



## COMMISSION ON PHYTOSANITARY MEASURES

### NINETEENTH SESSION

#### PROPOSED CHANGES OF THE SUBMISSION FORMS AND THE CRITERIA FOR THE JUSTIFICATION AND PRIORITIZATION OF PROPOSED TOPICS

##### AGENDA ITEM 9.3

*(Prepared by the Task Force on Topics and the IPPC Secretariat)*

#### Background

- [1] At the Eighteenth Session of the Commission on Phytosanitary Measures (CPM-18) held in 2024, the Task Force on Topics (TFT) was tasked with revising the submission forms for topics for standards and implementation. It was decided that the CPM Bureau, Strategic Planning Group (SPG), Standards Committee (SC) and Implementation and Capacity Development Committee (IC) would give their inputs and suggestions based on this revision, and the revised forms would later be presented to CPM-19 (2025).
- [2] The TFT began its work in May 2024, focusing on the generic submission forms for standards and implementation. During the revision process, the TFT conducted three online meetings – in July, October and December 2024 – to review feedback and suggestions from group members.
- [3] Following these discussions, the TFT made revisions to the submission form for topics for standards and implementation. The revised forms are intended to streamline the submission process and improve the clarity of the criteria used to prioritize proposals.
- [4] The TFT finalized the submission forms based on the inputs from the CPM Bureau, SPG, SC and IC and agreed to submit them to CPM-19 (2025). It was also agreed that, if the need arises, the TFT will revise other forms (submission form for draft specification for ISPM, submission form for draft specification for IPPC guides and training materials, submission form for diagnostic protocols for regulated pests) based on the input received.
- [5] Attached to this document are two annexes that provide detailed information on the proposed changes:
  - **Annex 1** – This annex outlines the proposed revisions to the submission forms and the criteria for justifying and prioritizing proposed topics. New text proposals made by the TFT are underlined, while proposals for removal are indicated by a strikethrough.
  - **Annex 2** – This annex introduces the IPPC Observatory form for submitting topics for surveys or studies. CPM-18 (2024) noted the inclusion of this form in the biennial call for topics, highlighting the growing importance of gathering data and conducting studies on key phytosanitary issues.
- [6] The forms and criteria are designed to enhance the efficiency of the topic selection process and ensure that proposals are rigorously evaluated based on their relevance and potential impact.

#### Recommendations

- [7] The CPM is invited to:
  - (1) *note* the proposed changes of the submission form for topics for standards and implementation, which incorporates feedback from the CPM Bureau, SPG, SC and IC;

- (2) *note* that, if needed, at the request of CPM, the TFT will review the other submission forms, notably the forms for draft specifications;
- (3) *note* that the IPPC Observatory form for submission of topics for survey or study will be used for the biennial call for topics; and
- (4) *approve* the proposed changes to the submission form for topics for standards and implementation and the IPPC Observatory form for submission of topics for survey or study to be used for the 2025 call for topics.

**Annex 1:**

<b>SUBMITTED BY COUNTRY or REGIONAL PLANT PROTECTION ORGANIZATION:</b>	Click or tap here to enter text.
<b>SUBMISSION NUMBER</b>	YYYY-XXX (to be completed by IPPC Secretariat)

**Submission form for topics for standards and implementation**

**Please use one form per topic.**  
**Please complete all mandatory fields**

*(Updated by the IPPC Secretariat 2025-01-01)*

**1. General information**

<b>Title of Proposal</b>	Click or tap here to enter text.
<b>Proposed Material</b>	<input type="checkbox"/> Standard / <input type="checkbox"/> Implementation resource
<b>Submission supported by:</b> (Contracting party, regional plant protection organization or other organization, e.g. IAEA)	Click or tap here to enter text.
<b>Contact Person:</b> (Contact information of an individual able to clarify issues relating to this submission):	Name: Click or tap here to enter text. Position and organization: Click or tap here to enter text. Mailing address: Click or tap here to enter text. Phone: Click or tap here to enter text. Email: Click or tap here to enter text. Email: Click or tap here to enter text.
<p><b>Important information for filling out and submitting the form:</b>  <b>The YYYY Call for Topics closes 15 September YYYY.</b>  Please read through the Call for Topics web page, 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>.  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>  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>  <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>  The completed submission form AND draft specification/draft outline may be submitted as Word documents by the IPPC official contact point, via email, to the IPPC Secretariat (<a href="mailto:ippc@fao.org">ippc@fao.org</a>) no later than <b>15 September YYYY</b> (Subject line: “Call for topics <u>YYYYXXXX</u>”).</p>	

## 2. Summary of proposal

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

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

## 3. Type of proposed material

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

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

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

**New ISPM or component to an existing ISPM or revision/amendment of standard:**

- New ISPM**
- Revision/amendment to ISPM:** Choose an item.
- New supplement, annex, appendix to ISPM:** Choose an item.
- Revision/amendment to supplement, annex, appendix to ISPM:** 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/>

<b>3.2 Implementation resource</b> (check only one option)	
<p><b><u>New implementation resource:</u></b></p> <p><input type="checkbox"/> Guide (e.g. manual)</p> <p><input type="checkbox"/> Training material (e.g. e-learning. Please specify: <a href="#">Click or tap here to enter text.</a>)</p> <p><input type="checkbox"/> Awareness material (e.g. <b><u>factsheets</u></b>, <del>short</del> <b><u>videos</u></b>. Please specify: <a href="#">Click or tap here to enter text.</a>)</p> <p><input type="checkbox"/> Other (Please specify e.g. <b><u>short videos</u></b>, <b><u>software</u></b> <a href="#">Click or tap here to enter text.</a>)</p>	<p><b><u>Revision of existing implementation resource:</u></b></p> <p><input type="checkbox"/> Please specify: <a href="#">Click or tap here to enter text.</a></p>
<p><b><u>Convention articles, ISPMs or CPM recommendations to be addressed by the proposed implementation resource</u></b></p> <p><input type="checkbox"/> Convention articles (Please specify: <a href="#">Click or tap here to enter text.</a>)</p> <p><input type="checkbox"/> ISPM (Please specify: <a href="#">Click or tap here to enter text.</a>)</p> <p><input type="checkbox"/> CPM recommendation (Please specify: <a href="#">Click or tap here to enter text.</a>)</p>	
<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="#">link to draft specification for guides</a>)  <b><u>Table relating ISPMs to IPPC guides and training materials: (link to be added)</u></b></p>	

#### 4. Literature review<sup>1</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><u>and technical</u></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). <b>(max 500 words)</b></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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<sup>1</sup> As agreed by CPM-7 (2012) and CPM-11 (2016).

## 5. Criteria for justification and prioritization of proposed topics<sup>2</sup>

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

	Core Criteria	Information provided by Submitter
<u>1</u>	<b><u>Clear identification of the problems that need to be resolved through the development of the standard or implementation resource. (Mandatory)</u></b>	(max 250 words) <a href="#">Click or tap here to enter text.</a>
<u>2</u>	<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>
<u>3</u>	Feasibility of implementation at the global level (consider ease of implementation, technical complexity, capacity of NPPO(s) to implement, relevance for more than one region). Optional for Implementation materials <b>(optional)</b>	(max 250 words) <a href="#">Click or tap here to enter text.</a>
<u>4</u>	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>
<u>5</u>	<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)**)

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

<sup>2</sup> As agreed by CPM-13 (2018)

Supporting criteria:	Information provided by submitter
2) Utility in the management of non-indigenous species which are pests of plants (such as some invasive alien species). 3) Contribution to the protection of the environment, through the protection of wild flora, and their habitats and ecosystems, and of agricultural biodiversity.	
<b>Supporting criteria (Strategic)</b> 1) Extent of support for the proposed standard and/or implementation resource (e.g. one or more NPPOs or RPPOs have requested it, or one or more RPPOs have adopted a standard on the same topic). 2) Frequency with which the issue to be addressed, as identified in the submission emerges as a source of trade disruption (e.g. disputes or need for repeated bilateral discussions, number of times per year trade is disrupted). 3) Relevance and utility to developing countries. 4) Coverage (application to a wide range of countries/pests/commodities). 5) Complements other standards and/or implementation resources (e.g. potential for the standard to be used as part of a systems approach for one pest, complement treatments for other pests). 6) Conceptual standard and/or implementation resource to address fundamental concepts (e.g. treatment efficacy, inspection methodology). 7) Urgent need for the standard and/or implementation resource.	<b>(max 250 words)</b> <a href="#">Click or tap here to enter text.</a>

## 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.](#)

**Annex 2:****IPPC OBSERVATORY FORM FOR SUBMISSION OF TOPIC FOR SURVEY / STUDY**

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

The IPPC Observatory conducts general surveys that provide NPPOs with a global picture of the IPPC and ISPM implementation as well as IPPC-related thematic studies and surveys providing data to adjust or develop 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>(max 250 words)</b> Click or tap here to enter text.	
<b>Scope:</b>	<b>(max 250 words)</b> Click or tap here to enter text.
<b>Link to IPPC Strategic Framework:</b>	<b>(max 250 words)</b> Click or tap here to enter text.
<b>Objectives:</b>	<b>(max 250 words)</b> Click or tap here to enter text.
<b>Key outputs and outcomes:</b> <i>(Main proposed steps to address the topic)</i>	<b>(max 250 words)</b> Click or tap here to enter text.
<b>Expected impact:</b>	<b>(max 250 words)</b> Click or tap here to enter text.
<b>Target groups:</b>	<b>(max 250 words)</b> Click or tap here to enter text.
<b>References:</b> <i>(IPPC documents, contributed resources and other materials related to the topic submitted)</i>	



<p><b>Priority:</b></p> <p><i>(To be filled by the IC Subgroup on the IPPC Observatory)</i></p>	
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