



COMMISSION ON PHYTOSANITARY MEASURES
SEVENTEENTH SESSION
IPPC GUIDES AND TRAINING MATERIALS

AGENDA ITEM 14.1

(Prepared by the IPPC Secretariat)

Background

- [1] This document provides an update on the development of IPPC guides and training materials and highlights key implementation and capacity development activities from 2022, including translations and promotional activities. Finally, the paper outlines the priorities and work plan for guides and training materials in 2023.

2022 Implementation and Capacity Development Highlights

- [2] Four IPPC e-learning courses were launched in 2022. These e-learning courses were developed through a project funded by the Common Market for Eastern and Southern Africa (COMESA), the FAO support to COMESA trade facilitation programme (GCP/INT/387/COM).¹ Two of the courses were developed in collaboration with the Comité de Liaison Europe-Afrique-Caraïbe-Pacifique (COLEACP) and two were developed in collaboration with the FAO e-Learning Academy. Links to these four products are available on International Phytosanitary Portal (IPP)²:
- *Pest risk analysis e-learning course;*
 - *Surveillance and reporting obligations e-learning course;*
 - *Phytosanitary export certification system e-learning course; and*
 - *Inspection e-learning course.*
- [3] As of December 2022, more than 1,200 people have enrolled in these new courses. Trainees receive a certificate or badge after successfully completing each course.
- [4] Twenty-one participants from nine countries also participated in the on-line tutored training course on Pest Risk Analysis (PRA) that was held over ten days in May 2022. In addition to working independently through the on-line course materials, participants attended four virtual workshops, which were led by PRA experts to discuss the content of the modules and to engage in PRA-related exercises. This on-line tutoring was funded in the framework of the FAO support to COMESA trade facilitation programme (GCP/INT/387/COM) project. It was considered a huge success and could potentially be repeated for other e-learning courses in the future, possibly as an alternative to in-person workshops.
- [5] Working groups are actively working to finalize four IPPC guides for publication in 2023:
- *Guide to regulation of wood packaging material: Understanding the phytosanitary requirements for the movement of wood packaging material in international trade (2017-043) (Note: The guide will be published in three parts: the main guide and two stand-alone treatment manuals.)*
 - *e-Commerce Guide for plants, plant products and other regulated articles (2017-039)*

¹ FAO support to COMESA trade facilitation programme (GCP/INT/387/COM) <https://www.ippc.int/en/core-activities/capacity-development/projects-on-implementation-and-capacity-development/comesa-trade-facilitation-programme/>

² IPPC e-learning courses: <https://www.ippc.int/en/e-learning/>

- *Contingency planning Guide* (2019-012)
- *Guidelines on prevention, preparedness and response for Fusarium TR4* (CPM Focus Group on Pest Outbreak Alert and Response Systems recommendation)

[6] Four draft specifications for implementation and capacity development resources were distributed for consultation in 2022. An average of 38 NPPOs reviewed each draft specification. The specifications were revised considering comments received during the consultation and were approved by IC e-decision. The IC-approved specifications are available on the International Phytosanitary Portal (IPP)³:

- *PCE facilitators training kit* (2014-008)
- *Risk-based inspection of imported consignments, Guide* (2018-022)
- *Authorization of entities to perform phytosanitary actions, Guide* (2018-040)
- *National reporting obligations (NROs), revision to the Guide* (2021-026)

Translations of IPPC Guides and training materials

[7] Ensuring that all IPPC guides and training materials are available in all FAO languages is an IC and IPPC Secretariat priority.⁴ The Secretariat made considerable progress in securing additional translations for IPPC guides and e-learning courses and ensuring the quality of those translations, in 2022, as requested during CPM-16 (2022).

Title	English	Arabic	French	Spanish
Surveillance	2021	2022	2023	2022
Pest Status	2021	2022	2023	2022
Establishing and maintaining Pest Free Areas	2019	2022	2023	
Delivering phytosanitary diagnostic services	2016	2022	2020	
Export certification	2015	2022	2020	

- [8] **Arabic translations:** Five guides were translated with support from the COMESA Secretariat through the project, FAO support to COMESA trade facilitation programme (GCP/INT/387/COM) and were proofread by the IPPC Secretariat.
- [9] **French translations:** The Pest Status guide was translated by COLEACP and proofread by the IPPC Secretariat. The Surveillance guide and the Pest Free Areas guide were translated with support from the COMESA Secretariat under project the FAO support to COMESA trade facilitation programme (GCP/INT/387/COM) and proofread by representatives of the NPPO of Canada.
- [10] **Spanish translations:** The Pest Status and Surveillance guides were translated to Spanish by the FAO regional office for Latin America and the Caribbean and proofread by the IPPC Secretariat.
- [11] The Secretariat issued a call⁵ for phytosanitary experts to establish a pool of experts for each FAO official language (Arabic, Chinese, French, Russian and Spanish) who are willing to proofread translated IPPC Guides and training materials on a voluntary basis. Eleven experts for five languages are currently registered in the pool for proofreading. Although the call closed in November 2022, other interested experts are welcome to join the pool and are encouraged to contact the IPPC Secretariat.
- [12] The Secretariat continues to promote the translated guides and monitor their use. Additional translations are contingent on funding from partners or collaborators.

³ Approved Specifications for IPPC Guides and training materials: <https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/development-guides-and-training-materials/approved-specifications-icd/>

⁴ IC VM17 Report: <https://www.ippc.int/en/publications/90774/>

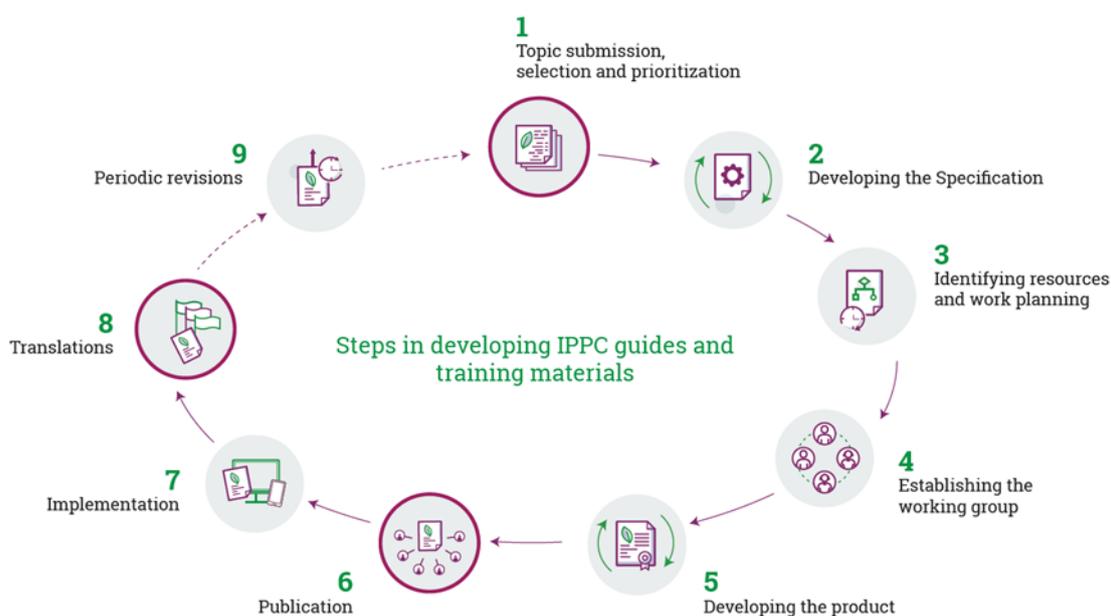
⁵ <https://www.ippc.int/en/calls/call-for-experts-to-proofread-translations-of-ippc-guides-and-training-materials/>

Enhanced webpages

[13] The following webpages on the International Phytosanitary Portal (IPP) were revised in 2022 to make them more useful and user friendly:

- How guides and training materials are developed⁶
- IPPC guides and training materials⁷
- IPPC e-learning courses⁸
- Phytosanitary systems⁹

[14] The webpage describing the development process has been reframed and is titled, *How guides and training materials are developed*¹⁰. It includes a new graphic that highlights the key steps in the lifecycle of a guide or training material – from a topic proposal, through development, publication and translation to product renewal.



[15] The IPPC guides and training materials webpage¹¹ has been replaced with a searchable and sortable database that includes all guides and e-learning courses. There is a brief description associated with each product with links to relevant phytosanitary systems pages,¹² guides and ISPMs. It is now also easy to see what language versions are available and to open the translated guides directly from the main webpage. The number of views of this page has increased by about 35% since the page was updated.

[16] The IPPC e-learning courses landing page¹³ has also been updated to include all the newly published e-learning courses and the phytosanitary systems webpages¹⁴ have been updated to include links to recently published guides and training materials.

⁶ How guides and training materials are developed: <https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/development-guides-and-training-materials/>

⁷ IPPC guides and training materials: <https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/>

⁸ IPPC e-learning courses: <https://www.ippc.int/en/e-learning/>

⁹ Phytosanitary system: <https://www.ippc.int/en/core-activities/capacity-development/phytosanitary-system/>

¹⁰ How guides and training materials are developed: <https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/development-guides-and-training-materials/>

¹¹ IPPC Guides and training materials: <https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/>

¹² Phytosanitary systems: <https://www.ippc.int/en/core-activities/capacity-development/phytosanitary-system/>

¹³ IPPC e-learning courses: <https://www.ippc.int/en/e-learning/>

¹⁴ Phytosanitary systems: <https://www.ippc.int/en/core-activities/capacity-development/phytosanitary-system/>

Promotional activities

- [17] The need for increased promotion of IPPC guides and training materials was strongly highlighted in the survey conducted under the IRSS activities in February 2022, the ex-post evaluation of the STDF project STDF/PG/401 (2021),¹⁵ the survey conducted during the webinar on new Guides and training materials in October 2021 and the design thinking study conducted in 2020. A comprehensive communication plan was developed to ensure that new publications and e-learning courses would be well promoted, resulting in:
- Eight news articles posted on the IPP to report the events related to the IPPC Guides and training materials;
 - Ten announcements on the IPP for new publications and e-learning courses; and
 - Twenty-five social media posts to promote IPPC Guides, e-learning courses and webinars.

Webinars

- [18] In May 2022, the Secretariat organized the webinar *Introduction to IPPC implementation: your questions answered*.¹⁶ The webinar explored the role of the Implementation and Facilitation Unit (IFU) within the IPPC Secretariat and gave a demonstration highlighting the range of IPPC guides, e-learning courses and on-line tools that are freely available to all members of the international phytosanitary community.
- [19] Over 150 participants from around 60 countries attended the webinar. Respondents to the online survey indicated that the content of the webinar was very good or good with all sessions gaining interest and 100% of respondents wanting to attend future webinars. Weekly visits to the guides and training materials webpage¹⁷ during the week of the webinar was 300% higher than other weeks.

2023 Secretariat Workplan for guides and training materials¹⁸

- [20] During its November 2022 meeting,¹⁹ the IC asked the Secretariat to prepare the draft specification for the guide on *Audits in the phytosanitary context* (2021-009) for consultation in 2023.
- [21] The IC also agreed that the following two topics should be included in the Secretariat's 2023 workplan and that working groups be established to begin developing these products:
- *Knowing and understanding the IPPC - plant health officer training curricula* (2017-054)
 - *Risk-based inspection of imported consignments*, Guide (2018-022)
- [22] The IC requested that the Secretariat also focus on publishing the four guides and the two ISPM 15 treatment manuals that are currently under development and to continue promoting the new e-learning courses and the existing guides. When endorsing the 2023 Secretariat workplan for G&TM, the Secretariat and the IC jointly agreed that one of the focus areas for 2023 is the successful implementation of the [new IPPC guides and e-learning courses](#) developed in 2022. With new implementation materials spanning across a range of phytosanitary topics, the IC confirmed that the priority remains to increase awareness and use of these materials within the phytosanitary community.
- [23] The IC concluded that the guide, *National reporting obligations (NROs)* (2021-026), should be considered a high priority. It is currently not funded and not included on the 2023 Secretariat work plan but work to revise the guide could commence if financial and Secretariat resources become available.
- [24] The IC considered that the development of the guide, *Authorization of entities to perform phytosanitary actions* (2018-040), should be coordinated with the development of the guide, *Audits in the*

¹⁵ https://standardsfacility.org/sites/default/files/STDF_PG_401_Evaluation_Report.pdf

¹⁶ <https://www.ippc.int/en/news/workshops-events/webinars/introduction-to-the-ippc-implementation/>

¹⁷ <https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/>

¹⁸ November 2022 IC meeting report: <https://www.ippc.int/en/publications/91837/>

¹⁹ See November 2022 IC meeting report: <https://www.ippc.int/en/publications/91837/>

phytosanitary context (2021-009), and that both topics could be considered for inclusion in the 2024 Secretariat workplan.

- [25] The IC concluded that the *PCE facilitators training kit* (2014-008) should be changed to priority 4 and that it should be considered “pending” until the PCE desk study is completed. Two topics are pending the reorganization of the Pest Risk Analysis standards and one topic is pending the revision of ISPM 4 on Pest Free Areas. Finally, two topics related to *Xylella* surveillance and inspection are pending the work of the Focus Group on Pest Outbreak Alert and Response System (POARS).
- [26] Developing IPPC guides and training materials is a huge undertaking and requires an enormous time commitment from each working group (WG) member, the IFU Lead and the IC Lead. During the pandemic, the Secretariat moved to an on-line working model using tools like Zoom and MS Teams. Although working remotely does have some benefits, maintaining a high level of engagement among the WG members is extremely challenging when all the work is done remotely. Three factors considered to be of particular importance are: (1) WG members live in different time zones; (2) WG members have other work commitments and (3) WG members are sometimes unable to maintain their commitment until the product is finalized (e.g., illness, sabbatical, retirement).
- [27] In November 2022, the IC agreed that a combination of face-to-face and virtual meetings should be used for developing future guides and training materials. For example, one or two introductory meetings should be held online prior to a week-long face-to-face meeting and then additional online meetings should be used to finalize the product. The face-to-face meeting would focus on preparing a draft product and creating a strong working relationship among the WG members so that they remain engaged when they return home, and they continue to work effectively to complete the product as quickly as possible.
- [28] Such a hybrid model is expected to improve the efficiency of the process and reduce the length of time required to develop implementation and capacity development products, from 24 months (100% remote) to approximately 18 months (hybrid). However, holding face-to-face meetings requires additional financial resources. The Secretariat estimates that the costs associated with travel assistance for eligible WG members and the travel costs of the IFU Lead will be \$10-15K for each meeting.
- [29] The CPM is invited to:
- (1) *note* the activities of the IPPC Secretariat to develop high-quality guides and training materials
 - (2) *note* the efforts of the IPPC Secretariat to promote and translate the guides and training materials.
 - (3) *recognize* the need to further enhance the implementation of IPPC guides and training materials that are published under the auspices of the IPPC Secretariat and the oversight of the IC.