



Criteria and procedures for reviewing and approving contributed phytosanitary resources for posting on the IPP¹

1) On the use of language:

- Contributed phytosanitary resources can be proposed in any FAO official languages.

2) Disclaimer:

- The following general disclaimer appears on the contributed phytosanitary resources page: *Resources on this page are not intended to be interpretations of ISPMs and terminology used may not be consistent with ISPM 5. Unless otherwise indicated, resources or pest distributions contained within them are not endorsed/adopted/agreed by the CPM nor developed under the auspices of the IPPC Secretariat and are the exclusive responsibility of the author of the contributed phytosanitary resource.*

3) Criteria for reviewing contributed phytosanitary resources:

The following are the criteria to be considered by IC members when reviewing contributed phytosanitary resources for suitability:

- does not compromise FAO's neutrality, impartiality, integrity, independence, credibility or reputation;
- avoids any conflicts of interest or other risks to FAO;
 - o Resources do not include commercial advertisements.
 - o FAO does not endorse or engage in charging for the use of resources.
- supports and enhances, without compromise, the neutral and independent scientific and evidence-based approach that underpins FAO's work;
- is based on transparency, openness, inclusivity, accountability, integrity and mutual respect; assist NPPOs to implement the International Plant Protection Convention (IPPC), International Standards for Phytosanitary Measures (ISPMs) and CPM recommendations;
- usefulness and relevance of information for NPPOs:
 - o applicability to the implementation of specific ISPMs
 - o relationship with the Strategic Objectives and Development Agenda items of the IPPC Strategic Framework (2020-2030)
 - o support for implementing the core functions of an NPPO
 - o practicality of the material
- globally applicable;
- information is current and is not outdated or likely to become quickly outdated;
- appropriate format to post on the IPP (URL is the preferred approach, in exceptional circumstances pdf is accepted²);
- regional standards on phytosanitary measures, diagnostic protocols and other documents approved by RPPOs;

¹ Agreed by 2023_eIC_03

² FAO permission request form is required: <https://www.ippc.int/en/publications/88268/>

- phytosanitary treatments used in international trade which help contracting parties access to globally used treatments; and
- technical resources developed by other international organizations, which are not directly related to phytosanitary issues but relate to and impact on international trade.

4) Procedures to review resources:

- The IPPC Secretariat will maintain a list of submitted contributed phytosanitary resources based on the following criteria for prioritization and considering the order they were received.
- The IPPC Secretariat will select five resources from the list and present them to the IC Team for review on a bi-monthly basis:
- Prioritization:
 - a) Resources related to response to key emerging pests should be prioritized.
 - b) Resources addressing Strategic Objectives and Development Agenda items from the IPPC Strategic Framework (2020-2030), CPM priorities related to implementing ISPMs and CPM recommendations, and topics related to IPPC guides and training materials should be prioritized.
 - c) Resources relevant to a wide range of NPPOs should be given priority over ones that are applicable to only a few specific NPPOs or regions.
 - d) Resources provided in English, French and Spanish will be prioritized to ensure that submitted resources can be reviewed by multiple IC members or experts.
- The IC Team on Contributed Resources will review five resources each month and evaluate them against the criteria listed in section 3 by completing a checklist to help decide if they are suitable or unsuitable for posting on the IPP, or whether the entire IC should be invited to review the resource. The following three steps describe the decision-making process:
 - a) If all the IC Team members consider the resource suitable, the resource will be posted without IC review.
 - b) If all the IC Team members consider the resource unsuitable, the resource will not be presented to the IC for review, and it will not be posted on the IPP.
 - c) If there are differing opinions among the IC Team members, the resource will be submitted to the entire IC for review.
- Resources that are recommended for IC review are shared with the IC along with a summary of the results of the IC Team review. These resources will be presented to the IC on a quarterly basis following the IC e-decision process.
- A summary of approved or rejected resources will also be presented to the IC on an annual basis with the reasons for approval or rejection. This information will be maintained by the IPPC Secretariat for tracking and archival purposes.
- Any contributed phytosanitary resource that supports a specific IPPC guide or training material and that is reviewed against the criteria listed in section 3, and approved by Working Group (WG) experts, can be posted as a contributed phytosanitary resource without further review by IC members.
- When a resource has been posted on the IPP, the IPPC Secretariat notifies a submitter that the resource has been posted and request the submitter to notify the IPPC Secretariat if the resource is updated in the future. The reason(s) for not posting a particular resource should be given to the submitters, based on the criteria listed in section 3, including information on the possible process for revisiting the application.

- When a posted resource is updated by the organization that developed it, the posted resource will be replaced with the updated version without further review by the IC Team on Contributed Resources if the IPPC Secretariat reviews the resource and considers that the changes do not affect suitability for the criteria. Information on the changes will be included in the IPP.
- The IC Team may seek advice from the Standards Committee (SC) regarding the suitability of resources that are submitted.
- Diagnostic resources, pest factsheets, and treatment resources may be referred to the Technical Panel on Diagnosis Protocols (TPDP) (for diagnostic resources and pest factsheets) or to the Technical Panel on Phytosanitary Treatments (TPPT) (for treatment related resources) to seek their input into the review process.
- The IPPC Secretariat will review videos and consider whether they should be submitted to the IC Team for review.