

Legend

Black text is standard text to all specifications that must not be changed or removed.

[Bracketed black text] is text that must be retained but amended for the specification being drafted.

Blue text is explanatory material that needs to be removed by the originator after drafting a section.

[Bracketed highlighted text] is special instructions for IPPC Secretariat staff.

DRAFT SPECIFICATION FOR ISPM: [Title of ISPM] ([Topic no.])

Specifications are the first stage in the process of preparing the text of a new standard. The content of the specification in its draft and approved format changes only very little. This template shows what a specification should include.

Specifications are commented on in the OCS and paragraph numbering is provided via the OCS.

Status box

“Status box” is changed to “Publication history” after approval of the specification and the content rewritten according to established style.

This is not an official part of the specification and it will be modified by the IPPC Secretariat after approval	
Date of this document	[2017-03-13]
Document category	Draft specification for an ISPM
Current document stage	The stage where the document is going in the standard setting process. For example: <i>To member consultation</i>
Major stages	All the major stages of the standard setting process. All the stages when the document was sent to SC and to groups of experts (virtual SC small groups and EDGs – including EWGs and TPs – for both virtual and face-to-face meetings). In the major stages, drafts can be: deferred (no changes are made during the meeting); commented (no revision was made, but comments were added); or revised (the text was modified). For example: 2009-11 SC added topic [number and title] 2012-11 SC commented to Technical Panel for the Glossary 2013-05 SC deferred Note that abbreviations and acronyms describing IPPC meetings and document stages may be used in the status box without definition.
Steward history	Names of lead and assistant stewards assigned to the draft, with the date and meeting of nomination, name, country code (ISO 3166-1 alpha-2) and role (Lead Steward or Assistant Steward). For example: 2008-11 SC Mr Dwi SETIAWAN (ID, Lead Steward) 2012-04 SC Ms Julie ALIAGA (US, Assistant Steward)
Notes	Information that the IPPC Secretariat needs to record and is not included in the major stages (i.e. editing, formatting, email discussions and other notes that should be considered when reviewing the draft) when presented to a meeting..

Title

[1] [Full title].

[Reason for the standard] [Reason for the revision of the standard] [Reason for the annex to the standard]

[2] This provides the justification as to why the standard is needed; some of this may be copied from the topics submission form.

Scope

[3] This provides the boundaries or limits to what the standard should cover.

Purpose

[4] Explain what issue will be addressed and/or harmonized once this standard is put in place.

Tasks

[5] This is a list of the expert drafting group's specific needs, activities (e.g. consider, identify, describe, review, revise) and expectations.

[6] The two penultimate tasks must be added to all specifications, and the last one only in case of revision to an ISPM.

[7] The expert drafting group (EDG) should undertake the following tasks:

(1) [Add text]

(2) [Add text]

(3) [Add text]

(4) [Add text]

(5) [Add text]

(6) [Add text]

(7) Consider whether the ISPM could affect in a specific way (positively or negatively) the protection of biodiversity and the environment. If this is the case, the impact should be identified, addressed and clarified in the draft ISPM.

See the IPPC Style Guide, section 2.1, "Guidance for expert drafting groups on the task pertaining to biodiversity and the environment".

(8) Consider implementation of the standard by contracting parties and identify potential operational and technical implementation issues. Provide information and possible recommendations on these issues to the Standards Committee (SC).

(9) **[For revision of ISPM only]** Review all references to the ISPM under revision in other ISPMs to ensure that they are still relevant and propose consequential changes if necessary.

Provision of resources

[8] Funding for the meeting may be provided from sources other than the regular programme of the IPPC (FAO). As recommended by ICPM-2 (1999), whenever possible, those participating in standard setting activities voluntarily fund their travel and subsistence to attend meetings. Participants may request financial assistance, with the understanding that resources are limited and the priority for financial assistance is given to developing country participants. Please refer to the *Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat* posted on the International Phytosanitary Portal (IPP) (see <https://www.ippc.int/en/core-activities/>).

Collaborator

[9] To be determined.

Steward

[10] Please refer to the *List of topics for IPPC standards* posted on the International Phytosanitary Portal (IPP) (see <https://www.ippc.int/core-activities/standards-setting/list-topics-ippc-standards>).

Expertise

[11] Identify the nature of the expertise required and the number of experts needed to prepare the ISPM.

[12] [Either A, B or C]

[13] [A] [Five to seven] experts with a wide knowledge and experience in [phytosanitary actions], including at least one person knowledgeable in [authorization programmes and their elements] and at least one person knowledgeable in [auditing compliance with authorization programmes].

[14] [B] [For topics] Technical Panel [on Diagnostic Protocols, for the Glossary, etc.] and other experts if deemed necessary.

[15] [C] Details of the technical panel membership may be found on the IPP: [Hyperlink to relevant TP top page]. Panel members are selected by the SC for a five-year term (or until the current pending work is completed, whichever comes first [for TPFQ and TPFQ]). The SC reviews the composition of the panel on a regular basis. The SC may renew individual memberships for additional terms.

Participants

[16] [To be determined.]

References

[17] The IPPC, relevant ISPMs and other national, regional and international standards and agreements as may be applicable to the tasks, and discussion papers submitted in relation to this work.

[18] Further information or specific references can be added if necessary.

Discussion papers

[19] Participants and interested parties are encouraged to submit discussion papers to the IPPC Secretariat (ippc@fao.org) for consideration by the EDG.