



## **Implementation and Capacity Development Committee Sub-groups**

### **Rules of Procedure<sup>1</sup>**

#### **Rule 1. Membership**

Members of Implementation and Capacity Development Committee (IC) Sub-groups are selected from the IC, but may also be selected from outside of the IC when required. Members should have the necessary technical and subject matter experience, and should be able to participate and contribute to the proceedings. The IC Sub-group Lead is considered a member.

Membership of Sub-groups should be reviewed by the IC on a regular basis and may be adjusted as necessary. The IC should take into account changes in the needs for scientific or other expertise or changes in the professional duties required of the members.

#### **Rule 2. Procedure for nomination and selection of Sub-groups members**

Members of Sub-groups are nominated and selected according to the following:

1. the IPPC Secretariat requests nominations for Contracting Parties (CPs) and Regional Plant Protection Organizations (RPPOs) through a call, as directed by the IC, requesting a signed Statement of Commitment and an updated Curriculum Vitae;
2. the call is primarily addressed to CPs and RPPOs, but may also be addressed to other international organizations and targeted industry stakeholder groups in cases where specific relevant expertise is required;
3. the IPPC Secretariat compiles and summarizes the nominations, and then submits them to the IC. The IC selects the members based on the selection criteria from the terms of reference and their demonstrated expertise. This is communicated to the IPPC Secretariat. Nominees who are not selected will be informed by the IPPC Secretariat; and
4. the IPPC Secretariat maintains lists of Sub-group members on the IPP.

#### **Rule 3. IC Sub-group Lead**

The IC will select a Lead for each Sub-group from IC members and under exceptional circumstances, it may select someone who is not a member of the IC. Exceptional circumstances include cases where changes to the IC Sub-group Lead would jeopardize progress of the work of the Sub-group.

The IC Sub-group Lead is responsible for liaising between the IC and the Sub-group ensuring the Sub-group follows their terms of reference and guidance given by the IC.

In some cases, the IC may appoint an assistant IC Sub-group Lead.

#### **Rule 4. Participation and contribution of members to Sub-group meetings**

The IC may replace the Sub-group members who fail to attend two consecutive meetings or do not contribute to the work of the Sub-group. Replacement members may be drawn from the pool of nominations and selected as per Rule 2.4.

#### **Rule 5. Participation to meetings by observers**

Observers may attend a Sub-group meeting by invitation only. The Sub-group recommends which observers should be invited and requests approval from the IC. The Sub-group may determine that

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<sup>1</sup> IC November 2018 agreed to the IC Sub-groups Rules of Procedure (ROP) and to recommend the ROP to CPM for adoption via the CPM Bureau. The CPM Bureau December 2018 agreed that the ROP was under the oversight of the IC and that the IC had the authority to approve the ROP and they did not need to be presented to the CPM.

certain meetings, or part thereof, be conducted without observers, in consideration of the sensitivity or confidentiality of the subject.

Contracting parties or organizations hosting a meeting may send up to a maximum of two observers to attend a meeting.

#### **Rule 6. Meetings**

Members elect a Chairperson and a Rapporteur at each Sub-group meeting.

Sub-groups should meet virtually using E-mail, teleconferencing and other modern communication methods. Meetings should be planned well in advance, in consultation with the IC Sub-group Lead. The Sub-group may meet face-to-face, subject to availability of funds.

Sub-group members should work according to their Terms of Reference, or guidance given by the IC and follow IC approved procedures

The Sub-group will elect a Rapporteur from its membership. Major discussion issues should be noted in the report and the rationale for conclusions should be recorded. The Rapporteur shall ensure that the report prepared by the IPPC Secretariat is an accurate record of the discussions and decisions of the meeting assist the IPPC Secretariat in drafting, reviewing and finalizing the Sub-group meeting report. A report of each Sub-group meeting should be published on the IPP once approved by the rapporteur. The Rapporteur serves until the meeting report is finalized.

#### **Rule 7. Decision making**

Decisions should be taken by consensus and communicated to the IC by the relevant IC Sub-group Lead. Only Sub-group members can be involved in decision making. If consensus is not reached, contentious issues should be brought to the attention of the IC, with positions explained in the report, and the IC will provide guidance on how to proceed.

#### **Rule 8. Reporting**

An update on the activities of the Sub-group should be presented at an IC meeting by the IC Sub-group Lead. The update may advise the IC of specific actions that they are requested to take.

Out of session updates may be requested by the IC as necessary.

#### **Rule 9. Working Language**

English should be the working language of Sub-groups.

#### **Rule 10. Amendments**

Amendments to these Rules of Procedure shall be approved by the IC.