



## MINUTES OF THE 5<sup>TH</sup> IC PCE TEAM MEETING

25th October 2021 (3-5 pm Rome time)

### 1. Opening of the Meeting

- [1] The virtual meeting was opened by Sarah BRUNEL, Implementation Facilitation Unit Deputy Lead for the IPPC Secretariat, she welcomed everyone. She introduced Ms. Lois RANSOM who had undertaken the ex-post evaluation of the STDF on project 401 “Developing a network of PCE facilitators”. [https://www.standardsfacility.org/sites/default/files/STDF\\_PG\\_401\\_Evaluation\\_Report.pdf](https://www.standardsfacility.org/sites/default/files/STDF_PG_401_Evaluation_Report.pdf)
- [2] Ms. RANSOM would support the IPPC Secretariat on the PCE activities. Ms. RANSOM then gave the members a brief update on her professional activities relevant to the IPPC in last few years.

### 2. Meeting Arrangements

- [3] Ms. Magda GONZALEZ was elected Chair of the meeting.
- [4] The Chair thanked everyone for attending this 5<sup>th</sup> virtual meeting of the PCE Team and welcomed Ms. RANSOM.

#### 2.1. Election of Rapporteur

#### 2.2. Adoption of Agenda

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

### 3. Update from SPG and on PCEs being conducted

- [7] The secretariat gave an update from the SPG on the paper presented by Australia and New Zealand. The essence of the paper was that the PCE should be an open tool that anyone could use without the need for PCE facilitators and that there should be a smaller version of the PCE that could be applied freely. The paper also suggested that the PCE should be revised to consider regional specificities, or the use of the PCE may decrease. Also, that, the cost of the PCE is prohibitive, and the country need to go through a donor, while something free could be provided. The presenters of the paper are recommending that a desk top study of the PCE be done to look at improving accessibility and implementation options.
- [8] The members were updated on the Secretariat’s response, noting that the PCE was applied in over 80 countries in the last 30 years and is currently being applied in 9 countries and its use is hence not decreasing. Also, that the IPPC Secretariat had received several requests in the last few months for PCEs to be done. The SPG was informed that efforts are underway by this Team to improve the PCE through the PCE facilitators certification procedure, the confidentiality agreement and the proposal for UNICC to improve the PCE platform. The secretariat suggested that rather than doing a desk study, the Ex-post evaluation of the STDF project 401 could be used as it was very wide in scope and has several recommendations for improving the PCE process. . The SPG was informed that in the past, PCEs were successful when it was done with a certified PCE facilitator, and that attempts had been made without a certified PCE facilitator that were not successful. The secretariat further informed the SPG that is the IC PCE Team recommends to use a trained facilitator because the process is complex and requires someone trained to use the methodological tools employed by the lengthy PCE process. One PCE team member in the SPG meeting and the Nicaragua representative shared their experience and noted the value of having a PCE facilitator.
- [9] The members supported the points of response by the Secretariat and agreed that a step-by-step approach should be followed, starting with the desk study and awareness raising on what the PCE is. In discussing the need for the PCE to address regional specificities, the members were informed that there is value for small countries within the same region undertaking the PCE, so that a regional view of their development needs can be obtained. This will enable coordination with donors and training programs.

- [10] The members were informed of the OIEs' PVS Pathway Evolution document at the following link: <https://www.oie.int/app/uploads/2021/03/appa-pvs20pathway20-20to20an20even20brighter20future20-20key20directions2012-09-201720final.pdf>
- [11] The PCE Team could consider developing a similar document which would have elements of a road map for advancing and tracking the deliverables from the PCE process. The PCE team could consider presenting such a document to a next CPM.
- [12] The desk study would build on the recommendations of the ex-post evaluation of the STDF Project 401. It would help to further understand what, when and who is to be involved in the activities to improve the PCE platform. The desk study could also involve the survey aspect of the BCR. The expectation is that the desk study would give a strategic direction that will then include the BCR.
- [13] The members decided to give Lois RANSOM three weeks to produce a guidance document that would be shared at the next meeting.

## **4. Implementing the PCE Strategy**

### **4.1. Update and actions taken from last meeting:**

- [14] *Procedure for PCE facilitators accreditation and PCE confidentiality agreement to be presented to the IC in November.*
- [15] There was no further input to the contents of the PCE confidentiality agreement, except the need to clarify whom this agreement is directed to.
- [16] After a discussion on the use of the word accreditation in the "Procedure for PCE facilitators accreditation" it was decided to rather use the word "certification". "Accreditation" will be replaced with "certification" in all the current documents.

### **4.2. Discussion on how to ensure that a Certified facilitator is engaged to guide a PCE**

- [17] The meeting decided that it may be better to delay this discussion and drafting a document until a later date. It was also suggested that when a country decides it wants to do a PCE, the secretariat could outline what are the things to be agreed at the initiation stage. The members agreed that the use of PCE facilitator should be reinforced in the overall communication strategy which would include information on the rights and sovereignty of a country. The members then briefly discussed the use of the web for promotion, noting that sometimes people interpret static information differently. Therefore, the use of webinars or videos to highlight successes and different experiences can be explored. The members were reminded of the STDF webinar which will focus on the ex-post evaluation of STDF Project 401 on the 30<sup>th</sup> of November 2021. Members were asked to promote this webinar among their groups (<https://www.standardsfacility.org/joint-stdfippc-outreach-event-pce-facilitators-project>).

### **4.3. Update and actions taken from last meeting**

- [18] Draft Terms of reference for IC PCE- Sub-group and Draft Terms of Reference for the Expert Working Group on the PCE.
- [19] The two documents had been shared and discussed during the previous meeting. Lois RANSOM had provided her comments in particular on the purpose of the IC PCE- Sub-group. The members discussed and agreed that the role for the sub-group would only be to "recommend PCE facilitators for certification to the IPPC Secretariat" and "provide advice to the IPPC Secretariat to oversee the PCE process", and not to run the certification process or to check on the PCE process, that is, if and how missions are being undertaken.

[20] The two drafts were edited according to the comments, and the members agreed that these documents will need further work after the desk study on the PCE. The members agreed to sensitize the IC about the development of these documents in an overall document listing the outputs from the PCE meetings.

#### **4.4.Updated PCE strategy with recommendations from the STDF project evaluation**

[21] The Secretariat displayed the draft updated strategy with the comments by members. The members went through the document clarifying the questions asked in the comments and integrating the agreed points in the document. The members agreed to keep the fifth column which presented the recommendations from the STDF401 post evaluation when presenting the updated strategy to the IC.

[22] The members agreed that the papers presented to the IC would be:

- the Procedure for PCE facilitators accreditation
- the PCE confidentiality agreement to be presented to the IC in November
- The revised PCE strategy 2020-2030.

[23] The members agreed that the CPM-16 (2022) paper would include background information and PCE success stories and links to the documents presented to the IC in November 2021. CPM 16 would be invited to note the evolution of the PCE process and activities to modernize the PCE tool as being part of the strategic framework.

[24] The IC Team on PCE considered that the desk study would provide insight in what countries want for the PCE.

[25] Changes to the PCE would then be proposed to CPM 17 (2023).

[26] Members also discussed whether a mechanism should be developed to consolidate the outcomes of PCEs at the regional level. This mechanism could also enable countries to promote the successful implementation of the PCE by publishing the national phytosanitary capacity development strategy as an output from the PCE. This could be similar to what the OIE has done with their Observatory, see link [en-oie-observatory-brochure.pdf](#).

[27] It was also suggested that consideration could be given to the role of the IRSS and the RPPOs in formulating a mechanism for consolidating regional outcomes.

#### **4.5.Update and actions taken from last meeting:**

[28] Draft outline for new PCE facilitators training course

[29] The meeting decided that this document should be discussed at the next meeting.

#### **4.6.United Nations International Computer Center Business Change Requirement Proposal**

[30] The Secretariat gave a brief background to the Business Change Requirement (BCR) received from the United Nations International Computing Centre (UNICC). UNICC was approached as they currently worked with the IPPC Secretariat in developing the ePhyto solution and are reasonably priced.

[31] The members decided that it would be best to place the project initiated by the UNICC BCR on hold. This could then be revisited after the desk study discussed in agenda item 3 was done.

[32] The Team went through the BCR, the following points emerged during the discussion:

- UNICC should be asked how many persons they would be interviewing
- Members agreed it would be best to interview the most recent countries that competed PCEs.
- Members considered that a lot of insight and information can be obtained from interviewing PCE facilitators who have been doing PCEs for a long time.

[33] The members thought it would be beneficial to have an IT person and a phytosanitary expert who understand the PCE involved in the activities to improve the PCE platform at the same time. The secretariat was asked to liaise with Craig Fedchock to share his experience on the development of the ePhyto solution.

#### **5. Any other business**

[34] No other business was discussed.

#### **6. Next meeting dates**

[35] The date for the next meeting was set for the 25<sup>th</sup> of November 3-5 pm Rome time.

#### **7. Close of the meeting**

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

**Appendix 1****VIRTUAL MEETING NO 5 IC PCE TEAM MEETING***October 25, 2021 (3 pm – 5 pm), Rome Time (Central European Time, GMT +1)***PROVISIONAL Agenda**

<b>AGENDA ITEM</b>		<b>DOCUMENT NO.</b>	<b>PRESENTER</b>
<b>1</b>	<b>Opening of the Meeting</b>	--	
1.1	By the IPPC Secretariat		Brent LARSON/ Sarah BRUNEL
1.2	By the Chair		Magda GONZALEZ ARROYO
<b>2</b>	<b>Meeting Arrangements</b>	--	Magda GONZALEZ ARROYO
2.1	Election of the Rapporteur	--	Magda GONZALEZ ARROYO
2.2	Adoption of the Agenda	VM05_01_PCE_team_2021_OCT	Magda GONZALEZ ARROYO
<b>3</b>	<b>Update from SPG on PCEs being conducted</b>		<b>Sarah Brunel / Fitzroy WHITE</b>
<b>4</b>	<b>Implementing the PCE Strategy</b>		Magda GONZÁLEZ ARROYO/ Sarah BRUNEL
<b>4.1</b>	Update and actions taken from last meeting: - PCE Facilitator accreditation procedure to be presented to the IC in November - PCE confidentiality agreement to be presented to the IC in November	VM05_02_PCE_team_2021_OCT  VM05_03_PCE_team_2021_OCT	Sarah BRUNEL / Fitzroy WHITE
<b>4.2</b>	Discussion on how to ensure that an accredited facilitator is engaged to guide a PCE	Draft document to be developed	Sarah BRUNEL / Fitzroy White
<b>4.3</b>	Update and actions taken from last meeting: - Draft Terms of reference for IC PCE-Sub-group and Draft Terms of Reference for the Expert Working Group on the PC	Discussion on comments made by team members and by Lois Ransom  VM05_04_PCE_team_2021_OCT	Sarah BRUNEL/ Fitzroy WHITE
<b>4.4</b>	Update and actions taken from last meeting: - Updated PCE strategy with recommendations from the STDF project evaluation	Discussion on comments made by team members and by Lois Ransom  VM05_05_PCE_team_2021_OCT	Sarah BRUNEL/ Fitzroy WHITE
<b>4.5</b>	Update and actions taken from last meeting: Draft outline for new PCE facilitators training course	Discussion on comments made by team members and by Lois Ransom  VM05_06_PCE_team_2021_OCT	Sarah BRUNEL/ Fitzroy WHITE
<b>4.6</b>	UNICC BCR Proposal	VM05_07_PCE_team_2021_OCT	Sarah BRUNEL /

			Fitzroy WHITE
<b>5</b>	<b>Any Other Business</b>	--	Magda GONZALEZ ARROYO
<b>6</b>	<b>Next Meeting: November 25<sup>th</sup> from 3 to 5 PM Rome time</b>	--	Magda GONZALEZ ARROYO

## Appendix 2

## Participants List

<b>Region/ Role</b>	<b>Name, mailing, address, telephone</b>	<b>Email address</b>
Member	<b>Mr Mekki CHOUIBANI</b>	<a href="mailto:hq.neppo@gmail.com">hq.neppo@gmail.com</a> ; <a href="mailto:chouibani@gmail.com">chouibani@gmail.com</a>
Member (IC Team PCE Chair person)	<b>Ms Magda GONZALEZ ARROYO</b>	<a href="mailto:mgonzalez@sfe.go.cr">mgonzalez@sfe.go.cr</a> ; <a href="mailto:magdacr2858@yahoo.com">magdacr2858@yahoo.com</a>
Member	<b>Mr Francisco GUTIERREZ</b>	<a href="mailto:francisco.gutierrez@baha.org.bz">francisco.gutierrez@baha.org.bz</a> ; <a href="mailto:frankpest@yahoo.com">frankpest@yahoo.com</a> ;
Member	<b>Mr Ringolds ARNITIS</b>	<a href="mailto:ringolds.arnitis@hotmail.com">ringolds.arnitis@hotmail.com</a>
IPPC Secretariat	<b>Ms Lois RANSOM</b>	<a href="mailto:loisransom@yahoo.com">loisransom@yahoo.com</a>
Member	<b>Mr Fitzroy WHITE</b>	<a href="mailto:hodijah1@gmail.com">hodijah1@gmail.com</a> ; <a href="mailto:hodijah@hotmail.com">hodijah@hotmail.com</a>
IPPC Secretariat (IC Team PCE IFU Lead)	<b>Ms Sarah BRUNEL</b>	<a href="mailto:sarah.Brunel@fao.org">sarah.Brunel@fao.org</a>
IPPC Secretariat	<b>Mr Descartes KOUNBA</b>	<a href="mailto:Descartes.Koumba@fao.org">Descartes.Koumba@fao.org</a>
IPPC Secretariat	<b>Mr Brent LARSON</b>	<a href="mailto:brent.larson@fao.org">brent.larson@fao.org</a> ;