



**International Plant Protection Convention**  
Protecting the world's plant resources from pests

Rome , Italy  
03 – 04 December, 2015

**Report of the preparatory  
meeting for the IPPC  
Implementation  
Facilitation Unit**

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**PREPARATORY MEETING FOR THE  
IMPLEMENTATION – FACILITATION UNIT  
Closed Session  
(CPM Bureau Members, CDC and SBDS members, IPPC Secretariat)**

**AGENDA ITEM 1: OPENING OF THE MEETING**

**1.1 Welcome by the IPPC Secretariat**

The IPPC Secretary welcomed all participants and expressed his pleasure to meet the members, and explained the orientations of the IPPC Secretariat toward 2020. He also mentioned that the Secretariat would be restructured in key Units: one for Standard Setting (SSU), one for Implementation Facilitation (IFU) and a team on Integration and Support (ISU).

The two units (SSU and IFU) should be headed by a Unit Manager each, at P-5 level, who reports to the Secretary. The two units IFU and SSU are two pillars which should be seen as the strength of IPPC. Each pillar should have a governing body. The IPPC presence in the world was discussed when mentioning the upcoming International Year of Plant Health planned for 2020. The IPPC Secretary envisaged that additional workshops would be organized as part of the communication and awareness capacity building programme of the IPPC. He mentioned that increased capacities of Contracting Parties and of their NPPOs to implement the IPP Convention and ISPMs are a natural way to promote transparency, to realize harmonization, to facilitate trade and to protect plant resources.

The IPPC Secretary also mentioned that the IFU will be responsible and implementation activities including IRSS project, Dispute Avoidance and Capacity Development, new tool/new technology – including ePhyto. It was not clear for this committee where the NRO would sit within the new structure<sup>1</sup>.

The IPPC Secretary indicted that the Secretariat should be re-structured and staffed to ensure a high degree of integration between the two main areas of work, Standard Setting and Implementation Facilitation.

Besides, the Implementation Facilitation Unit would also be involved in other activities such as Communication and Advocacy, Partnership and Liaison (with CPs, RPPO), and Resource Mobilization.

The IPPC Secretary also highlighted the difficulty to get funds, hence reiterated the importance of resource mobilization. Strategies are being developed to target different donors and international organizations.

The majority of the members of the CDC mentioned that they fully support the creation of the two new pillars, but noted that the regular budget for staffing is of concern, and mentioned the need to have effective coordination between the two units to implement the programme successfully.

**1.2 Election of the Rapporteur**

Mr. Haw Leng Ho, the CDC representative for Asia, was selected as the Rapporteur for the meeting.

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<sup>1</sup> After further internal discussions, it appeared that NROs would not be part of the IFU, but of the Integration & Support Team.

## **AGENDA ITEM 2: ADOPTION OF THE AGENDA**

The agenda was adopted by the participants (see Appendix 1).

A draft proposal prepared by the SC Chair with the assistance of members of the SC entitled “Enhancing collaboration between the Standards Committee and the Implementation Facilitation Unit (or CDC)” was received the last day of this meeting.

## **AGENDA ITEM 3: TERMS OF REFERENCE AND RULES OF PROCEDURE OF THE IPPC IMPLEMENTATION COMMITTEE (IC)**

The CDC Chair introduced the document on the Terms of Reference and Rules of Procedure of the Implementation Committee (IC) provided by the Secretariat. The members discussed and commented in detail on the document and made several amendments as in Appendix 3.

The CD Officer explained the agreed definition of “Capacity Development”<sup>2</sup> in the FAO environment which is totally compatible with the one being used in the IPPC National Phytosanitary Capacity Development Strategy<sup>3</sup>. Capacity Development encompasses a wide range of activities and is broader than implementation. Definitions and training material can be retrieved on the FAO Website<sup>4</sup>.

As a result, the CDC had a discussion on the possible title of the new committee regarding the importance of keeping capacity development in it, and proposed that the new committee be called “Implementation and Capacity Development Committee” (ICDC). The Latin America and Caribbean (LA & C) and Near East CDC representatives warned that the word implementation may be understood in developing countries as a body in charge of providing financial resources and implementing at the national level.

The CD Officer would explore the definition and concepts involved in capacity development and implementation and would share this with the CDC. The Asian CDC representative suggested that a survey could be launched at the national levels on the use of these words.

## **AGENDA ITEM 4: ELABORATION OF AN IMPLEMENTATION - FACILITATION WORK PLAN**

### **Transition in between the CDC and the ICDC**

The CDC proposed that the work plan of the new governing body (ICDC) should be set in December 2016, when the group is set, while the current CD strategic framework ends in 2017. It was concluded that the CDC needed to be extended until the new governing body is created to ensure a good continuity of activities. An extension of the CDC should be asked to CPM until December 2016. It was also agreed that for an efficient transition, the CDC and the new governing body should meet for 2 weeks in December 2016 to discuss all on-going activities.

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<sup>2</sup> Capacity is “the ability of people, organizations and society as a whole to manage their affairs successfully”. Capacity development is “the process of unleashing, strengthening and maintaining of such capacity” (OECD/DAC). Source: <http://www.fao.org/capacity-development/our-vision/en/>

<sup>3</sup> National Phytosanitary Capacity is defined as “the ability of individuals, organizations and systems of a country to perform functions effectively and sustainably in order to protect plants and plant products from pests and to facilitate trade, in accordance with the IPPC”. The IPPC National Phytosanitary Capacity Development Strategy is available at <https://www.ippc.int/static/media/files/mediakit/IPPCCapacityDevelopmentStrategy-en.pdf>

<sup>4</sup> FAO Capacity Development <http://www.fao.org/capacity-development/en/>

The new governing body should then elaborate its work plan and new strategy during its first meeting in 2017. This proposal should be made to the CPM.

### **Selection of ICDC members**

Terms of reference for members of the ICDC, in line with the responsibilities described in the ToRs of the ICDC (see Appendix 4) should be discussed and agreed upon during CPM, a call would then be launched.

The Secretariat, in collaboration with the Bureau would produce the text of the call after CPM, on which the CDC should be consulted. The Bureau would clear the call during its June meeting prior to issue it.

## **AGENDA ITEM 5: PROCEDURAL ISSUES**

Procedural issues on the work of the ICDC were discussed in point 4.1.

## **AGENDA ITEM 6: LINK TO OTHER RELATED BODIES**

### **Discussions on the link between the SC and the CDC**

The CDC discussed a document prepared by the Vice Chair of the CPM Bureau and presented to the SC in its November 2015 meeting, entitled: "Ways to enhance collaboration between the Standards Committee and the Capacity Development Committee".

The European CDC representative reported that him, two members of the SC and two members of the Secretariat discussed how the bodies could communicate to each other, share information and work at the margins of the October 2015 Strategic Planning Group.

He reported in writing to the CDC the outcome of this discussion:

- 1) Single call for topics/tools should be issued early in the year
- 2) The CDC and SC should discuss during their respective meetings and prepare position papers
- 3) Position papers would be presented to Bureau and SPG one month before the SPG for awareness only
- 4) Chairs of the CDC and SC should meet informally during the SPG to discuss the papers and try and agree on a final joint position when possible.
- 5) The outcome of 4) should be presented to the SPG during its meeting, then to the Bureau (possibly to try and arbitrate when there are differences of option) and then to CPM.

On the possible modalities for coordination, the European CDC representative explained that a call could be issued early each year by the Secretariat for all kinds of needs (standards, manuals, recommendation, etc.). The SC and ICDC should then elaborate on these, and send their opinions to the Bureau and SPG for awareness only and the outcomes should be presented at CPM for final decision.

The CD Officer indicated that the two bodies are the ones considering the outcomes of the call. She also highlighted the need of the Chairs to be in constant consultation with the members of the bodies.

The two chairs may consider meeting informally during SPG, without taking decisions since the bodies are the ones entitled to take final decisions on the proposals received. If there is no agreement, the positions would be presented to the Bureau. They could also be invited to attend the Bureau meeting on the Friday of the same week of the SPG meeting.

The CD Officer reported that the Bureau in October 2015 discussed ways to increase the communication directly between the SC and CDC. It considered that:

- The Chairs of the two bodies are encouraged to informally discuss issues of concern.
- It would also be useful to invite the two chairs to join the Bureau December conference call that does some coordination and preparation for the upcoming CPM meeting to discuss possible issues and help facilitate increased cooperation.
- It may be useful for the two committees to coordinate a joint meeting for half a day by holding their meetings in Rome at the same time and allow for some overlap so that the two committees could meet to discuss their concerns or interlinked issues.
- A joint dinner or cocktail of the members of the two bodies might also assist collaboration.
- The two committees directly interact with each other by presenting discussion papers which identify issues or concerns related to the interface between setting standards and implementing them.

*The CDC agreed that regular programme funds should be made available to SC and CDC for developing resources (standards, manuals, recommendation, etc.) requested by the IPPC contracting parties.*

*Stable funds should be available to support Secretariat staff to be able to get external funds under competitive processes.*

*The respective chairs of these committees should be invited to either committee meetings or part thereof, as needed and if funds are available. The CDC emphasized its flexibility as one of its most important characteristics and considered the fact it should not be subject to rigid procedural processes of coordination with other bodies that could compromise the efficiency of its work.*

#### **Discussions on “Enhancing collaboration between the Standards Committee and the Implementation Facilitation Unit (or CDC)”**

The draft proposal prepared by the SC Chair with the assistance of members of the SC was addressed by the CDC during a limited time period considering its late arrival.

##### Timing and procedure

One of the Bureau Member present mentioned that the SC Chair is writing this paper for CPM and wants the CDC to review it. The African CDC representative considered that some more time was necessary to be able to comment on this document. The IPPC coordinator considered that receiving documents at such short notice is not appropriate to undertake quality work and does not allow the two bodies to be effectively working together. The Secretariat decided that considering the timing at which this paper had been provided, there was a need for additional time to review it and after due consideration it could only be presented to CPM as an INF paper.

##### General remarks on the document

The North America CDC representative considered the document was over-killing any type of collaboration since it is inherent in any organization. The CD Officer considered some work is needed in the paper to soften the language and be clear on what is proposed. The CDC chair indicated that this paper is a conceptual paper and is not meant to be prescriptive and suggested that the paper could be modified according to the experience of engagement of both bodies. The North America CDC representative recalled that the IPPC is going through unprecedented evolution and that this is going to help find the way to coordinate actions.

##### Role of chairs and of an implementation steward

The LA & C CDC representative indicated that during the EWG on the concept of a commodity standard, the participants highlighted the need of the two committees working together. The LA & C CDC representative agreed that this document should be revised and asked for a clarification

of the roles of chairs working together, as chairs are coordinators and cannot take decisions on behalf of a group. The IPPC leading officers are the ones who need to be in contact permanently. The LA & C CDC representative explained in detail the task of the steward in the SC framework. She suggested that an implementation steward would not be appropriate to work during the development of the standard. Some members of the CDC considered that it would be useful to have involvement throughout the whole development of the standard.

The CDC agreed that there is a need for clarification regarding the role of that steward and her/his participation since the beginning of the development of the specification.

*In regard to the consideration of the draft provided by the SC Chair and the Secretariat's decision communicated by the IPPC Coordinator, the CDC decided to engage via email to finalize their comments on the draft. This decision will be communicated by the IPPC Secretariat to all the involved parties*

#### **AGENDA ITEM 7: CDC TILL 2016**

This point was discussed under 4.1.

#### **AGENDA ITEM 8: OTHER ARRANGEMENTS**

No other issues were considered under this agenda item.

#### **AGENDA ITEM 9: REVIEW AND ADOPTION OF THE REPORT**

The meeting participants revised the report and adopted it. Comments should be sent within one week.

**APPENDIX 1: AGENDA**

<b>3–4 December 2015</b>		
<b>Preparatory Meeting for the Implementation-Facilitation Unit Closed Session (CPM Bureau Members, CDC and SBDS members, IPPC Secretariat)</b>		
<b>Agenda item</b>	<b>Document No.</b>	<b>Presenter</b>
<b>Brainstorming - New body related to Implementation and Facilitation Unit</b>		
Terms of Reference and Rules of Procedure		All participants
Elaboration of an Implementation - Facilitation work plan		
Procedural issues		
Link to other related bodies		
CDC till mid 2016		
Other arrangements		



**APPENDIX 2: LIST OF PARTICIPANTS**

<b>Role/Region</b>	<b>Name, Organization, Address, Telephone</b>	<b>E-mail address</b>
Member Representing : <b>Africa</b>	<b>Ms. Stella Nonyem ORAKA</b> Zonal Coordinator Nigeria Agricultural Quarantine Service Room 517 5th Floor Federal Secretariat Aba Road Port Harcourt, Nigeria Tel : (+234) 8033323526 (+234) 8056698645	<a href="mailto:stellaoraka@yahoo.com">stellaoraka@yahoo.com</a>
Member Representing : <b>Asia</b>	<b>Mr. Haw Leng HO</b> Deputy Director of Plant Biosecurity Division Department of Agriculture 2nd Floor, Wisma Tani, Jalan Sultan Salahuddin 50632 Kuala Lumpur, Malaysia Tel: (+60) 3 20301417 Fax : (+60) 3 26977164	<a href="mailto:hawlengho@doa.gov.my">hawlengho@doa.gov.my</a> <a href="mailto:hawlengho@yahoo.com">hawlengho@yahoo.com</a>
Member Representing : <b>Europe</b>	<b>Mr. Sam BISHOP</b> Plant Health Specialist Office of the Chief Plant Health Officer Plant and Animal Health Department for Environment, Food and Rural Affairs Room 02FA01/05 National Agri-Food Innovation Campus Sand Hutton, York YO41 1LZ, United Kingdom Tel: (+44) 1904 405153	<a href="mailto:sam.bishop@defra.gsi.gov.uk">sam.bishop@defra.gsi.gov.uk</a>
Member Representing : <b>Latin America and Caribbean</b>	<b>Ms. Magda González ARROYO</b> Head of the Department of Standards and Regulations Plant Protection Service Ministry of Agriculture San Jose, Costa Rica Tel: (+506) 22605024 Mobile: (+506) 83993527	<a href="mailto:mgonzalez@sfe.go.cr">mgonzalez@sfe.go.cr</a>
Member Representing : <b>Near East</b>	<b>Ms. Nagat Mubarak EL TAYEB</b> Director Plant Quarantine Plant Protection General Directorate Ministry of Agriculture and Irrigation PO Box 285 Khartoum, Sudan Tel: (+249) 83 774786 Fax: (+249) 912181812	<a href="mailto:neltayb@yahoo.com">neltayb@yahoo.com</a>

<b>Role/Region</b>	<b>Name, Organization, Address, Telephone</b>	<b>E-mail address</b>
Member Representing : <b>North America</b>	<b>Mr. Marc GILKEY</b> Assistant Regional Manager for Euope Africa and the Middle East U.S. Mission to the European Union U.S. Department of Agriculture -APHIS Rue Zinner 13, B-1000 Brussels, Belgium Tel: (+32) 2 8115182	<a href="mailto:Marc.C.Gilkey@aphis.usda.gov">Marc.C.Gilkey@aphis.usda.gov</a>
Chair, Member Representing : <b>Southwest Pacific</b>	<b>Ms. Sally JENNINGS</b> Policy Analyst International Standard Organisations International Policy Ministry for Primary Industries Pastoral House, 25 The Terrace PO Box 2526 Wellington, New Zealand Tel: (+64) 4 894 0431 Fax: (+64) 4 894 0733 Mobile: (+64) 29 894 0431	<a href="mailto:Sally.Jennings@mpi.govt.nz">Sally.Jennings@mpi.govt.nz</a>
CPM Bureau	<b>Mr. Corné Van ALPHEN</b> Coordinating Policy Officer Phytosanitary Affairs Plant Supply Chain and Food Quality Department Ministry of Economic Affairs P.O. Box 20401 2500 EK - The Hague, Netherlands Tel: + 31 (0) 703785552 Mobile: + 31 (0) 618596867	<a href="mailto:c.a.m.vanalphen@mineleni.nl">c.a.m.vanalphen@mineleni.nl</a>
CPM Bureau	<b>Ms. Kyu-Ock YIM</b> Senior Researcher Export Management Division Department of Plant Quarantine Animal, Plant and Fisheries Quarantine and Inspection Agency/MIFAFF Ministry of Agriculture, Food and Rural Affairs 178 Anyang-ro, Manan-gu Anyang city, Gyunggi-do Republic of Korea Tel: (+82) 31 4207665 Fax: (+82) 31 4207605	<a href="mailto:koyim@korea.kr">koyim@korea.kr</a>
IPPC Secretariat	<b>Mr Jingyuan XIA</b> Secretary International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla 00153 Rome, Italy Tel: (+39) 06 570 56988	<a href="mailto:Jingyuan.Xia@fao.org">Jingyuan.Xia@fao.org</a>

Role/Region	Name, Organization, Address, Telephone	E-mail address
IPPC Secretariat	<b>Mr Craig FEDCHOCK</b> Coordinator International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla 00153 Rome, Italy Tel: (+39) 06 570 52534	<a href="mailto:Craig.Fedchock@fao.org">Craig.Fedchock@fao.org</a>
IPPC Secretariat	<b>Ms. Ana PERALTA</b> Capacity Development Officer International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla 00153 Rome, Italy Tel: (+39) 06 570 55322	<a href="mailto:Ana.Peralta@fao.org">Ana.Peralta@fao.org</a>
IPPC Secretariat	<b>Mr. Orlando SOSA</b> Implementation Review and Support System Officer (IRSS) International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla 00153 Rome, Italy Tel: (+39) 06 570 53613	<a href="mailto:Orlando.Sosa@fao.org">Orlando.Sosa@fao.org</a>
IPPC Secretariat	<b>Ms. Sarah BRUNEL</b> Agricultural Officer International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla 00153 Rome, Italy Tel: (+39) 06 570 53768	<a href="mailto:Sarah.Brunel@fao.org">Sarah.Brunel@fao.org</a>
IPPC Secretariat	<b>Ms. Ketevan LOMSADZE</b> Agricultural Officer International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla 00153 Rome, Italy Tel: (+39) 06 570 53035	<a href="mailto:Ketevan.Lomsadze@fao.org">Ketevan.Lomsadze@fao.org</a>

Role/Region	Name, Organization, Address, Telephone	E-mail address
IPPC Secretariat	<b>Ms. Leanne STEWART</b> Consultant International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla 00153 Rome, Italy Tel: (+39) 06 570 53071	<a href="mailto:Leanne.Stewart@fao.org">Leanne.Stewart@fao.org</a>
IPPC Secretariat	<b>Mr. Dave NOWELL</b> Agricultural Officer International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla 00153 Rome, Italy Tel: (+39) 06 570 52034	<a href="mailto:Dave.Nowell@fao.org">Dave.Nowell@fao.org</a>
IPPC Secretariat	<b>Ms. Dorota BUZON</b> <b>Programme Officer</b> International Plant Protection Convention (IPPC) Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla 00153 Rome, Italy Tel: (+39) 06 570 54386	<a href="mailto:Dorota.Buzon@fao.org">Dorota.Buzon@fao.org</a>

### APPENDIX 3: TERMS OF REFERENCE AND RULES OF PROCEDURE OF THE IPPC IMPLEMENTATION COMMITTEE (IC)

<p><b>Terms of Reference</b></p>
<p><b>1. Scope and objectives of the IPPC Implementation Committee (IC)</b></p> <p>The IPPC Implementation Committee (IC) is a technical oversight subsidiary body of the CPM.</p> <p>It will contribute to the delivery of the implementation components of the IPP Convention and its strategic objectives (including developing National Phytosanitary Capacity, and providing both an IPPC dispute avoidance &amp; settlement system and an operational National Reporting Obligations (NROs) of the IPPC contracting parties under the overall guidance of the CPM, including development of capacities for:</p> <ul style="list-style-type: none"> <li>• Implementation of the Convention, for example the National Reporting Obligations (NROs), and its instruments by contracting parties (including ISPMs).</li> <li>• Implementation of the IPPC national capacity development, strategic framework and NRO strategies.</li> <li>• Implementation of the IPPC Dispute Avoidance and Settlement System (DASS). As recommended by the enhancement evaluation, the item sits with the IC, however, the mechanisms have been fully explored by CPM.</li> <li>• Seeking sustainable funding for these IPPC programmes.</li> </ul>
<p><b>2. Structure</b></p> <p>The Committee is composed of 7 experts. 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 (according to the international agreed criteria). The selection of FAO regional member experts is performed by the Bureau, supported by the Secretariat through an open call. The members shall be selected from qualified candidates through review of appropriate references of technical expertise. The members will have no personal interest in providing independent technical assistance, in order to prevent any conflicts of interest in the framework of the IC.</p> <p>The IC may form <i>ad hoc</i> task forces when appropriate (with technical or scientific objectives) to address specific implementation and capacity development issues and determine the duration that such structures will exist. These task forces will serve to address specific technical issues. The members of the IC decide the nature, duration and membership and the accountability of these task forces.</p>
<p><b>3. Functions</b></p> <p>The IC will have the following functions:</p> <ul style="list-style-type: none"> <li>• Report to the CPM of its activities.</li> <li>• Identify and propose strategies to enhance CPs implementation of the IPPC and other instruments (including ISPMs).</li> <li>• Review the IPPC national phytosanitary capacity development strategy and work plan(s) on a regular basis.</li> <li>• Identify, promote and/or develop appropriate implementation and capacity development activities, in line with the IPPC national phytosanitary capacity development strategy and other strategies</li> <li>• Develop recommendations to the CPM for procedures and criteria for the production, oversight and approval of technical resources.</li> <li>• Form and dissolve <i>ad hoc</i> task forces and scientific <i>ad hoc</i> task force that are tasked to address specific issues.</li> <li>• Assess and prioritize for inclusion in the IPP or the phytosanitary resources website as appropriate technical resources provided by partners, other organizations, NPPOs and RPPOs, that are relevant for the implementation of the IPPC and instruments (including ISPMs), according to criteria identified by the IC.</li> <li>• Monitor and evaluate the implementation of the IPPC strategic framework, other related strategies and work plan(s).</li> </ul>

- 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 work plan.
- Share information based on the identification of challenges associated with the implementation of the IPPC and its standards with CPM bodies, the SPG and other organizations.
- Maintain regular dialogue with the SC regarding areas of mutual interest.
- Review periodically its functions and procedures.
- Undertake other functions as directed by the CPM.

#### 4. IPPC Secretariat

The Secretariat is responsible for coordinating the activities of the IC and providing administrative, operational, technical and editorial support, as required by the IC including making calls for experts for sub-committees as necessary. The Secretariat is responsible for advising the IC on use of resources in relation to expectations.

The Secretariat is also responsible for the implementation of its work plans and for reporting and record keeping regarding the implementation, capacity development and NRO activities.

### Rules of Procedure

#### Rule 1. Membership

Membership of the IC is open to IPPC contracting parties.

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 (according to the international agreed criteria). Each member is formally nominated by contracting parties and selected by the CPM Bureau and is accountable to the CPM.

Selected members serve for terms of two years, with a maximum of six years. Requests for additional periods for the same member will be subject to the selection procedures and conditions established in item 2 of the Terms of reference. Partial terms served by an alternate are not counted as a term under these Rules.

A member of the IC 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 IC without a valid justification.

#### Rule 2. Alternate

A potential alternate is nominated for each FAO region, under the same selection procedures as for members. Once confirmed, potential alternate members are valid for the same period of time and conditions as specified in Rule 1.

An alternate will serve through the completion of the term of the original member, and may be nominated to serve additional terms.

#### Rule 3. Chair

The IC elects its Chairperson and Vice-Chairperson from among its membership

#### Rule 4. Selection of members

Candidates will present documented evidence of experience in implementation and capacity development particularly on:

- 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;

<ul style="list-style-type: none"> <li>• experience in the application of phytosanitary regulations/legislation;</li> <li>• preferably knowledge, qualifications and/or experience in developing training materials and</li> <li>• adequate knowledge of English to be able to participate in the meetings and discussions</li> </ul>
<p><b>Rule 5. Sessions</b></p> <p>The IC will meet twice a year, have extraordinary meetings when necessary and make use, as an alternative, of innovative work options, such as videoconference, teleconference, work by mail or electronic means, in the most cost-effective manner within the available resources.</p> <p>A meeting of the IC will not be declared open unless there is a quorum of 4 members.</p>
<p><b>Rule 6. Observers and participation of invited experts to the IC</b></p> <p>Meetings are open according to FAO Rules.</p> <p>The IC may determine that certain meetings or business need to be conducted without observers, in particular where confidential information is involved.</p> <p>In specific cases, with prior agreement of the members, the Secretariat may invite other individuals or representatives of organizations with specific expertise to participate in a specified meeting or part of a meeting of the same or for specified business generally, as observers.</p>
<p><b>Rule 7. Observers and participation of invited experts to Technical or scientific committees (<i>ad hoc</i> task forces)</b></p> <p>The IC may determine that certain meetings or business of the technical or scientific committees need to be conducted without observers, in particular where controversial or confidential information is involved.</p> <p>In specific cases, with prior agreement of the members, the Secretariat may invite individuals or representatives of organizations with specific expertise to participate for the duration that the sub-committee is convened or to specified meeting or part of a meeting of the same or for specified business generally, as observers.</p>
<p><b>Rule 8. Decision-making</b></p> <p>The IC will work by consensus and where consensus is not possible by a simple majority vote.</p>
<p><b>Rule 9. Review</b></p> <p>The IC will periodically review its functions and procedures.</p>
<p><b>Rule 10. Amendments</b></p> <p>Amendments to the functions and procedures of the IC will be decided by the Commission as required, upon recommendation of the Committee.</p>
<p><b>Rule 11. Confidentiality</b></p> <p>The IC will exercise due respect for confidentiality where sensitive information is identified.</p>
<p><b>Rule 12. Language</b></p> <p>The meetings of the IC will be conducted in English.</p>