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et  
l'agriculture

Organización  
de las  
Naciones  
Unidas  
para la  
Agricultura  
y la  
Alimentación

## INTERIM COMMISSION ON PHYTOSANITARY MEASURES

### Fifth Session

Rome, 7-11 April 2003

### Guidelines on the Composition and Organization of Expert Working Group Meetings

#### Agenda Item 8.11 of the Provisional Agenda

1. The Fourth Session of the ICPM asked the Informal Working Group on Strategic Planning and Technical Assistance to develop guidelines on the composition and organization of expert working group meetings in the ICPM framework (Report of the Fourth Session of the ICPM, Paragraph 72/7).
2. Members felt that, in accordance with the strategic goal of the ICPM to have a greater transparency in the standard-setting process of the IPPC, it would be an advantage to have a transparent and consistent approach in composing and organizing expert working group meetings of the ICPM. Members have also noted that an ICPM adopted guideline may facilitate the efforts of the IPPC Secretariat to locate experts on certain subjects.
3. Referring to similar procedures for the composition and organization of working groups in other international organizations, Members believed that transparent guidelines could enhance Members' acceptance of draft standards and thus accelerate the standard-setting process of the ICPM. It was therefore decided that guidelines should be developed to ensure a transparent and consistent approach in composing and organizing expert working group meetings of the ICPM.
4. The Informal Working Group considered the issues involved, including the need to ensure a certain amount of flexibility in order to deal with administrative contingencies such as the limited number of experts and their availability, difficulties with administrative invitation procedures, the likelihood of last minute changes and the need for retaining the informal nature of the working groups. Based on these considerations the Informal Working Group recommended criteria for the composition of expert working groups, a nomination and selection procedure for expert working group members and criteria for the organization of expert working group meetings.

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### 1. Criteria for the composition of Expert Working Groups

An Expert Working Group:

- should have 6-10 participants;
- should have members representing a wide geographic area (including proportional developing country participation);
- should allow a participant from the host country to participate regardless of the Expert Working Group composition;
- should have a member from the Standards Committee if possible (e.g. steward);
- may be attended by any member of the ICPM Bureau;
- may invite representatives of industry or others to provide expertise, but not to participate as members or ad hoc experts; and
- should not allow observers.

### 2. Members of Expert Working Groups should:

- have necessary qualifications (scientific expertise, subject matter experience or experience in phytosanitary risk management); and
- be available to participate and contribute to the proceedings (e.g. discussion papers).

### 3. Procedure for nomination and selection of Expert Working Group members:

- nominations are requested at the time of adoption of the work programme or specifications for standards are suggested at the ICPM or later when the specifications are put on the IPP;
- countries or RPPOs nominate experts to the Standards Committee;
- Standards Committee pre-selects a list of potential members of the Expert Working Group and submits it to the ICPM Bureau and IPPC Secretariat; and
- ICPM Bureau and IPPC Secretariat make final selection.

### 4. Criteria for the organization of Expert Working Group meetings

- Expert Working Group members from developed countries should, wherever possible, be funded by their governments or employers for all costs connected to their participation.
- Expert Working Group meetings should usually be organized to minimize incurring costs (e.g. administrative, accommodation, travel).

5. The Informal Working Group noted that in cases of administrative contingencies deviations from the criteria for the composition of expert working groups, the nomination and selection procedure for expert working group members or the criteria for the organization of expert working group meetings might be unavoidable and necessary.

6. The ICPM is invited to:

1. Adopt the recommendations of the Informal Working Group.
2. Take note of the need for flexibility and agree that deviations from the procedures may be necessary on a case-by-case basis for administrative contingencies.