



REPORT

**Rome, Italy
28 March 2014**

Meeting of the IPPC Financial Committee March, 2014



Food and Agriculture Organization of the United Nations

CONTENTS

1. Opening of the meeting	3
2. Adoption of the Agenda	3
3. Housekeeping	3
4. Report of last meeting	3
5. Consideration of CPM-9 documents.....	4
5.1 IPPC 2013 Financial report.....	4
5.2 IPPC 2014-2015 Biennium Budget.....	5
6. New and emerging issues	5
6.1 FAO reform and its implication.....	5
6.2 Other.....	5
a. ISPM15 symbol registration process.....	5
7. FC 2014 Work Programme	6
7.1 Resource Mobilization.....	6
a. Review of implementation plan of resource mobilization strategy	6
b. Opportunities arising (efforts and results)	6
b. Trust fund Contributions.....	6
8. FC 2015 Work programme.....	6
9. Discussions on the Agenda items for next meeting.....	6
10. Other business.....	6
11. Next meeting	6
APPENDIX 1 – Agenda	7
APPENDIX 2 – Documents list	8
APPENDIX 3 – Participants list	9
APPENDIX 4 – Scope of IPPC in the new FAO SO layers	11
APPENDIX 5 – Action points.....	12

1. Opening of the meeting

- [1] The Financial Committee (FC) Chair, Ms. Yim, and IPPC Secretary, Mr. Yokoi, welcomed the meeting participants. All the FC members participated in the meeting.
- [2] The Secretariat announced that the move to the divisional level has been a smooth transition while the FAO planning exercise under the new Strategic Objectives (SOs) required a great effort on the Secretariat's side. Financial transition is still not over, as the budget holders are temporarily at the departmental level – not IPPC.
- [3] The Secretariat distributed a paper on the Scope of the IPPC in the new FAO SO layers ([Appendix 4](#)), and noted that the IPPC activities are now placed into SO2 and SO4. In SO2, there is only one activity for participating as an international instrument in plant health area, while in SO4 various IPPC issues are scattered into approximately 20 activities for standards setting, capacity development and national reporting obligations.
- [4] Although the overall budget was protected (“ring-fenced”), IPPC has to monitor the financial situation in regards to the IPPC budget as well as that of FAO budgetary requirements. If the allotted budgeted money is not spent, it will be redistributed elsewhere. Therefore, it was noted, that the budget monitoring should be strengthened.
- [5] It was noted by the FC that the placement of the IPPC under SO2 and SO4 may not truly reflect the IPPC's impact on all strategic objectives of FAO. In addition, it was thought that resource mobilization efforts of the IPPC Secretariat may be hampered by this limited vision concerning the influence of the IPPC on FAO's objectives. The FC recommended that with a better understanding of the operational and administrative requirements attributed to being listed under the different strategic objectives the Secretariat should investigate possibilities to extend its impact onto all strategic objectives of FAO.

2. Adoption of the Agenda

- [6] The agenda was adopted ([Appendix 1](#)). The subject of staffing and resources was raised and it was decided that this is a responsibility of Secretariat. In this discussion, the FC noted that a more sustainable Secretariat with constant and uninterrupted employment of Secretariat staff would ensure a better service and proper completion of projects.

3. Housekeeping

- [7] The Documents list ([Appendix 2](#)) and Participants list ([Appendix 3](#)) were reviewed and noted.

4. Report of last meeting

- [8] The FC discussed the Action Points from the October meeting. Various points have not been completed due to the workload arising from the FAO work planning exercise.
- [9] The letter on the importance of ISPM15 symbol registration from the FAO senior management to the Ministers of member countries is being finalized; the letters on reimbursement have been delivered; and the Q&A for the registration and renewal posted on IPP.

- [10] Finalization of the brochure to Donor groups has not progressed although it is while being close to final.
- [11] A resource mobilization outreach event has not been planned (including indicated CFS/WFD occasions). It was suggested that this event should be aimed at a certain audience (e.g. ambassadors) with a specific topic of phytosanitary concern. It was again advised that the IPPC Secretariat participate as a side event in some of the larger FAO meetings.
- [12] Expansion of the wish-list for in-kind contributions was tried but the Secretariat noted that the results did not create a clear way forward.
- [13] The IPPC Trust Fund guidelines paper was unfortunately not updated, due to the time constraints in the period of CPM9 preparation.
- [14] Action plan for the implementation of Resource Mobilization strategy has not been developed. The Chair noted that the objectives for action plan development should be reconsidered.

The FC

1. *suggested* that the Resource Mobilization strategy be part of the communications work plan in process and aimed to raise awareness and knowledge about the IPPC and its activities
2. *agreed* the next FC meeting will develop a topic for the proposed side event in
3. *noted* the importance of revising the action point list to place the bulk of the activities into the months of the year that do not directly precede the CPM

5. Consideration of CPM-9 documents

5.1 IPPC 2013 Financial report

- [15] The Secretariat presented a paper on the IPPC 2013 Financial Report on the IPPC Secretariat financial position as of 31 December 2013. The paper included a breakdown of regular programme and trust fund budgets, showing trust funds by project period and various financial breakdowns. Total IPPC regular programme budget was USD 3,059,096 in 2013 and was fully executed. Breakdown of expenditures, showing that staff costs and non-staff costs are fairly consistent, and the only change is the increase of the travel costs and providing a more active Secretariat, also living allowances of contacted consultants are recorded in this section.
- [16] The Secretariat concluded that the financial situation regarding regular programme budgetary resources is stable even though it could be affected by the review of the FAO for each biennium. The trust fund budget on the other hand is more inconsistent and could benefit from more stability. The FC is devoted to finding a balance between these two programmes.

The FC

1. *noted* the quality of the Financial Report as being the most comprehensive and clear ever and *urged* IPPC Secretariat to maintain the same quality of financial reporting and budgeting in the future
2. *recommended* that the Secretariat should ensure that sufficient staff resources are allocated to maintain the high quality of its financial reporting
3. *noted* the importance of thanking trust fund donors at the CPM and in-kind contributors at the CPM and recommended to update the contribution table and provide to CPM 9 as INF paper.
4. *suggested* that the communications work plan could have a large impact on the awareness raising and trust fund donations

5.2 IPPC 2014-2015 Biennium Budget

- [17] The Secretariat presented a paper on the IPPC 2014-2015 Biennium Operational Budget and proposed that the budget for the 2014-2015 Biennium be adopted by the CPM-9. This will be a precedent for future CPMs. Total IPPC regular programme 2014-2015 biennium budget is USD 5.9 million or USD 2.95 per year. IPPC regular programme proposed budget for operational activities is USD 3.116 million per year (in the 2014-2015 biennium). Slight budget deficit has proven to be a good driving force for completion of all the IPPC activities.
- [18] The Budget is presented in the biennium format for two main reasons. First, IPPC Secretariat would like to have the budget adopted before the budget execution starts – because the budget is usually adopted in March-April during CPM, 3-4 months after the spending started (for IPPC Multi-donor trust fund). Second, FAO allotment/regular programme is given to IPPC on a biennium basis.
- [19] It was noted that the biennium budgetary resources have been slightly reduced compared to the previous budget, but the proposed work programme for both years should be completed.
- [20] With regard to the 2014-2015 IPPC budget the FC noted that a number of IPPC staff, contracted on a consultancy basis, would have to be released for a mandatory break in their activities for the IPPC due to FAO regulations. The FC stressed that the conclusion of several projects depend on the continued availability of qualified staff. It recommended that the IPPC Secretariat should ensure that sufficient staff resources are allocated to continue or complete these projects without disruption.

The FC

1. *suggested* that there be a simpler independent table to show the IPPC trust fund budget categorized into major activities.
2. *recommended* that the IPPC Secretariat should ensure that sufficient staff resources are allocated to ascertain the continuation or completion of projects without disruption

6. New and emerging issues

6.1 FAO reform and its implication

- [21] This agenda item was covered during the opening of the meeting.

6.2 Other

a. ISPM15 symbol registration process

- [22] The Secretariat presented a paper on progress and current status of the ISPM 15 symbol, showing that the renewal process for 2013 is completed and that associated cost reimbursements were provided by several countries. The focus should be on the new registration for the time being since only a few countries will face the expiry of the registration in the next two years.

The FC

1. *suggested* that the NPPO is notified when the letters to the Ministers be sent
2. *advised* that the priority for new registration should properly capture countries with high trade volume

7. FC 2014 Work Programme

7.1 Resource Mobilization

a. Review of implementation plan of resource mobilization strategy

[23] The Secretariat presented a paper regarding Resource Mobilization to initiate discussion on development of work plans to follow up on the recommendations, some of which may have to be discussed in other bodies related to the IPPC.

b. Opportunities arising (efforts and results)

[24] The Secretariat presented a paper on the ongoing resource mobilization efforts and results, noting that the Secretariat continues to seek additional resources by contacting current potential resource partners and donors. A website has been created to support these efforts, and several meetings in 2013 made significant progress to support future resource mobilization efforts. IPPC is in contact with several major international financial institutions including the World Bank, CWCO, Inter-American Development Bank, Islamic Development Bank, Asian Development Bank, and International Fund on Agricultural Development for the purpose of investigating possible support.

b. Trust fund Contributions

[25] The IPPC Financial Snapshot was added to the 2014 Secretariat Report to show a brief guide to the major activities funded, as well as a providing a chart to focus on major contributions.

The FC

1. *agreed* to attach the table of contributions to the CPM-9 Report as an Appendix

8. FC 2015 Work programme

[26] It was noted that it might be helpful for the 2015 Work Programme to be presented and adopted before that year begins. The Secretariat mentioned some of the events for awareness raising and its activities. It was agreed that the June FC meeting could discuss the 2015 Work Programme.

The FC

1. *noted* that the events for awareness raising would be productive and should be experimented. It would be left to the capacity of the Secretariat

9. Discussions on the Agenda items for next meeting

The FC

1. *suggested* reviewing the TORs and RoPs of the FC at the June FC Meeting

10. Other business

[27] There were no issues raised under “Other business”.

11. Next meeting

[28] It was noted that the next meeting would take place in June 2014.

APPENDIX 1 – Agenda

Commission on Phytosanitary Measures
Financial Committee Meeting

28 March 2014
 FAO, Rome, Italy
 (Friday, Start time: 09:00, Canada room A357)

AGENDA

Agenda item	Document No	Presenter
1. Opening of the meeting		Yokoi
2. Adoption of the Agenda	IPPC-FC 2014/Mar_01	Yim
3. Housekeeping		Yokoi
<ul style="list-style-type: none"> • Documents list • Participants list • Local information 	IPPC-FC 2014/Mar_02 IPPC-FC 2014/Mar_03 IPPC-FC 2014/Mar_04	
4. Report of last meeting		Yim
	IPPC FC Report (October 2013) available on IPP: https://www.ippc.int/system/files/documents/20140324/fcoctober2013final201403241105-136.9-kb.pdf	
5. Consideration of CPM9 documents on financial issues		
1) IPPC 2013 Financial report	IPPC-FC 2014/Mar_05 (CPM 2014/25)	Benovic
2) IPPC 2014-2015 Biennium Operational Budget	IPPC-FC 2014/Mar_06 (CPM 2014/15)	Benovic
6. New and emerging issues		
1) FAO reform and its implication	[Orally]	Yokoi
2) Others		
a. ISPM15 symbol registration process	IPPC-FC 2014/Mar_07	Yokoi
7. FC 2014 Work Programme		
1) Resource mobilization		
a. Review of implementation plan of res. mob. strategy	IPPC-FC 2014/Mar_08	Yokoi
b. Opportunities arising (efforts and results)	IPPC-FC 2014/Mar_09 (CPM 2014/09)	Yokoi
c. Trust fund Contributions	IPPC-FC 2014/Mar_10 (CPM 2014/26)	Benovic
8. FC 2015 Work Programme	[Orally]	Yim/Yokoi
9. Discussions on agenda items for next meeting		
10. Other business		
11. Next meeting (scheduling)		

APPENDIX 2 – Documents list**COMMISSION ON PHYTOSANITARY MEASURES****FINANCIAL COMMITTEE MEETING****DOCUMENTS LIST***(Updated: 28 March 2014)*

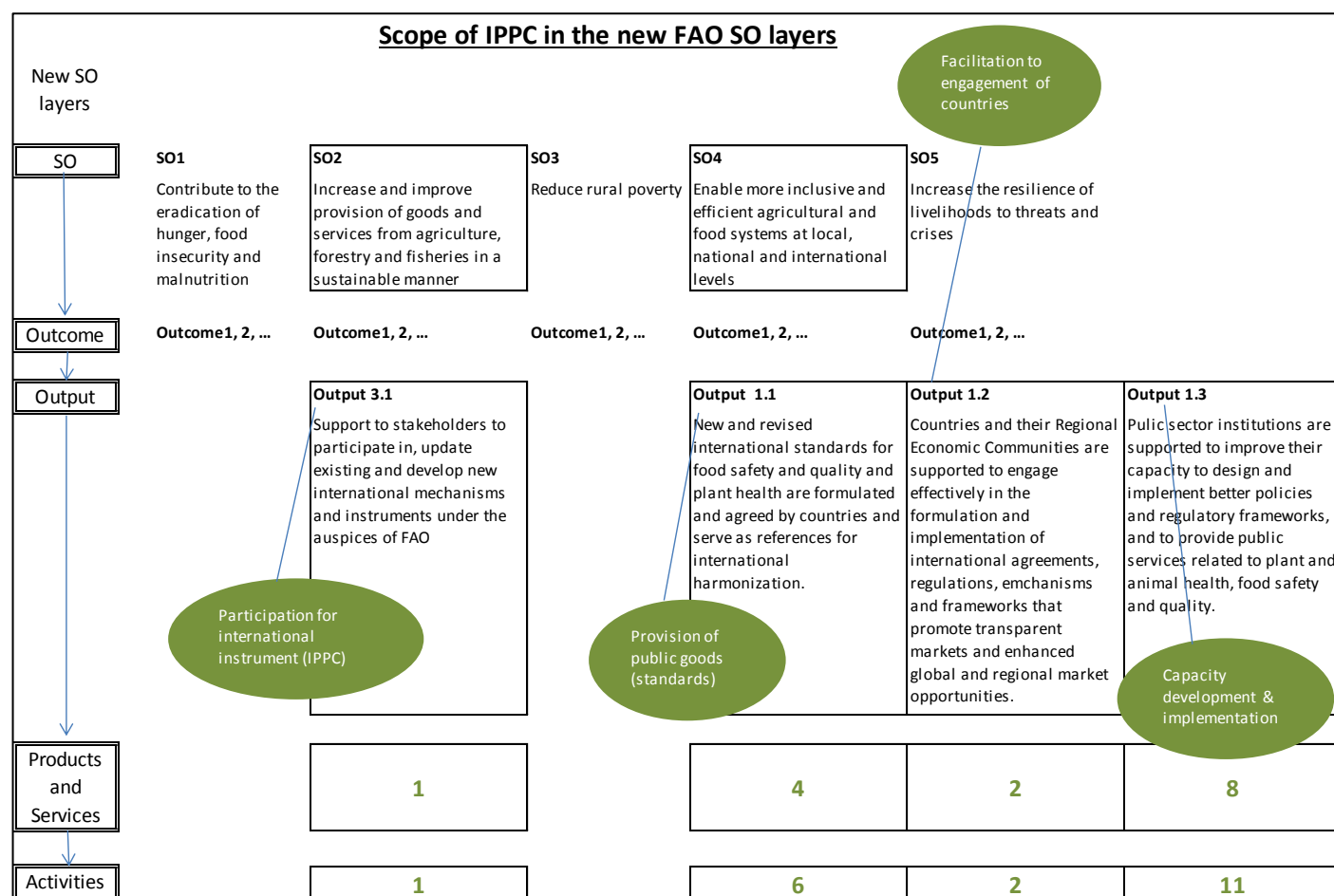
DOCUMENT NO.	AGENDA NO.	DOCUMENT TITLE	POSTED
	04	Report of IPPC Financial Committee (Oct 2014)	24.03.2014.
IPPC-FC 2014/Mar_01	02	Draft Agenda	25.03.2014.
IPPC-FC 2014/Mar_02	03	Documents list	25.03.2014.
IPPC-FC 2014/Mar_03	03	Participants list	25.03.2014.
IPPC-FC 2014/Mar_04	03	Local information	25.03.2014.
IPPC-FC 2014/Mar_05	5.1	IPPC 2013 Financial report	25.03.2014.
IPPC-FC 2014/Mar_06	5.2	IPPC 2014-2015 Biennium Operational Budget	25.03.2014.
IPPC-FC 2014/Mar_07_Rev1	6.2a	ISPM 15 symbol registration process	25.03.2014.
IPPC-FC 2014/Mar_08	7.1a	Review of implementation plan of res. mob. strategy	25.03.2014.
IPPC-FC 2014/Mar_09	7.1b	Opportunities arising (efforts and results)	25.03.2014.
IPPC-FC 2014/Mar_10	7.1c	Trust fund Contributions	25.03.2014.

APPENDIX 3 – Participants list**COMMISSION ON PHYTOSANITARY MEASURES****FINANCIAL COMMITTEE MEETING****PARTICIPANTS LIST***(Updated: 28 March 2014)*

	Role / Region	Name, mailing, address, telephone	Email address	Membership Confirmed	Term expires
✓	Chair / Asia	Ms Kyu-Ock YIM Export Management Division Dept. of Plant Quarantine Animal and Plant Quarantine Agency Ministry of Agriculture, Food and Rural Affairs 433-1 Anyang-b dong, Manan-gu, Anyang City (430-016) Gyunggi-do Republic of Korea Tel.: (+82) 31-420-7605 Fax: (+82) 31-420-7605	koyim@korea.kr	1 st term	2014
✓	Member / Europe	Mr Steve ASHBY Food and Environment Research Agency, (FERA), DEFRA Plant Health Policy Programme - Sand Hutton - York YO41 1LZ United Kingdom Tel.: (+44) 0 1904 465633	Steve.Ashby@fera.gsi.gov.uk	1 st term	2014
✓	Member / Africa	Mr Lucien Konan KOUAMÉ Directeur de la Protection des Végétaux, du Contrôle et de la Qualité Point de contact de la CIPV Ministère de l'agriculture B.P. V. 94 (Immeuble Caisse de Stabilisation) Abidjan Côte d'Ivoire Tel.: (+225) 20 222260 Fax: (+225) 20 212032	L_Kouame@yahoo.fr	1 st term	2014

✓	Member / Europe	Mr Ralf LOPIAN Senior Adviser International Affairs Department of Food and Health Ministry of Agriculture and Forestry Mariankatu 23 A, PO Box 30, Helsinki Finland Tel.: (+358) 9 16052449 Fax: (+358) 9 16052443	Ralf.Lopian@mmm.fi	1 st term	2014
✓	IPPC Secretariat	Mr Yukio YOKOI Secretary to the IPPC	Yukoi.Yokoi@fao.org	N/A	N/A
	IPPC Secretariat	Mr Craig FEDCHOCK IPPC Coordinator	Craig.Fedchock@fao.org	N/A	N/A
✓	IPPC Secretariat	Mr Marko BENOVIC Finance and Planning Associate	Marko.Benovic@fao.org	N/A	N/A
✓	IPPC Secretariat	Ms Francesca CROZIER-FITZGERALD Communications and Planning associate / Report writer	Francesca.CrozierFitzgerald@fao.org	N/A	N/A

APPENDIX 4 – Scope of IPPC in the new FAO SO layers



APPENDIX 5 – Action points

Commission on Phytosanitary Measures

Financial Committee Meeting28 March 2014
FAO, Rome, Italy**Action Points**

ACTION	Responsible	Deadline
Update Opportunities arising document	IPPC Secretariat	Next FC
Attach the contributions table to the CPM9 report	IPPC Secretariat	Next FC
Reviewing the TORs and RoPs of the FC	IPPC Secretariat, Financial committee	Next FC
Plan to be present at CFS/ WFD events 2014 with no big efforts (side event presentation/poster/publication distribution)	IPPC Secretariat	October 2014
Finalize brochure to Donor groups	IPPC Secretariat, Financial committee	2014
Plan resource mobilization outreach event - inviting the potential donor countries (e.g. high officials, ambassadors)	IPPC Secretariat, Financial committee	2014
Update guidelines for IPPC Trust fund	IPPC Secretariat	2014
Develop action plan for the implementation of Resource Mobilization strategy	IPPC Secretariat, Financial committee	2014
Develop guidelines for sponsorship of standards	IPPC Secretariat, Financial committee	2014
2015 FC Work Programme to be presented and adopted	IPPC Secretariat, Financial committee	2014