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COMMISSION ON PHYTOSANITARY MEASURES

Eighth Session

Rome, 08-12 April 2013

Rules of Procedure for the CPM Bureau

Agenda item 7.2.1

Prepared by the IPPC Secretariat

1. In 2007, the Second Session of the Commission on Phytosanitary Measures (CPM-2, 2007) agreed that the Commission Bureau would develop its rules of procedures for adoption at a later Commission Session.
2. In 2008, CPM-3 elected a new CPM Bureau. At its first meeting in June 2008, the CPM Bureau discussed its Rules of Procedure based on a proposal by the CPM Chairperson. The results of these discussions, as well as proposals for Terms of Reference and Rules of Procedure for the CPM Bureau, were submitted to the Tenth Meeting of the Informal Working Group on Strategic Planning and Technical Assistance (SPTA) for further discussion.
3. In 2009, the Fourth Session of the CPM was invited to comment on and adopt the draft Terms of Reference and Rules of Procedure for the CPM Bureau, but was unable to come to a consensus on adoption of the documents. No further effort had been made to complete work on this issue until 2011.
4. Following discussions at the meeting of the CPM Bureau in October 2011, there was consensus recognition that Rules of Procedure are necessary for more effective Bureau operations. However, Bureau members recognized that a focused effort to draft Rules of Procedure is necessary in order for these Rules of Procedure to be adopted at CPM-8 (2013).
5. With the goal of presenting draft Rules of Procedure for adoption at CPM-8 in 2013, CPM-7 (2012) established a focus group to meet for the purposes of developing Rules of Procedure for the CPM Bureau, as well as guidelines for the election of the Chair and Vice Chair of the CPM.
6. During the October, 2012 meeting of the Strategic Planning Group (SPG), the SPG determined that the Bureau is responsible for developing its own rules of procedure.
7. During the October, 2012 meeting of the Bureau, the Bureau The Bureau asked the Secretariat to seek advice from FAO legal whether the CPM Bureau ROPs could be a CPM

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recommendation, to facilitate adoption and amendment and agreed, depending on that advice, to propose the CPM Bureau ROPs as a CPM recommendation.

8. After lengthy consideration and review, the FAO legal department determined that the CPM RoPs could be a CPM recommendation and these are provided as Annex 1 to the document.

9. The CPM is invited to:

- 1) *adopt* the Rules of Procedure for the CPM Bureau as CPM recommendation.

Annex 1**RULES OF PROCEDURE FOR THE BUREAU OF THE
COMMISSION ON PHYTOSANITARY MEASURES****Rule 1. Purpose of the Bureau**

The purpose of the Bureau is to provide guidance to the CPM on the strategic direction, financial and operational management of its activities in cooperation with others as approved by CPM.

As appropriate, members of the Bureau will also assist the CPM in its administrative and operational duties. The Bureau provides continuity in the management of the CPM and, through representation of all FAO regions, facilitates the expression of all viewpoints on strategic, administrative and procedural matters on an ongoing basis.

Rule 2. Functions of the Bureau

The Bureau shall have the following functions:

- Ensuring the efficient implementation of the CPM work programme in coordination with the Secretariat.
- Making recommendations to improve CPM management and delivery of strategic directions, financial and operational activities.
- Assisting with the administrative, and operational duties of the CPM in areas such as:
 - Delivery of the IPPC Strategic Framework
 - Addressing specific issues assigned to it by the CPM
 - Assist with financial planning and management
- Providing advice, guidance and direction to subsidiary and other bodies in between plenary sessions of the CPM

Rule 3. Membership

The members of the Bureau shall be elected by the Commission on Phytosanitary Measures (CPM) as per Rule II of the Rules of Procedure of the CPM. Members serve for terms of two years and shall be eligible for election for another two consecutive terms. In exceptional circumstances, an IPPC Contracting Party may submit a request to the CPM for an exemption to allow a member to serve an additional term(s).

Rule 4. Replacement of members

Contracting Parties shall nominate replacements for members of the Bureau and submit them to the CPM for confirmation. Replacements should be eligible to be members as set forth in these Rules. Each FAO region shall identify a maximum of two replacements. If a member of the Bureau becomes unavailable for a meeting, their respective replacement may substitute him/her during that specific meeting. If a member of the Bureau becomes unavailable on a long term basis, for unavoidable reasons, resigns or no longer meets the qualifications required for being member of the Bureau, the replacement will substitute the member of the Bureau for the remainder of the term of office for which he/she has been elected. The replacement should be from the same region as the member of the Bureau being replaced.

Rule 5. Chairperson

The Chairperson of the CPM shall be the Chairperson of the Bureau.

Rule 6. Meetings

Bureau meetings shall be convened by the IPPC Secretary. A majority of the members of the Bureau shall constitute a quorum. The Bureau shall meet at least twice a year. The IPPC Secretary may also convene meetings of the Bureau as necessary to enable any outstanding specific activities to be undertaken before the following CPM session or scheduled Bureau meeting.

In the absence of the Chair, a Vice Chair, selected by the CPM Bureau will chair the meeting.

Meetings of the Bureau shall be closed unless otherwise determined by the Bureau. The Bureau may invite experts to provide advice or information on specific matters. The IPPC Secretary or a representative designated by him/her shall attend the meetings of the Bureau.

Rule 7. Decision making

Decisions will be made by consensus. Situations where consensus cannot be reached shall be described in the meeting reports and presented to the CPM for guidance and appropriate action.

Rule 8. Documentation, records and reports

The Secretary, in consultation with the Chairperson and the Vice-Chairpersons of the CPM, shall prepare a provisional agenda for the Bureau meetings and make it available to members of the Bureau preferably four weeks prior to the beginning of each meeting.

The Secretariat shall make meeting documents available to Bureau members as soon as possible after the preparation of the provisional agenda.

The Secretariat shall keep the records of the Bureau and minutes of the Bureau meetings. A report should be available within one month after each meeting and posted on the International Phytosanitary Portal.

The Chairperson shall submit a yearly report to the CPM on the activities of the Bureau.

Rule 9. Language

The business of the Bureau shall be conducted in English, unless otherwise decided by the Bureau.

Rule 10. Amendment

These Rules and amendments or additions thereto shall be adopted by two thirds majority of the members of the Commission present and voting, provided that not less than 24 hours notice of the proposal for the amendment or addition has been given.