



16 December 2013

International Plant Protection Convention Call for Experts

Dear Sir/Madam,

The International Plant Protection Convention (IPPC) Secretariat is soliciting nominations for appropriately qualified experts to take part in Expert working group (EWG) to develop international standard on *International movement of wood products and handicrafts made from wood (2008-008)*. Nominations are due **15th February 2014**

Specific expertise required

The Standards Committee (SC) selects experts based on how closely an expert's skills and experience match the specific expertise required. For further details please refer to the "expertise" section of the relevant [approved specification](#). The discussions and work of technical panels and expert working groups take place in English, so experts should have a strong working knowledge of English. The experts should be available to attend the next meeting of the relevant technical panel or expert working group, which can be found on the [IPPC Calendar](#).

Expertise required for the EWG on *International movement of wood products and handicrafts made from wood (2008-008)* (see [Specification 57](#))

Five to seven phytosanitary experts with collective expertise in the following areas: development or implementation of phytosanitary measures to manage pest risks associated with the international movement of wood and wooden regulated articles; pest risk analysis; and wood product manufacturing.

In addition to these experts, experts from the wood products and handicrafts industry may be invited to participate at the EWG meeting(s) or part of a meeting as invited experts.

It is recommended that the EWG include at least one expert from the Technical Panel on Forest Quarantine (TPFQ).

The selected experts should be available to attend the EWG meeting in 2014, which is tentatively scheduled for 15-19 September 2014 Rome, Italy and any change will be published on the [IPPC Calendar](#).

Criteria used for prioritizing participants to receive IPPC Secretariat assistance to attend meetings

The organization that employs an IPPC meeting participant is responsible for funding the travel and daily subsistence allowance for that person to attend. If the employer is unable to allocate sufficient funds, participants are first encouraged to seek assistance from sources other than the IPPC Secretariat. Where such demonstrated efforts to secure assistance have been unsuccessful, requests for assistance (i.e. travel and subsistence costs) from the IPPC Secretariat may be made. IPPC funds available to assist attendance at meetings are usually limited and if so the following priority for providing travel assistance will be followed. Exceptions are at the discretion of the IPPC Secretariat.

It is expected that participants will attend all sessions of the meeting and those participants who plan to attend only part of a meeting should fund their own travel.

Priority for providing travel assistance will be given to participants:

- 1) from countries with low Gross National Income (GNI) and low GNI per capita – criteria used to categorized national financial resources based on World Bank data;
- 2) who request only partial travel assistance (e.g. government or organization provides airfare and only daily subsistence allowance is requested);
- 3) who are the only participant from a country to a particular meeting.

Participants from non-contracting parties are given the lowest priority for assistance.

The Gross National Income and the size of the economy of the country in which a participant is employed will be used to help determine priority for and the level of assistance provided. If the participant does not work for a National Plant Protection Organization (NPPO), it is assumed that their organization will provide assistance and the participant will be considered lower priority for IPPC Secretariat assistance.

In all cases, the final determination of which participants will receive assistance, and at which level, is determined by the IPPC Secretariat.

Instructions for making nominations

Nominations will be accepted from governments, National or Regional Plant Protection Organizations (NPPOs or RPPOs). Nominations should be submitted through the respective NPPO or RPPO Contact Point and self-nominations should be supported by an accompanying letter from a government authority.

A nomination should only be made if the nominee has agreed to his/her nomination, is available for the meeting dates as posted on the [IPPCCalendar](#) and can allocate appropriate time to the task.

Each nomination must be accompanied by the following documentation:

- **Completed nominee details and summary of expertise form** - All sections should be completed, including contact details, education and professional training. A clear description of the nominee's expertise in one of more of the areas of specific expertise is required.
- **Completed and signed Statement of Commitment form** - this should be read carefully by each nominee and a discussion had between the nominee and their employer. The form should then be signed by the nominee and a senior person in authority from the organization that employs the nominee and submitted with the nomination (as a scanned image file such as PDF). The file should be named as follows: **COUNTRY_SURNAME_Firstname_commitment**.
- **The nominee's Curriculum Vitae (CV)** – electronic copy of the nominee's CV (only as a word processing file such as MS Word) with the file named as follows: **COUNTRY_SURNAME_Firstname_CV**.

- **Cover letter** - electronic copy of the nominee's cover letter (only as a word processing file such as MS Word) with the file named as follows: **COUNTRY_SURNAME_Firstname_Cover_Letter.**

Submissions should be sent to the IPPC Secretariat by e-mail (ippc@fao.org) no later than **15 February 2014**. The name of the nominating country or RPPO and the words "Call for experts" should be placed in the subject line of the email message. The SC will review the nominations and select experts based on the experience presented. Selected experts will be contacted by the Secretariat once the nomination has been confirmed.

Yours sincerely,



Brent Larson
Standards Officer
Secretariat for the International Plant Protection Convention

The following documents are posted on the IPP (<https://www.ippc.int/calls>):

2013_12_Call_Experts_01: *Nominee Details and Summary of Expertise – EWG International movement of wood products and handicrafts made from wood (2008-008)*

2013_12_Call_Experts_02: *Statement of Commitment*