

STDF PROJECT GRANT APPLICATION FORM

Project Title	Training of Phytosanitary Capacity Evaluation (PCE) Facilitators
Project Symbol (FAO;STDF)	MTF /GLO/527/STF ; STDF/PG/401
Objective	To train phytosanitary experts to serve as PCE facilitators
Budget requested from STDF	US \$734,088.32
Other co-financing (FAO-TCP/TCPFs)	US \$460,316.00
Total project budget	US \$ 1,194,404.32
Full name and contact details of the requesting organization(s)	International Plant Protection Convention (IPPC)
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>

I. BACKGROUND & RATIONALE

1. Relevance for the STDF

Project goals and relevance to STDF

This project seeks to improve national-level coordination and coherence of plant protection programmes through improved needs assessment and action planning. A pool of individuals will be trained to facilitate phytosanitary needs assessment and action planning processes using the IPPC phytosanitary capacity evaluation (PCE) tool. The PCE is a management tool designed by the International Plant Protection Convention (IPPC) Secretariat.

The tool assists a country to assess its capacities in existing or planned phytosanitary systems and identify and prioritise actions to be taken to correct gaps. The PCE is a platform for strategic planning to prioritise activities and resources to fill gaps and enhance the

effectiveness of the country's overall phytosanitary system. The outcome of the PCE process is a national phytosanitary action plan. The PCE tool provides a consistent basis to assess baselines and outcomes of capacity development actions whether they are self-applied by the NPPO or in cooperation with third parties (through projects for example).

National plant protection organizations (NPPOs) benefit from the application of the PCE by raising awareness of the requirements of implementation of various international standards of the IPPC, enabling integration of technically appropriate plant health policies into SPS-related activities and national macro development plans and re-focusing limited resources to support phytosanitary capacity development and minimizing duplication. This supports the STDF's strategic aim to increase coherence in efforts to strengthen developing countries' capacity to analyze and implement international sanitary and phytosanitary (SPS) standards in order to improve their human, animal and plant health situation and participate in trade.

Effective application of the PCE, supported by competent facilitators, results in alignment of a stakeholders through establishment of a clear understanding of strengths, needs and validation of a coordinated action plan at a national level that clarifies what specific technical assistance interventions is most effective.

2. SPS context and specific issue/problem to be addressed

The IPPC developed the PCE with the intention for countries to use it as a self-assessment tool and strategic planning platform. Numerous such tools exist but the IPPC's approach is to enable and encourage NPPOs to integrate the PCE as a common element of national action planning for development of phytosanitary capacity. Most action planning focus on operational needs whereas the PCE focuses the NPPO to consider actions that will enhance its ability to implement the IPPC obligations and Standards and to fulfil its mandate for national protection of plant resources from pests. The tool is not designed for drawing comparisons among NPPOs but may be used to compare the status of development of the NPPO over time.

The PCE process involves strategic thinking at political, technical and managerial levels and requires a deep understanding of plant health, stakeholder management, knowledge of the operations of a phytosanitary system, the requirements of the IPPC as a convention and the international phytosanitary framework, the elements for implementation of a number of IPPC Standards and specific knowledge of organisational design and practices in the phytosanitary field. Because of this, the IPPC encourages use of a facilitator to lead the NPPO in the application of the PCE. However, application of PCE by most countries is currently constrained by lack of a suitable facilitator to lead the process. An appropriate

facilitator is essential to the PCE application because the process involves leading frank and open discussions among national stakeholders whose views may not always align. Depending on the specific context, countries may elect for a facilitator that is internal or external to their government, or even a combination depending on the level of transparency they are willing to accept. The autonomy of a country to select its own facilitator is an essential component of the PCE tool given the confidential and at times trade sensitive nature of the information that is discussed.

The limited availability of facilitators has been a constraining factor in broader application of the tool considering the high demand for its application.

3. Links with national/regional development plans, policies, strategies, etc.

Since 2003 the IPPC Secretariat has been instrumental in projects that support strengthening of phytosanitary systems in over 90 countries and encouraged the use of the PCE tool. To date more than 50% of the IPPC contracting parties have applied the PCE to design strategies for improving their phytosanitary systems. These strategies have enabled more than 90% of the countries that have applied the PCE to modernize phytosanitary policies and legal frameworks. In addition national phytosanitary action plans, based on PCE data, have been instrumental for guiding structural reforms of NPPOs and have contributed to the development of national agricultural development strategies, such as Country Strategy Papers (CSPs), country Comprehensive Africa Agriculture Development Programme (CAADP) compacts in Africa and more recently, Country Programming Frameworks (CPFs) in the case of FAO. Combined across regions, these plans have served to catalyze harmonization of phytosanitary policies, legal frameworks and capacity development initiatives.

4. Past, ongoing or planned programmes and projects

In recent years, most development assistance provided to developing countries by the FAO/IPPC and other donor organizations on a range of phytosanitary issues has been in the form of direct technical assistance focused on institutional capacity development and review of legislative frameworks. Almost all FAO/IPPC interventions have addressed phytosanitary capacity development needs of developing countries through Technical Cooperation Projects (TCPs). However, each TCP has tended to take a significant direct involvement of FAO/IPPC staff, partly due to lack of suitable experts to facilitate the PCE and the ease of access to technical assistance from FAO. The IPPC continues to receive requests, either direct or channelled through FAO, to facilitate application of the PCE tool. Examples of countries requesting PCE application are diverse, most recently requests have been

received from: Armenia, Barbados, Central African Republic, Comoros, Egypt, Haiti, Kazakhstan, Kenya + COPE¹, Liberia, Madagascar, Mauritius, Moldova, OIRSA, Pakistan, Palestine, the Gambia and Togo. There is considerable and increasing demand for qualified individuals to facilitate the application or re-application of the PCE both through FAO-TCP projects as well as through other mechanisms such as national, bilateral or other funding.

There is an increasing number of technical assistance providers involved in the phytosanitary domain for example IICA and IDB in the Latin American and Caribbean region, the STDF through its grant project scheme, the World Bank, Asian Development Bank and others. It is becoming increasingly necessary that standardized criteria such as those used in the phytosanitary capacity evaluation tool be employed to rationalize the areas of project support with the actual capacity needs of countries. In this way, outcomes of different technical assistance projects would be consistent with one another and leverage scarce resources for supporting phytosanitary capacity development. Increased application of PCE by many countries would ensure that projects do not duplicate activities and contribute to progressive growth in specific areas. The training of PCE facilitators is an essential activity of the short term capacity development work programme of the IPPC. Further information about the PCE tool and the process of its application is provided in the guidelines and descriptors available on the IPPC website².

5. Ownership and stakeholder commitment

The primary stakeholders who will actively support this project include governments and relevant departments from countries; the Centre of phytosanitary excellence (COPE) in Kenya which would be involved in leading future refresher courses to sustain the long term impact of the project; managers of intergovernmental and governmental entities, NPPOs and the RPPOs.

The partnership with COPE and other intergovernmental and governmental entities is essential to ensure that PCE facilitators trained under this project are available to guide PCE application in countries. At the country level, the PCE process will be led by the relevant government department with support from the PCE facilitator and the participation of representatives of the public and the private sector.

At the regional level, the relevant RPPO's will play an important role to support the development of national action plans of its member countries, consolidate common elements

¹ Center of Phytosanitary Excellence- Africa (COPE- AFRICA), see: <http://www.africacope.org/>

² <https://www.ippc.int/core-activities/capacity-development/phytosanitary-capacity-evaluation>

of national plans and develop regional actions as well as to provide logistical and other types of support to activities proposed by this project.

The IPPC is directly linked to FAO's Plant Protection and Production Division and has access to resources and expertise necessary to support facilitators in guiding PCE applications in countries. While the FAO and IPPC role may lessen over time as the pool of facilitators grows and can operate on their own, the IPPC Secretariat would stay involved in the future by maintaining the PCE tool and supporting the facilitators to incorporate these updates into their practice. The IPPC Secretariat fully supports this proposal and will commit staff time, financial and other resources to implement the project and ensure its success.

6. Public-public or public-private cooperation

The project focuses on development of a pool of individuals and initially there will be no specific private sector outreach in this project, although individuals from all backgrounds will be considered and evaluated as candidates. The IPPC Capacity Development Committee (CDC), which oversees improvement of the National Phytosanitary Capacity Building Strategy and its work plan and will be the steering committee for this project, may identify other private entities and individuals that have particular expertise, skills and experiences which may be needed to contribute to specific aspects of project activities such as evaluation of the candidates and development of adult-learning materials. Such persons, entities or institutions may subsequently be included in the project. The process of PCE application encourages full public-private participation for the design of the national action plans that address priority gaps identified taking into account interests of private sector.

II. PROJECT GOAL, OBJECTIVE, OUTPUTS & ACTIVITIES (LOGICAL FRAMEWORK)

7. Project Goal / Impact

The goal of the project is to improve the performance of phytosanitary systems of countries. This will be accomplished in the medium term through addressing the gaps in phytosanitary frameworks that are identified using the PCE tool. By enhancing countries' access to suitable PCE facilitators, it is expected that there will be an increase in the number of countries evaluating their phytosanitary capacity and using the results of PCE. These results are used in designing national phytosanitary action plans to improve their plant health status for better trade through sustained phytosanitary good practice, which addresses both the goal of the project and the objectives of the STDF. These action plans would form the basis for future work both through technical assistance (which would be better coordinated with the country's action plan already outlined) as well as for engaging the national-level processes

to increase budget allocations to the necessary levels to support fully functioning national phytosanitary programs.

8. Target Beneficiaries

The main beneficiaries of this project are national phytosanitary systems that will benefit from increased opportunities to conduct an objective, structured evaluation of the gaps in their capacity and action planning process to address these needs. In addition, the specific individuals trained will benefit by acquiring competencies needed to apply the PCE tool. In strengthening their phytosanitary systems, NPPOs would collectively contribute to improving the global phytosanitary status and enhance safe agricultural trade. In addition, the project will benefit IPPC contracting parties and WTO members and non-members.

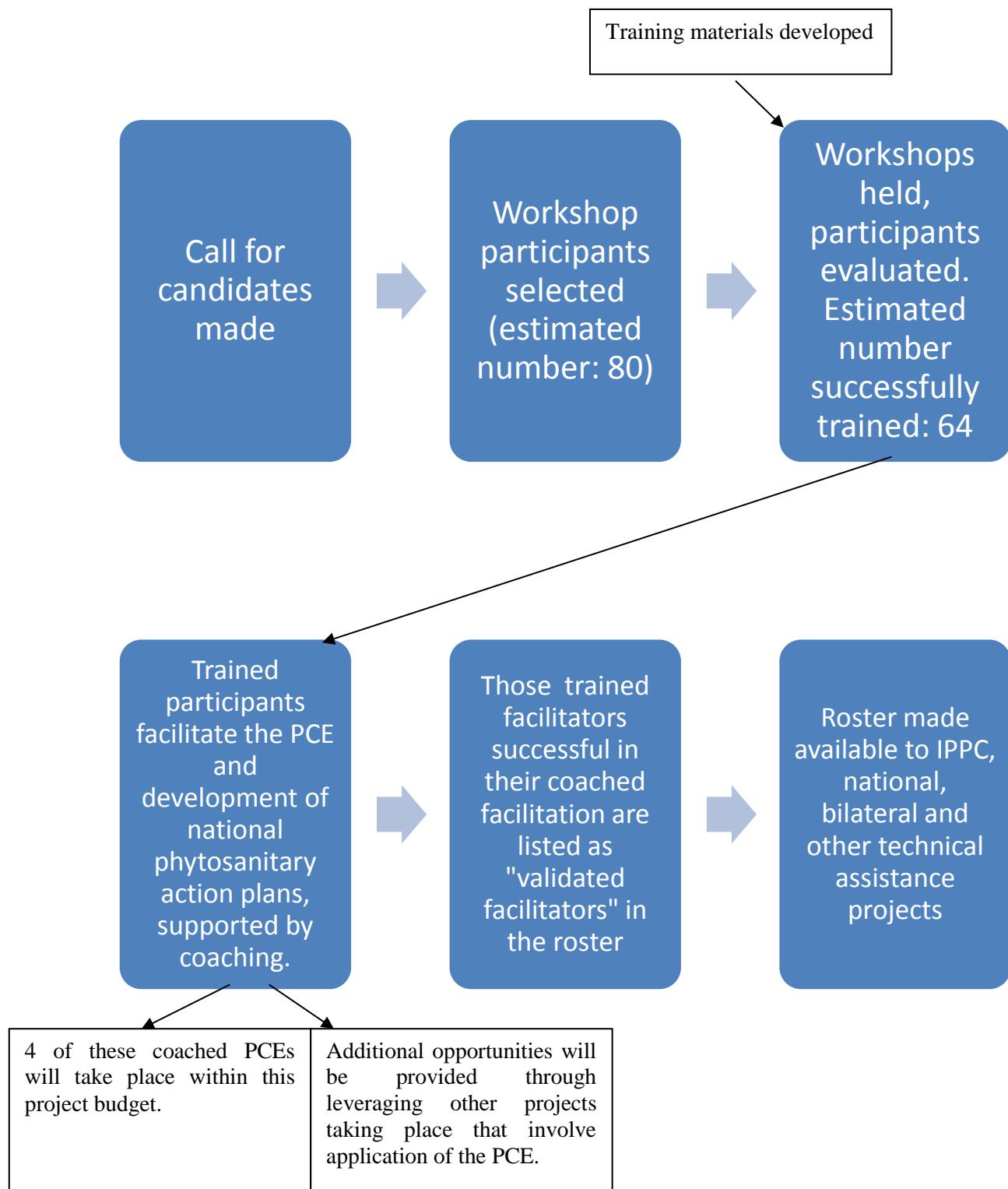
Other beneficiaries of the project include persons and industries involved in agricultural value chains, particularly farming communities and those involved in trade in plants and plant products (producers, exporters, importers), as well as consumers who will benefit from improved trade resulting from good performance of national phytosanitary systems.

9. Project objective, outputs and activities (including logical framework and work plan)

The immediate objective of this 30 month project is to broaden and enhance the expertise needed to facilitate the application of the PCE tool by countries. Deliverables for the project include:

- training materials on PCE facilitation developed (and made available in English, Arabic, French, Russian and Spanish)
- Model format for national phytosanitary action plan developed
- Pool of 80 individuals trained as PCE facilitators during workshops
- Sub-pool of individuals approved as PCE facilitators (according to criteria set by the project steering committee)
- Roster of PCE facilitators developed
- 4 PCEs facilitated with newly trained facilitators, which would validate those facilitators to be listed in the Roster
- trained facilitators linked with additional opportunities to apply the tool in practice in order to grow the roster
- Fact sheet developed
- Information on PCE facilitator roster disseminated

The major activities of the project are outlined below and further elaborated in the attached work plan (Annex 2). In addition, a visual summary is provided below:



(i) *Preparing training materials*

The project will develop training resources and use these to train a pool of experts to serve as PCE facilitators. The resources will be prepared based on the various modules of the

PCE tool and will consist of a general instruction on identification of key elements of phytosanitary systems, the competences required for the effective implementation of the ISPMs and the gaps in existing capacity. The training programme will include hands-on exercises with case studies based on actual PCE results. The modules related to action planning, problem analyses and facilitation techniques will be included. The programme content will be planned by the IPPC Secretariat and the project steering committee (the CDC) will review and provide comments before its preparation. Experts would be recruited as required to participate in the elaboration of the training resources.

(ii) *Identification of candidates*

The candidates to be trained under the project will be identified through a call by the IPPC Secretariat to NPPOs, RPPOs and other IPPC partners (IICA, IDB, STDF, etc.). The call will provide the minimum requirements for the selection of candidates (see Appendix 7) and a description of the selection process. The selection will involve the use of a consultant versed in pre-testing potential trainees for adult education and process facilitation skills to guide the scrutiny of applicants. The trainees will have to demonstrate strong phytosanitary knowledge as a principal requirement for ensuring the success of future PCE application by countries. The candidates may or may not be currently serving in NPPOs.

It is envisaged that a target pool of 80 candidates will be selected for the training. Efforts will be made to have a regional balance of candidates (to ensure that competence for the implementation of the PCE is developed in various FAO regions and future availability of facilitators with various language skills and regional contextual knowledge). However, the exact number of candidates representing a specific region will depend on interest and suitability of the selected candidates. Selected candidates will confirm their availability to be used subsequently as facilitators in various countries as part of the validation of their training. This may include facilitation of the PCE in projects managed by the IPPC Secretariat or through other initiatives that include application of the PCE.

Associated sub-activities will be identification of suitable time and location for the workshops. The workshops will take place, each over a period of 2 weeks, in 4 locations in Africa, Europe, Asia and Central America. The venues will be chosen based on the suitability of locations with due regard to ease of travel, suitability of hosting institutions, cooperation of host NPPOs and other host organizations (such as RPPOs) and costs.

(iii) *Training candidates through global workshops (Phase 1)*

Four global training workshops will be held to train and evaluate potential PCE facilitators. The workshop participants will be tested throughout the training in role plays and hands-on exercises. All trainings will have integrated evaluation exercises based on criteria to be developed by the IPPC Secretariat and the project steering committee. The participants that exceed the evaluation criteria will be considered to have been “trained”. For project planning purposes it is estimated that 80 percent of the participants will succeed in passing these tests to be considered “trained.”

(iv). *Validation of the trained facilitators (Phase 2)*

A trained facilitator (that successfully passed the evaluation from the training workshop) must facilitate the PCE and assist the NPPO to develop a draft national phytosanitary action plan in order to be included in the Phytosanitary Resources roster as a “validated” PCE facilitator. During this validation phase, the facilitators will be closely coached by the IPPC Secretariat.

This project will include four applications of the PCE that will be used to coach and validate the trainee facilitators. Those applications of the PCE would result in at least four trained facilitators being validated (in some cases a small group of trained facilitators may be involved which would allow for more facilitators to be validated, but this depends on the selections made by countries applying the PCE as they select and approve their own facilitator). The PCE process includes conducting national workshops with a wide range of stakeholders. These national workshops will be conducted with IPPC Secretariat support for additional coaching in facilitation. In addition, these national stakeholder workshops will help field testing the training package and collecting useful suggestions and input for further improvement.

In addition to these four applications of the PCE funded by this project, there are currently more than 20 pending requests (including 1 region) to the IPPC Secretariat for PCE application. Due to this high demand, additional resources will be allocated, as a priority, from other sources such as TCPs and TCFPs or with other partners (RPPOs, STDF, WB etc.) to deploy other facilitators who have successfully completed the training in order to facilitate PCE application in more countries. The sustained use of successful trainees will be a key indicator of the impact of this project.

10. Risks

Risk	Impact	Probability	Mitigation/Assumptions
Uncertainty about confidentiality	Medium	Medium	IPPC will ensure that all approved

of the information accessed by facilitators during PCE application			facilitators and other public as well as private sector officials involved in the PCE implementation sign the confidentiality agreement that has been developed to protect the information contained in the PCE tool as well as the country information gathered during application of the PCE tool
Lack of will of countries to identify and nominate suitable potential PCE facilitators and subsequently engage these in training their NPPO staff	Medium	Low	Minister-level support is required for use of the PCE in order to ensure that there is high-level buy-in to select an appropriate facilitator and utilize the facilitator for national-level training.
Approved facilitators not honouring commitment to serve when needed by countries	Medium	Medium	The CDC will ensure that validity of authorization is reviewed from time to time and strike off its register the names of non performing facilitators

III. BUDGET

11. Estimated budget

The total estimated cost of this project is US \$ 1,194,404.32 of which the STDF is requested to fund US \$734,088.32. The FAO/IPPC, as the implementation agency, will contribute US\$ 308,920.00 as in kind contributions (staff time, training resources, etc.), while an amount of US\$ \$151,396.00 will be sought from other sources, mainly by leveraging on Technical Cooperation Programmes (TCPs) and Technical Cooperation Project Facilities (TCPFs) (See Appendix 3 for the detailed budget estimates). The budget table therefore has an additional column of estimated resources that will be sought from a variety of potential sources (viz. TCPs and TCPFs)

Funding criteria for participation:

- Funding will exclusively be provided to developing and least developed countries and contracting parties to the IPPC Convention.
- experts shall be selected on the basis of technical expertise and shall follow the IPPC call for experts process for selection or direct selected from the IPPC experts roster.
- Information on the possibility to participate and the conditions for making the request for participation will be available on the IPPC Web site.
- Payments of training costs for approved participant will cover only international travel (economy class and by the most direct route), daily subsistence allowance and insurance.

12. Cost-effectiveness

The co-ordination of planning and running the workshops will require some of IPPC Secretariat staff resources (time, internet and travel). This project aims at training a pool of 80 people globally on the use of the PCE in four workshops and their validation. The global coverage of the workshops will have a benefit for technical assistance providers by enabling future access to the phytosanitary capacity evaluation experts near to the sites of activities in needs assessment work. Similarly, it would enable countries to have quicker access to expertise needed to conduct phytosanitary capacity evaluation than is currently the case. Assuming that 80% of the first pool of trainees will pass the theoretical part of the training, they will be required to validate their training by facilitating a PCE in their own countries or elsewhere as required by the IPPC Secretariat (see Chapter 9 (iv)). This would mean that potentially over 60 PCEs will be applied as part of the process in the best case scenario. Even in the worst case scenario not all the trainees who complete the first phase would initiate a PCE application in their country or elsewhere to be validated as a PCE facilitator, yet this project would still be cost-effective because training professionals from different countries and regions on the application of the PCE ensures that the pool of trained facilitators increases significantly.

IV. PROJECT IMPLEMENTATION & MANAGEMENT

13. Implementing 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, Capacity Development Officer Orlando Sosa, Implementation Review and Support System (IRSS) Officer
Telephone:	+39-06-570-53588/55322/53613
E-mail address:	ippc@fao.org

Project management

The institutional structure of the implementation of all activities funded under the project will be established under the leadership of the International Plant Protection Convention Secretariat as described below:

A: Steering Committee - The Steering Committee will be the IPPC Capacity Development Committee. The CDC includes regional representation and as such is well placed to serve as the steering committee of the project. The IPPC Secretariat and CDC will collaborate to

develop the project implementation plan taking into account the needs of developing countries in line with the IPPC capacity development strategy and work plan.

The CDC will advise the IPPC Secretariat on the selection of participants in the workshops and training materials required. The CDC will also provide guidance on the relevant country / region needs to be addressed by the workshops. It will also advise and ensure participation of the various public or private organizations or persons (experts) best suited to collaborate in the project. The CDC will be involved in all aspects of planning, coordination, facilitation, implementation and evaluation activities of the project. The STDF will be invited to participate in CDC meetings with observer status.

B: The Lead Technical Officer (LTO) – the Capacity Development Officer of the IPPC is the LTO for the project. The LTO will be responsible for:

- i. Project implementation, review and monitoring.
- ii. Clearing expenditure proposals
- iii. Finalizing activity schedules, and deciding on the mode of implementation in consultation with the CDC.
- iv. Providing technical clearance of consultant ToRs and reports
- v. Take mid-term corrective actions as the case necessitates.
- vi. 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 (to address operational, administrative and other related matters).

C. IPPC Secretariat – IPPC 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 IPPC Secretariat shall also ensure that the proper linkage is made with other relevant teams of FAO in the development of the products of the project as necessary.

V. REPORTING, MONITORING & EVALUATION

14. Project reporting

Project Implementation Reports (PIR):

The IPPC Secretariat will prepare Project Implementation Reports (PIR) on a half yearly basis for submission to the STDF Secretariat. These will include reports from other relevant of activities that have taken place during the reporting period (such as workshops and CDC meetings).

Financial reporting

The standard financial reporting (including schedule) of the FAO using the ORACLE system shall be used to report to the STDF. A full financial report shall be presented by the IPPC within three months after the ending of the project.

Terminal Statement:

The IPPC in consultation with the CDC will prepare a final report of project activities for submission to WTO-STDF. A draft will be produced by the 23rd month of project implementation. The terminal statement will be prepared in accordance with established FAO guidelines.

15. Monitoring and evaluation, including performance indicators

The CDC will be the main monitoring and oversight mechanism for the project. The IPPC Secretariat will provide the general administrative and financial services and project monitoring following established procedures in FAO-ORACLE. 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 the CDC to be held after the official start of the project will review and, where necessary, adjust the proposed work plan, review and set targets and identify progress indicators. Periodic evaluation by the STDF of overall project progress is encouraged, including through its participation as an observer in the CDC.

16. Dissemination of the projects results

The training materials developed through this project will be translated into as many FAO languages as resources allow and made available online to provide broad access to these resources by countries, technical assistance providers and others. In addition, contracting parties will be able to access the list of the validated PCE facilitators through the roster of experts. The project will produce and disseminate a fact sheet on achievements and lessons learned. The IPPC Phytosanitary resources page will be the principal mechanism for distribution of information. In addition, the candidates that successfully complete training will be highlighted in the IPPC roster of experts hosted on the page.

17. Sustainability

The IPPC has been in existence since 1952 and its programme and organization has evolved to maintain its relevance to the changing needs of its 179 members. The IPPC receives support from FAO to the tune of approximately USD 3 million per annum and a further USD 1 million in contributions from donors. In addition the IPPC manages a range of USD 2-3 million's worth of projects per year for capacity development in developing and least developed countries. The demand for IPPC services is increasing and reflected in the decision of its governing body to actively seek collaborators in the delivery of its capacity development activities. In 1999 IPPC developed a system to evaluate the NPPO's phytosanitary capacity. Since then the system has evolved and improved and is now in its third iteration. It has been applied in more than 90 countries and is used as a basis to develop national phytosanitary strategies and action plans. The PCE tool has been recognized by a number of donor and technical assistance providers as a basis to determine the type and level of funding or assistance they can provide. IPPC liaises with a number of MEAs and trade related organizations to coordinate global, regional and national activities. IPPC is represented on the SPS committee of the WTO and the STDF, the latter being a global coordination mechanism for technical assistance in the SPS arena.

Phytosanitary capacity evaluation is a core activity in the capacity development work programme of the IPPC and the National Phytosanitary Capacity Building Strategy and is a requirement for seeking technical assistance in the area of phytosanitary capacity development. In addition, after initial application of the PCE it is recommended to repeat the process on a five-year cycle. Due to the dynamic nature of the global plant health situation and its implications in trade, the demand of countries for qualified facilitators of the PCE is likely to remain a dominant feature in national phytosanitary systems in the coming years.

Over time as the pool of validated facilitators grows in size and use, the role of the IPPC Secretariat in facilitation of the PCE may diminish. This would free up human resources to focus on other capacity development priorities including maintaining the PCE tool to stay up to date with emerging phytosanitary issues and addressing other activities in line with the IPPC capacity development strategy and work plan.

ATTACHMENTS

APPENDIX 1: Logical Framework

Objectives	Performance Indicators	Means of Verification	Assumptions / Risks
Goal: Performance of phytosanitary systems of countries improved	Increase in reports of contracting parties showing active participation in IPPC activities Improved implementation of IPPC and ISPMs	Statistics and databases of FAO, WTO, WB, UNCTAD, etc. IRSS data	No significant change in global economic, and climatic parameters that exacerbate pest situations and hamper the current phytosanitary situation
Purpose: To enhance capacity of countries to evaluate their phytosanitary capacities	Country development plans increasingly adopting strategies derived from PCE. Improved budgetary support to phytosanitary capacity development. At least 10 action plans produced and published.	PCE evaluation reports IRSS data CPM reports RPPO reports	Approved facilitators not honouring commitment to serve when needed by countries. Decision-makers are sensitized and support resource allocation to NPPOs. Country use PCE facilitators for training and advice on evaluate their phytosanitary systems.
Output: IPPC contracting parties and technical assistance providers have access to a growing pool of validated PCE facilitators	At least 10 facilitators validated, approved and listed in the roster of experts by the IPPC by the end of the project. At least 10 PCEs facilitated by approved facilitators by the end of the project.	Project reports. IPPC annual reports to CPM. CDC reports. IPPC phytosanitary resource page roster of experts logs. STDF and other partner reports.	Lack of will of countries to identify and nominate suitable potential PCE facilitators and subsequently engage these in training their NPPO staff. There is sufficient interest by experts meeting the selection criteria to participate in the training program to establish an adequate pool of expertise.
Activity 1: Pool of professionals selected and trained on the PCE Activity 2: Trained experts validated as PCE facilitators Activity 3: Training package improved, tested and PCE applied in at least 4 countries	PCE facilitators training package available in at least 5 FAO languages PCE tool updated and available in at least 5 FAO languages	Regional Plant Protection Organizations (RPPO) reports. IPPC CPM reports. CDC meeting reports. Training evaluation reports. Reports to STDF.	Contracting parties respond to IPPC call for nominations of experts. Selected trainees successfully complete the training and qualify to serve countries as PCE facilitators. Countries agree to apply the PCE and support the trainee facilitator.

APPENDIX 2: Work Plan

Activities	Responsibility	Year 1				Year 2				Year 3			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1: Pool of professionals selected and trained on the PCE													
1.1: Constitute project management team and project steering committee	IPPC	X											
1.2: Finalize project execution plan, training programmes and set timeline for project activities	CDC/IPPC	X											
1.3: Establish the list of topics for the training workshops and delimit the extent of course coverage	IPPC		X										
1.4: Review and assign tasks and responsibilities for project execution.	CDC/IPPC	X	X										
1.5 Select the candidates to be trained at the global workshop (including call for nominations, facilitation skills testing).			X										
1.6 Prepare training package			X	X									
1.7: Consult with relevant hosting institutions / workshop organizers / resource persons	IPPC		X	X									
1.8: Procure resources and facilities for conducting global workshops	IPPC			X									
1.9: Conduct global training workshops	IPPC			X	X	X	X						
1.10: Develop indicative country phytosanitary action plans for use by facilitators in subsequent PCE trainings	Trainees / IPPC					X							
2: Trained experts validated as PCE facilitators													
2.0: Trained experts will apply the PCE in their own countries or other countries as required					X	X	X						
2.1: Provide coaching to trained experts on application of PCE and elaboration of draft NPAP as necessary					X	X	X						
2.2: Approve successful trainees to serve as PCE facilitators						X	X	X					
3: Training package improved, tested and PCE applied in 4 developing countries													
3.0: Evaluate the training workshops and compile reports with recommendations for improvement	CDC/IPPC				X	X	X						

3.1: Review training programmes and improve training materials based on workshop evaluation reports	IPPC/Trainees						X					
3.2: Consult with relevant hosting institutions / workshop organizers	IPPC					X						
3.3: Procure training resources	IPPC					X						
3.4: Trainees facilitate PCE application in 4 developing countries with IPPC Secretariat supervision	IPPC/Trainees					X	X	X	X			
3.5: Approve successful trainees to serve as PCE facilitators and validate training package	IPPC									X		
3.6: Publish / post project results, including list of approved PCE facilitators on IPP	IPPC/Trainees									X		

APPENDIX 3: Budget (US \$)

	STDF	In-kind/Regular budget allocation	Extra budgetary resources
Activity 1: Pool of professionals selected and trained on Phytosanitary Capacity Evaluation (PCE)			
1.1: Constitute project management team and project steering committee (budgeted under Activity 1.4 below)			
1.2: Finalize project execution plan, training programmes and set timeline for project activities (budgeted under Activity 1.4 below)			
1.3: Establish the list of topics for the training workshops and delimit the extent of course coverage (budgeted under Activity 1.4 below)			
1.4 and 1.5: Conduct CDC meetings to review, assign tasks and responsibilities for project execution and final selection of trainees.			
(ii) Facilities for two meetings (two other meetings will take place in FAO, facilities are in-kind contribution)	5596	0	0
(iii) Travel & DSA for 4 developing country CDC members at 4 meetings (2 in FAO and 2 elsewhere) (4 x 4 @ 5,000 each)	40000	40000	0
(iv) Travel & DSA for 1 IPPC Secretariat staff at 2 meetings (2 x 2 @ 5,000)	20000	0	0
1.6: Prepare training package			
(i) Prepare training kits and lesson plans (including selection and coaching consultant - 15 days @ 420/day plus travel and DSA)	19500		
(ii) Translation costs(French, Spanish, Russian, Arabic)	60000	20000	40000
1.7: Consult with relevant hosting institutions / workshop organizers / resource persons			
(ii) General services (5 days @ 450)	0	2250	0
1.8: Procure resources and facilities for conducting the regional workshops			
(i) 12 sets of training kits (PCE manual, background documents on IPPC, memory sticks, facilitation wall (3.5mx1.5m);king size rhombus cards, other consumables)	6000	0	0
(ii) Hosting logistics & services (4 @ 4,000)	16000	0	0
(v) Catering provisions for 23 people for 4 workshops	5000	0	0
(vi) Interpretation services (interpreters at the workshops)	25000	0	0
(viii) General services (10 days x 4 @ 450)	0	18000	0
1.9: Conduct 4 global training workshops			
(i) travel & DSA for trainees (20 persons at 4 workshops each lasting 10 days @ 2,500)	200000	0	0
(ii) Travel & DSA for IPPC Secretariat staff/resource persons (3 persons at 4 workshops each lasting 10 days @4,000)	48000	0	0
(iv) General services (2 persons at 40 days @ 450)	0	36000	0
1.10: Develop indicative country phytosanitary action plans for use of facilitators in subsequent PCE (see 1.6 above)			
Activity 2: Trained experts validated as PCE facilitators			
2.1: Provide coaching to trained experts on application of PCE and elaboration of draft NPAP as necessary			

2.2: Approve successful trainees to serve as PCE facilitators			
(i) Technical support service (0.5 days @ 759)		380	0
Activity 3: Training package tested and PCE applied in 4 developing countries			
3.0: Evaluate the training workshops and compile reports with recommendations for improvement			
3.1: Refine resources for training and consolidate into training packages			
(i) Technical support service (10 days @ 759)	7590	1410	0
3.2: Consult with relevant hosting institutions / workshop organizers			
(ii) General services (5 days @ 450)	0	2250	0
3.3: Procure training resources			
(i) 12 sets of training kits (PCE manual, background documents on IPPC, memory sticks, facilitation walls (3.5mx1.5m); king size rhombus cards, etc.)	6000	0	0
(ii) Hosting logistics & services (4 @ 4,000)	16000	0	0
(v) Catering provisions for 22 people for 4 workshops	5000	0	0
(vi) General services (10 days @ 450)	0	18000	0
3.4: Apply PCE in 4 developing countries			
(i) Travel & DSA for IPPC Secretariat staff (1 person in 4 workshops for 10 days @4,000)	16000	0	0
(ii) Travel & DSA for qualified facilitators (1 person in 4 workshops for 10 days @ 2,500)	10000	0	90000
(iv) General services (40 days @ 450)	0	18000	0
3.5: Approve successful trainees and validate training package			
(i) Technical support service (0.5 days @ 759)		380	0
3.6: Publish / post project results, including details of approved PCE facilitators on IPP			
Project support, servicing and operational costs			
(i) Technical support services (coordinating day-to day operational project work, developing training materials, letters of agreements, linkage and correspondence with hosting institutions, consultants, etc.) : total of 248 days at 900 USD (to which STDF contributes 650 USD per day for only 205 days)	133250	89750	0
(ii) Additional general services (equipment, transport, venue and accommodation arrangements, communication, software, etc.)	0	40500	0
(iii) IT support (2 persons @ 20% of time each @ 5,000 per person for 5 months	10000	22000	0
(iv) FAO reporting costs	6500		
(vi) General operating expenses: e.g. arrangements for transport, hotels, coffee breaks, hospitality, other consumables, etc.	0	0	21396
Sub-Total	655436	308920	151396
(vi) Project servicing (@ 12% of STDF funding	78652.32	0	0
Total	734088.32	308920	151396
GRAND TOTAL (total STDF+overhead+total co-funding)	\$ 1,194,404.32		

Appendix 4: Letters of support from organizations that support the project request

Mr. Melvin Spreij
Standards and Trade Development Facility
World Trade Organisation
Rue de Lausanne, 154
CH 1211, Geneva

19 July 2012

STDF Proposal: "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators"

I have read with interest a new IPPC project proposal on "**Training of Phytosanitary Capacity Evaluation (PCE) Facilitators**" to be submitted for STDF funding consideration. We support its implementation by the International Plant Protection Convention (IPPC).

The **Ministry of Agriculture, Forestry and Fisheries, Government of Japan** wishes to express its support for the presentation of the project proposal "**Training of Phytosanitary Capacity Evaluation (PCE) Facilitators**" for STDF funding consideration.

The project addresses the need to improve the performance of phytosanitary systems of countries. By enhancing access of countries to expertise needed to facilitate PCE application, it is expected that there will be an increase in the number of countries evaluating their phytosanitary capacity and using the results of PCE in designing action plans to improve their plant health status for better trade through sustained phytosanitary good practice. The successful trainees in this project will be available to NPPOs as facilitators of phytosanitary capacity evaluation and will spread the expertise in the application of the PCE tool across many countries and regions.

This letter reaffirms our intention and willingness to work with the IPPC as a partner and member of the Expert Working Group on Capacity Development to implement the project to train phytosanitary experts to serve countries as PCE facilitators.

Sincerely,



Masato FUKUSHIMA (Mr.)
Director of Plant Quarantine Office
Plant Protection Division, Food Safety and Consumer Affairs Bureau,
Ministry of Agriculture, Forestry and Fisheries,
Government of Japan
1-2-1 Kasumigaseki, Chiyoda-ku,
Tokyo, Japan



Animal, Plant and Fisheries
Quarantine and Inspection Agency

175 Anyang-ro, Maner-gu, Anyang-si, Gyeonggi-do 430-757, Korea
T. 82 31 467 1700 F. 82 31 467 1938
www.qa.go.kr

Mr. Melvin Spreij
Standards and Trade Development Facility
World Trade Organisation
Rue de Lausanne, 154
CH 1211, Geneva

STDF Proposal: "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators"

I have read with interest a new IPPC project proposal on "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators" to be submitted for STDF funding consideration. We support its implementation by the International Plant Protection Convention (IPPC).

The Dept. of Plant Quarantine, Animal, Plant and Fisheries Quarantine and Inspection Agency/MIFAFF, Rep. of KOREA wishes to express its support for the presentation of the project proposal "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators" for STDF funding consideration.

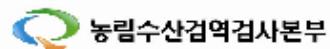
The project addresses the need to improve the performance of phytosanitary systems of countries. By enhancing access of countries to expertise needed to facilitate PCE application, it is expected that there will be an increase in the number of countries evaluating their phytosanitary capacity and using the results of PCE in designing action plans to improve their plant health status for better trade through sustained phytosanitary good practice. The successful trainees in this project will be available to NPPOs as facilitators of phytosanitary capacity evaluation and will spread the expertise in the application of the PCE tool across many countries and regions.

This letter reaffirms our intention and willingness to work with the IPPC as a partner and member of the Expert Working Group on Capacity Development to implement the project to train phytosanitary experts to serve countries as PCE facilitators.

Sincerely,

Tae-Woong HUR

Director General
Dept. of Plant Quarantine, QIA
Ministry for Food, Agriculture, Forestry and Fisheries.
The Republic of Korea



Mr Martin Ward
Room 10GA07,
Sand Hutton,
York, Y41 1LZ
e-mail: martin.ward@fera.gsi.gov.uk
Telephone: +44 (0)1904 465634
Website: www.fera.defra.gov.uk/



5 July 2012

Mr. Melvin Spreij
Standards and Trade Development Facility
World Trade Organisation
Rue de Lausanne, 154
CH 1211, Geneva

Dear Mr Spreij

STDF Proposal: "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators"

I have read with interest a new IPPC project proposal on "**Training of Phytosanitary Capacity Evaluation (PCE) Facilitators**" to be submitted for STDF funding. The project would be implemented by the Secretariat of the International Plant Protection Convention (IPPC).

The project addresses the need to improve the performance of phytosanitary systems of countries. Increasing countries' access to expertise needed to facilitate application of the PCE should increase the number of countries taking steps to evaluate their phytosanitary capacity. These countries would use the results of PCE to develop action plans to improve their plant health status, leading to better trade and protection of biodiversity through sustained phytosanitary good practice. The successful trainees in this project will be available to NPPOs as PCE facilitators and will broaden the availability of expertise in the application of the PCE tool across countries and regions.

As Chief Plant Health Officer for the United Kingdom I wish to express support for the project proposal "**Training of Phytosanitary Capacity Evaluation (PCE) Facilitators**" which is being presented for STDF funding.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Martin Ward".

Martin Ward
UK Chief Plant Health Officer

Sand Hutton, York
YO41 1LZ, UK

Tel +44 (0)1904 462000
Fax +44 (0)1904 462111





JABATAN PERTANIAN
(Department of Agriculture)
BAHAGIAN PERLINDUNGAN TANAMAN & KUARANTIN
TUMBUHAN
(Plant Protection & Quarantine Division)
TINGKATI 1 - 3, WISMA TANI
JALAN SULTAN SALAHUDDIN, 50632 KUALA LUMPUR
Telefon: 03-2691400 Fax: 03-26913550 : 03-26913530



Ref : JPPTK 207/KIE/468/B/01/JLB 1(33)
Date : 29 JUNE 2012

Mr. Melvin Spreij
Standards and Trade Development Facility
World Trade Organisation
Rue de Lausanne, 154
CH 1211, Geneva

STDF PROPOSAL: "TRAINING OF PHYTOSANITARY CAPACITY EVALUATION (PCE) FACILITATORS

I have read with interest a new IPPC project proposal on "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators" to be submitted for STDF funding consideration. We support its implementation by the International Plant Protection Convention (IPPC).

The Department of Agriculture Malaysia wishes to express its support for the presentation of the project proposal "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators" for STDF funding consideration.

The project addresses the need to improve the performance of phytosanitary systems of countries. By enhancing access of countries to expertise needed to facilitate PCE application, it is expected that there will be an increase in the number of countries evaluating their phytosanitary capacity and using the results of PCE in designing action plans to improve their plant health status for better trade through sustained phytosanitary good practice. The successful trainees in this project will be available to NPPOs as facilitators of phytosanitary capacity evaluation and will spread the expertise in the application of the PCE tool across many countries and regions.

This letter reaffirms our intention and willingness to work with the IPPC as a partner and member of the Expert Working Group on Capacity Development to implement the project to train phytosanitary experts to serve countries as PCE facilitators.

Yours Sincerely,

[YUSOF BIN OTHMAN]
Acting Director
Crop Protection and Plant Quarantine Division
For Director General
Department of Agriculture Malaysia



Harap maklumat bila segan x rasa kuat apabila mengira cub



Republic of Nauru
Department of Justice & Border Control
Quarantine Division

Mr. Melvin Spreij
Standards and Trade Development Facility
World Trade Organisation
Rue de Lausanne, 154
CH 1211, Geneva

STDF Proposal: "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators"

I have read with interest a new IPPC project proposal on "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators" to be submitted for STDF funding consideration. We support its implementation by the International Plant Protection Convention (IPPC).

The Ministry of Justice & Border Control/Nauru Quarantine Division wishes to express its support for the presentation of the project proposal "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators" for STDF funding consideration.

The project addresses the need to improve the performance of phytosanitary systems of countries. By enhancing access of countries to expertise needed to facilitate PCE application, it is expected that there will be an increase in the number of countries evaluating their phytosanitary capacity and using the results of PCE in designing action plans to improve their plant health status for better trade through sustained phytosanitary good practice. The successful trainees in this project will be available to NPPOs as facilitators of phytosanitary capacity evaluation and will spread the expertise in the application of the PCE tool across many countries and regions.

This letter reaffirms our intention and willingness to work with the IPPC as a partner and member of the Expert Working Group on Capacity Development to implement the project to train phytosanitary experts to serve countries as PCE facilitators.

Sincerely,

A handwritten signature in blue ink.

A/Secretary of Justice & Border Control

A handwritten signature in blue ink.

Minister of Justice & Border Control

SPC Suva Regional Office
Private Mail Bag
Suva
Fiji Islands
Telephone +679 337 0753
Fax +679 377 0021



SPC Headquarters
BP D5
98839 Noumea Cedex
New Caledonia
Telephone +587 26 20 00
Fax +587 26 38 18

SPC File no.:

Date: 9th July, 2012

Mr Melvin Sprejí
Standard and Trade Development Facility
World Trade Organisation
Rue de la Lanssanne, 154
CH 1211, Geneva

STDF Proposal: "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators"

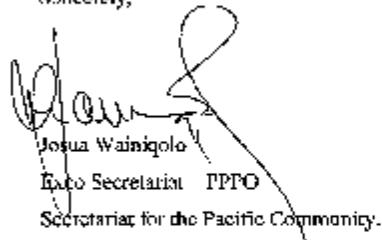
I have read with interest a new IPPC project proposal on "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators" to be submitted for STDF funding consideration. We support its implementation by the International Plant Protection Convention (IPPC).

The Secretariat for the Pacific Community (SPC) wishes to express its support for the presentation of the project proposal "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators" for STDF funding consideration.

The project addresses the need to improve the performance of phytosanitary systems of countries. By enhancing access of countries to expertise needed to facilitate PCE application, it is expected that there will be an increase in the number of countries evaluating their phytosanitary capacity and using the results of PCE in designing action plans to improve their plant health status for better (rule through sustained phytosanitary good practice). The successful trainers in this project will be available to NPPCs as facilitators of phytosanitary capacity evaluation, and will spread the expertise in the application of the PCE tool across many countries and regions.

This letter reaffirms our intention and willingness to work with IPPC as a partner and member of the Expert Working Group on Capacity Development to implement the project to train phytosanitary experts to serve countries as PCE facilitators.

Sincerely,



Josua Wainiqolo
Exco Secretary - PPPO
Secretariat for the Pacific Community.

SPC Headquarters: Noumea, New Caledonia. Regional offices: Suva, Fiji Islands, and Pohnpei, Federated States of Micronesia.
Country office: Honiara, Solomon Islands.
For contact details - Website: www.spc.int Email: spc@spc.int



Mr. Melvin Spreij
Standards and Trade Development Facility
World Trade Organisation
Rue de Lausanne, 154
CH 1211, Geneva

Dear Mr Spreij

STDF Proposal: Training of Phytosanitary Capacity Evaluation (PCE) Facilitators

I have read with interest a new International Plant Protection Convention (IPPC) project proposal on "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators" to be submitted for STDF funding consideration.

On behalf of the Australian Government Department of Agriculture Fisheries and Forestry I wish to express support for the presentation of the project to the STDF. I also support its implementation by the IPPC.

The project addresses the need to improve the performance of phytosanitary systems of countries. By enhancing access of countries to expertise needed to facilitate PCE application, it is expected that there will be an increase in the number of countries evaluating their phytosanitary capacity. We further expect that countries will use the results of PCE to design action plans to implement good phytosanitary practice and thereby improve their plant health status for better trade. The successful trainees in this project will be available to National Plant Protection Organisations as facilitators of phytosanitary capacity evaluation and will spread the expertise in the application of the PCE tool across many countries and regions.

This letter reaffirms our intention and willingness to work with the IPPC as a partner and member of the Expert Working Group on Capacity Development, which will provide oversight to the project.

Yours sincerely

Ms Lois Ransom
Assistant Secretary
Biosecurity Plant Division
Lois.Ransom@daff.gov.au

3 July 2012



SECRETARY OF AGRICULTURE

Government of the Cook Islands

P.O. Box 96, Rarotonga, Cook Islands Phone: (682) 28711 Fax: (682) 21881 Email: mat.purea@agriculture.gov.ck

5 July 2012

Mr. Melvin Spreij
Standards and Trade Development Facility
World Trade Organisation
Rue de Lausanne, 154
CH 1211, Geneva

STDF Proposal: "Training of Phytosanitary Capacity Evaluation (PCE) Facilitators"

I have read with interest a new IPPC project proposal on "**Training of Phytosanitary Capacity Evaluation (PCE) Facilitators**" to be submitted for STDF funding consideration. We support its implementation by the International Plant Protection Convention (IPPC).

The Cook Islands Ministry of Agriculture wishes to express its support for the presentation of the project proposal "**Training of Phytosanitary Capacity Evaluation (PCE) Facilitators**" for STDF funding consideration.

The project addresses the need to improve the performance of phytosanitary systems of countries. By enhancing access of countries to expertise needed to facilitate PCE application, it is expected that there will be an increase in the number of countries evaluating their phytosanitary capacity and using the results of PCE in designing action plans to improve their plant health status for better trade through sustained phytosanitary good practice. The successful trainees in this project will be available to NPPOs as facilitators of phytosanitary capacity evaluation and will spread the expertise in the application of the PCE tool across many countries and regions.

This letter reaffirms our intention and willingness to work with the IPPC as a partner and member of the Expert Working Group on Capacity Development to implement the project to train phytosanitary experts to serve countries as PCE facilitators.

Sincerely,

A handwritten signature in black ink, appearing to read "Matairangi Purea".

Matairangi Purea (PhD)
Secretary
Ministry of Agriculture
Cook Islands



**MINISTERE DE L'AGRICULTURE
ET DE L'ELEVAGE**

Cabinet du Ministre

Réf. 710/2786/2012

M. Melvin Spreij
Fonds pour l'Application des Normes et
le Commerce (FANDC)
Organisation Mondiale du Commerce
Rue de Lausanne, 154
CH 1211, Génève

OBJET: Projet de formation des Facilitateurs en
Evaluation des Capacités Phytosanitaires (ECP)

Monsieur,

La Direction de la Protection des Végétaux du Burundi souhaite présenter la proposition de projet "Formation de Facilitateurs d'évaluation des capacités phytosanitaires (ECP)" pour son examen en vue de financement par le FANDC. Pour ce projet, nous avons l'appui de la Convention internationale pour la protection des végétaux (CIPV) la pleine mise en œuvre.

Le projet a pour but de former des facilitateurs afin de disposer d'experts et améliorer la performance des systèmes phytosanitaires des pays. L'amélioration de l'accès des pays à l'expertise est nécessaire pour faciliter l'évaluation des capacités phytosanitaires, permettra à un grand nombre de pays d'appliquer l'ECP et utiliser les résultats dans la conception des plans d'action visant à améliorer l'état phytosanitaire et la qualité des produits destinés au commerce international.

Les personnes formées seront mis à la disposition des services nationaux de protection des végétaux comme facilitateurs pour contribuer à l'application de l'outil ECP et au renforcement des capacités phytosanitaires.

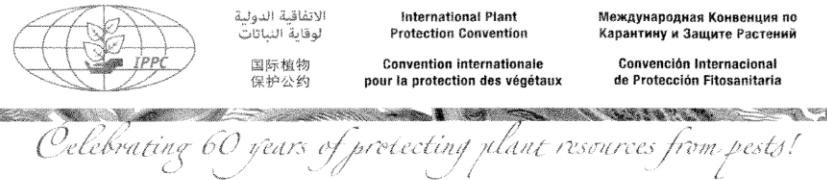
Cette lettre confirme l'intention et la volonté de notre pays de travailler avec la CIPV en tant que partenaire et membre du groupe d'experts sur le développement des capacités à mettre en œuvre ce projet.

Je vous prie d'agréer, Monsieur, l'assurance de mes considérations distinguées.

LA MINISTRE DE L'AGRICULTURE
ET DE L'ELEVAGE
Ir. Odette KAYITESI



Appendix 5: Written consent from an STDF partner that agrees to implement the project **OR** evidence of the technical and professional capacity of another organization proposed to implement the project.



10 July 2012

Dear Melvin,

It is our great pleasure to confirm that the IPPC Secretariat will be the implementation agency of the project "**Training of Phytosanitary Capacity Evaluation (PCE) Facilitators**". The project has been developed with inputs from a team of phytosanitary practitioners selected from 7 FAO regions who are members of the IPPC Expert Working Group on Capacity Development. The project is directly linked with the IPPC national phytosanitary capacity development strategy and will benefit the 177 contracting parties to the Convention.

The IPPC Secretariat is happy to support the implementation of the project. Products of the project will serve as core components of the IPPC Capacity Development Programme. Our support to the project includes in-kind contribution of our Implementation Officer (P4 level), as the oversight officer for the project. In addition we are prepared to host the project coordinator in the IPPC Secretariat and cover non staff project costs such as office space, equipment and communication resources. As a Secretariat, we shall avail our staff and other resources from the Capacity Development, Information Exchange and Standard Setting 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

A handwritten signature in black ink, appearing to read "Yukio Yokoi".

Melvin Spreij
Counsellor
Secretary to the Standards and Trade
Development Facility (STDF)
Agriculture and Commodities Division
World Trade Organization
Rue de Lausanne 154
1211 Geneva
Switzerland

International Plant Protection Convention Secretariat
Food and Agriculture Organization of the United Nations
Viale delle Terme di Caracalla 1
00153 Rome, Italy

Tel: +39 06 5705 4812
Fax: +39 06 5705 4819
Email: ippc@fao.org
Website: www.ippc.int

Appendix 6: Terms of Reference for key staff involved in project implementation

Capacity Development 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, the Capacity Development Committee (CDC) and other project staff, the Implementation Officer will serve as the Lead Technical Officer (LTO) and perform the following tasks:

1. Authorise expenditure proposals, finalize activity schedules, and decide on the mode of implementation of the project in consultation with CDC.
2. Provide technical clearance of consultant ToRs and reports and approve payments
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. Finalizing activity schedules, and deciding on the mode of implementation in consultation with CDC
5. Provide technical clearance of project personnel ToRs and reports and approve payments.
6. Act as a liaison with external partners for the successful conduct of activities envisioned under the project.
7. Ensure project review and monitoring to assess progress at regular intervals and meet relevant stakeholders to address project implementation bottlenecks.

Duty station: Rome, Italy.

Appendix 7: Terms of Reference for selection of persons to be trained as phytosanitary capacity evaluation (PCE) facilitators

Selection of persons to be trained as PCE facilitators will be based, *inter alia*, on the following criteria:

- i. Extent of experience (including years, level and depth) in IPPC work including previous / current involvement in phytosanitary capacity evaluation and IPPC / ISPM implementation at country / regional / international levels
- ii. Demonstrated evidence of being conversant with IPPC work programme, particularly contribution to IPPC work in the capacity development area and strong working knowledge of national and global phytosanitary systems
- iii. Interest in training and currently be a trainer / doing work related to training in phytosanitary and related fields, including demonstrated skills in process facilitation and adult education.
- iv. Written commitment by self and nominating country / institution to availability as a trainer for subsequent PCE application training programmes, PCE application and to carry out training activities at local / national / international levels.
- v. An undertaking to comply with confidentiality requirements of the FAO/IPPC