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

*Prepared by the IPPC Secretariat*

**Background**

The CPM-12 (2017) agreed that the Implementation and Capacity Development Committee (IC) be established and also adopted the IC Terms of Reference (TOR) and Rules of Procedures (ROP)[[1]](#footnote-1) . The IC has been operating for two years and there have been several issues regarding the TOR and ROP that have been difficult to interpret and the IPPC Secretariat asked the CPM Bureau to provide guidance.

Based on the advice of FAO Legal Services, the Secretariat revised the IC TOR and ROP to get clarity on IC membership. This was presented to the IC in November 2018 and the IC requested these be presented to the December 2018 Bureau.

In December 2018, the Bureau provided an agreed interpretation of the IC membership (12 members: seven regional representatives, selected by their regions and five experts selected by the Bureau, as well as a representative from the SC and RPPO, selected by the SC and the TC-RPPOs respectively). The Bureau requested the Secretariat, in the meantime, to use this interpretation of the membership and to then work with the FAO Legal Service to revise the TOR and ROP to reflect this clarity on the IC membership and to, as appropriate, align with the Standards Committee TOR and ROP.

In May 2019, the Secretariat presented to the IC a revision of the IC TOR and ROP in consultation with FAO Legal service and the IC was invited to provide comments. The Secretariat applied the changes proposed by the IC and presented to the Bureau June 2019.

The proposed revision of the IC TOR and ROP was presented to the SPG in 2019. The SPG discussed the status of experts as well as SC and RPPO representatives in the IC and proposed to amend them to reflect that the SC and RPPO representatives should also be members (making fourteen IC members) as it was felt that these representatives should take part in the decision-making process in the IC. The SPG recommended the modified TOR and ROP to CPM-15 for adoption. In addition, the Bureau agreed to allow nominations of retired experts to be considered for membership as one of the IC experts.

The revised version of the IC TOR and ROP[[2]](#footnote-2) was presented for adoption to CPM-15 (2020 and due to COVID, again in 2021). At CPM-15 (2021), some CPs and one regional plant protection organization (RPPO) felt this was not a priority for a virtual CPM meeting. The CPM deferred consideration of the revision of the IC TOR and ROP to a future session of the CPM and the IPPC Secretariat, following normal practices, is resubmitting the proposed revision of the IC TOR and ROP to the SPG in 2021 to facilitate discussions before resubmitting them to CPM-16 (2022).

In July 2021, the IPPC Secretariat liaised with European Union (EU) member states and the Comite de Sanidad Vegetal del Cono Sur (COSAVE) to try to get a better understanding of their concerns regarding the proposed IC TOR and ROP.

The COSAVE’s member countries responded that they no longer had any concerns

However, the EU and its member states raised the two following points for consideration:

* IC Membership: The EU and its member states think that the IC should be composed of twelve members who are experts with relevant skills and experience in implementing phytosanitary related instruments and/or capacity development. Seven of these members should be representatives of each of the FAO regions while five members should be experts. To enhance cooperation with the RPPOs and the SC, representatives of those bodies need to be nominated as permanent observers.
* Dispute Avoidance and Settlement (DAS): The function to oversee the DAS processes should be removed from the IC scope and assigned to the CPM-Bureau. To facilitate the progress, the topic needs the involvement of the CPM government body.

The Secretariat contacted the EU to get a better understanding and the EU informed the IPPC Secretariat that the European Commission representative would submit a separate paper (19\_SPG\_2021\_Oct - [*link*](https://www.ippc.int/en/publications/90268/)*)* on this issue to the SPG in October 2021 to provide justifications underlying the proposed modifications.

Other SPG members are also invited to submit written comments if they have them.

The proposed revisions are presented to the IC TOR and ROP are presented in Annex 1 of this document. Deletions are indicated using ~~struck out text~~ and additions are indicated using underlined text.

The recommendations resulting from this discussion during the SPG will be taken into account to revise IC TOR and ROP, which will then be presented to CPM-16 (2022) for adoption.

The SPG is invited to:

1. *Consider* the proposed revisions to the Implementation and Capacity Development Committee Terms of Reference and Rules of Procedure and to submit written comments.
2. *Advise*on the proposed modificationto the role ofRegional Plant Protection Organizations and the Standards Committee representatives as permanent observers and not as members.
3. *Advise*on the proposed modification *remove the oversight of* Dispute Avoidance and Settlement from the IC to the CPM Bureau and consider the consequences arising from this proposal
4. *Recommends* the proposed revisions to the Implementation and Capacity Development Committee Terms of Reference and Rules of Procedure to be presented to CPM-16 (2022) for adoption.

ANNEX 1 - Proposed revisions to the Terms of Reference of the CPM Subsidiary Body: Implementation and Capacity Development Committee – A Subsidiary Body of the CPM[[3]](#footnote-3)

Note: ~~on interpretation~~

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 in subjects relevant to the work of the IC~~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).
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| **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 establish and dissolve ~~and provide oversight of~~ IC Sub-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 organizations 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.
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| 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.~~
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| ~~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.~~
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| **~~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.~~
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| **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.~~
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Proposed revisions to the Rules of Procedure of the IPPC Implementation and Capacity Development Committee (IC) – A Subsidiary Body of the CPM**[[4]](#footnote-4)**

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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**Nominations should be submitted through the IPPC Official Contact points for contracting parties or RPPOs.For nominations for regional representatives, the IPPC Secretariat will make a call and each of the seven Food and Agriculture Organization of the United Nations (FAO) regions may devise its own procedures for selecting its regional representatives for both members and replacement members. 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.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. Appendix 09 to CPM-12 (2017) report available at: <https://www.ippc.int/en/publications/84387/> [↑](#footnote-ref-1)
2. Revised IC TOR and ROP presented to CMP-15(2021) : <https://www.ippc.int/en/publications/89283/> [↑](#footnote-ref-2)
3. Report from CPM-12 (2017) see Appendix 10 to report: <https://www.ippc.int/en/publications/84387/> [↑](#footnote-ref-3)
4. Report from CPM-12 (2017) see Appendix 10 to report: <https://www.ippc.int/en/publications/84387/> [↑](#footnote-ref-4)