

## GRANT APPLICATION FORM

<b>1. Project Title</b>	Capacity building in the use of the Phytosanitary Capacity Evaluation Tool in the Pacific
<b>2. Requesting government/Agency or private body</b>	Secretariat of the Pacific Community (SPC) – an intergovernmental organization that has been providing technical assistance to Pacific Island Countries and Territories for over 5 decades
<b>3. Collaborating Government(s)/Agency</b>	<p>National Plant Protection Organisations of Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.</p> <p>The plant protection organisations of the dependent territories of American Samoa (USA), Commonwealth of the Northern Mariana Islands (USA), Guam (USA), French Polynesia (France), New Caledonia (France), Pitcairn Islands (UK), Tokelau (NZ) and Wallis and Fatuna (France) as members of the Pacific Community will be invited to participate in this project at their cost or at the cost of the Secretariat of the Pacific Community (SPC)</p>
<b>4. Project Objectives</b> <u>Attach</u> description of project background and rationale	<p>The Pacific Community consists of 22 island countries and territories that comprises of 5 least-developed countries, 9 developing countries and 8 territories. The project has 2 phases: (i) regional training workshop on the Phytosanitary capacity evaluation tool and (ii) application of PCE tool in 6 selected countries with 2 countries drawn from each sub-region that are representative of all countries and administrations in the region. The primarily objective of the project is to upskill the NPPO to undertake appropriate evaluation of their national phytosanitary services in order to meet their various requirements including SPS requirements.</p> <p>Further details are given in section 4 of the attached document.</p>
<b>5. Project Activities</b> Itemise main elements here and <u>attach</u> a detailed work plan, dissemination plan and evaluation plan	<p>The main activities planned in this proposal project are: (i) regional training workshop on the PCE tool involving all NPPOs in the region and (ii) application of the PCE tool in 6 selected countries from the region.</p> <p>The outcomes of the project particularly skills gained will be disseminated to the relevant stakeholder through the formal and informal SPC processes. The SPC will continue to propagate the use of the PCE tool and continue the mentoring and refresher training as part of its on-going</p>

	<p>assistance to its Members after the completion of the project.</p> <p>A workshop evaluation will be undertaken at the end of the workshop. The application of the PCE tool in the selected countries will be monitored and evaluated during the course of its implementation. A final external evaluation of the project will be undertaken at the completion the second phase. The evaluation will be undertaken by the STDF Secretariat</p> <p>Further details on the project activities are given in section 5 of the attached document.</p>
<p><b>6. Private/public sector co-operation</b> Detail the arrangements for public/private sector cooperation, if any, in the project</p>	<p>No more that two representatives each from the participating national plant protection organization will be invited to attend the regional training workshop. In cases, where Members of SPC don't qualify for STDF assistance, SPC will endeavour to assist them attend the training workshop. SPC's assistance is depended on its capacity to assist.</p> <p>Relevant government, private sector and non-state actor organizations will be invited to in the national application of the PCE tool in the selected countries.</p> <p>Further details are given in section 6 of the attached document.</p>
<p><b>7. Partner institutions involved</b> If appropriate, identify STDF partner institutions who will be involved and describe the nature of that involvement.</p>	<p>Secretariat of the International Plant Protection Convention</p> <p>The IPPC Secretariat has developed the PCE tool and is facilitating its global use. It has been responsible for providing user training in other FAO regions but not in the Southwest Pacific FAO region due to resource constraints. It is envisaged that the IPPC Secretariat would provide supervision and oversight services to this project as well as providing the relevant resource persons and materials (PCE CD-ROM, training documents, etc) for the regional training workshop. IPPC Secretariat will also be involved in the selection of the 6 countries and the resource persons to be involved in the national application of the PCE tool.</p>
<p><b>8. Project Outputs</b> Specify outputs clearly and in detail and show relationship to key STDF objectives including capacity enhancement, improved market access and trade opportunities, poverty reduction, linkages to country or regional program development priorities, public-private co-operation, innovativeness, demonstration effects etc.</p>	<p>The project would facilitate the training of national staff in most, if not all, of the islands and territories' NPPOs of the of the Southwest Pacific region in phytosanitary capacity evaluation. The project will also enable 6 selected countries of the region to undertake national evaluations of the phytosanitary capacities.</p> <p>The project would train approximately 30-40 potential practitioners of the PCE tool in 21 PICTs and 3 regionally in SPC. Further 20-30 people are</p>

	<p>expected to be trained in the second phase of the project.</p> <p>The project is directly linked to Theme 1 of the STDF and it aims to assist Pacific Island and Territory NPPOs evaluate their capacity to implement international phytosanitary status, facilitate trade, and better deliver official and commercial phytosanitary services required by their clients and meet their international obligations.</p> <p>Further details are given in section 8 of the attached document.</p>
<p><b>9. Project Impact</b> Specify the expected impact the Project will have on market access, the SPC situation and poverty reduction. Identify how the project will fit with existing bilateral or multilateral donor projects and programmes, examine the sustainability of the proposed action and, where possible, suggest where the project may be replicated.</p>	<p>The project will impact on the individual PICT's ability to evaluate its phytosanitary or broadly its biosecurity service and identify gaps in the service. It will enable the individual PICT to better plan and deliver its phytosanitary services to their clients.</p> <p>It will help countries who are in the process of developing their national export strategy. It will also impact on the decision making process of the biosecurity services in the region.</p> <p>It complements existing biosecurity and trade facilitation activities implemented by the SPC. These include specific project such as the harmonisation of biosecurity laws, development of biosecurity information facility, plant protection services to the Pacific funded by the European Union covering all 14 Members of the Pacific ACP group. It is also complementary to Australia and New Zealand funded regional trade facilitation programme covering all Pacific Islands Forum Member countries and other SPC funded activities on biosecurity, plant health and trade facilitation.</p> <p>The skills learnt by the SPC staff will be used in ensuring to continue use of the PCE tool and the application of the concept of capacity evaluation to facilitate decision making and assist development strategies for its Members.</p> <p>Further details are given in section 9 of the attached document.</p>
<p><b>10. Project Inputs</b> Specify total project cost. <b>Attach</b> detailed breakdown of proposed uses of funds.</p>	<p>The estimated cost of the project is USD 256,430, including around USD 57,430 of in kind contributions. The workshop cost includes discount economy airfares, accommodation, and DSA for country participants, local transport, partner organization and SPC participation, workshop document preparations, additional resource person(s), if required, and conference facility costs.</p>

	<p>The costs associated with the second phase include national implementation costs and the cost of monitoring and evaluation.</p> <p>Detail breakdown of the proposed project costs are given in section 10 of the attached document.</p>
<p><b>11. Non-STDF contributions</b> If appropriate specify any financial contributions expected from sources other than STDF.</p>	<p>The Secretariat of the Pacific Community will contribute in-kind technical and support staff to this project. It is envisaged that appropriate technical resource persons will be available from the IPPC Secretariat to be involved in this project. SPC will also supply laptop computer and multi-media projector required for the workshop.</p> <p>In addition to the in-kind contribution SPC will contribute USD 10,000 to the project to ensure that its Members who may not qualify for STDF funding participate in the regional training.</p> <p>These include the Dependent territories of American Samoa, Commonwealth of the Northern Mariana Islands, Guam, French Polynesia, New Caledonia, Pitcairn Islands, Tokelau and Wallis and Fatuna.</p> <p>SPC will also contribute USD 20,000 in phase 2 of the project predominately on visits to the 6 selected countries.</p> <p>The SPC will also absorb the 7 % of total project cost it charges as project management as part of its contribution to the project</p> <p>The host NPPO (country) will also contribute in-kind local support vehicle to support logistical needs during the course of the workshop. The selected NPPOs participating in the second phase of the project will provide staff and logistical support at their cost.</p>
<p><b>12. Timetable</b> Show proposed commencement and conclusion dates (maximum project duration two years)</p>	<p>The project is anticipated to start in April 2007 and continue into 2008 and end in April 2009. However the project could be completed earlier than this completion date</p> <p>The details of the timetable and implementation schedule are given in section 12 of the attached document.</p>

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In reply please quote file:  
En réponse, veuillez indiquer:

## Standards and Trade Development Facility Grant Application

### 1. **Project Title:**

Capacity building in the use of the Phytosanitary Capacity Evaluation Tool in the Pacific

### 2. **Requesting government/agency or private body:**

Secretariat of the Pacific Community

The Secretariat of the Pacific Community (SPC) is a regional intergovernmental organisation that comprises of 22 Pacific island countries and territories (PICTs) and 4 metropolitan countries (Australia, France, New Zealand and United States of America). The SPC is a technical advisory and implementation organization and has a broad mandate and assists the 22 PICTs to address their social, land and marine resource issues. Under this broad mandate the SPC is responsible for rendering technical assistance in the areas of animal health, biosecurity, plant health and quarantine to the 22 Pacific Island Countries and Territories.

Pacific Island Countries and Territories Members of the SPC are: [American Samoa](#), [Cook Islands](#), [Federated States of Micronesia](#) (FSM), [Fiji Islands](#), [French Polynesia](#), [Guam](#), [Kiribati](#), [Marshall Islands](#), [Nauru](#), [New Caledonia](#), [Niue](#), [Northern Mariana Islands](#) (CNMI), [Palau](#), [Papua New Guinea](#) (PNG), [Pitcairn Islands](#), [Samoa](#), [Solomon Islands](#), [Tokelau](#), [Tonga](#), [Tuvalu](#), [Vanuatu](#), and [Wallis and Futuna](#).

The SPC has over 5 decades of experience in implementing large externally funded projects and is widely considered the premier technical regional organisation. It is the leading biosecurity and plant protection agency in the Pacific Islands and is the Secretariat of the Pacific Plant Protection Organisation (PPPO), which is recognised in the International Plant Protection Convention (IPPC).

It is financially sustained by members and supported by donors. SPC is recognised for its cost effective, efficient, accountable, transparent executive and management and its low overheads. It provides projects with basic ICT, maintenance, financial and administration services structured to support the implementation of donor funded development projects to its 22 Pacific island members.

### **3. Collaborating government(s)/agency**

National Plant Protection Organisations (NPPO) of [Cook Islands](#), [Federated States of Micronesia \(FSM\)](#), [Fiji Islands](#), [Kiribati](#), [Marshall Islands](#), [Nauru](#), [Niue](#), [Palau](#), [Papua New Guinea \(PNG\)](#), [Samoa](#), [Solomon Islands](#), [Tonga](#), [Tuvalu](#) and [Vanuatu](#).

The plant protection organisations of the dependent territories of American Samoa (USA), Commonwealth of the Northern Mariana Islands (USA), Guam (USA), French Polynesia (France), New Caledonia (France), Pitcairn Islands (UK), Tokelau (NZ) and Wallis and Fatuna (France) as members of the Pacific Community will be invited to participate in this project at their cost or at the cost of the Secretariat of the Pacific Community (SPC)

### **4. Projective objectives**

The Pacific must stay current with the global changes in trade, cargo and passenger facilitation practices. Globalisation has seen increased movement of goods and people across borders and our region is no exception. We are experiencing increased cargo and people flows into our region which increase the potential of risk of entry of regulated pests and diseases that pose a serious threat to our agriculture, livelihood and fragile ecosystems. The environment in which agriculture commodities are traded has changed since the Uruguay round of trade negotiations and the subsequent formation of the World Trade Organisation (WTO). The WTO Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement) and the Agreement on Technical Barriers to Trade (TBT Agreement) endeavour to reduce unjustified non-tariff barriers to trade whilst safeguarding plant, animal, human health and well being, and the environment.. However these rules have introduced another layer of complexity to the already resource constrained and under-equipped biosecurity and trade facilitation services in the PICTs thus raising the trade facilitation hurdle even higher for us.

The rationale for this proposal is that most PICTs have limited ability to facilitate any capacity building endeavours nationally (the exceptions being Fiji, PNG, New Caledonia and Samoa). SPC, as a regional technical organisation working in this area, is well placed to assist building technical capacity across the region to apply the Phytosanitary Capacity Evaluation (PCE) tool, and to continue to support that capacity in its ongoing work in a number of areas of trade facilitation.

The concept for this proposal was endorsed by the Pacific Plant Protection Organisation earlier in 2006, and has been formally supported by individual Pacific Island countries and territories.

The PICTs are generally aware (by anecdotal evidence) of the deficiencies in their national biosecurity (phytosanitary) services however they are unable to systematically evaluate the gaps and formulate measures to address these gaps. Thus the objectives of this project are to (i) conduct a regional training workshop on the PCE tool and (ii) apply the PCE tool in 6 selected countries in the region.

Factors for consideration in selecting the 6 countries will be:

- Representation of the Pacific sub regions (Micronesia, Polynesia and Melanesia)
- Inclusion of Least Developed Countries
- Country's potential to trade (size of agricultural commodity base)
- Country's ambition to join WTO / existing membership of WTO

### **5. Project activities**

The project will be two-phased. Phase 1 is to conduct a regional training workshop on the PCE tool and Phase 2 is the application of the PCE tool in the 6 selected countries.

The phase 1 of the project will be delivered jointly with the STDF partner organization, the Secretariat of the International Plant Protection Convention (IPPC) and will involve a week long training workshop on use of the phytosanitary capacity evaluation tool developed by the IPPC Secretariat.

Additionally, there will be presentations on IPPC, principles of international trade in plant and plant products, introduction to the SPS Agreement and the phytosanitary standard setting process. These presentations will be delivered by the IPPC Secretariat and SPC and is intended to be introductory in nature and thus should not take any more than one day of the workshop. The remaining four (4) days of the workshop will be spent on the use of the PCE tool and associated exercises. A tentative programme from the workshop is attached as annex 1. Participating country representatives will be requested to bring the necessary country information relevant to this endeavour and will be allowed to make brief country presentations at the start of the workshop. There will be an evaluation at the end of the workshop.

The second phase will be delivered primarily by the selected National Plant Protection Organisations with technical/advisory assistance from the IPPC Secretariat and SPC. In phase 2, two countries from each sub region of Melanesia, Micronesia and Polynesia will be selected to apply the PCE tool nationally. The national evaluation team will conduct, evaluate, discuss, develop/suggest solutions to the gaps identified in the evaluation and prepare a report on the project.

The IPPC Secretariat will be involved in the providing technical, supervisory and oversight services in the second phase of the project where necessary.

The workshop dates will be published on the IPP and the SPC Land Resources Division (LRD) calendar on the LRD website. The objectives of the project will be published in the LRD pestinfo (monthly electronic newsletter) and outcomes of the project once completed will be published in the 'Land Resources News'. A quarterly newsletter (both electronic and print) of the Land Resources Division distributed to all SPC Member Countries and Territories, regional and international partners, and other interest parties. Both publications are available on the SPC-LRD website: [www.spc.int/lrd](http://www.spc.int/lrd)

The workshop participants will be trained in the use of the PCE tool and will be given the PCE CD-rom and other training materials to take back to their countries. They would be adequately trained to implement the evaluations themselves as well as train others in their organization how to use the PCE tool.

The workshop participants from the 6 selected countries will be involved in the application of the PCE tool in their countries as part of the project. They will be assisted by SPC and the IPPC Secretariat to undertake the national evaluations.

In the long term SPC will continue to promote the use of the PCE tool in the PICTs and continue mentoring and refresher training on its use, as part of the routine technical assistance to its Members. This can be done whenever an appropriate staff undertakes a country visit on this or other SPC related activities in the recipient country or territory.

The SPC has an established biosecurity helpdesk facility which can be used to facilitate a 'query and answer' service for the PCE tool and its application in the region in the long term. The helpdesk address is: [spcbiosecurity@spc.int](mailto:spcbiosecurity@spc.int), facsimile contact on (679) 338 6326 or telephone (679) 337 0733, ext. 310.

There will be an evaluation carried out at the end of the workshop to gauge the understanding and view of the workshop participants. The evaluation will be in the form of a questionnaire. The resource person(s) will evaluate responses and include outcomes in the final report on the workshop.

In the second phase of the project, the project manager or a staff member from the SPC will visit the project sites at least three times during the course of the project to monitor progress and offer any assistance that maybe required in project implementation (one visit per country will be funded by the

project, subsequent visits by SPC). Support during visits would include: promoting the training with national stakeholders; supporting the training; and providing technical advice to National Plant Protection Organisations. SPC staff would also support country implementation by providing technical advice through telephone and email contact with National Plant Protection Organisations.

At the completion of the second phase of the project, the STDF Secretariat will engage an external independent reviewer to evaluate the project.

The detail of the Project activities is given in Table 1.

Table1. Summary of project activities includes dissemination and monitoring and evaluation activities.

<b>Output 1</b>	<b>Conduct regional training workshop on the PCE tool</b>
Activities	Liaise with partner organisations and collaborating NPPOs regarding resource persons, date and venue for the workshop
	Identify response people for the workshop
	Confirm date and venue
	Workshop published on the IPP, SPC website and in LRD newsletters
	Finalise logistical arrangements for the workshop
	Prepare training and resource materials
	Workshop conducted
	Workshop evaluation conducted
	PCE CD-Rom and relevant resources materials distributed to participants
	Workshop outcome and evaluation responses analysed
	Workshop report completed and submitted to STDF, IPPC Secretariat, SPC and other interested parties
	News article on the workshop and workshop outcomes published in the LRD newsletters
	SPC distributes CD-rom, training and resources materials to PICTs that did not participate in the regional training
<b>Output 2</b>	<b>Apply the PCE tool in 6 selected countries</b>
Activities	Select 6 countries to participate in the project
	Resource persons (preferably local expert) identified to facilitate this phase of the project, if required
	Facilitate the start of the project in the selected countries
	Conduct monitoring visits to the participating countries (one visit per country sourced from project funds, two visits covered by SPC funds)
	Compile outcomes of evaluation exercise and conduct national consultation or meeting discuss the outcomes
	Project report written up including suggested mitigation measures to address the gaps
	Distribute outcomes/results of the evaluation to all relevant parties in the selected countries.
	External project evaluation undertaken
	Outcomes of this phase of the project published in the LRD newsletters
	Disseminate skills learnt to other PICTs.
<b>Output 3</b>	<b>Project Administration</b>
Activities	Provide project support in the implementation of this project



	Reports written in a timely manner

## 6. **Private/Public sector co-operation**

No more than two representatives each from the participating national plant protection organizations will be invited to attend the regional training workshop.

The plant protection organisations and other interested parties from the dependent territories of American Samoa (USA), Commonwealth of the Northern Mariana Islands (USA), Guam (USA), French Polynesia (France), New Caledonia (France), Pitcairn Islands (UK), Tokelau (NZ) and Wallis and Fatuna (France) as members of the Pacific Community will be invited to participate in this project at their cost or at the cost of the Secretariat of the Pacific Community (SPC)

Relevant government, private sector and non-state actor organizations will be involved in the national application of the PCE tool in the selected countries. The following table shows the participation of the relevant parties.

Table 2. Involvement of interested parties in the project

Organisation	Activity	Nature of involvement
NPPO	Region training workshop on the PCE tool	2 officers per NPPO to participate, be trained and involved in all exercises in the training; receive PCE CD-Rom and other training materials; responsible for national application of the PCE tool
Plant protection organizations in the Territories	Regional training workshop on PCE tool	SPC will endeavour to support the attendance of members, who do not qualify for STDF assistance, at the training workshop. SPC's support will depend on available funding at the time. STDF funds will not be used for fund participation of dependent territories.
Relevant government agencies (Customs, Environment, State legal services, etc)	National application of PCE tool	Actively participate in the application of the PCE tool; supply relevant information; be part of the group that discusses the outcome of the national PCE exercise.
Private sector (importer, exporters, customs agents)	National application of the PCE tool	Must be an active part of the PCE evaluation exercise; provide inputs on exercise for an end-user view; involved in the outcome discussion and be part of the group in developing solutions to address gaps
Training institution (regional-USP and national, where available)	National application of the PCE tool	Invited to participate in PCE evaluation; must be part of the outcome discussion and be involved in developing training needs identified in PCE exercise.  Regionally, the University of the South Pacific and SPC can work together to address, in the training, the needs identified in the regional (workshop) and/or national exercises

## **7. Partner institutions involved**

Secretariat of the International Plant Protection Convention

The IPPC Secretariat has developed the PCE tool and is facilitating its global use. It has been responsible for providing user training in other FAO regions but not in the Southwest Pacific FAO region due to resource constraints (particularly financial constraint). It is envisaged that the IPPC Secretariat would provide the relevant resource persons and materials (PCE CD-ROM, training documents, etc) for the regional training workshop. It will also be involved in the selection of the resource person to be involved in the national application of the PCE and together with SPC will select 6 countries to participate in the second phase of the project. The IPPC Secretariat will also provide technical, supervisory and oversight services in the second phase of the project where necessary

## **8. Project Outputs**

The primary outputs of project are adequately trained national staff in most, if not all, of the island and territory NPPOs of the Southwest Pacific FAO region, national phytosanitary capacity evaluations undertaken in 6 selected countries, and establish an adequate skills base both at national and regional level to facilitate application of the PCE tool.

The project is directly linked to Theme 1 of the STDF and it aims to assist PICT NPPO evaluate their capacity to implement international phytosanitary requirements, facilitate trade, and better deliver official and commercial phytosanitary services to their clients and meet their international obligations.

The project aims to train about 30-40 potential practitioners of the PCE tool in 21 PICTs and 3 regionally in SPC. Additionally 20-30 more people are expected to be trained in the second phase of the project and more in the PICTs will be introduced to the tool.

The project will also introduce the concepts of international trade in plants and plant products, the SPS Agreement and international standard setting process to about the same number of people in the region and facilitate networking of biosecurity personnel in the region.

The 6 countries participating in the application of the PCE tool will be able to evaluate their phytosanitary capacity and develop mitigation strategies to address the gaps identified. They will also use the outcomes of the evaluation to plan their development strategy in this area.

The participating 6 countries will produce a report (summary of results) of the evaluation and widely distribute it to the relevant stakeholders in their respective countries. The reports will also be distributed to the other participating countries and will be published on the SPC website. Digital copies of the report will be available for download from the SPC website. A circular will be sent to the NPPO contact points informing them of the availability of the reports.

## **9. Project Impact**

The project will impact on the individual PICT's ability to evaluate its phytosanitary and, more broadly, its biosecurity service and identify gaps in the service. It will enable the individual PICT to better plan and deliver its biosecurity services. In the case of some countries, such as Fiji, it would assist them to identify and address current bottlenecks in the export of fresh fruits and vegetables. The project will aid other countries who are in the process of developing their national export strategy. This will contribute to the following outcomes:

- Improved biosecurity of trade in the region.
- Identification of impediments to trade in potential products.
- Informed decision making by Pacific Island countries and territories regarding biosecurity risk management.

### **Regional policy setting:**

- Pacific Agreement on Closer Economic Relations (PACER) – A framework agreement setting out the basis for the future development of trade relations among all Pacific Island Forum member countries, providing for free trade to be established gradually.
- Pacific Island Countries Trade Agreement (PICTA) – A free trade agreement among Pacific Islands Forum Member countries, which will gradually lead to the establishment of a free trade area.
- Pacific Plan – The goal of the Pacific Plan is to, ‘*Enhance and stimulate economic growth, sustainable development, good governance and security for Pacific countries through regionalism*’. Objective 1, under the theme of Economic Growth, is to increase sustainable trade, and investment. A number of initiatives for implementation are identified in the Pacific Plan. There is also a link between trade and Objective 4, Poverty Reduction.

The project is complementary to **existing biosecurity and trade facilitation activities** implemented by the SPC. These include:

- Pacific Regional Economic Integration Programme. This project focuses on fiscal reform in the region, and implementation of PICTA. Under this project, SPC is implementing the Biosecurity and Trade Facilitation Project, which is funded at Euro 860,000 over five years and covers all 14 members of the Pacific ACP group. It addresses:
  - Biosecurity law harmonisation
  - Biosecurity operational manuals
  - Automation of quarantine functions.
- Regional Trade Facilitation Project, implemented by SPC. The project is funded at FJD 1.8 million over two years, and provides:
  - Pre-export research and development
  - Advisory services
  - Training
  - Negotiation of market access.
- SPC programme funded activities on biosecurity, plant health and trade facilitation including the functions of the PPPO Secretariat amount to about FJD 250,000 a year.

This proposal addresses major need in most of the PICTs. The project can also be used to evaluate whether current regionally implemented projects in this area are delivering their anticipated outcomes through the contact which project staff will have with NPPOs, and due to the interconnected nature of existing projects and this proposal.

The project will benefit the NPPOs of the 5 least-developed Pacific states (Kiribati, Samoa, Solomon Islands, Tuvalu and Vanuatu) and another 16 NPPOs from developing countries and territories.

### **10. Project inputs**

The funds from the STDF will cover the costs of the workshop including return discount economy airline tickets for participants and SPC staff, hotel accommodation, hire of conference rooms, local transport for field visits, tea, coffee and lunch during the workshop days and provide a nominal subsistence allowance for the workshop participants. The project will also fund the participation of the IPPC Secretariat and pay for the services of a consultant as a resource person. The SPC will contribute USD 10,000, depending on the availability of funding, to ensure the participation of dependent territories (SPC Members) who do not qualify for support under this proposal. STDF funds will not be used to fund the participation of dependent territory representatives.

In the second phase of the project, costs will involve local travel and subsistence allowance, communication, stationary and administration costs (excluding staff costs) incurred in the application of the PCE tool in six countries. Evaluation teams, consisting of a quarantine officer and policy officer from the national Agriculture Department and an ‘End user’ representative, will be used to assess PCE tool implementation in each country.

The project will support national meetings and consultations in Phase 1 and 2; domestic travel may be required to bring together NPPOs and key stakeholders such as exporters in countries where these groups are geographically disbursed.

Approximately USD 256,430 is required implement the project. This includes approximately USD 199,000 in STDF funding and USD 57,430 of beneficiary organization contributions. The beneficiary organization contributions includes 7 % standard management fee levied by the Secretariat of the Pacific Community for its non-member funded projects which is being absorbed by SPC as part of its contribution to the project.

The detailed breakdown of costs is given below.

**Table 3. Breakdown of costs (Project Budget).**

Budget Item	Cost estimate (USD)		Total
	Year 1	Year 2	
<b>Phase 1 – STDF Funding</b>			
Regional Training Workshop participants costs (accommodation, airfares, Perdiem) for 14 PICs	75,000	0	75,000
Airfares and subsistence allowance for IPPC Secretariat staff (2)	20,000	0	20,000
Airfares and perdiem for 3 SPC staff (project manager and 2 technicians involved in Phase 2 implementation)	17,000	0	17,000
Workshop material	2,000	0	2,000
<b>Phase 1 – In Kind Contributions</b>			
Conference room and associated costs (Host country)	5,000	0	5,000
Administrative assistant for duration of workshop (Host country)	250		250
Local transport hire (Host country)	2,000	0	2,000
Attendance of non-STDF funded participants (SPC)	10,000	0	10,000
Administrative assistant to organize workshop (SPC)	250	0	250
SPC management and administrative support	6,965	0	6,965
<b>Phase 2 – STDF Funding</b>			
Evaluation team costs (domestic air travel, subsistence allowance for out-of-site days)	25,000	25,000	50,000
Meetings (including consultation with national stakeholders) – domestic travel costs	5,000	5,000	10,000
SPC monitoring of the project in the selected countries (one visit per country)	0	10,000	10,000
Cost of independent external evaluation at the end of the project	0	15,000	15,000
<b>Phase 2 – In Kind Contributions</b>			
SPC monitoring of the project in the selected countries – two visits per country (SPC)	0	20,000	20,000
Staff time (3 people for 2 days) and field visit costs for 6	0	6,000	6,000

<i>countries (Host country)</i>			
<i>SPC management and administrative support</i>	<i>0</i>	<i>6,965</i>	<i>6,965</i>
<b>Total STDF Funding</b>	<b>144,000</b>	<b>55,000</b>	<b>199,000</b>
<b>Total In Kind Contributions</b>	<b>24,465</b>	<b>32,965</b>	<b>57,430</b>
<b>TOTAL PROJECT COST</b>	<b>168,465</b>	<b>87,965</b>	<b>256,430</b>

### **11. Non-STDF contributions**

The Secretariat of the Pacific Community will provide technical and support staff time in-kind to the project. It is also envisaged that the appropriate technical resource persons will be available from the IPPC Secretariat the project. SPC will also supply laptop computer and multi-media project and other accessories that maybe required for the workshop.

In addition to the in-kind contribution, SPC will contribute USD 10,000 towards the project to ensure that its Members who may not qualify for the STDF funding participate in the project. SPC will also support and propagate the use of the PCE tool in the PICTs as part of its long term assistance to the PICTs. SPC also agrees to absorb the standard project management fee of 7% of total project funds which is equivalent to USD

The SPC will also contribute USD 20,000 in the second phase of the project. This contribution will be in the form of several visits to the 6 countries undertaking the countries evaluations.

The host NPPO of the workshop will also contribute in-kind a vehicle to assist with logistical support during the training workshop. In the second phase of the project, the selected NPPOs will provide staff and logistical support for the project at their cost.

### **12. Timetable**

The project is anticipated to start in April 2007 and end in April 2009. The project timetable and implementation schedule is given in Table 4. However the project could be completed earlier than this completion date.

Table 4. Timetable and implementation schedule

Activity	YEAR 2007											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Liaise with partner organisation and collaborating NNPOs regarding resource persons, date and venue for the workshop												
Identify resource people for the workshop												
Confirm date and venue												
Workshop details including date and venue published on the IPP, SPC website and in LRD newsletters												
Finalise logistical arrangements for the workshop												
Prepare training and resource materials												
Workshop conducted												
PCE CD-Rom and relevant resources materials distributed to participants												
Workshop evaluation conducted												
Workshop outcome and evaluation responses analysed												
Workshop report completed and submitted to STDF, IPPC Secretariat, SPC and other interested parties												
News article on the workshop and workshop outcomes published in the LRD newsletters												
Distribute CD-rom, training and resources materials to PICTs that did not participate in the regional training												
YEAR 2008												
Select 2 countries from each sub-region to participate in the project												
Resource persons (preferably local expert) identified to facilitate this phase of the project, if required												
Commence project in the selected countries												
Conduct monitoring visit to the participating countries												
Compile outcomes of evaluation exercise and conduct national consultation or meeting discuss the outcomes												
Project report written up including suggested mitigation measures to address the gaps												
External Project evaluation undertaken												
YEAR 2009												



## Pacific regional workshop on the application of the phytosanitary capacity evaluation tool

September 2007

### Provisional Programme

<b>Monday</b>		
<b>8:30 – 10:00am</b>	Opening session	SPC, IPPC Secretariat
<b>10:30 – 12:00pm</b>	Brief country presentations followed by presentations on IPPC, WTO SPS, standard setting process, etc	SPC, country representatives
<b>1:30 – 4:30 pm</b>	Presentation on IPPC, WTO SPS, Standards setting process, etc continue	IPPC Secretariat, SPC, Consultation
<b>6.30 – 8:30pm</b>	Cocktail	Hotel
<b>Tuesday</b>		
<b>8:30 – 10:00am</b>	Introduction to PCE tool	IPPC
<b>10:30 – 12:00pm</b>	Use of PCE tool	IPPC
<b>1:30 – 4:30pm</b>	Use of PCE tool continue	IPPC
<b>Wednesday</b>		
<b>8:30 – 10:00am</b>	Use of PCE tool continue	IPPC
<b>10:30 – 12:00pm</b>	Use of PCE tool continue	IPPC
<b>1:30 – 4:30pm</b>	Use of PCE tool continue	IPPC
<b>Thursday</b>		
<b>8:30 – 10:00am</b>	Use of PCE tool continue	IPPC
<b>10:30 – 12:00pm</b>	Use of PCE tool continue	IPPC
<b>1:30 – 4:30pm</b>	Field trip to ports of entry and biosecurity operation sites	Host country
<b>6.30 – 9.00 pm</b>	Workshop Dinner	SPC, host country, Hotel
<b>Friday</b>		
<b>8:30 – 10:00am</b>	Needs assessment, PCE group work, discussions on gaps and solutions	IPPC, SPC
<b>10:30 – 12:00pm</b>	Discussion and drafting of workshop outcomes	IPPC, SPC
<b>1:30 – 4:30pm</b>	Workshop evaluation and close of workshop	IPPC, SPC