

**Standards and Trade Development Facility****Grant Application Form**

<b>1. Project Title</b>	Assistance to developing countries in the practical application of International Standard for Phytosanitary Measures No. 15: <i>Guidelines for regulating wood packaging material in international trade.</i>
<b>2. Requesting Government Agency or Private Body</b>	The International Plant Protection Convention (IPPC).
<b>3. Collaborating Government(s) / Agency</b>	Canadian Food Inspection Agency, Canadian Forest Service, United States Department of Agriculture and government experts from Chile, Jamaica, Malaysia, South Africa, Sweden and the United Kingdom are all collaborating agencies or governments involved in the project.
<b>4. Project objectives</b>	<p>To assist developing and least-developed countries in their understanding and implementation of ISPM No. 15 (<i>Guidelines for regulating wood packaging material in international trade</i>) so as to ensure minimal disruption to trade.</p> <p>Wood packaging material has been demonstrated to be a pathway for the introduction and spread of pests that have caused significant damage. Estimated losses due to introduced insects in forests in the United States alone are US\$2.1 billion.</p> <p>In adopting ISPM No. 15 countries have agreed that the treatments in the standard are sufficient to manage the risks associated with wood packaging material. Should countries require more stringent measures, these will have to be technically justified. As outlined in ISPM No. 15, a mark is placed on the wood packaging to indicate the wood has been treated in accordance to the phytosanitary measures outlined in the standard.</p> <p>Developing and least-developed countries have voiced concerns as to the practical implementation of ISPM No. 15. Within the SPS Committee of the WTO, specific trade concerns related to implementation of the guidelines have been raised since November 2002.</p> <p>The objective of the project is to facilitate the understanding of ISPM No. 15 among developing and least-developed countries so as to ensure implementation of the standard and minimize disruption to trade. Furthermore, implementation of ISPM No. 15 will result in an increased ability on the part of developing and least-developed countries to safeguard the health of forests and other natural resources.</p> <p>For further information, see detailed attachment (page 4).</p>

<p><b>5. Project activities</b></p>	<p>The project will focus on three key activities:</p> <ul style="list-style-type: none"> <li>• A workshop to provide information and guidance for National Plant Protection Organizations (NPPOs) on implementation of ISPM No. 15, analyze difficulties in implementation and build consensus on how to resolve implementation issues in a consistent manner worldwide. The workshop is tentatively scheduled to take place in Vancouver, Canada on 28 February - 4 March 2005;</li> <li>• The development of training materials to provide guidance to NPPOs on the implementation of ISPM No. 15;</li> <li>• The development of implementation plans for the national implementation of ISPM No. 15 in conjunction with relevant stakeholders, notably the private sector.</li> </ul> <p>See detailed attachment (page 5).</p>
<p><b>6. Private/public sector co-operation</b></p>	<p>NPPOs are government appointed organizations. A condition of funding for experts from NPPOs in developing and least developed countries to attend the workshop will be the prior submission of a plan to disseminate knowledge gained at the workshop to relevant stakeholders, in particular the private sector, leading to the establishment of a national implementation plan.</p>
<p><b>7. Partner institutions involved</b></p>	<p>STDF partner institutions involved directly:</p> <ul style="list-style-type: none"> <li>• IPPC: ISPM No. 15 is a standard that has been adopted under the framework of the IPPC.</li> </ul> <p>STDF partner institutions involved indirectly:</p> <ul style="list-style-type: none"> <li>• FAO: The IPPC is deposited with FAO and FAO also works with countries in capacity building;</li> <li>• WTO: In view of the trade concerns related to ISPM No. 15 raised at the SPS Committee, the project will be implemented in co-operation with the WTO Secretariat and SPS Committee. WTO will be invited to provide guidance on trade issues related to ISPM No. 15.</li> </ul>
<p><b>8. Project outputs</b></p>	<p>The short-term measurable outputs of the project will be:</p> <ul style="list-style-type: none"> <li>• Workshop on ISPM No. 15 for NPPOs;</li> <li>• Development of training materials on implementation of ISPM No. 15;</li> <li>• Implementation plans for ISPM No. 15.</li> </ul> <p>Medium to long term outputs from the project for least-developed and developing countries will include:</p> <ul style="list-style-type: none"> <li>• Ability to maintain and/or increase market access as result of the implementation of ISPM No. 15;</li> <li>• Increased ability to safeguard the health of forests and other natural resources as a result of the implementation of ISPM No. 15.</li> </ul>

<b>9. Project outcome</b>	The outcome of the workshop will be the enhanced capacity of countries and NPPOs, particularly of developing countries, to set up adequate infrastructure and systems and implement ISPM No. 15. Global implementation in a consistent manner will protect natural resources, decrease the movement of pests harmful to plants and increase countries' market access and their ability to engage in trade.
<b>10. Project inputs</b>	STDF contribution requested: US\$332,000.  See detailed attachment (page 8).
<b>11. Non STDF contributions</b>	The Canadian Food Inspection Agency, Canadian Forest Service, United States Department of Agriculture and steering committee member governments are contributing staff time to coordinate and facilitate the workshop.  A grant application to the Canadian International Development Agency (CIDA) is being prepared to request assistance in the translation of documents and interpretation of workshop sessions into French and Spanish.
<b>12. Timetable</b>	Commencement date: 1 October 2004 Completion date: 31 December 2005  Certain activities for the project have already begun, such as the establishment of a steering committee and the development of a draft agenda. Once approved, activities relating to the project will commence immediately and continue as per the work plan (page 5).

**Project objectives: Background and rationale** (Item 4 of the grant application form)

The International Plant Protection Convention (IPPC) is a standard setting body covering the phytosanitary, or plant health, aspect of the WTO-SPS Agreement. The executive body of the IPPC is the Interim Commission on Phytosanitary Measures (ICPM) which is made up of FAO members. The ICPM establishes priorities for standard-setting and develops and adopts International Standards for Phytosanitary Measures (ISPMs). These standards are science-based and are intended to facilitate trade between countries while preventing the spread of pests and diseases that are harmful to plants.

The ISPM No. 15: *Guidelines for regulating wood packaging material in international trade* was adopted at the Fourth ICPM in March 2002. The standard outlines phytosanitary measures to prevent the introduction and spread of quarantine pests associated with wood packaging material in international trade. Wood packaging material has been demonstrated to be a pathway for the introduction and spread of pests that have caused millions of dollars of damage in countries all over the world. Estimated losses due to introduced insects in forests in the United States alone are US\$2.1 billion.

All types of wood packaging materials, such as wooden pallets, crates and dunnage, are encompassed by the standard. Many non-wooden items are shipped on wooden pallets and wooden dunnage is standard material used to stabilize cargo in containers and ship holds. Even countries with no forestry exports as such import and export other materials and products that are often packed in or on wooden spools, crates, supports, etc. For these reasons the impact of the standard and the requirements necessary to meet its provisions affect virtually every country engaged in international trade.

Currently, Australia, Brazil, Canada, China, the European Union, India, Korea, Mexico, New Zealand, South Africa, Switzerland and the United States have notified the WTO of their implementation of ISPM No. 15. However, since the adoption of the standard, many countries have voiced concerns over its practical implementation. Some IPPC contracting parties believe their national plant protection organizations (NPPOs) are not currently capable of implementing the requirements of ISPM No. 15. Both developed and developing countries have stated concerns regarding the implementation of this standard in international forums such as the SPS committee, ICPM and industry venues.

At the Sixth ICPM in March 2004 a proposal was made to hold a workshop to address practical solutions on how to meet the provisions and implement ISPM No. 15. It was suggested that the workshop attempt to deliver practical information to NPPOs to assist them in the implementation of ISPM No. 15. The ICPM agreed to the proposal, depending on the availability of extra-budgetary funds as its budget does not provide for projects outside of the regular work programme. A provisional outline and programme for the workshop were then developed (see Appendix 1).

In July 2004, a steering committee was formed to develop the workshop. Since then, the program (see Appendix 2) and format for the workshop have been discussed and consolidated. The steering committee felt that the particular concerns regarding the implementation of ISPM No. 15 should be addressed by seeking to provide:

- a forum for discussion,
- practical solutions to problems,
- consensus on issues, and
- recommendations.

## **Project Activities** (Item 5 of the grant application form)

### **1. Work Plan**

a) Preparatory activities that have already taken place:

#### Steering committee:

A steering committee (SC) for the workshop was established in July 2004 (see Appendix 3 for membership). The SC has developed the program for the workshop (Appendix 2) taking into account the needs of developing and least-developed countries. The SC will continue to work on a consensus-basis to develop the workshop further and will be involved in all aspects of the planning, coordination, facilitation, implementation and evaluation activities.

The SC has identified the following aspects in relation to the workshop:

#### Goals:

The goals of the workshop are to:

- discuss the standard
- identify problem areas
- find practical solutions to those problems
- establish consensus on how to implement the standard
- outline procedures for how to set up and execute programs for training, monitoring, etc.
- put in place those procedures and implement the standard globally in a consistent manner.

#### Target audience:

The workshop will target government-nominated experts from NPPOs or associated organizations from developed, developing and least-developed countries at a decision-maker or operational level. It is expected that approximately 150 participants will attend and that 70 of those will be funded. Only developing and least-developed country representatives will be eligible for travel assistance funding. See Appendix 4 and 5 for the eligibility criteria for travel assistance funding.

#### Location:

Vancouver, Canada. This location was chosen because it was felt that the workshop should be held where the practical application of the standard could be observed. The area around Vancouver holds many opportunities and locations for field trip activities to observe this.

#### Tentative dates:

28 February – 4 March 2005.

#### Organizational staff:

Staff in relevant locations and representing different organizations have been identified to be involved in the planning, organization, management and evaluation of the project.

b) Preparatory activities to be carried out after funds received:

- Advertise the workshop through:
  - Letters to relevant institutions and organizations to inform them of the workshop and to solicit government-nominated experts
  - Publish information on relevant websites
  - Send information document to reporting services for distribution

- On site coordination of the meeting to make logistical arrangements (venue, hotels, field trip, etc.)
- Establish a system for registration and application for travel assistance
- Develop exercises for the workshop breakout sessions
- Develop an evaluation form for participants to complete

#### c) Activities during the workshop

- Distribution of relevant material
- Plenary sessions with presentations and discussions
- Breakout sessions with exercises and discussions
- Results of breakout sessions presented and discussed in plenary
- Field trip
- Evaluation and recommendations

#### d) Activities after the workshop

- Collate and interpret evaluation from participants
- Produce report / manual / guidelines for ISPM No. 15 implementation
- Distribute report / manual to participants, NPPOs, RPPOs, and other relevant institutions
- Evaluate the success of the project

## 2. Dissemination Plan

The dissemination of information on the workshop, both before and after it takes place, is an important part of its success. All information is expected to be in both print and electronic form.

A short information document will be prepared in order to advertise the workshop and make sure the relevant parties are aware. This will be distributed along with a letter to NPPOs, RPPOs, FAO offices, WTO-SPS contact points, CBD focal points and any other relevant institutions which will inform about the workshop and ask for nominations of appropriate experts to attend.

In addition, the workshop will have a main web page on the International Phytosanitary Portal (IPP), and information on it will also appear on other relevant websites such as the International Forestry Quarantine Research Group (IFQRG), United States Department of Agriculture - Animal and Plant Health Inspection Service (USDA-APHIS), Canadian Food Inspection Agency (CFIA), Canadian Forest Service (CFS), FAO Forestry, RPPOs, etc. News services such as the European and Mediterranean Plant Protection Organization's (EPPO) reporting service will also be contacted to include information on the workshop in their distribution.

It is intended that documents and outcomes of the workshop sessions will be provided in English, French and Spanish and that workshop sessions will be interpreted in these languages. A grant application to the Canadian International Development Agency (CIDA) is currently being prepared to ask for funding for this purpose.

Participants are expected to return to their countries and disseminate knowledge gained at the workshop to relevant stakeholders, in particular the private sector, leading to the establishment of a national implementation plan for ISPM No. 15 for each participating country.

All presentations and workshop exercises will be posted on the IPP. When the report / manual is printed it will be sent to participants, NPPOs, RPPOs, and any other relevant organizations and interested parties.

### **3. Evaluation Plan**

The evaluation will attempt to measure to what extent the goals of the project were met. The following evaluation activities are planned:

A form will be developed and distributed to participants at the close of the workshop to request that participants comment on the workshop and evaluate its effectiveness in providing the information necessary for them to implement ISPM No. 15. The participants will be asked how well they feel the goals of the workshop were met, if their understanding of the provisions of the standard has increased and if they are able to see how the standard can be implemented in their country. These results will be collated and interpreted by the steering committee.

A number of factors will influence the ability of countries to engage in national implementation of ISPM No. 15. Due to the different financial situations of many countries, implementation of the standard as intended at the workshop may not be possible or may take considerable time. Other factors, such as a country's ability to reduce the number of pests introduced due to implementation of ISPM No. 15 may not be easily quantified.

Observable methods to evaluate the success of the project may include an increase in the amount of notifications received by the SPS Secretariat of implementation of ISPM No. 15 and/or a reduced number of interventions and trade concerns raised at international forums such as SPS committee or ICPM meetings. These could be seen as qualitative results that would help confirm the success of the project. Hence in the final report of the IPPC Secretariat the number of notifications to the WTO and specific trade concerns raised will be stated.

**Projected inputs** (Item 10 of the grant application form)

The following budget outlines the projected income and expenses for the workshop and proposes uses for the funding received.

1. Projected income		US\$
<b>a) Funding</b>		
3	STDF (pending)	\$332,000.00
4	CIDA (pending)	\$30,500.00
5	Sub-total	\$362,500.00
<b>b) Contributions in kind</b>		
8	CFIA - Donating time of staff member to coordinate on site organization, including local arrangements such as meeting venue and rooms, equipment, hotels, transport, field trip, etc. - No extra charge	\$0.00
9	CFIA - Donating time of staff member to liaise with the IPPC (FAO) and coordinate activities such as preparation and distribution of information material, preparing documents for the workshop, dealing with participants, etc. - No extra charge	\$0.00
10	CFS - Donating time of staff member to coordinate the steering committee and over-see the project. - No extra charge	\$0.00
11	IPPC Secretariat - Donating time of staff member to sit on the steering committee. - No extra charge	\$0.00
12	IPPC Secretariat - Donating office space, resources, etc. for the coordination of travel for participants from developing and least-developed countries. - No extra charge	\$0.00
13	USDA - Donating time of staff member to coordinate grant proposal. - No extra charge	\$0.00
14	NPPOs - Donating time of staff members to sit on the steering committee. - No extra charge	\$0.00
15	Sub-total	\$0.00
17	<b>Total income</b>	<b>\$362,500.00</b>
<b>2. Projected expenses</b>		<b>US\$</b>
<b>a) Financial requirements for the CFIA / CFS (on site organization)</b>		
<b>i. Personnel</b>		
21	Staff member to handle registration activities, receiving applications, preparation and distribution of information material, preparing documents for the workshop, dealing with participants, etc. (5 months @ \$2700/month)	\$13,500.00
22	Facilitator (5 days @ \$1150/day)	\$5,750.00
<b>ii. Direct project expenses</b>		
24	Rent for meeting and breakout rooms (5 days @ \$1550/day)	\$7,750.00
25	Technical support for meeting and meeting rooms (projection of presentations, etc.)	\$1,000.00
26	Interpretation equipment rental (5 days @ \$1000/day)	\$5,000.00
27	Translation of documents into French and Spanish (estimated 10,000 words @ 0.30/word)	\$6,000.00
28	Real-time interpretation into French (5 days @ \$650/day x 3 interpreters)	\$9,750.00
29	Real-time interpretation into Spanish (5 days @ \$650/day x 3 interpreters)	\$9,750.00
30	Catering during breaks (2 breaks/day x 5 days) for 150 persons @ \$2/person/break	\$3,000.00
31	Official dinner (150 persons x \$50 each)	\$7,500.00
32	General operating expenses (photocopying, mail, telephone, courier services)	\$1,000.00
33	Report / follow-up work (possible hiring of an editor, printing of a bound publication)	\$20,000.00
34	Sub-total (for on-site organizers)	<b>\$90,000.00</b>
<b>b) Financial requirements for the IPPC</b>		
<b>i. Personnel expenses</b>		
38	Staff member to provide administrative support services for booking travel arrangements for participants being funded from developing countries. Approximately 50 days @ \$80/day.	\$4,000.00
<b>ii. Direct project expenses</b>		
40	Travel expenses and daily subsistence allowance for experts from countries requiring assistance to attend the workshop and travel costs of presenters, facilitators and steering committee members (approximately 70 people at US\$3500 each)	\$245,000.00
41	Office space, administrative resources and equipment for staff member to coordinate travel (Line 12) - No extra charge	\$0.00
42	General operating expenses (photocopying, mail, telephone, courier services, etc.)	\$2,000.00
43	Sub-total (for IPPC)	<b>\$251,000.00</b>
<b>c) Financial requirements for FAO</b>		
46	FAO overhead charge (6% of total budget amount)	\$19,920.00
47	Sub-total (for FAO)	<b>\$19,920.00</b>
49	<b>Total expenses</b>	<b>\$360,920.00</b>



**Provisional Outline and Programme for  
a Workshop on ISPM No. 15**

A “Friends of the Chair” meeting took place during ICPM-6 to develop a provisional programme for an IPPC workshop on the practical application of ISPM No. 15.

**General considerations:** Global workshop aiming at especially developing countries.

**Aims:** The workshop should address practical solutions on how to implement and meet the provisions of ISPM No. 15. It should provide information on how ISPM No. 15 is implemented in different countries (special consideration should be given to developing countries which have already implemented ISPM No. 15) to assist especially developing countries in setting up adequate infrastructures and systems.

**Target group:** Members of NPPOs or associated organizations on a decision-maker or operational level.

**Date of meeting:** Before end of January 2005

**Place:** Open, depending on funding received

**Programme outline:** Provisionally the workshop could be structured in three main sessions with several sub-sections:

A. Establishment of an export certification system for wood packaging material

- guidance on developing a marking programme
- verification of treatment facilities
- assessment of manufacturers and repairers
- guidance on marking
- guidance on marking of dunnage
- guidance on chain of custody
- control of repairers
- health and safety of inspectors

B. Establishment of an import regulatory system for wood packaging material

- guidance on chain of custody
- guidance on import inspection and sampling
- health and safety of inspectors

C. Specific problems and their solution in implementing ISPM No. 15 - practical solutions to specified problems (before the workshop questions may be raised to participants on their specific problems. These questions may then be discussed during the session)

**Funding:** The workshop is subject to the availability of extra budgetary funds.

**Organization:** Steering Committee for organization.

Local structures to be used (host country or organization). FAO structure to be used for selecting and managing travel for participants requiring assistance.

**International ISPM No. 15 Implementation Workshop**  
**Provisional Programme**

**Date:** 28 February - 4 March 2005 (tentative)

**Location:** Morris J. Wosk Centre for Dialogue, Vancouver, Canada (<http://www.sfu.ca/dialogue/>)

**Monday, 28 February:**

- Introduction – Discuss workshop goals and expectations
- Brief review of the development ISPM No. 15
- Current implementation schedules of IPPC members
- Breakout groups – Discussion on barriers to implementation
- Plenary – Results of discussion on barriers to implementation
  - Introduce a process to deal with Qs & As – maintain ongoing list throughout the workshop and submit to the list serve discussion
- Export certification system for wood packaging material (presentations and discussion)
  - Recommendations on developing a marking program
  - Verification of treatment facilities
  - Assessment of manufacturers and repairers
  - Guidance on marking
  - Guidance on marking of dunnage
  - Guidance on chain of custody
  - Control of repairers
  - Health and safety of inspectors
  - Marking odd shape materials

**Tuesday, 1 March:**

- Continue discussion of export certification systems
- Presentations on approved treatments (government and industry)
  - Heat treatment (HT)
    - Overview of 56/30
    - HT facilities (kilns, portable units, solar options, etc.)
    - Treatment schedules (softwood, hardwood)
    - Calibration and audits
- Presentations on approved treatments (continued)
  - Fumigation
    - Fumigation methods (tarp, container)
    - Treatment schedules (times, temperatures)
    - Calibration and audits

**Wednesday, 2 March:**

- Field trip to treatment facility / export facilities (docks) / other

## Appendix 2

### **Thursday, March 3:**

- Import regulatory systems for wood packaging material (presentations and discussion)
  - Guidance on chain of custody
  - Guidance on import inspection and sampling
    - Shipping documentation to identify presence of wood packaging
  - Health and safety of inspectors
  - Treatment verification
  - Emergency actions if outbreak occurs (interagency emergency task forces)
- Specific problems and their solution in implementing ISPM No. 15
  - Practical solutions to specified problems
- Review list of Qs & As generated during workshop and discuss
- Development of implementation plans
- Group dinner

### **Friday, 4 March:**

- Further development of implementation plans
- Discussion of implementation plans
- Summary and wrap up

**Steering Committee**

Chair: Eric Allen (Canada)  
Research Scientist, Natural Resources Canada, Canadian Forest Service

Marcos Beéche (Chile)  
Livestock and Agricultural Service, Chilean Ministry of Agriculture

Brent Larson (IPPC)  
Standards Officer, IPPC Secretariat, Food and Agriculture Organization of the United Nations

Carol Thomas (Jamaica)  
Chief Plant Quarantine and Produce, Plant Quarantine and Produce Inspection Unit, Jamaican Ministry of Agriculture

Asna Booty Othman (Malaysia)  
Director, Crop Protection & Plant Quarantine Services Division, Malaysian Department of Agriculture

Michael Holtzhausen (South Africa)  
Deputy Director, Plant Health Services, South African Directorate of Plant and Quality Control

Göran Kroeker (Sweden)  
Plant Protection Service, Swedish Board of Agriculture

Roddie Burgess (UK)  
Head of Plant Health, U.K. Forestry Commission

Joan Sills (USA)  
Associate Director, Plant Health Programs, USDA International Services, APHIS

### **Criteria for Travel Assistance Funding**

Priority for funding will be given to delegates from least-developed and developing countries that are Contracting Parties to the International Plant Protection Convention and to experts who are willing to give presentations and assist in meeting operations and reporting.

This assistance:

- is subject to the availability of funds
- is available for delegates designated by their government
- will consist of:
  - 1) a pre-paid economy class round-trip ticket
  - 2) a per night contribution towards living expenses (to help cover hotel and meal costs) for each day of the meeting, plus one day of travel time
- will be considered only after formal nomination of the national delegation and the specific request of the national authorities.

Please note:

- Funding may not be available to all that apply.
- Applications with incomplete information may not be considered.
- Additional criteria will be considered in order to ensure a variety of participants attend the workshop, such as:
  - geographical regional representation,
  - gender balance,
  - demonstrated experience in phytosanitary systems,
  - decision-maker or operations level,
  - willingness to fund own travel and expenses.

Attention must also be drawn to the strict provisions in force regarding entry into Canada, including the refusal of entry to persons not having the required visas. Participants requiring entry visas must obtain these from the Canadian Consulate or Diplomatic Mission in their country before leaving for Canada. Letters of invite to participants will be sent to the appropriate consulates or diplomatic missions to assist participants in obtaining visas. Participants are strongly advised to seek information regarding their specific visa requirements well in advance of their travel.

**Application for Participants Requesting Travel Assistance**

Candidates must:

- Be a representative of a developing or least-developed country
- Be a government nominated expert working in a related field
- Demonstrate financial need
- Submit their CV with this application

<b>Name</b>			
<b>Title</b>			
<b>Organization</b>			
<b>Description of duties</b>			
<b>Address</b>			
			<b>Country</b>
<b>Phone</b>			
<b>Fax</b>			
<b>E-mail</b>			
<b>Field of expertise relating to ISPM No. 15.</b>			
<b>How do you propose to disseminate information on the implementation of ISPN No. 15 in your country or region?</b>			
<b>Please provide detailed justification of need for funding.</b>  *Note: Funding may not be available to all those that apply			

Appendix 5

<b>Nominated to attend workshop by what national government authority?</b> (indicate one)	National authority
	Authorized person (give title, address, phone number, email)

I have read and agree to the above criteria.

**Signature:**

**Date:**

Please send this form along with a **copy of the candidate's CV** by way of one of the following:

**Email:** [ippc@fao.org](mailto:ippc@fao.org)

**Fax:** (+39) 06 5705 6347

**Mail:** IPPC Secretariat  
Food and Agriculture Organization of the United Nations  
Viale delle Terme di Caracalla  
00100 Rome, Italy