



# REPORT

## Implementation and Capacity Development Meeting (Virtual Meeting N°13)

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April 2021

IPPC Secretariat

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## REPORT IC VIRTUAL MEETING NO. 13 21 APRIL 2021

### 1. Opening of the Meeting

- [1] The IPPC Secretariat and the Chairperson, Mr Dominique PELLETIER, welcomed all participants to the thirteenth virtual meeting of the Implementation and Capacity Development Committee (IC).

### 2. Meeting Arrangements

#### 2.1. Election of the Rapporteur

- [2] Ms Faith NDUNGE (Kenya) was elected as the Rapporteur to the meeting, with Ms Stephanie BLOEM (Representative for the Regional Plant Protection Organizations (RPPOs)) as backup as Faith was not able to attend the first part of the meeting.

#### 2.2. Adoption of the agenda

- [3] The IC agreed to consider four items under agenda item 8 (Any Other Business), regarding the assigning of IC leads, selection of a CPM focus group IC representative, active e-decisions requiring action, and an issue relating to the spending of “unearmarked” funds in the IPPC Trust Fund. The agenda, as modified, was adopted and is attached to this report (Appendix 1).

### 3.3. Administrative Matters

#### 3.1. Review of meeting documents

- [4] The following meeting documents, which are also posted on the IC restricted work area of the International Phytosanitary Portal (IPP), were introduced:

- Agenda (VM13\_01\_2021\_Apr)
- Update from the Integration and Support Team (VM13\_02\_2021\_Apr)
- The ePhyto solution – update for the IC (VM13\_03\_2021\_Apr)
- ePhyto HUB service – service report (VM13\_04\_2021\_Apr)
- Updates on IPPC regional workshops (VM13\_05\_2021\_Apr)
- Implementation and capacity development web resources – phytosanitary system pages on the IPP (VM13\_06\_2021\_Apr).

#### 3.2. Review of participants

- [5] All IC members and the representative from the RPPOs were present. Mr Álvaro SEPÚLVEDA LUQUE (Standards Committee representative) was absent.

### 4.4. Integration and Support Team

#### 4.1. Update from the Integration and Support Team and implementation issues

- [6] The Integration and Support Team (IST) Lead of the IPPC Secretariat, Mr Arop DENG, presented a summary of recent and ongoing IST activities<sup>1</sup>.

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<sup>1</sup> VM13\_02\_IC\_2021\_Apr

- [7] He highlighted the meetings organized by the unit (CPM, Bureau and SPG) and the various activities related to the International Year of Plant Health (IYPH). Forthcoming IYPH activities include three high-level webinars on 1, 29 and 30 June 2021.
- [8] Regarding technical activities, he referred to assistance previously provided by the IST to IPPC contact points and their IPP editors regarding National Reporting Obligations (NRO). He explained that the IST had at the beginning of 2021 transferred responsibility for NRO activities to the Implementation and Facilitation Unit (IFU) and, in return, coordination of the IPPC Regional Workshops and the Technical Consultation among RPPOs had been transferred from the IFU to the IST. Of the three focus groups established by the Fifteenth Session of the Commission on Phytosanitary Measures (CPM) in 2021, the IST had been tasked with coordinating two of them (the Focus Group on communication and the Focus Group on climate change and phytosanitary issues), and to support the IPPC Secretary with coordination of the third (CMP Focus Group on implementation of the IPPC Strategic Framework (2020 – 2030) development agenda items). The IST continues to take part in the FAO Global Action for Fall Armyworm (FAW) Control, including the FAO/IPPC FAW Technical Working Group on *Quarantine and Phytosanitary Measures* and the IPPC/RPPOs Task Force.
- [9] The IST Team Lead summarized the recent communication and advocacy activities of the IST and highlighted two recent developments in information management – the engagement of an external company (Price Waterhouse Cooper) to provide recommendations on improving the IPP, and the migration of the IPP to a cloud server. He finished by summarizing various liaison and partnerships activities. In response to a query from the RPPO representative, he provided the names of the eight staff working in the IST.
- [10] The IC Chairperson thanked the IST Lead and invited comments from the IC.
- [11] **Food security.** One IC member asked for more detail about the coordination that the IST provides to the FAO team on food security, and commented on the discussions the members' region had had with the United Nations (UN) World Food Programme about hitchhiker pests such as khapra beetle. The IST Lead referred to their work with the FAO Right to Food team, which had included a joint webinar in February as the 47th Committee on World Food Security side event. As a result of that webinar, IPPC-related information had been included, for the first time, in the UN Committee on World Food Security's *Voluntary guidelines on food systems and nutrition*. The IST Lead added that the IST will continue to try to find synergies between the work of the IPPC Secretariat (hereafter referred to as the "Secretariat"), relevant RPPOs and the Right to Food programme.
- [12] **IPPC guides and training materials.** One IC member commented that it would be good to raise the profile of IPPC guides and training materials on the IPP home page so that they are more visible to everyone. The IST Team Leader welcomed this suggestion and referred to the ongoing work on revamping the IPP, which had been prompted by a request from the IFU. He confirmed that the IFU had been developing a new Phytosanitary system's landing page (containing several component pages), which is almost complete. He also noted that the IST will soon be working to implement the recommendations from the external company.
- [13] **Ministerial segment at CPM-16 (2022).** The IC Chairperson commented on the potential difficulties that might be faced in securing ministerial participation in a ministerial segment planned for CPM-16 (2022), as IYPH will have finished by then. Regarding the first question, Mr Mirko MONTUORI the IST Deputy lead replied that the recommendation for a ministerial segment during CPM-16 (2022) had been made by the IYPH International Steering Committee; the committee were aware of the constraints, but were trying to continue the IYPH momentum and link with the first International Day of Plant Health. The IFU lead encouraged regional representatives on the IC to liaise with their respective CPM Bureau members about the ministerial segment.
- [14] The IC:
- noted the update by the Integration and Support Team;

- *encouraged* IC regional representatives to liaise with their respective CPM Bureau members regarding the ministerial segment planned for CPM-16 (2022).

## 5. ePhyto Team

### 5.1. Update on the ePhyto Solution

- [15] The ePhyto Team Lead of the IPPC Secretariat, Mr Craig FEDCHOCK, referred IC members to the papers for this agenda item<sup>2</sup> and gave an update on progress since these were produced.
- [16] He reported that the ePhyto team had done a virtual industry workshop with the ePhyto Industry Advisory Group on the implementation of the ePhyto Solution in the Republic of Korea, and another one was scheduled for 4 May 2021 in relation to the Dominican Republic. These workshops were intended as a forum for information exchange between the Secretariat, the Industry Advisory Group and the national plant protection organization (NPPO) about progress with implementing ePhyto.
- [17] The ePhyto Team Lead informed the IC that Panama was due to start ePhyto testing the following week, and it is also anticipated that Jordan and Madagascar will soon start testing.
- [18] The day before the IC meeting, the ePhyto Team Lead had given a presentation to the Central Asia regional economic cooperation workshop, at which Uzbekistan had presented an analysis of their process for coming on board with ePhyto. Of particular interest was the fact that their process was entirely in-house and was achieved without receiving any training and without paying any money to an external supplier.
- [19] The ePhyto Team Lead commented that he would be shortly holding discussions with the FAO economics team, the FAO Investment Centre and the Global Alliance for Trade Facilitation on developing a strategy for implementing ePhyto in eastern European countries that were not in the European Union, such as the Ukraine and some of countries on the Balkan Peninsula. Some in-person training would also soon be taking place in Nigeria.
- [20] The ePhyto Team Lead reported on progress with some of the technical aspects of the ePhyto Solution, including discussions about facilitating national single-window exchanges of certificates.
- [21] He reported that the World Economic Forum had identified a number of countries that they are interested in working with the IPPC Secretariat on, including Jordan and Madagascar.
- [22] Finally, he gave an up-to-date summary of the current usage of the ePhyto Solution: 91 countries registered; 52 countries exchanging certificates; and approximately 100 000 certificates exchanged per month (up from 45 000 in August, but the system can accommodate up to 100 000 per day). The ePhyto team expect this to usage to increase significantly once usage in the European Union becomes more widespread, as currently France is the only one that is sending certificates through the system.
- [23] The IC Chairperson thanked the ePhyto Team Lead and invited comments from the IC.
- [24] **Contingency planning.** The RPPOs representative highlighted a recent document produced by the Comite de Sanidad Vegetal del Cono Sur (COSAVE) – an RPPO in South America – on contingency plans in the event of problems accessing the ePhyto system. This would be shared with the other RPPOs in the Americas and the North American Plant Protection Organization would be translating it into Spanish. The ePhyto Team Lead welcomed this news and commented that such documents would be particularly useful for countries where the Internet is more likely to go down.
- [25] **ePhyto Hub Service Report.** In response to a query about the ePhyto Hub Service Report<sup>3</sup>, the ePhyto Team Lead clarified that the abbreviation “UAT” stands for user acceptance testing and explained there is a module that allows users to try inputting their data to see whether it will be accepted. He confirmed

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<sup>2</sup> VM13\_03\_IC\_2021\_Apr, VM13\_04\_IC\_2021\_Apr

<sup>3</sup> VM13\_04\_IC\_2021\_Apr

that the monthly service reports could be shared with the IC, and invited any IC member who preferred to receive one direct to email him.

[26] **IPPC Regional Workshops.** One IC member asked whether an update on the ePhyto Solution could be included at all the IPPC Regional Workshops. The ePhyto Team Lead confirmed that the Secretariat do already have an update every on the IPPC regional workshop agenda. He added that Uganda had just provided the ePhyto team with an update on their experience with ePhyto, and he would send the IFU lead a copy of the report as soon as it was available to be attached to the next IFU update to the IC.

[27] **ePhyto coordinator for the Pacific region.** The IC noted the plans of the Pacific Plant Protection Organization – the RPPO for the Pacific region – to appoint an ePhyto coordinator for the Pacific region, and the benefits this would bring in terms of harmonizing systems, training and coordination at a regional level. The ePhyto Team Lead shared the excitement of this development and added that the ePhyto team are looking to the new coordinator to be a key player in efforts to work with countries such as Fiji, Tonga and Vanuatu, to facilitate getting the information that customs organizations need through their single window.

[28] **Electronic signatures.** One IC member reported that the NPPO in Chile was experiencing problems with the use of advanced electronic signatures for ePhyto in relation to consignments being exported to the European Union. The ePhyto Team Lead Manager replied that the Generic ePhyto National System was set up for the European Union e-signature, and the ePhyto team are working with other individual countries that have national systems to find solutions appropriate to those countries. He recalled that a document had been produced on the solution provided for the EU, and that a copy of this could be provided upon request.

[29] **Further information.** The ePhyto Team Lead confirmed that he would send copies of two case studies (the one from Uzbekistan and the other from Uganda) for the information of the IC. He also informed the IC that the ePhyto team had just completed a business process framework with the help of the Global Alliance for Trade Facilitation

[30] The IC:

- noted the update on IPPC ePhyto Solution.

## 6.6. IPPC Regional Workshops

### 6.1. Updates on IPPC Regional Workshops

[31] The Secretariat presented the paper on IPPC Regional Workshops<sup>4</sup>. Seven regional workshops had been delivered in 2019. The workshops had focused on the draft ISPMs under consultation, together with issues of specific relevance to each region. In 2020, the regional workshops were held in virtual mode, owing to the COVID-19 pandemic. Drafts ISPMs were discussed, together with other issues such as the IPPC *Guide for establishing and maintaining pest free areas*.

[32] The 2021 workshops will also be held in virtual mode. The Secretariat leads for each workshop have been assigned and the regional organizing committees have started their work to decide the date, the format of the workshop as well as their topics of interest. They are also working on their draft agendas. Training on the Online Comment System (OCS) will be held for regional OCS reviewers on 7 July 2021.

[33] The IC Chairperson thanked the Secretariat for the update and encouraged IC members to participate in the preparations for their respective regional workshops.

[34] **The global agenda.** In response to questions from IC members, the Secretariat confirmed that the global agenda for the workshops did include the three topics recommended by the IC for inclusion, including

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<sup>4</sup> VM13\_05\_IC\_2021\_Apr

the request of the IC NRO team to introduce the NROs general presentation for each IPPC Regional Workshop. The Secretariat clarified that regions are strongly recommended to include the global agenda items in their workshop, but the ultimate decision on the workshop agenda rests with the region. Where a region prefers not to include a global agenda item, those participants who were interested could still benefit from the PowerPoint slides posted on the IPP as all the ppt slides for global agenda will be available on the IPP. In addition to the global agenda items, there is space on the programme for issues identified by the region.

[35] **Regional organizing committees.** Some IC members reported on the progress made to date in their respective regions. The IC noted that in the Latin America and Caribbean region the workshops are split into two, with one part for the Caribbean and the other for Latin America for the Spanish-speaking countries.

[36] One IC member commented on the importance of each region having the opportunity to prioritize in their workshop what is important in their region. The focus in the workshops of the Asia and Pacific Plant Protection Commission, for example, is different to that in the workshops of the Pacific Plant Protection Organization. He highlighted the benefit of the regional workshops in providing a forum for regional discussion on draft standards, and encouraged IC members to collaborate with their Standards Committee counterparts in organization of the workshops and collect implementation issues and feedback from participants.

[37] The Secretariat confirmed that there is one Secretariat lead for each workshop, but that these are drawn from across the Secretariat, not just IFU.

[38] **National reporting obligations.** One IC member emphasized the importance of including NRO issues on the agenda, even if brief, because it is an obligation on countries. The IFU lead informed the IC that at the recent NROs Team meeting, it had been decided that a separate virtual meeting on NROs would be made available to all regions, as an alternative to having NROs on the IPPC Regional Workshops agenda.

[39] **Online Comment System training.** The Secretariat informed the IC that, owing to ongoing contractual issues with OCS, there is a chance that the OCS training will not be available for draft ISPM/specification consultation period this year. The Secretariat are, however, working with FAO colleagues to resolve the matter.

[40] The IC Chairperson, on behalf of the IC, supported the efforts of the Secretariat in emphasizing the importance of getting a resolution to the OCS problem.

[41] The IC:

- *noted* the update on the 2019 and 2020 IPPC Regional Workshops
- *encouraged* the IC members who are regional representatives to be fully involved in the organizing committee of the 2021 IPPC Regional Workshop for their region.

## 7. ICD web-based resources

### 7.1.IC discussion on ICD web-based resources

[42] The Secretariat presented the paper on implementation and capacity development (ICD) web resources<sup>5</sup>, which gave the background to the development of the IPP over the last two years and a summary of progress on the Phytosanitary system component pages<sup>6</sup>. Currently, 18 component pages have been published. There are, however, three component pages with “pending” status: dispute avoidance and settlement; pest specific information; and phytosanitary capacity evaluation (PCE). The Secretariat

<sup>5</sup> VM13\_06\_IC\_2021\_Apr

<sup>6</sup> Phytosanitary system component pages are available at: <https://www.ippc.int/en/core-activities/capacity-development/phytosanitary-system/>



highlighted the suggestion from the IFU that a link be created from the IPP home page to the Phytosanitary system landing page, to increase the visibility of the latter.

- [43] The IC Chairperson thanked the Secretariat and invited the IC to consider the issues identified in the paper.
- [44] The IFU lead added that a communications expert, as part of the Beyond compliance project, had been engaged to provide advice on how to improve the Phytosanitary system component pages in relation to uploading the systems approach tool generated from Beyond compliance project. The IFU had asked that a design-thinking approach be adopted when developing these component pages. The IFU lead explained to the IC that some of the unspent travel money from the Beyond compliance project would be used to help improve the page on Systems approach, and this would include using a web designer. He thanked the IC members and IFU staff working on the component pages, and expressed particular thanks to Ms Masumi YAMAMOTO, who had been the Secretariat lead on the component pages but who would shortly be leaving the Secretariat and so this would be her last IC meeting.
- [45] **Intended audience.** The RPOs representative suggested that, as pages get restructured, consideration be given to broadening the intended audience to include, for example, academia, industry and other plant health professionals, rather than just NPPOs. She commented that this would result in better implementation of ISPMs and the use of IPPC guides and would help improve stakeholders' understanding of what the IPPC work is and what the CPM and its subsidiary bodies do.
- [46] It was noted that, following the results of the design thinking study, that the main focus of these component pages were NPPOs, however other audiences were also thought to be important.
- [47] **Phytosanitary capacity evaluation page.** The IC had a wide-ranging discussion about the PCE page and how best it should be incorporated into the new structure for the IPP – in particular, whether it should be part of the Phytosanitary system pages or separate from these.
- [48] The IC Chairperson commented that PCE already has a page of its own on the IPP, which is probably sensible as it is not part of a phytosanitary system. The idea of PCE being a separate page was supported by other IC members, one of whom commented that the users of the PCE page are different to those of the Phytosanitary system pages: the latter would be used by all NPPO staff, but the PCE page may have different users. Another IC member expressed support for PCE having its own page in a similar way to the Fall armyworm webpage on the IPP.
- [49] One IC member commented on the importance of ensuring visibility for the PCE page – even if this is just achieved by cross-linking pages. Another IC member supported the idea of having a link to the PCE page. The IC Chairperson commented that the intent was not to reduce the visibility of the PCE page, but just that it would be in a different place on the IPP to the Phytosanitary system pages.
- [50] Some IC members noted that it was difficult to reach a conclusion without knowing more about what the restructured IPP is going to look like or the content of the pages. The IC Chairperson directed IC members to the hyperlinks to the PCE page and the Phytosanitary system landing page.
- [51] The Secretariat informed the IC that the PCE tool team had agreed that a PCE dedicated page is kept and that it should encompass everything related to PCE and link to other pages and to relevant documents. Work was also ongoing to make the PCE page more user-friendly.
- [52] One IC member commented that as PCE relates to all components of phytosanitary system (inspection, surveillance, legislation, etc), there was no need to separate it from the other components on the IPP. The IFU lead expressed the view that the PCE is not a component of phytosanitary system, but rather it is the overarching evaluation tool for the entire phytosanitary system, so the PCE page needs to be treated differently. Another IC member supported the idea of the PCE page being a component page of Phytosanitary system, because the pages under the Phytosanitary system landing page are not just components of phytosanitary system, but also include other aspects such as an FAQs page.

- [53] Acknowledging the different views expressed, the IC agreed that the PCE page would be a component page under the Phytosanitary system landing page, but noted that this could be reviewed in future once the restructured IPP has been operational and it is clearer whether the new structure works. The IC noted that the content of the PCE page would encompass all elements of PCE but would not entail a new page being created – the existing page would simply sit under the Phytosanitary system landing page.
- [54] **Dispute avoidance and settlement.** The IFU lead noted that dispute avoidance and settlement is not part of a phytosanitary system. However, as work on dispute avoidance and settlement has been paused pending the end of the IYPH and the revision of the dispute settlement procedures (which in turn is pending funds being made available to do the revision), he suggested that the component page for Dispute avoidance and settlement should not be progressed at the moment.
- [55] One IC member supported the idea of the page on Dispute avoidance and settlement being separate to the Phytosanitary system pages.
- [56] **Pest specific information.** The IFU lead noted that the Secretariat does not have the resources to produce a page for each pest, unless it is under exceptional circumstances, such as the dedicated web page for the Fall armyworm<sup>7</sup>. He therefore suggested that the Secretariat work with what they have got and see how it goes for the next couple of years.
- [57] One IC member agreed that it would not be possible to have a page for each pest, one reason being that a pest that is a quarantine pest in one country may not necessarily be a quarantine pest in another.
- [58] The RPPOs representative pointed out that there are many other places where pest specific information can be found. This was supported by other IC members, one of whom cited the Global Database of the European and Mediterranean Plant Protection Organization as an example.
- [59] Another IC member suggested that the Pest specific information page include links to invasive species and emerging pests.
- [60] The Secretariat highlighted that, although the only pest specific programme within the Secretariat is the one on fall armyworm, work on other pests, such as *Fusarium oxysporum*, is ongoing as part of the FAO Emergency Prevention System for Transboundary Animal and Plant Pests and Diseases (EMPRES), so there is the possibility of liaising with the EMPRES team. It might also be useful to see what recommendations come out of the CPM Focus Group on Pest Outbreak Alert and Response Systems. The NRO reports on the IPP could also be a useful resource. The Secretariat added that two possibilities for the Pest specific information page were to either have it as a component page or for it to be a hub with links to other parts of the IPP.
- [61] The IC agreed not to progress the Pest specific information page at this time.
- [62] **Phytosanitary system landing page and structure.** One IC member suggested that the Phytosanitary system component pages should be grouped, depending on the logical connection between them, and that it would be good to have a kind of “shell” on the Phytosanitary system landing page that shows the various components and has a link to each of them.
- [63] One IC member suggested that component pages be sorted by processes, so that the user could easily find the information on a particular process. For example, the page on Phytosanitary export certification system could include content or links on activities related to the process of phytosanitary export certification, such as systems approaches, phytosanitary treatments, and implementation of ISPM 15 (*Regulation of wood packaging material in international trade*).
- [64] The IC Chairperson recalled that the structure of the Phytosanitary system page had been agreed by the IC previously (as listed in Appendix 1 of the IC paper)<sup>8</sup> and so, in his opinion, that structure should be

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<sup>7</sup> FAO Global Action plan for Fall Armyworm Control is available: <https://www.ippc.int/en/the-global-action-for-fall-armyworm-control/>

<sup>8</sup> VM13\_06\_IC\_2021\_Apr

retained. The IFU lead agreed and added that now the structure had been built, there was a need to get feedback from users by.

[65] One IC member suggested that the Phytosanitary system landing page have a search tool specific to this area of the IPP. The IC Chairperson pointed out that the IPP already has a search tool, but another IC member commented that it does not work very well.

[66] **Concluding remarks.** The IC agreed that all the various web pages discussed are important and should form part of the IPP. They agreed that the work on the component pages should continue, with the exception of the Pest specific information pages. Furthermore, the IC agreed that the structure already agreed should be retained, but that the question of where the various component pages sit on the IPP – whether under Phytosanitary system or not – would be reviewed by the IC in one years’ time.

[67] The IC Chairperson expressed his view that the primary focus of the IPP is NPPOs, but there are other audiences that need to know about IPPC activities. He also commented on the need for a catchy “hook” from the home page to the Phytosanitary system landing page and suggested that a communications expert would be able to advise about the best way to achieve this.

[68] The IC:

- *agreed* that the web page on Phytosanitary capacity evaluation would be a component page of the Phytosanitary system landing page on the IPP
- *agreed to not* continue development of a component page on Dispute avoidance and settlement
- *agreed to not* continue development of a component page on Pest specific information
- *agreed* that the IC would review the structure of Phytosanitary system page in one years’ time.

## 8.8. Any Other Business

### 8.1.IC leads

[69] The IC Chairperson explained that, further to the decision of CPM-15 (2021) to defer consideration of the IC Terms of Reference and Rules of Procedure, the RPPOs representative had decided to step down from her IC lead roles.

[70] The IC:

- *assigned* Mr Francisco GUTIERREZ (Belize) as the IC lead on IPPC guides and training materials
- *assigned* Ms Faith NDUNGE (Kenya) as the IC lead on the IPPC guide to support implementation of ISPM 15 (*Regulation of wood packaging material in international trade*)
- *assigned* Mr Francisco GUTIERREZ (Belize) as the IC lead for the IC Team on Web Based Resources
- *assigned* Mr Dominique PELLETIER (Canada) as the IC lead on the Sea Containers Task Force
- *requested* that the Secretariat open an e-forum for IC members to express their interest in becoming a member of the IC Team on Contributed Resources.

### 8.2. CPM Focus group on implementation of the IPPC Strategic Framework 2020–2030

The IFU lead, Mr Brent LARSON, explained that the call for experts for this focus group is currently underway, but there is also a dedicated place on the group for a representative from the IC.

The IC:

- *requested* that the Secretariat open an e-forum for IC members to express their interest in being the IC representative on the CPM Focus Group on Implementation of the IPPC Strategic Framework 2020–2030 Development Agenda Items.

### **8.3.Active e-decisions requiring action**

- [71] The Secretariat informed the IC that an e-decision on adopting the VM11 report would be opened for IC members the following week. The e-fora agreed under agenda items 8.1 and 8.2 would also be opened the following week.
- [72] The Secretariat referred to the proposed World Trade Organization Sanitary and Phytosanitary Committee thematic training on monitoring the implementation of standards, which had been discussed at the last IC meeting. The deadline for submitting comments was Friday 23 April, so the Secretariat encouraged any IC members who still had comments to send them to the Secretariat by the end of the day (i.e. 21 April).

### **8.4.Use of unspent, unearmarked funds**

- [73] One IC member raised the issue of unspent, earmarked funds, which was currently being considered by the CPM Bureau. The member was particularly concerned about the proposed allocation relating to authorization of entities. The IFU lead and IC Chairperson both pointed out that this was a matter for the Bureau not the IC, and encouraged IC members to engage with their Bureau members to discuss the issue.

### **8.5.Staffing changes**

- [74] The IFU lead updated the IC on recent and forthcoming changes to staffing. The Implementation and Facilitation Officer Ms Masumi YAMAMOTO would shortly be leaving the Secretariat. The IFU administration assistant, Ms Elene GOGNADZE, would also be leaving the Secretariat, but would hopefully be replaced soon. Ms Melanie BATEMAN had been appointed to support the Implementation Review and Support System, and Mr Fitzroy WHITE to support delivery of PCEs. The IFU would also be recruiting a phytosanitary specialist to help various areas of IFU work. Mr Denis ALLEX, who had been an in-kind contribution from France, would be leaving the Secretariat, and the IFU is exploring the possibility of replacing him under a similar arrangement. Finally, the IFU hope to appoint someone to support the work on e-learning.

### **9.Date and Arrangement of the Next Meeting**

- [75] The next virtual IC meeting will be held on 19 May 2021, at 14:00 Rome time (CEST).

### **10. Evaluation of the Meeting Process**

- [76] The Secretariat opened an online poll for IC members to provide feedback on the meeting.

### **11. Close of the Meeting**

- [77] The IC Chairperson and IFU Lead thanked everyone and the meeting was closed.

**APPENDIX****VIRTUAL MEETING N° 13 AGENDA***(Updated 2021-04-06)***COMMISSION ON PHYTOSANITARY MEASURES  
IMPLEMENTATION AND CAPACITY DEVELOPMENT COMMITTEE (IC)****Start:** 2021-04-21 at 08:00 (Rome, time)**Zoom link:** <https://fao.zoom.us/j/97182603160>**Meeting ID:** 971 8260 3160**Meeting Password:** 16941375

	<b>Agenda Item</b>	<b>Document No.</b>	<b>Presenter</b>
<b>1.</b>	<b>Opening of the Meeting</b>		
1.1	Opening by the IFU Team lead and welcome by the IC Chairperson		LARSON PELLETIER
<b>2.</b>	<b>Meeting Arrangements</b>		
2.1	Election of the Rapporteur		PELLETIER
2.2	Adoption of the Agenda	VM13_01_IC_2021_Apr	PELLETIER
<b>3.</b>	<b>Administrative Matters</b>		
3.1	Review of meeting documents	<a href="#">Link</a>	KOUMBA
3.2	Review of participants		KOUMBA
<b>4.</b>	<b>Integration and Support Team(IST)</b>		
4.1	Update from the Integration and Support Team (IST) and implementation issues	VM13_02_IC_2021_Apr	DENG
<b>5.</b>	<b>ePhyto Team</b>		
5.1	Update on ePhyto solution	VM13_03_IC_2021_Apr VM13_04_IC_2021_Apr	FEDCHOCK
<b>6.</b>	<b>IPPC Regional workshops</b>		
6.1	Updates on IPPC Regional workshops	VM13_05_IC_2021_Apr	KOUMBA / DENG
<b>7.</b>	<b>ICD web based resources</b>		
7.1	IC discussion on ICD web based resources	VM13_06_IC_2021_Apr	YAMAMOTO / YAMADA
<b>8.</b>	<b>Any other business</b>		PELLETIER
8.1	IC leads		PELLETIER
8.2	CPM Focus group on implementation of the IPPC Strategic Framework 2020–2030		LARSON
8.3	Active e-decisions requiring action		KOUMBA
8.4	Use of unspent, unearmarked funds		LARSON
8.5	Staffing changes		LARSON
<b>9.</b>	<b>Date and arrangement of the Next Meeting</b>		KOUMBA
<b>10.</b>	<b>Evaluation of the meeting process</b>		GOGNADZE
<b>11.</b>	<b>Close of the Meeting</b>		PELLETIER / LARSON