



Terms of Reference of the CPM Subsidiary Body: Implementation and Capacity Development Committee – A Subsidiary Body of the CPM¹

As approved by the CPM-16

Note:

References to implementation of the International Plant Protection Convention (IPPC), include implementation of International Standards for Phytosanitary Measures (ISPMs) and the Commission on Phytosanitary Measures (CPM) Recommendations.

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 implementation activities 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.
- 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 with relevant skills and experience in implementation of phytosanitary-related instruments and/or capacity development, as follows:
 - o Seven members will be representatives from each of the seven FAO regions.
 - o Five members will be experts in subjects relevant to the work of the IC.
 - o Two other members: one representative from the regional plant protection organizations (RPPOs) and one from the Standards Committee (SC).

4. Functions

The IC has the following functions:

4.1) 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 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).

¹ Report from CPM-12 (2017) see Appendix 10 to report: <https://www.ippc.int/en/publications/84387/>

4.2) Effective and efficient management of the IC

- Develop, agree and maintain a list of priorities for Implementation and Capacity Development (ICD) activities 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 IC Sub-groups, undertaking specific activities and tasks.
- Provide oversight to IC Sub-groups.
- Establish ad hoc working groups/teams to address specific issues.
- Seek advice and/or input on matters relevant to its work 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.

4.3) Working with the Secretariat

- Provide guidance on implementation and capacity development activities for inclusion in the Secretariat's work plan.
- Assess and prioritize web resources, as appropriate, technical resources that are relevant for developing capacity to implement the IPPC.
- Promote dispute avoidance as an outcome of effective implementation.
- 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.

5. 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 for the implementation of the IPPC. This collaboration will take place at a number of levels (e.g. Secretariat, chairs, members, stewards and Sub-groups). A representative from the SC is invited to participate in IC activities and meetings. IC and SC collaboration will include:

- Alignment of priorities.
- 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.

6. 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. A representative, selected by the RPPOs is invited to participate in IC activities and meetings. Areas for collaboration include:

- Exchange of work plans

- Sharing of technical resources and information
- Identification and provision of experts
- Coordination of activities and events, including IPPC Regional Workshops

Rules of Procedure of the IPPC Implementation and Capacity Development Committee (IC) – A Subsidiary Body of the CPM²

Rule 1. Membership

The IC is composed of 14 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.

The members 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.

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. 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.

² Report from CPM-12 (2017) see Appendix 10 to report: <https://www.ippc.int/en/publications/84387/>

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 recommended to the CPM for confirmation.

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. Chairperson and Vice-Chairperson

The chairperson and vice-chairperson of the IC are elected by its members and serve for the remainder of their term with the possibility of re-election. The SC representative and the RPPOs representative are not eligible to be elected as chairperson or vice-chairperson of the IC.

Rule 7. 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. Observers 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 in a specific meeting or part thereof.

Rule 9. IC Sub-groups

The IC may recommend that the CPM establish IC Sub-groups to address specific implementation and capacity development issues subject to availability of financial resources. The IC will approve Terms of Reference

(TOR) for each IC Sub-group and Rules of Procedure (ROP) for IC Sub-groups. The TOR should outline the assigned tasks, duration of the Sub-group, the composition of the membership and reporting duties.

The IC may recommend, the CPM dissolve IC Sub-groups when they are no longer required.

Rule 10. Working groups/teams

The IC may establish ad hoc working groups/teams to address specific issues. Working group/team members are selected by the IC from its membership and may, in some cases, include external experts as agreed by the IC.

The IC may dissolve these temporary working groups/teams when they are no longer required.

Rule 11. 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. Reporting

The IC will report to the CPM and submit recommendations to the CPM as needed.