



Food and Agriculture
Organization of the
United Nations



International
Plant Protection
Convention

REPORT

CPM Bureau Meeting (teleconference)

**Rome, Italy
8 March 2018**

IPPC Secretariat

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1. Opening of the Meeting

- [1] The IPPC Secretary welcomed the Bureau Members, expressed his best wishes at the occasion of the International Women's Day and thanked the Chairperson for her initiative to hold this teleconference after the reorganization of the IPPC Secretariat and before the forthcoming CPM-13. The Secretary introduced the new structure of the IPPC Secretariat's Core Team Members: Avetik NERSISYAN, as SSU Lead; Brent LARSON, as IFU Lead; Shoki Al-Dobai, as IST Lead; Craig FEDCHOCK, as IPPC Advisor; Marko BENOVIC, as Budget and Planning Officer; and Mirko MONTUORI, as Public Information Officer.
- [2] The Chairperson welcomed Avetik NERSISYAN the new SSU Leader and appreciated the efforts of the Secretariat to create stronger and more stable team. She reiterated that the meeting would focus mainly on issues related to restructuring of the IPPC Secretariat, preparations for CPM-13 and Bureau 2018 meetings.
- [3] The IPPC Secretariat suggested adding to AOBs, a point on ISPM 15 symbol registration that would be addressed by Laura Pasetto, FAO Legal Officer, and a letter from Germany on sustainable funding regarding the COAG October meeting.
- [4] The Secretariat asked the Bureau members about a status of nominations to the Bureau, IC and SC on behalf of their regions. The Bureau Members informed that: for South West Pacific, Peter Thomson will be nominated as a possible replacement for the Bureau, however that should be confirmed; for North America, as Marie-Claude FOREST would be retiring, another person will be nominated through an official letter soon; for Africa, a Pre-CPM meeting will be organized by African Union/IAPSC in the coming week in Addis Abba where the decision will be made and officially forwarded to IPPC Secretariat; for Asia, a representative from China will be nominated and officially communicated as a replacement of Kyu-Ock YIM; for Near East no decision was taking yet on nomination; for Latin America and Caribbean, no change is envisaged; in case of Europe a new Bureau Member will be nominated through an official letter sent by EPPO to the Secretariat.
- [5] The Chairperson urged that all nominations should be sent as soon as possible through established channels and asked the Secretariat to follow up with this issue through a reminder.

2. Meeting Arrangements

2.1 Adoption of the agenda

- [6] The Bureau adopted the agenda (Appendix 01).

3. Administrative Matters

3.1 Participants list

- [7] Participants list can be found in Appendix 02.

4. Updates on Changes in the IPPC Secretariat

4.1 Staffing diagram

- [8] The IPPC Secretariat introduced a new staffing diagram (Appendix 03). According to the new diagram, the IPPC Secretariat consists of the Secretary Office and five groups: three core units (SSU, IFU and IST) and two project groups (IRSS and ePhyto), indicating type of contract and source of funding.
- [9] The Bureau Members stated that a new staffing diagram is more transparent, however a concern was expressed about two project groups (IRSS and ePhyto) reporting directly to the IPPC Secretary that should be made a part of IFU. The IPPC Secretary confirmed that the current arrangements are temporary solution for the Secretariat under transition and later on two groups would become the part of IFU. The IPPC Advisor stated that the ePhyto project consists of two elements: the hub and GENS system for developing countries, which makes the project a bit separate from other units. The

Chairperson underlined that the governance part of the Secretariat would need to be looked into more closely.

4.2 Staff funding resources

- [10] The IPPC Secretariat introduced a table which divided Secretariat's current employees according to different funding categories (Appendix 04). At the moment, there are nine employees funded from FAO regular programme, four project staff, and five non-staff supported by FAO regular programme. There are also some vacant posts not included in the table. Additionally, some of FAO staff expenditure needs to be calculated due to FAO rules that the Secretariat is obliged to follow.
- [11] The IPPC Secretary underlined that since he had taken office he aimed to improve financial management with more transparency, more accuracy and more efficiency. Annual theme of the IPPC Secretariat for 2018 is optimization of finance management. The IPPC Secretary offered additional explanation to the table that covers in total 27 employees. 13 out of 27 are supported by MDTF, while the aim is that 60-70% funds come from extra-budgetary resources. The IPPC Secretary informed that this year he would try to fully utilize regular programme posts. At the same time, all current staff will be funded until the end of 2018, however 2019 is not certain in regard to funding.
- [12] The Bureau Members thanked for a clear and transparent table and enquired about reasons why the Secretariat needs to fund FAO staff not employed directly by the IPPC Secretariat. They were informed that it was a request made by FAO to fund FAO staff providing services to the Secretariat (such as HR), according to FAO procedures.
- [13] The IPPC advisor underlined that many positions were fully dependent on extra-budgetary resources. The Bureau Members expressed concern as most of the work was carried out by employees funded by MDTF and enquired about options when funds would no longer be available. They were informed that theoretically, if there was no more funds available, those employees should no longer be hired and works they carried out should cease lowering expectations from contracting parties on delivery.
- [14] The Chairperson acknowledged a challenge regarding staff in those circumstances and underlined that transparency was important in discussions about funding and IPPC activities carried out by the IPPC Secretariat.
- [15] The IPPC Secretary underlined that the project staff such as P-3 and P-2 Implementation Facilitation Officers project posts and IST P-2 Officer project post were valuable and very important for the functioning of the Secretariat and funds should be made available by contracting parties to employ them. He underlined that right now 56% of staff funding was funded from extra-budgetary resources, however that percentage should be higher. At this stage all possible available funds are being used, however the situation is very difficult and not sustainable in a long run.
- [16] The Bureau Members asked for the table to be amended to also include staff as in-kind contributions from contracting parties.
- [17] It was underlined that some regular programme positions were still vacant and saving could be used to contribute funding of currently employed staff. The IPPC Secretary informed that those vacant positions were: a G5 post that would be transformed into two G3 posts, a P4 post that would be transformed into two P2 posts, and a G3 post that would be filled soon.

4.3 Roles, Responsibilities and Activities of Standard Setting Unit (SSU)

- [18] The SSU Lead presented a paper on Roles, responsibilities and activities of SSU (Appendix 05). He informed that he felt honored while joining the Secretariat and thanked for a warm welcome provided by the Secretariat's staff. He underlined an importance of increasing internal cooperation as well as external visibility with strengthened collaboration with FAO Regional Offices acknowledging that limited resources were a big challenge to fulfill planned activities.

- [19] The Bureau Members underlined an importance of collaboration between SSU and IFU. The SSU Lead informed that a meeting of both units would be held and Work Plan would be prepared.
- [20] The Bureau Members stressed that a cooperation with other standard setting bodies should be a part of that Work Plan.
- [21] The Chairperson acknowledged the presented document and recommended to have a clear linkage with SC and IC, as coordination of subsidiary bodies is very important. A role of the SSU in coordination and facilitation should be underlined.

4.4 Roles, Responsibilities and Activities of Implementation Felicitation Unit (IFU)

- [22] The IFU Lead introduced the Roles, responsibilities and activities of IFU (Appendix 06). He informed that works would be carried out to prepare guidance/procedure for developing technical manuals and that liaising with FAO Regional Officers would be taken into account in IFU activities.
- [23] The Chairperson reminded that a cooperation between IFU and RPPOs was very important, while work programme should be clearer and replications/overlap of activities should be avoided between SSU and IFU.
- [24] The Bureau Members stressed that a cooperation between SSU and IFU is crucial. The Bureau Members enquired about an oversight of IRSS. They were informed that the IC was tasked with an oversight of IRSS and IRSS would be included in the Work Plan of SSU and IFU, while a strategy towards IRSS would be reviewed.
- [25] The Chairperson requested that roles and responsibilities section of SSU and IFU to be amended to reflect a coordination and facilitation role because oversight is the responsibility of the SC and IC respectively.

4.5 Rules, Responsibilities and Activities of Integration & Support Team (IST)

- [26] The IST Lead presented the Roles, responsibilities and activities of IST (Appendix 07).
- [27] The Chairperson stated that accountabilities should be clear and a role of IST should be to complement other units.
- [28] The Bureau Members stressed that a coordination with other groups should be carried out. As National Reporting Obligations and Dispute Settlement and Avoidance are very important areas connected to implementation and overseen by the IC they should be moved under IFU. The IPPC Secretary informed that they would move under IFU, however they were under IST as a transitional arrangement.

4.6 Roles and responsibilities of the IPPC Adviser

- [29] The IPPC Advisor presented a paper on a Role of the World Bank funded position in the IPPC Secretariat (Appendix 08).
- [30] The Chairperson stated that there were many opportunities to search for funding and urged the Secretariat to seek them. The Bureau Members underlined once more the importance of cooperation between different units and groups that should be reflected in a Role of the IPPC Advisor. They urged the Secretariat to provide a link with ePhyto project and its implementation elements. The Secretariat informed that the implementation elements of ePhyto project would be covered by IFU when the hub would start functioning. An implementation guide to ePhyto could also be prepared. The Chairperson stated that ePhyto project had many components that should be properly covered and Bureau should discussed it at its June meeting.

5. Proposed Minimum Staffing Requirements for Basic Operation of the IPPC Secretariat - Recruitment strategy to fill vacancies in the Secretariat core team

- [31] The IPPC Secretary presented a new organigram (Proposed Minimum Staffing Requirements for Basic Operation of the IPPC Secretariat) to increase regular programme posts within the Secretariat

(Appendix 09). He informed that the Enhancement Evaluation Action Plan had not been approved by FAO DG, while FAO ADG advised a gradual approach in that instance. The IPPC Secretary informed that IST Team Leader FAO regular program P4 post had already been filled. He suggested a new organigram that would include: 6 staff to support SSU, 3 staff to support IFU (with a P5 post pending), and two additional P3 posts for Public Information Officer and Budget and Planning Officer reporting to the IPPC Secretary. P-4 post of former IFU Unit Leader could be divided into two posts, while G-5 former post could be divided to two posts of a lower grade. The IPPC Secretary underlined that the IPPC Secretariat would need 2 million USD to cover all suggested posts and provided a detailed information on staff names for each suggested post.

[32] The Chairperson asked the IPPC Secretary to clearly present all factual information to contracting parties during CPM-13 while presenting the Secretariat's report and linking it to the Enhancement Evaluation and deliverables but not to a topic of sustainable funding.

[33] The Secretariat stated that a heavy workload had been attributed to IFU without any prioritization, which was problematic with limited resources. The Chairperson urged the Secretariat to work together with the IC on Work Programme, taking into account National Reporting Obligations and Dispute Avoidance and Settlement.

[34] The IPPC Advisor stated that NPPOs had limited funds; therefore, a strategy to approach donors should be changed with other agencies approached for funding. The Chairperson asked the Secretariat to identify activities that could be attractive to potential donors.

6. Updates on CPM-13 Preparations – papers, side sessions, special session.

[35] The IPPC Secretariat informed about a state of preparations for CPM-13:

- Opening: Australia Minister address via a video message was confirmed. The IPPC Secretariat should provide Australia with technical information regarding video parameters. FAO representative for the opening was still not confirmed.
- Chart for meetings and events would be updated and distributed.
- Participation: some contracting parties had not confirmed their participation. 80 nominations had been received so far.
- Key note address: by the Secretary of CBD was confirmed.
- CPM Papers: 35 had been finalized so far. Successes and challenged from contracting parties – only one had been received.
- Side sessions: most speakers still need to be confirmed.
- Five IPPC factsheets would be distributed.
- CPM reception would be held at FAO-HQ at the eight floor.

[36] The Vice-Chairperson urged the Secretariat to inform contracting parties about the internal restructuring of the Secretariat and the Bureau teleconference. The Chairperson asked the Secretariat to draft the report from the teleconference, together with a note to CPM-13 about structural changes in the Secretariat. The Chairperson and Vice-Chairperson will work together to share responsibilities connected with Bureau meetings and CPM.

7. Discussion Items for Bureau Meetings in April and June

[37] This item was covered during other discussion points. The Chairperson and Vice-Chairperson will work together on agendas for both meetings.

8. Any Other Business

[38] Laura Pasetto, FAO Legal Officer, informed the Bureau Members about some difficulties encountered while proceeding with ISPM 15 symbol registration due to institutional reasons connected with a lack

of recognition of a power of attorney for local agents at a national level and due to technical reasons connected with a lack of information from NPPOs regarding the usage of ISPM 15 mark. The Bureau advised to contact FAO Permanent Representatives of those countries through official letters asking for assistance and to set up bilateral meetings with CPM participants representing those countries during CPM-13. Contracting parties should be reminded during CPM-13 about the importance of cooperation on that issue.

- [39] The IPPC Secretary informed about an official letter from Germany to COAG suggesting to include IPPC sustainable funding at the COAG meeting. Information paper: “Challenges to IPPC” was also prepared. The Bureau Members decided to discuss that topic at April and/or June Bureau meeting/s. The Secretariat will share the letter with Bureau Members who will share it within their regions.

9. Next Meeting

- [40] The Bureau will convene on 11-13 April 2018 and again post CPM on Friday morning 20 April 2018 at FAO-HQ.

10. Closing of the Meeting

- [41] The Chairperson closed the meeting. The action points that have been raised at the meeting are summarized in the (Appendix 10) with deadline and leads.

Appendix 01 – Agenda

AGENDA ITEM		DOCUMENT NO.	PRESENTER
1.	Opening of the Meeting		XIA/RANSOM
2.	Meeting Arrangements		
2.1	Adoption of the Agenda	01_Bureau_2018_March	RANSOM
3.	Administrative Matters		
3.1	Participants list	02_Bureau_2018_March	ALDOBAI
4.	Updates on Changes in the IPPC Secretariat		
4.1	Staffing diagram	03_Bureau_2018_March	ALDOBAI
4.2	Staff funding resources	07_Bureau_2018_March	BENOVIC
4.3	Roles, responsibilities and activities of SSU	04_Bureau_2018_March	NERSISYAN
4.4	Roles, responsibilities and activities of IFU	09_Bureau_2018_March	LARSON
4.5	Roles, responsibilities and activities of IST	05_Bureau_2018_March	ALDOBAI
4.6	Roles and responsibilities of the IPPC Adviser	08_Bureau_2018_March	FEDCHOCK
5	Proposed Minimum Staffing Requirements for Basic Operation of the IPPC Secretariat - Recruitment strategy to fill vacancies in the Secretariat core team	06_Bureau_2018_March	XIA/FEDCHOCK/ BENOVIC
6	Updates on CPM-13 Preparations – papers, side sessions, special session		ALDOBAI
7	Discussion Items for Bureau Meetings in April and June		RANSOM/TRUJILLO
8	AOB		
9	Next Meeting		RANSOM/XIA
10	Closing of the Meeting		RANSOM

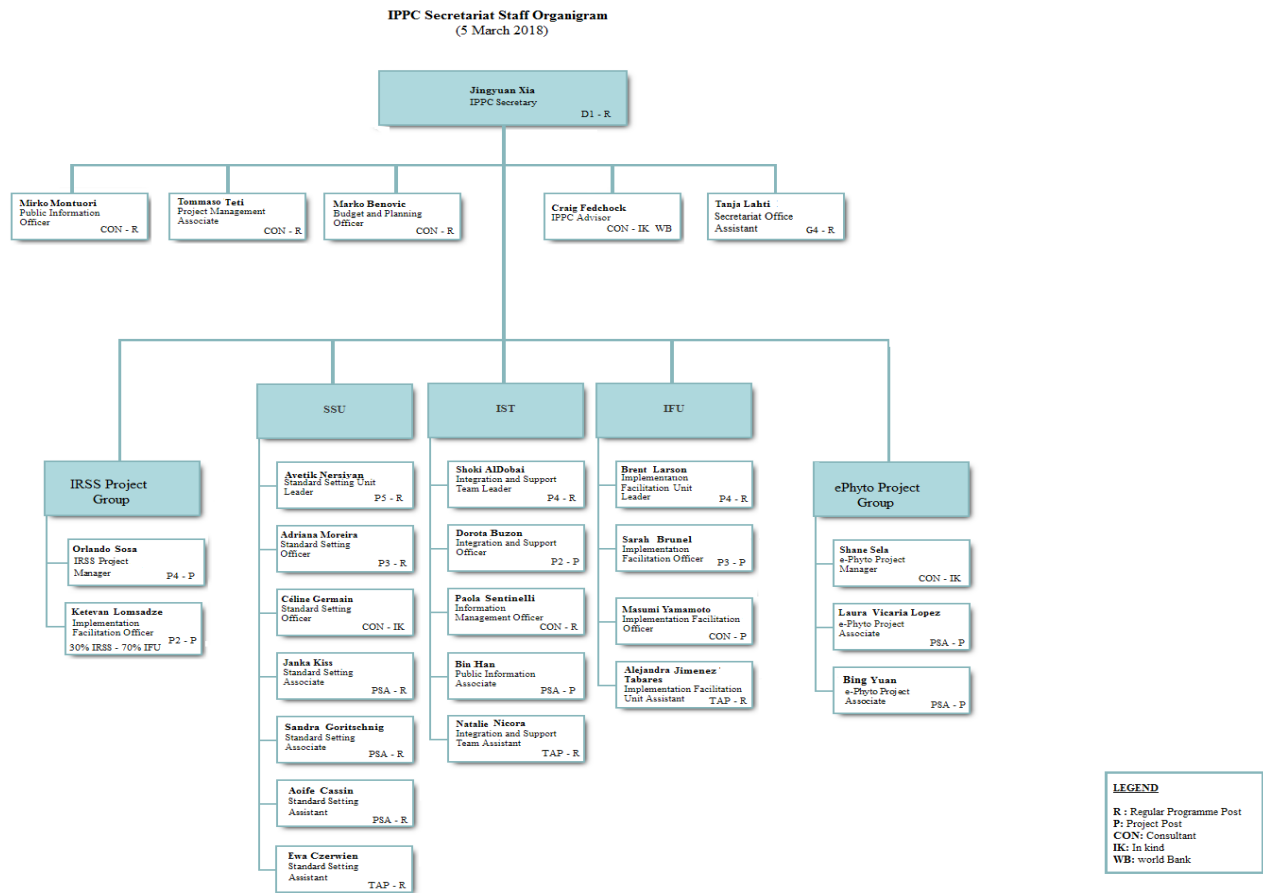
Appendix 02 – Participants list

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

Attending	Participant role / Region	Name, mailing address, telephone	Email address
✓	Africa	<p>Mr 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 Ph.: (+225) 07 903754 Fax: (+225) 20 212032</p>	l_kouame@yahoo.fr ;
✓	Asia	<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 178 Anyang-ro Manan-gu Anyang city, Gyunggi-do REPUBLIC OF KOREA Ph.: (+82) 31 4207665 Fax: (+82) 31 4207605</p>	koyim@korea.kr ;
✓	Europe	<p>Mr Corné VAN ALPHEN Coordinating Policy Officer Phytosanitary Affairs Plant Supply Chain and Food Quality Department Ministry of Agriculture, Nature and Food Quality P.O. Box 20401 2500 EK - The Hague THE NETHERLANDS Ph.: (+31) 618 596867</p>	c.a.m.vanalphen@minez.nl ;
✓	Latin America and Caribbean <i>Vice- Chairperson</i>	<p>Mr Francisco Javier TRUJILLO ARRIAGA Director General de Sanidad Vegetal Punto de Contacto Oficial de la CIPF Servicio Nacional de Sanidad, Inocuidad y Calidad Agroalimentaria, Sagarpa, MEXICO Phone: (+52) 55 59051000 Ext. 51319</p>	trujillo@senasica.gob.mx ;
-	Near East	<p>Mr Kamal El Din Abdelmahmoud Amein BAKR Quarantine Director Plant Quarantine Department Direction Khartoum North, Industrial Area, P.O.BOX 14 SUDAN Phone: +249 913207800 ; +249 129338777 Fax: +249 185 337462</p>	kamal.bakr91@gmail.com ;

Attending	Participant role / Region	Name, mailing address, telephone	Email address
✓	North America	Ms Marie-Claude FOREST National Manager and International Standards Adviser Plant Protection Division Canadian Food Inspection Agency 59 Camelot Drive Ottawa, Ontario CANADA K1A 0Y9 Phone: (+1) 613 773 7235	marie-claude.forest@inspection.gc.ca ;
✓	Southwest Pacific <i>Chairperson</i>	Ms Lois RANSOM Assistant Secretary, Plant Import Operations GPO Box 858 Canberra ACT 2601 AUSTRALIA	Lois.ransom@agriculture.gov.au ;
OTHER PARTICIPANTS			
		Mr Jingyuan XIA Secretary - IPPC Secretariat	Jingyuan.Xia@fao.org ;
		Mr Avetik NERSISYAN IPPC Secretariat	Avetik.Nersisyan@fao.org
		Mr Craig FEDCHOCK IPPC Secretariat	Craig.Fedchock@fao.org ;
		Mr Marko BENOVIC IPPC Secretariat	Marko.Benovic@fao.org ;
		Mr Brent LARSON IPPC Secretariat	Brent.Larson@fao.org ;
		Mr Shoki AL-DOBAI IPPC Secretariat	Shoki.Aldobai@fao.org ;
		Ms Dorota Buzon IPPC Secretariat	Dorota.Buzon@fao.org

Appendix 03 – Staffing diagram



Appendix 04 – Roles, Responsibilities and Activities of Standard Setting Unit (SSU)

Objectives SSU

The Standard Setting Unit (SSU), within the Secretariat for the International Plant Protection Convention (IPPC), coordinates and facilitates the development and adoption of science-based and high quality International Standards for Phytosanitary Measures (ISPMs) and CPM recommendations to support countries for the effective implementation of FAO's normative work addressing phytosanitary issues.

Priorities for this work are set by the CPM and guidance is provided by the Standards Committee (SC).

Roles and Responsibilities

Core activities:

- Provide support to the Standards Committee (SC) and to the management of its expert subgroups, including support towards translation and publishing of ISPMs and CPM recommendations.
- Organization of SC and expert subgroups meetings, its activities and any other technical meetings.
- Coordinate and facilitate the IPPC standard setting process (e.g. develop and maintain documents and tools available as needed, such as the Procedure manual for standard setting, IPPC style guide, the Phytosanitary treatment search tool, etc).

Cooperation between Standard Setting and Implementation

- Creation of information sharing mechanisms between SSU / SC and Implementation Facilitation Unit (IFU) / Implementation Committee
- Develop an SSU-IFU joint work plan

Corporate activities

- Provide technical support for the implementation of FAO's and IPPC's strategic framework.
- Contribute to the overall governance of the IPPC including support to all governing bodies and by developing strategic direction related to standard setting.
- Support the maintenance of systems such as the Phytosanitary treatment search tool.
- Contribute to the overall organization, planning and delivery of IPPC Regional Workshops.
- Provide support for implementation of IPPC communication and resource mobilization strategies through the active participation in the related IPPC Secretariat task force.
- Develop news and communication material related to SSU activities
- Liaison with international organizations for collaboration in standard setting and IPPC's activities.

Appendix 05 – Roles, Responsibilities and Activities of Implementation Facilitation Unit (IFU)

Objectives IFU

The Implementation and Facilitation Unit (IFU), within the Secretariat for the International Plant Protection Convention (IPPC) coordinates and facilitates the implementation of the IPPC, International Standards for Phytosanitary Measures (ISPMs) and CPM Recommendations adopted by the Commission on Phytosanitary Measures (CPM).

Priorities for this work will be set by the CPM and guidance provided by the Implementation and Capacity Development Committee (IC).

Roles and Responsibilities

Core activities:

- Encourage the implementation of the IPPC National Phytosanitary Capacity Development Strategy by all stakeholders
- Develop a strategic direction for implementation and capacity development activities
- Coordinate the IC and IC Sub-groups
- Organize IC, IC Sub-groups and other technical meetings and activities
- Facilitate the development of contracting parties' capacities through:
 - o Managing projects and issues and providing technical advise
 - o Developing guides and training materials
 - o Planning and delivering training activities and workshops
 - o Ensuring relevant updated information is available on the IPP and Phytosanitary Resources website

Cooperation between Standard Setting and Implementation:

- Create information sharing mechanisms between the IFU / IC and the Standard setting unit (SSU)/ Standards Committee
- Develop an SSU-IFU joint work plan

Corporate activities:

- Provide technical support for the implementation of FAO's and IPPC's strategic framework
- Contribute to the overall governance of the IPPC including support to all governing bodies
- Lead the coordination of the IPPC Regional Workshops
- Coordinate IPPC Regional Workshops globally and organize and deliver some, as well as organize and deliver the Technical Consultation of Regional Plant Protection Organizations
- Provide support for implementation of IPPC communication and resource mobilization strategies through the active participation in the related IPPC Secretariat task force
- Develop news and communication material related to IFU activities
- Collaborate externally and internally to deliver IFU related activities

Appendix 06 – Roles, Responsibilities and Activities of Integration & Support Team (IST)

Roles and Responsibilities of IST

The Integration and Support Team (IST) is responsible to support and maintain a high functioning and integrated IPPC Secretariat, including support the governing, technical, strategic planning, partnership and coordination, and communication and advocacy activities of the IPPC Secretariat.

Core Activities:

- **Governing and strategic planning activities:**
 - Support and coordinate the organization of CPM, Bureau, Financial Committee and Strategic Planning Group (SPG) meetings.
 - Participate and contribute to the SC and IC meetings.
- **Communication and advocacy activities**
 - Administer the Task Force for Communication and Advocacy (TFCA).
 - Provide the communication and advocacy support to the IPPC technical consultation meetings.
 - Support all IPPC communication and advocacy activities (seminars, news, social media, etc.)
 - Support the IPPC annual themes and produce relevant promotional material (brochures, factsheets, videos, etc)
 - Overall coordination the side events and special topics session during the CPM and other relevant events.
 - Organize the IYPH StC meetings and support and the proclamation and promotion activities of IYPH 2020.
 - Coordinate and support the publication activities of the Convention.
- **Coordination and partnership activities**
 - Coordinate the IPPC Secretariat internal cooperation with FAO divisions and Regional Officers.
 - Coordinate the IPPC Secretariat international cooperation and partnership with technical, trade, finance, environment and biodiversity related organizations.
 - Regional coordination with the IPPC Network (RPPOs and NPPOs)
- **Professional/technical activities**
 - Coordinate and facilitate the NRO programme, and support the Contracting Parties for the effective implementation of NROs.
 - Coordinate and support the IPPC activities related to dispute avoidance and settlement (DAS).
 - Work closely and provide support to the IC in the issues related NRO and DAS.
 - Facilitate and support the ISPM 15 Symbol registration.
 - Support the IPPC activities related to the emerging pests and plant health issues.
 - Provide coordination and support to cross-cutting issues of SSU and IFU units
- **Information management**
 - Manage and maintain the IPPC information management and sharing activities/tools (IPP, Phytosanitary resources page, etc).
 - Enhance and maintain the OCS, IPPC Registration system, e-learning tools and other IPPC online tools and systems.
- **IPPC Secretariat internal management activities**
 - Organization of internal meetings and administrative meetings

- Preparation of the Secretariat reports (team meetings, annual and mid-year), chronicles, ..etc.
- Oversee and support the HR issues
- Provide any other relevant assistance requested by Secretariat.

Appendix 07 – Roles and Responsibilities of the IPPC Advisor

1. Role Of The World Bank-Funded Position In IPPC Secretariat

The World Bank Group-funded position in the IPPC Secretariat is for the purpose of facilitating longer term strategic and policy coordination between the two organizations to include the overall management of the IPPC Secretariat's Trade Facilitation Agreement implementation effort and primary support to governance activities of the Convention.

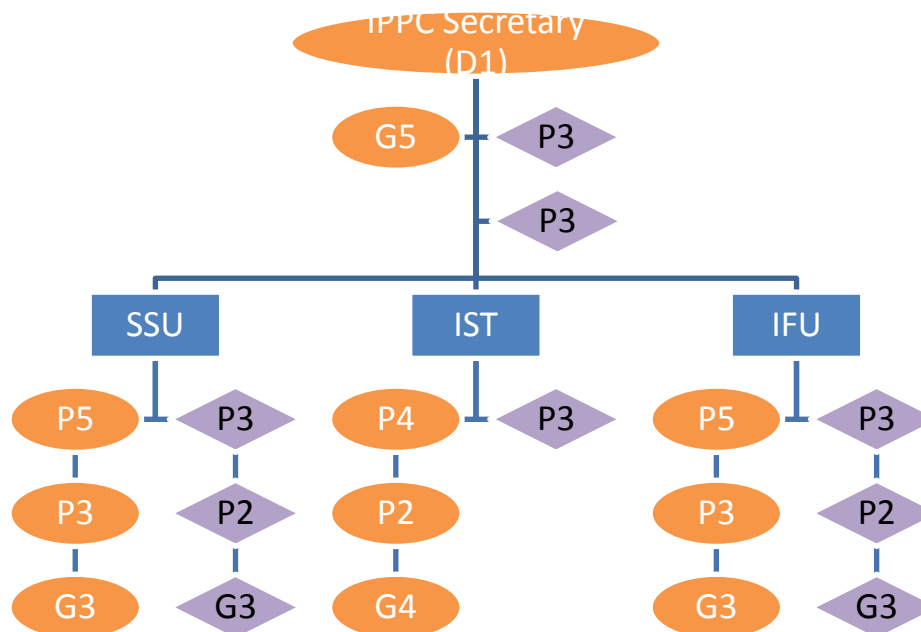
2. Core Activities

- *IPPC ePhyto program*: provide oversight for the IPPC ePhyto program in both the Expert Steering Group, Project Technical and Project Advisory Committee
- *Trade Facilitation Agreement Implementation*: provide oversight and guidance for all IPPC Secretariat activities related to implementation of the Trade Facilitation Agreement in Contracting Parties (sea containers, eCommerce, National Single Windows, etc.).
- *Governance*: provide leadership and guidance in the execution of the annual CPM, SPG and Bureau and Financial Committee meetings

3. Corporate Activities

- *International Year of Plant Health*: participate in activities related to the promulgation and promotion of the IYPH
- *Resource Mobilization*: actively plan and implement a strategy to mobilize additional resources for the Secretariat work program, with focus on areas related to Trade Facilitation Agreement Implementation
- *Partnership/Outreach/Liaison*: actively participate in developing and implementing sustainable partnerships with related organizations, with a specific focus on the World Customs Organization and others interested in ePhyto and other aspects of trade facilitation.

Appendix 08 – Proposed Minimum Staffing Requirements for Basic Operation of the IPPC Secretariat



Grade	Regular programme posts	Cost (USD)	Extra-budgetary posts	Cost (USD)
D1	1	252,456		
P5	2	456,816		
P4	1	194,556		
P3	2	321,000	5	802,500
P2	1	129,540	2	259,080
G5	1	107,424		
G4	1	92,328		
G3	2	154,728	2	259,080
	11	1,708,848	9	1,320,660

% of RP allotment 58%

Legend



Units



Regular programme funded – PWB posts



Extra-budgetary posts

Appendix 09 – Action Points of the Meeting

Action	Lead	Lead within Secretariat/Bureau/ Persons involved	Deadline
The Secretariat to follow up with Nominations to the Bureau, IC and SC through a reminder.	Secretariat	Shoki Al-DOBAI	ASAP
Staff funding resources table to be amended to also include staff as in-kind contributions from contracting parties.	Secretariat	Marko BENOVIC	ASAP before Next Bureau meeting
Note to CPM-13 about structural changes in the Secretariat and the Minimum Staffing Requirements for Basic Operation of the IPPC to be presented by the Secretariat to contracting parties during CPM-13 and linking it to the Enhancement Evaluation, while presenting the Secretariat's report.	Secretariat	XIA/Marko BENOVIC	To be ready by the CPM
Items for Bureau Meetings in April and June	Bureau	Chairperson and Vice-Chairperson	By next Bureau meeting
ePhyto project components to be discussed at June meeting.	Bureau	Bureau/Secretariat	Bureau meeting of June
The Secretariat to contact FAO Permanent Representatives of those countries with problem of ISPM 15 symbol registration through official letters asking for assistance and to set up bilateral meetings with CPM participants representing those countries during CPM-13. And contracting parties should be reminded during CPM-13 about the importance of cooperation on that issue.	Secretariat and Legal Office	Dorota BUZON/Laura PASETTO	By CPM
Official letter from Germany to COAG suggesting to include IPPC sustainable funding at the COAG meeting, to be discussed at April or June Bureau meeting	Secretariat/Bureau	All	Next Bureau meeting