**International Plant Protection Convention (IPPC) Call for Experts**

The International Plant Protection Convention (IPPC) Secretariat is soliciting nominations for appropriately qualified experts to take part in:

* A Focus Group on Commodities and Pathway Standards
* The Technical Panel for the Glossary (TPG) – expert for English language

Nominations are due **31 July 2018**.

The experts for the Focus group should be available to attend the Focus Group meeting, which is tentatively scheduled for 3-5 October 2018 in Rome, Italy.

The expert for the TPG should be available to attend the upcoming TPG meeting, which is scheduled for 3-6 December 2018 in Rome, Italy.

Any change will be published on the [IPPC Calendar (2018)](https://www.ippc.int/en/year/calendar/?year=2018&month=1&day=1&hour=0&minute=0&second=0) (see requirement details below).

1. **Instructions for making nominations**

Nominations will be accepted from contracting parties, national or regional plant protection organizations (NPPOs or RPPOs) through their respective NPPO or RPPO official IPPC Contact Point and self-nominations should be supported by an accompanying letter from a government authority.

A nomination should only be made if the nominee has agreed to his/her nomination, is available for the meeting dates as posted on the [IPPC Calendar (2018)](https://www.ippc.int/en/year/calendar/?year=2018&month=1&day=1&hour=0&minute=0&second=0) and can allocate appropriate time to the task as outlined in the *Statement of Commitment*. Each nomination must be accompanied by the following documentation:

* **Completed nominee details and summary of expertise form** - All sections should be completed, including contact details, education and professional training. A clear description of the nominee’s expertise is required. MS Word version of the document is preferred. The file should be named as follows: **COUNTRY\_SURNAME\_Firstname\_Summary**.
* **Completed and signed Statement of Commitment form -** this should be read carefully by each nominee and discussed between the nominee and their employer. The form should then be signed by the nominee and a senior person in authority from the organization that employs the nominee and submitted with the nomination (as a scanned image file such as PDF). The file should be named as follows: **COUNTRY\_SURNAME\_Firstname\_commitment**.
* **The nominee’s Curriculum Vitae (CV) –** electronic copy of the nominee’s CV (only as a word processing file such as MS Word) with the file named as follows:
**COUNTRY\_SURNAME\_Firstname\_CV**. MS Word version of the document is preferred.

Submissions should be sent to the IPPC Secretariat by e-mail (ippc@fao.org) no later than **31 July 2018**. The name of the nominating country or RPPO and the words “Call for Experts” should be placed in the subject line of the email message. The SC will review the nominations for the TPG, and the Bureau will review the nominations for the Focus Group and experts will be selected based on the experience presented. Selected experts will be contacted by the Secretariat once their nomination has been confirmed.

1. **Funding for experts to attend meetings**

The organization that employs an IPPC meeting participant is responsible for funding the travel and daily subsistence allowance for that person to attend. If the employer is unable to allocate sufficient funds, participants are first encouraged to seek assistance from sources other than the IPPC Secretariat. Where such demonstrated efforts to secure assistance have been unsuccessful, requests for assistance (i.e. travel and subsistence costs) from the IPPC Secretariat may be made. However, any support is subject to available funds. The IPPC Secretariat will consider funding assistance for participants following IPPC criteria for funding. Full details on these criteria can be found on the IPP (<https://www.ippc.int/publications/criteria-used-prioritizing-participants-receive-travel-assistance-attend-meetings>).

It is expected that participants will attend all sessions of the meeting and those participants who plan to attend only part of a meeting should fund their own travel.

1. **Specific expertise required**

The Standards Committee (SC) or Bureau will select the experts based on how closely an expert’s skills and experience match the specific expertise required.

* **Expertise required for the Focus Group on Commodity and Pathway Standards** (see [Terms of Reference of the Focus Group](https://www.ippc.int/en/publications/86062/)):

A maximum of eight experts with collective expertise in:

* the development and application of practical measures for managing phytosanitary risks;
* the development and implementation of international and/or regional and national standards;
* undertaking pest risk analysis and the establishment of risk-based phytosanitary measures.

Together with:

* a practical knowledge of production and trading pathways and processes for plants and plant products;
* a broader, global perspective of trade in plant commodities and the strategies and policies that impact the trade;
* understanding of commercial marketing and trading practices that impact or are impacted by phytosanitary requirements.

Experts with extensive experience and expertise across a number of these fields will be given priority.

The discussions and work of the Focus Group will take place in English, so experts should have a strong working knowledge of English.

The selected experts should be available to attend the Focus Group meeting, which is tentatively scheduled for 3-5 October 2018 in Rome, Italy.

* **Expertise required for the Technical Panel for the Glossary (TPG)**

One expert as member of the TPG for the English language.

The phytosanitary, terminology and language expertise required is described in the specification [TP5 for the Technical Panel for the Glossary (2013)](file:///%5C%5CHQFILE4%5CAGDI%5CIPPC%5C03%20Standard%20Setting%20Unit%5C01%20Calls%5C2018-06%20%28TPG%2C%20FG%20commodities%29%5C01_Correspondence%5Cadd%20hyperlink).

This is for a five-year term beginning in 2019 and the selected experts should be available to attend all meetings of the TPG with the next one scheduled for 03-06 December 2018 in Rome, Italy.