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1. Opening of the Meeting

- [1] The IC Chairperson, Ms Olga LAVRENTJEVA, and the Lead of the Implementation and Facilitation Unit (IFU), Mr Brent LARSON, welcomed all participants to the eighth virtual meeting of the Implementation and Capacity Development Committee (IC).

2. Meeting Arrangements

2.1 Election of the Rapporteur

Ms Olga LAVRENTJEVA (Estonia) was elected as the Rapporteur to the meeting.

2.2 Adoption of the agenda

- [2] The IC agreed to consider two items under agenda item 7 (Any Other Business), regarding IC leads and an update from the recent Standards Committee (SC) meeting. The agenda¹, as modified, was adopted and is attached to this report as Appendix 1.

3. Administrative Matters

3.1 Documents list

- [3] The following two meeting documents were presented:
- Agenda (VM08_01_IC_2020_Nov_Agenda)
 - List of Implementation and Capacity Development Topics (VM08_01_IC_2020_Nov_LOT)
- [4] The Document list is attached to this report as Appendix 2.

3.2 Participants list

For IC virtual meetings, the participant list would no longer be annexed to the report but a precision will be made on IC members who could not attend the meeting. For the IC VM08 only Ms Stephanie BLOEM (RPPO representative) didn't attend this meeting.

4. Election of IC Chairperson and Vice-Chairperson

a. Handover statements

- [5] The handover statements were incorporated into the following two agenda items (4.2 and 4.3).

b. Speech of IC Chairperson

- [6] The IC Chairperson noted that although the IC had started three years ago, the journey had begun well before that, with the Capacity Development Committee and groups on national reporting obligations and dispute settlement. She recalled the various challenges along the way, including those related to resources, structural changes in the IPPC Secretariat (hereafter referred to as “the Secretariat”), and now the current pandemic, but noted that the IC had remained functional and vocal. She encouraged IC members to continue to be vocal at meetings of the Strategic Planning Group and the Commission on Phytosanitary Measures (CPM). She emphasized that it had been important to her as Chairperson that the IC remained focused on the IC's mandate, that all IC members felt involved, and that the IC was visible externally so that everyone knew the IC and knew what the IC was doing. She finished by thanking all IC members for the trust they had placed in her, the IC Vice-Chairperson for his support from the beginning to the end, the Lead of the IFU for his professionalism, and all the IFU staff for their continued support of the IC.

¹ VM08_01_IC_2020_Nov

c. Selection of IC Chairperson and Vice-Chairperson

- [7] Referring to the call for expressions of interest in the positions of IC Chairperson and Vice-Chairperson, which the Secretariat had emailed to IC members, the Lead of the IFU informed the IC that Mr Dominique PELLETIER (Canada) had expressed interest in being IC Chairperson, and that Mr Ahmed Abdellah M. ABDELMOTTALEB (Egypt), Mr Chris DALE (Australia) and Mr Thorwald GEUZE (The Netherlands) had expressed interest in being the Vice-Chairperson.
- [8] There being no other candidates for the position of IC Chairperson and no objections, the IC acclaimed Mr Dominique PELLETIER (Canada) as the new IC Chairperson and he took on the role of Chairperson for the remainder of the meeting. He expressed his appreciation for the trust placed in him by the IC and felt it an honour to be appointed to this role. He thanked the retiring IC Chairperson for her contribution in chairing the IC from its inception, despite the various challenges. He highlighted how well she had represented the IC at meetings of other bodies, and expressed his appreciation for her making the position of Vice-Chairperson an important one, liaising and asking for help when needed. Finally, he hoped that all IC members could feel that they could contribute and have a voice, and to contact him if they wished.
- [9] Moving onto the selection of the new IC Vice-Chairperson, the IC Chairperson explained that the IC normally works by consensus, but that if there is not consensus, a vote would need to take place and this would happen after the meeting. He then invited the three candidates to describe why they had put their name forward for the position.
- [10] Mr Thorwald GEUZE (The Netherlands) and Mr Chris DALE (Australia) both outlined what they would bring to the role of Vice-Chairperson. In the interests of the IC, Mr ABDELMOTTALEB then withdrew his candidature, followed by Mr GEUZE. The IC agreed to appoint Mr Chris DALE as Vice-Chairperson, and he thanked everyone for their endorsement.
- [11] Before moving onto the next agenda item, the Lead of the IFU drew the IC's attention to the fact that, following the selection of the new IC Chairperson and Vice-Chairperson, the retiring IC members would be observers from this point onwards in the meeting, and the new IC members would be full members of the IC.

The IC:

- *thanked* Ms Olga LAVRENTJEVA (Estonia) for her work as IC Chairperson
- *thanked* Mr Dominique PELLETIER (Canada) for his work as IC Vice-Chairperson
- *selected* Mr Dominique PELLETIER (Canada) as IC Chairperson
- *selected* Mr Chris DALE (Australia) as IC Vice-Chairperson
- *thanked* the following IC members, whose terms were ending, for their work and dedication: Ms Sally JENNINGS (New Zealand), Mr Mamoun ALBAKRI (Jordan), Mr Dilli Ram SHARMA (Nepal), Mr Yuji KITAHARA (Japan), Mr Ngatoko NGATOKO (Cook Islands) and Mr Philip KARONJO NJOROGI (Kenya).

5. Review of List of Implementation and Capacity Development Topics

a. Review of list of implementation and capacity development topics with a focus on proposed changes (IC VM03) and recommendations for priorities

- [12] The Secretariat presented the paper on the proposed changes to the list of implementation and capacity development (ICD) topics², starting with an overview and then an introduction to five new topics being proposed by the Secretariat.

² VM08_02_IC_2020_Nov

- [13] **Overview of proposed changes.** The Secretariat explained that at the same time in the previous year, there had been approximately 43 items on the list, of which six had been completed since. In its discussions over the summer of 2020, the IC had recommended that several topics be merged because they were similar or removed because they were no longer relevant; this would result in the deletion of some topics. Furthermore, the IC had recommended that two topics on dispute settlement be deleted, because the process itself needed to be revised before guidance could be developed. The resulting list, after merging, removing completed topics, deleting those no longer relevant and adding new topics, would comprise approximately 30 topics. At least four of these topics are due to be completed in either 2021 or early 2022.
- [14] In terms of additions to the Implementation and Capacity Development List of Topics (ICD LOT), the Secretariat noted that there would be a call for topics in 2021, so there are likely to be some additional topics arising from that. Also, at its VM03 meetings in 2020, the IC had recommended adding a *guide on contingency planning* (2019-012) to the list, with priority 1. The IC also agreed that the topic on *risk-based inspection of imported consignments* (2018-022) should be developed as a guide and agree to add this topic to the ICD LOTs, with the priority yet to be determined. In addition to these, the Secretariat, for transparency, was proposing a further five topics be added to the list – four on e-learning and one on fall armyworm – relating to outcomes from various projects in which the IFU is involved. The Secretariat highlighted that the outputs from these projects could be leveraged to provide learning materials or other ICD resources to a wider audience, rather than just a specific group of countries.
- [15] **Proposed e-learning courses.** The Secretariat introduced the “Common Market for Southern and Eastern Africa (COMESA) Trade Facilitation Project”, and in particular the e-learning course concerned with phytosanitary export certification systems. In 2019, the IC had endorsed the plant health component of the COMESA project. The project foresaw delivering a series of face-to-face training workshops. As a consequence of the COVID-19 pandemic, these will be delivered virtually through e-learning courses and will be available to the whole IPPC community. Courses on the phytosanitary export certification system (2020-003) and pest risk analysis (2020-002) were due to be finalized in 2021, and courses on inspection and diagnostics (2020-011) and on surveillance and reporting obligations (2020-012) are due to be finalized in 2022. Following IC approved procedures for guides and materials, working groups are being formed, each including an IC member. The Comité de Liaison Europe–Afrique–Caraïbes (COLEACP), which is an organization that has specialist expertise in providing e-learning courses on issues related to the World Trade Organization Agreement on the Application of Sanitary and Phytosanitary Measures (the SPS Agreement), is providing in-kind pedagogical and technical support.
- [16] With respect to the phytosanitary export certification systems course, the Secretariat described the innovative approach taken by the working group. Based on the expertise of COLEACP and the design-thinking exercise undertaken by the IFU, the working group had identified the target audiences, including both private- and public-sector stakeholders, and considered all the various stakeholders involved in the plant export certification process, their role, and the relationships between them. This was illustrated by a flow chart, presented in a power point presentation given by the Secretariat. The next steps for the working group are to prepare interactive e-learning modules tailored to each type of stakeholder. Each module will have an examination and a certificate of passing, and will be available in English and French thanks to the in-kind translation of COLEACP. Passing the exam could be a prerequisite to being authorized as a private or public producer of plants for export, depending on the policy of the national plant protection organization (NPPO).
- [17] The Secretariat highlighted that the IC leads for the COMESA project are Mr Ahmed Abdellah M. ABDELMOTTALEB (Egypt) for export certification systems and Ms Faith NDUNGE (Kenya) for pest risk analysis.
- [18] **Guidelines and training materials on prevention of fall armyworm (2020-010).** The Secretariat explained that this proposed topic is related to the huge, global programme launched by the Director General of FAO to tackle fall armyworm. Mr Jingyuan XIA, the former IPPC Secretary, and now the FAO Director of the Plant Production and Protection Division, is in charge of the programme, but it

was also natural for the IPPC community to be involved in considering how to help prevent the introduction of the pest into the 21 countries where it is currently absent or has a limited distribution. The IC member Mr Chris DALE (Australia) and Ms Sarah BRUNEL from the Secretariat, are respectively the Chair and Vice-Chair of the FAO/IPPC Fall Armyworm Technical Working Group (TWG) on Prevention, Preparedness and Response. Other members of the TWG are drawn from the three regions where the pest is currently absent or has a limited distribution, including a representative from academia and two representatives from the private sector. The Secretariat explained that the activities planned by the TWG are aligned to the global programme on fall armyworm and include the development of prevention and preparedness guidelines by the end of 2020, and events such as webinars in 2021, to present the content of the guidelines and help countries implement them. The webinar announcement on 9 December 2020 had already attracted 280 registered participants, demonstrating that there is real interest in the material being developed. As the pest is spreading extremely quickly, the TWG is trying to be fast and flexible. The TWG is also trying to learn what works and what does not work, particularly in the context of the virtual environment. Finally, the Secretariat suggested that Mr DALE be the link between the IC and the TWG, to ensure transparency.

- [19] Mr DALE clarified that the work of the TWG on Prevention, Preparedness and Response is linked to the Technical Committee of the Global Action for Fall Armyworm Control, which has seven different TWGs, but there are also important links to regional forums. He highlighted the opportunity this provides to strengthen the role of the IC in the technical oversight of the global implementation of the programme. There have been many contributed resources, and the TWG is aiming to produce contingency and response plans which are globally recognized.
- [20] **Comments from the regional plant protection organization representative.** The IC Chairperson thanked the Secretariat and Mr DALE for introducing these five topics and then informed the IC that written comments had been received from the regional plant protection organization (RPPO) representative, Ms Stephanie BLOEM, who unfortunately was not able to attend this meeting. With regard to the topic *e-learning, inspection and diagnostics* (2020-011), she had suggested that the material make reference to the risk-based sampling statistical model, as this is a good model to help NPPOs determine, for instance, the size of a sample to be taken on a given shipment or a given consignment. She had also noted that there is already a wealth of information available on the website of the North American Plant Protection Organization (NAPPO) website regarding risk-based sampling, and this could be used in lieu of developing the *Guide on risk-based inspection of imported consignments* (2018-022), which would avoid “reinventing the wheel” and would be a good example of closer collaboration between RPPOs and the IPPC community.
- [21] The IC Chairperson then invited comments from the IC.
- [22] **General comments.** The Secretariat reassured IC members that the e-learning topics would follow the IC approved procedures as much as possible, with calls for material and the working group members would decide which material is the most appropriate and how best to develop the e-learning course. The process would be as transparent and efficient as possible, but as it was urgent to respond to the current pandemic situation, some short cuts would need to be taken, keeping the IC informed.
- [23] In response to the earlier suggestion that NPPOs refer to the material on the NAPPO website rather than developing the *Guide on risk-based inspection of imported consignments* (2018-022), the Secretariat asked whether this would mean lowering the priority of this topic or deleting it altogether, and whether the NAPPO material would be submitted for consideration by the IC as contributed resources. The IC Chairperson commented that, in his opinion, existing resources should be used wherever possible, in order to avoid duplication of effort and could be used as the basis for the development of guides and training materials or be considered by the IC, following the process for contributed resources.
- [24] One IC member noted, first, that the topics for the e-learning projects appear to be very broad in scope; for example, the scope of the topic on inspection and diagnostics (2020-011) could be either very broad or very narrow. The IC member therefore asked what the process was used for deciding the scope of each e-learning topic and the relative priorities of the different modules. Secondly, with reference to the

NAPPO material, the IC member agreed that it was best to avoid reinventing things and suggested two potential options: the material could be submitted as a contributed resource, or it could be used as the basis for the development of a guide or training material.

- [25] The Lead of the IFU clarified the issue which the IC had discussed during the IC VM03 meetings, and that there were indeed currently two options for the submission of technical resources:
- as contributed resources, which are reviewed by the IC against IC established criteria³ and if the IC determines they meet these criteria, they are posted on the IPP or
 - in response to a call for technical resources, which could be used to develop a topic for guides or training materials on the ICD LOT. In this case the working group normally reviews the submitted material and may decide to use it as the basis for their work.
- [26] The Secretariat explained that a process for development of ICD guides and training materials had been established and is included in the *ICD Procedure Manual*⁴. As experience is gained, some elements may need to be improved, so the Secretariat is currently drawing up some proposed amendments which will be shared with the IC team on guides and training materials, and then with the IC. Regarding the scope of topics, the Secretariat noted that all topic submissions should have a draft outline, but a lot of the legacy topics and some submitted topics do not have one or it is not very well developed, so IC leads will be requested to help develop these outlines, especially for priority 1 topics.
- [27] The IC Chairperson thanked everyone for their contributions and then invited the IC to comment specifically on the changes to topics highlighted in Appendix 1 of the paper⁵, which showed the proposed adjustments to the ICD LOT.
- [28] **Guide on contingency planning (2019-012).** The IC confirmed its agreement to recommending this topic, with priority 1.
- [29] **e-learning course topics (2020-002, 2020-003, 2020-011, 2020-012, 2020-010).** Recalling the earlier question about the scope of these topics, the IC noted the need for the scope to be clear and discussed how to approach this issue.
- [30] The IC Chairperson assumed that the scope would be determined by the organizations that fund the project. Another IC member's recollection of previous discussions on e-learning courses was that it would be the experts involved in the working group who would determine the scope.
- [31] One IC member asked about the mechanism to update e-learning material on national reporting obligations and the Secretariat reminded the IC, that a request for a revision or an update of exiting technical resources could be done through a response to the call for topics.
- [32] One IC member asked whether the intention is to use the e-learning materials that had already been developed⁶, such as the e-learning material on Pest Risk Analysis, Trade in Forest Commodities and the Role of Phytosanitary Measures (2013), Introduction to the International Plant Protection Convention (2018) or National Reporting Obligations (2019) as some of them are outdated and need revising. The IC member commented that it was important to keep these courses up to date.
- [33] Noting that there is already a lot of e-learning material available, another IC member raised the question of how to ensure that duplication with existing material is avoided, and suggested that perhaps a literature search needs to be conducted. The Secretariat confirmed that the existing procedure already

³ IC established criteria for the review of contributed resources:

https://www.ippc.int/static/media/uploads/1.1.2_criteria_for_posting_contributed_resources_2019-05-31.pdf

⁴ IPPC Procedure Manual for Implementation and Capacity Development is available at:

<http://www.fao.org/documents/card/en/c/ca7938en>

⁵ VM08_02_IC_2020_Nov

⁶ List of e-Learning courses:

https://www.ippc.int/static/media/uploads/list_of_guides_and_training_materials_2020_07_07.pdf

includes that, and that when e-learning courses are being developed, there would be a call for experts and a call for resources. The Secretariat encouraged IC members to respond to these calls and circulate them among CPs in their regions. The Secretariat further confirmed that it is the experts selected from these calls that then establish the scope of the project. In the e-learning project on export certification (2020-003), the experts are very focused on the target audience and how to create material that flows and that addresses the needs of all the identified stakeholders. Following the IFU's design-thinking exercise, the Secretariat is also considering how to propose an overall e-learning offer covering all the components of the phytosanitary system.

- [34] The Lead of the IFU then addressed the questions that had been raised about scope, the use of existing IPPC e-learning materials, and the different ways of contributing material. He confirmed that the minutes from all working group meetings are posted on the IPP, and an announcement is circulated, so IC members may be able to find out the scope of the work being undertaken by referring to the relevant minutes. He further suggested that a rough scope and outline could possibly be drafted for topics being addressed in a project, and made available to the IC for transparency. Regarding the use of the existing IPPC e-learning course on pest risk analysis, the Lead of the IFU acknowledged that this was outdated; however, it was being used as a basis, with the aim of modernizing it. The input from COLEACP was proving to be invaluable in finding ways of making the e-learning material in line with the recent development of information technology. He clarified that the e-learning course on the Introduction to the International Plant Protection Convention (2018) has not been submitted for revision and is therefore not on the ICD LOT, so if an IC member thinks it needs redoing, then a proposal to do that would need to be submitted; the IC could do that or the IC member could submit a proposal through the call for topics. Finally, the Lead of the IFU reiterated that existing resources can be submitted either as contributed resources or through a call for technical resources to be used as the foundation for the development of technical resources.
- [35] One IC member commented that it would be better if all the e-learning courses were in the same place, rather than it being submitted as contributed resources. The Lead of the IFU noted that the component pages on the IPP are under development and they will help users access information, including contributed resources, more efficiently. The Secretariat added that another solution may be to include links to relevant contributed resources or other resources within the e-learning material itself. Other IC members supported this idea.
- [36] In response to a query from the IC Chairperson as to why all the four newly proposed e-learning topics were priority 1, the Lead of the IFU confirmed that they all have to be delivered within the timeline of the project. The IC agreed to recommend that all four e-learning topics be included in the ICD LOT, all with priority 1.
- [37] **Guidelines and training materials on prevention of fall armyworm (2020-010).** The IC agreed to recommend that this be included in the ICD LOT, with priority 1 and with Mr Chris DALE (Australia) as the IC lead.
- [38] **Risk-based inspection of imported consignments (2018-022).** The IC discussed what priority would be appropriate for this topic, especially considering the suggestion made earlier about the existing NAPPO materials that cover the same issue. The Lead of the IFU clarified that priority 1 topics are worked on first, priority 2 are worked on once the priority 1 topics have been completed, and priority 3 are topics that would be done at some unspecified time in the future. He added that there are already a large number of priority 1 topics, so the IFU will propose to the IC which to work on in the coming year. One IC member asked if there are existing technical resources which can be used to develop a guide on Risk-based inspection of imported consignments (2018-022), that not much effort would be needed and this guide could be developed next year. As this topic is linked to *the e-learning for inspection and diagnostics* (2020-011), which is a priority 1), that the IC should consider making topic number 2018-022 also a priority 1 so these two topics could be developed together. The Lead of the IFU replied that there was currently no funding work on an additional guide in 2021.

- [39] The IC agreed to assign priority 2 to the *Guide on risk-based inspection of imported consignments* (2018-022), noting that the priority could always be upgraded next year if needed. The IC also recalled their decision from an earlier meeting that if funding is available for a topic, then it is given priority 1 and it is worked on, but if funding is not available, then the topic is assigned a lower priority.
- [40] **The remaining proposed changes.** The IC confirmed their agreement to all of the remaining changes highlighted in Appendix 1 of the paper⁷.
- [41] **Draft CPM paper.** The IC reviewed the draft CPM paper, included as Appendix 2 to the IC paper⁸, which presented the proposed changes to the ICD LOT for CPM consideration. The IC confirmed that all the parts of the text highlighted for IC decision had been dealt with in the discussion under this agenda item. In relation to the proposed deletion of thirteen topics, the IC noted that the justifications for the deletions were already included in the draft CPM paper.
- [42] The resulting list of adjustments, to present to CPM-15 (2020) were as follows:

Additions:

- Contingency planning, Guide (2019-012), priority 1
- Fall armyworm prevention, Guidelines and training materials (2020-010), priority 1.
- Inspection and diagnostics, e-learning course (2020-011), priority 1
- Pest risk analysis, e-learning course (2020-002), priority 1
- Phytosanitary export certification system, e-learning course (2020-003), priority 1
- Risk-based inspection of imported consignments, Guide (2018-022), priority 2
- Surveillance and reporting obligations, e-learning course (2020-012), priority 1

Changes in priority⁹:

- *Guide on pest risk management* (2017-047), from priority 2 to priority 3

Deletions:

- Dispute avoidance and settlement (2001-005)
- e-Commerce (2017-050)
- Fruit fly phytosanitary procedures, Guide (2017-040)
- Fruit fly standards, guide on suite of standards (2017-041)
- Dispute avoidance and settlement, Guide (2004-034)
- Implementation of official control (ISPM 5; Supplement 1) and pest free areas, Guide (ISPM 4) (2018-007)
- ISPM 15 treatment, Guide: Dielectric heat treatments (2012-015)
- ISPM 5 implementation guidelines for non-compliance, Guide (2018-012)
- One Belt One Road, high level symposiums (2016-020)
- Smart phone application to monitor *Xylella fastidiosa* for all relevant stakeholders and a mapping system to follow up on its global distribution, Tool available on the IPP (2018-023).
- Surveillance, case study on fruit flies (2016-017)
- Surveillance, case study on invasive ants (2016-018)
- Surveillance, case study on *Xylella fastidiosa* (2016-019)

⁷ VM08_02_IC_2020_Nov

⁸ VM08_02_IC_2020_Nov

⁹ Noting the IC had previously changed to priorities for the Plant Pest Surveillance, Guide-Revision (2017-049) and e-Commerce for plants, plant products and other regulated articles, Guide (2017-039) to Priority 1.

Topics that have been completed have been removed from the ICD LOT:

- Fruit fly standards, infographic (2017-042).
- Guides and training materials, Strategy, policies and process (2017-037)
- PCE tool, strategy an PCE tool, Strategy and policies for implementation (2017-038)
- Pest free areas (PFA), Guide (2017-045)
- Pest risk communication, Guide (2017-046)
- Pest Free Areas and Surveillance, Symposium (2017-053)

[43] **Priorities and funding.** The IC then discussed further the general question of managing priorities. One IC member queried why priorities needed to be set for all topics, if it is known that only, say, six can be worked on in the coming year, and also queried how to stop building up a backlog of topics if they can only go ahead when funding is found and new topics are still being added all the time. The Lead of the IFU clarified that the priorities provide guidance to the IPPC Secretariat as to what to work plan for and if funds become available, which topics to work on next. In addition, longer term planning would allow draft outlines to be prepared in advance and sent for consultation without always having to rush them. The IC reviews the ICD LOT every year and realigns the priorities as needed and may also put forward recommendations for new topics to the CPM, as the IC is doing this year. The Secretariat always keeps the IC informed as to what topics the Secretariat will be advancing and donors have the choices of which top priority topics they want to fund. The IC can recommend topics to be deleted from the ICD LOT, as it is also doing this year. The IC of course may also change priorities for topics as needed. On the question of funding, the Lead of the IFU emphasized that in the new terms of reference for the IC, IC members are going to be tasked with contributing to mobilizing resources. He noted, however, that sometimes funding becomes available for topics with a lower priority on the ICD LOT, or for topics that are not on the ICD LOT at all. In these cases, the Secretariat's approach has been to remain transparent and proceed with these topics and make a recommendation to the IC that the ICD LOT be adjusted accordingly.

[44] The Secretariat highlighted that there are far fewer priority 1 topics than a year ago, because of the completion or consolidation of topics. The majority of the remaining priority 1 topics are already underway and many of these are due to be completed in the next year or so.

[45] One IC member suggested that money saved during the COVID-19 pandemic from travel expenses for face-to-face meetings could be redirected to the development of technical resources, and also commented that contributed resources may be able to address the needs for technical resources, and therefore the IC may be able to focus on how to address gaps in the most efficient way possible.

[46] Another IC member commented on the need to have clear criteria for the different priorities, although acknowledged that financial support for the topics is essential.

[47] Summing up, the IC Chairperson acknowledged that it is not an easy process to prioritize all the topics, and that the IC had taken a long time considering this issue in 2020. He noted, however, that it is an iterative process and the IC will get a chance to review the ICD LOT again next year.

[48] The ICD LOT with all the below changes incorporated is presented in Appendix 3 of the current report (without track changes) for ease of understanding, this same list will be annexed to the respective CPM paper.

[49] The IC:

- *recommended* Priority 2 to be assigned to the Risk-based inspection of imported consignments, Guide (2018-022)
- *recommended* the inclusion of the following new topics in the List of implementation and capacity development topics, all with Priority 1:
 - Pest risk analysis, e-learning course (2020-002)
 - Phytosanitary export certification system, e-learning course (2020-003)

- Inspection and diagnostics, e-learning course (2020-011)
- Surveillance and reporting obligations, e-learning course (2020-012)
- Fall armyworm prevention, guidelines and training materials (2020-010)
- *agreed* that Mr Chris DALE (Australia) be the IC lead for *Fall armyworm guidelines and training materials* (2020-010)
- *agreed* that the draft CPM paper on “Adjustments to the implementation and capacity development list of topics”, should be modified to ensure that it accurately reflects the decisions of the IC
- *agreed* to present the IC’s recommended adjustments to the *implementation and capacity development list of topics*, to CPM-15 (2021).

6. Recommendations on Issues for In-depth Discussion at CPM-15 (2021) related to Implementation Issues for Recently Adopted or Draft Standards

a. IC recommendations to the CPM

[50] The IC Chairperson noted that no points had been identified at previous meetings, and the virtual format of CPM-15 (2021) might not allow much opportunity for in-depth discussion related to implementation issues for recently adopted or draft standards. However, he invited comments from the IC.

[51] The Lead of the IFU asked the IC representative on the SC and the SC representative on the IC whether the SC had identified any topics for discussion at their recent meeting. The IC representative on the SC reported that the SC had discussed collaboration between the SC and IC, including a platform for joint discussion between the two committees. The SC had also discussed issues related to the draft ISPM on *Requirements for national plant protection organizations if authorizing entities to perform phytosanitary actions* (2014-002), but these were related to more to political issues, not technical matters. The IC representative on the SC suggested to the IC that there needs to be more discussion between the two committees on implementation of this draft ISPM. The Lead of the IFU recalled that a side-session had been planned for CPM-15 (2020) on *authorizing entities to perform phytosanitary actions*, but as the CPM session had been cancelled, a webinar had been held instead; but he did not think there were any further issues on this to raise at CPM-15 (2021).

[52] The IC:

- *agreed* that there were no recommendations on issues for in-depth discussion at CPM-15 (2021) related to implementation issues for recently adopted or draft standards.

7. Any Other Business

7.1 Standards Committee update

[53] The Secretariat and the representatives for the two committees (SC and IC) gave a brief update on the SC meeting held earlier in November 2020.

[54] The SC had considered the IC’s challenge to promote the International Year of Plant Health (IYPH) and had invited SC members to submit comments on ways of working with the IC to promote the IYPH.

[55] The SC had agreed to Ms Ruth ARÉVALO MACÍAS (Chile) being the IC representative on the Expert Working Group for the Draft Revision of ISPM 4 (*Requirements for the establishment of pest free areas*) (2009-002), as in invited expert.

[56] The SC, in consultation the IFU, had chosen representatives to follow the following ICD topics:

- Ms Mariangela CIAMPITTI (Italy) to represent the SC on the CPM Focus Group on Strengthening Pest Outbreak Alert and Response Systems
- Mr Alvaro SEPÚLVEDA LUQUE (Chile) to represent the SC on the IC Implementation Review and Support System subgroup

- Mr Hernando Morera GONZÁLEZ (Costa Rica) to follow the development of the PRA e-learning (2020-002)
- Mr Steve CÔTÉ (Canada) to follow the development of the export certification e-learning (2020-003).

[57] In addition, the SC had decided to open an e-decision to select a representative to participate in the informal e-Commerce network and be involved in the e-Commerce programme.

[58] The IC representative on the SC added that the SC had also suggested that, for future SC meetings, the IC and IFU updates be merged to avoid duplication.

[59] Noting that the IC representative and the IFU staff were only given a few minutes for providing updates at the SC meetings, both in September and November, the IC Chairperson asked the IC whether there was a need for a dedicated meeting to look at how to optimize collaboration with the SC. The IC representative on the SC agreed that it would be a good starting point to arrange a meeting with the SC to look at how to enhance collaboration between the two committees, from both an implementation and a standard setting perspective. Furthermore, he suggested – as he had done at the SC – that guidelines be developed on collaboration between the IC and SC. The Lead of the IFU noted that the IC had said previously that IC meetings should be limited to only one per month. However, he suggested that the IC could propose holding a special one-hour meeting with the SC, with the SC–IC representatives giving a presentation, followed by breakout groups to discuss ways to enhance the collaboration.

[60] The IC:

- *noted* that the SC had accepted the IC’s challenge to promote the International Year of Plant Health (IYPH)
- *requested* the Secretariat to extend an invite to the SC to join the IC’s IYPH e-forum and encourage both IC and SC members actively participate in the e-forum discussion, suggesting ways to better promote the IYPH
- *agreed* to nominate Ms Ruth ARÉVALO MACÍAS (Chile) as the IC representative on the Expert Working Group for the Draft Revision of ISPM 4 (*Requirements for the establishment of pest free areas*) (2009-002)
- *noted* the representatives selected by the SC to follow IC topics
- *noted* that the SC would be opening an e-decision to select a representative to participate in the informal e-Commerce network and be involved in the e-Commerce programme
- *noted* the suggestion from the SC that updates to the SC from the IC and IFU be merged in the future
- *asked* the Secretariat to explore the possibility of having a one-hour joint meeting with the SC, dedicated solely to considering ways of improving collaboration between the IC and the SC.

7.2 IC leads

[61] The Secretariat highlighted that IC leads were needed for the following topics:

- Phytosanitary export certification system, e-learning course (2020-003)
- Prevention of fall armyworm, Guidelines and training materials (2020-010).
- Development and implementation of regulations and legislation to manage phytosanitary risks on regulated articles for NPPOs, Guide (2018-008)

[62] The IC noted the decision under agenda item 5.1 that Mr Chris DALE (Australia) would be the IC lead for the topic *Fall armyworm prevention, Guidelines and training materials* (2020-010).

[63] The IC also considered whether there should be additional guidance for IC leads. The IC representative on the SC pointed out that although there is some guidance in the IC terms of reference about collaboration with the SC, and a short statement in the SC terms of reference, the information is very

limited. He suggested that more guidance be provided for the role of IC representative to the SC and also for IC Leads for IC Sub-groups, teams etc. so that IC members know what their role and duties are. The Lead of the IFU suggested that the IC representative to the SC liaise with the former holder of this role and with the SC representative to the IC to draft some guidance for the SC and IC representative to the two subsidiary bodies and the Secretariat could consider adding some more guidance to IC Leads in the ICD procedure manual.

[64] The IC:

- *agreed* that Mr Ahmed M. Abdellah ABDELMOTTALEB (Egypt) will be the IC lead for the e-learning on phytosanitary export certification system (2020-003)
- *requested* Mr Ahmed M. Abdellah ABDELMOTTALEB (Egypt), Mr Chris DALE (Australia) and Mr Alvaro SEPÚLVEDA LUQUE (Chile) to develop guidance for the IC and SC representatives to the two subsidiary bodies and present it to the IC VM 12 planned for 31 March 2021.

8. Date and Arrangement of the Next Meeting

[65] The next virtual IC meeting will be held on 16 December 2020, at 22:00 Rome time (CET).

9. Evaluation of the Meeting Process

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

10. Close of the Meeting

[67] The IC Chairperson thanked Ms Ketevan LOMSADZE and Ms Vinitha JOHNSON, who would be leaving the Secretariat shortly, for their work and wished them luck in their new positions. He also said goodbye to the retiring IC members: Mr Mamoun ALBAKRI (Jordan), Ms Sally JENNINGS (New Zealand) who left earlier in the year, Mr Yuji KITAHARA (Japan), Mr Ngatoko NGATOKO (Cook Islands), Mr Philip NJOROGE (Kenya) and Mr Dilli Ram SHARMA (Nepal). He noted that they were the pioneers of the new IC when it had started, and where the IC is now, is thanks to them. The Secretariat then presented a short video to thank the retiring IC members for their individual contributions, after which the retiring IC members and departing Secretariat staff expressed their gratitude for the support given to them during their tenure.

[68] The Lead of the IFU then introduced the new member of the Secretariat staff, Ms Natsumi YAMADA, who was in a Japanese funded position. Noting that Ms Masumi YAMAMOTO had ended her time in the Japanese funded position but would be coming back in December for a five-month contract to help finish the work on the Phytosanitary System component pages on the IPP.

[69] The IC Chairperson thanked everyone for participating in the discussions and closed the meeting.

APPENDICES

Appendix 01: 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	VM08_01_IC_2020_Nov	LAVRENTJEVA
3.	Administrative Matters		
3.1	Documents list	Link	KOUMBA
3.2	Participants list	Link	KOUMBA
4.	Election of IC Chairperson and Vice-Chairperson		
4.1	Handover statements		LARSON/ LAVRENTJEVA
4.2	Speech of IC Chairperson		LAVRENTJEVA
4.3	Selection of IC Chairperson and Vice-Chairperson		LARSON/
5.	Review of list of ICD topics		
5.1	Review of list of ICD topics with a focus on proposed changes (IC VM03) and recommendations for priorities	VM08_02_IC_2020_Nov	PETERSON
6.	Recommendations on issues for in depth discussion at CPM-15 (2021) related to implementation issues for recently adopted or draft standards		
6.1	IC recommendations to the CPM	Oral report	LAVRENTJEVA / KOUMBA
7.	Any other business		LAVRENTJEVA / LARSON
8.	Date and arrangement of the Next Meeting		LARSON
9.	Evaluation of the meeting process		CZERWIEN
10.	Close of the Meeting		LAVRENTJEVA / LARSON

Appendix 2: Documents list

Document no.	Agenda Item	Document Title (Prepared by)	Date Posted
VM08_01_IC_2020_Nov_Eighth Virtual Meeting Agenda	2.2	Agenda Lavrentjeva	Wed, 11 Nov 2020
Link	3.1	Documents list Koumba	
Link	3.2	Participants lists Koumba	
VM08_02_IC_2020_Nov	5.1	Review of list of ICD topics with a focus on proposed changes (IC VM03) and recommendations for priorities (Peterson)	Wed, 11 Nov 2020

Appendix 03: ICD List of topics

(IC VM08 (2020-11-20) incorporating all IC recommendations to date (not tracked), for presentation to CPM-15 (2021))

Presented by priority, then status

Row No	Topic numbers	ICD Topic	Priority (1 high to 4 low)	Strategic Objective ¹⁰	Drafting body ¹¹	Added to the list	IC lead	Status ¹²	Notes
1	2020-002	Pest risk analysis, e-Learning course	1	A	WG	Pending CPM-15 adding topic	Ms Faith NDUNG E	05. Product under development	Proposed as part of the COMESA Trade Facilitation Project.
2	2020-003	Phytosanitary export certification system, e-Learning course	1	A, C	WG	Pending CPM-15 adding topic	Mr Ahmed M. Abdellah ABDEL MOTTA LEB	05. Product under development	Proposed as part of the COMESA Trade Facilitation Project.
3	2017-049	Plant Pest Surveillance, Guide-Revision	1	A	WG	IC 2018-05	Mr Chris DALE	05. Product under development	CPM Bureau (2020-06) agreed that the priority be raised from 3 to 1. The revision will align the guide with ISPM 6 Surveillance (2018).

¹⁰ Strategic Objectives of IPPC Strategic Framework 2020-2030 (draft) are assigned in line with the Framework for Standards and Implementation paper (15_SPG_2019_Oct) available at: <https://www.ippc.int/en/publications/87641/>

¹¹ WG (Working Group); IC Sub-group; IC team; IC-SC team; Other

¹² 00. Pending; 01. Topic added to the List of topics; 02. Draft outline under development, 03. Outline approved; 04. WG established; 05. Product under development; 06 Product delivered

Row No	Topic numbers	ICD Topic	Priority (1 high to 4 low)	Strategic Objective ¹⁰	Drafting body ¹¹	Added to the list	IC lead	Status ¹²	Notes
4	2020-010	Prevention of Fall Armyworm, Guidelines and training materials	1	A	FAO-IPPC FAW Technical Working Group	Pending CPM-15 adding topic	Mr Chris DALE	05. Product under development	This is a special case as the FAO Director General has called for rapid action ¹³ . This activity is driven by FAO and flagged as an urgent topic. The draft guidelines are to be produced by December 2020. Training materials are to be developed by March 2021 and delivered by July 2021.
5	2016-016	Sea containers, Programme	1	B	IC Sub-group, Sea Container Task Force	IC 2018-05	Ms Stephanie BLOEM	05. Product under development	CPM Bureau (2020-07) extended the mandate of the Sea Container Task Force until December 2021.
6	2017-043	ISPM 15 Wood packaging material, Guide	1	B	WG	IC 2018-05	Ms Stephanie BLOEM and Ms. Faith NDUNG E	04.WG established	IC VM03 (2020) recommended that 2012-015 and 2018-012 should be merged into this topic. Title has been changed to reflect that this will be a comprehensive guide.
7	2017-039	e-Commerce for plants, plant products and other regulated articles, Guide	1	C	WG	IC 2018-05	Mr Thorwald GEUZE	03. Outline approved	Linked to the Development Agenda ¹⁴ : e-Commerce CPM Bureau (2020-06) agreed that the priority be raised from 3 to 1.

¹³ Further information is available at: <https://www.ippc.int/en/the-global-action-for-fall-armyworm-control/>

¹⁴ Development Agenda items from the IPPC Strategic Framework (2020-2030)

Row No	Topic numbers	ICD Topic	Priority (1 high to 4 low)	Strategic Objective ¹⁰	Drafting body ¹¹	Added to the list	IC lead	Status ¹²	Notes
8	2019-012	Contingency planning, Guide	1	A	WG	Pending CPM-15 adding topic	Ms Olga LAVRE NTJEV A Assistant Lead: Mr Lalith Bandula KUMAR ASING HE	02. Draft Outline is under development	Linked to the Development Agenda: Strengthening Pest Outbreak Alert and Response System
9	2018-008	Development and implementation of regulations and legislation to manage phytosanitary risks on regulated articles for NPPOs, Guide	1	A, B	WG	CPM-14 (2019)	Mr Chris DALE	02. Draft Outline is under development	This resource will create a framework to guide NPPOs to assess and make decisions on how to regulate non-commodity pathways and to improve understanding of contaminant pests.
10	2020-011	Inspection and diagnostics e-Learning course	1	A, C	WG	Pending CPM-15 adding topic	Mr Thorwald GEUZE	01. Topic added to the List of topics	Proposed as part of the COMESA Trade Facilitation Project.
11	2018-038	Inspection of consignments for <i>Xylella fastidiosa</i> at points of entry, Guide	1	A	TBD	CPM-14 (2019)	Mr Ahmed M. Abdallah ABDEL MOTTA LEB	01. Topic added to the List of topics	Linked to the Development Agenda: Strengthening Pest Outbreak Alert and Response System
12	2017-051	Strengthening Pest Outbreak Alert and Response Systems, Programme	1	A	TBD	IC 2018-05	Ms Olga LAVRE NTJEV A	01. Topic added to the List of topics	Linked to the Development Agenda: Strengthening Pest Outbreak Alert and Response System. CPM Focus Group will work on this.
13	2020-012	Surveillance and reporting obligations, e-Learning course	1	A	WG	Pending CPM-15 adding topic	Mr Chris DALE	01. Topic added to the List of topics	Proposed as part of the COMESA Trade Facilitation Project.

Row No	Topic numbers	ICD Topic	Priority (1 high to 4 low)	Strategic Objective ¹⁰	Drafting body ¹¹	Added to the list	IC lead	Status ¹²	Notes
14	2018-037	Surveillance of <i>Xylella fastidiosa</i> , Guide	1	A	TBD	CPM-14 (2019)	Mr Chris DALE	01. Topic added to the List of topics	Linked to the Development Agenda: Strengthening Pest Outbreak Alert and Response System
15	2018-036	Assessing the risk of introduction of pests with seeds, Guide	1	A	TBD	CPM-14 (2019)	Ms Stephanie BLOEM Assistant lead: Mr Thorwald GEUZE	00. Pending	Pending the discussions on the Reorganization of pest risk analysis standards (2020-001)
16	2018-028	Developing Phytosanitary Security Procedures, Guide	1	A	TBD	CPM-14 (2019)	Ms Kyu-Ock YIM	00. Pending	Pending the revisions of the Export Certification Guide and Transit Guide. Linked with the topic on Managing non-compliant treated consignments (2018-027)
17	2015-015	Plant health surveillance, Portal	1	A	IC-SC team	IC 2018-05	Mr Chris DALE	00. Pending	Pending the development of this portal by the Australian NPPO and will be submitted as a contributed resource.
18	2017-048	Pest Status Guide, Guide	2	A	WG	IC 2018-05	Mr Francisco GUTIERREZ	05. Product under development	To be published following CPM adoption of the Revision of ISPM 8, Determination of pest status in an area (2009-005).
19	2017-044	Pest Free Areas (PFA), e-Learning course	2	A	WG	IC 2018-05	Mr Dominique PELLETIER	01. Topic added to the List of Topics	

Row No	Topic numbers	ICD Topic	Priority (1 high to 4 low)	Strategic Objective ¹⁰	Drafting body ¹¹	Added to the list	IC lead	Status ¹²	Notes
20	2017-054	Plant Health officer training, Curriculum	2	A	TBD	IC 2018-05	Mr Lalith Bandula KUMAR ASING HE Assistant leads: Mr Francisco GUTIERREZ, Ms Magda GONZALEZ ARROYO and Mr Ahmed M. Abdella ABDEL MOTTA LEB	01. Topic added to the List of topics	Linked to be part of the PCE facilitators training (2014-008).
21	2018-040	Authorization of entities to perform phytosanitary actions, Guide	2	C	TBD	CPM-14 (2019)	Mr Dominique PELLETIER	00. Pending	Pending CPM decision of the draft ISPM Requirements for NPPOs if authorizing entities to perform phytosanitary actions (2014-002)
22	2018-017	Management of plants and plant products carried by entry passengers, Awareness materials	2	C	WG	CPM-14 (2019)	Ms Faith NDUNG E	00. Pending	Pending the IYPH International Steering Committee (ISC) development of materials related to entry passengers as part of their communication action plan for travellers.

Row No	Topic numbers	ICD Topic	Priority (1 high to 4 low)	Strategic Objective ¹⁰	Drafting body ¹¹	Added to the list	IC lead	Status ¹²	Notes
23	2018-027	Managing non-compliant treated consignments, Guide	2	C	TBD	CPM-14 (2019)	TBD	00. Pending	Pending the revision of the Export Certification Guide and Import Verification Guide. Linked to Developing Phytosanitary Security Procedures (2018-028)
24	2018-022	Risk based inspection of imported consignments, Guide	2	A	TBD	Pending CPM-15 adding topic	Ms Stephanie BLOEM	00. Pending	IC recommends that this topic be added to the list and that linkages with the IRSS Study on Developing Guidance on Risk-based Border Management (IRSS:2019-013), North American Plant Protection Organization (NAPPO) resources and learning tools and the e-Commerce programme be examined.
25	2014-008	PCE facilitators training, Training materials	3	C	TBD	IC 2018-05	Ms. Magda GONZA LEZ ARROYO	01. Topic added to the List of topics	Linked to Plant Health officer training curriculum (2017-054) which could be used as the first part of this training.
26	2017-052	PCE tool, Modernization	3	C	TBD	IC 2018-05	Ms. Magda GONZA LEZ ARROYO	01. Topic added to the List of topics	The PCE tool has not been updated for several years and needs to be modernized, considering the outcomes of the STDF 401 ¹⁵ project.

¹⁵ Developing a network of PCE facilitators (STDF 401): <https://www.standardsfacility.org/PG-401>

Row No	Topic numbers	ICD Topic	Priority (1 high to 4 low)	Strategic Objective ¹⁰	Drafting body ¹¹	Added to the list	IC lead	Status ¹²	Notes
27	1999-005	Dispute settlement, Procedures revision	3	C	IC Sub-group	IC 2018-05	Ms Stephanie BLOEM	00. Pending	Pending the end of the IYPH. Inconsistencies between the 1999 and 2001 adopted Dispute Settlement Procedures need to be corrected when resources are available.
28	2017-047	Pest Risk Management, Guide	3	A	WG	IC 2018-05	Mr Álvaro SEPÚLVEDA LUQUE	00. Pending	Pending the development of the draft ISPM on Pest risk management for quarantine pests (2014-001).
29	2018-013	Designing plant quarantine laboratories, Reference material	4	A	TBD	CPM-14 (2019)	Mr Lalith Bandula KUMAR ASING HE	00. Pending	Pending the revision of the Guide to Delivering Phytosanitary Diagnostic Services. Linked to the Development Agenda: on Diagnostic laboratory networking.
30	2016-015	Pest diagnostics, TBD	4	A	TBD	IC 2018-05	Mr Lalith Bandula KUMAR ASING HE	00. Pending	Pending the completion of the IRSS study on the Utility of IPPC Diagnostic Protocols (IRSS: 2019-014; Priority 1) Linked to the Development Agenda: on Diagnostic laboratory networking.