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GUIDELINES FOR IPPC REGIONAL WORKSHOPS

IPPC Secretariat

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GUIDELINES FOR IPPC REGIONAL WORKSHOPS

Revised by the IPPC Secretariat and the IC Team on the revision of the Guidelines for IPPC Regional Workshops at the request of the IC

About these guidelines

- [1] These guidelines are designed to support organizing committees of International Plant Protection Convention (IPPC) regional workshops (RW) in understanding the key steps for efficiently organising these events.
- [2] The guidelines include a list of roles and responsibilities for each party involved in the IPPC RWs. Additionally, the guidelines outline the process for coordinating comments on draft International Standards for Phytosanitary Measures (ISPMs), Commission on Phytosanitary Measures (CPM) Recommendations, as well as implementation and capacity development documents. This process is instrumental for fostering effective consultation at the regional level to facilitate productive discussions during these workshops.

Introduction to the IPPC regional workshops

- [3] The IPPC RWs¹ play a vital role in enhancing regional and, subsequently, global phytosanitary efforts for ensuring healthy plants and safe trade in plants and plant products. Usually, seven IPPC RWs are organised annually during the IPPC consultations, in the following regions:
 - Africa,
 - Asia,
 - The Caribbean,
 - Europe and Central Asia,
 - Latin America,
 - Near East and North Africa,
 - South-West Pacific.
- [4] The main objectives of IPPC RWs are:
 - Providing a forum for countries within the region to prepare, analyse, and discuss comments on draft ISPMs, ISPM specifications, CPM recommendations, and draft implementation and capacity development documents;
 - Enhancing phytosanitary capacity, promoting technical resources to support IPPC and ISPMs implementation, and raising awareness about the IPPC Community's activities; and
 - Facilitating the exchange of information, sharing phytosanitary best practices, and disseminating national and regional implementation experiences.
- [5] The IPPC Secretariat develops and ensures the proper delivery of technical content of the workshops, ensuring quality control and consistency across all seven IPPC RWs.
- [6] Some regions may extend the workshop by additional day(s) , based on regional requirements and requests, such as field visits, capacity development exercises, or discussions of phytosanitary issues of regional significance.
- [7] The IPPC RWs are ideally conducted in a face-to-face format, and physical attendance is encouraged. However, upon agreement within the organising committees, the workshops may incorporate a hybrid/

¹IPPC regional workshops: <https://www.ippc.int/en/events/regional-ippc-workshops/>

remote modality to enhance participation and allow speakers unable to attend in person to deliver presentations remotely. In exceptional circumstances, a virtual meeting can be organised.

Main organisational aspects

- [8] Each IPPC RW has unique organizational, logistical, and funding circumstances. Efforts should be made to find a balance between addressing global and regional phytosanitary issues.
- [9] The workshop is at least three days long. The global agenda for the RWs is provided by the IPPC Secretariat. Each organising committee may discuss and adapt the global agenda to the needs of the region by adjusting allocation of time for each agenda item, or by including additional agenda items on relevant regional issues.
- [10] The agenda includes the following:
- Updates from the IPPC Secretariat and CPM subsidiary bodies;
 - Discussion of, as relevant, general, substantive, and technical comments on draft ISPMs, ISPM specifications, CPM recommendations, and implementation and capacity development documents submitted to current IPPC consultation;
 - Raising awareness about available implementation and phytosanitary capacity development resources;
 - Raising awareness of activities related to the IPPC community, such as IPPC Observatory surveys and studies; and
 - Exchanging information, phytosanitary best practices, and implementation challenges at national and regional levels.
- [11] The IPPC Secretariat coordinates the organization of the IPPC RWs by collaborating with organising committees of each region.
- [12] These workshops are named “IPPC Regional Workshop” to maintain consistency and enhance the visibility of the IPPC globally. When Contracting Parties (CP), RPPOs, or institutions provide substantial financial support, an agreed name may be insert after IPPC, e.g. IPPC- [agreed name] Regional Workshop.
- [13] The organisation of the workshops includes the following steps:
- (1) Establishing a regional workshop organising committee for each IPPC RW, which may include:
 - a) An IPPC Secretariat representative;
 - b) One or more representative from Regional Plant Protection Organisation(s) (RPPO);
 - c) One or more representative from the FAO regional and sub-regional offices;
 - d) The regional representative from the CPM Bureau;
 - e) One or more regional representative from the Standards Committee (SC);
 - f) One or more regional representative from the Implementation and Capacity Development Committee (IC);
 - g) One or more representative from the host country/organization; and,
 - h) Representative(s) from other organizations supporting the workshop that may be invited at the discretion of the organising committee.
 - (2) Efforts should be made to ensure that at least one regional SC and one regional IC member are present at each workshop;
 - (3) Each organising committee member and workshop participant is encouraged to securing funding for their attendance of the workshop;

- (4) The IPPC Secretariat may financially support one participant per CP. This support follows the [World Bank criteria used for prioritizing participants to receive travel assistance](#),² along with other costs subject to the availability of funds.

Coordination of comments on draft ISPMs, ISPM Specifications, CPM Recommendations, and implementation, and capacity development documents for consultation at regional level

[14] IPPC RWs serve, among other objectives, as platforms for discussing and providing regional comments on draft ISPMs, ISPM specifications, CPM recommendations and implementation and capacity development documents. Therefore, to facilitate productive discussions, the Online Comment System (OCS) responsible person should ensure that comments of the CPs and RPPOs are shared with the organising committee at least 7 days prior to the scheduled workshop.

[15] Coordination of the comments on IPPC documents involves the following steps:³

- (1) The IPPC Secretariat opens the consultation period and posts draft ISPMs, ISPM specifications, CPM recommendations and implementation, and capacity development documents in English, French and Spanish on July 1;
- (2) Each IPPC RW organising committee appoints an OCS responsible person, usually from the respective RPPO(s), to coordinate the comments and include them in the OCS on behalf of the region;
- (3) The IPPC Secretariat, in coordination with organising committees ensures that the OCS responsible persons from the regions have access to OCS with a dedicated OCS account for the IPPC workshops of the given region;
- (4) Each OCS responsible person accesses the dedicated OCS account for the workshop of the region, creates a sub-review for each draft ISPM, ISPM specification, CPM recommendations and implementation, and capacity development documents, if applicable, and invites the Official Contact Points (OCPs) of respective CPs and RPPOs to review the documents and to provide comments. The invitation is automatically sent to the respective invitees;
 - a) Each OCS responsible person then sends a follow up email to OCPs of respective CPs and RPPOs, with instructions and timelines for providing comments, indicating that comments should be provided ideally 15 days, or at least 7 days prior to the scheduled regional workshop;
 - b) CPs or RPPOs should provide their comments to the dedicated sub-review created by the OCS responsible person;
 - c) The OCS responsible person sends follow-up notifications, through OCS or via email, to remind and encourage CPs and RPPOs to provide their comments by the set deadline.
- (5) During the IPPC RW, the OCS responsible person logs into OCS and projects their screen with the comments from the sub-review.⁴ Throughout the discussions, the OCS responsible person makes real time edits, accepts, edits, deletes, or merges comments based on the discussion outcomes with the consent of the workshop participants;
- (6) Before closing of the IPPC RW, the OCS responsible person downloads the OCS output for each draft ISPM, ISPM specifications, CPM recommendation, and implementation, and capacity

² Criteria developed based on the World Bank data on Gross National Income Level and the size of the economy of the country, for prioritizing participants for travel assistance to attend meetings organized by the IPPC Secretariat (updated yearly): <https://www.ippc.int/en/publications/1036/>

³ Countries not participating in the IPPC RWs can submit their country comments independently, as a national comment, through their Official Contact Points in OCS.

⁴ Only the comments submitted through sub-reviews are considered during the workshop discussions.

development document under consultation and shares the reports with the IPPC RW organising committee and participants;

- (7) If the region agrees, the OCS responsible person publishes the regional comments in the OCS;
- (8) After the IPPC RWs, the OCPs of CPs or RPPOs can submit additional comments, if any, in the OCS, before the closure of the consultation period.

ROLES AND RESPONSIBILITIES OF THE PARTIES INVOLVED IN ORGANIZATION AND DELIVERY OF IPPC REGIONAL WORKSHOPS

	ROLE	RESPONSIBILITIES
1.	IPPC Secretariat	<p>The IPPC Secretariat leads the overall organization of the IPPC RWs by establishing, coordinating, and collaborating with organising committees of each region.</p> <p>The IPPC Secretariat is responsible for:</p> <p>Agenda</p> <ol style="list-style-type: none"> 1) Developing a draft global agenda through a consultation process with the CPM Bureau, the SC, the IC, and the Technical Consultation of Regional Plant Protection Organizations (TC-RPPOs). 2) Circulating the draft global agenda within the IPPC Secretariat and to all regional workshop organising committees for further consultation and to adapt to the needs and contexts of the regions. <p>Organising committee</p> <ol style="list-style-type: none"> 3) Initiating the establishment of an organising committee for each IPPC RW. 4) Establishing strong collaboration with co-organizers in the regions and discussing all logistical and financial arrangements well in advance, setting timelines, coordinating, and organising the necessary organising committee meetings. 5) Coordinating the organization of the IPPC RWs at the IPPC Secretariat level, including joint work and collaboration between all units of the secretariat, and between administrative and professional staff. 6) After the IPPC RW, organising a meeting of the organising committee, to reflect and evaluate the organisation of the workshop. <p>Invitation letter</p> <ol style="list-style-type: none"> 7) Preparing invitation letter to include details about the IPPC, draft ISPMs, ISPM specifications, CPM recommendations, implementation and capacity development documents, and IPPC governance, of which the IPPC RW participants should be aware. The invitation letter should be sent at least 30 days prior to the scheduled regional workshop. 8) Ensuring that additional details for the regional workshops as well as the logistical details are added to the invitation letter by the organising committee of each regional workshop. 9) Coordinating with regions that wish to send their own invitation letter, ensuring that the IPPC Secretariat invitation letter is annexed to the regional letter. A copy of the regional letter should be sent to the IPPC Secretariat. In addition, along with a list of intended recipients. <p>Budget estimation</p> <ol style="list-style-type: none"> 10) Coordinating budget estimation with the members of the IPPC RW organising committees, if applicable.

		<p>Technical content of the IPPC RW</p> <ol style="list-style-type: none"> 11) Developing and ensuring the correct delivery of technical content of the workshops, ensuring quality control and consistency across all seven IPPC RWs. Preparing relevant PowerPoint presentations, training materials and videos. 12) Coordinating preparation of presentations by resource persons and providing guidelines and the IPPC Secretariat templates upon request. 13) If applicable, in consultation with the IPPC RWs organising committees, coordinating/providing the PowerPoint presentations that need translation into one of the UN languages. 14) Organising internal meetings for all IPPC Secretariat staff to become familiar with the IPPC RWs content, PowerPoint presentations. 15) If applicable, in consultation with the IPPC RWs organising committees, coordinating/providing the draft ISPMs, ISPM specifications, CPM recommendations, and implementation and capacity development documents that need translation into one of the UN languages, in parallel with the IPPC Secretariat translation of these documents into French and Spanish, before the opening of consultation period on 1 July. <p>Posting content on IPPC RW</p> <ol style="list-style-type: none"> 16) Posting all PowerPoint presentations on the IPP in PDF format, including other relevant documents to the IPPC RWs, at least two weeks prior to the first scheduled IPPC RW. <p>Registration</p> <ol style="list-style-type: none"> 17) Providing on the IPP a platform for registration for the IPPC RWs, if applicable. <p>Travel arrangements</p> <ol style="list-style-type: none"> 18) Coordinating travel arrangements for participants that are eligible for partial or full travel assistance from the IPPC Secretariat by 1 July. <p>Online Comment System</p> <ol style="list-style-type: none"> 19) Ensuring that each OCS responsible person has access to OCS with a dedicated OCS account for the IPPC RW of the given region. 20) Organising virtual training on OCS for OCS responsible persons across all seven IPPC RWs, who subsequently deliver virtual training courses to OCPs and workshop participants of the CPs and RPPOs. 21) Providing OCS training materials to OCS responsible persons such as PowerPoint presentation with guidance and other materials, to be shared with OCPs and workshop participants of CPs or RPPOs to ensure provision of comments. 22) Ensuring that the participants attending IPPC RW, either the OCP of CPs or RPPO staff, have access to OCS. <p>Pre-workshop meetings with the participants</p> <ol style="list-style-type: none"> 23) If applicable, organising pre-workshop meetings with the participants across all IPPC RWs to brief and provide guidance on logistics.
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2.	Organising committee members	<p>IPPC RW organising committee members are also the co-organizers of the IPPC RWs.</p> <p>IPPC RW organising committees are the core bodies coordinating the organization and the delivery of the IPPC RWs.</p> <p>IPPC RWs organising committees may decide to invite organisations supporting the workshops with technical, financial, and/or logistical support, to be co-organisers and members of the organising committees. The contributions may include, but are not limited to:</p>

		<ol style="list-style-type: none"> 1) Providing funds or assisting in mobilizing resources***. 2) If applicable, liaising with OCPs of CPs to provide comment on the draft agenda. 3) If applicable, translating draft ISPMs, ISPM specifications, CPM recommendations, and implementation and capacity development documents, and/or workshop PowerPoint presentations into one of the UN languages relevant to the region. 4) If applicable, providing facilities needed for the workshop. 5) If applicable, during the workshop, providing simultaneous interpretation into one of the UN languages relevant to the region. 6) Providing additional logistical arrangements, as agreed with the IPPC Secretariat. <p>***FAO regional or subregional offices are encouraged to support the funding of the IPPC RWs, as the agenda of the regional workshops includes many topics of common interest to the IPPC community and FAO.</p>
3.	IPPIC Official Contact Point (OCP)	<p>The IPPC OCP is responsible for:</p> <p>Prior to the IPPC RW:</p> <ol style="list-style-type: none"> 1) Nominating an individual(s) with the appropriate expertise and knowledge, as well as a sufficient level of proficiency in English, or another UN language in which the regional workshop is held. 2) Mobilizing resources (full or at least partial) to cover the costs of the designated participant's attendance at the workshop. 3) Ensuring that the regional workshop participant has credentials to access OCS. 4) Ensuring that the participant selected to represent the NPPO in the workshop has analysed the draft ISPMs, ISPM specifications, CPM Recommendations, and implementation and capacity development documents before attending the workshop, has completed all pre-workshop exercises, including the OCS training course, and is prepared to actively participate in the discussions. 5) Ensuring the CPs' comments on the draft ISPMs, ISPM specifications, CPM recommendations, and implementation and capacity development documents are entered into the OCS before the workshop. <p>After the IPPC RW:</p> <ol style="list-style-type: none"> 6) If applicable, providing additional CPs/NPPO's comments on draft ISPMs, ISPM specifications, CPM recommendations, and implementation and capacity development documents to the IPPC Secretariat, by 30 September of each year, or at least submitting one general comment for each draft document. 7) Sharing the key takeaways from the regional workshop discussions with relevant people from NPPO, or any other relevant national authorities. 8) Completing IPPC survey designed for identifying potential topics to be included in the next year's workshop, in consultation with the workshop participant, and/or relevant NPPO staff, if applicable.
4.	Workshop participant	Workshop participant is responsible for:

		<p>Prior to the IPPC RW:</p> <ol style="list-style-type: none"> 1) Following up on the mobilization of resources (full or at least partial) to cover the costs associated with their participation in the workshop. 2) Analysing draft ISPMs, ISPM specifications, CPM Recommendations, and implementation and capacity development documents available, with relevant national stakeholders, and working towards agreed country comments, before attending the workshop. 3) Reviewing other relevant RW materials, such as presentations. 4) Requesting OCS credentials, in case they do not have access to OCS. 5) Providing comments on the draft ISPMs, ISPM specifications, CPM recommendations, and implementation, and capacity development documents in the OCS sub-review for their respective region before attending the workshop. 6) Participating in the virtual training course on OCS organized by the OCS responsible persons of each workshop region, and practicing using the OCS before attending the workshop. Guidelines with instructions on how to use the OCS are available on the dedicated IPP page.⁵ 7) Conducting all pre-training activities and preparing all the requested information to be shared and discussed during the workshop. <p>During the workshop:</p> <ol style="list-style-type: none"> 8) Attending all sessions in the program and the workshop and actively contributing to the discussions. 9) Completing the final evaluation survey for the workshop. <p>After the workshop:</p> <ol style="list-style-type: none"> 10) Sharing information and results of the workshop within the NPPOs or any other relevant national authorities or stakeholders after the workshop. Providing national comments in the OCS, if any, before the closure of the consultation period. 11) If applicable, reflecting on their participation, assisting the IPPC OCP to complete the IPPC survey designed for identifying potential topics to be included in the next year's workshop.
5.	Standards Committee Steward for draft ISPMs	<p>The SC steward for draft ISPMs is responsible for:</p> <ol style="list-style-type: none"> 1) Preparing a concise PowerPoint presentation with essential information on the draft ISPM or specification, identifying the key issues discussed during the development of the draft. The finalised presentation should be provided to the IPPC Secretariat by 15 June.

⁵ IPPC Online Comment System (OCS): <https://www.ippc.int/en/online-comment-system/>

		If the steward attends the workshop, he/she delivers the presentation related to the relevant draft ISPM or specification, participates in, and facilitates discussions. If the steward does not attend the workshop, the presentation should be delivered by an alternative presenter as agreed by the organising committee.
6.	Standards Committee representative	Designated to attend the workshop, as agreed by the SC. The SC representative is responsible for: <ol style="list-style-type: none"> 1) Delivering PowerPoint presentations related to the draft ISPMs and participating in discussions related to the standard setting procedures, if the SC steward does not attend the workshop, or is not able to deliver the presentation. 2) Delivering an update on the activities of the SC, and, if relevant, of the Technical Panels. 3) Facilitating and participating in technical discussion(s) on relevant draft ISPMs and specifications.
7.	Implementation and Capacity Development Committee representative	Designated to attend the workshop, as agreed by the IC. The IC representative is responsible for: <ol style="list-style-type: none"> 1) Delivering PowerPoint presentations related to implementation and capacity development documents, activities and exercises, or any other topics they are involved in. 2) Delivering an update on the activities of the IC. 3) Facilitating and participating in discussions related to implementation and capacity development, or any other topics in which they are involved.
8.	CPM Bureau representative	Designated to attend the workshop as agreed by the CPM Bureau. The CPM Bureau representative is responsible for: <ol style="list-style-type: none"> 1) Delivering PowerPoint presentations as agreed by respective IPPC RW organising committees and participating in the discussions.
9.	The Online Comment System (OCS) responsible person	The OCS responsible person is selected by the organising committee and is responsible for: Prior to the workshop: <ol style="list-style-type: none"> 1) Creating a sub-review for each draft ISPM, ISPM specifications, CPM recommendations, and implementation and capacity development documents. 2) Participating in the virtual IPPC training course on OCS designed for OCS responsible persons. 3) Organising and delivering a virtual training course on how to insert comments to the OCPs of the CPs and RPPOs and sharing PowerPoint presentation containing OCS guidance and other materials. 4) Encouraging that OCPs of CPs or RPPOs provide comments through the dedicated sub-reviews in OCS prior to the workshop, gathering comments during the workshop, and providing support to submit comments after the workshop.

		<p>5) Sharing the received comments with the IPPC Secretariat and with the relevant organising committee at least a week prior to the scheduled IPPC RW.</p> <p>During the workshop:</p> <p>6) Logging into OCS and projecting their screen with the comments from the respective sub-review. Throughout the discussions, the OCS responsible person is responsible for making real time edits, accepting, editing, deleting, or merging comments based on the discussion outcomes with the consent of the workshop participants.</p> <p>7) Downloading the OCS outputs for each draft ISPMs, ISPM specifications, CPM recommendations, and implementation and, capacity development documents under consultation and sharing the OCS outputs with the regional workshop organising committee and the workshop participants before closing of the regional workshop.</p>
10.	Host country/ organization	<p>The host country/ organization contributions may include, but are not limited to:</p> <ol style="list-style-type: none"> 1) Providing a venue for the workshop. 2) Providing at least one large screen needed to display the PowerPoint presentations, the OCS, or other documents. A minimum of two screens are needed if the PowerPoint presentations or other documents are presented in another UN language, in addition to English. 3) If applicable, during the workshop, providing simultaneous interpretation into one of the UN languages relevant to the region. 4) Providing a good internet connection to the workshop participants; 5) Organize a field visit with provision of the transportation, if applicable. 6) Providing coffee breaks during workshops. 7) Providing lunches during the workshop, and an official dinner, though not obligatory.
11.	A chairperson and a rapporteur	<p>The chairperson and a rapporteur are to be elected by the workshop participants.</p> <p>The role of the chairperson is to lead the workshop agenda, facilitate discussions and keep the conversation focused, balanced and timely.</p> <p>The role of the rapporteur is to review the workshop draft report jointly with the chairperson and the IPPC Secretariat and to ensure that the report is an accurate record of the discussions and decisions of the workshop.</p> <p>The report should be produced, during or shortly after the workshop, and be posted on the IPP within three months after the workshop.</p>
12.	Report writer	<p>The organising committee is responsible for appointing a report writer. The report writer is usually provided by RPPO(s)/ any other relevant organization to IPPC RW.</p> <p>The responsibilities of the report writer include:</p> <ol style="list-style-type: none"> 1) Summarizing discussions by accurately recording the key points and decisions, noting action items taken during the workshop.

		<p>2) Coordinating review of the report by rapporteur and chairperson of IPPC RW, integrating comments and feedback received on the report.</p> <p>3) Organising the report of the workshop as per the IPPC RW agenda, and finalising by organising proofreading and sharing the final draft of the report with the IPPC RW organizing committee.</p> <p>4) Coordinating the adoption of the report.</p> <p>5) Sharing the report with the organising committee no later than two months after the IPPC RW for formatting and posting on the IPP and sharing with participants.</p>
13.	Resource persons	<p>Resource persons may be invited by the organising committees to provide additional expertise for discussions on specific agenda items.</p> <p>These include experts from their regions or other regions, and they may participate in discussions related to their area of expertise. A resource person should not influence decisions on other regional issues, particularly comments on draft ISPMs, ISPM specifications, CPM recommendations, and implementation and capacity development documents.</p>
14.	Observers	<p>The organising committee may agree to the participation of observers from relevant international organizations and NPPOs outside the region.</p> <p>Observers are invited to IPPC RWs to contribute by sharing relevant information and experience, but should not influence discussions on any regional issues, particularly comments on draft ISPMs, ISPM specifications, CPM recommendations, and implementation and capacity development documents.</p>