[PleaseReview document review. Review title: 2022 ICD Draft Specification: Phytosanitary capacity evaluation facilitator training materials (2014-008) . Document title: 2014-008\_DS\_PCE facilitator training materials\_EN.docx]

***[1]*Draft specification: Phytosanitary Capacity Evaluation (PCE) facilitator training materials (2014-008)**

***[2]*Status box**

|  |
| --- |
| ***[3]***This status box is not an official part of the Guide and will be modified by the IPPC Secretariat. |
| ***[4]*Topic number** | ***[5]***2014-008 |
| ***[6]*Title** | ***[7]***Phytosanitary Capacity Evaluation (PCE) facilitator training materials  |
| ***[8]*Document category** | ***[9]***IPPC training kit |
| ***[10]*Date of this document**  | ***[11]***2022-03-16 |
| ***[12]*Current document stage** | ***[13]***Draft Specification  |
| ***[14]*Major stages completed** | ***[15]***2018-05: Topic added to List of Topics ***[16]***2021-06: Priority level raised from 3 to 1 (IC\_VM15).The IC agreed that the draft specification should be developed for the 2022 consultation ***[17]***2021-11: Implementation and Capacity Development Committee (IC) lead identified, Ringolds ARNITIS (Latvia)***[18]***2022-03 : IC approved the draft specification for consultation  |
| ***[19]*Implementation and Capacity Development Committee (IC) lead** | ***[20]***2021-11: Ringolds ARNITIS (IC lead) |
| ***[21]*IPPC Secretariat lead** | ***[22]***2021-10 : Fitzroy WHITE |
| ***[23]*Working Group experts** | ***[24]*** |
| ***[25]*Notes** | ***[26]*** |

***[27]***

***[28]***1. Title

***[29]***Phytosanitary Capacity Evaluation facilitator training (2014-008)

***[30]***2. Type of implementation resource

***[31]***IPPC training kit

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

***[33]***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.

***[34]***All adopted International Standards for Phytosanitary Measures (ISPMs) will be addressed.

***[35]***4. Scope

***[36]***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.

***[37]***5. Purpose

***[38]***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.

***[39]***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.

***[40]***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.

***[41]***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.

***[42]***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.

***[43]***6. Content for the proposed implementation resource

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

1. ***[45]***Review of the existing IPPC Facilitators PCE Training materials that were developed by the IPPC Secretariat as part of the STDF project 401, including:
* ***[46]***What is Phytosanitary Capacity Evaluation (PCE)
* ***[47]***What is the International Plant Protection Convention (IPPC)
* ***[48]***Non-phytosanitary skills:
* ***[49]***Application of Strengths, Weaknesses, Opportunities, and Threats (SWOT), Decision Tree, and Logical framework approach
* ***[50]***Understanding Group dynamics
* ***[51]***Communication and meeting facilitation;
* ***[52]***Phytosanitary issues and the PCE modules:
* ***[53]***International Plant Protection Convention (IPPC)
* ***[54]***Phytosanitary Legislation, its implications
* ***[55]***Organization and management of an NPPO (related ISPMs and manuals and PCE Modules)
* ***[56]***Ethics and transparency of the PCE (related PCE modules);
* ***[57]***IPPC PCE Facilitators Training Book of Presentations, Book of exercises
1. ***[58]***Consider the information in the IPPC Guide, Preparing a National Phytosanitary Capacity Development Strategy.
2. ***[59]***Consider the most appropriate support materials, length, duration and settings for a training kit adapted to virtual training sessions.
3. ***[60]***Consider how to make PCE training material accessible to the broader phytosanitary community.
4. ***[61]***Review and recommend changes to the evaluation form used for assessing participants at the end of the training.
5. ***[62]***Identify prerequisites in terms of training, knowledge and skills for candidates to be accepted to take PCE facilitator training.

***[63]***7. Financial and in-kind contributions

***[64]***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.

***[65]***8. Selection criteria for working group experts

***[66]***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.

***[67]***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. ***[68]***practical expertise and knowledge in one or more of the following areas:
* ***[69]***managing phytosanitary systems (e.g. managing an NPPO, strategic and operational planning, export certification, import inspection, surveillance, etc.)
* ***[70]***strategic management tools (e.g. logframe, SWOT analysis, problem tree analysis, writing strategic plans, etc.)
* ***[71]***experience in facilitating PCEs
* ***[72]***participation in a national PCE
* ***[73]***experience in developing or revising national phytosanitary legislation
* ***[74]***developing training material or delivering training courses;
1. ***[75]***strong working knowledge of English and ability to formulate ideas and write clearly in English.

***[76]***9. References

***[77]*ISPM 5.** *Glossary of phytosanitary terms*. Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/622/>

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

***[79]*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/>

***[80]*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/>

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

***[82]*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/>

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

***[84]*IPPC Secretariat.** 2017. *Preparing a national phytosanitary capacity development strategy: A phytosanitary capacity development training tool for NPPOs.* Rome, IPPC Secretariat, FAO. <https://www.ippc.int/static/media/files/publication/en/2018/06/Preparing_strategy_YT9lUD4.pdf>

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

***[86]*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>

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

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

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

***[90]*Specification 2017-054.** *Knowing and understanding the IPPC – plant health or protection officer training curricula.* Rome, IPPC Secretariat, FAO. <https://www.ippc.int/en/publications/90725/>

***[91]*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?msclkid=181f403eafdd11eca7f004917e584b04>