DRAFT TERMS OF REFERENCE OF THE TECHNICAL CONSULTATION AMONG RPPOS (TC)

**1. Purpose**

1. The TC is the forum for technical consultation between Regional Plant Protection Organizations (RPPOs).

**2. Background**

1. Article VIII of the 1951 International Plant Protection Convention committed the member Governments to establishing RPPOs to act as co-ordinating bodies to achieve the objectives of the Convention. Article IX of the current (1997) revision of the Convention, goes on to say (Article IX.4):

* The Secretary will convene regular TCs of representatives of RPPOs to:

1. a) promote the development and use of relevant international standards for phytosanitary measures; and
2. b) encourage inter-regional cooperation in promoting harmonized phytosanitary measures for controlling pests and in preventing their spread and/or introduction.
3. Technical Consultations among RPPOs started in 1989 and have been held every year since. Prior to the existence of the Interim Commission on Phytosanitary Measures (ICPM) the TC of RPPOs was the sole international forum for discussion of phytosanitary matters. As such the TC of RPPO was instrumental in the development of several of the early ISPMs. In addition the TC played an active role in the revision of the IPPC and plans for an ICPM.

**3. Scope**

1. As well as serving as the forum for technical consultation between RPPOs the TC may serve as a forum for consultation between RPPOs, the IPPC Secretariat, and subsidiary bodies of the CPM. RPPOs may reach and record a consensus on relevant issues through the TC either during physical meetings or when necessary by correspondence or by teleconference.
2. Each RPPO has its own constitution and remit. Nothing in these Terms of Reference changes the respective rights and responsibilities of each RPPO and its member countries.

**4. Composition**

1. The TC comprises a representative of each RPPO recognised under the Article IX of the IPPC.

**5. Functions**

1. The Functions of the TC include but are not limited to:
2. Sharing information on current and planned work
3. Sharing experiences and lessons learned
4. Identifying opportunities for collaboration and work sharing
5. Supporting development of new RPPOs in any region which does not currently have one
6. Advising the IPPC Secretariat on recognition of RPPOs
7. Formulating and representing RPPOs’ collective view to CPM and it subsidiary bodies
8. Nominating RPPO representatives to meetings or Committees as required
9. Engaging with the CPM and IPPC Secretariat as described in the “Roles and functions of RPPOs in their relationship with The Commission on Phytosanitary Measures (CPM)” adopted by the CPM in 2017.

**6. Reporting**

1. The TC is accountable to its members. A report of its activities is provided each year to the CPM.

RULES OF PROCEDURE OF THE TECHNICAL CONSULTATION AMONG RPPOS

**Rule 1. Membership**

1. The TC comprises a representative of each RPPO recognised under the Article IX of the IPPC.
2. The representative is normally the Executive Secretary or equivalent. When the Executive Secretary is not available he or she designates as alternate a deputy or a member of the RPPO Executive Committee or equivalent to act on their behalf. The IPPC Secretary maintains a list of recognised RPPOs and their representatives.
3. At each physical meeting of the TC the members should elect one of their number as Chair and one as Vice Chair to serve until the start of the next such meeting. By convention the Chair has been the member from the RPPO hosting the meeting and the vice Chair the member from the RPPO hosting the following meeting.
4. The Chair, vice Chair and immediate past Chair together form a triumvirate which should consult between meetings as necessary. Recommendations from the triuvirate must be ratified by correspondence before they can be regarded as decisions of the TC. [If the immediate past Chair is not available the previous available Chair takes their place in the triumvirate.] or [When the Chair, Vice Chair or immediate past Chair is not available the alternate from their RPPO may substitute for them.]

**Rule 2. Meetings**

1. The IPPC Secretary convenes an annual face to face meeting of the TC, inviting all representatives to attend at the time and place agreed previously by the TC.

**Rule 3. Participation**

1. In addition to members of the TC and a representative of the IPPC Secretariat, the triumvirate may invite additional participants who can contribute to carrying out the functions of the TC. These may include:
2. Additional members of the IPPC Secretariat
3. The CPM Bureau member for the region in which the meeting is held
4. Members of CPM subsdidiary bodies (usually from the region in which the meeting is held)
5. Members of the Executive Committee of the RPPO which is hosting the meeting
6. Other members of the Secretariat of the RPPO which is hosting the meeting
7. Costs of each participant are paid for by their organization.
8. The triumvirate may decide that a part of the meeting shall be limited to TC members only.

**Rule 4. Agenda**

1. A draft agenda should be developed by the TC triumvirate and the IPPC Secretary, and circulated to all RPPOs for suggestions and additions at least four weeks before the meeting. The Agenda should include an opportunity for each RPPO and the representative of the IPPC Secretariat to present their activities and raise any questions which they wish to have addressed by the TC.

**Rule 5. TC Representatives**

1. When a member of the TC is appointed to represent RPPOs in an IPPC body, they circulate to other TC members the agenda and relevant documents (or a link to those documents) and invite comments. At the meeting they make clear when they are presenting an agreed consensus among RPPOs, and when they are simply reflecting the experience of their own RPPO. After the meeting they circulate a short report to other RPPOs or present a short report at the following TC.

**Rule 6. Decisions between face to face meetings**

1. If a decision is required of the TC between face to face meetings this should be requested in writing to the Chair who consults with the other members of the triumvirate. A recommendation is then circulated to TC members giving at least two weeks in which to comment. If any objection is received then a decision cannot be made by correspondence. If the question is urgent a teleconference may be organised to try to achieve a consensus. In other cases the issue awaits the next meeting of the TC. A note of decisions made between meetings by correspondence or by teleconference is included in the report of the next face to face TC meeting.

**Rule 7. Reporting**

1. A report of the TC is presented to the following meeting of the CPM by the Chair, including any points which the TC has asked to have drawn to the attention of CPM. This report may also be used as the basis for reports by each TC member to their RPPO.