

**ANNEX I:
DESCRIPTION OF THE
ACTION (INCLUDING THE
LOGICAL FRAMEWORK
OF THE ACTION)**

**SANITARY AND PHYTOSANITARY (SPS)
MEASURES ACTION**

**Support to CARIFORUM States in furthering the
implementation of their Economic Partnership Agreement**

*Submitted by: Inter-American Institute for
Cooperation on Agriculture
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ACRONYMS

AHFS	Agricultural Health and Food Safety
AMR	Antimicrobial Resistance
CABA	Caribbean Agri-business Association
CaFAN	Caribbean Farmers Network
CAHFSA	Caribbean Agricultural Health and Food Safety Agency
CARDI	Caribbean Agricultural Research and Development Institute
CaribVET	Caribbean Animal Health Network
CDB	Caribbean Development Bank
CFNO	Caribbean Fisherfolk Network of Organizations
CGPC	Coordinating Group of Pesticide Control Boards of the Caribbean
CPHD	Caribbean Plant Health Directors
CRFM	Caribbean Regional Fisheries Mechanism
CROSQ	CARICOM Regional Organisation for Standards and Quality
DR	Dominican Republic
FAO	Food and Agriculture Organisation of the United Nations
GAP	Good Agricultural Practices
HACCP	Hazard Analysis and Critical Control Points
ITC	International Trade Centre
OIE	World Organisation for Animal Health
PAHO	Pan American Health Organisation
WHO	World Health Organisation

SPS	Sanitary and Phytosanitary
TBT	Technical Barriers to Trade
TNINT	Technical National Implementation Network Team
WTO	World Trade Organisation

1. GENERAL INFORMATION

Reference of the call for proposals	<i>Enter EuropeAid reference for the call for proposals</i>
[Lot number you are applying to:]	<i>e.g. Lot n° 2</i>
Number of the proposal	<i>Number applicable for Restricted procedure only.</i>
Name of the lead applicant	Inter-American Institute for Cooperation on Agriculture
Title of the action	11 th EDF SPS Project
Location of the action	<i>Antigua and Barbuda, the Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago</i>
Duration of the action	36 Months

2.0 THE ACTION

2.1 DESCRIPTION OF THE ACTION

2.1.1 DESCRIPTION

i. Objectives

The Action on Sanitary and Phytosanitary Measures (SPS) is one Component (Component 2) of the 11th EDF Programme titled “*Support to CARIFORUM States in furthering the implementation of their Economic Partnership Agreement (EPA) commitments and in meaningfully reaping the benefits of the Agreement*”.

The overall objective of the 11th EDF EPA Programme is to contribute to the integration of the Caribbean Forum of the ACP Group of States into the World Economy. While the specific objective is the effective operation of the EPA.

The specific objective of the SPS Action is to increase compliance by CARIFORUM States with international SPS measures, standards and procedures to increase international and regional market access. This objective will be achieved by building on the advances made in the implementation of the 10th EDF SPS Project. The current SPS Action will focus on the following areas: i) further development of the SPS regulatory environment in CARIFORUM Countries; ii) strengthening public and private sector capacity to comply with SPS measures, standards, and procedures; iii) strengthening SPS capacity in the fisheries sector.

ii. Relevance of the Action

The Caribbean Forum of the ACP States (CARIFORUM), the beneficiary countries of the Action, is a diverse grouping of fifteen countries (Antigua and Barbuda, the Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago). Although CARIFORUM countries are highly varied in population density, land area, natural resources and agriculture development, there are common challenges which impact trade and economic development.

Contribution of Agriculture to Economic Development

The contribution of agriculture to Gross Domestic Product (GDP) of CARIFORUM countries, excluding of value generated by agro-industry and other agricultural production linkages, averaged ~3.9% in 2017 (World Bank Statistics). Despite this seemingly limited contribution of agriculture to GDP, the sector is of great importance, in relation to rural development and employment; it is estimated that at least 8 million persons (~29% of the population) are dependent on agriculture (FAO Statistics, 2014). Linkages to other productive sectors, such as tourism and manufacturing, further increases the importance of agriculture in CARIFORUM countries.

The fisheries sector is also important for CARIFORUM States as it provides employment, contributes to food security and export earnings. The marine capture sub-sector is characterized as largely artisanal/small-scale multi-gear fishery, where fishers utilize small boats and limited gear technology.¹ During the period 2005-2016 catches were estimated at 159,257 MT live weight annually (average 2005 to 2016) with a first sale value of US\$450 million. The contribution of the fisheries sector to GDP (2010-2016): range 0.04% (Trinidad & Tobago) to 2.58% (Suriname). In 2015, employment was estimated at 499,368 persons; 284,739 directly employed and 214,629 indirectly employed to the sector².

¹ CRFM Strategic Plan (2013-2021)

² Ref: CRFM. 2018. CRFM Statistics and Information Report - 2016. 82pp

Agriculture Trade

Regional and international trade is an important engine for economic growth for Caribbean countries. CARICOM³ Member States are net importers of food; from 2013-2015 imports from North American countries accounted for 47% of CARICOM's total agriculture imports. Imports from the EU was approximately 10% for that same period.

CARICOM total agriculture exports averaged US \$1.6 billion dollars annually between 2013 and 2015. Extra-regional agriculture exports accounted for 72.2% of the total. Of this amount, exports to North American and European markets accounted for 25% and 24%; respectively. Intra-CARICOM trade accounted for approximately 28% of CARICOM exports⁴.

In contrast, the Dominican Republic is a net exporter of agricultural products: between 2013 and 2015, agriculture imports were 10.5% of total imports and agricultural products accounted for 24% of total exports. The total annual agriculture export averaged US\$733 million between 2013 and 2015. Of this amount, exports to North American and the European markets accounted for 48% and 26% respectively.⁵

In order to increase exports and capitalize on increasing market opportunities globally, in particular those resulting from the CARIFORUM-EU EPA, Caribbean countries must strengthen their Agricultural Health and Food Safety (AHFS) Systems to comply with Sanitary and Phytosanitary (SPS) measures required by trading partners to ensure the safe trade of agricultural products.

Strengthening SPS systems for improved market access

In many CARIFORUM countries, national AHFS systems and domestic agricultural producers are unable to meet or comply with international SPS standards for trade in agriculture and fisheries products; this has resulted in reduced access to global and regional markets due to insufficient capacity to ensure the sanitary and phytosanitary status that trading partners require. Fragmented legislation, multiple jurisdictions, inadequate enforcement, limited human resources and chronic underfunding undermine the effectiveness of SPS systems in the Region. In recent years, several national and regional interventions have addressed these challenges to varying extents; however, as the requirements of trading partners evolve to meet the needs of their consumers, countries must continuously work to strengthen their SPS controls. Strong SPS systems are therefore key for allowing countries the opportunity to benefit fully from trade

³ The Caribbean Community (CARICOM) is a grouping of twenty countries: fifteen Member States and five Associate Members. Member states are Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, and Trinidad and Tobago. Associate members are Anguilla, Bermuda, the British Virgin Islands, the Cayman Islands, and Turks and Caicos.

⁴ Evaluating CARICOM Agriculture Trade: An Analytical Study of Patterns and Tendencies 2012-2015

⁵ Source of trade data: Declaración Única Aduanera, DGA

opportunities in European and other international markets.

A ⁶study conducted under the 10th EDF SPS Project, which assessed the cost benefit of compliance and non-compliance of SPS measures by CARIFORUM countries, indicated that investments made to upgrade SPS conditions provide clear positive benefits, well in excess of the costs involved. It is estimated that the trade benefits are three times that of the investments made. Further benefits highlighted from an enhanced SPS system include: (i) sustaining employment of persons engaged in the agricultural and fisheries sectors and their dependents, (ii) sustaining food security of the national populations, (iii) improving health of national populations due to improved safety of food and reduced incidence of food borne disease, and (iv) reduced risk of introduction of damaging plant pests and animal diseases, which can potentially destroy ecosystem services and economic development of important productive sectors (e.g. tourism, manufacturing).

With the aim of assisting the region to modernise their AHFS systems for improved agricultural trade interventions, the 10th EDF SPS Project built on previous investments and advanced the state of SPS compliance in the Region. Generally, interventions strengthened SPS systems in the regulatory environment (public sector) and in supply chain systems (private sector). Within this context, focused investments through the 11th EDF SPS Action will expand the impact of these advances to ensure that CARIFORUM countries attain the medium to long-term benefits of enhanced competitiveness and increase market access by complying with SPS measures in European and other international markets. Additional targeted interventions will also strengthen regional harmonized SPS measures which are critical to advancing the CARICOM Single Market and Economy (CSME)⁷.

Complementary Actions

Having effective and efficient national and regional SPS systems is a priority for the Caribbean Region. Agricultural research and development institutions have implemented actions aimed at strengthening AHFS systems for improved market access. In order to optimize the impact of the current Action, the activities to be implemented will not only build upon those conducted under the 10th EDF but complement and/or build synergies with on-going initiatives.

Actions contemplated under the 11th EDF Project, in particular the “*Standby Facilities for implementation of EPA and CSME at the national level*”, align with the SPS Action. The Standby Facility aims to strengthen national capacities for EPA and CSME implementation at

⁶ Cost Benefit Analysis and Impact of Compliance and Non-Compliance with Sanitary and Phytosanitary Requirement for CARIFORUM Countries. 2017. Study Conducted under 10th EDF SPS Project.

⁷ The CARICOM Single Market and Economy (CSME) is an enlarged market which offers: more and better opportunities to produce and sell goods and services and to attract investment; greater economies of scale; increased competitiveness; full employment and improved standards of living for the people of the Caribbean Community. The ultimate goal of the CSME is to provide the foundation for growth and development through the creation of a single economic space for the production of competitive goods and services.

the national level. The Facility provides a flexible and tailor-made mechanism for national capacity building to CARIFORUM countries including the strengthening of national SPS systems. The Standby Facility will therefore serve a complementary role to actions implemented under the 11th EDF SPS Action by enabling countries to seek capital investments to address gaps in their SPS control systems and priority value chains.

The 11th EDF Technical Barriers to Trade (TBT) Action seeks to support stakeholders in key economic sectors to solve their quality-related challenges through the access to improved Quality Infrastructure (QI) services. The intervention will focus on supporting QI services in private and public sector supply chains for key industries for improved trade performance. Given the complementary nature of this project with that of the SPS Action, there will be opportunities for collaboration which will benefit priority supply chains.

The Caribbean Agricultural Health and Food Safety Agency's (CAHFSA) current work plan (2019) is geared towards standard setting and implementation, rapid response and safeguarding, trade issues, technical resources and information exchange, testing, capacity building and establishment of regional and international linkages. Where the specific actions outlined in these areas of focus are complementary or build synergies with the proposed interventions under the SPS Action, IICA will work closely with the Agency to ensure that these benefits are accrued and sustained. For example, the development of AHFS Policy framework and laboratory strengthening.

There will also be collaboration with international and regional entities that support the development of sustainable and competitive industries in the Region, including in part the Food and Agriculture Organization (FAO) of the United Nations and the Caribbean Agriculture Research and Development Institute (CARDI). These Agencies have strategically supported the development of value chains which have been identified as priority for food and nutrition security, poverty alleviation and have potential for trade in regional and international markets. Value chains include roots and tubers, herbs and spices⁸ and coconut.

- The FAO has implemented a project, “*Cassava Industry Development Market Assessment and Technology Validation and Dissemination (GCP/SLC/010/CDB)*”. The project in part explores the potential to expand and improve the production, processing and marketing of traditional and innovative commodities from cassava for human consumption. Results from a market assessment highlighted inadequate food safety standards and compliance. As a result, capacity building in food safety standards, improved processing techniques and equipment is one of the most important recommendations from the study. Given the objective of

⁸ Includes fresh, dried and processed culinary herbs, fresh and processed hot pepper, pimento, cinnamon, nutmeg and ginger.

advancing market access of viable value chains, this is an ideal area for collaboration and follow on actions.

- *ITC/CARDI Regional Coconut Project*. The growing market demand for a range of coconut products offers local, regional and global market opportunities for small-scale farmers, communities and larger scale processors. The project, “*Coconut Industry Development Expansion and Enhanced Support for the Caribbean / CRIS number: FED/2018/040-856*” financed under the 11th EDF aims to enhance the competitiveness of small-scale farmers in coconut value chains through better local, regional, and global market integration and production performance. A key area of intervention is the creation and reinforcement of food safety standards and strengthening of SPS and quality compliance systems. There are clear synergies that will be created from the collaboration with this project that will lead to greater benefits being accrued by key stakeholders along the value chain.

iii. Target Groups

The SPS Action will target stakeholders from both the public and private sectors in the fifteen CARIFORUM countries. The final beneficiaries from the public sector will include regulatory and inspection services, competent authorities, laboratories and agencies involved in AHFS coordination and other specialised groups. Private sector beneficiaries (including women and youth) will consist of stakeholders from a variety of value chains, primarily small and medium sized operators.

Public sector

Public sector stakeholders will play a role in the development and enforcement of official SPS controls throughout the entire supply chain. Specific stakeholders include

- Ministries of Agriculture/Competent Authorities (plant health, animal health, food safety, fisheries), Ministry of Health, Regulatory and Inspection Services, approved Testing Laboratories;
- National agricultural health and food safety agencies or committees of the 15 CARIFORUM States;
- National SPS and Codex Committees.

Private Sector

Operators and producers in small to medium sized enterprises (SMEs) who ensure that production steps and processes are well managed and satisfy national regulations and requirement for destination markets.

- Producers (farmers and fishers)
- Processors/agribusinesses

- Exporters and Importers

Consumers

Consumers, being the end users of products, are the ultimate target of the SPS Action. Specifically, those consumers of agricultural and fisheries products in Region and in the wider export markets supplied by CARIFORUM countries.

iv. Affiliated Entity

Caribbean Regional Fisheries Mechanism (CRFM)

Regional cooperation in managing marine fisheries and aquaculture resources in CARIFORUM countries is promoted through CARICOM/CRFM. The CRFM promotes and facilitates the responsible utilization of the Region's fisheries and other aquatic resources for the economic and social benefits of the current and future population of the region. The objectives of the CRFM are: (a) the efficient management and sustainable development of marine and other aquatic resources within the jurisdiction of Member States; (b) the promotion and establishment of cooperative arrangements among interested States for the efficient management of shared, straddling or highly migratory marine and other aquatic resources; and (c) the provision of technical advisory and consultative services to fisheries divisions of Member States in the development, management and conservation of their marine and other aquatic resources. The CRFM was a key partner under the 10th EDF SPS Project, responsible for implementing the fisheries actions. The Secretariat comprises a permanent body of technical, scientific and support staff. The staff is located at two offices: one in Belize, the headquarters of the CRFM; the other in the eastern Caribbean. Senior technical staff of the CRFM will be responsible for the implementation of the SPS Action.

v. Main Benefits of the Action

(i) Increased capacity for exports

In order for CARIFORUM States to increase their earnings from agriculture and fisheries trade, it is necessary for them to have effective and efficient national agricultural and fisheries health and food safety systems which respond to market demands. The continued strengthening of AHFS systems will ultimately contribute to increasing export opportunities and the flow of foreign exchange in the region.

(ii) Increased trade and economic development

Experience has shown that countries which have the most highly developed AHFS systems also have the greatest credibility among national users and regional and international trading partners. Limited national and regional SPS capacity therefore has direct economic consequences which include financial loss and low profitability due to missed market opportunities or lack of competitiveness. Investments made to improve SPS capacity will help countries produce, market and consume safe, healthy food.

(iii) Increased compliance with international obligations

Caribbean countries that are members of the World Trade Organization (WTO) are required to comply with the rules and guidelines set out in the WTO Agreements. Of particular relevance is the Agreement on the Application of Sanitary and Phytosanitary Measures (the SPS Agreement). Having modern and effective AHFS systems will allow countries to meet their obligations under the SPS Agreement and facilitate compliance with requirements for regional and global trade in agricultural and fisheries products.

(iv) Improved market access

In many CARIFORUM countries AHFS systems are inadequate for achieving acceptable SPS standards for trade in agriculture and fisheries products. There has been reduced access to global markets for fishery products due to insufficient capacity in the sector to respond to international health and sanitary requirements. This is also the situation with respect to other agricultural products. Improving the capacities of countries to consistently comply with the international and regional standards will, over time, allow the sector to benefit from lower risk of rejection in export markets, increased export volumes and increased access to markets.

(v) Reduction in food safety related incidents

Critical for maintaining a presence and expanding export markets is quality and safety of the foods traded. An important benefit from an improved SPS system is the reduction in the frequency and severity of food safety related incidents such as outbreaks of food borne illnesses, increased availability of high quality, safe foods and a general improvement in consumer confidence.

vi. Intervention Logic

The proposed interventions aim to build on investments made under the 10th EDF in the critical areas of legislation, AHFS coordination and capacity building in the public and private sectors. The SPS Action will assist countries to update their legislative framework, improve AHFS coordination and build capacity in areas key AHFS areas such as food safety systems,

traceability, antimicrobial resistance, laboratory testing and SPS controls in fisheries. These actions will better equip public and private stakeholders to meet the SPS requirements of trading partners thus increasing their share of the regional and international markets.

Due to significant differences in the production, marketing and trade systems between the Dominican Republic and CARICOM countries, targeted interventions are proposed for the Dominican Republic. This approach will take into consideration these differences and will allow for a better spread of the benefits of the Action across CARIFORUM countries.

This Action identifies three sub-components: (i) Strengthening of the SPS Regulatory Environment, (ii) SPS Compliance through Capacity Building and (iii) Strengthening the SPS Capacity in the Fisheries Sector.

Strengthening of the SPS Regulatory Environment. Under the 10th EDF constraints impacting the SPS regulatory environment were addressed including the development of regional model bills, regulations, guidelines and protocols in key areas of animal and plant health, fisheries and food safety and the development of national and regional mechanisms to improve coordination of AHFS. The three main actions proposed for this sub-component will build on these activities and include: (i) upgrading of national regulatory framework of select countries using the model bills, (ii) improving AHFS coordination by promoting the implementation of the mechanisms developed and (iii) developing a regional AHFS policy framework. The conduct of these activities will contribute to the modernization of the current SPS Regulatory environment by providing the Region with legislation that meets international standards, effective and efficient SPS control systems that facilitate trade and a policy framework that guides processes and plans for harmonization of AHFS systems across the Region.

In the medium to long term, these outputs will allow for a stronger coordinated, coherent regulatory environment for countries to trade regionally and internationally. Strong commitment by Governments of the Region to upgrade the legislative framework and collaboration among agencies responsible for various aspects of the SPS system are the main assumptions. Risk factors that could impact the planned activities include limited human resources within legal Units in countries to conduct the identified work, low prioritization the activities within the context of national strategies, limited participation of professionals in the required consensus building processes and limited integration of activities among public sector agencies involved in AHFS systems. Efforts will be made to reduce the impact of these potential risk factors.

SPS Compliance through Capacity Building. In previous interventions under the 10th EDF, the technical capacity of public and private sector professionals was strengthened to enable

compliance with the SPS requirements of regional and international markets. As a follow up, the activities proposed for this sub-component include: (i) providing direct technical assistance to private sector companies in selected value chains in the areas of food safety standards, HACCP and traceability; (ii) strengthening the technical capacity of public and private sector professionals in the areas of GAP Auditing and Antimicrobial Resistance and (iii) upgrading laboratories to conduct tests required for market access. Collectively, these activities will improve the technical capacity of public and private sector stakeholders to implement processes and procedures necessary for trade. Complying with trade requirements will ultimately lead to an increased market presence by the private sector stakeholders and streamlining of the public sector to support exporters to meet high value markets requirements.

The assumptions underpinning these outcomes and the potential impacts are that private sector entities utilise the knowledge gained to consistently implement the food safety measures required by trading partners and they have the infrastructure and/or capacity in place to make relevant changes. Moreover, it is assumed that public sector beneficiaries incorporate their new knowledge and skills into current AHFS/export programmes. The main risks that could impact the activities are limited staffing (quantity and quality), inadequate infrastructure to meet global requirements, insufficient capital to fully implement recommendations to meet international food safety standards. Strategies to reduce the impact these risks will be incorporated into the implementation methodologies.

Strengthening the SPS Capacity in the Fisheries Sector. Activities under the 10th EDF were initiated to strengthen the capacity and capability of the fisheries sector to comply with international SPS standards. The main activities for the fisheries sub-component include: (i) developing a regional framework to coordinate SPS controls, (ii) building capacity of private sector stakeholders in SPS requirements and (iii) upgrading testing laboratories. These activities will contribute to improved coordination among stakeholders involved in national and regional SPS controls of fisheries products, compliance by companies to meet food safety standards and an improved capacity to monitor the quality of fisheries products entering regional and international markets. In the long term these activities will ultimately assist with harmonizing fisheries SPS systems and improving market access into international markets.

For these impacts to be achieved, it is assumed that there is cooperation among inter-sectoral agencies, private sector entities implement the practices and procedures required for compliance with food safety standards and companies have infrastructure and/or capacity in place to make relevant changes. In addition, labs must have adequate resources available to conduct the tests and their services provided will be utilised by the stakeholders. The main risks that could affect the activities include, resistance by the various entities to work together for improved coordination, limited human resources in both private and public sectors, insufficient capital to fully implement and/or maintain recommendations to meet international food safety standards. These risks will be managed in order to reduce their impact on the successful implementation of the sub-component.

vii. Main Activities

Increased awareness of and concern about food safety in the EU and other developed countries has resulted in developing countries having to comply with stricter SPS requirements when exporting their products. As a result of government funding and projects funded by donors such as the EU, CARIFORUM countries have improved their SPS systems in recent years but are still not at a level of compliance whereby they can readily access markets in order to continue their economic growth. The SPS Action will contribute to the further strengthening of national competent authorities and agricultural producers to comply with SPS requirements in order to increase access of the Region to European and other developed country markets.

***Sub-component 1:** Strengthening of the SPS Regulatory Environment in CARIFORUM Countries.*

***A1.** Upgrade national legislation in the areas of plant health, animal health and food safety*

Countries will be assisted to upgrade their national legal framework by building on the Model Bills developed in the areas of Plant Health, Animal Health and Food Safety. Some countries have used the Models to initiate the upgrade of their legislative framework and several others require assistance to further advance and finalize this process. Three countries will receive support to upgrade their legislation. Target countries will be selected based on an assessment conducted at the initiation of the activity. Factors such as the legislative environment of the country, the status of upgrading AHFS legislation and human capacity will be considered. Focus will be placed on promoting Good Regulatory Practices (GRP); a template developed by Caribbean Regional Organisation for Standards and Quality (CROSQ) will be utilized to ensure standardization of the process.

Modernising the legal framework will allow for increased compliance with international trade requirements and improve intra-regional trade. A modern SPS legal framework will be more transparent, clearly defined and predictable thus fostering a better environment for both international and regional trade. Moreover, a modern framework will provide the legal empowerment for regulators to conduct required actions such as inspection, surveillance and control for safeguarding against the entry of pests and diseases and to address food safety measures critical to the welfare of consumers.

***A2.** Update the Dominican Republic law and regulation for food for animal consumption*

The Dominican Republic will update the law which regulates the production, quality and commercialization of food for animal consumption and the accompanying regulation which covers Good Manufacturing Practices in animal food. Currently, the legislation dates back to the

early 1970's when preventive controls and other food safety factors were not taken into account. It is therefore necessary that the legislation be updated and harmonised with Codex Alimentarius and other international standards. The update will include a review of the existing legislation, consultative meetings with key stakeholders and the presentation of Draft Bills to senior officials to initiate the process of enactment.

This activity is critical for improving the regulatory environment as it pertains to the production and trade of livestock products. Bovine Spongiform Encephalopathy (BSE), Foot and Mouth Disease (FMD), dioxins, mycotoxins, contamination by E. coli O157: H7 and the development of antimicrobial resistance (AMR) have all been related to animal feed. Therefore, the proper regulation of the animal feed production sector is important in order to ensure that feed production is done under conditions that are safe and that meet international requirements. Feed that is safe and of good quality is important in ensuring the health of the animal population, the health of consumers and meeting the requirements for international trade.

A3. Develop regional AHFS policy framework

In collaboration with the Agricultural Health Food Safety System (AHFSS) Thematic Group,⁹ a regional AHFS Policy will be developed. The AHFSS which is Chaired by CAHFSA, aims to address and respond to the current and emerging AHFS issues that impact trade in agricultural products in the Region and to determine practical and achievable measures to alleviate and remove the constraints to trade that are related to agricultural health and food safety. This activity is a high priority need for the Region and is a follow-on to one of the recommendations from the Regional AHFS Coordination study completed under the 10th EDF SPS Project. This need is also highlighted in the CARICOM 2015-2019 Strategic Plan.

The activity includes the conduct a situational analysis of the regional AHFS environment and the drafting of AHFS Policy and Action Plan. Consultations will be conducted with stakeholders in all countries during the process to obtain feedback on the draft Policy and Action Plan. In addition, a regional workshop will be held to review and validate the output. The Policy will establish the framework for a more strategic and focused approach for addressing important AHFS regional issues such as meeting SPS requirements for regional and international market access and will ultimately serve to provide the region with a coherent, coordinated and focused approach to addressing AHFS issues. The Action plan will provide a road map for the implementation of the Policy.

A4. Strengthen enabling framework for inter-sectoral AHFS coordination

Under the 10th EDF SPS Project, specific recommendations and strategies for establishing coordination mechanisms at the national level were developed for ten countries. The implementation of the recommendations is dependent on stakeholders within the public and

⁹ This is a regional thematic group established by CARICOM Ministers of Agriculture to coordinate regional AHFS actions.

private sectors having the will, resources and understanding of the problem and processes for effective coordination. The SPS Action will advance the process by assisting countries to further identify and understand the factors influencing the establishment of an effective national coordination mechanism.

The specific activities will include a self-assessment by countries of the performance of their AHFS systems using a tool developed under the 10th EDF SPS Project. This self-assessment tool allows countries to evaluate their AHFS systems against 27 elements identified for the delivery of an effective and efficient service. The assessment will also provide information on challenges and needs.

Within this context, a regional capacity building workshop will be held to enhance the skills of stakeholders to overcome some of the challenges encountered in the coordination of AHFS System. Topics will include problem solving, leadership, change management, networking and communication principles. As a post-workshop activity, each country will be required to develop an action plan for achieving improved national AHFS coordination utilising the knowledge and skills gained; this plan will form the basis of evaluating performance during the life of the SPS Action.

Sub-component 2: SPS Compliance through Capacity Building

A5. Technical Assistance to private sector entities to meet international food safety standards.

Private sector interventions will seek to further strengthen value chains that have been identified as priorities for the Region for trade, food and nutrition security and rural development. These value chains include roots and tubers, herbs and spices as well as coconuts. These value chains have received support through EU projects and others funded by international donors to strengthen production, marketing and trade systems, namely: *Caribbean Action under the Programme entitled Intra-ACP Agriculture Policy Programme (APP) with focus on the Caribbean and Pacific; 10th EDF Coconut Industry Development for the Caribbean Project; Increased Production of Root and Tuber Crops in the Caribbean through the Introduction of Improved Marketing and Production Technologies (Common Fund for Commodities)*

Roots and Tubers

In recent years there has been increased interest among CARIFORUM countries in value added products of root crops, in particular sweet potato and cassava. This has been mainly due to their importance for food and nutrition security and marketing potential intra-regionally. A number of development projects focused on diverse aspects of the product chain, including production technology packages, post-harvest techniques, processing and transformation to end use products such as flour and fries, among others.

Herbs and Spices

Herbs and spices are traded both regionally and internationally. Countries in the region have demonstrated their competitive advantage in the production of herbs and spices such as hot pepper, nutmeg, pimento, hot pepper sauces and other value-added products¹⁰. The major markets for herb and spices products from CARICOM are the EU, North America (the USA and Canada) and Japan. The EU remains overall the largest and most important market in size and potential value of imports in both culinary and non-culinary uses for herbs and spices from the Caribbean. Many suppliers and enterprises within the sector, most of whom operate as micro and small business/farming enterprises, face a myriad of challenges inclusive of those linked to meeting food safety standards. The proposed support for this value chain is intended to advance the work that has already been done in order to further position the private sector players to be able to increase their market presence.

Coconut

Overall coconut product demand shows a 700% growth between 2008 and 2014. CARIFORUM countries are able to benefit from this increasing global demand for fresh coconut produce in food and beverage and health and beauty markets, which offer significant opportunities for countries to participate in both regional and global trade. The Caribbean production base and quality compliance amongst many small and medium sized (SME) producers are lagging behind market demand and buyer requirements. Support will therefore be given to assist enterprises to improve and comply with the requirements of trading partners.

Ten private sector companies selected from the three value chains (roots and tubers, herbs and spices, and coconut) will receive technical assistance to improve their food safety systems. This will position these enterprises, mainly small and medium sized, to be better able to meet SPS requirements for market access. The intervention includes a pre-assessment activity which will be conducted by IICA's Agribusiness and AHFS Specialists. The pre-assessment will involve the identification of suitable criteria to select companies and the conduct of a survey of key stakeholders in order to identify the companies that will be assisted. The identified criteria will be discussed and agreed upon with the Contracting Authority. After the pre-assessment, selected companies will receive targeted training and technical support in areas such as food safety standards, traceability, and HACCP.

¹⁰ *Developing a regional policy and coordinating mechanism for the herbs and spices industry in the Caribbean* (2016). Caribbean Action under the Programme entitled Intra-ACP Agriculture Policy Programme (APP) with focus on the Caribbean and Pacific.

A6. Build capacity of public and private sector stakeholders in food safety, HACCP and GAP in the Dominican Republic

In order to increase market access and improve the safety and quality of animal products available nationally and for export, the technical capacity of both public sector personnel and private sector producers and processors will be strengthened in the areas of HACCP, GAP and best practices for food safety. Poultry and swine producers will be targeted. Training workshop will strengthen the capacity of stakeholders to comply with current international standards for foods of animal origin.

A7. Provide training in antimicrobial resistance (AMR)

AMR is an emerging threat to agricultural producers and consumers around the world. While a great deal of research has been conducted around the transmission of resistance pathogens between humans, very little work has been done to help producers and national authorities understand and explain the risk of food borne AMR to consumers and other interested stakeholders. As a result, national authorities are often asked to impose measures and regulations that, instead of being based on science, are based on fear and public perception.

To address this need, training and technical guidance will be provided to strengthen the capacity of public and private sector professionals to effectively communicate risks associated with food borne AMR. This activity will build on the advances made under the 10th EDF SPS project where there were capacity building actions in AMR surveillance and monitoring. The results of these interventions demonstrated that, while AMR is a risk for countries in the Caribbean, resistant pathogens are not common, and governments should work diligently to preserve and protect this sanitary status. The proposed action will provide countries with the tools necessary for handling and communicating risks associated with AMR and will thus strengthen the efficacy and uptake of domestic policies aimed at reducing food borne AMR in the Caribbean Region.

A8. Implement the Dominican Republic National Surveillance Plan for AMR

Under the 10th EDF SPS Project, the Dominican Republic developed and executed a pilot plan for AMR surveillance in poultry. Since then, the AMR team, consisting of specialists from the Ministry of Agriculture, the Ministry of Public Health, laboratories and other Agencies have continued work on developing a National Surveillance Plan for AMR.

Towards the implementation of the National Surveillance Plan for AMR, capacity building activities will be undertaken, including:

- Retraining technicians, updating the protocols, and reviewing sampling methods
- Conducting surveillance for the isolation of resistant salmonella in poultry
- Data analysis in collaboration with the Ohio State University, which will build capacity in microbiology (AMR) diagnostics.

It is expected that this action will generate information on the occurrence of food-borne AMR and the prevalence of resistant bacteria in animal production and food of animal origin. In addition, the extent and variation of AMR over time will be evaluated based on strategies established by OIE; this action will be conducted in close cooperation with the World Health Organization (WHO) and FAO.

A9. Conduct national GAP Audit training

Implementation of Good Agricultural Practices (GAPs) at the farm level is a common requirement to enter the global trade in fresh produce. A structured programme that promotes the adoption and implementation of GAP protocols is therefore essential for the Region. One of the basic elements of such a programme is building the capacity of industry stakeholders in GAP audit principles and process. As such, GAP audit training for both public and private sector stakeholders will be conducted in four countries. This activity builds on the work conducted under the 10th EDF where stakeholders in five countries received training. The training will increase the number of public and private sector personnel with the knowledge and skills required for conducting audits and therefore position countries to meet food safety requirements for export.

The GAP Audit manual that was developed under the 10th EDF will be reviewed and updated (if necessary) based on feedback from trainees. The manual provides farmers, extension officers and other stakeholders with the basic procedures, field skills, techniques and tools needed to plan and conduct an effective GAP audit. The updated manual will be disseminated to countries for use in national GAP training programmes.

A10. Build laboratory testing capacity for improved market access

Currently, laboratories in the Region are unable to conduct tests required for trading in certain markets. As such this activity will be conducted to strengthen the capacity of the Region in this area. The activity will include an assessment to determine the laboratory tests required for market access that laboratories in the Caribbean do not currently have the capacity to conduct. Based on the results of this assessment, four laboratories will be assisted to improve their ability for conducting key tests necessary for market access. These laboratories will be provided with technical assistance – largely training and technical support and in some specific cases small pieces of equipment to facilitate testing. A mechanism will be developed for countries across the region to benefit from these upgraded laboratories such that they will be able to access the services provided.

This activity will be executed in collaboration with other regional entities, including the CDB (11th EDF Standby Facility), to identify the most appropriate and sustainable way to address the needs identified during the assessment of the target laboratories.

Sub-component 3: Strengthening SPS capacity in the Fisheries Sector

The Caribbean Regional Fisheries Mechanism (CRFM), as was the case under the 10th EDF SPS Project, is a major partner in the implementation of the current SPS Action. All technical activities under this sub-component will be guided and implemented by the CRFM in collaboration with the Project Management Unit.

A11. Develop implementation plan to strengthen regional coordination framework for fisheries and aquaculture sector

One of the outcomes of the fisheries actions under the 10th EDF SPS Project was a Green Paper for a Caribbean Regional Fisheries SPS Framework. The proposed framework is to provide guidance on the development of a regional cooperation mechanism to support CARIFORUM standards on fish and fish product hygiene. In furthering this proposal, a plan will be developed for the implementation of the appropriate mechanism for organizing and achieving improved regional coordination of SPS and AHFS management and/or monitoring of the fisheries and aquaculture sector. To support the development of the implementation plan, a review of existing stakeholder linkages will also be conducted to identify their roles in the fisheries and aquaculture sector; this will be important to determine their position in the overall coordination mechanism. The implementation plan will be discussed with stakeholders and refined based on feedback received.

A12. Build food safety capacity for the fisheries and aquaculture sector

A limitation to increasing the trade of fish and fishery products is the limited capacity in the sector to respond to international health and sanitary requirements. Under the 10th EDF, several guidelines and protocols were developed on Good Fish and Fishery Product Hygiene Practices. This activity seeks to promulgate these guidelines and protocols in selected companies. A review will be conducted among the countries and at least two companies selected to participate in the activity. Technical assistance (training, guidance) will be provided to the companies selected to implement the protocols and guidelines.

Studies will also be conducted to document best practices being undertaken by selected companies across the Region who are trading fish and fishery products internationally. The information gathered will be used to develop educational materials and a mini documentary which will be used in capacity building actions.

A13. Provide technical assistance to improve laboratory testing capacity for the fisheries and aquaculture sector

Laboratory testing services are often not adequate and pose challenges to CARIFORUM countries for achieving the certification of products to meet international market standards. As such this activity will provide technical assistance (training, technical guidance, equipment) to laboratories from at least two countries to improve their capabilities for monitoring and testing

The selection of the laboratories will be based on an initial review of a study conducted under the 10th EDF which focused in part, on determining the capacity and capability of laboratories to conduct tests relating to environmental and residue monitoring. Based on the review of the study, a rapid assessment tool will be developed, and the laboratories included in the study will be evaluated to determine the level of adoption of the recommendations outlined in the study. The information collected will be then be used to identify laboratories to be targeted for technical assistance.

Once target laboratories are selected, a needs analysis will be conducted to determine specific areas to improve the capacity of the laboratory to conduct the requisite monitoring and testing. Ultimately this activity will contribute to preparing countries to meet testing requirements for regional and international trade.

viii. Process in Defining the Scope of the Action

The following steps were taken to define the scope of the action:

Review of Secondary information

- The final report of 10th EDF SPS Project and specific recommendations made from key studies were reviewed. This provided information on the actions that were already undertaken and the areas where further intervention is required.
- Sector reports pertaining to production, marketing and trade were reviewed; these included:
 - o The Synthesis Report of the Market Assessment of the Cassava Industry conducted by FAO;
 - o Evaluating CARICOM Agriculture Trade: An Analytical Study of Patterns and Tendencies 2012-2015 (conducted under the 10th EDF APP Project);
 - o Development of Business Facilitation Mechanisms in CARICOM – Final Report (conducted under the 10th EDF APP Project)
 - o Coconut Industry Development Expansion and Enhanced Support for the Caribbean / CRIS number: FED/2018/040-856 financed under the 11th European Development Fund
 - o Developing a Regional Policy and Coordinating Mechanism for the Herbs and Spices Industry in the Caribbean. Intra-ACP Agriculture Policy Programme (APP) with focus on the Caribbean and Pacific 2016

Rapid Assessment of status of AHFS systems (post 10th EDF). A questionnaire was designed and circulated to all beneficiary countries. The aim of the questionnaire was to determine the status of implementation of actions that were conducted under the 10th EDF SPS Projection and to identify what were the priority areas that needed to be addressed.

Consultation with the Dominican Republic

The IICA Delegation in the Dominican Republic met with stakeholders from the Ministry of Agriculture, the Ministry of Public Health and the private sector in order to arrive at the priority areas for inclusion in the SPS Action.

Consultative meetings. A series of meetings were held with partner agencies (CDB, CROSQ, FAO, CRFM, CAHFSA, PAHO) to determine their areas of focus and to identify possible areas of collaboration and intervention. This was important in order to eliminate or reduce overlap and duplication of actions.

Definition of Priority Actions. The information garnered from the above was compiled and discussed by IICA's project team. The actions were selected based on their relevance and importance (as verified during consultative meetings) to improving the capacity of countries in the Region to meet SPS measures of trading partners and to improve the ability to access markets.

2.1.2. IMPLEMENTATION APPROACH

i. Methods of Implementation

The Project will be implemented within the context of the processes of Planning, Execution, Monitoring and Control and Closing.

Planning

During the initial/start-up phase of project implementation (6 months) a series of planning actions will be undertaken to ensure the efficient implementation of the approved activities. Planning actions will include both administrative and technical actions.

Administration

Focuses on recruiting personnel (Staff and Consultants), establishing project framework and finalizing the work plan for Year 1. Specific activities will include:

- Assemble internal project team
- Refinement of the schedule of actions for Year 1
- Establishment of monitoring systems and processes
 - o Preparation of Terms of Reference
 - o Preparation of meeting guidelines
- Initiation of the Procurement of Professional and General Services

- Preparation of Terms of References
- Preparation and dissemination of Expression of Interests (EOI)
- Strengthen existing consultant database (developed under the 10th EDF)
- Develop Procurement Plan
- Identify scope of collaboration with partners institutions
- Identify specific stakeholder groups/entities for direct interventions
- Establish the Governance Committee
- Reengage with the Technical National Implementation Network Teams (TNINTs) (established under the 10th EDF)
- Identification of an Exit Strategy

Technical

- Pre-assessments for capacity building actions will be conducted e.g. strengthening of private sector facilities and laboratory assessment to determine deficiencies around key tests required for access into international markets. In addition, baseline data will be collected for assessing performance of the action.

Execution

Execution will involve logistical coordination, procurement of goods and services, visibility and communication, convening of meetings (Governance, Project Team, Stakeholder), provision of technical oversight of actions and reporting.

Administration

Logistics for the proposed activities will be efficiently coordinated to ensure the effective implementation of the action.

The Procurement plan (developed during planning phase) will be used to coordinate and monitor the timely purchase of goods and services. The following will be procured:

- Professional Services (Consultants) in key AHFS areas – Plant and Animal Health, Food Safety, Fisheries, Legal, and Communication to execute training actions, provide direct technical assistance to the selected entities, development of information products.
- General Operation Costs required for the hosting of meetings, workshop (e.g. conference services, office supplies)
- Travel (local and overseas – airline tickets and per diem) – transport beneficiaries, consultants and project team to targeted locations

Regular Governance meetings will be held to ensure that implementation is progressing as planned, annual work plans are consistent with the approved project plan and emerging matters addressed. The Project Management team will have routine meetings to discuss,

plan and monitor operational and technical issues, constraints, risk factors and review the overall progress of the project. Reports will be made to the Overall Programme Steering Committee of the 11th EDF EPA Programme

Technical

Proposed activities will be implemented by providing direct technical support to private and public sector entities, primarily through Consultants. In addition, the conduct of training workshops, meetings and seminars will be the means by which knowledge and skills will be improved and organisational processes strengthened. For all technical activities conducted there will be appropriate visibility and communication to ensure that all stakeholders are kept abreast of the progress of project interventions.

Reporting. Status reports, progress reports and final reports will be produced to provide an accurate account of implementation of the action, difficulties encountered, changes introduced, and the degree of achievement of its results (outputs and direct outcomes) as measured by corresponding indicators. This includes reporting on the logframe matrix.

Monitoring and Control

Processes required to track, review and regulate the progress and performance of the project action will be introduced at the inception of technical execution and maintained throughout execution of the action. The scope, cost and proposed timeframe for the action will be monitored to identify potential risks and the necessary corrective action. This will ensure that the activities of the SPS Action are met. In cases there are approved changes, due to emerging issues, adjustments will be made to the work plan and executed accordingly.

All activities implemented under this Action will be conducted in a manner consistent with IICA's established policies around transparent and robust accounting. IICA is recognized by the European Union as a partner of choice due to its strong overall accounting system.

Closing

During the closing of the project, all contracts will be closed, and all project materials will be archived, resulting in a repository of deliverables and administrative documents. Per standard practice, a "lessons learned" document will be prepared, as well as the final technical and financial reports of the SPS Action. The Exit Strategy developed during the planning stage will be reviewed and finalized to inform post-Action responses aimed at sustaining the results and benefits of the Action.

ii. How this Action Builds on Results from Previous Actions

Under the 10th EDF SPS Project, activities were geared towards strengthening regional and national SPS systems through a systematic focus on alleviating constraints in the areas of legislation, coordination and capacity building. Specifically, constraints addressed included: (i) fragmented and outdated legislation, (ii) limited national and regional coordination amongst institutions and groups addressing Agricultural Health and Food Safety (AHFS) matters and (iii) limited human capacity.

Enhancement of Regulatory Environment

Legislation. With the objective of establishing a sound and comprehensive National and Regional legislative framework for plant and animal health, food safety and fisheries, Model Bills, protocols, measures and guidelines were developed. Four (4) Model Bills, Plant Health, Animal Health, Food Safety and Fisheries, were completed. In previous evaluations conducted, over 90% of Technical Experts involved in the development of the Model Bills agreed that these instruments “could lead to much-needed updates/reform to national Plant Health, Animal Health, Food Safety and Fisheries legislation”. Although work was initiated to assist countries to use these Model Bills to upgrade their existing legislation, further support is needed to assist countries in this area. Actions will therefore be taken to continue the work in this area so that ultimately SPS legislation will be harmonized across the Region and will be consistent with international SPS standards and guidelines.

Coordination. Actions were conducted to develop efficient and effective coordination mechanisms at the national and regional levels. These actions were aimed at addressing areas such as the duplication of activities, inefficient use of resources, absence of or uncertainty regarding the competent authority and limited communication among SPS Groups and Agencies. National Coordination Mechanisms were developed for ten (10) countries as well as a mechanism to address Regional coordination. The mechanisms developed promote an integrated and comprehensive approach to coordination and will ultimately assist in the efficient and coherent coordination of AHFS systems nationally and regionally. The proposed activity under the SPS Action will build upon this work by assisting countries to implement the recommendations to improve AHFS coordination at the national level.

A key recommendation from the Regional coordination mechanism was the need to establish an AHFS framework for the region. The SPS Action will advance this recommendation by working with CAHFSA and the Regional AHFSS Thematic group to develop a Regional AHFS Policy. Towards the harmonisation of SPS standards, procedures and systems in the fisheries sub-sector, a guidance document for a Regional Coordination Mechanism for Fish and Fish Products was developed. To support the implementation of this mechanism, an MOU was signed between the CRFM, CROSQ and CAHFSA to facilitate cooperation and mutual assistance in the discharge of

their respective obligations that includes SPS and SPS-related issues. An implementation plan will be developed to advance the mechanism.

Capacity Building. An effective and efficient AHFS system is dependent on having a strong cadre of well-trained technical personnel that is supported by strong infrastructural capacity. Within this context, under the 10th EDF Project, the technical capacity of over 2,000 Regulatory Personnel and Private Sector stakeholders and twenty-seven (27) Private Sector entities was strengthened in important SPS areas such as traceability, food safety systems, HACCP, Risk, AMR and GAP. Based on responses from the rapid assessment conducted and consultations with the Dominican Republic, this Action will continue to strengthen these key SPS areas.

In relation to the fisheries sector, country assessments of the existing fisheries and aquaculture sector environmental monitoring programmes related to sanitary standards were conducted in seven countries. A proposal on Strengthening National and Regional SPS Monitoring Programmes was developed. The current action will seek to implement the recommendations relating to the strengthening to laboratories. In addition, the protocols and guidelines relating Good Fish and Fishery Product Hygiene Practices developed under the 10th EDF will be implemented in selected enterprises which are seeking access into international markets.

iii. The Broad Picture

Generally, the Action is in congruence with regional and international policies and goals governing food and nutrition security, food safety, marketing and trading of food, alleviation of poverty and economic development.

Regional

Strategic Plan for the Caribbean Community

The objectives of the Action and the areas of focus (the sub-components) are consistent with the *Strategic Plan for the Caribbean Community 2015-2019: Repositioning CARICOM*. The plan identifies, among others, the following priority areas which are heavily linked to the strengthening of AHFS systems. Specifically:

- Harmonisation of the legislative and regulatory environment to enhance/enable regional integration;
- Integration into the global economy;
- Positioning the regional agricultural and fisheries sector as one economic space for growth and export development;
- Advancing initiatives for exports through promoting an enabling environment in Member States;

- Developing a fully integrated and harmonized Regional AHFS System;
- Advancing initiatives for sustainable expansion and intensification of fish production

Revised Treaty of Chaguaramas

There is also consistency with the Revised Treaty of Chaguaramas¹¹, Article 56 which speaks of the establishment of an effective regime of Sanitary and Phytosanitary measures.

Caribbean Community Common Fisheries Policy

The Caribbean Community Common Fisheries Policy includes several provisions addressing SPS issues in fisheries including: harmonised food quality assurance legislation, harmonised intra-regional SPS measures, common marketing standards for fisheries and aquaculture products and national or common policies, measures and standard to (among other things): develop new and existing markets in fishery products including external markets to the Caribbean fisheries products.

International

The Agreement on the Application of Sanitary and Phytosanitary measures (the SPS Agreement)

The SPS Agreement sets the basic rules for food safety and animal and plant health requirements for trade. It allows countries to set their own standards. However, it also specifies that regulations must be based on scientific finding and should be applied only to the extent that they are necessary to protect human, animal or plant life or health; they should not unjustifiably discriminate between countries where similar conditions exist.

WTO member countries are encouraged to use the standards developed by the relevant international bodies whenever they exist. The SPS Agreement recognises three international standard setting bodies (the Three Sisters) responsible for setting standards, guidelines and recommendations for food safety (the Codex Alimentarius Commission), animal health (the World Animal Health Organisation) and plant health (the International Plant Protection Convention). The activities implemented under the SPS Action will be guided by these international standards.

IICA Medium Term Plan: 2018-2022

IICA's Medium Term Plan: 2018-2022 has the following four Strategic Objectives:

- Increase the contributions of the agriculture sector to economic growth an sustainable development
- Contribute to the well-being of all rural dwellers
- Improve international and regional trade for countries in the region
- Increase the resilience of rural areas and agri-food systems to extreme events.

¹¹ The Revised Treaty of Chaguaramas established the Caribbean Community (CARICOM) identifying its membership and objectives and includes the CARICOM Single Market and Economy (CSME).

Within the context of the above Strategic Objectives, IICA's Agricultural Health, Food Safety and Food Quality Programme has a plan of action focused on promoting an agriculture sector that is productive, competitive and sustainable. This will promote a safe food supply through local, regional and world markets by generating, improving and applying policies for agricultural health and food safety and quality. The Programme has the following goals:

- Promote and support modernization of national AHFS institutions and systems
- Support development, implementation, and harmonization of science-based plant health, animal health, food safety and food quality standards
- Promote use and adoption of good agricultural practices and strengthen national and regional capacities to deal with emerging issues and sanitary, phytosanitary and food safety emergencies.

Sustainable Development Goals

The SPS Action will seek to advance Sustainable Development Goals (SDG) 9 and 12. These goals will provide a cross-cutting theme throughout the implementation of the Action.

- SDG 9, *Build Resilient Infrastructure, promote Inclusive and Sustainable Industrialization and Foster Innovation*, in particular Target 9.3 – integrating small-scale industrial and other enterprises into value chain markets.
- SDG 12, *Responsible Consumption and Production*; in particular Target 12.3 – reduce food losses along production and supply chains, including post-harvest losses.

iv. Governance and Management of the Action

IICA as the Implementing Agency will be responsible for managing the Action and will be fully accountable for its outcomes. IICA's Agricultural Health, Food Safety and Food Quality Programme will provide oversight and on-going support to the implementation of the Action. The AHFS Directorate will advocate and liaise with IICA Headquarters on behalf of the Project.

The Project Manager and associated administrative staff will be housed within the IICA Delegation in Barbados. The entity will be responsible for day-to-day financial management, accounting, procurement and general administration. The other IICA country Delegations will provide support in areas such as logistics, coordination, monitoring and liaising with the relevant Ministries and agencies (public and private sectors). A SPS Focal Point will be identified in each IICA Delegation. To this end, IICA will make the most effective use of its existing management structure and resources in order to ensure full and effective execution of the Action.

The management structure for the Action will comprise the following:

- Programme Steering Committee (PSC)

- Technical Advisory Committee (TAC)
- Project Management Team (PMU, IICA Representative and Leader AHFS Programme)
- Technical National Implementation Network Teams (TNINT)

The overall Programme Steering Committee (PSC) for 11th EDF Programme: "Support to CARIFORUM States in furthering the implementation of their Economic Partnership Agreement commitments and in meaningfully reaping the benefits of the Agreement" will be established by the CARIFORUM Directorate and will oversee and validate the overall direction and policy of the 11th EDF Programme which includes the SPS component implemented by IICA.

The Technical Advisory Committee (TAC) will be established by IICA to review and provide observations and suggestions on the overall direction of the SPS Project and will keep track of the implementation and monitoring of Project activities. The TAC will review the annual programme of activities and the results achieved. The TAC will convene both face-to-face and virtual meetings and will consist of:

- A representative of IICA
- A representative from Dominican Republic (Ministry of Agriculture)
- A representative from CRFM
- A representative from CAHFSA
- A representative of the CARICOM Secretariat – Agriculture Unit
- Two private sector representatives (CFNO, CABA)
- CARIFORUM Directorate (Observer)
- A representative of the EU Delegation (Observer)
- A representative of the CDB (Observer)

IICA will act as the secretariat of the TAC through the Project Manager and therefore will be responsible for the organization of the meetings, documentation and communication on Project implementation.

The Project Management Team will consist of:

- Head, Agricultural Health and Food Safety Programme, IICA (Strategic and technical guidance).
- IICA Representative (of the implementing Delegation)
- Project Manager (will be IICA's AHFS International Specialist; this professional will be responsible for the overall coordination and administration of the project).
- Programme Assistant (will support the work of the project manager)
- IICA Administrative Support Personnel

The Project Management team will develop the overall annual action plan, coordinate and monitor implementation, organize logistics and organizational support for the implementation of the Action activities. IICA's National and Regional Specialists will provide technical backstopping for the Project activities.

Technical National Implementation Network Teams (TNINT) were established under the 10th EDF SPS Project in each Member States to support the implementation of Project actions at the country level. These Teams successfully provided a platform for stakeholders (public sector and private sector) to be involved and were the main entities responsible for guiding and monitoring the national actions under the Project. It is expected that the TNINTs will function in a similar manner under the 11th EDF SPS Action.

The Action will involve collaboration with and participation of several actors and stakeholders. Collaborators and Associates will include (but not limited to) the following:

Collaborators (consistently work with Project Management Team to implement project activities)

- CRFM. An important collaborator and partner in the implementation of the Project is the CRFM. They will be responsible for the implementation of the fisheries sub-component.
- CROSQ/PTB, the implementers of the Technical Barriers to Trade (TBT) Project under the 11th EDF. IICA will collaborate with CROSQ/PTB in the area of laboratory improvement and also legislation framework strengthening. Under the TBT programme, several testing laboratories will be identified for support. This information will be shared with IICA with a view of providing additional support for the improvement of SPS testing laboratories that provide (or has the capacity to provide) specific tests required for market access.
 - o With respect to legislation framework strengthening, CROSQ is developing a tool on Good Regulatory Practices. This tool will be used by IICA to support the project action on legislation.
- ITC and CARDI, implementers of the Coconut Industry Development Expansion and Enhanced Support for the Caribbean. IICA will collaborate with the ITC and CARDI to identify the most suitable enterprises, based on their value chain study, to benefit from support under the SPS project.
- CDB, implementers of the EPA and CSME Facilities. Information will be shared with CDB with a view to countries benefiting from additional support under the EPA and CSME facilities to further advance actions supported under the 11th EDF SPS Action.

- CAHFSA will be an important collaborator during the implementation of the project. As the designated regional body for the coordination of AHFS activities they will play an important role in the effective implementation of the Action.
- FAO will be involved in in the area of roots and tubers. FAO has done extensive work with countries in this area and has also carried out value chain studies on these commodities. IICA will therefore collaborate with FAO to identify suitable beneficiaries for support under the Project.

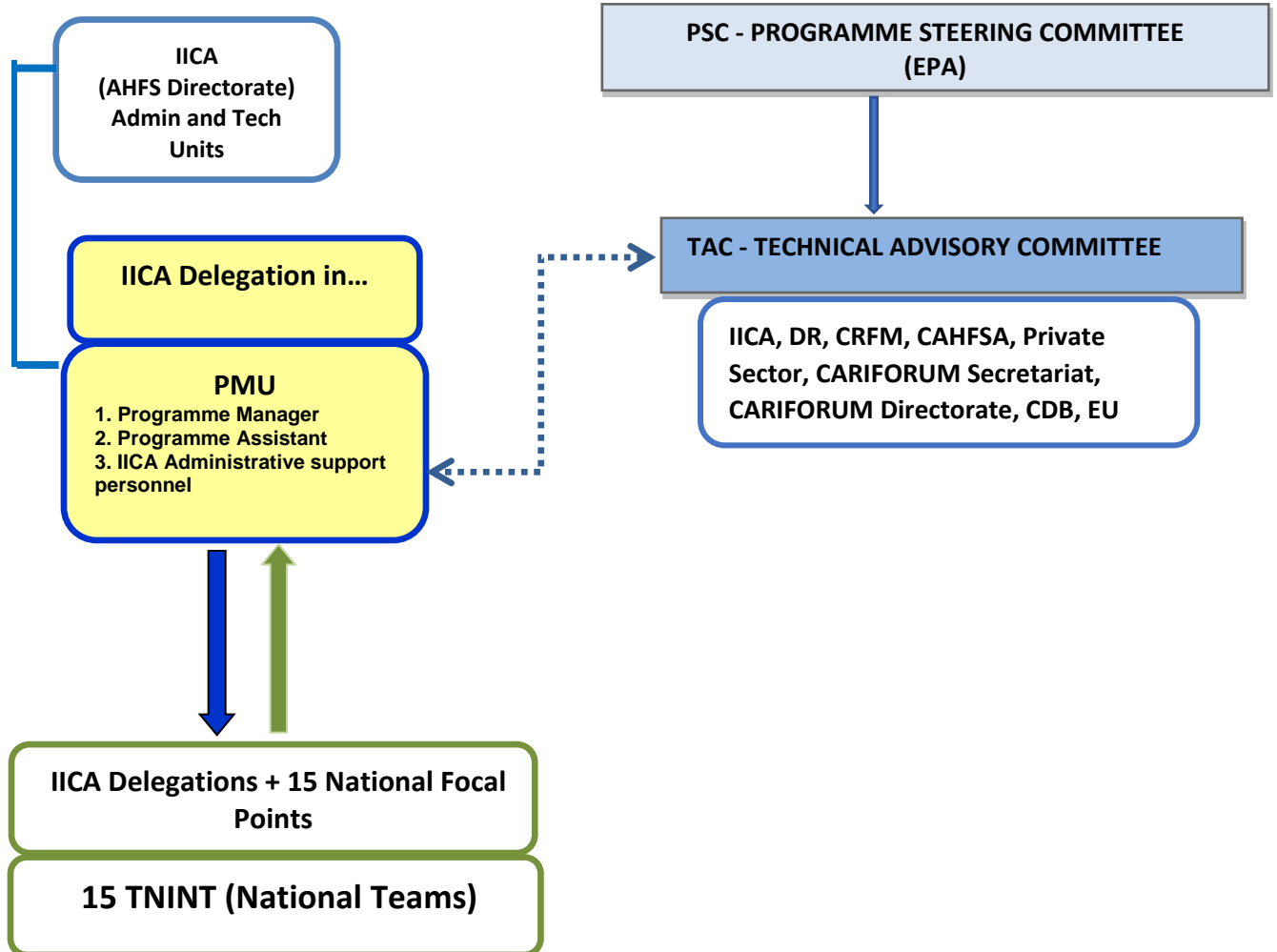
Associates (provide specific inputs at selected times during implementation and general participation in activities)

- The Caribbean Agri-business Association (CABA), established by Agri-business stakeholders in CARICOM, to provide a private sector mechanism to facilitate organized, coordinated planning and development of regional programmes and projects in the Agri-business sector in CARICOM.
- The Caribbean Network of Fisherfolk Organizations (CNFO) is a network of fisherfolk organisations, active in the Caribbean Regional Fisheries Mechanism (CRFM) Member countries, and includes participation from national and primary fisherfolk organisations, fishers and other groups promoting the development of fisherfolk and fishers organisations.
- The Pan American Health Organization (PAHO) is the specialized international health agency for the Americas. It works with countries throughout the region to improve and protect people's health. It is the specialized health agency of the Inter-American System and also serves as Regional Office for the Americas of the World Health Organization (WHO), the specialized health agency of the United Nations.

Beneficiaries

- Private sector entities such as farmers, farmers' organisations, commodity organisations, exporters and exporter's associations and food processors and other national and regional private sector agricultural organisations are primary beneficiaries.
- Ministries of Agriculture, Health, Trade. These are the primary public sector beneficiaries and as such there will be strong collaboration with national Ministries of Agriculture, Health and Trade. Collaboration in this regard will be largely through IICA's national Delegations and the TNINTs.

v. Organisational Chart



vi. Monitoring

Continuous technical and financial monitoring will be done to ensure that the project actions are duly undertaken. This level of monitoring will be the responsibility of the Project Manager with oversight provided by the Finances Division within IICA, where a permanent internal, technical and financial monitoring system for the actions will be established.

Another level of monitoring will be done by the Technical Oversight Committee. The CARIFORUM monitoring and evaluation tool will be used as necessary during this process. The monitoring of the implementation of the actions is also part of the Regional Authorizing Officer's responsibility.

IICA's internal system for monitoring the progress of implementation of all actions undertaken by the Institute will also be used. This monitoring system allows for continuous oversight to ensure that targets are met and actions are implemented and where necessary, informed adjustments can be made to the outputs.

External monitoring, through the ROM System, will be undertaken by independent consultants recruited directly by the EU on specifically established terms of reference.

vii. Evaluation

Evaluation of the Action will be conducted at several levels during the implementation of the Project. IICA will conduct its own internal audit/evaluation during the planning stage of the Action to ensure that proper systems are in place at both the technical and financial levels for the effective and efficient implementation of the Project. Throughout the implementation of the Action, delivered products will be measured against planned outputs and corrective actions will be taken as needed to address any shortfalls or challenges in implementations. Financial expenditures will be analyzed in a similar manner, although this assessment will take place on a more frequent basis. A second overall internal audit/evaluation may also be conducted at the end of the Project.

As part of their Terms of Reference, consultants will be required to produce, as a deliverable, an evaluation plan to be administered at specified times after the initial implementation.

The European Union will also conduct its own external audit/evaluation of the Project at the mid-term juncture of the implementation of the project and possibly at the end of the Project.

viii. Communication and Visibility of the Action

To ensure that information generated under the 11th EDF SPS Project is shared among stakeholders, an effective communication and visibility plan has been developed. The action plan is tailored to create awareness of the SPS Action to strengthen the AHFS systems in the CARIFORUM Region and consists of the following elements: (i) media relations(e.g. press releases, interviews), (ii) project branding – modify the existing visual identifier and utilize all operational and promotional items, (iii) public education and information sharing (reports, e-newsletters, posters, fliers), (iv) website and Social Media accounts (v) participation in regional signature events (Exhibitions, Seminar). The full Communication and Visibility Action Plan is attached. In relation to the organizations, visibility will be given to the EU, CARIFORUM, IICA and key partners.

2.1.3. INDICATIVE ACTION PLAN FOR IMPLEMENTING THE ACTION

Year 1

Activity	Year 1 (Months)												Implementing Body
	1	2	3	4	5	6	7	8	9	10	11	12	
Strengthening the SPS Regulatory Environment in CARIFORUM													
A1. Upgrade national legislation in the areas of plant health, animal health and food safety													
Determine criteria to select target countries													IICA
Identify target countries and host preliminary meetings with country officials													IICA
Host consultations with national stakeholders to review Bills													IICA
Update existing national legislation in relation to Regional Model Bills													IICA
Host final meetings with stakeholders and Senior Officials to lobby for the enactment of the updated legislation													IICA
Conduct assessment six months post intervention to determine advancements made by countries.													IICA
A2. Update the Dominican Republic law and regulation for food for animal consumption													
Review existing Animal Health Bill (Production, quality and commercialization of food for animal consumption) and Regulation for the Good Manufacture Practice in animal food.													IICA/MOA DR
Host consultations with national stakeholders to review Bills and identify areas for upgrade													IICA/MOA DR

Activity	Year 1 (Months)												Implementing Body	
	1	2	3	4	5	6	7	8	9	10	11	12		
Update the legislation to conform with international requirements														IICA/MOA DR
Host meetings with stakeholders and Senior Officials to present final draft Legislation														IICA/MOA DR
A3. Develop regional AHFS policy framework														
Develop situational analysis														IICA/CAHFSA
Draft AHFS policy														IICA/CAHFSA
Circulate draft policy to countries for comment														IICA/CAHFSA
Host virtual meetings with CAHFSA and Regional AHFS Thematic Group to review and finalize drafts of Policy														IICA/CAHFSA
Host Regional workshop with key stakeholders from countries and regional entities to validate Policy														IICA/CAHFSA
Present Policy to CARICOM Ministerial Meetings for endorsement and adoption														IICA/CAHFSA
A4. Strengthen enabling framework for inter-sectoral AHFS coordination														
Conduct assessment on the level of implementation of national coordination of mechanisms (developed under 10th EDF, 10 countries) and develop possible solutions														IICA
Host national stakeholder meetings to present possible solutions to overcome challenges identified														IICA
Host regional meeting to present lessons learnt in countries and create awareness of basic skills for improving AHFS coordination.														IICA
Conduct assessment six to twelve months post workshop to determine advancements by countries.														IICA

Activity	Year 1 (Months)												Implementing Body	
	1	2	3	4	5	6	7	8	9	10	11	12		
Promote SPS Compliance through training and capacity building														
A5. Provide Technical Assistance to private sector entities														
Identify criteria for companies to be selected														IICA
Select entities for intervention (10)														IICA
Provide technical assistance and/or training to enhance food safety systems in the areas of HACCP and Traceability														IICA
Monitor and conduct assessments relating to the improvement in compliance of entities														IICA
A6. Build capacity of public and private sector stakeholders in food safety, HACCP and GAP in the Dominican Republic														
Develop training materials														IICA/MOA DR
Host national training workshops (2)														IICA/MOA DR
A7. Provide training in AMR														
Host Regional workshop														IICA
A8. Implement the Dominican Republic National Surveillance Plan for AMR														
Develop Pilot Study for AMR surveillance and monitoring														IICA/MOA DR
Implement Pilot study														IICA/MOA DR
Monitor and evaluate the results of the pilot study														IICA/MOA DR
Present the results of the pilot study to key stakeholders														IICA/MOA DR

Activity	Year 1 (Months)												Implementing Body	
	1	2	3	4	5	6	7	8	9	10	11	12		
A9. Conduct national GAP Audit training in countries														
Inform selected countries of the training														IICA
Conduct training workshops (lecture and field actions)														IICA
Conduct assessment of the impact of the training (immediately after training and 12 months after the training)														IICA
Prepare information products to create awareness of the auditing process														IICA
Based on the training and feedback, update Gap Audit Manual developed under the 10th EDF														IICA
A10. Build laboratory testing capacity for improved market access														
Identify testing requirements by trading partners for key export commodities /														IICA/CAHFSA
Assess capacity and capability of labs to conduct required tests														IICA/CAHFSA
Select laboratories for upgrade														IICA/CAHFSA
Upgrade selected labs (4) to conduct required tests														IICA/CAHFSA
Develop guidelines and protocols for cross boundary movement of samples														IICA/CAHFSA
Strengthening SPS Capacity in the Fisheries Sector														
A11. Develop implementation plan to strengthen regional coordination framework for fisheries sector														IICA/CRFM
Review current status of regional coordination mechanism														IICA/CRFM

Activity	Year 1 (Months)												Implementing Body	
	1	2	3	4	5	6	7	8	9	10	11	12		
Document existing stakeholder linkages														IICA/CRFM
Develop road map to implement regional coordination of fisheries and aquaculture subsector.														IICA/CRFM
Host stakeholder meetings (national and regional) to present the implementation plan														IICA/CRFM
A12. Build food safety capacity for the fisheries sector														
Select entities to implement guidelines														IICA/CRFM
Provide technical assistance to the selected entities to implement food safety guidelines														IICA/CRFM
Monitor implementation of guidelines														IICA/CRFM
Develop mini-documentaries on successful implementation of food safety guidelines in private sector companies														IICA/CRFM
A13. Provide technical assistance to improve laboratory testing capacity for the fisheries sector														
Review of previous studies on monitoring and testing capacities of regional labs														IICA/CRFM
Conduct survey to determine recommendations implemented post project														IICA/CRFM
Identify laboratories to be strengthened (2)														IICA/CRFM
Provide technical assistance and procure equipment to upgrade labs to perform tests improve trade of fisheries products														IICA/CRFM

Activity	Year 1 (Months)												Implementing Body	
	1	2	3	4	5	6	7	8	9	10	11	12		
Visibility and Communications														
Launch and brand project														IICA
Develop information products, promotional items														IICA
Develop media relations - press releases, interviews, articles														IICA
Host exhibitions, seminar at key regional events														IICA
Develop and maintain web page and social media tools														IICA
Project Management														
Identify Project Management Team														IICA
Contract Project Assistant														IICA
Train Project administrative team across the region (virtual)														IICA
Appoint Governance Committee and convene meetings														IICA
Initiate National Project Management Teams (TNINT)														IICA
Coordinate and manage administrative actions (planning, execution, closing)														IICA
Conduct contracting process (professional services)														IICA
Prepare reports														IICA
Conduct monitoring and evaluation														IICA

Years 2 and 3

Activity	Year 2		Year 3		Implementing Body
	Half Year 1	Half Year 2	Half Year 1	Half Year 2	
Strengthening the SPS Regulatory Environment in CARIFORUM					
A1. Upgrade national legislation in the areas of plant health, animal health and food safety					IICA
A2. Update the Dominican Republic law and regulation for food for animal consumption					IICA/MOA DR
A3. Develop regional AHFS policy framework and host regional workshop to reach consensus on the policy					IICA/CAHFSA
A4. Strengthen enabling framework for inter-sectoral AHFS coordination					IICA
Promote SPS Compliance through training and capacity building					
A5. Provide Technical Assistance to private sector entities					IICA
A6. Build capacity of public and private sector stakeholders in food safety, HACCP and GAP in the Dominican Republic					IICA/MOA DR
A7. Provide training in AMR					IICA
A8. Implement the Dominican Republic National Surveillance Plan for AMR					IICA/MOA DR
A9. Conduct national GAP Audit training in countries					IICA
A10. Build laboratory testing capacity for improved market access					IICA/CAHFSA

Activity	Year 2		Year 3		Implementing Body
	Half Year 1	Half Year 2	Half Year 1	Half Year 2	
Strengthening SPS Capacity in the Fisheries Sector					
A11. Develop implementation plan to strengthen regional coordination framework for fisheries sector					IICA/CRFM
A12. Build food safety capacity for the fisheries sector					IICA/CRFM
A13. Provide technical assistance to improve laboratory testing capacity for the fisheries sector					IICA/CRFM
Visibility and Communications					
Conduct visibility and communication actions					IICA
Project Management					
Plan, execute, monitor and control project actions and close project					IICA

2.1.4. SUSTAINABILITY OF THE ACTION

i. Expected Impact of the Action

The Action seeks to improve SPS systems of CARIFORUM countries by promoting the upgrading of their legislative framework, improving coordination among the various entities responsible for SPS activities and building key technical capacities to facilitate safe production and trade.

The upgrading of legislation on a national level, utilizing the models developed under the 10th EDF Project will take the Region closer on the path towards a modern and harmonised regulatory system in the Region. This will have the impact of reducing the incidents of the use of SPS measures as non-tariff barriers to trade over time in the Region and also allow countries to enter into trade negotiations to access new markets.

The development of a Regional AHFS Policy will facilitate the advancement of AHFS in a rational and coordinated manner by providing a framework which will guide, not only regional strategies but also the development of national policy framework and programmes. In addition, a strong AHFS policy framework will optimize the use of scarce resources by reducing duplication and improving collaboration among entities. Ultimately, this will impact positively intra- and extra-regional trade, the production and availability of safe, high quality food and a general improvement of confidence in the Region's ability to compete in the global market.

Implementation of effective national AHFS coordination mechanisms will result in, among other things, reduction of duplication of actions, more efficient use of resources (human, financial, infrastructure), increased capacity to implement actions and resolve issues due to better communication and coordination among agencies and with the private sector. Improved coordination at the national level will also assist in strengthening the work being conducted by CAHFSA to coordinate regional SPS issues and to execute on behalf of Member States SPS actions and activities that can be more effectively and efficiently executed through a regional mechanism.

Building and strengthening key technical capacities (public and private sectors) will improve the effectiveness of national SPS systems, and their interface with regional entities and coordination mechanisms and will enhance the ability of private sector entities to meet the SPS requirements of regional and international markets.

ii. **Risks and Assumptions**

Proposed Actions	Risk	Risk Level (H/M/L)	Mitigating Measures
<p>A1. Update National Legislation in the areas of Plant Health, Animal Health and Food Safety</p> <p>A2. Update the Dominican Republic base law and regulation for food for animal consumption</p>	<p>Low priority given by Government legal services to updating the legislation.</p> <p>Insufficient legal personnel in the Government service to work on the legislation.</p> <p>Poor/insufficient feedback from stakeholders on draft Bills.</p> <p>Senior officials place low priority on the enactment of the updated legislation.</p>	<p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>Sensitise Government Senior Officials, Drafters and Legal Officers to the importance of upgrading legislation in order to improve access to international and regional markets. To be done in close collaboration with the CARICOM Secretariat to expand sensitisation to governments.</p> <p>Engage the services of private national legal specialists/consultants to support the process.</p> <p>IICA country Focal Point and TNINT will closely follow up and monitor the review of documents by stakeholders.</p> <p>Sensitise senior Government officials to the importance of upgrading legislation in order to improve access to international and regional markets.</p> <p>Sensitising the private sector to the importance of lobbying Government officials regarding the importance of enacting legislation that promote trade.</p>
<p>A3. Develop regional AHFS policy framework</p>	<p>Insufficient regional support for the development and implementation of the Policy.</p> <p>Poor/insufficient feedback from stakeholders on draft policy.</p> <p>The right representatives</p>	<p>L</p> <p>H</p>	<p>CAHFSA, the CARICOM Secretariat and the Regional AHFS Thematic group to sensitise key stakeholders on the importance of a regional AHFS Policy.</p> <p>CAHFSA, supported by IICA country Focal Point and TNINT closely follow up and monitor the review of documents by stakeholders. Also assist with the selection of the appropriate candidates.</p> <p>TNINT assist in the selection</p>

Proposed Actions	Risk	Risk Level (H/M/L)	Mitigating Measures
	<p>from key stakeholders do not attend the workshop and therefore diminish the effectiveness of the workshop.</p> <p>Limited understanding by country officials of the application of the regional AHFS Policy to trade.</p> <p>Limited use of the regional AHFS Policy in the development of national strategies, programmes and plans.</p>	<p>M</p> <p>L</p> <p>H</p>	<p>representatives.</p> <p>CAHFSA in collaboration with their board members, monitor the application of the Policy and the implementation of the Action Plan.</p>
<p>A4. Strengthen enabling framework for inter-sectoral AHFS coordination</p>	<p>Resistance by the various AHFS entities to a coordinated approach for working together.</p> <p>Poor attendance/ participation of key stakeholders.</p>	<p>H</p> <p>M</p>	<p>Continuous sensitisation (including sharing success stories) to the importance of a coordinated approach to capitalise on trade opportunities.</p> <p>TNINTs and IICA Focal points follow up with stakeholders to ensure that there is national representation by the most suitable candidate.</p>
<p>A5. Technical assistance to private sector entities to meet international food safety standards</p>	<p>Limited staff (quantity and quality)</p> <p>Limited understanding of basic food safety requirements.</p> <p>Inadequate infrastructure to meet global requirements.</p> <p>Insufficient capital to fully implement recommendations to meet international food safety standards.</p>	<p>M</p> <p>M</p> <p>H</p> <p>H</p>	<p>Criteria for selection to screen to ensure that the entities selected have the resources (human and otherwise) to fully benefit from the technical action.</p>

Proposed Actions	Risk	Risk Level (H/M/L)	Mitigating Measures
A6. Build capacity of public and private sector stakeholders in food safety, HACCP and GAP in the Dominican Republic	Limited application of the knowledge received.	M	Create more awareness of the importance of food safety systems in the trade in animal products.
A7. Provide training in AMR	Countries not able to participate due to lack of personnel and/or competing priorities. Lack of coordination and prioritization between Ministries of Health and Ministries of Agriculture.	M/H H	Ensure that countries are made aware of the importance of the action and given sufficient notification of the activity. Ensure that both groups are invited and included in events; promote dialogue between and across sectors.
A8. Implement the Dominican Republic National Surveillance Plan for AMR	Private sector stakeholders not willing to participate in the pilot.	M	Create more awareness of the importance of AMR in trade and agricultural health and food safety.
A9. Conduct national GAP Audit training	Limited application of the knowledge received. Limited human resources.	M	Create more awareness of the importance of GAP auditing. Create data bank of trainees across the Region.
A10. Build laboratory testing capacity for improved market access	Laboratories lack the required resources to maintain the support provided Laboratories are not able to provide services to other countries	M/H H	Increased the awareness of Decision Makers of the importance of these laboratories for increased market access. Compile guidelines and procedures for cross boundary movement of samples
A11. Develop implementation plan to strengthen regional coordination framework for fisheries sector	Resistance by the various entities to a coordinated approach for working together.	H	Continuous sensitisation to the importance of a coordinated approach to capitalise on trade opportunities.

Proposed Actions	Risk	Risk Level (H/M/L)	Mitigating Measures
A12. Build food safety capacity for the fisheries sector	Limited staff (quantity and quality)	M	Criteria for selection to screen to ensure that the entities selected have the resources (human and otherwise) to fully benefit from the technical action.
	Limited understanding of basic food safety requirements.	M	
	Inadequate infrastructure to meet global requirements.	H	
	Insufficient capital to fully implement recommendations to meet international food safety standards.	H	
A13. Provide technical assistance to improve laboratory testing capacity for the fisheries sector	Laboratories lack the required resources to maintain the support provided	M/H	Increased the awareness of Decision Makers of the importance of these laboratories for increased market access.
	Laboratories are not able to provide services to other countries	H	Compile guidelines and procedures for cross boundary movement of samples

iii. Sustainability of the Action

As noted in the final report of the implementation of the 10th EDF SPS Project, a persistent challenge of development projects is ensuring that the benefits of interventions are sustained after the project ends. Actions will be designed to ensure as much as possible that long term use and benefits can be gained from the interventions under the three sub-components of the Project. As sustainability must come from countries themselves, the beneficiaries of the interventions under the 11th EDF SPS Project are expected to sustain the actions from which they benefited for the further advancement and improvement of their agricultural health and food safety systems.

Fundamental to the sustainability of the Action is that, at the public sector level, policy makers and decision makers need to be effectively engaged in its execution. From the outset, efforts will be made to ensure that there is understanding of and commitment to the objectives and outcomes

of the Project. Commitment and ownership of the Action is also necessary at the technical level within the public sector and at all levels of the private sector. Engagement of collaborators and partner agencies during the implementation of the Project is another important factor in ensuring sustainability. In fact, all stakeholders would need to commit and participate actively in the implementation of the Action.

Some specific actions towards sustainability are listed below:

- During the early stages of implementation of the Action, provide opportunities and utilize existing forums (such as COTED meetings, meetings of industry associations and groups) to increase the awareness and knowledge of high level government officials (Ministers, Permanent Secretaries, Chief Agricultural Officers and Heads of Services) and key private leaders of the importance and relevance of SPS issues to the development of the countries and the region.
- Promote stakeholder engagement, through consultation and communication, in the discussions and decisions thus fostering ownership in and appreciation of the benefits of the Project actions. The Technical National Implementation Network Teams (TNINTs) have a crucial role in this regard.
- Collaboration and coordination with national, regional and international AHFS entities such as CAHFS, FAO, PAHO/WHO, CPHD, CaribVET, CGPC to promote continuity of the actions in their individual work programmes.
- IICA, the implementing agency, through its AHFS hemispheric programme, which is consistent with the actions of this Project will be a source of continuity.

Assumptions

There are several factors that could negatively affect sustainability and the ability of countries to implement planned actions. Below are some assumptions with respect to sustainability.

- Countries and regional groups and agencies able to source funding for planned actions.
- Recommendations and outcomes of the project are implemented (for example, enactment of legislation and recommendations for coordination)
- Political will to continue Project actions
- Private sector entities maintain food safety systems developed or improved during the implementation of the Project.
- Laboratories upgraded under the project willing and able to provide services to other countries in the Region.
- Human resources available to continue actions

iv. Dissemination Plan

All outputs from the Project will be available to all stakeholders. The approach outlined below seeks to ensure that the information generated under the action is adequately disseminated.

Archiving Project information. During the implementation of the Action, information (such as reports, studies, manuals, fliers, posters) will be filed in a database which will be developed and managed by the Project Manager. IICA will act as the clearing house for all Project documents during the life of the project. In addition, information will be uploaded to the Project website and also to the websites of partner agencies such as CRFM and CAHFSA.

Sharing of information. Information will be shared to stakeholders by way of regularly published newsletters, media releases and media briefing, uploaded material on websites, distributed at workshops, seminars, exhibitions, agricultural shows and other events. Information will also be shared with Ministries and regional AHFS groups and agencies.

Presentations will also be made at regional and international meetings by the Project Management Team and IICA's Technical Specialists.; this will not only allow for the sharing of information but build linkages with other projects being implemented and those in the pipeline.

Distribution Network. In addition to the IICA being the clearing house for the information, IICA's AHFS Directorate, IICA country delegations, the country focal points, the TNINTs, CAHFSA and CRFM will constitute the distribution network that will be responsible for disseminating relevant information to stakeholders.

Extension of the Actions Outcome. Project actions such as training in GAP audit can be replicated as persons will be equipped to train others. In addition, upgraded laboratories will have the capacity to provide services in key tests required for export to other countries in the region as needed. Private sector personnel who receive training will be able train others in their businesses on an on-going basis.

Information materials developed such as manuals, posters, fliers, training videos and mini documentary featuring best practices in the private sector will be disseminated to all countries for the purpose of sharing the information and effecting change and improvement even after the Project ends.

At the end of the Project. As part of the Project closing action, the Project Manager will ensure that the Distribution Network has access to the database and all materials produced under the Project so that the information will be available when requested by stakeholders even after the Project ends.

2.1.5. LOGICAL FRAMEWORK

	Results chain	Indicator	Baseline	Target (value by 2022)	Sources and Means of Verification	Assumptions
Impact (Overall objective)	The Overall Objective of the SPS Action is to increase compliance with International Sanitary and Phytosanitary measures, standards and procedures in CARIFORUM States towards increased market access internationally and regionally.	Number of companies with improved compliance with SPS requirements. Increase in safe trade in products from selected agricultural value chains.	To be determined at the start of the action (Review of marketing and trade data for selected commodities).	2% increase in the safe trade of agricultural products and fisheries.	<ul style="list-style-type: none"> - Sector trade data (collected by relevant Ministries, CARICOM Sec and National and Regional Trade Associations - Information from the WTO SPS Committee, EU, World Bank, ITC, CARICOM, FAO, National websites and National and Regional Trade Associations. 	
Outcomes (Specific Objectives)	Increase market access through strengthened AHFS Systems in CARIFORUM countries.	Number of countries with improved SPS framework.	To be determined at the start of the action (survey on status of SPS Systems in CARIFORUM countries).	5 countries increase the level of compliance with international SPS standards.	<ul style="list-style-type: none"> - Survey results and report. 	<ul style="list-style-type: none"> - Regional and National regulatory entities will participate in the actions. - Trading agricultural products and fisheries are an important focus of national agriculture programmes. - Stakeholders will participate in the process.

	Results chain	Indicator	Baseline	Target (value by 2022)	Sources and Means of Verification	Assumptions
	Strengthening of the SPS Regulatory Environment					
Outputs	A1. Updated National Legislation (animal health, plant health and food safety).	Number of national laws updated.	To be determined at the start of the action (survey on status of SPS Systems in CARIFORUM countries).	Three national laws updated.	- Reports and updated legislation.	- Governments will enact updated AHFS legislation.
	A2. Updated DR law and regulation for food for animal consumption.	Number of national laws updated (Animal feed law and regulation).	Outdated law and regulation (dated 1971 and 1972).	One Bill and One regulation.	- Reports and updated legislation.	- Government will enact the updated animal feed legislation.
	A3. Strengthened Regional AHFS policy framework.	Approved Policy document.	Currently no AHFS policy exists for the Region.	One (1) Regional AHFS Policy.	- Policy document - Progress reports. - COTED paper documenting approval of the AHFS Policy.	- Countries are committed to achieving consensus on the policy framework.
	A4. Strengthened enabling framework for inter-sectoral AHFS coordination.	Number of stakeholders equipped with skills required for strengthening AHFS coordination. Number of countries reporting strengthened AHFS coordination.	To be determined at the start of the activity	At least 25. At least 5.	- Self-assessment report of national AHFS coordination. - Regional workshop proceedings. - Final report of the activity.	- Cooperation among inter-sectoral agencies. - Recommendations to strengthen AHFS systems are adopted.

	Results chain	Indicator	Baseline	Target (value by 2022)	Sources and Means of Verification	Assumptions
	SPS Compliance through Capacity Building					
Outputs	A5. Private sector entities (SMEs) strengthened to meet international food safety standards.	Number of SMEs with improved capacity to meet international food safety standards.	To be determined at the beginning of the activity (Pre-assessment of SMEs).	At least 10 private sector entities.	<ul style="list-style-type: none"> - Progress and Final reports. - Assessments reports. 	<ul style="list-style-type: none"> - Private sector entities implement the practices and procedures required for compliance with food safety standards. - Infrastructure and/or capacity in place for the private sector entities to make relevant changes.
	A6. Improved capacity of public and private sector stakeholders in food safety, HACCP and GAP in the Dominican Republic.	Number of stakeholders with improved knowledge in international food safety standards (disaggregated by gender, age and country where applicable).	To be determined at the beginning of the action.	100 public and private sector stakeholders.	<ul style="list-style-type: none"> - Workshop reports. 	<ul style="list-style-type: none"> - Public and private sector stakeholders implement the knowledge and skill gained in training workshops.
	A7. Enhanced capacity in AMR.	Number public and private sector stakeholders with improved knowledge of AMR (disaggregated by gender, age and country where applicable).	To be determined at the start of the activity (questionnaire to determine level of knowledge pre and post workshop).	30 stakeholders.	<ul style="list-style-type: none"> - Workshop report. 	<ul style="list-style-type: none"> - Risk communication incorporated into national AMR programmes.

	Results chain	Indicator	Baseline	Target (value by 2022)	Sources and Means of Verification	Assumptions	
Outputs	A8. Strengthened capacity in AMR surveillance in the DR.	Number of stakeholders with improved capacity in AMR surveillance techniques.	AMR pilot study conducted under the 10 th EDF SPS project.	To be determined at the beginning of the study.	- Reports.	- Cooperation amongst the private and public sector entities. - Sufficient human capacity to implement the Plan.	
	A9. Increased capacity to conduct GAP Audits for fresh produce	Number of stakeholders trained in the principles of GAP audit (disaggregated by gender, age and country where applicable).	As at March 2017, 85 extension and field officers from 5 countries were trained GAP Audit.	145 extension and field officers from 9 countries.	- Training reports. - Training evaluation report.	- Participants use the information gained in training programmes.	
	A10. Strengthened laboratory testing capacity for improved market access. ¹²	Number of laboratories with the capacity to conduct tests for market access.	To be determined at the start of the activity (pre-assessment of laboratories).	To be determined after pre-assessment of the laboratories.	- Assessment report. - Technical report.	- Adequate resources available to conduct the test. - Stakeholders utilise the testing service offered by the laboratory.	
	Strengthening SPS Capacity in the Fisheries Sector						
	A11. Strengthened regional framework for coordination of fisheries sector.	Number of countries with improved knowledge of SPS Fisheries coordination.	To be determined at the start of the activity.	To be determined at the start of the activity.	- Stakeholder linkage assessment report. - Implementation plan for regional coordination.	- Cooperation among inter-sectoral agencies. - Stakeholders participate in the assessment.	

¹² The implementation of A7 and A10 will be coordinated

	Results chain	Indicator	Baseline	Target (value by 2022)	Sources and Means of Verification	Assumptions
Outputs	A12. Strengthened capacity in food safety for the fisheries sector.	Number of stakeholders with increased capacity to implement food safety best practices (fisheries protocols and guidelines)	To be determined at the start of the activity.	To be determined at the start of the activity.	<ul style="list-style-type: none"> - Case studies. - Technical reports. 	<ul style="list-style-type: none"> - Private sector entities implement the practices and procedures required for compliance with food safety standards. - Infrastructure and/or capacity in place for the private sector entities to make relevant changes.
	A13. Improved laboratory testing capacity for the fisheries sector.	Number of laboratories with the capacity to conduct tests for market access.	To be determined at the start of the activity (pre-assessment of laboratories).	To be determined after pre-assessment of the laboratories.	<ul style="list-style-type: none"> -Survey report. -Technical report. 	<ul style="list-style-type: none"> -Adequate resources available to conduct the test. -Stakeholders utilise the testing service offered by the laboratories.

Activity Matrix

<ul style="list-style-type: none"> - A1. Upgrade national legislation in the areas of plant health, animal health and food safety. - A2. Update the Dominican Republic base law and regulation for food for animal consumption. - A3. Develop regional AHFS policy framework. - A4. Strengthen enabling framework for inter-sectoral AHFS coordination. - A5. Technical Assistance to private sector entities to meet international food safety standards. - A6. Build capacity of public and private sector stakeholders in food safety, HACCP and GAP in the Dominican Republic. - A7. Provide training in AMR. - A8. Implement the Dominican Republic National Surveillance Plan for AMR. - A9. Conduct national GAP Audit training. - A10. Build laboratory testing capacity for improved market access. - A11. Develop implementation plan to strengthen regional coordination framework for fisheries sector - A12. Build food safety capacity for the fisheries sector. - A13. Provide technical assistance to improve laboratory testing capacity for the fisheries sector. 	<p>Means</p> <ul style="list-style-type: none"> - Procurement of Professional Services to provide direct technical assistance/training to public and private sector entities (<i>Consultants - Legislation, Food Safety Systems, National Coordination Mechanisms, Fisheries</i>). - Conduct Regional and national training/consensus building workshops/meetings. - Procurement of Materials and supplies (meetings and workshops). - Local and Regional Travel (airline tickets and per diem). - Collaboration/Partnership with national, regional and international entities to execute activities (e.g. relevant Ministries, CRFM, CARICOM Secretariat, FAO, CDB, CAHFSA). - Management of Action - Project Governance and Administration (meetings, personnel costs). - Conduct of communication and visibility activities. <p>Costs</p> <table border="1" data-bbox="884 1045 1493 1354"> <thead> <tr> <th>Cost of Action (€)</th> <th>Classification</th> </tr> </thead> <tbody> <tr> <td>697,907.00</td> <td>Professional Services</td> </tr> <tr> <td>127,565.00</td> <td>Travel</td> </tr> <tr> <td>102,382.13</td> <td>Equipment, materials and Supplies</td> </tr> <tr> <td>183,370.15</td> <td>Workshops/ Training/ Meetings</td> </tr> <tr> <td>57,000.00</td> <td>Visibility</td> </tr> <tr> <td>1,168,224.28</td> <td>TOTAL</td> </tr> </tbody> </table>	Cost of Action (€)	Classification	697,907.00	Professional Services	127,565.00	Travel	102,382.13	Equipment, materials and Supplies	183,370.15	Workshops/ Training/ Meetings	57,000.00	Visibility	1,168,224.28	TOTAL	<p>Assumptions</p> <ul style="list-style-type: none"> - Adequate engagement of key stakeholders. - Member States remain committed to pursuing reform of SPS systems in order to increase access to international markets in agricultural and fisheries products. - Willingness of beneficiary institutions to utilise/adapt capacity building trainings to ensure sustainability. - Ability of participants in training activities to translate acquired knowledge into actions, thereby strengthening the capacity at the national and regional levels. - Countries provide the requisite inputs to ensure the execution of the activities.
Cost of Action (€)	Classification															
697,907.00	Professional Services															
127,565.00	Travel															
102,382.13	Equipment, materials and Supplies															
183,370.15	Workshops/ Training/ Meetings															
57,000.00	Visibility															
1,168,224.28	TOTAL															

2.1.6 BUDGET

i. Budget for the Action

Budget Notes and Calculations	All Years				Year 1 ²			
Costs	Unit	# of Units	Unit value (in EUR)	Total Cost (in EUR)	Unit	# of Units	Unit value (in EUR)	Total Cost (in EUR)
1. Human Resources¹⁴								
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴								
- 1.1.1 Technical								
- 1.1.2 Administrative/ support staff	Per month	34.00	1,400.00	47,600.00	Per month	12.00	1,400.00	16,800.00
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	Per month	36.00	1,462.00	52,632.00	Per month	12.00	1,462.00	17,544.00
1.3 Consultancy								
- 1.3.1 Consultancy (<i>Legal</i>)	Rate Per Day	134.00	439.00	58,826.00	Rate Per Day	67.00	439.00	29,413.00
- 1.3.2 Consultancy (<i>Food Safety, Policy, Coordination, Laboratory Systems</i>)	Rate Per Day	1,095.00	351.00	384,345.00	Rate Per Day	230.00	351.00	80,730.00
1.4 Per diems for missions/travel ⁵ (CARIFORUM Countries)								
- 1.4.1 Abroad (staff assigned to the Action)	Per diem	60.00	217.00	13,020.00	Per diem	23.00	217.00	4,991.00
- 1.4.2 Local (staff assigned to the Action)		-		-		-		-

Budget Notes and Calculations	All Years				Year 1 ²			
Costs	Unit	# of Units	Unit value (in EUR)	Total Cost (in EUR)	Unit	# of Units	Unit value (in EUR)	Total Cost (in EUR)
- 1.4.3 Consultants and Participants of conferences, seminars, meetings	Per diem	652.00	217.00	141,484.00	Per diem	204.00	217.00	44,268.00
Subtotal Human Resources				697,907.00				193,746.00
2. Travel⁶				-				-
2.1. International travel	Airline Ticket	173.00	693.00	119,889.00	Airline Ticket	67.00	693.00	46,431.00
2.2 Local transportation (airport transfers)	Per trip	160.00	44.00	7,040.00	Per trip	63.00	44.00	2,772.00
2.3 Baggage	Per Trip	12.00	53.00	636.00	Per Trip	4.00	53.00	212.00
Subtotal Travel				127,565.00				49,415.00
3. Equipment and supplies⁷								
3.1 Purchase or rent of vehicles								
3.2 Furniture, computer equipment	Per year	1	3,550.00	3,550.00	Per Year	1	3,550.00	3,550.00
3.3 Machines, tools.								
3.4 Spare parts/equipment for machines, tools								
3.5 Other (laboratory equipment)	Per laboratory	2	27,400.00	54,800.00				
Subtotal Equipment and supplies				58,350.00			3,550.00	3,550.00
4. Local office¹⁴								
4.1 Vehicle costs								
4.2 Office rent								
4.3 Consumables - office supplies	Per month	500.00	36.00	18,000.00	Per month	500.00	12.00	6,000.00
4.4 Other services (tel/fax, electricity/heating, maintenance)		-		-		-		-
Subtotal Local office				18,000.00				6,000.00
5. Other costs, services⁸								
5.1 Publications ⁹	Per Year	1	5,528.00	5,528.00				
5.2 Studies, research ⁹								
5.3 Expenditure Verification/Audit								

Budget Notes and Calculations	All Years				Year 1 ²				
	Costs	Unit	# of Units	Unit value (in EUR)	Total Cost (in EUR)	Unit	# of Units	Unit value (in EUR)	Total Cost (in EUR)
5.4 Evaluation costs									
5.5 Translation, interpreters									
5.6 Financial services (bank guarantee costs etc.)									
5.7 Costs of conferences/seminars/meetings	Per event	33.00	2,744.55	90,570.15	Per event	10.00	2,744.55	27,445.50	
5.8. Visibility actions ¹⁰	Per year	2.05	27,804.88	57,000.00	Per year	1.00	27,804.88	27,804.88	
Subtotal Other costs, services				153,098.15				55,250.38	
6. Other									
6.1 Training	Per year	2.90	32,000.00	92,800.00	Per year	1.00	32,000.00	32,000.00	
6.2 General Services	Per year	3.00	3,333.35	10,000.05	Per year	0.60	3,333.35	2,000.01	
6.3 Documents	Per year	3.00	3,501.36	10,504.08	Per year	0.60	3,501.36	2,100.81	
Subtotal Other				113,304.13				36,100.82	
7. Subtotal direct eligible costs of the Action (1-6)				1,168,224.28				344,062.20	
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)				81,775.70				24,084.35	
9. Total eligible costs of the Action, excluding reserve (7+ 8)				1,249,999.98				368,146.55	
10. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)				-				-	
11. Total eligible costs (9+10)				1,249,999.98				368,146.55	
12. – Taxes, Contributions in kind				-				-	
13. Total accepted¹¹ costs of the Action (11+12)				1,249,999.98				368,146.55	

ii. Justification of the Budget

Costs	All Years	
	Clarification of the Budget Items	Justification of the Estimated Costs
1. Human Resources		
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)		
- 1.1.1 Technical		
- 1.1.2 Administrative/ support staff	Project Assistant will be hired to assist the Project Manager with the logistical coordination, general administration and communication and visibility actions.	The cost is based on IICA's internal salary rates. The cost also includes terminal benefits. The Unit represents as a monthly payment.
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	IICA will provide its AHFS Specialist to serve as the Project Manager. The Institute will cover 80% of this cost and the remaining 20% of the salary is being charged to the Project.	The cost is based on IICA's internal salary rates for International Professionals. The Unit represents a monthly payment.
1.3 Consultancies	Proposed activities will be implemented by providing direct technical support to private and public sector entities, primarily through Consultants	
- 1.3.1 Consultancy (<i>Legal</i>)	Consultant will provide professional services to update current national legislation and where needed provided guidance notes. They will also lead meetings with national stakeholders to discuss the legislation.	The rates are based on market costs as well as previous rates used under the 10 th EDF SPS Project. The Unit is presented as the rate paid per day.

Costs	All Years	
	Clarification of the Budget Items	Justification of the Estimated Costs
- 1.3.2 Consultancy (<i>Food Safety, Policy, Coordination, Laboratory Systems</i>)	Consultants will be used to provide technical assistance (training, technical guidance, document preparation) to public and private sector stakeholders	The rates are based on market costs as well as previous rates used under the 10 th EDF SPS Project. The Unit is presented as the rate paid per day.
1.4 Per diems for missions/travel	Covers accommodations, meals and incidentals	
- 1.4.1 Abroad (staff assigned to the Action)	IICA Specialists will provide technical inputs and provide oversight to some of the actions. These Specialists will therefore be required to travel to target countries to gather information, as well as assist with trainings. A per diem will therefore be paid to cover accommodations, meals and incidentals. Project Management Team will be required to travel to official meetings (CARIFORUM, COTED) to present on the progress of the project. A per diem will therefore be paid to cover accommodations, meals and incidentals.	Rate based on IICA's per diem rates averaged across 15 CARIFORUM Countries - Antigua and Barbuda, Dominica, Grenada, St. Lucia, St. Vincent and the Grenadines, St. Kitts and Nevis, Barbados, The Bahamas, Guyana, Suriname, Belize, Dominican Republic, Haiti, Jamaica and Trinidad and Tobago
- 1.4.3 Consultants and Participants of conferences, seminars, meetings	<i>Consultants.</i> When traveling outside of their home country, Consultants will be provided with a per diem to cover the costs of accommodations, meals and incidentals. <i>Participants.</i> For regional conferences, seminars, meetings being held, participants will be paid a per diem to offset expenses relating to accommodations, meals and incidentals.	Rate based on IICA's per diem rates averaged across 15 CARIFORUM Countries (previously mentioned).

Costs	All Years	
	Clarification of the Budget Items	Justification of the Estimated Costs
2. Travel		
2.1. International travel (airline tickets)	For regional conferences/workshops/meetings, participants, consultants and staff will be transported to the country hosting the event. Hence airline tickets will be purchased.	The ticket cost represents average cost of traveling to Jamaica and Trinidad and Tobago. The Unit value is based on an estimated of the cost per airline ticket.
2.2 Local transportation	Refers to airport transfers (airport-hotel-airport) and transportation to conference/meeting venue (if necessary).	Cost based on market prices in centrally located countries (Barbados, Trinidad). The Unit value is presented as per trip.
2.3. Baggage	For selected countries (Haiti, Dominican Republic, Belize and Bahamas), provisions were made for baggage fees. Travel from these countries are normally on airlines which charge for luggage.	The baggage fees are based on the actual rate charged by the airline. The Unit value is presented as per trip..
3. Equipment and supplies		
3.1 Purchase or rent of vehicles		
3.2 Furniture, computer equipment	Computer, printer and furniture (desk, chair, filing cabinet) will be procured for the Project Management Unit.	The cost of the equipment is based on estimates obtained from service providers. The Unit value is based on an estimated annual cost for the items.
3.3 Machines, tools.		
3.4 Spare parts/equipment for machines, tools		

Costs	All Years	
	Clarification of the Budget Items	Justification of the Estimated Costs
3.5 Other (Laboratory equipment)	Small pieces of equipment will be purchased for the improvement of fisheries laboratories - i.e. A13 . <i>Provide technical assistance to improve laboratory testing capacity for the fisheries and aquaculture sector</i>	The cost of the equipment is based on estimates obtained from service providers. The Unit Value is based on the estimated expenditure in each laboratory.
4. Local office		
4.1 Vehicle costs		
4.2 Office rent		
4.3 Consumables - office supplies	Office supplies are required for the operations of the Project Management Unit - stationery, ink, disposables etc.	Costing based on based on estimates obtained from service providers. The Unit value is based on an estimated monthly cost.
4.4 Other services (tel/fax, electricity/heating, maintenance)		
5. Other costs, services		
5.1 Publications	Costs include the production and revision of technical materials.	Cost are based on quotations received from suppliers used for previous actions. The Unit value is based on an estimated annual cost.
5.2 Studies, research		
5.3 Expenditure verification/Audit		
5.4 Evaluation costs		
5.5 Translation, interpreters		
5.6 Financial services (bank guarantee costs etc.)		

Costs	All Years	
	Clarification of the Budget Items	Justification of the Estimated Costs
5.7 Costs of conferences/seminars/meetings	For conferences, workshops, meetings to be held, conference service costs will be incurred this includes conference/meeting rooms, rental of audio - visual equipment and microphones and internet service, refreshments, translation services.	The costs were average costs from hotels operating in centrally located countries (Trinidad and Tobago, Barbados). The Unit cost is based on an average estimated cost for all event types i.e. regional and national conferences/ seminars/ meetings.
5.8. Visibility actions	Includes the costs for promotional material, participation in exhibitions, information products.	Cost is based on quotations received from suppliers used for previous actions. The Unit value is based on an estimated annual cost.
6. Other		
6.1 Training	For trainings conducted in areas such as GAP audit, food safety, AMR surveillance and laboratory testing and monitoring, costs will be incurred for items such as training materials (e.g. tools, testing kits, manuals), registration fees for short courses, consumables (e.g. reagents, disposables) sample analyses and information products that result from the training (e.g. videos, booklets, manuals).	Cost is based on costs incurred for similar actions. The Unit value is based on an estimated annual cost.
6.2 General Services	For the general execution of activities costs will be incurred for services such as maintenance of equipment, courier, service, custom expenses/brokerage fees.	Cost is based on previous costs incurred for these services. The Unit value is based on an estimated annual cost.
6.3 Documents	Reproduction of documents, purchase of stationery required for the execution of actions.	Cost is based on quotations received from suppliers used for previous actions. The Unit value is based on an estimated annual cost.

iii. Expected Source of Funding and Summary of Estimated Costs

	Amount EUR	Percentage %
Expected sources of funding		
EU/EDF contribution sought in this application (A)	1,250,000.00	
Other contributions (Applicant, other Donors etc.)		
<i>Name</i>	<i>Conditions</i> 6	
Revenue from the Action	-	
Expected TOTAL CONTRIBUTIONS	1,250,000.00	
Estimated Costs		
Estimated TOTAL ELIGIBLE COSTS ² (B)	1,250,000.00	
EU/EDF contribution expressed as a percentage of total eligible costs ⁴ (A/B x 100)		100
Estimated TOTAL ACCEPTED COSTS ³ (C)	1,250,000.00	
EU/EDF contribution expressed as a percentage of total accepted costs ⁴ (A/C x 100)		100

2.2 EXPERIENCE

2.2.1 Experiences in Similar Actions in the Past 3 Years

Name of the organization: IICA					
Lead Applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliate entity <input type="checkbox"/>					
Project Title: Support to the Caribbean Forum of ACP States in the Implementation of Commitments undertaken under the Economic Partnership Agreement (EPA): Sanitary and Phytosanitary Measures				Sector (ref. list of sectors in Sectorial experience in PADOR)	
Location of the Action	Cost of the Action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors of the Action (name)	Amount contributed (by donor)	Dates (from – to) dd/mm/yyyy
Antigua & Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Suriname, Trinidad & Tobago	11,700,000	Coordinator	EU (EDF)	11,700,000	13/09/2013 to 31/03/2017
Objectives of the Action: <p>To support the beneficial integration of the CARIFORUM States into the world economy while the overall objective of the SPS Project was to facilitate CARIFORUM States gain and improve market access by complying with Europe’s sanitary and phytosanitary (SPS) measures and to help CARIFORUM States better develop their own regionally harmonized SPS measures.</p> <p>To increase production and trade in agriculture and fisheries products which meet international standards while protecting plant, animal and human health and the environment.</p>			Results of the action: <ol style="list-style-type: none"> 1. The CARIFORUM countries have access to the modern model legislation, protocols, standards and directives in the area of agricultural health and foods safety and fisheries. 2. National and regional coordination mechanisms improved in support of the SPS regime developed and established by the CARIFORUM Member States. 3. Strengthening of the regulatory capacity and the national and regional industry in order to comply with the required sanitary and phytosanitary measures of international trade in the CARIFORUM States. 		

Name of the organization: IICA					
Lead Applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliate entity <input type="checkbox"/>					
Project Title: Technical operational support for the prevention of the entry of pests and exotic diseases into Mexico – Strengthening Phytosanitary Inspection				Sector (ref. list of sectors in Sectorial experience in PADOR)	
Location of the Action	Cost of the Action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors of the Action (name)	Amount contributed (by donor)	Dates (from – to) dd/mm/yyyy
Mexico	13,619,335	Coordinator	Government of Mexico	13,619,335	01/12/2017 to 01/12/2018
Objectives of the Action: To strengthen the phytosanitary inspection service of the offices OIRSA, the Federal Points of inspection and verification in order to minimize the risk of the introduction and spread of pests and diseases of economic and quarantine importance.			Results of the action: 1. The SAGARPA has strengthened the capacity of the offices in agricultural inspection and quality, reducing the risk of introduction of pests and exotic diseases. 2. The SAGARPA has available evaluations on the quality of the process of verification and inspection of agricultural markets and measures to prevent the entry of pests and exotic diseases.		

Name of the organization: IICA					
Lead Applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliate entity <input type="checkbox"/>					
Project Title: Operation to avoid the spread and establishment of the Mediterranean Fruit fly in Mexico by means of the eradication of outbreaks and pest detection in the border areas with Guatemala				Sector (ref. list of sectors in Sectorial experience in PADOR)	
Location of the Action	Cost of the Action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors of the Action (name)	Amount contributed (by donor)	Dates (from – to) dd/mm/yyyy
Mexico	27,568,631	Coordinator	Government of Mexico	27,568,631	01/12/2017 to 01/12/2018
Objectives of the Action: SAGARPA, SENASICA and IICA collaborate actions and resources so that the latter assumes responsibility for technical, operational and administrative cooperation in order to execute the Operational Programme MOSCAMED for the 2018 exercise which will contribute to the successful realisation of the objectives of the sanitary policies of SENASICA.			Results of the action: 1. It has strengthened the operational capacity of SENASICA in the detection and eradication of outbreaks of the Mediterranean fruit fly in the border areas in the south of the country. 2. SENASICA is equipped with the evaluations on the control of the quality of the flies in accordance with the parameters established.		

Name of the organization: IICA					
Lead Applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliate entity <input type="checkbox"/>					
Project Title: Technical support for the diagnosis and surveillance of pests and exotic diseases of the animals in Mexico				Sector (ref. list of sectors in Sectorial experience in PADOR)	
Location of the Action	Cost of the Action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors of the Action (name)	Amount contributed (by donor)	Dates (from – to) dd/mm/yyyy
Mexico	7,075,452	Coordinator	Government of Mexico	7,075,452	01/12/2017 to 01/12/2018
Objectives of the Action: Support SENASICA in the strengthening of the diagnostic capacity in animal health in all the regions of the country which will allow it to maintain and consolidate the epidemiological surveillance of exotic diseases in Mexico			Results of the action: It has strengthened the capacity of SENASICA to attend to the epidemiological surveillance with a network of regional animal health laboratories to conduct diagnostic tests of pests and disease of imported animal that are of strategic importance for the country.		

2.2.2 Experiences in Other Actions in the Past 3 Years

Name of the organization: IICA					
Lead Applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliate entity <input type="checkbox"/>					
Project Title: Central American Programme for the Integrated Management of Coffee Rust				Sector (ref. list of sectors in Sectorial experience in PADOR)	
Location of the Action	Cost of the Action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors of the Action (name)	Amount contributed (by donor)	Dates (from – to) dd/mm/yyyy
Costa Rica, Guatemala, Honduras, Nicaragua, El Salvador	13.537.682	Coordinator	EU	13.537.682	27/11/2016 to 26/11/2021
Objectives of the Action: Contribute to address change and climate variability and their environmental effects in relation to the adoption and application of the methods of adaptation, mitigation and reduction of disaster risks.			Results of the action: 1. The regional integration authorities and the scientific institutions will have available a greater quantity of the tools and mechanisms to confront the variability threats and the climate change in the coffee producing sectors in Central America and the Dominican Republic. 2. The small and medium coffee producers will improve their capacities to resist the adverse, chronic and acute conditions derived from the change in climate variability in the focal areas in Guatemala, Honduras, El Salvador and Nicaragua.		

Name of the organization: IICA					
Lead Applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliate entity <input type="checkbox"/>					
Project Title: Strengthening of the capacity of the key actors to adapt the agricultural sector to climate change and to mitigate its effects				Sector (ref. list of sectors in Sectorial experience in PADOR)	
Location of the Action	Cost of the Action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors of the Action (name)	Amount contributed (by donor)	Dates (from – to) dd/mm/yyyy
Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela	1.590.000	Coordinator	EU	1.590.000	14/01/2014 to 30/06/2017
Objectives of the Action: To facilitate the integration of methods of adaptation and mitigation of climate change in the policies and the public development plans at the national, sub-regional and regional levels in Latin America.			Results of the action: 1. EUROCLIMA Programme Member States provided with methods of adaptation and validated mitigation within the framework of climate change scenarios. 2. EUROCLIMA Programme Member States strengthened with respect to knowledge and implementation of good agricultural practices and appropriate technical innovations. 3. EUROCLIMA Programme Member States utilize an interactive information platform in agriculture, food security and climate change.		

Name of the organization: IICA					
Lead Applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliate entity <input type="checkbox"/>					
Project Title: Improvement of the productivity of the banana estates in the context of the integrated management of the soil in the banana belt of Belize				Sector (ref. list of sectors in Sectorial experience in PADOR)	
Location of the Action	Cost of the Action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors of the Action (name)	Amount contributed (by donor)	Dates (from – to) dd/mm/yyyy
Belize	2,023,197	Coordinator	EU	2,023,197	31-05-2019 to...
Objectives of the Action: To establish a cooperation framework between the University of Belize and IICA for the execution of the activities and achievement of the objective of the project ‘ Improvement of the productivity of the banana estates in the context of the integrated management of the soil in the banana belt in Belize’ financed by the European Union.			Results of the action: 1-Project executing unit established and operational. 2 - Greater knowledge of the farmers and the Banana Producing Association on the integrated management of the fertility of the soil. 3 – Increase the fertility of the soil in the banana sector to improve the productivity. 4 – Improved capacity of the micro-propagation laboratories of the University of Belize in order to improve the production of the banana planting material.		

Name of the organization: IICA					
Lead Applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliate entity <input type="checkbox"/>					
Project Title: Integral Assistance Project for value added in agri-foods				Sector (ref. list of sectors in Sectorial experience in PADOR)	
Location of the Action	Cost of the Action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors of the Action (name)	Amount contributed (by donor)	Dates (from – to) dd/mm/yyyy
Argentina	5,283,300	Coordinator	Inter-American Development Bank	5,283,300	10/02/2014 to 29/06/2017
Objectives of the Action: To contribute to the increase of the volume of different foods and with the aggregated and commercial value in the internal market, in relation to the application of the tools which will improve the business management with the balanced territorial development.			Results of the action: 1. Strengthen the advisory services to the PyMES food industry for the competitive positioning of the markets. 2. Strengthen the advisory services to the PyMES food industry in management and business development. 3. Strengthen the advisory services to put in place new ventures. 4. Strengthen the food focal points with commercial value added in the internal markets.5. The beneficiaries of the project and technicians have strengthened their capacity in business management with value added. 6. The beneficiaries of the project and the policy decision makers possess information linked to the commercialisation of products with value added. 7. The UEP is consolidated.		

2.1.6 BUDGET

BUDGET FOR THE ACTION

Costs	All Years				Year 1 ²			
	Unit ¹³	# of Units	Unit value (in EUR)	Total Cost (in EUR)	Unit	# of Units	Unit value (in EUR)	Total Cost (in EUR)
1. Human Resources¹⁴								
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴								
1.1.1 Technical	Per month	36.00	1,462.00	52,632.00	Per month	12.00	1,462.00	17,544.00
1.1.2 Administrative/ support staff	Per month	34.00	1,400.00	47,600.00	Per month	12.00	1,400.00	16,800.00
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	Per month	-		-	Per month	-		-
1.3 Consultancy		-		-		-		-
1.3.1 Consultancy (Legal)	Per diem	134.00	439.00	58,826.00	Per diem	67.00	439.00	29,413.00
1.3.2 Consultancy (Food Safety, Policy, Coordination, Laboratory Systems)	Per diem	1,095.00	351.00	384,345.00	Per diem	219.00	351.00	76,869.00
1.4 Per diems for missions/travel ⁵ (CARIFORUM Countries)	Per diem	-		-	Per diem	-		-
1.4.1 Abroad (staff assigned to the Action)		60.00	217.00	13,020.00		23.00	217.00	4,991.00
1.4.2 Local (staff assigned to the Action)		-		-		-		-
1.4.3 Seminar/conference participants	Per flight	652.00	217.00	141,484.00	Per flight	182.00	217.00	39,494.00
Subtotal Human Resources				697,907.00				185,111.00
2. Travel⁶				-				-
2.1. International travel		173.00	693.00	119,889.00		61.00	693.00	42,273.00
2.2 Local transportation (airport transfers, mileage)	Per trip	160.00	44.00	7,040.00	Per trip	63.00	44.00	2,772.00
2.3 Baggage		12.00	53.00	636.00		4.00	53.00	212.00
Subtotal Travel				127,565.00				45,257.00

Costs	All Years				Year 1 ²			
	Unit ¹³	# of Units	Unit value (in EUR)	Total Cost (in EUR)	Unit	# of Units	Unit value (in EUR)	Total Cost (in EUR)
3. Equipment and supplies⁷		-		-		-		-
3.1 Purchase or rent of vehicles		-		-		-		-
3.2 Furniture, computer equipment		-		3,550.00		-	3,550.00	3,550.00
3.3 Machines, tools...		-		-		-		-
3.4 Spare parts/equipment for machines, tools	Per month	-		-	Per month	-		-
3.5 Other (laboratory equipment)	Per month	-		54,800.00	Per month	-		
<i>Subtotal Equipment and supplies</i>				58,350.00			3,550.00	3,550.00
4. Local office¹⁴	Per month	-		-	Per month	-		-
4.1 Vehicle costs		-		-		-		-
4.2 Office rent		-		-		-		-
4.3 Consumables - office supplies	Per month	500.00	36.00	18,000.00		500.00	12.00	6,000.00
4.4 Other services (tel/fax, electricity/heating, maintenance)		-		-		-		-
<i>Subtotal Local office</i>				18,000.00				6,000.00
5. Other costs, services⁸				-				-
5.1 Publications ⁹				5,500.00				-
5.2 Studies, research ⁹				-				
5.3 Expenditure verification/Audit				-				-
5.4 Evaluation costs				-				-
5.5 Translation, interpreters				-				
5.6 Financial services (bank guarantee costs etc.)				-				
5.7 Costs of conferences/seminars ⁹				100,763.00				39,386.55
5.8. Visibility actions ¹⁰				57,017.54				22,800.00
<i>Subtotal Other costs, services</i>				163,280.54				62,186.55
6. Other				-				
6.1 Training				91,049.00				42,475.00
6.2 General Services				10,000.00				4,666.66

Costs	All Years				Year 1 ²			
	Unit ¹³	# of Units	Unit value (in EUR)	Total Cost (in EUR)	Unit	# of Units	Unit value (in EUR)	Total Cost (in EUR)
6.3 Documents				2,000.00				1,000.00
Subtotal Other				103,049.00				48,141.66
7. Subtotal direct eligible costs of the Action (1-6)				1,168,151.54				350,246.21
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)				81,770.61				24,517.23
9. Total eligible costs of the Action, excluding reserve (7+ 8)				1,249,922.15				374,763.44
10. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)				-				-
11. Total eligible costs (9+10)				1,249,922.15				374,763.44
12. - Taxes ¹¹ Contributions in kind ¹²				-				-
13. Total accepted¹¹ costs of the Action (11+12)				1,249,922.15				374,763.44

JUSTIFICATION OF THE BUDGET

Costs	All Years	
	Clarification of the budget items	Justification of the estimated costs
1. Human Resources		
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)		
1.1.1 Technical	IICA AHFS Specialist will serve as Project Manager. As such 20% of Salary being charged to the Project.	The cost is based on IICA's internal salary rates for International Professionals.
1.1.2 Administrative/ support staff	Project Assistant will be hired to assist Project Manager with the logistical coordination, general administration and communication and visibility.	The cost is based on IICA's internal salary rates. The cost includes terminal benefits.
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)		
1.3 Consultancies	Consultants will be used to provide technical assistance (training, technical guidance, document preparation) to public and private sector stakeholders.	The rates are based on market costs as well as previous rates used under the 10 th EDF SPS Project.
1.4 Per diems for missions/travel		
1.4.1 Abroad (staff assigned to the Action)	IICA Specialists will provide technical inputs and provide oversight to some of the actions. These Specialists will therefore be required to travel to target countries to gather information, assist with training. Project Management Team will be required to travel to official meetings (CARIFORUM, COTED) to present on the progress of the project.	Rate based on IICA's per diem rates averaged across 15 CARIFORUM Countries. Antigua and Barbuda, Dominica, Grenada, St. Lucia, St. Vincent and the Grenadines and St. Kitts and Nevis, Barbados and the Bahamas. Guyana, Suriname and Belize, Dominican Republic, Haiti, Jamaica and Trinidad and Tobago
1.4.2 Local (staff assigned to the Action)	Local staff will be required to travel to locations where workshops/meetings are being hosted to assist with the logistics.	Rate based on IICA's per diem rates averaged across 15 CARIFORUM Countries (mentioned previously).

Costs	All Years	
	Clarification of the budget items	Justification of the estimated costs
1.4.3 Seminar/conference participants	For regional meetings being held, participants will be paid a per diem to offset expenses relating to accommodations, meals and incidentals. Similarly, travel costs for consultants are also included.	Rate based on IICA's per diem rates averaged across 15 CARIFORUM Countries (previously mentioned).
<i>Subtotal Human Resources</i>		
2. Travel		
2.1. International travel	For regional meetings, participants will be transported to the country hosting the meeting/workshop. Hence airline tickets will be purchased. For selected countries (Haiti, Dominican Republic, Belize and Bahamas), provisions were made for baggage fees. Travel from these countries are normally on airlines which charge for luggage.	The ticket cost represents average cost of traveling to Jamaica and Trinidad and Tobago. The baggage fees are based on the actual rate charged by the airline.
2.2 Local transportation of traveling intra-regionally	Refers to airport transfers (airport-hotel-airport)	Cost based on market prices in centrally located countries (Barbados, Trinidad)
<i>Subtotal Travel</i>		
3. Equipment and supplies		
3.1 Purchase or rent of vehicles		
3.2 Furniture, computer equipment		
3.3 Machines, tools...		
3.4 Spare parts/equipment for machines, tools		
3.5 Other (please specify)	Computer, printer and furniture (desk, chair, filing cabinet) will be procured for the project management unit	The cost of the equipment is based on factory sources
<i>Subtotal Equipment and supplies</i>		
4. Local office		
4.1 Vehicle costs		
4.2 Office rent		

Costs	All Years	
	Clarification of the budget items	Justification of the estimated costs
4.3 Consumables - office supplies	Office supplies are required for the operations of the project Management Unit - stationery, ink, disposables etc.	Costing based on costings from suppliers.
4.4 Other services (tel/fax, electricity/heating, maintenance)		
<i>Subtotal Local office</i>		
5. Other costs, services		
5.1 Publications	Costs include the revision of a technical manual (GAP Audit Training Action)	Cost are based on quotations received from suppliers used for previous actions.
5.2 Studies, research		
5.3 Expenditure verification/Audit		
5.4 Evaluation costs		
5.5 Translation, interpreters		
5.6 Financial services (bank guarantee costs etc.)		
5.7 Costs of conferences/seminars	For workshops/meetings to be held, conference service costs will be incurred this includes room, rental of audio- visual equipment and microphones and internet service.	The costs were average costs from hotels operating in centrally located countries (Trinidad and Tobago, Barbados).
5.8. Visibility actions	Includes the costs for promotional material, participation in exhibitions, information products.	Cost are based on quotations received from suppliers used for previous actions.
<i>Subtotal Other costs, services</i>		
6. Other		
<i>Subtotal Other</i>		
12. - Taxes - Contributions in kind		

EXPECTED SOURCE OF FUNDING AND SUMMARY OF ESTIMATED COSTS

	Amount EUR	Percentage %
Expected sources of funding		
EU/EDF contribution sought in this application (A)	1,250,000.00	
Other contributions (Applicant, other Donors etc.)		
<i>Name</i>	<i>Conditions</i> ₆	
Revenue from the Action	-	
Expected TOTAL CONTRIBUTIONS	1,250,000.00	
Estimated Costs		
Estimated TOTAL ELIGIBLE COSTS ² (B)	1,250,000.00	
EU/EDF contribution expressed as a percentage of total eligible costs ⁴ (A/B x 100)		100
Estimated TOTAL ACCEPTED COSTS ³ (C)	1,250,000.00	
EU/EDF contribution expressed as a percentage of total accepted costs ⁴ (A/C x 100)		100