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de las
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Unidas
para la
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y la
Alimentación

COMMISSION ON PHYTOSANITARY MEASURES

Second Session

Rome, 26 – 30 March 2007

**Comments from the Government of Chile on the Terms of Reference
and Rules of Procedure for Technical Panels**

Agenda Item 9.4

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9. Strategic Direction No. 1: The Development, Adoption and Monitoring of the Implementation of International Standards for Phytosanitary Measures (ISPMs) (Standard Setting)	
9.4. Terms of reference and rules of procedure for Technical Panels	CPM 2007/5

<p>TERMS OF REFERENCE AND RULES OF PROCEDURE FOR TECHNICAL PANELS</p> <p>Terms of reference</p> <p>1. Establishment of Technical Panels Technical Panels (TPs) are standing committees established by the CPM and operating under the guidance of the Standards Committee (SC). TPs adhere to the IPPC procedure <i>Guidelines for the composition and organization of expert working groups</i>.</p> <p>2. Scope of Technical Panels TPs assist the SC in the development of International Standards for Phytosanitary Measures (ISPMs) in their specified subject areas <u>which have been identified by the CPM as a priority</u>.</p> <p>3. Objective The main objective of TPs is to oversee the development <u>develop specific draft standards and/or</u> of standards, annexes, supplements, amendments or additions to standards in their specific subject areas, as well as advising the SC on scientific or technical matters.</p> <p>4. Structure of Technical Panels TPs should consist of 6-10 members representing a wide geographic area (including proportional developing country participation). In specific cases and depending on the subject area a TP may consist of more or less members according to the SC's decision.</p> <p>5. Functions of Technical Panels TPs operate under the guidance of the SC and serve as a forum for providing:</p> <ul style="list-style-type: none"> • draft standards, annexes, supplements, amendments or additions to standards in their specified subject areas and should, preferably submit such documents to the SC under the fast track procedure • advice on country comments in their field of activity • advice on <u>those topics presented through the regular IPPC mechanism of call for submission</u> and priorities for technical standard development in their field of activity, and • other tasks as requested by the SC.

6. IPPC Secretariat

The Secretariat provides administrative, technical and editorial support as required by TPs. The Secretariat is responsible for reporting and record keeping.

7. Disestablishment of Technical Panels

When a TP has completed the specific work assigned to it, the SC ~~should~~ shall disestablish it.

Rules of procedure

Rule 1. Membership

Members of Technical Panels (TPs) ~~should~~ shall have the necessary scientific expertise and subject matter experience and should be able to participate and contribute to the proceedings. The steward is considered a full member of the TP. Membership of TPs should be reviewed by the SC on a regular basis and may be adjusted as necessary, taking into account, in particular, changes in the needs of scientific or other expertise required and in the professional duties of the experts.

Rule 2. Procedure for Nomination and Selection of Technical Panel Members

Members of TPs are nominated and selected according to the *Guidelines for the composition and organization of expert working groups* and a list of TP members is published on the International Phytosanitary Portal (IPP).

Rule 3. Period of Membership

Members of TPs may serve for an undefined period. The SC may, in accordance with Rule 2 of the Rules of procedure, change or amend the membership of TPs.

Rule 4. Chair

The Chairpersons of TPs are elected at each meeting by their members.

Rule 5. Panel Steward

Each TP ~~should~~ shall have a steward selected by the SC, and where possible, the steward should be a member of the SC. The steward is responsible for liaison between the SC and the TP, ensuring the TP follows the guidance given by the SC.

Rule 6. Participation by Other Stewards for individual documents.

Every standard, annex or supplement to be drafted shall have a steward.

~~Where a TP is drafting a standard, annex or supplement, the~~ The steward for this document, if not a member of the TP, should also participate in the meeting.

Rule 7. Sessions

~~TPs normally meet at least once a year.~~ TPs should meet as necessary, once a year.

E-mail, teleconferencing and other modern communication methods should be used where possible to prepare and supplement face to face meetings of TPs.

TP members ~~should~~ work according to the ~~general~~ procedures for each TPs developed by the SC and, where appropriate, according to their own working procedures which are included in the IPPC Procedural Manual.

Rule 8. Host and Rapporteur

A host ~~and/or rapporteur~~ from the country or organization hosting the meeting may participate in the meeting.

Since the Secretariat is responsible for reporting and record keeping, it should have the role of rapporteur, accordingly.

Rule 9. Approval

Approvals relating to draft documents and agreement on advice provided to the SC should be sought by consensus and communicated to the SC by the steward. If consensus is not reached, contentious issues, should be noted in the report.

Rule 10. Observers

TPs should not allow observers. If the SC identifies the exceptional need to invite observers ~~In specific cases, the Secretariat may however invite individuals with specific expertise, but the invited expert~~ they should not participate as a member.

Rule 11. Reports

~~Summary of~~ The reports of each TP meetings should shall be published on the IPP. Major discussion issues shall be noted in the report and relevant positions recorded.

A report on the activities of a TP ~~should~~ shall be presented ~~made~~ to the SC by the steward of the TP advising the SC of the specific actions that they are requested to take.

Rule 12. Working Language

English ~~will~~ should be the working language of TP meetings.

Rule 13. Amendments

Amendments to the Rules of procedures and the Terms of reference, if required, should be approved by the SC and noted by the CPM.