



Food and Agriculture
Organization of the
United Nations



International
Plant Protection
Convention

REPORT

IPPC Financial Committee Meeting

Rome, Italy
7-8 June 2018

IPPC Secretariat

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1. Opening of the Meeting

- [1] Mr. WOLFF, the new Chair of the IPPC Financial Committee (FC), welcomed the FC members and opened the meeting. He expressed appreciation for the work of his predecessor, Ms. FOREST.
- [2] The IPPC Secretary, Mr. Jingyuan XIA, welcomed all the participants to Rome, Italy. He specifically congratulated the FC for its work on 1) the work plan and budget – where he noted that work planning and budgeting has improved significantly in the last three years, 2) Resource mobilization – he noted that 2017 was a record year in terms of contributions to the IPPC multi-donor trust fund (USD 1.1 million) and that in 2017 a record amount of project-based funding was initiated, 3) sustainable funding – where he noted that CPM-13 endorsed a simplified mechanism for processing contributions to the IPPC multi-donor trust fund, and 4) optimization of the working mechanism of the FC –he noted revised TORs of the FC that were approved by CPM-13.
- [3] He also thanked the outgoing FC Chair, Ms. FOREST, for her efforts and results.
- [4] In considering future activities, Mr. XIA stressed several areas where further efforts should be made by the Secretariat and the FC. He noted that the work plan and budget process should be further improved, resource mobilization for ePhyto and IYPH should be strengthened, emerging issues relevant for IPPC (such as Fall Armyworm and *Xylella fastidiosa*) should be clearly defined and discussed. He also noted that the working mechanism of the FC should be further discussed, including membership composition, observers and duration of FC meetings.
- [5] Mr. XIA also reiterated his commitment in ensuring that IPPC financial matters more are transparent, accurate and efficient.

2. Meeting Arrangements

2.1. Adoption of the Agenda

- [6] The FC adopted the agenda (Appendix 1). The FC agreed to add agenda points 5.3, funding for participation of developing contracting parties (CPs) to CPM-13 and 6.7, discussion on ePhyto funding.

3. Administrative Matters

3.1. Documents list

- [7] The IPPC Secretariat presented the Documents list (Appendix 2).

3.2. Participants list

- [8] The IPPC Secretariat presented the participants list (Appendix 3).

3.3. Local information

- [9] The IPPC Secretariat provided specific local information to the participants.

4. Report of Last Meeting and Review of Actions Points

- [10] The FC reviewed the pending actions from the last meeting, and clarification was provided on several items in relation to the FC meeting Report from April 2018.
- [11] The FC:
- (1) *thanked* the IPPC Secretariat for accomplished actions from the Actions list
 - (2) *decided* to clarify that IPPC ongoing multi donor trust fund usage was not “carry-over” per se, but rather “pre-allocated programme funding”

- (3) *decided* to move to the CPM Bureau the discussion on further guidance on what constitutes an emergency under the mandate of the IPPC.
- (4) *agreed* that FC June meeting should last for two days to in order to allow for better financial planning and analysis

5. Progress reports

5.1. Work plan and Budget of the IPPC Secretariat for 2018

[12] The IPPC Secretariat presented a summary of regular programme budget execution as of 30 April 2018. It was noted that the execution of the revised IPPC Secretariat regular programme budget for 2018 is on track, despite many pressures for increased spending. The current rate of spending envisages a 1-5% deficit at the end of the year, similar to previous years, which will be absorbed into the 2019 budget. It was further noted that increased Secretariat activity and delivery imposes financial pressure to the Regular programme budget.

[13] As of 30 April 2018, the IPPC Secretariat has spent and committed 63% of the total annual budget allocation of USD 2.95 million, and 33% of total budget remains to be spent by year end and is fully budgeted. Less than 1% of the total budget remains un-budgeted and will be used for ad-hoc and un-planned costs. It was noted that this spending pattern is normal, with a large part of the budget supporting the annual CPM meeting.

[14] The FC:

- (1) noted the progress report

5.2. Resource mobilization report of the IPPC Secretariat for 2018

[15] Mr. XIA briefed the FC on the progress made in resource mobilization in 2018, with the major activities including the renewal of Task Force for Resource Mobilization (TFRM) and the development of the 2018 plan for TMRM.

[16] He noted that the IPPC Secretariat received almost USD 1 million to the IPPC Multi-donor trust fund in 2018 from Canada, Netherlands, Korea, Switzerland and USA/NAPPO. However, he noted that this year will be difficult in terms of the IPPC project funding as no new projects are envisaged.

[17] Mr. XIA also noted the progress made in Sustainable funding of the IPPC Secretariat where he mentioned that the simplified mechanism for contributions to the IPPC Multi-donor trust fund should be encouraged and fully utilized. The FC agreed that it would be useful to provide a brief presentation to Regional Workshops explaining the new process and encouraging CP use of new funding mechanism

[18] The FC:

- (1) *noted* the recent resource mobilization efforts made in 2018.

5.3. Funding for participation of developing Contracting parties (CPs) to CPM-13

[19] Mr. XIA provided a brief report on the participation in CPM-13 of contracting parties that represent a developing country. He noted that 145 CPs participated in CPM-13, of these 90 were self-funded and 55 were funded through resources made available by the IPPC Secretariat. The IPPC Project funded by European Commission GCP/GLO/725/EC supported participation with USD 101,000, while regular programme funds supported the remaining participation with USD 58,000.

[20] He noted that CPM quorum requires 92 CPs present at the meeting. As it was hard to predict whether the quorum would be reached, the decision to use regular programme funding was made to ensure that a quorum was present for CPM-13.

[21] He further noted that 11 CPs, despite receiving assistance for one delegate, sent additional delegates to CPM-13 which, in effect, indicated that they did not need funding assistance for their country to be represented at CPM. The FC noted that some CPs used development and other funds to support participation and that they may not have received funding from their Government, but also recognized the value of some guidance to the Secretariat on the allocation of increasingly scarce funding options for CP participation support.

[22] The FC:

- (1) *noted* the progress report
- (2) *recalled* that IPPC contracting parties are expected to participate in the CPM and should, where possible, fund their own participation
- (3) *recommends* that participation of developing countries to CPM is funded based on clear guidelines (outlined below), and be limited to the number required to ensure that a CPM quorum is present
- (4) *recommends* that CPs should seek alternative sources of funding prior to requesting IPPC funding
- (5) *recommends* that clear advice on this policy is provided to CPs in the CPM invitation letter

[23] Guidelines for Funding for participation of developing CPs to CPM

1. Funding may be provided based on the need to establish a CPM quorum, subject to availability of funds
2. Preference may be given to least developed countries
3. Consideration will be given to ensuring balanced regional representation
4. Only applications received by the deadline will be considered eligible

6. Important Work Plan and Budgetary Issues

6.1 Proposal on minimum staffing requirement for basic operation of the IPPC Secretariat

[24] Mr. XIA introduced the proposal on a new staffing structure funded by the regular programme that, he noted, should represent minimum staffing requirement for the basic operation of the IPPC Secretariat.

[25] The proposal stems from the IPPC Secretariat Enhancement Evaluation in which a range between 11-15 regular programme posts was proposed. He noted that when he took office in 2015, teams were unbalanced in structure and staff, and inefficient in operations. He immediately started the restructuring process where 3 pillar units were formed (Governance and Management, Standard setting and Implementation facilitation). However, further restructuring is needed and this proposal aims to solve the remaining problems.

[26] The proposal is to transform the currently vacant P4 post into two P2 posts, while the currently vacant G5 posts would be transformed into two G3 posts. This would reduce the number of managerial posts and increase the number of operational posts to increase productivity and operational capacity. The proposed structure will stabilize the staff base, optimize composition of staff and be more efficient in operations.

[27] The number of regular programme supported staff would increase from 9 to 11, which is within the limits as suggested by the Enhancement Evaluation. The Regular programme budget allocation for the staff would increase only by 4% (from 51% to 55%), which makes the proposal almost budgetary neutral.

[28] FC members made several comments on the proposal and inquired about internal FAO legal aspects of the proposal. FC also discussed the effects of downgrading of posts on operational efficiency. FC Chair noted that staffing levels should reflect the work programme.

[29] The FC:

- (1) *supported* the proposal in full
- (2) *urged* the IPPC Secretariat to take the next steps toward its implementation.

6.2. Review of work plan and budget of the IPPC Secretariat for 2019

[30] The FC discussed the work plan and budget of the IPPC Secretariat for 2019 that was approved by CPM-13.

[31] The IPPC Secretariat noted that it will have to be revised following the internal restructuring of the IPPC Secretariat, in line with the proposal presented during CPM Bureau March 2018 teleconference. The revised work plan and budget will be presented during the FC October 2018 meeting.

[32] The FC discussed details of the work plan and budget and asked for several clarifications with regard to Standard setting and Implementation facilitation activities. FC also discussed in-kind staff resources.

[33] The FC:

- (1) *decided* the IPPC Secretariat to should revise the work plan and budget for 2019 based on lessons learned from the implementation of the work plan and budget for 2018.

6.3. Discussion on the work plan and budget for 2020

[34] The Secretariat presented the preliminary draft of the IPPC Secretariat work plan and budget for 2020. The overall aim of this work plan and budget template is to introduce a results-based budgeting approach to the overall resource planning of the IPPC Secretariat. The draft includes various improvements, such as: complete list of staff that underlies the total staff costs is now presented in the budget, FAO budget line indication to be used for better monitoring of expenses, and clear division of activities and results.

[35] The Secretariat also noted that all units of the Secretariat demonstrated a high level of collaboration and interest to clearly outline their future activities and results in one comprehensive document.

[36] The preliminary budget for the regular programme showed a gap of USD 1 million in funding. In other words, in order to deliver results requested by CPs, additions resources will have to be found or the budget will be cut to remain within its limits.

[37] The Secretariat noted that the first draft of the work plan and budget for 2020 will also include the prioritization exercise and will be presented to the FC at its October 2018 meeting.

[38] The FC was generally supportive of the draft and asked for various clarifications, specifically with regard to the funding of the International Year of Plant Health (IYPH) in 2020.

[39] The FC discussed the idea of reducing regular programme activities of the Secretariat so it can focus on IYPH, but concluded it would counterproductive – to reduce progress in plant health during the same year when plant health in celebrated. The FC recalled that FAO rules require International Years to be funded from extra-budgetary sources, but regular programme funded staff could be backfilled from external sources if they were appropriately involved in IYPH activities.

[40] The FC:

- (1) *noted* the Preliminary draft work plan and budget for 2020
- (2) *asked* the IPPC Secretariat to complete and present the updated draft at FC October 2018 meeting

6.4. Principles of preparation of annual work plan and budget of the IPPC

[41] The Secretariat presented a draft document on principles of preparation of annual work plan and budget of the IPPC. The intention of the approach is to capture, in writing, policies that govern IPPC programme planning, budgeting, monitoring and implementation, and reporting and evaluation to ensure that practices that have been developed are maintained in the event of staff changes.

[42] The FC agreed that the approach for budgeting and financial management of the Secretariat should be captured in a comprehensive document similar to the Standards Committee Procedures Manual.

[43] Mr. XIA noted that intention of the document is to become internal IPPC Secretariat Standard Operating Procedure (SOP) with regard to programme planning and budgeting.

[44] The FC:

(1) *supported* the initiative

(2) *asked* the IPPC Secretariat to further develop the SOP of the IPPC Secretariat and present the document at FC October 2018 meeting

6.5. Five year investment plan of the IPPC Secretariat

[45] Ms. RANSOM introduced an approach based on linking the IPPC Strategic framework 2020-2030 and resources needed to reach the desired outputs and outcomes of the framework.

[46] The main purpose of the investment plan is to assess the level of resources needed for activities that will help IPPC reach its goals, as set out in the strategic framework.

[47] The FC supported the idea and provided inputs to the investment plan.

[48] The FC:

(1) *tasked* Ms. RANSOM to prepare and circulate for comment by the FC, the first draft of the five year investment plan for the FC October 2018 meeting

6.6. CPM-13 decisions with financial implications

[49] The FC discussed CPM-13 decisions that might have implications on the 2018 budget of the IPPC Secretariat, including decisions on: the sea containers task force, the Call for Topics, and the focus group on commodity standards.

[50] The USA has supported 2018 sea containers task force work with USD 25,000, which practically means that activities can be performed. The call for Topics was budgeted at USD 57,000 and no resources were available for it in 2018, at the time of FC meeting. Activities with regard to the focus group on commodity standards were not costed out and no budget has been provided.

[51] The FC discussed in depth how it can provide proper guidance to CPs that plan to submit CPM papers that include decisions with financial implications – in order to avoid adding more work to the IPPC Secretariat without appropriating sufficient amount of resources. The FC also considered whether FC should meet during CPM to analyse the budget impact of CPM decisions and present a summary evaluation prior to the special topics session, should CPM advice on relative priorities be needed. It was acknowledged that holding meetings during CPM would be difficult given the current number of side meetings.

[52] The FC:

(1) *noted* that CPM decisions frequently have impact on the established annual work plan and budget

(2) *encourages* the CPM to consider any resource implications associated with decisions

- (3) *recommends* that any proposal for decision submitted to the CPM should include consideration of resource implications
- (4) *recommends* that any decision that could have an impact on the approved work plan and budget should be accompanied by an evaluation of resource impact
- (5) *recommends* that the template for CPM decision papers include a section for this evaluation

[53] Considerations should include

- Whether there is a resource impact
- Suggested timing of activity
- Proposed level of priority
- Potential funding sources
- Potential impact on other work
- Potential human resource implications
- Suggestions to minimize any resource impact

6.7. Discussion on ePhyto funding

[54] The Secretariat presented the situation regarding ePhyto funding and FC discussed the ePhyto initiative from various perspectives, mostly financial, legal and managerial. It discussed sustainability of funding after the STDF project is finished, legal liabilities in case the system is not performing and issues surrounding operational management of the ePhyto hub.

[55] Several non-financial issues related to ePhyto were raised that were deferred to the CPM Bureau for further discussion.

[56] The FC:

- (1) *noted* the report from the Secretariat
- (2) *agreed* on the need for ongoing funding of ePhyto operations if CPs want this initiative to be fully implemented
- (3) *agreed* that Project based funding is appropriate model for funding ePhyto operations
- (4) *decided* to defer non-financial related issues regarding ePhyto initiative to the CPM Bureau

7. Increase in FAO Regular Programme Support to the IPPC Work Programme (Information Paper for COAG in Oct-18)

[57] The Secretariat introduced the draft information paper that it jointly prepared with the CPM Bureau for the purposes of being discussed at the COAG 2018 meeting.

[58] The FC explained that the initiative of increasing FAO Regular programme funds to the IPPC will be led by the CPM Bureau and that Secretariat's involvement should be limited for the time being.

[59] The FC:

- (1) *Strongly supported* the initiative of increasing FAO Regular programme funds to the IPPC

8. Setting up the Separate IPPC Multi-donor Trust Funds for ePhyto and IYPH

[60] The Secretariat explained that, during CPM-13, it was approached by the USA delegation inquiring about setting up a new ePhyto trust fund, for the purposes of higher ePhyto budget management transparency.

[61] The FC member of the IYPH Committee further explained that FAO will establish its own IYPH trust fund once the international year is officially proclaimed. Nevertheless, CPs will still be able to contribute to the IPPC Multi-donor trust fund for the purposes of IYPH.

[62] Discussion followed on the use of IPPC Multi-donor trust fund resources, specifically related to staff costs.

[63] The FC:

- (1) *asked* the Bureau to further consider setting up a new ePhyto trust fund
- (2) *noted* that IPPC Multi-donor trust fund contributions do not generally include allocation for staffing
- (3) *noted* that this situation has created difficulties for the funded activities to be achieved without impacting regular programme funding
- (4) *recommends* that when resources are allocated for specific task, sufficient allocation of staffing resources be included to enable the task to be completed

9. FC Work Plan for 2018

[64] The FC discussed the immediate actions FC and Secretariat need to take before the FC October 2018 meeting. List of actions points is available in Appendix 4.

10. Any Other Business

[65] None discussed.

11. Next Meeting

[66] The next meeting is scheduled for 8 October 2018 in Rome, Italy at FAO-HQ.

12. Closing of the Meeting

[67] The FC Chairperson thanked all FC members and the IPPC Secretariat for the work carried out during the recent period and at the meeting, and expressed hope that the good work will be continued.

Appendix 01 - Agenda

	AGENDA ITEM	DOCUMENT NO.	PRESENTER
1.	Opening of the Meeting		XIA/ WOLFF
2.	Meeting Arrangements		
2.1	Adoption of the Agenda	01_IPPC-FC_2018_June	WOLFF
3.	Administrative Matters		
3.1	Documents list	02_IPPC-FC_2018_June	BENOVIC
3.2	Participants list	03_IPPC-FC_2018_June	BENOVIC
3.3	Local information	LINK	BENOVIC
4.	Review of Actions Points of the Last Meeting	April 2018 Report	BENOVIC
5.	Progress Reports		
5.1	Work plan and budget of the IPPC Secretariat for 2018	04_IPPC-FC_2018_June	BENOVIC
5.2	Resource mobilization of the IPPC Secretariat for 2018	Oral	XIA/BENOVIC
6.	Important Work Plan and Budgetary Issues		
6.1	Proposal on minimum staffing requirements supported by FAO-RP for basic operation of the IPPC Secretariat	05_IPPC-FC_2018_June	XIA/BENOVIC
6.2	Review on work plan and budget of the IPPC Secretariat for 2019	06_IPPC-FC_2018_June	BENOVIC
6.3	Discuss on work plan and budget of the IPPC Secretariat for 2020	07_IPPC-FC_2018_June	BENOVIC
6.4	Principles on preparation for annual work plan and budget of the IPPC	08_IPPC-FC_2018_June	BENOVIC
6.5.	Five-year investment plan of the IPPC Secretariat		RANSOM/FC
6.6.	CPM-13 decision with financial implications: <ul style="list-style-type: none"> - Sea Containers Task Force - Call for Topics - Focus group on commodity standard 		FC
7.	Increase in FAO Regular Programme Support to the IPPC Work Programme (Information Paper for COAG in Oct-18)		FEDHOCK/BENOVIC
8.	Setting up the Separate IPPC Multi-donor Trust Funds for ePhyto and IYPH		FC
9.	FC Work Plan for 2018		WOLFF / XIA
10.	Any Other Business		ALL
11.	Next Meeting		XIA
12.	Closing of the Meeting		WOLFF

Appendix 02 - Documents List

DOCUMENT NO.	AGE NDA NO.	DOCUMENT TITLE	POSTED
01_IPPC-FC_June_2018	2.1.	Agenda	30 May 2018
02_IPPC-FC_June_2018	3.1.	Documents list	30 May 2018
03_IPPC-FC_June_2018	3.2.	Participants list	30 May 2018
04_IPPC-FC_June_2018	5.1.	Summary of Implementation - IPPC Secretariat Work Plan and Budget for 2018	30 May 2018
05_IPPC-FC_June_2018	6.1.	Proposal on minimum staffing requirements supported by FAO-RP for basic operation of the IPPC Secretariat	30 May 2018
06_IPPC-FC_June_2018	6.2.	IPPC Secretariat Work Plan and Budget for 2019	30 May 2018
07_IPPC-FC_June_2018	6.3.	IPPC Secretariat Work Plan and Budget for 2020	6 June 2018
08_IPPC-FC_June_2018	6.4.	Regulations and Rules Governing Programme Planning and Budgeting, Monitoring and Implementation and Reporting And Evaluation - Draft	30 May 2018

Document	Agenda item	Content
April 2018 Report	4	Last meeting report

Appendix 03 - Participants list

FAO region	Country	Name	e-mail account	Nominated / Renominated	Current term / Duration	End of term
Africa	Cote D'Ivoire	<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 Mob.: (+225) 20 218442 Fax: (+225) 20 212032</p>	l_kouame@yahoo.fr;	CPM-7 (2012) CPM-9 (2014) CPM-11(2016) CPM-13 (2018)	4th term / 2 years	2020
Latin America and Caribbean	Mexico	<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 Ph.: (+52) 55 59051000 Ext. 51319</p>	trujillo@senasica.gob.mx;	CPM-11 (2016) CPM-13 (2018)	1st term / 2 years	2020
North America <i>Chairperson</i>	Canada	<p>Mr Greg WOLFF Canadian Food Inspection Agency 59 Camelot Drive, OTTAWA, ON. K1A 0Y9 CANADA Ph.: (+1) 613 773 7060 Mob.: (+1) 613 325 2941</p>	greg.wolff@inspection.gc.ca	CPM-13 (2018)	1st term / 2 years	2020

Southwest Pacific	Australia	<p>Ms Lois RANSOM Assistant Secretary, Plant Import Operations GPO Box 858 Canberra ACT 2601 AUSTRALIA Ph.: (+61) 262723241 Mob.: (+61) 466327114</p>	Lois.ransom@agriculture.gov.au	CPM-11 (2016) CPM-13 (2018)	2nd term / 2 years	2020
Asia	Republic of Korea	<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	CPM-5 (2010) CPM-7 (2012) CPM-9 (2014) CPM11(2016)	3 rd term/ 2 years	2020

Appendix 04 – Action List

#	ACTION	Action from	Responsible	Deadline	Status
Basic set up (ToR & WA)					
1	Review working arrangements of the FC and its membership			Permanent	Ongoing
Resource mobilization					
2	Review Resource mobilization activities of the IPPC Secretariat, Bureau and FC			Permanent	Ongoing
3	Five year investment plan draft ready	Jun-18	FC member	Oct-18	In process
4	COAG 2018 information paper finalized	Jun-18	CPM Bureau/IPPC Secretariat	Oct-18	In process
5	Draft several PPT slides related to IPPC financial issues for Regional workshops (should reference this in the minutes – encouraging CP use of new funding mechanism)	Jun-18	IPPC Secretariat	Oct-18	In process
Work Plan and Budget / Planning and Reporting					
6	Review IPPC Secretariat financial forms (Work plan and Budget, Financial report, Progress reports)			Permanent	Ongoing
7	Prepare First draft of the IPPC Secretariat Work Plan and Budget for 2020	Jun-18	IPPC Secretariat	Oct-18	In process
8	Revise IPPC Secretariat Work Plan and Budget for 2019	Jun-18	IPPC Secretariat	Oct-18	In process
9	Update Principles for preparation of annual work plan and budget of the IPPC to include provision on project based funding. Send draft to FC for review.	Jun-18	IPPC Secretariat	Oct-18	In process
10	Discuss FC role in reviewing CPM papers with regard to new initiatives that require un-planned resources	Jun-18	FC	Oct-18	In process
11	Discuss template for CPM documents that would include resource considerations	Jun-18	FC	Oct-18	In process
Other					
12	Invite WB and EU observers to the meeting	Jun-18		Oct-18	
13	FC to discuss set up for ISPM 15 mark registration renewal for future	Oct-15	IPPC Secretariat	/	In process