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Convention

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IPPC Secretariat

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1. Opening of the Meeting and Welcome

- [1] Director of the FAO Liaison Office for North America, Vimlendra SHARADAN welcomed the CPM Bureau (hereafter “Bureau”) members to the premises of FAO Liaison Office in Washington DC, USA, underlying the importance of phytosanitary standards. CPM Chairperson Lois RANSOM and IPPC Secretary Jingyuan XIA thanked him for the opportunity to hold a meeting at the FAO Liaison Office and opened the meeting. IPPC Secretary underlined that this was the second June Bureau meeting outside FAO-HQ.

2. Adoption of the Agenda

- [2] The Bureau adopted the agenda (Appendix 1).

2.1 Election of the Rapporteur

- [3] Lucien KOUAME KONAN was elected as the Rapporteur.

3. Housekeeping

- [4] Bureau members participating in the meeting were: Lucien KOUAME KONAN, Marie-Claude FOREST, Lois RANSOM (Chairperson), Francisco Javier TRUJILLO ARRIAGA, Corné VAN ALPHEN, Kyu-Ock YIM. It was noted that Kamal El Din Abdelmahmoud Amein BAKR, due to circumstances beyond his control, was unable to attend. A detailed list of participants is attached as Appendix 2.
- [5] The IPPC Advisor FEDCHOCK informed the participants that the agenda item on e-Commerce would be covered on Wednesday afternoon, while on Thursday morning a skype call would be held with Marta Pardo, FAO Legal Officer regarding the agenda item on sustainable funding.

4. Progress Report of the IPPC Secretariat for 2017

- [6] The IPPC Secretary provided the Progress Report of the IPPC Secretariat for 2017 noting 8 major points: Governance and strategy: improved posting time for finalizing and posting various reports on the IPP (e. g. CPM-12, Bureau and FC meetings) and a record posting of news items which are of interest to the IPPC community.
- (1) Standard setting: SC May meeting was successful in approving several draft standards for consultation, two experts drafting groups were held and preparations were made for several meetings planned for the second semester.
 - (2) Implementation Facilitation: Last CDC meeting was held in Tokyo; preparation of IPPC Regional Workshops has started for workshops to be held between August and September; IRSS second cycle has just ended and preparations for securing funds for the third cycle have begun; and the ePhyto Industry Advisory Group meeting will be held next week in Washington DC.
 - (3) Communication and Advocacy: IPPC 65th Anniversary was celebrated during CPM-12 (2017); a series of activities were organized to disseminate the 2017 IPPC Theme on Plant Health and Trade Facilitation, such as a keynote address at CPM-12 (2017) delivered by the Director General of WCO and a brain storming session held at the IPPC Secretariat’s meeting in June; and the Steering Committee meeting on IYPH took place in April.
 - (4) Cooperation: efforts were concentrated on cooperation with the CBD (joint Work Programme is being finalized) and WCO (draft Cooperation Agreement is being reviewed by WCO).
 - (5) Resource mobilization: sustainable funding mechanism will be discussed with an aim to achieve mechanisms supported by all contracting parties; the IPPC Multi-Donor Trust Fund for 2017 amounted to a record number in comparison to the previous year, mainly from Australia, Canada, Japan, New Zealand, Republic of Korea; the implementation of the IPPC-China project was initialized; and the application for the third cycle of IRSS project was started.

- (6) Implementation of Enhancement Evaluation: staffing efforts were under progressing with a Regular P5 Post and a project P2 post in standard setting unit; and the theme for the Secretariat Mid-year meeting in July will be Team work and team spirit.
- (7) Standardization of communication and advocacy issues: 10 standardized items have been discussed and approved for wide use, including IPPC logo, IPPC visiting card, IPPC email signature, IPPC official letter, IPPC agenda, IPPC folder, IPPC presentation with the aim to demonstrate the “One IPPC” concept.

(8)

[7] The Chairperson asked for those templates mentioned above to be available to the Bureau via the Bureau restricted work area on the IPP.

[8] The Bureau welcomed the Progress Report.

5. Review of Reports of 2017 April Bureau Report

[9] The Bureau reviewed Appendix 3 (Action Points) to the April 2017 Bureau meeting report. It concluded that nearly all action items were addressed or would be addressed during the current meeting apart from the preparation of a cost comparison between holding the CPM at FAO-HQ versus in the Republic of Korea. This action item will be addressed at the October 2017 FC and Bureau meeting.

[10] It was noted that progress is being made in the development of the IPPC Strategic Framework 2020-2030, which is being worked by Ralf Lopian and Peter Thomson. The Secretariat was asked to contact the authors indicating a deadline of 7 September 2017 to receive a new draft so that the Bureau could review it before discussions at the SPG in October.

6. Report of Financial Committee Meeting in June 2017

[11] Marie-Claude FOREST (North America, Chair of the Financial Committee) presented highlights from the FC meeting held on the Monday before the Bureau meeting that included: resource mobilization; the IPPC Secretariat budgeting process (prioritization of activities, budget format and moving budget adoption one year ahead) and sustainable funding for the IPPC Work Programme (developing provisions for meeting CPM-12 (2017)/EU requirements). It was stressed that projects like Sea Container and ePhyto should serve as a model for future budgeting process for seeking funds for IPPC Projects.

7. Priority Setting/Resource impacts of CPM-12 (2017) Decisions

[12] The Bureau noted a table prepared by the FC containing a breakdown of CPM-12 (2017) decisions that would have financial implications to the IPPC Secretariat work plan and budget for future years. The total financial impact of the CPM-12 (2017) decisions in the next 3-5 years is estimated at the level of USD 1 million.

[13] The Bureau noted that all separate items with their estimated potential costs related to CPM-12 (2017) decisions should be prioritized to secure effective governance, e.g. the Task Force on sea containers and Pilot project on surveillance. Regarding the budgeting process it was stressed that criteria should be considered for prioritization of activities. These could be developed through preparation of a budget for both 2018 and 2019.

8. Financial, Budgetary and Work Plan

8.1 Work plan and budget of the IPPC Secretariat for 2018-2019 – proposed outline

[14] The Bureau noted a recommendation of the FC that CPM should adopt the IPPC Work Plan and Budget for the subsequent year, not the current year (due to timing of the CPM sessions). 2018 would be a transitional year where both 2018 and 2019 work plans and budgets would be adopted by CPM-13 (2018). The Chairperson noted that in future, a biannual Work Plan and Budget could be adopted.

- [15] The Bureau discussed a template table prepared by the FC on the Work Plan and Budget. It was decided that the FC and the Secretariat should continue completing it assessing the importance of activities that contribute to the IPPC Strategic Framework (with output and outcomes) against their costs with links to the Convention with the use of a scoring system (1 - minimum relevance; 2 - medium relevance; 3 - high relevance, X - mandatory). The Secretariat will supervise the process and coordinate the activity within the Secretariat's Units. The Bureau noted that the proposed template gives a better understanding of the expenditure and improves transparency. Its first draft after the Secretariat's completion should be made available in October.
- [16] A representative from the FAO Legal Services suggested renaming voluntarily contributions into supplementary contributions. A small group composed of: Marie-Claude FOREST, Marta PARDO and Marko BENOVIĆ will work through Skype to develop guidance on how to collect supplementary contributions.
- [17] FAO Legal Services confirmed that CPM can adopt a decision expressing a willingness of contracting parties to implement a new modality for receiving funding with all conditions prescribed, separately, an agreement for each contracting party would be needed with an exchange of letters referring to the CPM decision and detailing specific conditions for each case. These would not be seen as supplementary agreements as prescribed in the Convention.
- [18] The annual financial report to CPM would include details for each contracting party's funding.
- [19] Regarding the amount of contribution for each contracting party it was noted that it should be done according to the UN scale/criteria displaying the lowest and highest limit and banding (similar to a technique used by the OIE). The Bureau considered that contributions below 100 US dollars are not worth collecting as the administrative costs would be higher than the contribution. The update of the scale and contracting parties will be done each year by the Secretariat.
- [20] The Bureau agreed that a special presentation should be prepared for the 2017 IPPC Regional workshops on supplementary contributions, principles and mechanisms for discussion by CPs. Feedback from the workshops should be reported to the SPG in October.
- [21] The Bureau discussed whether a "pay as you go" concept would still be needed taking into account the above deliberations. It was felt that this type of concept should be referred to as "project-based funding" and no longer use the term "pay as you go". It was felt that it would be seen as another process deviating from the objective and main mechanism and it would more appropriately be applied as project-based funding such as ePhyto (external project) and sea containers (internal project).
- [22] The Bureau agreed to work on sustainable funding in 2 ways:
- (9) A small group was formed: Craig FEDCHOCK (Lead), Lois RANSOM, Marie-Claude FOREST, Marko BENOVIĆ and Marta PARDO, would work on developing a funding mechanism including budget, prioritization, reporting and accountability. It would be later reported to the SPG in October and then to CPM 13 (2018) for decision.
 - (10) Policy concept paper will be developed by the Secretariat covering project-based funding and supplementary contributions. The paper would cover the concept, purpose, the principles and governance for each, and would form a basis for a presentation to the IPPC Regional Workshops and feedback to the SPG in October. It would later be developed as separate CPM decision paper about the concept and principles. The Guidance should also be prepared for contracting parties on practical aspects of their contributions.
 - (11)
- [23] The issue will be discussed at the October SPG.

9. Follow up Actions from CPM-12 (2017)

9.1 Moving forward with eCommerce

- [24] The Bureau conducted a teleconference on eCommerce with William John Gain (World Bank), Ana Hinojosa (WCO), Mike Carson (e-bay), Corry Martin (APHIS USDA) and Deepmar Miost (Global Express Association) who shared their experience with regulating consignments moving in eCommerce and dealing with irregularities (incorrect declaration of imported goods, forgery, tax evasion, lack of knowledge on import/export regulations, duty exemptions, illegal trade of banned products, etc.).
- [25] In general it was felt that a lack of knowledge on phytosanitary import/export regulations among stakeholders plays a major role in non-compliance. Trade which does not follow these regulations could be addressed by NPPOs at the country level through e.g. National Trade Facilitation Committees, although global coordination is also needed in cooperation with WCO and the World Bank.
- [26] The Bureau recommended that eCommerce issues could be worked through the Trade Facilitation Agreement and suggested that the Secretariat should work with Bureau members to undertake the following actions:
- (1) Prepare a concise factsheet on eCommerce addressed to NPPOs and collate a contact list stakeholders/websites involved in e-Commerce in cooperation with APHIS to be posted on the IPP on restricted pages.
 - (2) Contact other eCommerce players like Amazon to raise the importance of the issue (through their Directors if necessary).
 - (3) Engage Universal Postal Union in cooperation.
 - (4) Draft standardized information for those stakeholders with a list of key commodities and advice to contact relevant NPPO.
 - (5) Participate in the WCO subgroups for traders representing different stages in trade chains – IC to select champions for watch topic or use FAO Representatives.
 - (6) Create an umbrella work programme on e-commerce, ePhyto, PCE, etc. within the TFA/World Bank, work within the 3 sisters, organize the IPPC Seminar during the SPG with the World Bank after which more concrete actions should be discussed again by the Bureau.
 - (7) Prepare a joint publication with WCO based on the WCO manual.
 - (8) Prepare a draft summary with an Action Plan for the next 3 years regarding TFA that would include e-commerce recommendations (currently unfunded). The AP will be discussed during the SPG in October. The Plan would culminated in a 2020 conference/symposium to be dedicated to the implementation of the TFA.

9.2 CPM-13 (2018) special topic session and side sessions subjects

- [27] The CBD will be requested to deliver a keynote address at CPM-13 (2018) on the subject of plant health and environment protection. The Secretariat will provide guidance on the keynote to highlight areas of common interest and synergies.
- [28] A Special topic session will be focussed on 2018 Theme of Plant Health and Environmental Protection. It was decided that the Bureau Members should research the topic and collect ideas to be further discussed at the October Bureau meeting in order to develop the scope and subtopics of the session. Issues and possible ideas to be addressed are:
1. Possible invitation of an inspirational speaker/s (somebody famous/influential/inspirational if possible);
 2. Other speakers (from different regions);
 3. Main message to be communicated;
 4. Possible sub-themes to be addressed:
 - a. Pacific region and climate change;

- b. Biodiversity (the loss of);
- c. Invasive species;
- d. ISPM 11. *Pest risk analysis for quarantine pests*;
- e. Trade case studies (avocado industry);
- f. Pest case studies (Pine wood nematode in Asia);
- g. Impact on human health;
- h. ISPM 15 *Regulation of wood packaging material in international trade* and CPM recommendations guidelines for methyl bromide;
- i. Communication between NPPOs and national environmental agencies.

(12)

[29] The Chairperson suggested that the session should address: 1) general importance of environment (addressed by an inspirational speaker); 2) existing threats (e.g. pine wood nematode, Pacific climate change, health impact of lack of diversity); 3) the IPPC role in protecting the environment (Ethiopia, ISPM 15, MB recommendation, wood pests, ISPM 3 *Guidelines for the export, shipment, import and release of biological control agents and other beneficial organisms*, trade regulation, assessment of risk).

[30] Following side sessions are tentatively planned at CPM-13 (2018):

1. GEF funding (resource mobilizations and environment);
2. gene sequencing and molecular technology (EPPO offered to assist and TPDP offered to organize it but it was decided the IFU would take the lead and seek assistance as needed);
3. collaboration in research;
4. collaboration and communication with environment agencies and NGOs.

9.3 Access to data from submissions or phytosanitary treatments (USA request)

[31] The Bureau discussed access to research data that supported submissions for phytosanitary treatments as raised by a CP at CPM-12 (2017). According to the Standard Setting Process, only participants to meetings have access to all working papers for a given meeting. According to SC discussions it was felt that only a small percentage of papers are not published. A suggested solution was that submitters be request to indicate whether they agree to allow the data they submit to be posted publicly and if they agree, this information can be posted on the IPP.

[32] The Bureau felt that confidentiality of data should be clearly stated beforehand. The Bureau found it difficult to address this issue as no concrete example of problematic case was given. In general the Bureau felt that it is necessary to put trust in the TPPT experts and the SC to carry out an impartial analysis of the data but in case of any doubt a CP could contact a SC member from their region and request more detailed information on each case.

[33] As the TPPT is going to address this issue at its meeting in July 2017, and it will be presented to the SC at its November 2017 meeting, the Bureau will re-discuss this issue as needed at its meeting in December 2017.

9.4 Criteria for joint call for topics

[34] A joint call for topics for ISPMs and topics for guidance material, under the remit of the SC and IC respectively, is expected to create closer collaboration between the setting of standards and their implementation while improving and streamlining both processes. The Bureau decided that a focus group should work on developing joint criteria for this call which they agreed should be called a call for phytosanitary issues in order to avoid further delays in making the next call. It was decided that this focus group should meet as soon as possible.

- [35] The “Focus Group to develop joint criteria for the call for phytosanitary issues” will meet on 9 October 2017 and will be composed of 2 representatives each from the SC and IC, 1 Bureau member (Corné VAN ALPHEN) and the Secretariat (at least one representative from SSU and IFU). The Focus Group should draft the criteria and process for a joint call and develop guidance for contracting parties on how to submit issues, taking into account the joint criteria and the Framework for Standards and Implementation.
- [36] The SPG will address this issue in October 2017 with an aim to propose concrete solutions for the adoption at CPM-13 (2018).

9.5 Review of COP-13 (2016) requests for BLG

- [37] The Secretariat introduced an analysis of some of the decisions made at COP-13 (2016) and the possible impact on the IPPC Secretariat. Most of the requests by the COP were to the Biodiversity Liaison Group, which the IPPC Secretariat is a member of and these requests are indirectly made to the IPPC Secretariat. The Bureau noted that cooperation is currently carried out between the Secretariats of the CBD and IPPC through a Memorandum of Cooperation and a joined Work Programme is updated as needed. The Bureau decided that additional requests from the COP are subject to availability of resources. The Bureau decided to request the CBD Executive Secretary to highlight the areas where synergies could be made during her key-note address at CPM-13 (2018) that could form a basis for extending the cooperation. The Bureau requested the Secretariat to send a letter to the CBD Secretariat outlining areas for cooperation that are of more importance to the CPM.

9.6 International Year of Plant Health 2020 update

- [38] Kyu-Ock YIM briefed on the latest developments, i.e. April 2017 meeting of the IYPH Steering Committee (IYPH SC) and is planned November 2017 meeting. Ms YIM informed that she became a Member and a vice Chair during the last IYPH SC meeting in April 2017. Any concrete action and decision will have to happen after the FAO Conference in July 2017. The Embassy of Finland is organising a special reception cocktail during the FAO Conference in July dedicated to the IYPH.
- [39] The IYPH SC is planning to assign concrete tasks to bodies/people during its next meeting in November 2017. At the same time, the SC is developing a paper on the importance of standards to be used in IYPH. The Bureau decided that regardless of the outcome of the FAO Conference, efforts should be concentrated on celebrating Plant Health in 2020.

9.7 International Day of Plant Health

- [40] In case of establishing IDPH the same official UN procedure should be followed and a volunteer to champion this initiative is needed. Some Bureau Members asked if another day could be chosen instead of 6 December as it is winter in the Northern Hemisphere. The Bureau asked the IYPH Steering Committee to continue working on the issue and consider selecting a day that would be more globally relevant (e.g. Spring/Autumn).

9.8 Sea Containers project

- [41] The Bureau discussed, reviewed and approved Terms of References and Rules of Procedure of the Sea Containers Task Force. It was decided that John Hedley should be invited as an observer to a meeting in Shanghai, China in 6-10 November 2017 as he was the expert working on this matter.
- [42] The Bureau decided that the TF Core Memberships is: a maximum 3 contracting parties, 1 RPPO, 1 SC, 1 former EWG, 1 IC, 1 WCO, 1 Bureau (Marie-Claude FOREST) and invited experts from defined organizations: COA, WSC and import/export (trading community) representatives. Functions of TF coordinator might also be included. Craig FEDCHOCK will ask the ePhyto Industry Advisory Group if it wishes to participate in the TF.
- [43] The Bureau discussed a role of the Secretariat in the TF. It was noted that industry organizations were considering their contribution to the TF. Leanne STEWART would act as a focal point of the Secretariat.

A physical attendance of the Secretariat in the TF meetings is not needed, however if possible, Craig Fedchock should participate in a meeting in Shanghai, China. A report from that meeting should be made available as soon as possible for the IC consideration.

- [44] The IPPC Secretary will contact China to confirm the meeting and their involvement. The Chairperson contacted John Hedley, who was agreeable subject to receiving travel approval.
- [45] The Secretariat will issue a call for experts for 3 Members (contracting parties) and contact the Chair of TC-RPPOs to select 1 RPPO as soon as possible. The list will then be compiled by the Secretariat for the Bureau to select Members out of session by 31 July 2017. The lead of the SSU will work with the SC to select a former EWG member and the lead of the IFU will work with the IC to select their representatives.
- [46] The criteria for experts in the call (preferably experience in managing inspection programme with sea containers, training inspectors, and in contact/ experience in cooperation with industry) will be drafted in detail by Marie-Claude FOREST and Leanne STEWART after the Bureau meeting.
- [47] The revised TORs are in Appendix 4 to this report.

9.9 ePhyto update

- [48] Craig FEDCHOCK provided an update on the progress of the ePhyto project. It is foreseen that the hub will be pre-tested in July 2017 and should become operational early next year. In September 2017 the Project Technical Committee meeting will take place while the Symposium on ePhyto will be hosted by Malaysia in January 2018. Corné VAN ALPHEN will liaise with the EC for their possible involvement in the Project.
- [49] The Bureau noted that coordination of regional initiatives in the field is important so they are complementary and not clashing. The Bureau also noted that involvement of OIE and in general all 3 sisters would be most beneficial. It would be best if the IPPC Secretary visited OIE while in Paris at the end of October 2017 for the TC-RPPOs meeting and contact informally OIE and CODEX on 10 July 2017 at the margins of the SPS meeting in order to set up a meeting in Geneva.
- [50] The Bureau noted that long term issues of financing the Project need to be addressed.

9.10 Emerging issues

- [51] The Bureau discussed priorities and criteria for emerging issues. It was decided that information sharing on pests of concern is possible, however there is no funding for any additional support actions. Information sharing could potentially include pest status information, surveillance, technical resources and list of relevant experts. Involvement of the World Bank could be sought by the Secretariat, which could liaise with FAO and relevant experts through organization of relevant conferences/workshops.
- [52] The Bureau discussed which pests should be regarded as emerging issues for IPPC action. It was thought best that actions would apply to pests that had made a continental jump, have a wide host range and where hosts are widely distributed, have large potential for damage and economic loss across continents, there is an evidence of a shift in the risk, they have an impact on natural environment as well as on production, have an ability for crop destruction and the ability to eliminate entire production areas. Examples are *Tuta absoluta*, and pine wood nematode.
- [53] The Bureau also recognized that in general IPPC focuses on quarantine pests and is seen as mainly standard setting organization while dealing with emerging issues or pests as a new role for IPPC would require major time investment and funding. Taking that into account, the Bureau agreed that RPPOs should be given a major role in identifying emerging issues from information solicited in their region, which should be coordinated at the TC-RPPOs level and then reported after their selection and prioritization to the CPM.

[54] The Bureau decided that a new arrangement for processing emerging issues would be that RPPOs have a conference call every 3 months (quarterly) coordinated by the Secretariat to discuss emerging issues and decide if they are global or regional only, and to identify possible actions and recommendations to contracting parties (establishment of surveillance, sharing of PRAs, etc.). The Secretariat will engage with the TC Chair and discuss these proposed arrangements for discussion by the SPG and TC-RPPOs at the end of October for decision at the CPM 13 (2018).

10. Governance

10.1 SPG 2017 agenda

[55] The Bureau discussed possible items to be included at the SPG agenda in October including Update on IYPH in 2020, International Day of Plant Health, Plant health and environmental protection in 2018, IPPC Strategic Framework 2020-2030, International Phytosanitary Conference, Sustainable Funding, Review of topics on Framework of Standards and Implementation. These are presented in the following table:

Item	Outcome	Input	Process
<i>Secretariat: IPPC 65th Anniversary</i>			
Strategic Framework 2020/2030	For CPM 13 (2018)	Next draft	Papers: 15 September
IYPH	Platform → 2020	Conference decision	Update CPM on IYPH
International Day of Plant Health	Champion	FAO Process	CPM Decision on Day
PH + EP	Programme plan 2018	Paper to Bureau	
Sustainable funding: <ul style="list-style-type: none"> • Policy • mechanism 	Final	2 papers	To CPM decision or other
Emerging issues: RPPOs	Process to CPM	Current TC Chair/concept + funding needs [invite Martin Ward]	For CPM
Joint criteria for calls	Agree mechanism Process and Standard Setting Procedure	Focus Group output	To CPM (adoption)
Framework for standards and implementation <ul style="list-style-type: none"> • Secretariat Work Plan and Budget 2018 new process for prioritization 			
Secretariat Work Plan and Budget 2019;	Link to sustainable funding → criteria		
TFA: WP <ul style="list-style-type: none"> • e-commerce • ePhyto • seeds 	Discuss and endorse concept SPG recommendation to CPM	Propose Work Plan 3 years → 2020 Conference	To CPM
International Phytosanitary Conference	SPG input Conference concept and organization	Kenya's paper	Update CPM
Stakeholders TORs	SPG input	Draft concept TORs	Update CPM

10.2 CPM-13 (2018)

[56] The Bureau discussed possible contents of the CPM-13 (2018) Agenda, in an Appendix 5 to this report. It was decided that the Secretariat will request the FAO DG to officially open the CPM and efforts be made to request the Minister of Agriculture of Australia to make a recorded speech. The topics should be grouped by the competences of the subsidiary bodies and not by Secretariat Units/Teams.

11. Standard Setting

[57] The Secretariat lead for the SSU briefed the Bureau on developments in standard setting since CPM-12 (2017). The Bureau was advised on following issues:

- a. It was noted that seven draft ISPMs, six draft DPs and three draft specifications had been approved by the SC (and (SC-7) for consultation. In addition two DPs were approved for the DP notification period. One EWG was just concluded last week and the TPDP had met earlier this year. One more EWG is planned for September and meetings for the TPPT (July) and TPG (December) as well as the SC November are planned for the remainder of the year. It was noted that 25 new submission for phytosanitary treatments have been received. It anticipated that again this year the SSU workload will be very heavy processing the remainder of the DPs and the new PT submissions.
- b. Objections and proposed minor changes to the text of draft ISPMs presented to CPM.

[58] Some contracting parties continue to request improvements to the draft standards presented for adoption during a CPM session and in some cases make an objection to get them included. It was decided that a template for objections should be developed by the Secretariat with guidance for contracting parties to outline how they believe their object meets the criteria agreed for such objections and prompts them to provide proposed text to address their concern. In addition, the name and contact details of a person could be requested to help resolve the issue prior to CPM. At each CPM, sufficient time should be allocated for the discussion of objections to clearly get agreement from CPM that the objection is technically justified and that proposed text accompanies the objection.

[59] In regards to the minor editorial changes suggested at CPM-13 (2018) by some CPs, the Bureau decided it is not in favor of revising the Standard Setting Procedure at this time.

- c. Oversight of the ePhyto list of products.

[60] It was acknowledged the use of Glossary definitions was not the best solutions for product codes for ePhyto purposes due to practical reasons. However, it was noted that a list of commonly traded products with their HS/CN codes is needed to support harmonization. As it is a cross cutting issue and is becoming critical to have some oversight of the development and approval of such listings, the Bureau agreed that the SC should provide oversight of this activity and any list developed for use in ePhyto should be reviewed and approved by the SC (via e-Decision if necessary).

- d. Wood-related treatment.

[61] It was reported that some confusion arose between contracting parties on implementation of wood-related treatments and those adopted for use in ISPM 15. The SC will be discussing this issue during their November 2017 meeting and the Bureau will be updated in December 2017.

- e. Diagnostic Protocols and viability of pests.

[62] New molecular techniques are now being considered in the development of diagnostic protocols (DP) and in conjunction with this is that these new techniques are very sensitive and there are now issues related to the viability of the pest found. The Bureau agreed this was an issue but it was very complex and had many ramifications so the Bureau agreed that they did not want DPs to address viability at this time.

12. Implementation Facilitation

[63] The Secretariat lead for the IFU briefed the Bureau on developments in implementation facilitation since CPM-12 (2017). The Bureau was advised on:

12.1 Update CDC May 2017

- a) CDC/IC. Regarding TORs on Dispute Settlement the CDC discussed different options on how to approach the new role of the IC in this area. The Bureau decided that the IC concentrate mainly on dispute avoidance while providing rapid recommendations on Dispute Settlement as needed. Ad-hoc groups could be formed as needed on a case by case basis. Dispute Settlement is a core activity under the IPPC and the IC should still be dealing with disputes as such if any brought to its attention. The CPM Procedure for dispute settlement should be revised by the IC to give a greater role to the IC instead of the current burden to resolve disputes that is placed on the Secretariat. The revised Procedure should introduce deadlines for disputing parties to meet, in order to set boundaries on the amount of time and resources that are applied through IPPC processes. A failure to resolve the dispute within a reasonable time would trigger a recommendation that the dispute would no longer be dealt with by the IPPC and could be taken to the WTO. The Procedure should also underline that the role of the IC in that area is to analyse technical issues and offer a balanced view on technical matters. Dispute Settlement and NROs should be a standing item at each IC meeting. The Secretariat will give an overview of the NRO Programme to the IC during its first meeting.
- b) CDC/IC – SC interaction. The Bureau agreed that efforts should be made to ensure the SC and IC have interaction where appropriate. It was noted that if SC/IC representatives from both bodies attended each other's meetings, that it would not be possible to have the meetings simultaneously but that it might be useful for the Secretariat to coordinate these meeting so there could be an overlap to allow for a more direct exchange of ideas between the two bodies. The Bureau also encouraged both Secretariat's Leads for Standard Setting and Implementation Facilitation along with Chairpersons of the SC and IC to meet virtually as regularly as possible to discuss cooperation and coordinate their activities.

12.2 Update IRSS and call for topics

[64] The Secretariat will be seeking funding from the EC on the 3rd cycle of IRSS. The work on Monitoring and Evaluation continues within existing funding. An overview about 2nd cycle and plans for 3rd cycle will be presented to CPM-13 (2018).

[65] Some results of the IPPC General Survey related to DPs were shared. Some, contracting parties do not find all of the DPs that useful. The Bureau discussed this issue and felt that DPs should only be developed for major pests or pests connected with emerging issues and this should be highlighted in the next call.

12.3 Nominations

[66] The Bureau selected the Members nominations of the IC and appreciated the recommendations of the CDC in that regard. The Secretariat will inform the elected Members and also those not selected. The Bureau Member of the region will be copied in the respective correspondence. A call will be made to fill the positions of alternates to the IC from the Asian and European regions.

13. Communication and Advocacy

13.1 NROs update

[67] The Secretariat lead for the IST briefed the Bureau on developments in NROs since CPM-12 (2017). The Bureau was informed that NRO Guide and all 17 factsheets and leaflets are now available in French, Spanish and Russian. The NRO Year of Phytosanitary Legislation was initiated and contracting parties were informed in an official letter. "NROs UPDATE" newsletter was dedicated to that event and it will continue to focus on Phytosanitary Legislation reporting issues. An NRO automatic reminder sent out in May advised contracting parties of their IPP editors and resulted in several revisions of countries

editors. NRO e-learning is being developed and a selected company is working on its on-line version. An NRO Workshop will be held by the Secretariat this year in the South West Pacific region.

13.2 Plant health and environmental protection for 2018

[68] The IPPC Secretary reminded the Bureau that the IPPC theme for 2018 will be Plant health and environmental protection and the following activities and events are being anticipated:

- 1) CPM 13 (2018) – a keynote address by CBD;
- 2) CPM special topic session
- 3) 2 CPM side events;
- 4) at least 1 IPPC Seminar;
- 5) 1 Factsheet;
- 6) 1 IPP sub-page collating all available information;
- 7) The IPPC Regional Workshops: a special message from the Secretary and preparation for a Conference in 2020.
- 8) The Secretariat will also attempt to attend some of CBD workshops.

[69] The Bureau noted that there is a list available on stakeholders involved in environment, however it would need reviewing and updating which could be a potential task for SPG. In June 2018 the Bureau might consider a special work plan on Plant health and environmental protection which could also be discussed at the SPG in 2018.

14. Resource Mobilization

14.1. Update on current activities

[70] The Secretariat informed the Bureau that a meeting with the World Bank was scheduled in the week of 26 July to pursue funding options for various IPPC Secretariat projects. In general, it was felt that the Secretariat should take on a role of facilitating and coordinating phytosanitary expertise for projects with phytosanitary aspects run by the World Bank or GEF. It would be useful to have a finalized factsheet for donors on how funds could be donated. In general it is better to advertise IPPC as one of the three sisters with emphasis on contribution of IPPC to Sustainable Development Goals (SDGs) and environment in general.

14.2 Sustainable Funding

[71] See point 8.

15. Cooperation

15.1 The IPPC Secretariat's relationships with other organizations

[72] CBD: a revised joint Work Programme has been developed and it is hoped it will be signed in the next Semester.

[73] WCO: a Cooperation Agreement (CA) has also been developed and it is hoped it will also be signed this year. The Bureau asked the Secretariat to share the draft with them and the Bureau will review and submit comments to the Secretariat with a deadline of 7 July 2017.

[74] IFQRG and PMRG: A few Groups assist in providing coordination of research to support the development of ISPMs. These groups do not have a formal relationship with the CPM however they are well known and provide reports to the CPM on their activities. These groups also have links to some technical panels. The Bureau felt that it would be useful to categorize and recognise them as valued collaborators especially in view of the forthcoming conference/s connected with IYPH 2020. The Secretariat has posted all the main organizations the Secretariat cooperates with on the IPP and will now categorize them by various groups as previously agreed by the Bureau. The IC will be engaging with these groups as it is often searching for various phytosanitary experts that might be of use in different projects and these groups may be able to provide links to qualified experts.

15.2 Draft Terms of Reference (ToR) and Rules of Procedure (RoP) for an IPPC stakeholder advisory body

- [75] The Bureau discussed draft Terms of Reference (ToR) and Rules of Procedure (RoP) for an IPPC stakeholder advisory body. Overall, it was felt that keeping close contacts with industry, i.e. global organizations, will contribute towards facilitating phytosanitary safe trade. At national level, channels of communications need to be established by NPPOs with different industry groups and various other stakeholders.
- [76] At this stage, the Bureau felt that ToR or RoP should not be predefined and work on connections with industry and other stakeholders should be done in stages. The first stage should be to identify stakeholders, their fields and interests. The Bureau Members will investigate within their regions any existing listings, which will be then reviewed by the SPG in categories tied to the Strategic Framework (food security, trade, environment, etc.) and eventually the renewed framework. The Secretariat was asked to raise the issue of cooperation during the meeting with the ePhyto Industry Advisory Group. A form could be created for industry to self-nominate their interest. The Bureau will discuss this issue again in June 2018 when more information is available.

16. Any Other Business

- [77] The IPPC Secretary suggested that in order to recognize special contributions during a CPM closing ceremony every year the outgoing Bureau members and SC/IC/CDC chairpersons should be given a special certificate of recognition. The Bureau agreed with that proposal adding that other long term experts could also be recognized as decided by the Bureau on a case by case basis. A subpage on the IPP could be dedicated to collecting contributions from awarded persons.

17. Next Meeting

- [78] The Financial Committee will meet on 9 October 2017 in the morning, while the Bureau will meet on that day in the afternoon. SPG will be held on 10, 11 and 12 October followed by the Bureau meeting on 13 October. The Secretariat will inform in detail about the organizational arrangements.

Appendix 01 - Agenda

	AGENDA ITEM	PRESENTER	DOCUMENT NO.
1.	Opening of the Meeting and Welcome	XIA/RANSOM	
2.	Adoption of the Agenda	RANSOM	01_Bureau_2017_Jun
2.1	Election of the Rapporteur	RANSOM	
3.	Housekeeping		
3.1	Documents lists	FEDCHOCK/BENOVIC	02_Bureau_2017_Jun
3.2	Participants lists	FEDCHOCK/BENOVIC	03_Bureau_2017_Jun
3.3	Local information	FEDCHOCK/BENOVIC	04_Bureau_2017_Jun
4.	Progress Report of the IPPC Secretariat for 2017	XIA	
5.	Review of 2017 April Bureau Report	RANSOM	
6.	Report of Financial Committee Meeting in June 2017	FOREST	
7.	Priority Setting/Resource impacts of CPM-12 (2017) Decisions	RANSOM/XIA	
8	Financial, Budgetary and Work Plan		
8.1	Work plan and budget of the IPPC Secretariat for 2018-2019 – proposed outline	BENOVIC/FEDCHOCK	
9.	Follow up Actions from CPM-12 (2017)		
9.1	Moving forward with eCommerce	RANSOM	11_Bureau_2017_Jun
9.2	CPM 13 (2018) special topic session and side sessions subjects	RANSOM	
9.3	Access to data from submissions or phytosanitary treatments (USA request)	LARSON	05_Bureau_2017_Jun
9.4	Criteria for joint call for topics	FEDCHOCK	
9.5	Review of COP-13 requests for BLG	LARSON	07_Bureau_2017_Jun
9.6	International Year of Plant Health 2020 update	YIM	
9.7	International Day of Plant Health	YIM	
9.8	Sea Containers project	RANSOM	10_Bureau_2017_Jun
9.9	ePhyto update	FEDCHOCK	
9.10	Emerging issues		
10.	Governance		

	AGENDA ITEM	PRESENTER	DOCUMENT NO.
10.1	SPG 2017 agenda <ul style="list-style-type: none"> - Update on IYPH in 2020 - International Day of Plant Health - Plant health and environmental protection in 2018 - IPPC Strategy 2020-2030 - International Phytosanitary Conference - Sustainable Funding - Review of topics on Framework of Standards and Implementation 	XIA/FEDCHOCK	
10.2	CPM-13 (2018) <ul style="list-style-type: none"> -Agenda -Special topics session -Side sessions -Discussion on potential implementation issues of draft or recently adopted standards 	FEDCHOCK	
11.	Standard Setting		
	Update SC and SC-7 May 2017	LARSON	06_Bureau_2017_Jun
12.	Implementation Facilitation		
12.1	Update IC May 2017	SOSA	08_Bureau_2017_Jun CDC 2017 May Report IC 2017 Preparatory Meeting Report
12.2	Update IRSS and call for topics	SOSA	09_Bureau_2017_Jun
12.3	Nominations	SOSA	
13.	Communication and Advocacy		
13.1	NROs Update	BUZON	
13.2	Plant health and environmental protection for 2018	RANSOM/XIA	
14.	Resource Mobilization		
14.1	Update on current activities	FEDCHOCK	
14.2	Sustainable Funding	FEDCHOCK	04 IPPC-FC 2017 June
15.	Cooperation		
15.1	The IPPC Secretariat's Relationships with other Organizations <ul style="list-style-type: none"> -CBD -WCO -IFQRG 	FEDCHOCK	
15.2	Discuss draft Terms of Reference (ToR) and Rules of Procedure (RoP) for an IPPC stakeholder advisory body	ALL	
16.	Any Other Business	RANSOM	
17.	Next Meeting	RANSOM	

Appendix 02 - Participants List

Bureau members:

A check (✓) in column 1 indicates attendance at this meeting.

	Region / Role	Name, mailing, address, telephone	Email address
✓	Africa Member	<p>M Lucien KOUAME KONAN Inspecteur Direction de la Protection des Végétaux, du Contrôle et de la Qualité Ministère de l'Agriculture B.P. V7 Abidjan, COTE D'IVOIRE Phone: (+225) 07 903754 Fax: (+225) 20 218442</p>	l_kouame@yahoo.fr
✓	Asia Member	<p>Ms Kyu-Ock YIM Senior Researcher Export Management Division Department of Plant Quarantine Animal and Plant Quarantine Agency Ministry of Agriculture, Food and Rural Affairs Hyeoksin 8-ro, Gimcheon-si, Gyeongsangbuk-do, REPUBLIC OF KOREA Phone: (+82) 54 912 0624 Fax: (+82) 54 912 0635</p>	koyim@korea.kr
✓	Europe Member	<p>Mr Corné VAN ALPHEN Coordinating Policy Officer Phytosanitary Affairs Plant Supply Chain and Food Quality Department Ministry of Economic Affairs P.O. Box 20401 2500 EK - The Hague THE NETHERLANDS Phone: (+31) 618 596867</p>	c.a.m.vanalphen@minez.nl
✓	Latin America and Caribbean Member Vice chairperson	<p>Mr Francisco Javier TRUJILLO ARRIAGA SAGARPA/SENASICA/DGSV Blvd. Adolfo Ruiz Cortines No. 5010, Piso 4 Col. Insurgentes Cuicuilco Deleg. Coyoacan, D.F.; C.P. 04530 MEXICO</p>	trujillo@senasica.gob.mx

	Region / Role	Name, mailing, address, telephone	Email address
✓	North America Member	<p>Ms Marie-Claude FOREST National Manager and International Standards Advisor International Phytosanitary Standards Section Plant Protection Division Canadian Food Inspection Agency 59 Camelot Drive Ottawa, Ontario K1A 0Y9 CANADA Tel: (+1) 613-773-7235 Fax: (+1) 613-773-7252</p>	marie-claude.forest@inspection.gc.ca
✓	Pacific Member Chairperson	<p>Ms Lois RANSOM Assistant Secretary, Plant Import Operations GPO Box 858 Canberra ACT 2601 AUSTRALIA Ph.: (+61) 262723241</p>	Lois.ransom@agriculture.gov.au

Bureau members unable to attend:

	Region / Role	Name, mailing, address, telephone	Email address
	Near East Member	<p>Mr Kamal El Din Abdelmahmoud Amein BAKR Plant Protection Directorate Khartoum North, Industrial Area P.O.BOX 14 SUDAN Phone: +249 913207800 Fax: +249 185 337462</p>	kamalbkr91@yahoo.com

Other participants of the Bureau meeting:

	Role	Name, function	Email address
✓	IPPC Secretariat	<p>Mr Jingyuan XIA Secretary</p>	Jingyuan.Xia@fao.org
✓	IPPC Secretariat	<p>Mr Craig FEDCHOCK Advisor</p>	Craig.Fedchock@fao.org
✓	IPPC Secretariat	<p>Mr Marko BENOVIC Executive Officer</p>	Marko.Benovic@fao.org
✓	IPPC Secretariat	<p>Mr Brent LARSON Senior Standards Officer/ SSU Lead</p>	Brent.Larson@fao.org
✓	IPPC Secretariat	<p>Mr Orlando SOSA Senior Implementation Officer/ IFU Lead</p>	Orlando.Sosa@fao.org

	Role	Name, function	Email address
✓	IPPC Secretariat	Ms Dorota BUZON Programme Officer/ IST O-i-C	Dorota.Buzon@fao.org

Appendix 03 - Action Points

Action	Lead	Lead within Secretariat/Bureau/ Persons involved	Deadline
Make templates available to the Bureau on the IPP (Work Area) of: IPPC logo, IPPC visiting card, IPPC email signature, IPPC official letter, IPPC agenda, IPPC folder, IPPC presentation.	Secretariat	MONTUORI	ASAP
Confirm the participation of the EU financial expert, Francisco Tristante, in the FC in October 2017.	Secretariat	FEDCHOCK	ASAP before October FC meeting
Make a draft of the Cooperation Agreement with WCO available to the Bureau for review.	Secretariat	FEDCHOCK	ASAP/Done
The IPPC Strategic Framework 2020-2030: Contact its authors (Ralf Lopian and Peter Thomson) on the progress of that activity indicating a deadline of 7th September to receive a new draft as Bureau wanted to review it.	Secretariat	FEDCHOCK	ASAP
Complete a template table prepared by the FC on the Work Plan and Budget.	Secretariat	BENOVIC	ASAP before October FC meeting
Work through Skype on development of guidance on how to collect supplementary contributions.	FAO Legal/Bureau	Marta PARDO, Marko BENOVOG and Marie-Claude FOREST	ASAP
Prepare a special presentation to be presented at the 2017 IPPC Regional workshops on supplementary contributions, principles and mechanisms.	Secretariat	BENOVIC	ASAP before August 2017
Sustainable funding: 1) A small group lead by Secretariat with a participation of Bureau Members to work on developing: funding mechanism including budget, prioritization, reporting and accountability. 2) Develop a policy concept paper by the covering project based funding and sustainable funding. The paper would cover the concept, purpose, the principles and governance, Prepare Guidance for contracting parties on practical aspects of their contributions.	Secretariat/FAO Legal/Bureau Secretariat	Craig FEDCHOCK, Marko BENOVIC, Marta PARDO; Lois RANSOM, Marie-Claude FOREST BENOVIC	ASAP
eCommerce: 1) Prepare a concise factsheet on eCommerce addressed to NPPOs and collate a contact list stakeholders/websites	Secretariat	SOSA	In cooperation with the IC

Action	Lead	Lead within Secretariat/Bureau/ Persons involved	Deadline
<p>involved in e-Commerce in cooperation with APHIS to be posted on the IPP on restricted pages.</p> <p>2) Contact other eCommerce players like Amazon to raise the importance of the issue (through their Directors if necessary).</p> <p>3) Engage Universal Postal Union in cooperation.</p> <p>4) Draft standardized information for those stakeholders with a list of key commodities and advice to contact relevant NPPO.</p> <p>5) Participate in the WCO subgroups for traders representing different stages in trade chains.</p> <p>6) Create an umbrella work programme on e-commerce, ePhyto, PCE, etc. within the TFA/World Bank, work within 3 sisters, organize the IPPC Seminar during the SPG with the World Bank.</p> <p>7) Prepare joint publication with WCO based on the WCO manual.</p> <p>8) Prepare a draft summary with an Action Plan for the next 3 years regarding TFA that would include e-commerce recommendations (currently unfunded). Plan for 2020 a Conference/Symposiums to be dedicated to the TFA.</p>			
<p>CPM 13 (2018) Special topic session: Plant Health and Environmental Protection:</p> <p>Research the topic and collect ideas in order to develop the scope and subtopics of the session.</p>	Bureau	All Bureau Members	ASAP before October Bureau/SPG meeting
<p>The Sea Containers Task Force:</p> <p>1) Invite John Hedley as an observer to a meeting of the Sea Containers Task Force in Shanghai, China in 6-10 November 2017.</p> <p>2) Enquire the ePhyto Industry Advisory Group if it wishes to participate in the TF.</p>	<p>Bureau</p> <p>Secretariat</p> <p>Secretariat</p>	<p>Chairperson (Done)</p> <p>Craig FEDCHOCK</p> <p>XIA</p>	ASAP

Action	Lead	Lead within Secretariat/Bureau/ Persons involved	Deadline
3) Contact China to confirm the meeting and their expected involvement. 4) Issue a call for experts for 3 Members (contracting parties), contact the Chair of TC to select 1 RPPO and contact former Sea Container EWG members to seek interest in participating. Compile a list of experts. Select Members out of session by 31 July 2017.	Secretariat/Bureau	SOSA/LARSON	
Prepare a cost comparison between CPM at FAO-HQ and in the Republic of Korea.	Bureau/Secretariat	BENOVIC/YIM	the October FC and Bureau meeting
Organize a Focus Group to develop joint criteria for the call for phytosanitary issues to meet on 9 October 2017.	Secretariat	SOSA/LARSON Corné VAN ALPHEN	ASAP before October
ePhyto Engage 3 sisters in cooperation. Contact informally OIE and CODEX on 10th July 2017 at the margins of the SPS meeting in order to set up a meeting in Geneva. IPPC Secretary to visit OIE while in Paris in October 2017 for the TC-RPPOs meeting.	Secretariat	XIA/FEDCHOCK	ASAP July/October
Emerging issues: 1) Investigate possible involvement of the World Bank in emerging issues. 2) Investigate organizing new arrangements for engaging RPPOs in emerging issues through contacting the TC Chair.	Secretariat	XIA/FEDCHOCK SOSA	ASAP
Ask CBD to cover synergies at the key-note address at CPM 13 (2018).	Secretariat/Bureau	LARSON/CHAIRPERSON	ASAP
IC membership: 1) Inform the new IC Members and those not selected. 2) Make a call for positions of Asian and European alternates.	Secretariat	SOSA	ASAP
Develop an objection template with guidance for contracting parties on objections, in line with the Standard Setting Procedure.	Secretariat	LARSON	ASAP
IFQRWG: Make available on the IPP a list of different organizations in its current form.	Secretariat	LARSON	ASAP
Industry stakeholders: Investigate within regions regarding possible listings of	Bureau	All Bureau Members	ASAP

Action	Lead	Lead within Secretariat/Bureau/ Persons involved	Deadline
entities in categories (food security, trade, environment, etc.).			

Appendix 04 - Terms of References of the Sea Containers Task Force (SCTF)

Agreed by the CPM Bureau June 2017 meeting

Purpose

- [1] The Sea Container Task Force (SCTF) is a sub-group of the Implementation and Capacity Development Committee (IC) whose purpose is to supervise and direct the implementation of the Complementary Action Plan¹ under the oversight of the IC.

Scope

- [1] The SCTF will supervise actions in the Sea Container Complementary Action Plan and complement them with any other actions through:
- Providing information on pest risks of sea containers and their management;
 - Coordinating with contracting parties, regional plant protection organizations (RPPOs), industry and other international organizations;
 - Establishing a mechanism for contracting parties to report to Commission on Phytosanitary Measures (CPM) on their progress and achievements;
 - Providing advice on how the Cargo Transport Unit (CTU) shipping code or any other instrument could be updated; and
 - Providing, through the Capacity Development Committee (CDC)/IC, updates on its activities to be presented annually to the CPM, as well as a final report for presentation to CPM-16 (2021).
- [2] As agreed by the CPM12, the SCTF will operate for a temporary period to supervise the actions of the Sea Container complementary action plan at the latest until CPM16 in 2021.

Composition

- [3] The SCTF should be composed of representatives of contracting parties, RPPOs, international organizations and phytosanitary experts who already have an experience relevant to the pest risks on sea containers and their management.
- [4] This may be drawn from:

Core members:

- Up to three representatives of contracting parties;
- One representative from the CPM Bureau;
- One steward from the IC;
- One representative of the SC;
- One representative from World Customs Organization (CTU-Code manager);
- One representative from the RPPOs.

Invited experts:

- One expert from Container Owners Association (COA);
- One from industry, importer/export trading community;

¹ Sea Containers Complementary Action Plan endorsed by CPM 12 - https://www.ippc.int/static/media/files/publication/en/2017/05/CPM-12_Report-2017-05-30_withISPMs.pdf

- One from World Seas Containers (WSC);
- One former Sea Container Expert Working Group (EWG) member.

- [5] A fixed core membership of six to eight experts may be supplemented by additional experts from national plant protection organizations (NPPOs), the Convention on Biological Diversity (CBD) and the World Organization for Animal Health (OIE) where expertise such as on risk management, implementation experience, economic and financial analysis, is needed to implement the Complementary Action Plan.
- [6] A member of the IC is appointed as a Steward of the SCTF to ensure appropriate linkage with the IC. The Steward is required to attend SCTF meetings and act as a liaison with the IC.
- [7] An officer from the IPPC Secretariat would be assigned as a focal point to the topic and would ensure liaison and consistency across the different IPPC governing bodies.
- [8] An SCTF Coordinator will be appointed by the Bureau.
- [9] The SCTF Coordinator is required to support and drive the activities of the SCTF to achieve the outcomes defined by the work plan, and will liaise closely with the Implementation and Capacity Development Committee (IC) Steward.
- [10] The Coordinator will:
- Maintain the membership list and contact details of the SCTF members
 - Coordinate arrangements for any SCTF meetings, either face to face or virtual
 - Facilitate actions to progress the SCTF work plan
 - Facilitate communication and engagement with and between SCTF members, CPs, RPPOs, industry, technical experts and other international organisations to progress activities and outcomes of the SCTF
 - Prepare and deliver reports to the IC on the activities and achievements of the SCTF with reference to the agreed SCTF work plan
 - Liaise with the IPPC Secretariat to monitor SCTF expenditure against the agreed SCTF budget and available resource
 - Coordinate the publication of resource materials with the IPPC Secretariat

Functions

- [11] The SCTF Coordinator will support and drive the functions and activities of the SCTF to achieve the outcomes defined by the work plan, to act as liaison with the IC and the CPM.
- [12] Key functions of the SCTF are:
- Measuring the impact of the CTU shipping code through:
 - The development of a joint IPPC/International Maritime Organization (IMO)/industry protocol for the collection of data related to contamination of sea containers to be completed by CPM-16 (2021);
 - Monitoring the uptake and implementation of the IMO/ILO/United Nations Economic Commission for Europe (UNECE) Code of Practice for Packing of Cargo Transport Units through:

- Industry reporting;
- NPPO monitoring;
- Verifying the efficacy of the CTU shipping code in ensuring the arrival of clean sea container through:
 - Monitoring for pest contamination and freedom of soil by NPPOs;
 - Assisting NPPOs manage pest risks associated with sea containers,
- Increasing awareness of pest risks of sea container through:
 - Publication of the data of the Sea Container EWG by the IPPC Secretariat;
 - A request by the IPPC Secretariat for countries having data on contamination of sea containers to make it publically available;
 - Calling for and publication of pest risk management guidance material for sea containers;
 - Encouraging NPPOs to inform industry on the risks and possible international actions to manage pest risks associated with sea containers; and
- Ensuring that any regulations on sea containers that are developed and implemented by NPPOs are based on pest risk analysis and consistent with Recommendation CPM 10/2015_01 on Sea Containers².

Relationship with the IPPC Secretariat

[13] The IPPC Secretariat is responsible for providing administrative, editorial, operational and technical support to the SCTF. The Secretariat advises the IC on the availability and use of financial and staff resources for the SCTF.

Relationship with the IC

[14] The SCTF can request decisions biannually or out of session from the IC.

[15] The SCTF should provide biannual updates to the IC and out of session updates as deemed necessary.

² Recommendation CPM 10/2015_01 on Sea Containers -

https://www.ippc.int/static/media/files/publication/en/2017/04/R_06_En_2017-04-26_Combined_DwiZiUp.pdf

RULES OF PROCEDURE OF THE SEA CONTAINERS TASK FORCE (SCTF)

Membership

- [16] The SCTF should be composed of representatives of contracting parties, regional plant protection organizations (RPPOs), international organizations and phytosanitary experts who already have an experience relevant to the pest risks on sea containers and their management.
- [17] Members of the SCTF should be nominated by contracting parties or RPPOs and have expertise in IPPC matters and sea container logistics. At least one member of the SCTF should be a Sea Container EWG member. In addition, industry experts and representatives of relevant international organizations could also be part of the task force as invited experts, as required.

Procedure for selection of members

- [18] Membership of the SCTF will be sought through a call, coordinated by the IPPC Secretariat on behalf of the IC. This may be for specific expertise or for a SCTF core member. Alternates may be sought for core membership.
- [19] Members are selected by the Commission on Phytosanitary Measures (CPM) Bureau on the basis of expertise and relevance.

Chairperson and vice chairperson

- [20] The Chairperson and Vice-Chairperson of the SCTF are elected by its members and serve for the period of implementation of the Complementary Action Plan, on acceptance of the CPM Bureau.

Meetings

- [21] The SCTF will meet at least once a year and should convene virtual meetings as frequently as needed.
- [22] The SCTF will meet prior to the second annual meeting of the IC each year, during its activity.

Observers and invited experts

- [23] Meetings of the SCTF will be open to observers, in accordance with the applicable Food and Agriculture Organization (FAO) and CPM rules and procedures.
- [24] In addition, industry experts and representatives of relevant international organizations could also be part of the task force as invited experts, including former Sea Container EWG members.

Decision making

- [25] The SCTF in its regular or out of session reports to the IC can request decisions for:
- Approval and/or revision of the work plan;
 - Actions requiring extra budgetary resources; and
 - Recommendations for further actions.

Reporting

- [26] The SCTF will report to the IC biannually, at least two weeks prior to be scheduled meetings of the

Appendix 05 - Draft CPM-13 Agenda

- 1. Opening of the Session**
 - 1.1 FAO Opening/Minister of Agriculture video
- 2. Keynote Address on Plant Health and Environment (CBD)**
- 3. Adoption of the Agenda**
 - 3.1 EU Statement of Competence (+UK)
- 4. Election of the Rapporteur**
- 5. Establishment of the Credentials Committee**
- 6. Report from the CPM Chairperson**
- 7. Report from the IPPC Secretariat**
- 8. Governance**
 - 8.1 Summary of the Strategic Planning Group report
 - 8.2 Strategic Framework for 2020-2030
 - 8.3 Sustainable funding for the IPPC work programme (concept and mechanism)
 - 8.4 Emerging issues (RPPOs involvement)
 - 8.5 Stakeholders Advisory Group
 - 8.6 Joint call for phytosanitary issues (SC/IC) (process, governance, Standard Setting Process change, scope, adoption)
 - 8.7 International Conference of Phytosanitary (ICP)
 - 8.9 Framework for standards and implementation
 - 8.10 CPM recommendations (on e-commerce and diagnostics)
- 9. Standards Setting**
 - 9.1 Report of the activities of the Standards Committee
 - 9.2 Adoption of International Standards for Phytosanitary Measures
 - 9.3 Conceptual challenges in standards development in terms of implementation
- 10. Implementation Facilitation**
 - 10.1 Report on activities of CDC/IC
 - 10.2 Dispute Settlement and Avoidance
 - 10.3 Implementation Review and Support System (IRSS)
 - 10.4 Report on National Reporting Obligations (NRO)
 - 10.5 Implementation pilot surveillance
 - 10.6 Status of ISPM 15 Symbol Registration
 - 10.7 Report on ePhyto
 - 10.8 Sea Containers Task Force
 - 10.9 e-commerce
 - 10.10 Successes and challenges of implementation of the Convention
- 11. Communication and Advocacy**

- 11.1 Main activities for 2017 and Work plan for 2018 on Communication and Advocacy of the IPPC Secretariat
- 12. International Year of Plant Health in 2020 (IYPH 2020)**
- 13. Reports on IPPC Network**
 - 13.1 Report on the IPPC Regional Workshops for 2017
 - 13.2 Report on the 29th Technical Consultation (TC) among Regional Plant Protection Organizations (RPPOs)
- 14. International Cooperation**
 - 14.1 Report from the Secretariat
 - 14.2 Oral reports from selected international organizations
 - 14.3 Written reports from relevant international organizations
- 15. Financial Report and Budget**
 - 15.1 Financial report of the IPPC Secretariat for 2017
 - 15.2 Resource mobilization of the IPPC Secretariat for 2017
 - 15.3 Work plan and budget of the IPPC Secretariat for 2018
 - 15.4 Work plan and budget of the IPPC Secretariat for 2019
- 16. Special Topics Session on Plant Health and Environmental protection**
- 17. Confirmation of Membership and Potential Replacements members for CPM Subsidiary Bodies**
 - 17.1 CPM Bureau members and potential replacement members
 - 17.2 SC members and potential replacement members
- 18. Any Other Business**
- 19. Date and Venue of the Next Session**
- 20. Adoption of the Report**