Call for Topics: online submission forms and process

2021 Call for Topics process and information

CPM-13: Combined 2018 Call for Topics for Standards and Implementation resources was made
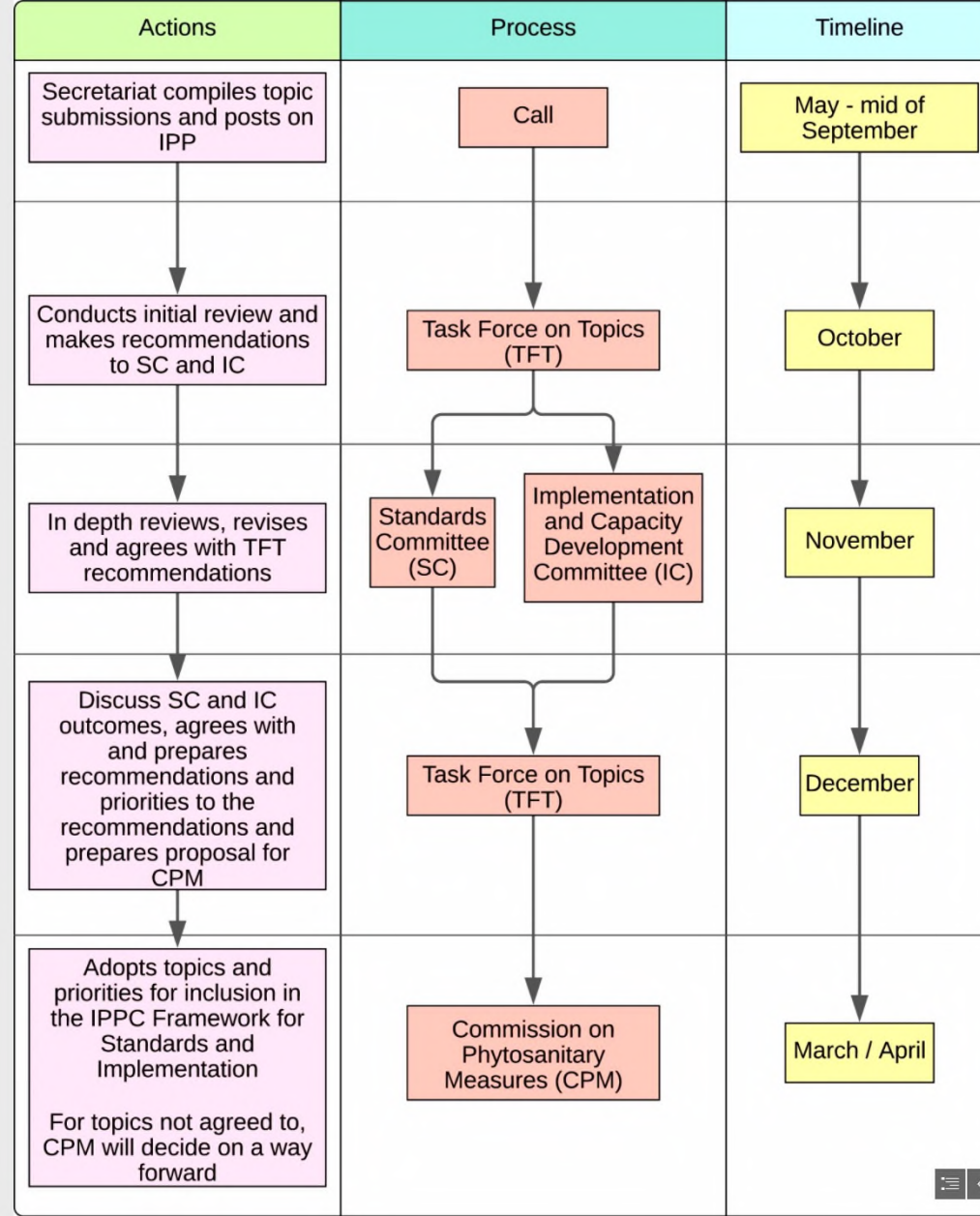
CPM-14: 2021 Call for Topics was refined and streamlined to capitalize on new ideas from the IYPH 2020 activities

2021 Call for Topics is open 4 May – 15 September 2021

Submissions from previous calls, which weren't added to the work programme, **won't be considered unless resubmitted in 2021**

A topic submission is considered complete if:

- For proposed standards, **both** the "Submission form for topics for Standards and Implementation" and the "Draft specification form for proposed standards" are submitted
- For proposed implementation resources, **both** the "Submission form for topics for Standards and Implementation" and the "Draft specification form for proposed IPPC guides and training materials" are submitted
- For DPs, a "Submission form for DPs for Regulated Pests (Annexes to ISPM 27)" is submitted

Actions	Process	Timeline
Secretariat compiles topic submissions and posts on IPP	Call	May - mid of September
Conducts initial review and makes recommendations to SC and IC	Task Force on Topics (TFT)	October
In depth reviews, revises and agrees with TFT recommendations	Standards Committee (SC) / Implementation and Capacity Development Committee (IC)	November
Discuss SC and IC outcomes, agrees with and prepares recommendations and priorities to the recommendations and prepares proposal for CPM	Task Force on Topics (TFT)	December
Adopts topics and priorities for inclusion in the IPPC Framework for Standards and Implementation. For topics not agreed to, CPM will decide on a way forward	Commission on Phytosanitary Measures (CPM)	March / April

Challenges for Call for Topics

Main issues that may arise during the 2021 Call for Topics

- A lack of global relevance and of clarity on issue
- A lack of draft specifications for proposed standards or guides and training materials

Incorrect form filling

- Missing required fields to fill in
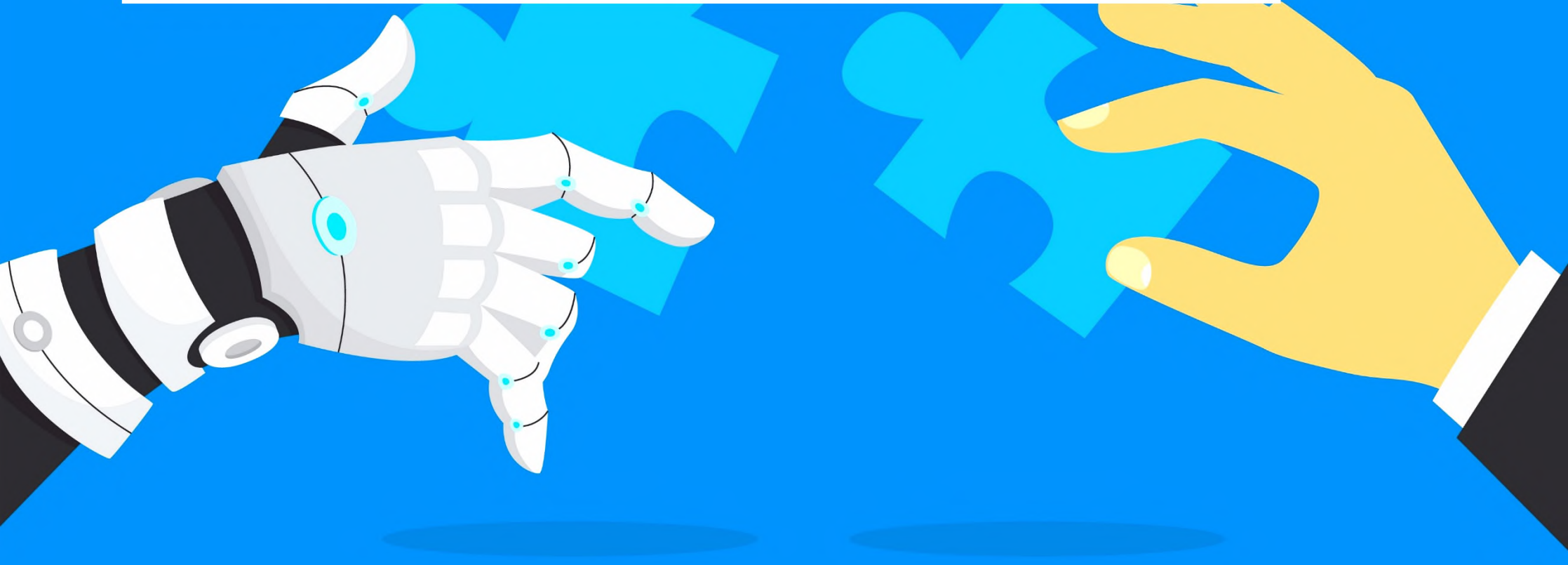- Text change in the form itself

Human factor

Human factor

- Accidental data and formatting damage
- Overlooking of the email with the submission

Time loss

- To exchange the missing information with CP / RPPO
- To fix the form and its formatting

Transition from submission templates to automated online submission forms

Submission form for topics for Standards and Implementation

Please use one form per topic!

Please read through the Call for Topics web page, where additional information and a PDF version of the form are available when considering submitting topics: https://www.ippc.int/en/core-activities/standards-and-implementation/call-for-topics-standards-and-implementation/.

Diagnostic protocols are submitted using a different form available at https://forms.office.com/r/NtmrMLHa9A

Submissions must address the Criteria for Justification and include a draft specification form for proposed standards (https://forms.office.com/r/27hcFBLe7F) or a draft specification form for IPPC guides and training materials (https://forms.office.com/r/ngKjS3jzWV). These are required for evaluation and subsequent development of the material. Including a literature review providing technical information is recommended.

The completed submission form and draft specification form for proposed standards or a draft specification form for IPPC guides and training materials should be submitted by the IPPC Official Contact Point to the IPPC Secretariat no later than 15 September 2021.
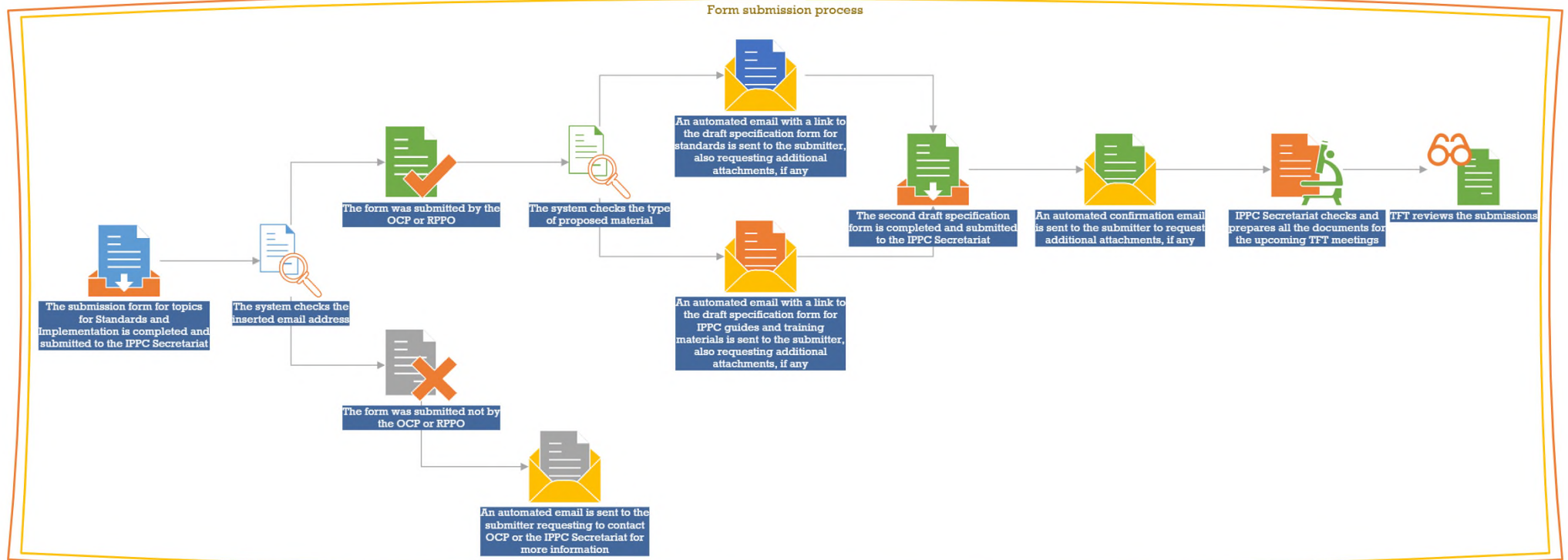
...

* Required

General information

1. Submitted by *

   IPPC Contracting Party (CP) or Regional Plant Protection Organization (RPPO)
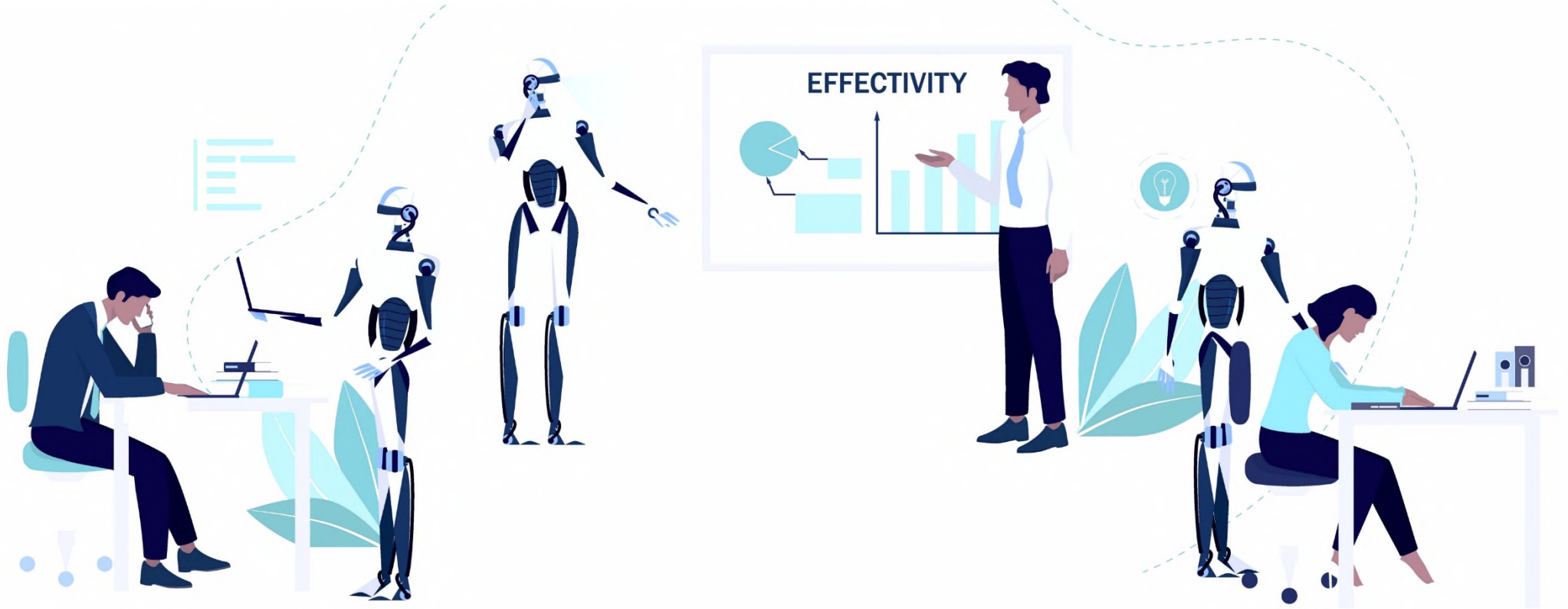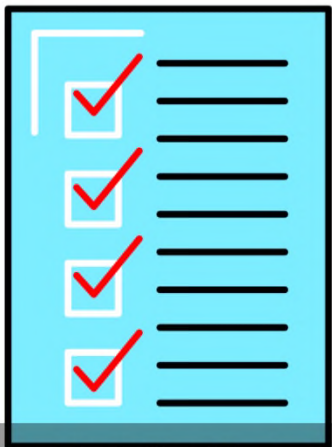
   Select your answer ⌄

Next

Page 1 of 12 ▱

Never give out your password. Report abuse

Form submission process

The submission form for topics for Standards and Implementation is completed and submitted to the IPPC Secretariat

The system checks the inserted email address

The form was submitted by the OCP or RPPO

The system checks the type of proposed material

An automated email with a link to the draft specification form for standards is sent to the submitter, also requesting additional attachments, if any

An automated email with a link to the draft specification form for IPPC guides and training materials is sent to the submitter, also requesting additional attachments, if any

The second draft specification form is completed and submitted to the IPPC Secretariat

An automated confirmation email is sent to the submitter to request additional attachments, if any

IPPC Secretariat checks and prepares all the documents for the upcoming TFT meetings

TFT reviews the submissions

The form was submitted not by the OCP or RPPO

An automated email is sent to the submitter requesting to contact OCP or the IPPC Secretariat for more information

Benefits of this solution

No missing entries in the obligatory parts of the submission

Speeds up the processes and saves time

Reduces the probability of making mistakes

Accurate documents with correct formatting
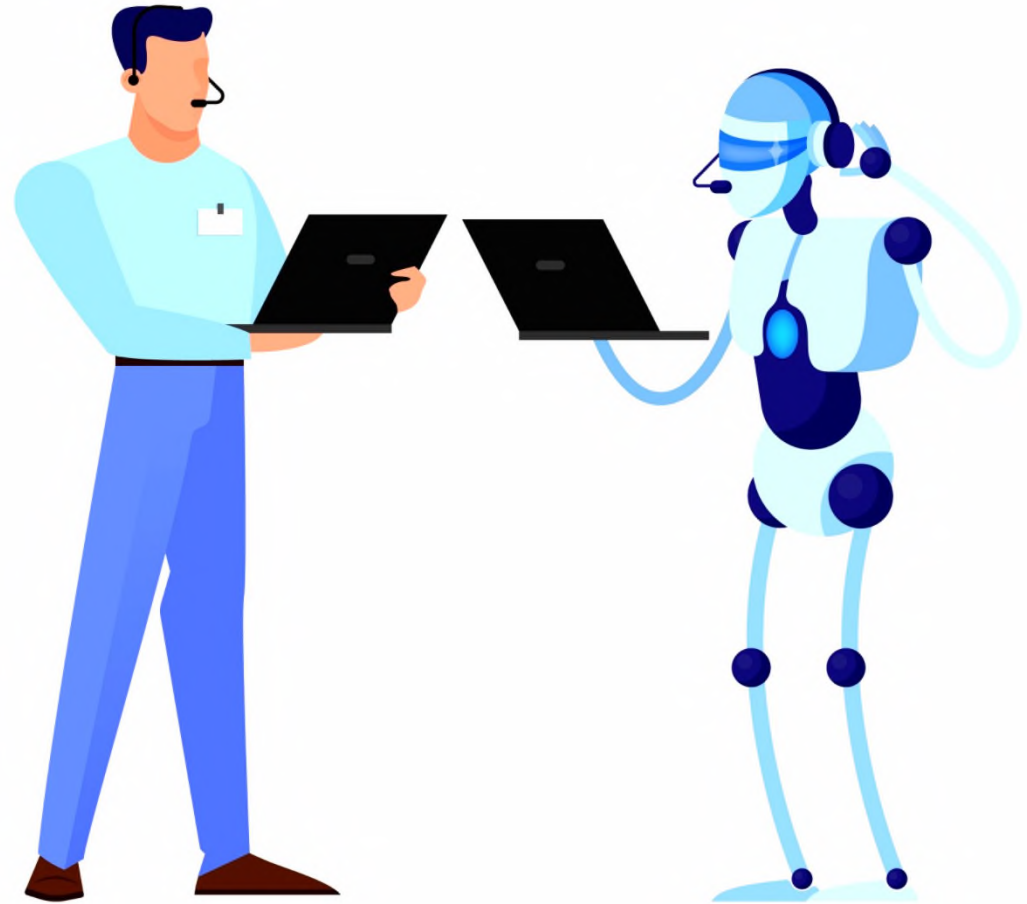
Low load on the relevant stakeholders

No submission will be lost

Questions and information

FAQ

- How will these submission forms be accessible?

- Is it possible to see the questions in advance?

- What if the OCP or RPPO wants to submit a form from a different email address?

- What if OCP or RPPO fails to use the submission form?

TFT Chairperson

- Ms Marica GATT

TFT members (SC)

- Mr Ezequiel FERRO (SC Chairperson)
- Mr Álvaro SEPÚLVEDA
- Mr Steve CÔTE

TFT members (IC)

- Mr Dominique PELLETIER (IC Chairperson)
- Ms Faith NDUNGE
- Mr Lalith KUMARASINGHE

IPPC Secretariat

- Mr Artur SHAMILOV - standards-related queries
- Ms Barbara PETERSON - implementation-related queries
- Mr Edgar MUSHEGYAN - technical queries

Thank you for your attention!