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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 United Nations	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
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# COMMISSION ON PHYTOSANITARY MEASURES

<b>Seventh Session</b>
<b>Rome, 19 - 23 March 2012</b>
<b>Terms of Reference and Rules of Procedure of the Capacity Development Committee (CDC)</b>
<b>Agenda Item 10.3</b>

<b>Terms of Reference</b>
<p><b>1. Scope and objectives of the IPPC Capacity Development Technical Committee (CDC)</b></p> <p>The IPPC Capacity Development Committee (CDC) is a technical structure of the CPM, whose membership is voluntary and is accountable to the CPM.</p> <p>It provides oversight and contributes to the delivery of the IPPC Strategic Objective of developing National Phytosanitary Capacity of its members, guided by the CPM.</p> <p>The scope includes:</p> <ul style="list-style-type: none"> <li>• Implementation of the IPPC national capacity building strategy.</li> <li>• Sustainable funding for the IPPC national capacity building strategy</li> <li>• Implementation of the IPPC and ISPMs by contracting parties.</li> </ul>
<p><b>2. Structure</b></p> <p>The composition of the Committee is based on geographical representation, with one delegate from each FAO region and a minimum of three members from developing countries. The selection of member experts is performed by the Bureau, supported by the Secretariat through an open call. The provision of appropriate references of technical expertise and qualifications of the candidates shall be the guiding criteria for selection. The Committee is composed of 7 experts. The members shall have no personal interest in providing independent technical assistance, in order to prevent any conflicts of interest in the framework of the CDC.</p>

### 3. Functions

The CDC will have the following functions:

- Report to the CPM of its activities.
- Review the IPPC national phytosanitary capacity development strategy on a regular basis.
- Participate in the triennial review group of the IRSS.
- Identify, promote and/or develop appropriate capacity development activities in line with the IPPC national phytosanitary capacity development strategy including technical resources, such as manuals, SOPs, guidelines, training materials and databases.
- The CDC will develop recommendations to the CPM for procedures and criteria for the production, oversight and approval of technical manuals, SOPs, training materials and databases.
- Assess and prioritize for inclusion in the IPP or the phyto resources page as appropriate those manuals, SOPs, guidelines, training materials and databases provided by partners, other public-private organizations, NPPOs and RPPOs, relevant for the implementation of the IPPC and its ISPMs, according to criteria identified by the CDC.
- Monitor and evaluate the implementation of the IPPC national phytosanitary capacity development strategy.
- Enhance links with donors, partners and other public private organizations concerned with capacity development in the phytosanitary area.
- Provide guidance on capacity development activities, for inclusion in the Secretariat work plan.
- Share information based on the identification of challenges associated with the implementation of the IPPC and its standards with CPM bodies including SPTA.
- Review periodically its functions and procedures.
- Undertake other functions as directed by the CPM.

### 4. IPPC Secretariat

The Secretariat is responsible for coordinating the activities of the CDC and provide administrative, technical and editorial support, as required by the CDC.

The Secretariat is also responsible for reporting and record keeping regarding the capacity development activities.

## Rules of Procedure

### *Rule 1. Membership*

Membership of the CDC is open to IPPC contracting parties.

The Committee consists of one delegate from each FAO region with at least three members from developing countries.

Members serve for terms of two years, with a maximum of six years. Requests for additional periods for the same member shall be subject to the selection procedures and conditions established in item 3 of the Terms of reference. Partial terms served by alternate are not counted as a term under these Rules.

### *Rule 2. Alternate*

A potential alternate is nominated for each region for members of the CDC, under the same selection procedures and conditions established in item 3 of the Terms of reference. Once confirmed, potential alternate member are valid for the same period of time as specified in Rule 1.

A member of the CDC will be replaced by a potential alternate 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 CDC.

An alternate will serve through the completion of the term of the original member, and may be nominated to serve additional terms.

**Rule 3. Chair**

The CDC elects its Chairperson and Vice-Chairperson from among its membership

**Rule 4. Qualifications of members**

Candidates shall present documented evidence of experience in capacity development and particularly on:

- demonstrated experience in managing phytosanitary systems;
- demonstrated experience in delivering phytosanitary capacity development activities;
- in depth knowledge of the IPPC and International Standards for Phytosanitary Measures;
- experience in the application of phytosanitary regulations/legislation;
- preferably knowledge, qualifications and/or experience in developing training materials and
- adequate knowledge of English to be able to participate in the meetings and discussions

**Rule 5. Sessions**

The CDC shall meet annually, have extraordinary meetings when necessary and make use, as an alternative, of innovative work options, such as videoconference, teleconference, work by mail, facsimile and e-mail, in the most cost-effective manner within the available resources.

A meeting of the CDC shall not be declared open unless there is a quorum of 4 members.

**Rule 6. Observers and participation of invited experts**

Meetings are generally open according to FAO Rules.

In specific cases, with prior agreement of the members, the Secretariat may invite individuals or representatives of organizations with specific expertise to participate on an ad hoc basis at a specified meeting or part of a meeting or for specified business, as invited experts.

However, the CDC may determine that certain meetings or business need to be conducted without observers, in particular where controversial information is involved.

**Rule 7. Decision-making**

The CDC shall work by consensus on all decisions.

**Rule 8. Review**

The CDC shall periodically review its functions and procedures.

**Rule 9. Amendments**

Amendments to the functions and procedures of the CDC will be decided by the Commission as required, upon recommendation of the Committee.

**Rule 10. Confidentiality**

The CDC shall exercise due respect for confidentiality where sensitive information is identified.

**Rule 11. Language**

The meetings of the CDC shall be conducted in English.