

Final -15/12/2011

STDF PROJECT GRANT APPLICATION

Project Title	Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project	
Objective	Development of a stable foundation of internal systems for plant health in developing countries which will improve ability for productive trade relationships and, by extension, food security.	
Budget requested from STDF	USD 600 000	
Total project budget	USD 822 000 (includes IPPC in-kind contribution of USD 150 000)	
Full name and contact details of the requesting organization(s)	<p>Khidir Gibril Musa The Director General The Plant Protection General Directorate The NPPO of the Sudan Ministry of Agriculture P.O. Box 14, Khartoum North Sudan</p> <p>Lucien Kouame Konan, Directeur Direction de la Protection des Vegetaux, du Controle et de la Qualite Ministere de L'Agriculture, Abidjan Republique de Cote D'Ivoire</p>	<p>Donovan Stanberry Permanent Secretary Ministry of Agriculture Hope Gardens, Kingston 6 Jamaica</p> <p>Datuk Roseley Bin Dato'Haji Khalid Director-General Department of Agriculture Wisma Tani, Aras 17, No. 30 Persiaran Perdana Pusat Pentadbiran Kerajaan Persekutuan Presint 4, 62624 Putrajaya, Malaysia.</p>
Full name and contact details of contact person for follow-up	<p>Yukio Yokoi, Secretary, International Plant Protection Convention (IPPC) Viale delle Terme di Caracalla, 00153, Rome, Italy</p> <p>Tel: +39-06-570-53588; Fax: +39-06-570-54819</p> <p>Email: yukio.yokoi@fao.org</p>	

Key Acronyms Used

- COPE - Centre of Phytosanitary Excellence, established in 2010 and based in Nairobi, Kenya.
- CPM - Commission on Phytosanitary Measures; The governing body of the IPPC composed of 179 contracting parties (as of January 2011).
- EWG - Expert working group; in this project referring to the EWG on Capacity Development (EWG-CD) established in 2010 by the IPPC.
- IAGPRA - International Advisory Group on Pest Risk Analysis
- IPP - International Phytosanitary Portal of the IPPC
- IPPC - International Plant Protection Convention
- ISPMs - International Standards for Phytosanitary Measures
- LDC - Least Developed Country
- NPPO - National Plant Protection Organization
- PRA - Pest Risk Analysis
- RASFF- Rapid Alert System for Food and Feed
- RPPO- Regional Plant Protection Organization
- SOP - Standard Operating Procedure
- UNCTAD- United Nations Conference on Trade and Development

I. BACKGROUND

1. Sanitary and Phytosanitary Measures (SPS) situation and issues

Although four governments are requesting STDF for funding support of this proposal, it is intended to be global in scope. Letters of support have been received from other governments and a number of organizations worldwide. The request is made in the framework of the IPPC, which has the comparative advantage of being able to develop the products envisioned in the project at the global level. The premise of the proposal is based on the critical need for developing countries to be able to carry out effectively the functions necessary for viable phytosanitary systems. Countries often lack the resources and technical capacity to implement effectively their obligations under the IPPC and the relevant ISPMs. As a consequence, many developing countries lack the ability to effectively protect their domestic agriculture, specifically their plant resources. The most notable impact on countries

as a result of inadequate plant health controls is the introduction of pests that are normally not present in their countries (quarantine pests) and the often serious repercussions far beyond simply affecting specific crops or uncultivated areas. In many instances, commodities of export value or dependence are impacted negatively and market access can be lost with the resulting domino effect of not only farmers losing potential income but also those involved in the entire distribution chain being affected.

Many countries are hampered by the lack of trained personnel and reliable access to the Internet and other databases for research purposes, while others simply by the lack of sufficient personnel to perform the tasks required of a fully functioning plant protection organization. The purpose of this proposal is to take the first step in helping those developing countries in which resources are limited to create the necessary technical resources to implement the core functions of a National Plant Protection Organization (NPPO). These technical resources are specifically manuals, standard operating procedures (SOPs) and training kits outlining the processes and procedures for implementation of ISPMs.

The resulting products of the proposed intervention will be of enormous value to developing countries by enabling them to allocate resources which would normally be devoted to the development of these technical resources to other operational matters. In addition, the development of these technical resources by the International Plant Protection Convention would provide those countries utilizing them with the added benefit of knowing that the processes and operational procedures are consistent with IPPC and ISPMs.

The concept originated from the experience of the IPPC Secretariat's implementation of phytosanitary capacity evaluations in more than 70 countries, together with direct technical assistance. One of the principal weaknesses identified through this major undertaking has been the lack of documented procedures on all aspects of the management of national phytosanitary systems.

2. Links with national development strategies and policies

As this is a global project, activities are specifically linked to national development strategies. The strengthening of phytosanitary systems features prominently in country development strategies. FAO has assisted a growing number of countries in developing National Medium Term Priority Frameworks (NMTPFs). IPPC has been instrumental in strengthening phytosanitary systems in over 80 countries since 2003. Many of these projects have resulted in the development of medium-term strategies to build national phytosanitary capacities. In 2009, IPPC launched its National Phytosanitary Capacity Building Strategy - a global initiative to assist countries in further strengthening their own strategies. It is on this latter global strategy that IPPC is basing further development of tools and technical resources to assist contracting parties to fulfil of national obligations under IPPC and ISPMs. The direct input of the proposed intervention on strengthening phytosanitary systems in countries will have the added effect of strengthening policies as a number of manuals and SOPs will have an impact on national policy, thereby leading to enhanced abilities of countries to provide

sufficient bio-security, food security and market access for trade in plants, plant products and related articles.

3. Past, Ongoing or Planned Assistance

Annually, there is a large amount of development assistance being provided to countries on a range of phytosanitary issues. A small subset of this is provided by FAO and IPPC, most of which has been direct technical assistance, carried out in more than 80 developing countries over the past seven years. In 2010 alone, the IPPC has responded to requests for assistance from 53 countries and regions. Based on the interventions of technical assistance by FAO, IPPC and others it has been noted that much of the assistance provided by donors and technical assistance providers is focused on institutional capacity building and legislative frameworks. With a range of donors and technical providers working on phytosanitary issues in developing countries, some in the form of twinning projects, mentoring programmes and bilateral technical assistance, approaches on their implementation vary immensely. The products/outcomes of these initiatives are also varied and many times inconsistent due to the different approaches and types of resources used. Duplication of activities abound among the phytosanitary technical assistance providers and donors. IPPC/FAO have been dependent on individual Technical Cooperation Projects to address the need for documentary procedures (operational manuals, SOPs, etc.) of countries in which worked. The type and quality of documentary procedures developed for each country varies since each project carries its own technical team with diverse backgrounds. The products therefore vary in quality and scope. Countries in which IPPC/FAO has provided technical assistance over the past ten years have identified that there is a chronic lack of capacity to develop the documentary procedures for core areas such as import verification, export certification and pest surveillance. Countries with some capacity to develop the procedures often cite that it is time consuming and, due to multitasking, experts often cannot allocate the time necessary to develop the procedures to any high degree of quality. Most countries also rely on a small pool of technical resources to operate a phytosanitary service, making it difficult for the country to prioritise the development of the documentary procedures needed. None of the three SPS sisters has made a concerted effort to address members' needs to have relevant generic documentary procedures made available to them. IPPC has identified this area of development as key to ensuring that the IPPC Convention and IPPC Standards can be implemented better by its contracting parties through the capture and consolidation of best practices in the form of generic operational manuals, SOPs and training kits. This package of products will also prove invaluable to technical service providers globally as it will provide a platform for them to build phytosanitary systems that is consistent with IPPC and thereby with the SPS agreement.

II. RATIONALE, JUSTIFICATION AND OBJECTIVE

4. Specific problems to be addressed

The key SPS problem to be addressed by the project is the lack of ability by many developing countries to develop basic national documentary procedures for effective implementation of the IPPC and its Standards. In many countries, there is a chronic lack of the most basic technical resources necessary for performing critical tasks associated with protecting plant health. These technical resources include manuals, standard operating procedures for inspection and treatments and training kits. In the latter case, the IPPC has posted one training kit, developed by the International Advisory Group on Pest Risk Analysis (IAGPRA), on Pest Risk Analysis (PRA) on its International Phytosanitary Portal (IPP). Training on PRA was elaborated as part of an STDF-funded project. In many cases, developing countries have a poor understanding of the requirements for documentary procedures, leading to poor implementation of IPPC. This, coupled with limited resources, have put them at the highest risk for infestation by injurious pests and diseases due to the lack of appropriate resources to provide even minimal phytosanitary security. Additionally, writing manuals and SOPs is a time-consuming process, involving some degree of research and national review before adoption, all of which are elements developing countries struggle with. These limitations have also reduced the capability of countries to access or maintain external markets or support national import and export certification programmes.

Point of entry operations are often limited in trained personnel, instructional technical resources and other material resources. As a result, the ability of an individual developing nation to protect itself from potentially injurious pests is often missing, leading to serious economic harm.. For example, pests such as the Mediterranean fruit fly with a large host range are capable of wreaking significant havoc upon a domestic economy by virtue of their presence. In many cases, a pest such as this is introduced by people carrying a piece of fruit containing eggs or larvae in their luggage which is not subject to inspection upon entry into a developing country. Often this is due to a lack of personnel available to perform these tasks, other times; it is due to an infrastructure unable to support plant health efforts. It can also be due to the lack of the necessary legal framework to perform the task of establishing plant health requirements.

Lost in the discussion on food safety and food security is any specific discussion on plant health. In a narrow sense, this is because the direct impact on human health from plant pests and diseases is minimal. The indirect impact, on the other hand, is quite significant. If a developing country has goals of exporting commodities, yet has an endemic population of a pest considered to be of quarantine significance to the potential trading partner, the loss is not simply in the monetary value of the trade not taking place, but it also extends to those associated with getting the product to the market. If the truck driver has nothing to deliver, the truck driver has no work. If the packing facility employees have nothing to pack, those employees have no work. The interlocking effect of damaging plant pests goes beyond the farmer's fields.

The proposal herein is intended to initiate the foundation, supported by the International Plant Protection Convention, where developing countries can obtain those minimal technical resources (manuals, SOPs and training kits) necessary for maintaining a plant health infrastructure. What is envisioned at the end of the project would be the establishment of a

series of resources, such as operational manuals, standard operational procedures in generic form and additional training kits, that may be adopted by developing countries and put into use immediately. In addition, it is hoped that developing countries will not have to utilize precious resources and time to develop such technical resources on their own, rather that they can utilize those developed by IPPC and adapt them to national conditions, thus enabling them to redirect scant resources for other priority matters.

5. Target Beneficiaries

Ultimately the final beneficiaries will include the producers of commodities (farmers), field workers, transportation companies, importers and exporters and consumers. Conducting appropriate inspections will significantly reduce the likelihood of injurious pests and diseases becoming established in a country: lowering that risk allows production of commodities to occur with relatively lower risk. This would allow the country to negotiate terms of trade that are less stringent due to the absence of injurious pests or diseases, which in turn allows for the commodity to be packed, shipped and exported to the overseas market for a reasonable profit. The personnel involved all along this chain will see benefits.

6. Ownership and stakeholder commitment

Stakeholders who will actively support this project include:

Australia - Ian Naumann, +02-627-23442, ian.naumann@daff.gov.au - Member of the IPPC EWG-CD and National Phytosanitary Expert of the NPPO of Australia, representing the Southwest Pacific region.

Côte D'Ivoire - Lucien Kouame Konan, +225-20-22-22-60, l_kouame@yahoo.fr - Member of the IPPC EWG-CD and National Phytosanitary Expert of the NPPO of Cote D'Ivoire, representing the Africa region.

Jamaica - Sheila Harvey, +1-876-977-0637, syharvey@moa.gov.jm - Member of the IPPC EWG-CD and National Phytosanitary Expert of the NPPO of Jamaica, representing the Latin America and Caribbean region.

Malaysia - Ho Haw Leng, +603-203-01417, hawlengho@doa.gov.my - Member of the IPPC EWG-CD and National Phytosanitary Expert of the NPPO of Malaysia, representing the Asia region.

Netherlands - Corne Van Alphen, +31-70-378-5552, c.a.m.alphen@minlnv.nl - Member of the IPPC EWG-CD and National Phytosanitary Expert of the NPPO of the Netherlands, representing the Europe region.

Sudan - Nagat Muburak El Tayeb, +249-185-33-7442, neltayb@yahoo.com - Member of the IPPC EWG-CD and National Phytosanitary Expert of the NPPO of the Sudan, representing the Near East region.

USA - Craig Fedchock, +1-202-257-2715, craig.fedchock@aphis.usda.gov - Member of the IPPC EWG-CD and National Phytosanitary Expert of the NPPO of the USA representing the North America region. The United States fully supports this proposal. The United States of America will offer its expertise in developing standard operating procedures and inspection manuals in the form of technical resources (several available on the Web), as well as the assistance of personnel when practical and feasible. This would include reviewing proposed technical resources, editing and in-kind assistance (staff time) to IPPC.

COPE - Dr James M. Onsando, for COPE Secretariat, Managing Director, KEPHIS, Nairobi, Kenya. The Centre of Phytosanitary Excellence (COPE) is a key stakeholder as it has a central mandate in Africa for the development of capacity-building materials and their distribution in addition to being a centre for building phytosanitary capacity at the national level for 53 countries in Africa. The partnership with COPE is essential to ensure that the products developed through this project are relevant and can be used by COPE for long-term capacity building.

FAO - Shivaji Pandey, +39-06-570-55004, shivaji.pandey@fao.org - IPPC is directly linked with FAO's Plant Protection and Production Division and has access to relevant unit's resources (expertise) for obtaining technical inputs into products being developed under this project as needed.

IPPC - The IPPC Secretariat fully supports this proposal and will provide USD150 000 of in-kind (staff time) and financial resources to implement and assure the success of the project.

STDF - Observer at the IPPC EWG-CD and direct liaison with the STDF Secretariat.

7. Relevance for the STDF

This project is consistent with the strategic aims of STDF in assisting developing countries to enhance their expertise and capacity to analyze and implement international standards and improve their human animal and plant health situation. Specifically, it will allow developing countries to adopt and utilize the material developed as a result of this effort to maintain a phytosanitary inspection regime that is consistent with international phytosanitary agreements and standards. By its very nature, the project will involve the exchange of experience and dissemination of technical good practices as the technical resources developed will be based upon the experience and efforts of those countries which already have international standard-consistent inspection manuals and standard operating procedures in place. The products of the project will be available to the 179 contracting parties of the IPPC and all the signatories of the WTO-SPS agreement and non-members of both agreements. This project will focus on the development of at least 20 manuals, SOPs and training kits covering the core functions of the operation of a national phytosanitary system. Although, more technical resources will be required over time but having these 20 technical resources will be an invaluable contribution to the phytosanitary community. If successful, this project may catalyse investment of other donors or members of the phytosanitary community to continue the development of technical resources alongside the development of International Plant Health Standards thereby

establishing a link between the normative work of the IPPC and the need for a mechanism to assist countries to implement Plant Health Standards.

8. Development Objective

The project seeks to contribute to the goal of developing a stable foundation of internal systems for plant health in developing countries which will improve the ability for productive trade relationships and, by extension, food security. This activity is directly in line with the IPPC phytosanitary capacity-building strategy developed in 2010 and contributes specifically to its outcomes 3 and 5. Although it may not on its own achieve the goal stated, it will contribute significantly to attaining it through making core written technical resources readily available to countries.

9. Expected End-of-project Situation and Sustainability of Project Results

More than 179 countries in seven FAO regions will have direct access to a core set of consolidated best practices for implementation of the IPPC and its Standards in the form of manuals, standard operational procedures and training kits. These will be available free of charge from an IPPC-managed Website or through direct request for hard copies to IPPC. A link to these materials will also be included in the STDF Website. Through the ongoing work activities of the Expert Working Group on Capacity Development of the IPPC, a continued process of “fine tuning” will take place, with the technical resources updated on an as-needed basis, with appropriate informational announcements distributed via the Web and elsewhere. By making these technical resources permanently available, and regularly updated to reflect changes in science and technique, developing countries will be able to keep pace with developments and apply them in a timely fashion.

III. IMMEDIATE OBJECTIVES, OUTPUTS AND ACTIVITIES

10. Objectives, outputs and activities, including logical frame work and work plan

The immediate objective of this project is to enhance the capacity of developing country NPPOs to implement the IPPC and ISPMs by providing them with internationally accepted technical resources, such as manuals, operational procedures and training kits, developed and available for use in the management of a phytosanitary system covering areas such as Import regulatory system, Sampling of consignments, Export Certification, Pest Diagnostics, Pest Surveillance, PRA, etc.

These technical resources (manuals, SOPs and training kits) will be reviewed by technical experts selected by IPPC, and will be available online and in print. The expert working group on capacity development of the IPPC will play a central role in ensuring the quality and relevance of the products prepared under the project. The expert working group will consist of country experts nominated from the seven FAO global regions. It will provide technical advice and oversight of the project. EWG members will ensure that the needs in their respective regions are adequately relayed and that the manuals, SOPs and training kits produced will take into account the context and institutional set up in developing countries. In

addition, EWG members will disseminate information on the project and harness ownership of the process in their regions.

More importantly, the EWG is a body that is part of the operational mechanism of IPPC and therefore has an approved mandate from CPM to oversee the development of these products, which will carry the IPPC logo. The strategy is to tap into the vast IPPC phytosanitary network of partners and expert resources to develop model manuals, standard operating procedures and training kits and make them available to the global phytosanitary community. The project will call upon the participation of relevant stakeholders, in particular those NPPOs which have already developed their own manuals, SOPs and training Kits, to contribute them to speed up the process of developing a globally agreed model version that is aligned to the principles of the IPPC. In some cases, there may be no existing versions, in which case the project will convene panels of experts to develop them.

Major activities of the project include:

1. Implement management procedures, oversight and strategic milestones for the project:

This component will establish the management and work programming aspects of the project. The EWG, in collaboration with the IPPC Secretariat, will elaborate a detailed work plan with a timeline. It will include the listing of a comprehensive list of topics from which to choose for the development of manuals, SOPs, and/or training kits.

2. Identify a priority list for materials to be produced

Following the previous stage, this component in the project timeline will focus on sorting through a list of resources developed on the basis of priority needs identified through IRSS data, as well as other data available at the IPPC Secretariat such as requests for assistance and PCE results and on information provided by EWG. The use of the Multi decision Criteria Analysis approach may be employed in the prioritisation of the products to be produced. Other IPPC subsidiary bodies (e.g. the Standard Committee) and other international regional bodies such as RPPOs will also be consulted during this process.

3. Identify, collect and review existing materials

This component of the project will focus on the collection of relevant technical resources from a variety of sources and in a variety of languages including non-UN language sources. Where manuals already exist (Australia, the European Union and the United States of America all have a number of relevant manuals available on-line) and need not be further developed, IPPC (Expert Working Group on Capacity Development) will refrain from duplication but focus on producing products for topics that have been identified as lacking or which need to be developed further and are relevant.

Concurrently, as additional technical resources become available, IPPC (Expert Working Group on Capacity Development) will begin the compilation process to put those technical resources into a workable format for placement on the Web as well as in hard copy format.

This process will be ongoing as the technical resources will be updated on a regular basis, but the process is envisioned to be completed in 18 months.

4. Elaborate materials for which no valid equivalent exists, on priority topics

For those priority topics for which no valid technical resources exist, the project will undertake a process of formulation and publication, led by experts under the oversight of IPPC. Technical resources will be peer reviewed by experts after elaboration. Feedback will be obtained from developing countries through the EWG network and through ensuring that COPE, the International Advisory Group on PRA (IAGPRA) and other regional structures as necessary play a prominent role in the project. Once identified, technical resources which are valid will be made readily available to those countries seeking them.

5. Promote the use of technical resources produced

This component will be delivered through a number of promotional activities (see logical framework) and through the pivotal role of the EWG.

11. Public-public or public-private cooperation

At the present time, there is no private sector involvement planned for the project. However, the project plans to work with Regional Plant Protection Organizations, the Centre of Phytosanitary Excellence (Kenya) and the International Advisory Group on Pest Risk Analysis to develop manuals, SOPs and training kits. Through the Expert Working Group on Capacity Development of IPPC other private entities will be identified in particular experts from scientific institutions with the relevant expertise needed to develop or contribute to certain aspects of the manuals, SOPs or training kits proposed for development. At present, the specific manuals, SOPs and training kits have not been identified, making it impossible to identify specific private entities with which to collaborate.

12. Risks

Risk	Impact	Probability	Mitigation/Assumptions
Support for the project through the endorsement of the Commission on Phytosanitary Measures is critical, but anticipated. Nevertheless, there is the possibility that some members of the CPM may consider that the generic manuals and standard operational procedures or training kits may require more oversight.	Medium	Medium	A paper has been produced for presentation at CPM on the expert working group on capacity development where CPM is informed of IPPC's intent to produce this series of written procedures and training kits. CPM will be informed that there is no intention to produce these following the procedures set out for development of International Standards and will not require the same level of CPM oversight. The IPPC Secretariat expects that the CPM will not have any objections to the work proposed.
Risk of an absence of national will, on the part of the	Low	Low	IPPC will ensure that regional meetings held under its work programme highlight

governments of the developing countries needing these types of technical resources, to support their adoption and use in their plant health infrastructure.			the outputs of the project. The products will also be disseminated through the FAO network of Plant Production and Protection Officers in the FAO Regional and sub regional offices. IPPC will further ensure that the products are used in direct technical assistance projects managed by the IPPC and FAO.
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IV. INPUTS AND BUDGET

13. Inputs and estimated budget

Budget (FAO-FORMAT)					
Description		Account	Year 1	Year 2	Total
Staff Costs					
Salaries					
	*Professional	5300	55000	55000	110000
	**General Service	5500	20000	20000	40000
Total Staff Costs (FAO In-Kind)			75000	75000	150000
Consultants		5570	174410	173410	347820
Contracts		5650	63405	69757	133162
Travel		5900	40000	40000	80000
Equipment					
Expendable		6000	1000	1000	2000
Non-expendable		6100	3000	3000	6000
Total			4000	4000	8000
Project Evaluation Cost		6116	0	8000	8000
General Operating Expenses		6300	11509	11509	23018
Subtotal Budget			368324	381676	750000
Project Support Costs (12% of STDF contribution)		6130	35199	36801	72000
Total Budget			403523	418477	822000

* Staff time of the IPPC Implementation (P4) officer

** Administrative assistant services to the project for work on processing invitations, travel authorizations, reports etc.

Detailed Indicative Budget (STDF Format)

Activities	Input	Number	Unit Cost	STDF Contribution	IPPC	Total budget
Project management and oversight	*Professional (days)	100	1100	0	110000	110000
	**General Service and other PSC (days)	224	500	72000	40000	112000
	General Operating Expenses (months)	24	959.1	23018	0	23018
	Project Evaluation Cost	1	8000	8000	0	8000
Subtotal				103018	150000	253018
1. Implement management procedures, oversight and strategic milestones for the project:	Meeting of EWG:					
1.1. Agree on a detailed work programme and timeline for the project	Meeting facilities	1	2798	2798	0	2798
	Travel and DSA for DC representatives	4	5000	20000	0	20000
1.2. Decide on distribution of tasks and responsibilities	Travel and DSA for IPPC	3	5000	15000	0	15000
	Miscellaneous meeting costs	1	2600	2600	0	2600
1.3. Establish a comprehensive list of topics for which technical resources are required	Distance meetings (3)					
	IT support	3	1000	3000	0	3000
Subtotal				43398	0	43398
2. Identify a priority list for materials to be produced:						
2.1. Consult with standard committee and other CPM bodies	Personnel costs					
	Expert time (days)	8	900	7200	0	7200
	Distance meetings (3)					
	IT support	3	1000	3000	0	3000
2.2. Analyse requests for assistance received by the IPPC Secretariat	Personnel costs					
	Expert time (days)	4	900	3600	0	3600
	Support staff (days)	10	350	3500	0	3500
2.3 Analyse IRSS surveys to identify priorities of developing countries	Personnel costs					
	Expert time (days)	25	900	22500	0	22500
	Support staff (days)	30	350	10500	0	10500
Subtotal				50300	0	50300
3. Identify, collect and review existing materials						0
3.1. Issue call for contributions and collate information	Personnel costs					
	Expert time (days)	40	900	36000	0	36000

3.2. EWG to screen, discuss and classify the materials received in three categories : Ready-to-use, require reasonable additional work, and require substantial work Application of MCDA approach	Meetings of EWG (1):					0
	Meeting facilities	1	2800	2800	0	2800
	Travel and DSA for DC representatives	4	5000	20000	0	20000
	Travel and DSA for IPPC	3	5000	15000	0	15000
	Miscellaneous meeting costs	1	2600	2600	0	2600
	Travel and DSA for MCDA expert	1	5000	5000	0	5000
	Distance meetings (3)			0	0	0
	IT support	3	1000	3000	0	3000
	Personnel costs					
Expert time (days)	5	900	4500	0	4500	
3.3. Further refine ready-to-use materials and adapt them for IPPC publication	Personnel costs					
	Expert time (days)	30	900	27000	0	27000
	Editor	30	350	10500	0	10500
3.2 Improve and peer-review for materials with reasonable work required	Personnel costs					
	Expert time (days)	10	900	9000	0	9000
	Support staff (days)	15	350	5250	0	5250
Subtotal				140650	0	140650
4. Elaborate materials for which no valid equivalent exists, on priority topics						
4.1. Contract experts	Contract authors	10	15000	150000	0	150000
4.2. Organize peer review meetings	Peer review meetings	5	1000	5000		5000
4.3. Test in developing countries	IPP forum	0	0	0	0	0
4.4. Refine and publish	Translation (10 documents)	350	450	157500	0	157500
	Editor	30	350	10500		10500
Subtotal				323000	0	323000
5. Promote the use of the materials produced by IPPC contracting parties						
5.1 Reports/side events organized during CPM	Personnel costs					
	Expert time (days)	7	900	6300	0	6300
	Support staff (days)	7	350	2450	0	2450
5.2. Prepare a factsheet and distribute it via various channels	Personnel costs					
	Expert time (days)	4	721	2884	0	2884
Subtotal				11634	0	11634
Total				672000	150000	822000

14. Cost-effectiveness

The development of technical resources is a time intensive undertaking requiring a number of staff resources, research (Internet and other sources), time for review and editing and approval. In developing countries, because of a lack of human resources, the scenario of allocating the task for the process described above to one person is often the case. The result is that the process may take a long time to complete due to multitasking of the person responsible for development of the technical resources or the quality of the products may not be up to standard. Producing a set of globally reviewed and consolidated technical resources would boost the ability of countries to prepare nationally approved technical resources in a much shorter space of time and allow national resources to address more urgent needs for implementation of IPPC and its Standards and thereby, at least in the plant health area, lead to greater compliance with the SPS agreement. Furthermore, having a globally agreed set of core technical resources will also have cost saving benefit for technical assistance service providers and donors of technical assistance by allowing them allocate resources away from the development of the same resources toward addressing more practical implementation issues. In addition, the added benefit of having a standardized set of technical resources would ensure a greater level of harmonization in the plant health arena where these technical resources are applied.

V. PROJECT IMPLEMENTATION AND MANAGEMENT

15. Implementing/supervising organization

Organization responsible for project implementation:	International Plant Protection Convention Viale delle Terme di Caracalla, 00153, Rome, Italy
Contact name (s):	Yukio Yokoi, Secretary Ana Peralta, Implementation Officer Orlando Sosa, Implementation Review Support System (IRSS) Officer
Telephone:	+39-06-570-53588/55322/53613
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16. Project management

The institutional structure of the project will be established under the leadership of the International Plant Protection Convention Secretariat as described in the sections below.

The four governments requesting funding support from STDF of this proposal are represented on the IPPC Capacity Development Expert Working Group. EWG-Capacity Development has regional representation and as such is best placed to function as the main mechanism for oversight of the project.

A: Steering Committee - The Steering Committee will be the Expert Working Group on Capacity Development (EWG-CD) already established by IPPC in 2010. EWG-CD will

advise the IPPC Secretariat on priorities for development of the manuals, SOPs and training kits. EWG-CD will also provide guidance on the sources of existing manuals, SOPs and training kits that could be used as the basis for developing the products of the project. It can also advise and ensure participation of the various public or private organizations or persons (experts) best suited to collaborate in the development of the products. The Steering Committee shall have oversight jurisdiction of the project (see other functions above).

1. Members of EWG-CD:

- A country representative (Plant Health Expert) nominated from a National Plant Protection Organization (NPPO) from each of the 7 FAO regions:

Africa	Côte d'Ivoire
Asia	Malaysia
Europe	Netherlands
Latin America and the Caribbean	Jamaica
Near East	Sudan
North America	United States of America
Southwest Pacific	Australia

- A technical representative from technical assistance providers or donors with focus on phytosanitary issues, with observer status.
- A resource person(s) with relevant experience and expertise invited on an ad hoc basis, selected by the IPPC Secretariat

2. Chairperson of EWG-CD: The Implementation Officer of the IPPC is the Chairperson of EWG-CD.

B: The Lead Technical Officer (LTO) – the Implementation Officer of IPPC is the LTO. The LTO shall be responsible for:

- Project review and monitoring.
- Clearing expenditure proposals
- Finalizing activity schedules, and deciding on the mode of implementation in consultation with EWG-CD.
- Provide technical clearance of consultant ToRs and reports and approve payments.
- Take mid-term corrective actions as the case necessitates.
- Assume authority for deciding strategic issues.

The LTO shall be assisted by a temporary staff/consultant as necessary for day- to- day implementation of the project (operational, administrative and other related matters).

C. IPPC Secretariat –IPP Secretariat is the Lead Technical Unit (LTU) of the Project. The Secretary of IPPC shall be the budget holder designated for management of the project

resources. The three units of IPPC shall provide support for the proper implementation of the project. In particular the Secretariat shall avail the necessary resources for information Exchange, standards setting alignment of priorities and ensuring that the project is in line with the Capacity Development Strategy of the IPPC. The IPPC Secretary shall also ensure that the proper linkage is made with other relevant teams of FAO-AGPP in the development of the products of the project.

D. FAO-AGPP – IPPC shall interface closely with relevant teams within AGPP such as Plant Genetic Resources, the EMPRES programme and Crops in all the stages of the project until its closure. These teams have invaluable resources including expertise that will be useful in the development of the products envisioned in the project.

VI. REPORTING, MONITORING AND EVALUATION

17. Project reporting

Project Implementation Reports (PIR):

The IPPC Secretariat will prepare Project Implementation Reports (PIR) on a half yearly basis, in consultation with EWG-Capacity Development, for submission to the STDF Secretariat.

Consultant reports:

Each consultant will submit to the IPPC Secretariat a complete report of activities undertaken upon completion of their assignments.

Meeting reports:

Technical Committees/institutions appointed to develop/peer-review the manuals, SOPs or training kits will produce interim technical reports highlighting the state of implementation of project components, including progress to achieve targets, contentious issues, outstanding activities, and adjusted targets in accordance with agreed time frames.

Terminal Statement:

The IPPC in consultation with EWG-Capacity Development will prepare a final report of project activities for submission to WTO-STDF. A draft will be produced by the end of the twenty-third month of project implementation. The terminal statement will be prepared in accordance with established FAO guidelines.

18. Monitoring and evaluation, including performance indicators

EWG-Capacity Development will be the main monitoring and oversight mechanism for the project. The IPPC Secretariat will provide general administrative and financial services and project monitoring following established procedures in FAO-ORACLE. The lead technical unit (LTU) of the project is the IPPC Secretariat. The IPPC Secretariat will appoint a Lead

Technical Officer(LTO) who will provide direct technical oversight of the project and review progress on a regular basis, taking corrective action as the case necessitates. The LTO will utilize established monitoring and evaluation methods to ensure project progress is made against agreed baselines and targets as per the project work plan. The first meeting of EWG-Capacity Development will involve bringing the stakeholders involved in project execution together to review the proposed work plan, draft a detailed revised work plan, review and set targets and identify progress indicators. Periodic evaluation by the STDF of overall project progress is encouraged. Of particular relevance STDF is represented in the EWG-Capacity Development and therefore will have direct access to the progress of the project on a frequent basis through its meetings and communication channels (e-mail, etc.).

19. Dissemination of projects results

As the project has a global focus, meetings, working groups and other consultative forums will seek to have global representation by FAO region. Civil society, NGOs and other stakeholders (public or private) will be encouraged to participate in the development and/or review of manuals, SOPs and raining kits identified by EWG-Capacity Development. When meetings are organized, the IPPC Secretariat will apply its rules of procedures for attendance at IPPC meetings to ensure that maximum representation of developing countries' experts is consulted. Costs of LDC and developing country experts' participation shall be met from the travel and other meetings and workshops line of the project budget. The project requires stakeholders to be identified by national project counterparts prior to implementation. It is expected that there may be a role for some public or private organisations in the various aspects of the project, e.g. COPE and IAGPRA. Raising awareness is an important part of the activities of the project and will contribute to its successful implementation of the project. Press releases, factsheets and briefings will be arranged when deemed appropriate by the IPPC Secretariat. Funding will be allocated for reporting milestone events identified in the detailed work plan developed by stakeholders at project inception to highlight the work of IPPC, STDF and other partners collaborating to develop the manuals, SOPs and training kits identified. The IPPC and STDF Websites will be the online method for disseminating information such as news and progress reports. The products of the project will be warehoused on the IPPC Website for general access by countries and a link included in the STDF Website.

20. ATTACHMENTS

- Appendix 1: Logical framework (see attached template)
- Appendix 2: Work Plan (see attached template)
- Appendix 3: Terms of Reference for key staff involved in project implementation
- Appendix 4: Letters of support from each organization to be involved in project implementation
- Appendix 5: Evidence of the applicant's technical and professional capacity and written consent

APPENDIX 1: Logical Framework

Objectives	Performance Indicators	Means of Verification	Assumptions / Risks
Goal: Production and trade losses due to plant pests reduced	Increase of export share of plant products by developing countries (GDP/GNI agriculture [plants and plant products] including forestry)	Statistics and databases of FAO, WTO, WB, UNCTAD, etc. National data	No significant change in climate or other parameters that may exacerbate pest pressure and make current phytosanitary measures insufficient to control outbreaks Other factors affecting trade remain unchanged
Outcome: The capacity of developing country NPPOs to manage national aspects of the plant health system is enhanced	Reduction of rejections of consignments on phytosanitary grounds (percentage) Countries reporting through the International Phytosanitary Portal (IPP) quarantine pest outbreaks improved by year 2 Increase in number of positive reports made by Contracting Parties indicating improved implementation of IPPC and ISPMs	Data from RASFF, OASIS, etc. IRSS survey data PCE evaluations IPP reports and IRSS data Regional Plant Protection Organizations (RPPO) and National Plant Protection Organization (NPPO) reports IRSS reports	Decision-makers are sensitized on the importance of providing sufficient resources, both financial and personnel to NPPOs
Output: Internationally accepted set of manuals, Standard Operating Procedures (SOPs) and training kits produced and promoted amongst IPPC contracting parties.	Availability on the IPPC portal for immediate downloading of at least 20 documents by end of year two. Number of procedures, kits and manuals adapted and utilized by contracting parties by year 2 of the project.	Budget expended for development and production of manuals, Standard Operational Procedures (SOPs) and training kits. IPP resource page Data on country downloads of manuals and procedures developed IPPC data on number of countries requesting copies. Data on number of printed copies produced on a “just in time” (i.e. printed only when ordered) basis.	Continuous support from the IPPC Commission on Phytosanitary Measures (CPM) Countries possessing technical resources are willing to make them available for adaptation by the project and distribution IP rights issues are addressed as necessary

<p>Activities</p> <p>1. Implement management procedures, oversight and strategic milestones for the project:</p> <p>1.1. Agree on a detailed work programme and timeline for the project</p> <p>1.2. Decide on distribution of tasks and responsibilities</p> <p>1.3. Establish a comprehensive list of topics for which technical resources are required</p>	<p>A detailed work programme with a clear timeline, a more specific budget and responsible person(s) adopted by the Steering Committee of the project (EWG)</p> <p>IPPC Secretariat/FAO has appointed staff for the technical supervision of the project as well as support staff (administrative staff and IT survey support staff, IP expert, etc.): a Management/operational scheme for the project is established</p> <p>Extensive list of topics established based on ISPMs</p> <p>Hold 3 meetings/year of the EWG to oversee the process and ensure close linkage with the Standard Setting work programme and ISPMs being developed for country consultation</p>	<p>Author contracts</p> <p>Project reports (including financial statements)</p> <p>Reports of the EWG meetings</p> <p>IPP</p> <p>Traffic on EWG restricted access Website</p>	
<p>2. Identify a priority list for materials to be produced:</p> <p>2.1. Consult with standard committee and other CPM bodies</p> <p>2.2. Analyse requests for assistance received by the IPPC Secretariat</p> <p>2.3 Analyse IRSS surveys to identify priorities of developing countries</p>	<p>A list of at least 20 priority topics is issued</p>	<p>CPM and IPPC subsidiary bodies reports on collaboration in the project</p>	

<p>3. Identify, collect and review existing materials</p> <p>3.1. Issue call for contributions</p> <p>3.2. EWG to screen, discuss and classify the materials received in three categories: ready-to-use, require reasonable additional work, and require substantial work</p> <p>3.3. Further refine ready-to-use materials and adapt them for IPPC publication</p> <p>3.2 Improve and peerreview for materials with reasonable work required</p>	<p>Call for contributions is issued</p> <p>A substantial number of documents collected</p> <p>Consultation between EWG members regarding the documents including meetings held (Note: technologies for remote collaborative work using tools such as “Go-To Meeting”, Skype, other videoconferencing and other collaborative tools to ensure maximum returns on investment)</p> <p>A set of documents adapted with minimal resources and posted on IPP</p> <p>Number of peer review meetings for documents updated</p>	<p>Technical resources page of the IPP reflecting the level of contributions recieved</p>	
<p>4. Elaborate materials for which no valid equivalent exists, on priority topics</p> <p>4.1. Contract experts</p> <p>4.2. Organize peer review meetings</p> <p>4.3. Test in developing countries</p> <p>4.4. Refine and publish</p>	<p>Materials produced and peer reviewed</p> <p>Number of peer review meetings conducted</p> <p>Materials tested with IPPC projects</p>		
<p>5. Promote the use of the materials produced by IPPC contracting parties</p> <p>5.1 Reports/side events organized during CPM</p> <p>5.2. Prepare a fact sheet and distribute it via various channels</p>	<p>Reports made to the CPM on existing materials and project progress</p> <p>Fact sheet published and distributed widely via IPPC network/through EWG and STDF</p>		

APPENDIX 3: Terms of Reference for key staff involved in project implementation

**Terms of Reference
Implementation Officer from IPPC
(IPPC Secretariat Staff provided as in-kind contribution to the project)**


Under the general supervision of the Secretary of the International Plant Protection Convention and in close collaboration with the International Phytosanitary Consultant, the Expert Working Group on Capacity Development and other project staff, the Implementation Officer will perform the following Project Oversight tasks:



1. Authorise expenditure proposals, finalize activity schedules, and decide on the mode of implementation of the project in consultation with EWG-CD.
2. Act as a liaison with external partners for the successful development of the technical resources envisioned under the project.
3. Make strategic decisions in respect of the project work plan, budget, procurement plan and milestones to ensure best use of project resources, avoid project slippage and take mid-term corrective action as the case necessitates.
4. Provide technical clearance of project personnel ToRs and reports and approve payments.
5. Assess project progress at regular intervals and meet with relevant stakeholders to address project implementation bottlenecks.

Duty station: Rome, Italy.

Appendix 4: Letters of support from each organization to be involved in project implementation

Sudan

Plant Protection Directorate		الإدارة العامة لوقاية النباتات
Khartoum North, P.O Box:(14)		الخرطوم بحري. ص.ب. ١٤.
Tel:337442 - Fax:339423		تلفون: ٣٣٧٤٤٢. فاكس: ٣٣٩٤٢٣

Ref PPD/1/A/5 التاريخ	16/1/2011	التمرة:
<p>From: Mr. Khidir Gibril Musa The Director General, The Plant Protection General Directorate The NPPO of the Sudan Ministry of Agriculture Po Box 14, Khartoum North Sudan.</p>		
<p>To: The Secretary Standards and Trade Development Facility World Trade Organization Rue De Lausanne, 154 CH 1211, Geneva Switzerland</p>		
<p>Subject: Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project</p>		
<p>The NPPO of the Sudan wishes to express full support for the project "Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project" for STDF funding consideration. We also support its full implementation by the International Plant Protection Convention.</p>		
<p>The project addresses an urgent and direct need for written procedures for phytosanitary matters. The preparation of these the written procedures envisioned to be produced under the aforementioned project has a direct benefit to enhancing our capabilities to manage our phytosanitary services and thereby our capacity to safeguard agriculture, ensure market access of our export products and thereby food security.</p>		
<p>This letter therefore reaffirms our intention and willingness to work with the IPPC as a partner and member of the Expert working Group on Capacity Development to produce these much needed technical resources which will enhance our ability to trade and comply with our obligations to the IPPC and the WTO-SPS agreements.</p>		

Cote D'Ivoire

MINISTRE DE L'AGRICULTURE
DIRECTION DE LA PROTECTION
DES VEGETAUX, DU CONTROLE
ET DE LA QUALITE

N° 0032
/MINAGRI/dpvcq

REPUBLIQUE DE COTE D'IVOIRE
Union - Discipline - Travail



Abidjan, le 14 JAN 2011

à
Monsieur le Secrétaire,
Fonds pour l'Application des Normes
et le Développement du Commerce

Centre William Rappard
Rue de Lausanne 1524
CH-1211, Genève

Objet : Projet «Manuels phytosanitaires,
procédures normalisées
et kits de formation »

SUISSE

Monsieur le Secrétaire,

La Direction de la Protection des Végétaux, du Contrôle et de la Qualité, Organisation Nationale de la Protection des Végétaux (ONPV) de la République de Côte d'Ivoire exprime son entière adhésion au projet intitulé «**Manuels phytosanitaires, procédures normalisées et kits de formation**» à soumettre au fonds pour l'application des normes et le développement du commerce (FANDC/STDF) pour financement. Nous soutenons également sa mise en œuvre par la Convention internationale de protection des végétaux (CIPV).

Le projet porte sur un besoin urgent et direct de procédures écrites pour les questions phytosanitaires. Ces procédures écrites, telles qu'envisagées dans le cadre du présent projet, seront d'une grande utilité en ce sens qu'elles permettront d'améliorer les capacités de gestion de nos services phytosanitaires pour une meilleure protection de l'agriculture, un meilleur accès de nos produits d'exportation au marché international, assurant ainsi la sécurité alimentaire et la lutte contre la pauvreté.

La présente lettre réaffirme notre volonté et notre disponibilité à travailler avec la CIPV comme partenaire et membre du groupe de travail des Experts sur le renforcement des capacités, afin de produire ces ressources techniques qui permettront d'améliorer notre capacité de commerce et de remplir nos obligations envers la CIPV et les accords SPS de l'OMC



Le Directeur de la Protection
des Végétaux du Contrôle et de la Qualité

Dr KOUAME Konan
Lucien
Ingénieur Agronome
Ph D

Australia



SPS Capacity Building Program

Mr Yukio Yokoi
 Secretary
 International Plant Protection Convention
 Viale delle Terme di Caracalla
 00153 Rome
 Italy

Dear Mr Yokoi

STDF Proposal: Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project

I have read with interest a new proposal from the IPPC to initiate a project to develop phytosanitary manuals and documentation describing standard operating procedures. I am pleased to provide my support for this project.

In my Department's experience, these kinds of documents are essential to the implementation of national biosecurity measures. Australia relies on such documentation and expends considerable effort to maintain manuals and operating procedures that reflect risk and are consistent with IPPC standards. We would be pleased to support the project by assisting project personnel to locate relevant Australian material that is in the public domain.

In recent years, Australia has received requests to assist neighbouring, developing countries to develop quarantine systems and documentation. I believe that the proposed IPPC project will facilitate this kind of assistance and ultimately strengthen operational aspects of plant quarantine.

With kind regards

Dr Ian Naumann
 Director, SPS Capacity Building Program
 Office of the Chief Plant Protection Officer
 Department of Agriculture Fisheries and Forestry
 GPO Box 858
 Canberra ACT 2601 Australia
 ian.naumann@daff.gov.au

17 January 2011

Inter-American Development Bank



Washington DC, January 18, 2011

Dear Members of the STDF Secretariat

On behalf of the Integration and Trade Sector of the Inter American-Development Bank (IDB), I would like to express full support for the project "Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project" and the effort being made to secure STDF funding. I would also support its implementation by the International Plant Protection Convention (IPPC).

The project addresses an urgent and direct need for written procedures for phytosanitary matters. At the IDB, we have identified the LAC (Latin American and the Caribbean) countries in which there is a lack of adequate capacity to develop the documentary procedures for pest surveillance, export certification and import verification. Lack of training material on Pest Risk Analysis has been one of the main challenges raised by LAC authorities, mainly those of the Caribbean, Central America and the Andean Community. This need has been recently discussed in the last WTO/IDB Regional Seminar on SPS which took place in November 2010 in Lima/Peru. This lack of training happens largely due to the fact that the majority of the experts are responsible for multiple tasks and do not have enough technical knowledge to develop complex and time consuming phytosanitary procedures.

Moreover, the authorities usually face financial constrains to invest in the updating of the technical capacity of their staff and the documentary procedures needed. Additionally not all LAC countries have the adequate knowledge of the correct plan health infrastructure needed to develop an efficient inspection at the point of entry taking into account the particularities of their pest situation and that of the region. This is true mainly in the case of the Caribbean and Central America countries.

Therefore the availability of a set of key materials, such as operational manuals, SOPs and training kits would be very valuable in order to facilitate the work of those experts in the implementation of the IPPC standards and guidelines. It would enhance the region capabilities to manage its phytosanitary services and thereby the capacity to safeguard agriculture, ensure market access of export products and thereby food security.

This letter therefore reaffirms our intention and willingness to work with the IPPC as a partner of the Expert working Group on Capacity Development to provide inputs to produce these technical resources which will enhance LAC countries ability to comply with their IPPC obligations and the commitments undertaken before the WTO-SPS agreement.

Yours Faithfully,



Juliana Salles Almeida
SPS Specialist/ Integration and Trade Sector
Inter-American Development Bank
1300 New York Ave., NW
Washington, DC 20577 USA
Phone: 202-623 3465
Email: jalmeida@iadb.org

Ghana

Plant Quarantine Division
Plant Protection and Regulatory Services Directorate
P.O. Box M37
Accra.

17th January 2011.

Dear Sir,

A LETTER OF SUPPORT

With reference to the International Plant Protection Conventions (IPPC) application for the Standard and Trade Development Facility (STDF) Project grant for the "Global Phytosanitary Manuals, Standard Operating Procedures and training Kit Project" I wish to express my total support as a member of the International Advisory Group on Pest Risk Analysis (IAGPRA).

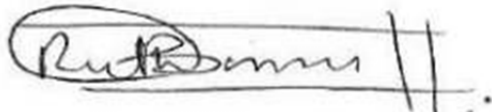
I will be available to offer my expertise in providing technical support in the development, reviewing and pre testing the phytosanitary resources developed under this project.

My contact information is as follows:

Mrs Ruth Woode
Deputy Director in charge of Plant Quarantine Division
Plant Protection & Regulatory Services
P.O. Box M37, Accra, Ghana.

Tel No. 233-244507687
Email wooderuth@yahoo.com

Best regards.



Ruth Woode

The Chairperson
STDF Working Group
c/o STDF Secretariat
World Trade Organization
Centre William Rappard
Rue de Lausanne 154
Switzerland.

Jamaica



MINISTRY OF AGRICULTURE
HOPE GARDENS,
KINGSTON 6,
JAMAICA

January 12, 2011

The Secretary
Standards and Trade Development Facility,
World Trade Organization
Rue de Lausanne, 154
CH 1211. GENEVA
Switzerland

Dear Sir/Madam

The Ministry of Agriculture and Fisheries, Jamaica, wishes to express full support for the project "Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project" for STDF funding consideration. We also support its full implementation by the International Plant Protection Convention (IPPC).

The project addresses an urgent and direct need for written procedures for phytosanitary matters. The preparation of these written procedures envisioned to be produced under the aforementioned project has a direct benefit to enhancing our capabilities to manage our phytosanitary services and thereby our capacity to safeguard agriculture, ensure market access of our export products and thereby food security.

This letter therefore reaffirms our intention and willingness to work with the IPPC as a partner and member of the Expert Working Group on Capacity Development to produce these much needed technical resources which will enhance our ability to trade and comply with our obligations to the IPPC and the WTO-SPS agreements.

Regards,

A handwritten signature in black ink, appearing to be 'D. Stanberry', written over a dotted line.

.....
Donovan Stanberry
Permanent Secretary

Malaysia



KETUA PENGARAH PERTANIAN
 (Director-General Agriculture)
 JABATAN PERTANIAN
 (Department of Agriculture)
 WISMA TANI
 ARAS 17, NO. 30, PERSIARAN PERDANA
 PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN
 PRESINT 4, 62624 PUTRAJAYA



Tel.: 03-88703000 Fax.: 03-8888 5069/8888 8493/8888 8284/8870 3044

Our Ref: JP PTK 207/KIL/350/G ()

Date: 19 January 2011

The Secretary
 Standards and Trade Development Facility,
 World Trade Organization
 Rue de Lausanne, 154
 CH 1211. GENEVA
 Switzerland

Dear Sir,

Support For The "Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project"

This is to indicate that the Department of Agriculture Malaysia as the National Plant Protection Organization (NPPO) of Malaysia wishes to express full support for the project "Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project" for STDF funding consideration. We also support its full implementation by the International Plant Protection Convention (IPPC).

The project addresses an urgent and direct need for written procedures for phytosanitary matters. The preparation of these written procedures envisioned to be produced under the aforementioned project has a direct benefit to enhancing our capabilities to manage our phytosanitary services and thereby our capacity to safeguard agriculture, ensure market access of our export products and thereby food security.

The Department of Agriculture fully supports this project and will collaborate with FAO IPPC proposal to ensure the success of the projects once funded. We look forward to STDF's positive consideration to fund the project.

Yours sincerely,

(DATUK ROSELEY BIN DATO' HAJI KHALID)
 Director General
 Department of Agriculture
 Malaysia



Rakyat Didahulukan
 Pencapaian Diutamakan

Harap sebutkan bilangan surat kami apabila menjawab

Papua New Guinea



National Agriculture Quarantine & Inspection Authority
Office of the Managing Director

19th January, 2011

Mr. Orlando Sosa
Agricultural Officer
International Plant Protection Convention
FAO
Room B703
Viale delle Terme di Caracalla
00153 Rome
Italy
Fax +(39)06-570-54819
Orlando.sosa@fao.org.

Dear Sir,

SUBJECT: LETTER OF SUPPORT IPPC PROJECT 2011

In reference to the IPPC proposed project proposal on Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits to support developing nations to be able to effectively carry out the functions necessary for viable phytosanitary systems, Papua New Guinea is indeed very supportive of the project. This will greatly enhance our capacity to develop our Standard Operating Procedures and Manuals in line with our obligation to IPPC and what is required of ISPMs. The National Agriculture Quarantine and Inspection Authority (NAQIA) as the NPO in PNG will contribute in a small way in developing the generic manuals tailored to suit our needs taking into account the working environment and experiences as a developing country.

The service demand created by the inception of the LNG Project in 2010 and the exponential growth in economic activities in PNG over the last 10 years has called for NAQIA to review its quarantine systems to minimize biosecurity risks associated with the increased trend of imports and exports. The review should include the vital and core functions of quarantine systems including:

1. Development of quarantine training manual based on International Standards.
2. Development of Quality Assurance system for our exports in par with SPS Standards.
3. Development of Standard Operating Procedures for import, control and clearance of goods, vessels, aircraft and international mail.

The project is timely and we look forward for its inception and implementation as a participant.


Mr. ANDREW YAMANE, MBE
Managing Director

P. O. Box 741, Port Moresby, Papua New Guinea
Phone: (675) 311 2100/311 2113/ 311 2114/ 311 2755 Facsimile: (675) 325 1674/325 1673
LOCATION: Tropicana Building, Waigani Drive.
Email: naqia@dg.com.pg

Sustaining Development through better Plant and Animal Health

USA



United States
Department of
Agriculture

Animal and Plant
Health Inspection
Service

Riverdale, MD
20737

January 19, 2011

Dear Sir/Madam:

The Animal and Plant Health Inspection Service, Plant Protection and Quarantine Capacity Development section wishes to express its full support for the project "Global Phytosanitary Manuals, Standard Operating Procedures, and Training Kits Project" for STDF funding consideration. We also support its full implementation by the International Plant Protection Convention.

The project addresses an urgent and direct need for written procedures for phytosanitary matters. The preparation of these written procedures envisioned to be produced under the aforementioned project will have a direct benefit to enhancing the capabilities of developing countries to manage their phytosanitary services and thereby their capacity to safeguard agriculture, ensure market access for their export products and thereby food security.

This letter reaffirms our intention to work with the International Plant Protection Convention as a partner and member of the Expert Working Group on Capacity Development to produce these much needed technical resources which will enhance trade and allow countries to better comply with their obligations under the IPPC and the World Trade Organization's Agreement on the Application of Sanitary and Phytosanitary Measures.

Sincerely,

Craig Fedchock
Director
International Capacity Development
Plant Protection and Quarantine

Phone: 202.257.2715
Fax: 301.734.7639
Email: craig.fedchock@aphis.usda.gov



Safeguarding American Agriculture

APHIS is an agency of USDA's Marketing and Regulatory Programs

Federal Relay Service
(Voice/TTY/ASCII/Spanish)

Inter-American Institute for Cooperation on Agriculture



SC/DCT/SAIA-005
January 21, 2011

Secretariat
Standards and Trade Development Facility
STDF
Geneva, Switzerland

Dear Sir/Madam,

The Agricultural Health and Food Safety Program of the Inter-American Institute for Cooperation on Agriculture (IICA) wishes to express its full support for the International Plant Protection Convention's (IPPC) project "Global Phytosanitary Manuals, Standard Operating Procedures, and Training Kits Project" for STDF funding consideration.

We consider this Project to be of utmost importance to enhance the capabilities of developing countries to manage their Phytosanitary services and their capacity to safeguard agriculture.

In this sense, we reaffirm our intention to support the IPPC in the development of a stable foundation of internal systems for plant health in developing countries, which will improve their ability for productive trade relationships and, by extension, food security.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ricardo Malins', written over a horizontal line.

Dr. Ricardo Malins
Head, Agricultural Health and Food Safety

INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE
Headquarters: P. O. Box 55-2200 Coronado, Costa Rica
Tel: (506) 2216-0184 / Fax: (506) 2216-0173, 2216-0233 / email: saka@iica.int

International Pest Risk Analysis Advisory Group (IAGPRA)

Alan MacLeod
 Chairman, International Pest Risk Analysis Advisory Group
 The Food and Environment Research Agency
 Sand Hutton, York United Kingdom YO41 1LZ

25 January 2011

STDF Secretariat
 World Trade Organization
 Centre William Rappard,
 Rue de Lausanne 154,
 CH-1211 Geneva, Switzerland

Subject: IPPC Project Proposal entitled *Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits*

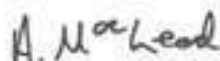
Dear Members of the STDF Secretariat,

The International Advisory Group for Pest Risk Analysis (IAGPRA) has considered the project "Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits project" put forward by The International Plant Protection Convention (IPPC) Secretariat for Standards Trade and Development Facility (STDF) funding. We wish to express our support for this project and for its implementation by the IPPC.

It is the feeling of the IAGPRA members that there has been a need for the development of additional international training materials related to IPPC standards for some time, and that such materials could contribute significantly to the uniform provision of training available to member countries and facilitate implementation of IPPC standards globally. The proposed outputs from this project would be of great value to IPPC member countries who face challenges when developing their national plant protection programs and implementing the international standards.

IAGPRA members would be pleased to provide input to the project in terms of providing guidance in the development of the materials, identifying PRA and other experts to contribute to the project, and reviewing project outputs. The full extent to which individual IAGPRA members contribute to the project is, of necessity, still a matter to be established as further details of the project are worked out, but certainly we are in agreement that this project is well worth supporting and we would be pleased to have the opportunity to contribute.

Yours sincerely,



Dr. Alan MacLeod, Chairman of IAGPRA

cc. Ana Peralta, IPPC Secretariat

IAGPRA membership (Gritta Schrader, GERMANY; Ruth Woode, GHANA; Margoela Miranda, CBD Secretariat; Lesley Cree, CANADA; Michael Ormsby, NEW ZEALAND; DDK Sharma, INDIA; Andrea Sissons, CANADA; Junko Shimura, CBD Secretariat)

Center of Phytosanitary Excellence (COPE-Kenya)



**KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)
HEADQUARTERS - Ololua Ridge, Karen**

P. O. Box 48592 00100 GPO Nairobi, Kenya, Tel: 3536171 / 3536172 / 3587201 / 3587202 / 3587203. Mobiles: 0722 916221 / 0723 786779 / 0733 874274 / 0734 874141. Fax: 353 6175. E-mails: director@kephis.org / Kephisinfo@kephis.org. Website: www.kephis.org

Our Ref: PH/3/98/Vol.13/(78)

Date: 20th January 2011

Secretary of the Standards and
Trade Development Facility (STDF)
Agriculture and Commodities Division
World Trade Organization
Centre William Rappard, Rue de Lausanne 154
CH 1211 Geneve 21

**RE: LETTER OF SUPPORT TO COLLABORATE IN GRANT APPLICATION
FOR THE PROJECT TITLED GLOBAL PHYTOSANITARY MANUALS,
STANDARD OPERATING PROCEDURES AND TRAINING KITS
PROJECT**

The Secretariat of Centre of Phytosanitary Excellence has noted that the International Plant Protection Convention (IPPC) is applying for grant from the Standards and Trade Development Facility to support the implementation of the IPPC through development of Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits.

The project will facilitate the implementation of international standards for phytosanitary measures and enable developing countries better enhance capacity for protection of plant resources from pests and improve international trade.

The COPE Secretariat supports the initiative and will be ready to collaborate in the project towards realization of the COPE mission "To Provide Phytosanitary Capacity Building Services to Clients in the Public and Private Sectors, so that Countries are Better Able to Prevent the Introduction and Spread of Plant Pests and Meet the Phytosanitary Requirements of International Trade".

It is envisaged that successful implementation of the project will enable developing countries, in particular, to implement effective phytosanitary systems and enhance the level of global compliance with the provisions of the IPPC and ensure effective application of the ISPMs.

COPE will be willing to collaborate with the IPPC and all other partners in this initiative, with the understanding that the resource requirements by COPE as one of the collaborators yet to be determined, will be established.

Yours sincerely,

**James M. Onsando, PhD
Managing Director, KEPHIS
FOR: COPE SECRETARIAT**

cc. Prof Agnes Mwang'ombe
Principal
College of Agriculture and Veterinary Sciences
University of Nairobi
P. O. Box 29053
NAIROBI

Regional Plant Protection Organization of the Southern Cone of America (COSAVE)



Buenos Aires, 31 January 2011

PCDAR-006-11

To: Mr. Melvin Spreij
Standard and Trade Development Facility Secretariat
World Trade Organization
Centre William Rappard,
Rue de Lausanne 154,
CH-1211 Geneva,
Switzerland

From: President of COSAVE
Ing. Agr. Diego Quiroga

About: Support for the project "Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project"

COSAVE, as the Regional Plant Protection Organization of the Southern Cone of America, wishes to express full support for the project "Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project" presented to STDF for funding consideration. We also support its full implementation by the International Plant Protection Convention.

The project addresses an urgent and direct need for written procedures for phytosanitary matters. The preparation of these written procedures envisioned to be produced under the aforementioned project, has a direct benefit to many countries for enhancing the capabilities to manage their phytosanitary services and thereby their capacity to safeguard agriculture, improve market access of export products and thereby food security.

From COSAVE, we believe that to develop these written procedures would be also of great utility to improve and facilitate actions that lead to certification of plant products, thereby enhancing regional procedures standardization.

The Netherlands



Ministry of Economic Affairs,
Agriculture and Innovation

> Postbus 20401 2500 EK Den Haag

Mr Yukio Yukoi
Secretary to the International Plant Protection Convention
Food and Agricultural Organisation of the United Nations
Viale delle Terme di Caracalla
00153 Rome
Italy

Agroketens en Visserij
Cluster fyto-sanitair

Prins Clauslaan 8
Den Haag
Postbus 20401
2500 EK Den Haag
www.rijksoverheid.nl/eleni

Contact

Corné van Alphen
T 070 - 378 5552
M 06 - 1859 6867
F 070 - 378 6156
c.a.m.van.alphen@mininv.nl

Date January 24 2011
Re Letter of support STDF IPPC Capacity building

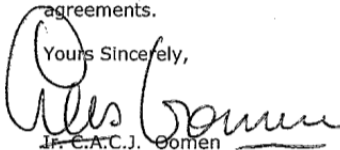
Our ref.
178216

Dear Sir,

The department of Agriculture, Agribusiness and Innovation of the Ministry of Economic Affairs, Agriculture and Innovation of the Netherlands wishes to express its support for the project "Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project" for STDF funding consideration. We also support its full implementation by the International Plant Protection Convention. The project addresses an urgent and direct need for written procedures for phytosanitary matters. The preparation of the written procedures envisioned to be produced under the aforementioned project has a direct benefit to enhancing our capabilities to manage our phytosanitary services and thereby our capacity to safeguard agriculture, ensure market access of our export products and thereby food security.

This letter therefore reaffirms our intention and willingness to work with the IPPC as a partner and member of the Expert working Group on Capacity Development to produce these much needed technical resources which will enhance our ability to trade and comply with our obligations to the IPPC and the WTO-SPS agreements.

Yours Sincerely,


J.F. E.A.C.J. Gomen
Director



APPENDIX 5: Evidence of the applicant's technical and professional capacity and written consent.

EVIDENCE

From 2003 - 2010, the IPPC Secretariat has implemented direct technical assistance interventions in the following 73 countries:

- North Africa & the Middle East – Bahrain, Egypt, Iran, Libya, Mauritania, Morocco, Oman, Qatar, Saudi Arabia, Sudan, Syria, Tunisia, United Arab Emirates, Yemen.
- Rest of Africa - Eritrea, Ethiopia, Gabon, Gambia, Ghana, Kenya, Madagascar, Malawi, Mozambique, Namibia, Nigeria, Tanzania, Uganda, Senegal, Seychelles, Swaziland, Zambia.
- Asia - Bhutan, Cambodia; China, India, Indonesia, Nepal, Malaysia, Maldives, Thailand, Viet Nam.
- Caribbean – Bahamas, Barbados, Cuba, Dominican Republic, Grenada, Guyana, Jamaica, St. Lucia, St. Kitts and Nevis, Trinidad and Tobago.
- North, Central & South America - Belize, Brazil, Chile, Colombia, Costa Rica, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Suriname, Venezuela.
- Russian Speaking countries including Countries in Transition and Central Asia – Azerbaijan, Belarus, Estonia, Georgia, Kyrgyzstan, Russian Federation, Ukraine.
- Pacific – Fiji.

This represents approximately a value of USD \$37.6 M in delivery of technical assistance for the period. The assistance ranged from 1) provision of policy and technical guidance to FAO Members, in particular National Plant Protection Organizations, on strategies relating to the application of phytosanitary standards and measures within the IPPC to 2) coordination of phytosanitary capacity building activities especially through projects (Technical Cooperation Projects, extra-budgetary trust funds, emergency funds, and others) designed to assure progressive and coherent strengthening of national phytosanitary systems enabling NPPOs to respond to demands and meet obligations related both to import and export of plants and plant products under the IPPC.

Refer to the FAO project repository (FPMIS) for detailed information on each project or to the Technical Assistance Section of the reports of the Commission on Phytosanitary Measures for an overview of the IPPC interventions. The latter reports are accessible at the following links:

2010 CPM 5 Report of the fifth session of the CPM [En](#)
 2009 CPM-4 Report of the fourth session of the CPM [En](#)
 2008 CPM-3 Report of the third session of the CPM [En](#)
 2007 CPM-2 Report of the second session of the CPM [En](#)
 2006 CPM-1 Report of the First Session of the CPM [En](#)
 2005 ICPM 7, Report of the Seventh Session of the ICPM [En](#)
 2004 ICPM 6, Report of the Sixth Session of the ICPM [En](#)
 2003 ICPM 5, Report of the Fifth Session of the ICPM [En](#)
 2002 ICPM 4, Report of the Fourth Session of the ICPM [En](#)
 2001 ICPM 3, Report of the Third Session of the ICPM [En](#)
 1999 ICPM 2, Report of the Second Meeting of the ICPM [En](#)
 1998 ICPM 1, Report of the First Meeting of the ICPM [En](#)

WRITTEN CONSENT

منظمة الأغذية والزراعة للأمم المتحدة	联合国 粮食及 农业组织	Food and Agriculture Organization of the United Nations		Organisation des Nations Unies pour l'alimentation et l'agriculture	Продовольственная и сельскохозяйственная организация Объединенных Наций	Organización de las Naciones Unidas para la Agricultura y la Alimentación
Viale delle Terme di Caracalla, 00153 Rome, Italy		Fax: +39 0657053152		Tel: +39 0657051		www.fao.org
Our Ref: PL 35/4		Your Ref:				

17 January 2011

Dear Melvin,

It is our great pleasure to confirm that the IPPC Secretariat will be the implementation agency of the project: Global Phytosanitary Manuals, Standard Operating Procedures and Training Kits Project. The project has been developed with inputs from a team of phytosanitary practitioners selected from 7 FAO regions who are also members of the IPPC Expert Working Group on Capacity Development. The project is directly linked with the IPPC national capacity building strategy and will directly benefit the 177 contracting parties of the IPPC.

The IPPC Secretariat is happy to lend our support to the implementation of this project as the products of this project will become a core component of the IPPC Capacity Development Programme. Our support to this project includes in-kind contribution of our Implementation Officer (P4 level) as the oversight officer of the project. In addition, we are prepared to host the project coordinator in the IPPC Secretariat and cover non-staff costs such as office space, equipment and communication costs. As a Secretariat, we shall avail our Staff resources from the Standards Setting, Information Exchange and Capacity Development units to assist as necessary to ensure that the project is a success.

We are looking forward to a continued co-operation in areas of common interest.

Yours sincerely,



Yukio Yokoi
Secretary to the
International Plant Protection Convention

Mr Melvin Spreij
The Secretary,
Standards and Trade Development Facility Secretariat
World Trade Organization,
Centre William Rappard,
Rue de Lausanne 154,
CH-1211 Geneva,
Switzerland
Tel: + 41 (0) 22 739 5295
Fax: + 41 (0) 22 739 5760
Email: STDFSecretariat@wto.org

cc: Pandey
Kenmore
Peralta
AG-Registry