



REPORT

Implementation and Capacity Development Meeting (Virtual Meeting N°12)

**Rome, Italy
March 2021**

IPPC Secretariat

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REPORT IC VIRTUAL MEETING NO. 12 31 MARCH 2021

1. Opening of the Meeting

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

2. Meeting Arrangements

2.1. Election of the Rapporteur

- [2] Mr Chris DALE (Australia) was elected as the Rapporteur to the meeting.

2.2. Adoption of the agenda

- [3] The IC agreed to consider six items under agenda item 8 (Any Other Business), regarding selection of IC members on the Task Force for Topics, the 2021 IC meetings schedule, revision of the FAO guide to foresters on implementation of phytosanitary standards, the process for reviewing implementation and capacity development (ICD) projects, Sanitary and Phytosanitary (SPS) discussions on monitoring the implementation of standards, and e-forum items requiring action or decision. The agenda, as modified, was adopted and is attached to this report (Appendix 1).

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 (VM12_01_2021_Mar)
- Process for the development of IPPC guides and training materials: proposed revision (VM12_02_2021_Mar)
- National reporting obligations: 2021 work plan review and approval (VM12_03_2021_Mar)
- CPM-15 (2021) discussion on the update from the IC subgroup: Sea Containers Task Force (VM12_04_2021_Mar).

3.2. Review of participants

- [5] All IC members and the representatives from the Regional Plant Protection Organizations (RPPOs) and Standards Committee were present except for: Ms Ruth AREVALO MACIAS (Chile), Ms Kyu-Ock YIM (Republic of Korea) and Ms Magda GONZALEZ ARROYO (Costa Rica).

4. Guides and Training Materials

4.1. Process for the development of IPPC implementation and capacity development guides and training materials

- [6] The Secretariat presented the paper, proposing a revision of the process for developing ICD guides and training materials¹. Given the full agenda for this meeting, the Secretariat suggested that the paper be uploaded to the Online Comment System (OCS) for IC members to comment upon, after which the IC could consider the main remaining issues requiring discussion. The IC agreed to this approach.

¹ VM12_02_IC_2021_Mar

- [7] The Secretariat invited the IC to consider two proposed changes to names: first, to simplify the generic name for the ICD guides and training materials; and second, to change “Outline” to “Specification” as “Outline” may imply that it is referring to a table of contents.
- [8] The IC lead, Ms Stephanie BLOEM (Representative from the RPPOs), thanked the Secretariat for their work in clarifying the process so succinctly in the paper.
- [9] The IC noted that the proposed revision would bring greater alignment with the processes of the Standard Committee (SC) and the Task Force for Topics, but noted that care would need to be taken to indicate clearly if it was a draft specification for a guide or a standard. One IC member suggested that greater flexibility might be needed for the timing of consultations for the former compared with the latter. The IC noted that if the timing of consultations on the two types of draft specifications was aligned it would not only streamline the process but would also mean that contracting parties would be more aware that the consultation was happening and it would be easier for them to organize their input.
- [10] The IC noted that specifications should contain only high-level information.
- [11] The IC:
- (1) *asked* the Secretariat to upload the proposal regarding revision of the process for the development of ICD guides and training materials to the Online Comment System for comment by the IC, *invited* the IC Team on guides and training materials to review with the Secretariat the comments submitted and amend the proposal accordingly, and *asked* the Secretariat to then open an e-forum for the IC to approve the resulting proposal
 - (2) *approved* two name changes:
 - changing “IPPC Implementation and Capacity Development Guides and Training materials” to “IPPC Guides and Training Materials”; and
 - changing “Outline” to “Specification”
 - (3) *approved* the content of the revised template for draft Specifications (Outlines), as presented in Appendix 1 of VM12_02_IC_2021_Mar, recognizing that the form will be formatted for electronic use.

5. National Reporting Obligations

5.1. National reporting obligations: work plan review and approval

- [12] The Secretariat presented the paper², highlighting the four directions for the work plan: awareness raising, reminding contact points to report, education materials, and removal of IT barriers. The IC was invited to consider the work plan and approve it.
- [13] The representative from RPPOs noted that there are still some IT issues that need to be resolved so that NPPOs can transmit their data seamlessly to the IPP and do not need to enter pest report data twice: once for their RPPO and once on the IPP.
- [14] The IC lead for the IC Team on National Reporting Obligations (NROs), Ms Olga LAVRENTJEVA (Estonia), suggested that NROs training be repeated, perhaps at IPPC Regional Workshops, and a few other IC members expressed their support for this idea. The Secretariat confirmed that some regions have said that they do not want NROs training, so it may not be a part of all regional workshops, but the matter could be added as an agenda item for a future coordination meeting on IPPC Regional Workshops.
- [15] Mr Chris DALE, IC Vice-Chairperson but also Chair of the FAO/IPPC Technical Working Group on Quarantine and Phytosanitary Measures under the FAO Global Action for Fall Armyworm Control, highlighted that it is clear from the information discussed within the Technical Working Group that not

² VM12_03_IC_2021_Mar

all outbreaks of fall armyworm are being formally reported through the NROs process on the IPP. He encouraged all IC members to promote the NROs process and ISPM 17 (*Pest reporting*) when appropriate opportunities arise, emphasizing how valuable prompt reporting can be in facilitating a timely response.

[16] The IC welcomed an offer from the Representative from the RPPOs to prepare a presentation on how the member countries in her region harmonize official pest reports for the region.

[17] **Direction for the IC Team on NROs.** The IC lead commented that it would be helpful for the IC Team on NROs to be given more direction by the IC and reminded the IC that the IC had already requested the IC Team on NROs to follow the draft Terms of Reference for the IC Sub-group on NROs which will go out for consultation in July 2021.

[18] The IFU lead expressed his aspiration to fully develop a pest report database with live interactive maps indicating where pests were reported, rather than having PDF versions of pest reports posted on the IPP, but the Secretariat added that doing so would also require a change in how the information was collected. The RPPOs representative commented that her region would certainly be happy to provide GPS coordinates to help live maps to be developed and the IC recalled that ISPM 6 (*Surveillance*) does give some guidance on the type of data to record.

[19] The Chairperson suggested that the IC Team on NROs could explore the impediments to pest reporting. He commented that although one obvious impediment is that a country's trade may be impaired if it reports a pest, perhaps the IPPC community should place more emphasis on the benefits of a country declaring and cooperating with its trading partners when it has a new pest, and this could be something the team could explore.

[20] The IC lead suggested that the IC Team on NROs could do some brainstorming to come up with some new ideas that might be helpful to improve visibility of NROs, specifically pest reports and streamline the collection of data.

[21] The IC:

- (4) *noted* the summary on activities related to national reporting obligations (NROs)
- (5) *approved* the IC Team on NROs work plan for 2021 (as presented in Appendix 2 of this report)
- (6) *Requested* that the Secretariat consider including an agenda item on NROs training to the standard agenda for 2021 IPPC Regional Workshops

6. Actions from CPM-15 (2021)

6.1. Review of CPM decisions affecting the work of the IC

[22] The Secretariat summarized the main decisions made to date at CPM-15 (2021), noting that these were pending adoption of the CPM report on 1 April 2021:

- The IPPC Strategic Framework 2020–2030 had been adopted.
- The proposed revisions to the IC terms of reference and rules of procedure had been deferred to a future CPM.
- The Framework for Standards and Implementation had been endorsed (although the IFU lead commented to the IC that it might be worth reviewing the usefulness of this Framework given the effort involved in keeping it up-to-date).
- All the decisions put to the CPM by the IC had been accepted, with the exception of the allocation of funds to the revision of the IPPC dispute settlement procedures, which was not discussed.
- IC proposed changes to the list of ICD topics had all been accepted.

- The CPM had engaged in a lengthy discussion about sea containers (see later in this agenda item).
- The CPM had not made any decisions about unearmarked funds in the IPPC Multi-donor trust fund which resulted on savings from reductions in travel during the pandemic (the IFU lead commented to the IC that the CPM Bureau will therefore need to make decisions on this and it would be good for IC members to discuss this with their region's Bureau representative).
- The IC members were all formally noted by the CPM.

[23] The IC thanked the Chairperson for his presentation of the IC's work at CPM-15 (2021).

[24] The IC Vice-Chairperson asked whether the IC needed to review the priority 1 topics to identify which to focus on when lobbying for resources within regions or which might be suitable candidates for the unearmarked funds. The IFU lead responded that there are several areas of work that could be funded, for instance the review of the dispute settlement procedures (*Dispute Settlement, Procedures revision* (1999-005)), the expanded design-thinking study involving 10 or 12 countries, and revising the Phytosanitary Capacity Evaluation (PCE) modules and improving the PCE tool (*PCE tool, Modernization* (2017-052)). He added that although there is also the possibility of funding guides and training materials, this would rely on staffing from IFU and the staff are currently working at full capacity. The Chairperson noted, therefore, that the focus should be on identifying which priority 1 topics other than guides or training materials would be suitable for funding.

[25] One IC member welcomed the plan, referred to in the draft CPM report, for a workshop on sea containers in 2022 noting there was a request of adding Sea Container to agenda for the IPPC Regional Workshop in her region.

[26] **Sea containers.** The Secretariat gave an update on the discussions at CPM-15 (2021) regarding the work of the IC Sub-group on Sea Containers Task Force (SCTF). The decisions included a set of objectives for the SCTF to pursue during the remainder of its mandate, under the direction of the IC. These included a series of strategic questions to address³. For example: What have regions learnt about what works and what doesn't work? What has been learnt about the pest risk posed by sea containers? Is the situation worse or better than five years ago? Is the industry using any part of the International Maritime Organization container cleanliness code? What are the major constraints that may limit the success of effective voluntary programmes for sea container cleanliness? Should an international workshop be held on sea containers in 2022? As the SCTF is a subgroup of the IC, the IC was invited by the Secretariat to provide guidance to SCTF on the objectives agreed by CPM-15 (2021).

[27] The IC Lead for the SCTF commented that the objectives agreed by CPM-15 (2021) would give a more focused direction to the work of the SCTF, although the Task Force's other work would still continue.

[28] The IC Chairperson commented that there are no further tasks he would add to those agreed by the CPM.

[29] The Secretariat commented that one of the objectives agreed by the CPM was that the SCTF would draw up terms of reference for a CPM Focus Group, and the IC would need to comment on this before it goes to the Strategic Planning Group in the autumn.

[30] The IFU lead suggested that perhaps the IC could direct the SCTF to scale down their efforts on sea container surveys. The IC Chairperson recalled that this direction had already been given. The IC Lead for the SCTF commented that the strategic questions agreed by CPM-15 (2021) are perhaps even more important to address than other work in the SCTF work plan, but that the views of the IC would be most welcome.

³ Full list of strategic questions can be found in CPM 2021/INF/13

[31] The IC:

- (7) *asked* the Secretariat to open an e-forum for suggestions on how to take forward the tasks set by CPM-15 (2021) for the IC Sub-group: Sea Container Task Force.

7. Selection of IC Members for Experts Working Groups

7.1. “Design and use of systems approaches for phytosanitary certification of seeds” and “Criteria for the determination of host status for fruit flies based on available information”

[32] The Standards Setting Unit introduced the agenda item, related to the selection of IC representatives on the expert working groups of two annexes to ISPMs: an annex on *Criteria for determining host status of fruits to fruit flies based on available information* (2018-011) to ISPM 37 (*Determination of host status of fruit to fruit flies (Tephritidae)*); and an annex on *Design and use of systems approaches for phytosanitary certification for seeds* (2018-009) to ISPM 38 (*International movement of seeds*). The call for experts had been launched on the same day as this IC meeting.

[33] The IC:

- (8) *nominated* Mr Lalith Bandula KUMARASINGHE (New Zealand) as the IC representative on the Expert Working Group for Criteria for the Determination of Host Status for Fruit Flies Based on Available Information (2018-011)
- (9) *nominated* Mr Thorwald GEUZE (the Netherlands) as the IC representative on the Expert Working Group for Design and Use of Systems Approaches for Phytosanitary Certification of Seeds (2018-009).

8. Any Other Business

8.1. Selection of IC members on the Task Force for Topics

[34] The IC Chairperson clarified that the IC is allowed to select two IC members plus the IC Chairperson to be part of the Task Force for Topics (TFT).

[35] The IC:

- (10) *selected* Ms Faith NDUNGE (Kenya) and Mr Lalith Bandula KUMARASINGHE (New Zealand) to be IC representatives on the Task Force for Topics, in addition to the IC Chairperson.

8.2. Presentation of the 2021 IC meetings schedule and proposed meetings in November

[36] The Secretariat presented the dates for the IC meetings and the topics assigned to each meeting.

[37] The IC Chairperson invited the IC to comment on the idea of having a more extended meeting in November 2021 over four days. The IC agreed to this idea.

[38] The Secretariat clarified that this extended meeting would replace the monthly meetings from July to December, but the IC suggested keeping the September meeting in reserve, in case of business that could not wait until November.

[39] The IC:

- (11) *agreed* to continue to meet monthly until June and then have an extended meeting in November (on 16, 18, 23 and 26 November, alternating between 12:00–15:30 and 21:00–23:30 Rome time), with an optional meeting in September held in reserve.

8.3. Revision of the FAO guide to foresters on the use of ISPMs

- [40] The Secretariat informed the IC that they had recently been notified by FAO Forestry Department that they would be revising the FAO *Guide to the implementation of phytosanitary standards in forestry*⁴, which had been published in 2011. Some funding is in place, but the work needs to be completed this year. The FAO's intention is to publish it as an FAO guide, rather than it become an IPPC guide, but they would like the IPPC Secretariat to review it, but this had not been included in the IFU work plan. The Secretariat invited the IC to comment on how best to proceed.
- [41] The IFU lead suggested that perhaps a suggestion could be made to FAO that the Secretariat open a call for experts to select additional experts to add to those already identified by FAO, to ensure adequate regional representation. He also reminded the IC that, when the guide was last published, FAO were keen to use terms that foresters would be familiar with, rather than the terminology of ISPM 5 (*Glossary of phytosanitary terms*) so there was some concern by the FAO Forestry Department that there would be comments to align the terms, which was not the intention of the guide. The IC agreed that in order to have the IPPC logo included on this guide that some of the Process for the development of IPPC implementation and capacity development guides and training materials should be followed.
- [42] The IC:
- (12) *asked* the Secretariat to discuss with FAO ways in which the IPPC community could provide input to the revision of the FAO *Guide to implementation of phytosanitary standards in forestry*, including the use of some of the elements of IC approved Process for the development of IPPC implementation and capacity development guides and training materials
 - (13) *selected* Mr Thorwald GEUZE (The Netherlands) as IC Lead to follow the revision of this publication.

8.4. Process for reviewing implementation and capacity development (ICD) projects (IC Team on Projects)

- [43] The Secretariat gave an update on plans for the IC meetings on ICD projects. The call for projects, which had closed on 25 March, had resulted in the submission of a few projects for consideration. These had been considered by the IC Team on Projects, who had decided to dedicate just one IC meeting to projects (the one in May) rather than two, and to focus on only five projects. The IC Team will meet on 6 April to decide which projects to select for presentation, and to assign IC leads.
- [44] The IC noted that at the IC May meeting there would also be ten minutes allocated to each IC member to give them the opportunity to present their own projects.

8.5. SPS discussions on monitoring the implementation of standards

- [45] The IFU lead informed the IC that at the recent meeting of the SPS Committee, New Zealand had suggested that there be a thematic session at the SPS committee on how the committee could be involved in helping to monitor the implementation of standards.
- [46] The IFU lead suggested that IC members submit their suggestions, either directly or via the Secretariat.
- [47] Mr Lalith Bandula KUMARASINGHE (New Zealand) added that New Zealand was interested in hearing comments on the suggested thematic session. He highlighted a few possible areas for comment: whether it is a good idea for a thematic session; the programme for the session; any assistance that might be needed from the SPS committee or SPS Secretariat; ideas on how the SPS committee could gather data efficiently and how that data might be best analysed; ideas on whether the transparency notification template could be amended to gather more specific information.

⁴ FAO Guide to the implementation of phytosanitary standards in forestry available at: <http://www.fao.org/forestry/foresthealthguide/en/>

- [48] The IC Chairperson commented that the IC should, at the very least, encourage use of the IRSS to gather data on implementation.
- [49] The IFU lead confirmed that he had just received a draft report of the recent SPS committee meeting and would circulate it to the IC.
- [50] The IC agreed to submit some comments, and the IFU lead reiterated that IC members could also submit comments through their SPS contact points.
- [51] The IC:
- (14) *invited* IC members to submit comments to the IFU lead by 16 April 2021 on the proposal for a thematic SPS session on monitoring the implementation of standards
 - (15) *asked* the IFU lead to collate the comments and forward them to the SPS Committee, and to send a copy to all IC members.

8.6. Active e-forum items requiring action or decision

- [52] The Secretariat highlighted that the e-decision on the adoption of the IC VM10 report (2021_eIC_04) was open until 5 April 2021.

8.7. IC membership

- [53] The IFU lead suggested that, in the absence of CPM-15 (2021) adopting the revised terms of reference for the IC, that the IC should follow suite with the Bureau and encourage the RPPO representative and the SC representative to participate as though they were full IC members.

9. Date and Arrangement of the Next Meeting

- [54] The next virtual IC meeting will be held on 21 April March 2021, at 08:00 Rome time (CEST).

10. Evaluation of the Meeting Process

- [55] Due to time constraints, the evaluation of this meeting was not made.

11. Close of the Meeting

- [56] The IC Chairperson and the IFU lead thanked everyone and the meeting was closed.

Appendix 1: Agenda**VIRTUAL MEETING N° 12 AGENDA****(Updated 2021-03-05)****COMMISSION ON PHYTOSANITARY MEASURES
IMPLEMENTATION AND CAPACITY DEVELOPMENT COMMITTEE (IC)****Start: 2021-03-31 at 22:00 (Rome, time)**

	Agenda Item	Document No.	Presenter
1.	Opening of the Meeting		
1.1	Opening by the IFU Team lead and welcome by the IC Chairperson		LARSON PELLETIER
2.	Meeting Arrangements		
2.1	Election of the Rapporteur		PELLETIER
2.2	Adoption of the Agenda	VM12_01_IC_2021_Mar	PELLETIER
3.	Administrative Matters		
3.1	Review of meeting documents	Link	KOUMBA
3.2	Review of participants		KOUMBA
4.	Guide and training materials		
4.1	Process for the Development of IPPC Implementation and Capacity Development Guides and Training Materials	VM12_02_IC_2021_Mar	PETERSON/ BLOEM
5.	National Reporting Obligations		
5.1	National Reporting Obligations: work plan review and approval	VM12_03_IC_2021_Mar	YANG / LAVRENTJEVA
6.	Actions from CPM-16		
6.1	Review CPM decisions affecting the work of the IC	Late paper	LARSON PELLETIER
7.	Selection of IC members for EWGs		
7.1	-Design and use of systems approaches for phytosanitary certification of seeds -Criteria for the determination of host status for fruit flies based on available information	Oral presentation	STANDARDS SETTING UNIT
8.	Any other business		PELLETIER
8.1	Selection of IC members on the Task Force for Topics		LARSON
8.2	Presentation of the 2021 IC meetings schedule and proposed meetings in November		KOUMBA
8.3	Revision of the FAO guide to foresters on the use of ISPMs		PETERSON
8.4	Process for reviewing implementation and capacity development (ICD) projects (IC Team on Projects)		BRUNEL
8.5	SPS discussions on monitoring the implementation of standards		LARSON
8.6	Active e-forum items requiring action or decision		KOUMBA
9.	Date and arrangement of the Next Meeting		KOUMBA

	Agenda Item	Document No.	Presenter
10.	Evaluation of the meeting process		GOGNADZE
11.	Close of the Meeting		PELLETIER / LARSON

Appendix 2: 2021 Work Plan for National Reporting Obligations activities

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
1. Overseeing NROs activities (Raising awareness and removing IT barriers)							
1.1 Prepare information on NROs activities in 2020 as part of the IC Report to CPM-15 (2021)		IC report for CPM-15 (2021)	IPPC Secretariat	IC Chair and IC NROs Lead consulted through email exchanges	December 2020	January 2021	Completed
1.1.1 Draft the information on NROs activities in 2020 through consultation with the IC Team on NROs	Draft version of the report	Communication with IPPC secretariat and IC Team on NROs	IPPC Secretariat/IC Team on NROs	IC Chair and IC NROs Lead consulted through email exchanges	December 2020	January 2021	Completed
1.2 Prepare and Present report on NROs activities for 2020 to the IC	2020 NROs annual report approved by the IC	IC document for the IC VM (12)	IPPC Secretariat	IC	January 2021	March 2021	
1.2.1 Draft the annual NROs report of 2020 activities and discuss with the IC Team on NROs	Report prepared and presented to the IC team on NROs and guidance received	Communication with IPPC secretariat and IC Teams on NROs	IPPC Secretariat/IC Team on NROs	IC Team on NROs consulted through virtual meetings and email exchanges	January 2021	February 2021	Completed
1.2.2 Submit the report to IC VM12 for review and endorsement	Report reviewed and endorsed by the IC VM 12	IC Report	IPPC Secretariat/IC	IC reviewed through virtual meetings	March 2021	March 2021	

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
1.3 Draft the NROs Work plan for 2021	2021 NROs work plan approved by the IC	IC document for the IC VM (12)	IPPC Secretariat/IC Team on NROs	IC virtual meetings	January 2021	March 2021	
1.3.1 Draft IC Team on NROs Work Plan of 2021 and discuss with the Team	Report prepared and presented to the IC Team on NROs and guidance received	IC document for the IC VM (12)	IPPC Secretariat/IC Team on NROs	IC Team consulted through virtual meetings and email exchanges	January 2021	February 2021	Completed
1.3.2 Submit proposed IC Team on NROs Work Plan to IC VM12 (31 March) for review and approval	2021 NROs work plan Reviewed and endorsed by IC during VM 12	Final version of the 2021 NROs annual report	IPPC Secretariat/IC lead	IC through virtual meetings VM12	January 2021	March 2021	
1.4 Prepare and present a report on NROs activities for 2021 to the IC	2021 NROs annual report approved by IC	IC document for the IC VM (20)	IPPC Secretariat	IC	October2021	December2021	
1.4.1 Draft the annual NROs report of 2021 activities and discuss with the IC Team on NROs	Report prepared and presented to the IC Team on NROs and guidance received	Communication with IPPC Secretariat and IC Teams on NROs	IPPC Secretariat/IC Team on NROs	IC Team on NROs consulted through virtual meetings and emails exchanges	October 2021	December 2021	
1.4.2 Submit the report to IC VM 20 for review and approval	Report reviewed and endorsed by the IC VM 20	IC Report	IPPC Secretariat/IC	IC review through virtual meetings	November 2021	December 2021	

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
1.5 Draft the NROs Work plan for 2022	2022 NROs work plan approved by the IC	IC document for the IC VM (20)	IPPC Secretariat/IC Team on NROs	IC virtual meetings	October 2021	December 2021	
1.5.1 Draft work plan for 2022 discussed with the IC Team on NROs	Report prepared and presented to the IC team on NROs and guidance received	IC document for the IC	IPPC Secretariat/IC Team on NROs	IC Team consulted through virtual meetings and email exchanges	October 2021	December 2021	
1.5.2 2020 work plan submitted to the IC VM 20 for review and endorsement	2022 NROs work plan reviewed and endorsed by IC	Final version of the 2022 NROs annual report	IPPC Secretariat/IC lead	IC through virtual meetings	October 2021	December 2021	
1.6 Activate the IC Sub-group on NROs	The establishment of new IC Sub-group on NROs	Members of IC Sub-group on NROs on-board	IPPC Secretariat/IC	IPPC Secretariat/IC/SC/CPM Bureau/PPPO/IPPC Partner	July 2021	December 2021	
1.6.1 Collect comments on TOR through OCS	TOR were reviewed by contracting parties.	Comments on OCS	IPPC Secretariat/IC Team on NROs	IPPC Secretariat/Contracting parties.	1 July 2021	31 August 2021	
1.6.2 Compile the comments and revise the TOR with IC Team	Revised version of TOR	Revised version of TOR is available	IPPC Secretariat/IC Team on NROs		1 September 2021	31 September 2021	
1.6.3 Submit the revised TOR to the IC	Final version of TOR	IC document for the IC VM 20 /IC report	IPPC Secretariat/IC lead	IC virtual meetings	1 October 2021	31 November 2021	

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
1.6.4 Call for experts for the IC subgroup on NROs	Members of the subgroup were selected	Call available on the IPP	IPPC Secretariat/IC Team on NROs	IPPC Secretariat/IC/SC/CPM Bureau/RPPO/IPPC Partner	1 December 2021	December 2021	
1.7 Organize meetings of IC Teams on NROs	NROs system works more efficiently	Minutes of meetings of IC Teams on NROs	IPPC Secretariat/IC lead	IPPC Secretariat/FAO CSI//CPM Focus group on Pest Outbreak Alert and Response Systems/IC Teams on NROs	April 2021	December 2021	
1.7.1 The 2 nd meeting of IC Team on NROs is organized	Decision on the content and setting of NROs virtual training workshop and for which region.	Minutes of the 2 nd meeting of IC Teams on NROs	IPPC Secretariat/IC lead	IPPC Secretariat/IC Team on NROs	April 2021	May 2021	
1.7.2 The 3 rd meeting of IC Team on NROs is organized	Following the 2 nd meeting	Minutes of the 3 rd meeting of IC Teams on NROs	IPPC Secretariat/IC lead	IPPC Secretariat/IC Team on NROs/CPM Focus group on Pest Outbreak Alert and Response Systems	July 2021	July 2021	
1.7.3 The 4 th meeting of IC Team on NROs is organized	Following the 3 rd meeting	Minutes of the 4 th IC Teams on NROs	IPPC Secretariat/IC Team on NROs	IPPC Secretariat/CPM Focus group on Pest Outbreak Alert and Response Systems	September 2021	September 2021	
1.7.4 The 5 th meeting of IC Team on NROs is organized	Following the 4 th meeting	Minutes of the 5 th meeting of IC Team on NROs	IPPC Secretariat/IC lead	IPPC Secretariat/FAO CSI//CPM Focus group on Pest Outbreak Alert and Response Systems/IC Teams on NROs	September 2021	December 2021	
2. Provision of direct assistance to Contact points (Removing IT barriers)							
2.1 Support IPPC Contact	All the IPPC Contact	The numbers of reporting	IPPC Secretariat/IC	Contracting parties	January 2021	December 2021	

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
points and IPP editors	points and IPP editors can fulfil reporting obligations	increased by more than 5% compared to 2020.					
2.1.1 Provide guide to new nominated members who are Contact points	All the new IPPC Contact points and new IPP editors can fulfil reporting obligations	The new nominees submit report promptly and successfully	IPPC Secretariat/IC Team on NROs	Contracting parties	January 2021	December 2021	
2.1.2 Update the contact information of Contact points on IPP; Deal with the IT problem during reporting	All the IPPC Contact points and IPP editors can fulfil reporting obligations	The new nomination for contact points submit report promptly and successfully	IPPC Secretariat/IC Team on NROs	Contracting parties	January 2021	December 2021	
2.1.3 Provide daily support and guide for current members who are responsible for Contact points	All the IPPC Contact points and IPP editors can fulfil reporting obligations	The new nomination for contact points submit report promptly and successfully	IPPC Secretariat/IC Team on NROs	Contracting parties	January 2021	December 2021	
2.2 Improve the IPP NROs Function	IPP NROs functions in more user friendly way	IPP functioned in a better way	IPPC Secretariat	PWC experience center/FAO CSI	January 2021	December 2021	
2.2.1 Organize a vision workshop for IPPC Digital Opportunity Study to improve the IPP	Find a good way to improve IPP	IPP NROs functions in a better way	IPPC Secretariat	PWC experience center	January 2021	February 2021	completed

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
2.2.2 Obtain a revised architectural infrastructure of the system to optimize performance and allow full scalability with multiple instances.	IPP NROs functions are more user friendly way	No error occurred during the submission of report	IPPC Secretariat	FAO CSI	January 2021	February 2021	Completed
3. Development of Contracting Parties on NROs Capacities (Raising awareness and training materials)							
3.1 Publish 3 issues IPPC Newsletter which includes NROs o	Raising the awareness of importance of NROs	Drafting 2-3 NROs articles to deliver latest development on NROs	IPPC Secretariat/IC Team on NROs /IC	Contacting parties	March 2021	April 2021	
					June 2021	July 2021	
					October 2021	November 2021	
3.1.1 Decide whether incorporate NROs newsletter into IPPC Newsletter which also include e-Phyto, e-Commerce, IYPH.	Decision on the format of NROs newsletter during IC VM12	IC decision	IPPC Secretariat/IC Team on NROs/IC	Contacting parties	January 2021	March 2021	
3.1.2 Draft and share articles for the NROs sections of the IPPC newsletters	Raising the awareness of importance of NROs	IPPC newsletters	IPPC Secretariat/IC Team on NROs	Contacting parties	March 2021	April 2021	
					June 2021	July 2021	
					October 2021	November 2021	
3.2 Organize NROs virtual training workshop	Improve the capacity of Contact points to	Meeting report of NROs workshop	IPPC Secretariat/ IC Team on NROs	Contacting parties	April 2021	September 2021	

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
	fulfill reporting obligations						
3.2.1 Discuss the topic, theme and agenda of the NROs virtual training workshop with the IC Team on NROs (see above 1.7.1)	Decision on the content and setting of NROs virtual training workshop and for which region	Minutes of the 2 nd meeting of the IC Team on NROs	IPPC Secretariat/IC Team on NROs	IPPC Secretariat/IC Team on NROs	April 2021	May 2021	
3.2.2 Prepare and organization of NROs training workshops	Improve the capacity of IPPC Contact points to fulfil reporting obligations	Meeting report of NROs workshop	IPPC Secretariat/ IC team on NROs	Contacting parties	September 2021	September 2021	
3.3 Promote the NROs e-learning course	Improve the capacity of Contract points to fulfil reporting obligation	The numbers of subscribers for NROs e-learning course	IPPC Secretariat	Contacting parties	January 2021	December 2021	
3.3.1 Remind Contracting parties to register to the NROs e-learning course through reminder emails and during NROs workshops	Improve the capacity of Contract points to fulfil reporting obligations	The numbers of trainees having completed the NROs e-learning course	IPPC Secretariat	Contacting parties	January 2021	December 2021	