

Guide to Writing/Presenting Interventions

If, after reviewing the agenda for an upcoming CPM meeting, or during the meeting itself, you and your country representatives feel it necessary to present an intervention to the CPM, please consider the following check-list when drafting your formal case and speaking at the CPM.

Pre-written interventions

- Do my opinions clearly propose an alternative?* Make sure your intervention is clearly defined, with supported rationale and context. It should be brief and direct and spoken slowly to aid interpretation.
- Have I considered other relationships?* Coordinate your position with country/regional alliances, avoid repetition unless you need to clarify your own position.
- Can my comments be easily interpreted?* Prepare your comments in written form, in one of the FAO languages as a simple document without complex formatting.

Oral interventions

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

- Is this the right time?* Before speaking, make sure your comments are relevant and timely to the subject being discussed. It is advisable to limit your intervention to what is strictly necessary to move the meeting forward.
- What language will allow me to best express my thoughts?* It is advisable to speak in the UN language which you are most comfortable expressing your ideas.
- How can I best support what has already been stated?* If you agree with what another member has spoken, there is no need to repeat the full content of the issue. Keep your support extremely short, or focus on new information that you are adding.
- Are my key points clear?* Oral comments are usually enhanced by pre-written key points that can be shared during plenary and translated as needed.

Procedure for Oral Interventions

Your interventions on any issue must be confined to those strictly necessary to achieve your objectives. The following is a formal procedure to intervene during the meeting.

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



The IPPC website has a large amount of resources available to those attending the CPM. The highlighted  can help you navigate specific links identified as most helpful for those preparing and participating in the annual meeting.

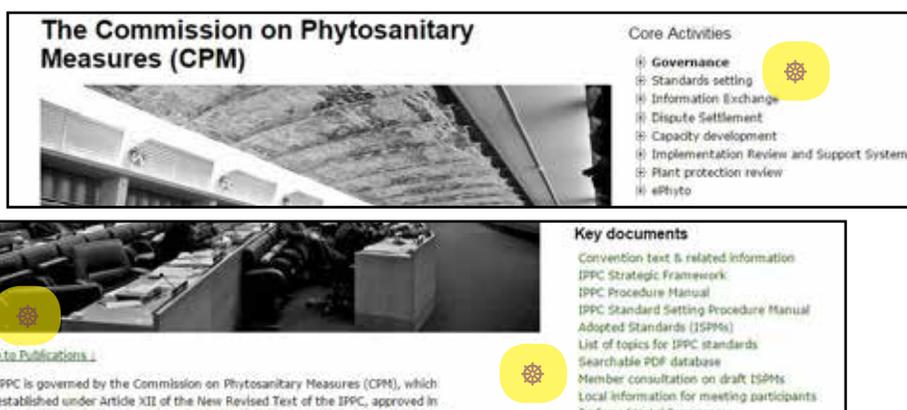


From the IPPC home page [<https://www.ippc.int/>] navigate to:

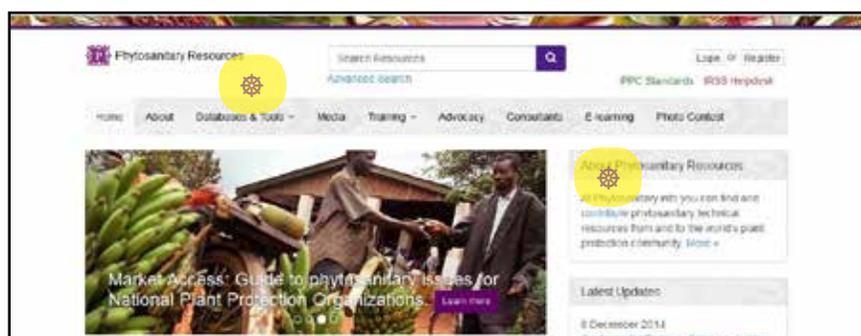
- **Core Activities** - General tab on organizational activities, including all meetings and procedures
- **FAQ** - Typical questions (and answers) received regarding the work of IPPC and the Online Comment System
- **Phytosanitary Resources** - Technical resource library created by the world's plant protection community

From the CPM page [<https://www.ippc.int/core-activities/governance/cpm>] navigate to:

- **Standards Setting** - Policies and procedures regarding the standards setting process
- **Publications** - (below the image) Resource Page regarding upcoming meetings
- **Member consultation on draft ISPMs** - Previous member comments on draft standards



Additional Sites



From the Phytosanitary Resources website [<http://www.phytosanitary.info>] navigate to:

- **Databases & Tools** - To review sample projects and interventions.
- **Contribute** - Learn how to contribute your knowledge and expertise

From the Online Commenting page [<http://ocs.ippc.int/>] navigate to:

- **OCS User Manual** - Download step-by-step instructions on using the system
- **Other Training Materials** - Watch video training resources on how to use the OCS
- **User Login** - To access the OCS



Tips for Meeting Preparedness

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Use the following guidance to help prepare you for any formal IPPC meetings.

- Select Appropriate Participants* - When thinking about who needs to be in attendance refer to the terms of reference of the meeting while considering expertise, language skills, and time availability.
- Determine realistic time commitments* - Before committing to the meeting, inquire about the time commitments. remember to include preparation and dissemination time in total.
- Respond to the meeting invitation* - Contact the IPPC Secretariat or the permanent FAO representative to confirm receipt of your credentials and attendance.
- Print/download meeting documentation* - Print all meeting documents ahead of time as paper copies may not be provided. Or you may want to simply download them all to your computer.
- Review meeting documents* - Review the documents thoroughly to determine content that you wish to speak to. Draft your notes ahead of time and consider sending your speaking points to the meeting organizer in advance to be added to the agenda.
- Internal and External Consultations* - Discuss meeting agenda and documents with other stakeholders before arriving, planning any private meetings in advance.

What are your best practices for attending meetings fully prepared?

Preparation Stage



Attendance Stage



Dissemination Stage



The CPM Participation Process is a spiral. Every individual (or delegation) that moves through the process each cycle will bring them more clarity and awareness about the bigger picture than they had before. Below are typical steps that occur during each stage.

Preparation Stage

- 1 *Collect Institutional Knowledge*
- 2 *Organize Consultations with Stakeholders*
- 3 *CPM Attendee Selection*
- 4 *Review Meeting Documentation*
- 5 *Determine needed Interventions and/or Agenda additions*
- 6 *Arrange Preliminary Meetings*
- 7 *Obtain Accreditation*

Attendance Stage

- 1 *Forge Alliances with other Attendees*
- 2 *Consider Agenda Items for possible Interventions*
- 3 *Be Aware of Language Challenges*
- 4 *Keep Open Communication with Capital*
- 5 *Determining Dissemination Responsibilities*

Dissemination Stage

- 1 *Draft Reports*
- 2 *Disseminate Meeting Results*
- 3 *Review Official Minutes*
- 4 *Plan Future Preparation Meetings*

This check list will assist you and your country delegates on preparing for the annual CPM. For detailed information on CPM participation please see <http://www.phytopsanitary.info/information/participation-commission-phytopsanitary-measures-cpm>



CPM Attendee Selection

- Who received the CPM invitation? Is there a process in place to make sure the invitation arrives to the relevant individuals? Is your country's IPPC Contact Point information up to date?* Make sure your country received the invitation – be proactive. If not received by mid-January, contact the Secretariat. Apply for financial assistance if eligible. Register for training session.
- Has a delegation been assigned? Are credentials being provided?* Nominate official delegation to IPPC by informing them via email and sending a copy by mail or fax. Remember to bring original copy with you to CPM. You also should send a photo and other details for your badge to access the FAO building.
- How can I confirm IPPC has received my credentials?* Contact the IPPC Secretariat or the permanent FAO representative to confirm receipt of your credentials and registration.

Reviewing Documentation

- What do I need to bring with me?* Download all meeting documents from <https://www.ippc.int/core-activities/governance/cpm>. Paper copies may not be provided during the CPM.
- Who should I consult with on agenda items?* Discuss documents with other delegates, national stakeholders, other NPPOs, your RPPO, etc before arriving, planning any interventions in advance.

Session Preparedness

- Which plenary sessions should I plan on attending?* You should plan to attend all CPM plenary sessions and participate actively in training and side session events.
- My global region is organizing a meeting during CPM, is it mandatory?* While not mandatory, regional meetings can be extremely valuable and IPPC encourages all attendees to meet with their regional counterparts if possible.

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To establish and manage successful stakeholder relations a NPPO needs to develop procedures that are acceptable in the prevailing social and political environment peculiar to their country and region.

These procedures should underpin the effective management of stakeholders and at the same time provide for a fair and transparent system, which can help NPPOs justify decisions and recommendations that are made to the government and to the public.

Such procedures for successful stakeholder relations focus mainly on:

The establishment, composition and tasks of policy level stakeholder bodies - This means to establish policy advisory groups with stakeholder participation considering the general policy of the government towards transparency and inclusion. Some tasks of a policy level body usually include: Review the phytosanitary policy; Exchange of information on new developments; Coordinate research priorities; Advising on the prioritisation of phytosanitary activities; Establish a national phytosanitary dialogue.

and

The establishment, composition and tasks of operational level stakeholder bodies - Usually these are crop or pest specific, where membership is temporary and tasks may include: Plan specific phytosanitary projects or programmes (e.g. surveillance, systems approaches, contingency plans); Plan the establishment of a capability (e.g. PRA, diagnostics); Supervise specific projects or programmes; Review projects or programmes; Set communication targets

Remember that...

The individuals, organizations, and institutions to be consulted should have a direct relationship to the agenda topic, and those participating in the meetings should have full powers of representation and decision-making.

Additional areas to consider include:

- Communication mechanisms for stakeholder information
- Public awareness measures
- Reporting practices

Stakeholder involvement in the PCE

A very good example for the difference between the policy and operational level is the Phytosanitary Capacity Evaluation (PCE) tool.

In the assessment phase it is recommended that six to eight staff from the NPPO and, as much as possible, two to three non-NPPO representatives from appropriate research institutes or agricultural universities or agro-industries or import/export associations etc. are involved in application of the tool.

To obtain a consensus answer amongst the stakeholders, a workshop is held and coordinators complete the questionnaires. The consensus is then used for a problem analysis and an assessment of strengths, weaknesses opportunities and threats (SWOT analysis), which then leads to the development of a logical framework, from which the manager and advisers can complete a national phytosanitary action plan.

Thus the practical and operational aspect of the PCE, the assessment of the capacity, is carried out on an operational level, while the policy development of setting up a national action plan is carried out on the policy level.

<https://www.ippc.int> (PCE flyer)