



Phytosanitary Capacity Evaluation Tool - PROCESS

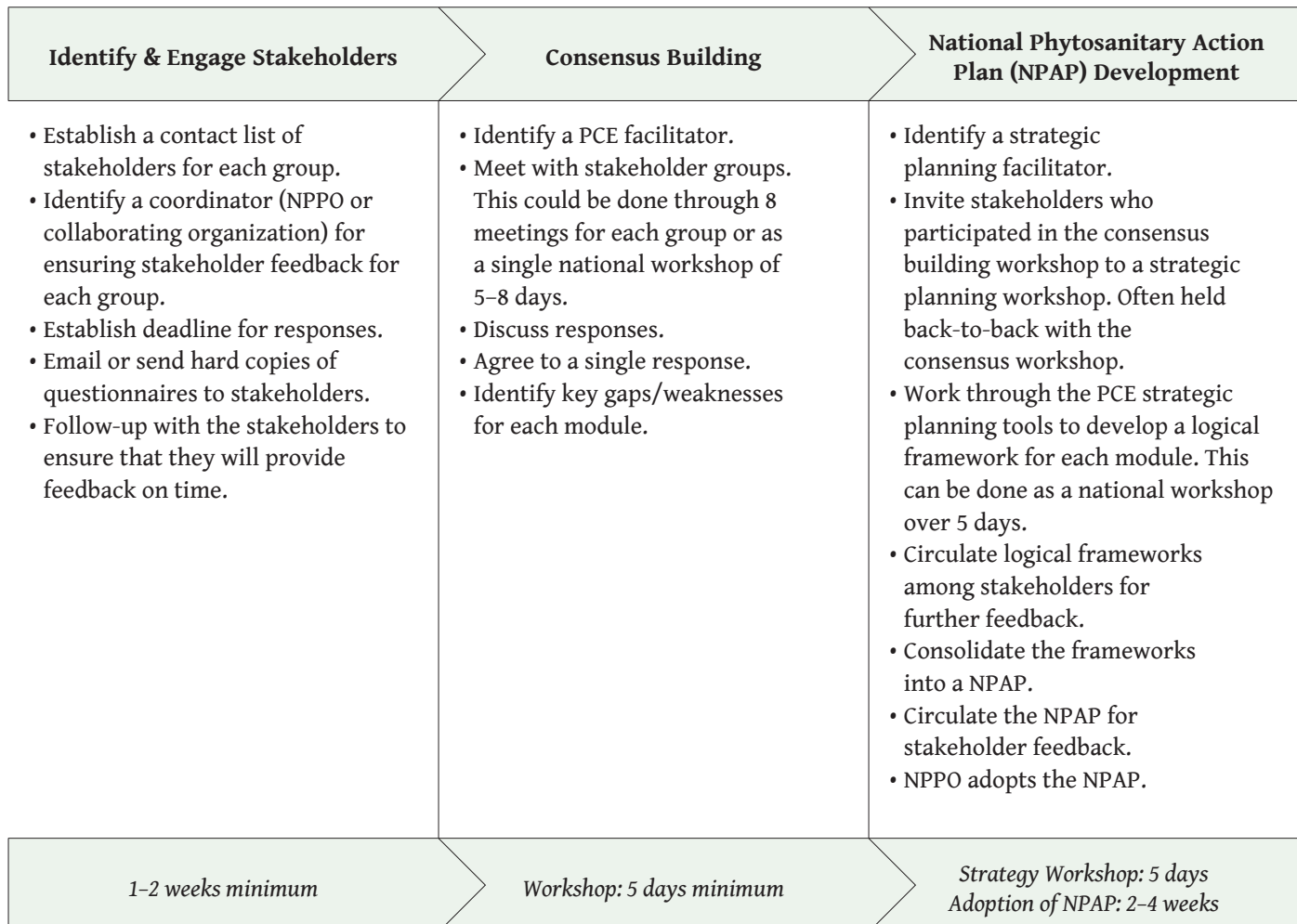
This document outlines the process of consultation for conducting a phytosanitary capacity evaluation. The process for a complete PCE (13 modules) takes about 1.5 months to complete.

NPPOs are urged to ensure the widest possible participation of public and private stakeholders. The actual persons or organisations involved in the process will vary according to the country conditions.

The sections below are best practices and may be modified by the NPPO to suit their conditions and needs. It is important however to maintain a wide stakeholder participation for best feedback. The general PCE process is outlined in the following diagram:



DIAGRAM 1



Grouping of PCE Modules for Stakeholder Inputs

The IPPC recommends to group stakeholders according to their ability to provide the best feedback for the PCE Modules selected. Table 1 below outlines the recommended grouping of PCE modules (questionnaires). For each group, a coordinator may be identified where resources allow. It is often the practice in many countries for the coordinator to be the same person for all groups. Stakeholders are identified for each set of modules by the NPPO — See Table 2 on the following page.

TABLE 1

Stakeholder Groups	Module List	Coordinator Name	Deadline for Completion
Group 1	<i>Module 1: Country profile</i> <i>Module 2: Environmental forces</i>		
Group 2	<i>Module 3: National Phytosanitary Legislation</i>		
Group 3	<i>Module 4: NPPO's mission and strategy</i> <i>Module 5: NPPO's structure and processes</i> <i>Module 6: NPPO's resources</i>		
Group 4	<i>Module 7: Pest Diagnostic capacity</i>		
Group 5	<i>Module 8: NPPO pest surveillance and pest reporting capacity</i>		
Group 6	<i>Module 9: Pest eradication capacity</i>		
Group 7	<i>Module 10: Phytosanitary import regulatory system</i> <i>Module 11: Pest risk analysis</i>		
Group 8	<i>Module 12: Pest free areas, places and sites, low pest prevalence areas</i> <i>Module 13: Export certification, re-export, transit</i>		



Recommended Stakeholders to Provide PCE Inputs & Feedback

Table 2 outlines a list of possible stakeholders and the PCE modules that would most likely be relevant to them. The coordinators should ensure the widest participation of public and private stakeholders in the PCE process. This list is not exhaustive.

TABLE 2

#	Position	Institution	PCE Groups (See Table 1)
1	Acting Director General of Agriculture	Ministry of Agriculture	1, 2, 3
2	Advisor to The Minister	Ministry of Agriculture	1, 2, 3
3	IPPC Official Contact Point	Ministry of Agriculture	1, 2, 3, 4, 5, 6, 7, 8
4	Head of Plant Quarantine Service	Ministry of Agriculture	1, 2, 3, 7, 8
5	Head of Plant Protection Department	Ministry of Agriculture	1, 2, 3, 4, 5, 6, 7, 8
6	Head of Plant Pest Diagnostic Department	Ministry of Agriculture	2, 3, 4, 5, 6, 8
7	Head of Quarantine Inspection Service	Ministry of Agriculture	2, 3, 7, 8
8	Extension Service	Ministry of Agriculture	2, 3, 4, 5, 6, 8
9	Legal department	Ministry of Agriculture	1, 2, 3
10	Legal department	Ministry of Justice/Attorney General	1, 2, 3
11	Head of Protection of Natural Resources Service	Ministry of Environment	1, 2, 3, 5, 6, 7, 8
12	Legal department	Ministry of Environment	1, 2, 3
13	GEF focal point	Ministry of Environment	1, 2, 3, 5, 6, 7, 8
14	Officer responsible for Agriculture (plant & plant products)	Ministry of Trade	1, 2, 3, 7, 8
15	SPS focal point	Ministry of Trade	1, 2, 3, 7, 8
16	Customs Service	Ministry of Finance	1, 2, 3, 7, 8
17	Immigration	Ministry of Finance	1, 2, 3, 7, 8
18	Officer responsible for Plant Protection	Agricultural Research/Scientific Institutes	2, 3, 4, 5, 6, 7, 8
19	Officer responsible for Pest diagnostics	Agricultural Research/Scientific Institutes	2, 3, 4, 5, 6, 8
20	Head of Plant Protection Department	College / University	2, 3, 4, 5, 6, 7, 8
21	Head of Plant Pathology/Entomology Department	College / University	2, 3, 4, 5, 6, 8
22	Representative	Small farmers	2, 3, 4, 5, 6, 7, 8
23	Representative	Commodity (e.g. Sugar, Banana, Citrus Growers etc.)	2, 3, 4, 5, 6, 7, 8
24	Representative	Large farmers	2, 3, 4, 5, 6, 7, 8
25	Representative	Importers Association	2, 3, 4, 5, 6, 7
26	Representative	Exporters Association	2, 3, 4, 5, 6, 7, 8
27	General Manager	Development Association	2, 3, 4, 5, 6, 7, 8
28	Representative	NGOs (agriculture plant protection)	2, 3, 4, 5, 6, 7

Stakeholders should be encouraged to complete the questionnaires to the best of their knowledge and ability.



Consensus Building

Stakeholders are invited to a follow-up consensus building workshop. The workshop should be lead by a PCE facilitator who is impartial, has in-depth knowledge of the IPPC, ISPMs and experience with management of NPPOs. The minimum time for a workshop is 5 days. Each module is reviewed using the IPPC PCE Online tool. The questions are discussed and a single answer is agreed for each question before it is entered into the online PCE. For each module, the stakeholders should agree on not more than 5 main or critical gaps that should be addressed over 5-10 years period.



Strategic Planning

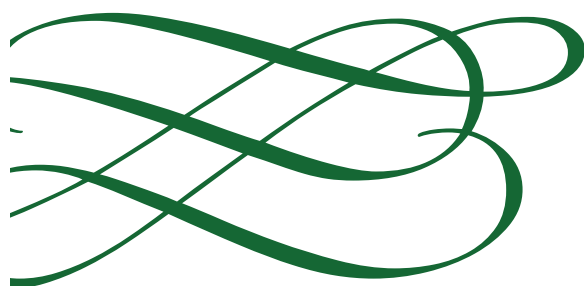
(Development of a National Phytosanitary Action Plan - NPAP)

A strategic planning session is follows. A facilitator with experience in strategic planning may be used. It is often the case that the same facilitator identified for the Consensus Building stage may be engaged.

The stakeholders are asked to reflect on the 5 main or critical gaps that was identified for each module (Modules 2-13) using a problem analysis approach. The main or critical gaps can be edited at this stage. The stakeholders are then lead through a SWOT analysis exercise and finally a Logical Framework development exercise for each module (Modules 2-13). The result of the process is 12 logical frameworks or strategic plans.

At the end of the workshop the facilitator consolidates the 12 logical frameworks into a single NPAP paper which is re-circulated by the NPPO to stakeholders for feedback before it is finally adopted as a national plan.

Individual logical frameworks or the entire plan may be used to access funding from government or external sources.



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