

2026 IPPC Regional Workshop

Presenter and Organizer Instructions National Reporting Obligations

1. Session purpose

This session is designed as a practical and interactive introduction to National Reporting Obligations (NROs) under the IPPC.

The purpose is to help participants understand that NROs are not only administrative requirements. They are part of the official information system that supports transparency, cooperation, preparedness, trust and safe trade.

The session includes four interactive moments:

1. A quick decision pulse on missing official information.
2. A country page check on public NROs.
3. A matching exercise on bilateral NROs.
4. A Pest Reporting Lab on how an NPPO moves from a credible signal to official evidence.

The exercises are not tests. They are designed to help participants reflect on realistic NPPO situations and identify practical follow-up actions.

2. Recommended timing

- Total recommended duration: **25 minutes**
- Suggested timing:

Section	Slides	Time
Opening and IPPC commitment	1–2	3 minutes
Quick decision pulse	3	3 minutes
Public NROs and country page check	4	6 minutes
Bilateral NROs matching exercise	5	4 minutes
Pest Reporting Lab	6–7	8–10 minutes
Closing synthesis	8	2 minutes
Thank you	9	1 minute

3. Materials needed

Organizers should prepare the following:

For all exercises

- Sticky notes.
- Markers.
- Wall space or boards for sticky notes.
- 3–4 flipcharts for the Pest Reporting Lab.
- One rapporteur or note-taker.

For the Public NRO country page check

- Green sticky notes.
- Yellow sticky notes.
- A visible place on the wall for participants to place notes.
- Optional: QR code or short link to the IPP country pages.

For the Pest Reporting Lab

- Prepare **3–4 flipcharts** before the session.
- Each flipchart should have these columns: **STEP 1 | STEP 2 | STEP 3 | IN PARALLEL | NOT YET**
- Participants will read the actions A–G from the slide and write the letters on sticky notes. No printed action cards are required.
- For the country page check, there should be one visible wall area where participants can place green and yellow sticky notes.
- The rapporteur should be positioned so they can observe the exercises and capture common findings.

4. Slide-by-slide instructions

Slide 1 — Title	The presenter introduces the session as a practical discussion on National Reporting Obligations under the IPPC. The presenter should explain that the session will move from the general purpose of NROs to public and bilateral NROs, and then to a Pest Reporting Lab exercise. The presenter should make clear that the exercises are designed for reflection and discussion, not for testing participants.
Slide 2 — NROs are part of the IPPC commitment	The presenter explains that NROs are part of how contracting parties implement the IPPC. The presenter should highlight the Convention basis: contracting parties cooperate through the exchange of official phytosanitary information, especially information on the occurrence, outbreak or spread of pests of immediate or potential danger. The four cards on the slide should be used to explain the practical value of NROs: • Official information: reliable national information is available through the IPP. • Safe trade: measures can be based on official data. • Preparedness: countries can prepare and respond. • Trust: updated information builds confidence. The key message is that NROs are not administrative tasks. They are part of the IPPC trust system.
Slide 3 — Quick decision pulse	Purpose This exercise helps participants recognize that official information is needed in many different operational situations. Presenter instructions Participants should read the four situations on the slide. The presenter should explain that all four situations matter, but participants must choose only one: the situation that would be hardest for their NPPO to manage immediately if official information were missing or outdated. The presenter calls each option: • A — unclear requirement • B — uncertain pest information • C — non-compliance • D — unclear entry point Participants vote silently when their option is called. The presenter should not spend time counting precisely. The objective is to observe the general pattern. Synthesis

	The presenter should explain that different answers are expected because countries face different operational pressures. The learning point is that all four situations share the same underlying need: official, accessible and updated phytosanitary information. Key message When official information is missing, uncertainty fills the gap. NROs help close that gap.
Slide 4 — Public National Reporting Obligations	Purpose This slide introduces the seven public NROs and links them to a practical country page check. Presenter instructions The presenter introduces the seven public NROs and explains that they are made available through the IPP. The presenter should avoid reading every item in detail. Instead, the presenter should explain that public NROs answer practical questions, such as: • Who is the official contact? • How is the NPPO organized? • What phytosanitary requirements apply? • Which entry points are designated? • Which pests are regulated? • What pests have been officially reported? • What emergency actions have been taken? Country page check exercise Participants open the IPP and go to their country page. Each participant chooses one public NRO to check. Participants write two sticky notes: • Green: one thing that works well, is clear, useful or easy to find. • Yellow: one thing that may need checking, updating or improvement. Participants place their sticky notes on the wall. Participants do not need to name their country unless they wish to. Timing Recommended time: 5 minutes Suggested allocation: • 3 minutes to check the country page. • 1 minute to write sticky notes. • 1 minute to place sticky notes and observe patterns. Presenter synthesis The presenter should briefly review the main patterns with the group. The discussion should focus on common findings, not on individual country performance. Possible prompts: • What types of information were easy to find? • What types of information may need more regular updating? • What would make country pages more useful for users? • What follow-up actions could NPPOs take after returning home? Rapporteur instruction The presenter or rapporteur should take a photo of the sticky-note wall before the notes are removed.

	The rapporteur should include the main findings in the workshop report, focusing on common patterns and practical follow-up needs. Key message The country page is part of the IPPC trust system. Participants should follow up after the workshop with their Official Contact Point, IPP editor or relevant NPPO unit.
Slide 5 — Bilateral National Reporting Obligations Purpose	This slide introduces bilateral NROs and helps participants understand when they may be triggered. Presenter instructions The presenter explains that bilateral NROs involve official information exchanged directly between contracting parties when requested or required. The main message is: Bilateral does not mean optional. The presenter should briefly explain that bilateral NROs help countries resolve questions, justify measures, clarify pest status, respond to non-compliance and support pest risk analysis. Matching exercise Participants work in pairs and match each request with the relevant bilateral NRO number. Recommended time: • 2 minutes for pair work. • 1 minute to reveal answers. Answer key • A → 2 Rationale for phytosanitary requirements, restrictions and prohibitions. • B → 3 Significant instances of non-compliance with phytosanitary certification. • C → 5 Information on pest status. • D → 1 Organizational arrangements for plant protection. Presenter synthesis The presenter should briefly clarify the reasoning behind each answer, without turning the activity into a long technical explanation. The presenter should note that the non-compliance example is included as a bilateral NRO communication example. It should not be presented as pest reporting under ISPM 17. Key message Bilateral does not mean optional. It means official information exchanged directly between contracting parties.
Slide 6 — Pest Reporting Lab: Plantasia and Pest X	Purpose This slide introduces the Pest Reporting Lab as a group decision exercise. The exercise helps participants think through the first official response of an NPPO when there is a credible signal of a regulated pest, but the detection has not yet been officially confirmed. Presenter instructions The presenter introduces the scenario and explains that participants will work as an NPPO team. The presenter should make clear that the exercise is not a quiz. Several actions may be relevant. The purpose is to decide: • what must happen first; • what follows; • what comes next; • what can happen in parallel; • what is premature or not appropriate yet. Participants should work in groups of 4–6 people.

	Each group uses a flipchart with the columns: STEP 1 STEP 2 STEP 3 IN PARALLEL NOT YET Participants will read actions A–G on the next slide, write only the letters A–G on sticky notes, and place them under the most appropriate flipchart column. Each group reports back with one sentence: “Our first step is ____ because ____.” The presenter should not give the preferred sequence before the groups complete the task.
Slide 7 — Possible actions	Purpose This slide provides the action options for the Pest Reporting Lab. Group instructions Participants read the seven possible actions. Participants write only the letters A–G on sticky notes and place them on their group flipchart. Participants should use the columns: STEP 1 STEP 2 STEP 3 IN PARALLEL NOT YET Timing Total recommended time: 8–10 minutes Suggested allocation: • 1 minute to explain the task. • 4 minutes for group discussion and sticky-note placement. • 3 minutes for group report-back. • 1–2 minutes for presenter synthesis. Presenter role during group work The presenter may circulate and observe but should avoid correcting groups while they are working. If a group needs help, the presenter may ask guiding questions: • What information needs to be official before a pest report is published? • What evidence is needed to support pest status? • Which actions are urgent but can happen in parallel? • What would be premature at this stage? • What should not be delayed? Report-back Each group reports back with one sentence: “Our first step is ____ because ____.” If time allows, the presenter may ask which actions groups placed under IN PARALLEL. Presenter synthesis The presenter should summarize the common patterns across groups. The presenter should clarify that pest reporting is essential, but that an official pest report should be based on verified information. If the pest is confirmed and not all information is available, a preliminary report may be made and updated as more complete information becomes available. Key message The first decision is not simply “report or do nothing.” The first decision is how the NPPO moves quickly from a credible signal to official evidence. Rapporteur instruction

	The presenter or rapporteur should take a photo of each flipchart before the sticky notes are removed. The rapporteur should summarize the main findings in the workshop report, focusing on common patterns rather than individual group answers. Suggested wording for the report: "Participants completed a Pest Reporting Lab exercise on the first official response to a possible detection of a regulated pest. Groups discussed how an NPPO should move from a credible signal to official evidence, including contacting the information source, confirming pest identity, initiating targeted detection activities, assessing export and certification implications, and preparing communication. The exercise highlighted that pest reporting should be timely and based on verified official information, with updates provided as more complete information becomes available.
Slide 8 — From official information to action	Purpose This slide is the closing synthesis before the final Thank You slide. The presenter uses it to bring together the key learning from the session. Presenter instructions The presenter should connect the slide to the previous exercises: • the quick decision pulse showed that missing or outdated official information creates uncertainty; • the country page check showed that public NROs need to be findable, clear and current; • the bilateral NRO exercise showed that official information may also need to be exchanged directly between contracting parties; • the Pest Reporting Lab showed that pest reporting should be timely and based on verified official information. • The three cards should be presented as a practical follow-up sequence: 1. Check Participants should review their country page on the IPP and verify whether key information is clear, complete and current. 2. Coordinate Participants should follow up with their Official Contact Point, IPP editor and relevant NPPO units. NRO implementation may require coordination across technical, legal, surveillance, export certification and communication functions. 3. Update Participants should keep public NROs and pest reports aligned with verified official information. Key message Official information builds trust. Trust supports safe trade. Call to action Participants should identify one NRO item their NPPO will check, confirm or update after returning from the workshop.