



REPORT

Implementation and Capacity Development Meeting (Virtual Meeting N°16)

Rome, Italy
29 SEPTEMBER 2021

IPPC Secretariat

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1. Opening of the meeting

- [1] The IPPC Secretariat (hereafter referred to as the “Secretariat”) opened the sixteenth virtual meeting of the Implementation and Capacity Development Committee (IC) and the IC Chairperson welcomed all participants.
- [2] The Secretariat informed the IC that the Implementation and Facilitation Unit (IFU) lead, Brent LARSON, would be retiring from his position after the November IC meeting. The IC expressed its gratitude to Mr LARSON and wished him well for his retirement.

2. Meeting arrangements

a. Election of the Rapporteur

- [3] Ringolds ARNITIS (Latvia) was elected as the Rapporteur to the meeting.

b. Adoption of the agenda

- [4] The agenda was adopted and is attached to this report (Appendix 1).

3. Administrative matters

a. Review of meeting documents

- [5] The following meeting documents, which are also posted on the IC restricted work area of the International Phytosanitary Portal (IPP), were introduced:
- Agenda (VM16_01_2021_Sep);
 - Update on meeting documents and dates for future meetings (VM16_02_2021_Sep);
 - Consultation on implementation and capacity development documents (VM16_03_2021_Sep);
 - Approval of the draft specifications for the guide and e-learnings developed under the COMESA project (VM16_04_2021_Sep);
 - Compiled comments from 2021 consultation on draft specification *Contingency planning, guide* (2019-012) (VM16_05_2021_Sep);
 - Compiled comments from 2021 consultation on draft specification *Inspection e-learning course* (2020-011) (VM16_06_2021_Sep);
 - Compiled comments from 2021 consultation on draft specification *Surveillance and reporting obligations e-learning course* (2020-012) (VM16_07_2021_Sep);
 - SC update to the IC (VM16_08_2021_Sep);
 - Update on the ongoing process of transition to a sustainable implementation review system (IRSS) (VM16_09_2021_Sep).
- [6] The Secretariat presented the paper outlining proposed changes in the way that IC meeting documents would be accessed and giving tentative dates for IC meetings in 2022 and 2023¹. The Secretariat explained that the idea was to change the platform for meeting documents from the restricted working area of the IPP to Microsoft (MS) Teams. The Secretariat proposed, however, that this transition be made in a step-by-step fashion, with papers for this meeting posted on both platforms, IC members providing feedback on any difficulties accessing papers, and the transition being completed prior to the IC meeting in November where documents would only be shared in MS Teams.
- [7] Regarding dates for IC meetings in 2022 and 2023, the Secretariat explained that some virtual meetings might be needed to consider items being submitted to the Sixteenth Session of the Commission on Phytosanitary Measures (CPM) in 2022, and proposed dates for three meetings:

¹ VM16_02_IC_2021_Sep.

19 January, 16 February, 16 March 2022.

[8] The Secretariat also proposed tentative dates for the IC meetings in May and November 2022 and 2023:

16–20 May 2022

21–25 November 2022

15–19 May 2023

20–24 November 2023.

[9] The IC Chairperson thanked the Secretariat and encouraged IC members to contact the Secretariat for assistance with MS Teams if required.

[10] **Use of MS Teams.** The IC agreed to migrate completely to MS Teams for the IC meeting in November 2021, with papers posted only on MS Teams and not on the IPP. The Secretariat confirmed that the intention is to still use Zoom for the IC meetings themselves, because it offered better functionality.

[11] Some IC members shared their experiences of using MS Teams. One challenge described was that it may prove difficult to have an FAO MS Teams platform open at the same time as one from the IC member's own organization, depending on the security settings of the latter. One suggested solution to this was to bookmark the page for the IC group in a web browser, as this made it easier to switch between different MS Teams platforms; another suggestion was to open one platform in the MS Teams app and the other in a web browser. Another challenge related to IC members who were not permitted to access MS Teams on their organization's equipment. The IC noted that one solution to this was for the Secretariat to send an email to notify the IC when documents have been posted on MS Teams, so that members could open MS Teams on another device if needed.

[12] **Dates for meetings.** The IC considered and noted the proposed dates for IC meetings. The IC Chairperson expressed the hope that in-person meetings – or at the very least, hybrid meetings – would be able to start from May 2022 onwards.

[13] The IC:

(1) *noted* the ongoing process of transition to the Microsoft Teams platform;

(2) *noted* the proposed dates for the 2022 and 2023 IC meetings.

3.2 Review of participants

[14] All IC members and the representative from the Standards Committee (SC) were present except for Faith NDUNGE (Kenya) and the representative from the Technical Consultation Among Regional Plant Protection Organizations.

[15] The participants list presented in Appendix 2.

4. 2021 consultation

a. Summary of the 2021 consultations on draft ICD specifications and lessons learned

[16] The Secretariat presented a summary of the 2021 consultations.² This had included seven Implementation and Capacity Development (ICD) documents: six draft specifications for IPPC guides and training materials and the terms of reference for the new IC Sub-group on National Reporting Obligations. Twenty percent of contracting parties and regional plant protection organizations (RPPOs) had participated in the consultations on the ICD documents, with the same set of countries responding to each of the documents. Eighty seven percent of the comments received had been in English. The number of countries participating was similar to that for the draft specifications for ISPMs in 2020 and 2021. The number of documents submitted for the July 2021 consultation as a whole – including standard setting documents and CPM recommendations – had been larger than usual, with 24

² VM16_03_IC_2021_Sep.

documents in total. This had prompted comments about the timing of the consultation. Participants in the Online Comment System training session in July and the 2021 IPPC regional workshops had therefore been surveyed regarding the timing for future consultations on draft ICD documents. The results, presented in the IC paper, indicated that there was no clear preference between having a single fixed consultation period for all IPPC materials, a separate fixed consultation period for ICD documents (separate to the standards consultation), or consultations on an ad hoc basis.³ The Secretariat therefore recommended to the IC that there be a single consultation period in July–August, as this would fit with the development process for IPPC guides and training materials and would provide an opportunity to talk about the draft specifications at the IPPC regional workshops. The Secretariat finished by informing the IC that three draft specifications for IPPC guides and training materials are anticipated for next year's consultation.

[17] The IC Chairperson thanked the Secretariat and invited comments from the IC.

[18] **Timing of the consultation.** The IC noted that aligning the consultation period for ICD documents with that for standard setting documents and CPM recommendations gives a higher profile for the ICD documents. The IC acknowledged, however, that it might take some time for contracting parties and RPOs to get used to this combined consultation and until then there was a risk that some countries may prioritize commenting on draft standards and draft CPM recommendations over draft ICD documents, particularly when there are a lot of documents for consultation.

[19] **Presentations about the consultation documents.** The IC noted the value of including presentations on the ICD consultation documents in the agenda for IPPC regional workshops, and the Secretariat confirmed that such a presentation had been made available for use during the 2021 workshops, in addition to the information that had been included in the IC's presentation and the IC Chairperson's presentation. The IC noted, however, that it would not be possible to consider the ICD consultation documents at all the IPPC regional workshops if the consultation was July–August, as some of the workshops are not held until September. To resolve this, the IC considered the possibility of extending the consultation deadline to the end of September, aligning it with the consultation period for draft ISPMs rather than that for draft specifications for ISPMs. The Secretariat pointed out, however, that this would not allow sufficient time before the IC meeting in November. The IC therefore discussed whether regions could be asked to consider the possibility of moving September workshops to August, but it was noted that although there is precedence for regions changing the dates of their workshops, August would probably not be possible in those regions where it coincided with the main summer holiday period.

[20] The IC noted the importance of having explanatory presentations about the ICD consultation documents available at the beginning of the consultation period rather than at the end. The Secretariat confirmed that the presentations are usually made available by 15 July and an email is sent out about this, but acknowledged that the communication plan for this perhaps needed to be improved. The Secretariat added that it is the responsibility of IC members to liaise with the organizers of the IPPC regional workshop for their region to ensure that the presentations on ICD documents are used.

[21] **The way forward.** Given the constraints discussed, the IC Chairperson suggested that the solution may be a combination of changing the timing of IPPC regional workshops where possible and having a better communication plan for the presentations on the consultation material. He noted, however, that the consultation process for draft ICD documents is still fairly new, so it may take time to get it right.

[22] The IC agreed to keep the consultation deadline the same as in 2021 (i.e. July–August) for now, but noted that the question of whether to extend the deadline to the end of September could be reviewed again in the future.

[23] The IC:

(3) *noted* the summary of the 2021 consultation on ICD documents;

³ VM16_03_IC_2021_Sep, Appendix 2.

- (4) *confirmed* that the dates for the next consultation on ICD documents will be 1 July to 31 August 2022.

5. Approval of draft specifications

a. Contingency planning, guide (2019-012)

[24] The IC lead presented the compiled consultation comments on this draft specification and the suggested responses.⁴ He highlighted the apparent confusion between the terms “contingency planning” and “emergency response” in some of the comments, and explained that the scope of the proposed guide was on the former, not the latter.

[25] The IC was invited to comment on the suggested responses.

[26] One IC member suggested that two additional references be included in the draft specification: *Guidelines for protection against south American leaf blight of rubber* (Asia and Pacific Plant Protection Commission (APPPC) Regional Standard for Phytosanitary Measures No. 7); and *Contingency plan for south American leaf blight for the rubber producing countries of the APPPC*, Annex 3 (report for the APPPC pest incursion and eradication workshop). The members discussed whether to include these two references, noting that the references listed in the specification were only a starting point and so the working group could still look at these two references even if they were not included in the specification. The Secretariat confirmed that the working group developing the guide would need to look at all the references listed in the specification, but that there was no obligation to draw upon material from these references when writing the guide. The IC therefore decided to include the two references.

[27] The IC:

- (5) *approved* the draft specification for the guide on *Contingency planning* (2019-012) as modified in this meeting (Appendix 3) and *agreed* to the responses to comments.

b. Inspection e-learning course (2020-011)

[28] The IC lead presented the compiled consultation comments on this draft specification and the suggested responses.⁵ He explained that most of the comments had been for minor amendments to improve the text, and most had been incorporated. The most important discussion point had been about the selection criteria for working group experts on the knowledge of the regional context of African countries. This criteria was removed. The IC lead recognized that the initial target audience of the project under which this course is developed is for African countries, because of the donor organization, and so knowledge of African countries would have been beneficial.

[29] The IC was invited to comment on the suggested responses, but there were no proposed revisions.

[30] The Secretariat raised the issue of whether ISPM 5 (*Glossary of phytosanitary terms*) should be listed under the References section of all the draft specifications, as suggested in some of the consultation comments. The IC agreed with the suggested inclusion of ISPM 5 in the References for all draft specifications for IPPC guides and training materials.

[31] The IC:

- (6) *agreed* that ISPM 5 (*Glossary of phytosanitary terms*) should be listed under the References section of all draft specifications for IPPC guides and training materials, and *agreed* to amend the three draft specifications considered at this IC meeting, together with the associated responses to consultation comments, accordingly;

⁴ VM16_04_IC_2021_Sep, Appendix 1; VM16_05_IC_2021_Sep.

⁵ VM16_04_IC_2021_Sep, Appendix 2; VM16_06_IC_2021_Sep.

- (7) *approved* the draft specification for the e-learning course on *Inspection* (2020-011) (Appendix 4) and *agreed* to the responses to comments.

c. Surveillance and reporting obligations, e-learning course (2020-012)

[32] The IC lead presented the compiled consultation comments on this draft specification and the suggested responses.⁶ He explained that most of the comments, particularly editorial comments, had been incorporated in the draft specification. Some comments had queried the rationale for developing this e-learning course when there are already IPPC guides available, but in his suggested response the IC lead had explained that the e-learning platform is a very different type of resource to an IPPC guide. One comment had proposed that pest risk assessment be covered in the course, but the IC lead had not incorporated this as it would be a significant expansion of the scope. Similarly, he had not incorporated a proposal to include pest diagnostics, as this was not in the original scope and it would require an e-learning course on its own (to complement the IPPC guide on diagnostics). The IC lead finished his presentation by noting that draft ISPM 5 terms for “general surveillance”, “specific surveillance” and “surveillance” were currently under revision, the latter term being a revision and the former two being new terms. He pointed out that if the definitions of these terms, once adopted, differed from the current use of these terms in ISPM 6 (*Surveillance*) and this e-learning course, the implications for this e-learning course would need to be considered.

[33] The IC noted that the responses to consultation comments would be edited by the Secretariat. This editing would include adjusting the wording so that the responses are from the IC rather than the IC lead and dealing with any inconsistencies or inaccuracies. One example of the latter concerned the proposed amendment to use the active voice when describing the selection of working group members, which inadvertently and inaccurately stated that the working group selects its own members.

[34] The IC recalled the comments made at this meeting under agenda item 5.2 about the rationale for focusing on African countries and noted that, in this draft specification too, the specification cannot just be directed at African countries.

[35] The IC:

- (8) *approved* the draft specification for the e-learning course on *Surveillance and reporting obligations* (2020-012) (Appendix 5) and *agreed* to the responses to comments.

6. SC–IC collaboration

a. Update from the Standards Committee to the Implementation and Capacity Development Committee

[36] The IC representative to the SC presented an update on the activities of the Standards Committee.⁷ The SC had agreed to add the revision of four adopted diagnostic protocols (DPs) to the work programme of the Technical Panel on Diagnostic Protocols, with two at priority 1 and two at priority 2. The SC had discussed those topics on the *List of topics for IPPC standards* for which there had been no progress and those with “pending” status, and had agreed to recommend to CPM-16 (2022) that some of these topics be removed from the list. These included the revision of ISPM 15 (*Regulation of wood packaging material in international trade*) (topic *Criteria for treatments for wood packaging material in international trade* (2006-010)), because there had been no progress on this topic for some time and the information required to progress it was still not available; it had been suggested that an explanatory document could be developed instead.

⁶ VM16_04_IC_2021_Sep, Appendix 3; VM16_07_IC_2021_Sep.

⁷ VM16_08_IC_2021_Sep.

- [37] In e-decisions, the SC had recommended seven draft phytosanitary treatments (PTs) for adoption and one DP for the notification period. No objections had been received regarding the latter, so the DP (for *Striga* spp.) had been adopted. The SC had also approved six draft PTs and one DP for consultation.
- [38] In other e-decisions, the SC had: selected experts for the Expert Working Group (EWG) on the Annex *Criteria for determining host status of fruit-to-fruit flies based on available information* (2018-011) to ISPM 37 (*Determination of host status of fruit to fruit flies (Tephritidae)*); defined the scope of the draft DP for Genus *Ceratitidis* (2016-001); and selected Samuel BISHOP as the SC representative to the informal e-commerce network and to be involved in the e-commerce programme. The SC had also selected Olga LAVRENTJEVA to be the expert on the Russian language for the Technical Panel for the Glossary (TPG), but had subsequently agreed to open another call following the resignation of Ms LAVRENTJEVA from the SC and TPG.
- [39] The SC had discussed the role of IC members in EWGs and had agreed that IC members in EWGs may participate in EWGs either in the role of an invited expert or an IC representative, depending on the anticipated outcome of the participation. The SC had agreed to update the *IPPC procedure manual for standard setting* accordingly and to present this to the CPM Bureau for noting. The SC had agreed the IC representatives on the two forthcoming EWGs: Lalith Bandula KUMARASINGHE (New Zealand) for the EWG on the Annex to ISPM 37 (2018-011) and Thorwald GEUZE (The Netherlands) for the EWG on the Annex *Design and use of systems approaches for phytosanitary certification for seeds* (2018-009) to ISPM 38 (*International movement of seeds*).
- [40] The IC Chairperson thanked the IC representative on the SC for the presentation and invited comments from the IC.
- [41] **IC representatives on EWGs.** The IC representative on the SC clarified that the issue regarding the participation of IC members on EWGs is that currently the IC member is an observer, whereas under the new system the IC member would be either an invited expert (if the EWG needed the specific expertise of the IC member) or an IC representative. The main role, however, would simply be to follow the proceedings from an IC perspective.
- [42] The IC representative for the first of the two forthcoming EWGs informed the IC that he had not received any information about the EWG or even had formal confirmation of his selection. The Secretariat commented that this was likely to be an administrative oversight. The IC agreed that timely notification for IC members on EWGs was important and noted that, for IC working groups, once an SC member is assigned to an IC working group, the SC member is included in all communications for that group.
- [43] **Implementation issues of draft ISPMs.** The IC discussed the mechanism by which implementation issues identified in relation to draft ISPMs are considered by the IC. The Secretariat confirmed that in the specifications for all draft ISPMs there is a standard task for the EWG to consider implementation issues; these are listed in the subsequent EWG report that goes to the SC, who review the implementation issues identified by the EWG and may add new ones. The complete list of implementation issues recommended for consideration by the IC are included in the SC report. It is then a joint responsibility of the SC representative to the IC and the IC representative to the SC to forward this information to the IC. The IC noted that it is also the responsibility of the IC member on the EWG to forward such information. One IC member suggested that MS Teams could perhaps be used to consolidate the implementation issues raised at regional workshops so that these issues could be considered before the ISPMs are adopted. The IC Chairperson noted that the EWG report on *Audit in the phytosanitary context* (2015-014) had had a lengthy section on implementation issues, and suggested that all EWGs should perhaps strive to do the same. He added that he had met with the SC Chairperson in June to discuss various high-level issues and the two chairpersons had agreed to meet on a regular basis, but in the light of the discussions at this IC meeting he wondered whether the IC representative to the SC and the SC representative to the IC should be included in these meetings too.

[44] The IC representative to the SC emphasized that the SC welcomes any comments relating to implementation raised by EWGs, SC members or the IC representative to the SC, and confirmed that these are captured in the SC reports.

[45] The IC:

- (9) *noted* the work performed by the SC over the last months;
- (10) *requested* that the IFU liaise with the Standard Setting Unit of the Secretariat to ensure that IC members appointed to EWGs are notified and receive all relevant communications in a timely fashion.

7. Implementation Review and Support System

a. Update on the transition to a sustainable IRSS

[46] The IC lead presented an update on the ongoing transition of the Implementation Review and Support System (IRSS) to a more sustainable system.⁸ The IRSS had been maintained as a project up to now, mostly funded by the European Union, but the third such project will be ending in May 2022. At its virtual meeting in October 2020,⁹ the IC had expressed general support for embedding the IRSS as an ongoing activity within the Secretariat, rather than it being funded by projects, and the IC's intention to do this had been noted by CPM-15 (2021). The IC Sub-group on IRSS had discussed how to support the IRSS as an embedded "system" and the Secretariat had carried out a study analysing the history of the IRSS and reviewing its outcomes. The study report had been presented to the IC Sub-group on IRSS at its meeting in July 2021. The study report contained ten recommendations relating to: the name and vision of the IRSS; its scope; its integration into the IPPC Secretariat; the relationship between the IRSS and the IPPC Strategic Framework 2020–2030; the guiding principles of the IRSS; its objectives, outputs and work plan development; the funding model for the IRSS; communications; monitoring, evaluation and learning; and the management of the IRSS.

[47] The Secretariat added that the study report had been shared with the CPM Bureau, SC and TC-RPPOs as well as IPPC Secretariat staff and was currently being revised to take account of the comments received. A summary would be presented to the IC at its meeting in November 2021. There would also be an IRSS webinar on 10 December 2021, to which all IC members were invited.

[48] The IC was invited to comment.

[49] The Secretariat confirmed that the current European Union funded IRSS project had been extended to May 2022 because of Covid-19 but a fourth cycle project with the EU would not initiate. However, although there was no commitment to further funding, the European Union may still support the IRSS work plan.

[50] One IC member commented that the overall vision on what we are trying to evaluate through the IRSS, and how does it connect to other activities was missing and need to be clear. The IC lead welcomed this observation. He commented that part of it is addressed by the study recommendations on the connection with monitoring and evaluation, but added that the aim was to reduce the overlap with the IC's remit by moving away from looking at *how* things are done and focusing more on *anticipating* what issues will arise and how to react to these (i.e. a forecasting role). The IC noted that the component layers of the system could be added bit by bit.

[51] The Secretariat gave advance notice that papers from the IC Sub-group on IRSS would be circulated for comment before the IC meeting in November and encouraged IC members to comment on these.

[52] The IC:

⁸ VM16_09_IC_2021_Sep.

⁹ IC 2020-10 (VM07), agenda item 4.

- (11) *noted* the work on progress on the transition to a sustainable Implementation Review and Support System (IRSS).

8. Any other business

- [53] **Fall armyworm.** The IC member who is also the Chairperson of the FAO-IPPC Fall Armyworm Technical Working Group on Quarantine and Phytosanitary Measures gave a brief update on the work of the group. Key milestones since the last IC meeting included the publication of the *Prevention, preparedness and response guidelines for Spodoptera frugiperda*, which had been actively promoted at the IPPC regional workshops and was now in use. A series of IPPC Secretariat organized webinars about the guidelines are being organized in October to December 2021. The Secretariat clarified that the technical group operates as part of the FAO Global Action for Fall Armyworm Control.
- [54] Considering how the IPPC Community responded to the FAW as an emerging pest, an IC member had initiated a discussion with the IC on *Fusarium oxysporum* f. sp. *cubense* Tropical Race 4, a new emerging pest. The IC agreed to create an IC Team, which is directly under the IC's oversight, to address the issues of prevention and this IC Team would be meeting the day after this IC meeting. These activities are in line with the conclusions of the CPM Focus Group on Pest Outbreak Alert and Response Systems.
- [55] **Climate change.** The IC member who is also the Chairperson of the CPM Focus Group on Climate Change and Phytosanitary Issues gave an update on this group. It is one of the three focus groups established by CPM-15 (2021) and has a four-year term with a very broad mandate. The focus group Chairperson highlighted the potential opportunities to link the work of the focus group with the work of the IC and to mobilize resources, and encouraged IC members to contact him with any ideas or guidance.
- [56] **Pest Outbreak Alert and Response Systems.** The Secretariat informed the IC that the CPM Focus Group on Pest Outbreak Alert and Response Systems had held its last meeting on 21 September and the results from the focus group's deliberations would be presented to the Strategic Planning Group (SPG) at its meeting in October.
- [57] **Webinars.** The Secretariat confirmed the dates for forthcoming webinars:
- 22 October: 19 November, 10 December : fall armyworm training material
 - 22 October: IPPC guides on pest status, surveillance and systems approaches
 - 19 November: export certification and pest risk analysis e-learning materials
 - 10 December: IRSS.
- [58] **Secretariat personnel.** The IC requested an update on the selection of a new IPPC Secretary. The Secretariat informed the IC that the selection process has still not been completed and the CPM Bureau had therefore decided to write to the FAO Director General to urge the appointment process. Regarding his impending retirement, the IFU lead clarified that succession planning was the responsibility of the Acting Officer-in-Charge for daily matters of the IPPC Secretariat or the new IPPC Secretary (when appointed), but in the meantime he had been working with colleagues within the IFU to put a contingency plan in place. Sarah BRUNEL, who was his deputy, would be the Acting IFU lead in the absence of an IFU lead. He emphasized that the IFU was under constant pressure in terms of its workload and so it was imperative that the workload be kept to a manageable level.
- [59] **Strategic Planning Group and CPM focus groups.** The Secretariat reminded IC members that the SPG meeting, to which all contracting parties are invited (in addition to the IC Chairperson), would take place in October 2021. Meetings of the three focus groups established by CPM-15 (2021) had also been scheduled, and there was the possibility of a new focus group on sea containers: IC members who were interested in following the work of these focus groups were encouraged to look at SPG and CPM papers for updates.

9. Date and arrangement of the next meeting

[60] The next virtual IC meetings will be held as follows:

- 18 November 2021, 21:00–23:30 (Rome time (CEST))
- 23 November 2021, 12:00–15:30 (Rome time (CEST))
- 26 November 2021, 12:00–15:30 (Rome time (CEST))
- 30 November 2021, 21:00–23:00 (Rome time (CEST)).

[61] The deadline for submitting papers is 19 October, a reminder for which will be included in the invitation to the meeting. Meeting papers will be on the MS Teams platform.

10. Evaluation of the meeting process

[62] The Secretariat opened an online poll for IC members to provide feedback on the meeting and invited IC members to share any further suggestions with the Secretariat. The IC Chairperson also invited IC members to contact him with suggestions.

11. Close of the meeting

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

APPENDIX 1**VIRTUAL MEETING N° 16 AGENDA***(Updated 2021-09-09)***IMPLEMENTATION AND CAPACITY DEVELOPMENT COMMITTEE (IC)**

	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	VM16_01_IC_2021_Sep	PELLETIER
3.	Administrative Matters		
3.1	Review of meeting documents	VM16_02_IC_2021_Sep	KOUMBA
3.2	Review of participants		KOUMBA
4.	2021 Consultation		
4.1	Summary of the 2021 consultations on draft ICD Specifications and lessons learned	VM16_03_IC_2021_Sep	PETERSON
5.	Approval of draft specifications		
5.1	Contingency planning, Guide (2019-012)	VM16_04_IC_2021_Sep VM16_05_IC_2021_Sep	GUTTIEREZ / RULL
5.2	Inspection e-Learning course (2020-011)	VM16_04_IC_2021_Sep VM16_06_IC_2021_Sep	GEUZE / KOUMBA
5.3	Surveillance and reporting obligations, e-Learning course (2020-012)	VM16_04_IC_2021_Sep VM16_07_IC_2021_Sep	DALE / YAMADA
6.	SC – IC collaboration		
6.1	Update from the Standards Committee to the Implementation and Capacity Development Committee	VM16_08_IC_2021_Sep	SEPULVEDA/ ABDELMOTALEB
7	Implementation Review and Support System		
7.1	Update on the transition to a sustainable IRSS	VM16_09_IC_2021_Sep	PELLETIER / KOUMBA
8.	Any other business		PELLETIER
8.1	FAO-IPPC Fall Armyworm Technical Working Group		DALE
8.2	Climate change		DALE
8.3	Pest Outbreak Alert and Response Systems		BRUNEL
8.4	Webinars		PETERSON
8.5	Secretariat personnel		LARSON
8.6	Strategic Planning Group and CPM focus groups		LARSON
9.	Date and arrangement of the Next Meeting		KOUMBA
10.	Evaluation of the meeting process		CZERWIEN
11.	Close of the Meeting		PELLETIER / LARSON

APPENDIX 2**IC VIRTUAL MEETING N° 16 - PARTICIPANTS LIST**

Role/Organization	Name	Email address
Chair	Mr Dominique PELLETIER	dominique.pelletier2@canada.ca
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Others

Role/Organization	Name	Email address
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APPENDIX 3**2019-012 Guide on Contingency Plan for Outbreaks of Quarantine Pests****Status box**

This status box is not an official part of the Guide and will be modified by the IPPC Secretariat	
Topic number	2019-012
Title	Guide on Contingency Planning for Outbreaks of Quarantine Pests
Type of implementation resource	IPPC Guide
Date of this document	2021-06-07
Current document stage	Draft Specification
Major stages completed	<p>2019-11: Implementation and Capacity Development Committee (IC) recommends adding this topic to the List of Implementation and Capacity Development (ICD) Topics; priority 1</p> <p>2020-11: IC lead identified (Olga LAVRENTJEVA)</p> <p>2021-03: CPM-15 added this topic to List ICD Topics; priority 1</p> <p>2021-04: IC review of draft Specification</p> <p>2021-07: Consultation</p> <p>2021-09: IC revised and approved draft Specification</p>
Implementation and Capacity Development Committee (IC) lead	<p>2020-11: Olga LAVRENTJEVA (LT)</p> <p>2021-06: Dominique PELLETIER (CA)</p>
IPPC Secretariat lead	<p>2021-02: Chiluba MWAPE/Sarah BRUNEL</p> <p>2021-06: Sarah BRUNEL</p> <p>2021-08: Juan RULL GABAYET</p>
Working Group experts	
Notes	2021-10

1. Title

Guide on Contingency Planning for Outbreaks of Quarantine Pests (2019-012)

2. Type of implementation resource

IPPC Guide.

3. Convention articles, ISPMs and CPM recommendations to be addressed by the proposed implementation resource

International Plant Protection Convention (Article IV.2.(e))

ISPM 4: *Requirements for the establishment of pest free areas*

ISPM 6: *Surveillance*

ISPM 8: *Determination of pest status in an area*

ISPM 9: *Guidelines for pest eradication programmes*

ISPM 10: *Requirements for the establishment of pest free places of production and pest free production sites*

ISPM 14: *The use of integrated measures in a systems approach for pest risk management*

ISPM 17: *Pest reporting*

ISPM 22: *Requirements for the establishment of areas of low pest prevalence*

ISPM 27: *Diagnostic protocols for regulated pests*

4. Scope

This guide aims to provide resources and implementation experiences to national plant protection organizations (NPPOs), regional plant protection organizations (RPPOs) and relevant institutions to develop and implement effective contingency plans to address outbreaks of quarantine pests. Much of this guidance is expected to be of relevance for responding to pests of economic importance.

5. Purpose

According to the IPPC, the NPPO is responsible for the protection of endangered areas and the designation, maintenance and surveillance of pest free areas and areas of low pest prevalence (Article IV.2(e)).

Although many NPPOs and RPPOs develop contingency plans to address pest incursions and outbreaks, there are currently no IPPC implementation resources to guide Contracting Parties and relevant stakeholders in establishing contingency plans. The 2018 Framework for Standards and Implementation identifies “contingency planning and emergency response” as a priority, and suggests that guidelines for the development of contingency plans are needed. In addition, the IPPC Strategic Framework 2020–2030 identifies the development of a guide and other tools for contingency planning as a priority activity in the development area “Pest Outbreak Alert and Response Systems”.

The purpose of this guide on contingency planning is to provide a harmonized generic outline of what NPPOs and RPPOs in collaboration with relevant stakeholders need to do to identify, contain, eradicate or manage a pest incursion or outbreak.

6. Content for the proposed implementation resource

Proposed tasks for the working group are as follows:

- 1) Describe the scope and key elements of contingency plans and identify relevant terms and definitions.
- 2) Describe the recommended actions to be taken by the NPPO to prepare for pest outbreaks, and to detect and effectively respond when they occur.
- 3) Describe the roles and responsibilities of relevant stakeholders and highlight the importance of collaboration and communication with stakeholders to develop and implement effective contingency plans.
- 4) Describe the operations and governance structures required to effectively respond to pest incursions or outbreaks.
- 5) Consider the national legislative requirements to support contingency planning and emergency response.
- 6) Provide guidance / best practices for risk communication associated with contingency planning and emergency response.
- 7) Provide national and regional case studies and examples by pest type (i.e. insects, fungus, bacteria, viruses) to supplement the information in the guide.

- 8) Consider possible sources of funding to assist NPPOs and RPPOs to prepare contingency plans and develop capacity for emergency response to be included in the guide.
- 9) Outline the key components of a training programme and provide guidance on developing simulation exercises as mechanisms for building capacity for NPPO operations staff.
- 10) Describe the role of continual learning, monitoring and evaluation on improving contingency planning and emergency response.
- 11) Identify existing, relevant and related technical resources that could be made available on the International Phytosanitary Portal (IPP).

7. Financial and in-kind contributions

This Guide will be developed under the FAO support to Common Market for Eastern and Southern Africa (COMESA) Trade Facilitation Programme (GCP/INT/387/COM).

8. Selection criteria for working group experts

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. The group should also take account of 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:
 - development and implementing contingency plans and emergency responses;
 - carrying out pest surveillance activities;
 - pest diagnostics;
 - pest eradication strategies;
 - pest simulation exercises;
 - risk communication;
- (2) knowledge of national, regional and global phytosanitary systems

9. References

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- ISPM 8**. 2021. *Determination of pest status in an area* [online]. Rome, IPPC Secretariat, FAO. [Cited 25 October 2021]. <https://www.ippc.int/en/publications/612/>
- ISPM 9**. 2021. *Guidelines for pest eradication programmes* [online]. Rome, IPPC Secretariat, FAO. [Cited 25 October 2021]. <https://www.ippc.int/en/publications/611/>
- ISPM 10**. 2021. *Requirements for the establishment of pest free places of production and pest free production sites* [online]. Rome, IPPC Secretariat, FAO. [Cited 25 October 2021]. <https://www.ippc.int/en/publications/610/>
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- ISPM 27**. 2021. *Diagnostic protocols for regulated pests* [online]. Rome, IPPC Secretariat, FAO. [Cited 25 October 2021]. <https://www.ippc.int/en/publications/593/>
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Plant Health Australia. 2021. Contingency Planning. Plant Health Australia. [Cited 25 October 2021]. <https://www.planthealthaustralia.com.au/biosecurity/risk-mitigation/contingency-planning/>

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APPENDIX 4**2020-011: Specification for Inspection e-learning course****Status box**

This status box is not an official part of the Guide and will be modified by the IPPC Secretariat	
Topic number	2020-011
Title	Inspection, e-learning course (2020-011)
Type of implementation resource	e-learning course
Date of this document	2021-03-29
Current document stage	Draft Specification
Major stages completed	<p>2021-03: CPM-15 added this topic to List of Implementation and Capacity Development Topics; priority 1</p> <p>2020-11: Implementation and Capacity Development Committee (IC) lead identified (Thorwald GEUZE (NL))</p> <p>2021-04: draft specification prepared by the Implementation and Facilitation Unit (IFU) with input from IC lead</p> <p>2021-04: Commented by the IC through OCS</p> <p>2021-05: Comments reviewed of by the (IC) lead</p> <p>2021-05: IC approved draft specification for consultation (e-decision 2021_eIC_12)</p> <p>2021-07: Consultation</p> <p>2021-09: IC revised and approved draft specification</p>
Implementation and Capacity Development Committee (IC) lead	2020-11: Thorwald GEUZE (NL)
IPPC Secretariat lead	2021-02: Descartes KOUMBA
Working Group experts	
Notes	2021-10

1. Title

Inspection, e-learning course (2020-011)

2. Type of implementation resource

New e-learning course.

3. Convention articles, ISPMs and CPM recommendations to be addressed by the proposed implementation resource

International Plant Protection Convention (Article IV.2(c), V.2(a) and VII.1(j), in particular)

ISPM 12: *Phytosanitary certificates*

ISPM 23: *Guidelines for inspection*

ISPM 31 *Methodologies for sampling of consignments*

ISPM 38: *International movement of seeds*

ISPM 39: *International movement of wood*

ISPM 40: *International movement of growing media in association with plants for planting*

4. Scope

This e-learning course aims to enhance the capacity of national plant protection organization (NPPO) staff and authorized entities to carry out phytosanitary inspections of consignments of plants, plant products and other regulated articles at import and export. The course will provide guidance on using visual examination to detect pests and regulated articles. It will also focus on sampling methodologies and preparing specimens for submission to a diagnostic laboratory to support the inspection.

5. Purpose

National plant protection organizations (NPPOs) have the responsibility for “the inspection of consignments of plants and plant products moving in international traffic and, where appropriate, the inspection of other regulated articles, particularly with the object of preventing the introduction and/or spread of pests” (Article IV.2(c) of the IPPC).

Inspection is defined as the official visual examination of plants, plant products or other regulated articles to determine if pests are present or to determine compliance with phytosanitary regulations (ISPM 5).

Inspectors determine compliance of consignments or lots with phytosanitary regulations, based on documentary identity and integrity checks and visual examination for detection of pests in regulated articles. The result of inspection should allow an inspector to decide whether to accept, detain or reject the consignment or lots.

The purpose of this e-learning course is to support the implementation of ISPM 23, ISPM 31 and other relevant ISPMs by enhancing inspection and sampling skills. It will provide practical guidance and skills to official staff responsible for phytosanitary inspection of consignments intended for export and import, as well as to staff of authorized entities. Thus, the course will include the requirements for inspection under the Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement).

6. Content for the proposed implementation resource

Proposed tasks for the working group:

- 1) Describe the responsibilities and obligations of exporting NPPOs related to inspection.

- 2) Describe the requirements for inspectors (authorities, qualifications and competencies, including knowledge of pest identification, access to appropriate facilities, tools and equipment, use of written guidelines, etc.).
- 3) Describe the main elements of a phytosanitary inspection and the associated procedures, including:
 - examination of documents (including electronic documents) associated with a consignment
 - verification of consignment identity and integrity
 - visual examination for pests and other phytosanitary import requirements (such as freedom from soil).
- 4) Discuss the assumptions associated with inspection and identify the main limitations of inspection.
- 5) Provide guidance to help inspectors differentiate between “consignments”, “lots” and “sample units”, and discuss how sampling may be used in inspection.
- 6) Provide general examples of sampling best practices and recommend resources for learning more about sampling methodologies.
- 7) Provide guidance to assist inspectors inspecting consignments of plants and plant products and other regulated articles moving in international trade. This guidance could include how to plan and carry out an inspection, what records need to be kept and how to report findings as well as what follow up steps are needed.
- 8) Provide a checklist for an inspector’s tool kit (what an inspector needs to bring to an inspection), according to the commodity to be inspected.
- 9) Discuss how the verification of pest identity may be incorporated into the inspection procedure. Describe how to collect and prepare specimens for submission to a diagnostic laboratory when the identity of the pest cannot be confirmed on-site.
- 10) Discuss how sampling the commodity that is being inspected may be included as part of the inspection procedure. Provide examples to show how these samples may be collected and submitted to a laboratory for testing.
- 11) Provide elements of an inspection report and highlight the importance of good record-keeping, including the collection of “null data”.
- 12) Inspection outcome and next steps (e.g. export phytosanitary certification, release of the consignment, enforcement actions, reporting non-compliance – depending on circumstance).
- 13) Suggest case studies that would enhance the content of this e-learning course and provide examples of how NPPOs inspect consignments of plants, plant products and other regulated articles to enhance their phytosanitary import and export systems.

7. Financial and in-kind contributions

This e-learning course will be developed under the FAO support to Common Market for Eastern and Southern Africa (COMESA) Trade Facilitation Programme (GCP/INT/387/COM).

The Comité de Liaison Europe–Afrique–Caraïbes (COLEACP) will provide in-kind pedagogical and technical support.

8. Selection criteria for working group experts

A working group should be formed to help develop this e-learning course and should be composed of experts with relevant technical and practical expertise in the subject matter. The working group should have a wide geographical representation of experts from both developing and developed countries to ensure that the material developed is globally applicable and reflects best practices from all over the world. The following criteria should be used for selecting working group members:

practical expertise and knowledge in one or more of the following areas:

- carrying out phytosanitary inspection activities;
- import verification;
- export certification;
- developing phytosanitary inspection procedures or sampling methodologies; including handling and transportation of samples for diagnostic research;
- developing and/or delivering training programmes for inspectors, particularly e-learning courses.

9. References

EPPO (European and Mediterranean Plant Protection Organization). 2021. EPPO Standards – PM 3 Phytosanitary procedures. In *EPPO*. [Cited 23 October 2021]. https://www.eppo.int/RESOURCES/eppo_standards/pm3_procedures

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IPPC Secretariat. 2015. *Import Certification: A guide to export certification for national plant protection organizations*. [online]. Rome, IPPC Secretariat, FAO. [Cited 23 October 2021]. <https://www.ippc.int/en/publications/86041/>

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ISPM 7. 2021. *Phytosanitary certification system* [online]. Rome, IPPC Secretariat, FAO. [Cited 23 October 2021]. <https://www.ippc.int/en/publications/613/>

ISPM 12. 2021. *Phytosanitary certificates* [online]. Rome, IPPC Secretariat, FAO. [Cited 23 October 2021]. <https://www.ippc.int/en/publications/609/>

ISPM 20. 2021. *Guidelines for a phytosanitary import regulatory system* [online]. Rome, IPPC Secretariat, FAO. [Cited 23 October 2021]. <https://www.ippc.int/en/publications/602/>

ISPM 23. 2021. *Guidelines for inspection* [online]. Rome, IPPC Secretariat, FAO. [Cited 23 October 2021]. <https://www.ippc.int/en/publications/598/>

ISPM 31. 2021. *Methodologies for sampling of consignments* [online]. Rome, IPPC Secretariat, FAO. [Cited 23 October 2021]. <https://www.ippc.int/en/publications/588/>

ISPM 38. 2021. *International movement of seeds* [online]. Rome, IPPC Secretariat, FAO. [Cited 23 October 2021]. <https://www.ippc.int/en/publications/84340/>

ISPM 39. 2021. *International movement of wood* [online]. Rome, IPPC Secretariat, FAO. [Cited 23 October 2021]. <https://www.ippc.int/en/publications/84341/>

ISPM 40. 2021. *International movement of growing media in association with plants for planting* [online]. Rome, IPPC Secretariat, FAO. [Cited 23 October 2021]. <https://www.ippc.int/en/publications/84342/>

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APPENDIX 5**2020-012: Specification for the surveillance and reporting obligations, e-learning course****Status box**

This status box is not an official part of the Guide and will be modified by the IPPC Secretariat	
Topic number	2020-012
Title	Surveillance and reporting obligations, e-learning course (2020-012)
Type of implementation resource	IPPC e-learning course
Date of this document	2021-10-25
Current document stage	Specification
Major stages completed	2021-03: CPM-15 added this topic to List of Implementation and Capacity Development Topics; priority 1 2020-11: Implementation and Capacity Development Committee (IC) lead identified (Chris DALE (AU)) 2021-03: draft Specification prepared by the Implementation and Facilitation Unit (IFU) with input from IC lead 2021-04: Commented by IC through OCS 2021-05: Comments reviewed of by IC lead 2021-05: IC approved draft specification for consultation (e-decision 2021_eIC_09) 2021-07: Consultation 2021-09: IC revised and approved draft Specification
Implementation and Capacity Development Committee (IC) lead	2020-11 IC Chris DALE (AU)
IPPC Secretariat lead	2021-02 IFU Natsumi YAMADA
Working Group experts	
Notes	2021-10

1. Title

Surveillance and reporting obligations, e-learning course (2020-012)

2. Type of implementation resource

New e-learning course.

3. Convention articles, ISPMs and CPM recommendations to be addressed by the proposed implementation resource

International Plant Protection Convention (Article IV.2(b), IV.2(e), IV.3(a), IV.3(b), VII.2(i), VII.2(j) and VIII.1(a), in particular)

ISPM 6: *Surveillance*

ISPM 8: *Determination of pest status in an area*

*ISPM 17: Pest reporting***4. Scope**

This e-learning course will introduce key concepts related to surveillance, pest status determination and pest reporting, particularly as it relates to new pest detections and emerging pests. It will provide practical guidance to assist national plant protection organizations (NPPOs) in strengthening their national surveillance systems and surveillance activities to support early pest detection, pest monitoring and pest status determination. It will also provide specific guidance to help NPPOs to develop a national reporting system for reporting the occurrence, outbreak and spread of pests.

5. Background / Purpose

The purpose of this e-learning course is to provide practical guidance to improve surveillance and determination of pest status, and assist NPPOs in meeting their obligations to report the occurrence, outbreak and spread of pests. Participants in the course will acquire the knowledge and skills required to establish and maintain a national surveillance system, and to design and implement surveillance activities to support pest status determination and pest reporting in line with ISPM 6, ISPM 8 and ISPM 17. In addition, case studies will be gathered and provided as references to help illustrate the obligations, benefits and challenges of surveillance, pest status determination and pest reporting, particularly in relation to new pest detections and outbreaks.

6. Content for the proposed implementation resource

The proposed e-learning course should meet the following objectives:

- 14) Describe the responsibilities and obligations of NPPOs in surveillance, pest status determination and pest reporting;
- 15) Describe the role of surveillance in the early detection of pests and pest status determination;
- 16) Describe critical steps for designing surveillance programmes and activities for early detection of pests;
- 17) Describe the linkages between surveillance, pest status determination and pest reporting;
- 18) Describe critical steps for designing a national pest reporting system;
- 19) Provide practical guidance and procedures to assist NPPOs to implement surveillance for early detection of pests and to conduct pest reporting based on detection of pests as a result of surveillance;
- 20) Provide case studies that illustrate how NPPOs have used surveillance and pest status determination to support early detection of the occurrence, outbreak and spread of pests, or the steps that NPPOs follow for pest reporting from detecting a pest to uploading a report on the International Phytosanitary Portal (IPP).

7. Financial and in-kind contributions

This e-learning course will be developed under the FAO support to Common Market for Eastern and Southern Africa (COMESA) Trade Facilitation Programme (GCP/INT/387/COM).

The Comité de Liaison Europe–Afrique–Caraïbes (COLEACP) will provide in-kind pedagogical and technical support.

8. Selection criteria for working group experts

A working group should be formed to help develop this e-learning course and should be composed of experts with relevant technical and practical expertise in surveillance, pest status determination and pest reporting. The working group should have a wide geographical representation of experts from both developing and developed countries to ensure that the material developed is globally applicable and reflects best practices from all over the world. The following criteria should be used for selecting working group members:

- practical expertise and knowledge in one or more of the following areas, with additional experience in pest risk assessment being desirable:
- designing and implementing surveillance programmes;
- reporting obligations of contracting parties;
- pest status determination;
- pest outbreak and response;
- pest alert systems;
- developing training programmes, particularly e-learning courses.

9. References

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