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**Report on Strategic Direction 2: Information exchange &
Work Programme for 2006 – Handout no. 3**

COMMISSION ON PHYTOSANITARY MEASURES
First Session
Rome, 3 – 7 April 2006
Information exchange work programme for 2006
Agenda Item 13.2 of the Provisional Agenda

1. A detailed work plan for the IPP is attached for the consideration of the Commission (Annex 1).
2. The 2005 work plan was discussed by the SPTA and its comments taken into consideration. In addition, the programme was adjusted to reflect the changes to the IPPC Strategic Plan.
3. The IPP work plan has been distributed to the IPP Support Group for its comments. There will be no meeting of the IPP Support Group in 2006 due to lack of funds.
4. The ICPM is invited to:
 1. *Endorse* the information exchange work plan in Annex 1.

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Annex 1

Work Plan for the International Phytosanitary Portal (IPP) for 2006 - Strategic Direction 2: Information exchange

GOALS		TIMING	PRIORITY	RESPONSIBILITY	OUTPUT(S)	DEADLINE	ACTIVITIES / Comments	FUNDING
2.1 Establish procedures for information exchange								
2.1.1 Promote exchange of information, especially through the use of electronic communication/internet		Ongoing	Medium	Secretariat, IPP SG, RPPOs	Discuss at all PCE meetings facilitation, ongoing TCPs and IPP Training workshop events	ongoing	Still needs practical implementation in PCE meetings	Limited
		Dec 2006	High	Secretariat	Regional and sub-regional workshops	ongoing; monthly	Subject at all scheduled IPP training workshops (point 2.1.3.2)	Probably enough to hold 1 workshop
	2.1.1.1 National project development	Ongoing	High	Secretariat	FAO-Technical Cooperation Projects (TCP) developed and implemented	ongoing	Depending on governmental requests to FAO for Technical Assistance	FAO TC
		Ongoing	Medium	Secretariat	Add to phytosanitary TCPs	ongoing	e.g. TCP/Yemen, but needs to be addressed in ALL new projects	FAO TC
		Ongoing	Medium	Secretariat, RPPOs	Report at RPPO meetings, including TC	annual		1 meeting only
		Annual	High	Secretariat, IPP SG, RPPOs	Report to CPM	annual	- Progress report & Work programme - Revised ICPM-3 Appendix XV with interpretations on information exchange for re-adoption at CPM - Submit discussion paper in Annex 1 of ICPM 2005/25 (after consideration by Secretariat and Bureau) to first meeting of the CPM for its consideration	Yes
2.1.2 Develop the IPP for provision of official information by countries	2.1.2.1 develop and document procedures for information exchange	March 2006	high	Secretariat; NPPO contacts (during training); IPP SG	Agreed version 1.0 of procedures for information exchange to meet country obligations under IPPC	March 2006	Secretariat to draft, test with countries and confirm version 1.0 of procedures with IPP SG and Bureau, and report to CPM-1	Yes, limited human resources

GOALS		TIMING	PRIORITY	RESPONSIBILITY	OUTPUT(S)	DEADLINE	ACTIVITIES / Comments	FUNDING
		July 2006	medium	Secretariat	Modified procedures based on experience in the use of version 1.0	mid 2006	Secretariat to modify and present to CPM-1 based on experience during 2005/6 workshop programme	Yes, limited human resources
		April 2006	medium	Secretariat	Clearly documented working practices for information exchange activities of the Secretariat	March 2006	Includes posting publications, documents, calendar items, news items, general information (web page), individual and official contact information, links to web sites and management of work groups, email lists and restricted work areas under the IPPC section of the IPP	Yes, limited human resources
		Ongoing	high		One IPP Webmaster in place and trained on any IPP data quality issues; - able to respond to any related inquiries, -able to provide online assistance to NPPOs	Jan 2006	IPP SG considered that it is essential to designate a Webmaster for the IPP to take overall editorial responsibility for management of users, presentation and data quality (according to common editorial guidelines; point 2.1.3.3)	None
		Ongoing	medium	Secretariat	4 trained secretariat staff including 2 clerks in the use of mailing lists, restricted work areas, merged data files, and address labels	Ongoing	Data entered on IPP to manage contact information on various groups	Yes, limited human resources
		Annual	High	Secretariat	IPP SG meeting to review 2005 and discuss work plan for 2006.	March 2006	May be difficult to hold this meeting due to expected budget reductions in 2006.	None
	2.1.2.2 Develop systems to support procedures for information exchange	Ongoing	High	Secretariat	Functional IPP	Ongoing	Continuously getting feedback from NPPOs, RPPOs & Secretaria.	Yes, only for maintenance
		April 2006	Medium	Secretariat; IPP SG meeting	Outline development plan for IPP for 2006	Jan 2006	IPP SG to review and advise on requirements for any IPP modifications	Yes, limited human resources

GOALS		TIMING	PRIORITY	RESPONSIBILITY	OUTPUT(S)	DEADLINE	ACTIVITIES / Comments	FUNDING
		Jan-March 2006	High	Secretariat; programming team	System modifications based on user feedback in regional IPP training workshops (point 2.1.3.2) and IPP SG	Ongoing; 2006	IPP SG to review results of regional IPP training workshops and test of procedures and draw up requirements for any IPP modifications. Based on testing of up-dated version of IPP at workshops (estimate 5 person months input)	Probably <u>only</u> for maintenance of existing functionality; no new developments
		Feb, June, Oct + Dec 2006	High	Secretariat; programming team	Implement quarterly developed and prioritised IPP 'milestones'	Ongoing		Extremely limited & limited human resources
		Jan-March 2006	Medium	Secretariat; programming team; translator	Navigation in Arabic and Chinese	March 2006	Work to proceed as resources become available; assume 1 person months programming plus \$15,000 translation costs	None
		Ongoing	High	Secretariat; programming team	Develop a Secretariat work flow management component to the IPP	April 2006	To reduce duplication of effort, allow generation of simple reports e.g. on standard setting, and improve consistency & accuracy of data.	Limited
		2006	High	Secretariat	WG to determine phytosanitary meta-data standards to facilitate the electronic exchange of official phytosanitary data.	Dec 2006	This was placed on the ICPM SD 2 work programme in 2005 and has not been completed due to limited resources. It is a major obstacle to facilitate the electronic exchange of phytosanitary information with the IPP.	Yes
2.1.3 Request and enable NPPOs to fulfil their reporting obligations under the IPPC	2.1.3.1 Complete Nomination process for responsible NPPO staff in information exchange using the IPP		High	Secretariat; NPPOs & RPPOs	All IPPC member countries have nominated responsible persons to update official NPPO information in the IPP	Ongoing	Nomination of Responsible Person/s to update country information in the IPP in order to meet their National Phytosanitary Information Exchange Obligations under the IPPC (prerequisite for participation in sub/regional IPP training workshops)	

GOALS		TIMING	PRIORITY	RESPONSIBILITY	OUTPUT(S)	DEADLINE	ACTIVITIES / Comments	FUNDING
	2.1.3.2 Train NPPOs in use of IPP to meet reporting obligations	<u>Asia</u> : Dec 2006 <u>Near East</u> (NEPPO?): mid 2006 <u>Europe</u> (Russian speaking): March 2006 <u>NAPPO</u> members: ad hoc (2006) <u>Yemen</u> (TCP): Jan 2006 <u>Sri Lanka</u> : August 2006 <u>African IAPSC</u> member countries: June-Dec 2006 <u>Latin American</u> countries: 2006	High	Secretariat; NPPOs & RPPOs; TCP/RAF/3013(A); Fast Track TCPs (if possible)	120 trained national users able to enter country data to IPP to meet reporting obligations	2006	Sub/Regional Workshops for: - Asia (remaining 10 countries) - Near East (NEPPO?) - Europe (Russian speaking) - NAPPO members National Workshops for: - Yemen (TCP) - Sri Lanka (Fast Track TCP) - African IAPSC member countries (TCP) - Remaining Latin American countries Refer to 2.1.1	1 workshop only
	2.1.3.3 Produce and disseminate relevant training materials	Ongoing (2006)	High	Secretariat; RPPOs; FAORep.	Editorial guidelines, other IPP help manuals related to data entry in the IPP and an update of the IPP CD-ROM made available to all workshop participants in all FAO languages	prior to each IPP-training workshop	Relevant documents and general workshop handouts in the corresponding workshop language will be prepared and distributed to all participants prior to the training event CD-ROM updates are produced for each workshop event	Limited - no money for Arabic or Chinese
	2.1.3.4 Train RPPO staff and FAO regional plant protection officers in use of IPP		Medium	Secretariat; RPPO information officers; FAORep.	Trained RPPO staff able to enter relevant information in the IPP, and able to assist and train national staff of NPPOs	ad hoc	Continue efforts initiated during IPPC Workshop for Regional Plant Protection Officers in Bangkok, Thailand, November 14-18, 2005	None

GOALS		TIMING	PRIORITY	RESPONSIBILITY	OUTPUT(S)	DEADLINE	ACTIVITIES / Comments	FUNDING
	2.1.3.5 Contact NPPOs regarding IPPC reporting obligations	Ongoing	High	ICPM; Secretariat	Letter to NPPOs on meeting IPPC reporting obligations (including contact point) using the IPP	2006 (regularly)	Continued assistance will be provided to NPPO-IPP-editors in fulfilling reporting obligations using the IPP	limited
		Ongoing	High	NPPOs	Data entered and maintained in IPP in support of reporting obligations	ongoing	Continued assistance provided to NPPO-IPP-editors in fulfilling reporting obligations using the IPP - IPP Webmaster	None - will have to be covered by existing staff
2.1.4 Monitor the NPPO data on the IPP	2.1.4.1 Monitor IPP	Ongoing (2006)	High	IPP SG, Secretariat; programming team	Report to CPM	Dec 2006	Develop measures of system availability; system use to track log-in activity, quality of data in compliance with IPPC (NPPO contact details, and other obligations), and prepare report for CPM 1; plus web statistics for non logged-in use; user survey on useability, etc. Needs an IPP WebMaster to do part of this!	None.
2.1.5 Secretariat to fulfil reporting obligations and communicate administrative matters efficiently.		Ongoing	Medium	IPP, Secretariat	Report as per provisions in the IPPC	Ongoing	Undertaken as defined by the CPM and through the extensive use of the IPP.	Meet basics only.
2.1.6 Develop capacity building tools area of the IPP		Ongoing	High	Secretariat; IPP SG; programming team	An area on the IPP where resources can be found that support capacity building under the IPPC	Ongoing - prototype by Dec 2006	IPP SG will provide advice and guidance on what should be done. This work will only be undertaken once the existing IPP system is complete and functioning reliably. However, the work plan needs to be in place before we reach that stage.	None