

January 2013

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منظمة الأغذية  
والزراعة للأمم  
المتحدة

联合国  
粮食及  
农业组织

Food and  
Agriculture  
Organization  
of the  
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Organisation des  
Nations Unies  
pour  
l'alimentation  
et l'agriculture

Продовольственная и  
сельскохозяйственная  
организация  
Объединенных  
Наций

Organización  
de las  
Naciones Unidas  
para la  
Alimentación y la  
Agricultura

# COMMISSION ON PHYTOSANITARY MEASURES

<b>Eighth Session</b>
<b>Rome, 8-12 April 2013</b>
<b>Proposed changes for the Rules of Procedure for the Standards Committee</b>
<b>Agenda item 8.1.6</b>
<b>Prepared by IPPC Secretariat</b>

## Background

1. At the 2012 November Standards Committee (SC) meeting<sup>1</sup>, the Secretariat reported that the Rules of Procedures of the Commission on Phytosanitary Measures (CPM) regarding the participation of observers were being modified, and that the Terms of Reference and Rules of Procedures of the SC needed to be adjusted because the current SC Rule 7 on observers refers to the CPM rule on observers. The SC Rule 7 on observers was modified and, consequently, Rule 4 on the Chairperson was aligned with the current CPM rule to allow the Chair to decide when observers could make interventions.
2. The SC recommends the revised SC Rules of Procedure to the CPM for adoption (refer to Attachment 1 to this paper).
3. The CPM is invited to:
  - 1) adopt the revised Rules of Procedure for the Standards Committee, as presented in Attachment 1 to this paper.

<sup>1</sup> Report available at the following URL: <https://www.ippc.int/index.php?id=13355>

**Attachment 1****A. Rules of Procedure for the Standards Committee****Rule 1. Membership**

1. Members should be senior officials of national plant protection organizations (NPPO), designated by contracting parties, and have qualifications in a scientific biological discipline (or equivalent) in plant protection, and experience and skills particularly in the:
  - practical operation of a national or international phytosanitary system
  - administration of a national or international phytosanitary system, and
  - application of phytosanitary measures related to international trade.
2. Contracting parties agree that SC members dedicate the necessary time to participate in a regular and systematic way in the meetings.
3. Each FAO region may devise its own procedures for selecting its members of the SC. The IPPC Secretariat is notified of the selections that are submitted to the CPM for confirmation.
4. The SC is responsible for selecting the SC-7 members from within its membership. Members selected for the SC-7 will meet the above-mentioned qualifications and experience.

**Rule 2. Replacement of members**

5. Each FAO region shall, following its own procedures, nominate potential replacements for members of the SC and submit them to the CPM for confirmation. Once confirmed, potential replacements are valid for the same periods of time as specified in Rule 3. These potential replacements should meet the qualifications for membership set forth in these Rules. Each FAO region shall identify a maximum of two potential replacements. Where a region nominates two, it should indicate the order in which they would serve as replacements under this Rule.
6. A member of the SC will be replaced by a confirmed potential replacement from within the same region if the member resigns, no longer meets the qualifications for membership set forth in these Rules, or fails to attend two consecutive meetings of the SC.
7. The national IPPC contact point should communicate to the Secretariat any circumstances where a member from its country needs to be replaced. The Secretariat should inform the relevant FAO regional chair.
8. A replacement will serve through the completion of the term of the original member, and may be nominated to serve additional terms.

**Rule 3. Period of membership**

9. Members of the SC shall serve for terms of three years. Members may serve no more than two terms, unless a region submits a request to the CPM for an exemption to allow a member from within its region to serve an additional term. In that case, the member may serve an additional term. Regions may submit requests for additional exemptions for the same member on a term-by-term basis. Partial terms served by replacements shall not be counted as a term under these Rules.

**Rule 4. Chairperson**

10. The Chairperson and Vice-Chairperson of the SC are elected by the SC from its membership and serve for three years, with a possibility of re-election for one additional term of three years. The Chairperson and Vice-Chairperson may serve in these capacities only when a member of the SC. The Chairperson, or in the absence of the Chairperson, the Vice-Chairperson, shall preside at meetings of the SC and shall exercise such other functions as may be required to facilitate the work of the SC. A Vice-Chairperson acting as a Chairperson shall have the same powers and duties as the Chairperson.

11. The Chairperson shall direct the discussions in SC meetings, and at such meetings ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He/she shall rule on points of order and, subject to these Rules, shall have complete control over the proceedings at any meetings. He/she may, in the course of the discussion of an item, propose to the SC the limitation of the time to be allowed to speakers, the number of times each member may speak on any question, the closure of the list of speakers, the suspension or adjournment of the meeting, or the adjournment or closure of the debate on the item under discussion. The Chairperson, in the exercise of his/her functions, remains under the authority of the SC.

#### **Rule 5. Sessions**

12. Meetings of the SC are normally held at FAO Headquarters in Rome. The SC meets at least once per year.

13. Depending on the workload and resources available, the SC or the Secretariat, in consultation with the Bureau of the CPM, may request additional meetings of the SC. In particular, the SC may need to meet after the CPM meeting in order to prepare draft standards for member consultation.

14. Depending on the workload and resources available, the SC, in consultation with the Secretariat and the Bureau of the CPM, may authorize the SC-7 or extraordinary working groups of the SC to meet.

15. A session of the SC shall not be declared open unless there is a quorum. The presence of a majority of the members of the SC is necessary to constitute a quorum.

16. Some tasks, as agreed by the SC, may be undertaken between meetings via electronic means, and should be reported on in the report of the next session of the SC.

#### **Rule 6. Approval**

17. Approvals relating to specifications or draft standards are sought by consensus. Final drafts of ISPMs which have been approved by the SC are submitted to the CPM without undue delay.

#### **Rule 7. Observers**

18. A contracting party to the IPPC or any regional plant protection organization may request to send one observer to attend an SC meeting. This request should be communicated by the official IPPC contact point to the Standards Officer 30 days prior to the start of the meeting. In response to this request, the observer will be granted permission to attend, depending whether logistical arrangements can be made. Such observers may i) participate in the discussions, subject to the approval of the Chairperson and without the right to vote; ii) receive the documents other than those of a restricted nature, and, iii) submit written statements on particular items of the agenda.

#### **Rule 8. Reports**

19. SC meeting records shall be kept by the Secretariat. The report of the meetings shall include:

- approval of draft specifications for ISPMs
- finalization of specifications with a detailed explanation including reasons for changes
- reasons why a draft standard has not been approved
- a generic summary of SC reactions to classes of comments made in member consultation
- draft standards that are sent for member consultation and draft standards recommended for adoption by the CPM.

20. The Secretariat shall endeavour to provide to CPM Members upon request the rationale of the SC for accepting or not accepting proposals for modifications to specifications or draft standards.

21. A report on the activities of the SC shall be made by the Chairperson of the SC to the annual session of the CPM.

22. Reports of SC meetings shall be adopted by the SC before they are made available to Members of the CPM and RPPOs.

**Rule 9. Language**

23. The business of the SC shall be conducted in the languages of the organization.

**Rule 10. Amendments**

24. Amendments to the Rules of Procedures and the Terms of Reference may be promulgated by the CPM as required.