



Process for the Development of IPPC Implementation and Capacity Development Guides and Training Materials

I – Objective:

- Outline stages, methods and processes to develop globally applicable IPPC implementation and capacity development guides and training materials¹.
- Define roles, responsibilities and involvement of the IPPC Secretariat, Commission on Phytosanitary Measures (CPM), Implementation and Capacity Development Committee (IC), Standards Committee (SC) and Strategic Planning Group, national plant protection organizations (NPPOs), regional plant protection organizations (RPPOs), other relevant organizations and selected phytosanitary experts in the development process.
- Ensure that outputs and outcomes of the Phytosanitary Capacity Evaluation (PCE) tool, contributes to the development of guides and training materials.
- Ensure the development of guides and training material is guided by the Framework for Standards and Implementation, the IPPC Community Monitoring and Evaluation Framework (M&E) and the outcome of the Call for Topics for: Standards and Implementation (adopted by the CPM)
- Ensure that high quality, consistent IPPC guides and training materials are developed through an open, transparent and inclusive documented process.

II - Scope

- [1] Describe the process for the development and presentation of implementation and capacity development guides and training materials, developed under the auspices of the IPPC Secretariat.

III - Development Stages

3.1 Overview

- [2] The development of IPPC guides and training materials follows the stages below:

- (1) Topic selection
- (2) Development of an Outline
- (3) Establishment of the working group
- (4) Development of the product
- (5) Publication and language versions
- (6) Periodic update

3.2 Description of stages

1. Topic selection

- Topics for the development and/or revision of IPPC guides and training materials are selected from the submissions to the Call for Topics: Standards and Implementation as per CPM established procedures². All submissions for topics are posted on the International Phytosanitary Portal.

¹ IPPC guides and training materials - guides, training materials, eLearning courses, factsheets, videos and other implementation and capacity development materials.

² Link to the Process of the Call for topics: Standards and Implementation: <https://www.ippc.int/en/publications/85794/>

- Submissions for topics should be accompanied by a draft Outline³ of the guide and/or training material that defines its scope and purpose or include an already developed draft for a specific guide and/or training material. A literature review and justification that the proposed topic meets the CPM-approved criteria for topics, as well as commitment for resources to support the development of materials (non-obligatory) would ideally be included.
- Topics could be submitted by NPPOs and RPPOs through the Call for Topics. In exceptional circumstances, the IC or SC may also submit topics.
- The CPM considers the Task Force on Topics recommendations and decides which topics will be added to the list of topics.

2 Development of an Outline

- The IPPC Secretariat considers CPM and TFT comments and revises the draft Outline, as needed. The IPPC Secretariat completes the Status Box⁴ and adds it to the beginning of the Draft Outline prior to posting it on the IPP. The Status Box is not part of the Guide or training material, but is used to track product development.
- The draft Outline is distributed to NPPOs and RPPOs for consultation.
- The IC nominates an IC lead to facilitate the development of the material.
- The IC reviews and if needed, revises the draft Outline considering consultation comments and approves the Outline. The IC also develops criteria for the selection of experts for the guide or training material.
- The Status Box is updated and the IC approved Outline is posted on the IPP.
- The IPPC Secretariat issues a call (through the IPP) for submission of any existing relevant materials (Call N1).
- Based on the information collected from Call N1, the IPPC Secretariat and the designated IC lead draft a work plan (WP) that includes information about the proposed timeline, meetings, venues and tasks. A draft implementation plan⁵ is also drafted to identify activities (training events, workshops, symposia, etc.) and timeline for implementation, inter alia communication and public awareness activities. The IC reviews WP and implementation plan through eForum and provides comments.
- The IPPC Secretariat issues a call, through the IPP (Call N2) for funds for the development of the approved topics considering the work plan and implementation plan.
- Once funds have been secured, the Secretariat issues a call for nominations of experts, through the IPP (Call N3), to draft, revise and/or review and edit the proposed material. Experts are nominated by NPPOs, RPPOs and relevant scientific or regulatory institutions.
- When nominations are submitted, they must be accompanied by a summary of expertise, an up to date CV and a signed Statement of Commitment.

3 Establishment of the working group (WG)

- The WG should be composed of experts with relevant technical and practical expertise in the subject matter and have a wide geographical representation from both developing and developed countries to ensure that the material developed is globally applicable and reflects best practices from all over the world. It is advisable to include at least one member of the Expert Working Group involved in the development of the ISPM on the same topic, to ensure a coordinated approach and collaboration between those two groups.

³ Template for draft outlines for Implementation Resources (Guides and training materials): <https://www.ippc.int/en/publications/87499/>

⁴ Report_IC_2019_Nov (see Appendix 9)

⁵ Report_IC_2019_Nov (see Appendix 12)

- WG experts are selected from submissions received from Call N3 by the IPPC Secretariat, in consultation with the IC lead using criteria specified by the IC. The IPPC Secretariat informs the IC on selection results and the IC may comments on the composition of the WG group through an eForum, IC comments are considered by IPPC Secretariat and IC lead.
- The WG can recommend the addition of experts at any stage if gaps in the expertise are identified; additions are subject to confirmation by the IPPC Secretariat in consultation with the IC lead.
- Where appropriate, the WG can appoint alternate experts with relevant specialties as deemed necessary and in consultation with the IPPC Secretariat and the IC Lead. The IPPC Secretariat keeps the IC informed through updates.
- The IPPC Secretariat will cover travel costs and daily expenses of the WG members applying the Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat that was in place on the date the Statement of Commitment was signed.⁶
- The WG members are expected to actively contribute both in between and at meetings (both virtual and face-to-face) and respond to email communications (including forum discussions) in a timely manner unless there are exceptional circumstances.

4 Development of the product

- The WG should review and revise the Outline and the work plan, as needed, in consultation with the IC lead and IPPC Secretariat and the IC is informed by the IPPC Secretariat in their update.
- The WG members are responsible for most of the writing, however if financial resources or in-kind contributions allow it and it is deemed necessary, additional authors, with particular expertise, may be requested to write certain parts of the material.
- The WG should reach consensus on the content through consultations and discussions.
- The IPPC Secretariat may issue a call for case studies⁷ to support or enhance the guide or training material.
- The IPPC Secretariat, IC and SC members should be invited to provide comments on the draft. The duration of the review period is determined by the WG. The WG reviews comments and revises the draft based on the comments as appropriate.
- The product should be professionally edited, prior to peer review.
- The product is peer reviewed. The layout, presentation and style should follow the IPPC style guide.⁸
- Technical resources should be written clearly in plain English.
- The final product is professionally edited and then sent to a graphic designer for layout.
- Technical resources should be proof-read by non- phytosanitary individuals after layout and prior to publication.

5 Publication and language versions

- The publication of guides and training materials is led by the IPPC Secretariat in collaboration with relevant service providers as deemed necessary and funds allow.
- The final version of the guide or training material will be posted on the IPP.

⁶ As recommended by the second session of the Interim Commission on Phytosanitary Measures (1999), whenever possible, those participating in IPPC activities voluntarily fund their travel and subsistence to attend meetings. Participants may request financial assistance, with the understanding that resources are limited and the priority for financial assistance is given to developing country participants. Requests for financial assistance will be assessed by the *Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat* that is in place at the time this statement of commitment (<https://www.ippc.int/publications/criteria-used-prioritizing-participants-receive-travel-assistance-attend-meetings>). The statistical information in place at the time of signing this statement of comment will be applied for the duration of the term of membership in the relevant IPPC body.

⁷ Case study Template for IPPC Implementation resources: <https://www.ippc.int/en/publications/88093/>

⁸ Link to IPPC Style Guide: <https://www.ippc.int/en/publications/132/>

- Electronic means for distributing the materials will be also used. The IPPC Official Contact points should be notified when electronic versions are available and should be encouraged to make use of electronic versions wherever possible.
- The language versions are to be produced as financial resources allow. Contracting parties, RPPOs, donors and international organizations are encouraged to provide in-kind contributions or financial support for translations. The IPPC Secretariat staff, IC and SC members should make every possible effort to encourage translation of technical resources within the framework of other projects such as FAO, STDF or any other national, regional and international projects they are aware of.

6 Periodic update

- The update of materials is conducted based on:
 - feedback provided by users through an online surveys or
 - information collected through the IPPC Community's Monitoring and Evaluation Framework

IV – Financial considerations

- Financial resources for the development of IPPC technical resources may come from :
- funds made available to the IFU of the IPPC Secretariat for the work programme (from regular programme funds or specific trust funds and/or
- earmarked resources contributed to the IPPC Multi-donor trust fund for the development of the IPPC technical resources contributed by contracting parties, donors and international organizations.
- Partners and donors are encouraged to make contributions for the development of IPPC technical resources as per topics and priorities set by the CPM.
- Whenever possible, WG members should voluntarily fund their travel and subsistence to attend WG meetings.