**Terms of Reference and Rules of Procedure of the Technical Consultation among Regional Plant Protection Organizations**

Background

1. The Technical Consultation among Regional Plant Protection Organizations (TC-RPPO) is the forum for RPPOs to discuss issues of common interest. Article IX.4 of the IPPC indicates:

* The Secretary will convene regular Technical Consultations of representatives of regional plant protection organizations to:

1. *promote* the development and use of relevant international standards for phytosanitary measures; and
2. *encourage* inter-regional cooperation in promoting harmonized phytosanitary measures for controlling pests and in preventing their spread and/or introduction.”
3. The TC-RPPO started in 1989 and meetings have been held every year since. Prior to the existence of the Interim Commission on Phytosanitary Measures (ICPM), the TC-RPPO was the sole international forum for discussion of phytosanitary matters. As such the TC-RPPO was instrumental in the development of several of the early ISPMs. In addition, the TC-RPPO played an active role in the revision of the IPPC and plans for an ICPM. In 2005, ICPM-7 adopted recommendations on the role and functions of RPPOs. CPM-12 (2017) adopted a revised version of “Roles and Functions of RPPO in their relationship with the Commission on Phytosanitary Measures (CPM)” and encouraged the IPPC Secretariat, the Strategic Planning Group (SPG) and CPM subsidiary bodies to continue to collaborate with RPPOs.
4. The TC-RPPO has been operating empirically. The RPPOs felt the need to formalize a new way that they could operate through the TC. At the 30th TC-RPPOs (2018), Terms of Reference and Rules of Procedure for the TC-RPPO were drafted, which is presented in attachment 1 to this paper.
5. CPM is invited to:

* *Adopt* the Terms of Reference for the Technical Consultation among the Regional Plant Protection Organizations as presented in attachment 1 to this paper.
* *Adopt* the Rules of Procedure for the Technical Consultation among the Regional Plant Protection Organizations as presented in attachment 2 to this paper.

Attachment 1.

Terms of reference for the Technical Consultation among Regional Plant Protection Organizations

Scope

1. The Technical Consultation among Regional Plant Protection Organizations (TC-RPPO) serves as the forum for RPPOs to discuss issues of common interest, facilitating collaboration and co-ordination between them. The TC-RPPO also helps to generate synergies and avoid duplication of efforts by providing a venue for increasing the dialogue among RPPOs, the IPPC Secretariat and subsidiary bodies of the CPM.
2. The TC-RPPO refers both to a physical annual meeting and a process of consultation during the year.
3. Each RPPO has its own constitution and remit. Nothing in these Terms of Reference changes the respective rights and responsibilities of each RPPO and its member countries.

1. Composition of the TC-RPPO

1. The TC-RPPO is comprised of a representative from each RPPO recognized under the Article IX of the IPPC and a representative of the IPPC Secretariat. Objectives of the TC-RPPO

2. Objectives

1. Objectives of the TC-RPPO include, but are not limited to:
2. Helping to set the strategic direction for the implementation of the IPPC; International Standards for Phytosanitary Measures and the Commission on Phytosanitary Measures (CPM) Recommendations.
3. Providing technical advice and recommendations to the IPPC Secretariat and to the CPM and its subsidiary bodies;
4. Supporting RPPOs in engaging with the CPM as described in the “Roles and functions of RPPOs in their relationship with the Commission on Phytosanitary Measures (CPM)” adopted by the CPM in 2017;When required, nominating RPPO representatives to meetings or Committees;
5. Sharing information on current and planned work programmes to identify opportunities for collaboration, work sharing and mutual support;
6. Sharing information on emerging pests and risks in the RPPO regions;
7. Sharing expertise, experiences and lessons learned;
8. Supporting the development of new RPPOs in any region which does not currently have one;
9. Making recommendations to CPM on recognition of RPPOs;
10. Developing and adopting an annual TC-RPPO action plan to help facilitate activities and help achieve the objectives of the TC-RPPO.

3. Amendments

1. Amendments to these Terms of Reference may be proposed in writing by an RPPO. Any proposed amendment will be discussed at a face-to-face meeting of the TC-RPPO and submitted to the CPM for adoption.

Attachment 2.

# Rules of Procedure for the Technical Consultation among Regional Plant Protection Organizations

Rule 1. Membership

1. Each RPPO recognized under the Article IX of the IPPC is considered a member. Each RPPO should be represented by the executive head of the RPPO. When he/she is not available for a physical meeting or for consultation between meetings he/she may designate an alternate.
2. Members participate in the Technical Consultation among Regional Plant Protection Organizations (TC-RPPOs) decision making.
3. Members bear their own costs to attend meetings.

Rule 2. Meetings of the TC-RPPOs

1. The IPPC Secretariat will convene regular Technical Consultations of representatives of RPPOs, normally annually. The date and venue of the meetings should be preferably decided during the TC-RPPO meeting of the precedent year or otherwise via electronic means. Normally, the TC-RPPO is hosted by a RPPO or, otherwise, the meeting may be held at FAO Headquarters in Rome.
2. Representatives of the RPPOs or the IPPC Secretariat may be accompanied by alternates, associates or advisers.
3. A short meeting of TC-RPPO may be convened during the Commission on Phytosanitary Measures (CPM) to discuss any urgent matters and review the agenda of the successive annual meeting.
4. The TC-RPPO may also meet via electronic means or exchange correspondence to address urgent issues.

Rule 3. Participation of observers

1. The TC-RPPO may invite observers who can contribute to carrying out its functions to participate at their meetings. These may include, among others:
2. FAO regional officers from the hosting region
3. CPM Bureau member(s), usually the Chairperson or the representative of the region in which the meeting is held;
4. Representatives of CPM subsidiary bodies, usually from the region in which the meeting is held;
5. Representatives of the Executive Committee of the RPPO which is hosting the meeting;
6. Representatives from international or regional organizations active in phytosanitary work;
7. Representatives from international research institutions.
8. Observers may contribute to enrich any discussion but will not participate in decision-making.
9. Observers bear their own costs to attend meetings.
10. The TC-RPPO may decide that a part of the meeting shall be limited to TC-RPPO members only.

Rule 4. Chairperson and Vice-Chairperson

1. At the end of each annual meeting, the members should elect a Chairperson and a Vice-Chairperson to serve until the end of the next annual meeting. The Chairperson should be a representative of the RPPO will host the next meeting and the Vice-Chairperson should be a representative of the RPPO that will be hosting the meeting in two years.
2. The Chairperson shall lead the TC-RPPO during the year following the meeting. During the meeting, the Chairperson should ensure observance of these Rules, accord the right to speak, facilitate discussions, formulate conclusions and ensure that the decisions are clear. He/she shall rule on points of order and, subject to these Rules, shall have complete control over the proceedings at any meetings. He/she may, in the course of the discussion of an item, propose to the TC-RPPO the limitation of the time to be allowed to speakers, the number of times each speaker may speak on any question, the closure of the list of speakers, the suspension or adjournment of the meeting or the adjournment or closure of the debate on the item under discussion.
3. The Vice-Chairperson shall preside at meetings of the TC-RPPO and shall exercise the functions of the Chairperson in his/her absence or as necessary.

Rule 5. Rapporteur and Reporting

1. A rapporteur should be elected at the beginning of each meeting to oversee the production of an accurate report of the meeting and ensure decisions are recorded correctly.
2. A report of each meeting (face to face and virtual) of the TC-RPPO should be prepared.
3. A report of the TC-RPPO activities should be prepared and presented to the CPM by the TC-RPPO Chairperson. The report should include, inter alia, any points which the TC-RPPO has asked to be drawn to the attention of CPM.

Rule 6. Decision-making

The TC-RPPO endeavors to make decisions on the basis of consensus between members. Situations where consensus cannot be reached shall be described in the meeting reports detailing all positions maintained.

Rule 7. Actions in-between meetings.

1. If any pronouncement is required of the TC-RPPO between physical meetings this should be requested in writing to the Chairperson who consults with the Vice-Chairperson and IPPC Secretariat.. A proposal will be circulated to TC-RPPO members giving at least two weeks for comments. More time may be required if the proposal is of such a nature that an RPPO would need to consult its member countries. The pronouncements will included in the report of the next face-to-face meeting.

Rule 7. Agenda of the TC-RPPO

1. A draft agenda should be developed by the Chairperson in consultation with the Vice-Chairperson, and the IPPC Secretariat. During the Commission on Phytosanitary Measures (CPM), a short meeting of TC-RPPO may be convened to review and discuss the agenda of the successive annual meeting.
2. The draft agenda should be circulated to all TC-RPPO members at least ten weeks in advance of the meeting requesting suggestions, additions or deletions. The agenda should include a standing agenda point for representatives from RPPOs and the IPPC Secretariat to present their activities and raise any questions or concerns they would like to address.

Rule 8. Documents

1. Documents to support discussions on agenda items for the annual TC-RPPO meetings will be prepared by TC-RPPO members and coordinated by the IPPC Secretariat. The documents should be posted on the relevant website at least two weeks prior to the meeting in order to be available to members to prepare for the discussions.

Rule 9. TC-RPPO representatives in other meetings

1. When a request is made for a representative of the TC-RPPO to participate in an outside meeting or consultation, the TC-RPPO selects a representative. The TC-RPPO representative is requested to circulate to other TC-RPPO members the agenda and any key documents and invite comments. At the concerned meeting, the TC-RPPO representative should make clear when they are presenting a TC-RPPO position and when they are simply reflecting their own views or that of his/her RPPO. After the meeting they should circulate a short report to the other TC-RPPO members.

Rule 10. TC-RPPO annual action plan

1. The TC-RPPO should annually develop and adopt an annual TC-RPPO action plan. Any TC-RPPO member may propose the inclusion of themes or activities.
2. The annual action plan should include:

* Core activities
* Schedule of activities
* Responsible person for each activity
* Follow up actions.

Rule 9. Language

1. The business of the TC-RPPO shall be conducted in English.

Rule 10. Amendments

1. Amendments to these Rules of Procedure may be proposed in writing by an RPPO. Any proposed amendment will be discussed at a face-to-face meeting of the TC-RPPO and submitted to the CPM for adoption.