



منظمة الأغذية
والزراعة
للأمم المتحدة

联合国
粮食及
农业组织

Food
and
Agriculture
Organization
of
the
United
Nations

Organisation
des
Nations
Unies
pour
l'alimentation
et
l'agriculture

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

COMMISSION ON PHYTOSANITARY MEASURES

Second Session

Rome, 26 – 30 March 2007

Continuation of the CPM Informal Working Group on Strategic Planning and Technical Assistance

Agenda Item 10.2.2 of the Provisional Agenda

I. Introduction

1. At its first session in 2006, the Commission on Phytosanitary Measures (CPM) reviewed the history of the Informal Working Group on Strategic Planning and Technical Assistance (SPTA). The CPM considered whether the SPTA should continue as an informal working group under the interim terms of reference adopted by ICPM-7, or whether it should be formalized. The CPM took into account that the establishment of a working group on strategic planning and technical assistance, based on the terms of reference for the ICPM-SPTA, might ensure an uninterrupted continuation of the work on strategic planning and technical assistance.
2. The CPM also considered the possibility to enlarge the CPM Bureau from 3 to 7 members and discussed the role such an enlarged Bureau would play in strategic planning and technical assistance.
3. The CPM decided that the SPTA should be formalized in the future and that an enlarged Bureau would form the core group of the SPTA. Chairpersons of the subsidiary bodies would also be invited to attend the SPTA for discussions on relevant topics. The CPM considered the open-ended nature of the SPTA to be of great importance and agreed that it should be maintained to take advantage of contributions by interested members.
4. The CPM agreed that the SPTA would meet in October 2006 under the existing terms of reference and rules of procedure in order to *inter alia* develop terms of reference and rules of procedure for a formal SPTA. The CPM also agreed to the composition of the core group of the SPTA.

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II. Continuation of the Informal Working Group on Strategic Planning and Technical Assistance

5. At its meeting in October 2006, the SPTA considered a proposal for terms of reference and rules of procedure for a formal SPTA. In light of discussions on the enlarged Bureau, it was agreed that the SPTA be kept informal, at least until the effectiveness of the enlarged Bureau could be evaluated. The informal character of the SPTA would ensure that the whole membership would participate in its work on an equal basis.
6. The SPTA prepared terms of reference and rules of procedure, based on its discussions, which are provided in Annex 1.
7. In light of the fact that elections for the enlarged Bureau are not expected to take place until CPM-3 in 2008 (see CPM 2007/4 under agenda item 10.1.1), CPM may wish to direct the SPTA to meet in 2007 under the structure approved in the interim terms of reference (i.e. core group of 10 members consisting of the Chairperson and two Vice-Chairpersons of the CPM and seven representatives, one from each FAO region; the chairpersons of the subsidiary bodies for the relevant agenda points; plus other interested persons from contracting parties) and with the composition of the core group as agreed at CPM-1.
8. The CPM is invited to:
 1. *Adopt* the terms of reference and rules of procedure for the SPTA as per Annex 1;
 2. *Agree* that the SPTA meet in October 2007, under the SPTA structure as adopted by ICPM-7;
 3. *Consider* the composition of the core group of the SPTA which will meet in October 2007.

**TERMS OF REFERENCE AND RULES OF PROCEDURE FOR
THE CPM INFORMAL WORKING GROUP ON STRATEGIC PLANNING AND
TECHNICAL ASSISTANCE (SPTA)**

TERMS OF REFERENCE FOR THE SPTA

1. Scope of the SPTA

The SPTA is to assist the CPM with:

- business and strategic planning
- technical assistance
- administrative matters (such as financial matters, staffing etc.)
- procedural matters.

2. Objective

The objective of the SPTA is to formulate recommendations to the CPM or its Subsidiary Bodies in the areas covered by its scope and to advise the CPM on issues referred to it.

3. Structure of the SPTA

The SPTA will consist of:

- the Bureau of the CPM
- Chairpersons of the Subsidiary Body on Dispute Settlement and the Standards Committee
- other interested persons from contracting parties.

Wherever possible, members of the SPTA fund their own travel and subsistence to attend meetings. Members of the Bureau and the Chairpersons of the subsidiary bodies may request financial assistance from FAO for meetings, with the understanding that the priority for financial assistance, if available, is given to developing country participants.

4. Functions of the SPTA

The SPTA will meet its objectives through carrying out the following functions:

- periodic review of the CPM business plan and its strategic goals, objectives, and outcomes
- review of the annual operational plan
- review of technical assistance activities
- review of information exchange activities
- review of resource issues
- recommendation for strategic priorities for new standards
- undertaking of financial planning
- development of appropriate procedures
- consideration of new and emerging issues
- any other activity referred by the CPM.

5. IPPC Secretariat

The Secretariat provides administrative, technical and editorial support as required by the SPTA. The Secretariat is responsible for reporting and record keeping regarding the activities of the SPTA.

RULES OF PROCEDURE FOR THE SPTA

Rule 1. Membership

Membership of the Bureau is established according to the rules of procedure of the CPM.

Chairpersons of the Subsidiary Body on Dispute Settlement and the Standards Committee are elected according to the respective rules of procedure for those bodies. Upon request of the Chairperson of a Subsidiary Body, the Vice-Chairperson of that body may replace its Chairperson at any meeting of the SPTA.

Other interested persons from contracting parties should have knowledge of plant protection and should be interested in achieving the objectives of the SPTA. They should indicate their intent to participate in a meeting of the SPTA no less than 30 days prior to the beginning of the meeting.

Rule 2. Chairperson

The Chairperson will be elected by the Bureau from the members of the Bureau.

Rule 3. Meetings

The SPTA meets at least once a year. Timing of the meetings should be approximately 4 months prior to the CPM meeting, to allow report preparation and the undertaking of specified activities before the next CPM meeting.

Rule 4. Decision making

The SPTA strives for consensus on all issues related to recommendations and advice to the CPM or its subsidiary bodies. Where no consensus can be reached, the CPM or the relevant subsidiary body is informed of the situation.

Rule 5. Documentation, records and reports

The Secretariat, in consultation with the Chairperson and the Vice-Chairpersons of the CPM, prepares a provisional agenda and makes it available to the members of the SPTA no less than 45 days prior to each meeting.

Other meeting documents are normally made available as soon as possible after the preparation of the provisional agenda and preferably no less than 14 days prior to the meeting.

The Secretariat keeps the records of the SPTA and prepares a report for the CPM.

Rule 6. Language

The business of the SPTA shall be conducted in English.

Rule 7. Amendment

Amendment to the terms of reference and the rules of procedure for the SPTA may be developed and adopted by the CPM as required.