



## IC TEAM ON PCE VIRTUAL MEETING

### 1. UPDATE ON THE PROCEDURE FOR THE CERTIFICATION OF NEW PCE FACILITATORS.

#### AGENDA ITEM 3.2

*(Prepared by the IPPC Secretariat)*

- [1] In 2021, the IC agreed on the “Procedure for PCE facilitator certification”<sup>1</sup> to ensure that certified PCE facilitators are trained, evaluated, and monitored effectively to maintain the quality and integrity of the PCE process. It emphasizes transparency, accountability, and continuous improvement. The procedure ensures an accurate, repeatable, and transparent process, including establishing a PCE Board to oversee the PCE facilitator certification process.
- [2] To become a PCE facilitator, it is necessary to go through two main steps. First, candidates need to complete several e-learning courses and a face-to-face training course, which is evaluated by the Secretariat and certified PCE facilitators. If candidates pass the evaluation, they become a "PCE Facilitator Trainee." The trainees must then facilitate at least one PCE under the mentorship of a certified PCE facilitator to be certified as a PCE facilitator. The mentor assesses the trainee's performance according to the pre-established Terms of Reference and criteria agreed upon by the IC for PCE facilitator certification. Once the trainee completes their first PCE, the Certified PCE Facilitator may recommend the PCE Facilitator Trainee to the IPPC Secretariat for recognition.
- [3] In 2022, under the framework of the *Strengthening Food Control and Phytosanitary Capacities and Governance* (GCP/GLO/949/EC) project, the IPPC Secretariat delivered a face-to-face PCE facilitator training. Prior to the face-to-face training, the selected PCE facilitator trainees completed an e-learning course on results-based management and four IPPC e-learning courses. Eight trained and suitable individuals were selected to conduct a PCE under certified PCE facilitators' mentoring in assigned target project countries from the Common Market for Eastern and Southern Africa (COMESA), as reported in item 1.2 of this document. Based on the “Procedure for a PCE facilitator certification,” the Secretariat identified the steps to complete the process.<sup>2</sup> Table 1 proposes a timeline and relevant steps for certifying trainees aspiring to become PCE-certified facilitators.
- [4] During their meeting in April 2024, the Secretariat informed the Bureau about the intent to establish the PCE Board to assess newly trained PCE facilitators. The Bureau encouraged the Secretariat to provide reports about the PCE process, successes arising from PCEs, the intended expansion of the pool of facilitators, and so on. The bureau suggested that, even if funding was not yet available to train new

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<sup>1</sup> Procedure for PCE facilitator certification :

[https://assets.ippc.int/static/media/files/publication/en/2022/02/Procedure\\_for\\_PCE\\_facilitator\\_certification.pdf](https://assets.ippc.int/static/media/files/publication/en/2022/02/Procedure_for_PCE_facilitator_certification.pdf)

<sup>2</sup> The PCE Board would be formed of one IC, one SC and one Bureau member, the PCE Mentor of the PCE facilitator trainee being assessed. A pool of 3 IC regional representatives, 3 SC members from different regions and of 3 bureau members would be set, with an overall balance for geographical representation. The members of the pool would be solicited to form the board on an ad hoc basis for the review of one PCE facilitator trainee certification, according to their availability and willingness. The board formed should have members from at least two FAO regions. Decision will be reached by consensus. All members of the pool would sign the PCE confidentiality agreement.

facilitators, it would be beneficial to clarify that the intention was to expand the pool of facilitators and that funding was sought.

[5] The SC nominated 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.

[6] During its meeting in May, the IC agreed on the procedure and timeline for completing the certification of “PCE facilitator trainees” aspiring to become “PCE-certified facilitators”, and requested the secretariat to update the Procedure for a PCE Facilitator Certification to make it possible to nominate all IC member as potential candidates to the PCE Board, and requested the secretariat to 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 would be members of the PCE Board. The IC nominated the following IC members to be part of the PCE Board, with the final membership to be adjusted according to the FAO ethics office recommendation:

- Ahmed M. Abdellah ABDELMOTTALEB (Qatar),
- Dominique PELLETIER (Canada),
- Francisco Adrian GUTIERREZ (Belize),
- Melisa Graciela NEDILSKYJ (Argentina),
- Ringolds ARNITIS (Latvia),

[7] The IC also requested the IPPC Secretariat to make the review of the PCE Board membership, and nomination of the IC members to the PCE Board a standing agenda item for the IC and SC meetings. The CPM Bureau was invited to nominate three Bureau members to be part of the PCE Board.

Table 1. 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 who will become a Certified PCE Facilitator.  A generic draft agenda is presented in Appendix 1.
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.

<b>Timeline</b>	<b>Topic</b>	<b>Action</b>
		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

[8] The IC team on PCE is invited to:

- *note* the update to conduct the procedure to certify new PCE facilitators

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**APPENDIX 1.**

**Draft generic agenda for the PCE Board: procedure for the certification of new PCE facilitators**

**Agenda for the PCE Board: procedure for the certification of new PCE facilitators**

**August xx<sup>th</sup>, 2024 (X:00 pm – X:00 pm), Rome Time**  
120 minutes

PCE Board Composition<sup>1</sup>:

Member 1: [Name], [Country]

Member 2: [Name], [Country]

PCE Certified Facilitator: [Name], [Country]

**PROVISIONAL AGENDA**

*(Updated 2024-06-11)*

<b>AGENDA ITEM</b>	<b>Time</b>	<b>DOCUMENT NO.</b>	<b>PRESENTER</b>
Board introduction and procedure explanation	10 min.		IPPC Secretariat
<b>Session 1: Certification of Trainee 1</b>			
1.1 Presentation by Trainee 1	20 min.		Trainee 1
1.2 Questions by the Board to Trainee 1	15 min.		Board members
1.3 Board Deliberation (Closed Session)	10 min		Board members
<b>Session 2: Certification of Trainee 2</b>			
1.1 Presentation by Trainee 2	20 min.		Trainee 2
1.2 Questions by the Board to Trainee 2	15 min.		Board members
1.3 Board Deliberation (Closed Session)	10 min		Board members
Close of the meeting			

Notes:

- Each session is conducted individually to ensure fairness and confidentiality.

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- All presentations and question sessions are open to all board members, but deliberations are closed to maintain confidentiality.
  - The schedule ensures no overlap of trainee sessions, allowing the board to focus on one candidate at a time.