

Terms of Reference and Rules of Procedure of the Task Force on Topics¹

Terms of reference for the Task Force on Topics

1. Scope of the Task Force on Topics

The Task Force on Topics (TFT) assists the Implementation and Capacity Development Committee (IC) and the Standards Committee (SC) in the process of the Call for Topics: Standards and Implementation.

The functions of the TFT are:

- to screen the submitted topics against established criteria for justification and prioritization of proposed topics, using a clear prioritization score scheme agreed on by the TFT and develop recommendations to the IC and SC on the better way to address the topics: by a standard or by an implementation resource.
- to review if the submitted topics could be addressed jointly between the IC and the SC
- to discuss the topics recommended by the SC and IC and prepare the final paper on recommended topics for adoption by CPM

2. Structure of TFT

TFT consists of seven members, three of whom are members of the IC (including the Chair of the IC), three are members of the SC (including the Chair of the SC), and one is a CPM Bureau member.

3. Establishment of TFT

Members of the TFT are selected by the IC, the SC and by the CPM Bureau. IC, SC and CPM Bureau should each select one replacement member, to participate in the work of the TFT when members are not available.

Rules of procedure for the Task Force on Topics

Rule 1. Membership

Members of the Task Force on Topics (TFT) should be members of the Implementation and Capacity Development Committee (IC) or the Standards Committee (SC) or the Commission on Phytosanitary Measures (CPM) Bureau, and should be able to participate in the work of TFT.

The IC, the SC and the CPM Bureau should review the membership of TFT as necessary, taking into account, in particular, changes in the membership of the IC, the SC or the CPM Bureau.

Rule 2. Procedure for nomination and selection of TFT members

Members of TFT are selected by the IC (three members and one replacement) and by the SC (three members and one replacement) and by the CPM Bureau (one member and one replacement).

The Secretariat maintains the membership list of TFT on the IPP.

Rule 3. Period of membership

Members of TFT may serve for the period of their membership in the IC, the SC or the CPM Bureau. The IC, the SC or the CPM Bureau may, in accordance with Rule 2 of these Rules of Procedure, change or amend the respective membership of TFT at any time. Members may at any time withdraw from the TFT.

¹ As agreed by CPM-13 (2018)

Rule 4. Chairperson and Vice-Chairperson

Meetings of the TFT are chaired by the CPM Bureau member.

The Vice-Chairperson of TFT is elected from the TFT membership by the TFT members for a two years' term.

The Chairperson, or in the absence of the Chairperson or the CPM Bureau replacement member, the Vice-Chairperson, shall preside at meetings of the TFT and shall exercise such other functions as may be required to facilitate the work of the TFT. A Vice-Chairperson acting as a Chairperson shall have the same powers and duties as the Chairperson.

Rule 5. Observers

TFT should not allow observers.

Rule 6. The IPPC Secretariat

The IPPC Secretariat provides administrative, technical and editorial support for the TFT meetings.

Rule 7. Meetings

TFT should work as necessary, generally after each call for topics. E-mail, teleconferencing, e-decisions and other virtual communication methods should be used where possible to prepare and conduct the meetings of TFT. Face-to-face meetings will be held as needed.

A meeting of the TFT shall not be declared open unless there is a quorum. The presence of a majority of the members of the TFT (four members) is necessary to constitute a quorum.

Rule 8. Approval

Decisions of TFT are taken by its members only. Approvals relating to draft documents and agreement on recommendations provided to the IC and the SC should be by consensus and communicated to the IC and the SC. If consensus is not reached, contentious issues should be mentioned and positions explained in the meeting report and brought to the attention of the IC and the SC.

Rule 9. Reports

The report of each TFT meeting should be published on the IPP. The reports should be presented to the IC and the SC and the CPM Bureau

Rule 10. Working language

English should be the working language of TFT meetings.

Rule 11. Amendments

Amendments to the Terms of Reference and Rules of Procedures, if required, should be adopted by the CPM.