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COMMISSION ON PHYTOSANITARY MEASURES

First Session

Rome, 3 – 7 April 2006

Criteria for the Formation of Supplements, Annexes and Appendices to International Standards for Phytosanitary Measures

Agenda Item 11.5.3 of the Provisional Agenda

1. In 2004, ICPM-6 adopted improvements to the standard setting procedure of the ICPM. ICPM-6 agreed to a policy of using technical annexes to ISPMs to provide highly specific information that may need to be changed over time and that does not affect the principles incorporated in the primary standard (report of ICPM-6, Appendix IX, paragraph 8). ICPM-6 also decided that criteria for the formation and content of annexes should be developed by the Standards Committee (ICPM-SC).
2. A working group of the ICPM-SC, which met in July 2004, discussed the criteria for the formation and content of annexes. It recognized the need for different types of additions to the ISPMs reflecting the nature of the information and the way these documents were to be incorporated into standards and subsequently revised or amended. Accordingly, it made a proposal to the SC for criteria for the formation, content and subsequent change of supplements, annexes and appendices to ISPMs. The proposal was presented to the ICPM-SC in November 2004.
3. The ICPM-SC approved the criteria and submitted them for information to ICPM-7. Several comments on the document were raised in plenary and, as a result, the Chair invited Members to send their written comments to the IPPC Secretariat and requested that the ICPM-SC again review the text based on the comments received.
4. The document was subsequently revised by the ICPM-SC in November 2005.

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Annex 1

**CRITERIA FOR THE FORMATION, CONTENT AND SUBSEQUENT CHANGE OF
SUPPLEMENTS, ANNEXES AND APPENDICES IN ISPMs**

There are several ways to add or change information in an ISPM and its component documents (supplements, annexes and appendices).

ISPMs may be:

- amended
- revised or
- have supplements, annexes and/or appendices added to them.

Supplements, annexes and appendices may be:

- amended or
- revised.

In general, a revision affects the entire document whereas an amendment affects a specific part or parts of the document.

1. Criteria for the formation, content and subsequent change of supplements

- Supplements are the mechanism that the CPM uses in certain situations to add conceptual information that is supplemental to a standard and that provides additional text without changing existing text. This is different from amendments or revisions to a standard.
- Supplements to an ISPM are numbered sequentially with Arabic numerals.
- Supplements are the first component document to follow the body of the standard.
- Glossary (ISPM No. 5) supplements are used to clarify and explain complex phytosanitary terms and definitions which cannot be understood from a normal concise definition.
- Text from supplements may be integrated into the standard according to the decision of the CPM. In this case, the integrated text should be clearly indicated by a symbol or other means, and the standard should carry the date of adoption of the supplement by the CPM.
- Glossary supplements are attached to the end of the section containing terms and definitions, and are numbered sequentially with Arabic numbers in the order of adoption of the supplement by the CPM.
- The date of adoption by the CPM should be indicated in the amended or revised supplement.

2. Criteria for the formation, content and subsequent change of annexes

- An annex is an official part of a standard (prescriptive) and this should be stated in the header. An annex adds technical information to the standard. It is referred to in the main text of the standard.
- Annexes to an ISPM are numbered sequentially with Arabic numerals.
- Annexes follow the body of the standard and follow supplements, if present.
- Information in annexes does not affect the principles incorporated in the primary standard. They do not normally include conceptual information of relevance to the standard.
- Annexes may provide technical guidelines for phytosanitary treatments or procedures, including treatments, treatment schedules and diagnostic protocols. They may include tables and figures.
- Annexes may contain information that may need to be amended or revised to ensure that the specific information provided is consistent with and reflects current scientific knowledge and other relevant information. The circumstances under which amendments and revisions become necessary may include:

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- the approval of new guidelines, treatments or procedures
 - a change in existing methods
 - as a result of experiences with implementation of a particular standard.
 - New annexes or amendments and revisions to existing annexes may be proposed following the *Procedures for identifying topics and priorities for standards* (Report of ICPM-4, 2002, Appendix XIV).
 - Amendment or revision of annexes may be made without modifying the standard.
 - The date of adoption by the ICPM should be indicated in the amended or revised annex.

3. Criteria for the formation, content and subsequent change of appendices

- Appendices are not official parts of standards (for information only, not prescriptive) and this should be stated in the header.
- Appendices to an ISPM are numbered sequentially with Arabic numerals.
- Appendices should be the last component document in a standard.
- Appendices provide references or further information relevant to the standard.
- The date of adoption by the CPM should be indicated in the amended or revised appendix.