



International Plant Protection Convention
Protecting the world's plant resources from pests

Manual of Good Practices

For participating in the International Plant
Protection Convention Commission on
Phytosanitary Measures meeting

Capacity
Development

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Feedback, please:

We would appreciate your feedback through a fast and easy two-question survey here:

<https://www.surveymonkey.com/r/bestpracticesmanual>

This will help the IPPC Secretariat and CDC strengthen this and other training resources.

LIST OF ABBREVIATIONS

CBD	Convention on Biological Diversity
CDC	Capacity Development Committee
CPM	Commission on Phytosanitary Measures
CRP	Conference Room Paper
EPPO	European and Mediterranean Plant Protection Organization
FAO	Food and Agriculture Organization of the United Nations
GATT	General Agreement on Tariffs and Trade
ICPM	Interim Commission on Phytosanitary Measures
IGO	Intergovernmental Organization
IICA	Inter-American Institute of Cooperation for Agriculture
INGO	International Nongovernmental Organization
IPPC	International Plant Protection Convention
ISPM	International Standard for Phytosanitary Measures
NPPO	National Plant Protection Organization
REV	Revised Document
RPPO	Regional Plant Protection Organization
SBDS	Subsidiary Body for Dispute Settlement
SC-7	Standards Committee Working Group
SPS	Agreement on the Application of Sanitary and Phytosanitary Measures of the WTO
STDF	Standards and Trade Development Facility
TC-RPPO	Technical Consultation Among Regional Plant Protection Organizations
WTO	World Trade Organization

GETTING READY

This manual is designed to support participants attending the Commission on Phytosanitary Measures (CPM), helping them arrive prepared, participate effectively and able to follow-up to achieve results by:

- * providing guidance on how to prepare, participate and follow-up from the CPM;
- * outlining specific characteristics of the CPM and how to prepare for these specific features;
- * present an overview of the IPPC organizational structure;
- * clarify the various procedural processes involved in facilitating international phytosanitary policy.

We recognize that understanding all procedures and recommendations can be daunting to new meeting attendees, so have designed this manual to simplify the learning curve. As you read through the text, look for the following icons to help guide you towards essential information.



Growing Your Knowledge

Discover new insights on how to deepen your roots of understanding.



Best Practice Perspective

Read recent case studies of contracting party and/or regional delegations.



Act on this!

Consider actionable ideas that can support your implementation of the information.

We encourage you to utilize this document digitally. All embedded links are live (i.e. they will open a website on the world wide web if your computer is connected to the internet) to make accessing resources even easier.

We have also included easy to use check lists and open comment sections where you can write your reflections on the information. We hope that these interactive elements encourage you to utilize this manual in ways that provide added value to your preparation efforts.

SECTION 1

IPPC GENERAL INFORMATION

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OVERVIEW

The first version of the manual was developed in 2009 under a project prepared by the Inter-American Institute for Cooperation on Agriculture (IICA) and funded by the Standards and Trade Development Facility of WTO (STDF Project 108).

The 2009 version became rapidly outdated due to changes to the rules of procedure for the CPM and its subsidiaries. Considering the importance of this document for contracting parties' effective participation in IPPC activities, the IPPC's Capacity Development Committee (CDC) proposed to IICA that it update and extend the contents of the manual under another STDF Project (350), which is implemented by the IPPC Secretariat under the guidance of the CDC.

These complementary actions have resulted in the current text, and represent an example of a good use of limited resources and joint actions among organizations that share development goals in the field of plant protection.

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Know to Grow

Attendance at CPM is not the only way to participate in IPPC activities. Contracting parties have a wide range of actions at their disposal to facilitate their active participation in IPPC processes and decisions, including key responsibilities of implementing the Convention and its standards. Participation in meetings should be complemented by actions carried out by each contracting party's national plant protection organization (NPPO) and, in some cases, by the regional plant protection organization (RPPO).

One of the major contributions of this manual is to clarify consultative and preparatory work needed before CPM and emphasize a range of post-meeting activities for disseminating results and exchanging information.

Nature and origin of the International Plant Protection Convention (IPPC)

The IPPC is a multilateral treaty for cooperation in plant protection that began with a 5-countries' agreement to regulate grapevines under the Phylloxera Convention of Berne in 1889. This first effort to formalize international cooperation around plant protection led to the recognition of the need to address other plant pests and enlist cooperation. The IPPC is an international treaty housed by the Director-General of the Food and Agriculture Organization of the United Nations (FAO). **Its purpose is to secure international cooperation in controlling and preventing the spread of pests of plants and plant products, especially their introduction into endangered areas.**

The most recent revision of the [text of the Convention](#) was undertaken primarily to reflect the IPPC's role. The World Trade Organization (WTO) Agreement on the Application of Sanitary and Phytosanitary Measures (SPS) identifies the IPPC as the body responsible for setting international standards to ensure that measures taken by governments to protect plant health are harmonized and are not used as unjustified barriers to trade.

The IPPC contracting parties, through ratification of the treaty, have rights and obligations that enable them to set standards and conduct international trade more effectively within a framework of protection for native and introduced flora, without overlooking aspects related to the environment and biodiversity.

Through their active participation in this Convention, all contracting parties can ensure that their interests are considered when ISPMs are approved. The purpose of ISPMs is to regulate international trade in a way that helps ensure safety in phytosanitary terms and restricts trade as little as possible.

Milestones in international plant protection

1881	<i>Phylloxera</i> Convention: the first international agreement for plant protection
1889	Berne Convention
1929	International Convention for the Protection of Plants (Rome)
1951	Conference of FAO at its Sixth Session adopts the International Plant Protection Convention (IPPC)
1952	IPPC comes into force, superseding all international plant protection agreements
1976	First amendments to the Convention are made
1979	Revised text of the amended IPPC is approved
1989	GATT Uruguay Round proposes the IPPC as one of the standard-setting organizations for the future Agreement on the Application of Sanitary and Phytosanitary measures (the SPS Agreement)
1991	Amendments of 1979 came into force
1992	IPPC Secretariat established and begins standard-setting programme
1993	Conference of FAO at its 27th Session approves the first International Standard for Phytosanitary measures (ISPM)
1996	IPPC Expert Consultation draws up the first draft of a New Revised Text of the Convention
1997	Conference of FAO at its Twenty-ninth Session unanimously adopts the New Revised Text of the IPPC with interim measures
1998	First meeting of the Interim Commission on Phytosanitary measures
2001	Establishment of the Standards Committee
2001	Establishment of the IPPC dispute resolution procedures
2005	Entry into force of the New Revised Text of the IPPC
2006	First meeting of the Commission on Phytosanitary measures
2012	60 years of IPPC

Strategic Objectives

The IPPC operates according to a [strategic framework](#), approved by the CPM, which comprises strategic work plans, objectives, and goals.

In 2011 the CPM agreed on strategic objectives for 2012 to 2019 and requested the Secretariat develop a medium-term plan, biannual work programme, and budget based on the strategic objectives.

The IPPC has four strategic objectives for 2012 to 2019 which are as follows:

- A. Protect sustainable agriculture and enhance global food security through the prevention of pest spread.
- B. Protect the environment, forests and biodiversity from plant pests.
- C. Facilitate economic and trade development through the promotion of harmonized scientifically based phytosanitary measures.
- D. Develop phytosanitary capacity for members to accomplish strategic objectives A, B and C.

The IPPC Secretariat, RPPOs, and contracting parties will focus on the following themes:

1. Enhance contributions to the global food security agenda through new and updated standards aimed at preventing the spread of pests in trade and active information exchange programmes communicating pest occurrence, outbreaks, and other important pest-related information.
2. Enhance IPPC actions and measures aimed at safeguarding the environment, forests, and biodiversity plant pests. The IPPC will continue working with countries and with international organizations such as the Convention on Biological Diversity, to address the threat of invasive alien species. IPPC standards will be developed to address the needs of the environmental community related to plant biodiversity and emerging problems associated with invasive alien species.

3. Support the safe expansion of food and agricultural trade. An important part of many countries' economic growth strategy.
4. Develop the phytosanitary capacity through assessment of NPPOs' needs and subsequent development of prioritized assistance programmes. This work will be coupled with strategies for identifying potential donors involved in capacity building and development.
5. Actively review and support broad implementation of the IPPC and its standards through an Implementation Review and Support System. This includes use of the IPPC Help Desk to assist with capacity development programmes and a mechanism to assess the phytosanitary capabilities of countries.
6. Implement cost-effective approaches to IPPC work and adopt new approaches for prioritizing, monitoring, and evaluating IPPC programmes and activities. A top organizational priority is to strengthen the capacity of the IPPC Secretariat toward greater effectiveness and efficiency of the staff.
7. Continuously explore possible additional roles for the IPPC.

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Benefits of IPPC Contracting Parties

IPPC contracting parties accept certain rights and obligations. Among the rights recognized by the IPPC is the sovereignty of countries to use phytosanitary measures to regulate the entry of plants, plant products, and other articles capable of harboring pests. It also recognizes the right of contracting parties to take emergency actions upon the discovery of a pest that represents a potential threat to their territories.

Among the obligations assumed by contracting parties, it is established that in applying phytosanitary measures, the contracting parties must comply with the principles of necessity, technical justification, consistency in risk of pests, and minimal impact to international trade.

The Convention works at the global level through its contracting parties, which are designated as official points of contact. The Secretariat carries out necessary contacts either directly or through diplomatic representation from the contracting party to the FAO. Those designated as official points of contact receive all communications, documents, and invitations. It is recommended that each point of contact should be an officer of the NPPO.

Benefits for contracting parties include those related to international trade, drawing up of standards, technical assistance, dispute settlement, and information exchange, as well as elements listed on the following page.



Benefits of IPPC Contracting Parties

- Greater credibility to phytosanitary systems in the eyes of trading partners
- Direct and active participation in the process of global harmonization
- Opportunities to interact with the WTO on SPS Measures
- Opportunity to draw up international phytosanitary policies and interact directly with the phytosanitary community
- Direct and active participation in setting phytosanitary standards (ISPMs), recognized under the WTO-SPS agreement. Increases possibilities to develop capacity and strengthen plant protection infrastructures through projects
- Assistance in revising and updating legislation
- Assistance in dispute settlement
- Opportunities to request and provide official information to and from other contracting parties
- Develop their capacity to exchange information

IPPC Organizational Structure

IPPC Secretariat

The IPPC Secretariat was established in 1992 under the Plant Protection Service of the FAO. The role of the Secretariat changed with the establishment of the Interim Commission on Phytosanitary Measures (ICPM) and the CPM.

The Secretariat is responsible for coordinating the work programme of the IPPC three principal activities:

1. Development of international standards for phytosanitary measures (standard setting)
2. Providing information required by the IPPC and facilitating the exchange of information between contracting parties (national reporting obligations)
3. Coordinating the technical assistance for national phytosanitary capacity development to facilitate implementation of the IPPC and its standards.

The Secretariat is located in the FAO's central offices in Rome, Italy.



Know to Grow

The IPPC Secretariat is keen both to keep people informed and to enable readers to share items of interest. A newsletter is sent out once a month, with occasional special editions. You can subscribe to the newsletter [here](#).

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Regional Plant Protection Organizations

An RPPO is an organization that provides regional coordination for IPPC activities and objectives, as established in Article IX of the New Revised Text. Not all contracting parties to the IPPC are members of an RPPO, and some members of RPPOs are not contracting parties to the IPPC. In addition, some contracting parties belong to more than one RPPO. RPPOs are admitted to IPPC meetings as observers. Information on each of the RPPOs can be found [here](#).

The RPPOs play a fundamental role in promoting implementation of the IPPC at the regional level; in advancing concrete initiatives to prevent the spread of pests which could affect agriculture, food security and biodiversity; and in carrying out capacity development programmes. RPPOs also disseminate information relating to the IPPC and cooperate with the CPM and the Secretariat in developing ISPMs.

In relation to international standard-setting, RPPOs:

- Participate in the development of ISPMs by submitting comments during the consultation phase and identifying topics for standards
- Identify regional standards which could be proposed as ISPMs
- Nominate experts for IPPC expert working groups and technical panels

- Act as collaborators in standard-setting meetings
- Prepare draft explanatory documents on ISPMs, according to paragraph 111 of the Report of the Sixth Session, under the auspices of the IPPC Secretariat
- When appropriate, provide technical and administrative support to members of the Standards Committee

With regard to technical assistance, RPPOs are involved in regional IPPC workshops participating and contributing technical and logistical support. RPPOs also contribute to facilitation of ISPMs and in identifying difficulties in their implementation. Successes and difficulties in implementing ISPMs are reported to the **Technical Consultation Among Regional Plant Protection Organizations (TC-RPPOs)** and the IPPC, when appropriate.

The RPPOs help obtain nominations for the list of experts, and may play a role in settling disputes, when agreed by the parties in dispute. Finally, RPPOs assist the IPPC in obtaining funding to support its work plan.

TC-RPPOs

The ICPM 5 (2003) approved the roles and functions of the TC-RPPOs, which meet annually. The TC-RPPOs continues to be the most important mechanism for contact among RPPOs, which have no other opportunity for consultation as a group.

Since the establishment of the New Revised Text of the Convention, the ICPM, and the CPM, the TC-RPPOs has centered its objectives to promote the development and use of international standards for relevant phytosanitary measures and to encourage international cooperation to promote harmonized phytosanitary measures.

The New Revised Text of the Convention also created the concept of regional standards for phytosanitary measures, the establishment of which is one of the RPPO activities aimed at attaining the Convention's objectives (Article IX/2, X/3).

Interest in TC-RPPOs remains high, with the 27th TC to be held in November 2015 in the United States of America. This technical consultation represents a unique opportunity to exchange information between regions.

Initially, the TC-RPPOs met at the FAO headquarters in Rome. Subsequently, its annual meetings have taken place in different regions, with the RPPO and each host country providing support for the meeting, proposing the agenda, distributing documents before the meeting, and preparing the final report jointly with the IPPC Secretariat. The Secretariat's presence continues to be necessary for general coordination between the IPPC, the CPM, and the TC-RPPOs.

The TC-RPPOs meeting is open; in addition to RPPO representatives, all CPM members are invited to attend. Further information on the TC-RPPOs can be found [here](#).

Commission on Phytosanitary Measures (CPM)

The CPM began its function as the IPPC's governing body upon the adoption of the New Revised Text of the Convention. The CPM is relatively recent, having held its first meeting in 2006. Its membership is open to all IPPC contracting parties. **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 programme.** To achieve this, the CPM adopts and monitors:

- the development of ISPMs;
- the implementation of ISPMs;
- the exchange of information;
- the use of dispute avoidance and settlement mechanisms;
- development of contracting party's phytosanitary capacity;
- the maintenance of an effective and efficient administrative framework;
- promotion of the Convention and cooperation with other relevant international organizations.

The Commission has adopted its own rules and procedures and has established subsidiary bodies: the Standards Committee and the Subsidiary Body for Dispute Settlement (SBDS).

The CPM's rules of procedure deal with such aspects as membership, officers, sessions, agendas and documents, voting procedures, and participation by observers. The CPM is the only body within the IPPC that adopts decisions and standards.

Conceptually, the IPPC Secretariat expects the CPM and subsidiary bodies to make decisions by consensus. When consensus is not possible, voting is used, with a two-thirds majority required for decision-making.

[Annex 1](#) presents the Commission's rules of procedure and an example of its annual meeting agenda.

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International Phytosanitary Portal

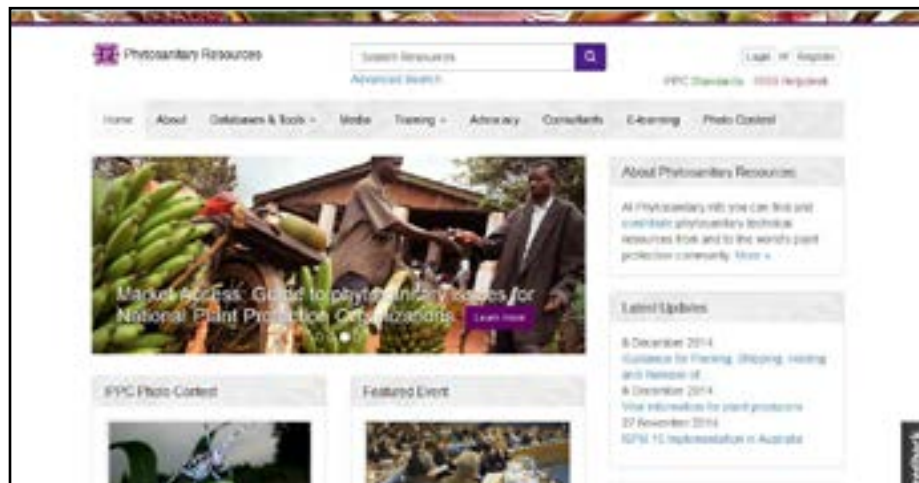
The [International Phytosanitary Portal](#) is the only global forum for discussion of phytosanitary matters. It is updated regularly to include new information for contracting parties. The [International Phytosanitary Portal](#) houses the ISPMs and recommendations that have been adopted, along with comments received and reports from all meetings.

The [International Phytosanitary Portal](#) is the principal tool for the exchange of official phytosanitary information, including information from the IPPC Secretariat. The [International Phytosanitary Portal](#) helps the IPPC's official contact points communicate with each other, provides a place for the IPPC Secretariat to post documents from meetings and distribute publications and phytosanitary information, and helps the Secretariat comply with many of its information obligations under the Convention.

Most of the information on the [International Phytosanitary Portal](#) is available to the public, but only officially nominated people with authorized user names and passwords can access and edit the information there. The official sources of information are the IPPC Secretariat, NPPOs, RPPOs, and the FAO Director-General.

The IPPC Secretariat, which is responsible for implementing and providing information on the work of the CPM (per IPPC Article XII), is responsible for providing key documents, such as the ISPMs and working papers of the CPM, in all official FAO languages. It complies with these obligations through the [International Phytosanitary Portal](#).

The [International Phytosanitary Portal](#) improves the accessibility of phytosanitary information through speedy communication and dissemination of information among the IPPC contracting parties, the Secretariat, and the wider phytosanitary community. It makes phytosanitary information available in electronic format, constitutes a global phytosanitary knowledge bank, increases transparency in the phytosanitary community, and enables information to be deployed in official FAO languages.



Phytosanitary Page

The [Phytosanitary Resources webpage](#) makes technical information available to IPPC contracting parties and the public at the global level. It was developed under IPPC capacity development activities as a product of the support component of the IRSS and to host products developed under capacity development projects.

As the result of a call to contracting parties, RPPOs, and other international organizations in 2011, an inventory was made of technical resources in all languages. These included over 300 technical resources (manuals, reports, guides, diagnostic protocols, etc.). Except for diagnostic protocols, pest reports, pest fact sheets, risk analysis materials, and bilateral agreements, technical resources are reviewed by the relevant bodies and, once approved, are published on the site.

Technical resources published on the [Phytosanitary Resources webpage](#) are not adopted or approved by the CPM. The site currently houses more than 300 resources, including a roster of consultants working in plant protection, activity and project databases, and an e-learning course on pest risk analysis. The consultant directory offers information on experts with experience in phytosanitary capacity development and is aimed at helping NPPOs and other organizations and institutions around the world find the experts they need to implement phytosanitary capacity development projects and activities. All the resources

proposed for inclusion are carefully reviewed against agreed criteria by the CDC.

The IPPC Secretariat is implementing a global project, “Global phytosanitary manuals, standardized procedures, and training kits” (2012–2015) funded by the Standards and Trade Development Facility. The aim of the project is to develop phytosanitary resources to help national plant health systems improve national level capacity to negotiate and develop trade relations based on science and trust. The project also aims to improve food security in developing countries. This project develops 20 technical phytosanitary resources to support effective implementation of the IPPC and its standards in different countries. The resources will help NPPOs comply with their responsibilities around improving and maintaining access to external markets and/or supporting certification program for national imports and exports.

The IPPC Secretariat is working on making the [Phytosanitary Resources webpage](#) more interactive and is promoting it through a regular call for new technical resources.

The IPPC recommends that contracting parties, RPPOs, and other relevant organizations all contribute technical resources (in any language), update their project databases regularly, and make use of the consultant directory.

CPM Bodies and Committees

The CPM Bureau

The CPM features a seven-member Bureau, including the chairperson and vice-chairperson, from all seven FAO regions. The CPM Bureau guides the CPM on strategic direction and financial and operational management. The Bureau provides continuity in the management of the CPM, and facilitates the expression of views on strategic, administrative and procedural matters from the FAO regions. The CPM Bureau meets two or three times a year, as necessary.

The Bureau's additional functions are to ensure the efficient implementation of the CPM work plan, in coordination with the IPPC Secretariat; recommend improvements to the management and execution of strategic, financial, and operational directives; assist in the CPM's administrative and operational work in areas of the IPPC Strategic Framework; and provide guidance and strategic direction of subsidiary and other bodies.

Decisions are taken by consensus, recorded in each meeting report and posted on the [International Phytosanitary Portal](#). Failure to reach consensus is recorded in the report, along with details on all positions taken. This information is then presented to the CPM, indicating the action to be taken.

Further information on the CPM Bureau can be found [here](#).

The Standards Committee

The CPM established the Standards Committee as its standards-setting body at CPM-1 in 2006. The Standards Committee replaced the ICPM-SC and its predecessor, the Committee of Experts on Phytosanitary Measures. The Standards Committee comprises 25 members from the seven FAO regions. Seven experts from among these members form the Standards Committee Working Group (SC-7), undertaking detailed work on draft standards.

Further information on the Standards Committee can be found [here](#).

The Subsidiary Body on Dispute Settlement (SBDS)

Represented by each FAO region, the SBDS's main objective is oversight, administration, and support IPPC dispute settlement procedures, providing guidance to the Secretariat and disputing parties on selecting appropriate dispute resolution methods. The SBDS may also assist in conducting or administering consultation, mediation, or arbitration, or nominate independent experts when disputing parties cannot agree on experts proposed by the Secretariat.

The Subsidiary Body proposes nominations for independent experts and also approves the reports of Expert Committees—including verification of all points in Expert Committee procedures—and undertakes other functions, as directed by the CPM.

All IPPC contracting parties have the right to approach the SBDS to settle commercial disputes related to plant health. To do so, they must communicate with the IPPC Secretariat. Contracting parties may also participate by suggesting experts for the Expert Committees that are consulted under this mechanism.

Further information on the SBDS can be found [here](#).

The Capacity Development Committee (CDC)

The CDC was established by CPM-7 (2012) as a technical structure within the CPM. Its scope includes implementation of the CPM strategy for development of national, regional, and global phytosanitary capacity through sustainable financing.

Capacity development constitutes a bridge to the implementation of science-based guidelines—which every country in the world can use as a basis for efficient trade—safeguarding plant resources from the threat of pests.

The CDC's composition is based on a technical selection process that selects a delegate from each

FAO region and a minimum of three representatives from developing countries. The CPM Bureau makes the selections, with the support of the Secretariat, by means of an open call for submissions. Members serve for two years, with a maximum term of six years.

The CDC meets annually and holds additional meetings as necessary, making use of alternative work options such as videoconferencing and teleconferences among others.

This committee has defined a work plan, will oversee the development of tools for global capacity building for IPPC implementation, and will serve as a steering committee to guide specific projects.

All contracting parties may suggest qualified candidates to join the CDC when there is an open call for member selection. Such calls for participation in different activities are made periodically through the [International Phytosanitary Portal](#). Countries may participate by hosting meetings or workshops, revising and translating materials, and other activities. Experts in plant protection are invited to apply for inclusion in the [consultant roster](#).

Further information on the CDC can be found [here](#).

Other Meetings/Groups

Informal Strategic Planning Group

The mandate and regulations of the CPM Informal Working Group for Strategic Planning and Technical Assistance were approved in the second meeting of the CPM (CPM-2, 2007). This group, the product of modifications to IPPC operations, is now the Strategic Planning Group (SPG). With the establishment of the CDC, the SPG focuses on strategic concerns. CPM-8 (2013) approved its terms of reference and rules of procedure, removing references to technical assistance and financial matters and returning the group's focus to strategic planning.

The SPG meets once a year, almost always in October. Participants include members of the Bureau, and the chairpersons of the SBDS, the Standards Committee and the CDC, and of all interested contracting parties.



Know to Grow

IPPC Regional Workshops have been held since 2001 and assist contacting parties to discuss and prepare their comments on draft ISPMs for member consultation as well as to address other IPPC related issues of interest for the regions. Discussions on a broad range of important IPPC related issues increase the national phytosanitary capacity in the regions.

Usually workshops have been held to cover all FAO regions (except Europe and North America). In addition, some workshops are often conducted in one of FAO's official languages.

Contracting parties interested in participating in a SPG meeting must communicate this at least 45 days before the start of the meeting.

The SPG provides recommendations and advice to the CPM on matters relating to the strategic plan, and offers a strategic perspective in relation to IPPC implementation, standard setting, information exchange, resource mobilization, finances, and other matters. Decisions are taken by consensus. If consensus cannot be reached, the CPM is informed.

Further information on the Strategic Planning Group can be found [here](#).

Focus Groups

In exceptional circumstances, and with the objective of analyzing and producing recommendations on topical issues, the CPM may create focus groups. Such groups meet once under terms defined by the CPM. The date, duration, composition, and financial support for focus-group participants varies; active and full participation by regions in this kind of activity is crucial.

- 2007 - A focus group was established to analyze matters relating to the standard-setting process.
- 2011 - A focus group met to improve the standard-setting process. The group identified the key points for improving standards and created a series of recommendations that were adopted by CPM-7 (2012), including a new procedure for drafting ISPMs.
- 2012 - A focus group had the objective of drafting rules of procedure for the nomination, selection, and rotation of the CPM chairperson and vice-chairperson. This group's recommendations were presented for adoption during CPM-8 (2013).

Open-Ended Working Groups

Open-ended working groups can be created to examine and generate recommendations on specific points of interest to the IPPC. There are no mechanisms for financing participation in these groups; hence, there is no guarantee of balanced representation from the FAO regions. These working groups often address issues of great importance, and it is critical to seek financing so that the least developed countries can participate and contribute their views. Recent examples of this kind of group include the 2011 advisory group on electronic certification and the advisory group on national reporting obligations, as agreed during CPM-8 (2013) to assist with analysis of the IPPC's national information-reporting programme.

SECTION 2

ENGAGEMENT IN THE COMMISSION ON PHYTOSANITARY MEASURES MEETING

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As you'll see in the CPM cycle, meeting engagement does not end once you show up in the room. Your level of preparedness continues to contribute towards greater knowledge and capacity strengthening of your contracting party and/or organization. When engaged in any IPPC activities, the following guidance is helpful to consider before, during and after meeting attendance. Use the following check list to ensure that you have completed each component.

-  *Confirm your contact information* - Positions and people come and go. It is your responsibility to share your latest contact information with the IPPC Secretariat in order to receive meeting invitations.
-  *Select appropriate participants* - When thinking about who needs to be in attendance refer to the terms of reference of the meeting while considering expertise, language skills, and time availability.
-  *Determine realistic time commitments* - Before committing to the meeting, inquire about the time commitments. Remember to include preparation and dissemination time in the total.
-  *Respond to the meeting invitation* - Contact the IPPC Secretariat or the permanent FAO representative to confirm receipt of your credentials and attendance.
-  *Print/download meeting documentation* - Print all meeting documents ahead of time as paper copies may not be provided. Or you may want to simply download them all to your computer.
-  *Review meeting documents* - Review the documents thoroughly to determine content that you wish to speak to. Draft your notes ahead of time and consider sending your speaking points to the meeting organizer in advance to be added to the agenda.
-  *Internal and External Consultations* - Discuss meeting agenda and documents with other stakeholders before arriving, planning any private meetings in advance.
-  *Attend and participate in the meeting* - Do not assume that your opinions are always considered, the only way international policy can integrate all contracting party voices is if they speak up.
-  *Report on the meeting* - Keep a record of what was discussed in the meeting and share it with colleagues or other stakeholders.
-  *Identify and implement actions* - Based on your attendance, what will you do differently? Who will you reach out to? What resources will you utilize?

What are your best practices for attending meetings fully prepared?

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Are there any items from the Full Cycle checklist that you want to particularly focus on as you review the best practices in this manual?



Act on This!

Consider inviting your colleagues or delegation members to take the assessment as well and then compare notes so that everyone can build their level of preparedness.

The following self assessment can further assist you in preparing for the CPM. After reviewing the information in this manual, identify specific action steps you can take based on how you respond to each statement.

1. Logistical issues – Documents and Agenda	Yes	Maybe	No	Comments
I have attended the CPM before				
I know how to find documents for the meeting				
I have all of the CPM documents				
I have read all of the CPM documents				
2. Effective Participation in the Meeting (CPM)	Yes	Maybe	No	Comments
I have carefully studied the agenda				
I have assigned specific responsibilities to delegation members attending this meeting				
I have consulted with stakeholders in my contracting party				
I have identified issues of national/regional significance				
I have consulted with other contracting parties who might have similar positions				
I would feel comfortable making an intervention during plenary				
My delegation has arranged to meet regularly to discuss relevant issues that might arise at the meeting				
3. After CPM: Follow up Actions	Yes	Maybe	No	Comments
I have a plan for communicating results of the meeting to my NPPO and other government organizations				
I have a plan for communicating results of the meeting to other relevant stakeholders				
I am aware of what implementation issues need to be addressed by my NPPO with respect to the adopted standards				

Best Practices for CPM Engagement

The CPM mission is to build cooperation between nations in protecting the world's cultivated and natural plant resources from the spread and introduction of pests of plants, while minimizing interference with the international movement of goods and people. The remainder of this section outlines best practices in the three main stages of the CPM Engagement Process: Preparation, Attendance and Follow-up. Each stage has multiple steps to guide delegates in how they can best engage in this international meeting.

In the [Preparation Stage](#) (pages 30-40) we explore how to consult with stakeholders, review documents and coordinate logistics.

In the [Attendance Stage](#) (pages 41-45) we explain how to connect with other delegations, perform interventions and make the most of your attendance at the CPM.

In the [Follow-up Stage](#) (pages 46-48) we expand on previous content to review outcomes of the meeting, sharing information and preparing for the following year's delegation.

The CPM Engagement Process

1. Preparation Stage



2. Attendance Stage



3. Follow-up Stage



STAGE 1: PREPARING FOR THE CPM MEETING



This stage includes the following steps:

1. Collecting institutional knowledge
2. Initiating consultations
3. Selecting attendees
4. Coordinating pre-strategizing meetings
5. Reviewing CPM documentation
6. Arranging preliminary meetings
7. Obtaining accreditation

Step 1: Collecting institutional knowledge

As the representatives of IPPC contracting parties, the NPPOs (National Plant Protection Organizations) are responsible for conducting the consultation process and preparing for meetings. This results in the production of open and transparent discussion among all public and private stakeholders with legitimate interests in the issues. The following elements should be considered:

1. **Review Documents posted on the International Phytosanitary Portal.** Documents prepared for the annual CPM meeting are made available on the [International Phytosanitary Portal](#) from the end of December; all contracting parties and RPPOs receive an email notification when the documents are online. It is essential to consult this page regularly, as content may change.
2. **Coordinate document review and consultation meetings.** When documents requiring institutional consultation are received, they should be sent to relevant NPPO units for an advance opinion. Consultations should be held with those with the greatest degree of training and specialization to ensure the adoption of well-founded positions.



Know to Grow

All meeting attendees are entitled to speak and submit papers at CPM meetings. However, only IPPC contracting parties have the right to vote.

Attendance at CPM meetings is regulated. The FAO Director-General issues the invitation to IPPC contracting parties.

The meeting agenda is posted on the [International Phytosanitary Portal](#). All documents that will be examined during the CPM meeting are available some months in advance.

3. **Consult with national stakeholders.** Certain issues on the CPM agenda may require higher-level consultation with national stakeholders from the public and private sectors. In such cases, it is a good idea to post these documents for consultation on national portals and hold coordination meetings with the principal interest groups and authorities involved. This should be accompanied by timely notices distributed as press notices, via email, or through other communication channels. These consultations must be conducted at the highest technical level available in the country.
4. **Consult with regional stakeholders.** Different RPPOs hold meetings to consider the CPM agenda items and coordinate regional positions on topics that should be addressed. National positions should be enriched and supplemented at the regional level.

Step 2: Initiating consultations at national and regional levels



Best Practice Perspective

Who should meet and how should consultations be conducted?

Consultation meetings at the institutional and national levels need to be carefully organized, with participation by all public sector stakeholders and interest groups. If organizational, financial, or strategic reasons make it impossible to hold face-to-face meetings, then consultation mechanisms must be arranged via the Internet, through video conferencing or other virtual methods. The individuals, organizations, and institutions to be consulted should have a direct relationship to the agenda topic, and those participating in the meetings should have full powers of representation and decision-making.

To ensure the sustainability of the consultation process on CPM discussion topics, annual consultations should take place on subjects to be discussed at that year's CPM meeting. The NPPO must include these kinds of consultations in its normal operations and, if possible, process comments received during the consultation at national and regional levels. One section of the NPPO must be responsible for carrying out preparation and consultation for CPM meetings.

What is the agenda for consultations?

The topics must relate directly and exclusively to the agenda that will be addressed during the CPM meeting, without straying into other areas of national interest. In addition, the proposed CPM agenda and discussion papers must be distributed well in advance, so participants will have adequate time to prepare their opinions and positions.

How is a national or regional position established?

Contracting party positions must be established and supported based on national consultations and representation. Remember, 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.

It is recommended that interventions be written out beforehand so they can be read aloud. This allows for greater clarity and is helpful for remembering key points. If necessary, the intervention may complement a written proposal circulated beforehand in the CPM plenary. **Some RPPOs prepare written interventions for agenda items of particular interest to their member countries, to facilitate their presentation to the plenary.**

Interventions at CPM meetings are offered on behalf of the contracting party, and must not be used to express personal opinions.

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

Step 3: Selecting CPM attendees/ideal delegations

Who should attend?

Those attending the CPM meeting must be directly involved in preparing national and regional positions. They should also have the technical capacity to address plant protection issues and intervene throughout the discussions at the CPM meeting. Attendees must have not only decision-making powers, but also the capacity and authority to make statements on behalf of their countries in plenary sessions. A good command of English will facilitate delegates' participation in many of the parallel sessions, which do not have interpretation services. **CPM meetings are typically attended by the directors of NPPOs, accompanied when possible by advisers.**



What is the composition of an ideal delegation?

Ideally, the head of delegation should be an NPPO officer and, although he/she may not be an expert on all of the technical matters under discussion, he/she should have decision-making powers, because it may be necessary to make decisions on matters arising during the meeting. As such, the delegation should also include well-regarded technical advisers with expertise in the topics under discussion. Although the ideal number of delegates varies according to the topics under discussion, it is advisable to send more than one delegate to attend plenary sessions, side sessions or parallel meetings (usually at lunchtime or in the evenings) to ensure full participation in all activities.

Who should make up the delegation when resources are limited?

If resources are moderately or very limited, it is generally not possible to create an ideal delegation. In such cases, adequate preparation before the meeting is essential, to make sure the delegates who attend have the necessary materials and support from accredited diplomats at the FAO in Rome, as described below.

What is the strategy for a one-person delegation?

Many contracting parties can only send one delegate. In such cases, national and regional preparation work before the meeting is extremely important, so the delegate can obtain support from other contracting parties' delegates in taking positions and obtaining information, and thereby follow the discussions in parallel sessions.

For one-person delegations, it is advisable to choose an official who has sufficient knowledge of the topics on the agenda and decision-making power within the NPPO. This is advisable because, beyond the necessity of maintaining contact with previous delegations, it is not possible to anticipate precisely what other delegates will say.

Step 4: Pre-strategizing meeting participation/Preparing agenda interventions

How is the contracting party's position expressed in a document or intervention?

If a contracting party wants to present a document on a specific topic during the CPM meeting, it must be prepared in one of the FAO languages and, preferably, be submitted to the Secretariat before the CPM meeting. The paper should be a simple document without complex formatting.

If the topic being proposed is a new agenda item, the proposal document must be sent to the FAO Director-General in advance (November or December of the year before the CPM), with parallel notice to the IPPC Secretariat.

An oral intervention that suggests changes to texts may not be easily understood. For this reason, it is advisable to prepare a document summarizing the proposed changes (in any of the FAO languages). In fact, it is a good idea to hand it to the Secretariat for immediate delivery to CPM members before the topic comes up on the agenda. Such a document can also be a guide for the delegate in an intervention. Therefore, it is advisable to provide comments in writing before the CPM meeting.

What materials should I bring with me?

Attendees should take all the documents posted on the [International Phytosanitary Portal](#) to the CPM meeting, in electronic or paper format, because they will not necessarily be available during the session.

How do I send information before the meeting?

To provide information in advance of the meeting, you must send it to the [Secretariat \(ippc@fao.org\)](mailto:ippc@fao.org) with an explicit request information be circulated before the meeting.

In addition to the agenda, it is advisable that participants bring the list of documents showing which ones will be dealt with under each point of the agenda. Given the large number of documents, it is useful to organize them according to when they will be addressed on the agenda, not consecutively/by number. Agenda-based organization makes it easier to identify the relevant documents for each agenda item.

What happens if headquarters cannot attend?

If an NPPO representative cannot attend, your contracting party can submit positions in writing and send instructions to its diplomatic representatives to the FAO. These representatives can then be accredited, attend the meeting, and speak on your contracting party's positions. Regional alliances are of special importance in such cases, as they can support your contracting party's position(s). It is important to maintain good relations and constant, open dialogue with your diplomatic representative to the FAO, and ensure that the person fielded for the meeting has the capacity to deal with those issues.

How must I prepare the documents submitted for the meeting?

The documents must be prepared in one of the FAO languages using a simple document style (no headers/footers), including the relevant agenda item number, background paragraphs, the proposal, and the reasons for the proposal.

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

Interventions on different points of the agenda need to be carefully defined, with a list of the points you want to make and the proposals you want to put forward. Interventions are made orally, so it is important to express the rationale for your proposals clearly and calmly, and, as necessary, to mention the background. Interventions are usually oriented toward

making a proposal. To maintain the attention of other participants, keep interventions brief and direct. Because interventions are simultaneously interpreted into the other FAO languages, it is also important not to rush your presentation, so the interpreters have time to translate correctly.

It is recommended that interventions be written out beforehand so they can be read aloud. This allows for greater clarity and is helpful for remembering key points. If necessary, the intervention may complement a written proposal circulated in the CPM plenary. Some RPPOs prepare written interventions for agenda items of particular interest to their contracting parties, to facilitate their presentation to the plenary.

Step 5: Receiving and reviewing CPM documentation

How and why should I plan participation in different parts of the meeting?

Participating in the different parts of the meeting is complicated, especially for small delegations. It is often 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 typically include plenary sessions, regional coordination meetings (before or after plenary sessions or at lunchtime), meetings of groups of "Friends of the Chair" to prepare draft documents, meetings to consider specific documents or topics and meetings to deal with technical issues on the margins of the plenary session.

All of this demonstrates the difficulty a contracting party 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 advisable to decide in advance which sessions are of greatest interest and 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. Typically, the first plenary session is the only time the dates and times for addressing agenda topics are definitively established, which means the first day of the meeting is the main time for a delegation to 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 to ensure a presence and ability to offer opinions in all the sessions of interest to the contracting party and the region.**

A very important point to bear in mind is that interpretation into FAO languages is available only in the plenary session. All other meetings are held in English.

Which documents should I review and how do I obtain these documents?

Be sure to look closely at the agenda to identify high-priority topics for your contracting party and be prepared to negotiate for your contracting party's position. You will need to read all of the documents presented for the CPM agenda.

The agenda does not include "side issues" or minor topics. For budgetary items, it is important to make comparisons with budgets and operational plans from

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previous years. Some items on the agenda will be of greater interest, so it is also important to examine not only the documents submitted for consideration but also the background documents listed as "information documents."

Some documents may be posted late on the [International Phytosanitary Portal](#), so continue to monitor it until just before the CPM meeting.

Of all the documents to be dealt with, it is essential to review in detail all those upon which decisions will be taken, especially the draft ISPMs, because the CPM meeting is the last opportunity to negotiate the final texts.

In addition to the documents posted on the [International Phytosanitary Portal](#) before the meeting, documents known as "conference room papers" (CRPs) are frequently distributed during the meeting.

Documents posted on the International Phytosanitary Portal before the meeting.

Three kinds of documents posted here are:

1. **Decision documents, identified by a number in the upper right-hand corner (e.g., CPM 2013/23)**
2. **Information papers, identified by the abbreviation "INF" and a number (e.g., CPM 2013/INF/25)**
3. **Revised documents, identified by the abbreviation "REV" and a number indicating the revision (e.g., CPM 2013/23/rev. 3)**

In **decision documents**, the CPM is invited to take a decision; for example, to adopt, acknowledge, or take other actions. As the most common kind of document, decision documents must be available before the meeting so members have time to consider the actions they propose. Decision documents are always translated into the official FAO languages. Some examples are standards to be adopted and reports to be acknowledged.

Information papers do not contain decisions; rather, they provide background information on a given activity or programme. The Secretariat or chairperson determines whether information papers are translated, depending on the cost, the need to make them available to members in all FAO official languages, and the origin of the document. In general, information papers from the Secretariat are translated. Documents provided by contracting parties and organizations are generally distributed in the language in which they were provided.

Some contracting parties and organizations provide documents that offer opinions on the decision documents very close to the date of the CPM meeting. These documents are considered information paper, even if they are provided at the time of the meeting, to ensure that all members are prepared, and to facilitate discussions. The decision to produce an information paper depends on the time available to members to review it before the meeting. For example, producing the document a week before the CPM meeting does not give adequate time for members to review it. Some examples of information papers are the CPM chairperson's report, the CPM report, and observations sent by contracting parties on particular agenda items.

Documents delivered to members after the start of the meeting.

A document delivered to participants after the meeting starts is identified with "CRP" (for "conference room paper") and a number (e.g., CPM 2013/CRP/23), and may be decision documents or informational. They are distributed in paper form among plenary participants, and do not contain specific decisions. The decision to circulate a conference room paper is taken by the Secretariat in consultation with the CPM Chair.

In all cases, the request by any member or organization to circulate a document must be considered by the CPM Chair before the conference room paper is produced.

During the plenary discussion for a given document, changes are occasionally suggested that are difficult to follow in oral debate. In these situations the CPM

often requests that a specific group, such as Friends of the Chair or an evening session, revise the text. In such cases, a conference room paper is produced to outline the changes proposed to the original document and presented to the CPM for a decision. This kind of conference room paper is usually translated into all FAO official languages; the decision to translate the paper is taken by the Secretariat, in consultation with the CPM Chair. If the conference room paper modifies a decision proposed in the original document, the modified decision must be read aloud so that it may be interpreted in all languages.

A contracting party or organization offers information or comments that, for example, modify the original text of a decision document. These documents are generally presented in the same language in which they are offered.

Revised documents (e.g., CPM/2013/REV1). Revisions to decision documents, information papers, or conference room papers are produced after the first version of the document has been made available to members (to correct errors, add information, etc.). They are produced in the same languages as the original documents. For example, the provisional agenda features various revisions, as does the list of documents.

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Documents produced by the CPM

The IPPC produces two types of formal documents: the **ISPMs** and **Recommendations**. The existence of the Recommendations was approved during the 2008 CPM meeting. These documents do not take the form of official standards; rather, they present the IPPC's strategic and political decisions and express the will to recommend actions and procedures in the Convention. ISPMs are expected to be adopted by consensus. They provide—for general and repeated use—rules, directives, and characteristics for activities or their results, with the aim of consistency in a given context.

Step 6: Arranging preliminary meetings

How do I arrange preliminary meetings?

It is common to hold preliminary meetings on the Sunday before the CPM. These meetings are usually held among regions or established groups. The RPPOs play an important coordinating role for these preliminary meetings, and they begin this task at least two months before the CPM meeting, recognizing the logistic arrangements that are required to have meeting rooms available and to secure accreditation for admission to FAO headquarters.

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

The CPM is an excellent opportunity to make bilateral contacts, which you can schedule before and after the plenary sessions. A variety of places in or around the plenary hall will be suitable for these purposes. If bilateral meetings are to take place before the CPM, it is important to allow time for obtaining authorizations and funding for the extra days you will need in Rome.

Step 7: Obtaining accreditation & travel logistics

How do I obtain accreditation for the meeting?

The FAO Director-General typically extends an invitation in December, indicating the date of the meeting, attaching a provisional agenda, and advising that all documents will be posted on the [International Phytosanitary Portal](#). This invitation also provides guidance on which procedures to follow and the timetable by which contracting parties must communicate the names of representatives to the FAO Director-General.

This process requires each contracting party to send the list of delegates—naming the head of delegation, the alternate, and the advisers—well in advance of the meeting through the country's diplomatic representative to the FAO. Accreditation can be done online through the [Permanent Representatives to the FAO](#). The website includes instructions for the online accreditation process, which requires a recent passport-sized digital photograph.

Credentials must be expedited by the head of state or head of government, the Minister for External Affairs or the Minister for Agriculture, or, for regional organizations, the relevant authority for each organization. The representatives' credentials, as well as the list of their names, shall be presented to the IPPC Secretariat at the following address:

United Nations Food and Agriculture Organization
Viale delle Terme di Caracalla
00153 Roma (Italia)
Tel.: (+39) 06570 54812
Fax: (+39) 06570 54819
Email: ippc@fao.org

If the credentials presented are copies rather than originals, or are sent via fax or email, it will be necessary to present the original credentials when registering on the first day of the meeting. Participants who are not properly accredited for the meeting will not be able to vote. A credentials committee—established to review the documentation for every CPM—has the power to deny accreditation.

Delegates from countries for which Italy requires a visa should do so early. The process of granting a visa to Italy (or any country hosting the CPM) can take as long as three weeks, so visa requests must be made with sufficient notice before traveling to the meeting.

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

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Summary of Stage 1: Preparing for the CPM meeting

Step 1: Collecting institutional knowledge

- * Review documents posted on the [International Phytosanitary Portal](#).
- * Coordinate document review and consultation meetings.
- * Consult with national stakeholders.
- * Consult with regional stakeholders.

Step 2: Initiating institutional consultations at national and regional levels

- * Identify individuals and organizations that have a direct relationship to the agenda topic.
- * Align the consultation meeting agenda to that of the CPM issue of concern.
- * Establish a contracting party position based on national consultation.

Step 3: Selecting CPM attendees/ideal delegations

- * Ideal delegates are directly involved in preparing national and regional positions, have technical capacity to address plant protection issues, have decision-making powers, and the capacity and authority to make statements on behalf of their contracting parties in plenary sessions.
- * The ideal delegation includes: an NPPO as head of delegation and multiple well-regarded technical advisers with expertise in the topics under discussion.

Step 4: Pre-strategizing meeting participation/Preparing agenda interventions

- * Interventions must be prepared in one of the official FAO languages and, preferably, be submitted to the Secretariat before the CPM meeting.
- * Interventions on different points of the agenda need to be carefully defined, with a list of the points you want to make and the proposals you want to put forward.

Step 5: Receiving and reviewing CPM documentation

- * Arrange for regional coordination to ensure a presence and ability to offer opinions in all the sessions of interest to your contracting party and the region.
- * Review in detail all documents with pending decisions that impact your contracting party, because the CPM meeting is the last opportunity to negotiate the final texts.
- * Know the difference between ‘decision documents,’ ‘information papers’ and ‘conference room papers.’

Step 6: Documents produced by the CPM

- * Submit request to FAO sections that you desire to meet with months in advance, copying IPPC.
- * Be open and willing to make bilateral connections on the first days of the CPM.

Step 7: Obtaining accreditation

- * Respond to the invitation from the FAO Director General with your list of delegates online.
- * Collect credentials from proper authorities and submit to FAO.
- * Apply for an Italian visa (or any other country hosting CPM), as necessary.
- * Pick up your badge in the FAO entry hall upon arrival.



STAGE 2: ATTENDING THE CPM MEETING

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This stage includes the following steps:

1. Forging alliances
2. How and when to make interventions
3. Language considerations
4. Communicating with headquarters
5. Reporting responsibilities

Step 1: Forging alliances

How do I forge alliances?

During CPM meetings, and even at the preliminary meetings, you are likely to learn that other contracting parties have positions similar to that of you. You can contact them and arrange to make similar positions in the plenary session and other sessions.

The IPPC has more than 181 contracting parties, and alliances are a constant feature. You will find that contracting parties with similar positions on agriculture and plant health 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.



Act on this!

Contracting parties should take the opportunity to identify other contracting parties with which to form strategic alliances.

Meeting agendas always include a point titled “Any Other Business,” which is an opportunity for contracting parties to suggest topics for brief discussion.

Contracting parties can take that opportunity to forge alliances and identify strategic contracting parties. To forge alliances, identify those with similar positions on a point of interest and send a clear message on the importance of the topic.

How should alliances be handled?

During the CPM meetings, you should renew and consolidate alliances that formed before the session and establish new alliances with other contracting parties. Make use of breaks and periods before or after the plenary session to make contact with possible allies on topics of interest. A good grasp of English is important for handling alliances, because it allows you to communicate directly and effectively with most other contracting parties and organizations.

How do I plan for the meeting?

On 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 attend the most important sessions. In this way, your delegation can assign participation responsibilities to members or coordinate attendance with other delegations and within the region.

Step 2: How and when to make impromptu interventions

What does it mean to improvise at a meeting?

During the meeting, discussions may lead to resolutions that you did not anticipate as you prepared for the meeting. In such cases, you must be able to consult potential allies promptly to establish a new position or present a counterproposal. When an important topic is under discussion, it is common practice to call for recesses to hold consultations and negotiate agreements for submission to the plenary.

How and when should I intervene?

Delegations may intervene at any time during the meeting, and there is no limit on the length of time for their interventions; however, it is advisable to limit your intervention to what is strictly necessary to move the meeting forward. You should intervene when it is relevant to provide information or if you wish to express a position on the subject under discussion.

It is important to coordinate your participation, especially if you have established alliances or made agreements with other contracting parties. Although repetition of points already raised by other contracting parties is not ideal, you may need to clarify your position with respect to a document that has attracted different points of view or on which there is no agreement.

How do I intervene?

To intervene during the meeting:

1. Place your contracting party's name card (your "flag") on end (vertically) and wait for the Chair to give you the floor.
2. At that moment, turn on your microphone, thank the Chair, and speak concisely and briefly—but without rushing—so that your comments can be interpreted into the other official FAO languages.
3. At the end of your intervention, it is customary to thank the Chair again. Then, turn off your microphone and return your "flag" to its horizontal position.

On what issues should I be active?

Every meeting topic is important, but topics requiring a decision require the most attention and the most active participation. This means that the wording of the operative part of the document submitted to the CPM should be examined carefully. Generally speaking, delegates should be active throughout the meeting.

Step 3: Language considerations

All documents requiring a decision by the CPM are available in the official FAO languages (Arabic, Chinese, English, French, Russian, and Spanish), but it is advisable to check the English version, because translations of original documents may contain errors that can lead to misunderstandings or incorrect interpretation. During the plenary session, simultaneous interpretation is available in all official FAO languages.

It is advisable to speak in the official FAO language you are most comfortable with, because you will be able to better express the ideas you are conveying. Interventions should be clear, unhurried, and expressed in simple language to facilitate interpretation/translation into other languages.

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Know to Grow

The meetings of the Commission and its subsidiary bodies are conducted in the official languages of the FAO (Arabic, Chinese, English, French, Russian, and Spanish), allowing for broader participation by delegates.

Interventions in the plenary session should be provided in writing to the IPPC Secretariat. To avoid incorrect interpretations, it is recommended that you submit the text in an official FAO language for translation into English, especially when the intervention relates to modifications to the decision part of a document.

Step 4: Staying in communication with headquarters

When and why must I communicate with headquarters?

It is advisable to consult with headquarters when the topics lead to the adoption of resolutions different from those proposed before the meeting, if they involve matters of key interest to your contracting party or if they have an impact on the obligations of

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contracting parties. However, due to the fast pace of the CPM, and because there may be a time difference of several hours between Rome and your headquarters, there may not be time to carry out such consultations. To help with communication, Wi-Fi is provided in the conference room where plenary sessions are held.

Given the potential difficulty of consulting with headquarters, the delegation must have the required technical capacity, negotiating flexibility, and decision-making authority to act without real-time input from headquarters.

In what way can I rely on the mission?

Diplomatic representatives to the FAO can provide direct support to delegates by facilitating meeting accreditation, logistics, and participation. Contact these representatives before the CPM meeting, advise them of your arrival, and ask for any support you may need.

Step 5: Minutes/Assignment of responsibilities

During the CPM meeting, contracting parties may accept commitments that will be recorded in the meeting minutes. In such cases, responsibilities must be assigned immediately and deadlines set for delivering the information or taking the action required. Keeping these commitments is essential for a contracting party or region's reputation. The RPPOs often coordinate the fulfillment of these commitments.

For commitments to hold meetings of experts or technical panels, it is important to assign responsibilities for local logistics and to coordinate regional actions. In no case must 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.

Summary of Stage 2: Attending the CPM meeting

Step 1: Forging alliances

- * Identify contracting parties that have similar positions as your own before or during the meeting. The following factors are important to keep in mind: common language, familiarity with practices, customs and courtesy treatment.
- * A good grasp of English is important for handling alliances, because it allows you to communicate directly and effectively with other contracting parties and organizations.

Step 2: How and when to make interventions

- * Be prepared for impromptu interventions by holding consultations during recesses and negotiate agreements for submission to the plenary.
- * You should intervene when it is relevant to provide information or if you wish to express a position on the subject under discussion.

Step 3: Language considerations

- * All documents requiring a decision by the CPM are available in the official FAO languages: Arabic, Chinese, English, French, Russian, and Spanish.
- * Oral interventions should be made in the official FAO language you are most comfortable speaking.

Step 4: Communicating with headquarters

- * Consult with headquarters when the topics lead to the adoption of resolutions different from those proposed before the meeting, if they involve matters of key interest to your contracting party or if they have an impact on the obligations of contracting parties.
- * Diplomatic representatives to the FAO can provide direct support to delegates by facilitating meeting accreditation, logistics, and participation.

Step 5: Reporting responsibilities

- * Responsibilities will be assigned during the CPM as contracting parties accept commitments.
- * The RPPOs often coordinate the fulfillment of these commitments.

STAGE 3: FOLLOW-UP AND DISSEMINATING THE RESULTS OF THE CPM



This stage includes the following steps:

1. Disseminating meeting results
2. Follow-up on issues
3. Face-to-face meeting considerations
4. Pre-planning for future meetings

It also includes remarks on the following:

- * Best practices when unable to attend the CPM
- * Lodging preparation

Step 1: Disseminating meeting results

How do I disseminate the results of the meeting?

As soon as you return home from the CPM meeting it is important to share the results of the meeting promptly and widely to keep everyone who contributed to national or regional positions informed. Your report can take different forms, but it should include a brief and objective description of the facts, the results obtained, personal impressions and opinions, and, above all, the outlook on matters of greatest interest. There are different mechanisms for disseminating the results of the meeting:

- It is good practice to circulate institutional reports within 15 days of the meeting. NPPOs typically has an established reporting format for CPM meetings. In any case, the report should contain the final draft of the standards presented for adoption at the meeting, because the definitive versions may not be posted on the [International Phytosanitary Portal](#) for several months.

- To be sure you have the latest draft version of the standard, start with the document distributed at the meeting. If necessary, take additional notes during the session in which it is adopted. At this time, participants do not receive an electronic version of the standard, only the hard-copy document.

CPM meeting reports should be circulated to the relevant officers and technical staff in the NPPO, as well as appropriate ministries.

Step 2: Follow-up on issues

Receipt of information from the IPPC Secretariat.

Between meetings, the IPPC Secretariat typically keeps contracting parties updated on new developments related to topics of interest and advises them by email of matters that require their attention, such as calls to propose new standards or to nominate candidates to working groups or expert panels. Attending to requests of this kind is an important aspect of participation in IPPC work.

Revisions to the International Phytosanitary Portal.

The [International Phytosanitary Portal](#) is updated regularly with new information, including minutes of meetings, final versions of standards translated into official FAO languages, and many other matters of interest. It is crucial, 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.

Step 4: Pre-planning future meetings

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Step 3: Face-to-face meetings at national and regional levels

The following are different options previous attendees have used to disseminate meeting outcomes:

- **National debriefing sessions.** When you return to headquarters, you should hold a debriefing session with all of the government and private sector representatives, interest groups, and other stakeholders who took part in national-level pre-meeting consultations. At the debriefing session, give a thorough presentation of the CPM outcome, 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.
- **Regional analysis of achievements.** Several regions, through their RPPOs, undertake an analysis of the outcomes using different 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 gained from other contracting parties.

Establishing positions for future IPPC meetings. The end of the CPM meeting immediately triggers a series of activities that require national and regional coordination. For example, a few months later a series of draft standards will be put out for public consultation through the regular process. Therefore, although the most intensive preparatory work for the CPM takes place from January to March, document preparation and consultation extends throughout the year.

Timetable and notices. In light of the above, it is important to keep an updated schedule of activities to enable prompt and appropriate responses to invitations and notices for consultation meetings, and to coordinate regional positions for submitting comments on draft standards.

Periodic reminders. It is useful to send out periodic updates and reminders to people who need to be invited and consulted and to those who are responsible for certain tasks. This will not only help them fulfill those tasks effectively, but also contribute to the “esprit de corps” within the NPPO.



Act on this!

After the CPM, review your notes and determine if any issues are of sufficient importance to justify national or regional meetings.

Consult with the rest of your delegation or work unit to discuss the possibilities of hosting a face-to-face meeting for the purpose of discussing your learnings from the CPM and future actions.

Summary of Stage 3: Follow-up and disseminating the results of the CPM meeting

Step 1: Disseminating meeting results

- * Draft a brief and objective description of the facts, the results obtained, personal impressions and opinions, and, the outlook on matters of greatest interest.
- * Coordinate meetings to review your reports for interested stakeholder. Consider hosting a national debriefing session, or a regional analysis of results meeting to present points made in the report.

Step 2: Follow-up on issues

- * Continue to monitor the [International Phytosanitary Portal](#) and news from the IPPC Secretariat for additional updates.

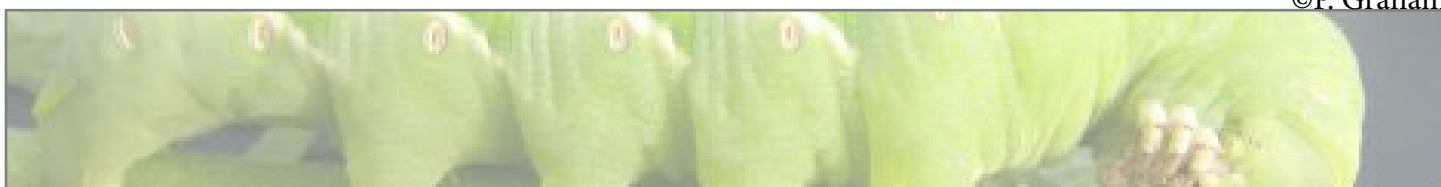
Step 3: Face-to-Face meetings at national and regional levels

- * Consider coordinating a face-to-face meeting to further engage stakeholders and policy makers with the content of your report.
- * Participate in the Standards Setting process to further contribute your expertise and collaboration opportunities with others.

Step 4: Pre-planning for future meetings

- * Do not wait to start preparing for the next CPM at the start of the year. Although the most intensive preparatory work for the CPM takes place from January to March, document preparation and consultation efforts happen throughout the year.

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many diplomatic missions do not have many staff members, it is nearly impossible to have diplomatic staff stand in for NPPO experts. Therefore, every effort should be taken to ensure the participation of NPPO representatives in CPM meetings.

Likewise, it is advisable to exchange information with other contracting parties in the region through the RPPO. Although RPPOs act as observers in CPM meetings and cannot intervene on behalf of their member countries, their interventions can be shared and presented by contracting parties of the RPPO.

Lodging preparation

There are few hotels near FAO headquarters, so lodging for the meeting should be arranged well in advance. If you have to stay further away, you may have trouble getting back to your hotel after a late-night session. Remember that hotels require credit card details to book rooms.

Attitude expected of a contracting party representative

Contracting parties are expected to maintain a respectful attitude throughout the meeting, intervening only when asked to do so, using appropriate language, and attending—at minimum—all of the plenary sessions.

REMARKS

Best practice when unable to attend CPM

In these cases, it is suggested that you communicate the contracting party position to accredited diplomatic representatives at the FAO in Rome, so they can present your position during the CPM meeting.

The majority of contracting parties have accredited diplomatic representatives in the FAO, and in general most of the accredited officials there do not have experience or knowledge of the topics discussed in the CPM. They are also short of time. For these reasons, it is important to establish contact with these officials and keep them well-informed so they understand the topics on the agenda. This requires significant preparation work between the NPPO and the diplomatic representatives, which should start as soon as possible before the CPM meeting in order to coordinate participation, at least on strategically important topics.

Given that parallel sessions take place alongside the plenaries during the annual CPM meeting, and that

ANNEX 1.
COMMISSION ON PHYTOSANITARY MEASURES RULES OF
PROCEDURES AND EXAMPLE AGENDA

RULES OF PROCEDURE OF
THE COMMISSION ON PHYTOSANITARY MEASURES

[Rule I: Membership](#)

[Rule II: Officers](#)

[Rule III: Secretary](#)

[Rule IV: Sessions](#)

[Rule V: Agenda and documents](#)

[Rule VI: Voting procedures](#)

[Rule VII: Observers](#)

[Rule VIII: Records and reports](#)

[Rule IX: Subsidiary bodies](#)

[Rule X: Development and adoption of International Standards](#)

[Rule XI: Expenses](#)

[Rule XII: Languages](#)

[Rule XIII: Amendment and suspension of the rules](#)

[Rule XIV: Entry into force](#)

[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 Commission 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 Commission Bureau shall be elected under the FAO Rules and Regulations at the end of a regular session and shall hold office for a term of two years. Subject to the agreement of the region concerned, an individual member shall be eligible for re-election for another two consecutive terms. In exceptional circumstances, an FAO region may submit a request to the CPM for an exception to allow a member to serve (an) additional term(s). 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 Commission Bureau is to provide guidance to the Commission on the strategic direction, financial and operational management of its activities in cooperation with others as approved by the Commission. Detailed Rules of Procedure for the Bureau are attached in Annex I which shall constitute an integral part of these Rules of Procedure.

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. Regional plant protection organizations (RPPOs) recognized by the Commission under article IX of the IPPC shall participate only as observers in all meetings of the Commission.

2. Countries can participate as observers in meetings of the Commission as follows:
 - i) Any Country that is not a contracting party but is a Member of FAO, as well as the United Nations, any of its specialized agencies and the International Atomic Energy Agency, may upon request communicated to the IPPC Secretary and endorsement by the CPM Bureau, participate as an observer in meetings of the Commission.
 - ii) Any Country that is not a Member of FAO or an IPPC contracting party, but is a Member of the United Nations, any of its specialized agencies or the International Atomic Energy Agency may, upon request communicated to the FAO Director General, and subject to the relevant provisions of the Basic Texts of the Organization, be invited to participate as an observer in meetings of the Commission.
 - iii) Any Country that is not a Member of FAO or a member of the United Nations, any of its specialized agencies or the International Atomic Energy Agency shall not be permitted to send observers to meetings of the Commission.
3. International organizations, whether intergovernmental or non-governmental, may, subject to the relevant provisions of the Basic Texts of the Organization participate as observers in meetings of the Commission. Relations with the concerned organization shall be dealt with by the Director-General, FAO, taking into account guidance given by the Commission.
 - i) Intergovernmental organizations (IGOs):
 - a) IGOs should meet the following criteria: it should have been set up by an intergovernmental convention (a convention to which the parties are States); the governing body of the organization should be composed of members designated by governments; the income of the organization should be made up mainly, if not exclusively, of contributions from governments.
 - b) IGOs that have established formal relations with FAO may, upon request communicated to the IPPC Secretary and endorsement by the Bureau, participate as observers in meetings of the Commission.
 - c) IGOs that have not established formal relations with FAO may, upon request communicated to the IPPC Secretary, participate as observers in meetings of the Commission if, in the judgment of the IPPC Secretary and the CPM Bureau, there are concrete reasons for allowing their participation which would forward the work of the Commission.
 - ii) International non-governmental organizations (INGOs):
 - a) INGOs that have been granted formal status by FAO may participate in meetings of the Commission.
 - b) INGOs that have not been granted formal status by FAO may, upon request communicated to the IPPC Secretary, participate as observers in meetings of the Commission if, in the judgment of the IPPC Secretary and the CPM Bureau, there are concrete reasons for allowing their participation which would forward the work of the Commission.
 - c) INGOs that have not been granted formal status by FAO shall be examined in light of the following criteria: they should be international in structure and scope of activity, and representative of the specialized field of interest in which they operate; they should be concerned with matters covering a part or all of the Commission's field of activity; they should have aims and purposes in conformity with the IPPC; they should have a permanent directing body and Secretariat, authorized representatives and systematic procedures and machinery for communicating with its membership in various countries; and they should have been established at least three years before they request

participating in the meetings of the Commission.

4. Observers to CPM meetings may:
 - i) participate in the discussions, subject to the approval of the Chairman of the Commission and without the right to vote;
 - ii) receive the documents other than those of a restricted nature, and
 - iii) circulate, without abridgement, the views of the organization or country which they represent on particular items of the agenda.
5. CPM Bureau meetings are not open to observers.
6. Each CPM Subsidiary Body shall establish its own rules on observers which shall conform to these Rules and the relevant provisions of the FAO Basic Texts.

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, programme 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 II 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.

ANNEX I: RULES OF PROCEDURE FOR THE BUREAU OF THE COMMISSION ON PHYTOSANITARY MEASURES

Rule 1. Purpose of the Bureau

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

Rule 2. Functions of the Bureau

1. The Bureau shall have the following functions:
 - a) Ensuring the efficient implementation of the CPM work programme in coordination with the Secretariat.
 - b) Making recommendations to improve CPM management and delivery of strategic directions, financial and operational activities.
 - c) Assisting with the administrative, and operational duties of the CPM in areas such as:
 - i) delivery of the IPPC Strategic Framework
 - ii) financial planning and management
 - d) Providing advice, guidance and strategic direction to subsidiary and other bodies in between plenary sessions of the CPM, in accordance with CPM decisions.
 - e) Addressing specific issues assigned to it by the CPM.

Rule 3. Membership

1. The members of the Bureau shall be elected by the CPM as per Rule II of the Rules of Procedure of the CPM.
2. FAO regions select their candidates for membership of the Bureau on the basis of the procedures agreed within each region.

Rule 4. Replacement of members

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

Rule 5. Chairperson

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

Rule 6. Meetings

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

2. In the absence of the Chairperson, the Vice Chairperson will chair the meeting.
3. Meetings of the Bureau shall be closed unless otherwise determined by the Bureau. The Bureau may invite experts to provide advice or information on specific matters. The IPPC Secretary or a representative designated by him/her shall attend the meetings of the Bureau.

Rule 7. Decision making

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

Rule 8. Documentation, records and reports

1. The Secretariat is responsible for coordinating the activities of the Bureau and providing administrative, technical and editorial support, as required by the Bureau.
2. The Secretary, in consultation with the Chairperson of the CPM, shall prepare a provisional agenda for the Bureau meetings and make it available to members of the Bureau preferably four weeks prior to the beginning of each meeting.
3. The Secretariat shall make meeting documents available to Bureau members as soon as possible after the preparation of the provisional agenda.
4. The Secretariat shall keep the records of the Bureau and minutes of the Bureau meetings. A report should be available within one month after each meeting and posted on the International Phytosanitary Portal.
5. The Chairperson shall submit a yearly report to the CPM on the activities of the Bureau.

Rule 9. Language

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

Rule 10. Amendment

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

1. Opening of the Session
2. Adoption of the Agenda
3. EU statement of competence
4. Election of the Rapporteur
5. Establishment of the Credentials Committee
6. Report by the Chairperson of the Commission on Phytosanitary Measures
7. Report by the IPPC Secretariat
8. Governance: Commission on Phytosanitary Measures
 - 8.1 Partnerships
 - 8.2 Process for adopting recommendations
9. International standard setting
 - 9.1 Report on the activities of the Standards Committee
 - 9.2 Adoption of International Standards for Phytosanitary Measures
 - 9.3 Noting translation adjustments to International Standards for Phytosanitary Measures adopted at CPM-8 (2013)
 - 9.4 Topics for IPPC standards
 - 9.4.1 Adjustments to the List of topics for IPPC standards
 - 9.4.2 Update on the topic: International movement of grain (2008-007)
 - 9.4.3 Update on the topic: Minimizing pest movement by sea containers (2008-001)
 - 9.5 Update on the development of a Framework for standards
10. IPPC Strategic Framework and Resource Mobilization
 - 10.1 Report on the activities of the Strategic Planning Group
 - 10.2 Implementing the IPPC Strategic Framework and Resource Mobilization
 - 10.2.1 Implementation Process
 - 10.2.2 Resource Mobilization Efforts and Results
 - 10.3 Financial Report 2013 - Budget and Operational Plans 2014/2015

- 10.4 Implementation of the IPPC and ISPMs
 - 10.4.1 Status of ISPM 15 Mark Registration
 - 10.4.2 ePhyto and ePhyto Hub Feasibility Study
- 10.5 Implementation Review and Support System
- 10.6 Contracting Parties Reports of Successes and Challenges of Implementation
- 11. Capacity Development
 - 11.1 Regional workshops on draft ISPMs
 - 11.2 Next steps for the Capacity Development Committee (CDC)
- 12. National Reporting Obligations
- 13. Communications
 - 13.1 Results of the Needs Assessment
 - 13.2 The IPPC Communications Work Plan
- 14. Liaison and Partnership of the IPPC and cooperation with relevant regional and international organizations
 - 14.1 Report of the 25th Technical Consultation among Regional Plant Protection Organizations
 - 14.2 Reports from Observer Organizations with joint work programmes
 - 14.2.1 Report by the Secretariat of the SPS Committee
 - 14.2.2 Report by the Secretariat of the STDF
 - 14.2.3 Report by the CBD Secretariat
 - 14.3 Reports from other Observer Organizations
- 15. Adoption of CPM Recommendations
- 16. Effective dispute settlement systems
 - 16.1 Report on the activities of the Subsidiary Body on Dispute Settlement
 - 16.2 Review of the SBDS
- 17. Scientific Session
 - 17.1 New Inspection Technologies
 - 17.2 Pest Risk Assessment Techniques
 - 17.3 Experiences in ePhyto
- 18. Election of the CPM: Chair, Vice Chair, other Bureau members and potential replacements
- 19. Membership and potential replacements for CPM subsidiary bodies
 - 19.1 Standards Committee
 - 19.2 Subsidiary Body on Dispute Settlement
- 20. Other business
- 21. Date and venue of the next session
- 22. Adoption of the report

