STATEMENT OF COMMITMENT

Each nominee is requested to read the information listed and referenced in Appendix 1 for the relevant body, complete and sign this statement of commitment and submit it at the same time as the nomination and CV.

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| **1. IPPC - Expert Group: to develop e-learning materials on “Phytosanitary export certification system”** One virtual meeting is expected to be organized every month, starting in July 2020 and foreseen to continue until December 2020. In addition, experts should participate in the review of the material submitted and in the preparation of the training materials. These tasks may represent an average of one day of work per month. Experts may also act as tutors through distant learning from December 2020 until February 2021. |
| **2. Nominee:**I have read the information listed and referenced in Appendix 1 in regards to my nomination and, if selected, agree to undertake the tasks and responsibilities involved and to commit the time required. I have also discussed with my employer the time commitment and financial resources[[1]](#footnote-1) required (as appropriate) to carry out my duties if my nomination is approved for the body indicated under section 1 above.I also agree that, if I request financial assistance to attend the relevant IPPC meeting and I am eligible to receive it, I have read and will adhere to the conditions laid out in Commitment of Funded Participants section of the *Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat* (web link provided in footnote 1). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_Signature Date |

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| **3. Authorization (time):** I have read the information listed and referenced in Appendix 1 in regards to the above nominee who is employed in our organization. If this nominee is selected, I agree to ensure that the appropriate time will be allocated to allow the nominee to undertake the tasks and responsibilities involved and commit the time required. I have the authority from my organization to authorize this and understand the time commitment required to carry out these duties. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name, Title (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_Signature Date **4. Authorization (financial resources):**  **4.1** I have read the Criteria used for prioritizing participants to receive travel assistance to attend IPPC meetings[[2]](#footnote-2) and am eligible for full travel assistance DSA and airfare.OR **4.2** I have read the information listed and referenced in Appendix 1 in regards to the above nominee who is employed in our organization. If this nominee is selected, I agree to ensure that the appropriate financial resources will be allocated to allow the nominee to undertake the tasks and responsibilities involved. I have the authority from my organization to authorize this and understand the financial resources required (as appropriate, see footnote 1) to carry out these duties.   Contact information same as per point 3 (if this is the case, still add signature and date below).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name, Title (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date  |

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| Contact details for nominee: |
| Name: (LAST NAME in upper case, given names) |
| E-mail: |
| Phone: |
| Fax: |
| Mailing address: |

**APPENDIX 1**

**General membership duties relevant to all bodies:**

* allocate time, as appropriate, for travel to the meeting, attendance in the meeting and follow-up activities, as necessary
* consult and liaise with relevant national and international experts, as appropriate
* read all meeting documents prior to the meeting and provide discussion papers and/or comments, if necessary
* maintain a functioning e-mail address and participate in e-mail discussions or conference calls occurring outside of the meeting dates and times, if necessary
* participate as an individual expert in a personal capacity
* participate in relevant meetings for the duration of the term and participate in virtual meetings (not to exceed one per month), some of which may take place outside local daytime hours, in order to accommodate the participation from multiple time zones
* if unable to attend the meeting, provide written notification to the IPPC Secretariat well in advance and before travel arrangements have been made
* use web based tools as appropriate (Adobe Connect, e-mail, Online Comment System, Skype, e-forums, e-decisions, etc.)
* other specific details may be found in the IPPC Procedural Manual (<https://www.ippc.int/core-activities/ippc-standard-setting-procedure-manual>).

**Working Group member duties, in addition to the above general duties:**

* Review the material submitted by Contracting Parties through the related IPPC Call.
* Providing case studies, content and feedback on the training materials for the e-learning course.
* Act as tutors through distant learning if required.
1. As recommended by the second session of the Interim Commission on Phytosanitary Measures (1999), whenever possible, those participating in IPPC activities voluntarily fund their travel and subsistence to attend meetings. Participants may request financial assistance, with the understanding that resources are limited and the priority for financial assistance is given to developing country participants. Requests for financial assistance will be assessed by the *Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat* that is in place at the time this statement of commitment (<https://www.ippc.int/publications/criteria-used-prioritizing-participants-receive-travel-assistance-attend-meetings>). The statistical information in place at the time of signing this statement of comment will be applied for the duration of the term of membership in the relevant IPPC body. [↑](#footnote-ref-1)
2. *Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat* that is in place at the time this statement of commitment (<https://www.ippc.int/publications/criteria-used-prioritizing-participants-receive-travel-assistance-attend-meetings>). [↑](#footnote-ref-2)