



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention

# **REPORT**

## **CPM Bureau Meeting**

**Rome, Italy**

**9 (afternoon only) and 13 October 2017**

**IPPC Secretariat**

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**9 October 2017 (14:00 – 17:00)****1. Opening of the Meeting**

- [1] The Vice Chairperson of the CPM, Mr Francisco Javier TRUJILLO ARRIAGA, chaired the meeting due to the Bureau Chairperson being indisposed (the Bureau Chairperson joined the meeting via skype on the last day). The Chairperson asked the Bureau to review and adopt the agenda of the meeting. The Chairperson noted that as we are getting closer to the IYPH 2020 we would need to be clear about specific tasks and be efficient on how to allocate resources, taking into account main events that would happen simultaneously. The Chairperson stressed the importance of thinking about how to attract funds, therefore, the Bureau would need to allocate time and efforts to improve the fund raising.

The IPPC Secretary opened the meeting and introduced Shoki AL DOBAI, the new Integration and Support Team Leader, as well as Céline GERMAIN and Sarah BRUNEL representing SSU and IFU. The IPPC Secretary underlined the IPPC topics with high priority to be discussed during this week that are: 1) Work Plan and Budget of the IPPC Secretariat for 2018 and for 2019; 2) Sustainable Funding Mechanism of the IPPC Work Programme; and 3) IPPC Strategic Framework for 2020-2030.

- [2] The IPPC Secretary recalled the change that was already introduced to the workplaning and budget to have advance planning by one year and prioritization of tasks. He emphasized the importance to have a sustainable funding mechanism on place to efficiently address the permanent gap in funding the IPPC activities. He informed the Bureau about the FAO new rules and procedures for recruiting consultants and PSAs noting that over 60% of Secretariat staff fall under these categories, and will be affected by these new rules. Sustainable funding would be the suitable solution to address this gap in funding and creation of more stable posts needed. He added, the new IPPC Strategic Framework for 2020-2030 should be thoroughly discussed and agreed on to allow us to move toward the approval by CPM-13.
- [3] The IPPC Secretary noted that during this week there will be five IPPC activities: FC, Bureau, SPG, the IPPC Seminar on Trade, and the Cocktail on the IPPC 65<sup>th</sup> Anniversary.

**2. Meeting Arrangements****2.1 Election of the Rapporteur**

- [4] Lucien KOUAME KONAN was elected as the Rapporteur.

**2.2 Adoption of the agenda**

- [5] The Bureau adopted the agenda (Appendix 01). The IPPC Secretary asked for adding one topic to be discussed under Any Other Business on a possible replacement of Ralf LOPIAN as a Member of the FC due to his engagement in the IYPH 2020.

**3. Administrative Matters**

- [6] The Secretariat informed that all available documents are posted on the IPP (www.ippc.int).

**3.1 Documents list**

Please refer to the Appendix 02.

**3.2 Participants list**

Please refer to the Appendix 03.

**3.3 Local information**

Please see [Link to the Local Information](#)

#### **4. Review of 2017 June Bureau Report**

- [7] The Chairperson underlined that we should think on how to link IPPC activities with trade and the new Trade Facilitation Agreement. The Chairperson highlighted the main outcomes of the June meeting. He emphasized on the importance to have a sustainable funding mechanism to fill the gap of the two million deficit in the IPPC budget and to support the plant health globally. In addition, the review of the State of Plant Health in the World would need substantial amount of money as well. The Chairperson underlined that eCommerce is becoming more and more of a global concern.

#### **5. Report of the Resource Mobilization of the IPPC Secretariat for 2017**

- [8] The IPPC Secretary presented a report of the Resource Mobilization of the IPPC Secretariat for 2017, including: 1) Budget Plan for 2017; 2) Resource Mobilization Plan for 2017; 3) Important activities for Resource Mobilization; and 4) Outcomes for Resources Mobilization. The IPPC Secretary also presented the main challenges in Resource Mobilization: more demands from contracting parties while very strict FAO new policies for hiring consultants and PSAs were being introduced. The IPPC Secretary made a suggestion by inviting contracting parties, Bureau and FC members to engage in Resource Mobilization activities in order to raise sufficient funds for survival and sustainable development of the IPPC Secretariat.
- [9] The Chairperson stressed the importance and need to be very efficient to timely process this issue.

#### **6. Report of Financial Committee Meeting in October 2017**

- [10] Marie-Claude FOREST (North America, Chair of the Financial Committee) presented highlights from the FC meeting held on Monday morning (9 October 2017 a.m.) that include: the IPPC Secretariat resource mobilization activities; Work Plan and Budget with priority setting exercise with an aim to adopt 2019 Budget based on 2018 Budget as in December Bureau meeting both Budgets should be reviewed; the outcome of a discussion on sustainable funding with Marta Pardo (FAO Senior Legal Officer) and David McSherry (FAO Senior Finance Officer) who would join the SPG meeting and provide their valuable feedback. Marie-Claude FOREST underlined that still more feedback from the EU is needed if a system was to be adopted soon. It was planned to discuss this subject in detail at the SPG meeting with contracting parties. Marie-Claude FOREST reported that there was also a discussion on comparing the costs of CPM held in Rome and in the Republic of Korea and it turned out it was more expensive for the host country to have it in the Republic of Korea. Marie-Claude FOREST underlined that contracting parties should know details of holding the CPM outside FAO-HQ in case any contracting party would like to volunteer to host a CPM in the future. Marie-Claude FOREST noted that registration of ISPM 15 symbol and renewal costs requires sufficient Secretariat's staff to process all requests.
- [11] The Chairperson underlined that funding mechanism will be discussed during the SPG meeting which he will be chairing. He noted that increasing the contribution would be difficult to explain to the Ministers and only the FAO DG can address Ministers. The IPPC Secretary remarked that the Bureau should approach the FAO DG to help to address this issue, as it is not appropriate for the Secretariat to do it. One of the big challenges is to explain the idea of increasing the contribution to the Contracting Parties. He reported that Ralf LOPIAN suggested presenting this idea to the Ministers during the IYPH Conference. The IPPC Senior Advisor (Craig Fedchock) suggested that it would be a good idea to set up a side meeting during the SPS Committee to address this issue. The Chairperson stressed to find a realistic approach to address this issue.

#### **7. Preparation for SPG of October 2017**

- [12] The Chairperson underlined that the SPG should concentrate on solving the issue of deficit of Secretariat funding and help to raise two million dollars more each year to its sustainable operation. The second main point for the SPG to work on would be to advance the IPPC Strategic Framework 2020-2030 so far worked on by two experts. The Chairperson stressed that the SPG would need to work on those two issues and address other points on the agenda.

- [13] The Chairperson noted that the strategies prepared by the FC for sustainable funding should be discussed by the SPG to show the importance of the IPPC in relation to the new Trade Facilitation Agreement. Arguments on how to speak to outsiders should be gathered during the SPG. The review of plant health in the world could be gathered as the outcome from a Phytosanitary Conference. The Chairperson noted that right now there were different phytosanitary conferences in each region and some caution would be needed in validating outcomes from conferences to make sure that phytosanitary information is accurate. The SPG would also need to prepare for the 2018 Environmental Theme as not much had been done so far.
- [14] A Bureau Member noted that a call for phytosanitary issues would need to be dealt with on Tuesday as experts would only be available on that day. Marta Pardo (FAO Senior Legal Officer) and David McSherry (FAO Senior Finance Officer) would join the SPG meeting on Thursday.
- [15] The Chairperson remarked that about 6-7 items at the SPG agenda had no supporting papers and he urged presenters to be motivational when they would be presenting those topics. The Chairperson noted that the 2020 Conference with donors should also be a focus of the SPG, while separately the 2020 Symposium on ePhyto was also planned.
- [16] The Chairperson noted that a paper on Trade Facilitation Agreement prepared by the CPM Chairperson consisted of points which would be good sellers in general and they should be included in the preparations for the IYPH 2020. The Chairperson remarked that more than just one paper should be developed on that issue to be later discussed at the SPG.
- [17] The Chairperson stressed that the sustainable funding mechanism should be thoroughly discussed at the SPG to achieve an agreement and come up with a new realistic and acceptable mechanism for Contracting Parties. One Bureau Member noted that constructive arguments would be needed to those who would oppose the new mechanism. If a contracting party disagree they should suggest another mechanism. The IPPC Senior Advisor suggested informing the SPG about the reality on what can be implemented within the currently available budget which was very little. In that way the SPG would understand the need to raise more funds in a sustainable manner.
- [18] The Chairperson suggested an approach that during the SPG by Thursday a clear mechanism for sustainable funding should be developed as a matter of priority.
- [19] The IPPC Secretary remarked that asking for more financial support from FAO would also be an option as by comparison to Codex and the Treaty, the IPPC gets less funds. The IPPC Secretary expressed concern as to the reasons why IPPC got so little attention even if IPPC was more senior among three sisters.
- [20] The Chairperson underlined that the Strategic Framework and suitable funding would be two main priorities for the SPG. Regarding the IPPC 65<sup>th</sup> Anniversary there would be a special celebration on Wednesday evening with speeches and cake.
- [21] The Secretariat noted that the ePhyto would need to be addressed in some aspects, especially an issue with the ISPM 12 appendices and their possible rapid updates.
- [22] The Chairperson asked what is expected from the eCommerce. The Secretariat would present a report on activities done so far (CPM special topic with recommendations, WCO working group) and the SPG would be asked for feedback and guidance. The Secretariat was asked to give specific guidance on priorities within this subject to suggest to the SPG and to prepare a facilitated exercise for the SPG to select ideas and priorities to be presented on Thursday.

**13 October 2017 (09:00-17:00)**

## **8. Financial, Budgetary and Work Plan**

### **8.1 Work plan and budget of the IPPC Secretariat for 2018**

- [23] The Secretariat presented the table with the Work Plan and Budget of the IPPC Secretariat for 2018, including prioritization of the Secretariat's activities and expected project funds and in-kind contributions. The Secretariat noted that comments received previously would be incorporated in the revision of the document.
- [24] One Bureau Member commented that regarding a question of what portion of each project is defined as staff funding depended on the project defined, however detailed data was confidential.
- [25] One Bureau Member noted that the Work Plan should connect priorities to available resources.
- [26] The Secretariat remarked that there were too many priorities set by the CPM that were not matching available resources. Funds allocated for staff would depend on the project as each project set its own priorities. The Secretariat also noted that in the Implementation Facilitation Unit there were four staff members working on the implementation programme with different % of time devoted to different projects. Depending on funds available the tasks of staff change accordingly.
- [27] The Bureau noted that in general there was an activity already carried out, it would be fine to continue it within given funds. A danger would be when a deviation from set priorities happened when a new project would arrive. For example, the Implementation Facilitation Unit is mainly supported by project funds.
- [28] The Bureau also noted that although standard setting is an obligatory activity most project funds go to implementation as these activities attract donors and no one would sponsor the translation in standard setting. Therefore, these two areas of activity should be treated differently.
- [29] One Bureau member requested a chart of the Secretariat explaining clearly which staff is regular and who is hired on a temporary basis in order to better understand the situation. The Bureau noted that ideally there should be a solid base of employees whose tasks would change according to priorities, however right now the situation was that there was no such base.
- [30] One Bureau Member reminded that the cost of future registration of ISPM 15 symbol at FC was discussed and the Bureau had decided to stop that activity at some point in the future and support only first registrations. The Bureau should address this point again in the future.
- [31] The Bureau noted that 25 000 USD for the IPPC Sea Containers Task Force meeting was available. That would cover the cost of the Secretariat's staff attending this meeting. This time the IPPC Secretary would attend with the use of the regular funds for attendance, however that solution would be temporary. The Task Force should establish its own workplan with concrete activities to be presented to the CPM. These activities should be funded by extra budgetary resources. Similarly, if there was no eCommerce funding available we should be aware and explain to contracting parties that no activity would be done.
- [32] One Bureau Member remarked that it should be shown that the Secretariat is using the funds rationally as there were complaints that Secretariat's staff were travelling too much.
- [33] One Bureau member enquired why some SPG participants who had been on the list had not attend the meeting. This issue is linked to visa problems experienced by some expected SPG participants.
- [34] The Secretariat informed that one specialist from Japan expected to start working in the Secretariat in November.
- [35] The Bureau approved Work Plan and Budget of the IPPC Secretariat for 2018 (Appendix 06). The table will be presented to the CPM-13.



## 8.2 Discussion on 2019 work plan and budget

- [36] It was discussed that the 2019 Workplan and Budget would be prepared for the Bureau December meeting by the Secretariat. It would follow the 2018 table with a clear indication on non-secure staff, and including staff and their time allocation to tasks.
- [37] Additionally, an organizational chart with the Secretariat's staff funded by the regular programme and by other resources should be drafted and made available to the Bureau. The Bureau would later decide whether or not to include it in the paper to the CPM-13.

## 8.3 Cost comparison between holding the CPM in Rome and R. Korea

- [38] This item was addressed at the SPG meeting therefore there was no need for additional discussions.

## 9. Follow up Actions from Bureau Meeting June 2017

### 9.1 Participation of external observers in future FC meetings

- [39] The Bureau noted that participation of external donors was valuable and might potentially attract donors. Such participation could help creating transparency and awareness on the financial situation of the IPPC. The Bureau also considered that the FC is a small committee so accepting too many observers would not be feasible.
- [40] The Bureau decided that any future participation should be approved by the Bureau beforehand, as appropriate. From a practical point of view maximum three observers would be feasible. Rotation among observers would be more advisable.
- [41] It was noted that Guidance on participation of external observers in future FC meetings would be drafted by Marie-Claude FOREST.

### 9.2 Feedback on sustainable funding from 2017 IPPC workshops

- [42] The Secretariat informed that there was no specific feedback from the IPPC Regional Workshops on the issue of sustainable funding.
- [43] The Bureau noted that for next year workshops, some detailed information about sustainable funding should be prepared, including FAQs for their information (to be prepared by Kyu-Ock YIM) or a questionnaire if feedback would be required. That action could potentially attract donors (like IICA).

### 9.3 ePhyto: engagement of SPS three sisters in cooperation.

- [44] The ePhyto Project manager of the IPPC Secretariat, briefed the Bureau on the developments in that area. Work has been done in cooperation with the other sisters and with other organizations, like the World Bank, with the focus being on improving trade facilitation and interoperability. Samoa was a good example of multi-organization cooperation in the project. The World Bank working with the IPPC and Samoan authorities intends to use the project outcomes for better prioritization of border controls in cooperation with customs. Also the Philippines might be included in future work.
- [45] He also noted that the other two sisters were working on establishing their electronic certification. CODEX was at the most advanced stage having started to develop a proposal on standards for electronic certification. CITES on the other hand has taken a different approach related to their workflows which involves exchanging information through existing customs' portals such as single windows. Shane SELA indicated that it continues to be important to continue liaison with CITES in order to ensure future interoperability between ePhyto and CITES.
- [46] He noted that a member of the ePhyto Steering Group (ESG) attended a meeting to discuss alignment of ePhyto data and the WCO data model to permit ePhyto to move seamlessly in the future to single windows. Regarding the OEI he noted that OIE has proposed a project to the STDf involving analysis of the use of electronic certificates in veterinary trade. He suggested that continued cooperation would allow the sisters to further align electronic certificate issuance and transfer as much as possible to



advance overall trade facilitation and cooperation amongst border authorities leading to better risk management and increased use of risk-based measures on consignments moving in trade.

[47] He noted that the ESG has been working on the harmonization of codes and terms required for the uniform exchange of electronic certificates. He noted that the development of these terms and codes was no different than other guidance material developed to support effective implementation of the standards and that these elements are not part of the standard but additional information supporting the appendix. He noted that some flexibility in the development of these is required both to allow countries to use terms and codes that facilitate trade and are used on paper certificates. He noted that having the standard setting process be used to approve codes and terms creates unnecessary complexity and is not practical given that awaiting approval would delay trade. He also indicated that Appendix 1 of ISPM 12, Phytosanitary Certificates links to outdated information. With the commencement of the pilot, countries urgently require the revised codes and lists developed by the ESG and that the links in Appendix 1 should be immediately revised to support the operation of the pilot. As an alternative, he proposed that the ESG should continue to work with countries in developing the needed lists of codes and terms and continue to keep the Standards Committee informed of these developments.

[48] The Bureau made the decision that due to the urgency and to successfully advance the ePhyto pilot that the work on codes and terms should continue outside the usual standard setting process. The Bureau also encouraged the web link to be changed immediately after the Bureau meeting. Following that the SC and the CPM would be informed accordingly about the decision.

[49] The Secretariat informed the Bureau that on 22-26 January 2018 the 3<sup>rd</sup> a Global Symposium on ePhyto would take place in Kuala Lumpur, Malaysia. The workshop would focus on development in the ePhyto solution and workshops preparing for implementation and on border cooperation. The Bureau Members would be sent an invitation to the Symposium. The Secretariat asked whether the Bureau wanted to continue to participate directly in ESG meetings. The Bureau members noted that these meetings were usually very technical, so the Bureau Member attendance might not be necessary.

#### **9.4 Sea containers task force**

[50] The Secretariat briefed the Bureau on the creation of the Task Force on Sea Containers and informed that 17 people had been chosen for the Task Force after a call had been made. More clarity regarding a representative of industry would be needed. IMO had been invited as well. The Secretariat expressed its concerns about frequent changes in previously established contact points in case of key people. A more detailed Work Plan will have to be drafted by the Task Force. The industry was currently funding the Task Force Coordinator.

[51] The Bureau expressed an opinion that attendance of the Task Force Coordinator or the Secretariat at other relevant meetings connected with sea containers would be advisable.

#### **9.5 Industry stakeholders**

[52] Bureau Members reported on their investigations on industry involvement within their regions. Some Bureau Members informed that it was not clear how industry was involved, that more information was needed or that there were no specific contacts with industry in their region. The North-American representative informed that the issue was on the Agenda of the NAPPO Annual Meeting to be held the following week. The Asian Member of the Bureau informed that industry would attend a regional meeting in New Zealand in November.

[53] The Bureau concluded that the future would show how substantial involvement of the industry should be, based on a success of ePhyto and NAPPO experience.

## **10. Actions Arising from SPG**

### **10.1 IPPC strategic framework for 2020-2030**

- [54] During the skype connection with the CPM Chairperson was informed that the SPG had actively discussed the framework and it looked like there was a consensus on all areas covered by the framework. The Bureau noted that technical consultations before the CPM would be needed before a possible CPM approval in 2019. When the next draft would be received after its redrafting the Bureau would decide if consultations are still needed. After a feedback from the consultations, the Bureau could re-discuss the framework again if needed.

### **10.2 Sustainable funding of the IPPC work programme**

- [55] During the skype connection with the CPM Chairperson, FAO LEG, briefed on the feedback received from the SPG. The SPG concluded that a Supplementary Assessed Contribution mechanism would be clearly voluntary to contribute to Multi Donor Trust Fund. Such contributions would be possible with reference to an overarching CPM-decision, so without the need for a special agreement between contracting parties and FAO and this would facilitate donations. The SPG agreed on certain amendments in the draft text of the overall CPM-decision to stress the voluntary nature of the mechanism. The SPG did not agree on any scale or table with specific sums for contributions. Activities with no funding were underlined to make it clear to the SPG that any new activity would need additional funding. A reference to CPM-15 was removed so donations could start immediately. The paper would be redrafted by the Secretariat to take into account the SPG feedback.
- [56] The CPM Chairperson suggested that progress could be made through Bureau Members acting within their regions before the CPM.
- [57] One Bureau Member underlined that all donating contracting parties would want to know on what activities donation was going to be spent. The CPM Chairperson suggested the Work Plan and Budget with priorities should be clear enough to address the concerns without becoming burdensome for the Secretariat.
- [58] The Bureau thanked Marta Pardo (FAO Senior Legal Officer) and David McSherry (FAO Senior Finance Officer) for their work done on the sustainable funding paper.
- [59] The Secretariat will distribute an electronic version of the document reviewed by the FAO LEG, for the Bureau to comment on.
- [60] The CPM Chairperson suggested to gather FAQs on the sustainable funding initiative before the CPM to provide contracting parties with more information. The CPM Chairperson congratulated Bureau Members on a productive and fruitful meeting and looked forward to the virtual meeting in December 2017.

### **10.3 IYPH 2020**

- [61] The Secretariat briefed participants about the developments in that area. A draft resolution for the General Assembly of the United Nations would be prepared for discussion at the 2<sup>nd</sup> UN Committee late 2018. A draft letter supporting the IYPH would be made available to contracting parties. There was a special presentation done during the 2017 IPPC Regional Workshops. A logo for the IYPH will have to be developed through the FAO system via a procurement procedure.
- [62] The Bureau noted that getting support from other developing countries, including small island countries, is very important. For example, OIRSA had already endorsed their support to the IYPH.
- [63] One Bureau Member remarked that the IYPH should be sustained after 2020 so it would be the best to have the International Plant Health Day (as national events) and the International Plant Health Conference (as a global event at FAO-HQ) organized periodically. The Chairperson concluded that when IYPH is endorsed it can be discussed in more detail.

- [64] The Bureau recognised the progress made in the process and importance of the IYPH 2020.

#### **10.4 International Day of Plant Health**

- [65] The Bureau decided to follow the SPG advice not to pursue an idea to establish an International Day of Plant Health.

#### **10.5 International Phytosanitary Conference**

- [66] The Bureau decided to follow the SPG advice not to go ahead with this initiative for the time being. The Secretariat should prepare a suitable answer to Kenya regarding this issue.

#### **10.6 Proposed actions for promotion of eCommerce**

- [67] During the skype connection with Lois RANSOM, the CPM Chairperson was also informed that the SPG accepted linking an IPPC approach to the Trade Facilitation Agreement with ePhyto and eCommerce, however we would need a project plan for the eCommerce issue. The Secretariat also briefed the Bureau on a meeting with the WCO.
- [68] The Bureau decided to follow the SPG advice that more investigation would need to be done by the Secretariat, including costing the activities from the list. It will be addressed again in detail at the June 2018 Bureau meeting. Feedback to the CPM should be given with an emphasis that no activities would be done without additional funds. A new document would be prepared by the Secretariat and the CPM Chairperson using the experience that was gained with the action plan for the Task Force for Sea Containers. This will be discussed at the December Bureau meeting.

#### **10.7 Emerging issues: possible involvement of the World Bank and RPPOs**

- [69] The Secretariat noted that it was unclear what emerging issues should refer to. So far the Secretariat worked on some concrete pests including *Xylella fastidiosa* and red palm weevil as emerging pest in terms of general awareness raising.
- [70] One Bureau Member remarked that emerging issues could mean emerging pests but also emerging issues such as eCommerce, together with diagnostic and pest reporting.
- [71] The Bureau noted that according to the TC-RPPOs agenda emerging pests would be discussed at the meeting in November 2017. A paper was prepared for that meeting based on the June Bureau meeting's discussions. Additionally, the TC-RPPOs annually exchanges information on pests of interest.
- [72] The Bureau noted that IPPC work should be more visible at the regional level and with the regional initiatives. It should be also made clear what were the emerging pests and emerging issues.
- [73] The Bureau decided to reflect again on the subject after the TC-RPPOs feedback. The Bureau while discussing the TC RPPOs concluded that it was desirable to invite the RPPOs to attend the SPG in the future. This needs a revision of the Rules of Procedure of the SPG that should be decided by CPM-13.
- [74] In connection with the SPG meeting, the Bureau noted that the SPG considered the suggested process for a new Call for phytosanitary issues by the Focus Group as too complex. The SPG had requested the Focus Group to look at this again and prepare a redrafted version to the Bureau at its December meeting.

### **11. Preparation for CPM-13 (2018)**

#### **11.1 Agenda**

- [75] The Bureau reviewed the draft Agenda (Appendix 05) as proposed in the paper.

#### **11.2 Official opening of the CPM-13**

- [76] No specific information was provided on this point.

### 11.3 Special sessions and side sessions

[77] The Bureau discussed special session and side sessions and decided as follows:

[78] 1) The Special topic session: invasive alien species and climate change.

[79] Based on the list from the June Bureau meetings speakers should be found for the presentations/subjects:

- Inspirational speaker (plant health and environment protection);
- Pine wood nematode specialist plus ISPM 15 implementation;
- Human and Plant Health Interaction, influenced by Climate Change
- Pacific Islands Climate Change Impact on Plant Health.

The special session would last 2-3 hours.

[80] 2) Side events:

- Gene sequencing and molecular technology;
- GEF Funding and Resource Mobilization;
- Collaboration and communication with environment agencies and NGOs;
- Collaboration with Research Organizations - EPPO and EUPHRESKO.

[81] The Bureau noted that another session may be further added if needed in December or at a later stage.

[82] Shoki AL DOBAI will coordinate the organization of the special topics session and side events with an assistance of Mirko MONTUORI.

### 11.4 Preparation for IPPC annual theme for 2018

The agenda point was covered under several other agenda points.

### 11.5 Concepts and implementation issues related to standards

[83] The Bureau noted that at the previous CPMs participants asked for more time to be allocated for discussions on this topic.

## 12. Any Other Business

[84] The Bureau decided that Kyu-Ock YIM would replace Ralf LOPIAN at the FC.

[85] The Secretariat reminded that according to previous decisions the SC should be attended by one Bureau Member. The Bureau decided that Mr. Corné VAN ALPHEN would attend a few days of the SC in November 2017.

[86] At the December Bureau meeting alternates to the IC would have to be confirmed after some investigation by the Secretariat.

[87] The issue of if RPPOs could attend the SPG should be raised at the CPM-13.

[88] One Bureau Member informed the Bureau about difficulties in organization and running the 2017 IPPC Regional Workshop in Africa and underlined an importance to communicate. He stressed that negative feedback from participants should be addressed so as to make the workshop meaningful and useful for participants. Issue of invitations and a venue with internet connection should be addressed.

[89] The Secretariat noted that the African Workshop had been difficult to organize due to big number of countries and limited funding. A procedure would be revised to include as many countries as possible based of the IPPC funding criteria and to inform all other contracting parties about the workshop in advance, and encourage them to secure funds for their attendance through their national authorities or FAO country offices funds as appropriate. A possibility to run two workshops for Arica could be

explored if as sufficient funding is available. A meeting with African countries to discuss the issue would be held at the CPM-13.

[90] The Bureau noted that every effort should be made by the Secretariat and African contracting parties in cooperation with FAO to improve the situation and run a successful 2018 IPPC Regional Workshop in Africa.

[91] The Action Points of the meeting are listed in the Appendix 04.

### **13. Next Meeting**

[92] The Bureau will convene via teleconference on 12 December 2017 at 12:00 (Rome time).

### **14. Closing of the Meeting**

[93] The Chairperson closed the meeting.

## Appendix 01 - Agenda

AGENDA ITEM		DOCUMENT NO.	PRESENTER
<b>09 October 2017 (14:00-17:00)</b>			
1.	<b>Opening of the Meeting</b>		XIA/RANSOM
2.	<b>Meeting Arrangements</b>		
2.1	Election of the Rapporteur		RANSOM
2.2	Adoption of the Agenda	01_Bureau_2017_Oct	RANSOM
3.	<b>Administrative Matters</b>		
3.1	Documents list	02_Bureau_2017_Oct	ALDOBAI/FEDCHOCK
3.2	Participants list	03_Bureau_2017_Oct	ALDOBAI/FEDCHOCK
3.3	Local information	<a href="#">Link to the Local Information</a>	ALDOBAI/FEDCHOCK
4.	<b>Review of 2017 June Bureau Report</b>		RANSOM
5.	<b>Report of the Resource Mobilization of the IPPC Secretariat for 2017</b>	<a href="#">Link to the Mid-Year Report of the IPPC Secretariat</a>	XIA
6.	<b>Report of Financial Committee Meeting in October 2017</b>		FOREST
7.	<b>Preparation for SPG of October 2017</b>	01_SPG_2017_Oct	RANSOM/TRUJILLO ARRIAGA
<b>13 October 2017 (09:00-17:00)</b>			
8	<b>Financial, Budgetary and Work Plan</b>		
8.1	Workplan and budget of the IPPC Secretariat for 2018	04_Bureau_2017_Oct	BENOVIC/XIA
8.2	Discussion on 2019 workplan and budget		BENOVIC/XIA
8.3	Cost comparison between holding the CPM at FAO-HQ versus in the Republic of Korea	05_Bureau_2017_Oct	BENOVIC/YIM
9.	<b>Follow up Actions from Bureau Meeting June 2017</b>		
9.1	Participation of external observers in future FC meetings		FEDCHOCK
9.2	Feedback on sustainable funding from 2017 IPPC workshops		SOSA
9.3	ePhyto: engagement of SPS 3 sisters in cooperation.		FEDCHOCK/SELA
9.4	Sea containers task force		SOSA
9.5	Industry stakeholders: Results of investigations within regions regarding possible interest of potential and current stakeholders in specific categories (food security, trade, environment, etc.).		RANSOM/BUREAU MEMBERS
10.	<b>Actions Arising from SPG</b>		
10.1	IPPC strategic framework 2020-2030		TRUJILLO ARRIAGA
10.2	Sustainable funding of IPPC work programme	07_Bureau_2017_Oct	FOREST/PARDO/BENOVIC

	AGENDA ITEM	DOCUMENT NO.	PRESENTER
10.3	IYPH in 2020		ALDOBAI
10.4	International Day of Plant Health		ALDOBAI
10.5	International Phytosanitary Conference		ALDOBAI
10.6	Proposed actions for promotion of eCommerce		SOSA
10.7	Emerging issues: possible involvement of the World Bank and RPPOs in emerging issues.		SOSA/ALDOBAI
<b>11.</b>	<b>Preparation for CPM-13 (2018)</b>		
11.1	Agenda	06_ Bureau_2017_ Oct	XIA/ALDOBAI/FEDCHOCK
11.2	Updates of possibility of official opening of the CPM by FAO DG and recorded speech of the Minister of Agriculture of Australia.		XIA/RANSOM
11.3	Special sessions and side sessions		BUREAU MEMBERS
11.4	Preparation for IPPC annual theme for 2018 (Plant Health and Environment Protection)		RANSOM/XIA
11.5	Concepts and implementation issues related to standards	<a href="#">Link to the 2017 May SC meeting, section 9</a>	LARSON
<b>12.</b>	<b>Any Other Business</b>		RANSOM
<b>13.</b>	<b>Next Meeting</b>		RANSOM
<b>14.</b>	<b>Closing of the Meeting</b>		RANSOM



**Appendix 02 – Documents list**

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
01_Bureau_2017_Oct	02.2	Provisional Agenda (Secretariat)	2017-09-29
02_Bureau_2017_Oct	03.1	Documents List (Secretariat)	2017-09-29
03_Bureau_2017_Oct	03.2	Participants List (Secretariat)	2017-09-26
04_Bureau_2017_Oct	08.4	IPPC Secretariat Work Plan and Budget for 2018	2017-09-26
05_Bureau_2017_Oct	08.3	Cost comparison between holding the CPM at FAO-HQ versus in the Republic of Korea	2017-09-28
06_Bureau_2017_Oct	11.1	CPM-13 Draft Agenda	2017-09-29
07_Bureau_2017_Oct	10.02	Sustainable funding of IPPC work programme	2017-10-02

## Appendix 03 – Participants list

A check (✓) in column 1 indicates confirmed attendance at the meeting.

Attending	Participant role / Region	Name, mailing address, telephone	Email address
✓	Africa	<b>Mr Lucien KOUAME KONAN</b> Inspecteur Direction de la Protection des Végétaux, du Contrôle et de la Qualité Ministère de l'Agriculture B.P. V7 Abidjan, <b>COTE D'IVOIRE</b> Ph.: (+225) 07 903754 Fax: (+225) 20 212032	<a href="mailto:l_kouame@yahoo.fr">l_kouame@yahoo.fr</a> ;
✓	Asia	<b>Ms Kyu-Ock YIM</b> Senior Researcher Export Management Division, Department of Plant Quarantine, Animal and Plant Quarantine Agency Ministry of Agriculture, Food and Rural Affairs 178 Anyang-ro Manan-gu Anyang city, Gyunggi-do <b>REPUBLIC OF KOREA</b> Ph.: (+82) 31 4207665 Fax: (+82) 31 4207605	<a href="mailto:koyim@korea.kr">koyim@korea.kr</a> ;
✓	Europe	<b>Mr Corné VAN ALPHEN</b> Coordinating Policy Officer Phytosanitary Affairs Plant Supply Chain and Food Quality Department Ministry of Economic Affairs P.O. Box 20401 2500 EK - The Hague <b>THE NETHERLANDS</b> Ph.: (+31) 618 596867	<a href="mailto:c.a.m.vanalphen@mineleni.nl">c.a.m.vanalphen@mineleni.nl</a> ;
✓	Latin America and Caribbean <u>Vice- Chairperson</u>	<b>Mr Francisco Javier TRUJILLO ARRIAGA</b> Director General de Sanidad Vegetal Punto de Contacto Oficial de la CIPF Servicio Nacional de Sanidad, Inocuidad y Calidad Agroalimentaria, Sagarpa, <b>MEXICO</b> Phone: (+52) 55 59051000 Ext. 51319	<a href="mailto:trujillo@senasica.gob.mx">trujillo@senasica.gob.mx</a> ;
✓	Near East	<b>Mr Kamal El Din Abdelmahmoud Amein BAKR</b> Quarantine Director Plant Quarantine Department Direction Khartoum North, Industrial Area, P.O.BOX 14 <b>SUDAN</b> Phone: +249 913207800 ; +249 129338777 Fax: +249 185 337462	<a href="mailto:kamal.bakr91@gmail.com">kamal.bakr91@gmail.com</a> ;

Attending	Participant role / Region	Name, mailing address, telephone	Email address
✓	North America	<b>Ms Marie-Claude FOREST</b> Adviser/Alternative Head of Delegation National Manager and International Standards Adviser IPPC Official Contact Point Plant Protection Division Canadian Food Inspection Agency 59 Camelot Drive Ottawa, Ontario <b>CANADA K1A 0Y9</b> Phone: (+1) 613 773 7235 Fax: (+1) 613 773 7204	<a href="mailto:marie-claude.forest@inspection.gc.ca">marie-claude.forest@inspection.gc.ca</a> ;
	Southwest Pacific <i>Chairperson</i>	<b>Ms Lois RANSOM</b> Assistant Secretary, Plant Import Operations GPO Box 858 Canberra ACT 2601 <b>AUSTRALIA</b>	<a href="mailto:Lois.ransom@agriculture.gov.au">Lois.ransom@agriculture.gov.au</a> ;
<b>OTHER PARTICIPANTS</b>			
		<b>Mr Jingyuan XIA</b> Secretary - IPPC Secretariat	<a href="mailto:Jingyuan.Xia@fao.org">Jingyuan.Xia@fao.org</a> ;
		<b>Mr Craig FEDCHOCK</b> IPPC Secretariat	<a href="mailto:Craig.Fedchock@fao.org">Craig.Fedchock@fao.org</a> ;
		<b>Mr Marko BENOVIC</b> IPPC Secretariat	<a href="mailto:Marko.Benovic@fao.org">Marko.Benovic@fao.org</a> ;
		<b>Mr Brent LARSON</b> IPPC Secretariat	<a href="mailto:Brent.Larson@fao.org">Brent.Larson@fao.org</a> ;
		<b>Mr Orlando SOSA</b> IPPC Secretariat	<a href="mailto:Orlando.Sosa@fao.org">Orlando.Sosa@fao.org</a> ;
		<b>Mr Shoki AL DOBAI</b> IPPC Secretariat	<a href="mailto:Shoki.Aldobai@fao.org">Shoki.Aldobai@fao.org</a> ;

**Appendix 04 - Action Points**

Action	Lead	Lead within Secretariat/Bureau/ Persons involved	Deadline
Prepare 2019 Work Plan and Budget	Secretariat	Marko BENOVIC	ASAP before Bureau December meeting
Draft an organizational chart with the Secretariat's staff funded by the regular programme and by other resources	Secretariat		ASAP before Bureau December meeting
Redraft paper on sustainable funding of IPPC work programme taking into account the SPG feedback and have it reviewed by the FAO LEG. Distribute an electronic version of the document, for the Bureau to comment on.	Secretariat/ FAO Legal/Bureau	Marko BENOVIC, Marta PARDO	ASAP before Bureau December meeting
Gather FAQs on sustainable funding initiative to provide contracting parties with more information.	Secretariat/ FAO Legal/Bureau	Marko BENOVIC, Marta PARDO	ASAP before CPM-13
Prepare information about sustainable funding for 2018 Regional Workshops, including FAQs or a questionnaire if feedback would be required.	Bureau/Secretariat	Kyu-Ock YIM	Before 2018 Regional Workshops
Invite Bureau Members to the 3rd Global ePhyto Symposium in Malaysia.		Craig FEDCHOCK, Shane SELA	ASAP
Draft Guidance on participation of external observers in future FC meetings.	Bureau	Marie-Claude FOREST	ASAP
Prepare a suitable answer to Kenya regarding International Phytosanitary Conference.	Secretariat		ASAP
Prepare for CPM-13 Special sessions and side sessions	Secretariat/Bureau		ASAP before CPM-13
1) The Special topic session: invasive alien species and climate change. Find speakers for the presentations: <ol style="list-style-type: none"> <li>1. Inspirational speaker (plant health and environment protection) (Sarah BRUNEL);</li> <li>2. Pine wood nematode specialist plus ISPM 15 (to be done or coordinated by Kyu-Ock YIM),</li> <li>3. Human and Plant Health Interaction, influenced by Climate Change (Craig FEDCHOCK),</li> </ol>		Brent LARSON to work with Shoki AL DOBAL with an assistance of Mirko MONTUORI plus others as per list	ASAP before CPM-13

Action	Lead	Lead within Secretariat/Bureau/ Persons involved	Deadline
4. Pacific Islands Climate Change Impact on Plant Health (Lois RANSOM).			
2) Side events: <ul style="list-style-type: none"> <li>• gene sequencing and molecular technology (Sarah BRUNEL);</li> <li>• GEF Funding and Resource Mobilization; (Nadia VILLASENOR);</li> <li>• Collaboration and communication with environment agencies and NGOs (Mirko MONTUORI);</li> <li>• Collaboration with Research Organizations: EPPO and EUPHRESKO.</li> </ul>		Shoki AL DOBAI with an assistance of Mirko MONTUORI plus others as per list	ASAP before CPM-13

## Appendix 05 – CPM-13 Draft Agenda

- 1. Opening of the Session**
  - 1.1 FAO Opening/Minister of Agriculture video
- 2. Keynote Address on Plant Health and Environment (CBD)**
- 3. Adoption of the Agenda**
  - 3.1 EU Statement of Competence (+UK)
- 4. Election of the Rapporteur**
- 5. Establishment of the Credentials Committee**
- 6. Report from the CPM Chairperson**
- 7. Report from the IPPC Secretariat**
- 8. Governance**
  - 8.1 Summary of the Strategic Planning Group report
  - 8.2 Strategic Framework for 2020-2030
  - 8.3 Sustainable funding for the IPPC work programme (concept and mechanism)
  - 8.4 Emerging issues (RPPOs involvement)
  - 8.5 Stakeholders Advisory Group
  - 8.6 Joint call for phytosanitary issues (SC/IC) (process, governance, Standard Setting Process change, scope, adoption)
  - 8.7 International Conference of Phytosanitary (ICP)
  - 8.9 Framework for standards and implementation
  - 8.10 CPM recommendations (on e-commerce and diagnostics)
- 9. Standards Setting**
  - 9.1 Report of the activities of the Standards Committee
  - 9.2 Adoption of International Standards for Phytosanitary Measures
  - 9.3 Conceptual challenges in standards development in terms of implementation
- 10. Implementation Facilitation**
  - 10.1 Report on activities of CDC/IC
  - 10.2 Dispute Settlement and Avoidance
  - 10.3 Implementation Review and Support System (IRSS)
  - 10.4 Report on National Reporting Obligations (NRO)
  - 10.5 Implementation pilot surveillance
  - 10.6 Status of ISPM 15 Symbol Registration
  - 10.7 Report on ePhyto
  - 10.8 Sea Containers Task Force
  - 10.9 e-commerce
  - 10.10 Successes and challenges of implementation of the Convention
- 11. Communication and Advocacy**
  - 11.1 Main activities for 2017 and Work plan for 2018 on Communication and Advocacy of the IPPC Secretariat
- 12. International Year of Plant Health in 2020 (IYPH 2020)**
- 13. Reports on IPPC Network**
  - 13.1 Report on the IPPC Regional Workshops for 2017
  - 13.2 Report on the 29<sup>th</sup> Technical Consultation (TC) among Regional Plant Protection Organizations (RPPOs)
- 14. International Cooperation**
  - 14.1 Report from the Secretariat
  - 14.2 Oral reports from selected international organizations
  - 14.3 Written reports from relevant international organizations
- 15. Financial Report and Budget**
  - 15.1 Financial report of the IPPC Secretariat for 2017
  - 15.2 Resource mobilization of the IPPC Secretariat for 2017
  - 15.3 Work plan and budget of the IPPC Secretariat for 2018

- 15.4 Work plan and budget of the IPPC Secretariat for 2019
- 16. Special Topics Session on Plant Health and Environmental protection**
- 17. Confirmation of Membership and Potential Replacements members for CPM**
  - Subsidiary Bodies**
  - 17.1 CPM Bureau members and potential replacement members
  - 17.2 SC members and potential replacement members
- 18. Any Other Business**
- 19. Date and Venue of the Next Session**
- 20. Adoption of the Report**



## **Appendix 06 - Work Plan and Budget of the IPPC Secretariat for 2018**

Appendix 1 - IPPC Secretariat Work Plan and Budget for 2018

IPPC Mission - Protecting the world's plant resources from pests	Outputs (Expected result/milestones - short description)	Prioritization according to Strategic framework (1 - minimum relevance; 2 - medium relevance; 3 - high relevance; X - mandatory)						Source of funding (in 000 USD)							
Activity		Convention	Promote action to prevent the spread of pests	Support harmonization of control measures	Helping CPs meet their obligations	Effective governance	Total score	FAO Regular programme	IPPC Multi-donor Trust fund (122/MUL)	EU Project (725/EC)	FAO-China SSC Project (291/CPR)	STDF ePhyto Project (688/STF)	Japan ePhyto support (827/JPN)	In-kind support	Total
1. GOVERNANCE AND MANAGEMENT - FAO SP2															
1.1. Governance and Strategies															
STAFF COSTS								493							493
OPERATIONAL COSTS (INCLUDING NON-STAFF HUMAN RESOURCES)															-
1.1.1. Commission on Phytosanitary Measures (CPM) - 13th Session		X	X	X	X	X	-								-
Present ISPMs for adoption to CPM-14 (2019) and noting	Tentative: 7 draft ISPMs presented to CPM in 6 languages (DPs presented in English and translated after adoption) and 5 language review groups managed.							111						10	121
Organize Side sessions	1 side session organized for the on advanced gene technologies							20							20
Organize Side sessions	1 side session organized for the resource mobilisation (GEF, IPPC guide)							12							12
Support participation from developing countries	Relevant participation activities organized well and on time									20					20
1.1.2. CPM Bureau and FC		X	1	1	3	X	5								-
Support participation from developing countries	Relevant participation from developing countries facilitated in the governance and strategic planning									20					20
1.1.3. Strategic Planning Group (SPG)						2	2								-
Support participation from developing countries	Relevant participation from developing countries facilitated in the governance and strategic planning									23					23
1.1.4. Standards Committee (SC)		X	1	X	1	X	2								-
Oversee the Standards Committee (SC) work and organize meetings to ensure a consensus-based review of draft standards (SC and SC-7 meetings, SC e-decisions) as well as support to participation from developing countries	Two Standard Committee (SC) meetings (interpreted in 2 requested languages: currently Spanish and French) and 1 SC-7 meeting successfully organized and outcomes processed and published. Intersessional work managed through e-decisions.							186		12				16	214
1.1.5. Implementation and Capacity Development Committee (IC)		2	1	2		1	6								-
Organize meetings and support to participation from developing countries	Two meetings organized for Implementation Committee (IC)							12		39					51

Appendix 1 - IPPC Secretariat Work Plan and Budget for 2018

IPPC Mission - Protecting the world's plant resources from pests	Outputs (Expected result/milestones - short description)	Prioritization according to Strategic framework (1 - minimum relevance; 2 - medium relevance; 3 - high relevance; X - mandatory)						Source of funding (in 000 USD)							
Activity		Convention	Promote action to prevent the spread of pests	Support harmonization of control measures	Helping CPs meet their obligations	Effective governance	Total score	FAO Regular programme	IPPC Multi-donor Trust fund (122/MUL)	EU Project (725/EC)	FAO-China SSC Project (291/CPR)	STDF ePhyto Project (688/STF)	Japan ePhyto support (827/JPN)	In-kind support	Total
1.2. Coordination and Support															-
STAFF COSTS									127						127
OPERATIONAL COSTS (INCLUDING NON-STAFF HUMAN RESOURCES)															-
1.2.1. Information Management		2	1	1	1		5								-
Improve IT Tools (OCS, IPP) to better fit user needs	OCS maintained and improved as needed, and based on the feedback of stakeholders; OCS training material updated as needed; all users request are addressed; and at least one face to face and two virtual trainings are delivered.							30	30	10				6	76
	IPPC information systems (IPP, Phyto.info, APPPC, PCE) are maintained and improved as needed; IPP is fully migrated to under fao.org and operational; new ORS and new SharePoint platform for secretariat are developed and configured.							20	34						54
1.2.2. Communication and Advocacy						2	2								-
Plan, coordinate and implement IPPC awareness raising activities	IPPC awareness raising activities are planning, coordinated and implemented ( 2018 IPPC Secretariat Communications Work Plan; 2017 Annual Report produced and printed or posted online; IPPC news feeds, IPPC and FAO social media communications are maintained and expanded; tree revised or new advocacy documents are produced and three IPPC advocacy seminars are organized							30	30					20	80
Carry out IPPC awareness raising activities	Communication and advocacy material/products are produced (IPPC Secretariat Reports (annual & mid-year); at least three advocacy documents are produced; at least 3 seminars/side sessions are organized; IPPC news, media and social media are maintained and expanded; an IPPC e-learning tool (introduction to IPPC online course) is finalized; and communication support to the IPPC regional workshops is provided.							25	17						42
1.2.3. International Cooperation					2		2								-
Maintain and coordinate IPPC partnerships and liaison activities	Work with Secretariat staff to ensure new partnership with CABI, WCO and re-new CBD partnership; provided support for liaison activities for other Secretariat members; and make travel for 5-8 missions							10							10
Organize and conduct side sessions, workshops and trainings	At least two IPPC side sessions orgaized during the event of IPPC partners (CBD, SPS, WTO, STDF, RPPOs, NPPOs, FAO Reg PPOs, FAO Units)							5							5
1.2.4. IPPC Community		3					3								-
Organize meeting and support participation in the TC-RPPO activities	Cooperation between RPPOs and the IPPC Secretariat and among RPPOs is facilitated to avoid duplication and build synergies. TC-RPPO discusses and proposes relevant actions for supporting the CPM work programme; Travel organized well and on time								18						18
Organize 7 IPPC Regional Workshops	Capacity of Contracting Parties to formulate and provide comments on draft ISPMs is facilitated and important phytosanitary issues discussed. Contracting parties around the world have the opportunity to exchange views on draft standards, learn the recent activities of the IPPC in more detail and exchange implementation experiences within their regions; Travel organized well and on time							31	35	20	80			130	296
1.2.5. Resource Mobilization		1	1	1	1	1	5								-
Support Secretariat's activities for resource mobilization	Three missions to potential donors undertaken								18						18
1.2.6. IYPH 2020		1					1								-
Develop and support tools associated with IYPH, as well as organize regular meetings of the IYPH Steering Committee	Two meetings organized for IYPH and Communication tools for IYPH developed								50		10				60
1.2.7. Other		1					1								-
ISPM 15 Symbol registration	Support is provided to the ongoing rounds of ISPM-15 symbol registration							40							40
General operating costs									29						
Subtotal		10	5	5	8	6	34	1,025	388	144	90	-	-	182	1,799

Appendix 1 - IPPC Secretariat Work Plan and Budget for 2018

IPPC Mission - Protecting the world's plant resources from pests	Outputs (Expected result/milestones - short description)	Prioritization according to Strategic framework (1 - minimum relevance; 2 - medium relevance; 3 - high relevance; X - mandatory)						Source of funding (in 000 USD)							
Activity		Convention	Promote action to prevent the spread of pests	Support harmonization of control measures	Helping CPs meet their obligations	Effective governance	Total score	FAO Regular programme	IPPC Multi-donor Trust fund (122/MUL)	EU Project (725/EC)	FAO-China SSC Project (291/CPR)	STDF ePhyto Project (688/STF)	Japan ePhyto support (827/JPN)	In-kind support	Total
2. STANDARD SETTING UNIT - FAO SP 4							-								-
STAFF COSTS								677	127						804
OPERATIONAL COSTS (INCLUDING NON-STAFF HUMAN RESOURCES)															-
2.1. Identification and Prioritization of Topics		1	2	X	2	1	6								-
Organize a call for phytosanitary treatments and process submissions	Call for phytosanitary treatments organized and submissions processed							10							10
Update standard setting information	List of topics (LOT) updated in 6 languages twice a year Procedure manual for standard setting, style guide, standard setting pages on IPP, standard operating procedures, pdf searchable database updated							7						10	17
2.2. Drafting and Expert Input		1	2	X	2	1	6								-
Organize one to two calls for experts (EWG, TP members as needed)	Submissions reviewed and experts / authors selected							3							3
Oversee EWGs work, ensure experts feel engaged and satisfied. Organize 1 EWG meetings: guidance on pest risk management	1 EWG meeting (guidance on pest risk management) successfully organized and outcomes processed and published as appropriate							5		26				29	61
Oversee TPs work, ensure experts feel engaged and satisfied, and organize 3 face-to-face meetings : TPDP, TPPT, TPG (The organization of a TPDF meeting, pending SC November and CPM-13 decisions, would require extra-budgetary funding))	3 face to face TP meetings successfully organized and outcomes processed and published as appropriate Intersessional TP work plan carried out (including virtual meetings)							84						53	137
Develop and update training materials for CPs and SC members to increase the effectiveness of their participation in the standard setting process, deliver trainings as needed	Training material for CPs participation in the standard setting process and for SC members updated as needed Mentoring programme for new SC members implemented							3						6	10
2.3. Consultation		2	2	X	2	1	7								-
Organize consultation processes on draft specifications and draft standards to ensure all views are collected	Consultations through the OCS for one (tentative) draft Specifications and 14 (tentative) draft ISPMs (5 for 1st consultation (in three languages), 3 for 2nd consultation and 6 for DP notification period) are managed. Objections on draft ISPMs presented to CPM-13 (2018) are processed.							101		10					112
2.4. Adoption		2	2	X	2	1	7								-
Ensure publication of specifications and standards in languages	Approved Specifications are published (in 3 languages), adopted ISPMs (in 6 languages) and LRG reviewed ISPMs (in 5 languages) are published. Process for revoking some standards is managed. 8 Co-publishing agreements are managed.							19							19
2.5. Other		1	1	1	1	3	7								-
Contribute to internal management activities	SSU managed; chronicles, mid-year and annual reports drafted for standard setting; presentations drafted as needed							7						20	26
Subtotal		7	9	1	9	7	33	917	127	36	-	-	-	118	1,198



Appendix 1 - IPPC Secretariat Work Plan and Budget for 2018

IPPC Mission - Protecting the world's plant resources from pests	Outputs (Expected result/milestones - short description)	Prioritization according to Strategic framework (1 - minimum relevance; 2 - medium relevance; 3 - high relevance; X - mandatory)						Source of funding (in 000 USD)							
		Convention	Promote action to prevent the spread of pests	Support harmonization of control measures	Helping CPs meet their obligations	Effective governance	Total score	FAO Regular programme	IPPC Multi-donor Trust fund (122/MUL)	EU Project (725/EC)	FAO-China SSC Project (291/CPR)	STDF ePhyto Project (688/STF)	Japan ePhyto support (827/JPN)	In-kind support	Total
3. IMPLEMENTATION FACILITATION UNIT - FAO SP 4															-
STAFF COSTS								872	560	70					1,502
OPERATIONAL COSTS (INCLUDING NON-STAFF HUMAN RESOURCES)															-
3.1. Capacity Development (CD)		1	X	2	2	2	7								-
Produce techical resources	At least 3 technical resources produced. Current knowledge and best practices summarised to enhance implementation of standards (Pest free areas, ISPM 8, risk communication)						-	50	55	50					155
Promote IPPC resources	At least 1 regional/global workshop held. Knowledge transfer to CPs to reinforce the information in technical resources produced.						-		85						85
Formulate and develop projects	GEF project proposal drafted and prepared for submission to the GEF as a proposal to cover the CPs obligations to protect the envriomnemnt as well as trade and food security. The project would engage strongly the CBD parties and in particulalr department of the environment in select countries as a pilot						-	40							40
Manage IPPC projects	FAO/China south cooperation programme activities enhancing CPs in the one belt one road countries to implement the IPPC and standards better						-				350				350
	Pilot project on surveillance						-		20						20
	Japan programme support implementation of the e-phyto programme resulting in meeting the pilot country implementation objectives						-						225		225
3.2. IRSS		2		2	2	2	8								-
Manage IRSS annual programme and achieve deliverables	Proposals of IPPC recommendations								10						10
	Production of desk studies								10						10
	Evaluation and feed back on desk studies and technical resources								10						10
	M&E programme								10						10
3.3. NROs		X			3		3								-
Manage NRO programme	NRO capacities of CPs are developed (at least 2 IPPC regional NRO are held in 2018); IPPC NRO e-learning is finalized; awareness raising support through (NRO year, NRO letter, NRO update, statistics, analysis, assistance) is provided to CPs to improve the NRO programme delivery; a tool for data transfer of pest reporting from RPPOS websites to IPP is developed and operational; and IPPC Official Contact Points and editors database is maintained.								30		20				50
3.4. Dispute Avoidance and Settlement (DAS)		x					-								-
Building the CPs capacities for better understanding and implementation of ISPMs	NRO e-learning tool undergone field testing and launched; most of CPs using new tools and changed their reporting behavior; at least one regional workshop on improving NRO and support countries on better understanding of ISPMs and bilateral communication is implemented										40				40
Facilitating CPs dialog on existing disputes	Disputes brought to IPPC considered and actions taken by CPs; guidelines for bilateral communication among CPs is developed and Risk communication guidelines is finalized								30						30
3.5. Tools		1	1	3	2	1	8								-
Manage PCE activities	At least 4 PCE application supported per year							18							18
3.6. Ephyto		3					3								-
Implement IPPC ephyto projects	Hub and Generic system developed and capacity development actions for 15 pilot countries initiated								200			350		240	
3.7. Sea Containers		2					2								-
Organize meetings of the Sea Container Task Force in China	One face to face meeting of the Sea Container task force in Shanghai, China: The adoption of the IMO sea container guideline by CPs monitored							21	25					25	
3.8. Other						2	2								-
Contribute to internal management activities	IFU managed; chronicles, mid-year and annual reports drafted; presentations drafted as needed							7							
Subtotal		9	1	7	9	7	33	1,008	1,045	120	410	350	225	265	2,555
Total (USD)		26	15	13	26	20	100	2,950	1,560	300	500	350	225	565	6,449