



MINUTES OF THE MEETING OF THE IC TEAM ON NROS (VM-06)

26 October 2021 (9:00 PM-10:30PM), Rome Time (Central European Time, GMT +1).

1. Opening of the Meeting

- [1] The IPPC Secretariat opened the meeting and welcomed NROs Team members.

2. Meeting arrangements

- [2] Ahmed M. Abdellah ABDELMOTTALEB volunteered to be the chairperson and Nilesh Ami CHAND volunteered to be the rapporteur, in this regard, there was no objection.
- [3] The Chairperson reviewed the agenda and briefed on the key objectives of this meeting.
- [4] The agenda for the meeting was adopted and is presented in Appendix 1.

3. Administrative matters

3.1. Review of meeting documents

- [5] The IPPC Secretariat reviewed this list of meeting documents posted on MS Teams¹. It was noted that the minutes of the fifth meeting has been posted on IPP.²

3.2. Participant list

- [6] The following participated in the meeting: Team members: Ahmed M. Abdellah ABDELMOTTALEB, Magda GONZALEZ ARROYO and Nilesh Ami CHAND and IPPC Secretariat: Sarah BRUNEL and Qingpo YANG.

4. Review of draft TORs for the IC Sub-group on NROs and responses to comments

- [7] The IPPC Secretariat informed the members that the draft ToRs for the IC Sub-group on NROs had been submitted for consultation from 1 July to 31 August 2021. The IPPC Secretariat had worked with the IC lead for the Team to draft responses to comments and the draft ToRs were revised considering the comments.
- [8] The Team reviewed and agreed to the proposed responses to comments which are presented in Appendix 2 and further revised the draft ToRs, which are presented in Appendix 3 and agreed to present them to the IC.

5. Decision on the revision of the NROs guide

- [9] The IPPC Secretariat updated the Team on the proposal to have the NROs guide revised.
- [10] The Team noted that the Team, in a previous meeting, had agreed that Team members would try to submit the proposed revision of the NRO guide in response to the 2021 Call for topics. However no Team members were able to get this done so the Team agreed to request the IC to recommend the revision of the NROs guide for inclusion in the Implementation and capacity development List of Topics (ICD LOT).

¹ [Meeting documents for fifth NROs team meeting.](#)

² [Minutes of fourth NROs team meeting.](#)

³ <https://www.ippc.int/en/core-activities/capacity-development/consultation-on-ic-sub-groups-draft-terms-of-reference-and-draft-rules-of-procedure/>

- [11] The Team discussed the level of priority of this activity. While the IPPC Secretariat had initially proposed a Priority 2, the Team agreed to suggest that it be given priority 1 because the NROs guide is widely used by Contract parties to help fulfil their national reporting obligations.
- [12] The Secretariat prepared a draft Specification for the revision of the NROs Guide, which was reviewed and revised by the Team and is presented to the IC for approval for consultation, subject to CPM-16 agreeing to the addition to the ICD LOT. The draft Specification is presented in appendix 4.

6. Review of the report of NROs activities in 2021 and of the NROs work plan for 2022

- [13] The IPPC Secretariat summarized the NROs activities that were carried out in 2021. The IC Team on NROs noted that most planned activities have been completed successfully except the publication of the NROs newsletters, which, as agreed by the NRO team, would be included as part of the IPPC Secretariat Newsletter. Unfortunately, the IPPC Secretariat Newsletter was not published in 2021.
- [14] The Team reviewed and agreed on the report of NROs activities in 2021 and on the work plan for 2022, which will be presented to the IC in November 2021.

7. Any Other Business

- [15] There was no other business.

8. Close of the meeting

- [16] The Chairperson and the Secretariat thanked the Team members' active participation and the meeting was closed.

Appendix 1**Sixth Virtual meeting of IC Team on NROs***Updated 2021-10-20**26 October 2021 (9:00 PM-10:30PM), Rome Time (Central European Time, GMT +1)*

AGENDA ITEM		DOCUMENT NO.	PRESENTER
1	Opening of the Meeting		IPPC Secretariat
2	Meeting Arrangements		IPPC Secretariat
2.1	Election of the Chairperson		IPPC Secretariat
2.2	Election of the Rapporteur		Chairperson
2.3	Adoption of the Agenda	VM06_01_IC Team on NROs_2021	Chairperson
3	Administrative Matters		IPPC Secretariat
3.1	Review of meeting documents (eight documents, no number 02)		IPPC Secretariat
3.2	Participant list	VM06_02_IC Team on NROs_2021	IPPC Secretariat
4	Review of draft TORs for the IC Sub-group on NROs and responses to comments		
4.1	<ul style="list-style-type: none"> Overview 	VM06_03_IC Team on NROs_2021	IPPC Secretariat
4.2	<ul style="list-style-type: none"> Compiled comments for the draft Terms of Reference for IC Sub-group on NROs 	VM06_04_IC Team on NROs_2021	IPPC Secretariat
4.3	<ul style="list-style-type: none"> Proposed draft Terms of Reference for the IC Sub-group on NROs 	VM06_05_IC Team on NROs_2021	IPPC Secretariat
5	Decision on the revision of the NROs guide		
5.1	<ul style="list-style-type: none"> Overview 	2021-018_NRORevDraftSpec_Overview_2021	IPPC Secretariat
5.2	<ul style="list-style-type: none"> Draft specification form for IPPC Guides and Training materials 	2021-018_NRORevDraftSpec_2021	IPPC Secretariat
5.3	<ul style="list-style-type: none"> Submission form for topics for Standards and Implementation 	2021-018_NRORevSubmissionForm_2021	IPPC Secretariat
6	Review of the report of NROs activity in 2021 and of the NROs work plan in 2022	VM06_06_IC Team on NROs_2021	IPPC Secretariat
7	Any Other Business	--	Chairperson
8	Close of the Meeting	--	IPPC Secretariat

Appendix 2


2021 CONSULTATION
COMPILED COMMENTS - Terms of Reference for the IC Sub-group on National Reporting Obligations (NROs)

Reconciliation report for 2021_ICD_NationaReportingObligations_EN.docx (2021_ICD_NationaReportingObligations_EN.docx)

Summary English version

Title	2021 ICD: Proposed Terms of Reference for the IC Sub-group on National Reporting Obligations (NRO) (Id 1052)
Description	
End Date	31 Aug 2021 11:45 PM
Review Status	Closed (1 Sep 2021 10:38 AM)

T (Type) - **B** = Bullet, **C** = Comment, **P** = Proposed Change, **R** = Rating
S (Status) - **A** = Accepted, **C** = Closed, **O** = Open, **W** = Withdrawn, **M** = Merged

Para	Text	T	Comment	S	Proposed IC response (prepare by IC Lead for NRO)
G	(General Comment)	C	<i>Category</i> : <i>SUBSTANTIVE</i> (69) Argentina (1 Sep 2021 1:24 AM) Argentina supports comments from COSAVE	O	Noted
G	(General Comment)	C	<i>Category</i> : <i>TECHNICAL</i> (67) Paraguay (31 Aug 2021 8:18 PM) Paraguay apoya los comentarios de COSAVE	O	Noted
G	(General Comment)	C	<i>Category</i> : <i>SUBSTANTIVE</i>  (58) Mexico (31 Aug 2021 3:55 AM) Mexico agrees and supports approval of this 2021 ICD: Proposed Terms of Reference for the IC Sub-group on National Reporting Obligations (NRO) and do not have major comments	O	Noted
G	(General Comment)	C	<i>Category</i> : <i>TECHNICAL</i> (57) Brazil (30 Aug 2021 10:48 PM) Brazil supports the comments made by COSAVE	O	Noted
G	(General Comment)	C	<i>Category</i> : <i>EDITORIAL</i> (54) Nepal (28 Aug 2021 6:51 PM) Nepal has no comment and is in support of Proposed Terms of Reference	O	Noted

G	(General Comment)	C	Category : TECHNICAL (33) Nepal (23 Aug 2021 8:01 AM) The proposed Terms of Reference is okay for us. We have no comments.	O	Noted
G	(General Comment)	C	Category : SUBSTANTIVE (32) Barbados (19 Aug 2021 9:04 PM) Barbados agrees with the proposal	O	Noted
G	(General Comment)	C	Category : SUBSTANTIVE (1) United States of America (3 Aug 2021 6:03 PM) National Reporting Obligations belong to NPPOs, and it is the responsibility of the Secretariat to facilitate this work, not an IC Sub-group. The language in this document needs to be revised to clarify this IC Sub-group reports to the IC and makes recommendations to the IC, but does not "support", "work with" the IPPC Secretariat, etc.	O	Incorporated
8	[7]Support the IPPC Secretariat Provide guidance to facilitate and provide guidance to Contracting Parties (CPs) to Contracting Parties (CPs) to help them meet their National Reporting Obligations, them meet their NROs based on the IPPC and help them implement related ISPMs <u>ISPM 17 (Pest reporting).</u> -	P	Category : TECHNICAL (42) Australia (26 Aug 2021 6:50 AM) Text changed to be more specific: IC sub-group does not support the IPPC Secretariat, it provides recommendations to the IC. ISPM 17 is the only related ISPM.	O	Not supported as ISPM08 Determination of pest status in an area and ISPM13 Guidelines for the notification of non-compliance and emergency action. All these ISPMs are related to NROs
8	<ul style="list-style-type: none"> [7]Support the IPPC Secretariat to facilitate and provide guidance to Contracting Parties (CPs) to help them meet their National Reporting Obligations, based on the IPPC and help them implement related ISPMs. 	C	Category : TECHNICAL (3) United States of America (3 Aug 2021 6:07 PM) The only relevant ISPM is No. 17	O	Not supported as ISPM08 Determination of pest status in an area and ISPM13 Guidelines for the notification of non-compliance and emergency

				action. All these ISPMs are related to NROs
8	[7] <u>[7]</u> Support the IPPC Secretariat to facilitate and provide provide guidance to Contracting Parties (CPs) to help them meet their National Reporting Obligations NROs, based on the IPPC and help them implement related ISPMs. ISPM 17 (Pest reporting).	P	Category : SUBSTANTIVE (2) United States of America (3 Aug 2021 6:06 PM) See US general comment on the role of this sub-group	O Incorporated and supported
9	[8] <u>[8]</u> Support the IPPC Secretariat Provide guidance to raise awareness in CPs, including their National Plant Protection Organizations (NPPOs), to meet and understand their NROs.	P	Category : TECHNICAL (43) Australia (26 Aug 2021 6:51 AM) IPPC secretariat not directly supported by sub-group	O Incorporated and supported
9	[8] <u>[8]</u> Provide guidance to Support the IPPC Secretariat to raise awareness in CPs, including their National Plant Protection Organizations (NPPOs), to meet and understand their NROs.	P	Category : SUBSTANTIVE (4) United States of America (3 Aug 2021 6:10 PM) See the US General comment	O Incorporated and supported
10	[9] <u>[9]</u> Support the IPPC Secretariat Provide guidance to build and develop national or regional capacity to address NRO activities that support NROs, as identified in ISPM 17, g., surveillance, pest identification, and pest risk analysis (PRA).	P	Category : SUBSTANTIVE (44) Australia (26 Aug 2021 6:53 AM) Clarified to remain in scope of NROs.	O Incorporated and supported
10	[9] <u>[9]</u> Support the IPPC Secretariat to build and develop national or regional capacity to address activities that support NROs, e.g., surveillance, pest identification inspection, test, and pest risk analysis (PRA).	P	Category : SUBSTANTIVE (34) China (26 Aug 2021 4:13 AM) Pest identification is included in inspection and test. Inspection and test need technical capacity	O Not supported as these activities removed to comply with the comment from the USA.
10	[9] <u>[9]</u> Provide guidance to Support the IPPC Secretariat to build and develop national or regional capacity to address NRO activities that support NROs, e.g., surveillance, pest identification, and pest risk analysis (PRA) as identified in ISPM 17. -	P	Category : TECHNICAL (5) United States of America (3 Aug 2021 6:18 PM) The other activities are major NPPO functions and include technical assistance, which is outside the scope of this IC subgroup. The change clarifies the focus of this subgroup.	O Incorporated and supported
11	[10] <u>[10]</u> Support Provide recommendations to the IPPC Secretariat IC to update the NRO Programme to cover 2014 to 2023.	P	Category : TECHNICAL (45) Australia (26 Aug 2021 6:55 AM) IPPC secretariat not directly supported by sub-group	O Incorporated and supported
11	[10] <u>[10]</u> Provide recommendations to the IC Support the IPPC Secretariat to update the NRO NROs Programme to cover 2014 to 2023.	P	Category : TECHNICAL (6) United States of America (3 Aug 2021 6:22 PM) see the US General comment	O Incorporated and supported
12	[11] <u>[11]</u> Monitor and evaluate the work undertaken under the NROs Programme and prepare reports for the IC for review and approval.	C	Category : TECHNICAL (7) United States of America (3 Aug 2021 6:23 PM) Should this be included under Section 4, Tasks?	O Incorporated and supported

13	[12]Develop an annual work plan for the IC Sub-group on NRO plan-	P	Category : SUBSTANTIVE (35) China (26 Aug 2021 4:14 AM) repetition	O	Not supported as this clarification is kept to avoid confusion with other work plans
13	[12]Develop an annual work plan for the IC Sub-group on NRO NROs.	P	Category : EDITORIAL (8) United States of America (3 Aug 2021 6:24 PM) "Obligations" are plural	O	Incorporated and supported
16	[15]Membership	C	Category : SUBSTANTIVE (9) United States of America (3 Aug 2021 6:26 PM) The way the membership is drafted looks more like a Focus Group, looking for member representation, rather than expertise	O	Not supported as this subgroup need both representative s and expertise
17	[16]The members should have extensive working knowledge of the IPPC, its objectives, its reporting obligations, as well as a good knowledge of ISPMs, especially those related to NROs ISPM 17.	P	Category : SUBSTANTIVE (47) Australia (26 Aug 2021 7:36 AM) ISPM 17 is the only related ISPM	O	Not supported as ISPM08 Determination of pest status in an area and ISPM13 Guidelines for the notification of non-compliance and emergency action. All these ISPMs are related to NROs
17	[16]The members should have extensive working knowledge of the IPPC, its objectives, its objectives and reporting obligations, as well as a good knowledge of ISPMs, especially those related to NROs.	P	Category : EDITORIAL (46) Australia (26 Aug 2021 7:35 AM) Grammatical correction	O	Noted and incorporated
17	[16]The members should have extensive working knowledge of the IPPC, its objectives, its reporting obligations, as well as a good knowledge of ISPMs, especially those related to NROs ISPM 17.-	P	Category : TECHNICAL (10) United States of America (3 Aug 2021 6:28 PM) There is only one ISPM related to NROs.	O	Not supported as ISPM08 Determination of pest status in an area and ISPM13 Guidelines for the notification

				of non-compliance and emergency action. All these ISPMS are related to NROs
18	[17]Members may be drawn from contracting parties, RPPOs and international organizations <u>parties and RPPOs</u> as follows:	P	<i>Category</i> : <i>SUBSTANTIVE</i> (60) COSAVE (31 Aug 2021 6:38 PM) Modified as a consequence of the deletion of paragraph 23. These organizations could be invited when necessary to share their experiences	O Noted and incorporated
18	[17]Members <u>should have representation from both developing and developed countries and</u> may be drawn from contracting parties, RPPOs and international organizations as follows:	P	<i>Category</i> : <i>SUBSTANTIVE</i> (48) Australia (26 Aug 2021 7:37 AM) To consider issues/challenges faced by countries in various positions.	O Noted and incorporated
18	[17]Members may be drawn from contracting parties <u>parties NPPOs</u> , RPPOs and international organizations as follows:	P	<i>Category</i> : <i>SUBSTANTIVE</i> (36) China (26 Aug 2021 4:17 AM) It is one of necessary and due content.	O Not supported to comply with the above comment from USA.
18	[17]Members may be drawn from contracting parties, RPPOs and international organizations <u>parties and RPPOs</u> as follows:	P	<i>Category</i> : <i>SUBSTANTIVE</i> (25) Uruguay (9 Aug 2021 8:17 PM) Modified as a consequence of the deletion of paragraph 23. These organizations could be invited when necessary to share their experiences	O Noted and incorporated
19	[18]Up to three <u>four</u> representatives of contracting parties	P	<i>Category</i> : <i>SUBSTANTIVE</i> (61) COSAVE (31 Aug 2021 6:38 PM) The participation of NPPOs, which are the ones who must comply with the obligations, should be more relevant	O Noted and incorporated
19	[18] <u>[18]At least</u> Up to <u>three</u> representatives of contracting parties	P	<i>Category</i> : <i>SUBSTANTIVE</i> (37) China (26 Aug 2021 4:20 AM) The number of contracting parties should not be too low	O Noted and incorporated
19	[18]Up to three <u>four</u> representatives of contracting parties	P	<i>Category</i> : <i>SUBSTANTIVE</i> (26) Uruguay (9 Aug 2021 8:18 PM) The participation of NPPOs, which are the ones who must comply with the obligations should be more relevant	O Noted and incorporated
19	[18]Up to three representatives of contracting parties <u>, with particular emphasis on developing countries</u>	P	<i>Category</i> : <i>SUBSTANTIVE</i> (11) United States of America (3 Aug 2021 6:30 PM) To improve the understanding of the challenges facing by the developing countries	O Noted and incorporated

22	[21]One representative of the SC Up to one representative from the NPPOs	P	<i>Category</i> : <i>SUBSTANTIVE</i> (38) China (26 Aug 2021 4:22 AM) The members is more reasonable and comprehensive.	O	Not supported to comply with the above comments that NPPOs are replaced by Contracting parties.
22	[21]One representative of the SC (optional)	P	<i>Category</i> : <i>SUBSTANTIVE</i> (12) United States of America (3 Aug 2021 6:32 PM) SC representation is not a high priority for this sub-group because it does not involve cross-cutting standards, only ISPM 17. We suggest SC membership be optional, if any at all. The SC should focus on the standards setting, not to constantly supply its members for various representations, hardly relevant to their technical expertise. This causes a lot of strain on the SC already limited resources.	O	Noted and incorporated
23	[22]Up to three two representatives from the RPPOs	P	<i>Category</i> : <i>SUBSTANTIVE</i> (62) COSAVE (31 Aug 2021 6:38 PM) The comment of paragraph 18. A better balance with NPPOs representatives. Furthermore, NPPOs have many more obligations than RPPOs.	O	Noted and incorporated
23	• [22]Up to three representatives from the RPPOs	C	<i>Category</i> : <i>SUBSTANTIVE</i> (56) Fiji (30 Aug 2021 5:58 AM) The option should be one member from each RPPOs. If the option is only three, then the three should be from RPPOs that have not been represented through CPs, CPM, IC, and SC members on the sub-group.	O	Not supported as there are 10 RPPOs, that would be too many members.
23	• [22]Up to three representatives from the RPPOs	C	<i>Category</i> : <i>SUBSTANTIVE</i> (55) Fiji (30 Aug 2021 5:47 AM) The option should be one member from each RPPOs. If the option is only three, then the three should be from RPPOs that have not been represented through CPs, CPM, IC, and SC members on the sub-group.	O	Not supported as there are 10 RPPOs, that would be too many members.
23	[22] [22]At least Up to three representatives from the RPPOs	P	<i>Category</i> : <i>SUBSTANTIVE</i> (39) China (26 Aug 2021 4:23 AM) The number of RPPOs should not be too low	O	Not supported as other comments suggest lowering that figure to

				increase the number of NPPOs representatives.
23	[22]Up to three <u>two</u> representatives from the RPPOs	P	<i>Category</i> : <i>SUBSTANTIVE</i> (27) Uruguay (9 Aug 2021 8:19 PM) See comment on paragraph 18. A better balance with NPPOs representatives. Furthermore, NPPOs have many more obligations than RPPOs	O Noted and incorporated
23	[22]Up to three representatives from the RPPOs, <u>with particular emphasis on developing regions</u>	P	<i>Category</i> : <i>SUBSTANTIVE</i> (13) United States of America (3 Aug 2021 6:35 PM) To improve the understanding of the challenges facing by the regions with majority of CPs being developing countries.	O Noted and incorporated
24	[23]At least two experts representing entities having national reporting obligations systems such as the CBD, FAO, OIE, UNEP, CABI, World Health Organization, etc.	P	<i>Category</i> : <i>SUBSTANTIVE</i> (63) COSAVE (31 Aug 2021 6:38 PM) The NROs are very specific to NPPOs. In any case, an expert from other international organizations could be invited to share the experience of the organization in relation to their national reporting obligations systems	O Noted and incorporated
24	[23]At least two experts representing entities having national reporting obligations systems such as the CBD, FAO, OIE, UNEP, CABI, World Health Organization, etc.	P	<i>Category</i> : <i>SUBSTANTIVE</i> (28) Uruguay (9 Aug 2021 8:21 PM) The NROs are very specific to NPPOs. In any case, an expert from other international organizations could be invited to share the experience of the organization in relation to their national reporting obligations systems	O Noted and incorporated
24	[23]At least two experts representing entities having national reporting obligations systems such as the CBD, FAO, OIE, <u>UNEP, CABI,</u> World Health Organization, etc.	P	<i>Category</i> : <i>TECHNICAL</i> (14) United States of America (3 Aug 2021 6:37 PM) We are not familiar with the National Reporting Obligations of CABI, etc. We recommend including those that are the closest to the IPPC, i.e., with treaty "legal" status, with a similar number of contracting parties, and with similar challenges and proven successes, etc. be retained here and then included in the group. Therefore, CABI and OIE should not be listed - they do not have treaty status.	O Not supported But these organization could be invited as observers as needed
25	1. [24]Tasks	C	<i>Category</i> : <i>SUBSTANTIVE</i> (15) United States of America (3 Aug 2021 6:38 PM) How different will the outcome be from the existing NRO Guide found on the IPP?	O The previous 10 years' work programme and work plan will be updated. This

					new subgroup will replace current IC Team on NROs
26	[25]The IC Sub-group on NROs will work with the IPPC Secretariat to will:	P	Category : SUBSTANTIVE (49) Australia (26 Aug 2021 7:38 AM) IPPC secretariat not directly supported by sub-group	O	Noted and incorporated
26	[25]The IC Sub-group on NROs will work with the IPPC Secretariat to:	C	Category : SUBSTANTIVE (16) United States of America (3 Aug 2021 6:42 PM) Not clear why the subgroup is created and the IC since its tasks are "attached" to the work of the Secretariat. Please see US General comment.	O	Noted and incorporated
27	1. [26] Analyse the NRO legal obligations of CPs, RPPOs and the IPPC Secretariat.	C	Category : SUBSTANTIVE (64) COSAVE (31 Aug 2021 6:38 PM) This bullet should be develop to clarify the meaning of legal obligation.	O	Noted and incorporated
27	2. [26] Analyse the NRO legal obligations of CPs, RPPOs and the IPPC Secretariat.	C	Category : SUBSTANTIVE (29) Uruguay (9 Aug 2021 8:22 PM) This bullet should be further developed to clarify the meaning of "legal obligarion"	O	Noted and incorporated
27	[26] Analyse the NRO the legal <u>reporting</u> obligations of CPs, RPPOs and the IPPC Secretariat.	P	Category : SUBSTANTIVE (17) United States of America (3 Aug 2021 6:43 PM) If including RPPOs and the Secretariat, then NROs (national) should not be included here.	O	Noted But suggest revising as ""analyse with the IPPC Secretariat of CP's legal reporting obligations""
28	[27]Review of the existing IPPC NROs programme and work plan, including:	P	Category : EDITORIAL (50) Australia (26 Aug 2021 7:39 AM) Simplification of text	O	Noted and incorporated
29	[28] Complete <u>Carry out</u> the mid-term review of the NROs Programme (2014-2023) and NROs work plan (2014-2023); identify the progress of each item and task in the NROs Programme and work plan.	P	Category : SUBSTANTIVE (59) Malawi (31 Aug 2021 3:07 PM)	O	Noted and incorporated
32	[31]Revise and adjust the IPPC NROs Programme and work plan including setting priorities and developing a stepwise approach with timeframes and submit them to the for IC.	P	Category : EDITORIAL (51) Australia (26 Aug 2021 7:40 AM) Simplification of text	O	Noted and incorporated
32	[31]Revise and adjust the IPPC NROs Programme and work plan including setting priorities and developing a stepwise approach with timeframes and submit them to the for IC for IC review.	P	Category : SUBSTANTIVE (40) China (26 Aug 2021 4:25 AM) That facilitates fulfill the duties and perform	O	Not supported as this subgroup will review and

	<u>Facilitate to organize the annual working meeting of NRO, which should summarize the work progress and research the problems that need to be resolved together, etc.</u>		better. Grammar		revise the 10 years NROs work programme and work plan. It may held monthly meeting not annual meeting. Detail plan will be discussed after the establishment of this subgroup.
33	[32] Facilitate <u>Make recommendations to the IC to assist</u> CPs to meet their obligations by:	P	<i>Category</i> : <i>SUBSTANTIVE</i> (52) Australia (26 Aug 2021 7:41 AM) Text changed to fit sub-group role	O	Noted and incorporated
33	[32] Facilitate CPs to meet their obligations by: a. <u>Reviewing and updating the IPPC guide to NROs (2016).</u>	P	<i>Category</i> : <i>TECHNICAL</i> (19) United States of America (3 Aug 2021 6:49 PM) Add as a separate task - the Guide to NROs is 6 years old and it is not clear who drafted it. This group should review it and see if it needs to be updated.	O	Noted and incorporated
33	[32] Facilitate <u>Make recommendations to the IC to help</u> CPs to meet their obligations by:	P	<i>Category</i> : <i>SUBSTANTIVE</i> (18) United States of America (3 Aug 2021 6:47 PM) This group should be making recommendations, etc. The Secretariat is facilitating CPs.	O	Noted and incorporated
34	[33] [33] <u>analyze current determining the added value the IPPC Secretariat NRO services could provide in addition and make recommendations to those already being developed the IC for reporting improvements.</u> -	P	<i>Category</i> : <i>SUBSTANTIVE</i> (20) United States of America (3 Aug 2021 6:53 PM) There should be an analysis of the current work being done and how it can be improved	O	Noted and incorporated
35	[34] [34] <u>Propose revision to have the IC sub-group identify the challenges the CPs are having in meeting their NROs and find innovative ways to close these gap, advising the most appropriate way for CPs to consistently meet their national reporting obligations;</u>	P	<i>Category</i> : <i>SUBSTANTIVE</i> (21) United States of America (3 Aug 2021 7:00 PM) Advising contracting parties is not the responsibility of an IC sub-group	O	Noted and incorporated
36	[35] [35] <u>proposing advising</u> the most appropriate way of strengthening the role of RPPOs in ensuring contracting parties meet their national reporting obligations;	P	<i>Category</i> : <i>TECHNICAL</i> (65) COSAVE (31 Aug 2021 6:38 PM) More appropriate wording	O	Noted and incorporated
36	[35] advising <u>identify ways to strengthen the most appropriate way of strengthening the role of RPPOs in ensuring to build capacity for</u> contracting parties <u>to</u> meet their national reporting obligations;	P	<i>Category</i> : <i>SUBSTANTIVE</i> (53) Australia (26 Aug 2021 7:42 AM) Reworded to convey task more accurately	O	Noted and incorporated

36	[35] advising-proposing the most appropriate way of strengthening the role of RPPOs in ensuring contracting parties meet their national reporting obligations;	P	Category : TECHNICAL (30) Uruguay (9 Aug 2021 8:23 PM) More appropriate wording	O	Not supported as to comply with the comment from USA.
36	[35] identify advising ways to strengthen the most appropriate way of strengthening the role of RPPOs in ensuring to build capacity for contracting parties to meet their national reporting obligations;	P	Category : TECHNICAL (22) United States of America (3 Aug 2021 7:03 PM) reworded for more appropriate language	O	Noted and incorporated
37	[36] determining synergies with other programmes and activities (for example, collaborate with the FAO Intelligence and Coordination Unit of the Food Chain Crisis Management Framework (FCC-ICU), IPPC Strengthening Pest Outbreak Alert and Response Systems, Phytosanitary Capacity Evaluations, etc.)-	P	Category : SUBSTANTIVE (66) COSAVE (31 Aug 2021 6:38 PM) This exceeds the NROs	O	Not supported as the need to create synergies was generally advised by the CPM Focus Group for the implementation of the strategic framework 2020-2030. It is OK delete the FCC-ICU.
37	[36] determining synergies with other programmes and activities (for example, collaborate with the FAO Intelligence and Coordination Unit of the Food Chain Crisis Management Framework (FCC-ICU), IPPC Strengthening Pest Outbreak Alert and Response Systems, Phytosanitary Capacity Evaluations, etc.)-	P	Category : SUBSTANTIVE (31) Uruguay (9 Aug 2021 8:24 PM) This exceeds the NROs	O	Not supported as the need to create synergies was generally advised by the CPM Focus Group for the implementation of the strategic framework 2020-2030. It is OK delete the FCC-ICU.
37	[36] determining synergies with other programmes and activities (for example, collaborate with the FAO Intelligence and Coordination Unit of the Food Chain	P	Category : EDITORIAL (23) United States of America (3 Aug 2021 7:04 PM) unnecessary	O	Not supported as the need to create

	Crisis Management Framework (FCC-ICU), IPPC Strengthening Pest Outbreak Alert and Response Systems, Phytosanitary Capacity Evaluations, etc.).				synergies was generally advised by the CPM Focus Group for the implementation of the strategic framework 2020-2030. It is OK delete the FCC-ICU.
38	Contribute to collect and compile phytosanitary requirements for CPs. [37] 5. Contribute to the establishment of Pest Outbreak Alert and Response System	P	<i>Category</i> : <i>SUBSTANTIVE (41) China (26 Aug 2021 4:28 AM)</i> That facilitates fulfill the duties and perform better.	O	Not supported as phytosanitary requirements are one of the NROs, these are not listed individually, the point mentioned is different.
38	[37] 5. Contribute to the establishment of Pest Outbreak Alert and Response System, as appropriate	P	<i>Category</i> : <i>SUBSTANTIVE (24) United States of America (3 Aug 2021 7:05 PM)</i> Although being included in the SF2020-30, this is not an approved activity by the CPM at this time. Propose adding "as appropriate" at the end.	O	Noted and incorporated

Reconciliation report for 2021_ICD_NationaReportingObligations_ES.docx (2021_ICD_NationaReportingObligations_ES.docx)

Summary Spanish version

Title	2021 ICD: Proposed Terms of Reference for the IC Sub-group on National Reporting Obligations (NRO) (Id 1052)
Description	
End Date	31 Aug 2021 11:45 PM
Review Status	Closed (1 Sep 2021 10:38 AM)

T (Type) - **B** = Bullet, **C** = Comment, **P** = Proposed Change, **R** = Rating
S (Status) - A = Accepted, C = Closed, O = Open, W = Withdrawn, M = Merged

Para	Text	T	Comment	S	IC lead response
G	(General Comment)	C	<i>Category</i> : <i>SUBSTANTIVE (68) Colombia (31 Aug 2021 8:33 PM)</i> Colombia no presenta comentarios sobre el particular.	O	Noted

Reconciliation report for 2021_ICD_NationaReportingObligations_FR.docx (2021_ICD_NationaReportingObligations_FR.docx)

Summary French version

Title	2021 ICD: Proposed Terms of Reference for the IC Sub-group on National Reporting Obligations (NRO) (Id 1052)
Description	
End Date	31 Aug 2021 11:45 PM
Review Status	Closed (1 Sep 2021 10:38 AM)

T (Type) - **B** = Bullet, **C** = Comment, **P** = Proposed Change, **R** = Rating
S (Status) - A = Accepted, C = Closed, O = Open, W = Withdrawn, M = Merged

no comments to show.

Appendix 3

IMPLEMENTATION AND CAPACITY DEVELOPMENT COMMITTEE SUB-GROUP ON NATIONAL REPORTING OBLIGATIONS

DRAFT TERMS OF REFERENCE

Revised on 18 October 2021

a. Purpose

The Implementation and Capacity Development Committee (IC) Sub-group on National Reporting Obligations (NROs) will:

SProvide guidance to Contracting Parties (CPs) to help them meet their NROs, based on the IPPC and help them implement related ISPMs.

SProvide guidance to CPs, including their National Plant Protection Organizations (NPPOs), to meet and understand their NROs.

SProvide guidance to develop national or regional capacity to address NROs activities that support NROs as identified in ISPM 17.

SProvide recommendations to the IC to update the NROs Programme to cover 2014 to 2023.

Monitor and evaluate the work undertaken under the NROs Programme and prepare reports for the IC for review and approval.

Develop an annual work plan for the IC Sub-group on NROs.

b. Duration

The IC Sub-group on NROs will operate until May 2023 and may be extended upon agreement by the IC.

c. Membership

The members should have extensive working knowledge of the IPPC, its objectives and its reporting obligations, as well as a good knowledge of ISPMs, especially those related to NROs.

Members should have representations from both developing and developed countries and may be drawn from contracting parties and RPPOs as follows:

Up to four representatives of contracting parties with particular emphasis on developing countries.

One representative from the CPM Bureau (Optional)

One Lead and another representative from IC

One representative of the SC (Optional)

Up to three representatives from the RPPOs with particular emphasis on developing regions

d. Tasks

The IC Sub-group on NROs will:

1. Analyse with the IPPC Secretariat of the legal obligations of CPs.
2. Review the existing IPPC NROs programme and work plan, including:

- e. Carry out the mid-term review of the NROs Programme (2014-2023) and NROs work plan (2014-2023); identify the progress of each item and task in the NROs Programme and work plan.
- f. Carry out analysis of the benefits and challenges of implementing the NROs Programme and work plan during the past five years.
- g. Prepare and submit a progress report of the NROs programme (2014-2023) and work plan (2014-2023) to the IC.
3. Revise and adjust the IPPC NROs Programme and work plan including setting priorities and developing a stepwise approach with timeframes and submit them to the IC.
4. Make recommendations to the IC to assist CPs to meet their obligations by:
 - a. Reviewing and updating the IPPC guide to NROs (2016).
 - b. determining the added value Analyse current IPPC Secretariat NROs services and make recommendations to the IC for improvements.
 - c. identify the challenges the CPs are having in meeting their NROs and find innovative ways to close these gap;
 - d. identify ways to strengthen the role of RPPOs to build capacity for contracting parties to meet their national reporting obligations;
 - e. determining synergies with other programmes and activities (for example, collaborate with the IPPC Strengthening Pest Outbreak Alert and Response Systems, Phytosanitary Capacity Evaluations, etc.).
5. Contribute to the establishment of Pest Outbreak Alert and Response System, as appropriate.

h. Reporting

The IC Sub-group on NROs reports to the IC annually and if necessary, upon request.

i. Rules of Procedure

The IC Sub-groups Rules of Procedure will apply to the IC Sub-group on NROs.

j. Amendments

Amendments to these Terms of Reference, if required, shall be approved by the IC.

Appendix 4

DRAFT SPECIFICATION TEMPLATE FOR IPPC GUIDES AND TRAINING MATERIALS

(revised 2021-10-14)⁴

1.

Call for Topics 2021

The 2021 Call for Topics closes on **15 September 2021**.

The electronic version of this form is available here: <https://forms.office.com/r/Xvk3fp6N4s>

If you prefer to use the Word version of this form, please complete the form below and save it as a Word document using the following naming convention:

20XX_Draft_Specification_[IPPC Guide or Training Material][Title of topic].docx

The IPPC Official Contact Point should submit the completed Draft Specification Form, along with the completed [Submission form for Topics for Standards and Implementation](#), and any supporting materials to ippc@fao.org, prior to the 15 September 2021. Please include the following information in the e-mail subject line:

Draft Specification for IPPC Guides and Training Materials: [Country / Region]

Submitted by:

The Implementation and Capacity Development Committee.

2. IPPC Official Contact Point:

Not applicable.

3. Email:

Not applicable.

4. Title

NROs guide

5. Type of IPPC Guide or training material

This proposal is to revise the guide to National Reporting Obligations⁵ which was published in 2016.

6. Convention articles, ISPMs and CPM recommendations to be addressed by the proposed IPPC Guide or training material

Article VIII.2 of IPPC

Article IV.4 of IPPC

Article VII.2(b) of IPPC

Art. VII.2(d) of IPPC

Article VII.2(i) of IPPC

Article IV.2(b) of IPPC

Article IV.4 of IPPC

Article VII.2(c) of IPPC

Article VII.2(f) of IPPC

Article VII.2(j) of IPPC

Article VII.6 of IPPC

Article VIII 1(c) of IPPC

⁴ Content of the form was approved during IC_VM-12

⁵ <https://www.ippc.int/en/publications/80405/>

ISPM 5⁶: *Glossary of phytosanitary terms*. The purpose of this standard is to assist national plant protection organizations (NPPOs) and others in information exchange and the harmonization of vocabulary used in official communications and legislation pertaining to phytosanitary measures. It will make sure the harmonization of vocabulary in NROs guide.

ISPM 6⁷: *Surveillance* which provides guidance on what is meant by ‘adequate’ information. This guide will be useful for Pest report which is among the 13 obligations shall be obliged by Contracting parties.

ISPM 8⁸: *Determination of pest status in an area* which provides additional guidance on this reporting obligation, including the definition of the term ‘pest status’. This guide will be useful for pest report which is one of 13 obligations shall be submitted by Contracting parties. This guide will be useful for Pest report and Information on pest status which are belong to the 13 obligations shall be obliged by Contracting parties.

ISPM 13⁹: *Guidance for the notification of non-compliance and emergency action* which sets out guidelines for the notification of on non-compliance. Reporting significant instances of non-compliance with phytosanitary certification and Emergency actions belong to the 13 obligations shall be obliged by Contracting parties.

ISPM 17¹⁰: *Pest reporting* which set out the responsibilities of and requirements for CPs in reporting the occurrence, outbreak and spread of pests in areas for which they are responsible. Pest report belongs to the 13 obligations shall be obliged by Contracting parties.

7. Scope

The NRO guide is designed to help IPPC Contracting parties to meet their obligations as outlined in the IPPC. It provides specific guidance to National IPPC Contact Points and editors along with technical instructions for interacting with the IPP

The revision will modernize the guide and bring it in line with revised or recently adopted ISPMs as well it will take into account new decisions of the CPM, IC and IC Team on NROs

8. Purpose

CPM-6 (2011) agreed to the IPPC Secretariat’s recommendations to improve reporting by CPs, particularly through the IPP, as outlined in Appendix 6 to the Report of CPM-6 (2011), paragraph 90. In April 2016, CPM-11 (2016) adopted General and Specific IPPC National Reporting Obligations Procedures that Contracting Parties should follow while reporting NROs outlined in the IPPC. The General procedures consolidate decisions related to NROs made by the CPM in previous years and new guidance based on advice received from the NROAG. The Specific procedures details NROs provisions laid down in the text of the Convention and provides additional procedures agreed by the CPM where experience has shown a need to improve clarity and fill gaps when the Convention does not provide adequate guidance. The NROs Guide was created based on the General and Specific IPPC NROs procedures and designed to provide guidance on how to use the IPP. As of 2021, this NROs guide has been used for 5 years and the content should be revised to comply with the implementation of new and/or revised ISPMs and decisions of the CPM, IC and C Team on NROs. For example, with the revision of ISPM 8, the categories of pest status changed. The IPPC Secretariat updated the drop down menu on IPP which was populated with the values of the pest status categories from ISPM 8 to facilitate the submission of pest reports by the Official Contact Point.

9. Content for the IPPC Guide or training material

Detailed information on National Reporting Obligations

Types of Contact points

Technical instructions for using the IPP

10. References and supporting materials (optional)

⁶ <https://www.ippc.int/en/publications/622/>

⁷ <https://www.ippc.int/en/publications/615/>

⁸ <https://www.ippc.int/en/publications/612/>

⁹ <https://www.ippc.int/en/publications/608/>

¹⁰ <https://www.ippc.int/en/publications/606/>

[NROs Quality Control Guidelines](#)¹¹ approved by CPM 11 (2016).

[IPPC National Reporting Obligations Procedures](#)¹² approved by CPM 11 (2016).

NROs e-Learning course¹³

Reports and work documents of the IC Team on NROs¹⁴.

11. Financial and in-kind contributions (*optional*)

As of now, no financial or in-kind contributions are available to undertake this activity

12. Selection criteria for working group experts (*optional*)

A working group should be formed to help develop this Guide and should be composed of experts with relevant technical and practical expertise in the subject matter. The group should take into account geographical representation from both developing and developed countries to ensure that the material developed is globally applicable, as well as gender representation.

The following criteria should be used for selecting working group members:

(1) Practical expertise and knowledge in one or more of the following areas:

- Extensive working knowledge of the IPPC, its objectives, its reporting obligations and ISPMs
- IPPC Contact point
- NPPOs or RPPOs
- Phytosanitary requirements, restrictions and prohibitions
- Pest report
- Regulated pests
- Non-compliance with phytosanitary certification
- National reporting obligations systems

¹¹ <https://www.ippc.int/en/publications/82100/>

¹² https://assets.ippc.int/static/media/files/publication/en/2016/02/28_CPM_2016_April_NRO_Procedures-2016-02-18_withTables.pdf

¹³ <https://www.ippc.int/en/e-learning/>

¹⁴ <https://www.ippc.int/en/core-activities/capacity-development/capacity-development-committee/ic-sub-group/ic-team-for-national-reporting-obligations-nros/>