**Specification template: IPPC Guides and Training materials[[1]](#footnote-1)**

**[Draft] Specification: Title (YYYY-000)**

**Status box**

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

**[Draft] Specification: Title (YYYY-000)**

**1. Title**

Working title from LOT (Topic number)

**2. Type of implementation resource**

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

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

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

Insert additional items here

**4. Scope**

Insert scope here

**5. Purpose**

Insert purpose here

**6. Content for the proposed implementation resource**

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

1. Task 1
2. Task 2
3. Task 3, such as:
   * Detail 1
   * Detail 2…
4. Task 4…

**7. Financial and in-kind contributions**

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

**8. Selection criteria for working group experts**

The IPPC Secretariat and the Implementation and Capacity Development Committee support equity, diversity, and inclusiveness and encourage all interested experts to submit their candidature to participate in the working group that will be tasked with developing this IPPC Guide or training material. The members of the working group will be selected based on their technical and practical expertise in the subject matter. Geographical representation from both developing and developed countries will also be considered to ensure that the material developed is globally applicable and reflects best practices from all over the world.   
  
The following criteria should be used for selecting working group members:

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

* Area 1
* Area 2
* Area 3

**9. References and supporting materials**

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

1. Approved by IC\_VM12 (Mar 2021); revised IC\_VM17 (Nov 2021) [↑](#footnote-ref-1)