



Food and Agriculture  
Organization of the  
United Nations

**SIDF**

**AG:MTF/GLO/527/STF  
Terminal Report**

## **FAO/MULTILATERAL TRUST FUND**

### **TRAINING OF PHYTOSANITARY CAPACITY EVALUATION (PCE) FACILITATORS**

## **GLOBAL**

### **PROJECT FINDINGS AND RECOMMENDATIONS**

**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS**

**ROME, 2018**



# FAO/MULTILATERAL TRUST FUND

## TRAINING OF PHYTOSANITARY CAPACITY EVALUATION (PCE) FACILITATORS

### GLOBAL

#### PROJECT FINDINGS AND RECOMMENDATIONS

Report prepared for  
the participating governments  
by  
the Food and Agriculture Organization of the United Nations

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Rome, 2018

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The Food and Agriculture Organization is greatly indebted to all those who assisted in the implementation of the project by providing information, advice and facilities.



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## LIST OF ABBREVIATIONS

CDC	-	Capacity Development Committee
CIDT	-	Centre for International Development and Training
CPM	-	Commission on Phytosanitary Measures
IPP	-	International Phytosanitary Portal
IPPC	-	International Plant Protection Convention
ISPM	-	International Standards for Phytosanitary Measures
LTO	-	Lead Technical Officer
LTU	-	Lead Technical Unit
NPPO	-	National Plant Protection Organizations
PCE	-	Phytosanitary Capacity Evaluation
RBM	-	Results-based Management
RPPO	-	Regional Plant Protection Organizations
SC	-	Steering Committee
SPS	-	Sanitary and Phytosanitary
STDF	-	Standards and Trade Development Facility
SWOT	-	Strengths, Weaknesses, Opportunities and Threats

**A. OVERVIEW**  
**A.1 PROJECT PROFILE**

<b>Country</b>	Global
<b>Project Symbol</b>	MTF/GLO/527/STF
<b>Project Title</b>	Training of Phytosanitary Capacity Evaluation (PCE) Facilitators
<b>Actual EOD</b>	1 April 2014
<b>Actual NTE</b>	31 December 2017
<b>Participating Organizations</b> (e.g. Ministry of Agriculture, etc.)	International Plant Protection Convention (IPPC)
<b>Contribution to FAO's Strategic Framework</b> <i>Indicate the title of each higher-level result to which the project contributes</i>	
<b>Organizational Outcome (s)</b>	
<b>Regional Priority Area/Initiative</b>	
<b>Country Programming Framework Outcome(s)</b>	
<b>UNDAF Outcome(s)</b>	

**A.2 FINANCIAL DATA in USD<sup>1</sup>**  
(as at November 2017)

<b>Budget</b>	USD 1 194 404
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<sup>1</sup> Data source: FPMIS/Data Warehouse

## 1. EXECUTIVE SUMMARY

The goal of the project was to improve national-level coordination and coherence of plant protection programmes through improved needs assessment and action planning. This was to be achieved by establishing a pool of individuals trained to facilitate phytosanitary needs assessment and action planning processes using the Phytosanitary Capacity Evaluation (PCE) management tool designed by the International Plant Protection Convention (IPPC) Secretariat.

The project was approved by the Standards and Trade Development Facility (STDF) Working Group in March 2014 for a three-year period until September 2016. A one-year no-cost extension was granted until September 2017, and a further one until December 2017. The initial extension was requested as the project activities commenced later than expected. The second shorter extension was requested as the actual implementation of PCEs was delayed as countries needed further time to get organized.

The organization responsible for project implementation was the IPPC. The IPPC Capacity Development Committee (CDC) served as the Steering Committee of the project. The Implementation Facilitation Lead Officer of the IPPC acted as the Lead Technical Officer (LTO) for this project, while the IPPC Secretariat acted as the Lead Technical Unit (LTU) of the project.

The overall purpose of the project was to enhance the ability of countries to evaluate their phytosanitary capacities.

This was achieved through the project output, namely that IPPC contracting parties and technical assistance providers gained access to a growing pool of validated PCE facilitators. Specifically, a pool of PCE facilitators was developed through the implementation of the following activities:

- Activity 1: Pool of 40 phytosanitary experts and 20 lawyers selected and trained on PCE.
- Activity 2: Four trained experts validated as PCE facilitators.
- Activity 3: Training package improved and tested.

The project budget was spent as planned, while the project's activities led to the accomplishment of a number of results. A PCE facilitators' training package is available in English, French and Spanish and is ready to be used for further training for selected participants by the IPPC Secretariat. Available material is also freely available on the

International Phytosanitary Portal (IPP)<sup>2</sup>.

A pool of 9 trainers is available to deliver the training again, when resources allow it. The guide entitled “Preparing a National Phytosanitary Capacity Development Strategy” was developed and published in English, French and Spanish and is freely available on the IPP online<sup>3</sup>.

The PCE tools were updated in English, French, Spanish and Russian. A total of 40 phytosanitary experts and 20 lawyers were trained on the PCE and its application.

Four PCE were conducted during the project lifetime, in Barbados, Kenya, Guinea and Madagascar, leading to the development of four phytosanitary strategic plans. Advocacy activities were conducted to raise awareness of PCE (i.e. video, presentation). A broad network of trained PCE facilitators was thereby created.

The implementation of the project allowed to certain lessons to be learned. These are outlined below.

- The venue for the intensive training should ideally be isolated and all-inclusive, in order to facilitate an immersive experience for participants.
- The training should be developed using adult learning methods and valuing the experience of each trainee, including thorough and engaging pre-learning exercises.
- A consistent method for assessing participants should be developed, allowing candidates to be evaluated on a fair and equal basis and on a wide spectrum of skills. This should be used for similar IPPC activities in the future.
- All training material should be translated if time and resources allow it.
- Lawyers should be trained, as they play a critical role in conducting PCEs.
- Trainees should be encouraged to continue sharing information and experience through the “PCE facilitators’ network”.

The recommendations made include the following:

- Continued efforts should be made by the IPPC Secretariat to further promote the project outcomes.
- Consideration should be given to a financial mechanism that facilitates the participation of potential good candidates from a wide range of countries.
- Further training courses should be organized in order to refresh trainers and validated facilitators or to train new candidates.

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<sup>2</sup> <https://www.ippc.int/en/core-activities/capacity-development/phytosanitary-capacity-evaluation/training-material-on-the-phytosanitary-capacity-evaluation-pce/>

<sup>3</sup> <https://www.ippc.int/en/media-kit/>

- Donors should be encouraged to support and promote the implementation of PCEs as a first step to informing the design of phytosanitary development projects.

## 2. BACKGROUND

This project sought to improve national-level coordination and coherence of plant protection programmes through improved needs assessment and action planning. A pool of 40 phytosanitary experts and 20 lawyers was trained to facilitate phytosanitary needs assessment and action planning processes using the PCE tool<sup>4</sup>.

The tool helps a country to assess its capacities in existing or planned phytosanitary systems and identify and prioritize actions to be taken to fill gaps. This results in a strategic planning document to prioritize 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.

National Plant Protection Organizations (NPPOs) benefit from the application of the PCE by raising awareness of the requirements of implementation of a number of international standards of the IPPC. This enables the integration of technically appropriate plant health policies into Sanitary and phytosanitary (SPS)-related activities and national macrodevelopment plans and the refocusing of limited resources to support phytosanitary capacity development and minimize duplication. This, in turn, supports the STDF's strategic aim of greater coherence in efforts to strengthen developing countries' capacity to implement international SPS, which would help them to improve their human, animal and plant health situation and participate in trade.

Effective application of the PCE, supported by competent facilitators, resulted in the alignment of stakeholder analysis, in particular through the establishment of a clear understanding of strengths and needs and the validation of a coordinated action plan at national level that clarifies which specific technical assistance interventions are the most effective.

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<sup>4</sup> <https://www.ippc.int/en/core-activities/capacity-development/phytosanitary-capacity-evaluation/>

### **3. PROJECT GOAL**

The goal of the project was to improve the performance of the phytosanitary systems of countries. By enhancing countries' access to the number of qualified PCE facilitators, it is expected that there will be an increase in the number of countries able to evaluate their phytosanitary capacity. These results are used in designing national phytosanitary action plans to improve plant health status, leading to better trade and market access 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) and by engaging the national-level processes to increase budget allocations to the necessary levels in order to support fully functioning national phytosanitary programmes.

### **4. PROJECT IMPLEMENTATION AND MANAGEMENT**

The organization responsible for project implementation was the IPPC, which is based within FAO.

The project was implemented under the leadership of the IPPC Secretariat, through the mechanisms outlined below.

#### **A: Steering Committee**

The IPPC's CDC acted as the Steering Committee and met twice a year during the project's lifetime. The CDC draws from regional representation and was well placed to serve as the Steering Committee. The IPPC Secretariat and the CDC collaborated 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 advised the IPPC Secretariat on the selection of participants in the workshops and training materials required. The CDC also provided guidance on the relevant country and regional needs to be addressed by the workshops. It also advised on and ensured participation of the different public or private organizations or persons (experts) best suited to collaborate on the project. The CDC was involved in all aspects of planning, coordination, facilitation, implementation and evaluation activities of the project. The STDF was invited to participate in CDC meetings with observer status.

**B: Lead Technical Officer**

The Implementation Facilitation Lead Officer of the IPPC was the LTO for the project. The LTO was responsible for the following:

- Project implementation, review and monitoring.
- Clearing expenditure proposals.
- Finalizing activity schedules and deciding on the mode of implementation in consultation with the CDC.
- Providing technical clearance of consultant terms of reference and reports.
- Taking mid-term corrective actions, as necessary.
- Deciding strategic issues.

The LTO was assisted by a temporary staff/consultant, as necessary, for day-to-day project implementation, to address operational, administrative and other related matters.

**C: IPPC Secretariat**

The IPPC Secretariat was the LTU of the Project. The Secretary of the IPPC was the budget holder designated for the management of project resources. The IPPC Secretariat also ensured that the proper linkages were made with other relevant FAO teams in the development of the products of the project, as necessary.

## **5. PROJECT OBJECTIVE, OUTPUTS AND ACTIVITIES**

**5.1: Project objective**

The overall purpose of the project was to enhance the capacity of countries to evaluate their phytosanitary capacities. The project was aimed at contributing to the improvement of national-level coordination and coherence of plant protection programmes through improved needs assessment and action planning. The project contributed to this objective by developing a pool of qualified experts to serve as facilitators of the PCE tool.

### **5.1.1: Output: IPPC contracting parties and technical assistance providers have access to a growing pool of validated PCE facilitators**

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The project created a pool of 40 trained PCE facilitators. In addition, given the important role that they play in PCE application, the IPPC decided to train lawyers. As a result, a pool of 20 lawyers was developed through the implementation of the following three activities.

## Activity 1: Pool of professionals selected and trained on the PCE

### Selection of candidates

Over 160 applications were received in response to the call for participation in the PCE facilitator training programme, which opened in August 2014. In order to further maximize the collection of possible candidates, the deadline for application was extended to allow for a three-month period, while a number of approaches were used to raise awareness of the call for candidates (e.g. publications on Web sites, contacts with all IPPC contacting parties, Regional Plant Protection Organizations (RPPOs), other partners and individual experts, announcements in the workshops, etc.).

The following criteria for selection of candidates were agreed by the project's Steering Committee meeting in December 2014:

- Extent of experience (including years, level and depth) in IPPC work, including previous/current involvement in phytosanitary capacity evaluation and IPPC/ International Standards for Phytosanitary Measures (ISPM) implementation at country/regional/international levels (priority 1).
- Demonstrated strong phytosanitary knowledge as a principal requirement for ensuring the success of future PCE application by countries (priority 1).
- Demonstrated evidence of being conversant with the IPPC work programme, in particular contribution to IPPC work in the capacity development area and strong working knowledge of national and global phytosanitary systems (priority 2).
- Interest in training and current status as a trainer or carrying out work related to training in phytosanitary and related fields, including demonstrated skills in process facilitation and adult education (priority 3).
- Demonstrated working-level proficiency in at least one of the UN languages (priority 4).
- Ability to understand cultural differences (priority 5).

Following the application of the agreed criteria, 66 candidates were selected for participation in the facilitator training programme. The CVs of candidates were matched against the agreed criteria to ensure the reliability of indicated experience.

Personality tests were also performed, as recommended by the Steering Committee. The objective of the Personality Survey was to indicate outliers at the opposite end of the spectrum to the traits desired for a training facilitator (extraversion, agreeableness, conscientiousness, openness).

### Challenges faced

In order to widen the number of applications received from possible candidates, the deadline for application was extended by three months, which delayed the execution of the project.

Based on the selection criteria developed, 66 candidates were selected, as opposed to the 80 candidates originally anticipated. This created the provision to reallocate budget funds for the organization of a fifth workshop for trainees. This, in turn, facilitated the improvement in the quality of training and offered participants a higher level of interaction with trainers.

In addition, it transpired that legal skills were needed for the implementation of a PCE to review a phytosanitary system. Selected lawyers with a background or current work in plant health or food safety were also trained.

### Preparation of the training package

Once selected, master trainers were trained on (i) the Logical Framework Approach, a full component of the PCE and an indispensable tool in designing a project, (ii) facilitation techniques and (iii) assessment of candidates. The master trainers were offered training by the Centre for International Development and Training (CIDT) and by CSI Consultants. The nine trainers were Sarah Brunel (IPPC Secretariat), Carmen Bullon (legal aspects), Manuela Cuvi (legal aspects), Jeffrey Jones, Magdalena Gonzales, Ketevan Lomsadze (IPPC Secretariat), Ana Peralta, Lalaina Ravelomanantsoa (legal aspects) and Orlando Sosa (IPPC Secretariat). Details on trainers are provided in Appendix 2. The elaboration of a training module on legal phytosanitary aspects was undertaken by the FAO Legal Office, in close collaboration with the IPPC Secretariat.

Training items included pre-learning exercises, tests and material including a case study, a guide, methods for assessing the participants and training and e-learning from the CIDT, all of which integrated adult learning concepts. While the trainers had prior knowledge and experience of using the Logical Framework, the CIDT training enhanced their skills in designing adult training material on the use of the Framework. Using the Logical Framework requires different skill sets than teaching its use. When implementing the project, two options were possible for training on the Logical Framework approach. One option would be to involve the CIDT as a trainer in all PCE facilitators' trainings, the other to organize training for all master trainers who might, in turn, train the PCE facilitators. The second approach was adopted as it was by far the more cost and time-effective. The organization of this training, as well as the terms of references for the selection of the service providers and the content of this training, was provided in previous progress reports.

A detailed list of all materials is available in Appendix 3. A dedicated platform for posting pre-workshop e-learning tests and CVs was developed. A participant assessment method and a training assessment survey were also developed.

A guide entitled “Preparing a National Phytosanitary Capacity Development Strategy” was elaborated for the purpose of the training, tested during the training workshops and edited for broader publication. It is available in English, French and Spanish at <https://www.ippc.int/en/media-kit/>. The guide outlines the PCE, its application and gives strategic guidelines. It also provides information on the various strategic planning tools embedded in the PCE, namely stakeholder analysis, Logical Framework Analysis, Strengths, Weaknesses, Opportunities and Threats (SWOT), the budget and work plan. In the evaluation of the training workshops, participants indicated that the training had improved their understanding of the PCE tool and its benefits in phytosanitary capacity development of a country. They considered group exercises, the role-play and the case study to be very useful to understanding how the actual PCE facilitation work is carried out. They reported that the training brought together presentation skills and phytosanitary knowledge necessary to facilitate PCE application.

A confidentiality agreement was developed by the FAO Legal Office. Given that both the PCE modules and the information gathered at the country level are confidential, trainers, phytosanitary experts and lawyers involved in the training courses needed to sign a confidentiality undertaking in order to access the content of the training.

### Challenges faced

Identifying trainers proved a challenge, as there were few experts with the required PCE experience. Another challenge faced was the fact that one of the service providers for the training of trainers had health problems, which delayed the project.

The identification of appropriate training locations, allowing participants to concentrate fully during the two-week intensive training and to liaise closely with trainers and other participants in order to create a motivating and enriching learning environment, was another challenge faced by the project.

### Conduct global training workshops

Five intensive two-week PCE facilitators’ training workshops were organized, as detailed below:

- First training workshop in English, 27 June to 8 July 2016 in Ronciglione (Italy).
- Second training workshop in English, 15 to 29 August 2016 in Chiang Mai (Thailand).
- Third workshop in English, 19 to 30 September 2016 in Ronciglione.
- Fourth workshop in French, 16 to 28 October 2016 in Ronciglione.
- Fifth workshop in Spanish, 31 October to 11 November 2016 in Punta Leona (Costa Rica).

As part of the five training workshops, 40 phytosanitary experts and 20 lawyers from around the world received training. This can be broken down as follows:

- 40 phytosanitary experts from 36 countries.
- 20 lawyers from 13 countries, as well as six members of FAO staff, who will in future conduct PCEs. The FAO lawyers were trained without the use of project resources as they travelled every day to Ronciglione with the trainer.

The list of all participants is provided in Annex 2. Each of the 40 phytosanitary experts who benefited from the extensive two-week training was assessed for technical skills, personal skills and cultural fit.

Twenty-four candidates were selected on the basis of their performance during the training workshops, their language skills and their availability to be further trained to conduct a PCE in priority (see Appendix 2).

During the implementation of the project, it emerged that it would only be possible to carry out four PCEs in countries. Subsequently, four trainees out of 23 were selected to conduct a PCE during the project's life span.

The training of phytosanitary experts and lawyers increased knowledge on the IPPC, ISPMs and skills for these representatives of the phytosanitary community. The training also provided an opportunity to create links with Secretariat staff and with other experts and lawyers. These connections were maintained through the creation of a dedicated virtual forum on the IPP.

Initially, it was planned that only phytosanitary experts would be trained in the framework of this project. Given that most of the PCEs include the revision of the phytosanitary legislation, lawyers are critical, in particular as phytosanitary legislation is not taught at university and there is a shortage of expertise.

It therefore appeared crucial to open the first four days of training to lawyers identified by FAO, in an effort to increase the availability of legal expertise. Following the approval of the STDF Secretariat, 20 lawyers were included in the different trainings conducted,

irrespective of their country of origin. Lawyers have crucial expertise in conducting PCE. The list of trained lawyers is available in Appendix 2. Following the training, three lawyers were hired to conduct PCEs. This information is also available in Appendix 2.

### Challenges faced

All logistical aspects relating to participants were successfully dealt with, despite certain delays for visas owing to administrative constraints.

Organizing the translation of training materials in a timely manner proved a challenge, as the workshops were all to be held between September and November 2016.

### Activity 2: Trained experts validated as PCE facilitators

#### Four trained experts apply the PCE under coaching

All four selected candidates (Mekki Chouibani, Alphonsine Louhouari Tokozaba, Chiluba Mwape and Fitzroy White) undertook a PCE consisting of three missions in a given country between January and December 2017, under the supervision of a staff member or representative of the IPPC. The four countries selected were Barbados, Guinea, Kenya and Madagascar. At the time of drafting this report, all missions had been undertaken.

The four PCEs were conducted under cofinancing with existing FAO projects or with the countries. Each trainee was assessed according to a grid with criteria developed to assess their performance.

The trainees were validated as PCE facilitators and flagged as such in the IPPC roster of experts (<http://phytosanitary.info/consultants>).

### Sustainability and considerations for future trainings for PCE facilitators

The four PCE facilitators validated in the framework of the project were highly involved in the IPPC phytosanitary community and expressed their commitment and interest in conducting additional PCEs.

Upon the completion of one additional PCE on their own, with support from the IPPC Secretariat staff, it is foreseen that validated PCE facilitators could themselves become trainers for other PCE facilitators. PCE facilitator trainers would then have consolidated experience to share with the trainees as they would have applied two PCEs.

Given that the initial aim, as specified in the project document, was to reach ten validated facilitators, a target that was not achieved, the IPPC Secretariat will, as a matter of priority, ensure (post-project) that the remaining six PCE facilitators are validated as new requests for PCEs are received. Appendix 2 lists the priority candidates for a field validation.

In 2018, two PCEs are at the implementation stage in Uzbekistan and Nicaragua. The IPPC will also provide the STDF Secretariat with an update on this aspect every year until the target of ten facilitators is reached.

As resources allow, additional candidates beyond the initial ten would be validated to increase the pool available. A training curriculum, material and trainers are available to repeat a PCE facilitators' training in the coming years, when the need arises and as financial resources become available.

#### Country development plans increasingly adopting strategies derived from PCE

As four PCEs were conducted in the framework of this project, four phytosanitary capacity development strategies were elaborated as a result of the PCE in Barbados, Guinea, Kenya and Madagascar.

#### Challenges faced

While four PCE facilitators were validated, the Logical Framework indicated that 10 should have been validated and the project planned for four PCEs to be financed. When the project was drafted in 2013, the IPPC had over ten requests for the application of the PCEs with an allocated budget. By the time the project was finalized and agreed, these PCEs needed to be delivered by the IPPC Secretariat staff as they could not be delayed until Phase 2 of this project. Solutions were sought to obtain cover from donors for the conduct of PCEs during Phase 2 of the project, without success. Due to a reduction in the demand for PCEs by the time of Phase 2 of the project, the target of ten facilitators was not achieved. It was subsequently agreed that a sustainable plan would need to be put in place to train an additional six PCE facilitators in the coming years. As a consequence, as mentioned previously, the IPPC Secretariat will, as a matter of priority, ensure (post-project) that the remaining six PCE facilitators are validated as new requests for PCEs are received.

The selection criteria excluded qualified candidates from medium and high-income countries. A communication with the STDF Secretariat clarified that the attendance of selected participants from medium-level income countries (Iran, Lebanon, Turkey and Malaysia) could be covered by the project. The same approach was followed in Latin America, with cover provided for participants from medium-income countries (Ecuador, Paraguay and Peru) who would otherwise not have attended the training. Candidates from developed countries (Estonia, Poland, Spain and Russia) were self-funded. Selected candidates from developed countries declined the training for financial reasons, while others from developing countries faced difficulties in obtaining their visas due to difficult political

situations in their countries.

The amount of work to be undertaken for Phase 2 of the project in the remaining time represented a challenge, as four PCEs needed to be conducted. As is often the case with development projects, delays were experienced in conducting the PCEs due to the time required to put in place agreements with governments. In Guinea, financial limitations from the Government were also experienced, in part due to the lack of clarity for funding the PCE tool from another STDF grant (project preparation grant).

The third PCE mission to Barbados and Kenya was completed during the first quarter of 2018. Project funds have been spent and these missions are paid from the IPPC Secretariat funds.

### Activity 3: Training package improved and tested

Review training programmes and improve training materials based on workshop evaluation reports

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The training material was reviewed and improved during the course of the five training workshops. Suggestions for improvement were implemented, as far as possible, from one workshop to the next.

The pedagogical methodologies used during the training and the content and flow of the course proved to highly efficient. The design of this course and its content are now available for further training and other uses when conducting PCE. Some presentations have already been used in the implementation of PCEs, as was the case for the FAO phytosanitary project in South Sudan, as well as in the four countries in which a PCE was conducted.

In addition, the translations of the PCE module into other languages (English, French, Spanish and Russian) were checked and corrected.

Presentations that are available to the general public are posted at the following address: <https://www.ippc.int/en/core-activities/capacity-development/phytosanitary-capacity-evaluation/training-material-on-the-phytosanitary-capacity-evaluation-pce/>.

In addition, some presentations are available as a complete training tool kit for validated PCE facilitators who use some relevant presentations when conducting PCEs. A detailed list of all materials is available in Appendix 3 and can be downloaded at the following address: [https://www.dropbox.com/sh/rqko4roybdt dx68/AAAIpVf0LP\\_h3QkJbIZd4VJra?dl=0](https://www.dropbox.com/sh/rqko4roybdt dx68/AAAIpVf0LP_h3QkJbIZd4VJra?dl=0).

## Challenges faced

All training material was translated into French and Spanish, with the exception of the pre-learning tests, due to the delays. Where possible and necessary, all training material should be translated to ease learning for participants.

## Publish/post project results, including list of approved PCE facilitators on IPP, create a forum and update the roster of experts

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The outcomes of the project were promoted to encourage use of the PCE Tool and to spread information on current and completed PCE application. Each training workshop was promoted through highlights news on the IPPC Web site, as follows:

- First training workshop in English: <https://www.ippc.int/en/news/the-1st-training-workshop-on-the-pce-facilitators-successfully-organized-in-ronciglione-italy/>.
- Second training workshop in English: <https://www.ippc.int/en/news/the-ippc-holding-the-second-pce-facilitators-training-in-thailand/>.
- Third workshop in English: <https://www.ippc.int/en/news/the-3rd-training-workshop-on-the-pce-facilitators-successfully-organized-in-ronciglione-italy/>.
- Fourth workshop in French: <https://www.ippc.int/en/news/the-4th-training-workshop-on-the-pce-facilitators-for-the-ippc-contracting-parties-successfully-organized-in-italy/>.
- Fifth workshop in Spanish: <https://www.ippc.int/en/news/final-ippc-training-workshop-for-pce-facilitators-held-in-costa-rica/>.

Activities undertaken to promote the projects and its results included the following:

- Highlights news on the IPP for each mission undertaken for the four PCEs to be implemented by the selected trainees.
- A session on the PCE, the project and its outcomes during the 2017 IPPC Regional Workshops, available at <https://www.ippc.int/en/publications/84602/>.
- Contribution to a STDF briefing note on key capacity evaluation tools published in 2018 ([http://www.standardsfacility.org/sites/default/files/STDF\\_Briefing\\_14.pdf](http://www.standardsfacility.org/sites/default/files/STDF_Briefing_14.pdf)).
- A short video to highlight the project and its outcomes to be shown during the 12th Session of the Commission on Phytosanitary Measures (CPM-12), available at <https://www.youtube.com/watch?v=AMHWwuLirt0&t=69s>.
- News summarizing all project achievements.

Each PCE mission was promoted through a news item on the IPP. These are outlined below.

- PCE in Madagascar: <https://www.ippc.int/en/news/the-first-ippc-phytosanitary-capacity-assessment-workshop-successfully-held-in-madagascar/> (first mission), <https://www.ippc.int/en/news/second-stage-of-the-ippc-phytosanitary-capacity-assessment-workshop-kicks-off-in-antananarivo-madagascar/> (second mission) and <https://www.ippc.int/en/news/Strong-support-madagascar/> (third mission).
- PCE in Barbados: <https://www.ippc.int/en/news/the-first-ippc-phytosanitary-capacity-assessment-workshop-successfully-held-in-barbados/> (first mission) and <https://www.ippc.int/en/news/ippc-supports-barbados-in-its-2nd-application-of-the-phytosanitary-capacity-evaluation-tool/> (second mission).
- PCE in Kenya: <https://www.ippc.int/en/news/the-first-pce-application-workshop-conducted-by-the-ippc-pce-trained-facilitator-in-nairobi-kenya/> (first mission) and <https://www.ippc.int/en/news/ippc-supports-the-2nd-phase-of-pce-application-by-somalia-and-kenya/> (second mission).
- PCE in Guinea: <https://www.ippc.int/en/news/strong-support-to-the-ippc-validation-workshop-on-the-phytosanitary-capacity-evaluation-from-madagascar/> (first and second missions) and <https://www.ippc.int/en/news/the-ippc-supports-the-republic-of-guinea-in-its-3rd-application-of-the-phytosanitary-capacity-evaluation/> (third mission).

In order to maintain contact and exchange experiences, all trainees were to be invited to join a forum of discussion on the IPP. Pictures from the training workshops are available at <https://www.dropbox.com/sh/oegoz6t2b11i9du/AABYeEFIphenhidEbsP3dLMFa?dl=0>.

A discussion forum was opened for PCE facilitator trainees on the IPP (<https://www.ippc.int/en/accounts/login/?next=/en/forum/pce-facilitators/>) and can be used to share news and information related to the PCE.

The four trained PCE facilitators and the lawyers were invited to register to the roster of consultants on the [phytosanitary.info](http://phytosanitary.info) Web site. The four PCE facilitators will be flagged with the mention “IPPC certified PCE facilitator” and the lawyers as “trained PCE lawyers”.

#### Publication of the guide “Preparing a National Phytosanitary Capacity Development Strategy” and of training material on the IPP

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The PCE is a confidential tool and the training material developed is to be used using the PCE Modules. The training material is extremely interactive and can only be efficiently used by trainers with knowledge of the PCE and of the training process.

Relevant training material has been posted on the IPP, including general information on the IPPC, on ISPMs, on the PCE, on the legal implications and on strategic planning.

As an additional output, the manual “Preparing a National Phytosanitary Capacity Development Strategy”<sup>5</sup>, which was part of the training package, is freely available on the IPP and on the phytosanitary.info webpage in English, French, and Spanish. This summary explaining the PCE methodology can be understood by any reader.

“A brief note on my experience from the PCE training and application” by Fitzroy White, selected PCE facilitator who undertook a PCE in Barbados

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The PCE training illustrated the importance of a structured approach in looking at the different aspects of a country’s phytosanitary capacity. It was also an opportunity for us to see how results-based management should be incorporated into the application of PCE. Added to that is the importance of having a working understanding of the various disciplines that will directly and indirectly impact the effectiveness of a country’s NPPO. The training gave all participants the experience of how group dynamics play a role in the effective facilitation of adult learning.

The facilitation of the PCE showed how important it is for stakeholders to understand that they are evaluating their systems and that their honest answers and comments are valued, particularly by stakeholders, who are external to the NPPO. It is very important for a wide cross-section of stakeholders to be involved in the process, while the support of those to whom the NPPO staff report is critical. While the PCE is country-paced, it is important for the PCE coordinator to understand that a workable outcome to the process will allow both external and internal stakeholders to recognize the value of their input.

“Elements that I learned from training and my modest experience in Guinea”, by Mekki Chouibani, selected PCE facilitator who undertook a PCE in Guinea

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Some of the elements learned through the intensive PCE training and the experience in conducting a PCE are outlined below.

1. The implementation of knowledge and the teamwork initiated during the training.
2. The involvement of lawyers in training was highly relevant, both for lawyers and for phytosanitary experts. This allowed for dialogue between the two, an understanding of each other’s activities and the possibility of synergy.
3. The PCE is an approach that allows all parties to make a collective assessment of a country’s phytosanitary system.

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<sup>5</sup> Available in English, French and Spanish at <https://www.ippc.int/en/media-kit/>

4. The facilitator plays a key role in the PCE, but the national coordinator has an even more important role. The choice of a good coordinator greatly contributes to the success of the PCE.

5. The requesting country must be motivated to begin the PCE, which should involve all relevant stakeholders. The country should establish an objective analysis of stakeholder interests in the process. This facilitator should define with the PCE team the key stakeholders and those who may represent a threat to the process and set a (facilitation) strategy accordingly.

6. The PCE is an approach that allows the country to:

- Make the NPPO better known to relevant stakeholders, who are often unaware of its role and mission, through information sharing and communication.
- Identify the weaknesses and challenges of the phytosanitary system.
- Develop an objective strategy based on the value added by each stakeholder.
- Gain ownership of the strategy by relevant stakeholders that could contribute to the facilitation of the phytosanitary strategy implementation.

“Considerations regarding the training and facilitation of the PCE workshop in Madagascar”,  
by Alphonsine Louhouari Tokozaba, selected to run the PCE in Madagascar

#### On the training

Organized by the IPPC Secretariat and funded by the STDF, the PCE facilitator training was held in Ronciglione, Italy from 17 to 28 October 2017.

The training was divided into two phases: online training (from our respective countries) on knowledge of the IPPC, ISPMs, the SPS Agreement, Results-Based Management (RBM) and the intensive course on facilitation on the PCE tool in Ronciglione.

#### Lessons learned and benefits acquired

- Well-planned training (due of the volume of training and in order to achieve the objective, the organizers divided the training into the two phases mentioned above.
- Competent trainers, Mrs. Ana Peralta and Sarah Brunel, who showed willingness, patience and efficiency.
- Well taught courses (theory coupled with a number of case studies).
- Abundant work material (all participants had received textbooks with all PCE training and case studies as a guide to the facilitator function).
- More knowledge of the text of the IPPC, the SPS Agreement, the ISPMs and RBM.
- Familiarization with the online system.

- Obtaining the certificate of attendance for the training results was a source of pride for my country and for myself, as under the stewardship of the IPPC I have gone from being a general engineer to a specialist PCE facilitator able to help NPPOs from different countries having management problems, including my own.

### Conduct of the PCE

Under the supervision of Ms. Sarah Brunel, Implementation Facilitation Officer for the IPPC Secretariat, I facilitated the Phytosanitary Capacity Evaluation Workshop in Antananarivo, Madagascar from 31 January to 9 August 2017. This activity was carried out in three phases: a) the evaluation phase of the NPPO through the examination of 13 modules and the identification of the main weaknesses, b) the phase of analysis of problems and SWOTs; c) the development and validation phase of the national strategy for phytosanitary capacity building as a result of the PCE.

### Lessons learned

The PCE awoke the consciousness of participants, especially during the module review workshop. The feeling of disappointment could be seen on their faces and I can say that the PCE reveals all the gaps within an organization, allowing the actors to discover the problems by themselves.

The facilitation of the PCE also showed me that the participatory approach – the main step in PCE facilitation – had boosted the commitment to the debates of all workshop participants.

In conclusion, I would recommend that the training of facilitators be continued and that countries wishing to evaluate their NPPOs, as well as the entire national phytosanitary system, do not hesitate to use the PCE tool, formulating their requests to the IPPC as the structure responsible for this tool.

## 6. FINANCIAL OVERVIEW

	<b>STDF</b>	<b>In kind/Other</b>	<b>Total</b>
Total project budget (USD)	734 088	460 316	1 194 404
Total amount received to date (USD)	734 088	460 316	1 194 404
Total expenditure during the reporting period*	734 088	460 316	1 194 404
Total expenditure to date (USD)*	734 088	460 316	1 194 404
Unspent funds (USD)**	0	0	0

\*Cash-based

All details are provided in the financial statement. The IPPC Secretariat provided in-kind and regular or extrabudgetary contributions on a number of activities, as follows:

- Travel and accommodation for CDC members who were part of the steering committee were covered by the IPPC regular budget.
- General services staff undertook booking of travels and accommodation of the CDC meetings, trainers’ meetings and training workshops, as well as formatting and printing of the training package which represented/accounted for approximately 180 days.
- Hiring of a consultant to design the personality selection test and analysis of results.
- Formatting and editing of the IPPC guide “Preparing a National Phytosanitary Capacity Development Strategy” for publication.
- Technical support service for up to 260 days was provided by IPPC staff to manage the project, produce the training material, deliver training courses and oversee PCEs.
- IT support for up to 42 days to test and follow up on the development of the e-learning platform, to create the IPPC PCE Forum, to make translation changes to the PCE modules, to maintain calls and news related to the project on the IPP.
- General operating expenses, such as travel arrangements for transport, hotels and coffee breaks, were found through extrabudgetary resources to conduct PCEs in Barbados, Guinea, Madagascar and Kenya.

## 7. OVERALL PROJECT RESULTS AND LESSONS LEARNED

### Overall project results

The project led to the accomplishment of the following results:

- The PCE facilitators’ training package is available in English, French and Spanish, and is ready to be used for further training of selected participants.
- A pool of trainers (Sarah Brunel, Manuela Cuvi, Carmen Bullon, Jeffrey Jones, Magdalena Gonzales, Ketevan Lomsadze, Ana Peralta, Lalaina Ravelamanantsoa and Orlando Sosa) is available to deliver the training again, when resources allow. These trainers are either part of the IPPC Secretariat or heavily involved in the IPPC Secretariat activities and in the implementation of PCEs.
- 40 phytosanitary experts and 20 lawyers were trained on the PCE.
- The guide “Preparing a National Phytosanitary Capacity Development Strategy” was developed and published in English, French and Spanish.
- The PCE tools were updated in English, French, Spanish and Russian.
- Four PCEs were trained and conducted missions in Barbados, Kenya, Guinea and Madagascar, leading to the development of four phytosanitary strategic plans.
- Advocacy activities were carried out to raise awareness of PCE (i.e. short video, regular news items and presentations).
- A network of trained PCE facilitators was created.

### Lessons learned

The venue for the intensive training should ideally be isolated and all-inclusive, in order to allow for optimum concentration

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Three of the five workshops were organized in Villa Lina in Ronciglione, Italy. This venue offers full board in a setting close to nature and allowed participants to fully concentrate on the training and develop a deep connection, both among themselves and with trainers. Such a setting is advised for further trainings.

The training should be developed using interactive adult learning methods and valuing the experience of each trainee, including thorough and playful pre-learning exercises

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Trainers were trained on facilitation, adult learning and assessment of participants, among other topics, which improved their facilitation capacities. The training curriculum was developed by fully integrating all of the material learned, mixing different methods such as pre-test exercises, case studies, interactive exercises and discussions. The guides developed in

the framework of STDF project 350<sup>6</sup> were part of the training material. Feedback from the participants indicates that the training methodology was highly appreciated.

A consistent method for assessing participants should be developed allow evaluation of candidates on a fair and equal basis and on a wide spectrum of skills. This should be used for similar IPPC activities in the future

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Trainers were trained to assess candidates. A thorough assessment method was developed, with clear criteria including technical knowledge, punctuality, participation and attitude. A final interview was also part of the process.

All training material should be translated if time and resources allow

All resources were translated into French and Spanish, with the exception of the pre-learning tests, for which the allocated time was insufficient (see Appendix 3). Participants would have preferred the entirety of the material to be translated into the language of the training. It appears that translations into Arabic and Russian were not necessary as participants with these languages tended to be bilingual and also spoke English.

Lawyers should be trained as they play a critical role in conducting PCEs

Although not planned for in the initial project, it rapidly became apparent that lawyers play a critical role in the undertaking of PCE and that a lack of legal expertise represents a limiting factor in improving phytosanitary systems. In agreement with the STDF and in close collaboration with the FAO Legal Office, selected lawyers were invited to follow the first four days of intensive training, enabling them to gain a good understanding of the legal modules and of the broader phytosanitary context. A pool of trained lawyers is now available.

Trainees should be encouraged to continue sharing information and experience through the “PCE facilitators network”

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A rapport was built between the trainees and trainers during the training workshop. In order to maintain a connection and to continue to share information and experience, a forum was created on the IPPC Web site. Further trainees will be solicited to implement PCEs as the requests from countries arise. Trainees are also asked to contribute their expertise on PCE, as was the case during the 2017 IPPC regional workshops, when the trainees in attendance were asked to share their experience and knowledge.

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<sup>6</sup> Capacity Building Tools for IPPC Standards STDF/PG/350 <http://www.standardsfacility.org/PG-350>

### Cross-cutting issues

Although selection of participants was based exclusively on skills, it appeared that 15 of the 40 phytosanitary experts trained were female, which represents 37.5 percent. Of the 20 lawyers trained, 11 were women, which represents 55 percent. Despite this, eight women were selected as priority individuals to be further trained on the field out of 24, a proportion of 25 percent. It should nevertheless be noted that six out of nine trainers were women (66 percent).

As regards environmental concerns, workshops were organized in three different continents in order to reduce travel (having a positive impact on costs and carbon footprint).

## **8. RECOMMENDATIONS**

### 8.1: Recommendations specific to the project

Continued efforts should be made to further promote the project outcomes by the IPPC Secretariat

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Efforts will be made within the IPPC to ensure that the project results are rendered sustainable, by achieving the following:

- Continued promotion of the PCE in the IPPC networks (annual regional workshops, with FAO offices, with other institutions, etc.).
- Continued strengthening of the PCE facilitators' network.
- Finding opportunities to conduct a further two-week intensive training for new PCE facilitators.
- Training of further PCE facilitators through the conduct of a PCE. In the coming years, as countries request PCEs, the pool of priority trained PCE facilitators shall be trained to conduct a PCE. All efforts will be made in this direction, but no concrete plan can be established as it depends upon the projects being implemented by countries.

A financial mechanism should allow all of the best candidates to participate, irrespective of their country of origin

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The criteria for funding the participation of trainees followed the level of income of the trainee's country. Given that attending the training was a personal commitment, participants from developed countries were often unable to attend if their own institution was not funding them. This financing mechanism limited the participation of a number of good candidates.

Discussions and agreement with the STDF Secretariat allowed certain adjustments to include participation for phytosanitary experts from medium-level income countries. Other candidates from high-income countries, however, were still unable to participate. This condition may be revised and made more flexible for further training projects. Discussions with the STDF Secretariat also allowed to cover for the training of lawyers, as they represent a critical limiting factor in conducting PCEs. Despite this, options were always considered to reduce the costs. FAO lawyers, for instance, were not covered.

#### Further training courses to refresh trainers and validated facilitators or to train new candidates to be organized

Donors involved or with an interest in phytosanitary capacity-building should be encouraged to promote the organization of regional or global PCE facilitators' training courses, in order to achieve the following:

- Refresh trainers and train PCE facilitators as trainers.
- Refresh validated PCE facilitators.
- Train new PCE facilitators.

#### 8.2: Broader recommendations

Donors and providers of SPS capacity-building should be encouraged to support and promote the implementation of PCEs in development projects and grant proposals

This project allowed the first pool of PCE facilitators to be built. The PCE significantly develops the phytosanitary capacities of countries and allows them to gain access to markets. The STDF and other donors should be encouraged to pursue efforts in this direction and support and promote the implementation of PCEs in development projects and grant proposals.

The Logical Framework of the project should be revised to take into account the changes in the situation.

At project inception and during the project's implementation period, the Logical Framework should be revised to take into account the actual situation of projects and funds within the implementing institution. When drafting the project proposal in 2013, more than ten PCE projects needed to be implemented with available budget. Due to the time of negotiation between the STDF and FAO and owing to further delays, these projects were implemented by IPPC staff as they could not be further delayed to Phase 2 of the project.

The indicators specified in the project document should be closely monitored by the implementing institution in order to anticipate discrepancies.



Appendix 1

## LOGFRAME MATRIX

Objectives	Performance indicators	Means of verification	Assumptions/Risks
<b>Goal:</b> 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, World Trade Organization, World Bank, UNCTAD, etc.  IRSS data.	No significant change in global economic and climatic parameters that exacerbate pest situations and hamper the current phytosanitary situation.
<b>Purpose:</b> 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.  Countries use PCE facilitators for training and advice on evaluating their phytosanitary systems.
<b>Output:</b> 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 them in training their NPPO staff.  There is sufficient interest by experts meeting the selection criteria to participate in the training programme to establish an adequate pool of expertise.

Objectives	Performance indicators	Means of verification	Assumptions/Risks
<p><b>Activity 1:</b> Pool of professionals selected and trained on the PCE.</p> <p><b>Activity 2:</b> Trained experts validated as PCE facilitators.</p> <p><b>Activity 3:</b> Training package improved, tested and PCE applied in at least 4 countries.</p>	<p>PCE facilitators training package available in at least 5 FAO languages.</p> <p>PCE tool updated and available in at least 5 FAO languages.</p>	<p>Regional Plant Protection Organizations (RPPO) reports.</p> <p>IPPC CPM reports.</p> <p>CDC meeting reports.</p> <p>Training evaluation reports.</p> <p>Reports to STDF.</p>	<p>Contracting parties respond to IPPC call for nominations of experts.</p> <p>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.</p>

Appendix 2

## TRAINING AND STUDY TOURS

List of participants in the five workshops during which 40 phytosanitary experts were trained.

N°	Name	Country/Role	Email address	Training
1	Mr. Abdellah AHMED	Egypt	<a href="mailto:bidoeng@yahoo.com">bidoeng@yahoo.com</a>	27 June – 8 July 2016, Ronciglione, Italy
2	Ms. Grace AKAO	Uganda	<a href="mailto:graceenoka@gmail.com">graceenoka@gmail.com</a>	17-28 October 2016, Ronciglione, Italy
3	Mr. Mamoun ALBAKRI	Jordan	<a href="mailto:mambakri@email.com">mambakri@email.com</a>	27 June – 8 July 2016, Ronciglione, Italy
4	Mr. Hussain BIN TAHIR	Malaysia	<a href="mailto:hussain@doa.gov.my">hussain@doa.gov.my</a>	8-19 August 2016, Chiang Mai, Thailand
5	Mr. Mekki CHOUIBANI	Morocco	<a href="mailto:chouibani@gmail.com">chouibani@gmail.com</a>	27 June – 8 July 2016, Ronciglione, Italy
6	Mr. Pelenato FONOTI	Samoa	<a href="mailto:aceo@samoaaquarantine.gov.ws">aceo@samoaaquarantine.gov.w s</a>	8-19 August 2016, Chiang Mai, Thailand
7	Ms. Miriam Cristina GALENAO MARTINEZ	Paraguay	<a href="mailto:cristinagaleano@gmail.com">cristinagaleano@gmail.com</a>	31 October – 11 November 2016, Punta Leona, Costa Rica
8	Mr. Jose Maria GUITIAN CASTRILLON	Spain	<a href="mailto:jmgc@tragsa.es">jmgc@tragsa.es</a>	31 October – 11 November 2016, Punta Leona, Costa Rica
9	Mr. Francisco Adrian GUTIERREZ	Belize	<a href="mailto:frankpest@yahoo.com">frankpest@yahoo.com</a>	31 October – 11 November 2016, Punta Leona, Costa Rica
10	Ms Juliet Velmarie GOLDSMITH	Jamaica	<a href="mailto:juliet.goldsmith@cahfsa.org">juliet.goldsmith@cahfsa.org</a>	8-19 August 2016, Chiang Mai, Thailand
11	Mr. Jamal HAJJAR	Syria	<a href="mailto:jamalnoura@yahoo.com">jamalnoura@yahoo.com</a>	19-30 September 2016, Ronciglione, Italy

N°	Name	Country/Role	Email address	Training
12	Mr. Khandakar Mahfuzul HAQUE	Bangladesh	<a href="mailto:khmahfuz@yahoo.com">khmahfuz@yahoo.com</a>	8-19 August 2016, Chiang Mai, Thailand
13	Mr. Konan KOUAME	Côte d'Ivoire	<a href="mailto:l_kouame@yahoo.fr">l_kouame@yahoo.fr</a>	17-28 October 2016, Ronciglione, Italy
14	Mr. Adam KRZEWSKI	Poland	<a href="mailto:Adam.Krzewski@wp.pl">Adam.Krzewski@wp.pl</a>	27 June – 8 July 2016, Ronciglione, Italy
15	Ms Maryam JALILIMOGHADAM	Iran	<a href="mailto:marypaya@yahoo.com">marypaya@yahoo.com</a>	27 June – 8 July 2016, Ronciglione, Italy
16	Ms Dorcas KALELE	Kenya	<a href="mailto:doriskalele@gmail.com">doriskalele@gmail.com</a>	19-30 September 2016, Ronciglione, Italy
17	Mr. Larry LACSON	The Philippines	<a href="mailto:lacsonlr@yahoo.com">lacsonlr@yahoo.com</a>	8-19 August 2016, Chiang Mai, Thailand
18	Ms Olga LAVRENTJEVA	Estonia	<a href="mailto:Olga.Lavrentjeva@gmail.com">Olga.Lavrentjeva@gmail.com</a>	27 June – 8 July 2016, Ronciglione, Italy
19	Ms Alphonsine LOUHOUARI TOKOZABA	Congo	<a href="mailto:louhouari@yahoo.fr">louhouari@yahoo.fr</a>	17-28 October 2016, Ronciglione, Italy
20	Mr. Damas MAMBA	Congo	<a href="mailto:damasmamba@yahoo.fr">damasmamba@yahoo.fr</a>	17-28 October 2016, Ronciglione, Italy
21	Ms Veronica Salome MANRIQUE AGUILERA	Ecuador	<a href="mailto:veronicasalome_ma@yahoo.com">veronicasalome_ma@yahoo.com</a>	31 October – 11 November 2016, Punta Leona, Costa Rica
22	Mr. Juan Carlos MARTOS ROJAS	Peru	<a href="mailto:JCMARTOS@senasa.gob.pe">JCMARTOS@senasa.gob.pe</a>	31 October – 11 November 2016, Punta Leona, Costa Rica
23	Mr. Similo MAVIMBELA	Swaziland	<a href="mailto:seemelo@yahoo.com">seemelo@yahoo.com</a>	19-30 September 2016, Ronciglione, Italy
24	Ms Patience MAWERE	Botswana	<a href="mailto:pmawere@gamil.com">pmawere@gamil.com</a>	19-30 September 2016, Ronciglione, Italy
25	Ms Seraphine ADA ELLA Epouse MINKO M'ONDO	Gabon	<a href="mailto:minkoseraphine@yahoo.fr">minkoseraphine@yahoo.fr</a>	17-28 October 2016, Ronciglione, Italy
26	Mr. Chiluba MWAPE	Botswana	<a href="mailto:chilubah@gmail.com">chilubah@gmail.com</a>	19-30 September 2016, Ronciglione, Italy

N°	Name	Country/Role	Email address	Training
27	Mr. Imad NAHHAL	Lebanon	<a href="mailto:imadnahhal@gmail.com">imadnahhal@gmail.com</a>	27 June – 8 July 2016, Ronciglione, Italy
28	Mr. Flaubert NANA SANI	Cameroon	<a href="mailto:nana_sani@yahoo.fr">nana_sani@yahoo.fr</a>	17-28 October 2016, Ronciglione, Italy
29	Ms Alice NDIKONTAR	Cameroon	<a href="mailto:ndikontarali@yahoo.co.uk">ndikontarali@yahoo.co.uk</a>	19-30 September 2016, Ronciglione, Italy
30	Mr. Philip NJOROGE	Kenya	<a href="mailto:pknjoroge@kephis.org">pknjoroge@kephis.org</a>	19-30 September 2016, Ronciglione, Italy
31	Ms Shaza OMAR	Egypt	<a href="mailto:shaza.roshdy@gmail.com">shaza.roshdy@gmail.com</a>	27 June – 8 July 2016, Ronciglione, Italy
32	Mr. Andrei ORLINSKI	Russian Federation	<a href="mailto:orlinski@eppo.int">orlinski@eppo.int</a>	27 June – 8 July 2016, Ronciglione, Italy
33	Ms Mariam SOME DAMOUE	Burkina Faso	<a href="mailto:mariamsome@yahoo.fr">mariamsome@yahoo.fr</a>	17-28 October 2016, Ronciglione, Italy
34	Mr. Moussa SOW	Mauritania	<a href="mailto:sowmoussa635@yahoo.fr">sowmoussa635@yahoo.fr</a>	17-28 October 2016, Ronciglione, Italy
35	Mr. Sidney SUMA	Papua New Guinea	<a href="mailto:sidneyroaming@live.com">sidneyroaming@live.com</a>	8-19 August 2016, Chiang Mai, Thailand
36	Mr. Jaiinder Pal SINGH	India	<a href="mailto:j.p.singh@nic.in">j.p.singh@nic.in</a>	8-19 August 2016, Chiang Mai, Thailand
37	Ms Dayani Renuka Mallawa THANTRI MUDIYANSELAGE PERERA	Sri Lanka	<a href="mailto:dayanirenuka2014@yahoo.com">dayanirenuka2014@yahoo.com</a>	8-19 August 2016, Chiang Mai, Thailand
38	Mr. Josua WAINIQOLO	Fiji	<a href="mailto:josuaw@spc.int">josuaw@spc.int</a>	8-19 August 2016, Chiang Mai, Thailand
39	Mr. Fitzroy WHITE	Jamaica	<a href="mailto:fwhite@moa.gov.jm">fwhite@moa.gov.jm</a>	8-19 August 2016, Chiang Mai, Thailand
40	Ms Ruth WOODE	Ghana	<a href="mailto:wooderuth@yahoo.com">wooderuth@yahoo.com</a>	19-30 September 2016, Ronciglione, Italy

## List of participants in the five workshops during which 20 lawyers were trained.

N°	Name	Gender	Country/Role	Email address	Training	Covered by project
1	Mr Vito BUONSANTE	M	Belgium (Lawyer)	<a href="mailto:vbuonsante@gmail.com">vbuonsante@gmail.com</a>	19-30 September 2016, Ronciglione, Italy	Yes
2	Mr. Gerardo CASTRO	M	Costa Rica (Lawyer)	<a href="mailto:gcastro@sfe.go.cr">gcastro@sfe.go.cr</a>	31 October – 11 November 2016, Punta Leona, Costa Rica	No
3	Ms Maud, Sibylle CINTRAT	F	France (Lawyer)	<a href="mailto:maud.cintrat@gmail.com">maud.cintrat@gmail.com</a>	17-28 October 2016, Ronciglione, Italy	Yes
4	Ms Manuela CUVI	F	FAO (Lawyer)	<a href="mailto:Manuela.Cuvi@fao.org">Manuela.Cuvi@fao.org</a>	27 June – 8 July 2016, Ronciglione, Italy	Yes
5	Ms Nino GOGSADZE	F	FAO (Lawyer)	<a href="mailto:Nino.Gogsadze@fao.org">Nino.Gogsadze@fao.org</a>	27 June – 8 July 2016, Ronciglione, Italy	No
6	Mr. Jorge GÓMEZ	M	Costa Rica (Lawyer)	<a href="mailto:jlgomez@sfe.go.cr">jlgomez@sfe.go.cr</a>	31 October – 11 November 2016, Punta Leona, Costa Rica	No
7	Ms. Rosio Judith LEZCANO BARRIA	F	Panama (Lawyer)	<a href="mailto:roleb25@gmail.com">roleb25@gmail.com</a>	31 October – 11 November 2016, Punta Leona, Costa Rica	Yes
8	Mr Mamuka MATIASHVILI	M	Georgia (Lawyer)	<a href="mailto:mamuka.matiashvili@outlook.com">mamuka.matiashvili@outlook.com</a>	19-30 September 2016, Ronciglione, Italy	Yes
9	Mr Young MILES	M	Fidji (Lawyer)	<a href="mailto:milespatrickyoung@gmail.com">milespatrickyoung@gmail.com</a>	19-30 September 2016, Ronciglione, Italy	Yes
10	Mr Sovath PHIN	M	FAO (Lawyer)	<a href="mailto:sovath.phin@fao.org">sovath.phin@fao.org</a>	8-19 August 2016, Chiang Mai, Thailand	Yes
11	Ms Harinirina Saholy RAMBININTSAO TRA ép RABELISOA RAKOTONDRABE	F	Madagascar (Lawyer)	<a href="mailto:rabelisoarojo@yahoo.fr">rabelisoarojo@yahoo.fr</a>	17-28 October 2016, Ronciglione, Italy	Yes
12	Mr. Roberth RAMÍREZ	M	Costa Rica (Lawyer)	<a href="mailto:rramirez@sfe.go.cr">rramirez@sfe.go.cr</a>	31 October – 11 November 2016, Punta Leona, Costa Rica	No
13	Ms. Norma Paola RIVAS AGUILAR	F	Honduras (Lawyer)	<a href="mailto:norparia@hotmail.com">norparia@hotmail.com</a>	31 October – 11 November 2016, Punta Leona, Costa Rica	Yes
14	Ms Julia ROGERS	F	Italy (Lawyer)	<a href="mailto:Julia.a.rogers@gmail.com">Julia.a.rogers@gmail.com</a>	19-30 September 2016, Ronciglione, Italy	Yes

15	Ms. Silvia Maria SALAZAR FALLA	F	Costa Rica (Lawyer)	<a href="mailto:silvia.salazarf@gmail.com">silvia.salazarf@gmail.com</a>	31 October – 11 November 2016, Punta Leona, Costa Rica	Yes
16	Ms Philine WEHLING	F	FAO (Lawyer)	<a href="mailto:Philine.Webling@fao.org">Philine.Webling@fao.org</a>	27 June – 8 July 2016, Ronciglione, Italy	No
17	Mr. Pablo José WILLSON AVARIA	M	Chile (Lawyer)	<a href="mailto:pablo.willson@gmail.com">pablo.willson@gmail.com</a>	31 October – 11 November 2016, Punta Leona, Costa Rica	Yes
18	Mr Sylvestre YAMTHIEU	M	Cameroon (Lawyer)	<a href="mailto:Sylvestre.Yamthieu@fao.org">Sylvestre.Yamthieu@fao.org</a>	27 June – 8 July 2016, Ronciglione, Italy	Yes
19	Ms Li YINGJING	F	FAO (Lawyer)	<a href="mailto:Li.Yingjing@fao.org">Li.Yingjing@fao.org</a>	27 June – 8 July 2016, Ronciglione, Italy	No
20	Ms Raushan ZHAZYKBAYEVA	F	FAO (Lawyer)	<a href="mailto:Raushan.Zhazykbayeva@fao.org">Raushan.Zhazykbayeva@fao.org</a>	27 June – 8 July 2016, Ronciglione, Italy	No

#### Selected participants to conduct a PCE as a priority

The following candidates are considered as priority for conducting a PCE, as per their performances and language skills. Their names, position and language skills are indicated in the table below.

N.	Names	Gender	Position and institution	Language skills	Note
1	Mr Ahmed ABDALLAHA	M	Plant Health Officer, Plant Protection and Quarantine Department of Qatar	English, Arabic	
2	Ms Séraphine MINKO	F	Chef de Service de la Législation Phytosanitaire, Gabon	English, French	
3	Mr Mamoun ALBAKRI	M	Head of Phytosanitary Labs. Jordan / Ministry of Agriculture of Jordan	English, Arabic	
4	Mr Ringolds ARNITIS	M	Parliamentary Secretary, Ministry of Agriculture of Latvia	English, Russian	Retained on an exceptional basis for outstanding experience
5	Mr Mekki CHOUIBANI	M	Director of NEPPO	English, Arabic and French	Selected to conduct the PCE in Guinea in 2017 – Validated
6	Ms Mirian Cristina GALENAO MARTINEZ	F	Jefa del Departamento de Cuarentena Vegetal, Paraguay	Spanish	

7	Jose Maria GUITIAN CASTRILLON	M	Chief of Plant Health Department, TRAGSATEC	English, Spanish	
8	Mr Francisco Adrian GUTIERREZ	M	Technical Director of the Belize Agriculture Health Authority	English, Spanish	Selected to conduct a PCE in 2018-2019
9	Mr Hamim Hamissi KAHONDOGORO	M	Head of Service Control and Approval of Pesticides, NPPO of Burundi	English, French	
10	Mr Konan KOUAME	M	Inspecteur Technique à la Direction de la Protection des Végétaux, Ministère de l'Agriculture, Côte d'Ivoire	English, French, Arabic	
11	Mr Larry LACSON	M	Consultant Texicon Group	English	
12	Ms Olga LAVRENTJEVA	F	Adviser at Ministry of Rural Affairs of the Republic of Estonia	English, Russian	Selected to conduct a PCE in Azerbaijan in 2017-2018
13	Ms Alphonsine LOUHOARI KOTOZABA	F	Head of the Plant Protection Unit, Ministry of Agriculture and livestock of Congo	English, French	Selected to conduct the PCE in Madagascar in 2017 - Validated
14	Mr Damas MAMBA	M	Chef de Division en charge de la protection des végétaux, République Démocratique du Congo	English, French	
15	Mr Similo MAVIMBELA	M	Chief Research Officer at the Ministry of Agriculture of Swaziland	English	
16	Ms Patience MAWERE	F	Principal Scientific officer-Ministry of Agriculture-Botswana Government	English	
17	Mr Chiluba MWAPE	M	Regional Adviser – Sanitary and Phytosanitary, USAID Southern Africa Trade and Investment Hub	English	Selected to conduct the PCE in Kenya - Validated
18	Mr Imad NAHHAL	M	Project manager for FAO Lebanon	English, Arabic and French	
19	Ms Shaza OMAR	F	Phytosanitary Specialist, Central Administration for Plant Quarantine, Egypt	English and Arabic	
20	Ms Juliet Velmarie GOLDSMITH	F	Director of CAHFSA	English	
21	Mr Josua WAINIQOLO	M	Head of the Pacific Plant Protection Organization	English	
22	Mr Fitzroy WHITE	M	Senior Plant Quarantine/SPS Enquiry	English	Selected to conduct the

			Point Officer for the Ministry of Industry, Commerce, Agriculture and Fisheries of Jamaica		PCE in Barbados - VALIDATED
23	Ms Ruth WOOD	F	Head of the Plant Quarantine Division of the Plant Protection and Regulatory Services Directorate, Ghana	English	

On an exceptional basis, the trainers considered that Mr. Ringolds ARNITIS and Mr. Hamim Hamissi KAHONDOGORO, who were selected to be enrolled in the training, but were unable to attend because of a lack of financial resources, could be retained as priority persons for conducting a PCE owing to their outstanding phytosanitary experience, including in conducting PCEs.

#### Contact details of trainers

N°	Name	Gender	Country/Role	Email address
1	Ms Sarah BRUNEL	F	IPPC Implementation Facilitation Officer	<a href="mailto:Sarah.brunel@fao.org">Sarah.brunel@fao.org</a>
2	Ms Carmen BULLON	F	Legal Officer, LEGN	<a href="mailto:Manuela.Cuvi@fao.org">Manuela.Cuvi@fao.org</a>
3	Ms Manuela CUVI	F	Legal Officer for Latin America, LEGN	
4	Ms Magdalena GONZALES ARROYO	F	Head of the phytosanitary service in Costa Rica	<a href="mailto:mgonzalez@sfe.go.cr">mgonzalez@sfe.go.cr</a>
5	Mr Jeffrey JONES	M	Consultant (retired as IPPC Capacity Development Officer)	<a href="mailto:jonespq@yahoo.com">jonespq@yahoo.com</a>
6	Ms Ketevan LOMSADZE	F	IPPC Implementation facilitation Officer	<a href="mailto:Ketevan.Lomsadze@fao.org">Ketevan.Lomsadze@fao.org</a>
7	Ms Ana PERALTA	F	Consultant (retired as IPPC Capacity Development Officer)	<a href="mailto:ana.peralta1721@gmail.com">ana.peralta1721@gmail.com</a>
8	Lalaina RAVELOMANANTSOA	M	Legal Officer for Africa, LEGN	<a href="mailto:Lalaina.Ravelomanantsoa@fao.org">Lalaina.Ravelomanantsoa@fao.org</a>
9	Mr Orlando SOSA	M	IPPC Programme Specialist	<a href="mailto:Orlando.sosa@fao.org">Orlando.sosa@fao.org</a>

#### Trained lawyers hired to conduct PCE

N°	Name	Gender	Country	Email address	PCE
1	Mr Mamuka MATIASHVILI	M	Georgia (Lawyer)	<a href="mailto:mamuka.matiashvili@outlook.com">mamuka.matiashvili@outlook.com</a>	PCE in Georgia
2	Ms Harinirina Saholy RAMBININTSAOTRA ép RABELISOA RAKOTONDRABE	F	Madagascar (Lawyer)	<a href="mailto:rabelisoarojo@yahoo.fr">rabelisoarojo@yahoo.fr</a>	PCE in Madagascar
3	Mr Sylvestre YAMTHIEU	M	Cameroon (Lawyer)	<a href="mailto:Sylvestre.Yamthieu@fao.org">Sylvestre.Yamthieu@fao.org</a>	PCE in South-Sudan

Appendix 3

## TRAINING MATERIAL PRODUCED

Training material was developed as part of the project. As the PCE tool is confidential and as the presentations were interactive and based on the PCE modules, only selected presentations were made available online at the following address:

<https://www.ippc.int/en/core-activities/capacity-development/phytosanitary-capacity-evaluation/training-material-on-the-phytosanitary-capacity-evaluation-pce/>.

In addition, an IPPC Guide, *Preparing a National Phytosanitary Capacity Development Strategy*, has been published in English, French and Spanish at <https://www.ippc.int/en/media-kit/>.

Content of document	Type of document	Volume	Languages	Available on-line	Further uses
Agenda of the training	doc	4 pages	EN, FR, ES		
1.1 Knowing each other Setting ground rules together	pptx	9 slides	EN, FR, ES		
1.2 All what you should know about this training	pptx	16 slides	EN, FR, ES		
1.3.1.3 Understanding what is the Phytosanitary Capacity Evaluation (PCE)	pptx	11 slides	EN, FR, ES	X	PCEs
1.4 Understanding the International Plant Protection Convention (IPPC)	pptx	24 slides	EN, FR, ES	X	PCEs and events
1.5 International Standards on Phytosanitary Measures (ISPMs)	pptx	23 slides	EN, FR, ES		PCEs and events
1.6 Country Profile and Environmental Forces Assessment	pptx	5 slides	EN, FR, ES		
2.1 Working on Phytosanitary legislation	pptx	12 slides	EN, FR, ES	X	PCEs and events
2.2 International Legal Framework	pptx	21 slides	EN, FR, ES	X	PCEs
2.2 bis annex G/SPS/GEN/1490 - English	pdf	5 pages	EN, FR, ES		
2.3 International legal framework: Obligations and responsibilities under the IPPC	pptx	40 slides	EN, FR, ES	X	PCEs and events
2.4 Assess your personality profile	pptx	7 slides	EN, FR, ES		
2.5 Before Drafting Legislation	pptx	12 slides	EN, FR, ES	X	
2.6 Elements of plant protection legislation	pptx	16 slides	EN, FR, ES	X	PCEs and events
3.1 From vision to mission	pptx	19 slides	EN, FR, ES		PCEs and events
3.2 NPPO Establishment and Management	pptx	36 slides	EN, FR, ES		PCEs and events
3.3 Pest Surveillance	pptx	15 slides	EN, FR, ES		PCEs and events

3.4 Pest Reporting	pptx	15 slides	EN, FR, ES		
3.5 Delivering Phytosanitary Diagnostic Services	pptx	23 slides	EN, FR, ES		
4.1 Pest Risk Analysis	pptx	16 slides	EN, FR, ES		
4.2 Eradication, Pest Free Areas and Areas of Low Pest Prevalence – Modules 9 and 12	pptx	13 slides	EN, FR, ES		
4.3 Phytosanitary import regulatory system	pptx	9 slides	EN, FR, ES		
4.4 Export certification, re-export and transit	pptx	12 slides	EN, FR, ES		
4.5 Ethic and transparency	pptx	8 slides	EN, FR, ES		
4.1 Pest Risk Analysis	pptx	16 slides	EN, FR, ES		
4.2 Eradication, Pest Free Areas and Areas of Low Pest Prevalence – Modules 9 and 12	pptx	13 slides	EN, FR, ES		
4.3 Phytosanitary import regulatory system	pptx	9 slides	EN, FR, ES		
4.4 Export certification, re-export and transit	pptx	12 slides	EN, FR, ES		
5.1 Introduction to the stakeholders' analysis	pptx	8 slides	EN, FR, ES		PCEs and events
5.1 bis NPPO Stakeholders	pptx	23 slides	EN, FR, ES		
5.2 Simulation exercise on the PCE	pptx	6 slides	EN, FR, ES		
6.1 The Phytosanitary Capacity Evaluation (PCE) PROCESS	pptx	7 slides	EN, FR, ES		PCEs and events
6.2 Presentation skills	pptx	18 slides	EN, FR, ES		PCEs and events
6.3 Homework	pptx	1 slide	EN, FR, ES		
8.1 Bis Activity Understanding PCE tool	pptx	2 slides	EN, FR, ES		
8.2 PCE and Strategic planning	pptx	9 slides	EN, FR, ES	X	PCEs and events
8.3 Problem analysis	pptx	10 slides	EN, FR, ES		PCEs and events
8.4 Phytosanitary Capacity Evaluation: Strengths, Weaknesses, Opportunities and Threats (SWOT)	pptx	15 slides	EN, FR, ES		PCEs and events
9.1 Logical Framework Approach	pptx	29 slides	EN, FR, ES		PCEs and events
9.2 PCE Country Implementation Planning Discussion	pptx	4 slides	EN, FR, ES		
10.1 PCE Country Implementation	pptx	7 slides	EN, FR, ES		
10.3 Presenting the PCE Results A Wrap up Session	pptx	7 slides	EN, FR, ES		
PCE results presentation	pptx	1 slide	EN, FR, ES		
Book of exercises	doc	24 pages	EN, FR, ES		
Book of exercises for lawyers	doc	15 pages	EN, FR, ES		
Case study for PCE application	doc	15 pages	EN, FR, ES		
Instructions for trainees to draft the case study for PCE application	doc	1 page	EN, FR, ES		

CIDT Participant handbook - Strategic Planning and Programme Design, using the Logical Framework Approach (LFA)	doc	101 pages	EN		Other trainings
IPPC guide Preparing a national phytosanitary capacity development strategy	doc		EN, FR, ES	X	
Confidentiality undertaking	doc	2 pages	EN, FR, ES		
e-learning QCM on WTO, IPPC and SPS	On-line	20 questions	EN		
e-learning QCM on legislation	On-line	8 questions	EN		
e-learning QCM on PRA	On-line	44 questions	EN		
e-learning QCM on definitions – pest listing and reporting	On-line	5 questions	EN		
e-learning QCM on import and export	On-line	43 questions	EN		
e-learning QCM on phytosanitary improvement	On-line	37 questions	EN		
Test QCM on WTO, IPPC and SPS	On-line	20 questions	EN, FR, ES		
Test QCM on legislation	On-line	8 questions	EN, FR, ES		
Test QCM on NPPO establishment	On-line	7 questions	EN, FR, ES		
Test QCM on surveillance	On-line	4 questions	EN, FR, ES		
Test QCM on phytosanitary measures	On-line	6 questions	EN, FR, ES		
Test QCM on phytosanitary improvement	On-line	10 questions	EN, FR, ES		
Test QCM on import and export	On-line	9 questions	EN, FR, ES		
Individual Test: LFA - Managing Risks (1 hour)	pptx	1 slide	EN, FR, ES		
Guidelines on the assessment of PCE facilitators (for trainers)	doc	12 pages	EN		
Grid to assess participants (training) (for trainers)	doc	1 page	EN		
Grid to assess participants (when conducting a PCE) (for trainers)	doc	1 page	EN		
Training certificate	pptx	1 page	EN, FR, ES		