# Specification template: IPPC Guides and Training materials[[1]](#footnote-2)

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

**Status box**

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| --- | --- |
| **This status box is not an official part of the specification and will be completed by the IPPC secretariat.** | |
| **Topic number** | [YYYY-000] |
| **Title** | [Working title, generally from the LOT] |
| **Document category** | IPPC [Guide, training kit, e-learning course, video, or other type of implementation resource]: |
| **Date of this document** | [YYYY-MM-DD] |
| **Current document stage** | Identify the stage where the implementation resource is currently or where it will be going next in the process, for example:  [Draft specification] |
| **Major stages completed** | 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] |
| **Implementation and Capacity Development Committee (IC) lead** | 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)] |
| **IPPC secretariat lead** | [YYYY-MM IFU Name SURNAME] |
| **Working Group experts** | List names and countries of Working Group Experts  [Name SURNAME (Country)] |
| **Notes** | 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). |

**[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>

1. Approved by IC\_VM12 (Mar 2021); revised IC\_VM17 (Nov 2021) [↑](#footnote-ref-2)