



REPORT

Task Force on Topics

Coordination virtual meeting

22 April 2021

IPPC Secretariat

IPPC Secretariat. 2021. *Report on the Coordination virtual meeting of the Task Force on Topics, 22 April 2021*. Rome. Published by FAO on behalf of the Secretariat of the International Plant Protection Convention (IPPC). 14 pages. Licence: CC BY-NC-SA 3.0 IGO.

The designations employed and the presentation of material in this information product do not imply the expression of any opinion whatsoever on the part of the Food and Agriculture Organization of the United Nations (FAO) concerning the legal or development status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. The mention of specific companies or products of manufacturers, whether or not these have been patented, does not imply that these have been endorsed or recommended by FAO in preference to others of a similar nature that are not mentioned.

The views expressed in this information product are those of the author(s) and do not necessarily reflect the views or policies of FAO.

© FAO, 2021



Some rights reserved. This work is made available under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 IGO licence (CC BY-NC-SA 3.0 IGO; <https://creativecommons.org/licenses/by-nc-sa/3.0/igo/legalcode>).

Under the terms of this licence, this work may be copied, redistributed and adapted for non-commercial purposes, provided that the work is appropriately cited. In any use of this work, there should be no suggestion that FAO endorses any specific organization, products or services. The use of the FAO logo is not permitted. If the work is adapted, then it must be licensed under the same or equivalent Creative Commons licence. If a translation of this work is created, it must include the following disclaimer along with the required citation: "This translation was not created by the Food and Agriculture Organization of the United Nations (FAO). FAO is not responsible for the content or accuracy of this translation. The original English edition shall be the authoritative edition."

Disputes arising under the licence that cannot be settled amicably will be resolved by mediation and arbitration as described in Article 8 of the licence except as otherwise provided herein. The applicable mediation rules will be the mediation rules of the World Intellectual Property Organization <http://www.wipo.int/amc/en/mediation/rules> and any arbitration will be conducted in accordance with the Arbitration Rules of the United Nations Commission on International Trade Law (UNCITRAL).

Third-party materials. Users wishing to reuse material from this work that is attributed to a third party, such as tables, figures or images, are responsible for determining whether permission is needed for that reuse and for obtaining permission from the copyright holder. The risk of claims resulting from infringement of any third-party-owned component in the work rests solely with the user.

Sales, rights and licensing. FAO information products are available on the FAO website (www.fao.org/publications) and can be purchased through publications-sales@fao.org. Requests for commercial use should be submitted via: www.fao.org/contact-us/licence-request. Queries regarding rights and licensing should be submitted to: copyright@fao.org.

CONTENTS

1. Opening of the meeting	4
2. Meeting arrangements	4
2.1 Election of the Rapporteur	4
2.2 Adoption of the agenda.....	4
3. Administrative matters	4
4. 2018 Call for Topics: Standards and Implementation	4
4.1 2018 Call for Topics – outcomes and lessons learned	4
5. 2021 Call for Topics: Standards and Implementation	6
5.1 Excerpts from reports related to the 2021 Call for Topics and the TFT	6
5.2 2021 Call for Topics: a new submission process.....	6
5.3 2021 Call for Topics and TFT tentative schedule	8
6. Any other business	9
7. Close of the meeting.....	9
List of actions and recommendations.....	9
Appendix 1: Agenda	10
Appendix 2: Documents list	11
Appendix 3: Participants list	12
Appendix 4: 2021 Call for Topics and TFT schedule.....	14

1. Opening of the meeting

- [1] The IPPC Secretariat (hereafter referred to as "Secretariat") opened the 2021 Coordination virtual meeting of the Task Force on Topics (TFT) on behalf of the Secretariat and welcomed all participants.
- [2] Due to the connection issues of the TFT Chairperson (Ms Marica GATT), the TFT elected Mr Steve CÔTE (Canada) as the TFT Chairperson for this meeting.

2. Meeting arrangements

2.1 Election of the Rapporteur

- [3] The TFT elected Mr Lalith Bandula KUMARASINGHE (New Zealand) as Rapporteur.

2.2 Adoption of the agenda

- [4] The TFT adopted the Agenda (Appendix 1).

3. Administrative matters

- [5] The Secretariat introduced the documents list (Appendix 2) and the participants list (Appendix 3). The Secretariat invited participants to notify the Secretariat of any information that required updating in the participants list or was missing from it.

4. 2018 Call for Topics: Standards and Implementation

4.1 2018 Call for Topics – outcomes and lessons learned

- [6] The Secretariat delivered a presentation on the outcomes and lessons learned from the 2018 Call for Topics. The Secretariat provided background information on the Call for Topics process agreed by the Commission on Phytosanitary Measures (CPM) at its 13th session (2018). The Secretariat also recalled the TFT activities, which led to the adoption by the CPM at its 14th session (2019) of 26 topics with adjustments.
- [7] In addition, the Secretariat presented papers relevant to the lessons learned¹, where:
- several submissions with insufficient information were identified;
 - involvement of TPDP in technical evaluation of the Diagnostic Protocols (DPs) was suggested;
 - importance of collaboration was emphasized;
 - alternative material to better address the identified issue were recommended;
 - resubmitting a strengthened proposal for the next Call was encouraged.
- [8] Among other issues, the Secretariat noted that the new review process for Call for Topics worked well and that the lessons learned can be integrated. The Secretariat also highlighted that the TFT Terms of Reference and Rules of Procedure (Tor and RoP) should be reviewed and how to present prioritized topics after adoption by CPM should be considered.
- [9] One TFT member noted that one of the most challenging issues for the TFT in the past was the topics submissions themselves. He stressed that the submissions were sometimes hard to understand due to the unclear aim or lack of explanation of why a topic was proposed. Hence, he noted that the challenge ahead would be to get complete information from countries submitting proposals for new topics. He also supported the training in the regional workshops (RWs), even though they will probably take place near the deadline for the Call for Topics.
- [10] The Secretariat confirmed that a presentation on the Call for Topics was made last year at the RWs to help contracting parties (CPs) prepare the topic submissions.

¹ [2019-01 TFT meeting report](#); [CPM 2019/22](#); [CPM 2019/23](#).

- [11] One TFT member wanted to clarify whether the TFT members had to go back to the submitting CPs or regional plant protection organizations (RPPOs) to seek clarifications when specific submissions were unclear.
- [12] The Secretariat explained that it contacted these submitters in cases where information in the submission was omitted, but sometimes the submitters did not respond, which led to the lack of information in these submissions.
- [13] Another TFT member wanted to clarify whether the submission scores assigned to each of the topics were made by the TFT members individually or whether the TFT members compared their notes and then agreed.
- [14] The Secretariat explained that each submission was scored from 0 to 5. During the pre-assessment, each TFT member reviewed the submissions assigned to them, presented their review results, and proposed a score to the other TFT members. Subsequently, the TFT also scored each submission from 0 to 5 based on discussions during the TFT meeting and used this information to determine the proposed priority.
- [15] One TFT member suggested refining the process by adding a pre-assessment stage and a stage where the Secretariat contacts submitters for additional information if needed. (1)
- [16] The Secretariat recalled the issues they had in the past, particularly with e-Commerce, because it was submitted as a topic for a standard and a guide, without sufficient information. As a result, the Secretariat had to come back to the submitter several times, but the guidance remained unclear. Hence, the Secretariat and TFT suggested that this submission not go to the CPM, but it was still referred to the CPM, where the CPM reviewed this topic and added it to the list of topics.
- [17] Another TFT member suggested adding a one-page explanatory annex to the form, explaining how to complete it and what is expected from the submitter for each field in the submission to address the issues with incomplete information or information that is not pertinent to what is expected from the submitters. He noted that although training is provided during the RWs, the submitters may not always attend. Hence, he pointed out that providing a short description of each form's fields explaining to the submitter what is expected from them may partially address the issue.
- [18] One more TFT member asked if there are venues other than the RWs where the CPs or RPPOs as potential submitters could learn more about the process and the best approach for submitting topic proposals that meet the criteria that the TFT will use in evaluating them. He noted that some countries do not necessarily participate in the RWs, and the 2021 RWs will be held virtually due to the COVID-19 pandemic.
- [19] The Secretariat noted that the training for Call for Topics only takes place during the RWs and suggested conducting a webinar or training session covering different time zones to address this issue. The Secretariat also reminded the TFT members that there are CPM Bureau, SC, and IC members in all regions and suggested adding in the Call text that if countries need assistance, they can ask for help from their respective members. (2)
- [20] One TFT member suggested that it is important to have short written explanations of what information should be included in each field of the submission forms.
- [21] Another TFT member agreed but highlighted the importance of having a multi-pronged approach. First, he suggested that there should be short written guidance on completing each field in the submission forms. Second, he also suggested that the SC and IC members should also support submissions in their regions. Finally, he indicated supporting having the SC and IC members involved in helping countries prepare topic submissions.
- [22] Another TFT member also proposed a one-hour webinar on Call for Topics.
- [23] The Secretariat recalled a Regional Training on procedures for the IPPC Call for Topics: Standards and Implementation conducted in collaboration with the FAO Regional Office for Europe and Central Asia

(FAO REU) and supported exploring similar opportunities in the future. The Secretariat also noted that the RPPOs discussed the Call for Topics during the 2021 technical consultation and considered how they could work together and collaborate in submitting topics where they are trying to coordinate and help get interregional support for topics. In this regard, the Secretariat suggested involving the RPPOs.

- [24] The Secretariat also suggested the NPPOs arrange internal consultations to gather proposals, as the requirement is that the submissions come from the IPPC Official Contact Points (OCPs).
- [25] One TFT member emphasized the importance of early involvement of the relevant stakeholders in the Call for Topics process to address any weak and inadequate information presented in the proposed submissions.
- [26] The TFT Chairperson noted that if the CPs or RPPOs could seek clarification on the submission process from their SC, IC, and CPM Bureau representatives, it will provide an opportunity to address potential deficiencies before the topic is submitted leading to a better topic submission.
- [27] One TFT member reiterated that early engagement is a collaborative effort where the SC, IC, and TFT members can work together within their respective NPPOs or regions to remind countries of the importance of submitting good topic proposals.
- [28] The Secretariat reminded that it also pre-screens the submitted topic proposals, and if they are not complete, will send them back to submitters for further clarification. The Secretariat also offered to hold a webinar in June to present the process and remind people to coordinate within the NPPO or with other NPPOs to obtain support for proposals. (3)

5. 2021 Call for Topics: Standards and Implementation

5.1 Excerpts from reports related to the 2021 Call for Topics and the TFT

- [29] The Secretariat presented the paper on this agenda item², which contains edited extracts of discussion points from the reports relevant to the 2021 Call for Topics and the TFT, sorted chronologically.

5.2 2021 Call for Topics: a new submission process

- [30] The Secretariat delivered a presentation³ on the new submission process for the 2021 Call for Topics. First, the Secretariat explained the challenges of the Call for Topics, where the incorrect form completion, along with the human factor, can lead to weak topic submission resulting in time loss for all relevant stakeholders. To address these issues and facilitate the submission of the topics, the Secretariat introduced a new submission format – the online submission forms that allow CPs to submit their topics through the OCPs, as well as RPPOs, while meeting all the mandatory criteria set forth by the CPM. The Secretariat also noted that these forms allow navigation between pages and refresh them without losing the submission progress.
- [31] The Secretariat also demonstrated the system established by the Secretariat, where the form submission process involves the email address verification and emailing of the automated confirmation emails to the submitters once the online form is completed.
- [32] The Secretariat provided the following benefits of using the system and the online submission forms:
- the system has been elaborated within the Microsoft Office 365 environment;
 - the online submission forms ensure no missing entries in the mandatory sections of the submission;
 - the system speeds up the processes and reduces the probability of making mistakes;
 - the system allows to work with a single accurate document without losing its formatting;

² 04_TFT_Tel_2021_Apr.

³ Microsoft Sway presentation.

- the system reduces the workload on the OCPs, TFT, Secretariat and allows providing statistics.

[33] The Secretariat also presented alternative ways of using the online submission forms for other tasks, such as the checklist for preliminary assessment sheet for TFT for individual topics, prepared to reduce the burden on the TFT during the pre-screening of submitted topic proposals.

[34] The Secretariat answered the frequently asked questions where:

- the links to the online submission forms will be available on the "Call for Topics: Standards and Implementation" webpage of the International Phytosanitary Portal (IPP)⁴;
- document format of the online submission forms will be available on the IPP to help prepare the submission in advance;
- the relevant documents can be attached in response to the automated email sent to the submitter;
- in case the OCP or the RPPO wishes to submit a form from a different email address, they should notify the Secretariat with a request to grant permission to submit the online submission form;
- in case all available means to solve problems are exhausted, the Secretariat will send the forms in Word format.

[35] The TFT Chairperson noted that depending on the complexity of the submission, some CPs may start completing the information and may not be necessarily able to complete the submission package at one time, and he asked if the submitter could return to the form if it is partially filled out.

[36] The Secretariat explained that it is possible to return to the form if it is partially completed if the submitter does not close the browser and uses its latest version.

[37] One TFT member noted that the NPPOs must complete the form and not leave any fields without having the information provided, while at the same time, this will be a good way to minimize errors in filling in the form. He also suggested that in the beginning, in terms of countries' capabilities, it will be helpful to have both systems working in parallel, being able for some countries to use the old method to submit topics, but at the same time being able to do it in the new process, at least until the CPs and RPPOs get involved or familiar with this new system.

[38] The Secretariat reminded that all instructions on how the system works and how to submit the topic proposal will be posted on the IPP, and the CPs and RPPOs will have the document format of the online submission forms. It also reminded that this system will be presented in the webinar so that CPs and RPPOs can become familiar with it. (4)

[39] One TFT member noted that there are subtitles where some instructions can be inserted under each of the fields in the submission form and asked if it is possible to insert several paragraphs to indicate what is expected of the submitters. He also noted that the database where the submissions are stored is an Excel spreadsheet and asked if it is possible to back them up or automatically generate document format if something happens.

[40] The Secretariat explained that both the submitter and the Secretariat can print or save the completed submission form, as all submissions are initially stored in the Microsoft Forms cloud. It also noted that the Excel spreadsheet is held in the Microsoft Teams cloud and will be backed up daily.

[41] The TFT Chairperson supported the idea that there should be instructions under each field to tell applicants what detailed information is required in each of those fields. (5)

[42] One TFT member asked if more than one person can work on the online submission form simultaneously and review the information, as it is crucial for the NPPOs or RPPOs to work outside of the presented process before submitting the topic.

⁴ Call for Topics: Standards and Implementation: <https://www.ippc.int/en/core-activities/standards-and-implementation/call-for-topics-standards-and-implementation/>.

- [43] The Secretariat explained that the online submission forms are identical to the submission templates, and if there is a need to provide more details or explanations in the online submission forms, this should also be done to the submission templates. The Secretariat noted that the Word submission templates contain only a few explanations, and if there is a need to elaborate on it, the TFT will be asked to think about what needs to be added. The Secretariat also stressed that only one person can complete and submit the online submission forms from one computer, making it impossible to exchange them within the NPPO. As a solution, the Secretariat suggested that the NPPO explore a different data collection process. It also confirmed that the document format of the online submission forms will be available on the IPP for the NPPOs or RPPOs. (6)
- [44] The TFT Chairperson proposed to share the online submission forms with the TFT for a week to provide final comments and additional clarification on what the different fields should reflect. (7)
- [45] One TFT member recalled that during the 2018 Call for Topics, it was possible to attach additional documents or references with submission templates. She asked if such an option could be provided when submitting the online submission forms.
- [46] The Secretariat explained that the relevant documents can be attached in reply to the automated email sent to the submitter after submitting the forms, requesting that any supporting documents be sent. It also stressed the importance of all the OCPs and RPPOs having up-to-date email addresses, as the system will utilize the provided email addresses for feedback to OCPs and RPPOs. Furthermore, the Secretariat will encourage countries to use the online submission forms while allowing them to use submission templates. It also noted that reliable statistics at the end will be beneficial to the TFT.
- [47] The TFT Chairperson supported keeping the submission templates given that it is a transition period, moving from the old format to the new online submission process, which will broadly provide people with some reference point if they are more comfortable with the old way of submitting, and it will allow everything to be copied. He also proposed the Secretariat handle that by copy-pasting information into the online submission process to make it easier for TFT when evaluating proposals. (8)
- [48] The Secretariat noted that once the submission is received, it will be checked for missing information, and the submitter contacted if necessary. If completed, the Secretariat will immediately insert it into the system so that everything can be put together. The Secretariat also noted that even with an unstable internet connection, it is possible to work with the online submission form, and once connectivity is restored, it will be possible to submit the online form.

5.3 2021 Call for Topics and TFT tentative schedule

- [49] The Secretariat presented the paper⁵, which contains the tentative schedule for the 2021 Call for Topics and the TFT activities (Appendix 4).
- [50] The TFT supported the proposed timeline and noted that extending the deadline for topic submissions (15 September 2021) shortens the TFT's time to review and analyze proposals from countries but will allow training to be presented during the RWs at the end of the Call for Topics, which will still help countries submit topics.
- [51] The TFT Chairperson asked if a preliminary report would be presented at the CPM Bureau meeting with submissions brought forward. He noted that this is not part of the process, but he also asked if the Secretariat provides a verbal update on the work done when the Call for Topics closes.
- [52] The Secretariat recalled that TFT Chairperson could update how many submissions have been received and how many of them are standards or implementations during CPM Bureau meetings. The Secretariat reminded that the TFT final recommendations will go to the CPM and the CPM Bureau will also review and provide input to the paper for CPM. Hence, it recommended that the TFT meeting occur 4-8 October 2021, where the TFT will review, analyze, discuss, and prepare the first recommendations to be

⁵ 05_TFT_Tel_2021_Apr.

presented to the SC and IC. The Secretariat also recommended that TFT members reserve time for a second meeting (16 December 2021, finalize the comments), where the TFT will consider inputs from the SC and IC. (9)

6. Any other business

[53] There was no other business.

7. Close of the meeting

[54] The TFT Chairperson thanked all participants for their contributions and closed the meeting.

List of actions and recommendations

[55] The TFT and the Secretariat agreed to:

- (1) *add* to the process chart a pre-assessment stage and a stage where the Secretariat contacts submitters for additional information if needed;
- (2) *add* the information on the IPP that CPs can contact their respective RPPO, CPM Bureau, SC, and IC members if they need assistance in preparing a submission for the Call for Topics;
- (3) *hold* the webinar in June 2021 to present the Call for Topics process and remind people to coordinate within their NPPO and with other NPPOs to get support for proposals;
- (4) *add* the instructions on the IPP on how the system works and how to submit the topic proposal, where the CPs and RPPOs will have the document format of the online submission forms;
- (5) *ensure* that the instructions in the subtitles under each of the fields of the online submission forms indicate the type of information expected from the submitters;
- (6) *post* on the IPP the document format of the online submission forms for the NPPOs or RPPOs to circulate and ask for the inputs before submitting the form;
- (7) *share* the online submission forms with the TFT for a week so that they may review them and provide specific comments by 30 April 2021;
- (8) *endorse* the use of the online submission forms and encourage using them with indication that the submission templates will still be available on request;
- (9) *agree* on the proposed tentative schedule (Appendix 4), possibly adding additional days to the TFT meeting to prepare final recommendations to the CPM-16, if needed, with intersession work via email in early 2022.

Appendix 1: Agenda

N	Agenda item	Document number / link	Presenter / IPPC Secretariat support
Opening of the meeting			
1.	By the IPPC Secretariat		MOREIRA (OiC for SSU daily matters) LARSON (IFU Lead)
	By the Task Force on Topics Chairperson		GATT (Chairperson)
2. Meeting Arrangements			
2.1.	Election of the Rapporteur	–	Chairperson
2.2.	Adoption of the Agenda	01_TFT_Tel_2021_Apr	Chairperson
3. Administrative Matters			
3.1.	Documents list	02_TFT_Tel_2021_Apr	MUSHEGYAN
3.2.	Participants list	03_TFT_Tel_2021_Apr (TFT membership)	MUSHEGYAN
4. 2018 Call for Topics: Standards and Implementation			
4.1.	2018 Call for Topics – outcomes and lessons learned	2019-01 TFT meeting report CPM 2019/22 CPM 2019/23	YAMAMOTO
5. 2021 Call for Topics: Standards and Implementation			
5.1.	Excerpts from reports related to the 2021 Call for Topics and the TFT	04_TFT_Tel_2021_Apr	MUSHEGYAN
5.2.	2021 Call for Topics: a new submission process	Microsoft Sway presentation	
5.3.	2021 Call for Topics and TFT tentative schedule	05_TFT_Tel_2021_Apr	
6.	Any other business		Chairperson
7.	Close of the meeting		Chairperson

Appendix 2: Documents list

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE	DATE POSTED / DISTRIBUTED
Meeting documents			
01_TFT_Tel_2021_Apr	2.2	Agenda	2021-04-12
02_TFT_Tel_2021_Apr	3.1	Documents list	2021-04-12
03_TFT_Tel_2021_Apr	3.2	Participants list	2021-04-12
04_TFT_Tel_2021_Apr	5.1	Excerpts from reports related to the 2021 Call for Topics and the TFT	2021-04-13
05_TFT_Tel_2021_Apr	5.3	2021 Call for Topics and TFT tentative schedule	2021-04-14

Documents links (presented in the order of the agenda items)

Links	Agenda item	Document link
Participants list	3.2	TFT membership
2019 - Report of the Task Force on Topics virtual Meeting 22 January 2019	4.1	2019-01 TFT meeting report
Task Force on Topics and 2018 Call for Topics: Standards and Implementation - TFT Recommendations to CPM for Submissions for 2018 Call for Topics: Standards and Implementation	4.1	CPM 2019/22
Task Force on Topics and 2018 Call for Topics: Standards and Implementation - Impacts and Benefits of The New Procedure for Call for Topics	4.1	CPM 2019/23

Appendix 3: Participants list

Region / Role	Name, mailing address, telephone	Email address	Membership Confirmed	Term expires
Europe CPM Bureau member TFT Chairperson	Ms Marica GATT Director General (Veterinary and Phytosanitary Division) (VPRD), Abettori Street, Albertown, Marsa HRS 1123, MALTA Ph.: (+356) 2292522 Mob.: (+356) 99421791	marica.gatt@gov.mt	CPM-13 (2018) CPM-15 (2021) 2 nd term / 2 years	2023
Latin America and Caribbean SC Chairperson	Mr Ezequiel FERRO Dirección Nacional de Protección Vegetal - SENASA Av. Paeso Colón 315 C.A. de Buenos Aires ARGENTINA Tel/Fax: (+5411) 4121-5091	eferro@senasa.gov.ar	CPM-8 (2013) CPM-11 (2016) CPM-14 (2019) 3 rd term / 3 years	2022
Latin America and Caribbean SC member	Mr Álvaro SEPÚLVEDA LUQUE Servicio Agrícola y Ganadero División de Protección Agrícola y Forestal Av. Presidente Bulnes 140, 4 th floor, Santiago, CHILE Tel: + 56-2 234 5120	alvaro.sepulveda@sag.gob.cl	CPM-10 (2015) CPM-13 (2018) CPM-15 (2021) 3 rd term / 3 years	2024
North America SC member	Mr Steve CÔTE National Manager, International Phytosanitary Standards Plant Import/Export Division 59 Camelot Drive, Ottawa, Ontario K1A 0Y9 CANADA Tel: (+1) 613-773-7368 Fax: (+1) 613-773-7576	Steve.Cote@canada.ca	CPM-15 (2021) 1 st term / 3 years	2024
North America IC Chairperson	Mr Dominique PELLETIER International Plant Health Standards Officer Canadian Food Inspection Agency 1400, Merivale Rd, Tower 1, Room 307 Ottawa, ON, K1A 0Y9 CANADA Tel: 613-773-6492	dominique.pelletier2@canada.ca	2 nd term (2020-2023)	2023
Africa IC member	Ms Faith NDUNGE Chief Inspector - Trade and Standards Office. KEPHIS P.O. Box 49592, 00100 Nairobi KENYA Tel: 254 722697674	ndungeg@yahoo.com fndunge@kephis.org	2 nd term (2020-2023)	2023

Region / Role	Name, mailing address, telephone	Email address	Membership Confirmed	Term expires
Southwest Pacific IC member	Mr Lalith Bandula KUMARASINGHE Plant Health and Environment Laboratory Diagnostic and Surveillance Services Ministry for Primary Industries 231 Morrin Road, St. Johns. Auckland NEW ZEALAND Tel: (64) 9 9095713 Mobile: (64) 29 9095713	Lalith.kumarasinghe@mpi.govt.nz	1 st term (2020-2023)	2023

IPPC Secretariat	
Ms Adriana MOREIRA Standard Setting Officer, OIC for SSU	Adriana.Moreira@fao.org
Mr Artur SHAMILOV Standard Setting Officer	Artur.Shamilov@fao.org
Ms Alejandra JIMENEZ TABARES Standard Setting Assistant	Alejandra.JimenezTabares@fao.org
Ms Aoife CASSIN Standard Setting Associate	Aoife.Cassin@fao.org
Ms Janka KISS Standard Setting Associate	Janka.Kiss@fao.org
Mr Edgar MUSHEGYAN Standard Setting Associate	Edgar.Mushegyan@fao.org
Mr Brent LARSON Implementation and Facilitation Unit Lead	Brent.Larson@fao.org
Ms Masumi YAMAMOTO Implementation Facilitation Officer	Masumi.Yamamoto@fao.org
Ms Barbara PETERSON Implementation Facilitation Officer	Barbara.Peterson@fao.org

Appendix 4: 2021 Call for Topics and TFT schedule

[1] The following table presents the schedule for the 2021 Call for Topics and the TFT activities.

Tentative dates (2021)	Action
22 April	TFT Coordination meeting
4 May – 15 September	Call for topics
15-17 September	Secretariat compiles the information and posts information to the IPP
20-27 September	TFT pre-screens the submissions
4-8 October	TFT meetings
20 October	Posting deadline before the SC and IC November meetings
November	SC and IC November meetings
16 December + some days	TFT meeting to prepare final recommendations to the CPM-16 (2022)