



Process for the Development of IPPC Guides and Training Materials¹

I – Objective:

- [1] Describe the stages and processes to develop globally applicable IPPC guides and training materials.
- [2] Define roles and responsibilities of the IPPC Secretariat, Commission on Phytosanitary Measures (CPM), Implementation and Capacity Development Committee (IC), Standards Committee (SC), national plant protection organizations (NPPOs), regional plant protection organizations (RPPOs), other relevant organizations and the Working Group (WG) experts selected to develop the material.
- [3] Ensure that high quality IPPC guides and training materials are developed in a consistent manner through an open, transparent, inclusive and documented process.

II - Scope

- [4] Describe the process for the development of IPPC guides and training materials, including guides, training kits, e-Learning courses, videos, curricula and other implementation and capacity development technical resources that are developed under the oversight of the IC.
- [5] The development of factsheets, brochures, advocacy materials, promotional materials, studies and simple infographics is not expected to follow this process.

III - Development Stages

- [6] The development of IPPC guides and training materials follows the following stages:
 1. Topic submission, selection and prioritization
 2. Development of the Specification
 3. Identification of resources and development of the work plan
 4. Establishment of the working group
 5. Development of the product
 6. Development of the implementation plan
 7. Publication and additional formats
 8. Language versions
 9. Periodic update
- [7] In certain specific situations, including urgency or an agreement with a donor, it may be appropriate to deviate from the Process for the development of IPPC guides and training materials. The IC will be informed and provided with the justification for deviating from the normal process.

1. Topic submission, selection and prioritization

- [8] Submissions for Implementation and Capacity Development (ICD) topics should include two completed forms: the “Submission for topics for Standards and Implementation” and the “Draft Specification form for proposed IPPC guides and training materials”². The use of the new electronic submission forms is strongly encouraged.
- [9] The draft Specification should identify the Convention articles, ISPMs and CPM recommendations to be addressed by the proposed guide or training material and defines its scope and purpose. It should also propose the scope of what should be covered by the guide or training material and describe the proposed content by providing a list of the topics / items to be addressed, including specific tasks, needs

¹Approved by 2021_eIC_10 (June 2021)

²Draft Specification form for proposed IPPC guides and training materials: see Annex 4

and expectations for the working group. Links to key references and other supporting materials should be provided. Where possible, the draft Specification should identify national or regional resources that could be used as the basis for a global guide or in support of the development of the materials. The draft Specification may also suggest the criteria to be used for selecting working group members.

[10] Most of the time, topics for the development and/or revision of IPPC guides and training materials are selected from the submissions to the Call for Topics: Standards and Implementation following the CPM-approved process³. However, topic proposals can be generated from other sources and presented to the IC for consideration, these include:

- (1) Topics arising from the need to revise or modernize existing IPPC guides and training materials due to errors or as the result of a revision to an ISPM or the outcomes of Implementation and Review Support System (IRSS) studies and surveys, etc. The IC Lead would generally prepare the draft Specification, with assistance from the IPPC Secretariat. However, if no IC Lead is assigned to the topic, the IPPC Secretariat may prepare the draft Specification.
- (2) Topics may arise from projects that will be implemented by the IPPC Secretariat and/or for which the IPPC Secretariat provides technical support. The IPPC Secretariat would prepare a draft Specification in consultation with the IC Lead, if assigned.

[11] Topics may be requested by FAO as part of a programme or in response to an emerging pest, or other situation. In this case, the IPPC Secretariat, with input from the relevant division of FAO, would prepare a draft Specification, in consultation with the IC Lead, if assigned.

[12] The IPPC Secretariat maintains the Implementation and Capacity Development (ICD) List of Topics (LOT). The topics on the LOT originate from all sources, including the Call for Topics: Standards and Implementation, as well as those described above.

[13] The IC nominates an IC lead to each topic to help facilitate the development of the guide or training material including the development and/or revision of the associated Specification, work plan and implementation plan.

[14] The IC reviews the LOT as needed, normally once a year, and recommends adjustments, including the addition, deletion, splitting or combining of topics. The IC may also change the priority level of the topics. New topics may only be added provisionally to the LOT, pending CPM adoption.

[15] CPM is requested to adopt the topics on the LOT and to note the priority levels assigned by the IC. The CPM-adopted LOT is posted on the IPP.

2. Development of the Specification

[16] The IC identifies which draft Specifications will go for consultation each year and the IPPC Secretariat, and the IC Leads are responsible for preparing the draft Specifications for consultation. The IC should review each draft Specification and discuss it before approving it for consultation.

[17] The IPPC Secretariat is responsible for transferring the information from the Call for Topic submission forms to the *Specification template for IPPC guides and training materials*⁴. The IPPC Secretariat should also complete the Status Box for the topic. The Status Box, which is updated at each step of the process, is not part of the guide or training material, but is used to track product development.

[18] The IC Lead revises the draft Specification before it is presented to the IC. In cases where a topic is included in the LOT, but the submission is incomplete, the IC lead, in consultation with the IPPC Secretariat develops the draft Specification.

³ Call for topics: Standards and Implementation: <https://www.ippc.int/en/core-activities/standards-and-implementation/call-for-topics-standards-and-implementation/>

⁴ Specification template for IPPC guides and training materials: see Annex 1

- [19] The IC reviews and if necessary revises the draft Specification and ensures that appropriate criteria for the selection of experts for the guide or training material are included. The IC also considers who should be included in the consultation and identifies any international organizations or other entities that should be invited to participate in the consultation, in addition to NPPOs and RPPOs.
- [20] The draft Specification is distributed for consultation, normally for 60 days, starting 1 July.
- [21] The IC Lead, in consultation with the IPPC Secretariat, revises the draft Specification considering consultation comments and submits it to the IC. The IC reviews and if necessary, revises the draft Specification.
- [22] The IC approves the Specification, which is posted on the IPP, including the updated Status box.

3. Identification of resources and development of the work plan

- [23] Resources are allocated to top priority topics on the LOT, as they become available. Once resources have been identified, work to develop the guide or training material may proceed.
- [24] The IPPC Secretariat may issue a call for financial and in-kind contributions to seek resources to support the development of the guide or training material; however, no further work may be done until sufficient resources are identified and made available.
- [25] Once resources for the development of the guide or training material have been secured, the IPPC Secretariat and the designated IC lead may begin drafting a work plan. The draft workplan should consider how the work will be conducted, what virtual tools will be used, and possible venues for any face-to-face meetings.
- [26] The workplan should identify the timeframe for the call for experts and should consider whether any other calls may be issued, such as calls for the submission of technical resources, policy papers or case studies.
- [27] The work plan should also include information about the proposed timelines for working group meetings and completion of key milestones or tasks. The IPPC Secretariat and IC Lead are responsible for periodically reviewing and revising the work plan and tracking activities, in consultation with the working group, as appropriate.

4. Establishment of the working group (WG)

- [28] The IPPC Secretariat issues a call for the nomination of experts, to participate in the working group that will be tasked with drafting or revising the guide or training material.
- [29] Nominees may come from many sources including NPPOs, RPPOs, other relevant government agencies, scientific institutions, industry associations and international organizations. Candidates should have relevant expertise and meet the criteria stated in the specification.
- [30] Nominations of experts should be submitted or endorsed by an NPPO, RPPO or one of the external organizations that the IPPC Secretariat cooperates with⁵. Nominations should be submitted directly to the IPPC Secretariat through the official contact point. Nominations from other sources may also be considered in special situations as identified by the IC.
- [31] Nominations should be accompanied by a summary of expertise (normally associated with a specific call), a signed Statement of Commitment⁶ and an up-to-date Curriculum Vitae.
- [32] The WG should be composed of experts with relevant technical and practical expertise in the subject matter. Although the WG should have a wide geographical representation and representation from both developing and developed countries, this does not preclude having more than one expert from a single

⁵ List of organizations the IPPC Secretariat cooperates with: <https://www.ippc.int/en/core-activities/external-cooperation/>

⁶ IPPC Statement of Commitment: <https://www.ippc.int/en/publications/47/>

country or organization, provided they are well qualified. When possible, it is advisable to invite a representative of the SC and a member of the Expert Working Group that was involved in the development of the associated ISPM to participate in the WG.

- [33] The IPPC Secretariat, in consultation with the IC lead, reviews the nominations received during the call, using the selection criteria specified in the Specification and recommends experts to the IC.
- [34] The IPPC Secretariat presents the recommended experts to the IC and the IC is invited to review, comment and select the experts for the WG group. This may be done through an e-forum and if necessary, IC comments are considered by IPPC Secretariat and IC lead and the list of experts is adjusted as directed by the IC. The IC agreed list of selected experts for the WG is posted on the IPP and attached to the appropriate IC report.
- [35] The IPPC Secretariat invites the selected experts to participate in the WG.
- [36] The WG can recommend the addition of experts at any stage if gaps in expertise are identified. Changes to the composition of the WG are subject to confirmation by the IPPC Secretariat, in consultation with the IC lead. The IPPC Secretariat informs the IC of any additions to the WG.
- [37] Whenever possible, those participating in the WG voluntarily fund their travel and subsistence to attend meetings. The WG experts may request financial assistance, with the understanding that resources are limited and that requests for financial assistance will be assessed according to the criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat.⁷
- [38] The WG members are expected to actively contribute during meetings, complete assigned tasks, and respond to email communications and e-forum discussions in a timely manner.
- [39] The IPPC Secretariat is responsible for coordinating the WG meetings and setting up virtual workspaces for the WG, following established procedures.

5. Development of the product

- [40] In most cases, the WG will be presented with a Specification that was distributed to CPs for consultation and then approved by the IC. The WG should review the tasks assigned to the WG and the draft work plan and determine how to proceed.
- [41] However, in some cases, the WG could be presented with a draft Specification that has been reviewed by the IC, but has not been shared with NPPOs and RPPOs for consultation. In these situations, the WG should review the draft Specification and revise it, in consultation with the IC lead and IPPC Secretariat. This situation is most likely to arise from priority topics arising from projects, FAO programmes or other initiatives.
- [42] The WG should consider any technical resources that are submitted to support the development of the IPPC guide or training material.
- [43] The WG should reach consensus on the content of the guide or training material through discussions.
- [44] The WG members are responsible for writing the text and providing other content to be included in the product.
- [45] If financial resources or in-kind contributions allow it and it is deemed necessary, additional authors, with particular expertise, may be requested to write certain parts of the material.

⁷ Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat: <https://www.ippc.int/en/publications/1036/>

- [46] The draft products should be clearly written using plain language and should focus on the purpose and the scope as described in the Specification. The layout, presentation and style should follow the IPPC style guide⁸.
- [47] The WG members should provide flowcharts, photographs, illustrations, graphs, case studies, etc. to enhance the guide, as appropriate. Credits and formal permission to reproduce these materials should also be provided.
- [48] The IPPC Secretariat may issue a call for case studies⁹ to support or enhance the guide or training material. The WG should review the case studies and determine whether their inclusion would enhance the guide.
- [49] The draft product should be professionally edited and the editor's comments addressed by the WG members.
- [50] The edited product should be peer reviewed by subject matter experts that are not involved in drafting the product. The IPPC Secretariat and IC members should also be invited to provide comments on the draft, generally during the peer review period. An invitation to review the product may also be extended to members of the SC.
- [51] The WG reviews the comments received during the review and revises the draft based on the submitted comments, as appropriate.
- [52] The IC Lead may be consulted to solve any unresolved issues.
- [53] The product should be professionally copy-edited and the editor's comments addressed.
- [54] The IC Lead approves the final product for publication.
- [55] Technical resources should be proofread after layout and prior to publication.

6. Development of the Implementation plan

- [56] Implementation plans are intended to improve the delivery of the IPPC Guides and training materials by increasing the awareness and the uptake of these products by contracting parties, NPPOs, RPPOs and other stakeholders involved in phytosanitary activities at the national, regional and global level.
- [57] Implementation plans should be developed for all new IPPC guides and training materials and may also be developed for existing IPPC guides and training materials, at the discretion of the IC.
- [58] The IC Lead, in collaboration with the IPPC Secretariat, is responsible for the development and delivery of the implementation plan¹⁰. Ideally, it should be drafted at the same time as the guide or training material, and in consultation with the WG members.
- [59] The implementation plan should include a budget and provide a realistic and appropriate timeline for the planned activities.
- [60] The delivery of activities identified in the implementation plan is subject to the availability of resources.
- [61] The implementation plan should:
- (1) Identify appropriate publication formats for the guide or training material (e.g. PDF, electronic version, printer friendly, training app, format for mobile phones and tablets);
 - (2) Include a short description of the product that can be used for promotional purposes (i.e. a blurb);

⁸ IPPC Style Guide: <https://www.ippc.int/en/publications/81329/>

⁹ Case study template for IPPC Implementation resources: see Annex 2

¹⁰ Template for Implementation Plans: see Annex 3

- (3) Include a communications plan aimed at the target audience with key messages, social media campaign, public awareness activities and a timeline for these activities;
- (4) Consider identifying an NPPO Champion, IC members or potential partners to help promote the guide or training material or organize and host events;
- (5) Identify events (webinars, training, workshops, symposia, etc.) that would facilitate uptake and use of the guide or training material, and propose a calendar of these events;
- (6) Identify any relevant contributed resources or case studies that should be gathered and posted on the IPP;
- (7) Consider development of a brochure or factsheet to support use of the product (e.g. a summary version of the guide or training material that is printer compatible for use by NPPO staff in the field);
- (8) Identify any other supplementary materials that should be developed and prepare a plan and timeline for delivering them;
- (9) Identify possible partners to translate the guide or training material and identify the appropriate steps to secure translations of the product;
- (10) Include a draft budget for the implementation plan and identify possible sources of funding; and
- (11) Include elements for measuring the impact and use of the guide or training material (e.g. collect PDF download data (e.g. AWStats), track website traffic on the publication preview pages (e.g. Google Analytics), track online attention (e.g. using Digital Object Identifiers (DOI) and Altmetric badges), IRSS desk study or survey, user surveys and analysis of feedback from user questionnaires).

[62] The IC Team for Guides and training materials should be invited to review and provide comments on the draft implementation plan, which may be further discussed and adjusted by the working group developing the product, if appropriate.

[63] The implementation plan should be endorsed by the IC and available in prior to the publication of a new guide or training material, noting that it is a living document.

[64] The IPPC Secretariat, supported by the IC Lead, is responsible for tracking completed activities, updating the implementation plan, and the reporting the results to the IC on an annual basis.

7. Publication and additional publication formats

[65] The IPPC Secretariat is responsible for the publication of IPPC guides and training materials.

[66] The publication of IPPC guides and training materials is led by the Integration and Support Team (IST) of the IPPC Secretariat in collaboration with relevant service providers (e.g. editor, graphic designer, videographer, proofreader, FAO publication office) and following FAO procedures.

[67] The IST is responsible for entering the product information into the FAO publication work system, identifying the desired publication formats (e.g. PDF, electronic version, printer friendly, training app, format for mobile phones and tablets) and specifying whether the publication is a priority for digital tracking (e.g. DOI and Altmetric Badge).

[68] The final version of IPPC guides and training materials are published by the FAO and links are provided on the IPP.

[69] An announcement will be published on the IPP when a guide or training material has been published and Contracting parties, NPPOs, RPPOs, FAO regional offices and partner organizations will be notified.

8. Language versions

- [70] Language versions of the IPPC guides and training materials are to be produced as financial resources allow. Whenever possible translations should be supported within the framework of FAO, STDF or any other national, regional and international projects.
- [71] Contracting parties, RPPOs, donors and international organizations should contact the IPPC Secretariat for information on how to provide in-kind or financial resources to assist with the translation of IPPC guides and training materials. The first step is for potential collaborators to contact the IPPC Secretariat to discuss their interest in helping to translate a particular guide or training material. Collaboration may take the form of an in-kind contribution to translate the material or the provision of funds to pay the costs associated with a FAO translation.
- [72] The details of the collaboration are described in a co-publishing agreement between FAO and the collaborating organization for the specific material being translated. The collaborating organization will be provided author rights on the document in the translated language.
- [73] Once a collaboration agreement is in place, the Secretariat provides a copy of the document to be translated in Word format, as well as the links to some key phytosanitary translation resources. The FAO requires that all externally translated documents be reviewed by FAO translation services.
- [74] All translations of IPPC guides and training materials need to be reviewed by experts that the IPPC Secretariat recognizes as phytosanitary specialists for that language, prior to publication.
- [75] The translation and publication of different language versions of IPPC guides and training materials is led by the IST, although the IFU should be consulted if any phytosanitary questions or issues arise during the translation process.
- [76] Translated IPPC guides and training materials are published by the FAO and links are provided on the IPP.
- [77] An announcement will be published on the IPP when a new language version of a guide or training material has been published and Contracting parties, NPPOs, RPPOs, FAO regional offices and partner organizations will be notified.

9. Periodic review and update

- [78] IPPC guides and training materials are periodically reviewed and updated. The review of these materials may be triggered by:
- CPM adoption of new or revised ISPMs;
 - feedback provided by users, for example through user surveys;
 - information collected through the IPPC Community's Monitoring and Evaluation Framework;
 - an IC decision to address topics submitted through the Call for topics: Standards and Implementation through the revision of existing IPPC guides and training materials.

IV – Financial considerations

- [79] In addition to IPPC Secretariat staff time, the costs associated with the development of IPPC guides and training materials may include: IPPC Secretariat staff travel, travel for working group members, and professional services (e.g. copy editing, graphic design, proofing, writing, videography, digital animation, publishing, printing, and translation).
- [80] Financial resources for the development of IPPC guides and training materials may come from many sources including:
- funds made available to the IFU of the IPPC Secretariat from regular programme funds or trust funds;

- funds contributed to the IPPC Multi-donor trust fund by contracting parties, donors and international organizations;
- FAO or STDF projects or programmes;
- National regional and international projects or initiatives.

ANNEX 1: Specification template: IPPC Guides and Training materials¹¹

[Draft] Specification: Title (YYYY-000)

Status box

This status box is not an official part of the Guide and will be modified by the IPPC Secretariat.	
Topic number	[YYYY-000]
Title	[Working title, generally from the LOT]
Document category	IPPC [Guide, training kit, e-learning course, video, or other type of implementation resource]:
Date of this document	[YYYY-MM-DD]
Current document stage	Identify the stage where the implementation resource is currently or where it will be going next in the process, for example: [Draft Specification]
Major stages completed	List the major stages of the process for the development of IPPC Implementation and Capacity Development Guides and Training Materials (e.g., topic added to LOT, draft Specification approved for consultation, consultation, calls, WG established) [YYYY-MM: Stage]
Implementation and Capacity Development Committee (IC) lead	Name and country of the IC lead assigned to the Guide (or training material), with the date and meeting of nomination, name, 2-letter ISO country code. [YYYY-MM, IC VM-XX, Name SURNAME (Country)]
IPPC Secretariat lead	[YYYY-MM IFU Name SURNAME]
Working Group experts	List names and countries of Working Group Experts [Name SURNAME (Country)]
Notes	This section includes all the information that the IPPC Secretariat needs to record and is not included in the major stages (e.g. editing, formatting, email discussions).

¹¹ Approved by IC_VM12 (Mar 2021); revised IC_VM17 (Nov 2021)

[Draft] Specification: Title (YYYY-000)

1. Title

Working title from LOT (Topic number)

2. Type of implementation resource

IPPC [Guide, training kit, e-learning course, video, or other type of implementation resource]

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

ISPM 5. *Glossary of phytosanitary terms*. Rome, IPPC Secretariat, FAO.

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

Insert additional items here

4. Scope

Insert scope here

5. Purpose

Insert purpose here

6. Content for the proposed implementation resource

The working group should include content based on the outcomes of the following tasks:

- 1) Task 1
- 2) Task 2
- 3) Task 3, such as:
 - Detail 1
 - Detail 2...
- 4) Task 4...

7. Financial and in-kind contributions

Identify any financial or in-kind contributions that have been identified to support the development of the product or to facilitate its translation.

8. Selection criteria for working group experts

The IPPC Secretariat and the Implementation and Capacity Development Committee support equity, diversity, and inclusiveness and encourage all interested experts to submit their candidature to participate in the working group that will be tasked with developing this IPPC Guide or training material. The members of the working group will be selected based on their technical and practical expertise in the subject matter. Geographical representation from both developing and developed

countries will also be considered 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:

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

- Area 1
- Area 2
- Area 3

9. References and supporting materials

AUTHOR. YYYY. *Title, IPPC Guide*, [online]. <https://www.xxx>

ANNEX 2: Template: Case study for IPPC implementation resources

TEMPLATE: CASE STUDY FOR IPPC IMPLEMENTATION RESOURCES

1. SUBMITTED BY: <i>(Country or organization)</i>
2. CONTACT DETAILS OF SUBMITTER <i>(Contact information of an individual able to clarify issues relating to this submission):</i>
<p>Name:</p> <p>Position and organization:</p> <p>Phone:</p> <p>E-mail:</p>
3. TITLE OF THE CASE STUDY
4. SUBJECT OF THE CASE STUDY <i>(Phytosanitary programme/area/issue)</i>
5. LOCATION AND TIMELINE OF THE CASE STUDY
6. CONTENT OF THE CASE STUDY <i>(Maximum 2 pages):</i>
<p><i>Please include the following information:</i></p> <ul style="list-style-type: none"> - <i>Context (background, issues or key challenges)</i> - <i>What activities were undertaken?</i> - <i>Who was involved? Include roles of key stakeholders.</i> - <i>How were the activities initiated and undertaken?</i> - <i>What ISPMs were successfully implemented?</i> - <i>Identify any IPPC implementation resources that were used and how they were helpful.</i> - <i>Outcomes and impacts</i> - <i>Lessons learned and areas for improvement</i> - <i>Next steps and additional planned activities</i> - <i>References</i>
7. LIST OF PHOTOGRAPHS WITH CREDIT [NAME, INSTITUTION, COUNTRY] AND SUGGESTED CAPTIONS

Please attach files to email. Photographs should be .Tiff files or jpegs saved to the maximum resolution (at least 300 dpi).

8. LINKS TO ADDITIONAL INFORMATION RELATED TO THE CASE STUDY, IF APPLICABLE



ANNEX 3: Template for implementation plans

TEMPLATE FOR IMPLEMENTATION PLANS

IMPLEMENTATION PLAN: TITLE & TYPE							
Members of the Implementation Team (IT)		- IC Lead: xxx - IFU Lead: xxx - NPPO champion(s): xxx - RPPO champion: xxx					
PUBLICATION							
Date	Language	DOI	PDF	ePub / mobi	Lead	Activity	Donor / Partner
2021-07-31 (<i>tbc</i>)	English						
	Arabic (AR)						
	Spanish (ES)						
	French (FR)						
	Russian (RU)						
	Chinese (ZH)						

COMMUNICATIONS										
Activity	Sub-Area	Details	Deadlines	Lead	Support	Date completed	Budget			
Blurb <i>(promotional text about the Guide)</i>		<p>A blurb is a promotional text about a publication. It should attract and hold the potential reader's attention, give a good idea of the publication's content and unique value, and make the reader curious to learn more.</p> <p>FAO BLURB GUIDELINES</p> <ul style="list-style-type: none"> • Total word count: 250–300 words, divided into three paragraphs of 50–100 words. • The first 1–2 sentences (max. 30 words) should contain the essence of the publication – useful for lists in newsletters or on the web. • The first paragraph should present the main focus and selling points of the publication, and be able to stand alone, e.g. for use in the publications catalogue. Keep sentences short and easy to scan. • The second paragraph gives complementary information, such as broader context, secondary themes and more detail. The first two paragraphs together can be used for some marketing materials or the web. • The third paragraph expands further on the topic, providing, for example, background, recommendations or perspectives. The three paragraphs together can be used on the book cover and FDR card page. 								
Web	IPP Announcement									
Web	IPPNews item									
Graphic design	Graphic card									
Social media	IPP LinkedIn									

Social media	IPPC Twitter									
Social media	IPPC Facebook									
Outreach	Regional Workshops									
Outreach	Regional Workshops									