Dear Participant,

We have prepared the following form to assist in your meeting preparation.

Due to the short duration of the meeting, we expect that you will not have the opportunity to express all your thoughts in the various sessions and therefore we feel that your preparation in this regard will aid us in the best use of time and facilitate a fruitful meeting.

We call your attention to Session 1.2 in which we will ask you to summarize, in no more than 5 minutes, your responses to the questions in that section.

As we have a large number of participants attending, we will collect the forms at the meeting to ensure that we can take your inputs into consideration after the meeting since not all participants will be able to provide them during the course of the meeting.

We appreciate in advance your cooperation to use this form to prepare for the meeting.

Thanks you,

IPPC Secretariat

To be completed by each participant

|  |  |
| --- | --- |
| Country name: |  |

**Session 1: Determine the scope of the programme (ToR 4.1)**

1. **General discussion on the elements that should comprise an ideal IPPC global implementation programme**

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| What is your vision of an ideal implementation programme? |  |

1. **Participants provide a 5 minute oral overview of their understanding of implementation of IPPC and ISPMs in their countries or region:**

|  |  |
| --- | --- |
| What does implementation of the IPPC mean to you? |  |
| What does implementation of the ISPMs mean to you? |  |
| What are the general challenges for implementation? |  |
| What are your country’s priorities for implementation? |  |

1. **Discuss how priorities of an IPPC global implementation programme might be determined ((ToR 4.2).**

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| How should priorities for a global implementation programme be identified? |  |
| How should priorities be approved? |  |
| What challenges do you envisage might be encountered when setting priorities? |  |
| What do you feel are the key general priorities at this stage? |  |

**Session 2: Organization of a global implementation programme (ToR 4.4)**

1. **Role matrix (4.3, 4.4, 4.5, 4.6 and 4.7)**

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| --- |
| What role should the following play? |
| IPPC support entities (See Annex 2 for description) | Priority Setting | Inform | Development | Coordination (Lead) | Approval | Assess Impact | Other (specify) |
| 1 | IPPC Secretariat |  |  |  |  |  |  |  |
| 2 | Bureau |  |  |  |  |  |  |  |
| 3 | Strategic Planning Group (SPG) |  |  |  |  |  |  |  |
| 4 | Financial committee (FC) |  |  |  |  |  |  |  |
| 5 | Subsidiary Body on dispute settlement (SBDS) |  |  |  |  |  |  |  |
| 6 | Subsidiary body on Standards Setting (SC) |  |  |  |  |  |  |  |
| 7 | Capacity development committee (CDC) |  |  |  |  |  |  |  |
| 8 | Implementation Review and Support System (IRSS) |  |  |  |  |  |  |  |
| 9 | IRSS Triennial Review Group (TRG) |  |  |  |  |  |  |  |
| 10 | National Reporting Obligations Advisory Group (NROAG) |  |  |  |  |  |  |  |
| 11 | Contracting parties (CP) |  |  |  |  |  |  |  |
| 12 | Regional Plant Protection Organizations (RPPOs) |  |  |  |  |  |  |  |
| 13 | FAO Plant Protection and Production Officers |  |  |  |  |  |  |  |
| 14 | CPM |  |  |  |  |  |  |  |

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| Additional Notes |
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1. **The process of developing and managing an implementation programme (ToR 4.5)**

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| When priorities have been set: |
| How should the programme be developed? |  |
| How should the programme and activities be managed? |  |

1. **Coordination, approval, monitoring and reporting mechanisms (ToR 4.6)**

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| --- | --- |
| How should the programme be coordinated? |  |
| What approval process should be followed? |  |
| How should results and impact be assessed? How can the programme adapt to strengthen its results? |  |
| Who should be informed of the results? and how? |  |

**Session 3: How to financially support the programme including realigning resources from other areas of the IPPC’s work (see Annex 1 for IPPC Secretariat resource summary). (ToR 4.3 and 4.7)**

1. Currently there is no budget allocation for an implementation programme. In order to undertake Implementation in a serious way, funding must be identified or existing resources reallocated.

|  |  |
| --- | --- |
| How should the programme be staffed (Human resources)? |  |
| What new sources of funding can be committed to support an implementation programme in the long term? |  |
| How could existing resources be reallocated to establish and sustain an implementation programme? |  |

**Session 4: Develop a pilot work plan for the topic of surveillance. (ToR 4.8)**

1. **Based on the above and the discussion and recommendations prepare a work plan for surveillance:**

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| --- | --- | --- |
| **Determine the scope of the programme** | **What are the problems to be addressed** |  |
|  | **What is the objective of the activity area?** |  |
|  | **What are the priorities to work on?** |  |
| **Organization of a global implementation programme** | **What should the programme contain?** |  |
|  | **How should the programme and activities be managed?** |  |
|  | * How should the programme be coordinated?
 |  |
|  | * How should the programme impact be assessed?
 |  |
|  | * Who should be informed of the results?
 |  |
|  | * How should the results be communicated?
 |  |
|  | **Who is going to do what?** |  |
|  | **What is the timeline?** |  |
| **How will the programme be financially and technically supported**  | **Which resources to be used?**  |  |
|  | **Realign resources from other areas of the IPPC’s work?** |  |
|  | **What potential resource partners can be engaged?** |  |
|  | **Role of stakeholders including Contracting Partners.** |  |

**Annex 1**

Currently there is no budget allocation for an implementation programme. In order to address Implementation issues in a serious way, new funding must be identified or existing resources reallocated.

Table 1. Current funding sources of the IPPC Secretariat

|  |  |
| --- | --- |
| Current | Comments |
| FAO Regular Programme | USD 5M per Biennium. Covers salary of permanent staff and limited operational activity. (CD 13%, SS 33%, NRO 10%, Other IPPC General Staff and operational aspects mainly CPM costs (44%) |
| IPPC General Trust Fund  | Almost never exceeds USD1M/yr. This is the principal mechanism to cover operational expenses of the Secretariat. Variable contributions from developed countries and often earmarked for specific activities. This trust fund covers most temporary Human Resources. Secretariat expends considerable effort to encourage contributors to replenish the trust fund. At CPM9, South Korea pledged 100K part of which is to support implementation. |
| EU Trust fund (participation) | Fund is specifically to support developing country participation in IPPC meetings (CPM, Std Setting, Regional IPPC Workshops) |
| EU trust fund (IRSS) | Approx. Euro 600K (2014-2017). Covers staff support and operational costs for surveys, case studies, and limited meeting participation. |
| Swiss Trust Fund (IRSS) | Swiss Francs 300K (2014-2016). Supplementary to the EU Trust Fund (IRSS) particularly since the new 3 year cycle is funded at 50% of the previous level. |

Table 2. Human resources (HR) in the IPPC Secretariat

|  |  |  |  |
| --- | --- | --- | --- |
| **Full time staff positions** | **Current #** | **Breakdown** | **Additional** **(2014-2015)** |
| Permanent Professional Staff | 6 | IPPC (2), SS (2) CD (1), NRO (1) |  |
| Temporary professional Staff (as trust fund resources allow) | 13 | IPPC (3), SS (3), CD (2), NRO (1), IRSS (1) | CD (1), IRSS (2) |
| Permanent General Service Staff | 3 | IPPC (2), SS (1) |  |
| Temporary General Service Staff | 2 | CD/NRO/IRSS (2) |  |
| To know us see: <https://www.ippc.int/about/secretariat> |

**Annex 2**

Description of IPPC support entities

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| --- | --- | --- |
|  | Description | Composition |
| 1 | IPPC Secretariat | Responsible for the coordination of core activities under the IPPC work programme. Main areas include Standards Setting, Capacity development and National Reporting Obligations. The Secretariat is hosted by the Food and Agriculture Organization of the United Nations. | See Annex 1 - table 2. Also supported by short-term, contributed and voluntary staff resources. |
| 2 | Bureau | Provides guidance to the IPPC Secretariat and CPM on strategic direction, cooperation, financial and operational management. | Seven-member elected executive body of the CPM. 7 FAO regions represented. FAO Regions include Africa, Asia, Europe, Latin America and Caribbean, Near East, North America and the Southwest Pacific. |
| 3 | Strategic Planning Group (SPG) | Informal working group that meets annually and undertakes specific activities relating to the planning and prioritization of the various elements of the CPM work programme including on strategic issues. | Its composition of representatives varies from year to year, in terms of participation and numbers, from developed and developing countries |
| 4 | Financial committee (FC) | Committee established by CPM-7, in March 2012. The Committee discussed various financial issues, including the financial report, resource mobilization as well as the financial implications of ongoing IPPC activities.  | Experts from 4 FAO regions |
| 5 | Subsidiary Body on dispute settlement (SBDS) | Group devoted to overseeing, administering and supporting the IPPC’s dispute settlement procedures. A major role is to provide guidance to the Secretariat and disputing parties in selecting appropriate dispute resolution methods. | 7 FAO regions represented. FAO Regions include Africa, Asia, Europe, Latin America and Caribbean, Near East, North America, and Southwest Pacific. |
| 6 | Standards Committee (SC) | Oversees the IPPC Standard Setting Process, manages the development of International Standards for Phytosanitary Measures (ISPMs) and provides guidance and oversight to the work of Technical Panels (TPs) and Expert Working Groups (EWGs) | 25 members from each of the seven FAO regions: Africa (4), Asia (4), Europe (4), Latin America and the Caribbean (4), Near East (4); North America (2); and Southwest Pacific (3). |
| 7 | Capacity development committee (CDC) | A technical structure of the CPM, established 2012, whose membership is voluntary but is accountable to the CPM. It provides oversight and contributes to the delivery of the IPPC Strategic Objective of developing National Phytosanitary Capacity of its members. | Subject matter experts from 7 FAO regions represented. FAO Regions include Africa, Asia, Europe, Latin America and Caribbean, Near East, North America, and Southwest Pacific. |
| 8 | Implementation Review and Support System (IRSS) | Project embedded in the IPPC work programme with the objective to review the extent to which contracting parties and their NPPOs implement the IPPC and its standards and identify ways to support improved implementation. | IPPC secretariat temporary staff allocation (see Annex 1 table 2) |
| 9 | IRSS Triennial Review Group (TRG) | Group formed to review advances of the project and prepare the Implementation Review Report at the end of each IRSS 3 year cycle. The report includes recommendations that impacts the CPM work programme. | Chair of the subsidiary bodies of the IPPC (Bureau, Standards Committee, CDC, SBDS) and IPPC Secretariat  |
| 10 | National Reporting Obligations Advisory Group (NROAG) | Advisory group established to assist the IPPC Secretariat with the development of a plan to help contracting parties in meeting their national reporting obligations | One expert from each of the seven FAO regions (Africa, Asia, Europe, Latin America and the Caribbean, Near East, North America, and Southwest Pacific). Members from other bodies: One (1) Bureau member, CDC (1), SBDS (1), and SC (1).  |
| 11 | Contracting party (CP) | The contracting parties undertake to adopt the legislative, technical and administrative measures specified in the Convention and in supplementary agreements with the purpose of securing common and effective action to prevent the spread and introduction of pests of plants and plant products, and to promote appropriate measures for their control.  | Each contracting party establishes a National Plant Protection Organization (NPPO). NPPOs vary in terms of organization and often have mixed mandates (regulatory or plant protection or both).  |
| 12 | Regional Plant Protection Organizations (RPPOs) | A Regional Plant Protection Organization (RPPO) is an inter-governmental organization functioning as a coordinating body for National Plant Protection Organizations (NPPOs) on a regional level. | 10 RPPOs covering 7 FAO Regions: Africa (1), Asia (1), Europe (1), Latin America and Caribbean (4), Near East (1), North America (1), and Southwest Pacific (1). |
| 13 | FAO Plant Protection and Production Officers | Out-posted Agricultural officers reporting to the FAO agriculture department. Range of mandates including plant protection, crop production, trans-boundary pest management, pesticides and IPPC activities (when requested). | 15 Officers in 7 FAO regions and their sub-regions. FAO Regions include Africa, Asia, Europe, Latin America and Caribbean, Near East, North America, and Southwest Pacific. |
| 14 | CPM | Governing body of the IPPC. According to the text of the IPPC, the Commission shall promote the full implementation of the objectives of the Convention including:* review the state of plant protection around the world
* identify action to control the spread of pests into new areas
* develop and adopt international standards
* establish rules and procedures for resolving disputes
* adopt guidelines for the recognition of regional plant protection organizations; and
* cooperate with international organizations on matters covered by the Convention
 | 181 contracting parties (July 2014) |