



Food and Agriculture
Organization of the
United Nations



International
Plant Protection
Convention

REPORT

IPPC Financial Committee Meeting

**Rome, Italy
8 October 2018**

IPPC Secretariat

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1. Opening of the Meeting

- [1] Mr. WOLFF, the Chair of the IPPC Financial Committee (FC), welcomed the FC members and Observers, opened the meeting and thanked the IPPC Secretariat for the work done since June meeting.
- [2] The IPPC Secretary, Mr. Jingyuan XIA, welcomed all the participants to Rome, Italy. He stressed the importance of this FC meeting for its work on 1) revision of the work plan and budget of the IPPC Secretariat for 2019, 2) the work plan and budget of the IPPC Secretariat for 2020, and 3) the Five year investment plan of the IPPC Secretariat – linked to the IPPC Strategic framework for 2020-2030.
- [3] Mr. XIA reiterated his commitment to sound financial management, budgetary transparency and efficacy as well as the accountability to IPPC Contracting parties.

2. Meeting Arrangements

2.1. Adoption of the agenda

- [4] The FC adopted the agenda (Appendix 1), and agreed to discuss ePhyto reporting and COSAVE letter to the IPPC Secretary under Any Other Business.

3. Administrative Matters

3.1. Documents list

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

3.2. Participants list

- [6] The IPPC Secretariat presented the Participants list (Appendix 3).

3.3. Local information

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

4. Report of Last Meeting and Review of Actions Points

- [8] 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 June 2018.
- [9] The FC:

- (1) *thanked* the IPPC Secretariat for accomplished actions from the Actions list

5. Report on Resource Mobilization of the IPPC Secretariat for 2018

- [10] Mr. XIA briefed the FC on the progress made in resource mobilization in 2018.
- [11] He noted that the IPPC Secretariat received more than USD 1 million to the IPPC Multi-donor trust fund in 2018 mainly from Canada, Japan, Netherlands, New Zealand, Republic of Korea, Switzerland and USA/NAPPO.
- [12] He further noted that the total value of projects initiated in 2018 is USD 1.3 million (European Commission IRSS 3rd cycle/USD 0.74 million, and STDF Beyond compliance/USD 0.57 million). Additionally, negotiations on renewal of the European Commission project on IPPC Implementation are underway.
- [13] He noted that the IPPC Secretariat have presently received the in kind contributions, from one international organization, 14 regional organizations and 21 Contracting parties.

- [14] Mr. XIA also noted the progress made in Sustainable funding of the IPPC Secretariat. He specifically thanked Ms. RANSOM and Australia for FAO-COAG-26 initiative where 10 FAO member countries and organizations (European Union) strongly supported increase in FAO Regular programme allotment to the IPPC Secretariat.
- [15] The FC further discussed the draft letter to ministers prepared by the CPM Chair to be dispatched, while CPM Bureau should discuss appropriate timing for it.
- [16] The FC also discussed funding for potential emerging plant health issues, where Mr. TRUJILLO pointed out the importance of defining the IPPC's role and responsibility in the case of the *fall armyworm*, as the IPPC is currently not engaging in this issue.
- [17] The FC:
- (1) *noted* the recent resource mobilization efforts made in 2018

6. Important Work Plan and Budgetary Issues

6.1 Revision of the work plan and budget of IPPC Secretariat for 2019

- [18] Mr. BENOVIC briefed the FC that following the internal transition process in the IPPC Secretariat where the leadership of the Standard setting and Implementation Facilitation Units changed in early 2018, the need arose to review and revise the work plans and budgets for 2019. Revision aimed to reflect realistic work plans of the new unit leads that would be carried out within the resources available.
- [19] He further noted that over the course of several weeks in July 2018, IPPC Secretariat Core team met on several occasions to discuss the Revision and agree on both the overall work programme and detailed work items that would be carried out in the 2019.
- [20] Active engagement and discussions resulted in better understanding and coordination among unit leads on the work to be done, as well as higher awareness of limited resources to perform the agreed work. Discussions also provided opportunities for synergies to be created as unit leads benefitted from a more complete understanding of the work of other units which resulted in sharing resources where necessary and planning higher impact as a result of coordinated and well planned work.
- [21] The budget details are much clearer in regard to the distinction between direct and indirect staff-related costs which are now all captured under Human Resources budgets, and operation costs which are presented separately.
- [22] Funding to cover ISPM 15 mark registration costs is included in the budget.
- [23] In financial terms, the revision exercise decreased the overall planned budget by 6% (USD 370 thousand) or from the original budget of USD 6.723 million to the revised budget of USD 6.353 million. As a result of the revision, various specific work items were reviewed to receive increased or decreased funding, based on priorities and donor constraints. At the request of the CPM Bureau, net financial summary of the revision is detailed below.
- [24] Mr. TRISTANTE inquired about revisions related to EU projects and the IPPC Secretariat replied that revisions are aimed to represent project implementation plans more closely.
- [25] The FC:
- (1) *supported* Revision of the IPPC Secretariat Work Plan and Budget for 2019 to be discussed by the CPM Bureau

6.2. Work plan and budget of the IPPC Secretariat for 2020

- [26] Mr. BENOVIC briefed the FC on the IPPC Secretariat Work Plan and Budget for 2020, which follows the newly established forward looking practice where work plan and budgets are presented for approval to CPM to be implemented in subsequent years. 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.
- [27] This draft follows Results Based Budgeting principles where activities are closely tied to results which are closely tied to available budgets. It was also noted that all units of the IPPC Secretariat demonstrated a high level of collaboration and interest to clearly outline their future activities and results in one comprehensive document.
- [28] The year 2020 is especially important for the IPPC as it is expected to observe International Year of Plant Health (IYPH) in this year. For clarity and transparency purposes for donors and broader public, the IYPH work plan and budget for 2020 has been separated from other Secretariat activities and it can be seen as Activity 4 in the Appendix 1. This extra-ordinary activity is expected to further increase recognition, advocacy and support for the promotion of plant health. IYPH is expected to increase the ability and capacities of CPs and their National Plant Protection Organizations (NPPOs) to cope with plant health issues in an informed, inclusive and effective manner.
- [29] The FC:
- (1) *supported* the IPPC Secretariat Work Plan and Budget for 2020 to be discussed by the CPM Bureau

6.3. Standard Operational Procedure (SOP) governing IPPC programme planning and budgeting

- [30] The IPPC Secretariat presented the updated draft document on Standard Operational Procedure (SOP) Governing Programme Planning and Budgeting, Monitoring and Implementation and Reporting and Evaluation.
- [31] The purpose of this document is to capture best practices that govern IPPC Secretariat programme planning and budgeting and ensure institutional memory for current and future IPPC Secretariat staff and IPPC stakeholders. The SOP is aimed to provide IPPC Secretariat and IPPC Contracting parties with clear information on how IPPC Secretariat resources are allocated, budgeted, monitored and reported. The increased transparency of the work plan and budget process is expected to raise understanding between Contracting parties on the use of resources in the IPPC Secretariat, but also to engage them to be part of the planning process more closely.
- [32] In relation to the SOP and the desire to bring about more predictability and effectiveness, the Secretariat will prepare an information package that will be provided to new members of the FC in the future.
- [33] The FC:
- (1) *supported* the Standard Operational Procedure (SOP) Governing IPPC Programme planning and budgeting to be further discussed by the CPM Bureau
 - (2) *requested* the IPPC Secretariat to develop a flow chart to accompany the SOP
 - (3) *agreed* that the SOP will be presented to CPM-14 for information

6.4. Five year investment plan of the IPPC Secretariat (2021-2025)

[34] 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.

[35] This plan outlines at a summary level, an estimate of the resources required to implement the first five years (2021-2025) of the IPPC Strategic Framework 2020-2030, and their likely source under current financial governance provisions agreed by the Commission.

[36] The plan should be read in conjunction with the IPPC Strategic Framework 2020-2030, which describes the key priorities of the Commission during this period.

[37] 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.

[38] The FC:

- (1) *thanked* Ms. RANSOM for preparing the first draft of the five year investment plan for the FC October 2018 meeting
- (2) *agreed to* further discuss this issue in Bureau October meeting

6.5. FC role in reviewing CPM papers with regard to new initiatives for that require unplanned resources

[39] Following a discussion in June, the FC discussed in depth how it can provide proper guidance to CPs that plan to submit CPM papers that include draft 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 analyze the budget impact of CPM decisions.

[40] The FC identified the key factors to be considered as being: 1) linkage to the IPPC Strategic Framework; 2) resource and HR requirements; 3) time frames for implementation; funding sources. The FC's review criteria will include the level of comparative priority of any proposal, the impact on other work, and means to reduce such impact. To assist the FC in any review, it was suggested that a WHO template be obtained and adapted and the Secretariat will undertake this.

[41] The FC:

- (1) *agreed to* meet, as needed, during mornings of the CPM week prior to CPM Bureau meeting to discuss relevant financial and funding issues and provide guidance to the CPM Bureau, as appropriate

6.6. Template for CPM documents reflecting resource considerations

[42] Further to the discussion on the need for proper actions surrounding proposals that are presented at CPM and that require additional resource of the IPPC Secretariat, the FC discussed how to implement the practice of making sure that proposals going to CPM are properly evaluated from the financial perspective.

[43] The FC:

- (1) *tasked* Mr. WOLFF and Mr. BENOVIC to develop the template and present it to the CPM Bureau for approval

7. Follow-up on increase in FAO regular programme support to the IPPC Work Programme

- [44] The IPPC Secretariat referred to the draft information paper jointly prepared with the CPM Bureau that was discussed at the FAO-COAG 2018 meeting.
- [45] Ms. RANSOM gave an update on the efforts of Australia with regard to COAG initiative to increase IPPC Regular programme funding from FAO.
- [46] Following the COAG support, Australia will raise this issue during FAO Finance and Programme committees meeting that will be held in November 2018.
- [47] The FC:
- (1) *Strongly supported* the initiative of increasing FAO Regular programme funds to the IPPC Work Programme and *thanked* Ms. RANSOM for championing this initiative

8. Any Other Business

- [48] Mr. FEDCHOCK informed the FC that the ePhyto Steering Group (ESG) suggested that the IPPC Secretariat issue a brief financial report on the status of ePhyto contributions made to the IPPC Multi-donor trust fund at year end. The FC supported this request and tasked the IPPC Secretariat to find appropriate solution to this request.
- [49] The FC discussed the Letter that IPPC Secretary received from COSAVE in relation to absence of funding for newly established task force and focus group. It reiterated the decision made in Bureau June meeting where clear criteria for funding was established and updated. The FC deferred the discussion on this item to the CPM Bureau.

9. Next Meeting

- [50] The next meeting is scheduled for 27 March 2019 in Rome, Italy at FAO-HQ.

10. Closing of the Meeting

- [51] 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_Oct	WOLFF
3.	Administrative Matters		
3.1	Documents list	02_IPPC-FC_2018_Oct	BENOVIC
3.2	Participants list	03_IPPC-FC_2018_Oct	BENOVIC
3.3	Local information	LINK	BENOVIC
4.	Review of Actions Points of the Last Meeting	June 2018 Report	WOLFF
5.	Report of Resource Mobilization of the IPPC Secretariat for 2018		XIA/BENOVI C
6.	Important Work Plan and Budgetary Issues		
6.1.	Revision of work plan and budget of the IPPC Secretariat for 2019	04_CPM_Bureau_2018_Oct	BENOVIC
6.2.	Discussion on work plan and budget of the IPPC Secretariat for 2020	05_CPM_Bureau_2018_Oct	BENOVIC
6.3.	Standard Operational Procedures (SOP) for annual work plan and budget of the IPPC Secretariat	04_IPPC-FC_2018_Oct	BENOVIC
6.4.	Five-year investment plan of the IPPC Secretariat	04_SPG_2018_Oct	RANSOM/FC
6.5.	Discussion on FC role in reviewing CPM papers with regard to new initiatives that require unplanned resources		FC
6.6.	Discussion template for CPM documents that would include resource considerations		FC
7.	Follow-up on Increase in FAO Regular Programme Support to the IPPC Work Programme	05_IPPC-FC_2018_Oct	FC
8.	Any Other Business		ALL
9.	Next Meeting		XIA
10.	Closing of the Meeting		WOLFF

Appendix 02 – Documents list

DOCUMENT NO.	AGENDA NO.	DOCUMENT TITLE	POSTED
01_IPPC-FC_Oct_2018	02.1.	Agenda	2018-10-01
02_IPPC-FC_Oct_2018	03.1.	Documents list	2018-10-01
03_IPPC-FC_Oct_2018	03.2.	Participants list	2018-10-01
04_IPPC-FC_Oct_2018	06.3.	Standard Operational Procedures (SOP) for annual work plan and budget of the IPPC Secretariat	2018-10-01
05_IPPC-FC_Oct_2018	07	Follow-up on Increase in FAO Regular Programme Support to the IPPC Work Programme (COAG paper)	2018-10-01
04_Bureau_Oct_2018	06.1.	Revision of work plan and budget of the IPPC Secretariat for 2019	2018-10-01
05_Bureau_Oct_2018	06.2.	Discussion on work plan and budget of the IPPC Secretariat for 2020	2018-10-01
04_SPG_2018_Oct	06.4.	Five-year investment plan of the IPPC Secretariat	2018-10-01

Document	Agenda item	Content
June 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	Mr Greg WOLFF Director, Strategic Plant Health Programs & Partnerships Division Canadian Food Inspection Agency 59 Camelot Drive, OTTAWA, ON. K1A 0Y9 CANADA Ph.: (+1) 613 773 7060 Mob.: (+1) 613 325 2941	greg.wolff@canada.ca	CPM-13 (2018)	1st term / 2 years	2020
Asia	Republic of Korea	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 177 Hyeoksin 8-ro Gimcheon-si, Gyeongsangbuk-do REPUBLIC OF KOREA Ph.: (+82) 54-912-0671 Fax: (+82) 54-912-0635	koyim@korea.kr	CPM-5 (2010) CPM-7 (2012) CPM-9 (2014) CPM11(2016)	3 rd term/ 2 years	2020
Southwest Pacific	Australia	Ms Lois RANSOM Assistant Secretary, Plant Import Operations GPO Box 858 Canberra ACT 2601 AUSTRALIA Ph.: (+61) 262723241 Mob.: (+61) 466327114	Lois.ransom@agriculture.gov.au	CPM-11 (2016) CPM-13 (2018)	2nd term / 2 years	2020
Observer		Francisco Tristante OLIVA Policy Officer SPS Team DG TRADE, Unit D3 Unit D3 Agriculture, Sanitary and Phytosanitary (SPS) Market Access, Biotechnology Tel. +32 2 29 93 620	Francisco.TRISTANTE@ec.europa.eu			

		EU				
IPPC Secretariat						
	IPPC	Mr Jingyuan XIA Secretary	jingyuan.xia@fao.org			
	IPPC	Mr Craig FEDCHOCK Advisor	craig@fedchock.com			
	IPPC	Mr Marko BENOVIC Budget and Planning Officer	marko.benovic@fao.org			

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	Follow up on Sustainable funding initiative for the IPPC work programme and increased FAO regular programme support – meeting with FAO Programme committee and Finance committee Chairs	Oct-18	IPPC Secretariat	Nov-18	In Process
4	Follow up on Sustainable funding initiative for the IPPC Secretariat voluntary contributions to the IPPC MDTF – follow up with CPM Bureau and CPM Chair on Letter to Ministers	Oct-18	IPPC Secretariat, CPM Bureau, FC	Mar-19	In Process
Work Plan and Budget / Planning and Reporting					
5	Review IPPC Secretariat financial forms (Work plan and Budget, Financial report, Progress reports)			Permanent	Ongoing
6	Finalize IPPC Secretariat Work Plan and Budget for 2020, obtain clearances from AG department and OSP division and submit the document to CPM-14	Oct-18	IPPC Secretariat	Mar-19	In Process
7	Finalize IPPC Secretariat Financial Report for 2018, obtain clearances from AG department and OSP division and submit the document to CPM-14	Oct-18	IPPC Secretariat	Mar-19	In Process
8	Issue report on the status of ePhyto contributions under the IPPC MDTF	Oct-18	IPPC Secretariat	Mar-19	In Process
9	Add flow chart to SOP governing programme planning and budgeting	Oct-18	IPPC Secretariat	Mar-19	In Process
10	Finalize SOP governing programme planning and budgeting and submit the document to CPM-14 for information	Oct-18	IPPC Secretariat, FC	Mar-19	In Process
11	Operationalize, as appropriate, template for CPM documents that require unplanned resources	Oct-18	IPPC Secretariat, FC	Mar-19	In Process
Other					
12	Produce information package for incoming FC members	Oct-18	IPPC Secretariat, FC	June-20	In Process