



REPORT

Paris, France
[18-22 July 2016]

Focus Group on establishment of a new subsidiary body for Implementation [July, 2016]



Food and Agriculture Organization of the United Nations

CONTENTS

1.	Opening of the meeting	4
1.1.	Meeting introduction by the IPPC Secretariat.....	4
1.2.	Welcome by host.....	4
1.3.	Welcome by IPPC Secretary	4
1.4.	Introductions	4
1.5.	Election of Chairperson and Rapporteur	4
2.	Adoption of the Agenda	4
3.	Administrative matters	4
3.1	Participants list.....	4
3.2	Documents list.....	4
3.3	Local information.....	4
4.	Background papers (summary).....	5
5.	Discussion papers	5
5.1	Australia.....	5
5.2	China	6
5.3	North America.....	6
5.4	RPPO roles and functions	6
5.5	CBD presentation (virtual).....	6
5.6	Standards Committee (of the IPPC)	7
5.7	Capacity Development Committee (of the IPPC)	7
5.8	IPPC observations of CBD's Subsidiary Body on Implementation.....	8
6.	CPM appointed tasks	8
6.1	Purpose and scope.....	8
6.2	Functions of the new implementation subsidiary body.....	8
6.3	Functions of subsidiary bodies and existing ad hoc groups	8
6.4	Governance, work planning and prioritization within CPM decisions	8
6.5	Relationships with the CPM, the CPM Bureau, the IPPC Secretariat, the Standards Committee and the Strategic Planning Group.....	8
6.6	Resource analysis for operation of the new implementation subsidiary body	8
6.7	Any other issues relevant to the establishment of the new implementation subsidiary body.....	8
6.8	Terms of reference	9
6.9	Rules of procedure	9
6.10	Name of the new implementation subsidiary body	9
7.	Other business.....	9
8.	Next steps	9
9.	Review and adoption of the Report	9
10.	Close of the meeting.....	9

Appendices

Appendix 01 – Agenda.....10

Appendix 02 – Participants List.....12

Appendix 03 – Documents List.....15

Appendix 4 – Draft Terms of Reference of the IPPC Implementation and Capacity Development Committee (IC) - a subsidiary body of the CPM.....16

Appendix 5 – Draft Rules of Procedure of the IPPC Implementation and Capacity Development Committee (IC) - a subsidiary body of the CPM.....19

Appendix 6 – IPPC Focus Group recommendations to CPM 1221

1. Opening of the meeting

1.1. Meeting introduction by the IPPC Secretariat

[1] The meeting was opened by the IPPC Secretariat, who welcomed participants and thanked them for responding to the call for participation in the Focus Group. The IPPC is unique in its approach of undertaking its own capacity development, based on a 2006 decision by the Commission on Phytosanitary Measures (CPM), from which the Expert Working Group on Phytosanitary Capacity Development was established. The IPPC Capacity Development Committee (CDC) later followed this and due to its success in the area and an evaluation by the CPM, is now being expanded to cover wider implementation aspects. The European and Mediterranean Plant Protection Organization (EPPO) was thanked for hosting the meeting.

1.2. Welcome by host

[2] The host of the meeting welcomed participants to EPPO and advised they are pleased to host this meeting and others for the IPPC. He gave a presentation on EPPO work and collaboration with EPPO partners.

1.3. Welcome by IPPC Secretary

[3] The Secretary of the IPPC welcomed participants and thanked EPPO for hosting the meeting and for their ongoing support. He emphasized the importance of work of the current CDC (and the new subsidiary body) and its interaction with the IPPC Standards Committee (SC). The new subsidiary body needs to think about how it will work for next five years and also further into the future for the 2020-2030 period. He wished participants a fruitful meeting with good outcomes as to the purpose and scope of the new subsidiary body, the functions to undertake work and how this fits into the strategic framework and objectives of the IPPC and Sustainable Development Goals (SDGs) of the United Nations (UN).

1.4. Introductions

[4] The Focus Group participants introduced themselves and gave some background on the experience they bring to the meeting.

1.5. Election of Chairperson and Rapporteur

[5] Mr Martin Ward (EPPO) was elected as Chairperson.
Mr Sam Bishop (European participant) was elected as Rapporteur.

2. Adoption of the Agenda

[6] The agenda was adopted as presented in Appendix 1.

3. Administrative matters

3.1 Participants list

[7] The participants reviewed the participants list, with deletion of individuals not being able to attend, as presented in Appendix 2.

[8] Mr John Greifer of North America submitted his apologies for not being able to travel just prior to the meeting, but contributed comments on documents.

3.2 Documents list

[9] The group reviewed the documents list as presented in Appendix 3.

3.3 Local information

[10] The meeting host reviewed the details of the local arrangements¹ and provided further information regarding logistics

¹ 04_FGI_2016_July

4. Background papers (summary)

- [11] The IPPC Secretariat introduced the background papers² and provided a summary of their content, as outcomes from CPM 11 meeting. The main paper to consider further is the draft Terms of Reference (ToR) and Rules of Procedure (RoP) presented to CPM 11 by the existing CDC. The ToR and RoP need to be developed further taking into consideration interventions made by New Zealand³ and the European Union (EU)⁴ during CPM and points made in discussion papers of this Focus Group.
- [12] The outcomes of this meeting, namely the revised ToR and RoP for the new subsidiary body will be discussed by the IPPC Strategic Planning Group (SPG) and the CPM Bureau in October 2016 before going to CPM 12 for approval.

Overview of the IPPC Implementation Facilitation Unit (IFU)

- [13] To provide context to the implementation and capacity development activities the IFU currently undertakes and the new roles and responsibilities that will soon be integrated into the unit following implementation of the Enhancement Evaluation, the IPPC Secretariat gave an overview of IFU's responsibilities:
- Capacity development at global, regional and national levels
 - The Implementation Review and Support System (IRSS) project
 - The ePhyto project
 - National Reporting Obligations
 - Dispute avoidance
- [14] The Focus Group noted that each of the above areas currently has an oversight body or function. Once established, the new committee will oversee these areas either at the subsidiary body level or as sub-groups.
- [15] To coordinate the above work and allocate appropriate financial and human resources these are delivered under the following categories:
- Coordination and cooperation
 - Project management and resource mobilization
 - Monitoring and evaluation
 - Services, tools and web resources
- [16] The planning and prioritization of all work is undertaken by the IPPC Secretariat in conjunction with the CDC based on CPM and donor priorities and directives received from the Food and Agriculture Organization of the United Nations (FAO) for technical assistance. In contrast, the SC sets its work programme based on highly structured processes and procedures to achieve CPM priorities.

5. Discussion papers

5.1 Australia

- [17] Australia's paper⁵ was presented – Considerations on the new Implementation Oversight Body. The points emphasized include:
- Alignment with the IPPC, its strategies and CPM priorities
 - The important role of RPPOs in implementation activities
 - Regular review of the implementation strategies and work plans
 - Alignment with the Framework for Standards and Implementation
 - Production, oversight and approval of implementation resources

² 05_FGI_2016_July; 06_FGI_2016_July; 07_FGI_2016_July; 08_FGI_2016_July; 09_FGI_2016_July; 10_FGI_2016_July

³ 07_FGI_2016_July

⁴ 08_FGI_2016_July

⁵ 11_FGI_2016_July

- Relationships with the IPPC Secretariat
- Collaboration with the SC, including consideration of joint activities

5.2 China

- [18] The China paper⁶ was presented – Opinions on responsibilities and procedures of the Implementation Oversight Body of the International Plant Protection Convention. The paper stated implementation work should be done in order of priorities, urgency and in a planned manner, without causing an excessive workload on contracting parties. The paper provided scope and priorities for the new subsidiary body to carry out and suggested the focus of oversight should be to areas that contracting parties, RPPOs and CPM priorities, with special attention paid to developing countries' needs.
- [19] Suggestions were made for aspects to include in the ToR and RoP, which will be considered during the drafting exercise.
- [20] The Asia participant also provided Nepal's thoughts on the establishment of the new subsidiary body. Proposals were provided for a committee name (Implementation and Capacity Development Technical Committee – ICDTC), aim, structure and functions.

5.3 North America

- [21] The North America paper⁷ was presented. The overarching purpose is to develop and oversee strategies to enhance harmonization goals of the IPPC, and to balance between traditional capacity development and more innovative ways of working. The paper outlined that the new subsidiary body is the appropriate forum for information exchange, dispute settlement and NROs and these should be standing agenda items, rather than a specific groups. However, the new subsidiary body should also have the ability to establish and dissolve ad hoc groups as necessary. The roles of RPPOs were highlighted as important for implementation and that all work should be focused on high value, high impact activities.

5.4 RPPO roles and functions

- [22] The RPPO representative presented the paper⁸ – Roles and functions of Regional Plant Protection Organizations (RPPOs) in their relationship with the Commission. This paper was written to update a recommendation from the Interim Commission on Phytosanitary Measures in 2005. It was highlighted that while RPPOs differ in their size and function, the majority of their work is implementation-based to support regional members. RPPOs play a key role in supporting regional plant health activities, with successes and challenges reported annually to their Technical Consultation (TC) meeting and thereafter to CPM.
- [23] It is foreseen that RPPOs will have an increasingly important role in support of future implementation activities, including having a major communication role in their regions and operating networks between their members, other RPPOs and the IPPC Secretariat. RPPOs should collectively organize their representation in IPPC subsidiary body meetings and when attendance is requested, representation should be appropriate to the context, which could be from an RPPO Secretariat or regional expert participation.

5.5 CBD presentation (virtual)

- [24] The Convention on Biological Diversity (CBD) participant presented via remote link an overview of the CBD Subsidiary Body on Implementation (SBI). The presentation included the review of implementation preceding the first SBI meeting, in reference to the succeeded expert working group, the ToR for the SBI, how the SBI differs from CBD's other subsidiary body and the draft modus operandi.

⁶ 12_FGI_2016_July

⁷ 13_FGI_2016_July

⁸ 14_FGI_2016_July

- [25] The SBI will meet annually inter-sessional to the Conference of Parties (COP), with a Chairperson chosen from the COP Bureau, but not being the same individual. The focal points for the COP and SBI will remain the same for consistency. The SBI will focus on four substantive points at each meeting - review of progress in implementation, strategic actions to enhance implementation, strengthening means of implementation and operations of the Convention.

5.6 Standards Committee (of the IPPC)

- [26] The IPPC Secretariat presented the paper⁹ – Relationship between the Standards Committee and the Capacity Development Committee (also including the possible new Implementation Committee). The paper emphasized the need for enhancing collaboration between the two subsidiary bodies and looking for opportunities for them to meet, share information and expertise. It was suggested that the two subsidiary bodies coordinate their meeting dates to allow cross participation.
- [27] In the interests of collaboration, the two subsidiary bodies should strive to maintain the Framework for Standards and Implementation to coordinate the development or revision of standards and the necessary implementation materials. It is suggested that the current SC Call for Topics should be expanded to call for problems/topics/issues of contracting parties which should be considered for development into a standard, guidance or other implementation document, whichever is most appropriate. To facilitate this process stewards (from the SC and similarly from the new subsidiary body) could be assigned to both standards and implementation materials to champion their development/revision.
- [28] As the SC has been established for some time, the IPPC Secretariat advised the new subsidiary body should build on lessons learnt from them, in particular the size of the new subsidiary body. Previously, the SC was only 14 members, but later increased to the current size of 25, which has made it more complex to manage, less flexible and more expensive.

Exercise – Joint call for problems

- [29] To explore how a potential joint call for problems/topics may be undertaken in the future the Focus Group simulated this process, with participants assigned to the new committee, SC or the Bureau to consider different perspectives. Participants provided a number of problems/topics for assessment and the mock groups allocated the issue into the appropriate pathway to be resolved e.g. standard development, implementation guidance, other interventions, or combinations of all three. The exercise was illustrative of the complexities of the work the different groups undertake, the opportunities for collaboration and some of the difficulties that may be encountered with a joint call.

5.7 Capacity Development Committee (of the IPPC)

- [30] The CDC representative presented the paper¹⁰ – Capacity Development Committee proposal for the establishment of a new Capacity Development and Implementation Committee. This paper builds on that submitted to CPM 11, which included a preliminary ToR and RoP, and also includes some of the SC processes, such as the appointment of stewards and promotes general cooperation between the SC and new subsidiary body. The key point from the paper is the CDC is successful because of the way members are selected (Bureau selection based on skills and expertise), its small size, having English as the only working language and that all members of the committee do work and are very productive. These aspects also make the CDC relatively inexpensive to run compared to larger committees and is flexible, fluid and responsive.
- [31] It is the CDC's proposal that the new subsidiary body is named the Implementation and Capacity Development Committee (ICDC), as a number of the regions place a very high level of importance on capacity development and do not understand the meaning of implementation in this context.

⁹ 15_FGI_2016_July

¹⁰ 16_FGI_2016_July

5.8 IPPC observations of CBD's Subsidiary Body on Implementation

[32] The IPPC Secretariat presented the paper¹¹ on observations of the CBD's first meeting of the SBI. The CBD SBI was created to replace the Ad Hoc Open-ended Working Group on Review of Implementation of the Convention and during its first meeting worked to finalize the draft modus operandi of the body for adoption by the CBD governance body, the COP.

[33] The SBI was open for all CBD parties to attend, in addition to other UN organizations, such as the IPPC Secretariat, biodiversity-related organizations and public groups. The SBI meeting was undertaken in the same approach as the annual COP, conducted in the six official UN languages with interpretation provided. The many outcomes of the meeting will be presented to COP13 for adoption in December 2016.

6. CPM appointed tasks

6.1 Purpose and scope

[34] The Focus Groups discussed the purpose and scope of the new subsidiary body, which are included in the draft ToR in Appendix 4.

6.2 Functions of the new implementation subsidiary body

[35] The Focus Groups discussed the functions of the new subsidiary body, which are included in the draft ToR in Appendix 4.

6.3 Functions of subsidiary bodies and existing ad hoc groups

[36] The Focus Group considered that the functionality of existing subsidiary bodies, specifically the SBDS and the NROAG, could be overseen by the new subsidiary body, but that further consideration of how this could work is needed. For example, the existing subsidiary bodies could be dissolved and the new subsidiary body assume their roles or they could become sub-groups under the new subsidiary body. The recommended actions from the Focus Group to CPM 12 are included in Appendix 6.

[37] It should be decided on a case-by-case basis how decisions needed for the work of the sub-groups are taken (e.g. currently the Bureau makes decisions for the IPPC ePhyto Steering Group, due to their sometimes urgent nature).

6.4 Governance, work planning and prioritization within CPM decisions

[38] The Focus Group discussed the governance, work planning and prioritization within CPM decisions in the context of the new subsidiary body, which are included in the draft ToR in Appendix 4.

6.5 Relationships with the CPM, the CPM Bureau, the IPPC Secretariat, the Standards Committee and the Strategic Planning Group

[39] The Focus Group discussed the relationships with the CPM, the CPM Bureau, the IPPC Secretariat, the SC and the SPG in the context of the new subsidiary body, which are included in the draft ToR (section 5-7) in Appendix 4.

6.6 Resource analysis for operation of the new implementation subsidiary body

[40] The Focus Group recognized the new subsidiary body will be larger than the current CDC. Given the recommendations made for the new subsidiary body and review of the existing sub-groups (section 6.3), the Focus Group considers there may be a cost neutral outcome, pending further analysis.

6.7 Any other issues relevant to the establishment of the new implementation subsidiary body

[41] No other issues were raised.

¹¹ 17_FGI_2016_July

6.8 Terms of reference

[42] The draft ToR developed by the Focus Group is included in Appendix 4.

6.9 Rules of procedure

[43] The draft RoP developed by the Focus Group is included in Appendix 5.

6.10 Name of the new implementation subsidiary body

[44] The Focus Group agreed the name of the new subsidiary body should be the Implementation and Capacity Development Committee, abbreviated to IC.

7. Other business

[45] No other business was discussed.

8. Next steps

[46] The meeting report of the Focus Group will be finalized and published on the IPP.

[47] An introductory paper for presentation at the October 2016 SPG meeting, based on the Focus Group outputs of Appendices 4, 5 and 6, will be drafted by the Bureau representative covering points discussed and outcomes of the Focus Group.

9. Review and adoption of the Report

[48] The Focus Group reviewed the draft report of the meeting and adopted it as an accurate account of proceedings.

10. Close of the meeting

[49] The Focus Group meeting was closed by the IPPC Secretary and the meeting host

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Appendix 01 – Agenda

18-22 July 2016		
FGI Meeting		
Agenda item	Document No	Presenter
1. Opening of the meeting		
1.1 Meeting introduction by IPPC Secretariat		Sosa
1.2 Welcome by host		Ward
1.3 Welcome by the IPPC Secretary		Xia
1.4 Introductions		Participants
1.5 Election of Chairperson and Rapporteur		Sosa
2. Adoption of the agenda	01_FGI_2016_July	Chair
3. Administrative matters		Chair
3.1 Participants list	02_FGI_2016_July	
3.2 Documents list	03_FGI_2016_July	
3.3 Local information	04_FGI_2016_July	
4. Background papers (summary)		
4.1 CPM 11 outcomes	05_FGI_2016_July 06_FGI_2016_July 07_FGI_2016_July 08_FGI_2016_July 09_FGI_2016_July 10_FGI_2016_July	Sosa
5. Discussion papers		
5.1 Australia	11_FGI_2016_July	Ransom
5.2 China	12_FGI_2016_July	Sharma
5.3 North America	13_FGI_2016_July	Greifer
5.4 RPPO roles and functions	14_FGI_2016_July	Ward
5.5 CBD presentation (virtual)		Sharma, R Larson
5.6 Standards Committee (of the IPPC)	15_FGI_2016_July	Jennings
5.7 Capacity Development Committee (of the IPPC)	16_FGI_2016_July	Stewart
5.8 IPPC observations of CBD SBI1	17_FGI_2016_July	

6. CPM appointed tasks		Chair
6.1 Purpose and scope	04_FGI_2016_July	
6.2 Functions of the new implementation subsidiary body	09_FGI_2016_July 10_FGI_2016_July	
6.3 Functions of subsidiary bodies and existing ad hoc groups		
6.4 Governance, work planning and prioritization within CPM decisions		
6.5 Relationships with the CPM, the CPM Bureau, the IPPC Secretariat, the Standards Committee and the Strategic Planning Group		
6.6 Resource analysis for operation of the new implementation subsidiary body		
6.7 Any other issues relevant to the establishment of the new implementation subsidiary body		
6.8 Terms of reference		
6.9 Rules of procedure		
6.10 Name of the new implementation subsidiary body		
7. Other business		Chair
8. Next steps		Chair
9. Review and adoption of report		Chair
10. Close of the meeting		Chair/Xia/Ward

Appendix 02 – Participants List

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Appendix 03 – Documents List

Document No.	Agenda item	Document title	Date posted/ Distributed
01_FGI_2016_July	2	Draft Agenda	2016-07-05
02_FGI_2016_July	3.1	Participants list	2016-07-05
03_FGI_2016_July	3.2	Documents list	2016-07-05
04_FGI_2016_July	3.3	Local information	2016-07-05
05_FGI_2016_July	4	CPM 11 paper - Review of Capacity Development Committee (CDC)	2016-07-05
06_FGI_2016_July	4	CPM 11 paper – Proposal for a new implementation oversight body – IPPC Implementation and Capacity Development Committee (ICDC)	2016-07-05
07_FGI_2016_July	4	CPM 11 paper – New Zealand intervention: Proposal for a new implementation oversight body - IPPC Implementation and Capacity Development Committee (ICDC)	2016-07-05
08_FGI_2016_July	4	CPM 11 paper – EU intervention: Statements from the European Union and its Member States regarding various CPM Agenda items	2016-07-05
09_FGI_2016_July	4	CPM 11 Report extract – 8.4: Capacity Development and Implementation Oversight	2016-07-05
10_FGI_2016_July	4	CPM 11 paper - Terms of Reference for the Focus Group	2016-07-05
11_FGI_2016_July	5.1	Focus Group discussion paper – Australia	2016-07-05
12_FGI_2016_July	5.2	Focus Group discussion paper – China	2016-07-05
13_FGI_2016_July	5.3	Focus Group discussion paper – North America	2016-07-05
14_FGI_2016_July	5.4	Focus Group discussion paper – Roles and functions of RPPOs	2016-07-05
15_FGI_2016_July	5.6	Focus Group discussion paper – Relationship between SC and CDC	2016-07-05
16_FGI_2016_July	5.7	Focus Group discussion paper – CDC	2016-07-05
17_FGI_2016_July	5.8	Focus Group discussion paper – IPPC observations of CBD SBI1	2016-07-05

Appendix 4 – Draft Terms of Reference of the IPPC Implementation and Capacity Development Committee (IC) - a subsidiary body of the CPM

Note on interpretation

References to implementation mean implementation of the International Plant Protection Convention (IPPC), including standards, guidelines and recommendations adopted by the Commission on Phytosanitary Measures (CPM).

Terms of Reference

1. Purpose

The IC develops, monitors and oversees an integrated programme to support the implementation of the IPPC and strengthen the phytosanitary capacity of contracting parties.

2. 2. Scope of the IPPC Implementation and Capacity Development Committee (IC)

The IC, under the guidance of the CPM, provides technical oversight of activities to enhance the capacities of contracting parties to implement the IPPC and meet the strategic objectives agreed by CPM. The IC

- Identifies and reviews the baseline capacity and capability required by contracting parties to implement the IPPC.
- Analyses issues constraining the effective implementation of the IPPC and develops innovative ways to address impediments.
- Develops and facilitates delivery of an implementation support programme to enable contracting parties to meet and surpass the baseline capacity and capability.
- Monitors and evaluates the efficacy and impact of implementation activities and reports progress as one measure of the State of Plant Protection in the World.
- Oversees dispute avoidance and resolution processes.
- Works with the Secretariat, potential donors and the CPM to secure sustainable funding for its activities.

3. Composition

The IC is composed of eleven experts with relevant skills and experience in implementation of phytosanitary-related instruments and/or capacity development. The Bureau, taking account of the balance of skills and experience required, and geographical representation, selects and appoints the members.

In addition, representatives from the regional plant protection organizations (RPPOs) and the Standards Committee (SC) participate.

4. Functions

1. The IC has the following functions:

i) Technical work programme

1. Identify and keep under review baseline capacity and capability required by contracting parties to implement the IPPC.
2. Identify and propose strategies for contracting parties to enhance their implementation of the IPPC, including national reporting obligations, taking into account their specific capacities and needs.
3. Review the Secretariat's analyses of contracting parties' challenges associated with the implementation of the IPPC.
4. Based on an analysis of outputs from the above activities, recommend priorities to CPM.

5. Identify and assess new technologies which could enhance implementation.
 6. Monitor and evaluate actions under the IPPC Strategic Framework, other related strategies, frameworks and work plan(s).
- ii) Effective and efficient management of the IC
7. Develop, agree and maintain a work plan in alignment with CPM priorities.
 8. Develop procedures and criteria for the production, oversight and approval of technical resources for implementation.
 9. Establish, dissolve and provide oversight of sub-groups, undertaking specific activities and tasks.
 10. Seek advice and/or input on matters relevant to its work programme from technical panels (through the SC) and other groups or organisations that assist the IPPC.
 11. Periodically review its functions, procedures and outcomes.
 12. Monitor and evaluate the effectiveness of its activities and products.
- iii) Working with the Secretariat
13. Develop and manage projects that contribute to achieving the implementation priorities agreed by CPM.
 14. Provide guidance on implementation and capacity development activities for inclusion in the Secretariat's work plan.
 15. Assess and prioritize for inclusion in the International Phytosanitary Portal (IPP) or the Phytosanitary Resources website, as appropriate, technical resources that are relevant for developing capacity to implement the IPPC.
 16. Promote dispute avoidance as an outcome of effective implementation.
 17. Oversee the dispute settlement process as required.
 18. Contribute to the development and maintenance of links with donors, partners and other public and private organizations concerned with implementation and capacity development in the phytosanitary area.
- iv) Working with other subsidiary bodies
19. Work in close collaboration with the SC to make standards setting and implementation complementary and effective.
 20. Review the Framework for Standards and Implementation annually and recommend changes to the CPM through the SPG.
 21. Work with other subsidiary bodies and RPPOs regarding areas of mutual interest.
- v) Actions directed by CPM
22. Contribute to the delivery of the IPPC Communications Strategy.
 23. Provide oversight of bodies that have been established by CPM and entrusted to the IC.
 24. Undertake other functions as directed by the CPM.
 25. Report to the CPM on its activities.

5. Relationship with the IPPC Secretariat

The Secretariat is responsible for coordinating the work of the IC and providing administrative, editorial operational and technical, support. The Secretariat advises the IC on the availability and use of financial and staff resources.

6. Relationship with the Standards Committee

The IC collaborates with the SC on the basis of aligned work plans for the implementation of the IPPC. This collaboration will take place at a number of levels (e.g. Secretariat, chairs, members, stewards and sub-groups). The IC includes an SC representative and also selects a representative for

participation in SC meetings. Subjects for collaboration will include at least:

- Alignment of work programmes
- Development of implementation plans for standards
- Analysis of responses to calls for topics and issues to be addressed
- Review of the Framework for Standards and Implementation
- Development and implementation of joint projects.

7. Relationship with the RPPOs

RPPOs provide a regional perspective on issues, challenges and the region operating context impacting contracting parties and their NPPOs. RPPOs provide support to contracting parties to enhance their phytosanitary capacities and capabilities. The IC includes an RPPO representative. Areas for collaboration include:

- Exchange of draft work programmes
- Sharing of technical resources and information
- Identification and provision of experts
- Coordination of activities and events, including IPPC Regional Workshops
- Development and implementation of joint projects.

Appendix 5 – Draft Rules of Procedure of the IPPC Implementation and Capacity Development Committee (IC) - a subsidiary body of the CPM

Rule 1. Membership

The IC is composed of 11 members plus one representative each from regional plant protection organizations (RPPOs) and the Standards Committee (SC) of the International Plant Protection Convention (IPPC).

Members are selected on the basis of a balance of expertise with at least one from each Food and Agriculture Organization of the United Nations (FAO) region and representation from developing countries. Members should have experience of either implementation of phytosanitary related instruments and/or capacity development and will be selected and appointed by the Bureau.

The Technical Consultation (TC) among RPPOs and the SC each appoints a representative to the IC through their own processes.

The members and representatives will serve with utmost integrity, impartiality, and independence and will prevent and disclose in advance possible conflicts of interest that may arise in the course of carrying out their duties. If they occur, the Commission on Phytosanitary Measures (CPM) Bureau will resolve cases of a conflict of interest.

Rule 2. Qualification for membership

Nominations for members will include documented evidence of their experience in implementation and/or capacity development. This experience should include at least one of the following:

- Demonstrated experience in managing phytosanitary systems;
- Demonstrated experience in delivering phytosanitary capacity development activities;
- In depth knowledge of the IPPC and International Standards for Phytosanitary Measures;
- Experience in the implementation of phytosanitary regulations;
- Other specific knowledge, qualifications and/or experience, for example in developing and delivering training.

Nominees will also have a level of English which will allow them to actively participate in IC meetings and discussions.

Rule 3. Procedure for selection of members

The Secretariat will issue a call for members when vacancies arise. Member nominations, including supporting information and a letter of commitment as specified in the call, may be formally submitted by contracting parties or RPPOs.

The CPM Bureau will review nominations against the list of requirements outlined in Rule 2.

Members serve for a term of three years which may be renewed.

Rule 4. Alternate and replacement members

At least one alternate for each FAO region should be appointed following the selection process detailed in Rule 3 and serves for a term of three years which may be renewed in accordance with that Rule.

An alternate may attend a meeting of the IC in place of a member who is unable to attend.

If a member resigns, no longer meets the qualifications for membership set forth in these Rules, or fails to attend two consecutive meetings of the IC, he or she will be replaced. The replacement will be decided by the Bureau maintaining the balance of expertise, and the need to have at least one member from each FAO region. A replacement member will serve for a term of three years starting from the time of appointment.

Rule 5. Chairperson and Vice-Chairperson

The chairperson and vice-chairperson of the IC are elected by its members and serve for a term of three years with the possibility of re-election for not more than two further terms.

Rule 6. Meetings

The IC will hold two physical meetings a year. Additional meetings may be held when necessary, subject to available staff and financial resources. Meetings of the IC may also be held through electronic means, including by video and teleconference, as necessary.

A majority of members will constitute the quorum to hold meetings.

Rule 7. Observers and participation of invited experts to IC meetings

Subject to the provisions of the below paragraph, meetings of the IC will be open, in accordance with the applicable FAO and CPM rules and procedures.

The IC may determine that certain meetings, or part thereof, be conducted without observers, in consideration of the sensitivity or confidentiality of the subject.

With the prior agreement, or at the request, of the IC members, the Secretariat may invite individuals or representatives of organizations with specific expertise, to participate as observers in a specific meeting or part thereof.

Rule 8. Bodies established by CPM

A subsidiary body established by the CPM may be entrusted to the oversight of the IC. These bodies will have their own terms of reference and rules of procedure which will have been agreed by the CPM during their establishment.

Rule 9. IC Sub-groups

The IC may establish sub-groups to address specific implementation and capacity development issues subject to availability of financial resources. The IC will determine in their terms of reference the tasks, duration, membership and reporting duties of these sub-groups.

The IC may dissolve subgroups when they are no longer required.

Rule 10. Decision-making

The IC will endeavour to make decisions on the basis of consensus between members.

Situations where consensus is required but cannot be reached shall be described in the meeting reports detailing all positions maintained and presented to the CPM for discussion and appropriate action.

Rule 11. Reporting

The IC will report to the CPM.

The work plan and the reports of the meetings of the IC will be posted on the IPP.

Rule 12. Amendment

The CPM may amend the Rules of Procedure of IC, provided that such amendment is consistent with the Constitution and the General Rules of FAO and the IPPC.

Rule 13. Confidentiality

IC members will exercise due respect for confidentiality where sensitive information is identified.

Rule 14. Language

Meetings of the IC will be conducted in English.

Appendix 6 – IPPC Focus Group recommendations to CPM 12

1. That an 'Implementation and Capacity Development Committee' be established under the enclosed terms of reference and rules of procedure.
2. That the Implementation and Capacity Development Committee be abbreviated to IC.
3. That it be established and start operating in the second half of 2017.
4. That the CPM dissolves the CDC from the time that the IC is established and has started working.
5. That the next call for topics be delayed so that a joint SC/IC call for topics for standards and issues for implementation may be held.
6. That a priority task for the IC will be to develop criteria for the joint IC/SC call for topics and issues.
7. That a priority task for the IC will be to review sub-groups and subsidiary bodies in the implementation area and make recommendations to CPM on which should be dissolved, which should be retained and how terms of reference should be amended in the light of the establishment of the IC.
8. That meanwhile CDC starts work on these priority tasks. That the CDC also works to complete activities on its programme as far as possible to ensure a smooth transition to the IC.