



International  
Plant Protection  
Convention



# **REPORT**

## **Implementation and Capacity Development Committee Meeting**

**13–17 May 2024**

**IPPC Secretariat**

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## 1. Opening of the meeting

### 1.1 Opening remarks by the IPPC Secretariat

- [1] The IPPC Secretary, Osama EL-LISSY, welcomed all participants to the May 2024 meeting of the Implementation and Capacity Development Committee (IC). The secretary thanked the IC members for their dedicated work and outstanding outputs and highlighted the importance of the IC's work for the enhancement of the capacity of national plant protection organizations (NPPOs) to implement ISPMs.
- [2] The secretary noted that the IC May 2024 meeting coincided with the observance of the International Day of Plant Health (IDPH),<sup>1</sup> which this year had the theme "Plant health, safe trade and digital technology", highlighting the role of digital technology in the safe trade of plants and plant products. The IPPC secretary complimented the remarkable work and achievements of the IC and the Implementation and Facilitation Unit (IFU) of the IPPC Secretariat (hereafter referred to as the "secretariat") on e-commerce and the IPPC ePhyto Solution, which had been showcased at the IDPH exhibition held at FAO premises a week before.
- [3] Furthermore, the IPPC secretary noted the outstanding work done and progress achieved by the IC and the secretariat on the publication of the four new IPPC guides, the IPPC's phytosanitary capacity evaluation (PCE) programme, and the global coordination of *Fusarium oxysporum* f.sp. *cubense* Tropical Race 4 (Fusarium TR4), which he noted as being essential for the IPPC community. Looking to the week ahead, the IPPC secretary invited the IC members to join the technical event held to observe the IDPH and wished the IC a productive meeting.

### 1.2 Opening remarks by the IC chairperson

- [4] Dominique PELLETIER (Canada), the IC Chairperson, thanked the IPPC secretary, welcomed the IC members and extended his gratitude to the IPPC secretary for his continued support.
- [5] The chairperson noted the good progress in the development of IPPC guides and training materials, as well as the global coordination of Fusarium TR4, national reporting obligations (NROs), PCEs and the PCE desk study, and the progress made on the implementation of the Africa Phytosanitary Programme (APP). Highlighting the importance of funding the priority implementation and capacity development (ICD) topics and activities, the chairperson mentioned the ICD priorities that were underfunded and had therefore been paused until resources became available.
- [6] The chairperson welcomed the observers to the IC May 2024 meeting, noting that this enabled the sharing of knowledge and the exchange of information and expertise between the IC, the secretariat and their respective institutions. The chairperson summarized the main agenda items for the meeting ahead and wished the IC a productive meeting.

## 2. Meeting arrangements

### 2.1 Election of the rapporteur

- [7] Francisco Adrian GUTIERREZ (Belize) was elected as the rapporteur to the meeting.

### 2.2 Adoption of the agenda

- [8] The secretariat requested that the following topics for discussion be added under agenda item 18 (Any other business):
- One Health and plant health;
  - membership of Working Group for the IPPC plant health officer training curricula;

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<sup>1</sup> 12 May is the International Day of Plant Health. The IPPC Secretariat held the celebration of the International Day of Plant Health on Monday, 13 May 2024.

- outcomes from the discussion session for IC members, held during agenda item 12.1 (IC members on roles and missions); and
- list of observers for IC May 2025 meeting.

[9] The agenda was adopted with the above additions under agenda item 18 and is attached to this report as Appendix 1.

### **3. Administrative matters**

#### **3.1 Documents list**

[10] The list of documents is attached to this report as Appendix 2.

#### **3.2 Participants list**

[11] The chairperson welcomed Elizabeth McCRUDDEN (Australia), the new IC member.

[12] The list of participants is attached to this report as Appendix 3.

#### **3.3 Local information**

[13] The secretariat provided a link to the document with local information.<sup>2</sup>

#### **3.4. Evaluation results of the 2023 IC November meeting**

[14] The secretariat presented the results of the 2023 IC November meeting evaluation.<sup>3</sup> The survey had been submitted to IC members using Microsoft Forms and 11 IC members out of 14 had responded.

[15] The secretariat noted that the overall evaluation results showed a satisfaction rate of above 90% regarding the coordination of IC activities as well as the preparation, organization and support provided to IC members for the 2023 November meeting.

[16] The secretariat highlighted the follow-up actions that had been undertaken, including posting the meeting documents in the International Phytosanitary Portal (IPP) restricted work area only, highlighting late modifications in papers and notifying IC members about the modifications, and regular coordination and communication with IC members.

[17] The IC chairperson thanked the secretariat for the presentation.

[18] The IC:

- (1) *noted* the results of the evaluation of the 2023 November IC meeting;
- (2) *encouraged* all IC members to submit their responses to the IC meeting evaluation survey; and
- (3) *noted* the actions undertaken by the secretariat to address the observations resulting from the responses to the evaluation.

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<sup>2</sup> Local information: <https://www.ippc.int/en/work-area-publications/92769/>

<sup>3</sup> 04\_IC\_2024\_May

## 4. CPM-18 (2024) implementation issues

### 4.1 Outcomes of CPM-18 (2024) and key issues and decisions that affect the IC

[19] The IC chairperson presented a paper summarizing the discussions and decisions of the Eighteenth Session of the Commission on Phytosanitary Measures (CPM) that affected the organization, the activities and the workplan of the IC.<sup>4</sup>

[20] The chairperson emphasized that contracting parties had appreciated the report from the IC to CPM-18 (2024), and the IC discussed the following issues.

#### *Report from the Implementation and Capacity Development Committee*

[21] The chairperson invited the IC to discuss and identify resources for the underfunded activities and topics, namely for pest outbreak alert and response system (POARS) activities, NROs, Fusarium TR4 global coordination, the IPPC Observatory and PCE.

[22] One IC member noted that most of the ICD activities were project based, with insufficient funds being allocated from the IPPC Multidonor Trust Fund despite the fact that they were core IPPC activities, and called upon the IC and the secretariat to advocate for sufficient allocation of resources as per other core activities.

[23] Another IC member proposed that the priority core ICD activities be identified and then resource mobilization efforts undertaken. One IC member requested information on the allocation of resources from the IPPC Multidonor Trust Fund to the secretariat's activities, including standard setting, ICD and governance, which would enable IC members to advocate for resources at the IPPC regional workshops or other meetings in their respective regions.

[24] One IC member informed the IC about the availability of funds from China for a new project under the China South–South Cooperation Programme, and invited the secretariat to start developing a project proposal based on the IC priority activities that could be submitted for funding.

[25] Another IC member reflected on the CPM-18 (2024) and indicated that the ICD topics and activities had been very prominent and visible.

[26] The chairperson thanked IC members for their comments, and proposed that the IC agree on the list of core priority activities that need to be funded through the IPPC Multidonor Trust Fund.

[27] The secretariat added that the financial information was available from different source documents – the CPM-agreed workplan and budget, the IFU workplan and other related documents – and they indicated their willingness to consolidate the information and provide it to the IC to provide guidance.

[28] Some IC members reiterated the need to include a dedicated agenda item in the IPPC regional workshop agenda to better promote the ICD topics and activities, adding that this agenda item could also be utilized to learn about the implementation needs of contracting parties.

[29] One IC member underscored the importance of IC members participating in the IPPC regional workshops, not only for the promotion of the ICD topics and activities and but also to receive feedback on the needs of contracting parties in relation to ICD, which could then be submitted during the call for topics.

[30] Another IC member noted that the Technical Consultation among Regional Plant Protection Organizations (TC-RPPOs) was another platform to promote ICD topics and activities.

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<sup>4</sup> 05\_IC\_2024\_May



- [31] One IC member highlighted the prominence of the IC and the ICD topics in the Latin America and the Caribbean region, these being included in the agenda of most of the regional events. Another IC member added that there was a dedicated agenda item to promote the IPPC guides and training materials at the IPPC regional workshops in Asia.

#### ***List of topics for implementation and capacity development***

- [32] The IC noted that CPM-18 (2024) had approved the changes to the *List of implementation and capacity development topics* (ICD LOT) as recommended by the IC In November 2023. The secretariat had updated the ICD LOT to reflect these changes.<sup>5</sup> Additional discussions about the ICD LOT is provided under agenda item 9.2 (Review of the ICD LOT).
- [33] One IC member asked whether materials were available to be provided as contributed resources for the topics that had been deleted from the ICD LOT. The secretariat confirmed that the topics *Surveillance of Xylella fastidiosa, guide* (2018-0037) and *Inspection of consignments for Xylella fastidiosa at points of entry* (2018-038) had been submitted in 2018 and that a lot of resources had been developed since then at the regional and national levels. The secretariat reminded the IC that CPM-18 (2024) had removed these two topics from the ICD LOT as proposed by the IC in November 2023. The secretariat also recalled that the IC had suggested that a global call be issued for contributed resources on *Xylella*. For the topic *Managing non-compliant treated consignments* (2018-027), the IC agreed that the secretariat should make a direct request to the NPPO of New Zealand to suggest that the materials be submitted as contributed resources. The resources would then be considered by the IC Team on Contributed Resources following normal procedures.
- [34] The assistant IC representative to the Standards Committee (SC) highlighted that the SC had discussed the draft revision of ISPM 26 (*Establishment and maintenance of pest free areas for fruit flies (Tephritidae)*) (2021-010) and were concerned that the information in Annex 3, Appendix 1 and Appendix 2 would not be available to contracting parties when the ISPM is revised and this information is removed from the standard. The SC had noted that a potential delay may occur between the publication of the revised ISPM 26 and the publication of the associated guidance material.
- [35] The IC noted that the existing IPPC *Guide for establishing and maintaining pest free areas* includes a lot of information and case studies specific to fruit flies. The guide would need revision to align with the revision of ISPM 4 (*Requirements for the establishment of pest free areas*) that was adopted by CPM-18 (2024). The IC recommended that, when a working group (WG) is established to carry out that work, it should consider the information removed from ISPM 26 and either incorporate it into the revised guide or recommend that a new guide be developed.
- [36] Members of the IC suggested two options for addressing this gap. The first was to suggest that all versions of ISPMs be posted on the IPP, in a dedicated archive. The second option was that the SC could submit the material from Annex 3, Appendix 1 and Appendix 2 of ISPM 26 to be considered as contributed resources.

#### ***Harmonization of electronic data exchange***

- [37] The IC noted that CPM-18 (2024) had agreed to the proposal on sustainable funding for the IPPC ePhyto Solution recommended by the CPM Focus Group on Sustainable Funding for the IPPC ePhyto Solution,<sup>6</sup> with a set of amendments to the proposed decisions. The mandate of the focus group had been extended until CPM-19 (2025).

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<sup>5</sup> List of implementation and capacity development topics: <https://www.ippc.int/en/core-activities/capacity-development/list-topics-ippc-implementation/list>

<sup>6</sup> CPM 2024/15\_Rev1

- [38] The IC discussed how the IPPC ePhyto Solution could be further promoted. The secretariat noted that the 2023 IPPC ePhyto regional workshops had been very useful, after which more countries had expressed interest in, or started implementing, the IPPC ePhyto Solution.
- [39] One IC member commented on the potential role of the ePhyto Industry Advisory Group in promoting the implementation of the IPPC ePhyto Solution at national level, and invited the ePhyto Steering Group to coordinate and communicate with representatives of industry and NPPOs. The secretariat then indicated that, with the support of the secretariat, the Industry Advisory Group regularly hosted webinars on the IPPC ePhyto Solution at the national level to facilitate conversation between the NPPO and the private sector, such as the webinars in Brazil, Canada and Egypt that had taken place earlier in 2024.
- [40] Another IC member proposed the development of a material targeted at specific stakeholders, presenting the specific benefits of the IPPC ePhyto Solution and the basic requirements for implementing electronic phytosanitary certificates (ePhytos), which would answer the questions that many contracting parties have.
- [41] The IC chairperson thanked IC members for their comments and deferred the discussion on the topic to the dedicated agenda item 13.1 (DAI Harmonization of electronic data exchange).

#### ***Management of e-commerce and postal and courier pathways***

- [42] The IC noted the update on the IPPC Strategic Framework 2020–2030 development-agenda item (DAI) on “Management of E-commerce and Postal and Courier Pathways” that had been presented to CPM-18 (2024). They noted that CPM-18 had requested that IC members promote the IPPC Observatory e-commerce study in their respective regions and follow up to encourage contracting parties to submit their responses to the dedicated survey.
- [43] The secretariat described the success of the side session on e-commerce held during CPM-18 (2024) and informed the IC that the recordings had been posted on the e-commerce web page on the IPP.
- [44] The secretariat mentioned the prospectus for the Strategic Framework DAIs that had been presented to CPM-18 (2024), which was open for comment until 15 May. The secretariat invited IC members to provide their comments, which would be then integrated for consideration at the CPM Bureau meeting in June 2024, where the prospectus would be finalized.
- [45] More discussions about the DAI are presented under agenda item 13.2 (DAI Management of e-commerce and postal and courier pathways).

#### ***Developing guidance for the use of third-party entities***

- [46] The IC noted the update on the DAI on “Developing Guidance for the Use of Third-Party Entities” that had been presented to CPM-18 (2024), and that the IC Team on Third-Party Entities had already initiated activities on this topic. More details about this topic are presented under agenda item 13.3 (DAI Developing guidance on the use of third-party entities).

#### ***Strengthening pest outbreak alert and response systems***

- [47] The secretariat outlined the update on the DAI on POARS that had been given during CPM-18 (2024) and recalled the discussions regarding NROs and POARS. The IC was informed that CPM-18 had required that the POARS Steering Group present its output to the Strategic Planning Group (SPG) in 2024. The detailed discussion on the topic is covered under agenda item 13.4 (DAI Strengthening pest outbreak alert and response systems).

- [48] One IC member highlighted the challenge of the current funding situation in delivering the agreed outputs of POARS.

#### ***IPPC guides and training materials***

- [49] The IC reviewed the CPM-18 (2024) outcomes related to IPPC guides and training materials and noted the various guides published and the efforts made on translations.
- [50] One IC member noted the availability of artificial intelligence tools that could be used to facilitate the translation of IPPC guides and training materials.
- [51] Another IC member noted an issue with broken links to the IPPC guides and training materials on the IPP. The secretariat explained that the FAO had migrated their repository to a new platform and this had caused a problem with the links on the IPP. The secretariat explained that the problem had been addressed, but that if there were any remaining issues the secretariat should be informed.
- [52] One IC member suggested involving NPPOs in the promotion of IPPC guides and training materials. Another IC member suggested digitizing IPPC guides and training materials so that they could be accessed through various devices. The secretariat noted that many of the new guides had been published in mobile-friendly formats (ePub and mobi).
- [53] The IC noted that IPPC guides and training materials would be discussed in more detail under agenda item 9.4 (Update on the IPPC plant health officer training).

#### ***Update on projects managed by the IPPC Secretariat***

- [54] The IC noted that CPM-18 (2024) had noted the update on the projects managed by the secretariat. The secretariat invited the IC to recommend ideas on how to further enhance the quality of delivery in project management and the transparency of these projects. More details on IPPC projects are provided under agenda item 7.1 (Projects managed by the IPPC Secretariat).
- [55] Some IC members complimented the secretariat for ensuring transparency of the secretariat projects by sharing information on the IPP and advised continuing as such.

#### ***Update on the IPPC Observatory***

- [56] The IC noted that an update on the IPPC Observatory had been presented to CPM-18 (2024), and the secretariat invited the IC to provide guidance on the Strategic Framework mid-term evaluation in 2025. The secretariat informed the IC that this was on the agenda for the next meeting of the IC Subgroup on the IPPC Observatory. Additional IC discussion on the activities of the IPPC Observatory is provided under agenda item 10.1 (New priority activities for the IPPC Observatory).

#### ***Update on phytosanitary capacity evaluation***

- [57] The IC noted that CPM-18 (2024) had noted the PCE update, which is covered in detail under agenda item 10.2 (Update on PCEs in progress and outcomes of the desk study on PCE modernization).
- [58] One IC member noted that every year PCE is included in the agenda of the IPPC regional workshop for the Near East and North Africa, where contracting parties report challenges with sourcing funding for conducting PCEs. The IC member invited the secretariat to support contracting parties with resource mobilization and the development of project proposals for PCEs.

#### ***Update on coordination of Fusarium oxysporum f.sp. cubense TR4 action***

- [59] The secretariat summarized the activities on the global coordination of action on Fusarium TR4, which had been noted by CPM-18 (2024). The secretariat noted that the global-coordination activities had been possible under the framework of the FAO Support COMESA Trade Facilitation Programme

((GCP/INT/387/COM), which would end on 30 May 2024, and added that after the end of this programme there was no funding available for Fusarium-TR4-related activities and to hire a dedicated staff member to work on Fusarium TR4.

[60] One IC member noted the potential interest of the banana industry to support the global coordination of action on Fusarium TR4.

[61] The IC deferred further discussion to the dedicated agenda item 10.3 (Update on the IC Team on TR4 and on the global coordination on Fusarium TR4).

### ***Recommendations from the Task Force on Topics on the 2023 Call for topics: Standards and Implementation***

[62] Following the report from the Task Force on Topics chairperson, the secretariat invited the IC to provide input into the revised call for topics submission forms and the *Criteria for the justification and prioritization of proposed topics*, which is detailed under agenda item 10.4 (Update on the IC Team for Submission of Implementation Topics).

### ***Update on antimicrobial resistance***

[63] The IC noted that, noting the preliminary results of the two IPPC Observatory surveys on antimicrobial resistance (AMR), CPM-18 (2024) had requested that the secretariat extend the two surveys on AMR, and had requested IC members to encourage contracting parties in their respective regions to submit their responses.

### ***Update on the Africa Phytosanitary Programme***

[64] The IC chairperson and the secretariat summarized the APP activities undertaken so far.

[65] One IC member noted the core IC activities that lacked funding and therefore suggested building synergies between the core activities of the IC and the APP.

[66] One IC member noted the involvement of the secretariat staff in the APP. Given the scarcity of financial and staff resources for the ICD activities, the IC member asked about the staffing plan for the APP. The secretariat informed IC members about the plan to hire short-term consultants who would work on APP implementation and to extend the programme to additional countries when the necessary resources were secured from donors.

[67] Another IC member asked about the plan for APP after 2024. The secretariat informed the IC of the plan to conduct the training of trainers in all 54 African countries within a period of five years, who would then deliver the training at their respective NPPOs. The secretariat clarified that the process of identifying the second group of countries had started and a meeting was scheduled for 29 May 2024 to finalize the list of countries for 2025. A train-the-trainers session is planned for November 2025 for the second group of countries.

### ***Membership and potential replacements for IC members***

[68] The IC noted that CPM-18 (2024) had thanked the outgoing IC members, namely, Christopher DALE (Australia), Ruth AREVALO MACIAS (Chile), Magda GONZALEZ ARROYO (Costa Rica), Nilesh Ami CHAND (Fiji), Lalith BANDUL KUMARASINGHE (New Zealand), and Stephanie BLOEM (United States of America), had confirmed Elizabeth McCRUDDEN (Australia) as a new IC member and had encouraged the Southwest Pacific to nominate an IC regional replacement member.

[69] The IC:

- (4) *noted* the outcomes and decisions of the CPM-18 (2024);
- (5) *recommended* the dedicated actions agreed in this agenda item to ensure their follow-up;

- (6) *requested* that the secretariat share information on the allocation of resources for ICD activities so that the need for resource mobilization could easily be identified;
- (7) *encouraged* IC members to participate in the IPPC regional workshops in their respective regions;
- (8) *invited* the secretariat to allocate a dedicated item in the agenda of the IPPC regional workshops to promote implementation topics and receive feedback from contracting parties on their needs in relation to implementation and capacity development as well as implementation challenges;
- (9) *requested* that the secretariat develop an archive on the IPP to host the old versions of ISPMs;
- (10) *invited* the SC to submit the materials as contributed resources to be posted on the IPP until such time that the materials are incorporated into an IPPC guide;
- (11) *encouraged* IC members to invite contracting parties in their respective regions to submit their responses to the two IPPC Observatory AMR surveys;
- (12) *requested* that the secretariat share the list of respondent countries by region with the IC members of the respective regions for follow-up; and,
- (13) *requested* that the secretariat provide a detailed list of expertise needed for APP implementation, for which the IC could better consider possible support.

## 5. Updates from the IPPC Secretariat

### 5.1 Implementation and Facilitation Unit update (including staff)

[70] The IFU lead presented the IFU organigramme,<sup>7</sup> detailing each staff member's tasks and source of funding.

[71] One IC member asked how many of the IFU staff were funded by the FAO Regular Programme. Some IC members requested that the secretariat provide information on the allocation of Regular-Programme-funded staff positions across the three secretariat units. Another IC member added that the activities related to the IPPC Strategic Framework 2020–2030 should be funded by the Regular Programme or the IPPC Multidonor Trust Fund, not through projects.

[72] The secretariat indicated that only three positions were funded through the FAO Regular Programme and the rest of the IFU team members were funded by projects, the IPPC Multidonor Trust Fund or as in-kind contributions from countries, noting that the activities of all staff must be in accordance with their terms of reference.

[73] The IC:

- (14) *noted* the IFU update; and
- (15) *requested* that the secretariat provide the list of staff funded by the FAO Regular Programme, the IPPC Multidonor Trust Fund and projects, along with the list of ICD core activities with no funding available.

### 5.2 Standard Setting Unit update

[74] The IPPC Standard Setting Unit (SSU) lead presented an overview of the SSU staff and their areas of responsibility, summary of SSU activities, planned activities for 2024,<sup>8</sup> cooperation with IPPC bodies, external cooperation, and the CPM-18 (2024) outcomes affecting the unit's activities, and listed the ISPMs adopted by CPM-18 (2024).<sup>9</sup>

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<sup>7</sup> IFU organigramme: <https://www.ippc.int/en/publications/91133/>

<sup>8</sup> SSU 2024 workplan: <https://ippc.int/en/publications/92954/>

<sup>9</sup> 06\_IC\_2024\_May

- [75] The SSU lead then summarized the outcomes of the SC meeting in May 2024, the report for which would be made available on the IPP.<sup>10</sup>
- [76] One IC member indicated that the concrete application of phytosanitary import requirements that may occur with the implementation of the (draft) Annex *International movement of Mangifera indica fruit* (2021-011) to ISPM 46 (*Commodity-based standards for phytosanitary measures*) posed potential challenges. The SSU lead agreed with the comment, noting implementation of the ISPMs as instrumental and invited the IC to start thinking about potential implementation material for commodity standards in general, or specifically for this annex to ISPM 46.
- [77] Another IC member added that the commodity standards were very timely, as they would enable countries to implement specific phytosanitary requirements for specific products and to target specific markets. The IC member then noted the importance of developing implementation material for ISPMs and mentioned the successful experience of the member's country in successfully implementing ISPM 10 (*Requirements for the establishment of pest free places of production and pest free production sites*), along with the IPPC *Guide for establishing and maintaining pest free areas*.
- [78] One IC member asked whether the next commodity standards to be developed were already identified, and the SSU lead listed the four priority 1 topics and explained that a call for materials for these four topics would be issued. Based on the availability of sufficient material, the technical panel would choose two topics out of the four for the next commodity standards and start the work. The priority 1 topics for the commodity standards are as follows:
- *International movement of seeds of Phaseolus vulgaris* (2023-008), priority 1;
  - *International movement of fresh taro (Colocasia esculenta) for consumption* (2023-023), priority 1;
  - *International movement of fresh banana (Musa paradisiaca) fruit* (2023-028), priority 1; and
  - *International movement of Citrus fruit* (2023-019), priority 1.
- [79] In response to a question from one IC member on the status of the specification for the *Holistic revision of the draft reorganized pest risk analysis standard* (2023-037), the SSU lead stated that the SC had approved the draft specification for consultation from 1 July to 30 September 2024, noting the numerous comments received from the first consultation of the draft reorganized pest risk analysis (PRA) standard. In the meantime, the steward was addressing the comments submitted during the 2023 consultation of the draft reorganized PRA ISPM, so that the compiled comments, the steward's responses and the revised text of the standard could be provided to the expert working group (EWG). The main tasks of the EWG would be to review the text of the reorganized PRA ISPM, as developed by the steward after consultation in 2023, to streamline and clarify the text, identify the core principles, steps and requirements for PRA, and identify those parts of the current reorganized ISPM that may be moved to implementation material.
- [80] One IC member asked for an update on the status of the draft specification for the draft annex *Design and use of systems approaches for phytosanitary certification of seeds* (2018-009) to ISPM 38 (*International movement of seeds*). The SSU lead explained the challenge with the draft document that had persisted because of the regional differences in the requirements for developing systems approaches for seeds as an option for phytosanitary certification. The SSU lead informed the IC that the SC, at its May 2024 meeting, had revised the draft annex that had been developed by the EWG and approved it for consultation from 1 July to 30 September 2024.
- [81] The IC chairperson thanked the SSU lead for the presentation.

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<sup>10</sup> SC: <https://www.ippc.int/en/commission/standards-committee/>

[82] The IC:

(16) *noted* the SSU update;

(17) *noted* the selection of Prudence Tonator ATTIPOE (Ghana) as the SC representative to the IC; and

(18) *noted* Prudence Tonator ATTIPOE (Ghana) and Mariangela CIAMPITTI (Italy) to be members of the Phytosanitary Capacity Evaluation Board, with Matías GONZALEZ BUTTERA (Argentina) in reserve depending on the regional composition of the Board once the CPM Bureau and IC have selected their representatives.

### 5.3 Standard Setting Unit update

[83] The IPPC Integration and Support Team (IST) lead presented a summary of IST activities undertaken since January 2024, including the successful organization of CPM-18 (2024), support provided to the APP, IPPC communication and advocacy activities, information management and the IPP revamp and revision, organization of IPPC regional workshops, the annual TC-RPPOs meeting, and liaison and cooperation activities with internal and external partners, as well as the 2024 observance of the IDPH.<sup>11</sup>

[84] The IST lead mentioned the decision by the secretariat to support the participation of the IC, SC and bureau members at the IPPC regional workshops as resource persons, based on the World Bank criteria,<sup>12</sup> which would be further discussed at the June meeting of the CPM Bureau.

[85] One IC member asked for evaluation and analysis of the secretariat's communication efforts to understand the overall impact of communication activities. The IST lead explained that the secretariat had been monitoring the impact of the IPPC communication efforts and shared plans to develop a comprehensive monitoring and evaluation plan with key performance indicators, which would be completed during the second half of 2024.

[86] The IC members who attended CPM-18 (2024) expressed discontent about the absence of reference to the IPPC or CPM on the participant badges.

[87] The IC chairperson thanked the IST lead for the presentation.

[88] The IC:

(19) *noted* the IST update.

### 5.4 Standard Setting Unit update

[89] The secretariat introduced the paper<sup>13</sup> highlighting the activities surrounding the 2024 IDPH observance by the secretariat, noting the proactive digital campaign to promote the IDPH to encourage greater engagement by NPPOs and regional plant protection organizations (RPPOs). The secretariat highlighted the 2024 IDPH theme, "Plant health, safe trade and digital technology", and added that the observance had involved a high-level event and a technical session at the FAO headquarters on 13 May 2024, led by the FAO Director-General, a minister and two FAO permanent representatives. In addition, an interactive exhibition had been held at the FAO headquarters on 8–10 May 2024, as well as a global digital campaign on FAO and IPPC social media channels and websites.

[90] The IC chairperson thanked the secretariat for the update.

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<sup>11</sup> 07\_IC\_2024\_May.

<sup>12</sup> 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/>

<sup>13</sup> 08\_IC\_2024\_May

- [91] One IC member complimented the secretariat’s coordination of the IDPH observance but indicated the importance of timely communication and dissemination of materials and the IDPH theme to NPPOs, which would then allow NPPOs to align their IDPH observance with that of the secretariat. The secretariat explained the lengthy internal process that delayed the timely communication plan and actions for 2024, and mentioned the evaluation survey. The secretariat encouraged the IC members to provide their feedback and recommendations by responding to the evaluation survey. The results of the evaluation survey would be included in the IDPH impact report.
- [92] One IC member proposed that the IDPH be observed in more visual and practical ways that would gain public interest. The member referred to the plan to observe the IDPH in Puglia or at school or universities that would raise awareness.
- [93] Another IC member asked whether the IDPH was valid for only 10 years and would have to be renewed. The secretariat agreed to check and confirm this information.
- [94] One IC member asked whether there was a timeline for starting the regional networks for communication. The secretariat explained that the work had started and would take some time.
- [95] Some IC members requested that the secretariat include examples of the ways that the IDPH had been observed in different countries in the IDPH impact report, which would be then used by NPPOs as a reference.
- [96] The IC:
- (20) *noted* the 2024 IDPH update; and
  - (21) *requested* that the secretariat share the IDPH theme as well the communication support earlier in advance to ensure that activities at national level are aligned with those at FAO level.

## 5.5 Update from the CPM Bureau

- [97] The secretariat provided a summary of the discussions and outcomes of the April 2024 meeting of the CPM Bureau (hereafter referred to as the “bureau”), related to PCE costs and funding, the IPPC ePhyto Solution and ePhyto funding model, an update on AMR, the global coordination of action on Fusarium TR4, APP, One Health, and the outcomes of CPM-18 (2024).
- [98] The April bureau meeting report will be made available on the IPP.<sup>14</sup>
- [99] The bureau discussed provision of **financial support to attend the meetings of the SPG and TC-RPPOs**, to ensure representation of developing countries, noting that the issue was also related to the absence of interpretation into the FAO official languages, which was another barrier for non-English speaking countries to attend the SPG or TC-RPPOs meetings.
- [100] One IC member commented that the provision of travel assistance and interpretation into FAO official languages should come together. Another IC member added that, even without interpretation, participation could be diversified as much as possible by the secretariat providing travel support for English speaking representatives of developing countries or representatives from non-English developing countries that speak English.
- [101] The bureau had discussed costs associated with **PCEs** and other related activities, such as improved communication about PCE, the PCE Board and the online PCE system, which are detailed under agenda item 10.2 (Update on PCEs in progress and outcomes of the desk study on PCE modernization).

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<sup>14</sup> The CPM Bureau: <https://www.ippc.int/en/commission/bureau/>



- [102] The bureau had postponed the discussion on how to address low response rates to the IPPC Observatory surveys to its June 2024 meeting and to the 2024 SPG meeting.
- [103] The secretariat then summarized the potential agenda items for the June bureau meeting, such as a review of the investment prospectus following post-CPM feedback, the SPG agenda, criteria for financial assistance for attendance at meetings of the SPG and TC-RPPOs, the IDPH theme for 2025, the second International Plant Health Conference, private–public partnership examples, the long-term plan for the APP, membership of the CPM Focus Group on Plant Health in the Context of One Health, and CPM-19 (2025).
- [104] One IC member asked about the rotation of the CPM chairperson and CPM vice-chairperson, noting the CPM-8 (2013) decision on the rotation system, which was a repeating pattern of seven regions followed by the four largest regions. According to the IC member, the rotation system did not represent the regions equally. The secretariat responded that the concern should be raised by the regional bureau member.
- [105] The IC:  
(22) *noted* the update from the April 2024 CPM Bureau meeting.

## 6. IC-SC collaboration

### 6.1 Updates from the 2023 November SC meeting (including implementation issues identified by the SC)

- [106] The SC representative to the IC and the assistant IC representative to the SC presented the outcomes from the SC November 2023 meeting,<sup>15</sup> as well as an oral report from the SC May 2024 meeting, that were relevant to the IC. The updates included the status of the IC representative to the SC, revision of ISPM 18 (*Requirements for the use of irradiation as a phytosanitary measure*) (2014-007), and development of implementation materials.
- [107] The SC had invited the IC to consider how to improve the process by which suggestions on potential **implementation** issues raised during consultation on draft ISPMs are possibly incorporated in the work programme of the IC. More details related to this discussion are covered under the agenda item 6.2 (Recommendations to improve the SC–IC collaboration) and under agenda item 9.1 (Process for the development of IPPC guides and training materials).
- [108] In relation to **the draft annex *Criteria for evaluation of available information for determining host status of fruit flies (2018-011)* to ISPM 37 (*Determination of host status of fruit to fruit flies (Tephritidae)*)**, the SC had suggested that the IC consider developing implementation material, including case studies to provide guidance on possible ways to evaluate host status. The IC considered that if implementation resources on this subject were a priority, the SC should request that the submitter provide contributed resources or a case study.
- [109] One IC member asked for an update on the SC discussions on **the status of the IC representative to the SC** and was informed that the SC had not had time to discuss this during its May 2024 meeting. The assistant IC representative to the SC suggested that it may not be necessary for the IC representative to the SC to be a member of the SC and that the observer status would be sufficient. She suggested that being a member of the SC would add considerable work for the IC representative with relatively little benefit to the IC.
- [110] The secretariat highlighted that there may not be available financial support for observers attending the SC and IC meetings and that this may also make participation in both the IC and SC meetings challenging.

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<sup>15</sup> 10\_IC\_2024\_May

[111] The IC tasked the assistant IC representative to the SC with developing a paper for the November IC meeting with concrete proposals to consider for the discussion on the status of the IC representative to the SC.

[112] Regarding the **revision of ISPM 18 (*Requirements for the use of irradiation as a phytosanitary measure*) (2014-007)**, the secretariat explained that in May 2023 the IC had asked the secretariat to request the International Atomic Energy Agency to submit their guide on *Irradiation as a phytosanitary treatment of food and agricultural commodities* to the secretariat as a contributed resource and for the secretariat to explore other ways to collaborate with them on this topic (such as a webinar).<sup>16</sup> The secretariat explained that these activities could not be completed because of staff shortages; they noted that the work was expected to proceed when the new Japanese in-kind staff member joined the IFU and would be included in the IFU workplan for 2025.

[113] The IC:

(23) *noted* the main outcomes of the November 2023 SC meeting; and

(24) *deferred* the discussion on the status of the IC representative to the SC as observer or member to its November 2024 meeting, on the basis of the paper to be prepared by the assistant IC representative to the SC.

## 6.2 Recommendations to improve the SC–IC collaboration

[114] The chairperson invited IC members to discuss opportunities to improve collaboration between the IC and SC.

[115] One IC member noted the need to elaborate on the process for analysing whether the existing implementation material needed revision upon adoption of a revised ISPM. Another IC member suggested that the SC and respective EWG could actively refer the potential implementation challenges to the IC, which could then be prioritized in the ICD LOT. These could then be discussed by the IC Team on Guides and Training Materials, which would then issue and make a recommendation. Another IC member clarified that not all implementation issues should result in adding a topic to the ICD LOT. Some IC members highlighted the need to better promote the existing implementation materials, as it appeared that not all IPPC stakeholders, including the SC, may be aware of their existence. This may reduce the number of requests for implementation materials, especially for instances where such material already exists. One IC member stressed the need for posting the implementation materials next to each corresponding ISPM, when applicable, on the IPP landing page for standards, which would further increase the visibility of the existing materials.

[116] The IC agreed to continue the discussion under agenda item 9.1 (Process for the development of IPPC guides and training materials).

[117] The IC:

(25) *invited* the SC to share implementation issues that are identified by SC and expert working groups.

## 7. Implementation and Capacity Development Projects

### 7.1 Projects managed by the IPPC Secretariat

[118] The secretariat introduced a paper on the eight projects managed by IFU in 2023.<sup>17</sup> The secretariat thanked the partners who had provided financial support or in-kind contributions for the projects and extended its gratitude to China, the European Commission (EC), Japan, the Common Market for Eastern and Southern

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<sup>16</sup> IC 2023-05, agenda item 6.1

<sup>17</sup> 11\_IC\_2024\_May

Africa (COMESA), GIZ, Canada, France and the Republic of Korea. Transparency with the wider IPPC community had been enhanced through dedicated web pages describing projects over USD 500 000.

[119] The secretariat noted that funding remained for only two projects in 2024: “Strengthening Food Control and Phytosanitary Capacities and Governance” (GCP/GLO/949/EC) funded by the European Commission, and “Support for Implementation and Capacity Development Activities of the IPPC Secretariat” (GCPT/GLO/102/JPN) funded by Japan.

[120] One IC member complimented the secretariat on ensuring transparency for the projects, and on their appropriate and excellent management of the projects, in line with the ICD LOT and the FAO and IPPC strategic documents.

[121] Consequently, no suggestions on how IFU could improve project management were made.

[122] The IC chairperson thanked the secretariat for the presentation.

[123] The IC:

(26) *noted* the deliverables of projects managed by the IPPC Secretariat; and

(27) *noted* that the projects were compliant with FAO, IPPC Secretariat and IC procedures and *noted* the increased transparency as presented in Appendix 4.

## 7.2 New project proposal to be financed by the European Union

[124] The IPPC Secretariat updated the IC on the new project proposal to be financed by the European Commission (DG SANTE), which was for a value of EUR 1 500 000 and for a duration of three years (2024–2027). Similarly to the previous EC-funded IPPC project “Support to the IPPC Strategic Framework: Pest Outbreak Alert and Response Systems, Commodity and Pathways Standards, and ePhyto” (GCP/GLO/040/EC), the new project would have three components, which the secretariat noted as tentatively being POARS (EUR 150 000 yearly for three years), commodity standards (EUR 150 000 yearly for three years) and the APP (EUR 200 000 yearly for three years). The secretariat noted that the discussion on concrete components and the scope of the project was ongoing between the secretariat and the European Commission and noted that it was expected that the money would be provided in December 2024 or January 2025.

[125] The secretariat added that EC DG SANTE had agreed to provide EUR 250 000 yearly for two years, starting from 2024, for the IPPC ePhyto Solution, as the European Union (EU) member states’ contribution in the framework of the interim funding model for the IPPC ePhyto Solution adopted by CPM-18 (2024).

[126] The IC chairperson thanked the secretariat for the presentation and opened the floor for interventions.

[127] The observer from the European Union reiterated a willingness to also provide technical support for POARS and commodity standards.

[128] One IC member asked whether there were any resources available for the IPPC Observatory activities. The secretariat stated that discussion with DG TRADE, which had previously funded the three cycles of the IPPC project “Implementation Review and Support System” (IRSS),<sup>18</sup> would be initiated for potential financial support for the observatory activities.

[129] The IC:

(28) *noted* the update on the new EC-funded IPPC project.

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<sup>18</sup> Implementation Review and Support System (IRSS) cycle I (2011–2014); IRSS cycle II (2014–2017); IRSS cycle III (2018–2022).

### 7.3 Update on the project “Strengthening Food Control and Phytosanitary Capacities and Governance” (GCP/GLO/949/EC)

- [130] The secretariat presented an update on the implementation of the “Strengthening Food Control and Phytosanitary Capacities and Governance” (GCP/GLO/949/EC) project. The secretariat mentioned the nine PCEs<sup>19</sup> conducted in COMESA countries in 2023 and reported that the PCE process resulted in the development of a National Phytosanitary Capacity Development Strategy for each of the nine countries, which included a detailed budget of the funds required for implementing the national strategy activities to overcome gaps.
- [131] The secretariat added that, via a project extension with a supplementary budget granted by the European Commission, two more countries – Egypt and Uganda – had kickstarted their PCEs.
- [132] One IC member noted the high demand for PCE, and asked whether there were any challenges that the 11 countries that had conducted the PCEs were facing to implement their National Phytosanitary Capacity Development Strategies or in approaching donors for financial support to address the identified issues.
- [133] One IC member suggested that the secretariat ensure that PCE facilitators were familiarized with the phytosanitary systems of the country implementing the PCE to be able to better engage with national stakeholders.
- [134] Another IC member expressed interest in carrying out PCEs in the Pacific region.
- [135] One IC member asked whether the secretariat provided support to contracting parties to mobilize resources for conducting PCE.
- [136] The secretariat mentioned a planned workshop that would gather representatives from the 11 countries that had conducted PCEs under the framework of the project, to enhance their capacity for resource mobilization and project development and hence allow the PCEs to have real impact. The secretariat also added that historically the Standards and Trade Development Facility (STDF) had been a trusted donor to support PCEs in various contracting parties, noting that other potential donors could be approached for support.
- [137] The IC chairperson thanked the secretariat for the presentation and the IC members for their comments.
- [138] The IC:
- (29) *noted* the update on the “Strengthening Food Control and Phytosanitary Capacities and Governance” (GCP/GLO/949/EC) project.

### 7.4 Role of the IC on projects

- [139] The secretariat recalled the main responsibility of the IC Team on Projects – gathering information on phytosanitary implementation projects across the world, which were then presented to the IPPC community during the May meetings of the IC during the agenda item on IC open session on projects, in a webinar format. The secretariat noted that, in organizing the IC open session on projects every year, there was a risk of duplicating information.
- [140] The secretariat invited IC members to reflect on whether the yearly IC open session on projects was indeed useful, and whether they had any proposals to enhance the role of the IC Team on Projects to provide more strategic guidance to the secretariat.
- [141] One IC member proposed that the open session be conducted every two years, and proposed that the IC team focused on strategic activities to provide support for resource mobilization and development of new

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<sup>19</sup> Djibouti, Eswatini, Kenya, Malawi, Mauritius, Rwanda, Seychelles, Zambia and Zimbabwe.

projects. Another IC member noted the scarcity of financial resources for the ICD topics and activities, and agreed that the IC's support for secretariat resource mobilization and development of new IPPC projects would aid funding for the ICD activities.

[142] Another IC member referred to the comprehensive strategy on the role of the IC in projects, and invited the IC to utilize the document for guidance.

[143] One IC member proposed that a list be developed of potential donors that could fund projects on phytosanitary matters, listed by region, which could be useful for contracting parties. Another IC member then proposed that a webinar be organized for donors to elaborate on their mode of operation, their requirements and their interests, and during which the secretariat could present projects in need of funding.

[144] The IC:

- (30) *requested* the IC Team on Projects to develop a list of potential donors that could support projects on phytosanitary matters, to be circulated among IC members for their input and validation and then further discussed during the IC November 2024 meeting; and
- (31) *requested* that the secretariat and the IC Team on Projects start working on a webinar for selected donors from the above-mentioned list and the secretariat, and provide an update to the IC during its November 2024 meeting.

## **8. Collaboration with International Organizations (Observers)**

### **8.1 Standards and Trade Development Facility Secretariat**

[145] The STDF representative presented an overview of STDF's core activities and projects since CPM-17 (2023).<sup>20</sup> The representative also mentioned funding opportunities – project preparation grants (up to USD 50 000) and project grants (up to USD 1 000 000) – and highlighted recommended steps when seeking funding from STDF.

[146] One IC member asked whether an application for a project preparation grant is needed for a project grant application. The STDF representative clarified that in cases where a project proposal was ready, an application could be made directly for a project grant. Additionally, it was not advisable that a project grant application focused on just a few PCE modules, but it could combine the needs from several PCE modules to take advantage of the investment.

[147] The IC chairperson thanked the STDF representative for the presentation. The secretariat joined the chairperson in his gratitude and expressed delight in the continued collaboration between STDF and the IPPC Secretariat.

[148] The IC:

- (32) *noted* the STDF presentation.

### **8.2 Comité de Liaison Entrepreneuriat – Agriculture – Développement**

[149] The representative from the Committee Linking Entrepreneurship-Agriculture-Development (COLEAD) presented the core institutional activities, programmes and interventions that support Sanitary and Phytosanitary Measures (SPS), as well as the joint activities with the IPPC Secretariat.<sup>21</sup>

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<sup>20</sup> 13\_IC\_2024\_May

<sup>21</sup> 14\_IC\_2024\_May

[150] The COLEAD representative then invited the secretariat and IC members to promote the AGRINFO information system,<sup>22</sup> which covers EU policies, regulatory and non-regulatory measures that have a potential impact on the competitiveness, market access and trade dynamics of agrifood and fisheries value chains linked to the EU market.

[151] One IC member asked whether COLEAD's Rapid SPS Assessment Tool (R-SAT) could be made available and how it should be implemented. The COLEAD representative explained that the tool was free of charge and user friendly and prompted the member to refer to the user manual that could be made available upon request to COLEAD.

[152] The IC chairperson and the secretariat thanked the COLEAD representative for the presentation.

[153] The IC:

(33) *noted* the COLEAD presentation.

### **8.3 European Commission**

[154] The EC representative presented an overview of the commission's activities on phytosanitary matters, the Directorate General (DG) TRADE (trade) and the DG SANTE (health and food safety). The representative noted the existing IPPC projects funded by the European Commission, which are detailed under agenda item 7.1 (Projects managed by the IPPC Secretariat), and the new project proposal under development, which was discussed under agenda item 7.2 (New project proposal to be financed by the EU).

[155] One IC member noted the legal and phytosanitary requirements from importing and exporting countries that are available on EUR LEX:EU LAW,<sup>23</sup> and proposed that links to the specific requirements for all EU member states be added to the IPP page for NROs.

[156] The secretariat thanked the EC representative for the presentation and noted the role of commandos – experts on specific pest eradication, who act within a few hours in the case of a pest outbreak – in the new EU Plant Health Regulation. The secretariat added that this was inspired by the CPM-(2019) session on “Successes and Challenges in Implementing IPPC, ISPMs, and CPM Recommendations”, where Organismo Internacional Regional de Sanidad Agropecuaria (OIRSA) had presented its experience with simulation exercises and the role of commandos.

[157] The IC chairperson thanked the EC representative for the presentation.

[158] The IC:

(34) *noted* the EC presentation.

## **9. Guide and Training Materials**

### **9.1 Procedure for the development of IPPC guides and training materials**

[159] The secretariat presented a paper<sup>24</sup> about the *Process for developing IPPC guides and training materials*, explaining that the process had originally been approved by the IC in June 2021 and although sections of it had been updated, the process had not undergone a comprehensive review since then. The secretariat

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<sup>22</sup> AGRINFO information system: <https://agrinfo.eu/>

<sup>23</sup> EUR-Lex, EU law: <https://eur-lex.europa.eu/homepage.html>

<sup>24</sup> 16\_IC\_2024\_May

provided a brief overview of the preliminary discussions of the IC Team on Guides and Training Materials, recalling that in November 2023 the IC had requested that they review the document.<sup>25</sup>

- [160] The IC discussed the recommendation to modify paragraphs [14] and [15] to consider a shorter and more streamlined process for existing guides that require updating and for transforming existing guides into new e-learning courses. Such a modification would allow the IC to add topics to the ICD LOT without CPM approval provided the topic was directly related to an existing topic or existing ICD material. In such cases, the IC would report the new topic to the CPM rather than requiring the CPM to endorse it. The secretariat noted that this proposal was not intended to preclude the CPM adding topics to the ICD LOT, either directly or as an outcome of a call for topics, but rather to provide flexibility and be more responsive to needs and opportunities.
- [161] The IC agreed to the recommendation, noting that the IC would be able to add topics to the ICD LOT only if the topic was related to an existing IPPC guide or training material or to a topic that was already included in the ICD LOT. In this process, the IC should inform the bureau and identify the topics added to the ICD LOT to the CPM for noting.
- [162] The IC also discussed the recommendation for paragraph [20] to consider whether there should be exceptions where consultation is not needed (e.g. revising an existing guide or creating an e-learning course from an existing guide). The IC agreed with the recommendation, noting that the decision as to whether a draft specification needed to be distributed for consultation should be decided by the IC on a case-by-case basis.
- [163] The IC discussed and agreed on the recommendation to modify paragraphs [22] and [41] to describe the process for revising specifications after they had been approved by the IC, noting that the specifications needed to be related to existing guides.
- [164] The IC agreed to the recommendation for paragraph [46], stating that the layout, presentation and style must conform not only with the IPPC style guide, but also with the FAO style guide, and the IPPC formatting guide. One IC member noted that the FAO style guide was only available in French and Spanish and requested that this resource be made available in all FAO languages.
- [165] The IC recalled that, under agenda item 6.1 (Updates from the 2023 November SC meeting (including the implementation issues identified by the SC)), the SC had invited the IC to clarify the process by which the SC could submit suggestions for potential implementation topics to the IC.
- [166] The IC discussed the possibility that the SC could develop a draft specification and submit it to the IC for consideration but only if the topic was urgent and directly related to an ISPM currently under revision or development. The IC agreed that other proposals for ICD materials should follow normal channels and be submitted by an NPPO or RPPO during the call for topics.
- [167] The IC agreed that the IC Team on Guides and Training Materials should consider these discussions in their revision of the *Process for developing IPPC guides and training materials*.
- [168] The IC:
- (35) *agreed* on the proposed changes arising from the preliminary review of the *Process for the development of IPPC Guides and training materials* with the revisions noted above; and
  - (36) *requested* that the IC Team on Guides and Training Materials revise the *Process for developing IPPC guides and training materials*, considering the discussions during this IC meeting, and present the revised version at the IC November 2024 meeting for approval.

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<sup>25</sup> 2021\_eIC\_10

## 9.2 Review of the implementation and capacity development list of topics

- [169] The secretariat presented a paper that provided an update on the ICD LOT,<sup>26</sup> noting the adjustments the secretariat had implemented as per the CPM-18 (2024) decisions, including additions, deletions of completed topics, and deletions of topics for which contributed resources were to be sought instead.
- [170] The secretariat presented the ICD LOT and noted the five topics that were under development:
- *Risk-based inspection of imported consignments* (2018-022);
  - *Fusarium TR4 training courses* (2023-002);
  - *Wood packaging material heat treatment manual* (2017-043a);
  - *Wood packaging material fumigation treatment manual* (2017-043b); and
  - *IPPC plant health officer training curricula – Knowing and understanding the IPPC* (2017-054).
- [171] The IC discussed the priority levels of the topics on the list and agreed to re-evaluate the priorities again at the IC November 2024 meeting. The following changes were made:
- *National reporting obligations (NRO), revision to the guide* (2021-026) – moved from priority 1 to priority 2, since no resources were available to work on this guide;
  - *Guide to phytosanitary audits* (2021-009) – moved from priority 1 to priority 2, as although the specification had been finalized, the work on the development of this guide would not be initiated until the development and publication of the guide on *Authorization of entities to perform phytosanitary actions* (2018-040); and
  - *Pest free areas* (2017-044) – moved to priority 3, but should be reconsidered because CPM-18 (2024) had adopted the revision to ISPM 4 so the guide was no longer pending the adoption of the revision of ISPM 4.
- [172] The secretariat noted that new IC leads or co-leads needed to be identified for some topics, in view of the changes to the IC membership. This discussion was deferred to agenda item 12.1 (IC members on roles and missions).
- [173] The secretariat presented a spreadsheet listing all the ISPMs and their associated implementation materials. The IC noted that this was an effective tool for identifying gaps in implementation resources. The secretariat clarified that the table was a draft and still needed to be verified but that it could be shared with IC members for their review. The IC requested that this table be validated and included in the call for topics. The IC also suggested that this table could potentially be used to raise awareness and promote the existing IPPC guides and training materials, as well as to highlight the ICD gaps. The IC noted the limitations of this table in that not all ISPMs have IPPC guides and not all IPPC guides are associated with an ISPM.
- [174] The IC representative for the Near East and North Africa region highlighted the upcoming dedicated training workshop for the participants of the 2024 IPPC regional workshop for the region, organized in collaboration with IC and SC members, as an opportunity to enhance their understanding of the IPPC call for topics and their capacity to submit topics.
- [175] One IC member suggested that a list of ICD gaps be attached to the next call for topics, so that countries are aware of which ISPMs do not have an IPPC guides and training materials and to facilitate the process of identifying significant gaps in implementation resources. The intention would be to assist contracting parties in identifying topics for which implementation resources are needed.

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<sup>26</sup> 17\_IC\_2024\_May; List of implementation and capacity development topics: <https://www.ippc.int/en/core-activities/capacity-development/list-topics-ippc-implementation/list>



[176] One IC member noted that the Kingdom of the Netherlands had recently developed materials related to pests associated with seeds and that this material may be directly relevant to the ICD topic *Assessing the risk of introduction of pests with seeds* (2018-036). The secretariat suggested that this material might be submitted as a contributed resource. The IC member agreed to investigate the feasibility of this, given the large volume of materials.

[177] The secretariat shared an estimated budget for the development of a new ISPM guide, to enhance transparency on the costs associated for the development of a guide when approaching donors. The cost of developing a guide is in the range USD 85 000–140 000. The secretariat estimated that the cost associated with an in-kind translation of a guide is approximately USD 7000, and approximately USD 20 000 for translations conducted using FAO translators.

[178] The IC requested that the estimated budgets for developing a guide and for translation of a guide could be shared with potential donors and NPPOs.

[179] The IC:

- (37) *noted* the adjustments to the ICD LOT after CPM-18 (2024);
- (38) *agreed to* review the table relating to ISPMs and ICD materials during the November 2024 IC meeting;
- (39) *requested* that the secretariat propose a list of ICD gaps based on this table, which could be provided to contracting parties during the 2025 call for topics;
- (40) *requested* that the secretariat share the estimated budget for developing a guide and for translating a guide to potential donors, including NPPOs;
- (41) *requested* that the secretariat develop a presentation to raise awareness about IPPC implementation materials, and to demonstrate how to effectively use the IPP page for guides and training materials, at the IPPC regional workshops, TC-RPPOs, SC November meeting, SPG and CPM-19 (2025) plenary;
- (42) *requested* that the secretariat liaise with the SC chairperson to ensure that adequate time is included on the agenda of the SC November 2024 meeting for the above-mentioned presentation; and
- (43) *requested* that the secretariat update the priority levels and IC leads in the ICD LOT as follows:
  - National reporting obligations (NRO), revision to the guide (2021-026) – change from priority 1 to priority 2,
  - Guide to phytosanitary audits (2021-009) – change from priority 1 to priority 2, and
  - *Pest free areas* (2017-044) – change from priority 4 to priority 3.

### 9.3 Update on the development of IPPC guides and training materials

[180] The secretariat provided an update on the development of IPPC guides and training materials.<sup>27</sup> Four new guides had been published in 2023, several had been translated into French and Spanish and a comprehensive communication plan had been rolled out to promote their use. The secretariat also reported on the uptake of the e-learning courses launched in 2022. The secretariat thanked all partners who had contributed to the translations of IPPC guides and training materials,<sup>28</sup> and provided an update on the status of the five IPPC guides that were under development in 2024, to be published before CPM-19 (2025).

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<sup>27</sup> 18\_IC\_2024\_May.

<sup>28</sup> The European Union, the Common Market for Southern and Eastern Africa (COMESA) Secretariat, the FAO Subregional Office for Mesoamerica, the Committee Linking Entrepreneurship-Agriculture-Development (COLEAD), the All-Russian Plant Quarantine Center, the North American Plant Protection Organization

[181] The secretariat provided a summary of the outcomes of the call for experts to work on the plant health officer training curricula, noting that there was good representation from most geographical regions and that there were seven to eight strong candidates. The secretariat highlighted that half of the candidates were from universities with a strong pedagogical background and half were from NPPOs and involved in training within their organizations. The secretariat clarified that the Working Group for the IPPC plant health officer training curricula would be guiding the work to develop the training curricula, learning platform and three new e-learning courses.

[182] The secretariat informed the IC of the commitment that the NPPO of Saudi Arabia had made at CPM-18 (2024) to partner with the secretariat to translate IPPC guides and training materials into Arabic. In addition, the secretariat noted that the head of delegation from Algeria had expressed interest in being included in the pool of IPPC proofreaders for French and Arabic. The secretariat was following up on these two generous offers.

[183] Some IC members referred to the successful practice of the NPPOs of Kenya and Belize, where the IPPC e-learning courses were integrated in the NPPO curriculum and made mandatory to their respective NPPO staff.

[184] The secretariat noted that most of the IPPC e-learning courses were being translated into French and Spanish and called upon the IC members to include the IPPC e-learning courses in their NPPO training curriculum.

[185] The IC:

(44) *noted* the activities undertaken by the secretariat to develop high-quality guides and training materials;

(45) *identified* ways that the IC members could promote the IPPC guides and training materials in their countries or regions, by either:

- integrating the IPPC guides and training materials into the training curriculum for NPPO staff,
- making the IPPC e-learning courses mandatory for NPPO staff,
- promoting the IPPC guides and training materials to academia, or
- advocating for translation of IPPC guides and training materials to make it accessible to a wide audience; and

(46) *agreed* to encourage IPPC contracting parties, during CPM-19 (2025), to include the IPPC training materials in their national training programme for NPPO staff.

#### **9.4 Update on the IPPC plant health officer training curriculum**

[186] Representatives from the FAO elearning Academy presented an update on the development of the IPPC plant health officer training, which would be developed under the “Strengthening Food Control and Phytosanitary Capacities and Governance” (GCP/GLO/949/EC) project and with funding from the government of the Republic of Korea, as an innovative digital learning platform with learning paths. The platform would provide a portal to the existing IPPC e-learning courses. In addition, some new e-learning courses would be developed based on information in existing IPPC guides, such as *Establishing a national plant protection organization*, *Operation of a national plant protection organization*, *Preparing a national phytosanitary capacity development strategy*, and another e-learning course on emergency preparedness, based on the IPPC guide on *Emergency preparedness – A guide for developing contingency plans for outbreaks of quarantine pest*.

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(NAPPO)Comité de Sanidad Vegetal del Cono Sur (COSAVE), the Inter-American Institute for Cooperation on Agriculture (IICA) and Organismo Internacional Regional de Sanidad Agropecuaria (OIRSA).

- [187] The representative confirmed that the FAO e-learning Academy could provide detailed statistics on the number of participants that had enrolled in their e-learning courses. All participants enrolled in the e-learning courses give their formal consent before their registration. The FAO e-learning Academy indicated that it may be possible to include “NPPO” in their database as one of the affiliated organizations for the participants to choose.
- [188] One IC member asked whether FAO e-learning Academy courses could be included in the curriculum of universities. The representative confirmed the possibility, referring to the existing practice that allowed the e-learning course participants to gain university credits and FAO e-learning Academy badges for the courses they completed. The representative added that IPPC courses could be included in university curricula, at the discretion of the universities. The IC requested that the Working Group for the IPPC plant health officer training curriculum produce a list of universities that the FAO e-learning Academy could contact with a proposal to review and accredit the IPPC e-learning courses and add them to their curricula.
- [189] The representative confirmed that some FAO e-learning Academy courses were smartphone friendly. The representative also noted that all the FAO and COLEAD courses could be downloaded and used anywhere in the world for free; however, students needed to connect online to complete the course evaluation.
- [190] The FAO e-learning Academy provided an overview of the project to develop the learning platform and three new e-learning courses, including the objectives, expected deliverables and initial discussions with the secretariat. The secretariat clarified that the Working Group for the IPPC plant health officer training curriculum would be asked to validate the learning paths and other inputs.
- [191] The secretariat added that the FAO e-learning Academy had confirmed the possibility of developing another e-learning course on emergency preparedness, based on the IPPC guide on *Emergency preparedness – A guide for developing contingency plans for outbreaks of quarantine pests*, along with the three e-learning courses currently under development for the plant health officer curriculum.
- [192] The IC:
- (47) *noted* the collaboration between the secretariat and the FAO e-learning Academy, and the progress made on the development of the innovative digital learning platform with learning paths;
  - (48) *requested* that the FAO e-learning Academy include “NPPO” in their database for “affiliated organizations” so that statistics could then be generated for NPPO-specific participants who complete the courses;
  - (49) *noted* the development of a new e-learning course on emergency preparedness, based on the IPPC guide on *Emergency preparedness – A guide for developing contingency plans for outbreaks of quarantine pests*; and
  - (50) *tasked* the Working Group for the IPPC plant health officer training curricula to prepare a list of universities the FAO e-learning Academy could contact with a proposal to accredit the IPPC e-learning courses and add them to their curricula.

## 10. Activities of IC Subgroup and Teams

### 10.1 New priority activities for the IPPC Observatory

- [193] The lead for the IC Subgroup for the IPPC Observatory presented an update on the 2023 IPPC Observatory activities and priority activities for 2024.<sup>29</sup>
- [194] The secretariat noted the bureau’s request at its April 2024 meeting that, at each IPPC regional workshop, one IPPC Observatory survey be conducted, starting with the survey on e-commerce for the 2024

<sup>29</sup> 19\_IC\_2024\_May

workshops. Therefore, the secretariat had prioritized the launch of the e-commerce survey and had engaged in hiring the survey specialist. The work on the launch of the IPPC third general survey would commence upon closure of the survey on e-commerce.

[195] The secretariat noted the CPM-18 (2024) decision that the call for IPPC Observatory topics for studies and surveys would be included in the 2025 IPPC Call for Topics: Standards and Implementation with a dedicated submission form.

[196] The secretariat reminded the IC of the observatory's authority to identify topics for studies and surveys, as was done for the first study on e-commerce, and referred to the World Customs Organization Smart Customs Project,<sup>30</sup> financially supported by China, that could be replicated for plant health and could potentially be submitted as a proposal during the 2025 call for topics.

[197] Some IC members pointed out that some of the recommended decision points presented in the IC paper for this agenda item (paper 19, points 2, 3, 4 and 5) were decisions that had been already taken by the IC at its November 2023 meeting.<sup>31</sup> The secretariat highlighted the shortage of financial and human resources for the IPPC Observatory activities, which had therefore delayed commencement of the work on the observatory priority activities such as the third general survey.

[198] The secretariat explained that the paper for this agenda item was the version of the paper that was presented at CPM-18 (2024) and the decisions would need to be formulated as per the outcomes of CPM-18, detailed in meeting paper 05, presented under agenda item 4.1 (Outcomes of CPM-18 (2024) and key issues and decisions that affect the IC). One IC member highlighted the importance of monitoring and evaluation of the IPPC Strategic Framework 2020–2030 DAIs to understand what was achieved, what were the challenges and what was remaining. Given that the mid-term evaluation of the DAIs would be in 2025, the IC member asked about the timeline the secretariat had for recruitment of the IPPC Strategic Framework project coordinator, who the observatory would be able to support in relation to the monitoring and evaluation activities. The secretariat explained that the recruitment of the project coordinator had not been discussed at the secretariat level yet.

[199] Another IC member suggested that representatives from the observatories of the Codex Alimentarius Commission and the World Organisation for Animal Health be invited every year to one of the meetings of the IC Subgroup on the IPPC Observatory, as was done for the April 2023 virtual meeting of the IC subgroup, which enabled knowledge exchange, communication and collaboration between the observatories of the three sister organizations.

[200] The IC:

- (51) *noted* the IPPC Observatory activities for 2023, and the priority activities for 2024;
- (52) *noted* that decision points 2, 3, 4 and 5 in IC meeting paper 19 had already been adopted at the IC November 2023 meeting, and *urged* the secretariat to take actions to deliver on these decision points;
- (53) *noted* the prioritization of the finalization and launch of the IPPC Observatory study on e-commerce;
- (54) *noted* the postponement of the finalization and launch of the third IPPC general survey to 2025, subject to availability of resources;
- (55) *requested* that the secretariat follow up on the 2025 call for topics, including the IPPC Observatory submissions;

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<sup>30</sup> World Customs Organization Smart Customs Project: <https://www.wcoomd.org/en/topics/facilitation/activities-and-programmes/disruptive-technologies/smart-customs-project.aspx>

<sup>31</sup> IC 2023-11, agenda item 6.1.

- (56) *requested* that the secretariat invite once a year the representatives from the WOA and Codex Alimentarius Commission observatories to one of the virtual meetings of the IC Subgroup on the IPPC Observatory; and
- (57) *invited* the CPM Bureau:
- to discuss and provide guidance on the mid-term monitoring and evaluation of the Strategic Framework 2020–2030 development-agenda items (SF DAIs) in 2025, considering that the secretariat had not recruited the SF DAI project coordinator yet, and
  - to discuss and establish priority activities for the IPPC Observatory for 2025 based on what CPM-18 (2024) had agreed upon, considering the lack of financial and staff resources for the planned observatory activities.

## 10.2 Update on PCEs in progress and outcomes of the desk study on PCE modernization

[201] The secretariat introduced a paper on the recent PCE activities, highlighting the achievements under the key result areas of the PCE Strategy 2020–2030,<sup>32</sup> and presented the roadmap to improve the PCE based on the PCE desk study results.

[202] **Advancements on key result area 1: Countries, donors and development organizations are aware of the PCE and understand the benefits arising from its application.** The secretariat mentioned the efforts undertaken to communicate better the modalities to access a PCE – mentioning that each modality offers a structured approach, with varying degrees of support and responsibilities of the IPPC-certified PCE facilitators and the secretariat, as presented in Appendix 5 to this report – and the procedure to request a PCE, both available on the IPP. <sup>33</sup> The secretariat also mentioned the PCEs in COMESA countries conducted in 2023 and 2024 under the framework of the “Strengthening Food Control and Phytosanitary Capacities and Governance” (GCP/GLO/949/EC) project, other PCEs conducted in 2023 and communication activities, and added that more communication activities would be developed and published following the recommendations arising from the PCE desk study.

[203] **Advancements on key result area 2: Long-term sustainable funding is in place to support the maintenance and administration of the PCE, and resources have been mobilized to support the application of the PCE.** The secretariat presented the breakdown of estimated costs for conducting a PCE, expressed in USD and percentages, and presented the list of various funding sources and modalities for conducting a PCE, which had been also presented to the bureau at its April 2024 meeting, emphasizing that as there was no specific budget allocation for implementing PCEs, the secretariat mobilized funds under Technical Cooperation Programmes or projects explicitly designed to implement one or more PCEs. On certain occasions, collaborations with organizations such as STDF, GIZ and the World Bank financed a PCE.

[204] The bureau had asked whether it would be possible to make an example output from a PCE publicly available, with the country’s name removed. The secretariat explained their intention to conduct a gap analysis using a collection of PCEs. The bureau had agreed this would be a suitable alternative to giving an example output.

<sup>32</sup> 20\_IC\_2024\_May; Phytosanitary Capacity Evaluation Strategy for 2020–2030: <https://ippc.int/en/publications/87701/>

<sup>33</sup> Phytosanitary Capacity Evaluation (PCE): <https://www.ippc.int/en/about/core-activities/capacity-development/phytosanitary-capacity-evaluation/#a>

- [205] CPM-18 (2024) had noted both the continually increasing requests for implementing PCEs in countries and the need to improve the process and tool, while no sustainable funding was available at the secretariat level for this activity.<sup>34</sup>
- [206] **Advancements on key result area 3: the PCE software and platform are reliable, effective and easy to use.** The secretariat mentioned the PCE Terms and Conditions, which had been drawn up in consultation with, and confirmed by, FAO units (legal, copyright, and data protection), agreed upon by the IC and the bureau, and noted by CPM-18 (2024).<sup>35</sup> The terms and conditions would be available on the online PCE system and users of the system would have to agree to them upon access to the online PCE system.
- [207] The secretariat had informed the bureau that some earmarked funding was set aside to improve the online PCE system, as the current system was not very user friendly. The secretariat presented the necessary requirements of the online PCE system, and added that the work needed to be done by the United Nations International Computing Centre (UNICC) because of the requirements for data confidentiality. The secretariat added that the estimated cost of the migration may be around USD 80 000, but this was to be explored with the UNICC.
- [208] **Advancements on key result area 4: The PCE tool is revised and updated regularly, and new modules and strategic planning tools are added as needed (e.g. environmental module, implementation follow-up tool).** The secretariat presented the PCE desk study recommendations, categorized according to the six key result areas indicated in the PCE strategy 2020–2030, which is presented in Appendix 6 of this report.
- [209] The secretariat also referred to the need to conduct a needs assessment to identify specific areas where gender considerations are lacking in the current PCE process. This need had been flagged to the secretariat as a result of the results-oriented monitoring reviews<sup>36</sup> conducted by external EU assessors for the EU-funded project “Strengthening Food Control and Phytosanitary Capacities and Governance” (GCP/GLO/949/EC), which included the 11 PCEs conducted in the African Union countries. For that, the secretariat proposed hiring a subject-matter expert or launching a purchase order. Lastly, the secretariat presented the roadmap for the future steps based on the PCE desk study recommendations.
- [210] **Advancements on key result area 5: A strong network of phytosanitary expertise is available to facilitate the application of PCEs.** The secretariat presented the proposed process for PCE facilitator certification, which is presented in Appendix 7 of this report. The secretariat also informed the bureau about establishing a PCE Board to assess newly trained PCE facilitators.
- [211] **Advancement on Key result area 6: The monitoring and evaluation framework is used to measure outcomes from the application of PCEs.** The secretariat noted that the roadmap presented in Appendix 8 proposed some activities on monitoring and evaluation for PCEs.
- [212] One IC member asked whether the secretariat had any control over the outputs from PCEs conducted under the independent modality. The secretariat recalled that, when the NPPO chooses to conduct a PCE under such a modality, the NPPO assumes all responsibilities; without knowledge of the deliverables, the secretariat cannot therefore promote them. The IC member also asked who selected the PCE facilitators

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<sup>34</sup> CPM-18 (2024) report: <https://www.ippc.int/en/commission/cpm/cpm-sessions/>

<sup>35</sup> IC 2023-11, agenda item 7.3; e-forum “2024\_eBureau\_01: Terms and Conditions for using the Phytosanitary Capacity Evaluation (PCE): [https://www.ippc.int/en/forum/2024\\_ebureau\\_01-terms-and-conditions-for-using-the-pce-online-system-to-be-noted-by-cpm-18-2024/](https://www.ippc.int/en/forum/2024_ebureau_01-terms-and-conditions-for-using-the-pce-online-system-to-be-noted-by-cpm-18-2024/)

<sup>36</sup> More information about results-oriented monitoring reviews: [https://capacity4dev.europa.eu/groups/rom/info/what-results-oriented-monitoring\\_en#:~:text=Results%2DOriented%20Monitoring%20\(ROM\)%20Reviews&text=A%20ROM%20review%20is%20an,at%20enhancing%20results%2Dbased%20management.](https://capacity4dev.europa.eu/groups/rom/info/what-results-oriented-monitoring_en#:~:text=Results%2DOriented%20Monitoring%20(ROM)%20Reviews&text=A%20ROM%20review%20is%20an,at%20enhancing%20results%2Dbased%20management.)

and whether the donor could select. The secretariat answered that the beneficiary NPPO selected the PCE facilitator from the existing pool.

[213] One IC member asked whether there could be a conflict of interest nominating IC and SC regional representatives for the PCE Board,<sup>37</sup> to be set under the process agreed by the IC for the certification of new PCE facilitators, if these representatives were also PCE facilitators. The secretariat indicated that the same concern could be extended to PCE trainees or candidates and agreed to consult the FAO ethics office on this matter.

[214] Another IC member commented on activities 16 and 17 in the presented roadmap and proposed that they be combined, to which the secretariat agreed. Another IC member commented on activity 15 and asked whether there was a plan to make the PCE financially self-sufficient. The secretariat explained that the plan was to discuss the issue with the IC Team on PCE.

[215] The IC:

- (58) *noted* the PCEs conducted under the different projects and modalities and related communication activities;
- (59) *noted* the budget considerations for conducting a PCE;
- (60) *requested* that the IC Team on PCE further brainstorm how to improve the funding sustainability of conducting PCEs and the best ways to communicate about the PCE costs;
- (61) *noted* the recommendations from the desk study on PCE and *agreed* on the future steps as detailed in the roadmap presented in Appendix 8, namely to:
  - *update* the PCE web page,
  - *conduct* an SPS gap analysis from the PCEs conducted in the framework of project GCP/GLO/949/EC,
  - *elaborate* a PCE communication plan,
  - *develop* and implement a resource mobilization plan,
  - *conduct* a UNICC analysis to understand the necessary requirements of the online PCE system,
  - *modernize* the online PCE system following the UNICC recommendations,
  - *improve* the PCE tool and process (modules, methodological tools, the way the PCE is implemented, etc.) by leveraging PCE facilitators and national coordinators' experience (questionnaire and workshop),
  - *conduct* a study on how gender can be integrated into the PCE,
  - *enhance* preparation of NPPOs and national coordinators before initiating a PCE,
  - *develop* an e-learning platform with the FAO elearning Academy (already considered in the framework of the Plant Health Training Curriculum),
  - *explore* alternative formats for the PCE (PCE light),
  - *implement* the certification procedure for new PCE facilitators,
  - *organize* a four-week virtual course on R-SAT with COLEAD,
  - *organize* a training workshop in project proposal preparation, linking countries with donors' requirements,
  - *organize* a project restitution workshop with PCE facilitators and national PCE coordinators, and

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<sup>37</sup> PCE Board: one IC, one SC and one bureau member, plus one mentor of the PCE facilitator trainee.

- *update* the PCE Strategy 2020–2030;
- (62) *deferred* the decision on how best to incorporate gender considerations into the PCE process to their November 2024 meeting when the study on the topic would be made available;
- (63) *requested* that the secretariat update the *Procedure for a PCE facilitator certification* to make it possible to nominate all IC members as potential candidates to the PCE Board;
- (64) *requested* that the secretariat check with the FAO ethics office whether there could be a potential conflict of interest if IC and SC members who are PCE facilitators, PCE trainees or PCE candidates become members of the PCE Board;
- (65) *nominated* the following IC members to be part of the PCE Board: Ahmed M. Abdellah ABDELMOTTALEB (Qatar), Dominique PELLETIER (Canada), Francisco Adrian GUTIERREZ (Belize), Melisa Graciela NEDILSKYJ (Argentina), and Ringolds ARNITIS (Latvia), with the final membership to be adjusted according to the FAO ethics office recommendation; and
- (66) *requested* that the secretariat make the review of the PCE Board membership, and nomination of IC members to the PCE Board, a standing agenda item for IC and SC meetings.

### 10.3 Update on the IC Team on Fusarium TR4 and on the global coordination on Fusarium TR4

- [216] Further to the request by CPM-17 (2023) for the secretariat to lead the global coordination of action on Fusarium TR4,<sup>38</sup> the secretariat presented an update on the progress made and a table of planned activities.<sup>39</sup> The secretariat outlined some of the capacity development activities and the outputs produced, including preparedness and response guidelines, webinars, a face-to-face tabletop simulation exercise, a hands-on training session on diagnostics that was delivered in collaboration with the International Atomic Energy Agency, and a face-to-face simulation exercise scheduled to take place in Kenya in the week of 20 May 2024.
- [217] The secretariat referred to communication and advocacy activities, noting the big success of the streamed side session on TR4 at CPM-18 (2024), which had promoted the content of the tabletop simulation exercise and shared experiences from countries.
- [218] The secretariat presented the need for resources to implement certain activities. Concerns had been expressed by various CPM bodies over how the activities presented in the table would be carried out without resources. It was estimated that at least a full-time consultant would be needed within the secretariat to deliver the activities for the global coordination of action on Fusarium TR4. Therefore, in addition to the public–private partnership efforts, a resource mobilization plan should be established by the end of 2024 as requested by CPM-18 (2024).
- [219] The IC complimented the secretariat on the progress achieved for global coordination of action on Fusarium TR4. One IC member proposed engaging with banana producers to seek support for the activities planned under the global coordination. The secretariat elaborated on the efforts of the secretariat on public–private partnerships, and collaboration with COLEAD on such partnerships, but noted the challenges and limited interest from the banana industry.
- [220] The secretariat mentioned that it was seeking synergies between the Fusarium TR4 activities and POARS, and noted the potential synergy with the activities under One Health. Additionally, the secretariat noted that the activities and outputs related to Fusarium TR4 were being utilized to support contracting parties to enhance their contingency planning and emergency response to any quarantine pest outbreaks.

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<sup>38</sup> CPM-17 (2023), agenda item 15.5

<sup>39</sup> 21\_IC\_2024\_May



[221] The IC:

(67) *noted* the update of activities for the global coordination on Fusarium TR4.

## 10.4 Update on the IC Team for Submission of Implementation Topics

[222] The lead of the IC Team for Submission of Implementation Topics introduced a paper<sup>40</sup> summarizing the team's activities and presented the *Submission form for topics for standards and implementation* with proposed modifications. The IC discussed and agreed to the following revisions:

- **Section 3.2 – Implementation resource**
  - Move “videos” from the category for awareness material, and add it under category others.
- **Section 4 – Literature review**
  - Change the title of the section to “Related existing resources” and make optional for submission of implementation topics.
- **Section 5.1 – Core criteria**
  - Move criterion 4 up to make it criterion 1, and leave as mandatory for submission of implementation topics.
  - Re-order the remaining criteria (the current criteria 1, 2, 3 and 5) and make them optional for implementation topics.

[223] One IC member asked for the form for submission of implementation topics to be made available also in MS Word format to allow input at national level to be easily collected. The secretariat noted the request; however, it would be the responsibility of the NPPO head to compile the contribution at national level and then fill in the online form.

[224] The IC lead presented the reviewed template and revised form for the IPPC Observatory topics, confirming that the form would also be digitized. The IC discussed and agreed to the following:

- **Section - Type of submission**
  - Change “Topic for study” to “Topic for IPPC Observatory study”.

[225] The IC lead thanked the IC team members and confirmed that the revised forms would be used in the 2025 call for topics for implementation and IPPC Observatory topics.

[226] The IC:

- (68) *noted* the activities of the IC Team for Submission of Implementation Topics;
- (69) *agreed* on the modifications proposed to simplify the submission forms, with the above-mentioned additional edits, as presented in Appendix 9 of this report;
- (70) *agreed* on the modifications proposed to the submission form for IPPC Observatory topics, with the above-mentioned additional edits, as presented in Appendix 10 of this report;
- (71) *recommended* the modifications to be submitted to the Task Force on Topics; and
- (72) *dissolved* the IC Team for Submission of Implementation Topics.

## 11. IPPC Regional Workshops

### 11.1 Preparation of the 2024 IPPC regional workshops

[227] The secretariat presented a paper summarizing preparatory work for the 2024 IPPC regional workshops,<sup>41</sup> and explained that they had held four coordination meetings to organize resources and the provisional

<sup>40</sup> 22\_IC\_2024\_May

<sup>41</sup> 23\_IC\_2024\_May

agenda. The secretariat listed the IC and SC representatives who were on the regional organizing committee for their respective regions and invited them to become involved in the IPPC regional workshop preparatory meetings and to present the assigned agenda items.

[228] One IC member asked if the revised guidelines for IPPC regional workshops could be presented at the regional workshops and asked that a dedicated agenda item be added to the global agenda for the workshops. The secretariat explained that each workshop organizing committee could add a dedicated agenda item to present the updates from the revised guidelines and were free to do so.

[229] Another IC member asked whether the presentations, including the translated versions, would be made available on the IPP before the regional workshops, which was confirmed by the secretariat.

[230] The IC:

(73) *noted* the update on the preparations for the 2024 IPPC regional workshops;

(74) *encouraged* the IC and SC regional representatives to be fully involved in the organizing committee for the 2024 IPPC regional workshop in their region;

(75) *requested* that the secretariat post the presentations, as well as all translated versions, on the IPP before the IPPC regional workshops; and

(76) *requested* that the secretariat organize, before the IPPC regional workshops, a coordination meeting for all IC members attending the workshops.

## 12. IC brainstorming session

### 12.1 IC members on roles and missions

[231] The IC members had a brainstorming session to reflect on their roles and missions.

## 13. IPPC Strategic Framework

[232] The IC noted that the CPM had invited contracting parties and RPPOs to submit comments on the draft investment prospectus<sup>42</sup> to the secretariat by 15 May 2024. The comments would be reviewed and finalized by the bureau at its June 2024 meeting.

[233] The IC:

(77) *agreed* to bring to the attention of the CPM Bureau that the investment prospectus of the DAIs overseen by the IC might be outdated and may need to be revised before publication.

### 13.1 DAI Harmonization of electronic data exchange DAI Harmonization of electronic data exchange

[234] The secretariat introduced a paper<sup>43</sup> with an update on the implementation status of the DAI on “Harmonization of Electronic Data Exchange”, namely the ePhyto activities, including preliminary results from a study on the cost–benefits and global impact on trade of ePhytos, feedback from the ePhyto Steering Group monthly meetings, the ePhyto initiative for Africa, the main ePhyto outcomes of CPM-18 (2024) and the workplan for 2024. The secretariat also presented the ePhyto Strategic Implementation Plan for 2024–2030, which the CPM-18 (2024) had approved.

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<sup>42</sup> CPM 2024/13\_01

<sup>43</sup> 24\_IC\_2024\_May

- [235] The secretariat also summarized the outcomes of CPM-18 (2024). CPM-18 had agreed the proposal from the CPM Focus Group on **Sustainable Funding for the IPPC ePhyto Solution**,<sup>44</sup> with a modified set of decisions. Those countries who wished to contribute would start to pay in 2025 and those that were not ready to pay would not have to; the model would then be reviewed by the CPM in 2027 and any changes agreed by the CPM at that stage would not apply until 2028.
- [236] The IC chairperson thanked the secretariat for the update and opened the floor for discussion.
- [237] One IC member asked for clarification regarding the ePhyto initiative for Africa and the countries involved. The secretariat indicated that African countries that were part of the Near East and North Africa region were included in the initiative. Following presentation of the ePhyto status of African countries, the secretariat took note of the suggestion made by one IC member to present the ePhyto status of countries (exchanging, testing, registered and unregistered) by FAO region.
- [238] One IC member asked whether there could be any challenges with implementing the activities on “investigating possible incorporation of other databases into the ePhyto system, namely a centralized phytosanitary import requirements database to simplify the certification process and a notification system of non-compliance” in the ePhyto Strategic Implementation Plan for 2024–2030. The secretariat indicated that these activities were explicitly mentioned in the IPPC Strategic Framework 2020–2030 and emphasized that at this stage it was a matter of investigating feasibility, not necessarily implementation. In addition, and more specifically with regard to sharing the IPPC ePhyto Hub with other electronic certification initiatives such as those from the Codex Alimentarius Commission and World Organisation for Animal Health, one IC member drew attention to the need to be careful not to spread over several activities, but rather to concentrate on those that directly concern the IPPC ePhyto Solution.
- [239] Regarding the ePhyto funding model approved by CPM-18 (2024), and following a question from one IC member on the next steps to implement it, the secretariat indicated that: (1) the first step was to investigate whether it is possible to establish an earmarked trust fund for the IPPC ePhyto Solution, provided that project support costs would remain at 6% as is the case for the IPPC Multidonor Trust Fund; and (2) the second step was to send the letters specifying the expected contribution to the IPPC official contact points for those countries that had used the IPPC ePhyto Solution in 2023. For the latter, the secretariat also added that if a contracting party needed an invoice to make a payment, they may request an invoice from the secretariat. One IC member also indicated that payment might not be possible for countries that had not already budgeted for this expenditure in 2025. Responding to a question from one IC member on whether there was a contingency plan for ePhyto funding, the secretariat indicated that at the end of 2023 the funds remaining for ePhyto in the IPPC Multidonor Trust Fund were estimated to be USD 777 000 and that additional voluntary contributions from some contracting parties were expected in 2024, leading to an estimated amount available of USD 1 million as of the end of April 2024.
- [240] The IC:
- (78) *noted* the successful implementation of the IPPC ePhyto Solution thus far;
  - (79) *invited* the secretariat to present future results on ePhyto according to the seven IPPC regions – Africa, Asia, the Caribbean, Europe and Central Asia, Latin America, Near East and North Africa, and Southwest Pacific; and
  - (80) *invited* IC members to encourage and support contracting parties that had not yet registered to the system to do so.

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<sup>44</sup> CPM 2024/15\_Rev1

### 13.2 DAI Management of e-commerce and postal and courier pathways

- [241] The secretariat presented an update on the DAI on “Management of E-commerce and Postal and Courier Pathways”, including a revised timeline of activities for 2023–2030,<sup>45</sup> which had been noted by CPM-18 (2024). The report summarized the activities undertaken in 2023, including the production of an IPPC guide, a factsheet, and an infographic video on e-commerce. The secretariat informed the IC that the launch of the IPPC Observatory study on e-commerce was planned for 2024 and that a comprehensive communications plan on e-commerce would be developed to promote the survey. The secretariat demonstrated the new e-commerce web page on the IPP.<sup>46</sup>
- [242] The IC chairperson thanked the secretariat for the update and opened the floor for discussion.
- [243] The IC noted that CPM-18 (2024) had invited contracting parties to respond to the e-commerce survey.
- [244] The IC requested that IC members promote the new e-commerce study in their respective regions and that they invite the contracting parties in their regions to submit their responses to the survey questionnaire. Furthermore, they noted that the bureau had requested that the e-commerce survey be presented to contracting parties during the 2024 IPPC regional workshops.
- [245] The IC agreed that if the e-commerce survey were to be included in the agenda for the 2024 regional workshops it should be a mandatory agenda item and not optional. One IC member suggested that the presentation during the workshops should involve opening the questionnaire and reviewing the questions. The purpose of the survey, process and timeline should be presented.
- [246] More details on the IPPC Observatory survey on e-commerce is provided under agenda item 10.1 (New priority activities for the IPPC Observatory).
- [247] One IC member noted the need to continue promoting the work done on e-commerce, at global and regional levels.
- [248] Another IC member mentioned the need to enhance awareness on e-commerce at regional levels so that contracting parties could provide valid responses to the IPPC Observatory survey. The IC member mentioned that workshops and a short study on e-commerce awareness were being planned in the member’s region.
- [249] The IC:
- (81) *noted* the update on activities for the IPPC e-commerce work programme; and
  - (82) *noted* the revision to the timeline of activities for the DAI “Management of E-commerce and Postal and Courier Pathways”.

### 13.3 DAI Developing guidance on the use of third-party entities

- [250] The secretariat provided an update on the DAI on “Developing Guidance for the Use of Third-Party Entities”,<sup>47</sup> the plans for which included the development of two IPPC guides:
- *Authorization of entities to perform phytosanitary actions* (2018-040); and
  - *Audits in the phytosanitary context* (2021-009).

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<sup>45</sup> 25\_IC\_2024\_May

<sup>46</sup> E-commerce page on IPP: <https://www.ippc.int/en/core-activities/capacity-development/e-commerce/>

<sup>47</sup> 26\_IC\_2024\_May.

[251] The secretariat highlighted the close linkage between the two topics, and noted the IC recommendation to coordinate the development of the guides to ensure the content was complementary without unnecessary overlap. The IC had recommended that the guide on *Audits in the phytosanitary context* (2021-009) be developed first, for which a financial contribution from Canada was available, and then to develop the guide on *Authorization of entities to perform phytosanitary actions* (2018-040).<sup>48</sup> The secretariat noted the insufficient financial and human resources to initiate the guide on *Audits in the phytosanitary context*. The IC agreed to re-evaluate the status of the topic during its November 2024 meeting. Subject to the availability of resources, the *Authorization of entities to perform phytosanitary actions* guide would be initiated at a later date. This had resulted in a delay in the scoping and planning for Phase 2 of the DAI work programme, as noted by CPM-18 (2024).

[252] The IC chairperson thanked the secretariat for the update.

[253] The IC:

(83) *noted* the update on implementation of the DAI “Developing Guidance on the Use of Third-Party Entities”; and

(84) *noted* the revision to the timeline of activities for the IPPC work programme, Developing Guidance on the Use of Third-Party Entities.

### 13.4 DAI Strengthening pest outbreak alert and response systems

[254] The secretariat presented a paper<sup>49</sup> with an update on the DAI on “Strengthening Pest Outbreak Alert and Response Systems”, listing the recommendations from the evaluation conducted by the CPM Focus Group on POARS, the activities of the POARS Steering Group, the discussions about a working definition of “emerging pest”, and the role of RPPOs. The POARS Steering Group had begun work in early 2024.

[255] At CPM-18 (2024), contracting parties had emphasized the role of NPPOs in declaring pest status and developing national action plans, the role of RPPOs in developing response and preparedness plans for their respective regions, and the need to learn from the experience of the APP in terms of surveillance and response planning.

[256] CPM-18 (2024) had noted a suggestion that the POARS Steering Group bring forward the timeline of activities and present an update and a revised timeline of activities to the 2024 meeting of the SPG.

[257] One IC member highlighted the direct relationship between the NROs for pest reporting, regulated pests and pest status for POARS and proposed that these components be considered together and that ways be sought to strengthen the capacities of contracting parties in these areas. Another IC member commented on the need to understand the link between the APP and POARS, as it was critical for the discussions on resource utilization and governance.

[258] Another IC member asked about the national systems considered for the study conducted by the CPM Focus Group on POARS, which analysed the existing national, regional and global alert systems. The secretariat elaborated on the system included for alerts, such as those where countries issue alerts through the RPPO; commented on the difference between “alert” and “pest notification”, recalling the content of ISPM 17 (*Pest reporting*); and stated that the POARS’ purpose was for alerts and also for response.

[259] One IC member proposed that a dedicated agenda item be included in the IC November 2024 meeting to discuss POARS along with NROs and the APP, and to identify potential synergies. The IC requested that the secretariat develop a brief meeting paper with action-oriented proposals for this agenda item.

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<sup>48</sup> IC 2023-11, agenda item 8.1

<sup>49</sup> 27\_IC\_2024\_May

[260] The IC:

- (85) *noted* the update provided on the progress in the implementation of the DAI on POARS, along with the background information; and
- (86) *requested* that the secretariat add a dedicated agenda item during the IC November 2024 meeting to discuss the relationship between POARS, NROs and the APP.

## 14. IC Leads

### 14.1 Update on status and leads of the IC subgroups and teams

[261] Elizabeth McCRUDDEN (Australia), the new IC member, provided a short presentation about her background, highlighting her technical expertise.

[262] The secretariat presented an update on the status of leads for, and membership of, CPM focus groups, ICD topics, IC subgroups and IC teams,<sup>50</sup> adding that CPM-18 (2024) had confirmed the IC membership.

[263] The IC discussed and agreed on the IC assignments and the list of leads for subgroups, teams, ICD topics and projects.

[264] The IC deferred the discussion on the situation of the IC Subgroup on National Reporting Obligations to the IC November 2024 meeting, to be discussed along with the potential synergies that could be created between the APP and POARS. More details are provided under agenda 13.4 (DAI Strengthening pest outbreak alert and response systems).

[265] The IC:

- (87) *noted* the status of the IC subgroups and IC teams;
- (88) *dissolved* the IC Team on Guide to Participating in CPM, the IC Team on IPPC Regional Workshop Guidelines, and the IC Team on Form for Submission of Implementation Topics;
- (89) *requested* that the secretariat update the *List of implementation and capacity development topics* to include the changes to the IC leads, and IC teams' membership, as listed in Appendix 11 of this report;
- (90) *requested* that the secretariat update the table of topic leads and project assignments as per Appendix 12 of this report; and
- (91) *deferred* the discussion on the situation of the IC Subgroup on NROs to the IC November 2024 meeting, as per decision (86) under agenda item 13.4.

## 15. ICD Procedure Manual

### 15.1 IPPC procedure manual for implementation and capacity development –proposed modifications

[266] The secretariat presented the draft for the next edition of the *IPPC procedure manual for implementation and capacity development*.<sup>51</sup> The secretariat mentioned the major modifications that were proposed.

[267] The secretariat explained that the procedure manual had been revised and republished every year. With the departure of the Japanese in-kind support who had led this work, this activity had been delayed for 2023.

<sup>50</sup> 29\_IC\_2024\_May

<sup>51</sup> IPPC procedure manual for implementation and capacity development  
<https://www.fao.org/documents/card/en/c/cc4447en>

[268] Some IC members expressed difficulties in visualizing the proposed revisions. Another IC member noted that he might provide additional proposals for modification.

[269] The IC requested that the secretariat provide the latest published version of the procedure manual so that they could review it and provide more proposals, if any, for modifications. The secretariat would then implement the revisions in tracked changes in the procedure manual directly, and present it to the IC at its November 2024 meeting.

[270] The IC:

(92) *noted* the modifications to the ICD procedure manual proposed by the secretariat;

(93) *requested* that the IC Subgroup on the IPPC Observatory revise the procedure for submission of topics for the observatory and recommend the revised procedure during the 2024 IC November meeting;

(94) *deferred* to the IC November 2024 meeting the discussion on the following sections:

- the proposed statement to clarify IC participation in face-to-face meetings, which would then be added to the ICD procedure manual,
- the proposed statement to clarify the effective participation of IC members according to Rule 4 of the IC Rules of Procedure, and
- the revision of sections 2.5.2 and 2.6; and

(95) *requested* that the secretariat update the procedure manual after the IC November 2024 meeting.

## 16. Strategic plan and workplan

### 16.1 Implementation and Facilitation Unit strategic plan

[271] The secretariat presented the IFU strategic plan, referring to the IPPC Strategic Framework (2020–2030)<sup>52</sup> three key result areas for ICD, and summarized the corresponding priority activities identified by the IFU for the next three years:

[272] **ICD 1: The state of plant health in the world is understood, needs are known and mechanisms to facilitate action are functioning.**

- The NRO portal and data capture is improved.
- An effective monitoring and evaluation programme that identifies the needs of the IPPC community, or the IPPC Observatory, is well integrated and supported.

[273] **ICD 2: The phytosanitary capacity evaluation tool (PCE) has been widely used by contracting parties to understand their strengths and weaknesses and develop plans to address capacity deficiencies.**

- The PCE tool is modernized, well supported and recognized.

[274] **ICD 3: The IPPC Secretariat is resourced to help contracting parties access assistance to address phytosanitary capacity needs.**

- The IPPC ePhyto Solution is fully implemented.
- Training programmes are accessible, comprehensive and widely used or recognized as an authority (Learning platform).
- Response to emerging pests is rapid and appropriate (POARS tools).

[275] Referring to the IFU workplan, the secretariat then demonstrated how the activities from the workplan fed into the achievement of the strategic objectives, namely: focusing on global impact in order of priority

<sup>52</sup> IPPC Strategic Framework 2020–2030: <https://www.fao.org/documents/card/en/c/cb3995en>

(international, regional and national); continuing to build a strong, quality-oriented IFU team that supports and implements innovative ideas; strengthening cooperation with relevant stakeholders to maximize the resources available to deliver ICD activities; planning work according to allocated resources, mobilizing resources as needed, and making recommendations to the IC.

[276] The IC complimented the secretariat for their strategic thinking.

[277] The IC:

(96) *reviewed* the main areas of IFU activities as defined in the ICD procedure manual and *agreed* to add those that were missing, to be presented at the IC November 2024 meeting; and

(97) *reviewed* the priority areas identified for the next three years.

## 16.2 IFU workplan for 2024

[278] The secretariat presented the revised 2024 IFU workplan, which was in line with the IFU strategic plan. The workplan had been adjusted as per the outcomes of CPM-18 (2024). The revisions included: activities related to the development of the innovative digital learning platform with learning paths, translation of the e-learning courses into French and Spanish, and development of additional e-learning courses; additional activities planned under the projects; revision, launch and finalization of the IPPC Observatory survey on e-commerce; activities related to improvement of the PCE tool; and coordination of the CPM Focus Group on Plant Health in the Context of One Health.

[279] The secretariat confirmed they would provide the IC with the list of phytosanitary projects in which the secretariat was involved.

[280] The IC discussed the revised workplan and made minor revisions.

[281] The IC:

(98) *noted* and *agreed* on the revised 2024 IFU workplan as presented in Appendix 13.

## 17. Agenda items deferred to future IC meetings

[282] No agenda item was deferred.

## 18. Any other business

[283] **One Health and Plant Health.** The IC noted that the paper on One Health drafted by the SPG group had been presented at CPM-18 (2024). It had emphasized that the aim was not to create a new initiative or programme specific to One Health but rather that the IPPC community identify and communicate the work it was already doing that directly supported and contributed to One Health outcomes. CPM-18 had established a CPM Focus Group on Plant Health in the Context of One Health to conduct a study to present to the CPM in 2025, based on which recommendations would be developed.

[284] One IC member commented on the importance of IC involvement in the CPM focus group meetings, noting that One Health cut across all ICD work, such as e-commerce, POARS and Fusarium TR4: all of these were very much related to One Health.

[285] The IC agreed to wait for the outputs from the CPM Focus Group on Plant Health in the Context of One Health.

[286] **Membership of Working Group for the IPPC plant health officer training curricula.** The IC noted that a call had been issued and 13 nominations received. A summary of the nominees' expertise and their professional and academic background was presented. The secretariat had assessed the nominees according



to the criteria indicated in the specification and presented the list of recommended nominees: four from NPPOs and three from academia.

[287] The secretariat noted that normally the decision to agree on the list of WG members was shared as an e-decision. However, using the opportunity of having the IC members gathered, the secretariat invited the IC to agree on the membership list for the WG on Plant Health Officer Curriculum Development.

[288] The IC:

(99) *agreed* to the list of proposed nominees to the WG on Plant Health Officer Curriculum Development, as per Appendix 14 of this report.

[289] **Outcomes from the discussion session for IC members, held during agenda item 12.1 (IC members on roles and missions).** The IC proposed that a calendar for all IC activities be established to provide an outlook of the yearly activities.

[290] The secretariat mentioned the IPP calendar and the outlook calendar dedicated for the IC activities, to which all IC members are provided with access. These two calendars provided information on all IC activities and all meetings of IC teams and subgroups. Additionally, the secretariat mentioned the bi-monthly updates to the IC that provide the list of past IC activities and the list of upcoming activities.

[291] The IC:

(100) *requested* that the secretariat re-share the link to the outlook calendar with IC members, and *requested* that the IFU leads add the planned meetings in the outlook calendar so that it is populated.

[292] **List of observers for IC May 2025 meeting.** The secretariat stated that some of the observers expressed a need to have the invitation to the IC meeting a year in advance. The secretariat presented the current list of IC observers that the IC had agreed in 2021 and invited the IC to decide on the list of observers to invite to the next May meeting, considering the ICD LOT priorities and the agenda for the meeting.

[293] The IC agreed to extend the invitation to the seven observers that were invited to the 2024 May meeting, with the addition of the Inter-American Institute for Cooperation on Agriculture, for the IC May 2025 meeting. Additional observers could be added, if necessary, during the IC November 2024 meeting.

[294] The IC:

(101) *agreed* to extend an invitation to the seven observers that were invited to the 2024 May meeting, with the addition of the Inter-American Institute for Cooperation on Agriculture, for the IC May 2025 meeting; and

(102) *invited* the IC members to propose additional observers, if needed, by the IC November 2024 meeting.

## 19. Date and venue of the next meeting

[295] The next IC meeting will be held from 11 to 15 November 2024 at the FAO headquarters in Rome, Italy.

## 20. Evaluation of the meeting

[296] The secretariat asked IC members to fill in the evaluation survey for the meeting.

## 21. Review and adoption of the report

[297] The IC reviewed and adopted the report.

## 22. Close of the meeting

[298] The IC chairperson and the IFU lead thanked everyone and closed the meeting.

**Appendix 1 – Agenda**

<b>Agenda Item</b>					<b>Document No.</b>					<b>Presenter</b>					<b>Time (Min)</b>										
International Day of Plant Health (IDPH) High-level event 13:30-15:30 (CEST), 13 May 2024 Sheik Zayed Centre, FAO, Rome																									
<b>1.</b>	<b>Opening of the Meeting</b>										BRUNEL					5									
1.1	Opening by the IPPC Secretariat										EL LISSY					10									
1.2	Opening Remarks										PELLETIER					10									
<b>2.</b>	<b>Meeting Arrangements</b>																								
2.1	Election of the Rapporteur										PELLETIER					5									
2.2	Adoption of the Agenda										01_IC_2024_May					PELLETIER					10				
<b>3.</b>	<b>Administrative Matters</b>																								
3.1	Documents list										02_IC_2024_May					KOUMBA					2				
3.2	Participants list										03_IC_2024_May					KOUMBA					2				
3.3	Local information										<a href="#">Link</a>					KOUMBA					2				
3.4	Evaluation results of the 2023 IC November meeting										04_IC_2024_May					KOUMBA					20				
<b>4.</b>	<b>CPM-18 (2024) implementation issues</b>																								
4.1	Outcomes of CPM-18 (2024) and key issues and decisions that affect the IC										05_IC_2024_May					PELLETIER/ BRUNEL					120				
<b>5.</b>	<b>Updates from the IPPC Secretariat</b>																								
5.1	Implementation and Facilitation Unit (IFU) update (including IFU staff)										Oral report <a href="#">IFU organigramme</a>					BRUNEL					30				
5.2	Standard Setting Unit (SSU) update										06_IC_2024_May					NERSISYAN					20				
5.3	Integration and Support Team (IST) update										07_IC_2024_May					DENG					20				
5.4	International Day of Plant Health (IDPH)										08_IC_2024_May					FRIO					20				
5.5	Update from the CPM Bureau										09_IC_2024_May					BRUNEL/ DENG					30				
<b>6.</b>	<b>IC-SC Collaboration</b>																								

<b>Agenda Item</b>		<b>Document No.</b>	<b>Presenter</b>	<b>Time (Min)</b>
6.1	Updates from the 2023 November SC meeting (Including implementation issues identified by the SC)	10_IC_2024_May	ABDELMOTTALE B/ SEPÚLVEDA/ YIM	40
6.2	Recommendations to improve the SC–IC collaboration	Discussion	ABDELMOTTALE B/ SEPÚLVEDA/ YIM	30
<b>7.</b>	<b>IPPC Implementation and Capacity Development Projects</b>			
7.1	Projects managed by the IPPC Secretariat	11_IC_2024_May	BRUNEL/ MADAMINOVA	10
7.2	New project proposal to be financed by the EU	Oral report	BRUNEL/ MADAMINOVA	20
7.3	Update on the project Strengthening Food Control and Phytosanitary Capacities and Governance (GCP/GLO/949/EC)	Presentation	WHITE	20
7.4	Role of the IC on projects	Discussion	BRUNEL/ MADAMINOVA	30
<b>8.</b>	<b>Collaboration with international organizations (Observers)</b>			
8.1	Standards and Trade Development Facility (STDF) Secretariat	13_IC_2024_May	BA	20
8.2	Comité de Liaison Entrepreneuriat – Agriculture – Développement (COLEAD)	14_IC_2024_May	KESTEMONT	20
8.3	European Food Safety Authority (EFSA)	Oral report	VOS	20
8.4	European Commission (EC)	Oral report	SHUMBE	20
<b>9.</b>	<b>Guide and training materials</b>			
9.1	Procedure for the development of IPPC guides and training materials	16_IC_2024_May	GUTIERREZ/ PETERSON	30
9.2	Review of the Implementation and Capacity Development (ICD) list of topics	17_IC_2024_May	PETERSON/ BRUNEL	30

	<b>Agenda Item</b>	<b>Document No.</b>	<b>Presenter</b>	<b>Time (Min)</b>
9.3	Update on the development of IPPC guides and training materials	18_IC_2024_May	PETERSON/ RULL/ GUTIERREZ	20
9.4	Update on the IPPC plant health officer training	Presentation	PETRACCHI/ GHIRARDINI	20
<b>10.</b>	<b>Activities of IC Subgroup and Teams</b>			
10.1	New priority activities for the IPPC Observatory	19_IC_2024_May	PELLETIER/ MADAMINOVA	30
10.2	Update on PCEs in progress and outcomes of the desk study on PCE modernization	20_IC_2024_May	ARNITIS/ BRUNEL	30
10.3	Update on the IC Team on TR4 and on the Global coordination on TR4	21_IC_2024_May	WANG/ PARMAR/ BRUNEL	30
10.4	Update on the IC Team submission of implementation topics	22_IC_2024_May	PELLETIER/ KOU MBA	20
<b>11.</b>	<b>IPPC Regional Workshops</b>			
11.1	Preparation of the 2024 IPPC Regional Workshops	23_IC_2024_May	GILMORE	30
<b>12.</b>	<b>IC Brainstorming Session</b>			
12.3	IC members on roles and missions	Discussion	GEUZE/ PELLETIER	90
<b>13.</b>	<b>IPPC Strategic Framework</b>			
13.1	DAI Harmonization of electronic data exchange	24_IC_2024_May	MENON	20
13.2	DAI Management of e-commerce and postal and courier pathways	25_IC_2024_May	PETERSON	20
13.3	DAI Developing guidance on the use of third-party entities	26_IC_2024_May	PETERSON	20
13.4	DAI Strengthening pest outbreak alert and response systems	27_IC_2024_May	BELTRAN	20
<b>14.</b>	<b>IC Leads</b>			
14.1	Update on status and leads of the IC subgroups and teams	29_IC_2024_May	KOU MBA	40
<b>15.</b>	<b>ICD Procedure manual</b>			

	<b>Agenda Item</b>	<b>Document No.</b>	<b>Presenter</b>	<b>Time (Min)</b>
15.1	IPPC procedure manual for implementation and capacity development -Proposed modifications	30_IC_2024_May	KOUMBA	60
<b>16.</b>	<b>Strategic Plan and Workplan</b>			
16.1	Implementation and Facilitation Unit strategic plan	31_IC_2024_May	BRUNEL/ PETERSON	40
16.2	Review of the 2024 IFU workplan	32_IC_2024_May	BRUNEL	20
<b>17.</b>	<b>Agenda items deferred to future IC meetings</b>		PELLETIER	5
<b>18.</b>	<b>Any Other Business:</b> <ul style="list-style-type: none"> <li>- One Health and plant health;</li> <li>- membership of Working Group for the IPPC plant health officer training curricula;</li> <li>- outcomes from the discussion session for IC members, held during agenda item 12.1 (IC members on roles and missions); and</li> <li>- list of observers for IC May 2025 meeting.</li> </ul>		PELLETIER	30
<b>19.</b>	<b>Date and Venue of the Next Meeting</b>	11–15, November 2024, FAO HQ, Rome	KOUMBA	5
<b>20.</b>	<b>Evaluation of the meeting process</b>	<a href="#">Link to the survey</a>	KOUMBA	10
<b>21.</b>	<b>Review and adoption of the meeting report</b>		PELLETIER/ BRUNEL	240
<b>22.</b>	<b>Close of the Meeting</b>		PELLETIER/ BRUNEL	10

**Appendix 2 – List of documents**

<b>DOCUMENT NO.</b>	<b>AGENDA ITEM</b>	<b>DOCUMENT TITLE (PREPARED BY)</b>	<b>DATE POSTED / DISTRIBUTED</b>
01_IC_2024_May	2.2	Agenda	2024-04-08 2024-04-29
02_IC_2024_May	3.1	Documents list	2024-04-29
03_IC_2024_May	3.2	Participants list	2024-04-23
Link	3.3	Local Information	2024-01-24
04_IC_2024_May	3.4	Evaluation results of the 2023 IC November meeting	2024-03-28
05_IC_2024_May	4.1	Outcomes of CPM-18 (2024) key issues and decisions that affect the IC	2024-04-29
06_IC_2024_May	5.2	Standard Setting Unit (SSU) update	2024-04-06
07_IC_2024_May	5.3	Integration and Support Team (IST) update	2024-04-23
08_IC_2024_May	5.4	International Day of Plant Health (IDPH)	2024-04-08
09_IC_2024_May	5.5	Update from the CPM Bureau	2024-04-29
10_IC_2024_May	6.1	Updates from the 2023 November SC meeting (Including implementation issues identified by the SC)	2024-04-19
11_IC_2024_May	7.1	Projects managed by the IPPC Secretariat	2024-04-14
13_IC_2024_May	8.1	Standards and Trade Development Facility (STDF) Secretariat	2024-04-14
14_IC_2024_May	8.2	Comité de Liaison Entrepreneuriat – Agriculture – Développement (COLEAD)	2024-04-14
16_IC_2024_May	9.1	Procedure for the development of IPPC guides and training materials	2024-04-29
17_IC_2024_May	9.2	Review of the Implementation and Capacity Development (ICD) list of topics	2024-04-06
18_IC_2024_May	9.3	Update on the development of IPPC guides and training materials	2024-03-28
19_IC_2024_May	10.1	New priority activities for the IPPC Observatory	2024-04-06
20_IC_2024_May	10.2	Update on PCEs in progress and outcomes of the desk study on PCE modernization	2024-04-30
21_IC_2024_May	10.3	Update on the IC Team on TR4 and on the Global coordination on TR4	2024-03-21
22_IC_2024_May	10.4	Update on the IC Team submission of implementation topics	2024-04-06
23_IC_2024_May	11.1	Preparation of the 2024 IPPC Regional Workshops	2024-04-06
24_IC_2024_May	13.1	DAI Harmonization of electronic data exchange	2024-04-23
25_IC_2024_May	13.2	DAI Management of e-commerce and postal and courier pathways	2024-04-23
26_IC_2024_May	13.3	DAI Developing guidance on the use of third-party entities	2024-04-23
27_IC_2024_May	13.4	DAI Strengthening pest outbreak alert and response systems	2024-04-29

<b>DOCUMENT NO.</b>	<b>AGENDA ITEM</b>	<b>DOCUMENT TITLE (PREPARED BY)</b>	<b>DATE POSTED / DISTRIBUTED</b>
28_IC_2024_May	14.1	Update on status and leads for IC Subgroup and IC Teams	2024-04-08 2024-04-29
30_IC_2024_May	15.1	IPPC procedure manual for implementation and capacity development -Proposed modifications	2024-04-29
31_IC_2024_May	16.1	Implementation and Facilitation Unit strategic Plan	2024-04-23
32_IC_2024_May	16.2	Review of the 2024 IFU workplan	2024-04-26

**Appendix 3 – List of participants**

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**Appendix 4 – Project name and symbol, with start and end date, budget, compliance with existing frameworks and strategies and main concrete deliverables for projects managed by the IPPC Secretariat through the Implementation and Facilitation Unit in 2023.**

Project name	Donor	Start and end dates	Budget	Project compliant with	Main concrete deliverables
<a href="#">Support for Implementation and Capacity Development Activities of the IPPC Secretariat (GCPT/GLO/102/JPN)</a>	Japan	Start: October 2020 End: September 2023 (to be extended)	USD 576,180	IPPC Strategic Framework 2020-2030	Operational support of the IPPC Secretariat in relation to implementation and capacity development activities.
<a href="#">Strengthening Food Control and Phytosanitary Capacities and Governance (GCP/GLO/949/EC)</a>	European Commission	Start: January 2022 End: December 2024	USD 7,075,947 (total), USD 2,400,000 approximately (phytosanitary matters)	Phytosanitary Capacity Evaluation Strategy 2020-2030	PCEs in 11 countries. PCE Facilitators training course organized. Plant Health Curriculum learning platform. Development of at least three e-learning courses from IPPC Guides. Translation of some IPPC eLearning courses into French.
<a href="#">FAO support to COMESA trade facilitation programme (GCP/INT/387/COM)</a>	European Commission through the COMESA Secretariat	Start: December 2018 End: May 2024	USD 2,803,069 (total), USD 800,000 (phytosanitary matters)	List of topics	Four e-Learning courses. One guide on contingency planning and one guideline on prevention, preparedness and response to Fusarium wilt (TR4). Five capacity development webinars. Translations of six guides. Surveillance, diagnostic training courses on TR4.

					Tabletop and simulation exercises on TR4.
Support to the IPPC Strategic Framework: Commodity and pathways standards, Pest Outbreak Alert and Response Systems and e-Phyto (GCP/GLO/040/EC)	European Commission	Start: June 2020 End: June 2023 (Completed)	USD 1,029,989	IPPC Strategic Framework 2020-2030	Advancement of the commodity standard DAI activities. Activities of the POARS Focus Group concluding in recommendations. Implementation of the ePhyto system enhanced with more countries registered and connections with single windows established  Contributed to the development of the Pest Status Guide. Contributed to the development of the Surveillance Guide.
Supporting the implementation of the International Plant Protection Convention (IPPC) (GCP/GLO/025/EC)	European Commission	Start: January 2020 End: December 2023 (Completed)	USD 1,055,556	Text of the International Plant Protection Convention	Participation to IPPC Governing bodies by developing countries.
Strengthening the capacity of developing contracting parties to implement the International Plant Protection Convention and its standards under FAO-China South-South Cooperation (SSC)	Republic of China	Start: September 2017 End: December 2023 (Completed)	USD 2,007,541	FAO South South and Triangular cooperation in action FAO South-South and Triangular Cooperation	Organization of virtual courses on Phytosanitary issues. PCE completed in Sri Lanka. Courses on fruit flies' technologies in Sri Lanka. PCE completed in Cambodia.

programme (GCP/INT/291/CPR)				Guidelines for action (2022-2025) Phytosanitary Capacity Evaluation Strategy 2020-2030	Course on Fusarium wilt (R1 and TR4) in Cambodia. Regional workshops on prevention of fruit flies and Fusarium wilt in Asia. Support to IPPC Regional Workshops and NROs Workshops.
Strengthening Plant Health Emergency Management Capacities project (OSRO/GLO/208/USA)	USAID	Start: June 2022 End: June 2023 (Completed)	USD 600.000 (total) (100.000 for the Phytosanitary component)	IPPC Strategic Framework 2020-2030, 5 <sup>th</sup> Development Agenda on Pest Outbreak Alert and Response Systems	Call for contributed resources on pest outbreak alert and response systems tools and guidelines. Study on existing resources and plant health tools.
IPPC ePhyto and Phytosanitary Capacity Evaluation (GCP /GLO/1034/GER-F)	GIZ	Start: January 2022 End: extended until May 2023 (Completed)	USD 224,000	IPPC Development agenda 2020-2030: Harmonization of Electronic Data Exchange Phytosanitary Capacity Evaluation Strategy 2020-2030	The Generic ePhyto National System (GeNS) has new capabilities: eSignature, ePayments/eBilling, interchanges of ePhytos with other platforms and translation in Arabic.  PCE completed in Senegal.

**Appendix 5 – Modalities to conduct PCE**

<b>Modality</b>		<b>Description</b>
<b>Independent</b> (no involvement of the IPPC Secretariat or no IPPC certified PCE facilitator):		<ol style="list-style-type: none"> <li>1. Upon request and following the established procedure, the IPPC Secretariat grants access to the PCE online system for use in the same country.</li> <li>2. The NPPO is responsible for following the methodological approach and using strategic planning tools and a logical framework.</li> <li>3. The NPPO autonomously manages the PCE online system.</li> <li>4. The NPPO manages all logistical arrangements (provide/hire a venue, meals, DSA for participants).</li> <li>5. NPPO produces mission reports.</li> <li>6. The NPPO drafts the Phytosanitary Capacity Development Strategy with the support of all relevant stakeholders.</li> <li>7. When the module on legislation is selected, the NPPO is responsible for coordinating legal assessment and subsequent tasks.</li> </ol>
<b>Facilitated</b>	without involvement of the IPPC Secretariat:	<ol style="list-style-type: none"> <li>1. Upon request and following the established procedure, the IPPC Secretariat grants access to the PCE platform.</li> <li>2. Upon request, the IPPC Secretariat invited the NPPO to identify an IPPC-certified PCE facilitator.</li> <li>3. The NPPO directly hires/engages a certified facilitator, takes full responsibility for his/her management, and assumes contractual responsibilities.</li> <li>4. The NPPO pays for the facilitator's travel and accommodation.</li> <li>5. The PCE facilitator guides the methodological approach for using strategic planning tools and the logical framework.</li> <li>6. The facilitator guides the NPPO in managing the PCE online system.</li> </ol>

Modality	Description
	<ol style="list-style-type: none"> <li>7. The NPPO pays for all logistical arrangements (e.g., providing/hiring a venue, meals, and DSA for national participants).</li> <li>8. The PCE facilitator supports the NPPO in drafting the Phytosanitary Capacity Development Strategy with the participation of all relevant stakeholders.</li> <li>9. When the module on legislation is selected, the NPPO is responsible for coordinating legal assessment and subsequent tasks. The IPPC Secretariat liaises the NPPO with FAO LEGN if requested.</li> </ol>
with technical guidance from the IPPC Secretariat:	<ol style="list-style-type: none"> <li>1. Upon request and following the established procedure, the IPPC Secretariat grants access to the PCE platform.</li> <li>2. The IPPC Secretariat guides the entire process.</li> <li>3. The IPPC Secretariat hires a certified facilitator, takes full responsibility for his/her management, and assumes contractual responsibilities as per FAO procedures and rules.</li> <li>4. The IPPC Secretariat pays for the facilitator’s travel and accommodation per FAO rules to attend the PCE missions.</li> <li>5. The facilitator, with support from the IPPC Secretariat, guides the methodological approach to using strategic planning tools and the logical framework.</li> <li>6. Under the supervision and guidance of the IPPC Secretariat, the facilitator guides the NPPO in managing the PCE online system.</li> <li>7. FAO HQ, coordinating with FAO Reps, manages all logistical arrangements (e.g., providing/hiring a venue, meals, and DSA for national participants, transportation) and ensures the presence of country officials to the opening/closing and all relevant stakeholders.</li> <li>8. Under the supervision and guidance of the IPPC Secretariat, the PCE facilitator supports the NPPO in the drafting of the Phytosanitary Capacity Development Strategy with the participation of all relevant stakeholders.</li> <li>9. When the module on legislation is selected, the IPPC Secretariat coordinates with the FAO legal unit to undertake the assessment and subsequent tasks with all relevant stakeholders, including missions.</li> </ol>



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<b>Modality</b>		<b>Description</b>
		<p>10. The IPPC Secretariat ensures the assessment quality and supports countries in following up and approaching donors to implement the strategies.</p> <p>11. The IPPC Secretariat ensures the PCE is recorded in all related PCE information and communication activities, and that metadata can be analyzed.</p>

## Appendix 6 – PCE strategy 2020-2030 key result area and its corresponding recommendations


<b>PCE strategy 2020-2030</b>	<b>Recommendations from desk study</b>
<p><b>Key result area 1 (awareness and understanding)</b> Countries, donors, and development organizations are aware of the PCE and understand the benefits arising from its application;</p>	<ol style="list-style-type: none"> <li>1. Explain the benefits of PCE for capacity development.</li> <li>2. Clarifying the intended audience/users of the PCE, determining the best use of PCE for developing vs developed countries.</li> <li>3. Communicate the value added by the PCE.</li> <li>4. Consider sharing tangible results via tracked indicators.</li> <li>5. Consider approaches for increasing buy-in from existing and potential donors, governments, and trading partners. For example, through publication of a database of PCE results; by involving donors in the early stages of PCE; and developing detailed findings reports that connect to the values of local governments.</li> <li>6. Share additional information about the modules, processes, approaches, and questions to enhance accessibility and benefits.</li> <li>7. Explain the role and value of facilitators.</li> <li>8. Clarify that facilitators are there to help navigate the process, not as examiners</li> <li>9. Clarify where facilitators come from and how they can be matched with countries culturally and linguistically</li> </ol>
<p><b>Key result area 2 (sustainable funding)</b> Long-term sustainable funding is in place to support the maintenance and administration of the PCE, and resources are mobilized to support the application of the PCE</p>	<ol style="list-style-type: none"> <li>10. Provide more transparency around the costs of the PCE, including where the funding comes from, how it will be used, and the tangible outcomes related to the expenses.</li> </ol>
<p><b>Key result area 3 (software and platform)</b> The PCE software and platform are reliable, effective and easy to use;</p>	<ol style="list-style-type: none"> <li>11. Update the online system and platform.</li> </ol>
<p><b>Key result area 4 (revision and updates)</b> The PCE Tool is revised and updated regularly, and new modules and strategic planning tools are added as</p>	<ol style="list-style-type: none"> <li>12. Modernize and update tools and templates</li> </ol>


<p>needed (e.g. environmental module, implementation follow up tool);</p>	<p>13. Convene facilitators to review all modules and questionnaires in order to update, clarify, and streamline the modules.</p> <p>14. Consider alternative formats of PCE (financial commitment, extensiveness of modules, length of process, inclusion of facilitators) to increase access and uptake.</p> <p>15. Consider including a comprehensive training session for key NPPO staff and stakeholders prior to starting the PCE process. Develop criteria and requirements for selecting national PCE coordinators</p> <p>16. Devise a mechanism for providing additional support to NPPOs after the development of final outputs. Particularly consider supporting NPPOs with linking to and finding sources of funding.</p>
<p><b>Key result area 5 (expertise)</b> A strong network of phytosanitary expertise is available to facilitate the application of PCEs;</p>	<p>17. Review training for facilitators.</p> <p>18. Consider opportunities for improvement in training on strategic planning tools and soft skills (conflict mediation, facilitation skills, consensus-building approaches).</p> <p>19. Consider increasing opportunities for facilitators and coordinators to meet and share best practices.</p> <p>20. Establish a community of practice for facilitators to exchange ideas and best practices.</p> <p>21. Consider the role of facilitators and the format of the PCE for countries with mature phytosanitary systems.</p>
<p><b>Key result area 6 (monitoring and evaluation)</b> The Monitoring and Evaluation framework is used to measure outcomes from the application of PCEs.</p>	<p>22. Establish feedback mechanisms</p>



**Appendix 7 – Proposed process for a PCE facilitator certification**

<b>Timeline</b>	<b>Topic</b>	<b>Action</b>
Completed	PCE Trainees evaluation summary submitted by the PCE certified facilitator who supervised the trainees	The Secretariat will use Trainee Evaluation Forms from each PCE supervisor to create a detailed table of nominees for assessing PCE Trainees who were supervised.
May	List of the PCE trainees establish	The IPPC Secretariat will compile a list of PCE trainees who will be subject to evaluation to become Certified PCE Facilitators
May-June	Nomination of PCE Board members from the Bureau, IC, and SC (Standards Committee).	Invite the IC, SC, and Bureau to nominate a pool of 3 IC regional representatives, 3 SC members from different regions, and 3 bureau members would be set, with an overall balance for geographical representation.
June to August	Review of recommended PCE Facilitator Trainees aspiring to become a Certified PCE Facilitator by the PCE Board.	The PCE board will convene for a 60-minute meeting to discuss the assessment's recommendations and approve the trainees that will become a Certified PCE Facilitator.  The Bureau member will chair, and the IPPC Secretariat will provide administrative support to each group of interviewers.
June to September	Report of the PCE Board	The IPPC Secretariat will develop the report on the PCE certification and summarize the decisions to be shared with the PCE Board.  Certified facilitators will be added to the roster of PCE facilitators.
October	Distribution of PCE Facilitator certificates and update of the list of certified PCE facilitators on the IPP	The candidates certified by the PCE board will receive a certificate of PCE Facilitator from the IPPC Secretariat

**Appendix 8 – Roadmap to improve the PCE based on the desk study recommendations**


Milestone	Concrete activities to respond to the desk study recommendations	Progress already done or assets that can facilitate activity conduction.	Funding source	2024				2025				2026				
				Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	
<b>Awareness and understanding</b>  (Key result area 1)  	1. Update the PCE web page with relevant information and explain the scope of each module.  (cross-cutting to recommendations 1 to 9)	PCE webpage updated before CPM-18	GCP/GLO/949/EC													
	2. Conduct a SPS (Sanitary and Phytosanitary Standards) gap analysis of the National Phytosanitary Capacity Development Strategies drafted in the framework of project GCP/GLO/949/EC and communicate relevant findings.  (Recommendation 4, 5)	Terms and conditions	GCP/GLO/949/EC													
	3. Elaborate a PCE communication plan addressing all relevant aspects and related materials: explaining the modalities to access a PCE, the facilitators' role, and the National Phytosanitary Capacity Development Strategy including developing a video.	IFU communication strategy is regularly updated	GCP/GLO/949/EC													


Milestone	Concrete activities to respond to the desk study recommendations	Progress already done or assets that can facilitate activity conduction.	Funding source	2024				2025				2026						
				Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			
	(Recommendations 3, 7, 8, 9)																	
	4. Showcase a hypothetical example output from a PCE publicly available.  (Requested by the Bureau and recommendation 3)																	
<b>Sustainable funding</b> (Key result area 2) 	5. Share the PCE cost structure information with the relevant IPPC governing and subsidiary bodies and countries.  (Recommendation 10)	Costs for PCEs were shared with the Bureau orally at CPM and are being with the IC and will be discussed by the Bureau in June.	IPPC Regular budget (RB)/MDTF															
	6. Develop a resource mobilization plan  7. Oto maintain the PCE process, maximize the countries' access, and support strategy implementations.  (Cross-cutting to all the recommendations)		GCP/GLO/949/EC															
	8. Implement the PCE resource mobilization plan.		RB/MDTF															

Milestone	Concrete activities to respond to the desk study recommendations	Progress already done or assets that can facilitate activity conduction.	Funding source	2024				2025				2026					
				Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4		
	(Cross-cutting to all the recommendations)																
<b>Software and platform enhancement</b> (Key result area 3) 	9. Conduct an analysis of the requirements to migrate the PCE online system to the UNICC users' analysis to be undertaken.  (Recommendation 11)	Quotation already requested	TBD														
	10. Migrate the PCE online system to UNICC. (Recommendation 11)		TBD														
<b>Tool revision and updates</b> (Key result area 4) 	11. Develop a questionnaire to be sent to PCE facilitators and national PCE coordinators (who have experience with the online PCE tool) to gather initial ideas (quantitative system, new modules, etc) on the basis of the PCE desk study recommendations  (Recommendations 12 to 16)	IFU staff trained as PCE facilitators	GCP/GLO/949/EC														

Milestone	Concrete activities to respond to the desk study recommendations	Progress already done or assets that can facilitate activity conduction.	Funding source	2024				2025				2026				
				Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	
	12. Organize a workshop with PCE facilitators and national coordinators to provide guidance on improving the PCE tool and process (modules, methodological tools, way the PCE is implemented, etc.)  (Recommendations 12 to 16)		GCP/GLO/949/EC													
	13. Conduct a study on how gender can be integrated in the PCE (recommendation from the ROM review)		GCP/GLO/949/EC													
	14. Prepare a pre-PCE training plan for PCE national coordinators and NPPO staff.  (Recommendation 15)	Pre-PCE virtual sessions have been organized for PCEs in 2024, and access to an eLearning course to Result-Based Management has been granted to national PCE facilitators	TBD													
	15. Explore alternative formats of the PCE (PCE light): IPPC Secretariat participating in the Biosecurity Index discussions,	IPPC Secretariat participating in the Biosecurity Index discussions, for this index to be potentially used as a PCE light, and	TBD													



Milestone	Concrete activities to respond to the desk study recommendations	Progress already done or assets that can facilitate activity conduction.	Funding source	2024				2025				2026					
				Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4		
	for this index to be potentially used as a PCE light.  (Recommendation 14)	exploring the RSAT from COLEAD (Committee Linking Entrepreneurship Agriculture Development)															
	16. Develop a strategy to extend support after the PCE to facilitate NPPOs' ability to leverage the strategies for securing funding and additional resources  (Recommendations 16)		TBD														
<b>Expertise development</b>  (Key result area 5)  	17. Provide University of Wolverhampton Risk-Based Management course to all new PCE facilitators, and national coordinators (Recommendation 18)																
	18. Certification of new PCE facilitators  (Recommendation 20).	The procedure is ready to be implemented.	IPPC RB														
	19. Develop an online learning platform with learning paths		GCP/GLO/949/EC/Republic of Korea														

Milestone	Concrete activities to respond to the desk study recommendations	Progress already done or assets that can facilitate activity conduction.	Funding source	2024				2025				2026			
				Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	and new eLearning courses (four planned)  (Recommendations 18 and 21)														
	20. Develop a PCE facilitator training curricula (subject to funding availability).  (Recommendation 17)		TBD												
<b>Monitoring and evaluation implementation</b>  (Key result area 6)  	21. COLEAD to organize a 4-week virtual course on R-Sat <sup>53</sup> , with countries in charge of organizing national meetings to advance on R-Sat implementation.  (Recommendations 22)		GCP/GLO/949/EC												
	22. Organize a project definition one-week course with all facilitators to: <ul style="list-style-type: none"> <li>Understand donors' specificities and requirements: STDF, UE, WB, GIZ</li> </ul>		GCP/GLO/949/EC												

<sup>53</sup> COLEAD R-SAT presentation: <https://news.colead.link/en/disseminating-r-sat-coleacps-rapid-sps-assessment-tool/>

Milestone	Concrete activities to respond to the desk study recommendations	Progress already done or assets that can facilitate activity conduction.	Funding source	2024				2025				2026			
				Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	<ul style="list-style-type: none"> <li>• Provide templates and start drafting the project proposal</li> <li>• Tips to oral presentations of the request</li> <li>• Planning the next step of the restitution meeting in Addis Ababa</li> <li>• Back-to-back with a PCE to improve the PCE tool</li> </ul> (Recommendations 22)														
	23. Organize a project restitution workshop with PCE facilitators and national PCE coordinators in collaboration with COLEAD and the World Bank and donors, AU, IAPC <ul style="list-style-type: none"> <li>• Presentation of phytosanitary system SPS gaps</li> <li>• Each country presents their results</li> </ul>		GCP/GLO/949/EC												

Milestone	Concrete activities to respond to the desk study recommendations	Progress already done or assets that can facilitate activity conduction.	Funding source	2024				2025				2026				
				Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	
	<ul style="list-style-type: none"> <li>Lessons learnt from the project</li> <li>Definition of a new project</li> </ul> (Recommendations 22 and 23)															
	24. Update the PCE Strategy 2020-2030		IPPC RB/ GCP/GLO/949/ EC													

## Appendix 9 – Revised forms for implementation topics submission

<b>SUBMITTED BY COUNTRY or ORGANIZATION:</b>	<b>Click or tap here to enter text.</b>
<b>SUBMISSION NUMBER</b>	XXXX-YYY (to be completed by IPPC Secretariat)

### Submission form for topics for Standards and Implementation Please use one form per topic.

*(Updated by the IPPC Secretariat 2023-01-25)*

#### 1. General information:

<b>Title of Proposal</b>	<b>Click or tap here to enter text.</b>
<b>Proposed Material</b>	<input type="checkbox"/> Standard / <input type="checkbox"/> Implementation resource
<b>Submission supported by:</b> (Country or Organization)	<b>Click or tap here to enter text.</b>
<b>Contact Person:</b> (Contact information of an individual able to clarify issues relating to this submission):	Name: <b>Click or tap here to enter text.</b> Position and organization: <b>Click or tap here to enter text.</b> Mailing address: <b>Click or tap here to enter text.</b> Phone: <b>Click or tap here to enter text.</b> E-mail: <b>Click or tap here to enter text.</b> E-mail: <b>Click or tap here to enter text.</b>

#### Important information for filling out and submitting the form:

**The 2023 Call for Topics closes 15 September 2023.**

Please read through the Call for Topics webpage, where additional guidance on prepraing topic submissions is available: <https://www.ippc.int/en/core-activities/standards-and-implementation/call-for-topics-standards-and-implementation/>.

The use of the new electronic submission forms is strongly encouraged. **The electronic version of this form is available here:** <https://forms.office.com/e/9JAeegjr0Z>

Diagnostic protocols are submitted using a different form available at: <https://forms.office.com/e/pp9bS2fJgX>

**Submissions must address the [Criteria for Justification \(see 5\)](#) and must include a [Draft Specification \(see 3.1\)](#) for proposed standards or a [Draft Outline \(see 3.2\)](#) for proposed implementation resources. These are required for evaluation and subsequent development of the material. Including a literature review providing technical information is recommended.**

The completed submission form **AND** draft specification/draft outline may be submitted as Word documents by the IPPC official contact point, via e-mail, to the IPPC Secretariat ([ippc@fao.org](mailto:ippc@fao.org)) no later than **15 September 2023** (Subject line: “Call for topics XXXX”).

## 2. Summary of proposal:

**Summary of justification for the proposal** (provide an outline of the problem needing resolution in sufficient detail, **250 words max**)

[Click or tap here to enter text.](#)

**Expected outcome of standard/implementation resource** (value of development of proposed material, 2 lines max)

[Click or tap here to enter text.](#)

**Contribution to filling gaps in the Framework for Standards and Implementation:** (2 lines max)

[Click or tap here to enter text.](#)

## 3. Type of proposed material:

For **Standards**, go to [section 3.1](#)

For **Implementation resources**, go to [section 3.2](#)

### **3.1 Standard** (check only one option)

New ISPM or component to an existing ISPM:

- ISPM [Choose an item.](#)
- Supplement to ISPM: [Choose an item.](#)
- Annex to ISPM: [Choose an item.](#)
- Appendix to ISPM: [Choose an item.](#)
- Glossary term (subject)

Revision/Amendment of standard:

- ISPM [Choose an item.](#)
- Supplement to ISPM [Choose an item.](#)
- Annex to ISPM [Choose an item.](#)
- Appendix to ISPM [Choose an item.](#)
- Glossary term (subject)

#### **NOTICE:**

#### **Draft specification:**

**Any proposal for a Standard must include a draft specification.**

An annotated template for the draft specification for Standards is available on the IPP in English, French and Spanish: <https://www.ippc.int/en/publications/81324/>

<b>3.2 Implementation resource</b> (check only one option)	
<p><b><u>New implementation resource:</u></b></p> <p><input type="checkbox"/> Guide (e.g. Manual)</p> <p><input type="checkbox"/> Training material (e.g. e-Learning. Please specify: <b>Click or tap here to enter text.</b>)</p> <p><input type="checkbox"/> Awareness material (e.g. Please specify: <b>Click or tap here to enter text.</b>)</p> <p><input type="checkbox"/> Other (e.g videos. Please specify: <b>Click or tap here to enter text.</b>)</p>	<p><b><u>Revision of existing implementation resource:</u></b></p> <p><input type="checkbox"/> Please specify: <b>Click or tap here to enter text.</b></p>
<p><b><u>Convention articles, ISPMs or CPM recommendations to be addressed by the proposed implementation resource</u></b></p> <p><input type="checkbox"/> Convention articles (Please specify: <b>Click or tap here to enter text.</b>)</p> <p><input type="checkbox"/> ISPM (Please specify: <b>Click or tap here to enter text.</b>)</p> <p><input type="checkbox"/> CPM Recommendation (Please specify: <b>Click or tap here to enter text.</b>)</p>	
<p><b><u>NOTICE</u></b></p> <p><b><u>Draft outline:</u></b></p> <p>Submissions for topics on implementation <b>must include</b> a draft outline of the proposed implementation resource.</p> <p>A form and instructions for the draft outline for implementation resources are available on the IPP (<a href="https://www.ippc.int/en/publications/87499/">https://www.ippc.int/en/publications/87499/</a>)</p>	

#### 4. Related existing resources<sup>54</sup>

(In this section submitters are recommended to provide a **summary of the topic** based on scientific and technical publications, including a referenced **list of literature reviewed**. This will help provide the scientific basis for the content of the standard/implementation resource to be used by the selected experts during the development of the standard/implementation resource). **(max 500 words)**

**Click or tap here to enter text.**

#### 5. Criteria for justification and prioritization of proposed topics<sup>55</sup>:

**5.1 Core criteria (information must be provided by submitter. It is expected that all submissions meet the following core criteria)**

	<b>Core Criteria</b>	<b>Information provided by Submitter</b>
1	Clear identification of the problems that need to be resolved through the development of the standard or implementation resource.	<b>(max 250 words)</b>
2	Contribution to the purpose of the IPPC.	<b>(max 250 words)</b>

<sup>54</sup> As agreed by CPM-7 (2012) and CPM-11 (2016).

<sup>55</sup> As agreed by CPM-13 (2018)

	<b>Core Criteria</b>	<b>Information provided by Submitter</b>
3	Linkage to IPPC Strategic Objectives (SOs)	<b>(max 250 words)</b> <a href="#">Click or tap here to enter text.</a>
4	Feasibility of implementation at the global level (consider ease of implementation, technical complexity, capacity of NPPO(s) to implement, relevance for more than one region). Optional for Implementation materials	<b>(max 250 words)</b> <a href="#">Click or tap here to enter text.</a>
5	Availability of, or possibility to collect, information in support of the proposed standard or implementation resource (e.g. scientific, historical, technical information, experience).	<b>(max 250 words)</b> <a href="#">Click or tap here to enter text.</a>

### 5.2 Supporting criteria (information may be provided by submitter, as appropriate):

<b>Supporting criteria:</b>	<b>Information provided by submitter</b>
<u><b>Supporting criteria (Practical)</b></u> 1) Is there a regional standard and/or implementation resource on the same topic already available and used by NPPOs, RPPOs or international organizations. 2) Availability of expertise needed to develop the proposed standard and/or implementation resource.	<b>(max 250 words)</b> <a href="#">Click or tap here to enter text.</a>
<u><b>Supporting criteria (Economic)</b></u> 1) Estimated value of the plants protected. 2) Estimated value of trade including new trade opportunities affected by the proposed standard and/or implementation resource (e.g. volume of trade, value of trade, the percentage of Gross Domestic Product of this trade) if appropriate.	<b>(max 250 words)</b> <a href="#">Click or tap here to enter text.</a>
<u><b>Supporting criteria (Environmental)</b></u> 1) Utility to reduce the potential negative environmental consequences of certain phytosanitary measures, for example reduction in global emissions for the protection of the ozone layer. 2) Utility in the management of non-indigenous species which are pests of plants (such as some invasive alien species). 3) Contribution to the protection of the environment, through the protection of wild flora, and their habitats and ecosystems, and of agricultural biodiversity.	<b>(max 250 words)</b> <a href="#">Click or tap here to enter text.</a>
<u><b>Supporting criteria (Strategic)</b></u> 1) Extent of support for the proposed standard and/or implementation resource (e.g. one or more NPPOs or RPPOs have requested it, or one or more RPPOs have adopted a standard on the same topic). 2) Frequency with which the issue to be addressed, as identified in the submission emerges as a source of trade disruption (e.g. disputes or need for repeated bilateral discussions, number of times per year trade is disrupted). 3) Relevance and utility to developing countries.	<b>(max 250 words)</b> <a href="#">Click or tap here to enter text.</a>



Supporting criteria:	Information provided by submitter
4) Coverage (application to a wide range of countries/pests/commodities). 5) Complements other standards and/or implementation resources (e.g. potential for the standard to be used as part of a systems approach for one pest, complement treatments for other pests). 6) Conceptual standard and/or implementation resource to address fundamental concepts (e.g. treatment efficacy, inspection methodology). 7) Urgent need for the standard and/or implementation resource.	

## 6. Financial/in-kind resources

Commitment for financial/in-kind resources to support the development of the proposed standards or implementation resource (non-obligatory).

[Click or tap here to enter text.](#)

## Appendix 10 – Revised IPPC Observatory form for submission of topic for survey/ study

The IPPC Observatory is an evaluation system of the International Plant Protection Convention (IPPC) that monitors the implementation of the IPPC, the International Standards for Phytosanitary Measures (ISPMs) and the recommendations of the Commission on Phytosanitary Measures (CPM).

The Observatory conducts general surveys that provide NPPOs with a global picture of the IPPC and ISPMs implementation as well as IPPC related thematic studies and surveys providing data to adjust or develop the national phytosanitary systems. Topics submitted for IPPC Observatory studies and surveys must comply with objectives of the IPPC strategic framework and be of interest to the IPPC community.

<b>Title:</b>	
<b>Type of submission</b> <input type="checkbox"/> IPPC Observatory survey <input type="checkbox"/> Topic for IPPC Observatory study	
<b>Category of the proposal submitter:</b> <input type="checkbox"/> Contracting party <input type="checkbox"/> Bureau <input type="checkbox"/> RPPO <input type="checkbox"/> SC <input type="checkbox"/> IC <input type="checkbox"/> IPPC Secretariat.	
<b>Detailed Contact Information:</b>	
<b>Key project collaborators:</b>	
<b>Background:</b>	
<b>Scope:</b>	
<b>Link to IPPC Strategic Framework:</b>	
<b>Objectives:</b>	
<b>Key outputs and outcomes:</b> <i>(Main proposed steps to address the topic)</i>	
<b>Expected impact:</b>	
<b>Target groups:</b>	
<b>References:</b> <i>(IPPC documents, contributed resources and other materials related to the topic submitted)</i>	
<b>Priority:</b> <i>(To be filled by the IC Subgroup on the IPPC Observatory)</i>	

### Appendix 11 – List of members for IC Subgroups, IC Teams and Secretariat leads and other members

	Title	IC lead	IC Members/others (by alphabetical order)	Secretariat lead
Committee and Representative	IC Chairperson	<b>Dominique PELLETIER</b>		Descartes KOUMBA
	IC Vice Chairperson	<b>Thorwald GEUZE</b>		
	IC Representative to the SC	<b>Ahmed ADELMOTTALEB</b>	<b>Kyu-Ock YIM</b>	
	SC Representative to IC	<b>Prudence ATTIPOE</b>		
	IC Representative to TC- RPPOs	<b>Melisa NEDILSKYJ</b>		John GILMORE
CPM Focus Groups	FG on Climate change	<b>Ngatoko TA NGATOKO</b>		Mutya FRIO
	FG on Sea Containers	<b>Thorwald GEUZE</b> <b>Ezequiel FERRO</b>		Artur SHAMILOV
	FG on Safe Provision of Aid	<b>Lucien KOUAMÉ KONAN</b>		Adriana MOREIRA
	FG on Laboratory diagnostic	<b>Kyu Ock</b>		Adriana MOREIRA
	FG on research coordination	<b>TBD</b>		Arop DENG
	FG on One Health	<b>TBD</b>		TBD
	PCE Board	<b>Ahmed ABDELMOTTALEB</b> <b>Dominique PELLETIER</b> <b>Francisco GUTIERREZ</b> <b>Melisa NEDILSKYJ</b> <b>Ringolds ARNITIS</b>	Prudence ATTIPOE (SC) Mariangela CIAMPITTI(SC) Matías GONZALEZ (SC)	
Steering Group	POARS	<b>Ringolds ARNITIS</b> <b>Elizabeth McCRUDDEN (Replacement)</b>		Camilo BELTRAN
IC Subgroup	IPPC Observatory	<b>Dominique PELLETIER</b>	- <b>TBD (SC)</b> - <b>Ezequiel FERRO</b> - <b>Faith NDUNGE</b> - <b>Francisco GUTIERREZ</b> - Juliet GOLDSMITH (RPPOs) - Sam BISHOP (Bureau)	Rokhila MADAMINOVA
IC Team	Guides and training materials	<b>Francisco GUTIERREZ</b>	- <b>Ahmed ADELMOTTALEB</b> - <b>Faith NDUNGE</b> - <b>Lucien KOUAME KONAN</b> - <b>Elizabeth McCRUDDEN</b>	Barbara PETERSON

			- <b>Melisa NEDILSKYJ</b>	
IC Team	National Reporting Obligations (NROs)	<b>Ahmed ADELMOTTALEB</b>	- <b>Ezequiel FERRO</b> - <b>Lucien KOUAME KONAN</b> - Magda GONZALEZ ARROYO - <b>Xiaoliang WANG</b>	Camilo BELTRAN
IC Team	Phytosanitary Capacity Evaluation (PCE)	<b>Ringolds ARNITIS</b>	- <b>Francisco GUTIERREZ</b> - <b>Lucien KOUAME KONAN</b> - Magda GONZALEZ ARROYO - <b>Mekki CHOUBANI</b> - <b>Melisa NEDILSKYJ</b>	Descartes KOUMBA Fitzroy WHITE
IC Team	Projects	- <b>Lucien KOUAME KONAN</b>	- <b>Dominique PELLETIER</b> - <b>Kyu-Ock YIM</b> - <b>Xiaoliang WANG</b> - <b>Elizabeth McCRUDDEN</b>	<i>To be assigned</i>
IC Team	E-commerce	<b>Thorwald GEUZE</b>	- <b>Ahmed ADELMOTTALEB</b> - <b>Melisa NEDILSKYJ</b> - <b>Ngatoko TA NGATOKO</b> - <b>Ezequiel FERRO</b> - <i>To be assigned (SC member)</i>	Barbara PETERSON
Task Force on Topics	Task Force on Topics	<b>Dominique PELLETIER</b>	- <b>Alvaro SEPÚLVEDA (SC)</b> - Diego QUIROGA (CPM Bureau) - <b>Faith NDUNGE</b> - <b>Thorwald GEUZE</b> - Sophie PETERSON (SC Chair)	Descartes KOUMBA Artur SHAMILOV Emmanuel KRAH
IC Team	Contributed Resources	<b>Ahmed ADELMOTTALEB</b>	- <b>Alvaro SEPÚLVEDA</b> - <b>Faith NDUNGE</b> - Magda GONZALEZ ARROYO - <b>Ngatoko TA NGATOKO</b> - <b>Xiaoliang WANG</b>	<i>To be assigned</i>
IC Team	Fusarium TR4	<b>Xiaoliang WANG</b>	- <b>Lucien KOUAME KONAN</b> - <b>Melisa NEDILSKYJ</b>	Sarah BRUNEL Preet PARMAR
IC Team	IPPC Regional Workshop guidelines dissolve	<b>Ahmed ADELMOTTALEB</b>	- <b>Lucien KOUAME</b> - <b>Melisa NEDILSKYI</b> - <b>Ngatoko TA NGATOKO</b> - <b>Thorwald GEUZE</b>	Rokhila MADAMINOVA

IC Team	Third-party entities	<b>Dominique PELLETIER</b>	- <b>Lucien KOUAME KONAN</b> - <b>Ringolds ARNITIS</b> - Ruth AREVALO MACIAS	Barbara PETERSON
IC Team	CPM preparation guide dissolve	<b>Thorwald GEUZE</b>	- Magda GONZALEZ ARROYO - <b>Melisa NEDILSKYJ</b> - Stephanie BLOEM	Barbara PETERSON
IC Team	Submission of implementation topics dissolve	<b>Dominique PELLETIER</b>	- <b>Lucien KOUAME KONAN</b> - <b>Thorwald GEUZE</b> - <b>Faith NDUNGE</b> - <b>Ringolds ARNITIS</b>	Descartes KOUMBA

**Appendix 12 – List of leads for ICD topics and projects**

	Topic /Project	IC lead	IC members
<b>Guides and training materials (ICD LOT priority 1-2)</b>	2017-043 Wood Packaging Material Heat Treatment Manual	<b>Faith NDUNGE</b>	Ahmed M. Abdellah ABDELMOTTALEB
	2017-043 Wood Packaging Material Fumigation Treatment Manual	<b>Faith NDUNGE</b>	Ahmed M. Abdellah ABDELMOTTALEB
	Fusarium TR4 training courses and exercises	<b>Xiaoliang WANG</b>	Melisa Graciela NEDILSKYJ Lucien KOUAMÉ KONAN
	Risk-based inspection of imported consignments (2018-022)	<b>Kyu-Ock YIM</b>	
	Knowing and understanding the IPPC - plant health officer training curricula (2017-054)	<b>Elizabeth McCRUDDEN</b>	Ahmed M. Abdellah ABDELMOTTALEB Francisco Adrian GUTIERREZ Kyu Ock YIM
	National Reporting Obligations (NRO), revision to the guide (2021-026)	<b>Ahmed M. Abdellah ABDELMOTTALEB</b>	Xiaoliang WANG Ezequiel FERRO Lucien KOUAMÉ KONAN Magda GONZALEZ ARROYO
	Authorization of entities to perform phytosanitary actions (2018-040)	<b>Dominique PELLETIER</b>	
	Guide to Phytosanitary Audits (2021-009)	<b>Dominique PELLETIER</b>	
<b>ICD LOT (priority 3-4)</b>	Developing phytosanitary procedures to maintain phytosanitary security of consignments for export (2018-028)	<b>Kyu-Ock YIM</b>	
	PCE Facilitators training (2014-008)	<b>Ringolds ARNITIS</b>	
	Pest free areas (2017-044)	<b>Dominique PELLETIER</b>	
	Development and implementation of regulations and legislation to manage phytosanitary risks on regulated articles for NPPOs	<b>Ngatoko TA NGATOKO</b>	
	Pest risk management Guide (2017-047)	<b>Alvaro SEPÚLVEDA LUQUE</b>	
Assessing the risk of introduction of pests with seeds (2018-036)	<b>Thorwald GEUZE</b>		
<b>Projects</b>	FAO support to COMESA trade facilitation programme (GCP/INT/387/COM)	<b>Faith NDUNGE</b>	
	Strengthening Food Control and Phytosanitary Capacities and Governance (GCP/GLO/949/EC)	<b>Dominique PELLETIER</b>	

	New project funded by European Commission	<b>Ringolds ARNITIS</b>	Melisa
	Support for Implementation and Capacity Development Activities of the IPPC Secretariat (GCPT/GLO/102/JPN) Japan	<b>Thorwald GEUZE</b>	
<b>Others</b>	Phytosanitary system pages	<b>Kyu-Ock YIM</b>	

## Appendix 13 – 2024 workplan of the IPPC implementation and facilitation unit

**Strategies: the 2024 IFU work plan is fully consistent with the IPPC Strategic Framework 2020-2030.**

**The Implementation and Capacity Development (ICD) objectives will be achieved by:**

- Focusing on global impact in order of priority: international, regional and national.
- Continuing building strong, quality-oriented team that supports and implements innovative ideas.
- Strengthening cooperation with relevant stakeholders to maximize resources to deliver ICD activities.
- Plan work according to allocated resources and mobilize resources as needed.

### **Main activities and outputs:<sup>1</sup>**

- **Governance:** CPM-18 (2024), Bureau, SPG, POARS SG, ePhyto SG, One Health SG are supported implementation of four development agendas (ePhyto, e-commerce, POARS, and authorization of third-party entities).
- **CPM events:** Coordination of e-commerce (with RPPOs) and TR4 side sessions, and the plenary session on “Successes and challenges in implementing the IPPC and support to the NPPOs orientation session during CPM-18 (2024)
- **IPPC Secretariat initiatives** are supported: FAO-One Health (including AMR), MTM, TR4 global coordination.
- **IC is supported** including face to face/virtual meetings, IC Sub-group: IPPC Observatory, IC Teams: NROs, Cont. Res, e-Commerce, F S&I, G&TM, PCE, Projects, TFT, TR4, CPM preparation and Web, revision of NROs Guide and revision of Manual on CPM preparation, revision of TFT templates and revision of RW guidelines..
- **List of ICD** topics is managed, and IC recommendations are submitted to CPM.
- **IFU communications** work plan is developed and implemented through IST and the FAO PWS (including publications, webinars, news, calls and announcements), two ICD webinars organized (on projects and on latest IPPC ICD materials). The phytosanitary component pages are revised (if resources are available).
- **ICD web based information** is updated once a year. Contribute to the further redesign of the IPP through IST. Contributed resources managed.
- **Guides and training material:** Guides published: Risk-based inspection, CPM participation revision, live simulation exercise for TR4, training courses on TR4 surveillance and diagnostics. Technical content for two WPM treatment manuals is finalized. Initiate the Plant Health Officers Curriculum activity and develop three additional eLearning courses. Translation in FR and ES of at least eight materials is coordinated.



- **Projects managed (or phytosanitary input provided):** African Phytosanitary Programme supported; EU: (PCEs in COMESA countries); COMESA: TR4 prevention; Japan project. Support overall management for the 6 PCEs legal reviews in PRASAC-CEMAC countries (STDF). Backstopping for FAO projects.
- **IPPC Observatory** E-commerce and AMR studies are completed. The IPPC Third General survey and e-commerce survey is launched.
- **PCE tool and online system:** PCE desk study is finalized. The PCE tool and process are improved. PCE Terms and Conditions for using the online system are published. Two PCEs implemented in COMESA countries,
- **ePhyto:** ePhyto Strategic Implementation Plan (SIP) 2024-2030 and IPPC ePhyto Solution sustainable funding mode are endorsed by CPM-18, ePhyto governance maintained, ePhyto Africa Initiative is implemented, Participation in regional or international partners workshops/meetings.
- **STDF Working Group:** STDF WG Chaired, PPGs and PGs reviewed and supported.
- **ICD Procedures that are updated are included in the ICD Manual** annually and the 2024 version is published in March 2025.
- **Dispute avoidance assistance** is provided to Contracting Parties as requested and the CPM Bureau is supported accordingly.
- **IPPC Regional workshops:** participate in preparatory meetings to develop the agenda and presentations and three RWs are co-organized and co-delivered by IFU.
- **External Cooperation** is maintained or developed with various organizations: EC, CABI, COLEAD, EFSA, IICA, GEA, STDF, UPU, WCO, Global Alliance.

## Appendix 14 – Membership of Working Group for the IPPC plant health officer training curricula

(Updated 2024-05-17)

Country / Role	Name, organization, address, telephone	E-mail address
Argentina	<p><b>Guadalupe MONTES</b></p> <p><b>National Service for Agri-Food Health and Quality (SENASA)</b> Av. Paseo Colón 367, 7° CF, Buenos Aires +54-11-41216672</p>	<a href="mailto:gmontes@senasa.gob.ar">gmontes@senasa.gob.ar</a>
Canada	<p><b>Anna BIRMINGHAM</b></p> <p><b>Canadian Food Inspection Agency (CFIA)</b> 400-4321 Still Creek Drive, Burnaby, B.C. +1-604-323-6122</p>	<a href="mailto:anna.birmingham@inspection.gc.ca">anna.birmingham@inspection.gc.ca</a>
Italy	<p><b>Anna Maria D'ONGHIA</b></p> <p><b>The International Center for Advanced Mediterranean Agronomic Studies (CIHEAM Bari)</b> Via Ceglie 9, Valenzano (BA) 70010 Italy +39 0804606246; +39 3298075557</p>	<a href="mailto:donghia@iamb.it">donghia@iamb.it</a>
Kenya	<p><b>Namikoye Everlyne SAMITA</b></p> <p><b>Kenyatta University</b> 4233 00200 Nairobi +25 4716050008</p>	<a href="mailto:namikoye.samita@ku.ac.ke">namikoye.samita@ku.ac.ke</a>
Rwanda	<p><b>Teddy MUTONI</b></p> <p><b>Rwanda Inspectorate, Competition and Consumer Protection Authority (RICA)</b> Safari Centre House  Plot Number 436   Kicukiro District (+250)788506806</p>	<a href="mailto:tmutoni@rica.gov.rw">tmutoni@rica.gov.rw</a>
Trinidad & Tobago	<p><b>Kenia-Rosa CAMPO</b></p> <p><b>University of the West Indies</b> 17 Durant Street Upper Belmont Valley Road +1(868)309-3727</p>	<a href="mailto:kenia.campo@gmail.com">kenia.campo@gmail.com</a>

<b>Zimbabwe</b>	<b>MUDADA Nhamo</b> <b>Provincial Agricultural and Rural Development Advisory Services, Ministry of Lands, Agriculture, Fisheries, Water and Rural Development</b> Ndoda Hondo Government Complex, Bindura, Mashonaland Central Province +263716800596; +263772422616	<a href="mailto:mudadan@gmail.com">mudadan@gmail.com</a>
<b>International Organization</b>	<b>TBC</b>	

## **Annex 1 – Summary of the IC May 2024 decisions**

### **3. Administrative matters**

#### **3.4 Evaluation results of the 2023 IC November meeting**

The IC:

- (1) *noted* the results of the evaluation of the 2023 November IC meeting;
- (2) *encouraged* all IC members to submit their responses to the IC meeting evaluation survey; and
- (3) *noted* the actions undertaken by the secretariat to address the observations resulting from the responses to the evaluation.

### **4. CPM-18 (2024) implementation issues**

#### **4.1 Outcomes of CPM-18 (2024) and key issues and decisions that affect the IC**

The IC:

- (4) *noted* the outcomes and decisions of the CPM-18 (2024);
- (5) *recommended* the dedicated actions agreed in this agenda item to ensure their follow-up;
- (6) *requested* that the secretariat share information on the allocation of resources for ICD activities so that the need for resource mobilization could easily be identified;
- (7) *encouraged* IC members to participate in the IPPC regional workshops in their respective regions;
- (8) *invited* the secretariat to allocate a dedicated item in the agenda of the IPPC regional workshops to promote implementation topics and receive feedback from contracting parties on their needs in relation to implementation and capacity development as well as implementation challenges;
- (9) *requested* that the secretariat develop an archive on the IPP to host the old versions of ISPMs;
- (10) *invited* the SC to submit the materials as contributed resources to be posted on the IPP until such time that the materials are incorporated into an IPPC guide;
- (11) *encouraged* IC members to invite contracting parties in their respective regions to submit their responses to the two IPPC Observatory AMR surveys;
- (12) *requested* that the secretariat share the list of respondent countries by region with the IC members of the respective regions for follow-up; and,
- (13) *requested* that the secretariat provide a detailed list of expertise needed for APP implementation, for which the IC could better consider possible support.

### **5. Update from the IPPC Secretariat**

#### **5.1 Implementation and Facilitation Unit update (including staff)**

The IC:

- (14) *noted* the IFU update; and
- (15) *requested* that the secretariat provide the list of staff funded by the FAO Regular Programme, the IPPC Multidonor Trust Fund and projects, along with the list of ICD core activities with no funding available.

#### **5.2 Standards Setting Unit update**

The IC:

- (16) *noted* the SSU update;
- (17) *noted* the selection of Prudence Tonator ATTIPOE (Ghana) as the SC representative to the IC; and

- (18) *noted* Prudence Tonator ATTIPOE (Ghana) and Mariangela CIAMPITTI (Italy) to be members of the Phytosanitary Capacity Evaluation Board, with Matías GONZALEZ BUTTERA (Argentina) in reserve depending on the regional composition of the Board once the CPM Bureau and IC have selected their representatives.

### **5.3 Integration and Support Team update**

The IC:

- (19) *noted* the IST update.

### **5.4 International Day of Plant Health**

The IC:

- (20) *noted* the 2024 IDPH update; and  
(21) *requested* that the secretariat share the IDPH theme as well the communication support earlier in advance to ensure that activities at national level are aligned with those at FAO level.

### **5.5 Update from the CPM Bureau**

The IC:

- (22) *noted* the update from the April 2024 CPM Bureau meeting.

## **6. SC - IC Collaboration**

### **6.1 Updates from the 2023 November SC meeting (including implementation issues identified by the SC)**

The IC:

- (23) *noted* the main outcomes of the November 2023 SC meeting; and  
(24) *deferred* the discussion on the status of the IC representative to the SC as observer or member to its November 2024 meeting, on the basis of the paper to be prepared by the assistant IC representative to the SC.

### **6.2 Updates from the 2023 November SC meeting (including implementation issues identified by the SC)**

The IC:

- (25) *invited* the SC to share implementation issues that are identified by SC and expert working groups.

## **7. IPPC Implementation and Capacity Development Projects**

### **7.1 Projects managed by the IPPC Secretariat**

The IC:

- (26) *noted* the deliverables of projects managed by the IPPC Secretariat; and  
(27) *noted* that the projects were compliant with FAO, IPPC Secretariat and IC procedures and *noted* the increased transparency as presented in Appendix 4;

### **7.2 New project proposal to be financed by the European Union**

The IC:

- (28) *noted* the update on the new EC-funded IPPC project.

### **7.3 Update on the project “Strengthening Food Control and Phytosanitary Capacities and Governance” (GCP/GLO/949/EC)**

The IC:

- (29) *noted* the update on the “Strengthening Food Control and Phytosanitary Capacities and Governance” (GCP/GLO/949/EC) project.

#### **7.4 Role of the IC on projects**

The IC:

- (30) *requested* the IC Team on Projects to develop a list of potential donors that could support projects on phytosanitary matters, to be circulated among IC members for their input and validation and then further discussed during the IC November 2024 meeting; and
- (31) *requested* that the secretariat and the IC Team on Projects start working on a webinar for selected donors from the above-mentioned list and the secretariat, and provide an update to the IC during its November 2024 meeting.

### **8. Collaboration with international organizations (Observers)**

#### **8.1 Standards and Trade Development Facility Secretariat**

The IC:

- (32) *noted* the STDF presentation.

#### **8.2 Comité de Liaison Entrepreneuriat – Agriculture – Développement**

The IC:

- (33) *noted* the COLEAD presentation.

#### **8.3 European Commission**

The IC:

- (34) *noted* the EC presentation.

### **9. Guide and training materials**

#### **9.1 Procedure for the development of IPPC guides and training materials**

The IC:

- (35) *agreed* on the proposed changes arising from the preliminary review of the *Process for the development of IPPC Guides and training materials* with the revisions noted above; and
- (36) *requested* that the IC Team on Guides and Training Materials revise the *Process for developing IPPC guides and training materials*, considering the discussions during this IC meeting, and present the revised version at the IC November 2024 meeting for approval.

#### **9.2 Review of the implementation and capacity development list of topics**

The IC:

- (37) *noted* the adjustments to the ICD LOT after CPM-18 (2024);
- (38) *agreed to review* the table relating to ISPMs and ICD materials during the November 2024 IC meeting;
- (39) *requested* that the secretariat propose a list of ICD gaps based on this table, which could be provided to contracting parties during the 2025 call for topics;
- (40) *requested* that the secretariat share the estimated budget for developing a guide and for translating a guide to potential donors, including NPPOs;
- (41) *requested* that the secretariat develop a presentation to raise awareness about IPPC implementation materials, and to demonstrate how to effectively use the IPP page for guides and training materials,

at the IPPC regional workshops, TC-RPPOs, SC November meeting, SPG and CPM-19 (2025) plenary;

- (42) *requested* that the secretariat liaise with the SC chairperson to ensure that adequate time is included on the agenda of the SC November 2024 meeting for the above-mentioned presentation; and
- (43) *requested* that the secretariat update the priority levels and IC leads in the ICD LOT as follows:
- National reporting obligations (NRO), revision to the guide (2021-026) – change from priority 1 to priority 2,
  - Guide to phytosanitary audits (2021-009) – change from priority 1 to priority 2, and
  - Pest free areas (2017-044) – change from priority 4 to priority 3.

### **9.3 Update on the development of IPPC guides and training materials**

The IC:

- (44) *noted* the activities undertaken by the secretariat to develop high-quality guides and training materials;
- (45) *identified* ways that the IC members could promote the IPPC guides and training materials in their countries or regions, by either:
- integrating the IPPC guides and training materials into the training curriculum for NPPO staff,
  - making the IPPC e-learning courses mandatory for NPPO staff,
  - promoting the IPPC guides and training materials to academia, or
  - advocating for translation of IPPC guides and training materials to make it accessible to a wide audience; and
- (46) *agreed* to encourage IPPC contracting parties, during CPM-19 (2025), to include the IPPC training materials in their national training programme for NPPO staff.

### **9.4 Update on the IPPC plant health officer training curriculum**

The IC:

- (47) *noted* the collaboration between the secretariat and the FAO elearning Academy, and the progress made on the development of the innovative digital learning platform with learning paths;
- (48) *requested* that the FAO elearning Academy include “NPPO” in their database for “affiliated organizations” so that statistics could then be generated for NPPO-specific participants who complete the courses;
- (49) *noted* the development of a new e-learning course on emergency preparedness, based on the IPPC guide on *Emergency preparedness – A guide for developing contingency plans for outbreaks of quarantine pests*; and
- (50) *tasked* the Working Group for the IPPC plant health officer training curricula to prepare a list of universities the FAO elearning Academy could contact with a proposal to accredit the IPPC e-learning courses and add them to their curricula.

## **10. Activities of IC Subgroup and Teams**

### **10.1 New priority activities for the IPPC Observatory**

The IC:

- (51) *noted* the IPPC Observatory activities for 2023, and the priority activities for 2024;
- (52) *noted* that decision points 2, 3, 4 and 5 in IC meeting paper 19 had already been adopted at the IC November 2023 meeting, and *urged* the secretariat to take actions to deliver on these decision points;
- (53) *noted* the prioritization of the finalization and launch of the IPPC Observatory study on e-commerce;

- (54) *noted* the postponement of the finalization and launch of the third IPPC general survey to 2025, subject to availability of resources;
- (55) *requested* that the secretariat follow up on the 2025 call for topics, including the IPPC Observatory submissions;
- (56) *requested* that the secretariat invite once a year the representatives from the WOA and Codex Alimentarius Commission observatories to one of the virtual meetings of the IC Subgroup on the IPPC Observatory; and
- (57) *invited* the CPM Bureau:
- to discuss and provide guidance on the mid-term monitoring and evaluation of the Strategic Framework 2020–2030 development-agenda items (SF DAIs) in 2025, considering that the secretariat had not recruited the SF DAI project coordinator yet, and
  - to discuss and establish priority activities for the IPPC Observatory for 2025 based on what CPM-18 (2024) had agreed upon, considering the lack of financial and staff resources for the planned observatory activities.

## **10.2 Update on PCEs in progress and outcomes of the desk study on PCE modernization**

The IC:

- (58) *noted* the PCEs conducted under the different projects and modalities and related communication activities;
- (59) *noted* the budget considerations for conducting a PCE;
- (60) *requested* that the IC Team on PCE further brainstorm how to improve the funding sustainability of conducting PCEs and the best ways to communicate about the PCE costs;
- (61) *noted* the recommendations from the desk study on PCE and *agreed* on the future steps as detailed in the roadmap presented in Appendix 8, namely to:
- *update* the PCE web page,
  - *conduct* an SPS gap analysis from the PCEs conducted in the framework of project GCP/GLO/949/EC,
  - *elaborate* a PCE communication plan,
  - *develop* and implement a resource mobilization plan,
  - *conduct* a UNICC analysis to understand the necessary requirements of the online PCE system,
  - *modernize* the online PCE system following the UNICC recommendations,
  - *improve* the PCE tool and process (modules, methodological tools, the way the PCE is implemented, etc.) by leveraging PCE facilitators and national coordinators' experience (questionnaire and workshop),
  - *conduct* a study on how gender can be integrated into the PCE,
  - *enhance* preparation of NPPOs and national coordinators before initiating a PCE,
  - *develop* an e-learning platform with the FAO elearning Academy (already considered in the framework of the Plant Health Training Curriculum),
  - *explore* alternative formats for the PCE (PCE light),
  - *implement* the certification procedure for new PCE facilitators,
  - *organize* a four-week virtual course on R-SAT with COLEAD,
  - *organize* a training workshop in project proposal preparation, linking countries with donors' requirements,



- *organize* a project restitution workshop with PCE facilitators and national PCE coordinators, and
  - *update* the PCE Strategy 2020–2030;
- (62) *deferred* the decision on how best to incorporate gender considerations into the PCE process to their November 2024 meeting when the study on the topic would be made available;
- (63) *requested* that the secretariat update the *Procedure for a PCE facilitator certification* to make it possible to nominate all IC members as potential candidates to the PCE Board;
- (64) *requested* that the secretariat check with the FAO ethics office whether there could be a potential conflict of interest if IC and SC members who are PCE facilitators, PCE trainees or PCE candidates become members of the PCE Board;
- (65) *nominated* the following IC members to be part of the PCE Board: Ahmed M. Abdellah ABDELMOTTALEB (Qatar), Dominique PELLETIER (Canada), Francisco Adrian GUTIERREZ (Belize), Melisa Graciela NEDILSKYJ (Argentina), and Ringolds ARNITIS (Latvia), with the final membership to be adjusted according to the FAO ethics office recommendation; and
- (66) *requested* that the secretariat make the review of the PCE Board membership, and nomination of IC members to the PCE Board, a standing agenda item for IC and SC meetings.

### **10.3 Update on the IC Team on Fusarium TR4 and on the global coordination on Fusarium TR4**

The IC:

- (67) *noted* the update of activities for the global coordination on Fusarium TR4.

### **10.4 Update on the IC Team for Submission of Implementation Topics**

The IC:

- (68) *noted* the activities of the IC Team for Submission of Implementation Topics;
- (69) *agreed* on the modifications proposed to simplify the submission forms, with the above-mentioned additional edits, as presented in Appendix 9 of this report;
- (70) *agreed* on the modifications proposed to the submission form for IPPC Observatory topics, with the above-mentioned additional edits, as presented in Appendix 10 of this report;
- (71) *recommended* the modifications to be submitted to the Task Force on Topics; and
- (72) *dissolved* the IC Team for Submission of Implementation Topics.

## **11. IPPC Regional Workshops**

### **11.1 Preparation of the 2024 IPPC regional workshops**

The IC:

- (73) *noted* the update on the preparations for the 2024 IPPC regional workshops;
- (74) *encouraged* the IC and SC regional representatives to be fully involved in the organizing committee for the 2024 IPPC regional workshop in their region;
- (75) *requested* that the secretariat post the presentations, as well as all translated versions, on the IPP before the IPPC regional workshops; and
- (76) *requested* that the secretariat organize, before the IPPC regional workshops, a coordination meeting for all IC members attending the workshops.

## **13. IPPC Strategic Framework**

The IC:

- (77) *agreed* to bring to the attention of the CPM Bureau that the investment prospectus of the DAIs overseen by the IC might be outdated and may need to be revised before publication.

### **13.1 DAI Harmonization of electronic data exchange**

The IC:

- (78) *noted* the successful implementation of the IPPC ePhyto Solution thus far;
- (79) *invited* the secretariat to present future results on ePhyto according to the seven IPPC regions – Africa, Asia, the Caribbean, Europe and Central Asia, Latin America, Near East and North Africa, and Southwest Pacific; and
- (80) *invited* IC members to encourage and support contracting parties that had not yet registered to the system to do so.

### **13.2 Management of e-commerce and postal and courier pathways**

The IC:

- (81) *noted* the update on activities for the IPPC e-commerce work programme; and
- (82) *noted* the revision to the timeline of activities for the DAI “Management of E-commerce and Postal and Courier Pathways”.

### **13.3 DAI Developing guidance on the use of third-party entities**

The IC:

- (83) *noted* the update on implementation of the DAI “Developing Guidance on the Use of Third-Party Entities”; and
- (84) *noted* the revision to the timeline of activities for the IPPC work programme, Developing Guidance on the Use of Third-Party Entities.

### **13.4 DAI Developing guidance on the use of third-party entities**

The IC:

- (85) *noted* the update provided on the progress in the implementation of the DAI on POARS, along with the background information; and
- (86) *requested* that the secretariat add a dedicated agenda item during the IC November 2024 meeting to discuss the relationship between POARS, NROs and the APP.

## **14. IC Leads**

### **14.1 Update on status and leads of the IC subgroups and teams**

The IC:

- (87) *noted* the status of the IC subgroups and IC teams;
- (88) *dissolved* the IC Team on Guide to Participating in CPM, the IC Team on IPPC Regional Workshop Guidelines, and the IC Team on Form for Submission of Implementation Topics;
- (89) *requested* that the secretariat update the *List of implementation and capacity development topics* to include the changes to the IC leads, and IC teams’ membership, as listed in Appendix 11 of this report;
- (90) *requested* that the secretariat update the table of topic leads and project assignments as per Appendix 12 of this report; and
- (91) *deferred* the discussion on the situation of the IC Subgroup on NROs to the IC November 2024 meeting, as per decision (86) under agenda item 13.4.

## 15. ICD Procedure manual

### 15.1 IPPC procedure manual for implementation and capacity development –proposed modifications

The IC:

- (92) *noted* the modifications to the ICD procedure manual proposed by the secretariat;
- (93) *requested* that the IC Subgroup on the IPPC Observatory revise the procedure for submission of topics for the observatory and recommend the revised procedure during the 2024 IC November meeting;
- (94) *deferred* to the IC November 2024 meeting the discussion on the following sections:
- the proposed statement to clarify IC participation in face-to-face meetings, which would then be added to the ICD procedure manual,
  - the proposed statement to clarify the effective participation of IC members according to Rule 4 of the IC Rules of Procedure, and
  - the revision of sections 2.5.2 and 2.6; and
- (95) *requested* that the secretariat update the procedure manual after the IC November 2024 meeting.

## 16. Strategic Plan and Workplan

### 16.1 Implementation and Facilitation Unit strategic plan

The IC:

- (96) *reviewed* the main areas of IFU activities as defined in the ICD procedure manual and *agreed* to add those that were missing, to be presented at the IC November 2024 meeting; and
- (97) *reviewed* the priority areas identified for the next three years.

### 16.2 IFU workplan for 2024

The IC:

- (98) *noted* and *agreed* on the revised 2024 IFU workplan as presented in Appendix 13.

## 18. Any Other Business

The IC:

- (99) *agreed* to the list of proposed nominees to the WG on Plant Health Officer Curriculum Development, as per Appendix 14 of this report.
- (100) *requested* that the secretariat re-share the link to the outlook calendar with IC members, and *requested* that the IFU leads add the planned meetings in the outlook calendar so that it is populated.
- (101) *agreed* to extend an invitation to the seven observers that were invited to the 2024 May meeting, with the addition of the Inter-American Institute for Cooperation on Agriculture, for the IC May 2025 meeting; and
- (102) *invited* the IC members to propose additional observers, if needed, by the IC November 2024 meeting.