



## **Minutes of the third meeting of the Working Group to develop a Guide to support implementation of ISPM 15 (2017-043) (VM03)**

*03 February 2021 at 1:00 – 3:30 p.m. (Central European Time, GMT +1)*

### **1. Opening of the meeting**

- [1] Ms Barbara PETERSON, the IPPC Secretariat, Implementation and Facilitation Unit (IFU) Lead for the ISPM 15 Guide, welcomed the participants.

### **2. Meeting arrangements**

- [2] There was no objection for the Secretariat to record the meeting.
- [3] The Working Group (WG) selected Mr Brad GETHING as chairperson and Ms Debora Maria RODRIGUES CRUZ as rapporteur.
- [4] The Secretariat suggested discussing the date and purpose of the next meeting during Other Business. The agenda for the meeting was adopted and is presented in Appendix 1.

### **3. Administrative matters**

- [5] Mr Guang YANG and Mr Mohamed MAGDY did not attend the meeting. The list of meeting participants is presented in Appendix 2.

### **4. Outline for the ISPM15 Guide**

- [6] The Secretariat provided an overview of the comments on the draft outline for the ISPM 15 Guide that were submitted by the WG members through the Online Comment System (OCS). All the comments except one were incorporated. The explanation provided by the Secretariat was accepted and this comment was withdrawn.
- [7] The WG members agreed with all the proposed changes to the draft Outline. One WG member asked to clarify that examples of non-compliant marks do not cover all possible examples. One WG member suggested that the description of the Wood Packaging Material (WPM) supply chain include certification where applicable. Both of these comments were incorporated.
- [8] The WG agreed to the final version of the Outline<sup>1</sup>, recognizing that the WG could still make adjustments to the Outline, if any gaps or deficiencies are identified while drafting the guide.

### **5. Organization of the work of the WG**

- [9] The Secretariat presented the process for the development of IPPC Guides and Training Materials, which includes development of the Outline, development of the product, development of the

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<sup>1</sup> Approved Outline: <https://www.ippc.int/en/publications/89453/>

implementation plan, publication, translation, and periodic review. A draft timeline for the entire process was also proposed.

- [10] The presentation highlighted that while the WG members are responsible for writing the guide, they may seek input from other subject matter experts. This input may include both text and supplemental content to enhance the guide (e.g. photos, graphics, case studies). In addition, the Secretariat may issue a call for case studies, if the WG feels this would be beneficial.
- [11] Faith Ndunge, one of the IC Leads for the guide, offered to provide a case study from Kenya.
- [12] Stephanie Bloem, one of the IC Leads for the guide, indicated that North American Plant Protection Organizations (NAPPO) would partner with the Secretariat to translate the ISPM15 Guide into Spanish.
- [13] The chair asked the WG members to consider their areas of expertise and to volunteer to draft sections of the guide. The WG identified lead authors for each section of the guide. The Secretariat offered to draft the sections related to regulated and exempt articles, the ISPM 15 mark and national legislation. The SC representative offered to work with the Secretariat to draft the section on approval of new treatments.
- [14] One WG member expressed a concern that there was little fumigation expertise among the WG members that attended VM03 and asked whether other experts on phytosanitary treatments could be invited to join the WG. The Secretariat agreed to follow up with the WG members that did not attend this meeting and will discuss this issue with the IC Leads for the guide to propose a path forward if there is a gap in expertise.
- [15] One WG member introduced an internet article about dielectric heating.
- [16] One WG member highlighted the importance of ensuring that the guide will contain appropriate information to meet the needs of developing countries. The Secretariat explained that peer review process is intended to help address this point and that the IC leads for the guide will assist with finding appropriate peer reviewers. Another WG member expressed his intent to reach out to NPPOs in South Asia.
- [17] The SC representative asked if the procedure for drafting an IPPC Guide includes consultation with the NPPOs and RPPOs. The Secretariat explained that the IC and SC will be invited to peer review the guide, but that guides do not go through a consultation like draft ISPMs do. The SC representative pointed out that the consultation period for draft ISPMs takes place in August and September and that this is a busy time for the SC and should be considered when planning the peer review period.
- [18] The WG members agreed to submit the first drafts of their assigned sections / chapters to the Secretariat by 4 May 2021.

## **6. Tips for writing guides**

- [19] The Secretariat gave a presentation on Tips for writing IPPC Guides. She explained the purpose and scope of an IPPC Guide and the importance of considering the target audience. She also outlined the different elements of an IPPC Guide and provided information to assist with developing the content.

## **7. Other Business**

- [20] The WG agreed that the fourth meeting of the WG will be held on 6 April 2021. The WG agreed that the agenda for the next meeting would include an opportunity for each WG member to provide an update on the status of their work to draft the guide and that breakout rooms would be used to allow smaller group discussions on specific section/chapters. The WG also agreed that the deadline for submitting the first draft of all the chapters/sections to the Secretariat is on 4 May 2021.

## **8. Close of the meeting**

- [21] The Chair and the Secretariat thanked all the experts for their participation and the meeting was closed.

**Appendix 1: Agenda****Third meeting of the Working Group to develop a Guide to support the implementation of ISPM 15 (VM-03)***03 February 2021 at 1:00 – 4:00 p.m. (Central European Time, GMT +1)***Meeting URL:** <https://fao.zoom.us/j/94520700117?from=addon>**Passcode: 143135 / Meeting ID: 945 2070 0117****PROVISIONAL AGENDA***Dated: 2021-01-25*

<b>AGENDA ITEM</b>		<b>Duration</b> (minutes )	<b>DOCUMENT NO.</b>	<b>PRESENTER</b>
<b>1</b>	<b>Opening of the Meeting</b>	10	--	Barbara PETERSON
<b>2</b>	<b>Meeting Arrangements</b>	15	--	Natsumi YAMADA
2.1	Selection of the chairperson		--	Natsumi YAMADA
2.2	Selection of the rapporteur		--	Natsumi YAMADA
2.3	Adoption of the Agenda		VM03_01_ISMP15_Guide	Chairperson
<b>3</b>	<b>Administrative matters</b>	5	--	Natsumi YAMADA
3.1	Participants		VM03_02_ISMP15_Guide	Natsumi YAMADA
3.2	Working papers		IPP restricted work area	Natsumi YAMADA
<b>4</b>	<b>Outline for the ISPM 15 Guide</b>	30	VM03_03_ISMP15_Guide VM03_04_ISMP15_Guide	Barbara PETERSON
<b>5</b>	<b>Organization of the work of the WG</b>	45	Presentation	Chairperson / IPPC Secretariat
<b>HEALTH BREAK</b>				
<b>6</b>	<b>Tips for writing Guides</b>	45	Presentation	Barbara PETERSON
<b>7</b>	<b>Any Other Business</b>	10	--	Chairperson
<b>8</b>	<b>Close of the Meeting</b>	5	--	Chairperson / IPPC Secretariat

**Appendix 2: Participants List****3rd Meeting of the Working Group to develop a Guide to support the implementation of ISPM 15 (VM-03)****Participants List***(2021-02-03)*

<b>Region/ Role</b>	<b>Name, mailing, address, telephone</b>	<b>Email address</b>
WG Member	<b>Mr Corrado CREMONINI</b> Researcher University of Turin, DISAFA <b>Italy</b>	<a href="mailto:corrado.cremonini@unito.it">corrado.cremonini@unito.it</a>
WG Member	<b>Mr Marcel DAWSON</b> Manager, forestry and horticulture, plant import/export division ( <i>retired</i> ) Canadian Food Inspection Agency <b>Canada</b>	<a href="mailto:marcel.dawson17@gmail.com">marcel.dawson17@gmail.com</a>
WG Member	<b>Mr Scott GEFFROS</b> General manager/heat treatment inspections program manager Canadian Wood Pallet and Container Association <b>Canada</b>	<a href="mailto:scott.geffros@canadianpallets.com">scott.geffros@canadianpallets.com</a>
WG Member	<b>Mr Brad A. GETHING</b> Director of science & technology integration National Wooden Pallet & Container Association <b>United States</b>	<a href="mailto:bgetting@palletcentral.com">bgetting@palletcentral.com</a>
WG Member	<b>Mr Christopher HOWARD</b> Acting Assistant Director Plant Import Operations Department of Agriculture and Water Resources <b>Australia</b>	<a href="mailto:chris.howard@agriculture.gov.au">chris.howard@agriculture.gov.au</a>
WG Member	<b>Mr Mohamed MAGDY</b> Phytosanitary unit supervisor & market access Central Administration Of Plant Quarantine	<a href="mailto:mm.fao.ispm15@gmail.com">mm.fao.ispm15@gmail.com</a>

<b>Region/ Role</b>	<b>Name, mailing, address, telephone</b>	<b>Email address</b>
	<b>Egypt</b>	
WG Member	<b>Mr Vinod PANDIT</b> Programme Leader, Development, Communication & Extension <b>CABI South Asia</b> <b>India</b>	<a href="mailto:v.pandit@CABI.org">v.pandit@CABI.org</a>
WG Member	<b>Ms Debora Maria RODRIGUES CRUZ</b> Federal inspector Department of Plant Health and Agricultural Inputs <b>Brazil</b>	<a href="mailto:debora.cruz@agricultura.gov.br">debora.cruz@agricultura.gov.br</a>
WG Member	<b>Mr Guang YANG</b> Section Chief, Plant Quarantine Nanjing Customs District, China Inspection and Quarantine <b>China</b>	<a href="mailto:cigyq@163.com">ciqyg@163.com</a>
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IC Lead	<b>Ms Faith NDUNGE</b> Head biosafety and phytosanitary services Kenya Plant Health Inspectorate Services <b>Kenya</b>	<a href="mailto:fndunge@kephis.org">fndunge@kephis.org</a>
ISPM 15 Steward	<b>Ms Marina ZLOTINA</b> IPPC Technical Director, USDA-APHIS, Plant Protection and Quarantine (PPQ) <b>United States of America</b>	<a href="mailto:marina.a.zlotina@usda.gov">marina.a.zlotina@usda.gov</a>
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