



منظمة الأغذية
والزراعة
للأمم المتحدة

联合国
粮食及
农业组织

Food
and
Agriculture
Organization
of
the
United
Nations

Organisation
des
Nations
Unies
pour
l'alimentation
et
l'agriculture

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

INTERIM COMMISSION ON PHYTOSANITARY MEASURES

Seventh Session

Rome, 4-8 April 2005

Terms of Reference and Rules of Procedure of the Standards Committee

Agenda Item 7.2.1 of the Provisional Agenda

1. In its review of the composition of the Standards Committee in 2004, ICPM-6 amended the number of Standards Committee members as set forth in the Terms of Reference of the Standards Committee, specified the number of members per FAO region and requested regions to nominate the five additional Standards Committee members.
2. In addition, ICPM-6 requested that the Terms of Reference and Rules of Procedure of the Standards Committee be analyzed by the Standards Committee and the Informal Working Group on Strategic Planning and Technical Assistance (SPTA). Resulting changes were to be submitted to ICPM-7 for consideration.
3. In this regard, ICPM-6 requested the Standards Committee and the SPTA to consider specifically several points: the mechanism of substitution or replacement of members, the possible removal of the 6 year limit, the increase in the term of membership to 3 years, how often the Standards Committee should meet, the number of expert working groups that may be formed, and issues raised in the report of the Standards Committee Chairperson presented to ICPM-6. See Report of ICPM-6, paragraph 80.4.
4. At its meeting in April 2004, the Standards Committee analyzed these items and developed proposed changes, taking into account decisions made at ICPM-6. These were submitted to the SPTA. At its meeting in October 2004, the SPTA considered these changes and made some additional modifications. The proposed modifications cover, among others, rules and period of membership (rules 1 and 3), replacement of members (rule 2), chair (rule 4), sessions (rule 5) and reports (rule 8).
5. The proposed revised versions of the Terms of Reference and Rules of Procedure for the Standards Committee are set forth as Annex 1, for consideration and adoption by the ICPM.
6. In considering the revised Rules of Procedure in Annex 1, the ICPM may wish to clarify how the proposed change in term-duration, from two years to three years (see Rule 3), would apply to the terms of current members. In this regard, it is suggested that the duration of the current terms of current members of the Standards Committee would continue to be two years, and that in all other respects the revised Terms of Reference and Rules of Procedure would be applied. So, for example:

1. *Current member serving a first term of two years:* the duration of this term would be unchanged. The member would be eligible for a second term of three years, in accordance with Rule 3. Any additional terms (of three years) would be allowed only through the exemption procedure in Rule 3.
 2. *Current member serving a second term of two years:* the duration of this term would be unchanged. The member would be able to serve any additional terms (of three years) only through the exemption procedure in Rule 3.
7. The ICPM is invited to:
1. *Adopt* the revised Terms of Reference and Rules of Procedure of the Standards Committee, set forth in Annex 1.
 2. *Agree* that the duration of the current terms of current members of the Standards Committee would continue to be two years, and that in all other respects the revised Terms of Reference and Rules of Procedure would be applied.

TERMS OF REFERENCE AND RULES OF PROCEDURE FOR THE STANDARDS COMMITTEE

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 (ICPM-3, 2001).

2. Scope of the Standards Committee

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

3. Objective

The main objective of the SC 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 SC consists of 25 members drawn from each of the FAO regions. The distribution for each region will be:

- Africa (4)
- Asia (4)
- Europe (4)
- Latin America and the Caribbean (4)
- Near East (4)
- North America (2)
- Southwest Pacific (3)

Temporary or permanent working groups and drafting groups may be established by the SC as required. SC working groups are selected by the SC from its membership.

A SC working group of 7 members, the SC-7, is selected by the SC from its membership.

The functions of the SC-7 and other SC working groups are determined by the SC.

5. Functions of the Standards Committee

The SC serves as a forum for:

- approval of draft specifications or amendment of specifications;
- finalization of specifications;
- designation of members of SC working groups and identification of tasks of the groups;
- establishment and disestablishment of working groups and technical panels as appropriate;
- designation of membership of working groups, technical panels 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 IPPC 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;
- identification of priorities for ISPMs under development;

- ensuring that language used in draft ISPMs is clear, simple and focused;
- 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 SC. The Secretariat is responsible for reporting and record keeping regarding the standard.

Rules of procedure for the Standards Committee

Rule 1. Membership

Members should be senior officials of the National Plant Protection Organization (NPPO), 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.

Governments agree that SC members dedicate the necessary time to participate in a regular and systematic way in the meetings.

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

The SC 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. Replacement of members

Each FAO region shall, following its own procedures, nominate potential replacements for members of the SC and submit them to the ICPM for confirmation. These potential replacements should meet the qualifications for membership set forth in these Rules. Each FAO region shall identify a maximum of two potential replacements. Where a region nominates two, it should indicate the order in which they would serve as replacements under this Rule.

A member of the SC will be replaced by a confirmed potential replacement from within the same region if the member resigns or no longer meets the qualifications for membership set forth in these Rules.

The national IPPC contact point should communicate to the Secretariat any circumstances where a member from their country needs to be replaced. The Secretariat should inform the relevant FAO regional chair. In any event, a member will be considered to have resigned if that member fails to attend two consecutive meetings of the SC.

A replacement will serve through the completion of the term of the original member, and may be nominated to serve additional terms.

Rule 3. Period of Membership

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.

Members of the SC shall serve for terms of three years. Members may serve no more than two terms, unless a region submits a request to the ICPM for an exemption to allow a member from within its region to serve an additional term. In that case, the member may serve an additional term. Regions may submit requests for additional exemptions for the same member on a term-by-term basis. Partial terms served by replacements shall not be counted as a term under these Rules.

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

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

Rule 4. Chairperson

The Chairperson and Vice-Chairperson of the SC are elected by the SC from its membership and serve for two years, with a possibility of re-election for one additional term of two years. The Chairperson and Vice-Chairperson may serve in these capacities only when a member of the SC.

The Chairperson of the SC-7 is elected by members of the SC-7. The term is for 2 years with the possibility of re-election for one additional term of two years. The Chairperson of the SC-7 may serve in this capacity only when a member of the SC.

Rule 5. Sessions

Meetings of the SC are normally held at FAO Headquarters in Rome.

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

A meeting is normally called to review country comments on draft standards after the comments have been received by the Secretariat. Depending on the workload and resources available, the SC or the Secretariat, in consultation with the Bureau of the ICPM, may request additional meetings of the SC. In particular, the SC may need to meet after the ICPM meeting in order to prepare draft standards for country consultation.

Depending on the workload and resources available, the SC, in consultation with the Secretariat and the Bureau of the ICPM, may authorize the SC-7 or extraordinary working groups of the SC to meet.

A session of the SC shall not be declared open unless there is a quorum. The presence of a majority of the members of the SC is necessary to constitute a quorum.

Rule 6. Approval

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

Rule 7. Observers

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

Rule 8. Reports

SC 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
- reasons why a draft standard has not been approved
- a generic summary of SC reactions to classes of comments made in the country consultation

- draft standards that are sent for country consultation and draft standards recommended for adoption by the ICPM.

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

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

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

Rule 9. Language

The business of the SC shall be conducted in the English language.

Rule 10. Amendments

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