



## **CAPACITY DEVELOPMENT COMMITTEE PROPOSAL FOR THE ESTABLISHMENT OF A NEW CAPACITY DEVELOPMENT AND IMPLEMENTATION COMMITTEE**

*Submitted by the IPPC Capacity Development Committee*

### **Introduction**

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).

At its 9<sup>th</sup> session in April 2014, the CPM “*agreed to strengthen the focus of the CPM on implementation, recognizing that this will require strong commitment from each CPM member and the Secretariat, and additional financial resources*”. It also agreed to launch the evaluation of the IPPC Secretariat, aimed at identifying how to strengthen its performance in view of the emerging challenges, including the enhanced focus on the implementation of the Convention itself. As a result of this, the Implementation Facilitation Unit (IFU), within the Secretariat, was setup and a proposal to establish a new subsidiary body to support implementation agreed.

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 recommended that the CPM abolish the current CDC and establish an oversight committee for implementation

At the 7<sup>th</sup> CDC meeting in Dec 2015, the CDC developed ideas for a new IPPC Implementation and Capacity Development Committee (ICDC), which formed the basis of a paper developed by the IPPC Secretariat on CDC’s behalf and presented to the CPM in April 2016.

After discussion at the CPM, a call for a Focus Group on Implementation to be established was agreed. The group is to discuss the future design, structure, role, and membership of the new Committee.

At the 8<sup>th</sup> CDC meeting the CDC discussed and agreed upon the following recommendations for the new Committee to be presented on behalf of the CDC at the Focus Group on Implementation meeting.

### **New Committee’s name**

The new body should 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.

### **Structure**

See Appendix 1

### **Membership**

The ICDC should be composed of 11-14 member experts with experience in technical issues relating to implementation and capacity development. The current CDC membership model has proven to be effective. Members shall be selected from qualified candidates through

review of appropriate evidence of technical expertise by the Bureau with support from the Secretariat.

To ensure expertise from both areas, job descriptions for both technical experts and capacity development experts should be developed. Balanced regional, expert and gender selection criteria should be considered.

## **Governance**

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 and capacity development activities. In particular the ICDC will address:

- 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.

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

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

NROAG responsibilities should sit under the ICDC and not in the cross cutting secretariat. NROs , implementation and capacity development activities overlap significantly so it is important to ensure their functions remain under one governance committee . It may not be necessary for the NROAG to be a separate committee, it could be just a standing agenda item/responsibility of the ICDC. One possible model could be for members of the ICDC to be assigned portfolios or act as 'stewards' (like in the SC) for specific activities, one of which could be NROs.

## **Functions**

The current CDC has established dynamic and fluid processes, which enable it to react to immersing risks, changing needs and requests; this is the key to its success. It would be advantageous to maintain this dynamic in the new ICDC. The proposed ICDC functions should include the following:

- 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 short term groups/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.

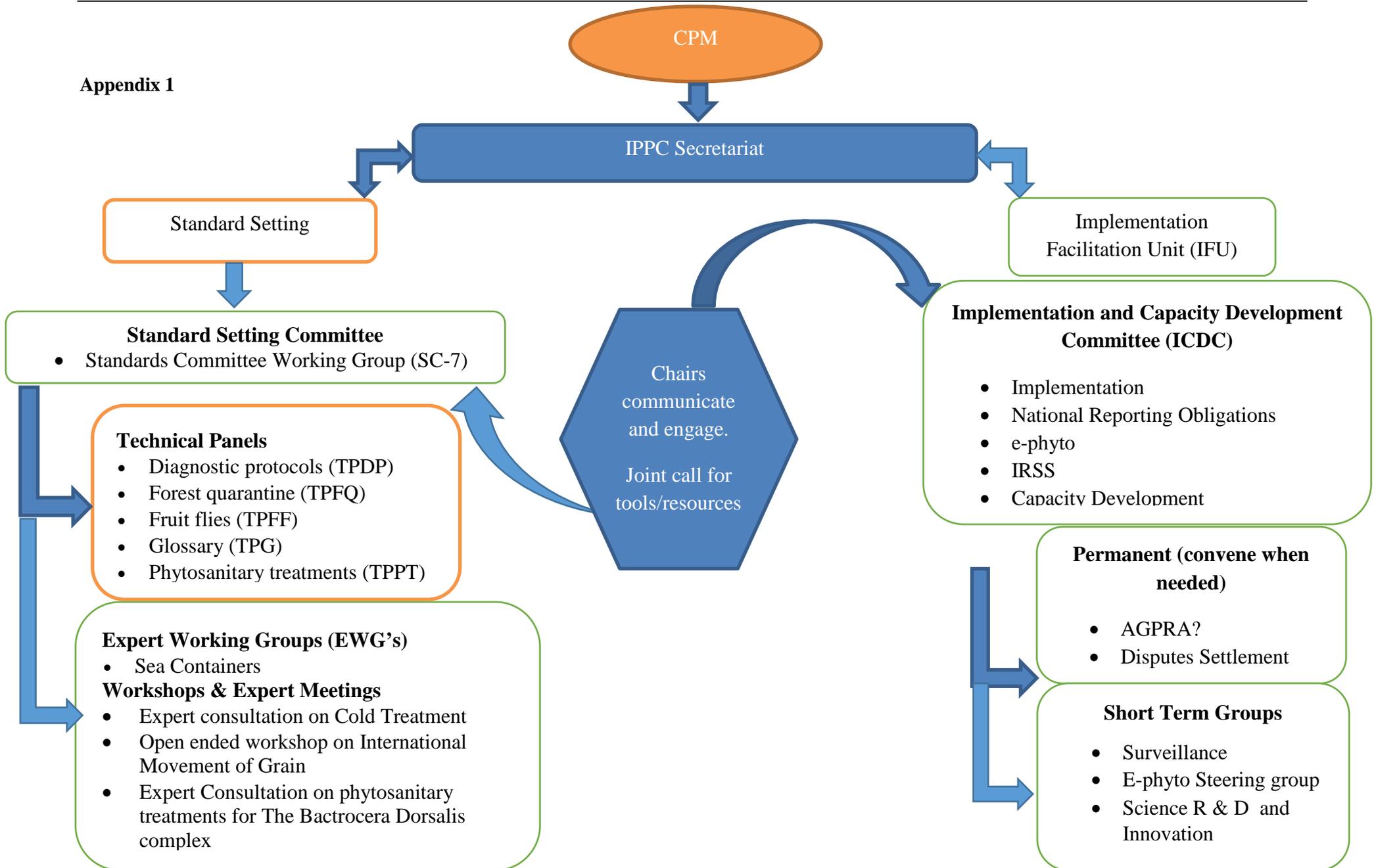
### **Rules of Procedure**

The current CDC has been very successful in both its membership and rules of procedure. To continue with flexibility and fluid processes the current rules of procedure should be maintained. See Appendix 2.

### **Resources/Finances**

Due to the level of work and the importance of implementation the new ICDC requires adequate monetary resources. There needs to be a fair split in available funding streams.

Appendix 1



## **Appendix 2 - Rules of Procedure**

### **Rule 1. Membership**

1. The Committee is composed of 11-14 experts with experience in technical aspects of implementation and capacity development. Ideally each region would have one expert in implementation and one in capacity development.
2. The composition of the Committee is based on geographical representation, with two delegates from each FAO region and a minimum of six 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.
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 each of the regions of the ICDC members, 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.
  - specific criteria for Technical experts will need to be discussed and developed.

### **Rule 5. Meetings**

1. The ICDC will hold its meetings on a biannual basis, meeting duration is 5 days. Extraordinary meetings will be convened 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. Seven 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 parts thereof, be conducted without observers, in consideration of the sensitiveness or confidentiality of the subject of the meeting or parts 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. Permanent, short term and Ad hoc**

1. Subject to availability of the necessary funds, the ICDC may establish 'Short term groups' 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. These groups may initially be short term eg: like the E-phyto steering group but once the e-phyto is up and running, this group may progress to become a 'Permanent Group'.
3. Permanent groups may be established by the ICDC, for example these could include the ePhyto, NROAG and SBDS

#### **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 a simple majority vote.

#### **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 via the IPP.

#### **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