



## **MEETING REPORT**

# **IC SUBGROUP ON IRSS VIRTUAL MEETING N° 05**

**15 JUNE 2022**

**IPPC Secretariat**

## 1. Opening of the Meeting

- [1] The IPPC Secretariat (hereafter referred to as the "Secretariat") opened the meeting and welcomed all participants to the fifth virtual meeting of the IC Subgroup on Implementation Review Support System (IRSS)<sup>1</sup>, highlighting the special importance of this meeting of the subgroup. The timing is particularly strategic as it comes after the decisions of CPM-16 (2022), which officially transitioned the IRSS to the IPPC Observatory, and as the EC IRSS third cycle project closed in May 2022.
- [2] The Secretariat reminded on the one hand the achievements developed under this third cycle IRSS project and on the other hand the need for the Subgroup to provide guidelines for the effective operationalization of the IPPC Observatory.

## 2. Meeting Arrangements

### 2.1. Election of the Chairperson

- [3] Mr Francisco GUTTIEREZ (IC member) was elected as the Chairperson to the meeting.

### 2.2. Election of the Rapporteur

- [4] Ms. Juliet GOLDSMITH (RPPOs Representative) was elected as the Rapporteur to the meeting.

### 2.3. Adoption of the agenda

- [5] The meeting agenda was adopted without modification and is attached to this report (Appendix 1).

## 3. Administrative Matters

### 3.1. Review of meeting documents

- [6] The following six meeting documents, which are also posted on the IC Subgroup on IRSS restricted work area of MS Teams, were introduced:
- Adoption of the Agenda
  - General updates on the IRSS activities since the IRSS Virtual Meeting 04 (VM04)
  - Outcomes from CMP-16 (2022)
  - Proposed operationalization of the IPPC Observatory
  - Revision of the Terms of reference of the IC Subgroup
  - Presentation of the communications materials

### 3.2. Review of participants

- [7] The participant list is presented in Appendix 2.

## 4. Update on the IRSS activities

### 4.1. General Updates on the IRSS activities since the IRSS VM04

- [8] The Secretariat provided an update<sup>2</sup> on the IRSS activities since the last meeting (IRSS VM04) in March 2022 and reminded the meeting that CMP-16 (2022) had approved the options for the transition from IRSS to the IPPC Observatory to improve its sustainability.
- [9] The missions of the newly approved IPPC Observatory have been focused on collecting data through studies and surveys and providing recommendations. A three-year work plan, a resource mobilization

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<sup>1</sup> The name of the IC Subgroup on IRSS will be changed accordingly after the approval of the revised TOR.

<sup>2</sup> VM05\_02\_IRSS\_2022\_Jun

plan and a communication strategy adapted to target audiences would be in place to guide the IPPC Observatory's work.

- [10] The Secretariat suggested to the IC Subgroup on IRSS to postpone the last meeting for 2022 (VM06 scheduled on 07 September), taking into account that the IPPC Regional Workshop for Africa will be held from 06 to 08 September 2022 and the International Plant Health Conference (IPHC) from 21 to 23 September.
- [11] One Subgroup member asked for clarification on the suitable dates considering the organization of the IPHC on 21-23 September. The Secretariat suggested selecting the next date after the IPHC as Secretariat staff as well as some Subgroup members will be involved in the IPHC preparation.
- [12] Another Subgroup member recommended scheduling the meeting for the end of August considering that in October there are SPG and Bureau meetings scheduled.
- [13] The Secretariat updated the Subgroup on the progress of the priority 1 topics and confirmed that the final reports of two IRSS studies on “Developing Guidance on Risk-based Border Management (2019-13, Priority 1)” and on “the use of IPPC Diagnostic Protocols (2019-14, Priority 1)” have been revised by the authors and will be reviewed by the editor and then sent to the FAO publication process.
- [14] Moreover, the executive summary to provide justifications to postpone the development of the third general survey was developed as well as the draft questionnaire for the future study on e-Commerce.
- [15] Furthermore, the IPPC Observatory list of topic studies has been converted into a searchable online database available on the IPP<sup>3</sup>.
- [16] The Secretariat also provided a summary of the findings of the three Purchase Orders (PO) conducted under the IRSS project to improve:
- Survey design, data management and monitoring of the IPPC Strategic Framework
  - Resource mobilization
  - Communication and visibility
- [17] In addition, he highlighted the contribution of all the staff hired within the framework of the IRSS project and invited the Subgroup to thank them for their contributions.
- [18] The Chair supported the thanks to staff listed in the document while acknowledging their invaluable contributions to the IRSS project.
- [19] The IC Subgroup on IRSS:
- (1) *noted* the update on the IPPC Observatory activities.
  - (2) *requested* the IPPC Secretariat to schedule the next meeting of the IC Subgroup between 30 or 31 August 2022.
  - (3) *thanked* the following staff for their contribution to the activities of the IRSS third cycle project:
    - o Nader El BADRY,
    - o Mutya FRIO,
    - o Lisa FERRARO,
    - o Sebastiaan HESS,
    - o Milan IVIC,
    - o Paul MILLAR,
    - o Marie LEMEUNIER,
    - o Leonardo SCARTON.

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<sup>3</sup> <https://www.ippc.int/en/core-activities/capacity-development/list-topics-ippc-irss/list>

## 5. Transition to the IPPC Observatory

### 5.1. IRSS outcomes from CPM-16 (2022)

[20] Dominique Pelletier (Canada) introduced the paper<sup>4</sup> on IRSS outcomes from CPM-16 (2022).

[21] He listed all the decisions taken by CPM on the future of the IRSS.

[22] CPM:

1. approved the change of the name of the “Implementation Review and Support System” (IRSS) to “IPPC Observatory” and requested that the IC rename the IC subgroup accordingly;
2. agreed to narrow the scope of the IPPC Observatory by releasing the “support function”, which means that this system will be limited to providing recommendations on ways to address implementation issues identified;
3. requested that the Finance Committee, with support from the secretariat, consider allocating USD 185 000 per year from the secretariat’s regular programme as baseline funding to cover the fixed costs of the IPPC Observatory (with additional funding to cover studies and surveys to be mobilized from other sources such as the Multidonor Trust Fund, projects and in-kind contributions), with the condition that such funding should not compromise other secretariat activities;
4. requested that the secretariat consider the management structure of the IPPC Observatory and that the IC and the secretariat, subject to the allocation of baseline funding, take the necessary actions to enable the effective operationalization of the Observatory;
5. agreed that the IPPC Observatory would contribute to monitoring the achievements of the objectives outlined in the IPPC Strategic Framework 2020–2030;
6. approved the following five guiding principles for the IPPC Observatory: 1) transparency, 2) impartiality and independence, 3) usefulness, 4) driven by a workplan and based on set terms of reference and 5) continuous improvement based on feedback;
7. agreed that the IPPC Observatory would have a three-year workplan and a three-year communication plan approved by the IC and updated annually as necessary;
8. agreed that monitoring, evaluation and learning is a part of the IPPC Observatory;
9. requested that the IPPC Observatory improve the design of surveys and set up an efficient periodic mechanism (in every second three-year workplan) to monitor the implementation of the CPM, ISPMs and CPM Recommendations; and
10. encouraged contracting parties to contribute to the funding of the IPPC Observatory.

[23] He highlighted that most of the recommendations provided by the Subgroup were approved by CPM-16, except for the IPPC Observatory management which will be decided at later stage by the IPPC Secretary.

[24] He noted that the IPPC community is now able to move forward to a sustainably funded system.

[25] The Chair noted that CPM-16 asked for clarification on the status of the funding of the IPPC Observatory. One Subgroup member responded that this issue should be discussed during the next Finance Committee without any confirmation if this item is included in the agenda.

[26] The Secretariat clarified that at this stage, there is no secure funding for the IPPC Observatory and suggested that while waiting for strategic decisions on the effective implementation of the IPPC Observatory and the related resource allocation, the activities of the IPPC Observatory will essentially focus on finalizing the triennial report, publications and communications materials. He invited the Subgroup members to play an active role in resource mobilization and advocacy for the effective operationalization of the IPPC Observatory.

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<sup>4</sup> VM05\_03\_IRSS\_2022\_Jun

- [27] The Chair raised his concern on this complex issue and noted efforts are being undertaken to establish this new system.
- [28] Another member requested clarification on the CPM decision that “the Secretariat will consider the management structure of the IPPC Observatory” and asked when this management structure would be established.
- [29] Another Subgroup member noted the IPPC Secretary was recently appointed and would like a better understanding of the overall structure before considering the establishment of a new component. The Secretariat confirmed that the IPPC Secretary requested the CPM Bureau to have strategic discussions and that the outcomes of this process could bring more clarity on how to move forward.
- [30] One Subgroup member noted the importance of advocacy with organizations and countries and noted that Canada is funding two IPPC Observatory studies this year and that he will try to discuss with Agriculture Canada to see whether additional funds could be mobilized.
- [31] The IC Subgroup on IRSS:
- (4) *noted* the outcomes from the CPM-16 (2022) on the IPPC Observatory.

## 5.2. Proposed operationalization of the IPPC Observatory

- [32] The Secretariat introduced the paper<sup>5</sup> presenting the recommendations provided as the findings of the two Purchase orders (PO) on:
- Survey design, data management and monitoring of the IPPC Strategic Framework (1)
  - Resource mobilization (2)
- [33] The Secretariat reminded that this process was initiated by a request from the IC to have a clear message on the benefits of the IRSS for the IPPC community, and improve the sustainability of this system.
- [34] The Secretariat highlighted that the expertise of a private consulting agency (PwC) was requested to formulate concrete proposals to improve the mechanisms that were in place under IRSS and ensure a more efficient implementation of the Observatory. This analysis of the first PO focused on monitoring and evaluating the implementation of the IPPC and the ISPMs, the improvement of surveys, and the management of the data collected. The second PO provided recommendations to improve the overall resource mobilization as well as communication with contracting parties and donors.
- [35] The Secretariat also detailed the main recommendations to improve the survey design and data management, resource mobilization, monitoring of the IPPC Strategic Framework. These recommendations are presented in Appendix 3.
- [36] In addition, he clarified that even if no secure funding is identified for the IPPC Observatory at the moment, the idea is to have concrete actions and improvements to contribute to the effective operationalization of the Observatory when resource are available.
- [37] A subgroup member supported the proposals to efficiently implement the IPPC Observatory and noted that a step-by-step approach should be considered. He noted a lot of proposed changes and that for the beginning, the Observatory should start with a few achievable objectives considering this will take time to strongly establish the system.
- [38] The Chair asked if there was an assessment to identify the basic needs for the operationalization of the IPPC Observatory, considering that this represents a huge amount of work and that the Secretariat is quite busy with the ongoing activities.
- [39] The IRSS Secretariat Lead clarified that the current proposal is intended to provide all the possible options to give the Observatory the capacity to fulfil the assigned missions. However, the size and the

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<sup>5</sup> VM05\_04\_IRSS\_2022\_Jun

objectives of the IPPC Observatory will be closely related to the resources available. In any case, the Secretariat will design the structure based on the resources allocated.

[40] He added that in terms of basic needs, a staff with survey design and M&E (Monitoring & Evaluation) skills should manage the system with the support of staff from the existing IPPC Secretariat Units and Teams.

[41] Another member highlighted that survey- design is a key issue to address, and supported the need to have questionnaires well designed, to conduct pre-testing and to translate the surveys into UN languages. Without this improvement, there is the risk that there is no buy-in from IPPC contracting parties.

[42] The IC Subgroup on IRSS:

(5) *discussed and supported* the recommendations presented in Appendix 3 to improve the IPPC Observatory:

- Survey design, data management and monitoring of the IPPC Strategic Framework
- Resource mobilization

### 5.3. Revision of the Terms of reference of the IC Subgroup

[43] The Secretariat introduced the paper<sup>6</sup> on the proposed revision of the Terms of reference (ToR) of the IC Subgroup on IRSS based on the new scope and missions of the IPPC Observatory.

[44] The Secretariat highlighted that the current ToR was approved until the end of the IRSS third cycle project (ended in May 2022), and the CPM-16 requested, after the approval of the renaming to the IPPC Observatory, to rename the IC Subgroup accordingly.

[45] The Secretariat also highlighted the main proposed changes in the ToR related to the name of the Subgroup, the duration of the mandate, the number of members and the approval of studies for publication.

[46] The members supported the proposed ToR for the IC Subgroup to be recommended to the IC.

[47] The IC Subgroup on IRSS:

(6) *agreed* that the IC Subgroup on IRSS should be converted into the IC Subgroup on IPPC Observatory.

(7) *agreed* that the proposed terms of reference for the IC Subgroup on IPPC Observatory be sent for IC approval, including potential inputs from the FAO legal Service.

## 6. Presentation of the communications materials

[48] The IRSS Communication consultant introduced the paper<sup>7</sup> on communication materials developed under the IRSS third cycle project to improve the overall IPPC Observatory communication. The communication strategy includes innovative approaches designed to target audiences.

[49] She informed that a creative communication agency developed the visual identity (logo), the video, the microsite structure and redesigned the factsheet. These communication materials were developed based on the key messages to promote the purpose and the importance of the Observatory.

[50] In addition, the IPPC Observatory webpages have been redrafted to better promote the achievements and provide clarification to contracting parties.

[51] The Secretariat displayed the latest version of the IPPC Observatory.

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<sup>6</sup> VM05\_05\_IRSS\_2022\_Jun

<sup>7</sup> VM05\_06\_IRSS\_2022\_Jun

- [52] One member appreciated the final results of the communication materials and noted the importance of having a visual identity.
- [53] The Subgroup commented on the need to clarify the wording of the purpose of the IPPC Observatory to avoid confusion with the IC mandate.
- [54] The Secretariat IRSS Lead clarified that the objective was to reduce the jargon and make it easily understandable for broader audiences. He highlighted that the link with the phytosanitary component pages was that these were developed to replace the Help desk which was rarely used.
- [55] The Chair noted the need to have a clear message as the IRSS was one of the most difficult IPPC concepts to understand and that all efforts to clarify what it does is much appreciated.
- [56] Another member highlighted that more time will be needed to do an in-depth review of the video script. He added he would have appreciated having all the proposals of logos to select the preferred design.
- [57] The Secretariat noted the observations and commented there was an urgent need to work within a tight deadline because of the end of the project and that the service provider needed the logo to be validated as soon as possible to progress with the finalization of the factsheet and the video.
- [58] The IC Subgroup on IRSS:
- (8) *noted* the development of the IPPC Observatory communication materials;
  - (9) *endorsed* the IPPC Observatory logo, factsheet as well as the phytosanitary component pages to be featured at the upcoming IPPC Regional Workshops, during the related presentation and breaks;
  - (10) *requested* the IPPC Secretariat to share for review the script of the IPPC Observatory video with the meeting participants.

## **7. Any Other Business**

- [59] No additional agenda item point was discussed during the meeting.

## **8. Date and Arrangement of the Next Meeting**

- [60] The Sixth virtual IC meeting of the IC Subgroup on IRSS will be scheduled on 30 or 31 August 2022.

## **9. Evaluation of the Meeting Process**

- [61] No meeting evaluation was done.

## **10. Close of the Meeting**

- [62] The Chairperson thanked everyone for their participation and the IPPC Secretariat closed the meeting.

**Appendix 1: Agenda**

	<b>Agenda Item</b>	<b>Document No.</b>	<b>Presenter</b>
<b>1.</b>	<b>Opening of the Meeting</b>		
1.1	Opening by the IFU Team lead		BRUNEL
<b>2.</b>	<b>Meeting Arrangements</b>		
2.1	Election of the Chairperson		BRUNEL
2.2	Election of the Rapporteur		CHAIRPERSON
2.3	Adoption of the Agenda	VM05_01_IRSS_2022_Jun	CHAIRPERSON
<b>3.</b>	<b>Administrative Matters</b>		
3.1	Review of meeting documents		KOUMBA
3.2	List of participants		KOUMBA
<b>4.</b>	<b>Update on the IRSS activities</b>		
4.1	General updates on the IRSS activities since the IRSS VM04	VM05_02_IRSS_2022_Jun	KOUMBA
<b>5.</b>	<b>Transition to the IPPC Observatory</b>		
5.1	Outcomes from CMP-16 (2022)	VM05_03_IRSS_2022_Jun	PELLETIER
5.2	Proposed operationalization of the IPPC Observatory	VM05_04_IRSS_2022_Jun	KOUMBA
5.3	Revision of the Terms of reference of the IC Subgroup	VM05_05_IRSS_2022_Jun	KOUMBA
<b>6.</b>	<b>Communication materials</b>		
6.1	Presentation of the communications materials	VM05_06_IRSS_2022_Jun	FRIO
<b>7.</b>	<b>Any other business</b>		CHAIRPERSON
<b>8.</b>	<b>Date and arrangement of the Next Meeting</b>		KOUMBA
<b>9.</b>	<b>Evaluation of the meeting process</b>		KOUMBA
<b>10.</b>	<b>Close of the Meeting</b>		CHAIRPERSON / BRUNEL



## Appendix 2: Participants list IRSS Subgroup VM05 meeting

Role	Name, Organization, Address, Telephone	Email address
IC member (Lead)	<b>Mr Dominique PELLETIER</b>	<a href="mailto:dominique.pelletier@inspection.gc.ca">dominique.pelletier@inspection.gc.ca</a>
Bureau Representative	<b>Mr Fuxiang WANG</b>	<a href="mailto:wangfuxiang@agri.gov.cn">wangfuxiang@agri.gov.cn</a> ;
SC Representative	<b>Mr Álvaro SEPÚLVEDA LUQUE</b>	<a href="mailto:alvaro.sepulveda@sag.gob.cl">alvaro.sepulveda@sag.gob.cl</a> <a href="mailto:asepulvedal@hotmail.com">asepulvedal@hotmail.com</a>
RPPO Representative	<b>Ms Juliet GOLDSMITH</b>	<a href="mailto:juliet.goldsmith@cahfsa.org">juliet.goldsmith@cahfsa.org</a>
IC member	<b>Ms Francisco GUTTIEREZ</b>	<a href="mailto:francisco.gutierrez@baha.org.bz">francisco.gutierrez@baha.org.bz</a>
IPPC Secretariat	<b>Ms Janka KISS</b>	<a href="mailto:Janka.Kiss@fao.org">Janka.Kiss@fao.org</a>
IPPC Secretariat	<b>Ms Mutya Frio</b>	<a href="mailto:mutya.frio@fao.org">mutya.frio@fao.org</a>
IPPC Secretariat	<b>Mr Descartes Koumba</b>	<a href="mailto:descartes.koumba@fao.org">descartes.koumba@fao.org</a>

## Appendix 3: Recommendations for the operationalization of the IPPC Observatory

### 1. Surveys and Studies

In order to enhance the effectiveness of studies and surveys within the IPPC Community and improve the response rate, the Observatory will ensure:

- a) **Survey coordination**- Centralize project survey demands at IPPC Secretariat level to avoid “Survey fatigue” and schedule one or two survey sessions in the year and ensure better overall coordination of surveys.
- b) **Survey criteria**- Define the criteria for conducting, sending and validating a survey (ie. topic related, timeframe, number of responses to be validated ...).
- c) **Languages** - Translate all the questionnaires in UN official languages.
- d) **Survey Library** - Structure a 'Survey Library' that gathers all data from previous surveys.
- e) **Word version** - Provide a version of the questionnaire that allows separate entries (ie. Word Document) so that Official Contact Points can send each part to the relevant experts.
- f) **Survey communication** - Plan global a communication campaign about upcoming surveys (ie. CPM, Regional workshops, website, meetings, social media).
- g) **Easy-to-fill** - Design an ‘easy-to-fill’ survey (ie. limited questions, close questions, data-oriented, limited length). Propose also a survey accessible by a password and a structure with a clickable table of contents. This way, the experts can easily fill in their sections.
- h) **Duration** - Allow a minimum filling time of 1 month.
- i) **Pre-testing** - Organize ‘survey pre-testing sessions’ with volunteer contracting parties.
- j) **Fixed section** - Design a fixed section in the IPPC General Survey to ensure that the same questions and results will be comparable (identify the IPPC obligations, ISPMs and CPM recommendations for which the CPs have issues with the implementation).
- k) **Challenges and good practices** - Surveys would identify challenges as well as good practices.
- l) **Periodical monitoring** - The periodical monitoring of the IPPC, adopted ISPMs and CPM recommendations will be launched every second three-year work plan.
- m) **Take away messages** - Share an executive summary after each study to provide recommendations and take away messages to contracting parties on concrete options to address or mitigate the identified challenges.
- n) **Topic for studies** - Organize a broader “call for Observatory topics for studies” that would better involve the Contracting Parties (CP) and ensure that the topics selected for the studies are supported by several CPs. The current process for submitting topics for studies targeted to committees, Bureau and RPPOs needs to be more inclusive to better address the challenges of contracting parties.

In order to fulfil its mission, the IPPC Observatory will need a survey specialist to work in tandem with a plant health expert to design r the general survey together.

### 2. Resource mobilization

The recommendations on survey design are based on the results provided by PwC.

The recommended approach for resource mobilization is to implement it at the level of the Secretariat and not at the level of the Observatory. The objective is to agree on priorities that include the needs of all units of the IPPC Secretariat and avoid competition with donors.

- a) Design an overall table with needs for funding based on CPM priorities which will include the needs for the IPPC Observatory. This table could be managed by the CPM Bureau and the Finance Committee.
- b) Prepare a common strategy and tools to approach the donors as “one IPPC Secretariat.
- c) Set up a Resource Mobilization advisory board with FAO and IPPC Observatory.
- d) Recruit a Resource Mobilization expert.
- e) Develop a charter on the main points of "why I should donate?".
- f) Set a standardized way to present all key projects in an easy-to-access way (ie. value proposition, budget, expected outcome, benefit, and strategic intent).
- g) Add testimonials from donors on the website (IPP).
- h) List all the events where it would be relevant to present the projects and raise funds.
- i) List the themes most appreciated and by which donors.
- j) Organize REX (ie. Return on experience) with donors associated with one project.

### **3. Monitoring of the Strategic Framework**

An analysis was conducted to define the indicators that would contribute to monitoring the implementation of the objectives of the IPPC Strategic Framework (2020-2030). However, defining the indicators was difficult because the "activities" defined in the strategy are quite general and do not allow for defining SMART indicators at this level. However, relying on the Implementation plan for the Development Agenda of the Strategic Framework was recommended.

Another constraint is the disparate level of implementation of the activities of the eight Development Agendas.

It is preferable to have a common indicator canvas to facilitate the monitoring of indicators and to have a similar structure. These elements apply to the three levels: strategic, program and activity.

The canvas will be filled in by the Lead of each development agenda in collaboration with the stakeholders involved (NPPOs, RPPOs, Research institutes, international organizations...).

In order to facilitate the follow-up by the Leads, a repository could be developed and each referent could report the evolution of his/her indicators according to the moments of retrieval. Each Development Agenda and the associated activities could be visible regarding the “viewing rights” of the software.

This monitoring mechanism will require close collaboration between the CPM Focus Group on Strategic Framework and the IPPC Observatory.

### **4. Work plan**

The IPPC Observatory would have a three-year work plan and a three-year communication plan approved by the IC and updated annually as necessary. The work plan will include the update and promotion of the phytosanitary component pages.

### **5. Reporting**

The IPPC Observatory will present each year to the CPM a report of activities that highlights:

- challenges and gaps identified,
- recommendation to address or mitigate them,
- lessons learned from the surveys,
- priority topics for future studies,

- planning of the upcoming surveys,
- publications as well as aspects of communication of the results with the contracting parties.

## **6. Communication**

Communication is one of the key areas in which the IPPC Observatory will experience a significant improvement. A communication strategy has been developed based on interview results to reinforce the impact of the Observatory's activities. Targeted communication will be organized around studies, calls for Observatory topics, surveys and publications to make the activities of the Observatory better known