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para la
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COMMISSION ON PHYTOSANITARY MEASURES

Eighth Session
Rome, 8 -12 April
Proposal from COSAVE countries on Rules of Procedure for the CPM Bureau
Agenda item 7.2.1
Prepared by COSAVE

1. COSAVE countries are proposing to amend the proposed “Rules of procedure for the CPM Bureau” as follows, to highlight that members should be selected through the FAO region, to include text to specify expertise needed for Bureau members for consistency with expertise required for the Chairman and Vice-Chairman. Rule 10 should also be modified in accordance to Rule VI of CPM Rules of Procedure.

Rule 1. Purpose of the Bureau

2. The purpose of the Bureau is to provide guidance to the CPM on the strategic direction, financial and operational management of its activities in cooperation with others as approved by CPM.
3. As appropriate, members of the Bureau will also assist the CPM in its administrative and operational duties. The Bureau provides continuity in the management of the CPM and, through representation of all FAO regions, facilitates the expression of all viewpoints on strategic, administrative and procedural matters on an ongoing basis.

Rule 2. Functions of the Bureau

4. The Bureau shall have the following functions:
 - Ensuring the efficient implementation of the CPM work programme in coordination with the Secretariat.

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- Making recommendations to improve CPM management and delivery of strategic directions, financial and operational activities.
- Assisting with the administrative, and operational duties of the CPM in areas such as:
 - Delivery of the IPPC Strategic Framework
 - Addressing specific issues assigned to it by the CPM
 - Assist with financial planning and management
- Providing advice, guidance and direction to subsidiary and other bodies in between plenary sessions of the CPM

Rule 3. Membership

5. The members of the Bureau shall be elected by the Commission on Phytosanitary Measures (CPM) as per Rule II of the Rules of Procedure of the CPM. Members serve for terms of two years and shall be eligible for election for another two consecutive terms. In exceptional circumstances, ~~a# IPPC Contracting Party~~ FAO region may submit a request to the CPM for an exemption to allow a member of this region to serve an additional term~~(s)~~.

6. Members of the Bureau should be employed by the NPPO and have experience with technical and operational IPPC issues.

Rule 4. Replacement of members

7. Contracting Parties shall nominate replacements for members of the Bureau and submit them to the CPM for confirmation. Replacements should be eligible to be members as set forth in these Rules. Each FAO region shall ~~identify~~ select a maximum of two replacements for CPM confirmation. If a member of the Bureau becomes unavailable for a meeting, their respective replacement may substitute him/her during that specific meeting. If a member of the Bureau becomes unavailable on a long term basis, for unavoidable reasons, resigns or no longer meets the qualifications required for being member of the Bureau, the replacement will substitute the member of the Bureau for the remainder of the term of office for which he/she has been elected. The replacement should be from the same region as the member of the Bureau being replaced.

Rule 5. Chairperson

8. The Chairperson of the CPM shall be the Chairperson of the Bureau.

Rule 6. Meetings

9. Bureau meetings shall be convened by the IPPC Secretary. ~~A majority~~ Four of the members of the Bureau shall constitute a quorum. The Bureau shall meet at least twice a year. The IPPC Secretary may also convene meetings of the Bureau as necessary to enable any outstanding specific activities to be undertaken before the following CPM session or scheduled Bureau meeting.

10. In the absence of the Chair, a Vice Chair, selected by the CPM Bureau will chair the meeting.

11. Meetings of the Bureau shall be closed unless otherwise determined by the Bureau. The Bureau may invite experts to provide advice or information on specific matters. The IPPC Secretary or a representative designated by him/her shall attend the meetings of the Bureau.

Rule 7. Decision making

12. Decisions will be made by consensus. Situations where consensus cannot be reached shall be described in the meeting reports detailing all positions maintained and presented to the CPM for guidance and appropriate action.

Rule 8. Documentation, records and reports

13. The Secretary, in consultation with the Chairperson and the Vice-Chairpersons of the CPM, shall prepare a provisional agenda for the Bureau meetings and make it available to members of the Bureau preferably four weeks prior to the beginning of each meeting.

14. The Secretariat shall make meeting documents available to Bureau members as soon as possible after the preparation of the provisional agenda.

15. The Secretariat shall keep the records of the Bureau and minutes of the Bureau meetings. A report should be available within one month after each meeting and posted on the International Phytosanitary Portal.

16. The Chairperson shall submit a yearly report to the CPM on the activities of the Bureau.

Rule 9. Language

17. The business of the Bureau shall be conducted in English, unless otherwise decided by the Bureau.

Rule 10. Amendment

18. These Rules and amendments or additions thereto shall be adopted according voting procedures described in Rule VI of CPM Rules of procedures ~~by two-thirds majority of the members of the Commission present and voting, provided that not less than 24 hours notice of the proposal for the amendment or addition has been given.~~