



IC PCE TEAM MEETING

1. Opening of the Meeting

- [1] The virtual meeting was opened by Brent LARSON, Implementation Facilitation Unit Lead for the IPPC Secretariat, he welcomed and introduced Mr. Ringolds ARNITIS who will be replacing Ms. Olga LAVRENTJEVA on the PCE Team. He reminded participants that countries indicated that while the PCE is an evaluation tool it is also a learning tool.

2. Meeting Arrangements

- [2] Ms. Magda GONZALEZ was elected Chair of the meeting. Mr. Francisco GUTIERREZ was elected rapporteur for the meeting.

3. Adoption of Agenda

- [3] The agenda was adopted by all participants and is attached as appendix 1.

4. Update on PCE activities (PCEs being undertaken)

- [4] The IPPC Secretariat updated the participants on the PCEs being undertaken:
- The PCE in Sri Lanka is being finalized with 11 modules completed.
 - The PCE in Sierra Leone is currently on hold due to the pandemic.
 - The German cooperation is interested in funding a PCE in Senegal and this will represent an opportunity to analyze how e-phyto and the PCE could work together in developing countries.
 - The EU is interested in funding PCEs in 12 COMESA countries. The members were informed that the relevant budget and concept note has been shared with the EU.
 - Mongolia and Fiji have completed module 2 on National Phytosanitary Legislation and will send the PDF of answers to the legal team for drafting a new Phytosanitary legislation. The review of the Phytosanitary legislation in these two countries is funded through FAO projects.
- [5] Update on PCEs undertaken virtually in the Caribbean:
- St. Lucia held the validation mission on May 20th. Based on the application of the strategic management tools, four areas were presented for validation.
 - Bahamas has staff issues and is currently attempting the SWOT on one module after training again participants on its application.
 - Dominica experienced a pause due to staffing issues, however they have started again and will attempt to apply the log frame in the coming weeks.
 - Trinidad took a break in December and has still not resumed. There is still no communication from the team there regarding a time to proceed.

5. Implementing the PCE Strategy

5.1. Procedure for PCE facilitators accreditation

- [6] The team reviewed the updated document as edited following their comments on the original document. While no substantive changes were made to the document, it was agreed that the term “PCE Trainer” should be changed to “PCE Mentor”.
- [7] The PCE Board would be set to accredit the new PCE Facilitator as well as arbitrate any disputes. The PCE Board would have three members: one IC member, one Bureau representative and one SC member.

The IC Team discussed the need for this board to review and validate each PCE. The IPPC Secretariat supervises this process and checks against predetermined deliverables and the resulting national PCE Strategy. The IC Team further discussed the need for a quality assessment of the PCEs undertaken, concluding that a system needs to be developed to do so. The IC Team briefly discussed what the criteria are to be used. The meeting decided that terms of reference should be drafted for the PCE Board and discussed during the next meeting.

[8] The agreed accreditation procedure accounts for an accredited PCE facilitator to become a PCE mentor after doing a second PCE on his/her own. The members were reminded of the purpose of the evaluation document for the performance of a PCE facilitator trainee annexed to the accreditation document. This evaluation document was adapted from the initial table used to evaluate the PCE facilitators in the two weeks face to face training and had been developed by professionals. The IC Team concluded that this evaluation table suits the purpose and should be undertaken for each PCE mission.

[9] The IC Team validated the procedure for PCE facilitators accreditation which should be presented to the next IC meeting in November for validation.

[10] The final document is attached as appendix 3.

[11] The IC Team:

- (1) *agreed* to the PCE Facilitators Accreditation Procedure.
- (2) *agreed* to present the PCE Facilitators Accreditation Procedure to the IC November meeting for approval.
- (3) *agreed* that terms of reference should be drafted for the PCE Board and discussed during the next meeting.

5.2.PCE Confidentiality Agreement

[12] The IPCC Secretariat indicated that a confidentiality agreement had been drafted for PCE facilitators trainees during the two weeks PCE training. This confidentiality agreement was updated by the FAO legal services (LEGA) to protect the PCE tool when donors are participating in PCE meetings. The document had been open for comments and an updated version integrating IC Team members' comments was presented. The protection is justified by virtue of the investment the IPPC Secretariat has made in the entire development of the PCE process. This would also show clearly that the Secretariat is the owner of the process.

[13] The question was asked whether it is possible to have legal protection similar to ISPM 15. This would be explored further by the IPPC Secretariat.

[14] The IC Team agreed to the PCE Confidentiality Agreement and decided that this document should be presented to the IC meeting in November for input and validation. Until then, IC Team members are encouraged to continue considering how to best protect the PCE Tool.

[15] The IC Team:

- (4) *agreed* to the PCE Confidentiality Agreement.
- (5) *agreed* to present the PCE Confidentiality Agreement to the IC November meeting for approval.
- (6) *asked* the Secretariat to explore whether a legal protection similar to ISPM 15 would be possible.

5.3.Discussion regarding Terms of Reference for setting an Expert Working Group on the PCE

[16] Subsequent to receipt of the STDF ex-post evaluation of project 401 "Developing a network of PCE facilitators" performed by Ms Lois RANSOM, the IC Team on PCE provided guidance to implement

the recommendations of the report to improve the PCE tool and process. Among the activities is the establishment of an Expert Working Group. This Expert Working Group will be tasked to revise the technical content of the modules and methodological tools. This activity will concretely include revising the existing PCE modules to consider whether they are aligned with the current ISPMs, CPM Recommendations and IPPC Tools.

[17] The IPPC Secretariat initiated drafting Terms of Reference. Consideration will be given to revising the modules to include issues such as e-commerce, e-phyto and value chain developments. The IPPC Secretariat will get inputs, that will be added after surveying some of the countries that have benefited from the PCE to get a sense of what is needed for the improvement of the tool.

[18] The IC Team:

- (7) *agreed* that a terms of reference for an Expert Working Group on the PCE should be drafted.
- (8) *agreed* that a survey should be sent to countries that benefited from the PCE should be done.

6. Any other business

[19] No other business was discussed.

7. Next meeting dates

[20] The meeting dates were set for the 22nd of July in case further support was needed from the IC Team, and the date of August 26th, 2021, 3-5 pm Rome time was set for the next meeting.

8. Close of the meeting

[21] The Chair thanked the members for their attendance and participation.

Appendix 1**VIRTUAL MEETING N° 3****IC PCE TEAM MEETING***June 18, 2021 (3 pm - 5 pm), Rome Time (Central European Time, GMT +1)***Agenda**

| AGENDA ITEM | | DOCUMENT NO. | PRESENTER |
|--------------------|---|--------------------------------|------------------------------------|
| 1 | Opening of the Meeting | -- | |
| 1.1 | By the IPPC Secretariat | | Brent LARSON/Sarah BRUNEL |
| 1.2 | By the Chair | | Magda GONZALEZ ARROYO |
| 2 | Meeting Arrangements | -- | Magda GONZALEZ ARROYO |
| 2.1 | Election of the Rapporteur | -- | Magda GONZALEZ ARROYO |
| 2.2 | Adoption of the Agenda | 01_PCE_team_2021_Jun | Magda GONZALEZ ARROYO |
| 3 | Update on PCE activities (PCEs being undertaken) | | Sarah BRUNEL/ Fitzroy White |
| 4 | Update on PCEs undertaken virtually in the Caribbean | | Francisco GUTIERREZ/Fitzroy WHITE |
| 5 | Implementing the PCE Strategy | | Magda GONZALEZ ARROYO/Sarah BRUNEL |
| 5.1 | Policy for PCE facilitators accreditation | 02_PCE_Team_2021_Jun | Sarah BRUNEL/Fitzroy WHITE |
| 5.2 | Confidentiality undertaking | 03_PCE_Team_2021_Jun | Sarah BRUNEL/Fitzroy WHITE |
| 5.3 | Discussion re Terms of Reference for the Expert Working Group on the PCE | Draft document to be developed | Sarah BRUNEL/Fitzroy WHITE |
| 6 | Any Other Business | -- | Magda GONZALEZ ARROYO |
| 7 | Next Meeting: Thursday, August 26 , Thursday October 21 from 3 to 5 PM Rome time | -- | Magda GONZALEZ ARROYO |

Appendix 2**Participants list**

| Region/ Role | Name, mailing, address, telephone | Email address |
|---|--|--|
| Member (IC Team PCE Chair person) | Ms Magda GONZALEZ ARROYO | mgonzalez@sfe.go.cr ; magdacr2858@yahoo.com |
| Member | Mr Francisco GUTIERREZ | francisco.gutierrez@baha.org.bz ; frankpest@yahoo.com ; |
| Member | Mr Ringolds ARNITIS | ringolds.arnitis@hotmail.com |
| Member | Mr Fitzroy WHITE | hodijah1@gmail.com ; hodijah@hotmail.com |
| IPPC Secretariat (IC Team PCE IFU Lead) | Ms Sarah BRUNEL | sarah.Brunel@fao.org |
| IPPC Secretariat | Mr Brent LARSON | brent.larson@fao.org ; |
| IPPC Secretariat | Mr Descartes KOUMBA | _Descartes.Koumba@fao.org |

Appendix 3

PROCEDURE FOR A PCE FACILITATOR ACCREDITATION

Procedure for a PCE Facilitator Accreditation

Introduction

- [22] In the past 20 years Phytosanitary Capacity Evaluations have been implemented in over 70 countries. The PCE has been a great tool to foster learning of the NPPO Staff and Stakeholders and for strengthening the national phytosanitary law and systems.
- [23] In the last 3 years many requests have come from Contracting Parties for PCEs to be undertaken. The IPPC Implementation and Capacity Development Committee (IC) developed a strategy to rely on well trained accredited facilitators to accurately meet the increasing demand of countries to implement a PCE. A procedure for a PCE facilitator accreditation is therefore proposed in this document.

Purpose of the procedure for a PCE facilitator accreditation

- [24] A procedure for accrediting PCE Facilitators is established to ensure an accurate, repeatable and transparent process is followed.
- [25] **PCE Board.** A PCE Board¹ is established to oversee the PCE Facilitator Accreditation process.
- [26] **PCE national coordinator.** Person assigned by the PCE manager to complete the modules.
- [27] **PCE Facilitator Trainee.** Individuals, with some phytosanitary background, would take PCE training courses offered by the IPPC Secretariat and be evaluated against predetermined criteria by the PCE Trainers. Once they pass this evaluation, they become a **PCE Facilitator Trainee**. Those who do not pass this evaluation will be informed and given an explanation in writing. In exceptional circumstances, as determined by the PCE Board, experts with over 10 years of experience in delivering phytosanitary programmes and/or in participating in the PCE process, may, without taking the above training, be evaluated against the same criteria and upon satisfactory evaluation become a PCE Facilitator Trainee.
- [28] **Accredited PCE Facilitator.** PCE Facilitator Trainees must undergo an accreditation process, by participating in and leading an overall PCE composed of three PCE missions, under the oversight of an **Accredited PCE Facilitator**. The PCE Facilitator Trainee will undertake a PCE pro-actively with full responsibility for its good implementation and for the delivery of outputs. The Accredited PCE Facilitator will guide the trainee, as necessary, at each step of the PCE process. A form encompassing all aspects to be evaluated is provided in Appendix 3, as an attempt to systematically assess all relevant skills of a PCE Facilitator Trainee. An evaluation of the trainee through this form will take place at the end of each mission to be undertaken by the accredited PCE facilitator and the country PCE national coordinator will also be asked to provide an evaluation report after each mission. A final evaluation will take place after this series of PCE missions have been completed. The accredited PCE facilitator should possibly attend at least two of the three missions of the PCE for an informed assessment. An evaluation form should be filled in after each mission by the accredited PCE facilitator and communicated to the PCE Facilitator trainee as a constructive way to provide feedback and improve performance. If satisfied with the work, the supervising Accredited PCE Facilitator will recommend the PCE Facilitator Trainee to the IPPC Secretariat to be accredited. The submission will be reviewed by the **PCE Board** and if recommended, the PCE Facilitator Trainee will become an **Accredited PCE Facilitator**.
- [29] **Terms of reference and key performance indicators of the PCE Facilitator Trainee.** Although the PCE Facilitator Trainee may not always be contracted by the IPPC Secretariat, a standard Terms of

¹ PCE Board Terms of Reference: To be developed (1 Bureau rep.Ap,1 IC rep and 1 SC rep (no conflict of interest).

Reference and key performance indicators to be met when completing a PCE, are described in Appendix 3.

- [30] **Successful completion of a PCE.** A PCE will be deemed satisfactory complete upon receipt from the National IPPC Contact Point a National Phytosanitary Capacity Evaluation Strategy and Action Plan that has documented evidence of support by Stakeholders. This is to be forwarded to the Secretariat within 10 working days of completion of the PCE.
- [31] **PCE Mentor.** Accredited PCE Facilitators who independently complete at least one PCE, may submit their application to the PCE Board to become a PCE Mentor. The PCE Board reviews applications as needed on the basis of the filled evaluation forms and mission reports and National Phytosanitary Capacity Evaluation Strategy, Action Plan and list of participants to workshops including a wide representation from stakeholders, ensuring the applicant has both the phytosanitary knowledge and the teaching skills, and if they agree, the applicant will become a **PCE Mentor**.
- [32] **Lists of PCE Board members, PCE Facilitator Trainees, Accredited PCE Facilitators and PCE Mentors** will be maintained on the IPP².
- [33] **Disputes.** In case of divergent views on the evaluation or the verified completion of a PCE, the PCE Board will be requested to arbitrate the case.

² List of PCE; <https://www.ippc.int/en/core-activities/capacity-development/phytosanitary-capacity-evaluation/>

Appendix 4

PCE Facilitator Trainee Evaluation form

- [34] To be completed by the supervising Accredited PCE Facilitator.
- [35] This evaluation form should be completed within 20 working days after each mission when the mission report would have been provided. The filled evaluation form will be shared with the PCE Facilitator Trainee.
- [36] Key outputs as detailed in Appendix 1, should be provided by the PCE Facilitator Trainee as indicators of the completion of activities.
- [37] The following are Key performance indicators that will be used to assess the successful completion of a PCE, to be assessed as soon as possible after the third mission is completed:
- A draft Phytosanitary law or regulation has been developed or updated and validated by all relevant stakeholders during the consensus building workshops.
 - A revised Phytosanitary law or regulation is passed.
 - A National Phytosanitary Capacity Development Strategy and Action Plan has been developed and validated by all relevant stakeholders during the consensus building workshops.

Name of PCE Facilitator Trainee:

Mission (date and place):

Name of Accredited PCE Facilitator (evaluator):

Name of National PCE Coordinator (evaluator):

| | Behaviour during the workshops | Planning, preparation and organization of the work | Report |
|---|--------------------------------|--|--------|
| General Phytosanitary knowledge | | n/a | n/a |
| IPPC / ISPMs | | | n/a |
| Practical implementation knowledge | | | |
| Strategic planning | n/a | n/a | |
| PCE modules knowledge | | | n/a |
| Facilitation and presentation skills | | n/a | n/a |
| Personal skill | | | |
| Communication oral (make aim and objectives clear) | | n/a | n/a |
| Communication written | n/a | | |
| Organized and time management (guide to keep content relevant) | | | |
| Analysing/critical thinking/problem solving | | | n/a |
| Diplomacy/cultural sensitivity (guide to keep content relevant) | | | n/a |
| Discrete/responsible | | | n/a |
| Autonomous/neutral | | | n/a |
| Cultural fit | | | |
| Integrity/ethic | | n/a | n/a |
| Serving humanity | | n/a | n/a |
| Genuine/inspire trust | | n/a | n/a |
| Other comments: | | | |
| Overall assessment: | | | |
| Area for improvement: | | | |

Fill in the boxes with a rating: 1 (unsatisfactory), 2 (needs improvement), 3 (satisfactory), 4 (fully satisfactory) to 5 (exceptional) where appropriate.

To be adapted for country