

IPPC standard setting procedure adopted by the CPM-7 (2012)

INTERNATIONAL PLANT PROTECTION CONVENTION STANDARD SETTING PROCEDURE (ANNEX 1 OF THE RULES OF PROCEDURE OF THE COMMISSION ON PHYTOSANITARY MEASURES)

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The process for the development of International Standards for Phytosanitary Measures (ISPMs) is divided into four stages:

- Stage 1: Developing the International Plant Protection Convention (IPPC) standard setting work programme
- Stage 2: Drafting
- Stage 3: Member consultation for draft ISPMs
- Stage 4: Adoption and publication.

Relevant Interim Commission on Phytosanitary Measures (ICPM) / Commission on Phytosanitary Measures (CPM) decisions on many aspects of the standard setting process have been compiled in the IPPC Procedure Manual which is available on the International Phytosanitary Portal (IPP, www.ippc.int).

Stage 1: Developing the List of topics for IPPC standards

Step 1: Call for topics

The IPPC Secretariat makes a call for topics¹ every two years. IPPC members² and Technical Panels (TPs) submit detailed proposals for new topics or for the revision of existing ISPMs to the IPPC Secretariat. Submissions should be accompanied with a draft specification, a literature review and justification that the proposed topic meets the CPM-approved criteria for topics (available in the IPPC Procedure Manual). To indicate a broader need for the proposed topic, submitters are encouraged to gain support from other IPPC members and/or regions.

The IPPC Secretariat compiles a list of the proposed topics from the submissions received. Submissions from previous years are not included, but IPPC members may re-submit these, as appropriate.

The Standards Committee (SC), taking into account the IPPC Strategic Framework and the *Criteria for justification and prioritization of proposed topics*, reviews the existing List of topics for IPPC standards and the compiled list of proposed topics. The SC recommends a revised List of topics for IPPC standards (including subjects), adding topics from the compiled list, deleting or modifying topics in the existing List of topics for IPPC standards as appropriate, giving each topic a recommended priority.

Step 2: Adjustment and adoption of the list of topics for IPPC standards

¹ Calls for topics include "technical area", "topic" and "subject", see the *Hierarchy of terms for standards* in the IPPC Procedure Manual.

² In annex 1 of the rules of procedure of the CPM, IPPC members are defined as: Contracting parties, National Plant Protection Organizations (NPPOs), Regional Plant Protection Organizations (RPPOs) and relevant international organizations.

The CPM reviews the List of topics for IPPC standards recommended by the SC. The CPM adjusts and adopts the List of topics for IPPC standards, including assigning a priority for each topic. A revised List of topics for IPPC standards is made available.

In any year, when a situation arises in which an ISPM is required urgently, the CPM may insert such a topic into the List of topics for IPPC standards.

Stage 2: Drafting

Step 3: Development of a specification

The SC should be encouraged to assign a lead steward and one or two assistants for each topic. These assistants could be from outside the SC, such as potential SC replacement members, former SC members, TP members or expert working group members.

The SC reviews the draft specification. The SC should endeavour to approve draft specifications for member consultation at the SC meeting following the CPM meeting when new topics have been added to the List of topics for IPPC standards.

Once the SC approves the draft specification for member consultation, the Secretariat makes it publicly available and notifies IPPC members. The length of member consultation for draft specifications is 60 days. The IPPC contact point submits comments to the Secretariat using the OCS.

The Secretariat compiles the comments received, makes them publicly available and submits them to the steward(s) and SC for consideration. The specification is revised and approved by the SC and made publicly available.

Step 4: Preparation of a draft ISPM³

An expert drafting group (EDG, expert working group (EWG) or TP) drafts or revises the draft ISPM in accordance with the relevant specification. The resulting draft ISPM is recommended to the SC.

The SC or SC-7 reviews the draft ISPM at a meeting (for a Diagnostic Protocol (DP) or Phytosanitary Treatment (PT), the SC reviews it electronically) and decides whether to approve it for member consultation, to return it to the steward(s) or an EDG or to put it on hold. When the SC-7 meets, comments from any SC members should be taken into account.

Stage 3: Member consultation for draft ISPMs

Step 5: Member consultation for draft ISPMs

Once the SC approves the draft ISPM for member consultation, the Secretariat makes it publicly available and notifies IPPC members. The length of member consultation for draft ISPMs is 150 days. The IPPC contact point submits comments to the Secretariat using the OCS.

The Secretariat compiles the comments received, makes them publicly available and submits them to the steward(s) for consideration. The steward(s) reviews the comments, prepares responses to the comments, revises the draft ISPM and submits them to the Secretariat. These are made available to the SC.

Step 6: Review of the draft ISPM prior to the Commission on Phytosanitary Measures meeting

³ This procedure refers to "draft ISPMs" and "standards" to simplify wording, but also applies to any part of an ISPM, including annexes, appendices or supplements.

Taking the comments into account, the SC-7 or TP (for DPs or PTs) revises the draft ISPM and recommends the draft ISPM to the SC.

Once the SC-7 or TP recommends the draft ISPM to the SC, the Secretariat makes it available to IPPC members for the substantial concerns commenting period and notifies IPPC members. The length of the substantial concerns commenting period for draft ISPMs is 120 days and should focus their comments on substantial concerns. The IPPC contact point submits the comments to the Secretariat using the OCS. The SC members should review comments submitted from their region and identify the comments deemed to be most important to the steward(s), accompanied by suggestions on how to address them.

The steward(s) reviews the comments, prepares responses to the comments, revises the draft ISPM and submits them to the Secretariat. These are made available to the SC and the draft ISPM is made available to IPPC members.

The SC reviews the comments, the steward(s)' responses to the comments and the revised draft ISPM. The SC provides a summary of the major issues discussed by the SC for the draft ISPM. These summaries are recorded in the report of the SC meeting. The SC decides whether to recommend the draft ISPM to the CPM, or to put it on hold, return it to the steward(s) or an EDG or submit it for another round of member consultation.

The Secretariat should make the draft ISPM available in the languages of the organization as soon as possible and at least six weeks prior to the opening of the CPM meeting.

Stage 4: Adoption and publication

Step 7: Adoption

Following approval by the SC, the draft ISPM is included on the agenda of the CPM meeting.

All draft ISPMs presented to the CPM are subject to a formal objection⁴. If a contracting party (CP) has a formal objection, the CP submits the formal objection along with the technical justification and suggestions for improvement of the draft ISPM to the Secretariat no later than 14 days prior to the CPM meeting and the draft ISPM should be returned to the SC. If no formal objection is received, the CPM should adopt the ISPM without discussion. In exceptional circumstances, not including DPs and PTs, there should be an opportunity for the CPM Chair, in consultation with the SC Chair and the Secretariat, to propose a discussion of the formal objection at the CPM meeting with the aim that the formal objection can be lifted and the ISPM be adopted.

If the draft ISPM had been previously included on the agenda of the CPM and was subjected to a formal objection, the SC may decide to forward the draft ISPM to the CPM for a vote with no option for a formal objection.

For DPs, the CPM has delegated its authority to the SC to adopt DPs on its behalf. Once the SC approves the DP, the Secretariat makes it available and CPs are notified⁵. The notification period for approved DPs is twice a year on defined dates. CPs have 45 days to review the approved DP and submit a formal objection, if any. If no formal objection is received, the SC, on behalf of the CPM,

⁴ A formal objection should be a technically supported objection to the adoption of the draft standard in its current form, sent through the official IPPC contact point. The Secretariat would not make any judgement about the validity of the objection – an objection with some technical discussion of the issue would be accepted as a formal objection.

⁵ For translation of DPs, members would follow the mechanism for requesting the translation for DPs into FAO languages posted on the IPP (<https://www.ippc.int/index.php?id=1110995>).

adopts the DP. DPs adopted through this process are noted by the CPM and attached to the report of the CPM meeting.

When a technical revision is required for an adopted DP, the SC can adopt the updates to adopted DPs via electronic means. The revised DPs shall be made publicly available as soon as the SC adopts them. DPs revised through this process are noted by the CPM and attached to the report of the CPM meeting.

Step 8: Publication

The adopted ISPM is made publicly available and noted in the report of the CPM meeting.

IPPC members may form a Language Review Group (LRG) and, following the CPM-agreed LRG process⁶, may propose modifications to translations of adopted ISPMs to be noted at the following CPM meeting.

⁶ <https://www.ippc.int/index.php?id=1110770>