

International Forestry Quarantine Research Group (IFQRG) Rules of Procedure

Rule 1. Membership

To become a member of IFQRG, the individual submits a short biography or curriculum vitae to the Science Steering Committee (SSC) outlining research or other relevant experience. Membership applications will be accepted by the SSC if information on the applicant indicates they would be a suitable member of IFQRG.

IFQRG does not and shall not discriminate on the basis of race, colour, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, and sexual orientation, in any of its activities or operations.

Membership of IFQRG will be revoked by the SSC should a member fail to participate in IFQRG meetings or working groups for more than three sequential years.

All members of the IFQRG are encouraged to seek additional participation and regional representation.

Rule 2. Science Steering Committee (SSC)

The SSC members are appointed in open session by IFQRG members. The SSC is comprised of seven to nine members representing as many FAO regions as possible. Each member serves for a minimum 3-year term that commences at the appointment in session. SSC membership is renewable in session at the next full meeting of IFQRG.

SSC members may resign at any time on notification to the Chair. When such vacancies occur out of session, the SSC may select an interim replacement SSC member based on experience and relevance to IFQRG missions.

The SSC appoints individual committee members to the following roles: Chair, Vice-chair, Past-chair, and Secretary.

Rule 3. Decision making

IFQRG's decisions, positions and recommendations are agreed by consensus among the members and summarised in the meeting report. The meeting report captures relevant input by all the IFQRG meeting attendees.

When consensus on IFQRG decisions are unattainable among IFQRG members, the majority of members make the decision with the majority and minority opinions reported, including the scientific rationale supporting these decisions. When necessary, electronic communication among IFQRG members may be used to further discussions to reach consensus.

SSC decisions shall be made by consensus among SSC members.

Rule 4. Language

The working language of the IFQRG is English.

Rule 5. Terms of Reference

All activities of IFQRG should be in accordance with the Terms of Reference and approved IFQRG procedures.

Rule 6. Meetings

IFQRG's face-to-face meetings are called as decided by the SSC, generally on an annual basis with the date and venue set at least one year in advance, to accommodate meeting dates of client groups.

The SSC may also call occasional virtual meetings to conduct the business of IFQRG.

The SSC will develop and circulate a provisional agenda and formal invitation three months prior to the annual meeting.

The topics of interest to IFQRG are submitted to the Secretary at least one month prior to the annual meeting. The meeting documents should be submitted to the Secretary at least two weeks prior to the meeting.

All meeting documents, including presentations (with authors' permission), are uploaded and available in the Members area of the IFQRG website.

Rule 7. Inter-sessional work

The Working Groups of IFQRG conduct research, analyses, and prepare publications and/or presentations throughout the year under the guidance of the Chair via email discussions, virtual meetings or in-person meetings.

Rule 8. Reports

Reports from IFQRG meetings and working groups are approved by the SSC before posting on the IFQRG website (<https://www.ippc.int/en/external-cooperation/organizations-page-in-ipp/internationalforestryquarantineresearchgroup/>).

The IFQRG Chair provides a written report to the Commission on Phytosanitary Measures (CPM).

Abstracts prepared from selected presentations are peer reviewed and published as Proceedings on the IFQRG website.

Rule 9. IFQRG Website

The IFQRG Website is maintained by the SSC or SSC-appointed sub-committee. The IFQRG Website will be comprised of;

- A public area that will contain all SSC approved IFQRG annual meeting reports along with IFQRG contact details and a general description of IFQRG;
- A members-only area that can be accessed by password access only and will contain all meeting documents and other related IFQRG information that has been approved for posting by the SSC.

Rule 10. Amendments

Amendments to these Rules of Procedure, if required, shall be approved by members at annual meetings of IFQRG.