Terms of Reference (ToR) and Rules of Procedure (RoP) for an IPPC Stakeholder Advisory Group

1. The purpose of this document is to provide draft terms of reference and rules of procedure for a proposed IPPC Stakeholder Advisory Group as requested by CPM-14 (2019).

1. Draft Terms of Reference

1.1 PURPOSE

1. The purpose of the International Plant Protection Advisory Group is to provide an informal platform for interaction with parties outside the IPPC network to further the work of protecting global “plant health” as defined in the decision by Commission on Phytosanitary Measures (CPM)12 (2016) and general SPS and other trade-related matters. The SAG will have no decision-making authority and will exist solely for the purpose of exchange of information and ideas intended to furthering the objectives of plant health as described above.

1.2 STRUCTURE

1. The IPPC SAG shall be comprised of no more seven members, participating on a rotating basis for terms of three years, with the possibility of continuing for one additional three-year term, but no more than two successive terms. Representatives shall be proposed by the IPPC Secretary and approved by the Bureau of the Commission on Phytosanitary Measures during the annual June meeting. Representatives shall be selected from international organizations representing industry groups, research organizations, academic institutions, and international trade bodies.

2. Draft Rules of Procedure

1. The IPPC SAG shall meet annually, for no more than two days, at a location selected by the IPPC Secretariat.
2. Funding for participation is the responsibility of the SAG member; the IPPC will not provide support for participation, and members will serve without compensation.
3. The chairperson of the SAG will be selected by the membership and will serve for three years.
4. The SAG will be responsible for establishing the agenda for each meeting in coordination with the Secretary of the IPPC.
5. Minutes of the meeting will be kept by the IPPC Secretariat and a report of each meeting will be prepared and publicly available following review and approval by the IPPC Secretary and SAG chair.
6. Observers and resource persons may attend meetings of the SAG at the discretion of SAG members (in a majority vote if necessary) and the IPPC Secretary.
7. The SPG is invited to:

* *Review* the proposed ToRs and RoPs of the IPPC Stakeholders Advisory Group
* *Submit* them for approval to CPM-15 (2020).