



## PROCEDURE FOR LANGUAGE REVIEW GROUPS

*Agreed by CPM-5 (2010); changes agreed by CPM-6 (2011); changes agreed by CPM-8 (2013)*

*(Updated 2015-03-26)*

Procedure to correct errors in International Standards for Phytosanitary Measures (ISPMs) in language versions other than English after adoption

1. Representatives from national plant protection organizations (NPPOs) and regional plant protection organizations (RPPOs) from each FAO language group, other than English, are invited to organize a Language Review Group (LRG) to consider the preferred use of terminology and to identify editing and formatting errors resulting from translation. Each LRG should identify a coordinator for communications with the Secretariat, describe how they will organize communications within the group (e.g. teleconference, exchange of documents etc.), explain its structure and respond to queries from members on how to join the LRG. Each LRG should invite a representative from the appropriate FAO language translation group and the respective TPG member(s) for that language to participate in order to ensure a clear understanding of the LRG issues.
2. Once established and recognized by the Secretariat, each LRG is invited to review adopted ISPMs and submit comments, in track changes, on terminology preferences, editorial and formatting mistakes to the Secretariat through their identified coordinator no later than three months after they have been advised that the adopted ISPMs are posted on the IPP ([www.ippc.int](http://www.ippc.int)); this time begins for the specified language once the ISPM has been posted on the IPP in that language.
3. FAO translation services may participate as a member of the LRG but any official communication on proposed changes to the ISPMs should come from the LRG Coordinator to the IPPC Secretary ([ippc@fao.org](mailto:ippc@fao.org)) in order to maintain version control of the standards.
4. If no comments are submitted, the version adopted at CPM would remain the final version.
5. If comments are submitted by the LRG coordinators through the above process, the Secretariat will forward the comments, in track changes, to the FAO translation services.
6. The FAO translation services will review the proposed changes. If all proposed changes are acceptable by the FAO translation services, the track change version of the ISPM produced by the LRG will be forwarded to the Secretariat. If FAO translation services disagree with any of the LRG proposed changes, they will document the reasons and consult with the LRG to discuss and seek consensus. If consensus cannot be achieved, the FAO translation service will make the final decision.
7. Comments regarding the translation of glossary terms will be transmitted to the Technical Panel for the Glossary (TPG) through the SC as they may result in consequential changes to numerous ISPMs. Formatting issues would be addressed by the Secretariat.
8. The Secretariat will post the modified ISPMs on the IPP as a document for the next CPM meeting. The CPM agenda will include a standing item for verification of modifications and a corresponding paper will indicate which ISPMs have been modified along with reasons why any LRG-proposed changes have not been accepted. This agenda item will not be used to re-open discussion on already adopted ISPMs; it is strictly to verify terminology, editorial and formatting corrections.
9. The CPM will request the IPPC Secretariat to accept all track changes as presented and revoke previously adopted versions of the ISPMs.

Further information on LRG may be found on the IPP page: <https://www.ippc.int/en/core-activities/governance/standards-setting/ispm/language-review-groups/>