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## **REPORT**

# **Implementation and Capacity Development Committee Meeting**

**11–15 November 2024**

**IPPC Secretariat**

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## 1. Opening of the meeting

### 1.1 Opening remarks by the IPPC Secretariat

- [1] The IPPC Secretary Officer-in-Charge (OIC) for daily matters, Arop DENG, welcomed participants to the November 2024 Implementation and Capacity Development Committee (IC) meeting, and expressed gratitude for their dedication to the IPPC mission and their impactful work. He emphasized the IC's pivotal role in achieving the IPPC's strategic objectives and highlighted recent CPM Bureau (hereafter referred to as the "bureau") and Strategic Planning Group (SPG) meetings' outcomes that are relevant to the IC's 2025 workplan and underscored the need for sustainable funding for implementation and capacity development activities.
- [2] The OIC commended the IC's contributions, particularly in developing phytosanitary resources, such as e-learning courses, guides and technical materials, and emphasized the anticipated impact of the new digital IPPC learning platform in collaboration with the FAO eLearning Academy. The OIC referenced ongoing resource mobilization efforts, including the establishment of a Multidonor Trust Fund for the IPPC ePhyto Solution, and acknowledged the IC's support in these efforts.
- [3] Concluding, he highlighted that capacity development is essential for effective IPPC standard implementation, and thanked the IC for their dedication, contribution to IPPC meetings and events, and encouraged productive discussions throughout the meeting.

### 1.2 Opening remarks by the IC chairperson

- [4] Dominique PELLETIER (Canada), the IC Chairperson, welcomed participants to the November 2024 IC meeting, and thanked the Implementation and Facilitation Unit (IFU) and the IPPC secretariat for organization of the meeting and preparation of the working papers.
- [5] The chairperson joined the IPPC Secretary OIC in his message on the need to secure sustainable funding for implementation and capacity development activities. The chair also stressed the need to stabilize the positions for the IFU staff, with establishing more regular staff positions, to retain skilled talent and provide stability to the implementation activities – one of the core IPPC secretariat activities.
- [6] Looking at the agenda of the meeting, the chairperson noted the number of important discussions and decisions to take place regarding the IFU and IC workplan for 2025, including the IPPC workshop on systems approaches, recommendations to CPM-19 (2025), the need for sustainable funding for capacity development activities, stabilization of IFU staff positions, and more.
- [7] The chairperson welcomed the new Standards Committee (SC) representative, Prudence Tonator ATTIPOE (Ghana), to the IC.

## 2. Meeting arrangements

### 2.1 Election of the rapporteur

- [8] Lucien KOUAMÉ KONAN (Côte D'Ivoire) was elected as the rapporteur to the meeting.
- [9] Ahmed M. Abdellah ABDELMOTTALEB (Qatar) had excused himself from attending the meeting.
- [10] Thorwald GEUZE (Kingdom of the Netherlands), joined the meeting as of 12 November 2024, as he was attending the *International Symposium: Optimizing Container Design to Mitigate Risks of Pest Contamination in the International Containerized Supply Chain*, on 11 November, representing the IC to the CPM Focus Group on Sea Containers.

## 2.2 Adoption of the agenda

- [11] The secretariat requested that the following topics for discussion be added under agenda item 17 (Any other business):
- Travel assistance for IC members;
  - IFU update to the IC;
  - ePhyto Africa Initiative governance system; and
  - International Symposium: Optimizing Container Design to Mitigate Risks of Pest Contamination in the International Containerized Supply Chain (11 November 2024).
- [12] The agenda was adopted with the above additions under agenda item 17 and is attached to this report as Appendix 1.

## 3. Administrative matters

### 3.1 Documents list

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

### 3.2 Participants list

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

### 3.3 Local information

- [15] The secretariat provided a link to the document with local information.<sup>1</sup>

### 3.4 Evaluation results of the 2024 IC May meeting

- [16] The secretariat presented the results of the 2024 IC May meeting evaluation.<sup>2</sup> The survey had been submitted to IC members using Microsoft Forms and 10 IC members out of 14 had responded.
- [17] The secretariat noted that the overall evaluation results showed a satisfaction rate of 100 percent (80 percent strongly agree and 20 percent agree) regarding the coordination of IC activities as well as the preparation, organization and support provided to IC members for the 2024 May meeting.
- [18] The secretariat highlighted the concrete recommendations made by the IC members and follow-up actions that had been undertaken to enhance the meeting experience. These actions included the consideration of a larger-sized meeting room and the availability of microphones, if necessary; the prompting of presenters to focus only on key discussion points during their presentations; projecting via screen the decision points before closing discussions; and posting meeting documents to the International Phytosanitary Portal (IPP) restricted work area as soon as they are ready, when possible, before the deadline.
- [19] The secretariat thanked IC members for their feedback and recommendations, and encouraged them to continue to do so for further improvement. The secretariat also confirmed that a dedicated time would be allocated in the agenda on Friday 15 November for IC members to respond to the evaluation survey before the close of the meeting.
- [20] The chairperson thanked the secretariat for the presentation, and encouraged the IC members to propose any additional recommendations or ideas during the meeting, or through the evaluation survey.

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<sup>1</sup> Local information: <https://www.ippc.int/en/work-area-publications/92769/>

<sup>2</sup> 04\_IC\_2024\_May

[21] The IC:

- (1) *noted* the results of the evaluation of the 2024 May 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. General updates

### 4.1 CPM Bureau

- [22] The secretariat presented a summary of the discussions and outcomes of the June 2024 and October 2024 meetings of the bureau.
- [23] The June bureau meeting report is available on the IPP, and the October bureau meeting report will be made available shortly.<sup>3</sup>
- [24] The **IPPC ePhyto Solution** (hereafter referred to as the “ePhyto”), was one of the main discussion points of the bureau in both the June and October meetings. The need for additional support at the secretariat had been highlighted, and the bureau had agreed to issue a call for an in-kind support, which the secretariat agreed to issue in the coming months.
- [25] Regarding the **sustainable funding of ePhyto**, the establishment of a trust fund had taken more time than anticipated. The bureau requested that the secretariat send a letter to IPPC contracting parties (CPs) to inform them of the creation of an ePhyto trust fund. The UN International Computing Centre (UNICC) had increased the service provision quote, and the secretariat had requested that UNICC re-evaluate the updated quote. The bureau had been informed of ongoing developments on the matter.
- [26] The bureau had been updated on the progress of the **Phytosanitary Capacity Evaluation (PCE)** implemented to date, the work undertaken to improve the PCE tool, and the progress with PCE Board sessions for certification of the trainee facilitators.
- [27] The membership of the **CPM Focus Group on One Health** had also been discussed at the bureau meeting, including the nomination from Near East and North Africa. Further nominations from Asia and Southwest Pacific regions were reported as pending. The role of plant health in One Health Framework had been successfully promoted at the side event organised by the secretariat at the twenty-ninth session of the Committee on Agriculture (COAG 29).
- [28] The secretariat reported on the discussions on **financial needs and sustainable funding for implementation and capacity development (ICD) activities**, including funding needs for some of the priority topics on the Implementation and Capacity Development List of Topics (ICD LOT).
- [29] A proposal had been made for developing countries to submit discussion topics, according to which, contracting party participation be decided, and financial support be determined based on the World Bank criteria for prioritizing travel support.
- [30] **Rethinking readability of International Standards for Phytosanitary Measures (ISPMs)** had also been discussed at both the bureau and SPG meetings October 2024 meetings. The bureau had supported simplifying ISPMs for readability, tailoring them to specific audiences, and enhancing accessibility through HTML formats with interactive features, while also cautiously exploring AI to aid in ISPM drafting and

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<sup>3</sup> October 2024 CPM Bureau meeting report: <https://www.ippc.int/en/commission/bureau/>



revision. Additionally, the bureau had highlighted the need for clarity in terminology, suggesting methods to distinguish official glossary terms within ISPMs to aid comprehension.

- [31] The **Africa Phytosanitary Programme (APP)** had also been presented at the June bureau meeting, where a phased pilot plan was outlined. Governance of the APP was discussed, with the decision to establish three governance groups: Operational Coordination Group (OCG), Technical Working Group (TWG) and Communications Working Group (CWG).
- [32] The **IPPC Observatory Survey on antimicrobial resistance (AMR)** had also been discussed at the bureau with the decision to extend the survey period with a re-worked survey questionnaire for the survey, covering the use of fungicides in plant health. More details of this are presented under the dedicated agenda item 7.3 of this meeting (Update on the IPPC survey on AMR).
- [33] The bureau had also discussed the organization of CPM-19 (2025), with early planning steps initiated.
- [34] The successful case of public-private partnership (PPP) in addressing fruit flies in South Africa and Mozambique had been presented by the representative from South Africa. The secretariat noted this case as potential for a knowledge product (likely a case story) to be published on the IPPC website (IPP).
- [35] It was noted that Canada had provided funding to organise and deliver a workshop on systems approaches. The bureau had highlighted a proposal to assign the IC as the body responsible for leading this workshop. More details on this are provided under agenda item 4.6 (Concept note for an IPPC workshop on systems approaches).
- [36] The secretariat had then added the highlights of discussions from the October bureau meeting.
- [37] As per the decision from the IC May 2024 meeting, the **IPPC Observatory priority activities**, namely the mid-term evaluation of the IPPC Strategic Framework 2020–2030 (SF) Development Agenda Items (DAIs) and the IPPC Third General survey, had been presented at the October bureau and SPG meetings. The scope of these activities and the budget required to conduct them had been presented.
- [38] For the **mid-term evaluation and monitoring of the SF DAIs**, the conclusion had been that it was too early to undertake that mid-term evaluation, and instead the proposal had been to include the assessment of the progress for each DAI within the dedicated CPM papers. The secretariat had noted that the papers for CPM were due early December 2024, therefore leaving very little time to undertake and include a section on assessment of implementation progress.
- [39] On funding the **IPPC ePhyto Solution**, the bureau discussed the idea of requesting FAO to contribute. One IC member asked if the bureau had discussed the process and made an assessment of how long it may take FAO to respond to the request of funding ePhyto. The secretariat explained that this was not discussed and that it was uncertain on the amount to be contributed both by FAO and contracting parties, given that the contributions are voluntary as per the CPM-18 (2024) decision.
- [40] Another IC member asked if the assessment of the maintenance cost had been updated, in view of the new quotation by UNICC. The secretariat answered that the discussion with UNICC on the quotation was still ongoing, and the projection for the maintenance cost be updated upon more clarity from the planning for the next bi-annium (2026–2027).
- [41] One IC member enquired about the status of contributions from the contracting parties, given that funding would need to become available for ePhyto activities as of 2025. The secretariat explained that the bureau had asked the secretariat to send two letters: one general informative letter before the establishment of the Multidonor Trust Fund; and the second providing details on how to make the contributions, and to which account. The first letter would be sent by the end of November 2024.

[42] Another IC member encouraged the letters to be sent as soon as possible, without waiting for the establishment of the MDTF, to give time for the contracting parties to plan ahead their budget for 2025.

[43] The IC:

(4) *noted* the report from the June and October 2024 CPM Bureau meetings.

## 4.2 Strategic Planning Group

[44] The secretariat presented a summary of discussions and outcomes of the 2024 SPG meeting.

[45] The 2024 SPG meeting report will be made available on the IPP.<sup>4</sup>

[46] During the SPG meeting, **brainstorming sessions** were held that led to productive discussions on various strategic topics. The specific outcomes will be included in the SPG meeting report.

[47] A paper titled "**Re-thinking the ISPMs**" had been presented, focusing on ways to enhance ISPM's readability and implementation. Another paper had been presented emphasizing the development of ISPMs alongside supportive implementation materials, underlining the need for sustainable funding for IFU to support the creation of these resources.

[48] The proposed **IPPC workshop on systems approaches** had been presented, submitted by Canada. More details on this discussion are presented under agenda item 4.6 (Concept note for an IPPC workshop on systems approaches).

[49] The CPM chairperson had presented a proposal for the IPPC to work on a commodity standard on **seaweed**, considering the phytosanitary implications and trade relevance of various seaweed species. The need for specific scientific information to back this decision had been noted by the SPG participants.

[50] The FAO Investment Centre shared preliminary findings from its study on **ePhyto**, detailing cost-benefit insights and potential trade impacts.

[51] Regarding the **mid-term monitoring and evaluation of the SF DAIs**, the SPG had agreed that this would be conducted in 2026 by the individual groups in charge of each DAI.

[52] The Pest Outbreak and Alert System (POARS) Steering Group had led a breakout session, organizing a practical exercise to **test criteria for emerging pests** that had been useful to further refine the criteria.

[53] The **forms for topic submissions** for standards and IPPC Observatory topics had been revised by the Task Force on Topics (TFT), to be approved by the bureau in December 2024. For the 2025 IPPC Call for Topics: Standards and Implementation, new revised forms be used.

[54] Another suggestion had been to forward directly the topics to the respective committees – the SC and the IC. This recommendation aimed to streamline the **topic review process** by directing submissions to appropriate committees rather than an additional review by TFT. This proposal be presented for CPM-19 (2025) discussion.

[55] The IC:

(5) *noted* the report from the 2024 SPG meeting.

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<sup>4</sup> 2024 SPG meeting report: <https://www.ippc.int/en/commission/strategic-planning-group/>

### 4.3 Technical Consultation among Regional Plant Protection Organizations

- [56] The RPPO representative to the IC presented a summary of discussions and outcomes of the Thirty-Sixth (2024) Technical Consultation among Regional Plant Protection Organizations (TC-RPPOs).<sup>5</sup>
- [57] The report of the Thirty-Sixth TC-RPPOs will be made available on the IPP.<sup>6</sup>
- [58] The TC-RPPOs discussed the following issues:
- [59] **IPPC Observatory Study on E-commerce.** The Regional Plant Protection Organisation (RPPO) representative to the IC had virtually presented the IPPC Observatory Study on E-commerce and the associated survey, highlighting the topic's importance and encouraging the RPPOs to promote the survey among their members to submit their responses.
- [60] **Progress on the approval of templates.** The TC-RPPO had approved to start testing the templates for: (a) communication between RPPOs on regional phytosanitary events; and (b) sharing information about pests of interest. Upon completion of testing, TC-RPPO agreed to reflect on the experience and decide on further steps.
- [61] **Harmonization of information from RPPOs on the IPP.** The TC-RPPO had agreed for the RPPOs to send updated information to the IPPC Secretariat by the end of October 2024, so that respective IPP pages could be updated with the information provided.
- [62] **A CPM-19 (2025) side session on artificial intelligence (AI).** The TC-RPPO approved a proposal, pending official North American Plant Protection Organization (NAPPO) authorisation, to arrange a CPM-19 (2025) or CPM-20 (2026) side session on AI in plant health. A pending concept note for an AI side session at CPM-19 (2025) is to be submitted to the bureau in December 2024.
- [63] **RPPO representation on IPPC bodies.** Representation of RPPOs to the IPPC bodies had been discussed, focusing on the need to fill an open vacancy on the IPPC Observatory Subgroup, and a call for volunteers to the CPM focus group on One Health. The secretariat noted that the requirements were available in the terms of reference for both groups. The IPPC Secretariat agreed to send an email to Asia and Pacific Plant Protection Commission (APPPC) and Pacific Plant Protection Organisation (PPPO) inviting them to appoint a representative to one of the listed vacancies. One IC member asked about the requirements for participation in the above mentioned groups, and asked if the terms of reference could be presented at the TC-RPPOs.
- [64] The TC-RPPOs representative to the IC noted that for coordination purposes, she regularly updates the RPPOs through various events and meetings, as well as emails.
- [65] No further comments were made.
- [66] The IC:
- (6) *noted* the update from the TC-RPPOs.

### 4.4 2024 IPPC Regional Workshops

- [67] The secretariat presented a paper with updates on the 2024 IPPC Regional Workshops.<sup>7</sup>

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<sup>5</sup> 05\_IC\_2024\_Nov

<sup>6</sup> Thirty-Sixth TC RPPOs report: <https://www.ippc.int/en/ippc-community/regional-plant-protection-organizationstechnical-consultation-among-rppos/>

<sup>7</sup> 06\_IC\_2024\_Nov

- [68] The IPPC regional workshops had taken place across seven regions worldwide, including Africa, Asia, the Caribbean, Europe and Central Asia, Latin America, Near East and North Africa, and Southwest Pacific, in August and September 2024, with 263 participants from 111 IPPC contracting parties attending.
- [69] This year, the secretariat had provided USD 165 000 to support the regional workshops. Additionally, the secretariat had provided all the support, training and deliverables required. Regional workshop steering committees had collaborated and had collaborated to successful deliver the workshops.
- [70] Debriefing meetings had been held at the secretariat level on 12 September 2024, where the secretariat had discussed the final results from the evaluation survey across all seven regional workshops, as well as the areas that could be improved to achieve better organization and delivery of these workshops. Such areas included clearer communication regarding budget allocation and financial assistance needed; establishment of Letters of Agreement with partners to support regional workshop travel arrangements and financial assistance; delivery of a training on Online Comment System (OCS) to refresh participants' knowledge; maintaining in-person and hybrid meetings for productive discussions and comments; and adding an additional one or two days in the programme to accommodate in-depth discussions.
- [71] The IC chairperson thanked the secretariat for the updates and thanked the IC members for their participation at the IPPC regional workshops.
- [72] The issues related to the use of OCS were also mentioned, as the contracting parties had encountered challenges to efficiently organise and post their comments. It was recognized as vital to have prompt support, especially during the country consultation period and regional workshops, and the IC member encouraged the secretariat to have an available focal point to support the countries with OCS during that period. SC and IC members need to continue raising awareness on the consultation period so that the comments are received prior to the workshop.
- [73] One IC member noted the possibility to combine topics from the agenda, when possible, during the regional workshops, and encouraged the selection of implementation and capacity development topics that hold greater impact and relevance. It was noted that the organizing committee need to consider this possibility, to make the program less technical and more informative, and to focus on key ideas and messages and avoid duplication.
- [74] The IC:
- (7) *noted* the secretariat updates on the 2024 IPPC regional workshops;
  - (8) *acknowledged* the contribution of IC members who supported the organization and conduct of the 2024 IPPC Regional Workshops in their respective regions;
  - (9) *encouraged* the secretariat to ensure that support for OCS is made available during the whole period of country consultation and IPPC regional workshops; and
  - (10) *agreed* to continue raising awareness about the consultation period so that the comments are received prior to the workshop, and encouraged their SC counterparts to do the same.

#### **4.5 Africa Phytosanitary Programme**

- [75] The IPPC Secretariat gave an update on the Africa Phytosanitary Programme (APP),<sup>8</sup> including communication and advocacy activities.
- [76] The pilot phase, involving 11 countries from Africa's five subregions, had started in September 2023. A train-the-trainer workshop had been held in Cairo, Egypt. Those trainers were then delivering the same

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<sup>8</sup> 07\_IC\_2024\_Nov

training to at least 50 field technicians in each of their respective countries; so far, Egypt, Guinea-Bissau, Kenya, Sierra Leone, Uganda and Zambia had conducted training at the national level.

- [77] The APP phase two countries had been selected, and the eight countries were asked to provide lists of five pests of economic, environmental and regulatory importance. The Animal and Plant Health Inspection Service (APHIS) of the United States Department of Agriculture (USDA) would support the development of survey protocols and digital applications for these pests (excluding any already reported by pilot countries).
- [78] The train-the-trainer workshop for the second phase was planned for the second half of 2025. The NPPO of South Africa had expressed interest in hosting this workshop.
- [79] For APP governance, an Operational Coordination Group (OCG), Technical Working Group (TWG) and Communications Working Group (CWG) had been established, with terms of reference for each group developed by the secretariat. The secretariat was collaborating with the RPPOs – African Union Inter-African Phytosanitary Council (AU-IAPSC) and Near East Plant Protection Organization (NEPPO) for nominations for all three groups.
- [80] Some IPPC secretariat staff had been supporting APP implementation. The secretariat added that a Geographic Information System (GIS) specialist would be hired to support with technical assistance for NPPOs in using APP mobile applications and coordinating with USDA developers. The secretariat agreed to check if FAO had rosters for GIS specialists.
- [81] By September 2024, 40–50 tablets per country were sent for in-country distribution. Cameroon, Guinea-Bissau, Kenya, Mali, Uganda, Zambia, Zimbabwe and Egypt had confirmed receipt, while shipments to the DRC and Morocco were awaiting customs clearance.
- [82] The secretariat had tracked tablet assignments to individual technicians, and noted the collaboration with NPPO-nominated IT focal points and FAO representatives for support. Technical IT assistance is provided by the United Nations International Computing Centre (UNICC), which also hosted the APP GIS Hub and had been supporting the registration process for tablets.
- [83] The APP thus far had been supported by donations of cash, in-kind contributions, supplies and materials from the United States of America. The secretariat added that additional funds from the Government of the United Kingdom (GBP 950 000 for two years) and the European Commission (more than USD 1 666 665 for three IPPC work areas) were expected to arrive in quarter four of 2024. The secretariat had also been engaging with the Bill and Melinda Gates Foundation (BMGF) for resource mobilization for the APP.
- [84] One IC member enquired about the progress of the delivery of training courses at the national level, following the train-the-trainer sessions from the initial phase and the provision of tools. The secretariat noted the delay with delivering the tablets to some of the countries, which subsequently caused delays with the delivery of national trainings. Yet, some countries had been able to deliver the national training and activities even with the tablets provided at the train-the-trainer sessions. Additionally, the secretariat noted the upcoming refresher trainings for the English- and French-speaking countries from the initial phase, expected in early 2025.
- [85] Another IC member asked whether there was a logical framework for the APP, so that the scope of the programme could be clarified, and progress could be measured. The IC member noted that the APP mainly focused on survey and detection, and suggested to integrate the generated data to POARS and National Reporting Obligations (NROs). Lastly, the IC member noted that the APP was a typical capacity development programme to be embedded within IFU, and sought clarity regarding the future of the programme.

- [86] The secretariat stated that the concept note of the programme proposal had been developed before launching the APP, and that the eight main outcomes of the APP are presented on the dedicated IPP webpage for the APP.<sup>9</sup> Based on that proposal, the APP action plan was under development. Additionally, a FAO MDTF dedicated to APP, was in the process of establishment. The secretariat added that, with time, once the results would be achieved, the scope of the programme would be extended to cover areas such as pest response. They further added that survey data received under the programme is owned by its respective country. With time, countries may come to bi-lateral agreements to exchange their data. Regarding the link between the APP and POARS, the secretariat noted that, with time, as work under each topic evolves, concrete links would be more visible between the two systems. Lastly, the secretariat added that it was up to the IPPC Secretariat Management, specifically the incoming IPPC Secretary, to decide where within the secretariat – under IFU or directly under the secretary’s office, the programme would go.
- [87] One IC member expressed concern over human resources, and the time involved for IFU staff spent on the APP, especially given the lack of human resources to cover the core IFU activities. They called for more sustainable options to be considered, including moving the programme under a different group within FAO.
- [88] Another IC member proposed that participating countries could further share their experiences by participating in the APP. The secretariat stated that there was a plan to share experiences from participating countries, which had been partially achieved at the 2024 IPPC Regional Workshop for Africa. It was suggested for further promote this knowledge sharing during CPM-19 (2025).
- [89] The IC:
- (11) *noted* the report on the APP.

#### **4.6 Concept note for an IPPC workshop on systems approaches (submitted by Canada)**

- [90] The chairperson presented a concept note for an IPPC workshop on systems approaches,<sup>10</sup> submitted by Canada to the SPG.
- [91] The concept note had been developed by the United States of America (USA) and Canada, with input from the United Kingdom of Great Britain and Northern Ireland (UK), Australia and New Zealand. Canada had provided CAD 100 000 (USD 70 000) in 2023 to support an IPPC workshop on systems approaches, and it was anticipated that the USA would provide additional funding.
- [92] The chairperson noted that the specific objectives of the workshop were to deepen understanding and enhance the application of integrated pest risk management measures to support safe trade in plant commodities. The draft programme of the workshop included collaborative discussions, practical exercises and a field visit, where the development, assessment and implementation of systems approaches as alternative to standalone measures be explored. The chairperson noted that the overall objective of the workshop was to empower countries to strengthen phytosanitary protections, facilitate trade, and improve policy and decision making by building awareness of available tools and methodologies.
- [93] Several IC members expressed support for the organization of the workshop on systems approaches, and noted the importance of covering implementation challenges, and the requirements needed for the implementation of systems approaches.
- [94] One IC member noted the importance of involvement of contracting parties, parties, especially those with the most and least experience with the implementation of the systems approaches. The member added that to ensure equitable access to the event, participation of developing countries would need to be facilitated

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<sup>9</sup> IPP page for the APP: <https://www.ippc.int/en/about-app/>

<sup>10</sup> 32\_IC\_Nov\_2024

through the provision of travel assistance. One IC member added that a hybrid format for the workshop could be considered to ensure wide participation from the IPPC contracting parties.

- [95] The secretariat noted that the estimated overall budget for the organization and delivery of the workshop was approximately USD 140 000, and the provision of the travel assistance was also subject to the availability of the remaining budget for the workshop.
- [96] One IC member recalled that during the Beyond Compliance project, facilitators had been trained on systems approaches,<sup>11</sup> and proposed that they should be invited to share their feedback to review the usefulness of the training.
- [97] One IC member proposed not to cover the concept of the systems approaches, but to focus on how the approach could be concretely implemented. The IC member added that the discussion on limitations to implement the systems approaches should be also added to the workshop programme.
- [98] The need to consider the sustainability of the workshop impact, and the possibility to translate the outcomes into a guide were noted. Several IC members also stressed the need to consider how the workshop outcomes would be implemented by growers and farmers. Another IC member noted how the implementation of the systems approaches are associated with many challenges, and proposed to use the outcomes of the workshop to develop training materials.
- [99] One IC member asked which industry representatives would be invited to attend the workshop. The chairperson and the secretariat explained the standard procedure, in which industry representatives from the country hosting the workshop would be invited, but indicated that that industry members from other countries would not be limited to attend.
- [100] The secretariat added that there was a clear need within the IPPC community to raise awareness and to increase understanding of the use of systems approaches, and answered an IC member's question noting that the IPPC Call for Topics allows for workshops to be proposed under the category "others" for implementation materials.
- [101] One IC member noted that the Inter-American Institute for Cooperation on Agriculture (IICA) could be asked to support the workshop. In case the IICA would be involved, they would need to be contacted in advance to allow the organization to plan ahead, in terms of workplan and budget.
- [102] The bureau would consider the next steps for planning an IPPC workshop on systems approaches. After this planning stage, a structure would need to be established to organise the workshop that would include members from both the SC and IC.
- [103] The IC:
- (12) *reviewed and discussed* the draft concept note, presented in Appendix 4 and *expressed* willingness to support the organization of a workshop on systems approaches;
  - (13) *acknowledged* the need for further resources to fully organize the workshop, as well as the need to prioritize this new topic alongside other priority topics in the ICD LOT;
  - (14) *acknowledged* the need for the establishment of a dedicated structure within the IPPC Secretariat to support the organization of the workshop;
  - (15) *provided the* following recommendations to the concept note and draft programme:
    - a. how systems approaches are implemented, with practical examples,

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<sup>11</sup> Beyond compliance facilitators: <https://www.ippc.int/en/centre-of-excellence/phytosanitary-system/systems-approach/beyond-compliance-facilitators/>

- b. what are the measures required for the implementation of the systems approaches,
  - c. challenges and limitations associated with the implementation of systems approaches,
  - d. for the sustainability of the workshop impact, consider how the outcomes and decisions would be translated into practice and be accessible to farmers,
  - e. consider a hybrid format for the workshop to ensure wide participation from the IPPC contracting parties,
  - f. encourage the attendance of industry representatives at the workshop,
  - g. ensure that existing ICD materials associated with the implementation of systems approaches, including the Beyond Compliance tools, are considered in the development of the workshop programme; and
- (16) *acknowledged* the value in engaging with IICA, and other similar regional organizations to collaborate with the IPPC Secretariat for the organization of the workshop; and
- (17) *requested* the secretariat to notify the identified regional organizations in advance.

## 5. IC e-decision annual summary

### 5.1 2024 Summary of IC e-decisions

[104] The secretariat presented a summary of the IC e-decisions (e-fora)<sup>12</sup> taken from November 2023 to October 2024, during which six IC e-decisions had been opened:

- two for the approval of a guide, or specification for guide and training materials (33,3 percent);
- two for the selection of experts for Working Groups or IC Teams and IC observers (33,3 percent);
- one for the selection of an assistant representative to the Standards Committee (SC) (16,7 percent); and
- one for other Implementation and Capacity Development (ICD) issues (16,7 percent).

[105] The secretariat presented the summaries and outcomes of the e-decisions in chronological order.<sup>13</sup>

[106] The secretariat reported that the average response rate of IC members to e-decisions for 2024 was 59,5 percent, noting the progress from 2023, when the rate was 50 percent.

[107] The IC chairperson noted that if the members did not participate in an e-decision, their respective regions would not be represented on that particular subject.

[108] One IC member asked that for e-decisions that include long documents, a longer timeline could be given to allow members to thoroughly review the documents. The chairperson and secretariat encouraged the IC members to request to extend the e-decision deadline, when needed.

[109] The IC member then asked if information on which comments and proposals had been made during the e-fora could be provided in the given summary. The secretariat noted that a summary document is posted after each e-decision.

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<sup>12</sup> 08\_IC 2024\_Nov

<sup>13</sup> Background and summaries of e-decisions by IC: <https://www.ippc.int/en/work-area-pages/capacity-development/implementation-and-capacity-development-committee-ic/electronic-decisions-by-ic/background-documents-and-summaries-of-e-decisions-by-ic/>



[110] Another member asked if a comparative analysis could be made between e-decisions with a high participation rate compared and those with a low participation rate, considering, for example, that the e-decision on a risk-based inspection guide that had requested more time for review, had a low response rate.

[111] The IC:

(18) *agreed* to the summary of IC e-decisions (e-fora) as presented in Appendix 5; and

(19) *requested* the secretariat to share the IPP link with the IC where the summary documents of e-decisions are posted, and notify the IC accordingly when a new e-decision summary is posted.

## 6. Development Agenda Items

### 6.1 ePhyto solution: update on 2024 activities and work plan for 2025

[112] The secretariat gave an update on progress with actions relating to the IPPC electronic phytosanitary certificate (ePhyto) Solution.<sup>14</sup> The updates included: the status of ePhyto implementation; the governance options considered by the bureau at its June 2024 meeting; the main ePhyto outcomes of the October 2024 bureau and SPG meetings; the progress of the ePhyto Africa Initiative;<sup>15</sup> feedback of the studies on the "Country-level cost-benefit analyses of the IPPC ePhyto Solution" and "Impact of the IPPC ePhyto Solution on global agrifood trade"; and finally, the ePhyto workplan for 2025.

[113] The secretariat also provided an update on the establishment of the ePhyto Multidonor Trust Fund, as per the funding model approved as a pilot at CPM-18 (2024), and currently at the appraisal and approval stage of the FAO project cycle. Following the October 2024 bureau meeting decision, letters to IPPC contracting parties informing them of the amount they (voluntarily) need to pay for the ePhyto solution for 2025–2026 are to be sent in November 2024. Subsequently, follow-up letters would be sent upon the establishment of the ePhyto MDTF and contributions received. The secretariat added that the process for the establishment of this trust fund may need at least an additional two months for finalization. In addition, the Focus Group on Sustainable Funding of the IPPC ePhyto Solution met twice in October 2024, and considered potential new options for the funding model, as suggested by CPM-18 (2024).

[114] At its June and October meetings, the bureau also discussed advantages and disadvantages of forwarding ePhytos to third-party digital platforms, for facilitating the customs clearance processes. The secretariat liaised with the FAO data protection unit and legal office, and responses on legal implications were expected. At the bureau and SPG meetings in October 2024, participants considered that, as a phytosanitary certificate is a two-party arrangement, forwarding an ePhyto to a third party fundamentally changed the dynamic and would be a big conceptual change. The bureau therefore agreed to submit the issue for discussion at CPM-19 (2025). One IC member proposed to present this topic to CPM in simple terms, with a practical example. Another IC member added that the NPPOs could print the ePhytos, which was noted as a practice at the moment, but having the package of electronic documents facilitated the clearance processes.

[115] The secretariat provided an update on the ePhyto Africa Initiative, under which 32 out of 40 African countries that are not exchanging ePhytos had expressed interest. The project is to be launched during the first half of 2025. It is to be noted that the Global Alliance for Trade Facilitation proposed terms of reference

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<sup>14</sup> 09\_IC\_2024\_Nov

<sup>15</sup> ePhyto Africa Initiative stakeholders: African Continental Free Trade Area (AfCFTA), African Phytosanitary Council of the African Union (AU-IAPSC), Global Alliance for Trade Facilitation (GATF), ePhyto industry Advisory group (IAG), IPPC Secretariat, Standards and Trade Development Facility (STDF), TradeMark Africa (TMA) and United Nations International Computing Centre (UNICC).

for the governance system of the ePhyto Africa Initiative (e.g. an advisory group, management/implementation team and funders council).

[116] The IC chairperson thanked the secretariat for the update and the IC members for the discussion.

[117] The IC:

- (20) *noted* the ePhyto activities completed in 2024;
- (21) *noted* the ePhyto workplan for 2025 presented in Appendix 6; and
- (22) *encouraged* the IPPC contracting parties that have not yet registered to the IPPC ePhyto Hub to do so.

## 6.2 E-commerce: update on 2024 activities and workplan for 2025

[118] The lead for the IC Team on E-commerce presented an update on activities carried out in 2024.<sup>16</sup> The IC was reminded that the IC Team on E-commerce had coordinated the CPM-18 (2024) side session on E-commerce. In addition, the IC Team had contributed to the development of the IPPC Observatory Study on E-commerce by reviewing the draft questionnaire, testing the survey, proofreading the translations and promoting the completion of the survey in their regions (see agenda item 7.2). The IC noted that the IC Team would continue to provide technical support to the IPPC Observatory Study on E-commerce in 2025, including reviewing the analysis of the survey results and the report.

[119] The IC was informed that the IC Team had recommended that completion of the investment prospectus flyer for the *IPPC Management of e-commerce and postal and courier pathways* DAI be delayed, so that the outcomes of the e-commerce study can be considered. The IC team had proposed that the DAI flyer should be finalized and available for presentation during CPM-20 (2026), at the same time as the IPPC Observatory study report.

[120] The IC lead highlighted the large number of e-commerce awareness-raising and communication activities undertaken in 2024.

[121] One IC member mentioned that the E-commerce prospectus flyer included a budget but did not indicate what the funds would be used for. Another IC member commented that the planned e-commerce activities had been largely completed. They highlighted the importance of promoting the resources that had been developed to NPPOs, to support work on e-commerce at a national level.

[122] One IC member informed the IC that the Asia and Pacific Plant Protection Commission (APPPC) is planning a regional workshop on e-commerce that will take place in 2025, and that the IPPC materials on e-commerce will be used and promoted.

[123] The secretariat explained that NPPOs may wish to translate the video on e-commerce, which is currently available in all six FAO languages, to other languages. Interested NPPOs should contact the secretariat so that the source files can be shared with them. The video has already been translated to Korean by the NPPO of Korea, and the NPPO of Japan recently expressed interest in translating the video into Japanese.

[124] The Spanish translation of the IPPC guide *E-commerce: A guide to managing the pest risk posed by goods ordered online and distributed through postal and courier pathways* is expected to be published by the end of 2024. The IC expressed gratitude to Comité de Sanidad Vegetal del Cono Sur (COSAVE) for providing this translation.

[125] The secretariat presented the e-commerce workplan for 2025, indicating that the main activities would include the completion of the IPPC Observatory study, and using its outcomes to inform the next steps on

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<sup>16</sup> 10\_IC\_2024\_Nov

this DAI. The secretariat mentioned that there may be good opportunities for collaboration with other international organizations, including the World Customs Organization (WCO) and the Universal Postal Union (UPU).

[126] The IC noted the successful completion of many of the activities linked to the DAI “Management of e-commerce and courier mail pathways”, and expressed gratitude to Agriculture and Agrifood Canada, acknowledging the financial and in-kind support provided.

[127] The IC:

(23) *noted* the e-commerce activities completed in 2024; and

(24) *approved* the e-commerce workplan for 2025, presented in Appendix 7.

### 6.3 Update on Pest Outbreak and Alert System (POARS) including a discussion on the relationship between POARS, NROs and the APP

[128] The secretariat presented an update on the DAI on “Strengthening Pest Outbreak Alert and Response Systems”.<sup>17</sup> This included: outcomes of the POARS Steering Group (POARS SG) meetings; four possible governance options that are under on-going discussion; a process for integrating emerging pests of global concern into POARS; criteria to be used to determine emerging pests; the components of the system; a proposed timeline of activities for 2024–2030; and the outcomes of the October 2024 SPG meetings.

[129] The POARS SG had analysed the functions proposed by the POARS Focus Group for setting up a POARS Steering Committee (SC), as well as three other governance options. Additionally, the POARS SG mapped potential overlaps and synergies between POARS activities and those under the APP and other IPPC bodies. The POARS SG concluded that POARS differs from the APP in several matters, such as POARS being an alert and emergency response system for emerging pests, is broader in scope. In contrast, the APP focuses on national baseline capacities for countries to conduct surveys.

[130] Regarding National Reporting Obligations (NROs), the POARS SG concluded that the focus group’s recommendation to transfer pest reporting from the IC to POARS was made in the context of establishing a new subsidiary body: the POARS Steering Committee. Currently, no such subsidiary body exists, and its establishment remains unclear. Therefore, functions related to NROs should continue to be managed by the IC, considering that the sole overlap is pest reporting, which represents only one of the various NROs.

[131] The secretariat mentioned the POARS governance options which are under discussion and had been presented to the SPG:

- **Option 1:** POARS subsidiary body, including the Africa Phytosanitary Programme (APP) as well as some topics currently under the IC;
- **Option 2:** POARS subsidiary body;
- **Option 3:** POARS Steering Group, similar to the ePhyto Steering Group, which would report directly to the bureau; and
- **Option 4:** IC Subgroup on POARS.

[132] The SPG participants had expressed preference for option 3. Some IC members noted, since POARS involves implementation and cooperation efforts, option 3 would be the most suitable governance structure.

[133] One IC member expressed concern over establishing another subsidiary body (option 2) and proposed to brainstorm along with the groups for the APP, NROs, and Fusarium TR4, to see what combined activities could be created, and what kind of common governance structure could be established. The secretariat noted

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

that Fusarium TR4 and fall armyworm activities were already fully embedded into POARS. Similarly, the SPG recommended to consider governance options that involve POARS plus the APP.

[134] The secretariat presented the preliminary process for integrating emerging pests within POARS and outlined the criteria developed for their identification. It emphasized that the POARS SG incorporated the diverse perspectives discussed over recent years across various IPPC bodies to develop these criteria. The application of the criteria follows a three-step process: initiation, current impact and risk evidence. Testing pests against these criteria will result in a classification system with three categories:

- emerging pest;
- non-emerging pest for the watch list; and
- non-emerging pest with no follow-up actions.

[135] The secretariat emphasized that while the POARS concept has been widely discussed, it is essential to move from concept to practical testing of system elements. The IC representative in the POARS SG underlined the importance of clarifying the concept and defining the expected outputs under POARS. He also stressed the need for resources to implement these activities effectively. Additionally, he pointed out how Fusarium TR4 and fall armyworm were integrated into the IPPC activities and the extensive actions already undertaken in these areas. It was noted that POARS as a system is still under development, and any synergies between other IPPC capacity development activities and POARS need to be created, wherever possible.

[136] One IC member mentioned the potential linkages between POARS, NROs and the APP, and noted that while these were different, synergies should be created.

[137] The secretariat highlighted the lack of financial resources to cover the POARS activities, even though POARS is one of the IPPC SF DAIs. An IC member highlighted that POARS was not a core IPPC secretariat function and therefore should be funded by additional financial support, similarly to the APP. Another IC member, on the contrary, underlined the importance of stability for these activities, as one of the core programmes, and that it should be covered by IPPC Multidonor Trust Fund.

[138] One IC member proposed to work with the NPPOs and with different sectors within countries, as stakeholders that have interest over certain pests.

[139] IC members commended POARS SG and the secretariat for their development of the multi-step criteria and the progress achieved to date.

[140] For the next steps, the secretariat noted that a call may be launched to gather pests of concern for assessment against developed criteria, as a potential starting point for testing elements of the POARS system. Regarding further development of POARS, the Secretariat suggested creating a support package to help countries prepare for pest outbreaks. Additionally, agenda item on emerging pests and a side session on Fusarium TR4 would be organized at CPM-19 (2025).

[141] The IC:

- (25) *noted* the progress on POARS activities and *supported* the conclusion of the report, in particular the decision on option 3 (POARS Steering Group) for governance structure;
- (26) *encouraged* further synergies to be made in the delivery of POARS with NROs, and the APP, given the connections and commonalities between the three, for a clear message to contracting parties; and
- (27) *requested* the Financial Committee to earmark USD 50 000 from the IPPC regular budget and the IPPC Multidonor Trust Fund for POARS activities.

## 6.4 Update on developing guidance on the use of third-party entities

- [142] The IC lead presented an update on the DAI “Developing guidance on the use of third-party entities”.<sup>18</sup> He explained that although the specification for the IPPC guide *Audit in the phytosanitary context* (2021-009) was approved by the IC in 2024, and partially funded by Canada, work to develop this guide and the IPPC guide, *Authorizing entities to perform phytosanitary actions* (2018-040), had not initiated in 2024 due to a lack of secretariat resources.
- [143] One IC member queried the amount of funds that would be needed to complete both guides, reminding members that this work as a DAI had a high priority, and suggested that the bureau or Financial Committee should be requested to identify the resources needed. She also asked whether both guides could be developed concurrently or whether the same working group (WG) could develop both guides.
- [144] The secretariat explained that developing one guide costs between USD 65 000 and USD 110 000 (extrabudgetary funds, see agenda item 9.1). Canada had provided half of the funds required to complete the audit guide, but the remaining funds required to start this work had not yet been identified. In addition, funding to support the development of the authorization guide had not yet been identified.
- [145] The secretariat explained that asking one WG to develop two guides could be challenging, as it could be, due to workloads, challenging to keep the WGs engaged in completing one guide. However, the secretariat proposed the idea of asking one participant from each WG to attend the other WG’s meetings, in order to ensure the two guides are complementary and do not overlap. Based on the lack of funding, and because audits may be used as part of third-party authorization, the IC had suggested to start with one guide; the guide on audits.
- [146] The secretariat noted that a significant portion of the funding is needed to contract an individual for 100–140 days to coordinate the development of the guide. However, the work to develop a guide is normally spread over the period of approximately twelve months. Ideally, the secretariat would be in a position to hire one person full-time for a year to work on the two guides at the same time. The secretariat also noted that it might be possible to find some efficiencies by, for example, having back-to-back WG meetings, but stressed that there is still not enough funding available to initiate the process.
- [147] The IC agreed that there would be benefits to hiring one consultant to work on both the audit and authorization guides, as this would ensure that guides are complementary without unnecessary overlap.
- [148] The IC also discussed that authorization and audits are two different concepts and should not be combined in a single guide. The secretariat also noted that they had received feedback that some of the IPPC guides are already very long.
- [149] The secretariat added that the issue of a lack of funds to work on these two guides had been raised with the Financial Committee, and the secretariat provided them with the estimated costs of developing a guide. The secretariat also underscored the importance of having a regular, fully funded position in the secretariat to manage the development of IPPC guides and training materials.
- [150] One IC member agreed that the secretariat should have a regularly funded position focused on managing the development of guides and training materials due to the importance of this work, and expressed concern over the lack of progress and delay in developing these guides, since they are part of the SF DAI.
- [151] The investment prospectus for this DAI, which was approved by the bureau in June 2024, was also shared with the IC.

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<sup>18</sup> 12\_IC\_2024\_Nov

[152] The IC:

- (28) *noted* the update on the DAI “Developing guidance on the use of third-party entities”;
- (29) *identified* potential synergies to develop the two guides together, namely hiring one consultant to work on the development of both guides; and
- (30) *recommended* the financial committee to support a full-time regular position within the secretariat to manage the development of IPPC guides and training materials.

## 7. IPPC Observatory

### 7.1 IPPC Observatory: Report on the implementation of the 2022–2024 workplan and review of the workplan for 2025

[153] The lead for the IC Subgroup for the IPPC Observatory presented an update on IPPC Observatory activities implemented under the workplan for 2022–2024 and priority activities for 2025.<sup>19</sup>

[154] The lead presented the activities that were ongoing, including the IPPC Observatory Study on E-commerce and the IPPC Observatory Study on AMR, the activities that had been delivered, and highlighted the ones that had been paused due to a lack of resource allocation. The status of each activity in the workplan was presented, attached as Appendix 8 to this report.

[155] The lead then presented the workplan for 2025, explaining that the subgroup agreed to keep the yearly format of the workplan, whereas in 2022 the triennial workplan had been adopted to emulate the European Commission-funded Implementation Review and Support System (IRSS) project phases (I, II, III), that were three years long. Since no project had been established yet, the yearly workplan would give flexibility to plan the Observatory activities. It was noted that carrying out the third IPPC general survey and the mid-term evaluation of the IPPC Strategic Framework Development Agenda Items, which are also priority 1 activities in the IPPC Observatory list of topics (OBS LOT), were subject to allocation of funds. In view of the new workplan, as per the recommendation of the subgroup, the OBS LOT was presented to the IC, with a request to rearrange the priority levels for each topic, with the availability of funds in consideration, as presented in Appendix 9 to this report.

[156] The IC lead brought to the attention the pending nominations from the SC and RPPOs for the IC Subgroup for IPPC Observatory membership for their further coordination.

[157] The topic *Develop baseline measures to monitor the impacts of and record/report benefits of the Strategic Framework 2020–2030* (2018-52) was coupled with the work on monitoring and evaluation of the strategic framework; and the topic *Study on the global participation, and resulting involvement in the IPPC Community* (2019-15), was coupled with the conduct of the third IPPC general survey. The IC proposed to change the priority levels of these two topics from 1 to 2, since no funding had been allocated.<sup>20</sup>

[158] The topics that had been completed need to be removed from the OBS LOT. As for the topic *Desk study to catalogue available phytosanitary treatments and extent of their use* (2018-56), some IC members recommended to remove it from the OBS LOT, as the topic was no longer relevant and no resources were available to carry out the study.

[159] The IC members agreed with the secretariat proposal to remove the topic *Implementation of ISPM 24: Guidelines for the determination and recognition of equivalence of phytosanitary measures* (2018-57), as

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<sup>19</sup> 13\_IC\_2024\_Nov

<sup>20</sup> The Republic of Korea indicated intention to provide USD 90 000 to cover this activity after the report was adopted. Therefore, the priority level of this topic remains as 1.

the topic was beyond the scope of a study and could be submitted for the development of a guide or training material.

[160] For the topic *A structure for recording and reporting sterilizing dosage for a range of pests using irradiation, as a global repository that could be automatically updated through inclusion of standardized metadata with research results - in partnership with IAEA* (2028-58), several IC members suggested to remove it from the OBS LOT, as the topic was partially covered by the contributed resource from International Atomic Energy Agency (IAEA) “Irradiation as a phytosanitary treatment of food and agricultural commodities”, and no funding had yet been allocated.

[161] One IC member stated that the workplan for the next year needed to include only the topics with allocated funding. The secretariat clarified that indeed a note had been added to the workplan, that in the case of no allocated funds, work would not be carried out.

[162] One IC member stated that one of the explanations for the lack of support to the IPPC Observatory activities could be due to the lack of awareness among contracting parties about the observatory’s mission and work.

[163] The IC:

- (31) *noted* the update on 2024 activities of the IPPC Observatory;
- (32) *noted* the status of implementation of the IPPC Observatory 2022–2024 workplan, presented in Appendix 8;
- (33) *requested* the financial committee to earmark USD 50 000 from the IPPC regular programme budget and the IPPC Multidonor Trust Fund to cover IPPC Observatory priority activities, in line with the CPM-16 (2022) request;
- (34) *reviewed and approved* the IPPC Observatory 2025 workplan, presented in Appendix 10, with a note that work packages on the third IPPC general survey and the SF DAI mid-term evaluation be carried out if funds are made available;
- (35) *removed* the following topics from the IPPC Observatory LOT as they had been completed:
  - a. *Analytics support to the Sea Container Task Force for survey design, implementation and analysis of results* (2018-51),
  - b. *Consolidated analysis of two previous IRSS surveys (2012–2013 and 2016)* (2018-53),<sup>21</sup>
  - c. *Desk study on the delegation of NPPO functions in the context of third-party authorization* (2018-55),<sup>22</sup>
  - d. *Survey on the success of implementation of PFAs* (2018-60),<sup>23</sup>
  - e. *Evaluation of the Implementation Program Pilot on Pest Surveillance* (2018-61),
  - f. *Evaluation of the implementation proposals from the call for topics and evaluation of the feasibility of their implementation* (2018-62),

<sup>21</sup> Report: A critical assessment and analysis of the 2012 and 2016 IPPC general surveys:

<https://doi.org/10.4060/cb9681en>

<sup>22</sup> Authorizing entities to perform phytosanitary actions: an overview of the current use of authorization by national plant protection organizations: <https://openknowledge.fao.org/handle/20.500.14283/cb3834en>

<sup>23</sup> Baseline study on the successes and challenges of implementation of pest free areas:

<https://doi.org/10.4060/cc0531en>

- g. *Study on Developing Guidance on Risk-based Border Management (2019-13)*,<sup>24</sup>
- h. *Study on the Utility of IPPC Diagnostic Protocols (2019-14)*; and<sup>25</sup>
- (36) removed the topic *Implementation of ISPM 24: Guidelines for the determination and recognition of equivalence of phytosanitary measures (2018-57)* from the OBS LOT, as the scope of the topic was beyond the IPPC Observatory study;
- (37) removed the topic *Desk study to catalogue available phytosanitary treatments and extent of their use (2018-56)*, considering the topic no longer relevant and not funded;
- (38) removed the topic *A structure for recording and reporting sterilizing dosage for a range of pests using irradiation, as a global repository that could be automatically updated through inclusion of standardized metadata with research results - in partnership with IAEA (2028-58)*, as the topic was partially covered by the contributed resource from IAEA, and not funded;
- (39) requested the secretariat to update the OBS LOT based on the outcomes of this meeting; and
- (40) invited the SC representative and the TC-RPPOs representatives to the IC to encourage nomination for members of the IC Subgroup for the IPPC Observatory.

## 7.2 Preliminary outcomes from the 2024 E-commerce survey

- [164] The IPPC Secretariat presented an update on the IPPC Observatory Study on E-commerce, the activities undertaken to develop and to promote the survey. The secretariat also shared the preliminary outcomes of the associated survey. As of 8 November 2024, a total of 49 responses (Europe and Central Asia: 17; Latin America: 11; Africa: 7; Asia: 5; Near East and North Africa: 4; Southwest Pacific: 3; and North America: 2) had been received.
- [165] The secretariat had sent two reminder emails to the contracting parties and had extended the deadline to the survey from 31 October 2024 to 30 November 2024. The survey had been promoted during the 2024 IPPC regional workshops and TC-RPPOs. The secretariat expressed gratitude to the IC members for promoting the survey within their respective regions and asked them to continue encouraging the contracting parties to submit their responses before the end of November.
- [166] The secretariat encouraged all countries to complete the survey, since the outcomes of the survey would be used to guide future work on this topic.
- [167] Some IC members noted the somewhat low response rate to the e-commerce survey, despite the fact most of the recommendations arising from the IPPC Observatory study, *Good operating practices for conducting IPPC surveys* were implemented.
- [168] The IC:
- (41) noted the progress and preliminary outcomes from the 2024 IPPC Observatory E-commerce survey; and
- (42) invited the IC members to follow up with the countries within their regions to send their responses prior to the extended deadline.

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<sup>24</sup> Desk study report on risk-based border management: <https://doi.org/10.4060/cc3410en>

<sup>25</sup> Study on the use of International Plant Protection Convention diagnostic protocols: <https://openknowledge.fao.org/handle/20.500.14283/cc2964en>



### 7.3 Update on the IPPC Survey on Antimicrobial Resistance

- [169] The IPPC Secretariat presented an update on the ongoing IPPC Observatory survey on Antimicrobial Resistance (AMR).<sup>26</sup> The survey's first phase covered use of antibiotics in plant protection (May to December 2023), followed by a second phase on the use of fungicides (October to December 2023). Initial findings had been presented at CPM-18 (2024), where the CPM had requested to narrow the focus on fungicides relevant to the One Health concept (used across plant, animal and human health) and agreed to extend the survey to receive data representative of the IPPC community.
- [170] The IPPC Secretariat had worked with FAO to cross-check fungicide data, identifying 12 antifungal products relevant to animal and human health but none overlapping with plant protection uses. The secretariat had conducted a literature review, that resulted in identification of four main fungicide groups (polyenes, azoles, pyrimidine analogues, and echinocandins) used in human and crop health. At the June 2024 bureau meeting, the revised questionnaire had been approved – with a focus on the four fungicide groups and with questions remaining consistent for data continuity. Both surveys would be relaunched in mid-November 2024 to limit overlap with an ongoing e-commerce survey.
- [171] The secretariat also reported on the discussion with FAO divisions involved in One Health, where a consensus had been reached to merge the data gathered with the International FAO Antimicrobial Resistance Monitoring (InFARM) system.<sup>27</sup> The plan would be to launch a call every two to three years for CPs to update their InFARM data. The secretariat added that at the meeting held with the European Food Safety Authority (EFSA), the importance of more positive communication on plant health in One Health was emphasized, such as promoting the use of alternatives to antibiotic and antifungal products. The secretariat added that success stories in plant health could be used to communicate the alternatives, rather than focusing on antimicrobial use (AMU).
- [172] One IC member expressed support in merging the survey data with InFARM. Some IC members added that IPPC Official Contact Points (OCPs) may not be suitable focal points for reporting on AMU, and highlighted the need for coordination at the national level with the relevant institutions and agencies within their countries. The IPPC OCPs would be provided with access to the platform with a right to edit data. Additionally, confidentiality of data provided from NPPOs would be ensured when merging the survey data with InFARM. The secretariat explained that this matter would be presented to CPM-19 (2025).
- [173] One IC member highlighted the importance of clear communication on the benefit and value of data collection for plant health through the InFARM platform.
- [174] Another IC member stated the importance of reporting the data from the survey, in terms of surface of production. The secretariat noted that there was no question in the survey questionnaire related to the surface of production and type of crop.
- [175] The secretariat asked if there was an opportunity to engage with the pesticide producers to receive information on the amount of antimicrobial and antifungal products sold. It was noted that undertaking this task could be challenging, given that it was hard to measure the use of products by growers and that information provided in the survey should be officially submitted by the country through IPPC OCPs.
- [176] The IC:
- (43) *noted* that the updated versions of the IPPC survey on antibiotics use and the IPPC survey on fungicides use would be re-launched in mid-November 2024;

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<sup>26</sup> 14\_IC\_2024\_Nov

<sup>27</sup> InFARM: <https://www.fao.org/antimicrobial-resistance/resources/infarm-system/en/>

- (44) *encouraged* the IC members to promote the IPPC Observatory surveys on the use of antibiotics and fungicides within their regions;
- (45) *noted* that the definitive results of the two IPPC surveys (antibiotics and fungicides) would be presented to CPM-19 (2025);
- (46) *supported* the proposal to integrate data collection on AMR in plant health to the InFARM platform with the IPPC Official Contact Points as the authorized contacts in countries, if applicable;
- (47) *requested* the secretariat to communicate and raise awareness on the benefit of data collection on plant health through the InFARM platform; and
- (48) *invited* the OCPs to coordinate with other agencies within their countries, relevant to the InFARM platform, with the understanding that the coordination would not be more frequent than every three years.

## 8. IC Teams

### 8.1 Phytosanitary Capacity Evaluation (PCE): update on 2024 activities (including proposal to incorporate gender considerations into the PCE process) and work plan for 2025

[177] The secretariat presented an update paper on the progress of implementation of the phytosanitary capacity evaluation (PCE) strategy for 2020–2030,<sup>28</sup> and the roadmap prepared based on the findings from the PCE desk study,<sup>29</sup> across the six key result areas, five of which are discussed below.

[178] **Key result area 1: Countries, donors and development organizations are aware of the PCE and understand the benefits arising from its application.** The secretariat reported on the ongoing, completed, and planned PCEs, the communication activities that had been disseminated to promote the countries' progress and accomplishments, as well as the future planned communication activities.

[179] **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.** Following the IC May 2024 meeting, the secretariat had presented a revised cost breakdown at the June 2024 bureau meeting, leading to discussions on the sustainable funding of PCE maintenance.

[180] **Key result area 3: The PCE software and platform are reliable, effective and easy to use.** Following the IC May 2024 meeting, the secretariat had requested an updated quotation from the United Nations International Computing Centre (UNICC) to improve the online PCE software. The updated quotation for comprehensive work to improve the software was a quoted cost of USD 18 830. As the cost exceeded the cost of low value order according to FAO's procurement rules, the task was put on hold, while the secretariat initiate a competitive process to explore alternative service providers.

[181] **Key result area 4: The PCE tool is revised and regularly updated, and new modules and strategic planning tools are added as needed.** Under the EU-funded project, "Strengthening Food Control and Phytosanitary Capacities and Governance" (GCP/GLO/949/EC), further advancements have been achieved across several PCE key result areas, such as: the completion of an Sanitary and Phytosanitary Measures (SPS) gap analysis of National Phytosanitary Capacity Development Strategies and a comprehensive PCE communication plan; and a PCE project definition workshop held in Rome (7–10 October 2024), which had helped National PCE Coordinators and facilitators enhance project proposal skills and connect with global stakeholders and donors for live feedback. Ten draft proposals were produced, to further refine and present at the project's final mutualization workshop. Additionally, the secretariat mentioned progress in

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<sup>28</sup> 15\_IC\_2024\_Nov

<sup>29</sup> PCE desk study: <https://www.ippc.int/en/work-area-publications/93397/>

terms of mainstreaming gender in PCE process, with an immediate step towards gathering gender disaggregated data before and after PCE to analyse the impact on the livelihoods of women, to be carried by the FAO Gender Team.

[182] A questionnaire would be developed to gather input from PCE facilitators and National Coordinators on enhancing the tool and process, addressing recommendations 12 to 16 from the desk study.

[183] **Key result area 5: A strong network of phytosanitary expertise is available to facilitate the application of PCEs.** In May 2024, the IC had agreed on the procedure and timeline for completing the certification of “PCE facilitator trainees”.

[184] Five certification boards had been established, each comprising members from the bureau, IC, SC, and certified facilitators. By November 2024, three board meetings had been held, with the evaluation process for the current trainees scheduled for completion by December 2024.

[185] The lead for the IC Team on PCE added that the project “Strengthening Food Control and Phytosanitary Capacities and Governance” (GCP/GLO/949/EC), supported and enabled the IPPC Secretariat to undertake several actions to improve the PCE tool and process, which is essential for the longer term and for the benefit of end users.

[186] One IC member enquired about the project definition workshop and asked if this type of activity would become a regular occurrence. To this inquiry, the secretariat responded that it would be ideal but would rely upon available funds.

[187] Another IC member mentioned the countries’ concern over the confidentiality of data generated through the PCE. The secretariat clarified that the PCE online system is hosted by FAO servers, and the data is also protected by FAO. The national strategies developed on the basis of the assessment can be shared by the country through a bilateral agreement.

[188] Regarding the options for sustainable funding for implementing PCEs, and maintaining the PCE system so that it may become sustainable, some IC members proposed to earmark an amount of USD 50 000 from the IPPC regular budget and the IPPC Multidonor Trust Fund.

[189] One IC member proposed to embed the cost for conducting the PCE within the countries’ projects. An additional recommendation was to coordinate with relevant FAO divisions to work on resource mobilization efforts and seek guidance.

[190] The IC:

(49) *noted* advancements in the PCE activities according to the PCE strategy 2020–2030;

(50) *noted* the progress addressing the recommendations from the desk study on the PCE, and the future steps as detailed in the roadmap presented in Appendix 11; and

(51) *discussed* how the funding for implementing PCEs and maintaining the PCE system can become sustainable, and *made* the following recommendations:

- a. *requested* the Financial Committee to earmark USD 50,000 from the IPPC regular programme budget and the IPPC Multidonor Trust Fund for maintaining the PCE system,
- b. *requested* the secretariat to liaise with the relevant FAO Resource Mobilization Division (PSR), or any other relevant FAO division, for resource mobilization for PCE activities, and,
- c. *requested* the secretariat to establish an internal, dedicated resource mobilization task force to mobilize resources.

## 8.2 National Reporting Obligations: update on 2024 activities (including the status of the IC subgroup on NROs) and workplan for 2025

- [191] The secretariat presented an update on National Reporting Obligations (NROs) activities for 2024 and the workplan for 2025,<sup>30</sup> noting that no resource had ever been allocated to NROs activities, despite it being a core IPPC activity. This has posed a challenge to maintain basic NROs activities.
- [192] The activation of the IC Subgroup on NROs had been delayed, initially awaiting the establishment of the POARS SG, as well as resource limitations. It was noted that according to the draft terms of reference, the subgroup term had come to end. The POARS SG had reviewed and recommended that pest-reporting NROs remain under IC management for a streamlined oversight. At its October 2024 meeting, the IC Team on NROs had concluded that activating the IC Subgroup on NROs was a priority for the effective management of NROs. The activation needed IC approval, pending resource availability, as long-term activities required additional funding.
- [193] The proposal to add a feature on IPPC country pages to verify phytosanitary certificates, had received support from the ePhyto Steering Group (ESG) and from the IC Team on NROs during their October 2024 meeting. They had agreed on making this feature optional and had been discussing whether to place it under phytosanitary requirements or in the country profile. The ESG had suggested creating a focal point for urgent phytosanitary certificate issues. The IC Team had acknowledged its potential benefits but noted the existing role of the OCPs. Further discussions and IC approval are necessary to clarify the OCP's responsibilities.
- [194] In 2023, the OCP nomination form had been updated to require an NPPO stamp for verification. However, some countries had been facing challenges with this requirement. Therefore, the secretariat would continue to accept forms without stamps when justified, while promoting their use, which was supported by some IC members.
- [195] Regarding the verification link for phytosanitary certificates (PCs), an IC member highlighted the concern about the misuse of the link, and the potential to use images from PCs to make fraudulent certificates. Another IC member clarified that the goal is to provide a link where a code or reference can be entered to verify PCs, rather than displaying an image of a country standard certificate. This information could be placed on the IPP page for NROs, under the "Related official information" box.
- [196] One IC member added that a recommendation to CPM-19 (2025) be added, highlighting the fact that NROs are a core IPPC activity with no allocated funding.
- [197] The IC:
- (52) *noted* the update on NROs;
  - (53) *requested* the financial committee to earmark USD 50,000 from the IPPC regular programme budget and the IPPC Multidonor Trust Fund to cover basic NROs activities;
  - (54) *recommended* that the activation of the IC Subgroup on NROs be put on hold until sufficient sustainable funds are identified;
  - (55) *invited* the IC chairperson to present a recommendation to CPM-19 (2025) with a request for funding to cover NROs activities;
  - (56) *endorsed* the inclusion of a new bullet in the "Related official information" section of the "IPPC country page", as an optional feature, to link to the NPPO system to verify phytosanitary certificates by PC number, QR code, or any other similar information, if an accessible system is available;

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<sup>30</sup> 16\_IC\_2024\_Nov

- (57) *agreed* to maintain the process in place for the Official Contact Point (OCP) nomination, without making the provision of the official NPPO stamp obligatory; and
- (58) *reviewed* and *approved* the updated workplan for 2025 presented in Appendix 12.

### 8.3 Contributed resources: update on 2024 activities

[198] The lead for the IC Team on contributed resources presented an update on contributed resources activities for 2024.<sup>31</sup> The updates included the resources that had been reviewed and posted as contributed resources, the outcomes of the IC team meetings, and the discussions on 2025 activities. For the *Managing non-compliant treated consignments* (2018-027) topic, which New Zealand had submitted to the 2018 IPPC Call for Topics: Standards and Implementation, the secretariat had requested the NPPO of New Zealand to submit the associated material, “Managing Non-Compliant Treated Fresh Produce Consignments” as a contributed resource. The NPPO had declined the request due to significant organizational changes that had taken place at the NPPO since the topic had been submitted.

[199] Low consultation rate for the IPP page on “Contributed resources” had also been discussed by the IC team; therefore, it was suggested to focus on the promotion of the page, which included an extensive list of resources, rather than populating it with further resources. This was also needed in view of a lack of resources at the secretariat, to allow secretariat staff to focus on other priorities.

[200] The IC chairperson thanked the secretariat for the update and opened the floor for discussion. The secretariat asked about the process in place to verify the links within the contributed resources, and how they are maintained. The IC team responded that they do not have such a process at this time.

[201] One IC member suggested that the IC team may ask NPPOs and RPPOs to promote the contributed resources. The IC chairperson confirmed that he could mention the contributed resources during CPM-19 (2025) to promote them.

[202] The secretariat mentioned that as part of revamping the phytosanitary components pages, more visibility could be given to the IPP page on “Contributed resources”, further discussed under agenda item 15.2 (IFU 2024 Communication updates).

[203] The IC:

- (59) *noted* the activities of the IC Team on contributed resources;
- (60) *noted* the review results by the IC Team on contributed resources in August and September 2024;
- (61) *requested* the IPPC Secretariat and the IC members to promote the IPPC Contributed Resources through RPPO and NPPO communication channels, such as social media posts;
- (62) *requested* the IC chairperson to make mention of the IPPC Contributed Resources during the IC chairperson report to CPM-19 (2025); and
- (63) *requested* the IC Team on Contributed Resources to establish a process for verification and maintenance of links for the resources.

### 8.4 Fusarium TR4 2024 activities and workplan for 2025

[204] The lead for the IC Team on Fusarium TR4 presented an update on the progress made within the framework of the global coordination of action on *Fusarium oxysporum* f.sp. *cubense* Tropical Race 4 (Fusarium TR4).<sup>32</sup> Of the original 32 activities planned, 12 had been completed under the framework of the “FAO

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<sup>31</sup> 17\_IC\_2024\_Nov

<sup>32</sup> 18\_IC\_2024\_Nov

Support to COMESA Trade Facilitation Programme” (GCP/INT/387/COM), which had ended in May 2024.

- [205] Since May, the secretariat, with technical support from the IC team on Fusarium TR4, delivered a hands-on simulation exercises on Fusarium TR4 in Kenya (20–24 May) with the support of the FAO Subregional Office for Mesoamerica; received feedback on the tabletop simulation exercise from NPPOs of Ecuador, Peru and New Zealand; and delivered communication and awareness-raising activities, such as creating a dedicated IPP page with a number of capacity development materials made available for NPPOs.<sup>33</sup>
- [206] The IC team on Fusarium TR4 had proposed next priority activities that included: the incorporation of feedback and the publication of the tabletop simulation exercise; the development of a Plant Pest Emergency Online Simulation tool as an emergency preparedness tool; the creation of knowledge sharing and network platforms; the enhancement of collaboration with the FAO Subregional office for Mesoamerica and International Regional Organization for Agricultural Health (OIRSA) in the area of innovative approaches to pest response; the enhancement of the transfer of knowledge and expertise through the establishment of a database for global experts on Fusarium TR4; the inclusion of plant pests, such as Fusarium TR4, under the monitoring and response mechanisms of FAO’s Anticipatory Action Unit, and Global Information and Early Warning System (GIEWS); and the collaboration with the African Union-Inter-African Phytosanitary Council (AU-IAPSC) to follow up with Common Market for Eastern and southern Africa (COMESA) countries that participated in the diagnostic training course and simulation exercise on transfer of knowledge gained from the training exercises to other staff in their NPPOs.
- [207] The secretariat added that the remaining activities were dependent on the availability of resources and funding, as presented in Appendix 13 of this report.
- [208] The IC chairperson thanked the secretariat for the update and opened the floor for discussion.
- [209] The IC RPPO representative mentioned that she had received an invitation to present an update on Fusarium TR4 at a Grupo Interamericano de Coordinación en Sanidad Vegetal (GICSV) meeting, and asked if there were any key elements that needed to be highlighted. The secretariat thanked the IC RPPO representative and mentioned some key messages that could be conveyed, including: the knowledge and expertise transferred from Latin America to Africa during the hands-on simulation exercise, namely, through the guidance of Raixa LLAUGER, Agricultural Officer from the FAO Subregional Office for Mesoamerica (SLM); the iteration of the coordination role (that is, not “boots on the ground”) of the IPPC Secretariat requested by CPM-17 (2023); and the proposed subsequent activities and the need for resources to undertake these activities.
- [210] One IC member suggested to raise awareness on the linkage between the TR4 global coordination and POARS, and to also combine potential resources for the implementation of these activities. If the TR4 global coordination could be clearly linked to POARS, and if the linkage could be promoted, this would also be an opportunity to group resources for the activities under POARS and TR4 global coordination. The secretariat added that one of the APP pilot countries selected Fusarium TR4 as one of the pests of concern for countries, showing that a linkage can be made with APP, too.
- [211] Another IC member requested if representatives from the private sector could be invited to the IC May 2025 meeting to demonstrate the work of the IPPC Secretariat on Fusarium TR4, and to promote public private partnerships for on-going work. The IPPC secretariat mentioned that the IC May 2025 meeting is scheduled to host a session on ICD projects on innovation, and potential donors and the private sector, including representatives from the banana sector, will be invited to attend virtually.

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<sup>33</sup> IPP page on Fusarium TR4: <https://www.ippc.int/en/core-activities/capacity-development/programmes/ippc-global-coordination-on-fusarium-oxysporum-f-sp-cubense-tropical-race-4-tr4/>

[212] One IC member stressed that when the CPM requests the secretariat to work on priority activities, such as the global coordination on Fusarium TR4, there should be a process for the Financial Committee to allocate or consider allocation of resources to support the effective delivery of such activities. The chairperson noted that this will be raised during the IC update during CPM-19 (2025).

[213] The IC:

- (64) *noted* the TR4 global coordination updated progress table, presented in Appendix 13;
- (65) *discussed* and *endorsed* future steps outlined for continuing Fusarium TR4-related efforts;
- (66) *agreed* to invite potential donors and private sector representatives to the upcoming open session on ICD projects at the IC May 2025 meeting; and
- (67) *requested* the financial committee to earmark USD 50 000 for activities to be undertaken under the TR4 global coordination, taking into consideration the linkages with POARS and APP.

### 8.5 IC Team on Projects: update on 2024 activities, and priority activities for 2025

[214] The secretariat presented an update on the 2024 activities of the IC Team on projects, and the priority activities for 2025,<sup>34</sup> highlighting the outcomes of the two IC team meetings as well as presenting the list of observers to be invited to the IC May 2025 meeting.

[215] The open session on ICD projects had been cancelled in 2024 due to overlapping IPPC events with similar technical content and a lack of human resources at IFU. Looking forward, the IC team proposed to keep the format of the session flexible, with a preference to hold it every two years. In the proposed format for 2025, the session will be framed as a hybrid presentation-based session entitled, “*Smart plant health, what does the future look like?*”, where countries or project leads have an opportunity to showcase their projects or ideas on “forward-facing technological innovation” to potential donors, creating opportunities for funding and collaboration. It is intended to be an informative session for the whole phytosanitary community to join, and an opportunity for countries or project leads to increase donor outreach. The session on ICD projects was also discussed under agenda item 15.2 (IFU 2024 Communication update).

[216] The IC supported the thematic focus of the session on ICD projects, and one IC member suggested to include the case story from Japan in using AI for diagnostics. The secretariat noted this proposal.

[217] The secretariat had established a list of donors, including past, present and potential, and presented this to the IC. All donors from the list would be invited to attend the event virtually. Private sector representatives would also be invited to the open session along with the donors, which could trigger public-private partnerships (PPP). The topic of PPP is also discussed under agenda item 8.4 (Fusarium TR4 2024 activities and workplan for 2025).

[218] One IC member proposed to invite Trademark Africa and add them to the list of observers. Some IC members supported this proposal.

[219] The secretariat added that the SC chairperson expressed interest in attending the IC May 2025 meeting. Additionally, the IC chairperson, the IC vice-chairperson, and the IFU lead, could also attend the SC meetings as observers, as proposed by the SC chair. The IC proposed to extend the invitation to the SSU lead to attend the IC May 2025 meeting. This would enhance understanding, collaboration and coordination between the two committees.

[220] The IC:

- (68) *noted* the update on 2024 activities of the IC Team on Projects;

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<sup>34</sup> 19\_IC\_2024\_Nov

- (69) *noted* that the theme of the 2025 session on ICD projects will focus on the use of new technologies in plant health;
- (70) *noted* that the frequency of the ICD project session be kept flexible, with a preference for holding them every two years;
- (71) *noted* the list of potential donors for phytosanitary matters presented in Appendix 14, along with relevant private sector representatives to virtually attend the ICD Project session;
- (72) *agreed* to invite the SC chairperson to the IC May 2025 meeting and *acknowledged* the reciprocity with having an opportunity for the IC chairperson, the IC vice-chairperson, and the IFU lead, to also attend the SC meetings as observers, upon invitation; and
- (73) *agreed* on the list of observers to be invited to the IC May 2025 meeting, with Trademark Africa added, presented in Appendix 15.

## 9. Guides and training materials

### 9.1 Update on development of guides and training materials and review of the ICD List of topics

- [221] The IPPC Secretariat presented an update on the development of IPPC guides and training materials, and an overview of the List of Implementation and Capacity Development Topics (ICD LOT).<sup>35</sup> More discussions on the IPPC guides and training materials is presented under agenda item 9.3 (IC Team on guides and training materials and proposed revisions to the procedure for developing guides and training materials).
- [222] The secretariat provided an update on translations of IPPC guides and presented a table of ongoing translations, and the partners that provided in-kind translations. This table is presented as Appendix 16 of this report. The secretariat expressed gratitude to the listed partners for their support. The IC noted that several guides had been translated into French and Spanish in 2024, and that additional translations were underway and planned to be published in 2025. The IC also noted the extrabudgetary cost estimates associated with translating IPPC guides, both in-kind translations and donor-funded translations, presented as Appendix 17.
- [223] A comprehensive communications plan was rolled out in 2024 to promote the use of these IPPC guides and training materials.
- [224] A working group (WG) was established in 2024 to contribute to the development and review of the *IPPC plant health officer training curricula* (2017-054) (PHOC), including the learning platform, the learning pathways tool, and seven new e-learning courses, in collaboration with the FAO elearning Academy. This work, carried out under the framework of the project “Strengthening Food Control and Phytosanitary Capacities” (GCP/GLO/949/EC) was discussed in more detail under agenda item 9.2 (Update on the development of IPPC e-learning courses by the FAO elearning Academy).
- [225] The IC discussed the opportunity to develop an online pest emergency simulation tool in collaboration with FAO elearning Academy under the framework of this same project. They noted that such a simulation tool would complement the e-learning course on emergency preparedness and build on the simulation exercises developed for Fusarium TR4. The secretariat recommended that the IC consider adding this topic to the ICD LOT with a priority level 1, and presented a draft specification for this topic for IC consideration and approval.

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<sup>35</sup> 20\_IC\_2024\_Nov



- [226] The secretariat then gave an update on the IPPC guides and e-learning materials currently under development (**priority 1**).
- [227] The IC noted that the last meeting of the WG tasked with developing the IPPC Guide on *Risk-based inspection of imported consignments* (2018-022) had been in May 2024, and that the draft guide needs significant revision before being peer reviewed. The secretariat had identified a new IFU staff member to complete this work. The new draft will be circulated to IC members, WG members and other subject matter experts for peer review. The IC supported this way forward. One IC member suggested that there seemed to be an issue with the composition of the group, noting that the IC had provided clear specification and guidance on what was expected. The member suggested that another option would be for the secretariat to issue a call and establish a new WG to complete the work, and expressed concern that it might be too much work for one person to revise.
- [228] The secretariat explained that the draft guide contains a lot of good information but needs to be reorganized. The IC lead noted that the original specification is clearly laid out and that the most efficient path forward would be for the secretariat to prepare a new draft for peer review.
- [229] The secretariat requested that the IC provide comments during the peer review. One IC member responded that the guides are too long and take a long time to review. He suggested that the guides should be much shorter. The secretariat noted that the length of the guide often depends on the scope of the guide, as described in the specification and on the number of case studies. The secretariat suggested that the length of the guides would be a good point to raise during the discussion on readability (include agenda number).
- [230] The IC agreed that it is important to ensure that IPPC guides are of the highest possible quality and are appropriate for the target audience, and align with the specification.
- [231] The IC noted that the 2023 peer review of the two treatment manuals for wood packaging material generated a lot of technical comments. The secretariat explained that they consulted with the Technical Panel on Phytosanitary Treatments (TPPT) in June 2024 to request their assistance in finalizing the two manuals. The TPPT indicated their willingness to do this, provided the SC approves adding this task to the TPPT workplan. The IC noted that this was on the agenda to be discussed by the SC during their November 2024 meeting.
- [232] The secretariat listed the **priority 2** topics on the ICD LOT, noting that *Audits in the phytosanitary context* (2021-009) and *Authorization of entities to perform phytosanitary actions* (2018-040) were discussed under agenda item 6.4 (Update on developing guidance on the use of third-party entities), and *National reporting obligations* (2021-026) was discussed under agenda item 8.2 (National Reporting Obligations: update on 2024 activities (including the status of the IC subgroup on NROs) and work plan for 2025). These guides could be initiated in 2025 if additional resources are identified to carry out the work.
- [233] When discussing the **priority 3** topics on the LOT, the secretariat noted that the dedicated working group for the topic *Pest free areas e-learning course* (2017-044), should be asked to review and align the content of the e-learning course and the existing *IPPC Establishing and maintaining pest free areas guide*, with revisions to ISPM 4 (*Requirements for the establishment of pest free areas*) and ISPM 8 (*Determination of pest status in an area*), and consider incorporating relevant information from ISPM 26 (*Establishment of pest free areas for fruit flies (Tephritidae)*).
- [234] The secretariat noted that the FAO legal office is working to develop an e-learning course on phytosanitary legislation, and requested the IC to evaluate this course when it is available to determine whether it adequately covers the contents of the topic *Phytosanitary regulations and legislation for regulated articles guide* (2018-008).

[235] The secretariat then presented an overview of the topics with **priority 4** and recommended to change the priority level of the topic, *PCE facilitator training materials* (2014-008) from 4 to 2, so that work may begin when resources become available, and in coordination with the improvements to the PCE planned for 2025.

[236] The secretariat presented the estimated costs of developing an IPPC guide, including the cost for hiring an IFU lead officer. One IC member requested that the secretariat explain the difference between the lower and higher cost estimates (USD 65 000 and USD 110 000). The secretariat explained that the main factor is the scope of the guide, as specified in the specification, and the number of case studies, both of which impact the length of the guide. In addition, if a guide takes longer to complete for some unanticipated reason, the cost of developing the guide may be higher than expected.

[237] The secretariat also stressed the importance of having an IFU lead officer funded through the IPPC regular programme budget to sustainably develop IPPC guides and training materials.

[238] One IC member recalled the need to have guides available soon after a new ISPM is published. They mentioned the need to establish a system to archive all implementation issues raised by various governing bodies, working groups and contracting parties. The secretariat agreed and added that a systematic record of implementation gaps and needs expressed, is needed.

[239] The IC members supported the proposal to develop an Online Emergency Simulation Tool and proposed several minor revisions to the specification. The final IC-approved specification is presented in Appendix 18, showing the changes requested by the IC.

[240] The IC:

(74) *noted* the activities undertaken to develop IPPC guides and training materials;

(75) *noted* the activities undertaken to translate IPPC guides and training materials to all FAO official languages;

(76) *requested* that the secretariat and the IC lead prepare a revised draft of the IPPC guide on *Risk-based inspection of imported consignments*, that aligns with the specifications, and circulating it to the IC members, WG members and other relevant experts for peer review;

(77) *approved* the specification for the *Online pest emergency simulation tool*, with revisions, as presented in Appendix 18;

(78) *agreed* that the *Online pest emergency simulation tool* be added to the ICD LOT with a priority level of 1;

(79) *changed* the priority level of the *PCE facilitators training materials (2014-008)* from 4 to 2; and

(80) *requested* the secretariat to update the ICD LOT according to the above decision points.

## **9.2 Update on the development of IPPC e-learning courses by the FAO elearning Academy**

[241] The representative from the FAO elearning Academy presented the courses currently under development and the proposed layout and title of the IPPC online platform. The proposed title of the platform is “IPPC Plant Health Campus”, which is intended to highlight the “IPPC” brand while allowing the broader plant health community to recognize and search for the platform. All current IPPC guides, IPPC e-learning courses – including those developed with COLEAD – and the new seven e-learning courses currently under development, will be published on this platform.

[242] The FAO elearning Academy presented the status of the seven new courses under development: NPPO onboarding course; NPPO learning paths; Operating a National Plant Protection Organization; Preparing a national phytosanitary capacity development strategy; Managing relationships with stakeholders;

Emergency preparedness; and Resource mobilization. The courses are expected to be launched in early 2025.

- [243] It was noted that the IPPC Plant Health Campus is currently being developed in English and should be translated into French and Spanish, and perhaps other FAO languages in the coming years. The FAO elearning Academy emphasized the importance of designating an IPPC focal point to collaborate with the academy in maintaining and updating the platform's information.
- [244] One IC member asked whether the e-learning courses could be translated into non-FAO languages. The FAO elearning Academy stated that it was not feasible within FAO; however, source material and guidance could be provided so that countries could translate the courses independently using their own resources, and utilize the resources nationally.
- [245] The IC team had discussed that the platform should present logos of the partners who have made contributions to the overall platform, while those that contribute to specific guides are already acknowledged within that specific product.
- [246] One IC member asked whether the FAO elearning Academy can capture data on how many NPPO staff complete the different e-learning courses. The FAO elearning Academy explained that all FAO elearning courses have a digital badge that is issued after the user has completed the course and passed the associated course test. NPPOs can request these certificates and, additionally, users are able to capture this on their CVs.
- [247] An IC member asked whether decision makers or senior NPPO staff who do not take the courses can somehow access the course content for further information. The FAO elearning Academy explained that only a general explanation or introduction to the courses would be made available.
- [248] The FAO elearning Academy explained that they had investigated the possibility of creating a category whereby learners could identify that they work for an NPPO when they register to the FAO elearning Academy website, as requested by the IC in May 2024. The FAO elearning Academy reported that this would not be possible.
- [249] One IC member flagged that there was a risk of content overlap between the current IPPC guides and training materials webpage and the proposed IPPC Plant Health Campus, and asked how this could be avoided. The secretariat confirmed that the aim is to avoid replication and duplication; therefore, the platform will capture the guides and training materials, and the platform will be linked on the IPP, directing users to the digital platform.
- [250] The chairperson added that the platform would be launched by CPM-19 (2025) and would be mentioned in his update to CPM. A demonstration of the platform could be made at CPM-20 (2026).
- [251] The FAO elearning Academy complimented on the abundance of IPPC implementation and capacity development resources, and noted that the IPPC Plant Health Campus is setting a model that other FAO units would like to replicate.
- [252] The IC commended the FAO elearning Academy for its ability to assimilate a vast amount of phytosanitary technical information, and transfer this knowledge into accessible e-learning courses in such a short period of time.
- [253] The IC:
- (81) *agreed* to the proposed name for the online platform as "IPPC Plant Health Campus";
  - (82) *agreed* that the IPPC Plant Health Campus will be linked to the IPP home page;

- (83) *invited* the FAO elearning Academy to present the IPPC Plant Health Campus platform at the IC May 2025 meeting; and
- (84) *requested* the secretariat to develop a dedicated communication plan for the IPPC Plant Health Campus, including presentations at the SC, SPG, 2025 IPPC regional workshops, TC-RPOs, and CPM-20 (2026) plenary.

### 9.3 IC Team on guides and training materials and proposed revisions to the procedure for developing guides and training materials

[254] The IC lead provided an update on the activities of the IC Team on guides and training materials<sup>36</sup>. One of the key activities of the IC Team in 2024 was to review the *Strategy and process for the development of IPPC guides and training materials* as requested by the IC in May 2024. The purpose of the review was to update the information, streamline the process, clarify roles and responsibilities, and improve readability.

[255] The IC discussed the IC Team's proposed revision to the *Strategy and process for the development of IPPC guides and training materials*. The IC members supported the revised procedures with minor revisions, which are shown in tracked changes in Appendix 19.

[256] The secretariat gave a presentation on the usage of IPPC guides and training materials. The data included information about the number of downloads of IPPC guides and the number of registrants in the e-learning courses. The information about the e-learning course users data included gender disaggregated data, as well as information regarding their geographic location and workplace (Appendix X).

[257] The secretariat also presented an overview of the ongoing translations of the IPPC e-learning courses into French and Spanish.

[258] The IC:

- (85) *noted* the activities of the IC Team on guides and training materials in 2024;
- (86) *approved* the proposed revision to the *Strategy and process for the development of IPPC guides and training materials*, with the additional revisions captured on track changes, as presented in Appendix 19;
- (87) *requested* that the secretariat post the revised strategy and process to the IPP, and that the same *information* be used to update the *Procedure manual for implementation and capacity development*;
- (88) *noted* the oral report on user data for the IPPC e-learning courses; and
- (89) *requested* that the IC Team on guides and training materials continue to monitor the use of IPPC guides and training materials and identify additional opportunities to enhance their use.

### 9.4 Readability of IPPC guides

[259] The secretariat gave a presentation on the readability of IPPC guides, noting that the discussion was well-timed, and that bureau and SPG had similar discussions focused on enhancing the readability of ISPMs, during their meetings in September and October 2024.

[260] The presentation highlighted the key components that contribute to readability (i.e. writing, structure and design). The IC noted the limitation of many common readability indices (e.g. Flesch Reading Ease and Flesch-Kincaid grade level) are based exclusively on sentence length and syllable counts. Readability also depends on the audience and the complexity of the subject matter. Many important and commonly used phytosanitary terms are multi-syllabic; therefore, the results of these indices need to be considered carefully.

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<sup>36</sup> 21\_IC\_2024\_Nov

- [261] The secretariat shared the outcomes of their analysis of eight recent IPPC guides, concluding that they were written at a university level. The secretariat suggested that the readability of IPPC guides could be enhanced by using short, simple sentences (i.e. one main idea in each sentence) and writing in active voice (i.e. avoid using passive voice and indirect sentence structures). They also suggested that there might be value in working with a technical writer.
- [262] The IC noted that a large proportion of the target audience for IPPC guides are non-native English speakers. They also noted that not all NPPO staff have a university-level education.
- [263] One IC member noted that enhancing readability is important but emphasized that it is also important to continue using appropriate phytosanitary and scientific language. The secretariat clarified that the intent is to make IPPC guides more accessible to NPPO staff, including those that may not have a university education and those that are non-native English speakers. They emphasized that the readability of IPPC guides can be improved without impacting the accuracy and quality of the information. The IC discussed that hiring a technical writer might be useful for improving readability and suggested that this idea could be explored further.
- [264] Another IC member noted that the issue of readability is broader than just IPPC guides, noting that the discussion on readability during the SPG October 2024 meeting was focused primarily on ISPMs and was broadly supported. Several IC members who speak English as a second language expressed frustration at trying to understand some of the long sentences and complex ideas found in both guides and ISPMs. One IC member noted that some countries have also expressed difficulty understanding many of the emails and correspondence sent to contracting parties by the IPPC Secretariat and what is expected of them. They suggested that the style of communication should be more direct, and any requested actions should be clearly stated to facilitate the response.
- [265] One IC member requested additional clarity on the process for developing IPPC guides. The secretariat briefly described the process, noting that there is an extensive review and editing process, followed by a copyeditor review to ensure the guide aligns with the IPPC style guide. The IC noted that there has been a lot of positive feedback on the guides but there is always an opportunity for improvement.
- [266] The secretariat clarified that there are no plans to review IPPC guides that have already been published, rather each time a new guide is developed, there is an effort to enhance readability. One IC member requested that future IPPC guides include lists of tables and figures so that they are easier to find in the document.
- [267] The secretariat noted that they had received feedback that the guides are very long. They suggested that the e-learning courses play a very important role, in that they provide the most important information on a subject while directing users to the IPPC guides and ISPMs for more detailed information.
- [268] The IC noted that the length of a guide is largely determined by the scope and number of tasks included in the associated specification. The IC noted that the specification for the *IPPC Audit in the phytosanitary context guide* (2021-009) lists 27 tasks for the working group. Consequently, the published guide is likely to be quite long. The secretariat explained that many tasks are added to the specifications during country consultation, and that unless the IC limits the scope of the specification, it is challenging to control the length of the associated IPPC guide.
- [269] The IC:
- (90) *requested* that the IC Team on guides and training materials continue to identify opportunities to enhance the readability of IPPC guides and training materials;
  - (91) *encouraged* the secretariat to implement the recommendations presented to improve readability, in one of the IPPC guides under development; and

(92) *encouraged* the IC leads to be vigilant when processing comments from country consultation on specifications of guides.

## 10. IPPC Call for Topics

### 10.1 Preparation for the 2025 Call for Topics: Standards and Implementation

[270] The secretariat presented a paper with updates on the revision of the submission forms and the criteria used to justify and prioritize proposed topics.<sup>37</sup> CPM-18 (2024) had tasked the Task Force on Topics (TFT) with the task, which had started in May 2024. The TFT had met in July and October 2024 and revised the submission form for topics for Standards and Implementation. The secretariat presented the form for topics for Standards and Implementation and the IPPC Observatory form for submission of topics, with the proposed revisions marked. The secretariat noted that the forms had been shared with the bureau, SPG, SC and IC for inputs and suggestions, which would then be presented to CPM-19 (2025).

[271] It was noted that most of the proposals on the forms made and agreed by the IC in May 2024 meeting were considered by the TFT, and even used to the submission form for standards. The secretariat presented the final version of the submission form for topics for Standards and Implementation and IPPC Observatory form for submission of topics for survey or study, noting the revisions.

[272] The IC:

(93) *noted* suggestions to the proposed changes of the submission form for topics for Standards and Implementation, as provided in Appendix 20;

(94) *noted* the revised IPPC Observatory form for submission of topics for survey or study to be added to the biennial call for topics, as provided in Appendix 21; and

(95) *invited* IC members in preparation to the 2025 IPPC Call for Topics: Standards and Implementation, to advocate for the submission of implementation topics and support the proposed submissions in their respective regions.

### 10.2 Table relating ISPMs to IPPC guides and training materials

[273] The secretariat presented a paper<sup>38</sup> with a table linking ISPMs to IPPC guides and training materials, presented in Appendix 22 of this report. They reminded the IC that in May 2024 they had requested that the secretariat finalize this table as a useful tool for identifying gaps in available ICD materials, which could be shared with contracting parties during the IPPC Call for Topics: Standards and Implementation.

[274] The IC noted that some ISPMs have no primary implementation and capacity development resources, or topics on the implementation and capacity development list of topics (ICD LOT).

[275] Several IPPC guides are only identified as secondary resources in the table (never as primary resources). This is due to the fact that, although they may be relevant to implementing one or more ISPMs, they are not directly focused on a single ISPM and most often, they do not cover the entire scope of any single ISPM.

[276] Several topics that are included on the ICD LOT are expected to be primary implementation resources for ISPMs when published.

[277] One IC member suggested that this table provides similar information to the Framework for Standards and Implementation but the former is easier to use. The secretariat explained that the information in the to the

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<sup>37</sup> 22\_IC\_2024\_Nov

<sup>38</sup> 23\_IC\_2024\_Nov

Framework for Standards and Implementation is difficult to maintain and has not been updated since November 2022.

[278] Some IC members suggested that not all ISPMs need ICD resources. They noted that some of the commodity-based standards already include a lot of guidance. In addition, if countries are not identifying any issues implementing an ISPM, additional guidance may not be needed.

[279] The secretariat suggested that this table could be posted to the IPPC call for topics page so that it may be used by CPs as a reference document during the IPPC call for topics. They also suggested that it might be a useful tool for the IC when they are reviewing topic proposals; the IC can use the table to determine whether a topic proposal will address an identified gap. The IC supported these two suggestions.

[280] The IPPC guide *E-commerce: A guide to managing the pest risk posed by goods ordered online and distributed through postal and courier pathways* did not appear in the table as its primary purpose is to support the implementation of a CPM Recommendation, rather than a specific ISPM. One IC member noted that the guide could be added to the table as secondary material for ISPM 7 (*Phytosanitary certification system*) and ISPM 20 (*Guidelines for a phytosanitary import regulatory system*). Another IC member suggested adding the CPM recommendations to the table, for easier identification of relevant ICD materials.

[281] The IC suggested updating this table and presenting it to the IC prior to each call for topics. Additionally, the table could be added to the presentation for the call for topics at the IPPC regional workshops to raise awareness on the implementation gaps. Another IC member suggested that the table would be a simple tool for NPPOs to see which ICD materials are already available for their use.

[282] The IC:

(96) *discussed* the information in the table linking ISPMs and IPPC guides and training materials, as presented in Appendix 22, and *made* the following recommendations to utilize the information provided in the table:

- a. remove colour coding and formatting in the table,
- b. add CPM Recommendations to the table along with the relevant implementation materials,
- c. post the table on the IPP page for call for topics,
- d. review every second year during the May IC meetings, prior to the call for topics,
- e. recommend to CPM that the list be used as a reference document during the call for topics,
- f. present it at the IPPC regional workshops along with the presentation on call for topics, and
- g. append the table to a relevant CPM-19 (2025) paper.

## 11. IC-SC collaboration

### 11.1 Update from the SC May 2024 meeting

[283] The SC representative to the IC presented updates from the SC May 2024 meeting.<sup>39</sup>

[284] The IC discussed the following implementation issues identified by the SC.

[285] The SC had requested the secretariat to archive implementation issues related to the draft annex Field Inspection (2021-018) to ISPM 23 (*Guidelines for inspection*) until after the first consultation, for the SC's review and possible referral to the IC. The SC had discussed the importance of referencing the *IPPC Guide for establishing and maintaining pest free areas* in the draft standard, and had discussed how to cite IPPC

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<sup>39</sup> 31\_IC\_2024\_Nov

implementation materials in ISPMs without equating them to ISPMs. The SC had agreed to list implementation materials in a "Further Reading" section, along with a URL for IPPC resources. The assistant IC representative to the SC had noted potential title issues for draft materials, but the secretariat had confirmed updates could be made post-adoption.

[286] The expert working group (EWG) would make recommendations to the SC on the content of an *IPPC guide on Pest Risk Analysis*, and the SC would then discuss and forward their recommendations to the IC. The assistant IC representative to the SC had inquired if the EWG had assessed the adequacy of the current Annex 3, Appendix 1 and Appendix 2 of the ISPM 23.

[287] The steward for the *Revision of the draft reorganized pest risk analysis standard (2023-037)* had clarified that the EWG had not reviewed the text, but the impression was that significant updates were needed, ultimately leaving the decision to the IC.

[288] The assistant IC representative to the SC had mentioned existing PRA materials, indicating a new guide was not a priority due to resource constraints. The SC had emphasized the importance of PRA and has agreed the guide should not precede the standard. The SC had emphasized the value in linking the EWG with the potential guide's working group.

[289] The role of the IC representative to the SC had not been discussed at the SC May 2024 meeting, as the agenda item had been deferred. More information on this topic is provided under agenda item 11.2 (IC collaboration with the SC).

[290] The IC chairperson thanked the SC representative to the IC for the report.

[291] One IC member commended on the increased visibility of the IPPC guides and training materials with cross-referencing the implementation materials under the "Further Reading" section, along with a URL for IPPC resources in ISPMs.

[292] The IC:

(97) *noted* the outcomes from the SC May 2024 meeting; and

(98) *acknowledged* the important contribution of Álvaro SEPÚLVEDA LUQUE (Chile) as SC representative to the IC.

## 11.2 IC collaboration with the SC

[293] The assistant IC representative to the SC presented a paper with an update on IC-SC collaboration, and recommendations to improve this collaboration.<sup>40</sup> The IC had discussed the need to clarify the role of its representative to the SC, since the role of the SC representative to the IC was clearly defined, yet the role of the IC representative to the SC remained undefined. The SC terms of reference (ToR) only allowed an IC member to attend SC meetings as an observer. To ensure reciprocal alignment between the two committees, the IC recommended revising the SC ToR to formally designate the IC representative as a regular SC member, rather than an observer. This proposal was scheduled for the SC's November 2023 agenda but was postponed due to time constraints.

[294] Underscoring the benefits of the IC representative's involvement in SC meetings, such as better communication and alignment and equal representation, the assistant IC representative noted some challenges. For the IC representative, serving on both committees may increase the workload and costs. Additionally, implementation issues could arise at different occasions (e.g. expert working groups, stewards, SC meetings, country consultations, secretariat, bureau, CPMs, and industry), and given the highly detailed nature of SC meetings, full participation of the IC representative could be difficult to justify.

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<sup>40</sup> 24\_IC\_2024\_Nov



Therefore, the proposal was to maintain observer status of the IC representative to the SC, which would allow flexibility in terms of attendance and participation duration, and request the SC to update its *Rules of Procedure* (RoP) to state that the "IC representative is invited as an observer," rather than "may attend as an observer". It was also noted that the IFU and SSU should analyse the best option forward for the role of the SC and IC representatives to the two committees.

- [295] Lastly, it was noted that there should be a system to collect and archive all implementation issues raised by various bodies at various stages, as the process take approximately five years to develop and adopt a standard, adding that the archive system could be an excel spreadsheet.
- [296] The IC chairperson thanked the assistant IC representative to the SC for the report, and opened the floor for discussion.
- [297] One IC member supported to keep the role of the IC representative to the SC as an observer, with the proposed revision to the RoP, which would help to institutionalize the role.
- [298] It was mentioned that two IC representatives, one from the SC and one from the RPPOs who are considered as members to the IC with specific tasks. The IC noted that requesting the SC of a similar approach and agreeing on the role may take time.
- [299] Another comment was based on the SPG October 2024 discussion related to the proposal to re-assess the costs associated with the standard setting, such as reducing the size of the SC as well as the number of SSU staff, which may not be adequate to the SSU workload, and of the costs associated with interpretation for the SC meetings, which are resource intensive.
- [300] One IC member proposed that the role of the representative could be rotational between the IC members. However, the secretariat stated that for sustainability and to accumulate knowledge, it would be better to have the same representative. Another point was made, stating that to be able to provide travel assistance to the IC representatives to the SC to attend the SC meetings in a sustainable way, the membership status needs to be clarified in the SC RoP. Since one of the criteria for the provision of travel assistance according to the World Bank criteria for prioritization of travel, is that the person should be a member of a committee.
- [301] The secretariat noted the IC May 2024 discussion, on the process for communicating proposals for implementation topics by the SC to the IC.

[302] The IC:

- (99) *postponed* to the IC May 2025 meeting the final decision regarding the status of the IC representative to the SC;
- (100) *requested* that the secretariat and CPM Bureau discuss the feasibility of flexible travel support criteria to allow participation of IC representatives at SC meetings;
- (101) *requested* that the IFU and SSU continue discussing the membership options for the IC representative to the SC and report back at the IC meeting in May 2025; and
- (102) *requested* the IFU and the SSU to develop a system to collect and archive all implementation issues raised by various bodies at various stages.

## 12. Procedure Manual for Implementation and Capacity Development

### 12.1 Updated Procedure Manual for ICD – Review of proposed amendments

- [303] The secretariat presented a paper with elaborations on the proposed revisions to the sixth edition of the *IPPC Procedure manual for implementation and capacity development* (PM).<sup>41</sup> The secretariat listed the

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<sup>41</sup> 25\_IC\_2024\_Nov

content of the PM in Appendix 23, where section titles that need to be updated were marked in red, along with the changes. As requested by the IC in May 2024, the secretariat presented an Annex document<sup>42</sup> which highlighted the modifications suggested in the PM. The secretariat noted that the Annex document did not include the modifications that were discussed under individual agenda items during the meeting. The secretariat invited the IC to discuss the modifications presented in paragraph 11 of the Annex document.

[304] One IC member proposed to make a revision under 4.2 “IPPC Observatory”, to state that when an IPPC Observatory survey is launched, the RPPOs need to be copied to the communication emails, so that RPPOs could also promote the survey among countries in their regions.

[305] The IC:

- (103) *agreed* on the content of the *IPPC Procedure Manual for Implementation and Capacity Development* as shown in Appendix 23;
- (104) *reviewed* and *agreed* on the proposed statements to clarify the IC participation in face-to-face meetings, as presented in modification 1 of the Annex document, presented as Appendix 24;
- (105) *noted* the updated section 2.5.2 “Duties and associated tasks of regional plant protection organizations (RPPOs) and Standards Committee (SC) representatives on the IC” shown as modification 2 in the Annex document, presented as Appendix 24; ;
- (106) *agreed* to revised 2.6 “Guidelines on the role of IC lead and assistant lead” as shown as modification 3 in the Annex document, presented as Appendix 24;
- (107) *updated* the ICD Procedure Manual in accordance with the IC discussions on activating the IC Subgroup on NROs:
  - a. *removed* the period of expiration for the terms of reference of the IC Subgroup on NROs,
  - b. *marked* it as pending; and
- (108) *noted* that the updated procedure for submission of topics for the IPPC Observatory will include the modifications proposed by the TFT;
- (109) *noted* the additional changes to the Procedure Manual for Implementation and Capacity Development proposed by the IPPC Secretariat;
- (110) *added* a revision related to the IPPC observatory surveys, under section 4.2 “IPPC Observatory”, to include RPPOs in survey communications; and
- (111) *requested* the secretariat to update the Procedure Manual for Implementation and Capacity Development according to the IC discussions during the November 2024 meeting, including the decision on the *Procedure for the development of IPPC guides and training materials*, as discussed during agenda item 9.3 (IC Team on Guides and training materials and proposed revisions to the procedure for developing guides and training materials).

### 13. IC and IFU leads

#### 13.1 Update of the IC /IFU list of leads for Subgroups and Teams

[306] The secretariat presented an update on the status of IFU and IC leads, along with the membership of, CPM focus groups, ICD topics, IC subgroups and IC teams for the IC members.<sup>43</sup>

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<sup>42</sup> 26\_IC\_2024\_Nov

<sup>43</sup> 27\_IC\_2024\_Nov

[307] The IC agreed to wait and see if there would be a need to establish a dedicated IC team for the workshop on systems approaches. The IC discussed and agreed on the IC assignments and the list of leads for subgroups, teams, ICD topics and projects.

[308] The IC:

(112) *updated* the table of IC leads and members for IC Subgroups and IC Teams presented in Appendix 25;

(113) *requested* the secretariat to follow up with the SC for the nomination of representatives to the IC Team on E-commerce and the IC Subgroup for the IPPC Observatory; and

(114) *requested* the secretariat to follow up with the TC-RPPOs for the nomination of representative to the IC Subgroup for the IPPC Observatory.

## 14. IC recommendations for CPM-19 (2025)

### 14.1 Review of the 2024 IC recommendations to CPM and implementation issues to be recommended for CPM-19 (2025)

[309] The chairperson presented IC recommendations to CPM-19 (2025),<sup>44</sup> which included the following:

[310] **A primary recommendation to the Financial Committee to open three (3) regular funded positions for the IFU in addition to its three existing ones**, as indicated in the enhancement evaluation from 2014 and discussed in detail under agenda item 15.1 (IFU workplan for 2025), noting that IFU is extremely under-staffed.

[311] **A recommendation to the Financial Committee to provide financial resources to deliver core IPPC activities**, such as NROs (USD 50 000 per year from both the regular IPPC regular-programme budget and IPPC Multidonor Trust Fund), PCE (USD 50 000 per year from both the IPPC regular programme budget and Multidonor Trust Fund), POARS including global coordination of Fusarium TR4 (USD 50 000 per year from both IPPC regular programme budget and IPPC Multidonor Trust Fund), IPPC Observatory (USD 50 000 per year from both IPPC regular programme budget and IPPC Multidonor Trust Fund), and the development of guides and training materials, and others.

[312] **A recommendation for the IC to call upon CPM and the Financial Committee to ensure that core activities of the Convention are properly funded, as decisions from CPM, bureau, and IC regarding implementation and capacity development consistently lack the provision of dedicated resources** (i.e. for the IPPC Observatory, for POARS, for Fusarium TR4 Global Coordination, for PCE, and for guides). The IFU had been relying on extrabudgetary funding, hindering its ability to develop training materials related to ISPMs in a timely manner.

[313] **A recommendation to increase awareness raising regarding the available IPPC implementation and capacity development materials**. The concerns of many contracting parties and other partners over the difficulty to navigate the IPP and find ICD materials would be addressed by the development of the digital platform, gathering all ICD materials through learning paths – **the IPPC Plant Health Campus**. On the same note, the recommendation would include **encouragement of the IPPC contracting parties to integrate the training material from the IPPC Plant Health Campus in their national training programme for NPPO staff**.

[314] Finally, a **recommendation to enhance the submission of ICD topics during the 2025 Call for topics**, while **also using the table relating ISPMs to guides and training materials, to illustrate the**

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<sup>44</sup> 28\_IC\_2024\_Nov

**implementation gaps**, which is covered in detail under agenda item 10.2 (Table relating ISPMs to IPPC guides and training materials).

[315] The IC:

(115) *agreed* to include the following recommendations to the IC chairperson's recommendations to CPM-19 (2025):

- a. establishment of three additional regular funded positions for the IFU so that the team is able to deliver its core mandate, as recommended in the 2014 enhancement evaluation,
- b. provision of adequate financial resources for core and priority IPPC activities that are underfunded: USD 50 000 per year for NROs; USD 50 000 per year for PCE; USD 50 000 per year for POARS global coordination of Fusarium TR4; USD 50 000 per year for the IPPC Observatory, development of guides and training materials, and others,
- c. a reminder to CPM that implementation and capacity development activities are consistently underfunded,
- d. promotion of IPPC Plant Health Campus and enhanced awareness of the available IPPC implementation and capacity development materials, including the IPPC Plant Health Campus, and
- e. encouragement for the submission of implementation topics during the 2025 Call for Topics.

## 15. IFU workplan

### 15.1 IFU workplan for 2025

[316] The secretariat started their presentation with an overview of the staffing situation for IFU. They referenced the enhancement evaluation<sup>45</sup> from 2014 that had proposed that the IFU team should have six (6) regular programme budget professional staff, as follows: one unit manager (P5), three technical officers (P4), one administration assistant (G5), and one administration clerk (G4). As of today, IFU has one unit manager (P4), one technical officer (P2) and one office assistant (G4) from the regular programme budget. She noted that most of the team members' positions funded through project budgets was unsustainable and challenging, as well as counterproductive for talent requisition, and provided no flexibility to focus on core IPPC activities, such as the development of guides and training materials, or NROs, that are unfunded.

[317] The lack of staff and unsustainable IFU funding had been also raised at the SPG October 2024 meeting and remains a major issue to be raised at CPM.

[318] Some IC members suggested to apply colour coding so that funded, unfunded, or partially funded activities and the period of funding, could be highlighted to better communicate the IFU's budgetary situation with the Financial Committee and other relevant IPPC bodies and contracting parties.

[319] The secretariat presented the activities and achievements of the 2024 IFU workplan, and the 2025 IFU workplan.<sup>46</sup>

[320] The IC discussed the revised workplan and made minor revisions, presented in Appendix 26.

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<sup>45</sup> FAO (2015) International Plant Protection Convention Secretariat Enhancement. Final report. 54 p. Evaluation [https://assets.ippc.int/static/media/files/publication/en/2020/05/ippc\\_secretariat\\_enhancement\\_evaluation\\_report\\_final\\_1.pdf](https://assets.ippc.int/static/media/files/publication/en/2020/05/ippc_secretariat_enhancement_evaluation_report_final_1.pdf)

<sup>46</sup> 29\_IC\_2024\_Nov

[321] The IC:

(116) *noted* the delivery of the 2024 IFU workplan, despite shortages of staff and financial resources;

(117) *noted* and *agreed* on the 2025 IFU workplan as presented in Appendix 26; and

(118) *requested* the secretariat to develop a visual presentation of IFU activities according to their funding status to assist them in communicating the financial needs to the Financial Committee and relevant IPPC bodies.

## 15.2 IFU 2024 Communications Update

[322] The secretariat presented an update on activities related to the development and implementation of the 2024 IFU Communications Plan that have been developed in line with the IPPC Communications Strategy 2023–2030, and in full collaboration with the Integration and Support Unit (IST) of the secretariat.<sup>47</sup> The secretariat acknowledged updates made to a number of IPP pages, and the work initiated to update the IPP *Phytosanitary systems pages*. The secretariat highlighted the comprehensive series of news items, spotlights, success stories, and social media posts developed in 2024 to communicate and promote ICD work, a number of which have been also featured in IPPC and NSP newsletters.

[323] Efforts and activities will continue to improve IFU communications in 2025, such as the establishment of collaboration and synergies in terms of communication efforts between RPPOs, external partners such as Standards and Trade Development Facility (STDF), the FAO Liaison Office with the European Union and Belgium (FAO LOB) and others, to increase outreach of ICD materials. Dedicated communication plans as per the *gold-silver-bronze support model* are to be continued for priority projects, and new guides and training materials. An IFU 2025 Communication Plan will be developed to reflect the approved Unit's 2025 workplan.

[324] The IC open session on s ICD projects during the IC May 2025 meeting, covered under agenda item 8.5 (IC Team on projects: update on 2024 activities, and priority activities for 2025), will be included in the IFU 2025 communications plan, along with the three IFU-led webinars.

[325] Efforts to increase IFU attendance at the partner-led events and their promotion would continue in 2025.

[326] One IC member proposed to enhance collaboration and coordinate with the communication officers in NPPOs, to synergize communication activities and increase visibility of ICD materials and IC work. Another IC member proposed to reach out to TC-RPPOs, to understand if they have an existing communications network that could be leveraged as part of IPPC Secretariat communication efforts. The secretariat noted the proposals, and stated that IST had been working to build a network of communication officers, which would be released soon.

[327] The secretariat then presented an overview of a plan to re-structure the IPP phytosanitary systems pages, with the objectives to improve layout and findability, and to align with the IPPC Plant Health Campus categories. The home page would be revamped, and the individual pages would be updated, in line with the layout of the new re-worked page for E-commerce.

[328] In terms of timeframe, the secretariat mentioned that the reworked pages were planned to be released by the IC May 2025 meeting.

[329] One IC member noted the issue of findability of material on the IPP in general, including the systems page. To this request, the secretariat supported the idea to make systems pages more user friendly, and easily findable. Some IC members agreed with the comment and added that the IPP needs further improvement, focusing especially on navigability and making it more user friendly.

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<sup>47</sup> 30\_IC\_2024\_Nov

[330] The secretariat asked if the IC members could be available to review the pages, prior to launch, once they are re-worked. The IC members expressed their availability.

[331] The IC complimented the secretariat on the quality of communication products covering implementation topics.

[332] The IC:

(119) *noted* the activities related to IFU communications, as described in this update;

(120) *endorsed* the proposal on 2025 IC open session on ICD projects and IPPC-led webinars or events; and

(121) *endorsed* the proposed plan for re-working phytosanitary systems pages.

## 16. Agenda items deferred to future IC meetings

[333] No agenda item was deferred.

## 17. Any other business

[334] **Travel Assistance for IC members.** The secretariat stated that in 2023 the IC members had been informed that as of 2024, the travel assistance would be provided according to the World Bank (WB) criteria (which is updated every year) as per the decision of the bureau. Prior to this, the travel assistance had been provided according to the year of signature of the statement of commitment for a member. Since the WB criteria guides travel assistance provision from the secretariat, the issue of travel assistance may also affect the nomination of new IC members, as potential nominations from countries that are not eligible for travel assistance may refrain from sending their nominations.

[335] One IC member commented that the issue of travel assistance was relevant across all IPPC bodies and noted that bureau need to address it. Another IC member added that the procedure for the application of criteria had been changed mid-way through the term of some IC members, challenging their participation. Additionally, it was noted that the WB criteria is a high-level assessment, and even though there is a positive change in the economy, the situation may be different for NPPO budget. Some IC members proposed to discover alternative criteria to the WB Development Indicators, perhaps even with internal FAO criteria.

[336] Another IC member proposed that a small pool of funds could be allocated to support members who may encounter issues with obtaining support for their travel.

[337] It was noted that participation of IPPC bodies' members, especially from developing countries, need to be encouraged and supported, as the members serve the IPPC community.

[338] The IC:

(122) *recommended* the CPM Bureau to re-consider the procedure of application of the World Bank criteria for the prioritization of travel for the IPPC bodies' members, with the following recommendations:

- a. determine the provision of travel assistance as per the year of signature of statement of commitment of a member for the full duration of the term,
- b. update the status of eligibility only in cases where a country becomes eligible for travel assistance during the term of service; and

(123) *recommended* the bureau to consider economy indexes other than World Bank Development Indicators.

[339] **The ePhyto Africa Initiative governance system.** The secretariat presented the proposed governance system of the ePhyto Africa Initiative, including its three main bodies: Funders Council, Advisory Group, and Management and Implementation Team, along with their respective roles and responsibilities,

membership, meeting organization and decision-making process. The secretariat suggested to appoint one IC representative to the Advisory Group. The question of the visual identity of the IPPC ePhyto Solution was also raised.

[340] One IC member inquired about the purpose of establishing this governance system being set up, its relationship to the overall IPPC ePhyto Solution governance, and the role of the IPPC within its structure. To this inquiry, the secretariat responded that the initiative had been launched by the IPPC and the Global Alliance for Trade Facilitation, and the main rationale behind the governance system was to ensure the smooth implementation of the programme and to ensure ownership of the ePhyto Africa Initiative by the IPPC. In addition, a representative of the ePhyto Steering Group (ESG) is a member of the ePhyto Industry Advisory Group (IAG). In terms of duration, the term of the governance system would align with the project duration, namely three (3) years, as foreseen at this stage.

[341] One comment was made to indicate that when speaking of ePhyto, it should be clear that it is related to the IPPC. Therefore, the proposal proposed to use its full name, "IPPC ePhyto Solution".

[342] The IC:

(124) *recommended* to use the full name "IPPC ePhyto Africa Initiative"; and

(125) *recommended* to have one IC representative to the IPPC ePhyto Africa Initiative, namely within the Advisory Group of the governance system.

[343] **IFU update to the IC.** The IFU update to the IC had been diligently prepared and shared with the IC every two to three months. The format of the document is kept short, providing essential information only. The secretariat noted that previously, the CPM Bureau and SC used to be copied to the email sent to the IC with the update, and proposed to revive the practice to enhance information sharing with the other IPPC bodies. The IC expressed appreciation to the IFU for the updates, and supported the proposal. The secretariat suggested that the RPPO representative to the IC would share the IFU update to the IC with the RPPOs, if relevant.

[344] The IC:

(126) *agreed* to continue sharing the IFU updates with the CPM Bureau and the SC.

[345] **International Symposium: Optimizing Container Design to Mitigate Risks of Pest Contamination in the International Containerized Supply Chain (11 November 2024).** The IC vice-chairperson attended the international symposium as an IC representative to the CPM Focus Group on Sea Containers. It was noted that the industry had started to take initiatives to address the issue of the risks of pest contamination in the international containerized supply chain, which was highlighted as a synergy to address the issue in a more efficient way.

[346] The IC:

(127) *noted* the update.

## 18. Date and venue of the next meeting

[347] The IC discussed the 2025 IC meetings in view of the 2025 Jubilee celebrations in Rome (Italy), which may affect costs for travelling and accommodation. The next IC meeting will be held from 19 to 23 May 2025 at the FAO headquarters in Rome, Italy, with the venue unchanged.

[348] It was agreed to maintain the dates of the November 2025 IC meeting (10 to 14 November), while exploring an alternative venue.

[349] The IC:

- (128) *requested* the secretariat to explore alternative venues for the November 2025 IC meeting, in view of the 2025 Jubilee celebrations in Rome; and
- (129) *agreed* to make a final decision regarding the venue of the November 2025 IC meeting via e-decision before January 2025.

## **19. Evaluation of the meeting**

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

## **20. Review and adoption of the report**

[351] The IC reviewed and adopted the report.

## **21. Close of the meeting**

[352] The IC chairperson and the IPPC Secretary OIC for daily matters thanked everyone and closed the meeting.



## Appendix 1 – Agenda

Agenda Item	Document No.	Presenter	Time (Min)
<b>1. Opening of the Meeting</b>			
1.1	Opening by the IPPC Secretariat	DENG	10
1.2	Opening Remarks by the IC Chair	PELLETIER	10
<b>2. Meeting Arrangements</b>			
2.1	Election of the Rapporteur	PELLETIER	5
2.2	Adoption of the Agenda	01_IC_2024_Nov PELLETIER	15
<b>3. Administrative Matters</b>			
3.1	Documents list	02_IC_2024_Nov KOU MBA	5
3.2	Participants list	03_IC_2024_Nov <a href="#">Link to IC Membership</a> KOU MBA	5
3.3	Local information	<a href="#">Link to local information</a> DERBA	5
3.4	Evaluation results of the 2024 IC May meeting	04_IC_2024_Nov KOU MBA	15
<b>4. General Updates</b>			
4.1	CPM Bureau	Oral report <a href="#">Link to Bureau Report</a> BRUNEL	30
4.2	Strategic Planning Group (SPG)	Oral report BRUNEL/ KOU MBA	30
4.3	Technical Consultations among Regional Plant Protection Organizations (TC-RPPO)	05_IC_2024_Nov NEDILSKYJ/ GILMORE	20
4.4	2024 IPPC Regional Workshops	06_IC_2024_Nov GILMORE	20
4.5	Africa Phytosanitary Program (APP)	07_IC_2024_Nov DENG	20
4.6	Concept note for an IPPC workshop on systems approaches	32_IC_2024_Nov PELLETIER/ BRUNEL	30
<b>5. IC e-decision annual summary</b>			
5.1	2024 Summary of IC e-decisions	08_IC_2024_Nov KOU MBA	15
<b>6. Development Agendas</b>			
6.1	ePhyto solution: update on 2024 activities and work plan for 2025	09_IC_2024_Nov MENON	30
6.2	E-commerce: update on 2024 activities and work plan for 2025	10_IC_2024_Nov GEUZE/ PETERSON	30
6.3	Update on Pest Outbreak and Alert System (POARS) including a discussion on the relationship between POARS, NROs and the APP	11_IC_2024_Nov ARNITIS/ BELTRAN	60
6.4	Update on Developing guidance on the use of third-party entities	12_IC_2024_Nov <a href="#">DAI Flyer - Guidance on the use of third-party entities</a> PELLETIER / PETERSON	30

Agenda Item	Document No.	Presenter	Time (Min)	
<b>7.</b>	<b>IPPC Observatory</b>			
7.1	IPPC Observatory: Report on the implementation of the 2022-2024 workplan and review of the workplan for 2025	13_IC_2024_Nov	PELLETIER/ MADAMINOVA	30
7.2	Preliminary outcomes from the 2024 E-commerce survey	Oral report	MADAMINOVA/ PETERSON	20
7.3	Update on the IPPC Survey on Antimicrobial resistance	14_IC_2024_Nov	KOUMBA	20
<b>8.</b>	<b>IC Teams (PCE, NROs, Contributed resources, TR4 and project)</b>			
8.1	Phytosanitary Capacity Evaluation (PCE): update on 2024 activities (including proposal to incorporate gender considerations into the PCE process) and work plan for 2025	15_IC_2024_Nov	ARNITIS/ BELTRAN/ WHITE	30
8.2	National Reporting Obligations: update on 2024 activities (including the status of the IC subgroup on NROs) and work plan for 2025	16_IC_2024_Nov	ABDELMOTTALEB/ BELTRAN	30
8.3	Contributed resources: update on 2024 activities	17_IC_2024_Nov	ADELMOTTALEB/ IIZUKA	30
8.4	Fusarium TR4 2024 activities and work plan for 2025	18_IC_2024_Nov	WANG/ PARMAR	30
8.5	Projects: update on 2024 activities (including the list of potential donors) and priority activities for 2025	19_IC_2024_Nov	KONAN/ MADAMINOVA	30
<b>9.</b>	<b>Guides and training materials</b>			
9.1	Update on development of Guides and training materials and review of the ICD List of topics	20_IC_2024_Nov	PETERSON	60
9.2	Update on the development of IPPC eLearning courses by the FAO eLearning Academy	Presentation	PETRACCHI	30
9.3	IC Team on Guides and training materials and proposed revisions to the procedure for developing guides and training materials	21_IC_2024_Nov & Presentation	GUTIERREZ/ PETERSON	60
9.4	Readability of IPPC Guides	Presentation	PETERSON	60
<b>10.</b>	<b>IPPC Call for Topics</b>			
10.1	Preparation for the 2025 Call for Topics: Standards and Implementation	22_IC_2024_Nov	KOUMBA/ SHAMILOV/ KRAH	30
10.2	Table relating ISPMs to IPPC Guides and training materials	23_IC_2024_Nov	PETERSON	20
<b>11.</b>	<b>IC -SC collaboration</b>			
11.1	Updates from the 2024 May Standards Committee meeting	31_IC_2024_Nov <a href="#">Link to the May SC meeting report</a>	ATTIPOE/ YIM/ ABDELMOTTALEB	30

Agenda Item		Document No.	Presenter	Time (Min)
11.2	IC collaboration with the Standards Committee	24_IC_2024_Nov	YIM/ ATTIPOE	30
<b>12.</b>	<b>Procedure Manual for Implementation and Capacity Development</b>			
12.1	Updated Procedure Manual for ICD- Review of proposed amendments	<a href="#">IPPC Procedure manual for implementation and capacity development (fao.org)</a> 25_IC_2024_Nov 26_IC_2024_Nov (Annex)	IIZUKA/ KOUMBA	30
<b>13.</b>	<b>IC /IFU leads</b>			
13.1	Update of the IC /IFU list of leads for Subgroups and Teams	27_IC_2024_Nov	KOUMBA	30
<b>14.</b>	<b>IC recommendations for CPM-19 (2025)</b>			
14.1	Review of the 2024 IC recommendations to CPM and implementation issues to be recommended for CPM-19 (2025)	28_IC_2024_Nov	PELLETIER/ KOUMBA	20
<b>15.</b>	<b>IFU work plan</b>			
15.1	Implementation and Facilitation Unit - work plan for 2025	29_IC_2024_Nov	BRUNEL	30
15.2	IFU 2024 Communications Update	30_IC_2024_Nov	FERRARO/ MADAMINOVA	15
<b>16.</b>	<b>Agenda items deferred to future IC meetings</b>		<b>PELLETIER</b>	<b>10</b>
<b>17.</b>	<b>Any Other Business</b>		<b>PELLETIER</b>	<b>30</b>
<b>18.</b>	<b>Date and Venue of the Next Meeting</b>	<b>19 – 23 May 2025, FAO HQ, Rome, Italy</b>	<b>KOUMBA</b>	<b>5</b>
<b>19.</b>	<b>Evaluation of the meeting process</b>	<a href="#">Link to the survey</a>	<b>KOUMBA</b>	<b>10</b>
<b>20.</b>	<b>Review and Adoption of the Report</b>		<b>BRUNEL</b>	<b>160</b>
<b>21.</b>	<b>Close of the Meeting</b>		<b>PELLETIER/ BRUNEL</b>	<b>10</b>

**Appendix 2 – List of documents**

<b>DOCUMENT NO.</b>	<b>AGENDA ITEM</b>	<b>DOCUMENT TITLE</b>	<b>DATE POSTED / DISTRIBUTED</b>
01_IC_2024_Nov	2.2	Agenda	2024-10-16 2024-10-28
02_IC_2024_Nov	3.1	Documents list	2024-10-28
03_IC_2024_Nov	3.2	Participants list	2024-10-24
04_IC_2024_Nov	3.4	Evaluation results of the 2024 IC May meeting	2024-10-24
05_IC_2024_Nov	4.3	TC-RPPOs	2024-11-28
06_IC_2024_Nov	4.4	2024 IPPC Regional Workshops	2024-10-16
07_IC_2024_Nov	4.5	Africa Phytosanitary Program (APP)	2024-10-16
08_IC_2024_Nov	5.1	2024 Summary of IC e-decisions	2024-10-16
09_IC_2024_Nov	6.1	ePhyto solution: update on 2024 activities and work plan for 2025	2024-10-24
10_IC_2024_Nov	6.2	E-commerce: update on 2024 activities and work plan for 2025	2024-10-16
11_IC_2024_Nov	6.3	Update on Pest Outbreak and Alert System (POARS) including a discussion on the relationship between POARS, NROs and the APP	2024-10-24
12_IC_2024_Nov	6.4	Update on Developing guidance on the use of third-party entities	2024-10-24
13_IC_2024_Nov	7.1	IPPC Observatory: Report on the implementation of the 2022-2024 workplan and review of the workplan for 2025	2024-10-24
14_IC_2024_Nov	7.3	Update on the IPPC Survey on Antimicrobial resistance	2024-10-16
15_IC_2024_Nov	8.1	Phytosanitary Capacity Evaluation (PCE): update on 2024 activities (including proposal to incorporate gender considerations into the PCE process) and work plan for 2025	2024-10-24
16_IC_2024_Nov	8.2	National Reporting Obligations: update on 2024 activities (including the status of the IC subgroup on NROs) and work plan for 2025	2024-10-28
17_IC_2024_Nov	8.3	Contributed resources: update on 2024 activities	2024-10-24
18_IC_2024_Nov	8.4	Fusarium TR4 2024 activities and work plan for 2025	2024-10-28
19_IC_2024_Nov	8.5	Projects: update on 2024 activities (including the list of potential donors) and priority activities for 2025	2024-10-24
20_IC_2024_Nov	9.1	Update on development of Guides and training materials and review of the ICD List of topics	2024-10-28
21_IC_2024_Nov	9.3	IC Team on Guides and training materials and proposed revisions to the procedure for developing guides and training materials	2024-10-24
22_IC_2024_Nov	10.1	Preparation for the 2025 Call for Topics: Standards and Implementation	2024-10-28

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE	DATE POSTED / DISTRIBUTED
23_IC_2024_Nov	10.2	Table relating ISPMs to IPPC Guides and training materials	2024-10-16
24_IC_2024_Nov	11.2	IC collaboration with the Standards Committee	2024-10-28
25_IC_2024_Nov	12.1	Updated Procedure Manual for ICD- Review of proposed amendments	2024-10-28
26_IC_2024_Nov	12.1	Updated Procedure Manual for ICD- Review of proposed amendments (Annex)	2024-10-28
27_IC_2024_Nov	13.1	Update of the IC /IFU list of leads for Subgroups and Teams	2024-10-17
28_IC_2024_Nov	14.1	Review of the 2024 IC recommendations to CPM and implementation issues to be recommended for CPM-19 (2025)	2024-10-28
29_IC_2024_Nov	15.1	Implementation and Facilitation Unit - work plan for 2025	2024-10-29
30_IC_2024_Nov	15.2	IFU 2024 Communications Update	2024-10-16
31_IC_2024_Nov	11.1	Updates from the 2024 May Standards Committee meeting	2024-10-28
32_IC_2024_Nov	4.6	Concept note for an IPPC workshop on systems approaches	2024-10-28

IPP LINKS:	Agenda item
<a href="#">Local Information</a>	3.3
<a href="#">IC Membership list</a>	3.2
<a href="#">IFU Staff overview</a>	3.2
<a href="#">List of ICD topics database</a>	9.1
<a href="#">Procedure Manual for Implementation and Capacity Development</a>	12.1
<a href="#">Link to May 2024 IC Meeting Report</a>	17.

### Appendix 3 – List of participants

Africa	<b>Mr Lucien KOUAMÉ KONAN</b> Inspecteur -Direction de la Protection des Végétaux, du Contrôle et de la Qualité Ministère de l'Agriculture B.P. V7 Abidjan, <b>Cote d'Ivoire</b> , Mob.: +22507903754 Fax: (+225) 20 212032	<a href="mailto:l_kouame@yahoo.fr">l_kouame@yahoo.fr</a>
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Latin America and Caribbean	<b>Mr Ezequiel FERRO</b> International Phytosanitary Affairs Leader Dirección Nacional de Protección Vegetal - SENASA Venezuela 162, Buenos Aires City <b>Argentina</b> , Tel: +5411-4121500 (Ext 6657)	<a href="mailto:eferro@senasa.gob.ar">eferro@senasa.gob.ar</a>
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## Appendix 4 – Concept Note for an IPPC workshop on systems approaches

*(Prepared by Canada and the United States with input from the United Kingdom, Australia and New Zealand)*

### Purpose

Systems approaches are an important option for facilitating safe trade in plant commodities. However, current uses and application of systems approaches among contracting parties suggest that it is under-used in practice and perhaps not sufficiently understood and embraced to make it a more commonly accepted tool in trade. It is proposed that the Commission on Phytosanitary Measures (CPM) consider organizing, in collaboration with interested contracting parties, a 3 to 4 day international workshop on the concept and use of systems approaches, in 2025 to promote the relevant ISPMs on this subject and their practical implementation in trade. This will help address the needs of countries to consider development, assessment and implementation of systems approaches as alternatives to the use of stand-alone measures (e.g. methyl bromide) for ensuring phytosanitary security in trade of plant products.

### Background

Well designed and operated systems approaches, which integrate measures for pest risk management in a defined manner, can provide a robust, adaptable alternative to single measures to meet the appropriate level of phytosanitary protection of an importing country and to facilitate safe trade. The International Standard for Phytosanitary Measures (ISPM) 14: *The use of integrated measures in a systems approach for pest risk management* was first adopted in March 2002. There are also several other International Standards which are of relevance to Systems Approaches, including:

- ISPM 24 – Guidelines for the determination and recognition of equivalence of phytosanitary measures
- ISPM 35- Systems approach for pest risk management of fruit flies
- ISPM 36 – Integrated Measures for Plants for Planting
- ISPM 38 - International movement of seeds
- ISPM 39- International movement of wood
- ISPM 46 – Commodity Specific Standards for Phytosanitary Measures

Systems approaches vary in complexity and their critical control points. In considering systems approaches that contribute towards phytosanitary certification, importing countries are expected to apply the principles of technical justification, minimal impact, transparency, non-discrimination, equivalence, and operational feasibility. A scientific session was held during CPM-18 with the aim of providing strategic insights into systems approaches for pest risk management. The session sought to facilitate discussion on the challenges, successes and understanding gained in applying systems approaches.

The science session offered a look at the case studies and other practical aspects of implementing systems approaches in three different countries. However, to expand the knowledge on designing and implementing systems approaches gained during the CPM science session, organizing an international workshop would allow participants to have more in-depth discussions and learn additional examples of systems approaches implemented by other contracting parties.

## Objectives:

- (1) Gain a deeper understanding of the concept and use of systems approaches through shared experiences in their development and implementation among trading partners; this would include the lessons learned and the challenges faced, further enhancing policy and decision-making by fostering collaborative engagement to improve development, recognition and use of systems approaches.
- (2) Increase awareness of existing tools that can be used on assessing systems approaches when countries receive requests from trading partners as well as training for exporting countries on how to determine equivalence of measures.
- (3) Offer an opportunity for continued collaboration within the IPPC community and to leverage the knowledge shared during the CPM-18 science session to inform further decision-making and to enhance the IPPC community's collective efforts to safeguard plant health and facilitate safe trade. Including identifying possible revisions that need to be made to ISPM 14 (The use of integrated measures in a systems approach for pest risk management) or the need for additional implementation material).

## Roles and responsibilities

The co-sponsors (Canada, the U.S., the IPPC Secretariat and any additional contracting party that may have an interest in this topic) and the Implementation and Capacity Development Committee would be responsible for developing a program.

The IPPC Secretariat will determine whether financial assistance will be available to support experts from eligible status NPPOs to travel to participate in the workshop.

Financial support has already been provided by Canada to the IPPC Secretariat. Additional funding may be sought from other contracting parties if needed.

The IPPC secretariat will be responsible for coordination and logistical arrangements, including interpretation (if deemed necessary), finalizing the programme, sending official invitations to and coordinating with speakers, informing observers from key international organizations about the workshop, promoting the workshop, etc.

## Expected Outcomes

An IPPC workshop on systems approaches would be a valuable opportunity to bring together the international phytosanitary community to encourage a common understanding of systems approaches, how they are developed, assessed, documented, implemented and verified to facilitate trade of plants and plants products and prevent the international spread of plant pest at the same time. This workshop will build on insights gained and discussions that took place during the science session on systems approaches that was held during CPM 18:

1. Enhanced understanding of successful national implementation
2. Knowledge sharing on lessons learned and challenges
3. Actionable recommendations and insights to inform future IPPC decision-making

It will also offer a chance for more in-depth understanding and the opportunity to see key parts of a systems approach in action during a field visit. Participants will also be a part of a practical exercise where they will have to review and compare systems approaches to single measures.

## Format

- The workshop will be open to NPPOs, RPPOs and representatives from industry.
- The workshop will be a three-day workshop held in person and will include a field visit.
- Participants will have the opportunity to ask questions of the speakers and other panel members.
- A demonstration of the [IPPC Systems Approach Assessment Tool](#) will be presented.
- Interactive activities in which participants will work in groups to complete exercises in systems approach assessments.

## Draft Program

<b>Venue:</b> TBD		
<b>Facilitator:</b> TBD		
<b>Date:</b> TBC		
<b>DAY 1</b>		
<b>Time</b>	<b>Description</b>	<b>Speakers</b>
	Opening	IPPC Secretary or Secretariat Representative
	Overview and background presentation	
	Presentation by FAO on the assessment of how well systems approach is understood across FAO divisions	
	ISPM 14 concepts Dependant vs Independent measures Quantitative vs Qualitative measures	
	Examples	
	<b>Characterizing the system</b> – Documenting features of pest-commodity-production/supply chain that are relevant to assessing the risk.	
	<b>Residual risk.</b> Working out by how much the risk needs to be reduced (including how production practices are considered as part of risk assessment or as phytosanitary measures).	
	<b>Measure options.</b> Identifying the measure options that might be feasible (including how they reduce risk and where they could be applied in the production/supply chain).	
	<b>Measure efficacy.</b> Estimating the efficacy of each measure, individually and in combination, and determining whether it is “enough”.	

	<b>Implementation.</b> Once potential measures have been identified, determine how you can ensure sufficient confidence in their implementation.	
	<b>Communication.</b> Communicating how the intended systems approach “works”, including providing confidence around efficacy and implementation.	
	Brief overview of the tools on the IPP Systems approach tool Mapping production chain	
	Exercise in groups: <b>Export</b> case study – using the systems approach assessment tool	
<b>Day 2</b>		
<b>9:00 – 17:00</b>	Field Trip (s)	
<b>Day 3</b>		
	Administrative components of export systems (e.g. registration of production sites and facilities, product traceability procedures and record keeping) that do not directly manage pest risk but are necessary to support phytosanitary assurances. - Quality system versus systems approaches	
	Exercise in groups: <b>Import</b> case study – using the systems approach assessment tool	
	Working group discussion on challenges and opportunities for systems approaches. What pathways are systems approaches more successful in and why (in comparison to other pathways).	
	Session on developing recommendations for implementation/next steps, including recommendations for the revision of ISPM 14.	
	8. Closing	TBD

### Appendix 5 – Table of the IC e-Decisions opened from November 2023 to October 2024

N°	Title	Opening Date	Closing Notification	IC comments	% Response
1	2023_eIC_Nov_03: Draft risk-based inspection guide	14-Nov-23	1-Dec	5	36
2	2024_eIC_May_01: Selection of the IC assistant representative to the Standards Committee (SC)	25-Jan-24	12-Feb	10	71
3	2024_eIC_May_02: Selection of observers being invited to the 2024 IC May meeting	20-Feb-24	29-Feb	8	57
4	2024_eIC_May_03: Opportunity to develop Knowing and understanding the IPPC Plant health officer training curricula (2017-054) with new project funding	21-Feb-24	12-Mar	8	57
5	2024_eIC_May_04: Approval of Specification: Phytosanitary audits, Guide (2021-009)	20-Mar-24	5-Apr	11	79
6	2024_eIC_Nov_01: Selection of experts for the Working Group for the IPPC plant health officer training curricula (2017-054)	29-May-24	06-Jun	8	57

## Appendix 6 – IPPC ePhyto Solution workplan for 2025 (Key milestones of the ePhyto SIP 2024-2030)

Core elements & related strategic objectives (numbered from 1 to 9 in the SIP)	Key milestones 2025
<p><b>Governance</b></p> <p>1. Stable governance mechanism</p> <p>4. Monitoring and reporting on the performance of the Solution</p> <p>5. Monitoring and reporting on financial management</p>	<ul style="list-style-type: none"> <li>- Annual report presented to CPM</li> <li>- Updates presented to Bureau, SPG and IC as necessary</li> <li>- ESG monthly meetings</li> <li>- IAG annual meeting</li> </ul>
<p><b>Finance</b></p> <p>3. Implementation of an ePhyto Sustainable funding mechanism</p> <p>5. Monitoring and reporting on financial management</p>	<ul style="list-style-type: none"> <li>- Funds collected from users of the Solution and/or FAO and donors</li> <li>- Detailed financial report presented to the CPM Bureau</li> <li>- Focus Group on ePhyto sustainable funding meetings as necessary</li> </ul>
<p><b>Operations</b></p> <p>2. Stable operation and enhancement of the hub and GeNS to permit implementation by contracting parties</p> <p>7. Investigation on possible inclusion of other databases into the ePhyto hub</p>	<ul style="list-style-type: none"> <li>- new countries connected to the hub using national system or GeNS</li> <li>- Additional features integrated to the GeNS (inspection, traceability, data analysis)</li> <li>- Translation of GeNS interface in Arabic, French, Spanish and Russian improved</li> </ul>
<p><b>Country implementation</b></p> <p>6. Support to countries to implement the ePhyto hub and the GeNS</p> <p>8. Cooperation with international and regional partners for country implementation and to advance interoperability</p>	<ul style="list-style-type: none"> <li>- At least 1 regional workshop/training (ToT) on ePhyto (GeNS) organized</li> <li>- ePhyto Africa Initiative launched</li> </ul>
<p><b>International cooperation</b></p> <p>8. Cooperation with international and regional partners for country implementation and to advance interoperability</p>	<ul style="list-style-type: none"> <li>- Participating in other regional or international partners workshops/ meetings as necessary</li> </ul>
<p><b>Communication</b></p> <p>9. Communication and advocacy strategy</p>	<ul style="list-style-type: none"> <li>- At least 2 IPPC/IAG informational webinars held</li> <li>- At least 5 contents or products published</li> </ul>

### Appendix 7 – 2025 workplan for IPPC Secretariat e-commerce activities

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
<b>Activities and sub-activities</b>							
1.1 Organize IC Team meetings	IC Team is updated and consulted, as appropriate, with a minimum of two meetings per year	Minutes of the IC Team meetings and report to IC in May and November	IPPC Secretariat	IC Team	January 2025	December 2025	
<b>2. E-commerce Development Agenda (Strategic Framework 2020-2030)</b>							
2.1 Support the implementation of the Strategic Framework Development Agenda on e-commerce	Report to the IC and CPM on activities related to the DAI on e-commerce	IC and CPM papers and reports	IPPC Secretariat / IC Team	IC	January 2025	March 2026	
2.2 Finalize the e-commerce prospectus flyer	Final flyer is provided to CPM Bureau for approval	CPM Bureau e-decision and subsequent meeting report	IC Team / IPPC Secretariat		ongoing	March 2026	
<b>3. E-commerce Guide (2017-039)</b>							
3.1 Promote the guide (Implementation)	Awareness among NPPOs, relevant partners and stakeholders is high	Promotional materials  Usage data  User feedback	IPPC Secretariat	IC Team IC RPPO WCO UPU ISF	ongoing	December 2025	
3.2 Translate the guide (Implementation)	Guide is available in other FAO languages  Translations are accurate and use appropriate phytosanitary language	Number of language versions published available on the IPP  User feedback	IPPC Secretariat	FAO Translation Bureau Partner organizations Proof-readers	ongoing	TBD	Translations are dependent on support from partners / funding

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
<b>4. Support IPPC Observatory E-commerce study</b>							
Prepare preliminary report on survey for CPM-19	Report is presented to CPM 19 (2025)	CPM 19 (2025) report				March 2025	
4.1 Review outcomes of survey and provide feedback on study report	Joint meeting with IPPC Observatory subgroup and survey specialist  E-commerce study report is approved by the IC Team  Report is presented to CPM 20 (2026)	Minutes of meeting  E-commerce study report is published  CPM 20 (2026) report	IC Team / IPPC Secretariat		TBD	December 2025	
4.2 Publish a factsheet on e-commerce	Factsheet is published	Factsheet is published on IPP  Promotional materials (social networks)  User feedback	IPPC Secretariat	IC Team	TBD	March 2026	Other activities arising from the survey
<b>5. Collaboration with other international organizations</b>							
5.1 Liaise with World Customs Organization (WCO)	IPPC Secretariat observer to virtual e-commerce meetings  Contribute to revision of WCO E-commerce package  Explore opportunities for collaboration	Outcomes are reported to IC Team  Renew joint workplan between WCO-IPPC Secretariats	IPPC Secretariat WCO	IC Team	TBD	TBD	Anticipated scope: general collaboration, e-commerce, ePhyto and sea containers



Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
5.2 Liaise with Universal Postal Union (UPU)	IPPC Secretariat observer to relevant virtual meetings  Content for joint tool kit is developed (tbc)	Outcomes are reported to IC Team  Product is available	IPPC Secretariat UPU	IC Team	TBD	TBD	Developing joint materials depends on interest of UPU
5.3 Liaise with Convention of Biological Diversity (CBD)	Explore opportunities for collaboration	Outcomes are reported to IC Team	IPPC Secretariat CBD	IC Team	TBD	TBD	Dependent on interest of CBD
5.4 Liaise with Global Express Association (GEA)	Explore opportunities for collaboration	Outcomes are reported to IC Team	IPPC Secretariat GEA	IC Team	TBD	TBD	Dependent on interest of GEA
5.5 World Trade Organization (SPS Committee)	Explore opportunities for collaboration	Outcomes are reported to IC Team	IPPC Secretariat WTO- SPS Committee	IC Team	TBD	TBD	Dependent on interest of SPS Committee

## Appendix 8 – IPPC Observatory 2022-2024 workplan

Activities and sub-activities	Outputs	Lead/Responsible	Year			Comments
			2022	2023	2024	
<b>Work package I: Oversee the IPPC Observatory studies and surveys</b>						
<b>1. Conduct studies on priority topics contributing to the review of implementation of the IPPC, ISPMs and CPM Recommendations</b>						
1.1. Study on the Global Participation and Resulting Involvement in the IPPC Community (2019-15, Priority 1)	Study published	IPPC Secretariat, consultants, Subgroup on IPPC Observatory			X	Not undertaken since no funds were allocated.
1.2 Study/Survey on "e-Commerce" (2021-01, Priority 1)	Study published	IPPC Secretariat, consultants, Subgroup on IPPC Observatory		X	X	Ongoing
1.3 Two priority 1 topics per year to provide cross-cutting support to IPPC core activities are conducted	3 studies published, Webinars held and other communications as appropriate	IPPC Secretariat, consultants, Subgroup on IPPC Observatory		X	X	Two ongoing studies – Study on AMR and the Study on E-Commerce
<b>2. Formulate the new project on IPPC Observatory operationalization</b>						
2.1 Coordinate with the EU to finalize the drafting of a project proposal	Project submitted	IPPC Secretariat		X	X	Ongoing discussions with the EU (DG TRADE)
2.2. Include the priorities 1 topics in the EU project proposal	Project document finalized	IPPC Secretariat		X	X	
<b>3. Survey on antimicrobial resistance</b>						
2.1 Conduct the second phase on fungicides of the AMR survey	Survey launched	PPC Secretariat, consultants		X	X	Ongoing
2.2. Finalize a report of the two phases of the AMR survey	AMR survey published	PPC Secretariat, consultants, Subgroup on IPPC Observatory			X	
2.3 Present the outcomes of the AMR survey at the CPM-18	CPM paper developed	PPC Secretariat, consultants, Subgroup on IPPC Observatory			X	
<b>Work package II: Contribute to evaluating outcomes of the IPPC Strategic Framework 2020-2030</b>						
<b>1. Monitoring the impacts of and record/report benefits of the Strategic Framework 2020-2030 (2018-52, Priority 1)</b>						
1.1. Hire a Project coordinator for the SF a survey/monitoring & evaluation specialist(s) to collect baseline data to monitor the impacts of and record/report benefits of the Strategic Framework (SF) 2020-2030.	Consultants hired	IPPC Secretariat / Consultant			X	Not undertaken since no funds were allocated.
1.2. Review the proposal to collect baseline data to monitor the impacts of and record/report benefits of the SF 2020-2030	Questionnaire reviewed	Consultant / IC Subgroup on IPPC Observatory		X		
1.3. draft matrix table to monitor the impacts the 8 DAI of and record/report benefits of the SF 2020-2030	Report of the survey	Survey specialist		X		
1.4. Draft a questionnaire for the SF 2020-2030 mid-term evaluation	Questionnaire reviewed	IPPC Secretariat / Consultant		X		

Activities and sub-activities	Outputs	Lead/Responsible	Year			Comments
			2022	2023	2024	
		IC Subgroup on IPPC Observatory				
<b>Work package III: Contribute to the monitoring, evaluation and learning (MEL)</b>						
<b>1. Develop third IPPC General Survey (2018-54, Priority 1)</b>						Not undertaken since no funds were allocated.
1.1. Hire a survey specialist to develop third general survey based on advice from the comparative analysis report.	Third IPPC General Survey drafted	IPPC Secretariat / Consultant S3		X		
1.2. Review the proposed questionnaire of the survey by the IPPC Secretariat	Questionnaire reviewed	IPPC Secretariat		X		Completed
1.3. Review the proposed questionnaire of the survey by the IC Subgroup on IPPC Observatory	Questionnaire reviewed	IC Subgroup on IPPC Observatory		X		Completed
1.4. Conduct the third general survey	Report of the survey	Survey specialist /Phytosanitary expert			X	
1.5. Results of the survey by the Subgroup	Results reviewed	IC Subgroup on IPPC Observatory			X	
1.6. Analyze the results of the survey and consult with IC, SC and Bureau	Results of studies reviewed	IC, SC and Bureau			X	
1.7 Finalize the report of the Third General Survey and submit to FAO PWS to be published	The results and recommendations of the 3 <sup>rd</sup> general survey posted	IPPC Secretariat			X	
<b>2. Develop a Mechanism to monitor the challenges in implementing the adopted ISPMs and CPM recommendations</b>						Not undertaken since no funds were allocated.
2.1 Hire a MEL expert and IT expert to develop the platform/tool	2 experts hired	IPPC Secretariat			X	
2.2 Agree on the adopted ISPMs/CPM Recommendations to monitor based on data collected through studies and surveys	List of adopted ISPMs to monitor	IPPC Secretariat Subgroup on IPPC Observatory			X	
2.3 Define the indicators and the frequency of monitoring	Indicators defined	MEL expert			X	
2.4. Build the platform/tool to monitor the challenges	platform/tool available	IT expert and MEL expert				
2.5 Analyze the challenges on implementation adopted ISPMs/CPM Recommendations		MEL expert Subgroup on IPPC Observatory		X	X	
2.6 Report the challenges to CPM with recommendations to fix them		IC lead on IPPC Observatory IPPC Secretariat		X	X	
<b>Work package IV: Coordination of the Subgroup on IPPC Observatory meetings, reporting and updating the workplan</b>						
<b>1. Prepare and coordinate the meetings of the Subgroup on IPPC Observatory</b>						
1.1. Organize the First meeting of the Subgroup	Report of meeting 1	IPPC Secretariat /Subgroup on IPPC Observatory		X	X	Completed
1.2. Organize the Second meeting of the Subgroup	Report of meeting 2	IPPC Secretariat /Subgroup on IPPC Observatory		X	X	Completed
1.3. Organize the Third meeting of the Subgroup	Report of meeting 3	IPPC Secretariat /Subgroup on IPPC Observatory		X	X	Completed

Activities and sub-activities	Outputs	Lead/Responsible	Year			Comments
			2022	2023	2024	
<b>2. Tri-annual Report</b>						
2.1 Finalize the IPPC Observatory Tri-annual annual report	Tri-annual report Finalized	IPPC Secretariat	X			Not undertaken. No EU funded project has been established yet to support the IPPC Observatory activities.
<b>Work package V: Update IPPC Observatory List of Topics</b>						
1. Draft and launch the Call for new IPPC Observatory Topics	Call launched	IPPC Secretariat		X	X	To be launched together with the IPPC call for topics for standards and implementation topics in 2025
2. Compile the submission of IPPC Observatory topics	Submissions and list of IPPC Observatory topics updated	IPPC Secretariat		X	X	
3. Review the updated List of IPPC Observatory topics	List of IPPC Observatory topics reviewed	Subgroup on IPPC Observatory		X	X	
4. Submit the updated List of IPPC Observatory topics to the IC for Approval	List of IPPC Observatory topics approved	IPPC Secretariat			X	
5. Inform the SC, RPPOs, Bureau and RPPOs	List of IPPC Observatory topics shared	Subgroup on IPPC Observatory			X	
6. Post the updated list of IPPC Observatory topics on the IPP	List of IPPC Observatory topics posted	IPPC Secretariat			X	
<b>Work package VI: Improvement of the IPPC Observatory Communication</b>						
<b>1. Organize IPPC Observatory webinars</b>						
1.2 Organize the IPPC Observatory webinar for IPPC Community	Webinar organized	IPPC Secretariat / Consultant IPPC Observatory			X	Not undertaken since no funds were allocated.
<b>2. Implement of the IPPC Observatory communication plan</b>						
2.1. Implement the priority activities of the communication plan to promote the IPPC Observatory		IPPC Secretariat/ Consultant in communication			X	Communication activities were taken as needed to promote each IPPC Observatory activity
<b>Work package VII: Improvement of IPPC Observatory sustainability</b>						

Activities and sub-activities	Outputs	Lead/Responsible	Year			Comments
			2022	2023	2024	
1. Review and approval of the IPPC Observatory resource mobilization plan	IPPC Observatory resource mobilization plan approved	Subgroup on IPPC Observatory IPPC Secretariat			X	Not undertaken. Proposed to be integrated in the general IPPC Secretariat resource mobilization plan
2. Implement the IPPC Observatory resource mobilization plan	IPPC Observatory resource mobilization plan implemented	Subgroup on IPPC Observatory IPPC Secretariat / IPPC Observatory Consultant			X	
3. Develop the 2025-2028 IPPC Observatory work plan	Workplan drafted	IPPC Secretariat / IPPC Observatory Consultant			X	Completed with a workplan for 2025 activities

### Appendix 9 – IPPC Observatory list of topics

Topic N	Type	Current title	Priority	Notes	Status	Recommendations
2019-15	Study	Study on the Global Participation, and Resulting Involvement in the IPPC Community	2	Will be embedded within the work area on “Develop baseline measures to monitor the impacts of and record/report benefits of the Strategic Framework 2020-2030 (2018-52)”	02. In progress	
2018-52	Study	Develop baseline measures to monitor the impacts of and record/report benefits of the Strategic Framework 2020-2030	2	The Sub-group recommended to address this study through the work of the CPM Focus Group on Strategic Framework 2020-30 Indicators need to be developed as well as a paper for the Focus Group	01. Topic added to the List of topics	
2018-54	Survey	The third IPPC general survey	1	The approach for the third IPPC General survey has been redesigned to make it simpler and replicable each three year. A schedule for the implementation of the third general survey has been drafted.	02. In progress	
2018-59	Study	Antimicrobial Resistance	1	CPM-17 (2023) requested to conduct a survey on the antimicrobial products used in plant protection. The survey has been launched and extended until July 15	02. In progress	
2021-01	Study	Study on e-Commerce	1	The next steps of the study will be discussed during the IC Subgroup on the IPPC Observatory in July 2023	02. In progress	

## Appendix 10 – IPPC Observatory 2025 workplan

\*\*\* Subject to availability of financial resources

Activities and sub-activities	Outputs	Lead/Responsible	Comments
<b>Work package I: Oversee the IPPC Observatory studies and surveys</b>			
<b>1. Conduct studies on priority topics contributing to the review of implementation of the IPPC, ISPMs and CPM Recommendations</b>			
1.1. One priority 1 topics per year to provide cross-cutting support to IPPC core activities are conducted***	One study published, and communication activities undertaken as appropriate	IPPC Secretariat, consultants, Subgroup on IPPC Observatory	
<b>2. Study on E-Commerce (2021-01, Priority 1)</b>			<i>Ongoing activity from 2024</i>
2.1. Review the results of the IPPC Observatory Study survey on E-Commerce	Results reviewed	IC Subgroup on IPPC Observatory, IC Team on E-Commerce	
2.2. Analyse the results of the IPPC Observatory Study survey on E-Commerce	Results analysed	IPPC Secretariat, survey specialist, Subgroup on IPPC Observatory	
2.3. Finalise the report/study, prepare for publication, and publish through FAO PWS	Study published	IPPC Secretariat, survey specialist	
2.4. Present the updates on the IPPC Observatory Study on E-Commerce at CPM-19	CPM paper developed	IPPC Secretariat, survey specialist, Subgroup on IPPC Observatory	
<b>3. Survey on Antimicrobial resistance</b>			<i>Ongoing activity from 2024</i>
3.1. Conduct the third phase on fungicides of the AMR survey	Survey launched	PPC Secretariat, consultants	
3.2. Finalize a report of the two phases of the AMR survey, prepare for publication, and publish through FAO PWS	AMR survey published	PPC Secretariat, consultants, Subgroup on IPPC Observatory	
3.3. Present the outcomes of the AMR survey at the CPM-19	CPM paper developed	PPC Secretariat, consultants, Subgroup on IPPC Observatory	
<b>4. Formulate a new project on IPPC Observatory operationalization</b>			
4.1. Coordinate with the EU to mobilise resources for a new project	Project submitted	IPPC Secretariat	
4.2. Include the priority 1 topics in the EU project proposal	Project document finalized	IPPC Secretariat	
<b>Work package II: Contribute to the monitoring, evaluation and learning (MEL)</b>			
<b>1. Conduct the third IPPC General Survey (2018-54, Priority 1)***</b>			Estimated cost: USD 80,000 – 90,000

Activities and sub-activities	Outputs	Lead/Responsible	Comments
1.1. Hire a survey specialist to work on the third general survey based on the outcomes of the comparative analysis report of the first and second general surveys	Third IPPC General Survey drafted	IPPC Secretariat / Survey specialist	
1.2. Review the proposed questionnaire of the survey by the IPPC Secretariat	Questionnaire reviewed	IPPC Secretariat / Survey specialist	
1.3. Review the reworked questionnaire of the survey by the IC Subgroup on IPPC Observatory	Questionnaire reviewed	IC Subgroup on IPPC Observatory	
1.4. Conduct the third general survey	Report of the survey	Survey specialist /Phytosanitary expert	
1.5. Review the results of the survey by the Subgroup	Results reviewed	IC Subgroup on IPPC Observatory	
1.6. Analyse the results of the survey and consult with IC, SC and Bureau	Results of studies reviewed	IC, SC and Bureau	
1.7. Finalize the report of the Third General Survey, prepare for publication, and publish through FAO PWS to be published	The results and recommendations of the Third general survey posted	IPPC Secretariat	
<b>Work package III: Conduct mid-term evaluation of the IPPC Strategic Framework 2020-2030</b>			
<b>1. Conduct the mid-term evaluation of the Strategic Framework 2020-2030 (2018-52, Priority 1)***</b>			Estimated cost: USD 53,250
1.1. Hire a survey/monitoring & evaluation specialist(s)	The specialist is hired	IPPC Secretariat	
1.2. Develop a methodology for the mid-term evaluation and a baseline data to assess impact and progress of the SF 2020-2030	Methodology and baseline data are developed	IPPC Secretariat and the DAI leads /Subgroup on IPPC Observatory/	
1.3. Develop a matrix table to monitor the impacts of the 8 DAI of and record/report benefits of the SF 2020-2030	Matrix table is developed	IPPC Secretariat and the DAI leads /Subgroup on IPPC Observatory	
1.4. Prepare, finalise and publish a report	Report is prepared and published	IPPC Secretariat/Subgroup on IPPC Observatory	
<b>Work package IV: Coordination of the Subgroup on IPPC Observatory meetings, reporting and updating the workplan</b>			
<b>1. Prepare and coordinate the meetings of the Subgroup on IPPC Observatory</b>			
1.1. Organize the first virtual meeting of the Subgroup	Report of the meeting first virtual meeting prepared	IPPC Secretariat /Subgroup on IPPC Observatory	
1.2. Organize the second virtual meeting of the Subgroup	Report of the meeting second virtual meeting prepared	IPPC Secretariat /Subgroup on IPPC Observatory	
1.3. Organize the third virtual meeting of the Subgroup	Report of the meeting third virtual meeting prepared	IPPC Secretariat /Subgroup on IPPC Observatory	
<b>Work package V: Update IPPC Observatory List of Topics</b>			



Activities and sub-activities	Outputs	Lead/Responsible	Comments
<b>1. Launch Call for new IPPC Observatory Topics and update the IPPC Observatory list of topics</b>			
1.1. Launch the Call for new IPPC Observatory Topics together with the 2025 IPPC Call for Topics: standards and implementation	Call launched	IPPC Secretariat	
1.2. Compile the submitted IPPC Observatory topics	Submissions and list of IPPC Observatory topics updated	IPPC Secretariat	
1.3. Review the updated List of IPPC Observatory topics	List of IPPC Observatory topics reviewed	Subgroup on IPPC Observatory	
1.4. Submit the updated List of IPPC Observatory topics to the IC for approval	List of IPPC Observatory topics approved	IPPC Secretariat	
1.5. Inform the SC, RPPOs, Bureau and RPPOs	List of IPPC Observatory topics shared	Subgroup on IPPC Observatory	
1.6. Update the list of IPPC Observatory topics on the IPP	List of IPPC Observatory topics posted	IPPC Secretariat	
<b>Work package VI: Improvement of IPPC Observatory sustainability</b>			
1. Undertake resource mobilisation activities for IPPC Observatory sustainability	Resources secured for the IPPC Observatory activities	IPPC Secretariat, Subgroup on IPPC Observatory	
2. Develop IPPC Observatory 2026 workplan	IPPC Observatory workplan for 2026 developed	IPPC Secretariat, Subgroup on IPPC Observatory	
<b>Work package 0 (crosscutting): Communication</b>			
<b>1. Undertake communication activities to promote IPPC Observatory work and outputs across all activities</b>			
1.1. Plan and undertake communication activities	IPPC Observatory activities and outputs are efficiently promoted	IPPC Secretariat	

## Appendix 11 – Roadmap to improve the PCE based on the desk study recommendations

Key result area	Recommendations from desk study	Concrete activities to address recommendations and improve PCE	Progress / Assets	Funding Source	Timeline
<p>Awareness and understanding</p> <p>Countries, donors, and development organizations are aware of the PCE and understand the benefits arising from its application.</p>	<p>Explain the benefits of PCE for capacity development.</p> <p>Clarifying the intended audience/users of the PCE, determining the best use of PCE for developing vs developed countries.</p> <p>Communicate the value added by the PCE.</p> <p>Consider sharing tangible results via tracked indicators.</p> <p>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.</p> <p>Share additional information about the modules, processes, approaches, and questions to enhance accessibility and benefits.</p> <p>Explain the role and value of facilitators.</p> <p>Clarify that facilitators are there to help navigate the process, not as examiners</p> <p>Clarify where facilitators come from and how they can be matched with countries culturally and linguistically</p>	Update the PCE webpage with relevant info & scope of each module (cross-cutting to recommendations 1-9).	PCE webpage updated before CPM-18.	GCP/GLO/949/EC	2024 Q1 2025 Q1 2026 Q1
		Conduct a SPS gap analysis of National Phytosanitary Capacity Development Strategies (recommendations 4, 5).	Consultant produced draft final document, under revision.	GCP/GLO/949/EC	From Q3 to Q4 in 2024
		Develop PCE communication plan (recommendations 3, 7, 8, 9).	IFU communication strategy regularly updated, including the preparation of a video	GCP/GLO/949/EC	From Q2 to Q4 in 2024
		Showcase a hypothetical example output from a PCE publicly available (requested by the Bureau).	To be started	TBD	From Q3 in 2024 to Q2 in 2025
<p>Sustainable funding</p> <p>Long-term sustainable funding is in place to support the maintenance and administration of the PCE, and resources are mobilized to support the</p>	<p>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.</p>	Share PCE cost structure info with IPPC governing bodies (recommendation 10).	Costs shared with IC and Burey and orally at CPM, more discussions scheduled.	IPPC Regular budget / MDTF	Completed
		Develop a resource mobilization plan.	Ongoing.	GCP/GLO/949/EC	From Q1 to Q2 in 2025
		Maintain PCE process, maximize access, and support strategy implementations (cross-cutting to all recommendations).	Ongoing.	GCP/GLO/949/EC	From Q3 in 2024 to Q2 in 2025

Key result area	Recommendations from desk study	Concrete activities to address recommendations and improve PCE	Progress / Assets	Funding Source	Timeline
application of the PCE;		Implement the PCE resource mobilization plan.		IPPC RB/MDTF	From Q4 in 2024 to Q4 in 2026
Software and platform	Update the online system and platform.	Open competition for service provider to analyze migration of PCE system to UNICC.	Quotation requested.	TBD	Q4 in 2024
The PCE software and platform are reliable, effective and easy to use		Migrate the PCE online system to UNICC (subject to completion of previous step).		TBD	TBD
Revision and updates	Modernize and update tools and templates Convene facilitators to review all modules and questionnaires in order to update, clarify, and streamline the modules.	Develop a questionnaire for PCE facilitators and national coordinators to gather ideas to improve the modules (recommendations 12-16).	IFU staff trained as PCE facilitators.	GCP/GLO/949/EC	From Q4 in 2024 to Q1 in 2025
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);	Consider alternative formats of PCE (financial commitment, extensiveness of modules, length of process, inclusion of facilitators) to increase access and uptake. 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 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.	Conduct a workshop with facilitators & coordinators to provide guidance on PCE tool improvement.	To be started	GCP/GLO/949/EC	Q2 in 2025
		Conduct a study on gender integration into the PCE (recommendation from ROM review).	Agreement with FAO Gender Team established, ongoing work.	GCP/GLO/949/EC	Q4 in 2024
		Prepare pre-PCE training plan for national coordinators and NPPO staff (recommendation 15).	Pre-PCE virtual sessions organized for 2024 PCEs.	TBD	From Q3 to Q4 in 2024
Expertise	Review training for facilitators.	Provide Results-Based Management (RBM) and Logical Framework Approach (LFA) courses to new PCE facilitators & NPPO coordinators.	Completed.	GCP/GLO/949/EC	Q3 in 2024
A strong network of phytosanitary expertise is available to	Consider opportunities for improvement in training on strategic planning tools and soft skills (conflict mediation, facilitation skills, consensus-building approaches). Consider increasing opportunities for facilitators and coordinators to meet and share best practices.	Certification of new PCE facilitators (recommendation 20).	Ongoing.	IPPC RB	Q4 in 2024

Key result area	Recommendations from desk study	Concrete activities to address recommendations and improve PCE	Progress / Assets	Funding Source	Timeline
facilitate the application of PCEs	Establish a community of practice for facilitators to exchange ideas and best practices. Consider the role of facilitators and the format of the PCE for countries with mature phytosanitary systems.	Develop an online learning platform with learning paths and new eLearning courses (recommendations 18, 21).		GCP/GLO/949/EC, Republic of Korea	From Q1 in 2024 to Q4 in 2025
		Develop a PCE facilitator training curricula (subject to funding).		TBD	From Q1 to Q4 in 2026
Monitoring and evaluation  <b>The Monitoring and Evaluation framework is used to measure outcomes from the application of PCEs.</b>	Establish feedback mechanisms	COLEAD to organize a 4-week virtual course on R-SAT with national meetings to advance implementation (recommendations 22).	Completed (August 2024).	GCP/GLO/949/EC	Q3 in 2024
		Organize a project definition one-week course with all facilitators: Understand donor requirements, provide templates, draft proposals.	Completed (7-11 October 2024).	GCP/GLO/949/EC	Q4 in 2024
		Organize a restitution workshop with PCE facilitators, national coordinators & donors to present results (recommendations 22, 23).	To be initiated.	GCP/GLO/949/EC	Q2 in 2024

## Appendix 12 – 2025 work plan for National Reporting Obligations activities

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
1. Oversee NROs activities							
1.1 Activate the IC Subgroup on NROs	The establishment of the new IC Subgroup on NROs	Members of IC Subgroup on NROs on board	IPPC Secretariat/IC	IPPC Secretariat/ IC/ SC/ CPM Bureau/ RPPO/ IPPC Partner	January, 2025	December, 2025	
IC decision to activate the sub-group	Recommend to the IC to activate the IC subgroup on NROs	NRO paper for the IC	IPPC Secretariat/IC/IC team on NROs		Nov 2024	December, 2025	Pending sustainable funding
1.1.1 The IPPC Secretariat compiles and summarizes the nomination forms (Subject to IC decision)	Received nominations from contracting parties, CPM bureau, IC, SC, RPPOs	Nomination list	IPPC Secretariat/IC Team on NROs	IPPC Secretariat/Contracting parties/CPM Bureau/SC/IC/RPPOs	January 2025 (Subject to IC decision)	TBD	Pending sustainable funding
1.1.2 IC selects the Subgroup members based on the selection criteria from the ToR and the nominees' expertise (Subject to IC decision)	The list of members of the IC Subgroup on NROs is finalized	Final member list of IC Subgroup on NROs	IPPC Secretariat/IC/IC team on NROs	Contracting parties	TBD	TBD	Pending sustainable funding
1.1.3 Maintain list of IC Subgroup on NROs members on the IPP (Subject to IC decision)	Members list of the Subgroup is finalized	List of IC Subgroup on NROs on IPP	IPPC Secretariat/ IC Lead	IPPC Secretariat/ IC/SC/CPM Bureau/ RPPO/IPPIC Partner	TBD	TBD	Pending sustainable funding
1.1.4 Organize series of meetings of the IC Subgroup on NROs (Subject to IC decision)	Series meetings of IC Subgroup on NROs are successfully organized	Reports of series IC Subgroup on NROs meetings	IPPC Secretariat/ IC Subgroup on NROs		TBD	December, 2025	Pending sustainable funding
1.2 Display pest report on new system / platform	NROs system work more efficiently	Pest report data are displayed in a more visual way	IPPC Secretariat/IC lead	IPPC Secretariat/ FAO CSI/ CPM focus group on Pest Outbreak Alert and Response Systems/ IC Subgroup on NROs	January, 2025	December, 2025	

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
1.2.1 Present Pest reports in a visual way	Pest reports are presented a relevant visual platform*, considering the POARS steering group recommendations  *: For example the <a href="#">Hand-In-Hand Geospatial Platform</a> initiative	Pest reports are presented in a new way	IPPC Secretariat/ IC Subgroup on NROs lead	FAO CSI, relevant stakeholders	TBD	December, 2025	Pending availability of funding
1.2.2 Synergize pest reports with POARS when necessary	The NROs and POARS are synergized with each other		IPPC Secretariat/ IC Subgroup on NROs lead/Steering Group on POARS		January 2025	December, 2025	To be undertaken by the officer in charge of POARS.
1.3 Prepare and present report on NROs activities of 2024 and work plan for 2025 to the IC	2024 NROs annual report and 2025 NROs work plan approved by IC	IC document for the IC meeting in November	IPPC Secretariat	IC	October, 2025	December, 2025	
1.3.1 Draft the annual NROs report of 2024 activities and discuss with the IC Subgroup on NROs	Report prepared and presented to the IC Team on NROs and guidance received	Meeting report of the IC Subgroup on NROs	IPPC Secretariat/ IC Subgroup on NROs	IC Subgroup on NROs consulted through virtual meetings and email exchanges	October, 2025	October, 2025	
1.3.2 Submit the NROs report to the IC meeting in November for review and approval	Report reviewed and endorsed by the IC meeting in May	IC meeting report	IPPC Secretariat/IC	IC review through virtual meetings	November, 2025	December, 2025	
<b>2. Provide direct assistance to Contact Points (Reducing IT barriers)</b>							
2.1 Support IPPC Contact Points and IPP editors	All the IPPC Contact Points and IPP editors can fulfil reporting obligations	The number of reporting obligations increased more than 5% compared to 2024	IPPC Secretariat/IC	Contracting parties	January, 2025	December, 2025	

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
2.1.1 Provide guidance for new nominated members who are responsible for Contact Points	All the IPPC new persons who are responsible for Contact Points and new IPP editors can fulfil reporting obligations	The new IPPC Contact Points submit report promptly and successfully	IPPC Secretariat/IC reg rep/IC Team on NROs/IC Subgroup on NROs	Contracting parties	January, 2025	December, 2025	IFU Lead on NROs
2.1.2 Update the contact information of Contact Point on the IPP; Deal with the IT problem during reporting	All the IPPC Contact Points and IPP editors can fulfil reporting obligations	The new IPPC Contact Points submit report promptly and successfully	IPPC Secretariat/ IC Team on NROs/IC Subgroup on NROs	Contracting parties	January, 2025	December, 2025	IFU Lead on NROs
2.1.3 Provide daily support and guidance to IPPC Contact Points	All the IPPC Contact Points and IPP editors can fulfil reporting obligations	The new nomination for Contact Points submit report promptly and successfully	IPPC Secretariat/ IC Team on NROs/IC Subgroup on NROs	Contracting parties	January, 2025	December, 2025	IFU Lead on NROs
2.2 Improve the IPP Function	IPP functions in more user friendly way	IPP functioned in a better way	IPPC Secretariat	FAO CSI	January, 2025	December, 2025	
2.2.1 Maintain the architectural infrastructure of the system	IPP functions in more user friendly way	No error occurred during submission of report	IPPC Secretariat	FAO CSI	January, 2024	December, 2024	IFU Lead on NROs to be identified
<b>3. Develop Contracting Parties NROs Capacities (Raising awareness and training materials)</b>							
3.1 Incorporate NROs section into IPPC Secretariat newsletter	Raising the awareness of importance of NROs	Contribute at least 2 times for IPPC Secretariat newsletter to deliver latest development on NROs	IPPC Secretariat/ IC Subgroup on NROs/ IC Subgroup on NROs lead/ IC Team on NROs	Contracting parties	May, 2025	November, 2025	
3.1.1 Prepare an update on NROs activities for the 1 <sup>st</sup> Semester	Raising the awareness of importance of NROs	NROs Section in the newsletter published	IPPC Secretariat/ IC lead	Contracting parties	May, 2025	June, 2025	IFU Lead on NROs to be identified

Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
3.1.2 Prepare an update on NROs activities for the 2 <sup>nd</sup> Semester	Raising the awareness of importance of NROs	NROs Section in the newsletter published	IPPC Secretariat/ IC lead	Contracting parties	October, 2025	November, 2025	IFU Lead on NROs to be identified
3.2 Organize NROs global virtual training workshop (upon request)	Improve the capacity of Contract Points to fulfil reporting obligations	Meeting report of NROs workshop	IPPC Secretariat/ IC Team on NROs	Contracting parties	January, 2025	December, 2025	
3.2.1 Discuss the topic and theme on the NROs virtual training workshop among IC Team on NROs	Decision on the theme of NROs virtual training workshop and for which region	Meeting report of NROs workshop	IPPC Secretariat/IC Team on NROs		January, 2025	December, 2025	Pending availability of funding
3.2.2 Prepare and organize NROs training workshops	Improve the capacity of Contract Points to fulfil reporting obligations	Meeting report of NROs workshop	IPPC Secretariat/ IC team on NROs	Contracting parties	January, 2025	December, 2025	Pending availability of funding
3.3 Promote the NROs e-learning course on Surveillance and reporting obligations	Improve the capacity of Contract Points to fulfil reporting obligation	The number of subscribers for NROs e-learning course	IPPC Secretariat	Contracting parties	January, 2025	December, 2025	
3.3.1 Remind Contracting parties to register to the Surveillance and NROs e-learning courses through reminder emails and during workshops	Improve the capacity of Contact Points to fulfil reporting obligations	The number of subscribers for NROs e-learning course	IPPC Secretariat	Contracting parties	January, 2025	December, 2025	IFU Lead on Guides & TM
3.4 Revision of NROs guide	Improve the capacity of Contact Points to fulfil reporting obligations	New version of NROs guide	IPPC Secretariat	Contracting parties	January, 2025	December, 2025	
3.4.1 Set up the working group including the IC Team on NROs and additional IC members	The working group is established	The list of the working group is available	IPP Secretariat/ IC/ IC Team on NROs		January 2025	March 2025	I Pending availability of funding



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Activities and sub-activities	Expected outcomes	Means of verification	Lead	Other bodies/stakeholders involved	Start date	End date	Comments
3.4.2 Organize series of meetings of the working group	Series of meeting are successfully organized	Meeting reports of working group meetings	IPPC Secretariat/ IC Team on NROs		March 2025	December 2025	Pending availability of funding

## Appendix 13 – Global coordination on Fusarium TR4 activities

Overall Activity	Priority level and activities	Timeline
1. Manage before the FAO, international organizations related to agriculture and marketing, as well as other sources of financing, a program for the prevention, containment and management of banana wilt through the implementation and facilitation unit led by Sarah Brunel and in full compliance with the IPPC Development Agenda implementation on Pest Outbreak Alert and Response Systems.	<p>Priority 1</p> <p>Work with FAO's Anticipatory Action (AA) Unit and GIEWS (Global Information and Early Warning System) to develop a joint early warning and anticipatory action framework for Fusarium TR4 outbreak</p> <p>Create a TR4 webpage on the IPP with all relevant information.</p> <p>Map all partners and activities related to TR4: NSP, IAEA, WBF, IICA, CGIAR, Bioversitas, etc (resources necessary).</p> <p>Liaise with the STDF practitioner group on PPP to get guidance.</p> <p>Recommendations from POARS Steering Group on the best governance to coordinate activities on TR4.</p> <p>Set regular coordination meetings with identified partners (resources necessary).</p> <p>Bring the topic to the TC-RPPO and IPPC Regional Workshops.</p> <p>Develop a resource mobilization plan (resources necessary).</p> <p>Create a network of TR4 experts to be actualized on the IPP (in simulation exercises, in diagnostic, in surveillance, etc.) (resources necessary).</p> <p>Develop risk maps according to production zones (resources necessary).</p> <p>Promote liaison with the private sector in relation to international banana trade and for better awareness raising and mobilization of resources (resources necessary).</p>	<p>By late 2025</p> <p>Completed</p> <p>By end of 2024</p> <p>Completed</p> <p>By mid-2025</p> <p>By early 2025</p> <p>Completed</p> <p>By December 2024</p> <p>By mid-2025</p> <p>By end of 2025</p> <p>By end of 2025</p>
2. Carry out a communication and awareness raising campaign for authorities of the banana and plantain producing countries.	<p>Priority 1</p> <p>Deliver a presentation during the 4th Global Conference of the World Banana Conference.</p> <p>Organize a CPM side session on TR4 during CPM-18.</p> <p>Set and implement a TR4 communication strategy (2022-2024)</p> <p>Set a bulletin board on the IPPC Fusarium TR4 webpage for knowledge sharing and updates on activities in regions</p> <p>Develop a communications plan to support the TR4 workplan beyond 2024 with the possibility of including further news items, case studies, promotions of the bulletin board and additions to the IPP page and an awareness raising video on simulation exercises (resources necessary).</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>By early 2025</p> <p>Early 2025</p>
3. Implement at the emergency level action simulacrum for the prevention,	Priority 1	

Overall Activity	Priority level and activities	Timeline
containment and management of the pest under the governance of the IPPC Secretariat and RPPOs from different parts of the world.	<p>Tabletop simulation exercise on TR4 to be developed and held during 2023 IPPC Regional Workshops.</p> <p>Face-to-face Simulation exercises to be prepared and held in Africa in 2024.</p> <p>Follow-up with countries that participated in the simulation exercise on the development of their contingency plans for Fusarium TR4 through IAPSC.</p> <p>Complete review of tabletop simulation exercise document.</p> <p>Tabletop simulation exercise for TR4 to be developed and delivered during 2024 IPPC Regional Workshops in other interested regions.</p> <p>Simulation exercises to be replicated in other regions upon request and following resource mobilization (resources necessary).</p> <p>Create a data map on completed, ongoing and planned TR4-related projects and capacity development activities globally.</p>	<p>Completed</p> <p>Completed</p> <p>On-going</p> <p>On-going</p> <p>NA The countries did not request tabletop simulation.</p> <p>Pending requests and resources</p> <p>Early 2025</p>
4. Promote an international center for the improvement of bananas and plantains in homology to that of corn and wheat (CIMYT) or that of potatoes (CIP), in compliance with the IPPC development Agenda on Research Coordination	<p>Priority 2</p> <p>Establishment of the IPPC Focus Group on Research Coordination to consider the topic, no further action planned from IPPC Secretariat side (resources necessary).</p>	<p>Pending resource</p>
5. Strengthen capacities in: a. Detection and integral diagnosis --- as a target pest: TR4, in addition to other soil pathogens and those of viral and bacterial etiology, which are or will be the intermediate epidemics before the collapse due to R4T.	<p>Priority 1</p> <p>Identify national, regional and international research organizations and encourage the research of rapid diagnosis protocols on TR4. (resources necessary).</p> <p>Develop training material on the diagnostic of TR4. Note: this material will not be published as an official IPPC resource. The IC team on Fusarium TR4 determined that a similar diagnostic manual is being developed by the FAO and as such the material should not be duplicated by the IPPC Secretariat. Once published, the FAO document will be linked on the TR4 webpage.</p> <p>Deliver the diagnostic training course in person in Africa by 2024 in collaboration with IAEA.</p> <p>Follow-up through IAPSC with countries that participated in the diagnostic training course on their development of training programmes to transfer knowledge to other NPPO staff.</p> <p>Deliver the training course in other regions upon request and following resource mobilization (resources necessary).</p>	<p>Pending resource</p> <p>Completed</p> <p>Completed</p> <p>On-going</p> <p>Pending requests and resources</p>
5. Strengthen capacities in:	Priority 1	

Overall Activity	Priority level and activities	Timeline
<p>b. Surveillance or monitoring for an early warning system with an early warning reaction capacity for TR4. It includes satellite detection, the use of drones, specific canine units, among others that allow the rapid location of the presence of the pest.</p>	<p>Gather all innovative research and technologies for the surveillance of TR4 (resources necessary).</p> <p>Identify national, regional and international research organizations and encourage research on the surveillance for early detection of TR4 for Africa (resources necessary).</p> <p>Develop training material on TR4 surveillance with the latest technologies. Note: information was presented by experts for the surveillance course. These presentations will not be published on the IPPC website.</p> <p>Deliver training courses on innovative TR4 surveillance virtually for COMESA countries.</p> <p>Introduce the topic to the IPPC Focus Group on Research coordination.</p>	<p>On-going</p> <p>Pending</p> <p>Completed</p> <p>Completed</p>
<p>5. Strengthen capacities in:</p> <p>c. Containment of existing outbreaks for TR4 in the affected countries, which implies eradication strategies and biosecurity cordons between affected areas and those that are free of TR4.</p> <p>d. Biosafety measures and actions for TR4, at the level of entry or cross-border points, of wide areas, farms and affected areas.</p>	<p>Priority 1</p> <p>Provision of a standard emergency project to eradicate or contain TR4 to NPPOs, in coordination with the POARS Steering Group.</p> <p>Develop an online simulation tool using Fusarium TR4 as an example pest (along with other types of pests, e.g. more mobile pests) as a capacity development tool in preparedness.</p>	<p>Late 2025</p> <p>By mid-2025</p>
<p>5. Strengthen capacities in:</p> <p>e. Management or health of the soil that implies the conservation and increase of beneficial organisms or biological controllers.</p>	<p>Priority 2</p> <p>IPPC Secretariat to liaise with the FAO Soil unit to define activities (resources necessary).</p>	<p>Pending resource</p>
<p>5. Strengthen capacities in:</p> <p>f. Development of tolerant or resistant varieties to TR4, involving plantains and not just bananas.</p>	<p>Priority 2</p> <p>Liaise with and provide support to IAEA as the leader on the topic (resources necessary).</p>	<p>Pending resource</p>
<p>5. Strengthen capacities in:</p> <p>g. Training and dissemination, for all levels or publics involved with an emphasis on virtual and face-to-face courses, field schools, simulation exercises for the prevention or containment of TR4.</p>	<p>Priority 2</p> <p>Implementation at the national level of communication strategy in collaboration with NPPOs, RPPOs and FAO offices (resources necessary).</p>	<p>Pending resource</p>
<p>5. Strengthen capacities in:</p> <p>h. Development of a phytosanitary extension plan for TR4, for the transfer of knowledge and adoption by producers as soon as possible.</p>	<p>Priority 2</p> <p>Define long-term management plans with NSP and WBF and FAO offices (resources necessary).</p>	<p>By mid-2025</p>

Overall Activity	Priority level and activities	Timeline
<p>i. Support for research and specific product proposals to support the integrated management of TR4.</p> <p>j. Promote survival or sustainability strategies for affected producers, such as crop substitution or agricultural insurance for small producers.</p> <p>l. Studies and projects for the implementation of alternative production systems to banana cultivation in regions affected by the plague.</p>		
<p>5. Strengthen capacities in:</p> <p>k. Support the mobilization of the TR4 phytosanitary commando led by OIRSA as a specialized technical group to deal with outbreaks or in actions to contain and prevent Fusarium wilt.</p>	<p>Priority 2</p> <p>Bring the topic to get further advice to the TC-RPPO, Regional Workshops and the POARS Steering Group.</p>	<p>Pending resource</p>

## Appendix 14 – The list of potential donors for phytosanitary matters

CURRENT
RECENT
POTENTIAL

DONOR	REGION	STATUS
African Development Bank (AfDB)	Africa	Potential
Andean Development Corporation (CAF)	Latin America and the Caribbean	Potential
Arab Bank for Economic Development in Africa (BADEA)	Africa	Potential
Arab Fund for Economic and Social Development (AFESD)	Middle East and North Africa	Potential
Arab Organization for Agricultural Development (AOAD)	Middle East and North Africa	Potential
Asian Development Bank (ADB)	Asia	Potential
Australia, Department of Foreign Affairs and Trade (DFAT)	Pacific, Global	Current
Austria, Austrian Development Agency (ADA)	Global	Potential
Bill & Melinda Gates Foundation (BMGF)	Global	Potential
Canada, Global Affairs Canada, Agriculture Canada	Global	Current
Caribbean Development Bank (CDB)	Latin America and the Caribbean	Potential
Central American Bank for Economic Integration (CABEI)	Latin America and the Caribbean	Potential
China, China International Development Cooperation Agency (CIDCA)	Asia, Africa	Potential
Committee Linking Entrepreneurship – Agriculture – Development (COLEAD)	Global	Current
Denmark, Danish International Development Agency (DANIDA)	Global	Potential
Department for International Development, United Kingdom (DFID)	Global	Current
European Bank for Reconstruction and Development (EBRD)	Eastern Europe, Central Asia, Africa	Potential
European Investment Bank (EIB)	Europe	Potential
European Union (EU)	Global	Current
FAO-China South-South Cooperation Programme (FAO-China SSC)	Asia	Potential

DONOR	REGION	STATUS
Finland, Ministry of Foreign Affairs	Global	Recent
Food and Agriculture Organization (FAO)	Global	Potential
Ford Foundation - Middle East and North Africa Office	Middle East and North Africa	Potential
France, Agence Française de Développement (AFD)	Global	Current
Germany, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)	Global	Recent
Global Environment Facility (GEF)	Global	Potential
Green Climate Fund (GCF)	Global	Potential
Gulf Cooperation Council (GCC) - Development Funds	Middle East and North Africa	Potential
Inter-American Development Bank (IDB)	Latin America and the Caribbean	Potential
International Atomic Energy Agency (IAEA)	Global	Potential
International Fund for Agricultural Development (IFAD)	Global	Potential
Ireland, The Government of Ireland, Irish Aid	Global	Current
Islamic Development Bank (IsDB)	Middle East and North Africa	Potential
Italy, Italian Agency for Development Cooperation (AICS)	Global	Potential
Japan, Japan International Cooperation Agency (JICA)	Global	Current
Kenya, Ministry of Agriculture, Livestock and Fisheries	Africa	Recent
Mexico, Agencia Mexicana de Cooperación Internacional para el Desarrollo (AMEXCID)	Latin America and the Caribbean	Potential
New Zealand, Ministry for Primary Industries	Pacific, Global	Recent
North American Plant Protection Organization (NAPPO)	North America	Current
Norway, Norwegian Agency for Development Cooperation (NORAD)	Global	Potential
Organismo Internacional Regional de Sanidad Agropecuaria (OIRSA)	Latin America and the Caribbean	Potential
OPEC Fund for International Development (OFID)	Global	Potential
Qatar Fund for Development (QFFD)	Middle East and North Africa	Potential
Saudi Fund for Development (SFD)	Middle East and North Africa	Potential
Spain, Agencia Española de Cooperación Internacional para el Desarrollo (AECID)	Latin America, Africa	Potential

DONOR	REGION	STATUS
Standards and Trade Development Facility (STDF)	Global	Recent
Sweden, Swedish International Development Cooperation Agency (Sida)	Global	Potential
Switzerland, Swiss Confederation, Federal Office for Agriculture	Global	Recent
The Netherlands, Government of the Kingdom of Netherlands - Plant Supply Chain and Food Quality Department	Global	Recent
The Republic of Korea, Ministry of Agriculture, Food and Rural Affairs (MAFRA)	Asia, Global	Current
Turkie, Turkish Cooperation and Coordination Agency (TİKA)	Central Asia, Africa, Middle East	Potential
UNDP Regional Centre for Latin America and the Caribbean (RCLAC)	Latin America and the Caribbean	Potential
United Nations Development Programme (UNDP)	Global	Potential
United States Department of Agriculture (USDA)	Global	Recent
World Bank Group (WBG)	Global	Recent
World Health Organization (WHO)	Global	Potential
World Trade Organization (WTO)	Global	Potential



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**Appendix 15 – The list of observers to be invited to the IC May 2025 meeting**

1. European Commission, being a longstanding donor and working closely with the IPPC Secretariat;
2. Standards and Trade Development Facility (STDF), being a longstanding donor and having participated as observer in the past;
3. Comité de Liaison Entrepreneuriat-Agriculture-Développement (COLEAD), having signed a Memorandum of Understanding (MoU) with FAO. The organization is involved in several phytosanitary activities in the African region and is providing the IPPC Secretariat with remarkable support for the translation of guides and training materials;
4. Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), being a donor and having provided support to a project aiming at conducting a Phytosanitary Capacity Evaluation (PCE) in Senegal and implementing ePhyto in Thailand;
5. International Atomic Energy Agency (IAEA), having a MoU with FAO and having a joint diagnostic TR4 training course planned;
6. World Bank (WB), having funded a PCE in Nepal;
7. Centre for Agriculture and Biosciences International (CABI), being in the process of signing a MoU with FAO;
8. The European Food Safety Authority (EFSA), being in the process of signing a MoU with FAO; and
9. Trademark Africa

## Appendix 16 – Ongoing translations of IPPC guides and training materials

This table summarizes the status of IPPC guides (*blue*) and e-learning courses (*orange*) that are in the process of being translated.

Title of guide or e-learning	Type	Language	Partner	Publication
Emergency preparedness	Guide	French	COLEAD <sup>48</sup>	2024
Prevention, preparedness, and response guidelines for Fusarium TR4	Guide	Spanish	IPPC funds	2024
Regulation of wood packaging materials	Guide	French	COLEAD	2024
Regulation of wood packaging materials	Guide	Spanish	NAPPO <sup>49</sup>	2024
E-commerce: A guide to managing the pest risk posed by goods ordered online and distributed through postal and courier pathways	Guide	Spanish	COSAVE <sup>50</sup>	2024
Emergency preparedness	Guide	Russian	FGBU "VNIIKR" <sup>51</sup>	2025
Resource Mobilization: Promoting contracting party partnerships	Guide	French	COLEAD	2025
Participating in the Commission on Phytosanitary Measures of the IPPC	Guide	All FAO languages	IPPC funds	2025
Phytosanitary Inspection	E-learning course	Spanish	COSAVE <sup>52</sup> & IICA <sup>53</sup>	2024
Pest risk analysis (PRA)	E-learning course	Spanish	OIRSA <sup>54</sup>	2024
National reporting obligations	E-learning course	French	European Union <sup>55</sup>	2024
Surveillance and pest status determination	E-learning course	French	European Union	2024
Phytosanitary export certification systems	E-learning course	French	MDTF <sup>56</sup> (Canada)	2024
Phytosanitary Inspection	E-learning course	French	COLEAD	2025

<sup>48</sup> Committee Linking Entrepreneurship-Agriculture-Development

<sup>49</sup> North American Plant Protection Organization

<sup>50</sup> Comité Regional de Sanidad Vegetal del Cono Sur

<sup>51</sup> All-Russian Plant Quarantine Center (FGBU "VNIIKR")

<sup>52</sup> Comité de Sanidad Vegetal del Cono Sur

<sup>53</sup> Inter American Institute for Cooperation in Agriculture

<sup>54</sup> Organismo Internacional Regional de Sanidad Agropecuaria

<sup>55</sup> Strengthening Food Control and Phytosanitary Capacities and Governance (GCP/GLO/949/EC)

<sup>56</sup> IPPC Multidonor Trust Fund

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Title of guide or e-learning	Type	Language	Partner	Publication
Pest risk analysis (PRA)	E-learning course	French	COLEAD	2025

**Appendix 17 – Estimated cost of translating IPPC Guides**

<b>Estimated costs of translating IPPC Guides</b>		
<b>Translation (FAO languages)</b>	<b>In-kind translation</b>	<b>FAO translation</b>
Translation from English	USD 0	USD 7 000
Verification of translation	USD 0	USD 0
Graphic design	USD 4 200	USD 4 200
Proof-reading (after layout)	USD 0	USD 1 750
IFU Lead Officer (IPPC regular budget)	USD 700	USD 700
IPPC Secretariat Language expert (IPPC regular budget)	USD 700	USD 1 750
IFU Publication Lead (IPPC regular budget)	USD 1 750	USD 1 750
IFU Communications Lead (IPPC regular budget)	USD 1 750	USD 1 750
<b>Extrabudgetary funds</b>	<b>USD 4 200</b>	<b>USD 12 950</b>
<b>IPPC Regular budget</b>	<b>USD 4 900</b>	<b>USD 5 950</b>
<b>Total cost of each translation (USD)</b>	<b>USD 9 100</b>	<b>USD 18 900</b>

Add USD 3 500 to USD 10 000 for a mobile-friendly version (ePUB and MOBI), depending on language

## Appendix 18 – Draft Specification: Plant Pest Emergency Simulation Tool (2024-00X)

### 1. Title

Plant Pest Emergency Simulation Tool (topic number)

### 2. Type of implementation and capacity development product

Online simulation game

### 3. Convention articles, ISPMs and CPM recommendations to be addressed by the proposed implementation resource

- International Plant Protection Convention (Article IV.2.(e))
- ISPM 4: *Requirements for the establishment of pest free areas*
- ISPM 6: *Surveillance*
- ISPM 8: *Determination of pest status in an area*
- ISPM 9: *Guidelines for pest eradication programmes*
- ISPM 10: *Requirements for the establishment of pest free places of production and pest free production sites*
- ISPM 14: *The use of integrated measures in a systems approach for pest risk management*
- ISPM 17: *Pest reporting*
- ISPM 22: *Requirements for the establishment of areas of low pest prevalence*
- ISPM 27: *Diagnostic protocols for regulated pests*

### 4. Scope

This online IPPC simulation game is designed to facilitate capacity development of national plant protection organization (NPPO) technical staff and stakeholders involved in emergency response activities when a new pest is detected in a country. The focus is on the decisions and actions taken by the NPPO to respond to a new pest detection.

### 5. Purpose

The simulation game will be a capacity development tool aimed at NPPO technical staff, and other government agencies and stakeholders that are involved in emergency responses when a pest of concern is detected post border.

Simulation exercises are a valuable preparedness tool for countries to test their current response practices and identify areas of weakness. Such exercises are scenario-based drills that mimic real-world pest detections or outbreaks to determine a country's preparedness before the pest of concern arrives in the country. Some pests such as *Fusarium oxysporum* f.sp. *cubense* Tropical Race 4 (Fusarium TR4), which has been identified as a pest of serious concern by many banana growing countries, cannot be eradicated once it establishes in an area. Therefore, prevention, preparedness, and timely response are critical to stopping spread of such pests.

For some countries it may not be possible to undertake simulation exercises in person due to cost and lack of facilitation and resource. In such cases, this online tool can be used to train new staff and refresh skills of existing NPPO staff but also to engage stakeholders in other government agencies and industry who are essential for a successful response. Through the simulation, the users will be able to consider the information and scenario presented to make decisions that will lead to various outcomes such as successful eradication, pest containment to an area, or failure to contain leading to spread of pest. This will lead to better understanding of key elements necessary for a successful response.

## 6. Content for the proposed implementation resource

The simulation game proposes to use two high-risk pests as examples: a pathogen (e.g., *Fusarium* TR4) and an insect (e.g., *Spodoptera*). The IPPC Secretariat is proposing to work with the Food and Agriculture Organization (FAO) eLearning Academy to develop the simulation tool.

The concept includes:

- using the fictional country and setting developed for the tabletop simulation exercise to develop a scenario for the simulation game, including characters and setting,
- providing brief pest factsheets (description, biology, impact) for the two pests that users can use to make risk management decisions,
- identifying critical control points in the simulation game that will impact the outcomes of the decisions made by users, such as:
  - probable pathways of pest entry and spread,
  - does the pest have a restricted distribution in the area or has it spread,
  - was the pest detected in one area or are there multiple detection events,
  - are surveillance methods effective in detecting the pest when it is present,
  - were there existing quarantine and phytosanitary measures in place to prevent introduction of the pest,
  - are quarantine and farm-level biosecurity measures in place to prevent further pest spread,
  - is there an existing contingency plan that can be deployed after the first detection of the pest,
  - availability of resources, including financial and human resources,
  - is an effective national response team in place and is there good cooperation with stakeholders,
  - is there sufficient capacity to undertake diagnostics during the emergency response.

## 7. Financial and in-kind contributions

Strengthening Food Control and Phytosanitary Capacities and Governance project ([GCP/GLO/949/EC](#))

## 8. Selection criteria for working group experts

The IPPC Secretariat is proposing that instead of issuing a call to establish a new working group for this simulation game, the experience and knowledge of experts from the following existing groups will be utilized to review the parameters and contents of the simulation game as well as to test the game once developed:

- the Implementation and Capacity Development Committee (IC) Team on *Fusarium* TR4 who have contributed to the peer-review of the table-top simulation document,
- NPPOs (Ecuador, New Zealand and Peru) who reviewed the *Fusarium* TR4 table-top simulation exercise,
- Working group that developed the IPPC Emergency Preparedness guide,
- FAO Regional Office for Mesoamerica who have completed several simulation exercises in the region to prepare countries against the risk of *Fusarium* TR4.

## 9. References and supporting materials

IPPC guides and training materials, including the following:

- [Emergency Preparedness: A guide for developing contingency plans for outbreaks of quarantine pests](#)
- [Prevention, preparedness and response guidelines for \*Fusarium\* Tropical Race 4 \(TR4\) of banana](#)
- [Prevention, preparedness and response guidelines for fall armyworm \(\*Spodoptera frugiperda\*\)](#)

- [Pest Status Guide](#)
- [Surveillance and pest status determination e-learning course](#)

## Appendix 19 – Strategy and process for the development of IPPC guides and training materials - (in-meeting version)

**IPPC GUIDES & TRAINING MATERIALS:** *Guides, guidelines, e-learning courses, training kits, curricula and other information products that are developed under the oversight of the IC to support capacity development and implementation of the IPPC by contracting parties.*

### I -Objective of the Strategy:

The International Plant Protection Convention (IPPC) guides and training materials<sup>57</sup> are capacity development tools and technical resources that guide and assist Contracting Parties in implementing the IPPC, ISPMs and CPM recommendations by building national phytosanitary capacities. They do this by providing:

- Accurate and easy to understand technical information in all FAO official languages.
- Best practices to facilitate the establishment and operation of national phytosanitary systems.
- A basis for countries, NPPOs, RPPOs and relevant stakeholders, to develop national strategies, policies, legislation, manuals, procedures, training materials and courses.

### II - Guiding principles for the development of IPPC guides and training materials are:

- **Reliability:** IPPC guides and training materials are aligned and compliant with the IPPC, ISPMs and CPM recommendations. Technical accuracy is verified by peer review and oversight by the Implementation and Capacity Development Committee (IC).
- **Integration:** Information is presented in an integrated manner to support implementation and capacity development and to promote best practices to improve national phytosanitary systems.
- **Standardization and consistency:** IPPC guides have a similar design and structure and are easily recognizable. The IPPC glossary of phytosanitary terms, IPPC style guide, IPPC formatting guide, and FAO style are followed.
- **Accessibility:** Materials are free of cost and easy to access. Simple and consistent language is used to enhance readability. Information is organized in a logical manner. Opportunities are sought to translate materials to all FAO official languages.
- **Sustainability:** The development of IPPC implementation and capacity development guides and training materials is supported by appropriately trained IPPC secretariat staff with the required competency and access to adequate resources, including human and financial resources.
- **Transparency:** The development of IPPC guides and training materials follows a documented process. The process is transparent, inclusive, and participatory.
- **Workflow:** The process describes the main stages in the workflow and key roles and responsibilities. The process supports consistency, efficiency, and the development of high-quality materials.
- **Continual improvement and updating:** IPPC Guides and training materials and the process for developing them are updated as necessary, considering outcomes of CPM, IC and SC meetings and feedback provided by users or through the monitoring and evaluation framework of the IPPC secretariat.

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<sup>57</sup> Guides, guidelines, e-learning courses, training kits, curricula and other information products that are developed under the oversight of the IC to support capacity development and implementation of the IPPC by contracting parties.



## Process for the Development of IPPC Guides and Training Materials<sup>58</sup>

### I – Objectives:

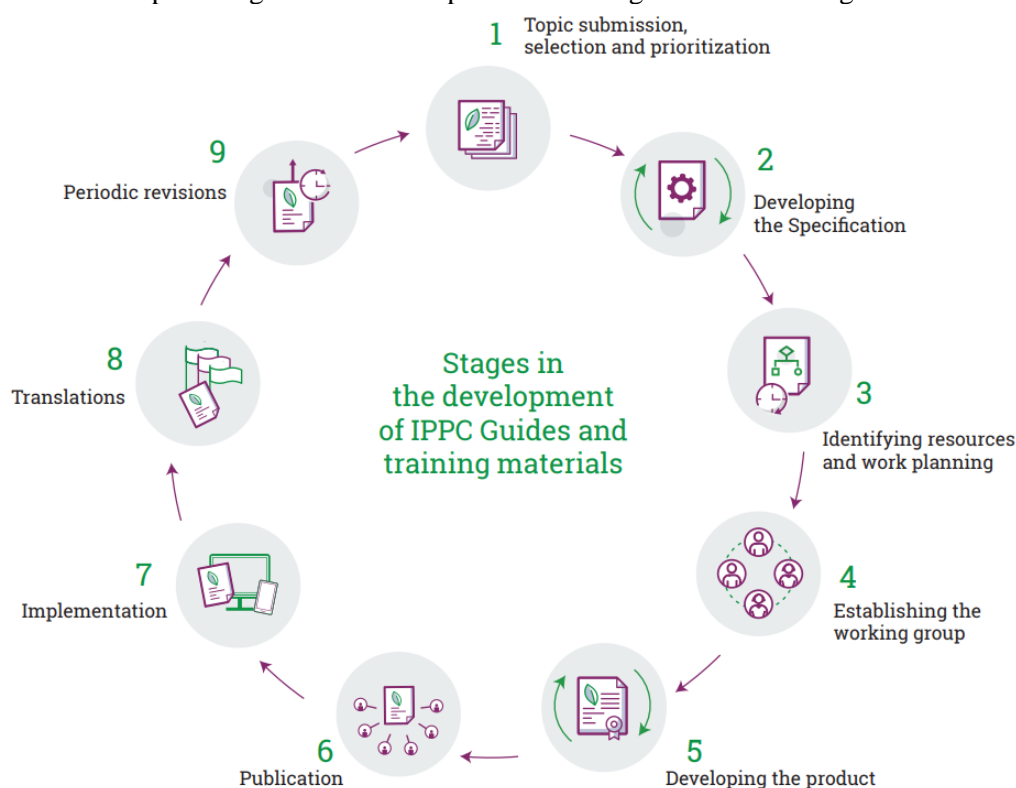
- [1] Describe the stages and processes to develop globally applicable IPPC guides and training materials.
- [2] Define the roles and responsibilities of the Implementation and Facilitation Unit (IFU), Implementation and Capacity Development Committee (IC), IFU lead, IC lead and subject matter experts in developing IPPC guides and training materials.
- [3] Clarify the role of Commission on Phytosanitary Measures (CPM), Standards Committee (SC), national plant protection organizations (NPPOs), regional plant protection organizations (RPPOs), other relevant organizations in proposing topics, reviewing specifications, and contributing to the development of the material.
- [4] Ensure that IPPC guides and training materials are high quality and developed in a consistent manner following a transparent, inclusive, participatory, and documented process.

### II - Scope

- [5] Describe the process for the development of IPPC guides and training materials, including guides, guidelines, e-learning courses, training kits, curricula and other information products that are developed under the oversight of the IC to support capacity development and implementation of the IPPC by contracting parties.
- [6] The development of factsheets, brochures, videos, advocacy materials, promotional materials, studies, procedure manuals and simple infographics is not expected to follow this process.

### III - Development Stages

- [7] The main steps or stages in the development of IPPC guides and training materials include:



<sup>58</sup>Approved by 2021\_eIC\_10 (June 2021); Section 2 revised following 2021\_eIC\_17; Section 6 revised as per IC\_VM19; Section 5 revised as per IC\_VM20

- [8] In certain specific situations, including urgency or an agreement with a donor or materials developed by an IC Subgroup, IC Team, CPM Focus Group, or other IPPC body, it may be appropriate to deviate from the process illustrated above. At a minimum, the IC should be informed and provided with the justification for deviating from the normal process, an IC lead should be assigned to the topic, and IC members should have the opportunity to review the draft IPPC guide or training material prior to publication.
- [9] The IC may ~~use their discretion when deciding~~ whether a draft specification needs to be distributed for consultation. For example, to fast-track the development of a guide or training material, or when revising an existing guide or creating an e-learning course from an existing guide, the IC may decide that consultation on the draft specification is not required.

### Stage 1. Topic submission, selection, and prioritization

- [10] Most Implementation and Capacity Development (ICD) topics are submitted by contracting parties during the IPPC Call for Topics: Standards and Implementation, as per the CPM-approved process<sup>59</sup>. ~~Contracting parties should use the submission form and the draft specification form provided on this website for their ICD topic proposals.~~
- [11] However, ICD topic proposals can be generated from other sources and presented to the IC for consideration, these proposals may include:
- (4) Topics arising from the need to revise or modernize an existing IPPC guide or training material following the revision of an ISPM.
  - (5) Topics arising from projects implemented by the IPPC secretariat and/or for which the IPPC secretariat provides technical support. For example, topics may be requested by FAO as part of a project (e.g., IPPC guidelines for fall armyworm) or a project may provide an opportunity to develop an e-learning course from an existing IPPC guide.
  - ~~(6) Topics arising from the outcomes of an IPPC Observatory study.~~
  - (7) ~~(6)~~ Topics proposed by the IC, an IC Subgroup, or an IC Team.
  - (8) ~~(7)~~ Topics proposed by the Standards Committee (SC).
  - (9) ~~(8)~~ Topics requested by the Commission on Phytosanitary Measures (CPM), CPM Bureau, CPM Focus Group, or other IPPC body.
- [12] Each Implementation and Capacity Development (ICD) topic proposal should be accompanied by a draft specification, ~~using the template provided in Annex A.~~ In situations where the topic ~~is proposed at~~ ~~arises by an IPPC body~~, outside of the Call for Topics, the proponent for the topic is responsible for preparing the draft specification<sup>60</sup> and submitting it to the IFU so it may be presented to the IC for review and approval.
- [13] The draft specification should identify the main Convention articles, ISPMs and CPM recommendations to be addressed by the proposed guide or training material and define its scope and purpose. It should also propose the scope of what should be covered by the guide or training material and describe the proposed content by providing a list of the topics / items to be addressed, including specific tasks, needs and expectations for the working group. Links to key references and other supporting materials should be provided. Where possible, the draft specification should identify national or regional resources that could be used as the basis for a global guide or in support of the development of the materials. The draft specification may also suggest the criteria to be used for selecting working group members.
- [14] The List of ICD Topics (LOT) identifies all the IPPC guides and training material topics that are either under development or in line to be developed. It includes the topic number, working title, type of

<sup>59</sup> Call for topics: Standards and Implementation: <https://www.ippc.int/en/core-activities/standards-and-implementation/call-for-topics-standards-and-implementation/>

<sup>60</sup> Draft specification template: <https://www.ippc.int/en/publications/90082/>

product, priority level, stage of development, funding source, and IC and IFU leads, and other information about the topic proposal. This list is posted on the International Phytosanitary Portal (IPP)<sup>61</sup>.

- [15] The IC reviews the LOT at least once a year and makes changes to it, including adding, deleting, splitting, or combining topics, reviewing, and updating the priority levels and identifying IC leads.
- [16] The IC nominates an IC lead for each topic to work collaboratively with the IFU lead and facilitate the development of the guide or training material and the development and/or revision of the associated specification, work plan and implementation plan. ~~The IC lead is also responsible for reviewing and approving the final product prior to its publication and launch.~~
- [17] The IPPC secretariat updates the LOT to reflect the decisions of the IC.
- [18] CPM is invited to note the topics on the LOT and the priority levels assigned by the IC. The CPM may request the IC to add new topics to the LOT.

## **Stage 2. Developing the Specification (*for consultation*)**

- [19] The IC identifies which draft specifications will go for consultation each year or if a consultation on a draft specification is not required (see paragraph 9).
- [20] The IC should review each draft specification and discuss it before approving it for consultation. A specification should only be developed if the proposed topic is expected to be added to the workplan within a year of finalizing it (i.e., priority level 1 or 2).
- [21] The IPPC secretariat is responsible for transferring the information from the Call for Topic submission forms to the *Specification template for IPPC guides and training materials*<sup>62</sup>. The IPPC secretariat should also complete the Status Box for the topic. The Status Box should be updated at each step of the process. It is not part of the guide or training material but is used to track product development.
- [22] The IC lead revises the draft specification before it is presented to the IC. In cases where a topic is included in the LOT, but the submission is incomplete, the IC lead, in consultation with the IPPC secretariat develops the draft specification.
- [23] The IC reviews and if necessary, revises the draft specification and ensures that appropriate criteria for the selection of experts for the guide or training material are included. The IC also considers who should be included in the consultation and identifies any international organizations or other entities that should be invited to participate in the consultation, in addition to NPPOs and RPPOs. The IC approves the draft specification for consultation.
- [24] The consultation period for draft specifications is 90 days (01 July to 30 September).
- [25] The IC lead, in consultation with the IPPC secretariat, revises the draft specification considering consultation comments and submits it to the IC for approval.
- [26] The IC approves the final specification, which is posted on the IPP, including the updated Status box.
- [27] The IC may decide that an IC-approved specification is outdated or needs to be revised before the work to develop the product may begin. In these cases, the revised specification should be presented to the IC for review and the IC should identify appropriate next steps.

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<sup>61</sup> ICD LOT: <https://www.ippc.int/en/core-activities/capacity-development/list-topics-ippc-implementation/list>

<sup>62</sup> Specification template for IPPC guides and training materials: see Annex A

- [28] The WG may adjust the specification associated with the guide or training material they are developing, provided the IC lead for the topic agrees and the justification for making the change is documented in the WG minutes.

### **Stage 3. Identifying resources and work planning**

- [29] Resources are allocated to top priority topics on the LOT, as they become available. Once resources have been identified, work to develop the guide or training material may proceed.
- [30] The IPPC secretariat may issue a call for financial and in-kind contributions to seek resources to support the development of the guide or training material; however, no further work may be done until sufficient resources are identified and made available.
- [31] Once resources for the development of the guide or training material have been secured, the IPPC secretariat and the designated IC lead may begin drafting a work plan. The draft workplan should consider how the work will be conducted, what virtual tools will be used, and possible venues for any face-to-face meetings.
- [32] The workplan should identify the timeframe for the call for experts and should consider whether any other calls may be issued, such as calls for the submission of technical resources, policy papers or case studies.
- [33] The work plan should also include information about the proposed timelines for working group meetings and completion of key milestones or tasks. The IPPC secretariat and IC lead are responsible for periodically reviewing and revising the work plan and tracking activities, in consultation with the working group, as appropriate.

### **Stage 4. Establishing a working group (WG)**

- [34] In some situations, a CPM focus group, IC subgroup, IC Team or another IPPC body may be tasked with drafting or revising a particular guide or training material. However, the development of IPPC guides and training materials is most often carried out by a working group (WG) made up of global subject matter experts.
- [35] Working group nominees may come from many sources including NPPOs, RPPOs, other relevant government agencies, scientific institutions, industry associations and international organizations. Candidates should have relevant expertise and meet the criteria stated in the specification.
- [36] Nominations of experts should be submitted or endorsed by an NPPO, RPPO or one of the external organizations that the IPPC secretariat cooperates with<sup>63</sup>. Nominations should be submitted directly to the IPPC secretariat through the official contact point, in response to a call. Nominations from other sources may also be considered in special situations as identified by the IC.
- [37] Nominations should be accompanied by a summary of expertise (normally associated with a specific call), a signed Statement of Commitment<sup>64</sup> and an up-to-date Curriculum Vitae.
- [38] The WG should be composed of experts with relevant technical and practical expertise in the subject matter. Although the WG should have a wide geographical representation and representation from both developing and developed countries, this does not preclude having more than one expert from a single country or organization, provided they are qualified. When possible, it is advisable to invite a representative of the SC and a member of the Expert Working Group that was involved in the development of the associated ISPM to participate in the WG.

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<sup>63</sup> List of organizations the IPPC secretariat cooperates with: <https://www.ippc.int/en/core-activities/external-cooperation/>

<sup>64</sup> IPPC Statement of Commitment: <https://www.ippc.int/en/publications/47/>

- [39] The IPPC secretariat, in consultation with the IC lead, reviews the nominations received during the call, using the selection criteria specified in the specification and recommends WG experts to the IC.
- [40] The IC is requested to review these recommendations and the qualifications of the nominated experts and ~~decide which the~~ experts ~~should to~~ be invited to participate in the WG group.
- [41] The IPPC secretariat invites the selected experts to participate in the WG and posts the WG membership list on the IPP.
- [42] The WG can recommend the addition of experts at any stage if gaps in expertise are identified. Changes to the composition of the WG are subject to confirmation by the IPPC secretariat, in consultation with the IC lead. The IPPC secretariat informs the IC of any additions to the WG.
- [43] Whenever possible, those participating in the WG voluntarily fund their travel and subsistence to attend meetings. The WG experts may request financial assistance, with the understanding that resources are limited and that requests for financial assistance will be assessed according to the criteria used for prioritizing participants to receive travel assistance<sup>65</sup> to attend meetings organized by the IPPC secretariat.
- [44] WG members are expected to attend all meetings (both virtual and in-person) and to actively contribute during meetings, complete assigned tasks, and respond to email communications and e-forum discussions in a timely manner.
- [45] The IPPC secretariat is responsible for coordinating the WG meetings and setting up virtual workspaces for the WG, following established procedures.

### **Stage 5. Developing the product**

- [46] The WG members (or other subject matter experts tasked with developing the product) should carefully review the draft specification, note the assigned tasks and read the ISPMs and other resources listed in the specification.
- [47] The WG members should suggest additional technical resources that could be used to support the development of the IPPC guide or training material.
- [48] The WG should discuss and reach consensus on the outline for the guide or training material and the content of different chapters and sections, [according to the specification](#).
- [49] The WG members are responsible for writing the text and providing supplemental content to be included in the product.
- [50] If financial resources or in-kind contributions allow it and it is deemed necessary, additional authors, with appropriate expertise, may be requested to write certain parts of the material.
- [51] The draft products should be clearly written using plain language and should focus on the purpose and the scope as described in the specification. The layout, presentation and style should conform with the IPPC style guide<sup>66</sup>, FAO style<sup>67</sup> and the IPPC formatting guide.

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<sup>65</sup> Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC secretariat: <https://www.ippc.int/en/publications/1036/>

<sup>66</sup> IPPC Style Guide: <https://www.ippc.int/en/publications/81329/>

<sup>67</sup> FAO Style: <https://openknowledge.fao.org/server/api/core/bitstreams/9eb94d2d-094c-430a-86af-b4e6c3a64b61/content/cb8081en.html>

- [52] The WG members should provide flowcharts, photographs, illustrations, graphs, case studies, etc. to enhance the guide, as appropriate. Editable versions of all graphs, tables, flow charts and other figures are needed. Permission to reproduce these materials must be provided<sup>68</sup>.
- [53] The IPPC secretariat may issue a call for case studies to support or enhance the guide or training material. Case study submissions should use the template provided in Annex B. The WG should review the case studies and determine whether their inclusion would enhance the guide.
- [54] The IPPC secretariat should work with the submitter and the editor to finalize the content of the case studies to be included in the guide or training material. The Official Contact Point of the submitting country must approve the final version of the case study before it can be published.
- [55] The draft guide or training materials may be professionally edited prior to peer review. The decision to edit at this stage is at the discretion of the IFU and IC leads.
- [56] The draft product should be peer-reviewed by subject matter experts not involved in drafting it and by representatives of the target audience (e.g., possible end-users). The IPPC secretariat and IC members should also be invited to provide comments on the draft, generally during the peer review period. An invitation to review the product may also be extended to members of the SC, if requested by the SC.
- [57] The WG members should review the comments received during the peer review and modify the draft based on the submitted comments, as appropriate.
- [58] The IFU lead should invite the IC lead to attend WG meetings and should keep the IC lead apprised of progress and challenges in developing the product.
- [59] The IC lead is not expected to develop any of the technical content but should review the draft product and provide feedback to ensure it aligns with the specification.
- [60] The product should be professionally copy-edited, and the editor's comments should be addressed by the IFU lead in consultation with the IC lead and WG, if necessary.
- [61] The IC lead approves the final product for publication.
- [62] Technical resources must be proofread after graphic design and prior to publication.

### **Stage 6. Publication**

- [63] The IPPC secretariat is responsible for the publication of IPPC guides and training materials.
- [64] The publication of IPPC guides and training materials involves collaboration with relevant service providers (e.g., editor, graphic designer, videographer, proofreader, FAO publication office) and must follow FAO procedures.
- [65] The IFU is responsible for entering the product information into the FAO publication work system, identifying the desired publication formats (e.g., PDF, mobile and tablet friendly formats, print, etc.) and specifying whether the publication is a priority for digital tracking (e.g., DOI and Altmetric Badge).
- [66] The final version of IPPC guides and training materials are published by the FAO and links are provided on the IPP.

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<sup>68</sup> FAO permission request form: <https://www.ippc.int/en/publications/88268/>

- [67] Announcements are published on the IPP when a guide or training material has been published to notify contracting parties, NPPOs, RPPOs, FAO regional offices and partner organizations that the new product is available.

### **Stage 7. Implementation**

- [68] Implementation plans are intended to improve the delivery of the IPPC Guides and training materials by increasing the awareness and the use of these products by contracting parties, NPPOs, RPPOs and other stakeholders involved in phytosanitary activities at the national, regional, and global level.
- [69] There are three levels of implementation plan (gold, silver, and bronze) for ICD products, as described in Annex C. These levels reflect a set of supporting communication materials and channels. The level of support is based on the type of product, its priority level within the IPPC's Strategic Framework, and the available budget and human resources.
- [70] The "gold" implementation plan should be applied to all new IPPC guides and training materials and the "bronze" implementation plan should be applied to all translations of IPPC guides and training materials.
- [71] The IPPC secretariat, in collaboration with the IC lead, is responsible for the delivery of the implementation plan<sup>69</sup>.
- [72] The WG tasked with developing the guide or training material should be invited to comment on the implementation plan and suggest opportunities for promoting the new product to users.
- [73] The IPPC secretariat is responsible for monitoring the use of IPPC guides and training materials and reporting to the IC annually.

### **Stage 8. Translations**

- [74] The translation and publication of different language versions of IPPC guides and training materials is led by the IFU.
- [75] Language versions of the IPPC guides and training materials are produced whenever partners and the necessary resources are available. When possible, translations are carried out within the framework of FAO and other national, regional, and international projects.
- [76] Contracting parties, RPPOs, donors and international organizations should contact the IPPC secretariat for information on how to provide in-kind or financial resources to assist with the translation of IPPC guides and training materials. The first step is for potential collaborators to contact the IPPC secretariat to discuss their interest in helping to translate a particular guide or training material. Collaboration may take the form of an in-kind contribution to translate the material or the provision of funds to pay the costs associated with a FAO translation.
- [77] The details of the collaboration are described in a co-publishing agreement between FAO and the collaborating organization for the specific material being translated. The collaborating organization will be provided author rights on the document in the translated language and their logo will be displayed.
- [78] Once a co-publishing agreement is in place, the Secretariat will provide an editable copy of the document to be translated, as well as the links to some key phytosanitary translation resources. The FAO requires that all externally translated documents be reviewed by FAO translation services.

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<sup>69</sup> Template for Implementation Plans: see Annex C

- [79] All translations of IPPC guides and training materials must be proof-read by experts that the IPPC secretariat recognizes as phytosanitary specialists for that language, prior to finalizing the technical content and submitting the product for graphic design.
- [80] Translations must also be proof-read following graphic design and prior to submitting the product for publication. In cases where there is a co-publishing agreement the translator must be given the opportunity to review and approve the final version, prior to its publication.
- [81] Translated IPPC guides and training materials are published by the FAO and links are provided on the IPP.
- [82] The “bronze” implementation plan should be applied to all translations of IPPC guides and training materials (Annex C).

### Stage 9. Periodic revisions

- [83] IPPC guides and training materials are periodically reviewed and updated. The review of these materials may be triggered by:
- CPM adoption of new or revised ISPMs;
  - implementation or capacity development issues identified by the IC, SC, Bureau, or CPM.
  - ~~feedback provided by users or from user surveys;~~
  - information collected through the IPPC Observatory;
  - an IC decision to address topics submitted through the Call for topics: Standards and Implementation through the revision of existing IPPC guides and training materials (rather than creating a new ICD topic).

### IV – Financial considerations

- [84] In addition to IPPC secretariat staff time, the costs associated with the development of IPPC guides and training materials may include IPPC secretariat staff travel, travel for working group members, and professional services (e.g., copy editing, graphic design, proofing, writing, videography, digital animation, publishing, printing, translation, and implementation).
- [85] Financial resources for the development of IPPC guides and training materials may come from many sources including:
- resources made available to the IFU of the IPPC secretariat from regular programme funds;
  - funds contributed to the IPPC Multidonor trust fund by contracting parties, donors, and international organizations;
  - FAO or other donor projects or programmes;
  - National regional and international projects or initiatives.

- [86] Please contact the IPPC secretariat for additional information on the costs and options for supporting the development of priority IPPC guides and training materials on the ICD List of topics.

### V – Recognition of contributors

- [87] Working group members will receive a certificate of appreciation, signed by the IPPC Secretary, in December of the year that the guide or training material is published. The WG members will also be recognized at the Commission on Phytosanitary Measures (CPM) meeting the year after the product has been published.
- [88] Proofreaders will receive a certificate of appreciation, signed by the IPPC Secretary, in December of the year that the translated product is published. Their work will also be recognized at the CPM meeting the year after the translated product has been published.



[89] Partners that provide funding or in-kind contributions to support the development of an ICD product or its translation will be acknowledged in the publication. Generally, this includes a statement of acknowledgement and the logo of the partner organization.

**ANNEX A: Specification template: IPPC Guides and Training materials<sup>70</sup>****[Draft] Specification: Title (YYYY-000)****Status box**

This status box is not an official part of the <a href="#">Guide specification</a> and will be modified by the IPPC secretariat.	
<b>Topic number</b>	[YYYY-000]
<b>Title</b>	[Working title, generally from the LOT]
<b>Document category</b>	IPPC [Guide, training kit, e-learning course, video, or other type of implementation resource]:
<b>Date of this document</b>	[YYYY-MM-DD]
<b>Current document stage</b>	Identify the stage where the implementation resource is currently or where it will be going next in the process, for example: [Draft specification]
<b>Major stages completed</b>	List the major stages of the process for the development of IPPC Implementation and Capacity Development Guides and Training Materials (e.g., topic added to LOT, draft specification approved for consultation, consultation, calls, WG established) [YYYY-MM: Stage]
<b>Implementation and Capacity Development Committee (IC) lead</b>	Name and country of the IC lead assigned to the Guide (or training material), with the date and meeting of nomination, name, 2-letter ISO country code. [YYYY-MM, IC VM-XX, Name SURNAME (Country)]
<b>IPPC secretariat lead</b>	[YYYY-MM IFU Name SURNAME]
<b>Working Group experts</b>	List names and countries of Working Group Experts [Name SURNAME (Country)]
<b>Notes</b>	This section includes all the information that the IPPC secretariat needs to record and is not included in the major stages (e.g., editing, formatting, email discussions).

<sup>70</sup> Approved by IC\_VM12 (Mar 2021); revised IC\_VM17 (Nov 2021)

**[Draft] Specification: Title (YYYY-000)****1. Title**

*Working title (topic number)*

**2. Type of implementation and capacity development product**

*Indicate whether the product will be a guide, guideline e-learning course, training kit, or another type of information product. Indicate whether the proposal is to develop a new IPPC guide or training material or to revise an existing product.*

**3. Convention articles, ISPMs and CPM recommendations to be addressed by the proposed implementation resource**

*List only the ISPMs most relevant to the topic and any Convention articles or CPM recommendations to be addressed by the guide or training material.*

**4. Scope**

*Identify the main target audiences for the proposed IPPC Guide or training material. Provide the boundaries or limits to what should be included in the guide or training material and what should not be included. When the proposal is to revise an IPPC Guide or training material, this section should include the scope of the revision.*

**5. Purpose**

*Explain why the proposed guide or training material is important and how it will be used by the target audience. Describe the operational and technical implementation issues that the proposed guide or training material should address. When the proposal is to revise an IPPC Guide or training material, this section should include relevant information on the reasons for the revision.*

**6. Content for the proposed implementation resource**

The working group should include content based on the outcomes of the following tasks:

*List the content to be included in the guide or training material or the specific tasks for the working group. For example, the proposed guide or training material should provide guidance, make recommendations, describe the steps, consider, identify, etc.*

**7. Financial and in-kind contributions**

*Identify any financial or in-kind contributions that have been identified to support the development of the product or to facilitate its translation.*

**8. Selection criteria for working group experts**

The IPPC secretariat and the Implementation and Capacity Development Committee support equity, diversity, and inclusiveness and encourage all interested experts to submit their candidature to participate in the working group that will be tasked with developing this IPPC Guide or training material. The members of the working group will be selected based on their technical and practical expertise in the subject matter. Geographical representation from both developing and developed countries will also be considered to ensure that the material developed is globally applicable and reflects best practices from all over the world.

The following criteria should be used for selecting working group members:

- (1) Practical expertise and knowledge in one or more of the following areas:
  - Area 1
  - Area 2
  - Area 3

## **9. References and supporting materials**

*Provide a bibliography of technical resources and ISPMs that may support the development of the guide or training material.*

**AUTHOR. YYYY.** *Title, IPPC Guide*, [online]. <https://www.xxx>

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**ANNEX B: Template: Case study for IPPC implementation resources****Template: Case study for IPPC Implementation resources****1. Submitted by:**

*Country name*

**2. Contact details of submitter:**

*Please identify an individual able to answer questions relating to this case study.*

*Name:*

*Position:*

*Department / Division:*

*Organization:*

*E-mail:*

**3. Title of the case study**

*Short descriptive working title which includes the country name*

**4. Subject of the case study**

*What phytosanitary system / topic / issue is being highlighted*

**5. Location and timeline of the case study**

*City, country, year (or time frame)*

**6. Content of the case study (maximum two pages):**

- *Context (brief background of the issue or key challenges)*
- *What activities were undertaken?*
- *Who was involved? Include roles of key stakeholders.*
- *How were the activities initiated and undertaken?*
- *Outcomes and impacts*
- *Next steps and additional planned activities*
- *Lessons learned and areas for improvement*

**7. List of photographs and figures with credit [name, institution, country] and suggested captions**




*Photographs should be .tiff files or jpegs saved to the maximum resolution (at least 300 dpi).*

*Please provide a signed copy of the FAO permission request form listing all photographs and figures provided: <https://www.ippc.int/en/publications/88268/>*

**8. Links to additional information related to the case study**

*List any references cited in the case study and any additional resources that may be of interest to readers.*

**ANNEX C: Gold, silver, and bronze level implementation plans for IPPC Guides and training materials and other Implementation and Capacity Development products**

	 <b>Gold implementation plan</b>	 <b>Silver implementation plan</b>	 <b>Bronze implementation plan</b>
<b>Examples of Implementation and Capacity Development (ICD) products</b>	<i>IPPC guides and training materials, DAI related topics, and other high-priority ICD products</i>	<i>IPPC Observatory studies, project reports and other ICD products</i>	<i>Translations of IPPC Guides and training materials</i>
<b>Communication channels / materials</b>			
Updated International Phytosanitary Portal (IPP)	ü	ü	ü
Announcement of publication on IPP	ü	ü	ü
Webinar announcing new ICD products	ü	ü	ü
IPPC news item promoting the ICD product	ü	ü	
Social media posts / campaign on both IPPC and partner channels	ü	ü	
Presentations and advertising during IPPC regional workshops and other regional events	ü		
IPPC news feature / case study / blog post	2-4	1-2	
FAO-led focus story	(ü) <sup>71</sup>		
Infographic or introductory video	(ü)		
Fact sheet	(ü)		
Events (CPM side session, workshops, partner events)	(ü)		
New comms channels (e.g., podcasts)	(ü)		

<sup>71</sup> (✓) dependent on availability of human and financial resources

**Appendix 20 – Submission form for topics for Standards and Implementation**

<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 2024-10-15)***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>
<p><b>Important information for filling out and submitting the form:</b></p> <p><b>The 2023 Call for Topics closes 15 September 2023.</b></p> <p>Please read through the Call for Topics webpage, where additional guidance on preparing topic submissions is available: <a href="https://www.ippc.int/en/core-activities/standards-and-implementation/call-for-topics-standards-and-implementation/">https://www.ippc.int/en/core-activities/standards-and-implementation/call-for-topics-standards-and-implementation/</a>.</p> <p>The use of the new electronic submission forms is strongly encouraged. <b>The electronic version of this form is available here:</b> <a href="https://forms.office.com/e/9JAeegjr0Z">https://forms.office.com/e/9JAeegjr0Z</a></p> <p>Diagnostic protocols are submitted using a different form available at: <a href="https://forms.office.com/e/pp9bS2fJgX">https://forms.office.com/e/pp9bS2fJgX</a></p> <p><b>Submissions must address the <a href="#">Criteria for Justification (see 5)</a> and must include a <a href="#">Draft Specification (see 3.1)</a> for proposed standards or a <a href="#">Draft Outline (see 3.2)</a> for proposed implementation resources. These are required for evaluation and subsequent development of the material. Including a literature review providing technical information is recommended.</b></p> <p>The completed submission form <b>AND</b> draft specification/draft outline may be submitted as Word documents by the IPPC official contact point, via e-mail, to the IPPC Secretariat (<a href="mailto:ippc@fao.org">ippc@fao.org</a>) no later than <b>15 September 2023</b> (Subject line: “Call for topics XXXX”).</p>	

## 2. Summary of proposal

<p><b><u>Summary of justification for the proposal</u></b> (provide an outline of the problem needing resolution in sufficient detail, <b>250 words max</b>)  <a href="#">Click or tap here to enter text.</a></p>
<p><b><u>Expected outcome of standard/implementation resource</u></b> (value of development of proposed material, 2 lines max)  <a href="#">Click or tap here to enter text.</a></p>
<p><b><u>Contribution to filling gaps in the Framework for Standards and Implementation:</u></b> (2 lines max)  <a href="#">Click or tap here to enter text.</a></p>

## 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 or Revision/Amendment of standard:**

- New ISPM**
- Revision/Amendment to ISPM:** [Choose an item.](#)
- Supplement, Annex, Appendix to new ISPM:** [Choose an item.](#)
- Supplement, Annex, Appendix to ISPM:** [Choose an item.](#)
- Revision/Amendment:** [Choose an item.](#)

**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/>

### **3.2 Implementation resource** (check only one option)

**New implementation resource:**

- Guide (e.g. Manual)
- Training material (e.g. e-Learning. Please specify: [Click or tap here to enter text.](#))
- Awareness material (e.g. **factsheets**, ~~short~~ **videos**. Please specify: [Click or tap here to enter text.](#))

**Revision of existing implementation resource:**

- Please specify: [Click or tap here to enter text.](#)



<input type="checkbox"/> Other (Please specify e.g. <b>short videos</b> <a href="#">Click or tap here to enter text.</a> )	
<p><u>Convention articles, ISPMs or CPM recommendations to be addressed by the proposed implementation resource</u></p> <input type="checkbox"/> Convention articles (Please specify: <a href="#">Click or tap here to enter text.</a> ) <input type="checkbox"/> ISPM (Please specify: <a href="#">Click or tap here to enter text.</a> ) <input type="checkbox"/> CPM Recommendation (Please specify: <a href="#">Click or tap here to enter text.</a> )	
<p><b><u>NOTICE</u></b>  <b><u>Draft outline:</u></b>  Submissions for topics on implementation <b>must include</b> a draft outline of the proposed implementation resource.  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. Literature review<sup>72</sup>

<p>(In this section submitters are recommended to provide a <b>summary of the topic</b> based on scientific and technical publications, including a referenced <b>list of literature reviewed</b>. This will help provide the scientific <b>and technical</b> 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)</p> <ul style="list-style-type: none"> <li>• <b><u>NB: Not all the implementation materials need scientific references</u></b></li> <li>• <b><u>Optional for implementation materials in the online form</u></b></li> </ul> <p><a href="#">Click or tap here to enter text.</a></p>
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#### 5. Criteria for justification and prioritization of proposed topics<sup>73</sup>:

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

<sup>72</sup> As agreed by CPM-7 (2012) and CPM-11 (2016).

<sup>73</sup> As agreed by CPM-13 (2018)

	<b>Core Criteria</b>	<b>Information provided by Submitter</b>
<b>1</b>	<b><u>Clear identification of the problems that need to be resolved through the development of the standard or implementation resource.</u></b> <b>(Mandatory)</b>	(max 250 words) <a href="#">Click or tap here to enter text.</a>
<b>2</b>	<b><u>Contribution to the purpose or implementation of the IPPC as described in article I.1.</u></b>  (Mandatory) Shorten the sentence	(max 250 words) <a href="#">Click or tap here to enter text.</a>
<b>3</b>	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). <b>Optional for Implementation materials (optional)</b>	(max 250 words) <a href="#">Click or tap here to enter text.</a>
<b>4</b>	Availability of, or possibility to collect, information in support of the proposed standard or implementation resource (e.g. scientific, historical, technical information, experience). <b>(optional)</b>	(max 250 words) <a href="#">Click or tap here to enter text.</a>
<b>5</b>	<del>Linkage to IPPC Strategic Objectives (SOs) and Organizational results demonstrated.</del>	<del>(max 250 words)</del>

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

<b>Supporting criteria:</b>	<b>Information provided by submitter</b>
<b><u>Supporting criteria (Practical)</u></b> 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.	(max 250 words) <a href="#">Click or tap here to enter text.</a>
<b><u>Supporting criteria (Economic)</u></b> 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.	(max 250 words) <a href="#">Click or tap here to enter text.</a>
<b><u>Supporting criteria (Environmental)</u></b> 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).	(max 250 words) <a href="#">Click or tap here to enter text.</a>

Supporting criteria:	Information provided by submitter
3) Contribution to the protection of the environment, through the protection of wild flora, and their habitats and ecosystems, and of agricultural biodiversity.	
<p><b>Supporting criteria (Strategic)</b></p> <ol style="list-style-type: none"> <li>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).</li> <li>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).</li> <li>3) Relevance and utility to developing countries.</li> <li>4) Coverage (application to a wide range of countries/pests/commodities).</li> <li>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).</li> <li>6) Conceptual standard and/or implementation resource to address fundamental concepts (e.g. treatment efficacy, inspection methodology).</li> <li>7) Urgent need for the standard and/or implementation resource.</li> </ol>	<p><b>(max 250 words)</b></p> <p><a href="#">Click or tap here to enter text.</a></p>

## 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 21 – IPPC Observatory form for submission of topics 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 22 – International Standards for Phytosanitary Measures (ISPMs) and associated Implementation and Capacity Development (ICD) resources

ISPM #	Title of ISPM	Primary ICD resource	Secondary ICD resource	Under development or on ICD LOT
1	Phytosanitary principles for the protection of plants and the application of phytosanitary measures in international trade	Introduction to the IPPC e-learning course (2018) Participating in CPM (2024) National Plant Protection Organization: Establishing an NPPO Guide (2015) National Plant Protection Organization: Operation of an NPPO Guide (2015)	Preparing a national phytosanitary capacity development strategy (2017) National Reporting Obligations Guide (2016) Delivering Phytosanitary Diagnostic Services Guide (2016) and many others (e.g., PRA, Surveillance, PFA, resource mobilization, relationships with stakeholders)	Revision of National reporting obligations Guide (2021-026) Plant Health Officer Curricula (2017-054) Phytosanitary regulations and legislation for regulated articles (2018-008) <i>NPPO on-boarding e-learning course</i> <i>NPPO learning paths e-learning course</i>
2	Framework for pest risk analysis	Pest Risk Analysis (PRA) e-learning course (2022) Pest Risk Analysis (PRA) training kit (2007)	Pest Risk Communication Guide (2019) Pest Status Guide (2021) Market Access Guide (2013)	PRA training materials ( <i>from e-learning course</i> ) Pest Risk Management (2017-047)
3	Guidelines for the export, shipment, import and release of biological control agents and other beneficial organisms		Phytosanitary Export Certification System e-learning course (2022) <b>[Modules B &amp; E]</b> Import Verification Guide (2015) <b>[5.3.6]</b> Export certification Guide (2015) <b>[Chapter 5 &amp; 6]</b> Transit Guide (2014) <b>[Chapter 5]</b>	
4	Requirements for the establishment of pest free areas	Establishing and maintaining Pest Free Areas (2019)	Pest Status Guide (2021) Export certification Guide (2015) <b>[Chapter 7]</b>	Pest Free Areas e-learning course (2017-044)
5	Glossary of phytosanitary terms	<b>NOT RELEVANT</b>		
6	Surveillance	Surveillance Guide (2021) Surveillance and pest status determination e-learning course (2024)	Pest Status Guide (2021)	

7	Phytosanitary Certification System	Phytosanitary Export Certification System e-learning course (2022) Phytosanitary inspection e-learning course (2022) Export certification Guide (2015)	Market Access Guide (2013) Regulation of Wood Packaging Material Guide (2023)	Phytosanitary security of consignments for export (2018-028)
8	Determination of pest status in an area	Surveillance and pest status determination e-learning course (2024) Pest Status Guide (2021)		
9	Guidelines for pest eradication programmes	Emergency Preparedness: A guide for developing contingency plans for outbreaks of quarantine pests (2023)	Guidelines for TR4 (2023) Guidelines for FAW (2021)	Fusarium TR4 training kit (2023-002)
10	Requirements for the establishment of pest free places of production and pest free production sites	Establishing and maintaining Pest Free Areas (2019)		
11	Pest Risk Analysis for Quarantine Pests	Pest Risk Analysis e-learning course (2022)	Pest Risk Communication Guide (2019) Pest Status Guide (2021)	Pest Risk Management (2017-047) PRA training materials (from e-learning course)
12	Phytosanitary certificates	Export Certification Guide (2015) Phytosanitary Export Certification System e-learning course (2022)	Phytosanitary Inspection e-learning course (2022)	
13	Guidelines for the notification of non-compliance and emergency action	Import Verification Guide (2015) <b>[Chapter 8]</b> Emergency Preparedness: A guide for developing contingency plans for outbreaks of quarantine pests (2023)	Pest Status Guide (2021) <b>[Step 8]</b> Surveillance and pest status determination e-learning course (2024) Transit Guide (2014) <b>[Chapter 5]</b> Regulation of Wood Packaging Material Guide (2023) <b>[Chapter 9]</b>	
14	The use of integrated measures in a systems approach for pest risk management	Pest Risk Analysis e-learning course (2022) Pest Risk Analysis training kit (2007)		

15	Regulation of wood packaging material in international trade (Published 13 July 2021) <a href="https://www.ippc.int/en/publications/640/">https://www.ippc.int/en/publications/640/</a>	Regulation of wood packaging material Guide (2023)	Phytosanitary Inspection e-learning course (2022)	
16	Regulated non-quarantine pests: concept and application	Pest Status Guide (2021) Pest Risk Analysis e-learning course (2022)	Surveillance and pest status determination e-learning course (2024)	PRA training materials (from e-learning course)
17	Pest reporting	Pest Status Guide (2021) Surveillance and pest status determination e-learning course (2022)	National Reporting Obligations Guide (2016)	Revision of National reporting obligations Guide (2021-026)
18	Requirements for the use of irradiation as a phytosanitary measure	Refer to ISPM 28 Annexes for guidance on treatments		
19	Guidelines on lists of regulated pests	Pest Status Guide (2021) Pest Risk Analysis e-learning course (2022)		PRA training materials (from e-learning course)
20	Guidelines for a phytosanitary import regulatory system	Import Verification Guide (2015) Phytosanitary inspection e-learning course (2022)	E-commerce Guide (2023) Regulation of Wood Packaging Material Guide (2023) [ <b>Chapters 8 &amp; 9</b> ]	
21	Pest risk analysis for regulated non quarantine pests	Pest Risk Analysis e-learning course (2022)	Pest Risk Communication Guide (2019) Pest Status Guide (2021)	Pest Risk Management (2017-047) PRA training materials (from e-learning course)
22	Requirements for the establishment of areas of low pest prevalence	Establishing and Maintaining Pest Free Areas Guide (2019)		
23	Guidelines for inspection	Phytosanitary Inspection e-learning course (2022) Import Verification Guide (2015)		
24	Guidelines for the determination and recognition of equivalence of phytosanitary measures			

25	Consignments in Transit	Transit Guide (2014)		
26	Establishment of pest free areas for fruit flies (Tephritidae)	Establishing and Maintaining Pest Free Areas Guide (2019)		
27	Diagnostic protocols for regulated pests	Refer to ISPM 27 Annexes for diagnostic protocols on specific pests	Delivering Phytosanitary Diagnostic Services Guide (2016)	
28	Phytosanitary treatments for regulated pests	Refer to ISPM 28 Annexes for guidance on treatments		
29	Recognition of pest free areas and areas of low pest prevalence	Establishing and Maintaining Pest Free Areas Guide (2019)		
30	REVOKED ISPM	<b>NOT RELEVANT</b>		
31	Methodologies for sampling of consignments	Phytosanitary Inspection e-learning course (2022) Import Verification Guide (2015)		
32	Categorization of commodities according to their pest risk	Pest Risk Analysis e-learning course (2022) Pest Risk Analysis training kit (2007)		Risk-based inspection of imported consignments (2018-022)
33	Pest free potato ( <i>Solanum</i> spp.) micropropagative material and minitubers for international trade			
34	Design and operation of post-entry quarantine stations for plants		Import Verification Guide (2015) <b>[Section 5.14]</b>	
35	Systems approach for pest risk management of fruit flies (Tephritidae)	Pest Free Area Guide (2019) <b>[Box 13 &amp; case studies]</b>	Phytosanitary systems webpage on systems approaches	
36	Integrated measures for plants for planting		Phytosanitary systems webpage on systems approaches and Beyond Compliance Tool	
37	Determination of host status of fruit to fruit flies (Tephritidae)	Pest Free Area Guide (2019) <b>[Box 13 &amp; case studies]</b>		
38	International movement of seeds		Transit Guide (2014) <b>[Section 6.1]</b>	Assessing the risk of introduction of pests with seeds (2018-036)
39	International movement of wood			



40	International movement of growing media in association with plants for planting			
41	International movement of used vehicles, machinery and equipment		Sea Container Supply Chains and Cleanliness (2022)	
42	Requirements for the use of temperature treatments as phytosanitary measures		Regulation of wood packaging material Guide (2023)	Wood Packaging Material Heat Treatment Manual (2017-043a)
43	Requirements for the use of fumigation as a phytosanitary measure		Regulation of wood packaging material Guide (2023)	Wood Packaging Material Fumigation Treatment Manual (2017-043b)
44	Requirements for the use of modified atmosphere treatments as phytosanitary measures			
45	Requirements for national plant protection organizations if authorizing entities to perform phytosanitary actions		Regulation of wood packaging material Guide (2023) <b>[Chapter 6]</b>	Authorization of entities to perform phytosanitary actions (2018-040)
46	Commodity-specific standards for phytosanitary measures			
47	Audit in the phytosanitary context		Regulation of wood packaging material Guide (2023) <b>[Chapter 6]</b>	Audits in the phytosanitary context (2021-009)

### 1. CPM Recommendations and associated Implementation and Capacity Development (ICD) resources<sup>74</sup>

CPM R #	Title of CPM Recommendation	Primary ICD resource	Secondary ICD resource	Under development or on ICD LOT
R-01	LMOs, biosecurity and alien invasive species			
R-02	Threats to biodiversity posed by alien species: actions within the framework of the IPPC	<a href="https://www.ippc.int/en/about/core-activities/capacity-development/guides-and-training-materials/">IPPC Guides and Training Materials</a>	<a href="https://www.ippc.int/en/about/core-activities/capacity-development/guides-and-training-materials/">IPPC Guides and Training Materials</a>	
R-03	Replacement or reduction of the use of methyl bromide as a phytosanitary measure		Regulation of wood packaging material Guide (2023)	
R-04	IPPC coverage of aquatic plants			

<sup>74</sup> IPPC Guides and training materials: <https://www.ippc.int/en/about/core-activities/capacity-development/guides-and-training-materials/>

R-05	Internet trade (e-commerce) in plants and other regulated articles	E-commerce Guide (2023)		
R-06	Minimizing the pest risk associated with the sea-container pathway	Sea Container Supply Chains and Cleanliness (2022)		
R-07	The importance of pest diagnosis	Delivering Phytosanitary Diagnostic Services Guide (2016)		
R-08	Preparing to use high-throughput sequencing (HTS) technologies as a diagnostic tool for phytosanitary purposes			
R-09	Safe provision of food and other humanitarian aid to prevent the introduction of plant pests during an emergency situation			
R-10	Reduction of the incidence of contaminating pests associated with regulated and unregulated articles to protect plant resources and facilitate safe trade		Phytosanitary Inspection e-learning course (2022)	

## Appendix 23 – Contents of the Procedure Manual for Implementation and Capacity Development

Changes to the 2025 version of the Procedure Manual for Implementation and Capacity Development are reflected in red in the table of content below.

Section	Title	Text	Notes
	Abbreviations and acronyms	Maintained by the <b>Secretariat</b>	
	<b>Introduction</b>	Maintained by the <b>Secretariat</b>	The year will be updated.
<b>1</b>	<b>Implementation and Facilitation Unit of the IPPC Secretariat</b>		
	<b>Introduction</b>	Maintained by the <b>Secretariat</b>	The procedure to approve the IFU annual work plan will be updated. IFU activities are updated, to be discussed at the IC November 2024 meeting.
1.1	Managing communications and web-based information		
1.1.1	Publications	Maintained by the <b>Secretariat</b>	
1.1.2	<b>Implementation and capacity development web information</b>	Maintained by the <b>Secretariat</b>	The criteria and procedures will be moved to section 5.4.1 “Criteria and procedures for reviewing and approving contributed phytosanitary resources for posting on the IPP”.
1.2	Managing the application of the phytosanitary capacity evaluation tool	Maintained by the <b>Secretariat</b>	
1.2.1	Phytosanitary capacity evaluation strategy for 2020–2030	Approved by IC	
1.2.2	Confidentially agreement for representatives from international organizations and donors participating in the IPPC phytosanitary capacity evaluation process as observers	Approved by IC	
1.2.3	Procedure for a phytosanitary capacity evaluation facilitator certification	Approved by IC	
1.2.4	<b>Terms and Conditions for using The Online PCE system</b>	Approved by IC and endorsed by CPM-18	(Newly added to the PM)

Section	Title	Text	Notes
1.3	Managing the development of guides and training materials	Maintained by the <b>Secretariat</b>	
1.3.1	Strategy for the development of IPPC guides and training materials	Approved by IC	The revised Strategy will be presented to the IC in November 2024 for approval.
1.3.2	Process for the development of IPPC guides and training materials	Approved by IC	The revised Process will be presented to the IC in November 2024 for approval.
1.4	Managing projects	Maintained by the <b>Secretariat</b>	Section 1.4 will be updated based on the discussion during the IC meeting in November 2024.
1.4.1	Strategy and process on how the Implementation and Capacity Development Committee reviews and analyses implementation and capacity development projects	Approved by IC	The revised Strategy and process will be presented to the IC in November 2024 for approval.
1.5	Role of regional plant protection organizations (RPPOs) in implementation and capacity development	Maintained by the <b>Secretariat</b>	
1.6	Implementation and Facilitation Unit input on the IPPC regional workshops	Maintained by the <b>Secretariat</b>	The internal arrangement will be adjusted to lead the organization at secretariat level.
1.7	External cooperation	Maintained by the <b>Secretariat</b>	
1.7.1	Liaison activities with research and educational institutions	Maintained by the <b>Secretariat</b>	Section 1.7.1 will be updated.
1.7.2	Liaison activities with relevant organizations	Maintained by the <b>Secretariat</b>	
1.7.3	Liaison activities with plant health officer	Maintained by the <b>Secretariat</b>	Section 1.7.3 will be updated as FAO plant health officer is now not in the IPPC Secretariat but under NSP.
<b>2</b>	<b>Implementation and Capacity Development Committee</b>		
	Introduction	Maintained by the <b>Secretariat</b>	The main topics discussed during the IC meetings will be updated.
2.1	Terms of Reference of the IPPC subsidiary body Implementation and Capacity Development Committee (IC) – a subsidiary	<b>CPM</b> adopted	

Section	Title	Text	Notes
	body of the Commission on Phytosanitary Measures		
2.2	Rules of Procedure of the IPPC Implementation and Capacity Development Committee (IC) – a subsidiary body of the Commission on Phytosanitary Measures	CPM adopted	
2.3	Functions of the IC Chairperson, Vice-Chairperson and rapporteur (in session and inter-sessionally)	Approved by IC	
2.3.1	Chairperson	Approved by IC	
2.3.2	Vice-Chairperson	Approved by IC	
2.3.3	Rapporteur	Approved by IC	
2.4	Financial considerations	Approved by IC	
2.4.1	Rules for directed financial assistance for implementation and capacity development activities (sponsorship)	Agreed by IC	
2.5	Duties and associated tasks of IC members	Approved by IC	
2.5.1	Basic duties directly related to the evaluation of IC activities	Approved by IC	
2.5.2	Duties and associated tasks of regional plant protection organizations (RPPOs) and Standards Committee (SC) representatives on the IC	Approved by IC	Section 2.5.2 will be updated in line with the revised IC TOR and ROP. The changes are shown as modification 2 in the Annex: Proposed modifications.
2.5.3	Time requirements	Approved by IC	
2.5.4	Regional communication	Approved by IC	
2.5.5	Duties of IC members the IC Subgroup when they are not an IC lead	Approved by IC	This section will be moved to section 3.
2.5.6	Duties of IC Sub-group leads	Approved by IC	This section will be moved to section 3.
2.5.7	Examination of outlines of implementation resources	Approved by IC	
2.5.8	The examination of procedural and administrative documents	Approved by IC	

Section	Title	Text	Notes
2.5.9	Other duties of other IC members	Approved by IC	
2.6	<b>Guidelines on the role of IC lead and assistant lead</b>	Approved by IC	The revised guidelines are shown as modification 3 in the Annex: Proposed modifications. Check the consistency with the leads for IC subgroups and IC Teams.
2.6.1	Selection of the IC lead and assistant IC lead(s)	Approved by IC	
2.6.2	Roles, responsibilities, duties and tasks of the IC lead(s)	Approved by IC	
2.6.3	Role of the assistant IC lead(s)	Approved by IC	
2.7	e-decisions: IC procedures for discussing and making decisions by electronic means	Approved by IC	
2.8	Deadlines for meetings (invites, funding, papers and reports) for IC related meetings	Agreed by Bureau	
2.9	<b>Call for topics: standards and implementation</b>	maintained by the <b>Secretariat</b>	Section 2.9 will be updated in accordance with the decisions of TFT.
2.9.1	<b>Terms of Reference for the Task Force on Topics</b>	<b>CPM</b> adopted	Section 2.9.1 will be updated in accordance with the decisions of TFT.
2.9.2	<b>Rules of procedure for the Task Force on Topics</b>	<b>CPM</b> adopted	Section 2.9.2 will be updated in accordance with the decisions of TFT.
2.9.3	<b>Criteria for Justification and Prioritization of Proposed Topics</b>	<b>CPM</b> adopted	Section 2.9.3 will be updated in accordance with the decisions of TFT.
2.9.4	<b>List of implementation and capacity development topics</b>	Maintained by the <b>Secretariat</b>	Section 2.9.4 will be updated to align with the revised Process for IPPC G&TM
3	<b>Implementation and Capacity Development Committee subgroups, teams and working groups</b>		
	Introduction	Maintained by the <b>Secretariat</b>	
3.1	IC sub-groups Rules of Procedure	Approved by IC	
3.2	Guidelines for the organization of IC sub-groups, IC teams and working groups	Maintained by the <b>Secretariat</b>	

Section	Title	Text	Notes
3.3	Deadlines for posting expert drafting group meeting papers and report	Approved by Bureau	
<b>4</b>	<b>Specific Implementation and Capacity Development Committee subgroups</b>		
	<b>Introduction</b>	Maintained by the <b>Secretariat</b>	IC Subgroup on Dispute Avoidance and Settlement will be deleted.
4.1	Dispute avoidance and settlement		
4.1.1	<b>Dispute avoidance and settlement IC subgroup Terms of Reference</b>	Approved by IC	Section 4.1.1 will be removed. Discussion to be held on the IC Subgroup on NROs.
4.1.2	<b>Dispute settlement procedures</b>	<b>CPM</b> adopted	Section 4.1.2 will be updated to reflect CPM-17 decision.
4.2	IPPC Observatory		
	Introduction	Maintained by the <b>Secretariat</b>	
4.2.1	Terms of Reference of the IC subgroup on IPPC Observatory	Approved by IC	
4.2.2	<b>Procedure for the submission of IPPC Observatory topics</b>	Approved by IC	Section 4.2.2 will be merged with the Call for standards and implementation.
4.3	<b>National Reporting Obligations (NRO)</b>		Section 4.3 will be updated based on the discussion during the IC meeting in November 2024.
	Introduction	Maintained by the <b>Secretariat</b>	
4.3.1	<b>Terms of Reference on IC subgroup on National Reporting Obligations</b>	Approved by IC	Section 4.3.1 will be updated based on the discussion during the IC meeting in November 2024.
4.3.2	Oversight mechanism for National Reporting Obligations activities	Approved by IC	
4.3.3	Other National Reporting Obligations approved procedures	Maintained by the <b>Secretariat</b>	
4.4	<b>IC Team on <i>Fusarium oxysporum</i> f. sp. <i>cubeense</i> Tropical Race 4 (TR4)</b>	Maintained by the <b>Secretariat</b>	Section 4.4 will be updated according to the new IC team membership reinforcement in 2023.

Section	Title	Text	Notes
4.4.1	Terms of Reference for IC Team on <i>Fusarium oxysporum</i> f. sp. <i>cubense</i> Tropical Race 4 (TR4)	Approved by IC	
<b>5</b>	<b>Specific Implementation and Capacity Development Committee teams</b>		
	<b>Introduction</b>	Maintained by the <b>Secretariat</b>	The list of IC teams will be updated.
5.1	IC Team on phytosanitary capacity evaluation (PCE)	Maintained by the <b>Secretariat</b>	
5.2	IC Team on Guides and Training Materials	Maintained by the <b>Secretariat</b>	
5.3	IC Team on Web Based Resources	Maintained by the <b>Secretariat</b>	
5.4	IC Team on Contributed Resources	Maintained by the <b>Secretariat</b>	
5.4.1	Criteria and procedures for reviewing and approving contributed phytosanitary resources for posting on the IPP	Approved by IC	The criteria and procedures will be updated based on IC e-Decision (eIC03_e-Decision_2023) and included in section 5.4.1.
5.5	IC Team on Projects	Maintained by the <b>Secretariat</b>	
5.6	IC Team on e-Commerce	Maintained by the <b>Secretariat</b>	
<b>6</b>	<b>Additional useful procedures - introduction</b>		
	Introduction	Maintained by the <b>Secretariat</b>	
6.1	Framework for Standards and Implementation	Maintained by the <b>Secretariat</b>	
6.2	FAO/IPPC fall armyworm technical working group	Maintained by the <b>Secretariat</b>	
6.2.1	FAO/IPPC fall armyworm technical working group Terms of Reference	Maintained by the <b>Secretariat</b>	
Annexes	ANNEXES		
	<b>ANNEX 1: The International Plant Protection Convention</b>	Convention	The link to the convention text will be included in the Annex 10: Useful links.
	<b>ANNEX 2: Rules of Procedure of the Commission on Phytosanitary Measures</b>	CPM adopted	The link to the RoP of CPM will be included in the Annex 10: Useful links.
	<b>ANNEX 3: Strategic Framework for the International Plant Protection Convention (IPPC) 2020-2030</b>	CPM adopted	The link to the Strategic Framework will be included in the Annex 10: Useful links.



Section	Title	Text	Notes
	ANNEX 4: Call for Topics Submission Form (Form #1)	Maintained by the <b>Secretariat</b>	Annex 4 will be updated in line with the revision of section 2.9, Call for topics: standards and implementation.
	ANNEX 5: Draft Specification form for IPPC Guides and Training Materials (CFT submission form #2)	Approved by IC	Annex 5 will be updated in line with the revision of section 2.9, Call for topics: standards and implementation.
	ANNEX 6: Specification template: IPPC Guides and Training materials	Approved by IC	Annex 6 will be updated in line with the revision of section 1.3.2, Process for the development of IPPC guides and training materials.
	ANNEX 7: Template: Case study for IPPC implementation resources	Approved by IC	Annex 7 will be updated in line with the revision of section 1.3.2, Process for the development of IPPC guides and training materials.
	ANNEX 8: Replace with Bronze / Silver / Gold implementation plans	Approved by IC	Annex 8 will be updated in line with the revision of section 1.3.2, Process for the development of IPPC guides and training materials.
	ANNEX 9: Statement of commitment	Maintained by the <b>Secretariat</b>	
	ANNEX 10: Useful links	Maintained by the <b>Secretariat</b>	Annex 10 will include the links to the convention text, the RoP of CPM and the Strategic Framework.

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## **Appendix 24 – Proposed modifications to the sixth edition of the Procedure manual for implementation and capacity development**

### **1) Modification 1**

“The IC members attendance to meetings as stated in paragraph 1 of Rule 4 (Procedure calling a replacement of a member) and paragraph 1 of Rule 7 (Meetings) of the IC Rules of Procedure refers to a face-to-face participation in IC meetings for at least 4 of the 5 scheduled days. Remote participation in all or part of a face-to-face IC meeting will not be considered as effective participation in accordance with the provisions of Rule 4 and Rule 7”.

### **2) Modification 2**

#### **Section 2.5.2 Duties and associated tasks of regional plant protection organizations (RPPOs) and Standards Committee (SC) representatives on the IC**

##### **SC representative Duties and associated tasks**

The IC collaborates with the SC to make standard setting and implementation complementary and effective on the basis of aligned priorities for the implementation of the IPPC. This collaboration will take place at a number of levels (e.g. Secretariat, chairs, members, stewards and Sub-groups). A representative from the SC is invited to participate in IC activities and meetings. IC and SC collaboration will include:

- Alignment of priorities.
- Development of implementation plans for standards.
- Analysis of responses to calls for topics and issues to be addressed.
- Review of the Framework for Standards and Implementation jointly and make recommendations to the CPM for endorsement via the SPG.

##### **RPPOs representative Duties and associated tasks**

RPPOs provide a regional perspective on issues, challenges and the region operating context impacting contracting parties and their NPPOs. RPPOs provide support to contracting parties to enhance their phytosanitary capacities and capabilities. A representative, selected by the RPPOs is invited to participate in IC activities and meetings. Areas for collaboration include:

- Exchange of work plans
- Sharing of technical resources and information
- Identification and provision of experts
- Coordination of activities and events, including IPPC Regional Workshops

### 3) **Modification 3**

#### **Section 2.6 Guidelines on the role of IC lead, co-leads and assistant leads**

~~Note: This section will be updated to clearly distinguish between~~ provides guidance for IC leads, co-leads and assistant leads for IC sub-groups and IC teams ~~leads for guides and training materials~~. The role of the IC lead for guides and training materials is described ~~has been clarified~~ in section 1.3.2 (Process for the Development of IPPC Guides and Training Materials).

~~IC leads should assist the work of the IC on the activity that the IC lead is responsible for and that the secretariat should supply editorial expertise to assist an IC lead in carrying out their role.~~

~~These guidelines were revised in response to changes in the responsibilities of IC leads based on CPM or CPM Subsidiary body approved procedures and the decision to encourage the IC to assign an IC lead and one or two assistant leads for each activity.~~

##### **Section 2.6.1 Selection of the IC lead and assistant IC lead(s)**

~~The All IC subgroups and IC teams should have an IC lead who is~~ lead(s) ~~should be a member of the IC or the SC and RPPOs representatives to the IC. They are selected by the IC.~~

Although IC leads are selected by the IC, the proposed IC member should agree to the appointment, noting that considerable time may be required. In some cases, the IC may identify co-leads or IC lead with one or more assistant IC leads.

~~Proposed IC lead should recognize that considerable time may be required.~~

For IC subgroups, the IC should endeavour to select replacement IC leads in time to allow for overlap at one meeting with the outgoing IC lead.

##### **Section 2.6.2 Roles, responsibilities, duties and tasks of the IC lead(s)/ co-lead**

The role of the IC lead is to oversee an IC subgroup and IC team and lead the development of the associated draft implementation resource(s), from the moment the IC lead is assigned to the development of the implementation resource. The IC lead is the IC representative and has the responsibility to liaise between the IC subgroup or the team and the IC. The functions of an IC lead vary according to the nature and complexity of the IC subgroup or team tasks. The IC lead and IC should assist the secretariat to ensure that the IC subgroup and team follows the relevant procedures.

The IC lead is expected to attend and chair the IC subgroup/team meeting when the IC subgroup/team activity is first discussed. The IC lead is invited to meetings where the IC activity, draft outline of the implementation resources or draft implementation resource will be discussed (i.e. IC, IC subgroup, IC team and CPM meetings). If attending the meeting is not possible, the IC lead should consider attending virtually or request the assistant lead attend in his or her place.

The IC lead may seek assistance from the assistant IC lead and co-leads with any of the following responsibilities.

##### ***Time commitment***

The estimated time requirements for the involvement of IC lead in a single activity is at least eight weeks, including, but not limited to, the following activities:

- (1) communicating with the secretariat to ensure meeting documents including the agenda and discussion papers are produced for the required meeting;
- ~~(2) reading documents;~~
- ~~(3) revising the draft outline of the implementation resources;~~
- ~~(4) developing discussion papers;~~
- (5) attending IC subgroup/team meetings;
- (6) preparing a presentation for regional workshops on the IPPC;
- (7) attending IC meetings, and reporting on activities on the subgroup/team and proposing a workplan ~~briefing IC members~~ as appropriate; and
- (8) the IC lead may be present at least one day before the IC meeting to consult and arrange for upcoming meeting with the secretariat staff.

Contracting parties (and the regional plant protection organizations (RPPOs)) are encouraged to support the work of the IC lead whenever possible.

Upon request of the IC lead, the secretariat will communicate to the FAO representative of the IC lead's respective country the responsibilities and time needed for the role.

#### ***Prior to the IC subgroup/team meeting***

The IC lead may be asked to:

- provide guidance to the secretariat and the IC on the development of a Terms of Reference for the IC subgroup and issuing a call for nominations of experts for the IC subgroup;
- provide guidance to the secretariat and the IC in relation to the selection of members ~~experts~~ for the IC team ~~subgroup~~; and
- ~~liaise with the secretariat to ensure that discussion papers including the agenda are produced for the required meeting.~~

The IC lead may also prepare a draft work plan prior to the IC subgroup/team meeting with the assistance and help of the IPPC secretariat. This draft work plan should be submitted by the IC lead to the secretariat at least two weeks before the IC subgroup/team meeting, to allow sufficient analysis and review by all meeting participants.

#### ***During the IC subgroup/team meeting***

The IC lead is expected to:

- explain the Rules of Procedure of the subgroup/team;
- have a good understanding of the history, background, important discussion points and previous decisions on the activity. If some issues are unclear, the IC lead should discuss the matters with the secretariat, assistant IC lead or members of the IC;
- assist the secretariat in the subgroup/team related activities; and
- assist the secretariat in drafting the meeting report/minutes.

*After the IC subgroup or the IC team meeting, the IC lead is responsible for reviewing the meeting report or minutes.*

### Section 2.6.3 Role of the assistant IC lead(s)

The role of the IC assistant lead is to assist the IC lead in his or her responsibilities on all aspects of the activity as described in these guidelines as requested by the IC lead.

~~The IC assistant lead is not expected to attend meetings. However, if~~ If, at any time, IC lead is not able to attend a meeting or if he/she is no longer available, the assistant lead may be asked to undertake the IC lead role during a meeting.

The IC assistant lead should provide written comments, if any, at appropriate times to assist the IC lead in the Implementation process.

#### 4) Modification 4

### Section 1. Implementation and Facilitation Unit of the IPPC Secretariat

The Implementation and Facilitation Unit (IFU) of the IPPC Secretariat was established to facilitate the implementation of the IPPC, ISPMs and CPM Recommendations and to help build capacity of CPs.

The work of the IFU, is guided by the IPPC Strategic Framework and priorities set by the CPM. The IPPC Implementation and Capacity Development Committee (IC) oversees activities related to IC topics. The annual work plan of the IFU is approved by ~~the Secretary of the IPPC and is then submitted to the Bureau and CPM as well as shared with~~ the IC.

The main area of activities that the IFU facilitate are:

- build and manage a strong team of dedicated professionals to implement the IFU work plan;
- develop an annual IFU work plan for approval;
- organize IC, IC sub-group and IC team meetings and related activities;
- manage projects;
- manage the development, maintenance and application of the Phytosanitary capacity evaluation (PCE) Tool;
- oversee the development of guides and training materials;
- organize global and regional workshops and training;
- cooperate with the Standard Setting Unit and develop a joint IC-SC work plan for managing the Call for Topics: Standards and Implementation process;
- publish reports, guides and other communication material;
- facilitate calls, news and announcements;
- maintain, manage and keep updated web-based information;
- maintain, manage and keep updated the IPPC ePhyto Solution;
- manage the IPPC Observatory;
- develop and manage pest outbreak alert and response systems, and undertake global coordination for *Fusarium oxysporum* f. sp. *ubense* Tropical Race 4;
- maintain, manage and keep updated National Reporting Obligations;
- coordinate One Health activities;
- maintain, manage and keep updated web-based information;

- contribute to the governance of the IPPC including CPM, Bureau and Strategic Planning Group (SPG); and
- contribute to the collective management and functioning of the IPPC Secretariat.

A staff chart of current staff working in this IFU is posted on the International Phytosanitary Portal (IPP).

The annual work plan for the IFU is also posted on the IPP.

## Appendix 25 – List of members for IC Subgroups, IC Teams and Secretariat leads and other members

(IC leads/members are indicated in **bold**, Replacement and other members are not in bold)

	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> Ezequiel FERRO		Artur SHAMILOV
	FG on Safe Provision of Aid	<b>Lucien KOUAMÉ KONAN</b>		Adriana MOREIRA
	FG on Laboratory diagnostic	<b>Kyu-Ock YIM</b>		Adriana MOREIRA
	FG on research coordination	<b>TBD</b>		Arop DENG
	FG on One Health	<b>TBD</b>		Sarah BRUNEL
	PCE Board	<b>Dominique PELLETIER</b> <b>Francisco GUTIERREZ</b> <b>Melisa NEDILSKYJ</b> <b>Ringolds ARNITIS</b>	- Mariangela CIAMPITTI (SC) - Matías GONZALEZ (SC) - Prudence ATTIPOE (SC) - Diego QUIROGA (Bureau) - Jan Hendrik VENTER (Bureau) - Sam BISHOP (Bureau)	Descartes KOUMBA
Steering Group	POARS	<b>Ringolds ARNITIS</b> Elizabeth McCRUDDEN		Camilo BELTRAN
IC Subgroup	IPPC Observatory	<b>Dominique PELLETIER</b>	- Ezequiel FERRO - Faith NDUNGE - Francisco GUTIERREZ - Juliet GOLDSMITH (RPPOs) - Sam BISHOP (Bureau)	Rokhila MADAMINOVA
IC Team	Guides and training materials	<b>Francisco GUTIERREZ</b>	- Ahmed ADELMOTTALEB - Faith NDUNGE - Lucien KOUAME KONAN	Barbara PETERSON

			- Elizabeth McCRUDDEN - Melisa NEDILSKYJ	
IC Team	National Reporting Obligations (NROs)	<b>Ahmed ADELMOTTALEB</b>	- Ezequiel FERRO - Lucien KOUAME KONAN - Magda GONZALEZ ARROYO - Xiaoliang WANG	Descartes KOUMBA
IC Team	Phytosanitary Capacity Evaluation (PCE)	<b>Ringolds ARNITIS</b>	- Francisco GUTIERREZ - Lucien KOUAME KONAN - Magda GONZALEZ ARROYO - Mekki CHOUIBANI - Melisa NEDILSKYJ	Camilo BELTRAN Fitzroy WHITE Descartes KOUMBA
IC Team	Projects	<b>Lucien KOUAME KONAN</b>	- Dominique PELLETIER - Elizabeth McCRUDDEN - Kyu-Ock YIM - Xiaoliang WANG	Rokhila MADAMINOVA
IC Team	E-commerce	<b>Thorwald GEUZE</b>	- Ahmed ADELMOTTALEB - Ezequiel FERRO - Melisa NEDILSKYJ - Ngatoko NGATOKO - To be nominated (SC)	Barbara PETERSON
Task Force on Topics	Task Force on Topics	<b>Dominique PELLETIER</b>	- Stavroula IOANNIDOU (SC) - Diego QUIROGA (Bureau) - Faith NDUNGE - Sophie PETERSON (SC Chair) - Thorwald GEUZE	Artur SHAMILOV Descartes KOUMBA Emmanuel KRAH
IC Team	Contributed Resources	<b>Ahmed ADELMOTTALEB</b>	- To be nominated (IC) - Faith NDUNGE - Ngatoko NGATOKO - Xiaoliang WANG - Magda GONZALEZ ARROYO	Maki IIZUKA
IC Team	Fusarium TR4	<b>Xiaoliang WANG</b>	- Lucien KOUAME KONAN - Melisa NEDILSKYJ	Preet PARMAR
IC Team	Third-party entities	<b>Dominique PELLETIER</b>	- Lucien KOUAME KONAN - Ringolds ARNITIS - Ruth AREVALO MACIAS	Barbara PETERSON



## Appendix 26 – IFU 2025 workplan

**Strategies: the 2025 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>75</sup>:**

- **Governance:** CPM-19 (2025), Bureau, SPG, POARS SG, ePhyto SG, One Health FG are supported, implementation of four development agendas (ePhyto, e-commerce, *POARS, and authorization of third-party entities*).
- **CPM events:** Coordination of One Health science session, the plenary session on “emerging pests”, organization of one side session and support to the NPPOs orientation session during CPM-18 (2024)
- **IPPC Secretariat initiatives** are supported: *FAO-One Health (including AMR)*, Management Team Meetings, *TR4 global coordination*.
- **IC is supported** including face to face/virtual meetings, *IC Sub-group: IPPC Observatory*, IC Teams: *NROs*, Contributed Resources, E-commerce, Guides and training materials, PCE, Projects, TR4.
- **Guides and training materials and the 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 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 maintenance of the IPP through IST. Contributed resources are managed.
- **IPPC Observatory:** AMR studies are published. The e-commerce survey report is published. *The third general survey is launched (if funds are available)*.
- **Guides and training materials:** Risk-based inspection guide and two WPM treatment manuals published. At least six new e-learning courses developed. Promote and continue to develop the IPPC learning platform. *Guides on audit and authorization of third-party entities initiated (if funds are available)*. Four guides or training materials are translated to an official FAO language.
- **Projects managed (or phytosanitary input provided):** Africa Phytosanitary Programme (APP) supported; EU: (PCEs in COMESA countries; DAIs); Japan project. Support overall management

<sup>75</sup> 1 Subject to the following staff resources. Regular Programme: P4, P2, G4. In-kind: P4 Canada, P5 France, P2 Japan, eLearning support COLEAD. Projects: P3 (multiple sources), 2 Consultant (\$ EC and various sources), 1 Consultant (\$ PRASAC), PCE facilitators (\$ EC), 1 Consultant (\$ MDTF).

for the 6 PCE legal reviews in PRASAC-CEMAC countries (STDF). Backstopping for FAO projects. At least one new project proposed to a donor.

- **PCE online system:** The PCE online system improvement initiated.
- **ePhyto:** ePhyto governance is maintained, ePhyto funding model agreed at CPM-18 is implemented, ePhyto Africa Initiative is implemented, participation in regional or international partners workshops/meetings.
- **STDF Working Group:** STDF WG attended, PPGs and PGs reviewed and supported.
- **ICD Procedure Manual** is reviewed and updated annually, 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 two RW 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.

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

### **3. Administrative matters**

#### **3.4 Evaluation results of the 2024 IC May meeting**

The IC:

- (1) *noted* the results of the evaluation of the 2024 May 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. General updates**

#### **4.1 CPM Bureau**

The IC:

- (4) *noted* the report from the June and October 2024 CPM Bureau meetings.

#### **4.2 Strategic Planning Group**

The IC:

- (5) *noted* the report from the 2024 SPG meeting.

#### **4.3 Technical Consultation among Regional Plant Protection Organizations**

The IC:

- (6) *noted* the update from the TC-RPPOs.

#### **4.4 2024 IPPC Regional Workshops**

The IC:

- (7) *noted* the secretariat updates on the 2024 IPPC regional workshops;
- (8) *acknowledged* the contribution of IC members who supported the organization and conduct of the 2024 IPPC Regional Workshops in their respective regions;
- (9) *encouraged* the secretariat to ensure that support for OCS is made available during the whole period of country consultation and IPPC regional workshops; and
- (10) *agreed* to continue raising awareness about the consultation period so that the comments are received prior to the workshop, and encouraged their SC counterparts to do the same.

#### **4.5 Africa Phytosanitary Programme**

The IC:

- (11) *noted* the report on the APP.

#### **4.6 Concept note for an IPPC workshop on systems approaches (submitted by Canada)**

The IC:

- (12) *reviewed* and discussed the draft concept note, presented in Appendix 4 and expressed willingness to support the organization of a workshop on systems approaches;
- (13) *acknowledged* the need for further resources to fully organize the workshop, as well as the need to prioritize this new topic alongside other priority topics in the ICD LOT;

- 
- (14) *acknowledged* the need for the establishment of a dedicated structure within the IPPC Secretariat to support the organization of the workshop;
- (15) *provided* the following recommendations to the concept note and draft programme:
- a. how systems approaches are implemented, with practical examples,
  - b. what are the measures required for the implementation of the systems approaches,
  - c. challenges and limitations associated with the implementation of systems approaches,
  - d. for the sustainability of the workshop impact, consider how the outcomes and decisions would be translated into practice and be accessible to farmers,
  - e. consider a hybrid format for the workshop to ensure wide participation from the IPPC contracting parties,
  - f. encourage the attendance of industry representatives at the workshop,
  - g. ensure that existing ICD materials associated with the implementation of systems approaches, including the Beyond Compliance tools, are considered in the development of the workshop programme; and
- (16) *acknowledged* the value in engaging with IICA, and other similar regional organizations to collaborate with the IPPC Secretariat for the organization of the workshop; and
- (17) *requested* the secretariat to notify the identified regional organizations in advance.

## **5. IC e-decision annual summary**

### **5.1 2024 Summary of IC e-decisions**

The IC:

- (18) *agreed* to the summary of IC e-decisions (e-fora) as presented in Appendix 5; and
- (19) *requested* the secretariat to share the IPP link with the IC where the summary documents of e-decisions are posted, and notify the IC accordingly when a new e-decision summary is posted.

## **6. Development Agenda Items**

### **6.1 ePhyto solution: update on 2024 activities and work plan for 2025**

The IC:

- (20) *noted* the ePhyto activities completed in 2024;
- (21) *noted* the ePhyto workplan for 2025 presented in Appendix 6; and
- (22) *encouraged* the IPPC contracting parties that have not yet registered to the IPPC ePhyto Hub to do so.

### **6.2 E-commerce: update on 2024 activities and workplan for 2025**

The IC:

- (23) *noted* the e-commerce activities completed in 2024; and
- (24) *approved* the e-commerce workplan for 2025, presented in Appendix 7.

### **6.3 Update on Pest Outbreak and Alert System (POARS) including a discussion on the relationship between POARS, NROs and the APP**

The IC:

- (25) *noted* the progress on POARS activities and *supported* the conclusion of the report, in particular the decision on option 3 (POARS Steering Group) for governance structure;

- (26) *encouraged* further synergies to be made in the delivery of POARS with NROs, and the APP, given the connections and commonalities between the three, for a clear message to contracting parties; and
- (27) *requested* the Financial Committee to earmark USD 50 000 from the IPPC regular budget and the IPPC Multidonor Trust Fund for POARS activities.

#### **6.4 Update on developing guidance on the use of third-party entities**

The IC:

- (28) *noted* the update on the DAI “Developing guidance on the use of third-party entities”;
- (29) *identified* potential synergies to develop the two guides together, namely hiring one consultant to work on the development of both guides; and
- (30) *recommended* the financial committee to support a full-time regular position within the secretariat to manage the development of IPPC guides and training materials.

### **7. IPPC Observatory**

#### **7.1 IPPC Observatory: Report on the implementation of the 2022–2024 workplan and review of the workplan for 2025**

The IC:

- (31) *noted* the update on 2024 activities of the IPPC Observatory;
- (32) *noted* the status of implementation of the IPPC Observatory 2022–2024 workplan, presented in Appendix 8;
- (33) *requested* the financial committee to earmark USD 50 000 from the IPPC regular programme budget and the IPPC Multidonor Trust Fund to cover IPPC Observatory priority activities, in line with the CPM-16 (2022) request;
- (34) *reviewed* and approved the IPPC Observatory 2025 workplan, presented in Appendix 10, with a note that work packages on the third IPPC general survey and the SF DAI mid-term evaluation be carried out if funds are made available;
- (35) *removed* the following topics from the IPPC Observatory LOT as they had been completed:
- i. Analytics support to the Sea Container Task Force for survey design, implementation and analysis of results (2018-51),*
  - j. Consolidated analysis of two previous IRSS surveys (2012–2013 and 2016) (2018-53),*
  - k. Desk study on the delegation of NPPO functions in the context of third-party authorization (2018-55),*
  - l. Survey on the success of implementation of PFAs (2018-60),*
  - m. Evaluation of the Implementation Program Pilot on Pest Surveillance (2018-61),*
  - n. Evaluation of the implementation proposals from the call for topics and evaluation of the feasibility of their implementation (2018-62),*
  - o. Study on Developing Guidance on Risk-based Border Management (2019-13),*
  - p. Study on the Utility of IPPC Diagnostic Protocols (2019-14); and*
- (36) *removed* the topic Implementation of ISPM 24: Guidelines for the determination and recognition of equivalence of phytosanitary measures (2018-57) from the OBS LOT, as the scope of the topic was beyond the IPPC Observatory study;
- (37) *removed* the topic Desk study to catalogue available phytosanitary treatments and extent of their use (2018-56), considering the topic no longer relevant and not funded;
- (38) *removed* the topic A structure for recording and reporting sterilizing dosage for a range of pests using irradiation, as a global repository that could be automatically updated through inclusion of

standardized metadata with research results - in partnership with IAEA (2028-58), as the topic was partially covered by the contributed resource from IAEA, and not funded;

- (39) *requested* the secretariat to update the OBS LOT based on the outcomes of this meeting; and
- (40) *invited* the SC representative and the TC-RPPOs representatives to the IC to encourage nomination for members of the IC Subgroup for the IPPC Observatory.

## 7.2 Preliminary outcomes from the 2024 E-commerce survey

The IC:

- (41) *noted* the progress and preliminary outcomes from the 2024 IPPC Observatory E-commerce survey; and
- (42) *invited* the IC members to follow up with the countries within their regions to send their responses prior to the extended deadline.

## 7.3 Update on the IPPC Survey on Antimicrobial Resistance

The IC:

- (43) *noted* that the updated versions of the IPPC survey on antibiotics use and the IPPC survey on fungicides use would be re-launched in mid-November 2024;
- (44) *encouraged* the IC members to promote the IPPC Observatory surveys on the use of antibiotics and fungicides within their regions;
- (45) *noted* that the definitive results of the two IPPC surveys (antibiotics and fungicides) would be presented to CPM-19 (2025);
- (46) *supported* the proposal to integrate data collection on AMR in plant health to the InFARM platform with the IPPC Official Contact Points as the authorized contacts in countries, if applicable;
- (47) *requested* the secretariat to communicate and raise awareness on the benefit of data collection on plant health through the InFARM platform; and
- (48) *invited* the OCPs to coordinate with other agencies within their countries, relevant to the InFARM platform, with the understanding that the coordination would not be more frequent than every three years.

## 8. IC Teams

### 8.1 Phytosanitary Capacity Evaluation (PCE): update on 2024 activities (including proposal to incorporate gender considerations into the PCE process) and work plan for 2025

The IC:

- (49) *noted* advancements in the PCE activities according to the PCE strategy 2020–2030;
- (50) *noted* the progress addressing the recommendations from the desk study on the PCE, and the future steps as detailed in the roadmap presented in Appendix 11; and
- (51) *discussed* how the funding for implementing PCEs and maintaining the PCE system can become sustainable, and made the following recommendations:
  - a. *requested* the Financial Committee to earmark USD 50,000 from the IPPC regular programme budget and the IPPC Multidonor Trust Fund for maintaining the PCE system,
  - b. *requested* the secretariat to liaise with the relevant FAO Resource Mobilization Division (PSR), or any other relevant FAO division, for resource mobilization for PCE activities, and,
  - c. *requested* the secretariat to establish an internal, dedicated resource mobilization task force to mobilize resources.

## **8.2 National Reporting Obligations: update on 2024 activities (including the status of the IC subgroup on NROs) and workplan for 2025**

The IC:

- (52) *noted* the update on NROs;
- (53) *requested* the financial committee to earmark USD 50,000 from the IPPC regular programme budget and the IPPC Multidonor Trust Fund to cover basic NROs activities;
- (54) *recommended* that the activation of the IC Subgroup on NROs be put on hold until sufficient sustainable funds are identified;
- (55) *invited* the IC chairperson to present a recommendation to CPM-19 (2025) with a request for funding to cover NROs activities;
- (56) *endorsed* the inclusion of a new bullet in the “Related official information” section of the “IPPC country page”, as an optional feature, to link to the NPPO system to verify phytosanitary certificates by PC number, QR code, or any other similar information, if an accessible system is available;
- (57) *agreed* to maintain the process in place for the Official Contact Point (OCP) nomination, without making the provision of the official NPPO stamp obligatory; and
- (58) *reviewed* and *approved* the updated workplan for 2025 presented in Appendix 12.

## **8.3 Contributed resources: update on 2024 activities**

The IC:

- (59) *noted* the activities of the IC Team on contributed resources;
- (60) *noted* the review results by the IC Team on contributed resources in August and September 2024;
- (61) *requested* the IPPC Secretariat and the IC members to promote the IPPC Contributed Resources through RPPO and NPPO communication channels, such as social media posts;
- (62) *requested* the IC chairperson to make mention of the IPPC Contributed Resources during the IC chairperson report to CPM-19 (2025); and
- (63) *requested* the IC Team on Contributed Resources to establish a process for verification and maintenance of links for the resources.

## **8.4 Fusarium TR4 2024 activities and workplan for 2025**

The IC:

- (64) *noted* the TR4 global coordination updated progress table, presented in Appendix 13;
- (65) *discussed* and *endorsed* future steps outlined for continuing Fusarium TR4-related efforts;
- (66) *agreed* to invite potential donors and private sector representatives to the upcoming open session on ICD projects at the IC May 2025 meeting; and
- (67) *requested* the financial committee to earmark USD 50 000 for activities to be undertaken under the TR4 global coordination, taking into consideration the linkages with POARS and APP.

## **8.5 IC Team on Projects: update on 2024 activities, and priority activities for 2025**

The IC:

- (68) *noted* the update on 2024 activities of the IC Team on Projects;
- (69) *noted* that the theme of the 2025 session on ICD projects will focus on the use of new technologies in plant health;
- (70) *noted* that the frequency of the ICD project session be kept flexible, with a preference for holding them every two years;

- (71) *noted* the list of potential donors for phytosanitary matters presented in Appendix 14, along with relevant private sector representatives to virtually attend the ICD Project session;
- (72) *agreed* to invite the SC chairperson to the IC May 2025 meeting and acknowledged the reciprocity with having an opportunity for the IC chairperson, the IC vice-chairperson, and the IFU lead, to also attend the SC meetings as observers, upon invitation; and
- (73) *agreed* on the list of observers to be invited to the IC May 2025 meeting, with Trademark Africa added, presented in Appendix 15.

## **9. Guides and training materials**

### **9.1 Update on development of guides and training materials and review of the ICD**

#### **List of topics**

The IC:

- (74) *noted* the activities undertaken to develop IPPC guides and training materials;
- (75) *noted* the activities undertaken to translate IPPC guides and training materials to all FAO official languages;
- (76) *requested* that the secretariat and the IC lead prepare a revised draft of the IPPC guide on Risk-based inspection of imported consignments, that aligns with the specifications, and circulating it to the IC members, WG members and other relevant experts for peer review;
- (77) *approved* the specification for the Online pest emergency simulation tool, with revisions, as presented in Appendix 18;
- (78) *agreed* that the Online pest emergency simulation tool be added to the ICD LOT with a priority level of 1;
- (79) *changed* the priority level of the PCE facilitators training materials (2014-008) from 4 to 2; and
- (80) *requested* the secretariat to update the ICD LOT according to the above decision points.

### **9.2 Update on the development of IPPC e-learning courses by the FAO elearning Academy**

The IC:

- (81) *agreed* to the proposed name for the online platform as “IPPC Plant Health Campus”;
- (82) *agreed* that the IPPC Plant Health Campus will be linked to the IPP home page;
- (83) *invited* the FAO elearning Academy to present the IPPC Plant Health Campus platform at the IC May 2025 meeting; and
- (84) *requested* the secretariat to develop a dedicated communication plan for the IPPC Plant Health Campus, including presentations at the SC, SPG, 2025 IPPC regional workshops, TC-RPPOs, and CPM-20 (2026) plenary.

### **9.3 IC Team on guides and training materials and proposed revisions to the procedure for developing guides and training materials**

The IC:

- (85) *noted* the activities of the IC Team on guides and training materials in 2024;
- (86) *approved* the proposed revision to the Strategy and process for the development of IPPC guides and training materials, with the additional revisions captured on track changes, as presented in Appendix 19;
- (87) *requested* that the secretariat post the revised strategy and process to the IPP, and that the same information be used to update the Procedure manual for implementation and capacity development;



- (88) *noted* the oral report on user data for the IPPC e-learning courses; and
- (89) *requested* that the IC Team on guides and training materials continue to monitor the use of IPPC guides and training materials and identify additional opportunities to enhance their use.

#### **9.4 Readability of IPPC guides**

The IC:

- (90) *requested* that the IC Team on guides and training materials continue to identify opportunities to enhance the readability of IPPC guides and training materials;
- (91) *encouraged* the secretariat to implement the recommendations presented to improve readability, in one of the IPPC guides under development; and
- (92) *encouraged* the IC leads to be vigilant when processing comments from country consultation on specifications of guides.

### **10. IPPC Call for Topics**

#### **10.1 Preparation for the 2025 Call for Topics: Standards and Implementation**

The IC:

- (93) *noted* suggestions to the proposed changes of the submission form for topics for Standards and Implementation, as provided in Appendix 20;
- (94) *noted* the revised IPPC Observatory form for submission of topics for survey or study to be added to the biennial call for topics, as provided in Appendix 21; and
- (95) *invited* IC members in preparation to the 2025 IPPC Call for Topics: Standards and Implementation, to advocate for the submission of implementation topics and support the proposed submissions in their respective regions.

#### **10.2 Table relating ISPMs to IPPC guides and training materials**

The IC:

- (96) *discussed* the information in the table linking ISPMs and IPPC guides and training materials, as presented in Appendix 22, and *made* the following recommendations to utilize the information provided in the table:
- a. remove colour coding and formatting in the table,
  - b. add CPM Recommendations to the table along with the relevant implementation materials,
  - c. post the table on the IPP page for call for topics,
  - d. review every second year during the May IC meetings, prior to the call for topics,
  - e. recommend to CPM that the list be used as a reference document during the call for topics,
  - f. present it at the IPPC regional workshops along with the presentation on call for topics, and
  - g. append the table to a relevant CPM-19 (2025) paper.

### **11. IC-SC collaboration**

#### **11.1 Update from the SC May 2024 meeting**

The IC:

- (97) *noted* the outcomes from the SC May 2024 meeting; and
- (98) *acknowledged* the important contribution of Álvaro SEPÚLVEDA LUQUE (Chile) as SC representative to the IC.

## 11.2 IC collaboration with the SC

The IC:

- (99) *postponed* to the IC May 2025 meeting the final decision regarding the status of the IC representative to the SC;
- (100) *requested* that the secretariat and CPM Bureau discuss the feasibility of flexible travel support criteria to allow participation of IC representatives at SC meetings;
- (101) *requested* that the IFU and SSU continue discussing the membership options for the IC representative to the SC and report back at the IC meeting in May 2025; and
- (102) *requested* the IFU and the SSU to develop a system to collect and archive all implementation issues raised by various bodies at various stages.

## 12. Procedure Manual for Implementation and Capacity Development

### 12.1 Updated Procedure Manual for ICD – Review of proposed amendments

The IC:

- (103) *agreed* on the content of the IPPC Procedure Manual for Implementation and Capacity Development as shown in Appendix 23;
- (104) *reviewed* and agreed on the proposed statements to clarify the IC participation in face-to-face meetings, as presented in modification 1 of the Annex document, presented as Appendix 24;
- (105) *noted* the updated section 2.5.2 “Duties and associated tasks of regional plant protection organizations (RPPOs) and Standards Committee (SC) representatives on the IC” shown as modification 2 in the Annex document, presented as Appendix 24; ;
- (106) *agreed* to revised 2.6 “Guidelines on the role of IC lead and assistant lead” as shown as modification 3 in the Annex document, presented as Appendix 24;
- (107) *updated* the ICD Procedure Manual in accordance with the IC discussions on activating the IC Subgroup on NROs:
  - a. *removed* the period of expiration for the terms of reference of the IC Subgroup on NROs,
  - b. *marked* it as pending; and
- (108) *noted* that the updated procedure for submission of topics for the IPPC Observatory will include the modifications proposed by the TFT;
- (109) *noted* the additional changes to the Procedure Manual for Implementation and Capacity Development proposed by the IPPC Secretariat;
- (110) *added* a revision related to the IPPC observatory surveys, under section 4.2 “IPPC Observatory”, to include RPPOs in survey communications; and
- (111) *requested* the secretariat to update the Procedure Manual for Implementation and Capacity Development according to the IC discussions during the November 2024 meeting, including the decision on the *Procedure for the development of IPPC guides and training materials*, as discussed during agenda item 9.3 (IC Team on Guides and training materials and proposed revisions to the procedure for developing guides and training materials).

## 13. IC and IFU leads

### 13.1 Update of the IC /IFU list of leads for Subgroups and Teams

The IC:

- (112) *updated* the table of IC leads and members for IC Subgroups and IC Teams presented in Appendix 25;

- (113) *requested* the secretariat to follow up with the SC for the nomination of representatives to the IC Team on E-commerce and the IC Subgroup for the IPPC Observatory; and
- (114) *requested* the secretariat to follow up with the TC-RPPOs for the nomination of representative to the IC Subgroup for the IPPC Observatory.

## **14. IC recommendations for CPM-19 (2025)**

### **14.1 Review of the 2024 IC recommendations to CPM and implementation issues to be recommended for CPM-19 (2025)**

The IC:

- (115) *agreed* to include the following recommendations to the IC chairperson's recommendations to CPM-19 (2025):
- a. establishment of three additional regular funded positions for the IFU so that the team is able to deliver its core mandate, as recommended in the 2014 enhancement evaluation,
  - b. provision of adequate financial resources for core and priority IPPC activities that are underfunded: USD 50 000 per year for NROs; USD 50 000 per year for PCE; USD 50 000 per year for POARS global coordination of Fusarium TR4; USD 50 000 per year for the IPPC Observatory, development of guides and training materials, and others,
  - c. a reminder to CPM that implementation and capacity development activities are consistently underfunded,
  - d. promotion of IPPC Plant Health Campus and enhanced awareness of the available IPPC implementation and capacity development materials, including the IPPC Plant Health Campus, and
  - e. encouragement for the submission of implementation topics during the 2025 Call for Topics.

## **15. IFU workplan**

### **15.1 IFU workplan for 2025**

The IC:

- (116) *noted* the delivery of the 2024 IFU workplan, despite shortages of staff and financial resources;
- (117) *noted* and *agreed* on the 2025 IFU workplan as presented in Appendix 26; and
- (118) *requested* the secretariat to develop a visual presentation of IFU activities according to their funding status to assist them in communicating the financial needs to the Financial Committee and relevant IPPC bodies.

### **15.2 IFU 2024 Communications Update**

The IC:

- (119) *noted* the activities related to IFU communications, as described in this update;
- (120) *endorsed* the proposal on 2025 IC open session on ICD projects and IPPC-led webinars or events; and
- (121) *endorsed* the proposed plan for re-working phytosanitary systems pages.

## **17. Any other business**

### **Travel Assistance for IC members**

The IC:

- (122) *recommended* the CPM Bureau to re-consider the procedure of application of the World Bank criteria for the prioritization of travel for the IPPC bodies' members, with the following recommendations:
- a. determine the provision of travel assistance as per the year of signature of statement of commitment of a member for the full duration of the term,
  - b. update the status of eligibility only in cases where a country becomes eligible for travel assistance during the term of service; and
- (123) *recommended* the bureau to consider economy indexes other than World Bank Development Indicators.

### **The ePhyto Africa Initiative governance system.**

The IC:

- (124) *recommended* to use the full name "IPPC ePhyto Africa Initiative"; and
- (125) *recommended* to have one IC representative to the IPPC ePhyto Africa Initiative, namely within the Advisory Group of the governance system.

### **IFU update to the IC**

The IC:

- (126) *agreed* to continue sharing the IFU updates with the CPM Bureau and the SC.

### **International Symposium: Optimizing Container Design to Mitigate Risks of Pest Contamination in the International Containerized Supply Chain (11 November 2024)**

The IC:

- (127) *noted* the update.

### **18. Date and venue of the next meeting**

The IC:

- (128) *requested* the secretariat to explore alternative venues for the November 2025 IC meeting, in view of the 2025 Jubilee celebrations in Rome; and
- (129) *agreed* to make a final decision regarding the venue of the November 2025 IC meeting via e-decision before January 2025.