**PROJECT TASKS /INPUTS**

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| **Activity 0** | **Visibility events** |
| **Method** | An opening seminar will be organized for the kick off meeting of the project, while a closing seminar will be organized at the end of the project. The two seminars will be used to inform the stakeholders about the project launch and about the results achieved during the project timeframe.  Visibility will be sought also through the project website, the project leaflet, the information campaign planned under Act. 2.3, the informative materials prepared and distributed to stakeholders (several Activities within the four Components). |
| **Benchmarks** | A0.1 Introduction to the project  A0.2 Increased awareness about the activities of administrations involved in phytosanitary inspection  A0.3 Awareness among stakeholders about the improvement of phytosanitary inspection system, seeds and plant material certification, plant protection products registration and control  A0.4 Project leaflet is prepared and project website is launched |

**Component 1 - Establishment of a legal and regulatory framework for plant health, seed and seedling materials, and plant protection products.**

This Component will be the base for the development of the whole project and therefore will be carried out through an assessment of the major issues related to the three aspects concerned by the project (plant health - PH, seeds and seedling materials - SSM, plant protection products – PPP). It will be paralleled by the initial assessment of the legal provisions in force or under preparation in BiH. Furthermore, it will provide a table of concordance with the related EU legal provisions in order to define which work shall be done for new provisions or to update current legislation. The process will be concluded with a conformity check of the legal documents prepared within the project by a legal expert

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| **Activity 1.1** | **Draft missing regulations in accordance with EU *acquis* on plant health regime, seed and seedling material of agricultural plants, vegetable, vine fruits, ornamental and forest plants, placing of plant protection products (PPP) on the market and sustainable use of pesticides** |
| **Method** | A gap analysis will be carried out about the areas of legislation that requires improvement/ update and/or new drafts. This analysis will be deepened through the preparation of a table of concordance for each of the three areas concerned by the project (PH, SSM, PPP). On the basis of this exercise, an overall framework of legal provisions will be designed in order to adapt the needs to the administrative structure of BiH.  The legal provisions (of primary, secondary and tertiary level) will be drafted within the specific activities planned in the other Components, but a general overview and their final assessment will be carried out within this Component by the legal experts. |
| **Benchmarks** | 1.1.1) Gaps analysis performed for legal aspects related to all area concerned by the project;  1.1.2) Tables of concordance of legislation for the areas concerned by the project for the primary and secondary legislation prepared;  1.1.3) To provide a suggested legislation framework for legal implementation of the system;  1.1.4) Legislation for implementation of the system is delivered upon legal assessment; |

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| **1.2** | **Train phytosanitary services staff for the implementation of adopted regulations** |
| **Method** | The analysis of training needs will be prepared through a questionnaire and a survey involving all the staff of the different institutions involved in the project. The questionnaire will include different aspects related to the three areas concerned by the project: phytosanitary aspects, seed certification, plant protection products.  The assessment will be also carried out for operators, since they will also be a target of the training program developed by the project.  To carry on the analysis, both paper and electronic questionnaires will be made available, to allow also distant users to be surveyed and to ease the elaboration of the data.  A statistical analysis of the answers will be utilized to define which areas need more knowledge transfer.  The plan for the development of human resources will consider the tasks and roles expected to be performed by the public administrations during the period of project implementation and after the end of the project.  All the tertiary documents, manuals, guidelines and other training materials prepared also within the other Components will be the base to form an Internet-Based Administrative-Knowledge System (IBAKS) that will be made available to all institutions involved in the sector.  On the basis of the assessment of training needs analysis, for all activities the training will generally involve the following modules:  - a theoretical background about legal provisions regulating the topic,  - practical examples showing how the issue is dealt with by the authorities,  - case studies  - exercises and a final examination.  The final examination is introduced in order to be able to issue a certificate for the training. The certificate can be used for the implementation of a quality system of management (i.e. ISO 9000) which is, in different cases of the control and inspection system, a requirement to be applied by different EU provisions. |
| **Benchmarks** | 1.2.1) Training needs analysis performed  1.2.2) A plan to organise human capacity building through training courses, workshops and study visits to EU member states for relevant stakeholders is delivered.  1.2.3) An Internet-Based Administrative-Knowledge System (IBAKS) composed of the array of documents (instructions, guidelines, manuals, leaflets) developed for the different areas concerned by the project is built. |

**COMPONENT 2. PLANT HEALTH**

Within this Component will be carried out all activities related to the achievement of the Results n. 2, 3 and 4. Therefore, to ease the organization of the activities planned, the Component is structures into 3 Actions: Phytoregister, Surveillance and Monitoring, Coordination of the system.

**COMPONENT 2. ACTION 1 - PHYTOREGISTER**

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| **Activity 2.1** | **Prepare and implement procedures for management of register of operators.** |
| **Method** | The phytoregister is the core of the Phytosanitary Information System, which is expected to ease the flow of information among all institutions involved in phytosanitary control.  Guidelines and documents (e.g. forms and templates) needed to assure the implementation of the rules developed for the phytoregister and plant passport will be developed, according to the output of the revision concerning this operational area carried out under Act. 1.1.  The implementing documents will be designed in order to be compatible with an electronic database allowing the management of the register online by the staff involved in phytosanitary inspection. Such database will be provided by the MSs and shall be implemented online trough the website of PHPA. The system can be further developed to manage also all other aspects of inspection and control (e.g. inspection activity, monitoring activity, issuing plant passports, sampling, laboratory analyses, etc.) allowing to speed up the procedures and also to have a timely information about the situation in all country. |
| **Benchmarks** | 2.1.1) Tertiary legislation (instructions and procedures) for the register of operators is delivered  2.1.2) An electronic system for the management of the register is provided |

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| **Activity 2.2** | **Train staff of administrations on establishment and management of registers, from receipt to issuance of authorizations** |
| **Method** | A series of trainings will be provided to the staff of the PHPA and of the Entities and Brcko District administrations on the management of the phytoregister. The trainings will concern both the practical aspects and the management of the electronic system provided under Act. 2.1.  During the trainings, all the documents prepared under Act 2.1 will be illustrated and the practical implementation of the procedures will be explained with case studies on real situations. |
| **Benchmarks** | 2.2) At least 100 staff operating the register is trained |

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| **Activity 2.3** | **Train producers, importers, exporters (operators) and others who are dealing with plants, plant products and other articles for registrations** |
| **Method** | Seminars will be organized in the different Entities and Brcko District to inform the operators about the need and the procedures for registering in the phytoregister. The seminars will be organized with the support of an information campaign that will allow to reach all the interested parties and also agricultural advisors and other stakeholders.  The information campaign will involve the preparation of informative leaflets and/or brochures and of posters/banners with the main aspects deriving from the introduction of the registration process that will be made available through all local institutions (e.g. municipalities) and the major retailers of agricultural means (e.g. PPP sellers) in order to reach all possible interested operators. If possible, the information campaign will also involve the participation to radio/TV programs. A short clip will be prepared with the involvement of BiH staff to be posted online in the project website, on PHPA and other beneficiaries websites and on YouTube. |
| **Benchmarks** | 2.3.1) An array of seminars and trainings (at least 5) are carried out for operators  2.3.2) An information campaign is performed  2.3.3) Informative materials (leaflet, poster, video clip) about registration of operators into the phytoregister is produced and printed (1000 copies for leaflet; 100 copies for poster) |

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| **Activity 2.4** | **Train administrative staff and/or producers on the rules for issuing plant passports** |
| **Method** | Trainings will be carried out to improve the knowledge of the inspectors in issuing the plant passport. These trainings will be organized together with those for operators in order to allow the discussion among them and to solve possible issue deriving from real cases.  Such approach is considered optimal in case of the two options possible to be adopted for the management of the plant passport: the issuing by the inspectors or the issuing by the operator after his accreditation by the phytosanitary service. The decision on which system could be adopted by BiH will be taken during the preparation of the procedures under Act. 2.1. |
| **Benchmarks** | 2.4) Practical trainings are carried out on how to issue plant passports to at least 100 staff and operators. |

**COMPONENT 2 – ACTION 2. SURVEILLANCE AND MONITORING**

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| **Activity 3.1** | **Prepare surveillance and monitoring programs on harmful organisms in accordance with the EU legislation and in line with International Plant Protection Convention (IPPC) and European and Mediterranean Plant Protection Organization (EPPO) standards** |
| **Method** | A program for the monitoring and surveillance of quarantine organisms posing threats for the major crops and forestry species in BiH will be prepared, based on the results of the work carried out within the previous Twinning Light project and of the previous project supporting the monitoring of potato quarantine pests.  The program will be prepared using a specific electronic template in use by the Italian phytosanitary service that allows to adapt the activities planned to the staff resources available (both in term of inspectors and laboratory staff) and the difficulties deriving from the geographical conditions of the different areas to be subjected to the surveillance.  The program will be also based on criteria such as pest risk assessment, work load, time for sampling, time for laboratory analyses and a series of financial indexes. |
| **Benchmarks** | 3.1) A surveillance and monitoring program related to the major harmful organisms (at least 20 organisms) and main crops relevant for BiH is delivered |

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| **Activity 3.2** | **Train phytosanitary services on risk management and monitoring procedures** |
| **Method** | This activity is split into two sub-activities: one dealing with trainings in BiH and the other with trainings in the MS (study visit). |
| **Activity 3.2.1** | Procedures and trainings on phytosanitary risk management and monitoring procedures |
| **Method** | The procedures for the risk management and monitoring of phytosanitary threats will be prepared with the training in BiH. These will include instructions on how to perform a pest risk assessment (PRA) and monitoring for at least one species for each category of harmful organisms (viruses, bacteria, fungi, insects, alien plants).  On the basis of these instructions, the trainings will be prepared and will consist of a theoretical session and of a practical session. During the theoretical session the basis for the PRA will be explained, together with the procedure/instructions prepared. During the practical session a PRA will be developed on a case study, planning thus also the collection of data and on-site visits performing also monitoring procedures. |
| **Benchmarks** | 3.2.1.1) Developing a procedure for risk management and monitoring deriving from phytosanitary threats  3.2.1.2) Practical trainings on PRA, risk management and monitoring are carried out |

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| **Activity 3.2.2** | **Study visit on risk management and monitoring** |
| **Method** | The study visit will be dedicated to show the BiH staff how risk management and monitoring are already carried out and how different conditions need to be assessed. This would help also the staff involved to appraise the methodology in order to be able to assess PRA from countries exporting plant goods that are affected by quarantine organisms to BiH.  The visit will thus concern a limited number of staff, directly involved in this issue. |
| **Benchmarks** | 3.2.2) A study visit is organized for seven staff involved in surveillance and monitoring |

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| **Activity 3.3** | **Train laboratory staff on laboratory methods for diagnosing harmful organisms** |
| **Method** | This activity is split into two sub-activities: one dealing with trainings in BiH and the other with trainings in the MS (study visit). |
| **Activity 3.3.1** | **Procedures and trainings on phytosanitary laboratory analyses** |
| **Method** | Manuals and instructions for the different laboratory analyses as well as for sampling will be prepared. These will be prepared according to the rules foreseen in the ISO standard 17025. A short course will also be provided on the implementation of the ISO quality management system for laboratories, which could support the process of accreditation of the laboratories.  On the basis of these instructions, the trainings will be prepared and will consist of a theoretical session and of a practical session carried out in all laboratories involved in the phytosanitary inspection system. The trainings will deal with all the major categories of harmful organisms and the different instruments available or in the process of being provided to the laboratories. |
| **Benchmarks** | 3.3.1.1) Developing short instruction manuals and procedures for major laboratory phytosanitary analyses according to ISO 17025 standard  3.3.1.2) Laboratory training on diagnosis of different kinds of harmful organisms and sampling methods |

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| **Activity 3.3.2** | **Study visit for phytosanitary laboratory analyses** |
| **Method** | The study visit for this training is important to show the BiH staff new methods for diagnosis (e.g. based on molecular biology analyses) of all kinds of quarantine organisms (viruses and virus-like organisms, bacteria, fungi, nematodes and insects) and the organization of the laboratory (from the point of view of the requirements for accreditation according to ISO standards). The selected staff will thus be trained on the new methods and on the practical examples of how the ISO requirements can be implemented. |
| **Benchmarks** | 3.3.2) A study visit to a phytosanitary laboratory for on-site training of six selected staff |

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| **Activity 3.4** | **Draft regulations to support uniform prices for laboratory testing and phytosanitary inspection** |
| **Method** | An internal regulation that will establish the criteria to be taken into consideration when setting the prices for laboratory analyses and testing will be drafted.  Furthermore, a regulation that will support an uniform application of administrative taxes for the different activities (e.g. the controls at the borders, the issuing of certificates and plant passports, etc.) taking into consideration the EU rules as well as those of IPPC, will be drafted. |
| **Benchmarks** | 3.4.1) The regulation on uniform principles for setting laboratory analyses prices is prepared  3.4.2) The regulation on uniform principles for phytosanitary inspection prices is prepared |

**COMPONENT 2 – ACTION 3 - COORDINATION OF THE PHYTOSANITARY SYSTEM**

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| **Activity 4.1** | **Draft secondary legislation as well as a manual for phytosanitary inspectors in accordance with EU legislation and IPPC standards** |
| **Method** | A specific working group will be formed with both EU and BiH experts (inspectors and other authorized personnel) which will work on the preparation of the manual.  The manual will contain both the procedures for the different tasks carried out by inspectors and other authorized personnel, as well as the check lists and the templates necessary which will be developed to assure their equivalence to EU requirements.  The technical procedures will be standardized and their draft will be carried out according to ISO 9000 standards. |
| **Benchmarks** | 4.1) An inspection manual with procedures for carrying on phytosanitary control is prepared  4.2) The manual is edited and printed in at least 200 copies. |

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| **Activity 4.2** | **Train phytosanitary inspectors in accordance with EU requirements including also the inspection at the border inspection points** |
| **Method** | The activity is split into two sub-activities for local trainings and a study visit. |
| **Activity 4.2.1** | **Training on inspection** |
| **Method** | An array of trainings will be organized aiming at the involvement of all inspectors present in BiH and other authorized personnel. Furthermore, specific additional trainings will be carried out for staff working at the BIPs.  The trainings will include both theoretical and practical aspects of the inspection activity.  The trainings will be used also to disseminate the knowledge about the new manual and other instructions developed within the project.  The practical sessions will be organized with a simulated inspection in order to obtain a higher efficacy, both at operators and at BIPs.. |
| **Benchmarks** | 4.2.1) Theoretical and practical trainings for inspectors are performed for at least 100 staff |

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| **Activity 4.2.2** | **Study visit for phytosanitary inspectors** |
| **Method** | The inspectors involved in the working groups developing the manual and other documents will participate to this study visit. This will be organized in a period after the preparation of the first draft of the inspection manual. In this way, the knowledge acquired during the visit will be useful also to finalize the manual itself.  During the study visit the inspectors will follow the daily activity of their EU colleagues, related to inspection, sampling and control, both inland and at the BIPs. |
| **Benchmarks** | 4.2.2) A study visit for six inspectors is organized |

**COMPONENT 3 SEEDS AND PROPAGATION MATERIALS**

ACTION 1 – VARIETY REGISTRATION AND BREEDERS RIGHTS

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| **Activity 5.1** | **Variety registration in BiH catalogue(s)** |
| **Method** | The activity involves the preparation of procedures for varieties registration, the training of staff on these procedures and a specific training for forest reproductive material. Therefore, it is divided into 3 sub-activities. |
| **Activity 5.1.1** | **Development of procedures for variety registration** |
| **Method** | Secondary and tertiary legislation for the registration of varieties will be developed, utilizing UPOV guidelines. Procedures for DUS and VCU trials will be also included. |
| **Benchmarks** | 5.1.1) Secondary and tertiary legislation for the registration of varieties is prepared |
| **Activity 5.1.2** | **Train personnel involved in the variety testing system for entry into the variety catalogue of BiH** |
| **Method** | The training of the staff will involve all phases, from examination of application to decision of registration, as well as the field examinations. The training will include also the presentation of the documents developed under Act. 5.1.1.  Case studies will be selected for the training, using the crops that are most important for the seed sector in BiH.  The trainings will be utilized as a test in order to validate their feasibility under field conditions. |
| **Benchmarks** | 5.1.2) Staff is trained on the registration procedures |
| **Activity 5.1.3** | **Train staff in charge of the approval of basic material for seedling reproductive material (fruits, vine, vegetables, ornamental, forestry)** |
| **Method** | A specific training will be organized for staff involved in the evaluation and approval of seedling reproductivevegetative material. Also in this case, the training of the staff will involve all phases of the process including the field examination. |
| **Benchmarks** | 5.1.3) Trainings on inspection and evaluation of basic seedling reproductivevegetative material is delivered |

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| **Activity 5.2** | **Plant breeders' rights in BiH** |
| **Method** | The activity is spilt into three sub-activities to develop procedures and train both public officers and operators on the management of plant breeders’ rights. |
| **Activity 5.2.1** | **Development of secondary and tertiary legislation for the management of plant breeders’ rights** |
| **Method** | A full set of secondary and tertiary legal provisions for the management of the register will be developed. The documents developed will also include all necessary databases to be part of the Phytosanitary Information System. The legal provisions and guidelines will include, among others: evaluation of data presented by the breeders, assessment of cultivar characteristics, registration process, etc.  The documents, databases and guidelines will thus be used as the basis for the training of the staff not involved in their preparation. |
| **Benchmarks** | 5.2.1.1) Development of secondary and tertiary legal provisions for management of the plant breeders’ right register  5.2.1.2) Staff is accustomed with the use of the register and other databases |
| **Activity 5.2.2** | **Train staff involved in the management of plant breeders' rights register** |
| **Method** | The training will include both theoretical and practical sessions. Within the theoretical, the new procedures will be illustrated. Case studies will be utilized as practical activities, to have the staff acquainted with the procedures and with the legal provisions underlining the registration process. |
| **Benchmarks** | 5.2.2) Staff is accustomed with the use and procedures related to the plant breeders’ rights registers |
| **Activity 5.2.3** | **Train staff and stakeholders in relation with enforcement of plant breeders' rights**. |
| **Method** | This additional sub-activity will be devoted to spread the information about the registers and the possibilities deriving from application of the legal provisions for the stakeholders (public and private breeders, operators, etc.). The trainings will be carried out in the two Entities and in Brcko District to assure that all the operators interested in the subject will be contacted.  A small brochure targeted for operators will be initially prepared to illustrate the topic. It will be made available through the trainings organized and through the organizations involved in agriculture (local offices, administrations, producers associations, etc.). |
| **Benchmarks** | 5.2.3.1) A series of workshops and seminars (at least three) for staff and operators in breeding activities is organized  5.2.3.2) An illustrative brochure is prepared, printed (100 copies) and distributed |

ACTION 2 – CERTIFICATION SYSTEM FOR SEEDS AND SEEDLING MATERIALS

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| **Activity 6.1** | **Develop draft regulations and procedures establishing a system of production and certification of seeds and seedling materials and control of imports and exports of seeds and seedling material of agricultural and forestry plants in BIH.** |
| **Method** | The activity is split into two sub-activities dealing with the certification of seeds and seedling materials and the control for import/export. |
| **Activity 6.1.1** | **System of seeds and vegetative plants certification** |
| **Method** | Secondary legislation regulating the matter will be prepared, taking into consideration the results of the gap analysis carried out under Component 1. The focus will be put on the crops that still require a legal provision on the production system, the quality characteristics of the materials, etc.  Administrative procedures (tertiary legislation) for the management of the certification system will be prepared, based on the bylaws produced and on the choice of the model of certification system (private or public).  Specific legal provisions will be also developed for the management and functioning of the register for seeds and propagating materials for both agricultural and forestry species.  Furthermore, a support for the preparation of the application for joining the OECD by BiH will be provided. |
| **Benchmarks** | 6.1.1.1) Secondary legislation dedicated to production and certification of seeds and propagating materials is prepared  6.1.1.2) Tertiary legislation on production and certification of seeds and propagating materials is delivered  6.1.1.3) Documents related to the application to OECD are provided |
| **Activity 6.1.2** | **System of import/export control of seeds and vegetative plants** |
| **Method** | Documents to regulate the control of seeds and vegetative material import/export and also related to the protection of varieties will be developed. According to them, a procedure for the control will be drafted together with all necessary supporting documents (e.g. application forms, sampling forms, etc.). |
| **Benchmarks** | 6.1.2.1) Secondary legislation dedicated to import/export control of seeds and propagating materials is prepared  6.1.2.2) Procedures for the import/export control of seeds and seedling materials are delivered |

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| **Activity 6.2** | **Train staff involved in the control process for obtaining certified seeds and seedling materials in line with the EU regulations** |
| **Activity 6.2.1** | **Trainings on seeds and seedling material certification** |
| **Method** | An array of trainings will be organized aiming at the involvement of all staff dedicated to this matter present in BiH. Therefore, both inspectors and certifiers as well as laboratory staff will be involved in the trainings.  The trainings will be carried out in the season when the practical sessions will be possible to be performed (e.g. end of spring/beginning of summer) and will concern both annual crops (for seeds and seedlings certification) and perennial crops (for propagation material certification).  The trainings will include both theoretical and practical aspects of the inspection and certification activity. The trainings will be used also to disseminate the knowledge about the new procedures, the registers and other instructions developed within the project.  The practical sessions will be organized with a simulated certification inspection in order to obtain a high efficacy of the training.  For the laboratories, the trainings will also include the analysis according to ISTA standards. |
| **Benchmarks** | 6.2.1) Seminars and practical training on inspection and control of seeds and plant materials to be certified |

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| **Activity 6.2.2** | **Study visit on seeds and seedling material certification** |
| **Method** | During the study visit the staff will follow the daily activity of their EU colleagues, related to inspection, certification, management of the variety register and of the application for variety testing, registration of new cultivars, laboratory analyses, etc.  The visit, will be organized separately for seeds certification and seedling material certification, in a period after the preparation of the first draft of the documents related to certification. |
| **Benchmarks** | 6.2.2) A study visit (for ten staff) dealing with certification of seeds and plant materials is carried out |

**COMPONENT 4 PLANT PROTECTION PRODUCTS**

ACTION 1: MARKETING OF PPPs

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| **Activity 7.1** | **Prepare draft Law on Plant Protection Products and secondary legislation aligned with Regulation (EC) 1107/2009 and draft secondary legislation in line with Directive (EC) 2009/128** |
| **Method** | Considering the differences of the two legal provisions mentioned in the title, two sub-activities are planned. |
| **Activity 7.1.1** | **Law on marketing of Plant Protection Products** |
| **Method** | According to the results of the gap analysis, a Law on placing on the market of PPPs will be drafted. This will include all the secondary and tertiary legislation that is foreseen by the Reg. 1107/2009.  The legal provision will take into consideration also the guidelines and other documents necessary to be implemented related to the evaluation of the active substances (chemical substances approved at the EU level in the EU system) and the system of national authorisation of plant protection products (that are composed of one or more active substances and adjuvants) (e.g. reference to the EPPO, SANCO, FOCUS etc. documents related to the Uniform Principles for the evaluation of the dossier).  A compendium of these documents, needed by the evaluators, will be prepared under Act. 7.2 (see below). |
| **Benchmarks** | 7.1.1) Development of a proposal for the Law on the marketing of Plant Protection Products and the related supporting documents |
| **Activity 7.1.2** | **Drafting provisions on sustainable use of pesticides** |
| **Method** | Relating to the Dir 2009/128, a part from the legal provision introducing the issue in the BiH legislation, the main focus will be put on the preparation of an Action Plan for BiH and guidelines for IPM application in major crops, in line with that required by the EU Commission.  Related to this, some documents for the specific implementation of selected measures included in the Action Plan will be prepared, in accordance within the working group. |
| **Benchmarks** | 7.1.2.1) Development of a regulation establishing IPM practices according to Dir 2009/128  7.1.2.2) Development of an Action Plan for BiH for implementing IPM principles in major crops  7.1.2.3) Drafting of guidelines (for at least three crops) and other documents for IPM implementation related to measures foreseen in the Action Plan  7.1.2.4) Editing three guidelines for IPM |

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| **Activity 7.2** | **Draft guidelines necessary to support the registration process for PPP** |
| **Method** | Under this activity will be developed the documents necessary for the registration process (both administrative and technical). A flow chart will be developed for each kind of registration (new product, re-registration, parallel import, etc.) and according to it a specific role for each step will be defined for the institutions and administrations involved in the process. For each step a clear instruction and/or procedure will be prepared. As for others manuals/instructions, these documents will be drafted following the format of the ISO 9000 standard.  Furthermore, within this activity will be drafted all supporting documents necessary for the technical evaluation of the dossier for active substances and commercial products (chemical, toxicological, eco-toxicological, agronomical). |
| **Benchmarks** | 7.2.1) Preparation of administrative procedures for management of PPP dossier  7.2.2) Develop a series of guidelines to support the work of specialists evaluating PPP dossiers |

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| **Activity 7.3** | **Train PPP dossier evaluators on Uniform Principles and administrative staff on risk management and coordination of PPPs dossier management** |
| **Method** | The trainings will be composed of two arrays of activities: a propaedeutic work to the preparation of the compendium of documents mentioned under Act. 7.2 where the MS experts will present the documents and then provide information on their use.  Following the production of the manuals, a practical training will be carried out on a case study (e.g. a commercial product or active substance that is going to be registered either in EU or MS, or in BiH). Therefore the training will be organized as a simulation of a real evaluation process.  MS experts for all subjects are expected to be involved, and they will work individually with the BiH colleagues for the same area of expertise, but also in plenary meetings to allow the discussion among the BiH experts and promote their collaboration when coming to the need of the final overall evaluation of the PPP dossier. |
| **Benchmarks** | 7.3) An array of practical trainings on case studies is carried out |

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| **Activity 7.4** | **Develop tools for information dissemination to stakeholders: PPP and IPM** |
| **Method** | The tools will deal with both PPP use and IPM implementation.  Within the IBAKS developed by the project (see Act 1.2), a specific part will be dedicated to the PPPs. The information provided will be thus easily available to all interested parties. However, we can foresee to have an intranet section that will be available only to public institutions involved in the different activities, which could also ease the exchange of information and documents.  The update of the system (i.e. of the information posted on it) can be linked to a mailing-alert system to all registered stakeholders.  Trainings for operators will be carried out dealing with IPM implementation. These will include practical sessions and case studies for the crops for which the manuals and guidelines were prepared under Act. 7.1. |
| **Benchmarks** | 7.4.1) An Internet-based system for information dissemination is delivered  7.4.2) An array of trainings for operators on PPP use and IPM implementation |

COMPONENT 4 – ACTION 2: MONITORING OF PPPs AND THEIR RESIDUES

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| **Activity 8.1** | **Draft guidelines for the establishment of annual monitoring program for PPP residues and control** |
| **Method** | The guidelines containing the criteria and principles based on the real possibilities (e.g. availability of staff, laboratory facilities and financial resources, risks of trespassing MRLs for different crops, etc.) will be prepared.  The guidelines will thus prescribe the methodology and the procedures in accordance to the prescriptions of the law concerning the roles of the different institutions involved in the monitoring and control of PPP residues.  A multi-annual plan which can then accommodate the single annual plans’ goals, will be also prepared, considering this as a practical training for the implementation of the guidelines. |
| **Benchmarks** | 8.1.1) Guidelines defining the criteria and principles to establish a multi-annual monitoring program of PPP is prepared  8.1.2) A proposal for a multi-annual plan is drafted |

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| **Activity 8.2** | **Draft instructions for sampling on farm level** |
| **Method** | The instructions for sampling for PPPs residues analysis on the farm level will be prepared for the majority of plant crops. They will be prepared according to the format of the ISO standards. Together with the instructions, will be prepared also a standardized form for the sampling protocol to be filled by the inspector in the farm. |
| **Benchmarks** | 8.2) A manual for inspectors with instructions for sampling of different materials of plant origin is prepared |

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| **Activity 8.3** | **Train laboratory staff on laboratory methods for quality check of formulation of PPPs** |
| **Method** | The activity is split into two sub-activities. |
| **Activity 8.3.1** | **Development of procedures’ manual and trainings** |
| **Method** | A manual containing different analytical methods useful for the quality check of the PPPs will be prepared according to the format of the ISO 17025 standard. The manual will include also methodologies for the residues analyses, since the two aspects can be linked. The methodologies developed will depend to the instrumental facilities available in the different laboratories involved in this control activity.  The development of the manual will be paralleled by training sessions that will be carried out on-site. |
| **Benchmarks** | 8.3.1.1) Development of a manual with different analytical methodologies  8.3.1.2) Theoretical and on-site practical training on laboratory methods is carried out |

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| **Activity 8.3.2** | **Study visit on laboratory methods for quality check of formulation of PPPs** |
| **Method** | In order to further develop the knowledge of the staff on the newest methodologies, a study visit is foreseen to integrate the training. During the visit, the participants will carry on a training in a laboratory in the MS and will perform the analysis in parallel with the colleagues. It will provide also some knowledge about the organization of the laboratory and the work and procedures performed for the accreditation according to ISO 17025 standard. |
| **Benchmarks** | 8.3.2) A study visit (four staff) for a training in MS laboratory on selected methods is performed |

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| **Activity 8.4** | **Train inspectors on control of use and quality of PPPs** |
| **Method** | The training will include the control of use of PPPs through the evaluation of the correct functioning of application machines (sprayers). A theoretical session will be followed by a practical explanation of the methods to be used to control the performance of the sprayers and (if possible) their testing in the authorized facilities.  The control of the use will also involve the administrative control of the field register, through simulated inspections.  The training will be carried out utilizing the documents developed under Activity 8.2 (sampling manual) and informing the inspectors about the monitoring and control plans that are developed under Act. 8.1 |
| **Benchmarks** | 8.4) Inspectors are trained on implementing control over the application machines and the field registers of PPP |