revision of Implementation and Capacity development Committee (IC) Terms of Reference and Rules of Procedure

*(Prepared by IPPC Secretariat with input from FAO legal services)*

1. During the IC November 2018 meeting, a revised IC Terms of Reference (TOR) and Rules of Procedure (ROP) was presented to the IC, as agreed during the IC November 2018 meeting and advised by the December 2018 Bureau.
2. Extract from IC November 2018 meeting report

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| 1. The IC discussed these issues and expressed their appreciation for the work done by the IPPC Secretariat and FAO Legal Office but felt that it may be pre mature to present the revised TOR and ROP to the CPM-14 (2019) but agreed to revisit these revisions again at the IC November 2019 meeting after more experience is gained by the IC. The IFU lead stated that he would need to raise some of the above issues with the Bureau to get guidance on how to proceed in the meantime and the IC agreed. 2. The IC *agreed:*  * to revisit proposed revisions to IC Terms of Reference and Rules of Procedure again at the IC November 2019 meeting. |

1. Extract from December 2018 Bureau meeting report

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| 1. 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. 2. The Bureau requested the Secretariat to work with FAO Legal Services to revise 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. 3. The CPM Bureau: 4. *…….* 5. *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). 6. *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. |

1. As the wording in the IC TOR and ROP required immediate clarification, the IFU proceeded with developing a revision in consultation with FAO Legal and presenting it to the IC in May 2019.
2. The IC was invited to provide comments on the proposed revisions in May 2019. The revision and comments from the May 2019 IC meeting are presented in Appendix 1 (IC changes and comments are highlighted in yellow).
3. When discussing the review the IC TOR and ROP, some IC members considered that the IC should have a clear oversight role for some projects. This question was further discussed when reviewing the strategy and process on how the IC reviews and analyses ICD projects. The IC discussed and agreed on its role on different types of projects as detailed below in the table 1 ‘Role of the IC and processing of information for the different types of ICD projects’.
4. The TOR and ROP were then later adjusted by the IPPC secretariat to integrate this decision.
5. Extract from IC May 2019 meeting report

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| 1. Extract from IC May 2019 draft meeting report   **Review of IC Terms of Reference and Rules of Procedure**  IC input on revision of IC Terms of Reference and Rules of Procedure   1. The IFU Lead presented proposed changes to the IC TOR that incorporated the feedback from FAO Legal Office. The 2018 November IC meeting discussions on the TOR were recalled. It was noted that duplications in roles and functions were removed. Clarity was introduced on the membership. There are 12 IC members. SC and RPPOs representatives are not full members and are invited to attend IC meetings and have active participation in delivering the IC objectives. Roles of the IPPC Secretariat and IC on project management and work plan were highlighted. 2. An IC Member thought that the TOR should be clear that the IC should have an oversight role for selected projects. The IC Chair advised to keep the scope of projects open thus leaving space for flexibility. 3. The IFU Lead and FAO Legal Officer highlighted that the IC could recommend to the CPM to establish an IC Sub-group, however the final decision rests with the CPM and it was outside of the IC mandate to establish such bodies and recommended this be changed and reflected in the TOR. However, IC Members underscored that proposed process seems to be cumbersome and could delay the IC work. A proposal was made to give the decision making responsibility to the CPM Bureau, but again the FAO Legal stated it was also outside of the Bureau mandate. In addition, it was thought that to ensure efficient operations the IC could turn to the establishment of IC Teams. A concern was raised that the IC is not meant to provide guidance on all implementation and capacity development activities of the Secretariat. The IC thought that the IC has a role in reviewing and recommending fort new ICD projects and to analyze current ones. This question was further discussed when reviewing the strategy and process on how the IC reviews and analyses projects. 4. The IFU Lead clarified terms of the current IC that lasts until May 2020. The process for the next membership term of the IC to be initiated by the end of 2019. The number of consecutive terms an IC Member could serve for was discussed and left undefined in the TOR. 5. An IC Member requested Rule 3 Procedure for nomination and selection of members of the Rules of Procedure (ROP) be more flexible to allow CPs to nominate IC regional representative members for the Bureau discussion. The IC Chair clarified that nominations should be agreed within the region internally so that CPs of the region have a common position and it was up to each region to establish their selection process. The role and importance of experts should be proved through the delivery of the issues relevant to their subject expertise. To maintain the continuity of the work the IC might consider recommending to the CPM the extension of terms of specific experts to allow them to deliver agreed activities. 6. The IC discussed changes to IC TOR& ROP as proposed by the RPPOs representative in terms of the TC-RPPOs and SC representatives to clarify their role in the actions and activities. 7. The IC Members agreed that having RPPOs and SC representatives participating in IC activities was important. It was highlighted that the current RPPOs representative serves as the lead of the IC Sub-group and teams, as outlined in the Procedure Manual for ICD. 8. An IC Member recalled the discussion on the categorization of observers and clarifications are needed. 9. The IC :  * *Decided* not to follow the legal advice that IC Sub-groups could be only established by the CPM and maintained the text allowing decision making power on the establishment of IC Sub-groups to remain with the IC, as it has been already agreed by the CPM through the IC TOR when the IC was initially established * *Agreed* the Secretariat to investigate in collaboration with FAO the concept of observers so that future misunderstandings avoided * *Agreed* to recommend the IC TOR is modified to state the rule of representatives of SC and RPPOs to participate in IC activities excluding decision making * *Agreed* to propose changes to the IC TOR as outlined in the Appendix to the CPM Bureau * *Thought* that the issue of having regional nominations open for nominations by contracting parties should be discussed with relevant Bureau members if they wish to advocate for the proposal.   Extract of the Strategy and process on how the IC reviews and analyses ICD projects  **Process on how the IC reviews and analyses ICD projects**  Categorization of the different types of ICD projects  There are 6 different types of projects and the role of the IC and the updates to be made vary as detailed in Table 1.  Table 1: Role of the IC and processing of information for the different types of ICD projects.   | **Type of ICD project** | | **Role of the IC** | **Accountability** | **Update prepared for November IC meeting** | **Project Reporting Template (annex 1)** | | --- | --- | --- | --- | --- | --- | | 1 | **New ICD projects managed by IFU** | Review and recommend | To the donor | Concept note presented by the IPPC Secretariat to the IC to ensure that that new project is aligned with the IPPC strategic objectives, has strategic value and a competitive advantage | / | | 2 | ICD projects **managed by IFU** for which **the IC is the steering committee** (e.g. STDF Beyond Compliance project) | Steering committee | To the IC and to the donor | Presented by the IPPC Secretariat to the IC for guidance  Virtual consultation as necessary | Filled in by the IC member assigned | | 3 | **ICD projects managed by IFU** (e.g. IPPC China South South Copperation) | Analyze | To the donor | Presented by the IPPC Secretariat to the IC for information | Filled in by the IC member assigned | | 4 | ICD projects managed by other institutions for which IFU is providing **backstopping** (e.g. FAO projects) | Analyze | To the donor | Presented by the IPPC Secretariat to the IC for information | Filled in by the IFU as appropriate | | 5 | ICD projects managed by other institutions in which an **IC member or observer is part of the project team** (e.g. STDF project on surveillance) | Analyze | To the donor | Presented by the IC member or observer in charge to the IC for information | Filled in by the IC member assigned | | 6 | ICD projects managed by other institutions in which **no IC member or observer is part of the project team** | Analyze | To the donor | Presented by the IC member or observer in charge to the IC for information | Filled in by the IC member assigned | |

1. Summary of the Bureau June 2019 meeting discussion

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| 9.3 Review of Revised IC Terms of Reference and Rules of Procedure   1. Ms Marta PARDO (FAO LEG) briefed the CPM Bureau on the proposed revision of the IC Terms of Reference (TOR) and Rules of Procedure (ROP). 2. The IPPC Secretariat noted that the proposed revision was discussed at the May 2019 IC meeting, as it brought clarity to certain aspects, and he highlighted the main changes, including the IPPC Secretariat being the project manager and the IC reviewing and recommending new projects, IC members to be confirmed by CPM, IC keeping the ability to establish IC Sub-groups (which could have resource implications) and the fact that RPPO and SC representatives to be removed from observers. The Bureau further noted that the main structure of the revised TORs were kept, and some changes were made to align with the TORs of the SC. 3. The CPM Bureau considered the composition of the IC, and agreed to the clarification in the proposed changes.   The CPM Bureau also considered the project management role of the IC. Some members felt that they should be involved in analysing and approving projects. Others highlighted that this would cause an additional burden to the project approval process laid out by FAO. It was agreed that in principle project proposals would be aligned with CPM priorities and the IC should: *Provide a review and recommend 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.*   1. In relation to the IC Sub-groups, the Secretariat noted that the IC decided to keep the authority to establish and dissolve its Sub-groups as indicated by the current TOR agreed by CPM-12 (2017). However, the CPM Bureau agreed with the FAO Legal advice to have the CPM establish and dissolve IC Sub-groups, based on recommendations by the IC, as this may have financial implications. The CPM Bureau also agreed that the IC should have oversight over its Sub-groups. 2. The CPM Bureau discussed the concept of the IC contributing to the delivery of the IPPC Secretariat’s Communications Strategy, and agreed limit it to only Communications, noting that the IPPC Secretariat does not have a current Communications Strategy. 3. The CPM Bureau also reviewed the IC Rules of Procedure (ROPs). The discussion focused on the nominations and timing for the beginning of the membership term. The IPPC Secretariat informed that they would issue a call for experts, after which they will submit nominations to the CPM Bureau for review before they are confirmed by CPM. It was also noted that in the proposed revision, RPPO and SC representatives were considered members in the IC instead of observers but excluded from decision-making. 4. In relation to the renewal of members, the CPM Bureau suggested that the terms of two regional representatives and one expert could be extended for another term for continuity of the IC work. 5. The CPM Bureau:   *recommended* the revised Implementation and Capacity Development Committee Terms of Reference and Rules of Procedure to CPM-15 (2020) via the SPG 2019. |

1. The Secretariat included all the input from the Bureau at the June meeting in the proposed revisions to the IC TOR and ROP as presented in Appendix 1.
2. The SPG is invited to:

* *Consider* the proposed revisions to the Implementation and Capacity Development Committee Terms of Reference and Rules of Procedure.
* *Recommend* revised Implementation and Capacity Development Committee Terms of Reference and Rules of Procedureto CPM-15 (2020).
* *Request* the CPM Bureau to consider how to select two regional representatives and one expert, to have their membership terms extended by one year, as a one time exception, to the to help ensure the continuity of the IC work.

APPENDIX 1

Proposed revisions to the Terms of Reference of the CPM Subsidiary Body: Implementation and Capacity Development Committee – A Subsidiary Body of the CPM[[1]](#footnote-1)

Note: ~~on interpretation~~

1. References to implementation ~~mean implementation~~ of the International Plant Protection Convention (IPPC), includes~~ing~~ implementation of International Standards for Phytosanitary Measures (ISPMs) and the Commission on Phytosanitary Measures (CPM) Recommendations~~standards, guidelines and recommendations adopted by the Commission on Phytosanitary Measures (CPM).~~

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| **1. Purpose**  The IC develops, monitors and oversees an integrated programme to support the implementation of the IPPC and strengthen the phytosanitary capacity of contracting parties. |
| **2. Scope of the IPPC Implementation and Capacity Development Committee (IC)**  The IC, under the guidance of the CPM, provides technical oversight of activities to enhance the capacities of contracting parties to implement the IPPC and meet the strategic objectives agreed by CPM. The IC:   * Identifies and reviews the baseline capacity and capability required by contracting parties to implement the IPPC. * Analyses issues constraining the effective implementation of the IPPC and develops innovative ways to address impediments. * Develops and facilitates delivery of an implementation support programme to enable contracting parties to meet and surpass the baseline capacity and capability. * Monitors and evaluates the efficacy and impact of implementation activities and reports on progress which indicates the State of Plant Protection in the World. * Oversees dispute avoidance and settlement processes. * Oversees national reporting obligation processes.   Works with the Secretariat, potential donors and the CPM to secure sustainable funding for its activities |
| **3. Composition**   * The IC is composed of fourteen members~~twelve experts~~ with relevant skills and experience in implementation of phytosanitary-related instruments and/or capacity development. * Seven members will be representatives from each of the seven FAO regions. * Five members will be experts~~The Bureau, taking account of the balance of skills and experience required, and geographical representation, selects and appoints the members.~~ * ~~In addition~~ Two members, one representative from the regional plant protection organizations (RPPOs) and one from the Standards Committee (SC). These representatives will be invited to participate in the IC activities but be excluded from decision making. |
| **4. Functions**  The IC has the following functions:  4.1~~i~~) Technical work programme   * Identify and keep under review baseline capacity and capability required by contracting parties to implement the IPPC. * Identify and propose strategies for contracting parties to enhance their implementation of the IPPC, including national reporting obligations, taking into account their specific capacities and needs. * Review the ~~Secretariat’s~~ analyses of contracting parties’ challenges associated with the implementation of the IPPC. * Based on an analysis of outputs from the above activities, recommend priorities to CPM. * Identify and assess new technologies which could enhance implementation. * Monitor and evaluate actions under the IPPC Strategic Framework, other related strategies, frameworks and work plan(s). |
| 4.2~~ii~~) Effective and efficient management of the IC   * Develop, agree and maintain a list of priorities for Implementation and Capacity Development (ICD) activities ~~work plan~~ in alignment with CPM priorities. * Provide a review 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 and recommend them to CPM for approval. * Develop procedures and criteria for the production, oversight and approval of technical resources for implementation. * Recommend to the CPM to e~~E~~stablish and dissolve ~~and provide oversight of~~ IC S~~s~~ub-groups, undertaking specific activities and tasks. * Provide oversight to IC Sub-groups. * Establish ad hoc working groups to address specific issues. * Seek advice and/or input on matters relevant to its work ~~programme~~ from technical panels (through the SC) and other groups or organisations that assist the IPPC Secretariat. * Periodically review its functions, procedures and outcomes. * Monitor and evaluate the effectiveness of its activities and products. * Develop projects that contribute to achieving the implementation priorities agreed by CPM. |
| 4.3~~iii~~) Working with the Secretariat   * ~~Develop and manage projects that contribute to achieving the implementation priorities agreed by CPM.~~ * Provide guidance on implementation and capacity development activities for inclusion in the Secretariat’s work plan. * Assess and prioritize web resources~~for inclusion in the International Phytosanitary Portal (IPP) or the Phytosanitary Resources website~~, as appropriate, technical resources that are relevant for developing capacity to implement the IPPC. * Promote dispute avoidance as an outcome of effective implementation. * Oversee the dispute settlement process as required. * Contribute to the development and maintenance of links with donors, partners and other public and private organizations concerned with implementation and capacity development in the phytosanitary area. * Contribute to the delivery of the IPPC Secretariat’s Communications.   The Secretariat is responsible for coordinating the work of the IC and providing administrative, editorial operational and technical, support. The Secretariat advises the IC on the availability and use of financial and staff resources. |
| ~~iv) Working with other subsidiary bodies~~   * ~~Work in close collaboration with the SC to make standards setting and implementation complementary and effective.~~ * ~~Review the Framework for Standards and Implementation annually and recommend changes to the CPM through the SPG.~~ * ~~Work with other subsidiary bodies and RPPOs regarding areas of mutual interest.~~ |
| ~~v) Actions directed by CPM~~   * ~~Contribute to the delivery of the IPPC Communications Strategy.~~ * ~~Provide oversight of bodies that have been established by CPM and entrusted to the IC.~~ * ~~Undertake other functions as directed by the CPM.~~ * ~~Report to the CPM on its activities.~~ |
| **~~5. Relationship with the IPPC Secretariat~~**   * ~~The Secretariat is responsible for coordinating the work of the IC and providing administrative, editorial operational and technical, support. The Secretariat advises the IC on the availability and use of financial and staff resources.~~ |
| **5~~6~~. Relationship with the Standards Committee**  The IC collaborates with the SC to make standard setting and implementation complementary and effective on the basis of aligned priorities~~work plans~~ for the implementation of the IPPC. This collaboration will take place at a number of levels (e.g. Secretariat, chairs, members, stewards and S~~s~~ub-groups). ~~The IC includes an SC~~ A representative from the SC is invited to participate in IC activities and meetings~~and also selects a representative for participation in SC meetings.~~ IC and SC~~Subjects for~~ collaboration will include ~~at least~~:   * Alignment of priorities~~work programmes~~ * Development of implementation plans for standards * Analysis of responses to calls for topics and issues to be addressed * Review of the Framework for Standards and Implementation jointly and make recommendations to the CPM for endorsement via the SPG * ~~Development and implementation of joint projects.~~ |
| **6~~7~~. Relationship with the RPPOs**  RPPOs provide a regional perspective on issues, challenges and the region operating context impacting contracting parties and their NPPOs. RPPOs provide support to contracting parties to enhance their phytosanitary capacities and capabilities. ~~The IC includes an~~ A representative, selected by the RPPOs ~~representative~~ is invited to participate in IC activities and meetings. Areas for collaboration include:   * Exchange of ~~draft~~ work plans~~programmes~~ * Sharing of technical resources and information * Identification and provision of experts * Coordination of activities and events, including IPPC Regional Workshops * ~~Development and implementation of joint projects.~~ |

2.2 Proposed revisions to the Rules of Procedure of the IPPC Implementation and Capacity Development Committee (IC) – A Subsidiary Body of the CPM**[[2]](#footnote-2)**

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| **Rule 1. Membership**  The IC is composed of 14~~2~~ members.  Members will have experience in at least one of the following:   * Demonstrated experience in managing phytosanitary systems; * Demonstrated experience in delivering phytosanitary capacity development activities; * In depth knowledge of the IPPC, ISPMs and CPM Recommendations; * Experience in the implementation of phytosanitary regulations; * Other specific knowledge, qualifications and/or experience, for example in developing and delivering training   Members will also have a level of English which will allow them to actively participate in IC meetings and discussions.  ~~plus one representative from the regional plant protection organizations (RPPOs) and one from the Standards Committee (SC) of the International Plant Protection Convention (IPPC).~~  ~~Members are selected on the basis of a balance of expertise with at least one from each Food and Agriculture Organization of the United Nations (FAO) region and representation from developing countries. Members should have experience of either implementation of phytosanitary related instruments and/or capacity development and will be selected and appointed by the Commission on Phytosanitary Measures (CPM) Bureau.~~  ~~The Technical Consultation (TC) among RPPOs and the SC each appoints a representative to the IC through their own processes.~~  The members ~~and representatives~~ will serve with utmost integrity, impartiality, and independence and will prevent and disclose in advance possible conflicts of interest that may arise in the course of carrying out their duties. If they occur, the Bureau will resolve cases of a conflict of interest.  Members serve for a term of three years which may be renewed as recommended by CPM Bureau and confirmed by CPM. The term of membership will begin at the end of the May IC meeting. |
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| **~~Rule 2. Qualification for membership~~**  ~~Nominations for members will include documented evidence of their experience in implementation and/or capacity development. This experience should include at least one of the following:~~   * ~~Demonstrated experience in managing phytosanitary systems;~~ * ~~Demonstrated experience in delivering phytosanitary capacity development activities;~~ * ~~In depth knowledge of the IPPC and International Standards for Phytosanitary Measures;~~ * ~~Experience in the implementation of phytosanitary regulations;~~ * ~~Other specific knowledge, qualifications and/or experience, for example in developing and delivering training.~~   ~~Nominees will also have a level of English which will allow them to actively participate in IC meetings and discussions.~~  **Rule 2. Replacement members**  Replacements should meet the qualifications for membership set forth in these Rules.  Replacements for regional representatives. A maximum of two replacements may be nominated by each region and when a region nominates two, it should indicate the order in which they would serve as replacements.  Replacements for Experts. Experts submitted in response to a call for experts may also be selected to form a pool of replacements. |
| **Rule 3. Procedure for nomination and selection of members and replacement members**  For nominations for regional representatives, each of the seven Food and Agriculture Organization of the United Nations (FAO) regions may devise its own procedures for selecting its nominations of members and replacement members and their selection is communicated to the IPPC Secretariat through the CPM Bureau member from that region.  For nominations for experts, the IPPC Secretariat will make a call for experts. Nominations should be submitted to the IPPC Secretariat through IPPC Official Contact points for contracting parties or RPPOs. Nominations will be reviewed and selected by the Bureau. In addition to the qualifications for members outlined in these rules, the Bureau will also consider the skills and experience of the seven regional representatives and select additional experts to complement them.  Replacement members will also be selected following the above process to form a pool of replacement members.  The selection of members who are a representative of the SC or a representative from the RPPOs is described in Rule 5.  All nominations should be accompanied by a:   * letter of intent, * CV and * completed and signed Statement of Commitment as specified in the call.   All nominations for IC members or replacement members will be selected by the Bureau and recommended to the CPM for confirmation.  ~~The Secretariat will issue a call for members when vacancies arise. Member nominations, including supporting information and a letter of commitment as specified in the call, may be formally submitted by contracting parties or RPPOs.~~  ~~The CPM Bureau will review nominations against the list of requirements outlined in Rule 2.~~  ~~Members serve for a term of three years which may be renewed on acceptance of the CPM Bureau.~~  **~~Rule 4. Alternate and replacement members~~**  ~~At least one alternate for each FAO region should be appointed following the selection process detailed in Rule 3 and serves for a term of three years which may be renewed in accordance with that Rule.~~  ~~An alternate may attend a meeting of the IC in place of a member who is unable to attend.~~  ~~If a member resigns, no longer meets the qualifications for membership set forth in these Rules, or fails to attend two consecutive meetings of the IC, the member will be replaced. The replacement will be decided by the Bureau maintaining the balance of expertise, and the need to have at least one member from each FAO region. A replacement member will serve for a term of three years starting from the time of appointment.~~ |
| **Rule 4. Procedure calling a replacement member**  A member of the IC will be replaced by a confirmed replacement member if the IC member resigns, no longer meets the qualifications for membership set forth in these Rules, or fails to attend two consecutive meetings of the IC.  For the replacement of a member who is a regional representative, the confirmed replacement member will be called upon in the order confirmed. In these cases, the Secretariat should inform the relevant regional Bureau member.  For the replacement of a member who is an expert, the Bureau will be requested to select a confirmed replacement member from the pool to complement the IC membership with a balance of skills and experience required.  A replacement will serve through the completion of the term of the original member. |
| **Rule 5. Representatives of the SC and RPPOs**  The SC and the Technical Consultation (TC) among RPPOs each selects a representative to the IC through their own processes. |
| **Rule 6~~5~~. Chairperson and Vice-Chairperson**  The chairperson and vice-chairperson of the IC are elected by its members and serve for the remainder of their~~a~~ term ~~of three years~~ with the possibility of re-election ~~on acceptance of the CPM Bureau~~. |
| **Rule 7~~6~~. Meetings**  The IC will hold two physical meetings a year. Additional meetings may be held when necessary, subject to available staff and financial resources. Meetings of the IC may also be held through electronic means, including by video and teleconference, as necessary.  A majority of members will constitute the quorum to hold meetings. |
| **Rule 8~~7~~. Observers ~~and participation of invited experts~~ to IC meetings**  Subject to the provisions of the below paragraph, meetings of the IC will be open, in accordance with the applicable FAO and CPM rules and procedures.  The IC may determine that certain meetings, or part thereof, be conducted without observers, in consideration of the sensitivity or confidentiality of the subject.  With the prior agreement, or at the request, of the IC members, the Secretariat may invite individuals or representatives of organizations with specific expertise, to participate ~~as observers~~ in a specific meeting or part thereof. |
| **~~Rule 8. Bodies established by CPM~~**  ~~A subsidiary body established by the CPM may be entrusted to the oversight of the IC. These bodies will have their own terms of reference and rules of procedure which will have been agreed by the CPM during their establishment.~~ |
| **Rule 9. IC Sub-groups**  The IC may recommend that the CPM establish IC S~~s~~ub-groups to address specific implementation and capacity development issues subject to availability of financial resources. The IC will approve~~determine in their~~ T~~t~~erms of R~~r~~eference (TOR) for each IC Sub-group and Rules of Procedure (ROP) for IC Sub-groups. The TOR should outline the assigned~~the~~ tasks, duration of the Sub-group, the composition of the~~,~~ membership and reporting duties ~~of these sub-groups~~.  The IC may recommend, the CPM dissolve IC S~~s~~ub-groups when they are no longer required. |
| **Rule 10. Working groups**  The IC may establish ad hoc working groups to address specific issues. Working group members are selected by the IC from its membership and may, in some cases, include additional experts as agreed by the IC.  The IC may dissolve these temporary working groups when they are no longer required. |
| **Rule 11~~10~~. Decision-making**  The IC will endeavour to make decisions on the basis of consensus between members, however representatives of the SC and RPPOs will be excluded from decision making.  Situations where consensus is required but cannot be reached shall be described in the meeting reports detailing all positions maintained and presented to the CPM for discussion and appropriate action. |
| **Rule 12~~11~~. Reporting**  The IC will report to the CPM and submit recommendations to the CPM as needed. |

1. Report from CPM-12 (2017) see Appendix 10 to report: [https://www.ippc.int/static/media/files/publication/en/2017/05/CPM-12\_Report-2017-05-30\_withISPMs.pdf](https://www.ippc.int/static/media/files/publication/en/2017/05/CPM-12_Report-2017-05-30_withISPMs.pdf%20) [↑](#footnote-ref-1)
2. Report from CPM-12 (2017) see Appendix10 to report: <https://www.ippc.int/static/media/files/publication/en/2017/05/CPM-12_Report-2017-05-30_withISPMs.pdf> [↑](#footnote-ref-2)