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Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

INTERIM COMMISSION ON PHYTOSANITARY MEASURES

Fifth Session

Rome, 7-11 April 2003

Report of the Standards Committee and Amended Rules of Procedure and Terms of Reference for the Standards Committee

Agenda Item 6.1.1 of the Provisional Agenda

1. The First Meeting of the newly formed Standards Committee (SC) took place 13-17 May 2002 at FAO in Rome. The Committee elected Mr M. Vereecke (European Commission) as Chairperson and Mr O. Sosa (Belize) as Vice Chairperson according to the Rules of Procedure established by the ICPM at its Third Session (April 2001).
2. The SC also established the Standards Committee Working Group by selecting one member from each FAO region from within membership of the Standards Committee. The regions nominated the following representatives to serve on the Standards Committee Working Group: Mr W. Songa (Africa); Ms A.B. Othman (Asia); Mr M. Bader (Near East); Mr A. Pemberton (Europe); Mr O. Ribiero e Silva (Latin America and the Caribbean); Mr C. Hood (South Pacific); and Mr N. Klag (North America). The SC accepted the nominations and established the Standards Committee Working Group on this basis. At its Second Meeting from 28 October to 1 November 2002, the Standards Committee Working Group elected Mr Klag as Chairperson.
3. Included in the agenda of the First Meeting of the SC was a review of the Terms of Reference and Rules of Procedure to identify any changes that may be needed to clarify functions and improve its operation. The following are recommendations of the SC for modifications.
 - The Rules of Procedure should be amended to clarify that the selection of the Chairperson and Vice-Chairperson of the Standards Committee is from within the membership of the Committee.
 - State that the Chairperson of the Standards Committee should furnish a report of its activities to the ICPM.

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- The full SC (20 members) should meet at least once per year and that this meeting should be held in November, rather than in conjunction with the ICPM as stated in the current Rules of Procedure.
- The SC Working Group (7 members) should meet in May to review draft standards that are to be approved for distribution to governments for consultation.
- The Secretariat should provide the draft standards to be considered by the working Group to all members of the SC in advance of the May meeting to allow for broad review and an exchange of views prior to the meeting of the Working Group in May.

4. It was generally agreed that the design for meetings described in the last three points above would maximize the efficiency of the SC, ensure full transparency and result in considerable savings in cost. The Appendix reflects the sum of changes proposed by the SC.

5. Some members of the committee expressed the opinion that the function of the full Committee may be overly influenced by the Working Group; they stressed the point that the creation of the Working Group was to assist the operation of the full Committee. The Committee and the Secretariat also need to ensure that the Committee members have the opportunity to be fully involved with the examination of draft standards before the drafts are approved to be sent out to members for consultation. The members of the Committee that are not member of the Working Group should have the opportunity to send comments on draft standards to the Secretariat for consideration by the Working Group and also to comment on the drafts as amended by the Working Group. Members of Committee recognized that it may take several years for procedures between the Committee and the Working Group to operate efficiently and effectively.

6. It was also pointed out that the Standards Committee could seek more effective methods of operation as a group. For example, the SC could make serious efforts to deal as little as possible with editorial matters and to concentrate on the technical content of the draft standards. The appointment of an Information Officer to fill the vacant post in the IPPC Secretariat would substantially help with this. The use of stewards, who will special knowledge of the development and content of draft standards, to help consideration of draft standards should also help the considerations of the SC.

7. The Chairperson of the SC will report to the ICPM on the work of the SC to date and comment on the discussions leading to the recommendations herein.

8. The ICPM is invited to:

1. *Welcome* the report of the Chairperson.
2. Note the election of the Chairperson and Vice Chairperson of the Standards Committee.
3. Note the establishment of the Standards Committee Working Group and the selection of the Chairperson of the Standards Committee Working Group.
4. Adopt the recommended amendments to the Rules of Procedure and Terms of Reference of the Standards Committee as reflected in the Appendix.

APPENDIX***Terms of Reference for the Standards Committee*****1. Establishment of the Standards Committee**

The Standards Committee (SC) was established by the Third Interim Commission on Phytosanitary Measures.

2. Scope of the Standards Committee

The Standards Committee manages the standard-setting process and assists in the development of International Standards for Phytosanitary Measures (ISPM) which have been identified by the ICPM as priority standards.

3. Objective

The main objective of the Standards Committee is to prepare draft ISPMs according to the standard-setting procedures in the most expeditious manner for adoption by the ICPM.

4. Structure of the Standards Committee

The Standards Committee consists of 20 members, including three members drawn from each the FAO Regions, and two from North America. The distribution for each region will be:

- Africa (3)
- Asia (3)
- Europe (3)
- Latin America and the Caribbean (3)
- Near East (3)
- North America (2)
- Southwest Pacific (3)

An expert group of seven members, the Standards Committee Working Group (SC-7) is selected by the Standards Committee from its membership.

The functions of the SC-7 are determined by the Standards Committee and include the review and revision of specifications, working group drafts and drafts from the consultation process. Temporary or permanent working groups and drafting groups may be established by the Standards Committee as required to assist the SC-7.

5. Functions of the Standards Committee

The Standards Committee serves as a forum for:

- approval of draft specifications or amendment of specifications;
- finalization of specifications;
- designation of the members of the SC-7 and identify tasks of the group;
- designation of membership of working groups and drafting groups as required;
- review of draft ISPMs;
- approval of draft standards to be submitted to ICPM Members for consultation;
- establishment of open-ended discussion groups where appropriate;
- revision of draft ISPMs in cooperation with the Secretariat taking into account comments of ICPM Members and RPPOs;
- approval of final drafts of ISPMs for submission to the ICPM;
- review of existing ISPMs and those requiring reconsideration;

- assigning stewardship for each ISPM¹; and
- other functions related to standard setting as directed by the ICPM.

6. IPPC Secretariat

The Secretariat provides administrative, technical and editorial support as required by the Standards Committee. The Secretariat is responsible for reporting and recordkeeping regarding the standard.

Rules of Procedure for the Standards Committee

Rule 1. Membership

Members should be senior officials designated by governments and have qualifications in a scientific biological discipline (or equivalent) in plant protection, and experience and skills particularly in the:

- practical operation of a national or international phytosanitary system;
- administration of a national or international phytosanitary system; and
- application of phytosanitary measures related to international trade.

Each FAO Region may devise its own procedures for selecting its members of the Standards Committee. The Secretariat is notified of the selections that are submitted to the ICPM for confirmation.

The Standards Committee is responsible for selecting the SC-7 members from within its membership for confirmation by FAO. Members selected for the SC-7 will meet the above-mentioned qualifications and experience.

Rule 2. Period of Membership

Members of the Standards Committee shall serve for two years, with a maximum of six years. Only seven members are replaced every 2 years to ensure continuity.

Membership of SC-7 lapses with membership of the Standards Committee or upon resignation.

Replacements to the Standards Committee are decided by the FAO Region concerned.

Replacements to the SC-7 are selected by the Standards Committee.

Rule 3. Chair

The Chairperson and Vice-Chairperson of the Standards Committee are elected by the Standards Committee from its membership and serve for two years, with a possibility of re-election for an additional term of two years.

The Chair of the SC-7 is elected by members of the SC-7. The term is for 2 years with the possibility of re-election.

Rule 4. Sessions

Meetings of the Standards Committee are normally held at FAO-Headquarters in Rome.

The Standards Committee meets at least once per year primarily to facilitate the approval procedures within the standard-setting process.

¹ The assigning of stewardship involves designating an individual to be responsible for managing the development of a particular standard from its inception to its completion according to the specifications for the standard and any additional directions provided by the SC and IPPC Secretariat.

Regular sessions

Unless otherwise decided by the ICPM, meetings of the Standards Committee shall be held in November. The Standards Committee may authorize the SC-7 or special-purpose groups to meet more frequently than the Standards Committee within the limits of available resources.

Extraordinary sessions

The Standards Committee, in consultation with the Bureau of the ICPM may call an extraordinary session of the Standards Committee within the limits of available resources.

A majority of the Standards Committee shall constitute a quorum.

Rule 5. Approval

Approvals relating to specifications or draft standards are sought by consensus. Final drafts of ISPMs which have been approved by the Standards Committee are submitted to the ICPM without undue delay.

Rule 6. Observers

For observer status, Rule 7 of the Rules of Procedure of the ICPM will apply.

Rule 7. Reports

Standards Committee meeting records shall be kept by the Secretariat. The report of the meetings shall include:

- approval of draft specifications for ISPMs;
- finalization of specifications with a detailed explanation including reasons for changes; and
- reasons why a draft standard has not been approved.

The Secretariat shall endeavor to provide to ICPM Members upon request the rationale of the Standards Committee for accepting or not accepting proposals for modifications to specifications or draft standards.

A report on the activities of the Standards Committee shall be made by the Chairperson of the Standards Committee to the annual session of the ICPM.

Reports shall be adopted by the Standards Committee before they are made available to Members of the ICPM and RPPOs.

Rule 8. Language

The business of the Standards Committee shall be conducted in the English language.

Rule 9. Amendments

Amendments to the Rules of Procedures and the Terms of Reference may be promulgated by the ICPM as required.