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INTERIM COMMISSION ON PHYTOSANITARY MEASURES

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Guidelines on the Role and Responsibilities of a Steward of an ISPM

Agenda Item 7.2.4 of the Provisional Agenda

1. In 2004, ICPM-6 adopted improvements to the standard setting procedure of the ICPM. ICPM-6 decided that a greater use of stewards should be made in the development of standards and requested that guidelines for the roles and responsibilities of a steward should be developed by the Standards Committee (SC) (Report of ICPM-6, Appendix IX, paragraph 5).
2. In November 2004 the SC discussed draft guidelines on the role and responsibilities of a steward of an ISPM which had been prepared by a working group of the SC in July 2004.
3. The SC approved the draft guidelines with minor changes (Annex I) and submits them to ICPM-7.
4. The ICPM is invited to:
Take note of the guidelines on the role and responsibilities of a steward of an ISPM as adopted by the Standards Committee and laid down in Annex I.

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Annex I**GUIDELINES ON THE ROLE OF A STEWARD OF AN ISPM****1. Introduction**

The management of the technical development of standards through the standard setting procedure has exceeded the capacity of the IPPC Secretariat. It was also recognized that there is a need to establish stronger links between Expert Working Groups (EWGs) and the SC. To deal with the workload, it has been suggested that some of the duties concerned with the preparation of standards and the associated procedures be taken on by stewards.

2. Selection of stewards

Stewards are senior plant health officers or scientists who are familiar with the standard setting process. Proposed stewards should recognize that considerable time may be required (see section 4). Stewards should be drawn from the SC or membership of the EWG.

3. Role of the steward

In general terms, the role of the steward is to assist with the development of a particular standard from the time of the drafting of the specification to the adoption the standard by the ICPM and to provide a linkage between the EWG and the SC. The functions of a steward will vary according to the nature and complexity of the standard and the requirements stated in the specification. The steward should assist the Secretariat to ensure that the EWG follows the IPPC standard setting procedures. The steward could be involved in the following sequence of normal standard development.

3.1 Prior to the EWG meeting

If requested, the steward may be able to provide guidance to the IPPC Secretariat and the SC in relation to the selection of experts for the EWG. The steward should liaise with the Secretariat to ensure that discussion papers are produced for the EWG meeting.

3.2 At the EWG meeting

The steward would be expected to:

- explain the requirements of the specification to the EWG at the time of its first meeting. Hence, the steward should have a good understanding of the specification for the standard. If some issues are unclear, the steward should discuss the matters with the Secretariat or members of the SC.
- assist with the running of the meeting. In some instances, the steward may take the role of the chair of the group or of the discussion facilitator
- assist the Secretariat to complete the draft standard
- assist the Secretariat in the preparation of the meeting report.

3.3 At the SC meeting that approves drafts for country consultation

The steward may attend the relevant SC meeting to assist the work on the standard that he or she is responsible for. If the steward cannot attend the SC meeting, he or she should provide documentation about the standard, brief a SC member or hold a conference call with the SC.

3.4 At regional workshops on draft ISPMs

In order to support country consultation, stewards should assist the Secretariat in preparing a presentation of their draft standards and by attending the workshops.

3.5 Prior to the SC meeting that approves standards for adoption at ICPM

In preparation for the meeting,, the steward should review country comments to facilitate the review of the comments by the SC, identifying the important or contentious issues within the comments and recommending amendments to the draft. Guidance for the steward's review will be provided by the IPPC Secretariat.

3.6 At the SC meeting that approves standards for adoption at the ICPM

The steward, if not a member of the SC, may attend the relevant SC meeting to assist with discussions on the country comments. If the steward cannot attend the meeting, he or she should provide documentation about the standard, brief a SC member or hold a conference call with the SC.

4. Conclusion

The level of involvement of the steward in the preparation of a standard will vary with the complexity of the standard. There is also likely to be limits on the time that some stewards can spend on this work and the travel expenditures regarding SC attendance. The estimated time requirements for the involvement of a steward in a single standard is approximately six weeks, including activities such as reading documents, developing discussion papers, attending the EWG meeting, reporting, reviewing country comments, attending SC meetings, or briefing SC member and preparation of a presentation for regional workshops on draft ISPMs. Contracting parties, and the Regional Plant Protection Organizations of which they are members, are encouraged to support the production of standards by supporting the work of stewards where this is possible.