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Organización  
de las  
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Unidas  
para la  
Agricultura  
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## INTERIM COMMISSION ON PHYTOSANITARY MEASURES

### Seventh Session

Rome, 4 – 8 April 2005

### Guidelines on the Duties of Members of the Standards Committee

### Agenda Item 7.2.2 of the Provisional Agenda

1. In 2004, ICPM-6 adopted improvements to the standard setting procedure of the ICPM. ICPM-6 decided that brief guidelines on the roles and responsibilities of Standards Committee (SC) members should be produced by the Secretariat in consultation with the SC for approval by ICPM (Appendix IX, point 11 of the report of ICPM-6).
2. The SC reviewed a draft at its meeting in November 2004, and submits it for approval to ICPM-7 (Annex 1).
3. The ICPM is invited to:  
*Approve* the Guidelines on the duties of members of the Standards Committee laid down in Annex 1.

## Annex 1

**GUIDELINES ON THE DUTIES OF MEMBERS OF THE STANDARDS COMMITTEE**

(Approved by SC-5, November 2004)

**1. Introduction**

ICPM-6 adopted the recommendations of the Informal Working Group on Strategic Planning and Technical Assistance (SPTA) on improvements in the current standard setting process. These included the production of brief guidelines on the roles and responsibilities of Standards Committee (SC) members by the IPPC Secretariat in consultation with the SC for approval by the ICPM. These guidelines should be provided to all SC members.

These recommendations arise from the difficulties that SC members may face in understanding their roles and responsibilities and aim at improving transparency in the standard setting process.

These difficulties may increase as the number of standards being developed increases (two per year to eleven in 2004), the turnover of members of the SC intensifies (three in 2003, eight in 2004 etc.) and the SC increases in size (1994 CEPV - 14 members, 2001 ISC - 16 members, 2005 SC - 25 members).

It was suggested that a more detailed practical guide would assist SC members in understanding their duties better and improve the efficiency of the standard setting process. This is in addition to the following documents (published in the IPPC Procedural Manual, first edition, 2004):

- Terms of Reference (TOR) for the SC
- Rules of Procedure (ROP) for the SC
- Outline of Procedures for the Elaboration of International Standards for Phytosanitary Measures.

**2. Purpose of the Standards Committee**

The Standards Committee is an integral component of the standard setting process with the purpose of assisting the production of draft standards that are of sufficient quality to be adopted by the ICPM as International Standards for Phytosanitary Measures (ISPMs). The SC does not write standards but prepares draft ISPMs according to the standard-setting procedures, monitors each standard's development and ensures they have a consistent quality. The SC may also be assigned additional tasks by the ICPM.

The SC ensures that the standards:

- fulfil the specification for the standard
- fall within the scope of the IPPC
- are technically based
- have scientific integrity
- follow the principles and policies of the ICPM
- are presented in the required format for standards
- are written in a simple, clear and focused language.

The ICPM has decided that the SC should be made up of experts from different regions. The ICPM intends that the committee include a diversity of global views on any subject it deals with. These views are used in the production of internationally harmonised standards. They encompass, for example, the views of different geographic regions of the world, developing and developed countries, tropical and temperate regions, continental and island nations, highly and sparsely populated countries, countries with intensive agricultural or forestry interests etc. The choice of experts on a regional basis is a pragmatic choice to obtain a range of views that can produce internationally acceptable standards.

The primary purpose of the SC is to ensure that ISPMs help to protect plant health on a global scale. The SC members that are selected are expected to act as individual experts, not as country representatives. However, the views of the expert are usually those characteristic of the region the expert comes from.

In addition to assisting with the development of standards, the SC serves as a forum for other functions as directed by the ICPM. These types of functions could include the review of procedural and administrative documents to ensure they are consistent with the standard setting process and are feasible.

### **3. Structure of the SC**

The formation of the SC is outlined in the TORs for the SC. The whole body is referred to the SC and this body selects its own chair and vice chair. In addition, the SC members from each FAO region select a member to form the SC 7 who, in turn, select their own chair. The SC oversees the work of Expert Working Groups (EWGs) and Technical Panels (TPs) in particular through the use of specifications. The SC may decide to break into smaller working groups as necessary in order to deal with a heavy workload. Holding extraordinary meetings of the SC should be done in consultation with the Bureau.

### **4. Duties and associated tasks of SC members**

During the standard setting process, SC members have a number of duties directly concerned with draft standards by virtue of their membership of the SC. These duties are listed in section 4.2 below. Normally, however, SC members also undertake any one or several of a number of other roles within the standard drafting procedure. The duties of these roles are described in sections 4.5 and 4.6. The other duties of SC members are listed in the following sections.

#### **4.1 Procedural division of duties amongst SC members**

SC members examine:

- draft standards before submitting them to the consultation process
- comments from the consultation process.

There are provisions for a smaller SC group, such as the SC 7 made up of one expert from each region or an SC working group, to take the place of the full committee as an economy measure. These provisions may not be used every year. Other members of the SC not included in the small group may contact members of the small group with appropriate advice.

Also, during meetings of the full SC, members may be grouped in smaller sub-groups so as to consider more material in the time available.

#### **4.2 Basic duties directly related to the evaluation of draft standards**

The basic duties of the SC member include:

- examination of draft standards from EWGs or TPs. Prior to the meeting, the SC member reads the drafts, considers the reports of the EWG or TP and prepares comments. The SC member presents any comments or changes to the draft to the SC meeting, usually held in May.
- examination of comments on draft standards after country consultation. The SC member reviews the country comments (except those relating to editing and translation), discusses them with the SC and proposes appropriate changes to the draft. This meeting is usually held in November.
- the making of consequential proposals to:

- send draft standards for country consultation
- approve the standard and send it to the ICPM for adoption
- initiate a further round of consultation or
- send the draft back to the EWG.

### 4.3 Time requirements

The participation as a SC member may involve a considerable time input. The estimate of this time input would be:

- 3 - 4 weeks for meetings (depending on involvement in the SC7 and travel distance)
- 2 weeks to review draft standards
- 2 weeks to review country comments.

This may be increased if the SC member participates in regional workshops on draft standards and/or is a steward of an ISPM(s).

### 4.4 Regional communication

SC members are requested, where possible, to assist with the communication of information regarding the draft standards to countries within their region. This could be done by discussing the issues with other regional experts, attending regional workshops on draft standards, or contributing to supplementary written information on the draft standards.

### 4.5 Duties of SC members in an EWG when they are not a steward

The ICPM recommends that each EWG has one SC member within the group. The SC member can be a basic member of the group (see *Guidelines for the operation of EWGs*) or be a steward (see *Guidelines for the role of a steward of an ISPM* and section 4.6). The SC member may assist with the EWG more than an ordinary member because of their experience. The duties of an SC member of the EWG who is not a steward may include:

#### **Prior to the meeting of the EWG:**

- assist with the arrangements for the meeting
- offer their advice to others organizing the meeting.

#### **During the EWG meeting:**

- explain the standard setting process, if necessary
- act as the chair or rapporteur if required
- participate as an expert
- assist the steward as required.

#### **At the SC meeting:**

- act as a backup to the steward to explain the draft standard and the main discussion points during the EWG meeting.

Frequently the SC member is the steward for the standard (see section 4.6).

### 4.6 Duties of SC members in an EWG when they are a steward

It is intended that most EWGs will have a steward that is an SC member. The functions of a steward are described in detail in the *Guidelines for the role of a steward of an ISPM*. A brief summary of these duties are:

- participate in the selection of experts
- explain the standard setting process and the specifications to the EWG
- assist in the development of discussion papers

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- assist the Secretariat in the organization and running of the meeting
  - explain the main points of the draft standard to the SC and answer questions
  - assist the SC in analyzing country comments.

#### **4.7 Examination of specifications for standards**

The SC member carefully reviews the specifications for standards that are prepared by, or under the auspices of, the Secretariat.

The SC member reviews the specifications drafted by the Secretariat by:

- discussing to ensure the specifications will produce a globally acceptable standard
- ensuring the specifications accurately describe the title and the scope and purpose of the intended standard
- ensuring the tasks and other elements of the specifications are correctly identified
- proposing modifications if necessary.

#### **4.8 The examination of procedural and administrative documents**

The ICPM adopts procedural and administrative documents (e.g. TOR and ROP of various groups). These are reviewed by the SC to ensure they are consistent with the standard setting process and feasible. They are then amended if necessary and forwarded to the ICPM.

#### **4.9 Other administrative duties**

These include:

- designation and approval of the membership of EWGs and TPs
- designation and approval of stewards for EWGs
- approval of subjects for specific standards as proposed by the TPs
- establishment of open-ended discussion groups
- review of priorities for ISPMs proposed by the SPTA with the opportunity to add other priorities
- undertaking of other duties as requested by the ICPM.