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COMMISSION ON PHYTOSANITARY MEASURES

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Proposal for a new implementation oversight body - IPPC Implementation and Capacity Development Committee (ICDC)

Agenda item 8.4.2

Prepared by the IPPC Secretariat

1. The CPM-7 (2012) established the Capacity Development Committee (CDC) as a Technical Committee to provide guidance on the IPPC capacity development (CD) activities for the implementation of IPPC and the instruments adopted by the CPM (including ISPMs).
2. In 2014 and 2015 the status of the CDC underwent an evaluation. While affirming high appreciation and recognition for the work of the CDC, the evaluation recommends that the CPM abolish the current CDC and establish an oversight committee for implementation (see the CDC review document available at the documents desk).
3. Following the 7th CDC meeting held in December 2015, this recommendation was discussed during a preparatory meeting for the implementation-facilitation unit with members of the CPM Bureau, CDC and SBDS, as well as the IPPC Secretariat. During the discussions there was general agreement on the fact that capacity development could cover the broader implementation scope to include actions specific to the Convention, standards, implementation review, resolution and support, dispute avoidance and achieving strategic outcomes.
4. The participants of this meeting:
 - proposed that a future oversight committee for implementation be named the “IPPC Implementation and Capacity Development Committee (ICDC)”;
 - agreed on Terms of Reference and Rules of Procedure of the IPPC Implementation and Capacity Development Committee, as presented in Annex 1 of this document;

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- suggested that a call for experts for the ICDC should include clearly defined responsibilities as per the Terms of Reference. The selection of ICDC experts would be performed by the Bureau and supported by the Secretariat, in accordance with the modalities set forth in the proposed Terms of Reference and Rules of Procedure;
 - proposed that the current CDC work plan and its activities should be continued as planned until the ICDC is active;
 - proposed that as for the development of the future strategy and work plan on implementation and capacity development, a two weeks meeting should be organized when the ICDC is active in mid-2017, taking into consideration the IPPC strategies and frameworks.
5. The CPM is invited to:
- 1) *Agree* to abolish the CDC and establish a new subsidiary body on the basis of Rule IX of the Rules of Procedure of the CPM. Such a subsidiary body could be called the 'Implementation and Capacity Development Committee' to reflect the importance of capacity development to support implementation of the Convention and its other instruments, including ISPMs.
 - 2) *Consider* and adopt the Terms of Reference and Rules of Procedure of the IPPC Implementation and Capacity Development Committee (ICDC).
 - 3) *Consider* mandating the Bureau to select the ICDC members, with the support of the Secretariat in accordance with the Terms of Reference of the ICDC. The Secretariat will inform CPM Members of the composition of the ICDC via the IPP.
 - 4) *Encourage* Contracting Parties to formally nominate qualified candidates with appropriate technical expertise, in response to the IPPC Secretariat's call for ICDC experts.
 - 5) *Agree* to a joint meeting of the CDC and the ICDC to be held at the end of 2016 to ensure a smooth transition to new arrangements, with a view to ensuring continuity of ongoing capacity building activities.
 - 6) *Agree* to the organization of a 2 weeks ICDC meeting in mid-2017 to elaborate a new implementation/capacity development strategy and work plan.

Annex 1**Terms of Reference and Rules of Procedure of the IPPC Implementation and Capacity Development Committee (ICDC)**

Terms of Reference
<p>1. Scope and objectives of the IPPC Implementation and Capacity Development Committee (ICDC)</p> <p>1. The IPPC Implementation and Capacity Development Committee (ICDC) is a subsidiary body of the CPM.</p> <p>2. The objective of the ICDC is to provide technical oversight of actions to enhance the capacities of IPPC contracting parties in relation to the implementation components of the International Plant Protection Convention and its strategic objectives under the overall guidance of the CPM. In particular the ICDC will address:</p> <ul style="list-style-type: none"> • Implementation of the Convention and its instruments by Contracting Parties, including ISPMs. • Implementation of the IPPC National Capacity Development Strategy. • Implementation of IPPC activities related to Dispute Avoidance. • Seeking sustainable funding for these IPPC programmes.
<p>2. Composition</p> <p>The Committee is composed of seven experts with experience in implementation of phytosanitary-related instruments and capacity development. Members shall be selected from qualified candidates through review of appropriate references of technical expertise. The experts will serve as members of the ICDC with utmost integrity, impartiality, and independence and will prevent and disclose in advance possible conflicts of interest that may arise in the course of carrying out their duties. In such case, the Bureau may take the necessary remedies.</p>
<p>3. Functions</p> <p>1. The ICDC will have the following functions:</p> <ul style="list-style-type: none"> • • Identify and propose strategies to enhance CPs implementation of the IPPC and other instruments, including ISPMs. • Review the IPPC National Phytosanitary Capacity Development Strategy and work plan(s) on a regular basis. • Identify, promote and/or develop appropriate implementation and capacity development activities, in line with the IPPC National Phytosanitary Capacity Development strategy and other strategies and frameworks. • Develop procedures and criteria for the production, oversight and approval of resources for implementation. • Establish and dissolve ad hoc task forces to address specific issues. • Assess and prioritize for inclusion in the IPP or the phytosanitary resources website, as appropriate, technical resources provided by NPPOs, RPPOs, partners and other organizations that are relevant for the implementation of the IPPC and instruments (including ISPMs), according to criteria identified by the ICDC.

- Monitor and evaluate implementation actions under the IPPC Strategic Framework, other related strategies, frameworks and work plan(s).
- Participate in the development and maintenance of links with donors, partners and other public private organizations concerned with implementation and capacity development in the phytosanitary area.
- Participate in the IPPC communication and advocacy activities.
- Provide guidance on implementation and capacity development activities for inclusion in the Secretariat's work plan.
- Share information based on the identification of challenges associated with the implementation of the IPPC and its standards with the CPM and other relevant IPPC subsidiary bodies and other organizations.
- Engage with IPPC Subsidiary Bodies regarding areas of mutual interest.
- Review periodically its functions and procedures.
- Undertake other functions as directed by the CPM.
- Report to the CPM on its activities.

4. Relationship with the IPPC Secretariat

1. The Secretariat is responsible for providing administrative, operational, technical and editorial support, as required by the ICDC including making calls for experts for ad hoc task forces as necessary. The Secretariat is responsible for advising the ICDC on use of resources in relation to expectations.

2. The ICDC is responsible for the oversight of the activities called for in the Secretariat's Implementation Facilitation Unit work plan.

A. Rules of Procedure**Rule 1. Membership**

1. The Committee is composed of seven experts with experience in implementation of phytosanitary-related instruments and capacity development.
2. The composition of the Committee is based on geographical representation, with one delegate from each FAO region and a minimum of three members from developing countries. Nominations for the ICDC may be formally submitted by Contracting Parties. ICDC members are selected by the CPM Bureau and accountable to the CPM.
3. ICDC members serve for a term of two years and may be reappointed for additional terms up to a maximum of six years. Appointment of the same member for additional terms will be subject to the selection procedure and requirements established under Section 2 of the Terms of Reference.
4. A member of the ICDC will be replaced by an alternate from within the same region if the member resigns, no longer meets the qualifications for membership set forth in these Rules, or fails to attend two consecutive meetings of the ICDC.

Rule 2. Alternate members

1. Seven alternates for the ICDC members, one coming from each FAO region, are selected by the Bureau, in accordance with the selection procedure and requirements applied to members. Once confirmed, alternate members are valid for the same period of time and conditions as specified in Rule 1.
2. An alternate will serve through the completion of the term of the original member, and may be appointed to serve additional terms. Partial terms served by an alternate are not counted as a term under these Rules.

Rule 3. Chairperson and Vice-Chairperson

The ICDC elects its Chairperson and Vice-Chairperson from among its members.

Rule 4. Qualification for membership

1. The IPPC Secretariat will call for submission of nominations by Contracting Parties. Nominations will enclose documented evidence of experience in implementation and capacity development activities, and of:

- demonstrated experience in managing phytosanitary systems;
- demonstrated experience in delivering phytosanitary capacity development activities;
- in depth knowledge of the IPPC and International Standards for Phytosanitary Measures;
- experience in the application of phytosanitary regulations/legislation;
- preferably knowledge, qualifications and/or experience in developing training materials and
- adequate knowledge of English to be able to participate in ICDC meetings and discussions.

Rule 5. Meetings

1. The ICDC will hold its meetings on a biannual basis and extraordinary meetings when necessary and subject to available resources. Meetings of the ICDC may also be held through electronic means, including by video and teleconference, as necessary to enhance cost efficiencies.

2. Four members will constitute the quorum to hold meetings.

Rule 6. Observers and participation of invited experts to ICDC meetings

1. Subject to the provisions of paragraph 2 below, meetings of the ICDC will be open, in accordance with the applicable FAO rules and procedures.

2. The ICDC may determine that certain meetings, or part thereof, be conducted without observers, in consideration of the sensitiveness or confidentiality of the subject of the meeting or part thereof.

3. With the prior agreement of the ICDC members, the Secretariat may invite individuals or representatives of organizations with specific expertise, to participate as observers in a specific meeting or part thereof .

Rule 7. Ad hoc task forces

1. Subject to availability of the necessary funds, the ICDC may establish ad hoc task forces when appropriate to address specific implementation and capacity development issues. These task forces will serve to address specific technical issues. The ICDC will determine the tasks, duration, membership and reporting duties of these task forces.

2. Rule 6 above will apply *mutatis mutandis* to *ad hoc* task forces.

Rule 8. Decision-making

The ICDC will endeavour to make decisions on the basis of consensus. In cases where the ICDC members are unable to reach consensus, any decision or recommendation will be adopted by majority of the votes cast.

Rule 9. Reporting

The ICDC will report to the CPM. Reports of the meetings, including relevant proposals, of the ICDC will be made available to all Contracting Parties.

Rule 10. Amendment

The CPM may amend the Rules of Procedure of ICDC, provided that such amendment is consistent with the Constitution and the General Rules of FAO and the Convention.

Rule 11. Confidentiality

ICDC members will exercise due respect for confidentiality where sensitive information is identified.

Rule 12. Language

Meetings of the ICDC will be conducted in English.