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REPORT

Bureau of the Commission on Phytosanitary Measures

Virtual

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IPPC Secretariat

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1. Opening of the meeting

- [1] The Chairperson of the Commission on Phytosanitary Measures (CPM), Samuel BISHOP (Europe), welcomed all participants.

2. Meeting arrangements

2.1 Confirmation of the rapporteur

- [2] As agreed at their meeting in March 2026,¹ the CPM Bureau (hereafter referred to as “the bureau”) confirmed Dris BARIK (Near East) as the rapporteur.

2.2 Adoption of the agenda

- [3] The bureau adopted the agenda (Appendix 1), agreeing to consider attendance at the June bureau meeting under agenda item 10 (Any other business).

3. Administrative matters

- [4] The list of documents is attached to this report as Appendix 2.
- [5] The list of participants is attached to this report as Appendix 3.

4. IPPC ePhyto Solution

4.1 ePhyto governance body

- [6] The IPPC Secretariat (hereafter referred to as “the secretariat”) presented draft terms of reference (TOR) for the new ePhyto governance body that CPM-20 (2026) had agreed the bureau could establish.² The draft TOR for the “ePhyto Governing Body” were aligned with those developed by the Friends of the Chair group during CPM-20 (2026),³ but the secretariat had refined the text to improve operational aspects, including adding rules of procedure. The secretariat explained that they had already started to address some comments on the draft terms of reference submitted by bureau members.
- [7] The bureau reviewed the draft TOR and rules of procedure.
- [8] **Expected outputs.** The bureau agreed not to list the expected outputs of the ePhyto Governing Body in the TOR, given the overlap between functions and outputs.
- [9] **Replacement members.** The bureau questioned the policy of replacement members not starting their term until the end of the term of the member they are replacing. However, they recognized that this was a wider issue and recalled their decision in March 2026 to discuss it at their meeting in June 2026.⁴ The CPM chairperson suggested that there should not be replacement members, as this is the prerogative of CPM subsidiary bodies that have regional representation; he proposed instead that either a roster of nominations deemed acceptable could be maintained by the bureau on a roster, for consideration when a vacancy arose.
- [10] **Subgroups.** The bureau agreed that the establishment of any subgroups and the approval of the corresponding terms of reference would be at the discretion of the bureau, not the ePhyto Governing Body.

¹ CPM Bureau 2026-03, agenda item 2.1 and Appendix 1.

² 04_Bureau_2026_Apr; CPM-20 (2026), agenda item 13.1.1.

³ CPM 2026/CRP/13_Rev1.

⁴ CPM Bureau 2026-03, agenda item 6.5.

[11] **Decision-making.** The bureau considered whether to be more explicit about the meaning of the term “consensus” but agreed that this was not necessary, as the term had not caused difficulties in the meetings of other IPPC bodies.

[12] The bureau:

- (1) *requested* that the secretariat modify the terms of reference and rules of procedure for the new ePhyto Governing Body as discussed at this meeting and, after editing it, circulate a clean version to the bureau for comment and approval by 1 May 2026;
- (2) *agreed* that, if no comments on the revised version were received by the deadline, the terms of reference and rules of procedure would be considered as approved (Appendix 4); and
- (3) *requested* that the secretariat open a call for nominations for the ePhyto Governing Body once the terms of reference and rules of procedure were approved.

5. Strategic Planning Group 2026

5.1 Cost–benefit analysis of hosting the Strategic Planning Group meeting outside of Rome

[13] As requested by CPM-20 (2026), the secretariat presented a paper on the cost–benefits of holding Strategic Planning Group (SPG) meetings outside of Rome.⁵ The paper analysed three scenarios for the October 2026 SPG meeting: FAO headquarters (Rome), FAO Regional Office for Asia and the Pacific (Bangkok), and an external venue hosted by a contracting party. Rio de Janeiro, Brazil, had been used as an illustration of the latter, following the offer made by Brazil at CPM-20 (2026) to host a meeting of an IPPC body such as the SPG or bureau.⁶ The secretariat explained that holding the SPG meeting in Rome was less expensive than the other two options, because of the lower travel costs for the secretariat, but the difference in cost was modest. Furthermore, the cost of holding the meeting in Rome could be higher in 2026, as no meeting rooms were available at FAO headquarters in October, because of other high-level events and meetings, and hence the bureau and SPG meetings would need to be outside FAO premises.

[14] The bureau agreed that the meeting would be in person but recognized the need for flexibility and preparedness in case an alternative mode became necessary.

[15] The secretariat recalled that the IPPC (the convention) did not refer to the SPG, so the CPM could decide to disestablish it, and noted that the need for the SPG could be questioned by the FAO Office of Evaluation in the next evaluation of the secretariat, as had happened in the last evaluation in 2014.⁷ The CPM chairperson recalled that the 2014 evaluation team’s proposal to abolish the SPG had not been well received by the CPM, and he speculated that it would not be endorsed by the CPM if the same proposal were to be made again. The secretariat emphasized the need to consider the lessons learned after each IPPC meeting.

[16] The bureau:

- (4) *noted* the paper on the cost–benefits of hosting the SPG outside of Rome;
- (5) *agreed* that the 2026 SPG meeting would be held in person; and
- (6) *endorsed* Brazil as the preferred location for the 2026 SPG meeting, subject to a formal proposal being received from Brazil, with the FAO Regional Office for Asia and the Pacific (Bangkok) as a reserve option.

⁵ CPM-20 (2026), agenda item 8; 12_Bureau_2026_Apr.

⁶ CPM-20 (2026), agenda item 8.

⁷ IPPC Secretariat Enhancement Evaluation, 2014: <https://openknowledge.fao.org/handle/20.500.14283/bd665e> (final report), <https://openknowledge.fao.org/handle/20.500.14283/bd635e> (annexes), published in 2015.

5.2 Review of expression-of-interest form for funded participants

- [17] The secretariat presented a draft expression-of-interest form for interested parties to use when seeking financial support from the secretariat to attend an SPG meeting.⁸ The form was based on the criteria for financial assistance approved by the IPPC Financial Committee in December 2024.⁹
- [18] The bureau reviewed the draft form and the associated selection criteria.
- [19] **Information provided by applicant.** The bureau agreed that applicants should provide a summary of their intended paper, not just the title of it, to enable an informed decision to be made about which participants to fund.
- [20] **Theme.** The bureau agreed that funding would only be available for participants submitting papers on a specified theme, to ensure that papers presented were relevant to the SPG's discussions. The bureau agreed that the focus of the 2026 SPG meeting would be the IPPC Strategic Framework, so only papers related to this would be considered: papers would need to either support delivery of the 2020–2030 framework or provide ideas for the next one.
- [21] **Number of participants funded.** The bureau agreed that funding for the 2026 SPG meeting would be limited to a maximum of two national plant protection organization (NPPO) representatives per region but no more than one per country. The bureau agreed that these NPPO representatives may provide a presentation either on behalf of their country or their region.
- [22] **Language.** The bureau agreed that the expression-of-interest form should make it clear that the SPG meeting would be held in English only.
- [23] The bureau:
- (7) *noted* the funding model piloted for the SPG 2025 meeting and its contribution to more effective discussions and greater inclusivity across the IPPC community; and
 - (8) *approved* the revised criteria for receiving financial support for attendance at SPG meetings, and the associated expression-of-interest form, as modified at this meeting (Appendix 5).

6. CPM-20 follow ups

- [24] The secretariat presented a summary of the main operational, governance and strategic lessons from CPM-20 (2026), based on feedback from secretariat staff and the CPM chairperson.¹⁰
- [25] The CPM chairperson commended the secretariat on successfully delivering CPM-20 (2026) despite the last-minute necessity to change to hybrid mode.
- [26] The secretariat emphasized that their intention was to learn from their successes and mistakes to improve their effectiveness, and they would revise their procedures accordingly. They reported that CPM-20 (2026) had cost over USD 100 000 more than anticipated, largely because of the exhibitions (which had not been in the original plan) and adjustments to participants' travel arrangements. The secretariat confirmed that they were exploring potential cost savings, but it was likely that the budget for future CPM sessions would need to be increased to the 2026 expenditure level regardless.
- [27] The bureau:
- (9) *noted* the lessons learned from CPM-20 (2026);
 - (10) *agreed* that bureau members would send further suggestions on ways to improve CPM meetings to the secretariat; and

⁸ 07_Bureau_2026_Apr.

⁹ FC 2024-12, agenda item 5.

¹⁰ 11_Bureau_2026_Apr.

- (11) *noted* that the secretariat would present the changes to their operating procedures for CPM meetings, including cost-saving strategies, at the bureau meeting in June 2026.

6.1 Terms of reference for ISPM plain-English specialist

- [28] The secretariat presented draft terms of reference for the appointment of a plain-English specialist to provide guidance on the application of plain-language principles in the standard setting process.¹¹ The secretariat recalled that CPM-20 (2026) had agreed that the specialist would observe the expert working groups (EWGs) for the draft ISPM on *Safe provision of humanitarian aid in the phytosanitary context* (2021-020) and the *Revision of the draft reorganized pest risk analysis standard* (2023-037) and prepare a report to the SPG on their observations and recommendations.¹² However, the former EWG had been postponed and may not convene until the end of 2026 and the latter EWG would not convene until October 2026.
- [29] Given the timing of the EWGs, the bureau accepted that reporting to the SPG in 2026 would not be feasible, even on one EWG. They therefore agreed that the specialist's report should be presented to the bureau instead, and then to the CPM, and they modified the terms of reference accordingly.
- [30] The bureau:
- (12) *approved* the terms of reference for the plain-English specialist (Appendix 6).

6.2 Review of concept note on, and initial organizational arrangements for, commodity standards workshop

- [31] The secretariat presented a paper on the IPPC global workshop on commodity standards that had been endorsed by CPM-20.¹³ The paper sought guidance from the bureau on various organizational aspects of the workshop: the title, the objectives and workshop programme, financial considerations, the venue, the size and length of the workshop, the organizing committee (including draft terms of reference), and outputs. The bureau was also invited to select at least one bureau member ("champion") to be part of the organizing committee.
- [32] The bureau considered the issues raised and reviewed the concept note submitted to CPM-20 (2026) by the Asia and Pacific Plant Protection Commission (APPPC), New Zealand and the Republic of Korea.¹⁴
- [33] **Title of the workshop.** The bureau discussed how best to reflect both the global scope of the workshop and the relative contributions of the various partners involved in organizing and funding it. The secretariat recalled that the initial funding for an IPPC workshop had been provided by the Republic of Korea, and APPPC had subsequently proposed a joint workshop. The bureau recognized that the title of the workshop would need to conform to FAO policies about branding, but in the interim they agreed to retain the title as given in the concept note submitted to CPM-20 (2026): *IPPC/APPPC Global Workshop on Commodity Standards*.
- [34] **Objectives.** The bureau agreed that an objective of the workshop was to clarify that options for phytosanitary measures listed in commodity standards must be technically justified if applied as phytosanitary measures and their inclusion in a commodity standard does not imply mandatory adoption by importing countries.
- [35] **Target audience.** The bureau agreed that ISPM stewards, members of the Technical Panel on Commodity Standards and members of the Standards Committee were not part of the target audience.

¹¹ 09_Bureau_2026_Apr.

¹² CPM-20 (2026), agenda item 6.1.

¹³ 05_Bureau_2026_Apr.

¹⁴ CPM 2026/CRP/02_Rev1.

- [36] The bureau noted that industry participation in the workshop would need to be considered but deferred this matter to the organizing committee.
- [37] **Roles and responsibilities.** The bureau agreed that the organizing committee should consist of:
- IPPC Secretariat (Standard Setting Unit for overall coordination);
 - two bureau representatives (one of whom would be the organizing committee chairperson);
 - at least one representative from the Standards Committee (steward of the Technical Panel on Commodity Standards);
 - one representative from the Implementation and Capacity Development Committee;
 - one regional plant protection organization representative;
 - one representative per donor;
 - the host country; and
 - any additional representative that the organizing committee deemed necessary to have in the organizing committee.
- [38] The bureau agreed that the main tasks of the committee would be as set out in the draft terms of reference. The bureau accepted the draft terms of reference without change.
- [39] **Financial support.** The bureau agreed that the concept note should be amended to make it clear that financial support for participants to attend the workshop would be drawn from the IPPC Multidonor Trust Fund in the case of support from the IPPC Secretariat and from the APPPC Multidonor Trust Fund in the case of support from the APPPC.
- [40] **Minimum host country commitments and secretariat support.** The bureau noted that the role of the host country would include providing support for visa applications, rather than facilitating visa applications. The bureau agreed that there was no need for the concept note to say how the size of the secretariat delegation is determined.
- [41] **Expected outcomes.** The bureau agreed that a report about the workshop, summarizing the outcomes, would be presented to the CPM.
- [42] **Programme.** Some bureau members suggested that the workshop last for four days, with an optional field trip on the fifth day. The bureau agreed, however, that this was a matter for the programme committee, not the bureau.
- [43] The bureau agreed that the written suggestions submitted by the bureau member for North America, including comments on financial transparency and cost savings, the workshop programme, and the need to address concerns raised by contracting parties regarding commodity standards, should be forwarded to the programme committee for consideration.
- [44] The bureau:
- (13) *noted* the paper on the IPPC global workshop on commodity standards;
 - (14) *endorsed* the establishment of an organizing committee, *agreed* its composition as discussed at this meeting, and *requested* that the secretariat open a call for nominations;
 - (15) *selected* Glenn PANGANIBAN (Asia) and Dris BARIK (Near East) to be the two bureau representatives (“champions”) on the workshop organizing committee;
 - (16) *approved* the terms of reference of the organizing committee (Appendix 7); and
 - (17) *requested* that the secretariat update the APPPC concept note as discussed at this bureau meeting.

6.3 CPM Focus Group on Laboratory Diagnostic Networking

- [45] As requested by CPM-20 (2026), the secretariat invited the bureau to review the TOR for the CPM Focus Group on Laboratory Diagnostic Networking following suggestions at CPM-20 (2026) that the

TOR needed to be revised.¹⁵ The secretariat recalled that the work on the associated strategic framework development-agenda item had started with an initial assessment of the state of diagnostic laboratory networks, conducted by an international consultant. A summary of this assessment had been presented to the bureau and CPM-20 (2026) and the recommendations from the assessment would be considered by the focus group at its first in-person meeting in June 2026. The suggestions made at CPM-20 (2026) would be passed onto the focus group for them to consider when scoping their work. The secretariat noted that the work of the focus group was only just beginning but would continue until the CPM session in 2028.

[46] The bureau reviewed the TOR and agreed that no substantive changes were needed, as the focus group could still consider the comments made at CPM-20 (2026) during their deliberations.

[47] The bureau:

- (18) *agreed* that the terms of reference of the CPM Focus Group on Diagnostic Laboratory Networking did not require revision.

7. Africa Phytosanitary Programme

[48] The secretariat presented a paper on the new Africa Phytosanitary Programme Steering Group, which had been established by CPM-20 (2026).¹⁶ The secretariat recalled that, of the governance options presented to CPM-20 (2026), the CPM had chosen the hybrid model, consisting of an overarching steering group together with the three existing working groups.¹⁷ The bureau was invited to nominate two bureau members to be part of the Africa Phytosanitary Programme Steering Group.

[49] The bureau selected one representative and noted that it was not essential to have a second representative if this proved not to be feasible. However, they noted that if it were feasible, it would be preferable for the second representative to be from a region not already involved with the APP.

[50] The bureau:

- (19) *noted* the new governance structure as agreed by CPM-20 (2026); and
- (20) *selected* Mamba Mamba DAMAS (Africa) to fill one of the two positions for bureau representatives on the Africa Phytosanitary Programme Steering Group and *encouraged* other bureau members to express an interest in the second position by contacting the secretariat after this meeting.

8. Update on Technical Consultations among Regional Plant Protection Organizations

[51] The secretariat provided an update on Technical Consultations among Regional Plant Protection Organizations (TC-RPPOs).¹⁸ This followed the bureau's decision in March 2026 to include a TC-RPPO update as a regular agenda item in bureau meetings.¹⁹ The secretariat reported that the Thirty-Eighth TC-RPPO was scheduled for 5–8 October 2026 in Riyadh, Saudi Arabia, but two other locations were also under consideration in case an alternative location was needed (Tunis, Tunisia and Rabat, Morocco). The secretariat referred to the initial draft agenda for the TC-RPPO and invited the bureau to comment on it. As discussed at the bureau's meeting in March 2026 and the subsequent TC-RPPO side-meeting at CPM-20 (2026), the intention was for the agenda to be more focused on strategic issues rather than being mostly updates.

¹⁵ 06_Bureau_2026_Apr; CPM-20 (2026), agenda item 13.8.

¹⁶ 10_Bureau_2026_Apr.

¹⁷ CPM-20 (2026), agenda item 17.

¹⁸ 08_Bureau_2026_Apr.

¹⁹ CPM Bureau 2026-03, agenda item 8.3.

[52] The bureau:

- (21) *noted* the TC-RPPO update and *agreed* that any bureau members with comments on the draft agenda would send them to the secretariat.

9. Summary of e-decisions

[53] **POARS Steering Group.** The secretariat presented the results of the bureau's e-decision to select up to seven NPPO representatives to be members of the Steering Group of the Pest Outbreak Alert and Response System (POARS).²⁰ As the results were inconclusive regarding the seventh position, the bureau agreed to hold a further e-decision and noted the need to ensure that all regions were represented in the steering group.

[54] **CPM Focus Group on Global Phytosanitary Research Coordination.** The secretariat referred to the results of the bureau e-decision to select a representative from the Latin America and Caribbean region to be a member of the CPM Focus Group on Global Phytosanitary Research Coordination.²¹

[55] The bureau:

- (22) *requested* that the secretariat open an e-decision, with a closing deadline of 8 May 2026, for the bureau to finalize the selection of members of the POARS Steering Group; and
- (23) *noted* the selection of Ángel RAMÍREZ SUÁREZ (Mexico) to be a member of the CPM Focus Group on Global Phytosanitary Research Coordination.

10. Any other business

[56] **Attendance at the June 2026 bureau meeting.** One bureau member informed the bureau that, because of the continued global disruption to travel, they may not be able to attend the bureau meeting in person in June. The bureau acknowledged the difficulties and noted that, if this proved to be the case, arrangements would be made so that the member could join the meeting virtually.

[57] **International Day of Plant Health (IDPH) 2026.** The secretariat provided a verbal update on the 2026 observance of the IDPH.²² The secretariat explained that plans were underway for the high-level event at FAO headquarters and for the associated global campaign. An exhibition on "Protecting Maize, Protecting Life" had also been mounted at the FAO Museum, which was housed at FAO headquarters in Rome. The secretariat reported that materials for contracting parties to use for their own IDPH campaigns and events had been developed but dissemination was pending FAO clearance. The 2026 theme is "plant biosecurity for food security and nutrition".

11. Next meeting

[58] The next meeting of the bureau is scheduled for 16–19 June 2026 in Rome, Italy.

12. Close of the meeting

[59] The CPM chairperson thanked everyone and closed the meeting.

[60] For ease of reference, a list of action points arising from the meeting, together with roles and responsibilities, is provided as Appendix 8.

²⁰ 2026_eBureau_01_Mar; CPM Bureau 2026-03, agenda item 5.6.

²¹ 2026_eBureau_02_Apr; CPM Bureau 2025-10, agenda item 5.5.

²² IDPH: <https://www.fao.org/plant-health-day/en>

Appendix 1: Agenda

AGENDA ITEM		DOCUMENT NO.	PRESENTER
1.	Opening of the meeting		CHAIR
2.	Meeting arrangements		
2.1	Confirmation of the rapporteur - Near East member		CHAIR
2.2	Adoption of the agenda	01_Bureau_2026_Apr	CHAIR
3.	Administrative matters		
3.1	Document list	02_Bureau_2026_Apr	CASSIN
3.2	Participants list	03_Bureau_2026_Apr	CASSIN
4.	IPPC ePhyto Solution		
4.1	ePhyto governance body - Draft terms of reference	CPM 2026/CRP/13 Rev1 04_Bureau_2026_Apr	NUZZO / DRIS / TEMARAMA
5.	Strategic Planning Group (SPG) 2026		
5.1	Cost benefit analysis to host the SPG outside of Rome	12_Bureau_2026_Apr	MOREIRA / SEIGNEURIN
5.2	Review of expression of interest form for funded participants	07_Bureau_2026_Apr	CASSIN
6.	CPM-20 follow ups - Lessons learned	11_Bureau_2026_Apr	MOREIRA / CASSIN
6.1	Terms of Reference (TORs) - ISPM plain English specialist	09_Bureau_2026_Apr	NERSISYAN
6.2	Review of concept note and initial organizational arrangements on commodity standards workshop - Confirmation of Bureau champion/rep	05_Bureau_2026_Apr	NERSISYAN
6.3	CPM Focus Group on Laboratory Diagnostic Networking (FG LDN) - Review of focus group on Laboratory Diagnostic Networking (FG LDN) terms or reference (post CPM-20 comments)	Link to FG LDN page ToR here 06_Bureau_2026_Apr	MOREIRA / MARTINO /MAMBA
7.	Africa Phytosanitary Programme - Nomination of two Bureau members to be part of APP Steering Group	10_Bureau_2026_Apr	NERSISYAN / CHAIR
8.	38th TC-RPPO meeting update	08_Bureau_2026_Apr	CAPLEN / MOREIRA
9.	Summary of eDecisions - Selection of experts for the Pest Outbreak and Alert Systems Steering Group - Selection of the Latin America and Caribbean member for the CPM Focus Group on Global Phytosanitary Research Coordination	--	BELTRAN / CASSIN
10.	Any other business - IDPH update - June meeting attendance	Link to webpage	CHAIR
11.	Next meeting - 16 – 19 June 2026 (FAO HQ Canada Room)		CHAIR
12	Closing of the meeting		CHAIR

Appendix 2: List of documents

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE	DATE POSTED / DISTRIBUTED
01_Bureau_2026_Apr	2.2	Agenda	2026-04-07 2026-04-21
02_Bureau_2026_Apr	3.1	Documents List	2026-04-21
03_Bureau_2026_Apr	3.2	Participants List	
04_Bureau_2026_Apr	4.1	Terms of Reference for the new ePhyto governing body	2026-04-20
05_Bureau_2026_Apr	6.2	Considerations for the organization of the IPPC global workshop on commodity standards	2026-04-20
06_Bureau_2026_Apr	6.3	Review of focus group on Laboratory Diagnostic Networking (FG LDN) terms of reference (post CPM-20 comments)	2026-04-20
07_Bureau_2026_Apr	5.2	Review of expression of interest form for funded participants	2026-04-20
08_Bureau_2026_Apr	8	38th TC-RPPO meeting update	2026-04-20
09_Bureau_2026_Apr	6.1	Terms of Reference for plan English specialist	2026-04-20
10_Bureau_2026_Apr	7	APP steering group	2026-04-20
11_Bureau_2026_Apr	6	CPM-20 lessons learned	2026-04-20
12_Bureau_2026_Apr	5.1	Cost benefit analysis to host the SPG outside of Rome	2026-04-21

Appendix 3: List of participants

Attended	Region / role	Name, address, number	e-mail
✓	Africa	Mr Mamba Mamba DAMAS Head of Plant Protection Division, Ministry of Agriculture, Intersection of Boulevard du 30 juin and Avenue Batetela, Commune of Gombe, Kinshasa, Democratic Republic of the Congo Ph. (+243) 81 29 59 330	damasmamba@yahoo.fr ; damasmmb5@gmail.com ;
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IPPC Secretariat

Role	Name,	Email address
IPPC Secretariat	Mr Enrico PEROTTI	Enrico.Perotti@fao.org
IPPC Secretariat	Mr Avetik NERSISYAN	Avetik.Nersisyan@fao.org
IPPC Secretariat	Mr Descartes KOUMBA	Descartes.Koumba@fao.org
IPPC Secretariat	Ms Sarah BRUNEL	Sarah.Brunel@fao.org
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IPPC Secretariat	Mr Gianluca NUZZO	Gianluca.Nuzzo@fao.org
IPPC Secretariat	Ms Adriana MOREIRA	Adriana.Moreira@fao.org
IPPC Secretariat	Ms Paola SENTINELLI	Paola.Sentinelli@fao.org
IPPC Secretariat	Ms Aoife CASSIN	Aoife.Cassin@fao.org
IPPC Secretariat	Ms Karen ROUEN	Karen.Rouen@fao.org

Appendix 4: Approved terms of reference and rules of procedure for the new ePhyto Governing Body

Background and purpose:

The IPPC ePhyto Governing Body (EGB) is established to facilitate the long-term sustainability, strategic development and implementation of the IPPC ePhyto Solution and act as the main governing body, reporting to the Commission on Phytosanitary Measures (CPM) Bureau, defining priorities and details of the IPPC ePhyto roadmap, in line with the below specified functions and tasks. It provides coordination, guidance, and advice on actions to develop, facilitate and implement the harmonized and sustainable use of ePhyto for the secure exchange of phytosanitary certificate data among contracting parties.

Process:

The IPPC Secretariat will issue a call for regional representatives and experts on the IPPC website to allow national plant protection organizations (NPPOs) and regional plant protection organizations (RPPOs) to nominate one or more representatives. The CPM Bureau will review the nominations and select the members.

The EGB will meet virtually, with in-person meetings convened when required.

The IPPC Secretariat will coordinate and facilitate the functions of the EGB.

Composition:

The membership will be skills and knowledge based, with broad geographical and gender representation, and composed as follows:

- three to seven experts from NPPOs aiming for broad geographical representation (ideally one per FAO region) with extensive knowledge of phytosanitary certification processes;
- three to five experts with the collective required expertise listed below;
- no more than two Bureau members, selected by the Bureau; and
- one Implementation and Capacity Development Committee (IC) member, who is selected by the IC.

The members will serve with integrity, impartiality and independence, and will prevent or disclose in advance, possible conflicts of interest that may arise in the course of carrying out their duties and how they intend to mitigate these. The Bureau will review any identified conflicts of interest and the mitigation measures described.

Members are required to have a good working level of English, as meetings, working documents and of the EGB will be in English.

The EGB will be supported by the following resources but there are not considered as members and do not participate in decision-making:

- IPPC Secretariat ePhyto Coordinator (responsible for liaising with the technical providers and partners);
- additional experts who may be invited to support the EGB on specific topics or challenges such as handling financial management and administration, cybersecurity and data privacy; and
- external observers, who can be invited as required.

The following *collective expertise*²³ will be used to determine the membership of the EGB:

- demonstrated experience in phytosanitary certification and verification processes at export and/or import level;
- expert knowledge of, and work related to, the following International Standards for Phytosanitary Measures

²³ To ensure that the group has collective expertise, the secretariat is seeking a diverse applicant pool. Each member should have one or more of the skills listed. The Bureau will select members to ensure all essential skills are represented, with each skill being covered by at least one member of the governing body

<p>(ISPMs):</p> <ul style="list-style-type: none"> ○ ISPM 12 (<i>Phytosanitary certificates</i>); ○ ISPM 13 (<i>Guidelines for the notification of non-compliance and emergency action</i>); and ○ ISPM 7 (<i>Phytosanitary certification system</i>); ○ expert knowledge of international standards related to phytosanitary trade regulations and practices; ○ experience working with national phytosanitary certification systems; ○ experience in ePhyto implementation and capacity building; ○ knowledge and experience in development and maintenance of service agreements, including financial accountability; and ○ knowledge and experience in governing and managing the risks of global IT systems and the related technical service delivery.
<p>Functions (tasks)</p> <ul style="list-style-type: none"> ❖ Oversight of all activities related to the IPPC ePhyto Solution. ❖ Provide advice on the strategic direction of the IPPC ePhyto Solution. ❖ Identify, prepare for and support the implementation of technical changes, following the existing change management process.²⁴ ❖ Regularly review the funding model and make recommendations to the CPM to achieve sustainable funding for the long-term operation, development and implementation of the IPPC ePhyto Solution. ❖ Identify barriers that impact financial contributions and propose solutions to overcome these. ❖ Identify and develop initiatives to strengthen the scaling, sustainability and interoperability of the IPPC ePhyto Solution. ❖ Monitor and advise, in collaboration with the IPPC Secretariat, on ePhyto implementation and funding status. ❖ Develop a framework for the implementation the IPPC ePhyto Solution through strategic planning, communication, outreach and advocacy and related toolsets. ❖ Identify and propose options for implementation requirements of ePhyto-related ISPM(s). ❖ Promote a harmonized ePhyto implementation package, in coordination with the IPPC Secretariat, and support capacity development through standardized tools, practices, webinars and workshops across all FAO regions. ❖ Propose mechanisms to facilitate engagement and input from relevant stakeholders. ❖ Other related functions, as identified by the CPM and CPM Bureau.
<p>Expected start date and duration:</p> <p>The programme of work and terms of reference shall be established for an initial five-year period and shall be reviewed annually by the CPM Bureau, based on the performance and results of the EGB. The Bureau may propose revisions to the terms of reference and composition of the EGB to address identified functional issues or emerging requirements.</p>
<p>Reports:</p>

²⁴ CPM 2026/12: <https://www.ippc.int/en/publications/95380/>

The governance body reports to the CPM Bureau.²⁵

Funding:

To undertake this work, participants will be self-funded. Where extra-budgetary resources are identified and allocated to the ePhyto programme, the IPPC Secretariat can consider funding assistance for participants who meet specific criteria established by the IPPC Secretariat for assisting developing countries.

Rules of procedure of the IPPC ePhyto governing body (EGB)

Rule 1. Procedure for nomination and selection of members

The IPPC Secretariat will make a call for nominations, which should be submitted via IPPC Official Contact Points or RPPO. All nominations must be accompanied by a completed competence form, curriculum vitae, statement of commitment, and any additional documents specified in the call.

Rule 2. Chairperson and vice-chairperson

The members elect the chairperson and vice-chairperson for two years, with the possibility of re-election within the five-year mandate of the group.

Rule 3. Meetings

The EGB will meet at least every two months virtually. Additional or in-person meetings may be held, when necessary, subject to the availability of resources. A majority of members will constitute the quorum to hold meetings. Offline collaboration tools and electronic feedback collection will be used to avoid any operational bottleneck derived from pending decisions.

Rule 4. Observers

The IPPC Secretariat may, with agreement from the EGB, invite individuals or representatives of organisations with relevant expertise to participate in a specific meeting or agenda item, in accordance with the applicable FAO and CPM rules and procedures, and considering the sensitivity or confidentiality of the subject.

Rule 5. Sub-groups

The EGB, subject to the availability of resources, may request that sub-groups be established by the Bureau to address specific long-term tasks and projects. The Bureau will be responsible for developing and approving terms of reference (TOR) for each sub-group.

The TOR should outline the assigned tasks, duration of the sub-group, the composition of the membership, and reporting duties. The EGB will recommend disestablishing sub-groups when they are no longer required.

Rule 6. Working groups/teams

The EGB may establish ad hoc working groups/teams to address specific issues (i.e. analysis and reporting of implementation options for a new requirement). Working group/team members are selected from its membership and may, in some cases, include external experts and are disestablished as the issue is addressed and they are no longer required.

Rule 7. Decision-making

The EGB will endeavour to make decisions based on consensus between members and following the decision-making framework of the existing change management process.²⁶

²⁵ Reporting on different types of activities will be done in accordance with the existing reporting processes (i.e. the change management delegation of authority) and delegated to the IPPC Secretariat when involving other governing bodies (i.e. Strategic Planning Group).

²⁶ CPM 2026/12: <https://www.ippc.int/en/publications/95380/>

Where consensus cannot be reached, the meeting report shall record the different positions maintained, and the matter shall be referred to the Bureau and, where necessary, to the CPM for consideration

Rule 8. Reporting

The EGB will report to the Bureau.

Appendix 5: Revised criteria for receiving financial support for attendance at SPG meetings, and the associated expression-of-interest form

[1] The following criterion for the SPG meeting was agreed by the bureau and they noted the need to apply this selection criteria strictly to manage expectations:

- Current IPPC criteria for financial support based upon world bank country development status will be applied.
- Up to two eligible NPPO representatives per region (one per country) may be supported per meeting.
- A group of contracting parties from the same region, can jointly propose a strategic topic of regional relevance for consideration by the SPG.
- Attendance must be approved and arranged in advance with expressions of interest seeking support submitted for consideration by the CPM Bureau in advance of the annual SPG meeting.
- Expressions of interest must include a short paragraph outlining the key benefits of attending the SPG for the participant, their NPPO and region, including how they propose to actively contribute to the SPG meeting.
- Once selected for financial support to attend the meeting, the participants are expected to prepare ahead of the meeting by reading SPG papers and submit at least one suitable paper of a strategic nature relevant to the SPG agenda or IPPC Strategic Framework.
- Supported participants are expected to fully participate and be actively engaged at the SPG meeting.
- Supported participants are expected to report back to their NPPO and RPPO, sharing useful information, learnings and insights gained from attendance, within six months of attendance.

Expression of interest form

- [2] This is an expression of interest to attend the SPG meeting as a funded participant. The SPG will be held in October 2026 in Brazil.

Name (First and SURNAME) *

Enter your answer

Title/Position: *

Enter your answer

Organization (NPPO): *

Enter your answer

Country *

Enter your answer

Email address *

Enter your answer

Please provide a short paragraph (max. 300 words) outlining:

- The key benefits of attending the SPG meeting for you as a participant, your National Plant Protection Organization (NPPO), and your region.
- The proposed topic / title of the paper related to the current IPPC Strategic Framework or the next iteration of the Strategic Framework that you propose to be included in the SPG agenda.*

Enter your answer

Please confirm the following*

I confirm that I am prepared to present the proposed paper at the SPG meeting, which will be written by myself, my NPPO, or my RPPO.

Please provide a short abstract (max. 500 words) of the discussion paper to be presented at the SPG 2026 (noting the final paper can be submitted closer to the meeting date).

Enter your answer

Appendix 6: Approved terms of reference for the plain-English specialist

Organizational Setting

- [1] The International Plant Protection Convention (IPPC) Secretariat is hosted within the Food and Agriculture Organization of the United Nations (FAO). IPPC develops International Standards for Phytosanitary Measures (ISPMs) to protect plant health while facilitating safe international trade.
- [2] The Commission on Phytosanitary Measures (CPM), the IPPC's main governing body, has recognized the need to improve the clarity, accessibility and usability of ISPMs, while safeguarding their scientific and legal integrity. Consequently, the CPM requested the IPPC Secretariat to engage a Plain English specialist to guide on the application of plain language principles in the standard-setting process.

Reporting Lines

- [3] The ISPM Plain English Specialist will work as a consultant under the overall supervision of the Standard setting lead of the IPPC Secretariat and in close coordination with the Expert Working Groups (EWGs) and the CPM Bureau.

Technical Focus

- [4] The consultancy focuses on the application of internationally recognized plain language principles (such as ISO 24495-1) to explain complex technical and regulatory texts, specifically for draft ISPMs. The aim of using plain English texts is to improving clarity, readability and usability for Contracting Parties without altering their technical accuracy or legal meaning.

Tasks and Responsibilities

- [5] The Consultant will undertake the following tasks:
 - Observe the work of the Expert Working Groups (EWGs) involved in the drafting of the following ISPMs:
 - *Safe provision of humanitarian aid in the phytosanitary context* (2021-020)
 - *Revision of the draft reorganized pest risk analysis standard* (2023-037)
 - Review draft standards from a plain-language perspective, identifying linguistic, structural, and organizational barriers to comprehension. When reviewing draft ISPM texts, apply plain-language principles, including clarity, conciseness, use of the active voice, and the application of a logical structure.
 - Apply plain language principles, including clarity, conciseness, active voice and logical structure, to assess draft ISPM texts.
 - Provide evidence-based recommendations to improve readability, comprehension and usability of the ISPMs while respecting the requirements of FAOSTYLE, the IPPC style guide and ISPM 5 (*Glossary of phytosanitary terms*).
 - Prepare a report for the attention of the CPM Bureau, summarizing observations, challenges and recommendations.

Deliverables

- Observation and recommendations report submitted to the CPM Bureau.
- Annotated draft ISPMs, providing plain-language feedback on potential improvements to reviewed draft ISPMs.
- Short analytical guidelines highlighting transferable lessons and considerations for future ISPM drafting.

Minimum Requirements

- Advanced university degree (Master's degree or equivalent) in communications, professional or scientific writing, linguistics, English literature or a related field.
- Minimum of five (5) years of proven professional experience applying plain language principles to scientific, regulatory or policy documents.
- Excellent written English.

Technical / Functional Skills

- Proven ability to simplify complex technical content without compromising scientific accuracy or legal intent.
- Familiarity with international standards (e.g. ISPMs, ISO...), regulatory texts or multilateral institutional processes.
- Experience working with multidisciplinary expert groups and providing editorial or analytical support.
- Strong analytical, editorial and report-writing skills.

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Performance Indicators

- Quality and relevance of plain language observations and recommendations.
- Timely delivery of agreed outputs.
- Usefulness of recommendations as assessed by the IPPC Secretariat and the CPM Bureau.

Duration

- [6] The assignment duration is a consultancy of 60 non-consecutive days, aligned with the timelines of the relevant Expert Working Groups and CPM Bureau reporting schedule.

Appendix 7: Approved terms of reference of the organizing committee for the IPPC global workshop on commodity standards

- [1] The organizing committee, established under the oversight of the bureau has the following roles:
- plan, organize, and oversee the delivery of an IPPC Global Workshop on Commodity Standards;
 - define the workshop concept, scope, objectives, and expected outcomes;
 - agree on the workshop dates, duration and size considering the objectives and available resources;
 - advise on and support the selection and management of a suitable venue, including technical and logistical requirements;
 - develop a comprehensive workshop programme, including agenda, session themes, sequencing, timing, and formats in collaboration with the Technical Panel on Commodity Standards (TPCS);
 - determine appropriate workshop formats, including: presentations, panel discussions, case studies, group work, facilitated open discussions, and field visits, if relevant;
 - provide guidance on the identification of general participants (i.e. those attending in a non-speaking capacity), including the definition of minimum profile requirements and indicative limits on the number of participants per country;
 - identify, invite, and secure active contributors (i.e. expert speakers, facilitators, moderators, and panelists) ensuring balanced technical expertise and geographical representation;
 - provide guidance on the preparation of background documents, and supporting materials, including presentations, discussions and conclusions;
 - provide guidance on the management of participants and active contributors attendance (e.g. invitations, confirmation, registration, travel support according to IPPC funding criteria)
 - oversee financial planning and implementation in close coordination with the IPPC Secretariat, ensuring transparent and cost-effective use of funds;
 - coordinate communication and outreach activities, including promotion through websites, brochures, email, and social media, and engagement of relevant organizations and stakeholders; and
 - carry out any additional tasks necessary for the effective organization and successful delivery of the workshop, as agreed with the IPPC Secretariat;
- [2] Drawing on the experience of the workshop in Chile, it is further suggested to establish subgroups to focus on specific aspects of the workshop, including:
- Programme, including evaluation of case studies and discussion materials;
 - Finance and logistics; and
 - Communication and outreach.
- [7] Each subgroup would have a designated chairperson responsible for reporting to the organizing committee.

Appendix 8: List of action points arising from the meeting, together with roles and responsibilities

Meeting	Agenda item (decision)	Task	Person or persons responsible	Deadline
2026-04	4.1 (1)	Modify the terms of reference and rules of procedure for the new ePhyto Governing Body as discussed at this meeting and, after editing it, circulate a clean version to the bureau for comment and approval by 1 May 2026.	IPPC Secretariat	2026-05
2026-04	4.1 (3)	Open a call for nominations for the ePhyto Governing Body.	IPPC Secretariat	2026-05
2026-04	9 (22)	Open an e-decision, with a closing deadline of 8 May 2026, for the bureau to finalize the selection of members of the POARS Steering Group.	IPPC Secretariat	2026-05

Roles and responsibilities of bureau members

Work area	Bureau lead (as of October 2025)
Strategic Framework development agenda items	
Harmonization of electronic data exchange (ePhyto)	Temarama ANGUNA-KAMANA (Southwest Pacific) Barik DRIS (Near East)
Commodity- and pathway-specific ISPMs	Samuel BISHOP (Europe)
Management of e-commerce and postal and courier pathways	Larry Mauricio RIVERA (Latin America and Caribbean)
Developing guidance on the use of third-party entities	Michelle GRAY (North America)
Strengthening pest outbreak alert and response systems	Mamba Mamba DAMAS (Africa)
Assessment and management of climate-change impacts on plant health	Samuel BISHOP (Europe)
Global phytosanitary research coordination*	Glenn PANGANIBAN (Asia)
Laboratory diagnostic networking*	Mamba Mamba DAMAS (Africa)
Committees	
Heads of Finance Committee	Michelle GRAY (North America) Temarama ANGUNA-KAMANA (Southwest Pacific)
Standards Committee	Samuel BISHOP (Europe)
Implementation and Capacity Development Committee	Michelle GRAY (North America)
Task Force on Topics*	Larry Mauricio RIVERA (Latin America and Caribbean)
Other group and initiatives	
CPM Focus Group on Sea Containers*	Michelle GRAY (North America) Glenn PANGANIBAN (Asia)
CPM Focus Group on Safe Provision of Food and Other Humanitarian Aid*	Temarama ANGUNA-KAMANA (Southwest Pacific) Barik DRIS (Near East)

CPM Focus Group on Plant Health in the Context of One Health*	Michelle GRAY (North America) Temarama ANGUNA-KAMANA (Southwest Pacific) Larry Mauricio RIVERA (Latin America and Caribbean)
IPPC Observatory Subgroup	Michelle GRAY (North America) Barik DRIS (Near East)
Africa Phytosanitary Programme Steering Group	Mamba Mamba DAMAS (Africa)
ePhyto Steering Group*	Temarama ANGUNA-KAMANA (Southwest Pacific) , Barik DRIS (Near East), Mamba Mamba DAMAS (Africa)
Phytosanitary Capacity Evaluation Board	All (to be called based on availability)

*As per the FG TORs, a representative from the bureau is a member of the group.