



Food and Agriculture
Organization of the
United Nations



International
Plant Protection
Convention

SPECIFICATION FORM FOR PROPOSED IPPC GUIDES & TRAINING MATERIALS

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IPPC Webinar on
2023 IPPC Call for Topics
(presentation 2)





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Outline

- IPPC Guides and training materials
- Developing your idea for a topic proposal
- Completing the Specification form for an IPPC Guide or training material



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IPPC Guides and training materials

- Guides, training kits, e-Learning courses, videos, and other implementation and capacity development technical resources





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IPPC Guides and training materials

- Tools aimed at building capacity and assisting national plant protection organizations (NPPOs) to implement:
 - International Plant Protection Convention (IPPC),
 - International standards for phytosanitary measures (ISPMs)
 - Recommendations of the Commission on Phytosanitary Measures (CPM)
- Developed under the auspices of the IPPC Secretariat with oversight from the Implementation and Capacity Development Committee (IC) and with the participation of selected international experts.



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Developing a topic proposal



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Identify a need or a gap

- IPPC Strategic Framework 2020-2030
- Framework for Standards and Implementation
- ICD List of topics
- IPPC Guides and training materials

Clearly identify the problem to be resolved

Core Criteria

- Consider how the proposed topic meets the Core Criteria for the Justification and Prioritization of Proposed Topics





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Draft Specifications for IPPC Guides and training materials

- Draft specifications should clearly describe the proposed topic and the suggested content.
- They are used by the Task Force for Topics to evaluate whether the proposed topic should be recommended to CPM.
- CPM may then agree to add the topic to the Implementation and Capacity Development List of topics.
- The form for draft Specifications for IPPC Guide or training material shows what information should be included with your topic proposal.



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Draft specification form for implementation resources



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1. Submitted by

- Name of IPPC contracting party

2. IPPC Official Contact Point

- Country / Region

3. Email of the IPPC OCP or RPPO

- According to the IPPC procedures, the submissions can be accepted only from the IPPC OCPs or RPPOs
- Please make sure that your email address is correct, as you will receive an automated email from the IPPC Secretariat after you have submitted your application, with instructions on how to proceed further



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4. Title

- A short descriptive working title

5. Type of IPPC Guide or training material

- Guide, e-Learning course, training kit, video?
- New product or revision of an existing product?

6. Convention articles, ISPMs & CPM recommendations

- List the ISPMs that are most relevant to the topic as well as any Convention articles or CPM recommendations to be addressed by the proposed IPPC Guide or training material.



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7. Scope

- Identify the target audience
- Describe the boundaries or limits to what should be included and what should not be included.

8. Purpose

- Explain why the proposed guide or training material is important and how it will be used by the target audience.
- Describe the operational and technical implementation issues that the proposed guide or training material should address.



9. Content for the IPPC Guide or training material

- List the content to be included in the guide or training material or the specific tasks for the working group.
- For example, the proposed guide or training material should:
 - *describe the responsibilities of NPPOs...*
 - *provide practical guidance to assist NPPOs..*
 - *make recommendations...*
 - *describe the steps...*
 - *identify best practices...*
 - *include country case studies that show how...*
- For example, the working group should:
 - *consider the definition...*





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10. References and supporting materials *(optional)*

- List technical resources that may be useful for the working group

11. Financial and in-kind contributions *(optional)*

- Identify any contributions that will be provided to support the development of the guide or training material or to facilitate the translation of the final product.

12. Selection criteria for working group experts *(optional)*

- This section may be used to suggest criteria to be used for selecting experts to participate in the working group that develops the guide or training material.



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Please use the electronic forms

For assistance please contact:

- IC representative in your region
- Your RPPO
- IPPC Secretariat



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Thank you

IPPC Secretariat

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