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COMMISSION ON PHYTOSANITARY MEASURES

Eighth Session
Rome, 8 - 12 April 2013
Draft Rules of Procedure for the Strategic Planning Group (SPG)
Agenda item 7.4
Prepared by the IPPC Secretariat

1. The Second Session of Commission on Phytosanitary Measures (CPM-2, 2007) adopted Terms of Reference and Rules of Procedure for the CPM informal Working Group on Strategic Planning and Technical Assistance (SPTA) (see Attachment 2). Since the adoption, the operations of the IPPC have changed, including the recent establishment of Capacity Development Committee and Financial Committee.

2. In view of these developments, the Strategic Planning Group (SPG), the group succeeding SPTA, reviewed in October 2012 the Terms of Reference and Rules of Procedure for the SPTA. The SPG agreed to have the revised terms of reference and rules of procedure for SPG by removing references to technical assistance and to financial issues, and also noted that the documents should have an emphasis on strategic planning.

3. Based on the discussions of the SPG and FAO legal advice, the Bureau discussed the documents and agreed to the draft Rules of Procedure for the Strategic Planning Group (SPG) (see Attachment):

- by combining the terms of reference and rules of procedures for SPTA into one document (rules of procedure) for simplification, removing redundant elements, references to technical assistance as well as the aspects related to financial issues; and,
- by introducing clearer and consistent language including those with emphasis on strategic planning.

4. CPM is invited to

- 1) *consider* the draft Rules of Procedures for the Strategic Planning Group (SPG);
- 2) *approve* the draft with the amendments as needed; and,

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- 3) *agree* to revoke the Terms of Reference and Rules of Procedure for the CPM Informal Working Group on Strategic Planning and Technical Assistance (SPTA) adopted in CPM-2 (2007).

Attachment 1**Draft Rules of Procedure for the Strategic Planning Group (SPG)****Rule 1. Purpose**

The purpose of the Strategic Planning Group (SPG) is to provide strategic perspective to the work of the IPPC and to support improvement through the provision of recommendations and advice to the CPM on any issues which have been referred.

Rule 2. Functions

The SPG will meet its objectives through carrying out the following functions:

- provide periodic review of the IPPC strategic framework; and
- provide strategic perspective to the following specific issues:
 - implementation of the International Plant Protection Convention;
 - capacity development;
 - information exchange;
 - standards development;
 - review of plant protection;
 - resource mobilization and finance;
 - communication issues;
 - procedural issues;
 - operational issues; and
 - any other activity referred by the CPM.

Rule 3. Membership

The SPG will consist of:

- the members of the CPM Bureau ;
- the Chairpersons of the Subsidiary Body on Dispute Settlement, the Standards Committee and the Capacity Development Committee;
- other interested persons representing Contracting Parties.

Rule 4. Meetings

The SPG will meet at least once a year and no less than four months prior to the CPM meeting, to allow the report preparation and the undertaking of specified activities before the CPM meeting.

The Vice-chairperson of the CPM Bureau or in his/her absence another member of the CPM Bureau will chair the meetings of the SPG.

Interested persons from Contracting Parties should indicate their intent to participate in a meeting of the SPG no less than 45 days prior to the beginning of the meeting. Wherever possible, members of the SPG will fund their own travel and daily subsistence to attend the meetings. Members of the CPM Bureau and the Chairpersons of the subsidiary bodies may request financial assistance from FAO for meetings, with the understanding that priority for financial assistance, if available, is given to participants from developing countries.

Rule 5. Recommendations

The SPG strives for consensus on all issues in providing recommendations and advice to the CPM. Where no consensus can be reached, the CPM will be informed of the situation.

Rule 6. Documentation, records and reports

The Secretariat, in consultation with the Chairperson and the Vice-chairperson of the CPM will prepare a provisional agenda and make it available to the members of the SPG no less than 45 days prior to the relevant SPG meeting.

Other meeting documents will be made available as soon as possible after the preparation of the provisional agenda and preferably no less than 14 days prior to the meeting.

The SPG will elect a rapporteur for each meeting from among the participants. The IPPC Secretariat will keep the records of the SPG meetings and prepare a report for the CPM no later than 30 days after the conclusion of the meeting.

Rule 7. IPPC Secretariat

The IPPC Secretariat will provide administrative, technical and editorial support as it may be required by the SPG.

Rule 8. Language

The business of the SPG should be conducted in English.

Rule 9. Amendment

Amendments to these rules of procedure for the SPG will be made by the CPM as required.

Terms of Reference of the SPTA

1. Scope of the SPTA

The SPTA is to assist the CPM with:

- business and strategic planning
- technical assistance
- administrative matters (such as financial matters, staffing etc.)
- procedural matters.

2. Objective

The objective of the SPTA is to formulate recommendations to the CPM or its Subsidiary Bodies in the areas covered by its scope and to advise the CPM on issues referred to it.

3. Structure of the SPTA

The SPTA will consist of:

- the Bureau of the CPM
- Chairpersons of the Subsidiary Body on Dispute Settlement and the Standards Committee
- other interested persons from contracting parties.

Wherever possible, members of the SPTA fund their own travel and subsistence to attend meetings. Members of the Bureau and the Chairpersons of the subsidiary bodies may request financial assistance from FAO for meetings, with the understanding that the priority for financial assistance, if available, is given to developing country participants.

4. Functions of the SPTA

The SPTA will meet its objectives through carrying out the following functions:

- periodic review of the CPM business plan and its strategic goals, objectives, and outcomes
- review of the annual operational plan
- review of technical assistance activities
- review of information exchange activities
- review of resource issues
- recommendation for strategic priorities for new standards
- undertaking of financial planning
- development of appropriate procedures
- consideration of new and emerging issues
- any other activity referred by the CPM.

5. IPPC Secretariat

The Secretariat provides administrative, technical and editorial support as required by the SPTA. The Secretariat is responsible for reporting and record keeping regarding the activities of the SPTA.

I. Rules of Procedure for the SPTA

Rule 1. Membership

Membership of the Bureau is established according to the rules of procedure of the CPM.

Chairpersons of the Subsidiary Body on Dispute Settlement and the Standards Committee are elected according to the respective rules of procedure for those bodies. Upon request of the Chairperson of a

Subsidiary Body, the Vice-Chairperson of that body may replace its Chairperson at any meeting of the SPTA.

Other interested persons from contracting parties should have knowledge of plant protection and should be interested in achieving the objectives of the SPTA. They should indicate their intent to participate in a meeting of the SPTA no less than 30 days prior to the beginning of the meeting.

Rule 2. Chairperson

The Chairperson will be elected by the Bureau from the members of the Bureau.

Rule 3. Meetings

The SPTA meets at least once a year. Timing of the meetings should be at least 4 months prior to the CPM meeting, to allow report preparation and the undertaking of specified activities before the next CPM meeting.

Rule 4. Decision making

The SPTA strives for consensus on all issues related to recommendations and advice to the CPM or its subsidiary bodies. Where no consensus can be reached, the CPM or the relevant subsidiary body is informed of the situation.

Rule 5. Documentation, records and reports

The Secretariat, in consultation with the Chairperson and the Vice-Chairpersons of the CPM, prepares a provisional agenda and makes it available to the members of the SPTA no less than 45 days prior to each meeting.

Other meeting documents are normally made available as soon as possible after the preparation of the provisional agenda and preferably no less than 14 days prior to the meeting.

The Secretariat keeps the records of the SPTA and prepares a report for the CPM.

Rule 6. Language

The business of the SPTA should be conducted in English.

Rule 7. Amendment

Amendment to the terms of reference and the rules of procedure for the SPTA may be developed and adopted by the CPM as required.