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Convention

REPORT

CPM Bureau Meeting

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IPPC Secretariat

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1. Opening of the Meeting

- [1] CPM Chairperson Francisco Javier TRUJILLO ARRIAGA and IPPC Secretary Jingyuan XIA opened the meeting and welcomed all Bureau members and participants from the IPPC Secretariat.
- [2] In his opening remarks, the Chairperson conveyed his appreciation to participants who extended their stay in Rome to provide inputs and feedback following the meeting of the IPPC Financial Committee (FC) meeting the previous week. In addition, the Chairperson indicated that the Bureau would meet with invited Permanent Representatives to the FAO to discuss the issue raised to the Committee on Agriculture (COAG) about the need of increasing the allotment of IPPC Secretariat budget from the FAO Regular Programme, and subsequent support through the Programme and Finance Committees to the FAO Council and Conference for approval.
- [3] In his opening statement, the IPPC Secretary welcomed the newly constituted Bureau under the Chairpersonship of Francisco Javier TRUJILLO ARRIAGA, which will lead the Bureau's transition from its work guided by the Strategic Framework (SF) 2012-2019 into a new era under the new SF 2020-2030.
- [4] The IPPC Secretary highlighted the major achievements of the Bureau in the past two years under the Chairmanship of Ms Lois RANSOM, including the launch and planning of the Strategic Framework (SF) 2020-2030. Further important achievements included the establishment of the Implementation and Capacity Development Committee (IC), the adoption of 33 ISPMs, almost one third of all ISPMs, the significant progress in trade facilitation activities and projects, including ePhyto, e-Commerce, and establishment of the Sea Containers Task Force (SCTF). In the area of communications and partnerships the proclamation of the IYPH at UNGA was a significant milestone for the entire IPPC community, in this regard, the cooperation agreement with the World Customs Organization (WCO) was also emphasized. With regards to internal management, there were major improvements implemented, namely through the reshaping of the Secretariat into two units with a support team, as well as increased communications and advocacy outputs.
- [5] The Secretary concluded his opening remarks outlining the foreseen objectives over the next two years under the Chairpersonship of Francisco Javier TRUJILLO ARRIAGA, these included: the finalization of the SF 2020-2030, consolidation of the cooperation between the Standards Setting Committee (SC) and the (IC), a focus of trade facilitation promotion through ePhyto, e-commerce and setting standards for sea containers, examining issue of emergency response, addressing the Trade Facilitation Plan, endorsement of the IYPH, formalizing cooperation with the WCO, and further improvements with regards to the internal management of the Secretariat with a focus on stabilizing and strengthening its operations and budget.

2. Meeting Arrangements

- [6] The Secretariat indicated that a representative from the Office for Corporate Communication (OCC), currently working with the Secretariat on the migration of the International Phytosanitary Portal (IPP), the IPPC Secretariat's website to the FAO platform, would be attending the Bureau meeting to provide the Bureau with an update on progress.
- [7] On 12 June 2018, the Bureau would be having a closed-door meeting with a small group of Permanent Representatives to FAO to discuss sustainable funding of the IPPC Secretariat from the FAO Regular Programme Budget.

2.1 Adoption of the Agenda

- [8] At the request of the Financial Committee, *Emergency in the context of the IPPC*, was added to the agenda as agenda item 10.3 under *Governance and Strategy*.
- [9] As requested by a Bureau member, update on the current status of unresolved dispute settlement matter between South Africa and Europe was added under Agenda Item 15. *Any Other Business*.
- [10] The Bureau adopted the revised agenda (Appendix 01).

3. Administrative Matters

3.1 Documents List

[11] All documents relevant to the meeting have been posted, with the exception the document on ePhyto and the 2020 Budget, the latter being currently in an excel format. (Appendix 02).

3.2 Participants List

[12] All Bureau members were present at the meeting (Appendix 03).

3.3 Local Information

[13] As all Bureau members are familiar with location, there was no need to provide local information.

4. Updates from the IPPC Secretariat

[14] The IPPC Secretary provided a progress report of the IPPC Secretariat for 2018 with regards to its governance and strategy, standards setting, and its implementation and facilitation units. Regarding the SF 2020-2030, a call for comments on the updated draft, following inputs from CPM-13, would be posted on 15 June 2018. The call will close on 31 August 2018 and the consolidated inputs will be forwarded to the Strategic Planning Group (SPG) for their October 2018 meeting. The first meeting the IC took place in May 2018, and as envisaged, included a member of the SC to strengthen cooperation between the IC and SC. The SC and SC-7 also held their regular biannual and annual meetings, respectively, in May 2018. The ePhyto Steering Committee also held their meeting in May 2018, with a report to be provided during this week. Progress in formalizing cooperation between the WCO and IPPC Secretariat will culminate in the signature on 18 May 2018 of an Agreement. The membership of the task force on resource mobilization had been reviewed and includes the leads of the core units and other members of the secretariat. The Secretary informed the Bureau that USD 984,000 had thus far been committed by CPs to the Multi-Donor Trust Fund (MDTF), and that New Zealand would be providing an additional USD 50,000, bringing the total contributions to over USD 1M. Efforts will be intensified to further strengthen this financial position. The standards setting and implementation and facilitation units and a team for governance and strategy, are now fully functional and operating as planned. A working group comprising Secretariat staff and the FAO Legal Office was established to update the IPPC Procedural Manual, which will be presented to CPM-14 (2019).

[15] The Bureau:

(1) Noted the report on the progress and activities of the IPPC Secretariat.

5. Report of the June 2018 IPPC Financial Committee Meeting

[16] The Chairperson of the IPPC FC, Greg WOLFF (North America) presented an oral report of the FC meeting held from 7 to 8 May 2018. He acknowledged the leadership of the previous FC Chair, Ms Marie-Claude FOREST and the support of the Secretariat.

[17] The FC had assessed and recommended the approval by the Bureau of the Secretariat staffing changes proposed by the Secretariat with regard to increasing the full time, permanent staffing complement from nine to eleven. It noted that this was in line with the recommendations contained in the Secretariat Enhancement Study report. The change will have a minor impact on the budget, and reflected a more balanced approach to supporting IPPC Secretariat work.

[18] The FC also reviewed the IPPC Secretariat's draft work-plans and budgets for 2019 and 2020, which focused on results-based approach and included numerical prioritization factors. The approach was based on three broad activity themes: governance, standard setting, and implementation, and included breakdowns of support costs and activities. The FC made some observations on the 2019 work-plan, which will be reviewed by the Secretariat in July 2018. The FC indicated that the draft 2020 work plan was underfunded by about USD 1M, confirming the need for significant resource mobilisation efforts.

- [19] The FC informed the Bureau that the Secretariat was working on developing principles on preparations of annual work-plans based on UN budgeting guidelines, significantly improving predictability and transparency of planning. Following review of this draft document, the FC decided to add a section on principles relating to project-based funding.
- [20] The FC also discussed what constitutes an emergency in the IPPC context, for which urgent resources may be needed. The FC requested that the Bureau discuss this issue.
- [21] Regarding e-Phyto funding, a request to establish a dedicated trust fund was discussed. Since establishing a new Trust Fund will result in higher FAO overhead costs, as compared to the current Trust Fund (13% as opposed to 6%), the FC agreed, upon the Secretariat's assurances of adequate transparency and accountability of expenditure from the MDTF, to identify three clear streams within the current Trust Fund, including: general IPPC Secretariat work, IYPH and e-Phyto.
- [22] The Bureau was also informed that, as with all official FAO theme years, a dedicated IYPH Trust Fund would be automatically established by FAO, with higher overhead costs (13%). However, CPs who wish to avoid the higher overhead costs could donate directly to the IYPH stream in the longstanding IPPC Multi-donor Trust Fund.
- [23] The FC also agreed to develop a five-year investment plan and discussed broad principles in this regard. The investment plan will be based around the themes of the IPPC Strategic Framework, and its development will be done under the leadership of a Bureau member, Ms Lois RANSOM.
- [24] The FC reviewed the process for support for an increase in regular FAO funding for the IPPC Secretariat. A letter to be sent from the Bureau to COAG has been drafted and will be circulated to the Bureau members for review. The FC stressed the need for as many contracting parties as possible to work with their Permanent Representatives to FAO to gain support for the increased funding.
- [25] The FC presented three recommendations for review by the Bureau including:
- The allocation of dedicated funds to support the participation of developing countries in CPM meetings;
 - For CPM to take note of decisions which have resource, budget and/or work-plan implications; and
 - The allocation of funding for a human resource/staff component in earmarked projects funded through the MDTF, and communication actions to bring this need to the attention of CPs for future fund contributions.
- [26] The first recommendation arose from the Secretary's advice that of the 145 countries represented at CPM-13 (2018), the participation of 55 countries was supported financially from the Secretariat's budget due to concerns over achieving the required quorum. This placed a massive strain on the Secretariat's budget and, coupled with the reduced financial assistance from some CPs to finance their participation, a revised policy will need to be developed to avoid the Secretariat utilizing funds from its core activity budget, as was the case with CPM-13.
- [27] The second issue related to the impact on the Secretariat's work plan and budget due to CPM decisions that fall outside the budgeted activities. Examples of such decisions included the Focus Group on Commodities and Pathway Standards and the Call for Topics, both of which have financial implications, such as staff time and support for the participation of representatives from developing countries. These financial burdens are not considered or supported sufficiently when these decisions are taken at CPM. A Bureau member suggested that the FC have a post-CPM meeting to analyze the impact of CPM decisions on the Secretariat's resources. It was agreed that papers for CPM decision that had financial implications would include information on the nature and extent of these implications.
- [28] An additional matter that needed urgent attention was the need for activities funded through IPPC Multi-donor trust fund by CPs to include an allocation for staff to deliver the work. The Secretary indicated

that contributions made by CPs should include a staff component, which should not be sourced from the Secretariat's core activity budget, as it adds additional strain on the already insufficient budget.

[29] The next meeting of the FC is scheduled for 8 October 2018. A representative of the World Bank and a representative of the EC will be invited to attend the meeting. It was recommended, and agreed, that each June meeting should be for two days to allow for detailed discussions.

[30] The FC Chairperson concluded by conveying his appreciation to the Secretariat, and particularly Marko BENOVIC, for the hard work and a clear push towards increased transparency in the budget reporting.

[31] The Bureau:

- (1) *Noted* the report of the FC and congratulated the Secretariat on the improvement in the transparency and efficiency of their financial and budget management.
- (2) *Agreed* to request CPM to note the challenge, as highlighted by the FC, of implementing CPM decisions that have a staff and/or financial resource component attached to them, and for which adequate resources have not been allocated.
- (3) *Agreed* that a modality needs to be developed to evaluate the resource implications of CPM decisions, and CPs made aware thereof, in order to ensure that these are adequately funded prior to their adoption.

6. Action Points of Bureau Report for April 2018

[32] The Bureau reviewed the Action Points, as recorded in Appendix 3 of the April 2018 Bureau meeting report.

[33] All action items were addressed, or would be addressed during the current meeting. Items to be addressed during the current meeting of the Bureau included the action items on:

- Implementation of a Framework for ePhyto;
- Strategy to increase the Secretariat's funds from the FAO Regular Programme Budget, which is an ongoing item;
- Actions to promote the thematic year 2019;
- e-Commerce; and
- Identification of a Keynote Speaker for CPM-14.

7. Minimum Staffing Requirements Supported by FAO Regular Programme for Basic Operation of the IPPC Secretariat

[34] The Secretary initiated the discussion by reminding Bureau members of the recommendations of the IPPC Secretariat Enhancement Evaluation, which focused on the strengthening of the implementation of the Convention and its standards. The three areas identified by this report that need urgent attention include, the currently unbalanced internal structure, an unstable staff, and inefficiency in the operation of the Secretariat. Eight recommendations were proposed in the report to address these problems. One of the recommendations included the increase of the FAO's Regular Programme (RP) supported staff. The recommendation was to increase the number of this staff from nine to a range between eleven and fifteen.

[35] A schematic representation of the current staffing arrangement, followed by the proposed arrangement, to include two additional RP posts, was presented to the Bureau. The proposal was the elimination of a currently vacant RP P4 post, to be substituted by two RP P2 positions, and further to convert the vacant G5 position to two G3 positions. The creation of these new positions would have a 4% overall increase on the current staffing budget.

[36] The FC Chairperson confirmed that the financial increase from this change was marginal and acceptable, and that the staffing modification, as presented by the Secretary, would put the Secretariat in a better position regarding its staff compliment.

[37] Upon recommendation of the FC, the Bureau:

- (1) *Approved* the proposal on Minimum Staffing Requirements Supported by the FAO RP for Basic Operation of the IPPC Secretariat, and agreed that the increase in costs was negligible, and that the proposal would benefit the Secretariat and CPs

8. Financial, Budgetary and Work Plan Issues

8.1 Five-year investment plan of the IPPC Secretariat developed by the FC (7/8 June 2018)

[38] The Bureau member leading the development of the Secretariat's five-year investment plan, Ms Lois RANSOM, indicated that at the FC meeting in June 2018, rather than discussing the investment plan in detail, focus was placed on the process for its development. The conclusion drawn was that in developing the five-year investment plan it should focus on the implementation of the objectives contained in the SF 2020-2030 as a guide in its development. The purpose of the investment plan should be the achievement of the strategic objectives of the Convention. The SF lists the core activities, funded through the Regular Programme Budget, and largely managed through the standards setting and implementation facilitation units of the Secretariat. The SF also lists additional objectives/activities, which tie into the SF's Development Agenda, with activities that need to be undertaken to achieve these. These activities will need to be funded, and an assessment of whether it should be project-based funding, or funded through the MDTF, or any other funding mechanism, such as project funding from the STDF, will by default dictate the development of the five-year investment plan. This would be the most efficient and effective process to undertake in developing the investment plan.

[39] The SF identified the themes that would be in place for 2020-2030, and these could be examined from a perspective of performance indicators, with the possibility of measuring their usefulness and efficacy, and whether they had been achieved or not. An assessment would also need to be done of CPs capacity to achieve the objectives as set out in the Convention, and challenges should be addressed appropriately. This could be done either through capacity development programmes, training products that may be available, or funded through aid programmes. The assessment would also determine what the appropriate funding source would be.

[40] The FC proposed that Ms Lois RANSOM take the lead in drafting the investment strategy for discussion at the next Bureau and SPG meetings.

[41] The Bureau:

- (1) *Endorsed* the process envisaged for the drafting on the five-year investment plan.

8.2 Strategy to increase IPPC Secretariat's funds from the FAO Regular Programme (Information paper for FAO COAG meeting in October 2018)

[42] The Secretary provided Bureau members with an outline of the steps to be taken to request additional funding for the IPPC Secretariat's core activities from the FAO Regular Programme Fund. This included the drafting of an information paper by either the Bureau or CPs, which should then be forwarded to the Secretariat for onward submission to COAG in time for their next meeting in October 2018.

[43] The Secretary informed Bureau members that the information paper would be circulated among Bureau members and the Secretariat for further comments and suggestions and submitted by 14 June 2018.

[44] The Bureau Chairperson indicated that the Bureau would meet with a number of Permanent Representatives to FAO on 12 June 2018 to ensure the information paper was presented to COAG in the correct form and to ensure it has the necessary weight and message.

8.3 Draft work plan and budget of the IPPC Secretariat for 2020

[45] The Secretariat presented the draft work plan and budget for 2020, which emphasized greater transparency, accuracy and efficiency with increased detail regarding budgetary matters which included inputs received from all lead units and teams within the Secretariat.

- [46] The overall aim of this work plan and budget template is to introduce a results-based budgeting approach to the overall resource planning of the IPPC Secretariat. The draft includes various improvements such as the inclusion of a complete list of staff that underlies the total staff costs, the FAO budget line indication to be used for better monitoring of expenses and a clear division of activities and results.
- [47] Bureau members provided comments on the budget, and specifically on areas where further budgetary provisioning should be made, such as for the IYPH activities. In addition, the Bureau reiterated the need to reflect clearly the need for CPM to be aware of the staffing costs attached to the various activities and projects, and to sensitize them to the need to make provision for staff resources in their contributions. The revised draft work plan and budget for 2020 will be circulated to Bureau members prior to the Bureau's October 2018 meeting.
- [48] The Bureau:
- (1) *Noted* the preliminary draft work plan and budget for 2020;
 - (2) *Requested* the Secretariat to complete and present the updated draft at the October 2018 meeting of the Bureau; and
 - (3) *Agreed* that the draft work plan and budget for 2020 should have four main areas of work: Governance and Management, Standard Setting, Implementation Facilitation and the International Year of Plant Health (IYPH).

8.4 Planning for 2019 IPPC Annual Theme activities

- [49] The Secretary informed the Bureau of the IPPC annual theme for 2019, *Year of Plant Health and Capacity Development*, a new theme that would focus on capacity and capability. Activities in 2019 would commence at CPM-14 (2019), which includes a keynote speaker and at least one side-session, both addressing the topic of capacity development. A special topic item will also be added to the CPM-14 (2019) agenda focusing on this theme. One or more speakers will also be invited to discuss this theme at the IPPC seminar in 2019, held annually at the FAO. In addition, advocacy material will be prepared, which should include at least one factsheet. The Secretariat has already produced factsheets for themes from previous years including, *Plant Health and Food Security*, *Plant Health and Trade Facilitation*, and is currently preparing the factsheet for the 2018 theme, *Plant Health and Environmental Protection*. The Factsheet for 2019 will be prepared earlier in the year, to ensure all factsheets are ready for 2020. Lastly, the theme will be promoted through the IPP.
- [50] Suggestions for keynote speakers included Melinda Gates or Howard Buffet, as both place great emphasis on capacity development. It was also suggested that a speaker from one of the UN agencies that deals with capacity building issues could be invited to give the keynote address.
- [51] It was agreed that further suggestions for the keynote speakers for CPM-14 (2019) be proposed as soon as possible and nominees contacted to secure their participation. This should be finalized either before, or at the latest, during the Bureau's meeting in October 2018.

9. Follow up Actions from CPM-13 (2018)

- [52] The Chairperson, outlined six issues raised during CPM-13 (2018) which needed attention and follow-up. The paragraphs from the CPM report in this regard were:
- Call for topics: standards and implementation: [Paragraph 61, decision point \(8\), p12](#);
 - ePhyto: [Paragraph 140, decision point \(3\), p22](#);
 - e-Commerce: [Paragraph 147, p23](#);
 - e-Commerce: [Paragraph 150, decision point \(2\), p23](#);
 - IPPC Regional Workshops: [Paragraph 166, p25](#); and
 - IPPC Regional Workshops: - [Paragraph 168, decision point \(6\), p26](#).
- [53] The Chairperson indicated that these items have either been addressed already, or will be addressed under specific agenda items of the current sitting of the Bureau meeting and should be dealt with at the relevant time, and was assured that all requests by CPM-13 (2018) are being attended to.

9.1 Actions and progress in the Strategic Framework for 2020-2030

- [54] The Secretariat informed the Bureau of the progress of the SF 2020-2030. The comments received from CPs during CPM-13 (2018) were captured and incorporated into a revised draft.
- [55] It was requested that the SF be open for comments for CPs, NPPOs, RPPOs, IC, SC and international organizations, and be in conformity with FAO/IPPC style. One of the drafters of the SF, Ralf LOPIAN, will be forwarding the newly edited draft to the Secretariat by 13 June, and the Secretariat will make it available in the Online Commenting System (OCS) from 15 June to 31 August 2018, as decided at CPM-13 (2018).
- [56] Regarding international organizations, the Secretariat presented the Bureau with an initial list of organizations that were relevant to the work of the IPPC Secretariat. Members of the Bureau and Secretariat provided names of additional organizations that could be contacted to see if they were interested in providing comments. The Secretariat also proposed that industry players could be invited to provide comments via the OCS.
- [57] The Bureau agreed that it would be a valuable exercise to receive comments from relevant industry players, in that it could provide insight into their perspectives on the work of the IPPC in the future. The Bureau reiterated that comments from industry should be treated with special attention to ensure the SF focusses on the IPPC community as a whole. The Secretariat would need to create accounts for each of the identified international organization and relevant industry group in the OCS, such as the ePhyto Industry Advisory Group.
- [58] Once the commenting period is closed, the comments will be compiled and provided to the drafters, who will consider the comments and, where relevant, will include them in the SF. The revised draft SF will be further edited and submitted to the SPG for their review.
- [59] The Bureau:
- (1) *Noted* the progress and actions taken towards the finalization of the Strategic Framework 2020-2030

9.2 Commodity and pathway standards (Draft ToRs of Focus Group; Membership selection; and financial support)

- [60] A Bureau member presented the paper for this agenda item, which included the draft ToRs¹ for the Focus Group on Commodity and Pathway Standards. The IC and SC also provided circulated comments which were considered by the Bureau.
- [61] The Bureau indicated that some of the suggestions on the ToRs received from the SC would change the parameters agreed to by CPM-13 (2018), and it was important, considering the challenge to agree to the original text, to maintain this text which was a result of the CPM-13 (2018) discussion. In this regard, the suggestion that a representative of industry and the SPS be included, was considered by the Bureau to be premature, as it was important to first iron-out internal issues, and agree on the way forward, before opening the discussions with other parties.
- [62] A Bureau member suggested that two days will be insufficient time for the Focus Group to deliberate on this matter, and it was decided that an additional day be allocated to ensure that the matter gets the adequate time for discussion and to agree on the outcome to be presented to the SPG at their October meeting. The Focus Group will meet from 1 to 3 October 2018 in Rome, Italy.
- [63] Lois Ransom and Greg WOLFF will be the Bureau members represented at this Focus Group meeting. Members of the Bureau will participate at that meeting. The IC will be represented by Mr Dominique PELLETIER (Canada), and the SC will be represented by Mr Ezequiel FERRO (Argentina). Regarding other participants, the Bureau decided that due to the large amount of interest in this issue, and for reasons of transparency, a call for nominations and resources would be made, with the deadline of 31

¹ 10_Bureau_2018_June

July 2018. This would give all relevant parties at least four weeks to make their nominations. The finalised ToRs will accompany the call for nominations and nominees will be requested to submit a summary of their expertise against the skills requested. A separate invite will be sent to NPPOs and RPPOs requesting them to submit relevant reference materials to help ensure that the discussions are well informed and fruitful. The Secretariat is charged with coordinating and receiving this material, and also to provide relevant material that it may have.

[64] Due to the current financial constraints of the Secretariat, the Bureau confirmed that there could be no financial assistance provided to any participants attending this FG meeting.

[65] The Bureau:

- (1) *Finalized* the Terms of Reference for the Focus Group;
- (2) *Agreed* to the approach and time line for selecting members of the Focus Group
- (3) *Agreed* that, due to the lack of funds, no financial support would be extended to members to participate in the Focus Group;
- (4) *Requested* the provision of reference material that may help the focus groups with its tasks;
- (5) *Agreed* that the Focus Group meeting be extended to three days;
- (6) *Decided* that in the interest of inclusiveness and transparency, a call for nominations for members and resources be made as soon as possible, with 31 July as the closing date.

9.3 Financial support for call for standards and implementation

[66] The Secretariat reminded the Bureau of the CPM-13 (2018) decision to have a call for topics for standards and implementation in 2018. The Task Force for Topics will be meeting from 1 to 3 October 2018 in Rome. The Secretariat estimated the costs at approximately USD 56,000², which would cover the necessary expenses, a large portion of which would be used to fund participation by members from developing countries that may request financial assistance for their travel.

[67] This highlights the need for the prioritization of projects and activities proposed by CPM, where funds have not specifically been budgeted for such an activity or project, and for CPM to be made aware of the cost implications of certain decisions.

[68] The Secretariat indicated that there was no provision in its 2018 budget to pay for the meeting of the Task Force for Topics, and committed to try find solutions in this regard for this particular matter. The Secretariat also informed the Bureau that it was not possible to postpone this call for topics as it has already been issued in line with the decision by CPM.

[69] The Bureau indicated that all members, in particular the members from developing countries, should request their respective governments or RPPOs to finance their participation. The Bureau further indicated that criteria for providing travel assistance needed to be re-evaluated and more stringent criteria used in approving requests for travel assistance.

[70] The Bureau nominated Ms Lois RANSOM as the Bureau member participating in this Task Force.

[71] The Bureau:

- (1) *Agreed* that no funds would be allocated to provide travel assistance to participants attending the Task Force for Topics meeting.

9.4 Implementation of CPM-13 (2018) decision on sustainable funding mechanism for IPPC work programme

(Letter from CPM Bureau to CPs for call upon implementation of CPM 13 (2018) decision)

[72] The Secretariat gave the Bureau background on its source of funds, including the FAO Regular Programme Funds and the MDTF, which is financed from voluntary contributions from members. The

² 14_Bureau_2018_June

Secretariat also welcomed the decision by CPM-13 (2018) to adopt the simplified mechanism for contributions, and to encourage members to make voluntary contributions. In this regard, the IPPC Secretary requested the Bureau, through the Chair and vice-Chairperson to draft a letter encouraging CPs to make these contributions in support of the IPPC Secretariat. This letter could be sent to CPs through the IPP. He highlighted that this process should not be confused with the current activities to increase the IPPC Secretariat allocation from the FAO Regular Programme Fund, for which an information paper is being developed for presentation at the next meeting of COAG.

[73] It was suggested that this letter be kept simple, deliver the right message and indicate the mechanisms that can be used for the allocation.

[74] A Bureau member also suggested that a physical letter be delivered to the various CPs, either via their contact or focal points, as this will give greater assurances that the letter has been received by the relevant authorities and is also more personalized.

[75] The Bureau:

- (1) *Agreed* to sign a letter encouraging Contracting Parties to make a voluntary contribution to the IPPC Secretariat, in line with the relevant CPM-13 (2018) decision, and tasked the Secretariat to prepare the draft letter.

10. Governance and Strategy

10.1 SPG 2018 agenda

[76] The Bureau and Secretariat discussed and prepared a draft agenda for the SPG meeting in October. The draft Agenda is attached as Appendix 5 of this report.

[77] In consideration of the financial constraints of the Secretariat, as discussed above, the Bureau agreed that there would be no financial resources to assist with participant's travel to attend the SPG meeting in October 2018. The letter of invitation for attendance to the SPG meeting should include this decision so that CPs who normally require travel assistance can look for alternative sources. In this regard, it is important to have the letter of invitation sent to all CPs at least three months ahead of the meeting.

[78] A Bureau member, Greg WOLFF, was tasked by the Bureau to prepare a news item which would highlight the lack of financial resources to support participants travel to attend the meetings of the Commodity and Pathway Standards Focus Group, the Task Force on Topics and the SPG, in order give advance notice to CPs to about the lack of resources.

[79] The Secretary also indicated that a speaker needed to be identified to deliver a presentation on Plant health and Environmental Protection at the seminar on the IPPC's 2018 annual theme.

[80] The Bureau:

- (1) *Agreed* to the draft agenda for the October SPG meeting as presented in Appendix 5 to this report.
- (2) *Agreed* that, due to current financial constraints, the Secretariat will include in the letter of invitation for the SPG meeting that no financial support for travel assistance will be provided to participants to the SPG meeting in October 2018;
- (3) *Requested* a member of the Bureau, Mr Greg WOLFF, to draft a news item communicating that no financial resource are available to support travel of any members to attend the Commodity and Pathway Standards Focus Group, the Task Force on Topics and the SPG meetings in October 2018.

10.2 CPM-14 (2019)

[81] The Bureau and Secretariat discussed and prepared a draft agenda for the CPM-14 (2019).

[82] The Chairperson indicated that a Minister needed to be identified to deliver a keynote message at CPM-14 (2019), and that there is a possibility of having the Minister for Agriculture of Mexico, either in person or via a video message, however, this still needs to be confirmed.

[83] The Bureau:

- (1) *Agreed* to the draft agenda for the CPM-14 (2019) meeting, as presented in Appendix 6 to this report.

10.3 IPPC Criteria for Emergency Issues

[84] This item was added to the agenda following some discussion on it during the earlier meetings of the Financial Committee, considering the need for the IPPC Secretariat to have a policy and processes in place to deal with emergency situations in the IPPC context. The issue of the Fall Armyworm, raised by CPs at CPM-13 (2018), brought to the forefront the need to be prepared to respond to an emergency situation, if within the mandate of the IPPC, and in particular, how resources could be made available to respond to such emergencies and in what situations the use of IPPC Secretariat's resources should be considered. It is also important to define what constitutes an emergency and the role of the IPPC Secretariat in such cases.

[85] A Bureau member referred to a dictionary definition of "Emergency" as: *a serious unexpected and often dangerous situation requiring immediate action.*

[86] The Bureau indicated that it should be involved in any decision that would require the re-allocation of funds or a re-prioritization of activities, to respond to an emergency. An ad hoc meeting of the Bureau could take place virtually to ensure that time or funds are not wasted.

[87] The Bureau reiterated the fact that the Convention puts an obligation on CPs to coordinate and cooperate with each other to deal with the spread of pests, if necessary, and also to share information in this regard^[1]. The Bureau also recalled that the issue of emerging pests and issues and IPPC actions had been discussed by the Bureau in 2017 and the TC-RPPOs was requested to develop a processes for identifying and coordinating response to, at least, new and emerging pests. This work is progressing and includes defining the scope of an emerging pest for which global action is warranted.

[88] The Bureau considered that in the case of the Fall Armyworm, the Bureau and Secretariat were not equipped to respond immediately to the concerns raised by CPs, and the need for them to report such situations needed to be highlighted. The Bureau felt that it would be important to add emergency and/or emerging pests as a standing CPM agenda item.

[89] The Bureau also indicated that first the SPG, then the Bureau, and finally, the CPM, should provide a clear position and decision on the issue of emergencies to enable the Secretariat to provide the necessary tools to respond appropriately.

[90] It was also clear that other areas in FAO were fully aware of the issue and had mobilised to assist. A Bureau member indicated that the IPPC Secretariat should do a study of which other divisions within the FAO deal with emergency situation that could be of concern to CPs, but which are not necessarily fully within the mandate of the IPPC, thereby ensuring that the full range of FAO resources and activities can be communicated to CPs.

[91] The Bureau:

- (1) *Recommended* that emergency situations that may warrant the use or reallocation of Secretariat resources should be limited to:
 - An activity or system for which the IPPC Secretariat is responsible, which fails unexpectedly and could negatively impact the IPPC work programme; and/or
 - An emergency pest situation that is causing damage to CPs, nationally and/or regionally, for which the IPPC Secretariat could provide a function to facilitate sharing of information or coordination of activities.
- (2) *Agreed* that, in such emergency situations, the Secretariat should convene an ad-hoc meeting of the Bureau to discuss, and, if required, approve, the reallocation of funds and/or re-prioritization

^[1] Articles VII and VIII of the International Plant Protection Convention

of activities of the Secretariat to respond to the matter, and that situations outside the Secretariat's capacity and mandate will not be considered for reallocation of funds or re-prioritization of activities; and

- (3) *Recommended* that updates of emergency situations and outbreaks of pest situations be added to the CPM agenda as a standing item.

11. Standard Setting

11.1 Updates from SC Meeting in May 2018

[92] The Secretariat lead for the SSU presented the report³ of the meeting of the Standards Committee held 14 to 18 May 2018, which reviewed four draft standards, which were approved for the first consultation review. These standards were drafted by different expert groups in 2017 and the consultation period has been set from 1 July to 30 September 2018.

[93] The Secretariat also informed the Bureau that a record number of comments (1593) were received on the draft ISPM on *Requirements for the use of fumigation as a phytosanitary measure*, which were also wide-ranging in nature and scope.

[94] The SSU lead also informed the Bureau of the request, related to the Technical Panel on Forest Quarantine, regarding a questionnaire developed by International Forestry Quarantine Research Group (IFQRG). The IFQRG wanted to identify new areas for international research collaboration and produced a questionnaire for this reason. IFQRG enquired whether they should distribute the questionnaire themselves, or whether this could be done through the Secretariat using the IPP emailing facility. In this regard, a decision has been proposed for consideration by the Bureau. The Bureau indicated that assisting the IFQRG with this request would be mutually beneficial to both parties, and agreed that the survey could be distributed by the Secretariat. The Bureau also indicated that in matters where there minimal resources, the request is relevant to the work of the IPPC Secretariat, the decision can be taken by the Secretariat.

[95] The Secretariat also suggested that more use be made of experts on the various topics being discussed, as not all SC members have the necessary expertise.

[96] The Bureau:

- (1) *Noted* the SC comments on the draft Terms of Reference for the Focus Group on commodity and pathway specific ISPMs;
- (2) *Agreed* that the SC Chairperson Mr Ezequiel FERRO (Argentina) represents the SC in the Focus Group on commodity and pathway specific ISPMs;
- (3) *Noted* that the SC nominated Mr Rajesh RAMARATHNAM (Canada) and Mr Álvaro SEPÚLVEDA LUQUE (Chile) as members for the Task Force on Topics (TFT) in addition to the SC Chairperson Ezequiel FERRO (Argentina);
- (4) *Considered* and advised the Secretariat to proceed with the IFQRG survey, and further authorized the IPPC Secretariat to take decisions on similar matters where there is minimal impact on resources, and the request is relevant to its work.

12. Implementation Facilitation

12.1 Updates from the IC meeting in May 2018

[97] The Secretariat lead for the IFU presented an update⁴ to the Bureau on the May 2018 IC meeting.

[98] The Secretariat informed the Bureau of proposals for changes to ToRs for the Focus Group on Commodity and Pathway Standards suggested by the IC. The Bureau felt that the suggested changes would materially alter what was agreed to at CPM-13, and considering the sensitivities and complexity

³ 11_Bureau_2018_June

⁴ 12_Bureau_2018_June

of the discussion, the proposed changes by the IC would not be taken on. The IC had also proposed that a representative of the SPS community be included in the Focus Group, but as mentioned previously in this report, the Bureau felt it was premature to have them included at this stage, as clarity is needed internally of the issues that need to be dealt with.

- [99] The Secretariat advised that Mr Dominique PELLETIER (Canada) was nominated as the IC member that would attend the Focus Group meeting on behalf of the IC.
- [100] The Secretariat indicated that in discussions with the FAO Legal Office, it was noted that there were several issues regarding the IC ToR and RoP that may need to be clarified. In this regard, there may be a need to amend the ToRs and RoP, but this will only be considered after there is more experience gained by the IC.
- [101] The Secretariat requested guidance from the Bureau on the role of the IC, especially in regards to current and new projects as it was not clear to either the Secretariat or the IC, and this was especially relevant for existing projects. Regarding the role of the IC in relation to projects, the Bureau acknowledged the interest of the IC in projects that fall within the scope of their role, however, the Bureau felt that, as mentioned previously, the IC should gradually assume this role, and rather focus on establishing a strong working mechanism and structure during this transitional phase of the IC. The IC would, however, exercise their oversight authority over new IC projects, with the Secretariat maintaining their project management function on them. The Bureau also indicated that it was critical to prioritize projects to ensure that they fall within the strategic objectives of CPM and also that there are funds available for the projects.
- [102] The Secretariat also indicated that the web-based Phytosanitary Resource Page (PRP) was not functioning and there needs to a solution to continue to allow access to information posted there. The Bureau agreed with the proposal of the Secretariat to move the resources from the PRG to the IPP, and agreed to move phytosanitary resources to the IPP, requesting the Secretariat to clearly indicate those resources which are not developed under the auspices of the IPPC Secretariat.
- [103] The Secretariat informed the Bureau that there was a shortfall of USD 25,000⁵ for the implementation of the SCTF, and also concerns regarding the lack of clarity between the roles of the Secretariat and that of the Coordinator of the SCTF. In this regard, it is suggested that the Secretariat seek to have a working arrangement to clarify the roles, functions and reporting lines of the Coordinator. The Bureau also suggested that a vice-coordinator be appointed, to assist with the coordination function. In addition, the role of the IC lead for the SCTF should help to guide the activities of the task force, helping to ensure the anticipated outcomes are achieved. It was noted that the IC now has oversight of the SCTF.
- [104] Regarding the shortfall of USD 25,000 for the SCTF, a Bureau member undertook to secure the funding. The Bureau also reiterated that the SCTF should be functioning independently and not add extra work to the Secretariat. However the Secretariat indicated that it was necessary to provide some support to the SCTF and that these extra funds would allow some Secretariat support.
- [105] The Bureau:
- (1) *Acknowledged* that its guidance would be necessary during this initial period of collaboration between the IC and the Secretariat;
 - (2) *Agreed* that the IC should provide an oversight function on new implementation and capacity development projects to ensure that they are aligned with the IPPC strategic objectives, have strategic value and a competitive advantage;
 - (3) *Agreed* that the IPPC Secretariat holds the project management function and would update the IC on project progress and where necessary seek technical input.

⁵ 15_Bureau_2018_June

12.2 Suggestions to IC on IRSS activities

- [106] The IFU lead of the Secretariat introduced the paper⁶, which outlines two requests made by the IC to the Bureau in regards to the Implementation Review and Support System (IRSS).
- [107] The Bureau was informed that the IC had established an IC Sub-group on IRSS and drafted a ToRs which will be sent for consultation. The Secretariat indicated that the IC had decided to allow the Sub-group to commence its work, in anticipation of the approval of the ToRs.
- [108] The IC requested the Bureau to nominate a Bureau member to be a member of the IC Sub-group on IRSS.
- [109] The IC also requested the Bureau to provide suggestions and ideas for IRSS activities, to be considered for inclusion in the IRSS work plan. These should be forwarded to the Bureau members selected to represent the Bureau in the IC's Sub-group for the IRSS, collated and then forwarded to the Secretariat. Initial ideas from Bureau members included:
- Establishing baseline performance measures for core and development agenda activities in the SF 2020-2030 so that benefits and changes as a result of implementation could be measured over time and reported; and,
 - A comparative analysis of the last general survey, including changes against the outcomes of the previous survey, for reporting to CPM on progress and ongoing requirements.
- [110] The Bureau further indicated that the IRSS was not purely an IC project, as there were elements of research that would inform standard setting, and that it was a project critical to the entire IPPC.
- [111] The Bureau further indicated that the IRSS has an important functionality to assist matters, such as analytics, to support decision-making and to provide information on the best ways to address some issues.
- [112] The Bureau:
- (1) *Nominated* Ms Lois RANSOM as the Bureau representative to be a member of the IC Sub-group on IRSS;
 - (2) *Agreed* to submit ideas, for IRSS activities to Ms Lois RANSOM for consideration and possible inclusion in the IRSS work plan.

12.3 Review and approval of the IRSS report for the 2nd cycle

- [113] The Secretariat presented the concluding report⁷ from its 2nd cycle of activity.
- [114] The IC, SC, and Bureau were requested to provide comments on this report before the end of July 2018. The inputs received from the IC and SC will be forwarded to the Bureau for deliberation and consolidation, together with its own inputs. These comments will be considered by the Secretariat and the report revised accordingly.
- [115] The Bureau:
- (1) *Agreed* to consider comments on draft IRSS Triennial Implementation Review Report (2014-2017) received from the Implementation and Capacity Development Committee, the Standards Committee and Bureau members and submit a consolidated set of comments to the Secretariat.

⁶ 07_Bureau_2018_June

⁷ 09_Bureau_2018_June

12.4 IPPC Regional Workshops: strategy and policy

- [116] The Secretariat presented the Bureau with an update and revised guidelines⁸ on the organization of IPPC Regional Workshops.
- [117] The Bureau indicated that the workshops should have a balanced agenda, with time allocated to commenting and discussion on the draft ISPMs sent for consultation, presentations from the IPPC Secretariat's on projects and activities and issues of regional concern. It was agreed that more time should be devoted to formulating comments on draft standards and discussions and less time for presentations.
- [118] The Bureau indicated that the Secretariat should develop only broad guidelines as each region has different needs and the Secretariat should remain flexible in its approach. In turn, the various regional organizing committees should provide inputs to the Secretariat on their requirements and, thereby, the agenda for each Regional Workshop should be balanced according to their needs.
- [119] CPs from some regions have indicated that they would prefer to manage the workshops as independently as possible, while other have requested a greater focus on commenting on draft ISPMs sent for consultation. The Bureau indicated that it was, therefore, important to arrange each regional workshop in collaboration with the regions and to not be prescriptive about the content of the workshop.
- [120] Regarding the name given for the workshop, the Secretary indicated that these events offer the IPPC community an important opportunity to create awareness of its role in plant protection and trade facilitation, and it was critical that "IPPC" appears in the title of the workshop. The Bureau agreed that other institutions names could be included in the title to read "IPPC- joint institution Regional Workshop, when substantial financial support would be provided by this organization.
- [121] The Secretariat presented the Bureau with revised guidelines for the organization of the IPPC Regional Workshops⁹.
- [122] The Secretariat also proposed dividing the Regional IPPC Workshop for Africa into smaller workshops, as Africa is a large continent with a large number of countries, rendering the organizing of a single workshop challenging in terms of costs of travel and number of participants. The Bureau agreed to consider organizing 2 to 3 workshops for Africa in 2019, taking into account languages and the possibility to involve the FAO regional offices.
- [123] Regarding funding of the IPPC Regional Workshops, the Bureau recommended that regions be solicited to participate to a larger extent in the funding of the workshops. Funds for IPPC Regional Workshops should, therefore, not rely on funding from the IPPC Secretariat but rather from regional co-organizers.
- [124] The Bureau:
- (1) *Acknowledged* the importance of regional workshops, and encouraged the Regional Workshop Steering Committees to investigate funding/securing additional funds to cover the costs of the regional workshops;
 - (2) *Agreed* to the guidelines for IPPC Regional Workshops, as presented in Appendix 7 to this report; and
 - (3) *Agreed* to explore the possibility of having two or three regional workshops for the African region.

13. Communication and Advocacy

- [125] The Secretariat presented a report on its communications and advocacy coverage of the CPM-13 (2018). Fifteen news items related to CPM-13 (2018) were published on the IPP, while FAO and UN News published relevant articles on their homepages. The CPM Chairperson was also interviewed, which

⁸ 06_Bureau_2018_June

⁹ 06_Bureau_2018_June REV_Annex 1

resulted in an article published by Reuters and referred to by 80 online magazines including EFE, ANSA and ReliefWeb. In addition, all participants received a welcome package consisting of an IPPC folder with the 2017 IPPC Secretariat's Annual Report, the 2018 table calendar, four factsheets and a QR box with five QR cards.

[126] During CPM-13 (2018), the IPPC Secretariat had organized a side meeting on communication with all interested NPPOs and RPPOs. As a result, a list of communication focal points was developed to initiate regular discussions on four main issues, including 1) the IPP structure and contents, 2) sharing of success stories on plant health, 3) standard setting and implementation, and 4) supporting social media work.

[127] In addition, 40 interviews were done with CPM participants on the topics of Plant Health and Environmental Protection, successes and challenges of standard setting and implementation, and future direction of the IPPC Community. These interviews were posted on the FAO YouTube channel and shared via the IPPC and FAO social media network. Three of these interviews were also the basis for the video for the 2018 IPPC Regional Workshops, focused on the annual theme.

[128] The Bureau:

- (1) *Noted* the report and conveyed its appreciation to the Secretariat for its efforts to continually increase its communications and advocacy activities.

13.1 Updates from 4th IYPH StC meeting and progress on UNGA endorsement

[129] The Secretariat provided the Bureau with an update of the IYPH Steering Committee meeting that was held from 23 to 25 April 2018. The meeting commenced with a briefing by the Secretariat to the IYPH StC on the progress made. An address was also given by Marcela Villarreal, Director of the FAO Partnerships and South-South Cooperation Division, and Clara VelezFraga, Head of the Office for Corporate Communication branch of Promotion and Outreach (OCCO), regarding the experience of the FAO in supporting international years, and the support that the IYPH StC can expect from the FAO. In this regard, it was highlighted that the FAO would be establishing a dedicated international steering committee (ISC) for IYPH, once it has been proclaimed by UNGA, and this ISC will meet every one to two months. It was agreed that the IPPC IYPH StC will be maintained with a technical advisory role, and it was suggested that the new ISC would include representatives from the IPPC Secretariat, the current IYPH StC Chairperson and Vice-Chair.

[130] The IYPH StC agreed to contact their respective governments to support, and possibly co-sponsor, the IYPH proclamation by the United Nations General Assembly (UNGA). The IYPH StC agreed to draft an IYPH support letter and an information package, to be translated into FAO languages, which will include an IYPH factsheet, relevant global news related to plant health, and a link to the IYPH promotional video.

[131] The IYPH StC requested its Chairperson to forward a letter to all NPPOs, RPPOs and relevant international organizations to solicit their support for the proclamation at UNGA. The IYPH StC also requested the FAO to forward a letter and information package to all Permanent Representatives to the FAO and the General Assembly in New York.

[132] Regarding the IYPH programme development, the IYPH StC agreed to a new document on IYPH phases and target audiences, detailing major activities into three phases: 1) lead-up to IYPH proclamation; 2) preparation of IYPH; and 3) execution of the IYPH work programme.¹⁰

[133] The IYPH StC requested the IPPC Secretariat to consult with FAO's Protocol Office to discuss the process for organizing the Ministerial CPM in 2020, to ensure organizing the event timeously and that the high-level meetings are coordinated effectively.

¹⁰ Ref. Appendix 4 of Fourth IYPH StC meeting:

https://www.ippc.int/static/media/uploads/iyp/2018/05/17/Report_IPPC-IYPHStC_Fourth_Meeting-2018-05-16.pdf

- [134] The IYPH highlighted the need for inputs from the SC and IC for the IYPH, and further suggested that the activities of these two committees and those of the IPPC Secretariat be reduced during 2020 in order to allow the IPPC Secretariat to support the IYPH programme development.
- [135] The IYPH StC emphasized that support for the resolution presented to UNGA will have its efforts concentrated on informing UN Missions in New York. It was therefore important for CPs to reach out to them in the appropriate way, including through respective Ministries of Foreign Affairs.
- [136] Representatives from FAO's OCCO division further briefed the Bureau members on the role of OCC in supporting the IYPH once it has been proclaimed by the UNGA. This includes development of an IYPH communications handbook, creation of a visual identity, development of a dedicated website, logo and advocacy materials.
- [137] The Bureau conveyed their appreciation for the report and briefing from OCC, and their guidance to the Secretariat and the IYPH StC to ensure maximum awareness for IYPH and the activities being promoted in this regard. The Bureau further indicated that they were reassured by the inclusion of OCC in this initiative and that the correct procedures and formalities are being adhered to.
- [138] The Secretary reminded Bureau members that the funds required to support IYPH must be secured before 2019, and that an analysis should be done to estimate the costs for IYPH. The Secretariat gave the Bureau an indicative budget for the IYPH based on activities and minimum budget required. The Secretary indicated that this could be as high as USD 3 million, significantly higher than the minimum of USD 600,000 which had been previously identified for the skeleton of IYPH events, and that this would be solely extra-budgetary. He suggested that the Secretariat engage with the relevant FAO divisions that worked on the International Year of Soil to get more accurate estimates.
- [139] Regarding resource mobilization, the Chairperson indicated that Bureau members would be responsible to lobby for, and secure the necessary extra-budgetary funds for the IYPH. The Bureau further recommended that, due to the complex and high workload required, relevant expertise, possibly through the hiring of additional staff for the IYPH project should be considered.
- [140] The Bureau:
- (1) *Noted* the report from the IYPH Steering Committee meeting.
 - (2) *Agreed* to take on the responsibility to secure the necessary extra-budgetary funds for the IYPH.
 - (3) *Recommended* to consider hiring additional staff to coordinate and support the IYPH project.

13.2 IYPH StC Recommendation on the possibility for SSU and IFU workload in 2020 to be reduced to support IYPH activities

- [141] The Secretariat informed the Bureau of the recommendation from the IYPH StC to, due to the current staff workload and shortages, reduce the projected workload on core activities of the Secretariat, to dedicate it instead to supporting IYPH activities.
- [142] The Bureau felt that this would send the wrong signal to CPs and the wider audience, and some Bureau members suggested that on the contrary, the outputs from the Secretariat might be intensified to showcase its work.
- [143] The Bureau also recalled that it is a FAO requirement, which was also endorsed by CPM, that all IYPH activities were funded from extra-budgetary sources, but noted that where Secretariat staff had expertise relevant to IYPH activities, their positions could be backfilled to ensure CPM priorities were achieved.
- [144] The Bureau acknowledged the need for the Secretariat to be represented on the ISC that will be formed by the FAO once the IYPH has been proclaimed, but re-iterated the preference to hire additional staff rather than reducing the IPPC Secretariat's core activities workload. This item should be placed on the Bureau's agenda for its October meeting, at which time a decision can be made about allocation of additional staff to focus on the IYPH project.

[145] To facilitate discussions with prospective sponsors to provide funding in support the IYPH, the Bureau requested the IPPC Secretariat to provide Bureau members with an update, by September 2018, on the possibility of these sponsors to use the IYPH and/or FAO logo.

[146] The Bureau:

- (1) *Decided* to confirm the allocation of additional staff to focus on the IYPH project at its meeting in October 2018.
- (2) *Requested* the IPPC Secretariat to provide Bureau members with an update, by September 2018, on the possibility of potential sponsors to use the IYPH and/or FAO logo.

13.3 Discussion with OCC

[147] A discussion was held with officials from OCC to discuss the migration of the IPP to the FAO platform, and in particular regarding the envisaged template to be used. The Bureau gave OCC background on the need to have its own template with a strong visibility of its distinct character, consistent with its role and function under the international treaty that is the IPPC, and the nature of the IPPC administration as an FAO Article XIV body, and therefore different from FAO divisions. The Bureau indicated they would prefer the approach taken by Codex for its FAO webpage. The OCC representatives indicated that they were open to accommodate the Secretariat in this regard and showed a strong willingness to assist where possible in developing a strong brand identification for the IPPC Secretariat.

[148] The Bureau:

- (1) *Agreed* to draft a justification addressed to the FAO OCC to optimise the IPPC Secretariat brand identity on the IPP once it is migrated under FAO.org.

13.4 Activities for IPPC 2018 annual theme

The Secretariat informed the Bureau of the activities for the promotion of the Year of Plant Health and Environmental Protection. The Secretariat promoted the theme at CPM-13 (2018), with a keynote address by Ms Cristina Pasca Palmer, Executive Secretary of the Convention on Biological Diversity (CBD), a special topics session and a side session on the same theme. The Secretariat also produced a video on Plant Health and Environmental Protection. In addition, a factsheet is being drafted, and the relevant IPP thematic pages updated. An IPPC Seminar addressing this year's theme will be organized during the SPG meeting in October 2018, and the Secretariat will be doing a presentation on the theme at its regional workshops.

[149] The Secretariat indicated that future theme years after 2019 would be decided after the IYPH 2020, as the Secretariat would use this event to receive inputs and ideas from the IPPC Community.

The Bureau:

- 1) *Noted* the Secretariat's activities to promote the Year of Plant Health and Environmental Protection, and conveyed its appreciation for the efforts to raise awareness for these issues.

14. Trade Facilitation

14.1. Five-year strategic plan for ePhyto

[150] The Secretariat presented a report¹¹ on the five-year strategic plan for ePhyto and provided feedback from the ePhyto Steering Group meeting held in May 2018, including their recommendation for the advancement of the project. Key issues that were presented included a recommendation that the project have a donor funding based operating model for the first five years, as a critical mass of users needs to be built before it could be a stand-alone project. The Secretariat also indicated that a governance component, based at the Secretariat, which is not for the technical aspects of the project, should be considered. A further recommendation was for the creation of a separate ePhyto trust fund to which

¹¹ 13_Bureau_2018_June

donors could contribute. The expected cost to operate the system during this five-year period was estimated at USD 600,000 per annum.

- [151] The secretariat advised that the hub was now open and operating, with phytosanitary certificates being issued by participating countries.
- [152] The Secretariat reported that it would be developing a benefit-cost analysis for the project, which will be presented to the Bureau at the October meeting.
- [153] The Secretary proposed that the next phase of the ePhyto project, from 2019 to 2024, could focus on capacity building, and that now would be the opportune time to source funds for it, and it is projected that after 2024, it would be a stand-alone project.
- [154] A Bureau member indicated that it would be better to have only one plan, as there are separate operational requirements from operating and capacity developments, and these should be integrated into a single plan. The ePhyto system needs to be operational 24/7, which will need a particular operating framework, and this could also include ongoing assistance to countries to integrate into the system, which would imply changes to legislation, and possibly also changes to their domestic electronic certification systems and operations and integrating it into the ePhyto system. This integration would be part of the capacity development aspect that needs to be accounted for, making this a technically assisted system. The five-year plan, therefore, must capture all the elements required for it to be fully functional and operational, and the countries must understand all the requirements needed to implement and integrate the system it into their existing system.
- [155] A Bureau member indicated that it would be useful at this stage to record and publish how many certificates go through the hub, so that countries can start seeing how it is progressing. We also need to be clear on the functionality we need to keep it going, stabilizes and innovative and that we should be transparent on how much funding is needed to keep the system operational, taking innovation into consideration. This pilot stage should in essence give a clear picture of the project going forward.
- [156] A Bureau member enquired about a Trade Facilitation Fund held by the World Bank, and if this project could have access to such funding. The Secretariat indicated that there was approximately USD 40 million in the fund dedicated to trade facilitation, and that the World Bank would be interested in participating in the trade facilitation aspects of the project, and would be in a position to allocate funds for development assistance.
- [157] In terms of budgeting, the Secretariat estimated that the hub will cost approximately USD 600,000 per annum to run, which excludes capacity development. The five-year plan, being based on donor funding, necessitates that a sustainable solution be developed from 2025, for which there is currently no specific solution, but there ongoing discussions to develop a sound business model.
- [158] The Secretariat also informed the Bureau that, concerning management of the system going forward for the long-term, the United Nations International Computing Centre (UNICC) were committed to taking the project under their management for 24/7 technical operations. In addition, the technical operations of the system are distinctly different from the capacity development requirements and for that purpose a separation of trust fund resources would be appropriate.
- [159] The Bureau indicated that initial discussions were held with Codex Alimentarius and the World Organization for Animal Health (OIE) for a common system to be used. Although this is not pertinent for the current discussions, the Bureau and Secretariat needed to be aware of this matter, as it may evolve over time.
- [160] The Bureau:
- (1) *Noted* the report and requested that the five-year investment and work plan be presented at the October meeting for endorsement;
 - (2) *Encouraged* the Secretariat and the ePhyto Steering Group to go ahead with mobilizing donor funded resources to cover the project costs for the five-year period starting in 2019.

14.2 IPPC e-Commerce project work plan and budget

[161] A Bureau member presented a paper, including a draft work plan and budget¹² for an e-commerce project. The CPM had indicated that this would be an extra budgetary project-based proposal. The bureau member also indicated that the commercial sector should be engaged as far as possible to ensure cooperation. In addition, the Secretariat will work with the WCO, who are the leads on this issue.

[162] It was also suggested that a relationship with industry web-based trading provider, such as eBay, Alibaba and Amazon, focus on a small number of globally-regulated products with which to initiate discussions, and develop a relationship going forward.

[163] The Bureau was requested to discuss and submit comments on the draft project work plan and budget prior to the end of July which will give enough time to have the proposal ready for the SPG in October. Once agreed by the Bureau, it will be presented to the SPG in October and then possibly to CPM-14 (2019) for final approval.

[164] The Bureau:

- (1) *Agreed* to review and provide comments to Lois Ransom by the 31 July 2018.

14.3 Stakeholders Industry Advisory Group

[165] The Secretariat indicated that the establishment of a stakeholder's industry advisory group is proving problematic due to the lack of support from subsequent CPM. This is still a contentious issue and it is recommended that focus be placed on ad-hoc industry groups, such as that for ePhyto or invite industry to participate as invited experts, such as for the SCTF, as the need may arise.

[166] The Secretary proposed that the item be suspended from discussion until appropriate to raise again, as taking a general approach is difficult.

[167] The Bureau;

- (1) *Agreed* to remove this item from the agenda until such time that it was required.

14.4 Trade Facilitation Action Plan

[168] A Bureau member presented a paper¹³ on the Trade Facilitation Action Plan (TFAP). A concept that came out of the Bureau meeting in 2017, was to use the TFAP as a mechanism to bring together some of the projects that are relevant to project facilitation including the IPPC Secretariat - WCO Agreement to be signed next week, ePhyto, e-commerce and the Sea Containers, and the International Trade facilitation Conference in 2020.

[169] The TFAP is an umbrella project for the Secretariat's projects that have a trade facilitation component. As an action plan, no resources have been allocated to it, but rather the projects identified will have their own work plan and budget. CPM requested that the Bureau relook at the plan and see how e-commerce could fit in.

[170] Regarding the TFAP, a Bureau member indicated that there could be an opportunity for Commodity and Pathway Standards to be included in the action plan, which would, therefore, need to be put on hold until a report from the FG on commodity standards had been delivered in October before the SPG meeting.

[171] The Secretary proposed that a conference on trade facilitation be added to the list of activities during the IYPH. The Bureau welcomed this proposal and indicated that in addition to trade facilitation, the conference should also include food safety and environmental protection.

¹² 05_Bureau_2018_June

¹³ 04_Bureau_2018_June

15. Any Other Business

15.1 Dispute settlement matter – EU/South Africa

[172] A Bureau member enquired about the status of the long outstanding dispute between South Africa and the EU. The Secretariat indicated that following several requests, another letter was being drafted by FAO's Legal Office to be sent to the EU in which their reply will be requested within a specified time frame. The Bureau recalled previous discussion which resolved to inform both disputing parties that it could no longer assist if this final attempt to secure agreement to a panel of experts was unsuccessful.

15.2 CIHEAM training course

[173] The Secretariat updated the Bureau on the training course held on 28th of May-8th of June in collaboration with the International Center for Advanced Mediterranean Agronomic Studies (CIHEAM) entitled "Developing national phytosanitary capacities"¹⁴. This training course was delivered to 16 students of the CIHEAM Masters 1 "Integrated Pest Management Programme" from all over the Mediterranean, six researchers on *Xylella fastidiosa* (from Egypt, Lebanon and Tunisia), and five staff of National Plant Protection Organizations (NPPOs) from Cameroon, Canada, Jamaica and Nigeria attended this training on a self-funded basis. The secretariat highlighted the large interest from these, and other students, to continue with this type of training, and continued exposure to the IPPC Secretariat and its activities.

[174] A Bureau member enquired about the possibility of having the modules for the course put online to give access to the study material to those that are unable to attend the course. The Secretariat informed the Bureau that it had held discussions with CIHEAM regarding eLearning, and there is a possibility of signing a Memorandum of Cooperation to progress this discussion. The Bureau suggested that other institutions could also be contacted that may be in a position to provide a similar service.

16. Next Meeting

[175] The next Bureau meeting will be held on 8 and 12 October 2018.

17. Closing of the Meeting

[176] The meeting was adjourned.

¹⁴ <https://www.ippc.int/en/news/the-ippc-secretariat-delivers-for-the-third-time-the-training-course-on-developing-national-phytosanitary-capacitiesat-ciheam-bari-italy/>

Appendix 01 - Agenda

	AGENDA ITEM	DOCUMENT NO.	PRESENTER
1.	Opening of the Meeting		XIA/TRUJILLO
2.	Meeting Arrangements		
2.1	Adoption of the Agenda	01_Bureau_2018_June	TRUJILLO
3.	Administrative Matters		
3.1	Documents lists	02_Bureau_2018_June	ALDOBAI
3.2	Participants list	03_Bureau_2018_June	ALDOBAI
3.3	Local information	Local information	ALDOBAI
4.	Updates from the IPPC Secretariat		XIA
5.	Report of the IPPC Financial Committee Meeting in June 2018		WOLFF
6.	Action Points of Bureau Report in April 2018	CPM Bureau April 2018 Report	TRUJILLO
7.	Minimum Staffing Requirements Supported by FAO Regular Programme for Basic Operation of the IPPC Secretariat	https://www.ippc.int/en/work-area-publications/85912/	XIA/BENOVIC
8.	Financial, Budgetary and Work Plan Issues		
8.1	Five year investment plan of the IPPC Secretariat developed by the FC (7/8 June)		WOLFF/BENOVIC/FC
8.2	Strategy to increase IPPC Secretariat's funds from FAO Regular Programme (Information paper for FAO COAG meeting in October 2018)		BENOVIC/TRUJILLO
8.3	Draft work plan and budget of the IPPC Secretariat for 2020	07_FC_2018_June	BENOVIC
8.4	Planning for 2019 Annual Theme activities		XIA
9.	Follow up Actions from CPM-13 (2018)	Link to report	TRUJILLO
9.1	Actions and progress in the Strategic Framework for 2020-2030		AL-DOBAI/MONTUORI
9.2	Commodity and pathway standards (Draft ToRs of Focus Group; Membership selection; and Financial support)	10_Bureau_2018_June	RANSOM
9.3	Financial support for call for standards and implementation	14_Bureau_2018_Jun	LARSON/NERSYSIAN
9.4	Implementation of CPM-13 (2018) decision on sustainable funding mechanism for IPPC Secretariat's work programme (Letter from CPM Bureau to CPs for call upon implementation of CPM 13 decision)		XIA/BENOVIC
10.	Governance and Strategy		

AGENDA ITEM		DOCUMENT NO.	PRESENTER
10.1	<ul style="list-style-type: none"> - SPG 2018 agenda - IPPC Strategic Framework for 2020-2030 - Update on IYPH in 2020 - IPPC annual theme for 2019 on Plant health and capacity development - FAO-COAG decision on increasing the IPPC Secretariat's funding from FAO Regular Programme - Review adjustments to Framework for Standards and Implementation - Five year investment plan of the IPPC Secretariat (draft) 		XIA/AL-DOBAI
10.2	CPM-14 (2019) <ul style="list-style-type: none"> - Agenda - Keynote speaker - Special topics session - Decision on side sessions <ul style="list-style-type: none"> - sea containers - ePhyto training/capacity development - Discussion on potential implementation issues of draft or recently adopted standards - Translation costs 		XIA/AL-DOBAI
11.	Standard Setting		
11.1	Updates from SC meeting in May 2018	11_Bureau_2018_June	NERSYSIAN/WANG
12.	Implementation Facilitation		
12.1	Updates from IC meeting in May 2018	12_Bureau_2018_June 15_Bureau_2018_June	LARSON/GATT
12.2	Suggestions to IC on IRSS activities	07_Bureau_2018_June 09_Bureau_2018_June	LARSON
12.3	Review and approval of the IRSS report for the 2 nd cycle	08_Bureau_2018_June	SOSA/LARSON
12.4	IPPC regional workshops, Strategy and policies addressing: <ul style="list-style-type: none"> - Issues raised at CPM-13 - Processes including governance - Funding - Content and structure - Common elements - Responsibilities with reference to RPPO ToRs - Expenditures 	06_Bureau_2018_June	BRUNEL/LARSON
13.	Communication and Advocacy		
13.1	Updates from 4 th IYPH StC meeting and progress on UNGA endorsement <ul style="list-style-type: none"> - Advice to CPs for support at UNGA 	StC IYPH Meeting report April 2018	AL-DOBAI/MONTUORI

AGENDA ITEM		DOCUMENT NO.	PRESENTER
13.2	YYPH StC Recommendation on the possibility for SSU and IFU workload in 2020 to be reduced to support the IYPH activities <ul style="list-style-type: none"> - Secretariat roles and responsibilities in IYPH - Budget – including extra budgetary 		AL-DOBAl/MONTUORI
13.3	Discussion with OCC: <ul style="list-style-type: none"> - Impact of CPM-related communications with OCC - Implications of IPP migration to FAO website 		AL-DOBAl
13.4	Activities for IPPC 2019 annual theme		MONTUORI/AL-DOBAl
14.	Trade Facilitation		
14.1	Five year strategic plan for ePhyto: Transitioning from project to business as usual operation	13_Bureau_2018_June	FEDCHOCK
14.2	IPPC e-Commerce project work plan and budget	05_Bureau_2018_June	RANSOM/BRUNEL
14.3	Stakeholders Industry Advisory Group		FEDCHOCK/RANSOM
14.4	Trade Facilitation Action Plan	04_Bureau_2018_June	RANSOM
15.	AOB		TRUJILLO
16	Next Meeting		TRUJILLO/XIA
17	Closing of the Meeting		TRUJILLO

Appendix 02 - Documents List

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
01_Bureau_2018_Jun	02.	Provisional Agenda (Secretariat)	2018-06-04
02_Bureau_2018_Jun	03.1	Documents List (Secretariat)	2018-06-04
03_Bureau_2018_Jun	03.2	Participants List (Secretariat)	2018-06-04
04_Bureau_2018_Jun	14.4	Trade Facilitation Action Plan	2018-06-04
05_Bureau_2018_Jun	14.2	IPPC e-Commerce Project WP and Budget (<i>Lois Ransom</i>)	2018-06-04
06_Bureau_2018_Jun	12.4	IPPC Regional Workshops (Secretariat)	2018-06-04
07_Bureau_2018_Jun	12.2	IRSS (Secretariat)	2018-06-04
08_Bureau_2018_Jun	12.3	IRSS Review (Secretariat)	2018-06-04
09_Bureau_2018_Jun	12.3	IRSS overview (Secretariat)	2018-06-04
10_Bureau_2018_Jun	09.2	Commodity and pathway standards (Secretariat)	2018-06-04
11_Bureau_2018_Jun	11.1	Updates (summary) from SC meeting in May 2018 (Secretariat)	2018-06-04
12_Bureau_2018_Jun	12.1	Updates from IC meeting in May 2018	2018-06-06
13_Bureau_2018_Jun	14.1	Five year strategic plan for ePhyto	
14_Bureau_2018_Jun	09.3	Estimated costs for Call for Topics: Standards and Implementation	2018-06-06
15_Bureau_2018_Jun	12.1	Estimated costs for SCTF 2018 Work Plan	2018-06-06

IPP LINKS:	Agenda item
Local Information	03.3
CPM Bureau April 2018 Report	06
05_FC_2018_June	07
07_FC_2018_June	08.3
StC IYPH Meeting report April 2018	13.1

Appendix 03 - Participants List

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

Attending	Participant role / Region	Name, mailing address, telephone	Email address
✓	Africa <i>Vice-Chairperson</i>	Mr Lucien KOUAME KONAN Inspecteur Direction de la Protection des Végétaux, du Contrôle et de la Qualité Ministère de l'Agriculture B.P. V7 Abidjan, COTE D'IVOIRE Ph.: (+225) 07 903754 Fax: (+225) 20 212032	l_kouame@yahoo.fr ;
✓	Europe	Ms Marica GATT Director General (Veterinary and Phytosanitary Division) (VPRD), Abettori Street, Alberttown, Marsa HRS 1123, MALTA Ph.: (+356) 2292522 Mob.: (+356) 99421791	marica.gatt@gov.mt
✓	Asia	Mr Fuxiang WANG Deputy Director General, National Agriculture Technical Extension and Service centre (NATESC) Ministry of Agriculture Room 630, Building No. Mai Zi Dian Street Chao Yang District, Beijing 100125 CHINA Ph.: 86-10-59194548 Fax.: 86-10-59194517 Mob.: 86-10-13701330221	wangfuxiang@agri.gov.cn
✓	Latin America and Caribbean <i>Chairperson</i>	Mr Francisco Javier TRUJILLO ARRIAGA Director General de Sanidad Vegetal Punto de Contacto Oficial de la CIPF Servicio Nacional de Sanidad, Inocuidad y Calidad Agroalimentaria, Sagarpa, MEXICO Ph: (+52) 55 59051000 Ext. 51319	trujillo@senasica.gob.mx ;
✓	Near East	Mr Gamil Anwar Mohammed RAMADHAN General Director of Plant Protection Department of Yemen, Ministry of Agriculture and Irrigation, Aden YEMEN Ph.: 00967 770712209 00967 733802618	abuameerm21@gmail.com

Attending	Participant role / Region	Name, mailing address, telephone	Email address
✓	North America	Mr Greg WOLFF Canadian Food Inspection Agency 59 Camelot Drive, OTTAWA, ON. K1A 0Y9 CANADA Ph.: (+1) 613 773 7060 Mob.: (+1) 613 325 2941	greg.wolff@canada.ca
✓	Southwest Pacific	Ms Lois RANSOM Assistant Secretary, Plant Import Operations GPO Box 858 Canberra ACT 2601 AUSTRALIA Ph.: (+61) 262723241 Mob: (+61) 466 327 114	Lois.ransom@agriculture.gov.au ;
OTHER PARTICIPANTS			
✓	IPPC Secretariat	Mr Jingyuan XIA Secretary	Jingyuan.Xia@fao.org
✓		Mr Craig FEDCHOCK Advisor	Craig.Fedchock@fao.org
✓		Mr Marko BENOVIC Finance consultant	Marko.Benovic@fao.org
✓		Mr Avetik NERSISYAN SSU Lead	Avetik.Nersisyan@fao.org
✓		Mr Brent LARSON IFU Lead	Brent.Larson@fao.org
✓		Mr Shoki AL-DOBAI IST Lead	Shoki.Aldobai@fao.org
✓		Mr Mirko MONTUORI Public Information Specialist	Mirko.Montuori@fao.org

Appendix 04 - Action Points

Action	Lead	Lead within Secretariat/Bureau/ Persons involved	Deadline
Strategic Framework 2020-2030: Posting for online commenting for CPs, NPPOs, RPPOs and relevant international organizations.	Secretariat	Shoki AL-DOBAI	15 June
Strategic Framework 2020-2030: Consolidation of inputs from CPs, NPPOs, RPPOs, international organizations, editing and updating of draft SF	Secretariat / Member of CPM	Ralf LOPIAN / Shoki AL-DOBAI	15 September 2018
Identification of Keynote Speaker for CPM-14 (2019)	Bureau and Secretariat	Shoki AL-DOBAI	October Bureau meeting
IPPC Secretariat Five-year Investment Plan	Bureau	Lois RANSOM	October Bureau and SPG meetings
Information Paper for COAG meeting	Bureau / Secretariat	Francisco Javier TRUJILLO ARRIAGA / Jingyuan XIA	14 June
Update of drafts Work Plan and Budget for 2020	Secretariat	Marko BENOVIC	October Bureau meeting
Secure Extra-Budgetary funding for IYPH	Bureau	All Bureau members	End 2019
IYPH Logo use by third parties: IYPH StC to advise on use of logo by third parties to assist Bureau members negotiate funding	IYPH StC	Shoki AL-DOBAI	End August
Focus Group on Commodity and Pathway Standards: Finalisation of ToRs	Bureau	Lois RANSOM	15 June
Focus Group on Commodity and Pathway Standards: Call for experts to be posted on the IPP	Secretariat	Avetik NERSISYAN	ASAP for call 31 July for receipt of nominations
Focus Group on Commodity and Pathway Standards: Call for Reference Material to assist Focus Group – to NPPOs, RPPOs and other relevant parties	Secretariat	Avetik NERSISYAN	ASAP for call 31 July for Receipt of material
News item regarding non-allocation of resources to fund participants' attendance to SPG, Focus Group and Call for Topics	Bureau	Greg WOLFF/ Shoki AL-DOBAI	As soon as possible
Drafting of letter from CPM Bureau to CPs to support use of the CPM-13 (2018) processes regarding voluntary contributions	Secretariat	Marko BENOVIC	As soon as possible
Include Concept of emerging pests and emergency issues as a standing item in the CPM and SPG agenda	Secretariat	Shoki AL-DOBAI	As soon as possible

Action	Lead	Lead within Secretariat/Bureau/ Persons involved	Deadline
SCTF: Request for USD 25,000 to fund current shortfall	Bureau	Greg WOLFF	As soon as possible
Sea Containers Task Force: Discussion with coordinator of the SCTF to clarify collaboration and coordination of activities and investigate the possibility of having a second / vice-coordinator appointed.	Secretariat	Brent LARSON	October Bureau meeting
IRSS Sub-group: ToRs to be open for commenting on the Online Comments System and finalized	Secretariat	Brent LARSON	Call for comments – ASAP ToRs Finalized - December 2018
IRSS: Proposals from Bureau on for activities for the IRSS	Secretariat	Brent LARSON	31 July
IRSS Report to CPM-14 (2019) – Request for inputs on report from the IC and SC, for review by Bureau members and finalisation of consolidated inputs to go into the report for CPM-14 (2019)	Secretariat	Brent LARSON	31 July
Regional Workshops: Solicit Regional Workshop Steering Committees to secure additional funding their contributions to fund the workshops	Secretariat	Sarah BRUNEL	Ongoing
Regional Workshops: explore possibility of having 2 to 3 additional workshops for the Africa region	Bureau	Francisco Javier TRUJILLO ARRIAGA	October Bureau Meeting
IYPH: Bureau to source extra-Budgetary Funding	Bureau	Francisco Javier TRUJILLO ARRIAGA	End 2019
IYPH: Update to Bureau members on possibility of third party sponsor use of IYPH Logo as part of sponsorship agreement	Secretariat / IYPH Steering Committee	Shoki AL-DOBAI	September 2018
Migration of IPP to FAO.org: Justification to keep IPPC Secretariat brand identity – Draft letter to OCC	Secretariat	Mirko MONTUORI	As soon as possible
e-Phyto: Draft five-year investment plan	Secretariat	Craig FEDCHOCK	October Bureau Meeting
ePhyto: Mobilization of resources	ePhyto Steering Group / Secretariat	Craig FEDCHOCK	Ongoing
e-Commerce – comments and suggestions from bureau members on the e-Commerce work plan and budget	Bureau	Lois RANSOM	31 July
Trade Facilitation Conference to be organized during IYPH	Secretariat	Shoki AL-DOBAI	2020
SA-EU Dispute Settlement matter: Letter from FAO Legal Office to EU	Secretariat	Shoki AL-DOBAI	31 July

Action	Lead	Lead within Secretariat/Bureau/ Persons involved	Deadline	
CIHEAM Training modules: Secretariat to investigate the possibility of having training modules put online, and contact other institutions that may provide a similar service for a comparative study.	Secretariat	Sarah BRUNEL	October meeting	Bureau

Appendix 05 - Draft SPG 2018 Agenda

	AGENDA ITEM	DOCUMENT NO.	OUTCOMES	DRAFTER/PRESENTER
1.	Opening of the Meeting			
2.	Meeting Arrangements			
2.1	Adoption of the Agenda			
3.	Administrative Matters			
3.1	Documents lists			
3.2	Participants list			
3.3	Local information			
4.	Report of last SPG meeting	Link to report		SPG Chairperson
5.	Update from IPPC Secretariat			XIA
6.	Update from CPM Bureau			TRUJILLO
7.	IPPC Strategic Framework for 2020-2030 (presentation)	Final draft	Draft to CPM-14	LOPIAN and THOMSON
8.	IYPH in 2020	Paper	IPPC Strategy on expected IYPH outcomes	LOPIAN/ALDOBAI/MO NTUORI
8.1	Progress of IYPH proclamation	Verbal	SPG is aware of status	LOPIAN
8.2	Strategy on IYPH: - Programme of activities - Ministerial-level CPM - International Conference - Funding	Paper on strategic issues	Proposal to CPM around the strategy and funding requirements	TRUJILLO
9.	Commodity and pathway standards	Report of focus group	Recommendation from SPG to CPM via Bureau	WOLFF/RANSOM
10.	Trade facilitation			
10.1	Trade Facilitation action plan	Updated action plan	Recommendation from SPG to CPM	RANSOM
10.2	ePhyto five-year plan			FEDCHOCK/SELA
10.3	E-commerce			BRUNEL/RANSOM
11.	Emergency issues			
11.1	Emerging pests	RPPO paper	Recommendation from SPG to CPM or Bureau	EPPO
11.2	Concept of an emergency in the IPPC context.	Bureau paper	Draft concept for presentation to CPM	WOLFF

AGENDA ITEM	DOCUMENT NO.	OUTCOMES	DRAFTER/PRESENTER	
11.3	Fall armyworm	PPT Presentation and analysis of roles and responsibilities under IPPC framework	SPG input provided on IPPC's community's contribution	ALDOBAI/KOUAME
12.	Sustainable funding			
12.1	FAO-COAG decision on increasing the IPPC Secretariat's funding from FAO Regular Programme	Timeline for engagement in FAO governing bodies	SPG to be aware of the strategy for securing increased funding	TBC
12.2	Letter to Ministers for IPPC Multi-donor Trust Fund	Bureau paper	SPG input provided to draft letter	TRUJILLO
13.	Five year investment plan of the IPPC Secretariat (draft)	Bureau paper	Recommendation from SPG to CPM to support the strategic framework 2020-2030	RANSOM
14.	IPPC annual theme for 2019 on Plant health and capacity development	Draft plan for 2019	SPG input provided to draft plan	XIA/LARSON
15.	Review adjustments to Framework for Standards and Implementation	Framework	SPG input provided in view of CPM approval	FEDCHOCK
16.	Strategic topics suggested by IPPC contracting parties	Papers from CPs	Strategic topics discussed	CPs
17.	Any other business			SPG Chairperson
18.	Next meeting			SPG Chairperson
19.	Close of the meeting			SPG Chairperson

Appendix 06 - Draft CPM-14 (2019) Agenda

No	Item	Document	Drafter/Presenter
1	Opening of the Session		
1.1	FAO Opening		
1.2	Statement of the Minister of Agriculture of Mexico	(Video message?)	Trujillo
2	Keynote Address on Plant Health and Capacity Development by Melinda Gates or Howard Buffett or EU Commissioner (DG SANTE)		Fedchock/Gatt
3	Adoption of the Agenda	Doc	Trujillo
3.1	EU Statement of Competence	Doc	EC
4	Election of the Rapporteur	/	Hellen Langat (Kenya)?
5	Establishment of the Credentials Committee	/	Benovic
6	Report from the CPM Chairperson	Doc	Trujillo
7	Report from the IPPC Secretariat	Doc	Xia
8	Governance and Strategy		
8.1	Summary of the 2018 Strategic Planning Group report	Doc	Konan
8.2	IPPC Strategic Framework for 2020-2030	Doc	Lopian/Thomson
8.3	FAO-COAG decision on increasing the FAO Regular Programme allotment to IPPC Secretariat	Doc	Ransom
8.4	Five year investment plan of the IPPC Secretariat (draft)	Doc	Ransom
8.5	CPM recommendations	Doc	Nersisyan
8.6	Focus Group on Commodity Standards and Pathways	Doc	Nersisyan
8.7	Trade Facilitation Action Plan	Doc	Ransom
8.8	Five year strategic plan for ePhyto: Transitioning from project to business as usual operation	Doc	Fedchock/Sela
8.9	Project-based proposal on e-Commerce	Doc	Ransom
8.10	Concept of emerging pests and emergency issues (based on SPG discussions)	Doc	Wolff
9	Cooperation of Standards and Implementation		
9.1	Task Force for Call for topics "Standards and Implementation"	Doc	Nersisyan/Larson
9.2	Framework for standards and implementation	Doc	Nersisyan/Larson
9.3	Implementation pilot surveillance analysis	Doc	Nersisyan/Larson
9.4	Concepts and challenges on standards development and implementation	Doc	Nersisyan/Larson
10	Standard Setting		
10.1	Report of the Standards Committee (SC)	Doc	SC Chairperson
10.2	Adoption of International Standards for Phytosanitary Measures	Doc	Nersisyan
10.3	Standards Committee recommendations to the Commission on Phytosanitary Measures	Doc	Nersisyan
11	Implementation Facilitation		
11.1	Report of the Implementation and Capacity Development Committee (IC)	Doc	IC Chairperson
11.2	Implementation and Capacity Development Committee recommendations to the Commission on Phytosanitary Measures	Doc	Larson
11.3	IC sub-groups rules of procedure?	Doc	Larson
11.4	Status of ISPM 15 Symbol Registration	Doc	Pasetto
12	IPPC Communication and Advocacy		
12.1	Report on Communication and Advocacy of the IPPC Secretariat	Doc	Aldobai/Montuori
12.2	International Year of Plant Health in 2020 (IYPH 2020)	Doc	Lopian
13	IPPC Network Activities		
13.1	The IPPC Regional Workshops for 2018	Doc	Brunel
13.2	The 30th Technical Consultation (TC) among Regional Plant Protection Organizations (RPPOs)	Doc	Beltrán (CAN)
14	International Cooperation		
14.1	Report on international cooperation of the IPPC Secretariat	Doc	Aldobai
14.2	Oral reports from selected international organizations (CABI, CBD, IAEA, STDF, WTO SPS, WCO and ISF)	/	Aldobai
14.3	Written reports from relevant international organizations	Doc	Aldobai
15	Financial Report and Budget		

15.1	Financial report of the IPPC Secretariat for 2018	Doc	Benovic
15.2	Resource mobilization of the IPPC Secretariat for 2018	Doc	Xia
15.3	Impact of CPM decisions on budget for 2019	CRP	Wolff
15.4	Work plan and budget of the IPPC Secretariat for 2020	Doc	Benovic
16	Successes and Challenges in Implementation of the Convention	Doc	Brunel
17	Special Topics Session on Plant Health and Capacity Development		Aldobai
17.1	FAO China (on South-South Cooperation programme)	PPT	
17.2	Thailand (on outcomes of capacity development programmes)	PPT	
17.3	Country (on using technology for capacity development)	PPT	
17.4	Director of Masters in Plant Health (European Joint Master Degree in Crop Protection and Plant Health)	PPT	
18	Confirmation of Membership and Potential Replacements Members for CPM Subsidiary Bodies		
18.1	CPM Bureau members and potential replacement members	Doc	Aldobai
18.2	SC members and potential replacement members	Doc	Nersisyan
18.3	IC members and potential replacement members	Doc	Larson
19	Any Other Business		
20	Date and Venue of the Next Session		
21	Adoption of the Report		
22	Closing of the Session		

Appendix 07 - Guidelines for IPPC Regional Workshops

The objectives of IPPC regional workshops are:

- 1) To analyze and prepare comments on draft ISPMs;
- 2) To build phytosanitary capacity and raise awareness on various activities of the IPPC Community; and
- 3) To provide a forum to exchanging experiences and ideas at the regional level.

The workshop is normally for three days and the agenda includes the following:

- 1) IPPC Secretariat updates;
- 2) Discussion and formulation on draft International Standards for Phytosanitary Measures (ISPMs) for first and second consultation;
- 3) Phytosanitary capacity and raising awareness on all activities related to the IPPC community and exchanging regional experiences.

Some regions may include additional day(s) for a field visit and/or to discuss issues of regional importance.

General:

Each IPPC Regional Workshop has organizational, logistical and funding peculiarities and efforts should be made to find a balance between addressing global and regional issues.

The organization of the workshops include the following:

- 1) A regional workshop organizing committee should be established for each workshop and should be composed of the IPPC Secretariat, a representative from the Standards Committee (SC) and the Implementation and Capacity Development Committee (IC) and co-organizers which are representatives of RPPO(s), FAO regional and sub-regional offices, hosting country and any other relevant organizations supporting the workshop;
- 2) Each organizing committee and participant are encouraged to make efforts to help secure funding for their workshop;
- 3) These workshops will be named "IPPC Regional Workshop" for consistency and to help ensure the globally visibility of the IPPC. When other governments or institutions provide substantial financial support, their name may be inserted after IPPC, e.g. IPPC-[Institution's Name] Joint Regional Workshop.
- 4) Efforts should be made to ensure that at least one SC and one IC member are present.
- 5) Workshops comments on draft ISPMs should be submitted through the Online Comment System (OCS).

Roles and responsibilities of the different parties involved:

IPPC Contact Point:

- 1) Nominates an individual(s) with the appropriate expertise to attend the workshop;
- 2) Mobilizes resources (full or at least partial) for the attendance of the designated participant;
- 3) Ensures that the participant selected to represent the NPPO in the workshop has analysed, before attending the workshop, the draft ISPMs and other documents and completed pre workshop exercises;
- 4) Ensures the NPPO's comments on draft ISPMs are entered into the Online Comment System (OCS) before the workshop;
- 5) If applicable, after the workshop, provides additional NPPO's comments on draft ISPMs to the IPPC Secretariat, by 30 September of each year or at least submits one general comment for each draft ISPM.

Workshop participant:

- 1) Mobilizes resources (full or at least partial) for his/her participation in the workshop;
- 2) Analyses draft ISPMs and other documents available and works towards agreed country comments, before attending the workshop;
- 3) Attends all sessions planned in the program of the workshop and participates actively in the discussions;
- 4) Provides comments on the draft ISPMs, and shares them within their region using the OCS before attending the workshop;
- 5) Practices using the OCS before attending the workshop. Guidelines on how to use the OCS are available at <https://www.ippc.int/en/online-comment-system>;
- 6) Conducts all pre-training activities and prepares all the requested information to be shared and discussed during the workshop;
- 7) Provides feedback to the workshop evaluation;
- 8) Shares information and results on the workshop within their NPPO after the workshop.

Standard Committee Steward for draft ISPMs prepares a concise presentation on the draft ISPM explaining the key issues discussed during the development of the draft. This presentation should be provided to the IPPC Secretariat by the 15th of June.

Standards Committee representative is designated to attend the workshop, as agreed by the SC. They deliver the presentations related to the draft ISPMs and participate in discussions related to the standard setting procedures.

Implementation and Capacity Development Committee representative is designated to attend the workshop, as agreed by the IC. They deliver the presentation related to implementation and capacity development activities and exercises, and participate in discussions related to implementation and capacity development.

A **Chair and a rapporteur** are to be elected by the participants. The role of the Chair is to facilitate discussions, the role of the rapporteur is to prepare the workshop report jointly with the Chair and the IPPC Secretariat. The report should be approved by the participants during or shortly after the meeting.

Online Comment System (OCS) expert is selected by the organizing committee. They are responsible to ensure that contracting parties provide comments through the OCS prior to the workshop, present and/or demonstrate how to best utilize the OCS, gather comments during the workshop and provide support to countries to submit comments after the workshop.

Co-organizer:

- 1) liaises with contracting parties to comment on the draft agenda;
- 2) provides the facilities needed for the workshop;
- 3) provides additional logistical arrangements, as agreed with the IPPC Secretariat;
- 4) provides funds or help mobilize resources;

Resource person: may be invited by the organizing committees, these includes Bureau members, stewards or experts from their regions or other regions and they may participate in discussions. A resource person should not influence discussions on regional issues, particularly comments on draft ISPMs.

Observer: the organizing committee may agree to invite observers from relevant international organizations and NPPOs outside the region. Observers should not influence discussions on regional issues, particularly comments on draft ISPMs.

The IPPC Secretariat:

- 1) Develops a draft agenda through a consultation process with the SC, IC and Technical Consultation of Regional Plant Protection Organizations (TC-RPPOs). Subsequently, a draft agenda is circulated within the IPPC Secretariat and to all regional workshop co-organizers for further consultation;
- 2) Establishes an organizing committee for each workshop;
- 3) Establishes strong collaboration with co-organizers in the regions and discusses all logistical and financial arrangements well in advance;
- 4) Provides templates and prepares relevant presentations, training material and videos;
- 5) Coordinates the overall organization of IPPC Regional Workshops. This requires a consistent coordination at the IPPC Secretariat level including joint work between all units of the Secretariat, and between administrative and professional staff;
- 6) Organizes internal meetings for all IPPC Secretariat staff to become familiar with the regional workshops presentations, as well as training on the use of the OCS;
- 7) Drafts invitation letters; regions may wish to send their own invitation letter, if so, a copy of their regional letter should be sent to the Secretariat. In addition, a list of intended recipients should be sent to the IPPC Secretariat to help ensure that all contracting parties from the region are invited (regardless of whether they are funded or not);
- 8) Templates and publishes the report on the IPP up to two months after the workshop;
- 9) Develops and publishes a news item about the workshop on the IPP no later than 2 weeks after the workshop;
- 10) Develops and delivers a survey to collect feedback from participants to be used for improving the content and organization of the workshops;
- 11) Provides a summary of the workshops and information from the evaluation to the Commission on Phytosanitary Measures.