



Food and Agriculture
Organization of the
United Nations



International
Plant Protection
Convention

REPORT

Implementation and Capacity Development Meeting (Virtual Meeting N°19)

16 March 2022

IPPC Secretariat

1. Opening of the meeting

- [1] The chairperson welcomed all participants to the nineteenth virtual meeting of the Implementation and Capacity Development Committee (IC). The IPPC Secretariat (hereafter referred to as the “secretariat”) highlighted the main agenda items to be considered at the meeting.

2. Meeting arrangements

2.1. Election of the rapporteur

- [2] Lalith Bandula KUMARASINGHE (New Zealand) was elected as the rapporteur to the meeting.

2.2. Adoption of the agenda

- [3] The IC agreed to consider four items under agenda item 6 (Any other business), regarding collaboration between the IC and the Standards Committee (SC), a concept note on the forthcoming International Plant Health Conference, the planning template for the IPPC Strategic Framework development agenda item on e-commerce, and ongoing e-decisions. 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 the MS Teams channel, restricted to the IC, in advance of the meeting:
- Agenda (VM19_01_IC_2022_Mar);
 - IC actions list (VM19_02_IC_2022_Mar);
 - Draft specification on *Phytosanitary capacity evaluation training* (2014-008) (VM19_03_IC_2022_Mar);
 - Draft specification on *Risk-based inspection of imported consignments, Guide* (2018-022) (VM19_04_IC_2022_Mar);
 - Draft specification on *Revision of national reporting obligations guide* (2021-026) (VM19_05_IC_2022_Mar);
 - Draft specification on *Authorization of entities to perform phytosanitary actions, Guide* (2018-040) (VM19_06_IC_2022_Mar); and
 - Actions undertaken to improve the IC workload (VM19_06_IC_2022_Mar).

3.2. Review of participants

- [5] All IC members and the representatives from the Regional Plant Protection Organizations (RPPOs) and SC were present except for: Christopher DALE (Australia).
- [6] The participants list is presented in Appendix 2.

3.3. Review of the IC actions list

- [7] The secretariat presented the IC actions list, which had been updated following the IC VM18 meeting. The IC leads and the IFU leads were invited to follow-up the actions under their areas of responsibility and to update the IC actions list accordingly.
- [8] The updated IC actions list is presented in Appendix 3.
- [9] The IC:

- (1) *noted* the status of the IC actions list.

4. Review of draft specifications for guides and training materials

The secretariat introduced this agenda item, explaining that two of the draft specifications (on risk-based inspection and on authorization of entities) had been developed from the drafts submitted during the 2018 Call for Topics, while the draft specifications for the other two (on phytosanitary capacity evaluation (PCE) facilitator training and national reporting obligations (NROs)) had been developed by the secretariat in consultation with IC leads. The secretariat emphasized that this meeting was the main opportunity for the IC to discuss and improve the draft specifications before they were submitted for consultation. After this meeting, the draft specifications, as modified by the IC, would be edited, translated into French and Spanish, and then submitted for consultation in July. Following the consultation, the IC leads would revise the draft specifications considering the consultation comments, and the revised versions would then be presented to the IC for approval via e-decision.

4.1. Phytosanitary capacity evaluation training (2014-008)

- [10] The secretariat presented the draft specification for this topic, the purpose of which was to update the training materials for PCE facilitators that had been developed in 2018 and to consider various aspects related to implementation of the updated materials.¹
- [11] The IC chairperson thanked the secretariat and invited the IC to comment.
- [12] The IC considered whether the draft specification needed to be amended to take account of the confidentiality agreement for observers that was scheduled to be noted by the forthcoming Sixteenth Session of the Commission on Phytosanitary Measures (CPM-16) but concluded that the training component on ethics and transparency (listed under the first task) would adequately cover this.
- [13] The IC corrected the date for the Standard and Trade Development Facility (STDF) project STDF/PG/401 from 2014 to 2017. One IC member suggested that the STDF project outcomes could be added to the References section, and the IC chairperson noted that references can be added by contracting parties during the consultation.
- [14] The IC corrected a layout error to ensure that the task “Consider the information in the IPPC guide *Preparing a national phytosanitary capacity development strategy*” was a separate task.
- [15] Regarding the task “Consider how to make the PCE training material accessible to the broader phytosanitary community”, the IC lead clarified that the intention for this task was for the working group to consider whether some of the training materials could be made available to national plant protection organizations (NPPOs), rather than just being available to trainee facilitators. The IC lead confirmed that the task was not about raising public awareness and not about training the broader community. The IC chairperson commented that this task may help to improve the transparency of the PCE process. The secretariat added that the inclusion of the task had been prompted by the *ex-post* evaluation of the STDF project, which had suggested that the training material be made more widely available.
- [16] The IC noted that “What is the International Plant Protection Convention (IPPC)?” was included twice in the subtasks. The secretariat explained that the first instance related to a general introduction to the IPPC, as some of the trainees may be knowledgeable about pest management and plant health, but not necessarily about the IPPC, and the second instance was specific to the PCE. The IC therefore deleted “What is the IPPC” from the second instance.
- [17] There were no further comments and the IC agreed to the text of the draft specification, as modified.
- [18] The IC:

¹ VM19_03_IC_2022_Mar.

- (1) approved the draft specification on PCE facilitator training materials (2014-008) as modified in this meeting (Appendix 4) for consultation from 1 July to 30 August 2022.

4.2. Risk-based inspection of imported consignments, Guide (2018-022)

- [19] The IC lead presented the draft specification for this topic, the purpose of which was to produce a guide to help NPPOs improve the efficiency of phytosanitary inspections by basing them on an assessment of risk.²
- [20] The IC chairperson thanked the IC lead and invited the IC to comment.
- [21] The IC assistant lead for this topic suggested that the guide include guidance for NPPOs on the use of historical inspection data to determine which commodities, from which countries, pose the greatest risk to their country. The risk profiles created by reviewing historical data would help countries to identify the consignments to which they should pay most attention and to prioritize resources accordingly. In terms of data collection, she also highlighted the importance of collecting negative inspection data, not just positive inspection data, as information about where pests are not found can be just as helpful as data about where they are found. The IC agreed with the assistant lead's suggestions and added a task to the draft specification accordingly, with the wording to be refined after the meeting by the assistant lead.
- [22] The IC recognized that one of the benefits of risk-based inspection would be to reduce the use of treatments as phytosanitary measures, and so considered whether the task to “describe how risk-based sampling may reduce treatment on arrival (particularly methyl bromide fumigation)” would be covered by the first task, which included a description of the benefits of risk-based inspection. However, the IC concluded that, given the importance of encouraging countries to reduce their use of methyl bromide, this aspect merited a separate task.
- [23] In response to a query from an IC member, the assistant lead confirmed that the resources produced by the North American Plant Protection Organization listed under the References section were freely available and could be used by the working group in developing the guide.
- [24] With respect to the target audience for the guide, the assistant lead emphasized that risk-based sampling represents a paradigm shift in inspection and so the guide needed to be suitable not only for inspectors, but also for other relevant NPPO officials such as policy-makers, risk managers and risk assessors. This was endorsed by the IC lead, who also suggested that an international workshop could be held once the guide was published.
- [25] The IC noted these comments and agreed to the text of the draft specification, as modified.
- [26] The IC:
- (2) *approved the draft specification on Implementation of risk-based inspection for imported consignments, Guide (2018-022) as modified in this meeting (Appendix 5) for consultation from 1 July to 30 August 2022.*

4.3. Revision of national reporting obligations guide (2021-026)

- [27] The secretariat presented the draft specification for this topic, explained why a revision of the guide was needed, and outlined the revisions to be made by the working group.³ The secretariat explained that there was currently no financial support for NROs activities (other than minimum day-to-day maintenance) and this also applied to revising the guide on NROs, but it was hoped that submitting the draft specification for consultation would prompt contracting parties to offer financial support.

² VM19_04_IC_2022_Mar.

³ VM19_05_IC_2022_Mar.

- [28] The IC chairperson thanked the secretariat and invited the IC to comment.
- [29] The RPPOs representative commented on how helpful it would be for lists of regulated pests to be harmonized, as it would save time and hence improve efficiency. She therefore welcomed the inclusion of guidance on this in the tasks for the working group.
- [30] Recognizing the long-lasting difficulties with implementation of NROs by contracting parties, the IC agreed to add a task for the working group to describe the importance and benefits of the implementation of NROs with the wording to be refined after the meeting by the representative from Asia.
- [31] There were no further comments and the IC agreed to the text of the draft specification, as modified.
- [32] The IC:
- (3) *approved* the draft specification on *National reporting obligations (NROs) guide*, revision (2021-026) as modified in this meeting (Appendix 6) for consultation from 1 July to 30 August 2022, pending CPM decision to add the topic to the *List of implementation and capacity development topics*.

4.4. Authorization of entities to perform phytosanitary actions, Guide (2018-040)

- [33] The secretariat presented the draft specification for this topic,⁴ and explained that although the focus of the specification was to address ISPM 45 (*Requirements for national plant protection organizations if authorizing entities to perform phytosanitary actions*), the guide may also help address the draft ISPM on *Audit in the phytosanitary context*, if adopted by CPM-16 (2022).
- [34] The IC chairperson thanked the secretariat and invited the IC to comment.
- [35] With regard to the task on describing the phytosanitary actions that can be delegated to authorized entities, one IC member suggested that the guide also describe the phytosanitary actions (such as the issuance of phytosanitary certificates) that cannot be delegated. The IC considered whether to say this explicitly or to refer to ISPM 45 but decided to refer instead to the IPPC itself and to ISPMs more generally, as ISPM 45 did not give an exhaustive list of actions that may be performed by authorized entities. The IC noted, however, that the working group could draw upon the examples from ISPM 45.
- [36] The IC agreed that the fourth task (“Describe the development of procedures and processes to authorize, suspend and reinstate entities to audit other entities”) should apply to *all* entities authorized, or being considered for authorization, to perform phytosanitary actions not just those authorized, or being considered for authorization, to perform *audits*. The IC therefore deleted “to audit other entities” from the end of the task.
- [37] The IC considered whether to merge the task on providing “examples of process of authorizing entities to perform phytosanitary actions” with that on suggesting “case studies which show how authorized entities perform phytosanitary actions”, but decided to leave them as separate items, with the first of these referring to processes in the plural.
- [38] One IC member asked why fumigation treatments had been singled out for mention in the final task (“Provide guidance on authorizing entities to carry out phytosanitary fumigation treatments”), and the IC lead clarified that this task had been added in response to a comment received during the call for topics. The IC amended the text to make it clear that the task related to the provision of *more specific* guidance on authorizing entities to carry out fumigation treatments and noted that other phytosanitary actions would be referred to more generally under the first two tasks (on describing responsibilities and obligations of NPPOs and the actions that can be delegated to authorized entities).

⁴ VM19_06_IC_2022_Mar.

- [39] The IC noted that some regional resources may be suitable for adding to the References section.
- [40] There were no further comments and the IC agreed to the text of the draft specification, as modified.
- [41] The IC:
- (4) *approved* the draft specification on *Authorization of entities to perform phytosanitary actions*, Guide (2018-040) as modified in this meeting (Appendix 7) for consultation from 1 July to 30 August 2022.

5. Implementation and Capacity Development Committee workload

- [42] The secretariat presented an update on the actions that had been taken and the plans made, since the last IC meeting (VM18) to improve efficiency and reduce the IC workload.⁵ These included changes to the Implementation and Facilitation Unit update to the IC, regular liaison between the secretariat and the IC chairperson to review the agenda for IC meetings, updates to the table of IC leads (presented as an appendix to the paper for this agenda item), liaison between the secretariat and IC teams and subgroups to plan the dates for meetings, a reduction in the time taken to circulate the IC meeting report (in draft), and creation of an Outlook calendar for IC members. Members of the IC had been reminded that volunteers were still needed to review guides and training materials, and a collaboration had been initiated with regional plant protection organizations to provide technical support to regions for the organization of regional meetings to prepare for CPM-16 (2022). Finally, the secretariat suggested that the IC consider whether IC approval of the implementation plans for IPPC guides and training materials was appropriate or whether this may be assigned to the IC lead.
- [43] The IC chairperson thanked the secretariat and invited the IC to comment.
- [44] **Regional preparations for CPM sessions.** One IC member suggested that the Guidelines for IPPC Regional Workshops (Noted by CPM-14 (2019), agreed by the CPM Bureau in June 2018), be reviewed and presented to the CPM in 2023. The member also highlighted the need to make it clear that contracting parties needed to consult at a regional level before IPPC regional workshops. The secretariat acknowledged that there is a long-standing common perception among NPPOs that IPPC regional workshops are only for the consideration of draft ISPMs, whereas in fact their scope is broader than that. One IC member pointed out that it was, nevertheless, important to continue IPPC regional workshops as at least they provided a forum in which contracting parties could discuss various issues, not just ISPMs. The member added, however, that not all regions need such a meeting, so a flexible approach was needed.
- [45] In a related matter, the RPPOs representative informed the IC that it was hoped that the next meeting of the TC-RPPOs would be held at the margins of the International Plant Health Conference in London, September 2022. She commented that this may be an opportunity for some IC members to attend as observers.
- [46] **Reducing workload.** One IC member highlighted the need to identify which tasks were operational and could be done by the secretariat alone without involvement or approval by IC members, and which tasks needed IC member involvement. The member observed that currently the IC was involved in many operational tasks, and he felt that some of these could be carried out under the purview of the secretariat, without IC approval. The IC chairperson recalled the heavy workload at the outset of the IC, when the committee had inherited the work of various bodies, and the subsequent progress in prioritizing and eliminating tasks. He acknowledged, however, that there were still some operational aspects to the IC's work and took note of the point being made.
- [47] **Implementation plans for IPPC guides and training materials.** The IC agreed that the approval of the implementation plans for IPPC guides and training materials should be the responsibility of the IC lead rather than the IC. Noting that many of the elements in the plans are common to all or most such

⁵ VM19_07_IC_2022_Mar.

plans, the IC also agreed that the IC lead should report back to the IC on any implementation activities, such as webinars and workshops, that are specific to the implementation plan in question. One IC member asked whether development of the implementation plan could be part of the working group's work, rather than a separate exercise, but the secretariat confirmed that this was already the current practice: the working group is consulted during the development of the plan, which is then reviewed by the IC lead and secretariat lead (and then, up to now, approved by the IC).

[48] **Progress on activities.** The IC chairperson thanked the secretariat for the progress made on reducing the IC workload.

[49] **Revised task assignments.** The IC reviewed the revised task assignments. The secretariat recalled that Magda GONZALEZ ARROYO (Costa Rica) had been assigned as IC lead for the revision of the NROs guide, with Ahmed ABDELMOTTALEB (Egypt) taking over this role once Ms GONZALEZ ARROYO had retired,⁶ and so amended the list of task assignments accordingly. The secretariat also confirmed that Ms GONZALEZ ARROYO had indicated that she would still be available to help, even after her retirement, until the end of her current term.

[50] The IC:

- (5) *noted* the progress on the activities undertaken to improve the IC workload;
- (6) *approved* the revised task assignments for IC members as modified in this meeting (Appendix 8); and
- (7) *requested* that the secretariat revise the *Process for the development of IPPC guides and training materials* to allow IC leads to approve implementation plans for guides and training materials, rather than requiring the entire IC to review and approve each implementation plan.

6. Any other business

6.1. Collaboration between the IC and the Standards Committee

[51] The IC considered whether there was more that could be done to enhance collaboration between the IC and the SC but concluded that although it was important for each committee to keep the other "in the loop" about relevant issues, this also had time implications. The IC agreed to limit IC-SC collaboration to the most relevant activities, such as the recent collaboration on the proposed topic on food aid.

6.2. Concept note on the International Plant Health Conference

[52] The secretariat invited the IC to consider how it wished to comment on the concept note that had been prepared on the International Plant Health Conference to be held later this year: by e-decision, through a joint discussion with the SC at their focused meeting in April, or to discuss it as an IC group in May. The IC expressed a preference for the second of these options, followed by the third. The IC agreed that it would not be practical to discuss the issues via e-decision and that a discussion in May might be too late to be considered by the organizers of the conference. The IC also indicated they would like to get further information on the topics selected for this conference.

[53] The IC:

- (8) *requested* that the secretariat seek approval for IC members to participate in a joint SC-IC discussion on the concept note for the International Plant Health Conference at the focused meeting of the Standards Committee in April 2022, and if this was not possible, to arrange a separate focused meeting for IC members.

⁶ IC 2021-11, agenda item 8.3.

6.3. Planning template for the Strategic Framework development agenda item on e-commerce

[54] The secretariat explained that the CPM Focus Group on Implementation of the IPPC Strategic Framework 2020–2030 Development Agenda Items was coordinating the development of implementation plans for the development agenda items and had asked the secretariat to complete templates for each of the development agenda items. The Implementation and Facilitation Unit had prepared a template for e-commerce and the focus group was satisfied with it but had also suggested that all the templates be subject to a wider review. As there was not a focus group on e-commerce and e-commerce activities are under the oversight of the IC, the secretariat therefore invited the IC to consider the most appropriate mechanism by which the IC could provide feedback on this draft planning template.

[55] The IC considered that if the whole IC needed to review the template, then an e-decision was the only viable option as this would be quicker than a meeting.

[56] The IC:

- (9) *requested* that the secretariat open an e-decision on the draft planning template for the IPPC Strategic Framework 2020–2030 development agenda item on e-commerce.

6.4. Ongoing e-decisions

[57] The secretariat advised the IC that an e-decision on the concept note related to the project proposal on Strengthening Plant Health Emergency Management Capacities would be opened shortly after the IC meeting.

7. Date and arrangement of the next meeting

[58] The next virtual IC meeting will be held over five days as follows, with each session lasting 2.5 hours (all times in Rome time (CEST)):

- 16 May 2022, 21:00
- 17 May 2022, 12:00
- 18 May 2022, 08:00
- 19 May 2022, 21:00
- 20 May 2022, 12:00.

8. Close of the meeting

[59] The IC chairperson and the IFU lead thanked everyone and closed the meeting.

Appendix 1**VIRTUAL MEETING N° 19 AGENDA**
(Updated 2022-02-28)**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	VM19_01_IC_2022_Mar	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	VM19_02_IC_2022_Mar	KOUMBA
4.	Review of draft specifications for guides and training materials		
4.1	PCE facilitator training (2014-008)	VM19_03_IC_2022_Mar	PELLETIER / WHITE
4.2	Risk-based inspection of imported consignments, Guide (2018-022)	VM19_04_IC_2022_Mar	YIM/ BLOEM / KOUMBA
4.3	Revision of National Reporting Obligations Guide (2021-026)	VM19_05_IC_2022_Mar	GONZALEZ / YANG
4.4	Authorization of entities to perform phytosanitary actions, Guide (2018-040)	VM19_06_IC_2022_Mar	PELLETIER / KOUMBA
5.	IC workload		
5.1	Update on the IC workload and leads	VM19_07_IC_2022_Mar	PELLETIER / BRUNEL
6.	Any other business		PELLETIER
6.1	Collaboration between the IC and the Standards Committee (SC)		PELLETIER
6.2	Concept note on the International Plant Health Conference		BRUNEL
6.3	Planning template for the IPPC Strategic Framework development agenda item on e-commerce		PETERSON
6.4	Ongoing e-decisions		BRUNEL
7.	Date and arrangement of the Next Meeting		KOUMBA
8.	Close of the Meeting		PELLETIER / BRUNEL

Appendix 2**IC VIRTUAL MEETING N° 19 - PARTICIPANTS LIST**

Role Organization	Name	Email address
Chair	Mr Dominique PELLETIER	dominique.pelletier@inspection.gc.ca
Member	Mr Thorwald GEUZE	t.geuze@nwwa.nl
Member	Mr Ringolds ARNITIS	ringolds.arnitis@hotmail.com
Member	Ms Kyu-Ock YIM	koyim@korea.kr
Member	Mr Ahmed M. Abdellah ABDELMOTTALEB	bidoeng@yahoo.com bidoeng@gmail.com
Member	Ms Faith NDUNGE	ndungeq@yahoo.com ; fndunge@kephis.org
Member	Mr Francisco GUTIERREZ	Francisco.Gutierrez@baha.org.bz
Member	Ms Ruth AREVALO MACIAS	ruth.arevalo@sag.gob.cl
Member	Mr Nilesh CHAND	nachand@baf.com.fj
RPPOs Representative	Stephanie BLOEM	stephanie.bloem@nappo.org
SC Representative	Mr Álvaro SEPÚLVEDA LUQUE	alvaro.sepulveda@sag.gob.cl

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
IPPC Secretariat	Mr Qingpo YANG	Qingpo.Yang@fao.org
IPPC Secretariat	Ms Mutya FRIO	Mutya.frio@fao.org
IPPC Secretariat	Mr Fitzroy WHITE	Fitzroy.White@fao.org
IPPC Secretariat	Ms Lisa FERRARO	Lisa.ferraro@fao.org
IPPC Secretariat	Mr Juan RULL	Juan.RullGabayet@fao.org
IPPC Secretariat	Mr Camilo BELTRAN	Camilo.BeltranMontoya@fao.org
IPPC Secretariat	Mr Milan IVIC	Milan.Ivic@fao.org
IPPC Secretariat	Ms Karen ROUEN	karen@karenrouen.com

Appendix 3

IMPLEMENTATION AND CAPACITY DEVELOPEMENT COMMITTEE- ACTIONS LIST

(Updated 2022-04-11)

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)	Ongoing	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 KUMARASINGHE	TBD
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

N°	VM	Topics	Description of tasks /Decisions	Status	IC Lead	Secretariat Lead
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

N°	VM	Topics	Description of tasks /Decisions	Status	IC Lead	Secretariat Lead
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 an 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

N°	VM	Topics	Description of tasks /Decisions	Status	IC Lead	Secretariat Lead
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

N°	VM	Topics	Description of tasks /Decisions	Status	IC Lead	Secretariat Lead
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

Draft specification: Phytosanitary Capacity Evaluation (PCE) facilitator training materials (2014-008)

1. Title

Phytosanitary Capacity Evaluation facilitator training (2014-008)

2. Type of implementation resource

IPPC training kit

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

The International Plant Protection Convention (Article IV.2(h)) on the training and development of staff in the General provisions relating to the organizational arrangements for national plant protection, as well as Article XX on technical assistance.

All adopted International Standards for Phytosanitary Measures (ISPMs) will be addressed.

4. Scope

The Phytosanitary Capacity Evaluation (PCE) training kit will provide training and reference material to ensure that new PCE facilitators understand the PCE tool, modules and process, and the benefits in phytosanitary capacity development for a country. The training kit will also be used to maintain and enhance the knowledge and skills of existing facilitators and ensure they are familiar with new materials and resources.

5. Purpose

The PCE is a fully comprehensive NPPO-led, facilitator-enabled, IPPC Secretariat-supported process of multiple phases, with a wide range of benefits, to help countries evaluate their phytosanitary capacities.

The PCE is a framework that the country adopts for its own purposes and benefits, with the support from an internationally trained and neutral PCE facilitator through the use of a web-based tool. The PCE empowers NPPOs to put in place a sovereign plan for how they wish to address any gaps identified, at their phytosanitary system and organizational level, and to better implement their core activities to enhance their plant health, food security, international trade and environment protection. Through a framework for rational strategic planning, NPPOs can fully prioritize activities and resources to fill gaps and enhance the effectiveness of the overall phytosanitary system.

From 2014 to 2017, the Standard and Trade Development Facility (STDF) funded the project STDF/PG/401 to develop training materials and establish a network of PCE facilitators.

The maintenance of a sustainable network of PCE facilitators is a component of the PCE strategy 2020–2030. This training material would enable the training of new PCE facilitators, while serving as reference for current facilitators, as well as for the PCE facilitation process. The updated training materials will be used to establish a strong network of phytosanitary expertise available to facilitate the application of PCEs.

The purpose of this specification is to update the training materials that were developed in 2018. The updated material should involve the use of current strategic management best practices, tools and existing IPPC courses. In addition, new materials should be developed to ensure a comprehensive training programme taking into consideration emerging phytosanitary issues.

6. Content for the proposed implementation resource

The working group should develop content for the training kit based on the outcomes of the following tasks:

- (1) Review of the existing IPPC Facilitators PCE Training materials that were developed by the IPPC Secretariat as part of the STDF project 401, including:
 - What is Phytosanitary Capacity Evaluation (PCE)
 - What is the International Plant Protection Convention (IPPC)
 - Non-phytosanitary skills:
 - Application of Strengths, Weaknesses, Opportunities, and Threats (SWOT), Decision Tree, and Logical framework approach
 - Understanding Group dynamics
 - Communication and meeting facilitation;
 - Phytosanitary issues and the PCE modules:
 - International Plant Protection Convention (IPPC)
 - Phytosanitary Legislation, its implications
 - Organization and management of an NPPO (related ISPMs and manuals and PCE Modules)
 - Ethics and transparency of the PCE (related PCE modules);
 - IPPC PCE Facilitators Training Book of Presentations, Book of exercises Consider the information in the IPPC Guide, Preparing a National Phytosanitary Capacity Development Strategy.
- (3) Consider the most appropriate support materials, length, duration and settings for a training kit adapted to virtual training sessions.
- (4) Consider how to make PCE training material accessible to the broader phytosanitary community.
- (5) Review and recommend changes to the evaluation form used for assessing participants at the end of the training.
- (6) Identify prerequisites in terms of training, knowledge and skills for candidates to be accepted to take PCE facilitator training.

7. Financial and in-kind contributions

Contracting parties are encouraged to identify any financial or in-kind contributions that will be provided to support the development of this course or to facilitate the translation of the final product.

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 training material.

The members of the working group will be selected based on their technical and practical expertise in the subject matter. Geographical representation of experts 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:
 - managing phytosanitary systems (e.g. managing an NPPO, strategic and operational planning, export certification, import inspection, surveillance, etc.)
 - strategic management tools (e.g. logframe, SWOT analysis, problem tree analysis, writing strategic plans, etc.)
 - experience in facilitating PCEs
 - participation in a national PCE

- experience in developing or revising national phytosanitary legislation
 - developing training material or delivering training courses;
- (2) strong working knowledge of English and ability to formulate ideas and write clearly in English.

9. References

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

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

IPPC Secretariat. 2021. Adopted International Standards for Phytosanitary Measures. Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/626/>

IPPC Secretariat. 2021. Report of the 15th Virtual Meeting of the Implementation and Capacity Development Committee (2021-06 IC VM15). Rome, IPPC Secretariat, FAO.

<https://www.ippc.int/en/publications/90286/>

IPPC Secretariat. 2021. Report of the 17th Virtual Meeting of the Implementation and Capacity Development Committee (2021-11 IC VM17). Rome, IPPC Secretariat, FAO.

<https://www.ippc.int/en/publications/90774/>

IPP Secretariat. 2019. *Phytosanitary Capacity Evaluation Strategy for 2020–2030*. Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/87701/>

IPPC Secretariat. 2018. Training material on the Phytosanitary Capacity Evaluation (PCE). Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/core-activities/capacity-development/phytosanitary-capacity-evaluation/training-material-on-the-phytosanitary-capacity-evaluation-pce/>

IPPC Secretariat. 2018. *IPPC Guide Preparing a National Phytosanitary Capacity Development Strategy*. Rome, IPPC Secretariat, FAO.

IPPC Secretariat. 2017. *Preparing a national phytosanitary capacity development strategy: A phytosanitary capacity development training tool for NPPOs*. Rome, IPPC Secretariat, FAO.

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IPPC Secretariat. 2016. *The guide to National Reporting Obligations*. Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/80405/>

IPPC Secretariat. 2015. *Establishing a National Plant Protection Organization: A guide to understand the principal requirements for establishing an organization to protect national plant resources from pests*. Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/86077>

IPPC Secretariat. 2015. *Operation of a National Plant Protection Organization, guide*. Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/86039/>

IPPC Secretariat. 2015. *Managing Relationships with Stakeholders, guide*. Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/86040>

IPPC Secretariat. 1997. International Plant Protection Convention. Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/131/>

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Ransom, Lois. 2021. Ex-post Evaluation of the STDF Project STDF/PG/401: Training of phytosanitary capacity evaluation (PCE) facilitators. Rome, IPPC Secretariat, FAO.

https://www.standardsfacility.org/sites/default/files/STDF_PG_401_Evaluation_Report.pdf?mselkid=181f403eafdd11eca7f004917e584b04

Appendix 5

Draft specification: Implementation of risk-based inspection for imported consignments, Guide (2018-022)

1. Title

Implementation of risk-based inspection for imported consignments (2018-022)

2. Type of implementation resource

IPPC guide

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

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

ISPM 23: *Guidelines for inspection*

ISPM 31: *Methodologies for sampling of consignments*

ISPM 32: *Categorization of commodities according to their pest risk*

4. Scope

This IPPC Guide is designed to facilitate the implementation of relevant principles and standards of the IPPC to improve phytosanitary inspection based on risks from the international trade of plants, plant products and other regulated articles. It is limited by the agreed definition of inspection and the scope of relevant ISPMs.

5. Purpose

The Guide will be designed to assist national plant protection organizations (NPPOs) to understand and apply best practices for risk management associated with the use of inspection as a phytosanitary measure for imported consignments.

NPPOs are challenged to use their risk-management resources, especially staff, in the best possible ways to address the increased volume of trade and passengers in a fair and technically justified manner. The implementation of risk-based inspection should follow an approach that aims to allocate resources for inspection based on evidence of risk. With the development of data-management technologies, more detailed and precise analysis of import records is feasible. Technologies now allow systematic and automated analysis of inspection data to consider the relationship of commodities, countries, volume, exporters, seasons and other inspection variables as factors affecting risk. Risk-based inspection may be implemented within the current legal framework for plant protection in some countries but may need more legal and procedural modification in other countries.

6. Content for the proposed implementation resource

The working group should develop the guide based on the outcomes of the following tasks:

- (3) describe the concept of risk-based inspection and its benefits;
- (4) identify common practices for inspection and challenges of inspection related to different risks;
- (5) describe parameters to analyse risk of consignments;
- (6) present the legal and phytosanitary system requirement to establish a risk-based inspection system;
- (7) describe the appropriate data and analysis system facilities and equipment for the risk-based inspection of imported consignments;
- (8) provide guidance to NPPOs on how looking at historical inspection data (including negative data) could improve risk-based inspection;
- (9) discuss the various levels of implementation of risk-based inspection;

- (10) provide guidance on how to perform inspection of consignments with varying levels of risk, considering factors such as sampling intensity, confidence intervals and selecting levels of detection (ISPM 31), including the concerns identified in the submission *Methodologies for sampling of consignments* (2021-015);
- (11) describe how risk-based sampling may reduce treatment on arrival (particularly methyl bromide fumigation);
- (12) provide examples of procedures of risk-based inspection of imported consignments;
- (13) suggest case studies that highlight NPPO experiences applying risk-based inspection to imported consignments.

7. Financial and in-kind contributions

This Guide will be developed with the financial support of the Republic of Korea.

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.

The members of the working group will be selected based on their technical and practical expertise in the subject matter. Geographical representation of experts 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:

- (14) practical expertise and knowledge in one or more of the following areas:
 - developing or managing phytosanitary export/import systems
 - strategic planning of phytosanitary activities
 - experience on management of phytosanitary inspection;
 - experience on data management of inspection results
 - implementation of risk-based inspection
 - export certification
 - import verification
 - pest risk analysis;
- (15) strong working knowledge of English and ability to formulate ideas and write clearly in English.

9. References

ISPM 1. 2021. *Phytosanitary principles for the protection of plants and the application of phytosanitary measures in international trade*. Rome, IPPC Secretariat, FAO.

<https://www.ippc.int/en/publications/596/>

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

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

ISPM 7. 2021. *Phytosanitary certification system*. Rome, IPPC Secretariat, FAO.

<https://www.ippc.int/en/publications/613/>

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

ISPM 23. 2021. *Guidelines for inspection*. Rome, IPPC Secretariat, FAO.

<https://www.ippc.int/en/publications/598/>

ISPM 31. 2021. *Methodologies for sampling of consignments*. Rome, IPPC Secretariat, FAO.

<https://www.ippc.int/en/publications/588/>

ISPM 32. 2021. *Categorization of commodities according to their pest risk*. Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/587/>

IPPC Secretariat. (forthcoming). Inspection. IPPC e-learning course. In: *International Plant Protection Convention e-learning courses*. Rome, IPPC Secretariat, FAO. Cited 9 February 2022. www.ippc.int/en/e-learning

IPPC Secretariat. 2021. Report of the 15th Virtual Meeting of the Implementation and Capacity Development Committee (2021-06 IC VM15). Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/90286/>

IPPC Secretariat. 2021. Report of the 17th Virtual Meeting of the Implementation and Capacity Development Committee (2021-11 IC VM17). Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/90774/>

IPPC Secretariat. 2015. *Import verification: A guide to import verification for national plant protection organizations*. Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/90635/>

IPPC Secretariat. 2015. *Operation of a national plant protection organization: A guide to understanding the principal requirements for operating an organization to protect national plant resources from pests*. Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/90633/>

IPPC Secretariat. 2014. *Transit: Phytosanitary issues of consignments in transit: a guide for national plant protection organization*. Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/90639/>

IPPC Secretariat. 1997. *International Plant Protection Convention*. Rome, IPPC Secretariat, FAO.

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World Bank Group. 2020. *Risk prioritization in phytosanitary management*. Cited 2 March 2022. <https://thedocs.worldbank.org/en/doc/186841605045083824-0090022020/original/WBGRiskPrioritizationinPhytosanitaryManagementFINALweb.pdf>

Appendix 6

Draft specification: *National Reporting Obligations (NROs) Guide, revision (2021-026)*

1. Title

National Reporting Obligations Guide (2021-026), revision

2. Type of implementation resource

Revision of an existing IPPC guide

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

International Plant Protection Convention (Article IV.2(b), IV.4, VII.2(b), VII.2(c), VII.2(d), VII.2(f), VII.2(i), VII.2(j), VII.6, VIII.1(c) and VIII.2, in particular)

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

ISPM 13: *Guidance for the notification of non-compliance and emergency action*

ISPM 17: *Pest reporting*

4. Scope

The NROs guide is designed to help IPPC contracting parties meet their reporting obligations as outlined in the IPPC. It provides specific guidance to national IPPC contact points and editors along with technical instructions for interacting with the International Phytosanitary Portal (IPP). The revision will modernize the guide and bring it in line with revised or recently adopted ISPMs and recent decisions of the CPM, IC and IC Team on NROs.

5. Purpose

The NROs guide was created based on the General and Specific IPPC NROs procedures. The General procedures consolidate decisions related to NROs made by the CPM in previous years and new guidance based on advice received from the National Reporting Obligations Advisory Group (NROAG). The Specific procedures detail NROs provisions laid down in the text of the Convention and provide additional procedures, as agreed by the CPM, where experience has shown a need to improve clarity and to fill gaps when the Convention does not provide adequate guidance.

The NROs guide was developed to outline the procedures that contracting parties should follow and provide guidance on how to use the IPP to meet their reporting obligations. There have been several significant changes in relation to how contracting parties meet their national reporting obligations since the NROs guide was last revised in 2016. The NROs guide should be updated to reflect the revision to ISPM 8 (*Determination of pest status in an area*) and recent decisions and recommendations of the CPM, IC and the IC Team on NROs.

6. Content for the proposed implementation resource

The working group should review the National Reporting Obligations Guide (2016) and make revisions to:

- update the description of the procedures for submitting NROs reports;
- update the technical instruction for submitting and deleting NROs reports through the International Phytosanitary Portal (IPP);
- update the instructions for using the NROs webpage on the IPP;
- provide guidance on the format to be used for lists of regulated pests;
- consider revisions made to ISPM 8 (*Determination of pest status in an area*);
- consider relevant technical resources published since 2016, including the Pest Status Guide (2021) and the Surveillance Guide (2021);

- consider relevant recommendations made by CPM 16, the IC (VM17) and the IC Team on NROs;
- review description of NROs details;
- describe importance and benefit of implementing NROs.

7. Financial and in-kind contributions

Contracting parties are encouraged to identify any financial or in-kind contributions that will be provided to support the development of this guide or to facilitate the translation of the final product.

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.

The members of the working group will be selected based on their technical and practical expertise in the subject matter. Geographical representation of experts 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:

- (16) practical expertise and knowledge in one or more of the following areas:
- extensive working knowledge of the IPPC, its objectives, its reporting obligations and ISPMs
 - IPPC contact point including the IPP editor
 - work with NPPOs or RPPOs
 - phytosanitary requirements, restrictions and prohibitions
 - pest reporting
 - regulated pests
 - non-compliance with phytosanitary certification
 - national reporting obligations systems;
- (17) strong working knowledge of English and ability to formulate ideas and write clearly in English.

9. References

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

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

ISPM 8. 2022. *Determination of pest status in an area*. Rome, IPPC Secretariat, FAO.

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ISPM 13. 2021. *Guidance for the notification of non-compliance and emergency action*. Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/608/>

ISPM 17. 2021. *Pest reporting*. Rome, IPPC Secretariat, FAO.

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IPPC Secretariat. 2022. IC Team NROs. In: *International Plant Protection Convention*. Rome, IPPC Secretariat, FAO. Cited 17 March 2022. <https://www.ippc.int/en/core-activities/capacity-development/capacity-development-committee/ic-sub-group/ic-team-for-national-reporting-obligations-nros/>

IPPC Secretariat. 2022. NROs e-Learning course. In: *International Plant Protection Convention e-learning courses*. Rome, IPPC Secretariat, FAO. Cited 17 March 2022. <https://www.ippc.int/en/e-learning/>

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IPPC Secretariat. 2021. Report of the 17th Virtual Meeting of the Implementation and Capacity Development Committee (2021-11 IC VM17). Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/90774/>

IPPC Secretariat. 2016. *Guide to National Reporting Obligations: For IPPC Contact points and IPP editors* (Version 1.1). Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/80405/>

IPPC Secretariat. 2016. *Report on National Reporting Obligations - NROs Quality Control Guidelines* (CPM 2016/26). Rome, IPPC Secretariat, FAO. https://assets.ippc.int/static/media/files/publication/en/2016/02/26_CPM_2016_April_NRO_Qualitycontrol-2016-02-15.pdf

IPPC Secretariat. 2016. *Report on National Reporting Obligations - IPPC National Reporting Obligations Procedures* (CPM 2016/28). Rome, IPPC Secretariat, FAO. https://assets.ippc.int/static/media/files/publication/en/2016/02/28_CPM_2016_April_NRO_Procedures-2016-02-18_withTables.pdf

IPPC Secretariat. 1997. International Plant Protection Convention. Rome, IPPC Secretariat, FAO.

Appendix 7

Draft specification: Authorization of entities to perform phytosanitary actions, Guide (2018-040)

1. Title

Guide on authorization of entities to perform phytosanitary actions (2018-040)

2. Type of implementation resource

IPPC guide

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

International Plant Protection Convention (Article V.2 (a) in particular)

ISPM 45: *Requirements for national plant protection organizations if authorizing entities to perform phytosanitary actions*

Consider adding the new audit ISPM, pending adoption by CPM-16

4. Scope

This IPPC guide is meant to improve the understanding of the concept of authorization of entities to perform phytosanitary action and contribute to the implementation of ISPM 45 (*Requirements for national plant protection organizations if authorizing entities to perform phytosanitary actions*).

5. Purpose

The guide will provide guidance to national plant protection organizations (NPPOs) and the authorized entities to understand the process, meet requirements and to fulfil their roles and responsibilities during the development and implementation of authorization programmes to carry out phytosanitary actions.

The guide will also provide examples and case studies to help NPPOs and authorized entities adapt their authorization process to perform phytosanitary actions while remaining consistent with requirements of the IPPC.

6. Content for the proposed implementation resource

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

- (18) describe responsibilities and obligations of the NPPOs related to the authorization of third parties to perform phytosanitary actions;
- (19) describe the types of phytosanitary actions that can be delegated to the authorized entities (including national and international entities) in line with the IPPC and the ISPMs;
- (20) describe the mechanisms to enable authorization (e.g. legal framework, memorandum of understanding);
- (21) describe the development of procedures and processes to authorize, suspend and reinstate entities;
- (22) describe the understanding and development of management systems and quality management system manuals;
- (23) describe the supervision of authorized entities, including procedures for examination and assessment of competencies;
- (24) provide examples of processes of authorizing entities to perform phytosanitary actions;
- (25) suggest case studies that show how authorized entities perform phytosanitary actions;
- (26) provide a more specific guidance on authorizing entities to carry out phytosanitary fumigation treatments.

Note: Any overlapping topic presented in the guide on audits should be identified to ensure that both guides complement one another and do not repeat each other.

7. Financial and in-kind contributions

Contracting parties are encouraged to identify any financial or in-kind contributions that will be provided to support the development of this guide or to facilitate the translation of the final product.

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.

The members of the working group will be selected based on their technical and practical expertise in the subject matter. Geographical representation of experts 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:

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

- designing and implementation of agreements with authorized entities
- development of legal framework to enable authorization
- inspection of plants and plant products
- work with NPPOs or RPPOs
- experience of collaboration with laboratories and research institutes
- export certification
- audit for phytosanitary purposes
- developing or managing phytosanitary export systems;

(28) strong working knowledge of English and ability to formulate ideas and write clearly in English.

The working group is encouraged to consider inviting third-party entities to contribute to the development of the guide, by consulting with them or inviting them to make presentations to the working group, etc.

In addition, it would also be useful for the working group to have recourse to seek the advice of FAO Legal Services on legal aspects related to the mechanisms to enable authorization.

9. References

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The Working group is invited to have a look also on regional standards and procedures related to the authorization of entities to perform phytosanitary actions.

Appendix 8

Workload based on the approved ICD work plan (2022)

IC Sub-groups:

- **DAS:** Descartes (IC: Stephanie and Ruth) - *pending CPM-16 (2022) decisions.*
- **IRSS:** Descartes (IC: Dominique) - *funding ends May 2022, after pending funding.*
- **SCTF:** Artur (SSU) (IC: Dominique) – *support up to CPM-16 (2022), proposed to be move to the SC.*

IC Teams:

- **Contributed Resources:** Natsumi (IC: Magda)
- **eCommerce:** Barbara (IC: Thorwald)
- **Framework S&I:** Natsumi (IC: Kyu-Ock)
- **Guides TM, eLearning:** Barbara (IC: Francisco)
- **NROs:** Qingpo/Ewa (IC: Magda) – *pending CPM-16 (POARS) decisions and staff*
- **PCE:** Fitzroy/Descartes/Sarah (IC: Ringolds)
- **Projects:** Natsumi (IC: Lalith)
- **TR4:** Camilo/Natsumi (IC: Magda)
- **Web resources:** Natsumi (IC: Nilesh and Ringolds)

SC, EWG

- **SC EWG ISPM 37 (Annex FF criteria):** Qingpo (IC: Lalith)
- **SC EWG ISPM 38 (Annex seed systems):** Descartes (IC: Thorwald)
- **SC/SSU-IC/IFU:** Descartes (IC : Alvaro/ Ahmed)

Active Working Groups:

- **e-Learning Export** (2020-003) (1): Juan/Descartes (IC: Ahmed) –*Final stage*
- **e-Learning PRA** (2020-002) (1): Juan/Natsumi (IC: Faith) - *Finalized*
- **e-Learning Inspection** (2020-011) (1): Juan/Descartes (IC: Thorwald)
- **e-Learning Surveillance & reporting** (2020-012) (1): Juan/Natsumi (IC: Chris)
- **Guide Contingency planning** (2019-012) (1): Juan (IC: Ringolds)
- **Guide eCommerce** (2017-039) (1): Barbara/Qingpo (IC: Thorwald)
- **Guide ISPM 15** (2017-043) (1): Barbara/Natsumi (IC: Faith)

Documents for preparation only:

- **Curriculum Plant Health officer training** (2017-054) (1): Lois (IC: Lalith)
- **Guide Authorization of entities** (2018-040) (1): Descartes (IC: Dominique)
- **Guide Risk-based inspection** (2018-022) (1): Descartes/Juan/Rokhila (IC: Kyu-Ock and Stephanie)
- **Training materials FAW (2020-010) (1) (FAO-IPPC):** Camilo (IC: Chris)
- **Training PCE** (2014-008) (1): Fitzroy (IC: Magda)
- **Revision, Guide to National Reporting Obligations :** Qingpo (IC: Nilesh)

Projects managed by Secretariat:

- **China:** Sarah/Qingpo (IC: Francisco)
- **COMESA:** Sarah/Camilo (IC: Faith)
- **EU Implementation:** Sarah (IC: Thorwald)
- **EU IPPC SF:** Sarah (IC: Ringolds)
- **EU IRSS:** Descartes (IC: Dominique)
- **Japan:** Natsumi (IC: Ruth)

Regular activities

- IC eDecisions
- IC meeting report-Review and approval
- Component pages (*To be updated once a year*)
- Rapporteur IC meetings

Link to the database on Implementation and Capacity Development List of topics:
<https://www.ippc.int/en/core-activities/capacity-development/list-topics-ippc-implementation/list>

Summarized table of leads

IC members	Sub-groups	Teams	EWG/SC-IC /FG	LOT/GTM	Component pages	Project
Stephanie BLOEM		-e-Commerce activities, including DAI		-Risk based inspection of imported consignments, Guide	-ISPM 15 Implementation -Pest Risk Analysis	
Thorwald GEUZE		-e-Commerce activities, including DAI	-EWG Annex to ISPM 38 International movement of seeds) (2018-009)	-e-Commerce Guide -Inspection, e-Learning course	-Phytosanitary Import Regulation System -e-Commerce	-Implementation of the IPPC (GCP/GLO/025/EC)
Magda GONZALEZ	-National Reporting Obligations (NRO)	-Contributed technical resources -Fusarium Wilt TR4		-PCE facilitators training, Training Kit -Factsheet Phytosanitary Capacity Evaluation Tool (PCE)	-How to contribute technical resources	
Lalith KUMARASINGHE		-Projects -Task Force on Topics	-EWG :Annex to ISPM 37: determination fruit fly host status	-Contingency planning, Guide	-Diagnostics -NPPO Establishment and Operations	
Kyu-Ock YIM	-IRSS	-Projects -Framework for Standards and Implementation, Lead	-CPM Focus group on IPPC Strategic Framework (2020-2030)	-Risk based inspection of imported consignments, Guide		
Francisco GUTIERREZ	-IRSS	-Guides and training materials -Phytosanitary Capacity Evaluation (PCE)		-Contingency planning, Guide	-Eradication -Contingency Plans	-(GCP /INT/291/CPR) China
Faith NDUNGE	-IRSS	-Guides and training materials -Task Force on Topics			-Phytosanitary Legislation	-COMESA trade facilitation
Chris DALE		-Surveillance, Activities -Fusarium Wilt TR4		-Surveillance and reporting obligations, e-Learning course	-Roster of surveillance consultants -Surveillance	
Alvaro SEPÚLVEDA	-IRSS		-SC-IC collaboration			

IC members	Sub-groups	Teams	EWG/SC-IC /FG	LOT/GTM	Component pages	Project
Ahmed ABDELMOTTALEB	-National Reporting Obligations (NRO)	-Guides and training materials -Phytosanitary Capacity Evaluation (PCE)	-SC-IC collaboration	-Phytosanitary export certification system, e-Learning course	-Phytosanitary Export Certification System -Phytosanitary Treatments	
Dominique PELLETIER	-IRSS	-Task Force on Topics -Projects	-EWG Audit (2015-014)	-IRSS Factsheet -Authorization of entities to perform phytosanitary actions, Guide	-Sea Containers -Systems approach	-EC- IRSS
Ringolds ARNITIS		-Phytosanitary Capacity Evaluation (PCE) -Web based resources, IPP ICD pages, Ass. lead	-Pest Outbreak Alert and Response System		PCE	-IPPC Strategic Framework: (GCP/GLO/040/EC)
Nilesh CHAND	-National Reporting Obligations (NRO)	-Contributed technical resources -Web based resources, IPP ICD pages, Lead		-Guide to National Reporting Obligations Lead	-Systems approach -Inspection	
Ruth AREVALO	-Dispute Avoidance and Settlement (DAS), Ass. lead	-Contributed technical resources -Surveillance, Activities	-ISPM 4 (PFA), Revision		-Surveillance -Pest Free Area	-(GCPT/GLO/102/JPN) Japan