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United Nations



International  
Plant Protection  
Convention

# **REPORT**

## **CPM Bureau Meeting (teleconference)**

**Rome, Italy  
11 December 2018**

**IPPC Secretariat**

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## 1. Opening of the Meeting

- [1] The Chairperson opened the meeting and thanked the CPM Bureau members for their participation at this teleconference.

## 2. Meeting Arrangements

### 2.1 Adoption of the agenda

- [2] The Bureau adopted the agenda (*Appendix 01*), with the addition of the following agenda items:
- Sea containers task force membership (under agenda item 5.3).
  - Proposal for an additional Commission on Phytosanitary Measures (CPM) side session on sea containers (under agenda item 8.1).
  - Update on emergency situations and emerging pests paper for CPM-14 (2019) (under agenda item 9).

## 3. Administrative Matters

### 3.1 Documents list

- [3] The documents list can be found in *Appendix 02*.

### 3.2 Participants list

- [4] The participants list can be found in *Appendix 03*.

## 4. Review of 2018 October Bureau Report

- [5] The Chairperson requested updates on action points from October Bureau meeting with due deadline, as follows:
- In relation to the dispute between South Africa and the European Union, the IPPC Secretariat will resume the follow up actions with both parties in January 2019.
  - The CPM recommendation on gene sequencing requires, draft CPM recommendation has been presented to the CPM Bureau.
  - The International Conference on Plant Health and the International Year of Plant Health (IYPH) need additional funding. The total estimated budget needed is around USD 1.1 million, however, only approximately USD 246,000 is available. The Bureau has been requested to come up with a strategy for mobilizing resources for IYPH. It was decided that resource mobilization efforts would take place after the IYPH is officially proclaimed by the UN General Assembly in December 2018.
  - The Chairperson confirmed the delivery of opening message to CPM-14 (2019) by the Secretary of Agriculture of Mexico.
  - The Bureau member on behalf the Europe informed participants that the European Union's Directorate-General for Health and Food Safety (DG SANTE) was contacted to deliver a keynote speech at CPM-14 (2019), but no feedback received yet. The IPPC Secretary noted that in his recent duty travel to Brussels he met officials at DG SANTE, who pledged to provide a video message by the relevant EU Commissioner or have the Director-General of DG SANTE to attend the meeting. Both options are being explored. *Bureau member on behalf the Europe to follow up and confirm the decision.*
  - Reply to the Comité Regional de Sanidad Vegetal del Cono Sur (COSAVE) regarding its note on suspension of funding for participation in the IPPC meetings, the IPPC Secretariat confirmed that reply has been sent.

## 5. Updates

### 5.1 IPPC Strategic Framework 2020-2030

[6] There were no updates since the drafters of the Strategic Framework will continue revising the document based on feedback from SPG and submit a revised draft in January 2019.

### 5.2 SC meeting in November 2018

[7] The IPPC Secretariat presented the main outcomes of the Standards Committee (SC) meeting in November 2018 which was attended by 22 members and 9 observers. During the meeting, the SC:

- recommended two draft International Standards for Phytosanitary Measures (ISPMs) for adoption by CPM-14 (2019):
  - 2017 amendments to ISPM 5 (*Glossary of Phytosanitary Terms*); and
  - *Requirements for the use of Fumigation as a Phytosanitary Measure* which will provide countries with the necessary technical guidance to use when applying fumigation treatments;
- reviewed the draft ISPM on pest risk management and decided to create a small SC working group with the intent to present it again to the SC in May 2019;
- approved a new Specification 69: *Use of systems approaches in managing the pest risks associated with the movement of wood*, which will enable the development of an annex to ISPM 39 (*International movement of wood*);
- reviewed the submissions from the 2018 joint Call for Topics: Standards and Implementation and discussed the recommendations developed by the Task Force on Topics, and recommended to include one glossary term, seven diagnostic protocols and two ISPMs in the work programme;
- discussed the commodity and pathway standards focus group main outcomes, considered the proposed approach as an important step and acknowledged possible changes to the standard setting procedure; and
- asked the Bureau to consider adding a capacity-building side event/session during CPM-14 (2019) on enhancing submissions for topics proposals.

[8] The report of the SC meeting is available at the International Phytosanitary Portal (IPP)<sup>1</sup>.

[9] The CPM Bureau:

- (1) *Noted* the 2018 November SC update.

### 5.3 IC meeting in November 2018

[10] The IPPC Secretariat provided updates on the Implementation and Capacity Development (IC) November 2018 meeting.

[11] Both the SC and IC agreed on the paper on the analysis of the Implementation Pilot Programme on Surveillance. However, the paper will require some further revision to convert it into a CPM paper. Once the drafters finish their revision, the paper will be circulated to the Bureau for comments.

[12] Regarding the task force on topics, the IC reviewed topic submissions, and will make recommendations to the Task Force on Topics (TFT) to be considered at their virtual meeting in January 2019. It was noted that there is uncertainty on how to deal with topics that are currently being worked on that were not submitted via the call for topics. After the TFT meets, the Secretariat may need to come back to the Bureau to seek guidance on how to proceed with the current topics being worked on by the IFU.

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<sup>1</sup> Standards Committee (SC) main page: <https://www.ippc.int/en/core-activities/standards-setting/standards-committee/>

- [13] The IC reviewed members' comments on the IC Sub-group Rules of Procedure (ROPs). FAO's legal office suggested that the IC ROPs should be sent to CPM for adoption. However, after some discussion the Bureau agreed that this was under the oversight of the IC and that the IC had the authority to approve these ROP and they did not need to be presented to the CPM.
- [14] The IC also agreed to Terms of Reference (TORs) for the IC Sub-groups (Implementation Review and Support System (IRSS); Sea Containers Task Force (SCTF) and Dispute Avoidance and Settlement (DAS)). However, comments received from one Contracting Party and one RPPO expressed the view that these TORs needed to be approved by the CPM. The Bureau also agreed that as these Sub-groups are under the oversight of the IC and that the IC had the authority to approve these TOR and they did not need to be presented to the CPM.
- [15] A point concerning the role of industry representative in the SCTF was discussed. It had been suggested that industry representatives should be part of the decision making process but the IC had not agreed. The Bureau member from North America agreed to develop a discussion paper on this issue to be further considered at the next Bureau meeting. (Further elaborated on in paragraph 32).
- [16] The IC reviewed projects for the first time and project overview documents on these projects are publicly available. It is hoped that having the IC review these implementation and capacity development projects will help raise awareness and provide opportunities to build synergies and help to avoid duplication.
- [17] The IC is developing a strategy for the Phytosanitary Capacity Evaluation (PCE) and is considering how PCE Facilitator training should be approached in the future. It is hoped to have this strategy presented to the IC in May 2019.
- [18] An IC small group is developing a proposal for presenting information from the Phytosanitary resource page on the IPP.
- [19] The IC agreed to a Process for developing guides and training materials.
- [20] FAO Legal Services suggested revising the IC TORs and ROP to clarify the composition of its membership and the selection process. Current rules indicate that there are 12 members and that all FAO regions should be represented. The IC did not agree to any revision at this point but will consider revisions in November 2019. In the meantime, the Bureau agreed that there were 12 members, seven representing each FAO region and five more who were selected as experts with expertise relevant to the IC work programme, without representing a region. The composition outlined in the paper presented to the Bureau in June 2017 should be used in the meantime.
- [21] The Bureau requested the Secretariat to work with FAO Legal Services to revised the IC TORs and ROPs to make them clear and to align them where appropriate with the intention of submitting them to Bureau in June 2019 for review and then to CPM for adoption. It was noted that the SC TOR and ROP are also being revised.
- [22] The CPM Bureau:
- (1) *Agreed* that the IC had the authority to approve Terms of Reference and Rules of Procedure for IC Sub-groups and they did not need to be presented to the CPM
  - (2) *Agreed* to the composition of the IC as having 12 members (seven regional representatives and five experts (as presented to the June 2017 Bureau)) and one representative from the RPPOs and one from the SC (observers).
  - (3) *Requested* the Secretariat to work with FAO Legal Services to revise both the IC and SC Terms of Reference and Rules of Procedure to make them clear and to align them where appropriate with the intention of submitting them to Bureau in June 2019 for review and then to CPM for adoption.

#### 5.4 30<sup>th</sup> meeting for TC-RPPOs (2018)

- [23] The IPPC Secretariat provided an update on the 30<sup>th</sup> meeting of the Technical Consultation among Regional Plant Protection Organizations (TC-RPPO) held in Lima, Peru, from 29 October to 2 November 2018.
- [24] Draft TORs and ROPs for TC meetings were drafted and will be submitted to CPM-14 (2019) for adoption.
- [25] A paper, which defines the criteria for emerging pests was prepared and will be annexed to the TC-RPPOs report. The paper was also submitted to the Technical Panel on the Glossary (TPG) to continue to develop the definition for emerging pests. This document was also shared with Mr Greg WOLFF, to be taken into account in the development of a related paper to be presented to CPM-14 (2019).
- [26] RPPOs were requested to test the criteria for emerging pests and prepare case studies. It was noted that the *Organismo Internacional Regional de Sanidad Agropecuaria* (OIRSA) had a good model for dealing with emerging pests and several success stories. This could be proposed as a topic for the CPM-14 (2019) session on successes and challenges when implementing the IPPC.
- [27] An action plan on how RPPOs contribute to IPPC Secretariat activities will also be annexed to the TC-RPPOs report.
- [28] The ePhyto work plan was discussed and RPPOs are still considering how to integrate it into their activities. It was recommended that the ePhyto team produce an overview brochure on the Generic ePhyto System (GeNS) to help inform contracting parties of how the system works and how to become part of it.
- [29] It was noted that the IPPC Regional workshops were very well-organized in 2018 and that RPPOs will try to mobilize resources for future workshops. It was noted that regional organizing committees have taken the lead in organizing these workshops, and SC and IC members are encouraged to attend.
- [30] The RPPOs will also promote and mobilize resources for the IYPH. They requested the IPPC Secretariat to develop a calendar of events to allow all region to post their planned events which should help avoid clashes and duplication of events.
- [31] The CPM Bureau:
- (1) Requested Mr Greg WOLFF to consider comments and continue to develop a paper on emerging pests to be presented to CPM-14 (2019).
  - (2) Requested the Secretariat to produce overview brochure on the Generic ePhyto System (GeNS) to help inform contracting parties of how the system works and how to become part of it.

#### 5.5 Second meeting of the IPPC SCTF

- [32] The SCTF chairperson commented on concerns that had been raised over membership arrangements for the SCTF. These concerns seem to stem from the reference to “decision-taking” in the IC’s rules of procedure for sub-groups. He noted, however, that decisions taken by the SCTF relate only to its mandate which, in relation to the CPM, is based on developing recommendations for the CPM to consider. Such decisions therefore create no restriction or impact on subsequent decisions taken by other IPPC bodies or the CPM. He further noted that the IPPC’s sea container work is of utmost importance and sensitivity to industry stakeholders and it is therefore essential that key industry representatives are fully engaged in the SCTF’s work and in the development of its recommendations. He further explained that, if the key industry representatives are not considered full members, they will not continue to engage, and the recommendations developed by the SCTF will not be supported by industry. He expressed strongly that such a scenario would result in failure of the SCTF to achieve the objectives established for it by the CPM. Further in regard to this matter, the SCTF chairperson will provide a paper for further consideration by the Bureau.

- [33] The SCTF chairperson highlighted another important outcome from the second SCTF meeting. There had previously been some confusion relating to the SCTF's work in relation to the regulation of cargo as well as containers. It was clarified during the 2018 SCTF meeting that cargo should be considered in so far as its origin, type/nature, storage and handling could in itself be a source of contamination of sea containers. It was suggested that this risk should be considered for their impact on sea containers.
- [34] In regard to the survey on sea containers, the SCTF reached consensus that industry must be actively involved. The questionnaire will soon be finalized, and then the IFU will have an expert review it before sending it out.
- [35] The SCTF 2019 work plan has been developed. There are two years remaining for the SCTF.
- [36] The next SCTF meetings will be held in the USA (2019).
- [37] Final recommendations from the SCTF will be provided to the CPM in 2021.
- [38] The IPPC Secretary noted that the World Customs Organization (WCO) and the EU's DG Trade were interested in the SCTF's work.
- [39] The CPM Bureau:
- (1) *Noted* the update of the second meeting of the SCTF.
  - (2) *Requested* the SCTF chairperson (Bureau member from North America) to develop a discussion paper on the issue of decision making by the SCTF, to be presented at their next meeting in March 2019.

## 5.6 Proclamation of IYPH 2020

- [40] The IPPC Secretariat presented an update on the proclamation of the International Year of Plant Health (IYPH) 2020. The IYPH resolution was adopted by the Second Committee of the United Nations General Assembly (UNGA) with 94 co-sponsors. The UNGA Plenary is expected to proclaim the IYPH on 20 December 2018.
- [41] Activities to support the proclamation process and negotiations at the UNGA Second Committee included: (i) a reception held at the Finnish Mission at the United Nations, attended by over 90 participants from 70 UN delegations; (ii) participation at the CBD COP14 and a presentation on the IYPH at a related side event; and (iii) the development of the second promotional video and factsheet which were translated into all FAO languages. A draft press release on the proclamation has also been prepared and will be circulated in due course.
- [42] Discussions are ongoing with relevant FAO divisions, including:
- the Division on Partnerships and South-South Cooperation (DPS) to establish an International Steering Committee; and
  - the Office for Corporate Communication (OCC) to provide support in developing and implementing a communications strategy.
- [43] The IPPC Secretariat is also developing a concept note for the communications strategy, a communications handbook and a visual identity.
- [44] The IYPH Steering Committee meeting and an IYPH stakeholders meeting will be held back-to-back with CPM-14 (2019). The purpose of the stakeholders meeting, attended by RPPOs and relevant partners, is to establish a calendar of IYPH events at the global and regional level and gather ideas on promoting the IYPH from relevant stakeholders.
- [45] The CPM Bureau:
- (1) *Noted* the update on the IYPH 2020 proclamation.

## 6. Action Points for Decision

### 6.1 CPM recommendation on Next Generation Sequencing (NGS) technologies as a diagnostic tool for phytosanitary purposes

[46] The IPPC Secretariat reported on the CPM draft recommendation on “Next Generation Sequencing technologies as a diagnostic tool for phytosanitary purposes”, following up from the October 2018 Bureau meeting. It was recalled that a total of 158 comments were received and the main comments were:

- One CP did not support the CPM recommendation as concerns were raised that the draft recommendation was promoting technology outside mandate of an NPPO.
- Several CPs pointed out that more information was needed on these technologies, and that the scope of the recommendation had to be clarified before its adoption.

[47] It was recalled that the CPM Bureau had discussed the comments and emphasized that the main objective of this CPM Recommendation was to raise awareness about the technology, noting that it is optional and that the CPM is not to promote these technologies. It was also noted that the title was adjusted to reflect a more accurate terminology (High-throughput sequencing (HTS) instead of “NGS”) and that the information on the background section was included as an appendix of the CPM Recommendation as it provides useful information to contracting parties.

[48] After the October 2018 Bureau meeting, the Secretariat together with the Bureau member and representative from Australia (the recommendation submitter country) reviewed the comments once again and revised the draft text in light to make it more applicable to situations when an NPPO may need to consider the application of measures based on results of HTS technologies.

[49] The Bureau reviewed the revised draft text and agreed with to present it to CPM-14 (2019).

[50] The CPM Bureau:

- (1) *Agreed* to present the draft CPM Recommendation “High-throughput sequencing (HTS) as a diagnostic tool for phytosanitary purposes” for adoption at CPM-14 (2019).

### 6.2 Resource mobilization for IYPH

[51] The IPPC Secretariat presented a paper on IYPH resource mobilization. The estimated budget for IYPH is USD 1.1 million and so far, only USD 246, 918 USD has been raised. An additional USD 897.000 needs to be raised to cover IYPH-related expenses in the 2019 and 2020 IPPC work plan and budget.

[52] The Bureau requested more guidance about sponsorship and receiving contributions from entities other than contracting parties. The IPPC Secretariat noted that FAO already has a policy for contributions from other actors besides CPs, and that contributions are assessed by FAO on a case-by-case basis, which usually takes up to three weeks.

[53] The CPM Bureau:

- (1) *Asked* IPPC Secretariat to have a clear proposal on the budget needed to be presented to the CPs at the CPM-14 for their contribution.
- (2) *Asked* the IPPC Secretariat to share existing FAO guidelines for financial contributions by stakeholders other than contracting parties.
- (3) *Agreed* to develop a list of potential donors in cooperation with the IPPC Secretariat, including contacts. Bureau members then should be active to contact them to raise funding.

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

### **7.1 Standard Operating Procedure (SOP) governing IPPC programme planning and budgeting**

[54] The purpose of this Standard Operating Procedure (SOP) is to govern and capture best practices for IPPC programme planning and budgeting. It:

- defines the main principles of IPPC programme planning and budgeting;
- explains how to monitor and execute the IPPC work plan and budget; and
- describes how to evaluate and report on the executed work plan and budget.

[55] The CPM Bureau:

- (1) *Approved* the SOP as a guiding document for IPPC programme planning and budgeting. It will be annexed to this report (Annex 01).

### **7.2 Template for proposals going to CPM for resource implications**

[56] The IPPC Secretariat presented the rationale for the new template which must be attached to all CP proposals going to CPM. The template will allow the CPM to make decisions with adequate information about resource implications and financial considerations.

[57] The IPPC Secretariat requested that the template be attached to the IPPC Secretary's letter inviting contracting parties to CPM-14 (2019) so that CP's can provide their feedback on it.

[58] The CPM Bureau:

- (1) *Approved* the template for proposals going to CPM for resource implications.

### **7.3 Sustainable funding for the IPPC work programme**

[59] The IPPC Secretariat recently met with the FAO Finance Committee and Programme Committee chairpersons as well as Deputy Representative to FAO from Australia to discuss increasing FAO Regular Programme contributions to the IPPC budget.

[60] The IPPC Secretary informed participants that at the December 2018 FAO council meeting, COAG, COFO, COFI and CCCP asked FAO to increase Regular Programme support to standard setting bodies, including the IPPC. Australia, Canada, the European Union, Finland, Japan and the USA also supported the initiative to increase the IPPC regular programme funding.

[61] The IPPC Secretary met with FAO OSP Director after the FAO Council and requested an additional USD 2 million of FAO Regular Programme funds per annum as follows:

- USD 1 million would be used to increase the number of FAO Regular Programme supported staff to stabilize the staffing of the IPPC Secretariat.
- USD 700.000 to support work on commodity and pathway standards; capacity building in Least Developed Countries (LDCs); trade facilitation including ePhyto, eCommerce and sea containers; and activities regarding emerging regulated pests.
- USD 300.000 would support participants from LDCs to attend IPPC governing body meetings and events.

[62] In terms of FAO's approval process, the March 2019 FAO Financial and Programme Committees will make recommendations which will be approved by the April 2019 FAO Council. The July 2019 FAO Conference will make the final approval.

[63] The IPPC Secretary also informed the Bureau that seven countries (Canada, Japan, Netherlands, New Zealand, Korea, Switzerland, and the USA) provided contributions to the IPPC Multi-donor Trust Fund in 2018 for a total of USD 1.1 million USD (record amount).

[64] The IPPC Secretary further briefed to participants that the CPM chairperson's letter to ministers would be reviewed by the IPPC Secretariat, then by the CPM Bureau. It will be finalized by the CPM chairperson and sent out in February 2019.

[65] The CPM Bureau:

- (1) *Noted* the report on Sustainable funding for the IPPC work programme.

## **8. Preparation for CPM-14 (2019)**

### **8.1 Agenda**

[66] The Bureau reviewed the CPM-14 (2019) agenda.

[67] The Minister of Agriculture of Mexico has accepted to deliver the opening address at CPM-14 (2019).

[68] A paper on emerging pests and emergency issues is being prepared for CPM agenda item 8.8. which:

- clarifies that CPs do have reporting obligations;
- includes decision points for CPM;
- defines the scope of the IPPC and FAO divisions in term of emerging pests;
- has discussion points which could include questions on emerging pests; and
- discussion of the Technical Panel for Glossary (TPG) regarding the definition of emerging pests.

[69] One Bureau member asked if CPs could be expected to report on emerging pests since the Convention states the obligation to share information on pests. If so, he asked what role the IPPC Secretariat should play, therefore clarification should be included in the paper on this regards.

[70] The Bureau suggested shortening the paper. The chairperson noted the contracting parties' need for information related to emergency issues, and that the IPPC Secretariat could put them in contact with the FAO divisions which have the mandate and resources to address these issues.

[71] The CPM Bureau:

- (1) *Noted* the CPM-14 (2019) agenda (**Appendix 05**), including the deletion of items 11.2 and 11.3 and the new title for item 11: "Implementation and Capacity Development".

### **8.2 Special topic session**

[72] The CPM Bureau reviewed the programme of the special topics session on Plant Health and Capacity Development.

[73] The IC are considering ideas for the 2019 annual theme and will submit their ideas by 15 December 2018. Once they submit these ideas, the Secretariat will consider them and determine the content of the special topic session. It was agreed that the special topics session should also include a discussion on the FAO-China South-South Cooperation project and the Phytosanitary Capacity Evaluation tool.

[74] The chairperson informed that NAPPO wishes to include the topic of risk-based sampling.

[75] The CPM Bureau:

- (1) *Noted* the information provided by the IPPC Secretariat on the CPM special topic session.

### **8.3 Side sessions and meetings**

[76] The CPM Bureau reviewed the proposed programme of CPM-14 (2019) side sessions and meetings.

[77] A training session for Contracting Parties on how to submit a topic in response to the call for topics: standards and implementation was proposed as a side session (see agenda item 5.2 of this report). However, this may cause confusion since there will be no call for topics in 2019. It was therefore proposed to include the training sessions as part of the 2019 IPPC regional workshops and also during CPM-15 (2020) when the next call for topics is planned to be launched.

[78] A side session on “North America Sea Containers Initiative” was proposed by North America Bureau Member, with reference to the request of the USA during CPM-13 (2018). However, the Bureau felt that the North America initiative could be a case study in a broader side session about sea containers as general topic.

[79] With regards to the NAPPO request to have a session on the risk-based sampling, it was agreed to add this topic to the side session on the Plant Health and Capacity Development.

[80] The CPM Bureau:

- (1) *Agreed* to postpone the training session on submitting topics to CPM-15 (2020), to place the ePhyto session as Pre-CPM session, and to add a side session on sea containers to the programme of side session instead of ePhyto session. In addition, to add the topic of risk-based sampling to the side session on Plant Health and Capacity Development.
- (2) *Noted* the schedule of CPM-14 (2019) side sessions and meetings as reviewed in *Appendix 06* to this report.

## 9. Any Other Business

[81] The IPPC Secretariat confirmed that CPM-15 (2020) will be held from 30 March to 3 April 2020 in FAO HQ, Rome, Italy.

[82] The Bureau member representing North America informed that Canada is looking for a new in kind contribution staff for the IPPC Secretariat for two years beginning in March/April 2019. This staff will support work in eCommerce as well as other tasks. As was the case previously, for the ePhyto project manager, this individual will be based in Canada (although Canada will fund his/her travel expenses).

[83] The Secretariat informed that the ePhyto hub has been working well, with 38 countries registered or in the process of being registered. The USA has pledged USD 100, 000 for 2019.

[84] The CPM Bureau:

- (1) *Noted* that CPM-15 (2020) will be held from 30 March to 3 April 2020.
- (2) *Thanked* Canada and the USA for their pledged contributions.

## 10. Next Meeting

[85] The next Pre-CPM Bureau meeting will be from 27 to 29 March 2019 at FAO-HQ. There will be another one-day Bureau meeting on Friday 5 April, last day of the CPM-14 (2019).

## 11. Closing of the Meeting

[86] The Chairperson closed the meeting. The action points from the meeting are summarized in *Appendix 04* with deadlines and leads.

## Appendix 01 – Agenda

	AGENDA ITEM	DOCUMENT NO.	PRESENTER
1.	<b>Opening of the Meeting</b>		XIA/TRUJILLO
2.	<b>Meeting Arrangements</b>		
2.1	Adoption of the Agenda	01_Bureau_2018_Dec	TRUJILLO
3.	<b>Administrative Matters</b>		
3.1	Documents list	02_Bureau_2018_Dec	ALDOBAI
3.2	Participants list	03_Bureau_2018_Dec	ALDOBAI
4.	<b>Review of 2018 October Bureau Report</b>	<a href="#">Link to Oct Bureau report</a>	TRUJILLO
5.	<b>Updates</b>		
5.1	IPPC strategic framework 2020-2030		ALDOBAI
5.2	SC meeting in November 2018	<a href="#">Link to SC Nov 2018 Report</a>	NERSISYAN
5.3	IC Meeting November 2018		LARSON
5.4	30 <sup>th</sup> meeting for TC-RPPOs (2018)		BRUNEL
5.5.	2 <sup>nd</sup> meeting of the IPPC SCTF		WOLFF/XIA
5.6	Proclamation of IYPH 2020		ALDOBAI/MONTUORI
6.	<b>Action Points for Decision</b>		
6.1.	CPM recommendation on Next Generation Sequencing technologies as a diagnostic tool for phytosanitary purposes	09_Bureau_2018_Dec 10_Bureau_2018_Dec 11_Bureau_2018_Dec	MOREIRA
6.2.	Resource mobilization for IYPH	06_Bureau_2018_Dec	ALDOBAI/MONTUORI
7.	<b>Financial, Budgetary and Work Plan</b>		
7.1.	Standard Operating Procedure (SOP) governing IPPC programme planning and budgeting	08_Bureau_2018_Dec	BENOVIC
7.2.	Template for proposals going to CPM for resource implications	07_Bureau_2018_Dec	BENOVIC
7.3.	Sustainable funding for IPPC work programme <ul style="list-style-type: none"> <li>- FAO Regular programme</li> <li>- IPPC MDTF</li> <li>- CMP Chair' letter to ministers</li> </ul>		XIA/BENOVIC
8.	<b>Preparation for CPM-14 (2014)</b>		

	<b>AGENDA ITEM</b>	<b>DOCUMENT NO.</b>	<b>PRESENTER</b>
8.1	Agenda - Opening message from the Minister of Agriculture of Mexico at CPM-14 - Invitation of EU Commissioner (DG SANTE) as Keynote Speaker at CPM-14	04_Bureau_2018_Dec	ALDOBAI
8.2	Special session		ALDOBAI
8.3	Side sessions and meetings	05_Bureau_2018_Dec	ALDOBAI
<b>9.</b>	<b>Any Other Business</b>		TRUJILLO
<b>10.</b>	<b>Next Meeting</b>		XIA/TRUJILLO
<b>11.</b>	<b>Closing of the Meeting</b>		TRUJILLO

**Appendix 02 – Documents List**

<b>DOCUMENT NO.</b>	<b>AGENDA ITEM</b>	<b>DOCUMENT TITLE (PREPARED BY)</b>	<b>DATE POSTED / DISTRIBUTED</b>
01_Bureau_2018_Dec	02.	Agenda	2018-12-06
02_Bureau_2018_Dec	03.1	Documents List	2018-12-06
03_Bureau_2018_Dec	03.2	Participants List	2018-12-04
04_Bureau_2018_Dec	08.1	Draft CPM-14 Detailed Agenda	2018-12-04
05_Bureau_2018_Dec	08.3	CPM-14 Proposed Side Sessions and Meetings	2018-12-04
06_Bureau_2018_Dec	06.2	Resource mobilization for IYPH	2018-12-05
07_Bureau_2018_Dec	07.2	Template CPM Resource Implications	2018-12-06
08_Bureau_2018_Dec	07.1	SOP Governing Programme Planning and Budgeting	2018-12-06
09_Bureau_2018_Dec	06.1	CPM recommendation HTS	2018-12-06
10_Bureau_2018_Dec	06.1	Secretariat's notes: draft CPM Recommendation on NGS	2018-12-06
11_Bureau_2018_Dec	06.1	Compiled comments for Next Generation Sequencing technologies as a diagnostic tool for phytosanitary purposes	2018-12-06

<b>IPP LINKS:</b>	<b>Agenda item</b>
<a href="#">Local Information</a>	03.3

## Appendix 03 – Participants List

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

### Bureau members

Attending	Participant role / Region	Name, mailing address, telephone	Email address
	Africa <i>Vice-Chairperson</i>	<b>Mr Lucien KOUAME KONAN</b> Inspecteur Direction de la Protection des Végétaux, du Contrôle et de la Qualité Ministère de l'Agriculture B.P. V7 Abidjan, <b>COTE D'IVOIRE</b> Ph.: (+225) 07 903754 Fax: (+225) 20 212032	<a href="mailto:l_kouame@yahoo.fr">l_kouame@yahoo.fr</a> ;
✓	Europe	<b>Ms Marica GATT</b> Director General ( Veterinary and Phytosanitary Division) (VPRD), Abettori Street, Albertown, Marsa HRS 1123, <b>MALTA</b> Ph.: (+356) 2292522 Mob.: (+356) 99421791	<a href="mailto:marica.gatt@gov.mt">marica.gatt@gov.mt</a>
✓	Asia	<b>Mr Fuxiang WANG</b> 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 <b>CHINA</b> Ph.: 86-10-59194548 Fax.: 86-10-59194517 Mob.: 86-10-13701330221	<a href="mailto:wangfuxiang@agri.gov.cn">wangfuxiang@agri.gov.cn</a>
✓	Latin America and Caribbean <i>Chairperson</i>	<b>Mr Francisco Javier TRUJILLO ARRIAGA</b> Director General de Sanidad Vegetal Punto de Contacto Oficial de la CIPF Servicio Nacional de Sanidad, Inocuidad y Calidad Agroalimentaria, Sagarpa, <b>MEXICO</b> Phone: (+52) 55 59051000 Ext. 51319	<a href="mailto:trujillo@senasica.gob.mx">trujillo@senasica.gob.mx</a> ;
✓	North America	<b>Mr Greg WOLFF</b> Canadian Food Inspection Agency 59 Camelot Drive, OTTAWA, ON. K1A 0Y9 <b>CANADA</b> Ph.: (+1) 613 773 7060 Mob.: (+1) 613 325 2941	<a href="mailto:greg.wolff@canada.ca">greg.wolff@canada.ca</a>

Attending	Participant role / Region	Name, mailing address, telephone	Email address
✓	Southwest Pacific	<b>Ms Lois RANSOM</b> Assistant Secretary, Plant Import Operations GPO Box 858 Canberra ACT 2601 <b>AUSTRALIA</b>	<a href="mailto:Lois.ransom@agriculture.gov.au">Lois.ransom@agriculture.gov.au</a> ;
	Near East	<b>Mr Gamil Anwar Mohammed RAMADHAN</b> General Director of Plant Protection Department of Yemen, Ministry of Agriculture and Irrigation, Aden <b>YEMEN</b>	<a href="mailto:abuameerm21@gmail.com">abuameerm21@gmail.com</a>
<b>OTHER PARTICIPANTS</b>			
✓	IPPC Secretariat	<b>Mr Jingyuan XIA</b> Secretary	<a href="mailto:Jingyuan.Xia@fao.org">Jingyuan.Xia@fao.org</a>
✓		<b>Mr Craig FEDCHOCK</b> Advisor	<a href="mailto:Craig.Fedchock@fao.org">Craig.Fedchock@fao.org</a>
✓		<b>Mr Marko BENOVIC</b> Finance consultant	<a href="mailto:Marko.Benovic@fao.org">Marko.Benovic@fao.org</a>
✓		<b>Mr Avetik NERSISYAN</b> SSU Lead	<a href="mailto:Avetik.Nersisyan@fao.org">Avetik.Nersisyan@fao.org</a>
✓		<b>Mr Brent LARSON</b> IFU Lead	<a href="mailto:Brent.Larson@fao.org">Brent.Larson@fao.org</a>
✓		<b>Mr Shoki AL DOBAI</b> IST Lead	<a href="mailto:Shoki.Aldobai@fao.org">Shoki.Aldobai@fao.org</a>
✓		<b>Mirko MONTUORI</b> Public Information Officer	<a href="mailto:Mirko.Montuori@fao.org">Mirko.Montuori@fao.org</a>
✓		<b>Denise Melvin</b> <b>Public Information Specialist</b>	<a href="mailto:Denise.Melvin@fao.org">Denise.Melvin@fao.org</a>
✓		<b>Adriana MOREIRA</b> <b>Standards Setting Officer</b>	<a href="mailto:Adriana.Moreira@fao.org">Adriana.Moreira@fao.org</a>
✓		<b>Sarah BRUNEL</b> <b>Implementation Facilitation Officer</b>	<a href="mailto:Sarah.Brunel@fao.org">Sarah.Brunel@fao.org</a>

**Appendix 04 – Action Points**

Action	Lead	Lead within Secretariat/Bureau/ Persons involved	Deadline
Keynote speech at CPM-14 (2019) by EU Commissioner or the Director-General of DG SANTE	Bureau Member for Europe	Marica GATT	February 2019
Paper on role of industry representatives in the SCTF and development of recommendations.	Bureau member from North America	Greg WOLFF	March 2019 Bureau meeting
To revise the IC and SC Terms of Reference and Rules of Procedure to make them clear and to align them where appropriate, for review by Bureau June 2019 meeting and then for CPM adoption.	Secretariat with FAO Legal Services	Brent LARSON	Bureau in June 2019
To develop further the paper on emerging pests and emergency issues for CPM-14	Bureau member from North America	Greg WOLFF	Mid-January 2019
To produce overview brochure on the Generic ePhyto System (GeNS) to help inform contracting parties of how the system works and how to become part of it.	Secretariat	Craig FEDCHOCK/Laura VICARIA-LOPEZ	March 2019
To develop a clear proposal on the budget needed for IYPH to be presented to the CPs at the CPM-14 for their contribution.	Secretariat	Mirko MONTOURI	Mid-January 2019
To share existing FAO guidelines for financial contributions by stakeholders other than contracting parties.	Secretariat	Marko BENOVIC	December 2018
Bureau members to develop a list of potential donors in cooperation with the IPPC Secretariat, including contacts, and to contact them to raise funding.	Bureau Members	Bureau Members/Mirko MONTOURI	February 2019

## Appendix 05 – Draft CPM-14 Agenda

No	Item
<b>1</b>	<b>Opening of the Session</b>
1.1	FAO Opening
1.2	Statement of the Minister of Agriculture of Mexico
<b>2</b>	<b>Keynote Address on Plant Health and Capacity Development</b> by European Commission
<b>3</b>	<b>Adoption of the Agenda</b>
3.1	EU Statement of Competence
<b>4</b>	<b>Election of the Rapporteur</b>
<b>5</b>	<b>Establishment of the Credentials Committee</b>
<b>6</b>	<b>Report from the CPM Chairperson</b>
<b>7</b>	<b>Report from the IPPC Secretariat</b>
<b>8</b>	<b>Governance and Strategy</b>
8.1	Summary of the 2018 Strategic Planning Group report
8.2	IPPC Strategic Framework for 2020-2030
8.3	Five year investment plan of the IPPC Secretariat
8.4	Focus Group on Commodity Standards and Pathways
8.5	Facilitating safe trade for plants and plant products - Action Plan
8.6	Five year strategic plan for ePhyto: Transitioning from project to business as usual operation
8.7	IPPC e-Commerce proposed project work plan and budget
8.8	Concept of emerging pests and emergency issues
8.9	Antimicrobial resistance (AMR)
8.10	CPM recommendations
<b>9</b>	<b>Cooperation of Standards and Implementation</b>
9.1	Task Force for Call for topics "Standards and Implementation"
9.2	Surveillance pilot project analysis
9.3	Framework for standards and implementation
<b>10</b>	<b>Standard Setting</b>
10.1	Report of the Standards Committee (SC)
10.2	Adoption of International Standards for Phytosanitary Measures
10.3	Standards Committee recommendations to the Commission on Phytosanitary Measures
<b>11</b>	<b>Implementation and Capacity Development</b>
11.1	Report of the Implementation and Capacity Development Committee (IC)
11.2	Status of ISPM 15 Symbol Registration
<b>12</b>	<b>International Year of Plant Health in 2020 (IYPH 2020)</b>
12.1	Report of the IYPH Steering Committee
12.2	IYPH action plan and budget
<b>13</b>	<b>IPPC Network Activities</b>
13.1	The IPPC Regional Workshops 2018 report
13.2	The 30th Technical Consultation (TC) among Regional Plant Protection Organizations (RPPOs)
<b>14</b>	<b>Communication and International Cooperation</b>
14.1	Report on Communication and Advocacy of the IPPC Secretariat
14.2	Report on international cooperation of the IPPC Secretariat
14.3	Written reports from relevant international organizations
14.4	Panel discussion on capacity development and plant health from selected international organizations (CABI, CBD, IAEA, STDF, WTO)
<b>15</b>	<b>Financial Report and Budget</b>
15.1	Financial report of the IPPC Secretariat for 2018
15.2	Resource mobilization report of the IPPC Secretariat for 2018
15.3	Work plan and budget of the IPPC Secretariat for 2020
15.4	Sustainable funding initiative <ul style="list-style-type: none"> <li>- Support to IPPC work programme through increase FAO regular programme</li> </ul>
<b>16</b>	<b>Successes and Challenges in Implementation of the Convention</b> <ul style="list-style-type: none"> <li>- [Fruit flies ISPMs implementation: IAEA]</li> </ul>
<b>17</b>	<b>Special Topics Session on Plant Health and Capacity Development (2 hours)</b>
17.1	FAO China (on South-South Cooperation programme)
17.2	Thailand/Kenya (on outcomes of capacity development programmes)
17.3	Country (on using technology for capacity development)/Australia/NZ
17.4	PCE

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<b>18</b>	<b>IYPH: Promoting and celebrating the IYPH - Sharing ideas (1 hour)</b>
<b>19</b>	<b>Confirmation of Membership and Potential Replacements Members for CPM Subsidiary Bodies</b>
19.1	CPM Bureau members and potential replacement members
19.2	SC members and potential replacement members
<b>20</b>	<b>Any Other Business</b>
<b>21</b>	<b>Date and Venue of the Next Session</b>
<b>22</b>	<b>Adoption of the Report</b>
<b>23</b>	<b>Closing of the Session</b>

## Appendix 06 – CPM-14 Proposed Side Sessions and Meetings

*Overall coordination: Al-Dobai*

### 1. Pre-CPM Session (Monday 1 April 2019, 10:00 12:00)

No	Topic	Lead officer	Collaborators
1	ePhyto: Large-scale demonstration and extension of the IPPC ePhyto solution	Fedchock	

### 2. Side sessions

No	Topic	Lead officer	Collaborators
1	Plant Health and Capacity Development	Larson	- Director of Masters in Plant Health (European Joint Master Degree in Crop Protection and Plant Health)
2	North America Sea Containers Initiative	Lomsadze /Wolff	NAPPO
3	<b>FAO plant health programmes</b>	Dreyer / Al-Dobai	FAO-AGP
4	Commodities and pathways standards: Focus group Q&A	Ransom/ Wolff/ Moreira	
5	Facilitating safe trade for plants and plant products <ul style="list-style-type: none"> <li>- WTO TFA: Brent to contact</li> <li>- IPPC Investment Plan: Lois to present</li> </ul>	Ransom/Wolff/Moreira	

## **Annex 01: SOP Governing Programme Planning and Budgeting**

### **INTERNATIONAL PLANT PROTECTION CONVENTION SECRETARIAT**

#### **STANDARD OPERATING PROCEDURE (SOP) GOVERNING PROGRAMME PLANNING AND BUDGETING, MONITORING AND IMPLEMENTATION AND REPORTING AND EVALUATION**

**DRAFT**

*05 December 2018*

#### ***Outline***

*IPPC Secretary introduction*

*1. Preamble*

*2. Programme Planning and Budgeting*

*3. Monitoring and Implementation*

*4. Reporting and Evaluation*

## **IPPC Secretary introduction**

CPM at its 13<sup>th</sup> session in 2018 advised the IPPC Secretariat to prepare guidelines on how IPPC Secretariat Work Plan and Budget is prepared, reviewed and adopted. 2018 also marks a year with internal management theme of “Optimization of Financial Management of the IPPC Secretariat”. This momentum is welcomed by the IPPC Secretariat that is glad to introduce the draft “Standard Operating Procedure (SOP) Governing Programme Planning and Budgeting, Monitoring and Implementation and Reporting and Evaluation”.

The SOP is aimed to provide IPPC Secretariat and IPPC Contracting parties with clear information on how IPPC Secretariat resources are allocated, budgeted, monitored and reported. The increased transparency of the work plan and budget process is expected to raise understanding between Contracting parties on the use of resources in the IPPC Secretariat, but also to engage them to be part of the planning process more closely.

The SOP is expected to increase efficiency and effectiveness of the work plan and budget planning and implementation process and result in higher visibility and accountability of the IPPC Secretariat.

Ultimately, the SOP is expected to serve the IPPC mission in “Protecting the World’s Plant Resources from Pests” by enabling Contracting parties to have a clear framework for planning and implementation of its policies and recommendations, as set out at annual CPM sessions.

## **1. Purpose of the SOP**

The planning, programming, budgeting, monitoring and evaluation cycle established by the Commission on Phytosanitary Measures (CPM) aims at the following:

- 1.1. To provide an opportunity for consideration of possible actions are made in the light of all existing conditions;
- 1.2. To assess what actions are feasible and acceptable to IPPC Contracting parties as a whole;
- 1.3. To translate those objectives into programmes and work plans which identify implementation responsibilities;
- 1.4. To indicate to IPPC Contracting parties the resources needed to design and implement activities and to ensure that those resources are utilized in the most effective and economical manner;
- 1.5. To provide a framework for setting priorities among activities;
- 1.6. To establish an independent and effective system for monitoring implementation and verifying the effectiveness of the work implemented;
- 1.7. To evaluate periodically the results achieved.

With these aims, the following instruments will be utilized:

The IPPC Strategic Framework, whereby the orientation of the IPPC priorities is provided;

- (a) The Work Plan and Budget and the Programme Performance and Financial Report, in which the Secretariat is committed to precise work plans involving delivery of output and where implementation is monitored and reported;
- (b) The evaluation system, which allows for continuing critical review of achievements, collective thinking and formulation of subsequent plans.

## **2. Programme Planning and Budgeting**

### **Applicability**

The following principles will govern the planning, programming, monitoring and evaluation of all activities undertaken by the IPPC Secretariat, irrespective of their source of financing.

- 2.1. The planning, programming, budgeting and evaluation cycle will form an integral part of the general policy-making and management process of the IPPC Secretariat.
- 2.2. The planning, programming and budgeting process will be governed by strict adherence to the principles and provisions of IPPC convention text and FAO Financial rules and regulations.

### **Work plan and Budget – Principles and Process**

According to IPPC Secretariat Enhancement evaluation Recommendation No. 1a, “One annual work plan and budget for the Secretariat should be developed and approved by the Bureau; it should include clear and achievable objectives, with a detailed as possible breakdown of activities, and required resources in terms of both staff and funding”.

### **Principles**

- 2.3. The Work Plan and Budget should cover period from 1 January – 31 December.
- 2.4. The Work Plan should reflect CPM priorities and IPPC Strategic framework.
- 2.5. The Work Plan and Budget should be prepared using the principles of results based management and budgeting.
- 2.6. The Work plan should represent the IPPC Secretariat’s main areas of work and it should clearly indicate activities and the corresponding results (outputs).
- 2.7. The CPM should consider the Work Plan and Budget process for the subsequent year.

2.8. Planning for activities to be partially or fully financed by extra budgetary funds will be considered provisional, and such activities will be implemented only if adequate funds are made available.

2.9. A contingency fund should be set at 5% of the total annual regular programme budget, to account for any emergency or unplanned expenditure that might arise during the work plan implementation.

### ***Responsibilities***

2.10. The IPPC Secretariat is responsible for drafting the Work Plan and Budget, with consultation with the Financial committee (FC) and CPM Bureau.

2.11. The Work Plan and Budget should be clearly linked to CPM priorities.

2.12. The Financial committee (FC) should endorse the Work Plan and Budget before their consideration by the CPM Bureau.

2.13. The CPM Bureau should consider all proposed work items and funding streams (regular programme, IPPC multi-donor trust fund and project-based funding).

2.14. The CPM Bureau should approve the Work plan and Budget before it is presented at CPM.

2.15. The CPM should approve the Work Plan and IPPC multi-donor trust fund budget.

2.16. The CPM should note the regular programme and projects' budgets.

### ***Process***

2.17. The IPPC Secretariat should prepare the first draft of the Work Plan and Budget for implementation and present it to FC at its June meeting two years in advance (e.g., by June 2018 it should prepare the first draft of the Work Plan and Budget for implementation in 2020).

2.18. The FC should consider the draft, propose improvements and adjustments and approve it for further consideration by the CPM Bureau at its June meeting.

2.19. At the June meeting, the CPM Bureau should review the draft and propose improvements and adjustments.

2.20. The IPPC Secretariat should incorporate inputs from the FC and CPM Bureau by October meetings.

2.21. At its October meeting, the FC should review the revised draft and approve it for further consideration by the CPM Bureau at its October meeting.

2.22. At its October meeting, CPM Bureau should review the draft and, if it meets requirements, approve it to be presented to CPM session during the subsequent year.

2.23. The CPM will consider the draft Work Plan and Budget and approve it for implementation in the following calendar year .

## **3. Monitoring and Implementation**

The IPPC Secretary will monitor accomplishments by core areas of work, as measured by indicators of achievement and the delivery of outputs scheduled in the CPM approved work plan. IPPC unit/team leads shall be responsible for the delivery of all Work Plan sub-components with regard to their teams. IPPC Secretary is responsible for the implementation of the Work Plan as a whole.

IPPC unit/team leads are responsible for managing budgets within prescribed budgetary limits of their teams, while the IPPC Secretary is responsible for managing budget as a whole.

- 3.1. The CPM Bureau has sole authority for decisions involving a change in the work plan and budget approved by the CPM, between CPM sessions.
- 3.2. The IPPC Secretary may authorize over-expenditure (at the expense of Contingency fund) per team up to 5% of the team budget allocation.
- 3.3. The IPPC Secretary will report interim achievements and accomplishments to the CPM Bureau in between CPM sessions.
- 3.4. Interim reports should include both technical and financial considerations.
- 3.5. IPPC Secretary should establish internal mechanisms that will enable him/her to monitor work plan and budget execution within the limits of available human and financial resources.

#### **4. Reporting and Evaluation**

After completion of the work plan and the budget period, the IPPC Secretary will report to the CPM, through the FC and CPM Bureau, on programme performance during that period.

##### **Reporting**

- 4.1. The IPPC Secretary should prepare Performance and Financial report after the completion of the work plan and budget period.
- 4.2. A performance report should include clear indications of achieved results, as set out in the work plan.
- 4.3. The financial report should include clear financial statements relative to the execution of the Budget.

##### **Evaluation**

The objective of evaluation is:

- 4.4. to determine systematically and objectively the relevance, efficiency, effectiveness and impact of the IPPC Secretariat activities in relation to their objectives;

All programmes will be evaluated on a regular, periodic basis. The evaluation system will include periodic self-evaluation of activities relating to objectives and continuing functions. Programme managers will, in collaboration with their staff, undertake self-evaluation of all activities under their responsibility.