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Organización de las
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منظمة
الأغذية والزراعة
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COMMISSION ON PHYTOSANITARY MEASURES

Tenth Session
Rome, 16-20 March 2015
Date and Venue of next next Session - Preparing for CPM-11
Agenda item 21
Prepared by the IPPC Secretariat

Preparing for CPM-11, 4-8 April 2016

1. Although, CPM-11 (2016) seems a long way off, the IPPC Secretariat has had feedback from some CPM participants that they would like some information on the types of papers used at CPM, the process for submitting agenda items and for the development of documents and some advance planning on key dates. We have provided the information in this document to help make CPM-11 (2016) even better and we welcome your feedback on this document to help improve it.

I. Steps and due dates for preparing for CPM

June 2015: Bureau meeting

- CPM agenda items: The June 2015 Bureau meeting reviews potential CPM-11 (2016) agenda items and develops a draft agenda. If you would like an item considered at CPM-11 next year, please provide your region's Bureau member with your proposal along with some background and a justification by 15 May 2015.
- Draft CPM recommendations: If CPM-10 (2015) agrees to the development of a proposed CPM recommendations, a draft of the recommendation must be submitted to the IPPC Secretariat by 15 May 2015 in order to allow the Bureau to review it and recommend it for member consultation.

July 2015: Draft CPM recommendation consultation (three months)

- A draft CPM recommendation is circulated for comments to contracting parties

October 2015: Bureau meeting

- Reviews and finalizes the draft CPM-11 agenda, which is submitted to FAO Protocol for distribution along with the Circular State Letter and the CPM-11 invitations which is sent out to Ministerial list through DG around mid-December and later in January together with a

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Support letter which will be sent to National IPPC contact points regarding the possibility of travel funding by the Secretariat.

- Reviews revised proposed CPM Recommendation and recommends to CPM

November 2015: IPPC Secretariat begins drafting CPM-11 papers

December 2015 Bureau teleconference

- Reviews and comments on CPM-11 papers

January 2016: CPM papers are posted on the IPP in English and submitted for translation.

January 2016: Information is distributed to National IPPC contact points regarding applying for travel assistance (*Submission due date is around 15 February 2016*)

February 2016: Registration system is opened as soon as the Protocol invitation letter is sent out. Registration can be made directly by FAO representatives in the country or the FAO permanent representatives in Rome or by contacting the IPPC Secretariat and sending the official nominations letter

February 25 2016: Nominations for Bureau, Standards Committee and Subsidiary Body on Dispute Settlement are due (submit to the IPPC Secretariat via FAO Regional Chair person or via mechanism set up for each region).

March 17 2016: Any papers to be proceeded as INF papers, such as reports, comments on CPM papers etc. are due in order to be posted two weeks prior to CPM, including papers on Successes and Challenges.

March 21 2016: Formal Objections to draft ISPMs are due and a summary INF paper will be produced and posted on the IPP as soon as possible.

April 4-8 2016: CPM-11 begins

II. CPM papers

2. All CPM papers numbers contain: CPM, the year, the type of paper if an INF or CRP, the document number and the revision number if applicable eg CPM 2016/25, CPM 2016/INF/03, CPM 2016/CRP/03 Rev 03 etc.

CPM discussion papers

3. The template on the front cover of CPM papers indicates the agenda number and title, the title of the paper, it also indicates who the paper was prepared by and a footnote to the title of the paper will indicate if there was a revision and provide some brief indication as to why the paper was revised and which language version it is applicable to. The Bureau, in order to facilitate well prepared discussion has requested the Secretariat to make efforts to have all CPM papers posted two weeks prior to CPM.

DOCs

4. Most CPM papers are referred to as DOCs, which is short for documents. These papers are mostly prepared by the IPPC Secretariat. These contain the main discussions on the CPM agenda items and contain a proposed CPM decision. As they contain proposed CPM decisions, they are always translated into FAO languages and posted well before the CPM starts and we aim to have these all posted at least two weeks prior to CPM-11 (21 March 2016).

INFs

5. INF papers, which is short for information, contain discussion points but do not contain a direct proposal for a CPM decision. Some of these papers that are prepared by the IPPC Secretariat, which are prepared well in advance may be translated if the information is critical and time permits.

6. These paper also present information that is submitted to the IPPC Secretariat electronically by contracting parties or organizations at least two weeks in advance of the CPM. The information is distributed in the languages it is provided in. These may be reports from other organizations, comments on agenda points, successes and challenges or other CPM papers. In some cases, contracting parties may submit these with their view points on CPM papers and they may contain text for proposed changes to CPM decisions. It is very beneficial to have these comments circulated before the CPM to allow contracting parties to better understand the different viewpoints and prepare for CPM discussions.

CRPs

7. CRP papers, which is short for Conference Room Papers, may be used for a variety of purposes and are produced after the CPM starts. These papers must be submitted to the IPPC Secretariat electronically and if approved will be distributed, in the languages they are submitted in. These can often be text proposals that come out of discussions in the margins of the CPM, from regional discussions, from Friends of the Chair meetings or other consultations. These can also be prepared to reflect complex text changes proposed to CPM decisions that need to be re-presented to CPM for clarity and understanding, some crucial texts may be translated but these papers, due to time contains, are often prepared in English and often read out during CPM so interpretations are provided.