Minutes of the second meeting of the IC Team on NROs (VM-02)

*9 April 2021 at 21:00pm – 22:30 p.m. (Central European Time, GMT +1)*

1. Opening of the Meeting

Ms Olga LAVRENTJEVA, Implementation and Capacity Development Committee (IC) Lead for IC Team on NROs opened the meeting and welcomed the participants.

2. Meeting arrangements

Mr Ahmed M. Abdellah ABDELMOTTALEB, Plant Health Officer, Plant Protection and Quarantine Dep., Ministry of Municipality and Environment. P.O. volunteered as rapporteur for the meeting. There were no objections.

The Chair reviewed the agenda by briefing the key objectives of this meeting.

The agenda for the meeting was adopted and is presented in Appendix 1.

3. Administrative matters

Mr Qingpo Yang confirmed that all the working documents for this meeting are posted on the IPP restricted area. Document 2 is the minutes of 1st meeting of IC Team on NROs. Document 3 is the summary of the previous NROs training workshop organized by the IPPC Secretariat.

The list of participants is presented in Appendix 2.

4. Review and adoption of the minutes of the 1st meeting of the IC Team on NROs

The Team approved the minutes of 1st meeting. There were no further comments.

5. Discussion on how to organize the NROs training workshop in 2021

IPPC Secretariat made a summary of previous NROs training workshops. The team noted that NROs training workshops have been organized for all the regions accompanying a series of NROs years. It is a new stage for NROs that started in 2021. IPPC Secretariat invites the team to discuss and decide which region should be the target for the workshop, the focus of the workshop, the content of the presentation for the workshop, the target audience, the indicators of the success of such workshop.

One team member shared her experience on training for Latin America, where she received a lot of questions on NROs. She highlighted the necessity of an NROs training workshop particularly for the new nominated person for IPPC Contact point and IPP editors. She also suggests to analysis the report submitted by Contracting parties to decide which region should attend the training workshop.

One team member recalled that there was an NROs training workshop for his region in 2019. He suggested avoiding repeating the same training content for his region, but focusing on specific content such as pest reports.

IPPC Secretariat shared the result of the survey launched in 2019, which show the top 3 challenges to submitting reports included:

1. The IPP reporting system is not user friendly for submitting reports, for example, it always shows an error when submitting a pest report without indicating why;
2. Information gathering process at the national level is not established;

Convincing the government to submit the pest reports.

*Regarding the target for the workshop, the focus and target audience of the workshop*

The team decided to include NROs into the agenda of the 2021 IPPC Regional workshop by communicating with the organizing committee of the IPPC Secretariat. The lead of the IC Team on NROs will deliver this requirement on behalf of the whole team to Mr Descartes Koumba, IFU lead for the IPPC Regional workshop.

The team decided to organize a short virtual NROs training workshop (maybe 3 hours) covered for all the regions. This NROs training workshop will only invite the persons who are responsible for IPPC Contact point and IPP editors. The team members will be involved in the NROs training workshop in their region. The team is appreciated that members of the 2021 IPPC Regional workshop organizing committee could coordinate this issue during their communication with their assigned regions.

The team requires IPPC Secretariat to draft an agenda for the 2021 NROs training workshop. This agenda will be discussed and reviewed by the team at the next meeting.

The team appreciated that IPPC Secretariat could find financial support for translation service in different regions.

*Regarding the indicators of the success of NROs training workshop*

The team decided to launch a quiz contained 10 questions at the beginning of the workshop and to launch the same quiz with the same questions at the end of the workshop. The number of participants getting correct answers will be an indicator of the success of the NROs training workshop. Other indicators include the number of participants, the number of reports after the workshop, the number of responders who send feedback for the survey, and the increase of reports submitted by Contracting parties.

1. Discussion on how to improve NROs and recommend changes to contribute to the Terms of Reference of the CPM Focus Group to Strengthen a Pest Outbreak Alert System

The team noted that IPPC Secretariat migrated the IPP to Cloud Server (Amazon Web Service) to improve IPP. IPPC website software and environment were upgraded to the latest versions. IPPC Secretariat also started to revise the architectural infrastructure of the system to optimize performance and allow full scalability with multiple instances.

The team noted that automatic emails are sent out monthly at a different frequency to remind the Contact points to fulfill the reporting obligations. Regarding the Contact details of Contact points and information about Files or URLs, reminder emails are sent out every 3 months. Regarding the pest reporting and emergency action, reminder emails are sent out every 6 months. In addition, contact points receive the reminder to update the description of the NPPO, entry points, list of regulated pests, and legislation phytosanitary requirements in November.

The team suggested IPPC Secretariat set a reminder mechanism on IPP to allow Contact points gave feedback on whether they submitted NROs reports and when they submit the report.

The team decided to discuss the recommendation for Terms of Reference of CPM Focus Group to Strengthen a Pest Outbreak Alert System in the future.

8. Any other business

The team agreed the next meeting will be on 6th May at 9:00-10:30 PM (Rome Time) to discuss the agenda of the 2021 NROs training workshop. The 4th meeting will be on 3 June at 9:00-10:30 PM (Rome Time), which will include two presentations including Hand-in-Hand Initiative Geospatial Platform developed by FAO CSI and Data Reporting Tools developed by UNEP.

9. Closing

The Chair and the Secretariat thanked all the experts for their participation and the meeting was closed.

Annex I: Agenda

**2nd Virtual meeting of IC Team on NROs**

*Updated 2021-03-22*

*8 April 2021 (9:00PM-10:30PM), Rome Time (Central European Time, GMT +1)*

**Zoom link**:   <https://fao.zoom.us/j/98686610110?from=addon>

**Meeting ID**: **986 8661 0110**

**Meeting Password**: **11418884**

| **AGENDA ITEM** | | **DOCUMENT NO.** | **PRESENTER** |
| --- | --- | --- | --- |
| **1** | **Opening of the Meeting** | -- | IPPC Secretariat/ Olga LAVRENTJEVA |
| **2** | **Meeting Arrangements** |  | Qingpo YANG |
| 2.1 | Election of the Rapporteur |  |  |
| 2.2 | Adoption of the Agenda | VM02\_01\_NROs\_2021\_April |  |
| **3** | **Administrative Matters** |  |  |
| 3.1 | Review of meeting documents | Link |  |
| **4** | **Review and adoption of the minutes of the 1st meeting of the IC Team on NROs** | VM02\_02\_NROs\_2021\_April | Olga LAVRENTJEVA |
| **5** | **Discussion on how to organize the NROs training workshop in 2021** | VM02\_03\_NROs\_2021\_April | Qingpo YANG |
| **6** | **Discussion on how to improve NROs and recommend changes to contribute to the Terms of Reference of the CPM Focus Group to Strengthen a Pest Outbreak Alert System** |  | Olga LAVRENTJEVA/Sarah BRUNEL/Qingpo YANG |
| **7** | **Any Other Business** | -- | Olga LAVRENTJEVA |
| **8** | **Next Meeting** | -- | Olga LAVRENTJEVA |

Annex II: Participants list

# The Second Meeting of IC NROs Team

## PARTICIPANTS LIST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Region/ Role** | **Country / Organization** | **Name, Organization, Address, Telephone** | **e-mail account** | **Attendence** |
| **Europe** | ESTONIA | **Ms Olga LAVRENTJEVA**  Adviser in Phytosanitary Affairs  Ministry of Rural Affairs  Lai tn 39 // Lai tn 41, 15056 Tallinn  Estonia  Tel : +372 6256 535 | [olga.lavrentjeva@agri.ee](mailto:olga.lavrentjeva@agri.ee) | Yes |
| **Near East**  **and North Africa** | EGYPT | **Mr Ahmed M. Abdellah ABDELMOTTALEB**  Plant Health Officer- Plant Protection and Quarantine Dep., Ministry of Municipality and Environment. P.O. 1966, Doha,  Qatar  Tel: +97433262779 | [bidoeng@yahoo.com](mailto:bidoeng@yahoo.com)  [bidoeng@gmail.com](mailto:bidoeng@gmail.com) | Yes |
| **Southwest Pacific** | FIJI | **Mr Nilesh Ami CHAND**  Chief Plant Protection Officer-  Biosecurity Authority of Fiji  G. P. O. Box 18360, Suva  Fiji  Tel : +679 9967 595 / 8960580 | [pranavrchand@hotmail.com](mailto:pranavrchand@hotmail.com)  [nachand@baf.com.fj](mailto:nachand@baf.com.fj) | Yes |
| **Expert** | COSTA RICA | **Ms Magda GONZALEZ ARROYO**  Head of standards and regulation dpt., Servicio fitosanitario del estado Sabana Sur, contiguo a edificio del Ministerio de Agricultura y Ganadería,   San José,  Costa Rica  Tel: (506)25493600 | [mgonzalez@sfe.go.cr](mailto:mgonzalez@sfe.go.cr) | Yes |
|  | IPPC Secretariat | **Mr Brent Larson**  IFU Lead | Brent.Larson@fao.org | Yes |
|  |  |  |  |  |
|  | IPPC Secretariat | **Mr Qingpo Yang**  Associated Professional officer | Qingpo.yang@fao.org | Yes |