



Food and Agriculture
Organization of the
United Nations



International
Plant Protection
Convention

REPORT

Implementation and Capacity Development Meeting (Virtual Meeting N°18)

3 FEBRUARY 2022

IPPC Secretariat

REPORT IC VIRTUAL MEETING NO. 18

1. Opening of the meeting

- [1] The IPPC Secretariat (hereafter referred to as “the secretariat”) and the chairperson welcomed all participants to the eighteenth virtual meeting of the Implementation and Capacity Development Committee (IC).

2. Meeting arrangements

2.1 Election of the Rapporteur

- [2] Ahmed ABDELMOTTALEB (Egypt) was elected as the Rapporteur to the meeting.

2.2 Adoption of the agenda

- [3] The IC agreed to consider two items under agenda item 7 (Any other business): arrangements for the session on implementation and capacity development projects at the May 2022 IC meeting; and input to regional preparations for the Sixteenth Session of the Commission on Phytosanitary Measures (CPM-16-2022). The agenda, as modified, was adopted and is attached to this report (Appendix 1).

3. Administrative matters

3.1 Review of meeting documents

- [4] The following meeting documents had been posted on an online platform, restricted to the IC, in advance of the meeting:

- Agenda (VM18_01_IC_2022_Feb);
- Final report of the Sea Containers Task Force (VM18_02_IC_2022_Feb);
- Sea Container Task Force: the final report and recommendations (VM18_03_IC_2022_Feb);
- General discussion on the Implementation and Capacity Development Committee workload (VM18_04_IC_2022_Feb); and
- Implementation and Capacity Development Committee 2022 meetings schedule (VM18_05_IC_2022_Feb).

- [5] In response to a query from an IC member, the secretariat confirmed that the documents were locked from IC members adding comments to them online as the papers posted needed to be the versions as submitted to the IC. If IC members wished to make comments directly into the text of the papers, they would need to download the files to do this.

3.2 Review of participants

- [6] All IC members and the representatives from the Regional Plant Protection Organizations (RPPOs) and Standards Committee (SC) were present except for: Ruth AREVALO MACIAS (Chile), Christopher DALE (Australia), Francisco GUTIERREZ (Belize), Lalith KUMARASINGHE (New Zealand). The participants list is presented in Appendix 2.

3.3 Review of the IC actions list

- [7] The secretariat explained that the IC actions list would be added as an appendix to the meeting report, with actions being deleted from the list once completed. The updated IC actions list is presented in Appendix 3.

4. Final report of the Sea Containers Task Force

- [8] As agenda items 4.1 (Final report of the Sea Containers Task Force) and 4.2 (Recommendations of the Sea Containers Task Force) were so closely related, the IC agreed to consider them together.

- [9] The IC lead and the secretariat presented the final report of the Sea Containers Task Force (SCTF),¹ for approval by the IC and subsequent submission to CPM-16 (2022). They explained that the report was the result of five years of work, but it had been a very challenging process and it had been difficult to reach consensus. Since CPM-15 (2021),² the focus had been on addressing the objectives set for the SCTF by the CPM and on preparing the final report. A page had been created on the International Phytosanitary Portal (IPP) for the report, on which the appendices of the report had already been posted.³
- [10] The secretariat explained that the report included a series of recommendations to CPM-16 (2022). These included:
- the establishment of a CPM Sea Container Focus Group;
 - organizing an international workshop in 2022;
 - the deferral of CPM decisions on guidance or other next steps until after the 2022 workshop;
 - the inclusion of both empty and packed sea containers in the scope of any guidance developed by the IPPC;
 - the revision of the CPM Recommendation on *Sea containers* (R-06), either as an interim approach before the development of an ISPM, or as a final approach; and
 - the need for the CPM to remain alert to opportunities to apply new, advanced technological approaches.
- [11] The SCTF had also made some specific recommendations directed at the CPM focus group (if established), contracting parties and their national plant protection organizations (NPPOs), and all stakeholders. In addition, the SCTF had written (as per request from CPM-15) draft terms of reference for the proposed CPM focus group, and some outline proposals regarding the international workshop.⁴
- [12] The IC lead commented that, because of the difficulties in reaching consensus, the report was not transformative, but it did represent a good step forward.
- [13] The IC chairperson invited the IC to comment on the report, noting also that the IC vice-chairperson, who had not been able to attend this meeting, had already indicated his support for the report.
- [14] The IC congratulated the SCTF on doing a commendable job in a difficult situation. They acknowledged the possibility that the report may be seen as falling short of the expectations that the CPM may have had when the SCTF was originally established, but recognized the difficulties that the SCTF had experienced in terms of the complexity of the issues involved, obtaining data from surveys and reaching consensus. They agreed, however, that the report did set out a positive way forward. The IC recalled that one of the difficulties had been that not all parties involved in the movement of sea containers had been involved with the SCTF, but noted that the proposed international workshop was designed to address this. Regarding the development of an ISPM, the IC noted that although the report did not make a definitive recommendation, it did set out the potential options and their advantages and disadvantages for the CPM to consider (in section 6.2 of the report).
- [15] **Authorized economic operators.** One IC member questioned the value of the SCTF recommendation that the proposed CPM focus group explore the potential value in the use of Authorized Economic Operator programmes and the addition of data elements to assist in tracking the cleanliness status of container units under the Data Model of the World Customs Organization. The member expressed the view that these activities have a customs perspective rather than a phytosanitary perspective.

¹ VM18_02_IC_2022_Feb; VM18_03_IC_2022_Feb.

² CPM-15 (2021), agenda item 11.3.

³ SCTF final report and appendices: www.ippc.int/en/core-activities/capacity-development/capacity-development-committee/ic-sub-group/ic-sub-group-sea-container-task-force-sctf/sctf-final-report/

⁴ VM18_03_IC_2022_Feb, Annexes 1 & 2.

- [16] **Empty and packed containers.** One IC member referred to the SCTF recommendation that “any guidance developed by the IPPC should include in its scope both empty and packed sea containers”. The member commented that the use of the word “any” implied that *all* IPPC guidance should cover both empty and packed sea containers, but this may not be appropriate from a technical perspective. The IC lead and secretariat explained that this recommendation was intended to ensure that guidance on sea containers covered both packed and empty containers, because there was a risk of contaminating pests being associated with both, but the IC acknowledged that the use of “any” was potentially misleading.
- [17] **Impact on different countries.** The IC noted that countries are not all in the same position with respect to sea container cleanliness, as some have done a lot of work on this issue while others have done less. The IC also acknowledged that the impact of any measure (e.g. resulting from an ISPM) would be different in different countries. The IC noted, however, that the international workshop would help with both these issues. One IC member suggested that, given the likely course of the ongoing pandemic and the global differences in this, it might be better to plan for a virtual workshop rather than a meeting in person. The IC chairperson agreed that it was important to take account of the complexity of the worldwide sea container system and the variability in impacts across the world. He also highlighted the length of time that it might take to achieve the desired improvements in sea container cleanliness, noting that the transition to steel-floored containers may take decades. He noted, however, that the workshop would discuss these issues.
- [18] **Governance.** The secretariat suggested that it may be more appropriate, once CPM has considered the SCTF report, for future work on sea containers to be under the oversight of the CPM/Bureau or SC rather than the IC, as it is not particularly an implementation issue. The IC agreed to put this question to CPM-16 (2022).
- [19] **Financial resources.** The secretariat highlighted the need for the CPM to ensure that, if the international workshop were to go ahead in person, the necessary financial resources were secured. This also applied to any other actions requiring funds that arose from the CPM’s decisions.
- [20] Taking the various comments into consideration, the IC agreed to approve the SCTF report for submission to CPM-16 (2022).
- [21] The IC:
- (1) *noted* and approved the SCTF report ;
 - (2) *agreed* with the following SCTF recommendations to CPM-16 (2022):
 - The SCTF recommends the establishment of a **CPM Sea Container Focus Group** based on the drafted terms of reference (Annex 2 of the SCTF final report). Participation of current SCTF members should be considered to ensure continuity of the work, which is critical.
 - The SCTF recommends to organize a **global workshop in 2022** (Annex 3 of the SCTF final report) to discuss the outcomes of the SCTF with representatives of all stakeholders involved and to discuss the best way forward. It further recommends to collect additional elements to be included in the programme of the proposed international workshop.
 - The SCTF recommends that **CPM decisions** on guidance and/or other next steps should be deferred until **after the 2022 workshop**. Such decision should be based on further analysis of the workshop discussions by the new CPM Sea Container Focus Group, if established. The SCTF expects that this will result in the best-informed decisions being taken.
 - Guidance on sea containers developed under the auspices of the IPPC Secretariat should include in its scope both **empty and packed sea containers**, as both types move internationally and both types may be contaminated. When developing guidance, the capacity of NPPOs and all other entities that may be impacted by such guidance should be carefully considered.

- The SCTF suggests that **IPPC Recommendation R-06: *Sea containers***, originally adopted in 2017, should be retained and revised, either as an interim approach prior to the development of an ISPM, or as a final approach.
 - **Modern technology:** CPM should remain alert that advances in modern technology may be made rapidly and that opportunities to apply advanced technological approaches, including new detection methods and artificial intelligence, may exist in the near or mid-term future.
- (3) *noted* the following SCTF recommendations to the Focus Group (if established):
- The CPM Focus Group should ensure that its decisions fully take into account the **outcomes of the SCTF's work**, and the expected international workshop tentatively scheduled for 2022.
 - The CPM Focus Group should explore the potential value in the use of **Authorized Economic Operators** programmes and adding data elements to assist in tracking the cleanliness status of container units under the Data Model of the World Customs Organization (WCO).
- (4) *noted* the following SCTF recommendations to contracting parties and their NPPOs:
- Contracting parties are encouraged to **collect data** to better define the pest risk and to help measure the **uptake of the Code of Practice for Packing of Cargo Transport Units (CTU Code)**.⁵ Contracting parties are also encouraged to establish/execute sea container surveys according to the IPPC Guidelines on Sea Container Surveys for NPPOs and to submit the survey results to the IPPC Secretariat.
 - Contracting parties are encouraged to **contact their national customs counterparts** with the aim to explore what ongoing activities and experience are available at national level so that a consolidated approach could be proposed on the ways for potential collaboration between WCO and the IPPC Secretariat on this topic.
 - Contracting parties should engage with their **national contact points for the International Maritime Organization (IMO)** to support the inclusion of sea container cleanliness among criteria in the IMO inspection programmes for cargo transport units.
 - **Collaboration and coordination between all border agencies** should be undertaken to avoid duplicative and redundant activities, including inspections, compliance and enforcement systems. Border management activities should be risk-based and driven by data. This is in line with the World Trade Organization Trade Facilitation Agreement.
 - **WCO Data Model:** Contracting parties are encouraged to conduct a national feasibility study with their national customs counterparts, in order to identify the way forward on how the WCO Data Model could be used for exchanging information on the cleanliness status of sea containers.
 - **CTU Code:** Contracting parties are called on to provide input during the process of revising the CTU Code.
- (5) *noted* the following SCTF recommendations to all stakeholders:
- **Raising awareness** should continue and effective communication will be essential. All players within the chain of custody should be engaged so that the reason and the purpose of the approach applied can be easily understood. Large-scale importers should be engaged in discussions. The most significant challenge for future dissemination programmes will be ensuring that the advice and material developed reaches the many **small- and medium-sized** entities throughout the containerized supply chain, including those that are responsible for the packing and unpacking of sea containers.
 - The entire text of the **CTU Code** could be reviewed to make responsibilities and relevant actions clearer and better described along the CTU chain of custody. The language of the proposed amendments should take into account the status of the revised CTU Code: mandatory versus voluntary. This should result in a version of the CTU Code that could be used as an independent document for the management of pest risks. The SCTF recommends that the IPPC Secretariat submits comments and recommendations to this revision.

⁵ CTU Code: a joint publication of the International Maritime Organization, International Labour Organization and United Nations Economic Commission for Europe.

- **Container manufacturing technologies:** Phasing out of containers with wooden floors and replacing them with either composite containers or steel-floor containers is expected to reduce the risk of contamination and facilitate effective cleaning, and should be explored further.
 - Industry organizations represented on the SCTF recognized the role their respective memberships could play in helping reduce the risk of pest contamination of sea containers. As the work of the SCTF drew to a close, a number of ideas and proposals were identified by each of the organizations, and it is understood that joint discussions to assess and develop these are expected to take place after the Final Report of the SCTF is submitted. These various ideas addressed the roles and responsibilities of different parties in the supply chain, the extent to which container cleanliness could be “verified”, and methods for raising awareness of the risks of contamination and the means of reducing them. The SCTF encourages the organizations concerned to keep the CPM informed of developments.
- (6) *invited* the CPM to consider which subsidiary body would be most appropriate to have oversight of work on sea containers after CPM-16 (2022).

5. Implementation and Capacity Development Committee workload

[22] Further to the IC decision at VM17 to discuss ways of improving the workload of IC members,⁶ the secretariat presented a paper summarizing the suggestions submitted by IC members.⁷ These included suggestions to:

- prioritize topics on the workplan;
- reduce the number of different topics included in the agenda for virtual meetings;
- continue to rotate the time of day that virtual meetings are scheduled;
- distribute the work better between IC members and throughout the year, with fewer tasks per member;
- ensure that there are regular breaks during virtual meetings;
- ensure that working papers for meetings are available by the posting deadline;
- avoid late meeting papers ;
- send more reminders about e-decisions,
- reduce the number of e-decisions,
- speed up the process of finalizing and adopting the meeting reports;
- and send a monthly newsletter providing updates from the secretariat and IC.

[23] The secretariat put forward some proposals in response to these comments. These included scheduling the dates of most meetings for the whole entire year in advance, including meetings of IC subgroups, IC teams and working groups, and posting them on the IPP calendar;⁸ sending a redesigned version of the IC update every two months. The secretariat also proposed a better tasks sharing more equally among members; opening the membership of some IC teams and subgroups to external experts; specifying the roles of IC leads more clearly in working groups; and supporting IC representatives to liaise with relevant bodies to stimulate more active support from regions.

[24] The IC chairperson thanked the secretariat for the paper and opened the discussion by pointing out that the IC workload is dictated by the demands of the CPM, the CPM Bureau and the IC itself, and although the IC does not have control over the first two, it does have control over the last. He therefore suggested that the IC not only needed to continue its good work on prioritization, but may also need to manage expectations, especially under the current pandemic circumstances. With regard to distributing the workload better among the IC, he encouraged all IC members and representatives to volunteer for tasks, even if they are new to the committee or feel they do not have sufficient expertise, as they will still be able to contribute and all tasks are learning opportunities. He then invited the IC to comment.

⁶ IC 2021-11, VM17, agenda item 14.2.

⁷ VM18_04_IC_2022_Feb.

⁸ IPP calendar: www.ippc.int/en/year/calendar/

- [25] The IC thanked the secretariat for their evaluation of the problem and the opportunity to discuss it.
- [26] **Distribution of tasks among IC members and through the year.** The IC noted that, in common with many committees, the workload was not distributed evenly among its membership. Some IC members expressed support for having a better distribution of tasks among IC members. One IC member commented that on the whole the workload is manageable, but there are certain peaks that are difficult to cope with. The member suggested that when there are many documents for the IC to consider, the review of these could perhaps be coordinated so that IC members commit to reviewing specific documents, so they all receive adequate IC review, and each IC member may focus on reviewing fewer documents.
- [27] One IC member suggested that viewing each IC activity (e.g. each guide) as a project could help IC members work more effectively, and the IC acknowledged the value of using project management skills in their IC work. The IC chairperson expressed his hope that, at some point in the future, a professional project manager could also be engaged as part of the secretariat.
- [28] The IC chairperson commented that the return to two main meetings a year (agenda item 6.1) should help IC members to manage their workload, and suggested that if there are additional meetings, these are focused meetings and limited to only one or two topics / agenda items.
- [29] Another IC member suggested that the IC work be structured into blocks, with no requests for input in-between. The member commented that the IC should provide oversight rather than acting as “staff members” of the CPM. The IC chairperson replied that it might not be possible for there never to be requests for inputs between meetings, but the IC could certainly ask the secretariat to plan ahead as much as possible. The secretariat acknowledged this.
- [30] **Calendar of meetings.** The secretariat drew the attention of the IC to the calendar of events on the IPP and agreed to explore the technical feasibility of supplementary options such as the use of an Outlook calendar maintained by the Implementation and Facilitation Unit (IFU) showing IC meetings and deadlines that could be shared with IC members.
- [31] **Adoption of IC meeting reports.** The secretariat explained that the time taken between an IC meeting and the report being presented for adoption, which was currently around one month, was because of the efforts made to ensure the accuracy of the report. However, the secretariat invited suggestions on how to improve the process.
- [32] One IC member suggested that perhaps IC meeting reports could be adopted at the end of the meeting, as at CPM and SC meetings, but the IC chairperson replied that this may not be feasible. The IC agreed that the current process ensures that the quality is good, which means that there are few problems at the adoption stage. They also noted that the current process may not be a problem once the IC meetings return to two main meetings a year, as there would be longer gaps between meetings. The IC therefore agreed to retain the current process, but consider making a provisional draft report available to the IC earlier, for reference until the final report was presented for adoption.
- [33] **E-decisions.** The secretariat explained that the current policy was to try to have no more than three e-decisions open at the same time, and reminders are only sent if the response rate is less than the majority. However, the secretariat invited feedback on this: for example, whether there should be fewer e-decisions or more reminders.
- [34] One IC member suggested that there should be a maximum of two rather than three e-decisions open at the same time. The IC agreed to try this, recognizing that this maximum may need to be exceeded on occasion.
- [35] The IC also agreed that priorities should be set over which issues need to be discussed at IC meetings and which could be sent for e-decision.
- [36] **Role of regional representatives.** One IC member welcomed the proposal on greater regional involvement, but asked whether IC regional representatives could also have the authority to contact

NPPOs, in order to improve coordination on implementation issues between the IC, the CPM Bureau member for the region, RPPOs and NPPOs. The member added that it would also be good if regional representatives could be provided with information relevant to the region (e.g. in the case of the SCTF, it would have been useful to know which countries had supplied data and which had not). The secretariat confirmed that they would be looking at how to empower IC regional representatives.

[37] **Role of IC leads.** One IC member commented on the benefits that being an IC lead for a working group can bring. Another IC member welcomed the proposal to have more clarity about the role of IC leads, as it was not currently clear whether, for example, the role included contributing to the content of material. The secretariat confirmed that they would work on clarifying the role of IC leads.

[38] **Peer review of IPPC guides and training materials.** The secretariat explained that five draft IC guides and training materials would soon be ready for peer review by the IC, SC and some external peer-reviewers. While the secretariat still intended to invite all the IC to review all the documents, the secretariat recognized that not all IC members would be able to do this and yet it was important to ensure that all the documents were adequately reviewed. Further to the suggestions about sharing the workload, the secretariat therefore invited IC members to volunteer to peer-review specific documents.

[39] This suggestion was welcomed by the IC, who recognized that this approach would not only reduce the workload but also allow the time of IC members to be spent more effectively, as it would allow a deeper and more profound analysis of longer documents. The following IC members volunteered:

- Surveillance and reporting obligations e-learning (2020-012) (seven modules, 1–2 weeks per module in February) – Ahmed ABDELMOTTALEB (Egypt);
- Inspection e-learning (2020-011) (eight modules, 1–2 weeks in February) – Ahmed ABDELMOTTALEB (Egypt), Dominique PELLETIER (Canada);
- ISPM 15 guide (2017-043) (80 pages, four weeks in February–March) – Ahmed ABDELMOTTALEB (Egypt), Stephanie BLOEM (TC-RPPOs representative), Thorwald GEUZE (The Netherlands), Kyu-Ock YIM (Republic of Korea);
- Contingency planning guide (2019-012) (100 pages, three weeks in March) – Dominique PELLETIER (Canada); and
- E-commerce guide (2017-039) (30 pages, four weeks in March) – Stephanie BLOEM (TC-RPPOs representative), Dominique PELLETIER (Canada).

[40] The secretariat confirmed that they would follow up with those IC members not in attendance and those that did not respond during the meeting. Anyone wishing to add their name to the list of volunteers was invited to contact the secretariat after the meeting.

[41] One IC member commented on how useful he had found the presentation on how material is transformed into e-learning modules, but suggested that it be made available to IC leads for e-learning courses *before* they review the documents. The secretariat agreed to explore the best way to make the presentation available to all the IC.

[42] **Concluding remarks.** The secretariat thanked the IC for their feedback. The IC chairperson extended an ongoing invitation to IC members and representatives to contact him if there was anything they wished to discuss or they needed help with anything.

[43] The IC:

- (7) *agreed* that the redesigned IFU update to the IC will be shared every two months;
- (8) *agreed* that, when planning agendas of IC meetings, the secretariat should consider which issues need to be discussed at IC meetings and which could be sent for e-decision;
- (9) *agreed* on a better distribution of tasks among IC members, to be discussed during the next IC meeting;
- (10) *asked* the secretariat to better distribute the workload throughout the year;

- (11) *agreed* to retain the current process for the IC virtual meeting report adoption, and *asked* the secretariat to consider releasing a provisional draft report to the IC earlier, for reference until the final report is presented for adoption;
- (12) *noted* the responsibilities, role and obligations of IC members, and *asked* the secretariat to clarify the role of IC lead in working groups;
- (13) *encouraged* the secretariat to meet the deadlines for posting IC meetings papers and to not allow documents after the deadline of two weeks prior to an IC meeting;
- (14) *agreed* on a maximum of two e-decisions at any one time, but *recognized* that this may need to be exceeded on occasion;
- (15) *agreed* that the meetings of the IC subgroups and teams will be planned annually;
- (16) *asked* the secretariat to explore the technical feasibility of the IFU sharing an Outlook calendar showing meetings, e-decisions and deadlines with the IC members;
- (17) *asked* the secretariat to support the empowering of IC regional representatives;
- (18) *thanked* those IC members who had committed to peer-review specific IPPC guides and materials and *encouraged* others on the IC to put their name forward; and
- (19) *asked* the secretariat to explore the best way to make the FAO presentation on developing e-learning courses available to all IC members.

6. 2022 IC meetings and agenda items

[44] The secretariat presented the proposed schedule for IC meetings in 2022,⁹ which had been amended to incorporate the comments from IC members on a draft version circulated to the IC before the meeting. As agreed by the IC at VM16, the schedule represented a return to the previous format of having two meetings per year, one in May and the other in November, but with the possibility to schedule monthly meetings if necessary.

[45] The secretariat summarized the topics to be considered at each of the IC meetings in 2022 and highlighted the following issues:

- March IC meeting – The IC would focus on IPPC guides and training materials, but also consider the distribution of tasks between IC members.
- May IC meeting – The proposed agenda included updates from the various units of the secretariat (other than the IFU), but the IC was invited to comment on whether these updates should be given verbally during the meeting or given as written papers with a representative from each unit present to answer questions.
- November IC meeting – The secretariat suggested that the specifications for guides and training materials that were scheduled for approval be approved by e-decision prior to the meeting, rather than being approved during the meeting itself. The agenda item on Guides training materials and the ICD LOT would provide an overview of the consultation and status of the new specifications. The secretariat also pointed out that the updates from IC subgroups and teams were all scheduled for the November meeting.
- All meetings – The secretariat proposed that sessions of meetings continue to be 2.5 hours long and held at 08:00, 12:00 and 21:00 Rome time.

[46] **Updates from units of the secretariat.** The IC agreed that, to help with time management, it would be preferable to have these updates as written papers rather than verbal reports. They agreed that the head of each unit should attend the relevant part of the meeting to answer any questions.

[47] **Specifications for approval.** The secretariat clarified that the draft specifications would be reviewed by the IC at their March 2022 meeting, following which they would be submitted for consultation in

⁹ VM18_05_IC_2022_Feb.

July 2022. The draft specifications would be revised considering comments from the consultation and presented to the IC for e-decision prior to the November IC meeting. The IC agreed to this.

[48] **Timings of meetings.** The IC chairperson commented that his only concern with the suggested timings was that rotation of timings can be difficult if it happens on consecutive days. There were no other comments on this issue, so the IC tentatively agreed to the proposed schedule subject to any further thoughts on the timings from the IC chairperson.

[49] The IC:

(20) *approved* the 2022 schedule for IC meetings and the proposed agenda items (Appendix 4) with possibility to adjust the meetings timings later.

7. Any other business

7.1 IC session on implementation and capacity development projects

[50] The secretariat suggested that the session on implementation and capacity development projects, scheduled for the May IC meeting, be opened to a wider audience (including NPPOs, RPPOs and other stakeholders) to raise awareness of the projects. The IC agreed to this.

7.2 Input to regional preparations for CPM-16 (2022)

[51] The secretariat highlighted the need to raise awareness among regions about the implementation issues being submitted for consideration at CPM-16 (2022). The secretariat suggested that IC regional representatives liaise with their respective RPPOs to ask if there are plans to have a regional workshop before the CPM session and, if so, whether it would be possible to invite the IC regional representative to present implementation issues for consideration. The secretariat also encouraged IC members to notify the secretariat if they are aware of implementation issues in their region.

[52] The IC supported this proposal. They recognized the value in regions discussing the issues going to CPM, and finding solutions to any perceived difficulties therein, before the CPM session itself. The IC therefore recognized the importance of encouraging regions to have a regional meeting before CPM-16 (2022), noting that not all regions had done this in 2021 (which was possibly related to the CPM session being in virtual mode for the first time).

[53] The IC chairperson encouraged the IC regional representatives to look at the IC report to CPM-16 (2022), once it is available.¹⁰

[54] One IC member commented that it would be helpful if IC regional representatives could be involved with communications about implementation issues with the CPM Bureau. The secretariat commented that this may not be appropriate as the information should come from Bureau members to IC regional representatives rather than the other way round, but suggested that IC members liaise with the Bureau member representing their region to ensure that this happened.

[55] The IC:

(21) *encouraged* IC regional representatives to liaise with their respective RPPOs in advance of CPM-16 (2022) to communicate the issues being submitted to the CPM from the IC, for their information.

8. Date and arrangement of the next meeting

[56] The next virtual IC meeting will be held on 16 March 2022 at 12:00 Rome time (CET).

¹⁰ CPM-16 (2022) papers: www.ippc.int/en/cpm-sessions/cpm-16/

9. Close of the meeting

- [57] Magda GONAZALEZ ARROYO (Costa Rica) informed the IC that this was her last IC meeting, as she was retiring. She thanked everyone and offered to be available for IC members or the secretariat to contact her if needed. The IC chairperson, on behalf of the IC, thanked Ms GONAZALEZ ARROYO for her contribution to the IC over the years and wished her well in her retirement. The secretariat added their thanks and acknowledged Ms GONAZALEZ ARROYO's wealth of knowledge and her kindness.
- [58] The IC chairperson thanked everyone and closed the meeting.

Appendix 1

VIRTUAL MEETING N° 18 AGENDA
(Updated 2022-01-17)
COMMISSION ON PHYTOSANITARY MEASURES
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		BRUNEL PELLETIER
2.	Meeting Arrangements		
2.1	Election of the Rapporteur		PELLETIER
2.2	Adoption of the Agenda	VM18_01_IC_2022_Feb	PELLETIER
3.	Administrative Matters		
3.1	Review of meeting documents		KOUMBA
3.2	Review of participants		KOUMBA
3.3	Review of the IC Actions List		KOUMBA
4.	Sea Containers Task Force		
4.1	Final Report of the Sea containers Task Force	VM18_02_IC_2022_Feb	PELLETIER / SHAMILOV
4.2	Recommendations of the Sea Containers Task Force	VM18_03_IC_2022_Feb	PELLETIER / SHAMILOV
5.	IC Workload		
5.1	General discussions of the IC workload	VM18_04_IC_2021_Feb	PELLETIER / BRUNEL
6.	2022 IC meetings and agenda items		
6.1	Approval of the 2022 IC meetings and agenda items	VM18_05_IC_2021_Feb	KOUMBA
7.	Any other business		PELLETIER
7.1	IC session on implementation and capacity development projects		YAMADA
7.2	Input to regional preparations for CPM-16 (2022)		KOUMBA
8.	Date and arrangement of the Next Meeting		KOUMBA
10.	Close of the Meeting		PELLETIER / BRUNEL

Appendix 2**IC VIRTUAL MEETING N° 18 - PARTICIPANTS LIST**

Role Organization	Name	Email address
Chair	Mr Dominique PELLETIER	dominique.pelletier2@canada.ca dominique.pelletier@inspection.gc.ca
Member	Mr Thorwald GEUZE	t.geuze@nvwa.nl
Member	Mr Ringolds ARNITIS	ringolds.arnitis@hotmail.com
Member	Ms Kyu-Ock YIM	koyim@korea.kr
Member	Mr Ahmed ABDELMOTTALEB M. Abde	bidoeng@yahoo.com bidoeng@gmail.com
Member	Ms Faith NDUNGE	ndungeq@yahoo.com ; fndunge@kephis.org
Member	Ms Magda GONZALES ARROYO	mgonzalez@sfe.go.cr
Member	Mr Nilesh CHAND	nachand@baf.com.fj
RPPOs Representative	Stephanie BLOEM	stephanie.bloem@nappo.org
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Report Writer	Ms Karen ROUEN	karen@karenrouen.com

Others

Role/Organization	Name	Email address
IPPC Secretariat	Ms Sarah BRUNEL	Sarah.Brunel@fao.org
IPPC Secretariat	Ms Natsumi YAMADA	Natsumi.Yamada@fao.org
IPPC Secretariat	Mr Descartes KOUMBA MOUENDOU	Descartes.Koumba@fao.org
IPPC Secretariat	Ms Barbara PETERSON	Barbara.Peterson@fao.org
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IPPC Secretariat	Mr Artur SHAMILOV	Artur.shamilov@fao.org

Appendix 3

IC Action list

N°	VM	Topics	Description of tasks /Decisions	Status	IC Lead	Secretariat Lead
5	16	IC-SC collaboration	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	On going	Alvaro SEPULVEDA	Descartes KOUMBA
8	17	Risk based inspection of imported consignments (2018-022), Guide	Agreed to consider the concerns identified in the submission 2021-023_KE_ISPM 15 "Methodologies for sampling of consignments" when reviewing the draft specification on Risk based inspection of imported consignments (2018-022)	To be completed	Kyu-Ock YIM	Descartes KOUMBA
10	17	Performing audits in the phytosanitary context (2021-009), Guide	Assigned a priority of 1 to the Guide on performing audits in the phytosanitary context (2021-009)	Ongoing	Dominique PELLETIER	Barbara PETERSON
12	17	Surveillance Guide (2021)	Agreed to seek funding for the translation of the revised guide on surveillance into additional FAO languages, for instance by approaching their respective NPPOs and RPPOs, and requested that the Secretariat provide an official letter to be used for this purpose	To be completed	Chris DALE	Natsumi YAMADA
13	17	Contributed resources	Requested that the IC Team on Contributed Resources prioritize the review of the contributed resources recently submitted by Australia (Plant Health Surveillance Portal/Website and Plant Health Surveillance e-learning Package), and encouraged IC members to promote these resources to their own regions and NPPOs	To be completed	Magda GONZALEZ ARROYO	Natsumi YAMADA
14	17	Plant health officer training curricula (2017-054)	Approved the IC responses to the comments submitted during the consultation on the draft specification Plant health officer training curricula with regards to the IPPC (2017-054) and requested that the Secretariat post these on the IPP	Ongoing	Lalith KUMARASINGH	N/A
15	17	Developing phytosanitary procedures to maintain the phytosanitary security of consignments for export (2018-028), Guide	Approved the IC responses to the comments submitted during the consultation on the draft specification Guide for developing phytosanitary procedures to maintain the phytosanitary security of consignments for export (2018-028) and requested that the Secretariat post these on the IPP	Ongoing	Kyu-Ock YIM	Descartes KOUMBA
20	17	Phytosanitary capacity evaluation (PCE)	Agreed that no PCE Facilitator Trainees should be appointed until the governance system for PCE Facilitator Trainees (including the PCE Board) is in place	Ongoing	Ringolds ARNITIS	Sarah BRUNEL

22	17	Phytosanitary capacity evaluation (PCE)	Agreed to review the draft updated Phytosanitary capacity evaluation strategy for 2020–2030 once the desk study has been completed and the results considered	Ongoing	Ringolds ARNITIS	Sarah BRUNEL
24	17	National Reporting Obligations (NROs)	Requested that the Secretariat forward the IC's decision on IPPC contact points deleting their own NRO data on the IPP to CPM-16 (2022) for noting	Ongoing	Magda GONZALEZ ARROYO	Qingpo YANG
25	17	National Reporting Obligations (NROs)	Agreed to add a task to the draft specification for revision of the IPPC Guide to national reporting obligations (agenda item 8.3) to develop guidance on the format of lists of regulated pests	Ongoing	Magda GONZALEZ ARROYO	Qingpo YANG
26	17	National Reporting Obligations guide (revision) (2021-026)	Recommended the addition of the National reporting obligations guide (revision) (2021-026) to CPM-16 (2022) for inclusion in the List of implementation and capacity development topics with a priority of 1	Ongoing	Magda GONZALEZ ARROYO	Barbara PETERSON
27	17	National Reporting Obligations guide (revision) (2021-026)	Requested that the Secretariat prepare the draft specification on National reporting obligations guide (revision) (2021-026) in consultation with the IC Team and present it to the IC for approval for consultation in 2022 (pending CPM decision)	Ongoing	Magda GONZALEZ ARROYO	Qingpo YANG
30	17	IPP publications	Requested that guidance to inform potential collaborators and donors about the process for working with the Secretariat and FAO to translate IPPC Guides and training materials be made available by the Secretariat on the IPP	To be completed	Francisco GUTIERREZ	Barbara PETERSON
35	17	Replacement of the IFU team lead	Agreed that the IC Chairperson would write to the IPPC Secretary, copied to the Acting IPPC Officer-in-Charge for daily matters, to ask about the time frame for recruiting a replacement lead for the IFU following the retirement of the current lead	To be completed	Dominique PELLETIER	Sarah BRUNEL
36	17	Promotion of the Phytosanitary Component Pages	Invited the SC to engage in a joint effort to promote the phytosanitary system component pages to a more prominent position on the IPP, and requested that the IC representative on the SC and the SC representative on the IC relay this message to the SC	To be completed	Alvaro SEPULVEDA	Sarah BRUNEL
38	17	Concept note on "Strengthening Plant Health Emergency Management Capacities"	Requested that the Secretariat open an e-decision on the FAO concept note on "Strengthening Plant Health Emergency Management Capacities".	To be completed	N/A	Sarah BRUNEL

40	18	SCTF recommendations to CPM	The SCTF recommends the establishment of a CPM Sea Container Focus Group based on the drafted terms of reference (Annex 2 of the SCTF final report). Participation of current SCTF members should be considered to ensure continuity of the work, which is critical.	Completed	Dominique PELLETIER	Artur SHAMILOV
41	18	SCTF recommendations to CPM	The SCTF recommends to organize a global workshop in 2022 (Annex 3 of the SCTF final report) to discuss the outcomes of the SCTF with representatives of all stakeholders involved and to discuss the best way forward. It further recommends to collect additional elements to be included in the programme of the proposed international workshop.	Completed	Dominique PELLETIER	Artur SHAMILOV
42	18	SCTF recommendations to CPM	The SCTF recommends that CPM decisions on guidance and/or other next steps should be deferred until after the 2022 workshop. Such decision should be based on further analysis of the workshop discussions by the new CPM Sea Container Focus Group, if established. The SCTF expects that this will result in the best-informed decisions being taken.	Completed	Dominique PELLETIER	Artur SHAMILOV
43	18	SCTF recommendations to CPM	Guidance on sea containers developed under the auspices of the IPPC Secretariat should include in its scope both empty and packed sea containers, as both types move internationally and both types may be contaminated. When developing guidance, the capacity of NPPOs and all other entities that may be impacted by such guidance should be carefully considered.	Completed	Dominique PELLETIER	Artur SHAMILOV
44	18	SCTF recommendations to CPM	The SCTF suggests that IPPC Recommendation R-06: Sea containers, originally adopted in 2017, should be retained and revised, either as in interim approach prior to the development of an ISPM, or as a final approach.	Completed	Dominique PELLETIER	Artur SHAMILOV
45	18	SCTF recommendations to CPM	Modern technology: CPM should remain alert that advances in modern technology may be made rapidly and that opportunities to apply advanced technological approaches, including new detection methods and artificial intelligence, may exist in the near or midterm future.	Completed	Dominique PELLETIER	Artur SHAMILOV
46	18	SCTF oversight	Invited the CPM to consider which subsidiary body would be most appropriate to have oversight of work on sea containers after CPM-16 (2022)	Completed	Dominique PELLETIER	Artur SHAMILOV
47	18	IFU Update to the IC	Agreed that the redesigned IFU update to the IC will be shared every two months	Completed	N/A	Natsumi YAMADA
48	18	IC meeting agenda	Agreed that, when planning agendas of IC meetings, the secretariat should consider which issues need to be discussed at IC meetings and which could be sent for e-decision	Completed	Dominique PELLETIER	Descartes KOUMBA

49	18	IC tasks distribution	Agreed on a better distribution of tasks among IC members, to be discussed during the next IC meeting	Ongoing	Dominique PELLETIER	Descartes KOUMBA
50	18	IC tasks distribution	Asked the secretariat to better distribute the workload throughout the year	Ongoing	Dominique PELLETIER	Descartes KOUMBA
51	18	IC report adoption	Agreed to retain the current process for the IC virtual meeting report adoption, and asked the secretariat to consider releasing a provisional draft report to the IC earlier, for reference until the final report is presented for adoption	Completed	N/A	Descartes KOUMBA
52	18	Role IC lead	Noted the responsibilities, role and obligations of IC members, and asked the secretariat to clarify the role of IC lead in working groups	To be completed	N/A	Sarah BRUNEL
53	18	Deadlines for IC meeting papers	Encouraged the secretariat to meet the deadlines for posting IC meetings papers and to not allow documents after the deadline of two weeks prior to an IC meeting	Completed	Dominique PELLETIER	Sarah BRUNEL
54	18	E-Decision pace	Agreed on a maximum of two e-decisions at any one time, but recognized that this may need to be exceeded on occasion	Completed	N/A	Descartes KOUMBA
55	18	IC annual planning	Agreed that the meetings of the IC subgroups and teams will be planned annually	Ongoing	Dominique PELLETIER	Sarah BRUNEL
56	18	IC annual planning	Asked the secretariat to explore the technical feasibility of the IFU sharing an Outlook calendar showing meetings, e-decisions and deadlines with the IC members;	Completed	N/A	Ewa CZERWIEN
57	18	IC regional representatives	Asked the secretariat to support the empowering of IC regional representatives	To be completed	N/A	Sarah BRUNEL
58	18	IC tasks distribution	Thanked those IC members who had committed to peer-review specific IPPC guides and materials and encouraged others on the IC to put their name forward	Completed	Dominique PELLETIER	Descartes KOUMBA
59	18	Development e-Learning	Asked the secretariat to explore the best way to make the FAO presentation on developing e-learning courses available to all IC members	To be completed	Francisco GUTIERREZ	Barbara PETERSON
60	18	Regional meetings prior CPM	Encouraged IC regional representatives to liaise with their respective RPPOs in advance of CPM-16 (2022) to communicate the issues being submitted to the CPM from the IC, for their information.	Ongoing	N/A	Descartes KOUMBA

Appendix 4

2022 - Proposed Topics for the IC Meetings - Dates, Leads and Deadlines**February – March 2022**

Date and meetings	Row N°	Topics	Leads (IFU and IC)	Deadlines
VM18 03 February 2022 08: 00 (Rome Time) 2h30	1	Review of the SCTF report for adoption by the IC	Artur SHAMILOV Dominique PELLETIER	To Submit papers to the Secretariat: 2022-01-13
	2	Discussion of the IC workload	Dominique PELLETIER Sarah BRUNEL	
	3	Review of the 2022 IC meeting schedule	Descartes KOUMBA Dominique PELLETIER	To post papers in the IPP: 2022-01-20
VM19 16 March 2020 12: 00 (Rome Time) 2h30	4	Draft Specification (1): 2014-008: PCE facilitator training	Fitzroy WHITE Ringolds ARNITIS	To Submit papers to the Secretariat: 2022-02-23
	5	Draft Specification (2): 2018-022: Risk-based inspection of imported consignments	Descartes KOUMBA Kyu–Ock YIM Stephanie BLOEM	
	6	Draft Specification (3): 2018-040: Authorization of entities to perform phytosanitary actions	Descartes KOUMBA Dominique PELLETIER	To post papers in the IPP: 2022-03-02
	7	Draft Specification (4): 2021-026: Revision of National Reporting Obligations Guide	Qingpo YANG	
	8	Review of the IC lead table	Sarah BRUNEL	

May IC meeting 2022

Date and meetings	Row N°	Topics	Leads (IFU and IC)	Deadlines
VM20 16-20 May (Rome Time) 2h30/meeting Monday 16 at 21:00 Tuesday 17 at 12:00 Wednesday 18 at 08:00 Thursday 19 at 21: 00 Friday 20 at 12:00	9	ICD projects implemented by partner organizations	Natsumi YAMADA (Observers to be decided)	To Submit papers to the Secretariat: 2022-04-18
		ICD projects managed by the IPPC Secretariat	Natsumi YAMADA (with input from Secretariat leads)	
	10	IC-SC collaboration and updates to the IC from the SC rep. (Implementation challenges identified by the Standards Committee)	Alvaro SEPULVEDA Ahmed ABDELMOTTALEB	To post papers in the IPP: 2022-05-02
	11	Proposed adjustments to the Framework for standards and implementation regarding ICD topics	Natsumi YAMADA	
	12	Decisions from CPM-16 that affect the IC	Sarah BRUNEL Dominique PELLETIER	
	13	IFU communication plan	Lisa FERRARO	

Date and meetings	Row N°	Topics	Leads (IFU and IC)	Deadlines
	14	Update from the Standards Setting Unit (SSU)- <i>paper</i>	Adriana MOREIRA	
	15	Update from the Integration and Support Team (IST) - <i>paper</i>	Arop DENG	
	16	Update from the ePhyto Team - <i>paper</i>	Craig FEDCHOCK	
	17	IC contribution to the implementation of the IPPC Strategic Framework 2020-2030	Kyu-Ock YIM	
	18	Update on e-learning courses and activities	Juan RULL	
	19	Update on the preparation of the IPPC Regional workshops	Arop DENG	

November IC meeting 2022

Date and meetings	Row N°	Topics	Leads (IFU and IC)	Deadlines
VM21 21-25 November (Rome Time) 2h30/meeting Monday 21 at 21:00 Tuesday 22 at 12:00 Wednesday 23 at 08:00 Thursday 24 at 21: 00 ¹¹ Friday 25 at 12: 00	20	Procedure Manual for ICD <ul style="list-style-type: none"> • Minor updates • Review of proposed amendments 	Natsumi YAMADA	To Submit papers to the Secretariat: 2022-10-24
	21	Update on Guides and training materials and LOT(including status of approved specifications)	Barbara PETERSON	To post papers in the IPP: 2022-11-07
	22	IFU work plan for 2023	Sarah BRUNEL	
	23	e-Decision annual summary	Descartes KOUMBA	
	24	IRSS: Report on 2022 activities and review of the triennial work plan (2022-2024)	Descartes KOUMBA Dominique PELLETIER	
	25	IC Team on PCE: update on 2022 activities and work plan for 2023	Sarah BRUNEL Ringolds ARNITIS	
	26	IC Team on e-Commerce: update on 2022 activities and work plan for 2023	Barbara PETERSON Thorwald GEUZE	
	27	IC Team on web resources: update on 2022 activities	Natsumi YAMADA	
	28	IC Team on NROs: update on 2022 activities and work plan 2023	Qingpo YANG	
	29	Update on emerging pests: FAW and TR4 activities and simulation exercises	Camilo BELTRAN	
	30	IC Team contributed resources: update on 2022 activities	Natsumi YAMADA	

¹¹ Federal Holiday in the U.S.