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.

Examples of text are prefaced by “e.g.”.

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

Special instructions for IPPC Secretariat staff are given as [bracketed highlighted text].

**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.

Use manual paragraph numbering following initial drafting and before in-session changes.

Specifications for technical panels also follow this template. In this case, delete “FOR ISPM” in the heading at the top of the draft specification and give the title of the panel and its topic number.

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:  *To* first consultation |
| **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 Standards Committee (SC) added topic *Title* (topic no.).  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 should be spelled out in full upon first use in the status box (except for CPM, IPPC and ISPM, which may be used 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”). Names are listed in reverse chronological order, with the current role holders listed first (lead steward above assistant steward). For example:  2008-11 SC Dwi SETIAWAN (ID, Lead Steward)  2012-04 SC 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.  This section will remain on the drafts going for consultation but be deleted before adoption.  For example:  2017-03 Edited |

Title

1. [Full title (topic no.)].

Reason for the [revision of the] [standard] [supplement to the standard] [annex to the standard] [appendix to the standard] [technical panel]

1. This provides the justification as to why the standard or technical panel is needed. For standards, some of this may be copied from the topic’s submission form.

Scope

1. This provides the boundaries or limits to what the standard should cover.
2. For specifications for technical panels, custom and practice is to combine the Scope and Purpose sections into one section, outlining the overall scope and purpose of the panel.

Purpose

1. Explain what issue will be addressed or harmonized once this standard is put in place.

Tasks

1. This is a list of the expert working group’s specific needs, activities (e.g. consider, identify, describe, review, revise) and expectations.
2. The two penultimate tasks must be added to all specifications, and the last one only in the case of a revision of an ISPM (but not for a “focused revision”).
3. For topics that are to be allocated to a technical panel, “expert working group” should be replaced by “expert drafting group”. For technical panel specifications, “expert working group” should be replaced by “technical panel” and the penultimate two tasks adjusted as appropriate.
4. The expert working group (EWG) should undertake the following tasks:
5. [Add text]
6. [Add text]
7. [Add text]
8. [Add text]
9. [Add text]
10. [Add text]
11. [For ISPMs (but optional for supplements, annexes or appendices)] Consider whether the [revision] [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 on “Guidance for expert drafting groups on the task pertaining to biodiversity and the environment” for further information.

1. Consider implementation of the [revised] [ISPM] [supplement] [annex] [appendix] by contracting parties and identify potential operational and technical implementation issues. Provide information and possible recommendations on these issues to the Standards Committee (SC).

[Only for *revision* of ISPMs, supplements, annexes or appendices] Review all references to [number of ISPM, supplement, annex or appendix under revision] in other ISPMs to ensure that they are still relevant and propose consequential changes if necessary. Review all references to other ISPMs in the revised [ISPM] [supplement] [annex] [appendix] and amend as necessary.

Provision of resources

1. 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 [www.ippc.int/en/core-activities/](https://www.ippc.int/en/core-activities/)).

Collaborator

1. To be determined.

Steward

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

Expertise

1. Identify the nature of the expertise required either to prepare the ISPM (in the case of a specification for a standard) or for members of the panel (in the case of a specification for a technical panel).
2. [Either A, B or C]
3. [A] e.g. 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].
4. [B] [For standards that are to be developed by a technical panel] Technical Panel [on Diagnostic Protocols, for the Glossary, etc.] and other experts if deemed necessary.
5. [C] [For specifications for a technical panel] e.g. Members of this panel should primarily have expertise in [list areas of expertise].

Participants

1. Identify the number of experts needed.
2. [Either A, B or C, as above]
3. [A] [Five to seven experts.]
4. [B] As described above.
5. [C] [Five to ten members.] 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. The SC reviews the composition of the panel on a regular basis. The SC may renew individual memberships for additional terms.

References

1. 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.
2. Further information or specific references can be added if necessary. Any ISPMs cited in the specification (except for the ISPM under revision, in the case of a revision) should be included in the References section.

Discussion papers

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