

HANDBOOK OF **Good** PRACTICES

FOR PARTICIPATION IN

MEETINGS OF THE
INTERNATIONAL PLANT
PROTECTION CONVENTION
(IPPC)

IICA



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Editor: Ricardo Molins
Translator: Susana Reine
Layout:
Cover:
Printed:

Handbook of good practices to participate in meetings of the
International Plant Protection Convention (IPPC) / IICA - San
José, C.R.: IICA, 2009.
72 p.; 15 cm x 23 cm

ISBN13: 978-92-9248-114-8

1. Plant protection 2. Plant protection - meetings 3. Teaching
materials I. IICA II. Título

AGRIS
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DEWEY
658.456

San Jose, Costa Rica
2009

Table OF CONTENTS

1. DESCRIPTION OF THE ORGANIZATION	7
1.1. Origin of the IPPC and its relation to FAO.....	8
1.2. The Commission on Phytosanitary Measures, Its Subsidiary Bodies and Special Meetings.....	10
1.2.1. The Commission, its functions and rules of procedure	10
1.2.2. The CPM Bureau.....	11
1.2.3. The Standards Committee, its composition, terms of reference and rules of procedure.....	11
1.2.4. The Subsidiary Body on Dispute Settlement (SBDS): membership, terms of reference, and rules of procedure.....	18
1.2.5. The Informal Working Group on Strategic Planning and Technical Assistance (SPTA)	18
1.2.6. Meetings of the Open-Ended Working Groups.....	19
2. ORGANIZATION OF THE IPPC SECRETARIAT, ITS FUNCTIONS AND MEMBERSHIP	21
3. REGIONAL PLANT PROTECTION ORGANIZATIONS, THEIR ROLES AND FUNCTIONS IN THE IPPC.....	23
4. PARTICIPATION MECHANISMS APPROVED BY THE IPPC CONTRACTING PARTIES	25
4.1. Participation in CPM meetings	25
4.2. Participation in the standard-setting process	25
4.3. Participation in dispute settlement.....	26
4.4. Participation in complying with reporting obligations	26
5. DOCUMENTS AND INFORMATION PRODUCED BY THE CPM	27
5.1. Standards and recommendations, characteristics and application	27
5.2. Information in the International Phytosanitary Portal (IPP)	27
6. THE STANDARD-SETTING PROCESS	29
6.1. Procedures and criteria for proposing and identifying new topics.....	33
6.1.1. Procedure and criteria for identifying topics for inclusion in the IPPC standard-setting work program	33
6.1.2. Criteria for justification and prioritization of proposed topics	34
6.2. Regional workshops on draft ISPMs.....	35

7.	HOW TO PARTICIPATE IN THE STANDARD-SETTING PROCESS	37
7.1.	Expert working groups	37
7.2.	Technical panels	38
7.3.	The process of preparation of and consultation on International Standards for Phytosanitary Measures	39
7.4.	The IPPC management process: Five-Year Work Plan and Annual Operational Plans	40
8.	HOW TO PREPARE IN ADVANCE FOR THE MEETINGS	41
8.1.	How to organize yourself in advance for CPM meetings	41
8.1.1.	Institutional consultations	41
8.1.2.	Consultations at the national level	42
8.1.3.	Activities at the regional level	42
8.1.4.	Activities at the Latin American and Caribbean level	42
8.2.	Who should meet and how should these consultations be conducted?	42
8.3.	What agenda should be discussed?	43
8.4.	How to establish a national or regional position?	43
8.5.	How to express the country positions in a document or an intervention?	43
8.6.	How to give sustainability to the process?	44
8.7.	Who should attend the CPM meeting?	44
8.8.	How to plan participation in the various parts of the meeting?	44
8.9.	Which documents should I review?	45
8.10.	What materials should I bring with me?	46
8.11.	How can I arrange preliminary meetings?	46
8.12.	How do I get accreditation for the meeting?	47
8.13.	How do I forge alliances?	47
8.14.	What happens if the capital cannot attend?	48
8.15.	How can I send information before the meeting?	48
8.16.	How should I prepare these documents?	48
8.17.	How do I prepare my interventions for each point on the agenda?	48
9.	HOW TO PREPARE IN ADVANCE FOR THE MEETINGS	49
9.1.	How and when to intervene	49
9.2.	Treatment of the agenda	49
9.3.	On which topics should I be active, and how do I do that?	50
9.4.	Working with alliances	50
9.5.	What does it mean to improvise at a meeting?	51
9.6.	When and why should I communicate with the capital?	51
9.7.	Can I rely on the mission?	51
9.8.	How do I make interventions?	51
9.9.	Language issues	52
9.10.	How do I plan for the meeting?	52
10.	BACK AT THE CAPITAL	53
10.1.	How do I disseminate the results of the meeting?	53
10.1.1.	Institutional reports	53
10.1.2.	National debriefing sessions	54
10.1.3.	Analyzing achievements at the regional level	54

11. COMMITMENTS	55
11.1. Minutes of commitments and assignment of responsibilities	55
12. FOLLOW-UP ON ISSUES	57
12.1. Receipt of information from the IPPC Secretariat.....	57
12.2. Revisions to the IPPC portal	57
12.3. Meetings at the national and regional levels.....	57
13. LOOKING AHEAD TO THE NEXT MEETING	59
13.1. Establishing positions for future IPPC meetings.....	59
13.2. Timetable and notices	59
13.3. Periodic reminders.....	60
14. FINAL REMARKS.....	61
14.1. Participating in discussion sessions on draft standards.....	61
14.2. Accommodation arrangements during the meeting	61
14.3. The attitude expected of a contracting party representative.....	62
 ANNEX I. RULES OF PROCEDURE OF THE COMMISSION ON PHYTOSANITARY MEASURES	 63

LIST OF ABBREVIATIONS

CEPM	Committee of Experts on Phytosanitary Measures
CPM	Commission on Phytosanitary Measures
EWG	Expert working group
FAO	Food and Agriculture Organization of the United Nations
GRULAC	Latin America and Caribbean Group (for the IPPC)
ICPM	Interim Commission on Phytosanitary Measures
IPP	International Phytosanitary Portal (for the IPPC)
IPPC	International Plant Protection Convention
ISPM	International Standards for Phytosanitary Measures
NPPO	National Plant Protection Organizations
RPPO	Regional Plant Protection Organizations
SBDS	Subsidiary Body on Dispute Settlement
SC	Standards Committee
SC-7	Standards Committee Working Group
SPS	WTO Agreement on the Application of Sanitary and Phytosanitary Measures
SPTA	Informal Working Group on Strategic Planning and Technical Assistance
WTO	World Trade Organization



1. Description of the organization

The International Plant Protection Convention (IPPC) is an international treaty deposited with the Director-General of the Food and Agriculture Organization of the United Nations (FAO). The IPPC was ratified in 1952; it was amended in 1973, and again in 1977. The purpose of the Convention is to secure international cooperation in controlling pests of plants and plant products and in preventing their international spread, and especially their introduction into endangered areas.

The most recent revision was undertaken primarily to reflect the IPPC role in relation to the agreements from the Uruguay Round of the General Agreement on Tariffs and Trade (GATT). The Agreement on the Application of Sanitary and Phytosanitary Measures (the SPS Agreement) of the World Trade Organization (WTO) identifies the IPPC as the body setting international standards to help ensure that measures taken by governments to protect plant health (phytosanitary measures) are harmonized and are not used as unjustified barriers to trade.

The Convention now has more than 170 Contracting Parties, and has a special, formal role to play in plant protection as the global forum for the discussion of joint action, in particular the establishment of International Standards for Phytosanitary Measures (ISPM). The Contracting Parties to the IPPC—through ratification of the treaty—have rights, duties and responsibilities that allow them to set standards and to conduct international trade more effectively within a framework of protection for their native and introduced flora, without overlooking aspects relating to the environment and biodiversity.

Through their active participation in this Convention, all Contracting Parties can ensure that their interests are taken into account when ISPMs are approved. The purpose of ISPMs is to regulate international trade in such a

way as to keep it safe in phytosanitary terms and to restrict it as little as possible. However, although the IPPC has clear applications in regulating trade, its applications are not restricted to this aspect. There are many forms of international cooperation involved within the sphere of the Convention, that extends to cultivated as well as uncultivated plants (native flora) and includes both direct and indirect damage from pests.

The New Revised Text of the IPPC (1997) emphasizes cooperation and the sharing of information with the objective of global harmonization. In addition to describing national responsibilities in plant protection, it addresses important elements of international cooperation for protecting plant health and establishing and using ISPMs. The application of this Convention involves the collaboration of National Plant Protection Organizations (NPPO), which are the official services established by governments to discharge the functions specified by the IPPC, and Regional Plant Protection Organizations (RPPO), which may function as coordinating bodies on a regional level for participation in activities to achieve the objectives of the IPPC.

The benefits of adhering to the IPPC include the following:

- It lends greater credibility to phytosanitary systems in the eyes of trading partners.
- It allows for direct and active participation in the process of global harmonization.
- It allows for direct and active participation in activities and processes associated with preparing ISPMs, which are observed under the WTO-SPS agreement.
- It offers assistance in dispute settlement.
- It offers assistance in revising and updating legislation.

1.1. Origin of the IPPC and its relation to FAO

The International Plant Protection Convention is a multilateral treaty for cooperation in plant protection that had its beginnings with the agreement by twelve countries to establish regulatory measures for grapevines under the *Phylloxera* Convention of Berne in 1881. This represented the first efforts at formalizing international cooperation in plant protection and led to the recognition of the need to address other plant pests and enlist cooperation by all countries.

The first text of an international convention with broader objectives was drafted at the International Conference for Plant Protection held in Rome in 1929. After a long lapse due to the First World War, the draft text was again brought to the attention of governments. This time, the forum was the Third and Fourth Sessions of the FAO Conference in 1947 and 1948, respectively. In 1951, the Sixth Session of the FAO Conference adopted the Convention and deposited it with the Director General of the organization shortly thereafter. The Convention first came into force in 1952, after ratification by three signatory governments: Ceylon, Spain, and Chile.

Amendments to the IPPC were proposed in 1973. After a series of consultations, members agreed on modifications that involved updating terminology and describing certain changes in the model Phytosanitary Certificate. The amendments were adopted by FAO in 1979. The Revised Text of the Convention came into force in 1991 following acceptance of the amendments by two-thirds of the Contracting Parties.

In 1986, the landscape began to change significantly as a result of the agreements reached by the Uruguay Round of GATT negotiations. Prior to the conclusion of these negotiations in 1993, it was clear to IPPC Members and the FAO that the IPPC would have a prominent position in the SPS Agreement. Within the context of the WTO, the role envisioned for the IPPC was to encourage international harmonization and development of international standards to ensure that phytosanitary measures would not be used as unjustified barriers to trade.

In 1992 FAO established a Secretariat for the IPPC, followed by the formation of the Committee of Experts on Phytosanitary Measures (CEPM) in 1993. The Secretariat immediately began a program for setting standards and launched a further revision of the Convention dealing particularly with its relationship to the SPS Agreement. Negotiations for revision started in 1995 and were finalized in November, 1997 when the 29th Session of the FAO Conference approved the New Revised Text of the IPPC. That text emphasizes cooperation and the exchange of information toward the objective of global harmonization. In addition to describing national plant protection responsibilities, it also addresses important elements of international cooperation for the protection of plant health and the establishment and use of ISPMs. In 1998 the Interim Commission on Phytosanitary Measures (ICPM) was established as the governing body for the IPPC, and at that time the ISPMs were adopted.

The New Revised Text (1997) came into force on the thirtieth day after it was accepted by two-thirds of the Contracting Parties to the IPPC, that is, on October the 2nd, 2005. With its entry into force, the interim measures introduced by the FAO Conference and the IPPC were replaced, and the Commission on Phytosanitary Measures (CPM) was established in 2006.

The IPPC was deposited with the Director-General of FAO, which offered to provide a Secretariat for the Convention and currently administers it. It provides a Secretariat through the Plant Protection Service, a source of legal advice, technical assistance with projects, and a meeting place and associated resources for many of its activities.

1.2. The Commission on Phytosanitary Measures, Its Subsidiary Bodies and Special Meetings

1.2.1. The Commission, its functions and rules of procedure

The Commission on Phytosanitary Measures (CPM) is the governing body of the IPPC, and began its functions upon entry into force of the New Revised Text of the Convention. It is relatively recent, having held its first meeting in 2006, and its membership is open to all Contracting Parties to the Convention. The Commission offers a global forum for the discussion of phytosanitary issues and allows Contracting Parties to take decisions on strategic planning and on the work program. Its activities include development, adoption and monitoring of implementation of ISPMs; exchange of information; provision of dispute settlement mechanisms; development of the phytosanitary capacity of member states; maintenance of an effective and efficient administrative framework; promotion of the IPPC; and cooperation with other relevant international organizations. The Commission has adopted its own rules and procedures and has established subsidiary bodies: the Standards Committee (SC) and the Subsidiary Body on Dispute Settlement (SBDS).

The Commission's rules of procedure deal with such aspects as membership, officers, sessions, agendas and documents, voting procedures, and participation by observers. Importantly, it provides that meetings of the Commission and its subsidiary bodies will be conducted in the languages of FAO, which allows for broader participation by delegates. Although it stipulates that the Commission and its subsidiary bodies shall attempt to reach consensus in their decisions, if they cannot do so decisions are taken by

a two-thirds vote. Annex 1 contains the CPM Rules of Procedure and their amendments.

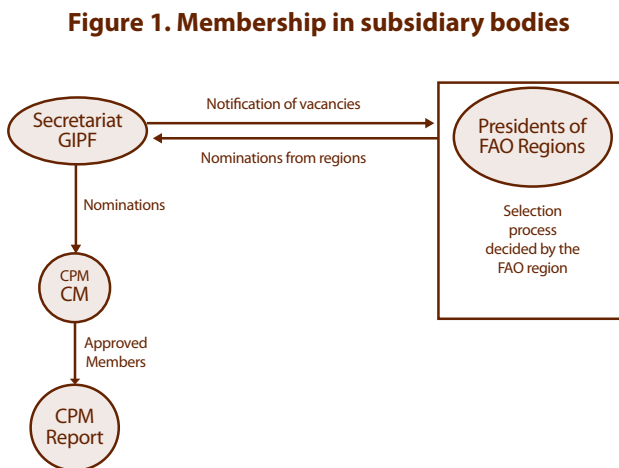
1.2.2. The CPM Bureau

The Commission meets annually to achieve the objectives of the Convention. It has a Bureau of seven members, including the chairperson, the vice chairperson and five other members, so that each of the seven FAO regions is represented. 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 the CPM. It meets two or three times a year, as necessary.

1.2.3. The Standards Committee, its composition, terms of reference and rules of procedure

The CPM established the Standards Committee (SC) as its standard developing body at CPM-1 (2006). The SC had been previously established by ICPM-4 (2002) to replace the former Interim Standards Committee and its predecessor, the Committee of Experts on Phytosanitary Measures (CEPM). The SC comprises 25 members drawn from the seven FAO regions. The SC selects from within its members a subgroup of seven experts, the Standards Committee Working Group (SC-7), to undertake detailed work on draft standards.

Figure 1 shows the process of nomination of members of subsidiary bodies (including the Standards Committee)



The CPM-1 (2006) adopted the Terms of Reference and Rules of Procedure for the SC as detailed below:

TERMS OF REFERENCE OF THE SC

1. SCOPE

The SC manages the standard-setting process and assists in the development of International Standards for Phytosanitary Measures (ISPMs) that have been identified by the CPM as priority standards.

2. OBJECTIVE

The main objective of the SC is to prepare draft ISPMs according to the standard-setting procedures in the most expeditious manner for adoption by the CPM.

3. STRUCTURE OF THE STANDARDS COMMITTEE

The SC consists of 25 members drawn from each of the FAO regions. The distribution for each region will be: Africa (4), Asia (4), Europe (4), Latin America and the Caribbean (4), Near East (4), North America (2) and Southwest Pacific (3)

Temporary or permanent working groups, and drafting groups consisting of SC members, may be established by the SC as required. SC working groups are selected by the SC from its membership.

Seven SC members are selected by the SC to form the SC-7 and are guided by the terms of reference and rules of procedure for this group which are approved by the SC. The functions and working procedures of the SC-7 and other SC working groups are determined by the SC.

4. FUNCTIONS OF THE STANDARDS COMMITTEE

The SC serves as a forum for:

- examination and approval or amendment of specifications;
- review of specifications;
- designation of members of SC working groups and identification of tasks of the groups;
- establishment and disestablishment of expert working groups and technical panels as appropriate;

- selection of membership of expert working groups, technical panels and drafting groups as required
- review of draft ISPMs;
- approval of draft standards to be submitted to CPM under the member consultation procedure;
- establishment of open-ended discussion groups where appropriate;
- revision of draft ISPMs in cooperation with the IPPC Secretariat taking into account comments of CPM members and the RPPOs;
- approval of final drafts of ISPMs for submission to the CPM;
- review of existing ISPMs and identification of those requiring reconsideration;
- identification of priorities for ISPMs under development;
- ensuring that language used in draft ISPMs is clear, simple and focused;
- assigning stewardship for each ISPM ; and
- other functions related to standard setting as directed by the CPM.

5. IPPC SECRETARIAT

The Secretariat provides administrative, technical and editorial support as required by the SC. The Secretariat is responsible for reporting and record keeping regarding the standard-setting program.



RULES OF PROCEDURE OF THE SC

Rule 1. Membership

Members should be senior officials of National Plant Protection Organizations (NPPO), designated by Contracting Parties, and have qualifications in a scientific biological discipline (or equivalent) in plant protection, and experience and skills particularly in the:

- *practical operation of a national or international phytosanitary system;*
- *administration of a national or international phytosanitary system; and*
- *application of phytosanitary measures related to international trade.*

Contracting Parties agree that SC members dedicate the necessary time to participate in a regular and systematic way in the meetings.

Each FAO region may devise its own procedures for selecting its members of the SC. The IPPC Secretariat is notified of the selections that are submitted to the CPM for confirmation.

The SC is responsible for selecting the SC-7 members from within its membership. Members selected for the SC-7 will meet the above-mentioned qualifications and experience.

Rule 2. Replacement of members

Each FAO region shall, following its own procedures, nominate potential replacements for members of the SC and submit them to the CPM for confirmation. Once confirmed, potential replacements are valid for the same periods of time as specified in Rule 3. These potential replacements should meet the qualifications for membership set forth in these Rules. Each FAO region shall identify a maximum of two potential replacements. Where a region nominates two, it should indicate the order in which they would serve as replacements under this Rule.

A member of the SC will be replaced by a confirmed potential replacement from within the same region if the member resigns, no longer meets the qualifications for membership set forth in these Rules, or fails to attend two consecutive meetings of the SC.

The national IPPC contact point should communicate to the Secretariat any circumstances where a member from its country needs to be replaced. The Secretariat should inform the FAO regional chair representative.

A replacement will serve through the completion of the term of the original member, and may be nominated to serve additional terms.

Rule 3. Period of membership

Members of the SC shall serve for terms of three years. Members may serve no more than two terms, unless a region submits a request to the CPM for an exemption to allow a member from within its region to serve an additional term. In that case, the member may serve an additional term. Regions may submit requests for additional exemptions for the same member on a term-by-term basis. Partial terms served by replacements shall not be counted as a term under these Rules.

Membership of the SC-7 lapses with membership of the SC or upon resignation. Replacement members of the SC-7 are selected by the SC.

Rule 4. Chairperson

The Chairperson and Vice-Chairperson of the SC are elected by the SC from its membership and serve for three years, with a possibility of re-election for

one additional term of three years. The Chairperson and Vice-Chairperson may serve in these capacities only when a member of the SC.

The Chairperson of the SC-7 is elected by its members. The term is for three years, with a possibility of re-election for one additional term of three years. The Chairperson of the SC-7 may serve in this capacity only when a member of the SC.

Rule 5. Sessions

Meetings of the SC are normally held at FAO Headquarters in Rome. The SC meets at least once per year. Depending on the workload and resources available, the SC or the Secretariat, in consultation with the Bureau of the CPM, may request additional meetings of the SC. In particular, the SC may need to meet after the CPM meeting in order to prepare draft standards for member consultation.

Depending on the workload and resources available, the SC, in consultation with the Secretariat and the Bureau of the CPM, may authorize the SC-7 or extraordinary working groups of the SC to meet.

A session of the SC shall not be declared open unless there is a quorum. The presence of a majority of the members of the SC is necessary to constitute a quorum.

Rule 6. Approval

Approvals relating to specifications or draft standards are sought by consensus. Final drafts of ISPMs which have been approved by the SC are submitted to the CPM without undue delay.

Rule 7. Observers

For observer status, Rule 7 of the Rules of Procedure of the CPM will apply.

Rule 8. Reports

SC meeting records shall be kept by the Secretariat. The report of the meetings shall include:

- approval of draft specifications for ISPMs
- finalization of specifications with a detailed explanation including reasons for changes
- reasons why a draft standard has not been approved
- a generic summary of SC reactions to classes of comments made in member consultation

- *draft standards that are sent for member consultation and draft standards recommended for adoption by the CPM.*

The Secretariat shall endeavor to provide to CPM Members upon request the rationale of the SC for accepting or not accepting proposals for modifications to specifications or draft standards.

A report on the activities of the SC shall be made by the Chairperson of the SC to the annual session of the CPM.

Reports of SC meetings shall be adopted by the SC before they are made available to Members of the CPM and RPPOs.

Rule 9. Language

The business of the SC shall be conducted in the five languages of the FAO (Arabic, Chinese, English, French and Spanish).

Rule 10. Amendments

Amendments to the Rules of Procedures and the Terms of Reference may be promulgated by the CPM as required.

In addition, CPM-1 (2006) agreed that members of the Standards Committee had the right to use any of the five official FAO languages. It also agreed that an SC member's need to have interpretation into any specific FAO language should be expressed to the Secretariat in writing (with confirmation), no less than 90 days before the SC meeting, and that the IPPC Secretariat should continue to explore opportunities for the translation of Standards Committee documents.

The SC is responsible for taking decisions collectively for consideration by the CPM. These are recorded in the report of the SC. The SC may agree to use electronic means for consultation on specific issues in some cases. However, the views of the SC members collected at SC meetings and recorded in SC reports on these issues should be taken into consideration.

During the standard-setting process, SC members have a number of duties directly concerned with drafting the standards by virtue of their membership of the SC. These duties include:

- Examination of draft standards from expert drafting groups. Prior to the meeting, the SC member reads the drafts, considers the reports of expert drafting groups and prepares comments. The SC member presents any comments or changes to the draft at the SC meeting, usually held in May.
- Examination of comments on draft standards after member consultation. The SC member reviews the comments from other members (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 proposals deriving from the above process to:
 - send draft standards for member consultation,
 - approve a standard and send it to the CPM for adoption,
 - initiate a further round of consultation, or
 - send the draft back for redrafting by the steward or an expert drafting group.

Participation as an SC member may involve a considerable time input. The estimate of this time input would be, as a minimum:

- 3 - 4 weeks for meetings (depending on involvement in the SC-7 and travel distance)
- 2 weeks to review draft standards
- 2 weeks to review member comments

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

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

The CPM recommends that each expert drafting group have one SC member within the group. The SC member can be a basic member of the group or can be an ISPM steward. SC members may be of more assistance to the expert drafting group than an ordinary member because of their experience.

1.2.4. The Subsidiary Body on Dispute Settlement (SBDS): membership, terms of reference, and rules of procedure

This subsidiary body was established in 2006, and its terms of reference and rules of procedure adopted at CPM-2 (2007). It has seven members, one for each FAO region. Members are elected to a two-year term, and alternates are appointed for the same term. The maximum term of service is six years, unless a region submits a request to the CPM for an exemption to allow a member from within its region to serve an additional term.

Member countries nominate their candidates before the Commission meeting at which members are to be elected, acting through the diplomatic negotiation organizations representing the regions. In the case of Latin America and the Caribbean, that organization is the LAC group (GRULAC). Nominations must be sent to the chair of the GRULAC, together with the candidate's curriculum vitae, indicating the position to which the nomination applies (member or alternate). In terms of qualifications, experts of this subsidiary body should have experience in phytosanitary systems, familiarity with the IPPC and International Standards for Phytosanitary Measures, experience with regulations/legislation, and preferably some form of dispute settlement or conflict resolution knowledge, qualifications and/or experience.

The main objective of the SBDS is the oversight, administration and support of the IPPC dispute settlement procedures, providing guidance to the Secretariat and disputing parties in selecting appropriate dispute resolution methods, and it may also assist in conducting or administering consultation, mediation or arbitration. It also proposes nominations for independent experts when the disputing parties cannot agree on experts proposed by the Secretariat, approves reports of Expert Committees—including verification of all points in Expert Committee procedures—and undertakes other functions as directed by the CPM. The working language of this body is English.

The rules of procedure of the SBDS also contain special provisions relating to the confidentiality of its work and the frequency of meetings, which are held at least once a year and preferably on the occasion of the regular session of the CPM.

1.2.5. The Informal Working Group on Strategic Planning and Technical Assistance (SPTA)

The SPTA meets once a year, nearly always in October, with participation by members of the Bureau and all interested Contracting Parties.

Its functions are to provide recommendations and advice to the CPM on its business plan and strategic goals; the annual operations program; technical assistance and information exchange activities; strategic priorities for new standards; financial planning; development of appropriate procedures; etc.

On an exceptional basis, and in order to analyze and make recommendations on specific issues, the CPM may decide to create one-time focus groups under terms of reference defined by the Commission.

The date, duration, composition and means of financing for participants in these groups will vary; it is very important to have active and consensus-based participation by the regions in activities of this kind. For example, in 2007 a focus group examined matters relating to the standard-setting process.

1.2.6. Meetings of the Open-Ended Working Groups

Open-ended working groups can also be created to examine and generate recommendations on specific points of interest to the IPPC. However, there are no mechanisms for financing participation in these groups, and hence no guarantee of balanced representation by the different FAO regions. Nevertheless, the issues addressed are in many cases of great importance, and it is critical to seek financing so that the least developed countries can participate and contribute their viewpoints on the issues in question.



2. Organization of the IPPC secretariat, its functions and membership

The IPPC Secretariat was established in 1992 within the Plant Protection Service of FAO, with the responsibility of coordinating the work program for the global harmonization of phytosanitary measures under the IPPC. With the establishment, first of the Interim Commission, and currently the CPM, the role of the Secretariat has been reformulated, and it now has the following responsibilities:

- to administer the CPM work program together with the Bureau;
- to implement the policies and activities of the CPM, including the development of ISPMs;
- to publish information relating to the IPPC;
- to facilitate information exchange between Contracting Parties to the IPPC; and
- to coordinate with the technical cooperation programs of FAO to provide technical support on matters relating to the IPPC, particularly to least developed nations.

The composition of the Secretariat is variable and includes a secretary, a coordinator, and administrative and technical personnel in the main work areas of the IPPC. It operates within the Plant Protection Service at FAO Headquarters in Rome.



3. Regional plant protection organizations, their roles and functions in the IPPC

A regional plant protection organization (RPPO) is an intergovernmental organization providing coordination on a regional level for the activities and objectives of the IPPC as laid down in IPPC Article IX. The New Revised Text (1997) of the Convention extends the responsibilities of RPPOs to specify their cooperation with the IPPC Secretariat and CPM.

The RPPOs are considered observers at CNP meetings. There are currently nine such organizations:

- Asia and Pacific Plant Protection Commission (APPPC)
- Comunidad Andina (CAN)
- Comité de Sanidad Vegetal del Cono Sur (COSAVE)
- Caribbean Plant Protection Commission (CPPC)
- European and Mediterranean Plant Protection Organization (EPPO)
- Inter-African Phytosanitary Council (IAPSC)
- North American Plant Protection Organization (NAPPO)
- Organismo Internacional Regional de Sanidad Agropecuaria (OIRSA)
- Pacific Plant Protection Organization (PPPO).

The RPPOs participate in activities to achieve the objectives of the Convention, disseminate information relating to the IPPC, and cooperate with the CPM and the IPPC Secretariat in developing international standards.

In the standards setting process, the RPPOs:

- participate in the development of standards (such as providing comments in the consultation phase, identifying topics for standards, etc.);

- identify regional standards that could be proposed as ISPMs;
- nominate experts for IPPC expert working groups and technical panels;
- act as collaborators/hosts for standard-setting meetings;
- prepare draft explanatory documents on ISPMs according to paragraph 111 of the Report of the Sixth Session of the ICPM, under the auspices of the IPPC Secretariat; and
- as appropriate, provide technical and administrative support to Standards Committee members.

In relation to technical assistance, the RPPOs are involved in regional workshops on draft ISPMs in their region (participation and logistical and technical support); they facilitate the implementation of ISPMs and identification of implementation difficulties; they report on implementation difficulties and successes to the Technical Consultation among RPPOs and the IPPC; and, as appropriate, they cooperate with the IPPC Secretariat in the delivery of technical assistance.

With respect to dispute settlement, the RPPOs assist in obtaining nominations for expert rosters and they may play a role in the settlement of disputes, as agreed by the disputing parties and the RPPO.

Finally, the RPPOs have a role in helping the IPPC obtain funding to support its work plan.



4. Participation mechanisms approved by the IPPC contracting parties

4.1. Participation in CPM meetings

All Contracting and non-Contracting Parties, as well as observers, are entitled to submit memoranda and participate in discussions at CPM meetings. However, only Contracting Parties to the IPPC have the right to vote.

Attendance at CPM meetings is regulated, and in many cases participation will depend on submitting an application to the FAO Director General, pursuant to rule VII of the CPM Rules of Procedure (Annex I).

The CPM holds an annual one-week meeting at FAO headquarters in Rome, Italy, in March or April. Least-developed countries are eligible for financial support from donors, and if so specified in the invitation, they can apply for such support. Travel or travel-and-subsistence grants are awarded on the basis of the World Bank's GDP tables. Applications for financial assistance must be submitted to the IPPC Secretariat.

The meeting agenda is publicly posted on the International Phytosanitary Portal (IPP). All documents that will be examined during the CPM meeting—including draft ISPMs proposed for adoption at the meeting—are available some months in advance.

4.2. Participation in the standard-setting process

Contracting Parties to the IPPC as well as the relevant international organizations and RPOs have various mechanisms through which they can participate

in setting standards. Some of these mechanisms may require intensive contact with the private sector and with interest groups.

Following are the most important and widely-used participation mechanisms for contributing to the preparation of ISPM:

- Submit issues and subjects as priority candidates for the preparation of new ISPMs.
- Propose highly qualified candidates for the expert groups and technical panels.
- Conduct detailed national and regional analyses of the texts of draft standards and submit comments, openly and transparently, in all the consultation bodies.
- Participate actively in discussions on the evening meetings during the CPM; and
- Present proposed changes to draft standards along with appropriate technical justification.

4.3. Participation in dispute settlement

All Contracting Parties are entitled to resort to the SBDS to resolve trade disputes relating to plant health, for which purpose they must communicate with the IPPC Secretariat. The Contracting Parties may also participate in this mechanism by appointing experts to the advisory groups.

4.4. Participation in complying with reporting obligations

All Contracting Parties to the IPPC have reporting obligations that are spelled out in the Convention itself and that must be completed at the IPP:

- Pest reports (Articles IV.2 (b) & VIII.1 (a))
- Description of the NPPOs (Article IV.4)
- Phytosanitary restrictions, requirements and prohibitions (Article VII.2 (b))
- Points of entry (Article VII.2 (d))
- List of regulated pests (Article VII.2 (i))
- Emergency actions (Article VII.6)



5. Documents and information produced by the CPM

5.1. Standards and recommendations, characteristics and application

The IPPC currently produces two kinds of formal documents: ISPMs and the Recommendations. The issuing of recommendations was approved in 2008 at the annual CPM meeting. These are documents that, by their characteristics, do not meet the definition of a “standard”, but that correspond to policy decisions of the IPPC and express the intent to recommend actions and procedures under the Convention. The ISPMs, for their part, are documents established by consensus and approved by a recognized body, that provide, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.

5.2. Information in the International Phytosanitary Portal (IPP)

In addition to the possibility of fulfilling their reporting obligations, any NPPO may provide other relevant phytosanitary information at the IPP. The portal is a unique, global forum for phytosanitary issues and is constantly being updated to incorporate new types of information useful to Contracting Parties. The ISPM and recommendations, once adopted, as well as any comments received on them and the reports of all meetings are published at the IPP.



6. The standard-setting process

The procedure for setting ISPMs is governed by the following general considerations:

- The standard-setting procedure follows a transparent process (including for example publishing relevant documents, consulting with Contracting Parties, etc.).
- ISPMs are of high quality and science-based.
- ISPMs are developed according to CPM-agreed priorities.
- All Contracting Parties have a chance to be involved and to participate in the process, which includes appropriate funding mechanisms for participation by least-developed countries in meetings.
- Domestic stakeholders are involved through the Contracting Parties.
- The procedure follows a consistent process.
- The process is carried out within the available IPPC resources and national or regional funding mechanisms.
- ISPMs are presented to CPM for adoption after all stages are completed and when no extensive discussion is needed.
- The hierarchical relationship between all groups, panels and committees involved in the standard-setting process is clear.
- The standard-setting procedures and processes facilitate the development and adoption of standards; they are flexible and periodically reviewed.
- Unnecessary bureaucratic steps, which reduce efficiency without improving output, are avoided.

The process for the development of ISPMs is divided into four stages:

- Stage 1 - developing the IPPC standard-setting work program,
- Stage 2 - drafting (preparation of the draft standard),

- Stage 3 – member consultation,
- Stage 4 – adoption and publication.

Following is a presentation of the regular standard-setting process:

Stage 1: Developing the IPPC standard setting work program

Step 1: Call for topics

A call for topics is made by the IPPC Secretariat every two years. Detailed proposals for new topics or for the revision of existing ISPMs are submitted to the IPPC Secretariat.

Step 2: Adjustment and adoption of the IPPC standard-setting work program

The CPM adjusts and adopts the IPPC standard-setting work program, taking account of the strategic priorities identified by the Informal Working Group on Strategic Planning and Technical Assistance and the revised work program proposed by the Standards Committee.

Stage 2: Drafting

Drafting of standards involves mainly Technical Panels/Expert Working Groups, the Standards Committee (SC), stewards of ISPMs and the IPPC Secretariat. The SC oversees the standard-setting process. The Secretariat provides administrative and technical support.

Once a topic is added to the work program, a steward (usually an SC member), who oversees the development of a particular standard from draft to approval, is assigned. A specification for a standard is developed by the Secretariat and steward, and reviewed and approved by the SC. An expert working group or technical panel drafts the standard and submits it to the Secretariat. The draft is then passed to the SC. The SC reviews the draft and recommends what further action is to be taken. In due course the SC recommends the standard for submission to members and RPPOs for comments.

Step 3: Development of a specification

For each topic or technical panel, the Standards Committee appoints a steward who, in collaboration with the Secretariat, drafts a specification, taking into account the proposal(s) for the topic.

The draft specification is reviewed by the Standards Committee, and, once approved for member consultation, is made available on the International Phytosanitary Portal (IPP) for a 60-day consultation period. Comments received by the IPPC Secretariat are compiled, posted on the IPP and submitted to the steward and to the Standards Committee for consideration. The specification is amended as necessary, finalized and approved by the Standards Committee, and published on the IPP.

Step 4: Preparation of a draft ISPM

The standard is drafted or revised by an expert drafting group (expert working group or technical panel) in accordance with the relevant specification.

The resulting draft standard is submitted to the Standards Committee. The SC or the SC-7 reviews the draft at a meeting and decides to (a) send it for member consultation, (b) return it to the steward or to an expert drafting group, or (c) put it on hold. When only the SC-7 meets, comments from any SC members will also be taken into account.

Stage 3: Member consultation

In the consultation stage, individual member countries and RPPOs review and comment on the draft standard. The input from Contracting Parties and RPPOs is considered by the SC, which then changes the draft in response to the comments received. Acceptance of a redrafted standard by the SC results in submission of the standard to the CPM.

Step 5: Member consultation

Following clearance by the SC, the draft standard is sent for member consultation by the IPPC Secretariat to Contracting Parties, National Plant Protection Organizations (NPPOs), Regional Plant Protection Organizations (RPPOs) and relevant international organizations for consultation. The draft standard is also posted on the IPP. The length of the consultation period is 100 days. Comments are submitted in writing—through the IPPC contact point—to the Secretariat, following established guidelines.

Comments are compiled by the Secretariat and submitted to the steward and the Standards Committee for consideration. Compiled comments are posted on the IPP at the time of submission to the SC.

Step 6: Review of the draft ISPM prior to CPM

The draft standard is revised by the SC-7 and Standards Committee taking comments into account. The SC decides whether to forward the modified draft to the CPM for adoption or to put it on hold, return it to the steward or to an expert drafting group, or submit it for another round of member consultation.

A summary of major issues discussed and of SC reactions to substantive comments that were not incorporated into the standard is produced as part of the SC report and posted on the IPP.

Draft ISPMs are posted on the IPP in the languages of the organization as soon as possible and at least six weeks prior to the CPM meeting.

Stage 4: Adoption and publication

Step 7: Adoption

Following approval by the Standards Committee, the draft standard is included in the agenda of the CPM for adoption. Comments on standards are sent to the IPPC Secretariat at least 14 days before the CPM meeting, following guidelines.

The ISPM is formally adopted by the CPM according to Rule X of the Rules of Procedure of the CPM (Annex I).

Step 8: Publication

The ISPM is appended to the report of the CPM and published by the IPPC Secretariat, including posting on the IPP.

The *special process for setting standards* was adopted by CPM-3 (April 2008), and comprises the same steps described above. Draft standards prepared under the special process may be submitted to the SC by e-mail at any time so that the committee may approve sending it to member consultation.

As far as possible, the Standards Committee decides by e-mail whether to send it for member consultation or to return it to the steward or to an expert drafting group, or to place it on the Standards Committee agenda for a decision on how to proceed. If the decision is to submit it to consultation, the Secretariat will compile the comments received and send them—by e-mail—to the technical panel and the SC for consideration.

If no one changes the draft text, the draft standard is submitted to the CPM for adoption.

If the draft standard is changed as a result of comments, the draft is submitted to the Standards Committee. In consultation with the relevant technical panel, the SC examines the draft standard. And, if appropriate, modifies it. The SC decides—possibly via e-mail—whether to forward the modified draft standard to the CPM for adoption or some other action, such as to put it on hold, return it to the steward or to the technical panel, or submit it for another round of member consultation.

The draft standard is included on the agenda of the CPM for adoption, and:

- if no formal objection is received up to 14 days prior to the CPM, the draft standard will be adopted without discussion;
- if a formal objection² is received at least 14 days prior to the CPM, the draft standard is returned to the SC. The SC decides, possibly via electronic means, how to proceed, including the possibility of submitting it to the CPM for adoption through the regular process.

Formal objections should be posted on the IPP as soon as possible to ensure that Contracting Parties are aware of them before the CPM meeting.

6.1. Procedures and criteria for proposing and identifying new topics

6.1.1. Procedure and criteria for identifying topics for inclusion in the IPPC standard-setting work program

- a. The IPPC Secretariat calls for submissions of topics to be included in the standard-setting work program. A call is made every two years. It is sent to Contracting Parties, NPPOs, RPPOs and the WTO-SPS Secretary, and it is also posted on the International Phytosanitary Portal (IPP, www.ippc.int).

2 A formal objection is a technically-supported objection to the adoption of the draft standard in its current form, sent through the official IPPC contact point. The Secretariat would not make any judgment about the validity of the objection—an objection with some technical discussion of the issue should be accepted as a formal objection.

6.1.2. Criteria for justification and prioritization of proposed topics

The criteria to identify and justify the inclusion of a topic in the work program are the following:

6.1.2.1. Core criteria

- a. Contribution to the purpose of the IPPC as described in article I.1 of the Convention.
- b. Feasibility of implementation at the global level (includes ease of implementation, technical complexity, capacity of NPPOs to implement it, relevance for more than one region).
- c. Clear identification of the problems that need to be resolved through the development of the standard.
- d. Availability of, or possibility to collect, information in support of the proposed standard (e.g. scientific, historical, technical information, experience).

6.1.2.2. Supporting criteria

Practical

- a. Feasibility of adopting the proposed standard within a reasonable time frame.
- b. Stage of development of the proposed standard (is a standard on the same topic already widely used by NPPOs, RPPOs or a relevant international organization?).
- c. Availability of expertise needed to develop the proposed standard.

Economic

- d. Estimated value of the plants protected.
- e. Estimated value of trade affected by the proposed standard (e.g., volume of trade, the percentage of Gross Domestic Product corresponding to this trade), if appropriate.
- f. Estimated value of new trade opportunities provided by the approval of the proposed standard.
- g. Potential benefits in terms of pest control or quarantine activities.

Environmental

- h. Benefits in terms of reducing the potential negative environmental consequences of certain phytosanitary measures (for example, reduction in global emissions for the protection of the ozone layer).
- i. Benefits from the management of non-indigenous species which are pests of plants (such as some invasive alien species).
- j. Contribution to the protection of the environment through the protection of wild flora and their habitats and ecosystems, and of agricultural biodiversity.

Strategic

- k. Extent of support for the proposed standard (e.g. one or more NPPOs or RPPOs have requested it, or one or more RPPOs have adopted a standard on the same topic).
- l. Frequency with which the issue addressed by the proposed standard emerges as a source of trade disruption (e.g. disputes or need for repeated bilateral discussions, number of times per year trade is disrupted).
- m. Relevance to and use by developing countries.
- n. Coverage (application to a wide range of countries/pests/commodities).
- o. Complements other standards (e.g. potential for the standard to be used as part of a systems approach for one pest or complement treatments for other pests).
- p. Foundation standards to address fundamental concepts (e.g. treatment efficacy, inspection methodology).
- q. Expected standard longevity (e.g., future trade needs, suggested use of easily outdated technology or products).
- r. Urgent need for the standard.

Proposals are submitted using the forms available on the IPP; they differ depending on whether the proposal relates to a topic or specific issue.

6.2. Regional workshops on draft ISPMs

Regional workshops on draft ISPMs provide a forum for countries within a region to discuss issues related to draft ISPMs and to prepare comments to use as a basis for their national comments. Countries must submit national comments through their NPPO contact point in order for them to be considered by the Standards Committee in redrafting the standards.



7. How to participate in the standard-setting process

Countries have many opportunities to participate directly in the IPPC standard-setting process. Such opportunities may arise in connection with calls for presentation of topics for new ISPMs or for the revision of existing ISPMs, nomination of members of expert working groups or technical panels, presentation of comments on draft ISPMs during country consultations or until 14 days prior to the CPM, and via participation in the CPM itself.

7.1. Expert working groups

Expert working groups may be convened to develop a draft of a specific ISPM, to consider amendments to an existing ISPM, or to develop annexes, supplements or appendices to ISPMs.

Once the wording of an ISPM, or of an amendment to an ISPM, has been approved by the CPM, the Secretariat—in accordance with its work plan and financial availability—will issue a call to constitute a broadly representative group of highly qualified experts (normally seven or eight). Each expert working group is headed by a member of the SC, who serves as steward for the standard for a 5-day period during which the draft is prepared, on the basis of documents proposed by NPPOs, RPPOs or the Secretariat. In response to the Secretariat's call, NPPOs, RPPOs and interested organizations may propose candidates for the expert working group, submitting their respective credentials and a document of acceptance guaranteeing that the specialist will be able to devote the time necessary to participate in the group's activities.

The experts are selected by the SC, on the basis of the candidates' professional merits. The Secretariat informs the candidates that they have been accepted. Normally, expert working groups (EWGs) will function on only one occasion, and exceptionally for two or more occasions. The EWGs conduct their meetings in English, and this can be a significant limitation when proposing candidates. Another constraint is financing: the expert may be eligible for support to cover travel and subsistence costs, travel costs only, or no assistance at all, depending on the country's classification in the World Bank's GDP table.

Experts must attend the session for as many days as it takes, and they must therefore plan their travel so as to arrive before the session begins and to leave once it concludes. They must also prepare discussion papers in consultation with national and regional experts and participate actively in the meeting and in e-mail discussions before and after the meeting, if required. They must examine the discussion papers before the meeting, so that they can offer specific comments and offer viewpoints, when the time comes to do so, with a view to producing globally acceptable standards.

7.2. Technical panels

Technical panels are established to prepare ISPMs or their annexes, appendices or supplements, and they have greater stability within the CPM's operations. The technical panels were established by the CPM, which is the only body that may dissolve them. There are currently five technical panels:

- Technical Panel on Forest Quarantine
- Technical Panel on Diagnostic Protocols
- Technical Panel on the Glossary
- Technical Panel on Phytosanitary Treatments
- Technical Panel on Pest-free Areas and Systems Approach for Fruit Flies

The process for selecting participants is similar to that followed for members of the EWGs, i.e., based on a call from the Secretariat. Credentials and acceptance documents must be submitted, and the SC will select the successful candidates. Members of the technical panel perform their functions for a five-year term. Meetings are conducted in English, and this can be a significant limitation when proposing candidates. Another constraint is

financing: the expert may be eligible for support to cover travel and subsistence costs, travel costs only, or no assistance at all, depending on the country's classification in the World Bank's GDP table.

The technical panels draw up their work program—which is approved by the SC—and they constitute an important source of draft ISPMs or annexes thereto. Their operation may differ depending on the panel in question, but in general their terms of reference and rules of procedure are the same.

They generally meet once a year. These meetings are supplemented by other means of communication such as teleconferencing and e-mail. Technical panel members must have the necessary experience and scientific knowledge and they must be able to participate in and contribute to the work. They must also have a command of English, for as noted above, the meetings are conducted in that language.

7.3. The process of preparation of and consultation on International Standards for Phytosanitary Measures

As noted in the section on the standard-setting process, there are two consultation forums for draft ISPMs. It is essential to participate actively in these forums, for it is here that the Contracting Parties, through their NPPOs or RPPOs, can make their opinions known and serve notice of any substantial disagreement with the draft ISPMs.

The first consultation period under the regular process occurs between June and September of each year, allowing 100 days to prepare technical, editorial and substantive comments. These comments may be submitted in any of the FAO languages, using formats previously established by the Secretariat and distributed each year with instructions for completing them. A procedure for submitting comments electronically via the IPP is now being developed.

The second consultation period under the regular process occurs once the draft texts of the standards are placed on the CPM agenda for adoption, and up to 14 days before the CPM meeting. The forms and instructions for sending these comments are similar to those for the first consultation period, although these comments are supposed to be more closely related to substantive matters in the draft ISPM with which there is disagreement.

Any Contracting Party to the IPPC may make comments at the CMP plenary. However, members are strongly advised to be conscientious and to take advantage of earlier opportunities to submit their comments on technical matters, rather than doing it at the CPM plenary session. At the CPM meeting they should limit themselves to extremely important points of disagreement with the draft ISPM. The comments submitted prior to 14 days before the CPM meeting and those presented during the plenary are delivered as conference room papers for consideration in the evening sessions.

Under the special process, draft ISPM texts may be put to consultation at any time and not only between June and September, but it is still important to be proactive in submitting comments, including any formal objections to draft ISPMs.

It must be clearly understood that comments may be submitted only by the NPPOs, the RPPOs and organizations invited to do so under either the regular or special processes, and that only the NPPOs can file formal objections.

7.4. The IPPC management process: Five-Year Work Plan and Annual Operational Plans

The IPPC has a five-year work program approved by the CPM, which contains its strategic working objectives and goals. The five-year program is worked out on the basis of annual operational plans, which are also approved by the CPM in light of annual budget availabilities. All IPPC activities are approved at the CPM plenary on the basis of the programs and plans mentioned above.



8. How to prepare in advance for the meetings

8.1. How to organize yourself in advance for CPM meetings

The documents that will be examined at the annual CPM meeting are available on the IPP from the end of December, and their posting is notified by e-mail to all Contracting Parties and RPPOs. It is essential to consult this page regularly, because documents may be posted in successive stages up until the week before the CPM meeting.

The NPPOs are the representatives of the IPPC Contracting Parties, and are therefore responsible for organizing and conducting the consultation process and preparing for its meetings. This means that they must define national positions, which should be the product of open and transparent discussion among all public and private stakeholders with a legitimate interest in the issue.

8.1.1. Institutional consultations

When documents requiring institutional consultations are received for CPM meetings, they should be sent to the competent units of the NPPO to obtain an advanced opinion. Consultations should be held with persons who have the greatest degree of training and specialization, so that solid and well-founded positions can be adopted.

8.1.2. Consultations at the national level

Certain issues on the CPM agenda may require consultation at a higher level, involving public and private sector stakeholders in the country. In this case, it is a good idea to post these documents for consultation at national portals, and to hold coordination meetings with the principal interest groups and authorities involved. This should be accompanied by timely notices, through various channels of communication such as press notices or e-mail. These consultations must be conducted at the highest technical level available in the country.

8.1.3. Activities at the regional level

Various RPOs hold meetings to consider the matters to be addressed during CPM sessions, and they coordinate regional positions on topics that should be addressed at that scale. It is important that national positions should be enriched and supplemented at the regional level.

8.1.4. Activities at the Latin American and Caribbean level

FAO normally organizes Regional Workshops on Draft Standards every year for the various FAO regions—including Latin America and the Caribbean—to discuss matters relating to draft standards and to prepare comments for use as the basis for national comments.

8.2. Who should meet and how should these consultations be conducted?

Consultation meetings at the institutional and the national level need to be carefully organized, with participation by all public sector stakeholders and interest groups. If it is not possible to hold face-to-face meetings due to organizational, financial or strategic reasons, then consultation mechanisms must be arranged at Internet sites or through video conferencing. The individuals, organizations or institutions to be consulted should be those strictly related to the agenda topic, and the people participating in the meetings should have full powers of representation and decision-making.

8.3. What agenda should be discussed?

The topics to be discussed must be those related directly and exclusively to the agenda that will be addressed during this specific CPM meeting, without straying into other areas of national interest. It is also important to remember that the proposed CPM agenda and the discussion papers must be distributed well in advance, so that participants will have adequate time to prepare their opinions and positions.

8.4. How to establish a national or regional position?

Country positions are established on the basis of national consultations, and therefore interventions at CPM meetings are offered on behalf of the country, and not as personal opinions. It must be remembered that only the NPPOs, and within any delegation only the head of delegation—usually the senior NPPO authority or alternate—will be authorized to deliver those positions during the CPM meetings or in prior consultations.

In the case of regional positions, the RPPOs have their own mechanisms for establishing them, generally involving a number of regional coordination meetings.

8.5. How to express the country positions in a document or an intervention?

If a country wants to present a document on a specific topic during the CPM meeting, it must be prepared in one of the FAO languages, and should preferably be delivered before the CPM meeting. The model to be used is the one that generally appears in the CPM documents.

In the case of a new topic that is being proposed for the agenda, the proposal document must be sent to the FAO Director General in advance (November or December of the year prior to the CPM), with parallel notice to the IPP Secretariat.

An intervention during the meeting may not be readily understood if it is suggesting changes to texts, and for this reason it is advisable to prepare a docu-

ment summarizing the proposed changes (in any of the FAO languages). It is in fact a good idea to hand it to the Secretariat for immediate delivery to CPM members before the topic comes up on the agenda.

8.6. How to give sustainability to the process?

Consultation on matters to be dealt with at the CPM must be an annual process for those topics where it is relevant, in light of the agenda for the particular CPM meeting. The NPPOs must perform consultations of this type as part of their functions and tasks and, if possible, they should process the comments received at the national and regional levels. A unit of the NPPO should be responsible for the preparation and consultation process in advance of CPM meetings.

8.7. Who should attend the CPM meeting?

CPM meetings are normally attended by the directors of NPPOs, accompanied when possible by advisers. These persons should be directly involved in preparing national and regional positions, and they should have the technical capacity to address plant protection issues and to intervene throughout the discussions that will take place at the CPM meeting. They should preferably have a command of English, recognizing that many meetings will have no interpretation services.

8.8. How to plan participation in the various parts of the meeting?

Participating in the different parts of the meeting is one of the most complicated aspects, especially for small delegations. It will often be necessary to decide in advance how many or which sessions to attend, and perhaps to arrange for regional coordination for participating and expressing positions in parallel sessions during the meeting.

CPM meetings normally include plenary sessions, regional coordination meetings (held before or after the plenary or at lunchtime), meetings of groups of “Friends of the Chair” to prepare draft documents, meetings to consider specific documents or topics, meetings to deal with technical issues

on the margins of the plenary session, and evening sessions to examine draft standards (these may run late into the night).

All this demonstrates the difficulty a country faces in planning its participation, and how essential it is to have regional coordination. Conscientious participation in the CPM meeting is likely to involve more than 10 hours a day. For this reason, it is well to decide in advance which sessions are of greatest interest and to prepare for participation in those sessions, not only in terms of preparing the necessary documents but also with respect to scheduling and coordination with other delegations. Normally, it is only at the first plenary session that the dates and times for addressing agenda topics will be definitively established, which means that it is only on the first day of the meeting that a delegation can plan its participation, recognizing that new meetings may be announced at each day's plenary.

Consequently, one of the best ways to plan participation is to arrange for regional coordination so as to be able to have a presence and offer opinions in all the sessions of interest to the country and the region.

A very important point to bear in mind is that interpretation into FAO languages is available only in the plenary and in the evening sessions where the draft ISPM are discussed. All other meetings are held in English.

8.9. Which documents should I review?

You need to read all the documents presented for the CPM agenda. The agenda does not contain any “side issues” or minor topics, as it is compiled in accordance with the Five-Year Work Plan and the Annual Operational Plans. For budgetary aspects, it is important to make comparisons with budgets and operational plans from previous years.

Of course, some items on the agenda will be of greater interest, and in this case it is important to not only examine the documents submitted for CPM consideration but also the background documents shown in the list of documents for the CPM meeting as “information documents”.

You should also be aware that some documents may be posted late on the IPP, and so you will have to keep an eye on the portal until the very last minute before the CPM meeting.

Of all the documents to be dealt with, it is of course essential to review in detail the draft ISPMs, as the CPM meeting is the last opportunity to present comments and observations and to negotiate the final texts. Any comments presented at the meeting will have to be submitted in writing, and preferably in English.

8.10. What materials should I bring with me?

All the documents posted on the IPP, whether in electronic or paper format, should be taken to the meeting, because they will not necessarily be available in Rome. In addition to the agenda, you should bring the list of documents showing which ones will be dealt with under each point of the agenda.

It is useful to organize the documents according to the point in the agenda where they will be dealt with and not consecutively by number, in view of the fact that the number of documents is large and this makes it easier to identify the documents for each agenda item.

8.11. How can I arrange preliminary meetings?

It is common practice to hold preliminary meetings on the Sunday before the CPM. These meetings are usually held among regions or established groups, such as the Inter-American Group for Coordination on Plant Protection (GICSV). The RPPOs play an important coordinating role in these preliminary meetings, and they begin this task at least two months before the CPM meeting, recognizing the logistic arrangements that have to be made in order to have meeting rooms available and to secure accreditation for admission to FAO headquarters.

In the case of preliminary appointments with FAO sections, it is important to submit your request several months in advance and to send a copy of it to the IPPC Secretariat, again to obtain entry passes and the necessary logistic facilities.

If you want to make bilateral contacts, you can schedule them before and after the plenary sessions. There will be various places suitable for these purposes in or around the plenary hall. If the meetings are to take place before the CPM, it is important to allow for the time needed to obtain authorizations, and funding for the extra days you will need in Rome.

8.12. How do I get accreditation for the meeting?

The invitation circulated to the NPPOs will indicate how to obtain accreditation. The process requires that the list of participants for each country, indicating the head of delegation, the alternate and advisers, be formally submitted, in advance, through the country's diplomatic representative to FAO or to Italy, through a note signed by the Minister of Agriculture or Foreign Relations. Fax or e-mail communications are not accepted, and the original document has to be delivered to the IPPC Secretariat.

Participants who are not properly accredited for the meeting will not be able to vote. A credentials committee is established at every CPM to review the documentation submitted, and it has the power to deny accreditation.

On the first day, you will need to go to the FAO entry hall to retrieve your pass, identifying you as a participant in the CPM meeting and specifying the dates on which you will have access to the building. You will need to present your passport. On each day of the meeting you will have to show this pass to the security officer before you can enter.

8.13. How do I forge alliances?

During the CPM meetings, and even at the preliminary meetings, you are likely to find that there are Contracting Parties with positions similar to that of your country. You can contact them and arrange to make similar presentations in the plenary and other sessions. Of course, alliances can also be worked out in advance at the national or regional level.

As the IPPC has more than 170 Contracting Parties, alliances are a constant feature, and you will find that countries with similar positions on agriculture and plant health issues will keep in contact with each other in the meeting room. However, it is better to forge alliances before the CPM meeting, especially if there is a regional coordination body.

Important factors in forming alliances are language (usually English) and a familiarity with the practices, customs and courtesy treatment of potential allies.

8.14. What happens if the capital cannot attend?

If an NPPO representative cannot attend, your country can submit positions in writing and send instructions to its diplomatic representatives to FAO. They can then be accredited, attend the meeting, and speak on those positions. In this case, it is important to maintain good relations with your diplomatic representative to FAO or to Italy and ensure that the person fielded for the meeting has the capacity to deal with those issues.

8.15. How can I send information before the meeting?

If you want to send information in advance of the meeting, you must send it to the Secretariat with an explicit request that it be circulated before the meeting.

8.16. How should I prepare these documents?

The documents must be prepared in one of the FAO languages using the CPM document format, which includes background paragraphs, the reasons for making the proposal, and a suggestion for a decision or acknowledgment by the CPM.

8.17. How do I prepare my interventions for each point on the agenda?

Interventions on the various points of the agenda need to be carefully prepared, with a list of the points you want to make as well as the proposals you want to put forward. Interventions are made orally, and so it is important to express the rationale for your proposals clearly and calmly. If necessary, you can supplement your oral intervention with a written proposal for circulation in the CPM plenary. Interventions are translated into the other FAO languages; therefore, it is important not to rush your presentation, so as to give the translators time to translate correctly.

Some RPPOs will prepare written interventions for agenda items of particular interest to their member countries to facilitate their presentation to the plenary.



9. How to prepare in advance for the meetings

9.1. How and when to intervene

Interventions can be made at any point during the meeting, and there is no time limit on them, but it is advisable to confine interventions to the time that is strictly necessary, in order to keep the meeting moving.

You should intervene whenever it is appropriate to provide information or when you want to express a position on the topic under discussion. You should ensure that your intervention is timely: if the chair does not notice that you have requested the floor through the normal procedure, you can hold up your country's name card as a signal that you want to speak.

It is important to coordinate participation, especially if you have negotiated alliances or previous agreements with other Contracting Parties. Although it is not a good idea to repeat arguments made previously by other parties, you should certainly insist and give an opinion if there are divergent views on any document or if no agreement can be reached.

9.2. Treatment of the agenda

The agenda for the meeting is put forth for consideration on the morning of the first day of the plenary, and at that time the order in which issues are to be addressed, the timing of the evening meetings and other matters are decided. For strategic reasons, you may consider it necessary to change the order of the

agenda, and in this case you should propose the change right at the beginning, when the agenda is being discussed.

Agendas always contain an item called “Other Matters”, and it is quite possible that the Contracting Parties will put forward topics for discussion under this item; these should always be mentioned when the agenda is being reviewed.

Meeting documents posted on the IPP carry a reference number in the upper right-hand corner that allows them to be identified under each agenda item (e.g., CPM 2008/14). If documents are presented only for information purposes, the identification number contains/INF (e.g., CPM 2008/INF/3). During the meeting, conference room papers may be circulated, and these are identified as such with the acronym CRP.

9.3. On which topics should I be active, and how do I do that?

All the topics for the meeting are important, as they constitute part of the normal activities of the CPM, but it is the topics on which decisions are to be taken that require the most active anticipation. This includes reviewing carefully the wording of the operative portion (the “decision”) of the documents put for consideration. It is not appropriate to pass resolutions on documents that are identified as for information only. Generally, a delegate must be active throughout the meeting, and especially when it comes to considering the drafts of standards for adoption by the CPM.

9.4. Working with alliances

During the CPM meeting you will need to update and confirm the alliances negotiated before the meeting, and also to forge new alliances with other Contracting Parties. Take advantage of recesses and the moments before or after the plenary to make contact with potential allies on a particular topic of interest. In working with alliances, a mastery of English is an important asset for making direct and effective contact with other Contracting Parties or integration organizations.

9.5. What does it mean to improvise at a meeting?

During the meeting's consideration of a given topic, resolutions may be put forward that were not anticipated when you were preparing for the meeting. In this case you must be able to consult potential allies promptly so as to establish a new position or present a counter proposal. It is common practice, when an important topic is under discussion, to call for recesses to hold consultations and negotiate agreements for subsequent submission to the plenary.

9.6. When and why should I communicate with the capital?

It is advisable to consult the Capital when the topics addressed lead to the adoption of resolutions different from the ones proposed before the meeting, if they involve matters of key interest to your country, or if they have an impact on the obligations of Contracting Parties. However, you must remember that the CPM meeting moves quickly, and because there will be a time difference of several hours between Rome and your capital, you may find that you are unable to effect such consultations. The delegation must then have the technical capacity, the negotiating flexibility, and the authority needed to take decisions on its own.

9.7. Can I rely on the mission?

Diplomatic representatives to Italy and FAO can provide valuable support to delegates by facilitating accreditation and logistics, and participating in the meeting. You should contact these representatives before the CPM meeting, advise them of your arrival, and ask for any support you may need.

9.8. How do I make interventions?

Your interventions on any issue should be confined to those strictly necessary to achieve your objectives. To make an intervention during the meeting you must place your country's name card (your "flag") on end and wait for the chair

to give you the floor. At that moment, you must turn on your microphone, thank the chair, and speak concisely and briefly but without rushing, so that your comments can be translated into the other FAO languages. At the end of your intervention, it is customary to thank the chair again. Then you must turn off your microphone and return your “flag” to its horizontal position.

9.9. Language issues

All documents submitted to the CPM meeting are available in the official languages of FAO (Arabic, Chinese, English, French and Spanish), but it is a good idea to compare any other version against the one in English, as the translation from the original English may contain errors that will lead to misunderstanding or erroneous appreciations.

During the plenary sessions and evening meetings there will be simultaneous translation into other FAO languages, but this will not be the case in any other kind of meeting.

9.10. How do I plan for the meeting?

As of the first day, when the agenda is agreed and the times for other sessions and meetings are indicated, you should prepare a schedule of the week’s activities so that you can plan to attend the most critical ones. The delegation can in this way assign participation responsibilities to its members or coordinate attendance with other delegations and within the region.



10. Back at the capital

10.1. How do I disseminate the results of the meeting?

As soon as you return home from the CPM meeting it is important to give wide dissemination to your report, recognizing that, if only for courtesy's sake, you need to convey the outcome to all those who contributed to establishing national or regional positions. The report can take various forms, but it should always include not only objective facts but also personal opinions and, above all, the future outlook on matters of greatest interest.

There are various mechanisms for disseminating the results of the meeting:

10.1.1. Institutional reports

Institutional reports should be circulated within two weeks after the meeting. The NPPO will normally have a previously established format for reporting on CPM meetings. In any case, the report should contain the final draft of the standards approved at the meeting, as the definitive versions may not be posted on the IPP for several months.

To be sure you have the latest draft version of the standard you will need to start with the document distributed at the meeting, and, if necessary, take additional notes during the session in which it is adopted. At this time participants will not receive an electronic version of the standard, but only the hardcopy document.

These reports should be circulated to the appropriate NPPO authorities and the responsible Ministry, as well as technical staff of the NPPO.

10.1.2. National debriefing sessions

When you return to the Capital you should hold a debriefing session with all the government and private sector representatives, interest groups and other stakeholders who took part in the prior consultation meetings at the national level. At that session you should give a thorough presentation of the outcome of the CPM, explain the reasons why things turned out as they did, and propose future work plans and strategies for staying in contact and lending sustainability to the consultation process.

10.1.3. Analyzing achievements at the regional level

Several regions, through their RPPOs, undertake an analysis of the outcomes using various types of comparisons such as the number of comments on the draft standards presented by the region and accepted by the CPM, the number of observations on topics that were accepted by the plenary, or the support that was garnered from other Contracting Parties.



11. Commitments

11.1. Minutes of commitments and assignment of responsibilities

During the CPM meeting countries may accept commitments that will be recorded in the minutes of the meeting. In this case, responsibilities must be assigned immediately and deadlines set for delivering the information or taking the action required. It is essential for a country or region to keep its commitments, for the sake of its reputation. In many cases, the RPPOs will serve as active coordinators for these commitments.

In the case of commitments to hold meetings of expert groups or technical panels, it is important to assign responsibilities for local logistics and to coordinate regional actions. In no case should the private sector's contribution to these efforts be denied; the private sector should be made aware of the importance and impact of these activities and encouraged to contribute to them.



12. Follow-up on issues

12.1. Receipt of information from the IPPC Secretariat

The IPPC Secretariat will normally keep Contracting Parties abreast of new developments on topics of interest and advise them by e-mail of matters that require their attention between meetings, such as calls to propose topics for new standards or to nominate candidates to Working Groups or Expert Panels. Attending to requests of this kind is an important part of participation in IPPC work.

12.2. Revisions to the IPPC portal

The IPPC portal (www.ippc.int) regularly incorporates new information, such as minutes of meetings, final versions of standards translated into FAO languages, and many other matters of interest. It is very important therefore to monitor the information posted there on a regular basis and to be proactive with respect to the periodic evaluations of the portal's use and changes to it.

12.3. Meetings at the national and regional levels

Some topics are of sufficient importance to justify meetings at the national or regional level to formulate documents or present joint positions, for example in preparation for the development of new standards or recommendations. The standards-setting work program adopted at the CPM in

effect provides advance notice of the topics for which new standards will be developed in the future. If any one of these is deemed particularly relevant, work can begin right away on preparing texts as input to the Expert Panels that will write the draft standard. Such meetings can be organized either by the NPPOs or by the RPPOs, and they have played a key role in the system for establishing ISPMs.



13. Looking ahead to the next meeting

13.1. Establishing positions for future IPPC meetings

The wrap-up of the CPM meeting immediately triggers a series of activities that require coordination at the national and regional levels. For example, a few months later there will be a series of draft standards put out for public consultation—via the regular process—with a view to having them approved at the next year’s CPM. Standards or annexes to standards submitted for the special approval process may be also be offered for consultation at any time during the year. Documents of this kind are highly specialized and in many cases require consultation with the academic world. Thus, while the most intensive preparatory work for the CPM will take place from January to March, the work of document preparation and consultation now extends throughout the year, and it can be expected to intensify as more draft standards are proposed for approval through the special process.

13.2. Timetable and notices

In light of the above, it is important to keep an up-to-date schedule of activities so as to respond promptly and appropriately to invitations and notices for consultation meetings and to coordinate regional positions for submitting comments on draft standards.

13.3. Periodic reminders

It is very useful to send out periodic updates and reminders to people who need to be invited and consulted and those who are charged with conducting concrete tasks. This will not only help them fulfill those tasks effectively but will also contribute to the “esprit de corps” within the NPPO.



14. Final remarks

14.1. Participating in discussion sessions on draft standards

As noted above, evening sessions are frequently held to discuss draft standards and reach the necessary agreement for submitting the draft to CPM approval. These sessions can run on for many hours after the plenary, and it is advisable to be prepared—in terms of having all the conference room papers and draft texts required—as well as to remember that at these hours all services within FAO headquarters are closed down, except the automatic bank tellers. You should also remember that the FAO building is a big place, and you will need to find out in advance how to make your way through its various wings and find the right conference room so that you can make it to the meetings on time.

14.2. Accommodation arrangements during the meeting

You will need to make advance arrangements for accommodation if you are going to participate in the meeting. Remember that there are not very many hotels near FAO headquarters, and if you have to stay at a place further away you may have trouble getting back to your hotel after a late-night session.

14.3. The attitude expected of a contracting party representative

Representatives of Contracting Parties are expected to maintain a respectful attitude at all times during the meeting, to intervene only when they are given the floor, and to attend at least all the plenary sessions.



Annex 1

Rules of procedure of the Commission on Phytosanitary Measures

(Adopted by the CPM at its first meeting, with amendments to Rules II.1 and VII adopted at its second meeting)

Rule I **Membership**

1. Membership of the Commission on Phytosanitary Measures (hereafter referred to as “the Commission”) consists of all Contracting Parties to the International Plant Protection Convention (hereafter referred to as “the IPPC”).
2. Before the opening of each session of the Commission, each contracting party (hereafter referred to as “member of the Commission”) shall communicate to the Director-General (hereafter referred to as “the Director-General”) of the Food and Agriculture Organization of the United Nations (hereafter referred to as “the Organization”) the names of all the persons (the head of the delegation, as well as alternates, experts and advisers) appointed by such member of the Commission to represent it during the session mentioned above. For the purpose of these Rules, the term “delegates” means the persons so appointed.



Rule II

Officers

1. The Commission shall elect a Chairperson, not more than two Vice-Chairpersons and other persons from among the delegates to form a Bureau of seven persons, so that each FAO region is represented. The Commission shall elect a rapporteur for each regular session from among the delegates. No delegate shall be eligible without the concurrence of the respective head of delegation. The Bureau shall be elected under FAO Rules and Regulations at the end of a regular session and shall hold office for a term of two years. The Chairperson, or in the absence of the Chairperson, a Vice-Chairperson, shall preside at all meetings of the Commission and shall exercise such other functions as may be required to facilitate the work of the Commission. A Vice-Chairperson acting as a Chairperson shall have the same powers and duties as the Chairperson. 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.
2. The Chairperson shall declare the opening and closing of each plenary meeting of the session. He/she shall direct the discussions in plenary meetings, and at such meetings ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He/she shall rule on points of order and, subject to these Rules, shall have complete control over the proceedings at any meetings. He/she may, in the course of the discussion of an item, propose to the Commission the limitation of the time to be allowed to speakers, the number of times each delegation may speak on any question, the closure of the list of speakers, the suspension or adjournment of the meeting, or the adjournment or closure of the debate on the item under discussion.
3. The Chairperson, or a Vice-Chairperson acting as Chairperson, shall not vote but may appoint an alternate, associate or adviser from his/her delegation to vote in his/her place.
4. The Chairperson, in the exercise of his/her functions, remains under the authority of the Commission.

Rule III

Secretary

1. The Secretary of the IPPC shall be responsible for implementing the activities assigned to the Secretariat in accordance with the policies of the Commission. The Secretary shall report to the Commission on the activities assigned to the Secretariat.

Rule IV

Sessions

1. The Commission shall hold one regular session each year. Special sessions shall be held as considered necessary by the Commission or at the written request of at least one third of the members of the Commission.
2. Sessions of the Commission shall be convened by the Chairperson of the Commission, after consultation with the Director-General.
3. Notice of the date and place of each session of the Commission shall be communicated to all the members of the Commission at least two months before the session.
4. Each member of the Commission shall have one representative, head of delegation, who may be accompanied by one or more alternates, experts and advisers. An alternate, expert or adviser shall not have the right to vote except when substituting for the head of delegation.
5. Meetings of the Commission shall be held in public unless the Commission decides otherwise.
6. A majority of the members of the Commission shall constitute a quorum.

Rule V

Agenda And Documents

1. The Director-General, in consultation with the Chairperson of the Commission, shall prepare a provisional agenda.

2. The first item on the provisional agenda shall be the adoption of the Agenda.
3. Any member of the Commission may request the Director-General to include specific items in the Provisional Agenda.
4. The Provisional Agenda shall normally be circulated by the Director-General at least two months in advance of the session to all members of the Commission and to all observers invited to attend the session.
5. Any member of the Commission, and the Director-General, may, after the dispatch of the Provisional Agenda, propose the inclusion of specific items on the Agenda with respect to matters of an urgent nature. These items should be placed on a supplementary list, which, if time permits before the opening of the session, shall be dispatched by the Director-General to all members of the Commission, failing which the supplementary list shall be communicated to the Chairperson for submission to the Commission.
6. After the Agenda has been adopted, the Commission may, by a two-thirds majority of the members of the Commission present and voting, amend the Agenda by the deletion, addition or modification of any item. No matter referred to the Commission by the Conference or Council of the Organization may be omitted from the Agenda.
7. Documents to be submitted to the Commission at any Session shall be furnished by the Director-General to all the members of the Commission and to observers invited to the session, at the time the Agenda is dispatched or as soon as possible thereafter.
8. Formal proposals relating to items on the Agenda and amendments thereto introduced during a session of the Commission shall be made in writing and handed to the Chairperson, who shall arrange for copies to be circulated to all delegates.

Rule VI

Voting Procedures

1. Subject to the provisions of Article II of the Constitution of the Organization, each member of the Commission shall have one vote.

2. The Commission shall make every effort to reach agreement on all matters by consensus. If all efforts to reach consensus have been exhausted and no agreement has been reached, the decision shall, as the last resort be taken by a two-thirds majority of the members of the Commission present and voting.
3. For the purpose of these Rules, the phrase “members present and voting” means members of the Commission casting an affirmative or negative vote. Members who abstain from voting or cast a defective ballot are considered as not voting.
4. Upon the request of any member of the Commission, voting shall be by roll-call vote, in which case the vote of each member shall be recorded.
5. When the Commission so decides, voting shall be by secret ballot.
6. The provisions of Rule XII of the General Rules of the Organization shall apply mutatis mutandis to all matters not specifically dealt with under this Rule.

Rule VII

Observers

1. Any country that is not a contracting party but is a Member of the Organization, as well as the United Nations, any of its specialized agencies and the International Atomic Energy Agency, may, upon request communicated to the Director-General, attend sessions of the Commission, and its subsidiary bodies, as an observer. Any such observer may submit memoranda and participate in discussions without a vote. Any country that is not a contracting party and is not a Member of the Organization, but is a Member of the United Nations, any of its specialized agencies or the International Atomic Energy Agency, may, upon request and subject to the provisions relating to the granting of the Observer Status in respect of Nations as provided for by the Basic Texts of the Organization, be invited to attend, in an observer capacity, sessions of the Commission or of its subsidiary bodies. The status of such Nations shall be governed by the relevant provisions of the Basic Texts of the Organization.
2. Representatives of Regional Plant Protection Organizations shall be invited to attend all sessions of the Commission and its subsidiary bodies as

observers. Any such observers may submit memoranda and participate in discussions without a vote.

3. Subject to the provisions of paragraph 4 of this Rule, the Director-General, taking into account guidance given by the Commission, may invite international (intergovernmental and non-governmental) organizations to attend sessions of the Commission in an observer capacity.
4. Participation of international organizations in the work of the Commission and the relations between the Commission and such organizations shall be governed by the relevant provisions of the Constitution and other pertinent Basic Texts of the Organization. All such relations shall be dealt with by the Director-General, taking into account guidance given by the Commission.
5. Any country that is a contracting party may attend subsidiary body meetings as an observer, upon request to the Secretary of the IPPC.

Rule VIII

Records And Reports

1. At each session, the Commission shall approve a report embodying its views, recommendations and conclusions, including, when requested, a statement of minority views. Such other records, for its own use, as the Commission may on occasion decide, shall also be maintained.
2. The report of the Commission shall be transmitted at the close of each session to the Director-General who shall circulate it to all members of the Commission and observers that were represented at the session, for their information, and, upon request, to other Members and Associate Members of the Organization.
3. Recommendations of the Commission having policy, program or financial implications for the Organization shall be brought by the Director-General to the attention of the Conference and/or of the Council of the Organization for appropriate action.
4. Subject to the provisions of the preceding paragraph the Director-General may request members of the Commission to supply the Commission with information on action taken on the basis of recommendations made by the Commission.

Rule IX

Subsidiary Bodies

1. The Commission may establish such subsidiary bodies as it deems necessary for the accomplishment of its functions.
2. The terms of reference and procedures of the subsidiary bodies shall be determined by the Commission.
3. Membership in these subsidiary bodies shall consist of selected members of the Commission, or of individuals appointed in their personal capacity as respectively determined by the Commission.
4. The representatives of subsidiary bodies shall be specialists in the fields of activity of the respective subsidiary bodies.
5. The establishment of subsidiary bodies shall be subject to the availability of the necessary funds in the relevant chapter of the approved budget of the Organization. Before taking any decision involving expenditure in connection with the establishment of subsidiary bodies, the Commission shall have before it a report from the Director-General on the administrative and financial implications thereof.
6. Each subsidiary body shall elect its own officers, unless appointed by the Commission.

Rule X

Development and Adoption of International Standards

1. The procedures for the development and adoption of international standards are set out in the Annex I to these Rules and shall form an integral part thereof.
2. Notwithstanding the provisions of Rule VI.2, where consensus is not reached on a proposal for the adoption of a standard which has been introduced before the Commission for the first time, the proposed standard shall be referred back to the appropriate body of the Commission, together with its comments thereon, for further consideration.

Rule XI

Expenses

1. Expenses incurred by delegates when attending sessions of the Commission or of its subsidiary bodies, as well as the expenses incurred by observers at sessions, shall be borne by their respective governments or organizations. Developing countries delegates may request financial assistance to attend sessions of the Commission or its subsidiary bodies.
2. Any financial operations of the Commission and its subsidiary bodies shall be governed by the appropriate provisions of the Financial Regulations of the Organization.

Rule XII

Languages

1. Pursuant to Rule XLVII of the General Rules of the Organization, the languages of the Commission and its subsidiary bodies shall be the languages of the Organization.
2. Any representative using a language other than one of the languages of the Commission shall provide for interpretation into one of the languages of the Commission.

Rule XIII

Amendment And Suspension Of The Rules

1. Amendment of or additions to these Rules may be adopted by a 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 the addition has been given.
2. Any of the above Rules of the Commission, other than Rule I.1, Rule IV.2 and 6, Rule V.6, Rule VI.1 and 2, Rule VII, Rule VIII.3 and 4, Rule IX.2 and 5, Rule XI, Rule XIII.1 and Rule XIV may be suspended by a two thirds majority of the members of the Commission present and voting, provided that not less than 24 hours notice of the proposal for suspension has been given. Such notice may be waived if no representative of the members of the Commission objects.

Rule XIV
Entry Into Force

1. These Rules and any amendments or additions thereto shall come into force upon approval by the Director-General of the Organization.



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