methods of communication to the IC (The IFU update to the IC includes links to all other methods of communication.)	Meeting discussion needed
1	Guides and training materials	<ul style="list-style-type: none"> e-Decisions OCS compiled comments on draft Outlines Report from Working Group meetings Summaries from Team meetings Webpages on IPP 	
2	IC e-decisions biannual -summary	<ul style="list-style-type: none"> IC paper e-Decisions 	M
3	IC Leads, decisions on which who will lead Sub-groups, teams and other work	<ul style="list-style-type: none"> IC paper, discussions on who will be IC leads for Sub-groups, teams and other significant work (e.g. IC representative to the SC) e-Decisions 	M
4	IC Programmes (those without an associated IC Sub-group or IC Team): <ul style="list-style-type: none"> e-Commerce Strengthening pest outbreak alert and response systems Plant Health Education 	<ul style="list-style-type: none"> CPM papers Specific webpages on the IPP SPG papers 	
5	IC Roadmap for Implementation and Capacity Development (ICD) (2020-2030)	<ul style="list-style-type: none"> IC paper E-Decisions Reports or Summaries of meetings OCS CPM paper SPG paper 	M
6	IC Sub-groups and NRO Team: <ul style="list-style-type: none"> Dispute Avoidance and Settlement (DAS), also a Programme, pending end of IYPH activities Implementation Review and Support System (IRSS), also a Programme Sea Containers Task Force (SCTF) also a Programme National Reporting Obligations (NRO) 	<ul style="list-style-type: none"> IC paper (Summary of activities and proposed annual work plan) e-Decision for urgent issues IC Subgroup page (Brochures, approved work plans) Reports or Summaries of meetings Specific webpages (e.g. Sea Containers, e-Commerce) NRO newsletters CPM paper SPG paper 	M
7	IC teams (IC lead only) <ul style="list-style-type: none"> Contributed Resources Framework for Standards and Implementation International Year of Plant Health (IYPH) 	<ul style="list-style-type: none"> e-Decisions Some included in other related topics 	
8	IC teams (not discussed in a separate row in this Table): <ul style="list-style-type: none"> Global Plant Health Surveillance (also a programme) Phytosanitary Capacity Evaluation (PCE) 	<ul style="list-style-type: none"> e-Decisions CPM paper SPG paper Specific webpage on IPP Summaries of Team meetings 	
9	IC-SC collaboration: <ul style="list-style-type: none"> SC representative on the IC (with inputs from IC representative to the SC) reviews and presents Implementation challenges identified by the Standards Committee 	<ul style="list-style-type: none"> IC paper and oral (once a year in November covering SC discussion on reviewing draft I SPMs first time, EWG reports and comments from consultations) 	M

Row N°	Subjects	Methods of communication to the IC (The IFU update to the IC includes links to all other methods of communication.)	Meeting discussion needed
10	IC-SC collaboration: <ul style="list-style-type: none"> Recommendations on topics for in depth discussion at CPM on an implementation issue for recently adopted or draft standard 	<ul style="list-style-type: none"> IC paper 	M
11	Procedure Manual for ICD, proposed changes reviewed and approved	<ul style="list-style-type: none"> IC paper E-Decisions 	M
12	Projects <ul style="list-style-type: none"> Exterior projects PPC Secretariat projects (Report on project managed by IPPC Secretariat) Review of new project proposals to ensure that that new project is aligned with the IPPC strategic objectives, has strategic value and a competitive advantage 	<ul style="list-style-type: none"> IC paper Template to report on projects (Invite Observers) Summaries of Team meetings 	M
13	Regional workshops (IPPC)	<ul style="list-style-type: none"> IC paper, planning of representation of IC to the IPPC Regional workshops and suggestions of agenda points CPM paper 	M
14	Topics: <ul style="list-style-type: none"> Framework for Standards and Implementation 	<ul style="list-style-type: none"> IC paper CPM paper SPG paper E-Decisions 	M
15	Topics: <ul style="list-style-type: none"> Review of Task Force on Topics (TFT) recommendations (next call 2021) Review of list of ICD topics Plan for Call for topics 	<ul style="list-style-type: none"> IC paper (also SC paper) from TFT IC paper to review draft CPM paper and discussion and IC paper determination of recommended priorities 	M
16	Update from Secretariat: ePhyto team	<ul style="list-style-type: none"> IC paper Webpage on IPP 	M
17	Update from Secretariat: IFU <ul style="list-style-type: none"> IFU work plan for 2021 	<ul style="list-style-type: none"> IFU update to the IC (regular e-mail) including review ICD activities since the previous update (provide links as necessary) highlight relevant ICD issues from News, Announcements and Calls (provide links as necessary) highlight upcoming activities and remind IC members of issues they need to respond to (provide links as necessary) these would also be posted on the IPP 	
18	Update from Secretariat: IST	<ul style="list-style-type: none"> IC paper 	M
19	Update from Secretariat: SSU	<ul style="list-style-type: none"> SSU update to SC SC Report CPM paper 	
20	Update on Bureau	<ul style="list-style-type: none"> Report 	
21	Update on Fall Armyworm	<ul style="list-style-type: none"> IPP and FAO Webpages 	
22	Update on IYPH	<ul style="list-style-type: none"> IC IYPH e-Forum IPP and FAO Webpages IYPH Newsletter (IC members are encouraged to subscribe) 	
23	Update on SPG	<ul style="list-style-type: none"> Report 	
24	Update on TC-RPOs	<ul style="list-style-type: none"> Report 	

Row N°	Subjects	Methods of communication to the IC (The IFU update to the IC includes links to all other methods of communication.)	Meeting discussion needed
25	Web resources: <ul style="list-style-type: none"> • ICD Web based Resources including Phytosanitary System Component pages	<ul style="list-style-type: none"> • IPP Webpages • Summaries of team meetings 	
26	Design Thinking Presentation of the results of the design thinking study	<ul style="list-style-type: none"> • IFU update to the IC • IC Paper • Report • Presentation • News item 	M

Appendix 03: IC MEETINGS - DATES, LEADS AND DEADLINES

Date and meetings	Row N°	Topics	Leads	Deadline
VM 08 25 November 2020 14:00 (Rome Time)	1	IC members questions on updates		To Submit papers to the Secretariat: 2020-11-04
	2	Elections: Chairperson and Vice-Chairperson	Brent LARSON	
	3	Topics: Review of list of ICD topics with a focus on proposed changes (IC VM03) and recommendations for priorities	Masumi YAMAMOTO (Barbara PETERSON)	To post papers in the IPP: 2020-11-11
	4	Recommendations on issues for in depth discussion at CPM on implementation issues for recently adopted or draft standards	Olga LAVRENTJEVA Descartes KOUMBA	
VM 09 16 December 2020 22:00 (Rome Time)	5	IC members questions on updates		To Submit papers to the Secretariat: 2020-11-25
	6	IC Sub-group: SCTF and Programme	Artur SHAMILOV	
	7	IC team: NROs	Qingpo YANG	
	8	IPPC Secretariat work plan for 2021	Brent LARSON	To post papers in the IPP: 2020-12-02
	9	Discussion on the IC involvement in Explanatory documents (eg. SC request to review explanatory document for ISPM 16 Regulated non-quarantine pests: concept and application)	Brent LARSON	
10	Issue raised for submission to CPM			
VM 10 20 January 2021 08:00 (Rome Time)	11	IC members questions on updates		Submit to the Secretariat: 2020-12-30
	12	Presentation of the results of the Design Thinking study	Sarah BRUNEL	
	13	Review of IC e-decisions summary for 2020	Descartes KOUMBA	Post papers in the IPP: 2021-01-06
	14	Selection of Observers to invite for discussions on Projects	Sarah BRUNEL	
	15	Issue raised for submission to CPM		
VM 11 24 February 2021 14:00 (Rome Time)	16	IC members questions on updates		To Submit papers to the Secretariat: 2021-02-03
	17	Roadmap for the Implementation and Capacity Development (ICD)	Olga LAVRENTJEVA Brent LARSON	
	18	Discussion on contributed resources regarding RPPO's submissions	Masumi YAMAMOTO	To post papers in the IPP: 2021-02-10
	19	Issue raised for submission to CPM		
VM 12 31 March 2021 22:00 (Rome Time)	20	IC members questions on updates		To Submit papers to the Secretariat: 2021-03-10
	21	Review of proposed procedures (Procedure Manual for ICD) ✓ Informed of minor updates ✓ Review of the proposed amendments to: Process for the Development of IPPC Implementation and Capacity Development Guides and Training Materials (consultation timing & selection of experts)	Masumi YAMAMOTO (Barbara PETERSON) Ewa CZERWIEN	
	22	Update to the IC from the SC rep. (Implementation challenges identified by the Standards Committee)	Alvaro SEPULVEDA L.	To post papers in the IPP: 2021-03-17
	23	IC-SC collaboration	Alvaro SEPULVEDA L. Ahmed ABDELMOTTALEB	
	24	Decisions from the CPM that affect the IC	Olga LAVRENTJEVA Brent LARSON	
	25	Issue raised for submission to CPM		
	VM 13 21 April 2021 08:00 (Rome Time)	26	IC members questions on updates	
27		IPPC Regional workshops	Descartes KOUMBA	
28		Update from the Integration and Support Team (IST) and implementation issues	Arop DENG	To post papers in the IPP: 2021-04-07
29		Update from the ePhyto Team and implementation issues	Craig FEDCHOCK	
30		IC discussion on ICD web based resources	Masumi YAMAMOTO	
31		Issue raised for submission to CPM		

Date and meetings	Row N°	Topics	Leads	Deadline
VM 14 19 May 2021 14:00 (Rome Time)	32	IC members questions on updates		To Submit papers to the Secretariat: 2021-04-28 To post papers in the IPP: 2021-05-05
	33	Projects Part I	Sarah BRUNEL	
	34	Issue raised for submission to CPM		
VM 15 09 June 2021 22:00 (Rome Time)	35	IC members questions on updates		To Submit papers to the Secretariat: 2021-05-19 To post papers in the IPP: 2021-05-26
	36	Projects Part II	Sarah BRUNEL	
	37	Proposed adjustments to the Framework for standards and implementation regarding ICD topics	Masumi YAMAMOTO	
	38	Issue raised for submission to CPM		

- Each IC meeting is scheduled for a duration of approximately 2h 30.
- Other points not requiring in-depth discussion could be proposed under “Any other business”
- The meeting on “**Review of TFT recommendations on 2021 Call for topics**” will be scheduled in December 2021.

Appendix 04: Newly assigned IC leads and group members (Decisions taken by IC VM06)

New IC lead/ group member	Previous IC lead/ group member	IC Sub-group/IC Team/ List of Topics (LOT)/ Component web page/ Guide/ e-Learning/ Training kit	Title	Topic No.
Ahmed M. Abdellah ABDELMOTTALEB (IC Lead)	Chris DALE (IC Lead)	IC Team	SC-IC collaboration	
Ahmed M. Abdellah ABDELMOTTALEB (Member)	Ngatoko NGATOKO (Member)	IC Team	Guides and training materials	
Ahmed M. Abdellah ABDELMOTTALEB (Member)	-	IC Team	Phytosanitary Capacity Evaluation (PCE) tool	
Ahmed M. Abdellah ABDELMOTTALEB (Member)	Chris DALE (Assistant lead)	LOT	Plant Health officer training curriculum (IC 2018-05)	2017-054
Ahmed M. Abdellah ABDELMOTTALEB (Member)	-	IC Team	National Reporting Obligations (NRO)	
Ahmed M. Abdellah ABDELMOTTALEB (Member)	Chris DALE (IC Lead)	LOT	Guidelines for inspection of consignments for <i>Xylella fastidiosa</i> at points of entry, Guide	2018-038
Dominique PELLETIER (Member)	Mamoun ALBAKRI (Member)	IC Team	Projects	
Faith NDUNGE (IC Lead)	Sally JENNINGS (IC Lead)	LOT	Guidelines for the management of plants and plant products carried by entry passengers, Awareness materials	2018-017
Faith NDUNGE (IC Lead)	Yuji KITAHARA (IC Lead)	IC Team	Framework for Standards and Implementation	
Faith NDUNGE (IC Lead)	Yuji KITAHARA (IC Lead)	Component web page	Phytosanitary Treatments	
Francisco GUTIERREZ (IC Lead)	Mamoun ALBAKRI (IC Lead)	LOT	Fruit fly standards, Infographic (FAO/IAEA)	2017-042
Francisco GUTIERREZ (IC Lead)	Mamoun ALBAKRI (IC Lead)	LOT	Fruit fly phytosanitary procedures, Guide	2017-040
Francisco GUTIERREZ (IC Lead)	Mamoun ALBAKRI (IC Lead)	LOT	Fruit fly standards, Guide on suite of standards	2017-041
Francisco GUTIERREZ (IC Lead)	-	LOT	Implementation of official control (ISPM 5; Supplement 1) and pest free areas (ISPM 4) , Guide	2018-007
Kyu-Ock YIM (IC Lead)	Chris DALE (IC Lead)	IC Team	Projects	
Kyu-Ock YIM (IC Lead)	Sally JENNINGS (IC Lead)	LOT	Developing Phytosanitary Security Procedures, Guide	2018-028
Olga LAVRENTJEVA (Member)	Sally JENNINGS (Member)	IC Sub-group	Implementation Review and Support System (IRSS)	
Kyu-Ock YIM (Member)	Chris DALE (Member)	IC Team	International Year of Plant Health (IYPH)	
Kyu-Ock YIM (Member)	Chris DALE (Member)	IC Team	Roadmap (Update of National Phytosanitary Capacity Development Strategy)	
Lalith Bandula KUMARASINGHE (Member)	-	LOT	Guide on Contingency planning	2019-012

New IC lead/ group member	Previous IC lead/ group member	IC Sub-group/IC Team/ List of Topics (LOT)/ Component web page/ Guide/ e-Learning/ Training kit	Title	Topic No.
Lalith Bandula KUMARASINGHE (IC Lead)	Mamoun ALBAKRI (IC Lead)	LOT	Pest diagnostic (CDC 2016-05)	2016-015
Lalith Bandula KUMARASINGHE (IC Lead)	Chris DALE (IC Lead)	Component web page	Diagnostics	
Lalith Bandula KUMARASINGHE (IC Lead)	Chris DALE (IC Lead)	Guide	Guide to Delivering Phytosanitary Diagnostic Services	
Lalith Bandula KUMARASINGHE (IC lead)	-	LOT	Guidelines for designing of plant quarantine laboratories, Reference material	2018-013
Lalith Bandula KUMARASINGHE (IC lead)	Dilli RAM SHARMA (IC Lead)	LOT	Plant Health officer training curriculum (IC 2018-05)	2017-054
Magda GONZALEZ ARROYO (IC Lead)	Sally JENNINGS (IC Lead)	Component web page	How to contribute resources	
Magda GONZALEZ ARROYO (IC Lead)	Sally JENNINGS (IC Lead)	IC Team	Contributed Resources	
Nilesh CHAND (Member)	Mamoun ALBAKRI (Member)	IC Team	National Reporting Obligations (NRO)	
Olga LAVRENTJEVA (IC Lead)	-	LOT	Guide on Contingency planning	2019-012
Olga LAVRENTJEVA (IC Lead)	Sally JENNINGS (IC Lead)	Component web page	Pest Reporting	
Olga LAVRENTJEVA (IC Lead)	Chris DALE (IC Lead)	IC Team	Task Force on Topics	
Kyu-Ock YIM (Member)	Dilli RAM SHARMA (Member)	IC Sub-group	Implementation Review and Support System (IRSS)	
Ruth AREVALO MACIAS (Assistant Lead)	-	Component web page	Pest Surveillance	
Ruth AREVALO MACIAS (Assistant lead)	-	Component web page	Pest Free Area	
Ruth AREVALO MACIAS (Member)	-	Guide	Plant Pest Surveillance	
Ruth AREVALO MACIAS (Member)	-	IC Team	Surveillance programme	
Thorwald GEUZE (Assistant Lead)	-	LOT	Guidance on assessing the risk of introduction of pests with seeds, Guide	2018-036
Thorwald GEUZE (Assistant Lead)	Yuji KITAHARA (IC Lead)	Component web page	Phytosanitary Import Regulation System	
Thorwald GEUZE (IC Lead)	Dilli RAM SHARMA (IC Lead)	Component web page	NPPO Establishment and Operations	