



Food and Agriculture  
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International  
Plant Protection  
Convention

# **REPORT**

## **CPM Bureau Meeting**

**Rome, Italy**

**11-13 and 20 April 2018**

**IPPC Secretariat**



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## PRE CPM-13 SESSION

### 1. Opening of the Meeting

- [1] IPPC Secretary Jingyuan XIA opened the meeting and welcomed CPM Bureau members (hereafter “Bureau”) to Rome and handed the meeting to the CPM Chairperson Lois who also welcomed the CPM Bureau. The Chairperson thanked the Secretariat for the CPM-13 (2018) preparations, and indicated that all arrangements were in place.
- [2] The IPPC Secretary, in his opening remarks, highlighted that 2018 would be an important year for preparation for the International Year of Plant Health 2020 (IYPH) and planning for the next decade of the IPPC from 2020 to 2030. He indicated five key topics for the Secretariat for the coming year:
- IPPC’s Strategic Framework (SF) 2020-2030: important milestone for the IPPC as the CPM would be requested to provide comments for drafting;
  - IYPH 2020: United Nations General Assembly (UNGA) would be approached in 2018, full support of CPM needed, and funds need to be raised;
  - Cooperation between SC and IC: new unit leaders have been appointed for each of these units, and which should facilitate increased cooperation between IC and SC;
  - IPPC Action Plan for Trade Facilitation: supports globalization efforts of the IPPC, ePhyto is advancing well, and now requires an action plan and implementation strategy; and
  - Sustainable funding: opportunity to request FAO, through the Committee on Agriculture (COAG), for additional Regular Programme Funding, CPs to be encouraged to provide additional support even though small contributions.
- [3] The Chairperson highlighted the need for decisions from CPM-13, particularly regarding sustainable funding and the SF to allow the IPPC Secretariat to plan ahead and efficiently manage its limited resources.

### 2. Meeting Arrangements

#### 2.1 Adoption of the Agenda

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

### 3. Administrative Matters

#### 3.1 Participants list

- [5] All Bureau members were present. A detailed list of Bureau and the IPPC Secretariat staff participating in the meeting is attached as Appendix 2.
- [6] The IPPC Secretariat updated the Bureau on preparations for CPM-13 (2018).

### 4. Progress Report of the IPPC Secretariat for 2017

- [7] The IPPC Secretary presented the IPPC Secretariat Progress Report for 2017, outlining ten highlights achieved by the Secretariat over the past year and the challenges and goals going forward. These highlights included: implementation of the 2017 IPPC annual theme; organization of IPPC governance and strategic activities; strengthening of standard setting; strengthening of standards implementation; strengthening of IPPC trade facilitation actions; promotion of IPPC communications and advocacy; promotion of the IYPH; promotion of the IPPC network and international cooperation; enhancement of resource mobilization; and enhancement of internal management. The IPPC Secretary also made a presentation outlining other key elements of activities and actions taken to improve the functionality and efficiency of the IPPC Secretariat, specifically the Implementation of Enhancement Evaluation Recommendations. The presentation focussed on the *background* (overall objective, problems

identified, and recommendations proposed), *actions and outcomes* (reshaping the secretariat's internal structures, regrouping of staff, renewing of the operational mechanism), proposed minimum staff requirements, estimated expenditures for Secretariat staff, and important activities for 2018 (supporting IPPC strategic planning for 2020-2030, promotion of annual theme, IYPH endorsement at UNGA, coordination of cooperation between SC and IC and strengthening of the Enhancement Evaluation Action Plan).

[8] The Bureau welcomed the Progress Report.

## **5. Review of Previous Bureau Meeting Reports (October 2017, December 2017, and March 2018)**

[9] The Bureau reviewed the reports of their October and December 2017, and March 2018 meetings.

[10] The only matters arising from these meetings were:

- Nominations for Bureau and SC: a reminder was sent to the regions. Near-East and Africa nominations for Bureau, and SC had not yet been confirmed. Latin America had not yet decided their first Bureau-replacement member. This item was a work-in-progress, with nominations set to be complete during CPM-13.
- Staff funding resources table to be amended: amendments done, but still to be shared.

[11] Stakeholders Industry Advisory Group: This is still an open topic and needs to be contextualized before it is added as an agenda item for CPM. It could provide benefits for trade facilitation related project activities of the IPPC Secretariat, such as ePhyto, Sea Containers, eCommerce. ePhyto is a good example where their participation can be beneficial. It was decided to include it to the agenda for the June Bureau meeting.

## **6. Briefing on Financial Committee Meeting in April 2018**

[12] The Chairperson of the Financial Committee (FC) presented highlights from the FC meeting.

[13] Sustainable funding of the IPPC Work Programm remained high on the FC agenda and discussions focused on presenting a proposal to COAG of FAO at their October 2018 meeting, with the aim of increasing the Secretariat's allocation of funds from FAO's Regular Programme Budget. In this regard, it was important to develop a coherent and solid strategy ahead of the COAG meeting, and to ensure alignment of priorities. The June FC meeting will be critical for developing this strategy.

[14] A policy on the Secretariat's allocation of regular programme funds for activities outside its core activities, such as funding members' participation at CPM, will be discussed at the FC's June meeting.

[15] CPM will be presented with the simplified mechanism for contributions to the Multi-Donor Trust Fund (MDTF), which should facilitate contributions from members to the Secretariat's budget.

[16] CPM-13 will be presented with a work plan and budget for 2018, as well as an indicative work plan and budget for 2019, for consideration and approval. This will help ensure efficient long-term planning of future activities by the Secretariat, and also permit the Secretariat to move out of the "catch-up" process it is currently experiencing.

[17] Projects outside of core activities would need suitable staffing and funding, and CPs needed to be sensitized to the challenges faced by the Secretariat, which is currently under-staffed and has inadequate financial resources to effectively pursue and complete projects outside its core activities. Project proposals need to allocate a portion of the funds for staffing or be accompanied by funding commitments from other sources as the Secretariat has little flexibility to support projects by regular programme funded staff.

[18] Activities planned for IYPH 2020 are in critical need of funding, with the commitment of extra budgetary resources a consideration in the approval process (see Agenda 8.4). A break-down of these activities will be presented to CPM-13 to sensitize members of the costs involved and the need for further financial contributions for it to be successful.

[19] ISPM 15 symbol registration renewal presented concern because of its continuous costs.

## 7. Arrangements for the CPM-13

[20] The Bureau reviewed the arrangements for the CPM-13. A detailed schedule of the agenda, side-sessions and arrangements was presented by the IPPC Secretariat. Some problems with the registration of participants had been experienced, due to difficulties with the FAO electronic registration system. This was being followed up by the IPPC Secretariat.

[21] All CPM documents were ready and posted. Approximately 450 participants, from 138 CPs and 28 international organizations were registered. With this number of registered CPs, the quorum (92 CPs), is assured.

[22] The side-sessions were confirmed, and would last approximately one and half hours, with each presentation being 20 minutes long. This would allow adequate time for discussion. The side-session included:

- Plant Health and Environmental Protection – 16 April
- Gene Sequencing and Molecular Technology – 17 April
- Collaboration with Research Organizations – 18 April
- GEF Funding and Resource Mobilization – 18 April
- IYPH 2020 Promotion – 19 April

[23] Mr Rajesh Ramarathnam was proposed as Rapporteur. The Netherlands will make the nomination, seconded by Australia. The Africa group requested that an Assistant Rapporteur be appointed. Gabon will make the nomination, seconded by Mexico.

[24] As the CPM is a paperless meeting there will be no pre-printed sets of documents for participants. Only some CRPs will be printed and distributed during the meeting, as needed. A self-print desk will be available for participants. Interventions can be sent via e-mail and in writing. A format for the latter has been printed and distributed, interventions will be collected by messengers. The email address of the report-writer will be displayed on the screen in plenary. Participants will be informed and reminded about these arrangements at every session. The IPPC 2017 Annual Report, together with a general IPPC factsheet and other promotional material will be a part of a welcome package prepared for all participants for collection at the entrance to the Plenary.

[25] Dr Kim Ritman, Chief Plant Protection Officer of Australia, will read out a message on behalf of the Australian Minister for Agriculture and Water Resources.

[26] A reception for CPM-13 will be held on the terrace of the FAO Headquarters.

[27] The IPPC Secretariat indicated that 53 countries were being assisted financially for their representatives to attend CPM-13, which is placing a heavy burden on its financial resources.

[28] The IPPC Secretariat updated the Bureau on communication activities for CPM-13. This included information in the welcome-pack, news sent via social media, updates on the International Phytosanitary Portal (IPP), planned TV and video interviews, and the display of IPPC branding on all printed material. The need for cooperation and coordination of media communications through external media sources for the general public to know what the IPPC Community does, was highlighted. An official from the FAO Office for Corporate Communications (OCC) attended the Bureau meeting to explain the process to be followed for all external communications by the Secretariat and CPM, and agreed to coordinate

media activities, in this regard, together with the Secretariat. OCC was briefed on the activities of the Secretariat and CPM to assist OCC with developing an effective media strategy and other media related activities for CPM-13. The Secretariat prepared a press release for dissemination through OCC's extensive external media network. It was agreed that the Bureau would review the impact of CPM-related communications with OCC in June.

[29] The Bureau was also informed that nominations for the Credentials Committee for CPM-13 were being coordinated by Mr Orlando SOSA, and nominations for subsidiary bodies were being collected by Mr Marko BENOVIC. It was agreed that Mr Koume would be the Bureau representative on the Credentials Committee.

## **8. Key Issues for Consideration by CPM-13**

### **8.1 IPPC Strategic Framework for 2020-2030**

[30] The drafters of the SF will be requesting the CPM to provide only high level suggestions and comments on the SF to allow the drafters to make changes on the key issues, as necessary. The revised draft SF will be sent for comments using the OCS. Comments will be encouraged to ensure greater involvement of the IPPC Community in the evolution of the SF. The Secretariat will provide guidelines on the timelines for the editing process, and ensure there will be sufficient time for commenting and addressing the comments prior to the October Strategic Planning Group (SPG) meeting.

### **8.2 Sustainable funding mechanism for the IPPC work programme**

[31] Several interventions are expected under this agenda item, with some written interventions already received. It is expected that CPs will call for a proposal to be presented to COAG, as the initial step in the process for a decision by the FAO Council and Conference to increase the IPPC Secretariat's allocation of funds from the FAO Regular Program Budget. CPs will also be encouraged to make representations to their FAO Permanent Representatives in this regard. The Secretariat will collaborate with the COAG Secretariat to ensure that it is placed on COAG's agenda at its October session.

### **8.3 Commodity standards**

[32] Several interventions are expected in regards to the concept of *commodity and pathway standards*. COSAVE, the EU, Canada and several other CPs will make these interventions. A Friends of the Chair meeting is anticipated in the evening after plenary to allow those with concerns to voice them, and its proposed inclusion into the SF. The issue needs to be unpacked to show the potential benefits thereof. It is not expected that the CPM will make any decisions on this topic, save to agree that it requires further elaboration and discussion. It will need to be brought to the SPG for evaluation before it can be presented to CPM again.

### **8.4 IYPH contribution and support**

[33] For its success, a minimum amount of funds must be secured for IYPH before a request for proclamation at the UNGA can be made. Currently USD 220,000 of the required minimum amount of USD 600,000 has been secured. It is not clear if it must be cash in the bank, or if activities related to IYPH can also be calculated. CPM must be informed of the minimum funding required for proclamation, and encouraged to make financial pledges and contributions towards it. CPM must also be informed of the process to be followed for its proclamation by UNGA, and the activities that are being planned towards this very important milestone and event. CPs and RPPOs also need to be informed of what they need to do to promote IYPH within their respective countries, and regions. All activities undertaken by them, should be costed and these could potentially be included as part of the IYPH minimum funding requirement. This will also be discussed during the next meeting of the IYPH Steering Committee. The CPM Vice-Chair informed the Bureau that a meeting could be arranged with the Director-General of the Inter-American Institute for Cooperation on Agriculture (IICA), as IICA may be willing to provide a financial contribution for IYPH. Regional representatives should also be requested to be more active in promoting IYPH through their activities and interactions.

- [34] *In addition, the Bureau also reviewed other CPM-13 agenda items, and discussed outstanding and/or relevant issues related to these as indicated in the following Paragraph 35 to 47.*
- [35] **SPG report and revision of ToRs to include RPPOs (8.1)** – There will be interventions from the floor to clarify the number of RPPO representatives that can participate in SPG meetings. It will be requested to be clarified to the CPM that the revision of the ToRs of the SPG makes provision for one representative of (each of) the RPPOs.
- [36] **CPM Recommendations (8.6) and SC Recommendations (10.5)** – As these agenda items cover the same subject, and a similar decision from the CPM is sought in both agenda items 8.6 & 10.5 it was agreed to propose that agenda item 10.5 will be presented along with agenda item 8.6. (CPM documents CPM 2018/04, CPM 2018/INF/14, CPM 2018/38 and CPM 2018/CRP/04). The EU will make an intervention seeking clarity on the item.
- [37] **Call for Topics “Standards and Implementation” (9.1)** – A written intervention from the European Union (EU) has been received, proposing changes to the topic review process. For the process to be transparent and comprehensive, the EU will request that recommendations for topics and priorities to the CPM be prepared by the Task Force on Topics (TFT) and not only by the Chairs of the SC and IC. As this will be a new process, the Bureau will suggest that CPM allow it to operate as envisaged, with a possible review in two to three years.
- [38] **Implementation Pilot Surveillance (9.4)** – Interventions expected from the EU, United States of America (USA) and the Republic of Korea. The main concerns relate to the lack of resources to achieve the high expectations of this project. One Bureau member indicated that the fact that it is under-funded should be taken into consideration when deciding whether it should continue, as it has strong potential. Its value, as envisaged in its mandate, was to support surveillance activities and is of great importance to facilitate trade. A critical analysis of the project, its successes and failures, should be made and used as a basis for deciding whether it should go ahead. This project highlights the need for the Secretariat, and in particular the IC, to do a full evaluation of its projects and prioritize them, taking scarce staffing and financial resources into consideration. Once the IC is effectively operational, a list of projects, along with CPM agreed priorities, must be made.
- [39] **Implementation Review and Support Systems (IRSS) (9.5)** – The EU will make an intervention requesting clarification from the Secretariat on the progress of this project. Some CPs will raise concerns regarding the IRSS’s, outputs and clear and measurable work plans, as well as transparency on its work. A proposal was made, and the Bureau agreed, for the IRSS to fall under the oversight of the IC, ensuring the IC facilitated input from the Bureau, SC and IPPC Secretariat. The IC will be requested to consider how they should best provide oversight of the IRSS and considerations of its annual work plan to ensure the IRSS supports the Secretariats work on CPM priorities. The Bureau also agreed that the IRSS needs a proactive and goal focused annual work plan. The Secretariat was also requested to discuss with the EU how to set up an interface on the oversight by the IC with the donors.
- [40] **National Reporting Obligations (NRO) (11.2)** – CPM will be reminded that the NRO is now a sub-group of the IC and the CPM will be informed of NRO activities via the IC. There are cases of some countries’ lack of capacity to report. E-learning may help close the gap on lack of capacity. Interventions expected will focus on looking at NRO on a broader scale of implementation. It was agreed that NRO activities should focus on moving from technical aspects of reporting, which are now functioning well, to implementation.
- [41] **ePhyto (11.4)** – The Bureau confirmed that support for the ePhyto project has been robust, and the pilot testing has been successful, with additional countries to join in June/July 2018. Consequently, once the pilot phase ends in 2019 (pilot funded by the STDF), long-term sustainable funding needs to be secured to allow the proper oversight of the ePhyto system and to ensure implementation and capacity development issues are addressed. It is import to also ensure that administrative issues are dealt with and an action plan is put in place for the future. Interventions that may be made during CPM include



capacity building, and assistance with IT infrastructure requirements from the Africa group. The EU will raise their concerns regarding import requirements and electronic signatures.

- [42] **Sea Container Task Force (SCTF) (11.5)** – CPM will be informed that a questionnaire to monitor the uptake of the Cargo Transport Units (CTU) code by NPPOs, and the effect of the code adoption over time, is being developed by SCTF members to be distributed to CPs. The Secretariat raised the issue of work roles and assigned functions within the SCTF, specifically regarding the SCTF coordinator. Currently the Secretariat is having to spend a lot of time supporting this work and this is putting unnecessary work-load on the Secretariat. It was agreed that the need for stronger support by the SCTF Coordinator should be communicated.
- [43] **e-Commerce (11.6)** – The Bureau indicated that this was an important issue that is gaining momentum and support. The World Customs Organization (WCO) is taking the lead on this issue, but the Bureau agreed that the Secretariat must remain involved, as plant protection features greatly. There is a lack of funding to support the Secretariat's role. This is a major constraint to playing a greater role and should be given a higher priority. Awareness of this issue must be stepped up to help ensure main role-players, including industry, are involved at the relevant stage. This issue may have IC and Bureau oversight, but needs further planning and elaboration. A work plan has been drafted and will be presented to the Bureau at its June meeting for further discussion. The Bureau will consider the work plan and noted that it will need to be developed as a donor funded project, which will only be worked on after appropriate funds have been committed. The Bureau also agreed to provide the Secretariat with updates on regional activities related to e-commerce.
- [44] **Trade Facilitation Action Plan (11.7)** – The EU will make an intervention requesting clarity on how this project's envisaged activities and seek clarification on how the work plan connects with the WTO Trade Facilitation Agreement (TFA), such as supporting NPPOs working with border authorities to promote the TFA. The Bureau indicated it would consider if an agreement between the Secretariat and the TFA Secretariat is needed and should be pursued. Synergies exist, but greater liaison, and linkages, with the TFA Secretariat is needed. The Bureau will consider this issue further in June.
- [45] **Main Activities for 2017 and action plans for 2018 on Communication and Advocacy of the IPPC (12.1)** – The Bureau indicated that it was important that the Secretariat indicate clearly to CPM what is required from the IPPC Community (specifically CPs and RPPOs) to promote the annual theme, and how members of the IPPC Community should liaise with the Secretariat in this regard.
- [46] **IPPC Regional Workshops 2017 (13.1)** – The Bureau indicated that there may be a need to rethink the Secretariat's strategy towards IPPC Regional Workshops, in particular those that function independently, such as the ones in Asia and the Pacific. There is an increasing resistance to the Secretariat's control over them. The Secretariat indicated that there was also a need to modify the current format of the African workshops, which at present must accommodate 52 countries. Holding additional workshops to accommodate a reduced number of countries per workshop may be more effective. One Bureau member suggested more flexibility by the Secretariat and to deal with each workshop on an individual basis, but still retaining some form of input in those workshops. This item will added to the June Bureau meeting's agenda as further discussion. Issues such as the mandate and vision of the IPPC Regional Workshops, how to align them with the Secretariat's activities and at the same time allowing them the space to retain their current initiative, needs to be elaborated. There may be interventions during CPM raising these issues, and an intervention requesting clarity on the outcomes that are expected from the workshops.
- [47] **International Cooperation (14)** – One Bureau member indicated that the EU will request an update regarding the Biodiversity Liaison Group (BLG). The Secretariat recommended that this be discussed during the relevant side-session, but noted that the CBD report touched on the BLG. The EU Bureau member undertook to advise the EU group accordingly.

## POST CPM-13 SESSION

### 9. Introduction of New Bureau Members

[48] The IPPC Secretary welcomed new Bureau members and thanked the outgoing members for their enthusiasm and dedication during their tenure. The IPPC Secretary also thanked the outgoing Chairperson, Ms Lois RANSOM, for her important contribution to the Bureau over the past two years and welcomed the new Chairperson, Mr Francisco Javier TRUJILLO ARRIAGA, and looked forward to his leadership for the coming future.

[49] The list of the new Bureau members is attached in Appendix 2

### 10. Issues arising from the CPM-13 Requiring Bureau Actions

[50] A list of action points is attached in Appendix 3.

#### A list of key items arising from CPM-13 was highlighted:

[51] **Commodity and Pathway Standards** – This key topic, for which a meeting of the Friends of the Chair was held during CPM-13, will be addressed by a Focus Group (FG) that will meet for two days, adjacent to the SPG meeting in October 2018. In terms of the composition of the FG, the involvement of the regions in order to get their input will be important as this has been an important point of discussion for them. COSAVE has already indicated that they wish to be part of the FG. Ms Lois RANSOM will draft the ToRs for the FG and circulate to Bureau members for comment. Final ToRs will be provided to the IC and SC virtually for comment, and a call for participation will be made. Funding of the FG is a key issue. Financial resources, carried over from Canada's contribution in 2017, allocated for an Expert Working Group, could be used to finance the FG. The Secretariat emphasized the need for additional resources to be secured for this FG, as there was limited resources remaining for activities outside their core activities. Industry would be invited to participate in the future, once the concept has been discussed internally and defined by CPM.

[52] **Implementation of Framework for ePhyto** – A draft report by the Secretariat should be presented at to the Bureau in June to assist the development of a five-year work plan. The Secretariat indicated that two key elements of the project were the operation of the system and implementation and capacity development. Funding for building, maintaining, implementing and developing capacity for ePhyto is expected to be from extra budgetary sources. The level and scope of capacity building still needs to be understood, and is dependent on the results of the GeNS project. The Bureau specified that a Five-year plan should be developed which covered governance, funding, IT maintenance and support, and a how the implementation of ePhyto will be supported, and where necessary, how capacity will be developed. This would be assisted with input from consultants working on funding options and a cost:benefit analysis. The draft plan should be presented to the Bureau's June 2018 meeting for discussion and, subsequently, for presentation to CPM-14 (2019). The IC will only assume responsibility for the implementation and capacity development component of ePhyto after the plan is in place.

[53] **Actions progressing the Strategic Framework (SF) 2020-2030** – The SF will be discussed at the October SPG meeting. Issues regarding commodity and pathway standards need to ironed-out ahead of this meeting, as must any other identified issues, in order for them to be aligned for presentation to CPM-14 (2019). Other issues arising, could be added to the agenda, and regions must be requested to provide the Secretariat with additional insights that may arise through the discussions at the IPPC Regional Workshops in this regard. Regarding the SF, the IPPC Secretariat editor will be available in mid-May to work on incorporating inputs received from CPM-13, which should be completed by the end of May. It should then go out for consultations on 1 July 2018, with the closing date for comments being the 31<sup>st</sup> of August 2018. The drafters will then consider the comments and then make the necessary changes for posting by mid-September in preparation for the SPG meeting in October.

- [54] **Five year investment strategy related to the SF** – FC will meet for two days ahead of the June Bureau meeting to look at a five-year investment strategy as indicated in the SF. Issues that will be included in this discussion relate to funding the work of the Secretariat, such as additional funding for staff as part of project proposals, discussions regarding CPM meetings (a big one every two years), travel assistance, trust-fund contributions, and expected expenditures. This will allow for greater visibility of the direction of the Secretariat in the future.
- [55] **Stakeholder Advisory Group** – as having industry as an active part of the IPPC Community, contentious issues, such as commodity and pathway standards, need to be resolved before their full participation can be considered. The Bureau is mindful that industry will single out projects to be involved with, based on self-interests, and, therefore, broad-spectrum involvement by industry will be challenging. An analysis of the projects that could be of mutual interest and benefit, as well as an identification of which industry players will wish to cooperate with, must be carefully determined, before including them in a Stakeholder Advisory Group. As this issue needs further discussion, the Bureau agreed to add it to their June meeting agenda.
- [56] **Draft budget and work plan for 2020** – a draft budget and work plan for 2020 will be presented for discussion at the June FC meeting. Amongst others, the activities and actions planned in the lead up to IYPH should be included in this budget and work plan. The funding requirements for endorsement by UNGA must, as understood, be from extra-budgetary funds. It still needs to be clarified whether all contributions to IYPH activities should only be in the form of “cash in the bank” or if activities sponsored by CPs as in-kind contribution would also be considered as part of mobilized extra-budgetary fund. The Bureau emphasized that as funding for IYPH must be sourced from extra-budgetary funds, in-kind contributions will be critical. In addition, the Secretariat’s core and project funding requirements must be clearly outlined in the budget and work plan for 2020.
- [57] **Communications** –the IPPC Secretariat’s communications plan have been progressing well. It was agreed that this item should be further discussed by the Bureau in June. The OCC will be invited to participate in a review of impact of CPM-13 communications activities.
- [58] **Strategy to be developed to increase FAO regular programme funding** – The need to increase the Secretariat’s regular programme funding, and secure increased, sustainable funding of the Secretariat, was frequently raised during CPM-13. A representative from the COAG, and/or FAO’s Finance Committee, should be invited to participate in the Bureau’s June discussions to elaborate the process to be followed to secure addition funding from the FAO’s Regular Programme Budget.
- [59] **IPPC Regional workshops** – It was agreed that the Secretariat should develop a paper and present it to the Bureau in June, outlining issues that need to be addressed, as raised at CPM-13 and included in the CPM documentation under the relevant agenda item. Other items that need to be included in the paper are: interactions with those involved in workshops, governance, how to avoid the possibility of budgetary issues and the risk of operating outside workshop guidelines. In addition, alignment of topics between the globally agreed agenda and the regional agenda needs to be addressed. These issues need to be carefully managed to ensure all participants have input.
- [60] **Trade Facilitation Action Plan** – CPM-13 has requested the SPG to review the plan, and this item has been placed on the SPG agenda. A draft proposed action plan for e-commerce has been drafted and will be circulated within two weeks for comments, and discussed at the June Bureau meeting. The Trade Facilitation Action Plan should be amended to integrate the e-commerce actions.
- [61] **Sea Container Task Force** – The US suggested a side-session at CPM-14 (2019) for sea containers to present their successes and challenges, and to open discussions on the issue. The Secretariat indicated that the lack of translation services during side-sessions was a draw-back to comprehensive discussions, and the possibility of providing this service should be further investigated. An estimate of costs, and feasibility of providing translation services during side-sessions will be discussed at June Bureau meeting. Included in this discussion will be the viability of extending the hours of CPM, and holding a training-session for ePhyto.

- [62] **Strategy to engage CPs for COAG and IYPH initiatives** – The Bureau and the Secretariat have been informed on what Permanent Representatives to FAO and the New York Office needs to do to show support for these initiatives, as is applicable, and CPs should be made aware to assist them in getting support for these initiatives.. The Bureau indicated that CPs should be encouraged to engage with their Permanent Representatives to lobby and raise awareness for both these initiatives on behalf of CPM and the Secretariat. Once the Bureau has all these elements, these will be communicated to CPs who will be encouraged to actively participate accordingly.
- [63] **IRSS oversight and functions in support of CPM activities** – The Bureau indicated that a review of the functions of IRSS was required as well as its operating model. The IC will thereafter need to assist with its implementation needs. The Secretariat informed the Bureau that Mr Dominique PELLETIER (Canada) has been tasked as the lead in the IC to develop proposals for how oversight will be provided by the IC, including how the IC will review and approve the annual work plan and what functions will be delivered by the IRSS project. This will be done in collaboration with Mr Greg WOLFF (Canada), in order to have the Bureau's guidance on the matter. The EU has to date been approving the IRSS project plans and handling the oversight function for the project. The Secretariat has made a proposal to the EC for future project plans to be developed and reviewed with input from the IC and the Secretariat will need to follow up with the EC in this regard. The project, in the future should be IC driven, with input from the Bureau, SC and IPPC Secretariat to deliver CPM priorities. The Bureau member from Europe confirmed that the EU also wants to ensure that priorities of importance for the IPPC community and set by CPM, will be achieved and not only those priorities set by the EU as a donor.
- [64] **IYPH Budget** – The Bureau indicated that as soon as all the relevant information regarding the funding requirements for IYPH has been confirmed, there will be a need to identify the mechanisms and procedures to be followed for UNGA's approval and endorsement of IYPH. A report in this regard is to be provided by the IYPH Steering Committee to the Bureau at its June meeting. This report should also highlight the steps taken, and those still required, for the endorsement by UNGA, as well as the communications and activities in support of IYPH, and FAO's governance requirements.
- [65] **IPPC thematic year 2019** – The Bureau requested that all actions taken to promote the thematic year, including the planned activities and meetings with potential donors, be discussed at its June meeting. A coordinated plan of all these activities will allow the Secretariat to raise awareness, not only of the thematic year, but also of the IPPC Secretariat and its core activities.

## 11. Arrangements for Bureau Activities in 2018

- [66] Bureau Members were encouraged to attend IPPC Regional Workshops in their regions and try to attend other IPPC bodies meetings. In addition, Bureau assigned its representatives to the Subsidiary Bodies and other technical groups as follows:
- [67] Mr Lucien KOUAME KONAN: IYPH, FC
- [68] Mr Fuxiang WANG: SC
- [69] Ms Marica GATT: IC
- [70] Mr Francisco Javier TRUJILLO ARRIAGA: TC-RPPO, FC (as CPM Chair)
- [71] Mr Gamil Anwar Mohammed RAMADHAN
- [72] Mr Greg WOLFF: SCTF, FC (Chair)
- [73] Ms Lois RANSOM: ePhyto, FC, Commodity/pathway FG

## 12. Planning for Bureau Meeting in June 2018

- [74] The next Bureau meeting is scheduled for 11 to 15 June 2018, Rome, Italy.

[75] The FC will meet from 7 to 8 June 2018, Rome, Italy.

### **13. Planning for CPM-14 (2019)**

[76] Planning will be done at June Bureau meeting. CPM-14 will be from 1 to 5 April 2019, Rome, Italy.

### **14. Any Other Business**

[77] Identification of a Keynote Speaker for CPM-14 to be discussed at June Bureau meeting. Bureau members and IPPC Secretariat to make proposals.

### **15. Next Meeting**

[78] The next Bureau meeting will be from 11 to 15 June 2018 in Rome, Italy.

### **16. Closing of the Meeting**

[79] After handing over the Chairpersonship to Mr Francisco Javier TRUJILLO ARRIAGA, the former Chairperson, Ms Lois RANSOM, gave thanks for the dedication of the out-going Bureau members and wished the incumbent and new Bureau members well in their future work.

## Appendix 1 – Agenda

	AGENDA ITEM	DOCUMENT NO.	PRESENTER
	<b>PRE CPM-13 (2018) SESSION (11-13 April 2018)</b>		
1.	<b>Opening of the Meeting</b>		XIA/RANSOM
2.	<b>Meeting Arrangements</b>		
2.1	Adoption of the Agenda	01_Bureau_2018_Apr	RANSOM
3.	<b>Administrative Matters</b>		
3.1	Participants lists	03_Bureau_2018_Apr	ALDOBAI
4.	<b>Progress Report of the IPPC Secretariat for 2017</b>	<a href="#">2017 IPPC Annual Report</a>	XIA
5.	<b>Review of Previous Bureau Meetings Reports (October 2017, December 2017, and March 2018)</b>	<a href="#">Bureau Oct 2017 Report</a> <a href="#">Bureau Dec 2017 Report</a> <a href="#">Bureau March 2018 Report</a>	RANSOM
6.	<b>Briefing on Financial Committee Meeting in April 2018</b>		FOREST
7.	<b>Arrangements for CPM-13</b>		ALDOBAI
8.	<b>Key Issues for Consideration by CPM-13</b>		
8.1	IPPC Strategic Framework for 2020-2030	CPM 2018/28	RANSOM/XIA
8.2	Sustainable funding mechanism for the IPPC work programme	CPM 2018/26	FOREST/BENOVIC/FEDCHOCK
8.3	Commodity standards	CPM 2018/29	NERSISYAN/MOREIRA
8.4	IYPH contribution and support	CPM 2018/32	ALDOBAI/MONTUORI
	<b>POST CPM-13 (2018) SESSION (20 April 2018)</b>		
9.	<b>Introduction of New Bureau Members</b>		TRUJILLO
10.	<b>Issues Arising from CPM-13 for Bureau Actions</b>		TRUJILLO
11.	<b>Arrangements for Bureau Activities in 2018</b>		TRUJILLO
12.	<b>Planning for Bureau Meeting in June 2018</b>		TRUJILLO
13.	<b>Planning for CPM-14 (2019)</b>		TRUJILLO
14.	<b>Any Other Business</b>		All
15.	<b>Next Meeting</b>		XIA

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	AGENDA ITEM	DOCUMENT NO.	PRESENTER
16.	<b>Closing of the Meeting</b>		TRUJILLO

## Appendix 2 – Participants list

### Bureau Members

Region	Country	Name	Contact details	Incoming Ongoing Outgoing
<b>Africa (Vice-Chairperson)</b>	Cote D'Ivoire	Mr Lucien KOUAME KONAN	<a href="mailto:l_kouame@yahoo.fr">l_kouame@yahoo.fr</a>	Ongoing
<b>Asia</b>	Republic of Korea	Ms Kyu-Ock YIM	<a href="mailto:koyim@korea.kr">koyim@korea.kr</a>	Outgoing
<b>Asia</b>	China	Mr Wang FUXIANG	<a href="mailto:wangfuxiang@agri.gov.cn">wangfuxiang@agri.gov.cn</a>	Incoming
<b>Europe</b>	The Netherlands	Mr Corné VAN ALPHEN	<a href="mailto:c.a.m.vanalphen@minez.nl">c.a.m.vanalphen@minez.nl</a>	Outgoing
<b>Europe</b>	Malta	Ms Marica GATT	<a href="mailto:marica.gatt@gov.mt">marica.gatt@gov.mt</a>	Incoming
<b>Latin America and Caribbean (Chairperson)</b>	Mexico	Mr Francisco Javier TRUJILLO ARRIAGA	<a href="mailto:trujillo@senasica.gob.mx">trujillo@senasica.gob.mx</a>	Ongoing
<b>Near East</b>		Mr Kamal El Din Abdelmahmoud Amein BAKR	<a href="mailto:kamalbakr91@yahoo.com">kamalbakr91@yahoo.com</a>	Outgoing
<b>Near East</b>	Yemen	Mr Gamil Anwar Mohammed RAMADHAN	<a href="mailto:abuameerm21@gmail.com">abuameerm21@gmail.com</a>	Incoming
<b>North America</b>		Ms Marie-Claude FOREST	<a href="mailto:marie-claude.forest@inspection.gc.ca">marie-claude.forest@inspection.gc.ca</a> ; <a href="mailto:ippc-contact@inspection.gc.ca">ippc-contact@inspection.gc.ca</a>	Outgoing
<b>North America</b>	Canada	Mr Greg WOLFF	<a href="mailto:greg.wolff@inspection.gc.ca">greg.wolff@inspection.gc.ca</a>	Incoming
<b>Southwest Pacific</b>	Australia	Ms Lois RANSOM	<a href="mailto:Lois.ransom@agriculture.gov.au">Lois.ransom@agriculture.gov.au</a>	Ongoing

### Other participants of the Bureau meeting:

Division	Name, function	Email address
IPPC Secretariat	<b>Mr Jingyuan XIA</b> IPPC Secretary	<a href="mailto:Jingyuan.Xia@fao.org">Jingyuan.Xia@fao.org</a>
IPPC Consultant	<b>Mr Craig FEDCHOCK</b> IPPC Advisor	<a href="mailto:craig@fedchock.com">craig@fedchock.com</a>



<b>Division</b>	<b>Name, function</b>	<b>Email address</b>
IPPC Secretariat	<b>Mr Avetik NERSISYAN</b> Standards Setting Unit Leader	<a href="mailto:Avetik.Nersisyan@fao.org">Avetik.Nersisyan@fao.org</a>
IPPC Secretariat	<b>Mr Shoki AL-DOBAI</b> Integration and Support Team Leader	<a href="mailto:Shoki.AIDobai@fao.org">Shoki.AIDobai@fao.org</a>
IPPC Secretariat	<b>Mr Brent LARSON</b> Implementations Facilitation Unit Leader	<a href="mailto:Brent.Larson@fao.org">Brent.Larson@fao.org</a>
IPPC Secretariat	<b>Mr Marko BENOVIC</b> Budget and Planning Officer	<a href="mailto:Marko.Benovic@fao.org">Marko.Benovic@fao.org</a>
IPPC Secretariat	Mirko <b>MONTUORI</b> Public Information Officer	<a href="mailto:Mirko.Montuori@fao.org">Mirko.Montuori@fao.org</a>

### Appendix 3 – Action points

Action	Lead	Lead within Secretariat / Bureau / Other	Deadline
Stakeholders Industry Advisory Group to be added to June meeting	Secretariat	Shoki Al-Dobai	June 2018
Commodity and Pathway Standards –Draft ToRs of Focus Group for circulation to Bureau, IC and SC.	Bureau	Lois RANSON	7 May 2018
Commodity and Pathway Standards Focus Group meeting during the SPG	Secretariat	Avetik NERSYSIAN	October 2018
Implementation of Framework for ePhyto. Draft report ready by for presentation at Bureau meeting. Draft Programme Plan, including all components, and a 5-year outlook, to be discussed at June Bureau meeting, and ready for presentation at CPM-14.	Secretariat / Consultant	Craig FEDCHOCK / Shane SELA	Report and Draft Framework / Programme Plan – June Bureau meeting
Strategic Framework 2020-2030. Most recent comments to be given to the editors by mid-May and completed by the end of May. Launch for online consultation for country and regional consultations. Revised comments given to editors for completion in time for October SPG meeting.	CPM Member / Secretariat	Ralf LOPIAN / Shoki AL-DOBAI	1 <sup>st</sup> editing – 31 May  Online consultation - 1 July – 31 August  2 <sup>nd</sup> editing – 21 September
Draft budget and work plan for 2020	Secretariat	Marko BENOVIC	June Bureau meeting
Strategy to increase Secretariat's funds from FAO Regular Program Funds. Representative of COAG and/or Finance Committee to be invited to Bureau June meeting.	Secretariat / Bureau	Marko BENOVIC / Francisco Javier TRUJILLO ARRIAGA	June Bureau meeting
Regional Workshops: Develop a paper outlining all relevant issues, including those raised during CPM-13. Paper also to include discussion on formal structure outlining governance, and expenditures incurred by Secretariat.	Secretariat	Brent LARSON	June Bureau meeting
Trade Facilitation Action Plan to be reviewed by SPG. Draft project plan to be circulated for comment ahead of June Bureau meeting.	Bureau	Lois RANSOM	Draft - 10 May
Sea Containers Task Force – CPM-14 Side-session / successes and failures discussion (US). Feasibility of translation services for side-sessions and other meetings adjacent to CPM to be investigated and discussed at June Bureau meeting.	Secretariat	Marko BENOVIC/ Shoki AL-DOBAI	June Bureau meeting

Review of IRSS oversight and functions to be reviewed. A draft proposal to be presented for discussion.	Secretariat	Brent LARSON	June Bureau meeting
IYPH 2020. A report to update the Bureau on activities and progress on required UNGA endorsement is required for discussion by the Bureau.	Secretariat / CPM Member	Ralf LOPIAN / Shoki AL-DOBAI	June Bureau meeting
Actions to be taken to promote the thematic year 2019, including the planned activities and meetings with potential donors, be discussed at its June meeting.	Secretariat and Bureau	Bureau members subsidiary b	June Bureau meeting
E-Commerce: A work plan, as reworked from a proposal prepared by the Secretariat.	CPM Member	Lois RANSOM	June Bureau meeting
Identification of a Keynote Speaker for CPM-14 to be discussed at June Bureau meeting.	Bureau members and Secretariat	Bureau members and Secretariat	June Bureau meeting
Invite OCC to review the impact of CPM-related communications in June Bureau meeting.	Secretariat	Shoki AL-DOBAI	June Bureau meeting